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Product Placement Procedure

Gleaning For The World, Inc. exists to meet the supply needs of non-profit organizations working around the world to ease suffering and save lives. One way we accomplish this is by employing efficient procurement, processing, assembling and shipping procedures. This document outlines the product placement procedure we follow to help ensure that products reach their final destination.

In any process there are variables to consider. Rest assured that we will work with your organization to facilitate your specific logistical requirements. Working together, we can touch lives around the globe.

Step 1 — Documentation

Organizations that wish to receive products through GFTW must provide the following documents:

- Exempt Status under IRS 501(c)(3)
- Form 990 Tax Document
- References from other NGO groups with whom you have worked
- Signed Release of Claims and Liability for Humanitarian Groups (PDF available at www.GFTW.org)

Step 2 — Identify the types of products needed

Step 3 — Product Placement Agreement

GFTW will submit a Product Placement Agreement, indicating the type of product to be provided, stipulating the services to be provided by GFTW, the service fee, the procedure for removal of product from our warehouse, and any additional fees, as necessary or as requested. This document must be signed and returned to GFTW before a load is proposed and accepted.

Step 4 — Working with Overseas Shipping Companies

It is the responsibility of the receiving organization to engage an international freight forwarder (shipper) for the load. The receiving organization is responsible for providing to the shipper all information concerning the size of the container, payment of all costs, and having all arrangements made with the shipper before a proposal of product will be presented by GFTW.

Step 5 — Country Approval

If you need to have the destination country's Ministry of Health approval for a load of medical supplies, GFTW will provide a sample load sheet with the types of products requested to be submitted for the Ministry's approval before a proposal is made to the receiving organization. After approval from the destination country, GFTW will choose the pallets of supplies that will comprise your load.

Step 6 — Proposal/Load Sheet

GFTW will submit a proposal (load sheet) for your consideration. You have three business days to accept, reject or modify the proposal.

Step 7 — Proposal Acceptance

- If you accept the proposal, you will receive an invoice within twenty-four hours. Payment must be received before the load leaves the GFTW warehouse.
- Receiving organization must provide all consignee information.
- Receiving organization must contact the international forwarder shipper and arrange for them to call GFTW and set up a schedule for the container and loading of the pallets.

Product Placement Procedure, *continued*

Step 8 — GFTW prepares load for shipment

GFTW will prepare the load for shipment; prepare shipping documents (i.e. load sheet and Bill of Lading).

Step 9 — GFTW ships load

On the shipping date, GFTW will load the container, take photos of the load and secure the container with a seal. GFTW will provide shipping documents to the driver and to the receiving organization.

For more information, call us at 434-993-3600 or send an e-mail to info@gftw.org.