



ITEMS REQUIRED ON A COMMERCIAL INVOICE

PLEASE NOTE: Invoices **MUST reflect the sold to party** with the specific Continental entity that issues the purchase order or scheduling agreement, i.e., Continental Automotive Systems, Inc. (CAS, Inc.)

- The Date of the Invoice.
- The Port of Entry to which the merchandise is destined.
- The transaction terms of sale (Ex Works, DAP, etc.).
 - For transactions where Continental terms CA-DAP apply the supplier is instructed to put “CA-DAP: FCA for transportation costs and customs value declaration purposes only.” For CA-DDP terms the supplier is responsible for clearance.
- The Name and address of the seller (or shipper if this is not a purchase transaction).
- The sold to party on the invoice must reflect the name and address of the purchaser of the goods, indicating the specific Continental entity that issued the purchaser order or scheduling agreement. Invoice must also include the name and phone/email of a responsible party at the location.
 - If not a purchase transaction, the name and address of the consignee and contact information for a responsible party at the location, must be included on the invoice.
- Relevant purchase order or scheduling agreement number issued by Continental.
- Packing slip number.
- Full Continental Part Number or unique identifier for every unique line.
- A detailed description of the merchandise which **MUST** include the full common name of the merchandise in ENGLISH. No abbreviations or acronyms are acceptable for U.S. Customs clearance.
- Value of each indicated part – per unit – in currency on the P.O. and the extended value (unit price times quantity) – in currency on the P.O.
 - If the product is consigned, the unit price at which the consigned good is sold in the United States should be listed on the invoice.
 - **List separately any assists values and/or additional costs used for manufacturing each part as described below.**
 - Assists: Any components, materials, dies, molds and tools that are supplied by the buyer free of charge or at a reduced cost to the seller, and used in the production of imported goods. This includes any buyer paid transportation costs.
 - Engineering and Design work: Work that is performed outside the U.S. or Canada by non-U.S. or Canada employees, and is not included in the unit price of the merchandise being imported.
 - Packing costs: Costs for packing that are incurred by the buyer and have not been included in the unit cost.
 - Non-recurring charges: One time charges, incurred by the Buyer, for such items as, expedite fees and transportation costs, which have not been included in the unit cost.

- Selling commissions: Commissions incurred by buyer that have not been included in the unit cost.
 - Royalties: Fees the buyer is required to pay as a condition of sale.
 - Proceeds that go back to the exporter/seller upon sale of the product (may not be relevant to our business model, but it is one of the adds to dutiable value.
 - List all discounts that have been agreed to, or may be allowed, that apply to the purchase price or value, but have not been included in the unit price (terms of payment) – note: the discount must be backed by an actual agreement, for justification in taking the discount.
 - If seller receives any rebates, drawbacks or bounties, as a result of exportation, please itemize and provide description.
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- The gross weight of the entire shipment.
 - The harmonized tariff classification (HTS) of all parts. The HTS will be supplied by Continental Automotive Systems, Inc. (CAS, Inc) to our Customs broker directly.
 - The Country of Origin of *Each Item*.
 - The invoice Must Be in English or Translated *into* English.
 - The name and signature of a responsible individual who can readily obtain information regarding the transaction (employee of the seller or shipper).
 - *Numbering of the pages* if the commercial invoice is more than 1 page.

ANY QUESTIONS RELATING TO THESE REQUIREMENTS SHOULD BE DIRECTED TO BRYAN HARGREAVES AT 248-393-6553, bryan.hargreaves@continental.com FAILURE TO COMPLY MAY RESULT IN DELAYED DELIVERIES TO CONTINENTAL CORPORATION, WHICH WILL AFFECT SUPPLIER RATING.

Please visit our supplier page at:

http://www.conti-online.com/www/automotive_de_en/general/contact_services/suppliers_logistics_en.html

For an explanation of Continental Automotives Systems CA-DAP or CA-DDP terms please review the following attachment:



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