

How to get your parcel collected with UPS? With commercial invoice

Link: [UPS PICKUP](#)

If your country is subject to customs regulations, you must provide a commercial invoice If not your package will be stuck with the customs.

Step 1/4

Fill all the requested boxes as below, and make sure to tick “Create invoice”. Then, click on “Process Shipment”.

Shipping Information.		Select your preferred Language.
Ship From	Ship To	Shipment
Company Name ◆ BENZ TRACTORS LTD	Address Book Breizelec 29150 Chateaulin	<input checked="" type="checkbox"/> Create Invoice
Attention ◆ Michaela BENZ		
Address Line 1 ◆ 64 Fernand Street		
Address Line 2		
City ◆ OLDHAM		
State		
Postal Code ◆ OL1 3FU		
Country or Territory		
United Kingdom		
Phone Number ◆ 0044 123456789		
E-Mail Address ◆ example@mail.com		
Package(s)		
Package 1		
Weight ◆	KG	3
Weight Unit		KGS (Kilograms)
Length ◆	CM	30
Height		20
Width		10
Insured Value		
Insured Currency		Euro
Reference 1		Repair Order 1234
Add	Package	1 ▼
Process Shipment	Clear	

Step 2/4

2.1 – Fill the order number box (You can write your own order number or our order number) and choose the correct currency.

Once It's done click on "Add".

Commercial Invoice Page

Create International Invoice

Invoice Details

ReasonForExport	Order Number	Comments
Return	Repair Order 1234	
Currency Code	Terms of Shipment	
Pound Sterling	Delivery Duty Unpaid	

Add

2.2 – Fill the information requested about your part(s) as below. **You must fill the box “Tariff Code”**, without this information your commercial invoice will be useless. You can find the custom tariff code matching with your part(s) on the web.

Commercial Invoice Page

Create International Invoice

Invoice Details

ReasonForExport	Order Number	Comments
Return	Repair Order 1234	
Currency Code	Terms of Shipment	
Pound Sterling	Delivery Duty Unpaid	

Line **Part Number** **Description of Goods** **Tariff Code** **Country or Territory Origin** **Units** **Unit of Measure** **Price** **Total**

Line	Part Number	Description of Goods	Tariff Code	Country or Territory Origin	Units	Unit of Measure	Price	Total
Search	RE532627	Electronic Control Unit	85423990	United Kingdom	1	Each	200	.00

Save **Cancel**

After that, click on save.

2.3 – If you want to add a different part, click on “Add” and repeat the step 2.2.

If you don't need to add another part, click on “Finish”.

Commercial Invoice Page

Create International Invoice

Invoice Details

Reason For Export

Return

Currency Code

Pound Sterling

Order Number

Repair Order 1234

Terms of Shipment

Delivery Duty Unpaid

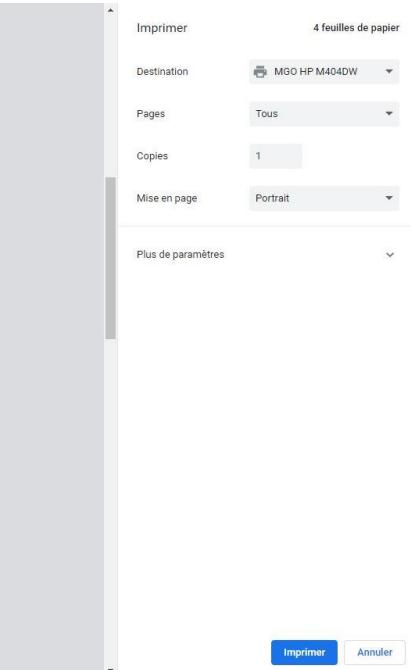
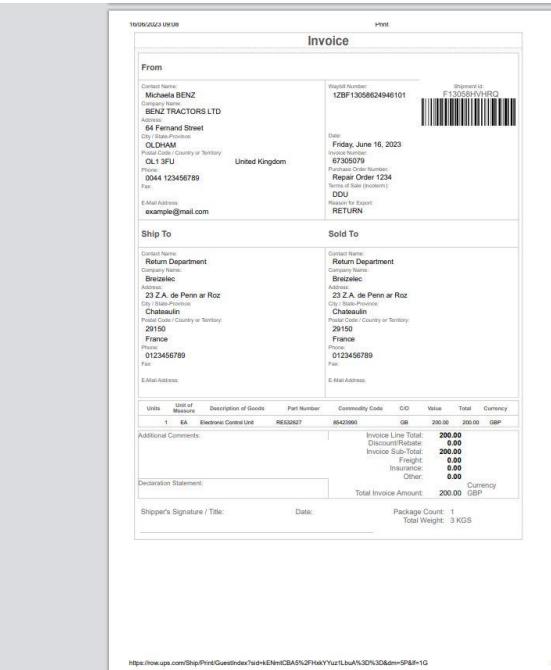
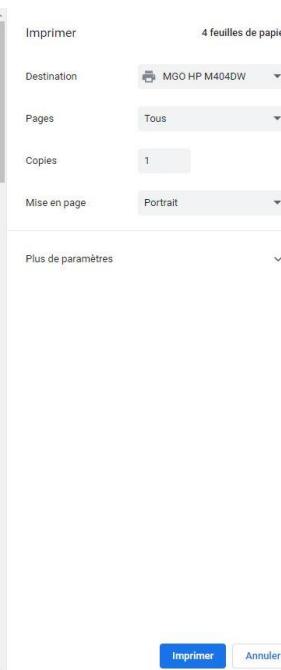
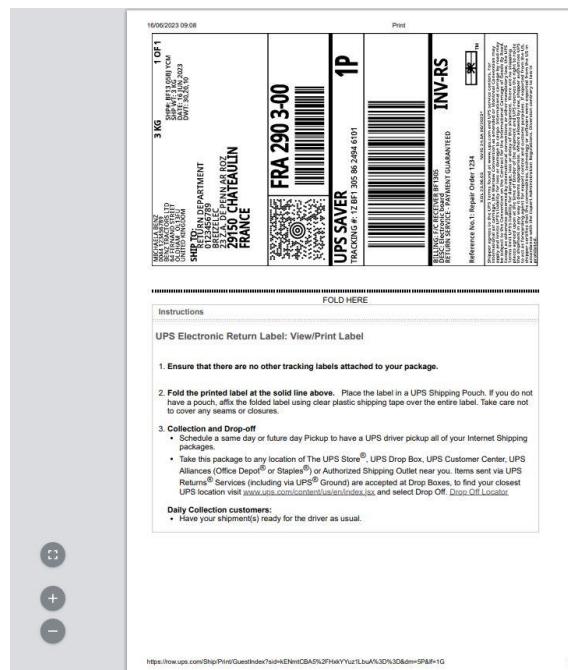
Comments

Line	Part Number	Description of Goods	Tariff Code	Country or Territory Origin	Units	Unit of Measure	Price	Total
1	RE532627	Electronic Control Unit	85423990	United Kingdom	1	Each	200	200.00

Add Edit Delete Finish »

Step 3/4

Now, you've received the **shipping label** and the **commercial invoice** in the same PDF file as below. Print them and **put them on your box**.



Step 4/4

Fourth and last step, choose a pickup date and time. Fill the contact name box (someone from your company) and provide a phone number.

In order to confirm the pickup **make sure to click on “Submit”**. And that's finished.

Shipment successful

[Return to Guest Shipping Page](#)

[Click here to Schedule a pickup](#)

Pickup Information

Pickup Date:

Friday, June 16, 2023

Earliest Pickup Time:

9 30 AM PM

Latest Pickup Time:

12 00 AM PM

Contact Name: 

Michaela BENZ

Phone Number: 

0044 123456789

Room Number:

Floor Number:

Special Instructions:

Bill pickup charges to: 

Bill my UPS Account

Submit