

Follow the steps to help you complete the Commercial invoice correctly and accurately.

A Commercial invoice is part of Export and Import documentation and may be used by Customs authorities to assess applicable Duty and Taxes. All non-document shipments need to be accompanied by an invoice. Use company letter head whenever possible and information provided MUST be accurate.

Step 1: Enter the TOLL Priority/Dpex airway bill number for the shipment.

Step 2: Enter date of export of the shipment. This is usually the collection date.

Step 3: Enter the applicable sales invoice number and/or applicable reference number. This is usually provided by the company or person selling or supplying the goods.

Step 4: Enter your (your company's) full name, address, including postal codes, telephone and fax number.

Step 5: Enter full details of the consignee/recipient of the shipment. Make sure to furnish full delivery address of consignee, telephone and fax number.

Step 6: Enter the country of export of the shipment. This is usually the collection country.

Step 7: Enter the full details of the manufacturer's name and address.

Step 8: Enter the intended destination country of the shipment. This is the final delivery point.

Step 9: Enter the description, quantity, part (product) number, country of origin, harmonized code, unit value and total value for the shipment.

Step 10: Enter the total sum (and currency) of value of goods of the shipment.

Step 11: Enter total sum of weight for the shipment. This will be the actual weight or volumetric weight, whichever is greater.

Step 12: State if goods are classified as hazardous or non-hazardous in content (provide supporting documents if applicable). When sending any shipment that contains liquids a material safety data sheet (MSDS) is required as mandatory.

Step 13: Enter the reason for your export. (goods are being sold, goods are being sent as samples).

Step 14: Enter the terms of shipping the shipment. (DDP= Deliver Duty Paid, DDU=Deliver Duty Unpaid)

Step 15: Complete the declaration with your name, company name, position you hold in the company, signature and the date. The shippers signature must be original on all 3 copies provided. Please note when not using company letterhead and original stamp must be placed on each of the 3 copies provided.