



# WILLMOTTS TRANSPORT CUSTOMS GUIDE

# Contents

Contents .....	2
Incoterms Explanation .....	3
DAP Cleared .....	3
DAP Uncleared .....	3
DDP .....	3
FCA .....	3
Incoterms Responsibility .....	3
Advisory Notes .....	4
Fees / Charges .....	4
Restrictions and Exclusions .....	4
Shipping to Northern Ireland .....	5
Process .....	5
Northern Ireland Checklist .....	6
Shipping to Republic of Ireland .....	7
Process .....	7
Republic of Ireland Checklist .....	8
Shipping to EU Destinations .....	9
Process .....	9
EU Destinations Checklist .....	10
Appendix 1 - Palletforce Direct Representation Authorisation .....	11
Appendix 2 – Commercial Invoice Example .....	13

# Incoterms Explanation

## DAP Cleared

Exporter pays the export clearance and import customs administration charges in country of destination.

## DAP Uncleared

Exporter pays the export clearance administration charges only.

Importer (your customer) is responsible for paying import clearance charges.

## DDP

Service is not offered via Palletforce.

Please speak to [customs@wtl.uk](mailto:customs@wtl.uk) for more details

## FCA

Only applicable for Imports from the EU – not covered within this document.

## Incoterms Responsibility for Charges

Incoterm Type	UK Export Clearance Paid By	EU Import Clearance Paid By
DAP Cleared	Exporter	Exporter
DAP Uncleared	Exporter	Importer
DDP	Not available	Not available

# Advisory Notes

## Fees / Charges

Please note that Willmotts Transport will only charge for the work involved in Customs Clearance Administration. Fees are not in this document but are available on request via [customs@wtl.uk](mailto:customs@wtl.uk)

The importer (your customers) is liable for all local import taxes, duties, VAT if applicable to the consignment.

Please use HMRC resources for more information on this subject.

## Restrictions and Exclusions

Willmotts Transport and Palletforce regret that we are unable to cater for all shipments so please ensure your goods do not fall under the categories below:

- Products of animal origin (including whey products) requiring veterinary certification and border control
- Alcohol or tobacco products which are subject to excise duties and taxes
- Products of sanitary or phytosanitary (SPS) nature
- Private individual deliveries – all importers must be VAT registered

If you have any queries relating to the above, please investigate using HMRC resources or contact [customs@wtl.uk](mailto:customs@wtl.uk) and we will attempt to assist.

# Shipping to Northern Ireland

## Process

The process for shipping to Northern Ireland has improved significantly through January and is now much simpler.

You can book consignments onto the Palletforce Alliance Web Portal as per normal UK shipment requirements. In addition to this you must include the below on page 3 of the consignment entry. *Any additional information must follow on after these.*

Description of Goods

Importer/Consignee Company Name

Consignee EORI Number

Consignee TSS Number

The information should look like the below:

EORI: XI999999999999

TSS: TSS0099999

It is also essential that a Contact Name and Contact Telephone Number are provided in the relevant boxes on the Web Portal. Failure to do so could result in a delay once the goods reach Northern Ireland.

Willmotts Transport will collect on the same day the consignment is booked. However, failure to complete all the information required could result in failed manifesting charges being passed through the system to yourselves so please ensure you follow the advice properly.



## Northern Ireland Checklist

- ┌ **Goods Description**
- ┌ **Importer/Consignee Company Name**
- ┌ **Consignee EORI Number**
- ┌ **Consignee TSS Number**
- ┌ **Contact Name**
- ┌ **Contact Telephone Number**

Successfully completing **ALL** of the above information will significantly improve transit times and service to your customer.

For any questions or issues please contact [customs@wtl.uk](mailto:customs@wtl.uk)

# Shipping to Republic of Ireland

## Process

The following **MUST** be completed before Willmotts Transport can begin the customs process:

- └ Direct Representation Form (DRA) authorising Palletforce to act as an Export Customs agent on your behalf (See Appendix 1). *Once completed we can store this on record to present for each shipment.*

Once the form is available please forward with your Commercial Invoice to [customs@wtl.uk](mailto:customs@wtl.uk) and make clear both the collection and delivery address.

**Please be advised that the Commercial Invoice must contain certain information and failure to include will significantly delay clearance times. A template example is in Appendix 2 of this guide and available via our website.**

Once received Willmotts Transport (via Palletforce) will begin the Export Customs Clearance process. Currently, we are unable to collect shipments for the Republic of Ireland until this process has been completed and we are able to ship the goods through the network.

When clearance is received, we will advise you that the goods can be collected.

## Republic of Ireland Checklist

- ┆ **Consignor DRA authorising Palletforce as an Export Agent**

### Commercial Invoice details below:

- ┆ **Full name, address and contact details of the shipper, importer, and delivery address (if different to importer)**
- ┆ **Contact Name and Phone Number of Importer**
- ┆ **Exporter EORI Number**
- ┆ **Importer EORI Number**
- ┆ **Invoice number, date of issue and signature (see Appendix 3)**
- ┆ **Signed origin of goods statement**
- ┆ **Licensed goods declaration**
- ┆ **Price, payment method, currency and any discounts or additional charges**
- ┆ **Actual value of the goods - Freight and Insurance should be separate**
- ┆ **Number of Pallets and Nett & Gross weights**
  - **Supplementary units - eg Sqm of fabric or No. of litres (if applicable)**
- ┆ **Tariff Codes (HS Codes) and a clear description of the products**
- ┆ **Incoterms (2020) including delivery and payment**
  - **Only DAP Cleared and DAP Uncleared are available**
  - **We cannot offer DDP Cleared as a service**
- ┆ **Country of origin of the goods**
- ┆ **Customs Procedure Code (CPC Code)**

***Please note pallets must comply to ISPM15 standards.***

Please use this checklist for every shipment to ensure you have all the information required. Failure to do so will result in delays.

Successfully completing **ALL** the above information will improve the service to your customer. For any questions, please contact [customs@wtl.uk](mailto:customs@wtl.uk)



# Shipping to EU Destinations

## Process

The process for shipping to the Republic of Ireland is significantly more complicated compared to previous years because of the trade restrictions introduced at the end of the Brexit transition period on 31 December 2020.

The following **MUST** be completed before Willmotts Transport can begin the customs process:

- └ Direct Representation Form (DRA) authorising Palletforce to act as an Export Customs agent on your behalf (See Appendix 1). *Once completed we can store this on record to present for each shipment.*

Once the form is available please forward with your Commercial Invoice to [customs@wtl.uk](mailto:customs@wtl.uk) and make clear both the collection and delivery address.

**Please be advised that the Commercial Invoice must contain certain information and failure to include will significantly delay clearance times. A template example is in Appendix 2 of this guide and available via our website.**

Once received Willmotts Transport (via Palletforce) will begin the Export Customs Clearance process. Currently, we are unable to collect shipments for the EU until this process has been completed and we are able to ship the goods through the network.

When clearance is received, we will advise you that the goods can be collected.

## EU Destinations Checklist

- └ **Consignor DRA authorising Palletforce as an Export Agent**

### Commercial Invoice details below:

- └ **Full name, address and contact details of the shipper, importer, and delivery address (if different to importer)**
- └ **Contact Name and Phone Number of Importer**
- └ **Exporter EORI Number**
- └ **Importer EORI Number**
- └ **Invoice number, date of issue and signature (see Appendix 3)**
- └ **Signed origin of goods statement**
- └ **Licensed goods declaration**
- └ **Price, payment method, currency and any discounts or additional charges**
- └ **Actual value of the goods - Freight and Insurance should be separate**
- └ **Number of Pallets and Nett & Gross weights per commodity code**
  - **Supplementary units - eg Sqm of fabric or No. of litres (if applicable)**
- └ **Tariff Codes (HS Codes) and a clear description of goods**
- └ **Incoterms (2020) including delivery and payment**
  - **Only DAP Cleared and DAP Uncleared are available**
  - **We cannot offer DDP Cleared as a service**
- └ **Country of origin of the goods**
- └ **Customs Procedure Code (CPC Code)**

***Please note pallets must comply to ISPM15 standards.***

Please use this checklist for every shipment to ensure you have all the information required. Failure to do so will result in delays.

Successfully completing **ALL** the above information will improve the service to your customer. For any questions, please contact [customs@wtl.uk](mailto:customs@wtl.uk)

## Appendix 1 - Palletforce Direct Representation Authorisation

*To be copied onto your letter head or email*

Authorisation for Palletforce Ltd; to act as a Direct Representative when undertaking customs work on behalf of *enter client's full trading name*.

I, ..... (i)

Having authority to sign on behalf of A *enter your full trading name*, EORI no. *enter your EORI number* (ii)

Hereby appoint B Palletforce Ltd EORI no. GB 226498678000 (iii) to act on behalf of the entity named at A above in the capacity of a Direct Representative in accordance with Articles 18 and 19 of Regulation (EU) No. 952/2013. This authorisation is applicable to all consignments arriving or departing from the UK.

In all and any dealings with HMRC for and on behalf of the Customer and/or Owner, Palletforce and its member companies, the Company declaring goods on the client's behalf is deemed to be appointed, and acts as, Direct representative only." It is a client's responsibility that shipments are correctly declared against the correct commodity codes and that the values declared to Customs can be audited against a trader's financial records.

This Appointment applies with effect from the date of signature until revoked by the entity named at A above.

The entity A named above authorises the customs agent named at B to delegate customs clearance to sub agents as a Direct Representative of the declarant in all dealings with HMRC where circumstances necessitate. It is also recognised that all business conducted by Palletforce Ltd. is subject to its Standard Trading Conditions being CMR.

The entity named in A authorises their representative, the customs agent named at B, to declare goods to HMRC using: -

Deferment Approval Number: *enter your duty deferment number if applicable*

VAT Number: *enter your VAT registration number*

**Note:**

In accordance with the Union Customs Code, a Direct representative acts in the name of and on behalf of another person. In relation to import/export declarations, the importer/exporter will be liable for any customs debt arising from the declaration.

Signed: ..... Position: ..... Dated: .....

**Notes:**

(i) Name of person signing, who must have authority to sign on behalf of the importer or exporter

(ii) Legal name & EORI Trader Identification No. of importer or exporter

(iii) Legal name & EORI Trader Identification No. of representative or agent



All goods carried are subject to RHA Conditions of Carriage 2009  
Palletforce Limited No. 4088035 is registered in England and Wales at the above address

