

Commercial Invoice and Packing List Requirements

Commercial Invoice

For commercial shipments, the invoice accompanying the importation should contain enough information for a Customs and Border Protection (CBP) Officer to determine if the goods being imported are admissible, and if so, the correct classification and valuation of goods is an important part of the importation and entry process. **Accuracy and completeness is paramount in preventing delays with entry.**

There is no specific format for an invoice, however the below items should be included:

Invoice number and Date	Payment Terms (L/C, Wire, etc.)
Exporter/Seller Name and Address	Terms of Sale
Consignee Name and Address (Kohl's)	Purchase Order Number
Manufacturer Name and Address	Style Number - Individual Sku's
Notify Party (Broker)	Clear description of the item with the fabrication (Add to 100%)
Shipping Information (Vessel or Flight)	Quantities in the weights and measures
Country of Origin (where the item was made)	Cost Value - Must match what is on the purchase order
Destination	Currency
Container information	Weight (Gross, Weight, Net Weight, and Net Net Weight)

Sets: If there is a set, please provide the below within the invoice or on a separate cost breakdown sheet.

- List separately what is included in the set
- Each set item must list the **price** for each individual piece **and** also have its own **individual weights**

Commercial Invoice and Packing List Requirements

Packing List

The Packing and Weight List is a required document upon importation of merchandise into the United States. Further, it is an important tool for Customs Entry. Although formats may vary, the packing list must include the following details:

Invoice number and Date	Purchase Order Number
Exporter/Seller Name and Address	Style Number - Individual Sku's
Consignee Name and Address (Kohl's)	Clear description of the item with the fabrication (add to 100%)
Notify Party (Broker)	Quantities per Purchase Order
Shipping Information (Vessel or Flight)	Total number of Cartons and Total number of Pieces per Carton
Country of Origin (where the item was made)	Quantities in the weights and measures
Destination	Weight (Gross, Weight, Net Weight, and Net Net Weight)
Container Number(s)	Carton Dimensions: Applicable carton dimensions listing the unit of measure must be included
Terms of Sale	Summary by Purchase Order: List summary by Purchase Order, Style, Color, and Size. Also include Total by Color, Net Net Weight, Net Weight and Gross Weight.

Sets: If there is a set, please provide the below within the packing list or on a separate cost breakdown sheet.

- List separately what is included in the set
- Each set item must list the **price** for each individual piece **and** also have its own **individual weights**

Commercial Invoice and Packing List Example

Commercial Invoice

Seller / Shipper (Name, Full Address)		Invoice Date and No.	Customer Order No.	
		Bill of Lading / Air Waybill Number		
Consignee (Name, Full Address, Country)		Country of Manufacture		
		Date of Export		
Notify Party (Intermediate Consignee)		Terms and Conditions of Delivery and Payment		
Air/Ocean Port of Embarkation	Final Destination	Currency of Sale		
Marks & Numbers	Exporting Carrier	Total No. of Packages	Total Gross Weight (kg)	
Complete and Accurate Commodity Description	Quantity/ Unit of Measure	Unit Price	Amount	

Packing List

DATE: _____

TO _____

FROM _____

SHIP DATE: _____

SHIP VIA: _____

F.O.B. SHIPPING POINT: _____

ACCOUNT NO.: _____

ORDER NO.: _____

DEPARTMENT: _____

QUANTITY ORDERED	QUANTITY SHIPPED	PRODUCT NUMBER	DESCRIPTION	UNIT WEIGHT	TOTAL WEIGHT	TOTAL CUBIC FT.
		TOTALS		TOTALS		

COMMENTS
