

## Import PO Documentation Requirements

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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 on the PO in Tradestone
  - 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 on the PO in Tradestone
2. For sample and non-merch POs, non-Tradestone packing lists and invoices must contain the above information.
3. Airway Bill or Bill of Lading (Prepared by Freight Forwarder)
4. 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

### **Fish and Wildlife Shipments**

- Products containing genuine shell, feathers, or pearls require fish and wildlife information to clear U.S. Customs.
- The below information must be entered in the additional information box on the invoice screen in Tradestone by the URBN vendor
- \*If your sample or non-merch shipment requires fish and wildlife information then it should be included on the non-Tradestone invoice.

#### **The below information must be entered in Tradestone:**

Style number:

1) Common name of the shell:

2) Scientific name (**must include both genus and species names**):

3) Number of fish and wildlife items on each item:

4) Total number of each type of fish and wildlife in shipment:

5) Unit price of each type in \$USD:

6) Country of origin (country that the shell is **native to**, not where the garment is made):

7) Source of the item (taken from the wild or born in captivity):

### **The US Department of Agriculture – Lacey Act**

- Wood products require Lacey Act information to clear U.S. customs. To determine whether your product falls under the Lacey Act, continue reading below.
  - [-https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/lacey-act/implementation-schedule/hts](https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/lacey-act/implementation-schedule/hts)
- Lacey Act information must be entered in the additional information box on the invoice screen in Tradestone by the URBN Vendor.
  - If your sample or non-merch shipment requires Lacey Act information then it should be included on the non-Tradestone invoice.
- Separate Lacey Act forms are not accepted.

- Wood products with an HTS code that falls into Chapter 44, 8201, 9401.61, 9401.69, 9703 require Lacey Act information.
  - The HTS code is determined and assigned in Tradestone by the URBN import compliance team. Once the HTS is assigned, it can be viewed by the URBN Vendor on the Tradestone commercial invoice printout.
- Common items include:
  - Upholstered chairs, benches, and stools
  - Picture frames
  - Cutting boards, cheeseboards, cake stands
  - Spoons or other cutlery
  - Bowls or plates
  - Jewelry boxes or other storage boxes
  - Wood handbags
  - Garden tools
  - Most other items made entirely of wood.
- **The below information must be entered into Tradestone:**
- Style number:
  - Common name of the wood used:
  - Scientific name of the wood used (both genus **and** species names must be included):
  - Country of origin of the wood:
  - Total quantity of wood (in kilograms, meters, meters squared, or meters cubed):

**CITES Certificate/Permit (*if applicable*)**

- The **Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)** is an international treaty to prevent species from becoming endangered or extinct because of international trade.
- Products that include any amount of Sheesham wood (Dalbergia Sissoo) or Rosewood (Dalbergia Nigra) will require an original CITES certificate.
- In order to import products under CITES, the URBN Vendor must mail an original CITES certificate specific to each shipment to URBN’s customs broker.

**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](http://www.natHARDWOOD.org/pdf/IPPCstandards.pdf)

**Toxic Substance Control Act (TSCA) Statement**

- -Products containing any amount of MDF, plywood, or composite wood must include the TSCA statement on the commercial invoice.

- If your sample or non-merch shipment requires a TSCA statement then it should be included on the non-Tradestone invoice.
- *“I certify that all chemical substances in this shipment comply with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule or order thereunder.”*
- -Common items containing these materials include furniture, picture frames, and mirrors.

### **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

For more information on U.S. Customs Import Requirements, click [here](#).