Navigate International Shipping with Confidence

Count on UPS® Systems, Support, and Experience to Help You Do It Right.

With UPS you can feel confident that your shipments will move quickly and smoothly throughout the world. That's because UPS has the tools, resources and global network to help you manage every aspect of your shipments — from origin to destination.

This guide will help familiarize you with the following:

• International Shipping Forms — why you need them, when you need them, and how to fill them out correctly.

• Technology Solutions — advanced systems that help make international shipping easier than ever before.

• International Services — a review of the worldwide import and export services you can count on for door-to-door delivery and customs clearance.

International Shipping Forms

Accurate and complete documentation is a critical component of international shipping. Today's businesses must navigate government regulations, treaty arrangements and varying duty rates.

Governments worldwide require documentation with every international shipment to monitor and regulate the movement of goods across borders. Missing or inaccurate information can delay or prevent your shipment from arriving at its destination.

UPS can help you determine which forms are required for your specific shipment, and you can fill out the forms online. When finished, you can save the forms in history and reuse them for up to 90 days. Log in to My UPS and enter your ship-to and ship-from countries in the Forms for Export box. You can also access our comprehensive library of international forms available on ups.com.®

Commercial Invoice

- The commercial invoice functions as a bill of sale between the seller and the buyer. The invoice identifies the product being shipped, country of origin, a full description of the product, its intended use, and commercial value.
- One original and two copies are required for all international non-document shipments. Each importing country defines documents differently. Check UPS Global Advisor® for a list of items considered documents by the country where you are shipping.
- Some importing countries require that the commercial invoice be on company letterhead. UPS gives you the ability to choose between:
  1) adding your logo to any commercial invoice completed online;
  2) Using an electronic commercial invoice.

HELPFUL TIP: More shipments are held due to an inaccurate description of goods than for any other cause. The description, along with the country of origin and the harmonized tariff code, helps brokers determine how your product should be classified for import control and duties calculation. By providing a full and accurate description, you can reduce the likelihood that your product will be held in customs, and help ensure correct duties will be calculated.

HELPFUL TIP: The destination control statement is a written statement by the exporter indicating that commodities or technical data are licensed by the United States and that diversion contrary to U.S. law is prohibited. It is automatically added for commercial invoices completed at ups.com. UPS recommends that you record the statement below on all international shipment invoices:

> "These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to law is prohibited."

Click here to see more.

UPS PAPERLESS℠ INVOICE

UPS Paperless Invoice eliminates the need for paper commercial invoices by electronically sending commercial invoice data that UPS uses for customs clearance around the world.

U.S. Certificate of Origin (CO)

- You can use this form to authenticate that the country of origin of the merchandise being shipped is the United States. The form can only be used for goods that were produced or manufactured in the U.S.
- Some nations restrict imports from specific countries. Many limit the quantity of goods that are allowed to be imported, or give preference to goods manufactured in certain countries.
- Some countries require a Certificate of Origin only for certain types of goods. To check if the country where you are shipping requires a Certificate of Origin, review the Country Regulations section of UPS Global Advisor®.
- You can find a complete listing of the countries requiring this document on ups.com®, or call the UPS International Customer Service Center at 1-800-782-7892.

HELPFUL TIP: This form requires the authorized signature of the local Chamber of Commerce Secretary and the seal of that organization.

NAFTA Certificate of Origin

- Determine whether your product qualifies for a reduction or elimination of duty under the North American Free Trade Agreement (NAFTA). For information regarding eligibility, contact your local U.S. Customs and Border Protection office. If it qualifies, the NAFTA Certificate of Origin form should be used to receive the benefits of reduced duty. Generally, the importer benefits from the reduction in duty.
- The certificate is required to qualify shipments between the U.S., Canada and Mexico for the reduced or eliminated duty allowed under NAFTA.
- A shipment should be valued at greater than:
  — US$1,000 and be sent to a Mexican destination from Canada or the U.S.
  — CAD$1,600 and be sent to a Canadian destination from Mexico or the U.S.
  — US$2,500 and be sent to a U.S. destination from Canada or Mexico.

HELPFUL TIP: Shipments valued less than those listed previously do not require the NAFTA Certificate of Origin. Instead, type the following statement on the Commercial Invoice:

> "I certify that the goods referenced in this invoice comply with the origin requirements specified for these goods in the North American Free Trade Agreement, and that further processing or assembly outside the territories of the parties has not occurred subsequent to processing or assembly in the NAFTA region."

HELPFUL TIP: If you ship the same commodity regularly, you can fill out one NAFTA form that provides coverage through one year. Complete the blanket period fields on the NAFTA form and give it to UPS.

Once you execute a blanket NAFTA Certificate of Origin, the importer is then entitled to use the certificate to claim NAFTA tariff preference for all products specified on the certificate imported within the coverage period. There is no need to complete a NAFTA Certificate of Origin for each subsequent shipment.

Click here to see more.

Click here to see more.

3

U.S. Shipper's Export Declaration (SED)

- The SED is a U.S. government form used for developing export statistics and controls. It is required for shipping single commodities valued at more than $2,500 or commodities requiring a license or license exemption.

- It is mandatory for export shipments originating in the U.S. and Puerto Rico to all destinations except Canada. Shipments that require an export license or exemption need the SED when bound for Canada.

- UPS online shipping systems and the international forms application have simplified the Automated Export System (AES) process. Fill out the SED online, then provide a paper copy to UPS. We can file it electronically, or you can access AES*Direct* through our online systems, file an SED electronically with the Census Bureau, and give the AES transaction number to UPS. Register at *www.aesdirect.gov*.

Click here to see more.

NEW REQUIREMENT: The U.S. government now requires that all SEDs be filed electronically prior to export. UPS can file electronically on your behalf if we have a Power of Attorney on file for you. To obtain a Power of Attorney form, contact International Customer Service at 1-800-782-7892.

HELPFUL TIP: It is mandatory for the SED form to include the exporter's nine-digit U.S. Principal Party in Interest (USPPI) tax identification number, either an EIN (Employer Identification Number) for a business, or Social Security Number for an individual. The USPPI is the person in the U.S. who receives the primary benefit, monetary or otherwise, of the export transaction.

HELPFUL TIP: The SED requires Schedule B numbers with the description of commodities. These codes are available at the following site: *www.census.gov/foreign-trade/schedules/b/#search*.

Definition and Use of a Document

After reviewing all of the supporting forms required for international shipping, another important factor remains. When is it essential to include import or export documentation with a shipment, and when is it not required? It depends on what you are shipping. Generally, international shipping forms are not required to ship documents, while they are required for shipping non-documents.

What is a document? A document is generally defined as a written, typed or printed communication of no commercial value. Various countries define the term "document" differently. To view items considered documents for your import country, review the Country Regulations section of Global Advisor. If you have questions, call the International Customer Service Center at 1-800-782-7892.

UPS Technology Solutions

Keep your business moving as smoothly as your shipments. Improve the speed and efficiency of how you do business with innovative tools powered by UPS technology. No matter how your enterprise is organized, no matter where or how many packages you ship, there's a resourceful UPS solution that can deliver just what you need.

UPS offers you many options through our international trade, shipping, returns and visibility services. Our solutions provide a full range of features and flexibility to deliver fast, easy shipment preparation and 24/7 tracking.

Quantum View® Manage for Importers

This online visibility tool provides a comprehensive view of your inbound and outbound shipping activity. Multiple users within your organization can quickly and easily view, download, and share status information from any computer connected to the Internet.

Quantum View Manage for Importers offers enhanced features specifically for importers to help manage import shipments and compliance. You can access UPS customs brokerage data and clearance document images, facilitate customs clearance, audit entries, archive documents and set e-mail alerts to be notified of duties payments.

Internet Shipping on ups.com®

Our global, Internet-based shipping application enables you to prepare and ship international and domestic packages using a UPS account number or credit card. The ideal choice for occasional shipping needs, UPS Internet Shipping provides fast, efficient shipping and tracking from any computer with Internet access.

UPS CampusShip℠

This Web-based shipping system enables multiple users within an organization to ship packages and perform other shipping-related tasks from any computer with Internet connectivity. With UPS CampusShip, employees in different locations can easily process and prepare shipping labels from their own computers while company decision-makers keep tabs on the entire process with centralized control and visibility.

UPS WorldShip™

Our powerful shipping software is designed for centralized, high-volume shipping environments like a shipping room or warehouse. You can quickly and accurately process international and domestic shipments right from your desktop.

WorldShip can process packages as a stand-alone system, or work with your enterprise system to exchange shipment and order-entry information.

UPS TradeAbility®

Our suite of information-based services helps you manage the movement of goods effectively across international borders. Use TradeAbility tools to find harmonized tariff codes, landed cost estimates and up-to-date compliance information to manage your international trade.

UPS Paperless℠ Invoice

An industry first that allows shippers to provide commodity-level detail through electronic data upload to UPS. This service eliminates the need to print, match and attach commercial invoices to shipments. Information is stored electronically and reduces the chance of making manual errors when filling out customs documents.

Your Guide to UPS Services

UPS Express Critical℠

Our fastest shipping service enables customers to send same-day and urgent shipments across the U.S. and to more than 180 countries around the world, typically arriving within 24 hours. Service is available 24 hours a day, 365 days a year.

UPS Worldwide Express® Services

Send urgent international shipments with guaranteed delivery times in one to three business days, including customs clearance.

- **UPS Worldwide Express Plus®:** Guaranteed delivery by 9:00 a.m. to major business centers in over 30 countries and territories.

- **UPS Worldwide Express®:** Guaranteed delivery by 10:30 a.m. / 12:00 p.m. to over 50 countries and territories.

- **UPS Worldwide Saver℠:** Guaranteed delivery by end of business day to over 215 countries and territories from U.S. and P.R.

UPS Worldwide Expedited®

For less urgent shipments, use our economical guaranteed day-definite service within two to five days to and from over 75 countries and territories.

UPS Standard To and From Canada

Get day-definite ground delivery service for your routine shipments between Canada and the U.S.

UPS Worldwide Express NA1®

Count on guaranteed overnight delivery by 10:30 a.m. to the U.S. from select European business centers. An early pickup in Europe is required.

UPS 3 Day Select℠ from Canada

Guaranteed service offered within three business days for shipments originating in Canada to the continental U.S.

Freight Services

As your business expands globally, your need to send freight shipments can increase. With air, ocean, less-than-truckload (LTL), truckload and critical freight options, getting started can be a challenge. UPS can help you determine which freight services best suit your needs.

UPS World Ease®

Consolidate multiple shipments into a single shipment to the same country or the European Union. Facilitate customs clearance with one importer of record. This contract service can help companies expand internationally by eliminating the need for warehousing and distribution.

UPS Exchange Collect®

Use our version of an international Collect-On-Delivery service, a secure payment alternative available to and from select countries, to improve your cash flow and minimize the risk of working with international business partners. UPS Exchange Collect is a contractual service that can minimize your dependency on third parties and complex documents to receive payment.

UPS Returns®

The first industry offering that provides businesses with a returns solution to 98 countries and territories. UPS Returns will not only expand the geographic reach of your business, it will also help increase repeat business through a good returns experience for your customers.

UPS Trade Direct®

Improve the efficiency of your international shipments by air, ocean, or ground transportation. Accelerate speed to market, reduce handling and storage, and save time by consolidating shipments to your customers at multiple addresses located in a single destination country.