

Arthrex EMEA Import Logistics Instructions

Section 1 - Shipment Preparation

Pre-shipment Authorization

All shipments to Arthrex, including Commercial Purchases, Samples, Prototypes and Repairs, must be **approved** by the Arthrex department responsible for purchase prior to shipping; sending pre-shipment approval requests will minimize risks for late deliveries to Arthrex that may affect your Delivery Performance metrics.

Send an Approval Request to the Arthrex department responsible for purchase and Include Commercial Invoice(s) or the list of items in the shipment and Shipment Size / Dimensions / Weights.

Arthrex department responsible for purchase will provide transportation instructions based on a shipment's dimensions and weight and answer questions regarding packaging and logistics.

- You must consolidate all shipments to the same address on the same day onto one Master Air Waybill or Bill of Lading.
- Declare customs value, DO NOT declare carriage value

Advanced Shipping Notice

After receiving approval and shipping instructions, send an *Advanced Shipping Notice (ASN)* to the Arthrex department responsible for purchase, Supply Chain Buyer-Planner and EMEA Global Trade department.

Approval Request and *Advanced Shipping Notice* emails must have the following Subject Line structure (with as much information as available):

Request for Approval or ASN, Shipper Name, Ship Date, Courier tracking (no spaces in tracking number), Commercial Invoice Number(s)

*EXAMPLE: Approval Request (or ASN) WOM10 Jul
FedEx 733838393697 9024140*

Include all documents that apply:

- Commercial Invoice(s) or the list of items in the shipment (refer to the Commercial Invoice Requirements, below)
- Shipment Sizes / Dimensions / Weights
- Arthrex Purchase Order Number
- Packing List
- Courier Name (FedEx) and Tracking Number
- Certificate of Conformity / Sterilization
- Hazardous Material Certifications
- Any additional documents related to the shipment.

Advanced Shipping Notices allow Arthrex to send necessary regulatory information to NL Customs. Your assistance in providing required information is crucial for import of the shipment.

Section 2 - Commercial Invoice Requirements

All documents, especially Commercial Invoices, must be in English and include the following information:

Header Details

- Invoice number, terms of sale and terms of delivery
- (INCOTERMS)
- Shipper / exporter's full name, address and tax identification number
- Sold-to Party, full name and address
- Ship-to name and address as instructed by the Supply Chain Buyer-Planner, and specified on the purchase order

NOTE: Failure to identify the correct address will cause delivery delays

Item Level Details

- Arthrex purchase order number
- Arthrex part number as shown on the purchase order
- Product description
- Country of origin
- Harmonized Tariff Schedule (HTS) classification number
- Quantities and units of measure
- Value (Purchase price of each item; if an Item is sent at no charge, then include its cost or Fair Market Value of a similar product).

Additional Costs or Charges

Declare on the commercial invoice any costs or charges that are not included in the product value, and include their description and cost, for example:

- Dies, molds or tools Arthrex provided to you free of charge
- Engineering or design work Arthrex asked you to perform
- Components or materials provided by Arthrex at a discount or free of charge, (e.g. packaging materials, suture components, implant components)
- Customized or special packaging that Arthrex asked for that exceeds the normal packing or packaging costs for the items.

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Contact information: GmbHDepartmentCustoms&Trade@arthrex.de

Special Invoice Requirements

Repairs, Reworks and Upgrades

- If you repair, rework, or upgrade a product, then you must declare the value of the product, the repair, rework or upgrade, on separate lines of the commercial invoice.
- If you do not charge Arthrex for the work, you must still declare on the invoice an estimated value for the work performed, including parts and labor.

For example:

Part #	Description	Qty.		Value Ea.
AR-1234	Orthopedic manual instrument	2	Original product's value	550.00
	Repair (or upgrade, etc.)	2	Value of work performed	18.95

Samples and Prototypes

The Commercial Invoice for shipments of Samples or Prototypes must include:

- A value that represents the true manufacturing costs of the samples or prototypes, including charges paid for tooling, set-up, limited run fees and mold creation / modification
- Include a remark with the description of the item, for example: "SAMPLE", "PROTOTYPE", "NOT FOR HUMAN USE"
- Instructions if you expect Arthrex to return an item to you after testing.
- Bill To/ Sold To and the Delivery Address for Prototypes, Samples, Repair and Non-Inventory Shipments from Non-EU vendors - refer to the instructions **Process Import Prototypes, Samples, Repair and Non-Inventory Shipments**

