

Traffic and Customs Instructions for Purchase Orders

The supplier must follow EXFO's Traffic and Customs Instructions. Any failure to comply with the instructions below, the shipment will not be accepted without the prior approval of our Traffic and Customs department

The supplier is responsible for freight charges, should the following instructions not be followed:

- The shipment must not be covered by carrier insurance.
- All shipments must be sent on a collect basis (*except for shipments to EXFO Telecom in Shenzhen, China; shipments are to be sent Third Party).
- Bill to address on invoice is as per EXFO purchase order.
- EXFO will not pay additional transportation charges for partial shipments, unless specifically requested in writing by EXFO.
- The supplier must consolidate all shipments onto one AWB/BOL when making more than one shipment to the same EXFO address on the same day.

PACKING INSTRUCTIONS

All boxes used to transport goods must be identified with the following information:

- EXFO purchase order number and EXFO part number
- Any other specification included in EXFO Spec sheets or EXFO contract.

MARKING INSTRUCTIONS

The country of origin must be marked on each item (the country of origin of an item is the single country in which the item was manufactured or produced).

DOCUMENTS AND INFORMATION

Documents:	Destination & Method for providing the documents			
	CANADA / USA Send to: tracking@exfo.com	SHENZHEN, CHINA Send to: sz.transport&customs@exfo.com	OULU, FINLAND Send to: sounet1@exfo.com	All other destinations Include with the shipment
A COPY OF THE FOLLOWING DOCUMENTS MUST BE SENT AS INDICATED				
Packing List (indicate quantity of parts for each part number)	X	X	X	X
AWB or BOL (indicate EXFO's purchase order number in the Reference section).	X	X	X	X
Commercial Invoice; MUST indicate the following information: <ul style="list-style-type: none"> - Purchase order number - EXFO part number for each item - Complete description for each item - Country of origin for each item - HS Code for each item - Real transaction value/price for each item - Custom Broker info (for Shipments to Canada only): Custom clearance on behalf of EXFO Inc by CH Robinson mil-teamdocsmtl@chrobinson.com Phone: 514-288-6002 Ext. 6103 	X	X	X	X
Certificate of origin for any applicable trade agreement USMCA Certificate of origin (under the USMCA rules of origin for Canada, USA & Mexico). In both cases, the Certificate of origin Form A (USMCA) or the Certificate of origin must indicate: <ul style="list-style-type: none"> - EXFO part number - Country of origin - HS Code 	X	X	X	X
MID (If the shipment contains textile material, provide the Name & Address of the manufacturer)	X	X	X	X
FCC (Federal Communication Commission, if applicable)	X	N/A	N/A	N/A
FDA (Food and Drug Administration, if applicable)	X	N/A	N/A	N/A
ECCN (Export Control Classification Number for each part and software supplied)	X	N/A	N/A	N/A
MSDS (Material Safety Data Sheet, if the shipment contains dangerous goods)	X also send to: dangerousgoodsteam@exfo.com	N/A	N/A	N/A

ROUTING GUIDE FOR SHIPMENT TO EXFO CANADA			
Chargeable weight	Priority	From Canada	From USA & Worldwide
<150 Lbs / <68 Kg	All	FedEx Priority Overnight	FedEx International Priority or DHL Express
>150 Lbs / >68 Kg	All	Please contact the buyer indicated on the PO with the packing slip	

ROUTING GUIDE FOR SHIPMENT TO EXFO USA			
Chargeable weight	Priority	From Worldwide	
All	All	Please contact the buyer indicated on the PO with the packing slip	

ROUTING GUIDE FOR SHIPMENT TO EXFO TELECOM EQUIPMENT (SHENZHEN, CHINA)			
Chargeable weight	Priority	From Worldwide	
<100 Lbs / <45 Kg	All	FedEx International Priority	
>100 Lbs / >45 Kg	All	Please contact: Candy Pan; 86-755-29553100 ext.1688 / by e-mail at: candy.pan@exfo.com Rainbow Song; 86-755-29553100 ext.1132 / by e-mail at: rainbow.song@exfo.com	

ROUTING GUIDE FOR SHIPMENT TO EXFO OY (OULU, FINLAND)			
Chargeable weight	Priority	From Worldwide (except EU)	From EU
<100 Lbs / <45 Kg	Urgent	UPS WW Express Saver	UPS EU Express Saver
<100 Lbs / <45 Kg	Regular	UPS WW Express Saver	UPS Standard
>100 Lbs / >45 Kg	All	Please contact: Sourcing at: 358-403010300 / by e-mail at: sounet1@exfo.com	

EXFO DELIVERY ADDRESS	ACCOUNT NUMBER
EXFO Inc. 436 Nolin Street, Quebec, Quebec, G1M 1E7, Canada	FedEx: 893962557 DHL: 950119139
EXFO Inc. 2500, Alfred-Nobel Blvd, St-Laurent, Quebec, H4S 0A9, Canada	FedEx: 806795615 DHL: 950119139
EXFO Telecom Equipment (Shenzhen) Ltd. F1 to F3, No. 71-3, Xintian Avenue, Xintian Community Fuhai Subdistrict, Bao'an District, Shenzhen, Guangdong P.R. CHINA, 518103	FedEx: 893962557 In third-party billing
EXFO Finland Elektroniikkatie 2, FI-90590 Oulu, Finland	UPS: 15525V
EXFO Ontology Phoenix Yard, 65-69 Kings Cross road London WC1X 9LW, UK	FedEx: 404703366
EXFO OPTICS S.A.S. 4 Louis de Broglie, 22300, Lannion, France	FedEx: 350304185
EXFO SOLUTIONS S.A.S. 2 rue Jacqueline Auriol, CS 69123 Saint-Jacques-de-la-Lande, 35091, Rennes, Cedex 9, France	FedEx: 177104906
EXFO TAIWAN Inc. 6F., NO 72, Chenggong 10th street Zhubei City, Hsinchu County 30264 Taiwan	FedEx: 950885637