

Document Number - TCIP Revision – Rev 18
Date of Revision - 2022/11/01
Date of Original Issue - 2013/03/01
Import Procedures



Instructions for International Returns

Teledyne Controls' customs broker is UPS Supply Chain Solutions. When using an Express Carrier, it is **IMPERATIVE** that you prompt "**Broker Select**" BSO or "**Broker Turn Over**" BTO as indicated when preparing the Air Way Bill with Express Carriers, such as **DHL or FedEx**, to allow the shipment to be processed through U.S. Customs by UPS. If you are unsure of how to use Broker Select, please contact **Alan Zhao at +1 (310) 765-9478**, Email: alan.zhao@teledyne.com

Teledyne Controls is not responsible for costs incurred related to any shipment that does not follow all the instructions stated in this document. Note that goods not cleared timely with U.S. Customs and Border Protection will incur additional charges for the account of the shipper/owner of units. Goods not released by U.S. Customs may be sent to General Order (G.O.) government warehouse for eventual auction. Charges may include, but are not limited to, storage, G.O. warehouse charges, and additional fees.

According to Teledyne Controls Standard Repair Terms and Conditions (link below)

<https://www.teledynecontrols.com/repair-services/terms>

Customer is responsible for charges associated with return shipments, **Inclusive** - Teledyne Repair Customer Service representatives shall verify **Repairs in warranty and out of warranty**.

Use Door to Door Service

Incoterms 2010: Prepaid/Delivery Duty Paid (**PPD/DDP**) [Repair Facility address] Carrier/Freight

Forwarder - Package Service: Designated by customer up to repair facility address

For repair related inquiries including, repair capabilities, and status and shipping address use the following links:

El Segundo Service Center (ELS)

Repair Center for all other Regions

Teledyne Controls

501 Continental Blvd.

El Segundo, CA 90245

<https://www.teledynecontrols.com/repair-services/contact-los-angeles>

Scotland Repair Center (SCO)

Repair Center for Europe, CIS, Africa, and Middle East

Teledyne Controls Scotland9-

13 Napier Road

Wardpark North Industrial Estate

Cumbernauld, GLASGOW

G68 OEF, Scotland

<https://www.teledynecontrols.com/repair-services/contact-scotland>

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THE FOLLOWING INFORMATION MUST BE PROVIDED ON THE **COMMERCIAL INVOICE** FOR EACH LINE ITEM. FOR PARTIAL OR SCHEDULED SHIPMENTS, ADJUST QUANTITY, WEIGHT, OR VALUE.

U.S. HTS Code: **XXXX.XX.XXXX**
Item Description: **Based on HTS Classification, not trade name**
Actual Part #: **XX**
Serial #: **XX**
Quantity: **XX= Quantity Being Shipped**
Weight: **XX = Weight of item being shipped**
Value for Customs: **\$XX = Unit Cost (\$XX) multiplied by quantity**
Reason for return: **provide details and copy of Repair Order**
Reference #: **XXXXXXXX**
COO (Country of Origin): **XX**

WHY is a Foreign Shipper Declaration (FSD) needed?

Teledyne manufactured unit(s) when returned internationally to Teledyne Controls U.S.A. for any reason require a Foreign Shipper Declaration (FSD) from the company shipping the goods and they become the shipper for U.S. Customs purposes.

The purpose for the shipper's declaration is to declare to U.S. Customs that to the **best of the knowledge** of the declarant; the returned U.S. Goods are being returned **without having been advanced in value or improved in condition by any process of manufacture or other means**, while in the possession of the export shipper form.

FSD Declaration (can be on the commercial invoice or a separate form)

*I (name of declarant), declare that to the best of my knowledge and belief, the articles herein specified were exported from the United States, from the port of [insert location], on or about [insert date, MM/DD/YYYY], and that they are returned without having been advanced in value or **imported in condition by any process of manufacture or other means.***

Shipping Alert

Prevent U.S. Customs Clearance Delays:

Send a Shipping-alert to Teledyne Controls with PDF copies of invoice, Foreign Shipper Declaration (Teledyneunits) at time of shipping; kindly include shipping carrier name and tracking number in the subject line of your email.

Please send the appropriate documents to the following email addresses listed below:

UPS Supply Chain Solutions: phldocreceipt@ups.com.

Direct Phone: +1 215 952 1745

Teledyne Controls: alan.zhao@teledyne.com

Direct Phone: +1 310 765 9478