

Documents Submittal and Marking Instructions

Copy of the Bill of Lading /Air waybill, copy of shipping documents and certificate of origin should accompany the consignment. Or otherwise, these should be sent to us immediately after shipment. Notice of shipment is required by Courier, Fax or e-mail.

01. The invoice should contain the following particulars:

- a. Date of issue.
- b. Name and address of the consignor.
- c. Name and address of the consignee.
- d. Description of goods.
- e. Unit price and total price of each item.
- f. Quantity of each item.
- g. Gross and net weight of the goods.
- h. Number of packages, their serial number, their marks, their dimensions and their contents.
- i. Original shipping invoices.

02. The following marking, tagging and identification are required at shipment:

- a. A packing list detailing actual contents must be enclosed in each package.
- b. A copy of the master packing list must be enclosed in package No. 1 and attached to outside of the package.
- c. Gross and net weight in pounds and Kilograms must be shown on all packages and packing lists.
- d. Center of gravity of each package must be clearly indicated.
- e. Shipping marks and numbers must be shown on all packages and packing lists.
- f. Outside of the boxes should be stenciled minimally:
 - i. Our purchase order number,
 - ii. Line item number of purchase order.
 - iii. Our part Number.
 - iv. Manufacturer part number .

03 You are kindly requested to clearly show the P/No. per each item (as shown on your invoice) on the part itself in order to conform to the requirements of the Jordanian Customs Department.