



Dear Valued Plexus Supplier,

In our ongoing effort to maximize our compliance with US import regulations, Plexus would like to take this opportunity to provide our partners with our commercial invoicing requirements for US imports where Plexus is the agreed upon importer of record. Please review and execute the requirements below and contact us with any questions or concerns you may have.

For US imports where Plexus is the agreed upon importer of record and the mode of transportation is ocean, please also review and execute our [ISF introduction letter](#).

Please note that Plexus performs periodic reviews of commercial invoicing documents and our partners may receive a reminder letter if our commercial invoicing requirements are not being consistently met.

Commercial Invoices for the purposes of Importation into the United States must have the following:

- Invoices must be in English
- Purchase Order numbers with Invoice number (if different), and where applicable the Return Material Authorization (RMA) or Customer Goods Return (CRG) number or equivalent
- Invoice date: Date when the merchandise is sold or agreed to be sold
- Ship date (month, day, year): The final date of export (the actual date the merchandise finally leaves the country of exportation for the United States.
- Name and address of the seller (company name and address) and/or name and address of the shipper, if the seller is not the shipper
- Name and contact information for an employee, employed by the seller and/or shipper, who has detailed knowledge of the sales transaction
- Name and address of the buyer (Plexus company name and the site address), and name and phone number of the prime point of contact at the buyer's site (i.e., procurement agent)
- Name and address of consignee if not the buyer (company receiving non-purchased transactions or drop shop destination)
- Plexus part number indicated for each item on the shipment. If the item is a raw material, provide the material grade, class and dimensions. Raw materials should include a part number/item ID.
- Easy to understand description of the item, example "Network Wireless Router-G 2.4 ghz 54 mbps"

NOTES:

- Generic descriptions, engineering coded descriptions, non-universal abbreviations, acronyms, and Stock Keeping Unit (SKU) numbers are not acceptable by themselves
- Plexus may request additional description information for items that do not have a Plexus part number and/or design

- Quantities, weights and measures
  - Record the quantity of each part number in the shipment
  - Total quantity of parts being shipped
  - Provide net weight of each part number and gross weight of entire shipment
  - Specify unit of measure being used
  - Specify the total number of boxes included per packing sheet
  - Textiles must specify the net gross weights and the length, width and total square meters of material
- Country of origin: Indicate the country of manufacture of each item
- Terms of sale: Specify the International Commercial Terms of Sale (Incoterms) as agreed to per the Plexus contract on the invoice or Plexus Work Authorization
- Page numbers are required for each invoice (example: \_\_\_\_ of \_\_\_\_ pages).
- USHTS (Harmonized Tariff Schedule) number, ONLY if provided by Plexus U.S. Import team.
- Value of each indicated part – per unit – in currency on the P.O.
- Extended value (unit price times quantity) – in currency on the P.O.
- Repair value- Used ONLY if approved by Plexus and claiming chapter 98 program for repairs re-entering the U.S. – separately enter the value of the item and the value of the repair on the invoice. For “no charge” repair show the value of the repair on the invoice.
- List separately any assists values and/or additional costs used for manufacturing each part as described below
  - Assists: Any components, materials, dies, molds and tools that are supplied by the buyer free of charge or at a reduced cost to the seller, and used in the production of imported goods. This includes any buyer paid transportation costs will be provided by the procurement focal responsible for this merchandise.
  - Engineering and Design work: Work that is performed outside the U.S. by non-U.S. employees, and is not included in the unit price of the merchandise being imported.
  - Packing costs: Costs for packing that are incurred by the buyer and have not been included in the unit cost
  - Non-recurring charges: One time charges, incurred by the Buyer, for such items as, expedite fees and transportation costs, which have not been included in the unit cost.
  - Selling commissions: Commissions incurred by buyer that have not been included in the unit cost
  - Royalties: Fees the buyer is required to pay as a condition of sale
  - Proceeds that go back to the exporter/seller upon sale of the product (may not be relevant to our business model, but it is one of the adds to dutiable value

- List all discounts that have been agreed to, or may be allowed, that apply to the purchase price or value, but have not been included in the unit price (terms of payment) – note: the discount must be backed by an actual agreement, for justification in taking the discount
- If seller receives any rebates, drawbacks or bounties, as a result of exportation, please itemize and provide description.
- If the product is consigned to the U.S., the unit price at which the consigned good is sold in the United States should be listed on the invoice

## **U.S. GOVERNMENT PROGRAMS**

If a government contract applies the prime contract number and, if applicable, delivery order number must be noted on the commercial invoice. Additionally, the following government contract statement needs to be shown as follows for Military Programs when goods are entitled to duty-free entry.

*“United States Dept. of Defense Duty-Free Entry to be claimed pursuant to Section XXII, Chapter 98, Sub-chapter VIII, item 9808.00.300 of the Harmonized Tariff Schedules to the United States. Upon arrival of shipment at the port of entry, District Director of Customs, please release shipment under Section 19 CFR Part 142 and notify Commander, Defense Contract Management Area Operations (DCMAO) New York, for execution of customs forms and any required duty free entry certificates.”*

Commercial invoice must show that the shipment is consigned to a U.S. government agency (i.e., U.S. Department of Defense) in “care of Plexus”, if shipment has a prime contract number.

## **U.S. DEPARTMENT OF STATE LICENSE OR EXEMPTION**

If the items were exported from or are to be imported into the U.S. under authority of a Department of State license or exemption, information must appear on the invoice as noted below (contact buyer for license number or type of exemption if not known):

### Licenses

- Import to the United States under the authority of DSP-61 license number xxxxx

### Exceptions

- This shipment is being imported in accordance with and under the authority of 22 CFR xxxx (identify subsection)

Thank you for your attention in this matter. If you have any questions or concerns, please contact [USAimport@plexus.com](mailto:USAimport@plexus.com)