

## INSTRUCTIONS FOR PREPARING COMMERCIAL INVOICES

Here are some of the standard requirements for preparing invoices:

- ◆ **Detailed description of each item.** Description must state exactly what the item is  
Description on order may not be sufficient, it must include:  
“Festival” decoration (if applicable) – “Material” ”Subject” “Function” “Size”  
e.g. Christmas decoration – Plastic Santa hanging ornament 4”H
- ◆ **Material content of each item must be by percentages**  
Percentage of natural stone powder for polystone item should be shown on invoice
- ◆ **Net and gross weight and measurement of each item**
- ◆ **Shipping Terms: (FOB, FCA, Ex-Works, etc)**
- ◆ **Must state type of currency (USD, Euro, etc)**
- ◆ **Manufacturer name and address must be stated on the Invoice**  
Name and address on letter head is assumed to be the shipper’s, if it is also to be the manufacturer, then “Manufacturer is same as shipper” needs to be shown on invoice
- ◆ **State country of origin of merchandise and that each item is marked individually with the country of origin**
- ◆ Be in English
- ◆ List the value and quantity of each item including samples and replacement orders
- ◆ Invoice must show vendor’s name and full address
- ◆ If GSP country, state, “This merchandise is wholly or 100% the growth, product or manufacture of (insert country). If not, please give a breakdown by percentage (%) of value and the origin country of each of the components and manufacturing process.”
- ◆ All invoices submitted to OOCL Logistics and to the bank must be identical
- ◆ Purchase order number on invoice
- ◆ All rebates, discounts, and commissions, artwork, dies, molds, tools, engineering work, separately itemized at bottom of invoice
- ◆ All invoices should have an invoice number. If multiple invoices are obtained for one B/L, each page should be numbered consecutively by the vendor at the bottom of each page
- ◆ The shipper/exporter name should be the same to match the purchase order and the commercial documents. If different, a written explanation must accompany the documents
- ◆ One invoice per bill of lading, no need break down the invoices by container if they are loaded in the same vessel. Each bill lading and invoice can show information for 15 containers in maximum.

\*\*\*\*Any changes to the commercial invoice must be communicated to the International Department prior to the shipment arriving at the U.S. Port, fax (405) 745-1547