

This document's purpose is to outline Machinery Health Management's import compliance procedure when issuing RMAs to international customers including Canada, Mexico, and Puerto Rico. This applies to all RMAs for Warranty, Support Agreement, or Billable Repair work.

It is the responsibility of all Emerson employees to inform our customers as to these import compliance requirements. This procedure may be distributed to all customers to aid them in our import compliance requirements.

Additionally, customers must e-mail or fax a copy of the commercial invoice and air waybill for review to: plantweb.tradecompliance@emerson.com or fax 865-218-1876 before shipping the item to Knoxville. Upon receipt, Trade Compliance will review the customer's documents to ensure they meet our import compliance requirements. Once all documents have been approved, Trade Compliance will notify the customer that the item can be shipped to Knoxville. Failure to do so could result in severe delay in importation into the U.S.A.

For all RMA returns, the customer must include the following information on a commercial invoice and/or air waybill with each shipment:

1. RMA Number: The RMA number must be listed on the commercial invoice and air waybill.
2. Item Description: A complete and accurate description of items returning must be included on the commercial invoice, e.g. 2120 Machinery Health Analyzer, 2130 Machinery Health Analyzer, 9210 Machinery Health Transmitter, or 8225 Laser Alignment System.
3. Country of Origin: After the RMA has been issued, Trade Compliance will aid the customer in the assignment of the country of origin.
4. U.S. Harmonized Tariff System (USHTS): After the RMA has been issued, Trade Compliance will aid the customer in the assignment of the proper USHTS code.
5. Items that are being returned for any type of repairs, upgrade, and/or calibration must have the sale value on the invoice. The following statement must be declared on the commercial invoice: **"Item Being Returned for Repair"**.
6. Manufacturer's Affidavit: During the document review process, Trade Compliance will provide the customer and broker a Manufacturer's Affidavit to expedite clearance.

7. Hazardous Shipments: Any chemicals, lithium batteries, paint, or other hazardous materials shipment by any method, including hand carrying, is prohibited without the prior written approval of the PlantWeb Compliance Manager.

Machinery Health Management will not be responsible for importation delays, payment of additional duty, demurrage, or other U.S. Customs-related or any transportation charges associated with deviation from this procedure.

If you have any questions, please contact Habibi Andre', PlantWeb Compliance Manager, at plantweb.tradecompliance@emerson.com.

Revision History

Revision	Reason	By	Date
A	Initial Release	Habibi Andre	January 29, 2009
B	Email Update	Scott Ferguson	February 12, 2009