



Guadalajara Mexico Import routing guide

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SECTION 1: Scope

1.1 This guide to Importing into Guadalajara, Mexico 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
Avenida. Camino al ITESO 8900 Ed. 1-B
Parque Industrial Jalisco
Tlaquepaque, Jalisco - CP 45080

Avnet
Periférico Sur 6588, Toluquilla
Parque Industrial FLEXPARK
Tlaquepaque, Jalisco - CP 45610

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 DHL, Expeditors, Crane Worldwide, UPS, and Agility or any other freight forwarder, Cabrera Lamas will act as Avnet's customs broker, contact information below.

Commercial Name: Cabrera Llamas y Asociados S.A. de C.V

Tax Id: CLA910515NF0

Customs Broker Info & Register: Adrian Llamas Tapia

Name	Position	Telephone	Email Address
Leonardo Ramos	Customs Brokerage	Main: 52 33 32841700	leoramos@cabrerallamas.com

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 Mexico 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.

SECTION 4: International documentation instructions

4.1 When products are shipped to Avnet into Mexico, a packing slip, airway bill and commercial invoice are required. In some cases, a declaration addressing wood materials.

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
- Mexico Port of Destination
- 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
- Notation of currency

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4.5 Sample commercial invoice

Your Company Name and ship from Address							
Avnet Ship to Address Avnet, INC AVNET TAX ID: 11-1890605				<input type="text"/>	Avnet Bill to Address Avnet, INC		
ATTN:				ATTN:			
Ship date:	Avnet Purchase Order	Avnet Secondary Reference	Carrier	Bill of Lading/AirBill	INCO TERMS		
Shippers Primary Reference	Shippers Secondary Reference		Currency				
Item #	Qty Shipped	Part Number	Description	Harmonized Tariff Schedule/ECCN	Country of Origin	Unit Cost	Total Cost
SAMPLE							
Shipment does not contain any non-treated wood materials.						Product Total	\$ -
						Freight	\$ -
CERTIFIED TRUE AND CORRECT:						Invoice Total	
SAMPLE - COMMERCIAL INVOICE TO USE FOR REFERENCE PURPOSES							

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SECTION 5: 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 6: Contact information

Points of Contact for questions relating:

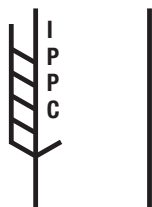
Email: Import-Compliance@Avnet.com
Alvaro.Lopez@Avnet.com
Mariana.Cuadra@Avnet.com
Gerardo.Castanon@Avnet.com

Phone Numbers:

Marianella Enriquez 480.643.6340

SECTION 7: Wood Packaging Materials (WPM) regulation

The Mexico Department of Agriculture, 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 MX agriculture and to natural, cultivated, and urban forests resources. The approved treatments are 1) heat treatment to a minimum wood core temperature of 56oC 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 implementation of this 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 officers and Agriculture Specialists involved in the separation of cargo will be billed to the importer or other party of interest.

The MX 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 8: Carrier routing instructions

Full Truckload Shipments

Country	Carrier	Contact information
United States	Swift	To prepare a shipment or find a local Swift office, please contact 1-800-800-2200

Parcel and shipments under 100kg

Country	Carrier	Contact information
All countries	DHL	To prepare a shipment or find a local DHL office to schedule a pick-up, please contact: Mark.Medley@dhl.com +1.877.873.2522 x4278/

Heavy weight shipments greater than 100 kg

Country	Carrier	Contact information	
China	Crane	Qingdao/Beijing	
		Worldwide	Cathy Zhang Cathy.Zhang@craneww.com 86 532 8502 9973
			Qing Qing Yuan qingqing.yuan@craneww.com 86 532 8502 9972
			Irion Wang Irion.Wang@craneww.com 86 532 8502 9852
	Shanghai		Apple Shi Apple.Shi@craneww.com 86 21 3251 5851
			Jerry Chen Jerry.Chen@craneww.com 86 21 3251 5832
			Fred Wang fred.wang@craneww.com 86 21 3251 5831
Hong Kong	Crane	Weight greater than 300kg:	
		Worldwide	Yan Chan yan.chan@craneww.com 852 3796 6380
			Carmen Hung carmen.hung@craneww.com 852 3796 6387
			Alby Wong alby.wong@craneww.com 852 3796 6386
		Alan Mak alan.mak@craneww.com 852 3796 6388	
	DHL Express	Weight 300kg and under: To prepare a shipment or find a local DHL office to schedule a pick-up, please contact: Mark.Medley@dhl.com +1.877.873.2522 x4278	
Malaysia	Crane	PEN Rosli Rashid rosli.rashid@craneww.com 604 6271 288	
	Worldwide	KUL Razmi Radzi razmi.mohdradzi@craneww.com 603 8023 7630	
Philippines	Crane	Manila Patricia Oraya patricia_oraya@superhawk.ph 63 920 9780253	
	Worldwide	Manila Jennifer Peace jennifer_peace@superhawk.ph 63 998 9625471	
		Manila Cris Meso cris_meso@superhawk.ph 63 999 8854211	
Singapore	Expeditors	To find a local Expeditors office to schedule a pick-up refer to the link below. http://www.expeditors.com/office-locations/index.asp	
South Korea	Crane	Ran Lee Ran.Lee@craneww.com 82 2 2093 3813	
	Worldwide	Sammy Lee Sammy.Lee@craneww.com 82 2 2093 3803	
		Hanan Kim Hanan.Kim@Craneww.com 82 2 2093 3814	
Thailand	Crane	Maneerat Laothammajak Maneerat.Laothammajak@craneww.com 66 2 7456 088 – 089 EXT 113	
	Worldwide	Monthicha Somlorkpon Monthicha.Somlorkpon@craneww.com 66 2 7456 088 – 089 EXT 110	
		Budsaba Malasri Budsaba.Malasri@craneww.com 66 2 7456 088 – 089 EXT 105	
All Other Countries	Expeditors	To find a local Expeditors office to schedule a pick-up refer to the link below. http://www.expeditors.com/office-locations/index.asp	

If an account number is required, please contact transportation-operations@avnet.com

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SECTION 9: 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. International Routing Guide (the "Guide") dated _____, 20____
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.

Signature: _____

Company Name: _____

Name _____

Position/Title _____

Date _____

Please return to:

Email address: Import-Compliance@Avnet.com

Or by Certified mail: Avnet

ATTN: Global Transportation Department, Import Compliance
60 South McKemy Avenue
Chandler, AZ 85226