

Meritor Inc. DHL Importer Security Filing (ISF) Requirements for Ocean Shipments into the United States

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ISF E-Mail & Subject Line Procedures

U.S. Customs will begin penalizing importers \$5,000 for failure to submit the ISF on time beginning 9 July 2013.

Supplier and their Freight Forwarders are responsible for submitting documents to DHL for processing
72 hours prior to the loading of the vessel.

One e-mail per shipment (house bill of lading) containing all associated documents for that bill of lading.

Documents to include: Commercial/Pro forma invoice, Ocean Bill of Lading, Completed 'ISF Supplier Input Form' (to be completed by Meritor supplier). Documents must be forwarded to DHL 72 hours prior to loading of the vessel at point of origin.

E-mails need to be sent to **RLFCAE@dhl.com, CC: Wendy.Francis@DHL.COM**:

(This address must used for documentation ONLY: ISF notices, pre alerts, additional documents) Any queries, please direct to **Wendy.Francis@DHL.COM**. ***Do not send documents to individuals as this will delay the ISF filing process***

•The SUBJECT line of your email to DHL **must** contain the following five (5) key elements in order

DHL Destination Station Code (CLT), Mode of Transportation (ISF), Meritor Name, HBL#, ETD or ETA ddmmm:

See below examples of subject lines

CLT, **ISF**, MERITOR, HBL# #####, **ETD 21SEP** (formatted DDMMM)

Please note that the email software system will automatically prioritize an e-mail by ETA or ETD and MOT.

If key elements are missing or entered in the wrong format the e-mail will be sent to a holding area until confirmation of the key data elements can be made. This could cause a delay in shipment processing.

See accompanying 'DGF ISF Input Form 1006 Meritor.pdf' form.