

## **International Shipping and Customs Invoice Requirements – US Locations**

Suppliers must contact the Container Solution Center via email at [alan.mcdonell@alcoa.com](mailto:alan.mcdonell@alcoa.com) to ensure transportation has been arranged ahead of time.

Please provide:

- Weight, DIMS, and number of pieces along with the full address and contact person(s) at the Supplier
- A copy of the purchase order

### **ALCOA'S IMPORT BROKER CONTACT:**

Ocean and Air US Imports  
Livingston International  
150 Pierce RD  
Suite 500  
Itasca, IL. 60143  
[Alcoaimports@livingstonintl.com](mailto:Alcoaimports@livingstonintl.com)  
PH: 305-629-9568  
Attn: Team 17

Canadian Imports  
US Broker Livingston International  
Contact: Laura Guay  
[usimports@livingstonintl.com](mailto:usimports@livingstonintl.com)  
Phone: 518-298-4444

### **OCEAN CONTAINERS/BULK:**

The United States 10 + 2 program requires information prior to the landing of goods in the foreign country. It is mandatory for the importer of record to report this information for imported goods by containerized ocean shipments from a foreign supplier.

### **THE FOLLOWING ELEMENTS MUST BE LISTED ON THE INVOICE USED FOR CUSTOMS PURPOSES.**

Itemized invoice and NAFTA certificate of origin (if applicable) must accompany shipment. Documents must contain the following details:

- Purchase Order Number
- Model Number
- Dimension of crate / carton
- Serial number
- Weight per piece
- Description
- Ship from location
- Country of origin
- Ship to location
- Ship date
- Purchase price
- Expected delivery date
- Harmonized tariff number
- Carton / crate number
- Item packed in

NOTE: Alcoa can assist if you do not know the harmonized tariff number. Contact Amador Cardenas at 865-518-0785 prior to shipping. The harmonized tariff number must be on the shipping invoice.

**COUNTRY OF ORIGIN MARKING:**

The producer and /or foreign exporter must comply with the U.S. Customs and Border Protection Marking requirements (19 CFR 134- see below) by clearly indicating the country of origin in which the goods were produced on each article and outer package.

“The requirements of 19 U.S.C. 1304 and 19 CFR Part 134 provide that imported articles or their containers must be marked in a conspicuous place as legibly, indelibly and permanently as the nature of the article or container will permit, in such a manner as to indicate to an ultimate purchaser in the United States, the English name of the country of origin of the article.”

**CERTIFICATIONS:**

Upon request, Vendor agrees to provide Alcoa with certificates or other written declarations/statements that Alcoa may require in order to ensure compliance with all import/export requirements, and secure preferential tariff treatment for Alcoa-produced, Alcoa-procured and/or Alcoa 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 Alcoa, its agents, or a representative government agency that such representations are incorrect, then Vendor agrees to indemnify Alcoa and hold it harmless against any and all fines, penalties, liquidated damages, or other action taken by such government agency against such merchandise.

**ISPM 15 REGULATION-IMPORTS:**

All commodity imports with wood packaging material (WPM) consisting of pallets & crates entering or transiting the United States will be compliant with the ISPM 15 treatment & marking standard.