

Returns Process - General Information for Importer Security Filing (ISF)

*These instructions are applicable for the return of X-Ray Tubes via **OCEAN FREIGHT ONLY**.*

Background:

Per US Customs Regulations effective on January 1, 2009, all ocean shipments inbound to the United States require Importer Security Filing (ISF). ISF must be submitted to US Customs by the Importer (Varian Medical Systems) or the Importer's designated ISF Agent (Cargo Link International) **no later than 24 hours prior to the goods being placed aboard the vessel.**

In order to comply with the strict 24-hour requirement, Varian Medical Systems requires that all ISF documentation and data elements be submitted by the Shipper or the Shipper's designated Forwarder to Varian Medical Systems, Inc. X-Ray Product's ISF Agent dcarlile@cargolink.com **48 hours before the goods are placed aboard the vessel.**

A copy of the ISF documentation should also be sent to X-Ray Product's ISF person Linda.Thomas@varian.com and to the Varian Medical Systems, Inc.'s Trade Compliance team at Import@varian.com

ISF is only required for Ocean Freight at this time.

Required ISF Documentation:

- Varian Medical Systems, Inc.'s ISF Document – This document provides the ISF agent with the required ISF data elements to effect the ISF submission. Data elements are provided to the ISF Agent and the Importer by the shipper and the forwarder.
- Commercial Invoice(s) – Copies of the Commercial Invoice(s) with details of the transaction must be submitted with the Varian ISF Document to the ISF Agent and the Importer.

See attached Varian ISF Document and Instructions for the ISF Document.

Responsibilities:

Shipper – Responsible for providing the following ISF data elements to the ISF Agent and the Importer: Seller Name and Address, Consolidator Name and Address, Manufacturer Name and Address, Container Stuffing Location (Name and Address), Buyer Name and Address, Ship To Name and Address, Consignee Name and Address, Delivery Note/Invoice Number, Description of the Commodities, US Harmonized Tariff Number (6-Digits only) and Country of Origin.

Forwarder – Booking Number, Forwarding Agent, Vessel Voyage Number, Port of Loading, Container (Number), Container Type, Date and Time of Departure, Port of Unloading, Date and Time of Arrival and Containerize.

ISF Agent – Responsible for filing the ISF with US Customs on behalf of the Importer upon receipt and review of the ISF Documents. dcarlile@cargolink.com

X-Ray Products' ISF Contact – Responsible for reviewing the completeness and accuracy of the ISF Documentation and assisting with gathering the required ISF information as necessary. Will contact the Trade Compliance team for guidance as necessary. Linda.Thomas@varian.com

Varian Trade Compliance Team – Provide guidance to the business on the ISF regulatory requirements and review of ISF submissions as required. Import@varian.com

Process:

- If customer (shipper) normally returns x-ray tubes via ocean freight to XRP set up a process with the customer and the customer's forwarder to provide the required ISF data elements to the ISF Agent (Cargo Link) as part of the standard operating procedure.
- If customer (shipper) only has the occasional ocean return, please follow the process below:
 - XRP function responsible for ISF provides customer (shipper) with a copy of the Varian ISF Document and the Instructions for completing the Varian ISF Document upon receipt of notification that the shipment will be shipped via ocean.
 - Varian ISF Document and Instructions are included with the normal documentation and part of the standard returns process followed for the return of X-Ray Tubes e.g. Commercial Invoice, etc. that XRP Returns provides to the customer for the return of the tubes.
 - Shipper or Shipper's designated Forwarder is instructed to submit the completed Varian ISF Document along with copies of the Commercial Invoice(s) to Varian's ISF Agent Cargo Link with copies to X-Ray Products and to the Trade Compliance team no later than **48 hours before the tubes are loaded aboard the vessel.**
 - Upon receipt of the completed ISF Documentation the XRP function responsible for ISF reviews the Varian ISF Document and the Commercial Invoice(s) for accuracy and completeness.

- If there are any required ISF data elements missing the party responsible for providing the data element will be contacted by XRP to provide the missing data elements.
 - If there is any inaccurate information then the inaccurate information must be corrected and the ISF Agent advised of the correct information prior to filing.
- ISF Agent is instructed to file the ISF and provide a copy of the acceptance confirmation from US Customs to XRP and to the Trade Compliance team.

Contacts:

Varian XRP Function Owner – Linda.Thomas@varian.com

Varian Trade Compliance – Import@varian.com

ISF Agent – Cargo Link: dcarlile@cargolink.com

Debbie Carlile

Cargo Link International

881 S. 3760 W.

Salt Lake City, UT 84104

USA

Tel: 801-975-9336 ext. 205

Fax: 801-975-9406