



CONSOLIDATED METCO INC.

Corporate Office:
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Supplier Customs Compliance Standard

	Supplier Customs Compliance Standard	
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Chronology of Revisions to This Document		
Date of Change	Revision No.	Description of Change
02/15/2010	00	Initial release.



Purpose

The purpose of this document is to provide a standard for customs compliance for all Suppliers importing/exporting to any Consolidated Metco Inc. facility (US, Canada or Mexico).

Which Products Does This Document Apply To?

This guideline applies to all cross border shipments of products and the creation of all related documents. Refer to the following table for applicable documents based on shipping location and destination.

Shipment		Required Documents					
Origin	Destination	Packing Slip	Bill of Lading	ISPM15 for wooden packaging	Commercial Invoice	NAFTA Certificate of Origin	Certificate of Origin
US	to US	<input type="checkbox"/>	<input type="checkbox"/>				
US or Canada	to Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
US or Mexico	to Canada	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asia	to US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Asia	to Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Europe	to US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Europe	to Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Definitions

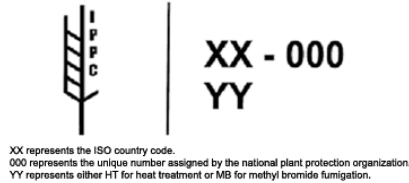
- Shipper is defined as the party that ships the goods from the country of export.
- The Seller is the party that sold the goods to CMI and will receive monetary payment for the transaction. The Seller and Shipper may be the same party. In some cases the Shipper may be one party and the Seller may be an intermediary that bought the goods from the Shipper and sold them to the Buyer (CMI).
- Country of Origin is defined as the country where the goods are manufactured or produced (not necessarily the country where the goods were purchased or sourced).
- Commercial Invoice is a bill for the goods from the seller to the buyer. These invoices are often used by governments to determine the true value of goods when assessing customs duties

ISPM 15 Rules

In addition to the below referenced documentation, **ISPM 15 rules** apply on international shipments containing wood packaging material such as pallets, crates, dunnage, drums, wood cases etc.

ISPM 15 requires that all international shipments using any species of raw wood packaging must be fumigated or heat treated to kill insects or fungus and stamped with the approved stamp, before goods are allowed entry or crossing through a participating country.

Example of the approved stamp



Minimum requirements for Importing to any Consolidated Metco Inc. (CMI) facility.

The following documentation shall be provided to Consolidated Metco’s designated Third Party Logistics provider, or Cross Border service provider, for every shipment to Consolidated Metco, Inc. requiring customs clearance.

For ocean shipments, the Import Security Filing must be submitted to Customs and Border Protection 24 hours before loading. Refer to the carrier for exact timing to transmit remaining documents.

For overland/air shipments transmit the documents at time of shipment.

Refer to Consolidated Metco, Inc. Customs Clearance Provider list for current information.
<http://www.conmet.com/pdfs/ConMet-Customs-Clearance-Providers.pdf>

All documents must also be attached to at least one box, pallet, shipping unit.

Failure to provide the following information can result in delayed deliveries, overtime, incorrectly computed customs duties, and/or expedited shipping.

The **Packing List** shall contain, at a minimum, the following:

- Shipper name and address
- Consolidated Metco Inc. Purchase Order number
- Description of merchandise
- Quantity per line item
- Box, pallet or shipping unit number for each line item (i.e. 5 of 30)
- Total number of boxes, pallets or shipping units in each shipment
- Consignee address
- Delivery address (if different from consignee)

The **Commercial Invoice (Proforma Invoice)** shall contain, at a minimum, the following: (See example*) - (US Customs regulation 19 CFR 141.86)

- Shipper's name and address
- Manufacturer 's name and address
- Consignee's name and address
- Port of Customs Clearance
- Consolidated Metco Inc. Purchase Order number
- Description of merchandise (including CMI part # if applicable)
- Quantity per line item
- Unit price and extended price on each line
- Total value of shipment in currency of sale
- Country of origin of the goods
- Harmonized Tariff Code/US (to the 10th digit)
 - See <http://usitc.gov/tata/hts/bychapter/index.htm>
- INCOTERMS defined by 2008 standard
- Discounts/Royalties (if applicable)
- Name of representative who prepared the documents

The **Bill of Lading** shall contain, at a minimum, the following: (See example)

- Shipper name and address
- Point of origin
- Date of shipment
- Carriers Pro Number/Tracking Number/Container Number
- Carrier name
- Consigned to name, if different from the destination
- Delivery Destination
- Number and type of packages
- Description of shipment
- Weight of the shipment (lbs or kgs)
- Class or rate
- Freight Payment terms
- Shipment declared value

A Certificate of Origin is to be provided by all manufacturers not within a NAFTA partner country.

The **Certificate of Origin** shall contain the following: (See example)

- The name of the individual completing and signing the certificate
- The company name and address of the exporter
- The name of the vessel, rail or trucking company.
- Date the carrier left port/terminal
- The consignee, as it appears on the commercial invoice
- Box, pallet or shipping unit number for each line item (i.e. 5 of 30)
- Total number of boxes, pallets or shipping units in each shipment
- Gross weight
- Net weight



A NAFTA Certificate of Origin is to be provided by manufactures/producers within a NAFTA partner country.

The **NAFTA Certificate of Origin** shall contain the following: (See example)

- Exporter's name, address and tax identification number
- Blanket period of the certificate
- Producer's name, address and tax identification number
- Importer's name, address and tax identification number
- A complete description of the contents of the shipment, including CMI part number
- The goods Schedule B or HTS Code see <http://usitc.gov/tata/hts/bychapter/index.htm>
- The NAFTA rules of origin preference criterion
- The product's producer
- Net Cost
- County of origin
- Signature, full name, title and phone number of the person filling out the form.

[* All examples and additional information can be found on www.export.gov.]

Supplier charges for non-compliance

- Any charges related to non- ISPM 15 compliant wood packaging materials, including by not limited to, re-packaging, overtime, or expedited shipping will be charged to the supplier
- Any charges including but not limited to overtime or expedited shipping related to missing or non-timely submittal of shipping documents will be charged to the supplier
- Any customs duties imposed for incorrect documentation will be charge to the supplier
- Administrative fees may be charged at Consolidated Metco Inc.'s discretion.

Sample Commercial Invoice

COMMERCIAL INVOICE						
SHIPPER/EXPORTER 1		COMMERCIAL INVOICE NO. 5		DATE 7		
CONSIGNEE 2		CUSTOMER PURCH. ORDER NO. 6	B/L AWB NO. 7		DATE OF EXPORT 9	
NOTIFY INTERMEDIATE CONSIGNEE 3		COUNTRY OF ORIGIN 8		TERMS OF PAYMENT 10		
FORWARDING AGENT 4		EXPORT REFERENCES 11		AIR/OCEAN PORT OF EMBARKATION 12		
FORMS OF Size and Terms of Payment under this invoice are governed by Incoterms # 322, "Uniform Rules For The Collection Of Exchange Paper" and # 400 "Uniform Customs And Practices For Documentary Credits".		AIR/OCEAN PORT OF EMBARKATION 12		EXPORTING CARRIER ROUTE 13		
PKGS.	QUANTITY	NET WT (Kiloz)	GROSS WT (Kiloz)	DESCRIPTION OF MERCHANDISE	UNIT PRICE	TOTAL VALUE
14	15	16	16	17	17	18
PACKAGE MARKS: 19				MISC. CHARGES (Packing, Insurance, etc.) 20		
CERTIFICATIONS 21				INVOICE TOTAL		
FORM 13-330 Printed and Sold by ENMET 130 Robinson Ave. Jersey City, NJ 07310 (201) 631-3000				AUTHORIZED SIGNATURE		

1. EXPORTER - The name and address of the principal party responsible for effecting export from the United States. The exporter as named on the Export License.
2. CONSIGNEE - The name and address of the person/company to whom the goods are shipped for the designated end use, or the party so designated on the Export License.
3. INTERMEDIATE CONSIGNEE - The name and address of the party who effects delivery of the merchandise to the ultimate consignee, or the party so named on the Export License.
4. FORWARDING AGENT - The name and address of the duly authorized forwarder acting as agent for the exporter.
5. COMMERCIAL INVOICE NO. - Commercial Invoice number assigned by the exporter.
6. CUSTOMER PURCHASE ORDER NO. - Overseas customer's reference of order number.
7. B/L, AWB NO. - Bill of Lading, or Air Waybill number, if known.
8. COUNTRY OF ORIGIN - Country of origin of shipment.
9. DATE OF EXPORT - Actual date of export of merchandise.
10. TERMS OF PAYMENT - Describe the terms, conditions, and currency of settlement as agreed upon by the vendor and purchaser per the Pro Forma Invoice, customer Purchase Order, and/or Letter of Credit.
11. EXPORT REFERENCES - May be used to record other useful information, e.g. - other reference numbers, special handling requirements, routing requirements, etc.
12. AIR/OCEAN PORT OF EMBARKATION - Ocean port/pier, or airport to be used for embarkation of merchandise.
13. EXPORTING CARRIER/ROUTE - Record airline carrier/flight number or vessel name/shipping line to be used for the shipment of merchandise.
14. PACKAGES - Record number of packages, cartons, or containers per description line.

des weight of container) in kilograms per description line.

17. DESCRIPTION OF MERCHANDISE - Provide a full description of items shipped, the type of container (carton, box, pack, etc.), the gross weight per container, and the quantity and unit of measure of the merchandise.

18. UNIT PRICE/TOTAL VALUE - Record the unit price of the merchandise per the unit of measure, compute the extended total value of the line.

19. PACKAGE MARKS - Record in this Field, as well as on each package, the package number (e.g. - 1 of 7, 3 of 7, etc.), shippers company name, country of origin (e.g. - made in USA), destination port of entry, package weight in kilograms, package size (length x width x height), and shipper's control number (e.g. - C/I number; optional).

20. MISC. CHARGES - Record any miscellaneous charges which are to be paid for by the customer - export transportation, insurance, export packaging, inland freight to pier, etc.

21. CERTIFICATIONS - any certifications or declarations required of the shipper regarding any information recorded on the commercial invoice.

Sample Short Form Straight Bill of Lading

STRAIGHT BILL OF LADING—SHORT FORM—ORIGINAL—NOT NEGOTIABLE

NECESSARY subject to the descriptions and tariffs in effect on the date of the issue of this Bill of Lading, the property described above is apparent good order, except as noted, contents and condition of contents of packages, containers, trucks, containers, and devices for railroad cars which bear same. The shipper hereby certifies that he is familiar with all the terms and conditions of the governing tariff and that he is hereby accepting the same. Shipper hereby certifies that he is familiar with all the terms and conditions of the governing tariff and that he is hereby accepting the same.

From **1** **2** **3** 19 **4** BY TRUCK FREIGHT Shipper's No. **5**

Carrier **6** Agent's No. **7**

Consigned to **8**

Destination **9** State of **10** County of **11**

Route **12**

Delivering Carrier	No. Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	Vehicle or Car Initial		Class or Rate	Tare or Weight (Sub. to Car)	Gross Weight	Net Weight	C.O.D. SHIPMENT
			Weight	Class or Rate					
13	14				15				17
									18
									19
									20
									21
									22
									23
									24
									25
									26
									27

TOTAL **23**

Shipper, Per **24** Agent, Per **25**

Permanent post office address **26**

Form No. 20-602 Printed and Sold by CONMET, 110 Central Ave., New Providence, NJ 07093 • (201) 691-8888

1. SHIPPER (From) - Enter the company name and address of the shipper (Consignor).
2. POINT OF ORIGIN (At) - Enter the city and state of the actual shipping point.
3. DATE OF SHIPMENT - Enter the date of the shipment; that is, the date the Carrier took control of the merchandise.
4. TRUCK/FREIGHT - Check the truck block if the shipment is to move by truck, or the Freight block if the shipment is to move by rail.
5. SHIPPER'S NUMBER - Enter a unique control number to reference the shipment with the Carrier.
6. CARRIER - Enter the name of the company which will take initial control of the shipment and cause its delivery to the consignee.
7. AGENTS NUMBER - Enter Carrier's control number, if known or required.
8. CONSIGNED TO - Enter the full of the final recipient of the shipment, the ultimate consignee, if different than destination, for Carrier notification purposes.
9. DESTINATION - Enter the street address, city, and zip code where the Carrier will make delivery to the Consignee in Field 8.
10. ROUTE - If applicable, enter the route the Carrier will take to the consignee. This Field may also be used to specify docks, warehouses, etc., and to specify any intermediate Carriers.
11. DELIVERING CARRIER - If applicable, specify the carrier which will deliver the shipment to the ultimate consignee at the Destination, but only if different than the Carrier entered in Field 6.
12. VEHICLE/CAR NO. - Enter any vehicle identifying numbers or initials, if applicable.
13. NO. PACKAGES - Enter the total number of packages per line item; if the packages are consolidated on a pallet or in an outer container, note this information on a second line. Ex: 112 PKGS 3 Pall.
14. DESCRIPTION OF SHIPMENT - Enter the description of each line item, noting the type of package (carton, barrel, etc.) and the quantity per package. Since the correct freight classification is essential in describing an item, there must be a separate line item for each different freight classification description. If more than one type of packaging is used per freight classification, a separate entry must be used for each type of package.
**Enter any special package markings, special handling requirements, and delivery instructions. Note: For hazardous material items, special provisions must be met in completing this field.
15. WEIGHT - Enter the total gross weight, in pounds, for each line item. For Bulk shipments, the TARE and Net weights should also be referenced in the description field. For package shipments, include the weights of pallets and skids. The total weight of the merchandise should be shown after the last line item, with pallet and dunnage weights shown separately.
16. CLASS OR RATE - Enter the 5-digit class (per the Uniform Freight Classification or the National Motor Freight Classification) or a two digit Class Rate (a percentage of the First class 100 rate) per line item. This information may be determined with the Carrier.
17. WITHOUT RECOURSE - Per standard Bill of Lading terms, the shipper is ultimately liable for freight charges, even when the shipment is sent on a collect basis to the consignee. By signing this
18. PREPAID SHIPMENTS - Enter "Prepaid" if shipment is to be paid by the Shipper. If this field is left blank, the Carrier will seek to collect the freight charges from the consignee (see field 17).
19. PREPAYMENTS RECEIVED - Carrier enters any payments received in advance from the Shipper for the shipment.
20. CHARGES ADVANCED - Carrier enters any advanced charges for the shipment, if applicable.
21. C.O.D. SHIPMENT - First, check whether the freight charges are prepaid (the Carrier bills the shipper) or collect (the Carrier deducts the freight charges from the amount collected from the Consignee). Second, enter the amount to be collected for the merchandise itself - be sure to include the freight charges. Third, enter any collection fees, if applicable. Enter total charges to be
22. SHIPMENT DECLARED VALUE - When the weight charged by the Carrier is dependent upon the value of the shipment, the dollar value per unit of measure (ex: \$100/pound) must be stated by the Shipper - enter this information in field 14.
23. SHIPPER - Enter the company name of the shipper.
24. SHIPPER'S AGENT - Enter the signature of the individual preparing the shipment for the shipper.
25. CARRIER'S AGENT - The Carrier's agent will sign here prior to taking control of the shipment.
26. PERMANENT ADDRESS - Enter the permanent (business) address of the shipper. This may be the same as for field 1.
27. CERTIFICATION - A signature is required by the Department of Transportation after this statement for all shipments of hazardous material.



For the full instructions, see the reverse side of the actual form.

Sample NAFTA Certificate of Origin

DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE

NORTH AMERICAN FREE TRADE AGREEMENT
CERTIFICATE OF ORIGIN

Please print or type

1. EXPORTER NAME AND ADDRESS: 1		2. BLANKET PERIOD: (DD/MM/YY) FROM: 2 TO:				
3. PRODUCER NAME AND ADDRESS: 3 Available to customs upon requerido		4. IMPORTER NAME AND ADDRESS: 4				
TAX IDENTIFICATION NUMBER: 5. DESCRIPTION OF GOODS 5		6. H.S. TARIFF CLASSIFICATION NUMBER 6	7. PREFERENCE CRITERION 7	8. PRODUCER 8	9. NET COST 9	10. COUNTRY OF ORIGIN 10
<p>11. I CERTIFY THAT</p> <p>* THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT.</p> <p>* I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT WOULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE.</p> <p>* THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT, AND UNLESS SPECIFICALLY EXEMPTED IN ANNEX 401, THERE HAS BEEN NO FURTHER PROCESSING OR ASSEMBLY OUTSIDE THE TERRITORIES OF THE PARTIES; AND</p> <p>* THIS CERTIFICATE CONSISTS OF 1 PAGES, INCLUDING ATTACHMENTS.</p>						
11a. AUTHORIZED SIGNATURE:		11b. COMPANY:				
11c. NAME: (PRINT OR TYPE) 11		11d. TITLE:				
11e. DATE: (DD/MM/YY)		11f. TELEPHONE:		FAX:		

For the full instructions, see the reverse side of the actual form.

1. Exporter's name, address and tax identification number
2. Complete if certificate is to cover multiple shipments.
3. Producer's name, address and tax identification number
4. Importer's name, address and tax identification number
5. A complete and accurate description of the contents of the shipment
6. The product's Schedule B or HTS code
7. The NAFTA Rules of Origin preference criterion
8. The product's producer (Yes, if you are the manufacturer, No, if you are not the producer of the)
9. Related to regional value content, not pricing
10. The product's country of origin
11. Once you've checked that all the information listed is accurate, provide your company name, title and phone number, then sign and date the form.

Sample Certificate of Origin

CERTIFICATE OF ORIGIN				
The undersigned 1 (Owner or Agent, or Co.)				
for 2 (Name and Address of Shipper) declares				
that the following mentioned goods shipped on S/S 3 (Name of Ship)				
on the date of 4 consigned to 5 are the product of the United States of America.				
MARKS AND NUMBERS	NO. OF PKGS., BOXES OR CASES	WEIGHT IN KILOS		DESCRIPTION
6	7	8	9	10
Sworn to before me 11 Dated at 12 on the _____ day of _____ 19 _____				
this _____ day of _____ 19 _____ 13 (Signature of Owner or Agent)				
The 14 a recognized Chamber of Commerce under the laws of the State of _____ has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and, according to the best of its knowledge and belief, finds that the products named originated in the United States of North America.				
Secretary 15				

Form 10-906 Printed and Sold by ENFORCE 190 Baldwin Ave., Jersey City, NJ 07306 • (800) 831-3098

1. **THE UNDERSIGNED** - Name of the individual completing and signing the certificate (see Block 13); may be the Exporter or Agent of the Exporter.

2. **FOR** - The Company name and address of the Exporter (Distributor or Manufacturer) effecting the shipment of merchandise.

3. **SHIPPED ON** - Name of the vessel, aircraft, rail, or trucking company. May also include vessel number and flag, flight number and flag, rail car number, and truck Pro number.

4. **DATE** - The date the carrier left the port/terminal for the destination.

5. **CONSIGNEE TO** - The Consignee, as it appears on the Commercial Invoice; may be "To Order of Shipper," or "To Order of (Customer's) Bank, or to any other entity, on the Conditions of Sale and/or the letter of credit.

6. **MARKS AND NUMBERS** - The marks recorded on each package, including Shipper's Company Name, Country of Origin (i.e. - Made in USA), Destination Port of Entry, and Customer's Company Name; may also include a Shipper's Control Number (i.e. - C/I No.) and the Customer's Import license Number. "Number" refers to the numbering of the packages in the shipment (i.e. - 1 of 30, 2 of 30, etc.).

7. **NO. OF PACKAGES** - The total number of packages, cartons, boxes, skids, etc. per description line, including outer packaging, in kilograms.

8. **GROSS WEIGHT** - Total weight of packages per description line, including outer packaging, in kilograms.

9. **NET WEIGHT** - Total weight of all packages per description line, excluding outer packaging, but including inner packaging, in kilograms.

10. **DESCRIPTION** - Full description of items being shipped, the type of containers, the gross weight per container, and the quantity and unit of measure of the merchandise. May also include cross references to Purchase Order or Commercial Invoice number.

11. **SWORN BEFORE** - Notary Republic seal/signature, and date notarized.

12. **DATE** - Date Certificate of Origin was prepared and signed.

13. **SIGNATURE** - The signature of the owner, employee, or agent appearing in Block 1 above.

14. **CHAMBER OF COMMERCE** - Name of local Chamber of Commerce (and State) certifying the origin of the merchandise.

15. **SECRETARY** - Authorized signature of the local Chamber of Commerce Secretary and that organization's seal.