

## U.S. Import Guidance for International Suppliers and Customers

### Documentary Requirements:

**Commercial Invoice** (the following information must appear on the invoice to prevent delays in customs clearance):

- a. Must be in the English language
- b. Ensure the proper Illumina company placing the PO with the foreign Supplier/Vendor is on all documents (Illumina Inc. or Illumina Cambridge Ltd)
  - **Note:** If a shipment is sent to Illumina from a foreign country and the PO for such shipment was placed by Illumina with a domestic supplier/vendor, the commercial invoice for such shipment must show the name of the domestic supplier/vendor as the "Bill to" party that placed the order directly with the foreign entity and Illumina may be listed as the "Ship to" party only. Customs clearance of such shipments in the United States must be conducted by the domestic supplier/vendor that placed the order with the foreign entity.
- c. Complete name and address of supplier/shipper including contact name and phone number
- d. INCOTERMS (terms of delivery) and terms of payment
- e. Complete Illumina Purchasing or other contact name and phone number
- f. Invoice number and date
- g. Purchase Order (PO) number (if applicable). When generating a shipping document via carrier system, PO number must be entered in the reference field
- h. Each line item must have the following data elements:
  - Illumina part number (if available)
  - Supplier part number
  - Harmonized Tariff Schedule code (HTS)
  - Country of manufacture
  - Accurate item description (may use item description from Illumina PO, if applicable)
  - Serial Numbers (if applicable)
  - Accurate unit and extended value for each line item (including samples and R&D)
  - Currency of transaction (USD, SGD, AUD etc.)
  - Quantity
  - Unit of measure
- a. Signature of company representative

**Packing List** must contain weight, dimensions and marking

### Special Instructions:

1. **Value declared on the commercial invoice accompanying the shipment**
  - a. Values declared on the commercial invoice must include all charges that Illumina will incur as a result of this purchase (example: any applicable taxes, freight cost, packing and handling fees, etc.)
  - b. Values declared on the commercial/shipping invoice must match the charges on the billing invoice that will be submitted for payment by Illumina.
2. **Return of repair items**
  - a. An RMA number must appear on the Commercial Invoice
  - b. Warranty repair items must indicate original purchase price AND estimated repair value as a separate line item
  - c. Non-warranty repair items must indicate the original purchase price AND repair value as a separate line item
  - d. Foreign Shipper Declaration must accompany any US origin items within a shipment destined for any US Illumina facility. Please contact the Illumina Trade Compliance team at [ILMN-import@illumina.com](mailto:ILMN-import@illumina.com) to obtain this form
3. **Special Commodities** (Please contact Illumina Trade Compliance @ [ILMN-import@illumina.com](mailto:ILMN-import@illumina.com) for more details prior to shipping)
  - a. Lasers, computers, diagnostic products and other US Food and Drug Administration (FDA) regulated items may require additional information and documentation.
  - b. Chemicals/reagents/biologics will require USDA and/or TSCA declarations or import permits

**Additional Requirements for Ocean Freight:**

1. Mandatory U.S. security measures require Import Security Filing (ISF) prior to the vessel departure from origin port. An ISF form must be completed and sent to [ILMN-import@illumina.com](mailto:ILMN-import@illumina.com) 96 hours prior to vessel departure. Failure to do so may result in fines, penalties and the inability to import.

**Marks, Labels and Packaging:**

1. US import regulations require every article of foreign origin and its container be marked with country of origin
2. All wood packing material must be treated, certified and marked as per International Standards for Phytosanitary Measures (ISPM) 15
3. Hazardous material must be appropriately identified and packaged according to IATA/IMDG and DOT regulations and accompanied by Safety Data Sheets (SDS)
4. Perishable items must identify appropriate storage conditions and amount of dry ice per box

**Pre-Alert notification:**

All shipments require a pre-alert to be sent via e-mail to our Global Trade Compliance department at the time of shipping from vendor's facility. Such pre-alert should be sent to [ILMN-Import@illumina.com](mailto:ILMN-Import@illumina.com).

The pre-alert should contain the following:

1. Copy of the commercial invoice
2. Copy of the Packing List
3. Copy of the Bill of Lading or tracking number (if BL is not available)
4. Copy of the SLI (if available)
5. Proof of ISF filing (ocean shipments only)
6. Copy of PGA forms or certification (if applicable)

The subject line to such e-mail should follow the below convention, in this order:

1. Words "Pre-Alert"
2. Supplier name
3. Illumina PO/Invoice#
4. AWB/HBL#

ie. "Pre-alert - Supplier ABC - PO# 452000000 - AWB# 123456789"