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**Commercial Invoice, Packing List, Labeling and Marking Information Requirements for Import to the United States**

A commercial invoice must be presented to US Customs for each shipment of merchandise destined for the US.  An invoice should not represent more than one distinct shipment of merchandise by one consignor to one consignee by one vessel or conveyance. A commercial invoice is one prepared by the foreign seller or shipper of the goods and contains sufficient information for Customs to determine the value, tariff classification and admissibility of an import shipment.

A commercial invoice is normally a hard copy document accompanying the import shipment. In many instances it is a copy of the same financial invoice used by Amsted to pay the foreign seller. It can also be a pro-forma invoice generated specifically for the purpose of declaring the import shipment to Customs, particularly in the case of non-purchased goods.

The **Commercial Invoice** shall contain, at a minimum, the following:

* Name and address of Shipper
  + Name and contact information of employee, employed by seller and/or shipper who has detailed knowledge of the sales transaction
* Name and address of Manufacturer
* Name and address of Buyer/Consignee
  + Amsted company name and the site address; name and phone number of contact at site
* Port of US Customs Clearance
* Amsted Rail Purchase Order number
* Detailed description of merchandise
  + Description must be sufficient in order to ensure proper product classification per the Harmonized tariff schedule and must include as a minimum
    - The full name by which each item is known
    - Part number as it appears on purchase order/contract. If the item is a raw material provide the material grade, class and dimensions.
    - Generic descriptions, abbreviations, acronyms, and Stock Keeping Unit (Sku numbers) are not acceptable
    - Amsted may request additional description information for items that do not have an Amsted part number
* Quantity per line item
  + If not separately noted on packing sheet(s), include on invoice
    - Total quantity of parts being shipped
    - Provide net weight of each part number and gross weight of entire shipment
    - Specify unit of measure being used
    - Specify the total number of boxes included per packing sheet
* Valuation Requirements
  + Must be complete and accurate, including the unit cost of each part, and the total value of the entire shipment
  + Currency must be indicated on all invoices and must reflect the actual currency of the purchase contract and the transaction of money between the buyer and the seller
  + If the item is free, (i.e. a sample) a value must still be indicated on the invoice. The value stated for customs purposes must reflect the true market value of the goods. Do not use arbitrary values such as $1.
  + Discounts/Assists/Royalties (if applicable) itemized
    - Assists: Any components, materials, dies, molds and tools that are supplied by the buyer free of charge or at a reduced cost to the seller, and used in the production of imported goods. This includes any buyer paid transportation. Costs will be provided by the purchasing contact for this material.
    - Engineering and design work – work that is performed outside the US, but Non-US employees and is not included in the price of the merchandise being imported.
    - Packing costs: Costs for packing that are incurred by the buyer and have not been included in the unit cost
    - Non-recurring charges- one time charges incurred by the buyer such as expedite fees and transportation costs which have not been included in the unit costs
    - Selling Commissions – if not included in the unit costs
    - Royalties – Fees the buyer is required to pay as a condition of sale
  + List all discounts that have been agreed to, or may be allowed that apply to the purchase price or value but have not been included in the unit price
  + Repaired or modified parts – separately enter the value of the item and the value of the repair on the invoice. For “no charge” repair, show the value of the repair on the invoice.
* Country of origin of the goods. Indicate country of manufacture of each item.
* Harmonized Tariff Code/US (to the 10th digit)
* INCOTERMS defined by 2010 standard
* Must be in English or have English translation attached
* Name of representative who prepared the documents

If Amsted is responsible for US Customs brokerage, the invoice must include the name and contact information of our US Customs broker

Amsted Broker information:

Canadian Border- For shipments coming from Canada

US Customs Clearance by GHY, contact Joan Studeny at [Joan@ghy.com](mailto:Joan@ghy.com) phone 701 825- 6474 or Jody Kaulfuss, [jody@ghy.com](mailto:jody@ghy.com) phone 201-947 6700

For shipments going TO Canada

CA Customs clearance by GHY contact email unit3@ghycom)

Contact Nyree Menzes phone 204 947-6700

Mexican Border - For shipments coming from Mexico

US Customs clearance by Kuehne-Nagle, contact Job Sanchez [Job.Sanchez@kuehne-nagel.com](mailto:Job.Sanchez@kuehne-nagel.com) or Jesus Ramirez at [Jesus.Ramirez@kuehne-nagel.com](mailto:Jesus.Ramirez@kuehne-nagel.com)

For shipments from all other countries

–             US Customs Clearance by Kuehne-Nagel, contact [stlamsted@kuehne-nagel.com](mailto:stlamsted@kuehne-nagel.com)

Telephone 314-731-0101, fax 314-731-8480

The **Packing List**, if used by supplier

* Include packing sheet/slip number on the invoice

**Mill Certificate**: Shipments of iron or steel Iron or steel classifiable in Chapter 72 or headings 7301 to 7307, HTSUS must include a **mill certificate**. A mill test certificate (or mill analysis or mill test report) is a certified quality control document from a testing facility that outlines the chemical makeup and physical properties of materials required to meet certain specifications. The mill certificate must include a statement of the percentages by weight of carbon and any metallic elements contained in the articles

**Labeling and Marking Requirements:**

Every article of foreign origin entering the United States must be legibly marked with the English name of the country of origin, unless it is specifically mentioned in the list of allowable exceptions. The marking must be legible, of an adequate size, clear enough to be read easily by a person of normal vision and be located in a conspicuous place. The article should be marked as indelibly and permanently as the nature of the product will permit.

Abbreviations that indicate the name of a country, such as “Gt. Britain” for Great Britain or “Luxemb” for Luxembourg, are acceptable. Variant spellings which clearly indicate the English name of the country of origin, such as “Brasil” for Brazil or “Italie” for Italy are acceptable but it is better to spell out the country’s name in full if possible, because any abbreviation may be a cause for confusion. “E.C.” or “E.U.” for European Community or European Union, respectively, is not acceptable since they do not indicate the individual country of origin of the good.

**Exceptions to Marking Requirements**: Items listed below may have country of origin on the outside of the box, barrel, crate or package in which they are imported:

Bands, Steel

Bolts, nut and washers

Metal bars, billets, blocks, blooms; ingots; pigs; plates; sheets, (except galvanized sheets); shafting; slabs; and metal in similar forms.

Nails, spikes, and staples

Parts for machines imported from same country as parts

Rails, joint bars, and tie plates covered by US tariff number 7302.10.10 - 7302.90.00

Rivets

Screws

Wire

**Additional Marking Requirements**: Pipes and pipe fittings of iron, steel or stainless steel must be marked by means of die stamping, cast-in-mold lettering, etching, engraving, or continuous paint stenciling. If it is commercially or technically not possible to mark by one of these five methods, the marking may be done by an equally permanent method of marking, or, in the case of small-diameter pipe tube and fittings, by tagging the bundles.

### Goods Shipped In Boxes, Barrels, Crates, or other packages

Boxes, barrels etc, when imported filled, must be marked with the name of the country of origin of the contents of the container, unless the contents are marked with the country of origin and the containers can be readily opened for inspection of the contents. The boxes or crates themselves are not required to be marked with their own origin if they are filled.

Articles that are not marked with the English name of their country of origin at the time of their importation into the United States shall be subject to additional duties unless properly marked, exported, or destroyed under CBP supervision prior to liquidation of the entry.