

## **Commercial Invoice Instructions**

Invoice Number - The commercial invoice number, usually the Accounts Receivable number for the shipment designated by the exporter. The invoice number is requirement for foreign customs.

Shipper or Exporter - The name and address of the exporter or the principal party responsible for exporting the material to the foreign country.

Bill To or Sold To - The name and address of the company or party, either domestic or foreign, responsible for payment of the invoice.

Consignee or Ship To - The name and address of the company or party receiving the goods or material for designated end-use often know as the Ultimate Consignee.

Forwarding Agent - the Freight Forwarder assigned by the exporter to handle transportation and documentation for the shipment.

Country of Origin of the Goods - The country in which the goods were manufactured, grown, etc.

Packing Information - The type of packing - containers, skids, barrels, etc. - of the shipment.

Invoice Date - Date of Commercial invoice.

Terms of Sale - The Incoterm designation for the trade transaction: Ex-Works, Free Carrier, CIF, etc.

Terms of Payment - The term for payment of the transaction: 30 Days, Letter of Credit, Open Account, etc.

Payment Date -The fixed calendar date of payment if required.

Export Carrier - Steamship Line, Vessel Name, Airline, Flight Number, etc.

Ship Via - Ocean Liner Service, Ocean Consolidation, IATA Air Shipment, Air Consolidation, Truck, Rail, etc.

Export Date - Approximate date of exportation, requested export date by shipper or exporter.

Load Port - Port of Loading or Intermodal Transaction Start Point.

Discharge Port - Port of Unloading or Discharge, or Intermodal Destination Point.

Letter of Credit - Letter of Credit Number, Expiration Date, Bank Name, etc.

Export License - License, Permit Number, Date or other compliance information.

Exporter References - Additional shipment identification numbers for the exporter or shipper.

Customer Reference - Purchase Order Numbers or other identification for the Consignee.

Special Instructions - Any information or requirement for the shipment: ship only 40' containers, side door for unloading, do not double stack cargo, name of overseas agent, etc.

Marks & Numbers - Identifying marks and/or numbers physically on the cargo, container number, etc.

Quantity - Number of units of the product included in the shipment.

U/M - Unit of Measure of the product: each, pounds, lineal feet, gallons, metric tons, etc.

Part Number - The shipper's product identifying number, SKU, part number, model number, etc.

Product Description - A detailed description of the product to allow proper Schedule B or HTS classification and identification for Customs formalities in the destination country.

Gross Weight - Weight of Shipment, including packing material.

Net Weight - Actual weight of goods or product.

Unit Price - Price of each unit of measure specified for the product shipped.

Total - The quantity times the unit price equals the total for each line item.

Invoice Total Value- The invoice total should be calculated for all items in the shipment. Additional charges based on the Terms of Sale may be included: transportation charges, insurance, documentation fees, etc.

Invoice Currency - The currency of payment should be stated: US Dollars, Pounds Sterling, Euros, Mexican Pesos, etc.

Certified True and Correct - Many countries require this statement which should be signed by an authorized person, dated with name and title.

Other Information - Other clauses, certifications or statements which identify the shipment or assist in compliance.

**NOTE:** Other Data Requirements - Many countries specify that certain statements, clauses, signatures, etc. be included on the invoice, particularly Hazardous Materials statements.

US Shippers must include the clause: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. Law prohibited.