

GUIDANCE FOR INTERNATIONAL SUPPLIERS AND CUSTOMERS

Documentary requirements:

COMMERCIAL INVOICE REQUIRED.

The following information must appear on the invoice to facilitate customs clearance procedures:

- Complete name and address of supplier and purchaser
- Invoice date and unique invoice number
- Purchase Order (PO) number and date (If using UPS Campus Ship system, please put the PO number in the Reference Field)
- Country of manufacture for each item
- Clear and accurate description of each item (no abbreviations or acronyms, please)
- Illumina part number and/or catalog number
- Supplier part number, if no Illumina part number
- Serial numbers, as applicable
- Value: Unit price and total invoice value, and currency of transaction (SGD, USD, AUD, etc)
- Quantity and unit of measure
- Terms of delivery (INCOTERMS)
- Harmonized Tariff Code (HTC) of each item
- Terms of payment & Signature of company representative
- Weights, dimensions and marks, if not reflected on the pack list

Special details for return or repair items:

- Illumina products returned to origin under a RMA must indicate the RMA number and date on the invoice.
- Items returned to Illumina after repair must indicate either “No Charge Warranty Repair” or “No Warranty, return after Repair”, as applicable, and indicate the original purchase price as well as the repair value as a separate line item.
- A Foreign Shipper’s Declaration must accompany US origin items being returned to the US. Please contact the Trade Compliance team at ILMN-import@illumina.com for further assistance.

Special Commodities:

Lasers, computers, and FDA regulated items may require additional information and documentation. Please contact ILMN-import@illumina.com for more details prior to shipping.

Additional requirements for sea freight bound to USA:

Mandatory U.S. security measures require Importer Security Filing (ISF) prior to vessel departure at origin port. An ISF form must be completed and sent to ILMN-import@illumina.com 96 hours prior to vessel departure. Failure to do so may result in fines and penalties.

Marks, labels, and packaging:

- US regulations require every article of foreign origin and its container be marked with country of origin.
- All wood packing material must be treated, certified and marked as per International Standards for Phytosanitary Measures (ISPM) 15.
- Hazardous materials must be appropriately identified and packed and be accompanied by the Material Safety Data Sheet (MSDS).
- Perishable items must identify appropriate storage conditions and amount of dry ice per box.