

Country	ZIP codes or Cities	Original Invoice	Export declaration (electronic) Use the eDeclaration-Service! For more information ask your depot. Please note: Only the two-stage export procedure is accepted.	Certificate of origin Declaration of origin when origin country Europ. Community + EFTA	Certificate of origin EUR 1 or authorised sender	Limit for low-value clearance (Incoterm 50)	Please note!
CUSTOMS RELATIONS							
Albania	Berat, Durres, Elbasan, Fier, Kavaje, Kruje, Kucove, Lac, Lezha, Lushnje, Shkodra, Tirane, Viore	original + 3 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	only for documents up to 5 kg (gross)	Company stamp and signature on invoice. Only incoterms 40 or 50 possible.
Andorra	all	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	For companies: VAT-ID number of sender and recipient is required. For private individuals: Passport number (DNI number) is required. Phone number from consignee necessary. Only incoterm 20 possible.
Bosnia-Herzegovina	all	original + 3 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	only for documents up to 5 kg (gross)	Company stamp and signature on invoice necessary. Only incoterms 40 or 50 are possible.
Croatia	all	original + 3 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	20,- EUR	Signature on the invoice necessary.
Gibraltar	all	original + 3 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	For companies: VAT-ID number of sender and recipient is required. For private individuals: Passport number (DNI number) is required. Phone number from consignee necessary. Only incoterm 20 possible.
Island	all	original + 3 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	only for documents up to 5 kg (gross)	Company stamp and signature on invoice necessary. Only incoterms 40 or 50 are possible.
Kosovo	all	original + 3 copies in english	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	only for documents up to 5 kg (gross)	Company stamp and signature on invoice necessary. Only incoterms 40 or 50 are possible.
Liechtenstein	all	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	56,50 CHF (ca. 43,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol. Handling over Switzerland.
Macedonia	all	original + 3 copies in english	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	only for documents up to 5 kg (gross)	Company stamp and signature on invoice necessary. Only incoterms 40 or 50 possible.
Montenegro	all	original + 3 copies in english	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	only for documents up to 5 kg (gross)	Company stamp and signature on invoice necessary. Only incoterms 40 or 50 possible.
Norway	all	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	\leq 6.000,- EUR	200,- NOK (ca. 26,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: jewels, alcohol, cigarettes, tele-communication equipment. Please note: Customs clearance of parcels with a goods value of less than 200,- NOK only with passport number of consignee.
San Marino	47890-47899 (IT)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	only T2L	T2L for goods from the EU	not possible	
Switzerland	all	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	56,50 CHF (ca. 43,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol
Serbia	all	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	Signature on the invoice
Turkey	all	original + 3 copies in english	value of the invoice amount \geq 1.000,- EUR	Only country of origin or A.TR. (acc. Euroregion 1)	A.TR.	75,- EUR up to 30 kg (gross)	
SPECIAL AREAS							
Aaland (Finland)	22000 - 22999	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	only T2LF	T2LF for goods from the EU	not possible	
Büdingen (Switzerland)	8238 (CH)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	56,50 CHF (ca. 43,- €)	Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol
Faroe Islands (Denmark)	51xxx (ES)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	
Canary Islands (Spain)	all	original + 2 copies	value of the invoice amount \geq 1,- EUR	only T2LF	T2LF for goods from the EU	not possible	For companies: VAT-ID number of sender and recipient is required. For private individuals: Passport number (DNI number) is required. Phone number from consignee necessary. Only incoterm 20 possible.
Ceuta (Spain)	all	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	For companies: VAT-ID number of sender and recipient is required. For private individuals: Passport number (DNI number) is required. Phone number from consignee necessary. Only incoterm 20 possible.
Channel Islands / Great Britain	Guernsey (GB): GY + xxxxx Jersey (GB): JY + xxxxx	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	only T2LF	T2LF for goods from the EU	not possible	Invoice, Value Added Tax identification number of sender and recipient, phone number of recipient
Livigno (Italy)	52xxx (ES)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	
Meillila (Spain)	35xxx (ES), 38xxx (ES)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	not possible	For companies: VAT-ID number of sender and recipient is required. For private individuals: Passport number (DNI number) is required. Phone number from consignee necessary. Only incoterm 20 possible.
Mount Athos (Greece)	23030 (IT)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	only T2LF	T2LF for goods from the EU	not possible	
Samnaun (Switzerland)	7562 (CH), 7563 (CH)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	\leq 6.000,- EUR	$>$ 6.000,- EUR	56,50 CHF (ca. 43,- €)	Separate invoice and export declaration required + 50,- CHF for forwarding dutiable goods. Incoterm 50: Dispatch of documents, catalogues etc. up to 4 kg max. Excluded: software, jewels, watches, electrical parts, alcohol.
Vatican	47890-47899 (IT)	original + 2 copies	value of the invoice amount \geq 1.000,- EUR	only T2L	T2L for goods from the EU	not possible	

Export check list



Country	Original Invoice Company stamp Signature Name in Plain writing Telephone number of consignee or email address	(Electronic) Export Declaration Consider our eDeclaration-Service! For further information, please contact your depot. Please note: only the two-stage export procedure is possible	Possible proofs of origin	Dispatch of documents (Incoterm 40) up to 5kg (gross)	Goods excluded in addition to the goods excluded in General Terms and Conditions	Information on customs clearance*
CUSTOMS COUNTRIES						
Australia	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Flammable nightwear, pine cones, paintball guns, filament light globes, paintball bullets.	Import licenses required for: therapeutic equipment, drugs, cordless phones, CB radios, powered scooters. CDs/DVDs/Videos require a declaration on the invoice. Sorts of leather subject to the CITES agreement are prohibited to be imported. A declaration of origin is required for textiles depending on origin.
Brazil	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Precious stones, stamps, porcelains, soil.	The importer must request an import license for textiles from the USDA.
Australia	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Flammable nightwear, pine cones, paintball guns, filament light globes, paintball bullets.	Import licenses required for: therapeutic equipment, drugs, cordless phones, CB radios, powered scooters. CDs/DVDs/Videos require a declaration on the invoice. Sorts of leather subject to the CITES agreement are prohibited to be imported. A declaration of origin is required for textiles depending on origin.
China	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Matches, play money, pulp of wood, toy/model/imitation guns, soil.	Transport costs must be stated on the invoice. Import licenses or, as the case may be, certificates are required for the following commodity groups: DVDs, CDs, cosmetics, leather goods, medical equipment, mechanic and electronic products. For movie films, photographs or pictures, respectively, Chinese customs requires a corresponding declaration on the commercial invoice. The CR number of the importer must be stated on the commercial invoice.
Hong Kong	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Matches, play money, pulp of wood, toy/model/imitation guns, soil, snuff, electronic cigarettes.	Import licenses are required for the following commodity groups: rice, leather, drugs, medical equipment, computer equipment, electronic equipment, software, mobile phones. For textiles, a corresponding declaration must be stated on the invoice.
India	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Passports, used goods/second hand goods, seeds, baby gender test kits, chemicals, electronic equipment, certain drugs, magnets, powder, wire, any kind of liquids.	IEC Code of consignee must be stated on the invoice, pro forma invoice higher than 1,000 EUR not possible. If the consignment consists of more than one parcel, a list showing which parcel contains which goods must be added to the invoice.
Israel	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Declaration of Origin ≤ 6,000.- EUR EUR 1 > 6,000.-	Possible with GLS AWB or copy of parcel label	Precious metals, precious stones, jewellery, soil.	Import licenses required for the following commodity groups: all kinds of devices, drugs, medical equipment, electronic equipment, aircraft parts, sports equipment, toys, mobile phones. Certificates required for: leather and textiles (also additional import licenses, as the case may be). DVDs, CDs require a corresponding declaration on the commercial invoice.
Japan	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Arms and ammunition, certain drugs, fur, movie film (35mm & 70mm), opium, potpourri, seeds, swords, cutlases, walnuts, products made in North Korea, plant parts and extracts.	Import licenses required for the following commodity groups: drugs, medical equipment, toys, cosmetics (including certificate). For books, movie films, magazines, photographs corresponding explanations on the invoice are required. For leather goods, CDs, DVDs, and textiles, additional documentation is necessary.
Malaysia	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Communistic material, unprocessed coral material, seeds, mineral products, copy machines (multicolor), turtle eggs, sodium arsenite, aerials, receivers, satellite dishes, all goods from Haiti, restrictions for products from Liberia as well as for clothing.	Import licenses required for the following commodity groups: devices, books, cosmetics, medical prescriptions, movie films (plus explanation on invoice), leather products, medical supplies, computer equipment, textiles, toy/model/imitation guns, mobile phones.
Russia	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Dyes, drugs, Betacam videotapes, tins, powder (all substance in powdered form), copy machines (multicolor) and component parts, furs, non-developed films, metal samples, mineral products, seeds, toy/model/imitation guns, laptops, handhelds, MP3 players, digital cameras, memory sticks, flashcards, wrist watches, iPods, iPhones, mobile phones, spare parts for cars and industrial equipment, domestic appliances, audio und video equipment, lottery tickets, amber, books from libraries.	Limited quantities for cosmetics, toys, textiles, shoes must be observed. Invoices should be issued in EUR. Specific retour procedure required.
Singapore	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Communistic material, mineral products, lighters (all types), horns of rhinoceros (powder and waste), worked rhinoceros horns, health supplements, chewing gum, seditious and treasonable materials.	Restrictions and import licenses or certificates of origin, respectively, for electronic devices, medical equipment, mobile phones. Certificates required for medical equipment, electronic equipment. For movie films, computer equipment, electronic equipment, medical equipment, musical instruments, machine parts, software, sports equipment, movie films and mobile phones, corresponding explanations are required on the commercial invoice, or, as the case may be, additional documentation must be added to the customs documents.
South Africa	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Declaration of Origin ≤ 6,000.- EUR EUR 1 > 6,000.-	Possible with GLS AWB or copy of parcel label	Furniture, passports, furs.	The consignee must issue a statement for all kinds of devices. Import licenses are required for drugs, textiles, newspapers, computer equipment, and electronic equipment. For software and textiles, corresponding information needs to be stated on the commercial invoice.
Taiwan	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Soil, communistic material, bonds, stamps, seeds.	Import licenses are required for devices, books, CDs, DVDs, cosmetics, magazines from China, manuals, medical equipment, drugs (additional restrictions), office supplies, computer equipment, textiles, toys from China.
USA	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Restrictions for products from China, Puerto Rico, soil.	Various forms for different kinds of commodity groups necessary.
United Arab Emirates	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	Radar detector, restrictions for electronic items.	Import licenses required for books, cameras, CDs, cosmetics, DVDs, drugs, medicine, medical equipment and supplies, newspapers, aircraft parts, computer equipment, electronic supplies, machine parts, photographs, mobile phones.
Rest of World	Original + 3 copies of invoice in english language	invoice value higher than 1,000.- EUR	Country of origin	Possible with GLS AWB or copy of parcel label	For further information, please contact your depot.	For further information, please contact your depot.

* Your depot may explain in more detail the necessary documentation listed under section "information on customs clearance".