



**VARIETY WHOLESALERS, INC. VENDOR DOCUMENT CHECKLIST**

Origin: \_\_\_\_\_ Vendor: \_\_\_\_\_

Invoice #: \_\_\_\_\_ P.O.#: \_\_\_\_\_

All "required" documents (except original visa) and a completed Checklist must be submitted **96 hours prior to CY closing**.

<b>A. COMMERCIAL INVOICE (required for all shipments)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is invoice consigned to Variety Wholesalers, Inc., 218 S. Garnett St., Henderson, N.C.27536?			
2. Is there an employee name and signature?			
3. Is the final place of delivery listed (city, state)?			
4. Is the country of origin listed for each PO# / SKU#?			
5. Is the actual manufacturer's name and address listed for each PO/SKU# (must agree with country of origin)?			
6. Is the seller's name and address listed?			
7. Is the port of entry listed?			
8. Is the date of sale listed (PO date)?			
9. Are the terms of sale listed?			
10. Is the net and gross weight listed in kilograms for each PO?			
11. Is the PO#, SKU#, detailed description, quantity, and value listed?			
12. Is the HTS# listed for each SKU#?			
13. Is there a material and cost component breakdown for each PO# / SKU#?			
14. Is the invoice in English?			
15. Does the PO FOB (unit value) and invoice FOB match for each PO# / SKU#?			
16. Sets must be broken down by cost and HTS#			
<b>B. PACKING LIST (required for all shipments) Sample Packing List</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the PO# / SKU# and quantity in cartons and pieces listed for each PO# / SKU#?			
2. Is the net and gross weight listed in kilograms for each PO# / SKU#?			
3. For sets, is there a quantity in pieces and weight breakdown for each item in the set?			
<b>C. CERTIFICATE OF ORIGIN (required for all shipments)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the certificate stamped or signed by the vendor or exporter and/or government agency?			
<b>D. SHIPPING APPROVAL (required for all shipments)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does the document reference the PO#?			
<b>E. VISA (if applicable)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the quantity and/or weight on the visa equal to or greater than the invoice quantity and/or weight?			
2. Is the value on the visa equal to or less than the invoice value?			
<b>F. TEXTILE DECLARATION (required for all textiles and apparel)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. For multiple country, is the date of exportation of fabric earlier than any dates of exportation in "Date & Country of Manufacturing and/or Processing column?			
2. Is the Invoice #, PO#, SKU#, quantity and country of origin referenced?			
3. Is the Textile Declaration stamped or signed by the vendor or exporter?			
<b>F. LACEY ACT / APHIS DECLARATION (as required for all listed wood, wood products)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the wood product or component on the current (all phases) required declaration list?			
2. Have you completed the VW-PPD form and provided all required / requested information?			
3. Is the scientific name, genus and species, and country of harvest accurate and complete?			

**NOTE: AGOA - Breakdown of component materials by both weight and value with country of origin.**

**QIZ - Current & clear copy of QIZ Certificate, breakdown of component materials by both weight and value with country of origin.**

Checked By: \_\_\_\_\_ (Print, Name/Title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_