

Progress Rail

A Caterpillar Company

Progress Rail, a Caterpillar Company

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 Progress Rail, a Caterpillar Company, which includes Progress Rail Locomotive, Progress Rail Services, Progress Rail Manufacturing, Progress Rail Welding and other Progress Rail Services subsidiaries.)

Custom's Regulatory and Progress Rail Invoice Requirements

- **Destination:** Port of entry to which the merchandise is destined
- **Parties:** The place and person to whom the merchandise is sold or agreed to be sold
 - Name of the responsible individual / Importer of Record (IOR)
 - *The Seller's name, address, current contact name and phone number**
 - *The Shipper's name, address, current contact name and phone number*
 - *The Consignee's (Ship to party) name, address, current contact name and phone number if different from IOR*
- **Detailed description of the merchandise:**

Name by which it's known - EMD / PRS Part Number HTSUS

 - The US Harmonized Tariff Schedule number for each part
 - Country of origin marking information
 - Grade or quality
 - Quantities
 - Value; either purchase price or fair market value
 - Type of currency
 - All goods or services used in production (assist, molds, dyes, etc.); excluding good services furnished in the US
 - Any discounts from list or base price
 - Detailed packing list
 - Weights and measures
- **Numbering of invoices and pages**
 - Inv. 1, p. 1.
 - Inv. 2, p. 2.
 - Inv. 2, p. 3.
- *Purchase Order Number*
- *Invoice Number*
- **Shipping Terms (INCOTERMS)**
 - Total Invoice Value. Where applicable include the following **statements**:
 - Any additional information

- 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.

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

Name	Email Address	Phone Number
Allen Baumgarte	abaumgarte@progressrail.com	708-387-3992
Shannon Fox	sfox@progressrail.com	708-387-5653

** requirements specific to Progress Rail*

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