



Checklist for Commercial Invoice

The movement of goods to countries outside the European Union (known as customs countries) is subject to specific customs formalities. This means that for every shipment to a customs country, the required documentation must be included.

Before you book a shipment with us and submit the shipment data, it is important to check whether your invoice and packing list comply with all customs requirements. In addition, please ensure that the data you provide digitally matches the information on your invoice and packing list. This is necessary for us to correctly process the customs declaration for your goods.

To assist you with this, we have prepared the following checklist. You can use it to easily verify whether all the required information is included on your invoice and packing list:

- ☐ Details of the consignor/exporter
 - o Name, address, city
 - o EORI number
 - o VAT number
- ☐ Details of the consignee/importer
 - o Name, address, city, email address, and phone number
 - o EORI number
 - o VAT number
- ☐ Description of the goods
 - o Specific, not generic (for example, simply stating “parts” is not sufficiently specific)
- ☐ Value of the goods
 - o Amount & corresponding currency
- ☐ HS code(s) (an 8/10-digit HS code; for UK a 10-digit HS code)
- ☐ Type & quantity of load carriers
 - o Pallets / boxes, etc.
- ☐ Weights: specify both gross and net weight separately (may also be included on the packing list)
- ☐ Country of origin / provenance of the goods / preferential statement
- ☐ INCOTERM
- ☐ Contact details of any customs broker used
- ☐ Optional: declaration of preferential origin

If any required information is missing, if your product description is not correct, or if we receive your documents after 12:00 noon, unfortunately we will not be able to ship your goods as planned. In such cases, your shipment will be delayed.

