

Name of Document	Any type of invoice is acceptable (commercial invoice, customs invoice, tax invoice, final invoice, consular invoice, etc.). However, an invoice is not to be identified as “provisional”, “pro-forma” or the like.
Issuing	An invoice is to appear to have been issued by the beneficiary or, in the case of a transferred credit, the second beneficiary. A commercial invoice must be made out in the name of the applicant.
	The addresses of the beneficiary and the applicant need not be the same as those stated in the credit or in any other stipulated document, but must be within the same country as the respective addresses mentioned in the credit. Contact details (telefax, telephone, email and the like) stated as part of the beneficiary’s and the applicant’s address will be disregarded.
	When the beneficiary or second beneficiary has changed its name and the credit mentions the former name, an invoice may be issued in the name of the new entity provided that it indicates “formerly known as (name of the beneficiary or second beneficiary)” or words of similar effect.
Currency	A commercial invoice must be made out in the same currency as the credit.
Description of Goods	The description of the goods, services or performance in a commercial invoice must correspond with that appearing in the credit. There is no requirement for a mirror image. The description of goods, services or performance on an invoice is to reflect what has actually been shipped, delivered or provided
	An invoice showing a description of the goods, services or performance that corresponds with that in the credit may also indicate additional data in respect of the goods, services or performance provided that they do not appear to refer to a different nature, classification or category of the goods, services or performance.
	An invoice is not to indicate over-shipment or goods, services or performance not called for in the credit. This applies even when the invoice includes additional quantities of goods, services or performance as required by the credit or samples and advertising material and are stated to be free of charge.
Original	At least one original of each document stipulated in the credit must be presented.
Amount	A nominated bank acting on its nomination, a confirming bank, if any, or the issuing bank may accept a commercial invoice issued for an amount in excess of the amount permitted by the credit, and its decision will be binding upon all parties, provided the bank in question has not honoured or negotiated for an amount in excess of that permitted by the credit.
	An invoice is to indicate: <u>a.</u> the value of the goods shipped or delivered, or services or performance provided. <u>b.</u> unit price(s), when stated in the credit. <u>c.</u> the same currency as that shown in the credit. <u>d.</u> any discount or deduction required by the credit
	An invoice may indicate a deduction covering advance payment, discount, etc., that is not stated in the credit. Additional charges and costs, such as those related to documentation, freight or insurance costs, are to be included within the value shown against the stated trade term on the invoice.
Tolerance	The quantity of goods required in the credit may be indicated on an invoice within a tolerance of +/-5%. A variance of up to +5% in the quantity of the goods does not allow the amount demanded under the presentation to exceed the amount of the credit. The tolerance of +/-5% in the quantity of the goods will not apply when: <u>a.</u> a credit states that the quantity is not to be exceeded or reduced; or <u>b.</u> a credit states the quantity in terms of a stipulated number of packing units or individual items. When no quantity of goods is stated in the credit, and partial shipments are prohibited, an invoice issued for an amount up to 5% less than the credit amount will be considered to cover the full quantity and not a partial shipment. **
Signing	An invoice need not be signed or dated. If required, a commercial invoice may be signed by handwriting, facsimile signature, perforated signature, stamp, symbol or any other mechanical or electronic method of authentication.
Correction and alteration (“correction”)	Any correction of data in a document issued by the beneficiary, need not be authenticated. When a document issued by the beneficiary has been legalized, visaed, certified, etc., any correction of data is to be authenticated by at least one of the entities that legalized, visaed or certified, etc., the document. Such authentication is to indicate the name of the entity authenticating the correction either by use of a stamp incorporating its name, or by the addition of the name of the authenticating entity accompanied by its signature or initials.
Instalment drawings or shipments	When a drawing or shipment by instalments within given periods is stipulated in the credit, and any instalment is not drawn or shipped within the period allowed for that instalment, the credit ceases to be available for that and any subsequent instalment. Given periods are a sequence of dates or timelines that determine a start and end date for each instalment. When partial drawings or shipments are allowed, any number of drawings or shipments is permitted within each instalment.
Trade Term	When a trade term is stated as part of the goods description in the credit, an invoice is to indicate that trade term, and when the source of the trade term is stated, the same source is to be indicated.
Terms & Condition of the credit	General Conditions/Additional Conditions/LC reference

This chart is intended to offer a general overview. For further details, please consult the official UCP 600/ISBP publications and ICC Opinions.

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