



5/1/2014

Dear Valued Supplier,

You should know that U.S. Customs now requires U.S. Importers to file Importer Security Filing (ISF) before shipments are loaded on the ocean vessel for shipment to the USA.

This ISF Filing also applies for shipments moving to Mexico or Canada through a USA ocean port. If this is not done, the USA Importer of Record, can be penalized by U.S. Customs up to \$5000 for late filings and \$5000 for missing information on filings.

When Plexus Corp is USA Importer of Record, we require our suppliers to assist in timely and accurate submissions' to NOT allow an ocean shipment be loaded on the vessel until we ensure the ISF is filed. In addition we require that our Freight Forwarders do NOT pick up the cargo from the origin until this information is assured. This is very important to avoid delayed shipments and penalties.

We need you to send us and to the freight forwarder the [ISF Template](#) when you receive the forwarder's booking receipt ([ISF Requirements Letter](#)). Please timely send this form to us and the forwarder, with a copy of the booking receipt. This gives us time to file the ISF and email you our acceptance to load the freight onto the vessel as booked.

Two important ISF documents are needed for this process.

1. The Plexus – [ISF Requirements Letter](#): General ISF questions are to be sent to ISF@plexus.com
 - a. The [ISF Template](#) you will fill out is the form that must be sent to us every time before a shipment is given to the freight forwarder.
2. The [Template Supplier Agreement](#) – Supplier is expected to agree to this by January 26th or sooner. Please send signed agreements or questions to usaimport@plexus.com

For all correspondence, please copy your Plexus buyer and the Plexus contact who distributed this email to you. It is important your shipping department follows these rules on our behalf.

Best Regards,
Logistics Customs & Trade Group
Plexus Corp.