

Commercial Invoice Example - Index

THE BELOW NUMBERS CORRELATE TO THE NUMBERS ON THE IMAGE ON THE PREVIOUS PAGE

- 1 The invoice number and date
- 2 The PTI consignment number
- 3 Your company name
- 4 Your company address and country
- 5 Your contact name
- 6 Your telephone number
- 7 Your EORI (Economic Operator Registration & Identification) Number. All businesses involved in International export or import require an EORI.
- 8 GBP or EUR
- 9 The name of the company you are sending your consignment to (the consignee)
- 10 The address and country of the country of the company you are sending to
- 11 The contact name at the company you are sending to
- 12 The telephone number of the company you are sending to
- 13 The company EORI of the customer you are sending to. This is required to clear your shipment through Customs and is mandatory.
- 14 Number of parcels in the consignment
- 15 Total gross weight of the consignment in kilograms
- 16 Enter the Customs Commodity Code (Tariff Number) for the item you are sending, insert it in here alongside the description of the goods. The Customs Commodity Code dictates the amount of duty that will be applied by Customs to the goods when they arrive. This is required for export and import customs clearance and ensures the goods are classified accurately and that shipper's customer is not be over-charged in duties.
- 17 Full and accurate description of the goods is essential for Customs. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the consignment.
- 18 Number of items for each description in box 17
- 19 Unit value of each item in box 17
- 20 The total of box 18 multiplied by box 19
- 21 Country of manufacture of your goods – list separate countries, if applicable
- 22 Total value of all commodities
- 23 State the reason for export e.g. sales, samples for review.
- 24 Incoterms. The terms of shipment used to define who is paying for the import and export customs declarations and who is liable for duty and taxes upon import.
- 25 Original signature, printed name, position of the person completing the invoice
- 26 You will need to declare additional information for all goods shipped between UK and European Union
- 27 Every item will need to be declared accurately
- 28 Compliance is key and you are responsible for the information you provide
- 29 You will be required to retain records for all goods moved for 6 years