

Supplier Shipping Instructions For Imports to Axillon Aerospace (“Axillon”) (Rockmart)

I. Purpose

This document covers a series of general information on US Customs requirements that apply to imports for Axillon (Rockmart) Parker Hannifin Corporation is a member of C-TPAT (Customs- Trade Partnership Against Terrorism). Compliance with these shipping requirements for imports into the US is vital. Failure to comply, unless otherwise indicated in the Purchase Contract or in the Purchase Order release, may cause unnecessary delays and or penalties during the US Customs Clearance process. Charge-backs could be imposed for noncompliance.

II. Documentation Requirements

For each shipment, the foreign shipper must provide:

- ☐ Commercial Invoice
- ☐ Packing List
- ☐ Bill of Lading or Air Waybill
- ☐ For Ocean Shipments - All Importer Security Filing (ISF) data necessary
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- ☐ Additional documents as applicable (Free Trade Agreement Certificates of Origin, etc.)

All documents must be in English.

Commercial Invoice Required Elements

- ☐ Complete name and address of supplier
- ☐ Complete name and address of the purchaser:

Axillon (Rockmart)

669 Goodyear Street

Rockmart, GA 30153

- ☐ Importer of Record Number: **34-0451060MQ**
- ☐ Dates:
 - Date of Sale
- ☐ Currency USD
- ☐ Name and Contact information of shipper's responsible employee who has knowledge or can obtain information pertaining to the shipment.
- ☐ Reference Number(s) – Include the PO number, or other reference number. In addition, the invoice number and invoice date are required.
- ☐ Terms of Sale – Incoterms 2020 defines buyer and seller responsibilities under the purchase/sales contract. The specific Incoterm plus the geographic seller delivery location must be indicated.
 - The most common term used by Parker is FCA, e.g.:
 - FCA Seller's facility
 - FCA port of export,
 - FCA forwarder's warehouse, city and, country of export.
- ☐ Part Number and Description – Invoices must include Axillon's (Rockmart) part number and detailed description of merchandise for each line item as provided on Parker Purchase order. The description must correspond with the description of the Harmonized System classification code description.
- ☐ Harmonized Tariff System (HTS) Number – The HTS number must be listed in the description area for each invoiced product. Axillon (Rockmart) can provide supplier with the U.S. HTS Numbers to be used.
- ☐ Country of Origin - The Country of Origin is the country in which the goods are manufactured and must be included. This information must be consistent with the origin information listed on the packing list and the origin marked on the immediate container and article(s).

- ☐ **Quantity** – List the number of units per line item.
- ☐ **Value** – The unit and extended cost of the merchandise according to the Purchase Order, listed by both line item and a total value.
 - If an item has no commercial value, it must still be valued for U.S. Customs purposes. A reasonable estimated value is required on the invoice as “Value for Customs Purposes Only: USD_____.”
 - Paperwork for any returned articles should state the reason, e.g., Items for Evaluation Only, First Article Evaluation, Samples, Returned for Credit, Used Merchandise – Return for Repair, Non-functional Items, or Excess or Aged Inventory Returned for Credit.
- ☐ **Charges** – All charges for the buyer, not included in the price of the goods are to be itemized on the invoice, such as:
 - Freight
 - Insurance
 - Packing Costs
 - Assists – e.g. dies, molds, tools and/or components; supplied at less-than-fair-market value or free by the buyer and used in the production of the merchandise being imported into the USA
- ☐ Any Commissions, Rebates, Parker Pre-payments and Discounts must listed and be itemized.
- ☐ Additional Information Required for Certain Classes of Merchandise per U.S. 19 Code of Federal Regulations, Section 141.89
 - **Iron or Steel, Aluminum, Copper**
U.S. Customs requires that **Mill Certificates** or similar alloy analysis must be submitted with every entry of products classified in HTS Chapters 72, 74, 76 and part of Chapter 73. These items are structured by the composition or chemistry of the product if it is an alloy and the identity of the alloying elements, and by its shape and dimensions and by how it is made (how many steps the product has to go through I the mill manufacturing process).

The following list shows the mandatory entry requirements for aluminum mill products, copper mill products and iron and steel mill products:

- Iron or steel classifiable in Chapter 72 or headings 7301 through 7307 require a statement of the percentage by weight of carbon and any metallic elements contained in the articles, in the form of a mill analysis or mill certificate.

- The following items require a mill analysis/certificate be attached to the commercial invoice prior to US Customs clearance.
 - Union
 - Elbow
 - Sleeve
 - Nipple
 - Flange
 - Coupling
 - Tube/Pipe Fittings
 - Aluminum & alloys of aluminum classifiable under subheadings 7601.10.1060, 7601.20.60, 7601.20.90, or 7602.00.00 require a statement of the percentages by weight of any metallic element contained in the article.
 - Copper articles classifiable under the provisions of Chapter 74 require the statement of weight of articles of copper and a statement of percentage of copper content and all other elements by weight to articles classifiable according to copper content.
 - Foreign suppliers can issue blanket metal grade analysis contact Corporate Import Compliance Department for further information.
- **Machines, Equipment and Apparatus**
Chapters 84 and 85 HTS – Invoice must contain a statement as to the use or method of operations of each type of machine.
 - **Parts of Machines, Equipment and Apparatus**
Invoice must contain statement specifying the kind of machine for

Which the parts are intended, or if this is not known to the shipper, the kinds of machines for which the parts are suitable.
 - **Rubber Products of Chapter 40**
Invoice must contain the following items:
 - Statement as to whether combined with textile or other material
 - Statement whether the rubber is cellular, un-vulcanized or vulcanized, and if vulcanized, whether hard rubber or other than hard rubber.
 - **Ball or Roller Bearings of Subheadings 8482.10.50 through 8482.80.00**

Invoice must contain the following items:
 - Type of bearing (e.g. whether a ball or roller bearing)
 - If a roller bearing, whether a spherical, tapered, cylindrical needled or other type.

- Whether a combination bearing (e.g. a bearing containing ball and roller bearings, etc.).
- If a ball bearing (not including ball bearings with integral shafts or parts of ball bearings), whether or not radial, the following must be included on the invoice:
 - Outside diameter of each bearing
 - Whether or not a radial bearing (for Customs purposes, the definition of a radial bearing is, an antifriction bearing primarily designed to support a load perpendicular to the shaft axis).

Packing List

- ☐ The Commercial Invoice may be used in lieu of a packing list if it contains all of the required information listed below.
- ☐ The Packing List should include:
 - Complete name and address of supplier
 - Complete name and address of the Importer
 - Description and quantity of the goods
 - Details of what is packaged in each carton.
- ☐ One copy of the packing list must be placed in an envelope attached to each separate container. If the goods are palletized, only one copy is needed for each pallet.
- ☐ In addition, a copy of the packing list must be sealed inside one package/ container, with the words “Packing list Enclosed” placed on the outside of the container or package.
- ☐ If there is more than one container (skid, carton, crate, etc.), the packing list or load list must indicate the location of items by each respective container.
- ☐ The following additional elements are required on the packing list:
 - Identifying Marks and Numbers (when applicable)
 - Measurements (L*W*H in metric)
 - Cubic Volume (in metric)
 - Gross and Net Weight for each and total
 - Quantity of each item in each container
- ☐ One copy of the packing list must be sent with the documents to the carrier.

Air Waybill or Bill of Lading

- ☐ Air Waybills and Bills of Lading must include complete addresses for the Ship to and Notify Parties listed in Section V. of these Shipping Instructions.
- ☐ All bills of lading should be direct consignment, automatic release, or express. There should not be a requirement to present an original bill of lading at destination to obtain release of the shipment from the carrier. Detention and demurrage charges incurred for document delays due to a requirement to present an original bill of lading are for the supplier's account. Axillon (Rockmart) may deduct these charges from the payment of the supplier's invoice.

Payment Billing Invoice

The billing invoice values must match the commercial invoice values.

III. Packaging and Labeling

All goods should be packed to withstand handling as well as long-distance sea or air transportation as applicable. Further specifications may be identified and requested by your Axillon (Rockmart) contact. The Shipper shall be responsible for all goods lost and/or damaged due to defective packing.

- ☐ **Marks and Numbering** - Mark and number each package so that it can be identified with the corresponding marks and numbers appearing on the commercial invoice or packing list. Each package shall be marked on two non-opposite sides and on the top cover.
- ☐ **Handling Symbols** - The center of gravity and related lifting points shall be clearly indicated on all the cases and crates. Cases and crates requiring careful handling must display the appropriate International symbols.
- ☐ **Quantity** - Show the quantity of each item in each box, case or other package on two adjacent sides of the box, case or other package.
- ☐ **Packaging Materials** - Please note that all solid wood packaging materials are required to comply with the International Standards ISPM-15, be marked with the International Plant Protection Convention (IPPC) logo and be free of bark and plant pests. Shipper

shall take all measures to protect the goods from the harmful effects of moisture, rust, and shock to ensure goods arrive without damage or corrosion.

- ☐ **Blocked and Braced** – When containers are loaded by the shipper, the shipper shall ensure a perfect equilibrium of the cargo in the ocean container, a suitable stowage of the cargo and proper blocking of materials using treated and marked with ISPM-15 logo, wooden shocks and boards, steel cables, etc.

IV. **Country of Origin Marking**

All goods must be marked legibly and conspicuously with the country of origin unless specifically exempted from the U.S. government country of origin marking requirements.

The Country of Origin must:

- ☐ be shown on the shipping containers.
- ☐ be marked on the article itself (where physically possible and when required). See below for marking exceptions.
- ☐ be conspicuous so that the origin can be easily seen with normal handling of the article or container.
- ☐ be legible so that the origin can be easily read by a person with normal eyesight.
- ☐ be indelible so that it resists fading.
- ☐ be permanent so that the marking survives normal distribution and handling.
- ☐ indicate the full English name.

Exceptions to the Country of Origin marking requirements include:

- ☐ Articles that are incapable of being marked.
- ☐ Articles imported for use by the importer and not intended for sale in their imported form.
- ☐ Articles to be processed in the US in a manner that would destroy or permanently conceal the marking.

V. **Shipping Instructions**

- ☐ **Foreign Supplier must submit shipping documents as follows:**
 - Include one copy of the packing list and one copy of the commercial invoice inside the shipping container.
 - All documents required in Section II must be sent as follows:

THE INFORMATION CONTAINED IN THIS DOCUMENT IS THE PROPERTY OF AXILLON AND SHALL BE USED ONLY BY THE RECIPIENTS FOR THE PURPOSE FOR WHICH IT HAS BEEN SUPPLIED AND SHALL NOT BE DISCLOSED TO ANY THIRD PARTY WITHOUT THE WRITTEN CONSENT OF AXILLON.

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- Email copies must be sent to:
 - Axillon (Rockmart) **buyer**
 - **Customs Broker**

Carrier Instructions for All Imports

Supplier is required to use the following Freight Forwarder(s) / Customs Broker(s):

*FedEx (for **non-licensable/non-military** shipments weighing **less than 150 lbs (68 kg)**)*

Notify Party/Customs Broker:

FedEx Trade Networks Transport & Brokerage, Inc. BUFCPAMAIN_E@fedex.com

UPS Brokerage Customer Center UPSMEGGITT@ups.com

*Expeditors (for **licensable/military** shipments OR any shipment weighing **more than 150lbs (68kg)**)*

Notify Party/Customs Broker:

Expeditors International of Washington, Inc. Meggitt-Imports@Expeditors.com

VI. Solid Wood Packaging Material (SWPM) Statements

All solid wood packing or crating materials must be constructed with ISPM-15 stamped lumber.

VII. Additional Information and Requirements

1. Antidumping Duties (ADD) and Countervailing Duties (CVD) – For any items subject to the U.S. ADD and CDV orders:
 - Division is responsible for determining ADD/CVD information.
(Contact Corporate Import Compliance Team for assistance).
2. Refusal of Shipment
 - If numerous attempts by Axillon (Rockmart) to obtain the required information from the Shipper are not successful, the shipment will be refused and Axillon (Rockmart) will inform the freight forwarder/carrier and the Shipper of said refusal.

