

TPN Quick Guide to Import & Export:

Version 1.0

THE Pallet Network

Partner Powered Alliance

Information & documents required for customs clearance (EU)



The consignment entry screen on TPN Connect will be adjusted for ROI/NI/EU consignments to harvest the additional data required to process HMRC export filing. This information is mandatory and must be provided.

Extra consignment information will you have to provide post-Brexit...

- EORI number of the shipper / sender
- EORI number of the recipient / delivery point
- Product commodity code(s) – 10 digit import code required.
 - Supplementary units (if required by the commodity code)
- Quantity of boxes / packages on pallets
- Value of the goods (as per commercial invoice)
- Customs Procedure Code (CPC)
- Country of Origin of the goods
- Incoterms on which the goods are being delivered under
- Net and gross weight of the goods

In addition to this information being entered onto Connect, you must also upload the following documents to your consignment on input:

- Commercial invoice
- Packing list.

What needs to be on the commercial invoice?

- Invoice number
- Shipper
- Shipping to
- Invoicing to
- EORI number
- Currency (EUR, GBP, USD, etc.)
- Shipping method (air, road, rail, sea)
- Shipping Incoterms
- Gross weight
- Net weight
- Qty of items
- Package type (coils, boxes, lengths etc.)
- Item description
- Unit price
- Total price

Information & documents required for Northern Ireland



Freight destined for Northern Ireland will require two declarations to be completed:

- **Safety and security declaration** (to be completed by TPN / D101)
- **Import declaration** (to be completed by the receiving customer).

The table below confirms what information is required to complete the safety and security declaration and who will be responsible for providing this information:

Section	Movement Information	Consignment Information	Item Information
Responsible for Completion	TPN / D101	Sender (via TPN Connect)	Sender (via TPN Connect)
Information Required	<ul style="list-style-type: none"> • Type of movement • Vehicle reg & trailer no. • Nationality of means of transport • Carriers EORI no. • Arrival date / time • Port of departure • Place of loading / unloading • Seal no. • Ferry company name • Route • Transport charges • Transport document ref. 	<ul style="list-style-type: none"> • Consignor EORI • Consignee EORI • Importer EORI • Exporter EORI 	<ul style="list-style-type: none"> • Type of packages • Number of pieces / packages • Gross Mass (KG) • Goods description • Package Marks • Invoice number • UN dangerous goods code

From the information provided, TPN will process the **safety and security declaration** via the Trader Support Service (TSS). TSS will auto-generate and submit the **simplified frontier declaration** using this data.

After the goods move, TSS will request that the party responsible for **import declarations** sign in to their TSS account and provide data to complete the Supplementary declaration.

TSS will generate a Supplementary declaration using the data you provide, additional data from the Safety & Security declaration, and some default values.

You must submit data for the Supplementary declaration by the fourth working day of the month after goods move.

Incoterms

		Freight Collect Terms					Freight Prepaid Terms				
Groups	Any Mode or Modes of Transport		Sea and Inland Waterway Transport			Any Mode or Modes of Transport					
	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAP	DPU	DDP
Incoterm	Ex Works (Place)	Free Carrier (Place)	Free Alongside Ship (Port)	Free on Board (Port)	Cost and Freight (Port)	Cost Insurance & Freight (Port)	Carriage Paid To (Place)	Carriage & Insurance Paid to (Place)	Delivered at Place (Place)	Delivered at Place Unloaded (Place)	Delivered Duty Paid (Place)
Transfer of Risk	At Buyers Disposal	On Buyers Transport	Alongside Ship	On Board Vessel	On Board Vessel	On Board Vessel	At Carrier	At Carrier	At Named Place	At Named Place Unloaded	At Named Place
Obligations & Charges:											
Export Packaging	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port / Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty, Taxes & Customs Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	Seller (*)	Negotiable	Seller (**)	Negotiable	Negotiable	Negotiable
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading at Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer
Import Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

Step by Step Guide to TPN Connect



TPN Customs :

TPN Customs

Are you using TPN Customs Clearance for Export? Yes No MRN:

Are you using TPN Customs Clearance for Import? Yes No MRN:

- Select 'Yes' if you wish TPN to complete the export / import declarations.
- This is a service offer by TPN to complete customs entries alone, any duties taxes due are borne by the sender / receiver dependant on incoterms.
- The charge for completing these clearances are between TPN and the TPN partner.
- Select 'No' should you / your customer be completing / appointing an alternative agent.
- You will be asked to enter an **MRN (Movement Reference Number)** into each field.
- If both sections reflect the 'No' option, then all other fields are not required and you can successfully submit and complete the consignment.

Commodity Code Information:

Commodity Code Information								Click here to look-up Commodity Codes
#	Comm. Code	Invoice Value	FOB Value	Weight (Kg)	Supp. Units	No. Pallets	CPC	Origin
1	<input type="text" value="96034010"/>	<input type="text" value="3616.43"/>	<input type="text" value="3616.43"/>	<input type="text" value="600"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1000001"/>	<input type="text" value="GB"/> ▼
2	<input type="text" value="96034090"/>	<input type="text" value="3616.43"/>	<input type="text" value="3616.43"/>	<input type="text" value="600"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1000001"/>	<input type="text" value="GB"/> ▼ <input type="button" value="+"/> <input type="button" value="-"/>

- A 10 digit commodity code is required (import code) as this will allow TPN Connect to automatically obtain a product description.
- The commodity codes must match those on the commercial invoice otherwise customs authorities will reject.
- If the commercial invoice contains multiple codes, you must consolidate these in this table.
- Invoice values must be accurate as customs authorities will reject.
- **FOB Value** = Price of goods, including transport costs.
- **Weight** = Total weight for that commodity code.
- **Supp units** = Supplementary units (i.e. Litres, SQ2 etc.) – only if required by commodity code.
- **CPC** = Customs Procedure Code. Most common for export is 10 00 001 and 40 00 000 for imports.
- **Origin** = Country of origin as stated on commercial invoice. Separate lines required for a commodity code with different countries of origin.

A list of CPC codes can be found at the following address:

<https://www.gov.uk/government/publications/uk-trade-tariff-customs-procedure-codes/customs-procedure-codes-box-37>

Account / Invoice Information:

This section is to specify how customs charges will be paid on all imports / exports from Europe and confirm the Incoterms from HRMC.

Account/Invoice Information

Does the consignment contain special goods? Yes No

Deferment

Deferment Type: Importer ▼ Account No: FAS Ref.:

Commercial Invoice

Invoice Number: Currency: GBP ▼

Inco Terms: CIF ▼

Costs From UK Border to Door:

Freight Insurance Costs:

Freight + Ins Costs to UK:

Upload Commercial Invoice:

Upload Transport Document:

- **Special Goods** – If the freight requires phytosanitary / health or vet certificates – tick ‘Yes’ and ensure all required documents / certificates are acquired and sent with the freight.
- **Deferment Type:**
 - **Importer** – Requires a deferment or DAN account number
 - **FAS Ref (Flexible accounting system)** – Requires FAS reference for upfront payment or TAN account number for Irish accounts.
 - **None applicable** – Customer will be contacted directly to ensure payment has been made to customs authorities and confirmation requested before goods can be released. Please ensure customer is aware to pay these when due as freight will not be held at the depot indefinitely and will be returned to sender.
- **Invoice number** - The Commercial Invoice number is a required reference number that is assigned to the importer’s invoice for goods shipped.
- **Incoterms** - The commercial terms agreed between seller / receiver.
- **Invoice Currency** - This field must match with the commercial invoice.
- **Costs from UK Border to door** - Total transport costs from the UK Border to the recipient of the goods.
- **Upload Commercial Invoice** - This is a mandatory document that includes the goods you are shipping and is also used to create a customs declaration.
- **Upload Transport Document** – This is a mandatory document that is needed to provide clarity and instruction on the transit of the goods along its travels from a start point to an endpoint.

Exporter / Importer of Record:

Exporter	Importer
EORI: <input type="text"/>	EORI: <input type="text"/>
Company Name: <input type="text"/>	Company Name: <input type="text"/>
Address Line 1: <input type="text"/>	Address Line 1: <input type="text"/>
Town: <input type="text"/>	Town: <input type="text"/>
Postcode/Zip: <input type="text"/>	Postcode/Zip: <input type="text"/>
Country: <input type="text" value="GB - United Kingdom"/>	Country: <input type="text" value="IE - Ireland"/>

Goods do not require/have correct licensing

Declaration: We appoint TPN and its Partners in the capacity of a direct representative in accordance with Clause 21 Customs Agents of the Taxation (Cross Border Trade) Act 2018. This authorisation is applicable to all consignments arriving or departing from the UK.

Submit and Complete Consignment

Exporter – The supplier / manufacturer of the goods to include full address and EORI number and select which country they are registered in.

Importer – The importer of record who is responsible for duties and taxes. This does not have to be the receiving customer but must be registered within the country of destination.

Declaration & Completion Of Document:

Declaration – The declaration must be ticked if both the '*Are you using TPN customs Clearance for Export*' and '*Are you using TPN customs Clearance for Import*' in order to successfully complete the consignment.

However, if both '*Are you using TPN customs Clearance for Export*' and '*Are you using TPN customs Clearance for Import*' is set to 'No', the Declaration is not required.

Once you are confident that you have completed the form, please click 'Submit and Complete Consignment' to finalise the document.