

## U.S. Import Guidance for International Suppliers and Customers

### Documentary Requirements:

**Commercial Invoice** (the following information must appear on the invoice to prevent customs delays):

- a. Must be in English language
- b. Ensure the proper Illumina company placing the PO is on all documents (Illumina Inc. or Illumina Cambridge Ltd)
- c. Complete name and address of supplier/shipper including contact name and phone number
- d. Complete Illumina Purchasing or other contact name and phone number
- e. Invoice number and date
- f. Purchase Order (PO) number (if applicable) Is shipping via USP Campus-Ship or World Ship insert PO number into the reference field
- g. Each item must have the following:
  - Illumina part number
  - Supplier part number
  - Harmonized Tariff Schedule code (HTS)
  - Country of manufacture
  - Accurate item description (ok to use item description on Illumina PO if applicable)
  - Serial Numbers (if applicable)
  - Accurate unit and extended value for each line item (including samples and R&D)
  - Currency of transaction (USD, SGD, AUD etc.)
  - Quantity
  - Unit of measure
- h. INCOTERMS (terms of delivery) and terms of payment
- i. Signature of company representative

**Packing List** must contain weight, dimensions and marking

### Special Instructions:

1. **Return of repair items**
  - a. An RMA number must appear on the Commercial Invoice
  - b. Warranty repair items must indicate original purchase price AND estimated repair value as a separate line item
  - c. Non-warranty repair items must indicate the original purchase price AND repair value as a separate line item
  - d. Foreign Shipper Declaration must accompany any US origin items within a shipment destined for any US Illumina facility. Please contact the Illumina Trade Compliance team at [ILMN-import@illumina.com](mailto:ILMN-import@illumina.com) to obtain this form
2. **Special Commodities** (Please contact Illumina Trade Compliance @ [ILMN-import@illumina.com](mailto:ILMN-import@illumina.com) for more details prior to shipping)
  - a. Lasers, computers, diagnostic products and other US Food and Drug Administration (FDA) regulated items may require additional information and documentation.
  - b. Chemicals/reagents/biologics will require USDA declarations or import permits

### Additional Requirements for Ocean Freight:

1. Mandatory U.S. security measures require Import Security Filing (ISF) prior to the vessel departure from origin port. An ISF form must be completed and sent to [ILMN-importer@illumina.com](mailto:ILMN-importer@illumina.com) 96 hours prior to vessel departure. Failure to do so may result in fines, penalties and the inability to import.

### Marks, Labels and Packaging:

1. US import regulations require every article of foreign origin and its container be marked with country of origin
2. All wood packing material must be treated, certified and marked as per International Standards for Phytosanitary Measures (ISPM) 15
3. Hazardous material must be appropriately identified and packaged according to IATA regulations and accompanied by Safety Data Sheets (SDS)
4. Perishable items must identify appropriate storage conditions and amount of dry ice per box