



How to complete international shipping documents from Vietnam

March 2022



Purpose

This document guides in details how to complete necessary shipping documents and provides basic customs clearance information in order to prevent customs delays of the exporting shipments from Vietnam. These guidelines are prepared for the sole purpose of providing information to customers for use as a reference. While FedEx has attempted to ensure accuracy of information, FedEx makes no warranties or representations of any kind, express or implied, regarding accuracy, completeness, recency, reliability, usefulness, or fitness for a particular purpose. FedEx is not liable or responsible in any way for any inaccurate or incomplete information in these guidelines.

I. AIR WAYBILL

- Complete all necessary information (shipper, consignee, weight, number of packages, description, value, currency, and payer information) accurately.
- Make sure all information on AWB is consistent with CI and other related shipping documents. Should any revisions be provided prior the arrival. A revised shipping profile after package arrived will be subject to Customs approval and may experience the delay.
- For handwritten AWB, ensure each copy is clear and legible.
- For automation users, double check the number of pieces, weight and value to make sure that it is not duplicated from last shipping record.
- Ensure the AWB's consignee contact (name, email, phone, extension number) is reachable so that destination clearance team is able to contact for arrival notice and any necessary clearance status update.
- Postal code should be declared correctly in order to avoid shipment is being missorted to another location or different gateway.
- Fill in correct payer information for both freight charges and duty & taxes, including FedEx account number if applicable.

II. COMMERCIAL INVOICE

Invoice is required for all international commodities. It's primary document for customs agencies to control export, import, evaluate and determine appropriate duty.

Complete following steps to fill in the invoice:

A. International Air Waybill Number

- Input the FedEx International Air Waybill number, our main reference for your shipment.

B. Shipper/ Exporter

- Input correctly name, address, telephone number or Tax.ID number.

C. Consignee/ Importer

- Input correctly name, address, telephone number and Tax.ID number. Make sure the information you put on the Commercial Invoice matches the information on the Air Waybill.

D. Importer – if other than consignee

- If the shipment will be handled by an importer who is not the recipient, complete full name, address, and telephone number.

E. Purpose of shipment

- The purpose of shipment (commercial, gift, sample, return and repair, personal effects, and personal use) can have a large impact on customs requirements for the shipment.
- Ensure the purpose of shipment is compatible with OB customs declaration. Commercial, return & repair shipments are unavailable to declare under H21 (informal) mode by FDX.

F. Term of Sale

- Before goods are shipped, the sender and receiver agree on the Incoterms, which specify who pays for what shipping costs. This lowers the risk of costly misunderstandings later – such as the sender failing to insure the goods, or the receiver having to pay duty and taxes upon arrival.
- Term of sale is one of condition for duty & tax assessment by customs. For example: shipments under FOB terms, freight charges/ insurance will be added in total value for DT calculation.
- Leave it blank if your shipment is non-business purpose to avoid customs delay.

G. Full description of goods

- While filling out customs documents, list each commodity separately, and provide a detailed, accurate description of each one. An accurate, detailed customs document in English can help keep international shipments on track.
- A good description answers the following questions for each commodity being shipped:

| Commodities | Requirements |
|-------------|---|
| All | <ul style="list-style-type: none">- What is it?- How many are there? |

| | |
|---|---|
| | <ul style="list-style-type: none"> - Unit of measure? - What is it made from? - What is the intended use? - What is the country of manufacture? <p>Following statement should be avoided:</p> <ul style="list-style-type: none"> - See invoice - Spare part - Sample - Personal effect - Part number - Medical devices - Accessory |
| Electronics | <ul style="list-style-type: none"> - What is the electronics device? - How many are there? - What is its model? - What is the brand? - What is the intended use? - What is the country of manufacture? - Brochure if any... |
| Watches Jewelries | <ul style="list-style-type: none"> - What is the type of watches/ jewelries? - How many are there? - What is the composition of strap/ case/ pendant? - What is its model? - What is the brand? - What is the country of manufacture? |
| Shoes Clothing Bags | <ul style="list-style-type: none"> - What kind of clothing/ shoes? - What is its style? Ex: Boots, Crossbody bag, culottes pants... - What is its material? - Which gender is it made for? - What is the brand? - What is the country of manufacture? |
| Chemicals Medicine Supplements | <ul style="list-style-type: none"> - What type of chemical? - What is the brand? - What is the intended use? - How much is the content? Ex: Omega-3 1200mg |

H. Harmonized System (HS) Code

- Every commodity needs to be properly classified under the Harmonized Tariff System (HTS) codes to meet governments customs requirements.

- There must be a HS code for each commodity for clearance, and it is also recommended to be included on commercial invoice. Without the correct code, shipment may be delayed.

I. Commodity's country of origin or country of manufacturer

- Complete the country/territory in which each of the commodities in your shipment was originally manufactured or produced. If you have multiple commodities with different countries/territories of manufacture, please include each country/territory of manufacture beside each product description.
- This information helps to determine any additional customs documents needed and potentially impacts the associated duties and taxes.

J. Customs value and its currency

- Customs value is the total declared value of all items in a shipment, to serve as the basis for duties and taxes calculation.
- Ensure the actual price paid is declared and be prepared to provide customs authorities with proof of transaction.
- A true customs value is required, even if there is no transactional value for the goods being shipped. If Customs believes the value of goods has been understated, shipper/ consignee must confirm value of goods by providing value evidence such as proof of payment, purchase order, or telegraphic transfer. Undervaluation of goods is taken very seriously by the authorities and can result in a fine or your goods being seized.
- If you have multiple commodities with different values, please include each value beside each product description.
- Ensure currency of the value declared is provided and sufficient.
- Make sure both declared value and currency is consistent across all required customs documents. Shipper must provide confirmation of the declared value if there is a discrepancy among the provided documentation or AWB information. A written statement is required.

K. Signature

- Before signing the declaration, ensure that all the information is consistent with the Air Waybill. Please place the original commercial invoice and two copies, all individually signed on the package, together with the Air Waybill.

COMMERCIAL INVOICE Page **1** of

This invoice must be completed in English.

| | |
|--|--|
| <p>EXPORTER: Tax ID#: <small>SELECT DOWN ARROW FOR OPTIONS</small> Contact Name: Telephone No.: E-Mail: Company Name/Address: B</p> <p>Country/Territory: Parties to Transaction: <input type="checkbox"/> Related <input type="checkbox"/> Non-Related</p> | <p>Ship Date: Air Waybill No. / Tracking No.: A Invoice No.: A Purchase Order No.: Payment Terms: F Bill of Lading: Purpose of Shipment: <small>SELECT DOWN ARROW FOR OPTIONS</small> E</p> |
| <p>CONSIGNEE: Tax ID#: <small>SELECT DOWN ARROW FOR OPTIONS</small> Contact Name: Telephone No.: C E-Mail: Company Name/Address:</p> <p>Country/Territory:</p> | <p>SOLD TO / IMPORTER (if different from Consignee): <input type="checkbox"/> Same as CONSIGNEE: Tax ID#: <small>SELECT DOWN ARROW FOR OPTIONS</small> Company Name/Address: D</p> <p>Country/Territory:</p> |

If there is a designated broker for this shipment, please provide contact information.
Name of Broker Tel. No. Contact Name

Duties and Taxes Payable by Exporter Consignee Other If Other, please specify

| No. of Packages | No. of Units | Net Weight (LBS / KGS) | Unit of Measure | Description of Goods ! | Harmonized Tariff Number | Country of Manufacture | Unit Value | Total Value |
|--|--------------------|-------------------------|---------------------------|--|---------------------------|--|-----------------------|-------------|
| | | | | G | H | I | J | 0.00 |
| | | | | | | | 0.00 | 0.00 |
| | | | | | | | 0.00 | 0.00 |
| | | | | | | | 0.00 | 0.00 |
| Total Pkgs | Total Units | Total Net Weight | (Indicate LBS/KGS) | Total Gross Weight | (Indicate LBS/KGS) | Terms of Sale: <small>Select Down Arrow For Options</small> | Subtotal: | 0.00 |
| 0 | 0 | 0 | | | | F | Insurance: | 0.00 |
| Special Instructions: Declaration Statement(s): I declare that all the information contained in this invoice to be true and correct. Originator or Name of Company Representative if the invoice is being completed on behalf of a company or individual: | | | | | | | Freight: | 0.00 |
| | | | | | | | Packing: | 0.00 |
| | | | | | | | Handling: | 0.00 |
| | | | | | | | Other: | 0.00 |
| | | | | | | | Invoice Total: | 0.00 |
| Signature / Title / Date: K | | | | | | | Currency Code: | J |

REV. 04.10.13-1.08

L. Fillable CI Form



CI.pdf

III. SUBMISSION

- It is encouraged to submit shipping document via online when using FedEx Ship Manager at fedex.com. You are guided through completion of your customs documentation. You can either upload your own documentation or generate your documentation automatically during the process.
- By submitting your trade documents ahead of your shipment, you expedite customs clearance and allow a quicker documentation review. You are notified earlier of potential errors or missing paperwork and reduce the risk of your shipments being delayed.
- Invoice is required to be clear and readable.

IV. KEY SHIPPING DOCUMENT FOR EXPORT

1. Required documents for export

- Export declaration
- Commercial invoice
- Air waybill
- Packing list (optional)
- Export license (If required)

Shippers need to prepare special documents by themselves for special shipments: Export License, Veterinary Certificate, Phytosanitary Certificate, Health Quarantine, Material Safety Data Sheets (MSDS), Certificate of Origin, ...
(Refer appendix for required documents at destination.)

2. Export Declaration by:

Shipper: Declaration needs to be sent to Export team by 17h-19h for on-time uplift from Vietnam.

| | Email | Bonded warehouse code |
|-----------------|--|------------------------------|
| SGN export team | khaibaohaiquan@sbs-fedex.com | 02DSEA0 |
| HAN export team | han.ob@sbs-fedex.com | 01DDEA0 |

FedEx on behalf of customer (informal/H21 only): Please provide below information via (email) below by 14h for declaration and prevent customs delay.

- Tax Identification Number (active on VNACCS)

- HS Code

- Detail description in Vietnamese: Commodity, purpose of use, made from, new/used, ...

V. APPENDIX

A. Additional Documents base on Commodity (for reference only).

| Commodities | Additional Required Document in VN | Additional Required Document in Dest |
|---|--|---|
| Footwear | | FOOTWEAR FORM |
| Liquid, Chemical, Powder | MSDS (3 copies) Conformity Guarantee letter (3 copies) | NON-TOXICITY STATEMENT MSDS |
| Food & Drug | Conformity Guarantee letter (3 copies) | FDA + PN# (US) |
| Printed circuit board/ IC/ Wafer | | PCB/ IC/ Wafer worksheet |
| Radio frequency related equipment: Laptop, tablet, mobile, digital camera... | | FCC Form |
| Human Blood – Specimens | Conformity Guarantee letter (3 copies) Certificate of health (3 copies) | |
| Solid Wood Packing Materials | Fumigation | |
| Dangerous Goods | MSDS (3 copies) Shipper Declaration (3 copies) DG certificate (2 copies) | |

B. Useful Websites for the US importation

| | |
|---|---|
| U.S. Customs and Border Protection | http://www.cbp.gov |
| Harmonized Tariff Schedule (2022 Revision 4) | http://www.usitc.gov/tata/hts/bychapter/index.htm |
| U.S. Customs and Border Protection Securing America Borders | http://rulings.cbp.gov |
| U.S Food & Drug Administration | https://www.fda.gov/ |

C. Some common mistakes that caused customs delay at origin/ destination.

1. **Invoice Illegible:** CI with small font will be illegible and cause customs delay.



CI Illegible.pdf



CI Illegible - original file - small font size.pdf

2. Description Insufficient samples

a. Include information of sample (not for sales) same as other products in shipment in commercial invoice.

| 27. Line No. | 28. Description of Merchandise | | | 32. A. Entered Value B. CHGS C. Relationship | 33. A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No. | 34. Duty and I.R. Tax | |
|-----------------|--|---|---------------------------------------|---|---|--------------------------|-------|
| | 29. A. HTSUS No. B. ADA/CVD No. | 30. A. Grossweight B. Manifest Qty. | 31. Net Quantity in HTSUS Units | | | Dollars | Cents |
| 001 | <div style="border: 2px solid red; padding: 5px;"> <p style="text-align: center;">307 PKG MUTILATED SAMPLES WITH SEWN TAGS SAMPLE<=\$1EA/ UNSUITBL FOR 9811. 00. 60 1, 526</p> </div> | | | <p style="text-align: center;">NOT RELATED</p> <p style="text-align: center;">34, 161 C650</p> | FREE | | |

b. Description provides name of product, but customs requested better description (material, HS code, intent of use).



CI Description
Insufficient - b.pdf

c. Electrics devices only provides model, name. Customs requested more detail: purpose of use "Cable - Connector and <= 1000V).



CI Description
Insufficient - c.pdf

3. Commercial Invoice Incomplete:

- If the invoice is incomplete, one or more of the following fields required for clearance is missing: Invoice number, complete shipper, recipient or importer name and address, weight, or unit of measure.

In this example: total value in CI is \$8,351.61 while on AWB is \$8,350.40.



CI Incomplete.pdf