**Supplier Standard International Shipment Instructions**

Form C-920 (6-22)\* Page 1 of 1

The following instructions contain mandatory requirements that must be complied with by all shippers when preparing and processing goods to be shipped to HII in the U.S. Failure to adhere to the instructions herein may result in unexpected delays, unnecessary costs and U.S. Government imposed fines, penalties, inspections, and/or seizure for non-regulatory compliance which may be back charged to you.

**Required Documents:** All documents necessary for HII to import the shipment into the U.S. must be prepared accurately in English. The following documents are the minimum standard requirements.

* Commercial Invoice The supplier must follow the [*Instructions for Preparing International Shipments to HII*](https://www.hii-homeport.com/ico/docs/import_professionals/preparing_international_shipments_rev27jun17.docx)that will be forwarded by HII to the shipper.
* Packing List
* Air Waybill/Bill of Lading
* Certificate of Origin, if goods are eligible for preferential treatment under a Free Trade Agreement
* Hazardous Product documents, for chemical shipments, Supplier must provide Material Safety Data Sheet and/or Dangerous Goods Declaration

|  |  |
| --- | --- |
| **Transportation Type** | **Timeframe to deliver documents to HII** |
| **Ocean freight** | **Send shipment pre-alert to designated HII POC identified below at least 72 hours prior to loading of shipment onto the vessel.** |
| **All other forms of freight** | **Send shipment pre-alert to designated HII POC identified below at least 24 hours prior to shipment.** |

**Wooden Packaging Requirements:** All shipments, regardless of origin, with wood packaging material (e.g., skids, pallets, crates, dunnage), must be properly treated and marked in accordance with the International Plant Protection Convention standards. (ISPM 15 standard)

**Country of Origin Markings:** All goods must be marked clearly, legibly and permanently in English with the country of origin.

**Import Security Filing:** Goods shipped via ocean require advance shipping notification to U.S. Customs. The required information must be provided to the designated HII POC at least 72 hours prior to loading cargo onto the vessel.

**Shipping Instructions and Advance Notification**: Prior to shipping goods to HII via any mode of International transportation the supplier must provide advance notification to the designated POC identified below and include the HII Purchase Order number, name of the carrier, and estimated time of departure.

|  |  |  |  |
| --- | --- | --- | --- |
| HII Business Unit | POC | Email | Phone |
| Ingalls Shipbuilding | Paige Wack | [Intl.compliance@hii-ingalls.com](mailto:Intl.compliance@hii-ingalls.com) | 228-935-4941 |
| Newport News Shipbuilding | Gabriela Gilmore | [NNSICO@hii-nns.com](mailto:NNSICO@hii-nns.com) | 757-688-4478 |
| Mission Technologies | Marcy Knoll | [TSD.ICO@hii-tsd.com](mailto:TSD.ICO@hii-tsd.com) | 703-539-3202 |
| Huntington Ingalls Industries, Inc. | Amber Adams | [HIIIntComp@hii-co.com](mailto:HIIIntComp@hii-co.com) | 757-688-4600 |