

Process name Import into EU	Last update 31-8-2020
Procedure Invoice requirements compliant to EU Customs Legislation	Version 1.1
	Responsible Exporter UK/suppliers

This instruction contains the required data needed on a (Shipping) invoice used for customs clearances. To have a compliant invoice in place which is accepted by the European Customs Union, the below data should be available on the invoice.

Invoice Header:

- Unique Invoice number
- Invoice date
- Incoterms
- Place Incoterm
- Purchase order/Sales order/Customer reference
- Mode of transport

Related parties in transaction:

- Ship/Sold from: Seller/Supplier/Exporter of record including full name & address details
- Ship/Delivered to: Delivery/ Ship to address (consignee) including full name & address details
- Importer of record: Sold to/Bill to including full name & address details
EORI Number of consignee and importer of record
VAT Number of consignee and importer of record
- Fiscal Representation: In case of Fiscal Representation (limited or general) the Fiscal Representative should be mentioned on the invoice. The VAT and EORI number of the representative is required as well on the invoice.

Shipment details:

- Article number / Part number
- Quantity (PCS)
- Colli/packages
- Unit Of Measurement
- Unit price
- Total price
- Freight and/or Insurance costs depending on Incoterms
- Currency
- Goods description (Commercial)
- Tariff code (HS code – 10 digits) per article
- Country of Origin per article
- Gross and Nett weight per article
- Dual use (ECCN/ECN code) if applicable
- Signature on invoice

Additional remarks:

- Invoice template available to this document as reference
- Shipping documents should be provided in PDF format