

Export.

Supplementary information to;
HM Government's 'How to
export goods from GB into the
EU from January 2021.

For Exporters.

ChannelPorts Ltd

Information required to complete a basic export entry.

- Sales invoices.
- Your EORI number.
- Commodity code(s).
- Packages, weights, values.

All the above are ideally contained on your invoice and or packing list.

- Confirmation from the exporter if any of the goods are subject to export controls such as licences as they will need to provide full details to you and if a paper licence the original will be required.
- Excise goods – if the goods are being exported in a duty suspended state then an [Excise Movement Control System \(EMCS\)](#) declaration will also be required.

Sales Invoice.

This [link](#) will take you to the UK Department for International Trade web site and the advice they give on what you should include on your sales invoice.

In addition to the advice provided we feel you should also include the following.

Your VAT / EORI number

Your companies full contact details

Your clients EORI number – if known

When you create the invoice you are not likely to know the means of transport or route for road freight shipments and even if a haulier gives you the information it will often change so we would suggest you leave this off your invoices for shipments to the EU.

Classification of Goods.

Every product has a tariff classification code or also known as a commodity code. For shipments out of the UK this will be an 8-digit code.

By clicking [here](#) you will see the **UK 2021 Tariff** which will enable you to classify your goods and find the correct code. It is an exporters legal responsibility to ensure the correct code is used for all products you export.

We recommend establishing a “product file” which lists all your different products and the associated tariff codes along the lines of the example shown unless your system already stores this information against each product.

Product code	Product name	Commodity code
This will be your internal identification number for your product	This will be the same as the description which appears on the invoice, ideally giving a layman enough to know what the goods are	This will be the UK customs tariff / commodity code which you can find using this link . This will be 8 or 10 digits
12345	Widgets	1234567890

CITES

Covers the export of Endangered Species of Wild Fauna and Flora.

The goods must always be accompanied by the original certificate.

In addition to the Export Certificate you will also need an Import Certificate for the goods to be imported into the EU. Further information can be found [here](#).

When you export goods with a CITES certificate these goods will have to be presented at a [Designated Customs Office](#) for the CITES certificates to be stamped and the export documents to be processed.

Goods subject to Sanitary & Phytosanitary SPS controls on arrival in the EU.

SPS controls apply to live animals, products of animal origin 'POAO' – this includes fish, plants and plant-based products including wood and high-risk food and feed not of animal origin.

It is the exporters responsibility to ensure they have all the necessary documents raised in advance of you collecting the goods, but you need to be aware of the requirements to ensure your vehicles are not delayed and you are handed the original certificates at the time of collection.

Further details can be found on the government website links below.

[Animals and animal products](#) - [Catch Certificates for fish](#) – [Phytosanitary](#)

Exporting Controlled Goods.

Do you need an export licence as the goods are drugs, medicines, firearms, waste, dual use goods which could be used in both a commercial or for a military purpose.

[Strategic exports](#) - [Drugs licences](#) – [firearms](#) – [Waste](#)

If your goods require a licence, which will normally be electronic, then the EAD can be processed as previously detailed.

If there is a paper licence this requires a physical, 'wet stamp', then the goods will need to be presented at one of the designated customs facilities prior to being exported from the UK. At this location, the EAD will be given P2P, if required the NCTS document will also be issued at the same time.