

Invoice checklist

- Name and address of seller/buyer of the goods**
Also collection/delivery points (if different from seller/buyer).
- EORI/VAT**
Number exporter/importer.
- Inco terms**
DDP, DAP etc.
- Description of goods**
(per product line). Description must not be a generalisation, e.g. “Electronic Goods” would not be acceptable for televisions.
- Country of origin**
(manufacture of goods) per line/item, unless the same for all goods listed on the invoice.
- Tariff number**
(also known as a Commodity Code, Taric Code, or HS Code) – this is usually an 8 digit number for export/10 digits for import.
- Value of the goods**
(per line as well as total value). A value is still required for any “free of charge” items for customs purposes.
- Currency**
Please show recognised abbreviations, e.g. GBP, USD, or EUR etc, rather than just symbols (£, \$, €, etc).
- Customs Procedure Code (CPC)**
This is not mandatory if you have already confirmed this information when you completed a CRA form/ Customs Representation Authority, (also known as a POA/ Power of Attorney). However, it is preferable if the Customs Procedure Code is also shown on the invoice, especially if your shipments are subject to different Customs Procedure Codes.
- Number of packages, gross weight, and net weight of each item**
If this cannot be included on the invoice, please supply these details in another formal written format (e.g. packing list), as this is necessary information for completion of the customs entry.

