

IMPORTANT - OPERATIONS UPDATE

COMMERCIAL INVOICES

Please see the list of examples below, which can be used as a guide when describing "goods" for transit outside of the EEC.

Not Acceptable

Accepted

GIFTS

MUST STATE -
"UNSOLICITED BONIFIDE GIFT"
AND GIVE A FULL DESCRIPTION AND VALUE
FOR EVERY ITEM IN THE PACKAGE.

SAMPLES

MUST STATE WHAT SAMPLES ARE.
[IE. DRIED FOOD SAMPLES, METAL PAPER CLIP
SAMPLES, SAMPLE BUTTONS. ETC.]

PRINTED MATTER

STATE WHAT SORT [IE PRINTED
BROCHURES / MAGAZINES BUSINESS CARDS.]

PLASTIC GOODS

STATE EXACTLY WHAT THE GOODS ARE
[IE, PLASTIC KEY RINGS, FITTINGS, ETC.]

AUTO PARTS

MUST STATE EXACTLY WHAT PART IS
AND IF NEW OR USED

ELECTRONIC OR
ELECTRICAL GOODS

MUST STATE WHAT IT IS
[IE, COMPUTER, TELEPHONES, VCR,
DVD PLAYER ETC].

FLOORING or
FLOORING SAMPLES

WOOD FLOORING, PLASTIC FLOORING,
CARPET, CERAMIC TILES, MARBLE
FLOORING ETC.

METAL OR
METAL SAMPLES

SHEET STEEL SAMPLES,
ALUMINIUM FITTINGS, ETC.

MACHINE PARTS OR
SPARES

STATE WHAT THE PARTS ARE, AND
WHAT MACHINE THEY ARE FOR.
[IE, WASHING MACHINE,
PRINTING PRESS ETC]

PIPES

WHAT ARE THEY MADE FROM .
[PLASTICS, PVC, COPPER, ETC.]

Also if you have a description for example (RUBBER WASHER) and it's not clear what the end usage is please state this on the invoice
[i.e Rubber washer for connecting a washing machine)

ALL THIS MUST BE BACKED UP WITH A VALID REASON FOR EXPORT, AND AN ACCURATE VALUE.

If you are unsure about something please contact us, and we will do all we can to help, and advise you.

Thank you
Operations Team