

General Shipping Instructions for US Destined Freight

Bill of lading instructions

- Use non-negotiable bills of lading
- Consign to: 3M Company, Import Services, Bldg. 225-4S-18, St. Paul, MN 55144
- Notify party for Customs clearance are:

| | |
|--------------------------|--------------------------------|
| CEVA | 3m.prealerts@cevalogistics.com |
| Expeditors International | 3MImports-MSP@expeditors.com |
| DHL Global Forwarding | rlf.msp@dhl.com |
| Kuehne + Nagel | 3MBrokerage@Kuehne-Nagel.com |

- List 3M PO #s & full delivery address in marks & numbers. Attach a packing list to at least 1 carton.
- Mark each carton "3M" followed by PO #, delivery address, & country of origin. Each item must be marked with the country of origin in accordance with US marking regulations.

All information necessary to comply with US Customs ISF (see ISF instructions) and 24 hour advanced manifest including precise descriptions or HTS #s must be followed.

The commercial invoice must contain for each line item: a precise English description, harmonized tariff code, country of origin, 3 stock number (3M item ID), quantity shipped, unit value, total extended value and billing currency. It must also contain the full delivery address(es), sold to party name and address, ship to party name and address, all purchase order number(s), invoice date and the name and phone number of someone knowledgeable of the shipment. If the commercial invoice does not contain shipping carton identification and weights, a packing list must be provided with this information.

Any imported materials using wood packaging, bracing, crating or pallets must comply with the International Plant Protection Convention Standard ISPM 15. All wood must be stamped with the IPPC approved mark.

Any costs incurred by 3M as a result of supplier noncompliance will be charged back to the supplier.

Unless otherwise stated the Incoterm is FCA, port of export.

Freight and documents including a signed commercial invoice, packing list and shippers letter of instructions, must be delivered to the origin port no later than 30 days prior to PO due date for Ocean freight; or 10 days prior to PO due date for Airfreight.

MANDATORY US CUSTOMS REQUIREMENT FOR OCEAN SHIPMENTS TO US PORTS

All ocean freight arriving at US ports requires an Importer Security Filing (ISF) to be filed at least 24 hours prior to loading the container onto the ocean vessel at a foreign port.

IMPORTANT: If the ISF data is not complete, accurate or timely, ocean shipment bookings may be cancelled, resulting in missed sailings, delays, considerable expense and business disruption. This Purchase Order must meet both the ISF requirements and the delivery due date. Any costs or delays incurred by 3M as a result of non-compliance with these requirements are the responsibility of the supplier.

To meet the ISF requirement, Commercial Invoices, Packing Lists and ISF data in 3Ms standard ISF template format must be e-mailed to 3Ms designated freight forwarder at the time of booking.

If this order will not be shipped using a 3M designated freight forwarder, the supplier must obtain necessary ISF data from the freight forwarder or steamship line, then e-mail the commercial documents and ISF data in 3Ms standard ISF template format directly to the appropriate Customs Broker in Eagan, MN, USA at the time of booking.

If the commercial documents or certain ISF data are not available at time of booking, you may complete and e-mail the documents after booking, but no later than 3 business days before the container is loaded onto the vessel.

3Ms Designated Freight Forwarders:

- Asia-Pacific: CEVA Logistics, Expeditors International or Kuehne & Nagel local origin office
- Japan: Expeditors International local origin office
- Europe, Middle East, Latin America: DHL Global Forwarding, Expeditors International or CEVA Logistics local origin office

3Ms Designated Customs Brokers and e-mail addresses:

| | |
|--------------------------|--------------------------------|
| CEVA | 3m.prealerts@cevalogistics.com |
| Expeditors International | 3MImports-MSP@expeditors.com |
| DHL Global Forwarding | rlf.msp@dhl.com |
| Kuehne + Nagel | 3MBrokerage@Kuehne-Nagel.com |

Detailed ISF instructions and 3Ms standard ISF template are available at the www.3M.com/suppliership website.