

U.S. Customs Invoice Information

The following information should appear on the commercial invoice or equivalent. It is the minimum amount required, however, your commodity may require more details than what is listed below. You can download a blank copy of a U.S. Customs Invoice on the Pacific Customs Brokers website.



Boxes marked with an asterisk are mandatory.



U.S. CUSTOMS INVOICE BY MANIFESTED QUANTITY

SHIPPER											
1. SHIPPER - NAME CONTACT PHONE 1 ADDRESS			2. EXPORTER - IF OTHER THAN SHIPPER NAME CONTACT PHONE 2 ADDRESS				3. OTHER REF. NOS. 3				
4. CONSIGNEE / SHIP TO PARTY NAME PHONE ADDRESS 4 IRS NUMBER / EIN NUMBER / SOCIAL SECURITY NUMBER - *mandatory for U.S. clearance				5. BUYER - IF OTHER THAN CONSIGNEE / SHIP TO PARTY PHONE ADDRESS 5 IRS NUMBER / EIN NUMBER / SOCIAL SECURITY NUMBER - *mandatory for U.S. clearance							
4b. DUNS Number & Email Address **required for Food Imports Into the USA**				7. A) U.S. DUTY INCLUDED IN INVOICE VALUE <input type="checkbox"/> YES <input type="checkbox"/> NO 7. B) BROKERAGE INCLUDED IN INVOICE VALUE 7 <input type="checkbox"/> YES <input type="checkbox"/> NO 7. C) AD/CVD DUTY INCLUDED IN INVOICE VALUE <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES ENTER AMOUNT HERE _____							
6. BILL CUSTOMS CHARGES TO 6 <input type="checkbox"/> SHIPPER <input type="checkbox"/> EXPORTER <input type="checkbox"/> BUYER <input type="checkbox"/> CONSIGNEE			8. ORIGIN (COUNTRY/PROVINCE) 8			9. DESTINATION (COUNTRY/STATE) 9		10. PARTIES TO THIS TRANSACTION ARE <input type="checkbox"/> NOT RELATED <input type="checkbox"/> RELATED 10			
11. LOCAL CARRIER 11			12. EXPORTING CARRIER 12								
IF THE GOODS ARE OF U.S. ORIGIN, THEY MUST BE PRODUCED OR MANUFACTURED IN THE U.S. AND NOT MERELY SHIPPED/PURCHASED FROM THE U.S.											
13. TERMS OF SALE, PAYMENT AND DISCOUNT 13											
14. CURRENCY USED 14				15. IS FREIGHT INCLUDED IN INVOICE VALUE? <input type="checkbox"/> YES <input type="checkbox"/> NO 15 IF YES YOU MUST COMPLETE BOX 28							
16. COUNTRY OF MANUFACTURE OR GROWTH 16	17. HS TARIFF 17	18. NO OF PACKAGES 18	19. DESCRIPTION OF GOODS GIVE SUFFICIENT DETAIL TO PERMIT CLASSIFICATION ACCORDING TO TARIFF SCHEDULE OF THE U.S. 19			20. WEIGHT Gross Net 20		21. UNIT QUANTITY Units UOM 21		22. UNIT PRICE 22	23. TOTAL 23
24. TOTAL PACKAGES 24			25. U.S. CUSTOMS PORT OF ENTRY 25			26. TOTAL INVOICE VALUE 26					
27. TO PORT OF EXIT \$ 27			28. ACTUAL FREIGHT CHARGES TO DESTINATION \$ 28			29. IF GOODS NOT SOLD STATE REASON FOR REPORT (LOAN, REPAIR, PROCESSING, etc.) 29					
30. MODE OF TRANSPORTATION FROM POINT OF EXIT <input type="checkbox"/> ROAD <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> OCEAN 30						31. CONTAINERIZED <input type="checkbox"/> YES <input type="checkbox"/> NO 31					
32. GIVE NAME AND ADDRESS IF DIFFERENT FROM SHIPPERS BOX ABOVE 32				33. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ON THE CONTINUATION SHEET(S), IF ANY, IS TRUE AND COMPLETE IN EVERY RESPECT. DATE: 33 SIGNATURE: 33 STATUS <input type="checkbox"/> SHIPPER <input type="checkbox"/> AGENT							

1 Seller and (Shipper if different than Vendor)

- Name of the seller
- Complete address

2 Exporter (* if different than Box 1)**3 Other Reference Numbers**

- Importer invoice, purchase order or project number

4 *A. Consignee (Ship To Party Name)

- Name of the party ultimately receiving the goods in the U.S.
- Complete address
- IRS # if importing commercially or EIN/Social Security # if importing personally

B. DUNS # & Email Address (* food imports)

- DUNS number in full
- Contact's email address

5 Buyer (* if different than Box 4A)

- Name of the consignee
- Complete address
- IRS # if importing commercially or EIN/Social Security # if importing personally

6 *Bill Customs Charges To

- Check the appropriate box indicating who customs charges should be billed to

7 A. U.S. Duty Included in Invoice Value

- Indicate yes or no

B. Brokerage Included in Invoice Value

- Indicate yes or no

C. AD/CVD Duty Included in Invoice Value

- If anti-dumping or countervailing duty is included in the invoice value, indicate 'Yes' as well as the value in the line below

8 *Origin (Country/Province)

- Country or Province where the items were shipped from

9 Destination (Country/State)

- Country and State in which the good will ultimately be delivered

10 *Parties to This Transaction Are

- Indicate if any parties in this transaction are related or not (eg. related business entities)

11 Local Carrier

- Carrier name
- Shipment Control #

12 Exporting Carrier

- Carrier name
- Shipment Control #

13 *Terms of Sale, Payment and Discount

- Incoterms® being used
- Reason for the shipment (sale, warranty replacement, sample, etc.)
- Any cash or trade related discounts

14 *Currency Used

- Indicate whether the funds are in Canadian, U.S. or other foreign currency

15 Is Freight Included in Invoice Value?

- Indicate yes or no
- Also fill out Box 28

16 *Country of Manufacture

- Country or Province where the items were grown, manufactured or produced
- Not to be confused with the country where the items are being shipped from (country of export)

17 *H.S. Tariff Classification

- List the 10 digit classification code for each item in the shipment

18 *No. of Packages

- Number of packages (or quantity requested by customs)

19 *Description of Goods

- Full description of all items in layman's terms.
- Must reflect all items in shipment including use and composition (steel, plastic etc.)

20 *Weight

- Total weight (net and gross)

21 *Unit Quantity

- List number of units and the unit of measure for each item in the shipment

22 *Unit Price

- List the price per unit for each item in the shipment

23 *Total

- Multiply unit price by unit quantity to determine each item's total value

24 *Total Packages

- Indicate the total number of packages in the shipment

25 U.S. Customs Port of Entry

- Indicate at which port the goods will be crossing into the U.S.

26 *Total Invoice Value

- Add all items in Box 23 to determine the sum of all items

27 To Port of Exit \$

- Indicate freight, insurance and all transportation costs from point of origin in Canada to point of export from Canada
- This information is collected for statistical purposes

28 Actual Freight Charges to Destination

- Cost to transport the goods from point of origin to destination

29 If Goods Not Sold State Reason For Report

- Eg. tradeshow, repair and return, consignment or return for credit

30 Mode of Transportation From Point of Exit

- Indicate the mode of transport used from the point of exit from originating country

31 *Containerized

- Indicate if the goods are being shipped in a container or not

32 Give Name and Address (if different than Box 1)

- This relates to the party completing the invoice. If the person that is completing the invoice is not the shipper indicate role in this box.

33 *Statement of Certification

- Sign to confirm the information is correct and complete
- Indicate if the signee is the Shipper or Agent