

Certificate of origin (non FTA COO)

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Objective

This procedure describes the process for issuing Certificates of Origin for all US Rhodia legacy plants.

Scope and implementation date

This process is related to customers who have not yet purchased, or have not purchased product in over a year for all US Rhodia legacies and need confirmation of where a product was manufactured.

Roles and responsibilities

Actor	Role	Responsible
CTC	<ul style="list-style-type: none">• determines the origin of the product by utilizing GTS and RCS tools• completes and signs the Certificate of Origin• keeps copy on file for our records.• sends copy to Customer Service for final distribution	Customs process expert
Customer Service - GBU	<ul style="list-style-type: none">• receives initial request from customer which is then sent to CTC• transmits signed COO to customer	Customer specialist

Overview

Certificates of origin are related to verifying the place of manufacture of the goods. Certificates of origin do not confirm status or give right to claim preferential duty treatment for a free trade agreement. The certificate of origin statement only confirms the Solvay trade name, the U.S. Harmonized tariff code, and the physical address or place of manufacture.

Certificates of origin are issued to customers who have not yet purchased the product and have received a sample of the material, or has not purchased the product within the last calendar year

Steps of the process – Certificate of Origin

1. Determination of the origin for Finished Products

CTC uses SAP and GTS to collect all information needed for CTC to produce a certificate of origin, such as:

- Tariff code of final products (GTS)
- Sourcing of finished products via procurement indicators (RCS)

2. Steps to complete the finalized Certificate of Origin

Once all information has been gathered and reviewed, CTC will issue the Certificate of Origin. The information to be applied to the document is as follows:

1. Trade name of product

Scope



ERP



References

Attachments

2. US Harmonized Tariff Code
3. If the product is made in house at a Solvay USA Inc. production plant, then the production plant name and physical address is mentioned on the Certificate of origin. If the product is made by an outside vendor, only the Country of Origin will appear on the document.
4. The document is signed by a member of the CTC team.

The document is then saved and filed for our records. A copy is then emailed to the appropriate Customer Service Representative for final distribution to the customer.

Record retention period

The files are retained for 3 years in the CTC files and 2 prior years are stored in archive at an off-site storage (Iron Mountain).

Annexes

1. Example of COO with Solvay USA Inc. as Producer



September 15, 2015

CERTIFICATE OF ORIGIN

To Whom It May Concern:

Please be advised that MACKANATE DOS 75 is manufactured at our University Park, IL facility:

Solvay USA Inc.
24601 Governors Highway
University Park, IL 60484-4127
United States

The HTS classification is 3402. 90

If you have any questions, please feel free to contact me at 609-860-3134.

Regards,

A handwritten signature in black ink that reads 'Kristin Valanzola'.

Kristin Valanzola
Solvay Business Services - OTC
Process Expert – Customs Trade & Compliance

2. Example of COO for a product not produced by Solvay



July 16, 2015

CERTIFICATE OF ORIGIN

To Whom It May Concern:

Please be advised that SOLPA66 UNFILLED RESIN is manufactured in the United States:

The HTS classification is 3908.10

If you have any questions, please feel free to contact me at 609-860-3134.

Regards,

Kristin Valanzola
Solvay Business Services – OTC
Process Expert – Customs Trade & Compliance