

INVOICE CHECKLIST

Preparing and submitting correct and complete commercial invoices to the customs authorities plays a vital role in ensuring a fast efficient service. Errors and emissions can result in delays in transit and extra costs.

Please use the checklist below and make sure that you always provide the following information on your commercial invoices.

- ✓ Name, address, EORI and VAT no of the exporter and importer
- ✓ Number of pieces
- ✓ Description of the goods (including the commodity code)
<https://www.gov.uk/trade-tariff>
- ✓ Gross and net weight per commodity code (may also be on packing list if provided)
- ✓ Type of packaging (i.e., box, pallet, rolls etc)
- ✓ Currency of the invoice
- ✓ Price per commodity and total price.
- ✓ Incoterms including NAMED PLACE
- ✓ Invoice no and date
- ✓ Statement of origin
- ✓ From 1st January 2022 all export invoices from the EU to the UK must show a statement of origin for the preferential rate of duty to be claimed (example attached). Where the value of the consignment is EUR 6000.00 or less, the statement of origin can be made by the exporter. However, for consignments that exceed EUR 6000.00, the EU exporter MUST have a Registered Exporter No (REX) and include it in the statement. If the exporter is no REX registered, they cannot make a valid statement of origin for the goods with a value exceeding EUR 6000.00.