

Import PO Documentation Requirements

Vendors must provide all documentation to the freight forwarder when cargo is handed over. This includes the Tradestone Packing List, Tradestone Commercial Invoice, and any additional documentation that is required, as outlined below. Failure to do so may result in the cargo being rejected.

The Airway Bill or Bill of Lading will be prepared and supplied by the freight forwarder. The freight forwarder is also responsible for collecting the documents and issuing the FCR/AWB.

The following documentation requirements apply to all vendors:

1. Vendor must supply the Tradestone Packing List and Commercial Invoice as detailed below
 - a. Tradestone Packing List must be raised at PO level
 - Only one PO per Packing List
 - Quantity of units or Prepacks
 - SKU(s) and quantity of SKU(s) in each carton
 - Total number of cartons
 - Gross and net weights of the cartons
 - Actual manufacturer Information (name and address) must be entered
 - b. Tradestone Commercial Invoice must include the following
 - Full address of the Shipper/Exporter
 - Full address of Consignee/Importer
 - Country of Origin (COO)
 - Style number
 - PO number
 - Complete customs/item description, including the material contents of the item.
 - [Click here](#) for assistance completing a customs description
 - Quantity
 - Unit price
 - Total price
 - Shipping terms (i.e., FOB, CIF, Ex-Works, etc.)
 - Actual manufacturer Information (name and address) must be entered
2. Airway Bill or Bill of Lading (Prepared by Freight Forwarder)
3. All documents must be in English and presented when cargo is rendered to the forwarder.

Please review the following *additional* document requirements which may pertain to your shipment:

Export License/Visa (*if required*)

Importer Security Filing (ISF)

Required for **ALL Ocean shipments**, the following information must be provided to the Freight Forwarder (at time of booking) for ISF purposes.

- Actual Manufacturer
- Country of Origin
- Container Stuffing Location
- Consolidator

Shoes

The International Footwear Association/Footwear Retailers of America Interim Footwear Invoice must be completed.

Fish and Wildlife Shipments

The following information must be listed on the invoice:

- Common name
- Genus and Species
- Unit cost of Fish and Wildlife item
- Number of Fish and Wildlife items per style
- Country of Origin of Fish and Wildlife item
- Origin – Born in captivity or from the wild

The US Department of Agriculture – Lacey Act

If you are shipping any of the below wood products...

- General wood building materials (includes display items, but not furniture)
- Wooden picture frames
- Wooden kitchen/tabletop products
- Wooden jewelry and trinket boxes
- Wooden decorative products

...please include the following on the Tradestone invoice, in the “Additional Information” free-type field:

- Product name with type of wood (e.g., picture frame made of ramin wood)
- Scientific name of the wood (includes genus and species name)
- Country of Origin of the wood
- Quantity of the wood (kilograms, meters, square meters, cubic meters, or pieces)

*If you are shipping a non-merch or sample PO through a freight forwarder, this information must be included on your non-Tradestone invoice.

CITES Certificate/Permit (*if applicable*)

Please see more information on CITES (The Convention on International Trade in Endangered Species) [here](#).

Shipments from Hong Kong and China must include either one of the following:

- Statement declaring “We hereby certify that there is no solid wood packing material contained in this shipment” (this can be listed on the commercial invoice).
- If there is wood packaging – fumigation certificate and solid wood packing materials declaration (SWPM) for goods of Hong Kong/Chinese origin, regardless of the country of export.
- For additional details concerning the guidelines for regulating wood packaging material in international trade, please visit the following website:
www.natHARDWOOD.org/pdf/IPPCstandards.pdf

Toxic Substance Control Act (TSCA) Statement

For more details, please visit the following website pertaining to the Toxic Substance Control Act:

www.epa.gov/region5/defs/html/tsca.htm

Commodity Restrictions/Prohibitions

Goods either made in or shipped from the following countries are absolutely prohibited from entering the United States.

- Cuba
- Iran
- Iraq
- North Korea
- Serbia
- Montenegro
- Myanmar
- Angola
- Liberia
- Sudan

Special Licenses, Permits, or Other Documentation

- Biologicals
- Ceramic tableware
- Cultural artifacts/art
- Fish and Wildlife
- Prepared food products
- Fruits/vegetables
- Meats, livestock, poultry
- Pets
- Plants and seeds
- Soil
- Textile and clothing
- Trademarked and Copyrighted articles