



MATERION CORPORATION USA

International Supplier Guide

## SECTION 1: PURPOSE

The purpose of this International Supplier Guide is to assist and provide our suppliers with guidelines and expectations for handling Materion's international shipments to ensure our materials are shipped efficiently.

## SECTION 2: MATERION LOCATIONS

<b>Materion Advanced Materials - Albuquerque</b> 5941 Midway Park Blvd. Albuquerque, NM 87109 EIN: 85-027820500	<b>Materion Natural Resources - Delta</b> 10 Miles North Highway 6 Delta, UT 84624 EIN: 34-194310200
<b>Materion Advanced Materials - Buffalo</b> 2978 Main St. Buffalo, NY 14214 EIN: 16-069061000	<b>Materion Performance Alloys and Composites- Elmhurst</b> 606 Lamont Road Elmhurst, IL 60126 EIN: 34-011932000
<b>Materion Advanced Materials - Brewster</b> 42 Mt Ebo Rd. South Brewster, NY 10509 EIN: 16-069061000	<b>Materion Brush - Elmore</b> 14710 W. Portage River South Road Elmore, OH 43416-9500 EIN: 34-011932000
<b>Materion Advanced Chemicals - Milwaukee</b> 1316 W. Saint Paul Ave. Milwaukee, WI 53233 EIN: 39-199345400	<b>Materion Performance Alloys and Composites - Lincoln</b> 5 Wellington Road Lincoln, RI 02865 EIN: 34-137614400
<b>Materion Advanced Materials- Mesa del Sol</b> 5600 University Blvd SE Albuquerque, NM 87106 EIN: 85-027820500	<b>Materion Performance Alloys and Composites Shoemakersville</b> 1 Shoemakersville Road Shoemakersville, PA 19555 EIN: 34-011932000
<b>Materion Advanced Materials - Santa Clara</b> 3500 Thomas Rd #C Santa Clara, CA 95054 EIN: 16-069061000	<b>Materion Performance Alloys and Composites - Tucson</b> 6100 South Tucson Blvd. Tucson, AZ 85706 EIN: 31-174813900
<b>Materion Advanced Materials- Wheatfield</b> 2080 Lockport Rd. Niagara Falls, NY 14304 EIN: 16-069061000	<b>Materion Reading Plant 2 - Leesport</b> 225 Peach St. Leesport, PA 19553 EIN: 34-011932000
<b>Materion Corporation - Headquarters</b> 6070 Parkland Blvd. Mayfield Heights, OH 44124 EIN: 34-192726700	

## SECTION 3: INTERNATIONAL DOCUMENTATION INSTRUCTIONS

In order to assist with timely deliveries, please send advanced copies of the commercial invoice, packing slip and airway or ocean bill of lading prior to shipping to [LTC-AMG@materion.com](mailto:LTC-AMG@materion.com) referencing the Materion purchase order number in the email header.

### 3.1 ALL INVOICES AND PACKING SLIPS MUST BE IN ENGLISH.

### 3.2 ALL INVOICES AND PACKING SLIPS MUST CONTAIN THE BELOW DATA REQUIREMENTS.

### 3.3 COMMERCIAL INVOICE DATA REQUIREMENTS:

- Materion Purchase Order Number
- Manufacturer's (or supplier's) complete name and address
- Shipper's complete name and address (if different than manufacturer)
- Consignee's complete company name and address
- Incoterms
- Materion Part Number
- Part/Material Description
- Quantity shipped in purchased unit of measure (grams, kgs, lbs)
- HS Code
- Country of Origin (The country of manufacture, assembly, or final transformation into the finished product)
- Unit Price (Actual purchase price of each item in USD \$. If the item is free of charge, the fair market value of the item must be listed)
- Notation of currency used (USD \$)
- Value of royalties, assists, packing costs, and any other charge added by supplier.

### 3.4 PACKING SLIP REQUIREMENTS:

- Materion Purchase Order Number
- Manufacturer's (or supplier's) complete name and address
- Shipper's complete name and address (if different than manufacturer)
- Consignee's complete company name and address
- Incoterms
- Materion Part Number
- Part/Material Description
- Quantity shipped in purchased unit of measure (grams, kgs, lbs)
- Net Weight
- Gross Weight
- Country of Origin (COO)

## SECTION 4: MATERION U.S. CUSTOMS BROKER

### 4.1 EXPEDITORS INTERNATIONAL IS OUR BROKER.

### 4.2 EXPEDITORS ADDRESS: 18029 CLEVELAND PARKWAY, CLEVELAND, OH 44135

### 4.3 EXPEDITORS CONTACTS:

***Cindy Nader, Import Customer Service Representative***

Direct Phone: +1 440-398-6573

Office Phone: +1 440-243-9900

Email: [Cindy.Nader@Expeditors.com](mailto:Cindy.Nader@Expeditors.com)

***Eric Reighley, Lead Agent - Customs Brokerage***

Direct Phone: +1 440-398-6635

Email: [Eric.Reighley@Expeditors.com](mailto:Eric.Reighley@Expeditors.com)

## SECTION 5: SHIPMENT ROUTING – PARCEL

### THIS SECTION PERTAINS TO SHIPMENTS:

- Less than 150 lbs (70 kgs)
- Less than 108 inches in length
- Packages less than 165 inches in length and girth combined

**5.1 ALL SHIPMENTS WITH A GROSS SHIPPING WEIGHT OF LESS THAN 150 LBS (70 KGS), ARE LESS THAN 108 INCHES IN LENGTH OR ARE LESS THAN 165 INCHES IN LENGTH AND GIRTH, SHOULD SHIP VIA UPS.**

**5.2 FEDEX IS ONLY TO BE USED AS SECONDARY SHIPPING METHOD IF UPS CANNOT HANDLE THE MATERIAL.**

**5.3 ACCOUNT NUMBERS**

***\*\*\*Contact Materion Logistics for account numbers\*\*\****

## SECTION 6: SHIPMENT ROUTING – FREIGHT FORWARDERS

### THIS SECTION PERTAINS TO SHIPMENTS:

- Greater than 150 lbs (70 kgs)
- Are greater than 108 inches in length
- Are greater than 165 inches in length and girth combine

**6.1 SHIPMENTS WITH A GROSS WEIGHT GREATER THAN 150 LBS (70 KGS), HAVE A LENGTH GREATER THAN 108 INCHES OR ARE GREATER THAN 165 INCHES IN LENGTH AND GIRTH COMBINED, MUST CONTACT MATERION'S LOGISTICS DEPARTMENT FOR ROUTING.**

**6.2 TO PREVENT SHIPPING DELAYS, WHEN A SHIP DATE IS KNOWN IN-ADVANCE, SUPPLIERS ARE TO COMPLETE THE LTC QUOTE SHEET AND SEND TO MATERION'S LOGISTICS DEPARTMENT ([LTC-AMG@MATERION.COM](mailto:LTC-AMG@MATERION.COM)).**

## SECTION 7: INTERNATIONAL OCEAN SHIPMENTS

**7.1 ISF FILING – ALL OCEAN SHIPMENTS MUST HAVE AN ISF (IMPORTER SECURITY FILING) COMPLETED 24 HOURS PRIOR TO THE VESSEL ARRIVING AT THE U.S. PORT. FAILURE TO FILE AN ISF MAY RESULT IN MATERION RECEIVING ADMINISTRATIVE PENALTIES FROM U.S. CUSTOMS.**

**7.2 ISF FILING DATA REQUIREMENTS**

- Seller
- Buyer
- Importer of Record Number
- Consignee Number
- Manufacturer (Supplier)
- Ship-to Party
- Country of Origin
- HS Code
- Container Stuffing Location
- Consolidator

**7.3 ISF TEMPLATE EXPEDITORS (SEE ATTACHED).**

**7.4 ISF FILING INFORMATION MUST BE SENT TO [CLE-ISF@EXPEDITORS.COM](mailto:CLE-ISF@EXPEDITORS.COM) AND [LTC-AMG@MATERION.COM](mailto:LTC-AMG@MATERION.COM).**

**7.5 OCEAN BILL OF LADING (OBL)**

- A copy of the Ocean Bill of Lading (OBL) must be sent to [LTC-AMG@materion.com](mailto:LTC-AMG@materion.com).
- The OBL must have Materion's Purchase Order number listed.
- The notify Party on the OBL must list:  
***Expeditors -Cindy Nader***  
***PH: 440-243-9900***  
***[Cindy.nader@materion.com](mailto:Cindy.nader@materion.com)***

## SECTION 8: INTERNATIONAL AIR SHIPMENTS (OVER 150 LBS)

**8.1 AIRWAY BILL (AWB)**

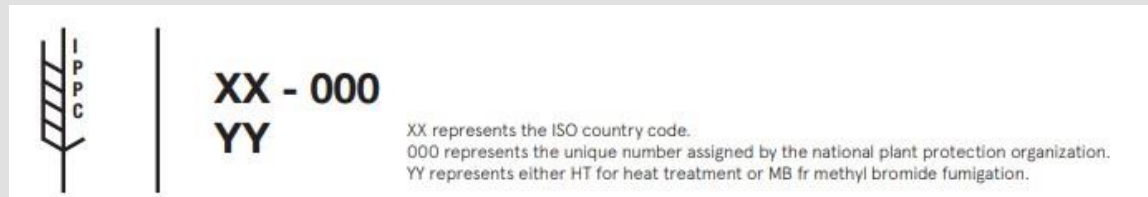
- A copy of the Airway Bill (AWB) must be sent to [LTC-AMG@materion.com](mailto:LTC-AMG@materion.com).
- The AWB must have Materion's Purchase Order number listed.  
The Notify Party on the AWB must list:  
***Expeditors -Cindy Nader***  
***PH: 440-243-9900***  
***[Cindy.nader@materion.com](mailto:Cindy.nader@materion.com)***

## SECTION 9: DANGEROUS GOODS DECLARATION (DGD)

9.1 IATA AND IMO DANGEROUS GOODS DECLARATIONS SHOULD BE SENT TO [LTC-AMG@MATERION.COM](mailto:LTC-AMG@MATERION.COM).

## SECTION 10: WOOD PACKAGING MATERIAL

- 10.1 ALL WOOD PACKAGING THAT IS USED TO TRANSPORT, INCLUDING WOOD MATERIALS USED TO BLOCK AND BRACE MATERION SHIPMENTS, MUST BE ISPM 15 COMPLIANT.
- 10.2 MATERIALS SUCH AS HARDBOARD, PLYWOOD OR ORIENTED STRAND BOARD (OSB) ARE EXEMPT FROM THESE REQUIREMENTS.
- 10.3 TWO APPROVED TREATMENTS ARE 1.) HEAT TREATMENT OR 2.) FUMIGATION WITH METHYL BROMIDE. WOOD PACKAGING THAT IS CERTIFIED WILL BE MARKED WITH AN APPROVED INTERNATIONAL PLANT PROTECTION CONVENTION (IPPC) LOGO, AS SHOWN BELOW.



- 10.4 FAILURE TO USE NON-COMPLIANT WOOD PACKAGING MATERIALS, WHICH RESULTS IN ADDITIONAL FEES WILL BE BILLED BACK OR SHORT PAID ON INVOICES.

## SECTION 11: HIGH VALUE SHIPMENTS

11.1 ANY SHIPMENT VALUED OVER \$100K MUST REACH OUT TO [LTC-AMG@MATERION.COM](mailto:LTC-AMG@MATERION.COM) FOR SPECIAL INSTRUCTIONS.

## SECTION 12: MATERION LOGISTICS CONTACTS

**GENERAL EMAIL: [LTC-AMG@MATERION.COM](mailto:LTC-AMG@MATERION.COM)**

Jenna Laufer

PH: +1 414 212-0220

[jenna.laufer@materion.com](mailto:jenna.laufer@materion.com)

Jaya Pillai

PH: +1 414 212-0208

[jayakumar.pillai@materion.com](mailto:jayakumar.pillai@materion.com)

Brian McNamara

PH: +1 216 383-4079

[Brian.mcnamara@materion.com](mailto:Brian.mcnamara@materion.com)