

## **Commercial Invoice Guide**

### **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 EORI number. Private individuals must also be EORI registered
  - You can apply for a UK EORI number at the following link: - <https://www.gov.uk/eori>
  - Please contact the local customs authority in the relevant country to obtain a non-UK EORI number
- A CPC is also required to ensure successful export/import. This is necessary for Customs to correctly identify the shipment as an import or export
  - Use 1000 001 for Exports and 4000 000 for Imports

### **What to include?**

- Shipper name and full address.
- Receiver/buyer name and full address.
- Use your own reference for Invoice Number if applicable
- Use your NKR Freight's order number as a Shipment Number
- Currency in which the goods were sold
- Reason for export e.g. Sale, Gift, Sample or Return
- Terms of sale must be 'DAP – Delivery at Place'

### **Details of the goods**

- Description of the goods needs to be detailed. 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
- Total box weight = weight of each box/carton
- Total shipment weight = weight of the full shipment
- 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](mailto: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

### **Additional information**

Please ensure this section contains:

- CPC 1000 001 for Exports and 4000 000 for Imports

### **Declaration & EU Declaration**

Must be signed and dated by the person who fills out the invoice.

Once the invoice is completed, we will require an electronic copy prior to arranging collection. Please also attach a copy onto the package (parcel or pallet) and hand 4 copies to the driver.

Due to stricter regulations as of the 1<sup>st</sup> 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 NKR Freight on 0330 113 1297, where our team are available to help.