

# Getting your electronic Customs data ready

Royal Mail  
International  
Updated June 2020



# Overview

- More and more countries are starting to require that all parcels they receive from the UK and around the world are accompanied by electronic pre-advice data.
- This includes information on the sender, the recipient and the details of the contents within the parcel.
- Royal Mail needs to provide this electronic data to receiving countries on your behalf.
- We need you to provide this data in the correct format to meet these new requirements and continue to post overseas as you do now.
- Through sharing electronic data, countries may also be able to speed up customs clearance and import processes leading to faster delivery times.
- By sharing additional data such as customer contact details, you will be able to benefit from additional tracking and future enhanced export features.



# Why electronic Customs data

## Background

You must provide electronic pre-advice when posting parcels goods overseas. 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 parcels . This can enable an more efficient Customs clearance process abroad.

## Legislation

- EU 2020 – The Union Customs Code Regulation and Universal Postal Union (UPU)
- The UK Government has committed to leaving the Customs Union when the UK leaves the EU. This means that we would need to start providing Customs data to countries within the EU as well as those non-EU countries to whom we currently provide it

## Risks for items without electronic pre-advice data

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

# Electronic data requirement

## What this means for you?

- **Please note:** If you post overseas using OBA or any manual process, it is recommended to migrate to **Click & Drop**. All future parcels are required to be accompanied by electronic data.
- **Click & Drop** has already been updated so that you can meet the requirements and complete all mandatory fields.
- Specifications for COSS and SAPI will be updated ready for 1<sup>st</sup> January 2021 to include the new requirement.
- Specifications have been provided to 3rd party shipping platforms for them to update their systems.

## What else is required?

- A Universal Postal Union (UPU) compliant S10 barcode is also required on export goods (including untracked) so that each item can be linked via the barcode to the electronic pre-advice information
  - Updated Royal Mail Shipping Solutions will create this barcode automatically and new specifications for 3rd parties will also include the barcode specification
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# What this means for you

- We strongly encourage you to start providing electronic pre-advice as tighter controls come into force.
- 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 anticipated exit from the EU Customs Union. This will ensure you are Customs compliant, avoid delays and penalty charges and continue posting overseas without restriction.
- To help you to make the transition as easy as possible, we will provide information and advice, both on and off line as well as provide the assistance of our Sales Account Managers and Customer Solutions teams.
- Any information updated will be provided on our web page:

[www.royalmail.com/electronic-customs-data](http://www.royalmail.com/electronic-customs-data)



# Electronic Customs Mandatory\* Postal Fields – Click & Drop

\*In addition to the shipping platform specified data, required to send an item

Fields available

Click & Drop Field Name	Description of Field	Status from 1st January 2021	Best Practices for Efficient Processing
"Company"	The despatching business name	Mandatory	This is maintained in Settings > Company Address
"Address line 1"	The first lines of the sender's despatching ) site	Mandatory	This is maintained in Settings > Company Address
"City"	The post town of the despatching site	Mandatory	This is maintained in Settings > Company Address
"Postcode"	The postcode of the despatching site	Mandatory	This is maintained in Settings > Company Address
"Country"	The country of the despatching site	Mandatory	This is maintained in Settings > Company Address
"Date and sender's signature" & "Automatically sign and date customs declaration documents"***	Name of person nominated to sign the declaration: "I declare that the particulars given in this declaration are correct..."	Mandatory	This is maintained in Settings > Default Customs Information
"Customs declaration categories"	The type of items you are sending, e.g Gift/Documents/Other	Mandatory	This is maintained in Settings > Default Customs Information
"City"	The post town of the delivery address	Mandatory	Captured in the Address section of Create order
"Country"	The delivery country	Mandatory	Captured in the Address section of Create order
"Full name" & "Last name"	The named recipient	Mandatory	Captured in the Address section of Create order
"Currency"	Currency code for all values relating to the units & item's customs declaration	Mandatory	Captured in Create order
"Shipping cost"	Postage paid by the sender	Mandatory	Captured in Create order
"Quantity"	Number of units in the package	Mandatory	Captured through the 'Add products' function in Create order
"Customs description"	Description of contents (units) e.g. "Bolts 2 pack x 50" for 2 pack containing 50 bolts each	Mandatory	Captured through the 'Add products' function in Create order
"Country of origin"	The country of origin for the unit	Mandatory	Captured through the 'Add products' function in Create order
"Unit price"	The individual unit value	Mandatory	Captured through the 'Add products' function in Create order
"Unit weight"	Weight per individual unit in package	Mandatory	Captured through the 'Add products' function in Create order
"Customs code"	The HS or Tariff (Customs) Code for the unit	Mandatory	Captured through the 'Add products' function in Create order
"Weight"	The gross weight of the units in the item	Mandatory	Captured through the 'Create order and apply postage' function in Create Order or the 'Apply postage' function in your Orders screen

Classified: RMG – Internal

Click & Drop Mandatory E-Customs Fields v1.2, June 2020

\*\* A small update will be made to this field

15/06/2020

# Electronic Customs Mandatory\* Postal Fields – Pro Shipping

\*In addition to the shipping platform specified data, required to send an item

Fields available

Click & Drop Field Name	Description of Field	Status from 1st January 2021	Best Practices for Efficient Processing
"Contact Name"	The named recipient	Mandatory	Captured in Enter Your Shipment Info
"Town"	The Post town of the Delivery Address	Mandatory	Captured in Enter Your Shipment Info
"Country"	The delivery country	Mandatory	Captured in Enter Your Shipment Info
"Total Weight"	The gross weight of the units in the item, expressed in Kilogram & 3Decimal places	Mandatory	Captured in Enter Your Item Info
"Qty"	Number of units/items in the package	Mandatory	Captured in Enter Your Shipment Info
"Desc"	Description of contents (units) e.g. "Bolts 2 pack x 50" for 2 pack containing 50 bolts each	Mandatory	Captured in Enter Your Shipment Info
"Country Code"	The country of origin for the unit	Mandatory	Captured in Enter Your Shipment Info
"Val"	The individual unit value	Mandatory	Captured in Enter Your Shipment Info
The currency drop down besides the "Val" field	Currency code for all values relating to the items customs declaration	Mandatory	Captured in Enter Your Shipment Info
"Weight"	Weight per individual content item	Mandatory	Captured in Enter Your Shipment Info
"HS Code"	The HS or Tariff (Customs) Code for the Unit	Mandatory	Captured in Enter Your Shipment Info
"Contents Type"	The type of item you are sending, e.g Gift/Documents/Other	Mandatory	Captured in Enter Your Item Info
"Customer Name"	The despatching business name	Mandatory	This is maintained by the Customer Experience team
"Address"	The first lines of the sender's (despatching) site	Mandatory	This is maintained by the Customer Experience team
"Town"	The Post town of the despatching site	Mandatory	This is maintained by the Customer Experience team
"Postcode"	The Postcode of the despatching site	Mandatory	This is maintained by the Customer Experience team
"Country"	The Country of the despatching site	Mandatory	This is maintained by the Customer Experience team

Classified: RMG – Public

Pro Shipping Mandatory E-Customs Postal Fields v1.2, June 2020

\*\* A small update will be made to this field

15/06/2020

# Electronic Customs Mandatory\* Postal Fields – Pro Shipping

\*In addition to the shipping platform specified data, required to send an item

Fields available

New Field	Description of Field	Status from 1st January 2021
A new field for: Senders Name for Declaration	Name of person nominated to sign the declaration	Mandatory
A new field for: Shipping cost	Postage paid by the sender	Mandatory





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