



GLOBAL CUSTOMS IMPORT DOCUMENT REQUIREMENTS

Basic Commercial Invoice Requirements

Each time a supplier exports to a Tenneco affiliate, a legible commercial invoice or a Customs/Proforma Invoice for free of charge deliveries must be provided in a timely manner and include:

- Invoice / ASN number (consecutive numbering for unique referencing)
- Invoice Date / date of shipment
- Name, address, and TAX ID number of Supplier (with contact details), Shipped From location (if different from the Supplier), Consignee, ship-to location (if different from the Consignee with contact details), Buying entity (if different from the Consignee), Notify / Customs Broker if applicable
- Tenneco part number and detailed description including the commercial name by which it is known, its grade or quality (NOTE: 'Automotive Parts' is not an acceptable description)
- Each shipped material number has to be shown in a separate line with quantity
- Customs Tariff number
- Piece quantity shipped and the unit of measure (10 pieces / 3 barrels etc.)
- Net weight per part
- Total Net weight and Total Gross weight of shipment
- Purchase Order #
- Country of origin / manufacture by part
- Invoice declaration / Statement on origin, if applicable
- Unit price by part per PO
- Extended value of units times quantity- total value by part
- Type of Currency
- Total Invoice amount
- International Freight amount except for EXW or FCA Incoterms
- Shipping / Incoterms of sale and the named place and year, i.e., FCA 2020
- Payment conditions / terms
- Export Control Classification Number (ECCN), if known
- Export license number, if applicable
- Invoice page numbers (i.e. 1 of 3, 2 of 3, 3 of 3, etc.)
- Invoice has to be prepared in English (other languages in addition if requested)
- Conditional Fields:
 - Alloy surcharges if not in the piece price
 - Tooling costs and engineering costs if applicable and not in the piece price
 - Transport Insurance costs, if applicable
 - Textile Suppliers - Manufacturer name if not the supplier

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Additional Supplier Requirements

- General Requirements
 - Packing List must have all information shown on the commercial invoice except for the value Including Gross and net weight of products; Total manifested quantity shipped; Dimensions of manifested pieces shipped; Total net and gross weight of the shipment; Packing list page numbers (i.e. 1 of 3, 2 of 3, 3 of 3, etc.)
 - The Transportation Document (BL, AWB, etc.) must reference the commercial invoice
 - Origin certificates / Special Program documents, if applicable, for support of preferential tariff treatment (unless already provided to Tenneco)
 - All shipping documents must align with the invoice
 - EDI – Many of our brokers are capable of accepting EDI data. Suppliers interested in using EDI should contact Global Trade Compliance
 - Brand Registration - In case there is the end users brand on a product, supplier has to make sure that they are registered as an authorized supplier for goods having this brand.
- Export Controls
 - Suppliers must comply with the requirements established by the U.S. Foreign Trade Regulations (FTR), the Export Administration Regulations (EAR) and any other U.S. or local government regulations that apply to export transactions, shipments and operations
 - Suppliers shall provide information as necessary to enable Tenneco to comply with export regulations and apply for any export licenses
 - Suppliers must provide the Export Control Classification Number (ECCN), if known.
- Supply Chain Security Program Requirements
 - Suppliers must participate in or meet the minimum security requirements of the US Customs Trade Partnership Against Terrorism (CTPAT), Authorized Economic Operator (AEO), or other security programs.
 - Suppliers must accept responsibility for manufacturing facility and cargo security up to the point of delivering freight to the appointed carrier or forwarder
 - All suppliers and partners must understand and implement supply chain security procedures to secure shipments
 - Information regarding the supplier's security procedures and/or certification status in available government sponsored programs is required upon request
 - Suppliers must complete Supply Chain Security Questionnaires on an annual basis upon request
- Conditional Supplier Requirements:
 - Importer Security Filing (ISF)
 - Suppliers must provide all required ISF information at least 72 hours prior to the scheduled vessel departure time (ETD) to the Freight Forwarder

- Lack of providing ISF information accurately and in a timely manner by the supplier and/or supplier forwarder may result in paying any costs associated with not following this established protocol
- Steel & Aluminum Suppliers
 - Steel suppliers must provide Mill Certificate requirements along with country of melt & pour
 - Aluminum suppliers must provide country of smelt and cast
- Prepaid Incoterms
 - Prepaid Incoterms must include on the commercial invoice the line-item costs for those services that are prepaid according to the specific prepaid incoterm. Costs could include freight, insurance, transportation and duty