



## **Supplier Instructions**

# **Shipping to Donaldson U.S.**

These instructions are to be used as a general guideline for exporting and importing. This information is provided to assist DONALDSON suppliers when exporting to DONALDSON. These procedures cannot be interpreted as a substitute for compliance to applicable governmental regulations. If your company is designated as the Exporter/Importer of Record, it is your legal responsibility to understand and comply with export/import regulations of the appropriate countries. DONALDSON shall not be responsible for your failure to follow applicable export/import regulations.

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## 1.0 Scope

- The following instructions are applicable to all suppliers exporting to Donaldson. When designated the importer, DONALDSON suppliers shall comply with all U.S. Customs & Border Protection (CBP) regulations pertaining to the importation of goods into the U.S., as well as regulations on imports into other countries.
- DONALDSON suppliers shall comply with all U.S. CBP regulations and U.S. Commerce, Bureau of Industry and Security (BIS) Export Administration Regulations (EAR) pertaining to exports from the US, exports regulations in other countries, and comply with additional DONALDSON requirements concerning invoicing, documentation, labeling, and security.
- These requirements apply to all billable shipments to DONALDSON shipped against an approved DONALDSON Purchase Order (PO).
- These requirements also apply to supplier shipments where a PO is not in place (pre-production samples, misrouted shipments being returned, etc.) and when DONALDSON is responsible for customs clearance.

NOTE: Other instructions on the PO or in the Buying Agreement not in this document may also apply to exports to DONALDSON and drop shipments to non-DONALDSON destinations. All instructions on the purchase order or buying agreement prevail over the following instructions.

Questions regarding these instructions should be directed to the DONALDSON Global Compliance Group or to the person requesting the goods prior to shipping.

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## 2.0 Document Requirements

The supplier is responsible for providing the following documents with the required information:

### 2.1 General

- Unless otherwise indicated on the PO (Buyer/Seller Agreement,) all documents for imports into the U.S. must be in English and in US dollars.
- Language and currency for imports into countries other than the U.S. shall be specified in the buying agreement or on the PO.
- Letters of Credit – send 1 original to the bank (or as indicated on the LC) and 1 original to the designated import broker.
- All commercial invoices must have the name and phone number of a responsible employee of the shipper who has information or can obtain information about the shipment.
- A Currency Conversion Factor must be shown on all invoices if the rate has been negotiated prior to export – (on the PO or buying agreement.)
- All invoices must be typed.
- Do not enter “assist” information on the invoices, unless specifically instructed by the DONALDSON Global Compliance Manager or Import Specialist.
- For shipments routed via air , ocean, and truck, provide a copy of the commercial invoice and a copy of the air waybill/seaway bill of lading in an envelope, securely attached to the freight.

### 2.2 Commercial Invoice

- A commercial (customs) invoice **MUST** accompany all shipments and must match the billing (or “no charge”) invoice.
- The commercial invoice must match the description and price of any pro forma invoices issued to DONALDSON and the PO.
- No Charge Invoices shall contain the statement “Value for Customs Purposes Only – No Charge” and must list the price paid or payable (the normal selling price).
- Please refer to the PO for information specific to each billable order (e.g. DONALSON part numbers, descriptions, quantities, etc.)

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- The DONALDSON buyer or requestor will provide the following information to the supplier. This information may be part of the purchasing agreement or may be furnished on the PO or supplied at the time of shipment. (Note – the following information must also be included on the commercial invoice)
  - Invoice to code (if applicable)
  - Ship to code (if applicable)
  - Ship to name: DONALDSON (unless otherwise directed)
  - Ship to address
  - Ship to attention (required only for non-production items)
  - Ship to phone # (required only for non-production items)
  - Sold To/Invoice To
  - Mode of Transport: e.g., air, sea, ground, expedited
  - Delivery terms (INCOTERMS 2000) and named location
  - Date to be delivered to DONALDSON (Due on Dock Date)
  - DONALDSON Purchase order (PO) Number
  - PO Line Number, e.g., 10, 20, 30, etc.
  - Buyer/Requestor name
  - Buying Commission (if applicable)
  - Special handling/shipping instructions
- The supplier, or the party making the shipment, must provide the above information and the following information on the commercial invoice
  - Invoice Number
  - Invoice Date
  - Shipper name and address
  - The RAN, RMA, RGA, if applicable
  - DONALDSON Part # or DONALDSON machine type or serial #
  - Supplier Part Number (only used if no DONALDSON part number has been assigned)
  - Quantity
  - Product description (no abbreviations)
  - Unit of measure
  - Donaldson Sales Order Number (if applicable)
  - Unit cost (must be greater than zero and indicate a reasonable commercial value if the invoice is No Charge) Note: the cost per unit must be equal to the unit cost on the PO
  - Inland freight – If DONALDSON is the importer, inland freight costs in the (foreign) country of export to the FCA named point – freight must be a separate line item on the invoice.
  - Invoice Total Value
  - Currency of Sale (and any currency conversion that is part of the buying agreement or PO)
  - Port of entry (in the importing country)

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- Invoices for exports must indicate the proper Harmonized System Tariff number for each item.
- Country of Origin of each item shipped (See Section 4.0 below) this information is specific to each line item on the invoice and each line item must have a single country of origin. This information may be shown as the full English name of the country, or as the 2-character International Organization for Standardization (ISO) code (e.g. US, FR, TW), or both may be used. UK may be used as an abbreviation for the United Kingdom.

In all instances, the country of origin information on the commercial invoice must be consistent with the country of origin marked on the usual container and the article, and consistent with the country of origin identified on the packaging list (delivery notice).

### **2.3 Special Invoicing Requirements for U.S. Imports**

For certain part numbers ordered by Donaldson Company, Inc., representing a grouping of articles, which are intended to fulfill a specific purpose (e.g. kits) U.S. CBP requires that the commercial invoice must show:

- Separate line item for each article in the grouping.
- Each line item on the commercial invoice must include part number, description, quantity, and unit of measure, unit cost, and country of origin.

U.S. CBP requires that any recorded media (tapes, CDs, diskettes) included within a shipment must be listed as a separate invoice line item. A single line item ("Recorded Media") should be shown on the invoice for each type of recorded media. The country of origin for recorded media is the country where the installation of the software onto the recordable media took place. The value placed on the line item should reflect only the value of the blank (unrecorded) media.

U.S. CBP requires that all articles in a shipment be itemized on the commercial invoice. This requirement also applies to articles which are not functional (scrap). In all instances, a value or price must be supplied for each item you ship and invoice. Reusable shipping containers are not required to be separately listed on the invoice unless they are shipped without their normal contents (empty).

## **2.4 Special Invoicing Requirements for Imports into Other Countries**

**Brazil** – Invoices for shipments (imports) into Brazil must include the name and address of the manufacturer of each item.

**India** – Exports of software or software contained in any product or component to India must be listed as separate line items on commercial (customs) and Proforma invoices.

**Israel** – All invoices, bills of lading, and waybills must include the full name and the VAT registration number of the Importer of Record in Israel.

## **2.5 Packing Lists**

One copy of the packing list must be placed in an envelope attached to each separate shipment. In addition a copy of the packing list must be sealed inside one package, with the words "Packing List Enclosed" placed on the outside of the package.

The following additional elements are required on the packing list:

- Identifying Marks and Numbers (when applicable)
- Measurements (L\*W\*H in metric)
- Cubic Volume (in metric; for ocean shipments only)
- Gross weight ( LBS OR KGS)
- Net Weight (LBS OR KGS)
- Quantity of each item in each container

A copy of the commercial invoice (less pricing) may be used as the packing list if a separate packing list cannot be produced. NOTE: Another copy of packing list must be provided to freight forwarder for imports into the US.

In all instances, the country of origin information on the packing list (delivery notice) must be consistent with the country of origin marked on the usual container and the article, and consistent with the country of origin identified on the commercial invoice.

## 2.6 Billing Invoice

- The billing invoice value must match the commercial invoice value
- The billing invoice number must either match or reference the specific (exact) commercial invoice number allowing DONALDSON to reconcile the payment to the commercial invoice value.
- Billing invoices should be sent by mail or through financial institutions.
- A valid DONALDSON PO number or return authorization reference numbers (RAN, RGA, RMA) must be included on the billing invoice.
- The Buyer/Requestor name should be shown on all billing invoices.
- When the supplier or delegate is considered to be the “importer of record,” the billing invoice sent to DONALDSON for payment must include a statement on the invoice indicating that the supplier is responsible for customs clearance.
- Amended, corrected, or additional billing invoices to DONALDSON, where no import of goods occurred, must indicate in sufficient detail what the billing is for. For example:
  - No import – goods shipped domestically
  - No import – goods repaired/reworked in the US
  - No import – freight charges only (when applicable)
  - No import – invoice correction
  - No import – goods/tooling retained by supplier

## 2.7 Delivery Terms/INCOTERMS

- When DONALDSON is responsible for Customs clearance and is paying for the freight, the delivery terms shall be either Ex-works (EXW named place) Freight Collect, Free Onboard Vessel (FOB Origin) Freight Collect, and/or shall be designated in accordance with the terms outlined in the purchase agreement between DONALDSON and the supplier. (reference: INCOTERMS 2000)
- When the supplier is responsible for the transportation charges and customs clearance the delivery terms should be EXW named place Freight Collect or FOB Destination named place Freight Prepaid and INCOTERMS shall be designated in accordance with the terms outlined in the purchase agreement between DONALDSON and the supplier, or on the PO. The supplier selects its freight forwarder of choice.

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### 3.0 Packaging/Labeling

#### Packaging

The buyer/requestor will provide specific packaging instructions, if applicable. In lieu of specific instructions, the shipper shall package shipments in accordance with Donaldson Quality System, Minimum Packaging Standards, QSI00013. Buyer shall identify any special packaging instructions or requirements. All palletized freight must be on wood pallets **ISPM15 compliant**.

Note: Donaldson will issue updated packaging instructions for international shipments. Please see further instructions at <http://www.donaldson.com/en/supplier/shipping/index.html>

#### **Labeling (Please label as specified below unless otherwise directed:)**

- Shipping Label must be placed in the upper left corner of each cartons being shipped –. Shipping labels must contain the following information:
  - Origin (address where the shipment begins)
  - Ship to Address
  - Ship to Attention (only for non-production items)
  - PO Number
- PalletsContents Label – 1 per pallet. The pallet Contents label itemizes the goods,.
- Container Contents must contain the following information:
  - Container Number (if applicable)
  - DONALDSON part number or DONALDSON machine type-model
  - Engineering Change (EC) level (if applicable)
  - Serial number (if applicable)
  - Quantity
  - Case Number
  - Container count: container \_\_ of \_\_ (only if no container number is assigned)
  - Weights (Gross and Net- metric) lbs or kgs
  - Dimensions of the container (Length, Width, and Height metric)
  - Country or Origin (see Section 4.0 below)
  - Summary of countries of origin (See Section 4.3 below)

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#### 4.0 Country of Origin/Country of Origin Marking

- All articles produced, procured, or repaired by/for DONALDSON, including “no charge” items provided or returned to DONALDSON, must be marked with the appropriate country of origin. This includes:
  - Finished products
  - Sub-assemblies
  - Sub-product (modules, components, parts)
  - Media recorded with software programs
  - Manuals
  - Accessories
  - Supply items
- Each article must have the full English name of its country of origin marked on the last article itself and on the packaging in which it is received.
- A usual container is defined as the outermost level of packaging in which the articles will arrive at the ultimate purchaser.
- For all articles, the country of origin marking requirements are as follows:
  - On the usual container (the outermost level of packaging in which the articles will be received)
  - On the article itself (where physically possible; see Section 4.1 Specific Types of Articles requirements below)
  - Conspicuous (can be easily seen with normal handling of the article or container)
  - Legible (can be easily read by a person with normal eyesight)
  - Indelible (resists fading)
  - Permanent (survives normal distribution and handling)
  - Indicating to the ultimate purchaser the full English name of the article’s country of origin.

The country of origin must be included on the invoice and packing list (delivery notice) and must be consistent with the country of origin marked on the usual container and the article.

#### 4.1 Marking Requirements for Specific Types of Articles

**Marking should be done as specified below; unless DCI advises in writing that a marking exception applies:**

- Finished Products
 

These include machines (either shipped as a machine type or part number), supplies (such as ribbons, cartridges, diskettes, etc.), major peripherals (such as keyboards and displays), media recorded with software programs, and publications.

  - Finished products must have the country of origin markings directly on the product itself.

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- Sub-assemblies  
These include circuit cards, power supplies, and other items that are routinely removed and replaced during maintenance operations.
  - These items must have the country of origin marking directly on the product itself, where physically possible, or the protective packaging must be marked with the country of origin
- Sub-products  
These include modules, components, parts, etc.
  - Sub-products must have the country of origin marking directly on the sub-product itself, where physically possible.
- In all instances, the usual container going to the ultimate purchaser of the goods (which may be sealed protective packaging) must be marked with the country of origin.

## 4.2 Wording

The following wording should be used for country of origin marking. Any modification to this wording must be approved by the DONALDSON Legal Department

- Articles Manufactured in the US – Articles which are produced from contents, components, and raw materials of mixed national origin and where the US is determined to be the country of origin must be marked
  - Assembled in the US of US and Non-US components (Allowable for assembled articles only)
  - Produced in the US of US and Non-US Components (Allowable for non-assembly articles only)
  - Printed in the USA (Allowable for printed material and publications only)
  - Recorded in USA (Allowable for recorded media such as disks, tapes, and CDs only)

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- Articles Manufactured outside the US - Articles which are made or final assembled outside of the US and are determined to have undergone a substantial transformation or the country of origin has been determined by the rules of origin of the country of manufacture, must be marked:
  - Made in xxx (where xxx is the full English name of the country of origin)
  - Printed in xxx (Where xxx is the full English name of the country where the material was printed. Allowable for printed material and publications only)
  - Recorded in xxx (Where xxx is the full English name of the country where the software was recorded. Allowable for recorded media such as disks, tapes, and CDs only)
- No abbreviations, with the exception of UK for United Kingdom and US or USA for the United States of America, are acceptable.
- The 2 character ISO-3166 codes are not acceptable for marking articles or usual containers.
- Suppliers shall also mark the country of origin in accordance with import regulations of the destination country, if the above is contrary to local regulations.

### **4.3 Container Marking**

- A usual container is defined as the outermost level of packaging in which the articles will arrive at the ultimate purchaser. The usual container must be marked with the full English name of the country of origin of the articles contained within it, using the same wording as the marking on the articles (see Section 4.2 Wording)
- Some usual containers contain merchandise of different origins. In such an instance, each article within the usual container must be marked with its country of origin and the usual container must include a marking statement, which summarizes the countries of origin of the articles in the usual container. The country of origin summary statement begins: “Contains merchandise from the following countries: ...” and is followed by a list of the full English names of the countries of origin of the articles in the usual container.
- Containers designed for or capable of reuse must be individually marked to indicate the country of origin of the container. Use the following marking on containers suitable for reuse:
  - “Container made in xxx,” where “xxx” is the full English name of the country of origin of the reusable container. If the reusable container is not empty, and the reusable is the usual container, the reusable container must also be marked “Contents made in xxx”

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(where xxx is the full English name of the country of origin of the contents.)

- In all instances, the country of origin marking on a usual container must be in close proximity to any label, which designates the address or the name of a country, which is not the country of origin.
- No abbreviations, with the exception of UK for United Kingdom and US or USA for the United States of America, are acceptable.
- The 2 character ISO-3166 codes are not acceptable for marking articles or usual containers.
- See U.S. Customs Regulations, Part 134, Country of Origin Marking, for additional information for US imports only.
- Suppliers shall also mark the country of origin in accordance with import regulations of the destination country, if the above is contrary to local regulations.

## 5.0 Shipping Instructions

The following information will be provided by DONALDSON on the PO or at the time of shipment, or is contained in the buying agreement, when DONALDSON will be the importer:

- Required Delivery Date (“Due Dock Date”) per the buyer or PO
- Service level for air shipments; consol is 3-5 days and expedited is 2 days
- Freight Forwarder/Carrier of choice
- Freight terms must be clear and specified. For example EXW named place((location the goods will be provided to specified forwarder/carrier) Freight Collect ” See Section 2.7 Delivery Terms/INCOTERMS (2000)
- Supplier is responsible for providing a copy of the commercial invoice and packing list to freight forwarder.
- Commercial invoice and packing list should reference Donaldson PO#
- All palletized freight must be on wood pallets **ISPM 15 compliant** and be labeled with final destination address, contact name, phone number and purchase order number.
- The commercial invoice and packing list must be included in one pallet/carton of the shipment. That pallet/carton should be labeled, “documents enclosed.”
- Broker information will be on the purchase order
- Make sure that Notify party information is clear on the shipping documents

## 5.1 Shipment Consolidation

- It is the responsibility of the Supplier to consolidate shipments made on the same day to the same destination. Shipments are to be consolidated using a single air bill or waybill. Suppliers are responsible to ensure the consolidation is performed to minimize transport costs to DONALDSON.
- Incremental charges incurred by DONALDSON due to separate shipments shall be charged back to the shipper.
- Supplier will be responsible for any charges that Donaldson incurs due to supplier’s non-compliance.

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## **5.2 Importer security Filing (ISF) or 10+2 requirements**

On January 26, 2009, the U.S Customs and Border Protection has implemented a new regulation called Importer Security Filing (ISF or 10+2). ISF mandates that importers supply ten data elements electronically at a minimum of 24 hours prior to the container being loaded on the vessel. Donaldson is requiring this information to be provided at least 72 hours prior to vessel loading in order to provide enough time for filing and response receipt from CBP. Please see the attached ISF Template to be completed and sent to the destination customs broker at least 72 hours prior to vessel loading.

These elements are:

1. Manufacturer Name and Address (the entity that last manufactured or assembled the goods)
2. Seller Name and Address (the last known entity from whom the goods were sold)
3. Buyer Name and Address (the last known entity who purchased the goods or agreed to purchase the goods)
4. Ship to Location, Name and Address (delivery location)
5. Container Stuffing Location (the location where the goods are physically loaded into the container)
6. Consolidator Name and location (the name of the party that loaded the goods for transport to the US)
7. Importer of Record Number (the U.S. Federal ID number of the purchaser) **\*\*to be provided by Donaldson US to custom broker\*\***
8. Consignee Number (the US Federal number of the first known location or deliver to party to physically receive the goods) **\*\*to be provided by Donaldson US to custom broker\*\***
9. Country of Origin (US CBP defined country of origin, often the manufacturer of the goods)
10. HTS Number **\*please note that Donaldson Company, Inc. will be providing this information to the freight forwarder/Customs Broker.**

Donaldson Company, Inc will be monitoring all suppliers for compliance with this regulation. Please be advised that U.S. Customs will apply a fine as high as \$5,000 per incident for failure to comply with this regulation. Donaldson expects full compliance by all suppliers by August 1<sup>st</sup>, 2009. After the grace period ends any fines that DCI receives as a result of supplier non-compliance will be passed on to the supplier.

Please contact Debra Fuller with any questions/concerns.

Debra Fuller

Global Compliance Import Specialist

Tel: 952-887-3654

Fax: 952-703-4554

Email: [debra.fuller@donaldson.com](mailto:debra.fuller@donaldson.com)

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Please see the attached ISF Template to be completed and sent to the **final destination customs broker** as instructed per purchase order at least 72 hours prior to vessel loading.

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## **Import/Inbound Customs Broker and ISF (10+2) Filing**

### **Europe, Australia and South Africa inbound shipments**

- Kuehne and Nagel is Donaldson customs broker for inbound shipments to any U.S Donaldson plants or drop ship shipments on behalf of Donaldson from Europe, Australia and South Africa
  - Diane Schiller
  - Main: 651-688-6645 ext. 4255
  - Direct: 651-234-4255
  - Fax: 651-688-7645
  - [diane.schiller@kuehne-nagel.com](mailto:diane.schiller@kuehne-nagel.com)
- For ISF filing, supplier must send the filled out form 72 hours before vessels sailing to KN at [ISF@kuehne-nagel.com](mailto:ISF@kuehne-nagel.com)

### **Asia inbound shipments**

- CEVA Logistics is Donaldson customs broker for all inbound shipments to any U.S Donaldson plants or drop ship shipment on the behalf of Donaldson from Asia.
  - Shelley Current
  - Direct: 651-675-4071 \* Fax: 651.675.4007
  - [Shelley.Current@cevalogistics.com](mailto:Shelley.Current@cevalogistics.com)
  - Kenneth Li
  - Direct: 651.675.4052 \* Fax: 651.675.4007
  - [Kenneth.Li@cevalogistics.com](mailto:Kenneth.Li@cevalogistics.com)
- For ISF filing, supplier must send the filled out form 72 hours before vessels sailing to CEVA at [importmsp@cevalogistics.com](mailto:importmsp@cevalogistics.com)

**NOTE:** ISF filing for Asia import shipments via Hellmann, please send a copy to Hellmann origin office 72 hours before vessels sailing.

### 5.3 Hazmat Shipments

Hazardous Materials Certificate: For hazardous materials, give the required original documents to the carrier and send 1 copy of the certificate with the other shipping documents. U.S. suppliers must also provide the Material Safety Data Sheet (MSDS) with all exports. All suppliers shipping hazardous material must do the following:

- Make sure the freight is packaged properly according to the Material Safety Data Sheet (MSDS) and the International Maritime Organization (IMO).
- Shipper must inform the ocean freight forwarder that the freight is hazardous freight when making ocean booking and proper documents must be ready before carrier picks up the freight
- A copy of the Material Safety Data Sheet (MSDS) must be provided to ocean freight forwarder upon pick up.
- For all Hazardous shipments, shipper must identify and classify the freight into one of the 9 hazard classes.
- The freight must be properly marked and labeled and handling information must be must placed (i.e. “this way up”, label)
- Proper shipping name & identification number
- Shipper and consignee information must be clear on the bill of lading
- The shipping papers must include a 24-hour emergency response telephone numbers derived from the MSDS document.
- Shipper must complete the standard IMO Dangerous Goods Declaration form
- The freight description on the IMO form require that the hazardous information follow this order on the written form: proper shipping name, Hazard Class, Identification number, and packing group, total quantity, weight, type of packaging, handling information; (i.e. UN1325, FLAMMABLE SOLID ORGANIC N.O.S. ( TOLUENE AND XYLENE), 4.1, 11 , 1 SKID OF 25 CARTONS, 300 PCS, WEIGHT 262 LBS)
- For air shipments, supplier must fill out the IATA form.
- Shipping paper must be kept on file for at least 365 days.
- For assistance on how to ship hazardous freight, please contact your local freight forwarder and/or contact Anna Ouattara in the Donaldson Global Logistics Department at 952.703.4562

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## 6.0 Appendices

### 6.1 Supplier Responsibilities under the Customs – Trade Partnership Against Terrorism (C-TPAT)

While security has always been a focus area within DONALDSON, the continued threat of global terrorism necessitates that firms doing business with DONALDSON, especially those shipping goods and providing services, increase their vigilance about security as assets move through the supply chain.

United States Customs & Border Protection (CBP) recently introduced new supply chain security measures, including the Customs-Trade Partnership Against Terrorism (C-TPAT). C-TPAT is a joint government and trade initiative created with the intent to strengthen the physical security practices of the overall supply chain through cooperative measures. The World Customs Organization recently adopted a resolution calling on its 161 member-countries to develop a global strategy for safeguarding supply

As a DONALDSON supplier, you also have a role to play in ensuring the security of the supply chain. We are asking DONALDSON's suppliers to assess, and enhance if necessary, their security processes in the following areas recommended by U.S. Customs:

- Physical Security
- Procedural Security
- Education
- Access Control
- Personnel Security
- Awareness Training

Guidelines for establishing, improving, or amending supply chain security procedures are available on the U.S. CBP Website at:

[http://www.customs.treas.gov/xp/cgov/import/commercial\\_enforcement/ctpat/](http://www.customs.treas.gov/xp/cgov/import/commercial_enforcement/ctpat/)

Adherence to the C – TPAT security recommendations is critical to strengthening security for all supply chain members.

## 6.2 24 Hour Advance Vessel Manifest Rule

U.S. CBP is also requiring all carriers and/or, Non-Vessel Operating Common-Carriers (NVOCC) to submit cargo declarations 24 hours before cargo is laden aboard a vessel at a foreign seaport. Exporters of goods to the U.S. must be aware of this rule. The following is a brief overview of the rule:

- Effective date of enforcement was February 2, 2003.
- Rule applies to all containerized ocean cargo and bulk cargo, but does not apply to cargo shipped through Canada or Mexico, to the U.S. by truck or rail.
- Rule applies to containerized ocean cargo and bulk cargo destined to Puerto Rico but does not apply to containers leaving Puerto Rico destined to another U.S. port.
- Rule applies to containers and bulk cargo leaving all other U.S. possessions and territories, such as Guam and the Northern Mariana's, destined directly to the U.S. port.
- Under no circumstances should the manifest contain a "blank" cargo description: i.e. "FAK" (freight all kinds), "STC" (no other description), "consolidated cargo," "general merchandise," "26 pallets," "various retail merchandise," or other vague description. Ports will issue a "do not load message" on these shipments.
- There will be a fee up to \$500 for late documents sent to freight forwarders as well as documents amendments after the vessel has sailed. Supplier will be responsible for those charges if they fail to provide documents on time.
- Cargo description on manifests must be specific.
- A precise description of the weight of the cargo is required.
- A complete name and address of the actual shipper must be provided.
- A complete name and address of the consignee in the US must be provided.
- All containers must be sealed. If container is not sealed, carrier may:
  - Verify contents and place a new seal on container
  - Verify contents of containers with shipper and place a new seal on container
  - Seal container without verifying contents
  - Refuse to load the container onto the vessel
  - Accept container and transmit information to US Customs' Automated Manifest System (AMS) which would indicate the status of the seal (no seal, tampered or broken)

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- Missed voyages: If containers information was transmitted per the 24-hour rule and was not issued a “do not load message,” but the container misses voyage, the container can be allowed to sail on the next scheduled voyage without requiring a new 24 hour period, provided:
  - Original bill of lading is deleted from original vessel
  - Bill of lading is input on second vessel without changes to bill of lading information except for chargers required for transportation/voyage data
  - Next scheduled voyage is within 24 hours of the previous departure. If time frame has not been met, a new 24 hour time frame will be required prior to loading second vessel.
  - Cargo declaration is amended to reflect deletions/additions of bills of lading that were deleted/added to voyage.
- The following is a definition of Bulk Cargo:  
Homogenous cargo stowed loose in the hold and is not enclosed in a container such as a box, bale, bag, cask or the like is known as bulk cargo. Bulk cargo is composed of either (a) free flowing articles such as oil, grain, coal, ore and the like which can be pumped or run through a chute or handled by dumping or (b) uniform cargo stows as solidly as bulk cargo and requires mechanical handling for lading and discharging.

### **6.3 Shipments Requiring Special Handling**

The following require special handling and documentation to ensure proper and timely clearance through US CBP. Please review the following section to ensure compliance. Non-compliance can result in shipments being held, and penalties and fines being levied against the importer; which will be passed on to suppliers if they fail to comply

Shipments requiring Certificates of Origin, Hazardous Certificates, USDA, FCC or FDA documents, Chemicals, Duty Minimization Programs

- Certificate of Origin: 1 original and 2 copies are required for the following trade program  
US Insular Possessions – Goods produced in and shipped directly from US insular possessions (except Puerto Rico) that are valued more than US \$2000 per shipment. Use US Customs Form 3229 and have it signed by a customs officer at the port of export.
- USDA APHIS Statement: The United States Department of Agriculture, Animal and Plant Health Inspection Services, requires that any shipment using solid wood packing material (SWPM), bracing and dunnage made from coniferous trees will need to be heat treated and certified.

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- Certification must be provided by USDA APHIS. All other types of packing material must be accompanied by a statement from the exporter verifying there is no coniferous SWPM in the shipment.
- This statement must appear on the bill of lading, air way bill or on a separate document.
- If you have questions, visit <http://www.aphis.usda.gov/>
- Obtain any necessary Food and Drug Administration (FDA) or Federal communications commission FCC) documents (if applicable.) For direct questions, contact the DONALDSON Import Manager.
  - Chemicals: For all shipments of chemicals and machines containing chemicals or a chemical substance (including printers, copiers, toner, developer, and ink ribbons), include a complete and accurate Toxic Substance Control Act (TSCA) Certificate signed by the Importer (DONALDSON location Chemical coordinator) with the shipment documents. If you have questions visit: <http://www.customs.gov/nafta/docs/us/12-4.html>
  - Shipments Quality for duty Minimization Programs: The following are programs, which can minimize or eliminate duty on parts, articles, or machines imported into the US. If shipment qualifies, contact the DONALDSON Import Manager for further instructions.
    - Articles exported from the US for repairs or alterations and returned to the US.
    - Metal articles exported for processing and returned to the US.
    - Goods exported from the US for exhibition and returned
    - American goods exported from the US and returned
    - Goods assembled abroad in whole or in part from components produced in the US
    - Some reusable containers
    - Import from Generalized System of Preferences (GSP) countries
    - Imports from Canada or Mexico
    - Imports from Israel

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## 6.4 Supplemental Product Information

Special invoice requirements may apply to some products. The following is a general list of those requirements, but all requirements may not be listed.

Questions about product descriptions and import classification requirements should be referred to DONALDSON Import Manager

- Bearings:
  - Type of bearing
  - Outside diameter of bearing
  - Manufacturer Name and Address
- Belts:
  - Function of the belt
  - Material
  - Manufacturer Name and Address
- Cables:
  - Type of cable
  - Voltage rating
  - Conductor material
  - If fitted with connectors
  - If used for telecommunications purposes

## 6.5 Supplemental Markings

- Lot and data code (if applicable)
- Serial numbers (if applicable)
- All item and usual containers shall be marked in accordance with all governmental product certification requirements when applicable: UL, CSA, CE, etc.
- The expiration date will be the manufacturer's expiration date, unless otherwise specified by DONALDSON. Any special handling or storage conditions shall be identified on the outer package.

## 6.6 Definitions, Acronyms

- Assists (Manufacturing): Any of a number of items that an importer provides directly or indirectly, free of charge, or at a reduced cost, for use in the production or sale of merchandise for export to the United States, only.
- BIS: Bureau of Industry and Security (U.S. Dept. of Commerce)
- Commission: The amount paid to an agent, which may be an individual, broker, or a financial institution, for consummating a transaction involving sales or purchase of assets or services.
- Country of Origin: The country where merchandise was grown mined or manufactured.
- CBP: (U.S.) Customs & Border Protection
- CSA: Canadian Standards Association
- Customs Broker: An individual or firm licensed by the U.S. CBP to act for importers in handling the sequence of custom formalities and other details critical to the legal and speedy exporting and importing of goods.
- Currency Conversion Factor: An agreement between the seller and buyer on the rate of exchange of currencies on a specific date.
- DONALDSON: Donaldson Company, Inc
- EAR: Export Administration Regulations (See BIS)
- FCC: Federal Communications Commission
- FDA: (Food and Drug Administration) U.S. Governmental agency which enforces the Federal Food Drug and Cosmetic Act, The Fair Packaging and Labeling Act and sections of the Public Health Service Act.
- GSP: (Generalized System of Preferences) A program providing for free rates of duty for merchandise from beneficiary developing independent countries and territories to encourage their economic growth.
- Harmonized System: A multipurpose international goods classification system designed to be used by manufacturers, transporters, exporters, importers, customs, statisticians, and others in classifying goods moving in international trade under a single commodity code.
- Importer: The individual, firm or legal entity that brings articles of trade from a foreign source into a domestic market in the course of trade.
- INCOTERMS 2000: A codification of international rules for the uniform interpretation of common contract clauses in export/import transactions involving goods. Developed and issued by the International Chamber of Commerce (ICC) in Paris. The version which is currently valid is from 2000.
- ISO: International Standards Organization
- NVOCC: Non-vessel Operating Common Carrier
- RAN: Return Authorization Number
- RGA: Return Goods Authorization
- RMA: Return Materials Authorization
- UL: (Underwriters Laboratory Inc) An independent not-for-profit product safety testing and certification organization.

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- Usual Container: The ordinary container in which an imported article will reach the ultimate purchaser. Usual or ordinary types of containers or holders, if not designed for or capable of reuse, are not required to be marked with their own origin when imported filled. Usual containers which are a good of a NAFTA country are not required to be marked with their own origin, whether or not filled.
- Unusual Container: These may include containers not ordinarily sold at retail with their contents or containers which have further use or value after their contents are consumed. Unusual types of containers must be marked to indicate their own origin when imported filled, in addition to any marking required to indicate the origin of their contents.
- USDA APHIS: United States Department of Agriculture, Animal and Plant Health Inspection Services

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## 6.7 Contacts for current Donaldson Suppliers

If you are interested in becoming a supplier for Donaldson please visit  
<http://www.donaldson.com/en/contactus/index.html>

Deb Behrns  
Global Compliance Manager  
Phone: (952) 887-3216  
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Bette Gamboni  
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Mailing Address:

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M/S 136  
1400 West 94<sup>th</sup> St.

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Minneapolis, MN 55440

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