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- I. **Corporate Policy** It is our company policy to ensure compliance with all US and MX Customs and other government agency regulations. This Import Standard Operating Procedure (SOP) is written in accordance with MX Customs regulatory requirements. Note, Allegion plc is the parent company of Schlage Lock Co., LLC and “Allegion” may be referenced periodically in this SOP.
- II. **Purpose** The purpose of this SOP is to explain to all parties, including suppliers and employees, the import compliance requirements for direct shipments to the Ensenada port. **These requirements are necessary to ensure compliance with Mexico Customs Regulations.**
- III. **Scope** This procedure applies to direct shipments to the Ensenada port meeting the following criteria:
- ocean shipments
 - shipments destined for Schlage de Mexico
 - materials (i.e., parts and components, screws and fasteners, plastic components, packaging, etc.).
- This procedure does not cover SOMI shipments. For SOMI shipments please follow the SOMI Import Standard Operating Procedure (SOP) for direct shipments to the Ensenada port.
- This procedure does not apply to finished goods, such as door locks, as special legal requirements are applicable to locks sent to Mexico. Finished Locks should not be included in a Direct Shipments to the Port of Ensenada program.
- NO wood pallets may be shipped separately (meaning pallets shipped in bulk without any goods) to Mexico due to strict health & agricultural regulations in Mexico. Failure to comply with this rule, will result in an inability to clear customs at the Mexico ports.
- IV. **Freight Forwarders** Allegion has designated freight forwarders. **In all cases, the designated Freight Forwarder must be used for Allegion shipments.**
- For vessel shipments to Ensenada our designated freight forwarder is **Kuehne + Nagel (KN)**. Freight forwarders will be booking on behalf of Allegion on GSA-endorsed steamship lines. Please refer to [Exhibit 2](#) for contact information by country/city.
- Please refer to the **At-A-Glance Shipping Instructions** for preferred Freight Forwarders. Use of Freight Forwarders **NOT DESIGNATED** in this SOP will result in delays and increased costs (which may be charged back to the Supplier.)
- V. **Supplier Compliance “Checklist”** Prior to approving new suppliers for participation for direct shipments to the Ensenada port program, **the Schlage Commodity Manager** must ensure the Supplier has met all of the mandatory requirements for participation in the

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program, as demonstrated by completion of the **“SUPPLIER COMPLIANCE CHECKLIST”**. The checklist is shown in [Exhibit 3](#).

The **Allegion Commodity Manager** must coordinate with the supplier, logistics and the trade compliance group to complete the ‘Checklist’. Once completed and signed-off, a supplier can be introduced to the direct shipments to the Ensenada port program.

MANDATORY REQUIREMENTS FOR DIRECT SHIPMENTS TO THE PORT OF ENSENADA:

VI. Documentation


The **“SUPPLIER COMPLIANCE CHECKLIST”** must be completed before a supplier can be introduced into the Direct shipments to the port of Ensenada program. The Schlage Commodity Manager must ensure this ‘checklist’ is completed fully and timely. The Supplier Compliance Checklist is contained herein as [Exhibit 3](#).

The Supplier Compliance Checklist will ensure all customs requirements are satisfied to avoid shipments arriving at Port of Ensenada with incorrect documentation. The Schlage Commodity Manager is responsible for ensuring the “Supplier Compliance Checklist” is completed and signed by all named parties before the first shipment.

REQUIREMENTS IN ADVANCE OF 1st SHIPMENT TO ENSENADA FOR EACH STEAMSHIP LINE

1. MX Trucking Company will acquire an insurance policy that covers the security deposit for the container retrieval at the Ensenada port.
 - **MX Carrier Note:** only MX Trucking companies that are pre-approved by Allegion Trade Compliance can be engaged to transport cargo for Schlage de Mexico due to MX legal requirements. Before a new MX Trucking company (MX carrier) is approved, Trade Compliance must perform a due diligence (supply chain security) review. If the MX trucking company is approved, then Trade Compliance must be register the carrier under Schlage’s IMMEX program.

2. MX Trucking Company will name the forwarding agent as beneficiary of the insurance policy for container retrieval in the Ensenada port. Completed and signed copies of the insurance policy documents must be sent to the forwarder.,sAlso share this document with the Schlage Commodity Manager and Schlage Logistics Manager. **Failure to obtain the insurance policy for container retrieval in the Ensenada port will result in a NO SHIP Policy.**

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3. Annual revision of this policy must be done by Schlage Logistics Manager.

Documentation Requirements:

Supplier must provide correct and complete documentation for MX customs clearance purposes. The following documents are required at time of entry into Mexico:


1. Commercial Invoice – See requirements on [Exhibit 4](#)
2. Packing List – A separate Packing Slip is required for each Allegion business unit and Location.
 - Examples of business units:
 - Schlage Ensenada
 - Schlage El Sauzal
 - Schlage Tecate
 - Schlage Tijuana
3. Bill of Lading
 - i. **NOTE: SOMI and NON-SOMI shipments CANNOT BE COMBINED onto the same House Bill of Lading. SOMI Suppliers must ensure the Freight Forwarder creates a SEPARATE House Bill of Lading for the SOMI shipments.**
4. Advanced Shipping Notice (ASN) – *required at time of shipment*
5. C-TPAT Container Inspection Checklist– see [Exhibit 1](#)

EVERY document must have a statement that CLEARLY references the Allegion business unit in Mexico. For example:

Schlage ENS
Schlage SAU
Schlage TEC
Schlage TIJ

a. Information Required on Documentation:

- 1. Consignee and Deliver To:**
The Consignee and the Deliver To party will be **Schlage de Mexico, S.A. de C.V.** (please also reference the **Business Unit**, as mentioned above). Please also refer to the “Port Ensenada Imports At-A-Glance” shipping instructions.
- 2. Terms:**
The terms for all shipments must be agreed before the first shipment to the Schlage plants. The Bill of Lading must be clearly marked “COLLECT”. Refer to section IX of this procedure for Bill To Party and Freight Plan information.
- 3. Notify Party:**
The NOTIFY PARTY on all shipping documents must reference the appropriate freight forwarder contact and the MX Customs

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Broker (Agencia Aduanal Jorge Diaz S.C.). Please refer to the “Port Ensenada Imports At-A-Glance”.

Send a copy of the express bill of lading and ASN to Allegion Trade Compliance team to track shipments. Send to laurapaulina.luna@allegion.com, tomas.hernandez@allegion.com monica.cobian@allegion.com

VII. CTPAT & AEO programs

As part of US CTPAT program (Customs-Trade Partnership Against Terrorism) and the MX AEO program (Authorized Economic Operator from SAFE program in Mexico) our foreign suppliers are required to:

- (A) Conduct and document container inspections and
- (B) Apply high security seals to containers.

Container integrity is critical to protect against the introduction into Mexico of unauthorized material and/or persons. All suppliers must comply with C-TPAT and AEO requirements A and B listed immediately below:


A. Conduct a 9-point Container Inspection prior to loading cargo, as well as:

- check the reliability of the locking mechanisms of the container doors,
- document the inspection (using the “Container Inspection Checklist” (attached to this document as Exhibit 1), and
- assign documentation accountability (someone from your company must be assigned the responsibility for container inspections).

NOTE: Container integrity is critical to protect against the introduction into the US of unauthorized material, persons or agricultural pests.

The required 9-point container inspection process covers:

1. Container cleanliness (not filthy; no weeds, seeds or pests)
2. Pallet cleanliness (not filthy; no weeds, seeds or pests)
3. Underside of Trailer
4. Left Wall
5. Right Wall
6. Front Wall
7. Floor
8. Ceiling
9. Inside and Outside Door / Hinges (i.e. Ensure Locking mechanisms are secure)

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Container Inspection Checklist

- Please complete the Container Inspection Checklist (attached to this SOP as Exhibit 1). Suppliers must complete sections I, II, and III for our shipments bound for Mexico and include the completed form with the paperwork sent with the container.

B. Apply a high security Seal to all shipping containers bound for Mexico

It is a mandatory that all containers bound Mexico be secured with a high security SEAL which meets the ISO/PAS 17712 standards.

Seal requirements: All seals must meet or exceed the current PAS ISO 17712 standards for high security seals. A new 18MM MINIMUM WIDTH DIAMETER for bolt seals is required.


1. Requires seals meet or exceed certain standards for strength and durability to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage.
2. Requires each seal be clearly and legibly marked with a unique identification number.
3. Unused seals must be stored in a secure place and controlled.
4. Less than container loads must use a secured padlock or similar locking device. Only a limited number of individuals should have access to open this padlock. Once freight is consolidated for shipment to Mexico, the containers must be sealed with a high security seal.

For additional information/specifications related to the seal requirement, or for any questions on C-TPAT, please contact the Trade Compliance group.

VIII. Wood Packing Materials:

Suppliers must ensure all Wood Packing Materials (WPM) comply with Mexico and international phytosanitary standards as follows:

1. All WPM must be properly marked to indicate it has been either heat treated or treated with methyl bromide,
2. All WPM must contain the internationally recognized IPPC mark which certifies treatment.
3. Visual inspections of WPM are required to ensure all WPM is free of free of timber pest.
4. Pallets must be free of weeds and seeds, and should not be stored outside.

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Wood Packaging Material (WPM) is defined as wood or wood products (excluding paper products, such as corrugated paper cartons) used in supporting, protecting or carrying a commodity. Wooden packaging materials include:

- pallets,
- crates,
- boxes,
- packing blocks,
- drums,
- cases,
- skids, and
- pieces of wood used to support or brace cargo.

No wood pallets may be shipped separately to Mexico (pallets shipped in bulk, without any goods) due to strict health & agricultural regulations in Mexico. Failure to comply with this rule, will result in an inability to clear customs at the Mexico ports

IX. Freight Payment Supplier must ensure the “Bill To” portion of the Bill of Lading reflects Trax Group Inc., our Third-Party Payment Provider, and the appropriate address below:

Trax Group Inc. c/o Allegion
7047 E. Greenway Pkwy.
250
Scottsdale, AZ 85254 USA

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X. Packaging Marking Requirements:

All packages must be clearly and visibly marked with their **Country of Origin**.

Supplier must comply with Allegion policy MATL_SOP_0013, entitled "Inbound Packaging Specification", when shipping cargo to Schlage de MX. Specifically, as set forth in provision 7.5 all master carton packages must have labels with the information shown in bullet points below:

Important! The part number included on the label must reflect the SCHLAGE PART NUMBER.

- Supplier Name
- Purchase order number, purchase order line, purchase order release (bar coded)
- Quantity (bar coded)
- Part number or Item number (bar coded)
- Part revision
- Item description (or drawing number)
- Lot number or manufacturing date
- Drawing Revision
- UPC barcode (if applicable) (bar coded)
- Quantity per box (bar coded)
- Master Carton weight


XI. Responsibilities: 1. Schlage Commodity Manager

The Schlage Commodity Manager has primary responsibility for ensuring the "**Supplier Compliance Checklist**" is completed **PRIOR to introducing a new supplier into the Direct shipments to the port of Ensenada program.**

It is critical for the Schlage Commodity Manager to ensure the requirements of this procedure are met by the supplier to avoid the following:

- Delays in customs processing due to the invoice not showing Schlage de Mexico as the consignee or sold to party.
- Delays in customs processing due to the supplier combining SOMI and non-SOMI shipments on the same House Bill of Lading.
- High cost to Allegion for goods sent to storage for inability to clear customs.
- High cost to Allegion for paying pedimento entry.
- High cost to Allegion of lost productivity for all parties involved in resolving customs delays.

The Allegion Commodity Manager liaisons between the supplier and freight forwarder to ensure all requirements are satisfied.

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2. Supplier

Ensures all requirements of this procedure are satisfied **prior to the first shipment engaging in Direct shipments to the port of Ensenada program**, including the following:

- Proves Invoice Compliance with Allegion Customs team.
- Ensures that SOMI and non-SOMI shipments are NOT combined on the same House Bill of Lading.
- Ensures all documentation and packaging requirements are met for EACH shipment, as set forth in this procedure.

3. Freight Forwarder

- Find the best rates and options to ship the goods.
- Serve as liaison between ocean freightliner and Schlage de Mexico.
- Responsible for liaison with logistics and compliance team.

4. Trucking Company

- Must be AEO approved as well as Allegion validated and registered.
- Bond for container retrieval in the Ensenada port.
- Run a checklist of container condition before retrieval from the port.
- Safe return of the container back to the port.

5. Allegion Trade Compliance Team

- Reviews following documents to ensure Supplier Compliance: Invoice Template, Origin Certification, Support HTS Classification requests.
- Responsible for importation into MX.
- Responsible for authorizing any new MX carriers.

6. Allegion Accounts Payable / Inventory Managers


Allegion Accounts Payable must ensure all invoices and the related sub-inventory records are saved for 5 years to prove the payments involved goods in the program.

XII. Procedure: These are the requirements that must be met.

1. At Set-up

A. Commodity Manager

- Registration of New Parts in MX Customs System (Complete Southbound forms in coordination with Buyer)

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- Agreements w/Contract Number filed
- Agreement with ocean freightliner for container retrieval in the Ensenada port on file
- Follow supplier Check list

B. Supplier

- Fill out and send responsibility template to freight forwarder
- Fill out commercial Invoice Compliance Proof
- Declare Value of Goods to Schlage de Mexico
- Provide supplier Tax ID to Schlage de Mexico

C. Global Logistics

- Ensure TRAX Set-up for freight forwarder charges

2. At Time of Shipment

A. Supplier

- Ensure C-TPAT & AEO compliance (container inspection checklist & high security seal – [Exhibit 1](#))
- Comply with Wood Packing Materials
- Fill out and attach Packing Slip
- Fill out and attach Commercial Invoice (English)
- Bill of Lading, Consignee shown as: Schlage de Mexico
- Follow Freight Plans (2) in BOL
- advise "Notify Party" of Shipment (distribute ASNs)

B. Allegion Trade Compliance Team

- Create invoice for Importation to Mexico (Spanish)
- File import declaration (Pedimento)
- Validate, approve and register any prospective MX trucking companies. Perform the due diligence reviews. Train carrier on requirements.

C. Trucking Company

- Agreement with ocean freightliner for container retrieval in the Ensenada port on file

3. Daily Operations

A. Allegion Planner/Buyer

- Ensure receipt in Allegion system


B. Allegion Accounts Payable

- Pay Supplier
- Ensure Payables System reflects invoices

4. Ensenada Port Arrival

A. General process flow


- Freight forwarder notifies arrival notice to Schlage de Mexico and MX Broker.

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- MX Broker receives documents (Bill of lading, invoice, packing list, etc) and confirms arrival with freight forwarder.
- Allegion compliance team thru MX Broker solicits to the Ensenada Port “Previo” Inspection 24 hours prior to container release.
- Allegion compliance team creates invoice for customs purposes and sends to the MX Broker for Import Declaration (Pedimento Document)
- MX Broker requests release ticket from the Port.
- MX Trucking Company enters the Ensenada port and conduct an inspection of the container.
- MX Broker presents to Customs authorities the Import Declaration (Pedimento Document).
If inspection by authorities is needed, MX Broker will work with the Ensenada port to facilitate the inspection.
- MX Trucking Company takes goods to Schlage de Mexico facility.
- Schlage de Mexico receives the Materials into their Inventory System.

**XIII. Ocean
Container
Booking
Requirements**

Once replenishment orders are filled and ready for shipment, suppliers will communicate container booking information and requirements to the local office of Allegion’s designated freight forwarder. Freight forwarder contacts can be found in [Exhibit 2](#). Once received, freight forwarder will book ocean container cargo with Allegion’s designated Ocean Container Carrier.

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XIV. Contacts

TRADE COMPLIANCE	Kelly Guzman, Trade Compliance Director Kelly.Guzman@allegion.com	(619) 778-4137
	Milton Rangel MX Trade Compliance Manager Milton.rangel@allegion.com	011 52 (665) 845 2246
	Monica Cobian, MX Compliance Supervisor Monica.Cobian@allegion.com	011 52 (665) 103 6188
GLOBAL LOGISTICS	Cecilia Pina, Baja Logistics Supervisor Cecilia.Pina@allegion.com	011 52 (646) 182 3281
	Erica McBride-Rapp Logistics Manager Erica.McBride-Rapp@allegion.com	(317) 219-9652
	Patrick Bowman, Logistics and Distribution Manager Patrick.Bowman@allegion.com	(317) 617-4068
	Doug Pasquale Director, Logistics and Distribution Doug.Pasquale@allegion.com	(317) 420-6300


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Exhibit 1

C-TPAT Container Inspection Checklist

This example shown below is for illustration purposes only; please use the version attached (imbedded file) or the version available on the Allegion Supplier Portal.



2021 CTPAT
 Container Inspection



[Container/Trailer Inspection Checklist](#)

Instructions to Supplier

Please **complete Sections I, II and III** of this form. Attach completed form with the shipment documentation accompanying the container. Also, please include a copy on the inside door of the container.

Section I. Shipment Information

Date:	Supplier Name:
Carrier Name:	Container Number:
Seal Number:	Container Inspector's Name:

Section II. 9-Point Container Inspection

Note: Containers must be secure, and not contain any of the following:

- Secret compartments in walls, floors, ceiling, etc.
- Un-manifested goods, packages, etc.
- Signs of tampering (fresh paint, peculiar marks, etc.)

Check Box after Exam:

Check ✓	Category	Note any damage or problems with container
	1. Container cleanliness (not filthy; no pests, weeds or seeds)	
	2. Pallet cleanliness (not filthy; no pests, weeds or seeds)	
	3. Underside of Trailer	
	4. Left Wall for concealed walls or hidden articles	
	5. Right Wall for concealed/false walls or hidden articles	
	6. Front Wall for concealed/false walls or hidden articles	
	7. Floor for hidden articles or false floor	
	8. Ceiling	
	9. Inside and Outside Door / Hinges (i.e. Ensure Locking mechanisms are secure)	

Section III. Supplier's Container Inspector's Signature: _____

Section IV. For Completion by Allegion Receiving

Receiving Date:	Seal Number:
Receiving Location:	Receiving Person's Name:

1. Does Seal Number match seal shown in Section 1? Yes No (report "no" answers to Mgmt)
2. Does Container show signs of tampering / anomalies? Yes No (report "yes" answers to Mgmt)
3. Receiving Inspector's Signature _____

Instructions to Receiving: Please Save this form for 1 year in a file for C-TPAT audit purposes


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Exhibit 2

Freight Forwarder Contacts:

A. OCEAN VESSEL: KUEHNE+ NAGEL (KN)

Jiangmen

Jiangmen Branch Office
20-21/F Center Plaza North Tower

<ul style="list-style-type: none"> Carol Yi – FCL & LCL 	
PH: 0086-20-2238-6944	carol.yi@kuehne-nagel.com

Ningbo

Ningbo Branch Office
6F(south) Howard Johnson Office, Building 230,
Liuting Street, Ningbo

<ul style="list-style-type: none"> Vivienne Qin – FCL + LCL 	
PH: 0086-574-2790 9702	vivienne.qin@kuehne-nagel.com

Shanghai


Shanghai Branch Office
Life Hub at Daning
Office Tower Block 1, 11-16F
1868 Gong He Xin Road
Zhabei District
200072, Shanghai

<ul style="list-style-type: none"> Anson Wang - FCL 	
PH:0086-21-2602 8083	Anson.Wang@kuehne-nagel.com

<ul style="list-style-type: none"> Phoenix Wu - LCL 	
PH: 0086-21-2602 8085	phoenix.wu@kuehne-nagel.com

Shenzhen

Shenzhen Branch Office
Unit A/B/D/D, 28/F Block A World Finance Center
4003 ShenNan Dong Road Shenzhen 518001

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<ul style="list-style-type: none"> Chaya Luo - LCL 	
PH: 0086-755-8269 2429	chaya.luo@kuehne-nagel.com

Hong Kong + Yantian
Hong Kong Branch Office
 Kuehne + Nagel, Inc.
 32/F Manhattan Place
 23 Want Tai Road
 Kowloon, Hong Kong

<ul style="list-style-type: none"> Charlie Kok - FCL 	
PH:0085-2-2866 5260	Charlie.kok@kuehne-nagel.com


<ul style="list-style-type: none"> Jojo Wong - LCL 	
PH:00852-2823 7199	jojo.wong@kuehne-nagel.com

Kaohsiung
Kaohsiung Branch Office
 Kuehne + Nagel, Inc.
 A-2 6th Floor
 8 Min Chuan 2nd Road
 806 Kaohsiung – Taiwan (R.O.C.)

<ul style="list-style-type: none"> Diane Tsao – FCL + LCL 	
PH: 00886-7-3391085 ext. 122	Diane.Tsao@kuehne-nagel.com

Taipei + Keelung
Taipei Branch Office
 Kuehne + Nagel, Inc.
 10F, No.246, Sec. 1, Neihu Rd, Neihu Dist,
 Taipei City, 114661 – Taiwan (R.O.C)

<ul style="list-style-type: none"> Ashlee Su – FCL + LCL 	
PH: 00886-2-2544 5150	ashlee.su@kuehne-nagel.com

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INDIA

Delhi Branch Office
 70, Udyog Vihar Phase IV
 Gurgaon, India 122017

<ul style="list-style-type: none"> Siddhartha Chaudhury - FCL 	
PH: 0091-124-459 5838	Siddhartha.chaudhury@kuehne-nagel.com
<ul style="list-style-type: none"> Pardeep Saini - LCL 	
PH: 0091-124-459-5959	pardeep.saini@kuehne-nagel.com


301-302, Buliding 637
Opp. Sears Tower & CII Building
Near Panchwati Cross Roads
Gulbai Tekra Road
Ellisbridge, Ahmedabad 380006

<ul style="list-style-type: none"> Biju Nair - LCL 	
PH: 0091-79-4024-6428 Mobile: 0091-99 2575 7778	biju.nair@kuehne-nagel.com

Tijuana

Tijuana Branch Office
 Paseo de los Heroes SN, Esquina
 Diego Rivera, Plaza Lincoln Int 209, Zona Rio
 Tijuana, B.C. MX 22010

General Contact: info.tijuana@kuehne-nagel.com	
Elsa Escalante / Ocean Freight Supervisor	
	Esla.Escalante@kuehne-nagel.com
Diego Navarro / FCL Coordinator	
	Diego.Navarro@kuehne-nagel.com
Victor Rochin / LCL Coordinator	
	External.Victor.Rochin@kuehne-nagel.com

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Minneapolis

Minneapolis Brand Office
 1675 Meadow View Road
 Suite 100
 Eagan, MN 55122

<ul style="list-style-type: none"> Andrea Birkeland – Operational Account Manager 	
PH: 001-651-234-4266	andrea.birkeland@kuehne-nagel.com
<ul style="list-style-type: none"> Stephanie Klinckman – Ocean Freight Import Manager 	
PH: 001-651-234-4208	Stephanie.Klinckman@kuehne-nagel.com
<ul style="list-style-type: none"> Paige Peraino – Ocean Freight Import Supervisor / LCL 	
PH: 001-651-369-1241	paige.peraino@kuehne-nagel.com
<ul style="list-style-type: none"> Kyle Lock – Ocean Freight Import Operator FCL 	
PH: 001-651-234-4251	Kyle.Lock@kuehne-nagel.com

allegion.support@kuehne-nagel.com

Escalation Purposes only. Contact regional contacts above for booking and tracking requests.


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Exhibit 3

Supplier Compliance Checklist

Prior to approving new suppliers for participation in the Direct shipments to the Ensenada port program, the COMMODITY MANAGER must ensure all mandatory requirements are satisfied by obtaining sign-off on the **“SUPPLIER COMPLIANCE CHECKLIST”**. The Schlage Commodity Manager must fill out the following fields:


- Supplier Name: _____
- Supplier Contact Name: _____
- Supplier Contact E-mail: _____
- Allegion Business Unit: _____
- Schlage Commodity Manager: _____
- Schlage Commodity Manager E-mail: _____

For each type of transaction below (as applicable), Schlage Commodity Managers and Suppliers must ensure all of the requirements listed below are implemented, understood and completed **before any Direct shipments to the Ensenada port are initiated.**

Requirements for Shipment to Port of Ensenada							
Process:	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up
Originator :	CM	CM	Freight Forwarder	Supplier	Supplier	Supplier	Supplier
Document or Procedure:	Agreements w/Contract Number	Letter of Notification of intent	Agreement with ocean freightliner for container retrieval in Ensenada port	Responsibility Template (send to Freight Forwarder)	Commercial Invoice Compliance Proof	Declare Value of Goods	Ensure Supplier Contract Executed
Imports into Mexico via Ensenada port	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Check if completed</i>							
Continuation							
Process:	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up		
Originator :	Supplier	Trade Compliance	Logistics	CM	Buyer/CM		
Document or Procedure:	Obtain Supplier Tax ID	Confirm HTS of Parts with Trade Compliance	TRAX Setup for Freight Forwarder charges	Supplier Checklist	Registration of New Parts in MX Customs System (Complete Southbound forms)		
Imports into Mexico via Ensenada port	Yes	Yes	Yes	Yes	Yes		
<i>Check if completed</i>							

REMINDERS:

- o **Evidence of Invoice Compliance** – Before the first shipment, the Supplier shall submit one sample invoice to Trade Compliance and Commodity Manager to demonstrate a full

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understanding of invoice requirements. Once submitted, the Supplier will be notified once the samples approved r. See sample invoice herein as Exhibit 5.

- o Agreement must be signed by Supplier and Commodity Manager.

Supplier Compliance Checklist (continued)

APPROVALS confirming Supplier Set-up requirements are met:

1. To Be Signed By Supplier:

< Supplier Name >

<Signature Date>

< Supplier Signature >

2. To Be Signed By Allegion Compliance Team Representative:

<Allegion Trade Compliance Name >

<Signature Date>

<Allegion Trade Compliance Signature >

3. To Be Signed By Schlage Commodity Manager Representative:

<Schlage Commodity Manager Name >

<Signature Date>

<Schlage Commodity Manager Signature >

4. To Be Signed By Allegion Logistics and Transportation Manager:

<Allegion Logistics and Transportation Name >

<Signature Date>

<Allegion Logistics and Transportation Manager Signature >


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Exhibit 4

Invoice Template – Shipment to MX Facility - EXAMPLE

INVOICE SAMPLE - FOR SHIPMENTS to MX FACILITIES

Page (s)

SUPPLIER'S LETTERHEAD
 Address of Supplier
 Supplier contact person

NOTE to SUPPLIER:
 These invoice requirements apply shipments from NON-NAFTA countries, including Asia, Australia and Europe, destined for MX facilities. **ALL items in red font are mandatory and must be carefully followed.**

Invoice #	Invoice Date	Exchange rate	Export Date:	Port of Export:	Port of Entry/Import:
Currency	Packing list #	Payment Terms:	Purchase Order #: PO# _____	Blanket Order Line Item	
Consignee Schlage de Mexico, S.A. de C.V. Carretera Transpeninsular KM 115 4580 Int. 3 Col. Carlos Pacheco C.P. 22890 Ensenada, B.C. Mexico	Deliver To Schlage de Mexico, S.A. de C.V. Carretera Transpeninsular KM 115 4580 Int. 3 Col. Carlos Pacheco C.P. 22890 Ensenada, B.C. Mexico	Notify Party Jaime Ulises Rolon Alcazar Kuehne + Nagel, S.A. de C.V. Blvd. Agua Caliente No. 4558-406 Col. Aviación Tijuana B.C. 22420 phone: +52 (664) 972-9472 & 70 fax:	Invoice Comments *** Schlage de Mexico Ensenada Facility ***		
Carrier	Container #	TERMS of Sale: Agreement before the first shipment			
Shipment Reference number:		Mode	Freight Collect	T&E/ Inbond: NO	

QTY	PART #	DESCRIPTION	CLASSIFICATION	Weight (kgs)	Origin	unit price	Total Cost
20	043156886425	Item Number AUTOMATIC DOOR CLOSERS	8302.60.3000	2	CN	5.00	\$ 100.00
15	043156781959	Item NUMBER PARTS OF AUTOMATIC DOOR CLOSERS	8302.60.9000	4	MX	10.00	\$ 150.00
Total Weight				6			

Signature


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Exhibit 5

Receiving Discrepancy Report

Instructions to Planner/Buyer: Please complete Sections I below. Forward the completed checklist to Allegion US Trade Compliance for any quantity discrepancies.

Please note: This report should be sent to the Allegion team within **2 days** of receiving the merchandise so that they may modify the US Customs Entry timely.

Section I.

Date

Entry Number (if Known)

Invoice Number and Invoice Date

Supplier Name

Container #

Bill of Lading Number and House Bill of Lading Number

Oracle Part # or Part # (where Oracle is not used)

Quantity Declared

Quantity Received

Full Value that will be paid for the invoice

Planner/Buyer Name

Name of Person who detected the issue: