



# BASIC DOCUMENTARY REQUIREMENTS FOR CUSTOMS ENTRY

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Commercial Invoice: The commercial invoice must be in English, and must contain information needed by U.S. Customs & Border Protection (CBP) to understand the nature of the transaction between the foreign seller and the U.S. importer. General information required on the commercial 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
- The country of origin of the goods
- A sufficiently detailed description that would allow a layman to understand 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.
- Discounts, described in such a manner that the reason for the discount is evident.
- 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 (materials provided by the U.S. buyer used in the production of the imported merchandise).
  - Buying and or selling commissions
- 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.
- Special Invoice Requirements: Please see the attached list of different types of merchandise that may require additional information per [CFR141.89](#).



- Aluminum and alloys of aluminum
- Articles manufactured of textile materials
- Bags manufactured of plastic sheeting
- Ball or roller bearings
- Beads (T.D. 50088, 55977)
- Bed linen and Bedspreads
- Chemicals
- Colors, dyes, stains and related products
- Copper
- Copper ores and concentrates
- Cotton Fabrics
- Earthenware or Crockery Ware
- Fish or fish livers
- Footwear
- Fur products and furs
- Glassware and other glass products
- Gloves
- Grain or grain and screenings (T.D. 51284)
- Handkerchiefs
- Hats or headgear
- Hosiery
- Iron or Steel (T.D. 53092, 55977)
- Iron oxide (T.D. 49989, 50107)
- Machines, equipment and apparatus
- Machine parts
- Machine tools
- Madeira embroideries (T.D. 49988)
- Motion-picture films
- Paper classifiable in chapter 48
- Plastic plates, sheets, film, foil, and strip
- Printed matter
- Pulp
- Refrigeration Equipment
- Rolling mills
- Rubber Products
- Screenings or scalplings of grains or seeds
- Textile fiber products (T.D. 55095)
- Tires and tubes for tire of rubber or plastic
- Tobacco
- Watches and watch movements
- Wearing Apparel
- Wood Products
- Wool and hair
- Wool products
- Woven fabric of man-made fibers

\*As your Customs Broker, M.E. Dey can assist you with determining what information is required for proper entry reporting and classification of your imported articles.

Packing Lists: Information required for CBP 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
- Adequate detail listing the merchandise contained in each individual package

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

Bill of Lading: Generally a bill of lading or air waybill is tendered to CBP 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.