

NAM - WP1 - Import Process

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The Import Department

Manages the Import Process in the US & CAN, for all GBUs for Solvay USA Inc., from origin, to the final destination.

The Import team is responsible for facilitating the importation of products and their delivery, to the final destination, in accordance with Solvay USA Inc.'s practices and procedures, and in compliance with the rules and regulations of all applicable government agencies, including U.S. Customs, FDA, USDA, DEA, DOT, and EPA.

- Manage brokers, truckers and carriers
- File ISF information directly with US Customs
- Prepare Customs Declarations for Import Clearance
- Provide Incoterms Training for all GBUs
- Provide GT Nexus Training for all GBUs (Global Track & Trace Tool)
- Audit & Approve
- Import Compliance Documents
- Import Accessorial Charges (webcycles)
- Create Lines in RCS, for import related accessorial charges

Import Process - Ocean

Scope



NAM

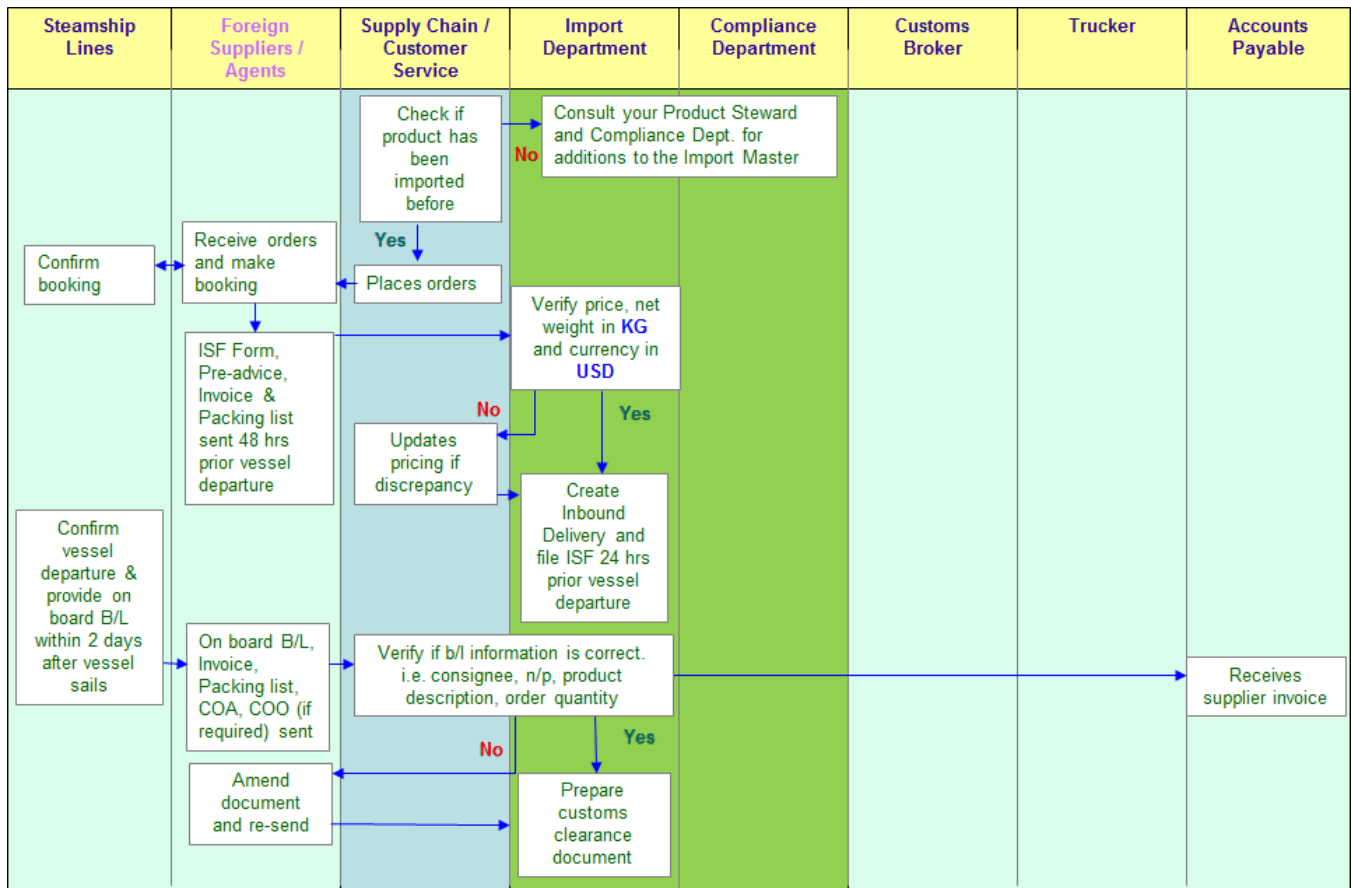
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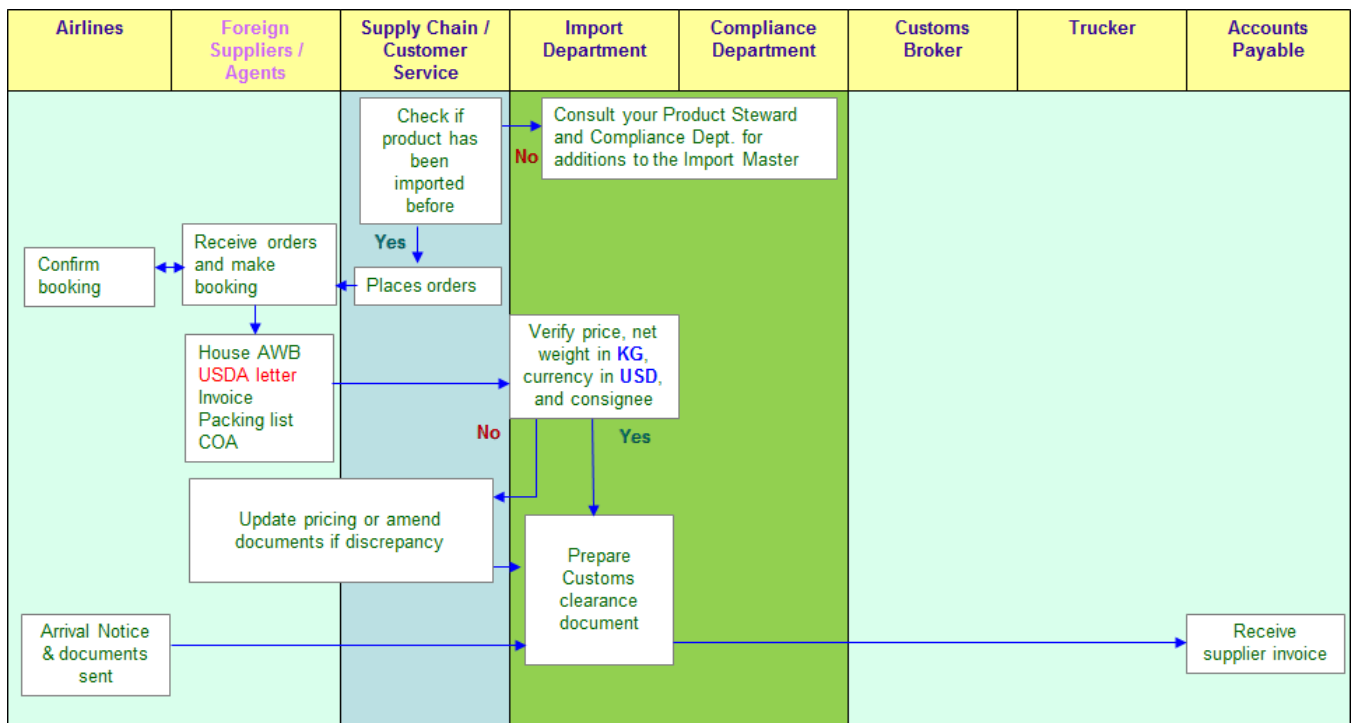
WP1

References

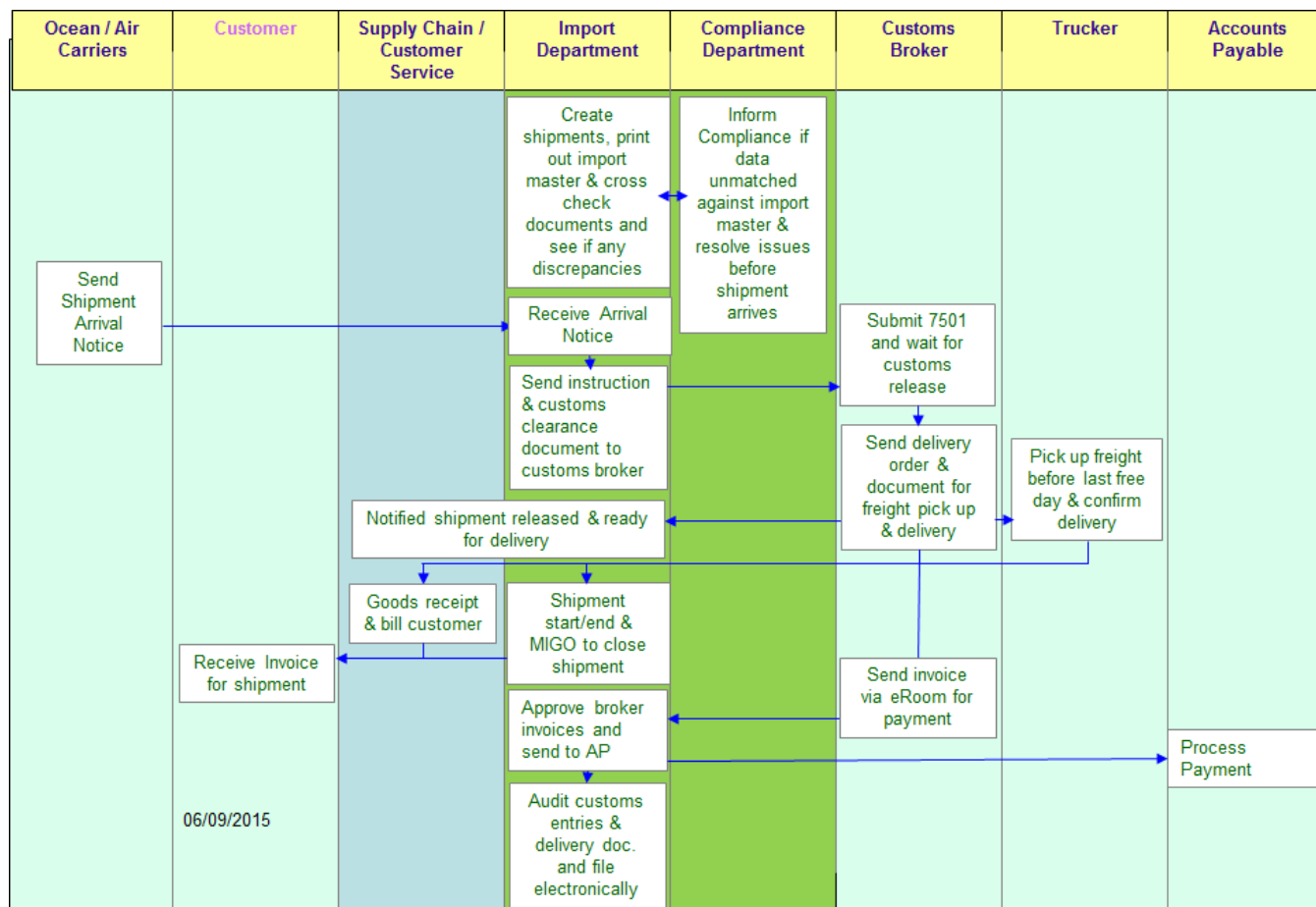
Attachments



Import Process - Air



Import Process – Customs Clearance to Delivery



Import Process – Estimated Cargo Availability for Pick-up

1. Air Shipments – 1 to 2 working days
2. Ocean Full Container Load (FCL) Shipments – 2 to 3 working days
3. Ocean Less Container Load (LCL) Shipments – 7 to 10 working days

Import Process – Check List upon Placing an Order

1. If product has never been imported into the US or Canada, please consult your Product Steward (Bob Tillotson).
2. If product was previously brought in as a sample and now ready for commercial quantity, please consult your Product Steward.
3. If shipment is by ocean and to be discharged at a US seaport, please request ISF (Importer Security Filing) information, from your supplier, 48 hours prior to vessel departure. Please see Sample ISF Form, below.
4. If Solvay USA Inc. is the Importer of Record, Consignee and Buyer will be Solvay USA Inc. on all shipping documents. The customer should be listed, as the "Ship To Party".
5. Required Shipping Documents for Imports
 1. Carrier's Airway bill or Rated Ocean bill of lading
 2. Invoice, packing list, COA
 3. If it is a GSP Product, Certificate of Origin is required, from Origin Country
 4. Signed USDA letter on Manufacturer's letterhead (for Air Shipments). Please see [appendix B](#) for sample of USDA Letter.

Shipments to USA by Air or Ocean

Solvay USA Inc is the importer of record

Consignee:

Solvay USA Inc

Attn: Import Department

Notify Party:

UTC Overseas Inc

Attn: Kyle O'Connor

8, Cedar Brook Drive
Cranbury, NJ 08512
Tel 606 860 3136
Fax 609 860 2467

420 Doughty Blvd.
Inwood, NY 11096
Phone: (516) 371-7184
Fax: (516) 239-7875
k.oconnor@utcoverseas.com

Customer is the importer of record

Consignee and Notify Party should be the Customer. Documents should be sent to the Customer, to forward to their broker.

Shipments from Other Countries to CANADA by Air or Ocean

Solvay CANADA Inc is the importer of record

Consignee:

Solvay Canada Inc.
Brookfield Place, Suite 4400
181 Bay Street
Toronto, Ontario
Canada M5J2T3

Notify Party:

DHL Global Forwarding (Canada) Inc.
6200 Edwards Blvd.
Mississauga, Ontario
Canada L5T 2V7
Tel: 289-562-6565 Fax: 905-564-0546
Linda.Robinson@DHL.com



Please forward all shipping documents to Intelli Trade, our service provider for Canadian customs entries & compliance issues, and copy the US Import Team.

Contact Person: Carol Beaul cb@intellitrade.com 416-622 2235

Customer is the importer of record

Consignee and Notify Party should be the Customer. Documents should be sent to the Customer, to forward to their broker.

Solvay USA Inc is the importer of record (Siltech Shipts with P.O.)

Consignee:

Solvay USA Inc.
C/O Siltech Corp
3265 Wolfedale Road
Mississauga, Ontario
Canada L5C 1V8
Attn: Rick Edwards

Notify Party:

DHL Global Forwarding (Canada) Inc.
6200 Edwards Blvd.
Mississauga, Ontario
Canada L5T 2V7
Tel: 289-562-6565 Fax: 905-564-0546
Linda.Robinson@DHL.com



Please forward all shipping documents to Intelli Trade, our service provider for Canadian customs entries & compliance issues, and copy the US Import Team.

Contact Person: Carol Beaul cb@intellitrade.com 416-622 2235

Shipments from USA to Canada (Customer)

By Air

Consignee, payer, sold-to party:

Solvay Canada Inc.
Brookfield Place, Suite 4400
181 Bay Street
Toronto , Ontario
Canada M5J2T3

Notify Party:

DHL Global Forwarding (Canada) Inc.
6200 Edwards Blvd.
Mississauga, Ontario
Canada L5T 2V7
Tel: 289-562-6565 Fax: 905-564-0546
Linda.Robinson@DHL.com



Please forward all shipping documents to Intelli Trade, our service provider for Canadian customs entries & compliance issues, and copy the entire US Import Team.

Contact Person: Carol Beaul cb@intellitrade.com 416-622 2235

By Truck or Rail

Consignee, Payer, Sold-to Party:

Solvay Canada Inc.
Brookfield Place, Suite 4400
181 Bay Street
Toronto , Ontario
Canada M5J2T3

Notify Party:

DHL Global Forwarding (Canada) Inc.
6200 Edwards Blvd.
Mississauga, Ontario
Canada L5T 2V7
Fiona.mccabe@dhl.com
Sarnia.pars@dhl.com
Tel: 519-336-4194



Please send commercial invoice and inland bill of lading to Fiona.mccabe@dhl.com and sarnia.pars@dhl.com at DHL Canada for customs clearance.

Shipments from Canada to USA

By Air

Consignee, Payer, Sold-to Party:

Solvay USA Inc.
Attn: Import Department
8 Cedar Brook Drive
Cranbury, NJ 08512
Tel: 609 860 3136
Fax 609 860 2467

Notify Party:

UTC Overseas Inc.
Attn: Kyle O'Connor.
420 Doughty Boulevard
Inwood, NY 11096
Tel: 516 371- 7184
Fax 516 239 7875
K.Oconnor@utcoverseas.com



Please forward all shipping documents, to the US Import Team.

By Truck or Rail

Consignee, Payer, Sold-to Party:

Solvay USA Inc.

Notify Party:

Livingston International

Attn: Import Department
8, Cedar Brook Drive
Cranbury, NJ 08512
Tel 609 860 3136
Fax 609 860 2467

670 Young Street
Tonawanda, NY 14150
Contact: Adrienne Hayden,
Tel: 716 696 6304
ahayden@livingstonintl.com



Please send commercial invoice and inland bill of lading to: Clientserviceus@livingstonintl.com Livingston International

Shipments from MEXICO to USA

By Truck or Rail

Consignee, payer, sold-to party:

Solvay USA Inc
Attn: Import Department
8, Cedar Brook Drive
Cranbury, NJ 08512
Tel 606 860 3136
Fax 609 860 2467

Notify Party:

UTC Overseas Inc
Attn: Stephanie Underwood
2 Northpoint Drive, Suite 200
Houston, Texas 77060
Tel: 713-869 9939
Fax: 713-422 2851
S.Underwood@utcoverseas.com



Please send a copy of the commercial invoice and inland bill of lading to, s.underwood@utcoverseas.com, j.kettler@utcoverseas.com, A.Mier@utcoverseas.com, for Customs clearance AND advise on the contact for the Mexican freight forwarder

Import Process – ISF Form (Appendix A)

Importer Security Filing Form (ISF)

Solvay USA Inc. Ref #	
Product Name:	
Unit Price:	
Total Net Weight:	

(You don't have to fill out above information if invoice & packing list are attached)

AMS B/L#:	
AMS SCAC CODE:	
ETD:	
ETA:	
Container #:	

1	Manufacturer (or supplier) Name and Address:	Filled by supplier
2	Seller (or Owner) Name and Address:	Filled by supplier
3	Container Stuffing Location Name and Full Address	Filled by supplier
4	Consolidator (Stuffer) Name and Address	Filled by supplier
5	Country of Origin:	Filled by supplier
6	Buyer Name and Address:	Solvay USA Inc. Import Department 8 Cedar Brook, Cranbury, NJ 08512
7	Importer of Record Number:	Filled by Solvay USA Inc.
8	Consignee Number:	Filled by Solvay USA Inc.
9	Ship To Party:	Filled by Solvay USA Inc.
10	Commodity HTS Number:	Filled by Solvay USA Inc.

Import Process – Sample USDA Letter for Air Shipments (Appendix B)



(Statement should be on shipper/producer's company letterhead)

Date:

Producer / Shipper Name
and address

RE: AWB# - Statement USDA Import for (Product Name)

We hereby declare that the substance manufactured and sold by, (name of company) under the trademark name (product name), are chemically synthesized materials that do not contain any animal or cell culture derived products, and was not derived from any animal or cell culture derived products.

(Name of Product Steward)
(Signature of Product Steward)

Product Stewardship