



Dear Foreign Supplier/Vendor:

In order to ensure that Bemis Company has received the proper information to expedite effective importation of foreign vendor shipments and purchases, we must require cooperation from our vendors to provide the following documents according to our instructions:

The following information must appear in English.

Required Import Documents:

1. Packing List Requirements:

- Complete part number as it appears on Purchase Order
- Entire Description as it appears on the Purchase Order
- Units of Measure/Quantity of each item
- Net Weight and Gross Weight

2. Commercial Invoice Requirements:

- Seller Name and address
- Buyer name and address
- Ship to name and address
- Terms of Sale and transfer of risk (Incoterms) as listed on the purchase order
- Country of Origin of each item purchased
- Complete part number, as it appears on the purchase order.
- Detailed description of each item purchased. (Include entire description found on the purchase order.)
- Units of measure/Quantity
- Purchase price of each item (Value of Goods)
- US HTS Code
- Total Freight Cost should be a separate line from the value of the goods
- Total Value of Shipment w/ Currency Code
- Manufacturer (or Supplier Name) This is currently defined as the entity that last manufacturers, assembles, or produces the commodity or the supplier of the finished goods in the country from which they are leaving.
- **commodity specific requirements – Please be advised that certain commodities like plastic films, paper, and textiles have additional data elements that must be listed on the commercial invoice. These details are published at the following [link](#):

3. Airway, Truck and Ocean Bills of Lading

4. *Importer Security Filing Information: (ocean shipments only)

- The United States Government requires that all shipments being shipped **via ocean freight** into the United States will require an [Importer Security Filing](#). This document must be provided to our broker 72 hours prior to loading for export. Please contact the buyer/purchaser for this document, if required.

For further clarification or assistance on the above information, please contact your primary procurement contact at Bemis.

Document Routing instructions

Email Shipping Documents to:

Bemis@farrow.com

Canada only: Email shipping Documents to:

BemisNorthBorder@farrow.com

Primary US Import Broker Contact:

Russell A. Farrow (U.S.) Inc.

Rahjah Stahlhood

Direct line: (269) 966 - 4549

Fax: (269) 966 - 4546

email: rahjah.stahlhood@farrow.com



PENALTY: If above required information and instructions are not followed, a 5% (five percent) penalty may be imposed at Bemis Company, Inc.'s sole discretion. The remedy provided above will be cumulative and in addition to any other remedy provided by contract, law or equity.

Thank you for your cooperation.

Additional Bemis Contacts		
Department	Function	Email
Corporate Trade Compliance Team	Assistance on imports; Clarification on documentation requirements	Trade.Compliance@bemis.com
Corporate Logistics Department	Assistance on arranging pick up from local port; advice on preferred Bemis carriers	Logistics@bemis.com