U.S. Importation Documents Required

Bestop requires suppliers to provide specific information in support of importation of goods into the United States.

Requirements for Section 232, Steel and Aluminum tariffs we be as needed.

Supplier is required to provide the information to Bestop Logistics team and the Planner. Supplier is to email SUPPLIERS.LOGISTICS@BESTOP.COM with the required information.

NOTE : Unless otherwise agreed to in writing or different terms on a Bestop Purchase Order, Bestop manages all logistics from supplier to Bestop locations. Suppliers may not invoice for freight charges unless previously approved by Bestop Logistics department.

U.S. Importation Documents Required

Document Type	Description	REQUIREMENT		NOTES
		First shipment	Recurring Shipments	
Commercial Invoice	Include Bestop part number, description, quantity, unit cost, total cost per line, currency, Incoterms, HS/HTS Code, and country of origin. Can include any other fees (freight, packaging, etc.)	YES	YES	
House Bill	For ocean shipments, provides information on container, vessel, port of entry, ETA, etc.	YES	YES	
Technical Information (SDS, MSDS, IMDS, etc.)	Provide technical data for each part / component, including material composition and photos of finished item(s).	YES	NO	Also required as part of a PPAP submission. Supports HTS classification.
Certificate of Origin or USMCA Certification	Country of origin declared for each part. USMCA certification of origin (minimum data elements) when preferential treatment is claimed.	YES	YES	USMCA blanket certifications or Certificate of Origins must be provided annually. Supplier may use Bestop template.
Packing List	Detailed packing list with Bestop part number, description, quantity, number of cartons / pallets, net and gross weights.	YES	YES	Must be included with each shipment and match the commercial invoice.

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		First shipment	Recurring Shipments	
Wood Packaging Material (ISPM 15)	All regulated wood packaging (pallets, crates, dunnage) must be heat treated or fumigated and marked with the IPPC logo, ISO country code, producer / treatment provider ID, and treatment code (HT / MB).	YES	YES	USDA APHIS 7 CFR 319.40. Mark must be **permanent and visible**. Non-compliant packaging is refused entry and re-exported at shipper's expense.
Airway Bill / Bill of Lading	Airway or Master airway bill for all air freight shipments. Ocean bill of lading for ocean freight. Standard BOL for ground shipments.	YES	YES	
Tax ID / Exemption Certificate	Supplier provides tax documents based on exemption status and country requirements: W-8 / W-9, VAT, RFC, etc.	YES	NO	

Important Information:
BILL TO:
Bestop LLC
11030 Circle Point Rd
Suite 450
Westminster, CO 80020
USA
Email: bills@bestop.com

Important Information:
SHIP TO:
Bestop LLC
5442 Center Run
Suite 101
San Antonio, TX 78219