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 are 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.

Commercial Invoice 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 is required.
   *Confidential/Special project names, acronyms, abbreviations and encodings should be avoided.
7. Model Number
8. Intel Part Number/Vendor Part Number
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 of Origin (place of manufacture) for each line item.

17. Trade data for each line item (HS/HTS and ECCN number).

18. Net Weight for each line item.


20. Payment terms.

21. Repaired items must show original value of the goods and the repair cost separately.

22. Name and signature.

23. Bill of landing/ 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 is required.
   *Confidential/Special project names, acronyms, abbreviations and encodings should be avoided.
7. Crate/pallet/box type and number
8. Model Number
9. Intel Part Number/Vendor Part Number
10. Quantity
11. Unit of Measure
12. Net weight for each line item
13. Gross weight and dimension for each box, carton, or crate.