



Dear Sir/Madam,

This letter is to serve as a reminder to provide the required documents when shipping goods for repair, inspection, calibration, or upgrade to the United States.

To assure timely importation into the U.S. and delivery to S3 AeroDefense we kindly ask you to be mindful of the following requirements:

1. When S3 is the Importer of Record:

Please include the following information on the export/customs invoice or other appropriate documentation to notify **S3's broker** about the in-coming shipment:

Notify Party:

U.S. Broker

J.M. Rodgers Co., Inc

245 Woodport Road

Sparta, NJ 07871

Office: (516) 872-5570

Fax: (516) 872-5587

JMR-Docs@jmrogers.com

2. Import Shipments coming via Air (other than express shipments via DHL, FedEx, UPS, or other express service providers).

Customer or customer's forwarder/agent is required to provide all export/customs documentation to S3's Broker: JMR-Docs@jmrogers.com via sending the pre-alert email.

Please note we require to send the documents ASAP prior to the departure of the aircraft to allow our broker to prepare the entry.

We encourage you or your agent to copy your S3 representative.

Pre-alert Instructions:

- E-Mail subject of the pre-alert should be written as follows:
Pre-Alert/ S3 International/ Carrier and Flight # / AWB number
- The documents to be included in the pre-alert should be as follows:

S3 AERODEFENSE
2101 W Camden Road
Milwaukee, WI 53209

OFFICE: +1 (414) 351.1506
FAX: +1 (414) 351.1543

WWW.S3AERODEFENSE.COM



1. Pre-Alert Instructions (if available)
2. MAWB/HAWB (mandatory)
3. Commercial Invoice (mandatory)
4. Packing List (mandatory)

3. Import Shipments coming via Air – **Express/Courier shipments** (via DHL, FedEx, UPS, or other express service providers)

Please send the following information (once available) to you Customer Support Rep.

- MAWB/HAWB/Tracking number (mandatory)
- Commercial Invoice (mandatory)

- a. Special Provision for Fedex shipments:

S3's Fedex Customer Profile Number **4867522** must be referenced on all export documents (including but not limited to Commercial Invoices, AWB, Packing Lists).

- b. Special Provision for DHL shipment:

S3's DHL Customer Profile Number **CMF I-392850** must be referenced on all export documents (including but not limited to Commercial Invoices, AWB, Packing Lists).

Please note when sending documents - contracts, POs, tenders, etc. – simply share the tracking information with the proper S3 representative for tracking purposes only.

4. **For Ocean Freight** we require you send the documents 3 to 5 days after the vessel sails or sooner and use the following email address: JMR-Docs@jmroddgers.com

Please feel free to reach out to us should you have any questions.

Sincerely,

Trade Compliance Team

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