



INTEL SUPPLIER REQUIREMENTS FOR COMMERCIAL INVOICE AND PACKING LISTS

OVERVIEW

The following are the minimum set of required information for Supplier's commercial invoices and packing lists when shipments are destined to Intel and Intel's designated agents/partners' facilities. It reflects Intel's position on the interpretation of the applicable laws or regulations as of the date of publication. The purpose of these requirements is to meet all appropriate Customs regulations at the destination country. Non-compliance with these requirements may be subject the shipment to delays.

Note:

All items listed below must match the applicable Purchase Order(s) and the physical goods. All information listed below must be legible in English.

Commercial Invoice Requirements:

1. Complete shipper/seller Name and Address.
2. Complete manufacturer name and address if it is different from the supplier.
3. Complete sold to Party Name and Address
4. Ship to Party Name* and Address with appropriate "attention to" contact details.
**Must have the correct name, spelling and legal extensions like LTD, GmbH, Corp, etc.*
5. Invoice Number and Date
6. Purchase Order Number
7. Item Description. A clear and accurate description of the goods in simple English is required.
Confidential/Special project names, acronyms, abbreviations, and encodings should be avoided.
8. Part Number
 - Model number/vendor part number
 - Intel part number (*where applicable such as **MMID** i.e., 9999KM or 976787, **WIINGS** i.e., 500302610, or **6-3** i.e., K43941-001*)

9. Quantity
10. Unit of Measure
11. Number of packages (i.e., cartons, pallets, etc. where applicable)
12. Unit price with applicable currency (e.g., USD) must match with the Purchase Order. For goods not subjected to a PO sale, unit value should represent fair market value of the said goods and the phrasing “Value for Customs Purposes Only” should be referenced on the Commercial Invoice.
13. Identification and Valuation of any consigned goods (e.g., such as dies, equipment, raw materials, substrates, chipsets, Integrated Circuits etc.), provided free-of-charge and necessary for the production of the merchandise must be displayed on the commercial invoice under the category consigned value separately.
14. All other charges upon the merchandise, itemized by name and amount, including freight, royalties, insurance, tooling fees, packing charges etc.
15. Incoterms® with the named place of _____ (e.g., CIP Port of Entry).
16. Country/region of Origin (based on country/region of manufacture or assembly) for each line item.
17. Trade data for each line item (HS/HTS, ECCN and CCATS number where applicable).
18. Other Government Agencies license number or registration ID (where applicable)
19. Net Weight for each line item
20. Gross weight for the overall shipment
21. Payment terms
22. Repaired items must show original value of the goods and the repair cost separately.
23. Kit not intended to be assembled to form a functional unit, needs to be broken out into individual line items with its own item number, description, unit of measure, unit value, and country/region of origin on the Commercial Invoice (CI) or as an attachment to the CI at the time of shipping.
24. Name and signature
25. Bill of lading/ Waybill Number

Packing List Requirements:

1. Shipper/Seller Name and Address
2. Sold to Party Name and Address
3. Ship to Party Name and Address with appropriate “attention to” contact details.
4. Invoice Number and Date
5. Purchase Order Number
6. Item Description. A clear and accurate description of the goods in simple English is required.
Confidential/Special project names, acronyms, abbreviations, and encodings should be avoided.
7. Crate/pallet/box type and number
8. Part Number must match what is shown on Commercial Invoice
9. Quantity
10. Unit of Measure
11. Net weight for each line item
12. Gross weight and dimension for each box, carton, or crate
13. Bill of lading/ Waybill Number