

The **Master Lock** Company

Property. People. Life.

Asian Supplier Invoice Process

Invoices

A commercial invoice, by the seller or shipper is acceptable for customs purposes if it is prepared in accordance with Section 141.86 through 141.89 of the Customs Regulations, and in the manner customary for a commercial transaction involving goods of the kind covered by the invoice. The invoice must be in English and provide the following information, as required by the Tariff Act:

- The port of entry to which the merchandise is destined;
- If merchandise is sold or agreed to be sold, at the time, place, and names of buyer and seller; if consigned, and time and origin of shipment, and names of shipper and receiver;
- A detailed description of the merchandise, including the name by which each item is known, the grade or quality, and the marks, numbers, and symbols under which it is sold by the seller or manufacturer to the trade in the country of exportation, together with the marks and numbers of the packages in which the merchandise is packed;
- The quantities in weights and measures;
- If sold or agreed to be sold, the purchase price of each item in the currency of the sale;
- If the merchandise is shipped on consignment, the value of each item in the currency in which the transactions are usually made, or, in the absence of such value, the price in such currency that the manufacturer, seller, shipper, or owner would have received, or was willing to receive, for such merchandise if sold in the ordinary course of trade and in the usual wholesale quantities in the country of exportation;
- The kind of currency;
- All charges upon the merchandise, itemized by name and amount including freight, insurance, commission, cases, containers, coverings, and cost of packing; and, if not included above, all charges, costs, and expenses incurred in bringing the merchandise from alongside the carrier at the port of exportation in the country of exportation and placing it alongside the carrier at the first U.S. port of entry. The cost of packing, cases, containers, and inland freight to the port of exportation need not be itemized by amount if included in the invoice price and so identified. Where the required information does not appear on the invoice as originally prepared, it shall be shown on an attachment to the invoice;



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- All rebates, drawbacks, and bounties, separately itemized, allowed upon the exportation of the merchandise;
- The country of origin;
- All goods or services furnished for the production of the merchandise not included in the invoice price.

If the merchandise is sold while in transit, the original invoice reflecting this transaction and the resale invoice or a statement of sale showing the price paid for each item by the purchaser shall be filed as part of the entry, entry summary, or withdrawal documentation.

Each invoice shall state in adequate detail what merchandise is contained in each individual package. The invoice shall be set forth in detail, for each class or kind of merchandise, every discount from the list or other base price which has been or may be allowed in fixing each purchase price or value.

