

IDEXX Laboratories

Import Guide for Supplier Shipments to EU

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I. Overview

IDEXX Laboratories EMEA (hereinafter referred to as “IDEXX”) have developed this Import Guide for Supplier Shipments to gain consistency, time, cost efficiencies and compliance with our import activities. This Guide is designed to create a better understanding between IDEXX and our authorized suppliers, as well as to comply with EU Customs and other EU regulations. Any questions or concerns should be directed to IDEXX Buyers, Category Managers and the Import Department listed in Section VI of these instructions. The specific terms and conditions on our purchase order will supersede the guidelines contained in this guide.

We appreciate your cooperation in complying with our Import Guide.

Best Regards,

Import Department
IDEXX Laboratories EMEA

II. Import Requirements into the EU

The following instructions are essential to effectively move merchandise from the suppliers' facilities to IDEXX's DE and NL facilities or other named delivery address within the EU. All suppliers are expected to comply with these instructions.

Below are instructions for Ocean and Air shipments:

A. Documents Required for Importation into the EU

- Commercial Invoice
- Packing List
- Airway Bill or Sea way Bill of Lading
- Additional documents as applicable:
 - Technical information about the product
 - MSDS

The above documents must be e-mailed as soon as possible to:

IDEXX at Import-ExportCOEEMEA@idexx.com & IDEXX's Buyer and/or Category Manager

Please Note:

All carriers will act as IDEXX's customs broker.

B. Commercial Invoice Requirements

Each supplier may use their own commercial invoice and packing list formats. The following information **must** be included on the invoices in English. The information provided on the commercial invoice and packing list must be a complete and accurate description of the goods shipped. All items included in a shipment must be declared on a commercial invoice. Failure to adhere to these requirements may result in a delay in US Customs clearance and/or a penalty action against IDEXX. The Commercial invoice needs to include the following:

- Complete shipper's name and address
- Complete Consignee Address and Delivery Address - *Please refer to the named IDEXX Company that is the "Billed to" on the Purchase Order. Example: IDEXX Europe B.V, or IDEXX Diavet*
- EORI Number of the Consignee/Importer of the records – *Please refer to the list of European EORI number (see Annex I)*
- Commercial Invoice Number and Date
- Incoterms with stated location, example: CPT Amsterdam, The Netherlands
- IDEXX's Purchase Order Number(s)
- Currency of cost, this must match purchase order
- IDEXX's part number(s) or material number(s) - *If no IDEXX part number has been assigned, use supplier's part number*
- Accurate and sufficient descriptions of merchandise to enable product to be classified from EU Harmonized Tariff Schedule (EUHTS)
- Country of Origin – *Please ensure that you provide the actual product's country of origin*
- Unit cost, extended cost and total cost - *Please notify IDEXX if the cost on invoice is not the cost on the purchase order*
- Number of pieces, cartons, pallets, drums and associated net weight and gross weight

Note: If the shipment does not represent a shipment under a Purchase Order and the parts are shipped at "No Charge" a fair market cost should be referenced for "Customs Purposes"

Revision to Commercial invoice

Any revision to commercial invoice must be submitted as soon as errors are found, with "Revised" marked on commercial invoice.

**All new suppliers MUST send a completed commercial invoice for approval before first shipment.
Send commercial invoice for approval to Import-ExportCOEEMEA@Idexx.com**

C. Packing List

- One copy of the Packing List must be included with each shipment
 - If shipment is by carton, mark the #1 carton “Packing List Enclosed”
 - If shipment by pallet, attached in envelope to pallet
- Packing List must show the following:
 - IDEXX Purchase Order Number
 - IDEXX Part Number
 - Pallet, Drum, Carton Numbers/Count
 - Contents included in each Drum, Carton, etc.
 - Carton Dimensions
 - Gross and Net Weight
 - Product Country of Origin

Accuracy on Quantity Shipped: *It is critical that the pieces, cartons, drums or other packaging unit quantities are consistent between the Commercial Invoice, Packing List and transportation document (AWB and Ocean BL). It is extremely critical that the supplier ships the quantity listed on the Commercial Invoice and Packing List. There is no tolerance for any overages or shortages.*

D. Airway Bill and Seaway Bill of Lading

- Suppliers must request non-negotiable ocean seaway bills of lading at the time of booking with freight forwarders or carriers
- Airway Bills and Seaway Bills must be made out to the following:
Consigned to: IDEXX Europe, B.V., Willem Brocadesdreef, 17-19, 2132 LR Hoofddorp, The Netherlands
Marked Notify: IDEXX Europe, B.V., Willem Brocadesdreef, 17-19, 2132 LR Hoofddorp, The Netherlands, Import-ExportCOEEMEA@idexx.com
- Include IDEXX Delivery Name and Address as per IDEXX purchase order, if different.

E. Additional Documents as Applicable:

Additional documentation may be required, depending on the product and the destination country. That could vary from Technical information, information on use, MSDS, certificates...

Please verify with Import-ExportCOEEMEA@idexx.com for new products, suppliers or destinations.

III. Freight Booking

- For Suppliers using shipping terms: CIF, CFR, CPT, DAT, DAP, DDU:
 -As the shipper, you are responsible for the selection of freight forwarder or carrier, and the shipping contract under these shipping terms. It is very important that IDEXX is notified of the complete shipping details **as soon as possible** by email to Import-ExportCOEEMEA@idexx.com
 -IDEXX requires our Suppliers to coordinate with the freight forwarder/carrier to provide both a Pre-Alert and Arrival Notices to be sent to Import-ExportCOEEMEA@idexx.com for shipments to the EU.
 -The Supplier is responsible to track the shipment to destination (per shipping terms) and ensure their selected carrier/forwarder delivers product to the named shipping terms destination in a timely manner.
 -The Supplier’s selected freight forwarder/carrier is expected to assist and work with IDEXX’s customs broker in the U.S. import process.
- For suppliers using shipping terms: C/D when supplier pays and selects forwarder, the supplier is responsible to track the shipment to destination and ensure their selected carrier/forwarder delivers product to its destination in a timely manner.
- For Suppliers using shipping terms: ExW, FCA or FOB:
 -Suppliers will need to contact and book freight with IDEXX’s named service provider(s) two weeks prior to turning over goods. Contact CorporateTransportation-EMEA@idexx.com for shipments to the EU.

IV. Delivery Locations

- The delivery location will be indicated on our purchase orders. Please confirm the ship-to address with our Buyer and/or Import Department if you have any questions.

V. Country of Origin Marking

- Country of Origin marking is not a requirement under EU Legislation, but according to EU customs legislation, the country of origin should be indicated in the shipping documentation.

VI. Contacts, Phone Numbers and General Information

For shipments to the EU

- If you have any questions regarding instructions contained in this Import Routing Guide, please contact Import-ExportCOEEMEA@IDEXX.com.

IDEXX Laboratories, B.V.
Willem Brocadesdreef, 17-19
2132 LR Hoofddorp
The Netherlands

Annex I. List of European EORI numbers

LEGAL NAME	Country	VAT Number	EORI Number
IDEXX Vet Med Labor Gmbh	Austria	ATU57630111	ATEOS1000015412
IDEXX Laboratories SPRL	Belgium	BE0882866482	BE0882866482
IDEXX Laboratories s.r.o.	Czech Republic	CZ04590988	CZ04590988
IDEXX Laboratories Danmark ApS	Denmark	DK26996279	DK26996279
IDEXX Laboratorios SL	Spain	ESB61740361	ESB61740361
IDEXX Laboratories Oy	Finland	FI24320519	FI2432051-9
IDEXX SARL	France	FR20380865782	FR38086578200045
IDEXX Montpellier SAS	France	FR72470800772	FR47080077200027
IDEXX GmbH	Germany	DE148272977	DE1187139
IDEXX Vet Med Labor Gmbh	Germany	DE146149244	DE5472296
IDEXX Diagnostic Limited	Ireland	IE3450443DH	IE3450443DH
IDEXX Laboratories Italia S.r.l.	Italy	IT12032450152	IT12032450152
IDEXX Europe BV	The Netherlands	NL807107876B01	NL807107876
IDEXX Laboratories Sp.z o.o	Poland	PL1070004096	PL107000409600000
IDEXX Laboratories Sverige AB	Sweden	SE556895633701	SE5568956337
IDEXX Laboratories Slovakia s.r.o.	Slovakia	SK2120209036	SK2120209036