



Checklist for commercial invoice shipments UK

Since 1 January, the United Kingdom (UK) has officially become, by leaving the European Union, a customs country. This means that customs formalities apply to the movement of goods with the UK and so every shipper must provide the required documentation with each UK consignment. Before you book the shipment with us and provide us with the data, please check whether your invoice and packing list meet all the requirements and whether the data in the digital shipment is the same as the data on the invoice/packing list so that we can continue to declare your goods. In order to know what information should be on your invoice and packing list, we have made a checklist below so you can check if everything is on your invoice:

- Data shipper/exporter
 - o Name, address, place of residence
 - o EORI number
 - o VAT number
- Importer details
 - o Name, address, place of residence, mail address and phone number
 - o EORI number
 - o VAT number
- Description of the goods
 - o preferably specific, not generic (e.g. only the description "spare parts" is not specific enough)
- Value of goods
 - o amount & corresponding currency
- HS code(s) (for an export: an 8-digit HS code and for an import: a 10-digit HS code)
- Type & numbers / quantities of pallet type / boxes
- Weights and dimensions: indicate gross and net weight separately (may also be indicated on the packing list)
- Country of origin / origin of goods
- INCOTERM
- Contact details of any customs agent used

If any of your details are missing, if your goods description is not correct, or if your documents reach us after 16.00 hours then unfortunately we will not be able to ship your shipment to the UK. Your shipment will then be delayed.



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