

Wyvern Cargo



WYVERN CARGO BREXIT GUIDE

VERSION 3
05 AUGUST 2021



Wyvern Cargo

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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.
Please speak to export@wyvern cargo.com 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 Wyvern Cargo will only charge for the work involved in Customs Clearance Administration. Fees are not in this document but are available on request via export@wyverncargo.com

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.

Please note that bookings sent without all the information listed in the relevant section below will attract an additional charge of £15 per revision for Wyvern Cargo's administration of the booking process. We regret the need to add this cost but significant time is being spent working with customers to revise their invoices / forms.

Restrictions and Exclusions

Wyvern Cargo 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 (excl. Northern Ireland only)

If you have any queries relating to the above please investigate using HMRC resources or contact export@wyverncargo.com and we will attempt to assist.

Shipping to Northern Ireland

Process

The process for shipping to Northern Ireland is now much simpler.

Please complete a Direct Representation Form (DRA) and return to export@wyverncargo.com. A template is available in the Appendix and on the European section of our website.

You can book consignments onto the Mandata Web Portal as per normal. In addition, you must include the below as **three separate** lines in the **INSTRUCTIONS BOX**.

Line 1: The **GB EORI Number** for the Company who is the **Importer of Record** – the Importer of Record is either you the shipper or the receiver in Northern Ireland - *if the receiver must be their GB EORI number not their XI Number*.

Line 2: The TSS Number for the Company who is the **Importer of Record**.

Line 3: Goods description

Line 4: Any other instructions

The Importer of Record is the Company (either you the Shipper or your Customer) who is responsible for any Supplementary Declaration/Information to Customs/the Trader Support Service (TSS).

If your goods are likely to be resold by the receiver it is suggested that they be the Importer of record as they would be liable for any duties due on resale, will have an EORI number and TSS number - they would be responsible for the supplementary declaration.

If your goods are going to an end user, your EORI number and TSS number would be best as they may not have a GB EORI or TSS number - you will be responsible for the supplementary declaration.

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.

Wyvern Cargo 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

- Importer of Record GB EORI Number**
- Importer of Record TSS Number**
- Goods Description**
- Contact Name**
- Contact Telephone Number**

Please note pallets must comply to ISPM15 standards.

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

Please note that bookings sent without all of the information listed in the relevant section below will attract an additional charge of £15 per revision for Wyvern Cargo's administration of the booking process.

For any questions or issues please contact export@wyverncargo.com

Shipping to Republic of Ireland

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 Wyvern Cargo can begin the customs process:

- ❑ Licensed Goods Declaration confirming that the goods are free from export/import licensing checks in Republic of Ireland (available at www.wyverncargo.com/european)
- ❑ 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.*
- ❑ DRA Form completed by your Irish customer authorising Palletforce agent (DB Schenker) to act on their behalf in Ireland (available at www.wyverncargo.com/european). *This must be completed on a shipment-by-shipment basis – you can store the information and forward as an attachment with your booking if preferred. Unfortunately, we cannot file these against your customer in any way.*

Once both forms are available please forward with your Commercial Invoice to export@wyverncargo.com 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 Wyvern Cargo (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

- Licensed Goods Declaration
- Consignor DRA authorising Palletforce as an Export Agent
- Consignee DRA authorising DB Schenker as an Import Agent

Commercial Invoice details below:

- Full name, address and contact details of the shipper, importer, and delivery address (if different to importer)
- Contact Name, Email Address and Phone Number of Importer
- Exporter EORI and VAT Numbers
- Importer EORI and VAT Numbers
- Invoice number and date of issue
- 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 in the consignment
- Dimensions, Nett & Gross weights of each pallet
 - Supplementary units - eg Sqm of fabric or No. of litres (if applicable)
- Customs Procedure Code (CPC Code)
- Tariff Codes (HS Codes) and a clear description of the products
- Country of origin of the goods
- Incoterms (2020) - Only DAP Cleared and DAP Uncleared are available

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.

Please note that bookings sent without all of the information listed in the relevant section below will attract an additional charge of £15 per revision for Wyvern Cargo's administration of the booking process.

For any questions please contact export@wyverncargo.com

Shipping to EU Destinations

Process

The process for shipping to the European Union (EU) 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 Wyvern Cargo 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.*
- Direct Representation Form (DRA) authorising local Palletforce depot or their Appointed Agent to act as an Import Customs agent on behalf of your customer (available at www.wyverncargo.com/european).
 - This is referred to as a Fiscal Representation for the Netherlands, Belgium and Luxembourg – also available on our website

Once the forms are available please forward with your Commercial Invoice to export@wyverncargo.com 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 Wyvern Cargo (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
- Consignee DRA authorising local depot as an Import Agent
 - Fiscal Representation for Netherlands, Belgium, Luxembourg

Commercial Invoice details below:

- Full name, address and contact details of the shipper, importer, and delivery address (if different to importer)
- Contact Name, Email Address and Phone Number of Importer
- Exporter EORI and VAT Numbers
- Importer EORI and VAT Numbers
- Invoice number and date of issue
- 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 in the consignment
- Dimensions, Nett & Gross weights of each pallet
 - Supplementary units - eg Sqm of fabric or No. of litres (if applicable)
- Customs Procedure Code (CPC Code)
- Tariff Codes (HS Codes) and a clear description of the products
- Country of origin of the goods
- Incoterms (2020) - Only DAP Cleared and DAP Uncleared are available

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.

Please note that bookings sent without all of the information listed in the relevant section below will attract an additional charge of £15 per revision for Wyvern Cargo's administration of the booking process.

For any questions please contact export@wyverncargo.com

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

Appendix 2 – Commercial Invoice Example

Template available on European Section of our website – www.wyvern cargo.com

COMMERCIAL INVOICE FOR EXPORT					
Invoice Number					
Invoice Date					
Exporter Name					
Exporter Address 1					
Exporter Address 2					
Exporter Address 3					
Exporter Country					
Exporter Postcode					
Contact Name					
Contact Number					
EORI Number					
VAT Number					
Currency					
Number of Pallets					
Dimensions					
CPC Code					
if different					
Collection Address 1					
Collection Address 2					
Collection Address 3					
Collection Country					
Collection Postcode					
Contact Name					
Contact Number					

COMPANY LOGO HERE	
Importer Name	
Importer Address 1	
Importer Address 2	
Importer Address 3	
Importer Country	
Importer Postcode	
Contact Name	
Contact Number	
EORI Number	
VAT Number	
Order Reference	
Gross Weight (kg)	
Nett Weight (kg)	
Incoterms	
if different	
Delivery Address 1	
Delivery Address 2	
Delivery Address 3	
Delivery Country	
Delivery Postcode	
Contact Name	
Contact Number	

Commodity Code	Detailed Description of Goods	No. of Items	Country of Manufacture	Unit Value	Total Value
					E -
					E -
					E -
					E -
					E -
Total Value					E -
Total VAT					
Invoice Total					

The Exporter of the products covered by this document declares that, except where otherwise clearly indicated, these products originate in and satisfy the rules of origin governing preferential trade with
I declare that the above information is true and correct to the best of my knowledge. I declare that the products covered by this document are not subject to any export or import prohibitions, licenses or restrictions.

Additional Information
Method of Payment / Discounts / Freight Charges / Insurance Charges information

Signature		Print Name	
Place		Position	
Date			