

When you sell items out of the EU, you must be Exporter Registered at the Danish Business Authority. It is a good idea to be Importer Registered, for your return parcels.

Below you find the information that an invoice for Norway and Switzerland must contain.

- Name, address and phone for the importer.
 - Date and invoice no. (no pro forma invoice).
 - The importers ORG. no. and possibly customs credit no.
 - Description of the goods.
 - Value per item and value in total (no zero value invoice).
 - Amount and customs tariff no. per type of item.
 - Country of origin* per item (also if origin within the EU).
 - Terms of delivery: DAP cleared.
 - Signature and the person's name must be readable.
 - For Switzerland, an authorization number in the declaration of origin is necessary, if the recipient must avoid paying customs.
 - If the item has origin within the EU the following need to be applied: "The exporter of the products covered by this document (customs authorisation no. _____) declares that except where otherwise clearly indicated, these products are of EU/(name of the country of origin) preferential origin."
 - If the item is from Turkey the text above also needs to be added, but instead of writing the EU you must write Turkey.
- If origin within the EU and the value is more than DKK 45.600, either a EUR1-certificate or an authorisation no. in the declaration of origin is necessary.
 - EUR1 must be made by shipper stamped/signed by shipper's customs office.

Joint customs clearance

If you wish to make a joint customs clearance the previous must be fulfilled. The information must be added to a joint invoice and also attach a joint list with amount per article, weight and value per custom tariff no. and per country of origin.

Parcels from customs warehouse

There are special rules for parcels from customs warehouse (T-1 items). The parcels must be pre-notified to SKAT and papers** must be made.

This notification must be made to SKAT a certain number of hours before GLS pick up the parcels. The exact amount of hours depends on which appropriation the shipper has with SKAT. GLS needs to be informed of this as SKAT needs to give GLS a permit to transport the items.

Feel free to contact us if you have any questions
export@gls-denmark.com or phone 76 33 12 79



Pro forma invoice for Norway

If you need to use a pro forma invoice it has to be described why it is used e.g. repair, exchange, sales material etc. The reason must be applied to the pro forma invoice.

Pro forma invoice may only be used in cases where the consignee does not have to pay for the item. The value on the pro forma invoice must be the items cost price (no zero value invoices).

Export Declarations

As an approved exporter with SKAT the shipper can make the declaration in-house**.

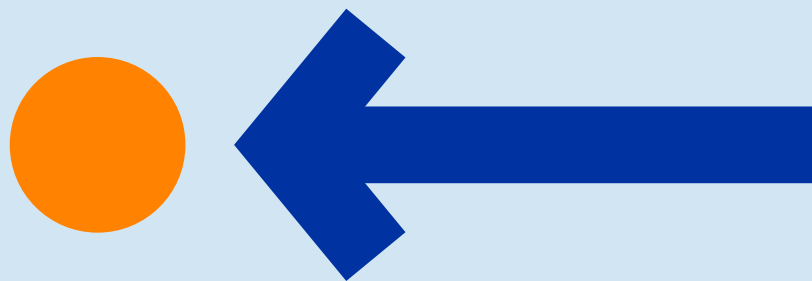
If you are not approved the declaration is not valid and GLS will make it for a surcharge.

For parcels with a value less than DKK 7.500 an export declaration is not necessary.

Customs papers

Customs papers must be sent to GLS no later than the same time as the parcel is picked up. The papers must not be fastened on the parcels but has to be forwarded to export@glg-denmark.com. Remember to add the parcelno. on the invoice.

Additional costs, due to special handling, may occur if the Customs papers are not received the same day as the parcels is picked up.



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