

Documents Required on Imports into the US

The following instructions are required for all shipments being imported into the U.S. for all Snap-on named facilities and all U.S. subsidiaries:

Ship COLLECT CY TO DOOR.

An EXPRESS OCEAN BILL OF LADING is required.

On the invoice AND on the BOL the following statement should be printed:

"Shipment is insured by Snap-on Incorporated through
St. Paul Fire & Marine Insurance Company
Policy # OC 001200303 "

The notify party and customs broker is:

UTI United States
2975 Kennedy Boulevard
Jersey City, NJ 07306
Contact: Team 3
Phone: 201-656-5200 X140
Fax: 201-533-3521
E-mail: team3jec@go2uti.com

All documents should be sent via e-mail immediately upon shipment to the following:

team3jec@go2uti.com
transportationservices@snapon.com

Individual at the consignee (varies depending on consignee)

Documents include:

Ocean bill of lading
Signed commercial invoice
Consolidated Packing List

The purchase order number, unit and extended cost, and harmonized code for each item must appear on the commercial invoice. The commercial invoice must be in English and in U.S. Dollars.

Each item and its box must be clearly and conspicuously marked "Made in (Insert country of origin)". The outside of each master carton should also be marked "Made in (insert country of origin)", and also list the consignee's city/state/country. i.e.

SNAP ON
CRYSTAL LAKE, IL, USA
MADE IN SWEDEN

Place a copy of the packing list inside one of the master cartons and note on the outside of the carton, "PACKING LIST INCLUDED IN THIS CTN."

Once we have the global ocean and air contracts completed, we can complete individual shipper's letters of instruction for each vendor.

Please contact Carol Wynstra if you have any questions on these instructions.

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