Commercial Invoice Checklist

Information to be stated on commercial invoices

Please ensure that the following information is contained on your commercial invoices for export, or on your suppliers' invoices for goods imported from the EU.

- ☐ Exporter – name, address, EORI number, VAT number

- ☐ Importer – name, address, EORI number, VAT number

- ☐ Number and type of packages

- ☐ Description of goods (in plain language, in addition to any product code or technical description)

- ☐ Number of items / pieces

- ☐ Customs commodity code (HS code, tariff code)

- ☐ Gross and net weights per commodity code

- ☐ Invoice number and date

- ☐ Value and currency per commodity code

- ☐ Marks and numbers

- ☐ Terms of shipment e.g. Incoterms and place

- ☐ Country of origin of the goods with statement of origin, see guidance here