

# Progress Rail

A Caterpillar Company

## 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 Progress Rail Locomotive, Progress Rail Services, Progress Rail Manufacturing, Progress Rail Welding 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:**
  - PRL/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:

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