

The Goodyear logo, featuring the word "GOODYEAR" in a bold, yellow, sans-serif font with a stylized winged foot symbol integrated into the letter "Y".

## Customs Instructions for Suppliers Shipping to The Goodyear Tire & Rubber Company

The purpose of these instructions is to communicate to Goodyear's suppliers what is required for the products they are supplying to be entered into the United States in accordance with the laws and regulations set forth by U.S. Customs & Border Protection. Primarily these instructions deal with the Customs processes, documentation preparation and document distribution.

While we are attempting to provide detailed information on the proper procedures for preparing shipping documents for Customs purposes, suppliers are required to exercise reasonable care in gathering updated information in order to abide by each government's compliance statutes. The information provided here is a tool and is by no means intended to include all required instructions and/or documents. It is the supplier's responsibility to know what is necessary and comply with any unique laws or statutes.

**Goodyear cannot efficiently manufacture its products unless all suppliers comply with the instructions contained herein. These instructions are designed to reduce the non-value added costs associated with repeated phone calls, letters, and follow-up activity necessary when all the required information to make entry is not provided. Suppliers who fail to comply with these instructions could face penalties for failure to comply.**

Any questions concerning these instructions should be directed to your contact in Goodyear's Purchasing Department. If that individual cannot answer your questions, they will contact the Customs Compliance Department.

### **Invoice Information**

In order to meet U.S. Customs & Border Protection invoicing requirements, it is imperative that suppliers prepare a complete and accurate list of the actual cargo being shipped. To facilitate this process, a complete listing of required information is shown below. The supplier **MUST** provide all of this information on the commercial information. The supplier may use their own invoice or the format provided with these instructions (See Appendix A - Commercial Invoice). Regardless of the format chosen, the necessary information must be supplied.

- Date of the invoice
- Invoice number
- Port of entry to which the merchandise is destined
- Shipper/Seller (Name and address of the seller or the goods)
- Manufacturer's complete name & address if different from seller
- Ship To/Consignee (Name and address of the party receiving the goods)
- Sold To/Bill To (Name and address of the importer if different from the Consignee)
- Purchase order number
- Quantity of goods being imported
- Goodyear part number/product code for each line item being purchased
- Detailed description of the merchandise (See comments under HTS Codes)
- Weights of goods being imported
- Unit price and extended total for all line items

- Currency of the transaction
- All relevant discounts
- Country of origin of each item
- Terms of sale of the transaction
- The entire invoice must be in English, or an English translation provided.
- Goods or services furnished for production of merchandise not otherwise included in the invoice price
- Name and signature of a responsible individual (an employee of the seller or shipper) who can readily obtain knowledge of the transaction.
- All charges upon the merchandise (i.e. freight, insurance, commission, packaging, containers, etc)
- Detailed packing list advising what is in each individual package.

### **Item Description & HTS US Code**

In order for Goodyear's Customs Broker to accurately classify imported goods, a must process for any imported good, and accurate and complete description of each good (i.e. each part number) is required on the commercial invoice. It is the description for each good that is:

- a) Utilized by the Customs Broker to classify (i.e. assign a Harmonized Tariff Code) each good.
- b) It is the Harmonized Tariff code that determines the duty to be paid by Goodyear.

Based on the foregoing process, an accurate or incomplete description can have adverse consequences for The Goodyear Tire & Rubber Company. Namely,

- a) An overpayment of duty.
- b) An underpayment of duty, resulting in additional fines and/or penalties.
- c) Delay a shipment pending written clarification from the supplier to Goodyear's Customs Broker prior to release of the goods by Customs authorities.

It is beyond the scope of these instructions to provide specific guidelines to describe all goods that The Goodyear Tire & Rubber Company purchases. However, as a general rule, if the description of the good answers the following questions, the broker will be in a better position to accurately classify the goods for Customs.

- a) What is the good?
- b) What is the good made of?
- c) What are the physical characteristics of the good?
- d) What are the chemical properties of the good?
- e) What is the good used for?

In addition, you may be asked to provide pictures, brochures, samples, etc of the product you provide to Goodyear. Please be prepared to respond to any inquiries of this nature in a timely manner.

If you know the correct tariff code as designated by US Customs & Border Protection, then it should be provided. If you are in doubt as to the accuracy of descriptions that you use, please consult your customs broker or your legal staff.

Information on the Harmonized Tariff Schedule of the United States can be found at:

[www.usitc.gov/tata/hts/by chapter/index.htm](http://www.usitc.gov/tata/hts/by%20chapter/index.htm).

You are encouraged to review this web site and provide a product description in a manner similar to that used in the Harmonized Tariff Schedule.

## **Goodyear Material Detail Sheet**

In order to provide the information necessary for accurate entry, completion of the Goodyear Material Detail Worksheet may prove helpful. This sheet is provided for a supplier's use as needed. It is not mandatory that it be completed.

### **Packaging Material**

Suppliers are expected to utilize and certify that all packaging material conforms to U.S. Customs & Border Protection standards. Specifically, a supplier will certify that any wood packaging material has been either heat treated or fumigated with methyl bromide. That being the case, the wood packaging material must be appropriately marked in a visible location with a legible and permanent mark that indicates the article complies with IPPC Guidelines which meet the requirements of U.S. Customs & Border Protection. Information relating to wood packaging material is provided as Appendix B. Additional information concerning wood packaging material can be found at:

[www.cbp.gov/linkhandler/cgov/import/commercial\\_enforcement/wpm/importation\\_wood.ctt/importation\\_wood.pdf](http://www.cbp.gov/linkhandler/cgov/import/commercial_enforcement/wpm/importation_wood.ctt/importation_wood.pdf).

### **Fabric Quotas & Visa Information**

**THE IMPORTATION OF FABRIC IS A HIGHLY REGULATED COMMODITY. FAILURE TO ADHERE TO ALL REGULATIONS THAT RELATE TO THE IMPORTATION OF FABRIC CAN CARRY SERIOUS AND COSTLY PENALTIES.**

If you are a supplier of fabric in any form it is your responsibility to review, and be familiar with, the quota requirements as they relate to the product you are providing. It shall also be your responsibility to provide the necessary visas in accordance with the laws and regulations of U.S. Customs & Border Protection.

Furthermore, in order for Goodyear's broker to accurately classify the product, it is necessary for you to complete the Fabric Detail Sheet. This worksheet is provided as Appendix C.

U.S. Customs & Border Protection offers the following publication as a guide to the importation of fabric:

***What Every Member of the Trade Community Should Know About:  
Fibers and Yarns: Construction and Classification Under the HTSUS***

A copy of this publication is included as Appendix D. It can also be found at:

[http://www.cbp.gov/xp/cgov/toolbox/legal/informed\\_compliance\\_pubs/](http://www.cbp.gov/xp/cgov/toolbox/legal/informed_compliance_pubs/)

### **Country of Origin**

The Code of Federal Regulations (19 CFR 134.11) states:

"Unless excepted by law, section 304, Tariff Act of 1930, as amended (19 U.S.C. 1304), requires that every article of foreign origin (or its container) imported into the United States shall be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article (or container) will permit, in such manner as to indicate to an ultimate purchaser in the United States the English name of the country of origin of the article, at the time of importation into the Customs territory of the United States. Containers of articles excepted from marking shall be

marked with the name of the country of origin of the article unless the container is also excepted from marking."

This applies to both the product manufactured by the vendor and any products the vendor may be supplying that were manufactured and/or purchased in a foreign country. The country of origin should be listed on the commercial invoice for every item included on the invoice and in close proximity to the item listed. In the event this information cannot be listed on the commercial invoice, a Country of Origin Declaration should be completed. A Country of Origin Declaration is included as Appendix E.

### **Toxic Substance Control Act Certification**

If you are supplying any substance, subject to regulation under Toxic Substance Control Act (TSCA), a TSCA Certification MUST accompany the shipment. A sample TSCA Certificate accompanies these instructions (See Appendix F). This form MUST be printed on your company letterhead and MUST be signed by the appropriate official.

### **NAFTA Certificates or Other Certificates of Origin**

When a NAFTA Certificate is required because the goods being provided are the product of either Mexico or Canada, it is the suppliers responsibility to provide a properly executed NAFTA Certificate. A sample NAFTA Certificate along with instructions on its completion is provided as Appendix G. Instructions for completing the NAFTA Certificate are provided as H.

### **Customs - Trade Partnership Against Terrorism (C-TPAT)**

The Goodyear Tire & Rubber Company is a certified member of the Customs – Trade Partnership Against Terrorism, otherwise know as C-TPAT. As a C-TPAT partner, Goodyear is committed to a secure supply chain. As a supplier of goods to the Goodyear Tire & Rubber Company, you are part of that supply chain and hence, a partner in our commitment.

Therefore, the Customs Compliance Department of the Goodyear Tire & Rubber Company is asking that you complete and return the attached Security Profile Checklist. This checklist is in conjunction with Goodyear's participation in C-TPAT. This checklist accompanies these instructions as Appendix I.

If you are already a certified member of C-TPAT you need not complete the entire checklist. Instead, indicate your C-TPAT participation in the space provided on the Security Profile Checklist, your date of certification and your C-TPAT SVI number. Please sign the checklist in the space provided.

Completed forms should be returned to:

Via mail:           The Goodyear Tire & Rubber Company  
                          Customs Compliance Department #629  
                          1144 East Market Street  
                          Akron, Ohio 44316

Via Fax:             330-796-7643  
                          (Please note – This fax number is for the return of Security Profile Checklists ONLY)

Via e-mail to:     ddhowsare@goodyear.com

