



TNT GUIDELINES FOR DRAFTING INVOICES

Prior to shipping your cargo, please check the invoice with an accountable person for details of the shipment



Print the invoice on the sender/seller's letterhead

Assign number and date.

Provide a detailed description of the goods and specify identification (brand name, model, SKU)*.

Specify the information for each item separately if different. Specify the type of packaging used (in absence of a separate packing list). Brief product description "sample" is not permitted.

Indicate the country of origin, manufacturer and the address of production facilities.

Specify delivery terms as per Incoterms 2020.

Only EXW, FCA, CPT, DPU, DAP, DDP*** delivery terms are accepted.

Fill in the details of the sender/recipient including their INN/KPP (Taxpayer Identification Number/Tax Registration Reason Code), check contact phone numbers and e-mail addresses

Specify the HS Code (Commodity Classification for Foreign Economic Activity) for each commodity name (the first 6 digits of the classifier)

Specify the value per item and the total for all items. Zero value is not permitted

Specify total gross / net weight

For shipments made under a contract, specify contract date and number**

Attach the sender's seal and signature

КОММЕРЧЕСКИЙ СЧЕТ/ COMMERCIAL INVOICE №		Дата/Date:	
ОТПРАВИТЕЛЬ		SENDER	
Компания:		Company Name:	
Юридический адрес (страна, индекс, город, адрес, дом, офис, общий телефон):		Legal address (country, postcode, city, address, building, office, general phone):	
Адрес забора груза (заполняется, если отличается от юридического адреса):		Actual collection address (completed if different from legal address):	
Реквизиты компании:		Company details:	
ИНН:	ОКПО:	INN:	OKPO:
КПП:	ОГРН:	KPP:	OGRN:
Банковские реквизиты:		Bank details:	
р/счет:	БИК:	Account:	БИК:
Контактное лицо:		Contact person:	
Телефон:	Почта:	Phone:	E-mail:
ПОЛУЧАТЕЛЬ		RECIEVER	
Компания:		Company Name:	
Адрес доставки (полный адрес, общий телефон):		Delivery address (address details, general phone):	
Страна назначения:		Country of destination:	
Индекс:	Город:	Postcode:	City:
Контактное лицо:		Contact person:	
Телефон:	Почта:	Phone:	E-mail:
№	Полное описание товара, торговая марка и другие отличительные признаки товара / Full description of goods, trademark and other features of the goods	Код товара по ТН ВЭД / HS Code	Количество вложений, шт / Quantities / Total Value
Все цены указаны в валюте / All prices are indicated in currency:			
Общая стоимость по инвойсу / Invoice total value:			
Страна происхождения / Country of Origin:			
Дополнительная информация и прочие условия: / Additional information and terms:			
TNT НАКЛАДНАЯ / TNT WAYBILL №		Кол-во мест / Number of pieces:	Вес брутто, кг / Gross Weight, kg:
Таможенная процедура: ЭК10		Customs procedure:	EXPORT
Цель экспорта:		Purpose Of export:	
Контрактная поставка		Contract #	
Отправитель гарантирует, что в данной отгрузке нет вложений, которые по своему назначению, могли бы являться товаром военного назначения и товаром двойного применения. Отправитель подтверждает правильность и достоверность представленной информации в коммерческом счете и доверяет таможенному представителю при необходимости внести или дополнить сведения о классификации кода товара по ЕТН ВЭД ТС в коммерческий счет от своего имени. / Shipper guarantees that current shipment does not contain military goods and / or goods of double use. Shipper confirms that the information in commercial-invoice is true and correct and authorizes customs representative to organize simplified customs clearance. Shipper authorizes customs representative to add and/or correct information regarding HS code classification of the goods in commercial-invoice on his behalf, if required.			
Должность / Position:		Подпись/Signature	
ФИО/ Full name:		МН/ Stamp	

We recommend that you fill out your invoice in both Russian and English.

* For complex multifunctional equipment, we recommend that you submit additional technical information to TNT or attach appropriate product catalogues containing detailed specifications and descriptions in order to correctly classify the product code in accordance with the Commodity Classification for Foreign Economic Activity.

** In absence of a foreign trade contract for deliveries involving payment by invoice, a commercial invoice may be used as a contract only if it contains all the mandatory information required for the transaction between the two parties.

*** Please make sure the shipping cost is listed as a separate line in the invoice (if applicable). For consignments to be paid for by the consignee, please specify EXW or FCA delivery terms. EXW or FCA delivery terms are not acceptable when shipment cost is paid by the consignor. Please note that DDP delivery terms are only applicable for exports from Russia.