

Grote Industries Vendor Checklist

** Letters to be sent to Venders

- ISF Agent Letter
- Vendor Shipping/Freight Instructions

1. The Packing List contains, at a minimum, the following:

- Grote Purchase Order Number of each Grote part
- Grote Part Number
- Description from the Purchase order, in English
- Quantity per Line Item
- Weight of each box or pallet per line item
- Dimensions of each pallet or box
- Quantities of packing containers
- Container number (if known)
-

2. The Commercial Invoice contains, at a minimum, the following:

- Grote Purchase Order Number
- Grote Part Number
- Description; clear concise and in English from the Purchase Order
- Quantity per Line Item
- Unit Price and Extended Price on Each Line
- Total Value of Shipment
- Country of Origin
- HTSUS 10 digits; for each part shipped From the Grote Purchase Order
- Terms of Sales