GLS Customs Portal and Customs Interface (API)

Customer Presentation GLS Group

GLS.

Agenda

1. Introduction
2. Customs Portal
3. Customs Consignment API
4. User support

Introduction

- For exports subject to customs duties, GLS customers shall **provide customs information** for their consignments in order to ensure the smooth operation of outbound and inbound customs clearance.
- Required customs data can be **entered manually** via the new GLS Customs Portal **or can be uploaded** to the GLS Customs Portal (possible formats: CSV, XLSX, XML). For more see p.20
- Moreover, GLS developed an interface (Customs Consignment API) enabling you to **transfer customs data from your ERP system** directly to the customs portal.
- Besides the pure customs data, from now on also **export related documents,** esp. commercial invoice and export declaration, can be provided electronically via the Customs Portal or the API.
- The total size of all documents provided **shall not exceed 6 MB** (including customs data). Merge all documents in one PDF file with the invoice included as page 1.
- Export options:
  - **Norway** (the whole country) – outbound customs office DE003401
  - **Switzerland** (the whole country) – outbound customs office DE004055
  - **Andorra** (the whole country) and **Spain** – some islands (Ceuta, Melilla, Canary Islands, Gibraltar, Santa Maria). Attention, here it is always necessary to have the export accompanying document (EAD).
  - **Italy** – some areas (San Marino, Vatican, Livigno). Please note that a T2L document is required.

Agenda

1. Introduction
2. Customs Portal

3. Customs Consignment API
4. User support

General information: Use of browsers

The browser needs to be updated to the most recent version

The following browsers are supported:

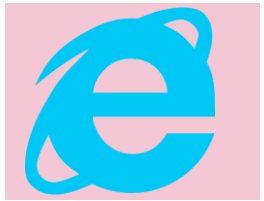
- Microsoft Edge
- Microsoft Chromium
- Google Chrome
- Firefox
- Safari

SUPPORTED

The following browser is not supported:

- Internet Explorer

UNSUPPORTED



Notice:
Since the Customs Portal is still in continuous development, slight differences between the actual Customs Portal and this documentation might occur.

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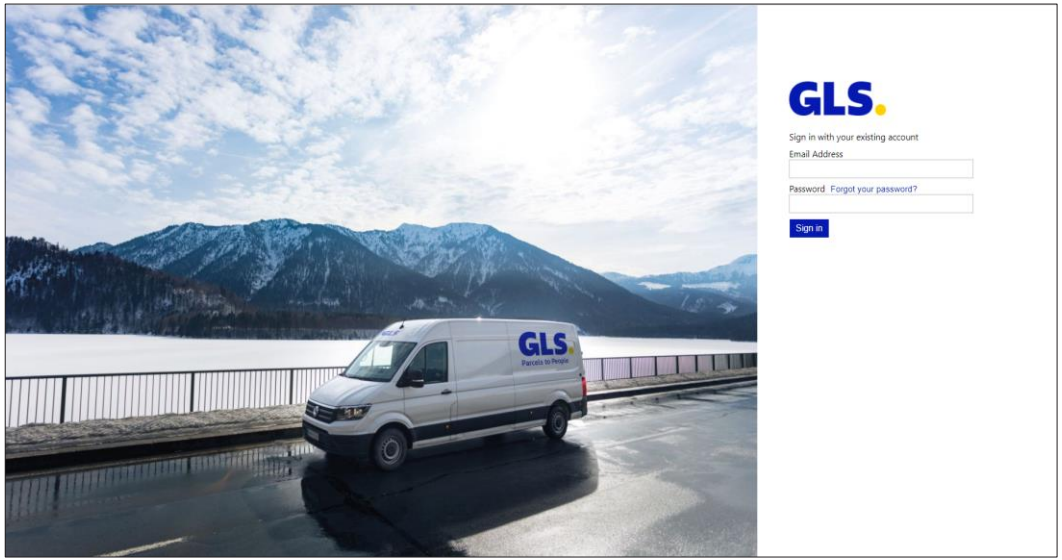
General information: Login



The initial screen in the Customs Portal is the Login Screen:

https://gls-customs-portal.next.aeb.com/portal/#

- Please login with your credentials.
  Do you need login data? Please contact: **info@gls-czech.com**
- After successful login you will be forwarded to the starting page of the Customs Portal.

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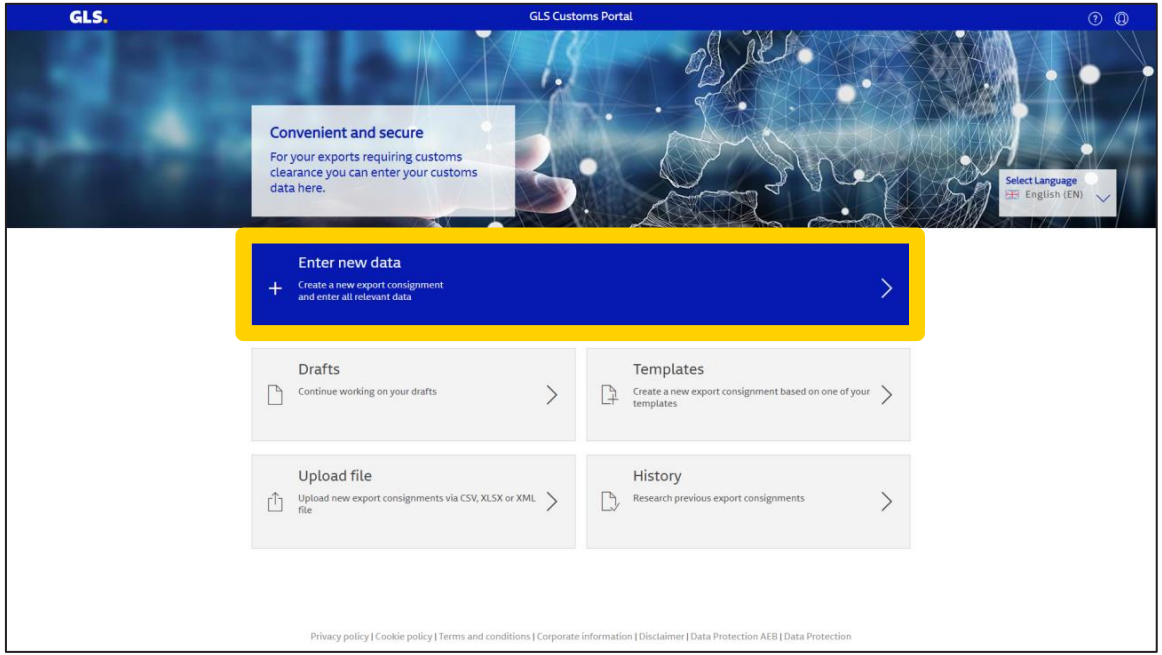
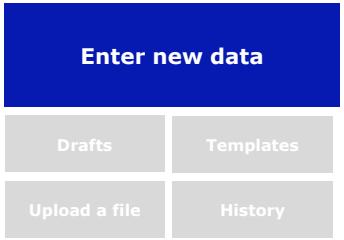
Enter new data

Create a new export consignment and enter all relevant data





To enter customs data **manually**, please click the **"Enter new data"** button on the home screen .

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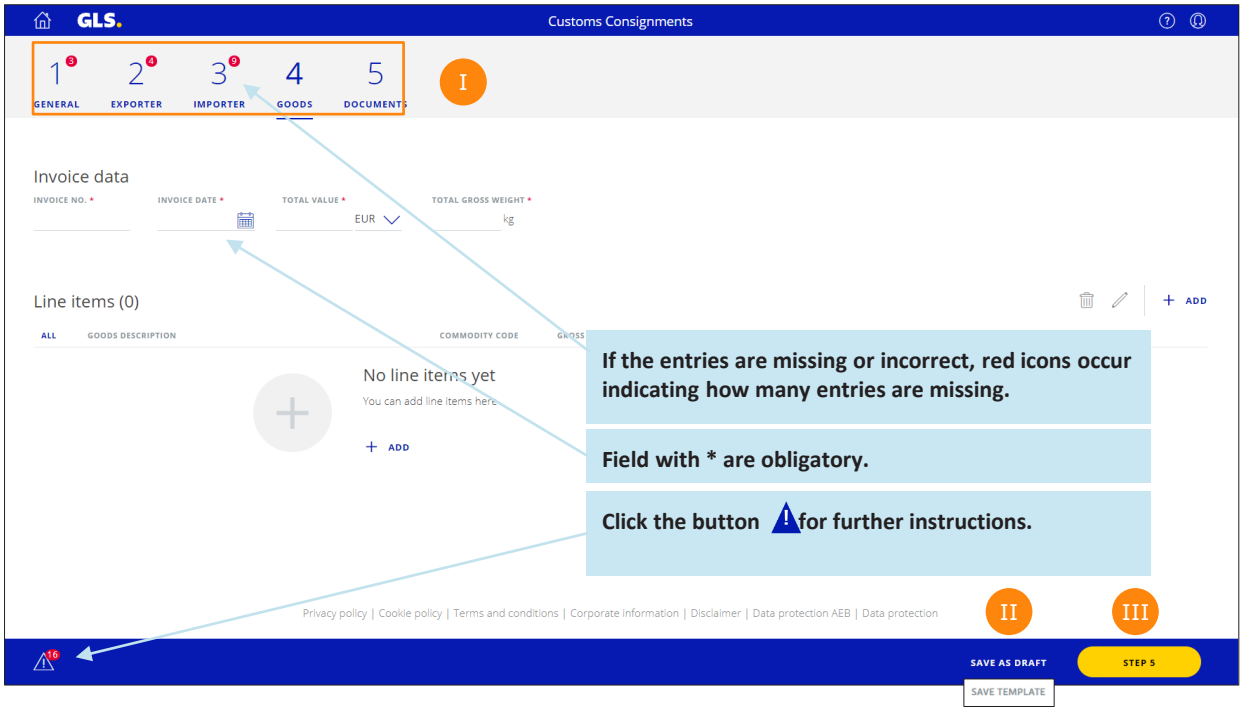
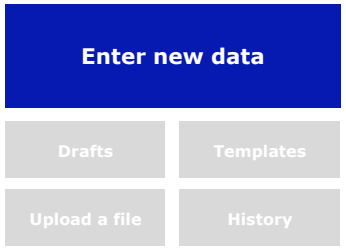
Enter new information – Navigation

The dialogue shows the process of data entry



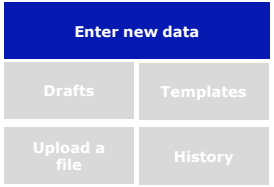


I You will be guided through the process in 5 steps.
It is not necessary to follow steps 1 to 5 in a specific order.

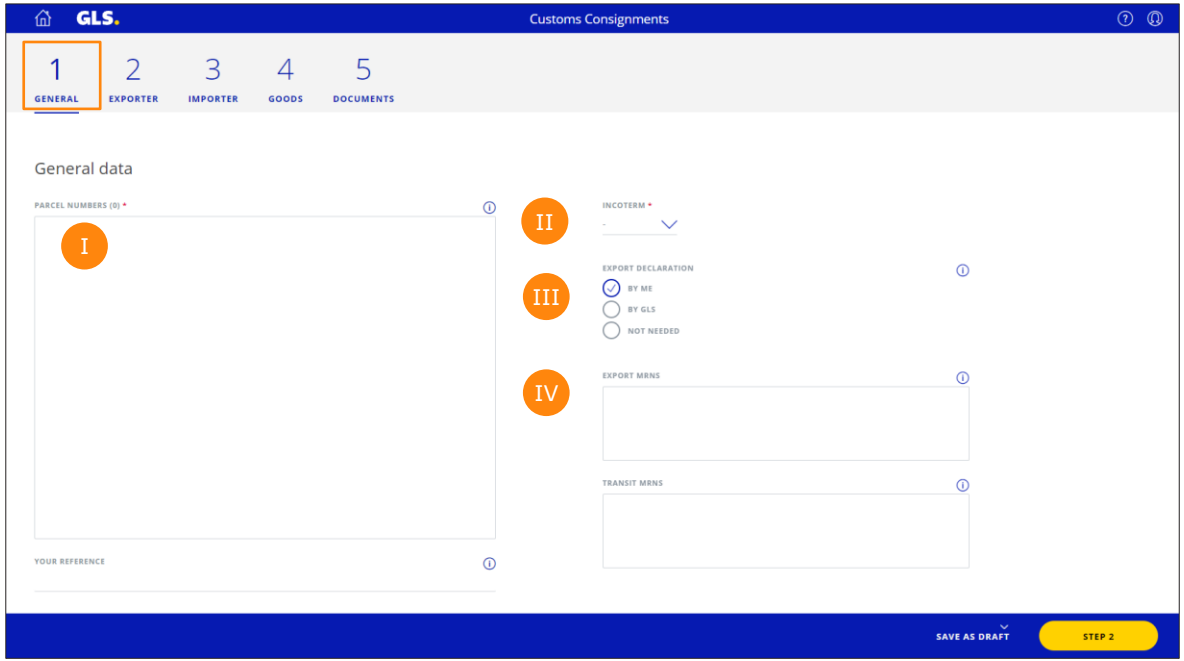
II A data entry can be paused by using “SAVE AS DRAFT” or “SAVE TEMPLATE” function (button).

III The next steps will be reached by clicking “STEP n” (n = 2, 3, 4 or 5).

1: Enter new data – Data entry



Step 1: General information about the customs consignment shall be entered in step 1



I Please enter all parcel numbers of the consignment.

II Select an Incoterm.

III Enter existing MRN numbers of your export declarations and select the field Export Declaration, e.g., “BY ME”.

„BY GLS“: Currently, the eDeclarationService is only available for DE & BE exports.

GLS CZ doesn't offer issue Export Declaration.

“NOT NEEDED”: Select if you do not have an export declaration

IV If you are using your own EAD, enter its MRN here.

Notification:
Please adjust the export declaration information according to your local needs.

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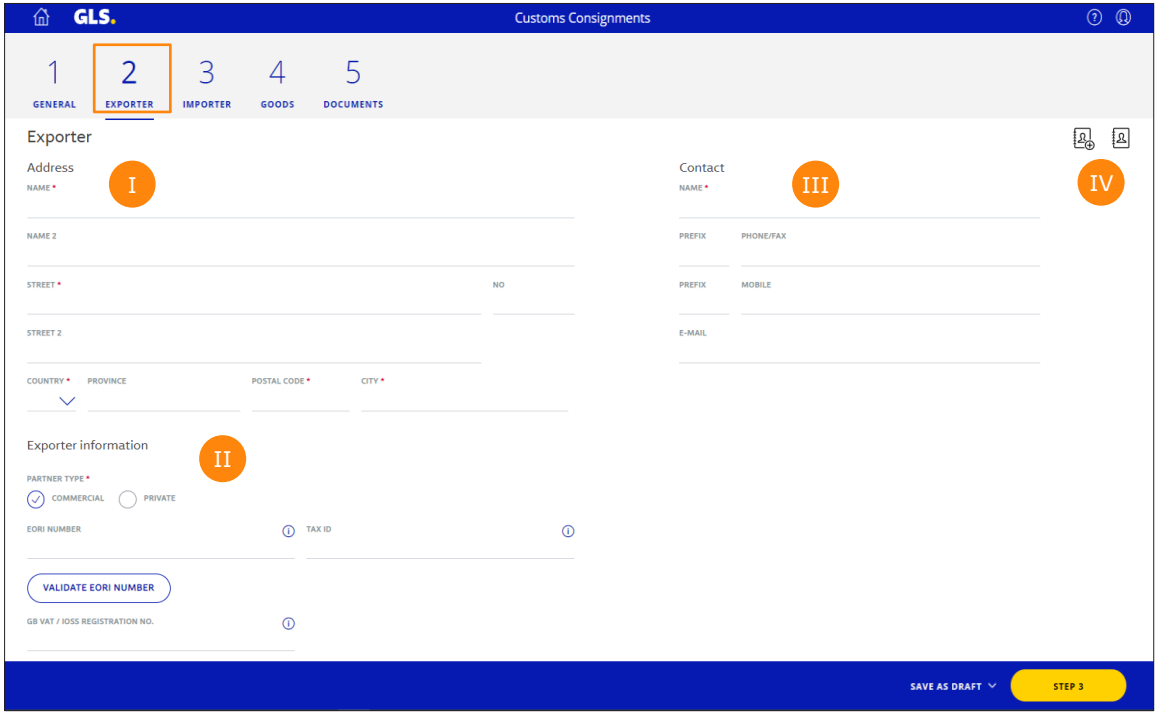
2: Enter new data – Data entry

Enter new data | Drafts | Templates | Upload a file | History

Step 2: Enter exporter information



I Exporter address.

II Exporter information
- B2B/B2C specific validation (EORI No./VAT No./GB VAT No./IOSS No.)
- EORI number validation check against European authorities (link)

III Contact person.

IV Exporter address register.

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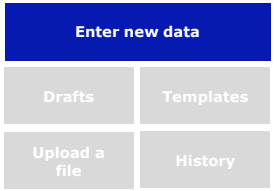
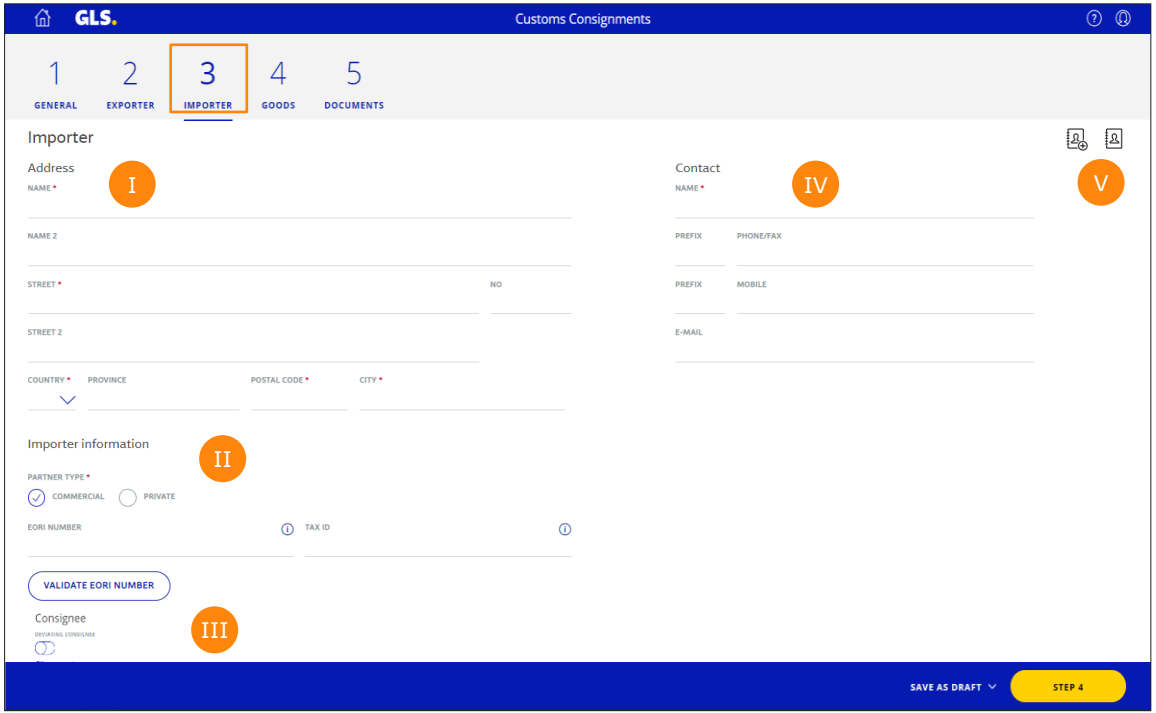
3: Enter new data – Data entry



Step 3: Enter your importer details



I Importer address.

II Importer information
- B2B/B2C specific validation (EORI No./VAT No./GB VAT No./IOSS No.).
- EORI number validation checks against European authorities (link).

III A different consignee can be noted (only for a single clearance process).

IV Contact person.

V Importer address register.

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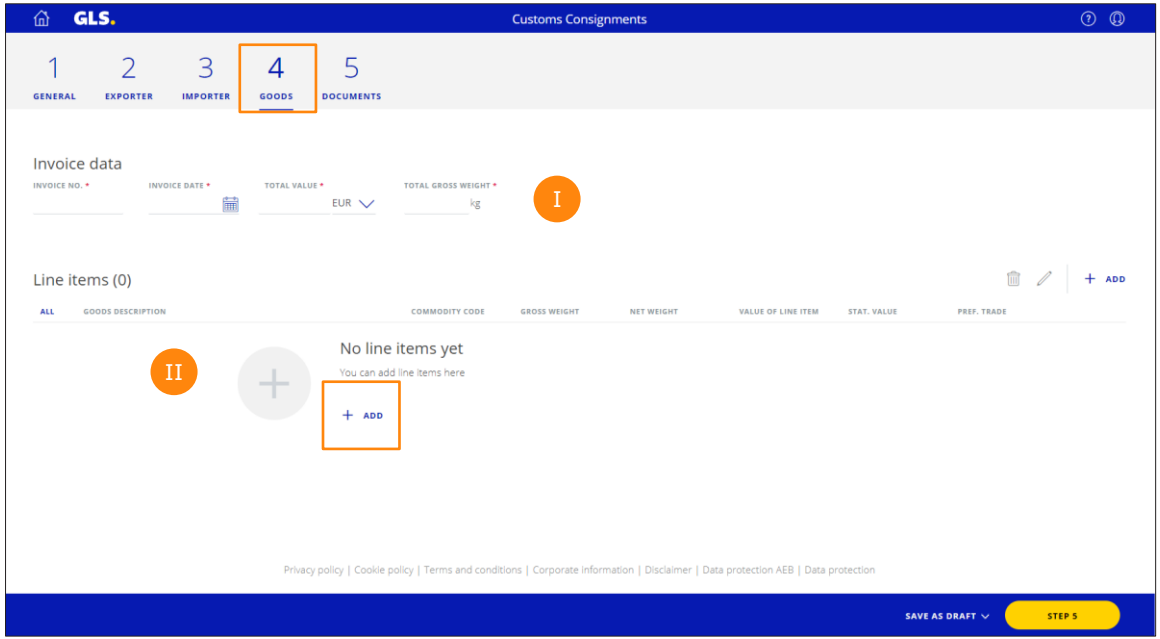
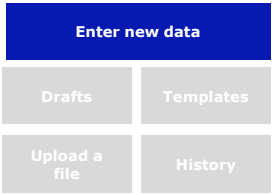
4: Enter new data – Data entry

Step 4: Entering the invoice and customs related data of goods to be exported





I Please enter invoice information (number, date, total value, total gross weight).
Functions for creating, editing and deleting positions.

II Additional option for adding items
See the next slide

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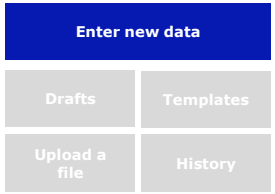
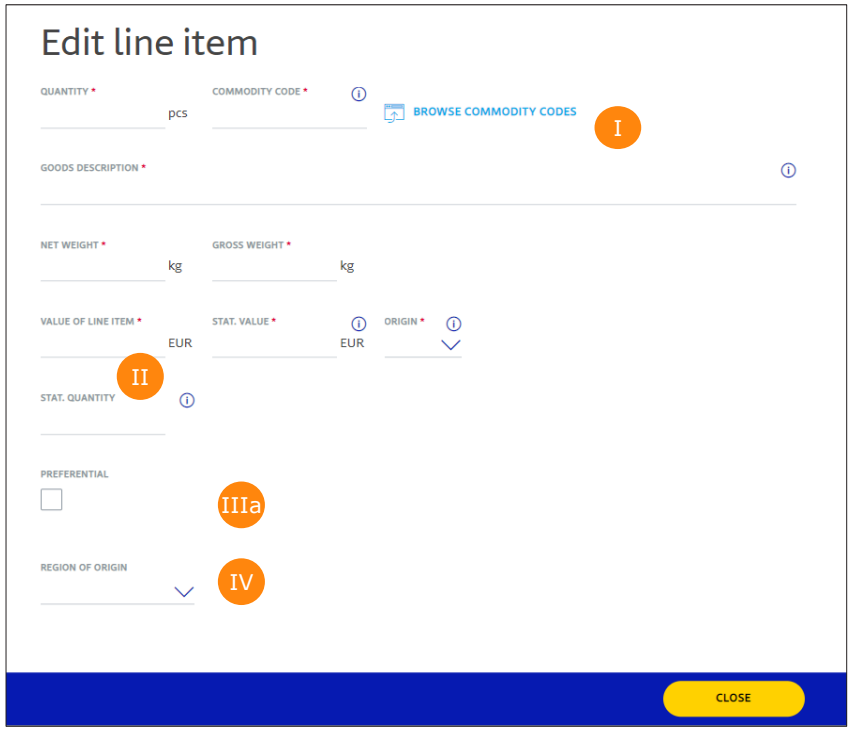
4: Enter new data – Data entry



As soon as you want to create or edit a position, another input dialog pops up



I **Customs tariff number / commodity code**

Tips for determining customs tariff numbers:

- Each customs tariff number shall be recorded separately and individually by the country of origin, aggregations are not possible (a commodity code can be looked up via the link)
- Each customs tariff number with EU origin shall be supplied with a note whether it is a preferential good.

II The value is related to the invoice amount of the specific line item and is not adjusted according to the quantity typed in.

IIIa For preferential goods, please tick the box
→ *additional fields, see the next slide* (IIIb)

Attention:
Preferential goods could be mandatory for specific countries

IV Additional fields (e.g. region) are shown for exports from DE.

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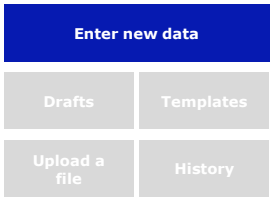
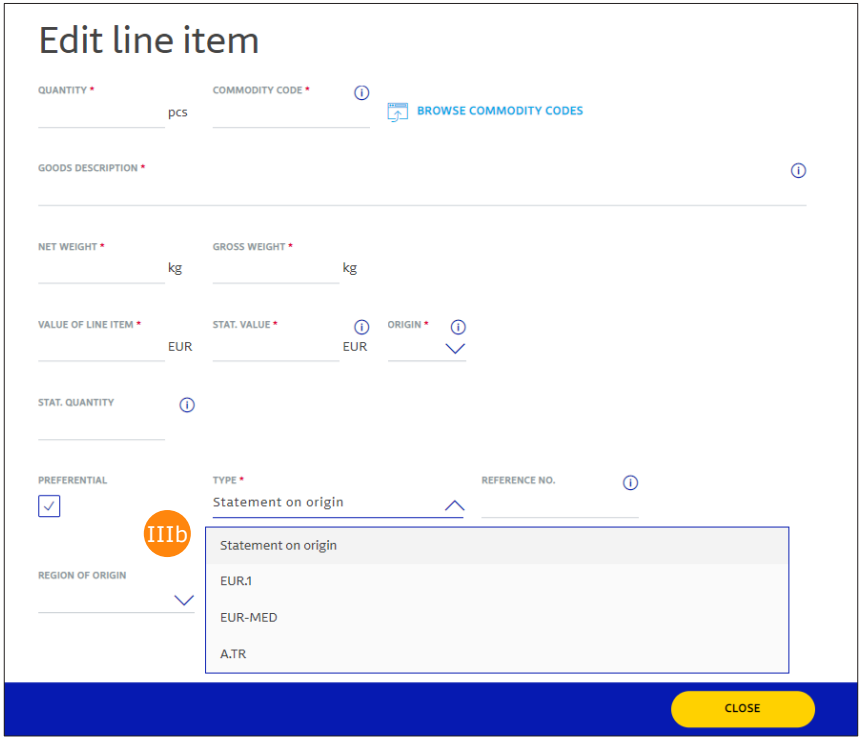
4: Enter new data – Data entry

As soon as you want to create or edit a position, another input dialog pops up





IIIb

Preferential goods / Proof of preference

- When shipping to customs destinations, please check which customs documents are required in the receiving country to avoid customs duties.
- Possible documents are EUR1, EUR-MED, ATR or statements on origin*.
- Only a shipper can create these documents. For this a certificate of origin from the manufacturer of the goods as a proof of preference is needed.
- These goods shall then be noted as “preferential” on each invoice.
- You can find more information on the website of the European customs authorities (link).

* For consignments (goods of preferential origin) with a value higher than 6,000 Euro, a statement on origin is necessary. Required references include i.a. customs authorization numbers (REX/EA) or business numbers.

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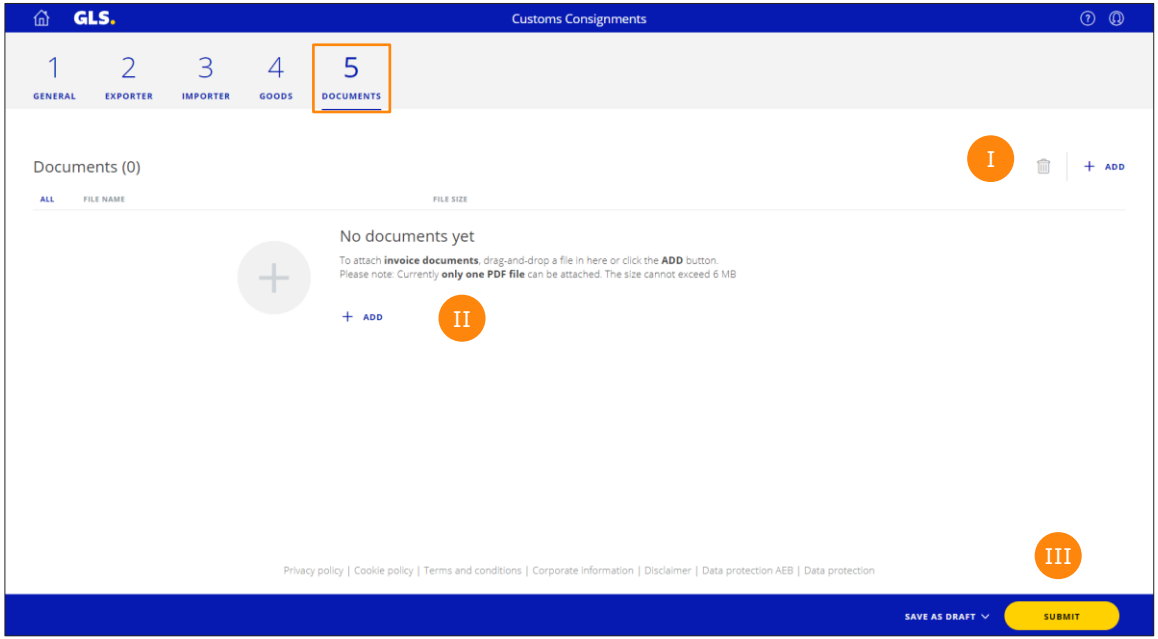
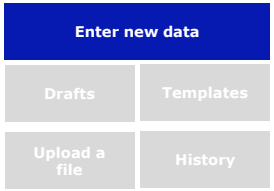
5: Enter new data – Upload documents

Step 5: Uploading documents relevant for your export





I Creation and deletion of invoices.

II Possibility to upload relevant documents.

III Submit button → data transmission. No further changes possible.

Notification:

- The uploaded files shall not exceed the size of 6 MB.
- Merge all documents in one PDF file with the invoice included as page 1.

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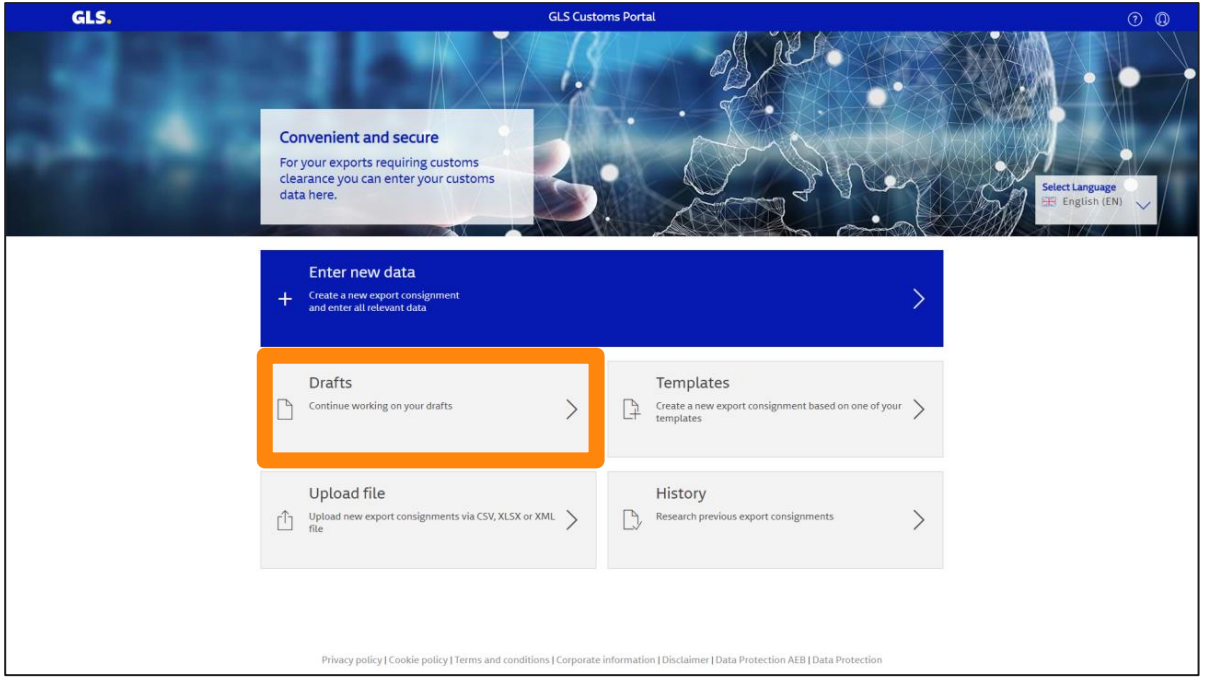
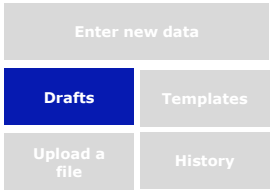
Drafts

Continue working on your drafts





On the home screen, please click **“Drafts”** button to get an overview of all **saved drafts.**

Drafts are available for 15 days.

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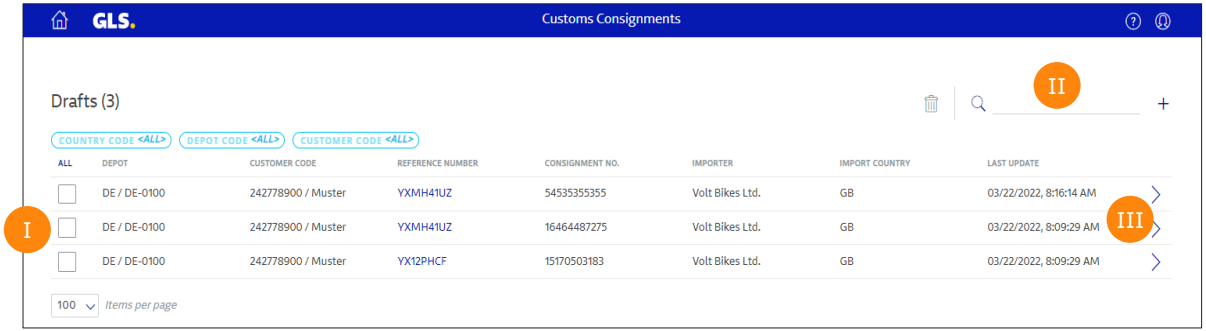
Drafts

Continue working on your drafts



I If necessary, it is possible to mark those drafts which are to be removed.

II Search field (e.g. for reference number search).

III Open a draft for further editing.

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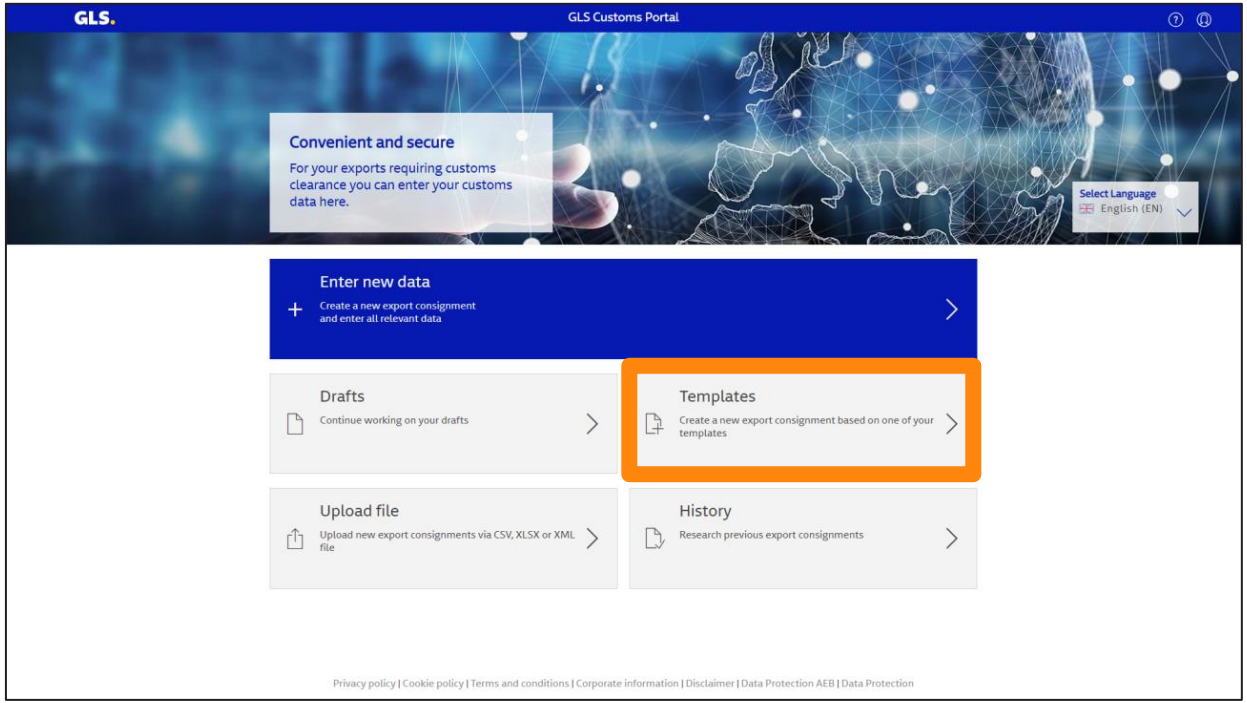
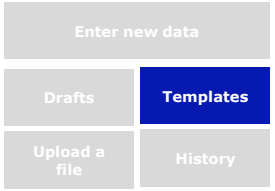
Templates

Open your templates





On the home page, please click **“Templates”** button to get an overview of all **saved templates.**

The created templates do not expire.

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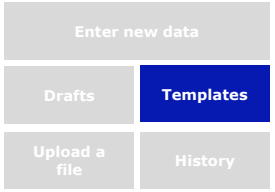
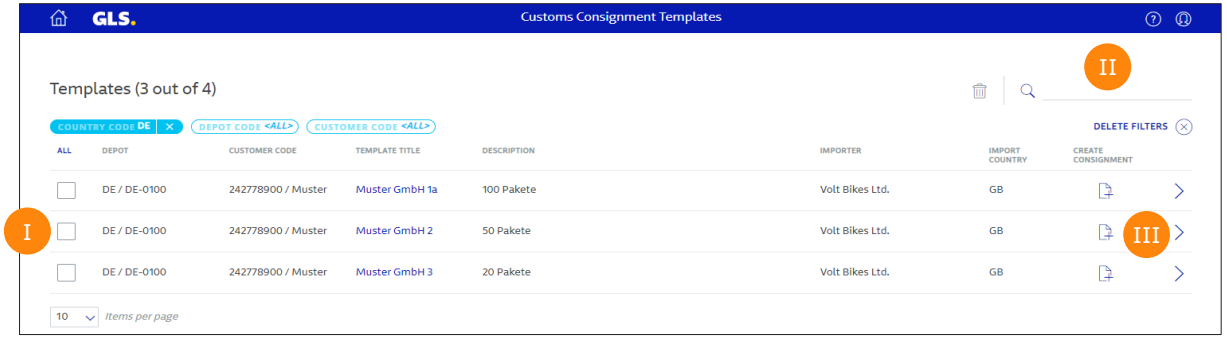
Templates

Open your templates





I If necessary, it is possible to mark those drafts which are to be deleted.

II Search field (e.g., for Description).

III Open a template for further editing.

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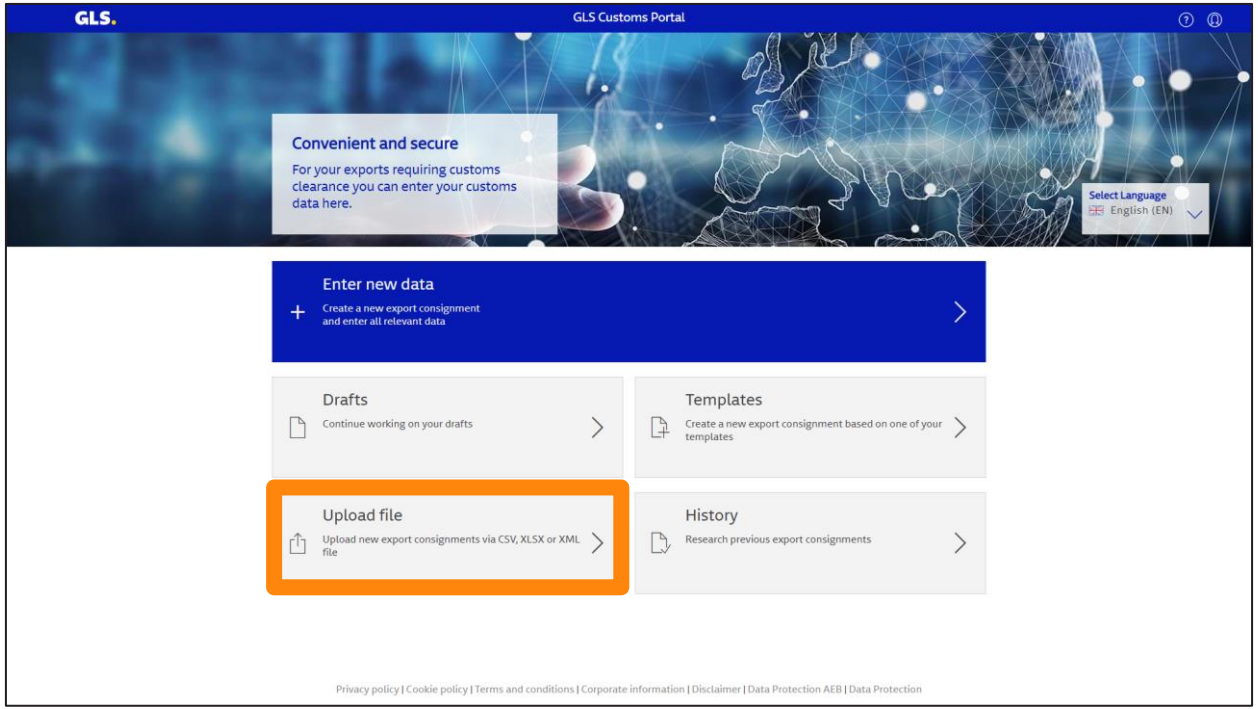
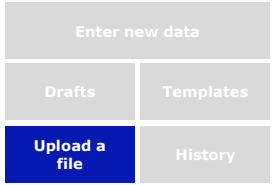
Upload a file

Upload new export consignments





On the home page, please click **“Upload file”** button if you wish to upload customs data **from files.**

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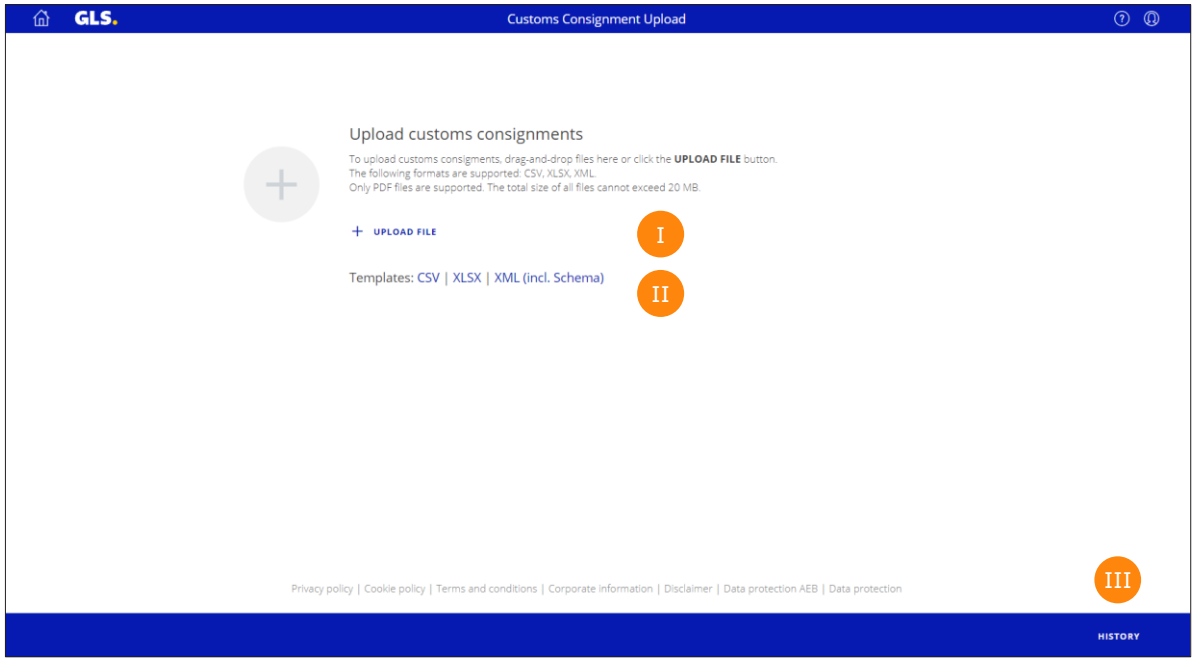
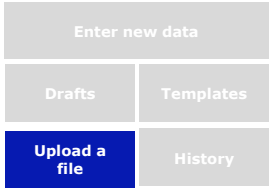
Upload a file

Selection and upload of files in various formats





I Please click “UPLOAD FILE” button to select a file.

II Here you find sample files in CSV, XLSX and XML format.

III Click “HISTORY” button to find the list of uploaded data.

Notification:

- In case of collective customs clearance (one exporter, one importer but various consignees), leave the consignee information within the CSV upload function empty.
- When entering the “Statistical value” (BU-BV column of the CSV file), specify the currency in EUR! Reason: The “Statistical value” shall be indicated in the customs currency when crossing the border – also applicable for goods which are traded free of charge.
- For customs tariff numbers in the CSV file see tips on page 13

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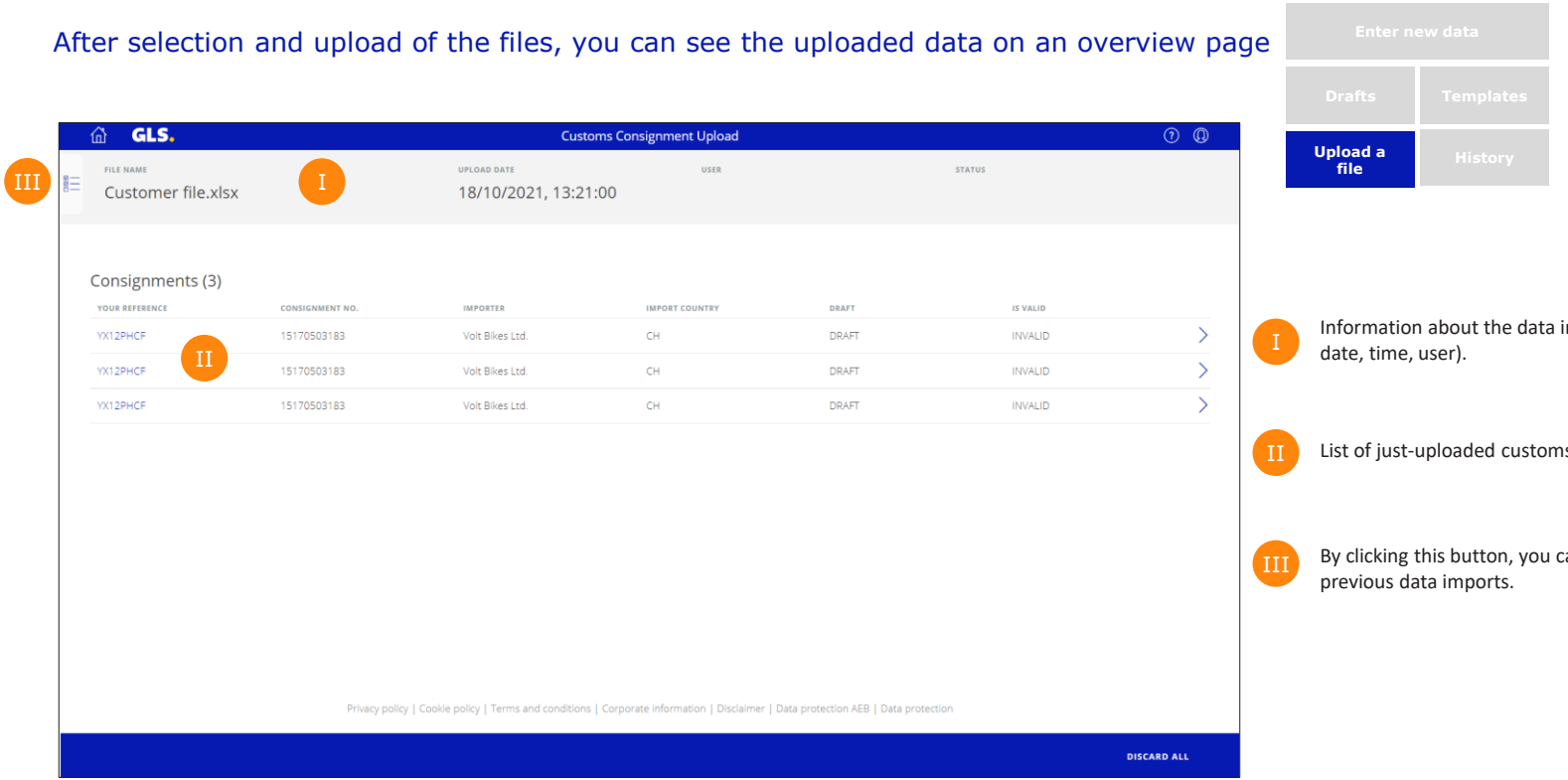
Upload a file

After selection and upload of the files, you can see the uploaded data on an overview page



I Information about the data import (file name, date, time, user).

II List of just-uploaded customs consignments.

III By clicking this button, you can access the list of previous data imports.

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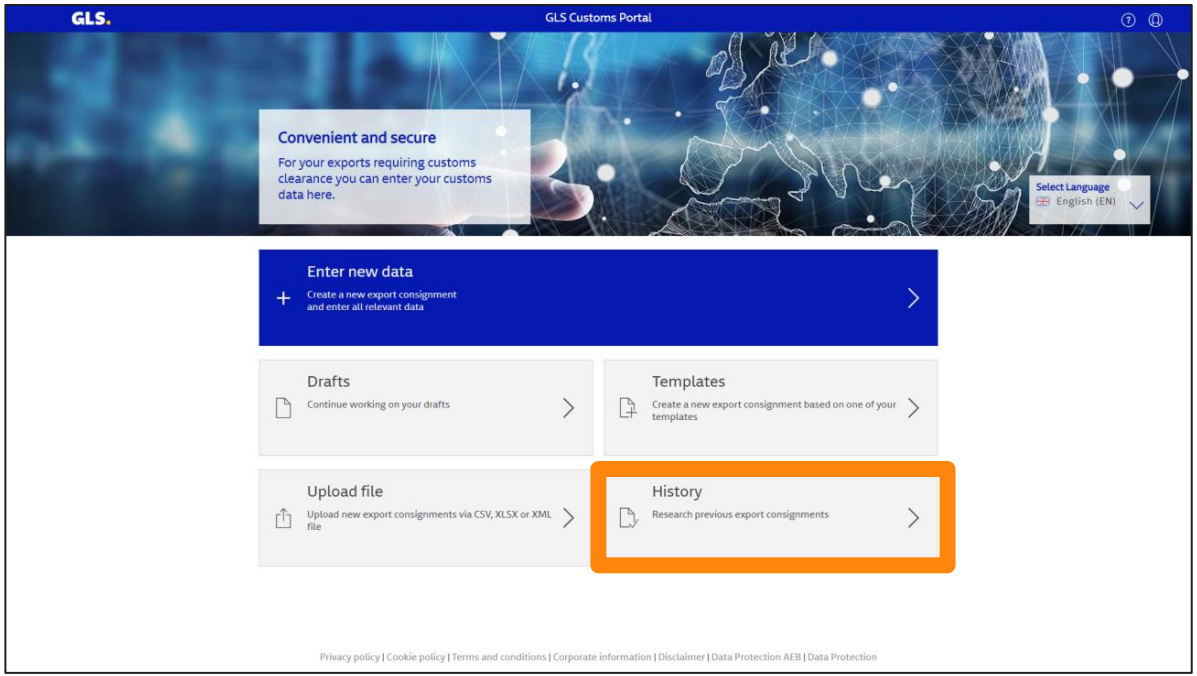
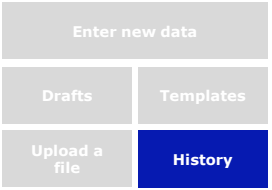
History

Go through previous export consignments





On the home page, click the **"History"** button to get an overview of **sent** customs consignments.

Notice:
Editing is not possible anymore.

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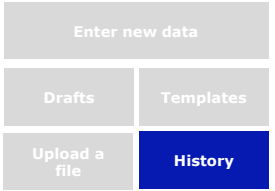
History

Go through previous export consignments



I Filter function

II Search field (e.g. for consignment number).

III Opening detailed information about each customs consignment.

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Agenda

1. Introduction
2. Customs Portal
3. Customs Consignment

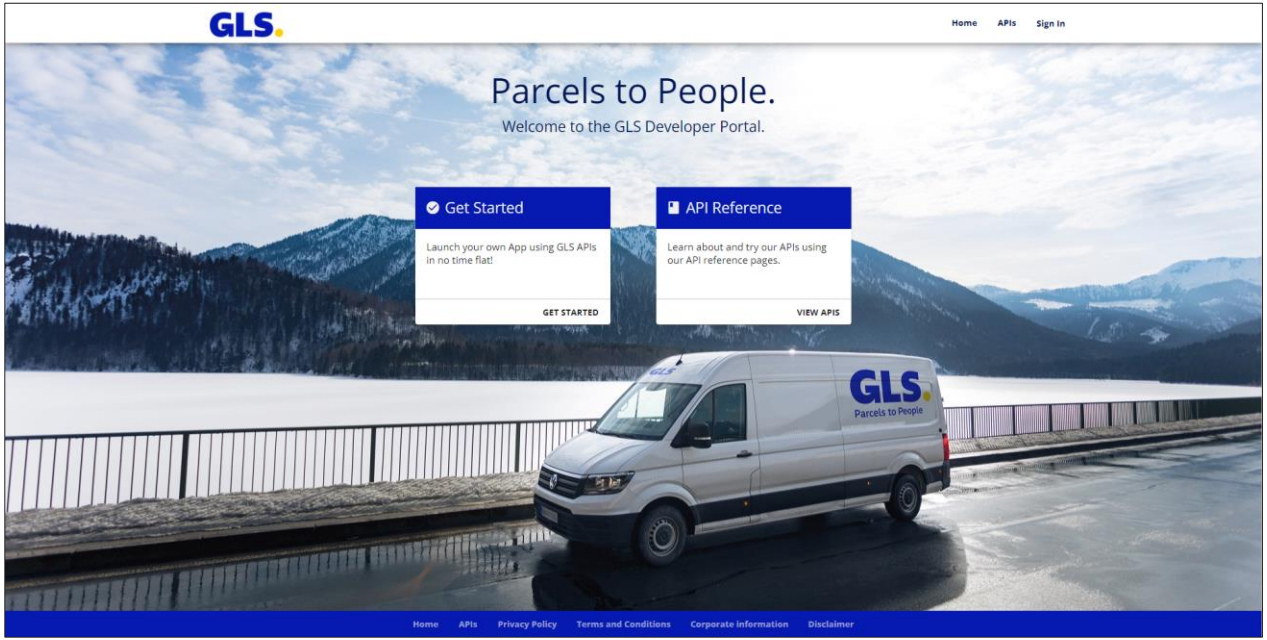
4. User support

GLS.

General Information

- GLS offers **an automated programming interface in the form of a REST-API** which can be accessed via Internet.
- You will find all information regarding the GLS Customs API in the GLS Developer Portal for customers and partners.
- You can access the GLS Developer Portal via the following **link**:
  - https://dev-portal.gls-group.net/

Besides the possibility to enter data manually via the GLS Customs Portal, it is possible to transmit the customs data and related export documents via an interface (Customs Consignment API).



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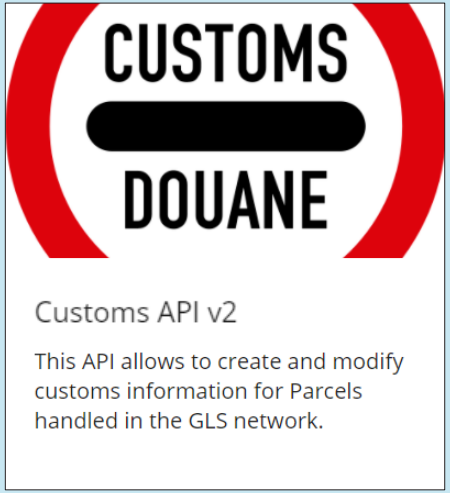
Login

As a GLS customer, you can log into the GLS Developer Portal by self-registration.

- In the next step you register your app in the GLS Developer Portal.
- To complete the application connection, please contact your local GLS contact person in a usual way and prepare the name of your registered application.
- We will perform the final system settings and you can start using the API.



Agenda

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User support

For logins and technical questions, just contact your GLS team:

Customs portal
info@gls-czech.com

API (activation of your application / interface)
it-help@gls-czech.com

For questions relating to customs declaration
info@gls-czech.com +420 567 771 111

We will be happy to help you!

Thank you!

GLS.