

# EARTHENWARE & CROCKERYWARE:

## BASIC DOCUMENTARY REQUIREMENTS FOR CUSTOMS ENTRY

**COMMERCIAL INVOICE** The Invoice must contain many data 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:

- Full name and address of the seller and the consignee aka buyer of the goods
- Terms of sale with the currency used and exchange rate
- The country of origin of the goods and the language used on the Invoice must be English
- Articles must 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.
- Include all charges, including International freight, foreign inland freight, insurance, commission, assists and cost of packing must indicated and noted as to whether or not they are part of the invoice value.
- 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 LIST** Each invoice must state in adequate detail what merchandise is contained in each individual package; Marks and numbers of all of the cartons, pallets, drums, etc. in the shipment, as well as the measurements and the gross and tare weights of each item.

**BILL OF LADING** This document or any other documents that provide evidence of your right to make entry to Customs. Generally a Bill of Lading or Air Way bill sufficient to show right to obtain Customs release of your shipment. The Bill of Lading should indicate the Customhouse Broker (and Phone number) so that they may be notified upon arrival of the freight at the port. We suggest that your Ocean shipments move under Waybills or Cargo receipts to avoid certain 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.

### Earthenware or crockeryware:

- If in sets, the kinds of articles in each set in the shipment and the quantity of each kind of article in each set in the shipment;
- The exact maximum diameter, expressed in centimeters, of each size of all plates in the shipment;
- The unit value for each style and size of plate, cup, saucer, or other separate piece in the shipment.