



North American Shipment Documentation

Vendor Template – minimum requirements for shipments

1. The Packing List shall contain, at a minimum, the following:
 - ✓ Buyer's name and address
 - ✓ Shippers name and address (if different from seller)
 - ✓ Ship to name and address
 - ✓ Master Lock PO Number
 - ✓ Master Lock SKU Number
 - ✓ Detailed description of merchandise
 - ✓ Quantity per line item
 - ✓ Dimensions and weight per line item
 - ✓ Net and gross weight per line item
 - ✓ For shipments with multiple containers loaded at factory supplier must clearly indicate which item and quantities are within each container
 - ✓ The packing slip shall be put inside the Container attached to the last pallet or for less than container shipments inside the crate or box. The crate or box also needs to be marked on the outside saying packing slip enclosed.

2. The Commercial Invoice shall contain, at a minimum, the following:
 - ✓ Buyer's name and address
 - ✓ Seller's name and address
 - ✓ Shipper's name and address (if different from seller)
 - ✓ Consignee delivery name and address
 - ✓ Country of Origin
 - ✓ Master Lock PO number
 - ✓ Quantity per line item
 - ✓ Master Lock SKU number
 - ✓ Unit price and extended price per line item in USD
 - ✓ Detailed description of merchandise
 - ✓ HTS of each item
 - ✓ Incoterms (FCA is Master Lock Company LLC's preferred)
 - ✓ ISPM 15 rules where applicable. The statement "No solid wood packing materials used" must be noted if wood packing materials are used.
 - ✓ If item is subject to the Lacey Act (16 U.S.C 3371 et sec. the Act) the species of the tree or plant and the country of harvest must be designated
 - ✓ If applicable a statement of the face of the commercial invoice advising that the merchandise covered by the invoice is GSP eligible



- ✓ Has an Assist been used? If yes, PO number of Assist parts must be referenced if available.

3. Is shipment from as GSP eligible country?

- ✓ Yes
- ✓ No

The items listed in 1 and 2 above must be obtained or release of shipments could be delayed by Customs and possibly rejected.