

Commercial Invoice Checklist



- **Exporter's EORI Number**
- **Importer's EORI Number**
- **Exporter's address & contact details**
- **Importer's address & contact details**
- **Invoice Number**
- **Date**
- **Buyer's reference number / order number**
- **Incoterms©**
- **Description of the Goods** - *A clear, plain language, description of the goods, unit price and extended price. Product **numbers can be included but should not be in place of a clear description***
- **Currency Code** - *should be specified in a three-letter format (GBP/ EUR / USD) rather than a symbol (£/€//\$)*
- **Commodity Code** - *(often referred to as the HS Code) for each different products, including the net and gross weights and value of goods under each individual code*
- **Customs Procedure Code** - *(referred to as CPC Code) or if not known, the reason for shipping the goods (e.g. permanent export / sale etc)*
- **Licence status of the goods** - *or statement that "These Goods are not Licensable for Export – No License Required"*
- **Country of Origin**
- **Product Weight** – *net & gross for each different product*
- **Consignment Weight** – *net & gross*
- **If food products** - *stated whether Organic or Not Organic*

