

ELEMENT: PROCEDURES
FUNCTION: IMPORT SECURITY
TITLE: **SUPPLIER DOCUMENTATION GUIDELINES**
SCOPE: This standard applies to all Milliken US locations that handle import/export shipments
PURPOSE: To define documentation requirements for suppliers to Milliken & Company

The following information **must** appear on all commercial invoices **and** shipping documents:

- Complete name and address of the manufacturer and supplier
- Name and location of the buyer and seller. All references to Milliken **must** read **MILLIKEN & COMPANY** on the first line. All other details for delivery are to appear in subsequent lines. The address must be immediately followed by the name of the contact person. An **example** of an acceptable address for Milliken would be:

MILLIKEN & COMPANY
M-220 RAW MATERIAL SERVICES
PO BOX 1926
SPARTANBURG, SC 29304
CONTACT: CHRIS LANCASTER

- Detailed description of the merchandise in English. Generic descriptions and/or SKU numbers are **sufficient only for the shipping papers, not the commercial invoice**. The **product description must not include any other details** (No company name, address, contact name, etc.)
- Port of U.S. entry **and** Incoterms
- Quantities in metric weights and measures, pieces, net and gross weights. If a classification requires additional detail, the detail must appear on the face of the invoice.
- Country of origin as detailed in the Milliken “Supplier Shipping Security Procedure”
- Name of responsible employee of the exporter who has knowledge or who can obtain knowledge of the transaction.
- The **notify party** must be indicated as seen in the “Mailing Instructions” section of this procedure. It is preferred that shipments not move on original documents, but if they must please follow instructions below
 - **All** original documents must be sent to Milliken’s customs broker
 - A scanned set of original documents must also be forwarded to the appropriate Milliken buyer and rawmatap@milliken.com
- A copy of the **Detailed Packing List** for the shipment must be sent with the original documents.
- For ocean shipments, a scanned set of original documents including the ISF Template must be sent to isf@milliken.com at least 72 hours prior to loading in the foreign port.

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Additional requirements for the *commercial invoice only* are:

- Purchase price of each item in currency of sale.
- Milliken purchase order number
- Kind of currency (U.S. Dollars, Euro, etc.)
- Harmonized Tariff Number
- Any other charges not included in the invoice price such as: ___ Engineering work, ___components or materials provided at less-than-fair-market value or free, ___other services provided
- Discounts
- Terms of sale: ___ExWorks, ___CIF, ___DDP, ___Other (all Incoterms must also indicate named place; such as CIF - Charleston)
- Actual price of international freight if applicable and a copy of the rated BL
- Invoice must be clearly printed on standard quality paper.
- Certain textiles require more detailed descriptions including fiber content and construction. The supplier is responsible for determining any additional information necessary to facilitate movement of goods and providing that information.

Mailing Instructions:

- The **ORIGINAL commercial invoice and the ORIGINAL Rated Ocean B/L** along with copies of the **Detailed Packing List** are to be sent to our designated representative.

For shipments originating in North America:

Livingston International (Canada)
33 Walnut St.
Fort Erie, Ontario L2A 1S7

Roser & Cowen Logistics (Mexico)
Attn: Carlos Rodriguez
12114 J.E.F Dr.
Laredo, TX 78045

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All Others :

Expeditors International of Washington Inc.
3101 Yorkmont Rd. Suite 2400
Charlotte, NC 28208 USA
Email: brokerage-clt@expeditors.com
Phone: 704-329-0303
Fax: 704-329-0595

- Scanned copies of all the above forms must be sent electronically to the appropriate Milliken buyer and rawmatap@milliken.com .