

Supplier Standard

International Trade

Purpose: This Supplier Standard sets out Arco's requirements of its Suppliers in relation to compliance with international trade obligations and the provision of information to facilitate import and export clearances.

This Supplier Standard supplements our [Supplier Code of Conduct](#). Key terms used in this Supplier Standard are defined [here](#).

Requirements of this Supplier Standard

Compliance with [International Trade Obligations](#)

Arco requires that, as a minimum, each Supplier must:-

- comply with its [International Trade Obligations](#) and notify Arco promptly of any [Applicable Trade Sanctions](#) that may impact the supply of goods or services to Arco including any applicable dual use restrictions applicable, or licences required, in respect of goods or services to be provided to Arco;
- not do or fail to do anything that might cause Arco to break its [International Trade Obligations](#) including in particular, not supplying Arco with goods or services that are manufactured, distributed, handled, or supplied by any person or entity subject to [UK/EU Financial Sanctions](#) from time to time.
- provide Arco with any assistance or information it requires to be provided by the Supplier or declarations required to be made by the Supplier to enable Arco to comply with applicable [Customs Controls](#).
- provide Arco with the [Product Shipment Information](#) for each product to be supplied to Arco and updating this information promptly should an update or correction be required
- provide Arco with the [Transaction Information](#) for each shipment of product to Arco or its customers
- unless the Supplier is supplying DDP Arco UK (Incoterms 2020)
 - permit Arco, at its option, to undertake all import clearances into the UK and/or Ireland
 - cooperate with Arco's nominated import customs broker to allow that broker to undertake import clearance on Arco's behalf where Arco has elected that its broker shall be responsible for import clearance

Providing Information

- You must complete any information request, questionnaire or declaration that we require in relation to *International Trade*. We may provide access via our [Supplier Portal](#) to standard documents for this purpose.
- You warrant the accuracy and completeness of any submitted information in relation to climate change, whether provided to us before or after we entered into a contract with you.
- If any submitted information no longer remains accurate and complete in any material respect during the term of your contract with us, you must promptly submit a formal written update to Arco to ensure we hold accurate information. You may be able to use standard documents that we make available via our [Supplier Portal](#) for this purpose.

Additional Information

Further Information

We may provide additional guidance in relation to [International Trade Obligations](#) from time on our [Supplier Portal](#). That guidance will supplement but will not replace or supersede our [Supplier Code of Conduct](#) or this Supplier Standard.

How we use this Supplier Standard

This Supplier Standard forms part of any contract that Arco enters into with any Supplier.

You must immediately report any material breaches of this Supplier Standard to Arco. We will work with you to identify and implement any actions we believe reasonably necessary to rectify and remediate the issue and you must work with us in good faith to do so. We will also take action, which may include terminating your contract, if you fail to engage with us to address the issues raised or are unwilling or unable to make the necessary changes.

Terms we use in this Supplier Standard

<p>Applicable Financial Sanctions</p>	<p>means financial sanctions controls and restrictions imposed by any Government, and which apply to an entity by virtue of its country of registration, the countries in which it operates, the country/person/entity from which it is acquiring goods or services, or the country/person/entity to which it is supplying goods or services.</p> <p>Financial Sanctions generally prohibit companies and individuals from doing business with individuals, entities, countries and governments that are the targets of the sanctions. Financial sanctions typically prohibit an entity from making funds or services, directly or indirectly, available to the targets of financial sanctions ("Sanction Targets"), and entities that are owned and controlled by those targets. This includes making payments for goods, directly or indirectly via a third party, to Sanctions Targets and their subsidiaries</p>
<p>Applicable Trade Sanctions</p>	<p>Controls to limit the supply of technology or strategic goods to proscribed countries and which apply to an entity by virtue of its country of registration, the countries in which it operates, the country/person/entity from which it is acquiring goods or services or the country/person/entity to which it is supplying goods or services. The most relevant measures are:</p> <ul style="list-style-type: none"> i) Restrictions on the export of items of a specific type or to a specific customer or territory ("Export Controls"); ii) Restrictions on the import of items of a specific type or from a specific person or territory ("Import Controls"); <p>Export involves transferring an item to a different territory from the one in which it previously was located; or arranging or being involved in the transfer of goods between two overseas countries.</p> <p>Controlled items can be goods specifically listed on Export Control Lists; 'catch-all' or 'end-use controls' which apply to goods that are not specifically listed on control lists but which could be used in particularly end-uses; and items destined for particular destination countries that are subject to embargoes or sanctions</p>
<p>Customs Controls</p>	<p>the customs controls, processes, requirements, and rules which are imposed by any Government or regulatory body in respect of the export or import of goods or services, including any regime for the declaration of goods and the payment of duties, tariffs and other relevant taxes</p>
<p>International Trade Obligations</p>	<p>Applicable Trade Sanctions, Applicable Financial Sanctions, and Customs Controls</p>
<p>Product Shipment Information</p>	<p>In respect of any product that you intend to supply to Arco, the following information</p> <ul style="list-style-type: none"> • Factory Despatch Addresses • Commodity Codes • Country of Origin • Proof of Preferential Origin – Product Specific Rules of Origin evidence • License Information - Dual Use Goods compliance • Proof of Valuation Method • Incoterms • Carrier Details / Customs Clearance Broker Details (dependant on Incoterms)

	<ul style="list-style-type: none"> • Export/Import Control Certificates • C-TPAT/AEO Authorisation Reference / REX Number • Any Export & Import Control documents (including vendor declarations) or information required by Arco to enable a correct customs declaration.
<i>Transaction Information</i>	<p>In respect of any sale of products to Arco, a commercial invoice for the transaction which must include the following information as a minimum:</p> <ul style="list-style-type: none"> • Commodity Code • Country of Origin • Customs Value – Calculated in accordance with the Valuation Method notified to Arco as part of the Product Shipment Information • Proof of Origin – Statement on Origin • Incoterms • Description of Goods
<i>UK/EU Financial Sanctions</i>	Applicable Financial Sanctions imposed and maintained by the United Kingdom and/or the European Union

Document Control

Document	Arco Supplier Standard- International Trade
Document Owner	Arco Legal Department
Document Approval	General Counsel

Associated Documents
Supplier Code of Conduct

Date of Change	Version	Description of Change
	1,0	First Issue