**Purpose**

Provide suppliers the required data elements that must be on the commercial invoices they provide to Expeditors (Amway’s freight forwarder) at time of shipment.

**Policy**

In accordance with applicable laws and regulations Amway will accurately declare values and other required information on U.S. Customs entries.

Quantity **AND** value must match throughout the following documents:

1. PO issued to the supplier
2. The commercial invoice given to Expeditors at time of shipment
3. Invoice sent to AP during the payment process

Under 19 CFR 152.103, U.S. Code of Federal Regulation Customs & Border Protection, the value listed on the commercial invoice must include:

1. Price actually paid or payable (unit price)
2. The packing costs incurred by the buyer with respect to the imported merchandise
3. The freight costs incurred by the buyer with respect to the imported merchandise
4. Any fees (i.e: MOQ) that are not included in the unit price that will be billed to Amway.

Any deviation to this policy jeopardizes Amway’s U.S. Import Program and can result in in fines, penalties and increased audits by U.S. Customs.

**Invoice Requirements**

These requirements are found in19 CFR 141.86, “Code of Federal Regulation – US Customs and Border Protection”

* Name AND location of the business or person selling the merchandise
* Name AND Location of buyer of the merchandise (typically ABG)
* The U.S. address of the person or business the goods are being shipped to
* ABG PO#
* ABG sku#
* Describe the item clearly - a detailed description of the merchandise in English
* Country of Origin (where the item was manufactured)
* Quantity, weights and measurements
* Value of the items (unit price)
* Currency of Sale
* All additional charges accounted by name and amount (i.e. insurance, commission, freight)
* The invoice and all attachments must be in the English language

**Examples of Additional Charges**

Under “Invoice Requirements” above, there is a bullet point highlighted in red. If not already included in the unit price, below are examples of additional charges that MUST be on the commercial invoice.

* Packing costs
* Freight costs
* Pallet charges
* Split shipment charges
* Production Costs (i.e.: printing, plating, artwork, etc)
* Any other charges that the supplier will be sending to AP during the payment process related to the imported merchandise on that specific invoice.