

Requirements for Saks Domestic Vendors



You must meet **all** requirements to be considered a Domestic Vendor

*****Saks Fifth Avenue can only purchase from a company with Landed Duty Paid (LDP) terms of sale if the vendor meets these requirements.*****

Please initial each of the requirements that apply to your company:
To be completed by vendor

- | | |
|-------|--|
| _____ | 1 The vendor must provide their company or 3rd party information that can clear merchandise for them.
Please provide company or 3rd party name & contact information: _____ |
| _____ | 2 Issue invoices and receive payment by check in U.S. dollars, mailed by post to physical U.S. address. |
| _____ | 3 Handle all billing inquiries and payment issues through a U.S. office in English. |
| _____ | 4 Supply invoices with all shipments that are printed in English in U.S. dollars with a U.S. remittance address. |
| _____ | 5 Have a Return To Vendor address within the United States. |

**Domestic Vendors must fully comply with the Domestic Shipping Instructions. You can the Vendor Standards Manual via the internet at: <http://www.saksincorporated.com/Vendors/SFAE.html>

In addition to the requirements listed above, 'domestic' vendors must also adhere to the following:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | If the product is imported, the invoice (and any other documents) presented to U.S. Customs to effect the clearance MAY NOT list Saks Fifth Avenue in any way. This includes, but is not limited to, the sold to party, importer of record, consignee or ultimate consignee. Saks is not involved in the international transaction in any way as they are purchasing from a domestic/U.S. company. |
| <input type="checkbox"/> | The invoice used for import clearance MUST reflect the vendor's Company / 3rd party information as the sold to party, importer of record, consignee and ultimate consignee. |

A company principal must complete and sign this form.

Thank you.

Vendor Name: _____

Your Name/Position: _____ / _____
(print)

Your Signature/Date: _____ / _____

Once completed, fax to 410-297-5498.