

Standard Operating Procedure

Miles Market Export Order

Dole & Bailey, Inc.

Implementation Date: June 2023

Revision Date: September 27th, 2023

PURPOSE:

The system is in place to ensure that the Miles Market Export Order is properly prepared, documented, inspected, stamped and transported for delivery to Miles Market in Bermuda.

RESPONSIBILITIES:

The Miles Market Export Order procedure is handled by The Miles Market Sales Team. They are responsible for inputting the orders sent my Miles Market, Russ and Patrick, to the miles@doleandbailey.com email group as soon as received. Coordinate with the appropriate buyers to ensure that preorder items are brought in for the orders in a timely manner. The orders should be dated for the weekend following the date of departure, chilled orders on the Saturday date, and frozen orders on the Sunday date. This is done to ensure that the orders are not invoiced or moved with regular orders overnight before the day of departure. Orders will be processed on the day of pickup by the Miles Sales Team, with all necessary information being transferred into the Order and Exportation Documents. The USDA application and associated documents will be used for the USDA inspection on the day of departure with the current Inspector. Complete all USDA paperwork and documentation and stamp the approved boxes for export. Have correct documents ready for the trucking shipping companies and send a copy of files with cargo to Miles Market for filing. Digital documents should be emailed to all transportation companies with email lists and inclusions noted below in procedure notes.

GENERAL PROCEDURE

Step 1: Coordinating Pick Ups

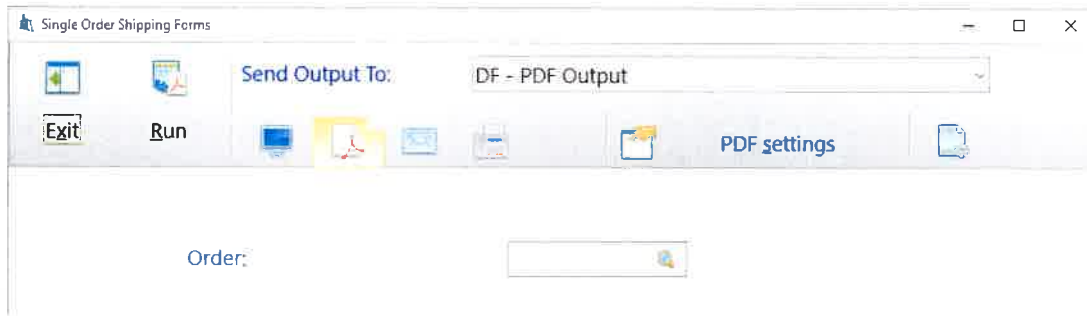
- This step should be completed one month prior to the order date.
- Freight forwarding pick-ups need to be set up in advance for all orders, we use Apache trucking for this, email Pooja at Operations@apachetrucking.com to set these up. Email after the last order in the month to set up the dates for the next month with her, title the email "Dole & Bailey Pick Ups Month and Year" and request the dates of shipment for the next month found in the Sailing Schedule 2023, also marked on my calendar. Apache will coordinate with Bestway-Midway for delivery to their location in NJ for the orders to be loaded onto the boat.

Step 2: Receive and Input Orders.

- This step should be completed 1-2 weeks before the day of order.
- Orders will be sent in to the miles@doleandbailey.com email group by Russ & Patrick. Orders must be in by the preceding Tuesday by 12 PM at the latest, if orders are not in on that Monday reach out by email to request them. Email addresses can be found in the contacts list. These need to be entered using the Ordering Guide for reference if necessary into 4 new orders separating the items into the categories below and date in the system for the following weekend after the order day. For example an order leaving Dole & Bailey on June 6th will be entered into the system with a ship date of June 10th for chilled and June 11th for frozen. The order will be placed in Zone 91 and the PO for the order will be created with the following Codes for identification:
 - USDACHILL(DATECODE OF ACTUAL ORDER DATE) i.e. "USDACHILL060623" for the section of the order which is fresh products with USDA numbers leaving on June 6th, 2023
 - USDAFRZ(DATECODE OF ACTUAL ORDER DATE) for all frozen USDA products on the order. i.e "USDAFRZ060623"
 - CHILLED(DATECODE OF ACTUAL ORDER DATE) for all chilled non-USDA items on the order. i.e "CHILLED060623"
 - FROZEN(DATECODE OF ACTUAL ORDER DATE) for all non-USDA frozen products on the order. i.e. "FROZEN060623"
- Pricing Items: Items on Miles orders will match last price if there has been no change in cost since the last order. If cost has changed since last order please use best judgment pricing, or default to the contract pricing. New items can default to contract pricing, or if a price is available from Nancy, use that price.
- Notes for order entry- Make sure that all permanent and standing order items are represented on the order, this will be noted in the order guide. Include a remark for any items that need to hit a specific weight spec. Use the Order Guide to find correct products if items are unclear.
- Post a screenshot of the orders in the Miles Markets teams Chat and tag the appropriate buyer or category managers. Use this chat to ask any necessary related questions or make requests from buyers.

Step 3- Printing Tickets & Packing Slips

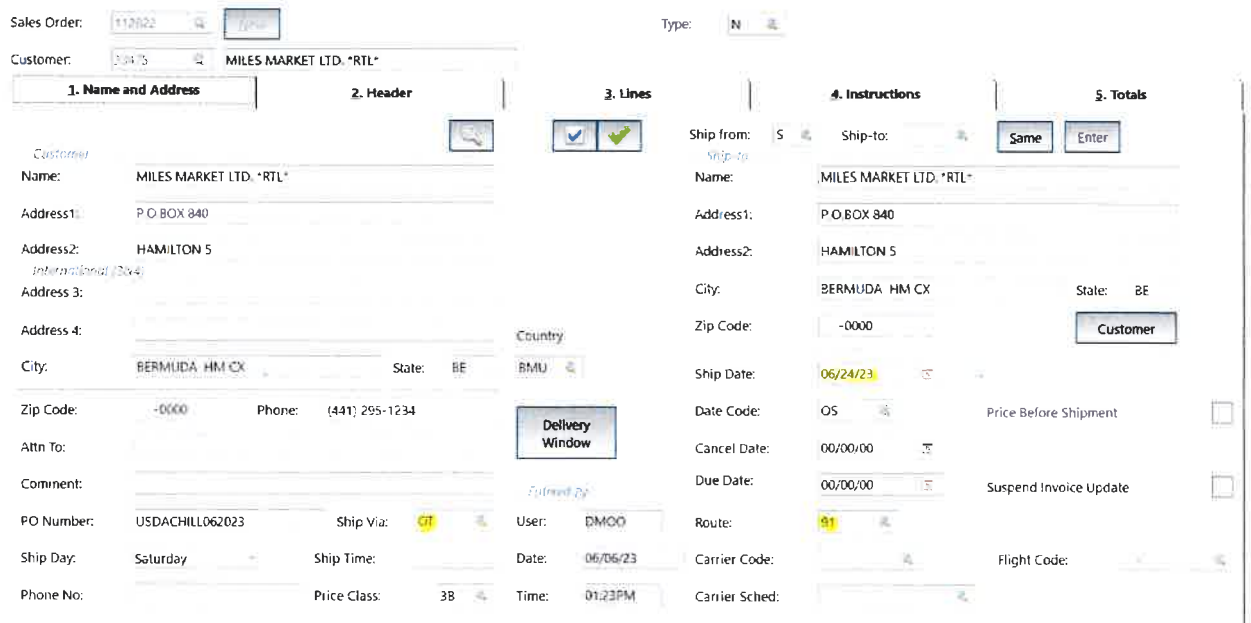
- This step should be completed the Wednesday or Thursday before the day of export.
- Check the system for the Miles Market orders and write the order numbers down in two groups, one for the USDACHILLED and CHILLED, the other for the USDAFRZ and FRZ. At this stage do not change any of the Header details for the order.
- Change the ticket color to **GREEN**, navigate to the "Single Order Shipping Forms" screen, select the Sales Laser Printer option and print the USDACHILLED, then the CHILLED orders, place aside.



- Change the ticket color to **BLUE**, print the USDAFRZ and the FRZ orders the same way. Place these tickets with the chilled orders and send down to the day shipping office.
- IMPORTANT- Be sure to change the tickets back to **ORANGE** after printing is complete.

Step 4- Printing Invoices

- This step is completed the morning of the order.
- Completed packing slips should be available the morning of shipment, some items may be late due to delivery schedules, any USDA items not in house/complete by 10:30 AM should be outed and started on an order for the next delivery date. NON USDA items that are late can come in up until 12 PM, when anything missing should be outed and reordered for the next date. Completed packing slips should be redated to that day's date, changed to WC, zone 92:



1. Name and Address		2. Header		3. Lines		4. Instructions		5. Totals	
Customer Name: MILES MARKET LTD. *RTL*		Ship from: S		Ship to: S		Ship to: MILES MARKET LTD. *RTL*		Same	
Address1: P.O. BOX 840		Name:		Address1:		Address1: P.O. BOX 840			
Address2: HAMILTON 5		Address2:		Address2: HAMILTON 5		Address2: HAMILTON 5			
Address3:		City:		City: BERMUDA HM CX		City: BERMUDA HM CX		State: BE	
Address4:		Zip Code:		Zip Code: -0000		Zip Code: -0000		Customer	
City: BERMUDA HM CX		State: BE		Ship Date: 06/24/23		Ship Date: 06/24/23			
Phone: (441) 295-1234		Country: BMU		Date Code: OS		Date Code: OS		Price Before Shipment	
Attn To:		Delivery Window		Cancel Date: 00/00/00		Cancel Date: 00/00/00			
Comment:		User: DM00		Due Date: 00/00/00		Due Date: 00/00/00		Suspend Invoice Update	
PO Number: USDACHILL062023		Ship Via: 01		Route: 01		Route: 01			
Ship Day: Saturday		Ship Time: 01:23PM		Carrier Code:		Carrier Code:		Flight Code:	
Phone No:		Price Class: 3B		Carrier Sched:		Carrier Sched:			

- Print invoices as they are ready in "Invoice Confirmation" Only when you are absolutely sure the order is complete. Select Invoice, and then Accept, Accept and print to Sales Laser Printer. Add the invoice numbers to all documents with a section for that information.

Invoice Confirmation - Document = 112822
Tools: Cost is ON

Sales Order: 112822 Type: N Number: Date: 06/19/23
Customer: 33175 MILES MARKET LTD. *RTL*


1. Name and Address	2. Header	3. Lines	4. Instructions	5. Totals
<p><i>Customer</i></p> <p>Name: MILES MARKET LTD. *RTL*</p> <p>Address1: P.O. BOX 840</p> <p>Address2: HAMILTON 5</p> <p><i>International (38-4)</i></p> <p>Address 3:</p> <p>Address 4:</p>	<p></p> <p> </p>	<p>Ship from: \$ &</p> <p>Ship-to: &</p> <p>Name: MILES MARKET LTD. *RTL*</p> <p>Address1: P.O. BOX 840</p> <p>Address2: HAMILTON 5</p> <p>City: BERMUDA HM CX</p> <p>Zip Code: -0000</p>	<p>State: BE</p> <p>Customer</p>	<p>Same</p> <p>Enter</p>

Country

Completing Order Paperwork

This step should be completed the morning of the order. This will take in total about 2 hours to complete.

Step 1-Order Breakdown- The Breakdown sheet can be started ahead of time using the previous shipment's sheet as a starting point, redate the order and save repeating items to save time. Add any other items either from the Order guide or from previous order paperwork. Organize these items in the same order as they will appear on the invoices to ensure the process is as accurate as possible. The morning of shipment final weights and invoice numbers are available to add. Use the packing slips and Invoices to fill out weights and \$ values. Cubic volumes and standard weights can be found on the Order Guide. For new items create a title for the item (i.e. BEEF, TOP BUTT PR CRK) and add it to the Order Guide, input brand, weight, box dimensions and USDA facility numbers (This information can be found on the product or in the system info). Use the completed Breakdown to fill out the Totals Sheet as well as the USDA application. USDA and Non-USDA items will be separated on different sheets as well as into chilled and frozen. The Bills of Lading are also included in this sheet- Final pallet counts, invoice numbers need to be manually added, dates and box counts are imported from the breakdown sheets.



Dole & Bailey, Inc.
FINE FOOD DISTRIBUTORS
A HISTORY OF QUALITY AND SERVICE SINCE
A REGISTERED ISO9002 COMPANY
EXPORT DIVISION
16 CONN STREET, P.O. BOX 2405, WOBURN, MA 01888
Tel: (781) 935-1234 Fax: (781) 932-3505

M3600 MILES MARKET/BEST
P.O. Box 840
Hamilton 5
Bermuda HM CX

Attn: <u>Russell Patrick</u>	
Date Shipped	<u>May 23, 2023</u>
Arriving on	<u>May 30, 2023</u>
Shipped Via	<u>Sea Shipment</u>
Invoice #s	

Miscellaneous Chilled Items	Pieces	Weight	Cube	Value
CHEESE, MANCHEGO RESERVA	1	12.63	0.56	\$ 208.27
CHEESE, MISC A	1	17.87	0.56	\$ 313.65
CHEESE, ASIAGO FRESCO	1	7.09	0.25	\$ 106.78
SAUCE, SWEET SPICY SOY RTL	2	6	0.5	\$ 96.58
CHOCOLATE, BLOCK SSW 54%	1	22	0.5	\$ 137.72
Misc. Chilled Total	6	65.99	2.37	\$ 863.00

Miscellaneous Frozen Items	Pieces	Weight	Cube	Value
BREAD, DOUGH BALLS PIZZA 8Z	1	10.00	1.23	\$ 34.51
PASTA, RAMEN NOODLE KIT SPICY SESAME	1	9.75	0.57	\$ 72.74
BREAD, OMG ENG MUFFIN ORIGINAL	2	7.50	1.34	\$ 97.22
BREAD, OMG BAGEL CINN RAISIN	2	20.00	2.46	\$ 43.48
BREAD, OMG BAGEL EGG	1	10.00	1.23	\$ 21.74
BREAD, OMG BAGEL EVERYTHING	2	20.00	2.46	\$ 43.48
BREAD, OMG BAGEL SESAME	1	10.00	1.23	\$ 21.74
BREAD, OMG BAGEL PLAIN	1	10.00	1.23	\$ 21.74
BREAD, DOUGH BALLS PIZZA 8Z	3	30.00	3.69	\$ 103.53
Misc. Frozen Total	14	127.25	15.44	\$ 460.18
Miscellaneous Tot:	20	192.84	17.81	\$ 1,323.18
Total Gross USDA	98	115	115	\$ 1,323.18
Total Gross Misc	20	192.84	17.81	\$ 1,323.18
Shipment Total	118	308.68	133.08	\$ 2,646.36

TF-415 Rev 10/99

BILL OF LADING

D&B INVOICE NUMBER:

OTHER NUMBER:

Ship Via: Apache Trucking
(DELIVERING CARRIER) 41 Gould Road
Andover, MA 01810
978-475-4740

SHIP TO: Miles Market-BWS-BOSS
BESTWAY CO EXPRESS TRANSFER
1400 Sherman Ave
Pennsauken, NJ 08110

DATE: 06/20/23

COMPLETED BY: Devon K Moore

REMARKS: Sea Shipment
BESTWAY C/O EXPRESS TRANSFER
Miles Market/BWS-BOSS
1400 Sherman Ave
Pennsauken, NJ 08110

FROM: Dole & Bailey, Inc
16 Conn St
Woburn, MA 01801
(781) 935-1234

Pieces	UM	Description	Weight
71	cases	Miles Market - Chilled	3556 lbs
		Packed on 3 pallets	lbs
			lbs
			lbs
			lbs
			lbs
			lbs
			lbs
71	cases	Total in Shipment	3,556 lbs

*** PERISHABLES PLEASE KEEP REFRIGERATED ***

*** NO HAZARDOUS MATERIALS SHIPPED- NO PLACARDS REQUIRED ***

FREIGHT CHARGES: ☐ PREPAID
COD INFO: ☐ NOT A COD

Shipper Signature: _____ Carrier Signature: _____

Consignee Signature: _____

Distribution (4) Original to D&B, Copies to: D&B, Carrier, & Consignee

[illegible]

Dole & Bailey
YOUR INDEPENDENT BUTCHER AND PURVEYOR SINCE 1888

Date of Departure From D&B: September 26th, 2023
Date of Arrival: October 3rd, 2023
Pallet Count: 3 Fresh, 2 Frozen
Total Meats Weight: 2,631.17 lbs
Total Meats Cost: \$33,467.26
Total Grocery Weight: 220.48 lbs
Total Grocery Cost: \$932.68
Total Weight: 2,851.65 lbs

Total Invoice Amount: \$34,395.94



Thank you for your order!

USDA Application & Inspection

- Communicating with the USDA- There will be a USDA inspector assigned to D&B who will rotate every 3 months, if you have questions about the inspector or need to get in touch with them Jeff Sullivan & Mike Casey are the points of contact to reach out to them. Most inspectors know that we have an inspection every 2 weeks on Tuesdays at 12PM but it is also a good idea to ask Jeff & Mike to touch base with the inspector the Monday prior to it.
- Creating USDA Applications and Certificates:
 - Start this process by 11 AM on the day of export, it will take about an hour or less if you have all information ready ahead of time- navigate to the USDA Online Portal:
[eAuthentication \(usda.gov\)](https://eAuthentication.usda.gov) The Login for Dole & Bailey is;
 - Username: dmoore@doleandbailey.com
 - Password: DOLE1868BAILEY!?
- 1. Once you are logged into PHIS, you will be brought to the Home Page (see below) Here you will find the tab to start a new exportation certificate called a form 9060, select this tab to move to the next screen.



The screenshot shows the USDA PHIS (Public Health Information System) Home Page. At the top, the USDA logo is on the left, and the text "United States Department of Agriculture Food Safety and Inspection Service" is in the center. On the right, it says "Public Health Information System". Below this is a horizontal strip of small images showing various agricultural products and people working in fields. A navigation bar below the images contains the text "Export Applicant" followed by a dropdown arrow, and then "Home", "About PHIS", "My Profile", "Help", and "Sign Out". Below the navigation bar, there is a green banner with the word "Home" in white. To the left of the banner, there is a sidebar with a list of links: "9060", "9080-3", "Batch Processing" (with a dropdown arrow), and "View Report". At the bottom of the page, there is a footer that reads "PHIS Home | Build# PHIS 18.0.0".

- 2. 9060 Form: once you have navigated into the 9060 form tab select “Create Application”

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > 9060 Applications

Create/View 9060-6 Export Applications

Key Word Search:

Application Type: Status: Importing Country:

Date Range: ☒ Two Days ☐ One Week ☐ One Month ☐ Date Range

Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	Ship. Info.	View/Edit	Copy	Delete
No records to display.											

Page size: 10 0 items in 1 pages

PHIS Home | Build# PHIS 18.0.0

- 3. Select Dole & Bailey as the Establishment for this application, it should be the only option available.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Export Applicant

Home About PHIS My Profile Help Sign Out

You are here: Home > 9060 Applications > Select Establishment 9060

Select Establishment

My Establishments

Name	Number
Dole & Bailey, Inc.	M5381 P5381

PHIS Home | Build# PHIS 18.0.0

- 4. Specify the type for this application as "Commercial Sale" and "New".

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information

Export Applicant

Home About PHIS My Profile Help

You are here: Home > 9060 Applications > Application Type

Select 9060-6 Export Application

All fields with * are required.

9060 Application Header

Exporting Establishment Name:	Dole & Bailey, Inc.	Application Type:	None
Exporting Establishment Number:	M5381 P5381		
Certificate(s) being replaced:			
Replacement Reason:			

Shipment Type *: Commercial Sale

Application Type *: New

Exit Menu

- 5. Input Information for the Exporter, i.e. Dole & Bailey as shown below, then select next.

Export Applicant

Home About PHIS My Profile Help

You are here: Home > 9060 Applications > Export Applicant Information

Exporter

All fields with * are required.

9060 Application Header

Exporting Establishment Name:	Dole & Bailey, Inc.	Application Number:	0515261
Exporting Establishment Number:	M5381 P5381	Application Type:	New
Shipment Type:	Commercial Sale	Status:	Unsubmitted

Company Name*: Dole & Bailey

Address Line 1*: 16 Conn St

Address Line 2:

Address Line 3:

City*: Woburn

Country*: UNITED STATES

State/Province*: Massachusetts

Postal Code*: 01801

Phone Number: 7819351234

Export Establishment Number*: 5381

Export Mark to be Used*:
☒ USDA Export Mark
☐ Unique Identifier

Next

- 6. Input information for the Importer, i.e. Miles Market as shown below, then select next.

New Application			
Exporter Importer Products Summary Shipment Information Access Control Statements Submit Application History Exit Menu			
Importer			
All fields with * are required.			
9060 Application Header			
Exporting Establishment Name:	Dole & Bailey, Inc.	Application Number:	0515261
Exporting Establishment Number:	M5381 P5381	Application Type:	New
Shipment Type:	Commercial Sale	Status:	Unsubmitted
Company Name*:	Miles Market		
Address Line 1*:	Box 860		
Address Line 2:			
Address Line 3:			
City*:	Hamilton 5		
Country*:	BERMUDA		
Port of Entry:	(Select One)		
State/Province:	(Select One)		
Postal Code:			
Phone Number:			
Final Destination Country:	BERMUDA		
<div style="text-align: right;"> Previous Next </div>			

- 7. Select “Add Product” to start creating the application.

Products Summary																															
9080 Application Header																															
Exporting Establishment Name: Dole & Bailey Inc.					Application Number: 0515261																										
Exporting Establishment Number: M5381 P5381					Application Type: New																										
Shipment Type: Commercial Sale					Certificate Package: Certificate Package																										
					Status: Unsubmitted																										
Country of Destination: BERMUDA																															
Final Destination Country: BERMUDA																															
Add Product <table border="1"> <thead> <tr> <th>Product Label (Product Code)</th> <th>HACCP</th> <th>Species</th> <th>Maturity Less Than 30 Months</th> <th>Frozen/ Shelf- Stable</th> <th>Net Weight of Lot</th> <th>No. of Packages in Lot</th> <th>Package Type</th> <th>Est. No. on Product</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="11">No records to display.</td> </tr> </tbody> </table>										Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf- Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit	Delete	No records to display.										
Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf- Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit	Delete																					
No records to display.																															
Total Net Weight*:					lbs		kgs																								

- 8. Enter information for each item one at a time selecting correct information from drop down menus, then select finish to return to main screen. See Guide to drop down menus below.

Product Details

9060 Application Header

Exporting Establishment Name:	Dole & Bailey Inc	Application Number:	0515261
Exporting Establishment Number:	M5381 P5391	Application Type:	New
Shipment Type:	Commercial Sale	Certificate Package:	Certificate Package
		Status:	Unsubmitted
Country of Destination:	BERMUDA		
Final Destination Country:	BERMUDA		

All fields with * are required.

Product Information

Product Name:*

PORK, SALAMI CHIPOTLE

Product Code:

HACCP Category:*

Heat Treated - Shelf Stable

Species:*

Pork

Is the Maturity Less than 30 Months:

Yes

Is the Product Frozen/Shelf-Stable:*

☒ Yes ☐ No

Marked Net Weight of Lot*

7.50

lbs

kgs

Number of Packages in Lot:*

2

Package Type:*

Box

Shipping/Identification Marks:



Est. Number on Product*

46719A

Cancel

Finish

- 9. Copy Paste the item name from the Breakdown sheet, then select or enter information for all starred items, highlighted above, disregard other fields.
 - Guide to Drop Down Menus:
 - HACCP- select the best option for the item, raw materials are generally “Raw Intact” if the item is ground it would be “raw not intact” If the item has been cooked or mixed select the best description of the type such as Heat Treated-not fully cooked-not shelf stable. Ect. If there are any questions about this please ask Quality Assurance as they are familiar with the categories.
 - Species- Be as specific as possible, all species covered by the USDA are available to select from.
 - Is the Maturity Less than 30 Months? The answer to this is always going to be “YES”.
 - Is the Product Frozen/ Shelf Stable? If the item is on the chilled section the answer should be “NO” unless it is a shelf stable product. If the item is on the frozen section, select “YES”
 - Market Net Weight of Lot- enter the total weight for the item from the breakdown sheet.
 - Number of Packages in Lot- Enter the total amount of boxes for the item from the packing slip, not the number of items invoiced, as they are not always the same, for example the CSA ribeyes and strips are sold by the each but are packed 4/ box.
 - Package Type- All items can be entered as “BOX”
 - Est Number on Product- select the pen icon to search, Then either enter the establishment (i.e. the USDA facility number) in that search field or by name in that field option. Most if not all of existing items should have a recorded number on the Master Guide. NOTE: only numbers are searchable, if the facility is listed as “960A” on the guide do not enter the A to find it, but select that option from the final drop down menu. The same goes for P designations for Poultry items.
 - Select “Finish” to move to next page. If you have missed a required field you will not be able to move on until you do.
- 10. Items will appear on the main screen after they are entered, repeat with each item until all are entered, being careful to make sure all information is accurate. Then Enter the “TOTAL NET WEIGHT” of both fresh and frozen USDA items. **DO NOT ADD ANY NON USDA ITEMS OR WEIGHT.**

Add Product										
Product Label (Product Code)	HACCP	Species	Maturity Less Than 30 Months	Frozen/ Shelf- Stable	Net Weight of Lot	No. of Packages in Lot	Package Type	Est. No. on Product	Edit	Delete
PORK SALAMI CHIPOTLE MOLE SALT & TWINE	Heat Treated - Shelf Stable	Pork	Yes	Yes	7.50 lbs	2	Box	46719A		


Total Net Weight*:

3812.16

lbs

kgs

- 11. Certification Statements: Click to select the following certification options, **PLEASE NOTE: the third box should ONLY be selected if there is at least one poultry item on the order, otherwise leave it blank. Leave the last option Blank as well. Select "Next" to move forward.**

 Under penalty of law, I certify that the product covered by this application for export meets the inspection requirements for the country of destination. I will provide documentation to FSIS program employees upon request. Checked on:- 6/20/2023

Certification Statements*

Select all that apply.

- ☒ I CERTIFY that the meat, meat food product or meat byproduct specified hereon is from animals that received both antemortem and postmortem inspection and were found sound and healthy and that it has been inspected and passed as provided by law and regulations of the Department and is sound and wholesome.
- ☒ I CERTIFY that the poultry, poultry products or poultry food products specified above came from birds that were officially given an antemortem and postmortem inspection and passed in accordance with applicable laws and regulations of the United States Department of Agriculture and are wholesome and fit for human consumption.
- ☐ None of the above

Previous

Next

- 12. Move through next pages by hitting " Next" for Shipment Information, Access Controls and Statements. You do not need to enter any information in these pages.

9060-6 Shipment Information

9060 Application Header			
Exporting Establishment Name:	Dole & Bailey, Inc	Application Number:	0515261
Exporting Establishment Number:	M5381 P5381	Application Type:	New
Shipment Type:	Commercial Sale	Certificate Package:	Certificate Package
Country of Destination:	BERMUDA	Status:	Unsubmitted
Final Destination Country:	BERMUDA		

Container and Seal Information

Commercial Container Number		Commercial Seal Number		Edit	Delete
<input type="text"/>		<input type="text"/>			

No records to display.

Previous

Next

- 13. Select "Review Application Submission" and double check all item information is correct in the pop up window before you select "Submit Application".

Review Certificate

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0553-0153. This time is used to complete the information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE
PHIS SAFETY AND SECURITY SERVICE

APPLICATION FOR EXPORT CERTIFICATE

APPLICATION TYPE

1. ☒ ORIGINAL

2. ☐ REPLACEMENT APPLICATION / REASON FOR REPLACEMENT

☐ LOST CERTIFICATE ☐ IMPORTING COUNTRY BORDER CLOSURE

☐ INCORRECT CERTIFICATE ☐ SPLIT SHIPMENT

☐ IMPORTER/EXPORTER CHANGED ☐ CONSOLIDATED SHIPMENT

☐ CERTIFICATE MISSING REQUIRED INFORMATION

3. CERTIFICATE NO: 0515261

4. SHIPMENT TYPE

☒ COMMERCIAL SALE ☐ AIRLINE

☐ PERSONAL ☐ U.S. MILITARY

☐ CONSUMPTION ☐ SAMPLES

☐ SHIP'S STORE ☐ U.S. EMBASSY

5. DATE OF REQUEST (mm/dd/yyyy):

6. COUNTRY OF DESTINATION: BERMUDA

7. COUNTRY OF FINAL DESTINATION: BERMUDA

8. CONSIGNOR/EXPORTER (Applicant's name and address):
Dole & Bailey
16 Corn St
Victoria, British Columbia V8W 1A1
UNITED STATES
781351234

9. COMSIGNEE/IMPORTER (Name and address):
Miami Market
Box NO
Miami, FL 33133
US 33133

10. EXPORT EST NO: 5581

11. EXPORT MARK TO BE USED

☐ USDA EXPORT MARK

☐ UNIQUE IDENTIFIER

- 14. Once the application is submitted it will appear back on the home page, from here you can edit the application if there was an error by selecting the "View/edit" option and print the application PDF if needed. Once the application is approved you will be able to print the certificate from this page as well if you need more copies. Let the Inspector know when the application has been submitted at ext. 181. **This Should be done by 12 PM the day of shipment.**

Create/View 9060-6 Export Applications

Key Word Search:

Application Type: All Status: All Importing Country: All

Date Range: ☒ Two Days ☐ One Week ☐ One Month ☐ Date Range

Search Reset

Create Application

Number	Application Type	Exporting Establishment	Importing Country	Status	Last Updated	Reviewer	PDF	Ship. Info.	View/ Edit	Copy	Delete
0515261	New	Dole & Bailey, Inc.	BERMUDA	Submitted	6/20/23						

Page size: 10 1 items in 1 pages

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PHIS Home | Build# PHIS 18.0.0

- 15. See the inspector in their office in the Gourmet room, Bring two copies of the breakdown and invoices to inspect product with. The Inspector will print copies of the application and certificate, they will be able to access the application in their online portal. Follow the Inspector's lead on if they would like to finish all paperwork first, or inspect, count and stamp product then finish the paperwork. You will need to sign two copies of the application, as well as the inspector. The Certificate will digitally sign.

- 16. Stamping product: Once the inspector has approved the application they will set the stamp for the correct certificate number, double check the number before you begin stamping. Every box on the certificate needs a stamp, the number MUST be legible on every box, if the number is not legible you will need to re stamp the box, if the rest of the stamp is unclear but the number is clear, you may be able to leave it at the inspector's discretion. The stamp should be on the most flat and clear area as close to the labels as possible, but if there is not place to stamp near the label you may use any clear space on the box. If the Box has no space or is a dark color, you may use a blank ticket to make a clear stamping spot. The Inspector will want to check that every box has a stamp before they leave.

Printing Paperwork & Final Emails

Printing Guide-Print the following quantities to complete the paperwork packets.

- Completed Breakdown- Print 3 copies
- Completed Totals- Print 3 copies
- Completed Summary- Print 2 copies
- Completed Bills of Lading- Print 2 copies (of both sheets)
- Completed USDA Certificate- Print 3 copies
- Invoices- 2 copies of all invoices

Paperwork Packet Compilation-

- Packet 1: Dole & Bailey: in order of appearance, stapled for our records, Place in the Miles Market File located in lower right hand drawer of Devon's Desk.
 - Summary Sheet
 - USDA Application
 - USDA Certificate
 - USDA Breakdown
 - Non-USDA Breakdown
 - USDA Totals Page
 - Non-USDA Totals Page
 - Invoice USDA Chilled
 - Invoice USDA Frozen
 - Invoice Non-USDA Chilled
 - Invoice Non-USDA Frozen
- Packet 2: Miles Market- Before you Staple together, scan all of these documents to email to the customer, save as "Miles Market Order Summary and Documents 00/00/00"- then staple and enclose in a large Envelope labeled "Miles Market" Place inside a large box in the delivery.
 - Summary Sheet
 - USDA Certificate
 - USDA Breakdown
 - Non-USDA Breakdown
 - USDA Totals Page
 - Non-USDA Totals Page
 - Invoice USDA Chilled
 - Invoice USDA Frozen
 - Invoice Non-USDA Chilled
 - Invoice Non-USDA Frozen
- Packet 3: Shipping Documents- Before you staple together, Scan these documents to send to both freight companies digitally, save as "Dole & Bailey Shipping Documents 00/00/00", then place in a large envelope labeled "Shipping Documents" place on top of the Pallet wrap when completed.
 - USDA Certificate
 - USDA Breakdown
 - Non-USDA Breakdown
 - USDA Totals Page
 - Non-USDA Totals Page
 - Invoice USDA Chilled
 - Invoice USDA Frozen
 - Invoice Non-USDA Chilled
 - Invoice Non-USDA Frozen
- Packet 4: Bills of Lading-split into two packets, before you staple scan one copy of both and save as "Dole & Bailey BOL 00/00/00" to be emailed to both Freight companies. Staple separately and place on top of the pallet wrap for the Apache driver.
 - BOL Chilled & BOL FRZ stapled- for Apache driver to take.
 - BOL Chilled & BOL FRZ stapled- for Apache driver to sign and send up the tube.
- Send out Emails with paper work:
 - Email 1- Send by 1 PM: Sent to Pooja at Apache to let them know what the pallet count, PO numbers and temperature should be for the pick up and when it will be completed:

Dole & Bailey



Devon Moore

To Apache Operations

Cc Miles Market; Christine Kolagji



Reply

Reply All

Forward



Tue 9/26/2023 1:12 PM

Good Afternoon Pooja,

Today's pick up will have 3 fresh and 2 frozen pallets for a total of 5, please set the reefer to 32 degrees F/ 0 degrees C. The PO's are 425830, 425831, 425832, and 425833. Digital documents and BOL's will follow shortly.

Thank you,

- Email 2- Send by 3 PM: sent to Bestway-Midway & Apache with digital copies of the BOL's and Shipping Documents for the order.

Dole & Bailey Shipment Documents and BOL's



Devon Moore

To Pablo Gonzalez, Jr.; Apache Operations

Cc Miles Market; CS@bestway-midway.com



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Tue 9/26/2023 1:43 PM

Dole & Bailey BOL's 09-26-23.pdf
129 KB

Dole & Bailey Shipping Documents 09-26-23.pdf
854 KB

Good Afternoon Pablo & Pooja,

Please find attached the Digital Documents & BOL's for today's shipment.

Thank you,

- Email 3- Send by 3 PM to Miles Market the scanned packet with summary, certificate, breakdowns, totals and invoices. Make special notes on any outs or important items and include reminders for preorder items.

Dole & Bailey order Documents & Summary



Devon Moore

To 'Russell Sedgewick'; 'Patrick James'

Cc Miles Market; Claudia Johnson; Receiving Clerk; William Cox; Christine Kolagji; Nancy Matheson-Burns



Reply

Reply All

Forward



Tue 9/26/2023 1:52 PM

Miles Market Order Summary and Documents 09-26-23.xlsx.pdf
1 MB

Good Afternoon Russ & Patrick,

Please find attached the Summary and Documents for today's order, I have double checked dates on protein items to ensure all are up to par for you. There are a couple of gourmet items which were outed by the vendor, I will start those on the order for 10/10. Please note that Christine Kolagji will be processing the order for that date as I will be away and not checking email, be sure to include her on all communications and expect all documents to come from her. I will be back for the 10/24 order.

Thank you!

- Email 4- Send by 3 PM- Scanned invoices only to Angela Jessman for billing. Send Invoices directly to Angela via the Scanner and give her a heads up via email or teams. She will forward to the Miles Billing dept and make sure it is paid.

MILES MARKET & ASSOCIATED CONTACTS:

Miles Market

- Owner: "Will" William Cox wcox@thewaterfront.bm
- Butchery Dept: "Russ" Russell Sedgewick meatdept@miles.bm
- Grocery Dept: "Patrick" Patrick James pjames@miles.bm
- Receiving: Receiving Clerk receiving@miles.bm
- The Waterfront Restaurant: Claudia Johnson cjohnson@thewaterfront.bm
-

Freight Forwarder: Apache Trucking LLC

Main Point of Contact: Pooja operations@apachetrucking.com

Apache Trucking

Operations

P: 978-475-4740

F: 978-475-4787

W: www.apachetrucking.com

E: operations@apachetrucking.com

Shipping Company: Bestway-Midway

Main point of Contact: Pablo Gonzalez Jr. jrpgonzalez@bestway-midway.com

Receiver: CS@bestway-midway.com

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