



COMMERCIAL INVOICE

HOW TO GUIDE

All XDP customers sending freight to the Channel Islands (Jersey/Guernsey) will need to provide a Commercial Invoice when manifesting freight. It is necessary for you to attach a Commercial Invoice to each parcel in order for us to declare them when exporting.

For Jersey, we are required to provide additional information for them to calculate the Goods and Services Tax.

Without a Commercial Invoice, XDP are unable to send your freight.

Upon Completion forward your Commercial Invoice to channelislands@xdp.co.uk

Preparing Your Invoice

To create your invoice, please fill in the following details.

1. The date of collection.
2. The XDP consignment number.
3. Your company name.
4. All relevant company details (address, contact name, contact number.)
5. Your EORI (Economic Operator Registration & Identification) Number. For more information regarding your EORI Number, please visit <https://www.gov.uk/eori>
6. The name of the company/customer you are sending the item to (the receiver.)
7. All relevant contact details for the receiver (address, contact name, contact number.)
8. The country of export.
9. The destination country.
10. Reason for export (for example, sales, samples, returns.)
11. Number of parcels in the consignment.
12. Total weight of the consignment.
13. Complete a full description of the goods. Please fill this in as accurately as possible, as this is essential for customs. Any poorly described items could be detained for further examination by customs and delay delivery.
14. Number of items for each item added to the description field.
15. Unit value for each item added to the description field.
16. Total invoice value of all units being sent.
17. Currency of the invoice value (for example GBP.)
18. Total number of freight sent per invoice.
19. Total weight of freight sent per invoice.
20. Sign the declaration to declare that all information is true and correct.
21. Provide a printed name and position of the person completing the invoice, and the date the invoice has been completed.