



GUIDANCE TO SHIPPERS

Sending Goods to U.S.

This document provides guidance to shippers on U.S. import requirements and other Siemens specific requirements when sending goods to Siemens Industry, Inc., Siemens Mobility, Inc., Siemens Industry Software Inc., and their subsidiaries.

SIEMENS

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Customs Documentation

There are three documents required for a U.S. import entry. In this section, guidance is given on the requirements for each.

- Bill of Lading (BOL)
- Packing List
- Customs Invoice

Bill of Lading (BOL) / Waybill

Can be an Airway Bill, Ocean Bill, or Truck Bill

1. BOL must be consigned to U.S. Siemens business.
Note : If Incoterms® are DDP or Siemens purchased goods from a domestic supplier located in the United States, Siemens will not be the Importer of Record.
2. The Siemens Purchase Order, or other Siemens Reference Number, must be listed on the BOL.
 - The weight and piece count on the BOL or AWB must match the weight and piece count on the shipment invoice(s) / packing list(s). The shipper or carrier or forwarder must list each invoice number on BOL to identify the piece(s) and weight of each invoice shipped.
3. When high security seals are utilized, seal reference number must be listed on the BOL.
4. The Incoterms® must be listed on the BOL and it must match the Incoterms® on the Siemens Purchase Order / Agreement and the Customs Invoice.
5. The BOL must include the Notify Customs Broker information and charge account information according to the requirements provided by the U.S. Siemens Business Units.
 - For E and F Incoterms® Siemens will provide supplier with information about the freight forwarder to be used.
6. For C and D Incoterms® Shipper must request the transportation provider issue a rated BOL with domestic and international freight itemized.

Packing List

An itemized list containing the contents of each package. The packing list should include:

1. Detailed list of all goods in the package.
2. Gross Weights and measurements of the package,
3. Net weights of all goods in the package.

Customs Invoice

Specific information required by U.S. Customs and/or Siemens and must be included on the Customs Invoice.

1. Language: Customs invoice must be in English.
2. Shipped From / Sold from Name and Address: Complete company name and address, including contact name and telephone number. Must include country of export.
3. Invoice Number: A unique identifier must be assigned.
4. Invoice Date: Date when the document is issued.
5. Siemens Purchase Order / Scheduling Agreement / Ref Number: For invoices containing multiple purchase order (PO) numbers, each invoice line item must be identified by its related PO number. For shipments where there is no PO, the supplier must obtain a Siemens-specific reference number and ensure it is added to the Customs Invoice. When there is no PO, the buyer must provide a charge number for Customs clearance expenses. Shipments related to defective or returning parts to Siemens inventory must be identified by an RMA number.

Special Requirements

Kits, Accessories, Spare Parts, and Assortments

Although goods may be packaged, marketed, and sold as kits, they may not meet Customs & Border Protection definitions and, in all cases, must be broken out by component.

All kits, accessories, spare parts, and assortments must be itemized on the Customs Invoice to include the following information:

1. Material number
2. Material description
3. Tariff number (Harmonized Tariff Schedule - HTS)
4. Country of Origin
5. Quantity
6. Value and Currency
7. Extended Cost

Product/Commodity Driven

Supporting documentation may be required for compliance with other government agencies for specific products. If Siemens requests additional information during the Customs Entry process, Supplier / Vendor / Shipper **must respond within 48 hours of request**. Failure to respond timely may result return of goods to the supplier.

1. **All Products**
 - a. Required when generally available information is not sufficient to accurately determine the Harmonized Tariff Schedule (HTS).
 - b. A Siemens employee may request commodity-specific details such as written communication, information sheets, or drawings to support compliant classification of goods.
 - c. **Frequency:** Upon Request
 - d. **Legal Basis:** Section 484 of the Tariff Act (19 U.S.C. § 1484)
2. **Chemicals**
 - a. Safety Data Sheet in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) in English.
 - Safety Data Sheet must be less than 5 years old
 - b. **Frequency:** Must accompany Customs Invoice
 - c. **Legal Basis:** Toxic Substances Control Act (TSCA)
3. **Aluminum/Steel/Copper**
 - a. When required for Section 232 reporting, shippers are required to provide the following as applicable to the commodity:
 - i. Net weight of the metal content in kilograms
 - ii. Primary country of smelt
 - iii. Secondary country of smelt
 - iv. Country of cast
 - v. Country of melt/pour
 - vi. Mill analysis
 - vii. Composition details
 - b. **Frequency:** Must accompany Customs Invoice or be available at import
 - c. **Legal Basis:** AD/CVD and Section 232 requirements
4. **Wood Products**
 - a. Plant and Plant Product Declaration (PPQ Form 505)
 - b. **Frequency:** Upon Request
 - c. **Legal Basis:** Lacey Act Requirements (16 U.S.C. § 3372(f))

Returned Goods

Regardless of condition, all merchandise must represent their actual market value at the time of its exportation to the United States. Goods returning will always have a Customs value, even when the good may be fully depreciated to zero on the accounting books.

Siemens can provide guidance to the shipper on the correct value and the proper way to annotate the invoice for returned goods.

Additional documentation required from the shipper:

1. Returned Goods Not Repaired
 - The following documentation is required at the time of importation into the United States for articles exported and returned without having been advanced in value or condition:
 - If returned to the United States within 3 years after exportation:
 - Foreign Shipper's Declaration
 - If returned to the United States after 3 years from exportation:
 - Foreign Shipper's Declaration
 - Invoice Statement contains "US Goods Returned" and "Reason for Return" (recommended)
2. Returned Goods After Repair
 - The following documentation is required at the time of importation for articles exported for repairs and returned to the United States:
 - Foreign Shipper's and Owner/Importer Declarations
 - Invoice Statement contains "Reason for Return" (Warranty or Non-Warranty repair)
 - Repair under warranty only: A warranty certificate will be required

Ocean Shipments: Importer Security Filing Requirement

Importer Security Filing (ISF) is a U.S. Customs and Border Protection (CBP) rule requiring advance data for all ocean vessel shipments entering or transiting through the U.S. Also known as 10+2 for goods entering the U.S., or 10+5 for goods transiting through the U.S., ISF data elements must be submitted to CBP in advance of cargo loading and arrival. The Siemens process requires each ocean shipment to have ISF data filed no later than 72 hours prior to cargo placed on board a vessel at a foreign port.

Failure to comply with the ISF rule may result in a liquidated damage claim of \$5,000 per occurrence, increased inspections, and delay of cargo, including Do Not Load orders.

FedEx Trade Networks (FTN) is the approved broker to file ISF for all shipments except those handled by Kuehne & Nagel.

At least 72 hours prior to cargo loading onto the vessel, the supplier or forwarder or responsible party must email the commercial invoice with a six-digit Harmonized Tariff Schedule (HTS) number of each material, applicable bill of lading and a completed ISF template to Siemens designated ISF Filing Agent: bpa@ftn.fedex.com and FTN_HOU_Siemens@fedex.com with a copy to ImportSecurityFiles.Industry.us@siemens.com

Kuehne & Nagel Shipments: For shipments routed by Kuehne & Nagel: ISF@kuehne-nagel.com

Preferential Trade Programs

Preferential Trade Programs (e.g., USMCA, Korea-US FTA, GSP etc.) enacted between the U.S. and other Governments allow for reduced or eliminated duty on items which qualify. Each Preferential Program has specific rules identifying the conditions that need to be met in order for a product to qualify.

Supplier shall review its products to determine whether they qualify for preferential treatment under an applicable Preferential Trade Program.

For products that qualify for preferential treatment under an applicable Preferential Trade Program, Supplier shall provide a valid preferential certification of origin at the time of shipment or upon request by Siemens.

Supplier shall respond to annual solicitation requests within 30 days of receipt and to individual requests for certification within 14 days of receipt.

The preferential certification of origin for qualifying materials must:

- Include/meet the certification of origin requirements listed in the regulations of the applicable Preferential Program
- Be completed in English
- Contain the Siemens material number and description
- Be signed by an authorized employee of the certifying company who has knowledge of the relevant facts, has determined that the product satisfies the applicable origin requirements, and can provide supporting documentation upon request.
- The Supplier must maintain records and supporting documentation substantiating the preferential origin determination and certification and provide such documentation upon request by Siemens or applicable government authorities.

Wood Packing Material (WPM) ISPM 15 Requirements

All foreign suppliers are required to comply with proper treatment of the wood packing materials (WPM) for all shipments destined to the United States. All wood packaging materials must meet the minimum requirements of the International Plant Protection Convention (IPPC) publication entitled "International Standards for Phytosanitary Measures No. 15" (ISPM 15). The only exception to the IPPC requirements is for shipments between the United States and Canada where the wood packaging is produced in these countries.

This requirement applies to pallets, dunnage, crating, packing blocks, drums, cases, spools/reels, bulk heads, load boards, pallet collars and skids. Wood material used in the pack must be stamped in black with the ISPM 15 Internationally recognized certified mark.

The ISPM 15 certification mark must be viewable on two surfaces of the package. If all solid wood products (SWP) of the pallet meet the ISPM 15 specification, only the outer two sides need to be marked showing the whole package meets ISPM 15. This includes the pallets, dunnage, crating, packing blocks, drums, cases, spools/reels, bulk heads, load boards, pallet collars and skids.

The ISPM 15 stamp alone is not proof of compliance - the wood must be free of pests. Pest infested shipments require reexport and treatment and result in penalties issued to the importer. It is recommended to consider alternative non-wood packing such as laminates, plastics, or alternative reusable methods of packaging.

Customs Broker Routing Guide

Siemens Approved Customs Brokers

Please review the below approved U.S. Customs brokers. Depending on mode of transport, please indicate the appropriate broker name and email as the "Notify Party" on the customs documentation.

Note: U.S. Customs and Border Protection operates during normal business hours; any assistance outside these hours is only for exceptions (depending on port of entry). It will require prior notification and may encounter additional costs.

Siemens Entity	Broker	Transport Mode/Scope	US Inbond Services	Broker Email	Comments
Siemens Industry Inc.	Kuehne + Nagel	Air/Ocean	IT/T&E/IE	siemensbrokerage@kuehne-nagel.com	Only when KN is also the forwarder
Siemens Industry Inc.	Kuehne + Nagel	Southern Border	IT/T&E/IE	laredoimports@kuehne-nagel.com	Only when K&N handles freight from Mexico
Siemens Industry Inc.	FedEx Trade Networks	Small Package (Courier)	IT/T&E/IE	ftn_bufcpamain_d@fedex.com	FedEx will route to Siemens Brokerage Processing
Siemens Industry Inc.	FedEx Trade Networks	Ground (Northern Border)	IT/T&E/IE	ftn_kimb_is@fedex.com lyn_grace@fedex.com	Only when FedEx Freight is carrier
Siemens Industry Inc.	FedEx Trade Networks	Ground (Southern Border)	IT/T&E/IE	ftn_hou_siemens@fedex.com	Only when FedEx Freight is carrier
Siemens Industry Inc.	FedEx Trade Networks	Air/Ocean	IT/T&E/IE	ftn_hou_siemens@fedex.com	Only when FTN Is also the forwarder
Siemens Industry Inc.	UPS	Small Package (Courier)	IT ONLY	iffanywalker@ups.com	-
Siemens Industry Inc.	UPS	Freight	IT ONLY	jeffery.crockett@ups.com	-
Siemens Industry Inc.	DHL Express	Small Package	IT/T&E/IE	dreama.harding@dhl.com	-
Siemens Industry Inc.	Lozano	Southern Border	IT/T&E/IE	eelcoimports@uscustombroker.com	
Siemens Industry Inc.	Lozano	Northern Border	IT/T&E/IE	siemens@uscustombroker.com	
Siemens Industry Inc.	Lozano	Air/Ocean	IT/T&E/IE	siemens@uscustombroker.com	
Siemens Industry Inc.	Rogers & Brown	All modes	IT/T&E/IE	siemens@rogers-brown.com	Only for IOR 13-2762488BT
Siemens Mobility Inc.	Kuehne + Nagel	Air/Ocean	IT/T&E/IE	usbrkorf@kuehne-nagel.com	
Siemens Mobility Inc.	Lozano	Southern Border	IT/T&E/IE	siemens@uscustombroker.com	
Siemens Mobility Inc.	FedEx Trade Networks	Small Package (Courier)	IT/T&E/IE	ftn_bufcpamain_d@fedex.com	FedEx will route internally to Siemens Mobility Brokerage Processing Team
Siemens Mobility Inc.	FedEx Trade Networks	Ground (Northern Border)	IT/T&E/IE	jennifer.nadrowski@fedex.com	Only when FedEx Freight is carrier
Siemens Mobility Inc.	FedEx Trade Networks	Rail	IT/T&E/IE	rail_desk@fedex.com	Only when FTN Rail is carrier
Siemens Mobility Inc.	FedEx Trade Networks	Air/Ocean	IT/T&E/IE	ftn_hou_siemens@fedex.com	Only when FTN Is also the forwarder
Siemens Mobility Inc.	UPS	Small Package (Courier)	IT/T&E/IE	siemensmobilityvmlteam@ups.com	-
Siemens Mobility Inc.	DHL Express	Small Package	IT/T&E/IE	siemenscvgtteam@dhl.com	-
Siemens Mobility Inc.	Expeditors	Ocean only	IT/T&E/IE	siemensmobility-chb@expeditors.com	Ocean freight only from KN routed shipments
Siemens Digital Industry Software				-	Contact your Buyer or local Siemens logistics group for any questions related to carrier/broker selection.