**Importation invoicing instructions to comply with US Customs Requirements**

**(In case of shipments coming from outside the United States)**

1. **Invoice / Proforma invoice / Customs invoice date**
2. **Invoice / Proforma invoice / Customs invoice number**
3. **Ship to (consignee):** Please add the right company details depending on the received purchase order or LEGO request. Is required to type all information in the exact same way that is written, gray sections are only reference and musn’t be considered

|  |  |
| --- | --- |
| **Kind of company** | **Production site** |
| **Company name:** | LEGO Manufacturing Richmond, Inc |
| **Company address:** | 1600 Ruffin Mill Road  Colonial Heights, VA 23834  United States of America |
| **Tax Id:** | 88-3053018 |
|  |  |

1. **Bill to: (according to purchasing previous instructions)**

* Payer name
* Payer address
* Payer Tax Id (or VAT number)
* If free of charge, specify it is free of charge

1. **Supplier:**

* Supplier’s name
* Supplier’s address
* Supplier Tax Id, VAT number, USCI or OC number. Is the record that companies has in their own countries usually with Fiscal Authorities

1. **Invoice content:**

* Purchase order and line number (PO). (In case of shipping samples or warranty equipment, specify this condition.)
* LEGO Item number for material, brand, model, and serial number are required when shipping machinery or equipment. For molds, invoice must contain mold number. For an extensive list of equipment, use packing list for adding brand, model and serial number.
* Description
* Quantity
* Unit of measure (Example: pieces, set)
* Price per unit (specify currency)
* Total price
* Net weight
* Gross weight
* Country of origin
* Total pallets or bults
* **Terms (INCOTERM) \*\***
* Comodity code (HTS Code)
* Country of Origin

**\*\*** **INCOTERMS:** It is important to receive in invoice cost information regarding transportation, insurance, and other services, according to agreed incoterm in purchase order:

**FCA**: Since LEGO is responsible for transportation and insurance, we **DON´T** expect to receive any cost related to transportation in the invoice.

**DAP:** It is necesary to mention in the invoice local costs, meaning cost of freight, insurance or any other service paid from US port/airport of arrival to LEGO Manufacturing Richmond. This information needs to be declared by concept in the invoice.Please see the next example:

A picture containing text, screenshot, diagram, font

Description automatically generated

1. **Transport reference**

For air shipments add Air Way Bill number.

In case of ocean shipments add container number or bill of lading number, vessel and ETA Port of Unloading

1. **Language**

Invoices must be written in English

1. **Origin declaration note**

Country of origin for all items must be writien on the invoice.

If the goods qualify for a specific Free Trade Agreement with the United States, additional FTA certificate of origin must be provided.

1. **Returnable package items**

If the shipment is comprised of returnable package such as plastic pallets or p-boxes, they must be declared on the invoice. If this is not possible due to regulation in the shipper country, an ‘’extra’’ proforma invoice must be sent for customs purposes.

1. **Extra information**

Includes all the data that allows the shipper to accomplish with its country laws and regulations.

1. **Other type of invoices**

* There are some other type of documents that we can use for importing goods and are also valid: invoice, proforma invoice, commercial invoice or invoice for customs purposes.
* **Goods in warranty** doesn’t require an invoice by itself, but at least a proforma invoice for customs purposes and a market value of goods needs to be declared to be used as base to calculate duties