



**HYG CUSTOMS COMPLIANCE PROGRAM**

**SUPPLIER REQUIREMENTS FOR COMMERCIAL INVOICES**

This document lists compliance requirements necessary to support Hyster Yale Group, Inc. and US Custom’s initiatives for Commercial Invoices and Country of Origin Markings.

◆ **Items Required by US Customs on a Commercial Invoice:**

1. The date of the invoice.
2. The port of entry to which the merchandise is destined.
3. The name and address of the seller, or shipper if not a purchase transaction.
4. The name and address of the purchaser, or consignee if not a purchase transaction.
5. A detailed description of the merchandise, which includes:
  - The common or commercial name of the merchandise.
  - The grade or quality.
  - The marks, numbers, or symbols under which each item is sold and packaged by the seller or manufacturer in the country of exportation, i.e. country of origin, serial number, number of packages in which merchandise is packed.
6. The quantities being imported in appropriate weights.
7. The purchase price of each item.
8. The currency of the transaction.
9. All relevant charges, i.e. freight and insurance, to bring the merchandise from alongside the carrier at the port of export to alongside the carrier at the first US port of entry.
10. All relevant discounts.
11. The country of origin of each item.
12. The terms of sale of the transaction.
13. The entire invoice must be in English, or translated into English.
14. Goods or services furnished for production of merchandise not included in the invoice price, i.e. assists.
15. The name and signature of a responsible individual who can readily obtain knowledge of the transaction.
16. HYG purchase order # and part #.

◆ **Country of Origin Markings:**

As a general rule, every article of foreign origin entering the United States must be legibly and permanently marked with the English name of the country of origin unless an exception from marking is provided for in the law.

The country of origin marking should be as permanent and indelible as the nature of the product will permit. The marking must be conspicuous and the best method of marking is one which becomes a part of the article itself, such as stenciling, stamping, printing, molding or similar methods.

The purpose of this rule is to ensure that the “Ultimate Purchaser” in the US can decipher in which country an article is made.

◆ **Penalties for not Marking Correctly:**

Articles that are not marked with the English name of their country of origin at the time of importation into the US are subject to 10% additional marking duties unless properly marked, exported or destroyed under Customs supervision prior to liquidation of the entry.

Customs may demand redelivery of the items not properly marked. If the redelivery demand is not complied with, customs can access Liquidate Damages up to 3 times the value of the shipment – all for failure to properly mark imported goods.

Supplier Name:
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**Supplier Acknowledgment:** I hereby acknowledge receipt of HYG’s expectation for compliance to US Customs concerning “Commercial Invoice Requirements” and our company agrees to meet this requirement immediately.

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Name Signature Date