



Instructions for New International Purchase Orders

Teledyne Controls LLC., 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 LLC.

email: rosa.barajas-estrada@teledyne.com

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 Declaration (for first time purchase per component)
 - ❖ 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
 - ❖ Not Required but requested – Contact - email – name and title of shipper
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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, but outer packaging can be marked. Marks and Numbers.
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- ❖ 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.



Shipment / Carrier Requirements (Example below)

- ❖ Goods **must** be shipped as specified on the Teledyne Controls purchase order **with agreed Terms 2010**.
- ❖ 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**.

**** Please contact Rosa Barajas-Estrada for special shipping instructions.**

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

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