



# International shipping guide

**Electronic Customs Data**  
(digital commercial invoice)



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# Digital Commercial Invoices

## Overview

When exporting parcels outside of the UK, you are required to provide **additional information** with your shipment for the purposes of customs clearance. DPD use this to declare goods to the customs authorities and populate a commercial invoice template on your behalf (example below)

Commercial Invoice					
1) Invoice No	1564453579	2) Date	17/11/2021	3) Consignment No	1564453579
Shipper's Details			Importer's Details		
4) Shipper's Name	TEST		12) Importer's Name	RECEIVER A	
5) Shipper's Address	78A DONEGORE DRIVE BIRMINGHAM B41 1DZ UNITED KINGDOM		13) Importer's Address	STREET A CITY 1 1020NL NETHERLANDS	
6) Contact Name	MR SMITH		14) Contact Name	RECEIVER A	
7) Contact Details	07402905220		15) Contact Details	95565161561516 RECEIVER@GMAIL.COM	
8) Shipper's EORI No	GB123456789000		16) Importer's EORI No		
9) Shipper's VAT No	GB1234567890		17) Importer's VAT No		
10) Destination Tax ID/Reg No			18) Importer's PID		
11) FDA Registration No					
Delivery Details					
19) Company Name	RECEIVER A		21) Contact Name	RECEIVER A	
20) Delivery Address	STREET A CITY 1 1020NL NETHERLANDS		22) Contact Details	95565161561516	
23) No of Pieces	1		24) Total Gross Weight	1.0 KG	
25) Commodity (HS) Code	26) Full Description of Goods	27) No of Items	28) Unit Value	29) Goods Value	30) Country of Manufacture
61091000	SHIRTS	1	12.00	12.00	United Kingdom
			31) Shipping Value USD	0.00	
			32) Total Value USD	12.00	
33) Reason for Export		Sale			
34) Terms of Delivery		DT1 (Duties & Taxes Prepaid)			
35) I declare that the above information is true and correct and to the best of my knowledge. The exporter of the products covered by this document, declares that, except where otherwise clearly indicated, these products are of preferential origin.					
I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions					
36) For and on behalf of the above named company:					
Signature:		Print Name:			
Date: 17/11/2021		Position in Company:			

Providing incorrect or insufficient information could result in **Customs penalties, seizures of goods and return of the shipment**. It is extremely important therefore that **the data you declare is accurate and in the case of a commercial transaction, truly reflects the amounts and details of the goods sold**.

To allow DPD to export the goods safely and compliantly within a timely manner, you must also ensure the data is sent to DPD at the time of collection or earlier.

# Digital Commercial Invoices

## Requirements

All customs data can be transmitted to us electronically along with your shipment delivery information. This can be done via a manual entry on MyDPD shipping platform or alternatively via file import uploads. API or EDI integrations are also fully supported.

Before you enter customs data, it's important you validate the accuracy of the information you intend to provide to us.

It's also important to understand whether you are shipping to a business or a private consumer as this will impact the level of information required on the commercial invoice. For example, when shipping to a business in Europe, the EORI field is mandatory.



**Useful links below to obtain or validate relevant customs information can be found here;**

UK Gov exporting goods guide link [here](#)

Register for a GB EORI number [here](#)

Validate a GB EORI number [here](#)

Validate an EU EORI number [here](#)

Validate an EU VAT number [here](#)

Validate HS codes [here](#)



# Digital Commercial Invoices

## Best Practice Guide – Shipper & Importer details

Shipper's Details		Importer's Details	
4) Shipper's Name	TEST	12) Importer's Name	RECEIVER A
5) Shipper's Address	78A DONEGORE DRIVE BIRMINGHAM B41 1DZ UNITED KINGDOM	13) Importer's Address	STREET A CITY 1 1020NL NETHERLANDS
6) Contact Name	MR SMITH	14) Contact Name	RECEIVER A
7) Contact Details	07402905220	15) Contact Details	95565161561516 RECEIVER@GMAIL.COM
8) Shipper's EORI No	GB123456789000	16) Importer's EORI No	
9) Shipper's VAT No	GB1234567890	17) Importer's VAT No	
10) Destination Tax ID/Reg No		18) Importer's PID	
11) FDA Registration No			

### Shipper Details & EORI

As the shipper you'll need to enter your company name and address details as well as your EORI number. Please ensure the EORI number is declared in the correct format and registered to the Sending company. This will be used as the Exporter of Record in the customs entry.

### Shipping to the EU: Import One Stop Shop (IOSS)

If you have sold the goods from your online business and are registered with the EU Import One Stop Shop, please ensure the IOSS number is declared (where applicable) in the Destination Tax ID/Reg No. field.

Note: If the IOSS number has been provided, the receivers EORI, VAT & PID fields should not and do not need to be populated.

### Importer Details & EORI

The importer is normally the person receiving the goods, however in some cases this can be different\*. If you are sending to a business, you should enter their EU EORI and VAT number to ensure the correct clearance process is carried out. When shipping to both a consumer and business the contact details are extremely important, since they will need to be contacted to complete customs clearance.

Note: Approval to submit different importers of record to the recipient of the goods must be agreed in writing with DPD prior to the first shipment. Please contact your account manager for more information.

# Digital Commercial Invoices

## Best Practice Guide – Delivery Details, Quantity & Weight, Incoterms & Export Reason

### Delivery Details

These should be the full details of the delivery address.

Delivery Details			
19) Company Name	RECEIVER A	21) Contact Name	RECEIVER A
20) Delivery Address	STREET A CITY 1 1020NL NETHERLANDS	22) Contact Details	95565161561516

### Quantity & Weight

Ensure that the correct quantity of each item to be shipped is declared and that the total weight and that the weights given for the parcel and for the item are accurate.

23) No of Pieces	1	24) Total Gross Weight	1.0 KG
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### Terms of Delivery

Provide the terms of delivery. DPD's default terms are Delivered at Place (DAP) where the recipient must pay any duties and taxes.

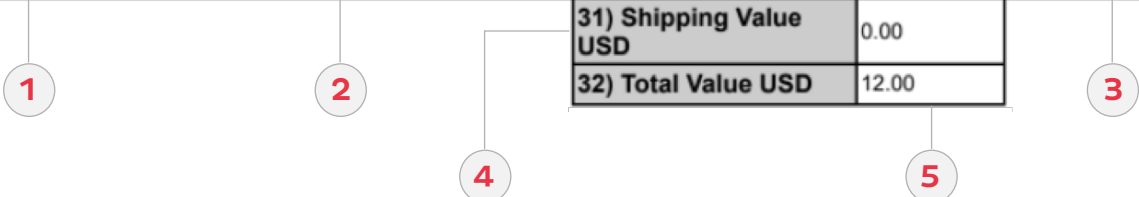
34) Terms of Delivery	DT1 (Duties & Taxes Prepaid)
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Note: There is also an option to offer a duties and taxes prepaid solution (DT1.) This is by arrangement only and requires additional set-up. For this option, DPD will invoice the shipper any duties and charges levied upon importation. DT1 is a payment facilitation service whereby DPDgroup UK account holders pay applicable import clearance charges, taxes and duties on behalf of the European receiver and is only suitable only for B2C shipments where IOSS registration number is not supplied or used on applicable goods. DT1 is not a solution recommended for B2B shipments. Contact your account manager for more information.

# Digital Commercial Invoices

## Best Practice Guide – Item Level Details

25) Commodity (HS) Code	26) Full Description of Goods	27) No of items	28) Unit Value	29) Goods Value	30) Country of Manufacture
61091000	LADIES COTTON T-SHIRT	1	12.00	12.00	United Kingdom
		31) Shipping Value USD		0.00	
		32) Total Value USD		12.00	



### 1. HS Codes

The HS code used must match the description of the goods. This eliminates language barriers and reduces potential issues when clearing with just a description at customs clearance points. Also ensure the items within the shipment are not prohibited. The full list of UK tariff codes can be accessed [here](#).

DPD only require 8 digits

### 2. Contents Description

Ensure the description clearly describes each product being shipped so that it can be checked against the commodity code provided – i.e “ladies woollen jumper” not just “clothes”. Avoid ambiguous terms like gifts, merchandise or tools.

### 3. Country of Origin

Ensure the Origin of the goods or ‘economic nationality’ is correct. Please be aware it relates to where the items were manufactured, not where the goods are being shipped or bought from.

### 4. Shipping Value

Enter the amount you have charged your customer for shipping here, If you offer a ‘free shipping’ promotion for example then you should enter the transport cost you have been charged to ship the goods. It is strongly recommended to always complete this field for the most accurate customs calculations.

### 5. Invoice Values

Goods shipped as part of a commercial sale should reflect **exactly the same detail in the commercial shipping invoice as the sale invoice issued** to your customer both in terms of amount and currency used. Under no circumstances should you underdeclare values on the commercial invoice compared to the amount the goods were actually sold for. This value should **not include shipping costs** (which should be detailed separately in its own field) and **should always be exclusive of VAT**.

For items of no commercial value please enter the intrinsic or cost value for customs assessment purposes. For example, the price which would have been paid for the goods themselves if they were sold for export to the customs territory of the country you are exporting to.

# Digital Commercial Invoices

## Best Practice Guide - Logo & Signature

### Logo

Ensure that the most up to date company logo is provided to DPD. This is applied to the DPD generated customs invoice for you and also uploaded to the notifications that are sent out to your end customers. This can be uploaded by your account manager and registered to the Sending company. This will be used as the Exporter of Record in the customs entry.

### Signature & Printed Name

Ensure you have provided DPD with a copy of your signature and a printed name to be used on the DPD generated commercial invoices.

LOGO		Commercial Invoice			
1) Invoice No	1564453579	2) Date	17/11/2021	3) Consignment No	1564453579
Shipper's Details			Importer's Details		
4) Shipper's Name	TEST		12) Importer's Name	RECEIVER A	
5) Shipper's Address	78A DONEGORE DRIVE BIRMINGHAM B41 1DZ UNITED KINGDOM		13) Importer's Address	STREET A CITY 1 1020NL NETHERLANDS	
6) Contact Name	MR SMITH		14) Contact Name	RECEIVER A	
7) Contact Details	07402905220		15) Contact Details	95565161561516 RECEIVER@GMAIL.COM	
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9) Shipper's VAT No	GB1234567890		17) Importer's VAT No		
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Delivery Details					
19) Company Name	RECEIVER A		21) Contact Name	RECEIVER A	
20) Delivery Address	STREET A CITY 1 1020NL NETHERLANDS		22) Contact Details	95565161561516	
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			32) Total Value USD	12.00	
33) Reason for Export		Sale			
34) Terms of Delivery		DT1 (Duties & Taxes Prepaid)			
35) I declare that the above information is true and correct and to the best of my knowledge. The exporter of the products covered by this document, declares that, except where otherwise clearly indicated, these products are of preferential origin. I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions					
36) For and on behalf of the above named company:					
Signature:		Print Name:			
Date: 17/11/2021		Position in Company:			

# Digital Commercial Invoices

## Compliance Tips for Smooth Customs Clearance

### Customs Compliance is crucial

Goods presented to customs are subject to checks and in some cases more detailed inspections. These checks involve reviewing the declarations and information you have made in the electronic customs data. Making sure that the information you provide is accurate and compliant with the legal requirements, rules and regulations is extremely important.

Whether you know it or not, missing or inaccurate information can lead to delays and extra costs. This can also prevent customs clearance from being completed, as well as resulting in fines and penalties being levied to you. Good customs compliance therefore is a vital element to ensure a smooth transit, problem-free customs clearance and the best experience for your customer.

Even though DPD may carry and clear the goods on your behalf, as the exporter, it is still your responsibility to comply with the customs regulations. Although this may be a complex and daunting topic, it is a necessity that requires care and attention.

Here are some useful tips on getting the right data for a smooth and trouble free shipping experience



# Digital Commercial Invoices

## Compliance Tips for Smooth Customs Clearance

### Declaring the correct value of goods

The value you declare in the customs data is used by the authorities to calculate the applicable duties and taxes. If your goods are sold as part of a commercial transaction you must declare the amount the goods were sold for, not the cost or a lower value. Undervaluing goods is a common but serious issue since this may result in lower duties and taxes being levied than should be due to customs. If this is suspected then customs may also ask for proof of the value of the goods sold by requesting a copy of the invoice sent to your customer. When undervaluation is identified, fines and penalties may be applied. If the goods are not being shipped as part of a commercial sale or offered as free samples for example, you must declare the intrinsic value of the goods, that is a fair and market cost value for the item shipped.



**Top Tip:** The product values you declare must always be exclusive of any other costs such as VAT and shipping charges and always ensure you clearly state the currency such as GBP, EUR or USD and these currencies match in your customs data to the sale invoice to your customer.

### Provide full, accurate and detailed descriptions of your products

When listing a description of the products in your parcel, avoid ambiguous and generic terms like gifts, merchandise, accessories or tools. Whilst you may know what a shorthand or abbreviated name is in your merchandising system, customs won't! These poor descriptions may lead to clearance delays so be as specific as possible so that it is clear from the description what the goods are, what it's for and what it's made of. For example instead of 'clothing', use 'men's cotton suits'.

### Correctly declare the origin of your goods

The Country of Origin (COO) is the country or countries where the item was manufactured – not where the goods are shipped from. It's important you get it right to ensure your items pass swiftly through customs clearance. If a trade agreement exists between the UK and the importing country, goods may qualify for zero or reduced duty tariffs.

### Assign the correct commodity codes

Commodity codes are used by customs to determine duty tariff rates and whether any restrictions apply so make sure the commodity code you have declared for your product matches your description and accurately reflects the items in your parcel. Errors and incorrect classifications will lead to delays and in some cases more detailed inspections of the goods which may result in a fine or penalty. HMRC can help you classify your goods if you have a query, more information can be found [here](#).

### Be aware of counterfeit goods

Replica and fake branded goods are prohibited from DPD's terms and conditions of carriage. These goods are often of poor quality, sold without the required licensing permission from the brand owner and do not meet the required safety standards. Never ship counterfeit goods.



# What are Export Controls?

At DPD UK, we take the safety and security of your shipments very seriously; that's why we have a team of experts who carefully monitor all exported parcels for the presence of licensable goods. If we suspect that a shipment may contain licensable products, we may require additional documentation or have to take other steps to ensure compliance with all applicable regulations.

**Please note that exporting goods without the appropriate paperwork may result in extended delivery times, seizure of the goods, and civil penalties.**

## Compliance checks on your international shipments - trade sanctions, embargoes, and export controls

DPD is committed to conducting its services according to all applicable laws and regulations throughout the world and, of course, our Standard Terms and Conditions of Carriage. Further to the Sanctions and Anti-Money Laundering Act 2018, the Export Control Order 2008, and other applicable country regulations, DPD is required to implement various controls. These range from verifying its ability to trade with all business contacts to ensuring that goods subject to restrictions or special export authorisations are exported lawfully. This is done by automated screening of sender and receiver names and addresses against binding trade sanctions, embargoes, and other lists that are maintained by government departments worldwide. In addition, the data pertaining to the contents of the parcel is screened against lists of restricted and prohibited goods (such as dual use goods and goods subject to sanctions-related restrictions on certain destinations).

Ensuring we comply with the above rules may mean we will need to hold your parcel in order to undertake more detailed checks before DPD UK is able to release the consignment for onward transit.

The screening may also lead to requests for additional information; we would ask for your support with providing any further information so that we can, if allowed, ensure the speedy delivery of your shipments.

You can contribute to speeding up any necessary checks by providing accurate customs data (HS codes) and meaningful descriptions of the contents of your international parcels.

If you believe any of your goods might be subject to export controls please raise it with your Account Manager before shipping.



### Useful links:

[UK Government guidance on UK Strategic Export Controls](#)

[European Commission on Exporting Dual Use items](#)

[UK Government guidance on UK Sanctions](#)

[EU Sanctions map](#)

[US Department of Commerce's guidance on classifying items subject to the Export Administration Regulations](#)

[United Nations Security Council](#)

[Office of Foreign Assets Control](#)

# Digital Commercial Invoices

## Help & Support

Exporting to international markets may seem daunting or difficult to understand at times, but at DPD we have a team of international experts who can help you every step of the way.

### Did you know we can help you with:

- Country regulation and shipping advice to anywhere in the world
- Support you in understanding customs procedures
- Customs compliance health checks
- International market information to help you find that next global opportunity
- Understanding the international clearance and delivery options available
- And much more!!

**Don't forget, help and support is just an email or phone call away!**

Contact our international delivery experts today



0121 275 7376



xxxxxx@dpdgroup.co.uk

