WURTH INDUSTRY NORTH AMERICA - INTERNATIONAL SHIPPING INSTRUCTIONS

All WINA Operating Companies are employing standardized shipping, packaging and labeling processes. These guidelines will allow Wurth and its Suppliers to work together more efficiently, and ensure that WINA Operating Companies maintain proper controls over our logistics, freight handling, and trade compliance process and costs.

INTRO TO SHIPPING AND TRANSPORT

The WINA Supplier Handbook details all terms and conditions for WINA shipments.

Any charges, fines, penalties, or related costs associated with shipments that are delayed, non-compliant, and/or refused entry as a result of a Supplier’s lack of adherence with the stipulated requirements of the Supplier Handbook and these Shipping Instructions will be charged back to the Supplier.

Please be sure to read and understand the requirements detailed within the Handbook prior to engaging in a contract for the sale of goods with a WINA Operating Company. Any questions related to any of these steps can be answered by the Trade Compliance Contact found in the Contact Information Section of this document.

BOOKING

There are general agreements that must be adhered to when preparing goods for transit to a WINA Operating Company – please refer to the Supplier Handbook for all of these details.

The process for booking shipments for a WINA Operating Company is dependent on the type of shipment and the way in which that shipment is being moved. Go to the International Shipment Process Flow Section of this document, select the type of movement being made, and the link will take you to the specific instructions for how to book freight, along with the details of who, when, where and how to provide all necessary shipping documents.

INTERNATIONAL SHIPMENT DOCUMENTATION

The following documents are required for the movement of an international shipment. Most of these documents are delivered to just one contact – the one noted in the Contact Information Section of this document. Instructions for where and when to provide these documents is found in the International Shipment Process Flow Section Flow section of this document.

- Booking Form
  Completed as Step 1 in the process flow, this form initiates the booking, provides a critical compliance checkpoint, and helps complete other documentation requirements later in the movement process. In order to ensure that we can use this form as it is intended, ALL details in Tab 1 of the form must be completed in full. Delays and compliance errors can result from incomplete or improperly completed forms.
• **Packing List**

The Packing List is used in formal declarations to the US Government. Accuracy and organization of this document is critical. Packing Lists must be broken out to precisely match the goods that will be included together in one container. If shipping more than one container load of goods, there must be a separate Packing List for each container.

The Packing List must contain all of the following details and should be in the same order as the goods are listed on the Purchase Order:
- Packing List Number
- Commercial Invoice Number
- Seller, Buyer, and Shipping Destination
- Wurth Purchase Order number and ordered line item
- Wurth Part Number
- Part Description – in English
- Delivery Quantity (please note all partial deliveries)
- Weight of Line Item
- Net and Gross Weight of All Goods on the Document
- Country of Manufacture
- Pallet Number of Individual Goods and Total Pallet Count
- Number of Packaging Units per Line Item (if applicable)
- Approval authorization for a Partial Delivery

• **Commercial Invoice (also called the “Customs Invoice”)**

The Commercial Invoice is the primary document used to create the legal declaration the WINA Operating Company will make to US Customs and the formal determination of what will be paid to our Supplier for all import shipment. As such, the Commercial Invoice must include all details required by US Customs, accurately and in English, and include all charges for goods – even handling, tooling, document and break-in type charges.

In addition, Commercial Invoices must be broken out to precisely match the goods that will be included together in one container. If shipping more than one container load of goods, there must be a separate Commercial Invoice for each container, which includes all of the charges associated with the goods in that container. Charges not captured on a WINA ITC approved Commercial Invoice will not be paid.

The Commercial Invoice (*example attached*) must be on Seller Letterhead and contain, at a minimum, all of the following details:
- Seller, Buyer, Ship-To Destination - legal name and address
- Commercial Invoice Number
- Wurth Purchase Order number and ordered line item
- Wurth Part Number (as shown on Purchase Order)
- Part Description – in English, refer to Purchase Order
- Product Material
- **Transportation Documentation**
  The Shipping Order is the release of the shipment instructions – these details are critical for the proper movement of the shipment. The Bill of Lading or Airway Bill is a requirement for permission to file entry into the US. These documents should be provided, along with all other shipment documents, as identified in the International Shipment Process Flow Section.

  WINA works with an “Express Bill of Lading”, Telex Release, instead of original documents. If the supplier chooses to use original documents and goods are not released on time all expenses for storage will be charged back to the supplier.

- **Origin Verification Documents**
  Proof of the country of manufacture is a requirement for all importers and WINA Operating Companies rely upon you, the Supplier, to provide such proof.
  - A Certificate of Origin is the lowest level of proof of the country of manufacture. It can be required for the use of a free trade program, or other such times when certification of an origin is necessary.
  - Mill Certificates are the most formal way of proving country of manufacture – these documents would trace a good’s production back to the original mill that made the raw steel. Mill Certificates are required for goods that are affected by an anti-dumping or countervailing duty order.

  *The Trade Compliance contact will inform the Supplier of any requirements for such documents during the booking or document approval phase of the International Shipment Process.*

**PACKAGING**

The packaging of goods for international transport is particularly important for shipments arriving to the US. Improperly packaged, or uncleanly containers can cause a container to be refused and not permitted in the US.

Suppliers should ensure that the packaging for a shipment destined for the US is free of all dirt, seeds, pests, insects, and any other debris that can attach itself to a carton, a pallet, a pallet’s outer packaging, or a container (both inside and out) during inland transport and/or container stuffing.
Plant and insect related debris is a common source of containers being refused permission into the US. Refused containers incur a lot of additional costs, fines and penalties that add up quickly. WINA will charge back all costs, fines and penalties for shipments refused entry due to non-compliance with the packaging guidelines and/or where non-part related items (e.g. seeds, insects, etc.) to the non-compliant supplier. This includes any costs related to returning the container to its originating port, expedited freight needs due to part delivery delays, all inland transport needs in both countries, and the return of the container to the US.

*Please refer to the WINA Packaging & Labeling Requirements and WINA Wood Packaging Guidelines for specific information regarding all packaging and ISPM15 compliance.*

**INTERNATIONAL SHIPMENT PROCESS FLOW**

**Tier 1 Supplier Cargo Booking Requirements**

These instructions provide suppliers with an understanding of the requirements necessary to initiate a cargo booking for a shipment bound to Wurth Industry of North America Operating Companies. These requirements are meant to help avoid costly delays and errors that may occur through an uncontrolled process, as well as fines and penalties associated with late security filings.

**OCEAN FREIGHT**

- Booked via Wurth Logistics
- Not Booked via Wurth Logistics

**AIR FREIGHT – FOR CARGO WEIGHING APPROXIMATELY 50KGS OR MORE**

- Booked via Wurth Logistics
- Not Booked via Wurth Logistics
Ocean Freight - Booked via Wurth Logistics

1. **Supplier** sends completed Booking Form (only Tab 1 required at this time) in Excel Format to ITC Specialist for approval. If Supplier has the final Commercial Invoice and Packing List already prepared in their final form, these can also be sent at this time.
   a. Information in the ISF Tab (2nd tab of the Booking Form) will automatically populate based on Booking. Do not type in this tab as no further information needs to be added. ISF information is provided to Wurth Logistics at the time of booking, Supplier should not need to do anything else for ISF filing.

2. **ITC Specialist** will review, approve and request TMIS Number from Wurth Logistics. TMIS Number is the Wurth internal shipment control number and must be used on all communications related to this shipment.

3. **Wurth Logistics** will provide Supplier with TMIS Number and begin to schedule loading and shipment.

4. If **Supplier** wishes to change anything regarding the booking, such as adding parts or PO’s to the booking, Supplier must submit a revised Booking Form and notify the ITC Specialist for revised approval.

5. **No later than 24 hours after the shipment has left Supplier’s dock for inland transport, Supplier** must sent the final Packing List and Commercial Invoice ITC Specialist. Please remember - commercial invoice and packing list must be compliant for US Customs. Supplier should not include Wurth Logistics, accounting, or freight forwarders; ITC Specialist will control distribution.

6. **ITC Specialist** will review, mark approval and distribute approved documents to Supplier, Wurth Logistics, and any other parties that need this information. Approved documents will be distrubted to WINA Accounting – payment will only be made on ITC approved final documents.
   a. If documents are not correct, or require some modification – this will be communicated at this time and all parties will work together to properly finalize them.

7. Bills of Lading, Country of Origin certificates, test/mill certificates and any other such documents can be sent to ITC Specialist at booking, or later in the process when available.
Ocean Freight - Not Booked via Wurth Logistics

1. No later than 5 business days in advance of the shipment’s planned departure from Supplier’s factory, Supplier sends completed Booking Form (only Tab 1 required at this time) in Excel format to ITC Specialist for approval. If Supplier has the final Commercial Invoice and Packing list already prepared in their final form, these can also be sent at this time.
   a. All instructions for ISF filing and broker communication will be provided at this step.

2. ITC Specialist will review, approve and respond to Supplier to authorize continued preparation of the shipment.

3. If Supplier wishes to change anything regarding the booking, such as adding parts or PO’s to the booking, Supplier must submit a revised Booking Form and notify the ITC Specialist for revised approval.

4. No later than 3 business days prior to the shipment leaving the Supplier’s dock for inland transport, Supplier must send the final Packing List and Commercial Invoice ITC Specialist. Please remember - commercial invoice and packing list must be compliant for US Customs. Supplier should not include Wurth Logistics, accounting, or freight forwarders; ITC Specialist will control distribution.

5. ITC Specialist will review, mark approval and distribute approved documents to Supplier, and any other WINA parties that need this information. Approved documents will be distributed to WINA Accounting – payment will only be made on ITC approved final documents.
   a. If documents are not correct, or require some modification – this will be communicated at this time and all parties will work together to properly finalize them.

6. Instructions for filing ISF were determined at Step 1 of this process. All final details of ISF will be gathered and communicated to all parties.

7. Bills of Lading, Country of Origin certificates, test/mill certificates and any other documents can be sent to ITC Specialist at booking, or later in the process when available.
Air Freight – Booked via Wurth Logistics

When airfreight is required, all parties must be prompt with final documents, goods, and a plan for movement or costly delays can occur. To avoid delays, all documents must be FINAL at time of booking and no changes can be made after initiation of the booking.

1. **Supplier** sends completed Booking Form (only Tab 1 is completed) in Excel format and FINAL Commercial Invoice and Packing List to ITC Specialist. “AIR” must be noted in the email subject line.
   a. Booking forms without invoice and packing list, or with incomplete documents, will be rejected. Delays for this reason will be considered as supplier-caused delays.
   b. Supplier must provide accurate and complete documents, compliant for US Customs. Documents which cannot be approved because of inaccuracies or errors will cause further delay in the air shipment.
   c. **URGENT AIR FREIGHT** must be prearranged with the WINA Operating Company Buyer; to prevent validation delays Buyer communication and agreement on the urgency must be attached to this request for booking.

2. **ITC Specialist** will review, mark approval, request TMIS Number (the Wurth internal shipment control number and must be used on all communications related to this shipment) from Wurth Logistics, and distribute approved documents to Supplier, Wurth Logistics, WINA Accounting (payment will only be made on ITC approved final documents) and any other parties that need this information. the Wurth internal shipment control number and must be used on all communications related to this shipment.

3. **Wurth Logistics** will provide Supplier with TMIS Number and begin to schedule movement of the shipment.

4. Bills of Lading, Country of Origin certificates, test/mill certificates and any other documents can be sent to ITC Specialist at booking, or later in the process when available.
Air Freight – Not Booked via Wurth Logistics

When airfreight is required, all parties must be prompt with final documents, goods, and a plan for movement or costly delays can occur. Airfreight shipments outside the standard Wurth Logistics process require extra care to ensure there are no delays. To avoid delays, all documents must be FINAL at time of presentation and no changes can be made after initiation of the booking.

1. **Supplier** sends completed Booking Form (only Tab 1 is completed) in Excel format and FINAL Commercial Invoice and Packing List to ITC Specialist. “AIR” must be noted in the email subject line.
   a. Booking forms without invoice and packing list, or with incomplete documents, will be rejected. Delays for this reason will be considered as supplier-caused delays.
   b. Supplier must provide accurate and complete documents, compliant for US Customs. Documents which cannot be approved because of inaccuracies or errors will cause further delay in the air shipment.
   c. **Urgent Air Freight** – must be prearranged with the WINA Operating Company Buyer; to prevent validation delays Buyer communication and agreement on the urgency must be attached to this request for booking.

2. **ITC Specialist** will review, mark approval, request TMIS Number (the Wurth internal shipment control number and must be used on all communications related to this shipment) from Wurth Logistics, and distribute approved documents to Supplier, Wurth Logistics, WINA Accounting (payment will only be made on ITC approved final documents) and any other parties that need this information. the Wurth internal shipment control number and must be used on all communications related to this shipment.

3. **Supplier** will need to notate the WINA Operating Company US Customs Broker as the “Notify Party” for the shipment so that the proper party will be informed and prepared to file import upon the goods arrival to the US. This information is found in Block 3 of the Booking Form. Do not forget to include this on shipping documents.

4. Bills of Lading, Country of Origin certificates, test/mill certificates and any other documents can be sent to ITC Specialist at booking, or later in the process when available.
## WINA ITC SPECIALIST CONTACT INFORMATION

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<tr>
<th>COMPANY</th>
<th>TRADE COMPLIANCE EMAIL</th>
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<tbody>
<tr>
<td>Wurth Timberline</td>
<td><a href="mailto:Timberline-ITC@wurthindustry.com">Timberline-ITC@wurthindustry.com</a></td>
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<tr>
<td>Wurth Snider Bolt &amp; Screw</td>
<td><a href="mailto:WSBS-ITC@wurthsnider.com">WSBS-ITC@wurthsnider.com</a></td>
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<tr>
<td>Wurth Service Supply</td>
<td><a href="mailto:WSSI-ITC@wurthindustry.com">WSSI-ITC@wurthindustry.com</a></td>
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<tr>
<td>Wurth Revcar Fasteners</td>
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<tr>
<td>Wurth House of Threads</td>
<td><a href="mailto:WHOT-ITC@wurthindustry.com">WHOT-ITC@wurthindustry.com</a></td>
</tr>
<tr>
<td>Wurth Des Moines Bolt</td>
<td><a href="mailto:WDMB-ITC@wurthindustry.com">WDMB-ITC@wurthindustry.com</a></td>
</tr>
<tr>
<td>Wurth Adams Nut &amp; Bolt</td>
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<tr>
<td>Weinstock Bros</td>
<td><a href="mailto:Weinstock-ITC@wurthindustry.com">Weinstock-ITC@wurthindustry.com</a></td>
</tr>
<tr>
<td>Oliver H Van Horn</td>
<td><a href="mailto:OVH-ITC@wurthindustry.com">OVH-ITC@wurthindustry.com</a></td>
</tr>
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<td>Northern Safety</td>
<td><a href="mailto:NorthernSafetyITC@northernsafety.com">NorthernSafetyITC@northernsafety.com</a></td>
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<tr>
<td>Marine Fasteners</td>
<td><a href="mailto:Marine-ITC@wurthindustry.com">Marine-ITC@wurthindustry.com</a></td>
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**COMMERCIAL INVOICE EXAMPLE**

**STANDARD COMMERCIAL INVOICE**

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<tr>
<th>1. Seller/Exporter</th>
<th>2. Invoice Date:</th>
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<th>5. Customer PO Number(s):</th>
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<th>6. Terms of Sale (Incoterms):</th>
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<tr>
<th>10. Total Number of Packages</th>
<th>11. Loaded In / On</th>
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<tr>
<td>Number</td>
<td>List Type</td>
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<tr>
<th>12. Parties to this transaction are:</th>
<th>13. Currency of Sale</th>
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<tr>
<td>Related</td>
<td>Non-Related</td>
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<tr>
<th>14. Shipping Weight (Include unit of weight being used)</th>
<th>15. Export Classification</th>
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<tbody>
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**Export Terms**

- ** платеж за товары**: USD $0.00
- **транспортные издержки**: USD $0.00
- **закупочные расходы**: USD $0.00
- **дополнительные расходы/платежи (specify)**: USD $0.00
- **для налогов и сборов**: USD $0.00

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**Date**: November 26, 2019

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**Phone & Email Contact**: wino-ite@wurthindustry.com