

US IMPORT QUICK CHECKLIST — Contents of Invoice Requirements

**** Most common fields missing that cause clearance delays ****

Commercial Invoice

PO #		Invoice #		Date				
Shipper/Exporter Name Address Contact Name Contact Phone #				Consignee/Delivery Name Address Contact Name Contact Phone #				
Country of Export:				Importer/Buyer				
Country of Destination:				GE Research				
Incoterm:				US Tax ID 14-068930EG				
				One Research Circle				
				Niskayuna, NY 12309 USA				
				Contact Name				
				Contact Phone #				
Part #	Description	COO	US HTS Code	Qty	UOM	Weight	Unit Value	Total Value
		Country of Origin = actual country of manufacture	US Import Classification determines the rate of duty paid, applicability of special duty, reduction provisions <i>To obtain the code, contact Scott.Clas@ge.com and Corrie.Whalen@ge.com</i>					For samples or free of charge, please also show the fair market value.
						Total Weight	Currency Used	Total Invoice Value
Special Marks <i>i.e. temporary export, returned for repair, tools of trade, prototype, etc.</i>								
I declare all the information contained in this invoice is to be true and correct. <i>Signature of Shipper/Exporter (Please type name and job title, then sign and date)</i>								
Signature _____				Date _____				

Invoice Checklist:

- Must be in English
- PO # no PO, no Pay
- Invoice #
- Invoice Date
- Importer/Buyer Information
- Shipper/Seller Information
- Delivery Address
- Incoterm
- Part #**
- Description
- Country of Origin (COO)**
- US Harmonized Tariff Schedule (HTS) Code**
- Quantity
- Unit of Measure (UOM)
- Weight (LB or KG)
- Unit Value
- Total Value
- Currency
- Payment Term
- Special Marks for non-regular consumption orders

Packing List Checklist:

- Breakdown of each part by Quantity, Net Weight and Dimensions
- Type of Package and Total Quantity

NOTE: Please contact GE Research's US Customs Broker Contact when importing parts for prototype, returned shipment, chemical goods, radiation-emitting or laser products. (Additional required documents or information may be needed)

Contacts:	
GE Research's US Customs Broker:	GRC-CHS@expeditors.com
Customs-related questions or issues:	GRC-CHS@expeditors.com
To obtain the US HTS Code:	Scott Clas (Scott.Clas@ge.com) Corrie Whalen (Corrie.Whalen@ge.com)