

HOW TO COMPLETE A COMMERCIAL INVOICE



Providing a complete and correct Commercial Invoice is not only a regulatory requirement it is critical to allow for the most efficient customs process. Individual (non-business shippers) should use a "Customs Declaration" - no ABN number or company letter head required

1. Insert company letterhead
2. Full Sender (Collection) Company Name & Address including a complete Contact Name & Contact Phone Number
3. Full Receiver Company Name & Address including a complete Contact Name & Contact Phone Number.
4. Australian Business Number (ABN)
5. Total number of items within each category
6. A Specific Description of Contents categorised by Type - Generic descriptors are not acceptable; that is: "Pens" NOT "Stationery", "Shock Absorbers" NOT "Parts"; "Woollen Jacket" NOT "Clothing", "Camera" NOT "Personal Effects"
7. HS Tariff Code(s). The HS Tariff Code is a mandatory requirement for Non-Document shipments. This is a statutory requirement by Australian Customs. If you require further information please visit: www.austrade.gov.au
8. State (if Australia) or Country of manufacture
9. Value per item in AUD
10. Total value of all items within each category in AUD
11. Insurance value
12. **DDU DDP**
DDP (Deliver Duties Paid) - cost of clearance duties and taxes will be reverted to the Australian shippers TNT account number
DDU (Deliver Duties Unpaid) - cost of clearance duties and taxes will be charged to the receiver (as per TNT's standard Terms and Conditions, if the receiver is not willing to pay then payment will default back to the sender)
13. Freight Consignment Number
14. Reason for sending; eg, "Sales Promotion", "Commercial Sample", "Gift"
15. Full Printed Name of Consignor
16. Signature of Consignor

1 INSERT COMPANY LETTERHEAD

COMMERCIAL INVOICE

Sender Details		Receiver Details	
Company Name:		Company Name:	
Company Address:		Address:	
Company ABN:			
Country:		Country:	
Sender Contact		Receiver Contact	
Name:		Name:	
Telephone:		Telephone:	
Email:		Email:	
Delivery Address	<i>If different from receiver</i>	Delivery Contact	<i>If different from receiver</i>
		Name:	
		Telephone:	

Qty	Full & Clear Description	HS Tariff Code (10 characters)	Australian state or country of Manufacturer (if known)	Unit Value	Currency	Total Value
Total Weight in Kg:			Sub Total			
Is this shipment: DDU or DDP (please circle)			Freight Charges			
			Other Charges (e.g. insurance if applicable)			
			Total Value			

PLEASE NOTE THAT IT IS VERY IMPORTANT TO PROVIDE CUSTOMS WITH A MONEY VALUE. THEY WILL NOT ACCEPT 'NO COMMERCIAL VALUE' OR 'NIL' AS A VALUE

Number of Packages: _____ Consignment #: _____

Reason for Sending: _____

If sending Foodstuffs to the USA, a Prior Notification Number is required. PNN: _____

Shipper Name: _____ Shipper Signature: _____ Date: _____

I HAVE ATTACHED THE ORIGINAL AND THREE COPIES OF THIS CUSTOMS DECLARATION, AS WELL AS ALL RELEVANT EXPORT DOCUMENTATION TO THE CONSIGNMENT NOTE
(PLEASE TICK BOX)

The information supplied in your Commercial Invoice is used by Customs to ensure that your shipment attracts the correct duties and taxes and allows goods to be cleared or alternatively held for inspection. Failure to meet the requirements can cause delay in Customs processing and incorrect duties and taxes charges. It is critical that your Commercial Invoice is accurate and complete. NEVER use a "Pro Forma" declaration - this will lead to clearance complications and shipment delays.