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# Norman G. Jensen, Inc.

3050 Metro Drive, Suite 300  
Minneapolis, MN 55425

## **-REVISED EMAIL ADDRESS-**

### **Rail Invoice Notice**

**For the Ports of Blaine, Sumas, Eastport, Sweetgrass, Portal, Pembina, Ranier, Port Huron, Detroit, Sault Ste. Marie, Buffalo, Champlain, and Highgate**

In an effort to serve you better and to provide error-free service, the following changes are being made to our rail department for the ports above. These are in addition to our moving of our rail personnel to central locations. **Please note: This is for Rail shipments only. Please continue to fax or email Truck shipment paperwork to the appropriate port where crossing.**

We will now be required to obtain invoices in advance for the clearing of shipments. Customs and Border Protection (CBP) are enforcing certain requirements at time of release and this is affecting your compliance ratings. We have now designated specific fax numbers to accept all incoming rail invoices to each rail office. This fax set-up will place all incoming faxes into one database that hopefully will end the requests for re-sends of faxes and lost documents. You may also email the documents to the address listed below.

To further explain the nature of this change, we have included the following excerpt from a letter sent to us by CBP, which was received at the Port Huron port in August. Since then we have seen a dramatic increase in compliance measurements and request for invoices from CBP in the other areas of the country now.

*"It has long been past practice for rail shipments entering through Port Huron, Detroit, and Sault St. Marie, that invoices are required to be presented upon request (including system-generated Document reviews, i.e. TSCA-required shipments). Recently, however, there has been a trend towards invoices not being available when the request is made. It is quite clear from CFR 142.3(a)(3) that a commercial or Proforma invoice is required to secure the release of merchandise"*

*"Failure to provide a valid invoice upon request will result in shipments being held until such time as one is provided. This may incur significant additional charges upon the shipper by the rail carrier. Additionally, if there is continued noncompliance with CBP invoice requests by individual filers or importers, consideration will be given to other sanctions"*

The U.S. Customs Service is moving full steam into the electronic age of import clearances. The commercial invoice is the primary document for Customs to identify the import transaction. Adequate invoices are the key to electronic selectivity for entry and release of merchandise.



All invoices must contain the following accurate information, as detailed in 19 CFR 141.86 and Custom Directive 3590-01 dated May 1, 1989. (Edited text of Custom Directive below)

The Customs Regulations require these elements in all invoices:

- (1) Name of seller
- (2) Name of purchaser (Federal Tax Id # or Social Security #)
- (3) Detailed description of the merchandise
  - (a) Name by which each item is known
  - (b) The grade of quality
  - (c) The marks, numbers and symbols under which sold or packaged
  - (d) Quantities in appropriate weights and measures (in metric terms) being imported
  - (e) Purchase price of each item in the currency of the purchase
  - (f) All charges
  - (g) All discounts
  - (h) Country of origin
- (4) Invoice in English, or a translation in English
- (5) Itemized packing list
- (6) Appropriate eight-digit Harmonized Tariff Schedule (HTS) number
- (7) Manufacturer's information, to include actual address of textile manufacture, and textile product description
- (8) Additional invoice requirements for special type of products – Some examples show below

Customs will issue a warning if invoices remain deficient. Failure to correct deficiencies will result in delayed or refused admissions, and could result in penalties or liquidated damages.

We submit this caution that these invoice requirements must be adhered to, CBP will charge the broker as well as the importer (bond holder) for failure to comply, therefore, the invoice must clearly indicate the responsible party for importation and duty and/or clearance charges. Your immediate cooperation is respectfully requested.

We also want to mention that certain products are subject to other government agency requirements. You must keep this in mind as you prepare your documents and ensure you provide us with the appropriate information. We have listed a few of these:

- Toxic Substance Control Act statement (TSCA)
- Chemical Abstract Numbers and End-Use of Product (CAS #)
- Food and Drug Prior Notice Info (FDA PN)
- Lumber producer information (ADD/CVD case #)

In an effort to avoid sanctions or other penalties we are being forced to require an invoice prior to the clearance of goods. If you are interested in an automated solution that will meet these requirements please contact our Proforma Express Support team for a solution that will meet your needs.



Our department thanks you in advance for your help in our efforts of meeting this compliance and making all rail transactions flow as smoothly as possible.

\*\*\*As of April 3, 2006, we will discontinue the process of clearing goods without an invoice. All invoices must be provided to us PRIOR to your goods getting to the border. All shipments without an invoice will be put on hold by the rail carrier and all applicable charges that may be assessed by the rail carrier to the shipper for failure to provide paperwork in a timely manner will occur. \*\*\*

**See Attached Rail Routings for appropriate contact information.**

Any questions concerning this matter may be directed to your local NGJ office or sales consultant.

Sincerely,

Rail Desks  
Norman G. Jensen Inc.



RAIL ROUTINGS	RAIL FAX # - E-MAIL	PORT CODE/PORT
CN-NVANC-CPRS-NWEST-UP CN-NVANC CN-NEW WEST CN-NEWWESTMN-BNSF CN-NWSTR-BNSF BCOL NVAN BNSF BCOL NVAN BCOL NVBRG CPRS-NWSTR-BNSF	952-229-2910 <a href="mailto:rail.ranier@ngjensen.com">rail.ranier@ngjensen.com</a>	3004 BLAINE, WA
CN-CHWK-SRY CN-SRY	952-229-2910 <a href="mailto:rail.ranier@ngjensen.com">rail.ranier@ngjensen.com</a>	3009 SUMAS, WA
CP-EASTPORT CP-KINGSGATE CPRS-KING CPRS-KINGS-UP UP	952-229-2729 <a href="mailto:rail.eastport@ngjensen.com">rail.eastport@ngjensen.com</a>	3302 EASTPORT, ID
CP-COUTS CPRS-COUTS	952-229-2910 <a href="mailto:rail.ranier@ngjensen.com">rail.ranier@ngjensen.com</a>	3310 SWEETGRASS,MT
BCOL-NVAN-CPRS CPRS CP CP-CHICAGO CPRS-MINCI CPRS-DIRECT CPRS-ST PAUL CPRS-CHICAGO CN-PDGTN-CPRS	952-229-2919 <a href="mailto:rail.portal@ngjensen.com">rail.portal@ngjensen.com</a>	3403 PORTAL, ND
CN-EMERSON CN-NOYES BN OR BNSF	CN TRAFFIC 952-229-2910 <a href="mailto:rail.ranier@ngjensen.com">rail.ranier@ngjensen.com</a>	CN ONLY 3401 PEMBINA, ND
CP-EMERSON CP-PEMBINA BN OR BNSF	CP TRAFFIC 952-229-2919 <a href="mailto:rail.portal@ngjensen.com">rail.portal@ngjensen.com</a>	CP ONLY 3401 PEMBINA, ND
CN OR CN DIRECT CN-CHGO CN-SUPERIOR CN-SUPER CN-FORT FRANCES CN-FT FRANCES CN-HATBG-KCS BCOL-PGEO-CN-CHGO BCOL-PGEO-CN	952-229-2910 <a href="mailto:rail.ranier@ngjensen.com">rail.ranier@ngjensen.com</a>	3604 RANIER, MN (INT'L FALLS)



CSXT 952-229-2910 3802 PORT HURON, MI  
 CN-WINDSOR [rail.ranier@ngjensen.com](mailto:rail.ranier@ngjensen.com)  
 CN-LANG  
 CN-TRIPLE CROWN  
 CN

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CPRS-BUFFALO CP TRAFFIC 952-229-2919 CP ONLY 0901 BUFFALO, NY  
 CPRS-PFONT [rail.portal@ngjensen.com](mailto:rail.portal@ngjensen.com)  
 CPRS-BELLOWS

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CN-FOR-NS  
 CN-HAMBURG CN TRAFFIC 952-229-2910 CN ONLY 0901 BUFFALO, NY  
 CN-SENCA [rail.ranier@ngjensen.com](mailto:rail.ranier@ngjensen.com)  
 CN-BUFF-CSXT  
 CN-BUFF  
 CN-NS  
 CN-TRIPLE CROWN

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CN-ROUPT-NS CN TRAFFIC 952-229-2910 CN ONLY 0712 CHAMPLAIN, NY  
 CN-ROUSES POINT [rail.ranier@ngjensen.com](mailto:rail.ranier@ngjensen.com)  
 CPRS-HBG-NS CP TRAFFIC 952-229-2919 CP ONLY 0712 CHAMPLAIN, NY  
 CPRS-BING [rail.portal@ngjensen.com](mailto:rail.portal@ngjensen.com)

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CN-ESALB CN TRAFFIC 952-229-2910 CN ONLY 0212 HIGHGATE, VT  
[rail.ranier@ngjensen.com](mailto:rail.ranier@ngjensen.com)

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CP-RICHFORD CP TRAFFIC 952-229-2919 CP ONLY 0212 HIGHGATE, VT  
 CP-NEWPORT [rail.portal@ngjensen.com](mailto:rail.portal@ngjensen.com)

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CN-FOR-SLR 952-229-2730 0211 NORTON, VT  
 BCOL-CN-COATICOOK [norton@ngjensen.com](mailto:norton@ngjensen.com)  
 CN-DANVJ  
 CN-ISLAND POND

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THESE ARE MOST OF THE ROUTINGS THAT I KNOW, IF YOU HAVE A ROUTING THAT YOU ARE NOT SURE OF PLEASE CONTACT ME AND I WILL TRY TO FIND OUT WHAT PORT IT SHOULD GO TO.

\*\*\*THESE ARE FOR RAIL SHIPMENTS ONLY-NOT TRUCK\*\*\*

THESE ROUTINGS ARE VERY IMPORTANT FOR YOU TO USE SO THAT THE CORRECT PORT HAS YOUR PAPERWORK AT TIME OF RELEASE.

PLEASE CALL IF YOU HAVE ANY QUESTIONS

BETSY LHEUREUX  
 NORMAN G JENSEN, INC RANIER, MN  
 PHONE: 218-286-3121

REVISED 10-01-09