

## VENDOR INSTRUCTION SHEET

Please refer to the following instructions when preparing orders for shipment to Tyco in the United States:

### INVOICE

Include the following information:

- Tyco's Purchase Order Number
- Buyer's Name
- Product Part Number and Detailed Description
- Quantity
- Unit Price and Extended Price for all goods
- Assist Values or Additions to the Price
- Manufacturer's Name and Address
- HTSUS Number(s)
- Country of Origin of Merchandise
- Document prepared in English language
- The currency applicable to the invoice amount
- Selling Terms (Ex-works, FOB Port, etc.)
- The actual value of goods for sample or no-charge shipment

Invoices must **not** indicate a nominal value for goods, but shall indicate the invoice price charged to Tyco, or if shipment is one of multiple shipments required under a single purchase order, the value shall be stated as the **actual value** of the merchandise.

If additional payments will be or have been made to your company by the importer Tyco business unit for items such as tooling, molds, dies, materials or components provided for incorporation or manufacture of the finished products, royalties, packing, or commissions, such additional value(s) should be separately itemized and identified on the commercial invoice.

### PACKING LIST

- Purchase order number
- Product part number and description
- Total number of boxes in shipment and corresponding merchandise enclosed
- Quantity
- Final delivery address
- The packing list shall be put inside the crate and the carton, box, or crate and marked to note "packing list enclosed"

### PAPERWORK ROUTING INSTRUCTIONS

- 1 set of copies to the buyer
- 2 sets of originals to forwarder/broker

### SHIPMENT INSTRUCTIONS

- Use specified forwarder, if applicable
- If different than forwarder, the Broker, as specified on the Purchase Order or buyer's instruction sheet, is to be shown as the "Notify" party on shipping papers
- Indicate EIN number on shipping papers

### COUNTRY of ORIGIN

- Specify in English on the item and on the outer carton. If product is excepted from marking or a Marking Waiver is received by Customs, outer carton must be marked with country of origin – check with the Purchasing Manager for specific instructions.
- If blister-packed, then marking must show through packaging

### OTHER REQUIREMENTS

- Treatment certificate for pallets (where applicable) to be included with shipping papers provided to buyer, forwarder and broker.
- If items are eligible for preferential duty treatment, based upon the HTSUS and country of origin, substantiating paperwork must be supplied by the vendor to the ITCO at the Tyco business unit