

Export Guidelines for International Parcel Dispatch

In our globalized world it is necessary to send shipment to places worldwide. With our **Export Guidelines** we offer you help on how make sure your international shipments reach their destination without any troubles. If you follow these guidelines for export shipping your parcels abroad is just as easy as shipping them domestically.



Export Guidelines for International Parcel Dispatch

Parcel transportation in all important markets and business centers of Europe and the World, within regular delivery times, depending on the destination within 2 to 4 days, with the reliability you are accustomed to from our national services. Standards such as continuous parcel tracking and status information over the Internet or telephone are also ensured in our international consignments. Make sure to thoroughly read our **Export Guidelines**.

Shipping documents

For dispatching goods in the states of the European Community no customs papers are necessary. Exceptions are air freight shipments to Greece, Cyprus, and Malta. Furthermore, you need special shipping documents for EU-freezones (e.g. Canary Islands, Channel Islands, ...) and for the export to states with their own customs jurisdiction (e.g. Gibraltar, San Marino, Andorra etc.). Here special dispatch papers are necessary. For detailed information please visit the section on "export documents" or download the [export checklist](#). Of course, you can also contact your [nearest depot](#) or send us an [email](#).

Goods excluded from transport

Please check our [General Terms and Conditions](#) for information about goods excluded from the transport with GLS.

Export guidelines for parcel dispatch to EFTA-States and third countries – Export Documents

Commercial Invoice

Please ensure that the commercial invoice (for EFTA-States and third countries) is attached to each shipment on original business paper in triple duplicate. In order to guarantee a smooth customs clearance, please follow our **Export Guidelines** and make sure the following information is included on the commercial invoice:

- Name and address of the sender
- Name and address of the recipient including telephone number
- Delivery address, if this deviates from the invoice address
- Invoice date, number and place
- Description and quantity of goods with the pertinent customs tariff number and respective value
- Value of goods (with indication of currency)
- Delivery terms
- GLS parcel number(s)
- Weight (gross/net)
- Country of origin/declaration of origin
- Company stamp and signature
- Only for Global Business-Parcel: the invoice is to be provided in fourfold duplicate.

Pro forma invoice

A [pro forma invoice \(pdf\)](#) may be issued for goods which do not have a commercial value, e.g. goods not for resale, samples or gifts, and for shipments free of charge. All information required for a commercial invoice must necessarily be included in the pro forma invoice. In addition, a declaration of the value has to be made, e.g. a note stating "sample or gift (as the case may be) - value for customs purposes only".

Terms of Delivery

- **Delivery Term 10 DDP:**
Free of freight, duty and tax paid – Sender pays all resulting costs. The receiver has no costs.
- **Delivery Term 20 DAP:**
Free of freight, duty paid and untaxed – sender pays the freight and export declaration. The receiver bears all other costs.
- **Delivery Term 30 DDP, VAT unpaid:**
Free of freight duty paid, untaxed – sender pays freight, duties, export & import declarations and import duties. The receiver pays the resulting taxes.
- **Delivery Term 40 DAP, Cleared:**
Free of freight, without customs and without taxes – sender pays freight and customs (export & import declarations); the receiver pays the customs, import duties and resulting taxes.

Delivery Term 50 DAP:

Free of freight, duty paid and "cleared" – sender pays freight and customs duties, the receiver bears no costs. Thus the customs clearance expenditure and/or the customs clearance time to EFTA states or third countries is reduced. This delivery term is for shipments of low value or document dispatch (please consider individual country value limits).



Export Declaration

In the event that the value of goods exceeds 1,000.00 Euro an export declaration is required for parcel dispatch in the EFTA-States and third countries. Customs authorities require export declarations in electronic form. Use the know-how of the GLS specialists and have your electronic export declaration provided by our central customs department. If you like to benefit from this service, just contact your [GLS depot](#).

Declaration of Origin (UE)

For (consolidated) parcel shipments (where the value of 1 parcel may not exceed 5,000 EUR, except for parcels with an All Risk/Add-On Insurance - for more information see art. 3.1 of our General Terms and Conditions) or for freight shipments, up to 6,000.00 Euro, a Declaration of Origin (UE) is sufficient, which should be indicated on the invoice.

The obligatory text reads:

"The exporter (authorized exporter, customs authorization number) confirms that – except where otherwise clearly indicated – these products are of European Community-preferential origin."

The Declaration of Origin must be signed in original (inclusive plain text and company stamp!), if the exporter is not an "authorized" person.

The EUR. 1 (Goods transportation certificate)

The EUR. 1 (Goods transportation certificate) is necessary when exceeding a value of 6,000.00 Euro. This certificate must be stamped by the responsible customs office. An exception applies to "authorized" exporters. In this case the Declaration of Origin with the indication of the grant number is sufficient. For Turkey an A.TR. is to be used accordingly.

Proof of Origin

In case of exceeding the low-value clearance limit, a Proof of Origin should be issued. This certifies that your goods were manufactured in the European Community or in an EFTA state. If a Declaration of Origin is provided, there will be no customs duties (EFTA) or a lower rate (third countries) charged. If a Declaration of Origin cannot be provided, then this is to be marked clearly on the invoice.