

# Lincoln Electric Vendor's Shipping Letter of Instruction

## Ocean/Air Import Freight into the United States

Lincoln Electric and Lincoln subsidiaries do not act as the U.S. Importer of Record for freight delivered with duties paid [DDP].

For ocean shipments, Lincoln Electric and Lincoln Electric subsidiaries may be unable to act as the U.S. Importer of Record if complete ISF filing information is not provided to our broker 72 hours prior to loading on the vessel.

Lincoln Electric and Lincoln subsidiaries carry insurance to cover import shipments. No additional insurance is needed unless special instructions are received from the Lincoln Electric buyer.

**(For non-palletized shipments less than 50 kg use UPS Worldwide Expedited service - details below)**

### **Import Transportation Provider & Customs Broker:**

DSV Air & Sea Inc.

ATTN: IMPORT MANAGER (email: LincolnCLEimports@us.dsv.com)

25000 Country Club Blvd., Suite 300

North Olmsted, OH 44070

TEL: 440-243-0900

FAX: 440-243-8270

Website: www.dsv.com

### **For Shipments Routed by Lincoln Electric Cleveland**

[FCA, FAS, FOB] Contact the local DSV Air & Sea office to make the booking arrangements. All documents including ISF information (ocean freight) and a commercial invoice that meets Lincoln Electric specifications must be provided at the time of booking. If you need contact information for the closest DSV office, please send your request to the email noted above.

### **For Shipments NOT routed by Lincoln Electric Cleveland**

[CPT, CFR, CIP, CIF, and DAP] with Lincoln or one of its subsidiaries acting as the U.S. Importer of Record. DSV must be indicated as the Notify Party (Cleveland office, address stated above) on the Ocean Bill of Lading or Airway Bill. For ocean freight, ISF information must be provided on the Lincoln ISF form to DSV once a booking is made with the shipper's selected forwarder. ISF information must be provided to DSV no later than 72 hours prior to loading on the ocean vessel. If these requirements are not met, Lincoln Electric may not be able to act as the U.S. Importer.

- » All shipments must be booked as 'Express Release'
- » Send arrival notice to DSV fax number or email
- » When required, send original documents to DSV at the above address

### **International Import Parcel Shipment information (this does not apply to domestic shipments)**

For non-palletized international inbound shipments less than 50 kg\* use UPS Worldwide Expedited service. Account number is provided on the purchase order. Shipper is responsible for all charges if correct service level is not selected. At times, expedited service levels may be required; if so, the requesting party must provide the shipper with written approval to expedite the shipment. If written approval is not provided, shipper must pay all charges.

(\*extremely long or wide shipments may require other shipping arrangements)

Imports via truck over the Mexican/U.S. border or over the Canadian/U.S. border follow a different procedure.

Please contact Terry Stull @ +1 216 383 2121 for information.