To All Shippers/Customers/Owners of Telephonics Defense

Items Located Outside the U.S.

Required Shipping Procedures

These instructions cover temporary imports into U.S. and returns of previously exported defense items into U.S.

When returning “defense hardware,” i.e., an item exported under U.S. export license or exception, to Telephonics, the following procedures must be observed to assure timely and proper handling and return of the defense item. **Failure to follow these procedures may result in rejection or return of the equipment without receipt, delays, seizures, fines or penalties assessed by the U.S. Government:**

**STEP 1** Notify Telephonics Shipping Dept. at least three (3) days in advance of placing shipment to the carrier either by fax or email, *with waybill and description*.

**Attention:** Anthony Gibaldi, Manager Logistics and Trade

Phone: (631) 470-8836

E-mail: gibaldia@telephonics.com

Send copy to: Ted Gapinski, Port Air Cargo Fax # 718 723-8219

Or obtain a Return Work Authorization (RWA)

Address all shipments to:

Telephonics Corporation

Notify: The Port Brokers

152-60 Rockaway Blvd.

Jamaica, NY 11434

Att.: Ted Gapinski

**STEP 2** A complete list and description of the defense article(s) being returned, including quantity and U.S. dollar value must be stated on the Commercial Invoice.

*Item Description*

*Part Number*

*Serial Number*

*Value of Equipment*

*Country of Origin*

*Reason for Import to the U.S. (Return of Repaired hardware or Return for Repair of U.S. hardware or other)*

**STEP 3** You must cite on shipping documents of defense items one of the following:

**“THIS SHIPMENT IS A RETURN OF GOODS UNDER U.S. DEPARTMENT OF STATE LICENSE NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”**

**OR**

**“THIS SHIPMENT IS BEING IMPORTED IN ACCORDANCE WITH AND UNDER THE AUTHORITY OF 22CFR123.4(A)(1). [Repair Exemption]**

**Note: Do not ship via FedEx, DHL or similar modes of transportation without specific consent of Telephonics.**

Shipment not properly marked may be rejected or subject you to fines, penalties or forfeitures under U.S. Customs laws or State Department Regulations.

Whenever an item imported is a permanent import into the U.S. of defense goods no special markings are required.

Any questions contact A. Gibaldi (631) 470-8836. Version 2, 2011

Return Merchandise Authorization (RMA) – Domestic

Prior to processing any unit(s) for return to Telephonics please complete the following request:

Today’s Date:

Customer Name:       Phone:

Company Name :

|  |  |  |
| --- | --- | --- |
| Is the returned item a Telephonics unit | Yes | No |
| Is there a PO or Contract No. | Yes | No |
| If yes, PO/Contract No. |  | |
| Telephonics Part No. |  | |
| Telephonics Serial No. |  | |
| Product Name/Identity |  | |
| Condition of Returned Item | Good  Fair  Poor | |
| Qty Returned |  | |
| Warehouse |  | |
| Tracking Information | Carrier:  Fedex  UPS  USPS  Other  If other, please specify: | |
|  | Tracking No.: | |

Return Merchandise Authorization (RMA) – International

Today’s Date:

Customer Name:       Phone:

Company Name :

| **Prior to processing any returned unit to Telephonics please complete the following:** | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Is the returned item a Telephonics unit | | | Yes | | | | | No | | | |
| Is there a PO or Contract No. | | | Yes | | | | | No | | | |
| If yes, PO/Contract No. | | |  | | | | | | | | |
| Telephonics Part No. | | |  | | | | | | | | |
| Telephonics Serial No. | | |  | | | | | | | | |
| Product Name/Identity | | |  | | | | | | | | |
| Condition of Returned Item | | | Good  Fair  Poor | | | | | | | | |
| Qty Returned | | |  | | | | | | | | |
| Warehouse | | |  | | | | | | | | |
| Tracking Information | | | Carrier:  Fedex  UPS  USPS  Other  If other, please specify:    Tracking No.: | | | | | | | | |
| Import Jurisdiction | | | ITAR  License  Commerce | | | | | | | | |
| If license is required, all licensing should be listed on the in-bound paperwork of all ITAR or licensable shipments. | | | | | | | | | | | |
| License information on the AWB label | Yes | | | No | | | Not Applicable | | | | |
| License information on the Commercial invoice | Yes | | | No | | | Not Applicable | | | | |
| For all ITAR or licensed shipments refer to, “To All Shippers /Customers/ Owners of Telephonics Defense Items Located Outside the U.S. Required Shipping Procedures” found at the beginning of this form. | | | | | | | | | | | |
| Type of Repair | | | | | | | | | | | |
| US Goods | | | | | | Yes | | | | | No |
| Repair | | | | | | Yes | | | | | No |
| Return | | | | | | Yes | | | | | No |
| Upgrade | | | | | | Yes | | | | | No |
| Warranty | | | | | | Yes | | | | | No |
| Non-Warranty | | | | | | Yes | | | | | No |
| INCOTERMS Applied/Provided | | | | | | | | | | | |
| Freight Account No. | |  | | | | | | | | | |
| Freight Forwarder | |  | | | | | | | | | |
| Telephonics Receiving Facility Address on In-bound Papaerwork | | | | | | Yes | | | | | No |
| If No, include address | |  | | | | | | | | | |
| Warranty | | | | | Yes | | | | | No | |
| Non-Warranty | | | | | Yes | | | | | No | |
| **Trade Compliance** | | | | | | | | | | | | |
| Country of Origin of the Unit | | |  | | | | | | | | | |
| U.S. Goods\* | | | | | | Return | | | | Repair | | |
| Schedule B for Unit Commodity Included in this Shipment | | | | | | Yes | | | | No | | |
| Unit Value (for customs purposes) in USD Currency | | | | | | $ | | | | | | |
| Point of Contact | | |  | | | | | | | | | |
| \* U.S. repairs and returns are duty-free under HTS 9801.00.1012, foreign goods may incur customs duty.  \*\* Consignee must always be listed as the appropriate Telephonics Corp facility address for receipt. | | | | | | | | | | | | |