

<b>DENSO</b>	<b>Production Control Supplier Manual</b> POLICIES AND GUIDELINES	DATE ISSUED <b>02/16/2001</b> <b>07:01:01 AM</b>	Control Number <b>TRA-004</b>
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LEVEL/SECTION <b>DELIVERY</b>		TITLE <b>IMPORT ADMINISTRATION</b>	
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### PURPOSE

US Customs requires the Importer to follow very specific requirements to legally bring into the United States goods shipped by a Foreign Supplier. This instruction shall define what DMMI expects from a Foreign Supplier from a US Customs point-of-view.

### RESPONSIBILITY

- Purchasing shall negotiate responsibility for US Customs clearance (importer-of-record).
- Foreign Supplier shall provide shipping-related documents.
- DMMI shall support part classification and advise Purchasing, Foreign Supplier, and US Customs Broker during problem situations.
- Agent, Foreign Company's US Affiliate, and US Customs Broker shall (coordinate) file entry with US Customs.

### REQUIREMENTS

There are four (4) different ways to set up who is responsible for US Customs clearance (importer-of-record):

1. Foreign Company's Agent is the importer-of-record.
2. Foreign Company's US Affiliate is the importer-of-record.
3. DMMI's Trading Company is the importer-of-record.
4. DMMI is the importer-of-record.

Purchasing shall negotiate with the Foreign Supplier to determine which of these options shall be used.

#### **Foreign Company's Agent is the Importer-of-Record**

In this case, the Foreign Company establishes a relationship with a US-based Agent. The most common Agent is the Freight Forwarder. It is the Agent's responsibility to coordinate filing entry with US Customs. The Foreign Supplier shall give the Agent power-of-attorney. The Foreign Supplier shall provide to the Agent a copy of the commercial invoice, packing list (if there is one), bill of lading, and any other documents deemed necessary for filing a proper US Customs entry (including NAFTA, GSP etc.). The Agent shall use their IRS number as the importer-of-record number on the entry. Questions by US Customs shall be addressed to the Agent.

#### **Foreign Company's US Affiliate is the Importer-of-Record**

In this case, the Foreign Company establishes a relationship with a US Affiliate. It is the US Affiliate's responsibility to coordinate filing entry with US Customs. The Foreign Supplier shall provide to the US Affiliate a copy of the commercial invoice, packing list (if there is one), bill of lading, and any other documents deemed necessary for filing a proper US Customs entry (including NAFTA, GSP etc.). The US Affiliate shall use their IRS number as the importer-of-record number on the entry. Questions by US Customs shall be addressed to the US Affiliate.

#### **DMMI's Trading Company is the Importer-of-Record**

In this case, DMMI establishes a relationship with a Trading Company. It is the Trading Company's responsibility to coordinate filing entry with US Customs. The Foreign Supplier shall

entry provide to the Trading Company on DMMI's behalf a copy of the commercial invoice, packing list (if there is one), bill of lading, and any other documents deemed necessary for filing a proper entry (including NAFTA, GSP, etc.). The Trading Company shall use their IRS number as the importer-of-record number on the entry. Questions by US Customs shall be addressed to the Trading Company.

**DMMI is the Importer-of-Record**

In this case, it is DMMI's responsibility to file entry with US Customs. The Foreign Supplier shall provide to DMMI and DMMI's US Customs Broker a copy of the commercial invoice, packing list (if there is one), bill of lading, and any other documents deemed necessary for filing a proper US Customs entry (including NAFTA, GSP, etc.). DMMI's US Customs Broker shall use DMMI's IRS number as the importer-of-record number on the entry. Questions by US Customs shall be addressed to DMMI.

**Specific Requirements for "DMMI is the Importer-of-Record"**

Transportation systems shall be set up during shipments of trial parts, etc.

Emergency air freight (non-overnight courier... FedEx, DHL, etc.) shall be routed through Chicago O'Hare Airport. DMMI requires that all air shipments be routed through our air freight coordinator:

NNR Air Cargo Service (USA), Inc.  
345 Richert Road  
Wood Dale, IL 60191  
Phone: 630-860-6999  
Fax: 630-860-0488

NNR coordinates all of DMMI's air freight from Japan, has overnight delivery from O'Hare Airport to DMMI, and is intimate with DMMI's control and communication systems.

At the time of shipment or shortly thereafter, the Foreign Supplier shall fax a copy of the invoice, packing list (if there is one), bill of lading (or airway bill), and any other document deemed necessary for filing proper US Customs entry to the following people:

Transport	US Customs Broker	DMMI
Sea	Cortez Customhouse Brokerage Company 4950 West Dickman Road Battle Creek, MI 49015 Phone: 616-966-4549 Fax: 616-966-4546 IT'd to and clearing at the Port of Battle Creek	DENSO Manufacturing Michigan, Inc. One Denso Road Battle Creek, MI 49015  To: Robin English Phone: 616-965-9312 NICE Phone: 5001-6414 Fax: 616-965-8382 NICE Fax: 5001-8082
Truck - Canada	Norman G. Jensen, Inc. 1915 Dove Street Port Huron, MI 48060 Phone: 810-982-8183 Fax: 810-982-2085 Cleared at the Port of Port Huron or the Port of Detroit.	Cc: Doug Butler Phone: 616-966-2114 NICE Phone: 5001-6222 Fax: 616-965-8382 NICE Fax: 5001-8082
Truck - Mexico	To be determined... Contact Doug Butler in Import/Export Administration for details. Phone: 616-966-2114 NICE Phone: 5001-8082 Fax: 616-965-8382 NICE Fax: 5001-8082 E-mail: doug_butler@denso-diam.com	
Air - Air Freight Forwarder	Cortez Customhouse Brokerage Company 2264-B Landmeier Road Elk Grove Village, IL 60007 Phone: 847-228-5575 Fax: 847-228-6434 Cleared at the Port of Chicago O'Hare Airport (do not route through Detroit).	
Air - Overnight Courier	Cortez Customhouse Brokerage Company 2264-B Landmeier Road Elk Grove Village, IL 60007 Phone: 847-228-5575 Fax: 847-228-6434 Courier Service will coordinate Customs clearance with Cortez.	

With this advance notice, DMMI and the Customs Broker can determine proper classification and file entry prior to the shipment arriving at the port, thus, minimizing delays at the borders.

#### **DMMI CONTACT**

If you have any questions regarding these instructions, please contact:

Doug Butler  
Assistant Manager of Import/Export administration  
DENSO Manufacturing Michigan, Inc.  
One Denso Road  
Battle Creek, MI 49015  
Phone: 616-966-2114  
NICE Phone: 5001-6222  
Fax: 616-965-8382  
NICE Fax: 5001-8082  
E-mail: doug\_butler@denso-diam.com