

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		Package(s)
Address Line 1 ♦ 64 Fernand Street		Package 1
Address Line 2 		Weight ♦ KG 3
City ♦ OLDHAM		Weight Unit KGS (Kilograms) ▼
State 		Length ♦ CM 30
Postal Code ♦ OL1 3FU		Height ♦ 20
Country or Territory United Kingdom ▼		Width ♦ 10
Phone Number ♦ 0044 123456789		Insured Value
E-Mail Address ♦ example@mail.com		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 ♦
Return ▼

Currency Code ♦
Pound Sterling ▼

Order Number ♦
Repair Order 1234

Terms of Shipment ♦
Delivery Duty Unpaid ▼

Comments

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 ♦
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
<div>Search</div>	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

ReasonForExport ♦
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**.

16062023 09:08

Print

3 KG

LOF1

SHIP TO: UPS RETURN DEPARTMENT
6123456789
29150 CHATEAULIN
FRANCE

FRA 290 3-00

1P

UPS SAVER

INV-RS

Instructions

UPS Electronic Return Label: View/Print Label

1. Ensure that there are no other tracking labels attached to your package.

2. Fold the printed label at the solid line above. Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label. Take care not to cover any seams or closures.

3. Collection and Drop-off

- Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages.
- Take this package to any location of The UPS Store®, UPS Drop Box, UPS Customer Center, UPS Alliances (Office Depot® or Staples®) or Authorized Shipping Outlet near you. Items sent via UPS Returns® Services (including via UPS® Ground) are accepted at Drop Boxes, to find your closest UPS location visit www.ups.com/returnlocations, and select Drop-Off. Drop-Off Location

Daily Collection customers:

- Have your shipment(s) ready for the driver as usual.

Imprimer

Destination: MGO HP M404DW

Pages: Tous

Copies: 1

Mise en page: Portrait

Plus de paramètres

4 feuilles de papier

Imprimer Annuler

16062023 09:08

Print

Invoice

From

Contact Name: MICHELLE BENZ
Company Name: BENZ TRACTORS LTD
Address: 84 Fernand Street
City: CLOHAM
Country or Territory: United Kingdom
Postal Code: 56100
Phone: 0544 123456789
Fax:
E-Mail Address: example@gmail.com

Sold To

Contact Name: Return Department
Company Name: Breizelec
Address: 23 Z.A. de Penn ar Roz
City: Bodo-Penn-ar-Roz
Country or Territory: France
Postal Code: 29150
Phone: 0123456789
Fax:
E-Mail Address:

Invoice Number: 123P13056624946101

Shipment ID: F13056624946101

Date: Friday, June 16, 2023

Invoice Date: 07/06/2023

Package Order Number: Repair Order 1234

Reason for Export: RETURN

Ship To

Contact Name: Return Department
Company Name: Breizelec
Address: 23 Z.A. de Penn ar Roz
City: Bodo-Penn-ar-Roz
Country or Territory: France
Postal Code: 29150
Phone: 0123456789
Fax:
E-Mail Address:

Units	Unit of Measure	Description of Goods	Part Number	Commodity Code	CO	Value	Total	Currency
1	EA	Electronic Control Unit	RE532627	85423990	GB	200.00	200.00	GBP

Additional Comments:

Invoice Line Total: 200.00
Discount/Rebate: 0.00
Invoice Sub-Total: 200.00
Freight: 0.00
Insurance: 0.00
Other: 0.00

Declaration Statement:

Total Invoice Amount: 200.00

Currency: GBP

Shipper's Signature / Title:

Date:

Package Count: 1

Total Weight: 3 KGS

Imprimer

Destination: MGO HP M404DW

Pages: Tous

Copies: 1

Mise en page: Portrait

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4 feuilles de papier

Imprimer Annuler

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