

# Your guide to the new requirements for sending international items from 1st January 2021

For business, Ebay and Amazon Marketplace customers



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# Overview

- From 1st January 2021, as a result of new international legislation, it will be a requirement to provide an electronic copy of customs data when sending items containing goods (excludes items of correspondence\*) outside of the UK\*\* customs union.
- Electronic customs data (also known as Electronic Advance Declaration or EAD) requires information on the sender, the recipient and the details of the contents within the package. This is the same information as is currently provided on a CN22 or CN23 customs form, although some fields that are currently optional will become mandatory. Items sent to the UK, Jersey or Isle of Man should continue to have a printed customs form (CN22 or CN23) attached but it is only necessary to provide a copy of this information electronically if you are posting internationally.
- When posting internationally, we need you to provide this data in the correct format to meet these new requirements.
- Through sharing electronic data, countries may also be able to speed up customs clearance and import processes leading to faster delivery times.

*\* Communication by exchanging letters and documents*

*\*\* If the UK leaves the EU with 'no deal', items destined for the EU will be treated the same as items bound for non-EU destinations.*

# Why electronic customs data?

## Background

From 1st January 2021 you must provide electronic pre-advice when posting goods outside of the UK customs union. This pre-advice includes customs information.

## Why?

- Security is high on the agenda for governments globally.
- Pre-advice data helps to automate and speed up manual processes by reading electronic pre-advice data as opposed to manually checking goods received. This can enable a more efficient customs clearance process internationally.

## Risks for items without electronic pre-advice data

- Items could be returned or destroyed
- Significant delays to your customers
- Potential additional charges

# Making sure you've provided the correct information

## Providing your electronic data

If you are a Business Customer who has a PPI Account with Guernsey Post, there are a number of ways you can provide us with your electronic customs data.

### CSV File

*Ideal for high volume international postings*

- You can upload a CSV file containing all required customs data to the Guernsey Post Business Portal.
- You can send a CSV file containing all required customs data using SFTP (Secure File Transfer Protocol).  
If you are interested in uploading or sending Guernsey Post a CSV file please contact your key account manager or email [commercial@guernseypost.com](mailto:commercial@guernseypost.com) for a template.

If you do not currently generate customs labels from your own shipping system, Guernsey Post can generate PDF customs labels for either CSV option for you to print and attach to your item/s.

*Please refer to page 6 for an example of the label produced and page 7 for barcode information*

### Business Portal Online Customs Form

*Ideal for businesses with fewer, ad hoc international postings*

- Enter all necessary information into the online customs form, submit to Guernsey Post electronically and Guernsey Post will generate a PDF label and also a barcode if required.

*For more information on the generation of barcodes, please see page 7*

# Haven't signed up for a PPI Account yet?

If you are not a PPI customer please contact our customer services team on 711720.

Setting up an account with Guernsey Post is free, simple and no minimum postal volumes are required.

Alternatively, if you do not wish to become a PPI account customer, and you want to continue to pay at our Post Office counter, you can sign up online to myPost. This is a free online account which will enable you to complete the required electronic information and save your sender details to speed up the process when entering data for multiple packages.

For more information please contact our customer services team on 711720.

# Example of customs label

Your printed customs label from Guernsey Post's Business Portal will look similar to the example shown below\*. This will be portrait in orientation. You can choose either orientation if your Company is generating its own labels.


An S10 barcode is mandatory (see page 7)



A list of all mandatory fields can be found on page 10.

The HS Tariff Number is not mandatory. However we strongly advise that this is identified and included for commercial items.

You can find your HMRC Trade Tariff Codes required for all goods at [trade-tariff.service.gov.uk](https://trade-tariff.service.gov.uk)

 <b>JS 5883 1030 9GB</b>					
<b>TO</b> Mr XYZ Stairway to Heaven Zeppelin Street Melbourne VIC 3181 Australia  Contact Tel: 01481 256358					From: Mr ABC, Flat 5, Havelet Road, St Peter Port, GY1 1AA, GUERNSEY
<b>CUSTOMS DECLARATION</b>			<b>CN23</b>		
May be opened officially					
<b>Category of Items: SALE OF GOODS</b>					
Description of content	Qty	Net weight (Kg)	Value (£)	Commercial Items Only	
				HS Tariff Number	Country of origin
Men's shirt	1	0.15	20.00	620520	GG
Women's coat	1	0.80	50.00	610220	GG
Postage Fee		Total Gross Weight (Kg)		0.95	
Licence		Total Value (£)		70.00	
Certificate			Comments		
Invoice					
Office & Date of posting	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  <b>Date and sender's name:</b> 04/02/2019 Mr ABC				

\* If you are generating customs labels from your own shipping system please liaise with your key account manager or email [commercial@guernseypost.com](mailto:commercial@guernseypost.com) to ensure all necessary criteria is met.

# What is an S10 barcode?

- Each item you send internationally is required to have a unique barcode. This allows the item to be linked to the electronic customs data that has been submitted. The barcode is required to be printed on the physical item and the barcode number is required within the electronic customs data for that item.
- The required barcode is a 13 digit postal barcode. This is a format defined by the Universal Postal Union (UPU) and is known as S10. An example S10 format barcode is shown below:



*See page 8 for Barcodes for Untracked International Items or Tracked International Items.*



# Barcodes for Untracked or Tracked International Items

## Barcodes for Untracked International Items

- If you choose to upload or send electronic customs data via CSV file and generate customs labels through your own shipping system, Guernsey Post will allocate your Company with a range of barcodes.
- If you choose to provide electronic customs data via CSV file and wish Guernsey Post to generate the customs labels, then the untracked barcode can be generated for you.
- A barcode will be automatically generated if you use the Business Portal's Online Customs Form (recommended for sending small volumes).

## Barcodes for Tracked International Items

- If you are sending items internationally via a tracked service (International Tracked, International Tracked & Signed) then you will not require an additional S10 barcode. Once the service label has been attached to the item, please use this barcode number and enter it into the electronic customs data field. Please submit using your preferred option (online customs form or CSV file).

# What this means for you

- We need you to provide us with this data by the 1st January 2021 at the latest for several reasons including: individual country customs requirements, the direction of travel in terms of EU legislation and the UK's anticipated exit from the EU Customs Union.

This will ensure you are customs compliant, avoid delays and possible penalty charges from other customs authorities, and continue posting overseas without restriction.

- To help you to make the transition as easy as possible, we will provide information and advice; please contact our Commercial team [commerical@guernseypost.com](mailto:commerical@guernseypost.com) or your key account manager for more information.

For further information and information on frequently asked questions please visit:

[guernseypost.com/electronic-customs-data](https://guernseypost.com/electronic-customs-data)

# Customs information required for sending goods internationally

	Explanation	Requirement	Example
Sender Name / Company	Name of Individual / Company dispatching item	Mandatory	Mr ABC
Sender complete address (inc. Postcode)	Address of the Individual/ Company who is dispatching the item	Mandatory	Envoy House, La Vrangue, St Peter Port, GY1 1AA, Guernsey,
Recipients Name	The name of the individual to whom the package is to be delivered.	Mandatory	
Recipients complete address (inc. Postcode)		Mandatory	
Recipients Telephone Number	Telephone number of individual to whom the package is to be delivered.	Optional	
Tracking Barcode*	S10 format barcode (also displayed on the item).	Mandatory	BH26811112GB
Category of Item	Select the category of item that your package belongs to	Mandatory	Gift, Sale Of Goods, Documents, Commercial Sample, Returned Goods, Other
Item Description	Description of the item inside the package	Mandatory	
Item Quantity	The number of same item(s) inside the package	Mandatory	
Item Weight (kg)	The weight of each item	Mandatory	Requires 3 decimal places
Item Value (£)	The value of each individual item	Mandatory	Requires 2 decimal places and must NOT contain £ (currency) symbol.
Tariff / Harmonised Code	Product specific code to classify your item	Strongly recommended for Commercial Items (will assist with customs clearance)	The HS or Tariff (Customs) Code for the item
Item's Country of Origin	Country that the item was manufactured in	Strongly recommended for Commercial Items (will assist with customs clearance)	Two-letter country code
Postage Fee	The value of the postage	Mandatory for items with a value of £270 and above	£280
Comments	Any details or comments in relation to the item to help speed up the shipment	Optional (will assist with customs clearance)	
Licence Number		Optional (will assist with customs clearance)	
Certificate Number		Optional (will assist with customs clearance)	
Sales Invoice Number		Optional (will assist with customs clearance)	
Total Weight (kg)	Total weight of the parcel. This should include the total weight of the contents and packaging.	Mandatory	This will be calculated automatically through GPL's online form. Input required for CSV upload.
Total Value (£)	Total value of each item inside the package	Mandatory	This will be calculated automatically regardless of the method of submission
Date of Posting	This is the date the items are being posted	Optional	If left blank, will default to date of upload. Otherwise use the following convention dd/mm/yyyy

Please note that the information above may be subject to change and is intended as a guide only.

If you intend to upload or send information via CSV file please contact your key account manager or email [commercial@guernseypost.com](mailto:commercial@guernseypost.com) for a more detailed specification and template. \*for more information on barcodes see page 7



Guernsey Post Limited, Envoy House, La Vrangue, St. Peter Port, GUERNSEY, GY1 1AA. Tel. 01481 726241 [www.guernseypost.com](http://www.guernseypost.com)