

INVOICE CHECKLIST

- **Commercial Invoice Number (Pro-forma invoices are not acceptable)** – Invoice number **must** also be entered into your online booking via eLogistics
- **Commercial Invoice date.**
- **Total Value** – This **must** also be entered into your online booking via e logistics Please note: A value is still required for any “free of charge” items for customs purposes.
- **Currency** - please show recognised abbreviations, e.g. GBP, USD, or EUR etc., rather than just symbols (£,\$,€, etc.)
- **Inco terms** – These **must** match the shipping terms you have advised us, and **must** also match what is processed in your online booking via eLogistics. If you have any doubt concerning the incoterms, please contact us
- **Total Number & Type of packaging units (pallets, cartons etc.), and total Gross weight.** This **must** also match what is processed in your online booking via eLogistics.
- **Name & address** of seller/buyer of the goods - Also collection/delivery address (if different from seller/buyer) Please note for Republic of Ireland, we must now have the Eircode included in the address.
- **EORI/VAT** number of **both** named exporter/importer
- **Description of goods** (per product line). Description must not be a generalisation, e.g. "Electronic Goods" would not be acceptable for Televisions.
- **Country of Origin** (manufacture of the goods) per line/item. (Unless the same for all goods listed on the invoice).
- **Tariff Number** (also known as a Commodity Code, Taric Code, or HS Code) - this is usually an 8 digit number for export/10 digits for import. Further information and assistance can be found via these two links: [HMRC](#) and [European Commission](#)
- **Quantity of items *with value and net weight* per line of commodity code/origin.** If these cannot be included on the invoice, please supply these details in another formal written format (e.g. packing list)
- **Preference Declaration** (if applicable) - To ensure you are kept up to date with any required invoice declarations and any preference procedures, please see here: [European Union Preferences & Export Procedures](#) Suppliers invoice declaration information can be found in sections 8 & 12 of the contents.
- **Customs Procedure Code (CPC)** - this is not mandatory if you have already confirmed this information when you completed a CRA form/Customs Representation Authority, (also known as a POA/Power of Attorney). However it is preferable if the Customs Procedure Code is also shown on the invoice, especially if your shipments are subject to different Customs Procedure Codes.
- **Signature** (if required) – A signature may be obligatory for countries where we have a trade agreement in place or declaration is being made. If signature required, please also print name, position in company, and date.