

Corporate Policy:

Lennox International Inc. and its affiliated companies (“Lennox”) complies with the laws, regulations and policies of each country where it does business. Lennox recognizes that the United States government and the government of other countries have laws, regulations and policies, which control the international movement (import and export) of goods, technology and data. Lennox further recognizes the importance of compliance with these laws, regulations and policies and requires is suppliers to comply with these laws, regulations and policies. Failure to comply may result in severe penalties to Lennox International and / or individual employees, including termination, monetary penalties, adverse publicity, loss of import / export privileges, delay or seizure of shipments, and in extreme cases, criminal penalties (fines and jail terms).

1. PURPOSE

This document defines trade compliance requirements and processes to be followed by international suppliers located in Asia, Canada, Mexico, and the EMEA region for shipment to the United States, and addresses, among other import requirements, invoice requirements, documentation, and record-keeping.

2. SCOPE

This policy applies to non-U.S. suppliers of each of Lennox’s U.S. business units.

3. DEFINITIONS

ADD/CVD	Antidumping Duty / Countervailing Duty
Additions to value actually paid or payable	<p>The transaction value (U.S.: FOB port) of imported merchandise is the price actually paid or payable for the merchandise when sold for exportation to the United States, plus amounts equal to:</p> <ul style="list-style-type: none"> (1) The packing costs incurred by the buyer with respect to the imported merchandise; (2) Any selling commission incurred by the buyer with respect to the imported merchandise; (3) The value, apportioned as appropriate, of any assist; (4) Any royalty or license fee related to the imported merchandise that the buyer is required to pay, directly or indirectly, as a condition of the sale of the imported merchandise for exportation to the United States; and (5) The proceeds of any subsequent resale, disposal, or use of the imported merchandise that accrue, directly or indirectly, to the seller.
AEO	Authorized Economic Operator
APLL	American President Lines Logistics
ASM	Asia Sourcing Management

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Assists	<p>“Assist” means any of the following if supplied directly or indirectly, and free of charge or at reduced cost, by the buyer of imported merchandise for use in connection with the production or the sale for export to the United States of the merchandise:</p> <p>(i) Materials, components, parts, and similar items incorporated in the imported merchandise.</p> <p>(ii) Tools, dies, molds, and similar items used in the production of the imported merchandise.</p> <p>(iii) Merchandise consumed in the production of the imported merchandise.</p> <p>(iv) <u>Engineering, development, artwork, design work, and plans and sketches that are undertaken elsewhere than in the United States and are necessary for the production of the imported merchandise.</u></p>
Booking system	Shipment booking system in APLL website, named “booking Manager”, supplier submits booking and ISF documents in this system.
C.R.A.P.P	Commissions, Royalties, Assists, Packaging and Proceeds
CE	Component Engineer
Commission (Selling)	Any commission paid to the seller's agent, who is related to or controlled by, or works for or on behalf of, the manufacturer or the seller.
COO	Country Of Origin
CTPAT	Customs- Trade Partnership Against Terrorism
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FTA	Free Trade Agreement
GTC	Global Trade Compliance, responsible for Lennox global trade compliance matters
HTS Code	Harmonized Tariff Schedule Code
Importer ID	Customs assigned ID for the Importer of Record
Incoterms	International Commercial Terms, using Incoterms 2020 currently
International Supplier	International seller to Lennox and where Lennox is the Importer of Record.
ISF	Importer Security Filing
LASEC	Lennox Asia Sourcing & Engineering Center
LASEC TC	LASEC Trade Compliance, responsible for all Asia international suppliers’ trade compliance matters
Lennox part number	Number that uniquely identifies a part within Lennox
LII	Lennox International Industries
MA	Manufacturer's Affidavit
OCR system	Lennox trade compliance system, including all import and export data information.

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Packing Costs	The cost of all containers (exclusive of instruments of international traffic) and coverings of whatever nature and of packing, whether for labor or materials, used in placing merchandise in condition, packed ready for shipment to the United States.
PM	Program Management
PO	Purchase Order
Price Actually Paid or Payable	The total payment (whether direct or indirect, and exclusive of any charges, costs, or expenses incurred for transportation, insurance, and related services incident to the international shipment of the merchandise from the country of exportation to the place of importation in the United States) made, or to be made, for imported merchandise by the buyer to, or for the benefit of, the seller.
Royalty or License Fee	Royalties or license fees for patents covering processes to manufacture the imported merchandise generally will be dutiable. These are fees that a buyer must pay, directly or indirectly, as a condition of sale of the importer merchandise. Royalties or license fees paid to third parties for use, in the United States, of copyrights and trademarks related to the imported merchandise generally will be considered selling expenses of the buyer and not dutiable.
SAP system	Lennox Enterprise Resource Planning System
SDE	Supplier Development Engineer
SOP	Standard Operation Procedure
Supplier part number	Number that uniquely identifies a part within supplier
Trademark / Trade Names	Trademarks registered by the U.S. Patent and Trademark Office need to be recorded with the U.S. Customs and Border Protection if the registration is current. U.S. Customs may seize counterfeit trademark, copying or simulating trademark product, so if suppliers use Lennox trademark, must have trademark authorization letter on hand.
Vision system	U.S. customs broker V. Alexander shipment tracking website can check pre-shipment with ISF information, in-transit shipment and delivery scheduled shipment.

4. INFORMATION REQUIREMENTS

All international **suppliers must provide the following information for shipments exported to a Lennox manufacturing facility (TIE TO ABOVE), 3PL Warehouse, Foreign Trade Zone (FTZ), Bonded Warehouse, etc. (4.1- 4.4):**

4.1 Basic customs information (see Attachment TC-AP-001-03-01):

- Supplier company name, address, supplier code
- Supplier Tax ID and Organization ID
- Manufacturer company name, address, supplier code
- Incoterms with Lennox
- Supplier’s Customs responsible person name, email, phone#

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- AEO number (If applicable)
- CTPAT Number (if applicable)
- China supplier Customs annual report status (must complete before June 30 each year)

4.2 Product information:

- Active part number technical information (see **Attachment TC-AP-001-04-01**)
- Product technical information **if there is new part number** (see **Attachment TC-AP-001-04-01**)
 - Product technical information includes (see **Attachment TC-AP-001-04-01**):
 - (1) Lennox PN#
 - (2) Supplier PN#
 - (3) Detailed English description
 - (4) Country of origin
 - (5) Ship from country
 - (6) Destination country
 - (7) Product picture
 - (8) Product drawing (if applicable)
 - (9) Product material (if applicable)
 - (10) Product function
 - (11) Where used
 - (12) Component (if applicable)
 - (13) Product work theory (if applicable)
 - (14) Power rate (if applicable)
 - (15) Output (if applicable)
 - (16) If China suppliers don't have info. For 9) – 12), must provide product Chinese name, China HTS Code, product factors (海关申报要素).

4.3 Supplier invoice and packing list format for shipment to Lennox.

4.4 PO sample that supplier received from Lennox.

***Other requirements:**

4.5 Trademark / Trade Name: If product from the supplier bears a Lennox trademark or trade name, supplier will include an authority letter from Lennox allowing use of the trademark/ trade name on the product of record.

4.6 Additional Value: The supplier, where Lennox is the importer of record in the U.S., will complete a

- (1) **Supplier C.R.A.P.P. Review Survey (Attachment TC-AP-001-09-01)** on a quarterly basis. Additionally, the supplier will also complete **Attachment TC-AP-001-10-01** to address any added value or assets provided to the supplier by Lennox.

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(2) The Supplier will return the completed forms within 30 days in order to remain a supplier of Lennox.

4.7 ISF (only for U.S. ocean shipment)

All international suppliers exporting products to the U.S. for Lennox should submit ISF information to V. Alexander 3 days or 72 hours before Estimated Time of Departure (ETD).

(1) If International supplier is using APLL booking manager to book the shipment, the supplier must submit ISF information in booking manager system before Estimated Time of Departure (ETD) 3 days (72 hours). ***Subject to Change*******

Booking Manager System Link:

1. Go to APLL Website Address <http://www.aplllogistics.com>
2. Click on the link "Booking Manager"

Contact APLL to get access to the booking manager (refer to Contacts listed in Lennox Logistics Procedure).

If the International Supplier does not use the APLL booking manager, the Supplier must provide an Excel Format (Attachment TC-AP-001-06-01) to Lennox's Customs Broker via email (refer to Contacts listed in Attachment TC-AP-001-02-01).

(2) ISF information for international supplier includes below:

- Vessel name, B/L#, ETD/ ship date, Loading port and discharge port
- Importer ID
- Seller name and address
- Consignee name and address
- Buyer name and address- if different from the consignee
- "Ship to party" name and address- if different from the site of the consignee
- Manufacturer name and address
- Container stuffing location
- Consolidator name and address- if different from the site of the manufacturer or shipper
- Product Lennox PN#, Supplier PN#, Country of Origin, product description

NOTE: Don't list your export HTS Code in the ISF form

4.8 Shipping documents requirements

(1) If International supplier is using APLL booking manager to book the shipment, the supplier must submit full set of documents to APLL via email (refer to Lennox Logistics Procedure) within 3 days (72 hours) after time of departure. If special case, will define the deadline separately.

(2) Full set of documents includes:

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- Commercial Invoice
- Packing list
- Bill of lading or airway bill
- Certificate or license – If needed
- Other government Agency documents (e.g. UL, FCC, FDA, TSCA)- Note: Generally pertains to manufacturing or lab equipment (e.g. cameras, computers, spectrometers, etc.).

(2)-1. Commercial Invoice requirements: (For sample format **see Attachment TC-AP-001-07-01**)

The supplier is responsible for ensuring all data elements are included on the commercial invoice.

- Unique Commercial Invoice Number
- Commercial invoice must be in English
- Seller/ Ship from /Shipper name and address
- Manufacturer (or supplier) name and address (if different from shipper)
- Buyer/Importer ID (See **Attachment TC-AP-001-01-01**, this will be updated if there is any change)
- Ship to party / Ultimate Consignee
- Notify party – Broker, broker contact information (See Attachment B, this will be updated if there is any change)
- If small package shipments, must put on receiving person name (in English) and department on the package label
- Incoterms® 2020 (named place)
- Bill of lading number / air waybill number
- Loading port and destination port (refer to the Lennox Logistics procedure).
- ETD/ship date
- LII Purchase order number
- LII Part number
- Supplier Part number
- Spare parts must be listed in separate line by each Part number on invoice, same requirement as the “Normal Part number”, DON’T consolidate all the spare parts and kits in one line.
- If spare parts are free of charge, must list standard sale price on the invoice, with the note as “free of charge, for Customs clearance purpose only”.
- Detailed description of the goods -should describe in common words understandable by a Customs agent.
- Quantities and unit of measure (each, set, unit)
- Purchase price of each item (or value if not sold) Currency in U.S. Dollars (U.S.\$)
- Country of Origin by each line- Country where item was manufactured (must provide by each product with each line).
- Value on commercial invoice must matches value in purchase order

NOTE: Don't list your export HTS Code on all the invoices to Lennox

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(2)-2. **Packing list requirements** (For sample format **see Attachment TC-AP-001-08-01**):

- Unique Commercial Invoice Number (must matches invoice number on commercial invoice)
- Seller/ Ship from /Shipper name and address
- Manufacturer (or supplier) name and address (if different from shipper)
- Buyer/Importer ID (See Attachment A, this will be updated if there is any change)
- Ship to party / Ultimate Consignee
- Notify party – Broker, broker contact information (See Attachment B, this will be updated if there is any change)
- Incoterms® 2020 (named place)
- Bill of lading number / air waybill number
- Loading port and discharge port
- ETD/ship date
- LII Purchase order number
- LII Part number
- Supplier Part number
- Spare parts must be listed in separate line by each Part number on invoice, same requirement as the “Normal Part number”, DON’T consolidate all the spare parts and kits in one line.
- Detailed description of the goods -should describe in common words understandable by a customs agent.
- Quantities and unit of measure (each, set, unit)
- Each PN# packed carton#
- Each PN# total cartons
- Net weight (KG)
- Gross weight (KG)
- Measure CBM (M3)
- Total cartons in capital letter

4.9 Recordkeeping: Lennox International is responsible for keeping all entry documents on file for a period of 5 years via hard copy or electronically.

4.10 China supplier customs annual report: China supplier must submit and pass customs annual report on time (deadline June 30 every year).

4.11 Manufacturer’s Affidavit or Certificate of Origin: Supplier need provide annual active products Manufacturer’s Affidavit **on request**, if there is any change, must update to Lennox immediately with the new Manufacturer’s Affidavit form (**see Attachment TC-AP-001-05-01**)

4.12 Customs trade compliance issue: If supplier has any Customs audit or has been investigated by Customs for breaking any regulations or laws which will impact Lennox shipment, must immediately notify Lennox Corporate Global Trade Compliance department or the LASEC Trade Compliance team ASAP.

4.13 ADD/CVD: If an international supplier is notified by any Customs authority regarding ADD/CVD or know that their product may be subject to ADD/CVD charge, the supplier must immediately notify Lennox Global Trade Compliance Department ASAP.

4.14 Wood packing materials: all Wood Packing Materials (WPM) must comply with U.S. and international phytosanitary rules as follows:

1. All WPM must be properly marked to indicate it has been either heat treated or treated with methyl bromide in accordance with ISPM-15 regulations,
2. All WPM must contain the internationally recognized IPPC mark which certifies treatment.
3. All WPM must also be free of timber pests.
4. Pallets must be free of all weeds and seeds and should not be stored outside.

If an international supplier experiences issues in meeting these requirements, the supplier must notify Lennox Global Trade Compliance or LASEC Trade Compliance ASAP.

4.15 Hand-carrying shipments: Lennox urges strongly against hand-carrying items unless regular shipping is not logistically feasible or cost-prohibitive. Any items that will enter Lennox inventory should ship with the required documentation and meet the requirements outlined in the rest of this document. Additionally, any hazardous goods or export-controlled documents/technology should not be hand-carried under any circumstance.

In the event that a hand-carry must happen, the supplier must contact Lennox Global Trade Compliance immediately to ensure any required documentation (such as commercial invoices) is available and all local importation processes are followed.

4.16 Proper package marking: all packages must be properly marked in accordance with U.S. Customs requirements (19 CFR Part 134), in addition to any requirements outlined by local governing bodies. Any violations of these marking requirements are subject to seizure or penalty by U.S. Customs. As a non-exhaustive example, the country of origin must be permanently and indelibly displayed on the package/items whenever possible. There are few exceptions to this requirement, and the supplier should contact either Lennox Global Trade Compliance or LASEC Trade Compliance to clarify any issues or concerns with official marking.

4.17 Container security: all shipments must be transported in ways that comply with the best U.S. Customs - Trade Partnership Against Terrorism (CTPAT) program current practices for container security, safety and loading/unloading standards. This can include, but is not limited to:

- Checklist inspection of empty containers to verify the integrity and condition of containers; prompt notification to forwarder and/or Lennox when integrity or condition are compromised
- Proper and prompt notification whenever a Customs examination is required
- Retaining photographic proof that high-value shipments are in containers that are properly closed and sealed

Suppliers may work with brokers and forwarders to ensure maximum compliance with approaches that keep Lennox shipments safe and abide by local Customs requirements.

5. REVIEWS AND SCORECARD

Lennox Trade Compliance team will be conducting reviews of the process and the Commercial invoice, packing list and bill of lading documents provided by the international suppliers. A notification will be sent to the international supplier requesting correction to any process or documents that do not meet the above standard requirements. Lennox will also monitor all the suppliers' trade compliance status. Lennox Trade Compliance team will file a monthly scorecard report to Lennox management. If any supplier is unable to consistently meet these requirements with the improvement action plan on time, the issue will be escalated to Lennox management.

6. References and OTHER SUPPORTING DOCUMENTS

6.1 Attachment TC-AP-001-01-01 – Lennox importer ID list

6.2 Attachment TC-AP-001-02-01 – Lennox broker list

6.3 Attachment TC-AP-001-03-01 – Supplier customs information list

6.4 Attachment TC-AP-001-04-01 – Product technical information list

6.5 Attachment TC-AP-001-05-01 – Manufacture Affidavit

6.6 Attachment TC-AP-001-06-01 – ISF format

6.7 Attachment TC-AP-001-07-01 – Commercial invoice format

6.8 Attachment TC-AP-001-08-01 – Packing list format

6.9 Attachment TC-AP-001-09-01 – C.R.A.P.P Survey

6.10 Attachment TC-AP-001-10-01 – Additional value

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7. DOCUMENT OWNER

Title	Name	Date
LASEC Trade Compliance Manager	Andrea Yang	July 10,2015

8. APPROVAL RECORD

Title	Manager Name	Signature	Approval Date
Asia Sourcing and Engineering Director	Jason Zheng		July 10,2015
Global Trade Compliance Sr. Manager	Marci Gentry		July 10,2015
Director, Global Trade Compliance	Vicente Amado		Sept 07,2022

9. REVISION RECORD

Revision	Name	Revision Date
Initiation – Version 01	Andrea Yang	July 10,2015

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Attachment TC-AP-001-01-01 – Lennox importer ID list

Attachment A

<u>Company Name</u>	<u>Importer of Record Number</u>
Lennox Industries, Inc.	42-037711000
Lennox International, Inc.	42-099152100
Allied Air Enterprises, Inc.	42-037711001
Advanced Distributor Products, LLC.	58-259701600
Heatcraft Refrigeration Products, LLC.	58-259701700
Heatcraft, Inc. d.b.a. Kysor/Warren	58-259701700
Heatcraft, Inc.	58-259701700

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Attachment TC-AP-001-02-01 – Lennox broker list

	1st Destination:	2nd Destination:	3rd Destination:	4th Destination:	5th Destination:
Division	ALL US Destinations except Laredo	Laredo, TX	Saltillo, MX	Saltillo, MX	Canada (all)
Company Name	V. Alexander & Company	EELCO Supply Chain Solutions, Inc.	Transplace (Laser Forwarding)	Vitti Logistics S de RL de CV	Livingston
Street / P.O. Box	22 Century Blvd, Suite 510	P.O. Box 450795	13166 South Unitec	Bldv. Campestre 302 Parque Industrial	6725 Airport Road
City	Nashville	Laredo	Laredo	Arteaga	Mississauga
State	TN	TX	TX	Coahuila	Ontario
Country	USA	USA	USA	Mexico	Canada
Postal code	37214-3763	78045	78045	25354	L4V1V2
Primary Contact	Teresa Miller	Eduardo E. Lozano	Carlos Canales	Emireth Ovalle	Marissa Kumar
Email Address	lennox@valexander.com	elozano@uscustombroker.com	ccanales@laser.com.mx	eovalle@vittilog.com	mkumar@livingstonintl.com
Telephone	615-885-0020 x 2467	956-712-2422 x 103	956-693-9960		905 676 3700 x24257
Secondary Contact	Tabitha Schierholz			Gregorio Salazar	Team 65
Email Address	tschierholz@valexander.com			gregorio@gescobrokers.com	CST48265@livingstonintl.com
Telephone	901-795-7761 x 1221				

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Attachment TC-AP-001-03-01 – Supplier customs information list

1	Supplier Name	
2	Supplier Address	
3	Supplier Code	
4	Manufacture Name (if different from supplier)	
5	Manufacture address	
6	Shipment document record keeping (paper / electric file? How many years for each?)	
7	Supplier customs importer ID (china supplier 组织机构代码)	
8	Supplier Customs Level	
9	AEO# (if supplier has this)	
10	C-TPAT# (if supplier has this)	
11	Incoterms with Lennox (air & ocean shipment)	
12	Customs issue responsible person	
13	Email	
14	Phone#	

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Attachment TC-AP-001-04-01 – Product technical information list

1	Lennox PN#	
2	Supplier PN#	
3	PN# English Description*	
4	Country of Origin	
5	Ship From Country	
6	Destination country	
7	Export HTS Code	
8	product picture	
9	Drawing (if applicable)**	
10	Material (if applicable)**	
11	Product Function **	
12	Where used**	
13	Component (if applicable)**	
14	Product work Theory (if applicable)**	
15	Power Rate (if applicable)	
16	Output (if applicable)	

*Product description must be of sufficient detail to enable the determination of the correct HTS classification.

**If China suppliers don't have information for 9) – 14), must provide product Chinese name, China HTS Code, product factors (海关申报要素).



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Attachment TC-AP-001-05-01

COUNTRY OF ORIGIN AFFIDAVIT

I, _____, an authorized representative of _____, a manufacturer or supplier of parts as indicated in the attachment TC-AP-001-05-A, declare that the information provided herein was prepared in accordance with the applicable statutory and/or regulatory requirements and is accurate and complete to the best of my knowledge and belief as the manufacturer; or if supplier, is based on the manufacturer's affidavit, which will be made available to Customs upon request. Should this information change, you will be notified immediately.

Definitions:

Manufacturer - A party that, using a systematic process through a division of labor and/or mechanical process, makes the good from materials and/or components.

Supplier - A party who can be or can be not the manufacturer, that sells, supplies or ships the good to consignee.

Signed:

Vendor
Number

Name of Officer - Title

Corporation or Firm

Signature

Street
Address

Date
Completed

City & State or Province

Telephone

Notes:

- 1) Signature and date blocks must be completed for affidavit to be valid.
- 2) Provide immediate advice of any changes to the information provided.



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If you have additional questions regarding these requirements, you should seek advice from your Trade Compliance Department, Customs Broker, Public Accountant or Legal Counsel.

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COUNTRY OF ORIGIN AFFIDAVIT

Vendor Number: BLANKET PERIOD
(DD/MM/YR)
NAME: FROM:
ADDRESS: TO:

CITY:
STATE/PROV:
COUNTRY:
ZIP

(A)	(B)	(C)	(D)	(E)
Lennox PN#	Supplier PN#	PART DESCRIPTION	Country of Origin	INDICATE "M" FOR MANUFACTURER OR "S" FOR SUPPLIER

Note: THIS CONTINUATION SHEET IS TO BE CONSIDERED PART OF THE COUNTRY OF ORIGIN AFFIDAVIT AND THE SIGNED AFFIDAVIT APPLIES TO THE STATEMENTS MADE ON THIS SHEET.

Fill in Direction

Field D- Customs Country of Origin

Input the ISO country code related to each item certified, determined as follows:

. The country of origin for goods or materials manufactured or processed must be determined in accordance with the Marking Rules of Origin as stipulated under the North American Free Trade Agreement (NAFTA). Please consider the NAFTA override provisions which state that the NAFTA Marking Country of Origin is the last country in which the good underwent processing (including minor processing).

. For the goods or materials manufactured or processed in other countries, the country of origin is the country of manufacture or production. i.e., the last location where the good underwent a substantial transformation. Substantial transformation occurs when the article loses its identity and has a new name, character or use.



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. If you are not producer and the part is sourced from more than one country then indicate all countries of manufacture.

Field E - Manufacturer/ Supplier

Input "M" if you are the manufacturer of the part, input "S" if you are the supplier of the part.

Attachment TC-AP-001-06-01 – ISF Format

		SEND TO:	isfoptionsnashville@valexander.com
			lennox@valexander.com
IMPORTER SECURITY FILING			
<u>VESSEL INFORMATION:</u>		<u>IMPORTER OF RECORD NUMBER(IRS,EIN OR SSN)</u>	
Vessel Name		Importer ID	
HBL		Importer Name	
M/BL		<u>Consignee (Name and Address)</u>	
AMS		Name:	
SCAC (Standard Carrier Alpha Code)		Address:	
Loading Port		City:	
Destination Port		Country:	
ETD/ship date		Telephone:	
		E mail:	
<u>SELLER(Name and Address)</u>		<u>BUYER(Name and Address, if different from Consignee)</u>	
Name:		Name:	
Address:		Address:	
City:		City:	
Country:		Country:	
Telephone:		Telephone:	
E mail:		E mail:	
<u>MANUFACTURER or SUPPLIER(Name and Address)</u>		<u>SHIP TO PARTY(Name and Address)</u>	
Name:		Name:	
Address:		Address:	
City:		City:	
Country:		Country:	
Telephone:		Telephone:	
E mail:		E mail:	
<u>CONTAINER STUFFING LOCATION(Name and Address)</u>		<u>CONSOLIDATOR (NAME & ADDRESS)</u>	
Name:		Name:	
Address:		Address:	
City:		City:	
Country:		Country:	
Telephone:		Telephone:	
E mail:		E mail:	
<u>COUNTRY OF ORIGIN</u>			
Lennox PN#	Supplier PN#	Country of Origin	Description

- Vessel name, B/L#, ETD/ ship date, Loading port and destination port, SCAC, AMS
- Importer ID
- Seller name and address

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- Consignee name and address
- Buyer name and address- if different from the consignee
- "Ship to party" name and address- if different from the site of the consignee
- Manufacture name and address
- Container stuffing location
- Consolidator name and address- if different from the site of the manufacturer or shipper
- Product Lennox PN#, Supplier PN#, Country of Origin, product description

Attachment TC-AP-001-07-01 – Commercial Invoice Format



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Company Logo

COMMERCIAL INVOICE

Seller NAME

Address

City, state, Zip code

Country

CONTACT NAME/PHONE#:

INVOICE NUMBER

20141204-1

ETD/ SHIP DATE

12/5/2014

BL/TRACKING NO.

#REF!

EXPORTER (SHIPPER)

NAME

Address

City, state, Zip code

Country

CONTACT NAME/PHONE#:

ULTIMATE CONSIGNEE (FINAL DESTINATION)

NAME

Address

City, state, Zip code

Country

CONTACT NAME/PHONE#:

IMPORTER

NAME

Address

City, state, Zip code

Country

CONTACT NAME/PHONE#:

Importer Number

SEE ATTACHMENT TC-AP-001-01

Notify Party - BROKER

SEE ATTACHMENT TC-AP-001-02

NAME

Address

City, state, Zip code

Country

CONTACT NAME/PHONE#:

MODE OF TRANSPORTATION

INCOTERM

FREIGHT

PREPAID:

COLLECT:

Loading port

Destination port

ITEM NO.	REF. / PO NO.	LII Part number	Vendor Part number	DESCRIPTION OF GOODS	Country of ORIGIN	QTY (EACH)	UNIT VALUE (USD)	TOTAL VALUE (USD)
1	5500000000	58649714	SSD110	AC Motor, 3 HP, output 1100 W	China	1	\$ 90.00	\$ 90.00
2	5555555555	253991	Z52550	AC motor, 1PH, Output 250 W	China	5	\$ 30.00	\$ 150.00
TOTAL QTY						6	TOTAL VALUE	\$ 240.00

Manufacture information:

NAME

Address

City, state, Zip code

Country

Empty box for manufacturer information details.

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

NAME/TITLE _____

DATE _____

Attachment TC-AP-001-08-01 – Packing list format



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Version: 03

Company Logo
Seller NAME
Address
City, state, Zip code
Country
CONTACT NAME/PHONE#:

Packing List

INVOICE NUMBER
20141204-1

ETD/ SHIP DATE
12/5/2014

BL/TRACKING NO.
#REF!

EXPORTER (SHIPPER)
NAME
Address
City, state, Zip code
Country
CONTACT NAME/PHONE#:

ULTIMATE CONSIGNEE (FINAL DESTINATION)
NAME
Address
City, state, Zip code
Country
CONTACT NAME/PHONE#:

IMPORTER
NAME
Address
City, state, Zip code
Country
CONTACT NAME/PHONE#:
Importer Number **SEE ATTACHMENT TC-AP-001-01**

Notify Party - BROKER
SEE ATTACHMENT TC-AP-001-02
NAME
Address
City, state, Zip code
Country
CONTACT NAME/PHONE#:

MODE OF TRANSPORTATION

INCOTERM

FREIGHT
PREPAID: COLLECT:

Loading port

Destination port

ITEM NO.	REF. / PO NO.	LII Part number	Vendor Part number	DESCRIPTION OF GOODS	Carton #	Total Cartons	QTY (EACH)	Net Weight (KG)	Gross Weight (KG)	Measure CBM (M3)
1	5500000000	58649714	S5D110	AC Motor, 3 HP, output 1100 W	1 - 3	3	1			
2	5555555555	253991	Z52550	AC motor, 1PH, Output 250 W	4 - 5	2	5			
TOTAL						5				

Total Cartons (In Capital):

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

NAME/TITLE _____

DATE _____



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Attachment TC-AP-001-09-01 –C.R.A.P.P Survey

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 2022
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C.R.A.P.P. Survey

1	Has your company ever noticed that Lennox ever paid the related cost for your company or provided patterns, molds, tooling, etc to your company for the purpose of manufacturing product for Lennox future purchases? If so, was the pattern/mold sold to your company or was it free issued to your company?
2	Has your company ever noticed that Lennox ever paid the related cost for your company or provided engineering drawings, labor, etc. from a site out of U.S. to your company for the purpose of manufacturing product for Lennox future purchases?
3	Has your company ever noticed that Lennox incurred cost for packaging of products from your company that is not included in the invoice from your company? i.e. Lennox U.S. Purchase from foreign vendor for a component but invoice for packing/boxing of that component from a 3rd part vendor, or on a separate invoice from the same vendor.
4	Has your company ever noticed that Lennox has any commission obligations associated with products sourced from your company, not included in the invoice from the vendor? I.e. Lennox find out that there will be a delay in getting the goods so Lennox pay the expedite fee to ensure the shipment to Lennox on time.
5	Has your company ever noticed that Lennox has any royalty obligations associated with products sourced from your company not included in the invoice from you?
6	Has your company ever noticed that Lennox has any profit sharing arrangements with your company? i.e. Agreements with vendors where pricing is not fixed, we agree to pay \$0.90 plus 10% of resale of product.
7	Has your company ever noticed that Lennox has any volume purchase rebates to your company?
8	Other?
	Attendees: company name: Contact email: Contact phone#:
	Date:



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Attachment TC-AP-001-10-01 – Additional value

(Commissions (Selling), Royalties, Assists, Packing, Proceeds)

SN#	Supplier Name	Supplier SAP ID	Description Of Item	Type of Addition to Value (C.R.A.P.P. Item)	Consigned / New	Qty	Price/each (USD)	Date of Receipt / Use	Lennox part number for item provided	Lennox Products (Description)	Used in which project or Lennox Part	PO Number	PO Price (USD)	Invoice Number	PO date
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
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19															
20															