

## DOCUMENTS OF ORIGIN

The purpose of these documents is to show where the goods originated. Therefore, they play an important role in order to establish the taxes and duties to be paid on the goods at the customs. One must find out what type of document exactly is required at the customs in order to be able to benefit from possible reduced tariffs.

1. Consignor	N° xxxxxxxxx	ORIGINAL
	<b>EUROPEAN COMMUNITY</b>	
2. Conesnee	_____	
	<b><u>CERTIFICATE OF ORIGIN</u></b>	
	3. Country of origin	
4. Transport details (optional)	5. Remarks	
6. No of order, marks, numeration, number and nature of the items, goods designation	7. Quantity	
8. The signing authority certifies that the named goods originate from the country indicated in box No 3		
Place and date of issue, name, signature and stamp of the competent authority		

## INVOICE

This is a document that states the amount to be paid for the goods. Sometimes it can serve as a contract of sale. The invoice is necessary for dispatch of the goods at the customs of the country of destination and later as evidence of the purchase.

The following details must be clearly indicated in an invoice:

- The buying and the selling parties, their addresses, telephone numbers, etc.;
- Description of the goods;
- Number of packages shipped and their marks;
- Gross and net weights;
- Quantity (metric and Anglo-Saxon);
- Unit price and total price;
- The Incoterm chosen;
- The currency;
- Place of shipment and destination;
- Name and address of the carrier;
- Means of transport to be used including vessel name if applicable;
- Possible additional costs for account of the importer.

### Checklist for Invoice

- 1 - Does the invoice state the importer's name and address correctly and according to the letter of credit conditions?
- 2 - Are the description of goods, prices and delivery conditions indicated correctly and in compliance with the contract or letter of credit?
- 3 - Does the invoice amount exceed the amount stated in the contract or letter of credit?
- 4 - Are other costs included in addition to those specified in the contract or letter of credit?
- 5 - If it is required that the invoice indicate the costs in detail (insurance and freight), do these costs correspond to those stated in the transport and insurance documents?
- 6 - Do the invoices need to be signed and stamped?
- 7 - Do the invoices need to be certified or legalised?
- 8 - Are the invoice copies marked "Original"?

