

**KOLLMORGEN CORPORATION**  
**Commercial Invoice/Packing List**  
**Instructions/Checklist**

**Documentation Requirements for Importation into the US**

PRIOR to shipment of Goods into the US, confirm inclusion of all data points below. Please contact Kollmorgen’s Import Department (imports@kollmorgen.com) with any questions.

**SUPPLIER IS RESPONSIBLE ENSURING INCLUSION OF THE FOLLOWING INFORMATION ON THE COMMERCIAL INVOICE**

Invoice	Document must state “Invoice” or “Commercial Invoice”
Invoicing Party, Date	Include Invoicing Party Address
Purchase Order	Invoice must state Kollmorgen’s purchase order number
Sold to Party/Ship to Party	Must read: Kollmorgen Corporation (add address)
Shipper’s Name and Address	Must be listed if Shipper is different than invoicing party
Manufacturer’s Name and Address	Must be listed if Manufacturer is different from Supplier
Country of Origin	Invoice must state Country of Origin
Terms of Delivery (Incoterms)	Must be on invoice and must match PO
Kollmorgen’s Item #	Kollmorgen’s item number must match purchase order
Product Description	A clear product description is required
Harmonized Tariff Code	Must match code on PO; contact buyer if not available on PO
Purchase order notes	Any additional information in the notes of the purchase order
Value match PO	Invoice price must match Purchase Order price
Currency	Invoice must state currency
Net weight	If not on invoice, a packing list must be supplied
Gross weight	If not on invoice, a packing list must be supplied
Dimensions	If not on invoice, a packing list must be supplied

**IMPORTANT: PLEASE REFER TO THE FOLLOWING INSTRUCTIONS (BASED ON MODE OF TRANSPORTATION) FOR FURTHER AWB/BOL REQUIREMENTS:**

**KOLLMORGEN CORPORATION**  
**Ocean Bill of Lading**  
**Instructions/Checklist**

**Documentation Requirements for Importation into the US**

Upon shipment, email a complete set of shipping documents (Invoice, Ocean Bill of Lading, ISF, Packing list) to designated Customs Broker (noted on broker contact page).

**SUPPLIER IS RESPONSIBLE FOR ENSURING FREIGHT FORWARDER IS AWARE OF THE BELOW REQUIREMENTS**

	Expedite Freight Release	Whenever possible, obtain Express Ocean BOL
	Shipper contact information	Must include full name, address, contact name and phone number of shipper
	Forwarder contact information	Must include full name of the Forwarder, address, contact name and phone number
	Custom's Broker contact information	Must include full name of Broker, address, contact name and phone number (if forwarder is not Broker)
	Consignee information	Must include full name and address of the Consignee
	Kollmorgen IOR Number	Suffixes differ between sites (see Appendix/Glossary of terms)
	Delivery site information	Must include the full name and address of the Kollmorgen site (if different than the consignee)
	Notify party	Must include the full name and address of the Broker (noted on contact page)
	<b>Copies of documents:</b> Complete set (Ocean Bill of Lading, Invoice, Packing List)	Email complete set of shipping documents to Kollmorgen's Import Department: imports@kollmorgen.com
		Email complete set of documents to Kollmorgen's broker
		Email/mail one set of documents to Kollmorgen's A/R department for payment
		One complete set must be turned over to the receiving site upon delivery (attached to delivery bill)
	<b>Original documents:</b> Complete set (Ocean Bill of Lading, Invoice, Packing list)	Forward one complete set of Original documents to the Custom's Broker (not required with Express BOL). Documents are required to arrive at the broker site at least two (2) days before the vessel arrives.
	ISF 10+2 requirements:	10+2 filings: Ensure forwarder emails complete set of shipping documents to Customs Broker if Forwarder is not Broker (see Broker Contact Information)

**KOLLMORGEN CORPORATION**  
**Importer Security Filing (ISF)**  
**"10+2"**  
**Instructions/Checklist**

**Documentation Requirements for Importation into the US**

*Ocean Shipments Only.* Upon shipment, email a complete set of shipping documents (Invoice, Ocean Bill of Lading, ISF, Packing list) to designated Customs Broker (noted on broker contact page).

**SUPPLIER IS RESPONSIBLE FOR ENSURING FREIGHT FORWARDER IS AWARE OF THE BELOW REQUIREMENTS**

	ISF 10+2 requirements:	
1	Manufacturer name and address	Entity that last manufactured or assembled the good
2	Seller (or owner) name and address	Entity by whom the goods are to be shipped from
3	Buyer (or owner) name and address	Entity by whom the goods are sold to
4	Ship to name and address	Entity by whom the goods are shipped to (note: could be same as buyer name and address)
5	Container stuffing location	Name and address of the physical location where the goods were loaded into a container for shipping
6	Consolidator (stuffer) name and address	name and address of the party that loaded the container or arranged for the loading of the container
7	Kollmorgen IOR Number	Suffixes differ between sites (see Appendix/Glossary of terms)
8	Consignee IOR Number	Note: Should be same as Kollmorgen IOR above unless drop-shipped to a non-Kollmorgen customer
9	Country of Origin	Should match country of origin on commercial invoice
10	Harmonized Tariff Code	Must match code on PO; contact buyer if not available on PO
+1	Vessel stow plan	include the vessel name and operator: voyage number: container operator: container number: size and type: stow position: hazmat code: and load/discharge ports
+2	Container event messages supplied by the carrier	include terminal container movements: change in container status: focused on container status messaging set: container number: event description: date: time and location: vessel name

**KOLLMORGEN CORPORATION**  
**Airway Bill/Truck Shipments**  
**Instructions/Checklist**

**Documentation Requirements for Importation into the US**

Include a complete set of shipping documents (Invoice, AWB/BOL, Packing list) with shipment.

**SUPPLIER IS RESPONSIBLE FOR ENSURING FREIGHT FORWARDER IS AWARE OF THE BELOW REQUIREMENTS**

Shipper contact information	Must include full name, address, contact name and phone number of shipper
Forwarder contact information	Must include full name of the Forwarder, address, contact name and phone number
Custom's Broker contact information	Must include full name of Broker, address, contact name and phone number (if forwarder is not Broker)
Consignee information	Must include full name and address of the Consignee
Delivery site information	Must include the full name and address of the Kollmorgen site (if different than the consignee)
Kollmorgen IOR Number	Suffixes differ between sites (see Appendix/Glossary of terms)
Notify party	Must include the full name and address of the Broker (noted on contact page)
<b>Copies of documents:</b> Complete set (AWB, Invoice, Packing List)	Email/mail one set of documents to Kollmorgen's A/R department for payment
	One complete set of documents must be turned over to the receiving site upon delivery (attached to delivery bill)
<b>Original Documents:</b> Complete set (AWB, Invoice, Packing list)	One complete set of the original documents to accompany the shipment

## **KOLLMORGEN CORPORATION**

### **International Routing Guide /Broker Contact Information**

#### **International Routing Guide**

For shipments 200 lbs. and under, please ship via DHL Express.

For all shipments over 200 lbs., please contact your Kollmorgen Buyer Representative with the gross weight and dimensional information and they will advise which shipment method to use.

All shipments should be shipped on consignee's account number unless otherwise negotiated. Freight appearing on invoices WILL NOT BE PAID. Any deviation from this shipping guidance without written buyer approval will result in a debit memo for the cost of the freight or non-payment.

#### **Broker Contact Information**

Kollmorgen has Import Power of Attorney's with the following firms **ONLY**:

DHL Express  
Expeditors International  
UPS - Supply Chain Solutions  
UTi

**See Purchase Order or International Routing Guide for specific Carrier/Broker designation. If not available, contact the Kollmorgen Buyer Representative or to confirm.** If you are unable to use one of Kollmorgen's Customs Brokers listed above as the Freight Forwarder, you must include on your Commercial Invoice the name and contact information of one of the "Carrier Customs Clearance" Brokers listed below.

#### **DHL Express**

Air shipments

Main Contact: Shelby Rose  
Phone: +1 877-873-2521 ext 53263  
Email: Shelby.Rose@dhl.com

**(cont.)**

**KOLLMORGEN CORPORATION**  
**Broker Contact Information**  
**(cont.)**

**Expeditors International**

Air shipments, Ocean Shipments

Main Contact: Regina Lewis

Phone: 757-853-7776

Email: [regina.lewis@expeditors.com](mailto:regina.lewis@expeditors.com)

**UPS – Supply Chain Solutions**

Air Shipments, Ocean shipments, Carrier Customs Clearance

Main Contact: LaTishia Harrison

Phone: 803-502-6824

Email: [latishiaharrison@ups.com](mailto:latishiaharrison@ups.com)

**UTi**

Air, Ocean shipments, Carrier Customs Clearance

Main Contact: Daily Hernandez

Phone: +1 305 591 2580 ext 293

Email: [dhernandez1@go2uti.com](mailto:dhernandez1@go2uti.com)

## KOLLMORGEN CORPORATION Appendix

### Kollmorgen IOR Numbers

<b>Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>IOR</b>
Kollmorgen Corporation	501 West Main Street	Radford	VA	24141	04-215186103
Kollmorgen Corporation	801 West Main Street	Radford	VA	24141	04-215186104
Kollmorgen Corporation	1300 North State Street	Marengo	IL	60152	04-215186105
Kollmorgen Corporation	33 South La Patera Lane	Santa Barbara	CA	93117	04-215186107
Kollmorgen Corporation	1120 Sycamore Avenue, Suite F	Vista	CA	92081	04-215186108
Kollmorgen Corporation	201 West Rock Road	Radford	VA	24141	04-215186113