

# courier logistics

## Brexit Preparation



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Page   2	Customs Requirements
Page   3 - 4	The Pallet-Track Brexit Customs Process
Page   5	EO RI Numbers
Page   6	Direct Representation Customs Forms
Page   7	The Trader Support Service (TSS)
Page   8	Commercial Invoice
Page   9	Helpful Links

## Appendix Docs

1. Direct Representative Form For European & ROW (Hellman Worldwide Logistics)
2. Direct Representative Form For ROI (Roche Logistics Group)
3. ROI Customs Clearance Costs
4. Europe & ROW Customer Clearance Costs
5. ROI Procedure
6. Northern Ireland Procedure
7. European & ROW Procedure



# Customer Requirements

- EO RI Number must be obtained (see page 5)
- Items must be palletised on Heat Treated pallets, frames, crates....etc that clearly display the IPPC (International Plant Protection Convention) Number



- **Republic of Ireland and European Shipments**

Direct Representation form must be completed by the Customer & returned to Courier Logistics to set this up (see page 6)

ROI – Roche Logistics Group form

European & ROW – hellmann Worldwide Logistics form

- **Northern Ireland Shipments** – Customers must Register for the Trader Support Service (TSS) (see page 7)  
[www.tradersupportservice.co.uk](http://www.tradersupportservice.co.uk)

- Commercial Invoices must be provided and contain the appropriate tax information (see page 8)
- Customers need to understand the Incoterms, Commodity Codes and the Brexit Customs Glossary (see page 9)

# The Pallet-Track Brexit Customs Process

- **European** – Consignments must be entered, and relevant documentation uploaded to the Pallet-Track Web System  
Before 14:00
- **Republic of Ireland** - Consignments must be entered and relevant documentation uploaded to the Pallet-Track Web System  
Before 14:00

EORI numbers obtained by the customer must be entered into the manifest notes of all consignments.

- **Northern Ireland** – Consignments must be entered, and relevant documentation uploaded to the Pallet-Track Web System Before 14:00

MRN, SFD & ENS reference numbers obtained by the customer from the Trader Support Service (TSS) platform must be entered into the manifest notes of all consignments.

# The Pallet-Track Brexit Customs Process

## PLEASE ENSURE DOCUMENTATION IS CORRECT

- The Delivery/Collection Depot will check each individual consignment
- Consignments entered on time with correct documentation will be accepted for onward shipment. Confirmation status will be applied
- Consignments entered late, missing documentation or relevant information will be rejected. Rejected status will be applied
- Only Complete Consignments can be transported

## PART CONSIGNMENTS CANNOT BE LOADED

- Requesting Member Depots must roll the date on all rejected consignments
- Consignments with a rejected status must not arrive at the hub(s). If a rejected consignment arrives at the hub(s) It will not be unloaded and will be returned
- Consignments cannot be loaded until correct documentation and/or information is uploaded
- Accurate documentation or more detailed information will be requested by the Customs Teams at the relevant depot
- Customs Teams will recheck, authorise and accept shipments for carriage and apply the relevant status

## EORI Numbers

### Immediate action required

- All customers will need an EORI number when sending consignments to Republic of Ireland (Southern Ireland) and Europe
- An EORI number may also be required when sending consignments to Northern Ireland
- EORI numbers are required to support Customs declarations
- Consignments cannot be shipped to these destinations without an EORI number
- Visit the EORI information page on the UK government website [here](#)

# Brexit Direct Representation Customs Forms

## **Republic of Ireland**

- All customers must sign a Direct Representation Customs form for The Republic of Ireland (Southern Ireland)
- Rochefreight have provided a form for completion by customers for shipments destined to the Republic of Ireland
- Completed forms must be retained by the requesting depot

## **Europe (Rest of the World)**

- All customers must sign a Direct Representation Customs form for Europe (the rest of the world)
- Hellmann Worldwide Logistics have provided a form for completion by customers for shipments destined for Europe
- Completed forms must be retained by the requesting depot

Importers of goods into NI must have an XI EORI number which can be applied for on the TSS Portal – without a TSS registration or XI EORI number consignments cannot be transported

# The Trader Support Service (TSS)

## Northern Ireland Shipments

The Trader Support Service (TSS) was created to assist businesses with the movement of goods between Great Britain and Northern Ireland only

- TSS will complete Customs Import and Safety Declarations for goods moving from GB to NI
- This service is scheduled to run for 2 years - TSS only covers GB-NI route and will not create customs documents for any other route
- ESN Number's MUST be clearly visible in the Manifest Notes on all consignments

Sign up to the TSS Here [www.tradersupportservice.co.uk](http://www.tradersupportservice.co.uk)

A Customs Administration Charge of £10.00 per consignment will be administered by Depot 150 and will be invoiced separately.

Customers must register on the Trader Support Service immediately



# Commercial Invoice

A commercial invoice is required to complete a customs declaration

The invoice contains information the tax authorities require in order to determine the taxes applicable and who is responsible for paying them

- Exporter Name, VAT no, EORI, address
- Importer Name, VAT no, EORI, address
- Invoice Date
- Invoice Number
- Goods Description
- Commodity Codes
- Quantity
- Price
- Currency
- Weight – Gross & Net.
- Incoterms
- Country of Origin – per product

**All paperwork must be accurate and complete.**

## Helpful Links

EO RI Numbers

Visit the GOV.UK information page on the UK government link here [www.gov.uk](http://www.gov.uk)

Visit the EORI information page on the UK government website [here](#)

## Incoterms

Department for International Trade

<https://www.great.gov.uk/advice/international-trade-contracts-and-incoterms/>

Visit the International Chamber of Commerce website

<https://iccwbo.org/resources-for-business/incoterms-rules/>

## Commodity Codes

[Find you the commodity code on the trade tariff here The UK Global Tariff \(check-future-uk-trade-tariffs.service.gov.uk\)](#)

It is helpful to read the [Product Classification Guides](#)

HMRC Guide to Commodity Codes (video)

[www.youtube.com/watch?v=ja0BeipzU-Y](http://www.youtube.com/watch?v=ja0BeipzU-Y)

There is a separate link for the EU tariff, applicable at EU

[destination: Trade Tariff: look up commodity codes, duty and VAT rates - GOV.UK \(trade-tariff.service.gov.uk\)](#)