

## Lot Code Requirements for all Beverage and Foods Imports into Australia

All documents presented to the Department of Agriculture, Fisheries and Forestry (the department) when lodging an import declaration, must meet the minimum documentary and import declaration requirements.

An Import Condition for Beverages and Food is that all Commercial Invoices must contain Lot Codes for each product and they must be endorsed.

A 'Lot Code List' is an international trade document which can be presented as a standalone document, requiring endorsement under section 1.7 of the policy. This endorsement must be by a company employee and needs to specify the company title or position.

### **1.7 Endorsed**

Unless otherwise stated in BICON, on an import permit or on the department's website for food subject to the Imported Food Inspection Scheme, all documents must be endorsed by an employee of the organisation, corporation, or government authority issuing the document. An endorsement must:

- be an acceptable signature, electronic signature or stamp as defined in the Definitions section of this policy
- appear after the information that the signatory is endorsing.

Failure to provide Endorsed Lot Codes will result in delays in clearing Imported Cargo.

Further reading on the Government Policy can be found at this link:

<https://www.agriculture.gov.au/biosecurity-trade/import/arrival/clearance-inspection/documentary-requirements/minimum-document-requirements-policy>

An Example of what is required can be found on Page 2 of this document.

Should you have further questions, please do not hesitate to contact the undersigned.

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## 1.1 Commercial documentation


### 1.1.1 General information for a commercial invoice

In line with standard international trade requirements and practice, a commercial invoice or receipt of sale from the supplier must contain:

- supplier and purchaser details (including name and physical exporting and importing addresses)
- commercial reference numbers, such as invoice or order numbers
- quantity and description of the goods

Note: Where the cargo requires an IFIP Inspection, Endorsed Lot Codes must be provided.

#### Example Commercial Invoice:

<b>Commercial Invoice</b>							
<b>Seller</b> Hillebrand Gori Australia Pty Ltd 1753-1765 Botany Road Banksmeadow, NSW 2019 Australia					<b>Invoice Number:</b> 123 <b>Customer PO:</b> PO5679 <b>Terms of Sale:</b> EXW <b>Date:</b> 01/04/2023		
<b>Invoice to</b> Hillebrand Gori Australia Pty Ltd 1753-1765 Botany Road Banksmeadow, NSW 2019 Australia							
Product Number	Lot Code	Product Description	Bottle Size	Number of Cases	Bottles Per Case	Total Quantity	Total Price
12345567	L15243	White Wine	750ml	5	6	30	1000 AUD
12345570	L15500	White Wine	1500ml	10	6	60	2000 AUD
						<b>Total Amount</b>	3000 AUD
<b>Endorsed By</b> Ken Ferreira <b>Position</b> Manager  <div style="text-align: center;">  </div> <b>Date</b> 9/05/2023							

