



PPG INDUSTRIES, INC.

***SUPPLIER HANDBOOK
MEETING U.S. CUSTOMS
& BORDER PROTECTION
REQUIREMENTS***

May, 2021

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I. INTRODUCTION

PPG Industries, Inc. (“PPG”) is a global supplier of paints, coatings, optical products, and specialty materials. Through leadership in innovation, sustainability and color, PPG helps customers in industrial, transportation, consumer products, and construction markets and aftermarkets to enhance more surfaces in more ways than does any other company.

PPG and its subsidiaries consider Customs compliance a top priority. This handbook is designed to guide international suppliers (external parties and PPG-related international locations) in understanding U.S. Customs requirements in transactions where PPG is the [Importer of Record](#) (“IOR”). The IOR is responsible for filing legally required documents with U.S. Customs, ensuring that goods are imported in accordance with U.S. Customs Rules and Regulations, and payment of [duties](#) and taxes incurred at the time of import.

Whenever a U.S. entity purchases goods from an international supplier, U.S. Customs must clear those goods for entry. If the U.S. buyer agrees to pay duty and taxes as part of the condition of the sale (based on INCOTERMS), the buyer is considered the Importer of Record. Imported goods are defined as items entering the U.S. including machinery and equipment, manufacturing components, raw materials, intermediates, finished goods, consignments, samples (even if at no charge), prototypes and return of items previously exported from the U.S.

Employees in various functions such as, but not limited to, Supply Chain, Finance, and Information Technology interact with international suppliers, [Customs brokers](#), and carriers during the import process. To aid in this communication, the PPG Import Operations and Compliance team offers training to ensure compliance with U.S. Customs Rules and Regulations.

Throughout this handbook, key terms are hyperlinked to provide Customs definitions in the glossary. In addition, some sample forms have been included for reference when providing import documentation.

While this handbook is a fundamental source of information, it does not address every circumstance. Detailed information regarding U.S. Customs Rules and Regulations can be found at <https://www.cbp.gov/>.

Questions related to PPG imports should be directed to imports@ppg.com.

II. PPG U.S. IMPORT TEAM CONTACT INFORMATION

Import Team

Shared inbox, primary contact for US imports

Email: imports@ppg.com

Jim Howrylak

Manager, Import Services (“MIS”)

Email: howrylak@ppg.com

Phone: 412-434-2982

Ayhan Cakmur

PPG Import Operations Supervisor

Email: cakmur@ppg.com

Phone: 412-434-2627

Sue Boyd

PPG U.S. Import Analyst - Operations

Email: seboyd@ppg.com

Phone: 412-434-1721

Marlana Senge

PPG Global Import Trade AnalystEmail: msenge@ppg.com

Phone: 412-434-2035

Frank Kiss

PPG USCA Import Classification Analyst

Email: fkiss@ppg.com

Phone: 412-434-1708

Mike Bezak

PPG Global Import Trade Analyst

Email: mike.bezak@ppg.com

Phone: 412-434-2583

Ellen LaLumere

PPG Classification and Trade Supervisor (

Phone: 412-434-4472

Classification Requests

HTS classification requests

Email: classification@ppg.com

NAFTA Certificates

NAFTA documents and inquiries, NAFTA Certificate requests

Email: fta@ppg.com

III. PPG AUTHORIZED U.S. CUSTOMS BROKERS

Primary broker for imports from Canada by truck or rail

Livingston International

Adrienne Hayden
670 Young Street
Tonawanda, NY 14213
Email: ahayden@livingstonintl.com
Phone: 716-696-5650 ext. 7104

Primary broker for all Ocean and Heavy Air imports

BDP Internaional, Inc.

100 Concord Road
Aston, PA 19014
Email: ppgimport@bdpintl.com
Phone: (610) 364-5221

Primary broker for imports from Mexico by truck or rail

DSV Air & Sea Inc.

Gracie Garza
2121 Jefferson Street
Laredo, TX 78042-1240
Email: graciela.garza@us.dsv.com
Phone: 956-723-4343

Primary broker for Sample or Parcel imports

FedEx Trade Networks Transport & Brokerage, Inc.

FTN CPA Administrator – KaDarian Stewart
P/1.866.363.5425
Email: CPA_MEMACCTTEAM2@ftn.fedex.com

The following broker should ONLY be utilized for empty container returns from Mexico.

Suarez Brokerage Co

Gloria Blumenkron
270 W Produce Row
Nogales, AZ 85621
Email: gloria@suarezbrokerage.com

IV. IMPORT CHECKLIST

Use this checklist to proactively ensure security of the shipment and compliance with U.S. Customs Regulations.*

- ☐ Have you provided your [C-TPAT](#) certification number OR have you completed and returned your [PPG's Supply Chain Security Acknowledgement](#)?
- ☐ Are *all* documents pertaining to this shipment in English?
- ☐ Is a PPG-authorized Customs broker being utilized? (see [list](#) on pg. 3)**
- ☐ OCEAN SHIPMENTS ONLY: Was the [Importer Security Filing](#) ("ISF") template submitted to the PPG-authorized Customs broker AT LEAST 3 business days prior to the freight loading onto the vessel?
- ☐ ALL SHIPMENTS: Have all documents pertaining to the shipment been sent to the PPG-authorized Customs broker AND imports@ppg.com by the time of departure?
 - [Bill of Lading](#) / [Airway Bill](#)***
 - [Commercial Invoice](#)
 - Packing List
 - Dangerous Goods Declaration ("DGD")
 - Toxic Substance Control Act Statement ("TSCA")
 - [Material Safety Data Sheet](#) ("MSDS")
 - NAFTA or other Preferential Trade Treatment documentation
- ☐ Is the PPG-authorized Customs broker identified as the "[notify party](#)" on the Bill of Lading/Airway Bill
- ☐ Does the invoice include
 - Detailed descriptions of the goods
 - A tariff classification number according to the [Harmonized Tariff Schedule](#) ("HTS")
 - Country of Origin ("COO")
 - Quantity
 - Correct value and currency for each item (including samples)
- ☐ Is the goods package clearly marked "Made in _____"?

*Any errors in Customs declaration must be made known immediately to imports@ppg.com.

** Only PPG-authorized Customs brokers may file entries on behalf of PPG.

*** Do NOT use/send the Original Bill of Lading / Airway Bill

V. KEY SUPPLIER RESPONSIBILITIES

Timely entry of merchandise into the U.S. is highly dependent on the international supplier providing complete and accurate information to a PPG-authorized Customs broker prior to the shipment's arrival. Key supplier responsibilities are outlined briefly below.

Security of Supply Chain & C-TPAT

PPG requires its international suppliers to implement sound security procedures. As a response to the events of September 2001, U.S. Customs launched a voluntary program aimed at maintaining legitimate trade while reducing security gaps. This program is called the Customs Trade Partnership Against Terrorism ("C-TPAT"). C-TPAT draws on Customs, as well as trade resources, to develop strategies to improve border security. PPG is a certified member of C-TPAT. PPG requires all vendors to comply with security measures consistent with CTPAT requirements as described in [Appendix A](#). Additional information about the C-TPAT Program is available at <https://ctpat.cbp.dhs.gov/trade-web/index>.

Questions or incidents concerning the U.S. Customs C-TPAT Program may be directed to Vince Maddox, Compliance Security Manager, maddox@ppg.com.

Importer Security Filing (ISF)

PPG has designated **BDP International, Inc** as our ISF agent. They are responsible to work with you to collect the required ISF documents and transmit them to U.S. Customs and Border Protection (CBP) on our behalf. CBP requires ISF filing for all ocean shipments to the U.S.

The completed ISF form should be emailed to ppgisf@bdpint.com, ppgimport@bdpint.com, and imports@ppg.com preferably five days but no less than three U.S. business days prior to vessel lading. This timing is needed to ensure that DB BDP International can transmit ISF documents to CBP no later than 24 hours prior to cargo lading on the U.S.-bound vessel. CBP does enforce ISF non-compliance and issues penalties of \$5,000 USD/occurrence with a maximum fine of \$10,000 USD/shipment.

Additional information related to ISF procedures and requirements can be found in [Appendix B](#).

Required Documents

The international supplier must email all required import documents in English to the PPG-authorized broker and imports@ppg.com by the time of departure. If the international supplier does not provide complete, legible documentation, the shipment will be delayed by Customs until the proper information is provided. NOTE: Shipper must provide ISF data for Ocean imports AT LEAST 3 days prior to vessel lading.

The following documents are required for imports into the U.S.

- ✓ Importer Security Filing (“ISF”)
- ✓ Sea Waybill / Airway Bill
- ✓ Commercial Invoice
- ✓ Packing List

Where applicable, the following documents are required for imports into the U.S.

- ✓ Dangerous Goods Declaration (“DGD”)
- ✓ Toxic Substance Control Act Statement (“TSCA”)
- ✓ Material Safety Data Sheet (“MSDS”)
- ✓ NAFTA or other Preferential Trade Treatment documentation

Examples of some of the documents most common to PPG import transactions are included in [Appendix C](#).

The supplier will be required to provide corrected or missing documents to PPG on demand.

U.S. Customs has compiled a complete list of documents related to various types of imports. This is found in U.S. Customs and Border Protection 19 CFR § 142.3 (a)(1)(A) list.

Description and Classifications of Goods

PPG is required to provide the correct HTS classification for each line item at the time of entry. To enable PPG to achieve HTS compliance, it is the international supplier's responsibility to provide a complete description of each good. A part number or product trade name alone is not sufficient. MSDS(s) should be provided for all chemical shipments. PPG will review the classifications in accordance with U.S Customs regulations and address questions to the supplier for resolution prior to submission of the entry to Customs. The classification number determines the duty and taxes to be paid and also enables Customs to statistically track the nature of goods imported.

Further guidance on classification and resources is shown in [Appendix D](#).

Importer of Record (IOR) & Ultimate Consignee

The IOR is responsible for import compliance and payment of duties and taxes to U.S. Customs. The Ultimate Consignee is the party to whom the overseas shipper sold the merchandise.

U.S. Customs requires the IOR and Ultimate Consignee to be identified on the commercial invoice. For further guidance and examples, see [Appendix E](#).

Country of Origin (COO) & Marking

All goods sent into the U.S. must be marked to indicate the COO. The COO is generally where the goods were manufactured. In addition to the goods themselves being marked with the COO, the origin must also be declared on the commercial invoice for each individual good. U.S. Customs has published rules to determine the origin of a good. The method of marking goods has been prescribed by U.S. Customs and must be followed for all goods except those incapable of being marked. A summary of the marking rules, exemptions, and rules for determining the country of origin are provided in [Appendix F](#). In addition, special additional proof of origin is required for goods of U.S. origin valued over \$2,500 USD.

NOTE: Additional origin rules apply when determining if a good qualifies for reduced duty treatment under special trade programs (i.e., NAFTA, etc.). Contact imports@ppg.com if you have any questions.

Quantity

The international supplier must include line item quantities on the invoice in the weights and measures of the country or place from which the goods are shipped or in the weights and measures of the U.S. If the international supplier changes the quantity actually sent compared to what is shown on the documents presented to U.S. Customs, the international supplier must notify imports@ppg.com immediately. The notification should include reference to the specific shipment including the PPG purchase order number, the supplier name and invoice number, and the bill of lading number. For each incorrect line item, the supplier must list the original quantity ordered and the actual quantity shipped. Customs regulations require the importer to correct all over/under quantity errors and to reconcile any payment owed to Customs.

Value

The international supplier must state the transaction value on the invoice for each item sold or shipped into the U.S. Transaction value is defined as the price actually paid or payable for merchandise when sold for exportation into the U.S. plus or minus certain costs enumerated below. The value shown on the invoice must be representative of the PPG purchase price. Value must be declared to Customs even if no sales transaction occurs (e.g., samples and U.S. goods returned). Transactions between related parties (e.g. PPG overseas location and PPG US), must demonstrate an arm's length transaction. To achieve this, PPG has a Transfer Premium policy in place. The values reported on commercial invoices must include the Transfer Premium. For PPG-related vendors, please contact your finance department within your Business Unit for further guidance.

In addition to the cost of the material, certain other costs such as packing (not already included in the price paid or payable), commissions, rebates, royalties/license fees, proceeds, and assists must be itemized on the invoice and added to the value declared to U.S. Customs. Freight charges and insurance should be separately itemized on the invoice so they can be deducted from the value reported to Customs. The supplier should

also itemize advance payments, discounts, and/or other factors on the invoice to clarify the entire transaction.

Further definition of value is detailed in [Appendix G](#) and [Appendix H](#).

Special Trade Programs & U.S. Goods Returned

Special trade programs have been enacted by the U.S. government that allow for reduced duty or duty elimination for products of certain countries. Examples of these programs include USMCA, GSP, Korea-US FTA, and U.S. goods returned. Specific rules exist for determining whether a product qualifies for duty reduction. The determination of whether a good qualifies depends on the classification, the country of manufacture, condition, or purpose for which the goods are being imported and other factors. PPG requires international suppliers to provide declarations (such as a foreign shipper's declaration, certificate of origin, manufacturer's affidavit or USMCA certificate) in order to substantiate qualification for the reduced duty rate. Further details can be found in [Appendix I](#).

Recordkeeping

PPG, as the IOR, is required to maintain and make available to U.S. Customs upon request, certain records for each entry in accordance with U.S. Customs regulations for five years from the date of import. PPG strongly recommends that international suppliers maintain copies of all documentation regarding a U.S. Customs import entry for a period of at least five years from the date of export. This includes, but is not limited to, purchase orders, invoices, bill of lading, packing and receiving records, certificates of origin, and manufacturer's affidavits.

INCOTERMS® 2020

International suppliers and PPG personnel are to utilize INCOTERMS® 2020 in contract agreements between the buyer and seller. INCOTERMS®, an abbreviation for "International Commercial Terms," describe responsibilities/risks assumed during an international shipment. The scope of the terms relates buyer and seller's rights and obligations to the contract of sale with respect to the delivery of the goods sold. These terms dictate whether the buyer or seller is responsible for items such as freight, insurance, customs clearance, and customs duties. The English text is the original and official version of INCOTERMS® 2020 endorsed by the United Nations Commission on International Trade Law. Authorized translations into 30+ languages are available from International Chamber of Commerce (ICC) national committees. PPG's Summary Chart of 2020 INCOTERMS® can be found in [Appendix J](#).

Invoice Requirements

International suppliers are required to provide a complete and accurate invoice including sufficient information to provide PPG and U.S. Customs with statistical information concerning the shipment. [Appendix K](#) details requirements of various types of invoices.

Instruments of International Traffic (IIT's)

PPG currently utilizes the provisions of Instruments of International Traffic for Tank Cars and Bulk Paint Containers. Under the rules of international trade, these containers may be imported as Instruments of International Traffic ("IIT"). International suppliers are required to include specific documentation to identify each IIT to Customs in order for the containers to not be dutiable. Such instruments may be released without payment of duty subject to certain provisions. See [Appendix L](#), for specific PPG directions on importing IITs.

Routing Instructions

All arrangements for shipping must be initiated as described in the Purchase Order. PPG's primary customs broker is to be listed as the Notify Party for both prepaid and collect shipments. Please see page three for the listing of PPG's US Customs Brokers.

Wood Packaging Material – ISPM15

Wood packaging materials (e.g. pallets) must be treated and marked in accordance with ISPM15. Shipments with non-compliant wood packaging may be returned or else subject to fines and penalties.

Detailed regulations and approved treatments can be found on the ISPM15 website, https://ispm15.com/wp-content/uploads/2018/08/ispm15_international-standards-for-phytosanitary-measures_adopted-2013_published_2017.pdf

Additional Reference

Instructions for completing air and sea shipments can be found in [Appendix M](#).

APPENDIX A

Security of Supply Chain (C-TPAT)



TO: International Suppliers shipping to the United States

PPG Industries, Inc., and its affiliates have been certified as a member of the U. S. Customs Trade Partnership Against Terrorism ("C-TPAT"). C-TPAT is a U. S. government-business initiative launched to strengthen supply chain security. As part of the ongoing process, PPG must assess its own security practices as well as communicate Customs C-TPAT security recommendations to international business partners to encourage review and enhancement of their security processes as needed. In addition, PPG must ensure that new U.S. Customs mandatory supply chain security requirements are being met.

What we need from you:

- **If your company is involved with international shipments to PPG in the U.S. including returned goods or packaging,** refer this letter to the security representative most knowledgeable about shipments to PPG.
- **Read the attached supply chain security recommendations and new U. S. Customs mandatory supply chain security requirements concerning international container seals, physical security and access controls.**
- Return the attached PPG Supply Chain Security Acknowledgement by email, fax, or mail within two weeks from receipt.
- U. S. Customs could request an on-site visit to your facility to verify that the new C-TPAT security requirements have been met. Accessibility to written security procedures and evidence of periodic review of internal controls to ensure compliance will be beneficial.

Adherence to C-TPAT security recommendations will help strengthen security for all supply chain members. Questions about C-TPAT may be directed to Vince Maddox, Compliance Security Manager by email at maddox@ppg.com. Foreign manufacturers can now apply for membership in the C-TPAT program. In order to strengthen our partnership, PPG encourages your participation. Further information about C-TPAT is available at the U.S. Customs website: http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/

I appreciate your cooperation in this important security initiative.

Sincerely,

PPG Supply Chain Security Acknowledgement



Read the C-TPAT security recommendations from U. S. Customs found at www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/. Then describe your company's security procedures related to exports to PPG in the U.S. by checking (✓) the appropriate blocks below.

Select (✓) the category that best describes your business with PPG entities in the U. S.

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Warehouse Operator
<input type="checkbox"/>	Customer returning U.S. originating products, packing materials, etc.
<input type="checkbox"/>	Other, specify type

What PPG location(s) in the United States does your company most frequently ship to?

<input type="checkbox"/>	
<input type="checkbox"/>	
	Comments

Does your company have written security procedures at non-U.S. facilities doing business with PPG and conduct periodic reviews of internal controls to ensure security compliance?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Comments

Does your company affix seals to loaded containers for shipments to PPG in the U.S.?

<input type="checkbox"/>	Yes, specify type
<input type="checkbox"/>	No
	Comments

Please note that as of May 15, 2014, U.S. Customs requires that all containers in transit to the United States are required to be sealed with a seal meeting the ISO/PAS 17712:2013 standard. Please see [ISO 17712:2013 Bulletin](#) for more information.

Does your company store containers?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Comments

If yes to the above question, are containers in a secure area to prevent unauthorized access or manipulation?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Comments

Does your company have procedures in place to verify the physical integrity of the container structure prior to stuffing, to include the reliability of the locking mechanisms of the doors? (See the following link for items to be addressed during a container inspection: [Inspection Procedure](#))?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
	Comments

Does your company have physical access controls to prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets?

	Yes
	No
	Comments

Have you developed and communicated a process to report shipment overages/shortages, losses or abnormalities, whether suspected or confirmed, to PPG management?

	Yes
	No
	Comments

Has your company been accepted by U.S. Customs as a certified member of C-TPAT or Authorized Economic Operator AEO, the Business Anti-Smuggling Coalition (BASC) or other internationally-recognized security initiatives?

	Yes, C-TPAT / AEO , Specify SVI or AEO #
	Yes, FAST
	Yes, BASC
	Yes, specify other
	No
	Comments

Identify the individual to whom questions about security of PPG shipments may be directed:

Contact Name & Title		Phone	
Company Name		Email	
Address		Fax	

(insert Company Name) _____ acknowledges PPG's emphasis on supply chain security and recognizes the expectation that business partners share that commitment. I understand that PPG may refer security inquiries from U. S. Customs to me.

NAME: _____ TITLE _____

SIGNATURE: _____ DATE _____



Minimum Security Criteria for C-TPAT

These minimum security criteria are fundamentally designed to be the building blocks for foreign manufacturers to institute effective security practices designed to optimize supply chain performance to mitigate the risk of loss, theft, and contraband smuggling that could potentially introduce terrorists and implements of terrorism into the global supply chain. The determination and scope of criminal elements targeting world commerce through internal conspiracies requires companies, and in particular, foreign manufacturers to elevate their security practices.

At a minimum, on a yearly basis, or as circumstances dictate such as during periods of heightened alert, security breach or incident, foreign manufacturers must conduct a comprehensive assessment of their international supply chains based upon the following C-TPAT security criteria. Where a foreign manufacturer out-sources or contracts elements of their supply chain, such as another foreign facility, warehouse, or other elements, the foreign manufacturer must work with these business partners to ensure that pertinent security measures are in place and are adhered to throughout their supply chain. The supply chain for C-TPAT purposes is defined from point of origin (manufacturer/supplier/vendor) through to point of distribution – and recognizes the diverse business models C-TPAT members employ.

C-TPAT recognizes the complexity of international supply chains and security practices, and endorses the application and implementation of security measures based upon risk¹. Therefore, the program allows for flexibility and the customization of security plans based on the member's business model.

Appropriate security measures, as listed throughout this document, must be implemented and maintained throughout the Foreign manufacturer's supply chains - based on risk².

Business Partner Requirement

Foreign manufacturers must have written and verifiable processes for the selection of business partners including, carriers, other manufacturers, product suppliers and vendors (parts and raw material suppliers, etc).

Security procedures

For those business partners eligible for C-TPAT certification (carriers, importers, ports, terminals, brokers, consolidators, etc.) the foreign manufacturer must have documentation (e.g., C-TPAT certificate, SVI number, etc.) indicating whether these business partners are or are not C-TPAT certified.

For those business partners not eligible for C-TPAT certification, the foreign manufacturer must require that their business partners to demonstrate that they are meeting C-TPAT security criteria via written/electronic confirmation (e.g., contractual obligations; via a letter from a senior business partner officer attesting to compliance; a written statement from the business partner demonstrating their compliance with C-TPAT security criteria or an equivalent World Customs Organization (WCO) accredited security program administered by a foreign customs authority; or, by providing a completed foreign manufacturer security questionnaire). Based upon a documented risk assessment process, non-C-TPAT eligible business partners must be subject to verification of compliance with C-TPAT security criteria by the foreign manufacturer.

Point of Origin

Foreign manufacturers must ensure that business partners develop security processes and procedures consistent with the C-TPAT security criteria to enhance the integrity of the shipment at

point of origin, assembly or manufacturing. Periodic reviews of business partners' processes and facilities should be conducted based on risk, and should maintain the security standards required by the foreign manufacturer.

Participation/Certification in a Foreign Customs Administration Supply Chain Security Program

Current or prospective business partners who have obtained a certification in a supply chain security program being administered by foreign Customs Administration should be required to indicate their status of participation to the foreign manufacturer.

Security Procedures

On U.S. bound shipments, foreign manufacturers should monitor that C-TPAT carriers that subcontract transportation services to other carriers use other C-TPAT approved carriers, or non-C-TPAT carriers that are meeting the C-TPAT security criteria as outlined in the business partner requirements.

As the foreign manufacturer is responsible for loading trailers and containers, they should work with the carrier to provide reassurance that there are effective security procedures and controls implemented at the point-of-stuffing.

Container and Trailer Security

Container and trailer integrity must be maintained to protect against the introduction of unauthorized material and/or persons. At the point-of-stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers and trailers. A high security seal must be affixed to all loaded containers and trailers bound for the U.S. All seals must meet or exceed the current PAS ISO 17712 standard for high security seals.

In those geographic areas where risk assessments warrant checking containers or trailers for human concealment or smuggling, such procedures should be designed to address this risk at the manufacturing facility or point-of-stuffing.

Container Inspection

Procedures must be in place to verify the physical integrity of the container structure prior to stuffing, to include the reliability of the locking mechanisms of the doors. A seven-point inspection process is recommended for all containers:

- Front wall
- Left side
- Right side
- Floor
- Ceiling/Roof
- Inside/outside doors
- Outside/Undercarriage

Trailer Inspection

Procedures must be in place to verify the physical integrity of the trailer structure prior to stuffing, to include the reliability of the locking mechanisms of the doors. The following ten-point inspection process is recommended for all trailers:

- Fifth wheel area - check natural compartment/skid plate
- Exterior - front/sides
- Rear - bumper/doors
- Front wall
- Left side

- Right side
- Floor
- Ceiling/Roof
- Inside/outside doors
- Outside/Undercarriage

Container and Trailer Seals

The sealing of trailers and containers, to include continuous seal integrity, are crucial elements of a secure supply chain, and remains a critical part of a foreign manufacturers' commitment to C-TPAT. The foreign manufacturer must affix a high security seal to all loaded trailers and containers bound for the U.S. All seals must meet or exceed the current PAS ISO 17712 standards for high security seals.

Written procedures must stipulate how seals are to be controlled and affixed to loaded containers and trailers, to include procedures for recognizing and reporting compromised seals and/or containers/trailers to US Customs and Border Protection or the appropriate foreign authority. Only designated employees should distribute seals for integrity purposes.

Container and Trailer Storage

Containers and trailers under foreign manufacturer control or located in a facility of the foreign manufacturer must be stored in a secure area to prevent unauthorized access and/or manipulation. Procedures must be in place for reporting and neutralizing unauthorized entry into containers/trailers or container/trailer storage areas.

Physical Access Controls

Access controls prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets. Access controls must include the positive identification of all employees, visitors, and vendors at all points of entry.

Employees

An employee identification system must be in place for positive identification and access control purposes. Employees should only be given access to those secure areas needed for the performance of their duties. Company management or security personnel must adequately control the issuance and removal of employee, visitor and vendor identification badges. Procedures for the issuance, removal and changing of access devices (e.g. keys, key cards, etc.) must be documented.

Visitors

Visitors must present photo identification for documentation purposes upon arrival. All visitors should be escorted and should visibly display temporary identification.

Deliveries (including mail)

Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors. Arriving packages and mail should be periodically screened before being disseminated.

Challenging and Removing Unauthorized Persons

Procedures must be in place to identify, challenge and address unauthorized/unidentified persons.

Personnel Security

Processes must be in place to screen prospective employees and to periodically check current employees.

Pre-Employment Verification

Application information, such as employment history and references must be verified prior to employment.

Background Checks / Investigations

Consistent with foreign regulations, background checks and investigations should be conducted for prospective employees. Once employed, periodic checks and reinvestigations should be performed based on cause, and/or the sensitivity of the employee's position.

Personnel Termination Procedures

Companies must have procedures in place to remove identification, facility, and system access for terminated employees.

Procedural Security

Security measures must be in place to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo in the supply chain.

Documentation Processing

Procedures must be in place to ensure that all information used in the clearing of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information. Documentation control must include safeguarding computer access and information.

Manifesting Procedures

To help ensure the integrity of cargo, procedures must be in place to ensure that information received from business partners is reported accurately and timely.

Shipping and Receiving

Departing cargo being shipped should be reconciled against information on the cargo manifest. The cargo should be accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo should be verified against purchase or delivery orders. Drivers delivering or receiving cargo must be positively identified before cargo is received or released. Procedures should also be established to track the timely movement of incoming and outgoing goods.

Cargo Discrepancies

All shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. Customs and/or other appropriate law enforcement agencies must be notified if anomalies, illegal or suspicious activities are detected - as appropriate.

Physical Security

Cargo handling and storage facilities in international locations must have physical barriers and deterrents that guard against unauthorized access. Foreign manufacturer should incorporate the following C-TPAT physical security criteria throughout their supply chains as applicable.

Fencing

Perimeter fencing should enclose the areas around cargo handling and storage facilities. Interior fencing within a cargo handling structure should be used to segregate domestic, international, high value, and hazardous cargo. All fencing must be regularly inspected for integrity and damage.

Gates and Gate Houses

Gates through which vehicles and/or personnel enter or exit must be manned and/or monitored. The number of gates should be kept to the minimum necessary for proper access and safety.

Parking

Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas.

Building Structure

Buildings must be constructed of materials that resist unlawful entry. The integrity of structures must be maintained by periodic inspection and repair.

Locking Devices and Key Controls

All external and internal windows, gates and fences must be secured with locking devices. Management or security personnel must control the issuance of all locks and keys.

Lighting

Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.

Alarms Systems and Video Surveillance Cameras

Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas.

Information Technology Security**Password Protection**

Automated systems must use individually assigned accounts that require a periodic change of password. IT security policies, procedures and standards must be in place and provided to employees in the form of training.

Accountability

A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data. All system violators must be subject to appropriate disciplinary actions for abuse.

Security Training and Threat Awareness

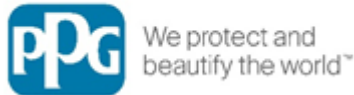
A threat awareness program should be established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists and contraband smugglers at each point in the supply chain. Employees must be made aware of the procedures the company has in place to address a situation and how to report it. Additional training should be provided to employees in the shipping and receiving areas, as well as those receiving and opening mail.

Additionally, specific training should be offered to assist employees in maintaining cargo integrity, recognizing internal conspiracies, and protecting access controls. These programs should offer incentives for active employee participation.

¹ Foreign manufacturers shall have a documented and verifiable process for determining risk throughout their supply chains based on their business model (i.e., volume, country of origin, routing, C-TPAT membership, potential terrorist threat via open source information, having inadequate security, past security incidents, etc.).

² Foreign manufacturer shall have a documented and verifiable process for determining risk throughout their supply chains based on their business model (i.e., volume, country of origin, routing, potential terrorist threat via open source information, etc.))

APPENDIX B



ISF Compliance Procedures for U.S. Bound Ocean Shipments

Dear PPG Supplier,

U.S. Customs and Border Protection (CBP) regulations require Importer Security Filing (ISF) filing for all ocean shipments to the United States prior to cargo lading on the U.S. bound vessel.

PPG is responsible for filing ISF only when PPG is the Importer of Record. Please note that we have designated **BDP International** as our ISF agent. As our ISF agent, they are responsible to work with you to collect several required ISF data elements and ensure timely, complete and accurate ISF transmission to CBP on our behalf.

Please provide copies of commercial documents and completed ISF forms to BDP International, Inc at ppgimport@bdpint.com and ppgisf@bdpint.com, as well as to imports@ppg.com by the AMS (now: AMS/ISF) document cut-off date. The documents must be provided to BDP International, Inc. preferably five days but no less than three U.S. business days prior to vessel lading. This process will ensure that all required data elements are provided to our ISF agent in time to comply with ISF regulations.

If any information on the commercial invoice or ISF form is updated, the revised form must be marked, "REVISED" and provided to BDP International, Inc and PPG 48 hours prior to arrival at the first port in the U.S. The subject line in the email should read: REVISED ISF Data <insert estimated time of departure>

This information should be provided on all U.S. bound ocean container imports to PPG Industries, Inc.

Following is a list of contacts available to address any questions you may have.

Name	Telephone #	Email	Role
Sue Boyd	412.434.1721	seboyd@ppg.com	U.S. Imports Analyst
Ayhan Cakmur	412.434.3263	cakmur@ppg.com	Import Operations Supervisor
Jim Howrylak	412.434.3480	howrylak@ppg.com	Imports Services Manager
Stephen Wolschlag	602.458.6100	ppgisf@bdpint.com	PPG ISF agent

Thank you in advance for your compliance with these new supplier instructions.

Sincerely,

Jim Howrylak
Manager of USCA Import Compliance & Operations
412-434-2982
howrylak@ppg.com

PPG Industries, Inc. Importer Security Filing ("ISF") Form

Send completed form to all three email addresses shown below at least three (3) days prior to vessel departing foreign port

ppgisf@bdpint.com
ppgimport@bdpint.com
imports@ppg.com

AMS (House) B/L Number _____ (Master B/L if straight shipment)

Departure date _____ Arrival date _____

Purchase Order # _____

ISF DATA ELEMENT	Name	Number
1. ISF Importer of Record	PPG Industries, Inc.	On Record
2. Consignee	On Record	On Record

ISF Data Element	Name	Address
3. Seller Name/Address		
4. Buyer Name/Address		
5. Ship To Name/Address		
6. Container Stuffing Location		
7. Consolidator (stuffer) Name/Address		

Manufacturer/Supplier, Country of Origin, and HTSUS number must be linked at the line level

Part Number	Description	Country of Origin	Manufacturer/Supplier (name/Address)	HTS # 10 digit

Send completed form to all three email addresses shown below at least three (3) days prior to vessel departing foreign port ppgisf@bdpint.com, ppgimport@bdpint.com
imports@ppg.com

Data Definitions	Primary/Secondary Data Source
1. Importer of record number. Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN) or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation.	Importer/Broker
2. Consignee number(s). Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.	Importer/Broker
3. Seller name and address. Name and address of the last known entity by whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. (The party required for this element is consistent with the information required on the invoice of imported merchandise. See 19 CFR 41.86(a)(2)).	Supplier/Importer
4. Buyer name and address. Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. (The party required for this element is consistent with the information required on the invoice of imported merchandise. See 19 CFR 41.86(a)(2)).	Supplier/Importer
5. Ship to name and address. Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.	Supplier/Importer
6. Container stuffing location. Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments, the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided.	Supplier/Importer
7. Consolidator (stuffer) name and address. Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments, the name and address of the party who made the goods "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided.	Supplier/Importer
8. Country of origin. Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the United States.	Supplier/Importer
9. Manufacturer name and address. Name and address of the entity that last manufactures, assembles, produces, or grows the commodity or name and address of the supplier of the finished goods in the country from which the goods are leaving. In the alternative, the name and address of the supplier.	Supplier/Importer
10. Commodity HTSUS number. Duty/statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number is required to be provided to the six-digit level. The HTSUS number may be provided up to the 10-digit level.	Importer/Supplier
11. Bill of Lading Number: AMS bill of lading number	Supplier/Broker

APPENDIX C

EXAMPLE OF DOCUMENTS

1. Importer Security Filing (ISF)
2. Bill of Lading / Airway Bill
3. Commercial Invoice
4. USMCA or other Preferential Trade Treatment documentation
5. Proforma Invoice (for samples or where no condition of a sale exists)
6. Invoice for U.S. Goods Returned (not advanced in value while outside the U.S.)
7. Foreign Shipper's Declaration
8. Foreign Assembler's Declaration for Further Processing
9. Foreign Assembler's Declaration for Articles Exported from U.S. for Repairs or Alterations
10. Manufacturer's Affidavit

Example Documents: ISF Form
PPG Industries, Inc. Importer Security Filing ("ISF") Form

Send completed form to all three email addresses shown below at least three (3) days prior to vessel departing foreign port

ppgisf@bdpint.com
ppgimport@bdpint.com
imports@ppg.com

AMS (House) B/L Number _____ (Master B/L if straight shipment)

Departure date _____ Arrival date _____

Purchase Order # _____

ISF DATA ELEMENT	Name	Number
8. ISF Importer of Record	PPG Industries, Inc.	On Record
9. Consignee	On Record	On Record

ISF Data Element	Name	Address
10. Seller Name/Address		
11. Buyer Name/Address		
12. Ship To Name/Address		
13. Container Stuffing Location		
14. Consolidator (stuffer) Name/Address		

Manufacturer/Supplier, Country of Origin, and HTSUS number must be linked at the line level

Part Number	Description	Country of Origin	Manufacturer/Supplier (name/Address)	HTS # 10 digit

COPY NON NEGOTIABLE

PAGE: 1 OF 2

SEA WAYBILL

SHIPPER/EXPORTER INCLUDE HERE THE NAME AND ADDRESS OF THE SHIPPER / EXPORTER.		BOOKING NO.	SEA WAYBILL NO.
		EXPORT REFERENCES(for the Merchant's and/or Carrier's reference only. See back clause 8. (4).)	
CONSIGNEE PPG INDUSTRIES, INC.INCLUDE BUSINESS UNIT AND SHIPPING ADDRESS HERE.		FORWARDING AGENT-REFERENCES FMC NO.	
NOTIFY PARTY (It is agreed that no responsibility shall be attached to the Carrier or its Agents for failure to notify) BDP INTERNATIONAL, INC. 100 CONCORD ROAD ASTON PA 19014		RECEIVED by the Carrier in apparent good order and condition (unless otherwise stated herein) the total number or quantity of Containers or other packages or units indicated in the box entitled "Carrier's Receipt", to be carried subject to all the terms and conditions hereof from the Place of Receipt or Port of Loading to the Port of Discharge or Place of Delivery, as applicable. Delivery of the Goods to the Carrier for Carriage hereunder constitutes acceptance by the Merchant (as defined hereinafter) (i) of all the terms and conditions, whether printed, stamped or otherwise incorporated on this side and on the reverse side of this Bill of lading and the terms and conditions of the Carrier's applicable tariff(s) as if they were all signed by the Merchant, and (ii) that any prior representations and/or agreements for or in connection with Carriage of the Goods are superseded by this Bill of Lading. If this is a negotiable (To Order/of) Bill of Lading, one original Bill of Lading, duly endorsed must be surrendered by the Merchant to the Carrier (together with any outstanding Freight) in exchange for the Goods or a Delivery Order or the pin codes for any applicable Electronic Release System. If this is a non-negotiable (straight) Bill of Lading, or where issued as a Sea Waybill, the Carrier shall deliver the Goods or issue a Delivery Order or the pin codes for any applicable Electronic Release System (after payment of outstanding Freight) to the named consignee against the surrender of one original Bill of Lading, or in the case of a Sea Waybill, on production of such reasonable proof of identity as may be required by the Carrier, or in accordance with the national law at the Port of Discharge or Place of Delivery as applicable. IN WITNESS WHEREOF the Carrier or their Agent has signed the number of Bills of Lading stated at the top, all of this tenor and date, and whenever one original Bill of Lading has been surrendered all other Bills of Lading shall be void.	
PRE-CARRIAGE BY	PLACE OF RECEIPT		
OCEAN VESSEL VOYAGE NO. FLAG	PORT OF LOADING		
PORT OF DISCHARGE	PLACE OF DELIVERY		
		FINAL DESTINATION(for the Merchant's reference only)	
		TYPE OF MOVEMENT(IF MIXED, USE DESCRIPTION OF PACKAGES AND GOODS FIELD)	

(CHECK "HM" COLUMN IF HAZARDOUS MATERIAL) PARTICULARS DECLARED BY SHIPPER BUT NOT ACKNOWLEDGED BY THE CARRIER

CNTR. NOS. W/SEAL NOS. MARKS & NUMBERS	QUANTITY (FOR CUSTOMS DECLARATION ONLY)	H M	DESCRIPTION OF GOODS	GROSS WEIGHT	GROSS MEASUREMENT
	C				

Declared Cargo Value US \$. If Merchant enters a value, Carrier's limitation of liability shall not apply and the ad valorem rate will be charged.

FREIGHT & CHARGES PAYABLE AT/ BY:			SERVICE CONTRACT NO.	DOC FORM NO.	COMMODITY CODE	EXCHANGE RATE
CODE	TARIFF ITEM	FREIGHTED AS	RATE	PREPAID	COLLECT	
						DATE CARGO RECEIVED
						DATE LADEN ON BOARD
						PLACE OF BILL(S) ISSUE
						DATED
The printed terms and conditions on this Bill are available at its website at www.one-line.com						SIGNED BY:

, as agent for and on behalf of

DRAFT

Shipper's Name and Address		Shipper's Account Number		Not Negotiable Air Waybill Issued by	
Consignee's Name and Address		Consignee's Account Number		Copies 1, 2, and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.	
Issuing Carrier's Agent Name and City				Accounting Information	
Agent's IATA Code		Account No.			
Airport of Departure (Addr. Or First Carrier) and Requested Routing				Reference Number	
Optional Shipping Information					
To	By First Carrier	Routing & Destination	to	by	to
Currency	CHGE	WT/VOL	Other	Declared Value for Carriage	Declared Value for Customs
Airport of Destination Handling Information		Requested Flight/Date		Amount of Insurance	
INSURANCE – If carrier offers Insurance, and such Insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "amount of insurance".					
SCI					
No. of Pieces RCP	Gross Weight	kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate Charge
Total			Nature and Quantity of Goods (incl. Dimensions or Volume)		
Prepaid			Weight Charge		
Collect			Other Charges		
Valuation Charge					
Tax					
Total Other Charges Due Agent			Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the Consignment contains dangerous goods, such part is properly described by name and is in proper Condition for carriage by air according to the applicable Dangerous Goods Regulations.		
Total Other Charges Due Carrier			AS AGENT FOR THE SHIPPER		
Total Prepaid			Signature of Shipper or his Agent		
Total Collect					
Currency Conversion Rates			C.C. Charges in Dest. Currency		
Charges at Destination			Total Collect Charges		
For Carrier's Use only at Destination			Signature of Issuing Carrier or its Agent		

Email Copy

Example Documents: Commercial Invoice

Page 1 of

Date: Invoice Number. PPG Order (P.O.) No.		
Notify for Customs Clearance:	Customer Ref. Number:	Export City:
<u>Seller Name and Address:</u> Company Name: Address: Address: Phone and Fax: Contact Name:		<u>Manufacturer:</u> (if multiple list all by line)
<u>Importer:</u> PPG Industries One PPG Place Pittsburgh PA 15272 USA	<u>Buyer Name and Address (Sold to):</u> PPG	<u>Ship to:</u> (if different from buyer) PPG
Parties to this transaction are (circle one) Related / Unrelated	AMS Bill of Lading Number :	Payment Terms: Currency: Freight INCO Terms :
Marks and Numbers:	Number and Kind of packages:	Shipping Weight (kg):

Part #	Description	COO	HTS	Qty	UOM	Unit Price	Total
--------	-------------	-----	-----	-----	-----	------------	-------

Sub Total:
LESS
 Intl. Freight Charges:
 Insurance:
 Packing Charges:
 Total Value:

Container Stuffing Location
 Name:
 Address 1:
 Address 2:

Consolidator
 Name:
 Address 1:
 Address 2:

We hereby certify that all the information contained in this invoice is true and correct and that the contents of this shipment are as stated above to the best of my knowledge.

Authorized Signature / Title: _____
 (Name of responsible employee of exporter)

USMCA does not have a prescribed format. A certification of origin that is the basis for a claim for preferential tariff treatment under this Agreement shall include the following elements, as specified in Annex 5-A:

1. Importer, Exporter, or Producer Certification of Origin
 - (a) Indicate whether the certifier is the exporter, producer, or importer in accordance with Article 5.2 (Claims for Preferential Tariff Treatment).
2. Certifier
 - (a) Provide the certifier's name, title, address (including country), telephone number, and email address.
3. Exporter
 - (a) Provide the exporter's name, address (including country), e-mail address, and telephone number if different from the certifier. This information is not required if the producer is completing the certification of origin and does not know the identity of the exporter. The address of the exporter shall be the place of export of the good in a Party's territory.
4. Producer
 - (a) Provide the producer's name, address (including country), e-mail address, and telephone number, if different from the certifier or exporter or, if there are multiple producers, state "Various" or provide a list of producers. A person that wishes for this information to remain confidential may state "Available upon request by the importing authorities". The address of a producer shall be the place of production of the good in a Party's territory.
5. Importer
 - (a) Provide, if known, the importer's name, address, e-mail address, and telephone number. The address of the importer shall be in a Party's territory.
6. Description and HS Tariff Classification of the Good
 - (a) Provide a description of the good and the HS tariff classification of the good to the 6-digit level. The description should be sufficient to relate it to the good covered by the certification; and
 - (b) If the certification of origin covers a single shipment of a good, indicate, if known, the invoice number related to the exportation.
7. Origin Criteria
 - (a) Specify the origin criteria under which the good qualifies, as set out in Article 4.2 (Originating Goods).
8. Blanket Period
 - (a) Include the period if the certification covers multiple shipments of identical goods for a specified period of up to 12 months as set out in Article 5.2 (Claims for Preferential Tariff Treatment).
9. Authorized Signature and Date
 - (a) The certification must be signed and dated by the certifier and accompanied by the following statement:

I certify that the goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for proving such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification.

D
Example Documents: Proforma Invoice

Page 1 of

Date:		
Invoice Number.		
PPG Order (P.O.) No.		
Notify for Customs Clearance:	Customer Ref. Number:	Export City:
<u>Seller Name and Address:</u> Company Name: Address: Address: Phone and Fax: Contact Name:		<u>Manufacturer:</u> (if multiple list all by line)
<u>Importer:</u> PPG Industries One PPG Place Pittsburgh PA 15272 USA	<u>Buyer Name and Address (Sold to):</u> PPG	<u>Ship to:</u> (if different from buyer) PPG
Parties to this transaction are (circle one) Related / Unrelated	AMS Bill of Lading Number :	Payment Terms: Currency: Freight INCO Terms :
Marks and Numbers:	Number and Kind of packages:	Shipping Weight (kg):

Part #	Description	COO	HTS	Qty	UOM	Unit Price	Total
--------	-------------	-----	-----	-----	-----	------------	-------

Sub Total:
LESS
 Intl. Freight Charges:
 Insurance:
 Packing Charges:
 Total Value:

Container Stuffing Location
 Name:
 Address 1:
 Address 2:

Consolidator
 Name:
 Address 1:
 Address 2:

SAMPLES. NO COMMERCIAL VALUE. NOT FOR RESALE.

We hereby certify that all the information contained in this invoice is true and correct and that the contents of this shipment are as stated above to the best of my knowledge.

Authorized Signature / Title: _____ (Name of responsible employee of exporter)

Example Documents: Invoice for U.S. Goods Returned

Page 1 of

Date:		
Invoice No.		
PPG Order (P.O.) No.		
Notify for Customs Clearance:	Customer Ref. Number:	Export City:
<u>Seller Name and Address:</u> Company Name: Address: Address: Phone and Fax: Contact Name:		<u>Manufacturer:</u> (if multiple list all by line)
<u>Importer:</u> PPG Industries One PPG Place Pittsburgh PA 15272 USA	<u>Sold to (Buyer/Ultimate Consignee):</u> PPG	<u>Ship to:</u> (if different from buyer) PPG
Parties to this transaction are (circle one) Related / Unrelated	AMS Bill of Lading Number :	Payment Terms: Currency: Freight INCO Terms :
Marks and Numbers:	Number and Kind of packages:	Shipping Weight (kg):

Part #	Description	COO	HTS	Qty	UOM	Unit Price	Total
--------	-------------	-----	-----	-----	-----	------------	-------

	Sub Total: LESS Intl. Freight Charges: Insurance: Packing Charges:
U>S> Goods Returned – No Sale	Total Value:

Container Stuffing Location Name: Address 1: Address 2:	Consolidator Name: Address 1: Address 2:
--	---

Unit price of U.S. origin goods must be the original value paid when purchased in the U.S., or value derived using generally accepted accounting principles.

If no purchase was made, use the value of the components at time of their shipment for exportation from the U.S.

Foreign Shipper's Declaration must be attached to this invoice

Foreign Assembler's Declaration must be attached to this invoice

We hereby certify that all the information contain in this invoice is true and correct and that the contents of this shipment are as stated above to the best of my knowledge.

Authorized Signature / Title: _____

Example Documents: Foreign Shipper's Declaration

Invoice No.:
PPG Order No.
Shipper's Order No.
Bill of Lading/Air Waybill Number:

I, _____, declare that to the best of my knowledge and belief that the articles herein specified were exported from the United States from the port of _____ on or about _____, _____, and that they are returned without having been advanced in value or improved in condition by any process of manufacture or other means.

Marks	Number	Quantity	Description	Value in U.S.\$

_____ (Date)	_____ (Signature)
_____ (Address)	_____ (Capacity)

Example Documents: Foreign Assembler's Declaration for Further Processing

I, _____, declare that the articles herein specified are the articles which, in the condition in which they were exported from the United States, were received by me on _____ 20_____, from (name, address of owner or exporter in the U.S.); that they were received by me for the sole purpose of being processed; that only processing described below was effected by me; that the full cost or (when no charge is made) value of such processing and the value of the articles after processing are correctly stated below; and that no substitution whatever has been made to replace any of the articles originally received by me from the owner or exporter thereof mentioned above.

Marks & Numbers	Description of articles And of processing	Full cost or (when no charge is made) value of processing	Total value of articles after processing

Date

Address

Signature

Capacity

Example Documents: Foreign Assembler's Declaration for Articles Exported from U.S. For Repairs or Alterations

I, _____, declare that the articles herein specified are the articles which, in the condition in which they were exported from the United States, were received by me on _____ 20_____, from (name, address of owner or exporter in the U.S.); that they were received by me for the sole purpose of being repaired or altered; that only repair or alterations described below was effected by me; that the full cost or (when no charge is made) value of such repair or alterations and the value of the articles after repair or altering are correctly stated below; and that no substitution whatever has been made to replace any of the articles originally received by me from the owner or exporter thereof mentioned above.

Marks & Numbers	Description of articles and of repairs/ alterations	Full cost or (when no charge is made) value of repairs/ alterations	Total value of articles after repairs/ alterations

Date
Address

Signature

Capacity

Example Documents: Manufacturer's Affidavit

[Company Letterhead of Manufacturer]

Date: _____ IRS#: _____
Entry Number: _____
Date of Entry: _____

I, _____, declare that we are the manufacturer of the articles covered by the above captioned entry and that these articles were manufactured by us in the United States of America.

Product name	Quantity	Description

We hereby declare that no drawback has been paid thereon, nor on any part thereof; that no drawback will be claimed, not any certificate of delivery has been made or will be issued.

(Name of Company)
(Signature of an Officer of the Company)
(Title)

APPENDIX D

CLASSIFICATION OF GOODS

This section provides an overview of product tariff classification as well as a list of resources that may be helpful.

The best method to determine the proper HTS number is to have detailed product knowledge of the good, which includes an understanding of the materials used, their properties and the function of the good. Suppliers who would like classification assistance from PPG may make the request within 10 days prior to shipping (or earlier depending on the complexity of the product).

Examples of questions to be answered by the supplier when classifying an item for international trade are as follows:

- What is the product?
- What is the product made of?
- How will the product function?
- What are the principal and secondary uses of the product?
- What types of marketing claims will be made about the product relative to its attributes?
- Is the product a finished good or subassembly? If a subassembly, how is it incorporated into a finished product? Does it have a stand-alone function?
- Will the product, when imported, be packaged with other products for retail sale?
- Where was the product manufactured?

Resources for classification assistance are provided below:

- The Harmonized Tariff Schedule of the United States (HTSUS): This document provides tariff numbers for all goods. The first six-digits of the tariff are "international." The last four digits may vary according to the country. (<https://hts.usitc.gov/current>)
- The Explanatory Notes: These notes have been developed by the World Trade Organization to provide uniformity in the interpretation of the HTS. These notes break down the tariff into more easily understood language and provide examples of articles included or excluded from specific tariff numbers.
- Binding Rulings: U.S. Customs issues rulings related to classification, valuation, and special trade program eligibility. These rulings are published in the Federal Registry and are available on the U.S. Customs web site at www.cbp.gov. While binding rulings are binding for only the goods defined in the rulings, they are useful to gain an understanding of how Customs interprets the Regulations and the Tariff. A binding ruling requires the importer to declare the HTS number stated in the ruling. (<https://rulings.cbp.gov/home>)

APPENDIX E

PARTIES TO THE IMPORT TRANSACTION

The international supplier must designate the Importer of Record and the Ultimate Consignee on the commercial invoice. When PPG Industries, Inc. is the IOR the address should be:

PPG Industries, Inc.
One PPG Place
Pittsburgh, PA 15272.

The Ultimate Consignee is the party to whom the overseas shipper sold the merchandise. The Ultimate Consignee should be identified on the invoice as the Buyer, or "Sold to" party. This is the party that will be invoiced for the goods. The "Sold to" address will vary depending upon which PPG location orders the goods.

The "Ship to" address may be the same or different from the Ultimate Consignee address.

In the case of a shipment where no sale occurred (i.e. samples) state the name, address, and phone number of the PPG U.S. associate who requested the shipment in the consignee field.

Example 1

PPG's coatings plant in Little Rock, AR purchases product to be delivered to their warehouse in Texas. In this case, the IOR is PPG Industries, Inc. in Pittsburgh PA. The Ultimate Consignee is PPG's plant in Little Rock. The "Ship to" party is the PPG warehouse in Texas.

Example 2

PPG's Silica facility in Lake Charles, LA orders product to be shipped to a PPG customer in New York. The IOR is PPG Industries, Inc. in Pittsburgh PA. The Ultimate Consignee is the PPG facility in Lake Charles, LA, and the "Ship to" party is the PPG customer location in New York.

APPENDIX F

COUNTRY OF ORIGIN / MARKING

U.S. Customs requires that international suppliers properly identify and mark country of origin (country of manufacture, production, or growth) for each good of foreign origin on the article and container.

The following COO marking guidelines focus on articles and containers.

Scope:	Every article or container imported into the U.S. must be marked with the country of origin
Location:	Conspicuous, read without strain and visible during casual handling
Legibility:	Clear, adequate size, easily read by person of normal vision
Permanence:	Indelible and as permanent as the product allows
Language:	English
Statement:	Made in _____ or Product of _____

All information relating to origin marking must be in English.

NOTE: Different origin rules and marking requirements apply when determining if a good qualifies for reduced duty treatment under special trade programs such as NAFTA. For example, the country of origin for a good that qualifies for NAFTA can be marked in English, French or Spanish where all other information must be in English.

All articles must be marked with the country of origin, with the following exemptions:

- Articles Incapable of being marked (bulk products)
- Crude Substances
- Goods produced more than 20 years ago prior to import into the U.S.
- Products of U.S. origin returned to the U.S.

Containers must generally be marked with the country of origin of the article they hold. If the container originates from a different country than the product they carry, two origins must be stated in the following format: "Container made in" and "Product made in." However, usual containers from a NAFTA country do not have to be marked with the country of origin. A "usual container" is the container in which goods will ordinarily reach its ultimate purchaser.

For additional information, please see 19 CFR Part 134.

APPENDIX G

SAMPLES, RETURNED GOODS, AND CONSIGNMENTS

Samples and returned goods of U.S. origin where no purchase order was issued or payment made must still clear U.S. Customs. Since no payment is made for the goods, the invoice, referred to as a "Proforma Customs Invoice" is used in place of the commercial invoice. This invoice will differ somewhat from the standard commercial invoice in content in the following ways:

- In addition to the actual product description, the invoice should state "Sample, No Commercial Value, Not for Re-sale."
- Instead of Purchase Order number, use date of the shipment or date when shipment was initiated.
- State the name, address, and phone number of the PPG U.S. associate who requested the shipment in the consignee field.
- If available, include any additional reference information.

Returned Goods

Returned goods are all goods of U.S. origin and goods of any origin that are being reimported within three years of export. (USHTS 9801)

The value declared on the invoice should match the original value paid for the item if purchased as part of a transaction or, the fair market value of the item as determined by generally accepted accounting principles.

For returned goods:

- State the circumstances of the return on the commercial invoice, for example: "Return of damaged goods," or "Item returned after testing."
- Reference PPG's part or product number for each good
- A value must be assigned for each distinct returned good in the shipment.
- Country of Origin for each article must be provided.

Generally, if the value of the shipment is over \$2,500 USD, then special documentation is required:

- Proof of previous export from the U.S. - commercial invoice or U.S. export Bill of Lading/Air waybill
- Foreign shipper's declaration
- Additional documentation may be requested

For goods with U.S. components that have been further processed or exported for repair or alterations (HTS 9802) while outside of the U.S., a Foreign Assembler's Declaration must be completed and included with the shipment.

Proforma Invoices for Samples

The value declared on the invoice must reflect either the cost to acquire/produce the item incurred by the supplier, or the normal retail cost were the item purchased by PPG. A value must be assigned to each distinct sample in the shipment. The following must be included on the Proforma Invoice in English:

- “Samples”, “Custom Value Only”, “Value for Customs Purpose Only”, “Return for Repair” or “Shipments for Repair and Re-export”
- PPG part or product number for each sample
- A detailed description of the merchandise describing it's intended use and components
- Country of origin of each good

Proforma Invoices for Consignments

Goods consigned to PPG, whereby the title of the goods does not transfer to PPG and no purchase transaction occurs, are to be valued in a manner similar to samples. A Proforma Invoice should be created and the value declared on the invoice must reflect the normal retail cost as if the goods were purchased by PPG. A value must be assigned for each type of good consigned. The following items must be included on the ProForma Invoice in English:

- "Goods shipped on consignment, Value for Customs Purposes Only \$_____."
- A detailed description of the merchandise
- Country of origin for each good

Note that any payments from PPG to the supplier pertaining to or resulting from the consignment of goods must be declared to U.S. Customs in addition to the value of the goods as determined by the normal retail cost.

APPENDIX H

VALUE

PPG utilizes the transaction value method of Customs valuation for imported goods which is "the price paid or payable" for the merchandise when sold for export to the U.S. plus certain additional amounts. The sum of the purchase price paid by PPG plus any additional amounts or allowable deductions as outlined below equals the total value to be declared to Customs. This total "Customs value" will be the amount upon which duty is ultimately assessed.

The following costs normally must be itemized by the international supplier on the commercial invoice and are *added to the value reported to Customs*:

Assists - An assist includes any of the items listed below (plus the cost of transporting the item to the place of production including freight and insurance charges) which a buyer of imported merchandise provides directly or indirectly, free of charge or at a reduced cost, for use in the production or sale of merchandise for export to the U.S.:

- Materials, components, parts, and similar items incorporated in the imported merchandise.
- Tools, dies, molds, and similar items used in producing the imported merchandise.
- Merchandise consumed in producing the imported merchandise.
- Engineering, design work, artwork, or plans that are undertaken outside the U.S. unless the work is:
 - Performed while that person is domiciled within the U.S.
 - Performed while that person is acting as an employee or agent of PPG U.S. for the production of the imported merchandise.
 - Incidental to other engineering, design work, artwork, or plans that were undertaken within the U.S.

Rebates - A rebate is a refund of, or other decrease in, the price actually paid or payable made or otherwise effected between PPG and the seller after the date of importation of the merchandise into the U.S.

Commissions - Any commission paid to the seller's agent who is related to or controlled by, or works for or on behalf of the manufacturer or seller must be added to the dutiable value declared to Customs.

Royalties - Royalties or license fees that PPG must pay, directly or indirectly, as a condition of the sale of merchandise that will be imported into the U.S., must be included in the value declared to Customs. Ultimately whether a royalty or license fee is dutiable will depend upon (1) whether PPG is required to pay the royalty as a condition of the purchase, and (2) to whom and under what circumstances the royalty is paid.

Proceeds - Any proceeds resulting from the incremental volume sales, disposal, or use of the imported merchandise that accrue directly or indirectly to the seller must be added to the customs value declared to Customs.

Packing Costs - (if not included in the price paid for the merchandise)

The following costs that are customary for shipments to PPG, if properly itemized on the commercial invoice by the international supplier, will *be deducted by the PPG primary broker from the value reported to U.S. Customs*:

All freight incidental to international transportation

Pre-carriage (Inland) Freight

International freight charges

Insurance (if included in the terms of sale)

Certain other charges related to technical assistance for assembly or construction of the imported merchandise in the U.S.

Value of Samples - The value of samples declared on the invoice must reflect either the cost to acquire or produce the item incurred by the supplier or the normal retail cost if the item was purchased by PPG. In either case, a value must be assigned to each separate sample in the shipment even if no sale occurred.

Value of Returned Goods (HTSUS 9801)

The value declared on the commercial invoice should match the value actually paid or payable for the item if originally purchased as part of a transaction or, the fair market value of the item as determined by generally accepted accounting principles. The value of machinery or other capital goods may be depreciated based on acceptable accounting methods. A value must be assigned for each distinct returned good in the shipment.

- Articles found to be damaged and returned for repair, replacement, or credit
- Items returned in their original condition when unused for any reason
- Items returned for disposal or items which do not meet specifications

Value of Returned Goods with U.S. Components, Advanced in Value in a Non-U.S. Country (HTSUS 9802)

Two values must be declared on the invoice. The first value must show the price of the U.S. component when last purchased in the U.S.; the second value must state the value the supplier charged the U.S. importer for labor, raw materials, and any other costs to make the finished product. If no purchase was made of the U.S. component, state the value of the good as provided by PPG. If the value exceeds \$2,500, a Foreign Shipper's Declaration must be provided with the commercial invoice. Please contact imports@ppg.com for any questions regarding these unusual circumstances.

APPENDIX I

SPECIAL TRADE PROGRAMS & U.S. GOODS RETURNED

Special trade programs, such as U.S. goods returned, USMCA, and other FTA are a privilege resulting in reduced or duty-free status. The international supplier must provide proof of eligibility for goods to qualify.

Goods Returned

The U.S. Harmonized Tariff Schedule (USHTS) has special tariff provisions for goods, parts of goods, or intermediaries that are exported from and returned to the U.S. Goods returned apply to all goods of U.S. origin as well as goods of any origin that are reimported within three years of export. These special tariff provisions are often referred to as USHTS 9801 and allow for duty free treatment or reduced duty.

Goods with components of U.S. origin (USHTS 9802)

The HTS 9802 provision covers goods assembled abroad consisting of U.S. components and allows U.S. importers to deduct the value of the U.S. components from the total Customs value for duty purposes. The U.S. components are entered duty free while the remaining value of the article is entered under the duty rate associated with the classification of the imported article.

USMCA

A trade program that PPG utilizes is USMCA. The benefits of this program includes merchandise which, for the most part, can receive duty-free treatment when imported between U.S., Canada and Mexico. In order for PPG to get the advantage of the duty reduction for USMCA, the exporter must certify that the product qualifies and document this at least annually to PPG. Eligibility for USMCA is based primarily on where the product "originated."

Obsolete –

Generalized System of Preferences (GSP)

Certain articles exported to the U.S. can receive preferential treatment - such as duty free status - by meeting specific criteria. One of these trade programs is referred to as the Generalized System of Preferences (GSP) and the specific countries and eligible, non-quota merchandise are listed in the Harmonized Tariff Schedule of the U.S. Note that benefits are not guaranteed and are reviewed annually by the U.S. Congress.

In order for a good to receive duty free status under GSP, several criteria must be met.

1. The origin where the article is produced must be designated by the President of the U.S. as a beneficiary country.

2. The goods must be "wholly the product of" that beneficiary country. Specifically, that means the sum of the value of the materials produced and the direct cost of processing operations performed in the GSP country cannot be less than 35% of the appraised value at the time of entry into the U.S. The "value of the materials produced" includes such items as the actual cost of materials, shipping cost, cost of waste less value of recoverable scrap, taxes and duties on raw materials.

"Direct cost of processing" comprises labor cost, quality control, and cost of engineering and testing. Note that even if materials are from a non-beneficiary country, the final goods might still meet the required 35% value criteria if substantial transformations - as defined by Customs - takes place. Please contact the PPG ITCCS if you have any questions.

3. Articles must be shipped directly from the beneficiary country and cannot enter into the commerce of another nation before reaching the U.S.

4. The supplier must complete a GSP declaration attesting to the fact the goods truly meet the above mentioned criteria and send this form with each shipment.

5. The supplier will be asked by the PPG ITCCS to demonstrate that the calculation for GSP value criteria has been done correctly.


A missing declaration can result in the rejection of duty free benefits

U.S. – Korea Free Trade Agreement (KORUS FTA)

Some PPG imports may qualify for duty-free entry under the KORUS FTA. The KORUS FTA eliminates or reduces duties imposed on trade between the member countries, on goods "originating" in the territories (the U.S., and South Korea).

To obtain preferential duty treatment under KORUS FTA, imported articles must qualify as "originating" in the KORUS FTA territory. KORUS FTA provides product-specific rules of origin to determine whether goods qualify as "originating." For the U.S., the KORUS FTA rules and documentation instructions are contained in Harmonized Tariff Schedule of the U.S. ("HTSUS") General Note 33.

2020 INCOTERMS® Chart

Incoterms® 2020 Rules												
International Trade Terms to describe the cost, obligations and tasks with regard to the sale and transportation of goods.												
IMPORTS@PPG.COM 	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP	
	Ex-Works ALL MODES	Free Carrier ALL MODES	Free Alongside Ship OCEAN ONLY	Free On-Board Vessel OCEAN ONLY	Cost & Freight OCEAN ONLY	Cost Insurance & Freight OCEAN ONLY	Carriage Paid to ALL MODES	Carriage & Insurance Paid to ALL MODES	Delivered at Place ALL MODES	Delivered at Place Unloaded ALL MODES	Delivered Duty Paid ALL MODES	
Export Packing	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
Warehouse/Loading Charges at Origin Point	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
Pre-Carriage to named place	Buyer	Seller/ Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
Export Documentation / Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
Loading on Exporting Carrier	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
International Freight (Main Freight)	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	
Insurance	Optional	Optional	Optional	Optional	Optional	Seller	Optional	Seller	Optional	Optional	Optional	
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	
Security Filing (ISF filings to USA, for ex.)	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	
Custom Duties, Taxes, Fees	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	
Unloading at Delivery Point	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer	

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Contact Imports Team at - imports@ppg.com with questions.

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 Contact Imports Team at - imports@ppg.com with questions.

APPENDIX K

INVOICE REQUIREMENTS

This section outlines U.S. Customs regulations and PPG requirements for creating a commercial or Proforma invoice and packing list.

Commercial Invoice

A commercial invoice must be presented as part of the documentation if a sale to PPG has occurred. The commercial invoice, and other shipping documents, must be sent to the PPG primary customs broker in advance of the products arriving in the United States. The same commercial invoice must be presented to PPG for payment of the goods.

Each commercial invoice should conform to the following:

- **This document must be in English (or have an attached accurate English translation) and be clearly legible.**
- Each commercial invoice shall represent one distinct shipment. When more than one invoice is included in the same entry, each invoice with its attachments shall be numbered consecutively on the bottom of the face of each page, beginning with the number 1.
- Multiple page invoices, including attachments, are to be numbered consecutively, on the bottom of each page (i.e., 1 of x pages or Invoice 1, Page, 1; Invoice 2, Page 1, etc.
- All notations made on the invoice by the importer or broker must be in blue or black ink.
- The required information outlined below may be stated on the invoice itself or on an attachment.

Following are commercial invoice field requirements:

1. Date
2. Place from which goods were shipped (City) and, if ocean or air shipments, port of U.S. entry (City).
3. The buyer and seller's company name and address. Also include names, phone numbers and/or e-mail addresses of individuals at the selling and buying locations who can respond to questions about the shipment, if needed. Note: *Shipments to entities other than PPG must be approved in advance by the PPG ITCCS if PPG is expected to act as the Importer of Record.*
4. Manufacturer's name and address – Party to last manufacture, assemble, produce or grow the goods to be sold.
5. Ship-to name and address – First place of delivery in the U.S. after release from Customs custody.
6. PPG reference numbers such as a Purchase Order Number and/or other unique identifiers, AMS Ocean Bill of Lading Number, Air Waybill Number, or Truck Bill of Lading Number.
7. International Terms of Sale (INCOTERMS 2010)

8. Line item descriptions, including the product name by which each item is known, and a general description of the end use, a PPG product code, and, if available, marks, numbers, symbols or trade names used by the seller. Part numbers alone are not sufficient.
9. Line item piece count quantity, net and gross weights and measures of the country or place from which the merchandise is shipped, or in the weights and measurements of the United States.
10. Line item tariff classification in accordance with the Harmonized Tariff System "HTS" (at least 6-digits, preferably 10-digits).
11. Line item country of origin (the country of manufacture, production, or growth of the article).
12. Line item purchase price (price actually paid or payable) in the currency of the transaction. Also include the foreign currency type.
13. Container Stuffing Location – Name and address where the container was actually stuffed (for ocean shipments).
14. Consolidator name and address – Name and address of the party who stuffed the container or arranged for the stuffing of the container (for ocean shipments).
15. Itemized costs including the calculation for all deductions and additions to invoice value for the following:
 - Freight
 - Foreign in-land freight (to move the goods to the port of loading; only if shipment is not on a through bill of lading)
 - Insurance
 - Packing
 - Repairs or alterations
 - Assists (items provided by the buyer directly, indirectly, free of charge or at a reduced cost)
 - Rebates
 - Technical assistance, assembly or erection performed in the U.S.
 - Discounts
 - Royalties or License fees that are a condition to the sale
 - Proceeds to the seller (gains or any resale or disposal that go, directly or indirectly, to the seller)
16. UN number for Dangerous Goods.
17. Chemicals: Show the Chemical Abstract Service (CAS) number for each article classified in chapters 27, 28, and 29 of the HTS.
18. Colors, dyes, stains and related products provided for under heading 3204, HTS - The following information is required: (a) PPG name of product; (b) Trade name of product; (c) Identity and percent by weight of each component; (d) Color Index number (if none, so state); (e) Color Index

generic name (if none so state); (f) Chemical Abstracts Service number of the active ingredient; (g) Class of merchandise (state whether acid type dye, basic dye, disperse dye, fluorescent brightener, soluble dye, vat dye, toner or other (describe); (h) Material to which applied (name the material for which the color, dye, or toner is primarily designed).

19. Machines, equipment and apparatus - Chapters 84 and 85 HTS: A statement as to the use or method of operation of each type of machine.
20. Machine parts: Statement specifying the kind of machine for which the parts are intended or, if not known to the shipper, the kinds of machines for which the parts are suitable.
21. Machine tools:
 - HTS Headings 8456 through 8462 - machine tools covered by these headings equipped with a CNC (Computer Numerical Control) or the facings (electrical interface) for a CNC must state so;
 - HTS Headings 8458 through 8463 - machine tools covered by these headings if used or rebuilt must state so;
 - HTS Subheading 8456.30.10 - EDM: (Electrical Discharge Machines) if a Traveling Wire (Wire Cut) type must state so. Wire EDM's uses a copper or brass wire for the electrode;
 - HTS Subheading 8457.10.0010 through 8457.10.0050 - Machining Centers. Must state whether or not they have an ATC (Automatic Tool Changer). Vertical spindle machining centers with an ATC must also indicate the Y-travel;
 - HTS Subheading 8458.11.0030 through 8458.11.0090 - horizontal lathes: numerically controlled. Must indicate the rated horse power (or kilowatt rating) of the main spindle motor. Use the continuous rather than the 30-minute rating.
22. For U.S. Goods previously exported and returned to the U.S., the foreign shipper is required to provide a shipper's declaration for merchandise entered as returned U.S. origin goods in a certain format. See Appendix P.
23. For U.S. origin merchandise received by a non-U.S. supplier for repair under warranty (HTS 9802) & re-exported back to PPG U.S., the foreign shipper is required to provide certain documentation on the commercial invoice. See Appendix P.
24. Any other information that may be required as per Part 19 of the U. S. Code of Federal Regulations §141.89 for certain articles (This information shall be provided by PPG or the shipper on a per-entry basis).

Proforma Invoices

A shipment where there is no sale to PPG in the U.S. must be accompanied by a “Proforma Invoice” in lieu of a commercial invoice. This document contains essentially the same information as a commercial invoice, however, the value of the shipment is for Customs purposes only and must state so on the invoice. Following is a list of scenarios where use of a Proforma Invoice is appropriate:

- Returned goods of U.S. origin or goods with U.S. components
- Samples where no purchase order was issued or payment was made
- Consignments where the title does not transfer to PPG and no purchase transaction occurred

A Proforma invoice *should not* be used for any shipment when a payment for goods will be made.

Packing List

The international supplier is to include a packing list with each shipment describing, in adequate detail, items packaged in each individual box, including markings.

APPENDIX L

INSTRUMENTS OF INTERNATIONAL TRAFFIC (IIT)

Suppliers are to utilize the following procedures for IITs in order to comply with U.S. Customs:

- The international supplier is to notify the PPG primary Customs Broker that articles are being returned as Instruments of International Traffic.
- The supplier must be sure to accurately describe the article, and indicate the weight and piece count on the bill of lading.
- Any marks or numbers on the instruments must be included on the bill of lading.
- All shipments of IIT's are to be shipped to PPG U.S. "freight collect" unless PPG advises otherwise.
- A copy of the invoice and bill of lading should be sent to the Customs Broker prior to shipping the container/article.
- The master bill of lading and house bill of lading should contain the following language:

"The shipping devices transported herein have been designated Instruments of International Trade within the meaning of Section 322(a) of the Tariff Act of 1930, as amended. Release without entry and without the payment of duty is sought under the provisions of 19 CFR §10.41a."

A Proforma Invoice must be generated for any articles that have not expressly been identified by PPG as qualifying as Instruments of International Traffic. Once an IIT designation has been made, a Proforma Invoice will not be necessary.

The supplier is responsible to ensure that their forwarding agent correctly completes the bill of lading for Instruments of International Traffic as outlined above. Questions concerning the eligibility of a container/articles as an IIT, or any questions regarding the procedures for IIT's should be addressed to imports@ppg.com prior to shipping the container/articles.

APPENDIX M

PPG INDUSTRIES, INC.

Ocean Shipment - Instructions to Shipper/Shippers Forwarder Import to the United States

Ship Straight Consignment

Ocean Bill of Lading Information

1. Ship To
(Name & address) _____

2. Notify Party - BDP International, Inc.
100 Concord Road
Aston, PA 19014
ppgimport@bdpint.com
3. Port of Discharge -
(please complete) _____
4. Place of Receipt - _____
5. Port of Origin - _____
6. AMS B/L# - _____
7. Place of Delivery - _____
8. Terms of Sale - _____

Distribution of Documents:

1. Within three U.S. business days of sailing, dispatch the commercial documents including Ocean Bill of Lading, Commercial Invoice and Packing List via email to BDP International, (ppgimport@bdpint.com and ppgisf@bdpint.com) and PPG (imports@ppg.com).
 - a. Copy of commercial invoice in English language certified as true and correct by shipper. Indicate for each product first six digits of harmonized*. **Commercial invoice must include value for u.s. customs and u.s. goods returned must be indicated when applicable.**
 - b. Copy of express ocean bill of lading when payment is an open account. Two original ocean bill of lading when payment is a letter of credit.

c. Copy of packing list.

d. Intermodal certification document.

One for each container where cargo gross weight is in excess of 29,000 lb. Information required:

- Container number
- Description of contents
- Actual gross cargo weight (product + packaging + blocking/bracing)
- Identity of certifying party and date certified.

NOTE: Intermodal certification document is not necessary if gross cargo weight is 29,000 lb. or less or information required on intermodal certification document is contained on the bill of lading.

To comply with U.S. highway law maximum gross weight (product + packaging + blocking/bracing) per container cannot exceed the following:

- 40 ft container -- 45,000 lb. maximum
- 20 ft container -- 35,000 lb. maximum*

*This may be exceeded under certain conditions if prearranged for special trailer chassis at U.S. port of entry.

Importer Security Filing (ISF)

A. To meet ISF requirements for ocean imports to the U.S., suppliers must provide the completed ISF form to PPG's ISF agent, BDP International, Inc. at: ppgisf@bdpint.com and ppgimport@bdpint.com. The completed ISF forms must be provided to BDP International preferably five days but no less than three U.S. business days prior to vessel lading.

The following information must be included on each ISF form provided to BDP International for ISF filing:

- a. Manufacturer name and address
- b. Country of origin of the goods
- c. Container stuffing location (factory loads)
- d. Consolidator name and address (factory loads)
- e. Seller name and address
- f. Buyer name and address
- g. "Ship to" name and address
- h. HTS numbers of merchandise purchased (10 digits)

Definitions of ISF data elements:

Manufacturer name/address: Party to last manufacture, assemble, produce or grow the goods to be sold

Country of Origin: Country of manufacture, production or growth per US import law and regulations.

Container Stuffing Location Factory loads: Name/address of Party physically loading/sealing container

Consolidator name/address Factory loads: Same as Container Stuffing Location

Buyer name/address: Name and address of the party to whom goods are sold/are agreed to be sold
Seller name/address: Name and address of the party by whom goods are sold/are agreed to be sold
Ship to name/address: First place of delivery in the US after release from customs custody
HTS number (10 digits): Harmonized Tariff Schedule of the United States (HTSUS)

PPG will pass back to shipper any fines that may be incurred because of non-compliance to above.

For specific information about security procedures and instructions for shipping into the U.S., please go to contact imports@ppg.com.

**Air Shipment - Instructions to Shipper/Shippers Forwarder
Import to the United States**

- Airport of Destination: _____

- Consignment for Air Waybill:

Notify:

BDP International, Inc.

100 Concord Road

Aston, PA 19014

import@bdpint.com

- Do not insure shipment with air carrier.
- All documents must be in English and the Commercial Invoice must contain the country of origin and an adequate description of the merchandise including values and quantities. PLEASE INDICATE "US GOOD RETURNED" IF APPLICABLE. VALUE MUST BE INDICATED ON DOCUMENTS FOR ALL RETURN SHIPMENTS.
- Documents to be faxed prior to air departure to "Notify" address above and emailed to ppgimport@bdpint.com. Additionally, a duplicate set must be emailed to PPG International Logistics at imports@ppg.com.
 1. Airway Bill
 2. Commercial Invoice
 3. Packing List
- Special Instructions:
- Send PPG International Logistics (One PPG Place, Pittsburgh, PA 15272) a copy of the purchase order via imports@ppg.com.

***FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN
DELAYED PAYMENT OF YOUR INVOICE OR BACKCHARGES OF ANY
ADDITIONAL EXPENSES INCURRED.***

For specific information about security procedures and instructions for shipping into the U.S., please contact imports@ppg.com.

**Air Shipment - Instructions to Supplier/Carrier
Import to the United States**

1.) Please notify party broker contact bellows:

A.) BDP International, Inc.
100 Concord Road
Aston, PA 19014
ppgimport@bdpint.com

(If Shipped with Fed Ex Express)
B.) FedEx Trade Networks
3800 Forest Hill Irene
Memphis, TN 38125
Attn: Elizabeth Wilken
Phone: 1-844-363-5425 Option 1, Ext: 5443
Email: CPA_MEMACCTTEAM2@ftn.fedex.com

- If you must select a carrier not on PPG's approved list, please email imports@ppg.com in advance to discuss proper arrangements.

2.) Prior to departure, email a copy of the following documents to the selected carrier above and PPG Imports at imports@ppg.com:

- A. Commercial Invoice
- B. Airway Bill
- C. Packing List
- D. Declaration of Dangerous Goods (if applicable)

- In the email, please include:
 - Air carrier name and air waybill number
 - Airport of Destination
 - PPG Delivery Location

- Notify Party Information:
 - If the selected carrier is not **FedEx**, then the **BDP International, Inc.** contact information above must be included on the Airway Bill and Commercial Invoice as the "Notify" Party.
 - If **FedEx** is the carrier please leave the "Notify" Party blank.

Consideration:

- All documents must be in English.
- The Commercial Invoice must contain the Country of Origin and an adequate description of the merchandise including values and quantities.
- FOR U.S. CUSTOMS PURPOSES, VALUE MUST BE INDICATED ON DOCUMENTS FOR ALL SHIPMENTS. PLEASE INDICATE "VALUE FOR U.S. CUSTOMS ONLY" IF APPLICABLE.

***PPG WILL PASS BACK TO SUPPLIER/FORWARDER ANY FINES THAT MAY BE INCURRED BECAUSE
OF NON-COMPLIANCE TO ABOVE.***

VI. GLOSSARY

Airway Bill: A shipping document used by the airlines for air freight. It is a contract for carriage that includes carrier conditions of carriage including such items as limits of liability and claim procedures. The airway bill also contains shipping instructions to airlines, a description of the commodity and applicable transportation charges.

Bill of Lading: A document issued by a carrier to a shipper, signed by the captain, agent, or owner of a vessel, furnishing written evidence of receipt of the goods (cargo), the conditions on which transportation is made (contract of carriage), and engagement to deliver goods at prescribed port of destination to the lawful holder of the bill of lading.

Customs Broker: An individual or firm licensed by U.S. Customs & Border Protection to act for importers in handling the sequence of custom formalities and other details critical to the legal and speedy exporting and importing of goods.

Duty: A tax levied by a government on the import, export or consumption of goods.

Harmonized Tariff Schedule (“HTS”): An organized listing of goods and their duty rates which is used by U.S. Customs as the basis for classifying imported products and therefore establishing the duty to be charged and providing the U.S. Census with statistical information about imports and exports.

Importer of Record (“IOR”): The individual or business entity that is responsible for ensuring that a shipment of goods is imported in accordance with the laws of the country. Generally, the IOR is the owner or purchaser of the goods, or when designated by the owner, purchaser, or consignee, or a licensed customs broker.

Importer Security Filing (“ISF”): Importers of ocean cargo, or their authorized agents, must provide U.S. Customs and Border Protection (“CBP”) with specific information about the shipment within 3 business days of the departure of the vessel.

Material Safety Data Sheet (“MSDS”): A document prepared by a supplier or manufacturer of potentially hazardous materials and products that details safety information and procedures for handling or using a substance, material or product.

Notify Party: Name and address of a party in the transport document (bill of lading or airway bill), usually the buyer or his agent, to be notified by the shipping company or the arrival of a shipment.