

## **Trade Compliance Invoice and Marking Requirements**

### **Invoicing Requirements**

All commercial and pro forma invoices must be itemized with a breakdown of the quantity per part number, unit price and purchase order number. In addition, for international shipments, the contents of the commercial invoice must include:

- a. Name of Seller
- b. Name of Purchaser
- c. Name of Consignee (i.e., "ship to" party)
- d. Detailed description of the merchandise
- e. Quantities in appropriate weights and measures being imported
- f. Purchase price of each item in U.S. Dollars, or if no sale (samples or free of charge), to include the correct valuation of commercial product
- g. Currency (identify country and denomination)
- h. All charges
  - (1) International Freight
  - (2) Insurance
  - (3) Commissions
  - (4) Cost of packing if such costs are not already included in the price.
- i. All rebates and drawbacks allowed upon the exportation of the merchandise
- j. Country of origin of the merchandise
- k. Assists (e.g., materials, tools, engineering work not already included in the price that were provided by \_\_\_\_\_without charge)
- m. Port of entry to which the merchandise is destined
- n. Harmonized Tariff Schedule subheading (to the 6<sup>th</sup> digit)
- o. Any other deductions from, and additions to, total invoice value, separately itemized, including those referenced in Section \_\_ above.

### **Country of Origin Marking Requirements**

Supplier, by accepting this order, covenants and agrees that Supplier and its employees, agents, independent contractors, and suppliers have fully complied with any and all foreign country of origin marking requirements established by United States Customs and Border Protection ("CBP") for all merchandise sold by Supplier to ALBANY, and that all Items, as well as all shipping containers, shall be marked in a conspicuous place as legibly, indelibly, and permanently as the nature of the article or container will permit, with the foreign country of manufacture of the goods in English or with such other foreign country of origin marking as ALBANY will direct in writing. Where appropriate, ALBANY will provide specific language and location requirements related to country of origin marking.