

# Getting ready for Brexit

Four key first steps that  
customers should take  
immediately



# EORI Number

Apply for an EORI number if you do not already ship goods outside the EU. EORI stands for Economic Operators Registration and Identification number.

For almost any Brexit scenario, this number will be required for your business to export goods to the UK and will be required for your business to import goods from the UK into the EU.

Registration for the EORI is straightforward and can be done via the website of local customs authorities, where usually a guide show you exactly what to do.

It can take up to 3 days for this EORI number to be live. Remember that if you attempt to import from, or export to, the UK (or any country outside the EU) without this number, your goods will be held.

The EORI number is structured as follows:

Field	Content	Field type	Format	Example
1	Identifier of the Member State assigning the number (ISO alpha 2 country code)	Alphabetic 2	a2	PL
2	Unique identifier in a Member State	Alphanumeric 15	an..15	1234567890ABCDE

Example of EORI number: PL1234567890ABCDE for a Polish exporter (country code PL) whose unique national number is 1234567890ABCDE.



# Commodities (HS code)

Start looking up HS (Harmonisation) codes for the products that you wish to export from the EU.

These HS codes are also known as Commodity Codes.

These codes let Customs know what your product is, and what VAT or Duty rate to charge for the goods.

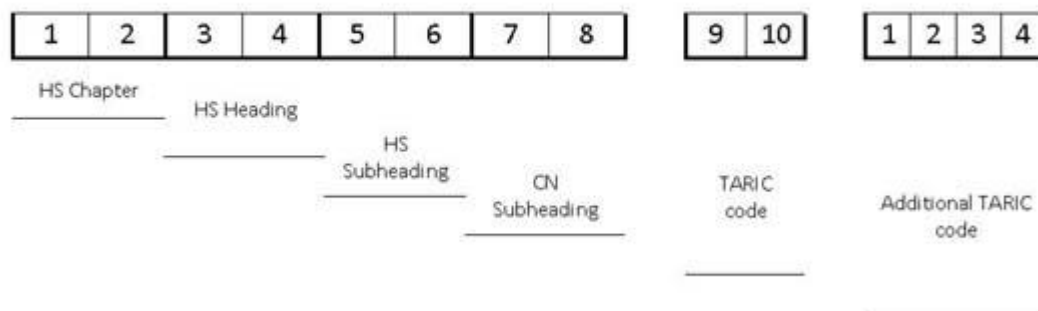
Goods cannot be exported or imported without these HS codes. If you have a number of different products to sell, you should start compiling these codes now.

Here is a link for the Taric site for the EU:

[http://ec.europa.eu/taxation\\_customs](http://ec.europa.eu/taxation_customs)

This site will help you to find your HS codes.

## Structure of the TARIC codes and of the additional codes



1 to 6 are world wide identical (except some countries)

7 to 10 : details of the commodities

11 to 14 : additional code at import impacted the duty code

# Commercial invoice

A commercial or pro forma invoice is needed when you ship goods outside the European Union. It is mainly a declaration including all information relating to goods, which will be used by customs authorities in order to evaluate the duties or taxes to pay. A commercial invoice is used when the goods are related to a commercial transaction or for resale. A pro forma invoice is used when sending goods without any commercial value (for example samples).

## 1. Sender details

The sender must mention his EORI number assigned by the customs administration, if it is a business company.

## 2. Reason for export

For example: sale, repair, return after repair, gift, sample, personal use, not intended for resale, replacement or personal stuff.

## 3. Incoterms

Indicate the Incoterm that best describes the conditions of the transaction. For example, DDP (Delivered, Duty Paid).

## 4. Description of goods

Generic or imprecise descriptions are not authorized and are sources of additional delays when clearing customs. The description must include the denomination of the articles, the quantity per article, the composition, unit value and intended use. For example, qualify articles only by the terms "samples", "parts" or "spare parts" is not acceptable for customs classification and security.

## 5. Customs classification

This is the product identification code used by the exporting country for the classification of export goods. Indicating the customs nomenclature of each product facilitates customs clearance and avoids delays.

## 6. Country of manufacturing / origin

It is the country where the goods were manufactured and not the importing country.

## 7. Shipping costs

The transport rate charged by the carrier and paid by the sender.

## 8. Total declared value

This is the total value of the transaction for the customs according to the Incoterm selected. The total value indicated on your invoice must match the value declared on your waybill.

Commercial Invoice							
<b>Sender details</b> ①							
Company: <input type="text"/>				Invoice number (optional): <input type="text"/>			
Address line 1: <input type="text"/>				Shipping date: <input type="text"/>			
Address line 2: <input type="text"/>				Shipment number: <input type="text"/>			
Postcode / City: <input type="text"/>		<input type="text"/>		Currency: <input type="text"/>			
Location: <input type="text"/>				Reason for export: <input type="text"/> ②			
Sender name: <input type="text"/>				Sender VAT number: <input type="text"/>			
Telephone: Email: <input type="text"/>				Receiver VAT number: <input type="text"/>			
				Terms of sale (Incoterms): <input type="text"/> ③			
<b>Receiver details</b>				<b>Delivery details (if different from receiver)</b>			
Company: <input type="text"/>				Company: <input type="text"/>			
Address line 1: <input type="text"/>				Address line 1: <input type="text"/>			
Address line 2: <input type="text"/>				Address line 2: <input type="text"/>			
Postcode / City: <input type="text"/>		<input type="text"/>		Postcode / City: <input type="text"/>		<input type="text"/>	
Location: <input type="text"/>				Location: <input type="text"/>			
Receiver name: <input type="text"/>				Delivery contact: <input type="text"/>			
Telephone: <input type="text"/>				Telephone: <input type="text"/>			
Email: <input type="text"/>				Email: <input type="text"/>			
Description of goods	Quantity	Unit weight (kg)	Unit value	HS code	Location of origin	Total weight (kg)	Total value
④				⑤	⑥		
Number of packages in shipment: <input type="text"/>						Total shipment value: <input type="text"/>	
						Discount: <input type="text"/>	
						Subtotal: <input type="text"/>	
						Shipping costs: <input type="text"/> ⑦	
						Insurance costs: <input type="text"/>	
						Other costs: <input type="text"/>	
						Total declared value: <input type="text"/> ⑧	
<b>Declaration</b>							
I declare that the content of this invoice is true and correct.							
Name and Signature			Company and Job title			Date	
<input type="text"/>			<input type="text"/>			<input type="text"/>	
<b>Additional information</b> (e.g. hazardous details, EORI number, ECCN number, etc.)							
① <input type="text"/>							

# Data

If you ship with DPD via API, an integrated system or EDI (electronic data interchange), you will need to speak with your IT team as soon as possible, as there will be updates that need to be done in preparation for Brexit to ensure that data such as descriptions, values or HS codes are included and on DPD format. Potentially, if data are not complete and/or incorrect, parcels will not leave the sending country.

The “guide of information to be provided by customers” highlights the mandatory information you will have to provide.

