

**1.0 SCOPE**

Standardize documental requirements to shippers on international orders for import.

**2.0 PURPOSE**

Provide on instructions according to global customs standards, for shippers to follow on paperwork used for international purchases and the necessary information of the notify party (custom broker) per Graham location in North America.

**2.1. DOCUMENTAL REQUIREMENTS**

According to the goods category indicated below, the documents listed are mandatory to be send electronically and prior the shipment occurs, to the notify party and the trade compliance group emails indicated on **Annex A** in this document.

Document Name		Finished Products	Machinery & Equipment	Spare Parts	Chemicals
1	<a href="#">Commercial Invoice</a>	Required			
2	<a href="#">Packing List / Slip</a>	Required			
3	<a href="#">Bill of Lading (Any type of transportation)</a>	Required			
4	<a href="#">Certificate of analysis (COA)</a>	Required			
5	<a href="#">Wood Treatment stamp ISPM-15 and certificate</a>	Required			
6	<a href="#">Descriptive literature (layout, brochure, etc.)</a>	Not required	Required		Not required
7	<a href="#">MSDS and TDS</a>	Not Required			Required
8	<a href="#">Importer Security Filing (ISF) format</a>	Only required for ocean freight shipments to USA			

**2.2. SPECIFICATIONS PER DOCUMENT LISTED**

**2.1.1 COMMERCIAL INVOICE**

- A) Must be in english
- B) Shipper’s complete business information, including tax id
- C) Purchase order number
- D) Adequate, detailed description of item(s) shipped
- E) Subheading level (first 6 digits) of the harmonized tariff schedule (hts) code per item
- F) Country of origin per item
- G) Incoterm 2020 or 2010 abbreviated letters and the geographical place of delivery referenced
- H) Itemized price, extended price, and total invoice amount
- I) Currency
- J) Contact name at the final destination location

**2.1.2. PACKING LIST / SLIP:**

- A) Must be in English
- B) Adequate, detailed description of item(s) being shipped per crate / box
- C) Packaging type, quantity, net and gross weight

**2.1.3. BILL OF LADING (ANY TYPE OF TRANSPORTATION):**

- A) Must be in English
- B) The NOTIFY PARTY must be the broker stated below per Ultimate Consignee / BU See **Annex A**
- C) Ocean shipments must be on express bill of lading

**2.1.4. CERTIFICATE OF ANALYSIS (COA) IF REQUIRED:**

COA certificate should indicate and meet the goods specifications in accordance to the buyer requirements.

**2.1.5. WOOD TREATMENT STAMP (ISPM-15) AND CERTIFICATE:**

- A) Heat Treatment Certificate according to the International Plant Protection Convention regulation (IPPC ISPM-15 Website reference)
- B) Visible stamp on wood pallets, crates, boxes, according to the standards (IPPC ISPM-15 Website reference)

**2.1.6. DESCRIPTIVE LITERATURE (LAYOUT, BROCHURE, ETC.):**

Machinery, equipment and spare parts technical information, brochure, drawings and other literature that helps to understand the end-use and function of the goods imported, mainly in the scenario where the goods presentation are disassembled.

**2.1.7. MATERIAL SAFETY DATA SHEET AND TECHNICAL DATA SHEET (MSDS AND TDS):**

- A) Must Contain Chemical Structure
- B) Must Contain Chemical Commercial Name

**2.1.8. IMPORTER SECURITY FILLING (ISF):**

- A) Complete the ISF form. See **Annex B**
- B) ISF Form must be provided no later than 48 hours prior to goods loaded on board first exporting vessel.

NOTE: Failure to comply with ISF information received by the supplier may incur on penalties / fines for the importer, and all costs will be under supplier's responsibility.

**3.0 REVISION HISTORY:**

<b>Revision Date</b>	<b>Revision Description</b>
08/13/2019	Revision date
03/23/2020	Update to letterheader and Graham business
09/04/2020	Update to add custom brokers information
09/24/2020	Update to add custom brokers information for GPC Mexico locations
02/26/2021	Graham Logo update

**6.0 Approved By:**

<b>Date Approved</b>	<b>Department Head(s)/ Designee</b>
08/13/2019	Mercedes Ramirez – Trade Compliance Manager
03/23/2020	Mercedes Ramirez – Trade Compliance Manager
09/04/2020	Mercedes Ramirez – Trade Compliance Manager
09/24/2020	Mercedes Ramirez – Trade Compliance Manager
02/26/2021	Mercedes Ramirez – Trade Compliance Manager

# TRADE COMPLIANCE STANDARD INSTRUCTIONS GENERAL IMPORT REQUIREMENTS

Date: **31/10/2017**

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## ANNEX A

Imports to GPC U.S. and Canada locations				
Ultimate Consignee / Billing information	IOR / TAX ID	Ultimate Consignee location	Notify Party	Transport Type*
Graham Packaging Company, L.P. 700 Indian Springs Drive, Suite 100, Lancaster, PA 17601 USA	23-2786688	VARIOUS	FedEx Trade Networks (FTN) 5445 Henneman Drive Norfolk VA 23513, USA Phone: (757) 852-1211 Email: <a href="mailto:FTN_ORF_Brokerage@ftn.fedex.com">FTN_ORF_Brokerage@ftn.fedex.com</a> ; <a href="mailto:tradecompliance@GECpkg.com">tradecompliance@GECpkg.com</a>	Air and Ocean
			UPS SCS 2031 S. Centennial Ave Aiken SC 29803, USA Phone:(803) 502-6995 Email: <a href="mailto:UPSUSGECMulti-modal@ups.com">UPSUSGECMulti-modal@ups.com</a> ; <a href="mailto:tradecompliance@GECpkg.com">tradecompliance@GECpkg.com</a>	Air, Ocean and Ground
			NASKA CHB LLC 426 Logistic Drive, Laredo TX 78045 USA Phone: (956) 791 6266 Email: <a href="mailto:arturo@naskachb.com">arturo@naskachb.com</a> <a href="mailto:tradecompliance@GECpkg.com">tradecompliance@GECpkg.com</a>	Ground or Air (ONLY deliveries to Laredo, TX, USA Border)
			DRCB 1767 Carr Road Suite 101 Calexico, CA 91231 Email: <a href="mailto:services@myd-c.com">services@myd-c.com</a> ; <a href="mailto:mextradecompliance@GECpkg.com">mextradecompliance@GECpkg.com</a>	Ground or Air (ONLY deliveries to Calexico, CA, USA Border)
Graham Packaging Company Canada 3174 Mavis Road L5C 1T8, Mississauga, CANADA	12142 5433 RC0001	3174 Mavis Road, Mississauga Ontario	FedEx Trade Networks Canada (FTN) Phone: (905) 677 7381 Email: <a href="mailto:FTNC_Toronto_Customs@ftn.fedex.com">FTNC_Toronto_Customs@ftn.fedex.com</a> ; <a href="mailto:tradecompliance@GECpkg.com">tradecompliance@GECpkg.com</a>	Air and Ground

## TRADE COMPLIANCE STANDARD INSTRUCTIONS GENERAL IMPORT REQUIREMENTS

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### ANNEX A (Cont.)

Imports to GPC Mexico locations				
Billing information	IOR / RFC	Ultimate Consignee location	Notify Party/Delivery Address	Transport Type*
Graham Packaging Plastic Products de Mexico S de RL de CV Avenida Industria No. 1 Col. Los Reyes Ixtacala 1ra seccion, Tlalnepantla de Baz, Edo. De Mexico, CP 54090, MEXICO	GPP780802NQ4	Tlalnepantla, Irapuato, Pachuca locations ONLY	Grupo Logistics Ave. 602 Camino ASA, Local NC 39, Col. Peñon de los Baños Del. Venustiano Carranza, CP 15520 Mexico Ph: (52) 55 5786 9600, 01, 02 EXT 13239 Email: <a href="mailto:creyes@grupo-logistics.com">creyes@grupo-logistics.com</a> <a href="mailto:mextradecompliance@GECpkg.com">mextradecompliance@GECpkg.com</a>	Air (suggested on <u>Urgent</u> shipments)
		Tlalnepantla, Irapuato, Pachuca locations ONLY	Despachos Aduanales Alcantara SA de CV Gutiérrez Zamora 395, piso 2 Entre 5 de Mayo y Francisco I. Madero C.P. 91700, Veracruz , Veracruz México Ph.: (314) 336 4337 Ext. 17107 Email: <a href="mailto:becampos@grupo-logistics.com">becampos@grupo-logistics.com</a> ; <a href="mailto:mextradecompliance@GECpkg.com">mextradecompliance@GECpkg.com</a>	Ocean
		Tlalnepantla, Irapuato, Pachuca locations ONLY	Despachos Aduanales Alcantara SA de CV Carretera Nuevo Laredo-Piedras Negras Km.20.5 Ejido Miguel Alemán Nuevo Laredo Tamaulipas, México C.P. 88176 Email: <a href="mailto:efranco@grupo-logistics.com">efranco@grupo-logistics.com</a> <a href="mailto:mextradecompliance@GECpkg.com">mextradecompliance@GECpkg.com</a>	Ground and Rail (Kansas/Union Pacific)
		Tlalnepantla, Irapuato, Pachuca locations ONLY	GRUPO LOGISTICS INC 426 Logistic Drive, Laredo TX 78045 USA Phone: (686) 565 8939 EXT 18159 Email: <a href="mailto:efranco@grupo-logistics.com">efranco@grupo-logistics.com</a> <a href="mailto:mextradecompliance@GECpkg.com">mextradecompliance@GECpkg.com</a>  *Appointments needed on deliveries of 9 pallets and up	Ground or Air (ONLY deliveries to Laredo, TX, USA Border)
		Mexicali, BC ONLY	DRCB 1767 Carr Road Suite 101 Calexico, CA 91231 Email: <a href="mailto:services@myd-c.com">services@myd-c.com</a> ; <a href="mailto:mextradecompliance@GECpkg.com">mextradecompliance@GECpkg.com</a>	Ground or Air (ONLY deliveries to Calexico, CA, USA Border)



**TRADE COMPLIANCE STANDARD INSTRUCTIONS  
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**ANNEX B**

FedEx Trade Networks (FTN) – ISF Editable Format

UPS Supply Chain Solutions (UPS SCS) – ISF Editable Format

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:6749c9a1-76ba-4f4d-bbc8-1dd755f17000>