



GLS Customs Portal and Customs Interface (API)

Customer Presentation GLS Group

Agenda



Introduction



Customs Portal



Customs Consignment API



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

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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



The following browser is not supported:

- Internet Explorer



Notice:

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

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.

Enter new data

Create a new export consignment and enter all relevant data

The screenshot shows the GLS Customs Portal interface. At the top, there is a blue header with the GLS logo and the text 'GLS Customs Portal'. Below the header, there is a large blue banner with a world map and a hand pointing at it. On the left side of the banner, there is a white box with the text 'Convenient and secure' and 'For your exports requiring customs clearance you can enter your customs data here.' On the right side of the banner, there is a 'Select Language' dropdown menu showing 'English (EN)'. Below the banner, there is a main content area with a grid of buttons. The top button is blue and labeled 'Enter new data' with a plus sign and a right arrow. Below it are four grey buttons: 'Drafts' (Continue working on your drafts), 'Templates' (Create a new export consignment based on one of your templates), 'Upload file' (Upload new export consignments via CSV, XLSX or XML file), and 'History' (Research previous export consignments). At the bottom of the page, there is a footer with links for 'Privacy policy', 'Cookie policy', 'Terms and conditions', 'Corporate information', 'Disclaimer', 'Data Protection AEB', and 'Data Protection'.

This diagram shows a simplified version of the 'Enter new data' button and its sub-buttons. The top button is blue and labeled 'Enter new data'. Below it are four grey buttons: 'Drafts', 'Templates', 'Upload a file', and 'History'.

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

Enter new information – Navigation

The dialogue shows the process of data entry

Enter new data

Drafts Templates

Upload a file History

I If the entries are missing or incorrect, red icons occur indicating how many entries are missing.

II Field with * are obligatory.

III Click the button for further instructions.

Invoice data

INVOICE NO. * INVOICE DATE * TOTAL VALUE * EUR TOTAL GROSS WEIGHT * kg

Line items (0)

No line items yet
You can add line items here.

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SAVE AS DRAFT

STEP 5

SAVE TEMPLATE

- 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

The screenshot shows the 'General data' step of the GLS Customs Consignments interface. The navigation bar at the top has five tabs: 1 (GENERAL), 2 (EXPORTER), 3 (IMPORTER), 4 (GOODS), and 5 (DOCUMENTS). The 'GENERAL' tab is selected and highlighted with an orange box. The main content area is titled 'General data' and contains several input fields:

- PARCEL NUMBERS (0):** A large text area for entering parcel numbers, marked with an orange circle I.
- INCOTERM:** A dropdown menu, marked with an orange circle II.
- EXPORT DECLARATION:** Radio buttons for 'BY ME' (selected), 'BY GLS', and 'NOT NEEDED', marked with an orange circle III.
- EXPORT MRNS:** A text area for entering export MRNs, marked with an orange circle IV.
- TRANSIT MRNS:** A text area for entering transit MRNs.
- YOUR REFERENCE:** A text area for entering a reference number.

At the bottom right, there is a 'SAVE AS DRAFT' button and a 'STEP 2' button.

Enter new data	
Drafts	Templates
Upload a file	History

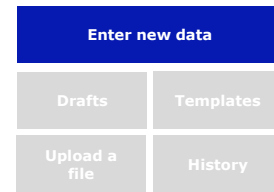
- I Please enter all parcel numbers of the consignment.
- II Select an Incoterm.
Enter existing MRN numbers of your export declarations and select the field Export Declaration, e.g., "BY ME".
„BY GLS“: Currently, the eDeclarationService is only available for DE & BE exports.
GLS CZ doesn't offer issue Export Declaration.
- III „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.

2: Enter new data – Data entry

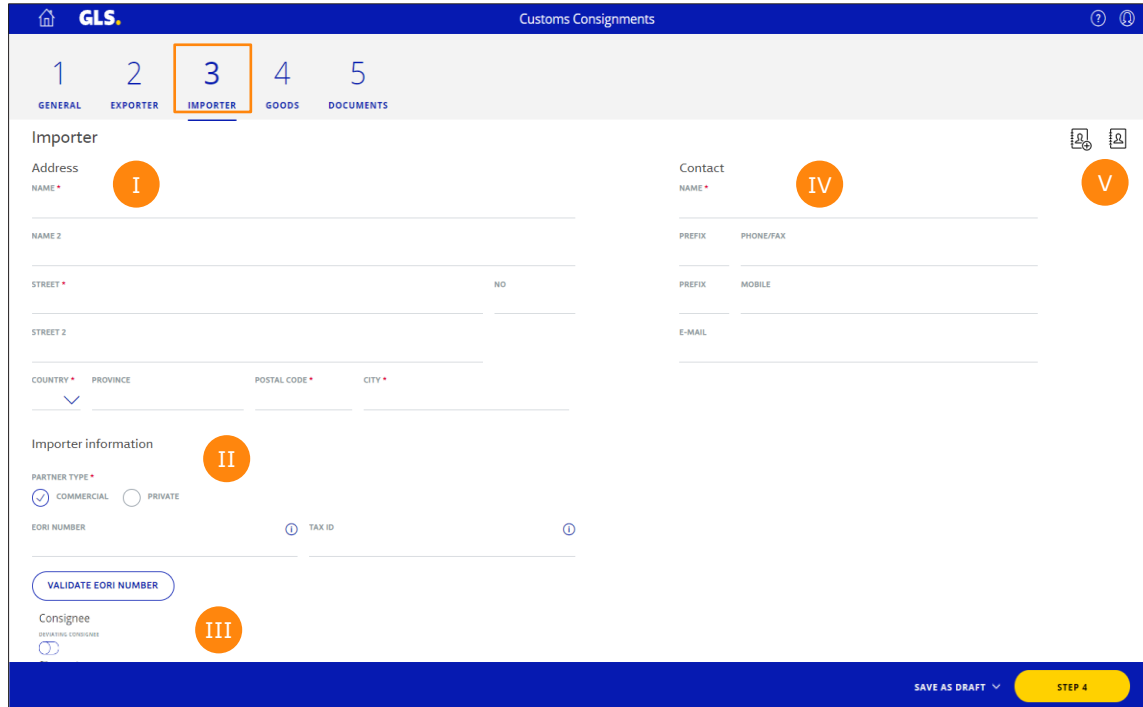
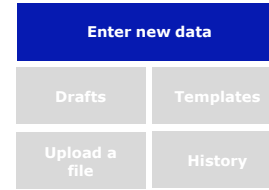
Step 2: Enter exporter information



- 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.

3: Enter new data – Data entry

Step 3: Enter your importer details

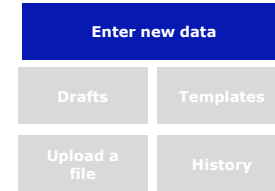


- I Importer address.
- II Importer information
 - B2B/B2C specific validation (EORI No./VAT No./GB VAT No./IOSS No.).
 - EORI number validation checks against European authorities [\(link\)](#).
- III A different consignee can be noted (only for a single clearance process).
- IV Contact person.
- V Importer address register.

4: Enter new data – Data entry

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

The screenshot shows the 'GLS Customs Consignments' interface. At the top, there are five tabs: 1 GENERAL, 2 EXPORTER, 3 IMPORTER, 4 GOODS (highlighted with an orange box), and 5 DOCUMENTS. Below the tabs, the 'Invoice data' section contains four input fields: 'INVOICE NO.' with a red asterisk, 'INVOICE DATE' with a calendar icon, 'TOTAL VALUE' with 'EUR' and a dropdown arrow, and 'TOTAL GROSS WEIGHT' with 'kg'. An orange circle with the letter 'I' is positioned to the right of these fields. Below this is the 'Line items (0)' section, which features a table with columns: ALL, GOODS DESCRIPTION, COMMODITY CODE, GROSS WEIGHT, NET WEIGHT, VALUE OF LINE ITEM, STAT. VALUE, and PREF. TRADE. A large grey circle with a plus sign and an orange circle with the letter 'II' are present. A '+ ADD' button is highlighted with an orange box. At the bottom right, there is a 'SAVE AS DRAFT' button and a yellow 'STEP 5' button.



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](#)

4: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload a file	History

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

The screenshot shows the 'Edit line item' dialog box with the following fields and callouts:

- QUANTITY ***: pcs (Callout I)
- COMMODITY CODE ***: [input field] (Callout I)
- GOODS DESCRIPTION ***: [input field] (Callout I)
- NET WEIGHT ***: kg (Callout I)
- GROSS WEIGHT ***: kg (Callout I)
- VALUE OF LINE ITEM ***: EUR (Callout II)
- STAT. VALUE ***: EUR (Callout II)
- ORIGIN ***: [dropdown menu] (Callout II)
- STAT. QUANTITY**: [input field] (Callout II)
- PREFERENTIAL**: (Callout IIIa)
- REGION OF ORIGIN**: [dropdown menu] (Callout IV)

At the bottom right, there is a yellow 'CLOSE' button.

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.

4: Enter new data – Data entry

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

Edit line item

QUANTITY • pcs COMMODITY CODE • [BROWSE COMMODITY CODES](#)

GOODS DESCRIPTION •

NET WEIGHT • kg GROSS WEIGHT • kg

VALUE OF LINE ITEM • EUR STAT. VALUE • EUR ORIGIN •

STAT. QUANTITY

PREFERENTIAL TYPE • Statement on origin REFERENCE NO.

REGION OF ORIGIN

Statement on origin

EUR.1

EUR-MED

A.TR

IIIb

CLOSE

Enter new data

Drafts Templates

Upload a file History



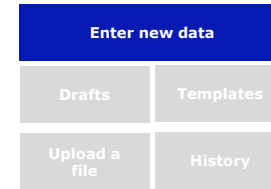
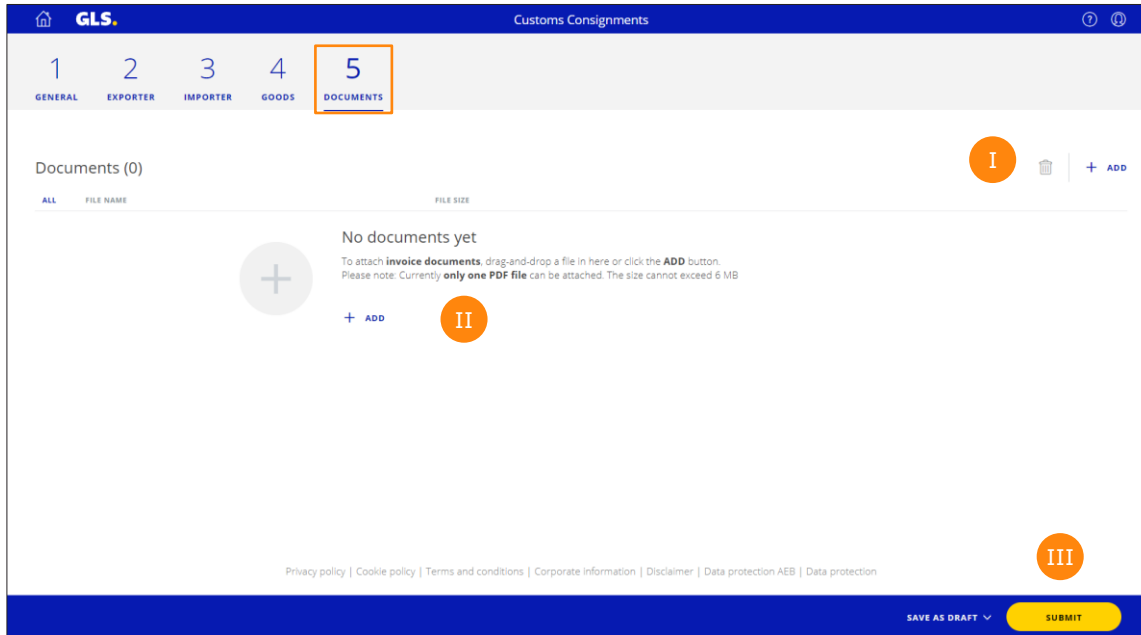
Preferential goods / Proof of preference

- 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.

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.

Drafts

Continue working on your drafts

The screenshot shows the GLS Customs Portal interface. At the top, there is a blue header with the GLS logo and 'GLS Customs Portal' text. Below the header is a banner with a world map and a hand pointing at it. A text box on the banner says 'Convenient and secure' and provides instructions for entering customs data. A language selection dropdown is also visible. The main content area features a grid of buttons: 'Enter new data' (blue), 'Drafts' (highlighted with an orange border), 'Templates', 'Upload file', and 'History'. Each button includes an icon and a brief description of its function. At the bottom, there is a footer with various policy links.

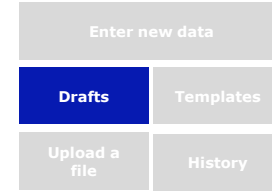
Enter new data	
Drafts	Templates
Upload a file	History

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

Drafts are available for 15 days.

Drafts

Continue working on your drafts



The screenshot shows the 'GLS Customs Consignments' interface. At the top, there is a blue header with the GLS logo and 'Customs Consignments' text. Below the header, there is a 'Drafts (3)' section with filter buttons for 'COUNTRY CODE <ALL>', 'DEPOT CODE <ALL>', and 'CUSTOMER CODE <ALL>'. A table lists three drafts with columns: ALL, DEPOT, CUSTOMER CODE, REFERENCE NUMBER, CONSIGNMENT NO., IMPORTER, IMPORT COUNTRY, and LAST UPDATE. Each row has a checkbox in the 'ALL' column and a chevron icon in the 'LAST UPDATE' column. A search bar with a magnifying glass icon and a plus sign is located to the right of the table. A dropdown menu for 'Items per page' is set to '100' at the bottom left.

ALL	DEPOT	CUSTOMER CODE	REFERENCE NUMBER	CONSIGNMENT NO.	IMPORTER	IMPORT COUNTRY	LAST UPDATE
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	YXMH4IUZ	5453535355	Volt Bikes Ltd.	GB	03/22/2022, 8:16:14 AM
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	YXMH4IUZ	16464487275	Volt Bikes Ltd.	GB	03/22/2022, 8:09:29 AM
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	YX12PHCF	15170503183	Volt Bikes Ltd.	GB	03/22/2022, 8:09:29 AM

- 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.

Templates

Open your templates

GLS. GLS Customs Portal

Convenient and secure
For your exports requiring customs clearance you can enter your customs data here.

Select Language
English (EN)

Enter new data
+ Create a new export consignment and enter all relevant data

Drafts
Continue working on your drafts

Templates
Create a new export consignment based on one of your templates

Upload file
Upload new export consignments via CSV, XLSX or XML file

History
Research previous export consignments

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Enter new data

Drafts

Templates

Upload a file

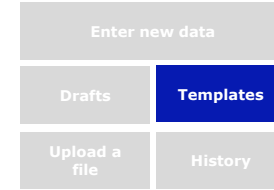
History

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

The created templates do not expire.

Templates

Open your templates



The screenshot shows the 'Customs Consignment Templates' page in the GLS system. It features a table with 3 templates and various filters and actions. Callouts I, II, and III are placed on the interface to highlight specific features.

ALL	DEPOT	CUSTOMER CODE	TEMPLATE TITLE	DESCRIPTION	IMPORTER	IMPORT COUNTRY	CREATE CONSIGNMENT
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	Muster GmbH 1a	100 Pakete	Volt Bikes Ltd.	GB	
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	Muster GmbH 2	50 Pakete	Volt Bikes Ltd.	GB	
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	Muster GmbH 3	20 Pakete	Volt Bikes Ltd.	GB	

10 Items per page

- 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.

Upload a file

Upload new export consignments

GLS. GLS Customs Portal

Convenient and secure
For your exports requiring customs clearance you can enter your customs data here.

Select Language
English (EN)

Enter new data
+ Create a new export consignment and enter all relevant data

Drafts
Continue working on your drafts

Templates
Create a new export consignment based on one of your templates

Upload file
Upload new export consignments via CSV, XLSX or XML file

History
Research previous export consignments

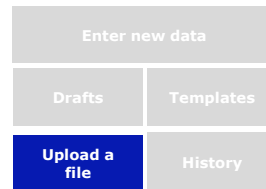
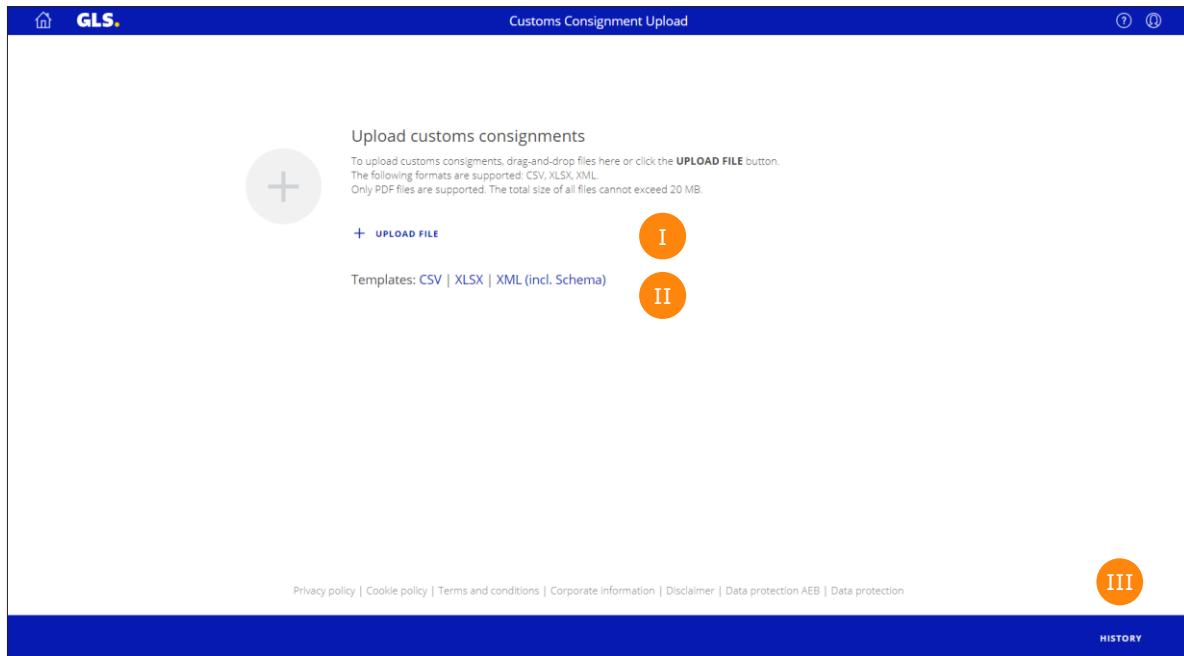
Privacy policy | Cookie policy | Terms and conditions | Corporate information | Disclaimer | Data Protection AEB | Data Protection

Enter new data	
Drafts	Templates
Upload a file	History

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

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

Upload a file

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

The screenshot displays the 'Customs Consignment Upload' interface. At the top, there is a header with the GLS logo and the title 'Customs Consignment Upload'. Below the header, a summary bar shows the file name 'Customer file.xlsx', the upload date '18/10/2021, 13:21:00', and the user. A table titled 'Consignments (3)' lists the uploaded data. The table has columns for 'YOUR REFERENCE', 'CONSIGNMENT NO.', 'IMPORTER', 'IMPORT COUNTRY', 'DRAFT', and 'IS VALID'. Three rows of data are shown, all with a status of 'INVALID'. A 'DISCARD ALL' button is located at the bottom right of the interface.

YOUR REFERENCE	CONSIGNMENT NO.	IMPORTER	IMPORT COUNTRY	DRAFT	IS VALID
YX12PHCF	15170503183	Volt Bikes Ltd.	CH	DRAFT	INVALID
YX12PHCF	15170503183	Volt Bikes Ltd.	CH	DRAFT	INVALID
YX12PHCF	15170503183	Volt Bikes Ltd.	CH	DRAFT	INVALID

The navigation menu consists of four buttons: 'Enter new data', 'Drafts', 'Templates', and 'History'. The 'Upload a file' button is highlighted in blue.

- 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.

History

Go through previous export consignments

The screenshot shows the GLS Customs Portal interface. At the top, there is a blue header with the GLS logo and the text 'GLS Customs Portal'. Below the header, there is a large banner image with a globe and a hand pointing at it. A text box on the banner reads: 'Convenient and secure For your exports requiring customs clearance you can enter your customs data here.' To the right of the banner, there is a 'Select Language' dropdown menu showing 'English (EN)'. Below the banner, there are several buttons: 'Enter new data' (blue), 'Drafts' (grey), 'Templates' (grey), 'Upload file' (grey), and 'History' (grey, highlighted with an orange border). The 'History' button has a right-pointing arrow and the text 'Research previous export consignments'. At the bottom of the page, there is a footer with links: 'Privacy policy | Cookie policy | Terms and conditions | Corporate information | Disclaimer | Data Protection AEB | Data Protection'.

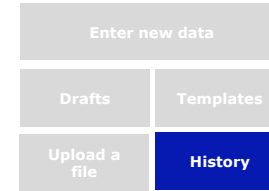
This block shows a simplified version of the navigation menu. It consists of a grid of buttons: 'Enter new data' (grey), 'Drafts' (grey), 'Templates' (grey), 'Upload a file' (grey), and 'History' (blue). The 'History' button is highlighted in blue.

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

Notice:
Editing is not possible anymore.

History

Go through previous export consignments



The screenshot shows the 'Customs Consignments' interface. At the top, there's a header with the GLS logo and a home icon. Below the header, the title 'Customs Consignments (2 out of 23)' is displayed. To the right of the title is a search field with a magnifying glass icon and a plus sign. Below the title, there are filter buttons: 'COUNTRY CODE <ALL>', 'DEPOT CODE <ALL>', and 'CUSTOMER CODE: 242778900'. To the right of these filters is a 'DELETE FILTERS' button. Below the filters is a table with columns: 'DEPOT', 'CUSTOMER CODE', 'REFERENCE NUMBER', 'CONSIGNMENT NO.', 'IMPORTER', 'IMPORT COUNTRY', and 'SUBMITTED'. The table contains two rows of data. At the bottom left, there is a dropdown menu for 'Items per page' set to '10'.

DEPOT	CUSTOMER CODE	REFERENCE NUMBER	CONSIGNMENT NO.	IMPORTER	IMPORT COUNTRY	SUBMITTED
DE / DE-0100	242778900 / Muster	YXMH4IUZ	34343434344	Volt Bikes Ltd.	GB	03/23/2022, 10:11:28 AM
DE / DE-0100	242778900 / Muster	YXMH4IUZ	44444444444	Volt Bikes Ltd.	GB	03/22/2022, 8:20:02 AM

- I Filter function
- II Search field (e.g. for consignment number).
- III Opening detailed information about each customs consignment.

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Customs Consignment



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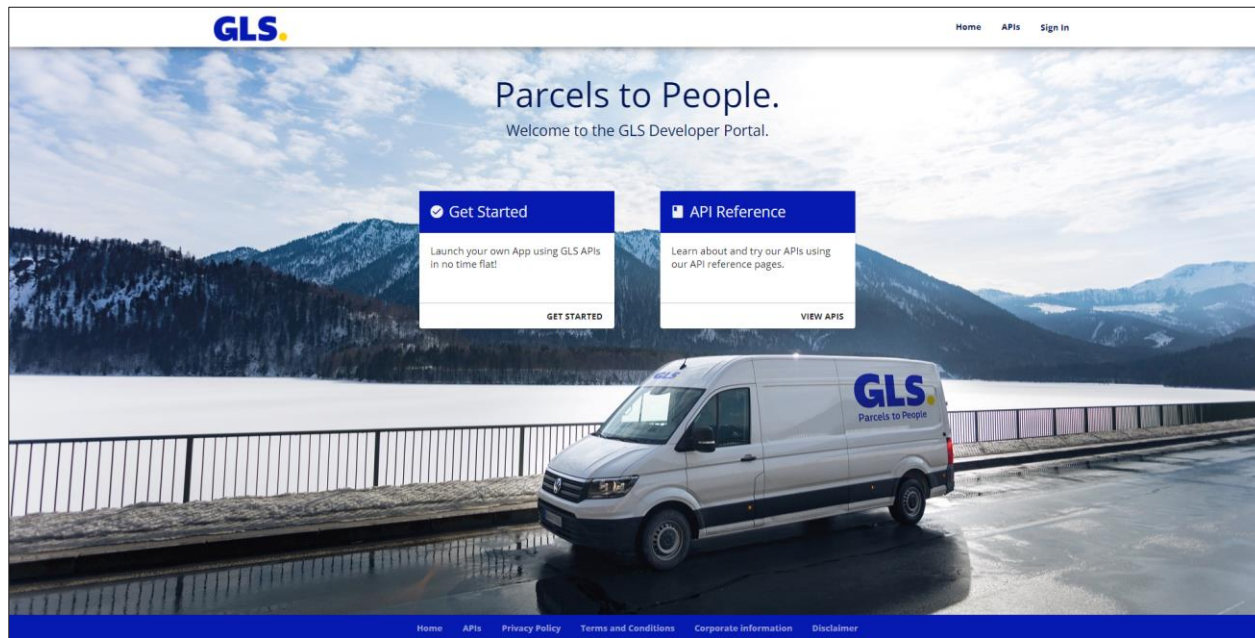
User support



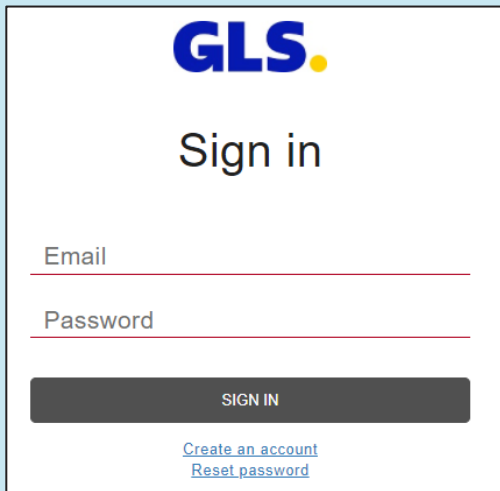
General Information

- 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).



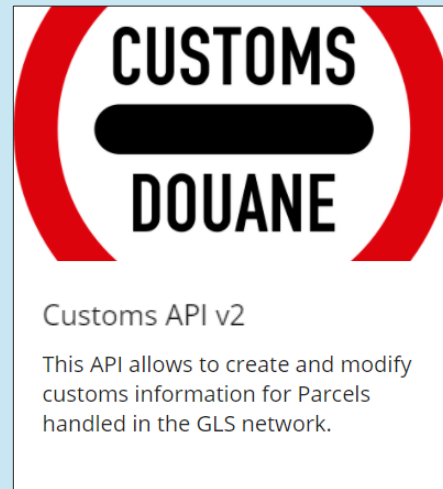
Login



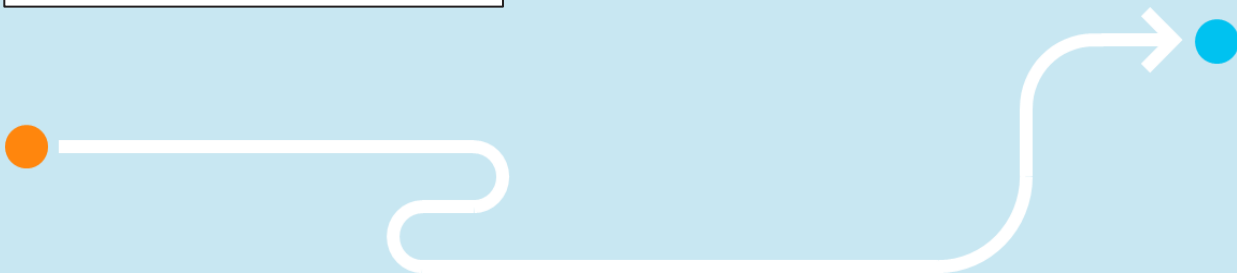
The screenshot shows the GLS Developer Portal login interface. At the top left is the GLS logo. Below it, the text "Sign in" is centered. There are two input fields: "Email" and "Password", each with a red underline. Below the password field is a dark grey "SIGN IN" button. At the bottom, there are two links: "Create an account" and "Reset password", both in blue text.

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.



The logo for Customs API v2 features the words "CUSTOMS" and "DOUANE" in bold black capital letters, separated by a thick black horizontal bar. The entire logo is enclosed within a red circular border. Below the logo, the text "Customs API v2" is displayed, followed by a descriptive sentence: "This API allows to create and modify customs information for Parcels handled in the GLS network."



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User support



User support



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

Customs portal
info@glz-czech.com

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

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

We will be happy to help you!

Thank you!

GLS.