



**Strong & Herd**  
Import and Export Services

# HOW TO COMPLETE EXPORT CUSTOMS ENTRIES

## A One Day Practical Workshop Day

Registration/Coffee: 09.00 Start: 09.15 Lunch: 13.00 Close: 17.00

### TOPICS COVERED

- **INTRODUCTION TO EXPORT CUSTOMS ENTRIES**
- **INTRODUCTION:** What are Customs Entries and who can complete them?
- **RULES AND REGULATIONS:** Understanding HMRC and Border Force roles
- **HOW TRADERS ARE IDENTIFIED:** – EORI, VAT No., UCR, DUCR'S, MUCR'S, MRN'S
- **LEGAL DECLARATION:** Who can make a customs declaration; responsibilities and penalties; Direct and Indirect Exports
- **CUSTOMS ENTRY DOCUMENTS:** e.g. Single Administration Document (SAD), NES (National Export System) Export Accompanying Document (EAD), CHIEF (and the CDS replacement)
- **BASIC PROCEDURES FOR NOTIFYING CUSTOMS, AIR(PORT) AND CARRIERS**
  
- **CUSTOMS PROCEDURES:** An Overview of
- **THE UK TARIFF VOLUME 3:** Entry completion rules
- Guided walk through an Export Declaration and create an export entry
- Customs Valuation Rules and how to declare value at export
- Tariff Classification and Measures relating to the export of goods: Additional information and Document fields
  
- **THE EXPORT PROCESS**
- **BOX BY BOX ENTRY COMPLETION RULES:** Exercise completing export entry
- **GETTING IT RIGHT FIRST TIME, EVERYTIME**
- **DECLARING EXPORT LICENCES AND CONTROLS:** Why LIC99 isn't ideal
- **CUSTOMS PROCEDURE CODES:** The main CPCs and how to understand them
  
- **HEADER AND ITEM LEVEL INFORMATION**
- **COMPLETE AN EXPORT DECLARATION:** Exercise complete a simple export entry
- **PROOF OF EXPORT: Goods Departed Message; ICS, SOE codes and other codes**
- **POST ENTRY AMENDMENTS:** Form C81 (for trade statistics purposes only), C1700 errors when declaring export licences
- **WHERE TO GO FOR ADVICE**

*The course is fully updated to include all customs procedures changes and uses Customs Software linked to CHIEF/ CDS and screenshots, so you learn how it works in practice. At the end of the one-day training delegates will be able to complete standard export declarations and know where to go for further advice. Each delegate will receive a full, bound set of course notes including a detailed glossary of terms.*