**US Import Instructions**

The following instructions are required for all import shipments into the United States for all Snap-on Named facilities and subsidiaries:

On the invoice And the BOL the following statement should be printed:

“**Shipment is insured by Snap-on Incorporated through ALLIANZ (AGCS Marine Insurance Company) Policy # OC91532000.”**

The notify party and customs broker is:

**UTi United States Inc.,**

**825 Author Avenue**

**Elk Grove Village, IL 60007**

**United States**

**Phone: 847-357-1850**

**FAX: 847-228-7927**

**Email:** [**Snap-on-IMP\_ORD@go2uti.com**](mailto:Snap-on-IMP_ORD@go2uti.com)

All Documents should be sent via e-mail immediately upon shipment with tracking to the following:

**To:** [transportationservices@snapon.com](mailto:transportationservices@snapon.com); [ISFProcessingcenter@go2uti.com](mailto:ISFProcessingcenter@go2uti.com)

**Subject:** “Shipping Supplier Name” **to** “Snap-on Facility ship to City” **via** “Tracking number, & container number if container is shipped”

**Attached Documents:** Ocean Bill of Lading

Signed Commercial Invoice\*

Consolidated Packing List

**\*NOTE:** the following information must be present on the Commercial Invoice. Snap-on Purchase Order Number, for each line item Please ensure the following information is provided:

* Unit (Snap-on Part number)
* Unit description (English)
* Extended Cost (United States Dollars)
* Country of Origin
* Harmonized Tariff Code

Please contact Jennifer Berkompas if you have any questions on these instructions.

Jennifer Berkompas

Snap-on Incorporated

Sr. Transportation Analyst

Phone: 815-479-6538

Email: [jennifer.l.berkompas@snapon.com](mailto:jennifer.l.berkompas@snapon.com)