

Supply Chain Tracing Requirement

Supply Chain Tracing Information Documentation tracing the supply chain from raw materials to the imported goods. The following documentation is required under our Purchase order Terms & Conditions to be compliant with law and regulation.

Evidence Pertaining to Overall Supply Chain

1. Detailed description of supply chain including imported merchandise and components thereof, including all stages of mining, production, or manufacturer.
2. The role(s) of the entities in the supply chain, including shippers and exporters: for example, Customs and Border Protection (CBP) will need to determine whether a supplier is also a manufacturer.
3. A list of suppliers associated with each step of the production process, including names and contact information (addresses, email addresses, and phone number).
4. Affidavits from each company or entity involved in the production process.

Evidence listed 1 through 4 is required of all sub-tiers in your Supply chain including raw material suppliers. While completing the above evidence requirements utilize the check list below for each sub-tier supplier. Any confidential pricing information can be redacted from the documents submitted as it relates to the check list.

Check list

- Purchase orders
- Invoice for all suppliers and sub-suppliers
- Packing list
- Bill of materials
- Certificates of origin
- Payment records
- Seller's inventory records, including dock/warehouse receipts
- Shipping records, including manifests, bills of lading (e.g., airway/vessel/trucking)
- Buyer's inventory records, including dock/warehouse receipts
- Invoices and receipts for all suppliers and sub-suppliers
- Import/export records