WEPF System

USER MANUAL

PHILIPS ELECTRONICS NORTH AMERICA

Philips Corporate Fiscal Trade & Customs (Andover, MA USA)

Rev.: 2013 JANUARY 1,



This manual describes how to access and maintain the WEPF (Web Enabled Parts File)

(Formerly known as the Philips Electronics North America Parts Database)



Table of Contents

Table of Contents

| 1.0 INTRODUCTION | 4 |
|---|----|
| 1.1 Philips Web Enabled Parts File (WEPF) | 4 |
| 1.2 An Informational Database | 4 |
| 1.3 Benefits | 5 |
| 1.4 WEPF User Manual | 5 |
| 2.0 NAVIGATING THE WEPF | 6 |
| 2.1 Logging In | 6 |
| 2.2 Philips Employee Access | 7 |
| 2.3 Forgot Your Password | 7 |
| 2.4 New Users | 8 |
| 2.5 Part Master Searches | 9 |
| 2.6 Browse Part Master | |
| 2.7.1 Single Variable Searches | 11 |
| 2.7.2 Multiple Variable Searches | |
| 2.7.3 The "Others" Variable | 13 |
| 3.0 VIEWING PART DETAILS | 13 |
| 3.1 BASIC DATA TAB. | |
| 3.1.2 ORU/FUNLOC | |
| 3.2 Other Gov Tab | |
| 3.2.1 Food and Drug Administration: FDA | |
| 3.2.2 FDA Product Code & FDA Registration, FDA DEV & 510K | |
| 3.2.3 FDA Import Qualifier and FDA Import Conditions | |
| 3.2.4 Device Foreign Importer/Device Foreign Exporter | |
| 3.2.5 FDA2877- System generated | |
| 3.3 Toxic Substance Control Act TSCA | |
| 3.4 Department of Transportation | |
| 3.3 Special Trade Program Tab | |
| 3.4 AUDIT TAB | |
| 3.1.10 Letter of Explanation | |
| 3.1.11 Evidence and Ownership | |
| 3.5 Trade Action Tab. | |
| 3.6 EXPORT CONTROL TAB | 31 |
| 4.0 DATA INPUT & INTEGRITY | |



| 4.1 Data Integrity | 36 |
|---|-----|
| 4.2 Where does the data come from? | 36 |
| 4.3 Customs Control Officer/Export Control Officer Responsibility | |
| 4.4 PENA Customs Analyst Responsibility | 37 |
| 5.0 DATA INPUT AND FORMAT | 38 |
| Part Master Record Complete Definition | 39 |
| 6.0 ALTERNATIVE ACCESS TO WEPF INFORMATION | 40 |
| 6.1 Nationally Approved Customs Broker Responsibility | 40 |
| 6.2 Alternative Netscape access NOT INTERNET EXPLORER | 41 |
| 6.3 Help for Third Party Service Providers | 42 |
| 7.0 REFERENCE INFORMATION | 51 |
| 8.0 ADMINISTRATORS | 111 |
| 8.1 UPLOADING PARTS | |
| Errors in the uploaded WEPF files | |
| 9.0 MODIFICTIONS | 118 |



1.0 INTRODUCTION

1.1 Philips Web Enabled Parts File (WEPF)

Philips Corporate IT created the WEPF (formerly called "The PENA Parts Database") in 1984, based on specifications provided to them by the Philips Electronics North America Customs/Export Control Department. Its primary function is to maintain on, an article level, tariff classification and other trade related data, in order to facilitate the import and export of these articles. He WEPF must be utilized by approved Customs brokers in the United States to ensure consistent and accurate classification of imports, as well as other government agency (OGA) reporting. It produces documentation to support both Customs and OGA reporting as well as a 5 year audit history of this data. Secondarily, it provides links to wide variety of references, which help the users identify the required information. January 1, 2013 it was released with a new professional look and feel as well as additional support for the use of Free Trade Agreements.

1.2 An Informational Database

The WEPF is not a classification tool. It is not a logic based system for the determination of import or export classification. These classifications must be determine by a person and uploaded into the WEPF, an informational database. It contains the export classification on an article level basis. REMINDER the Philips' logic based system for proper license determination is PROTECT.

The information in the WEPF is separated into five data categories, which correlate to the five database screens: Basic data, Other Government agency data, Special Trade Program data, Audit Data and Export Control Data.

The information requirements and design were provided to CIT, by Katherine Terricciano, North American Philips Corporation Customs Manager. Originally written in COBOL (Customs Business Oriented Language) as a CICS (Common Information Control System) application, it was released in 1984. She provided CIT with expanded requirements and Microsoft Access database design in July 1994. The enhanced design enabled information required for both the importation and the exportation of articles to be maintained in the WEPF. The validation behind data input was greatly enhanced therefore eliminating duplicate and incomplete records. A complete Harmonized Tariff file with related special trade program, and other government agency information was added for reference. Trade action information for Anti-dumping and countervailing duty actions specific to Philips imports appeared in the file. Compliance Audit information supporting the classification decision such as rulings, explanatory and section notes was included in the database. All data elements defined in the Customs and Trade Automated Interface Requirements (CATAIR) were added and direct access was provided to external Customs brokers. Additional functionality was provided under the PENA CIT Y2K project in 1999. Periodic enhancements were made from 1999-2011. It was again redesigned over the course of 2012 in PHP-Hypertext Preprocessor and released anew January 1, 2013.

² Articles are systems, finished goods, subassemblies, components, raw materials, etc.in any form, manufactured, purchased, sold, received or exchanged.

³ As of January 1, 2013, the WEPF includes articles imported, exported or utilized by Philips companies located in the United States. It can support the maintenance of information for articles traded between Philips entities located elsewhere.

⁴Complete requirements are located in the National Customs Broker Standard Operating Procedure



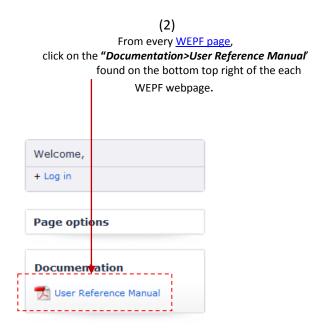
1.3 Benefits

The WEPF allows critical information required for the import and export of articles by Philips companies to be shared across business groups, product divisions and lines of business, regardless of the ERP system utilized by that business. Populating the file with the 'other government agency' data reduces the time spent by the Product Division in accessing and distributing this information. As a best practice, it is an effective component of the Philips Importer Self-Assessment Program, the Philips Customs and Export Control compliance system and the Philips Internal Control System. It contributes to the maintenance of our low risk importer status. It demonstrates our commitment to the our mission "to increase shareholders value by minimizing the corporation's duty burden while maintaining compliance with the Department of Homeland Security Customs and Border Protection and Bureau of Industry & Security laws, rules and regulations".

1.4 WEPF User Manual

Contained in this manual are WEPF instructions on how to access and maintain various sets of data including screen shots with step-by-step instructions. There are 2 methods used for accessing a current version of this manual.







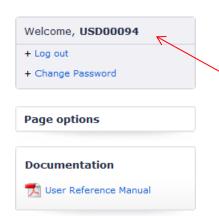
2.0 Navigating the WEPF

The WEPF can be accessed through the Corporate Customs US Corporate Import Policies website or direct access to the URL.



2.1 Logging In

Click Login on the right side of the screen in order to access the login screen.





You will see your user ID to the right of the Welcome, when you are successfully logged in.



2.2 Philips Employee Access

If you are a Philips employee with an existing WEPF account, your user ID is now your Code1 ID, although your password has not been changed.

Follow the instructions by entering your user name and password.

You will have read only access to the information on the WEPF.



2.3 Forgot Your Password

If you don't remember your password, click here to reset your password.

Log On

Logon Account

Please enter your username and password. Register if you don't have an account.

Documentation

Password? Click here to reset your password.

Log On

Welcome,

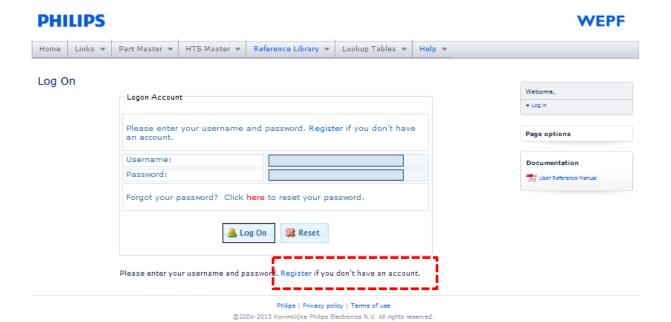
Log On

Reset:



2.4 New Users

If you are a new user click Register and a new registration screen will appear.

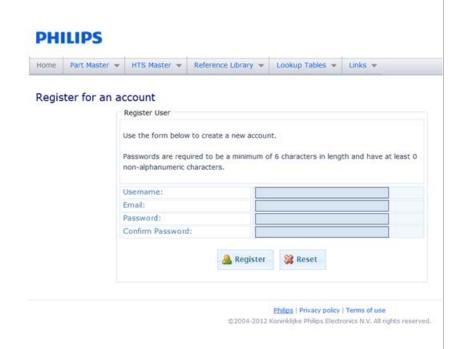


Complete the registration screen by following the instructions and click Register.

If you are a Philips employee use your Code1 ID as your Username.

You have an option to use your Code1 password or choose a different password.

If you are a non-Philips user your password is a minimum of 6 alphanumeric characters but no special characters.



2.5 Part Master Searches

There are six (6) drop down options under Part Master.

Browse Part Master
Display Parts History
Display PartMaster Analytics
Download Parts Template
Download Gen. Link Files Template
Gen. Cert of Origin

The first is Browse Part Master.

Click on Browse Part Master.



Note: Most users have read only access to the information in the WEPF. A limited number of users are Administrators. Administrators will see 8 drop down options on the Part Master tab. Information regarding the additional functions granted to administrators, is contained in the Administrator Section of this manual.



2.6 Browse Part Master

The Browse Part Master screen will be visible. All visible boxes can be completed to access data based on a specified variable, including partial variables. The result key information including country of origin, the tariff code and the date the record was input or updated. Additional detail is available when you click the magnifying glass next to the record.

This is the result of the part number variable 927903400121.

You can get a PDF of all the data in the WEPF for a particular record by clicking the PDF icon at the bottom of any screen.

Resulting PDF file



To clear the selection and speed up the next search click reset

PARTS DETAIL

Part Number: Country of Origin: Tariff Year:

Tariff Code:

Tariff Description: Tariff Duty Rate:

Model Number: Parent Part Number:

2 Duty Rate

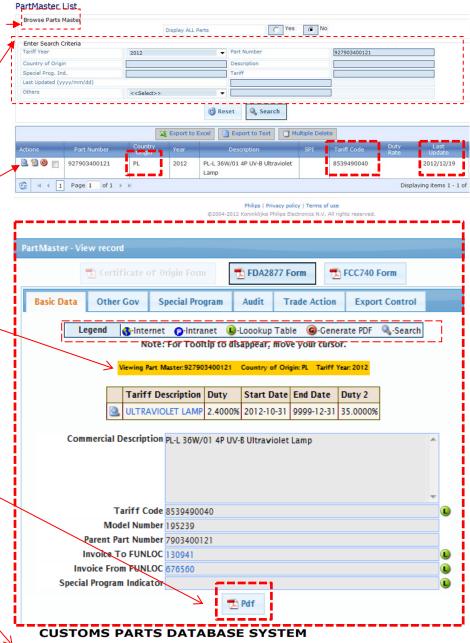
927903400121

ULTRAVIOLET LAMP 2.4000%

195239 7903400121

35.0000% 10/31/2012 12:00:00 AM 12/31/9999 12:00:00 AM





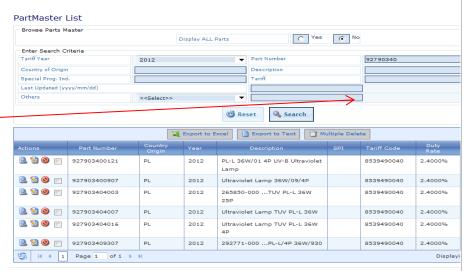


2.6.1 Single Variable Searches

Part Number 8 digit search example

Part Number 8 variable search

This is the result of the input 92790340 the first 8 digits in a part number.



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Description Variable Search

This is the result of the description variable "ultraviolet lamp"

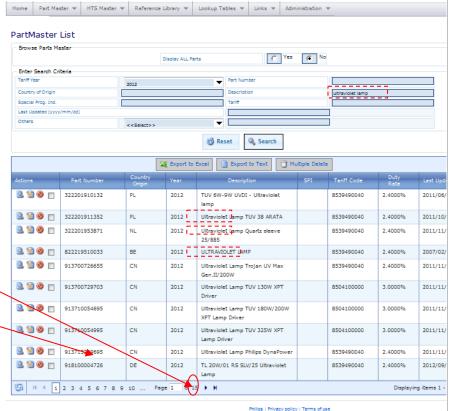
You can see that there are 15 pages of results with only page one displayed. Click the single screen advance to move forward through the results one page at a time.

Or

Select the page you wish to display.

The Tariff Codes are different since some items are drivers (ballasts) and some items are lamps.

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2.6.2 Multiple Variable Searches

E.G. Country of Origin, Tariff Code, Description

Multiple Variables

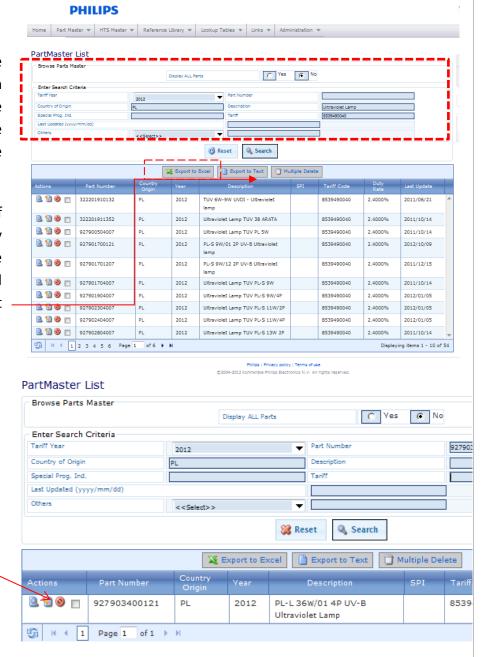
Here is an example of a multiple variables i.e. country of origin "PL" (Poland), Tariff code 8539490040, containing the words Ultraviolet Lamp in the description.

You can export the results of your variable search to excel by clicking "Export to Excel". If the resulting file is too large you will be prompted instead to "Export to Text".

On line record deletion

If you have administrative privileges and wish to delete article(s) immediately online browse to access the record(s) by any available data element.

You can delete one record at a time by clicking the delete icon.



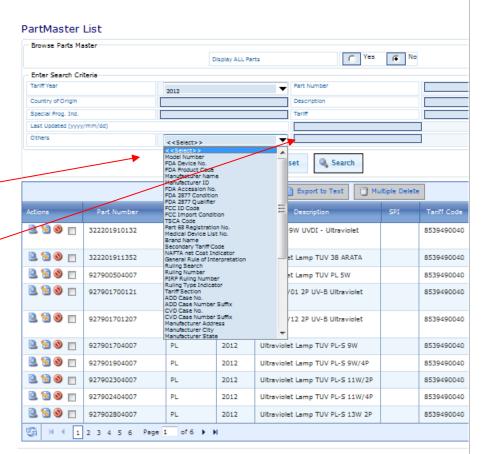


2.6.3 The "Others" Variable

The "others" variable enables the input of other items in the database as variables.

Note that the list is in the order of the data fields in the template, rather than in alphabetical order.

Select the type of variable and then input the condition in the next field.



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3.0 Viewing Part Details

Five Data Categories

Once you select a record via the view magnifying glass, you have visibility to each of the five categories of data:

Basic Data, Other Gov, Special Program, Audit, Trade Action and Export Control





3.1 Basic Data Tab

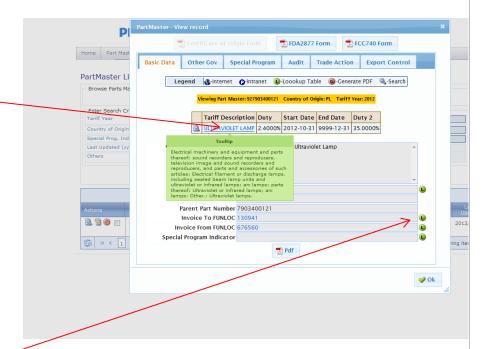
Basic Data Tab

The basic Data tab provides all the high level "basic" information on the record.

Place your cursor over any blue text to see expanded tool tip information.

Move your cursor and the tool tip will close.

As indicated in the legend the green circle L is a look up icon. Click the icon and you will be linked to the look up table.



The Legend shows icons and what they represent.



World Icon- Internet click action will take you to a designated internet site

P –Intranet - click action you will be taken to a designated intranet site.

L-Lookup Table- click action will take you to a designated lookup table.

G-Generate PDF- will generate a designated PDF file



3.1.2 ORU/FUNLOC

Various functions in the WEPF utilize depend on knowing the ORU/Funloc. Active ORU's are downloaded from the active SharePoint site. ORU

Lookup Funloc Table

This is the result of clicking on the funloc lookup Icon.

Click okay to close any open lookup table. Invoice to funloc is a mandatory data element in the WEPF. Invoice from funloc is not a mandatory data element in the WEPF.

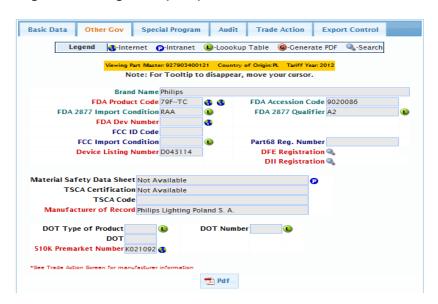


3.2 Other Gov Tab

The WEPF maintains a record of the information required on imported items regulated by government agencies. The WEPF refers to them as other government agencies (OGA).

Other Gov Tab

The next data section is Other Gov. If applicable you will see the related government agency reporting information on this screen. The field titles are color coded for relational assistance. Red=FDA related fields Aqua =FDA radiation emitting Dark Blue =FCC





3.2.1 Food and Drug Administration: FDA

3.2.2 FDA Product Code & FDA Registration, FDA DEV & 510K

The internet icons to the right of FDA Product code link you to two different FDA sites which can assist with the confirmation of required data. Note you can access these sites using these icons from any part record as they are not part specific.

This first icon brings you to the FDA Product Code Builder.

The second icon brings you to the Radiation Emitting Electronic Product Codes. It also enables you to jump into any related FDA links.





The FDA DEV Number internet icon brings you to the FDA Establishment Registration & Device Listing site.

The 510K Premarket Number internet icon links you to the FDA 510K Premarket Notification site.

You can copy your 510K before you go there so you can paste it in the site to see the details for a particular 510K. Or you can look up any other 510K number.

O FDA Home O Medical Devices O Databases This database includes: medical device establishments registered with FDA and medical devices listed with FDA Note: Registration of a device establishment, assignment of a registration number, or listing of a medical device does not in any way denote approval of the establishment or its products by FDA. Learn More. Help Download Files Search Database Establishment Owner/Operator Proprietary Name Device Name Product Туре Establishment State (U.S.) Country Clear Form Search Quick Search TDA2877 Form TSFCC740 Form Special Program Audit Trade Action Export Control okup Table 🐞 Generate PDF 🔍 Search FDA Product Code FDA Accession Code 9020086 FDA 2877 Qualifier A2 FDA Dev Number **FCC Import Condition** Part 68 Reg. Number Device Listing Number Search Form Material Safety Data Sheet Not A TSCA Certification Not A TSCA Code DOT Type of Product Cancel Q Search 007 ber k021092 & 510K Premarket Num ndf 🚉 510(k) Premarket Notification FDA Home Medical Devices Databases A 510(K) is a premarket submission made to FDA to demonstrate that the device to be marketed is at least as safe and effective, that is, substantially equivalent, to a legally marketed device (21 CFR §807.92(a)(3)) that is not subject to premarket approval. Learn more... Search Database Help Download Files 510K Number Туре Applicant Name Third Party Reviewed ▼ Product Code ▼ Decision ₩ to 1 2 Clinical Trials Decision Date (descending) Sort by olnation Products Clear Form Search

Establishment Registration & Device Listing

WEPF Renewed 2013, January 01 First Published July 31, 2004



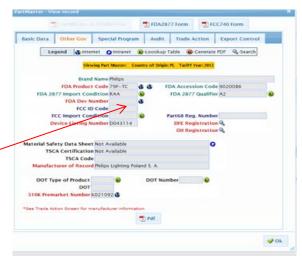
3.2.3 FDA Import Qualifier and FDA Import Conditions

Placing your cursor on any green L lookup icon and you will be linked a look up table with detailed definitions.

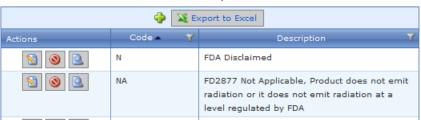
FDA2877 Import Condition

FDA Import Condition- view online to see the complete file.

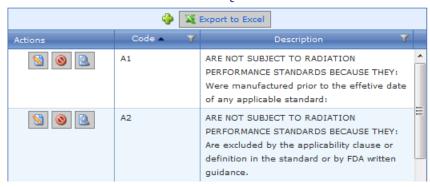
FDA 2877 Qualifier- view online to see the complete file.



List of FdaImportCond



List of FdaQualifier





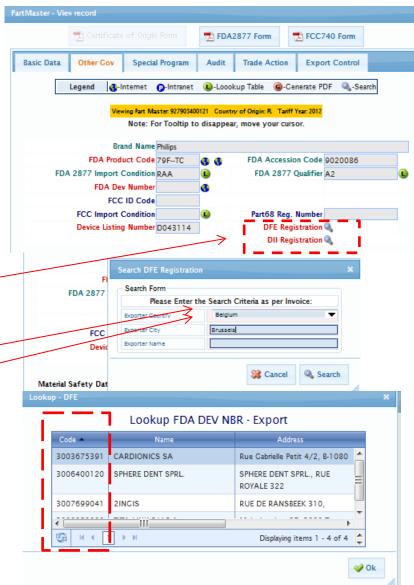
3.2.4 Device Foreign Importer/Device Foreign Exporter

All domestic and foreign companies registered with the Food & Drug administration have been uploaded into this application. The Customs Broker can access the Device Foreign Exporter DFE and Device Initial Importer numbers.

Click the search Icon and follow the instructions.

Complete a minimum of two variable fields to limit the search results.

Scroll through the results stopping on the company to see the corresponding DFE or DII number. Note that both files contain domestic and foreign firms



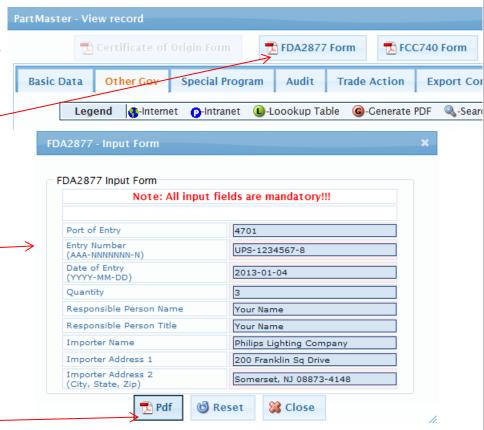


3.2.5 FDA2877- System generated

If you need to print an FD2877 and the record contains all of the appropriate information in the FDA data fields, click the document tab at the top of the file.

You will be prompted to input several variables.

Click PDF to print the document. When the data fields are complete they will result in a complete and accurate form.



| PUBLIC HEALTH SERVICE FOOD AND DRUG ADMINISTRATION | | Form Approved OMB No. 0910-0025 Expiration Date: 10/31/2000 INSTRUCTIONS | | |
|---|---|--|--|--|
| | | | | |
| S. CUSTOMS PORT OF ENTRY | | ENTRY NUMBER | DATE OF ENTRY | |
| 4701 | | UPS-1234567-8 | 2013-01-04 | |
| AME & ADDRESS OF MANUFACTURING SITE: COL | NTRY OF ORIGIN | NAME & ADDRESS OF IMPORTER & UL | TIMATE CONSIGNEE (if not imported) | |
| Philips Lighting Poland S. A. | | Philips Lighting Company | | |
| U1, Kossaka 150 Pila 64-920 | | 200 Franklin Sq Drive | [same] | |
| PL 780040 | | Somerset, NJ 08873-4148 | | |
| RODUCT DESCRIPTION PL-L 36W/01 4P UV-B Ultraviolet Lamp 79FTC | QUANTITY (Items/Containers) 3 | MODEL NUMBER(S) & BRAND NAME(S) 927903400121/Philips | | |
| K021092 | | 927903400121/FIIIIps | | |
| D043114 ECLARATION: I/WE DECLARE THAT THE | PRODUCTS IDENTIFIED | ABOVF: (Mark X applicable stat | ements, fill in blanks, & sign) | |
| X) A. ARE NOT SUBJECT TO RADIATION. 1) 1. Were manufactured prior to the effective date. (X) 2. Are excluded by the applicability clause or de Specify reason for exclusion. 1 3. Are personal household goods of an individual. 1 4. Are property of a party realding outside the U. 1 5. Are component or subassemibles to be use. Exported, destroyed, or held for future teating. 1 7. Are being reprocessed in accordance with Aprobatic property or party and property or processed on accordance with Aprobatic process. | of any applicable standard; De finition in the standard or by FD all entering the U.S. or being ret S. and will be returned to the o I in manufacturing or as replace development by the importing I (i.e. not distributed). (Quantitie L. 104-134 or other FDA quidar | te of Manufacture Av written guidance. urned to a U.S. resident. (Limit: 3 of each p wner after repair or servicing. when after repair or servicing. when parts (NOT APPLICABLE to diagnos irm, are labeled "FOR TEST/EVALUATION s Limited – see reverse) | stic x-ray parts). I ONLY," and will be | |
|] B. COMPLY WITH THE PERFORMANC CERTIFICATION LABEL OR TAG TO [] 1. Last annual report or Production report | | | | |
| ACCESSION NUMBER of Report | None | of MANUFACTURER OF RECORD (Filed | second with EDA/CDBH) | |

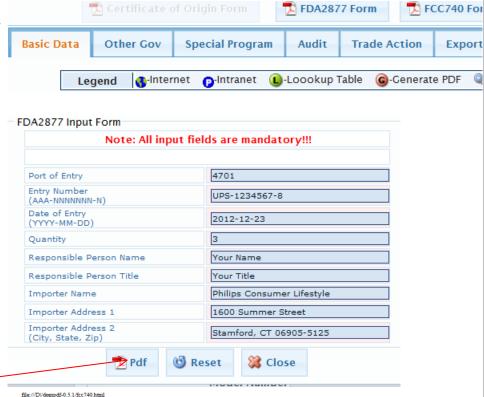


3.2.6.5 Federal Communication Commission FCC

If you need to print an FCC740 and the record contains all of the appropriate information in the FCC data fields, click the document tab at the top of the file.

You will be prompted to input several variables.

Click PDF to print the document. When the data fields are complete they will result in a complete and accurate form.



STATEMENT REGARDING THE IMPORTATION OF RADIO FREQUENCY DEVICES CAPABLE (HARMFUL INTERFERENCE

FEDERAL COMMUNICATIONS COMMISSION Washington, D.C. 20544

(Read instructions before completing form. Please type or print clearly in ink)

| Date of Entry | Entry Number | Port of Entry ¹ Harmonized Tariff Number ² | | er ² Qu | Quantity of Item (not number | | |
|--|---------------------|--|------|-----------------------------------|---|----------------|----------|
| 2012-12-23 | UPS-1234567-8 | 4701 | | 8517110000 | | 3 | |
| Device Model | Type Name or # | Trade | Name | FCC ID | | Description of | f Equipn |
| CD1501B/37 | | | | UMQCD150H UMQCD15 | CORDLESS PHONE SERIES | | |
| Manufacturer's Name and Address | | | | Consignee's Name and Address Impo | | | Name a |
| Huiyang CCT Telecommunciations Products Co. CCT Technology Park, San He Economic Huiyang District Huizhou City, Guangdong Provin CN | | [Same] | | | Philips Consumer Lifest 1600 Summer Street Stamford, CT 06905-5 | | |
| Printed or Ty | ped Name of Importe | r or Consign | nee | Signature of Imp | orter or Cor | nsignee | Date (|
| Philips Consumer | Lifestyle | | | | | | 201 |

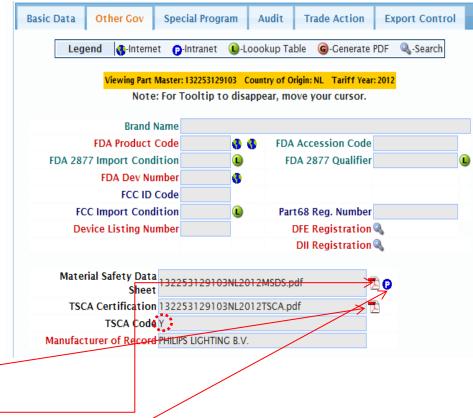
Warning: Any person who knowlingly makes a false declaration may be fined not more than \$250,000 or imprisoned not more than pursuant to 18 U.S.C. § 1001.

| Partii | (Place an "X" in only one box) |
|--------|---|
| × | The FCC has issued a grant of equipment authorization for the FCC ID listed above. |
| | 2. An FCC grant of equipment authorization and an FCC ID are not required, but the equipment complies with FCC to |



3.3 Toxic Substance Control Act TSCA

Articles, such as inks, paints, dyes, greases, solvents, and chemicals etc., regulated by the Environmental Protection Agency often require Toxic Substance Control Act Certification. There articles when imported by Philips are classified usually under chapters: 27, 28, 32, 34, 35, 38, 38 and 76. If there is a positive TSCA certification for these articles, the TSCA data field is completed with "Y" and if the TSCA Certification has been provided it is visible here along with the Material Data Safety Sheet.





If you need an MSDS, click the Philips Link and you will access the eFasim4you database where you can search for the MSDS.



Select a variable e.g. 12 NC 132253129103 and click >go. If you are entering a 12 NC the format must be 4 digits in the first box, three digits in the second box and 5 digits in the next box. If you are entering a non 12NC format use the bottom box.

Click to view the MSDS





3.4 Department of Transportation

If your imported artcle is regulated by the Department of Trasnportation and requires the transmission of an H7, place a "Y" in the DOT field of the parts template and complete the remaining two fields with appropriate information.



The three variables for DoT Type can be viewed by clicking on the "L" lookup icon.



The three variables for DoT Number can be viewed by clicking on the "L" lookup icon.

| Lookup DOT Number | | | | | |
|-------------------|--|--|--|--|--|
| Code - | Name | | | | |
| 1 | The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety, or Theft Prevention Standard was in effect. [591.5(i)] date when no applicable Federal Motor Vehicle Safety, or Theft Prevention Standard was in effect. [591.5(i)] | | | | |
| 10 | Reserved | | | | |
| 11 | The equipment item is subject to the Theft Prevention Standard and is marked in | | | | |
| 12 | The vehicle does not conform with all applicable Federal Motor Vehicle Safety Standards, but I am eligible to import it because: | | | | |
| 12a | "I am a member of the armed forces of a foreign country on assignment in the United States;" | | | | |



3.3 Special Trade Program Tab

(under construction)!!!!

Special Program Tab

The special program screen displays supportive data and documents for the use of special trade programs. These are conditional and this screen gives access to the documents for each record.

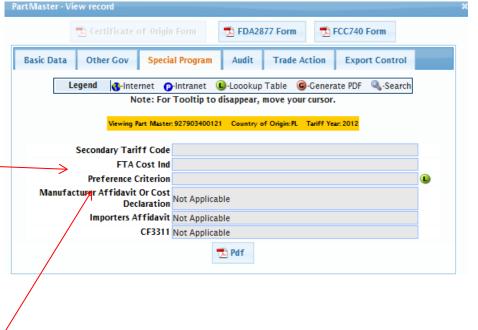
The record key is [part number country of origin tariff year] enabling the information for each record to be maintained each year for minimum of 5 years.

| PartMaster - Vi | ew record | | | | | |
|-----------------|------------------------|-------------------------|--------------|---------------------|-----------------|-------|
| | 🔁 Certificate (| of Origin Form | ₹ FDA28 | 77 Form | ₹ FCC740 Form | |
| Basic Data | Other Gov | Special Program | Audit | Trade Actio | n Export Con | trol |
| L | egend - Inte | rnet P-Intranet | Loookup | Table @ -Ger | nerate PDF 🔍-Se | earch |
| | No | ote: For Tooltip to | disappear, ı | move your cur | sor. | |
| | Viewing P | art Master: 92790340012 | 21 Country o | f Origin:PL Tarif | f Year: 2012 | |
| | Secondary Tari | ff Code | | | | |
| | FTA | Cost Ind | | | | |
| | Preference C | riterion | | | | • |
| Manufa | turer Affidavit Dec | Or Cost laration | able | | | |
| | Importers A | ffidavit Not Applica | able | | | |
| | | CF3311 Not Applica | able | | | |
| | | | ₹ Pdf | | | |

Secondary Tariff Code is used to report the chapter 1-97 tariff code number. Documents to support these claims are Manufacturer's and Importer Affidavits and CF3311's.

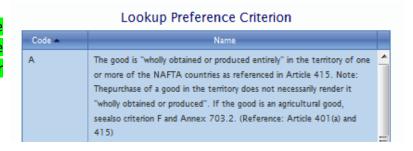
The FTA Cost Indicator and Preference Criterion are data elements reported on the various Certificates of Origin for FTA's.

The Manufacturer's Affidavit, Cost Declaration and NAFTA are documents supporting Chapter 98, and other FTA claims.





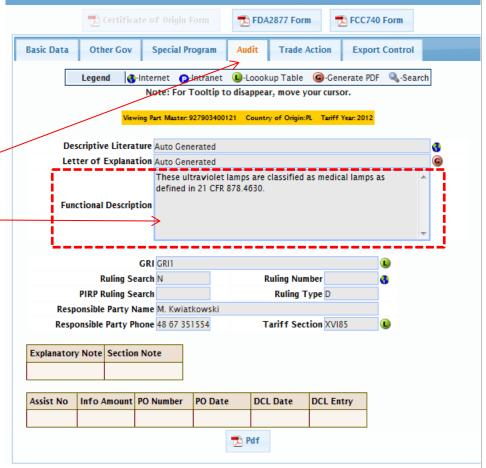
The Preference Criterion The Reference allows you to view the defined preference criterion for each FTA.



3.4 Audit Tab

The Audit Tab provides access to documents and reference material to support Philips use of specific tariff codes. It also can be used to auto generate a Letter of Explanation (LOE) in evidence of the tariff treatment.

Functional Description enables the additional of information about the article, necessary for tariff treatment and OGA reporting that is not possible to maintain in a standard ERP system. This information is critical to the completion of the LOE, illustrating the tariff use and OGA reported information.





3.1.10 Letter of Explanation

Letter of Explanation

A letter of explanation is auto generated by clicking the Letter of Explanation icon.



PHILIPS

Philips Electronics N.A. Corporation Customs/Export Control 3000 Minuteman Road, Andover, MA 01810-1099

RE: Philips Lighting Company (Somerset NJ)

To Whom It May Concern

Philips Lighting Company (Somerset NJ) is in the Lighting Sector of our company, as one of the world's largest lighting manufacturer, it offers a full range of leading-edge products in fluorescent, hadogen, compact fluorescent, high intensity discharge, incandescent and specially lighting categories that provides superior lighting solutions for all industrial, commercial and consumer applications.

This shipment consists of the articles described in the attachment to this letter and are classified as indicated therein.

I trust this information is satisfactory, however, if you require further information or have any questions regarding this matter, please contact me directly at 978 659 2204, email: katie terricciano@philips.com.

Respectfully yours,



Katie Terricciano Director Customs/Export Control Customs & Export Control ENC: Descriptive Information

PHILIPS

Philips Electronics N.A. Corporation Customs/Export Control 3000 Minuteman Road, Andover, MA 01810-1099

RE: Philips Lighting Company (Somerset NJ)

To Whom It May Concern

927903400121 are PL-L 36W/01 4P UV-B Ultraviolet Lamp

These ultraviolet lamps are classified as medical lamps as defined in 21 CFR 878.4630. According to the General Rules of Interpretation, specifically, GRI 1, Classification under the HTSUS is made in accordance with the General Rules of Interpretation/(GRIS*), GRI 1 provides that the classification of goods shall be determined according to the terms of the headings of the tariff schedule and any relative Section or Chapter notes. In the event that the goods cannot be classified solely on the basis of GRI 1, and if the headings and legal notes fo not otherwise require, the remaining GRIs may then be applied.

When Applying GRI1 to the article in question it is properly classified under $8539.49.0040\,\mathrm{HTSUS}$, which provides for:

"Electrical machinery and equipment and parts thereof, sound recorders and reproducers, television image and sound recorders and reproducers, and parts and accessories of such articles: Electrical filament or discharge lamps, including sealed beam lamp units and ultraviolet or infrared lamps, are lamps, are lamps. "Other.: Ultraviolet or infrared lamps, are lamps."

The rate of duty is 2.4000%.

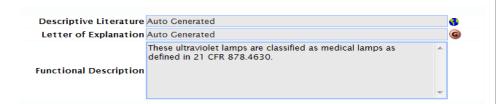
Letter of Explanation example



3.1.11 Evidence and Ownership

Descriptive Literature

Click on Descriptive literature To locate product information.



Responsible Party



Assists Tracking (Instructions still Under Construction)

Assist information

| Assist No | Info Amount | PO Number | PO Date | DCL Date | DCL Entry |
|-----------|-------------|-----------|---------|----------|-----------|
| | | | | | |
| | | | 7 Pdf | | |

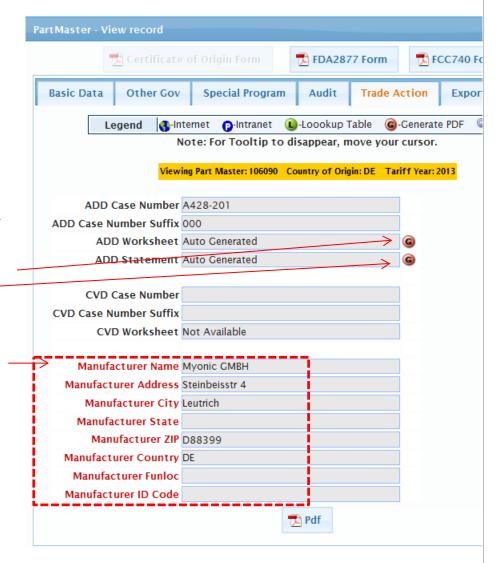


3.5 Trade Action Tab

The Trade Action Tab

Trade Acions are defined as actions taken bv customs authorities on behalf of other department's such as The Department of Commerce the Internatal Trade Commission (Antidumping and Countervailing duty investigations). This screen enables the identification of these cases on a product level, collection the of required certifications.

The manufacturer section allows the reporting of this information which is critical to the correct trade action and related duty and fee collection. It also enables the proper other gavernment aency such as the Food and Drug Administration and the Federal Communication. It also supports the autogeneration of Free Trade Agreement Certficates of Origin.

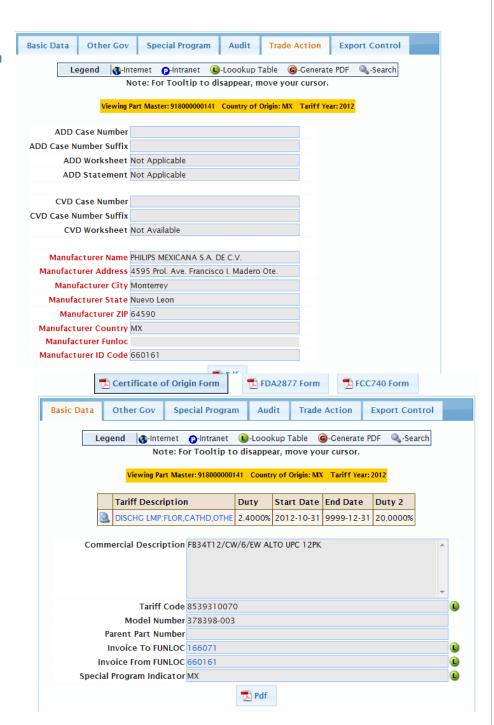




3.5.1 Trade Action Tab

FTA- Certficate of origin Form

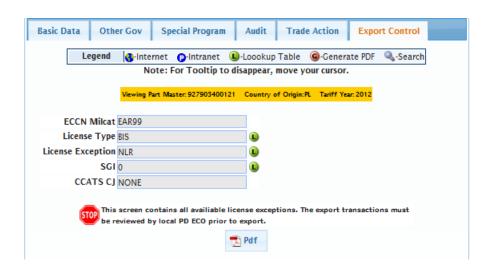
Manufacturer Identification





3.6 Export Control Tab

The Export Control Tab













4.0 Data Input & Integrity

4.1 Data Integrity

Data integrity is everyone's responsibility. Basic edits have been put into the application to enforce consistency of the data. PENA Customs Analysts are not responsible for inaccurate or incomplete 'other government agency' data. They will work closely with their accounts to ensure that we reach a high level of performance. This is measured by the percentage of completed required data, the accuracy of the data and the timeliness of the data.

4.2 Where does the data come from?

The WEPF is populated with information input on an article level received via an integrated Email classification request called ALICE.

Or

The information is uploaded from a **Microsoft Excel** worksheet. The <u>Customs Control Officer/ Export</u> <u>Control Officer</u> at the US Product Division, Business Group or Business Line will coordinate other disciplines to ensure that all of the applicable data appears in the worksheet on an article number level.

4.3 Customs Control Officer/Export Control Officer Responsibility

The database "batch" files and 'ALICE' requests are to be sent in the appropriate Microsoft Excel format on a periodic basis to their PENA Customs Analyst. *The frequency of the distribution should be scheduled in an appropriate manner so that the classification and related information for articles to be imported or exported is available in the WEPF prior to this activity.* The Export Control Officer must supply the Tariff Code and the related ECCN MILCAT, License Type, License Exception and SGI. The Customs Control Officer can supply a Tariff Code. If your imported product is regulated by any of the 'Other Government Agencies' your input file must supply the conditional information. This is the information required under the regulations of the designated 'other government agencies' such as The Food and Drug Administration, the Federal Communication Commission, The Department of Transportation, and Environmental Protection Agency. The Customs Control Officer may need to obtain the other



government agency information from their internal network. They must make the WEPF an element of their Customs and Export Control Internal Control Procedure (ICP).

4.4 PENA Customs Analyst Responsibility

The PENA Customs Analyst is responsible to provide WEPF training to the Customs Control Officer and ensure that timely received input files are uploaded successfully. The PENA Customs Analyst is responsible to confirm the tariff code, confirm the Export Control information prior the WEPF upload. The system validation of the data is not active when loading from a batch file. The system validation is active when inputting single records directly into the system. Therefore it is critical that you work closely with your accounts to ensure that they are providing you will complete and accurate 'Other Gov" data. Remember garbage in garbage out.



5.0 Data Input and Format

The Parts Template is available in the WEPF.

5.1 Parts Template

Place cursor over the Part Master Tab select > **Download Parts Template.** A new screen will open. Follow the instructions and click >this download link.

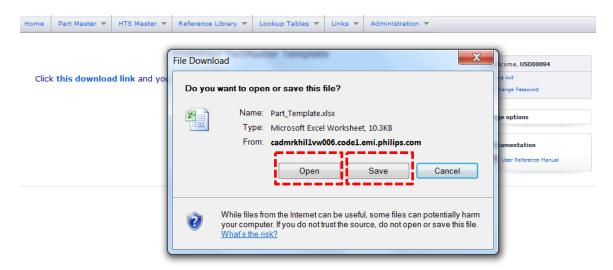




You will be prompted to open or save the blank template. You can open and complete it. Then save it to your drive.

Or

You can save it a blank template to your drive for future use.

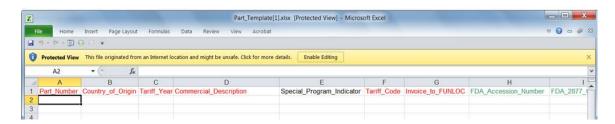




It contains **all** data elements required for compliant import and export transactions on an article number level; although some of these data elements are not applicable to a particular Product Division or article number.

All of the data is to be entered as text and the column titles and column order cannot be changed.

The mandatory fields have 'red titles' and they are indicated as mandatory elements in the record layout definition. If you need assistance to determine how to populate these columns, please contact your PENA Customs Analyst.



5.2 Part Master Record Complete Definition

H:\Data\A usd00094's XLS\Part

Click here to view the complete record layout definition. \rightarrow usd00094's XLS\Parts

(Return to fifth drop)

Assists

If you wish to supply assist information for articles after you have sent the *PartMExp* template you would resend the original mandatory data and include the assist related fields so that it can be updated into the system.

Deleting Data from a data segment

If you wish to delete information from a data segment of an existing record, place an asterisk by itself in that field and when that part template is loaded the data in the field will be deleted.

Deleting an article via data upload

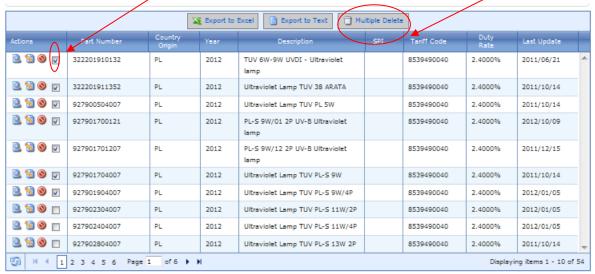


If you wish to delete a part, put an asterisk before the part number and when the part template is loaded, the complete part and all of its' associated data will be deleted.

On line record deletion

If you have administrative privileges and wish to delete article(s) immediately online browse to access the records by any available data element.

Click the box to the left of records you wish to delete> then select multiple delete.



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6.0 Alternative Access to WEPF Information

6.1 Nationally Approved Customs Broker Responsibility (Still Under Contruction)

The Nationally approved Customs Brokers are responsible to access the FTP site and download the WEPF file daily to ensure that they have the information prior to importation. You can also get an output file on an FTP site for use in your internal applications. You will need an FTP program. Native FTP works just as well as any other package.

Users may also download the parts file via FTP using the following information (anonymous login is not allowed):

FTP Site : ftp-wjq.philips.com

Default Directory: /home/customs2/ftp-out

User Id : customs1

Pw : bluetongue



6.2 Alternative Netscape access NOT INTERNET EXPLORER

The Customs Parts file is also available for download via Netscape ONLY (not IE) at the following ftp site: ftp://ftp-wjq.philips.com/customs/out

Full parts File is : CustomsPartsFull.txt

Daily Parts Files : CustomsPartsDaily.txt

Daily Parts Files are named in the following format : CustomsPartsmmddyyyy.txt (i.e.

CustomsParts08032004.txt)

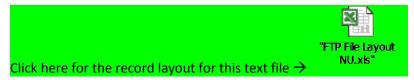
There are two files available:

A daily file entitled [CustomsPartsDaily.txt] contains a text file of daily incremental data

A daily files are entitled [CustomsPartsmmddccyy.txt] and contain a text file of daily incremental data where mm=month, dd=day, cc=century and yy=year.

The full file entitled [CustomsPartsFull.txt] contains a text file of the full database.

6.2.1 FTP File Layout(Still Under Contruction!!!!!!







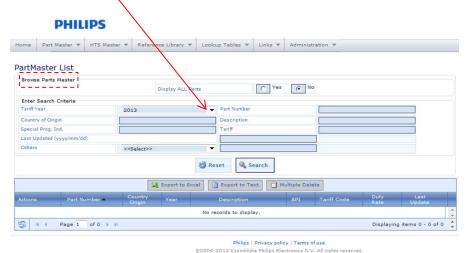
6.3 Help for Third Party Service Providers (Still Under construction!!!!!!)

If you are a third party service provider and you have trouble with the FTP site, contact the CIT help Desk at 1 866 552 1292. Identify yourself as a service provider; explain the problem and they will assist you. If you have questions regarding the file format, contact the PENA Customs Analyst handling your primary account and they will assist you.

Validity and Archiving

The record key is part number country of origin and tariff year. Therefore each record is actually stored as "partnumbercountryoforigintariffyear." This allows tariff and other government agency information to be influenced by origin for free trade agreement tracking and other government agency reporting. It also enables access to records information for five years by changing the tariff year.

Tip: The multiple variable inputs can be utilized to show parts with certain criteria for any year of choice for the past 5 years.



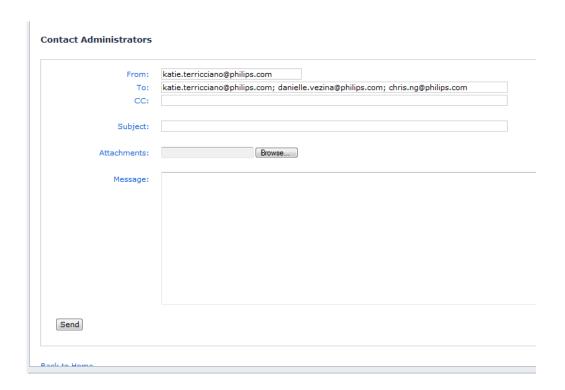
Technical Support

Please read over this manual where you will find answers to most frequently asked questions and other troubleshooting tips.

For additional assistance, contact the WEPF ADMINSTRATOR by clicking on the 'HELP' button found on the far right of the tool bar, visible on each screen. Then click 'Contact Administrators'. Complete the form by providing a brief description and if available, browse to attach a screen print of the problem. Then click send to submit the form.







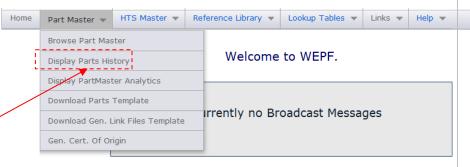
There are six (6) drop down options under part master, visible to regular users.

The second is Display Parts History.

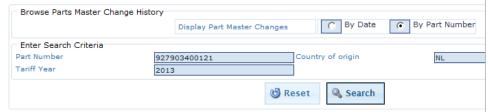
Click on Display Parts⁻ History.

Input the part number, Tariff year and Country of origin of the part history you wish to view.

PHILIPS



Details Update Report for Part Number





The system will display all the changes made on a part in that year. If you want to see changes in other years you need to change the tariff year and click search.

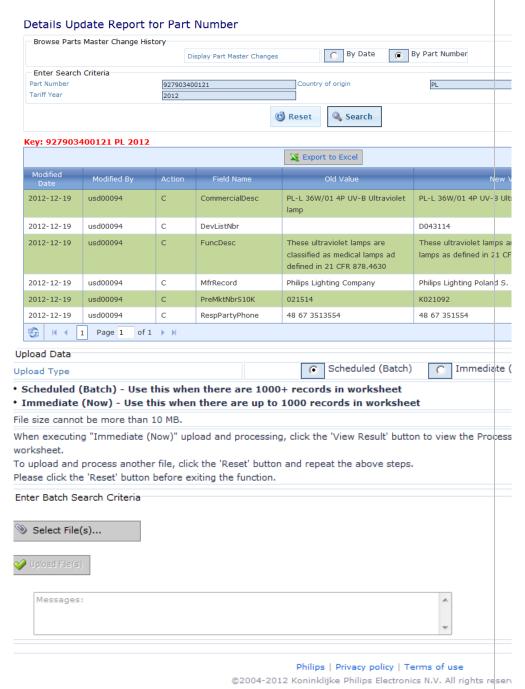
The Upload Partmaster Data pull down is visible only to administrators.

Only administrators will be able to upload Partmaster Data.

Therefore Customs Control Officers complete database templates and send them to the administrators for loading.

Instructions for database upload.

The efficient method for the Partmaster Data upload is via a completed Partmaster Data template.



44 | Page



Select completed the Partmaster Template.

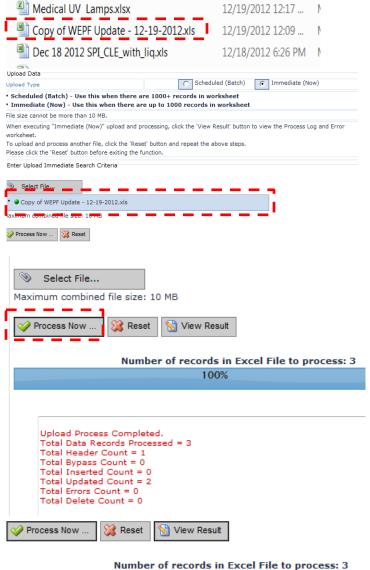
The title of the file you have selected will appear below the Select File field.

Click > Process Now.

When the upload successful you will see it in reported on the screen. Note the header always counts as one data record.

If you record has not been loaded the report will tell you the error.

Fix the error and reload the data.



```
100%
Row# 2** Validation Error: Field InvToFunloc is Mandatory and cannot be blank
Row# 2** Validation Error: Invalid Value for Field InvToFunloc
Upload Process Completed.
Total Data Records Processed = 3
Total Header Count = 1
Total Bypass Count = 0
Total Inserted Count = 0
Total Updated Count = 1
Total Errors Count = 1
```

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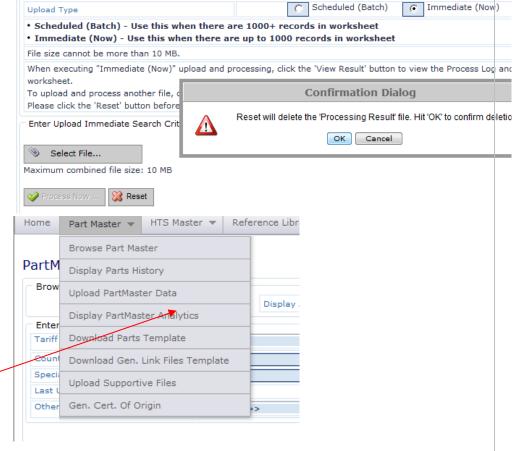


Click reset if you which to delete the Processing Result file. Upload Data

There are eight (8) drop down options under part master.

The fourth Display Parts Analytics

Click on Display Partmaster Analytics.



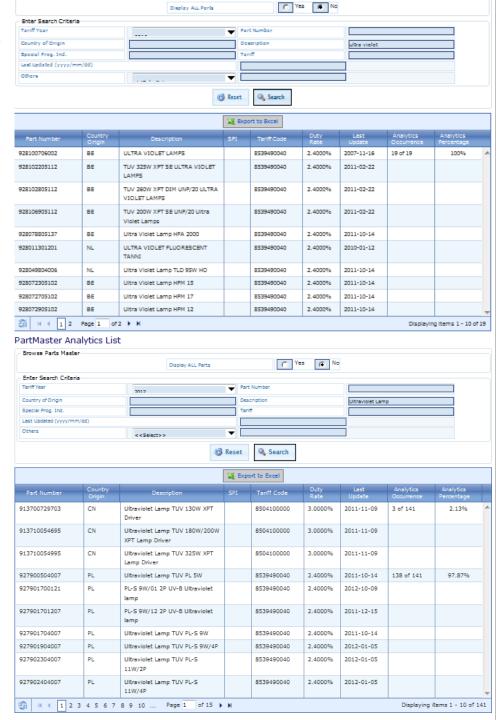
PartMaster Analytics List

Browse Parts Master



Partmaster analytics let you see the analysis of what is in the WEPF using a variable of interest to you. Input a variable. In this case the variable is the description Ultra Violet. These results show that there are 19 records containing the words "Ultra Violet" and that 100% of those 19 Records are classified under the same tariff code.

You see a different result when you try the selection "Ultraviolet Lamp". There are 141 records which contain Ultraviolet Three of those records or 2.13% are classified under 8504100000, 138 records or 97.87% are classified under 8539490040. This due to the fact that three items are drivers (ballasts) and the remaining items are lamps. You can use the PartMaster **Analytics** help you determine if vour prospective classification is consistent with previous classifications. You can also





use the function to identify inconsistencies in assigned classification for improved compliance.

There are eight (8) drop down options under part master.

The fifth drop down reference is Download Parts Template.

Access the Download Parts
Template section of this
manual for instructions
regarding this function.

The sixth drop down is

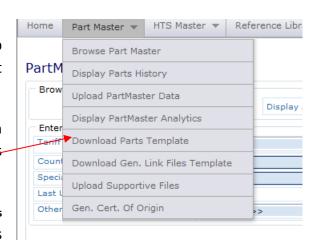
Upload supportive

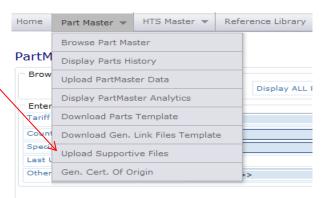
Files. (return to DRAIM.)

Section)

Select Upload supportive Files.

The naming format for the files names used to upload supportive documents is mandatory for a successful upload. It is as follows: Partnumbercountryoforigint ariffyear[code], where "code" is a defined abbreviation for the category







of file about to be uploaded. See list of codes below.

E.g. If the document you want to load is an MSDS for part number 132253129103. this would be the file name:

132253129103NL2012MSDS

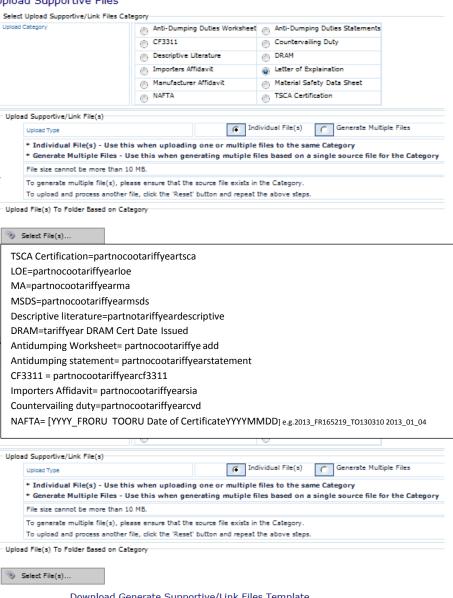
The format for each linked is listed.

Generate Multiple Files

There are two steps in the Gen. multiple files process.

You need to create an extract of your Partmaster template of just the first three columns for the records associated with this multiple file upload. Save the file...

Upload Supportive Files



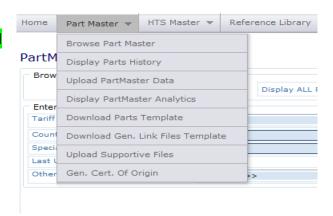
Download Generate Supportive/Link Files Template

Click this download link and you will be prompted with a file open dialog box to save the PartMaster Generate Supportive/Link Files Excel template fil

| art_Number | Country_o | Tariff_Year | |
|------------|-----------|-------------|--|
| | | | |
| | | | |

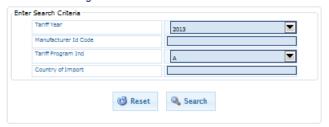


The seventh is Download Gen Link Files Template



The eighth dropdown is Gen. Cert. of Origin. This is used to generate a Certificate of Origin for multiple part numbers.

PartMaster - Generate Certificate Of Origin

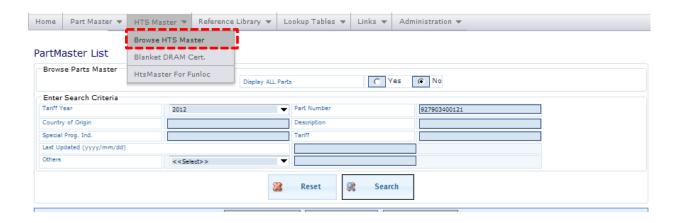




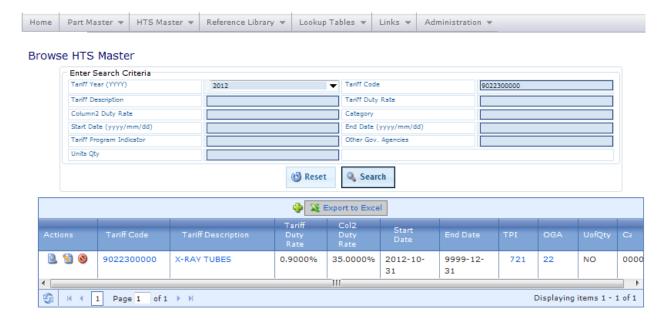
7.0 Reference Information

There is a lot of information available in the WEPF. One key reference is the HTS Master. You can access the file by clicking Browse HTS Master.

HTS Master



Enter the HTS number or portion thereof that you wish to view (without point separators) e.g. 9022300000



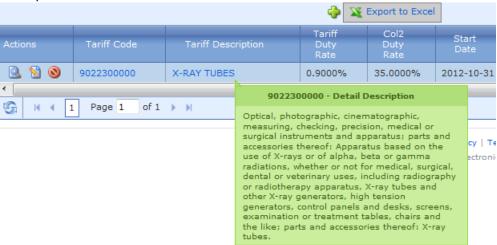


Information relating to the tariff code is displayed: The code you chose along with its tariff description, the current duty rate applicable for imports into the US from all countries except column2 countries.⁵

If you place your cursor over the tariff code you will see the published short word description for the tariff code.



If you place your cursor over the tariff description you will see the tool tip total published tariff description.



You can also view the complete file by clicking on the magnifying glass.

Cuba North Korea

⁵General Notes HTSUS 2013 3. Rates of Duty (b) Rate of Duty Column 2. Notwithstanding any of the foregoing provisions of this note, the rates of duty shown in column 2 shall apply to products, whether imported directly or indirectly, of the following countries and areas pursuant to section 401 of the Tariff Classification Act of 1962, to section 231 or 257(e)(2) of the Trade Expansion Act of 1962, to section 404(a) of the Trade Act of 1974 or to any other applicable section of law, or to action taken by the President thereunder: HTSUS



| etail: HtsMaster | |
|----------------------------|---|
| Viewing HtsMaster Key - Ta | riff Code: 9022300000 Tariff Year: 2012 |
| Tariff Code | 9022300000 |
| Tariff Year | 2012 |
| Tariff Description | X-RAY TUBES |
| Tariff Duty Rate | 0.9000% |
| Column 2 Duty Rate | 35.0000% |
| Start Date | 2012-10-31 |
| End Date | 9999-12-31 |
| Tariff Program Indicator | 721 |
| Other Gov. Agencies | 22 |
| Units of Quantity | NO |
| Category | 0000 |
| Smart Description | X-ray tubes: X-ray tubes. |
| Detail Description | Optical, photographic, cinematographic, measuring, checking, precision, medical or surgical instruments and apparatus; parts and accessories thereof: Apparatus based on the use of X-rays or of alpha, beta or gamma radiations, whether or not for medical, surgical, dental or veterinary uses, including radiography or radiotherapy apparatus, X-ray tubes and other X-ray generators, high tension generators, control panels and desks, screens, examination or treatment tables, chairs and the like; parts and accessories thereof: X-ray tubes. |





Click on the number in the TPI column to see all the eligible free trade agreements for this tariff code.

NOTE: In order to use the free trade agreement the Customs Control Officer must do the analysis to determine if the product qualifies under the agreement. Training on FTA eligibility is available from your PENA Customs Analyst. Information regarding all FTA's including the rules of origin is found in the WEPF. Duty information for tariff treatment under these agreements for exports is also available via the WEPF.

Click on number in the OGA column to see the other government agencies, which may require additional information for the import of articles under this tariff code. Here is a complete list of all current OGA codes.

| T - I | | _ | 0 | r | \ |
|--------------|----|----|------|-----|----------|
| ıa | nı | ρ. | l Ic | าลเ | Desc |
| | | | | | |

| Code | Description | | | | |
|------|---|--|--|--|--|
| AP2 | Animal Plant Health Inspection Service Data IS Required | | | | |
| DT1 | Department of Transportation Data MAY BE Required | | | | |
| DT2 | Department of Transportation Data IS Required | | | | |
| EP | Toxic Substance Control Act Data IS Required | | | | |
| FC3 | Federal Communication Commission Data MAY BE Required | | | | |
| FC4 | Federal Communication Commission Data IS Required | | | | |
| FD0 | Food and Drug Administration Data NOT Required | | | | |
| FD1 | Food and Drug Administration Data MAY BE Required | | | | |
| FD2 | Food and Drug Administration Data IS Required | | | | |
| FD3 | Food and Drug Administration Data MAY BE Required | | | | |
| FD4 | Food and Drug Administration Data IS Required | | | | |
| FS2 | US Dept. of Agriculture Data IS Required | | | | |
| FW1 | Fish Wildlife Data MAY BE Required | | | | |
| FW2 | Fish Wildlife Data IS Required | | | | |
| TL1 | Tobacco, Alcohol and Firearms Data MAY Be Required | | | | |



TL2 Tobacco, Alcohol and Firearms Data IS Required

UofQty is the reportable quantity unit of measure for that tariff code. This information must be reported on the customs entry and therefore it is important that the import invoice contain this level of data for an article under that particular tariff number.

DRAM Certificates

Historically the importation of DRAMS or other products under a countervailing duty order may require certification by the importer that the articles in question do not include items under the order. This section of the WEPF provides the template for the completion and distribution of such blanket annual certificates. These documents are maintained in the application for five years. The document is uploaded utilizing the Upload supportive Files.

TRADE COMPLIANCE

HTS Master

HTS Description for ORU

This function enalbes the user to run a report containing the HS codes used by one or multiple ORU's. This report is helpful in the SAP matainence of the tariff codes and tariff decriptions utililized by specific ORU's.

Put one or more ORU separated by a space, the tariff year and click search.

The resulting file can be downloded to Excel by clicking Export to Excel.

HTS Description For Funloc





Enter Invoice-To Funloc Codes

For multiple Funloc Codes, please out a space between each Funloc/ORU code.
For example: 111111 222222 333333

Invoive-To Funloc
Year

| 143866
| 2012
| Reset | Search

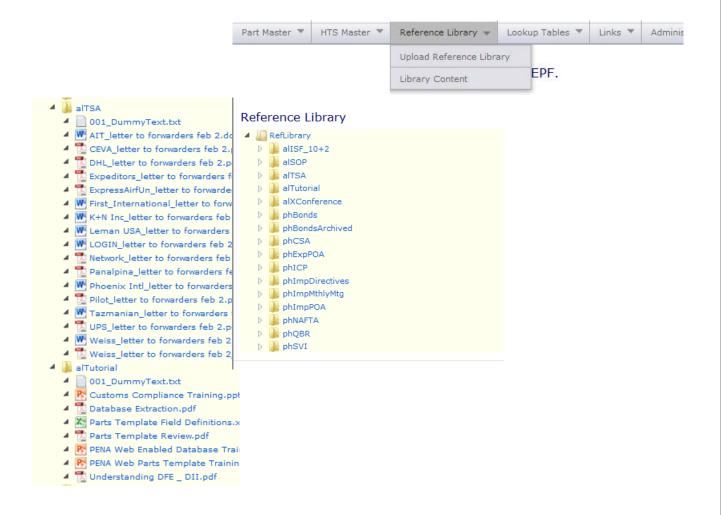
| Hts Nbr. | Inv. To Funloc | Tariff Description | Smart Description | Detail Des |
|------------|-------------------|---------------------------|---|-------------------------------|
| 2710194545 | 143866 | OTHR INSUL OR TRANSFORMER | Mixture of hydrocarbons from petro oils bitum. min. | Mineral fuels, mineral oils a |
| | | | or preps.70+ by wt. fr. petro. oils, nesoi, n/o 50 | distillation; bituminous sub- |
| | | | any single hydrocarbon: Insulating or transformer | Petroleum oils and oils obta |
| | | | oils. | minerals, other than crude |
| | | | | elsewhere specified or incl |
| | | | | weight 70 percent or more |
| | | | | oils obtained from bitumin |
| | | | | being the basic constituent |
| | | | | waste oils: Petroleum oils |
| | | | | bituminous minerals other |
| | | | | preparations not elsewher |
| | | | | containing by weight 70 pe |
| | | | | petroleum oils or of oils o |
| | | | | minerals, these oils being |
| | | | | the preparations, other th |
| | | | | biodiesel and other than v |
| A | GS | W 15 📧 C | X. | <u> </u> |

This is a picture of the resulting file.



| | Inv. To | | Smart | |
|--------------------------|------------------|--|--|--|
| HTS Nbr | Funloc | Tariff Description | Description | Detail Description |
| | | DIODE PHOTOSENT | Photosensitive semiconductor devices nesi, | Electrical machinery and equipment and parts thereof; sound recorders and reproducers, television image and sound recorders and reproducers, and parts and accessories of such articles: Diodes, transistors and similar semiconductor devices; photosensitive semiconductor devices, including photovoltaic cells whether or not assembled in modules or made up into panels; light-emitting diodes; mounted piezoelectric crystals; parts thereof: Photosensitive semiconductor devices, including photovoltaic cells whether or not assembled in modules or made up into panels; light-emitting diodes: |
| 8541409500 7326908588 | 143866 143866 | SEMICOND OTH Iron or steel, articles, nesoi: Other | other: Other. Iron or steel, articles, nesoi: Other | Other: Other. Articles of iron or steel: Other articles of iron or steel: Other: Other: Other: Other Other |
| 7412100000 | 143866 | CPPR RFND TUBE OR PIPE FIT | Refined copper, fittings for tubes and pipes: Of refined copper. | Copper and articles thereof: Copper tube or pipe fittings for example couplings, elbows, sleeves: Of refined copper. |
| 8504409580 | 143866 | STATIC CONVERTERS, OTHER | Static converters for example, rectifiers, nesoi: Other. | Electrical machinery and equipment and parts thereof; sound recorders and reproducers, television image and sound recorders and reproducers, and parts and accessories of such articles: Electrical transformers, static converters for example, rectifiers and inductors; parts thereof: Static converters: Other.: Other. |





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Home / Status Verification

C-TPAT, Status Verific

Partner Name: Philips Electronics North

Doing Business As: Same

C-TPAT Account Number: 65861076

Business Type: Importer

Account Status: Certified, Exceeding

SCSS: John Riomao (john.riomao@dhs.go

Phone: 718-553-2745 X235

Office: NY

Primary Point of Contact: Katherine Te

Phone: 978-659-2204

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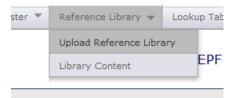
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5.4 Email History

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| 2/2/2010 10:57:22 AM | Elisangela.Nogue |
| 11/7/2008 8:47:37 AM | katie.terricciano@ |
| 10/24/2008 10:18:54 AM | David.Kline@resp |
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| | C-TPAT PARTNER |
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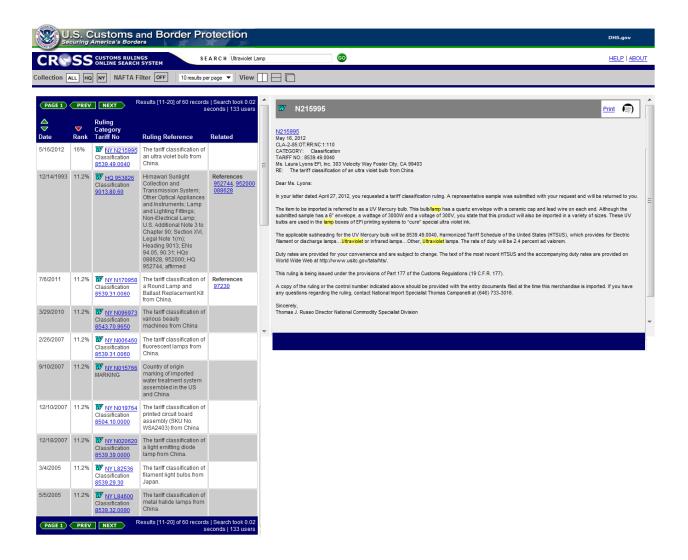




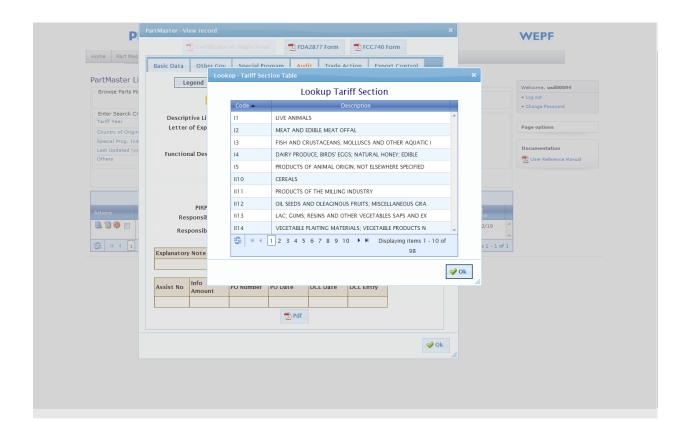
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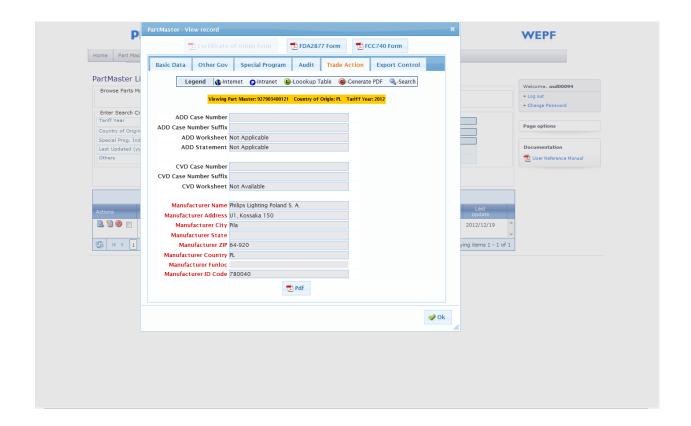




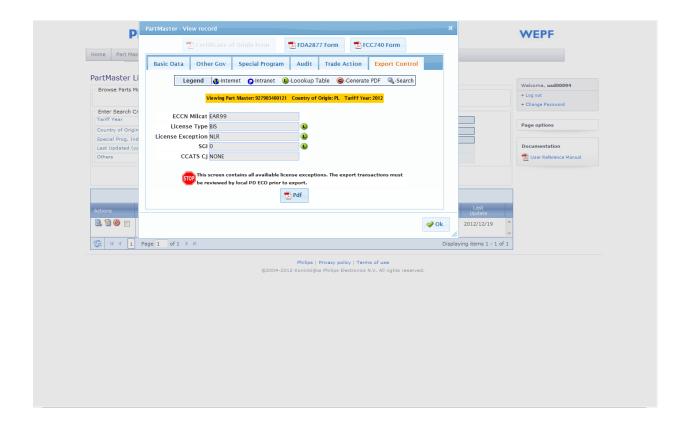




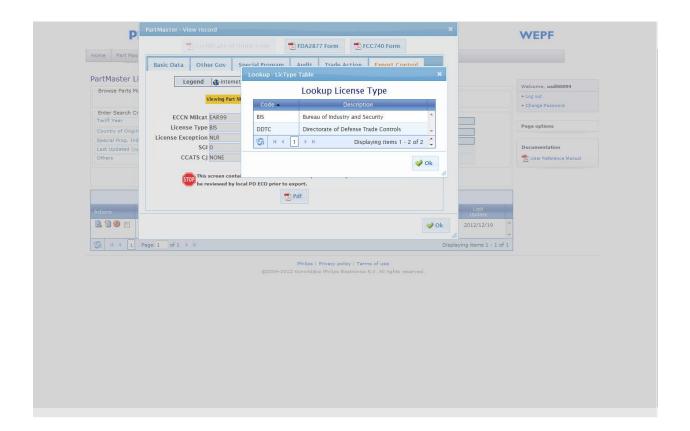




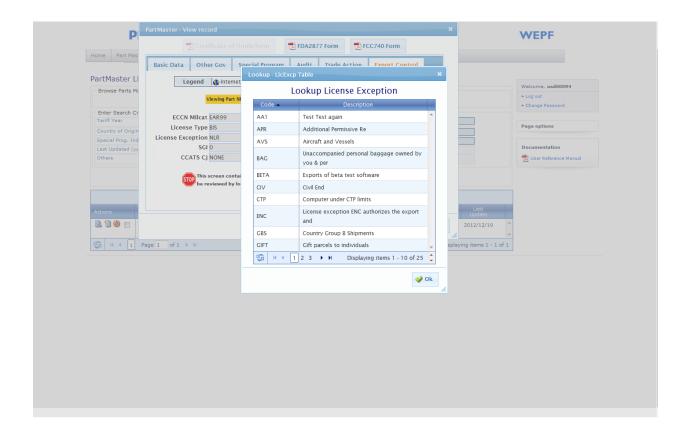








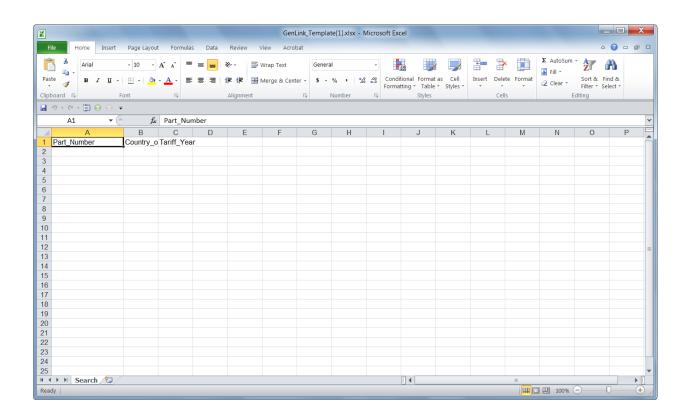




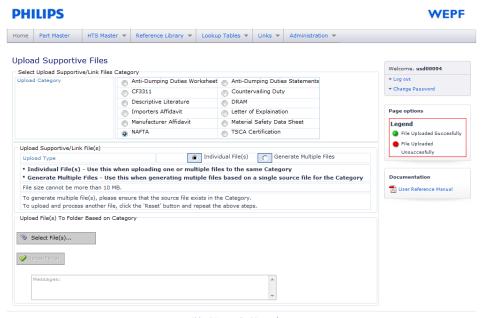






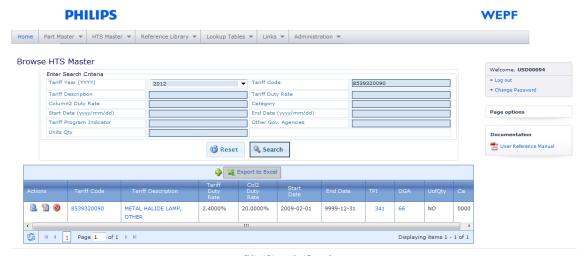






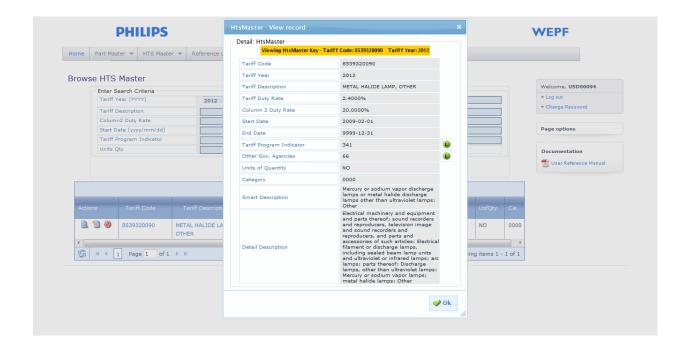
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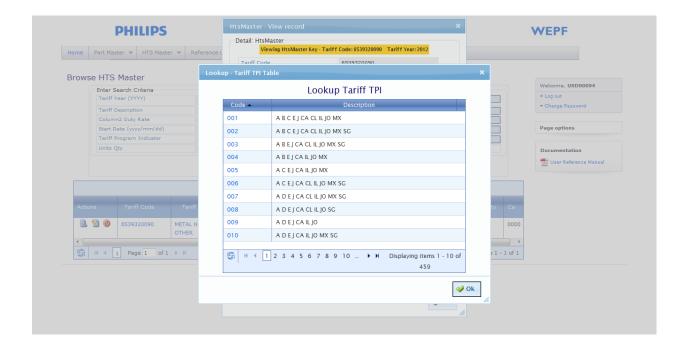


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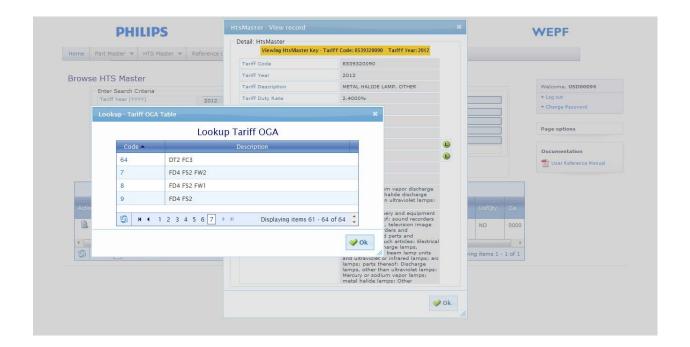








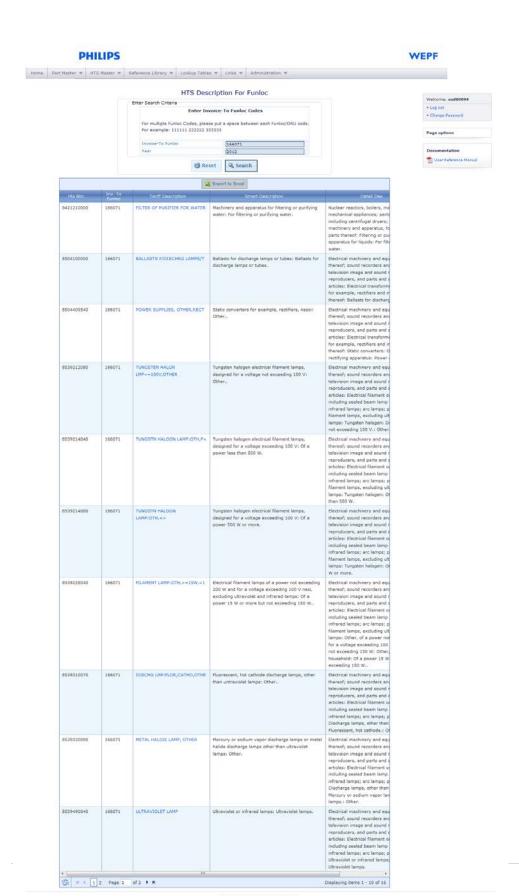




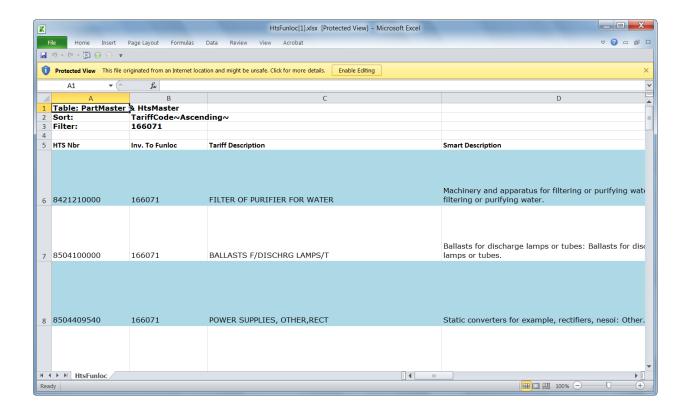




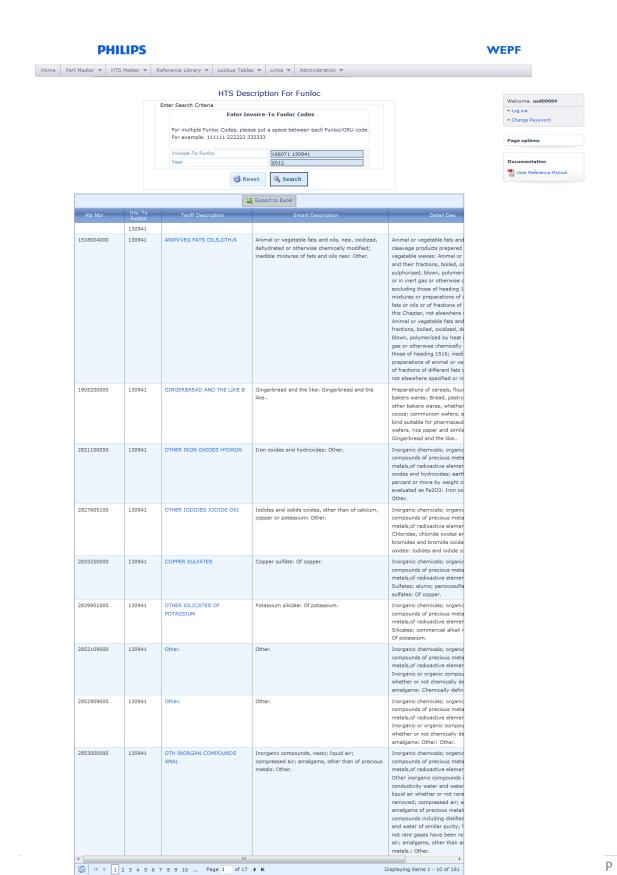








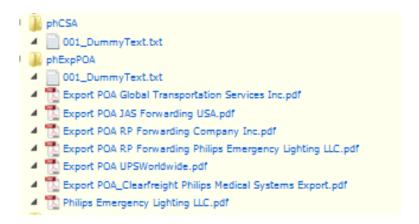
















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Home / Status Verification

C-TPAT, Status Verification

Partner Name: Philips Electronics North America Corporation

Doing Business As: Same

C-TPAT Account Number: 65861076

Business Type: Importer

Account Status: Certified, Exceeding

SCSS: John Riomao (john.riomao@dhs.gov)

Phone: 718-553-2745 X235

Office: NY

Primary Point of Contact: Katherine Terricciano (katie.terricciano@philips.com)

Phone: 978-659-2204

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EMAIL YOUR STATUS VERIFICATION TOKEN (SVI) TO OTHER PARTNERS

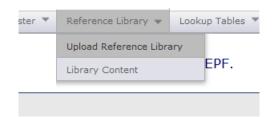
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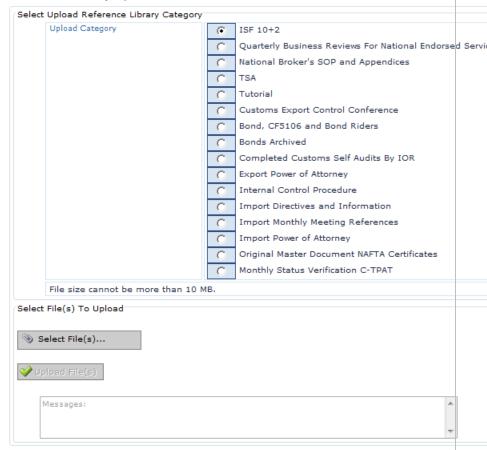
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| | 2/2/2010 10:57:22 AM | Elisangela.Nogueira@philips.com | | |
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| | 10/24/2008 10:18:54 AM | David.Kline@respironics.com | | |
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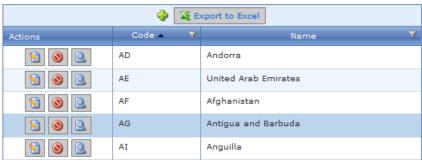
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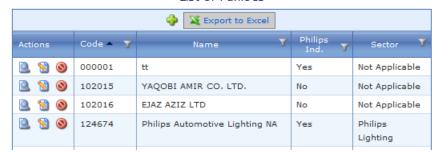


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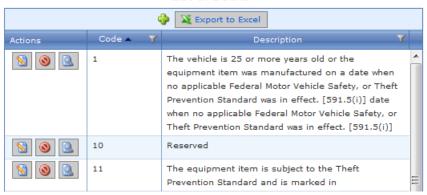




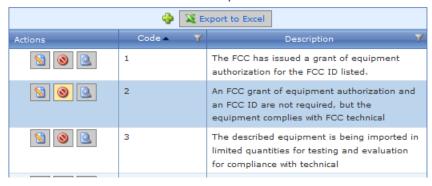
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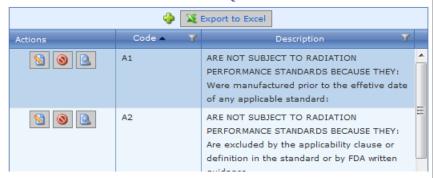




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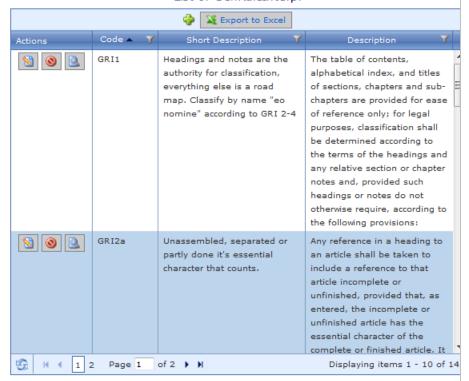


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List of TariffSection



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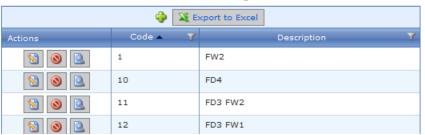




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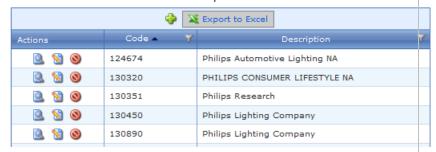
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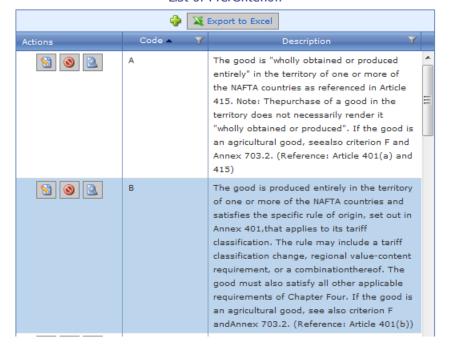


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List of PrefCriterion





List of Sector







THE WTO | WTO NEWS | TRADE TOPICS | RESOURCES | DOCUMENTS | COMMUNITY/FORUMS

français español
user quide | contact RTA section <u>home</u> > <u>trade topics</u> > <u>regional trade agreements</u> > RTA database

Home

Welcome to the Regional **Trade Agreements Information** System (RTA-IS)

This database contains information on only those agreements that have either been notified, or for which an early announcement has been made, to the WTO. For further information please consult the <u>user guide</u> and/or <u>contact RTA section</u>.

It allows you to retrieve information on RTAs notified to the GATT/WTO:

- By country/territory
- By criteria

You may also consult the:

- · List of all RTAs in force
- · List of early announcements
- Pre-defined reports and Summary Tables containing WTO Figures on RTAs

Users seeking more detailed information on tariff and trade data relating to RTAs may wish to consult the WTO's Tariff Analysis Online (TAO) at https://tariffanalysis.vto.org or the International Trade Centre's Market Access Map database: https://www.macmap.org



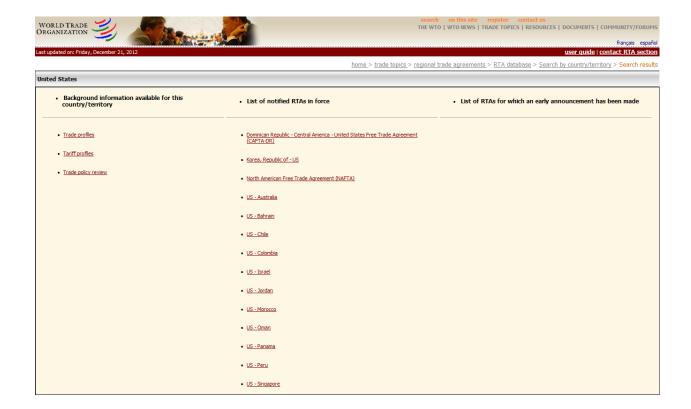


The World Trade Organization (WTO) deals with the global rules of trade between nations. Its main function is to ensure that trade flows as smoothly, predictably and freely as possible.

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| the KORUS FTA |
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| Final Text |
| Joint Committee Rules of Procedure |
| Model Rules of Procedure for Dispute Settlement |
| Tools to Help Utilize the U.S Korea FTA |
| Legal Texts reflecting December 3, 2010 Agreement |
| Korean-language Version of the U.SSouth Korea Trade Agreement |
| Exchange of Letters Establishing KORUS Working |

- · Annex 4-A: Specific Rules of Origin for Textile and Apparel Goods
- · Annex 4-B: Fibers, Yarns, and Fabrics Not Available in Commercial Quantities
- · Appendix 4-B-1: Fibers, Yarns, and Fabrics Not Available in Commercial Quantities
- Confirmation Letter (Fibers, Yarns, and Fabrics Not Available in Commercial Quantities)

5. Pharmaceuticals and Medical Devices

Confirmation Letter (Independent Review Body)

6. Rules of Origin and Origin Procedures

- · Annex 6-A: Specific Rules of Origin
- · Appendix 6-A-1: Correlation Table for Footwear
- · Annex 6-B: Exceptions to Article 6.6



CHAPTER SIX RULES OF ORIGIN AND ORIGIN PROCEDURES

Section A: Rules of Origin

ARTICLE 6.1: ORIGINATING GOODS¹

Except as otherwise provided in this Chapter, each Party shall provide that a good is originating where it is:

- (a) a good wholly obtained or produced entirely in the territory of one or both of the Parties;
- (b) produced entirely in the territory of one or both of the Parties and



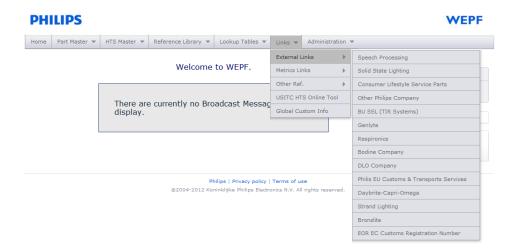
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A change to subheading 9022.12 from any other subheading; or

No change in tariff classification is required, provided that there is a regional value content of not less than:

- (a) 35 percent under the build-up method, or
- (b) 45 percent under the build-down method.

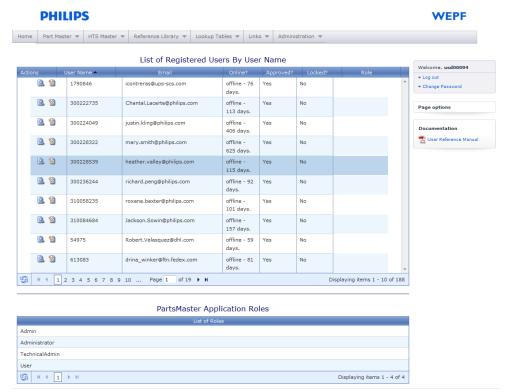












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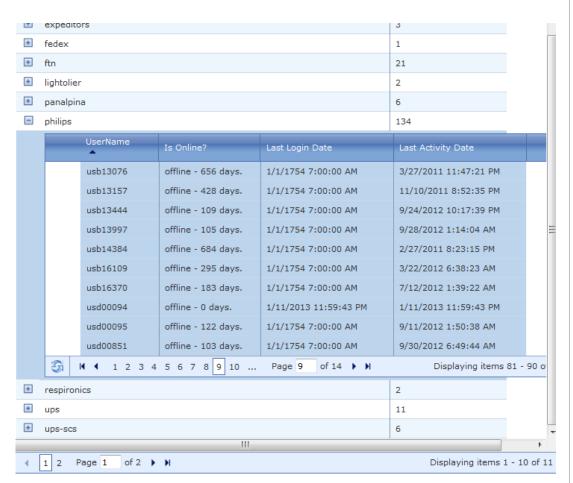
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| <u> </u> | 2013-01-13-10 | 2013-01-13 | 2013-02-13 | Welcome to the new and improved Web Enabled Parts File! Please access the User Manual to learn how this powerful tool can help you! | ^ | | | | |
| <u> </u> | 2012-12-21-9 | 2012-12-21 | 2012-12-31 | ~~Note to Philips: If you are looking for Philips C- TPAT SVI number you will always find in on the top of the Monthly Status Verification in the WEPF! This is a list of the C-TPAT status of endorsed service providers and carriers located in Reference Library under CTPAT SVI ALL CONFIRMED! | | | | | |
| <u>a</u> 8 8 | 2012-07-27-1 | 2012-07-27 | 2012-08-09 | ~~Note to Philips: If you are looking for Philips C- TPAT SVI number you will always find in on the top of the Monthly Status Verification in the WEPF! This is a list of the C-TPAT status of endorsed service providers and carriers located in Reference Library under CTPAT SVI ALL CONFIRMED! | | | | | |
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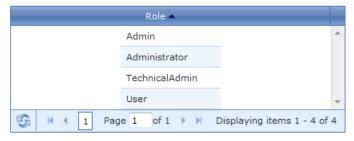
List of Registered Users By User Name

| Actio | ons | U | lser Name 🔺 | Email | Online? | Approved? | Locked? | Role | |
|-------|----------|-----|---------------|-----------------------------|------------------------|-----------|---------|------------------------|--------|
| | | 8 | 1790846 | icontreras@ups-scs.com | offline - 98 days. | Yes | No | | ^ |
| | <u>Q</u> | 8 | 300222735 | Chantal.Lacerte@philips.com | offline - 135 days. | Yes | No | | |
| | <u></u> | 8 | 300224049 | justin.kling@philips.com | offline - 429 days. | Yes | No | | |
| | <u></u> | 8 | 300228322 | mary.smith@philips.com | offline - 648 days. | Yes | No | | |
| | <u></u> | 8 | 300228539 | heather.valley@philips.com | offline - 138 days. | Yes | No | | |
| | <u></u> | 8 | 300236244 | richard.peng@philips.com | offline - 115 days. | Yes | No | | |
| | <u></u> | 8 | 310058235 | roxane.baxter@philips.com | offline - 123 days. | Yes | No | | |
| | <u></u> | 8 | 310084684 | Jackson.Sowin@philips.com | offline - 180 days. | Yes | No | | |
| | <u></u> | 8 | 54975 | Robert.Velasquez@dhl.com | offline - 82 days. | Yes | No | | |
| | | 8 | 613083 | drina_winker@ftn.fedex.com | offline - 103 days. | Yes | No | | + |
| G | H · | 1 2 | 3 4 5 6 7 8 9 | 10 Page 1 of 19 ▶ ▶ | | | D | isplaying items 1 - 10 | of 189 |





ListRoles

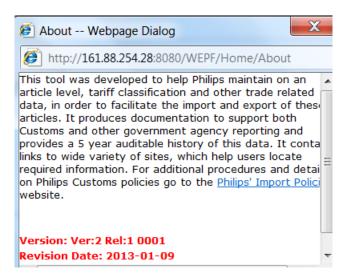




List Online Users

Number of Online Users = 1

| User Name 🔺 | Company | Is Online? | Last Login Date | Last Activity Date | |
|-------------|---------------|---------------|----------------------|---------------------------|---|
| usd00094 | philips | Yes | 1/13/2013 8:40:17 PM | 1/13/2013 8:40:17 PM | + |
| | ge 1 of 1 > > | | | Displaying items 1 - 1 of | 1 |





8.0 Administrators

Regular users have read only access to the information in the WEPF. A limited number of users are Administrators, with the ability to upload and delete parts to the WEPF as well as associated linked documents. The two additional items under the Part Master Tab support these functions.

Upload PartMaster Data and Upload Supportive Files



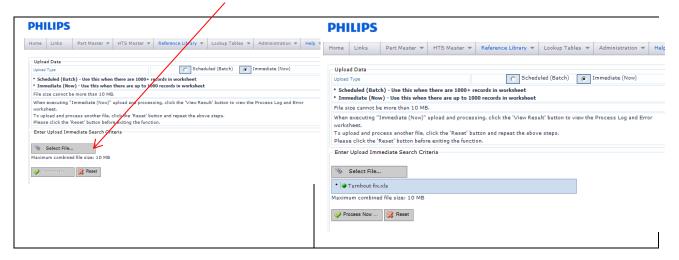
8.1 Uploading Parts

Review the completed template to identify missing or bad mandatory data. Review assigned HS Codes and return records for modifications, if necessary. There is an anomaly in *.xls files that may cause an error in the program code which edits for a valid Tariff number. If this occurs the file should be changed to an *.xlxs file for loading.





There are two options for uploading a file: Immediate (now) or Scheduled (batch). Files greater than 10MB should be batch loaded. Follow the instructions on the screen. Choose load option. Click Select file and chose your excel file for upload. You file name will appear below "Select File"/



When your selected file is successfully uploaded a green dot appears before the file name. If there is a problem a red dot will appear before the file name.

Select Process Now

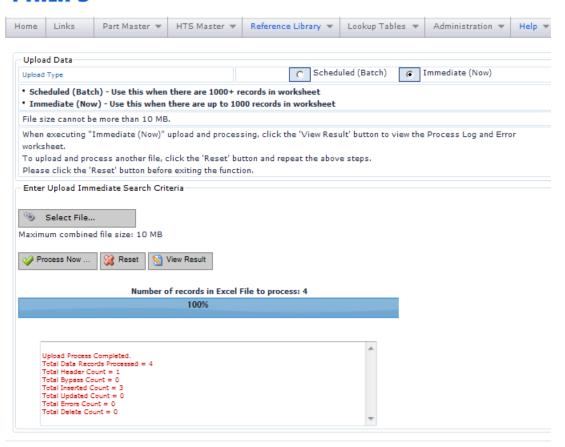
The result of the process will appear in the box. The header row counts as one record. Click View Results to see an output file with the results. Click reset before uploading another file.



112 | Page



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The Upload Partmaster Data pull down is visible only to administrators.

Only administrators will be able to upload Partmaster Data.

Therefore Customs Control Officers complete database templates and send them to the administrators for loading.

Instructions for database upload.

The efficient method for the Partmaster Data upload is via a completed Partmaster Data template.

Select the completed Partmaster Template.

The title of the file you have selected will appear below the Select File field.



Medical UV Lamps.xlsx 12/19/2012 12:17 ... Copy of WEPF Update - 12-19-2012.xls 12/19/2012 12:09 ... Dec 18 2012 SPI_CLE_with_liq.xls 12/18/2012 6:26 PM N Upload Data Scheduled (Batch) - Use this when there are 1000+ records in worksheet · Immediate (Now) - Use this when there are up to 1000 records in worksheet File size cannot be more than 10 MB. When executing "Immediate (Now)" upload and processing, click the 'View Result' button to view the Process Log and Error worksheet. To upload and process another file, click the 'Reset' button and repeat the above steps. Please click the 'Reset' button before exiting the function. Enter Upload Immediate Search Criteria Copy of WEPF Update - 12-19-2012.xls Process Now ...
Reset



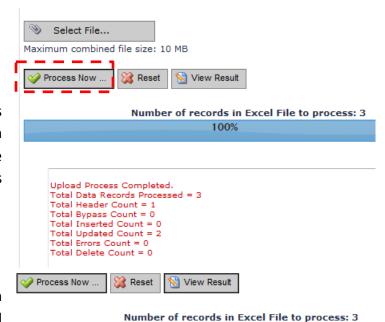
Click > Process Now.

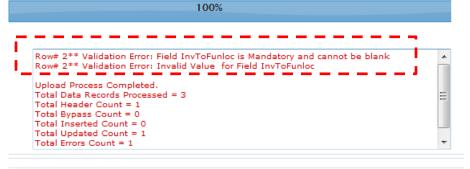
When the upload is successful you will see it in reported on the screen. Note the header always counts as one data record.

If you record has not been loaded the report will tell you the error.

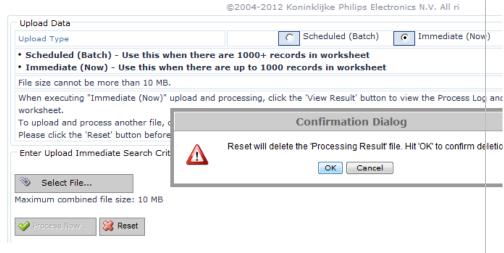
Fix the error and reload the data.

Click reset if you which to delete the Processing Result file.





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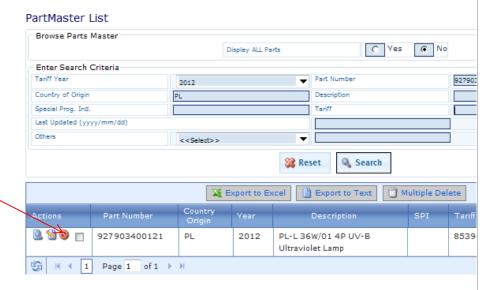
Errors in the uploaded WEPF files

Record Deletion

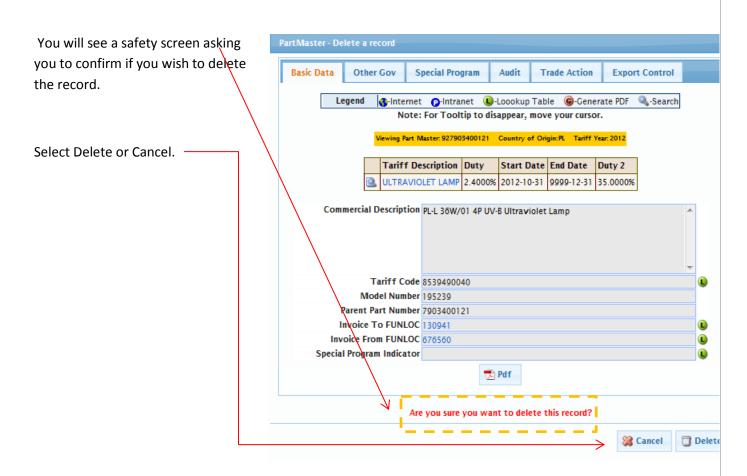
8.1 Single Record Deletion On line record deletion

Administrators can delete article(s) immediately online. Browse to access the record(s) by any available data element.

Delete one record at a time by clicking the delete icon.



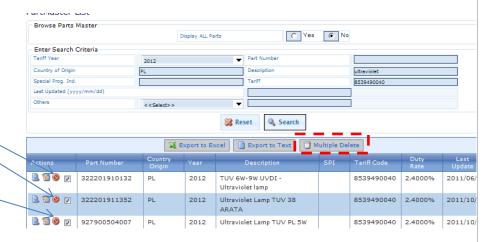




8.2 Multiple Record Deletions

You can also delete multiple records. Browse to select the records you wish to access. E.g. PL COO, Ultraviolet description and 8539490050 Tariff code.

Click the box to the left of records, you wish to delete> then select multiple delete.



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9.0 Modifictions