

Import Guide for Supplier Shipments to the U.S.

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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. 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. and IDEXX Operations, Inc.

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.

Documents Required for Importation into the U.S.

The following documents must be e-mailed as soon as possible to IDEXX at Import-ExportCOEUS@idexx.com, IDEXX's Buyer, and/or IDEXX's Category Manager:

- Commercial Invoice
- Packing List
- Airway Bill or Seaway 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)

Notes:

- 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.

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 U.S. 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 (for example, IDEXX Operations Inc, or IDEXX Laboratories, Inc.)
- Commercial Invoice number and date
- Incoterms with stated location (for 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 the supplier's part number
- Accurate and sufficient descriptions of merchandise to enable the product to be classified from U.S. Harmonized Tariff Schedule (USHTS)

- Country of Origin—ensure that you provide the actual product's country of origin
 - Unit cost, extended cost, and total cost—notify IDEXX if the cost on the 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 a commercial invoice must be submitted as soon as errors are found, with “Revised” marked on commercial invoice.

IMPORTANT: All new suppliers **must** send a completed commercial invoice to Import-ExportCOEUS@idexx.com for approval before the first shipment.

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 is by pallet, attached in envelope to the pallet.

The Packing List must include 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

IMPORTANT: 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.

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 U.S.
 - Marked Notify: IDEXX Operations, Inc., One IDEXX Drive, Westbrook, ME 04092 U.S., 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
idx@expeditors.com
- Additional notify party for FedEx shipments: BUFCPAMAIN_A@ftn.fedex.com

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 data elements on the [Expeditors ISF Form](#) for all ocean shipments that are destined to the U.S.
- Importer Security Filing Form must be submitted to the IDEXX 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 Importer Security Filing Form via email to IDEXX at Import-ExportCOEUS@idx.com and Expeditors at bos-isf@expeditors.com at least 72 hours prior to loading of the vessel:
- In addition, all containers transported via ocean vessel should be sealed using ISO/PAS 17712 Standard Seals or bolts.

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)

The 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 (HB) or fumigation (MB) and marked with proper IPPC markings of treatment below on the actual packaging.

For complete WPM details, please visit this [United States Department of Agriculture web page](#).

Freight Booking

For Suppliers Using Shipping Terms: CFR, CIF, CPT, DPU, 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 at idexx@expeditors.com.
- The supplier is responsible to track the shipment to the destination (per shipping terms) and ensure their selected carrier/forwarder delivers the 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: EXW, FCA, FAS or FOB

Suppliers will need to contact and book freight with IDEXX's named service provider(s) two weeks prior to turning over goods. Email our Corporate Transportation Department for details:

- For shipments from Canada: CorporateTransportationTeam@idexx.com
- For shipments from all countries except Canada: CorporateTransportation-International@idexx.com

Delivery Locations

The delivery location will be indicated on our purchase orders. If you have any questions, please confirm the ship-to address with the IDEXX Buyer and/or our Corporate Transportation Department:

- For shipments from Canada: CorporateTransportationTeam@idexx.com
- For shipments from all countries except Canada:
CorporateTransportation-International@idexx.com

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 the name of the Country of Origin (in English) to an ultimate purchaser in the U.S..

IMPORTANT: Marking that is easily removed during handling is not considered a proper marking.

Contacts, Phone Numbers, and General Information

If you have any questions regarding instructions contained in this guide, please contact Import-ExportCOEUS@idexx.com.

