

Foreign Supplier Trade and Compliance Manual and Domestic Requirements

FOREIGN SUPPLIER OVERVIEW:

Wells Vehicle Electronics requires its foreign suppliers to provide all documentation required for entry into the U.S. to the foreign freight provider along with the issuing bank or directly to Wells Vehicle Electronics prior to exportation as specified under other associated agreements, such as an approved purchase order. Because of requirements and regulations for various U.S. government agencies, the types of documentation may vary and may include additional declarations or statements that are not contained in the following list.

Foreign shippers should direct questions regarding entry documentation to their designated point of contact at the respective Wells Vehicle Electronics business unit (BU).

Any government penalties that are determined to be the result of supplier non-conformance will be for the account of the supplier.

I. DOCUMENT TRANSMISSION REQUIREMENTS:

In accordance with the timing in section D below, a complete set of documents **must** be provided to:

- A. The designated Wells Vehicle Electronics freight forwarders origin **AND** **Renee.DeMaria@fedex.com** (This eliminates delays, additional charges and emails requesting the commercial documents); who is coordinating the export transactions; **AND**
- B. The Wells Vehicle Electronics contact per that location's instructions, Wells Logistics team and Wells Account Payable team:
- C. Logistics Team: Cynthia.reynolds@wellsve.com; Heather.lutze@wellsve.com; Joshua.williams@wellsve.com;
- D. Accounts Payable Team: accountspayable@wellsve.com; Suzette.Baumhardt@wellsve.com and Janalle.Feldner@wellsve.com;
- E. Destination Locations:
 - 1. **McAllen TX/Reynosa Team:** Alma.Soto@wellsve.com; Blanca.Ramirez@wellsve.com; Carlos.Ortega@wellsve.com; Francisco.Uranga@wellsve.com; Rafael.Guerrero@wellsve.com;
 - 2. **Centerville, IA Team:** Debbie.cline@wellsve.com; Sara.Beavers@wellsve.com; christina.johnson@wellsve.com;
 - 3. **Fond du Lac Team:** Wendy.Hunt@wellsve.com; Brett.Merkel@wellsve.com; Amanda.Ellifson@wellsve.com;
 - 4. **Fond du Lac Shipping/Receiving Team:** terri.otto@wellsve.com; Bradley.Jones@wellsve.com; Darla.Hopp@wellsve.com; Eric.Gannon@wellsve.com; Karla.Franzen@wellsve.com; Jason.Dimarco@wellsve.com; marie.wilson@wellsve.com; michelle.rogler@wellsve.com; deiree.keys@wellsve.com; Elizabeth.brey@wellsve.com;
 - 5. **China Team:** sherry.lin@wellsve.com; anna.li@wellsve.com; Rachel.yang@wellsve.com; iris.zhang@wellsve.com; Tank.Tan@wellsve.com;
- F. Shipment Details:
 - 1. Must provide carrier name along with tracking information.
- G. When international transportation is arranged by the foreign supplier, documents must also be

provided to the designated Wells Vehicle Electronics US Customs broker.

TRANSPORTATION MODE	ORIGIN FORWARDER	REQUIREMENT
Ocean	WELLS designated	Foreign vendors must supply all ISF required data elements to the WELLS origin forwarder no later than five (5) working days prior to goods being loaded onboard the vessel bound for the United States.
	Supplier designated	Foreign vendors must supply all ISF required data elements to the WELLS designated US customs broker no later than seven (7) working days prior to goods being loaded onboard the vessel bound for the United States.
Air	WELLS designated	Foreign vendors must provide all documentation to the WELLS designated origin forwarder at the time cargo is tendered for export.
	Supplier designated	Foreign vendors must provide all documentation to the WELLS US Customs broker at the time cargo is tendered for export.

II. DOCUMENTATION REQUIREMENTS:

In general, the following documentation is required for every shipment and must be supplied to the Purchaser's freight forwarder or agent at the point of origin prior to export as required by US law:

- A. Commercial Invoice (see invoice requirements in Part III of this document)
- B. Packing List
- C. Only Express Release Bills of Lading should be issued unless otherwise authorized or directed by Wells Vehicle Electronics Transportation/Logistics department
- D. Free Trade Agreement Certificate of Origin (if applicable)
- E. For ocean shipments only, documentation containing the following data elements to support the Importer Security Filing (also known as "ISF" and "10+2") is required.
- F. Safety Data Sheet (SDS) for chemical products and others, as applicable
- G. Other U.S. government agency documentation and declarations, such as the Federal Communications Commission, Food and Drug Administration, Fish and Wildlife, Department of Transportation, and Environmental Protection Agency.

III. COMMERCIAL INVOICE REQUIREMENTS:

Invoices must be in English and list the following:

- A. Date of invoice
- B. The "Port of Entry" to which the merchandise is destined
- C. The place of origin from where the goods are being shipped
- D. The name and address of the seller, or shipper if not a direct purchase transaction.

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- E. The name and address of the buyer in the US
- F. A ***detailed description*** of the merchandise including the following:
 - 1. The common name of the merchandise
 - 2. The grade or quality
 - 3. The marks, numbers and symbols under which each item is sold and packaged
 - 4. The quantities in the weights and measures of the country or place of export or in the weights and measures of the United States
 - 5. The purchase price of each item
- G. The currency of the transaction
- H. All relevant charges must be itemized by name and amount, such as:
 - 1. Freight, if included in the price of the merchandise;
 - 2. Insurance, if included in the price of the merchandise;
 - 3. Buying or selling commissions,
 - 4. Cost of packing if not included in the price of the merchandise,
 - 5. All charges, costs and expenses incurred in bringing the merchandise from alongside the carrier at the port of export to alongside the carrier at the first US port of entry.
- I. All relevant discounts
- J. The country of origin for each line item; note that the country of origin is the country of manufacture and may not be the country from which the merchandise is being shipped.
- K. The terms of sale of the transaction per Incoterms 2010 (ex: FOB, CIF, FCA, etc.)
- L. Goods or services furnished for production of merchandise not otherwise included in the invoice price (i.e. assists such as dies, molds, tools and engineering work.)
- M. If the merchandise was subject to any of the following, the nature of the work or value added abroad should be noted as:
 - 1. Merchandise subject to repair pursuant to a warranty
 - 2. Merchandise subject to repair *not* pursuant to a warranty
 - 3. Merchandise subject to assembly abroad
- N. The name of a responsible employee of the exporter who has knowledge or who can readily obtain knowledge, of the transaction
- O. The Wells Vehicle Electronics part number/SKU number, if applicable to the merchandise, must be listed on the commercial invoice.
- P. The Wells Vehicle Electronics purchase order number must be listed on the commercial invoice.
- Q. The Harmonized Tariff Schedule number (HTSUS), **to at least six digits**, (10 digits preferred) for each commodity type.
- R. Consignee location on bill of lading must read as:**
 - 1. 385 W Rolling Meadows Drive / Fond du Lac / WI 54937
- S. Notify party must read as:**
 - 1. Final delivery location, such as: Fond du Lac, WI – Centerville, IA – McAllen, TX or Hidalgo, TX.

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- T. *If the above instructions are not followed and FedEx Logistics needs to amend the BOL, there will be a \$45 charge back to supplier.*

IV. IN BOND SHIPMENTS – FOREIGN IMPORT SHIPMENTS (ONLY) DIRECT TO REYNOSA, MX

Air (55kgs over) and ocean shipments originally destined to McAllen, TX, now will move in bond to Hidalgo TX (no U.S. clearance needed) deliver to:

NOTIFY PARTY:

Roser & J Cowen Logistics Services - FIRMS CODE U238
1701 E Industrial Blvd Hidalgo TX 78557
PH# 956-843-8166
(956)843-2294

flora.flores@rosercowen.com

crodriguez@rosercowen.com

- A.
- **HAWB / HBL must show "Hidalgo TX" as delivery destination.**
 - Consignee must show:
Wells Vehicle Electronics, LP
385 W Rolling Meadow Drive
Fond du Lac, WI 54937
 - **Commercial Documents must show final destination as Reynosa:**

Wells Manufacturere de Mexico SA
de CCV
Blvd Florida #1170
Parque Industrial Maqui Park
Reynosa Mexico CP 88614

Contacts:

Rodrigo Marquez at Rodrigo.Marquez@wellsve.com

Esther Martinez at Esther.Martinez@wellsve.com

Armando Palacios at Luis.Palacios@wellsve.com

Gregorio Gonzalez at Gregorio.Gonzalez@wellsve.com

V. OTHER WELLS VEHICLE ELECTRONICS REQUIREMENTS:

- A. ISPM15 Requirement - Any goods exported for the account of Wells Vehicle Electronics must be packaged in accordance with the *"International Standards for Phytosanitary Measures – Guidelines for Regulating Wood Packaging Material in International Trade"*, otherwise known as ISPM15. If the goods are packaged in solid wood packaging materials, then the material must be compliant with ISPM15 (have the IPPC mark) and this must be noted on the commercial invoice or packing list
- B. Customs-Trade Partnership Against Terrorism (C-TPAT)
- Foreign suppliers shipping from a foreign point of origin directly to a C-TPAT certified Wells Vehicle Electronics facility are expected to comply with the US Department of Homeland Security's. High Security Seals: Wells Vehicle Electronics requires its foreign shippers to affix a high security seal to ocean containers destined to the U.S. that meets or exceeds the current PAS ISO 17712 Standards.

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1. Foreign shippers should record the seal number, commodity type, purchase order number, container number, and name of the employee that sealed the container in a log, spreadsheet, or similar means for recordkeeping purposes.
2. The seal number is to be provided to the ocean carrier or consolidator for inclusion as a data element on the ocean bill of lading for verification purposes once it is received in the United States by Wells Vehicle Electronics.

C. Country of Origin Marking & Labeling Requirements:

All imported and exported articles must meet the country of importation's requirements on marking and labeling. All domestically sourced and sold articles must meet that country's marking and labeling requirements. The below requirements are in addition to and not in lieu of, any other government agency requirements. Also note that each Free Trade Agreement such as NAFTA may have its own country of origin marking and labeling rules which might supersede those noted below.

For imports into the United States, unless specifically exempted, all imported articles must be marked with their country of origin, as follows:

- In English
 - Conspicuous
 - Legible
 - Indelible
 - Permanent (as allowed for by the nature of the article) (to reach the ultimate purchaser)
 - Outer shipping cartons should also be marked.
2. Marking of exported products must meet the country of importation's requirements.

D. Logistics Shipping Guidelines:

1. All air shipments must be "pre-authorized" by Wells buyer/planner.
2. Incoterm must be notated on the commercial invoice.
3. Do not add insurance.
4. Carton weights: 35lbs or less per carton.
5. **Less than 55 kgs:**
 - Ship via UPS Worldwide Saver. If at Wells expense, please use the following guidelines:
 - UPS# 532639 – 2700 Dewey Road, Centerville, IA 52544
 - UPS# 5263E2 – 378 Trowbridge Drive, Fond du Lac, WI 54937
 - UPS# 589842 – 378 Trowbridge Drive, Fond du Lac, WI 54937 (Corporate)
 - UPS# X78045 – 4312 W. Military Highway, McAllen, TX 78503
6. **Greater than 55 kgs:**
 - Ship via ocean using FedEx Logistics

E. Domestic Shipping:

1. **N&M Transfer – 800-236-0301 - Use within/to/from WI, IL, MN, IA**
2. **XPO Logistics – All remaining states (must locate local terminal)**
3. **UPS Shipments:**

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- Carton weight: 35lbs or less
- Do Not Add Insurance – Wells is self-insured.
- UPS# 532639 – 2700 Dewey Road, Centerville, IA 52544
- UPS# 5263E2 – 378 Trowbridge Drive, Fond du Lac, WI 54937
- UPS# 589842 – 378 Trowbridge Drive, Fond du Lac, WI 54937 (Corporate)
- UPS# X78045 – 4312 W. Military Highway, McAllen, TX 78503