

Imports into the U.S.



4-Feb-19

Applicable to shipments where First Solar, Inc., First Solar Electric, LLC, or First Solar Electric California Inc. (hereinafter collectively referred to as “First Solar” or “FS”) is responsible for US Customs clearance. Not applicable to shipments sent from overseas on DDP terms.

Point of Contact: FSTradeCompliance@firstsolar.com

Documentation Requirements for importing into the US:

- Commercial invoice inclusive of the following data elements
 - Seller
 - Buyer
 - Ship to
 - Description of item being imported including FS part number (if available)
 - Harmonized System Code (to the 6th digit)
 - Purchase Order Number
 - Quantity
 - Unit Price
 - Country of Manufacture (country of origin)
 - Incoterms
 - Any additional charges for packing
 - Value of any tooling or components provided free of charge or at a reduced cost
- Packing List
- AWB/Bill of Lading
 - The consignee on the AWB or BL should be the First Solar entity name (e.g. First Solar, Inc.) accompanied by the ship to address (e.g. 28101 Cedar Park Blvd, Perrysburg, OH 43551)
- Importer Security Filing (ISF) Details – (Ocean shipments only)
 - If FS is arranging for the freight and transportation, the supplier will be asked to provide certain pieces of information to the forwarder selected by FS

- If the supplier is arranging the freight, the supplier must provide all data elements required for FS to file the ISF. This information should be provided to dtw-isf@expeditors.com & FSTradeCompliance@firstsolar.com no later than 48 hours before the ocean vessel departs. Any fines or penalties incurred by FS as a result of the ISF information provided late may be charged to the supplier.
- The ISF data elements are defined in 19 CFR 149.2(b) - <https://www.gpo.gov/fdsys/pkg/CFR-2016-title19-vol2/pdf/CFR-2016-title19-vol2-sec149-2.pdf>

Pre-alerts

At or before the time of shipment, the supplier should send a pre-alert email to FSTradeCompliance@firstsolar.com. This email should include the commercial invoice, the packing list and any available tracking information (e.g. AWB #). The pre-alert will be reviewed and any questions or concerns will be communicated to the supplier while the goods are in transit. The intent of the pre-alert is to reduce any delays at the port of entry and expedite US Customs clearance.

Import Customs Brokers

Expeditors International is the primary US Customs broker for FS. All Bills of Lading and Airway Bills should identify Expeditors as the “Notify Party”. This will help ensure that documentation is provided to Expeditors in a timely manner.

Expeditors International Detroit
11101 Metro Airport Center Drive
Suite 110
Romulus, MI 48174
firstsolarimports@expeditors.com

The exception to the above are shipments moved via FedEx. FedEx shipments will be customs cleared by FedEx on behalf of FS. Documentation for shipments moved by FedEx using a First Solar account should not reference Expeditors International.

INCOTERMS

FCA

If a shipment is being sent to First Solar under an FCA term, First Solar is responsible for nominating the carrier. The nominated carrier will help ensure that transportation documents (AWB, BL) identify Expeditors International. It is requested that the supplier send a pre-alert to FSTradeCompliance@firstsolar.com.

DAP

Under a DAP Incoterm the supplier is responsible for the transport of the goods to the named place. To avoid or reduce delays when shipping under a DAP Incoterm, the supplier should:

1. Ensure the transportation document identifies Expeditors International as the Customs broker (if not shipping via FedEx)
2. Send a pre-alert along with tracking information to FSTradeCompliance@firstsolar.com
3. Ensure that the responsibility for delivery from the import port of entry to the final destination is clearly communicated, understood and documented.

DDP

Under a DDP Incoterm the supplier is responsible for US import clearance. The First Solar Trade Compliance Department will not be involved in DDP shipments. DDP Incoterms should not be used unless the supplier is confident that they (or an assigned agent) can act as Importer of Record into the US.