

Supplier Instructions for Exports to IBM Corporation in Korea – Country Unique Requirements

(Also known as: Supplier Shipping Procedural Instructions – SPIs)

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1.0 INTRODUCTION

The following instructions are applicable to all suppliers making shipments to IBM in Korea. As a supplier to IBM, you must comply with Korean government regulations and specified rules pertaining to the importation of goods and comply with additional IBM requirements concerning invoicing, labeling, security, etc. If you have any questions regarding these instructions you should contact your IBM buyer or the person requesting the goods prior to making shipment.

2.0 DOCUMENT REQUIREMENTS

You are responsible for providing the following documents with the required information:

- Credit cancellations will not be processed on goods that have already been customs cleared. The secretions or changes must be processed prior to ETA as a credit/correct. Supplemental debit invoices are not acceptable. Thus, suppliers are responsible for stating accurate invoice amount & contents in the invoice.
- Pro-forma Invoices are not acceptable.
- All invoices must be billed in US dollars.
- In order to perform the customs declaration, the unit price (taxable amount) should be written on the invoice for both charge and no-charge invoices.
- The principal delivery terms & conditions for importing items is CPT/Prepaid, unless otherwise agreed. The condition for exporting items is to be decided in accordance with specific requirements of counterparty country's SPI.

3.0 PACKING/LABELING

You are required to comply with the following packing & labelling procedures when shipping goods to IBM locations in Korea:

- **Mixed Package & Over-pack*** Suppliers must ensure that the origin, part number and dangerous goods indication (if applicable) of each unit contained in the mixed package are marked on the outside of the mixed package, or the over-package.
 - **Over-pack:** Packaging material which encloses more than one product. The contained products may be different or the same type.
- **Wooden Packaging:** Please comply with International Standards For Phytosanitary Measures No. 15 (ISPM 15). Korea is participating in ISPM 15.
For the details, please refer the link below.
http://en.wikipedia.org/wiki/ISPM_15.
- **Exempted Articles** Plywood, veneer panel, particleboard, oriented strand board, wafer board, fiber board, densified wood, glued laminated wood, agglomerated cork, pulp, wood wool, wood flour, ground cork.

4.0 SHIPPING INSTRUCTIONS

The following information should be provided to the importer.

- Carrier Name
- Air Waybill or Bill of Lading Number
- Flight or Voyage Number
- Departure and Arrival Dates and Time
- Port of Entry
- Case Number
- Invoice Number
- Order Number
- Total Pieces and Weight
- Machine Type/Model and Serial Numbers, if applicable
- Special Handling, if applicable
- Hazardous Material

5.0 Products Compliance: KC Mark

Broadcasting and Communication equipment products should be KC certified and KC mark should be labeled on products

For the details, please refer to the link below, which Korea RRA provides the official English web site for this KC mark

<http://rra.go.kr/eng/approval/process/about.jsp>