

Dear Valued Suppliers,

Shipping Documentation Requirements.

As our business grow with you our value supply chain partners, we encounter many instances of missing information/documentation from our suppliers resulting in the goods being hold up over in US, on hold in our IQC.

We have updated the requirements for Documentations and we seek your co-operations to strictly comply when making shipments to our Hubs or to us directly :

1. 3 sets/copies of the Packing list, Delivery Order (Shipping notes) and Performa Invoice (commercial Invoice) are required for our hub when receiving.
 - a. The Invoices must contain the below information:
 - i. ECCN CODE :
Export Control Classification Number
 - ii. SCHEDULE B (HTS CODE) :
Enter the 10 digit commodity number as provided in Schedule B. For assistance determining the correct Schedule B number, contact the Dept of Commerce @ 513-684-2944 or Website: <http://www.census.gov/foreign-trade/schedules/b/index.html>
 - iii. SUPPLIER TAX ID NUMBER:
 - iv. LICENSE DETERMINATION :
Enter the license number, license exception symbol or No License Required (NLR) designator. For assistance determining the license information and/or exception, please contact the Dept of Commerce @ 202-482-4811 or 949-660-0144
 - v. VALUE
 - vi. QUANTITY
 - vii. DESCRIPTION OF ITEMS INSTEAD OF PART NUMBER
 - viii. COUNTRY OF ORIGIN
 - ix. OSI PO NUMBER
2. 1 copy of the Deliver Order (Shipping notes) and Actual Invoice must be place inside the carton/boxes.
3. Actual Invoices must be scanned and emailed to our finance department. Email address : APS@osielelectronics.com when the shipment has been made, with the purchaser in charge on the copy.
4. **Certificate of Conformance**
All goods delivered to OSI needs to be accompanied with the Certificate of Conformance. Proper and clear identification on the carton box stating where the documents are placed.



OSI ELECTRONICS PTE LTD
65A JALAN TENTERAM, #04-13
ST. MICHAEL INDUSTRIAL ESTATE
SINGAPORE 328958
TEL: (65) 6468 9877
FAX: (65) 6353 8486 / 3634

5. If you are shipping from within USA to our USA Agility Hub, you are required to follow Item 1,2, 3 and 4
6. If you are shipping direct to us in Singapore, you are required to follow item 1, 2 3, 4 and a email, with the following additional information:
 - a. Tracking no.
 - b. Scanned Deliver Order (Shipping notes)
 - c. Scanned Actual Invoice.
7. All shipment thru Fedex, UPS, DHL must indicate our PO no. reference on the Shipment Airway Bill under "Reference" or "Description"
8. **** Take note that our receiving have strict instruction not to receive any goods if these are found not to be in order.**

Strict compliance and your cooperation are much appreciated, as failure to do so, will results in delays to the receiving and payment process.

We look forward to your cooperation and to a long term mutually beneficial business partnership. If you have any questions or doubt, please do not hesitate to contact us for clarifications on the above.

Thank you and regards,

Steven Sim
Senior Material/Resources Director