

HOW TO AVOID 5 COMMON PRO FORMA

Missing or incorrect elements on your pro forma invoice may cause delays at the border. Use these tips to ensure your paperwork is completed properly and avoid costly and time consuming errors.

❑ 1. Not clearly identifying the parties and their roles in the correct area of the invoice

Each party in the transaction should be listed, along with their address, in the correct places on the form, indicating consignee, importer, exporter, shipper etc. Including contact information is also advisable for use in the event of any issues.

❑ 2. Consignee tax ID number (EIN) missing

The Ultimate Consignee ID number is the Internal Revenue Service Employer Identification Number (EIN) issued to most business entities, or the Social Security Number (SSN) issued to individuals. This must be listed on the pro forma invoice for shipments going into the US.

❑ 3. Unclear or absent descriptions and part numbers

Each item must have a detailed description and part number to easily identify what the goods are to the customs officer. Descriptions should be in clear, layman's terms, and you should avoid the use of industry jargon.

❑ 4. Missing or incorrect countries of origin recorded

The Country of Origin in which the goods were made needs to be clearly stated. If there are multiple Countries of Origin, then each COO should be listed with the coordinating item.

❑ 5. Inaccurate values or prices

The value / prices listed on the pro forma invoice need to be an accurate value for customs purposes. In the situation that there was no sale, the value needs to indicate what it would have cost to purchase the goods being imported. This can also be indicated with "no sale – value for custom purposes only".