

# BASIC DOCUMENTARY REQUIREMENTS FOR CUSTOMS ENTRY

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**Commercial Invoice** The Commercial Invoice must contain many elements of information needed to inform Customs of the details of the transaction between you and the seller. General information required to be on the Invoice is as follows:

- the full name and address of the seller and the consignee (buyer) of the goods
- the terms of sale with the currency used and exchange rate (if agreed to)
- The country of origin of the goods and the language used on the Invoice must be English.
- The articles should be described in terms sufficient to allow a layman to determine what the articles are.
- Quantities of each of the articles must be declared along with the unit values and extended values.
- Weights and measures of the articles are required if they are necessary to ascertain duties or Quota issues.
- Discounts must be clearly shown.
- The following charges must be indicated and noted as to whether or not they are part of the invoice value:
  - \* packing costs
  - \* ocean or air freight
  - \* marine insurance
  - \* Assists
  - \* buying and or selling commissions
- Finally, the name of a responsible employee of the exporter, who has knowledge of or can readily obtain knowledge of the transaction, should be shown on the invoice document.

**Packing Lists** Information required for Customs found on a packing list includes:

- Marks and numbers of all of the cartons, pallets, drums, etc. in the shipment
- the measurements, plus the gross and tare weights of each item

The importance of this information is magnified if Customs elects to examine a portion of the imported cargo.

**Bill of Lading** A Bill of Lading or any other document that shows evidence of your right to make entry to Customs. Generally a Bill of Lading or Airway bill is tendered to Customs to show right to make entry. The Bill of Lading should indicate the notify party so that this party may be notified on arrival of the freight at the port. If an original bill of lading is issued, one of the Originals must be endorsed and tendered to the Steamship Line. We suggest that your surface shipments move under Waybills or Cargo receipts to avoid any delays caused by Steamship hold on your shipment. Special note on your Airfreight shipments: You should insist that the AWB and HAWB show you as the consignee. Avoid having a bank, shipper or 'To Order' consignee.

**Different types of merchandise may require information other than what has been noted above. Special invoice or documentary requirements are detailed in Section 141.89 of the Customs regulations. Ask your Broker for information regarding your imported articles.**