



**RDS**  
eCommerce



# Brexit Customer Checklist

Preparing for  
Customs in the EU

Use our latest Brexit checklist to ensure that you have completed essential tasks prior to new rules and processes coming into effect on 1st January 2021.

# Brexit Customer Checklist

## Have you confirmed your EORI number with us?

An EORI number is an Economic Operator Registration and Identification number, required in order to release goods from customs. Currently, you only need an EORI number when trading with countries outside the EU. However, a GB EORI number will be required for UK imports and exports from 2021. VAT-registered businesses were automatically issued with an EORI number in September 2019. Businesses without an EORI can apply for free at [www.gov.uk/EORI](http://www.gov.uk/EORI)

**Required Action** - Please inform RDS eCommerce of your EORI number. This will allow us to include it on invoices to promote smooth customs processing and clearance.



## Have you confirmed your XI EORI number with us?

Please note that an XI EORI number will be required to move goods to or from Northern Ireland to non-EU countries. The government will issue XI EORI numbers, where needed, in mid-December.

**Required Action** - Please inform RDS eCommerce of your XI EORI number. This will allow us to include it on invoices destined to Northern Ireland in order to promote smooth customs processing and clearance.



## Do you know the commodity code for your products?

The goods you are sending are identifiable via a precise, internationally recognised commodity (Harmonised System) code. This ensures that the correct duties and taxes are applied by customs. It can also be used to identify the duties and taxes applicable in each country you are sending to. Remember that the exact rates that will apply in the EU for UK shipments are yet to be agreed. To identify the commodity code for your product(s), visit the UK Government website - <https://www.gov.uk/guidance/finding-commodity-codes-for-imports-or-exports>

**Required Action** - Please review your product catalogue and make sure you have a commodity code listed against each product. Where RDS ECOMMERCE holds this information, please also share this with us so we can update our records accordingly and ensure the correct information appears on customs invoices. We are actively reaching out to you, but if you haven't heard from us or have queries, please contact us.



## Are your goods descriptions accurate and acceptable?

It is important that customs are provided with an accurate description of goods. This will enable customs to identify goods based on the data provided and conduct security/safety screening without stopping your shipment. Acceptable goods descriptions should include complete information and provide detail about the precise nature of the goods in plain language.

Descriptions should indicate what the goods are, their purpose and what they are made of. The European Commission has issued guidance on basic levels of acceptable descriptions of goods, with examples of this below:

Bad product descriptions	Good product descriptions
Clothing	Men's knitted jumper, 70% cotton, 30% polyester
Laptop	HP Pavilion 14-ce1509sa 14" Intel Core i3 Laptop - 128 GB SSD
Footwear	Ladies leather shoe

More details around other products can be viewed via the following link:

[https://ec.europa.eu/taxation\\_customs/sites/taxation/files/resources/documents/customs/customs\\_code/guidance\\_acceptable\\_goods\\_description\\_en.pdf](https://ec.europa.eu/taxation_customs/sites/taxation/files/resources/documents/customs/customs_code/guidance_acceptable_goods_description_en.pdf)

**Required Action** - We strongly encourage you to review your goods descriptions with a view to improving if they are currently in a basic format. Please share your existing goods descriptions with us so we can update our records and provide help and guidance if you need assistance.



## Have you decided what your incoterms will be for EU deliveries?

Incoterms are often used to allocate risks relating to the delivery of goods between seller and buyer where the goods cross international borders. Incoterms have been widely used for trade within the EU, although the provisions relating to customs and border clearance formalities have had little relevance due to the EU customs union and single market. This will change once Brexit has occurred. When the UK is no longer a member of the EU, parties to contracts will have to pay much closer attention to the practical and commercial implications of the incoterms they select.

**Required Action** - We recommend you review the incoterms you are planning to set for your EU shipments and notify us immediately of your preferred choice. You can find further information around incoterms and the benefits of each by visiting:



<https://www.gov.uk/guidance/international-trade-paperwork-the-basics#international-trade-contracts-and-incoterms>

## Do you capture full customer contact details?

Through experience and the reviewing of our current exception rates and the reasons behind them, we believe the most common cause for clearance delay and disruption to shipments from 1st January 2021 will directly relate to a lack of (or missing) receiver contact information. This will be key to allowing customs and our partner carriers to resolve clearance discrepancies with your clients efficiently and avoid further delay.

**Required Action** - We strongly recommend you review your own records to ensure you capture your client contact details (including phone numbers) as standard. You should provide this information in all instances to RDS eCommerce to allow us to successfully manage exceptions and clearance delays into Europe successfully and effectively.



## Do you declare each item as an individual line value?

Our advice to our customers is to declare the line value of each product on their invoices rather than just one total value for the complete order. This will ensure customs know which value to allocate to each commodity code and that your customer is billed VAT and duty correctly.

**Required Action** - Please review the declared values on your shipments and ensure these are declared on a line level for all shipments.



## New rules for wood packaging goods for import and export

From the 1st January 2021, it will be a legal requirement for all wood packaging material moving in either direction between the UK and EU to be compliant with a treatment and mark as specified in the International Standard for Phytosanitary measures No 15 (ISPM15).

**Required Action** - If you ship pallets to EU destinations you must ensure the pallets you use are compliant. For further information please visit <https://www.gov.uk/wood-packaging-import-export>



Look out for our new website.  
RDS eCommerce provides helpful online resources, knowledge base and the latest updates from our carrier partners.

