

Preparing and submitting correct and complete commercial invoices to the customs authorities plays an important role in ensuring a fast, efficient and trouble-free world trade. Errors and omissions can result in delays in transit, extra costs, withholding or confiscating products with all its consequences.

Please use the checklist below to make sure that you provide the following information on your commercial invoices, regardless of the origin and destination of the goods:

- ✓ Name, address, EORI and VAT number of the exporter and importer
- ✓ Article number
- ✓ Number of pieces
- ✓ Description of the goods (including Customs commodity code)
- ✓ Gross and net weight (may also be mentioned on a packing list)
- ✓ Type of packaging (box, pallet, bottle, etc.)
- ✓ Currency of the invoice
- ✓ Price per item and total price of the invoice
- ✓ Incoterm and place
- ✓ Invoice number and date
- ✓ Country of origin of the goods.
- ✓ EU/UK originating statement

The content of this sheet and annexes is purely of an informative nature and has been created to highlight the most essential aspects of an invoice and the required content. We cannot in any way be held liable if missing information on the invoice not stated in either the above checklist or in the sample invoice lead to delay in customs clearance, non-acceptance by any party and official authorities.