



EXCHANGE

ARMY & AIR FORCE EXCHANGE SERVICE
P.O. Box 660202
Dallas, Texas 75266-0202

January 31, 2013

Dear Import Vendor:

RE: Import Documentation Requirements

The Exchange imports goods purchased from our vendor partners from all over the world. As such, the Exchange takes its shared responsibility of reasonable care and compliance with U.S. laws and regulations seriously.

The Modernization Act of 1993 (Mod Act) places the legal responsibility on the importer for declaring value, classification, and other information necessary to assess the correct duty rate applicable to entered merchandise. Furthermore, the Mod Act requires importers to use reasonable care to assure Customs and Border Protection (CBP) is provided accurate and timely data.

Vendor Partners shall comply with all import requirements of the U.S. Customs Service and all U.S. Government agencies. Necessary invoices and required documentation must be provided in compliance with U.S. law. The commercial invoice shall, in English, accurately describe all the merchandise contained in the shipment according to the below requirements. Payments, whether direct or indirect, to be made for the merchandise, including, but not limited to any assists, selling commissions or royalty payments.

Effective March 1, 2013, all shipments must follow guidelines to meet the necessary legal standards. Failure to do so can lead to delays due to incorrect or missing declarations resulting in potential penalties and compliance chargebacks.

Documentation Requirements

Pursuant to 19 C.F.R. § 141.0a the term "entry" means the documentation required by CBP has been filed to secure the release of imported merchandise. The proper documentation that is required by CBP is listed under 19 C.F.R. § 142.3 which states that the entry documentation required to secure release of merchandise shall consist of the below. The documentation requirements listed here supersedes all previous instructions and should be noted to ensure optimal compliance.

- Entry (*Exchange provided*)
- Bill of Lading or Airway Bill (*Vendor provided*)
- Commercial Invoice (*Vendor provided*)
- Packing List (*Vendor provided*)
- Country of Origin Declaration (*Vendor provided*)
- Identification of the ultimate consignee (name, street and identification number) (*Vendor provided*)
- Other documents which may be required by Customs or other Federal, State, or local agencies for a particular shipment (Toxic Substance Control Act Certification, Trademark Certificate, Textile Declaration, Textile Export Visa, Country of Origin Declaration, FCC, FDA, Manufacturer Affidavit, etc.) (*Vendor provided*)

Commercial Invoice Requirements

A "Commercial Invoice" is required for most imports into the United States. A "Pro-Forma Invoice" may be used for certain transactions such as goods not intended for further sale, returned merchandise, and goods intended for temporary import among other purposes. Pursuant to 19 C.F.R. § 141.86(a) U.S. Customs requires specific data elements to be included on the commercial invoices provided by the seller/vendor. The commercial invoice shipped with the goods and presented to U.S. Customs should be consistent with the Exchange purchase order issued. Reference Sample Invoice attached.

- All parties involved in the transaction complete with name and address
 - Shipper or Seller of the goods, also known as the Exporter
 - Importer, if different from Consignee
 - Consignee and Notify Parties
 - Manufacturer of the goods
- Date of Invoice
- Purchase Order Number
- Port of entry to which the merchandise is destined;
- Country of Origin where the item was manufactured, consistent with the markings on the goods.
- Payment Terms
- Bank Details (if applicable)
- Terms of trade / Incoterms (FOB, EXW, FCA, etc.)
- Universal Product Code (UPC)
 - Each item must be identified by the UPC
 - Other reference numbers may be included, such as vendor number and CRC
- Detailed description of the contents of the merchandise for each item
- HTSUS code (Harmonized Tariff Schedule of the United States)
 - Use the Exchange HTS code provided on the Purchase Order
- Cost price to the Exchange, to include the currency information;
 - Items that are sold in sets require a breakdown of the set on the commercial invoice. The breakdown must include a complete description as well as the cost price of each individual item. The cost price of the items in the set should total to the total cost of the item to the Exchange.
- Quantities in weights and measures to include net and gross weight of each item;
- Extended Totals
- Declaration with Signature

The program is intended to recoup the expense violations caused as a result of demurrage and/or actual expenses related to paperwork violations. The Exchange will charge vendors per the Vendor Compliance charge back program located at <http://www.shopmyexchange.com/DoingBusiness/vendorcompliance.htm>

Any questions regarding U.S. Customs requirements should be addressed to the Exchange Import Compliance at ImportCompliance@aafes.com.

Signed AAFES buyer/contracting officer



Sample Commercial Invoice

Shipper/Exporter:	Shanghai Company 123 Industrial Road Shanghai, China Tel: Fax:
Sold To: AAFES PO Box 660261 Dallas, Texas 75226-0261 USA	Invoice Date: Invoice No:
Consignee: AAFES Logistics, West Coast DC 700 E. Roth Road Bldg 556 French Camp, CA 95231 USA	Notify Party: Incoterms 2010: FOB Yantian China Payment Term: Net 60 days
Port of Loading:	

- List all parties involved in the transaction.
- Provide terms of trade and payment.

Line Item	Vendor Item	AAFES CRC	UPC	AAFES HTS Code	Description	Quantity (PCS)	Unit Price (USD)	Amount (USD)
PO Number: 008915432								
1	A123	1234567	123123123123	9403.89.8010	Table 42' Sq Poly Wood	95	\$100.00	\$9,500.00
2	B789	3456789	789789789789	9401.69.6011	Table Oak – Household chairs	516	\$20.00	\$10,320.00
3	9295A	4475557	616161616166	9401790025	3PC Folding Set with Faux wood	1440	\$7.14	\$10,281.60
TOTAL:						2051		\$30,101.60
Total in US DOLLARS THIRTY THOUSAND ONE HUNDRED ONE AND SIXTY CENTS ONLY.								
Total Cartons: Net Weight: Gross Weight:								

- Complete Description:
 - Contents
 - Items in the shipment
 - Value and currency

Country of Origin: China

→ Country of Origin

Manufactured by: Shanghai Wood & Textile Co
456 Huanzho Rd
Shanghai, China

→ Manufacturer of goods

I/We hereby state that the information on this invoice is true and correct and that the contents of this shipment are as stated above.

Signature:
Title:

→ Declaration/Signature