

Invoice instructions

Obligatory information in my invoice

REV1/2022.09.20 / MAPA-ROHO



INVOICE

Upon receipt of your invoice we wish to do our best to handle your shipment as fast as possible. The easiest option for both you and us is that your invoice, from the start, contains information and details that we would need for executing your courier shipment.

A correct invoice must include:

- › Full consignor information incl. VAT number
- › Full consignee information incl. VAT number and contact details
- › UK shipments must include EORI number
- › HS code on cargo
- › Country of origin
- › Gross/net weight and value for each commodity line
- › Number of items/parcels
- › Currency
- › Detailed description of the cargo. The description must include:
 - Cargo's characteristic
 - Production material
 - Cargo's function
- › Delivery terms (Incoterms)
- › T1 cargo (commodity that does not originate from the EU or has not been customs cleared into the EU) must be clearly marked
- › Intention of the shipment (present, sale etc.) would be appreciated