Order Management
Thailand Commercial Invoice
User Guide

July 2020

Table of Contents

Thailand Commercial Invoice Overview

Harley-Davidson requires suppliers that ship to Thailand to send a Commercial Invoice with each shipment.

The complete H-D Thailand Supplier Shipment Training Module is located on www.h-dsn.com in the General Business/Doing Business with Harley-Davidson page under H-D Thailand.

The Order Management application on www.h-dsn.com website allows a supplier to create, save, and send the Commercial Invoice to H-D as a Web Form.
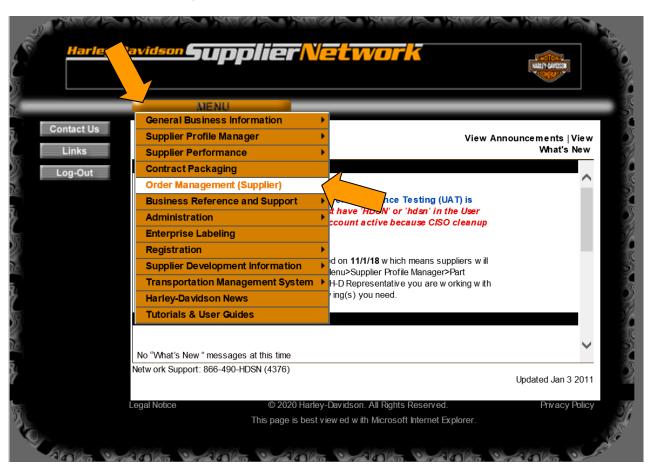
Who is impacted?

• Suppliers sending Commercial Invoices with shipments to Thailand. This includes US Suppliers and Non-US suppliers except for Thailand (in-country) Suppliers that do not export product.

• Suppliers who use Order Management on H-DSN to create their Advance Ship Notices (ASNs) and use the Commercial Invoice (CI) Excel form currently on H-DSN

• Suppliers that use EDI for ASN's and submit a manual Commercial Invoice using the Excel form currently on H-DSN

• Suppliers that use EDI for ASNs and generate a systematic Commercial Invoice will have the option of using the new web form

What are the benefits of the Web Form?

• Commercial Invoice data extracted directly from Supplier's ASN in Order Management on H-DSN

• Reduced manual entry by Supplier

• Automatic calculation of totals and proper numerical rounding applied

• Submission automatically sends pre-alert (Email) for auditing

• Consistent format supports H-D's use of automated auditing

• Packing list creation and printing option available

• Manual Commercial Invoice capability for EDI suppliers sending Commercial Invoices   3

Opening Order Management

- Log-on to www.h-dsn.com per standard procedure.

  1. Mouse over the Menu button to open the first level menu.

  2. Select Order Management to open the application.

Creating a Commercial Invoice from ASN

The process of creating a Commercial Invoice can be initiated from various links or buttons.

- From ASN submission validation screen

- From ASN Visibility

- From Commercial Invoice Visibility

For this example, Commercial Invoice will be initiated from the ASN Submission Acknowledgement Screen.

Harley-Davidson SupplierNetwork

Tuesday, June 30, 2020 | RETURN TO HOME   **Links** **Contact Us**

Downloads   Dashboard   Help

ORDER MANAGEMENT
Order Dashboard

This is the ASN Submission Acknowledgement Screen

Your entry has been submitted.

Please select an application view or return back to the main Dashboard.

HDSN ACCOUNT

Plan Visibility (create new)	
Firm Order Visibility (create new)	
Advance Ship Notice Visibility (create new)	
Collaboration Visibility (create new)	

Return to Dashboard

CSV Download	ASN Export	Reference Files	Create Commercial Invoice
○ B10 Format ○ B10 P&A Supplier Direct ○ Packlist Format Download	Export Please Make Selection ▼	Right click and save target as HD Ship To Locations (CSV)	Create CI

Instructions:

After An ASN is created and submitted the Acknowledgement screen will appear as shown above.

To begin creation of the Commercial Invoice click on the **Create CI** button.

Commercial Invoice Form

Terms and Conditions screen will appear.

Select **Accept** to begin the process of creating a Commercial Invoice for a shipment to Thailand.

Terms and Conditions (Accept/Decline):

By Accepting

• I certify the information provided is accurate and understand that I am responsible for any information listed on the commercial invoice.

• I understand and certify that I am solely responsible for

    i. the accuracy of the information listed on the commercial invoice and

    ii. ensuring that the commercial invoice itself meets all applicable law s, rules, regulations, and other legal requirements throughout the w orld.

• I understand and certify that I am the exporter of record.

• HARLEY-DAVIDSON MOTOR COMPANY SHALL NOT BE LIABLE, DIRECTLY OR INDIRECTLY, FOR ANY DAMAGES, LOSSES OR EXPENSES ARISING OUT OF OR IN CONNECTION WITH THE COMMERCIAL INVOICE OR WITH THE USE OF THIS COMMERCIAL INVOICING TOOL.

Accept	Decline

Commercial Invoice Form

The Commercial Invoice (CI) form will appear.

The Commercial Invoice contains:

- Organizational Information

- Summary of Goods section

- Certification & compliance statements (next slide)

- Contact / phone / eSignature (next slide)

Information contained on both the ASN and the Commercial Invoice will pre-populate into the CI Form.

Fields on the CI are editable if the pre-populated information requires modification.

Not all fields on the CI form are contained on the ASN and these will need to be manually entered.

The Commercial Invoice contains:

- Organizational Information

- Summary of Goods section

Shown on this slide:

- Certification & compliance statements

- Contact / phone / eSignature

All materials on this invoice were packed in the USA and were
shipped directly from the USA to Thailand

We certify that all information stated herein is
true and correct. Prices are valid as of the date
of the invoice.

The ECCN for these commodities is EAR99 and the license number or
applicable license exception is NLR.

Contact: Phone: eSignature:
(Type full name here)

Draft   Send   Print/Reprint   Download   Cancel

Completion of the CI Form
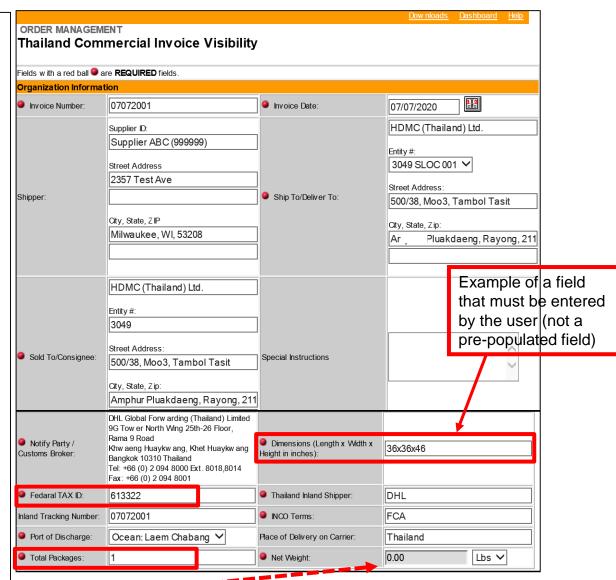
Enter required data on the CI Form that has not been pre-populated. Note that fields on the CI are editable if the pre-populated information requires modification.

Detailed instructions for completing the Thailand Commercial Invoice and field specific requirements are located within the **H-D Thailand Supplier Shipment Training Module** on **www.h-dsn.com** in in the *General Business/Doing Business with Harley-Davidson page under H-D Thailand.*

Note that all required fields must be either pre-populated or entered by the user to Send the completed CI to H-D.

Fields with a red ball 🔴 are **REQUIRED** fields.

Net Weight is a required field but it will be calculated after all Part and Line Item Weights are entered in the Commercial Invoice.

Downloads   Dashboard   Help

ORDER MANAGEMENT
Thailand Commercial Invoice Visibility

Fields with a red ball 🔴 are **REQUIRED** fields.

Organization Information

🔴 Invoice Number:	07072001	🔴 Invoice Date:	07/07/2020

Shipper:
Supplier ID:
Supplier ABC (999999)
Street Address
2357 Test Ave
City, State, ZIP
Milwaukee, WI, 53208

🔴 Ship To/Deliver To:
HDMC (Thailand) Ltd.
Entity #:
3049 SLOC 001
Street Address:
500/38, Moo3, Tambol Tasit
City, State, Zip:
Ar   Pluakdaeng, Rayong, 211

🔴 Sold To/Consignee:
HDMC (Thailand) Ltd.
Entity #:
3049
Street Address:
500/38, Moo3, Tambol Tasit
City, State, Zip:
Amphur Pluakdaeng, Rayong, 211

Special Instructions

Example of a field that must be entered by the user (not a pre-populated field)

🔴 Notify Party / Customs Broker:
DHL Global Forwarding (Thailand) Limited
9G Tower North Wing 25th-26 Floor, Rama 9 Road
Khwaeng Huaykwang, Khet Huaykwang
Bangkok 10310 Thailand
Tel: +66 (0) 2 094 8000 Ext. 8018,8014
Fax: +66 (0) 2 094 8001

🔴 Dimensions (Length x Width x Height in inches): 36x36x46

🔴 Fedaral TAX ID:	613322	🔴 Thailand Inland Shipper:	DHL
Inland Tracking Number:	07072001	🔴 INCO Terms:	FCA
🔴 Port of Discharge:	Ocean: Laem Chabang	Place of Delivery on Carrier:	Thailand
🔴 Total Packages:	1	🔴 Net Weight:	0.00 Lbs

9

Summary Of Goods

In the Summary of Goods section required fields that are not pre-populated that must be entered by the Supplier include:

1) Unit Cost
2) Unit Weight
3) HTS Code
3) Country of Origin (C/O)

There are **options** for entering these required fields.

1) Manually enter in the values on the web form in the fields on the screen.
2) Upload these values from populating the EXCEL Item Data Template.

Note: Line Net Weight, Line Total ($), Invoice Net Weight, Total Quantity and Invoice Total ($) are all calculated fields.

Option 1 – Manually Enter Values

Option 2 Complete the Item Data Template (EXCEL file) and Upload the Values

Maintaining Master Parts List

Suppliers should maintain an up-to-date Supplier's Master Parts List formatted in an EXCEL spreadsheet with the data organized as follows:

- Column A: Part Number
- Column B: Unit Cost ($)
- Column C: Unit Weight (lbs)
- Column D: HTS Code
- Column E: C/O (Country of origin)

To assure that the part numbers are numeric on the spreadsheet:
Cover all data entries in Part number Column (Column A). Right Click and select Format Cells/Number/OK.

Note that all of these data fields should be validated between Supplier and Harley-Davidson Thailand Supply Chain Analyst to assure compliance.

Master Parts List for Commercial Invoices.xlsx

Supplier's Master Part List File

	A	B	C	D	E
1	Part Number	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	515	0.15	0.02	1111.11.1111	US
3	751	0.25	0.04	2222.22.2222	CA
4	755	0.35	0.1	3333.33.3333	JP
5	35114-02	0.1	0.035	4444.44.4444	CH
6	47200461	300	60	5555.55.5555	US
7	59500726	12	5	6666.66.6666	CA

Option 1: Manually enter in the values on the web form in the fields on the screen.
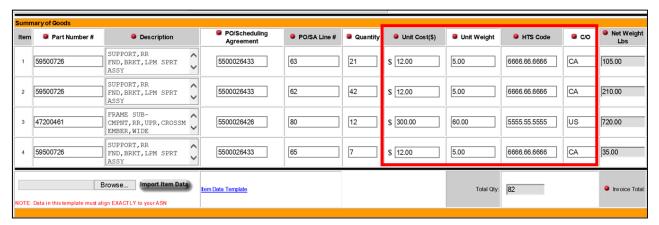
To complete manually – enter the data in the fields for each Line Item on the Commercial Invoice:

1) Unit Cost
2) Unit Weight
3) HTS Code
3) Country of Origin (C/O)

If this method is utilized, skip to the **Completion of the CI – Final Section** slide for next steps.

Option 1 – Manually Enter Values

Summary of Goods

Item	Part Number #	Description	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost($)	Unit Weight	HTS Code	C/O	Net Weight Lbs
1	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	63	21	$ 12.00	5.00	6666.66.6666	CA	105.00
2	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	62	42	$ 12.00	5.00	6666.66.6666	CA	210.00
3	47200461	FRAME SUB-CMPNT,RR,UPR,CROSSM EMBER,WIDE	5500026426	80	12	$ 300.00	60.00	5555.55.5555	US	720.00
4	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	65	7	$ 12.00	5.00	6666.66.6666	CA	35.00

Browse... **Import Item Data** Item Data Template

Total Qty: 82

Invoice Total:

NOTE: Data in this template must align EXACTLY to your ASN

Option 2 : Import Item Data using the Item Data Template provided as a link on the web form.

This option should reduce errors on data entry.
- If the number of lines is small (less than 10) a **Find/Copy/Paste** option may be most efficient.
- If the number of lines exceeds 10, a **VLOOKUP process** may be the best option.

- The Appendix within this User Guide contains **Hints and Tips** on using various methods to Import Item Data (Upload).

Option 2 Complete the Item Data Template (EXCEL file) and Upload the Values

Reference the Appendix for Hints and Tips on using various methods

Following completion & saving of the Item Data Template:

1. Return to the Browser window where actively creating the Commercial Invoice.

2. Click on the **Browse Button.**
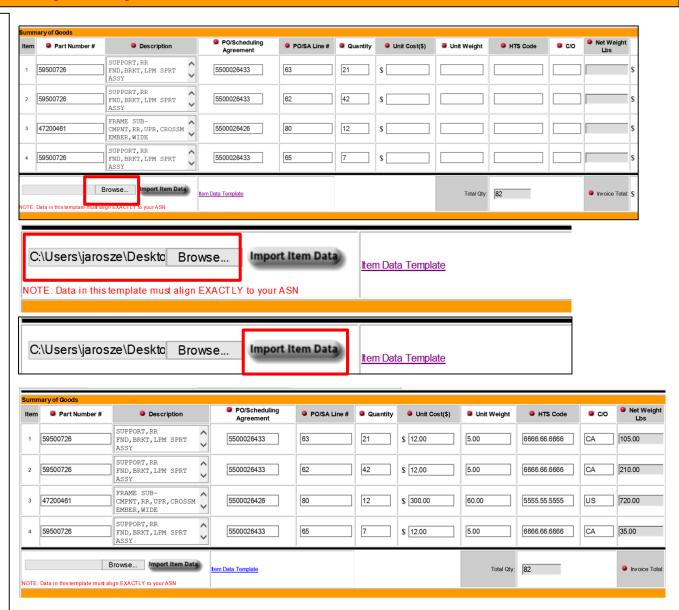
3. **Locate your saved file and select it**. The location will display in the box to the left of the Browse button.

4. Click on the **Import Item Data Button**

5. The blank **fields** (Unit Cost, Unit Weight, HTS Code and C/O) **will populate** with the data from the imported spreadsheet.

6. Calculated fields are also updated.

Summary of Goods

Item	Part Number #	Description	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost($)	Unit Weight	HTS Code	C/O	Net Weight Lbs
1	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	63	21	$				$
2	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	62	42	$				$
3	47200461	FRAME SUB-CMPNT,RR,UPR,CROSSMEMBER,WIDE	5500026426	80	12	$				$
4	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	65	7	$				$

Browse... | Import Item Data | Item Data Template | Total Qty: 82 | Invoice Total: $

NOTE: Data in this template must align EXACTLY to your ASN

C:\Users\jarosze\Deskto | Browse... | Import Item Data | Item Data Template

NOTE: Data in this template must align EXACTLY to your ASN

C:\Users\jarosze\Deskto | Browse... | Import Item Data | Item Data Template

Summary of Goods

Item	Part Number #	Description	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost($)	Unit Weight	HTS Code	C/O	Net Weight Lbs
1	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	63	21	$ 12.00	5.00	6666.66.6666	CA	105.00
2	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	62	42	$ 12.00	5.00	6666.66.6666	CA	210.00
3	47200461	FRAME SUB-CMPNT,RR,UPR,CROSSMEMBER,WIDE	5500026426	80	12	$ 300.00	60.00	5555.55.5555	US	720.00
4	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	65	7	$ 12.00	5.00	6666.66.6666	CA	35.00

Browse... | Import Item Data | Item Data Template | Total Qty: 82 | Invoice Total:

NOTE: Data in this template must align EXACTLY to your ASN

Completion of the Commercial Invoice - Final Section

1. **Required statements of certification** on the Commercial Invoice for Thailand are included on the form.

2. **Enter Contact Name**, **phone number** and **Name** entered as **eSignature** for completion. No additional hand-written signature is required.

All materials on this invoice were packed in the USA and were
shipped directly from the USA to Thailand

We certify that all information stated herein is
true and correct. Prices are valid as of the date
of the invoice.

The ECCN for these commodities is EAR99 and the license number or
applicable license exception is NLR.

Contact: Phone: eSignature: (Type full name here)

Draft   Send   Print/Reprint   Download   Cancel

All materials on this invoice were packed in the USA and were
shipped directly from the USA to Thailand

We certify that all information stated herein is
true and correct. Prices are valid as of the date
of the invoice.

The ECCN for these commodities is EAR99 and the license number or
applicable license exception is NLR.

Contact: John Doe   Phone: 414-555-4356   eSignature: (Type full name here) John Doe

Draft   Send   Print/Reprint   Download   Cancel

When all entries are complete, the Commercial Invoice can be Printed, saved as a Draft, Downloaded and Sent to H-D.

Physical Shipment required copies of the Commercial Invoice should be printed from the **Print/Reprint Button**. (details on following slide). Close window once printed copies are completed.

Choose the **Send** button to send email to H-D and save your submission on the Order Management application.

| Draft | Send | Print/Reprint | Download | Cancel |

When selecting <u>Send</u> the system will create an email and send the Commercial Invoice automatically to the Logistics team at Harley-Davidson to the required address:

amelogistics@harley-davidson.com

This will support the Pre-Alert (Email) requirement for Commercial Invoices for Thailand.

This replaces the manual step for Supplier's to send a Pre-Alert.

Printing copies of the Commercial Invoice

1. Select the **Print/Reprint button.**

2. A separate window will open, and the Commercial Invoice will display.

3. The **Print** button will open printing options window.

4. Set up applicable printer for printing physical copies of the Commercial Invoice.

5. **Reference the H-D Thailand Supplier Shipment Training Module for shipment instructions for attaching CI to shipment.**

6. Data in this form is not editable.

7. Following printing, make sure to **Close Window.**

| Draft | Send | Print/Reprint | Download | Cancel |

Print   **Close Window**

COMMERCIAL INVOICE	Invoice Date: 05/27/2020
Shipper: Test Supplier 999999 2357 Test Ave Milwaukee, WI 53208	Invoice Number: 0527205
Consignee/Ship To: H-D Motorcycle (Thailand) Ltd. Entity #:3047S002 911/20 , B2/B4, WHALP2,Moo 5, T. Khaokansong Amphur Sriracha, Chonburi 20110	Importer/Sold To: H-D Motorcycle (Thailand) Ltd. Entity #:3047 500/38, Moo3, Tambol Tasit Amphur Pluakdaeng, Rayong, 21140
Notify Party / Customs Broker: DHL Global Forwarding (Thailand) Limited 9G Tower North Wing 25th-26 Floor, Rama 9 Road Khwaeng Huaykwang, Khet Huaykwang Bangkok 10310 Thailand Tel: +66 (0) 2 094 8000 Ext. 8018,8014 Fax: +66 (0) 2 094 8001	Special Instructions:

Federal TAX ID: 613322	Thailand Inland Shipper: DHL	
Inland Tracking Number: 0527205	INCO Terms: FCA	Dimensions: 24x24x24
Port of Discharge: Ocean: Laem Chabang	Place of Delivery on Carrier: Thailand	Total Packages: 1	Net Weight (LBs): 35.00

Summary of Goods

Item	Part Number	Description	Unit Cost (currency)	HTS Code	Qty	C/O	Net Weight(LBs)	Total (currency)
1	35114-02	RETAINING RING	$0.10	4544.33.4758	1000	US	35.00	$100.00
							Invoice Total	$100.00

All materials on this invoice were packed in the USA and were shipped directly from the USA to Thailand

We certify that all information stated herein is true and correct. Prices are valid as of the date of the invoice.

The ECCN for these commodities is EAR99 and the license number or applicable license exception is NLR.

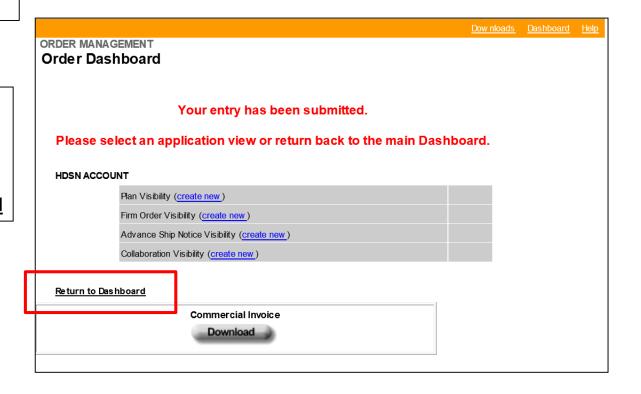| Contact:
John Doe | PHONE:
414-523-6604 | eSignature:
John Doe |

Submission of the Commercial Invoice

1. Make sure to click on the **Send** button to send email to H-D and save your submission in Order Management.

2. This is a critical required step for Shipment & Commercial Invoice Compliance.

| Draft | Send | Print/Reprint | Download | Cancel |

Upon completion of the Commercial Invoice (Send) the Validation screen will display.
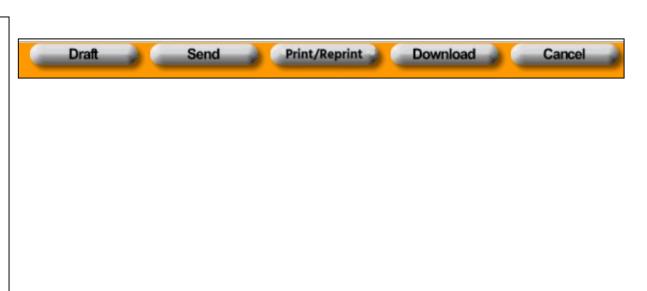
Click on **Return to Dashboard**

Downloads   Dashboard   Help

ORDER MANAGEMENT
Order Dashboard

Your entry has been submitted.

Please select an application view or return back to the main Dashboard.

HDSN ACCOUNT

Plan Visibility (create new)	
Firm Order Visibility (create new)	
Advance Ship Notice Visibility (create new)	
Collaboration Visibility (create new)	

Return to Dashboard

Commercial Invoice
Download

Commercial Invoice - Options

Other options provided for the Commercial Invoice include:

Draft: This will save the information as entered but will not Send. A draft Commercial Invoice will need to be opened and Sent to H-D (Send button) at time of shipment.

Print/Re-print: This option is available for additional printing as required.

Download: This option allows supplier to open an Excel version of the CI that also contains field for PO/Schedule Agreement number reference. Suppliers that choose to send an A/P Invoice using baseline CI may Print to PDF (modified to fit to page) for sending to AP Thailand.

Cancel: This option allows you to cancel changes or stop the creation process for a Commercial Invoice as required.

| Draft | Send | Print/Reprint | Download | Cancel |

Commercial Invoice & Packing List Option

The option of printing a **Packing List** using the information from the ASN and the Commercial Invoice is provided.

The Gross Weight must be entered in the field provided to complete the Packing List.

Enter **Gross Weight in Lbs**

Note: This weight must be larger than the New Weight of the shipment contents. Gross Weight includes the shipment contents' weight **plus** the packaging material weight.

Click the **Print Packing List** Button

| Contact: | John Doe | Phone: | 414-555-4356 |

Draft   Send   Print/Reprint

Optional:
Generate H-DSN Packing List from Commercial Invoice

Enter Total Gross We... : 1150.00

Note: This value is required to generate the packaging list.
Gross Weight = w eight of parts + packaging materials

Print Packing List

The Packing List will display.

The **Print** button will open printing options window.

Data in this form is not editable.

This is an optional way to create a Packing List.

Packing Lists may be generated using other programs or systems.

Following printing, make sure to **Close Window.**

Print   Close Window

Packing List

Ship From:
Supplier ABC (999999)
2357 Test Ave
Milwaukee, WI, 53208

Ship To:
HDMC (Thailand) Ltd.
Entity # 3049 SLOC 001
500/38, Moo3, Tambol Tasit
Amphur Pluakdaeng, Rayong, 21140

Ship Date	Packing List / ASN / Commercial Invoice #	Gross Weight
07/07/2020	07072001	1,150.00

Item No	Part Number	Description	Purchase Order # / Schedule Agreement (optional)	Quantity Shipped	Net Weight
1	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	21	105.00
2	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	42	210.00
3	47200461	FRAME SUB-CMPNT,RR,UPR,CROSSMEMBER,WIDE	5500026426	12	720.00
4	59500726	SUPPORT,RR FND,BRKT,LPM SPRT ASSY	5500026433	7	35.00

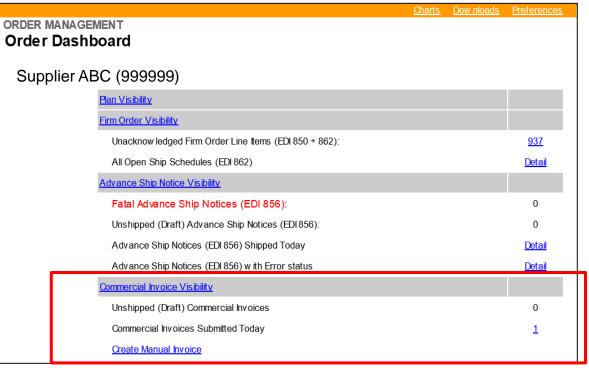| Shipment Notes		Total Shipped	Total Net Weight
		82	1,070.00

From the Order Dashboard on Order Management

Commercial Invoice Visibility provides several quick links as well as the ability to search for Commercial Invoices.
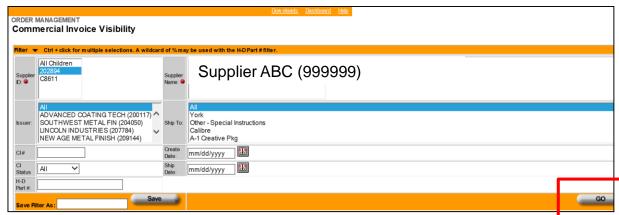
Quick Links include:

1. **Unshipped (Draft) Commercial Invoices**

2. **Commercial Invoices Submitted Today**

Clicking on **Commercial Invoice Visibility** opens the search /filter screen.

Filter selections can be performed on various criteria followed by selecting the **GO** button.

Charts   Downloads   Preferences

ORDER MANAGEMENT
Order Dashboard

Supplier ABC (999999)

Plan Visibility	
Firm Order Visibility	
Unacknowledged Firm Order Line Items (EDI 850 + 862):	937
All Open Ship Schedules (EDI 862)	Detail
Advance Ship Notice Visibility	
Fatal Advance Ship Notices (EDI 856):	0
Unshipped (Draft) Advance Ship Notices (EDI 856):	0
Advance Ship Notices (EDI 856) Shipped Today	Detail
Advance Ship Notices (EDI 856) with Error status	Detail
Commercial Invoice Visibility	
Unshipped (Draft) Commercial Invoices	0
Commercial Invoices Submitted Today	1
Create Manual Invoice	

Downloads   Dashboard   Help

ORDER MANAGEMENT
Commercial Invoice Visibility

Filter ▼   Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Supplier ID:	All Children / 202894 / C8611	Supplier Name:	Supplier ABC (999999)
Issuer:	All / ADVANCED COATING TECH (200117) / SOUTHWEST METAL FIN (204050) / LINCOLN INDUSTRIES (207784) / NEW AGE METAL FINISH (209144)	Ship To:	All / York / Other - Special Instructions / Calibre / A-1 Creative Pkg
CI#		Create Date:	mm/dd/yyyy
CI Status	All	Ship Date:	mm/dd/yyyy
H-D Part #:			

Save Filter As: | Save | | GO

22

Results for Commercial Invoice Filter

When a selection or filter search is completed the results will display.

Status and other criteria are shown.

Clicking on the CI number (hyperlink) will open the selected Commercial Invoice.

Standard functionality is available.

Changes to a Commercial Invoice can be made along with the ability to re-print and re-send as required.
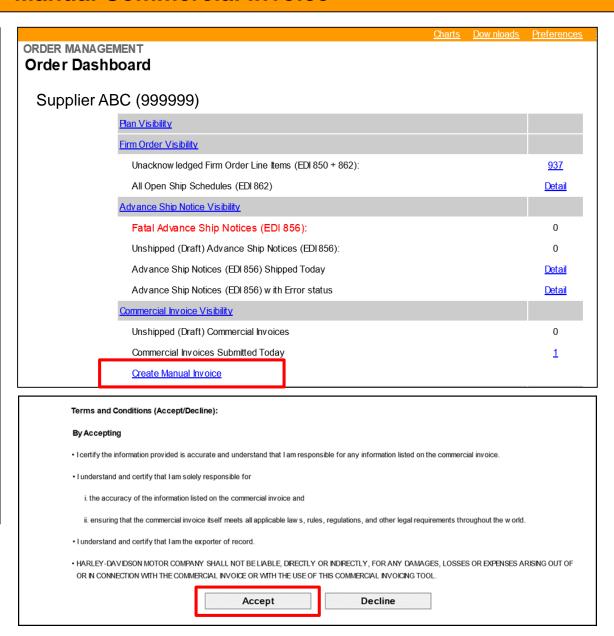
Printing and Download options are also available when the CI is opened from the link.

ORDER MANAGEMENT
Commercial Invoice Visibility

Filter	►	Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Filter: Supplier ID: 202894 - Supplier Name: MAYVILLE ENGINEERING CO INC (202894) - Ship Date: 07/07/2020

CI # ▼	CI Status	Supplier ID	Create Date	Ship Date	Issuer	Ship To
07072001	Submitted	202894	2020-07-07	2020-07-07	Thailand Vehicle	3049S001 - IM 3PL Metered

Manual Commercial Invoice

From the Order Dashboard on Order Management a Manual Commercial Invoice can be created.

If a supplier utilizes EDI to send their ASN but requires a manual solution for creation and sending of the Commercial Invoice, this process can be utilized.

1. Click on the Create Manual Invoice link

2. Terms and Conditions screen will appear.

3. Select **Accept** to begin the process of creating a Commercial Invoice for a shipment to Thailand.

ORDER MANAGEMENT
Order Dashboard

Supplier ABC (999999)

Plan Visibility	
Firm Order Visibility	
Unacknowledged Firm Order Line Items (EDI 850 + 862):	937
All Open Ship Schedules (EDI 862)	Detail
Advance Ship Notice Visibility	
Fatal Advance Ship Notices (EDI 856):	0
Unshipped (Draft) Advance Ship Notices (EDI 856):	0
Advance Ship Notices (EDI 856) Shipped Today	Detail
Advance Ship Notices (EDI 856) with Error status	Detail
Commercial Invoice Visibility	
Unshipped (Draft) Commercial Invoices	0
Commercial Invoices Submitted Today	1
Create Manual Invoice	

Terms and Conditions (Accept/Decline):

By Accepting

• I certify the information provided is accurate and understand that I am responsible for any information listed on the commercial invoice.

• I understand and certify that I am solely responsible for

   i. the accuracy of the information listed on the commercial invoice and

   ii. ensuring that the commercial invoice itself meets all applicable laws, rules, regulations, and other legal requirements throughout the world.

• I understand and certify that I am the exporter of record.

• HARLEY-DAVIDSON MOTOR COMPANY SHALL NOT BE LIABLE, DIRECTLY OR INDIRECTLY, FOR ANY DAMAGES, LOSSES OR EXPENSES ARISING OUT OF OR IN CONNECTION WITH THE COMMERCIAL INVOICE OR WITH THE USE OF THIS COMMERCIAL INVOICING TOOL.

| Accept | Decline |

Manual Commercial Invoice

The Commercial Invoice (CI) form will appear.

> The Commercial Invoice contains:
>
> - Organizational Information
>
> - Summary of Goods section
>
> - Certification & compliance statements
>
> - Contact / phone / eSignature
>
> Information stored in the OM Database (Supplier ID and Shipper Address) may pre-populate into the CI Form. If the information is not populated, following creation of a CI – this information should be retained and populate upon subsequent Manual Invoice creations.
>
> Fields on the CI are editable if the pre-populated information requires modification.

ORDER MANAGEMENT
Thailand Commercial Invoice Visibility

Fields with a red ball 🔴 are **REQUIRED** fields.

Organization Information

🔴 Invoice Number:		🔴 Invoice Date:	07/09/2020
Supplier ID:	Supplier ABC (999999)	🔴 Issuer #:	
Shipper:	Street Address 2357 Test Ave. City, State, ZIP Milwaukee, WI 53208	🔴 Ship To/Deliver To:	Entity #: Select Value Street Address: City, State, Zip:
🔴 Sold To/Consignee:	Entity #: Street Address: City, State, Zip:	Special Instructions	
🔴 Notify Party / Customs Broker:	DHL Global Forwarding (Thailand) Limited 9G Tower North Wing 25th-26 Floor, Rama 9 Road Khwaeng Huaykwang, Khet Huaykwang Bangkok 10310 Thailand Tel: +66 (0) 2 094 8000 Ext. 8018,8014 Fax: +66 (0) 2 094 8001	🔴 Dimensions (Length x Width x Height in inches):	
🔴 Fedaral TAX ID:		🔴 Thailand Inland Shipper:	DHL
Inland Tracking Number:		🔴 INCO Terms:	FCA
🔴 Port of Discharge:	Ocean: Laem Chabang	Place of Delivery on Carrier:	Thailand
🔴 Total Packages:		🔴 Net Weight:	Lbs

Summary of Goods

Item	🔴 Part Number #	🔴 Description	🔴 Quantity	🔴 Unit Cost($)	🔴 Unit Weight	🔴 HTS Code	🔴 C/O	🔴 Net Weight Lbs	🔴 Total (currency)
1				$					$

Add Item

| | Browse... Import Item Data | Item Data Template | Total Qty: | 🔴 Invoice Total: $ |

All materials on this invoice were packed in the USA and were
shipped directly from the USA to Thailand

We certify that all information stated herein is
true and correct. Prices are valid as of the date
of the invoice.

The ECCN for these commodities is EAR99 and the license number or
applicable license exception is NLR.

| 🔴 Contact: | | 🔴 Phone: | | 🔴 eSignature: (Type full name here) | |

Draft　Send　Print/Reprint　Download　Cancel

Manual Commercial Invoice

Detailed instructions for completing the Thailand Commercial Invoice and field specific requirements are located within **the H-D Thailand Supplier Shipment Training Module** on **www.h-dsn.com** in in the *General Business/Doing Business with Harley-Davidson page under H-D Thailand.*

Fields with a red ball 🔴 are **REQUIRED** fields.

All required fields must be either pre-populated or entered by the user to Send the completed CI to H-D.

1. Invoice Number – must match ASN Number.
2. Supplier ID and Shipper Address if not already populated in these fields
3. Invoice Date will default to current date
4. MUST Select the **Ship to/Deliver To** from the Entity # drop-down menu for the shipment (Must match the ASN). This will populate multiple fields.

ORDER MANAGEMENT
Thailand Commercial Invoice Visibility

Fields with a red ball 🔴 are **REQUIRED** fields.

Organization Information

🔴 Invoice Number:	0709201	🔴 Invoice Date:	07/09/2020
Supplier ID:	Supplier ABC (999999)	🔴 Issuer #:	
Shipper:	Street Address 2357 Test Ave.		Entity #: Select Value / 3047 SLOC 001 / 3047 SLOC 002 / 3048 SLOC 001 / 3048 SLOC 002 / 3049 SLOC 001 / 3049 SLOC 002
	City, State, ZIP Milwaukee, WI 53208	🔴 Ship To/Deliver To:	

Organization Information

🔴 Invoice Number:	0709201	🔴 Invoice Date:	07/09/2020
Supplier ID:	Supplier ABC (999999)	🔴 Issuer #:	Thailand Vehicle
			HDMC (Thailand) Ltd.
Shipper:	Street Address 2357 Test Ave.		Entity #: 3049 SLOC 001
		🔴 Ship To/Deliver To:	Street Address: 500/38, Moo3, Tambol Tasit
	City, State, ZIP Milwaukee, WI 53208		City, State, Zip: Amphur Pluakdaeng, Rayong, 211

Downloads   Dashboard   Help

26

Manual Commercial Invoice

ORDER MANAGEMENT
Thailand Commercial Invoice Visibility

Fields with a red ball 🔴 are **REQUIRED** fields.

Organization Information

🔴 Invoice Number:	0709201	🔴 Invoice Date:	07/09/2020

Supplier ID:	Supplier ABC (999999)	🔴 Issuer #:	

Shipper:
Street Address
2357 Test Ave.

City, State, ZIP
Milwaukee, WI 53208

🔴 Ship To/Deliver To:

Entity #:
Select Value
3047 SLOC 001
3047 SLOC 002
3048 SLOC 001
3048 SLOC 002
3049 SLOC 001
3049 SLOC 002

🔴 Sold To/Consignee:
HDMC (Thailand) Ltd.
Entity #:
3049
Street Address:
500/38, Moo3, Tambol Tasit
City, State, Zip:
Amphur Pluakdaeng, Rayong, 211

Special Instructions

The **Sold To/Consignee section** is also populated when the Entity# Selection is made.
.

Manual Commercial Invoice

Enter additional required fields:
- Dimensions
- Federal Tax ID
- Total Packages

Net Weight is a required field, but it will be calculated after all Part and Line Item Weights are entered in the Commercial Invoice.

Manual Commercial Invoice

The summary of Goods section on the Manual invoice must be completed for all fields.

1. Part Number
2. Description (should auto populate after entering a part number and hitting Tab)
3. Quantity
4. Unit Cost
5. Unit Weight
6. HTS Code
7. Country of Origin (C/O)

It is critical that the line numbers on the Commercial Invoice match the lines on the ASN. This is required for Shipment/Commercial Invoice Compliance.

Note: Line Net Weight, Line Total ($), Invoice Net Weight, Total Quantity and Invoice Total ($) are all calculated fields.

The Summary of Good Section will open to contain a single line. Additional lines can be added using the **Add Item** button.

There are two options for entering these required fields.

1) Manually enter in the values on the web form in the fields on the screen.
2) Import Item Data (upload values) from populating the EXCEL Item Data Template. Reference the Appendix for various suggested methods to apply the Import Item data capabilities.

To complete the Manual Commercial Invoice - please return to the **Completion of the Commercial Invoice – Final Section** of the User Guide.

For additional assistance please contact your Thailand Harley-Davidson Supply Chain Representative.

For Technical Assistance, contact the GIS Help Desk at
866-490-HDSN (4376)
Or 414-343-7911

The following Slides contain **Hints and Tips** for utilizing several methods to **Import Item Data** from the Item Data Template provided in the Web Form.

The examples provided are for use of the Import Item Data Template when an ASN is created on HDSN Order Management and Part number, Description and Quantity are pre-populated in the Item template.

For Manual Commercial Invoices, the tips and techniques as defined would need to be modified by the supplier for applicable fields as needed.

Additional options may be developed by Suppliers but must comply with the Shipping and Commercial Invoice requirements for H-D Thailand.

Maintaining Master Parts List

Suppliers should maintain an up-to-date Supplier's Master Parts List formatted in an EXCEL spreadsheet with the data organized as follows:

- Column A: Part Number
- Column B: Unit Cost ($)
- Column C: Unit Weight (lbs)
- Column D: HTS Code
- Column E: C/O (Country of origin)

To assure that the part numbers are numeric on the spreadsheet:
Cover all data entries in Part number Column (Column A). Right Click and select Format Cells/Number/OK.

Note that all of these data fields should be validated between Supplier and Harley-Davidson Thailand Supply Chain Analyst to assure compliance.

Supplier's Master Part List File

	A	B	C	D	E
1	Part Number	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	515	0.15	0.02	1111.11.1111	US
3	751	0.25	0.04	2222.22.2222	CA
4	755	0.35	0.1	3333.33.3333	JP
5	35114-02	0.1	0.035	4444.44.4444	CH
6	47200461	300	60	5555.55.5555	US
7	59500726	12	5	6666.66.6666	CA

Find/Copy/Paste Process

1. Make sure that your Supplier's Master Part List (described on the previous slide) is open on your computer.
2. Click on the Item Data Template Link. Select Open or Save and Enable Editing.
3. The Item Data Template Spreadsheet will open. Note that Columns A, B, C and D will be automatically populated from the ASN and associated PO or Scheduling Agreement. This will assure that there is alignment in the Line item detail between the ASN and the CI.
4. Cover all data in Column A . Right Click and select Format Cells/Number/OK.
5. Put cursor on the first part number on the Item Data Template.
6. CTRL C (copy) or Right Click Copy
7. Open the Master Part List File
8. CTRL F (Find)
9. Paste the Part Number value into the Find and Replace Window & Select Find Next. Once cursor is on that number, close the Find and Replace Window.

2

3

Item Data Template File

Item Data Template File

5

4

7

Supplier's Master Part List File

10. Tab once or place cursor in Column B for the Part number that was "found".
11. Select / cover Columns B, C, D and E with cursor.
12. CTRL C (copy) or Right Click Copy
13. Open the Item Data Template file
14. Position Cursor in Colum E for part number selected

15. CTRL V (paste) or Right click Paste to paste in the 4 values in columns E, F, G and H.

16. Repeat the steps for remaining parts on the CI until all fields are completed.

17. Save the Item Data Template file with a new name (SAVE AS) in a designated location on your computer. Note name of file and location stored to use in the Browse / Upload functionality.

18. If this method is utilized skip to **Import/Upload Data to CI Form** slide for next steps.

Supplier's Master Part List File

	Part Number	Unit Cost ($)	Unit Weight	HTS Code	C/O
1	Part Number	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	515	0.15	0.02	1111.11.1111	US
3	751	0.25	0.04	2222.22.2222	CA
4	755	0.35	0.1	3333.33.3333	JP
5	35114-02	0.1	0.035	4444.44.4444	CH
6	47200461	300	60	5555.55.5555	US
7	59500726	12	5	6666.66.6666	CA
8					

Item Data Template File

E2

	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21				
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				

Item Data Template File

E3

	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21	12	5	6666.66.6666	CA
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				

Item Data Template File

E14

	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21	12	5	6666.66.6666	CA
3	59500726	5500026433	62	42	12	5	6666.66.6666	CA
4	47200461	5500026426	80	12	300	60	5555.55.5555	US
5	59500726	5500026433	65	7	12	5	6666.66.6666	CA

Save As

Recent

Desktop

Copy of ItemDataTemplate_202894

Harley-Davidson

Excel Workbook (*.xlsx)

Save

35

Utilizing the VLOOKUP Process for CI created from an ASN on HDSN Order Management
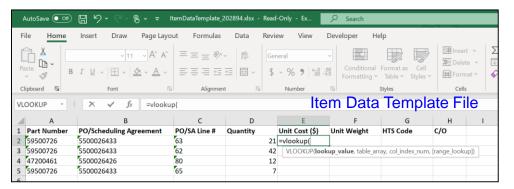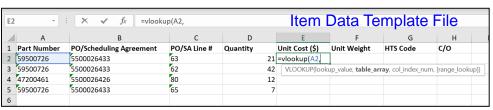
Unit Cost Formula

1. Make sure that your Supplier's Master Parts List is open on your computer.

2. **Click** on the Item Data Template Link. Select Open or Save and Enable Editing.

3. The Item Data Template Spreadsheet will open. Note that Columns A, B, C and D will be automatically populated from the ASN and associated PO or Scheduling Agreement. This will assure that there is alignment in the Line item detail from the ASN and the CI.

4. **Cover all data in Column A. Right Click** and **select Format Cells/Number/OK**.

Supplier's Master Part List File

	A	B	C	D	E
1	**Part Number**	**Unit Cost ($)**	**Unit Weight**	**HTS Code**	**C/O**
2	515	0.15	0.02	1111.11.1111	US
3	751	0.25	0.04	2222.22.2222	CA
4	755	0.35	0.1	3333.33.3333	JP
5	35114-02	0.1	0.035	4444.44.4444	CH
6	47200461	300	60	5555.55.5555	US
7	59500726	12	5	6666.66.6666	CA

| 4 | 59500726 | SUPPORT,RR FND,BRKT,LPM SPRT ASSY | 5500026433 | 65 | 7 |

Browse... **Import Item Data** Item Data Template

NOTE: Data in this template must align EXACTLY to your ASN

Item Data Template File

	A	B	C	D	E	F	G	H
1	**Part Number**	**PO/Scheduling Agreement**	**PO/SA Line #**	**Quantity**	**Unit Cost ($)**	**Unit Weight**	**HTS Code**	**C/O**
2	59500726	5500026433	63	21				
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				

Item Data Template File

36

5. Start in Column E2 on the Item Data Template File.

6. Type **=vlookup** followed by a left side Parenthesis – should look like **=vlookup(**

7. Click on part number in column A (Cell name A2 will appear in formula)

8. Enter a **Comma,**

9. **Open your Supplier's Master Parts List file**…. Be careful at this point where you click.

10. Put cursor on Column A and then **move cursor to the right over Columns B, C, D & E** until all are selected in the green outlined dotted box on the screen.

Item Data Template File

Item Data Template File

Supplier's Master Part List File

11. Return to the Item Data Template File and then **enter a Comma at the end of the VLOOKUP formula.** (Note that the name of your Master File should now be part of the formula)

12. After the Comma, **enter the number 2** (this is referring to 2nd column on the Supplier's Master Part List File which is Unit Cost).

13. Then **type in or double click** on the word **FALSE**

14. **Enter a Close Parenthesis)** and **hit Enter**

15. Note that the **Unit Cost for the Part number in column A2 should now appear** in the Unit cost field of the Item Data Template.

16. Validate that the data is correct.

	A	B	C	D	E	F	G	H
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21	12			
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				
6								

fx =VLOOKUP(A2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,2,FALSE)

38

VLOOKUP Process – Unit Weight

Unit Weight Formula

The formula in the Item Data Template File in Cell E2 (Unit Cost) will be used to create a formula for Cell F2 (Unit Weight)

1. Place Cursor over Cell E2 and move to bottom right corner of the cell to get a plus sign. Drag the plus sign to the right over Cell F2. An #N/A will appear in cell F2.
2. Place Cursor only in Cell F2 (Unit Weight for the first part on the list).

Item Data Template File

E2 = =VLOOKUP(A2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,2,FALSE)

	A	B	C	D	E	F	G
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code
2	59500726	5500026433	63	21	12		
3	59500726	5500026433	62	42			
4	47200461	5500026426	80	12			
5	59500726	5500026433	65	7			

	A	B	C	D	E	F
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight
2	59500726	5500026433	63	21	12	5
3	59500726	5500026433	62	42		
4	47200461	5500026426	80	12		
5	59500726	5500026433	65	7		

3. In the formula bar above the spreadsheet the updates will need to be made to this formula
4. It will start out similar to =VLOOKUP(B2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,2,FALSE)
5. Move cursor over the "B" in B2 and delete the B and enter an A. (you want the formula to reference A2 which is the part number in the VLOOKUP)
6. Move cursor over the 2 (just before the word FALSE) and delete the 2 and enter number 3. (we want the formula to find Unit Weight on the Master Parts List which is in Column 3 on that spreadsheet).
7. Hit Enter. The unit weight for the part in A2 should appear in column F2.
8. Validate that the data is correct.

VLOOKUP Process – HTS Code

HTS Code Formula

The formula in the Item Data Template File in Cell F2 (Unit Weight) will be used to create a formula for Cell G2 (HTS Code)

1. Place Cursor over Cell F2 and move to bottom right corner of the cell to get a plus sign. Drag the plus sign to the right over Cell G2. An #N/A will appear in cell G2.
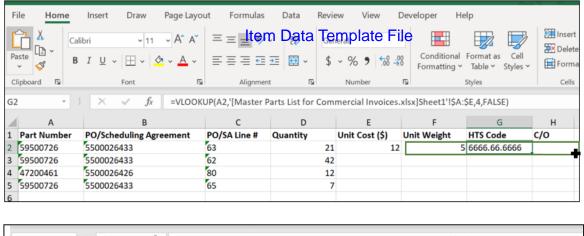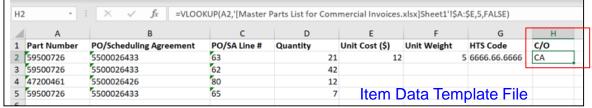2. Place Cursor only in Cell G2 (HTS Code for the first part on the list).

Item Data Template File

G2 `=VLOOKUP(A2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,4,FALSE)`

	A	B	C	D	E	F	G	H
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21		12	5	
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				
6								

	A	B	C	D	E	F	G
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code
2	59500726	5500026433	63	21		12	5 6666.66.6666
3	59500726	5500026433	62	42			
4	47200461	5500026426	80	12			
5	59500726	5500026433	65	7			
6							

Item Data Template File

3. In the formula bar above the spreadsheet the following updates will need to be made to this formula
4. It will start out similar to: =VLOOKUP(C2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,3,FALSE)
5. Move cursor over the ""C" in C2 and delete the C and enter an A. (you want the formula to reference A2 which is the part number in the VLOOKUP)
6. Move cursor over the 3 (just before the word FALSE) and delete the 3 and enter number 4. (we want the formula to find HTS Code on the Master Parts List which is in Column 4 on that spreadsheet).
7. Hit Enter. The HTS Code for the part in A2 should appear in column G2.
8. Validate that the data is correct.

C/O Forumla

The formula in the Item Data Template File in Cell G2 (HTS Code) will be used to create a formula for Cell H2 (C/O or Country of Origin)

1. Place Cursor over Cell G2 and move to bottom right corner of the cell to get a plus sign. Drag the plus sign to the right over Cell H2. An #N/A will appear in cell H2.
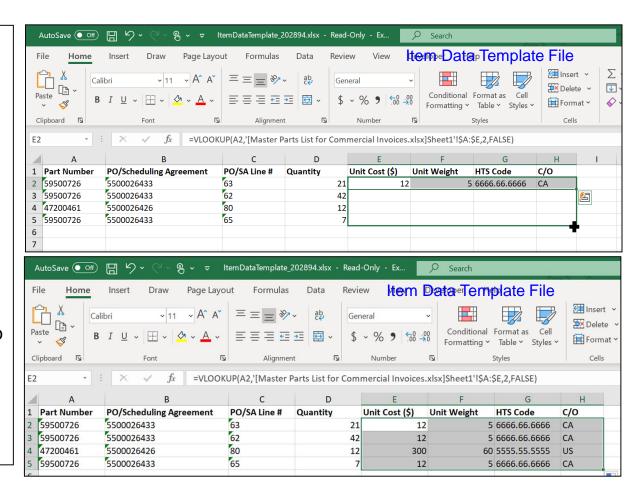2. Place Cursor only in Cell H2 (C/O for the first part on the list).

Item Data Template File

G2 =VLOOKUP(A2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,4,FALSE)

	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21	12	5	6666.66.6666	
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				
6								

H2 =VLOOKUP(A2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,5,FALSE)

	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
1	Part Number	PO/Scheduling Agreement	PO/SA Line #	Quantity	Unit Cost ($)	Unit Weight	HTS Code	C/O
2	59500726	5500026433	63	21	12	5	6666.66.6666	CA
3	59500726	5500026433	62	42				
4	47200461	5500026426	80	12				
5	59500726	5500026433	65	7				

Item Data Template File

3. In the formula bar above the spreadsheet the following updates will need to be made to this formula
4. It will start out similar to: =VLOOKUP(D2,'[Master Parts List for Commercial Invoices.xlsx]Sheet1'!$A:$E,4,FALSE)
5. Move cursor over the "D" in D2 and delete the D and enter an A. (you want the formula to reference A2 which is the part number in the VLOOKUP)
6. Move cursor over the 4 (just before the word FALSE) and delete the 4 and enter number 5. (we want the formula to find C/O on the Master Parts List which is in Column 5 on that spreadsheet).
7. Hit Enter. The C/O for the part in A2 should appear in column H2.
8. Validate that the data is correct.

At this point Row 2 data is complete. The next step is to retrieve data for all additional lines in the spreadsheet.
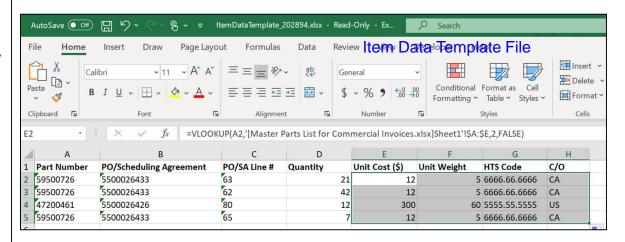
1. Place cursor over cell E2 – move it over F2, G2 and H2. 4 cells should be in the "box".
2. Place cursor at the bottom right corner of this box around the 4 cells to get a plus sign.
3. Drag the plus sign down to the final entry on the spreadsheet.
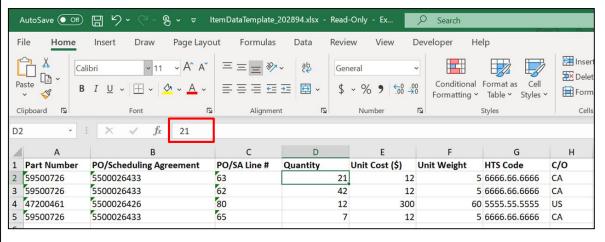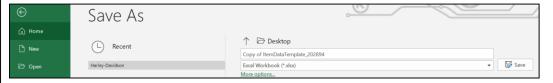4. Data should appear for all the remaining cells.
5. Validate the data.

These final steps are required to change the entries that are now in the cells from Formulas to "DATA" to allow the import functionality to recognize the data and save the file for the upload.

1. Place cursor over the top left cell of the new data (Unit cost in E2) and move cursor to the right over the final column of new data (C/O in H2) then move the cursor down to cover all rows of data.

2. With Cursor over the area selected, Right Click and select Copy (or CTRL Copy).

3. Again, with Cursor over the area selected Right Click and Select Paste Values V (123).

4. To verify that you have values and not formulas select one of the cells and look in the formula bar – the value should display.

5. SAVE the file (with a new name) in a designated location on your computer.   Note the name of file and location stored to use in the Browse / Upload functionality

Item Data Template File

To complete a Thailand Commercial Invoice submission: Return to the slide for **Import/Upload Data to CI Form** in this User Guide.

Replacement ASN and Commercial Invoice (CI)

If a replacement ASN is created in HDSN Order Management and a corresponding initial Commercial Invoice has been sent (per original ASN) the following scenarios may apply.

- If changes were made to entries in the: Organizational Information, Contact / phone/eSignature – the changes are automatically updated to the CI and a replacement CI is automatically sent to H-D. **Supplier should re-print** updated copies to physically attach to the shipment.

- If changes are made within the Summary of Goods section that do not add or delete a complete line entry - the changes are automatically updated to the CI and a replacement CI is automatically sent to H-D. **Supplier should re-print** updated copies to physically attach to the shipment.

- If changes are made to add or delete a line in the Summary of Goods Section – the Commercial Invoice will need to be manually updated by the supplier to match the modifications made to the ASN. **Supplier should make updates to the line items and associated data on the CI, send the CI replacement to H-D (SEND Button) and re-print** the updated copies to physically attach to the shipment.

- **NOTE: ASN Replacement's** can be located on Order Management (OM) using the Advance Ship Notice Visibility link on the OM Dashboard and filtering for ASN Status = Replacement.

For additional assistance please contact your Thailand Harley-Davidson Supply Chain Representative.

For Technical Assistance, contact the GIS Help Desk at
866-490-HDSN (4376)
Or 414-343-7911