

U.S. IMPORT COMMERCIAL INVOICE REQUIREMENTS

All invoices **must be in English** and contain the following information as applicable to the shipment:

GENERAL INFORMATION REQUIRED ON ALL IMPORT INVOICES:

1. **Buyer's** (Sold To / Importer) complete company name and address.
2. **Seller's** (party selling to TI) complete company name and address. This should be the party identified on TI's P.O.
3. When different from the Buyer and Seller:
 - **Foreign Shipper's** complete company name and address. If foreign shipper has a U.S. office knowledgeable about the shipment, also provide a U.S. contact name and phone number in the comments section of the invoice.
 - **Ship To (ultimate consignee)** complete company name and destination address, including a contact name and telephone number.
4. Carrier name, Master air waybill number, UPS or FedEx tracking number
5. Commercial invoice number and date
6. Description of **ALL** merchandise (including samples sent free of charge) in the shipment, including:
 - detailed and concise description of products in terms that a layman can understand, i.e.:
 - Electronic Integrated Circuit--Processor, Electronic Integrated Circuit--Memory, Electronic Integrated Circuit--Amplifier, Electronic Integrated Circuit--Other (not just I.C. or Semiconductor)
 - Computer Board, Test Board, or Burn-in Board (not just Board)
 - When sending "parts" of a larger item; indicate the full name and what it is a part of
 - All parts must be itemized to include value, quantity and country of origin
 - Carton numbers/markings
 - TI part number and/or supplier part number
 - TI Purchase Order number and purchase order line number or other order information
7. Country of Origin (COO) for all products shipped. COO is the country of manufacture, assembly, or final transformation into the finished product in accordance with regulations regarding activities that confer origin status.
8. Quantities for all products shipped and weights and measures necessary to ascertain US import duties.
9. Values of ALL merchandise shipped, including:
 - Actual purchase price of each item and total value of all merchandise in the currency of purchase.
 - If the product shipped is free of charge, then the invoice must state so. The value assigned should be a "fair market value".
 - If the product is returned to the U.S. after repair or upgrade the value on the invoice must show the value of the merchandise before the repair / upgrade as well as the value of the repair / upgrade.
 - All charges upon the merchandise, that are not already included in the purchase price, itemized by name and amount, including: freight, insurance, selling commissions, royalties or licensing fees, proceeds of subsequent resale/disposal/ or use of imported merchandise that accrue to the seller, cases, containers, coverings, costs of packing, and all charges incurred in bringing the merchandise from the port of export to the first U.S. port of entry.
 - Assists: all goods or services furnished by Texas Instruments at no charge or at a reduced rate for the production of the merchandise, that are not already included in the invoiced price, itemized by name and amount, including: assists (e.g., materials, equipment, dies, molds, tools, engineering work undertaken outside the U.S., technical data, etc.).
 - Declare NRE (non recurring engineering) non-shippable charges (i.e. blue prints, drawings, etc.)
 - All rebates and drawbacks allowed upon the exportation of the merchandise and discounts itemized by name and amount
10. Harmonized Tariff Schedule Numbers of the U.S. and of the exporting country.
11. Incoterms (e.g., FCA, CIP, DAP)

Prior to shipping any of the following, please contact TI's Import Team at tiimports@list.ti.com for additional invoice requirements:

- Bags of plastic sheeting
- Ball or roller bearings
- Beads
- Chemicals, colors, dyes, stains, etc.
- Copper, copper ores and concentrates
- Raw cotton and cotton waste
- Earthenware, crockeryware
- Fish
- Footwear
- Furs and fur products
- Glassware and glass products
- Gloves, hats, headgear, hosiery
- Grain, seeds, and screenings or scalping thereof
- Inks, ballpoint pens, felt tipped pens
- Iron, iron oxide, steel
- Madeira embroideries
- Motion picture films
- Paper in Chapter 48 and pulp in Chapter 47
- Refrigeration equipment
- Rolling mills
- Rubber products
- Textile items, including those coated with plastics or rubber (clothing, bed and table linens, bags, fabrics, handkerchiefs, ribbons, etc.)
- Tires and tire tubes of rubber or plastics
- Watches and watch movements
- Wood products
- Wool and hair products

1. Certain classes of merchandise have additional invoice information requirements and additional document requirements. Prior to shipping any of the following products, please contact the tiimports@list.ti.com to ensure additional document requirements are satisfied before cargo ships to the US:

- Electronic products subject to the U.S. Food & Drug Administration Radiation Control Standards will require a form FD2877 verified by the importer (TI) that identifies the products.
- Shipments containing chemicals, toxic substances are subject to the Toxic Substance Control Act and are subject to a TSCA certificate. A copy of the Material Safety Data Sheet is also required as backup documentation. The invoice should provide comments as to the Manufacturer's name, address, phone # (U.S. contact, end user, and intended use).

TI IMPORT OFFICE CONTACT INFORMATION: tiimports@list.ti.com