
DOCUMENT PREPARATION AND PROCESSING INSTRUCTIONS:

Please read very carefully and follow these instructions, which instruct the Seller on the preparation of the documents that are required for the importing of goods into the United States.

Documentation and Requirements:

The following documents are required and shall be provided to BDP International prior to shipment departing the Seller's facility:

1. ISF must be filed within 72 hours prior at least seventy-two (72) hours prior to loading at the Seller's port of departure. There is a \$5,000 penalty if ISF is not filed timely. See requirements below.
 - a. The Seller shall send this information to the following email address:
CovestroISF@bdpint.com and CovestroIMP@bdpint.com
2. Ocean Bill of Lading(when available-Normally 48 hours after the departure of vessel from seller's port)
 - a. PLEASE NOTE: High-security seal that meets or exceeds the most current International Organization for Standardization (ISO) 17712 standard for high-security must be used and the seal number must be included on the BOL and communicated to Covestro prior to shipping.
 - b. PLEASE NOTE: Only ISPM 15 Heat Treated Wood Packaging material can be used for the shipment. This included pallets, block and bracing. All Wood Packaging material must be stamped with the ISPM 15 certification.
 - c. All CTPAT requirements must be followed (see requirements below)
2. Copy of the Purchase Order
3. Copy of the Commercial Invoice (see requirements below)
4. Copy of the Packing List (unless included on the commercial invoice)
5. Arrival Notice (if available)

Please email a copy of Ocean Bill of Lading, Invoice, and Packing List to the following party for confirmation within at least seventy-two (72) hours prior to loading of the export shipment onto the ocean vessel at Seller's port of departure:

BDP International, Inc.

c/o Covestro Import Team

206 Eddystone Ave,

Crum Lynne,

PA 19022

Attn: Covestro Import Team

Email: covestroimp@psabdp.com / US-Import-Logistics-Operations@covestro.com

Tel: +1-844-209-8752

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U.S. CUSTOMS AND BORDER PROTECTION'S REQUIREMENTS AND CTPAT:

The following provision applies to shipments of cargo by ocean vessel destined to arrive within the limits of a port in the United States for which Covestro is the importer of record with U.S. Customs and Border Protection ("CBP") and is required to submit the data required by CBP pursuant to 19 CFR 149.2(b) (the "Importer Security Filing"):

Supplier shall submit to Covestro the data required by the Importer Security Filing ("ISF") commonly referred to as 10+2, **no later than 72 hours before the cargo is laden aboard the vessel at its foreign port**. Supplier shall indemnify, hold harmless against and defend Covestro from any liability, loss, penalties, claims, costs, expenses or damages relating to Supplier's failure or inability to provide the data required by the Importer Security Filing 72 hours before the cargo is laden aboard the vessel at its foreign port, including, but not limited to, any liquidated damages, fines or penalties assessed by CBP for failure to file or for the late or inaccurate filing of the Importer Security Filing.

At this time, this requirement is only for ocean shipments to the U.S., and does not apply to air freight, courier, truck, or rail.

The new regulation requires the Buyer to submit the ISF to CBP with the following data elements:

1. Seller (or manufacturer) name and address
2. Supplier (if different from Seller) name and address
3. Buyer (or owner) name and address
4. Ship-to name and address
5. Importer of record number/foreign trade zone applicant identification number
6. Consignee number(s)
7. Commodity Harmonized Tariff Schedule number
8. Ocean Bill of Lading Number
9. Container stuffing location
10. Consolidator (stuffer) name and address
11. Country of origin

Buyer will file the ISF, but it is critical that the Buyer receive the data from the Seller at least seventy-two (72) hours prior to loading at the Seller's port of departure.

The Seller shall send this information to the following email address: CovestroISF@bdpint.com and covestroimp@psabdp.com

CTPAT:

Supplier agrees to use reasonable efforts to bring its supply chain security capabilities into substantial compliance with the security guidelines set forth in U.S. Customs and Border Protection's Customs-Trade Partnership Against Terrorism (CTPAT) program.

- 'Reasonable Efforts' means, with respect to a given goal, the efforts that a reasonable person in the position of the supplier would use so as to achieve that goal as expeditiously as possible.

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- When Supplier is responsible for selecting carriers, they must be CTPAT members or if CTPAT membership is not available to such carriers in general, **have been screened by Supplier and Covestro via our third party service provider, BSI and determined to meet CTPAT requirements.**
- Supplier shall be required to conduct and document a **seven-point inspection prior** to stuffing of all containerized shipments to Covestro LLC. Pest contamination must be included in the inspection.
- Seal all containerized cargo using a High Security Seal (per current PAS ISO 17712 standards for high security seals) and to immediately notify the Covestro Import Control Officer (intltrade@covestro.com or +1 412-413-2323) of any container seal discrepancy or breakage (for any reason).
- Use only ISPM 15 Heat Treated Wood Packaging material can be used for the shipment. This included pallets, block and bracing. All Wood Packaging material must be stamped with the ISPM 15 certification.

Country of Origin Marking Requirements:

ALL MERCHANDISE ON THIS ORDER WILL BE MARKED CONSPICUOUSLY, LEGIBLY, AND PERMANENTLY IN ENGLISH WITH THE COUNTRY OF ORIGIN OF THE GOODS. ALL EXPENSES AND PENALTIES INCURRED DUE TO IMPROPER MARKING WILL BE CHARGED BACK TO THE VENDOR. REPETITIVE FAILURE TO PROPERLY MARK MERCHANDISE WILL REQUIRE REVIEW OF OUR RELATIONSHIP WITH YOUR ORGANIZATION.

PLEASE TAG ALL SPARE PARTS WITH LINE ITEM NUMBER, VENDOR PART NUMBER, AND COVESTRO MATERIAL NUMBER FOR PROPER IDENTIFICATION UPON RECEIPT OF MATERIAL AND PAYMENT OF INVOICES.

IMPORT DOCUMENT DISTRIBUTION/BILL OF LADING REQUIREMENTS:

CONSIGNEE:

COVESTRO LLC
 1 COVESTRO CIRCLE
 PITTSBURGH, PA 15205
 United States
 Attn: Covestro Import Team & Saskia Caporellie
 Email: covestroimp@psabdp.com / US-Import-Logistics-Operations@covestro.com
 Tel: +1-844-209-8752

NOTIFY PARTY:

BDP International, Inc.
 c/o Covestro Import Team
 206 Eddystone Ave,
 Crum Lynne, PA 19022
 Attn: Covestro Import Team
 Email: covestroimp@psabdp.com / US-Import-Logistics-Operations@covestro.com
 Tel: +1-844-209-8752

We ask that you send this information to us and our Customs Broker BDP International at the following two email addresses: covestroimp@psabdp.com and CovestrolSF@bdpint.com

INVOICES FOR PAYMENT PURPOSES MUST BE SENT TO:

COVESTRO LLC
P. O. BOX 418
Pittsburgh, PA 15205

DISTRIBUTION OF DOCUMENTS:

1) **1 copy of Express Cargo Bill /SWB or Air waybill and**

1 copy of customs/commercial invoice

TO: Notify Party /BDP International

2) BY email or courier:

1 copy of Express Cargo Bill/ SWB or Air waybill

1 original commercial invoice

1 copy of packing list

TO: COVESTRO LLC
1 Covestro Circle
PITTSBURGH, PA 15205 U.S.A.

ATTENTION: International Logistics

PROVIDE FOR FULL INSURANCE COVERAGE TO FINAL DESTINATION.

INVOICE SUBMITTAL:

In order to receive payment on time, please send the original invoices to the following party:

Covestro LLC
PO Box 418
Pittsburgh, PA 15205,
United States

Invoice Requirements:

All invoices shall be submitted in English and must provide the following information:

1. Seller's name and address;
2. PO Number;
3. PO item number;
4. Invoice date and place of issue;
5. Consignee's name and address;
6. Port of entry;
7. For each product include
 - a. Detail Description
 - b. Quantity shipped
 - c. Number of packages (if multiple items are shipped they must be itemized on the invoice).
 - d. Weight (gross and net)
 - e. Value (must be fair market value, e.g. the saleable value) for each line item.
 - f. Country of Origin (where the goods were manufactured) for each item
8. Currency (US Dollar unless agreed to otherwise);
9. Product Code;

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10. All charges upon the merchandise, itemized by name and amount, including freight, insurance, etc.;
11. Cost of packaging if not included in the sales price;
12. Date to be paid with correct finance charge;
13. Shipping terms / Incoterms;
14. For cargo shipped in ocean containers, container seal number must be provided;
15. All rebates, drawbacks and bounty if applicable;
16. All discounts if applicable.

Please email a copy of the Commercial Invoice to the following party for confirmation within at least seventy-two (72) hours prior to loading of the export shipment onto the ocean vessel at Seller's port of departure:

BDP International, Inc.
c/o Covestro Import Team
206 Eddystone Ave,
Crum Lynne, PA 19022
Attn: Covestro Import Team
Email: covestroimp@psabdp.com / US-Import-Logistics-Operations@covestro.com
Tel: +1-844-209-8752

VALUATION DECLARATION:

In instances where down payments or subsequent payments are necessary, all fees billed to Covestro LLC should be itemized on the main invoice at the time of shipment. To clarify, the invoice being supplied to Covestro's broker, BDP International, Inc. must contain the total of all invoice values for the transaction.
