

Completing Your Commercial or Pro-Forma Invoice



A Commercial or Pro-Forma Invoice is important for the clearance process used by customs officials to classify merchandise to correctly assess duties and tax. A Commercial Invoice is only mandatory if you are shipping goods which are intended for resale outside the EU, otherwise a Pro Forma Invoice can be used. Neither of these applies if you are shipping within the EU. If labelling via either consign or Consignor, the despatch system will automatically generate a Commercial or Pro-Forma Invoice. Invoice's need to be printed on the sender's Company Headed paper.

IMPORTANT NOTE

Ensure you enclose the original three copies of the invoice, each with an original signature.

The Commercial Invoice needs to include the following information:

1. Exportation details

Enter the date of exportation and your own reference number.

2. Shipper/Exporter

Enter the contact name, address, postcode and VAT number/EORI number where appropriate

3. Consignee

Enter the contact name, address and postcode.

4. Country of Export

Enter the country the item is being exported from.

5. Country of Manufacture

Enter the country in which each commodity in the shipment was originally manufactured or produced. The EU cannot be accepted, please state actual country e.g. France.

6. Country of Ultimate Destination

Enter the country the package is to be delivered to.

7. Package information

A description of each item needs to be added which should include the following:

- Marks
- number of packages
- type of packaging
- full description of the item
- the number of the items enclosed in the package
- material the item is made from
- how much each individual item is worth
- total value of packages
- total number of packages
- total weight (kg)
- total invoice value (include merchandise, shipping and insurance cost)

8. Signature

Before signing the document to confirm all the information is correct, please ensure that all the information is consistent with the Air Waybill; otherwise your shipment could be delayed in customs. Certain commodities may need extra documentation or export licenses.

9. Payment

Specify the currency in the form of a three digit code e.g. USD, CAD. This is important as a number of countries use the dollar sign. To find the code, go to the customer service area of www.iso.org.

Commercial Invoice

Shipper: VAT No: Invoice No: Invoice Date: Sellers Reference: Buyer's Reference: Country of Origin: Country of Destination: Shipping Terms: DDU/DDP Mode of Transport: AIR/SEA/ROAD

Shipment Marks: Type of packaging and description of goods: Gross Weight: Net Weight: Total Cwt: Reason for export: Item Code: Description of Goods: Quantity: Unit price: Amount: Tariff Code: Tariff Code: Tariff Code: Tariff Code: Invoice Total

We hereby declare that the goods stated above are in free circulation of the EU. Name of Signatory: Telephone Number: Place and date of issue: Signature:

The values declared reflect a true market value for the goods being shipped.

Pro Forma Invoice

Shipper: VAT No: Invoice No: Invoice Date: Sellers Reference: Buyer's Reference: Country of Origin: Country of Destination: Shipping Terms: DDU/DDP Mode of Transport: AIR/SEA/ROAD

Shipment Marks: Type of packaging and description of goods: Gross Weight: Net Weight: Total Cwt: Reason for export: Item Code: Description of Goods: Quantity: Unit price: Amount: Tariff Code: Tariff Code: Tariff Code: Tariff Code: Invoice Total

We hereby declare that the goods stated above are in free circulation of the EU. Name of Signatory: Telephone Number: Place and date of issue: Signature:

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