

- **Commercial Invoice Number & Date** – Invoice number must also be entered into your online booking via eLogistics. Proforma invoices are not generally acceptable unless no commercial invoice possible.
- **Total Value** – This **must** also be entered into your online booking via e logistics. The value declared on your booking must be the total value, even if it includes carriage. 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 what is processed in your online booking via eLogistics. Example: If selecting “Free Delivered Uncleared Excluding Duties/Taxes” on your eLogistics booking, then please ensure “DAP” is shown as the incoterm on your invoice.
- **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.
- **Romania** - We require the Romanian customs office reference number prior to shipping. The Romanian customs office reference number will normally be 4 letters followed by 4 digits, eg: ROCR12134. Please also ensure importer of record contact details noted on your booking or invoice as customs clearance instructions/customs formalities must be agreed with the importer of record prior to shipping.
- **Spain/Portugal/Ireland** – Please ensure importer of record **email address** is supplied on your invoice or booking, as import clearance instructions/customs formalities must be agreed by Dachser in these destinations prior to collection/shipping.
- **EORI and VAT** number of both named exporter/importer (EORI number not relevant for exporters/importers in non-eeec countries, eg: Switzerland).
- **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/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.** Please also provide gross weight per line (if possible). If these cannot be included on the invoice, please supply in another formal format (e.g. packing list)
- **Preference Declaration/Statement of Origin *** IMPORTANT – PLEASE SEE PAGE 2 ******
- **Customs Procedure Code (CPC)** - this is not mandatory if already confirmed 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.
- **REX number (Imports)** - When exporting from EU to UK a statement on origin is acceptable where value of the goods are 6000 euros or less. Above that amount, EU exporter must have a Registered Exporter number (REX), and include this in the statement.
- **Please note** – if you have a multiple page invoice with several tariff/commodity codes, please supply either a summary invoice or an invoice/packing list in excel format to expedite customs entry processing.

*****IMPORTANT*** ORIGIN PREFERENCE STATEMENTS**

Please ensure you include the correct origin preference declaration/statement on your invoice (if applicable).

EU member states

Please see below origin preference declaration, please ensure your EORI number is included in the declaration

The exporter of the products covered by this document (customs identification number: *enter your EORI number here*) declares that, except where otherwise clearly indicated, these products are of (*enter the preferential origin of the goods, eg: UK*) preferential origin.

.....
(Place and date) *not necessary if shown elsewhere on the invoice*

.....
(Name of the exporter) – *not necessary if shown elsewhere on the invoice*

EFTA member states

Please note different criteria applies for EFTA states. Eg: an EORI number is not relevant to EFTA States. All preference declarations on invoices to EFTA States (Switzerland, Norway, Iceland & Liechtenstein) must be completed as per below options.

If the goods are under the value of 6000EUR / 5700GBP / 10300CHF / 65000NOK - Please see below options:

- 1) The preference statement is similar to the above EU preference statement, but it must not contain a Customs identifications number / EORI number. Instead this part is to be disregarded from the statement
The document must be signed originally by hand and also have the name printed in block capitals, electronic or digitally signed preference declarations are not accepted in the EFTA States.
One originally signed invoice should be handed to the driver upon collection, and another 2 originally signed invoices should also be attached to the freight by the exporter prior to collection.
- 2) The exporter can apply to become an approved exporter online through the HMRC website and complete a C1454 to receive an approved exporter number if HMRC approve the application. This number should then be used in the same statement as above, but will go in place of the EORI number.

(customs identification number: *enter your approved exporter number here*)

If this is the case then an originally signed document is not required, nor is an EUR1 required, and this statement can be used for any invoice value.

If the goods are over the value of 6000EUR / 5700GBP / 10300CHF / 65000NOK – Please see below options:

- 1) The exporter will need to create and provide an original EUR1. This must be stamped and signed by the exporters local chamber of commerce and be provided for every consignment shipped.
Again, the document must be signed originally by hand and also have the name printed in block capitals, electronic or digitally signed preference declarations are not accepted in the EFTA States. 1 originally signed invoice and 1 originally signed EUR1 should be handed to the driver upon collection, and another 2 originally signed invoices and one copy of the EUR1 should also be attached to the freight by the exporter prior to collection.
- 2) The exporter can apply to become an approved exporter online through the HMRC website and complete a C1454 to receive an approved exporter number if HMRC approve the application.
This number should then be used in the same statement as above, but will go in place of the EORI number

(customs identification number: *enter your approved exporter number here*)

If this is the case then an originally signed document is not required, nor is an EUR1 required, and this statement can be used for any invoice value.