PALLETONLINE

The Essential Commercial Invoice Checklist

☐ **Seller EORI and VAT numbers**
The Seller's EORI number is required to send a pallet overseas. If you're VAT registered, please note your VAT number on your commercial invoice. If you don't have a UK EORI number, you can register here if **VAT registered**, or here if you're **not VAT registered**.

☐ **Buyer EORI and VAT numbers**
The Buyer's EORI number is required to send a pallet overseas. If the buyer is VAT registered, please note their VAT number on your commercial invoice, and check if both the **EORI Number** and **VAT Number** are valid.

☐ **Seller's Registered Address & Contact Details**

☐ **Buyer's Registered Address & Contact Details**

☐ **Delivery Address** *(if different to registered address)*

☐ **Item List**
You must provide a list of all items to be exported, with a description of each and their individual commodity codes. **Please check your commodity codes here.**

☐ **Country of Origin**
This is the country where the goods were manufactured, not where they're being shipped from.

☐ **Price & Currency**
The unit and total prices must be shown on your commercial invoice. Please also note, the actual value (either cost or selling value) of the goods is used regardless of them being gifts or samples.

☐ **Invoice Information**
Commercial invoice number, date of issue, and purchase order number must be visible on the submitted document.

☐ **Pallet Details**
Number of pallets, net weight, gross weight, and dimensions of the pallets you're sending must be noted.

☐ **Customs Procedure Code (CPC)**
If you know it, the CPC should be indicated on the commercial invoice. You can **check your CPC here.**

☐ **Incoterms®**
Valid Incoterms® are required from either the 2010 or 2020 rules. Please be aware that we can only ship on DAP Incoterms® into Europe.
Please see our Incoterms® help guide for further information.

☐ **Statement on Origin**
Be sure to include the Statement on Origin on the commercial invoice if your goods are of UK or EU Origin. Please note, "EU origin" is no longer accepted - instead, the member country where the goods originate needs to be shown.
Please check if your goods qualify here.

☐ **Breakdown**
If the consignment includes goods of multiple commodity codes or countries of origin, a breakdown of weights and value by commodity code needs to be displayed as below:

Commodity Code	Total Pieces	Net Weight (kgs)	Gross Weight (kgs)	Value (Currency)	Country of Origin
e.g. 63090000	20	13	25	35	IN

All quotes include up to 10 commodity codes. Further commodity codes will be charged additionally at £5 per product line afterwards.

In need of *Assistance?*

View Example Commercial Invoice

Errors on the Commercial Invoice may result in delivery delays and added costs. There is also a possibility that your goods could be returned or destroyed.

Remember, the information provided on your commercial invoice will be used to raise your export declaration which is a legal declaration to HMRC. Please ensure you have checked your information thoroughly, and that it is all correct before submitting the invoice.