Tractor Supply Co. Vendor Invoice & Packing List Verification Worksheet

All of the below requirements must be followed to ensure compliance and timely submission to US Customs and Border Protection

	Commercial Invoice & Packing List Requirements for Imports into the United States	Invoice requirement	Invoice Verified Y/N	Packing List requirement	Packing List Verified Y/N
1	Invoice & Packing List Must be in English	x		x	
2	Vendor Name and Address	x		x	
3	Manufacture Name and Address-(This is the actual Manufacture of the merchandise)	x		x	
4	Container Stuffing Location Name & Address-(This is the actual stuffing location)	x			
5	Invoice Number	x		x	
6	Invoice Date	x		x	
7	FOB-(This is the Port of Origin)	x		x	
8	Terms of Payment-(The term of payment of the transaction: 30 Days, Letter of Credit)	x		x	
9	INCO Terms-(The Incoterms designation for trade transactions: FOB, Ex-Works, Etc...)	x			
10	Made In-(The country in which the goods were manufactured, grown, etc...)	x		x	
11	Consigned To-(Tractor Supply Co. of Texas, L.P.)	x		x	
12	Ship To-(The name, address and the DC number where the goods are shipped)	x		x	
13	TSC PO#	x		x	
14	Vendor Model No.	x		x	
15	TSC Item No.	x		x	
16	Item Description-(This is the complete description as stated on the Purchase Order)	x		x	
17	Quantity-(Number of units ordered)	x		x	
18	Number of Cartons	x		x	
19	Net Weight-(This is the weight in Kilograms for each item)			x	
20	Gross Weight-(This is the weight in Kilograms for each item)			x	
21	Measurement-(This is the cubic meters for each item)			x	
22	Invoice Currency-(The currency should be stated in USD on the commercial invoice)	x			
23	Unit Cost-Cost per unit shipped	x			
24	Total Cost per line item-(The total quantity per line item times the unit cost)	x			
25	Invoice Total-(Calculated for all items in the shipment, that include total pieces, total cartons and total value)	x			
26	Packing List Total-(Calculated for all items, include total pieces, total cartons, total net weight, total gross weight and total cubic meters)			x	
27	Statement-(A statement clarifying that the shipment does or does not contain Wood Packing Materials)	x		x	
28	Generalized Systems Preference GSP-(If applicable is there a GSP statement noted)	x		x	

Origin: _____ Vendor: _____

Date: _____ Signature: _____