

### 1 EORI NUMBER:

Customers who have a VAT number and are exporting need an EORI number. An EORI (Economic Operator Registration Identification number) is issued by HMRC.

Customers who are not VAT registered must insert "GB UNREG" or if it's a private non commercial export you must insert "GB PR".

You can check to see if your VAT numbers have EORI status on the HMRC website.

### 2 CURRENCY:

This relates to the transaction currency between the Shipper and Importer.

### 3 TERMS OF TRADE (INCOTERMS):

Use the Incoterm that best describes the terms of sale. Refer to DHL Guide.

For TDI:  
EXW, FCA, CPT, CIP, DAP, DAT, DDP.

### 4 CUSTOMS REGISTRATION NUMBER:

Recommended for all exports – most countries require importers to be registered with the local Customs Authorities. Import Clearance can be delayed without this.

If not available leave blank.

### 5 DESCRIPTION:

Generic or broad descriptions are no longer permitted and are likely to cause delays.

Descriptions should include the items, how many there are, what they are made of and what they will be used for (e.g samples, parts, spares, are not acceptable for customs classification, safety and security reasons).

### 6 HARMONISED TARIFF CODE:

This refers to the Harmonised Tariff Code or HS Code that matches the goods to be exported. It is the product identification code used by Customs around the world to classify goods. It assists clearance and avoids delays.

### 7 COUNTRY OF ORIGIN:

Country of Origin relates to the place of manufacture and not the country of export. If items are manufactured in more than one country, list the origins.

## COMMERCIAL INVOICE

Company Letter Headed Paper

### SHIPPER

Company Name:	
Contact:	
Address:	
Country:	Postcode:
Fax/Email:	
Tel No:	Senders Ref:
EORI No: 1	VAT No:
Invoice No:	Invoice Date:
Currency: 2	Terms of Trade (Incoterms): 3
Carrier: DHL Express	Date of Export:
DHL Waybill No:	
No. of Pieces:	

### CONSIGNEE

Company Name:	
Contact:	
Address:	
Country:	Post/Zipcode:
Tel No:	Fax/Email:
Importer's Ref:	
IMPORTER (If other than consignee)	
Complete name, address and telephone number:	
Customs Registration Ni: 4	

Line No.	Description	Harmonised Tariff Code	Country of Origin	Quantity	Unit Weight	Sub Total Weight	Unit Value	Sub Total Value
	5	6	7					
						Total Net Weight	Total Value of Goods	
Export Licence No: (or declaration) 8		Import Licence No: 9		Shipping Costs				
Type of Export: 10		Reason for Export: 11		Insurance				
							Invoice Total Value	12

### Declaration

I/We hereby certify that the information contained in this invoice is true and correct and that the contents of the shipment are as stated above.

Signed \_\_\_\_\_ Signed by \_\_\_\_\_ Position \_\_\_\_\_  
(print please)

### 8 EXPORT LICENCE NUMBER:

If goods require an Export Licence, the number must be inserted. If they don't, then the following declaration must be inserted; "These goods do not require an Export Licence."

This will ensure that the appropriate Customs declarations are made which will avoid any delays.

### 9 IMPORT LICENCE NUMBER:

If this information is available from the Importer, the details must be added because it will help the clearance process.

### 10 TYPE OF EXPORT:

The options are: (1) Permanent, (2) Temporary, and (3) Repair & Return.

### 11 REASON FOR EXPORT:

This could be for Sale, Repair, After Repair, Gift, Sample, Personal use not for Resale, Replacement, Intercompany transfer or Personal Effects.

### 12 INVOICE TOTAL VALUE:

This is the total for customs:

Value of goods + Transport + Insurance = CIF.

Value of goods only = FOB.