

# INVOICING INSTRUCTIONS

## HELP WITH INVOICING



### How should the invoice be drawn up?

Language: All invoices must be issued in the original language, English or another language approved by the recipient country. Please note that some countries require the invoice to be issued in the original language. Some countries may even impose requirements regarding the issuing of a packing list – but a comprehensive invoice is usually sufficient. An invoice must always be typed/printed. Handwritten changes are not acceptable. If these requirements are not met, the recipient will be required to pay for translation for customs clearance purposes.

### What must the invoice contain?

<b>Sender details</b>	Usually shown on the company's letterhead.
<b>Recipient details</b>	<ul style="list-style-type: none"><li>• Company name</li><li>• Address</li><li>• Contact</li><li>• Telephone number</li><li>• If possible, please also state the recipient's registration number for payment of customs duty and VAT</li></ul>
<b>Delivery address</b>	ONLY required if different from the recipient details
<b>Invoice number</b>	All invoices must bear a consecutive invoice number
<b>Date</b>	The invoice must be dated
<b>Product description</b>	<ul style="list-style-type: none"><li>• Full description of goods for each unit</li><li>• Number of items</li><li>• Unit price</li><li>• Total price per unit</li><li>• Invoice total</li><li>• HS code/customs harmonised code per unit of goods</li></ul>
<b>Incoterms</b>	This clause must always be followed by the town/city or geographical name to which the selected condition applies
<b>Country of origin</b>	
<b>Net/Gross weight</b>	

### Is an export declaration required?

Ought to be used for EEA countries (Iceland, Liechtenstein and Norway) as well as for the Faeroe Islands and Switzerland if the value is below DKK 45,600. In many cases, an invoice declaration is required. For higher values, please contact YOYO GLOBAL FREIGHT for further advice and guidance.

### Other matters:

For samples, gifts, returns, substitute goods, ship's spare parts or similar, this must always be specified on the invoice. In conclusion, please note that it is the sole responsibility of the sender to investigate local conditions and to issue the required documentation in accordance with the applicable rules in the recipient country.

### Frequently used special customs documents:

EUR1

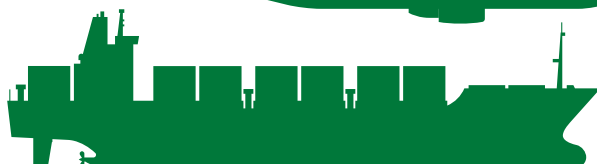
Certificate of origin

T2L

ATA Carnet



All of these always entail additional costs, e.g. for issuing, stamping, notarisation, etc.



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### Countries and free zones in Europe/Scandinavia where an invoice is required:

Country	Invoice declaration	Invoice details	EUR1 Movement Certificate form
Switzerland /Liechtenstein	The exporter of the products covered by this document (customs authorization no. _____) declares that except where otherwise clearly indicated, these products are of EU/Danish preferential origin	<ul style="list-style-type: none"> <li>• Original invoice with invoice declaration</li> <li>• Original signature and company stamp</li> <li>• Name and address of sender and recipient</li> <li>• Invoice number, date and place</li> <li>• Terms and conditions of supply: Incoterms</li> <li>• Description of goods, unit price and quantity</li> <li>• Total value, currency, country of origin and weight per category of items</li> <li>• No nil invoice (customs value must be stated)</li> <li>• Net/Gross weight</li> <li>• Recipient's telephone no./e-mail</li> <li>• Customs tariff number</li> <li>• Recipient's VAT no.</li> </ul>	If the invoiced value exceeds DKK 45,600, a EUR1 Movement Certificate form or invoice declaration with authorisation number is required
Norway	The exporter of the products covered by this document (customs authorization no. _____) declares that except where otherwise clearly indicated, these products are of EU/Danish preferential origin	<ul style="list-style-type: none"> <li>• Original invoice with invoice declaration</li> <li>• Original signature</li> <li>• Name and address of sender and recipient</li> <li>• Invoice no., date and place</li> <li>• Terms and conditions of supply: DDP</li> <li>• Description of goods, unit price and quantity</li> <li>• Total value, currency, country of origin and weight per category of items</li> <li>• No nil invoice (customs value must be stated)</li> <li>• Net/Gross weight</li> <li>• Recipient's telephone no./e-mail</li> <li>• Customs tariff number</li> <li>• Recipient's VAT no.</li> </ul>	If the invoiced value exceeds DKK 45,600, a EUR1 Movement Certificate form or invoice declaration with authorisation number is required
Greece		<ul style="list-style-type: none"> <li>• Description of goods + value</li> <li>• Net/Gross weight</li> </ul>	
Andorra/ Canary Islands/ Gibraltar		<ul style="list-style-type: none"> <li>• Invoice with name, signature and company stamp</li> <li>• Recipient's telephone no./e-mail</li> <li>• Incoterms</li> <li>• Recipient's VAT no.</li> <li>• Net/Gross weight</li> </ul>	
Ceuta/Melilla		<ul style="list-style-type: none"> <li>• Original invoice</li> <li>• Original signature</li> <li>• Incoterms</li> <li>• Recipient's VAT no.</li> <li>• Net/Gross weight</li> </ul>	
Channel Islands		<ul style="list-style-type: none"> <li>• Invoice with name, signature and company stamp</li> <li>• Recipient's telephone no./e-mail</li> <li>• Incoterms</li> <li>• Recipient's VAT no.</li> <li>• Net/Gross weight</li> </ul>	
Malta		<ul style="list-style-type: none"> <li>• Invoice with name, signature and company stamp</li> <li>• Recipient's telephone no./e-mail</li> <li>• Incoterms</li> <li>• Recipient's VAT no.</li> <li>• Net/Gross weight</li> </ul>	
San Marino		<ul style="list-style-type: none"> <li>• Invoice with name, signature and company stamp</li> <li>• Recipient's telephone no./e-mail</li> <li>• Incoterms</li> <li>• Recipient's VAT no.</li> <li>• Net/Gross weight</li> </ul>	

