DERINGER INVOICE INSTRUCTIONS

1-4. **Seller Address, Phone, Email Address**. Enter the name and address of the seller. This is the name and complete address of the foreign individual or firm who is responsible for invoicing the merchandise, ordinarily the manufacturer/seller, but where the manufacturer is not the seller, the party who sold the merchandise for export to the U.S., or made the merchandise available for sale. 19 CFR 142.6 (a)(5). Entering a phone number and e-mail address will help us contact the seller in case we need more information. If you know this party's A.N. Deringer account number, enter it after the name. If the goods are not sold, enter the name, address, phone and email of the owner of the goods.

5-6. Buyer, Address. Enter the name and address for the buyer of the merchandise listed on the invoice. 19 CFR 141.86(a)(2). If you know this party's A.N. Deringer account number, enter it after the name. If the merchandise is not sold, this is the party to whom it is shipped.

7. Buyer IRS #. Enter the tax identification number of the buyer, also known as an Internal Revenue Service (IRS) employer identification number. This may also be a Customs assigned number. For individuals, this can be a Social Security Number. This field is not optional and a tax identification number must be provided. 19 CFR 24.5. If the party does not have a number on file with CBP, a CBP form 5106 must be completed.

8. Buyer Email Address/Phone. Enter the e-mail address and/or phone number where the buyer can be reached.

9-10. **Deliver To, Address**. Enter the name and address of the party where the goods will be delivered. 19 CFR 141.86(a)(2). If you know this party's A.N. Deringer account number, enter it after the name. If the deliver to is the same as the buyer enter "Same as Buyer."

11.   Deliver to IRS#. Enter the tax identification number of the deliver to party, also known as an Internal Revenue Service (IRS) employer identification number. This may also be a Customs assigned number. For individuals, this can be a Social Security Number. 19 CFR 24.5. If the party does not have a number on file with CBP, a CBP form 5106 must be completed.

12.   Deliver to Email Address/Phone. Enter the e-mail address and/or phone number where the deliver to party can be reached.

13.   Name and Address of Actual Manufacturer (If Required). All commercial entries of textile and apparel products are required to identify the actual manufacturer of such products. 19 CFR 102.23. Additionally, any products that require reporting to the FDA must include the actual manufacturer of the goods. If your products require manufacturer reporting but have different manufacturers, do not use this field, instead enter the manufacturer information next to the product description in Field 33. Alternatively, supply the Manufacturer Identification Code (MID).

14.   Reference No. Enter a reference number or numbers that you want associated with this shipment.

15.   Shipment Control Number (SCN) /PAPS. Enter the full shipment control number (SCN) provided by the carrier including the carrier SCAC code. This is a unique shipment identifier required by CBP to be reported with other shipment details. This number must match what the carrier has used on their ACE manifest.

16.   Estimated Date/Time of Arrival. Indicate the approximate date and time the shipment is expected to arrive at the port of entry indicated in #17. 19 CFR 141.86(a)(2).

17.   Port of Entry. Enter the name or number of the U.S. port of entry where the merchandise will be entering the United States. 19 CFR 141.86(a)(1).

18.   Deringer Account Number (Importer of Record). Enter the Deringer account number for the Importer of Record. "Importer" means the person primarily liable for the payment of any duties on the merchandise, or an authorized agent acting on his behalf. 19 CFR 101.1. "Importer of Record" must be the owner or purchaser of the goods. 19 USC 1484(a)(2)(B).

19.   Country of Export. The country of export is the country of which the merchandise was last part of the commerce and from which the merchandise was shipped to the U.S. without contingency of diversion. ACE Entry Summary Instructions.

20.   Bill U.S. Duty, Fees, and/or Brokerage to Consignee/Buyer/Seller/Other. Check the box of the party that Deringer will bill for the duty, fees, and/or brokerage associated with the entry filing. If "other" is chosen, provide the Deringer account number of the party to be billed. If you plan to choose other, understand that a 3rd party billing waiver may be required.

21.   Deringer to Provide Cargo Insurance. Check yes or no if Deringer has agreed to provide cargo insurance for the shipment. Cargo insurance is secured by shippers to protect their goods from loss, damage, or theft while in transit. For a quote on cargo insurance visit our website here.

22.   Number and Kind of Packages (Manifest Qty). Indicate how many packages are in the shipment. This should be the quantity of the lowest external packaging unit and match the ACE manifest quantity. Containers and pallets are not acceptable quantities. For example, 10 pallets with 200 cartons should be listed as 200 cartons. Indicate the kind of package the goods are in, i.e. boxes, cartons, rolls, etc. 19 CFR 123.92(d)(7), 19 CFR 141.86(a)(3).

23.   Shipping (Gross) Weight. Enter the total weight of the goods, including all packaging but not including the weight of the transport unit. Check the box for the appropriate unit of measure. ACE Entry Summary Instructions.

24.   Estimated Freight Charges to Border. State the aggregate cost and currency (excluding duty) of freight, insurance and all other charges, costs and expenses incurred while bringing the merchandise from alongside the carrier at the port of exportation in the country of exportation and placing it alongside the carrier at the first U.S. port of entry. Do not include U.S. import duties. Report zero if not used. ACE Entry Summary Instructions.

NOTE: Additional information is required for certain classes of merchandise. 19 CFR 141.89. Additional forms may be required depending on what Partner Government Agencies (PGAs) your HTS numbers are flagged for.

25. Included in Invoice Value, U.S. Duty and Fees/Brokerage/ADD/CVD. This invoice must specifically state if the applicable duty or fees are included in the invoice price. If any of these fees are included in the invoice, check the appropriate box or boxes. Some examples of commodity specific fees that may be included in the invoice value include softwood lumber, Christmas trees, beef, pork, and honey. Further, indicate if MPF, HMF or ADD/CVD are included in the invoice price. 19 CFR 152.102(f).

26. Actual Freight Value Included in Invoice Value/Amount. Indicate the actual costs and associated costs of transportation, insurance, and related services incident to the international shipment of the merchandise, if any, and in what currency. Only enter an amount if it is included in the total invoice value. This amount cannot be an estimate and must be an actual, verifiable value. 19 CFR 152.102(f), 19 CFR 152.103.

27. Parties to this Transaction are Related/Not Related. Indicate if the parties to the transaction (buyer and seller) are related as defined in 19 CFR 152.102(g).

28. Merchandise is Sold/Not Sold. Indicate if the merchandise on this invoice has been sold. If the goods have not been sold, indicate in #38 the reason for the export, i.e. loan, repair processing, etc.

29. Terms of Payment. If there is a contractually-agreed upon term of payment between the buyer and seller that affects the price actually paid or payable enter it here, i.e. 2% 10 days, Net 45.

30. Incoterms. Incoterms, widely-used terms of sale, are a set of 11 internationally recognized rules which define the responsibilities of sellers and buyers. Incoterms specify who is responsible for paying for and managing the shipment, insurance, documentation, customs clearance, and other logistical activities. If you are using an incoterm, indicate it in this field, i.e. DDP, EXW, DAP, etc. Please also indicate what version of Incoterms you are using, i.e. Incoterms 2020. Know your Incoterms.

31. COO – Country of Origin (Manufacture or Growth). State the country of origin of the goods. The country of origin is the country of manufacture, production, or growth. 19 CFR 141.86(a)(9), 19 CFR 134.1(b).

32. Part #. If you track your goods by part number or have an existing database with Deringer that is set up by part number, indicate the part number of the goods. This field is optional.

33. Description of Goods. CBP requires a detailed description of the merchandise, including the name by which each item is known, the grade or quality, and the marks, numbers, and symbols under which sold by the seller or manufacturer to the trade in the country of exportation. 19 CFR 141.86(a)(3).

34. HTS Number (10 Digits). A harmonized tariff number to the 10-digit level is required to be reported on the Entry Summary. 19 CFR 141.61(e)(1)(A). Current HTSUS numbers can be found at https://hts.usitc.gov/.

35. Quantity. Provide the net quantity of the goods that when multiplied by unit price will equal the price paid or payable for the merchandise. If the quantity provided is not the same as the quantity required by the HTSUS for duty calculation, provide the secondary quantity, i.e. number, m2, ckg, etc., next to the description in #33. The units required to be reported can be found with your HTSUS number at https://hts.usitc.gov/.

36. Unit of Measure. Indicate in what units the quantity in #35 is measured. If your item requires a weight be reported to CBP, indicate KG or LB. If your item does not require a reported weight and you calculate your price based on a different unit of measure, indicate the unit of measure.

37. Unit Price. Enter the unit price for the quantity in #35.

38. Total Price. A total price will auto-populate by multiplying the quantity (#35) by the unit price (#37). The reported price must be the transaction value (19 CFR 152.103), which is the price actually paid or payable for the goods, unless otherwise allowed by the regulations. 19 CFR 152.101(b). If the price includes packing costs, assists, royalties, or selling commissions, add an invoice line to indicate these values. 19 CFR 152.103, Customs Value.

39. If Goods are Not Sold, State Reason for Export (Loan, Repair, Processing, Temporary Import, etc.). If the goods listed on the invoice are not sold, state the reason for the export such as a loan, items are being repaired in the US, or are undergoing processing. Additional information may be required depending on the reason for export.

40. Total Invoice Value. The total invoice value will auto-populate by adding each line's total price. The reported price must be the transaction value (19 CFR 152.103), which is the price actually paid or payable for the goods, unless otherwise allowed by the regulations. 19 CFR 152.101(b). Indicate the currency your invoice is calculated in.

41. Shipment Notes/Comments (i.e. ASSISTS, FSVP, PGA). If the production of these goods involved goods or services provided to the seller (e.g., assists such as dies, molds, tools, engineering work), and the value is not included in the invoice price, give explanation. If no assists, state so. Use this field to supply Foreign Supplier Verification Program (FSVP) reporting information, partner government agency (PGA) information, or any other information necessary for accurate processing of your paperwork.

42/43. ADD/CVD Case Number(s). Indicate any applicable ADD/CVD case numbers that need to be applied to this shipment and what invoice line they are associated with.

44. Invoice Date. Indicate the date of sale. If merchandise is not sold, indicate the current date. 19 CFR 141.86(a)(2).

45. Prepared By (Printed Name). Print or Type the name of the person that prepared the invoice.

46. Company. Print or type the employer of the person named n #45.

47. Signature. Sign the invoice. Digital or electronic signatures are accepted.