

International Electronic Customs data entry using your Business Portal (eBilling)



Electronic customs data entry - Business portal

- Please login to your Business Account.
- On the home screen please click on Electronic Customs to start entering your electronic customs data in your Business Portal.

GUERNSEY POST

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GPL Test Account | Hi

Home

Services

PPI
(Postage Paid Indicia) Includes your unique Guernsey Post account serial number. [Create docket](#)

Completed Dockets

December 2020

Total docket	3	Total value	£1,754.80
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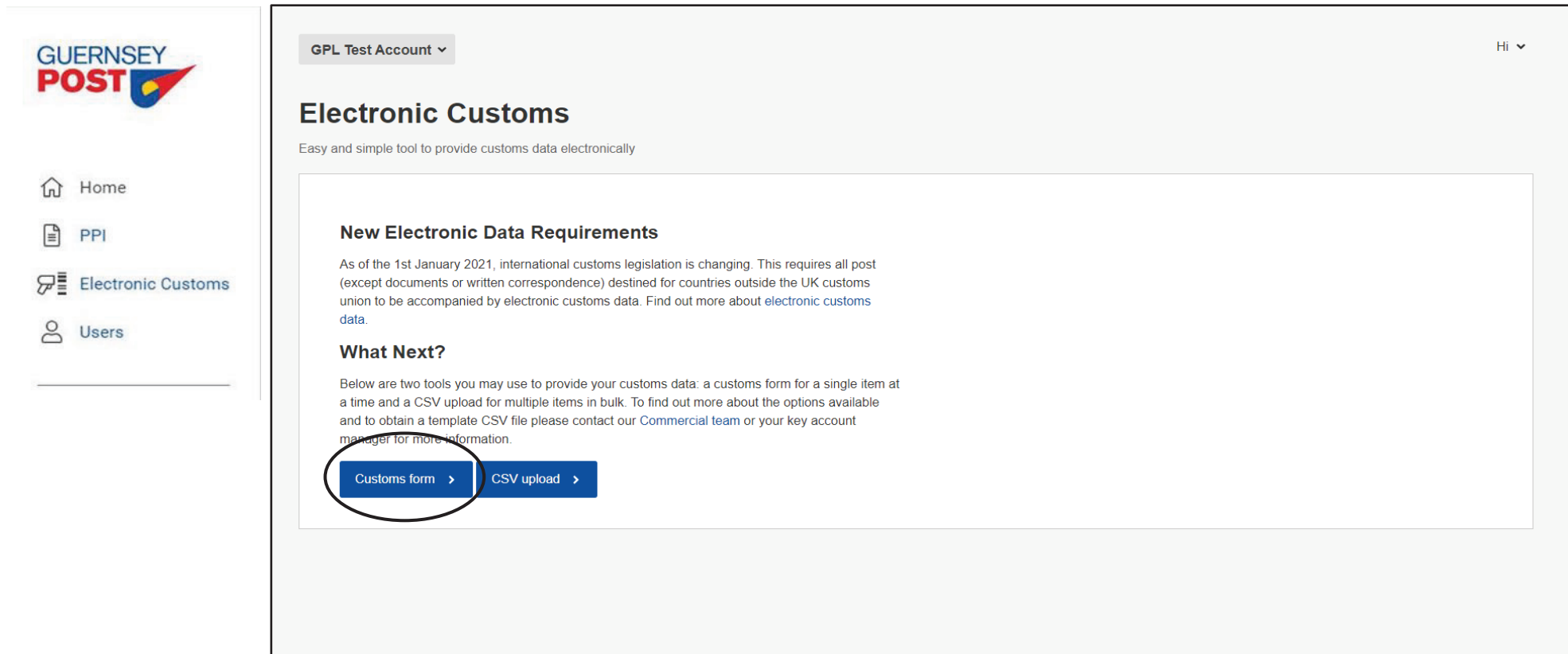
Draft Dockets

[View all docket](#)

Last modified	Reference	Total value
16-Dec-2020 11:19:11		£0.00
11-Dec-2020 08:43:47		£0.00

Submission for small volumes of international mail

- If you are only sending a few items please click on the Customs Form button. (Alternatively you can select 'CSV upload' to upload customs information for multiple individual parcels. Please contact your account manager for more support)
- You will need to fill in all details in the next slides, addresses, item description.



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Electronic Customs

Easy and simple tool to provide customs data electronically

New Electronic Data Requirements

As of the 1st January 2021, international customs legislation is changing. This requires all post (except documents or written correspondence) destined for countries outside the UK customs union to be accompanied by electronic customs data. Find out more about [electronic customs data](#).

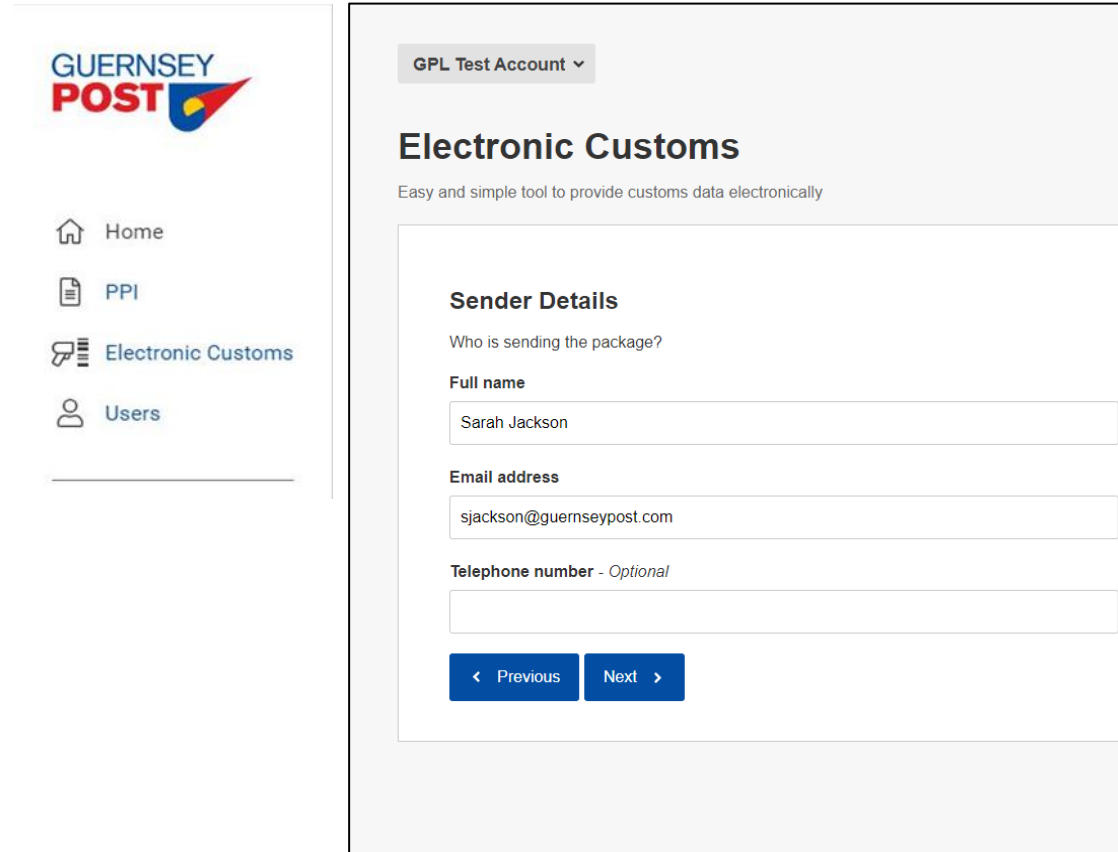
What Next?

Below are two tools you may use to provide your customs data: a customs form for a single item at a time and a CSV upload for multiple items in bulk. To find out more about the options available and to obtain a template CSV file please contact our [Commercial team](#) or your key account manager for more information.

[Customs form >](#) [CSV upload >](#)

Sender details

- Enter full name.
- Your email address will be automatically populated for you and this information will come from your business login.
- Telephone number is optional, you do not have to fill optional fields in.
- Check details are correct.
- Click next.



The screenshot shows the Guernsey Post website interface. On the left is a navigation menu with the Guernsey Post logo at the top, followed by links for Home, PPI, Electronic Customs (which is highlighted), and Users. The main content area is titled 'Electronic Customs' and includes a sub-header 'Easy and simple tool to provide customs data electronically'. A dropdown menu at the top left of the main area shows 'GPL Test Account'. The 'Sender Details' section asks 'Who is sending the package?' and contains three input fields: 'Full name' (filled with 'Sarah Jackson'), 'Email address' (filled with 'sjackson@guernseypost.com'), and 'Telephone number - Optional' (empty). At the bottom of the form are two blue buttons: '< Previous' and 'Next >'.

Sender Address

- Senders address will be automatically populated from your account information.
- If you would like to change this address for any reason please enter your postcode in the 'Postcode Lookup' and select address.
- Check details are correct.
- Click next.



- Home
- PPI
- Electronic Customs
- Users

Sender Address

Where are you sending the package from?

Country

Bailwick of Guernsey

Postcode lookup

Enter your postcode or first line of address

Guernsey Post Ltd, Envoy House, La Vrangué, St. Peter Port, GUERNSEY, GY1 1AA



Address line 1

Guernsey Post Ltd

Address line 2 - Optional

Envoy House

Address line 3 - Optional

La Vrangué

Town / city

St. Peter Port

Post code


GY1 1AA

< Previous

Next >

Recipient details

- Enter name of recipient.
- Telephone number is optional.
- Click next.



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Recipient Details

Who are you sending the package to?

Full name

Telephone number - Optional


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Recipient address

- Complete all recipient details.
- Country field has a drop down option to search destination country, you can type first letters and only those countries will appear.
- Postcode is always advisable, unless destination country does not have postcodes.
- Once complete, click next.



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Recipient address

Where is your package going?

Country

Address line 1

Address line 2 - *Optional*

Address line 3 - *Optional*

Town / city

Post code - *Optional*

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Package details

- Select category of item - Gift, Sale of Goods, Commercial sample, Returned Goods, Other, Documents*
- If you are using International Tracked services please type your tracking barcode in 'Tracking barcode' field.
- Tick Yes or No if there are additional details**
- Click next.



Please click on this symbol for more information.

The screenshot shows the 'Electronic Customs' form interface. At the top, it says 'GPL Test Account' with a dropdown arrow. Below that is the title 'Electronic Customs' and the subtitle 'Easy and simple tool to provide customs data electronically'. The main form area is titled 'Package Details' and contains three input fields: 'Category' (a dropdown menu with 'Sale of Goods' selected), 'Tracking barcode - Optional' (a text input field), and 'Postage fee (£) - Optional' (a text input field). Each of these three fields has a blue question mark icon to its right. Below the input fields is a question: 'Are there additional details such as licences, certificates and invoice numbers, or are the goods subject to quarantine or other restrictions?'. This question is followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom of the form are two blue buttons: 'Previous' with a left arrow and 'Next' with a right arrow.

- This applies to document items that have an intrinsic value such as books, magazines pack of greeting cards. Items such as individual/business correspondence single greeting card does not need a customs form completed.

** Additional details are for items that require special licences or certificates to send via post.

Package Contents

- This need to be completed for each individual item in the one package.
- You can select to Add another item or Duplicate item, as well as delete item.
- Once all items are listed, Click next



Home

PPI

Electronic Customs

Users

Package Contents

Please provide a brief description of each item in your package. Where there are multiples of the same item, please enter the total quantity, value and weight of the same item. For example, if you are sending 2 books that weigh 0.5kg and are £2.50 each, the total weight would be 1.0kg and the total value would be £5.00.

Description	Mens shoes				
Quantity	1	Value (£)	30.00	Weight (kg)	0.600
HS tariff number - Optional	<input type="text"/>				
Country of origin - Optional	<input type="text"/>				
Duplicate package item		Delete package item			

Description	Mens t-shirt				
Quantity	1	Value (£)	15.00	Weight (kg)	0.300
HS tariff number - Optional	<input type="text"/>				
Country of origin - Optional	<input type="text"/>				
Duplicate package item		Delete package item			

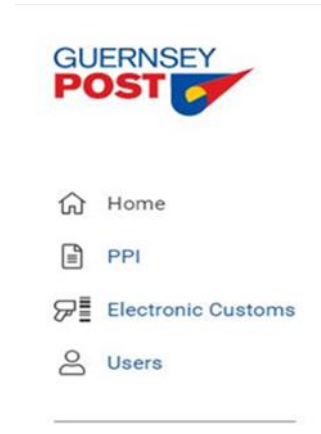
[+ Add another item](#)

[< Previous](#)

[Next >](#)

Declaration

- Tick check box to confirm agreement of Declaration.
- Click Complete Submission.



GPL Test Account ▾

Electronic Customs

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Declaration

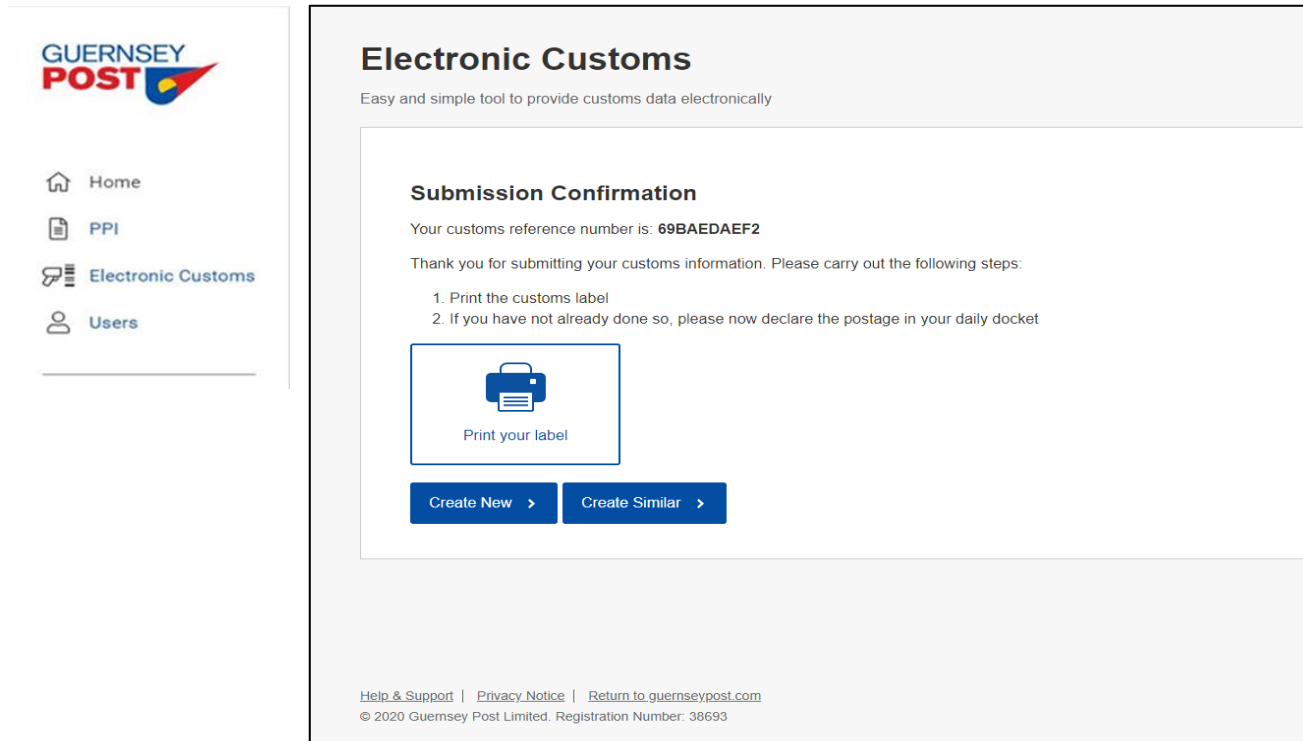
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

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Submission Confirmation

- Once submission is complete, the below will come up to confirm, please click print label.
- Please ensure that your printer settings are set to actual size, this will then print a 6x4in label for you to tape to your package.
- You will also receive a email with a PDF copy of your label.




The screenshot shows the 'Electronic Customs' interface. On the left is a navigation menu with 'Home', 'PPI', 'Electronic Customs', and 'Users'. The main content area is titled 'Submission Confirmation' and displays the customs reference number '69BAEDAEF2'. It provides instructions to print the label and declare postage. A 'Print your label' button is prominently displayed, along with 'Create New' and 'Create Similar' buttons. The footer contains links for help and support, a privacy notice, and the company registration number.



PDF Label Example

- Once your label is printed there is an option to create another label. You can decide to create a similar label 'Create Similar' or create a new label 'Create News'.
- Click home to go to your daily docket to enter

Label Example

 UG000001385GB					
To	John Smith Ted Smith New York 123456 United States				From: Sarah Jackson, Guernsey Post Ltd, Envoy House, La Vrangue, St. Peter Port, GY1 1AA, Bailiwick of Guernsey
CUSTOMS DECLARATION CN23 May be opened officially					
Category of items: Sale of Goods					
Description of content	Qty	Net weight (Kg)	Value (£)	Commercial items only	
				HS Tariff number	Country of Origin
Mens Shoes	1	0.600	30.00		
Mens T-shirt	1	0.300	15.00		
<i>Postage Fee(£)</i>			<i>Total Gross Weight (Kg)</i>	0.9	
<i>Licence</i>			<i>Total Value (£)</i>	45	
<i>Certificate</i>			Comments:		
<i>Invoice</i>					
Office & date of posting Guernsey 16/12/20	I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal/customs regulations Date and sender's name: 16/12/2020 Sarah Jackson				

Senders name and date will automatically populate on the bottom of the customs form.