

## Commercial Invoice Data Elements

Use this table to identify the common data elements which should appear on your commercial invoices or other relevant shipping documents for easier import/export customs clearance.

Field	Description	Required?	Good Practice?	Comments
Part number or SKU	Should be your companies part number that matches the Purchase Order from your customer	No, but Customs will have an issue if they examine the goods	Y	All Parts in the box should be listed as a separate line item on the commercial invoice.
Ship from	This could be different then the seller. Should have complete name and address.	N	Y	This information is needed on the AES Record.
Sold by	This is the entity selling the goods.	Y	n/a	This is the U.S. principle party in Interest (USPPI) and is responsible for the AES submission and any export licensing requirements.
Intermediate Consignee	Any entity that may be involved in the transaction. This could be a distribution center, Broker, reseller, distributor, et.	Y		
Freight Forwarder or Carrier	Entity responsible for moving the freight	N	Y	This information is required for AES record and customs clearance in many countries. This will also provide information to the importer for pre-clearance instructions.
ECCN and Licensing Authority by Line Item	Export Classification and licensing authority to include license number, license exemption/exception for each commodity	N	Y	This information is used by customs in the event of an exam and import clearances under a DDTC license. For exports, this required on AES submissions.
HTS or Schedule B by Line item	If importing to U.S. have supplier add the U.S. HTS code by line item. If exporting from U.S. add the Schedule B code or Export Valid	Y, if imported into the U.S.	Y	Same parts can be consolidated on to one line item. But the HTS codes is required for entry documents and needed by freight forwarder to submit AES records. These codes are

	HTS Codes.			also helpful to non-U.S. importers (customers) to help in classification of their country's HTS code.
Destination Control Statement	There are different statements depending on the jurisdiction of the goods.	Y- for exports from the U.S.	n/a	This is a requirement under the ITAR and EAR.
Value in U.S. Dollars	In the column heading indicate the currency used.	A value is required on U.S. Import documents but does not have to be in U.S.\$\$. However, it is best to have the U.S.\$ value on the invoice to avoid mistakes by the Customs Broker.	Y	U.S. for Entry documents for U.S. Imports . AES requires U.S. dollar value on the EEI.
Quantity and unit of measure	There may be two separate columns. One for quantity and one for Unit of measure. Use the U.S. customs Unit of Measure defined in the HTS book or Census Unit of Measure defined in the by the Schedule B.	y	y- to have company unit of measure and customs/census unit of measure.	Don't use your company's Unit of measure. This may be different than what is required on the Import/export documentation. You may want to add both the Customs Unit of measure as well as your company's unit of measure for billing purposes. Customs clearance documents will use the unit of measure in the HTS or Schedule B.
Weight by Line Item	Weight of each part with minimal packaging (this would not include weight of skids or pallets)	N	Y	This information is required for some commodities in AES.
Clearance Instructions	Who should the carrier contract for clearance instructions? Include the name of a company, individual name, email and phone number.	N	Y	This will stop any questions on who is supposed to clear the items. The Carrier will know who to contact directly.