



OPTIMAS OE SOLUTIONS VENDOR INSTRUCTIONS FOR INTERNATIONAL SHIPMENTS

ALL INTERNATIONAL SHIPMENTS MUST COMPLY WITH THE FOLLOWING:

COMMERCIAL INVOICE: All shipments **MUST** contain a commercial invoice. The invoice must comply with CBP Requirements and specifically contain the following elements:

1. Be in English or have an English-translation included;
2. Contain the Shipper's complete name and address;
3. Contain "SOLD TO" **AND** "SHIP TO" Name and Address for physical delivery (post office box addresses and account payable locations, e.g. lockboxes, are not acceptable);
4. Be System Generated with a unique invoice number; **hand-written** invoices will **not** be accepted;
5. Contain the date of shipment;
6. Include the terms of sale. The 2020 Incoterms® rule (with named place) must be included as per the accepted Optimas Solutions purchase order;
7. Contain the Optimas Solutions Purchase Order Number, or, Return Authorization Number;
8. Contain the Optimas Solutions Part Number per the Purchase Order;
9. Contain a full description of the item. This **MUST** include a complete written description without acronyms, generalizations, or industry terms and be sufficient for CBP to confirm the tariff classification of the goods;
10. The total quantity shipped;
11. The agreed upon currency for payment for the sale. Written currency must be shown without shared country currency symbols (for example, "US Dollars" – not "\$");
12. Include the harmonized tariff classification for each article;
13. Contain both UNIT PRICE AND TOTAL VALUE. Reasonable and verifiable values **MUST** be listed for all items, even free of charge items. **Invoices with "0.00" will not be accepted;**
14. State the COUNTRY OF ORIGIN (manufacture) for EACH item. (NOTE: This may not be the same as Country of Export or Country of Purchase; and
15. Signature of the responsible party at the vendor with their printed name and title.

Invoices missing any of the above may be rejected resulting in the possible return/refusal of the shipment.

Note: Replacement merchandise which is shipped by the vendor to satisfy a prior short-shipment must be fully declared to CBP at time of entry even if furnished free of charge. CBP requires that each import entry accurately reflect the merchandise being imported at that time; it is not permissible to balance out past shortages or overages by declaring an adjusted quantity on two or more entries. Each import entry must reflect the actual quantity and merchandise received.

PACKING LIST: The packing list shall state in adequate detail what merchandise is contained in each individual package, including the quantity and net and gross weights **for the total shipment AND per line on the invoice**. Shipments containing multiple cartons and packing lists shall be accompanied by a master packing list summarizing the entire shipment. One copy of the packing list must be provided with the Commercial Invoice, AND a second copy must be placed on/in the first carton/box.

CARTON NUMBERING/LABELS: All cartons (or other such shipping container, e.g. box, crate) must be numbered "X of Y" so as to indicate the total number of cartons in the shipment and the corresponding carton number. Each number shall correspond to the packing list. All cartons in the shipment must have an address label. All address labels must have the complete "Ship To" address and Optimas Solutions Purchase Order or Return Authorization Number.

CONTAINER SEALS and SOLID WOOD PACKAGING: For full-container shipments, vendors are required to seal the container using a high security seal that meets or exceed PAS ISO 17712 standards for high security "H" class seals. Seal numbers must be listed on the invoice, packing list, and bill of lading or other transportation document. All wooden packaging, packing, and other bracing/blocking subject to the ISPM 15 standard must be treated and individually marked with the required IPPC symbol.



COUNTRY OF ORIGIN MARKING: Optimas Solutions' vendors MUST comply with the U.S. Country of Origin marking laws for all goods that are shipped to the U.S., in that every article of foreign origin is marked: (1) in a conspicuous place; (2) As legibly, indelibly, and permanently as the nature of the article (or container) will permit; and, (3) Indicate to the ultimate purchaser in the United States the English name of the country of origin of the article. The preferred country of origin marking is "Product of" or "Made in" followed by the full name of the country of manufacture; abbreviations are not permitted. The Country of Manufacture must be clearly indicated on the invoice AND must agree with the physical marking on the article or the carton (or other shipping container).

VALUATION OF MERCHANDISE FOR TEST, SAMPLING, REPAIR, AND/OR EVALUATION: All goods entering the U.S., regardless of purpose, must have a reasonable and verifiable statement of value, which reflects, at minimum, the cost to replace those items as if they were fully functional. Token values such as "\$1.00" are prohibited. If replacement items are being shipped free of charge, the value to be listed on the invoice should be the normal purchase price.

The statement "No Sale - Value for Customs Purposes Only" may be included on the invoice if applicable.

ISF FOR FULL CONTAINER OCEAN IMPORTATIONS: For any containerized shipment moving via ocean transportation directly into the United States, the vendor must provide the Optimas Solutions-approved freight forwarder the following Importer Security Filing (or "10+2") data elements at least 72-hours prior to loading the freight on board the vessel:

1. Manufacturer (or supplier) name and address;
2. Seller (or owner) name and address;
3. Buyer (or owner) name and address;
4. Ship-to name and address;
5. Container stuffing location;
6. Consolidator (stuffer) name and address;
7. Country of origin of each item; and
8. Optimas Solutions-provided Harmonized Tariff Schedule number for each item.

(Note: Two of the ten data elements, i.e. the importer and consignee identification numbers, will already be on file with the freight forwarder and do not need to be provided by the vendor.)