

# COMMERCIAL INVOICE FACTURE COMMERCIALE

Date of Exportation Date de l'exportation	Invoice Number Numéro de facture	Export References Renseignements sur l'expédition	Related Parties - Parties liées Yes No Oui Non
Shipper/Exporter (complete name and address) Expéditeur/Exportateur (nom et adresse)		Consignee (complete name and address) Destinataire (nom et adresse)	Tax I.D. Number No. d'identification aux fins de l'impôt
Country of Export/Pays d'exportation		Terms of Sale Conditions de vente	Currency of Sale Devise de la vente
Country of Manufacture Pays de Fabrication		Importer (if other than consignee) Acheteur (si différent du destinataire)	
Country of Ultimate Destination Pays de destination finale			
International Air Waybill Number Numéro de lettre de transport aérien internationale	(NOTE: All shipments must be accompanied by a Federal Express International Air Waybill.) NOTA: Tous les envois doivent s'accompagner d'une lettre de transport aérien internationale de FedEx.		

Marks & No.'s, No. of Pkg.'s, Type of Packaging, Full Description of Goods Marques et numéros, No. de colis, Type d'emball., Description de la marchandise	Quantity Quantité	Unit of Measure Unité de mesure	Weight Poids (kg)	Unit Value Valeur par unité	Total Value Valeur totale

Total Number of Packages Nombre total de colis		Total Weight Poids brut	Check one: /Cochez une entrée F.O.B. C&F CIF
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<p>These commodities, technology or software were exported from Canada in accordance with the Export Administration Regulations. Diversion contrary to Canadian law prohibited. Ces marchandises, technologies ou logiciels ont été exportés du Canada conformément aux règlements administratifs sur l'exportation des États-Unis. Tout agissement contraire à la loi canadienne est strictement interdit.</p> <p>It is hereby certified that this invoice shows the actual price of the goods described, that that no other invoice has been issued, and that all particulars are true and correct. Je certifie par la présente que les prix indiqués sur cette facture sont exacts, qu'aucune autre facture commerciale n'a été produite et que tous les renseignements fournis sont véridiques.</p>	Packing Costs Frais d'emballage		
	Freight Costs Frais de transport		
	Insurance Costs Frais d'assurance		
	Other Costs Autres frais		
	Total Invoice Value Montant total de la facture		
SIGNATURE		TITLE - TITRE	DATE

## **Commercial invoice requirements**

The Commercial Invoice is the primary document used in International shipping. It is required by Customs officials in countries around the world for shipments of most commodities and should be used for all commercial shipments.

### **Purpose**

Declaration and verification of the contents of commercial goods being imported into the country of destination. It is used by customs to assess the amount of duties and taxes (tariff) owing on the shipment.

### **When Required**

All shipments that contain ANYTHING OTHER than PIBs (personal, interoffice or business documents), **regardless of value**

### **Exceptions**

Customs may request an invoice at any time if they want verification of the contents, value, country of origin, etc.

### **Number of Copies**

3 (one signed original and two copies).

### **Special Notes**

Shippers may use a number of different formats of the Commercial Invoice, including creating their own invoice on company letterhead. This is acceptable as long as the following information is on the Commercial Invoice:

- Shipper's name and address
- Recipient's name and address
- Detailed description of the commodity
- Declared value for customs (Commercial Value)
- Country of origin
- Country of manufacture
- Number of items and weight of items being shipped
- The statement "We certify that this declaration is true and correct"
- Signature (with title and name), and date

A packaging list detailing what is in the shipment should be included. It must be included if the shipment is a multiple piece shipment however, it is not a substitute for the Commercial Invoice.

The Commercial Invoice should be in the language of the destination country or should have a translation from English or French to the language of the destination country.

When a customer is shipping PIB documents to certain countries, it is recommended they use NCV as the value for customs. If they declare any other amount, even a nominal amount such as \$1.00, customs in the destination country will require a Commercial Invoice. If NCV is declared as the value for customs, no Commercial Invoice will be required. **Note: Some countries require at least \$1.00 value indicated on the airway bill. Please check your SRG.**

### **Special Notes for shipping to the USA:**

- The commercial invoice must be in English or have a translation to English provided.
- For certain packages being shipped to the USA, regulations require that the recipient, if a company, provide and IRS Employer Identification number (EIN) or, if an individual, the Social Security Number (SSN). This information should be included on both the International air waybill and the commercial invoice. Delays may result if this is not provided.
- The EIN is required for shipments valued at \$2000 US or more and for shipments containing any of the following regardless of value; clothing, textiles and textile manufacturers; footwear and headgear; leather and leather manufactured products; any controlled or restricted goods which may require formal US entry, regardless of value (e.g., chemical or electronic products, foods, drugs, radiation emitting devices, radio frequency devices).
- When completing the "Title" field the shipper must indicate their exact title (i.e., Shipper/Receiver, Receptionist, President). Customs may not accept the general term 'shipper', resulting in the package being caged until further information is obtained.

### **Creating Your Own Commercial Invoice**

This following sample ([click here](#)) is a suggested format only. Your own corporate invoice form or company letterhead is accepted,(some restrictions apply), provided it is signed and dated and contains the following information:

1. Air waybill number
2. Complete shipper name, address and phone number
3. Complete recipient name, address and phone number
4. Complete description of the commodity (e.g. what it is, what it is made of, what is it made for)
5. Declared Value for Customs (commercial value)
6. Country of Origin (country of manufacture)
7. Quantities in appropriate weights and measures
8. Include this sentence: "We certify that this declaration is true and correct."

**Number of copies required:** one signed original plus two photocopies.

## **Mandatory Requirement for Commercial Invoice**

Below is a brief summary and overview of those critical elements which are required on the commercial invoice.

1. Invoice must be in English.
2. Date of export.
3. Name and address of exporter/shipper.
4. Name and address of consignee/recipient.
5. Name and address of importer if other than consignee/recipient.
6. Country of origin
7. Quantities (weight, packing, measures, etc.).
8. Detailed descriptions of the goods including name by which each item is known (i.e., what it is, what it is made for).
9. Value of each item.
10. No charge/warranty items must state fair market value for Customs.
11. Repaired items must state original value of goods and repair cost separately.
12. Currently (i.e., US dollars, Canadian dollars).
13. All charges if included in the value (i.e., commission, insurance, packing, freight charges).
14. All discounts.
15. Packing list or invoice stating what merchandise is in each individual package.
16. Numbering of invoices.
17. Name of shipper/exporter.
18. Signature and title of goods exported are of US origin.
19. EIN/IRS.

**\* Please ensure the EIN/IRS number associated with the correct legal company name is documented on the commercial invoice.**

**Note: For certain packages entering Canada, Canada Customs require the company's Importer number (I.N.). This number should be included on the International air waybill and on the commercial invoice.**

***All requested information must be supplied. Describe the goods being shipped in full as follows:***

### **Marks/Numbers**

- Any identifying marks or numbers used on packaging

### **Number of Packages**

- Indicate the total number of packages described on each line.

### **Type of Packaging**

- What type of packaging is being used: roll, tube , carton, etc.

### **Full Description of Goods**

- Complete details of the item(s) being shipped, including name, part numbers and serial numbers if available.

### ***The following guidelines apply to specific categories of shipments:***

#### **Items being shipped for repair**

- Use model (or part)name and serial numbers if available. Describe the part accurately and the reason for shipment (i.e. Used steel fly wheel for lathe returned for repair)

#### **Parts of Machinery or Equipment**

- Write specific part name and part numbers for every different part. Describe each part in simpler language (i.e. Fuel pump Model D serial #811256 for ABC 3-tonTruck Model 7)

#### **Non - Textile Shipments**

- Fully describe each sample and purpose. ("Seven assorted and differently colored samples of plastic laminate described in contract bid. Not for resale.")

#### **All Textiles**

#### **(including finished goods, bolts of cloth, samples or swatches)**

- Textiles must be described completely, including: composition of fabric, type of assembly, identity of user and ornamentation, if any. (I.e. "Ladies short-sleeved cotton sewn blouse with pearl buttons", "Man's knitted 100% wool sweater", 'Knitted fabric swatch dyed 65% cotton, 35% rayon, 12 inches x 12 inches', "Woven fabric samples, bleached 100% cotton, 7 yards x 45 inches", etc.)
  - Quantity: Include quantity of items described on each line
  - Unit of Measure: Specify, lbs., kgs, pieces, sets, pairs, yards
  - Weight: Note weight of items described on each line
  - Unit Value: Fill in \$ value of each unit
  - Total Value: Note \$ value of items described on each line
  - Total Invoice Value: Fill in \$ value of all items listed on the invoice

**Shipping terms definitions:**

F.O.B - freight costs are not included in total value of invoice

C&F - the cost of cargo and freight are included in the invoice price

CIF - invoice total includes cargo, insurance and freight costs