



To help facilitate shipments from your company to MCS Ventura County (MCS VC), and to help ensure compliance with US Import laws, we ask that your company follows the below instructions for all export shipments to the United States. All MCS VC suppliers must comply with all government regulations pertaining to the importation of goods, and must also comply with additional MCS VC requirements.

A. DOCUMENT REQUIREMENTS

- **General Document Requirements**

- All documents must be in English.
- Commercial invoice currency must match the purchase order and billing currencies. US Dollars is preferred; however, local currency is acceptable if convertible.
- Packing List must be provided, if available.

- **Wood Packaging Materials (WPM)**

- Wooden packaging materials shall conform to the Customs and Border Protection (CBP, www.cbp.gov) requirements. Any shipment that is found to be non-conforming to any/or all of these requirements may be returned to the shipper by the CBP. All expenses related to the non-conformance will be charged back to the supplier.
- The USA Department of Agriculture (USDA) requires all Wood Packing Materials (WPM) that are entering into the USA be heat-treated or fumigated and appropriately marked as such, using the "IPPC Certified Mark" (ISPM 15 Compliant). Paper certificates of treatment are not acceptable. For more information on these requirements, visit the USDA website at www.aphis.usda.gov

- **Hazardous Product Documents**

Prior to shipping any product that may be considered Hazardous; the Seller shall contact the Meggitt Traffic Department for approval and confirmation for additional Instructions.



The Seller is responsible for the preparation of hazardous product documents and shall provide Material Safety Data Sheet (MSDS) and appropriate mode specific Dangerous Goods Declaration including at a minimum:

- Seller's Complete Name and Address
- Proper Chemical Shipping Name
- United Nations (UN) Number
- Hazard Class
- Packing Group
- Meggitt Part Number and Product Description
- Chemical Abstract Service (CAS) Registration Number

- **Commercial Invoice Requirements**

A commercial invoice must accompany all shipments of goods sold to MCS VC and imported into the United States.

The following data elements are required on the commercial invoice;

- Commercial invoice number
- Invoice date
- Sold To and Ship To complete addresses. The invoice must indicate that the "bill to", "invoice to" or "sold to" company is MCS VC
- Shipped From. Supplier, complete address, including a contact name and phone number
- The delivery terms (Incoterms). Standard delivery terms are FCA (named place) unless specified otherwise on Purchase Order.
- Quantity of cases
- Weights; total gross and net weight of each individual case in the shipment must be shown separately
- Dimensions; length, width and height of each individual case in the shipment must be shown separately if possible
- The description of the product being shipped. The invoice description must be clear, precise, and sufficient for Customs in the importing country to verify the identity of and classification of the items listed on the commercial



invoice and contained in the import shipment. Use of acronyms, abbreviations, and industry specific terms should be avoided

- The MCS VC Purchase Order (PO) number or RMA number
- The name of the MCS VC Procurement or Other Representative
- The MCS VC Part Number. If there is no MCS VC part number assigned, the supplier or partner part number should be provided
- Country of Origin - required for each line item
 - The commercial invoice must provide country of origin information using the 2-character ISO code (e.g., US, FR, TW); or the full name of the country in English. In all instances, the country of origin information on the invoice must be consistent with the country of origin marked on the immediate container and the article and consistent with the country of origin identified on the packing list.
- Unit of Measure from the Harmonized Tariff System
- Quantity of product shipped
- Invoice currency must match purchase order and billing invoice currency
- Unit Price; the unit price of each item shipped.
- Amount; the Extended Total Price of each item (i.e. quantity x unit price)
- Total Value of Goods; the sum of all the line item total prices for the invoice
- Any additional charges associated with the shipment. "Additional Charges" on the invoice may include charges for international freight, special handling, expedited delivery, commissions, and similar items
- Invoice Total; the total value of all items and related additional charges. Identify this amount with the statement "Total Invoice Amount Payable"
- Assists: If the supplier has purchased any tools, dies, molds, etc. or incurred any NRE (Non-recurring Engineering) charges for the production of parts shipped to the United States, any charges billed to Meggitt should include all transportation costs to bring that item to the supplier's place of production.

**B. COUNTRY OF ORIGIN DETERMINATION**

The country of origin of an item is the single country in which the item was manufactured, produced or grown. HOWEVER, if the goods are produced in more than one country (e.g., assembled in the UK with parts from Japan) U.S. Customs and Border Protection (“CBP”) has specific rules that can affect a determination on what is the origin of a good. Generally, substantial further work or material added to an article in another country (other than the country in which the article was manufactured, produced or grown) can change the identified origin. However, the work or material added must effect a “substantial transformation” in order to render such other country the “Country of Origin.” 19 C.F.R. Part 134.1(b). Particular attention should be paid to returned goods. These goods cannot be claimed to be U.S. origin simply because they were originally exported from the United States. If there are any questions as to the Country of Origin, contact the Trade Compliance Officer for verification.

Certificate of Origin/Free Trade Agreement Certificate of Origin

The seller shall create properly executed Certificate of Origin if the products sold to MCS VC qualify under any free trade agreements.

C. MARKING/COUNTRY OF ORIGIN

All articles must be marked with the appropriate country of origin. Each article must have the full English name of its country of origin marked on the article itself and on the packaging in which it is received.

For all articles, the country of origin marking requirements is as follows:

- On the immediate container (the innermost level of packaging in which the articles will be received)
- On the article itself (where physically possible; see specific requirements below)



- Conspicuous (can be easily seen with normal handling of the article or container)
- Legible (can be easily read by a person with normal eyesight)
- Indelible (resists fading)
- Permanent (survives normal distribution and handling)
- Indicating to the ultimate purchaser the full English name of the article's country of origin.

Articles which are made or finally assembled outside of the US and are determined to have undergone a substantial transformation must be marked:

- Made in xxx (where xxx is the full English name of the country of origin);
- Product of xxx;

D. IMPORTER SECURITY FILING (ISF)

US Customs and Border Protection implemented the requirements for advance notification of import data, called Importer Security Filing or 10+2 on 1/26/2009. These regulations require that importers (meaning Meggitt or its designated freight forwarder) file specific data elements with United States Customs at least 24 hours before the container is loaded on the ship.



Required ISF data elements include:

Filing Element	Responsible for Entering Data	Vendor Access
Seller	Vendor	Update
Buyer	Vendor	Update
Ship To	Vendor	Update
Container Stuffing Location - CFS	Expeditors	Read
Container Stuffing Location - CY	Vendor	Update
Consolidator - CFS	Expeditors	Read
Consolidator - CY	Vendor	Update
Consignee	Importer	Read
Manufacturer	Vendor	Update
Country Of Origin	Vendor	Update
HTS Number	Vendor	Update
Part Number / Description	Vendor	Update

Please note that Meggitt requires suppliers to provide the data elements at least **48 HOURS** prior to loading on the ship. The Importer Security Filing regulation applies to all shipments arriving in the United States by vessel, including shipments transiting through the United States under customs bond. Information should be provided to:

Expeditors

Cleveland Branch

18029 Cleveland Parkway

Cleveland OH 44135

Main: 440-243-9900

Fax: 440-243-9037

Meggitt-Imports@expeditors.com

E. Additional References

- Bureau of Industry and Security (BIS) - www.bis.doc.gov
- Customs and Border Protection (CBP) – www.cbp.gov
- Export Administration Regulations (EAR) – www.access.gpo.gov/bis/index.html
- Federal Express – www.fedex.com
- INCOTERMS - <http://www.iccwbo.org/incoterms/id3045/index.html>
- USA Department of Agriculture (USDA) - www.aphis.usda.gov.