

IDEXX Laboratories, Inc

Import Guide for Supplier Shipments to U.S.

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I. Overview

IDEXX Laboratories, Inc. and IDEXX Operations, Inc (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 U.S. Customs and other U.S. Governmental 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, Inc. / IDEXX Operations, Inc.

II. Import Requirements

The following instructions are essential to effectively move merchandise from the suppliers' facilities to IDEXX's U.S. facilities or other named delivery address. All suppliers are expected to comply with these instructions. Below are instructions for Ocean and Air shipments:

A. Documents Required for Importation into the U.S.

- Commercial Invoice
- Packing List
- Airway Bill or Sea way Bill of Lading
- Importer Security Filing (10+2) Form for ocean shipments
- Additional documents as applicable:
 - Wood Packing Fumigation Certificate or Statement
 - Toxic Substance Control Act Statement (TSCA)

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

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

Please Note:

- When shipping FedEx, FedEx will act as IDEXX's customs broker.
- When shipping with all other carriers, Expeditors will act as IDEXX's customs broker and all of the above documents must also be e-mailed to Idexx@expeditors.com

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 Operations Inc, or IDEXX Laboratories, Inc.*
- Commercial Invoice Number and Date
- Incoterms with stated location, example: CPT Boston, Massachusetts USA
- 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 US Harmonized Tariff Schedule (USHTS)
- 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*
 - *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"*
- Number of pieces, cartons, pallets, drums and associated net weight and gross weight

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-ExportCOEUS@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 Operations, Inc., One IDEXX Drive, Westbrook, ME 04092 US
Marked Notify: IDEXX Operations, Inc., One IDEXX Drive, Westbrook, ME 04092 US, Import-ExportCOEUS@Idexx.com
- Include IDEXX Delivery Name and Address as per IDEXX purchase order
- Additional Notify Party:
 Expeditors – Boston
 795 Jubilee Drive
 Peabody, MA 01960 - Tel: 978-531-0001
Idexx@expeditors.com
- Additional Notify Party for FedEx shipments:
BUFCPAMAIN_A@ftn.fedex.com

E. ISF (Importer Security Filing) 10+2 (see Expeditors forms)

- Importer Security Filing Form must be completed for each ocean shipment
- Suppliers are required to assist in providing the following data elements on a attached Expeditors ISF Form for all ocean shipments that are destined to the U.S.
- ISF Form must be submitted to our broker for both Less than Container Loads (LCL) and Full Containers Loads (FCL), **at least 72 hours prior** to loading of the vessel
- For Ocean shipments, suppliers need to notify and provide the Expeditors ISF Form via email to IDEXX: Import-ExportCOEUS@Idexx.com and Expeditors: bos-isf@expeditors.com at least 72 hours prior to loading of the vessel:



Expeditors ISF
Template.xlsm

- In addition, all containers transported via ocean vessel are sealed using ISO/PAS 17712 Standard Seals or bolts

F. Additional Documents as Applicable:

- Wood Packing Fumigation Certificate:

The United States is one of the countries that enforce ISPM 15 (International Standards for Phytosanitary Measures) which was adapted by the International Plant Protection Convention (IPPC). All shipments imported into the U.S. must comply with WPM regulations and requirements. Without proper documentation, shipments are subject to inspection and delay at time of customs clearance.

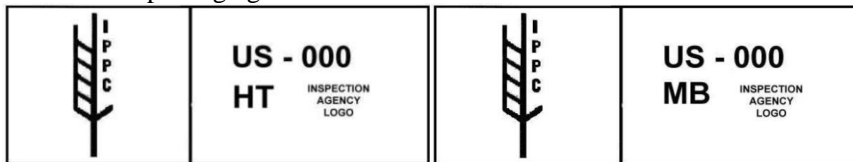
Non-Wood Packing Material (NWPM)

Commercial invoice, packing list or certificate must state that “This shipment does not contain wood packaging materials”.

WPM

Non-Manufactured Wood Packing (NMWP) / Solid Wood Packing Material (SWPM)

WPM must be treated with either heat (HT) or fumigation (MB) and marked with proper IPPC markings of treatment below on the actual packaging.



For complete details of WPM, please go to: United States Department of Agriculture

<https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/wood-packaging-material>

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-ExportCOEUS@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 both Import-ExportCOEUS@Idexx.com and IDEXX's customs broker, Idexx@expeditors.com
-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 CorporateTransportationTeam@Idexx.com for details.

IV. Delivery Locations

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

V. Country of Origin Marking

- Country of Origin marking is **required** for all imported goods by noting “Made in XXX” or “Product of XXX”. Under U.S. law, all products imported into the U.S. must be marked in a conspicuous place, as legibly, indelibly and permanently as the nature of the article (or its container) will permit and in such manner as to indicate to an ultimate purchaser in the U.S. the English name of the Country of Origin. Marking that is easily removed during handling is not considered a proper marking.

VI. Contacts, Phone Numbers and General Information

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