



# Harley-Davidson Thailand Shipping Checklist

October 2019

## COMMERCIAL INVOICE (CI)

### Entity

- Ship To/Deliver To & Sold To/Consignee Names are correct.
- Ship To/Deliver To & Sold To/Consignee Entities #'s are correct.
- Ship To/Deliver To Address is correct.
- Sold To/Consignee Address is correct (may be different then Ship to)

### Header

- CI Number is not a duplicate.
- One CI number is noted.
- CI number is the same as the ASN number and packing list number.
- Net weight total is accurate.
- Package count is accurate.
- Port of Discharge noted.
- Federal Tax ID is noted.

### Item

- H-D Part number is used.
- Valid description.
- HTS Code is accurate.
- Country of Origin is noted.
- Unit Cost is not more than 2 decimal places.
- Line item total cost is accurate.
- Line Item weight it accurate
- CI line Items/Quantities match 1:1 with ASN Line items/Quantities.

### Footer

- Invoice total cost is accurate per the line item totals.
- EAR99 & NLR statement are on CI.
- Document is Signed.
- No handwriting on CI other than signature

## ASN / B10 Label

### B10

- ASN Contains accurate Master Label information.
- Correct Ship to location.
- Master Label (B10 9S) and Container Labels (B10 3S) per standards.
- Label serial (Handling Unit) number is unique/ not repeating.

### ASN

- ASN Line items/Quantities match 1:1 with CI line Items/Quantities.

Commercial Invoice must be Emailed to [amelogistics@harley-davidson.com](mailto:amelogistics@harley-davidson.com) at time of shipment