

International Shipping and Customs Invoice Requirements – CA Locations

Suppliers must contact the Container Solution Center via email at alan.mcdonell@alcoa.com to ensure transportation has been arranged ahead of time.

Please provide:

- Weight, DIMS, and number of pieces along with the full address and contact person(s) at the Supplier
- A copy of the purchase order

ALCOA'S IMPORT BROKER CONTACT:

Ocean and Air Imports

LIVINGSTON INTERNATIONAL
C/O GARRY PERRAS
300-6700 CHEMIN DE LA COTE DE LIESSE,
MONTREAL, QUEBEC
H4T 2B5 CANADA
PHONE: +1 514-359-3289
ALCOA@LIVINGSTONINTL.COM

THE FOLLOWING ELEMENTS MUST BE LISTED ON THE INVOICE USED FOR CUSTOMS PURPOSES.

Itemized invoice and USMCA certificate of origin (if applicable) must accompany shipment. Documents must contain the following details:

- Purchase Order Number
- Model Number
- Dimension of crate / carton
- Serial number
- Weight per piece
- Description
- Ship from location
- Country of origin
- Ship to location
- Ship date
- Purchase price
- Expected delivery date
- Harmonized tariff number
- Carton / crate number
- Item packed in

NOTE: Alcoa can assist if you do not know the harmonized tariff number. Contact Arnaud Lizé at 438-229-2147 or arnaud.lize@alcoa.com prior to shipping. The harmonized tariff number must be on the shipping invoice.

COUNTRY OF ORIGIN MARKING : As per Canada Service Border Agency Customs /Justice of laws Customs Tariff SOR/94-10.

Marking Of Imported Goods Regulations Art. 5 and Art. 4.2(see below)

The producer and/or foreign exporter must indicate clearly the country of origin in which the goods were produced on each article and outer package.

Art 4.2 Marking of goods shall be marked in English or French

Art.5. The marking of goods shall be legible, sufficiently permanent and capable of being seen easily during normal handling of the goods or their container.

CERTIFICATIONS:

Upon request, Vendor agrees to provide Alcoa with certificates or other written declarations/statements that Alcoa may require in order to ensure compliance with all import/export requirements, and secure preferential tariff treatment for Alcoa-produced, Alcoa-procured and/or Alcoa shipped merchandise. Such certificates or other written declarations/statements shall only be provided by Vendor once it has been determined by Vendor and Vendor alone that the representations contained in those certificates or other written declarations/statements are correct and in accordance with all applicable laws and regulations. In the event it is determined by either Alcoa, its agents, or a representative government agency that such representations are incorrect, then Vendor agrees to indemnify Alcoa and hold it harmless against any and all fines, penalties, liquidated damages, or other action taken by such government agency against such merchandise.

ISPM 15 REGULATION-IMPORTS:

All commodity imports with wood packaging material (WPM) consisting of pallets & crates entering or transiting the United States will be compliant with the ISPM 15 treatment & marking standard.