



First Solar Malaysia SDN BHD Supplier Handbook

Provided by First Solar – Global Trade Compliance Group

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Key Contacts

- First Solar Malaysia Global Trade Compliance Group:
 - Siti Noorhidayah Samsudin (SitiNoorhidayah.Samsudin@firstsolar.com)
 - Siti Nadhirah Afiqah Abu Bakar (SitiNadhirahAfiqah.AbuBakar@firstsolar.com)
- First Solar Global Logistics Group:
 - Mohd Yusoff Hassan (mhassan@firstsolar.com)
- Expeditors Malaysia:
 - Air Imports - PEN-FirstSolar.AirImport@expeditors.com
 - Ocean Imports - PEN-FirstSolar.OceanImport@expeditors.com
 - Escalation point of contact- May Chan (may.chan@expeditors.com)

1. Background

- First Solar Malaysia SDN BHD (**FS KLM**) is a 100% Foreign Direct Investment of First Solar, Inc. (US)
- **FS KLM** is in a Licensed Manufacturing Warehouse (**LMW**)
- Expeditors Malaysia (**EI MY**) is the local customs clearance agent appointed by First Solar, Inc. (US)
- **EI MY** is authorized to collect all relevant documents from **FS KLM** and **Vendors**

2. Purpose

The purpose of this document is to provide FS KLM and Vendors clear instructions of the documentation requirements and procedures mandated by Malaysian Customs.



3. Documents Required for Customs Clearance

3.1. Documents to be provided by FS KLM

Purchase Order or Commercial Contract (including standard commercial terms and conditions)

- Commodity description
- Quantity
- Unit Price
- Unit of Measure
- Technical Specifications (if applicable)
- Total Contract Value
- Terms of Payment
- Terms of Sale (e.g. FCA, CIP, DAP, etc.)
- Shipment details such as port of discharge, delivery terms per Incoterms 2010, and **whether or not partial shipments are allowed**

3.2. Documents to be provided by Vendors

Important: First Solar, Inc. requires the Vendor to review and fully comply with the following regulations.

Commercial Invoice (Original)
Packing List (Original)
Material Safety Data Sheet – MSDS (if required – copy is acceptable)

Please refer to specific instructions on each of these documents below:

Commercial Invoice

The Commercial Invoice must be issued by Vendors to First Solar Malaysia SDN BHD containing the following information:

- Commercial Invoice number and date
- Vendor's complete name and address
- Sold/Bill to:
*First Solar Malaysia SDN BHD
8, Jalan Hi-Tech 3/3
Zon Industri Fasa 3, Kulim Hi-Tech Park,
09000 Kulim, Kedah Darul Aman.*
- Shipped to:
(Same as above)
- PO/Contract number



- Applicable Incoterms 2010
- Quantity of each item
- Unit price of each item
- Unit of measure (piece, system, etc.)
- Country of Manufacturing of each item
- Total Commercial Invoice value
- Description of goods
- HTS code (Harmonized Tariff Schedule) – first 6 digits
- ECCN # - to determine STA permit requirement
- Signature

Packing List

The Packing List must be issued by Vendors to First Solar Malaysia SDN BHD containing the following information:

- Quantity of each item
- Unit of measure of each item
- Description of goods
- Net and gross weight of each item
- Total net weight and gross weight (must be the same on the Bill of Lading or Airway Bill)
- Total Number of packages including dimensions
- Country of Manufacturing of each item
- Shipping date
- Shipping Marks (if applicable)
- Signature

Material Safety Data Sheet – MSDS (if required for Customs Clearance)

MSDS is required when shipping hazardous materials.

Important Notes on Commercial Documents

All vendors must send the Commercial Invoice and Packing List 30 days prior to cargo arrival to:

- Expeditors Malaysia:
 - Air Imports - PEN-FirstSolar.AirImport@expeditors.com
 - Ocean Imports - PEN-FirstSolar.OceanImport@expeditors.com
 - Escalation point of contact- May Chan (may.chan@expeditors.com)
 - First Solar Malaysia Global Trade Compliance Group:
 - Siti Noorhidayah Samsudin (SitiNoorhidayah.Samsudin@firstsolar.com)
 - Siti Nadhirah Afiqah Abu Bakar (SitiNadhirahAfiqah.AbuBakar@firstsolar.com)
- The above parties will review all documents for accuracy
 - Vendors will revise documents according to instructions from the above parties
 - Upon approval, the original documents can be issued and cargo can be shipped

Upon documents approval, vendors must send 2 sets of the original documents requested via express courier:

- 1 set to First Solar Malaysia
- 1 set to Expeditors Malaysia

*mailing addresses are provided on the enclosed Documentation Checklist

3.3. Documents to be provided by First Solar Logistics Provider at origin

Bill of Lading (B/L) or Airway Bill (AWB)

B/L or AWB must be issued by the freight forwarder at origin and contain the following information:

(I.e. Blue Anchor Line –BAL B/L or Express Cargo Bill of Lading (ECB))
(Applied Incoterms 2010)

- Shipper:
 - Vendor's complete name and address
(Or Shipper's complete name and address if it is a 3rd party delivery)
- Consignee:
 - First Solar Malaysia SDN BHD*
 - 8, Jalan Hi-Tech 3/3*
 - Zon Industri Fasa 3, Kulim Hi-Tech Park,*
 - 09000 Kulim, Kedah Darul Aman.*



- Malaysia Notify Party:
Notify 1: same as consignee or Vendor's complete name
- *Notify 2:*
Expeditors (Malaysia) Sdn. Bhd.
LOC D-01, Block-D, Maskargo Ter
Bayan Lepas, Penang 11900
- Description of goods
- Total packages, net weight, gross weight and volume
- Container number(s) and seal number(s)
- Payment terms of freight (Prepaid or Collect)

4. ATS Exemption List (Suspended GST) and LMW Exemption List (Duty & Taxes)

First Solar Malaysia Sdn Bhd is required to prepare and submit a LMW exemption list (exempted duty & taxes) and an ATS list for GST suspended.

- Documents required for LMW exemption list submission: Invoice & Packing List
- Document require for ATS list: approved LMW exemption list

The information needed for filing both of the lists above will be taken from the Invoice and Packing List received from the Supplier. Mandatory information to be disclosed is: Item description, HTS (to the 6th digit), quantity, unit of measurement, unit and total price.

Note: If the above information is not provided 30 days prior to cargo arrival in Malaysia, clearance delays from 10 to 14 days may occur.

5. Import License

Certain commodities require an Import License issued by the respective Malaysian government authority prior to importation. FS KLM Trade Compliance team is prepared to determine in advance whether or not an Import License is required for a particular commodity. FS KLM must receive document drafts 30 days prior to cargo arrival in order to prepare the necessary documentation and apply for an Import License.

Documents required for the import license application:

- Shipping document (Invoices & Packing List)
- Technical literature of the items

- Other documents related to origin and quantity of items, to be requested as needed

Note: The above documents will be submitted to the applicable authority. The entire application packet must be provided by EI MY at least one month before shipping for review and preparation of submission. Goods may be shipped once the Import License is approved.

6. Installation Tools

In the event any installation tools need to be used at First Solar Malaysia SDN BHD, the preferred method is for the Vendor and technicians to ship the tools to be imported into Malaysia. Vendors must comply with the following requirements:

- 1) The Commercial Invoice for the importation of the installation tools **must be issued by the Vendor** to First Solar Malaysia SDN BHD. The Commercial Invoice **must be issued exclusively** and include the following details:
 - Description of each tool
 - HTS code (Harmonized Tariff Schedule)
 - Quantity of each tool
 - Unit price of each tool
 - Country of manufacture of each tool

Note: Please note the outer packaging must be clearly labeled and marked for ease of identification. The labels and markings **must correspond exactly to the shipment details on the commercial documents.**

7. Spare Parts

Considering the different scenarios of shipping spare parts, please note the following requirements.

Scenario A: The technician travels **with** the spare parts for installation purposes. Some of the spare parts are used/sold to First Solar Malaysia SDN BHD and other parts are retained by the Vendor and returned upon their departure.

- Due to tax and customs implications, **Vendors who elect to have technicians travel with spare parts** will assume all responsibility for any fines, penalties, and/or delays that may result.
- The preferred method is to ship the spare parts **via courier** well in advance to the technician's arrival.

Scenario B: The **Vendor ships** a carton of spare parts inside an ocean container **with** the installation tools consigned to First Solar Malaysia SDN BHD.

- For the spare parts, the standard documents (e.g. PO, commercial documents, etc.) will be required to process a **standard customs declaration**.
- For the installation tools, the Commercial documents and Bill of Lading will be required for FS KLM to process a customs declaration for a **Temporary Import (ATA CARNET)** with the intent to re-export.

Scenario C: Spare parts are shipped to First Solar KLM for inventory

- A standard Customs declaration will apply.
- Standard shipping documents are required

Note: when spare parts and tools are shipped together in the same ocean container, they must **not** be combined in the same carton/package and shipping document. **Two separate Customs declarations** must be processed for the spare parts and the tools.

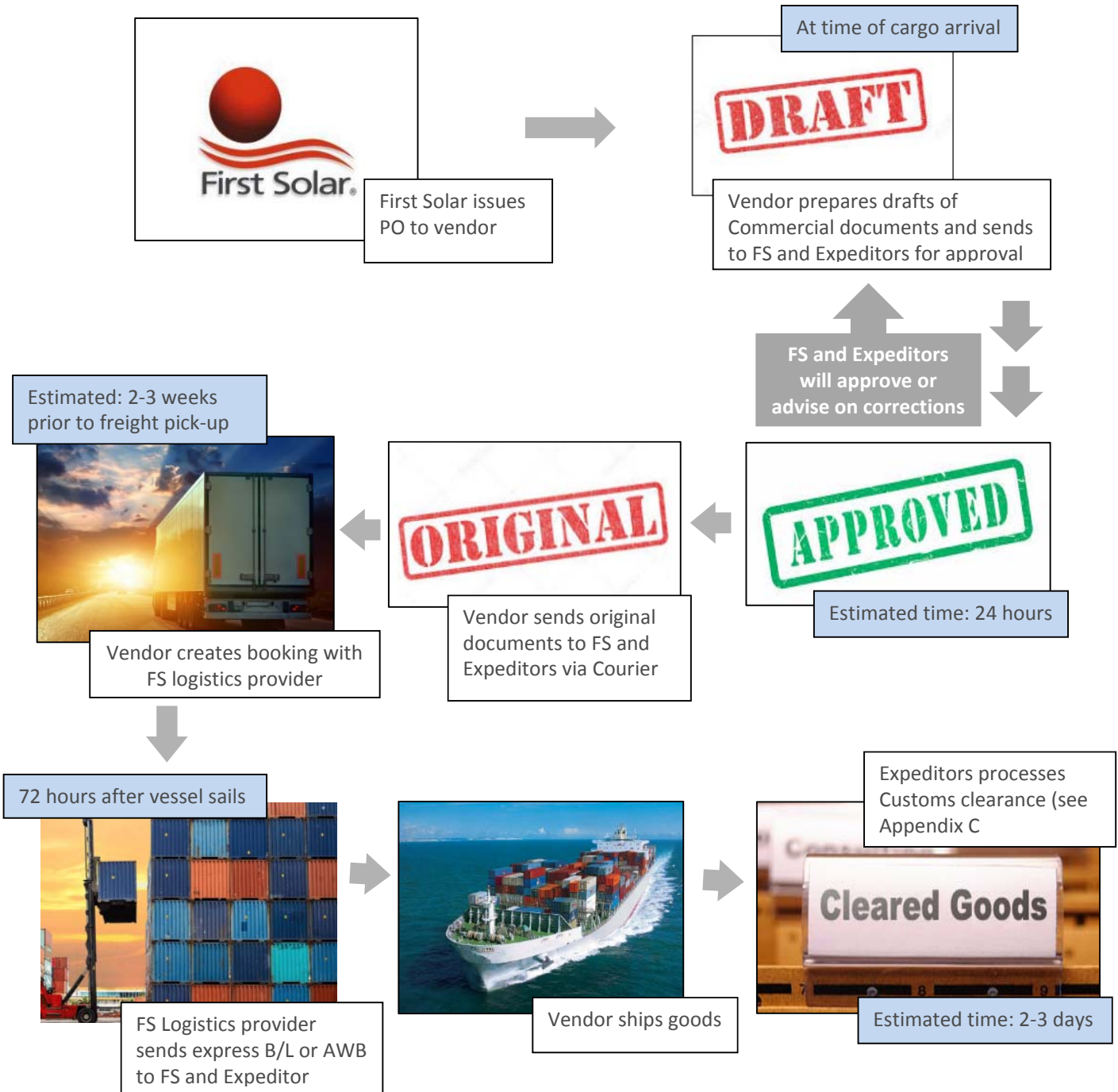
APPENDIX A – DOCUMENTATION CHECKLIST

Supplier Documentation Checklist					
PO/Contract	Copy (2)		1 copies to FS KLM	1 copy to EI Malaysia	
Commercial Invoice	Original (2)		1 original to FS KLM	1 original to EI Malaysia	
	Signature + Title of Signer				
Packing List	Original (2)		1 original to FS KLM	1 original to EI Malaysia	
	Signature + Title of Signer				
MSDS (if required)	Copy (2)		1 copy to FS KLM	1 copy to EI Malaysia	

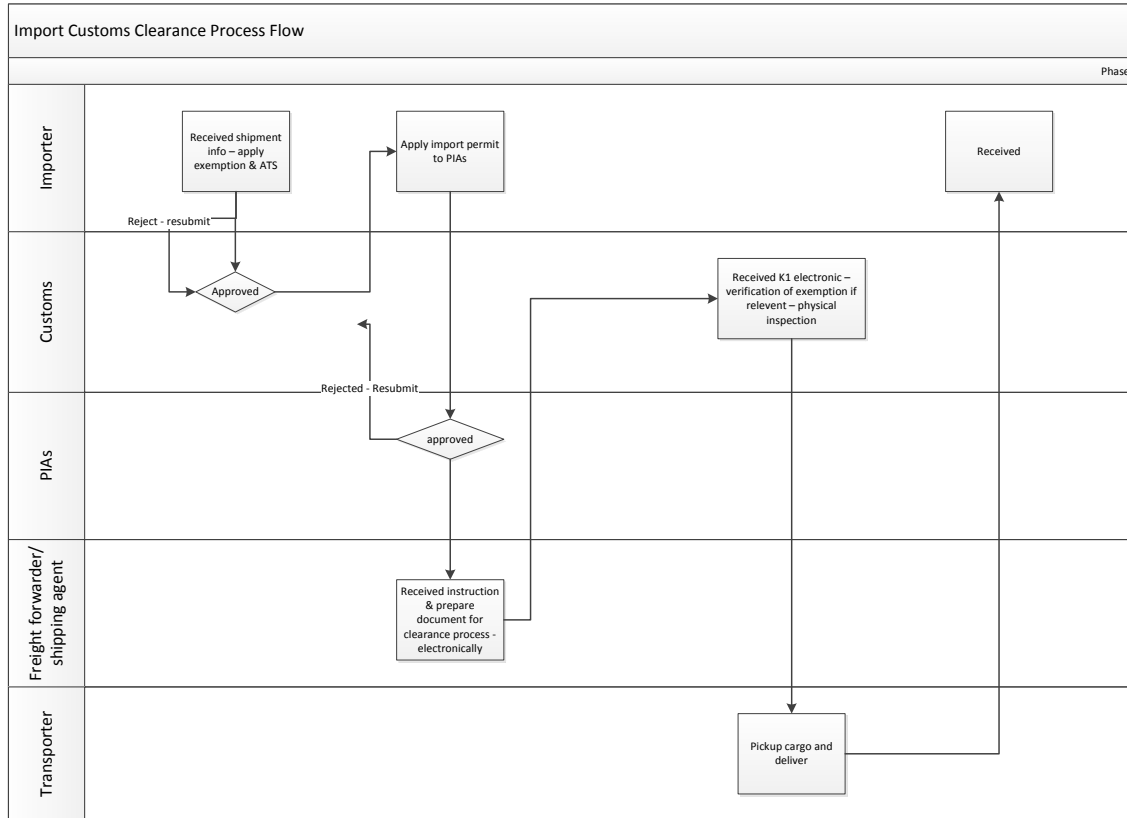
Mailing addresses:
First Solar Malaysia SDN BHD
 8, Jalan Hi-Tech 3/3, Zon Industri Fasa 3, Kulim Hi-Tech Park, 09000 Kulim, Kedah Darul Aman.
 Contact: Siti Noorhidayah Samsudin. E-mail: SitiNoorhidayah.Samsudin@firstsolar.com

Expeditors (Malaysia) Sdn. Bhd.
 LOC D-01, Block-D, Maskargo Ter
 Bayan Lepas, Penang 11900, Malaysia

APPENDIX B – IMPORT PROCESS FLOWCHART



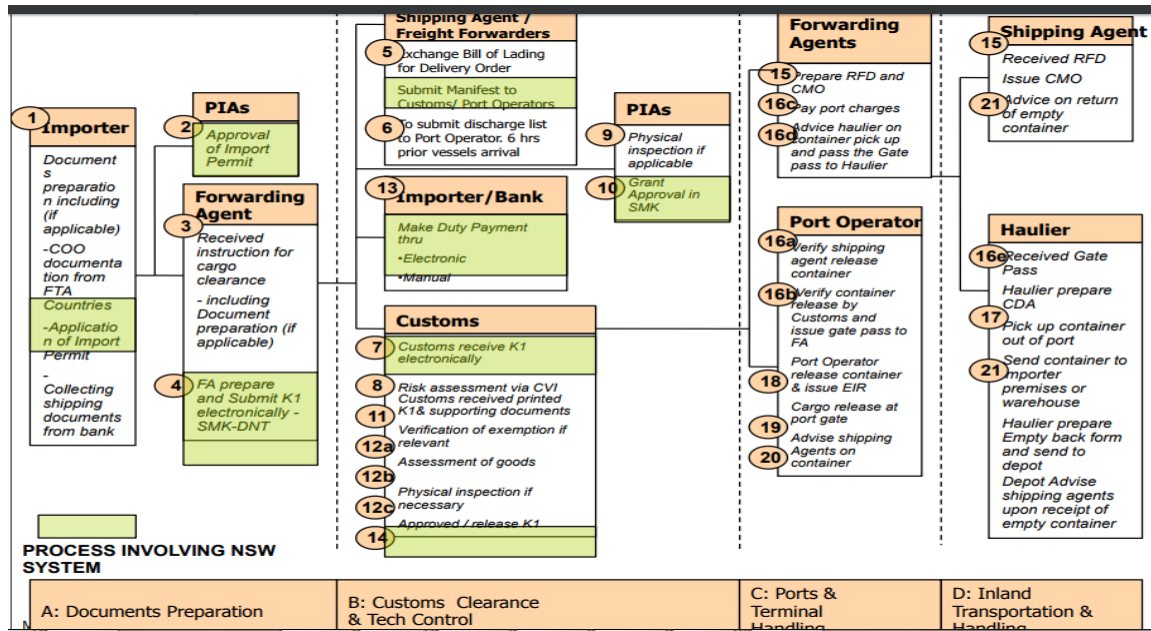
APPENDIX C – MALAYSIAN CUSTOMS CLEARANCE PROCESS AND IMPORT TIMING



Import Timing

Steps	Process Flow	Documents	Time
1	Drafts Receiveal	Commercial Invoice, Packing List, MSDS (if applicable)	30 days prior to cargo arrival
2	Exemption Application	Exemption list (prepared by FS KLM with info provided on Invoice)	2-3 working days
3	ATS Application	ATS list (prepared by FS KLM with info from Exemption Application)	2 business weeks
4	Import Permit (if applicable)	Import permit (prepared by FS KLM)	5 working days
5	Customs declaration form by Freight Forwarder/Shipping Agent	K1	1-2 hours
6	Customs release declaration form and cargo	K1	1 day
7	Ports & Terminal Handling	BL + Commercial Documents	2 days
8	Inland Transportation & Handling	Delivery Note	2 days

Import Flow for Full Container Load



REVISION HISTORY

REVISION	DETAILS	DATE	AUTHOR
A	Initial release to external parties – import timing table updated	8/10/2017	Michelle Pavan



PARTIES ACKNOWLEDGEMENT

Vendor Name:

Name and Title of Signer:

Signature:

Date:

Provided by First Solar Trade Compliance team

Distributed by:

Signature:

Date:

