

Electronic Customs Data Pricing Incentive

How to Guide and
Terms and Conditions

July 2020



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1. Electronic Customs Data Pricing Incentive – what is it?

Overview

More and more countries are starting to require that imported international items are accompanied by electronic customs data. Electronic customs data is required to ensure that existing, emerging and future legislative, security and customs requirements in overseas destinations are met. This includes information on the sender, the recipient and the contents of the item. As such, this data needs to be completed accurately and in full to meet these new requirements and ensure efficient processing through overseas customs.

Discount

To recognise the additional work providing this electronic data may require, we have introduced a 2% discount on your international surcharge (currently 6.5%) – as long as you provide accurate and complete electronic customs data and apply an S10 Barcode on your items. This discount will apply for all business contract products that do not have a letter format product code. For the full list of non-eligible product codes, see appendix.

If you haven't been able to make these changes, you won't be prevented from posting with us but please note the risk of items being negatively affected when they arrive in the destination country.

2. What are the benefits of electronic customs data?

In addition to the 2% discount there are commercial benefits to providing complete and accurate electronic customs data, such as:

- allowing you to be ready for and comply with emerging and future legislative changes and individual country requirements (the European Union Customs Code will make electronic customs data a requirement during 2021)
- avoiding delays, returns of your items and/or penalty charges
- enabling an easier and slicker customs clearance and import process for recipients as we have seen that customers are receiving fewer complaints and delays in customs, resulting in faster and more successful deliveries as a result

*** If you're posting to Brazil from 1st April 2019 all items with a commercial value and all parcel format items must have an S10 Barcode or they may be returned**

3. Data you need to provide

Electronic Customs Data

Whilst there are 19 mandatory fields, you'll be familiar with many of them. You're already providing us information on the sender and the recipient for all of your items. For items destined for delivery outside the EU, you are also already providing item contents information by attaching physical customs declaration forms (CN22 or CN23) to your items. We now need this information electronically, for all items (excluding correspondence).

To help you provide this data, please refer to the tables in the appendix, which show each of the mandatory customs fields and explain how they need to be populated.

S10 and other barcodes

You will need a UPU standard S10 barcode on all items included in the data file. For Tracked, Signed and Tracked & Signed services, the tracking ID barcode serves this purpose. Since January 2019 there has been a requirement to also include an S10 linear barcode on untracked items with a commercial value to enable unique identification for electronic customs purposes.

HS or Trade Tariff Code

The HS or Trade Tariff Code is a set of numbers used to categorise goods for customs charging and is a mandatory field in the data we are requesting. Should you require help to apply HS Codes, we can accept bulk CSV/Excel of SKU details and provide identification of a 6-digit HS Code and standard description that matches the product data provided. If you're interested in the Managed HS Classification Service please speak with your Account Manager or if you don't have a dedicated Account Manager, please [click here](#).

4. How to provide the data

There are various shipping systems that will enable you to provide electronic customs data.

- **Royal Mail Click & Drop and Pro Shipping** Our Click & Drop and Pro Shipping online platforms allow you to enter the required customs information and also print the right labels and the item identifier (S10 barcode) for your parcel.*
- **Your own shipping solution (COSS), Shipping APIs (SAPI) and iShipper** We have also updated the COSS and SAPI specifications so that you can provide the right data fields.
- **Third party shipping** The specifications for providing electronic customs data to providers of other shipping systems have been updated and shared; these companies have been advised that this data must be captured and provided. Easypost, Iforce, Intersoft, Linnworks, Madcapsule, Scurri, ShipStation, Smartfreight, Sorted, Storefeeder, Veeqo and Zenstores all capture and produce electronic customs data and the correct 1D barcode. Metapack have informed us they are not currently ready to provide the required specifications. For more information please contact your provider.

*We are updating our systems to also include the mandatory fields 'Postage Costs' and 'Other Costs' and until these updates have been implemented we will exclude these fields from the calculation of the discount.

5. Eligibility criteria for earning the discount

We will monitor the electronic customs data that you provide every month to ensure that it is compliant. To be eligible for the 2% discount you must adhere to the following:

- post more than 200 items internationally per month; and
- provide the required electronic customs data for all eligible items, subject to a 30% tolerance; and
- populate all mandatory fields with complete and compliant customs data. We will accept a 30% tolerance to be applied for each field i.e. each of the mandatory fields should be accurately completed for at least 70% of the eligible items.

6. Application and discount process

- To apply for your 2% discount, simply fill out the application form with your account details and accept the Terms and Conditions. You can request the application form from your Account Manager or find it on our website.
- Once we have received your completed application form you will be automatically registered for the discount.
- We will assess your eligibility for the discount on a monthly basis until the end of the incentive. The assessment will be based on a sample of the data provided (minimum of two weeks).
- If you are successful, the discount will be applied on the following month's postage charges and will be added at account level on eligible products. Please see a list of non-eligible products in the appendix.
- If on any particular month, you are not eligible for the discount, we'll let you know alongside the reasons why. No discount will be applied on the following month's postage but we will again assess your eligibility for the following month, there is no need to reapply.
- The deadline for applications for obtaining a discount the following month is 15th day of each month. Eg 15th February for postage period of February 2020 with a discount period of March 2020
- You will only need to apply once for the duration of the incentive.

7. Further reading and key contacts

- For more information on electronic customs data please see our:

International Information Data Pack which includes an overview of electronic customs data and what it means for you

International Data FAQs & Mandatory fields - common questions that have come from our customers and a list of mandatory data

<https://www.royalmail.com/electronic-customs-data>

- If you would like support with our shipping solutions please contact shippingsupport@royalmail.com
- For all other queries please speak with your Royal Mail Account Manager, or, if you don't have one, please [click here](#).
- For a copy of the incentive terms and conditions, please contact your Account Manager.

How to Guide

Appendix

Non-eligible product list

- Max Sort - Product Codes PS5, PS6 and PS8
- Max Sort Residue - Product Codes BP1, BP2 and BP3
- International Business Mail Zero Sort - Product Codes WP1, WP3 and WP4
- International Zone Sort - Product Codes IP1, IP3, IP4 and IP6

Thank you



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