

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 Economic Operators Registration and Identification number (EORI) 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/efor>
 - For information regarding EU EORI numbers: <https://www.customssupport.com/en/news/brexit-where-can-i-get-eori-number-overview-all-eu-customs-authorities>
- Choose your terms of sale (Incoterms) from the dropdown menu. **Use DAP for exports.** For imports, get more information and find your appropriate code here: <https://www.customssupport.com/nl/node/59>
- A Customs Procedure Code (CPC) is also required to identify the shipment as either an export or import

What to include?

- Sender 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 specific. 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 without packaging (nett weight)
- Total weight = weight of the items including packaging (gross weight)
- Total nett and gross shipment weight = total weight of the full shipment without and with packaging
- 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

CPC and Additional information

Please ensure this section contains:

- CPC 10 00 001 for Exports and 40 00 000 for Imports
- Any other applicable information: hazardous details, ECCN number, TSS number etc.

Declarations

- Must be signed and dated by the person who fills out the invoice
- Exporter EORI number must be filled in on the EU Declaration

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		
Invoice number (optional):		000001	
Shipping date:		1st January 2021	
Shipment number:		SSHFT123456	
Currency:		GBP Pound Sterling	
Reason for export:		Sale/Gift/Sample/Return	
Sender EORI number:		GBXXXXXXXXXXXX	
Receiver EORI number:		FRXXXXXXXXXXXX	
Terms of sale (Incoterms):		DAP (Delivered At Place)	

Receiver details		Delivery details (if different from receiver)	
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		
Company:			
Address line 1:			
Address line 2:			
Postcode / City:			
Country:			
Delivery contact:			
Telephone:			
Email:			

Description of goods	Quantity	Item weight (kg)	Unit value	HS code	Country of origin	Total 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 pallets in shipment:	1	Total Nett Weight :	160	Total Gross Weight :	180	Total shipment value:	2,100.00
						Shipping 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.)	
10 00 001 (Export)	

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	1st Jan 2021

EU Declaration		
The exporter of the products covered by this document GBXXXXXXXXXXXX declares that, except where otherwise clearly indicated, these products are of GB preferential origin.		
Name and Signature	Company and Job title	Date
Mr. John Smith	Director - Sender Company Ltd.	1st Jan 2021