

PMI / EMI

1) Choose Service Type.

Global Parcel Express (Priority Mail International)

Global Parcel SuperExpress (Express Mail International)

Sender Name on Label must be a person's name. (Not a company name.)

ORDER INFORMATION	
1. Order #:	NEU-2012-07-17
2. Agent Order #:	
3. Order Date:	07/17/2012
4. Sender Name on Label:	Minoru Okamoto
5. Service Type:	Global Parcel Express
6. Message Type:	
Dest Country/Port:	Choose one... ePelican Global Parcel Economy Global Parcel Express Global Parcel SuperExpress MailPlus

2) Choose Dest.Country/Port.

For Japan shipments, Japan JPKWS – KAWASAKI, KANAGAWA

ORDER INFORMATION	
1. Order #:	NEU-2012-07-17
2. Agent Order #:	
3. Order Date:	07/17/2012
4. Sender Name on Label:	Minoru Okamoto
5. Service Type:	Global Parcel Express
6. Message Type:	
Dest Country/Port:	Japan JPKWS - KAWASAKI, KANAGAWA Indonesia IDJKT - JAKARTA, JAVA Indonesia IDPRN - PANARUKAN, JAVA Japan JPKIX - OSAKA INTERNATIONAL Japan JPKWS - KAWASAKI, KANAGAWA Japan JPNRT - NARITA APT/TOKYO

3) Recipient Information in English (Hankaku) Only.

We will submit the data to USPS.

RECIPIENT INFORMATION	
Search address book (optional) enter a few letters of the recipient's name...	
Reset Recipient Info	
7. Is this a Gift?: <input type="radio"/> Yes <input checked="" type="radio"/> No	
8. Recipient Information <input type="checkbox"/> (Save in address book?)	
Postal Code:	6308115
Recipient Name:	MINORU OKAMOTO
Yomigana Name:	
Address1:	999
Address2:	OMIYACHO
Address3:	NARA SHI, NARA KEN
Phone:	0742-33-3333
Email:	
9. Consignee Information	
Postal Code:	6308115
Consignee Name:	MINORU OKAMOTO
Yomigana Name:	
Address1:	999
Address2:	OMIYACHO
Address3:	NARA SHI, NARA KEN
Phone:	0742-33-3333

4) Package Gross Weight in LBS Only.

Round Up.
4.1 LBS = 5 LBS

New tracking# (Label) will be issued if Nippon Express modifies the data including the weight.

PACKAGE INFO, WEIGHT, PAYMENT AND DELIVERY METHOD

10. Package Information	11. Payment & Delivery
Gross Weight: <input type="text" value="5"/> <input type="text" value="LBS"/>	Delivery Request Time: <input type="text" value="No delivery times available"/>
Volume Weight: <input type="text"/> <input type="text"/>	Collection Type: <input type="text" value="Choose one ..."/>
Dimensions: Length <input type="text"/> Width <input type="text"/> Height <input type="text"/> UOM <input type="text"/>	Collection Amount (JPY): <input type="text"/>
	COD Payee: <input type="text" value="Choose one ..."/>
	Other Charges: Handling (¥) <input type="text"/> Shipping (¥) <input type="text"/> Discount (JPY) <input type="text"/>

5) Unit Price in US\$ Only.

Add Items to Order

Please complete the item entry form below. Required fields in **bold**.
NOTE: Japanese text is NOT permitted in any field.

Select Item Code:

Item Code:

Description:

Quantity:

Unit Price:

Origin:

Net Weight:

☐ Click here to save this item to your Item Master.
Item information with the same "Item Code" will be updated.

6) Label Printing

Choose USPS Global Parcel Express/Super Express, which will connect to USPS server to get tracking#.

Label Type:

☒ Print Pending Shipping Labels: Total Orders:

☐ Re-Print Cancelled Shipping Labels: Total Orders:

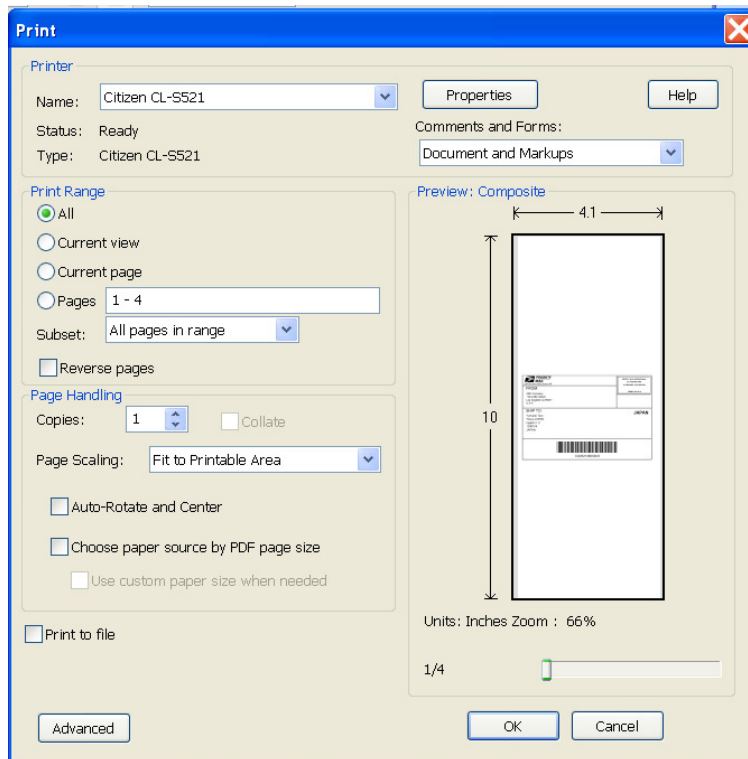
☐ Re-Print (by Order#):

☐ Re-Print (by Tracking#): to

☐ Re-Print (by Upload/Saved Date):

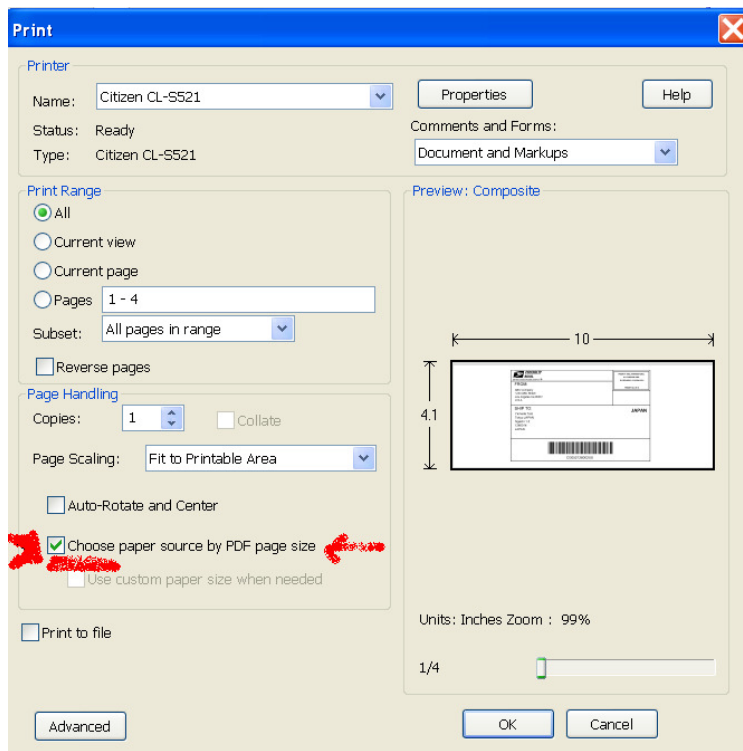
☐ Check for silent printing of labels

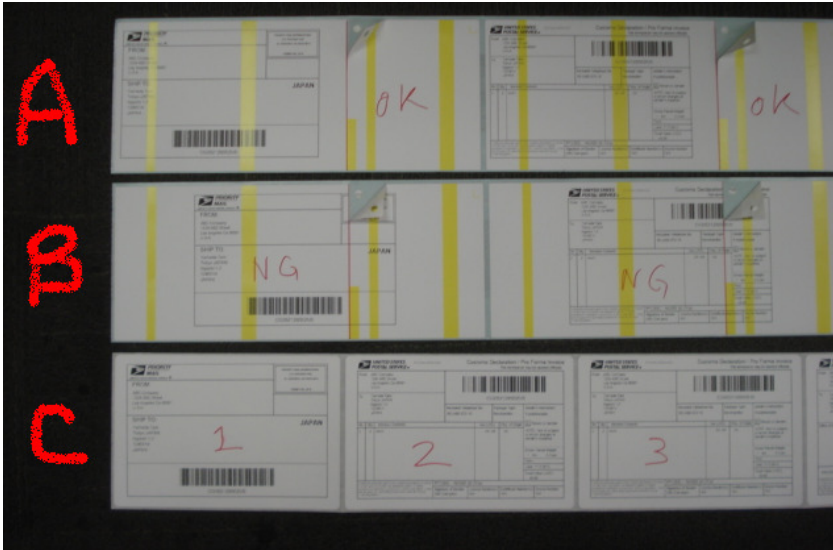
7) Using Mail Plus/e-Pelican White/Yellow Label (4 x10)



Please check "Choose paper source by PDF page size".

Although below Print screen shows the label at the center, it will print labels as below (A).



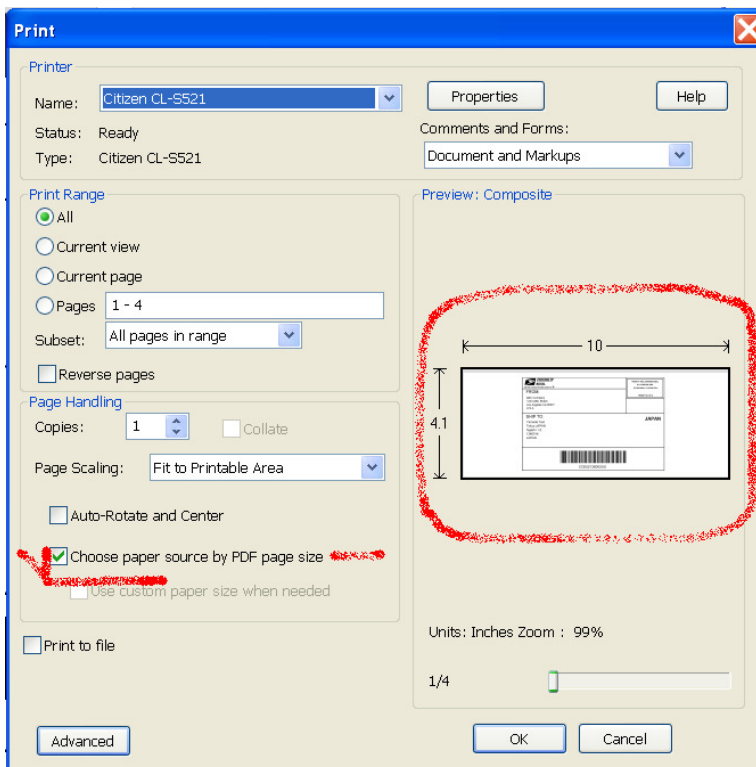


Above (B) is NG and can not be used for the shipments.

8) Using Standard White Label (4 x 6)

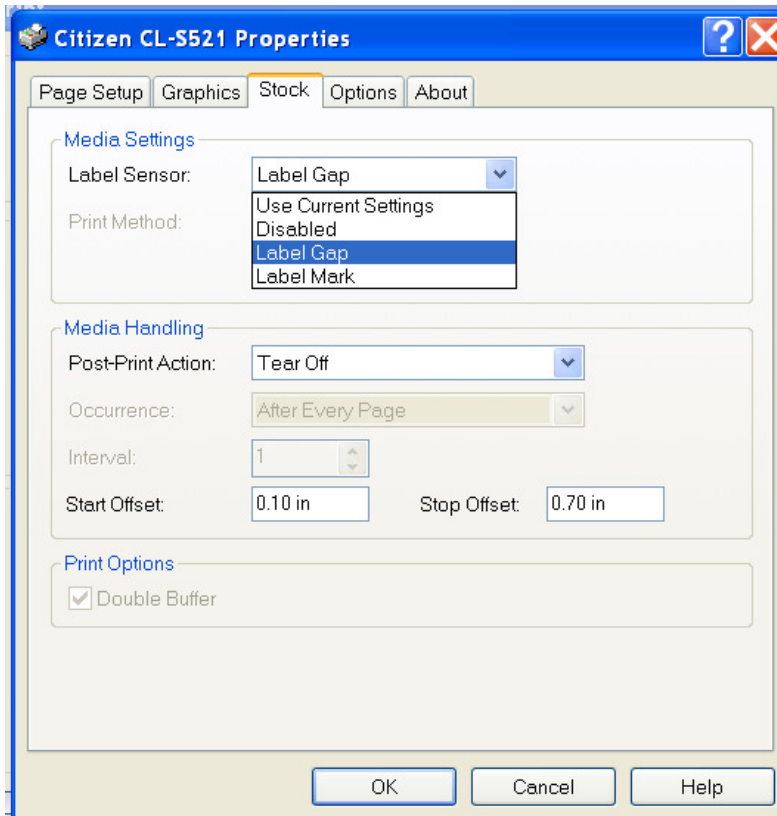
Please check "Choose paper source by PDF page size".

Although below Print screen shows 4.1 x 10 & the label at the center, it will print as per above (C).



Click Properties next to Printer Name.

Change Label Sensor to Label Gap.



9) Affixing Labels.

Four labels will be printed. We can provide the pouch. (ULINE# S-750)

GSS will print four labels for an international package:

1. The Mailing Label
2. The Customs Declaration
3. A second copy of the Customs Declaration
4. The Dispatch Note

It is critical that these labels be placed properly on the package. The core requirements are:

- The Mailing Label must be affixed to the outside of the package and not in a plastic sleeve.
- The Customs Declaration must be completely and clearly visible on the package.

There are different shape-specific guidelines depending on whether the item being mailed is a **Box** (with six sides) or an **Envelope or Pouch** (with only two sides).

For Boxes:

1. The Mailing Label and Customs Declaration should be affixed to the outside of a package, on the same side.
2. The Dispatch Note and the second copy of the Customs Declaration should be placed in an attached plastic sleeve, with the backing still on both labels.



Exceptions for Boxes:

- a. If the package is not large enough to affix the Mailing Label, Customs Declaration, and plastic sleeve to its front, the plastic sleeve should be placed on another side of the package.
- b. If the package is not large enough for both the Mailing Label and Customs Declaration to be affixed to its front, then the Mailing Label should be affixed to the front and the Customs Declaration should be affixed to one side.



For Envelopes or Pouches:

The Mailing Label should be affixed to one side of the package and the plastic sleeve should be placed on the other side with *both* Customs Declarations and the Dispatch Note in the sleeve. The Customs Declaration must be clearly visible through the plastic sleeve and not obscured in any way.



10) Insurance

10-a) The shipments include following coverage by USPS.

Global Parcel Express (Priority Mail International): Indemnity as per below link.

http://pe.usps.com/text/imm/immc2_012.htm

Global Parcel SuperExpress (Express Mail International): up to \$100

10-b) Optional insurance is available for JAPAN only.

Insurance Premium: \$4 for up to \$2,000
\$5 for up to \$2,500

11) Declared Value

The value must be less than \$2,500 per Schedule B Number.

(Schedule B Number)

http://export.gov/logistics/eg_main_018119.asp

12) Packages to Nippon Express driver

Please do NOT put Global Parcel Express (PMI) & SuperExpress (EMI) into SACKS.

All packages in the SACKS may be shipped as Global Parcel Economy (First-Class Mail International).