

MILLIKEN & COMPANY

SUPPLIER SHIPPING SECURITY PROCEDURE

Container/Trailer Inspection

All containers/trailers must be inspected to ensure integrity prior to stuffing. All seven (7) key points of the container (front wall, left side, right side, floor, ceiling/roof, doors, and undercarriage or chassis) must be inspected to insure integrity. Specific items to look for include:

1. Holes or thin places in the walls, floor, ceiling, or doors
2. Compartments between the inner and outer walls
3. Insecure locking mechanism
4. Atypical access points (example: door allowing access through side wall)

Reference 7-point container inspection guidelines:

http://www.supplier.milliken.com/en-us/Transportation_Shipping/1Container%20Inspection%20Process.pdf

Reference 17-point trailer inspection guidelines:

http://www.supplier.milliken.com/en-us/Transportation_Shipping/F2+Trailer++17+Point+Inspection+pic.pdf

If any of the above conditions or other integrity issues are found, no loading can occur and the container must be rejected. U.S. Customs & Border Protection or the appropriate foreign authority must be notified if items 2 or 4 are found the container.

Driver Verification

The identity of the driver must be verified against government-issued or company-issued identification. Cargo must only be tendered to legitimate drivers. Driver visitation logs should be maintained.

Sample driver log:

http://www.supplier.milliken.com/en-us/Transportation_Shipping/Driver_Log.pdf

Container/Trailer Stuffing and Shipment Documentation

Only authorized supplier associates or legitimate transportation providers (example LCL consolidators, airfreight companies, etc.) are allowed to load containers destined for the U.S. All items loaded into the container must be properly documented on the bill of lading or packing list to include:

- Appropriate header information (shipper name & address, consignee name & address, carrier, shipping date, invoice number)
- Description of the item(s) being sent to Milliken
- Count, weight or other appropriate measure

All documentation must be done legibly, accurately, and in the English language.

The country of origin marking of all items imported into the United States must be consistent with U.S. Customs & Border Protection rules (19CFR134).

All wood packaging material and dunnage for international shipments must comply with ISPM15 standards.

All documentation must also comply with Milliken's *Invoice and Shipping Document Requirements* standards (see separate instruction).

Container Seals

A high security seal meeting the PAS ISO17712 standard must be affixed to all containers destined for the U.S. Seals must be stored in a secure location to prevent unauthorized access prior to use. Seals should be applied by an authorized, trained supplier associate or the authorized associate of our provider. Seals should never be given to a driver

for application to the conveyance. The seal number must be accurately and legibly written on the accompanying shipping document. Seals should be affixed in a random order (i.e., not in numerical sequence).

Reference seal procedure best practices:

[http://www.supplier.milliken.com/en-us/Transportation Shipping/Recommended+Seal+Procedures+Including+Best+Practices-1.pdf](http://www.supplier.milliken.com/en-us/Transportation%20Shipping/Recommended+Seal+Procedures+Including+Best+Practices-1.pdf)

Manifest Data

Suppliers must provide complete, accurate, and timely manifest information to the appropriate carrier(s), freight forwarder, customs broker, or other logistics service provider(s) in order to facilitate efficient and safe transportation. This includes complying with all advance electronic manifest guidelines issued by U.S. Customs & Border Protection.

Commercial Invoice Data

Suppliers must provide data on the commercial invoice in accordance with 19CFR141.86. This information includes:

- Shipper name, address, and contact person with knowledge of the shipment. Please include that person's phone number or e-mail address
- Consignee name, address, and contact person to whom the shipment is destined. If drop-shipped to a third party, include the name, address, and contact info of that entity. In either case, include the phone number or email address of the appropriate person
- Clear and detailed description of the merchandise. Include trade name, marks, grade, quality, symbols and armonized Tariff Schedule Code (HTSUS to 10-digits). Note marks and number of package in which the merchandise is packed.
- The quantities in weights and measures of the country from which the merchandise is shipped or in weights and measures in the United States
- The purchase price of each item in the currency of purchase. If the merchandise is not a purchase, include the value of the merchandise in the currency in which the transaction would normally be made
- All charges upon the merchandise itemized by name and amount including freight, insurance, commission, cases, containers, coverings, and cost of packing if not included in the invoice price
- Country of Origin of the merchandise as determined according to 19CFR134
- Discounts given or to be taking listed on the invoice
- Invoice number, invoice date, and Milliken purchase order number
- If the invoice is more than one page, each page should contain the invoice number and page number in consecutive order
- INCOTERMS applicable to the transaction The commercial invoice must be prepared legibly, accurately, and in the English language.

If you need assistance from Milliken concerning HTS classification, please contact our trade specialist at C-TPAT @milliken.com. Please include the verbiage "HTS Classification" in the subject line.

Container Storage

Containers must be stored in a secure area that prevents unauthorized access prior to stuffing. If suspicious activities are seen in the container storage area, U.S. Customs & Border Protection or the appropriate foreign authority must be notified.

Additional Information

All suppliers are encouraged to regularly review the latest C-TPAT information posted by USCBP at:

http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/