

What is a commercial invoice?

A commercial invoice is a document used for customs clearance when importing or exporting goods. The commercial invoice is mandatory for all transactions between international buyers and sellers. Filling out the invoice correctly can help to save problems in customs and expedite your shipment.

Essential for all Shipments

- Both the sender and receiver will need an EORI number for their respective countries. Private individuals must also be EORI registered.
 - You can apply for a UK EORI number at the following link: - <https://www.gov.uk/eori>
 - For information regarding EU EORI numbers: <https://www.customssupport.com/en/news/brexit-where-can-i-get-eori-number-overview-all-eu-customs-authorities>
- A CPC is also required to ensure successful export/import. This is necessary for Customs to correctly identify the shipment as an import or export. Use 1000 001 for Exports and 4000 000 for Imports
- Terms of sale (Incoterms) must be 'DAP – Delivery at Place' **for exports**. For imports, get more information and find your appropriate code here: <https://www.customssupport.com/nl/node/59>

What to include?

- Send and receiver name and full address, full address, telephone number and email
- Use your own reference for Invoice Number if applicable
- Use your Speedshift order number as a Shipment Number
- Currency in which the goods were sold
- Reason for export e.g. Sale, Gift, Sample or Return

Details of the goods

- Description of the goods needs to be detailed. E.g. instead of Furniture, use wooden table
- Quantity = number of the items in the package (be that pallet or parcel)
- item weight = weight of each item
- Total box weight = weight of each box/carton
- Total shipment weight = weight of the full shipment
- HS Code = This is a customs tariff code. This is essential in ensuring that the correct amount of tax and duties are applied when the goods arrive at the destination country. You can get these codes by:
 - Visiting <https://www.trade-tariff.service.gov.uk/trade-tariff/sections>
 - Emailing classification.enquires@hmrc.gov.uk
 - Calling HM Revenue and Customs on 0300 200 3700
- Country of origin = Where the goods were manufactured
- Value = Total value of that product(s) in the shipment

Additional information

Please ensure this section contains:

- CPC 1000 001 for Exports and 4000 000 for Imports

Declaration & EU Declaration

Must be signed and dated by the person who fills out the invoice.

Once the invoice is completed, we will require an electronic copy prior to arranging collection. Please also attach 2 copies onto the package(s) (parcel or pallet) and have 2 copies ready for the driver.

Due to stricter regulations as of the 1st of January 2021 we must now ask that all of the above information is on this commercial invoice, otherwise transport will be delayed, and goods possibly returned.

If you need any further assistance in filling in this invoice, please do not hesitate to contact the Speedshift Logistics Ltd office on 01792 464 806, where our team are available to help.

Example Commercial Invoice

Sender Details

Company:	Sender Company Ltd	
Address line 1:	123 Address Street	
Address line 2:		
Postcode / City	London	N7 7AJ
Country:	United Kingdom	
Sender Name:	John Smith	
Telephone:	01792 464 806	
Email:	john@sendercompany.co.uk	

Receiver Details

Company:	Receiver Company Ltd	
Address line 1:	321 rue d'adresse	
Address line 2:		
Postcode / City:	Paris	75007
Country:	France	
Receiver Name:	Jeanne Favre	
Telephone:	+33 (0)8 92 70 12 39	
Email:	jeanne@receivercompany.fr	

Invoice number:	000001
Shipping date:	1 st January 2021
Shipment number:	SSHFT123456
Currency:	GBP
Reason for export:	Sale/Return/Sample/Gift
Sender EORI number:	GBXXXXXXXXXXXX
Receiver EORI number:	FRXXXXXXXXXXXX
Terms of sale (Incoterms):	DAP – Delivery at place

Delivery Details (if different from receiver)

Company:		
Address line 1:		
Address line 2:		
Postcode / City:		
Country:		
Sender Name:		
Telephone:		
Email:		

Description of goods	Quantity	Item Weight (kg)	Item Value	HS Code	Country of Origin	Total Box Weight (kg)	Total Value
Shampoo	10	1	5	34022090	United Kingdom	10	50
Running shoes	10	0.5	10	64021900	United Kingdom	5	100
Volvo car engine	1	100	500	87084020	Sweden	100	500
Dell PC	1	5	250	84714100	China	5	250
Recycled plastic parts	20	2	600	39151000	United Kingdom	40	1200

Number of packages in shipment: 5	Total shipment value:	2,100.00
	Shipment costs:	300.00
	Insurance costs:	30.00
	Total declared value:	2,430.00

CPC number and additional information (e.g. hazardous details, ECCN number etc.)

CPC 1000 001 (export) or 4000 000 (import)

Declaration

I declare that the content of this invoice is true and correct.

Name and Signature	Company and Job title	Date
Mr. John Smith	Director – Sender Company Ltd.	1 st Jan 2021

EU Declaration

The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of EEC preferential origin.

Name and Signature	Company and Job title	Date
Mrs. Jeanne Favre	Director – Receiver Company Ltd.	1 st Jan 2021