# 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
   - cost of clearance duties and taxes will be reverted to the Australian shippers TNT account number
   - 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
15. Full Printed Name of Consignor
16. Signature of Consignor

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.