



Army & Air Force Exchange Service
AAFES Logistics
3911 South Walton Walker Blvd
Dallas, TX 75266-0202

15 September 2006

Required name and address information for the commercial invoice

Recently, AAFES has noticed that many vendors are not including the correct name and address information on the commercial invoice. Below are guidelines to help vendors understand how to properly address this issue on the commercial invoice. We will begin charging a \$150 administrative fee for all vendors on 25 September 2006. Currently, we only charge the fee for garment vendors as we have previously advised garment vendors of this requirement.

If the product is garments or furniture from China, the complete name and address of the manufacturer must be included on the commercial invoice. If more than one manufacturer, the complete name and address of all manufacturers must be listed and the items should identify which manufacturer applies. The country in the address must match the country of origin referenced on the commercial invoice.

If the product is not garments or furniture from China, the complete name and address of the invoicing party or the manufacturer must be included on the commercial invoice. The country in the address must match the country of origin referenced on the commercial invoice. For example, we cannot accept the address of the US invoicing party if the goods are made in China. In this instance, the invoicing party's China name and address should be shown. If there is no China invoicing party, then the complete name and address of the manufacturer must be shown.

For all commercial invoices, please do not compile the MID code. Our Customs brokers will follow the rules defined by US Customs and compile the MID code.

If there are any questions or concerns, please contact the below.

Brandi Sills, Import Manager, sillsb@aafes.com
Paula Barfield, Assistant Import Manager, barfield@aafes.com

With warmest regards,

A handwritten signature in black ink that reads "Brandi D Sills". The signature is written in a cursive, flowing style.

Brandi Sills
AAFES Import Manager