



Instructions for International Purchase Orders

Shipment / Carrier Requirements (Example below)

- ❖ Goods **must** be shipped via Federal Express, unless otherwise specified on the Teledyne Controls purchase order (*Delivered Duty Unpaid -DAP*) PPD/DAP.
- ❖ When shipping freight charges are to the account of Teledyne Controls, please ship via Federal Express Expanded Service International Air Waybill, please choose “**Broker Select Option**” and **provide our broker information as provided below.**

Example: (located on right side, middle page of FedEx form)

FedEx Expanded Service International Air Waybill – Box # 6b “Broker Selection”

6b Broker Selection Optional	40 <input checked="" type="checkbox"/> Int’l Broker Select
Broker Name: Kuehne+Nagel, Inc	
City/State/Premises/Country: 20000 S Western Ave, Torrance, CA	
Zip/Postal Code: 90501	Phone: (310) 641-5500

Commercial Invoice Preparation:

1. A Commercial Invoice must accompany the shipment and must contain the following information in the English language:

- ❖ Part number (shipper)
 - ❖ Detailed Description of goods
 - ❖ Certificate of Origin
 - ❖ Reason for Importation
 - ❖ Date of export
 - ❖ Quantity
 - ❖ Value in U.S. dollars (purchase price / value of each item)
 - ❖ Dated signature of the foreign shipper
 - ❖ Invoice and all attachments are to be in English or have an accurate English translation attached
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- ❖ Country of Origin Marking –The goods must be marked “Made in (add country of origin)” in a conspicuous place as legibly, indelibly, and permanently as the nature of the article permits. If goods are incapable of being marked then the container of the article must be marked “Made in (add country of origin)”. This container IS NOT the outer shipping container.

- ❖ Value for customs purposes (value should be the value on purchase order). **Do not use zero dollar value** as this is not acceptable.
- ❖ A **Packing List** is also required; the invoice can serve as **Invoice/Packing List**, for International Import shipments where the invoice contains adequate detail of what merchandise is contained in each individual package.

Teledyne Controls when identified as the importer of Record, has the obligation to use reasonable care in **a)** making an entry for merchandise by providing such information as is necessary to enable Customs to determine whether the merchandise may be released from Customs custody and **b)** completing the entry by filing the declared value, classification and rate of duty, and such other information as necessary, to enable Customs to properly assess duties, collect accurate statistics, and determine that any other requirement of law is met [Sec].

Teledyne Controls is committed to meeting our compliance responsibilities, to provide accurate customs clearance information based on all material facts and circumstances surrounding our import program.

Please direct all inquiries to Rosa Barajas-Estrada Import Administrator of Teledyne Controls.

email: rosa.barajas-estrada@teledyne.com

Address the shipment to: Teledyne Controls
501 Continental Blvd.
El Segundo, CA 90245
Tel # (310) 765-3665
Cell # (310) 529-8028

Customs Broker: *Kuehne+Nagel, Inc*
20000 S Western Ave
Torrance, CA 90501
Tel # (310) 641-5500

TeledyneBroker.KNLAX@kuehne-nagel.com