

Commercial Invoice Guidelines for U.S. Imports Apple US's Div 0249

Critical information highlighted in Yellow

1. Invoice Header:

- **Title:** The document must be labeled as "Commercial Invoice."
- **Exporter / Shipper Information:**
 - Apple Procurement LLC's Vendor
 - Complete address, including country of origin: "One Apple Park Way, Cupertino, California 95014, U.S.A"
 - Contact details (Recipient Name, Phone number, email address)
- **Seller Information:**
 - Apple Procurement Company LLC.
 - Complete address.
 - Contact information (email, phone number).
- **Consignee/Buyer Information:**
 - Apple Inc.
 - Complete address, including country. (California State ONLY)
 - Contact details (Recipient Name, Phone number, email address)

2. Invoice Number and Date:

- **Invoice Number:** A unique identifier for the transaction.
- **Invoice Date:** The date when the invoice was issued.

3. Description of Goods:

- A detailed description of the items being shipped. For each item:
 - **Product Name:** Clear and concise description.
 - **Part Numbers/Model Numbers:** If applicable, include manufacturer part numbers or model numbers.
 - **Quantity:** Number of units.
 - **Unit of Measure:** (e.g., pieces, kilograms, liters, etc.)
 - **Unit Price:** The price per unit of the item.
 - **Total Value:** The total value for the quantity of the item (unit price × quantity).
 - **Country of Origin:** The country where the goods were manufactured or produced.

- All commercial invoices for aluminum & steel goods, as well as goods with aluminum parts/components (derivative aluminum articles), **must** include the following information per line item:
 - **No** aluminum content part:
 - SKU Description: \$[*cost of part*]
 - Non-aluminum content: \$[*cost of part*]
 - Aluminum content: \$0
 - **With** aluminum content part:
 - SKU Description: \$[*cost of part*]
 - Non-Aluminum content: \$[*cost of part*]
 - Aluminum content: \$[*cost of part*]
 - Net Weight / Composition Percentage:
 - Primary Country of Smelt:
 - Secondary Country of Smelt:
 - Primary Country of Cast (*not required if 2 smelt countries are declared*):
 - Recycled Aluminum (*if recycled, only 1 smelt country needs to be declared*): [Y/N] and Certificate will be required
 - **Comments to be included if apply:**
 - It was not smelted in Russia.
 - There is no Secondary Country of Smelt and Primary Country of Cast.
 - **With** steel content part:
 - SKU Description: \$[*cost of part*]
 - Non-Steel content: \$[*cost of part*]
 - Steel content: \$[*cost of part*]
 - Net Weight / Composition Percentage:
 - Primary Country of Melt:
 - Primary Country of Pour:

4. Total Value:

- **Total Invoice Value:** The sum of the total values of all items on the invoice.
- **Currency:** The currency used for the transaction (e.g., USD, EUR, etc.).
- **Freight, Insurance, and Other Charges:** If applicable, include shipping costs, insurance, handling fees, etc. These should be clearly separated from the merchandise value.

5. Terms of Sale:

- **Incoterm:** **Delivered at Place**

6. Customs Declaration:

- **Certification Statement:** A declaration to confirm that the information provided is accurate. This can be as simple as a statement:
"I hereby declare that the information provided is true and correct to the best of my knowledge."
- **Signature of Exporter:** Signed by the exporter or seller.
- **Title and Date:** The person signing the invoice must include their title and the date the invoice was signed.

7. Shipping Details:

- **Shipping Method:** Description of how the goods will be shipped (e.g., air freight, sea freight, ground transport).
- **Carrier Name:** The name of the shipping company or carrier.
- **Date of Shipment:** The date the goods were shipped.
- **Tracking Number(s):** If applicable, provide the tracking number(s) for the shipment.

8. Additional Information:

- **Bill of Lading Number:** If applicable, the reference number for the Bill of Lading.
- **Purchase Order Number (if applicable):** Must be Apple Procurement Company LLC's PO.
- **Customs Broker Information (if applicable):** Include the name and contact information of the customs broker (if used).
- **OCEAN Shipments.** The freight forwarder **must** provide the required set of documents to Apple's broker (UPS) at least 72 hours before vessel loading.

9. U.S. Importer Information:

- **Importer of Record (IOR):**

Apple Inc.

One Apple Park Way

Cupertino, CA. 95014, USA

10. Special Considerations:

- **Prohibited/Restricted Items:** If your goods fall under any restrictions or prohibitions (e.g., CITES, FDA regulations), include specific details on how they comply with U.S. regulations.
- **Certificates (if applicable):** Attach any additional required certificates or documents, such as:
 - Certificates of Origin.
 - Health/Phytosanitary certificates (for agricultural products).
 - Fumigation certificates (for wood or plant products).
 - FDA or other regulatory agency approval.
 - Recycled Aluminum Certificate (If applies).

11. Shipment Pre-alert

All the shipment's pre alerts including paperwork (CI, PL and HAWB) must be sent to Apple's broker and Apple Customs team:

Any Carrier except FedEx to Apple's US Broker: UPS SCS

Email address: teamappledallas@ups.com

FedEx Shipments to Apple's US Broker: FTN

Email address: FTN_CPA_Apple@fedex.com

Apple's USA Customs Team:

Email address: appleusacustoms@apple.com

Additional Notes:

- **Language:** The commercial invoice must be written in English.
- **Currency:** It's recommended to show the value in U.S. dollars (USD) if the transaction is with a U.S. importer.
- **Digital/Physical Format:** U.S. Customs accepts both digital and physical versions of commercial invoices. However, always check with the carrier or broker to confirm preferred formats.

Why the Commercial Invoice Matters for U.S. Customs:

- U.S. Customs uses the commercial invoice to determine the classification, valuation, and admissibility of the goods.
- Accurate descriptions and HS Codes ensure the correct tariffs and duties are applied.
- Misleading or inaccurate invoices can lead to delays, fines, or the seizure of goods.

By following these guidelines, you can ensure that your commercial invoices are compliant with U.S. Customs regulations and help smooth the customs clearance process.