

# MBUSI Service Parts

## Supplier Guide

### Country of Origin Request



Mercedes-Benz

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**Failure to comply with the MBUSI Service Parts Supplier Guide could result in damages under the Master Terms Direct Purchasing**

## Document History

<b>Version Number</b>	<b>Author</b>	<b>Location of Change(s)</b>	<b>Summary of Changes</b>	<b>Date</b>
Version 1	XHUANG		Final Draft Version	5/1/2022
Version 2	GMORA	Contact Information	Revised contacts	10/18/2023



## Country of Origin Request

### Introduction:

This document provides suppliers with guidance to successfully comply with MBUSI Service Parts' Country of Origin (CoO) requirements for all parts provided. Please refer to current export and import documentation as determined by the appropriate customs regulations.

MBUSI Service Parts is the Central Warehouse for North America sourced service parts. Service Parts uses the certificates or manufacturing affidavit of origin to process shipments. Service Parts customers use the certificates to determine if parts qualify for preferential customs duty treatment under various Free Trade Agreements (FTAs). In order to comply with U.S. and International, export and import regulations, MBUSI Service Parts, requires CoO or Manufacturer Affidavit for **all** service parts, which identifies country of origin or place of manufacturer. It is the supplier's responsibility to ensure accurate and updated CoO is provided to MBUSI Service Parts at all times. All suppliers must ensure correct CoO and applicable FTA certificates are made available before sending parts to MBUSI Service Parts.

MBUSI Service Parts will ultimately use the documentation as supporting evidence for preferential duty treatment under FTAs, and as the basis of claims and/or representations made to MBUSI Service Parts' international and domestic customers. When preparing these documents, it is important that you are able to show that you have taken "reasonable care". The "reasonable care" requirement became law on January 1, 1994 and placed additional burdens and requirements on the public sector that has any dealings, whether directly or indirectly, with U.S. Customs.

### Contact Information:

Position	Email
CoO Contact	<a href="mailto:gerardo.mora@mercedes-benz.com">gerardo.mora@mercedes-benz.com</a>

### Content:

MBUSI Service Parts requests that you furnish applicable FTA Certificates and/or Country of Origin (CoO) Certificate/Manufacturing Affidavit for **all** service parts that you will supply to us during the current calendar year. This information should be provided via the Integration Point System (IP).

1. Suppliers must provide MBUSI Service Parts at least two contacts (as primary and secondary) to be responsible for confirming the CoO. **These contacts should be sent to the email address listed above.** This process will ensure the solicitation email notification will be sent to the correct people from IP. Suppliers must update MBUSI Service Parts when CoO compliance personnel changes.
2. Service Parts will send requests via solicitation in IP to confirm the CoO.
3. Solicitation for CoO confirmation will be sent via IP annually or daily as required. As supplier, you will receive an email from IP to notify you have a solicitation to complete. A link to the solicitation request will be included in the email from IP.



4. The link to solicitation in IP is valid for three months. Suppliers can always refer back to the link to complete any outstanding part numbers.
5. For other solicitations throughout the year for new parts, VOR (Vehicle Off Road) parts, parts with questionable CoO info, and any parts whose makeup is affected by changes in the supply chain, supplier has 24 - 48 hours to confirm CoO by uploading valid CoO and applicable FTA certificates in IP.
6. Suppliers failing to confirm the CoO in a timely manner by requirements set forth in the above will be subject to penalties.
7. Any incorrect CoO Certificates or parts with wrong CoO label provided by supplier that would result in additional time and resources needed to investigate and to re-label parts with correct CoO label will also be subject to penalties.
8. In case you are unfamiliar with the customs regulations, we suggest that you seek the assistance of a customs consultant, attorney, or Licensed Customs Broker.

It is imperative that all suppliers respond to our CoO solicitation in IP in a timely fashion and with accurate CoO confirmation by uploading the correct CoO and applicable FTA certificates in IP. We greatly appreciate your time and attention and look forward to your continued support.

**\*Note\*:** For more information regarding Country of Origin, please see the Supplier Packaging Guidelines and Lifecycle Management documents within the MBUSI Service Parts Supplier Guide.

