

How to Fill Out Customs Information on the Seabourne Express Airwaybill and customs invoice

Did you know that accurate descriptions of the contents of your packages are essential for timely customs clearance?

Incorrect or inaccurate airwaybills and/or commercial invoices can cause shipments to go undeclared to proper agencies, resulting in entry violation. When this occurs the package may be delayed resulting in possible fines and penalties.

The Seabourne Express International Airwaybill indicates "Your Obligations. You warrant that each article in the shipment is properly marked, addressed, and packed to ensure safe transportation with ordinary care in handling." Customs first determines the status of your shipment based on the airwaybill information.

The contents of your package should match the description on the air waybill and commercial invoice **exactly**. Goods should be described by what they are, what they are made of and what they are used for/in. Value, currency and country of origin must be stated for each item being shipped. Below, you will find some examples of good and bad descriptions.

| <u>Bad Description (too vague)</u> | <u>Good Description (specific and detailed)</u> |
|--------------------------------------|---|
| Electronic parts | Printed circuit board for printing press. |
| Medical goods | Catheters, needles, orthopaedic implants. |
| Computer equipment/parts | Computer server; laser printer; laptop computer (must indicate whether or not it contains a CD ROM drive); monitors or displays (must indicate whether or not it is a LED or LCD). |
| Spare parts | Steel spring for woodworking machine; rubber seal for glass cutting machine (must list specific parts and what they are used in). |
| Aircraft parts | Gear for turbine engine (must list specific parts). |
| Technical or trade names of products | Describe what the item is known as (i.e., IBM XERB should be a "computer server", Nortel 123mm should be a "cordless telephone"). |
| Samples | 200cm X 400cm nylon carpet samples; mutilated garment samples; architectural drawings. |
| Tradeshow booth | Wooden tradeshow display booth. |
| Gift | Unsolicited gift - 1 men's knitted shirt (100% cotton). |
| Personal effects | Used personal clothing being returned to owner. |
| See attached commercial invoice | List all items on the airwaybill. If this is not possible, state what the parts are for, such as "various parts for welding machine" accompanied by a detailed list of all the parts with a value breakdown on the commercial invoice |
| NAFTA | Steel springs for printing press - NAFTA certificate attached. |

It is essential for timely customs clearance that all fields on the Seabourne Express International airwaybill be detailed and complete.

Each item on a Customs Invoice should include a layman's description and have it's own line value for customs.

If you have any shipments that are being purchased by the recipient for their own use, please mark "personal use" on the Customs Invoice.

If an item is being sent free of charge (either a line item or the entire shipment) then a value for customs should still be entered. The solution here is to add a line saying for example "item is sent free of charge, value is for customs only".

For textiles (that are not for personal use) we need the following for the USA

1. Gender
2. Material content up to 100% (e.g. 50% polyester 50% cotton)
3. Whether fabric is knitted or woven
4. Manufacturers (not shippers) name and address or MID code