



MERCURY

International Transportation Routing Requirements

For use when shipping to or from the United States

Effective: April 1, 2023

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Location List

Location Name	Street Address	City	State	Postal Code
Mercury Marine Plant 75	3421 East North Avenue	Fresno	CA	93725
Mercury Marine Plant 7	1000 Robinson Avenue	St. Cloud	FL	34769
Mercury Marine X-Site Plant 37	11 College Avenue	Panama City	FL	32401
Mercury Marine Plant 73	1150 Northbrook Parkway	Suwanee	GA	30024
Mercury Marine Plant 74 (MAIN)	18 Gateway Commerce Center Drive East	Edwardsville	IL	62025
Mercury Marine Plant 74 (ALTERNATE)	349 Gateway Commerce Center Drive East	Edwardsville	IL	62025
Mercury Marine Design Center	705 South Main Street Ste 200	Stillwater	OK	74074
Mercury Marine c/o P66	500 Industrial Park Drive	Selmer	TN	38375
Mercury Marine Plant 22 / AA Customs	1477 Lomaland / Suite D	El Paso	TX	79915
Mercury Marine Plant 3 – Dock 22 A-C	W6250 Pioneer Road	Fond du Lac	WI	54935
Mercury Marine Plant 4	660 South Hickory Street	Fond du Lac	WI	54935
Mercury Marine Headquarters Plant 10	W6250 Pioneer Road	Fond du Lac	WI	54935
Capitol Engineering Plant 11	4240 North 127th Street	Brookfield	WI	53005
Mercury Marine Plant 12	W6250 Pioneer Road	Fond du Lac	WI	54935
Mercury Marine Plant 15 Dock 24	W6250 Pioneer Road	Fond du Lac	WI	54935
Mercury Marine Plant 17	W6207 Pioneer Road	Fond du Lac	WI	54935
Mercury Marine Plant 33	505 Marion Road	Oshkosh	WI	54901
Mercury Racing Plant 36	N7480 County Road UU	Fond du Lac	WI	54937
Mercury Marine Plant 52	W6250 Pioneer Road	Fond du Lac	WI	54935
Mercury Marine Plant 95	325 West Larsen Drive	Fond du Lac	WI	54937
Mercury Marine Plant 98	660 South Hickory Street	Fond du Lac	WI	54935
Mercury Marine c/o Geodis	122 Kohlman Road	Fond du Lac	WI	54935
Mercury Marine Seymour Street	487 S. Seymour Street	Fond du Lac	WI	54935
Mercury Marine Plant 85	11650 Interchange Circle N	Miramar	FL	33025
Mercury Marine Plant 103	4857 N Ronald Reagan Pkwy	Brownsburg	IN	46112

Mercury Marine International Logistics Department Contact Information:

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General Instructions & Requirements

Mode Type and Weight Breakout:

Small Package: Single package less than 150 pounds (68 KGs) and complies with the Small Package carrier's size requirements.

Air/Ocean/Truck: Single shipment greater than 150 pounds (68 KGs) or too large for the small package carrier's size requirements.

Purchase Order (PO) Number: The appropriate Mercury purchase order number(s) must be recorded on packing slips, bill of lading for LTL and Truckload carriers, shipping manifest and labels for the Small Package carriers, and all ocean Bills of Lading and Airway Bills. **Failure to comply with the purchase order instructions may result in charge-backs and/or administrative fees.**

Multiple POs to Single Location: Mercury requires all multiple purchase orders to a single Mercury location to be combined into a single shipment under **one** bill of lading. The combined weight and dimensions must be used to determine the proper shipping method. The instructions and requirements listed in this document will determine whether to ship Small Package, LTL or Truckload.

Expedited Shipments: Suppliers may not use expedited services on Mercury paid shipments without authorization from a Mercury representative and must use a Mercury approved service provider. The supplier must contact the Mercury International Logistics team (contact info above) directly to arrange any expedites.

Solid Wood Packing Materials (WPM): All solid wood packaging materials (WPM) used in international shipping must be ISPM-15 compliant and contain the IPPC export certification stamp. Included in this list are pallets, crates, dunnage, boat cradles, etc. used in the packaging of materials/goods that are shipped internationally. Properly compliant materials will need to be heat treated or fumigated (MB – Methyl Bromide) and stamped with the approved IPPC logo, on at least 2 sides of the wood. Please be advised that in order to be in full compliance, avoiding customs delays at the final destination, you should make sure these regulations are currently implemented and followed at your facility. Detailed information regarding ISPM-15 regulations, or a complete country reference list is available by contacting Mercury Marine Trade and Compliance at MM.FDL.TradeCompliance@mercmarine.com

Carrier Performance: Mercury's preferred carriers must be used or all charges will be billed back to the shipper. Please reach out to the Logistics team asap with any issues.

Small Package, <150 Pounds (68 KGs)

Package Size Requirements: UPS is the authorized Mercury small package carrier for packages 0-150 pounds (0-68 KGs). DHL can also be used for small parcel shipments upon approval by the [Logistics](#) team (contact info on page 3).

Single packages must be less than 150 pounds (68 KGs) and the below dimensions:

- Must not exceed 108 inches (270 cm) in length
- Must not exceed 165 inches (419 cm) in length and girth combined; Calculated as Length (longest side of package) + Girth (2x width + 2x height)

Multi-package shipments destined to a single Mercury plant location must be combined into a master carton and comply with single package guidelines illustrated above. Additional information on guidelines and restrictions can be found on the UPS or FedEx website. Single packages that weigh more than 70lbs or 31.5 kg require a special heavy-package label.

Dimensional Weight: All packages, especially packages with a large size to weight ratio, must be measured for dimensional weight calculation to ensure the correct weight is entered on the bills and/or into the UPS operating system. All UPS operating systems will automatically calculate dimensional weight when measurements are entered into the system. If using a UPS manual form, calculate the dimensional weight and enter it in the appropriate section of the document. Additional information on dimensional weight calculations can be found on the UPS or FedEx websites.

Purchase Order (PO) Number: Purchase order number(s) must be located on the label. Do not record or enter prefix data in the reference field for purchase order number(s). (Examples are: PO, PO#, Order#, P.O. or any other identifying prefix)

- If using a UPS system, enter Purchase Order number in Reference Field 1 for each package shipped.
- If using a UPS manual form, record Purchase Order number in first reference section for each package shipped.

Freight charges billed to Mercury without a valid purchase order number on the UPS/DHL labels will be charged back to the shipper.

Billing Options (Shipping Methods): Shippers must use the proper billing option depending on the party that is responsible for the shipping charges. Drop shipments must use the "third party" billing option and the appropriate account number when the carrier is to invoice Mercury. Consignee billing is **not** an option.

- Shipper's Account (Prepaid):** Shipper is responsible for the shipping charges and the charges are billed to their account number.
- Receiver (Freight Collect):** Consignee/receiver is responsible for the shipping charges and the charges are billed to their account number.
- Third Party:** Shipping charges are billed to a party other than the shipper or consignee and billed to their account number.

Claims: The shipper is responsible for providing Mercury Marine with all information necessary to file a claim.

Commercial Documentation:

Proforma invoice or commercial invoice must be in English and requires:

- Mercury Marine part number
- Detailed description of part
- Country of Origin
- Exact quantity
- U.S. port of entry where merchandise is destined
- Separate invoices for each Mercury Marine plant/location that is purchasing parts, even if they are consolidated into one shipment
- Information can be on invoice or continuation sheet
- Samples provided at no charge must show accurate value and include following statement:
"Samples provided free of charge. Value for U.S. Customs purposes only."
- Dutiable assists, royalty payments, selling commissions, proceeds and packaging charges not included in the unit price (all goods or services furnished for the production of the goods by the buyer)
- All charges upon the merchandise itemized by name and amount, including actual freight, insurances, commission, cases, containers, and coverings, whether or not included
- Any rebates on the merchandise
- Any discounts provided to the U.S. consignee/purchaser

Refer to Customs Regulations 19 CFR 141.86, Contents of Invoices and General Requirements for further information.

Packing List must be in English and requires the below information if not on the invoice:

- Quantity and type of packaging
- Number of cartons
- Detailed breakdown of each carton's contents
- Summary of total shipment
- Net and Gross weight in kilograms per part
- Total net and gross weight in kilograms
- Dimensions in centimeters

Bill of Lading /Air Waybill must be in English. Use the below table to complete BOL requirements:

If the shipment is destined for a foreign trade zone "FTZ", please be sure to indicate on the BOL/AWB also.

Consignee	Notify Party	Additional Notify Party
Mercury Marine Plant # 3, 10, 12, 15- FTZ, 36-FTZ, OR 95-FTZ W6250 Pioneer Road Fond du Lac, WI 54935 USA	Mercury Marine Plant # 95 325 Larsen Dr. Fond du Lac, WI 54935 USA 920-929-5000 ask for Imports mm.importdocuments@mercmarine.com	Mercury Marine FTZ mm.ftz@mercmarine.com
Mercury Marine Plt 7 1000 Robinson Ave St. Cloud, FL 34769 USA	Mercury Marine Plt 7 1000 Robinson Ave St. Cloud, FL 34769 USA 920-929-5000 ask for imports mm.importdocuments@mercmarine.com	
Productos Marine de Mexico S.A de C.V C.V. 1477 Lomaland, Suite D El Paso, TX 79915 USA	Productos Marine de Mexico S.A de C.V C.V. 1477 Lomaland, Suite D El Paso, TX 79915 USA mm.importdocuments@mercmarine.com	Expeditors International 1450 Pullman Drive, Suite 100 El Paso, TX 79936 Office (915) 771-6400 stacey.ortega@expeditors.com manuel.ramirez@expeditors.com
Mercury Marine Plant 85 11650 Interchange Circle N Miramar, FL 33025 USA	Mercury Marine Plant 85 11650 Interchange Circle N Miramar, FL 33025 USA mm.importdocuments@mercmarine.com	
Mercury Marine Plant 74- FTZ 18 Gateway Commerce Ctr Dr Edwardsville, IL 62025 USA	Mercury Marine Plant 74-FTZ 18 Gateway Commerce Ctr Dr Edwardsville, IL 62025 USA 920-929-5000 ask for imports mm.importdocuments@mercmarine.com	Mercury Marine FTZ mm.ftz@mercmarine.com

Shipments Over 150 Pounds (68 KGs) or Small Package Dimensional Requirements

Shipment Requirements: Any single shipment that exceeds the small package requirements.

Prior to Shipping: Contact Bill Wang for shipments originating in Asia or Will Busse, Boris Ristivojevic, or Gustavo Salazar for all other origins to facilitate shipment (contact info is on [page 3](#)).

[Canada & Mexico Only] Less Than Truckload (LTL) 151-13,000 Pounds, and <13 Lineal Feet

Shipping Requirements: Single shipments greater than 150 pounds (68 KGs), but less than 13,000 pounds and/or less than **13 linear feet** of the trailer floor space.

Payment Terms: All freight that is to be paid by Mercury Marine (Incoterms EXW, FCA, FAS, or FOB) needs to list the 3rd party payment company on the BOL. Failure to do so may result in higher freight costs which may be billed to the supplier. Payment terms need to be collect or 3rd party billing to:

Mercury Marine C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420

XPO Logistics: Contact your local XPO Logistics terminal to set up shipment. **Be sure to include Expeditors as the broker on the Bill of Lading. Failure to do so may result in "in-bond" accessorial charges which will be charged back to the supplier.**

Purchase Order (PO) Number: The appropriate purchase order number(s) must be recorded on packing slips and on the bill of lading for LTL carrier shipments. Multiple purchase orders to a single Mercury plant location must be combined into a single shipment under the same bill of lading. Failure to combine multiple purchase orders on the bill of lading may result in charge backs to recuperate additional freight charges.

Packing Slip/Bill of Lading:

- **Packing slip:** Must be generated for each shipment. If there are multiple purchase orders for a shipment, each purchase order must have a separate packing slip. The packing slip must clearly be visible and enclosed in a plastic pouch on the exterior of the lead carton of each purchase order. Please place the packing slip end towards the tail of the trailer facing the doors for the receiving department. The packing slip must contain the purchase order number, Mercury part number(s) in sequential order, description, quantity and shipper's name.
- **Bill of Lading:** Must clearly identify shipment information (**including Mercury plant #**) and purchase order(s) included in the shipment. If you have multiple purchase orders, you must list all purchase orders on a single bill of lading or create a master bill of lading and attach the individual bill of ladings. You must clearly identify the shipper and consignee name and address on the bill of lading. All shipments must clearly identify the actual ship date, number of shipping units, actual weight, National Motor Freight Classification (NMFC) number, detailed description of articles and actual freight class on shipments. Mercury requires all suppliers to use the preferred LTL carrier's bill or lading or the VICS Bill of Lading. Please contact the preferred LTL carrier for your location to assist in questions on the bill of lading. The VICS bill of lading may be found on www.vics.org.

Packaging and Labeling: Shipments must be sufficiently packaged to withstand pressure applied by weight of the contents for each package and to prevent damages, splitting, spillage or theft during transit. All shipments must be stretch-wrapped or banded on pallets. Pallets must be clearly numbered to identify the total pallet count (i.e: 1 of 3, 2 of 3, etc.). All pallets must be labeled to clearly identify the destination location. Shipments must be tendered to the carrier as pallet "said to contain" cartons, and then agreed and initialed by the carrier on the bill of lading. The total number of individual cartons in the shipment must be recorded on the bill of lading. To prevent removal of product or damage from stacking on a shipment, please record "Do Not Breakdown Pallet" on the bill of lading. Also, please use the appropriate warning labels on the pallet if necessary.

Palletization: All shipments must be stretch-wrapped or banded on pallets and adhere to the requirements of the Wood Packaging Material (WPM) regulation per the ISPM No. 15 of the North American Plant Protection Organization (NAPPO) for Canadian and Mexican shipments to/from the United States. Pallets must not have broken, missing or split boards, and should be in good condition with all boards securely fastened. Pallets must be bark free and clean without dirt, grease or any foreign substance. Packages must be stacked on pallets in a manner to maximize the size of the pallet without overhang, and stretch-wrapped or banded to prevent shifting.

[Canada & Mexico Only] Truckload (TL) And/or Rail

Shipping Requirements: Shipments greater than 13,000 pounds and/or exceeding **13 linear feet** of a trailer floor space. All Mercury collect shipments must be scheduled with Mercury Transportation at least 24 hours in advance. It is the shipper's responsibility to work with our truckload carriers to meet the scheduled delivery date at the consignee.

The below information must be e-mailed to mm.domestictrans@mercmarine.com **at least 24 hours before a 53' dry van needs to be at the shipper; 48 hour notice required for all specialized trucks:**

- Pick up full address
- Pick up location shipping hours
- Destination full address
- Description of freight
- Weight of freight, pallet count, and dimensions of pallets
- Any specific instructions (i.e. temperature controlled, hazardous materials, tanker endorsement required)
- Specific truck needed if not 53' dry van

Payment Terms: All freight that is to be paid by Mercury Marine needs to list the 3rd party payment company on the BOL. Failure to do so may result in higher freight costs which may be billed to the supplier.

Payment terms need to be collect or 3rd party billing to:

Mercury Marine C/O Williams & Associates
405 East 78th Street
Bloomington, MN 55420

Palletization: All shipments must be stretch-wrapped or banded on pallets and adhere to the requirements of the Wood Packaging Material (WPM) regulation per the ISPM No. 15 of the North American Plant Protection Organization (NAPPO) for Canadian and Mexican shipments to/from the United States. Pallets must not have broken, missing or split boards, and should be in good condition with all boards securely fastened. Pallets must be bark free and clean without dirt, grease or any foreign substance. Packages must be stacked on pallets in a manner to maximize the size of the pallet without overhang and stretch-wrapped or banded to prevent shifting.

Expedited Shipments

All expedited shipments need to have approval from a member Mercury Logistics prior to shipment (contact info on page 3). Please reach out directly to the Mercury International Logistics team for urgent shipments and provide the following information:

- Weight per skid
- Dimensions per skid
- Number of skids
- Pickup address, shipping hours, and contact information
- Part number and type of Commodity
- Delivery location and need-by date for delivery

- Hazmat information (if applicable)
- Cargo ready date
- Unique reference number

Class-Specific Customs Regulations 19 CFR 141.89

Ball or Roller Bearings All imports of ball and roller bearings and their parts require the following. Items classifiable under subheading 8482.10.50 through 8482.80.00, HTSUS (T.D. 68-306), plastic or rubber O-rings, oil seals and gaskets classified under heading 3626 or 4016 and ceramic bearings classified under 6909 require a bearing detail form which includes:

1. Type of bearing (i.e., whether a ball or roller bearing);
2. If a roller bearing, whether a spherical, tapered, cylindrical, needled or other type;
3. Whether a combination bearing (i.e., a bearing containing both ball and roller bearings, etc.); and
4. If a ball bearing (not including ball bearing with integral shafts or parts of ball bearings), whether or not radial, the following: (a) outside diameter of each bearing; and (b) whether or not a radial bearing (the definition of radial bearings is, for Customs purposes, an antifriction bearing primarily destined to support a load perpendicular to the shaft axis)

Iron or Steel Castings, raw materials, tubes, pipes, fittings which are articles classifiable in Chapter 72 or headings 7301 to 7307, HTSUS (T.D. 53092, 55977) require a statement of the percentages by weight or carbon and any metallic elements contained in the articles, in the form of a mill analysis or mill test certificate.

Copper All articles which are derived purely of copper or brass requires the following. Examples include fittings, tubes, bracket which are articles classifiable under the provisions of Chapter 74, HTSUS (T.D. 45878, 50158, 55977) require a statement of the weight of articles of copper and a statement of percentage of copper content and all other elements-by weight-to articles classifiable according to copper content. Mercury Marine prefers a mill or copper certificate.

Aluminum and alloys of aluminum Castings, raw materials, tubes, pipes, fittings, that are often classifiable under subheadings 7601 through 7609, HTSUS (T.D. 53092, 55977, 56143) require a statement of the percentages by weight of any metallic element contained in the article or mill certificate. Other articles of aluminum, including extruded aluminum classified under headings 7610 and 7616 require that the country of origin and the Manufacturer's name and address be included on the commercial invoice. The smelter and location of smelter should be included on all mill certificates but should otherwise be provided.

Malleable iron or pipe fittings: Iron fittings, other than grooved fittings classified under headings 7301-7307, require that the Country of Origin and the Manufacturer's name and address be included on the commercial invoice.

Lacey Act articles, or those made of wood and wood products, classified under 4401-4004, 4406-4409, 4412, 4414, 4417-4421, 6602, 8201, 9201-9202, 9302, 9305.1020, 9401.69, 9504.20, 9703 requires an APHIS form 505 to accompany each shipment

Articles Made with Russian Aluminum: Any article which contains raw aluminum material which originated in Russia require a statement on the commercial documents. In addition, will require confirmation to mm.importdocuments@mercmarine.com

Packing List Requirements

The packing list must contain:

- Detailed breakdown of each carton's contents
- Summary of total shipment
- Net weight in kilograms per part
- Gross weight in kilograms per part
- Total net weight in kilograms
- Total gross weight in kilograms
- Dimensions in centimeters

Shipments to Mercury Marine Plant 22

Shipments to Mercury Marine Plant 22 in Juarez, Mexico should be consigned to the Expeditors El Paso, facility so the shipments can cross the border from the US to MX in bond. Please see previous chart for address.

Customs-Trade Partnership Against Terrorism (C-TPAT)

All suppliers will comply with minimum CBP security requirements of C-TPAT or the equivalent security requirements in the supplier's country or the reciprocal security program. This means reading and knowing the minimum-security requirements, completing the on – line supplier security questionnaire, permitting site visits and working with Mercury Marine and U.S. Customs to improve the security of the supply chain from point of origin to the ultimate destination.

Appendices

Appendix I: Small Package Account Numbers

Location Name	City	State	Zip	Plant Code	UPS Acct Number
Mercury Marine Plant 3 – Dock 22 A-C	Fond du Lac	WI	54935	Plt 3	971AX7
Mercury Marine Plant 103	Brownsburg	IN	46112	Plt 103	8A832R
Mercury Marine Plant 4	Fond du Lac	WI	54935	Plt 4	5R28A1
Mercury Marine Plant 7	St. Cloud	FL	34769	Plt 7	340755
Mercury Marine Plant 8	Fond du Lac	WI	54935	Plt 8	5R28A1
Mercury Marine Headquarters Plant 10	Fond du Lac	WI	54935	Plt 10	5R28A1
Capitol Engineering Plant 11	Brookfield	WI	53005	Plt 11	584291
Mercury Marine Plant 12	Fond du Lac	WI	54935	Plt 12	971A8E
Mercury Marine Plant 15 (Inbound Only)	Fond du Lac	WI	54935	Plt 15	5R28A1
Mercury Marine Plant 17	Fond du Lac	WI	54935	Plt 17	5R28A1
Mercury Marine Plant 22	El Paso	TX	79907	Plt 22	A152T3
Mercury Marine Plant 24 - Reman	Oshkosh	WI	54904	Plt 24	05A2R1
Mercury Marine Plant 33	Oshkosh	WI	54901	Plt 33	575520
Mercury Racing Plant 36	Fond du Lac	WI	54937	Plt 36	971AV8
Mercury Marine X-Site Plant 37	Panama City	FL	32401	Plt 37	8AE944
Mercury Marine Plant 52	Fond du Lac	WI	54935	Plt 52	54614X
Mercury Marine Plant 73	Suwanee	GA	30024	Plt 73	320656
Mercury Marine Plant 74 / Geodis	Edwardsville	IL	62025	Plt 74	5R28A1

Mercury Marine Plant 75	Fresno	CA	93725	Plt 75	952860
Mercury Marine Plant 95 (Plant 15 Outbound)	Fond du Lac	WI	54937	Plt 95	E39E83
Mercury Tool Crib – 660 Hickory St.	Fond du Lac	WI	54935	Plt 4	971AX1
Mercury Tool Crib – RM 55C W6250 Pioneer	Fond du Lac	WI	54935	Plt 15	971AX2
Mercury MRO/ Plant 15	Fond du Lac	WI	54935	Plt 15	971A7E
Mercury Marine Publishing – Plant 9	Fond du Lac	WI	54935	Plt 9	582729
Mercury Marine – Miramar	Miramar	FL	33025	MIR	0R9A35
Mercury Marine c/o Spectrum	Selmer	TN	38375	SEL	88WW10