

ON LORD LETTERHEAD

(Date)

VIA FAX or E-Mail Transmission

Insert Vendor address and contact info here

RE: Request for GSP Certifications from LORD Vendor

Dear LORD Vendor:

LORD is in the process of reviewing potential duty/tax reduction opportunities for LORD products imported directly or indirectly into the United States. You have been identified as a vendor that may have some products that qualify for preferential programs (free trade agreements). The program in question is the Generalized System of Preferences (GSP). **Please review the information provided herein and respond by (Add DATE HERE).**

LORD has included a Trade Compliance Classification Affidavit herein, which is a current listing of the products we purchase from your company.

Please review the Affidavit and provide a GSP Certificate of Origin (Form A) or other such written GSP certification/declaration to cover a period of January 1, 2008 through December 31, 2008, **for those products that qualify for GSP treatment.** You may wish to consult with your local customs authorities or other customs experts if you have any questions regarding GSP certifications and the supporting recordkeeping and audit trail required.

GSP Eligibility

To qualify for GSP eligibility the article(s) you provide must be the growth, product, or manufacture of a GSP member country (i.e. India, Turkey, etc.) and imported directly from such member country into the United States if the sum of:

1. the cost or value of the materials produced in the GSP country , **plus**
2. the direct costs of processing operations performed in such GSP country, is not less than 35% of the appraised value of such article at the time of entry into the United States.

No article shall be eligible for GSP treatment by virtue of having merely undergone simple combing or packing operations, or mere dilution with water or mere dilution with another substance that does not materially alter the characteristics of the article.

GSP Supporting Audit Trail for GSP Claims

LORD vendor's must provide supporting documents upon request from LORD or U.S. Customs and Border Protection (CBP) to prove any GSP claims made in GSP certifications/declarations.

The vendor must also immediately notify LORD in writing if any products no longer qualify for GSP treatment or if new products do qualify for GSP treatment.

GSP Certifications/Declarations

In addition, please note that a GSP Certificate of Origin (Form A) or other such written GSP Certification should accompany each shipment to LORD. The GSP Certificate of Origin (Form A) or other such written GSP Certifications must clearly denote:

- Vendor commercial invoice number(s) and invoice date(s) that are covered under the GSP certification
- Clearly list the LORD part number(s) and quantity covered under the GSP Certification and a description of the products
- A statement on the GSP Certification and commercial invoice indicating that the origin of the article is wholly the growth, product, or manufacture of (add country of origin here) ... **or**
- A GSP Declaration (Form A) is required if the article is made from materials imported into Turkey.
- If processing operations are performed on the articles:
 - a) Description of processing operations and country of processing, and
 - b) Direct costs of processing operations
- Vendor must provide a **signed original** GSP Form A or other such GSP certification with each shipment.
- ***Only items that qualify for GSP treatment are to be placed on the GSP Certificate of Origin or Certification Letter..***
- ***Vendor must advise LORD Global Trade Compliance immediately, if any facts change related to previously issued GSP Certifications.***

If you should have any questions or concerns, please contact me directly. We look forward to your prompt response.

Sincerely,



Lynn A. Carmichael
Manager, Global Trade Compliance