INTERNATIONAL
FREIGHT ROUTING GUIDE

Verizon Supplier is required to follow this freight routing guide when moving Verizon Product throughout the International Supply Chain. ***Suppliers who do not adhere to these instructions will be responsible for payment of any and all landed costs associated with the shipment.***

Verizon is committed to ensuring the security and integrity of its international supply chain. As a participant in the CTPAT program, we adhere to strict security guidelines and best practices to prevent terrorism and maintain the smooth flow of goods. Our commitment extends to all aspects of our import operations, from supplier selection to final delivery. Email questions or concerns to: CTPAT@verizon.com

Customs-Trade Partnership Against Terrorism (CTPAT)
The Customs-Trade Partnership Against Terrorism (CTPAT) is a voluntary, government-business initiative led by the U.S. Customs and Border Protection (CBP) that aims to strengthen global supply chain security and ensure the integrity of goods entering into the United States.

Scope: Covers all shipments of Product moving across an international border, from one country to another including from warehouses, third parties and/or Verizon Suppliers. Except as otherwise indicated in the agreement and/or purchase order, the specified Incoterms are as per International Chamber of Commerce (ICC) Incoterms 2020.

1) GENERAL REQUIREMENTS

A. Each Verizon Purchase Order (PO) will identify the international Incoterms and routing instructions depending on the specific FOB/delivery points and destination countries involved in the transaction.
Before releasing the PO, a **Pro-forma Invoice** must be emailed as follows:
- For destination U.S.: US-Imports@one.verizon.com, export@verizon.com
  U.S. shipments must be consigned to: *Verizon Business Purchasing LLC, c/o ship to address as shown on purchase order.*
- For destination APAC: export@verizon.com
- For destination Europe and Africa: export-requests@intl.verizon.com

B. **Verizon TA reference number**: Verizon's PO to the Supplier may include a TA reference number. *If Verizon's PO contains a TA reference number, Supplier must include the TA reference number on all shipping documents (e.g., shipping invoice, bill of lading, proof of delivery, etc.).* If a PO does not include a TA reference number, Supplier must notify Verizon International Logistics at the email addresses identified in Section 1.A. above.

C. **Import License:** Obtain information from Verizon International Logistics Services regarding any Import License requirements in the destination country.

D. **Shipping Alerts:** Must include the following documents and be emailed as follows:
- Copy of the Commercial Shipping Invoice
- Copy of the packing list
- For destination U.S.: US-Imports@one.verizon.com, export@verizon.com and import@tarraservices.com
- For destination APAC: export@verizon.com and import@tarraservices.com
- For destination Europe and Africa: export-requests@intl.verizon.com and import@tarraservices.com

E. Supplier is responsible to follow the **Incoterms and routing instructions** on the purchase order in accordance with the guidance below:

FCA (Free Carrier named place) as per ICC Incoterms 2020:
Under FCA terms, Suppliers must prepare goods and notify Verizon International Logistics Services for routing instructions before shipping. Supplier is responsible for securing the export licenses and providing soft copies of the Shipping Invoice and Packing List to Verizon International Logistics Services at export@verizon.com prior to shipment.

DDP (Delivery Duty Paid) as per ICC Incoterms 2020:
DDP shipments must be **exported and imported** in the supplier's name and tax ID. Neither Verizon nor Verizon customers or partners may be involved in exporting nor importing items shipped under DDP terms per ICC Incoterms 2020.

DAP (Delivered at Named Place) as per ICC Incoterms 2020:
DAP shipments require Verizon and/or the identified customers or partners to pay the duties and taxes locally at the border upon customs clearance. A shipment pre-alert to Verizon International Logistics Services is required before shipping under these terms. Email the pre-alert to export@verizon.com.

F. **Response:** Verizon's International Logistics Services team will respond within 48 hours with complete routing instructions in accordance with the applicable Incoterms.

G. **After Dispatch:** Supplier must send final soft copies of the shipping documents (commercial invoice, packing list and air waybill) to the appropriate email address identified in Section 1.D above.

H. **No partial shipment is allowed** unless approved by Verizon. Contact International Logistics Services at export@verizon.com to obtain approval(s).

I. **NO Zero Value line item** is permitted on Supplier's commercial shipping invoice.

2) REQUIRED INFORMATION ON DOCUMENTATION

The Supplier must ensure the documents identified below contain the following information:

- **Proforma Invoice:**
  1. Part Number
  2. Complete Part Description
  3. Associated HS and ECCN Number for each part
  4. Quantity
  5. Value
  6. Shipper Details
  7. Consignee Details

- **Commercial Invoice (Shipping Invoice):**
  1. Verizon PO Number
  2. Part Number
  3. Complete Part Description
  4. Associated HS and ECCN # for each part being shipped
  5. Quantity
  6. Value
  7. Shipper Details
  8. Consignee Details as per PO

- **Packing List:**
  1. Verizon PO Number
  2. Part Number
  3. Complete Part Description
  4. Quantity
  5. Shipper Details
  6. Consignee Details
  7. Number of Packages
  8. Dimensions of Each Package
  9. Gross and Net Weight
  10. FOB Point: Name of Location for Pick up, complete address, point of contact and telephone number of the pickup point

3) CUSTOMS CLEARANCE

Bill of ladings (BOLs) and manifests must accurately reflect the cargo details.

4) FREIGHT FORWARDERS AND COURIERS

When Incoterm calls for Verizon to be responsible for a portion of the cost or liability during the shipping journey, the Supplier must select one of the following carriers/ forwarders. Verizon Account numbers available by contacting export@verizon.com with purchase order number and commercial invoice information.

- **For shipments under 75 lbs. (34 Kgs)** - parcel:
  - DHL
  - Federal Express

- **For shipments over 75 lbs. (34 Kgs)** – boxes, crates, pallets:
  - JAS Forwarding for EMEA and Americas
  - Morrison Express for Asia Pacific
  - Mid-America for China Only
  - CH Robinson for Latin America

5) HAZARDOUS MATERIALS - MSDS

Every shipment must adhere to the Department of Transportation (DOT) and International Air Transport Association (IATA) or International Maritime Organization (IMO) requirements from the supplier to any Verizon hub/entity. A copy of MSDS (Material Safety Data Sheet) for each product that contains a lithium-ion battery must be attached to the packing list.

6) LABELLING AND MARKING – HAZARDOUS MATERIALS

All hazardous materials or dangerous goods marks and labels on packages inside overpack (stretch wrap, banding, etc.) must be duplicated on the outside of the overpack and of pallets.

7) VERIZON APPROVED IMPORT BROKERS

When **U.S.** import entries are in Verizon's name, a Verizon approved and legally authorized import broker must clear the goods. Contact US-Import@verizon.com or Livan Luciano at +1 972 457 6085 to request import broker information.

For **EU** import entries contact export@verizon.com or Martin Schneider at +49 69 97268 6164.

8) VERIZON'S GLOBAL LEGAL OPERATING COMPANIES

When import entries are consigned to Verizon as the importer of record, it is important that the documentation be addressed to the appropriate local registered business name. Contact export@verizon.com for details.

9) GENERAL INFORMATION

The following general information and guidelines apply to all Verizon international cargo.

- **Export Compliance**

  Suppliers and their subcontractors shall comply with all relevant export control, import, and economic sanctions laws, including the U.S. Export Administration Regulations and regulations from the U.S. Department of the Treasury's Office of Foreign Assets Control. Suppliers must also comply with CTPAT security guidelines and maintain security procedures aligned with CTPAT Minimum Security Criteria to enhance global supply chain security for goods entering the U.S. This includes obtaining any necessary export licenses or authorizations. Suppliers will provide Verizon, at no extra cost, with reasonably required information for exporting, re-exporting, and/or importing materials, such as the Export Control Classification Number (ECCN) for products and services and any relevant licenses or authorizations.

- **International Packaging**

  All freight prepared for international cargo must be packaged in accordance with the destination import guidelines. In some cases, Verizon International Logistics Services personnel may request special packaging compliant with international transport to the specific destination. The supplier agrees to comply with all such requests.

- **Recordkeeping**
  Suppliers will maintain all records of export activities as required under applicable export controls, import and economic Laws and economic sanctions. Such records include, but are not limited to: license and other authorization requests and government responses and commodity jurisdiction and classification requests and government responses.

- **Proof of Delivery**
  When the Supplier is responsible to route the freight, the Supplier shall provide such documents as requested by Verizon (or Verizon's customer or partner) to establish proof of delivery for each shipment. The proof of delivery shall be in writing and shall include charge invoices.

- **Diversion Prohibited**
  Suppliers shall not divert, re-route through, or otherwise deliver Products to countries subject to embargoes or sanctions under U.S. or other applicable law. Diversion contrary to U.S. or other applicable law prohibited.

- **Payment Processing for International Shipments**
  Agents requiring payment of import charges upon freight's arrival must contact TarraServices with the following information:

  1. Disbursement Invoice stating our **TA D# reference number** **(REQUIRED)**
  2. Commercial Invoice (Shipping Invoice)
  3. Import Entry (or other proof of duties and taxes payable)
  4. Wire Transfer Instructions
  5. Bank Name
  6. Routing Number
  7. Swift Number
  8. Bank Address
  9. Beneficiary Name
  10. Beneficiary Address
  11. Beneficiary Account Number

  TarraServices' contact information:
  - Email TarraServices at pipher@tarraservices.com and ttax@tarraservices.com

  United States Imports:
  - Email TarraHouse Import Broker to Samira Castro at scastro@tarraservices.com and import@Tarraservices.com