

## CANADA NFG IMPORT SHIPPING INSTRUCTIONS

<p><b><u>Bill to on Invoice and Consignee on BOL:</u></b></p> <p>Michelin North America (Canada) Inc. 1000 – 1001 Boulevard De Maisonneuve Ouest Montréal, QC H3A 3C8 Canada</p>	<p><b><u>Ship to on Invoice:</u></b></p> <p>Must match the “Ship To” address specified on the Purchase Order.</p>
<p align="center"><b><u>IMPORT CONTACTS</u></b></p> <p align="center"><b>Shipping Documents (Invoice, Packing List, BOL, Certificate of Origin)</b> <b><u>MUST</u> be sent to all the import contacts below at the time of shipment.</b></p>	
<p><b><u>Michelin NA Imports Contacts:</u></b></p> <p><a href="mailto:importnfg.ca@michelin.com">importnfg.ca@michelin.com</a>  <a href="mailto:francisco.aguilar@michelin.com">francisco.aguilar@michelin.com</a>  <a href="mailto:kenia.rivera@michelin.com">kenia.rivera@michelin.com</a>  <a href="mailto:dianey.lopez@michelin.com">dianey.lopez@michelin.com</a></p>	<p><b><u>Import Broker Contact:</u></b></p> <p>Livingston International 795 Main St #205 Moncton NB E1C 1E9 Canada</p> <p><b>Customs</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:michelin@livingstonintl.com">michelin@livingstonintl.com</a></li> </ul> <p><b>Toronto Air</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:traffictorontoair@livingstonintl.com">traffictorontoair@livingstonintl.com</a></li> </ul> <p><b>Toronto Ocean</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:traffictorontocean@livingstonintl.com">traffictorontocean@livingstonintl.com</a></li> </ul> <p><b>Montreal Air</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:trafficismontrealair@livingstonintl.com">trafficismontrealair@livingstonintl.com</a></li> </ul> <p><b>Montreal Ocean</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:trafficismontreal@livingstonintl.com">trafficismontreal@livingstonintl.com</a></li> </ul> <p><b>Halifax Air/Ocean</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:traffichalifax@livingstonintl.com">traffichalifax@livingstonintl.com</a></li> </ul> <p><b>Vancouver Air</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:traffickvancouverair@livingstonintl.com">traffickvancouverair@livingstonintl.com</a></li> </ul> <p><b>Vancouver Ocean</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:traffickvancouver@livingstonintl.com">traffickvancouver@livingstonintl.com</a></li> </ul> <p><b>Please always list Livingston International as the Notify Party on the BOL</b></p>
<p align="center"><b><u>ALL shipping documents must be in ENGLISH</u></b></p>	

### Documents and Details required for Customs Clearance:

#### INVOICE Requirements:

**Proforma Invoices are only applicable for items with no commercial value or transaction, for customs purposes only.**

- Purchase Order number (Specifying the Line number)
  - **For partial shipments:**
    1. Shipment sequence number must be declared on the invoice. Please include the *Partial shipment* statement and *Shipment #* in relation to the total shipments.
    2. Total number of shipments for the PO must be mentioned.
- Agreed INCOTERM on PO (**No EXW/DDP**)
- Currency
- Michelin contact in US – Name, email, and phone number
- Final Delivery Destination
- Detailed Invoice Requirements – must indicate for each line item:
  - Goods Description (must not be vague; apply general and knowledgeable terms)
  - Michelin Part Number (CAI Number for Tires and related Finished Products)
  - Supplier Part Number
  - Country of Manufacture (Country of Production)
  - Quantity, Unit of Measure, Unit Price
  - Net Weight and Gross Weight
  - Tariff Classification (HTS) Number (Export Country HT Number)

#### PACKING LIST Requirements:

- Detailed information not included on the invoice, can be listed on the Packing List.
- Electronic copy sent in document package.
- Additional copy included in shipment, attached to product packaging.

#### Air Waybill / Sea Waybill (Final Copy):

- Original Bills of Lading are not acceptable per Michelin group policies.
- 0-day payment terms with Freight Forwarders are not compliant with Michelin payment terms and policies.

**PLEASE DO NOT USE ORIGINAL OCEAN BILLS OF LADING**

#### Special Instructions and documents:

- Certificate of Origin (If applicable)
- MSDS: Material Data Sheet (If applicable for chemicals)
- Technical Information Sheet (If applicable, specifications, diagrams)
- Pictures of the material
- Wooden pallets / blocking bracing must comply to ISPM 15 / IPPC Standards

**PLEASE DO NOT USE WOODEN PALLET FOR RUBBER SHIPMENTS**

### Drop Shipments

When it is a drop shipment coming into Canada, we should have documents referring to the entity who is selling us the material. We cannot accept shipments with invoices from the manufacturers and clear the shipment with them if they do not refer to a 407 PO. There is no legal possession on that material because the shipment is not sold directly to Michelin Canada according to the invoice provided by the manufacturers.

The requestor of the material needs to create a PO (407), send it to the entity which selling the material to Michelin in Canada and that entity must send the invoices regarding that transaction so the shipment can be cleared.

