

# **U.S. Customs Pro Forma Invoice Instructions**

| • |       | fields marked with asterisks are mandatory. Certain fields marked with asterisks require ew, but may be left blank if the instructions dictate. All other fields are optional.   |
|---|-------|--|
|   | 1. IN | IV/REF No:   |
| _ | (     | If the transaction has an invoice number or reference number, enter it here.   |
|   | 2. R  | ELEASE TYPE:   |
|   |       | If an option is not selected in this field, it will be assumed to be a<br>consumption entry.   |
|   | (     | CONSUMPTION ENTRY – Utilize this option for standard entries. This means that the goods are entering the commerce of the United States.  |
|   | (     | (TIB) TEMPORARY IMPORT BOND – Utilize this option for entries in which all goods listed will be within the United States for less than 1 year and will be subsequently exported from the United States. An example would be goods that are returned to the United States for repair.   |
|   |       | If you select this option, make sure to also select the Temporary Import<br>Bond declaration from the dropdown in field 45.  |
|   | (     | (IT) IMMEDIATE TRANSPORTATION BOND – Utilize this option for goods that will<br>be entered by a bonded carrier and either a) are to be entered at a different port<br>of entry than the initial port or b) are to be turned over to another bonded<br>carrier to be subsequently exported from the United States under a T&E<br>(Transportation & Exportation) bond. |
|   |       | If you select this option, make sure to also select the IT Bond Requested<br>declaration from the dropdown in field 45.  |
|   | (     | (T&E) TRANSPORTATION AND EXPORTATION BOND — Utilize this option for goods that will be entered by a bonded carrier and are transiting the United States en route to a final destination in a country other than the United States.   |
|   |       | If you select this option, make sure to also select the T&E Bond<br>Requested declaration from the dropdown in field 45.   |
|   | 3. P  | ORT OF ENTRY:  |
|   | (     | Enter the port of entry if known. Otherwise, you may leave this field blank and the carrier can fill it in if they would like.   |
|   |       | Do not enter a port unless you are 100% confident that it is the correct<br>port of entry. If there is a port discrepancy, delays and additional charges<br>may occur.   |
|   | 4. D  | ATE:   |
|   |       | Enter today's date.  |



| _ |      |      |  |
|---|------|------|--|
|   | 5. I | PAP  | S/BOL:   |
|   |      | 0    | Enter the PAPS (Pre-Arrival Processing System, aka Shipment Control) number or BOL (Bill of Lading) number if known. Otherwise, you may leave this field blank                                     |
|   |      |      | and the carrier can fill it in if they would like.   |
|   | 6. I | FINA | AL DEST CTRY:  |
|   |      | 0    | If the final destination is within the United States, you may leave this field blank. If the final destination is a country other than the United States, please enter that country in this field. |
|   | 7. [ | MO   | DE OF TRANS:   |
|   |      |      | If an option is not selected in this field, it will be assumed to be a truck<br>shipment unless additional documentation is provided that indicates<br>otherwise.                                  |
|   |      | 0    | TRUCK – Utilize this option if the goods are being transported via truck.  |
|   |      | 0    | RAIL – Utilize this option if the goods are being transported via train.   |
|   |      | 0    | OCEAN – Utilize this option if the goods are being transported via ship.   |
|   |      | 0    | AIR – Utilize this option if the goods are being transported via plane.  |
|   | 8. I | ETA: | :  |
|   |      | 0    | Enter the estimated time of arrival at the border or port of entry if known.   |
|   |      |      | Otherwise, you may leave this field blank and the carrier can fill it in if they would like.   |
|   | *9.  | EXI  | PORTER, SELLER, CONSIGNOR*   |
|   |      | 0    | Enter the name & full address of the foreign exporter, seller, or consignor in this field.   |
|   |      |      | This may not be a U.S. party unless the U.S. party is the seller or<br>consignor and there is a shipped from party listed in field 14 that is<br>located in a foreign country.                     |
|   | 10.  | co   | NTACT:   |
|   |      | 0    | Enter the name of the contact for the exporter, seller, or consignor.  |
|   | 11.  | PH   | ONE:   |
|   |      | 0    | Enter the phone number for the contact listed in field 10.   |
| Ī | 12.  | TA   | X ID:  |
|   |      | 0    | Enter the tax ID for the exporter, seller, or consignor.   |
|   | 13.  | RE   | F:   |
| • |      | 0    | Enter any additional references for the exporter, seller, or consignor. Examples   |
|   |      |      | include a reference number or email address  |



| 门 | *14. S                   | SHIPPED FROM (OTHER THAN EXPORTER)*  |  |
|---|--------------------------|--|--|
| _ | 0                        | If the exporter, seller, or consignor is the same as the shipped from location, this   |  |
|   |                          | field may be left blank.   |  |
|   | 0                        | If the shipped from party is different than the exporter, seller, or consignor,  |  |
|   |                          | enter the shipped from party's name & full address here.   |  |
|   |                          | This may not be a U.S. party.  |  |
|   | 15. TA                   | AX ID:   |  |
|   | 0                        | Enter the tax ID for the shipped from party.   |  |
|   | 〗 *16. BUYER (IF SOLD):* |  |  |
|   | 0                        | If there is no sale occurring, this field can be left blank.   |  |
|   | 0                        | If there is a sale occurring, enter the name & full address for the buyer.   |  |
|   |                          | This may not be a foreign party unless the U.S. party is the shipped to consignee and there is a shipped to party listed in field 14 that is located within the United States. (Exception is if this is an invoice for a T&E bond, in which case you may list the foreign party) |  |
|   | 17. CC                   | ONTACT:  |  |
|   | 0                        | Enter the name of the contact for the buyer.   |  |
| 「 | 18. PF                   | HONE:  |  |
|   | 0                        | Enter the phone number for the contact listed in field 17.   |  |
| 「 | *19. T                   | TAX ID:*   |  |
|   | 0                        | If there is a sale occurring, the buyer is a U.S. party, and the total value of the shipment is \$2,500 USD or greater, enter the buyer's tax ID in this field.  |  |
|   |                          | This would be the buyer's EIN (Employer Identification Number) if the<br>buyer is a business other than a sole proprietorship  |  |
|   |                          | This would be the buyer's SSN (Social Security Number) if the buyer is an individual or sole proprietorship.   |  |
|   | 20. RE                   | EF:  |  |
|   | 0                        | Enter any additional references for the buyer. Examples include a reference number or email address.   |  |
| 「 | *21. S                   | SHIPPED TO CONSIGNEE (IF NOT SOLD/ IF DIFFERENT THAN BUYER):*  |  |
|   | 0                        | If there is a buyer listed and the buyer is the same as the shipped to location, this  |  |
|   |                          | field may be left blank.   |  |
|   | 0                        | If the shipped to party is different than the buyer, enter the shipped to party's  |  |

This must be a U.S. party. (Exception is if this is an invoice for a T&E bond,

in which case you must list the foreign party)

name & full address here.



# \*22. TAX ID:\*

- o If there is a sale occurring and the buyer is a U.S. party, the buyer's tax ID should be listed in field 19 instead of the shipped to party's tax ID in this field.
- If there is no sale occurring and the total value of the shipment is \$2,500 USD or greater, enter the shipped to party's tax ID in this field.
- If there is a sale occurring, the buyer is not a U.S. party, and the total value of the shipment is \$2,500 USD or greater, enter the shipped to party's tax ID in this field.
  - This would be the shipped to party's EIN (Employer Identification Number) if the shipped to party is a business other than a sole proprietorship
  - This would be the shipped to party's SSN (Social Security Number) if the shipped to party is an individual or sole proprietorship.

# \*23. US DUTY AND/OR BROKERAGE:\*

- EXPORTER (INCLUDED) Select this option if the exporter is responsible for payment of duties & brokerage and the cost of duties & brokerage <u>is</u> included in the value of the goods.
- EXPORTER (NOT INCLUDED) Select this option if the exporter is responsible for payment of duties & brokerage and the cost of duties & brokerage <u>is not</u> included in the value of the goods.
- CONSIGNEE Select this option if the consignee is responsible for payment of duties & brokerage.
- BUYER Select this option if the buyer is responsible for payment of duties & brokerage.
  - If none of the above parties are responsible for duties & brokerage, you may free type in this field.
  - The party listed in this field must be a client of Willson International.

#### \*24. PARTIES TO THIS TRANSACTION:\*

- RELATED Select this option if the parties to this transaction are related. An
  example would be a parent company shipping goods to a subsidiary.
- NOT RELATED Select this option if the parties to this transaction are not related.

#### **25. DATE OF SALE:**

If there is a sale, enter the date of sale in this field.



# \*26 CURRENCY:\*

- USD Select this option if the value of the goods is in US dollars.
- o CAD Select this option if the value of the goods is in Canadian dollars.
- EUR Select this option if the value of the goods is in Euros.
  - If the value of the goods is reflected in a currency other than USD, CAD, or EUR, you may free type in this field.

### **27. DISCOUNTS:**

- If the transaction is a sale and there are discounts applied to the price paid or payable, enter the amount of the discount in this field.
  - E.g. A seller offers a volume discount of 5%. If the sale price is \$100,000 less the volume discount, you would enter \$5,000 in this field. Fields 41 & 42 would reflect the price before discount (\$100,000 in this example).

# \*28. FOREIGN SUPPLIERS VERIFICATION INFORMATION (FDA):\*

- This field is only required for certain food & drink products. If you are not shipping a food or drink product, skip this field.
- DUNS # Enter the DUNS # for the U.S. FSVP party.
- o EMAIL Enter the email address for the U.S. FSVP contact.
  - US importers of food or drink products must employ a qualified individual to develop and perform activities required for the Foreign Supplier Verification Program (FSVP) under the Food Safety Modernization Act (FSMA). A qualified individual is a person who has the education, training, or experience (or a combination of these) necessary to perform an activity required under the FSVP regulation, and can read and understand the language of any records that the person must review in performing this activity. A qualified individual may be, but is not required to be, an employee of the importer; you might also rely on non-employees such as a consultant or a third-party auditor.
  - US importers of food & drink products need to have a DUNS number assigned for their business. The DUNS number, assigned and managed by Dun & Bradstreet, is available free of charge to importers. It can be obtained by contacting D&B by phone at 1-866-705-5711, via email at govt@dnb.com, by visiting D&B's Website or fdadunslookup.com.

#### **29. MARKS & NUMBERS:**

 Enter any marks & numbers specific to the products that you are shipping in this field. Examples would be lot numbers or serial numbers.



# \*30. NUMBER & KIND OF PKGS:\*

- Enter the number & kind of packages that you are shipping in this field. An example would be 3 skids.
  - The kind of packages field is a dropdown with PKG(S), SKID(S), & PC(S) as options. PKG(S) stands for packages, SKID(S) may also be referred to as pallets, and PC(S) stands for pieces.
  - If the above options do not fit your product, you may free type in this field. An example would be rolls.

#### 🗍 \*31. SHIPPING WEIGHT:\*

- o Enter the shipping weight in this field.
  - There is a dropdown for unit of measure in this field. The options are LBS (pounds) & KGS (kilograms), but you may also free type in this field. An example would be tons.

#### **32. FRT. AMT INCD.:**

- o If the transaction is a sale and the cost of freight to final destination is included in the price paid or payable, enter the cost of the freight in this field.
  - E.g. A sale is made in the amount of \$10,000. The \$10,000 sale price incorporates \$1,000 for the cost of freight to final destination and \$9,000 for the goods themselves. In this example, you would enter \$1,000 in this field. Fields 41 & 42 would reflect the total price of the sale (\$10,000 in this example).

### **33. FRT AMT. TO BORDER:**

- If the transaction is a sale and the cost of freight to the border is included in the price paid or payable, enter the cost of the freight in this field.
  - E.g. A sale is made between a Canadian party and a U.S. party in the amount of \$5,000. The \$5,000 sale price incorporates \$500 for the cost of freight to the Canada-U.S. border and \$4,500 for the goods themselves. In this example, you would enter \$500 in this field. Fields 41 & 42 would reflect the total price of the sale (\$5,000 in this example).
  - If the sale price incorporates the cost of freight to the final destination, you would enter the amount in field 32 as described above and leave this field blank.

# \*35. C/O:\*

- o Enter the country of origin for the item listed in field 37 of the same row.
  - The country of origin is the country of growth, manufacture, or produce for the item listed. It is not necessarily the country of export, although it may be.



|  | *36. | CAN | PRO | V.:* |
|--|------|-----|-----|------|
|--|------|-----|-----|------|

- If the country of origin listed in field 35 is not Canada, skip this field.
- Enter the Canadian province of origin.
  - The province of origin is the province of growth, manufacture, or produce for the item listed. It is not necessarily the province of export, although it may be.

# \*37. PART NUMBER/DESCRIPTION OF GOODS:\*

- List the description of the goods in this field. If the goods have a specific part number, add the part number as well.
  - U.S. Customs always requires a detailed description of merchandise being imported on pro forma invoices. Part numbers alone are not acceptable.

### \*38. HTS:\*

- Enter the Harmonized Tariff Schedule (HTS) number in this field.
  - HTS numbers are used to classify products for customs purposes. They are 6 to 10 digits and all numeric.
  - HTS numbers are one of the determining factors for duty rates.
  - The U.S. Harmonized Tariff Schedule can be found at https://hts.usitc.gov/.

# <sup>↑</sup> \*39. TARIFF TRT:\*

- If the goods listed in field 37 are eligible for duty free treatment under a tariff treatment provision, list the tariff treatment provision in this field.
  - There is a dropdown for tariff treatment provisions in this field. The dropdown includes N/A (Not Applicable), USMCA (United States-Mexico-Canada Agreement), USGR (US Goods Returned), and TPL (Tariff Preference Level), but you may also free type in this field. An example of a tariff treatment provision that is not included in the dropdown would be GSP (Generalized System of Preferences).
  - If nothing is selected in this field, the goods will be assumed to be ineligible for any tariff treatment provisions.

# <sup>↑</sup> \*40. QTY:\*

- Enter the quantity of the goods listed in field 37 in this field.
  - This document multiplies field 40 by field 41 to come up with a total price, so this should be the quantity per unit price. E.g. A sale is made in which marble slab is sold at a rate of \$60 per square foot. The buyer purchases 20 square feet of marble slab. This field should reflect 20.
  - Commas are read as decimals on this document. If the quantity is in the thousands or millions, do not use commas to mark off sets of 3 digits.



### <sup>↑</sup> \*41. UNIT PRICE:\*

- o Enter the unit price for the goods listed in field 37 in this field.
  - This document multiplies field 40 by field 41 to come up with a total price. E.g. A sale is made in which marble slab is sold at a rate of \$60 per square foot. This field should reflect \$60.00, while field 40 should reflect the number of square feet.
  - Commas are read as decimals on this document. If the quantity is in the thousands or millions, do not use commas to mark off sets of 3 digits.

### ADD MORE LINES:

- If your shipment contains more than 7 distinct items, you may click the Add More Lines button to add a 2<sup>nd</sup> page with an additional 20 lines.
  - If you require more than 27 lines, please email <u>TransitionTeamUS@WILLSONINTL.com</u> to obtain a special pro forma invoice with multiple pages.

## **45. SHIPMENT DECLARATION**

- You may generate common customs declarations in this field. The text capitalized in red italics indicates that you must type information in that field.
- Section 321 This is a de minimis shipment valued under \$800 USD and the goods herein are not restricted. Please enter goods under Section 321 as per 19 CFR 10.151.
- US Goods Returned Declaration by Foreign Shipper I, <u>TYPE NAME HERE</u>, declare that to the best of my knowledge and belief the articles herein specified were exported from the United States, from the port of <u>PORT OF EXPORT FROM U.S.</u> on or about <u>DATE OF EXPORT FROM U.S.</u>, and that they are returned without having been advanced in value or improved in condition by any process of manufacture or other means.
  - This declaration must be completed by the foreign exporter.
- Repair/Alteration Declaration I, <u>TYPE NAME HERE</u>, declare that the articles herein specified are the articles which, in the condition in which they were exported from the United States, were received by me (us) on <u>DATE OF RECEIPT OF GOODS FOR REPAIR/ALTERATION</u>, from <u>NAME & ADDRESS OF U.S. PARTY</u> (name and address of owner or exporter in the United States); that they were received by me (us) for the sole purpose of being repaired or altered; that only the repairs or alterations described below were performed by me (us); that the full cost or (when no charge is made) value of such repairs or alterations are correctly stated below; and that no substitution whatever has been made to replace any of the articles originally received by me (us) from the owner or exporter thereof mentioned above. Marks and numbers <u>MARKS & NUMBERS</u> <u>SPECIFIC TO REPAIRED/ALTERED GOODS (E.G. SERIAL NUMBERS)</u>. Description of



articles <u>DESCRIPTION OF GOODS</u> and description of repairs or alterations <u>DESCRIPTION OF REPAIRS/ALTERATIONS</u>. Full cost or (when no charge is made) value of repairs or alterations (see subchapter II, chapter 98, HTSUS) <u>VALUE OF REPAIRS/ALTERATIONS</u>. Total value of articles after repairs or alterations <u>VALUE OF GOODS AFTER REPAIRS/ALTERATIONS ARE COMPLETED</u>.

- If this declaration is utilized, the repaired/altered goods must be broken out on 2 separate lines each in fields 34 through 42. One line must show the value of the goods prior to repair/alteration, and the other line must show the value of the repair/alteration. Descriptions in field 37 must indicate which line is for the goods themselves and which line is for the repair/alteration.
- Temporary Import Bond The articles herein are being temporarily imported into the United States for the purposes of <u>EXPLANATION FOR TEMPORARY STAY</u> <u>IN U.S. (E.G. ANNEALING, A TRADE SHOW EXHIBIT)</u>. The articles will be subsequently exported from the United States. The articles are not to be put to any other use and are not imported for sale or sale on approval.
  - If you select this option, make sure to also select the Temporary Import Bond release type from the dropdown in field 2.
- T&E Bond Requested In-Bond Carrier Code: <u>ENTER 4 LETTER SCAC (STANDARD CARRIER ALPHA CODE) IN THIS FIELD.</u> Arrival Port: <u>ENTER THE U.S. PORT OF ARRIVAL IN THIS FIELD.</u> Export Port: <u>ENTER THE U.S. PORT OF EXPORT IN THIS FIELD.</u> Foreign Destination: <u>ENTER THE NAME & FULL ADDRESS FOR THE ULTIMATE CONSIGNEE IN THE FINAL DESTINATION COUNTRY IN THIS FIELD.</u>
  - If you know that the shipment will be a T&E bond but do not know the inbond carrier code, arrival port, or export port, leave those fields blank and instruct your carrier to fill them in prior to sending to our Operations team for processing.
  - If you select this option, make sure to also select the Transportation & Exportation Bond release type from the dropdown in field 2.
- IT Bond Requested In-Bond Carrier Code: <u>ENTER 4 LETTER SCAC (STANDARD CARRIER ALPHA CODE) IN THIS FIELD.</u> Arrival Port: <u>ENTER THE U.S. PORT OF ARRIVAL IN THIS FIELD.</u> Termination Port: <u>ENTER THE U.S. PORT IN WHICH THE BOND SHOULD BE TERMINATED.</u>
  - If you know that the shipment will be a T&E bond but do not know the inbond carrier code, arrival port, or export port, leave those fields blank and instruct your carrier to fill them in prior to sending to our Operations team for processing.
  - If you select this option, make sure to also select the Immediate Transportation Bond release type from the dropdown in field 2.



|   | *46. S | HIPPER:*   |
|---|--------|--|
|   | 0      | If this document was completed by the exporter, enter the name of the person     |
|   |        | that completed the document in this field. Otherwise, leave this field blank.    |
| ĺ | *47. S | IGNATURE:*   |
|   | 0      | The person that completed this document should sign this field.                  |
|   | *48. D | ATE SIGNED:*   |
|   | 0      | Enter the date of signature in field 47 in this field.                           |
| ĺ | *49. P | REPARER (IF OTHER THAN EXPORTER):*   |
|   | 0      | If this document was completed by someone other than the exporter, enter the     |
|   |        | name of the person that completed the document in this field. Otherwise, leave   |
|   |        | this field blank.  |
|   | *50. N | IAME OF RESPONSIBLE EMPLOYEE OF EXPORTER:*                                       |
|   | 0      | Enter the contact name for the individual responsible for logistics coordination |
|   |        | for the exporter in this field.  |