

# DOCUMENT GUIDELINES AND SAMPLES



Presented by

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## 1. Invoice / Packing List

Invoices and packing lists must be on EXHIBITOR / CONTRACTOR'S ORIGINAL letter headed paper. Colour copies are not sufficient.

- The Commercial Invoice should be on the Shippers letterhead (whoever is mentioned as the shipper on the AWB / BL).
- A combined commercial invoice/packing list is acceptable.
- The document must be headed **Commercial Invoice**. No other term is accepted. **DO NOT use 'Proforma Invoice'**.
- Temporary and Permanent items must be packed and invoiced separately and shipped as individual consignments and under separate airwaybills. Therefore please issue separate invoices for temporary items and permanent items. This is a very important regulation by Qatari Customs and must be adhered to.
- The commercial invoice / packing list must indicate which items are packed into which boxes and the piece numbers on the invoice must tally with labelling on the physical packaging. The packing list must indicate individual weights and dimensions of each package in the shipment.
- **THE SHIPMENT MUST BE PACKAGED IN EXACTLY THE SAME WAY ON OUTBOUND AS IT WAS ON THE INBOUND.**
- Invoice/packing list must be typed in English for air and sea freight shipments. However, it must be typed in Arabic and English for over land shipments. DO NOT send handwritten documents.
- Original authorised signature in BLUE ink on each invoice.
- Original embossed shipper's company stamp on each invoice.
- **Original invoice must be ATTESTED BY THE LOCAL CHAMBER OF COMMERCE AT ORIGIN (see example on page 4).**
- **Original invoice must be LEGALIZED BY THE MINISTRY OF FOREIGN AFFAIRS AND QATAR EMBASSY OR CONSULATE AT THE COUNTRY OF ORIGIN (see example on page 4).**
- The weight / pieces must match exactly on all documents (invoice, certificate of origin, AWB etc.).
- We suggest you use the word PIECES to describe your packages/crates/pallets, however other descriptions are acceptable but must match on all other documents.
- "01 lot" is not accepted as number of pieces.
- Invoice must bear correct consignee and declarations as per section 3 of the shipping guidelines.
- All documents must be in accordance with Qatari Customs Authority rules and regulations.

- Invoices must be addressed as follows:

**Airport / Sea port of arrival: DOHA**

**Consignee: QATAR ARMED FORCES**  
**C/o DIMDEX 2022**  
 DOHA - QATAR  
 Tel: +974 44728813  
*Exhibitor name / Stand Number*

**Notify: ONSITE TRADING & SERVICES W.L.L.**  
 Doha Exhibition & Convention Centre  
 Westbay, Next to City Center, Hall 1  
 PO Box 13324 – DOHA, QATAR / Tel: +974 4033 1349  
 Contact: Mohamad Dib / Mobile: +974 55569592

- **Invoice/packing list must include following information: Piece number, dimensions, net weight and gross weight.** Details of contents must include:

- Itemised description, model number and engraved serial number
- Itemised HS code
- Itemised net and gross weights
- Itemised value in US\$ ('no commercial', 'value for customs purposes only' and 0 value will NOT be accepted by Qatar Customs)
- Itemised country of origin
- Temporary or permanent indicator
- Total number of pieces, total net and gross weight and total volume (**which must 100% match all other shipping documentation**)
- Total CIF Value in US\$ (duty and TIBs based on CIF value)

- **Invoices are to bear the following two declarations:**

*"We hereby guarantee that this is a true and correct invoice, and that the goods referred to, originate from and are manufactured and produced in (insert country).*

*Signature..... Designation..... Company Stamp"*

*"In transit to Qatar for DIMDEX 2022, for re-export at the end of the exhibition."*

- **Country of origin** must be declared correctly. This should match the declared country of origin on the goods and packaging. 'EU / EC' is NOT accepted, the country must be shown.
- **HS codes** must be shown per item.

**It is requested that the specific and correct HS code is used for each item within the shipment. PLEASE DO NOT USE THE BLANKET HS CODE OF 90230000 because this could result in delays in the clearance of the shipment as Ministry of Health approvals may be required.**

If the invoice has more than 3 HS code, the HS code / country of origin summary is required.

If a HS code / country of origin summary is not provided a fee of **\$75.00** will be charged

Wrong declaration of HS code will result in a Customs fine of **USD 295.00** plus any other penalties levied by Qatar Customs. Documents provided without HS codes will be rejected for presentation to Customs. Failure to comply with any of the above will result in a delay in Customs clearance of your consignments for which we will not be responsible.

The Good Company Ltd  
1 The Street,  
London, Middx  
AB01 1AB, England

T: +44 (0) 1212 123123  
F: +44 (0) 1212 321321  
E: a.bcdco@london.com

**Commented [NS1]:** Must be on original company letterhead of the shipper as shown on MAWB/HAWB (Exhibitor or Contractor)

## COMMERCIAL INVOICE / PACKING LIST

<b>Consignor:</b> The Good Company Ltd 1 The Street London Middx UK	<b>Consignee:</b> <b>QATAR ARMED FORCES</b> <b>C/o DIMDEX 2022</b> DOHA – QATAR Tel: +974 4472 8813 Exhibitor: _____, Stand: _____  <b>Notify Party:</b> <b>ONSITE TRADING &amp; SERVICES W.L.L.</b> Doha Exhibition & Convention Centre Westbay, Next to City Center, Hall 1 PO Box 13324 – DOHA, QATAR Tel: +974 4033 1349 Contact: Mohammed Dib +974 555 69592
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**Commented [NS2]:** Must match Certificate of Origin

**Total Pieces: 2 Total Gross Weight: 131 kgs. Volume: 0.718 m3**  
**Total Net Weight: 117 kgs**

**Commented [NS3]:** Must match all other documents.

**Commented [NS4]:** All weights must match AWB/BL and Cert of Origin

**Invoice No: 831332 Date: 1<sup>st</sup> January 2021**

**Commented [NS5]:** Invoice number must be shown on invoice and certificate of origin

Description	Qty	Item Value US \$	Total Value US \$	Weight Kgs		HS code	C of O	Import	
				Net	Gross			A	B
1 <b>1/2 198 x 39 x 43cms 80kgs</b> AbR missile 1:5 Scale. Non-working display replica. Engraved Serial No: 0117	1	1000.00	1000.00	40	46	9618000000	United Kingdom	X	
2 AbR model stand Serial No: _____	1	225.00	225.00	30	34	9618000000	China	X	
3 <b>2/2 93 x 67 x 62cms 51kgs</b> 42" Plasma Screen Samsung. Model X11a Serial No: Abb321554g3444	1	875.00	875.00	47	51	8528729900	Korea	X	

**Commented [NS7]:** Values must be realistic or may be subject to review.

**Commented [NS6]:** If no serial number duty will be charged .

TOTAL CIF VALUE: **US\$2100.00**

**Commented [NS8]:** Total must be shown

We hereby guarantee that this is a true and correct invoice, and that the goods referred to, originate from and are manufactured and produced as per countries listed above.

In transit to Qatar for DIMDEX 2022, for re-export at the end of the exhibition.

A = Temporary Import B = Permanent Import

The Good Company Ltd

**Commented [NS9]:** Company Stamp

AUTHORISED SIGNATURE: \_\_\_\_\_

**Commented [NS10]:** Blue ink original signature

ORIGINAL

**COMMERCIAL INVOICE & PACKING LIST**

**Shipper / Exhibitor:**



**DIMDEX 2014, Doha, Qatar, 25-27 March 2014**

**Consignee:**

Qatar Armed Forces  
 c/o Dimdex 2014  
 Doha-Qatar  
 Tel: +974 447 288 17  
 Exhibitor:  
 Stand No:

**Notify:**

Example of Legalisation by the Ministry Of Foreign Affairs and Qatar Embassy/Consulate at origin.

**Temporary Import**

Item	Quantity / Description of Goods	Value GBPE	Weight Kgs	Length Cms	Width Cms	Height Cms	Volume / Cbm
1		£10,000.00	25 kgs	82	55	34	0.1533
<b>GRAND TOTAL CIF:</b>		<b>£10,000.00</b>					

We hereby guarantee that this is a true & correct invoice & that the goods referred to are of the origin, manufacture & production of the United Kingdom.

Item No 1 is manufactured by

Signed for & on behalf of ..... Date: .....



Example of attestation by the Chamber of Commerce at origin.

## 2. Certificate of Origin

**Original Certificates of Origin are required for all shipments arriving in Qatar and they must be issued and attested by your local Chamber of Commerce and legalized by the Ministry of Foreign Affairs and Qatar Embassy / Consulate. (Attestation MUST be completed. Legalisation can be arranged in Qatar if required.)**

- Original Certificate of Origin is required.
- The Certificate of Origin must be attested (wet stamp) by The Chamber of Commerce.
- The Certificate of origin must also be legalised by The Qatar Embassy / Consulate.
- ALL items from the invoice must be detailed on the certificate of origin. Serial numbers, weights and values must match to the invoice.
- Temporary and Permanent items need a certificate of origin.
- The invoice number must be shown on the certificate of origin.
- The weight, pieces, details and serial number must match all other documents.
- The description of the packages must match all other documents – we suggest the use of the word **PIECES**. (01 lot is not accepted as number of packages).
- Certificate of origin must be in English and typed. DO NOT send handwritten documents.
- Certificate of origin consignor and consignee must match the invoice and waybill / bill of lading.
- In the case of multiple origins the certificate of origin must state each country of origin and the same must be shown on the commercial invoice. In case of European countries, please mention the exact country of origin or manufacturer instead of “European Union” as this will NOT be accepted.
- All documents must be in accordance with Qatar Customs Authority rules and regulations.

**Important notice: The Certificate of Origin is a very important document and must accompany every consignment being sent to Qatar, whether by air, sea or land. If this document is not provided it will result in the Customs process being rejected and will incur heavy fines. The consignment will be returned back to origin at the shipper’s expense.**

**Note: Documents failing to meet the above requirements will result in Customs fines and possible delays. These charges will be billed to the respective exhibitor / freight agent / client.**

Any additional documentation requested by the Qatar Navy / Armed Forces or Doha Customs will be required upon request.

<p>1 Consignor  <b>The Good Company Ltd</b>  <b>1 The Street</b>  <b>London</b>  <b>Middx UK</b></p>	<p>No. PA</p>	<p>ORIGINAL</p>
<p>2 Consignee  <b>QATAR ARMED FORCES</b>  <b>C/o DIMDEX 2022</b>  <b>DOHA - QATAR</b>  <b>Exhibitor: _____</b>  <b>Stand: _____</b></p>	<p>430389/NS</p>	
<p>4 Transport details (Optional)  <b>Airfreight</b>  <b>Invoice Number: 831332</b></p>	<p>3 Country of Origin  <b>EUROPEAN COMMUNITY - United Kingdom, France, China, Korea.</b></p> <p>5 Remarks  <b>Notify Party:</b>  <b>ONSITE TRADING &amp; SERVICES WLL</b>  <b>Doha Exhibition &amp; Convention Center</b>  <b>Westbay, Next to City Center, Hall 1</b>  <b>PO Box 13324 - Doha, Qatar</b></p>	
<p>6 Item number; marks, number and kind of packages; description of goods  <b>TWO (2) PIECES</b>  <b>1/5<sup>th</sup> Scale AbR missile replica model S/no 0117</b>  <b>AbR missile stand.</b>  <b>42" Samsung plasma screen S/no Abb321554g3444.</b>  <b>To be used at DIMDEX 2022, Qatar and subsequent return.</b></p>	<p>7 Weight  <b>131 Kg.</b></p>	
<p>8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3  <b>GOOD VALLEY CHAMBER OF COMMERCE &amp; INDUSTRY</b></p> <p>Place and date of issue; name; signature and stamp of competent authority</p> <p style="text-align: center;">20</p> <p style="text-align: right;">GOOD VALLEY Chamber of Commerce &amp; Industry</p>		



### 3. AWB and HAWB

All original AWB's and HAWB's must be sent with the AWB document pouch.

- For single shipments - only a MAWB is required.
- For consolidations - a MAWB, and a HAWB per exhibitor is required along with a detailed manifest.
- Numbers, weights and details must match to the invoice and certificate of origin.
- All AWB/HAWB's must bear the declaration "In transit to Qatar for DIMDEX 2022, for re-export at the end of the exhibition".
- The description of the packages must match all other documents – we suggest the use of the word **PIECES** as you description. ("01 lot" is not accepted as number of packages).
- All documents must be in accordance with Qatar Customs Authority rules and regulations.

**MAWB and HAWBs** to be consigned as follows:

#### Consignments being sent to Qatar

Consignee: **QATAR ARMED FORCES**  
**C/o DIMDEX 2022**  
DOHA - QATAR  
Tel: +974 44728813  
*Exhibitor name / Stand Number*

Notify Party: **ONSITE TRADING & SERVICES W.L.L.**  
Doha Exhibition & Convention Centre  
Westbay, Next to City Center, Hall 1  
PO Box 13324 – DOHA, QATAR  
Tel: +974 4033 1349  
Contact: Mohamad Dib  
Mobile: +974 55569592

**All** documents should also bear the following declaration:

**"In transit to Qatar for DIMDEX 2022, for re-export at the end of the exhibition"**

Shipper's Name and Address <b>The Good Company Ltd 1 The Street London Middx UK</b>		Shipper's Account Number		Not Negotiable				
Consignee's Name and Address <b>QATAR ARMED FORCES C/O DIMDEX 2022 DOHA - QATAR Tel: +974 44728813, Exhibitor name / Stand Number</b>		Consignee's Account Number		<b>MASTER Air Waybill</b> Issued by Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY.				
Issuing Carrier's Agent Name and City		Accounting Information		<b>Notify: ONSITE TRADING &amp; SERVICES W.L.L.</b> <b>Doha Exhibition &amp; Conference Centre</b> <b>Westbay, Next to City Center, Hall 1 PO Box 13324 - Doha, Qatar</b> <b>Tel: +974 4033 1349</b> <b>Contact: Mohamad Dib, Mobile: +974 55569592</b>				
Agent's IATA Code		Account No.						
Airport of Departure (Addr. of First Carrier) and Requested Routing								
To	By First Carrier	Routing and Destination	to	by	to			
Airport of Destination			Flight/Date	For Carrier Use Only	Flight/Date			
Doha				Amount of Insurance				
				INSURANCE - If carrier offers insurance, and such insurance is requested in accordance with the conditions of the contract, indicate amount to be insured in figures in box marked 'Amount of Insurance'.				
Handling Information								
SCI								
No. of Pieces RCP	Gross Weight	kg	Rate Class	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
2	131Kgs			131Kgs				<b>198 x 39 x 43cms</b> <b>93 x 67 x 63cms</b> <b>Exhibition goods.</b>
<b>In Transit to Qatar for DIMDEX 2022 for re-export at the end of the exhibition</b>								
Prepaid		Weight Charge		Collect		Other Charges		
Valuation Charge		Tax		Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.		
Total Prepaid		Total Collect		Signature of Shipper or his Agent				
Currency Conversion Rates		C.C Charges in Dest. Currency		Executed on (date)		at (place)		Signature of issuing Carrier or its Agent
Charges at Destination		Total Collect Charges						

## 4. Bills of Lading

**Original or Express bills of lading are accepted.**

- All bills of lading and original documents must be received 10 days prior to arrival of vessel.
- Numbers, weights and details must match the invoice and certificate of origin.
- All BL's must bear the declaration "In transit to Qatar for DIMDEX 2022, for re-export at the end of the exhibition".
- The description of the packages must match all other documents – we suggest the use of the word **PIECES** as the description. ("01 lot" is not accepted as number of packages).
- In the description of the goods please include following: Exhibition Goods / Vehicles for Exhibition / Demonstration Equipment etc.
- All documents must be in accordance with Qatar Customs Authority rules and regulations.
- **Please note that LCL groupage consignments / containers cannot be cleared on a temporary basis, they must be cleared on a permanent import basis and duty/tax paid on the value of the goods. New documents must then be issued for the re-export from Qatar if required.**

**ALL documents must show the following declaration:**

**"In transit to Qatar for DIMDEX 2022 for re-export at the end of the exhibition"**

**Bill of Lading / Waybill / Express Release**

Shipper: <b>The Good Company Ltd</b> 1 The Street, London Middx UK		Booking Number: <b>SAMP12909090LE</b>		
		BL No.: <b>11002200678</b>		
Consignee: <b>QATAR ARMED FORCES</b> C/O DIMDEX 2022 DOHA - QATAR Tel: +974 44728813 <i>Exhibitor Name / Stand Number</i>		Exporter Reference Number <b>E321</b>		
Notify Party <b>ONSITE TRADING &amp; SERVICES W.L.L.</b> Doha Exhibition & Convention Centre Westbay, Nest to City Center, Hall 1 PO Box 13324 – DOHA, QATAR Tel: +974 4033 1349 Contact: Mohamad Dib Mobile: +974 55569592		<i>The World Shipping Company Ltd</i> <i>Bill of Lading</i>		
Precarriage By: Port of Receipt: <b>London</b>				
Vessel: <b>GB Pride</b>		Port of Loading: <b>Felixstowe</b>		
Port of Discharge: <b>Doha Port</b>		Place of Delivery: On Carriage By:		
Container & Seal Number(s) Marks/Numbers	Number and kind of packages	Description of Packages and Goods as stated by Shipper. Shippers Load Stow and Count	Gross Weight Of Cargo	Measurement in CBM
<b>MSCU 1234567</b> <b>AB001234</b>	<b>2 pieces</b>	<b>2 pieces STC exhibition display items</b>  <b>In transit to Qatar for DIMDEX 2022, for re-export at the end of the exhibition</b>	<b>131kgs</b>	<b>0.718m3</b>
<b>Place and date of issue</b>				
Signed for shipper		Date	Signed for carrier	

## 5. HS Code and Country of Origin Summary

- All items on your invoice must show an HS code
- All items on your invoice must show a valid country of origin
- All items on your invoice must show a nett and gross weight
- Provide a summary based on each code per country of origin and a total weight.

HS Code / Country of Origin breakdown sheet:

Invoice No 831332

HS CODE	COO	Net Kgs	Gross Kgs	Value
9618000000	United Kingdom	40	46	1000.00
9618000000	China	30	34	225.00
8528729900	Korea	47	51	875.00
	<b>TOTALS</b>	<b>117kgs</b>	<b>131kgs</b>	<b>US\$2100.00</b>

# The Good Company Ltd

The Good Company Ltd  
1 The Street,  
London, Middx  
AB01 1AB, England

T: +44 (0) 1212 123123  
F: +44 (0) 1212 321321  
E: a.bcdco@london.com

## HS Code / Country of Origin breakdown sheet: Invoice No 831332

HS CODE	COO	Net Kgs	Gross Kgs	Value
9618000000	United Kingdom	40	46	1000.00
9618000000	China	30	34	225.00
8528729900	Korea	47	51	875.00
	<b>TOTALS</b>	<b>117kgs</b>	<b>131kgs</b>	<b>US\$2100.00</b>

**Commented [NS1]:** Line entry per code per country of origin.

**Commented [NS2]:** Totals must match the weights shown on the shipping and commercial documents