



Requirements for Importing into the United States

Item	Description
Shipped from	Name and address of the shipped from location (Exporter)
Sold to	Name and address of the U.S. purchaser
Ship to	Name and address of the U.S. consignee
Importer of Record	Party responsible for the U.S. Customs duties and processing fees (if applicable)
Export date	Date of export
U.S. port of entry	U.S. port of entry merchandise is destined
Invoice Number	Commercial invoice number and date prepared
Currency	Type of currency
Country of origin	Country of origin (manufacturer) for the goods being shipped
Number of packages	Number of packages shipped, e.g. 40 boxes on 1 pallet
Net weight	Net weight of each item shipped
Gross weight	Total gross weight of the item(s) shipped
Quantity	Quantity of each item shipped
Description	Detailed description of each item
Value	Price per unit and total value for each line item
Charges	Itemize all charges by name and the amount not included in the price, but payable by the buyer. These charges could include freight, insurance, commission, cases, containers, coverings and cost of packing; and if not included in the above, all charges, costs and expenses incurred in bringing the merchandise from alongside the carrier at the first U.S. port of entry. The cost of packing, cases, containers, and inland freight to the port of exportation need not be itemized by amount if included in the invoice price and identified.
Assists	Declare assists information (for further instructions see the ASSIST document on the Company X Supplyweb Portal under the General Use Documents)
Rebates, Drawbacks and Bounties	Separately itemize
Pages	Indicate the number of pages
Exporter contact information	Name and phone number of the responsible individual of the exporter who has knowledge of the shipment.
Packing List	May be an attachment to the commercial invoice
Incoterms	Freight terms of sale
P.O. Number	Customer purchase order number and date of purchase order
U.S.-consignee contact information	Contact name and phone number for the U.S. consignee
Relationship	Indicate whether the buyer and seller are „Related“ or „Non-Related“ parties



The following declarations should be made as required:

U.S. Goods being returned to the United States -

Foreign Shipper Declaration:

If the products being shipped were of U.S. Manufacture, the following declaration must be made by the foreign shipper in accordance with U.S. Customs Regulations 10.1:

I, _____, declare that to the best of my knowledge and belief the articles herein specified were exported from the United States, from the port of _____ on or about _____, (year), and that they are returned without having been advanced in value or improved in condition by any process of manufacture or other means.

Solid Wood Packing Material (SWPM) -

Wood packing certification as follows must appear for all shipments originating in countries other than Canada & Mexico Border States:

„TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THE SOLID WOOD PACKING MATERIALS USED ARE TOTALLY FREE FROM BARK AND APPARENTLY PEST FREE.“

For further information see USDA website - www.aphis.usda.gov.



Commercial Invoice

Seller(Supplier Name:	Importer of Record:	Commercial Invoice No. & Date:
	Port of Export:	Purchase Order No. & Date:
	Date of Export:	
Sold To:	U.S. Port of Entry:	Terms of Sale:
	Country of Origin:	Currency of Purchase:
Ship To:	Assist Declaration:	

No of Pkgs.	Net. Wgt. (Kilos)	Gross Wgt. (Kilos)	Qty.	Description of Merchandise	Unit Price	Total Value
Pkg. Marks:				Misc. Charges (Packing, Insurance, Etc.)		
					Invoice Total:	