



# Export Manual

DPD CLASSIC (by Road) destinations

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## General export information

### EORI number

As a result of new European rules, businesses with establishments in Europe will receive an EORI (Economic Operator Registration Identification) number. The EORI number replaces the current tax reference number of a business.

The EORI number consists of the Dutch tax reference number minus the last three digits. For example NL123456789B01 becomes NL123456789. If the tax reference number consists of less than 9 digits, the EORI number will be supplemented with leading zeros.

### EUR.1 certificate

A EUR.1 certificate is applicable for shipment with a value of € 6.000 or more with a preferential origin. The certificate allows for a zero or reduced duty levy upon the import of designated goods originating from EFTA or EU countries.

The consignor is responsible for issuing the EUR.1 certificate. It's not possible for DPD to provide this service. It's important that the certificate is stamped by customs. A shipment will be stopped at the border in case there are no stamps on the certificate.

EUR.1 certificate

### Invoice

There should be three original invoices present on a shipment. The invoice has to be issued in English, German or French. Invoices that are issued in Dutch are not accepted.

In case a shipment contains more than one parcel the invoices and Customs declarations (EAD, customs documents) should only be put onto the first parcel.

If the invoices and customs declarations are put onto each parcel within the shipment they will be handled as separate shipments. As a result the consignee will have to pay duties and / or taxes for each parcel within the shipment.

The list below, with required invoice information, covers the general requirements. Please consult the country information in this document for more detailed information.

- The name and complete address of the consignor.
- The name and complete address (incl. phone number) of the consignee.
- A number and date of issue of the invoice.
- PID (Personal ID) or VAT number.<sup>1</sup>
- EORI number from the consignor.
- A clear description of each article in the shipment.
- A commodity code per article.
- The gross and net weight of the shipment.<sup>2</sup>
- Mention of amount per article.
- Mention of value per article and a total amount for the total shipment.
- Currency indication.
- Mention of country of origin or declaration of origin.
- The parcel numbers of each parcel within the shipment.

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<sup>1</sup> The mention of the PID number for private consignees, or VAT number for businesses, is only applicable for shipments to Norway.

<sup>2</sup> The weight is used for issuing export declarations and to calculate the amount duties that have to be paid when importing into Switzerland. If no weight is mentioned on the invoice it could lead to delays.

Shipments containing goods that have been repaired are subject to additional rules. It's important that the following information is mentioned on the invoice:

- The value of the product.
- The value of repair work done (amount of hours with tariff per hour).
- The value of the parts that have been used in the repair.

### **Customs offices**

If EAD's are issued an indication has to be given which customs office will be used as a point of passage or exit. Below is a list of customs offices used by DPD. The name of the office is mentioned first followed by the office code.

Offices of exit for a declaration:

- Bosnia (via Croatia)  
CI Bajakova, HR070319
- Iceland (via Sweden)  
Malmö Tullverket, SE000050
- Norway (via Oirschot)  
Rotterdam haven / Kantoor Maasvlakte, NL000396
- Serbia (via Croatia)  
CI Tovarnik, HR070327
- Switzerland (via France)  
St. Louis Autoroute, FR004050

Offices of transit for a transit (T1) document:

- Norway  
Svinesund Tullverket, SE603340
- Serbia  
RPG Bajakova, HR070319
- Switzerland  
Rheinfelden AB, CH001921

Offices of destination for a transit (T1) document:

- Norway  
Oslo Helsingfors Simpl. Proc. GDO, NO365001
- Serbia  
CI Terminal Beograd, RS011568
- Switzerland  
Pratteln, CH001731

## **Incoterms**

The incoterms provide information about the delivery conditions used to deliver a shipment. The standard incoterm used by DPD is DAP (Delivered at Place) Cleared. By using this incoterm the consignor pays the handling charges and the duties and / or taxes are paid by the consignee.

It's important that the final destination is mentioned with the incoterm. Without the final destination mentioned the incoterm will not be considered valid.

In case the consignee refuses to pay these charges they will be charged to the consignor.

## **Preferential origin**

If the items in a shipment are of preferential origin (EU or EFTA origin) they are applicable for a zero or reduced duty levy upon import.

In order to take advantage of this agreement a declaration of origin has to be mentioned on the invoice.

The below declarations of origin have to be mentioned literally on the invoice. Any deviation will result in a rejection from customs and the consignee will be liable for the full amount of duties.

It's also important that the declarations are not hand-written on the invoice or added on a separate piece of paper. Customs will reject such declarations.

### **German**

*Der Ausführer der Waren, auf die sich dieses Handelspapier bezieht, erklärt, daß diese Waren soweit nicht anders angegeben, präferenzbegünstigte (country of production) ursprungswaren sind.*

### **English**

*The exporter of the products, covered by this document, declares that, except where otherwise clearly indicated, these products are of (country of production) preferential origin.*

## **Country of origin**

In case the items in the shipment don't have a preferential origin, the country of origin should be mentioned. The country of origin is the country where the items have been produced. It's not the country where the goods have been sent from.

For example, if the items are produced in China it should be mentioned on the invoice as "Made in China" or "COO (Country of Origin) China".

In case there are items from several countries of origin the country of origin has to be mentioned per item. It is not allowed to mention an enumeration of the countries on the invoice.

## Export within the European Union

Shipments with a destination within the European Union do not have to be accompanied by invoices (a few exceptions apply).

### EU Countries

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, Germany, Hungary, Ireland, Italy, Latvia Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden and the United Kingdom.

There are a few exceptions within the EU which do require an invoice:

- Madeira & Azores (Portuguese islands, postal code 9000 to 9499 and 9500 to 9900).  
Three original invoices with the phone number of the consignee.
- Canary Islands (Spanish islands, postal code 35000 to 35999 and 38000 to 38999)  
Three original invoices with the phone number of the consignee and the country of origin of the goods. It is obligatory to mention the VAT number (business consignee) or ID number (private consignee) on the invoice.
- Ceuta & Melilla (Spanish territory in Africa, postal code 51000 to 51999 and 52000 to 52999)  
Three original invoices with the phone number of the consignee.
- Campione D'Italia, Livigno, San Marino & Vatican City (Italy)  
Three original invoices with the phone number of the consignee.
- Busingen (Germany, postal code 78266)  
Three original invoices with the phone number of the consignee.
- Helgoland (Germany, postal code 27998)  
Three original invoices with the phone number of the consignee.
- Mont Athos (Greece)  
Three original invoices with the phone number of the consignee.
- Åland Eilanden (Finland, Postal code 2200 to 2299)  
Three original invoices with the phone number of the consignee.

## General export information Bosnia and Serbia

### Customs handling

The customs handling for Bosnia and Serbia is done in Croatia.

The customs office of passage / exit for Bosnia is CI Slavonski Brod, HR070246 and for Serbia it's CI Tovarnik, HR070327.

### Document shipments

It's not possible to send document shipments through the road service to Bosnia or Serbia.

### Restrictions

It is not possible to send the following goods through the DPD network:

- Animal food
- Plants
- Foodstuff
- Alcoholic drinks

### Incoterms

Shipments to Bosnia and Serbia can only be sent under the incoterm DAP within the DPD network.

### Kosovo

It's not possible to print a label for Kosovo within delisprint. Parcels for this destination will have to be routed under Serbia (RS). The main destination for Kosovo is Pristina



## Bosnia (BA)

### Invoice

Three original invoices (pro-forma or commercial) have to be included with the shipment. A zero value invoice is not allowed. The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee.
- A number and date of issue of the invoice.
- EORI number from the consignor (obligatory for values below € 1.000).
- Company stamp and signature with name in block letters.
- The parcel numbers of each parcel in the shipment
- A clear description of each article.
- A commodity code per article.
- An amount reference per article.
- A value per article and the total value for the entire shipment.
- Currency information.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin
- Incoterm: **DAP only**. The final destination of the shipment has to be mentioned.
- Shipments with a value of € 1.000 or more have to be accompanied by a customs declaration.
- Shipments with a value of € 6.000 or more have to be accompanied by a customs declaration and a EUR.1 certificate if preference is applied for. This certificate has to be issued by the consignor. DPD does not provide this service.

### Supplement pro-forma invoice

- The information on the pro-forma invoice should be the same as the information on a commercial invoice.
- It should be clearly mentioned on the invoice that no payment is required for the shipment.
- A zero-value invoice is not allowed. Each item on the invoice should have a mention of value.
- In case discounts are mentioned on the invoice the contract(s) containing the agreements to these discounts have to be included with the shipment (customs accepts discounts up to 6%). In case the contract(s) can't be included with the shipment a commercial invoice should be used without mention of the discount.

### Restrictions

It is not possible to send (animal) foodstuffs and / or alcoholic drinks through the DPD network.

The destinations Montenegro and Kosovo cannot be sent through the DPD CLASSIC (by road) network. Only the DPD Express Service is available for these destinations.

### Clothing

It's important to provide a statistical number for shipments containing clothing. In case a statistical number is not available the invoice should contain at minimum the below details:

- Production process (knitted or other)
- Composition of the fabric (i.e. 100% cotton)
- Type of clothing (male, female or children's)

## Iceland (IS)

### Invoice

Three original invoices (pro-forma or commercial) have to be included with the shipment. A zero value invoice is not allowed. The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee.
- An issue date of the invoice and invoice number.
- EORI number from the consignor (obligatory for values below € 1.000).
- The parcel numbers of each parcel in the shipment
- A clear description of each article.
- A commodity code per article.
- An amount reference per article.
- A value per article and the total value for the entire shipment.
- Currency information.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin
- Incoterm: every incoterm, as mentioned in DPD Shipper, can be chosen for this destination. The place of delivery has to be mentioned in combination with the incoterm.
  - DAP cleared (Delivered at Place), the handling charges are paid by the sender, the duties and taxes are paid by the receiver.
  - DDP (Delivered Duty Paid including duties, excluding taxes), the duties are paid by the sender, the taxes paid by the receiver.
  - DDP (Delivered Duty Paid/DAP DP), the duties and taxes are paid by the sender.
  - Af fabriek (EXW), only possible for collection requests.
  - DAP (Delivered at Place/DAP NP, only applicable for the UK), the handling charges, duties and taxes are billed to the receiver.
  - DDP (Delivered Duty Paid/DAP DP, only applicable for the UK), the duties and taxes are paid by the sender.
- Shipments with a value of € 1.000 or more have to be accompanied by a customs declaration.
- Shipments with a value of € 6.000 or more have to be accompanied by a customs declaration and a EUR.1 certificate if preference is applied for. This certificate has to be issued by the consignor. DPD does not provide this service.

### Restrictions

Shipments containing the following items cannot be shipped:

- Movies / videos for commercial use
- Medicines for private consignees
- Non-perishable foodstuff
- Private goods
- Tobacco

### Biological products

Biological products can only be sent with a commercial invoice. On the invoice it has to be stated that the items are for testing or scientific purposes.

## **Clothing**

It's important to provide a statistical number for shipments containing clothing. In case a statistical number is not available the invoice should contain at minimum the below details:

- Production process (knitted or other).
- Composition of the fabric (i.e. 100% cotton).
- Type of clothing (male, female or children's).

## **Printed matter**

Shipments containing brochures, books, magazines, manuals, annual reports have to be accompanied by an invoice if the value is € 15 or more.

### **Postal boxes / Private consignees**

DPD cannot deliver to postal boxes or private consignees.

## **Textile samples**

Textile samples (semi or final product) have to be made unusable for sale.

## Liechtenstein (LI)

### Invoice

Three original invoices (pro-forma or commercial) have to be included with the shipment. A zero value invoice is not allowed. The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee.
- An issue date of the invoice and invoice number.
- EORI number from the consignor.
- The parcel numbers of each parcel in the shipment
- A clear description of each article.
- A commodity code per article (not obligatory, but recommended).
- An amount reference per article.
- A value per article and the total value for the entire shipment.
- Currency indication.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin
- Incoterm: every incoterm, as mentioned in DPD Shipper, can be chosen for this destination. The place of delivery has to be mentioned in combination with the incoterm.
  - DAP cleared (Delivered at Place), the handling charges are paid by the sender, the duties and taxes are paid by the receiver.
  - DDP (Delivered Duty Paid including duties, excluding taxes), the duties are paid by the sender, the taxes paid by the receiver.
  - DDP (Delivered Duty Paid/DAP DP), the duties and taxes are paid by the sender.
  - Af fabriek (EXW), only possible for collection requests.
  - DAP (Delivered at Place/DAP NP, only applicable for the UK), the handling charges, duties and taxes are billed to the receiver.
  - DDP (Delivered Duty Paid/DAP DP, only applicable for the UK), the duties and taxes are paid by the sender.
- Shipments with a value of € 1.000 or more have to be accompanied by a customs declaration.
- Shipments with a value of € 6.000 or more have to be accompanied by a customs declaration and a EUR.1 certificate if preference is applied for. This certificate has to be issued by the consignor. DPD does not provide this service.

### Restrictions

It's not possible to ship to private consignees.

### Alcohol

The consignee needs to be in possession of an import permit for the following shipments:

- Shipments containing wine in bottles of 1 litre or more of which the total shipment weight is 20 kilos or more.
- Shipments containing cognac, whisky, gin or brandy with an alcohol percentage of 75% or more.

## **Clothing**

It's important to provide a statistical number for shipments containing clothing. In case a statistical number is not available the invoice should contain at minimum the below details:

- Production process ( / knitted or other)
- Composition of the fabric (i.e. 100% cotton)
- Type of clothing (male, female or children's)

## **Cosmetics, chemicals, medicines & pharmaceutical products**

On the invoice it should be mentioned if the items contain antibiotics or alcohol. In case the item contains alcohol the type and percentage must be mentioned.

## **Data carriers**

Shipments containing CD's, DVD's, and USB sticks and so on must have a separate mention of the value of the carrier and the value of the data on the carrier on the invoice.

## **Printed matters**

Shipments containing brochures, newspapers, magazines, annual reports and so on should be accompanied by an invoice if the weight of the shipment is over 1 kilo.

## **Films / video and audio**

On the invoice the following details have to be specified:

- The title
- A short description of the content
- The length of the film / video
- Reason for import

An import permit is required for 16 and 35mm movies.

## **Leather goods**

The Latin name of the animal, from which the leather is coming from, has to be mentioned on the invoice.

## **Medicines / pharmaceutical products**

The consignee must be in the possession of an import license.

On the invoice must be mentioned if the items contain antibiotics or alcohol. In case the item contains alcohol the type and percentage must be mentioned.

## **Postal boxes**

DPD cannot deliver to postal boxes.

## **Software**

On the invoice must be stated if it is an update or a full program.

## **Textile**

The following details should be mentioned on the invoice:

- Composition
- Way of manufacturing
- Price per piece of textile

## Norway (NO)

### Invoice

Three original invoices (commercial only, pro forma not allowed) have to be included with the shipment. A zero value invoice is not allowed. The invoice (printed on company paper) should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee.
- An issue date of the invoice and invoice number.
- EORI number from the consignor.
- The parcel numbers of each parcel in the shipment
- A clear description of each article.
- A commodity code per article (obligatory for values below € 1.000).
- An amount reference per article.
- A value per item and the total value for the entire shipment.
- Currency information.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin
- Incoterm: every incoterm, as mentioned in DPD Shipper, can be chosen for this destination. The place of delivery has to be mentioned in combination with the incoterm.
  - DAP cleared (Delivered at Place), the handling charges are paid by the sender, the duties and taxes are paid by the receiver.
  - DDP (Delivered Duty Paid including duties, excluding taxes), the duties are paid by the sender, the taxes paid by the receiver.
  - DDP (Delivered Duty Paid/DAP DP), the duties and taxes are paid by the sender.
  - Af fabriek (EXW), only possible for collection requests.
  - DAP (Delivered at Place/DAP NP, only applicable for the UK), the handling charges, duties and taxes are billed to the receiver.
  - DDP (Delivered Duty Paid/DAP DP, only applicable for the UK), the duties and taxes are paid by the sender.
- Shipments with a value of € 1.000 or more have to be accompanied by a customs declaration.
- Shipments with a value of € 6.000 or more have to be accompanied by a customs declaration and a EUR.1 certificate if preference is applied for. This certificate has to be issued by the consignor. DPD does not provide this service.

### Clothing

It's important to provide a statistical number for shipments containing clothing. In case a statistical number is not available the invoice should contain at minimum the below details:

- Production process (knitted or other)
- Composition of the fabric (i.e. 100% cotton)
- Type of clothing (male, female or children's)

### VAT & PID number

The PID (Personal ID) number should be mentioned on the invoice when a shipment is destined for a private consignee and has a value of 1.000 NOK or more. The only exception to this rule is for shipments containing books. A PID has to be mentioned on the invoice for such shipments regardless of the value.

In case the invoice value is below 1.000 NOK (approx. 118 Euro), is addressed to a private individual and does not contain books it is not necessary to mention the PID on the invoice.

In case of a corporate consignee, the VAT number should be mentioned on the invoice.

### **Printed matters**

Shipments containing brochures, newspapers, magazines, annual reports and so on have to be accompanied by an invoice.

### **Invoice address / Postal Boxes**

Only invoice addresses within Norway are accepted. DPD cannot deliver to postal boxes.

### **Forbidden goods**

The below list contains goods that can't be shipped to Norway due to limitations from the Norwegian network.

- Alcohol
- Ammunition
- Antiques
- Artwork
- Banknotes, bearer bonds, checks and money orders
- Counterfeit products
- Credit cards
- Dangerous goods
- Drugs
- Dry-ice
- Endangered species (as defined by the CITES agreement)
- Foodstuff for human consumption
- Health food and vitamins
- Human remains
- Identity cards
- Live and dead animals
- Money (bills and coins)
- Passports
- Personal effects
- Pharmaceuticals and medicine
- Phone cards
- Plants, flowers and seeds
- Precious metals
- Precious stones
- Tobacco
- Weapons and parts of weapons (including fighting weapons)



## Serbia (RS)

### Invoice

Three original invoices (pro-forma or commercial) have to be included with the shipment. A zero value invoice is not allowed. The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee.
- An issue date of the invoice and invoice number.
- EORI number from the consignor (obligatory for values below € 1.000).
- Company stamp and signature with name in block letters.
- The parcel numbers of each parcel in the shipment
- A clear description of each article.
- A commodity code per article.
- An amount reference per article.
- A value per article and the total value for the entire shipment.
- Currency indication.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin
- Incoterm: **DAP only**. If another incoterm is applicable it has to be clearly mentioned on the invoice. It's mandatory to mention the final destination with each incoterm.
- Shipments with a value of € 1.000 or more have to be accompanied by a customs declaration.
- Shipments with a value of € 6.000 or more have to be accompanied by a customs declaration and a EUR.1 certificate if preference is applied for. This certificate has to be issued by the consignor. DPD does not provide this service.

### Supplement pro-forma invoice

- The information on the pro-forma invoice should be the same as the information on a commercial invoice.
- It should be clearly mentioned on the invoice that no payment is required for the shipment.
- A zero-value invoice is not allowed. Each item on the invoice should have a mention of value.
- In case discounts are mentioned on the invoice the contracts containing the agreements to these discounts have to be included with the shipment. In case the contract(s) can't be included with the shipment a commercial invoice should be used without mention of the discount.

### Clothing

It's important to provide a statistical number for shipments containing clothing. In case a statistical number is not available the invoice should contain at minimum the below details:

- Production process ( / knitted or other)
- Composition of the fabric (i.e. 100% cotton)
- Type of clothing (male, female or children's)

## **Restrictions**

It's not possible to ship to private consignees or to ship the following items through the DPD network:

- Alcohol
- Chemicals
- Cosmetics
- Jewellery
- Medicines without prescription
- Non-perishable foodstuff
- Political material
- Sample shipments to private consignees
- Stamps
- X-Rays

## **Postal boxes**

DPD cannot deliver to postal boxes.

## Ukraine (UA)

### Invoice

Four original invoices (pro-forma or commercial) have to be included with the shipment. A zero value invoice is not allowed. The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee, including vat number in case of 2B receiver.
- An issue date of the invoice and invoice number.
- EORI number from the consignor.
- Company stamp and signature with name in block letters.
- The parcel numbers of each parcel in the shipment
- A clear description of each article in English
- A commodity code per article.
- An amount reference per article.
- A value per article and the total value for the entire shipment.
- Currency indication.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin-certificate of origin/EUR1.
- Incoterm: **DAP only**. It's mandatory to mention the final destination with the incoterm.
- All shipments, regardless the value, have to be accompanied by a customs declaration(EAD).
- Add following line to invoice to declare goods are not intended for military use:  
« *I confirm the goods are NOT military goods* »

### Returns

- As soon as parcel is import customs cleared in UA there is no possibility for return.
- Parcels that have not been import customs cleared in UA – Ukrainian legislation stipulates that all un-cleared parcels must be returned within 30 days (of arrival in Ukraine) to the origin depot
- To return a parcel back to the EU, the sender (from EU) has to provide various kinds of documents (for example: POA, EX-A, proof of export) to ACP. ACP will try to re-import the goods into the EU with relief from duties/taxes, but if this is not possible, sender from EU will have to pay import duties again.
- Sending depot will be charged for both costs of return transport (via ICS), customs clearance and import duties (re-import into EU)

### Restrictions

- Alcohol, alcoholic beverages
- Any shipment whose recipients appear in the applicable versions of Appendix I of EC anti-terror directives 2580/2001 and 881/2002 or other sanctions lists
- Excise bands
- Excise products
- Firearms or parts of firearms and ammunition as defined by firearms legislation of EU, incl. replicas and / or ASG (air soft gun)
- Hazardous goods (also in limited quantities)
- Human or animal remains, body parts or organs
- Ivory, other products listed in CITES convention

- Leather
- Living or dead animals
- Medical waste, medical or biological specimens
- Medicaments (unless they are shipped under the terms of a special agreement), drugs, narcotics
- Military goods or dual use goods as defined by legislation of EU and / or each EU member country
- Money and any equivalent of money; cash; securities; credit, cheque or debit cards, telephone cards or comparable forms of payment
- Parcels which could cause damage to persons or property
- Perishable goods,
- Plants
- Pornographic materials of any kind
- Precious metals, jewellery, precious stones, real pearls, furs, carpets, watches, antiques, art objects (paintings, sculptures etc.)
- Shipment whose contents or external appearance infringes statutory regulations;
- Tobacco, cigarettes
- Vouchers and admission tickets
- Food and products with thermoregulations

#### **Postal boxes**

DPD cannot deliver to postal boxes.

## United Kingdom (GB)

### Shipping options

There are two options for shipping to the United Kingdom. A consolidated (palletised) option, and the regular loose parcel option. The consolidated option is subject to a number of conditions. You can request these conditions from your account manager.

### Invoice

For consolidated (bulk) shipments an invoice is required. For loose parcel shipments no invoice has to be physical attached to the shipment. However, an original invoice should be available for DPD in case of customs checks. A zero value invoice is not allowed for loose parcel shipments.

The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address (incl. phone number) of the consignee.
- An issue date of the invoice and invoice number.
- EORI number from the consignor.
- EORI number / VAT number of the consignee (private individuals excluded)
- A clear description of each article.
- A commodity code per article.
- The gross and net weight of the parcel.
- The amount of articles.
- A value per article and the total value for the entire shipment.
- Currency information.
- Country of origin or declaration of origin.
- Incoterm: every incoterm, as mentioned in DPD Shipper, can be chosen for this destination. The place of delivery has to be mentioned in combination with the incoterm.
  - DAP (Delivered at Place/DAP NP), the handling charges, duties and taxes are billed to the receiver.
  - DDP (Delivered Duty Paid/DAP DP), the duties and taxes are paid by the sender.
- The parcel numbers of the shipment.

### Invoice address

Only invoice addresses within United Kingdom are accepted.

### Postal Boxes

Delivery to postal boxes is not possible.

### Forbidden goods

The below list contains goods that can't be shipped to the United Kingdom due to limitations from the DPD network.

- Alcohol
- Ammunition
- Antiques
- Artwork
- Banknotes, bearer bonds, checks and money orders
- Counterfeit products
- Credit cards
- Dangerous goods

- Drugs
- Dry-ice
- Endangered species (as defined by the CITES agreement)
- Foodstuff (any item meant for human or animal consumption)
- Health food and vitamins
- Human remains
- Identity cards
- Live and dead animals
- Money (bills and coins)
- Passports
- Personal effects
- Pharmaceuticals and medicine
- Phone cards
- Plants, flowers and seeds
- Precious metals
- Precious stones
- Tobacco
- Weapons and parts of weapons (including fighting weapons)

## Switzerland (CH)

### Invoice

Three original invoices (pro-forma or commercial) have to be included with the shipment. A zero value invoice is not allowed. The invoice should contain the following information:

- The name and full address of the consignor.
- The name and full address of the consignee.
- Company stamp and signature with name in block letters. A signature is obligatory if a declaration of origin is present on the invoice. Without a signature the declaration of origin is not valid and the full amount of duties will be levied.
- An issue date of the invoice and invoice number.
- EORI number from the consignor.
- UID number of the importer / fiscal representative and the UID number of the final Swiss receiver with the highest gross weight in the shipment in case of a consolidated customs clearance.
- The parcel numbers of each parcel in the shipment
- A clear description of each article.
- A commodity code per article.
- An amount reference per article.
- A value per article and the total value for the entire shipment.
- Currency information.
- The gross and net weight of the shipment
- Indication of country of origin or declaration of origin (**the abbreviations EG and EC are not allowed**).
- Incoterm: every incoterm (with the exception of DAP), as mentioned in DPD Shipper, can be chosen for this destination. The place of delivery has to be mentioned in combination with the incoterm.
  - DAP cleared (Delivered at Place), the handling charges are paid by the sender, the duties and taxes are paid by the receiver.
  - DDP (Delivered Duty Paid including duties, excluding taxes), the duties are paid by the sender, the taxes paid by the receiver.
  - DDP (Delivered Duty Paid/DAP DP), the duties and taxes are paid by the sender.
  - Ex works (EXW), only possible for collection requests.
  - DAP (Delivered at Place/DAP NP, only applicable for the UK), the handling charges, duties and taxes are billed to the receiver.
  - DDP (Delivered Duty Paid/DAP DP, only applicable for the UK), the duties and taxes are paid by the sender.
- Shipments with a value of € 1.000 or more have to be accompanied by a customs declaration.
- Shipments with a value of € 6.000 or more have to be accompanied by a customs declaration and a EUR.1 certificate if preference is applied for. This certificate has to be issued by the consignor. DPD does not provide this service.
- Shipments with destination Samnaun, postal code 7563, are routed through Austria.

## **Beer (samples)**

Beer (samples) are allowed up to a maximum value of 50 CHF

In case a shipment contains beer (samples) the following information should be stated in the invoice:

- Name of the beer
- Percentage alcohol
- Type of packaging (glass, aluminium or any other kind)
- The amount of centilitres or litres

## **Champagne**

It is not possible to send Champagne to Switzerland.

## **Wine**

In case the importer is a wine trader, the number of his import license should be mentioned on the invoice. This number is needed for the customs clearance.

On the invoice the following information should be stated:

- Name of the wine
- Year
- Colour (red or white)
- Percentage of alcohol
- Number of bottles
- Type of bottle (50cl, 75cl or any other kind)
- The amount of centilitres or litres

The import duties are 50 CHF per 100 kg gross weight. The VAT is 8%. There are no limits on the amount of wine that can be imported.

## **Other importers**

In case the importer isn't a wine trader they do not need to have an import license.

On the invoice the following information should be stated:

- Colour (red or white)
- Percentage of alcohol
- Number of bottles
- Type of bottle (50cl, 75cl or any other kind)
- The amount of litres

The duties are calculated on the quantity of litres that is imported. The duties for white wine are 3.00 CHF per litre and 2.45 CHF per litre for red wine. The Swiss VAT is 8%.

There's a limit to the maximum amount of wine that can be imported. One shipment (one exporter = one importer) is allowed to import a maximum of 20 kg net weight. In the event of going over the limit an import license will be needed (the importer will be marked as a wine trader).

## **Clothing**

It's important to provide a statistical number for shipments containing clothing. In case a statistical number is not available the invoice should contain at minimum the below details:



- Production process ( / knitted or other)
- Composition of the fabric (i.e. 100% cotton)
- Type of clothing (male, female or children's)

### **Software**

On the invoice must be stated if it is an update or a full program.

### **Invoice address**

Invoice addresses are only allowed within Switzerland as a result of Swiss fiscal laws. It's not possible to use an invoice address outside of Switzerland.

### **Films / video and audio**

On the invoice the following details have to be specified:

- The title
- A short description of the content
- The length of the film / video
- The reason for import

### **Leather items**

The consignee must be in possession of an import license. The Latin name of the animal, from which the leather is coming from, has to be mentioned on the invoice.

A CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) license is obligatory for all endangered species.

### **Postal boxes**

DPD cannot deliver to postal boxes.

### **Phone number**

It's obligatory to mention the phone number of the consignee on the invoice.

### **Textile samples**

The following details should be mentioned on the invoice:

- Composition of the fabric
- Way of manufacturing (woven or knotted)
- The weight

## **UID (Unternehmens Identifikationsnummer)**

As of the 1<sup>st</sup> of January 2016 the rules for a consolidated customs clearance will change.

As of this date it will become obligatory for all shipments with a consolidated customs clearance to have the UID (Unternehmens Identifikationsnummer) number mentioned for all Swiss receivers. The UID number for the importer / fiscal representative and the final receiver will both have to be mentioned.

Swiss customs will use the UID number to identify Swiss companies during the customs clearance process. The UID number is only applicable for Swiss companies and not for private individuals. In case the final consignee is a private individual, a dummy UID will be used during the customs clearance process.

To avoid delays at the border it is obligatory to mention the UID number from the importer / fiscal representative and the final consignee with the highest gross weight of said shipment on either the invoice or in the pre-advice sent by e-mail.

In short, the following rules will be applied:

- If the final consignee, with the highest grossest weight, is a Swiss company it is obligatory to provide the address details and UID.
- If the final consignee, with the highest grossest weight, is a private individual only the address details will have to be provided. A dummy UID will be used during the customs clearance process.

In order to check if an UID number exists or is correct the following webpage can be used:

<https://www.uid.admin.ch/Search.aspx>