

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

Assign number and date.

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

Подпись/Signatur  
МП / Stamp

\* 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.