

Progress Rail

A Caterpillar Company

Progress Rail, a Caterpillar Company

UK Customs regulations require a Commercial (Customs) Invoice be presented for each shipment entering into the UK commerce. The following information **must be included** on all Commercial invoices for shipments to Progress Rail, a Caterpillar Company (this includes Electro-Motive Diesel Ltd and Progress Rail Services UK).

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 UK 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 UK
 - 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
Natalie Farmer	nfarmer@progressrail.com	+44 (0)115 921 8267
Renata Rocha	rrocha@progressrail.com	708-387-6242

** requirements specific to Progress Rail*

Revision Date: 11/25/2021