



Welcome to Team Global Export News

Driving business growth by taking products to new markets has never been easier, whether you're venturing into selling overseas for the first time or an established exporter seeking to expand.

Working with a trusted transport and logistics partner that offers the expertise and global presence to support your business is therefore critical to successful international trading. It means you have access to an extensive air and road infrastructure that enables you to reach new markets faster.

As an MOU customs approved agent, Team Global has proven to meet strict security and safety standards, you also benefit from faster tracking of shipments through customs controls and fewer physical and documentary examinations when shipping overseas.

That's because we have demonstrated to HM Revenue and Customs (HMRC) that we deliver consistent quality, compliance and trustworthiness in the international supply chain.

Our local people across the globe have expert local knowledge, which means we can help you with all the complexities of different customs laws, shipping regulations and necessary export paperwork.

To make life easy we've created this handy guide to provide some useful advice and clarity about what documentation and details are required so that you can export with confidence.



International Trading

Trading within the EU

Because the EU is a single market, trading between countries that are EU members is simpler because there are fewer trade restrictions and no customs documentation is required.*

Trading outside the EU

All exports being shipped outside the EU will pass through customs where it will be decided whether any duties and taxes need to be applied to the shipment. This is based on information detailed on the commercial invoice.

Preparing your shipment

How should I package my shipment? To ensure your customer receives their goods quickly and safely, you need to follow a few basic rules:

- Use packaging that is appropriate to the contents and that prevents damage or leakage
- Ensure items are securely and discretely packaged to avoid damage and contamination with other items
- Ensure the delivery address is complete, clear and accurate. Include the country of delivery in full as the last line of the address and always include a return address
- Include a duplicate label inside the package in the unlikely event that the outer packaging is damaged

What information do I need to complete the paperwork?

When shipping to destinations outside the EU, four signed copies of a commercial invoice must accompany each shipment. In order to complete this you'll need the following information to hand.

- EORI number
- The sender's name and address
- The recipient's name and address
- The date of the invoice and the invoice number
- A full description of the goods in order to find its Customs Tariff Classification
- The country of origin – where the goods have been manufactured
- The customs tariff code (also known as commodity codes, tariff headings, harmonised system number or classification code)
- Total number of items, total weight and total value
- The currency of the transaction (the currency in which the value and charges related to your shipment are detailed)
- The product's value for customs (the selling price or fair market value of your shipment contents)
- Any special clearance instructions e.g. goods being shipped under licence, temporary exports or returned items after repair
- If your shipment is not licensable then please state "These goods are not licensable"
- Four signed copies of the commercial invoice



Economic operator registration and identification scheme (EORI)

What is an EORI number?

The Economic Operator Registration and Identification scheme (EORI) is an EU initiative that helps to identify the exporter to HM Revenue & Customs (HMRC).

How is the EORI number used?

The EORI must be included on all pre-arrival and pre-departure information on goods entering or leaving the customs territory of the European Community.

The number must also be used for customs authorities to exchange information and where appropriate, to share information with other government departments and agencies.

What is the format of the EORI number?

UK EORI numbers start with the letters 'GB' and most are then followed by a 12 digit number based on the trader's VAT number (eg GB123456789000).

How do I get an EORI number?

If you are registered for VAT in the UK you can download an EORI application form (C220) at [customs.hmrc.gov.uk](https://www.customs.hmrc.gov.uk)

If you are not registered for VAT in the UK you need to download a C220A application form at [customs.hmrc.gov.uk](https://www.customs.hmrc.gov.uk) where you can find further information about EORI numbers.

Tariff numbers

What is a tariff number?

Tariff numbers (also known as customs tariff codes, tariff headings, harmonised system numbers and classifications codes) are a global means of classifying each item being exported.

Why do I need to include a tariff number?

Tariff numbers classify goods for import and export so that you pay the right tax and duty and follow regulations. You must have a commodity code for all goods you want to export from the UK.

How do I get a tariff number?

To find out what tariff number applies to your shipment simply visit www.gov.uk/trade-tariff



Customs Declaration

What is customs declaration?

Team Global declares all exports to HMRC on your behalf (unless we are instructed otherwise). The customs declaration is submitted electronically detailing all the information provided on the commercial invoice. A customs entry is mandatory for all shipments outside the EU, this includes innocent goods, controlled and restricted items.

How do I calculate the value of goods for declaration?

The value to be declared is the cost of the goods to the purchaser overseas. If there is no sale, you need to declare the price the goods would fetch if sold to a purchaser overseas. This cost should include packing, inland and coastal transport in the UK, dock dues, loading charges and all other costs, profits, charges and expenses.

Please note: Outward sea/airfreight and marine/ air insurance should be excluded and any cash or trade discounts to the purchaser should be deducted.

Export licences

Will I need an export licence?

Although the majority of goods can be shipped overseas without an export licence, it's advisable to check whether or not you require one before you begin exporting.

Items which typically require a licence include animals, chemicals, drugs and medicines, a product over fifty years old or an item with potential military use.

If you are exporting controlled goods, encounter sanctions or arms embargoes you will need to get an export licence.

Where can I find out more about export licences?

If you'd like to find out more about export licences visit www.gov.uk/do-your-goods-need-an-export-licence where you can download the UK Strategic Export Control list.

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