

INSTRUCTIONS FOR PREPARING COMMERCIAL INVOICES

Here are some of the standard requirements for preparing invoices:

- ◆ **Detailed description of each item.** Description must state exactly what the item is **P.O. description may not meet Customs requirements.** Ask buyer if you need help
- ◆ **Material content of each item must be by percentages**
- ◆ **Net and gross weight and measurement of each item**
- ◆ **Shipping Terms: (FOB, FCA, Ex-Works, etc)**
- ◆ **Must state type of currency (USD, Euro, etc)**
- ◆ **Manufacturer name and address must be stated on the Invoice**
- ◆ **State country of origin of merchandise and that each item is marked individually with the country of origin**
- ◆ List the value and quantity of each item including samples and replacement orders
- ◆ Invoice must show vendor's name and full address
- ◆ If GSP country, state, "This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process."
- ◆ All invoices submitted to OOCL Logistics and to the bank must be identical
- ◆ Purchase order number on invoice
- ◆ All rebates, discounts, and commissions, artwork, dies, molds, tools, engineering work, separately itemized at bottom of invoice
- ◆ All invoices should have an invoice number. If multiple invoices are obtained for one B/L, each page should be numbered consecutively by the vendor at the bottom of each page
- ◆ The shipper/exporter name should be the same to match the purchase order and the commercial documents. If different, a written explanation must accompany the documents

****Any changes to the commercial invoice must be communicated to the International Department prior to the shipment arriving at the U.S. Port, fax (405) 745-1547