



How to complete international shipping documents to Vietnam

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Purpose

This guide provides information on how to complete shipping document and basic customers clearance information which will assist to prevent customs delays when importing goods into Vietnam. These guidelines are prepared for the sole purpose of providing information to customers for use as a reference. While FedEx has attempted to ensure accuracy of information, FedEx makes no warranties or representations of any kind, express or implied, regarding accuracy, completeness, recency, reliability, usefulness, or fitness for a particular purpose. FedEx is not liable or responsible in any way for any inaccurate or incomplete information in these guidelines.

I. AIR WAYBILL

- Complete all necessary information (shipper, consignee, weight, number of packages, description, value, currency, and payer information) accurately.
- Make sure all information on AWB is consistent with CI and other related shipping documents. Should any revisions must be provided prior to arrival. A revised shipping profile after package arrived will be subject to Customs approval and may experience the delay.
- For handwritten AWB, ensure each copy is clear and legible.
- For automation users, double check the number of pieces, weight and value to make sure that it is not duplicated from last shipping record.
- Ensure the AWB's consignee contact (name, email, phone, extension number) is reachable so that destination clearance team is able to contact for arrival notice and any necessary clearance status update.
- Postal code should be declared correctly in order to avoid shipment is being missorted to another location or different gateway.
- Fill in correct payer information for both freight charges and duty & taxes, including FedEx account number if applicable.

II. COMMERCIAL INVOICE

Invoice is required for all international commodities. It's primary document for customs agencies for import control, valuation, and duty determination.

Complete following steps to fill in the invoice:

A. International Air Waybill Number

- Input the FedEx International Air Waybill number, our main reference for your shipment.

B. Shipper/ Exporter

- Input the FedEx International Air Waybill number, our main reference for your shipment.

C. Consignee/ Importer

- Complete name, address, telephone number and Tax.ID number. Make sure the information you put on the Commercial Invoice matches the information on the Air Waybill.

D. Importer – if other than consignee

- If the shipment will be handled by an importer who is not the recipient, complete full name, address and telephone number.

E. Purpose of shipment

- The purpose of shipment (commercial, gift, sample, return and repair, personal effects, and personal use) can have a large impact on customs requirements for the shipment. The shipment purpose can drive the need for certain customs documentation requirements as well as impact duties and tax calculations.

F. Term of Sale

- Before goods are shipped, the sender and receiver agree on the Incoterms, which specify who pays for what shipping costs. This lowers the risk of costly misunderstandings later – such as the sender failing to insure the goods, or the receiver having to pay duty and taxes upon arrival.
- Term of sale is one of condition for duty & tax assessment by customs. For example: shipments under FOB terms, freight charges/ insurance will be added in total value for DT calculation.

G. Full description of goods

- While filling out customs documents, list each commodity separately, and provide a detailed, accurate description of each one. An accurate, detailed customs document in English can help keep international shipments on track.
- A good description answers the following questions for each commodity being shipped:

Commodities	Requirements
All	<ul style="list-style-type: none">- What is it?- How many are there?- Unit of measure?- What is it made from?- What is the intended use?

	<ul style="list-style-type: none"> - What is the country of manufacture? <p>Following statement should be avoided:</p> <ul style="list-style-type: none"> - See invoice - Spare part - Sample - Personal effect - Part number - Medical devices - Accessory
Electronics	<ul style="list-style-type: none"> - What is the electronics device? - How many are there? - What is its model? - What is the brand? - What is the intended use? - What is the country of manufacture? - Brochure if any...
Watches Jewelries	<ul style="list-style-type: none"> - What is the type of watches/ jewelries? - How many are there? - What is the composition of strap/ case/ pendant? - What is its model? - What is the brand? - What is the country of manufacture?
Shoes Clothing Bags	<ul style="list-style-type: none"> - What kind of clothing/ shoes? - What is its style? Ex: Boots, Crossbody bag, culottes pants... - What is its material? - Which gender is it made for? - What is the brand? - What is the country of manufacture?
Chemicals Medicine Supplements	<ul style="list-style-type: none"> - What type of chemical? - What is the brand? - What is the intended use? - How much is the content? Ex: Omega-3 1200mg

H. Harmonized System (HS) Code

- Every commodity needs to be properly classified under the Harmonized Tariff System (HTS) codes to meet governments' customs requirements.
- The HTS assigns six-digit codes for general categories. There must be a HS code for each commodity for clearance, and it is also recommended to be included on commercial invoice. Without the correct code, shipment may be delayed.
- You can search for or confirm a Harmonized Code of your shipment [**HERE**](#).

I. Commodity's country of origin or country of manufacturer

- Complete the country/territory in which each of the commodities in your shipment was originally manufactured or produced. If you have multiple commodities with different countries/territories of manufacture, please include each country/territory of manufacture beside each product description.
- This information helps to determine any additional customs documents needed and potentially impacts the associated duties and taxes.
- Hard copy of CCO is mandatory for import if customer would like to benefit the preferential rates.

J. Customs value and its currency

- Except for Deminimis which is applied on total customs value of the shipment, duty and tax is assessed based on value of each item.
- Ensure the actual price paid is declared and be prepared to provide customs authorities with proof of transaction.
- A true customs value is required, even if there is no transactional value for the goods being shipped. If Customs believes the value of goods has been understated, shipper/ consignee must confirm value of goods by providing value evidence such as proof of payment, purchase order, or telegraphic transfer. Undervaluation of goods is taken very seriously by the authorities and can result in a fine or your goods being seized.
- If you have multiple commodities with different values, please include each value beside each product description.
- Ensure currency of the value declared is provided and sufficient.
- Make sure both declared value and currency is consistent across all required customs documents. Shipper must provide confirmation of the declared value if there is a discrepancy among the provided documentation or AWB information. A written statement is required.

K. Signature

- Before signing the declaration, ensure that all the information is consistent with the Air Waybill. Please place the original commercial invoice and two copies, all individually signed, on the package, together with the Air Waybill.

COMMERCIAL INVOICE Page **1** of _____

This invoice must be completed in English.

<p>EXPORTER: Tax ID#: SELECT DOWN ARROW FOR OPTIONS Contact Name: Telephone No.: E-Mail: Company Name/Address: Country/Territory: Parties to Transaction: <input type="checkbox"/> Related <input type="checkbox"/> Non-Related</p>	<p>Ship Date: Air Waybill No. / Tracking No.: A Invoice No.: A Purchase Order No.: Payment Terms: F Bill of Lading: Purpose of Shipment: SELECT DOWN ARROW FOR OPTIONS E</p>
<p>CONSIGNEE: Tax ID#: SELECT DOWN ARROW FOR OPTIONS Contact Name: Telephone No.: C E-Mail: Company Name/Address: Country/Territory:</p>	<p>SOLD TO / IMPORTER (if different from Consignee): <input type="checkbox"/> Same as CONSIGNEE: Tax ID#: SELECT DOWN ARROW FOR OPTIONS Company Name/Address: Country/Territory:</p>

If there is a designated broker for this shipment, please provide contact information.
Name of Broker _____ Tel. No. _____ Contact Name _____

Duties and Taxes Payable by Exporter Consignee Other If Other, please specify _____

No. of Packages	No. of Units	Net Weight (LBS / KGS)	Unit of Measure	Description of Goods G	Harmonized Tariff Number H	Country of Manufacture I	Unit Value J	Total Value
							0.00	0.00
							0.00	0.00
							0.00	0.00
							0.00	0.00

Total Pkgs	Total Units	Total Net Weight (Indicate LBS/KGS)	Total Gross Weight (Indicate LBS/KGS)	Terms of Sale: F	Subtotal:	0.00
0	0	0			Insurance:	0.00
Special Instructions: Declaration Statement(s): I declare that all the information contained in this invoice to be true and correct. Originator or Name of Company Representative If the invoice is being completed on behalf of a company or individual: Signature / Title / Date: K					Freight:	0.00
					Packing:	0.00
					Handling:	0.00
					Other:	0.00
					Invoice Total:	0.00
					Currency Code:	J

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III. SUBMISSION

- It is encouraged to submit shipping document via online when using FedEx Ship Manager at fedex.com. You are guided through completion of your customs documentation. You can either upload your own documentation or generate your documentation automatically during the process.
- By submitting your trade documents ahead of your shipment, you expedite customs clearance and allow a quicker documentation review. You are notified earlier of potential errors or missing paperwork and reduce the risk of your shipments being delayed.

IV. REGULATORY INFORMATION

A. Restricted items

1. Medicines & Pharmaceutical products

1.1 Typical commodities: Medicines, Vaccine, Drugs, Clinical thermometer, Supplements, Contact lenses, Soap, Lipsticks, Hand cream, Perfume, Glasses, Dental equipment, Toothpaste, Hair shampoo & rinse, cosmetic

1.2 Requirements:

For personal use:

❖ **Medicines** only accepted when shipped as unaccompanied luggage. License/permit are not required if following conditions are met:

- Only 3 shipments per year
- Declared value must be less than \$200 USD
- A declaration sheet of unaccompanied luggage certified by the Airport Customs within 30 days from consignee's arrival date
- Consignee submits his/her passport, doctor prescription and a declaration sheet of unaccompanied luggage to Customs for clearance.

❖ Pharmaceutical will be subject to import license from MOH if shipment valued above VND 2,000,000.

For others: License issued by the MOH is required before exporting any Pharmaceutical Products and Medicines to Vietnam. Authorized importers can only import the authorized item.

2. Foodstuffs & Accessories

2.1 Typical commodities: Foodstuffs, additive, Preservative, Chopsticks, Fork, Kitchen tool, Coffee brewer, Cutting board, Supplements...

2.2 Requirements:

For personal use, commercial sample: Certificate of Food Hygiene and Safety is exempted if total value is below VND 2,000,000.

For others: Subject to Food Hygiene and Safety.

3. Cultural Products

3.1 Typical commodities: Brochures, books, story books, magazines, statues, photos, CDs,

3.2 Requirements: Subject to censorship from Ministry of Information and Communications or Ministry of Culture, Sports & Tourism regardless of value and entry type.

Note: FedEx offers ancillary service for censorship for shipments via SGNIP gateway, and procedure might take up to 34 days since the application.

4. Information Technology Items

4.1 Typical commodities: Laptop, Tablet, Cellphones...

4.2 Requirements: Certificate of Conformity issued by Ministry of Information and Communications is required for all import entry.

5. Chemical Substances

5.1 Typical commodities: Insecticide, Fertilizer...

5.2 Requirements: MSDS, Certificate for insecticide and disinfectant registration.

B. Prohibited items

In addition to the standard FedEx prohibited items:

- 1- Wine advertisements,
- 2- Eggs of animals,
- 3- Playing cards,
- 4- Soil,
- 5- Stamp,
- 6- Tobacco and tobacco products, including but not limited to cigarettes, cigars, loose tobacco, smokeless tobacco, hookah, or shisha,
- 7- Used Consumer Goods,
- 8- Viagra,
- 9- Violent toys (gun, sword...)
- 10- Hazardous liquid,
- 11- Used Information Technology Items,
- 12- Logs and timber products from Liberia such as woodchips, poles, posts, fence pickets, sheets...
- 13- Refrigeration equipment using CFC (HS codes: 841810, 841821, 841822, 841829, 841830, 841840, 841850, 841861, 841869)
- 14- Products and materials containing asbestos of the amphibole group (HS codes: 25249000, 25241000)

C. References

Customs regulations applied to Express service.

- Customs Law No. 54/2014/QH13
- Circular 191/2015/TT-BTC.
- Circular no. 38/2015/TT-BTC: updated on 24 Apr 2015.
- Circular no. 39/2018/TT-BTC revised and supplement to Circular 38/2015/TT-BTC.
- Decree no. 08/2015/NĐ-CP.
- Decree no. 59/2018/NĐ-CP revised and supplement to Decree no. 08/2015/NĐ-CP.
- Documents of specialized management commodities from Ministries such as Ministry of Information and Communication, Ministry of Industry and Technology, etc.: Circular no. 11_20250_TT-BTTTT and Decision no. 3810_QD_BKHCHN.

Additional information to help with your international shipping can be found [**HERE**](#).

Find answer for your concern regarding import to Vietnam:

- [Internal](#)
- [External](#)

D. Appendix

FedEx VN Postal Code Information
For use with FedEx Ship Manager (FSM) software and on fedex.com website

NORTHERN PROVINCE	POSTAL	NORTHERN PROVINCE	POSTAL	NORTHERN PROVINCE	POSTAL
HA NOI	10000	YEN BAI	26000	QUANG NINH	36000
HOA BINH	13000	SON LA	27000	HUNG YEN	39000
BAC NINH	16000	LAI CHAU	28000	NINH BINH	40000
LAO CAI	19000	HA GIANG	29000	THANH HOA	41000
LANG SON	20000	HA NAM	30100	NGHE AN	42100
BAC GIANG	21000	HA TAY	31100	HA TINH	43000
CAO BANG	22000	NAM DINH	32100	QUANG BINH	45100
THAI NGUYEN	23000	THAI BINH	33000	QUANG TRI	46000
PHU THO	24000	HAI DUONG	34000	Any north provinces not in this list, please use	35000
TUYEN QUANG	25000	HAI PHONG	35000		
SOUTHERN PROVINCE	POSTAL	SOUTHERN PROVINCE	POSTAL	SOUTHERN PROVINCE	POSTAL
HO CHI MINH	70000	DA LAT	61100	BEN TRE	83000
THUA THIEN HUE	47000	BINH THUAN	62000	TRA VINH	90000
QUANG NAM	51000	NINH THUAN	63000	VINH LONG	91000
QUANG NGAI	52000	CU CHI	70700	CAN THO	92000
BINH DINH	53000	HOC MON	70750	DONG THAP	93000
GIA LAI	54000	DONG NAI	71000	AN GIANG	94000
DAK LAK	55000	BINH DUONG	72000	KIEN GIANG	95000
DAK NONG	55999	TAY NINH	73000	CA MAU	96000
PHU YEN	56000	BA RIA VUNG TAU	74000	SOC TRANG	97000
KHANH HOA	57000	BINH PHUOC	77000	CAM RANH	97100
KON TUM	58000	LONG AN	81000	BAC LIEU	99000
DANANG	59000	TIEN GIANG	82000	Any south provinces not in this list, please use	72000

(The data provided herein is proprietary information intended for FedEx shipping via online tools only. It reflects the current VN postal code in the FedEx database and is subject to change. In furnishing this information, FedEx does not guarantee its present or future accuracy)