



Purchasing | Cargo | Logistics

Important Advisory: Per our terms & conditions, the customer has an obligation to supply our office via email or fax, all invoices and receipts for items being shipped into the country.

Please note that screen shots of invoices are not an acceptable standard for uploading to the customs system.

A proper invoice should be clear and legible and will have all the following elements:

- Vendor name
- Vendor address
- Vendor contact #
- Invoice/order date
- Invoice/Order #
- Product quantities & descriptions
- Item cost & discounts if applicable
- Freight/Shipping/Delivery charges
- Sales tax if applicable
- Other charges
- Total

Acceptable Formats are Word, PDF or JPEG.

Where an invoice, received from the client in an improper format has been rejected by customs at the time of clearance or a later date by a customs audit, the client will be invoiced for any additional charges incurred as a result of clearing the shipment.

All invoices should be emailed to invoices@pclimports.com

Amazon invoices are the most common invoices received. The photo here is the format the invoice must be received in.

amazon.com	
Final Details for Order #113-7883119-628665	
Order Placed: February 20, 2020	
Amazon.com order number: 113-7883119-628665	
Order Total: \$39.95	
Business order information	
Cost Center: Vehicle Repairs	
Department: FL FORK LIFT	
Shipped on February 21, 2020	
Items Ordered	Price
1 of BlueDevil Hydraulic Stop Leak / Gallon	\$39.95
SOLD BY: Amazon.com Services LLC	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$39.95
Your name	Shipping & Handling: \$0.00
Your address	Total before tax: \$39.95
	Sales Tax: \$0.00
Shipping Speed:	Total for This Shipment: \$39.95
One-Day Shipping	
Payment Information	
Payment Method:	Item(s) Subtotal: \$39.95
MasterCard Last digits:	Shipping & Handling: \$0.00
Billing Address:	Total before tax: \$39.95
	Estimated tax to be collected: \$0.00
	Grand Total: \$39.95

To view the status of your order, return to Order Summary.