

Rail Division Invoice Requirements for US Imports

US Customs regulations require a Commercial (Customs) Invoice be presented for each shipment entering into US commerce. The following information **must be included** on all Commercial invoices for shipments to Rail Division. (Rail Division includes Electro-Motive Diesel, Progress Rail Services, Progress Rail Manufacturing, Chemetron Railway Products and other Progress Rail Services subsidiaries.)

- ❖ The Seller’s name, address, current contact name and phone number.
- ❖ The Shipper’s name, address, current contact name and phone number.
- ❖ The Buyer’s (Sold to party) name, address, current contact name and phone number.
- ❖ The Consignee’s (Ship to party) name, address, current contact name and phone number.
- ❖ Purchase Order Number
- ❖ Invoice Number
- ❖ Date the goods are scheduled to ship (when known).
- ❖ Date and place of sale (when known).
- ❖ Shipping terms (INCOTERMS)
- ❖ The US port of entry to which the merchandise is destined (when available).
- ❖ **For each product/item:**
 - EMD/PRS Part Number. If not available - other identification number.
 - Detailed description of each part.
 - US HTS – The US Harmonized Tariff Schedule number for each part.
 - The Country of Origin for each part.
 - Unit and total quantities for each part.
 - Net and Gross weight for each part.
 - Unit value for each part.
 - Discounts and additions to the base price i.e.: packing charges, commissions etc.
- ❖ **Total Invoice Value.** Where applicable include the following **statements**:
 - Statement required for transferring of commercial goods where no monetary amount was exchanged:
 - No charge Invoices – All free of charge items must have a commercial value listed, which is the price that would have been paid for the item if it was actually purchased. Mark the invoice with: *“value for Customs purposes only”*.
 - Reason for the shipment: If the shipment is not a result of a sale, state the reason for the shipment: i.e. *“Failed parts returning to supplier for analysis”*, *“Prototype part for testing purposes only”*, *“Parts returning to supplier after being shipped in error”*, etc.
- ❖ Currency code – The currency used.
- ❖ All pages on the invoice must be numbered consecutively.
- ❖ Name of Responsible Individual with accurate contact information i.e. email, phone number.
- ❖ The invoice must be in English.

For any questions concerning the completion of Commercial Invoices please contact the International Trade Controls Group at:

| Name | Email Address | Phone Number |
|------------------|-----------------------------|--------------|
| Peter Petrov | PPetrov@progressrail.com | 708-387-3904 |
| Joanne Brozovich | JBrozovich@progressrail.com | 708-387-5599 |
| Sorina Tira | STira@progressrail.com | 708-387-6242 |

Revision Date: 03/04/2015