

Documentation

Commercial invoices should be supplied in duplicate and should show names and addresses of shipper and consignee, country of origin, the CCCN number and a full description of the goods including marks, number of packages, value, net and gross weights in metric units. The invoice should be signed and certified true and correct by the signing officer of the exporting firm. Where goods are subject to ad valorem duties, the invoice should be made out in German giving details of transportation costs, rebates and commission. For textiles, exact information as to type, width, weight and composition of fabric must be included on the customs invoice.

Some items require a **Certificate of Origin**. Exporters should check with their Austrian importer to determine if it is required. If so, three copies on forms sold by commercial printers, are needed. The certificate must be signed by the exporter and certified by a recognized Chamber of Commerce which retains one notarized copy and returns two copies. The certificate must be in the possession of the Austrian importer at the time of entry. The Certificate must clearly show marks, numbers, weight and value. All imports of textile products require a Certificate of Origin.

Samples

Samples of no commercial value are admitted free of duty and tax and do not require import licences. Other samples may be imported under an ATA Carnet.

The Carnet (Admission Temporaire — Temporary Admission), commonly known as the ATA Carnet, is a special customs document that simplifies customs procedures for business and professional people wishing to take commercial samples, professional equipment and related materials into most major countries for a temporary period.

Consumable or other disposable goods, such as leaflets, brochures, cleaning materials, paints, oils, and goods which are either given away, disposed of, or used abroad, are excluded from the Carnet system. Also excluded, because they are not considered samples, are unmounted gem stones, one-of-a-kind mounted gems or pieces of jewellery; handmade one-of-a-kind articles, such as carpets, certain pieces of furniture, paintings, sculptures, etc.