

Commercial Invoice Compilation Job Aid

Correct information on the commercial invoice is a major factor in guaranteeing rapid, precise customs clearance. Failure to provide correct information may result in customs delays, an incorrect calculation of the duties/taxes to be paid as well as possible fines and penalties. Destination country specific invoice requirements can be found in the SRG.

Below you'll find some key elements necessary on the commercial invoice:

1. Is the AWB number indicated on the Commercial invoice? MANDATORY

2. Shipper information complete? (contact name, address, telephone number) **MANDATORY**

3. Recipient information complete? (contact name, address, postal code, telephone number) **MANDATORY**

4. Country of origin of goods for each commodity? MANDATORY

- a. The country of origin is the country in which the goods were produced, not the country of export.
- b. If the goods were produced in only one country, it is sufficient to specify on the invoice: Made in xxxxx.
- c. If the products are made in more than one country, each country of origin must be specified next to the corresponding product.
- d. Note that "EU" (European Union) is not adequate for some destination customs. Therefore, the country within the EU must be specified. i.e. "Made in France".
- e. The country of origin can impact the duty rate of imported goods and whether the goods are subject to a duty reduction, bans or sanctions.

5. Description complete? MANDATORY

- a. Remember, "serial/part # 2345", "parts", "samples", and other generic descriptions are not adequate and may result in customs delays. The customer needs to indicate:
 - i. what it is
 - ii. what it is made of
 - iii. how many/how much (quantity)
 - iv. how it will be used
- b. For example: "10 boxes of stainless steel screws for civil aircraft" is an adequate description. "Civil aircraft parts" is not, and will result in customs delays.
- c. Final use indications (*gift, personal use (new), personal effects (used), return for repair, etc.*) are important indications to include within the description and, depending on destination customs regulations, may permit duty-free entry. Some examples of good final use descriptions would be, "gift—men's 100% wool sweater" or "personal use only—100% stainless steel key chain"
- d. A complete description also includes the quantity of each item, the unit of measure (pounds, kilos, pieces, etc.), and a unit value of each item.
- e. Is the description available in the English language? As the English language is recognized as the global language of business, many carrier and regulatory entities may require that the description is in English to facilitate controls and clearance through the local customs authorities. Please note, for example, that United States Customs and Border Protection mandates that the description must be in the English language.

6. Individual and column totals for number of packages, quantity, unit of measure, weight, unit value, total value?

7. Is the value on the CI the same as that indicated on the AWB? Both values need to correspond. **MANDATORY**

8. Is the currency specified? USD, CAD, SGD?

- a. Remember, several countries use the dollar sign (\$) as a monetary currency (i.e. the United States, Canada, Singapore, etc.) so it is important to specify the exact currency. The sign "\$" is not adequate. **MANDATORY**

9. Is the commercial invoice on company letterhead and signed? MANDATORY to many countries. Please check the SRG.

10. Is the commercial invoice clearly legible? MANDATORY Remember that the paperwork, including the CI, will be pulled and imaged or faxed for manifesting purposes as well as clearance of the shipments through destination customs. It is imperative that all the documentation, including the CI, is clearly legible.

PLEASE NOTE: THE COMMERCIAL INVOICE MUST BE COMPLETED IN ENGLISH AND BE CLEARLY LEGIBLE.

Commercial Invoice Job Aid

INVOICE PAGE _____ OF _____

INVOICE

2. DATE OF EXPORTATION	1. INTERNATIONAL AIR WAYBILL NUMBER
4. INVOICE NUMBER	3. EXPORT REFERENCES
6. SHIPPER / EXPORTER (NAME, STREET, CITY, STATE, ZIP/POSTAL CODE, COUNTRY, PHONE NUMBER)	5. INVOICE DATE
7. CONSIGNEE (NAME, STREET, CITY, STATE, ZIP/POSTAL CODE, COUNTRY, PHONE NUMBER)	7. CONSIGNEE (NAME, STREET, CITY, STATE, ZIP/POSTAL CODE, COUNTRY, PHONE NUMBER)

1. Is the Air Waybill number indicated on the Commercial Invoice? This is MANDATORY.

2. Shipper/Exporter information must be completed (name, address, city / state / country / zip or postal code and telephone number). This is MANDATORY.

3. Consignee/Recipient information must be completed (name, address, city / state / country / zip or postal code and telephone number). This is MANDATORY.

8. SHIPPER'S TAX NUMBER (FOR CUSTOMS OPERATIONS)	9. CONSIGNEE OR IMPORTER'S TAX NUMBER (FOR CUSTOMS OPERATIONS)
10. SHIPPER'S EMAIL CONTACT (OPTIONAL)	11. CONSIGNEE'S EMAIL CONTACT (OPTIONAL)

12. PURPOSE OF SHIPMENT (CHECK ONE)

Catalog/Order Return <input type="checkbox"/>	Mutilated Samples (No Resale) <input type="checkbox"/>
Commercial Sale <input type="checkbox"/>	Personal Effects (Used Goods) <input type="checkbox"/>
Gift (Unsolicited) <input type="checkbox"/>	Personal Use (New, No Resale) <input type="checkbox"/>
Intra-Company Transfer <input type="checkbox"/>	Return for Repair <input type="checkbox"/>
Marked Samples (No Resale) <input type="checkbox"/>	Return after Repair <input type="checkbox"/>
Other _____	

13. IMPORTER - (IF OTHER THAN CONSIGNEE)
(NAME)

14. 4-7. Shipment information. The following MUST be indicated on the Air Waybill:

- (a) Total Packages
- (b) Total Weight
- (c) Commodity Description (what is being shipped; what is the product made of; how / where it will be used; quantity of the product; reason for shipping)
- (d) Country of Manufacture
- (e) Value for Customs (required for each item, as well as a total). This must also be the same as that indicated on the AWB.
- (f) Final use indications are important to include within the description and may permit duty-free entry for certain destinations. Examples of good final use descriptions would be, "gift - men's 100% wool sweater" or "personal use only - 100% stainless steel key chain"

15. COUNTRY OF MANUFACTURE (EACH ITEM)	16. FULL DESCRIPTION OF GOODS (What is it? What is it made of? How/where will and Harmonized Tariff Code (if known))
	[EXAMPLE OF A GOOD DESCRIPTION: 5 men's wool dress shirts, U.S. Harmonized Tariff Code: 62]

20. INCOTERMS: (CHECK ONE)

F.O.B. C & F C.I.F.

OTHER _____

21. CURRENCY (i.e. EURO, UK POUNDS (UKL), SWISS FRANCS (SFR), ETC.) [IF DOLLARS, PLEASE SPECIFY US \$, CANADIAN \$, SINGAPORE \$, ETC.]	
22. TOTAL FREIGHT CHARGES (if known)	
23. TOTAL INSURANCE CHARGES (if known)	
24. TOTAL INVOICE VALUE	
25. TOTAL NUMBER OF PACKAGES	
26. TOTAL WEIGHT (SPECIFY ALSO IF IN LBS OR KGS.)	

8. Is the currency specified? 3-letter codes (USD, EUR, etc.) are fine, but '\$' is not sufficient as several countries use the dollar. Also, the value should be the same as on the Commercial Invoice.

9-10. Is the Commercial Invoice signed? This is MANDATORY for many countries. Also, is the invoice on company letterhead? Again, for many countries this is MANDATORY

BEST OF MY KNOWLEDGE.

35. I DECLARE ALL INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE _____ / _____ / _____

NAME _____ SIGNATURE _____ TITLE _____

(PLEASE PRINT)

Note: The information on this job aid is to highlight key fields that must be correctly completed and should be used as a guide. It is not intended to substitute Corporate policy, but to aid in customer completion and auditing. Specific information can be found in the SRG.