



DHL FREIGHT CUSTOMS SERVICES

HOW TO CREATE A CUSTOMS INVOICE



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This guide can help you with your customs invoice to or from the UK



GENERAL REQUIREMENTS FOR AN INVOICE

It is important that the number of packages, gross weight, buyer name and delivery address on the invoice and transport booking are completely identical. A handwritten invoice or an invoice with corrections is not accepted. Your invoice must always contain this information:

- Delivery address (if different from buyer's address)
- Clear item description, country of origin of the product and HS Codes for each individual product
- Incoterms incl. place of delivery (e.g. DAP London)
- Number of items (if a packing list is not included)
- Summarized net and gross weight per HS Code and country of origin
- Total invoice value, invoice value per item and currency



ARE YOU EXPORTING?

If you export goods to the UK, you must be a registered exporter with the Danish 'Toldstyrelsen' and issue your invoice in English. If the goods – or parts of them – comply with the rules of origin in the [FTA EU-UK](#), you are encouraged to add your statement of origin to the invoice (see the section on REX - Registered Exporter System below). In addition, your invoice must contain the following:

- Name and address of the seller in Denmark and EORI number
- Name and address as well as VAT and EORI number of the buyer in UK



ARE YOU IMPORTING?

When you import goods from the UK, you must register as importer and join '[SKAT's Sikkerhedsstillelsesordning](#)'. In addition to that, the English invoice must contain the following:

- Name and address as well as VAT and EORI number of the seller in UK
- Name, address and EORI number of the buyer in Denmark



POWER OF ATTORNEY

For both import and export to/from Denmark, you must prepare an export declaration and a customs clearance. If you would like DHL Freight to assist your company with this, please fill in and sign [this Power of Attorney](#) and send it to us (the Power of Attorney can be signed digitally in Internet Explorer, Edge or Adobe Reader). This gives us the authority to perform customs-related tasks on behalf of your company.



REX – REGISTERED EXPORTER SYSTEM

When exporting from the EU to UK, you may also want to add a REX declaration to your invoice. This allows you to obtain reduced tariffs or duty-free import of goods in the UK. If the total value of the goods shipped with preferential origin exceeds EUR 6,000, the exporter needs to be registered in the REX system.



FURTHER INFORMATION AND USEFUL LINKS

If you need any further information, our customs experts will be ready to advise and guide you. You can contact our experts at the email address here below (prices for our consulting services can be specified per request).

- Registration in the REX system: [https://toldst.dk/erhverv/...](https://toldst.dk/erhverv/)
- Find the trade tariffs for your products in the UK: <https://www.gov.uk/trade-tariff>