

DHL EUROPLUS

INVOICE REQUIREMENTS FOR COUNTRIES WITH CUSTOMS CLEARANCE

See separate leaflet for the United Kingdom

All shipments to countries with customs clearance must include certain documents such as an original invoice. The legal requirements for your invoice are described in this document.

INVOICE REQUIREMENTS (MANDATORY) 1) SUPPLIER

- Name and full address of the supplier. We recommend that you use the company letterhead of the sender.
- VAT registration number of the supplier.
- EORI-number of the supplier, if the shipment value exceeds €1,000.-

2) SHIPMENT AND RECEIVER

- Name and full address of the customer. The postal code and telephone number are also often required.
- VAT registration number of the customer (for shipments to the Canary Islands).
- When shipping to consumers: also state the passport number of the recipient on the invoice.
- Total invoice price.
- Currency.
- Unique reference numbers. These should also be included on the additional documents label and in the EDI data.
- Number of parcels and pallets.
- Total weight of shipment and the weight of each item.

Terms and conditions of delivery (commercial shipment)

You must always mention the Incoterm with city. For example: DDP Oslo, or DAP Zürich. Use the English abbreviation, other languages are not accepted.

3) PRODUCTS

- Each item must contain a clear and complete description of the delivered product. Use a specific trade name for the goods description. On the basis of this goods description, it should be possible to classify them in the customs tariff by type of goods.
- The country of origin per item.
- The statistics number¹ (HS code) of each item.
- Per item the amount/number of the delivered product.
- The unit price per item excluding VAT.

HOW TO SUBMIT YOUR DOCUMENTS

All information on the invoices must be typed or printed. Handwritten information is not accepted². All the documents must be submitted to DHL in two ways:

1. The original documents in a doculope attached to the shipment;
2. A copy of all documents sent by e-mail to: europus.customs@dhl.com

If the extra set of documents is not sent by e-mail, an extra set of documents must be supplied with the shipment.

The documents that should be included are a copy of the label, the original invoice and a copy thereof, other original documents (T-documents, certificates, export documents, etc.).

¹ For the correct statistics number (HS code), please contact your supplier. Or use Sdu Gebruikstarief & Toelichting to look up the statistics number yourself. Available at inenuitvoer.nl/gebruikstarief. (Website in Dutch)

² Customers who are unable to apply the above requirements to their invoice will be offered the option to place a handwritten addition on the invoice, which must contain a company stamp and a signature.

INVOICE REQUIREMENTS (RECOMMENDED)

The following requirements are recommended because they can aid the process and avoid delays.

- Invoice number. Must be consecutive, unique, and numbered.
- Invoice date.
- VAT registration number of the customer.
- EORI number of the supplier.
- EORI number of the customer.
- Payment terms. (Only applicable to commercial shipments).
- Reason for export. For example: definitive export, temporary export, or re-export.
- Country of origin.
- Any discounts. If these have not been included in the unit price.
- Signature with name in capital letters (or stamp) and date of signature.

5 CONVENIENT TIPS

- 1) Use the term **invoice** instead of commercial invoice or proforma 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 results in a delay of the shipment, as the content 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) For gift/sample: Please 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) For spare parts: specify the types of spare parts and the machinery/devices for which they are intended.
- 5) For clothing or textiles: List each individual type of clothing and specify whether it is Women's, Men's, or Children's clothing. Also add the composition of the materials that make up the clothing or textile.

EXTRA REQUIREMENTS 1) IN GENERAL

An invoice must be added to the shipment for the destinations listed below:

- Italy (San Marino, Vatican City, Campione d'Italia, Livigno)
- Spain (Canary Islands)
- Norway
- Switzerland
- Liechtenstein

2) EUROPLUS PALLET INTERNATIONAL

For pallets to Norway or Switzerland via Europlus Pallet International there are additional requirements.

- **Company stamp and signature on the invoice.**

If you do not have a company stamp, note with the signature the names of the company and the signatory, plus job title in block letters.

- **EUR-1 certificate.**

Shipments are always stopped at the border to check whether you want to submit an EUR-1 certificate.

If you do, also include this statement on your invoice:

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

- **Invoice in triplicate.**

For pallets you also attach the paper invoice in triplicate to the shipment.