

Documents Requirements

Commercial Invoice

- ❖ Invoice Legible in English
- ❖ Seller/Shipper's name and address
- ❖ Manufacturer's name and address
- ❖ Buyer/Consignee's name and address (Williams Sonoma Singapore Pte, Ltd.)
- ❖ Notify Part (Expeditors International)
- ❖ Port of loading
- ❖ Ship to location – if known, destination port
- ❖ Terms of Sale (ex. FOB China)
- ❖ PO Number(s) and Concept Code
- ❖ SKU Number(s)
- ❖ Custom's Invoice Description of the product as provided by WSSPL Customs on the Purchase Order
- ❖ Customs Tariff Number as provided by WSSPL Purchase Order
- ❖ Quantity of each item listed
- ❖ Purchase Price of each unit in currency of sale
- ❖ Total Purchase Price
- ❖ Type of currency (ex. Euro, US Dollars, etc). The only symbol is not acceptable
- ❖ Weight of each item by GW (Gross Weight), NW (Net Weight) and NNW (Net Net Weight – applicable for Food and Textile)
- ❖ Country of origin as provided by WSSPL Purchase Order

Special Information

- ❖ If the sets are invoiced, need breakouts of individual items with values and net and gross weights
- ❖ If discount, claim allowance or air-sea difference, a detailed statement describing the deduction is needed
- ❖ If samples are included, a statement that the product is a sample, free of charge to WSSPL is needed.
- ❖ If subject to Lacey Act, provide the scientific name and countries of harvest for plant and plant materials
- ❖ Carb regulation: if compliant, the below sentence is to be indicated on the invoice "The composite wood products in each of the finish goods comply with the application phase 1) or phase 2) emission standards. I exempt, the following sentence is to be indicated on the invoice "This product is exempt from Carb Regulation 93120.2(a)

Packing List

- ❖ State clearly what product is in each individual package
- ❖ Breakout of net and gross weights

GCC – General Conformity Certificate

- ❖ To be issued per PO for each shipment

Additional Information for FOOD Vendor

- ❖ FDA Number - **mandatory**
- ❖ FCE, SID, HACCP numbers - **when applicable**
- ❖ For the 1st shipment of any new SKU you have to include the FIS (Food Information Sheet) to the set of documents