

DHL EUROPLUS INVOICE REQUIREMENTS FOR COUNTRIES WITH CUSTOMS CLEARANCE



All shipments to countries with customs clearance must include certain documents such as an original invoice. The legal requirements for your invoice are described in this document.

Invoice requirements (mandatory)

- **Name and full address of the supplier.** We recommend that you use the company letterhead of the sender.
- **Name and full address of the customer.** The postal code and telephone number are also often required.
- **Total invoice price.**
- **Currency.**
- **Unique reference numbers.** These should also be included on the additional documents label and in the EDI data.
- **Number of parcels and pallets.**
- **Total weight per item.**
- **Terms and conditions of delivery in case of commercial shipment.** You must always mention the Incoterm with city. For example: DDP Oslo, or DAP Zürich. Use the English abbreviation, other languages are not accepted.
- **Each item must contain a clear and complete description of the delivered product.** Use a specific trade name for the goods description. On the basis of this goods description, it should be possible to classify them in the customs tariff by type of goods.
- **All shipments to countries with customs clearance must include certain documents such as an original invoice.** The legal requirements for your invoice are described in this document.
- **The statistics number (HS code) of each item.**
- **Per item the amount/number of the delivered product.**
- **The unit price per item excluding VAT.**
- **All the documents must be submitted to DHL in two ways:**
 1. The original documents in a doculope attached to the shipment;
 2. A copy of all documents sent by e-mail to: europlus.customs@dhl.com.
If the extra set of documents is not sent by e-mail, an extra set of documents must be supplied with the shipment. The documents that should be included are a copy of the label, the original invoice and a copy thereof, other original documents (T-documents, certificates, export documents, etc.).
- **All information on the invoices must be typed or printed.** Handwritten information is not accepted.

Customers who are unable to apply the above requirements to their invoice will be offered the option to place a handwritten addition on the invoice, which must contain a company stamp and a signature.

Invoice requirements (recommended)

The following requirements are recommended because they can aid the process and avoid delays.

- **Invoice number.** Must be consecutive, unique, and numbered.
- **Invoice date.**
- **VAT registration number of the supplier.**
- **VAT registration number of the customer.**
- **EORI number of the supplier.**
- **EORI number of the customer.**
- **Payment terms.** Only applicable to commercial shipments.
- **Reason for export.** For example: definitive export, temporary export, or re-export.
- **Country of origin.**
- **Any discounts.** If these have not been included in the unit price.
- **Signature with name in capital letters (or stamp) and date of signature.**

Advice

- **For the correct statistics number (HS code), please contact your supplier.** Or use Sdu Gebruikstarief & Toelichting to look up the statistics number yourself. Available at <http://www.inenuitvoer.nl/gebruikstarief>. (Website in Dutch).
- **Use the term 'invoice' instead of commercial invoice or proforma invoice.** The reason for this is that pro forma invoices are not used or accepted in a number of countries.
- **Do not use product coding or general descriptions** such as DA17329, samples, gift, spare parts, clothing, or textile. This results in a delay of the shipment, as the content has to be checked in order to classify the goods according to the correct customs tariff. In case of doubt, customs may request specifications and/or contracts.
- **Bij gift/sample:** Please specify each individual type of goods and at the bottom of the invoice state: Gift shipment/Sample shipment, no commercial value, value for customs purposes only.
- **For spare parts:** specify the types of spare parts and the machinery/devices for which they are intended.
- **For clothing or textiles:** List each individual type of clothing and specify whether it is Women's, Men's, or Children's clothing. Also add the composition of the materials that make up the clothing or textile.

All the necessary information can be filled in with the help of the DHL Invoice Generator, which is available on dhlbenelux.nl/en/invoice.

An invoice must be added to the shipment for the destinations listed below:

- Italy: San Marino, Vatican City, Campione d'Italia, Livigno.
- Spain: Canary Islands.
- Norway.
- Switzerland
- Liechtenstein.

DHL Invoice Generator

With the help of the DHL Invoice Generator, you can fill in all the necessary information. You can find the invoice generator on dhl.nl/nl/express/douane_support.html
