

IMPORTING AND EXPORTING

Shipping to the U.S. Completing a customs invoice

Learn the different parts of a customs invoice and how to complete it.



Léveillé et Fils

Division de la Société internationale Livingston
Division of Livingston International Inc.

Completion guidelines for preparing a commercial invoice

1 Have you indicated the full legal name, address and country of the seller?

2 Is the Export/Seller also the manufacturer of the goods?

If “NO”, the full and legal name, address, and country of the manufacturer of the goods may be required.

3 Have you indicated the full legal name, address and IRS number of the consignee?

This is the ship to location. If this party is also the buyer of the goods, their IRS number must be included.

4 Are the goods being purchased by a party other than the consignee?

If “YES”, provide the full and legal name, address and IRS number of the buyer. The IRS number is a mandatory requirement for this field if the buyer is located in the U.S.

5 Has the Seller and the Buyer relationship been noted as “RELATED” or “NOT RELATED”?

6 Is the final destination a country other than the U.S.A.?

If “YES”, please indicate country of final destination.

7 Have you indicated the party who is responsible for the duty and brokerage fees?

Mark the appropriate box to ensure proper billing.

8 Do you know your invoice date?

If “YES”, include the corresponding commercial invoice number and date.

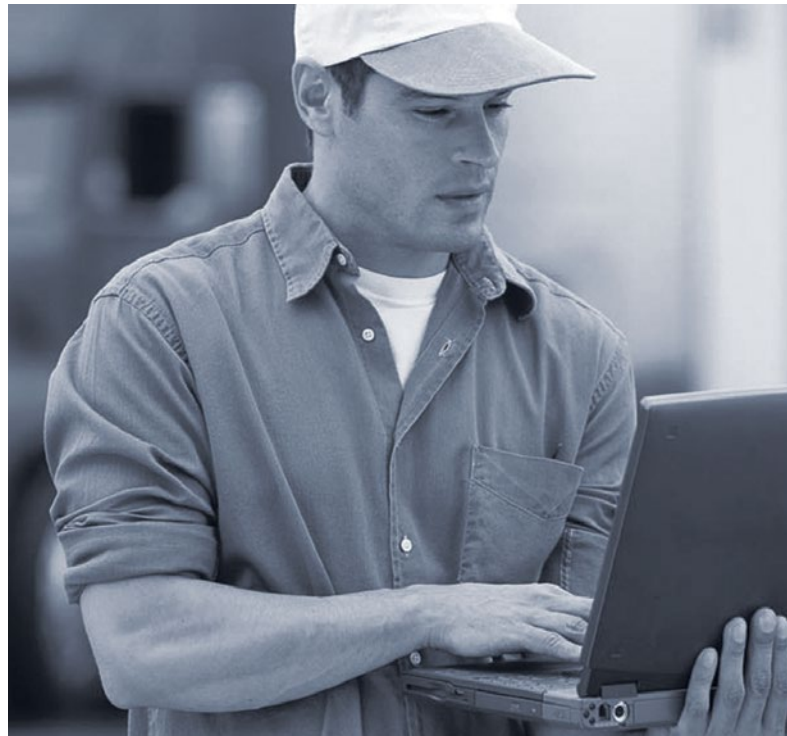
9 Have you shown the date of sale?

10 Have you allowed any discounts; volume, cash, trade, etc.?

If “YES”, indicate the percentage and type of discounts.

11 Has the currency of purchase/sale been indicated?

This is required information.



12 Have you noted number and kind of packages?

13 Have you recorded the gross shipping weight accurately?

This weight may be indicated in kilograms or pounds.

14 Have you shown the total freight amount that was included in the price?

Do not include the amounts that will be billed separately to the Buyer.

15 Did you provide the estimated cost of Canadian inland freight?

This is the freight cost to the U.S. border.

16 Have you indicated the country of origin for each item?

Show the country where the goods were grown, produced, or last subjected to a substantial process of manufacture. If the country of origin is Canada, the Canadian province where the goods were grown, produced or last subjected to a substantial process of manufacture must also be shown.



17 Have you provided a detailed description of each item and indicated the 10 digit HTS #?

This information is most important. Please include such details as the function of the item, the materials or which it is made, the grade or quality etc. You must indicate 10 digit HTS #.

18 Have you indicated the quantity in weights and measures for each item?

19 Did you show the unit purchase price of each item?

If the goods were not sold, show the purchase price for which they would be sold.

20 Have you indicated the total price of each item and have you shown the total invoice price?

Please list the total price in the currency of purchase/ sale.

21 Do you require additional space to fully describe the goods?

This area can be used to list additional information so that U.S. Customs can assess the proper value and classification of the goods. When appropriate include notations such as "price includes U.S. components

valued at \$___." All rebates, drawbacks, fees, commissions, royalties and any goods or services provided by the Buyer must be shown.

22 Are the goods produced/manufactured in the U.S.A.?

Note: If "YES", complete and sign this declaration if the goods exceed \$2,500 USD in value and have not been advanced in value or improved in condition while they were outside the U.S.A.

23 Has this form been completed by someone other than the Seller or Exporter?

If "YES", provide the name and title of preparer of this invoice.

24 Has the invoice been signed?

Properly prepared invoices will show true origin, quantities, prices and values of goods shipped. The invoice must be signed by a person who has knowledge, or who can readily obtain knowledge, of this transaction.

If you have questions regarding any section of these forms, please call us at 450-378-8474 / 1-888-408-8474.



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