

COMMERCIAL/PROFORMA INVOICE

- ❖ Must accompany every shipment Crossing a Customs Boundary
- ❖ Required for Valuation Purposes by Most Customs

-Critical Information required on Commercial Invoices include:

- ✓ **Supplier's name and address and Contact Name**
- ✓ **GE Contact name and phone number**
- ✓ **Invoice must be LEGIBLE and in English or Destination Country Language**
- ✓ **Purchase Order Number, Part Number and Detailed Description of Part (s)**
- ✓ **Purchase price and currency of transaction (must match the purchase order)**
- ✓ **Quantities (pieces, weight, unit of measure) easily identifiable**
- ✓ **All goods/services furnished for the production of merchandise not included in purchase price (Assists such as tools, fixtures, tooling repairs, engineering work)**
- ✓ **Purchase Order Identification of consigned material and foreign inland freight**
- ✓ **PO INCO Terms of sale (FCA, FOB, CIF, DDU, etc)**
- ✓ **GE Power Systems name (or affiliate) and address shown as "Importer of Record"**
- ✓ **(unless terms are DDP) (US Imports)**
- ✓ **If there is a consignee, list contact name and address**
- ✓ **Country of origin must be listed**
- ✓ **Designate if a Commercial or Proforma Invoice!**

#1 Reason for Delays - Poor Invoices

