



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 compliance with all regulations pertaining to the importation of items, a 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 incoming shipment:

If the shipment is going to our **Wisconsin** facilities, please include the following:

Notify Party:

U.S. Broker

J.M. Rodgers Co., Inc

2101 W Camden Rd

Milwaukee, WI 53209

Office: (516) 872-5570

Fax: (516) 872-5587

JMR-Docs@jmroddgers.com

If the shipment is going to our **Arizona/HDA** facility, please include the following:

Notify Party:

U.S. Broker

J.M. Rodgers Co., Inc

116 N Roosevelt Avenue #134

Chandler, AZ 85226

Office: (516) 872-5570

Fax: (516) 872-5587

JMR-Docs@jmroddgers.com

FedEx Customer Profile Number: 8753056

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

S3 AERODEFENSE
2101 W Camden Road
Milwaukee, WI 53209

OFFICE: +1 (561) 301.6146
FAX: +1 (414) 351.1543

WWW.S3AERODEFENSE.COM



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

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 your Customer Support Rep.

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

- a) Special Provision for **FedEx** shipments:

S3's FedEx Customer Profile Number **8753056** must be referenced in all export documents (including but not limited to Commercial Invoices, AWB, Packing Lists).

When shipping to S3, please make sure to select the Broker Select Option (BSO) when creating the shipment to ensure the shipment is turned over to JMR properly.

The screenshot shows a software interface with two main sections: 'Package and shipment details' and 'Shortcuts'.
Under 'Package and shipment details', there are two radio buttons for 'Package contains': 'Document' (unselected) and 'Commodity/Merchandise' (selected). Below this is a text input for 'Number of packages' with the value '1' and a checkbox for 'Identical packages' which is unchecked.
Under 'Shortcuts', there is a sub-section 'Special Services' with three checkboxes: 'Broker Select Option' (checked and highlighted with a red box), 'Dangerous Goods' (unchecked), and 'Dry Ice' (unchecked).

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b) Special Provision for **DHL** shipment:

S3's DHL Customer Profile Number **CMF I-392850** must be referenced in 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

Please note that ISF (Importer Security Filing) must be submitted to U.S. Customs and Border Protection (CBP) **no later than 24 hours before the cargo is laden aboard the vessel at the foreign port;** therefore the proper data elements(as described in 19CFR § 149.3) must be submitted to S3's Trade Compliance Team tradecompliance@s3aerodefense.com and S3's broker JMR-Docs@jmroddgers.com, with JMF-ISFAdmin@jmroddgers.com in copy, no later than **3 working days** before the cargo is laden aboard to allow for time required for review and processing.

Failure to submit the ISF in a timely manner will result in fines and penalties and will cause shipping and import delays.

We require you send the rest of the documents (Bill of Lading, Commercial Invoice, Packing Slip, etc.) 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 S3 should you have any further questions and/or concerns regarding the guidance provided above.

Sincerely,

Trade Compliance Team

Revised: 06-24-2025

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