US IMPORT QUICK CHECKLIST — Contents of Invoice Requirements

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

## Commercial Invoice

<table>
<thead>
<tr>
<th>PO #</th>
<th>Invoice #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipper/Exporter</td>
<td>Consignee/Delivery</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Contact Phone #</td>
<td>Contact Phone #</td>
<td></td>
</tr>
</tbody>
</table>

**Country of Export:**

**Country of Destination:**

**Incoterm:**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>COO</th>
<th>US HTS Code</th>
<th>Qty</th>
<th>UOM</th>
<th>Weight</th>
<th>Unit Value</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Origin</td>
<td>= actual country of manufacture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**US Import Classification** determines the rate of duty paid, applicability of special duty, reduction provisions. To obtain the code, contact jason.perreault@ge.com and Corrie.Whalen@ge.com

**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

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**Special Marks**

*i.e. temporary export, returned for repair, tools of trade, prototype, etc.*

**I declare all the information contained in this invoice is to be true and correct.**

Signature of Shipper/Exporter (Please type name and job title, then sign and date)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**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:**

<table>
<thead>
<tr>
<th>GE Research's US Customs Broker</th>
<th><a href="mailto:GRC-CHS@expeditors.com">GRC-CHS@expeditors.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs-related questions or issues</td>
<td><a href="mailto:GRC-CHS@expeditors.com">GRC-CHS@expeditors.com</a></td>
</tr>
<tr>
<td>To obtain the US HTS Code</td>
<td>Jason Perreault (<a href="mailto:jason.perreault@ge.com">jason.perreault@ge.com</a>) Corrie Whalen (Corrie <a href="mailto:Whalen@ge.com">Whalen@ge.com</a>)</td>
</tr>
</tbody>
</table>