

COMMERCIAL INVOICES AND CUSTOMS ENTRY

COMBINED COMMERCIAL INVOICE/PACKING LIST INFORMATION

Please follow the instructions below to avoid delays, additional expenses, or denial of entry for your goods. To comply with U.S. Customs and Border Protection (CBP) requirements, the customs broker reserves the right to ask you for additional information.

IMPORTANT – A separate commercial invoice/packing list must be created for temporary and permanent items (which must also ship on separate HAWB's). Stand materials are *not* eligible for a temporary import in the U.S. Please contact your TWI rep for additional information and assistance in reviewing your paperwork.

TWI requires electronic versions of the documents to be emailed with the pre-alert to: USA@twigroup.com and your TWI rep.

GUIDELINE FOR COMPLETING THE COMMERCIAL INVOICE/PACKING LIST

- Unit value and total value: Provide values that are representative of either the actual purchase price or the actual manufacturing cost.
 - You may be requested to provide back up documentation supporting the declared values.
 - You must declare a value for *each* item. U.S. Customs will not accept a CIPL with a lump sum value, \$0.00, or "of no commercial value."
- A detailed product description must be listed for each item, in English:
 - Name of product, model number and/or part number (if applicable)
 - Material it is made from (wood, plastic, metal, etc.)
 - The item's purpose (ex: metal shelving for display purposes)
 - Descriptions such as "giveaways" and "exhibit materials" are prohibited; all items must be detailed (ex: pens, brochures, notepads, etc.)
 - Stand fittings and other display materials must be described according to their individual parts (ex: MDF walls, metal shelving, glass display cases, etc.)
- Include the country of origin, which is the country where the goods were manufactured or grown; not to be confused with country of export or country of purchase.
- Remarks A or B: Mark box "A" for items that are returning and mark box "B" for items that will be consumed.
- Enter the Harmonized Tariff Schedule (HTS) code for each item. They are mandatory for Customs' purposes. Use the following link to search for codes: [HARMONIZED TARIFF CODES](#)

RESTRICTED ITEMS

Many commodities are subject to additional controls by U.S. governmental agencies. Additional information can be in this link: **From Our Customs Broker – Regarding Other Government Agencies**

Please contact your TWI representative or e-mail USA@twigroup.com if you have questions or require assistance completing the combined commercial invoice/packing list.