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I. Corporate Policy: It is our company policy to ensure compliance with all US and MX Customs and other government agency regulations. This Import Standard Operating Procedure (SOP) is written in accordance with MX Customs regulatory requirements. Note, Allegion plc is the parent company of Schlage Lock Company LLC and “**Allegion**” will be referenced periodically in this SOP.

II. Purpose: The purpose of this SOP is to explain to all parties, including suppliers and employees, the import compliance requirements for participating in a supplier owned and managed inventory (SOMI) program through the Ensenada port. **These requirements are necessary to ensure compliance with Mexico Customs Regulations.**

III. Scope: This procedure applies to direct shipments to the Ensenada port meeting the following criteria:

- Ocean shipments
- SOMI shipments destined for Total Logistics (3PL) warehouse
- Raw materials (i.e., parts and components, screws and other fasteners, plastic components, packaging, etc.).

This SOMI procedure does not apply to finished door locks as special legal requirements are applicable to finished door locks sent to Mexico. Finished Locks should not be included in a SOMI program.

IV. Freight Forwarders: Allegion has designated freight forwarders. **In all cases, the designated Freight Forwarder must be used for Allegion shipments.**

For vessel shipments to Ensenada our designated freight forwarder is **Kuehne + Nagel (KN)**. Freight forwarders will be booking on behalf of Allegion on GSA-endorsed steamship lines. Please refer to [Exhibit 2](#) for contact information by country/city.

Please refer to the SOMI **At-A-Glance Shipping Instructions**. The use of any Freight Forwarder NOT DESIGNATED in this SOP will result in delays and increased costs (which may be charged back to the Supplier.)

V. SOMI Supplier Invoices: It is a **mandatory requirement** that all Payments to a SOMI supplier be distinguished from non-SOMI Payments in the general ledger. Supplier should assign a unique code to all SOMI invoices. For example, please assign an alpha prefix ‘SW’ (for ‘SOMI Warehouse’) before the numeric invoice number. This entire invoice sequence (SW-XXXXXX) will then appear in the Accounts Payable system for payment and help address compliance issues.

VI. SOMI Supplier Compliance “Checklist”: Prior to approving new suppliers for participation in the SOMI Import/Export program, **the Allegion Commodity Manager** must ensure the Supplier has met all of the mandatory requirements for participation in the program, as demonstrated by completion of Allegion’s SOMI program set-up requirements. The requirements are shown in [Exhibit 3](#).

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VII. Documentation: The **Allegion Commodity Manager** must coordinate with the supplier, the customs broker, logistics and the Allegion Trade Compliance group to complete the 'Checklist'. Once completed and signed-off, a supplier can be introduced to the SOMI Import/Export program.

MANDATORY REQUIREMENT FOR ALL SOMI SHIPMENTS:

The "**SOMI Program Set-up Requirements**" must be completed before a supplier can be introduced into the SOMI program. The Allegion Commodity Manager must ensure the program set-up requirements are completed fully and timely.

1.) **SOMI Shipments to Port of Ensenada:**

SHIPMENTS to 3PL in MEXICO FROM Asia, India, Australia, etc.

a. **REQUIREMENTS IN ADVANCE OF 1st SOMI SHIPMENT FOR EACH STEAM SHIPLINE**

1. MX Trucking Company will acquire an insurance policy that covers the security deposit for the container retrieval at the Ensenada port.
2. MX Trucking Company will name freight forwarder as beneficiary of the insurance policy for container retrieval in the Ensenada port. Completed and signed copies of the insurance policy documents must be sent to [freight](#) forwarder for validation.


Also share this document with the Allegion Commodity Manager and Allegion Global Logistics.

3. Annual revision of this policy must be done by Allegion Logistics Manager.

Failure to obtain the insurance policy for container retrieval in the Ensenada port will result in a NO SHIP Policy.

b. **Documentation Required:** Supplier must provide correct and complete documentation for MX customs clearance purposes. The following documents are required at time of entry into Mexico:

1. Commercial Invoice – See requirements on Exhibit 4
2. Packing List
A separate Packing Slip is required for each Allegion business unit and Location:
 - SOMI Schlage Ensenada
 - SOMI Schlage El Sauzal
 - SOMI Schlage Tecate
 - SOMI Schlage Tijuana
3. Bill of Lading
 - **NOTE: SOMI and NON-SOMI shipments CANNOT BE COMBINED on the same House Bill of Lading. SOMI Suppliers must ensure the Freight Forwarder creates a SEPARATE House Bill of Lading for the SOMI shipments.**
4. Advanced Shipping Notice (ASN)
5. C-TPAT Container Inspection Checklist – see Exhibit 1

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SOMI Statement: EVERY document must have a statement that CLEARLY references “SOMI”, along with the Allegion business unit. For example:

- SOMI - Schlage ENS
- SOMI – Schlage SAU
- SOMI – Schlage TEC
- SOMI – Schlage TIJ

c. Information Required on Documentation:

1. Consignee and Deliver To:

For SOMI shipments to MX, the Consignee and the Deliver to party will be **Total Logistics S. de R.L. de C.V.**

There shall be no reference to an Allegion business as consignee on the documentation.

Please refer to the **Port Ensenada Imports At-A-Glance** shipping instructions.

2. Terms:

The terms for all SOMI shipments must be agreed before the first shipment to 3PL Shipping Dock. The Bill of Lading must be clearly marked “COLLECT THIRD-PARTY”. Refer to section X of this procedure for Bill To Party and Freight Plan information.

3. Notify Party:

The NOTIFY PARTY on all shipping documents for SOMI shipments must reference the appropriate freight forwarder contact and MX Broker (Agencia Aduanal Jorge Diaz S.C) **attn: Rafael Santacruz**

Email all of the following:

qtirado@mb.idgroup.net

msalcedo@mb.idgroup.net

rsantacruz@mb.idgroup.net

Please refer to the **Port Ensenada Imports At-A-Glance** for shipping instructions.

Send a copy of the express bill of lading to Total Logistics to track shipment to Mexico, **attn: José Manuel Valenzuela Iñiguez.**

Email all of the following:

mvalenzuela@im.idgroup.net

imp-exp@im.idgroup.net

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VIII. C-TPAT & AEO Program

C-TPAT Program (Customs-Trade Partnership Against Terrorism)

As part of US Customs C-TPAT program (Customs-Trade Partnership Against Terrorism) and the AEO program (Authorized Economic Operator from SAFE program in Mexico) our foreign suppliers are required to:

- (A) Conduct and document container inspections and
- (B) Apply high security seals to containers.

Container integrity is critical to protect against the introduction into Mexico of unauthorized material and/or persons. **All suppliers must comply with C-TPAT and AEO requirements A and B listed immediately below:**

A. Conduct a 9-point Container Inspection prior to loading cargo, as well as:

- Check the reliability of the locking mechanisms of the container doors,
- Document the inspection (using the **“Container Inspection Checklist”** (attached to this document as Exhibit 1), and
- Assign documentation accountability (someone from your company must be assigned the responsibility for container inspections).
 - **NOTE:** Container integrity is critical to protect against the introduction into the US of unauthorized materials, persons or agricultural pests.

The required 9-point container inspection process covers:


1. Container cleanliness (not filthy; no weeds, seeds or pests)
2. Pallet cleanliness (not filthy; no weeds, seeds or pests)
3. Underside of Trailer
4. Left Wall
5. Right Wall
6. Front Wall
7. Floor
8. Ceiling
9. Inside and Outside Door / Hinges
(i.e. Ensure Locking mechanisms are secure)

Please complete the Container Inspection Checklist (attached to this SOP as Exhibit 1). Suppliers must complete sections I, II, and III for our shipments bound for Mexico and include the completed form with the paperwork sent with the container.

B. Apply a high security Seal to all shipping containers bound for Mexico

It is a mandatory that all containers bound Mexico be secured with a high security SEAL which meets the ISO/PAS 17712 standards.

Seal Requirements: All seals must meet or exceed the current PAS ISO 17712 standards for high security seals. A new 18MM MINIMUM WIDTH DIAMETER for bolt seals is required.

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1. Requires seals meet or exceed certain standards for strength and durability to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage.
2. Requires each seal be clearly and legibly marked with a unique identification number.
3. Unused seals must be stored in a secure place and controlled.
4. Less than container loads must use a secured padlock or similar locking device. Only a limited number of individuals should have access to open this padlock. Once freight is consolidated for shipment to Mexico, the containers must be sealed with a high security seal.

IX. Wood Packing Materials (WPM):

For additional information/specifications related to the seal requirement, or for any questions on C-TPAT, please contact the Trade Compliance group.

To receive the Container Inspection Checklist as a Word document, see Exhibit 1 or access a copy on the Allegion Supplier Portal (www.allegion.com/suppliers).


Suppliers must ensure all Wood Packing Materials (WPM) comply with Mexico and international phytosanitary standards as follows:

1. All WPM must be properly marked to indicate it has been either heat treated or treated with methyl bromide,
2. All WPM must contain the internationally recognized IPPC mark which certifies treatment.
3. Visual inspections of WPM are required to ensure all WPM is free of free of timber pest.
4. Pallets must be free of weeds and seeds, and should not be stored outside.

Wood Packaging Material (WPM) is defined as wood or wood products (excluding paper products, such as corrugated paper cartons) used in supporting, protecting or carrying a commodity. Wooden packaging materials include:

- pallets,
- crates,
- boxes,
- packing blocks,
- drums,
- cases,
- skids, and
- pieces of wood used to support or brace cargo.

Wood pallets cannot be shipped separately (pallets shipped in bulk, without any goods) to Mexico due to strict health & agricultural regulations. Failure to comply with this rule, will result in an inability to clear customs at Mexico ports.

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X. Freight Payment Supplier must ensure the “Bill To” portion of the Bill of Lading reflects Trax Group Inc., our Third-Party Payment Provider, and the appropriate address below:

**Trax Group Inc. c/o Allegion
7047 E. Greenway Pkwy.
250
Scottsdale, AZ 85254 USA**

XI. Packaging Marking Requirements All SOMI packages must be clearly and visibly marked with their **Country of Origin**.
All SOMI packages must be clearly and visibly marked with the statement “**SOMI**”.

The supplier can continue to use the current label with the SCHLAGE part number, description and quantity, but the Blanket Purchase Order will not have a Release number. Supplier must comply with Allegion policy MATL_SOP_0013, entitled “Inbound Packaging Specification, when shipping cargo to Schlage de MX.


XII. Responsibilities **1. Allegion Commodity Manager**

The Allegion Commodity Manager has primary responsibility for ensuring the SOMI Set-up Requirements are completed **PRIOR to introducing a new supplier into the SOMI Import/Export program.**

It is critical for the Allegion Commodity Manager to ensure the requirements of this procedure are met by the SOMI supplier to avoid the following:

- Schlage de Mexico inadvertently being the Importer of Record, and thereby taking Title and liability for goods.
- Delays in customs processing due to SOMI supplier not being set up to clear MX customs in own name.
- Delays in customs processing due to the SOMI invoice incorrectly showing an Allegion company as the consignee or sold to party.
- Delays in customs processing due to the SOMI supplier combining SOMI and non-SOMI shipments on the same House Bill of Lading.
- High cost to Allegion for goods sent to storage for inability to clear customs
- High cost to Allegion for paying pedimento entry.
- High cost to Allegion of lost productivity for all parties involved in resolving customs delays.

The Allegion Commodity Manager liaisons between the supplier and freight forwarder to ensure all set up requirements are satisfied.

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2. SOMI Supplier

Ensures all requirements of this procedure are satisfied **prior to engaging in SOMI Import/Export program**, including the following:

For Imports into the MX:

- Proves Invoice Compliance with Allegion Customs team
- Ensures that SOMI and non-SOMI shipments are NOT combined on the same House Bill of Lading

Ensures all documentation and packaging requirements are met for EACH SOMI shipments, as set forth in this procedure.

3. Freight forwarder

- Find the best rates and options to ship the goods
- Serve as liaison between ocean freightliner and 3PL
- Responsible for liaison with logistics and compliance team

4. Trucking Company Must be an AEO approved, registered, and Allegion validated

- Bond for container retrieval in the Ensenada port.
- Run a checklist of container condition before retrieval of the port.
- Safe return of the container back to the port.

5. 3PL

- Report any discrepancies with the materials back to the compliance group
- Coordinate the Customs clearance process

6. Allegion Trade Compliance Team


Reviews following documents to ensure SOMI Supplier Compliance

- Invoice template
- Origin certification
- Support HTS Classification requests

7. Allegion Accounts Payable / SOMI Inventory Managers

Allegion Accounts Payable or SOMI Inventory Manager, whichever function creates the SOMI invoices once inventory is released from the SOMI inventory, is required assign a unique code to all SOMI invoices. For example, most businesses will add the alpha prefix 'SW' (for 'SOMI Warehouse') before the numeric invoice number. This entire invoice sequence (SW-XXXXXX) must appear in the Accounts Payable system.

Further, Allegion Accounts Payable must ensure all SOMI invoices and the related sub-inventory records are saved for 5 years to prove the payments involved goods in the SOMI program.

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XIII. Procedure: The following requirements apply:

1. At Set up

A. Allegion Commodity Manager ensures

- Registration of New Parts in MX Customs System (Complete Southbound forms in coordination with Buyer).
- SOMI Agreements w/Contract Number filed
- Agreement with ocean freightliner for container retrieval in the Ensenada port on file
- Follow SOMI Set-up Requirements

B. Supplier

- Fill out and send responsibility template to freight forwarder
- Fill out commercial Invoice Compliance Proof
- Declare Value of Goods to 3PL
- Ensure Supplier / 3PL Contract Executed
- Provide supplier Tax ID to 3PL

C. Transportation & Logistics Manager

- Ensure TRAX Set-up for freight forwarder charges

D. 3PL

- HTS # must be confirmed with Allegion Customs team

2. At the time of the shipment

A. Supplier

- Ensure C-TPAT compliance (container inspection checklist & high security seal - Exhibit 1)
- Comply with Wood Packing Materials
- Fill out and attach Packing Slip
- Fill out and attach Commercial Invoice (English)
- Bill of Lading, Consignee shown as: Agencia Aduanal Jorge Diaz / Total Logistics
- Follow Freight Plans (2) in BOL
- Advise "Notify Party" of Shipment:
- Complete Advance Supplier Notification by Supplier in freight forwarder system

B. 3PL

- Create invoice for Importation to Mexico (Spanish)
- File import declaration (Pedimento)


C. Trucking Company

- Agreement with ocean freightliner for container retrieval in the Ensenada port on file

3. Daily operations

A. Buyer

- Send SOMI Attachment A updates
- Send SOMI pull request
- Ensure receipt in Allegion system

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B. Allegion Accounts Payable

- Pay Supplier
- Ensure Payables System reflects invoices as SOMI

C. 3PL

- Nota de Remision with every shipment from SOMI to Allegion
- File Inter-Maquila Transfer (Virtual Pedimento)

4. After the Ensenada Port arrival

A. General process flow

- Freight forwarder notifies arrival notice to 3PL and MX Broker.
- MX Broker receives documents (Bill of lading, invoice, packing list, etc) and confirms arrival with freight forwarder.
- 3PL thru MX Broker solicits to the Ensenada port “Previo” Inspection 24 hours prior to container release.
- 3PL creates invoice for customs purposes and sends to the MX Broker for Import Declaration (Pedimento Document) using their Service Maquiladora permit (Importer of Record is 3PL).
- MX Broker requests release ticket from the Port.
- MX Trucking Company enters the Ensenada port and conduct an inspection of the container.
- MX Broker presents to Customs authorities the Import Declaration (Pedimento Document).
If inspection by authorities is needed, MX Broker will work with the Ensenada port to facilitate the inspection.
- MX Trucking Company takes goods to 3PL facility in Mexico.
- 3PL in Mexico receives the SOMI Materials into their Inventory System.
- Schlage de Mexico Planner sends Release to 3PL for the material required for the Plants' Internal replenishment level.
- 3PL ships to Schlage de Mexico within 4 working hours and material is received in Oracle when it arrives to the Schlage de Mexico facility.
- Transaction for Shipment is registered in 3PL Web page and automatic e-mail notification is sent to SOMI supplier.
- Supplier Invoices for SOMI material shipped from 3PL to Schlage de Mexico based on 3PL Shipping Transactions.

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XIV. Ocean Container Booking Requirements: Contracted Freight Forwarders, Ocean Vessel Operators and specific SOMI Suppliers

Once replenishment orders are filled and ready for shipment, SOMI suppliers will communicate container booking information and requirements to the local office of Allegion's designated freight forwarder. Once received, the freight forwarder will book ocean container cargo with Allegion's designated Ocean Container Carrier.

XV. Allegion Contacts:

TRADE COMPLIANCE	Kelly Guzman, Trade Compliance Director Kelly.Guzman@allegion.com	+1 (619) 778-4137
	Milton Rangel MX Trade Compliance Manager Milton.rangel@allegion.com	011 52 (665) 845 2246
	Monica Cobian, MX Compliance Supervisor Monica.Cobian@allegion.com	011 52 (665) 103-6188
GLOBAL LOGISTICS	Cecilia Pina, Baja Logistics Supervisor Cecilia.Pina@allegion.com	011 52 (646) 182 3281
	Erica McBride-Rapp Logistics Manager Erica.McBride-Rapp@allegion.com	(317) 219-9652
	Patrick Bowman, Logistics and Distribution Manager Patrick.Bowman@allegion.com	(317) 617-4068
	Doug Pasquale Director, Logistics and Distribution Doug.Pasquale@allegion.com	(317) 420-6300

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Exhibit 1

C-TPAT Container Inspection Checklist

This example shown below is for illustration purposes only; please use the version attached (imbedded file) or the version available on the Allegion Supplier Portal.



2021 CTPAT Container Inspection



Container/Trailer Inspection Checklist

Instructions to Supplier

Please **complete Sections I, II and III** of this form. Attach completed form with the shipment documentation accompanying the container. Also, please include a copy on the inside door of the container.

Section I. Shipment Information

Date:	Supplier Name:
Carrier Name:	Container Number:
Seal Number:	Container Inspector's Name:

Section II. 9-Point Container Inspection

Note: Containers must be secure, and not contain any of the following:

- Secret compartments in walls, floors, ceiling, etc.
- Un-manifested goods, packages, etc.
- Signs of tampering (fresh paint, peculiar marks, etc.)

Check Box after Exam:

Check <input checked="" type="checkbox"/>	Category	Note any damage or problems with container
	1. Container cleanliness (not filthy; no pests, weeds or seeds)	
	2. Pallet cleanliness (not filthy; no pests, weeds or seeds)	
	3. Underside of Trailer	
	4. Left Wall for concealed walls or hidden articles	
	5. Right Wall for concealed/false walls or hidden articles	
	6. Front Wall for concealed/false walls or hidden articles	
	7. Floor for hidden articles or false floor	
	8. Ceiling	
	9. Inside and Outside Door / Hinges (i.e. Ensure Locking mechanisms are secure)	

Section III. Supplier's Container Inspector's Signature: _____

Section IV. For Completion by Allegion Receiving

Receiving Date:	Seal Number:
Receiving Location:	Receiving Person's Name:

1. Does Seal Number match seal shown in Section 1? Yes No (report "no" answers to Mgmt)
2. Does Container show signs of tampering / anomalies? Yes No (report "yes" answers to Mgmt)
3. Receiving Inspector's Signature _____

*Instructions to **Receiving**: Please Save this form for 1 year in a file for C-TPAT audit purposes*

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Exhibit 2

Freight Forwarder Contacts:

A. OCEAN VESSEL: KUEHNE+ NAGEL (KN)

Jiangmen

Jiangmen Branch Office
20-21/F Center Plaza North Tower

<ul style="list-style-type: none"> Carol Yi – FCL & LCL 	
PH: 0086-20-2238-6944	carol.yi@kuehne-nagel.com

Ningbo

Ningbo Branch Office
6F(south) Howard Johnson Office, Building 230,
Liuting Street, Ningbo

<ul style="list-style-type: none"> Vivienne Qin – FCL + LCL 	
PH: 0086-574-2790 9702	vivienne.qin@kuehne-nagel.com

Shanghai


Shanghai Branch Office
Life Hub at Daning
Office Tower Block 1, 11-16F
1868 Gong He Xin Road
Zhabei District
200072, Shanghai

<ul style="list-style-type: none"> Anson Wang - FCL 	
PH:0086-21-2602 8083	Anson.Wang@kuehne-nagel.com

<ul style="list-style-type: none"> Phoenix Wu - LCL 	
PH: 0086-21-2602 8085	phoenix.wu@kuehne-nagel.com

Shenzhen

Shenzhen Branch Office
Unit A/B/D/D, 28/F Block A World Finance Center

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4003 ShenNan Dong Road Shenzhen 518001

<ul style="list-style-type: none"> Chaya Luo - LCL 	
PH: 0086-755-8269 2429	chaya.luo@kuehne-nagel.com

Hong Kong + Yantian
Hong Kong Branch Office
Kuehne + Nagel, Inc.
32/F Manhattan Place
23 Want Tai Road
Kowloon, Hong Kong

<ul style="list-style-type: none"> Charlie Kok - FCL 	
PH:0085-2-2866 5260	Charlie.kok@kuehne-nagel.com


<ul style="list-style-type: none"> Jojo Wong - LCL 	
PH:00852-2823 7199	jojo.wong@kuehne-nagel.com

Kaohsiung
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A-2 6th Floor
8 Min Chuan 2nd Road
806 Kaohsiung – Taiwan (R.O.C.)

<ul style="list-style-type: none"> Diane Tsao – FCL + LCL 	
PH: 00886-7-3391085 ext. 122	Diane.Tsao@kuehne-nagel.com

Taipei + Keelung
Taipei Branch Office
Kuehne + Nagel, Inc.
10F, No.246, Sec. 1, Neihu Rd, Neihu Dist,
Taipei City, 114661 – Taiwan (R.O.C)

Ashlee Su – FCL + LCL

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PH: 00886-2-2544 5150	ashlee.su@kuehne-nagel.com
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INDIA

Delhi Branch Office
70, Udyog Vihar Phase IV
Gurgaon, India 122017

<ul style="list-style-type: none"> Siddhartha Chaudhury - FCL 	
PH: 0091-124-459 5838	Siddhartha.chaudhury@kuehne-nagel.com
<ul style="list-style-type: none"> Pardeep Saini - LCL 	
PH: 0091-124-459-5959	pardeep.saini@kuehne-nagel.com

301-302, Buliding 637
Opp. Sears Tower & CII Building
Near Panchwati Cross Roads
Gulbai Tekra Road
Ellisbridge, Ahmedabad 380006

<ul style="list-style-type: none"> Biju Nair - LCL 	
PH: 0091-79-4024-6428 Mobile: 0091-99 2575 7778	biju.nair@kuehne-nagel.com

Tijuana

Tijuana Branch Office
Paseo de los Heroes SN, Esquina
Diego Rivera, Plaza Lincoln Int 209, Zona Rio
Tijuana, B.C. MX 22010

General Contact: info.tijuana@kuehne-nagel.com	
<u>Elsa Escalante / Ocean Freight Supervisor</u>	
	Esla.Escalante@kuehne-nagel.com
<u>Diego Navarro / FCL Coordinator</u>	
	Diego.Navarro@kuehne-nagel.com
<u>Victor Rochin / LCL Coordinator</u>	
	External.Victor.Rochin@kuehne-nagel.com

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Minneapolis

Minneapolis Brand Office
1675 Meadow View Road
Suite 100
Eagin, MN 55122

<ul style="list-style-type: none"> Andrea Birkeland – Operational Account Manager 	
PH: 001-651-234-4266	andrea.birkeland@kuehne-nagel.com
<ul style="list-style-type: none"> Stephanie Klinckman – Ocean Freight Import Manager 	
PH: 001-651-234-4208	Stephanie.Klinckman@kuehne-nagel.com
<ul style="list-style-type: none"> Paige Peraino – Ocean Freight Import Supervisor / LCL 	
PH: 001-651-369-1241	paige.peraino@kuehne-nagel.com
<ul style="list-style-type: none"> Kyle Lock – Ocean Freight Import Operator FCL 	
PH: 001-651-234-4251	Kyle.Lock@kuehne-nagel.com

allegion.support@kuehne-nagel.com

Escalation Purposes only. Contact regional contacts above for booking and tracking requests.


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Exhibit 3

SOMI Set-Up Requirements

Prior to approving new suppliers for participation in the SOMI program, the Allegion Commodity Manager must ensure all mandatory requirements are satisfied.

The Allegion Commodity Manager must fill out the following fields:

Supplier Name: _____

Supplier Contact Name: _____

Supplier Contact E-mail: _____

Allegion Business Unit: _____

Allegion Commodity Manager: _____

Allegion Commodity Manager E-mail: _____

For each type of SOMI transaction below (as applicable), Allegion Commodity Managers and Suppliers must ensure all of the requirements listed below are implemented, understood and completed **before any SOMI shipments are initiated.**

Requirements for SOMI Implementation for Ensenada Port							
Process:	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up	Set-Up
Originator :	CM	Buyer	Freight Forwarder	Supplier	Supplier	Supplier	Supplier
Document or Procedure:	SOMI Agreements w/ GEP Contract Number	SOMI Attachment A	Agreement with ocean freightliner for container retrieval in Ensenada port on file	Responsibility Template (send to Freight Forwarder)	Commercial Invoice Compliance Proof	Declare Value of Goods to 3PL	Ensure Supplier / 3PL Contract Executed
SOMI Import into Ensenada port	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<i>Check if completed</i>							
Continuation							
Process:	Set-Up	Set-Up	Set-Up	Set-Up			
Originator :	Supplier	3PL	Trans. & Log. Mgr.	Buyer/CM			
Document or Procedure:	Provide Supplier Tax ID to 3PL	Confirm HTS of Parts with Trade Compliance	TRAX Setup for Freight Forwarder charges	Registration of New Parts in MX Customs System (Complete Southbound forms)			
SOMI Import into Ensenada port	Yes	Yes	Yes	Yes			
<i>Check if completed</i>							

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Exhibit 3, continued

Set-Up Requirement REMINDERS:

- **Evidence of Invoice Compliance** – SOMI supplier shall submit two (2) sample SOMI invoices to Allegion Trade Compliance and Sourcing to demonstrate a full understanding of SOMI invoice requirements. Once submitted, the samples will be reviewed and approved by Customs and Sourcing. See sample invoice herein as Exhibit 4.
- SOMI Agreement must be signed by Supplier and Allegion Commodity Manager.
- SOMI Attachment A must be signed by Supplier and Allegion Commodity Manager. The SOMI Attachment A is an internal form not discussed in this Import Procedure.


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Exhibit 4

SOMI Invoice Requirements (sample template)

INVOICE SAMPLE - FOR SOMI SHIPMENTS to MX FACILITIES					Page (s)
SUPPLIER'S LETTERHEAD Address of Supplier Supplier contact person			NOTE to SUPPLIER: These invoice requirements apply shipments from NON-NAFTA countries, including Asia, Australia and Europe, destined for MX facilities. ALL items in red font are mandatory and must be carefully followed.		
Invoice #	Invoice Date	Exchange rate	Export Date:	Port of Export:	Port of Entry/Import:
Currency	Packing list #	Payment Terms:	Purchase Order #: SOMI PO # _____	Blanket Order Line Item	
Consignee	Deliver To	Notify Party	Invoice Comments		
Total Logistics, S. de R.L. de Chilpancingo 91-4 Col. Ciudad Industrial C.P. 22444 Tijuana, B.C. Mexico	Total Logistics, S. de R.L. de Colonia Carlos Pacheco C.P. 22890 Ensenada, B.C. Mexico	Jaime Ulises Rolon Alcazar Kuehne + Nagel, S.A. de C.V. Blvd. Agua Caliente No. 4558 Col. Aviación Tijuana B.C. 22420 phone: +52 (664) 972-9472 & 70 fax:	*** SOMI - Schlage (or Ives, LCN, as applicable) ***		
Carrier	Container #	TERMS of Sale: Deliver At Port (DAP) to 3PL Shipping Dock			
Shipment Reference number:		Mode	Freight Collect Third Party	T&E / Inbond: NO	

QTY	PART #	DESCRIPTION	CLASSIFICATION	Weight (kgs)	Origin	unit price	Total Cost
20	043156886425	Item Number AUTOMATIC DOOR CLOSERS	8302.60.3000	2	CN	5.00	\$ 100.00
15	043156781959	Item NUMBER PARTS OF AUTOMATIC DOOR CLOSERS	8302.60.9000	4	MX	10.00	\$ 150.00

Total Weight 6

Signature

TOTAL	250.00
Two hundred fifty dollars	