

Mandatory Elements in Import Invoice Documentation

1. Basic Information

Element	Description
Exporter/Supplier Name & Address	Full legal name and address of seller/exporter.
Importer/Buyer Name & Address	Full legal name and address of buyer/importer.
Invoice Number & Date	Unique identifier and date of issue.

2. Shipment & Transport Details

Element	Description
Description of Goods	Clear description including HS code if possible.
Quantity & Unit of Measure	Total quantity and respective unit (kg, pcs, tons, etc).
Unit Price & Total Value	Price per unit and total invoice value.
Currency	Currency stated in the invoice (e.g. USD, EUR).
Country of Origin	Country where goods were produced/manufactured.

3. Shipping & Payment Terms

Element	Description
Port of Loading & Discharge	Ports where goods are loaded and unloaded.
Incoterms	Delivery terms (e.g. FOB, CIF, EXW) specifying responsibilities.
Payment Terms	Terms of payment (e.g. advance, letter of credit, net 30).

4. Other Mandatory Elements

Element	Description
Signature & Stamp	Signed and/or stamped by exporter or authorized person.
Declaration/Certification	Statement of accuracy and legitimacy of invoice and shipment.

Important Notes

- All details must match supporting shipping documents (e.g. Bill of Lading, Packing List).
- Ensure there are no discrepancies in product descriptions and values to avoid clearance delays.
- Incorrect or incomplete invoices may result in customs fines or confiscations.
- Retain copies for accounting, audit, and compliance purposes.
- Additional requirements may apply depending on destination country or goods type.