

**SUPPLIER REGULATORY REQUIREMENTS FOR SHIPMENTS TO THE UNITED STATES**

**1. COMMERCIAL DOCUMENTATION REQUIREMENTS:**

Ingersoll Rand (“IR”) requires that all commercial invoices (1) be signed by the seller, or shipper, or his agent, (2) comply with the invoicing requirements as set forth in Sections 141.86 through 141.89 of the U.S. Customs Regulations, and (3) be provided in the manner customary for a commercial transaction involving goods of the kind covered by the invoice.

IR requires that all commercial invoices provide (at a minimum) the following information:

1. Invoice must be in English.
2. Date, place, and names of buyer, international seller and ultimate consignee if other than buyer.
3. **IR purchase order number.**
4. Invoice number.
5. Invoice / Shipment Date.
6. **IR part number being shipped as indicated on Purchase Order.**
7. Detailed description of the merchandise.
8. The quantities of each item in weights and measures.
9. The purchase price of each item in the currency of sale.
10. **The country of origin of each item.**
11. The ten digit HTSUS classification number per line item as indicated on the IR purchase order.
12. The currency of sale.
13. Terms of sale (Incoterm).
14. All charges itemized by name and amount, including packing costs, commissions, royalties, freight, and insurance to the extent they are NOT included in the purchase price of the items being shipped.
15. The value of any assists (e.g., materials, components, parts, tools, dies, molds, engineering, development work, design work, etc.) provided by the buyer to the seller, free of charge or at a reduced cost, for use in the production of the goods shipping to the United States.

In addition to the above invoicing requirements, IR requires that a detailed packing slip accompany the commercial invoice and be physically attached to the import shipment.

**2. PRE-ALERT**

Expeditors International (“Expeditors”) must receive a pre-alert at time of initial cargo departure so that they can begin the process of keying the customs declaration. Please follow the below guidelines to ensure a smooth import process.

- Provide the flight details and house/master airway or ocean bill number;
- Include the commercial invoice, packing list, and house airway bill or ocean bill document; and
- Send the above at time of departure to [ITSImports-CLT@expeditors.com](mailto:ITSImports-CLT@expeditors.com).

**Expeditors is the Customs Broker for the below Legacy Gardner Denver locations:**

Importer Name	Address	City	State	Zip
Gardner Denver, Inc.	305 North State Fair Boulevard	Sedalia	MO	65301
Gardner Denver, Inc.	4906 Pelham Drive	Sedalia	MO	65301
Gardner Denver, Inc.	1301 North Euclid Avenue	Princeton	IL	61356
Gardner Denver, Inc.	4840 W. Kearney Street	Springfield	MO	65803

### 3. ARRIVAL NOTICE FOR AIR

Once the shipment confirms on board the last international leg of the flight, please follow the below instructions.

- Confirm final flight details and advise of any changes in house airway bill/master airway bill number;
- Provide an arrival notice with references, cargo location, IT Number (if required), and any charges to be paid;
- Ensure LFD is clearly noted on the arrival notice or within the email turning over the arrival notice;
- Send the above at time of departure to [ITSImports-CLT@expeditors.com](mailto:ITSImports-CLT@expeditors.com); and
- Expeditors will confirm receipt and provide entry release status.

### 4. IMPORTER SECURITY FILING (ISF):

On January 26, 2010, US Customs implemented a new security initiative that requires the U.S. importer to file an advance Importer Security Filing (ISF) that is transmitted to US Customs for every ocean shipment destined for the United States. This ISF must be filed 24 hours prior to any ocean cargo being loaded on the vessel at the port of departure. Failure to file the ISF can result in the cargo being delayed at origin and a possible \$5,000USD fine to the U.S. importer. The ten pieces of data required to be filed for each ocean shipment are listed below:



ISF Upload  
Template.xlsm

#### **ISF INFORMATION:**

1. Manufacturer Name & Address
2. Container Stuffing Location
3. Seller Name & Address
4. Consolidator Name & Address
5. Buyer Name & Address
6. Ship to Name & Address
7. Importer of Record Number
8. Consignee Number
9. Country of Origin of the imported goods
10. Harmonized Tariff Schedule Number

To comply with these security regulations, IR requires that every supplier follow the Commercial Documentation Requirements (section 1.0 above) and to generate and supply shipment documents and ISF Information to Expeditors as early as possible. If an ISF is to be filed by Expeditors for the shipment being turned over, all pertinent documents and ISF details must be turned over to [CLT-ISF@expeditors.com](mailto:CLT-ISF@expeditors.com). Additional requirements and instructions may be necessary in the future on a case by case basis.

IR expects full cooperation and compliance from our suppliers to meet the demands of this new security initiative to reduce shipment delays and to comply with U.S. law.

### 5. U.S. CUSTOMS COUNTRY OF ORIGIN MARKING REQUIREMENTS:

Unless excepted by law (19 U.S.C. Section 1304), every article of foreign origin (or its container) imported into the United States shall be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article (or container) will permit, in such manner as to indicate to an ultimate purchaser in the United States the English name of the country of origin of the article, at the time of importation into the Customs territory of the United States. Containers of articles exempted from marking shall be marked with the name of the country of origin of the article unless the container is also exempted from marking.

Under the U.S. Customs Regulations (19 C.F.R. Section 134.1(d)), the ultimate purchaser is generally the last person in the United States who will receive the article in the form in which it was imported.<sup>1</sup> For example, if an imported article will be used in manufacture, the manufacturer may be the ultimate purchaser if the manufacturer subjects the imported article to a process which results in a substantial transformation of the article. If the article is to be sold at retail in its imported form (e.g., replacement parts), the purchaser at retail is the ultimate purchaser.

Depending on the imported merchandise, either IR or its valued customer will be the ultimate purchaser. Thus, it is imperative that every article of foreign origin be marked with the correct country of origin. Where an article itself is exempt from the country of origin marking requirements, IR requires that every inner-most package or container of foreign merchandise that may reach a IR facility or replacement part customer be marked with the appropriate country of origin in English, in a conspicuous place and as legible, indelible and permanent as possible.

**6. WOOD PACKING MATERIAL REQUIREMENTS (ISPM 15):**

On September 16, 2005, the United States amended its import regulations for wood packaging materials (WPM) to adopt ISPM 15. Under ISPM 15, regulated WPM used in international trade must be treated to kill harmful insects that may be present. The ISPM 15 standard has over 130 signatories and has been phased-in in many countries, including Australia, Canada, and the European Union. The United States provided a 1 year phase-in period, which concluded on July 5, 2006.

Treatment:

ISPM 15 requires that all non-manufactured wood packaging materials (NMWP) or wood packaging materials (WPM) be heat treated or fumigated. To satisfy the heat treatment requirement, the core temperature of the WPM must attain 56°C and the temperature must be maintained for a minimum of 30 minutes. The second method requires fumigation with Methyl Bromide under the following conditions:

Temperature	Initial dosage rate (g/m <sup>3</sup> )	Minimum concentration (g/m <sup>3</sup> ) after:			
		0.5 hrs.	2 hrs.	4 hrs.	16 hrs.
21°C or above	48	36	24	17	14
16°C or above	56	42	28	20	17
11°C or above	64	48	32	22	19

Marking:

The only accepted documentation regarding the proper treatment of NMWP or WPM is the International Plant Protection Convention treatment / quality mark below:

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<sup>1</sup> Under the United States-Mexico-Canada Free Trade Agreement (USMCA), the ultimate purchaser is the last person in the United States who purchased the good in the form in which it was imported. If an imported article will be used in manufacture, the manufacturer may be the ultimate purchaser if the manufacturer subjects the imported article to a process that results in one of the changes prescribed in the USMCA Marking Rules as effecting a change in the article's country of origin.



**XX** represents the ISO country code

**000** represents the unique number assigned by the national plant protection organization

**YY** represents either HT for heat treatment or MB for methyl bromide fumigation

This mark must appear legibly and permanently in a visible location on each article of wood packaging, preferably on at least two opposite sides of the article. An “article of wood packaging” is defined as a pallet, a skid, an enclosure, an enclosure frame, support materials or bracing materials. IR suppliers/shippers must use properly treated and marked WPM for shipments to IR facilities in the United States.

Alternative Materials:

ISPM 15 does not regulate plywood, presswood, corrugated fiberboard, Masonite and other manufactured wood materials that may be used in place of solid wood packaging materials.

Failure to Comply:

Failure to comply can result in delays in shipment, returned shipments, possible fines and loss of goods. The packaging may need to be removed and destroyed, resulting in damage to IR products during handling. All IR suppliers/shippers must comply with the ISPM 15 requirements. All delays, damages, losses or costs associated with the failure to comply will be billed back to the supplier.

**7. UNITED STATES CUSTOMS CLEARANCE (NOTIFY PARTY):**

IR has strict controls on who they use to clear shipments through U.S. Customs. If IR in the U.S. is responsible for U.S. Customs clearance formalities and the payment of duties and taxes the following provider is to be used:

**Expeditors International**

3101 W. Yorkmont Road

Suite 2400

Charlotte, NC 28208

[ITSIimports-CLT@expeditors.com](mailto:ITSIimports-CLT@expeditors.com)

When making a shipment booking, it is very important that you instruct the freight forwarder to list the party above (as indicated on the IR purchase order) as the “Notify Party” on the ocean / airway bill of lading. In doing so the forwarder will transmit the proper documents to our Customs Broker to ensure timely Customs clearance and ISF filing.

Failure to list the proper Customs Broker as the “Notify Party” can lead to significant shipment delays, penalties and storage charges and may result in chargebacks to your company.

**8. OTHER REQUIREMENTS:**

- a. **Assists:** If IR supplies you with any assist (tooling, dies, molds, raw materials, components, supplies, etc) free or at a reduced cost, that are used in the production of the merchandise, then you must contact the IR Trade Compliance Department prior to shipment to discuss any special paperwork requirements.
- b. **Antidumping / Countervailing Duties:** All suppliers are required to provide written notification to the IR buyer of any products that are subject to an antidumping or countervailing duty investigation, review or order by the United States Government

- i. **Bearings:** Any Bearings that are imported into the US must include a separate Bearing Worksheet herein attached, or should include this information in the description field on the invoice. Manufacturer Name and Country of Origin must also be included.



BEARING  
WORKSHEET.docx

- ii. **Aluminum Products:** Effective June 28, 2021, US Department of Commerce in conjunction with US Customs, imposed the “Aluminum Import Monitoring and Analysis System” (AIM) enhancing regulatory oversight of Aluminum imports and quotas into the US. Compliance with 19 CFR part 361 is required for aluminum commodities importing under the attached tariff classifications defined in Ch. 76 of the HTSUS, the following bulleted information will be required to be provided. This may be provided on a separate document and included in with the commercial shipping documents, or conversely may also be included on the commercial invoice in the description field for each respective part.

- Country of Largest Smelt
- Country of Second Largest Smelt
- Country of Most Recent Cast



HTS LIST.xlsx

## 9. IR IMPORT COMPLIANCE CONTACT INFORMATION:

If you have any questions regarding these requirements or need additional information concerning shipping to the United States please contact the IR Global Compliance Department:

IR Compliance Department  
ATTN: Susan Parker  
Trade Compliance Specialist, Americas  
800-A Beaty Street  
Davidson, NC 28036  
Email: [Susan.Parker@irco.com](mailto:Susan.Parker@irco.com)