



Americas import routing guide

Guide to importing into the Americas

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SECTION 1: Scope

1.1 This guide to Importing into the US is a supplement to Avnet’s Supplier Handbook, the International Routing Guide and Avnet’s packaging and labeling requirements. The instructions contained herein supersede all previous importing instructions and are to be followed except when indicated otherwise in Avnet’s purchase orders or authorized by Avnet’s Global Transportation Department.

1.2 This document applies to the following locations and subsidiaries:

Avnet 60 S McKemy Avenue Chandler, AZ 85226	Avnet Source 26 Clinton Drive Hollis, NH 03049
Avnet 6700 W Morelos Place Suite B Chandler, AZ 85226	Avnet 2211 South 47th Street Phoenix, AZ 85034
Avnet 400 Franklin Road Suite 260 Marietta, GA 30067	Avnet 8 Craig Acton, MA 01720
Avnet 1847 G Mercer Road Lexington, KY 40511	Avnet 370 W 2nd Street Winona, MN 55987
Avnet 220 Commerce Suite 100 Irvine, CA 92602	Avnet 3101 E President George Highway Richardson, TX 75082

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SECTION 2: Customs broker instructions

2.1 If Avnet is Importer of Record:

Avnet has paired with our transportation providers to include customs brokerage along with transportation.

When shipping FedEx, FedEx will act as Avnet's customs broker.

When shipping via UPS International, UPS will act as Avnet's custom broker.

When shipping via DHL, Crane, DSV, Dachser USA, Agility and Nippon Express or any other freight forwarder, contact Avnet import department for clearance instructions - import-compliance@avnet.com

Avnet is not the Importer of Record for inco terms DDP shipments or Customer Owned Inventory

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2.2 If supplier pays freight and Avnet is the Importer of Record:

Avnet has arrangements with Expeditors customs brokerage services. If a supplier selects a transportation carrier other than FedEx or United Parcel Services, the supplier must note on the export documentation that Avnet's broker is Expeditors.

Avnet's tax ID number is 11-1890605

SECTION 3: Customs Country of Origin requirements

3.1 These general requirements are set out for all markings with regard to country of origin (COO) marking on Avnet's imported products.

The purpose of Country of Origin markings:

Section 304 of the Tariff Act of 1930 as amended (19 U.S.C.1304) requires most imports to bear labels informing the ultimate purchaser of their country of origin.

The country of origin marking on an item has an impact on consumers' quality perceptions, affects the product's admissibility, the rate of duty applied at time of import, its entitlement to special duty or trade preference programs, antidumping and government procurement.

Required marking characteristics:

1. Must be indicated in English and spelled out in full text. No abbreviation or short form version will be acceptable.
2. Acceptable in the form of stickers, labels, tag, paint, or etching. The marking must be applied to a surface that ensures that the marking is conspicuous (2), legible (3) and sufficiently permanent (4).

Marking clarifications:

1. Integration parts:

Production parts are those parts which are intended solely for further assembly by Avnet of a product prior to purchase by an end user or customer. This does not include parts that are sold as spares. The correct Country of Origin must be clearly indicated on the commercial invoice, the outer shipping container, and on any internal packaging. Packaging like trays and sleeves do not need to be marked as long as the part itself is marked and the tray or sleeve cannot be used to ship individual parts to an ultimate purchaser. If the part is not sold as a spare then bagging and labeling in multiple quantities is acceptable rather than individual marking.

2. Kits:

Kits are created by the process of combining different articles. The supplier is responsible for Country of Origin identification for each of the individual parts that make up a kit. Each of the individual components that make up the kit must be marked with its Country of Origin either on the component itself, or on the box or bag that contains the component. The Commercial invoice must also contain the Country of Origin for each of the enclosed components. Please note, that kits differ from sets (shipped with items). For the purposes of this document, kit is a combination of individual items, which can be utilized by the ultimate purchaser independently from each other.

(1) ultimate purchaser means the last person in the United States that receives the good in the form in which it was imported. However, for a goods of a NAFTA country (USA, Mexico, and Canada), the ultimate purchaser is the last person in the United States who purchases the good in the form in which it was imported; such receiver/purchaser need not be the last person that will use the good;

(2) conspicuous means capable of being easily seen with normal handling of the good or container;

(3) legible means capable of being easily read;

(4) sufficiently permanent means capable of remaining in place until the good reaches the ultimate purchaser, unless deliberately removed;

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3. Assembly – Made in vs. Assembled in:

Unpopulated boards imported into the US from foreign origin must have a "Made In" label applied to the surface of the board. Those boards that are populated must have an "Assembled In" label applied to the surface of the board. If there is a "Made In" label already on a board that does not reflect the same country in which the board was populated, then the "Assembled In" label must be placed on the same side as the "Made In" label. The size of font the "Assembled In" label must be at least the same size or larger than the "Made in Label", since according to US Customs regulations, in many cases the country of assembly is the country of origin of the populated board.

4. Shipped with items (sets):

"Shipped with" items or sets are defined as those items that are part of a final assembled product/end item, such as a printer, scanner, or terminal and which presents by itself as such to an end user. These items are shipped in the same box with the end item and cannot be separated from an end item and/or sold as spares. Only items such as batteries, cables, and instructions that are individually shipped with an end item and will always travel with the functional unit fit this description. In this case they are considered part of that particular printer, scanner, or terminal. These items are not referenced on the commercial invoice and will not be subject to the same Country of Origin Requirements as other items. Note, that if containers (boxes, packages) reasonably indicate the origin of articles, than articles are excepted from marking under 19 U.S.C. 1304 (a) (D). For an exception to be granted under this provision, generally, the articles must be imported in the container and that container must reach the ultimate purchaser unopened.

Country of origin marking requirements for domestic suppliers:

All parts, manufactured in the USA and shipped from the USA do need to have a Country of Origin marking. However, domestic suppliers may mark the products' packages or shipments with the Country of Origin information. All items produced in any other country (outside the customs territory of the United States) and supplied to Avnet domestically fall under all marking requirements described in chapter B of this manual. All finished products regardless of their Country of Origin should have the Country of Origin marking and fall under marking requirements described in chapter B of this manual. At the time of export Avnet is held responsible for fulfillment of all marking requirements set forth by the United States customs regulations. In case of exporting any domestically supplied item, we want to ensure that the Country of Origin of such item is reported properly.

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SECTION 4: International documentation instructions

4.1 When products are shipped to Avnet from outside of the U.S., a packing slip, airway bill and commercial invoice are required at a minimum. In some cases, a declaration addressing wood materials, FCC documentation or Electronic Integrated Circuits form may be required.

4.2 Transportation Bill of Lading/Waybill requirements

- Waybills can be completed electronically using the transportation carrier's online tool or manually using a hard copy document. The requirements for each method are the same:
- Consolidate all individual shipments per day on to one consolidated airway bill.
- When shipping multiple boxes via pallet, the number of boxes must be referenced as the piece count.
- Avnet Purchase order # must be referenced in the primary reference field or in the ATTN field.
- Do not declare a value for cargo insurance purposes (A Customs Value is always required)
- Tax ID # for customs purposes (noted in Customs Broker Instructions)

4.3 Commercial invoice data requirements

The commercial Invoice must contain at a minimum the data below:

- Manufacturer (or supplier) name and address and if different than shipper name and address
- Consignee name and address
- Port of Entry
- PO Number(s) or Avnet reference number
- Quantity shipped in purchased unit of measure
- Part Number(s)
- Detailed description of goods
- Commodity Harmonized Tariff Schedule number
- Country of origin
- Incoterms
- Purchase price/value of each price by country of origin
- Value of royalties, assists, packing cost and proceeds if applicable.
- Notation of currency

4.4 If the commercial invoice is not available in proper form at the time of entry, a Pro Forma invoice will be allowed provided it contains the above information. Avnet will notify the Customs broker the information provided on the invoice is preliminary and that the actual invoice will be produced at a later time in accordance with Customs regulations.

The branch will be responsible for providing the original and final commercial invoice within 90 days to the Compliance department. Compliance will review the document prior to providing it to the broker for submission to Customs. The Customs broker will make the necessary disclosures in the form of a Post Entry Adjustment (PEA) on Avnet's behalf to US Customs.

The above procedure must be approved by Avnet's Compliance Department.

4.5

SAMPLE

4.6 Sample Pro Forma invoice

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SECTION 5: International ocean shipments

Ocean shipments will require approval from Import-Compliance@Avnet.com for ISF requirements. Avnet has created an ISF Filing data form that must be presented at time of ocean shipment request for approval.

5.1 Importer security filing data elements

The following information must be submitted 24 hours prior to loading product aboard a vessel in a foreign port:

- **Seller:** Usually the same as the manufacturer or supplier, although this may vary.
- **Buyer:** Usually the same as the importer; however, this too could vary. Buyer is recognized as the "bill to" party on commercial invoice accompanying shipment. This will be a company and not an individual.
- **Importer of record number / FTZ applicant identification number:** This data will be provided by Import department. Materials team need not provide.
- **Consignee number(s):** In case of a drop-shipment only. Customer's Internal Revenue Service number, Employer Identification Number, Social Security Number or a CBP assigned number will need to be provided. If consignee is Avnet, materials team need not provide.
- **Manufacturer (or supplier):** ISF will require the full name and address of the entity that last manufactures, assembles, produces or grows the commodity.
- **Ship-to party:** Name and address of the first deliver to party to physically receive the goods once released by US Customs. Usually the same as the consignee, but this could be different.
- **Country of origin:** Country of manufacture or production of goods.
- **HTSUS Number (Commodity Harmonized Tariff Schedule of the United States)**

The below data must be submitted 24 hours before the vessel carrying your product arrives in a US port:

- Container stuffing location
- Consolidator (Stuffer)
- Avnet has a preference for utilizing U.S. Flagships, where available at International ports that are reasonably priced for commercial shipments.

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5.2 Sample of ISF filing form

Summary of Shipment Information				
Vessel	Voyage	Vessel Cutoff Date	ISF Cutoff Date	
HBL#	or	MBL#	Type:	
BL Issuer:			Origin:	
Shipper:			Destination:	
Seller Name & Address or Dun & Bradstreet Number (DUNS):			Same as the Shipper?	
<small>Definition Name and address of the last known entity <u>by whom</u> the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>				
Name:			DUNS:	
Address1:				
Address2:				
Address3:				
City:	State:	Postal Code:	Country:	
Buyer Name & Address or DUNS:				
<small>Definition Name and address of the last known entity <u>to whom</u> the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided.</small>				
Name:			DUNS:	
Address1:				
Address2:				
Address3:				
City:	State:	Postal Code:	Country:	
Importer of Record Name or Number:			Same as the Buyer?	
<small>Definition Importer of record number/FTZ applicant identification number. Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. For goods intended to be delivered to a Foreign Trade Zone (FTZ), the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided.</small>				
Name:		Number(if known):		
Consignee Name or Number:			Same as the Buyer?	
<small>Definition Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.</small>				
Name:		Number(if known):		

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5.2 Sample of ISF filing form

Ship To Name & Address or DUNS:		Same as the Buyer?	
<small>Definition</small> Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.			
Name:		DUNS:	
Address1:			
Address2:			
Address3:			
City:	State:	Postal Code:	Country:
Consolidator (Stuffer) Name & Address or DUNS:		Same as the Seller?	
<small>Definition</small> Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided.			
Name:		DUNS:	
Address1:			
Address2:			
Address3:			
City:	State:	Postal Code:	Country:
Container Stuffing Location Name & Address or DUNS:		Same as the Seller?	
<small>Definition</small> Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided.			
Name:		DUNS:	
Address1:			
Address2:			
Address3:			
City:	State:	Postal Code:	Country:
Manufacturer		Same as the Seller?	
<small>Name and address of the entity that last manufactures, assembles, produces, or grows the commodity or name and address of the party supplying the finished goods in the country from which the goods are leaving. In the alternative the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules and regulations of the United States (i.e., entry procedures) may be provided (this is the information that is used to create the existing manufacture (MID) number for entry purposes).</small>		Yes	
Name:		DUNS:	
Address1:			
Address2:			
Address3:			
City:	State:	Postal Code:	Country:
Item	HTS	C/O	P.O. Number

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SECTION 6: Penalties of non-conformance

The instructions contained in the Guide are mandatory unless indicated otherwise in Avnet's purchase orders or otherwise agreed upon by Avnet's Global Transportation Department or an authorized Avnet Materials Manager. Failure to conform to these instructions may result in the Supplier being responsible for all excessive freight charges due to shipments being shipped contrary to these instructions. Those charges may be debited to Supplier's account.

SECTION 7: Contact information

Points of Contact for questions relating:

Email: Import-Compliance@Avnet.com

Phone Numbers:

Jonathan Lee	480.643.6078
Fe Abejuela	480.643.6370

SECTION 8: Wood Packaging Materials (WPM) regulation

The United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) has set standards for imported wood packaging material. The rule requires WPM, such as pallets, crates and boxes, used in international trade to support or brace cargo, to be treated to prevent the introduction of harmful insects to U.S. agriculture and to natural, cultivated, and urban forests resources. The approved treatments are 1) heat treatment to a minimum wood core temperature of 56°C for a minimum of 30 minutes or 2) fumigation with methyl bromide. To certify treatment, the WPM must be marked with the approved International Plant Protection Convention (IPPC) logo. Unmarked WPM will be considered untreated and non-compliant. Fumigation paper certificates are no longer required or accepted. Below is an example of an acceptable WPM mark:



XX - 000
YY

XX represents the ISO country code.
000 represents the unique number assigned by the national plant protection organization.
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

SWPM regulations allow non-compliant material to be re-exported. For purposes of CBP's implementation of this USDA requirement, "re-exports" refers to the immediate export of violative WPM and, where the violative WPM cannot be separated from the accompanying merchandise, the immediate export of the violative WPM and any accompanying merchandise.

All expenses incurred for the services of CBP officer and Agriculture Specialists involved in the separation of cargo will be billed to the importer or other party of interest.

The U.S. regulation for WPM does not allow for treatment at the ports. It does not allow any alternative disposal methods. It only allows for the immediate export of the non-compliant WPM, which cost will be for the account of the importer or other party of interest.

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SECTION 9: Carrier routing instructions

- 9.1 Consolidate all individual shipments per day on to one consolidated airway bill.
- 9.2 Use the following guidelines for shipment methods only if Avnet is responsible for freight charges.
- 9.3 Avnet has a preference for utilizing U.S. Flagships, where available at International ports, that are reasonably priced for commercial shipments.

International Parcel Shipments (less than 250kg)

Country	Carrier	Contact information
All	DHL	To prepare a shipment or find a local DHL office to schedule a pick-up, please use the following phone number: +1.877.873.2521

NOTE: Routing material to any address other than the approved address on the purchase order requires written approval from your designated materials contact at Avnet.

Palletized & Ocean shipments (greater than 250kg)

Country	Carrier	Account #	Contact information
China	TVS SCS	Avnet	Qingdao/Beijing
			Rita Wang Rita.wang@tvsscs.com 86-186 -1257 -2787
			Rebecca.Wang rebecca.wang@tvsscs.com 86-138 1132-9709
			Any Zhao andy.zhao@tvsscs.com 86-139-1175-2655
			Shanghai
			Terrence Tang terrence.tang@tvsscs.com 86-135-6452-4554
			Guangzhou
			Bella Cai fbella.cai@tvsscs.com 86-180-2247-3750
			Jessica Guan jessica.guan@tvsscs.com 86-138-0888-1196
Hong Kong	TVS SCS	Avnet	Enrico Stucci enrico.stucchi@tvsscs.com 852-6190-5776
			Chun Luk Man luk.manchun@tvsscs.com 852-2615-4130
Singapore	Crane Worldwide	Avnet	sin.airexport@craneww.com
			sinaircs@craneww.com
South Korea	Crane Worldwide	Avnet	6542 6055
			Ran Lee Ran.Lee@craneww.com 82-2-2093-3813
			Sammy Lee Sammy.Lee@craneww.com 82-2-2093-3803
			Hanan Kim Hanan.Kim@Craneww.com 82 2 2093 3814
Thailand	Crane Worldwide	Avnet	Maneerat Laothammajak (Kai)
			Maneerat.Laothammajak@craneww.com 66 2 7456 088 – 089 X 113
			Monthicha Somlorkpon
			Monthicha.Somlorkpon@craneww.com 66 2 7456 088 – 089 X 110
			Budsaba Malasri Budsaba.Malasri@craneww.com 66 2 7456 088 – 089 X 105
All Other Countries	Expeditors	Avnet	To find a local Expeditors office to schedule a pick-up refer to the link below. http://www.expeditors.com/office-locations/index.asp

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SECTION 10: Return Material Authorization (RMA)

Vendor returns

All vendors are required to receive authorization to return material to Avnet. Avnet facilities should obtain this from their materials representatives. The request for approval will be reviewed for product confirmation and compliance valuation and classification. The appropriate information will be provided for use on the commercial documents used at time of import. Contact information for both the RMA and compliance team below:

10.1 All international inbound shipment must deliver to an Avnet facility or location. Drop shipments to direct customers or delivering to an Avnet employee residence are not allowed under Avnet's Supply Chain Policy without prior approval by Global Trade Compliance. International shipment not following this policy will be rejected and returned to origin at customer's expense.

10.2 Avnet does not accept Importer of Record responsibility or filing of Customs clearance formalities on Drop Shipments.

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Acknowledgement

As the authorized representative for the company identified below, I acknowledge the following:

1. My company has received the Avnet, Inc. Americas Import Routing Guide (the "Guide") version/dated that is notated on page 1 of this document.
2. The instructions contained in the Guide supersede all previous shipping instructions and are to be followed except when indicated otherwise in Avnet's purchase orders or any contract between Avnet, Inc. and my company, or authorized by Avnet's Global Transportation Department.
3. My company will be responsible for all excessive import and freight charges due to shipments being shipped contrary to these instructions. Those charges will be debited to my company's account.

Each supplier is required to acknowledge routing guidance through Avnet's electronic acknowledgment system. You will receive an email containing instructions and a link to complete the acknowledgment process.

For transportation questions contact : Transportation-Operations@Avnet.com

For import questions contact:

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Jonathan.Lee@Avnet.com