

SUPPLIER INSTRUCTIONS

Dear Vendor,

[XXXXXX] requires your compliance with our international vendor instructions provided below. As part of our *Reasonable Care* responsibilities required by U.S. Customs and Border Protection (CBP), we kindly request that you provide us with the following information to be shown on the packing slip, commercial invoice, and the packaging:

Supplier Instructions	Packing Slip	Com. Invoice	Packaging
Purchase order number	X	X	X
Must be in English	X	X	
Manufacturer's name and address		X	
Foreign seller's name and address (if different from the manufacturer)		X	
U.S. consignee's name and address (if different from the buyer)	X	X	
Importer of Record name and address		X	
Currency of the purchase		X	
Part number	X	X	X
Unit price and extended price (includes no charge items as well)		X	
Complete description (plus for machine parts, Customs requires a statement specifying the kind of machine for which the parts are intended)	X	X	
Total number of boxes and respective net and gross weights	X	X	X
Harmonized tariff classification number		X	
Ruling Control Number, if applicable		X	
Country of origin of the merchandise		X	
Country of origin marking	X	X	X
Product labeling, if applicable			X
Valuation statements, assists, commissions, if applicable		X	
Wood packaging requirements, if on pallets or in crates (must be ISPM 15 grade)			X
Payment terms/INCOTERMS		X	
Miscellaneous:			
Required documentation*	X	X	

*Required documentation to be provided on ocean bill of lading in addition to the packing slip and commercial invoice

If the supplier is agreeable, please surrender the ocean bill of lading to the freight forwarder by issuing a "Telex or Express Release" ocean bill of lading. Supplier will send a full prealert including bill of lading, commercial invoice, and packing list to [XXXXXX] and the clearing broker by email scan. For ocean shipments, the vendor will complete the 10+2 ISF worksheet and supply it to the freight forwarder/consolidator at least 72 hours before vessel departure to allow the preparation of the ISF filing. Please sign this sheet, confirming that you have read and understand these vendor instructions. Return the signed sheet to [XXXXXX] by email.

If you have any questions in regards to these vendor instructions, please feel free to contact me.

[Full name and title]

[Company]

[Signature and date]

Note: Failure to comply with our request will force us, your customer, to potentially incur costly storage fees, fines, penalties or duty charges for the importation of our goods into the USA.

