



Southern Glazer's Wine and Spirits (SGWS) Instructions for sending Foreign Samples with no U.S. TTB Certificate of Label Approval

Summary: Imported alcohol samples must clear U.S. Customs in the same manner as all foreign alcohol shipments. If the samples have no TTB COLA on record they must have a TTB Approved **COLA Waiver** in order to clear U.S. Customs.

The following steps should be taken for samples in this category:

1. A detailed list indicating exact quantity, bottle size, product label name and class/category and country of origin should be submitted to SGWS Legal Department, Dallas, Texas. This information can be provided on the Proforma Invoice/Document that will be used in shipment or simply a list from the foreign vendor. Each bottle(s) must have a sticker placed on them for each of the following statements, prior to shipping, stating: **"Sample Only- Not for Sale"**, if Wine, **"Contains Sulfites"**, and the U.S. health warning statement of: **GOVERNMENT WARNING: (1) ACCORDING TO THE SURGEON GENERAL, WOMEN SHOULD NOT DRINK ALCOHOLIC BEVERAGES DURING PREGNANCY BECAUSE OF THE RISK OF BIRTH DEFECTS. (2) CONSUMPTION OF ALCOHOLIC BEVERAGES IMPAIRS YOUR ABILITY TO DRIVE A CAR OR OPERATE MACHINERY, AND MAY CAUSE HEALTH PROBLEMS.** Printed copies of the labels, if available, should also be sent to avoid any delays in TTB processing.
2. Request for the TTB COLA Waiver is submitted to TTB by the SGWS Legal Department (colas@sgws.com). Normal approval time varies between 7 to 20 days dependent on TTB work volumes.
3. Upon receipt of TTB COLA Waiver approval, notification will be sent to the SGWS requesting party, the foreign vendor, U.S. Customs Broker contacts and/or the SGWS Logistic Personnel managing import shipments. Copies of the actual approved TTB COLA Waiver will only be sent to the internal or external Customs Broker that is managing U.S. customs clearance of the shipment.
4. The samples must not be shipped until you receive notification of approved TTB COLA Waiver has been received.
5. Upon notification of receipt of approved TTB COLA Waiver, the foreign entity should process shipping documents that include the SGWS location as the Consignee on the Carrier Bill of Lading and/or Airway Bill and add our U.S. Customs Broker as the "Notify Party".

a. U.S. Customs Broker Contact Information:

Attn: Sarah Scipione

sscipione@tacustoms.com & sgwsimports@tacustoms.com

4902 North America Drive

Buffalo, NY 14224

Phone: (716) 462-6022



Southern Glazer's Wine and Spirits (SGWS)
Instructions for sending Foreign Samples with no U.S. TTB Certificate of Label Approval

6. As soon as the product is shipped the vendor/foreign entity must email (or express mail) copies of the Airway Bill or Bill of Lading, the Proforma Invoice document with product value, and any other shipping documents required by the country of origin, to our U.S. Customs Broker at the contact email(s) above.

7. To **avoid** air carriers such as FedEx, DHL or UPS from attempting to clear shipments, all Vendors / Suppliers should clearly mark all shipping documents, I.e. Commercial/Proforma Invoice, Airway Bill, Bill of Lading, Arrival Notice, etc. with the following statement or comment to ensure proper processing:
 - a. **Comment/statement:**
"Designated - U.S. Customs Broker (notify party) will process all documents and forms for clearance with U.S. Customs and Border Protection Agency"

**** PLEASE DO NOT SHIP via UPS ****

- **UPS will charge a Broker Turnover Fee to allow SGWS U.S. Customs Brokers to process supplier/vendor shipments**

- **SGWS will not be responsible for payment of any Broker Turnover fees for U.S. Customs Clearance for alcoholic beverages**

- **Supplier/Vendor will be required to pay all fees associated with Broker Turnover for U.S. Customs Clearance**