

# Customs Information Pack



## Customs – What has changed

- ❖ From 1<sup>st</sup> January 2021 you will need to declare additional information for all goods shipped between the UK and Ireland.
- ❖ Every item will need to be declared accurately.
- ❖ Compliance is key and you are responsible for the information you provide.
- ❖ You will be required to retain records for all goods moved for 6 years.
- ❖ Click on the image below for the relevant Government page.

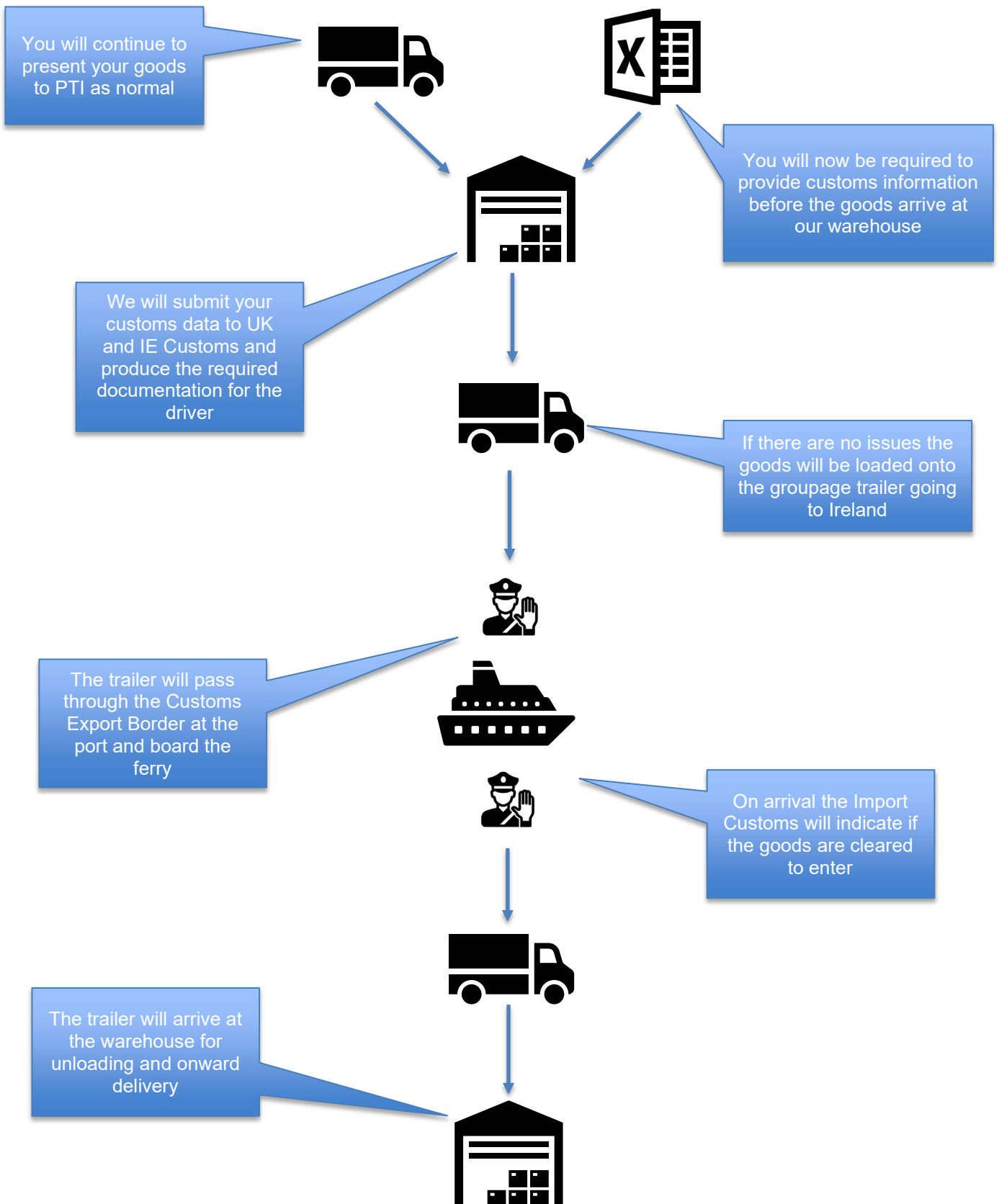




## What next?

- ❖ Do not worry. PTI Express are here to help you prepare.
- ❖ PTI Express can make customs declarations on your behalf or you can appoint a Customs Agent to do this for you.
- ❖ If you use PTI Express for declaration's you will need to trade with DDP (delivery duty paid) Incoterms. The full definition of DDP is as follows:
  - The seller bears all costs and risks associated with the transport of the goods to the designated destination and pays all customs duties and VAT due for export and import (see page 8 for more details)
- ❖ You will be required to provide a Commercial Invoice in PDF format that includes all the relevant export data.
- ❖ We will also require the commercial invoice data in a CSV or Excel format.
- ❖ What happens if the information is not provided or is incorrect?
  - The goods will be held at PTI or customs.
  - This will delay the delivery.
  - This may incur extra costs and fines.
- ❖ To limit any delays PTI Express will check to ensure all the relevant information is provided prior to the goods leaving our warehouse.

## How will this work



## Customs Checklist

- ❖ To be able to export goods from the UK into the EU you will need to ensure you have the following:
  - ❖ A registered EORI number
    - ❖ Register here: [EORI](#)
  - ❖ Commodity Codes
    - ❖ Check here: [Trade Tariffs](#)
  - ❖ Export Licences for any of your commodities that require it
    - ❖ Check here: [Export Licences](#)
  - ❖ A PDF version of the commercial invoice complete with the following information. See the following page for an example.
    - ❖ Commodity Code
    - ❖ Customs Procedure Code
    - ❖ Goods Description
    - ❖ Goods Value (GBP or EUR)
    - ❖ Quantity
    - ❖ Net Weight
    - ❖ Gross Weight
    - ❖ Country of Origin
    - ❖ Licence where applicable
    - ❖ Reason for Export
    - ❖ Incoterms (DDP)
- ❖ **We require the export data in an excel or csv format.** This will speed up the movement of your goods and allow the customs declarations to be completed accurately. This file requires the same data as the commercial invoice. Please liaise with our customs department so the file can be tested.

[customs@ptiexpress.com](mailto:customs@ptiexpress.com)



## Commercial Invoice Sample

Commercial	<input type="checkbox"/>	Proforma	<input type="checkbox"/>	Date:			
<b>1) Invoice Number</b>				<b>2) Consignment No.</b>			
<b>3) Shipper's Name</b>				<b>9) Receiver's Name</b>			
<b>4) Shipper's Address</b>				<b>10) Receiver's Address</b>			
<b>5) Contact Name</b>				<b>11) Contact Name</b>			
<b>6) Contact Number</b>				<b>12) Contact Number</b>			
<b>7) Shipper's EORI No</b>				<b>13) Receiver's VAT/EORI</b>			
<b>8) Currency</b>				<b>14) No. of Pieces</b>			
<b>15) Net Weight</b>				<b>15) Gross Weight</b>			
<b>16) Commodity Code</b>	<b>17) Full Description of Goods</b>			<b>18) No. of items</b>	<b>19) Unit Value</b>	<b>20) Total Value</b>	<b>21) Country of Manufacture</b>
				<b>22) Total Value</b>			
<b>23) Reason for Export</b>							
<b>24) Incoterms</b>							
I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions							
<b>25) For and on behalf of the above named company:-</b>							
Signature: _____				Print Name: _____			
Date: _____				Position in Company: _____			



## Commercial Invoice Sample - Index

1. The invoice number and date
2. The PTI consignment number
3. Your company name
4. Your company address and country
5. Your contact name
6. Your telephone number
7. Your EORI (Economic Operator Registration & Identification) Number. All businesses involved in International export or import require an EORI.
8. GBP or EUR
9. The name of the company you are sending your consignment to (the consignee)
10. The address and country of the country of the company you are sending to
11. The contact name at the company you are sending to
12. The telephone number of the company you are sending to
13. The company EORI of the customer you are sending to. This is required to clear your shipment through Customs and is mandatory.
14. Number of parcels in the consignment
15. Net weight and gross weight of the consignment in kilograms
16. Enter the Customs Commodity Code (Tariff Number) for the item you are sending, insert it in here alongside the description of the goods. The Customs Commodity Code dictates the amount of duty that will be applied by Customs to the goods when they arrive. This is required for export and import customs clearance and ensures the goods are classified accurately and that shipper's customer is not be over-charged in duties.
17. Full and accurate description of the goods is essential for Customs. Poorly described shipments could be detained for further examination by Customs and so delay the delivery of the consignment.
18. Number of items for each description in box 17
19. Unit value of each item in box 17
20. The total of box 18 multiplied by box 19
21. Country of manufacture of your goods – list separate countries, if applicable
22. Total value of all commodities
23. State the reason for export e.g. sales, samples for review.
24. Incoterms. The terms of shipment used to define who is paying for the import and export customs declarations and who is liable for duty and taxes upon import.
25. Original signature, printed name, position of the person completing the invoice



## **Duty on Republic of Ireland Imports**

- ❖ Goods that originate from outside of the UK or EU are not part of the free trade deal and duties must be paid when these goods arrive in The Republic of Ireland.
- ❖ PTI Express are providing a delivery service into the Republic of Ireland under DDP (Delivery Duty Paid) Incoterms only and as such all duties will be charged back to you our customers.
- ❖ Duty charges will include a 4% handling fee charged by our partner in Ireland. These charges will be collected by Direct Debit within 3 working days of the duty invoice being sent. These invoices will be separate to the invoices for carriage and declaration charges.

## **VAT on Republic of Ireland Imports**

- ❖ Goods being exported to Ireland from the UK are subject to VAT when they arrive in Ireland.
- ❖ When sending to a VAT-registered business in Ireland, the VAT will be dealt with by postponed VAT accounting by our partner in Ireland and there are no recharges to you the customer.
- ❖ For deliveries to private individuals or businesses which are not VAT-registered or don't complete VAT returns then VAT cannot be dealt with by postponed VAT accounting. In this situation the VAT needs to be paid in Ireland on your behalf and recharged back to you, the customer.
- ❖ VAT charges will include a 4% handling fee charged by our partner in Ireland and need to be paid to our separate bank account on strict 5 day payment terms. These invoices will be separate to the invoices for carriage and declaration charges.



## Northern Ireland

- ❖ The Brexit agreement means that Northern Ireland will remain part of the EU Customs Union and as such there is extra paperwork required to move goods from GB to NI.
- ❖ The Government is providing the free-to-use Trader Support Service (TSS) to move goods in and out of Northern Ireland. You can register your interest on their website:- [Trader Support Service](#)
- ❖ To move goods into Northern Ireland you must apply for an XI EORI number which can be done via the following link:- [Get an XI EORI number - GOV.UK](#)
- ❖ There are two parts to completing a declaration for goods going to Northern Ireland:
  - ENS Safety and Security Declaration – Completed by PTI Express
  - Supplementary Declaration – Completed by the 'Importer of Record'\*

\*The importer of record can be either the Consignor or the Consignee. This is determined when entering the job on our dispatch system by entering the EORI number of the Importer.

- ❖ The supplementary declaration is completed after the goods arrive in Northern Ireland and requires similar detail to a full customs declaration. For the time being PTI Express will not be offering a service to complete the supplementary declarations.
- ❖ The UK are still in discussions with the EU and Ireland to work out an effective and non-disruptive approach to handling cross border movements into Northern Ireland. We are closely monitoring the situation and will keep you updated.
- ❖ You can find further information regarding Northern Ireland on the Government website link here [Northern Ireland](#)

## How can we help you?

- ❖ We will assist you in making sure you provide us with all the required information
- ❖ PTI Express can only check that the information is present and in the right format
- ❖ PTI Express cannot verify if you are using the right commodity codes or the necessary licences

## What about Customs Charges

- ❖ See the previous page for information about VAT and Duty.
- ❖ PTI Express will strive to keep costs to a minimum to enable both parties to make the transition commercially viable. Customs Declarations will be charged at £50 plus £2 per line, excluding VAT, and this includes the following:
  - UK Export Declaration
  - Safety & Security Declaration
  - Transit Declaration
  - Pre Booking Notification
  - Irish Import Declaration

## Who can I contact for further information?

- ❖ Your local Chamber of Commerce is able to provide help. Follow this link for further information - [Chamber of Commerce](#)
- ❖ You can email PTI Express with your queries at [customs@ptiexpress.com](mailto:customs@ptiexpress.com)