

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 2024
 DOHA - QATAR
 Tel: +974 44728817
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 4411 0024
 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 2024, 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)

COMMERICAL INVOICE / PACKING LIST

Consignor: The Good Company Ltd 1 The Street London Middx UK	Consignee: QATAR ARMED FORCES C/o DIMDEX 2024 DOHA – QATAR Tel: +974 4472 8817 Exhibitor: _____, Stand: _____ 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 4411 0024 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

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

Invoice No: 831332		Date: 1 st January 2021							
Description	Qty	Item Value US \$	Total Value US \$	Weight Kgs		HS code	C of O	Import	
				Net	Gross			A	B
1/2 198 x 39 x 43cms 80kgs 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	
2/2 93 x 67 x 62cms 51kgs 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 2024, 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.

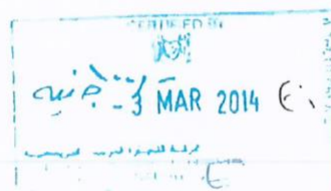
Temporary Import

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
GRAND TOTAL CIF:		£10,000.00					

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.

1 Consignor The Good Company Ltd 1 The Street London Middx UK	No. PA	ORIGINAL
2 Consignee QATAR ARMED FORCES C/o DIMDEX 2024 DOHA - QATAR Exhibitor: _____ Stand: _____	<div style="text-align: center;"> EUROPEAN COMMUNITY <hr/> CERTIFICATE OF ORIGIN </div>	
4 Transport details (Optional) Airfreight Invoice Number: 831332	3 Country of Origin EUROPEAN COMMUNITY - United Kingdom, France, China, Korea. 5 Remarks Notify Party: ONSITE TRADING & SERVICES WLL Doha Exhibition & Convention Center Westbay, Next to City Center, Hall 1 PO Box 13324 – Doha, Qatar	
6 Item number; marks, number and kind of packages; description of goods <div style="text-align: center;"> TWO (2) PIECES </div> 1/5th Scale AbR missile replica model S/no 0117 AbR missile stand 42" Samsung plasma screen S/no Abb321554g3444 To be used at DIMDEX 2024, Qatar and subsequent return.		7 Weight 131kgs
8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3 <div style="text-align: center;"> GOOD VALLEY CHAMBER OF COMMERCE & INDUSTRY </div> Place and date of issue; name; signature and stamp of competent authority <div style="text-align: center;"> 20 _____ GOOD VALLEY Chamber of Commerce & Industry </div>		

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 2024, 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 2024
DOHA - QATAR
Tel: +974 44728817
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 4411 0024
Contact: Mohamad Dib
Mobile: +974 55569592

All documents should also bear the following declaration:

"In transit to Qatar for DIMDEX 2024, for re-export at the end of the exhibition"

Shipper's Name and Address The Good Company Ltd 1 The Street London Middx UK		Shipper's Account Number		Not Negotiable	
Consignee's Name and Address QATAR ARMED FORCES C/O DIMDEX 2024 DOHA - QATAR Tel: +974 44728817, Exhibitor name / Stand Number		Consignee's Account Number		MASTER Air Waybill Issued by Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity.	
Issuing Carrier's Agent Name and City		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. Shipper may increase such			
Agent's IATA Code		Account No.		Accounting Information Notify: ONSITE TRADING & SERVICES W.L.L. Doha Exhibition & Conference Centre Westbay, Next to City Center, Hall 1 PO Box 13324 - Doha, Qatar Tel: +974 4411 0024 Contact: Mohamad Dib, Mobile: +974 55569592	
Airport of Departure (Addr. of First Carrier) and Requested Routing					
To	By First Carrier	Routing and Destination	to	by	to
Airport of Destination Doha		Flight/Date	For Carrier Use Only		Flight/Date
Amount of Insurance		INSURANCE - If carrier others Insurance, and such insurance is requested in accordance with the conditions the real, indicate amount to be insured in figures in box marked "Amount of Insurance".			
Handling Information					
					SCI
No. of Pieces RCP	Gross Weight	kg lb	Rate Class Commodity Item No.	Chargeable Weight	Rate Charge
2	131Kgs			131Kgs	
In Transit to Qatar for DIMDEX 2024 for re-export at the end of the exhibition					
Prepaid		Weight Charge		Collect	
Valuation Charge					
Tax					
Total Other Charges Due Agent					
Total Other Charges Due Carrier					
Total Prepaid		Total Collect		Signature of Shipper or his Agent	
Currency Conversion Rates		CC Charges in Dest. Currency		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 2024 for re-export at the end of the exhibition"

Bill of Lading / Waybill / Express Release

Shipper: The Good Company Ltd 1 The Street, London Middx UK		Booking Number: SAMP12909090LE				
		BL No : 11002200678				
Consignee: QATAR ARMED FORCES C/O DIMDEX 2024 DOHA - QATAR Tel: +974 44728817 <i>Exhibitor Name / Stand Number</i>		Exporter Reference Number E321				
Notify Party ONSITE TRADING & SERVICES W.L.L. Doha Exhibition & Convention Centre Westbay, Nest to City Center, Hall 1 PO Box 13324 – DOHA, QATAR Tel: +974 4411 0024 Contact: Mohamad Dib Mobile: +974 55569592		<i>The World Shipping Company Ltd</i> <i>Bill of Lading</i>				
Precarriage By:	Port of Receipt: London					
Vessel: GB Pride	Port of Loading: Felixstowe					
Port of Discharge: Doha Port	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		
MSCU 1234567 AB001234	2 pieces	2 pieces STC exhibition display items In transit to Qatar for DIMDEX 2024, for re- export at the end of the exhibition	131kgs	0.718m3		
Place and date of issue						
Date		Signed for carrier				
Signed for shipper						

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
	TOTALS	117kgs	131kgs	US\$2100.00

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
	TOTALS	117kgs	131kgs	US\$2100.00

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

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