

# Recording UK parcels correctly after Brexit

Practical instructions and important notes

Note: the examples which are used are imaginary and are for demonstration purposes only.

October 2022





# Important notes on recording shipments





# Important notes on HS codes in shipment recording (1/2)

#### What is an HS code?

When you record your consignment, it is necessary to enter the relevant HS code for your product. An HS code (Harmonised System Code) is a commodity number used by customs authorities worldwide for the shared classification of products. Each product has its own HS code. Specific indicators are added for each individual country.

#### Example: A woollen carpet which is exported to the United Kingdom

The worldwide HS code for this woollen carpet is 570110.



For export to the UK an eight digit HS code is required (57011010). For the import a ten digit number is required (5701101090).

Import	Export			
The commodity code for importing is <b>5701101090</b> .	The commodity code for exporting and intrastat reporting is			
Goods are subject to Value added tax (20.00 %).	57011010.			



# Important notes on HS codes in shipment recording (2/2)

#### What HS code do I have to enter as the shipper?

To export a woollen carpet to the UK, you have to enter the eight-digit number in the HS code field (in DPD shipping systems such as myDPD or DPD Print) and in the CTARIF field (in third-party systems). In this example, it would be the number 57011010.

#### In addition: you enter the quantity in the description.

For some HS codes you also have to specify the quantity (e.g. m², pair, etc.) in the description. So if you are sending a rolled up carpet, you must state the number of square metres in the description, e.g. carpet (20 m²).

For other HS codes this can be the number of litres, kilograms, pairs, etc.

#### Entering the quantity correctly in your shipping system.

myDPD: in the "Artikel" field DPD Print: in the "Wareninhalt" field

In third-party systems: in the "CContent" field

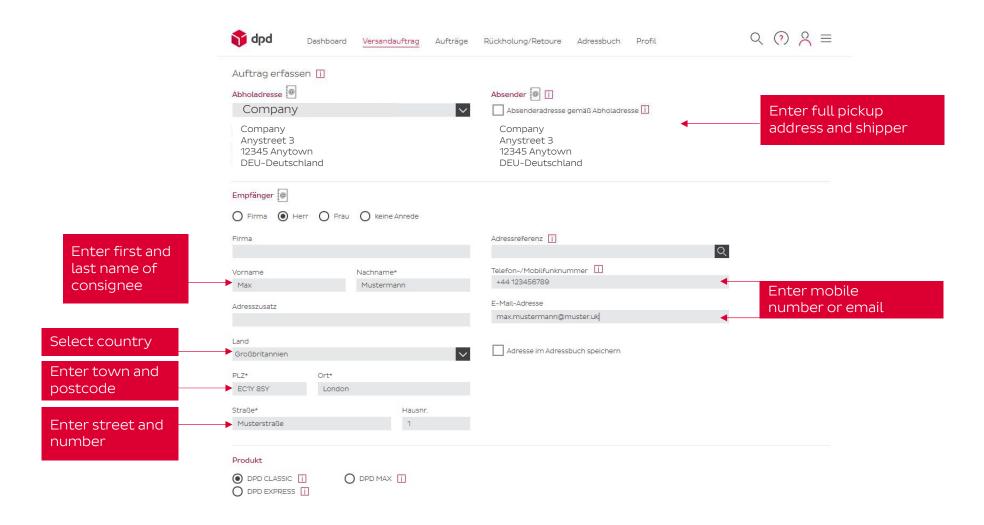
#### Tip:

When you record your consignment, it is best **always** to include a quantity or size specification in the description of the article.

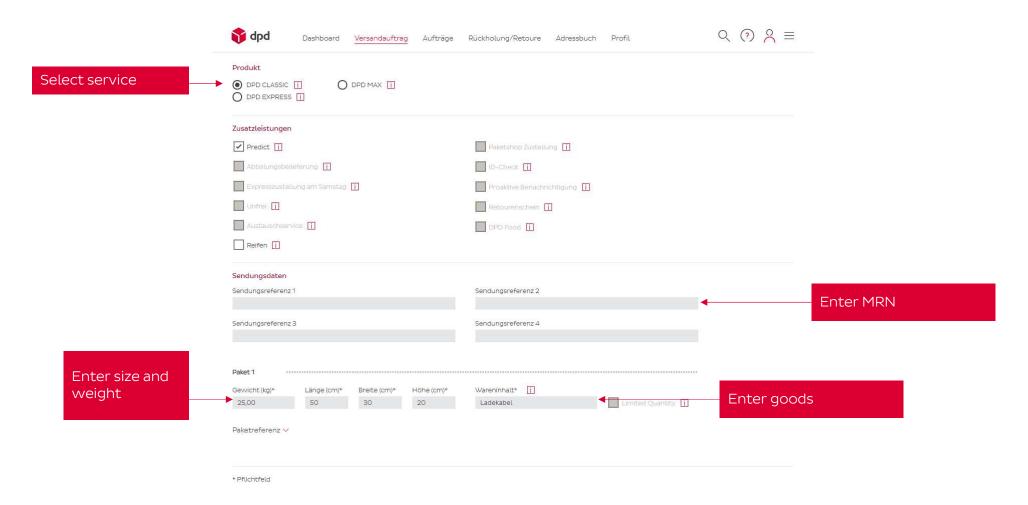
# Recording in myDPD



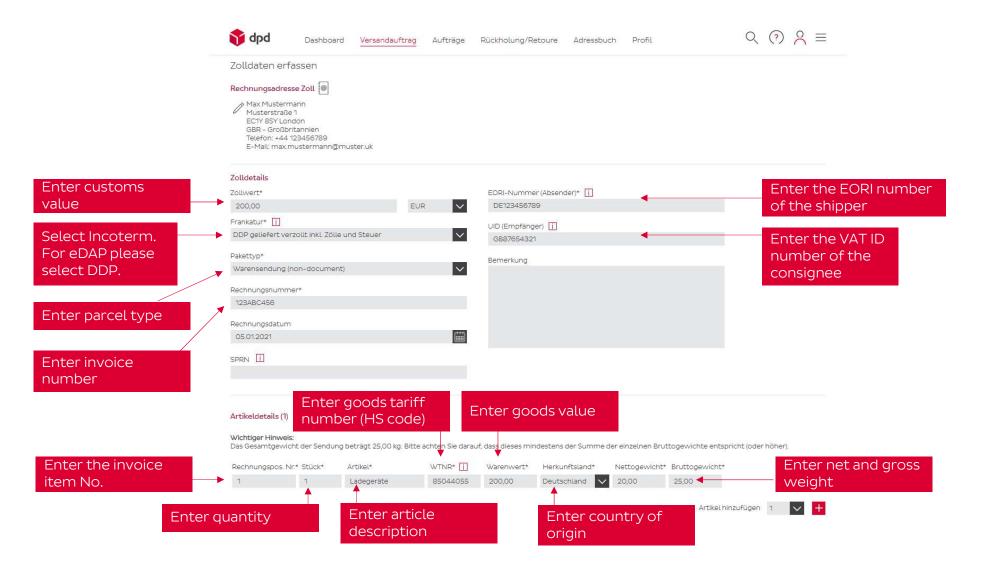
## Recording an order (1/2)



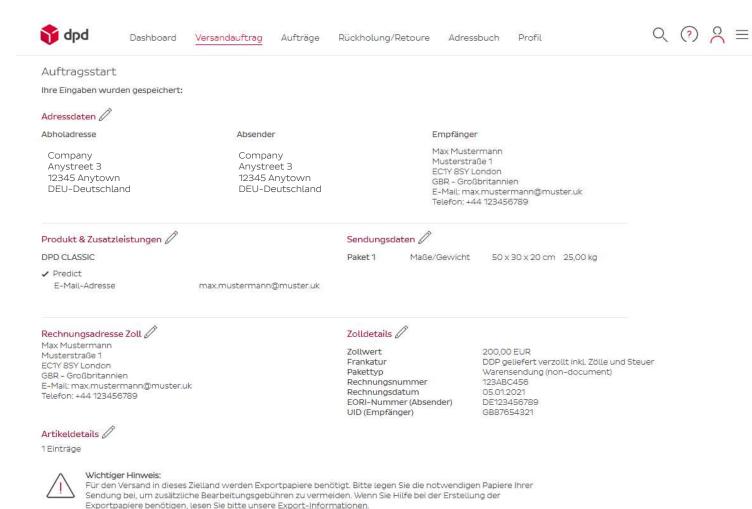
## Recording an order (2/2)



#### Enter customs data



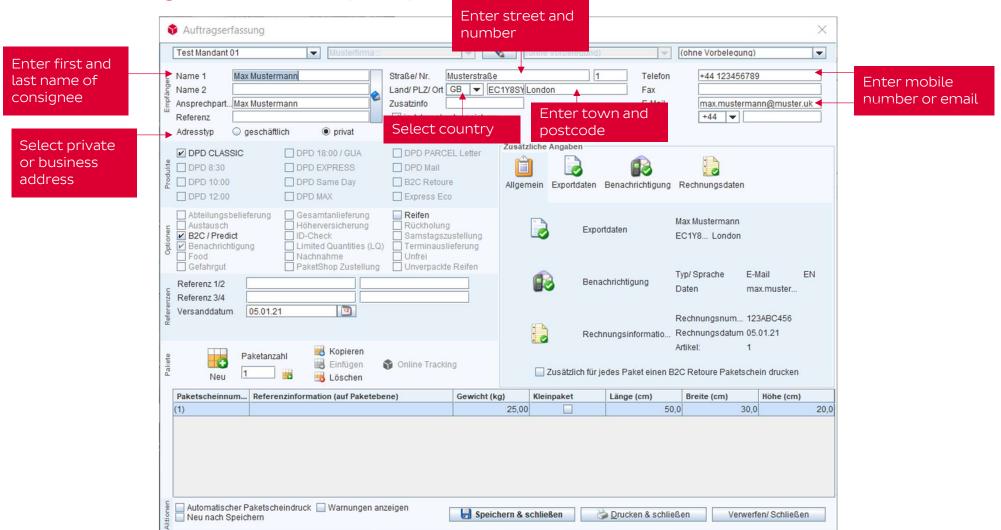
#### Order overview



# Recording in DPD Print



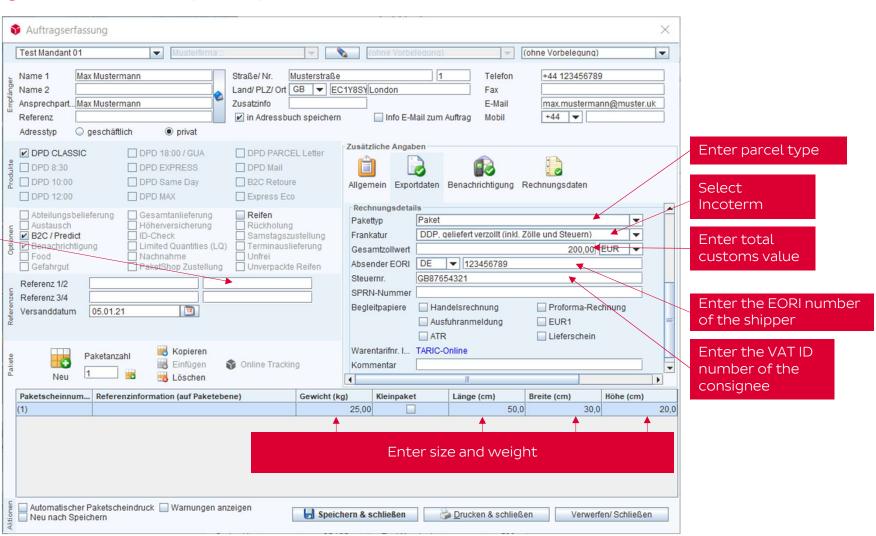
#### Recording an order (1/6)



## Recording an order (2/6)

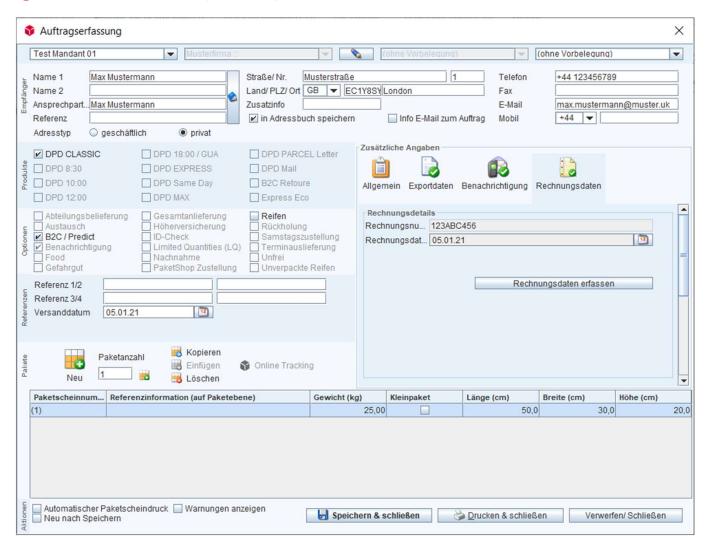
Empfänger	Auftragserfassung  Test Mandant 01  Name 1	nann Zus	aße/ Nr. Musterstraße nd/ PLZ/ Ort GB ▼ EC satzinfo in Adressbuch speichern	1Y8SY London  Info E-Mail zi	1 Telefon Fax E-Mail	(ohne Vorbelegung)  +44 123456789  max.mustermanne +44	@muster.uk
Select service Propriete	DPD CLASSIC  DPD 8:30  DPD 10:00  DPD 12:00	□ DPD EXPRESS □ □ DPD Same Day □	DPD PARCEL Letter DPD Mail B2C Retoure Express Eco	Zusätzliche Angaben  Allgemein Exportdate	en Benachrichtigung	Rechnungsdaten	
Referenzen Optionen	Abteilungsbelieferung Austausch B2C / Predict Benachrichtigung Food Gefahrgut Referenz 1/2 Referenz 3/4 Versanddatum  05.01.21	Höherversicherung  ID-Check Limited Quantities (LQ) Nachnahme PaketShop Zustellung	Reifen Rückholung Samstagszustellung Terminauslieferung Unfrei Unverpackte Reifen	Name 2 Ansprechpartn Max Straße/ Nr. Mus Land/ PLZ/ Ort Zusatzinfo Telefon / Fax +44	Mustermann Musermann terstraße	London	
Pakete	ived -	hl Kopieren Einfügen S C Löschen nzinformation (auf Paketebene)	Online Tracking  Gewicht (kg	Rechnungsdetails Pakethin Pak  (	Länge (cm)		löhe (cm)

#### Recording an order (3/6)



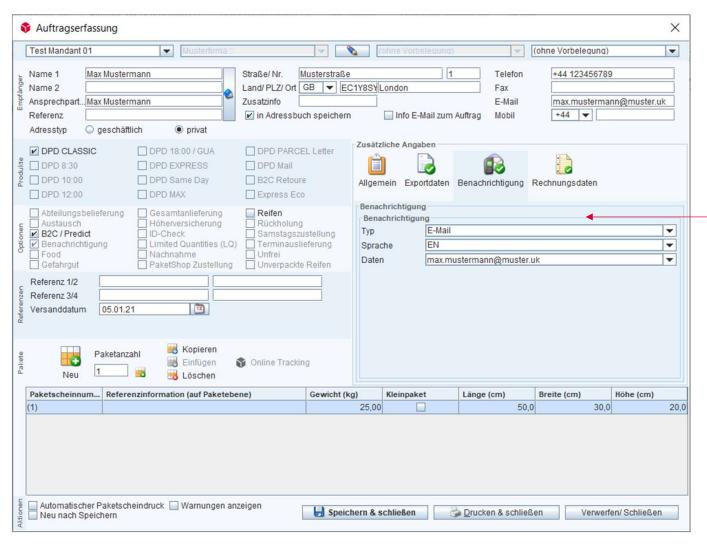
Enter MRN

## Recording an order (4/6)



Completion of the invoice data

## Recording an order (5/6)



Enter the consignee's notification data.

## Recording an order (6/6)

