



## COMMERCIAL DOCUMENTATION CHECKLIST

WT/LC#:

Revised 9/2022

Invoice#

Doc #	Document Checklist	Mandatory	If Applicable	Vendor Instructions / Notes
1	Commercial Documentation Checklist (this form)	X		Vendor completes and submits to Yusen Logistics local origin office. Yusen will audit at origin and advise of any discrepancies vs. checklist or Beall's requirements. <b>Chargebacks will apply if not uploaded.</b>
2	Commercial Invoice* <small>*Each Style Description on the invoice must include wording associated with the HTS code connected to that product.</small>	X		A required document for the export and import clearance process. In the buyer's country, it is the document that is used by their customs officials to assess import duties and taxes. <b>Chargebacks will apply if not uploaded.</b>
3	Packing List	X		A document providing the international freight forwarder and ultimate consignee with information about the shipment, including how it's packed, the dimensions and weight of each package, and the marks and numbers that are noted on the outside of the boxes. <b>Chargebacks will apply if not uploaded.</b>
4	Certificate of Origin	X		A CO records the country of origin that an imported good has come from. The CO is often mandated by importing countries and included in trade agreements, as it is used to levy the appropriate import tax, if any apply. <b>Chargebacks will apply if not uploaded.</b>
5	C-TPAT 7 Point Container Inspection Form	X		Applicable for vendors shipping FCL only. NOTE: Chargebacks and/or delayed payments will apply if documents do not include a completed C-TPAT 7-Point Container Inspection Form for each container. <b>Chargebacks will apply if not uploaded.</b>
6	Vendor Inspection Certificate, Certificate of Inspection, or Pre-Shipment Inspection Certificate	X		Issued by an independent company, verifies whether or not the goods are in conformity with the sales contract in regards to quality, quantity, tariff classification, import eligibility and price of the goods for customs purposes. <b>Chargebacks will apply if not uploaded.</b>
7	Beneficiary Statement	X		Vendor completes electronically via e-Invoice system. Original hard copy to be forwarded to Beall's IAC Dept. for T/T payment. <b>Chargebacks will apply if not uploaded.</b>
8	Wire Transfer Request for Payment Coverage	X		Vendor coveragepage showing beneficiary banking information and PO details (for wire transfer payments only). <b>Chargebacks will apply if not uploaded.</b>
9	Forwarder's Cargo Receipt (FCR)	X		Yusen Logistics (Hong Kong) Limited will upload automatically into e-Invoice system. Vendor forwards ORIGINALS to Beall's IAC Dept for T/T payment. <b>Chargebacks will apply if not uploaded.</b>
10	Single or Multiple Country Textile Declaration		X	Single country declaration should be completed for textile products manufactured by a single foreign country. If textile products were manufactured in more than one foreign country the multiple country declaration should be utilized.
11	Textile Visa		X	Textile visas pertain to AGOA (African Growth and Opportunity Act) or any free trade agreement.
12	General Conformity Certificate (GCC)		X	Applies to any Children's Product, Apparel and Rugs, where flamability testing is required by the Consumer Product Safety Commission (CPSC).
13	Copy of any applicable testing reports or declarations, approved by Bealls, Inc.		X	If Quality or Gov't Agency testing is required for any purchase orders, vendor must upload a copy of approved testing report or Bealls Testing Declaration form.
14	Interim Footwear Invoice		X	A document required to classify the footwear and material components for customs. All footwear must be accompanied by a Interim Footwear Invoice that ensures it has met all requirements set by U.S. Customs. <b>*Document should be provided to Bealls prior to production.</b>



## COMMERCIAL DOCUMENTATION CHECKLIST

Revised 9/2022

WT/LC#: \_\_\_\_\_

Invoice# \_\_\_\_\_

Doc #	Document Checklist	Mandatory	If Applicable	Vendor Instructions / Notes
15	Wearing Apparel Detail Sheet		X	Upon request, when applicable, to properly verify HTS classification. <b>*Document should be provided to Bealls prior to production.</b>
16	Li & Fung Shipment Release Authorization		X	Only applies to shipments of goods sourced through Li & Fung.
<b>Other Government Agency Forms, Declarations, and/or Certificates</b>				
17	USDA - United States Department of Agriculture - Lacey Act & APHIS	See Note	X	USDA pertains to any organic claims. APHIS ensures imported agricultural products meet the Agency's entry requirements to exclude pests and diseases of agriculture. Lacey Act declaration for imported products listed on the Implementation Schedule that contains <b>any</b> wood or composite wood material, such as medium- and high-density fiberboard (MDF), oriented strand board, particle board, and paper.
18	Fish & Wildlife Forms	See Note	X	Import shipments of wildlife, including products made from wildlife or wildlife parts, must be declared on a specific form. CITES requires scientific names of plants and animals if product is Fish & Wildlife or Dept of Agriculture related.
19	Toxic Substance Control Act - TSCA EPA - Environmental Protection Agency	See Note	X	Applies to manufacturers and processors of chemical substances. TSCA covers any new or existing commercial chemical substances and mixtures.
20	FDA - Food and Drug Administration	See Note	X	Applies to food or products used for food contact use. Proper testing reports or declarations must be uploaded to Yusen. Upon submission of an entry to U.S. Customs and Border Protection, the HTS code indicates whether or not the entry should be transmitted to FDA. For those products that are FDA-regulated, submission of specific information is required.
21	FCC - Federal Communications Commission	See Note	X	FCC Part 18 devices must undergo testing in an accredited laboratory in order to measure the levels of radio frequency that are emitted from the product. Products that receive approval must show that they are in compliance with regulations by being stamped with the FCC logo.
22	FTC - Federal Trade Commission	See Note	X	Labeling (care labeling, fiber content labeling, environmental labeling, country of origin labeling, and advertising.)

**Attn: All Import Vendors**

- Be advised that failure to provide correct and complete commercial documents for ISF, US Customs entry and payment purposes per Beall's documentation requirements will result in delayed payments and/or administrative chargebacks.
- Beall's has contracted with Yusen Logistics to complete a full audit of all commercial documents submitted at origin. Kindly cooperate with Yusen Logistics to address all discrepancies, errors and concerns pertaining to your submitted documentation in a timely fashion. Failure to do so will result in delayed payments and/or administrative chargebacks.
- Copy and paste below web address into your internet browser search bar to refer to Beall's International Routing Guide. For additional shipment requirements and details.
- <https://accountspayable.beallsinc.com/vendorpartnership/bsi/default.asp?Section=6b>



**COMMERCIAL DOCUMENTATION CHECKLIST**

Revised 9/2022

WT/LC#:

Invoice#

Doc #	Document Checklist	Mandatory	If Applicable	Vendor Instructions / Notes

Vendor Authorized Signature and Chop / Seal