

g GE Energy Customs Compliance

Please make sure you read this email and forward to all parties involved with US imports to ensure they understand the US Customs requirements to make entry into the US.

GE ENERGY Customs Compliance has established a centralized GE ENERGY Import Processing Center where all import documentation will be received for US Imports of GEPS Business Units. This will help us to measure document turnover timeliness, which supports on time delivery. It is the responsibility of these Customs Customer Service Desks to facilitate compliant, timely and cost effective clearances through US Customs. US Customs allows us to pre-clear shipments five (5) days prior to the vessel's arrival into Port or "Wheels up" for Air shipments. This is our goal. To avoid Storage Charges at our US Ports, we must get the import documentation **PRIOR** to the shipment's arrival into port.

The GEPS Customs Support Central site is located at the below URL and here you can find additional detail regarding the import process.

http://supportcentral.ge.com/products/sup_products.asp?prod_id=17311

Our top CTQ's of the GE Energy Customs Team are:

- Maintain Global Customs Compliance
- Ensure Timely Border Clearances
- Optimize Financial Benefits of Special Customs Programs

The most common reasons for delays are as follows:

- 1) GE ENERGY Customs receives documents after the shipments arrival in the US Port
- 2) The import documents is missing information or illegible or in another language
- 3) The import documentation is sent to the wrong place for processing.
- 4) Non-US Supplier not using the GE ENERGY Routing Center to set up transportation and does not advised selected Freight Forwarder of GE ENERGY Import Process.

GE ENERGY has incurred several thousand Dollars in Storage charges at our US Ports. Going forward, storage charges will be billed back to the responsible party. In order to meet our customer fulfillment requirements, it is important that we get the Import documentation **PRIOR** to the shipment's arrival into the US Port.

Setting up Transportation to the US:

1) To set up a shipment using the GE ENERGY Routing Center:

We strongly encourage our non-US Supplier to use the GE ENERGY Routing Center for logistics. The process runs much smoother if the GE Routing Center is involved because we have processes set up with them for Customs Clearance. To use the GE ENERGY Routing Center to schedule inbound transportation to the US, please follow the attached instructions:

- 1.) Requestor (GE contact or Supplier) can schedule directly on the web site at www.allynintl.com. A user ID is required if one has not been established. Access the web site and click "User ID requests". Password and ID will be sent within 24 hours.
- 2.) Any invoice/documentation can be attached directly to the web page request
- 3.) If web access is not available, an excel file (attached) can be completed and faxed to 239-489-1285 or emailed directly to skovron.h@allynintl.com



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2) To set up a shipment without the GE ENERGY Routing Center:

If the GE ENERGY Routing Center is **NOT** used, it is important that the non-US Supplier advises the selected Freight Forwarder of the GE ENERGY Import Process. The person setting up the shipment overseas must advise the selected Freight Forwarder to fax or email the commercial invoice and bill of lading to **518-386-4828** or email to GE_Energycustoms@ps.ge.com. As a precaution, the person shipping the goods to the US should also fax a copy of the commercial invoice to GE ENERGY Customs Compliance and we will contact the Freight Forwarder to obtain a copy of the corresponding Bill of Lading. Attached I have detailed US Customs requirements for Commercial Invoices.

Commercial Invoice Requirements (Non-US Supplier):

When a Foreign Supplier forwards their commercial invoice and packing list to a Freight Forwarder, it is absolutely essential that the description on the commercial invoice clearly define what exactly is being imported. GE ENERGY Customs Compliance in the US must classify everything that is imported into the US to determine the appropriate Duty Rate. Please do not use "trade names". The description on the commercial invoice must describe what is being imported. By not providing complete import descriptions, delays could result. See example below. The Commercial Invoice, or in some cases a Performa Invoice, is prepared by the company shipping the goods to the US. This very important document needs to contain information such as:

- *Detailed Description of Goods along with applicable Part numbers* – this is used by the GEPS Customs team to identify the Classification number which determines the Duty Rate of the goods.
- *Value of the Goods* – This is the price paid for the goods from a Supplier or if there is no sale, the fair market value of the goods. If GE provides the Supplier any material or tooling to support the production of the goods or in any way provides financial assistance outside of the Purchase Order, there may be an "Assist" involved with this transaction. If you suspect there may be an assist, please contact your GEPS Customs representative. For more information on Assists, please go the GEPS Customs Support Central site.
- *Country of Origin of the Goods* – this is the COUNTRY where the product was MANUFACTURED. For more information on Country of Origin, please go the GEPS Customs Support Central site.
- *Shipper and Consignee*

Commercial Invoice Requirements:

- ✓ Supplier's name and address and contact name.
- ✓ GE contact name and phone number.
- ✓ Invoice must be legible and in English.
- ✓ Purchase order number, part number and detailed description of part(s).
- ✓ Purchase price and currency of transaction (must match the purchase order).
- ✓ Quantities (pieces, weight, unit of measure) easily identifiable.
- ✓ All goods/services furnished for the production of merchandise not included in purchase price (Assist such as tools, fixtures, tooling repairs, engineering work).
- ✓ Purchase order identification of consigned material and foreign inland freight.
- ✓ PO INCO terms of sale (FCA, FOB, CIF, DDU, etc.).
- ✓ GE Power systems name (or affiliate) and address shown as "Importer of Record" (unless terms are DDP)
- ✓ If there is a consignee, list contact name and address.
- ✓ Country of origin must be listed

Special Customs Programs (Duty Savings Opportunities):

The following special programs allow for duty savings opportunities if certain criteria are met and the proper documentation is available.

- NAFTA (North American Free Trade Agreement) provides duty free or reduced duty treatment for goods that originate within a NAFTA country (US, Canada, Mexico) and a NAFTA Certificate accompanies the goods.
- GSP (Generalized System of Preferences) provides for duty free entry of eligible goods from Beneficiary Developing Countries (E. Europe; South and Central America; Africa; Southeast Asia) where 35% of the value is from one of these countries and a GSP Statement accompanies the goods.
- TIBs (Temporary Import Bonds) provide for duty free entry of goods that meet certain requirements and are re-exported within one year (can be extended for up to three years).
- US Goods Returned provides for duty free return of US manufactured articles and articles assembled abroad with US components provided a US Manufacturer's Affidavit accompanies the goods.

For more information on each of these Special Programs, please go the GEPS Customs Support Central site.

Freight Forwarders Requirements:

[GE ENERGY Import Documentation must be faxed to 518-386-4828 or emailed to \[GE_Energycustoms@ps.ge.com\]\(mailto:GE_Energycustoms@ps.ge.com\) PRIOR to shipment's arrival into Port](#)

Required Documentation to make Entry into the US:

- 1) Commercial Invoice - **Must be legible and in English. Description must clearly identify import.**
- 2) Packing List
- 3) Bill of Lading must contain:

Ocean Transport must contain:

- MBL number
- HBL number
- CNTR number (as applicable)
- AMS number
- SCAC Code
- Correct delivery address (must be US location)
- Voyage number
- Feeder/Mother vessel name
- Port of discharge and place of delivery (both as applicable)

Air Transport must contain:

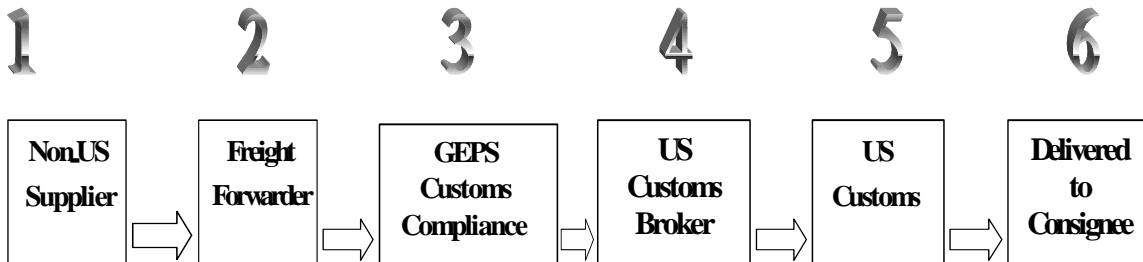
- MAWB number
- HAWB number
- Weight, commodity description

- 5) Special Programs Documentation
- 5) Arrival Notices (Ocean only)

Import Documentation Forwarding Information:

GE Energy Business	eFax Number	Primary Consignee	Email Address
Energy Products - Default	518-386-4828	GE Power Systems	gepscustoms@ps.ge.com
AEP	518-386-5321	GE AEP, GE Packaged Power, GE APS	aepcustoms@ps.ge.com
GE Nuclear Energy / GENE	518-386-4875	GE Nuclear Energy	genecustoms@ps.ge.com
Global Nuclear Fuels / GNF	518-386-4875	Global Nuclear Fuels - Americas	genecustoms@ps.ge.com
Energy Parts	518-386-5347	GE Energy Parts	energyparts@ps.ge.com
Energy Services	518-386-5348	GE Energy Services, GE International	energyservices@ps.ge.com
GE Wind Energy	518-386-4883	GE Wind Energy	windcustoms@ps.ge.com
Bently Nevada	518-381-2780	Bently Nevada	bentlycustoms@ps.ge.com
Oil & Gas	518-386-4876	Oil & Gas	oilgascustoms@ps.ge.com
TSO Customs Data Management	518-386-6548	TSO	tsocustoms@ps.ge.com
	518-386-2165	Data Mangement	customsdm@ps.ge.com

High Level Summary of Document Flow for Imports into the US:



1. Non-US Supplier - Prepares Commercial Invoice and Packing List and provides to Freight Forwarder and/or Routing Center. Must advise the Freight Forwarder to forward Import Documents to GE ENERGY Customs Compliance.
2. Freight Forwarder - Prepares Bill of Lading and Arrival Notice and attaches corresponding Commercial Invoice and Packing List. Faxes or emails to GE ENERGY Customs Compliance.
3. GE ENERGY Customs Compliance - Receives all Import Documentation. Performs Customs checks for Compliance. Forwards to Broker for Clearance.
4. US Broker makes entry with US Customs. Menlo Customs Brokers is currently GE ENERGY' preferred Broker for US Customs Clearance.
5. US Customs releases shipment
6. Shipment delivered to Consignee in US

Other Special Requirements

Some shipments of certain items require additional documentation. Below are a few examples:

- **Bearings & Valves**

A bearing summary sheet found at the GEPS Customs Support Central site must be filled out for any bearing or bearing part that is being shipped to the US. It must be filled out and signed by a party knowledgeable with the bearing. This document must be submitted to US Customs as support for our classification of the bearing. The manufacturer of the Bearing must also be listed; NOT from where the Bearing is being shipped unless the location and manufacturer are the same.

The same applies to valves. This summary sheet must also be filled out by a knowledgeable party and submitted to Customs Compliance in order to determine the correct classification.

- **Computers:**

If a GEPS employee ships their computer back to the US from overseas, FCC and FDA forms need to be completed. These are found on the GEPS Customs Support Central site. In addition, please include the following information on the Commercial Invoice:

FCC ID# (Can be found on the underside of the unit-usually a sticker)

Make & Model # (Can be found on the underside of the unit-usually a sticker)

Serial # (Can be found on the underside of the unit-usually a sticker)

Country of Origin/Manufacture: (Can be found on the underside of the unit-usually a sticker)

Also, when shipping the computer, do not include any miscellaneous materials with it as this can delay the clearance process significantly. Ship only the computer and its components.

- **Electronic Components:**

If the commodity being shipped has an output (resistors, transducers, transformers, etc.) please indicate what the output is, or the range of output for classification purposes.

- **Iron and Steel Piping and Bar Stock:**

The following rules apply to Piping shipments:

If the piping is being shipped in spools or loose and not traveling with the Turbine or Generator, then Mill certificates stating the material and piping dimensions MUST be supplied. The Commercial Invoice and/or packing list must have detailed descriptions of the piping, and EACH PIECE of the piping must be listed and have a value associated with it. Since all of these piping pieces are classified separately, then they must all have a separate values associated with them.

However, if the piping is being shipped as an assembled part of a Turbine or Generator, then Mill Certificates do NOT need to be supplied; or if the Piping is traveling with the Turbine or generator, and is part of the same consignment, Mill Certificates do not need to be supplied.

Bar Stock shipments require Mill Certificates for ALL shipments, regardless of what they travel with.

- **Hazardous Materials:**

Any potentially Hazardous Material (Paints, Thinners, Adhesives.) that is shipped to the US, must be accompanied by MSDS sheets. The Invoice should include detailed descriptions of the material, and a reference that matches the commodity listed with the appropriate MSDS sheet. The hazardous materials should also list the volume for each of the containers that the material is shipped in. All of this information is required for US Customs purposes. In addition, a TSCA statement is required from your business EHS representative to support the importation of hazardous material.

- **Personal Effects:**

If a U.S. GEPS Employee wants to ship their personal effects back to the states from abroad, DO NOT ship them with any GEPS Property (Laptops, PC's etc.) These items MUST be shipped separately and the GEPS Employee must provide their own SS# on the Airway Bill in order to Import the personal goods. The Employee will be contacted by the Courier for any additional information needed for clearance.

GEPS US CUSTOMS TEAM CONTACT INFORMATION:

GEPS Customs Manager:

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Special Customs Programs:

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Non-US Customs:

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Email: richard.kotovsky@ps.ge.com

GE ENERGY Routing Center:

Heather Skovron

Telephone: 888-428-4248 (X1450)

Email: skovron.h@allynintl.com

- ❖ **Failure to comply with Commercial invoice requirements will result in back charging of all costs associated storage charges upon determination of Supplier responsibility.**