

# Shipping Paperwork Requirements for Imports

The following information is needed on the shipper/invoice from **foreign suppliers**  
– this includes any GDLS location outside of the United States.

If any of this information is missing from the import paperwork then the shipment will be held up for clearance by U.S. Customs for entry into the United States.

NOTE: U.S. Customs has 72 hours to clear a shipment.

## **a. Shipper Name and Address**

- i. Include a contact name, telephone number and e-mail address.

## **b. Consignee Name and Address – (General Dynamics Land Systems)**

- i. Include a contact name, title, telephone number and e-mail address.

## **c. Import Authorization**

**(only one of the following will apply – should be on the Purchase Order)**

- i. Department of State License Number
  - i. temporary import or return of previous temporary export
- ii. ITAR Exemption
  - i. must be approved by an Empowered Official prior to shipping
- iii. BATF Import Permit Number
  - i. for firearms (i.e., Mortar Systems)
- iv. BATF Exemption Number
  - i. Permanent import for ITAR production parts.
    - i. 27 CFR 447.41(c)(1)(i) for shipments from Canada
    - ii. 27 CFR 447.53 for shipments other than Canada
- v. Commercial shipment (EAR): Import: Commercial

# Shipping Paperwork Requirements for Imports Continued

- d. **Government Contract / Delivery Order Number** – can be found on the **Purchase Order**
- e. **Purchase Order Number** – can be found on the **Purchase Order**
- f. **GDLS Part Number** – can be found on the **Purchase Order**
- g. **GDLS Part Description** – need a good description of item (not just an abbreviation)
- h. **Classification Number** – Harmonized Tariff Schedule (HTS) number.
- i. **Country of Origin** – this is where the part/item was manufactured; not where it was shipped from.
- j. **Piece Quantity.**
- k. **Piece Price** – this is needed for U.S. Customs.
- l. **Assist Value** – GDLS Buyer will provide amount if applicable
  - An assist is the goods or services value in which GDLS provides to supplier free of charge, or at a reduced cost for use in the final product being exported into the United States. See full definition on last page.
- m. **Number of Boxes**, envelopes, or containers that are being delivered.
- n. **Reason for Shipment** – a short explanation of the purpose of this shipment. (ie: Return from Repair, Repair & Overhaul, upgrade, production parts, etc.)
- o. **Duty Free Entry Statement**

“United States Government, Department of Defense – Duty Free Entry to be claimed pursuant to Section XXII, Chapter 98 Subchapter VIII, item 9808.00.30 of the Harmonized Tariff Schedule of the United States. Upon arrival of shipment at the appropriate port of entry, Port Director of Customs, please notify (*insert only one of the following: DHL Global Forwarding, DHL Express, CEVA Logistics, or Crane*) and release shipment under 19 CFR Part 142 to this party.”

## Shipping Paperwork Requirements for Imports Continued

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All shipping paperwork must include the following:

**Importer of Record:**

**General Dynamics Land Systems, Inc.**

**38500 Mound Rd.**

**Sterling Heights, MI 48310**

**EIN # 54-058268000**

# Shipping Paperwork Requirements for Imports Continued

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“Assist” means any of the following if supplied directly or indirectly, and free of charge or at reduced cost, by the buyer of imported merchandise for use in connection with the production or the sale for export to the United States of the merchandise:

1. (i) Materials, components, parts, and similar items incorporated in the imported merchandise.
2. (ii) Tools, dies, molds, and similar items used in the production of the imported merchandise.
3. (iii) Merchandise consumed in the production of the imported merchandise.
4. (iv) Engineering, development, artwork, design work, and plans and sketches that are undertaken elsewhere than in the United States and are necessary for the production of the imported merchandise.