

European Shipments

Invoicing Requirements

Consignments bound for Europe must include a commercial invoice. The commercial invoice must include the following details. You'll find a useful glossary of terms on the next page.

Commercial Invoice

- 1 Seller/Buyer's EORI & VAT No.
- 2 Seller/Buyer's Registered Address
- 3 Delivery Address
- 4 Item List & Goods Description
- 5 Commodity Code
- 6 Country of Origin
- 7 Goods Price and Currency
- 8 Invoice Details
- 9 Pallet Details
(Dimensions, weight, quantity)
- 10 Customs Procedure Code (CPC)
- 11 Incoterms®
- 12 Statement on Origin

Seller Seller Company Address Line 1, City, County Postcode, United Kingdom EORI: GB123456789000 VAT: GB 1234 56 789				Invoice No. 12345678			
Buyer Seller Company Address Line 1, City, County Postcode, United Kingdom EORI: XI12345678900000 VAT: GB 1234 56 789				Invoice Date 01/01/2024			
				Customer Reference 12345678			
Delivery Address Seller Company Address Line 1, City, County Postcode, United Kingdom				Terms of Sale DAP - Delivery Town/City			
				Terms of Payment 01/02/2024			
				Currency of Settlement GBP £			
				Mode of Shipment Road			
QTY	GOODS DESCRIPTION & COMMODITY CODE		TYPE	NET WEIGHT (KG)	COUNTRY OF ORIGIN	UNIT PRICE	TOTAL PRICE
10	Example Product	5002000000	BOX	100KG	UNITED KINGDOM	50.00	500.00
1	Example Product	4417000000	BOX	20KG	UNITED KINGDOM	100.00	100.00
Package Marks None				Total Pallets		Total Invoice Value £600.00	
Certifications None Required				QTY	WIDTH	LENGTH	HEIGHT
Customs Procedure Code CPC 10 00 001				1	1.2m	1.0m	0.6m
The exporter of the products covered by this document (GB123456789000) declares that, except where otherwise clearly indicated, these products are of United Kingdom origin.				Total Net Weight 120kg			
				Total Gross Weight 140kg (Weight of goods + pallet and packaging)			
Name of Exporter.....				I CERTIFY THAT THE STATED EXPORT PROCESS AND DESCRIPTION OF GOODS ARE TRUE AND CORRECT.			
Place and Date.....				Signed.....			
				Title.....			

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Commercial Invoice Glossary

Item	Description
Seller's EORI and VAT numbers	The Seller's EORI number is required to send a pallet overseas. If you're VAT registered, please note your VAT number on your commercial invoice. If you don't have a UK EORI number, register at: www.gov.uk/eori
Buyer's EORI and VAT numbers	The Buyer's EORI and VAT numbers are also required to send a pallet overseas.
Seller/Buyer's Registered Address	The registered address and contact details for both the seller and the buyer.
Delivery Address	The delivery destination of the goods.
Item List and Goods Description	You must list all the items you're exporting, with a description of each and their specific commodity code. For each item, you must also show the net weight.
Commodity Code	Commodity codes are internationally recognised reference numbers which describe a specific product when importing or exporting goods. Commodity codes are used to work out the rate of Customs Duty, import VAT, taxes, and preferential rates. You must list a commodity code for each item/line of goods on your invoice.
Country of Origin	This is the country where the goods were manufactured, not where they're being shipped from. You must list the country of origin of each individual item.
Price and Currency	The unit and total prices must be shown on your commercial invoice. Please also note, the actual value (either cost or selling value) of the goods is used regardless of them being gifts or samples.
Invoice Information	Commercial invoice number, date of issue, and purchase order number must be visible on the submitted document.
Pallet Details	Number of pallets, net weight, gross weight (the weight including the pallet and packaging), and dimensions of the pallets you're sending must be noted.
Customs Procedure Code (CPC)	If you know it, your CPC should be indicated on the commercial invoice. A CPC code is your reason for import or export. It describes the purpose of your shipment which in turn directly determines how your shipment is processed, and ultimately if, how, when and from whom duties and taxes are collected.
Incoterms®	Valid Incoterms® are required from either the 2010 or 2020 rules. Please be aware that we can only ship on DAP Incoterms® into Europe.
Statement on Origin	You must include a Statement on Origin on the commercial invoice if your goods are of UK or EU Origin. Please note, "EU origin" is no longer accepted - instead, the member country where the goods originate needs to be shown.



Remember, the information provided on your commercial invoice will be used to raise your export declaration which is a legal declaration to HMRC. Please ensure you have checked your information thoroughly.