



Import Guidelines-Lifecore Biomedical

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Purpose

These instructions are to be used as a general guideline for importing. This information is provided to assist Lifecore Biomedical suppliers when importing to Lifecore Biomedical. These procedures cannot be interpreted as a substitute for compliance to applicable governmental regulations. If your company is designated as the exporter of record, it is your legal responsibility to understand and comply with export/import regulations of the appropriate countries. Lifecore Biomedical shall not be responsible for your failure to follow applicable export/import regulations. Please direct any questions to:

Todd Laumann Logistics Manager 952-368-6328 todd.laumann@lifecore.com
 Rose Gjerde Sr. Director of Supply Chain 952-368-6265 rose.gjerde@lifecore.com
 Mike Allen Supply Chain Manager 952-368-6419 mike.allen@lifecore.com

Scope

The following instructions are applicable to all suppliers shipping to Lifecore Biomedical facilities in the United States where Lifecore Biomedical is the Importer of Record (IOR). Lifecore Biomedical suppliers shall comply with all U.S. Customs & Border Protection (CBP) regulations pertaining to the importation of goods into the U.S. These requirements apply to all billable shipments to Lifecore Biomedical shipped against an approved Lifecore Biomedical Purchase Order (PO).

Responsibilities

Who	Responsibility
Lifecore Biomedical, LLC Supply Chain	Ensure that Import guidelines are appropriate and published revisions are up-to-date. This document is contained at: http://www.lifecore.com/about-lifecore/suppliers
Lifecore Biomedical, LLC Suppliers	Ensure understanding and compliance of guidelines.



Definitions

Term	Definitions
IOR	Importer of Record
CBP	U.S. Customs & Border Protection
PO	Purchase Order
HTS	Harmonized Tariff Schedule

Equipment/Materials

N/A

Safety

N/A

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Procedure

1.0 Import Document Requirements

Documents-General

Unless otherwise indicated on the PO (Buyer/Seller Agreement,) all documents for imports into the U.S. must be in English and in US dollars. Language and currency for imports into countries other than the U.S. shall be specified in the buying agreement or on the PO.

Invoice-General

A commercial (customs) invoice **MUST** accompany all shipments and must match the billing (or “no charge”) invoice. No-Charge Invoices shall contain the statement “Value for Customs Purposes Only – No Charge” and must list the price paid or payable (the normal selling price). All commercial invoices must have the name and phone number and email of a responsible employee of the shipper who has information or can obtain information about the shipment. The Lifecore Biomedical location receiving the product must be listed as the “Consignee”.

- 1.1 Invoice:** must contain, at a minimum, the following:
- 1.1.1 Ship to name: Lifecore Biomedical (unless otherwise directed)
 - 1.1.2 Ship to address
 - 1.1.3 Ship to attention name
 - 1.1.4 Ship to phone #
 - 1.1.5 Sold to/invoice To
 - 1.1.6 Mode of transport: e.g., air, sea, ground, expedited
 - 1.1.7 Delivery terms (INCOTERMS 2020) and named location
 - 1.1.8 Lifecore Biomedical PO number
 - 1.1.9 Country of origin (manufacture), European Union is not acceptable, must list actual country
 - 1.1.10 Commodity/HTS number to six (6) digits
 - 1.1.11 Item Number
 - 1.1.12 Value
 - 1.1.13 Currency
 - 1.1.14 Unit and extended cost
 - 1.1.15 Part description in English
 - 1.1.16 Quantity
 - 1.1.17 Unit of measure
 - 1.1.18 Discounts if applicable must be separate line item on invoice
 - 1.1.19 Special handling/shipping instructions
 - 1.1.20 “Intended Use” Statement describing why the goods are being imported and for what use.
Example: R&D, Validation, or Commercial Production.
 - 1.1.21 If product(s) are US FDA controlled, provide an LST (listing number) for all related product.

Packing List-General

One copy of the packing list must be sealed and placed on the outside of the package per shipment.

1.2 Packing List: must contain, at a minimum, the following documentation:

- 1.2.1 Ship to name: Lifecore Biomedical (unless otherwise directed)
- 1.2.2 Ship to address
- 1.2.3 Ship to attention name
- 1.2.4 Lifecore Biomedical PO Number
- 1.2.5 Item numbers shipped
- 1.2.6 Part description in English
- 1.2.7 Quantity Shipped
 - 1.2.7.1 Quantity listed on the packing list must be in the same unit of measure as the quantity on the purchase order.
- 1.2.8 Unit of measure
- 1.2.9 Net weight
- 1.2.10 Gross weight
- 1.2.11 Measurements (LxWxH)
- 1.2.12 Total pieces in shipment

2.0 Packaging

- 2.1.1 Suppliers are responsible for shipping quality acceptable packaging and parts to the point of use.
- 2.1.2 Pallets should be constructed of plastic unless otherwise approved by Lifecore Biomedical. Any wood pallets must conform to ISPM 15 Standards.
- 2.1.3 Pallets shipped via airfreight, all reasonable attempts must be taken to not exceed a total height 62in or 158 cm.

Refer to Supplier Packaging and Labeling Standards – Lifecore Biomedical for further details.
<http://www.lifecore.com/about-lifecore/suppliers>

3.0 Notify party: Prior to or immediately following the loading of the goods email the following to the contacts below.

- 3.1.1 Invoice
- 3.1.2 Packing List
- 3.1.3 Airway bill or Bill of lading
- 3.1.4 Quality certificates
- 3.1.5 End-Use statement if required
- 3.1.6 Contacts for email:
 - Todd.laumann@Lifecore.com
 - Nikki.Zebell@Lifecore.com
 - Customs: Cari.Goldman@CHRobinson.com
 - Ocean Imports: Carly.Evavold@CHRobinson.com
 - Air Imports: MSPAIR@Chrobinson.com

4.0 Importer security Filing (ISF) or 10+2 requirements (Ocean shipments)

On January 26, 2009, the Importer Security Filing and Additional Carrier Requirements (commonly known as "10+2") went into effect. This rule applies to import cargo arriving to the United States by vessel. Failure to comply with the rule could ultimately result in monetary penalties, increased inspections and delay of cargo. The 10+2 elements are:

- 4.1.1 Manufacturer (or supplier) name and address
- 4.1.2 Seller (or owner) name and address
- 4.1.3 Buyer (or owner) name and address
- 4.1.4 Ship-to name and address
- 4.1.5 Container stuffing location
- 4.1.6 Consolidator (stuffer) name and address
- 4.1.7 Importer of record number/foreign trade zone applicant identification number
- 4.1.8 Consignee number(s)
- 4.1.9 Country of origin
- 4.1.10 Commodity Harmonized Tariff Schedule number to six (6) digits
From the carrier, 2 data elements are required:
 - 4.1.11 Vessel stow plan
 - 4.1.12 Container status messages

References

<https://www.cbp.gov/trade/basic-import-export>

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