

**Best Practice - Import**

*Always request Country of Origin and Commodity Code at time of order.*

**Information Required to Process a Customs Entry**

**Invoice with following details**

* Importer and Exporter details,
* Goods description and quantity
* Value and currency
* Origin of Goods
* Incoterm
* Mode of Transport
* Commodity Code

**Shipping Instructions Note with Following Details**

* Packing and weights (must include net weight)
* Country of despatch
* Port and expected date of arrival
* Freight and Insurance charges
* Reason for Import e.g. home use
* Details of transport – name of ship, vehicle registration or flight number
* Licence or Certification details if required
* Details of any duty reductions – preferential rates, quota rates or customs procedure relief.
* Freight Forwarder Details