



# SHIPMENTS TO THE UNITED KINGDOM

## INVOICE REQUIREMENTS AND SUPPLY OF DATA

For shipments to the United Kingdom, you must add an original invoice and supply data digitally. The following explains how this works and what information must be specified on the invoice in order to satisfy the legal requirements and to ensure that DHL can handle your shipment.

### ADD DOCUMENTS TO YOUR SHIPMENT

You should secure the original paperwork in a documents enclosed envelope on the shipment itself. In addition to the invoice, add a copy of the label and all other original shipment documents, including a T document, certificates, and export documents.

Invoices must be typed or printed; handwritten information cannot be accepted. If handwritten annotation is required, it must always bear a company stamp and a signature.

### SUPPLY DATA DIGITALLY

In addition to the papers secured to the shipment itself, you must also supply all invoice data to DHL digitally. If you create the shipment online in My DHL Parcel, this will happen automatically. If you use your own system, it must be linked to our Customs API.

### DATA ON YOUR INVOICE

Always specify all of the following on your invoices.

#### Supplier Details

- Your name and full address details. We recommend printing invoices on your company's headed paper.
- Your NL (or EU) VAT number
- Your NL (or EU) EORI number if the shipment is worth more than EUR 1,000
- Your UK VAT number (consumer recipient only)
- Your UK EORI number (consumer recipient only)

#### Recipient Details

- Name and full address of the recipient, including postcode.
- Telephone number and e-mail address of your recipient, this is so that the purchaser can be sent a payment request for VAT and duties.
- UK VAT number (business recipient only)
- UK EORI number of the recipient. Without this number, your buyer cannot import (business recipient only).
- Deferment account number of the recipient. The purchaser in the UK may have a deferral account for payment of costs associated with import (business recipient only).
- Deferment VAT, optional with deferral account for import VAT (business recipient only).
- Deferment DUTIES, optional with deferral account for duties (business recipient only).

#### Data about Shipment and Goods

- Reason for export.
- Incoterm with town/city (always use incoterm DDU for parcels to consumers)
- Each item must contain a clear and complete description of the delivered product. Use a specific trade name for the goods description.
- The country of origin for each item.
- The statistics number<sup>1</sup> of each item.
- Per item the amount/number of the delivered product.
- The unit price per item excluding VAT.
- Total invoice price.

## FIVE TIPS FOR YOUR INVOICES

- 1) Use the term **invoice** instead of commercial invoice or pro forma invoice. The reason for this is that pro forma invoices are not used or accepted in a number of countries.
- 2) Do not use product coding or general descriptions such as DA17329, samples, gift, spare parts, clothing, or textile. This can delay your shipment as the content of the shipment 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.
- 3) In the case of a “gift/sample”: Specify each individual type of goods and at the bottom of the invoice state:  
*“Gift shipment/Sample shipment, no commercial value, value for customs purposes only.”*
- 4) In the case of spare parts: Specify the types of spare parts and the machinery/devices for which they are intended.
- 5) For “clothing” or “textile”: Specify each individual type of clothing in your shipment, whether it is men's, women's, or children's, and the fabric composition.

- Currency
- Unique reference numbers. These should also be included on the additional documents label and in the EDI data.
- Number of parcels or pallets
- Total weight of the shipment, and the weight per item
- Invoice number (ensure that every invoice has a unique and continuous invoice number)
- Invoice date
- Reverse chargeback VAT applicable. For shipments up to a value of GBP 135, you can specify “Reverse chargeback VAT applicable” so that the VAT is passed on to the purchaser (business recipient only).
- State that your product satisfies all applicable regulations within the European Economic Area. To do this, write the following: “The exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products are of ‘CE’ preferential origin.”

## RECOMMENDED DATA

The data below are not mandatory on the invoices, but providing them can prevent delays:

- Payment conditions (commercial shipments only)
- Any discounts, if these have not been included in the unit price
- Signature with name in capital letters (or stamp) and date of signature

<sup>1</sup> For the correct statistics number, please contact your supplier. You can look the statistics number up yourself via Sdu Gebruikstarief & Toelichting. This can be found at [inenluitvoer.nl/gebruikstarief](https://www.inenluitvoer.nl/gebruikstarief).