

# DHL EXPRESS: COMMERCIAL INVOICE REQUIREMENTS

## LET ONE OF OUR ELECTRONIC SOLUTIONS GUIDE YOU THROUGH THE COMMERCIAL INVOICE.

A commercial invoice requires the following information:

- |  |   |
|--|---|
| <input type="checkbox"/> Your official company letterhead  | <input type="checkbox"/> Unit value of each item                                |
| <input type="checkbox"/> Sender's full name, address and postal code   | <input type="checkbox"/> Subtotal of each item                                  |
| <input type="checkbox"/> Sender's telephone, fax or mobile number, and VAT #   | <input type="checkbox"/> Net weight for this shipment                           |
| <input type="checkbox"/> Receiver's complete address details for the recipient of the shipment, including telephone, fax or mobile numbers | <input type="checkbox"/> Shipment gross weight                                  |
| <input type="checkbox"/> Invoice date  | <input type="checkbox"/> Total number of shipment pieces                        |
| <input type="checkbox"/> Waybill number  | <input type="checkbox"/> Total value and currency of the shipment               |
| <input type="checkbox"/> DHL as the carrier  | <input type="checkbox"/> Freight and insurance charges                          |
| <input type="checkbox"/> Shipper's invoice number  | <input type="checkbox"/> Other charges  |
| <input type="checkbox"/> Sender's reference  | <input type="checkbox"/> Currency code  |
| <input type="checkbox"/> Recipient's reference   | <input type="checkbox"/> Total invoice amount                                   |
| <input type="checkbox"/> Total quantity for each item  | <input type="checkbox"/> Type of export (permanent, temporary, repair)          |
| <input type="checkbox"/> Country of origin for each item   | <input type="checkbox"/> Terms of sale / terms of trade (Incoterms® 2010 Rules) |
| <input type="checkbox"/> Full description of the goods   | <input type="checkbox"/> Reason for export                                      |
| <input type="checkbox"/> Customs commodity code for each item  | <input type="checkbox"/> Additional notes                                       |
| <input type="checkbox"/> Unit weight   | <input type="checkbox"/> Complete declaration with your name, company title     |
|  | <input type="checkbox"/> Signature  |
|  | <input type="checkbox"/> Company stamp (if required)                            |

### Next Step

Complete a form online at [www.dhl-usa.com/customspw](http://www.dhl-usa.com/customspw) or effortlessly prepare a Commercial Invoice during waybill creation with a DHL Express Shipping solution.  
Or call us at 1-800-CALL DHL (1-800-225-5345)