



Everything you need to know about completing a commercial invoice



Why do you need to complete a commercial invoice?

- It is the basis for your customs declaration.
- It clearly describes the goods and their value.
- It helps to determine customs duties to be paid.
- It helps you to avoid any customs delays and deliver your shipment smoothly.
- Without a commercial invoice, you are unable to ship overseas.

INVOICE

The image shows a stylized representation of a commercial invoice form. It features a header with the word "INVOICE" in bold orange text. Below the header, there are several sections represented by blue bars and lines, indicating different parts of the form such as sender and recipient information, a table for item descriptions, and a summary section. The form is presented in a clean, modern layout with a white background and blue accents.

General tips for completing a commercial invoice



You should prepare a commercial invoice in advance of your shipment collection



Be accurate and provide as much detail about the goods that you're exporting



Three signed copies – one original and two copies – are required and should be included with your shipment. Make sure you also keep a copy of the original signed commercial invoice for your own records



When possible, include a harmonized tariff code. This global system of classification speeds up exports, reduces delays and can help you avoid any additional fees or charges

[Find harmonized codes here](#)



Ensure that you have clearly stated your reason for exporting on the document, e.g. gift




You can download a commercial invoice on [UPS.com](#)


[DOWNLOAD](#)

The commercial invoice



Click on the yellow squares  to go through each section of the invoice.



Click on the home button  to go back to the menu.

INVOICE / FACTURE

<p>FROM / EXPÉDITEUR A. From ></p> <p>TaxID/VAT N° / N° de taxe/de TVA : Contact Name / Nom du contact : Address / Adresse</p> <p>Phone / Téléphone :</p>	<p>B. Shipment Details ></p> <p>Waybill# / N° de connaissance : Shipment ID / Code d'envoi :</p> <p>Invoice# / N° de facture : Date / Date : PO# / N° de BC : Terms of Sale (Incoterm) / Conditions de vente (Incoterms) :</p> <p>Reason for Export / Raison de l'exportation :</p>
<p>SHIP TO / DESTINATAIRE C. Ship to ></p> <p>TaxID/VAT N° / N° de taxe/de TVA : Contact Name / Nom du contact : Address / Adresse</p> <p>Phone / Téléphone :</p>	<p>SOLD TO INFORMATION / ACHETEUR D. Sold to Information ></p> <p>TaxID/VAT N° / N° de taxe/de TVA : Contact Name / Nom du contact : Address / Adresse</p> <p>Phone / Téléphone :</p>

Units / Unités	Unit of Measure / Unité de mesure	Description of Goods/Part# / Description des marchandises/N° de pièce	Harm. Code / Code harm.	Country of Origin / Pays d'origine	Unit Value / Valeur unitaire	Total Value / Valeur totale
						E. Package Details >

<p>Additional Comments / Commentaires additionnels : F. Additional Comments ></p> <p>Declaration Statement / Déclaration : G. Declaration Statement ></p> <p>Shipper / Expéditeur : Date / Date :</p>	<p>H. Final cost/value info ></p> <p>Invoice Line Total / Valeur totale de la facture : Discount/Rebate / Rabais/remises : Invoice Subtotal / Sous-total de la facture : Freight / Fret : Insurance / Assurance : Other / Autre : Total Invoice Amount / Montant total de la facture :</p> <p>Total# of Packages / Nombre total de colis : Currency / Devise : Total Weight / Poids total :</p>
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From

FROM / EXPÉDITEUR

A. From >

TaxID/VAT N° / N° de taxe/de TVA :

Contact Name / Nom du contact :

Address / Adresse

Phone / Téléphone :

From

Make sure to include full details, including:

- **Shipper's Tax ID (if applicable)**

(In Canada, this is a business's nine-digit Business Number (BN) issued by the Canada Revenue Agency.)

- **Shipper's contact name**

- **Shipper's address with postal code and country**

- **Shipper's phone number (very important)**



Shipment Details

B. Shipment Details >

Waybill# / N° de connaissance :

Shipment ID / Code d'envoi :

Invoice# / N° de facture :

Date / Date :

PO# / N° de BC :

Terms of Sale (Incoterm) / Conditions de vente (Incoterms) :

Reason for Export / Raison de l'exportation :

Shipment Details

Waybill#. This is the tracking number on your UPS shipping label starting with "1Z". If there is more than one package in your shipment, use the lead or first package's tracking number.

Shipment ID. The shipment ID appears in the upper right corner of your UPS shipping label beside "SHP#:" and is the same for every package in a shipment.

Invoice. Invoice number is assigned by the shopper if applicable.

Date. This should be the date the transaction took place in the seller's records.



Tip. Getting the date of sale / transaction correct is particularly important when goods are being purchased under a letter of credit.

PO. Purchase Order number is assigned by the shipper if applicable.

Terms of Sale. (Incoterm) refers to the billing terms on the invoice. The terms state who (seller or buyer) is responsible for paying various costs - shipping, insurance, import tax and duty charges - and clarify the point at which the goods change ownership.

Reason for export. For example, whether shipment is a sale, a gift, an item for repair, etc. It's particularly important to mention the reason for export.



Ship to

SHIP TO / DESTINATAIRE

TaxID/VAT N° / N° de taxe/de TVA :

Contact Name / Nom du contact :

Address / Adresse

Phone / Téléphone :

C. Ship to >

Ship to

Make sure to include full details, including:

- Recipient's Tax ID (if applicable)
- Recipient's contact name
- Recipient's address with postal code and country
- Recipient's phone number (very important)



Sold to Information

SOLD TO INFORMATION / ACHETEUR	D. Sold to Information >
TaxID/VAT N° / N° de taxe/de TVA :	
Contact Name / Nom du contact :	
Address / Adresse	
Phone / Téléphone :	

Sold to Information

Make sure to include full details, including:

- Sold to party's business Tax ID (if applicable)
- Contact name
- Address with postal code and country
- Phone number (very important)



Package Details

Units / Unités	Unit of Measure / Unité de mesure	Description of Goods/Part# / Description des marchandises/N° de pièce	Harm. Code / Code harm.	Country of Origin / Pays d'origine	Unit Value / Valeur unitaire	Total Value / Valeur totale
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[E. Package
Details >](#)

Package Details

Units. Refers to the quantity of the merchandise, ie. the number of items per description type being sent.

Unit of Measure. Indicate how the items are sold or packaged (e.g. number, cans, bolts, kilograms, metres, litres, etc.).

Description of Goods. This is where you need to provide a detailed description of what items are in the package(s). The detailed descriptions you provide are used by the destination brokerage department to assess and apply the import country's duty and tax on the goods being sent.

The details of the description should include:

• WHAT IT IS

• WHAT MATERIALS IT'S MADE OF

• WHAT THE ITEM IS USED FOR

Harm Code. This is short for Harmonized Tariff Code. If available, include this to assist the clearance of your goods.



Tip. In case you cannot identify the tariff code, that is where a broker can support.



Package Details

Units / Unités	Unit of Measure / Unité de mesure	Description of Goods/Part# / Description des marchandises/N° de pièce	Harm. Code / Code harm.	Country of Origin / Pays d'origine	Unit Value / Valeur unitaire	Total Value / Valeur totale
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[E. Package
Details >](#)

Country of Origin (C/O). This is the country where the goods were manufactured or assembled NOT the country they are being shipped from, e.g., if goods made in Italy are being shipped from the US, the C/O is Italy, not the US.



Tip. Check if your shipment qualifies for preferential agreements which means you might benefit from reduced tariffs.

Units value. Record the value / selling price of each unit. If you have 10 shirts at \$40 each, the unit value is \$40.

Total value. Is the combined value of all units. If you have 10 shirts at \$40 each, the total value is \$400.



Tip. Be precise and include a valuation figure that is accurate to your knowledge. If customs officials at the destination country have reason to believe the valuation of your goods is not correct this can be a reason for them to hold a package for further investigation. It's important to recognize that all materials have an intrinsic value too. For example, even if you are sending a product sample your valuation should at a minimum represent the cost of the materials it took to produce it.



Additional Comments / Commentaires additionnels :

F. Additional Comments >

Additional Comments

Add any other information that could be useful here.



Declaration Statement

Declaration Statement / Déclaration :

G. Declaration
Statement >

Shipper / Expéditeur :

Date / Date :

Declaration Statement

Declaration statement. This may be required on the invoice for commodities that require a licence or licence exception.



Tip. If needed, the purpose for the export should be included here in order to ensure that your goods are considered appropriately during clearance – such as when the goods are not being sold but entering a country temporarily for repair or for an event.

Shipper. Put your title and signature here.

Date. The date you (the shipper) made the statement.



Final cost/value Info

Invoice Line Total / Valeur totale de la facture :

Discount/Rebate / Rabais/remises :

Invoice Subtotal / Sous-total de la facture :

Freight / Fret :

Insurance / Assurance :

Other / Autre :

Total Invoice Amount / Montant total de la facture :

Total# of Packages / Nombre total de colis :

Currency / Devise :

Total Weight / Poids total :

H. Final cost/
value info >

Final cost/value Info

Invoice line total. Is the total value of all contents included in the shipment (excluding packaging).

Discount. Discount / Rebate is any discount or rebate given by the shipper.

Invoice sub-total. It is the total amount after any discount or rebate.

Freight. Is the cost to transport the shipment.

Insurance. Is the amount the shipper or receiver pays to cover the cost of replacing the shipment if it is lost or damaged.

Other. Is for any other charges placed on the shipment by the shipper, e.g. Handling Charge.

Total invoice amount. Is the total after all discounts are taken off and all charges added up.

Total No. of packages. Is the number of packages included in the shipment.

Total weight. Total weight (kg or lbs) is the shipment weight including packaging.

Currency code. Currency code indicates what currency type was used for the value of the listed items (e.g. CAD, USD, EUR, GBP, etc.).





Download a commercial invoice



[More information about UPS Customs Brokerage solutions](#)