



A World of Shipping, Simplified

Your UPS® International How-to Guide



To Do It Right, Rely On UPS

From origin to destination, UPS can streamline your international shipping.

As a worldwide leader in logistics, UPS's tools, resources and integrated global network allow for more efficient processing every day. Be confident that your shipments will arrive when they're needed, wherever they're needed around the world.

This guide will help simplify your international shipping with information about:

- **International shipping forms** — Why you need them, when you need them, and how to fill them out correctly
- **Technology solutions** — Advanced systems that help make international shipping easier than ever before
- **International services** — A review of the worldwide import and export services you can count on for guaranteed door-to-door delivery and customs clearance

International Shipping Forms

Governments worldwide require documentation with every international shipment to monitor and regulate the movement of goods across borders. Today's businesses must navigate these regulations, as well as free trade agreements and varying duty rates. Accurate and complete documentation is critical to keep your shipments moving and avoid costly delays.

UPS can help you determine which forms are required for your specific shipment. You can speed completion by filling out these forms online. And you potentially reduce data-entry errors by saving the finished forms in your history and reusing them, where applicable, for up to 90 days.

Access our comprehensive library of international forms at https://www.ups.com/intl_forms.



Definition and Use of a Document

Before reviewing all of the supporting forms required for international shipping, there is an important factor to consider. When is it essential to include import or export documentation with a shipment, and when is it not required?

It depends on what you're shipping. Generally, international shipping forms are not required to ship documents, while they are required for shipping non-documents.

What is a document? A document is generally defined as a written, typed or printed communication of no commercial value. Various countries define the term "document" differently. To view items considered documents for your import country, please refer to the Country Regulations tool on ups.com/globaladvisor. If you have questions, call the International Customer Service Center at **1-800-782-7892**.

UPS International Customer Service Center
1-800-782-7892 | ups.com

Commercial Invoice

A guide to completing your commercial invoice for the import, export, and customs clearance of goods

As one of the world's largest customs brokers, UPS has created this guide to help ensure fast and efficient customs clearance by breaking down the commercial invoice into easy-to-understand sections.

The commercial invoice (or, in cases where imported goods are not sold into the destination country, the pro forma invoice) is the customs document that you'll use most often when internationally shipping. Required for all non-document shipments, it is one of the primary forms used for importation control, valuation and duty determination.

Supplied by the shipper, the commercial invoice identifies the products being shipped, including a description and value of the goods, as well as shipper information. It may be used by customs authorities to assess applicable duties and taxes.

If you choose not to use UPS Paperless® Invoice, three signed copies — one original and two copies — are required. Place a copy inside your package, or in one package if shipping several. If you use UPS Paperless Invoice, you may be required to produce the actual commercial invoice (the one between the supplier and the purchaser) at a later date, so ensure that you keep an original copy of it.

Always be accurate in your declaration. State as much as you know about the goods being exported. You are responsible for the completeness and accuracy of all information about the shipment and for ensuring that the invoice that you provide (or complete on UPS Paperless Invoice) contains all of the required information for your goods.

Make sure your documentation clearly communicates the reason for your export.

Don't worry if you don't have a Harmonized Tariff (HT) code or Schedule B number at hand. By choosing UPS, we may be able to help you arrive at a decision about the correct HT code for those entries.

Explore this guide and uncover some tips from our top compliance personnel.

The diagram shows a commercial invoice form with the following sections and callouts:

- FROM:** Contact Name (A), Whse/Invt Number (1), Shipment ID (2), Invoice No. (3), Date (4), PO No. (5), Terms of Sale (Incoterms) (6), Reason for Export (7).
- SHIP TO:** Contact Name (C), Tax ID/VAT No. (D), Tax ID/VAT No. (D), Contact Name (D), Phone (D).
- Table:** Units (1), UOM (2), Description of Goods/Part No. (E), Harm. Code (F), C/O (G), Unit Value (H), Total Value (I).
- Additional Comments:** Declaration Statement (J), Invoice Line Total (1), Discount Rebate (2), Invoice Sub-Total (3), Freight (4), Insurance (5), Other (6), Total Invoice Amount (7), Shipper (8), Date (9), Total Number of Packages (10), Total Weight (11), Currency (12).
- Declaration Statement:** Shipper (1), Date (2), Total (M).

Ensure all your packages move smoothly!

UPS CampusShip® shipping system and ups.com shipping submit shipment data to UPS once you select the Ship Now button. WorldShip® shipping system requires end-of-day processing to electronically transmit your shipment details to UPS. In this case, once you have finished processing packages, complete the following steps prior to your pickup:

- 1. Select the Pending Pickup group in the Shipment History window.**
- 2. On the Home tab, select End of Day.**
- 3. Confirm you wish to proceed. WorldShip End of Day reports will print.**

For more information, see <https://www.ups.com/us/en/help-center/technology-support/worldship.page>

Our brokerage knowledge combined with UPS® logistics will help you master exporting and importing.

Find out how to prepare each section of your invoice step-by-step. Ensure that you fully understand the applicable country's invoicing requirements for your good(s), as this document only acts as a guide for some of the primary information that invoices need to contain.

A FROM

Please include full details, including shipper's tax ID, contact name, address with postal code and country, and phone number (very important).

B SHIPMENT DETAILS

1. Waybill number

The waybill number is the tracking number shown on your shipping label (automatically generated when you create your shipment in UPS® shipping systems). If there is more than one package, this should be the lead, or first, tracking number.

2. Shipment ID

The shipment ID is the 11-digit version of the tracking number when using UPS® technology to complete the invoice (i.e., 1Y595012345678901 becomes Shipment ID E5950123456).

3. Invoice number

The invoice number is assigned by the shipper, if applicable.

UPS Paperless Invoice simplifies your paper- work burdens. It allows you to integrate order and shipment processing electronically, and it streamlines the customs clearance process through transmitting information digitally.

Learn more about UPS Paperless Invoice or register at www.ups.com/us/en/services/international-trade/paperless-invoice.page

- Enroll on ups.com
- Allows you to turn on/off by lane or shipment
- Streamlines shipping preparation processes and reduces associated labor costs
- Eliminates redundant data entry, reducing the chance of error
- Minimizes the risk of paperwork getting lost in transit
- Allows for faster shipment processing
- Helps ensure customs values remain confidential when shipping directly to customer
- Decreases need for ink and paper, promoting environmentally friendly workplace practices (Actual commercial invoice subject to government production request, so retain a copy).

4 Date

Not necessarily the date that the shipment is handed to UPS. This should be the date the transaction took place in the seller's records. (The date on the shipping label should show the date the shipment is handed to UPS.)

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

5. Purchase order number

Purchase order number is assigned by the shipper, if applicable.

6. Terms of sale (Incoterms)

Terms of sale (Incoterms) 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. See the Incoterms section at the end of this guide for more information.

7. Reason for export

The shipper will include the reason for export. For example, whether the shipment is a sale, a gift, an item for repair, etc.

C SHIP TO

Please include full details, including Tax ID, contact name, address with postal code and country, and phone number (very important).

D SOLD-TO INFORMATION

Please include full details, including Tax ID, contact name, address with postal code and country, and phone number.

E UNITS/U/M

1. Units

Units refers to the quantity of the merchandise, i.e., the number of individual items per description type being sent.

2. U/M

Abbreviation for Units of Measure, whether the items are listed as individual, bundle, roll, etc.

F DESCRIPTION OF GOODS

This is where you need to provide a detailed description of what items are in the package(s).

The details of the description should include:

- What it is
- What materials it's made of
- What the item is used for
- What the item's serial or part number is, if applicable

For example, an accurate description would be: ½ inch diameter carbide steel drill bit for machining metal, part 123-456. 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.

G HARMONIZED TARIFF CODE OR SCHEDULE B NUMBER

Include this to assist the clearance of your goods. This global system of classification speeds up exports, reduces delays and avoids potential additional fees and charges.

Tip: If you do not know some or all of the Harmonized Tariff codes or Schedule B numbers for the goods in your shipments, UPS representatives may be able to assist.

H COUNTRY OF ORIGIN (CO)

This is the country of manufacture, production, or growth of the imported good, **NOT** the country the goods are being shipped from (e.g., if goods made in Italy are being shipped from Germany, the CO is Italy, not Germany). Generally, work/material added to a good in another country prior to importation must substantially transform the good – i.e., change the good's character/name/use– for that country to become the country of origin. It is important to get the country of origin correct, particularly in today's environment when certain tariffs depend on the country of origin.

I UNIT VALUE/TOTAL VALUE

1. Unit Value

Unit value is the purchase price of the items on a per unit basis. If the items are not shipped pursuant to a sale, enter the value of similar or identical merchandise exported to the destination country around the same time as the shipment on a per unit basis in the currency in which the transactions are made (e.g., 15 shirts at \$10 each, the unit value is \$10).

2. Total Value

Total unit value is the value of all items combined (e.g., 15 shirts at \$10 each have a total value of \$150).

J ADDITIONAL COMMENTS AND INFORMATION REQUIRED BY LAW

Indicate if you filed Electronic Export Information (EEI), or if you wish for UPS to file the EEI on your behalf. See page 8 for more information.

Also add any other information that could be useful here and that is required for your goods by the applicable countries (and is not already included on the invoice). For additional U.S. import invoicing requirements for certain classes of merchandise, see 19 CFR Sec. 141.89.

K DECLARATION STATEMENT, SHIPPER AND DATE

A Declaration Statement could be required on the invoice for commodities that require a license or license exemption. If applicable, provide your export license number and type, ECCN number if required, or exemption if a license is not required.

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.*

1. Shipper

Enter your title and signature here.

2. Date

The date you (the shipper) made the statement.

L FINAL COST/VALUE INFORMATION

1. Invoice line total

Invoice line total is the total value of all contents, excluding packaging, included in the shipment.

2. Discount/Rebate

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

3. Invoice sub-total

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

4. Assists

Enter the value of any goods (e.g., tools, dies, molds, etc.) or services (e.g., engineering and art/design work undertaken

outside of the U.S.) furnished by, or on behalf of, the buyer, for free or at a reduced cost, to the seller for the production of the goods. For more information, please contact your UPS representative.

5. Freight

Freight is the cost to transport the shipment from the foreign port of export to the destination country port of import. Only if known, enter the actual cost of freight.

6. Insurance

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

7. Other

Other is for any other charges placed on the shipment by the shipper (e.g., handling charge).

8. Currency

Currency indicates what currency the values are listed in (e.g., USD, GBP, EUR, etc.).

9. Total invoice amount

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

10. Total number of packages

Total number of packages is the number of packages included in the shipment.

11. Total weight

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

12. Currency

Currency indicates what currency the values are listed in (e.g., USD, GBP, EUR, etc.).

Tip: *Include a valuation figure that is completely 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're sending a product sample, your valuation should at a minimum represent the cost of the materials it took to produce it.*

M CERTIFICATION

This statement certifies that the information provided on the invoice is true and accurate. In addition, a signature (whether in digital form or not) will need to be provided.

Finish your shipment! Be sure to complete your End of Day processing prior to pickup. This will ensure UPS has your package data and minimize delay.



Helpful Tips

Some importing countries require that the commercial invoice be on company letter-head. UPS gives you the ability to choose between:

1. Adding your logo to any commercial invoice completed online;
2. Using an electronic commercial invoice with your logo on it.

Many shipments are held due to an inaccurate description of goods. The description, along with the country of origin and the Harmonized Tariff code, helps brokers verify if they agree with your product's HT classification for import control and duties calculation. By providing a full and accurate description, you can reduce the likelihood that your product will be held in customs, and help ensure correct duties will be calculated. It is equally critical that the shipper provide an accurate value on the commercial invoice. This is generally the selling price to the buyer (or, if there is no sale of the goods, the value of the goods which — at a minimum — equals the cost of the materials and labor which it took to produce the goods. See page 5 for more information on how to value your goods.

The destination control statement is a written statement by the exporter indicating that commodities or technical data are licensed by the United States and that diversion contrary to U.S. law is prohibited. It is automatically added for commercial invoices completed at ups.com. UPS recommends that you record the statement below on all international shipment invoices, as U.S. law requires that commercial invoices covering goods are subject to the EAR (Export Administration Regulations) or the ITAR (International Traffic in Arms Regulations) incorporate this statement:

"These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations."



Certificates of Origin

U.S. Certificate of Origin (CO)

- Some countries require a Certificate of Origin only for certain types of goods. To check if the country where you're shipping requires a Certificate of Origin, please refer to the Country Regulations tool on <https://www.ups.com/globaladvisor> or call the UPS International Customer Service Center at 1-800-782-7892.
- You can use this form to certify that the country of origin of the merchandise being shipped is the United States. The form can only be used for goods that were produced or manufactured in the U.S. Individual countries may have specific rules on U.S. origin qualification, so please check to confirm that your goods qualify.
- Some nations restrict imports from specific countries. Many limit the quantity of goods that are allowed to be imported, or give preference to goods manufactured in certain countries.

TIP: This form requires the authorized signature of the local Chamber of Commerce Secretary and the seal of that organization.

US Certificate of Origin

The undersigned _____
(Owner or Agent)

(Name and Address of Shipper)

declares that the following mentioned goods shipped on _____ on the date _____ consigned to _____

are the product of the United States of America.

MARKS AND NUMBERS	NO OF PKGS, BOXES, OR CASES	WEIGHT IN KILOGRAMS		DESCRIPTION
		GROSS		
Bill of Lading/Air Waybill No. _____				

Sworn to before me
this _____ day of _____ 20____ Signature of Owner or Agent _____

The _____
a recognized Chamber of Commerce under the laws of the State of _____ has examined the manufacturer's
invoice or shipper's affidavit concerning the origin of the merchandise and according to the best of its knowledge and belief, finds that the products
named originated in the United States of North America.
Secretary _____

UPS International Customer Service Center
1-800-782-7892 | [ups.com](https://www.ups.com)

Your Guide to UPS® Services and Transportation Options

UPS Worldwide Express® services

Send urgent international shipments with guaranteed delivery times in one to three business days, including customs clearance.

- **UPS Worldwide Express Plus®:** Guaranteed delivery by 8:30/9:00/11:00 a.m. to major business centers in more than 55 countries and territories.
- **UPS Worldwide Express®:** Guaranteed delivery by 10:30 a.m./12:00 p.m./2:00 p.m. to more than 115 countries and territories.
- **UPS Worldwide Express Freight®:** Guaranteed delivery of your palletized shipments by end of business day to and from more than 65 countries and territories.
- **UPS Worldwide Saver®:** Guaranteed delivery by end of business day to more than 220 countries and territories from the U.S. and Puerto Rico.

UPS Worldwide Expedited®

For less urgent shipments, use our guaranteed customs-cleared day-definite delivery service to more than 220 countries and territories from the U.S. within two to five business days.

Import services

Your overseas suppliers can use UPS's Import Freight Collect, which is billed to you with rates fixed in U.S. dollars, protecting you from currency fluctuations.

UPS Import Control® service allows you to take charge of service selection by initiating shipments from another country, completing the paperwork yourself.

UPS® Standard

Guaranteed ground delivery within two to eight business days to and from the U.S. with coverage of every Canadian province. Coverage also includes all of Mexico, making UPS Standard the industry's only guaranteed ground package service between Mexico and the U.S.

UPS Worldwide Express NA1®

Count on guaranteed overnight delivery by 10:30 a.m. to the U.S. from select European business centers. An early pickup in Europe is required.

UPS 3 Day Select® from Canada

Guaranteed service offered within three business days for shipments originating in Canada to the continental U.S.

UPS Express Critical®

Our fastest shipping service enables customers to send same-day and urgent shipments across the U.S. and to more than 180 countries around the world, typically arriving within 24 hours. Service is available 24 hours a day, 365 days a year.

Freight services

As your business expands globally, your need to send freight shipments can increase. With air, ocean, less-than-truckload (LTL), truckload and critical freight options, UPS can help you determine which freight services best suit your needs.

World Ease®

Consolidate multiple packages into a single shipment to the same country or the European Union. Facilitate customs clearance with one importer of record. This contract service can help companies expand internationally by eliminating warehousing and distribution needs.

UPS Trade Direct®

Improve the efficiency of your international shipments by air, ocean or ground transportation. Accelerate speed to market, reduce handling and storage, and save time by consolidating package and freight shipments to your customers at multiple addresses located in a single destination country.

UPS Returns®

The first industry offering that provides businesses with a returns solution to 145 countries and territories, UPS Returns® services will not only expand the geographic reach of your business, it also will help increase repeat business through a good returns experience for your customers.

Customs Brokerage and STTAS (Sandler & Travis Trade Advisory Services, a UPS Company)

Expect timely and accurate clearances of both your package and freight shipments. From avoiding fines and delays to assistance with managing your global compliance program, UPS can help you simplify your global trade, mitigate costly risks, and take advantage of duty-reducing opportunities such as free trade agreements.

UPS® Technology Solutions

Keep your business working as efficiently as your shipping. No matter how your company is organized, no matter where or how many packages you ship, there's an innovative tool powered by UPS technology that can deliver just what you need to make your day more productive. Our solutions provide a full range of features and flexibility to deliver fast, easy shipment preparation, returns options and 24/7 visibility.

Quantum View Manage® Technology for Importers

This online visibility tool provides a comprehensive view of your inbound and outbound shipping activity. Multiple users within your organization can quickly and easily view, download and share status information from any computer connected to the Internet.

Quantum View Manage technology offers enhanced features specifically for importers to help manage import shipments and compliance. You can access UPS customs brokerage data and clearance document images, facilitate customs clearance, audit entries, archive documents and set email alerts to be notified of duties payments.

ups.com Shipping

Our global, Internet-based shipping application enables you to prepare and send international and domestic small package and freight shipments using a UPS account number or credit card. The ideal choice for occasional shipping needs, ups.com shipping provides fast, efficient shipping and tracking from any computer with Internet access.

UPS CampusShip®

This Web-based shipping system enables multiple users within an organization to process international and domestic small package and freight shipments and perform

other shipping-related tasks from any computer with Internet access. Employees in different locations can easily process and prepare shipping labels from their desktops, while administrators can keep tabs on the entire process with centralized control and visibility.

WorldShip®

Our powerful software is designed for centralized, high-volume shipping environments such as a shipping room or warehouse. You can quickly and accurately process international and domestic small package and freight shipments right from your desktop.

WorldShip technology can process packages as a standalone system, or work with your enterprise system to exchange shipment and order-entry information.

UPS TradeAbility®

Our suite of information-based services helps you manage the movement of goods effectively across international borders. Find Harmonized Tariff codes, landed cost estimates and up-to-date compliance information to more effectively manage your international trade.

UPS Paperless® Invoice

An industry first, UPS Paperless Invoice allows shippers to provide commodity-level detail through electronic data upload to UPS. This service eliminates the need to print, match and attach commercial invoices to shipments. Information is stored electronically, reducing the chance of manual errors when completing customs documents.

Because you may be required to produce the actual commercial invoice (between the supplier and the purchaser) at a later date, ensure that you keep an original copy of the actual commercial invoice (between the buyer and the seller).

Prepayment of Duties and Taxes Online

A new service for consignees of cross-border shipments to prepay duties and taxes online prior to delivery for any package that is cleared by UPS brokerage. This service is available from any export country to 16 destination countries when UPS is the broker. The consignee is alerted via a UPS My Choice® notification or an email that they have a cross-border package on which duties and taxes are owed. In the notification, the consignee is provided a link to an online payment portal. By prepaying duties and taxes online, there is no collection of money required at the time of delivery. The driver will be able to successfully release the package to the consignee on the first delivery attempt if the consignee is available. When consignees pay online, they can change the delivery of the package, including rerouting to a UPS Access Point® Location.



Incoterms (International Commercial Terms)

A required field on the Commercial Invoice is the Terms of Sale, or Incoterms, an abbreviation for International Commercial Terms. They are a set of rules which define the responsibilities of sellers and buyers for the delivery of goods under sales contracts for domestic and international trade. The most commonly used terms for all modes of transportation are:

ExWorks (EXW)

The seller fulfills his obligations by having the goods available for the buyer to pick up at his premises or another named place (i.e., factory, warehouse, etc.). Buyer bears all risks and costs starting when he picks up the products at the seller's location until the products are delivered to his location. Seller has no obligation to load the goods or clear them for export.

Free Carrier (FCA)

The seller delivers the goods export-cleared to the carrier stipulated by the buyer or another party authorized to pick up goods at the seller's premises or another named place. Buyer assumes all risks and costs associated with delivery of goods to final destination including transportation after delivery to carrier and any customs fees to import the product into a foreign country.

Carriage Paid To (CPT)

The seller clears the goods for export and delivers them to the carrier or another person stipulated by the seller at a named place of shipment. Seller is responsible for the transportation costs associated with delivering goods to the named place of destination but is not responsible for procuring insurance.

Carriage and Insurance Paid To (CIP)

The seller clears the goods for export and delivers them to the carrier or another person stipulated by the seller at a named place of shipment. Seller is responsible for the transportation costs associated with delivering goods and procuring minimum insurance coverage to the named place of destination.

Delivered at Terminal (DAT)

The seller clears the goods for export and bears all risks and costs associated with delivering the goods and unloading them at the terminal at the named port or place of

destination. Buyer is responsible for all costs and risks from this point forward including clearing the goods for import at the named country of destination.

Delivered at Place (DAP)

The seller clears the goods for export and bears all risks and costs associated with delivering the goods to the named place of destination not unloaded. Buyer is responsible for all costs and risks associated with unloading the goods and clearing customs to import the goods into the named country of destination.

Delivered Duty Paid (DDP)

The seller bears all risks and costs associated with delivering the goods to the named place of destination ready for unloading and cleared for import.



**Contact your UPS account executive
to learn how we can help.**

**For detailed information:
Visit [ups.com](https://www.ups.com) or call 1 800-782-7892.**