

Commercial Invoice Requirements for Imports into the United States

1. Invoice must be in English

2. Port of United States Entry to which merchandise is destined

3. Time, Place, and Names of Buyer and International Seller

Time when merchandise is sold or agreed to be sold

Name and address of Seller

Name and address of Shipper if not the Seller

Name and address of Buyer

Name of Ultimate Consignee if not the Buyer

4. Purchase Order number

5. Invoice Number

6. Invoice/Shipment Date

7. If Seller is a Related Party to Boeing or any of its subsidiaries

Show on invoice: "Related Party to Boeing"

8. Detailed description of the merchandise being shipped (generic descriptions and/or sku numbers are insufficient)

Full name by which each item is known – no abbreviations or generic nouns

Boeing purchase order number(s) and purchase order line item number(s) when applicable

Boeing part number(s)

Grade or quality, if applicable

9. Quantities in metric weights and measures

Show pieces, net and gross weights

Unit of measure

Quantities of the packages in which merchandise is packed

Total Quantity of all line items

Textiles must be specified using net and gross weights in addition to length, width and total meters squared

10. Value – the price paid or payable of each item, shown in currency of sale

Show and list separately on invoice all other charges not included in unit price of item(s)

Selling Commissions incurred by Buyer

Royalties (fee Buyer required to pay as condition of sale)

Assists (assists are components/materials, engineering and design work if done outside U. S., dies, molds and tools) costs, when:

- supplied by Buyer free of charge or at reduced cost
- assist is used in the production of imported goods
- plus transportation cost of assist to Seller location

Packing Costs incurred by Buyer

Proceeds of Sale (additional payments which accrue to Seller)

Non-recurring Charges such as expedite fees and transportation costs

Value of any other “free of charge” items

Repair or Modified Value of each item(s) with cost of repair or modification in U. S. Dollars

Total Currency Amount of all line items/unit price

Note: Where export license requirements mandate that the currency of the exporting country be stated on the invoice, include the following “for (export country) Customs purposes, value in (local currency).” This must be stated in addition to and not in lieu of the item value in U. S. Dollars.

11. Kind of Currency – type of currency must be clearly marked on invoice

12. Country of Origin

Country of manufacture for each item

Complete name and address of the manufacturer

13. Discounts

Name of responsible employee of exporter (Seller or Shipper) who has knowledge or who can obtain knowledge of the transaction

14. Imports (shipments) not on a purchase order

Value for each item in the currency in which the transaction is usually made

Name and telephone number of representative of Boeing authorizing shipment

15. Rebates, drawbacks and bounties

Separately itemized, allowed upon the exportation (from Seller / Shipper location) of the item(s)

16. Terms of Sale (INCOTERMS or other)