

This communication is being provided by Lear Corporation and its affiliates to all production suppliers of goods and services.

Date: March 7, 2023

To: Lear Corporation Suppliers Shipping to the United States

From: Lear Corporation Global Logistics

Subject: Overseas Shipments Destined to be Imported to the United States

The purpose of this letter is to serve as a reminder and guide for overseas shipments that will be destined to be imported into the United States. Lear Corporation has been experiencing a lot of shipment delays and added costs due to incorrect documentation. Failure to follow these logistics & customs requirements may result in QN's being assessed and \$100 debit per occurrence as outlined in Lear's Global Requirements for Suppliers.

This guide outlines the information needed in a Commercial Invoice for a smooth and fast importation process. This is required for any shipment, regardless of transportation mode.

Commercial Invoice Basic Requirements

- Invoice to be in English
- Date of shipment
- Name and complete address of supplier
- Name and complete address of Consignee
- Consignee's Tax ID & legal company name
- Name and address of sold to party
- Notify Party Name and Address
- Purchase Order Number
- Purchase Order Incoterms
- Detailed description of the products in English including:
 - Lear part numbers (if applicable) with description
 - Description of each item (coded descriptions are not valid; description must be sufficient to classify the merchandise in case we do not have an available HTS code)
 - Appropriate HTS code
 - Brand/model/serial numbers, and any other visible ID code (if applicable)
 - Quantity
 - Unit price / Total price per item
 - Country of Origin of the merchandise (this is the country of manufacture)
- Weights and measures
- Currency Type
- Total invoice cost (Must match cost entered on airway bill or bill of lading)

Additional Notes:

- For HAZMAT / Chemical Products, shipment must include MSDS

The above requirements can be found at <https://www.lear.com/Site/Suppliers/Web-Guides.aspx>

If you have any questions, please reach out to the Lear US Customs Team at SDL-JHQ03@lear.com

Thank you for your compliance.