



Foreign Supplier Purchase Order Addendum

I. Documentation Requirements (All shipments for import):

According to the goods category indicated below, the documents listed are mandatory to be sent electronically and prior the shipment occurs, to the Notify Party and Trade Compliance group emails indicated on [Attachment A](#).

Document Name		Finished Products	Machinery & Equipment	Spare Parts	Chemicals
1	Commercial Invoice	Required			
2	Packing List / Slip	Required			
3	Bill of Lading (Any type of transportation)	Required			
4	Certificate of analysis (COA)	Required			
5	Wood Treatment stamp ISPM-15 and certificate	Required			
6	Descriptive literature (layout, brochure, etc.)	Not required	Required		Not required
7	MSDS and TDS	Not Required			Required
8	Importer Security Filing (ISF) format	Only required for ocean freight shipments to USA			

II. Specifications per document listed above

1. Commercial Invoice:

- a) Must be in English
- b) Shipper's complete business information, including TAX ID
 - a. Ship from location if different from sold from location.
- c) Full legal name of the US Buyer as noted below as one or the other of the following companies:

Pactiv LLC	1900 West Field Court Lake Forest, IL 60045	IOR # 36-2552989
Evergreen Packaging LLC	5350 Poplar Avenue Ste 600 Memphis, TN 381193-3697	IOR # 20-804266300

- d) Purchase Order number
- e) Adequate, detailed description of item(s) shipped
- f) Quantities listed in both LBS and KGS

a. Certified Weights

- b. In November 2014, the International Maritime Organization (IMO) adopted mandatory amendments to the International Convention for the Safety of Life at Sea Act (SOLAS) Chapter VI, Part A, Regulation 2 – Cargo Information. Effective July 1, 2016 packed ocean going containers received for transport require the shipper, regardless of who packed the container, to verify and provide the containers gross verified weight to the ocean carrier and receiving port terminal.

- g) Subheading level (first 6 digits) of the Harmonized Tariff Schedule (HTS) code per item
- h) Country of origin per item
- i) INCOTERM 2020 with named place referenced
- j) Payment Terms



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- k) Itemized price, extended price, and total invoice amount
 - a. Itemize charges included in the purchase price such as freight, packaging, rebates, discounts and drawbacks. Any goods or services furnished for the production of the merchandise such as tools, dies, molds, engineering work that is not included in the invoice price.
- l) Currency
- m) Contact name at the final destination location.

2. Packing List / Slip:

- a) Must be in English
- b) Adequate, detailed description of item(s) being shipped per crate / box
- c) Packaging type, quantity, net and gross weight

3. Bill of Lading (Any type of transportation):

- a) Must be in English
- b) The NOTIFY PARTY must be the broker stated below per Ultimate Consignee / BU [See Attachment A](#)
- c) Ocean shipments must be on express bill of lading

4. Certificate of Analysis (COA):

- a) COA certificate should indicate and meet the goods specifications in accordance to the buyer requirements.

5. Wood Treatment stamp ISPM-15 and certificate:

- a) Heat Treatment Certificate according to the International Plant Protection Convention regulation (IPPC ISPM-15 [Website reference](#))
- b) Visible stamp on wood pallets, crates, boxes, according to the standards (IPPC ISPM-15 [Website reference](#))

6. Descriptive literature (layout, brochure, etc.):

Machinery, equipment and spare parts technical information, brochure, drawings and other literature that helps to understand the end-use and function of the goods imported, mainly in the scenario where the goods presentation are disassembled.

7. Material Safety Data Sheet and Technical Data Sheet (MSDS and TDS):

- a) Must contain chemical structure
- b) Must contain chemical commercial name

8. Importer Security filing (ISF) – applicable only to ocean shipments

- a) Complete the ISF form. [See Attachment B](#)
- b) ISF form must be provided no later than 3 business days prior to goods loaded on board first exporting vessel.

IMPORTANT: Failure to comply with ISF information received by the supplier may incur on penalties / fines for the importer, and all costs will be under supplier's responsibility.

9. Free Trade Agreement Certification – Please ensure if the importing goods are eligible for a duty free entry to the United States via a Free Trade Agreement, the certificate of origin accompanies the shipping documentation.



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Attachment A

Evergreen Packaging LLC

Importer of Record Number 20-804266300

Notify Party UPS Customs Brokerage

2031 S. Centennial Ave Aiken, SC 29803

UPSUSPactiv-Evergreen@ups.com

cc: Isorey@pactiv.com

Evergreen Plant Name / Location	Complete Address
Canton, NC	175 Main Street Mail Stop 30B 28716
Athens, GA	600 Dairy Park Road, Athens, GA 30607
Olmsted Falls, OH	7920 Mapleway Drive 44138
Raleigh, NC	2215 S. Wilmington St. 27603-2541
Pine Bluff, AR	5201 Fairfield Rd. 71601
Kalamazzo, MI	2315 Miller Road, Kalamazo, MI 49001
Plant City, FL	2104 Henderson Way, Plant City, FL 33563
Cedar Rapids, IA	2400 Sixth Street SW, Cedar Rapids, IA
Turlock, CA	1500 W. Main Street, Turlock, CA 95380
Memphis, TN	5350 Poplar Avenue # 600, Memphis, TN 38119

Pactiv LLC

Importer of Record Number 36-2552989

Notify Party – UPS Customs Brokerage

2031 S. Centennial Ave Aiken, SC 29803

UPSUSPactiv-Evergreen@ups.com

cc: Isorey@pactiv.com

Plant Name	Address	City	State	Country	Zip Code
PACTIV - ABERDEEN ITPP	3299 NC5 HIGHWAY	ABERDEEN	NC	US	28315



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PACTIV - ABILENE	6450 5 POINTS PARKWAY	ABILENE	TX	US	79603
PACTIV - BAKERSFIELD	2540 SUNNYSIDE CT.	BAKERSFIELD	CA	US	93308
PACTIV	7207 S MASON	BEDFORD PARK	IL	US	60638
PACTIV - BEDFORD PARK 4	7400 S MASSASOIT	BEDFORD PARK	IL	US	60638
PACTIV - BEECH ISLAND	578 OLD JACKSON HWY	BEECH ISLAND	SC	US	29842
PACTIV - BOLINGBROOK	460 GIBRALTER DRIVE	BOLINGBROOK	IL	US	60440
PACTIV C/O BLUEGRASS SUPPLY CHAIN SERVICED	370 HIGH RAIL WAY	BOWLING GREEN	KY	US	42101
PACTIV - BRIDGEVIEW	7701 WEST 79TH	BRIDGEVIEW	IL	US	60455
PACTIV - CANANDAIGUA	2480 SOMMERS DR	CANANDAIGUA	NY	US	14424
PACTIV PRODUCT DEVELOPMENT	7200 S MASON AVE	BEDFORD PARK	IL	US	60638
PACTIV - MIDDLETON	18752 SAN JOSE AVENUE	CITY OF INDUSTRY	CA	US	91748
PACTIV - COLUMBUS	2781 WESTBELT DR.	COLUMBUS	OH	US	43228
PACTIV	8400 Automation Dr	CONCORD	NC	US	28027
PACTIV - COMMERCE	5951 RICKENBACKER BLVD	COMMERCE	CA	US	90040
PACTIV - CONYERS	1501 ROCKDALE INDUSTRIAL BLVD	CONYERS	GA	US	30012
PACTIV - CORSICANA	1901 S. HWY 287	CORSICANA	TX	US	75110
PACTIV - COVINGTON	15101 LAKE FOREST CT. NORTH	COVINGTON	GA	US	30014
PACTIV - DAVISVILLE	230 POLYMER DRIVE	DAVISVILLE	WV	US	26142
PACTIV - DOWNINGTOWN	461 BOOT RD	DOWNINGTOWN	PA	US	19335
PACTIV - FRANKFORT	437 CENTER RD	FRANKFORT	IL	US	60423
PACTIV C/O AVERITT EXPRESS WAREHOUSE	205 NORTH STREET	FRANKLIN	KY	US	42134
PACTIV - FRANKLIN PARK	2607 25TH AVENUE	FRANKLIN PARK	IL	US	60131
PACTIV - FRESNO	4403 EAST CENTRAL AVENUE	FRESNO	CA	US	93725
PACTIV - GRANT PARK	304 N EAST MAIN STREET	GRANT PARK	IL	US	60940
PACTIV - GREENSBORO	520 RADAR RD	GREENSBORO	NC	US	27410
PACTIV - GROTTOS	149 GRAND CAVERNS DR	GROTTOS	VA	US	24441
PACTIV - NORTH CAROLINA RMC	12801 JAMESBURG DRIVE SUITE F	HUNTERSVILLE	NC	US	28078
PACTIV CORP	578 OLD JACKSON HWY	JACKSON	SC	US	29831
PACTIV - KINSTON	1447 ENTERPRISE BLVD	KINSTON	NC	US	28504
PACTIV - KINSTON WAREHOUSE	2769 ROUSE ROAD EXT.	KINSTON	NC	US	28504
PACTIV - MACON	7670 AIRPORT DRIVE	MACON	GA	US	31216
PACTIV - MALVERN	1050 TENNECO DRIVE	MALVERN	AR	US	72104
PACTIV - MANTENO	1050 SYCAMORE RD	MANTENO	IL	US	60950
PACTIV - MINERAL WELLS	100 COMMERCIAL STREET	MINERAL WELLS	WV	US	26150
PACTIV - MOORHEAD	3010 42ND STREET	MOOREHEAD	MN	US	56560
PACTIV - MOORESVILLE	314 MOORESVILLE BLVD	MOORESVILLE	NC	US	28115
PACTIV - MT. CARMEL	2070 LOCUST GAP HWY.	MOUNT CARMEL	PA	US	17851



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PACTIV - PLATTSBURGH	74 WEED STREET	PLATTSBURGH	NY	US	12901
PACTIV - PORTLAND	8929 NORTH RAMSEY	PORTLAND	OR	US	97203
PACTIV - ROMEOVILLE RMC	1100 TAYLOR ROAD	ROMEOVILLE	IL	US	60446
PACTIV - ROMEOVILLE NEW WH	870 TAYLOR ROAD	ROMEOVILLE	IL	US	60446
PACTIV	1101 Airport Road	ROMEOVILLE	IL	US	60446
PACTIV - SAN BERNARDINO WH	786-A E. CENTRAL AVENUE	SAN BERNARDINO	CA	US	92408
PACTIV - SANTA FE SPRINGS	12500 EAST SLAUSON AVENUE	SANTA FE SPRINGS	CA	US	90670
PACTIV - ST. CHARLES	315 KIRK RD	ST CHARLES	IL	US	60174
PACTIV - STOCKTON	4545 QANTAS LANE	STOCKTON	CA	US	95206
PACTIV - TEMPLE PS	3000 PEGASUS DRIVE	TEMPLE	TX	US	76503
PACTIV - WOODRIDGE WH	1 EARL COURT	WOODRIDGE	IL	US	60517

Attachment B

UPS Supply Chain Solutions (UPS SCS) – ISF Editable Format





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Export Ocean Container Loading Checklist

All containers or trailers loaded for the account of the Pactiv LLC must undergo a seven-point security check prior to loading. After stuffing, the container/trailer must be sealed with a high-security seal meeting ISO PAS 17712 standards. The following checklist must be completed for all containers/trailers and transmitted as part of the export documentation associated with the shipment. Containers/trailers which are not found to be 100% secure should not be used.

Container #:

Seal #:

Container Inspection Secure? Comments

Front Wall	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Left Side	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Right Side	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Floor	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ceiling/Roof	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Inside/Outside Doors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Outside/Undercarriage	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Date of Inspection:

Inspected by (please type):

Certified Weights

In November 2014, the International Maritime Organization (IMO) adopted mandatory amendments to the International Convention for the Safety of Life at Sea Act (SOLAS) Chapter VI, Part A, Regulation 2 – Cargo Information. **Effective July 1, 2016** packed ocean going containers received for transport require the shipper, regardless of who packed the container, to verify and provide the containers gross verified weight to the ocean carrier and receiving port terminal. As the shipper specifically named on the ocean bill of lading, I hereby certify the above stated container's certified gross mass was derived and communicated within the methodologies required by SOLAS. Any fines, penalties or extra costs incurred due to the certified weight mass requirement are for shipper's account.

Signature: _____