

Guidance for International Shipments to UA

A 'Best Practices' Guide to Streamline Shipments through U.S. Customs

International shipments have become increasingly complex over the past decade. To assist our customers and partners through the product return process, we have developed this 'Best Practices' guide.

Preparing Your Shipment

In order to streamline shipments through U.S. Customs and to our facility, please:

1. Ensure your shipping carrier is notified that there is a Customs Broker involved in the shipment.
2. Choose the **Broker Select option** in your carrier's online processing system or airway bill. *Note: when using FedEx, use the long-form airway bill with the IPBSO option.*
3. Enter UA's Customs Broker information:

DSV Air & Sea Inc
200 Wood Ave, 3rd Floor
Iselin, NJ 08830
Phone: +1 732 850 8000
Email: brokerage.ewr@us.dsv.com

4. Ensure the final shipping destination is UA's facility:
Universal Avionics Systems Corporation ("UA")
3260 E. Universal Way
Tucson, AZ 85756 USA
Phone: +1 520 295-2300
Toll Free: +1 800 321-5253

5. Your Export Documentation needs to be accurate and complete to ensure timely import clearance.
6. A "Foreign Shipper's Declaration" should be completed and provided to UA as part of your Export Documentation. This form is available online.

7. In addition to the above, your commercial invoice **must include** the following information (see also, page :
 - Incoterms (typically "FCA, Supplier's Facility Tucson"),
 - Country of Origin/Manufacture¹ (USA for UA's parts),
 - Consignee/Importer of Record (typically UA),
 - Value (in USD).

8. Process the shipment.
9. Email UA the shipment information **in advance** to tammy.holderread@universalavionics.com, repairs@universalavionics.com, and to john.lopez@universalavionics.com, and include the following information:

- (1) Shipment documentation (commercial invoice must be in English),
- (2) Tracking number,
- (3) Part numbers and serial numbers for the items that will be shipped to UA.

UA will review your shipment to ensure all pertinent information is included and ensure the 3311 CBP Form and Manufacturer's Affidavit Form are completed for DSV Air & Sea.

Commercial Invoice (Example)

Date:		Invoice Number:		Air Waybill Number:				
Sender Details			General Information					
Name: Address: Contact Number: Email: Tax ID No.:			Shipment Reference No.: Reason for Export: Type of Export: Export License No.: Import License No.: INCOTERMS: Currency Code: Payment Method:					
Receiver Details			Importer of Record Details					
Name: Universal Avionics Address: 3260 E. Universal Way Tucson, AZ 85756 Contact Number: Email: Tax ID No.: 61-1861935			Name: Address: SAME AS RECEIVER Contact Number: Email: Tax ID No.:					
No.	Item Description	HS Code	Country of Origin	Qty	UOM	Unit Value	Sub-Total Value	Unit Net Weight
	PART #, SERIAL #, DESCRIPTION	XXXXXX	US			USD		
Comments:							No. of Packages	Total Goods Value
								USD

I/We certify the information on this invoice is true and correct and that the contents of this shipment are as stated above.

Signature:

Name:
Designation/Title:

¹ Country of Origin/ Manufacture is not the same as the Country of Export. The Country of Origin/Manufacture is the country where the parts were actually manufactured. UA's parts are manufactured in the United States.