

courier logistics

Brexit Preparation



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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**

A Direct Representation form must be completed by both the consignee & consignor (see page 6)

Consignor - Roche Logistics Group form – only completed once and held on file

Consignee - RGL F024 form – must be loaded to each consignment

The receiver must also complete a AEP5 Customs & Excise Clearance Agent form

- **Northern Ireland Shipments** – Customers must Register for the Trader Support Service (TSS) (see page 7)

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

- Rejected consignments will be rolled until this is updated and authorised
- 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 consignors will require an EORI number when sending consignments to Republic of Ireland (Southern Ireland) and Europe.
- The consignee will also require an EORI number, unless this is a residential address where their address would be entered instead.
- Visit the EORI information page on the UK government website [here](#)

Brexit Direct Representation Customs Forms

Republic of Ireland

- Both the consignee & consignor must sign a Direct Representation Customs form for the Republic of Ireland (Southern Ireland)
- Rochefreight have provided both forms for all shipments destined to the Republic of Ireland, these can be found on our website.
- The F024 Direct Representation form completed by the Consignee MUST be uploaded to the consignment as part of the customer paperwork.
- 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
- ENS Number's MUST be clearly visible in the Manifest Notes on all consignments

Sign up to the TSS Here www.tradersupportservice.co.uk

A Customs Administration Charge of £15.00 per consignment will be administered by Depot 150 and will be added to your consignment price invoiced.

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

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

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 \(trade-tariff.service.gov.uk\)](#)