



## Shipping from the United States to the Dominican Republic

### Always use the following documents when exporting:

- Commercial invoice
- Packing list
- Shipper's Export Declaration (SED) - if applicable
- Shipping pallets must be ISPM-15 compliant

### The consignee's RNC # or Tax ID # must be listed on the commercial documents

Dominican Wolverine: 68-0495574

Spartan Shoes: 411-002071

### Some shipments require additional information/instruction:

**Footwear and Footwear Samples:** Use the Commercial Invoice, Packing List, and SED (if applicable)

Additional instructions:

- Detailed description on the commercial invoice. Include:
  - Value (needs to be FOB value, estimated FOB value or appraisalment value)
  - Gender
  - Material of the Upper
  - Style
  - Material of the outsole
  - Construction

Gender
Upper
Style
Outsole
Construction

▪ For example, “**Men’s leather boot, rubber sole, cemented**”

**Raw Materials:** Use the Commercial Invoice, Packing List, and SED (if applicable)

Additional instructions:

- Detailed description on the commercial invoice. We have problems many times with shipments being stopped because there is not enough information for classification.
  - **Liner material** needs additional description. We need to know:
    - Size (dimensions, best if given in square meters)
    - Material Content (i.e. *100% Polyester* or *80% Nylon 20% Cotton*)
    - Construction (Knit or Woven)
  - **Leather** needs additional description as well. Include:
    - Animal type (pigskin, cow-hide)
    - Size dimensions (in square meters)
    - Physical state (wet-blue, further processed, etc.)
- Country of origin – it is imperative the correct country of origin is listed on the commercial documentation. Often this is left off. If the goods originate in the US, please indicate as so

**Chemicals:** Use the Commercial Invoice, Packing List, SED (if applicable)

Additional instructions – the following forms must also be used:

- MSDS sheet is an absolute requirement
- IMO hazard sheet (for ocean shipments)

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**Machines:** Use the Commercial Invoice, Packing List, and SED (if applicable)

Additional instructions:

- Please take a picture of the serial number, model number, and country of origin label before packaging and shipping
- This pertains to both manufacturing and computer equipment
- Equipment information should be provided to the Exports Team. The team will contact the Dominican Republic offices to submit information to DR Customs and receive approval for the shipment prior to actual importation
- **It is imperative we have approval of DR Customs before shipping the equipment**

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***IF DOCUMENTS ARE SUBMITTED TO EXPORTS TEAM PRIOR TO GOODS EXPORTING FROM UNITED STATES, ANY UPDATES OR NECESSARY CHANGES CAN HAPPEN BEFORE THE GOODS ARE HELD UP IN DOMINICAN REPUBLIC CUSTOMS.***

**PLEASE SUBMIT DOCUMENTS TO EXPORT TEAM PRIOR TO SHIPPING.**

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