

## Standard Purchase Order and Invoice Requirements International Import Shipments

**Notification to Consolidator** MUST be made at least 48 hours in advance of sailing.

**Document Dispersal**: A set of **original** documents must be sent to Buyer at the following address before the arrival of the goods into the US:

1112 7th Avenue  
Monroe, Wisconsin 53566 USA  
Attn: Sunshine Mergen  
Phone: 608-324-4406

\*\*Please e-mail a **copy** of all documentation to [mergen@sccompanies.com](mailto:mergen@sccompanies.com) or fax it to (866)-540-9984 within 7 days of the confirmed on board sailing date (ocean) or within 24 hours of the departure date for air freight shipments.

**Bill of Lading**: If applicable, an original Bill of Lading must be in our freight forwarder's possession before it will release the shipment.

**Routing Instructions**: Please contact your Inventory Manager should you have any questions regarding your Purchase Order / shipment instructions.

- See the Supplier Compliance Manual for additional contact information and routing procedures.

**Proper Labeling**: We have mandatory labeling requirements. Please refer to the Supplier Compliance Manual for specifics.

- **Retail Price Labeling**: Product must be free of retail price labels – please refer to the Supplier Compliance Manual for specifics.

**Fumigation Certificate**: If not applicable, the commercial invoice must state, "Fumigation Certificate Not Applicable."

**QA Requirements**: All items that are the subject of each Purchase Order must strictly conform to the Product Specification(s) approved by the Supplier. The Supplier must adhere to the current Product Specification number and date listed in the item description. Any alteration, change, or deviation from the Product Specification, or any change in your suppliers, is strictly prohibited without prior notification to us and receipt of our express prior written consent. Failure to comply with this provision shall be deemed to be a breach of contract for which your company will be liable to us for all costs, expenses, and damages; and you agree to defend (by counsel acceptable to Buyer), indemnify, and hold Buyer and its successors and their representatives harmless from any resulting claims, damages, costs, expenses (including reasonable attorney's fees), or penalties.

**NOTE**: We reserve the right to cancel any Purchase Orders and/or Releases or the resulting contracts or to reduce the quantities purchased for any shipments that arrive past our in-house due date unless we granted prior written approval for the delays associated with those quantities. We will not be responsible for any costs associated with reduced or canceled Purchase Orders, contracts and/or Releases that result from late shipment and delivery by your company.

REV: 20080331

## **U.S. Customs Invoicing Requirements**

U.S. Customs Regulations call for specific invoice requirements to be met on all import shipments. These invoicing requirements must be shown on all commercial invoices from Suppliers in order to comply with U.S. Customs Regulations.

Please find below a condensed list of the minimum information required by U.S. Customs invoicing regulations. This condensed list will give you an idea of what is required on your commercial invoices for import shipments.

Invoices must at the minimum include the following:

1. Name of Supplier & Address
2. Name of Purchaser & Address
3. PO (Purchase Order) / Contract Number
4. Item Description – As Detailed as Possible
5. PLN #
6. Our SC #
7. Quantity Shipped of Each Item
8. Unit Cost of Each Item
9. Total Product Dollars for Each Item
10. Include Any Charges or Discounts That May be Applicable (i.e. Packing, Royalty Fees, Freight, Rebates, or Assists)
11. Value Declaration of Any Replacement Parts / Samples (For Customs Reporting Purposes)
12. Total Value of Invoice
13. Terms of Sale – Include any L/C Information If Applicable
14. PO Conformity Clause
15. Supplier Number
16. Supplier Item Number
17. Country of Origin
18. GSP Statement (or Appropriate Documentation if Applicable)
19. Actual Manufacturer's Name and Address (For Customs Reporting Purposes)
20. Fumigation Statement
21. Solid Wood Packaging Statement

### **\*All invoices must be in English or a translation to English**

We will make payment based on payment terms calculated from the day we receive the product or invoice, whichever is later. Invoices that do not include information described in numbers 1 through 21 above may be returned for correction/clarification, which could result in delayed payment; provided, however, discount terms will still apply.

In addition to the foregoing requirements, specific types of merchandise may require more detail. If you would like more information regarding invoicing requirements, please do not hesitate to contact us.

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