



150 Venture Boulevard • Spartanburg, SC 29306
Phone: (864) 574-8960 • Fax: (864) 578-7308

INTERNATIONAL SUPPLIER ROUTING INSTRUCTIONS

Effective July 1st, 2008

Scope: These instructions supplement the Purchase Order notes and provide the packing, marking, documentation and shipping instructions for all international shipments under the terms FOB Origin Outside US.

International Documentation requirements for your Export to VENTURE MEASUREMENT company:

1. Commercial Invoice – must include the following:
 - Complete, clear & detailed description of goods – no abbreviations or trade names.
 - Item or Part #
 - Purchase Order Number
 - Invoice Number
 - Quantity Shipped
 - Unit & Extended Pricing and Total invoice price.
 - Country of Origin (where the goods were manufactured)
 - Supplier Name and Address
 - Consignee Name must be shown as Venture Measurement
 - Currency of invoice (US\$)
 - Date of Shipment
 - Harmonized Tariff Number supplied by Venture Measurement
2. Packing List – must include the following:
 - Purchase Order Number
 - Quantities
 - Part Numbers
 - Weight and dimensions per package
 - Consignee Name and Address

Wood Requirements:

ANY SHIPMENT TO THE USA USING UNMANUFACTURED WOOD PACKAGING MUST BE TREATED AND MARKED ACCORDING TO THE ISPM 15 (Standards for Phytosanitary Measures).

- ISO Country Code or ISPM MARK from Producer Treatment Method
- "HT" (heat treated) OR "MB" (methyl bromide)
- Contact your local UPS-SCS office if you are unsure of the wood packing rules.

Routing guidelines for Supplier shipments Exporting into Venture Measurement, USA:

1. **Cargo under 100 kgs ships small package "collect":**
 - Use UPS Small Package Worldwide Saver – Collect (for acct# please request if from your planner/buyer).
 - Prior to each shipment, please notify Venture Measurement buyer of record and request authorization of shipment.
2. **Cargo exceeding 100kgs that ships FCA or FOB port of export:**
 - Ocean freight is preferred. Venture Measurement's buyer of record must authorize all AIR shipments and authorization of shipment should be requested to buyer prior to each shipment.
 - Use UPS Supply Chain Solutions – Collect (for acct# please request if from your planner/buyer), for both Ocean and Air shipments.
Freight forwarding and customs brokering services will be provided by *UPS-Supply Chain Solutions.
* To find the UPS-SCS office located nearest you go to <http://www.ups-scs.com/contact/> and find the "Global Directory" link in the upper left hand corner of the web page. The UPS-SCS Global Directory will allow you to contact a UPS Supply Chain Solutions office at any of their global network of facilities in over 120 countries around the world.

Charge Back Procedure:

Compliance to Venture Measurement' routing guidelines and instructions is the shipper's responsibility. Venture Measurement Materials Manager or the buyer of record must authorize deviation in advance and in writing.

Carrier: Venture Measurement reserves the right to refuse payment on excess freight charges due to non-compliance of Venture Measurement's routing instructions and excess freight charges and other accessorial costs will be charged back to shipper as penalty for non-compliance.

Insurance: Any declared value for insurance will be charged back to the supplier.