

# U.S. CUSTOMS COMPLIANCE SPECIFICATION

SPECIFICATION NUMBER USC-0101  
Revision No. 062205

## PURCHASE FINISH PRODUCTS PACKING, MARKING, and INVOICING INSTRUCTIONS INTERNATIONAL AIR, OCEAN, OR SURFACE

### 1. PURPOSE

This specification presents the minimum requirements and procedures for protecting, during transit, purchase finish products shipped to Circor Energy Products (CEP) and its associated CIRCOR companies. The specification also furnishes the product markings for country of origin and the requirements for Vendor's commercial invoice and packing list for US Customs Entry.

### 2. USE

This specification is a statement of minimum requirements. The Vendor's own experience and practice should be used to decide whether certain items require more than these minimum standards to ensure safe arrival of the material at its destination. Vendor is responsible for all local Customs requirements for the country of export.

### 3. PACKING REQUIREMENTS

Product shall be complete in all respects when shipped. The manufacturer shall use care in preparing the product for shipment. All cavities shall be drained of water. All unpainted iron and steel machined surfaces shall be coated with rust preventive compound. Product shall be packaged per CEP's Purchase Finish Drawing for the Product and shipped in cases, crates, or pallets.

#### **Cases or Crates**

Wooden cases or crates shall be sufficiently constructed for the method of transportation indicated on the purchase order. Contents must be packed within container with liner, partitions, or wrappers (non-moisture absorbing material) that will protect flanges and exterior machined surfaces.

**NOTE:** Co-mingling of product types is not acceptable with US Customs. A container can only have one type of product. In no case shall material from more than one purchase order be consolidated into one shipping container. However, containers from multiple purchase orders can be shipped in one shipment.

#### **Palletized Shipment**

Items weighing over approximately 28 kilograms (60 pounds) should be unitized, i.e. pallet or skid, for forklift handling. Plastic flange protectors must be installed on all machined surfaces. Product shall be metal band to skid, shrink-wrapped, and pallet markings shall be provided on heavy cardboard protected by the shrink-wrap.

#### 4. MARKING REQUIREMENTS

##### **Country of origin marking of the product**

All Purchase Finish Products require country of origin markings on the product. Vendor is to refer to CEP's Purchase Finish Drawing or KF Drawing PED-002 for product marking of country of origin.

##### **Country of origin marking of individual boxes and/or cartons**

All individually boxed product and cartons of product must be marked with country of origin. Vendor must furnish KF with sample of marking, for review and acceptance, before first shipment.

##### **Country of origin marking of the shipping container or holder**

**All Boxes, cases, crates, and pallets are required to have country of origin markings. The following is the minimum requirements for each individual container:**

Circor Energy Products  
 PO No. \_\_\_\_\_  
 Line Item No. \_\_\_\_\_  
 Part No. \_\_\_\_\_  
 Oklahoma City, Oklahoma USA  
 Crate 1 of X  
 MADE IN \_\_\_\_\_(English spelling of country of origin).

#### 5. VENDOR'S COMMERCIAL INVOICE AND PACKING LIST

The commercial invoice must be written in English (or English translation) containing the following minimum information:

Harmonized Tariff Code Description  
 Circor Energy Products (CEP) Purchase Order Number  
 CEP Line Item Number  
 CEP Part Number  
 CEP Part Description  
 Quantity shipped  
 Case, Crate, or Pallet Number  
 Item Cost in US Dollars  
 Port of Shipment  
 Port of Destination  
 Shipping Marks  
 Country of Origin

The Packing List shall contain the identical information except in lieu of Item Cost, the net weight, gross weight, and container dimensions shall be included. Two copies of the Packing List shall be put in a waterproof envelope. One copy is to be attached to the outside of container No. 1 and the second copy shall be attached inside container No.1.

Before shipment is executed, the Vendor must fax (405-631-2245) CEP's Customs Compliance Coordinator a copy of the Vendor's Commercial Invoice and Packing List for review and acceptance, within two (2) business days of receipt.

Upon date of shipment of material, Vendor is to furnish KF Industries and its US Customs Broker the following, via courier:

CEP Accounts Payable

- 1 original copy of Commercial Invoice

CEP Customs Compliance Coordinator

- 3 copies of Commercial Invoice
- 4 copies of Packing List
- 2 original copies of Bill of Lading
- 2 copies of Certificate of Origin
- 2 copies of Fumigation & Heat Treating Certificate for wood packing materials from all locations
- 1 copy of Insurance

**6. RESPONSIBILITY**

It is the responsibility of the Vendor to ensure that the packing, markings, and SHIPPING DOCUMENTS meet the requirements of the U.S. Customs Regulations for the importation of the material into the United States. Should the material reach the U.S. Port of Entry and the shipment or SHIPPING DOCUMENTS not be properly marked, all costs will be to the account of the Vendor.

**END OF SPECIFICATION**