



SUPPLIER INSTRUCTIONS FOR IMPORT ORDERS

1. ARCONIC (KUNSHAN) ALUMINUM PRODUCTS CO., LTD IMPORT COMPLIANCE: Guo Yan, Email: yan.guo@arconic.com;

2. TERMS OF SALE ARE THOSE SHOWN ON THE PURCHASE ORDER.

3. THE FOLLOWING ELEMENTS MUST BE LISTED ON THE **PACKING LIST** USED FOR CUSTOMS PURPOSES.
 - a. Name and address of buyer/seller;
 - b. Ship to location
 - c. Description of merchandise
 - d. Purchase order number
 - e. Quantities
 - f. Net weight and gross weight per unit**
 - g. Total net weight and gross weight
 - h. Country of Origin**
 - i. Destination Port of Entry
 - j. Dimension
 - k. Packaging (pallet or wood box or carton)
 - l. Material of pallet

4. THE FOLLOWING ELEMENTS MUST BE LISTED ON THE **INVOICE** USED FOR CUSTOMS PURPOSES.
 - a. Name and address of buyer/seller;
 - b. Ship to location;
 - c. Description of merchandise;
 - d. **HTS number**;
 - e. Purchase Order No.
 - f. Currency in full description (e.g. Australian Dollar, US Dollar)
 - g. Quantities;
 - h. Value/purchase price per unit;
 - i. Total value
 - j. Charges on merchandise, Frt, insurance
 - k. Manufacturer or brand of each item
 - l. Terms of sale / Inco terms
 - m. Country of Origin**
 - n. Destination Port of Entry
 - o. Invoice No. and date
 - p. P/N of each item

5. MARKING:
 - Arconic requires the supplier to include the following information into the Shipping Mark on the goods package. If any item is received without the following required package marking, that item will be considered non-conforming and may be returned to supplier at supplier's expense. Exception should get the email approval of the above import compliance SPA.
 - Country of Origin
 - Product Description
 - Specification
 - Quantity

6. CERTIFICATIONS: Vendor agrees to provide Arconic with certificates of product, Certificate of Country of Origin, or other written declarations/statements upon request that Arconic may require in order to ensure compliance with all import/export requirements, and secure preferential tariff treatment for Arconic-produced, Arconic-procured and/or Arconic shipped merchandise. Such certificates or other written declarations/statements shall only be provided by Vendor once it has been determined by Vendor and Vendor alone that the representations contained in those certificates or other written

declarations/statements are correct and in accordance with all applicable laws and regulations. In the event it is determined by either Arconic, its agents or a representative government agency that such representations are incorrect, then Vendor agrees to indemnify Arconic and hold it harmless against any and all fines, penalties, liquidated damages or other action taken by such government agency against such merchandise.

7. ISPM 15 REGULATION-IMPORTS: All commodity imports with wood packaging material (WPM) consisting of pallets & crates entering or transiting China will be compliant with the ISPM 15 treatment & marking standard.

8. TSCA: Prior to importation, full written disclosure of all constituents of metal / chemical / oils to be imported except for impurities and by-products and Material Safety Data Sheets (MSDS) on all hazardous materials. Only constituents with a commercial purpose need be disclosed. This includes oil applied to the metal for a specific commercial purpose such as a corrosion inhibitor, a slippage marking inhibitor but does not include normal residual processing oils.