



International Supplier Routing Guide- Europe

Version 1

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Invacare International Supplier Routing Guide

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1. Routing Guidelines

The following guidelines are for shipments where a mode of transport has not been designated. Any exceptions must be discussed with your Invacare Purchasing contact.

Greater of Actual or Chargeable Weight	International Service (Except Canada/Mexico)
<45 Kgs/100 Lbs	Air Parcel (FedEx is our preferred carrier) International Economy
> 45 Kgs/100 Lbs	Freight Forwarder – Air Freight
1 – 12 CBM (even if weight is 165 pounds or less)	Ocean (LCL unless greater than 12 CBM)
>12 CBM	Ocean container (20, 40 or 40 HC – dependent on actual volume)

** Chargeable Weight – international shipments are charged based on their actual weight (high density goods) or based on the space the shipment takes up on their designated mode of transport. Below is guidance on how to calculate chargeable weight in kilograms as this is required to be factored into the calculation in determining the most economical means of transport. Note – Some carriers will have variations to the below formulas.

Mode of Transport	Chargeable Weight* Calculation
Intl Parcel	L x W x H (in CM) Divided by 6,000 for kilos or multiply L x @ x H (in IN) and divide by 366 for pounds
Intl Air (non-parcel)	L x W x H (in CM Divided by 6000) for kilos multiply L x @ x H (in IN) and divide by 366 for pounds
Ocean LCL/FCL	Based on Metric Tons or Cubic Meters, whichever is greater. CBM is calculated by taking the L x W x H in CM and dividing by 1,000,000.

2. Routing Requirements – Parcel (1-45 Kgs)

Our preferred carrier is FedEx. For shipments moving via parcel, your Invacare Purchasing contact will provide you with the correct account number to invoice freight/duties and taxes.

3. Routing Requirements – Heavy Weight Air (Over 45 Kgs)

You Invacare Purchasing Contact will advise who to use when an air shipment (other than Parcel) is required.

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4. Routing of Less than Container (LCL) Container

Less than container shipments must be tendered to the carrier on skids. Loose cargo is not acceptable.

Less than Container (LCL) shipments destined to an Invacare facility in the United States, Canada or Mexico are to be routed as follows:

Origin Shipping Country	Dest (State)	Carrier	Local Freight Forwarder Contact		
			Name	E-Mail	Phone
France	California, Florida, Ohio, Texas		Contact USImport@Invacare.com for routing instructions		
Germany	California, Florida, Ohio, Texas				
Great Britain	California, Florida, Ohio, Texas				
Italy	California, Florida, Ohio, Texas				
Poland	California, Florida, Ohio, Texas				
Portugal	California, Florida, Ohio, Texas	UWL	Sergio Queiros	squeiros@noatumlogistics.com	+351 91 935 40 61
Slovenia	California, Florida, Ohio, Texas		Contact USImport@Invacare.com for routing instructions		
Sweden	California, Florida, Ohio, Texas				

5. Routing of Full Container shipments destined to an Invacare facility in the United States, Canada or Mexico are to be routed as follows:

Origin Shipping Country	Dest (State)	Carrier	Local Freight Forwarder Contact		
			Name	E-Mail	Phone
France	California, Florida, Ohio, Texas		Contact USImport@Invacare.com for routing instructions		
Germany	California, Florida, Ohio, Texas				
Great Britain	California, Florida, Ohio, Texas				
Italy	California, Florida, Ohio, Texas				
Poland	California, Florida, Ohio, Texas				
Portugal	California, Florida, Ohio, Texas	UWL	Sergio Queiros	squeiros@noatumlogistics.com	+351 91 935 40 61
Sweden	California, Florida, Ohio, Texas		Contact USImport@Invacare.com for routing instructions		

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6. Booking Requirements

All shipments must be booked before they can be scheduled for shipment and must be booked 14 days prior to expected shipment date. This allows our carriers to plan space to ensure smooth movement of cargo, as well as consolidation of LCL or possibly other 20-foot shipments.

6a. Booking – Final Destination

When booking with the forwarder please note that the “Final Destination” is where the cargo is to be delivered to – see below example. Please note if this shipment is delivering to Sanford, FL then the Final Destination should be listed as Sanford, FL.

Consignee:

INVACARE CORPORATION WORLDWIDE HEADQUARTERS ONE INVACARE WAY ELYRIA,OH,44035-4190 ,U.S.A

Place of Receipt: NINGBO

Port of Loading: NINGBO

Port of Discharge: JACKSONVILLE,FL

Final destination: JACKSONVILLE,FL

Movement Type: FCL

Inco Term: FOB

Container Summary: 40HQ*1

Commodity Name: CABINET,FRONT WARM GREY CABINET,REAR WARM GREY RESONATOR ASBLY 9153647143 COUPLING INLET FILTER DOOR, CABINET ACCESS (WARM GREY)

HS CODE: 3926901000

Cargo Quantity: 560

Cargo Packing: CARTONS

Cargo Weight(KGS): 5710.3500

Cargo Volume(CBM): 65.5800

Cargo ready date: 2020-08-03

Carrier:

ETD:

BKG REMARK:

Indicate final delivery location here



6.b. Loading Multiple Containers

If your shipment contains more than one container we request you provide a listing of what item numbers, along with quantities are loaded into each container to be provided along with your commercial documents.

6c. Importer Security Filing (ISF) Requirements (Ocean Shipments ONLY)

Cargo moving via ocean freight to the United States are required to transmit certain information to U.S. Customs and Border Protection (CBP) about the product they are transporting prior to loading that cargo at the origin port of departure. Note that ISF is **not required** for AIR SHIPMENTS. Invacare requires your company to provide our designated freight forwarder listed on the origin above with information below at time of booking any ocean shipment. The forwarder file the ISF once received.

1. Manufacturer Name & Address
2. Container Stuffing Locations
3. Seller Name & Address
4. Consolidator Name & Address
5. Buyer Name & Address
6. Ship to Name & Address
7. Importer of Record
8. Consignee Number

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9. Country of Origin
10. Commodity Harmonized Tariff Schedule Number (6 or 10 digits)

6.d Additional documents required at time of booking:

Invacare requires the following documents be provided to our forwarder prior to shipment pickup:

A **Commercial invoice** that must include all the following:

1. Date of Invoice
2. Country of origin (Manufacture) of each item
3. Applicable Harmonized Tariff Number
4. Sold to as well as ship to party (PO Boxes are not acceptable). Abbreviations to names (e.g. IVC for Invacare) are not accepted.
5. Invacare Contact Name
6. Invacare part number shipped quantity and unit(s) of measure.
7. Invacare Purchase Order Number
8. Price actually paid or payable by item, quantity, extended value, and currency used. Adjustments to the price paid or payable should be included (e.g. Customs assist, royalty, commission, etc.).
9. Product description (in English)
10. Name and address of seller
11. Appropriate Incoterms the shipment is moving under
 - a. Our standard terms are "FOB" (Origin)
 - b. If terms are a C or D term freight charges must be listed as a separate line item on the invoice.
12. Freight charges must be listed on the invoice if shipment terms are anything other than EXW or FOB Incoterm term.
13. Samples, prototypes or other importations that are not imported for consumption must be indicated as such on the commercial invoice with an actual value. No Charge or \$1.00 value declared for Customs purposes is not acceptable.
14. Invoice Number
15. Manufacturers' Name and Address
 - a. FDA registration number (if applicable, if not show FDA Registration N/A)
 - b. Device listing (if applicable, if not show Device Listing N/A)
 - c. 510K number (if applicable, if not show 510K N/A)
16. Shipping Mode (Air, Ocean, or Ground)

A **Packing List** that must contain the following details (where applicable):

1. Net weight of each Item
2. Number of Cartons
3. Net, Tare and Gross Weight as well as dimensions of each shipped unit (Box, Pallet, etc.)
4. Item number and quantity packed into each carton
5. Container Number, Seal Number and Container Type (20 foot/ 40 foot /40-foot-High Cube/45 foot)

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7. Issuance of Express Bill of Lading vs. Original

Invacare does not require Original ocean bills of lading. Please ensure that you request either Express or Seaway bill of lading. Issuing Original ocean bills of lading normally hold up the shipment at destination pending receiving and endorsing for the carrier.

8. Requesting Insurance or Declared Value for Carriage

Do not request insurance or declared value for carriage unless you are specifically requested to do so by Invacare. The cost to have the carrier provide this is very expensive.

9. Free Trade Program Certificates

If your product qualifies for a Free Trade program (e.g. USMCA, US Korea, etc.) either a valid certificate must accompany your document package at time of shipment, or you can send or a blanket certificate valid for up to 1 year to USImport@Invacare.com.

10. ISPM-15 Packaging and Marking Requirements

Any shipment containing certain wood packaging must meet the standards of ISPM-15 and the wood must be marked according to these regulations. Details can be found at https://www.ippc.int/static/media/files/publication/en/2018/06/ISPM_15_2018_En_WoodPackaging_2018-05-16_PostCPM13_Rev_Annex1and2_gUhtMXs.pdf

Each individual shipping unit (e.g., carton, pallet, etc.) must be labeled with the Model #, SKU #, Serial Number, and Number of pieces (qty in carton).

Each item (not package) must be individually marked with the Country of origin (manufacture).

11. Failure to Comply

Failure to comply with these instructions will result in back charges for any additional expenses incurred

12. Questions or concerns

You may contact your established Purchasing contact or email USImport@Invacare.com with any questions or concerns you have relating to these instructions.

Change Record		
V1	1/8/21	New