



CUSTOMER DOCUMENT

COMMERCIAL INVOICE INSTRUCTIONS

What is a commercial invoice?

A commercial invoice (CI) is a document used in international trade that outlines the sale transaction between a buyer and a seller. It is required for customs clearance and contains details about the goods being shipped, their value, and the terms of sale, including any applicable duties and taxes.

How to fill out a commercial invoice

The Commercial Invoice template we provide contains the important information and instructions for all stakeholders, including importers, freight forwarders, customs, agents, and banks (if required), to use during the import/export process.

Information needed for a commercial invoice

Below is a breakdown of the information needed to complete a Commercial Invoice (from top to bottom, using our template).

Field name	What information is needed
Invoice Number	This is usually the number designated for the shipment by the exporter. For ICAT, this would be the shipment or House Air Waybill (HAWB) number.
Shipper or Exporter	The name and address of the exporter or principal party responsible for exporting the materials to the foreign country.
Bill To or Sold To	The name and address of the company or party responsible for payment of the invoice.
Consignee or Ship To	The name and address of the company or party receiving the goods or materials for designated end-use, often known as the Ultimate Consignee.



Forwarding Agent	This is ICAT Logistics, the forwarder assigned to handle the transportation and documentation for the shipment.
Country of Origin of Goods	The country in which the goods were manufactured, produced, or grown.
Packing Information	The type of packing of the shipment (i.e., box, case, container, crate, skid).
Invoice Date	Date of the commercial invoice.
Terms of Sale	The Incoterm designation for the trade transaction. Please refer to our Incoterms Quick Reference Guide to review and select the appropriate option.
Terms of Payment	The term for payment of the transaction. This is typically established by the exporter or freight forwarder.
Payment Date	The fixed calendar date of payment, if required.
Export Carrier	The steamship line, vessel name, airline name, flight number, etc. of the carrier handling the export.
Ship Via	The specific mode of service being utilized for export (i.e., ocean liner service, ocean consolidation, IATA air shipment, air consolidation, truck, rail).
Export Date	Approximate date of exportation or requested export date by the shipper or exporter.
Load Port	The port of loading or intermodal transaction starting point.
Discharge Port	The port of unloading or discharge, or intermodal destination point.

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Letter of Credit	The Letter of Credit number, expiration date, bank name, etc.
Export License	The export license number, permit number, and date.
Exporter References	Additional shipment identification numbers for the exporter or shipper.
Customer References	Purchase Order (PO) numbers or other identification numbers for the consignee.
Special Instructions	Any important information or requirement(s) for the shipment (i.e., ship only 40' containers, do not double stack cargo, name of overseas agent).
Marks & Numbers	Identifying marks and/or numbers physically on the cargo or container.
Quantity	Number of units of the product included in the shipment.
U/M	Unit of Measure of the product (i.e., each, kilos, pounds, lineal feet, gallons, metric tons).
Part Number	The shipper's product identifying number, SKU, part number, model number, etc.
Product Description	A detailed description of the product to allow for proper Schedule B or HTS classification and identification for Customs formalities in the destination country.
Gross Weight	The weight of the shipment, including packing material.
Net Weight	The actual weight of the goods or product.



Unit Price	The price of each unit of measure specified for the product being shipped.
Total	The quantity times the unit price equals the total for each line item.
Invoice Total Value	The invoice total calculated for all items in the shipment. Additional charges, such as documentation fees and insurance, may be included based on the Terms of Sale.
Invoice Currency	The currency of payment for the shipment (i.e., US Dollars, Euros, Mexican Pesos).
Certified True and Correct	Many countries require this statement, which should be signed by an authorized person or party with their name, title, and date signed.
Other Information	Other clauses, certifications or statements, which identify the shipment or assist in compliance.

PLEASE NOTE:

Other Data Requirements:

Many countries specify that certain statements, clauses, signatures, etc. be included on the invoice, particularly Hazardous Materials statements.

US Shippers must include the clause:

“These commodities, technologies or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to US Law prohibited.”