



DHL PARCEL EUROPLUS INTERNATIONAL

INVOICE REQUIREMENTS FOR DUTIABLE SHIPMENTS

All shipments to countries outside the EU or to customs dutiable territories within the EU, must include an original invoice. The legal requirements for your invoice are described in this document.

It is important for customs that the invoice is legible. That is why all **invoices should be typed or printed and completed in English**. Handwritten information is not accepted.

In order to help you to create a correct invoice, we have enclosed an example of a commercial invoice on the next page and some explanation on how to complete the different fields. It is important that you always include the full address details for both the shipper as the consignee, but we advise you to also fill out all other fields in detail. This will prevent delays in the customs clearance process.

With DHL Parcel Europlus International you can send shipments to the following customs areas:

- Italy: San Marino, Vatican City, Campione d'Italia, Livigno
- Norway*
- Switzerland
- Liechtenstein

*For dutiable shipments to Norway, the business recipient will have to pay a formal clearance fee of 283 Kroner / shipment to DHL in Norway. Additional 'multiline entry charges' apply when more than 5 lines are recorded on the customs clearance, e.g. shipments with different commodities (5 or more) or with commodities from different countries of origine.

All customs paperwork must be submitted to DHL Parcel in two ways:

1. Put the original documents in a doculope and attach this to your shipment;
2. If you are not creating your invoice in My DHL Parcel, please forward a digital copy of all the documents to europlus.customs@dhl.com.

If you are not in the possibility to send a copy of the documents via My DHL Parcel or by e-mail, an extra set of documents must be attached to the shipment.

The documents that should be included are a copy of the label, the original invoice and a copy thereof, other original documents (T-documents, certificates, export documents, etc.).

Example commercial invoice



COMMERCIAL INVOICE

SHIPPER

Company Name :	Company Name :
Contact :	Contact :
Address :	Address :

CONSIGNEE

Country :	Postcode :	Country :	Post/Zipcode :
Fax/Email :		Tel No. :	Fax/Email :
Tel No. :	Sender's Ref : 1	Importers Ref : 7	
EORI No. : 3	VAT No. : 2	IMPORTER (if other than consignee)	
Invoice No. :	Invoice Date : 4	Complete name, address and telephone number :	
Currency : 5	Terms of Trade : 4		
Carrier :	Date of Export :		
DHL Waybill No. :	No. of Pieces : 6	Customs Registration No. (Importer) : 8	

Line No.	Description	Harmonised Tariff Code	Country of Origin	Quantity	Unit Weight	Sub Total Weight	Unit Value	Sub Total Value
	9	10	11	12				

Export Licence No. : 13 (in declaration)	Import Licence No. :	Total Net Weight :	Total Value of Goods :
Type of Export : 14	Reason for Export :		Insurance : 15
			Invoice Total Value :

Declaration

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

Signed: _____ Signed by: _____ Position: _____

Explanation most important fields:

1. Sender's Reference Number

Reference number at sender's discretion, for example:

order number. This should also be included on the additional documents, the label and in the EDI data.

2. VAT No.

The VAT-registration number of the sender.

3. EORI No.

EORI stands for "Economic Operators Registration and Identification number". Any economic operator established in the customs territory of the Union needs an EORI number for customs purposes.

4. Terms of Trade

For commercial shipments only. Always mention the Incoterm® in combination with the place, e.g. DAP Oslo or DDP Zürich. Only use the English abbreviation, other languages are not accepted.

5. Currency

Currency used to invoice the goods.

6. No. of Pieces

Number of parcels in the shipment.

7. Importers Reference No.

Reference number at consignee's discretion, for example: order number.

8. Customs Registration No.

Please fill in the customs registration no. or the VAT registration no. of the importer.

9. Description

Give as much detail as possible. Not just 'gifts' or 'clothes' but describe each article specifically, for example: '4 cotton T-shirts'. Use a specific trade name for the goods description. On the basis of this goods description, it should be possible to classify them in the customs tariff by type of goods.

10. Harmonised Tariff Code (statistical number)

The commodity code of the trade tariff, used to classify traded goods on a common basis for customs purposes. The first six digits of the code are global standard, the remaining numbers are country specific.

11. Country of Origin

The country of origin of the goods is the country where the item was produced, not the country where it was purchased. The country of origin is usually indicated on the product ("made in").

12. Quantity / Unit weight and Value, Sub Total Value

Here indicate as completely as possible the type of goods, the number of pieces per item, the value per

piece and the total value and weight of each item. Also indicate the currency unit. The value of the shipment may never be 0 euro.

13. Export Licence No.

Export authorisation number, only applicable for so-called 'dual-use goods'.

14. Type of Export

Permanent export, Temporary export or Re-export.

15. Total Value of Goods / Invoice, Insurance

Specification of cargo and/or insurance costs in line with agreements between buyer and seller.

Tips

- **Print your invoice on your official company letterhead**
- **Use the term 'invoice' instead of commercial or pro forma invoice.** The reason for this is that in a number of countries pro forma invoices are not accepted.
- **Do not use product coding or general descriptions** such as DA17329, samples, gift, spare parts, clothing, or textile. This results in a delay of the shipment, as the content has to be checked in order to classify the goods according to the correct customs tariff. In case of doubt, customs may request specifications and/or contracts.
- **For gift/sample:**
Please specify each individual type of goods and add the following statement at the bottom of the invoice: Gift shipment / Sample shipment, no commercial value, value for customs purposes only.
- **For spare parts:**
Specify the types of spare parts and the machinery / devices for which they are intended.
- **For clothing or textile:**
List each individual type of clothing and specify whether it is women's, men's or children's clothing. Also add the composition of the materials that make up the clothing or textile.

Incorrect or incomplete invoices can cause delays in the clearance and delivery process.