**Snap-on US Import Documentation Instructions:**

The controlling document for all Snap-on purchases is found on the Snap-on Incorporated external website under Contracts/Agreements - Supplier Agreement - Purchase Order ‘Terms and Conditions” (T & C’s).

The following basic instructions are being offered in addition to the information found in the [Purchase Order T & C’s](https://www.snapon.com/EN/Suppliers/Agreements), and are required for all import shipments into the United States bound for any Snap-on Named US domiciled: location, subsidiary and/or related company.

All overseas suppliers/shippers are required to properly & timely coordinate with Snap-on’s designated courier, carrier and/or forwarder, the submittal of all data required to successfully complete the required US ISF-10 filing for all ocean shipments.

All overseas suppliers/shippers are required to submit to Snap-on and our designated US import broker, a properly formatted commercial invoice document to affect US import entry/clearance. All invoice documents, at a minimum, must contain the following information:

1. Invoice document must be in the English language
2. Complete supplier/shipper – Legal company name, address & full contact information
3. Complete US Sold To party – Legal company name, address & full contact information
4. Complete Ship to/consign To party – Legal company name, address & full contact information. Include the US contact person’s - name, telephone number & email address

Points 2-4, NO P/O boxes

1. Transaction currency
2. Mode of transport
3. Valid & correct Incoterm 2010 or 2020 applicable to the shipment. Depending upon the selected Incoterm, international freight charges & special packaging costs must be itemized separately on the invoice. See below for cargo insurance requirements.
4. Each invoice line item for each separate invoiced good, must include the following –
* Snap-on part number
* Brief/detailed English *verbal* product description. Part number alone is not adequate
* 6-digit HTS code
* Country of manufacture/origin
* P/O item value. If no P/O, note the fair market value of the good

 9) Certain products shipped into the US may require additional supplier provided

 information to allow import into the US. All Snap-on suppliers shall agree to provide

 Snap-on and/or any of our designated US import brokers, whatever regulatory required

 information/documents/data necessary to affect US import entry/clearance

Snap-on insures our own shipments with our own cargo insurance policy. On a per shipment basis, unless specifically requested by Snap-on, never add any insurance costs to any Snap-on shipment. On both the invoice and transport document, print the following statement -

“**Shipment is insured by Snap-on Incorporated through AIG (National Union Fire Insurance Company of Pittsburgh, Pa) Policy # 025437091”**

All export/transport/customs related documents should be sent, via e-mail, immediately upon shipment to both the designated Snap-on import broker and the below Snap-on email address:

**To:** transportationservices@snapon.com; BEI@snapon.com

**Subject:** “Shipping Supplier Name” **to** “Snap-on Facility ship to City” **via** “Transport number, &

 Other applicable transport information, such as -container or tracking number if

 applicable

**Attached Documents:** Transport document

Signed & dated commercial Invoice, see above

 Consolidated Packing List

Whenever possible, Snap-on prefers to have the designated Snap-on courier/carrier and/or forwarder coordinate the US import clearance. The below is the complete and only list of US import brokers authorized to conduct US Customs business on Snap-on’s behalf. Only those brokers noted below are authorized to conduct US Customs business on Snap-on’s behalf, no others. A specific Snap-on location may specify/use any one of the below import brokers. The below is the complete list of approved import brokers:

1. UPS brokerage @ upsusaikenbrokteam4@ups.com
2. DSV brokerage @ brokeragesnapon@us.dsv.com
3. Expeditors brokerage @ SDF-brokerage@expeditors.com
4. Mallory Group brokerage @ nikkiw@mallorygroup.com

**Failure to follow both the Snap-on T & C’s and/or these instructions may result in Snap-on charging the responsible party for all additional transport/storage related costs, plus any related US Customs fees, costs, penalties and/or interest.**

Please contact either Doug Cyrs or Jennifer Berkompas if you have any questions on these instructions.

Doug Cyrs

Snap-on Incorporated

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