First Solar Importer Security Filing (ISF) Instructions

U.S. Customs requires an Importer Security Filing (ISF) submitted for each ocean shipment a minimum of 24 hours before the cargo is loaded onto a vessel destined for the United States. For more information on the U.S. Customer requirements or the Importer Security Filing, please visit the U.S. Department of Homeland Security Website http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/.

In order for an ISF to be filed, First Solar requires suppliers to follow the ISF instructions below. Supplier-noncompliance with First Solar ISF requirements may result in shipment delays, storage, Customs penalties, or other costs. ***All such supplier noncompliance costs are the responsibility of the supplier***.

The First Solar ISF template is to be used for ocean shipments to First Solar and affiliated companies in the U.S. All references to First Solar in this document also apply to the following.

- First Solar, Inc.
- Malaysia Manufacturing Sdn. Bhd.
- First Solar Manufacturing GmbH
- First Solar Development, Inc.
- First Solar Development (Canada), Inc.
- First Solar Electric, LLC

1. When a First Solar-designated Freight Forwarder will be used

Follow these instructions at the time of booking:*

Step	Action
1	Complete sections 2 through 10 of the First Solar ISF template
2	Rename the First Solar ISF template as "[Supplier Name] [Booking Date]" (EXAMPLE: Company ABC 10-26-09.xls)
3	Email the completed IFS form with the commercial documents to the to the appropriate **Designated Freight Forwarder** listed in this document
4	The Designated Freight Forwarder will complete section 1 and send the documents to the **Designated Customs Broker** at least 3 business days before the cargo is loaded on the vessel**
5	The Designated Customs Broker will review the ISF form and commercial documents and file the ISF

2. When a First Solar-designated Freight Forwarder will NOT be used

Follow these instructions at the time of booking:*

Step	Action
1	Complete all 10 sections of the ISF template
2	Rename the First Solar ISF template as "[Supplier Name] [Booking Date]" (EXAMPLE: Company ABC 10-26-09.xls
3	E-mail the completed IFS form with the commercial documents to the **Designated Customs Broker** at least 3 business days before the cargo is loaded on the vessel**
4	The Designated Freight Forwarder will complete section 1 and send the documents to the **Designated Customs Broker** at least 3 business days before the cargo is loaded on the vessel**
5	The Designated Customs Broker will review the ISF form and commercial documents and file the ISF

*After the ISF template is filled out the first time, it will be easy for you to modify for all subsequent shipments.

**If commercial documents or certain data is not available at the time of booking, suppliers may complete and email the ISF template together with the commercial documents after the booking, but no later than 3 business days prior to the container being loaded onto the vessel.

3. Instructions to fill out the ISF form

Section Number and Title		Description
1	**Shipment Data of the Mother Vessel (vessel which brings the goods to the U.S.)** **Important**: The lowest level BL and SCAC transmitted via AMS is required.	
	AMS BL SCAC Code	Standard Carrier Alpha Code (SCAC) of the carrier transmitting the Bill of Lading (BL) to Automated Manifest System (AMS)
	AMS BL Number	Ocean BL Number transmitted to AMS
	Vessel Name, Voyage Number	Vessel Name and Voyage Number of the Mother vessel, not the feeder vessel
	Booking Date	Date the cargo was booked with the carrier
	Booking Number	The carrier booking number
	Container Stuffing Date	Date the container was loaded with goods (stuffed)
	Vessel Load Date	Date the container was loaded on board the Mother vessel destined for the U.S.
	Port of Export	Export Port of the Mother vessel
	Estimated Sail Date	Estimated date that the Mother vessel leaves the Port of Export.
	Port of Discharge in US	The First Port of Arrival in the U.S.
	Estimated Discharge Date	Estimated Date of Arrival at the First Port in the U.S.

Section Number and Title		Description
2	**Manufacturer Name & Address**	Party that last manufactures, assembles, produces, or grows the commodity OR the supplier of the finished goods in the country from which they are leaving OR the manufacturer or supplier that is currently reported in the U.S. customs entry process as the Manufacturer Identification number (MID)
3	**Seller Name & Address**	Name and address of the last known party by whom the goods are sold or agreed to be sold
4	**Buyer Name & Address**	Last known party to which the goods are sold or agreed to be sold. If no sale, report the owner of the goods.
5	**Importer Name & Address**	Should be the same as the Buyer
6	**Consolidator Name & Address**	(Stuffer) Name and address of the party that loaded the container or arranged for the loading of the container
7	**Container Stuffing Location**	Name and address of the physical location where the goods were loaded into the ocean container
8	**Consignee Name & Address**	Should be the same as the Buyer
9	**Ship To Name & Address**	First deliver-to-party to receive the goods after the goods have been released from U.S. Customs
10	**Line Detail Information** **Important**: The line detail must be provided for each item in the shipment.	
	First Solar Item Number	(First Solar Item Identifier) This 11 digit number is also called a First Solar part number, RM number, or First Solar ID
	First Solar Item Description	Complete English description of the First Solar Item Number
	Commercial Invoice	Commercial Invoice number or if no sale is made, the Supplier reference number for the shipment
	Purchase Order, CFR Adjustment or Return Authorization (RMA), Other	Enter one of the following numbers: • First Solar Purchase Order number • CFR Adjustment number, • Return Merchandise Authorization (RMA) number • or other reference number used to identify the shipment
	Country of Origin	Country of manufacture, production, or growth of the article.
	HTS Code	If you have a First Solar Item Number, leave the HTS Code blank. If you do not have a First solar Item Number, then you must provide a correct U.S. Harmonized Tariff Schedule number for each item to the 6th digit.
	Manufacturer	If the manufacturer or supplier provided in the Manufacturer section is different for each item, fill out the manufacturer name, address and postal code. Otherwise, leave blank.

4. First Solar and affiliated companies **Designated Freight Forwarders**

Routing	Name	Contact Location
For shipments from Asia-Pacific to the U.S.	Expeditors International	local origin office
For shipments from Japan to the U.S.	Expeditors International	local origin office
For shipments from Europe Middle East, Latin America to the U.S.	Expeditors International	local origin office

5. First Solar and affiliated companies **Designated Customs Brokers**

Routing	Name	Email Address
For shipments from Asia-Pacific to the U.S.	Expeditors International	dbernardo@firstsolar.com
For shipments from Japan to the U.S.	Expeditors International	dbernardo@firstsolar.com
For shipments from Europe, Middle East, Latin America to the U.S.	Expeditors International	dbernardo@firstsolar.com