



3 essential steps to start exporting to customs destinations

Exporting products to any country in the world is one of the main drivers of expansion and growth for companies of any size and services. **GLS Spain becomes a strategic partner** in this key phase, putting all its knowledge and infrastructure at the service of companies. We will show you, step by step, the most relevant procedures and documents to start exporting successfully to customs destinations.

01

Complete the necessary formalities for exporting outside the EU

Before you can start exporting to non-EU destinations, you will need to complete two simple administrative procedures.



Order your EORI number

The Economic Operators Registration and Identification Number (EORI number) is essential for shipments outside the European Union and must be requested from the Spanish customs authorities to make shipments outside the European Union.

If you don't have it yet, you can apply through the following [link](#).



Fill in the authorisation for dispatch

The clearance authorisation is made out in the name of GLS Spain or our customs broker so that we can carry out customs formalities on your behalf.

It can be completed through the Tax Agency's headquarters, at this [link](#).



If you are an E-commerce Exporter to the UK... You also need to have VAT

In the UK. If the destination of your goods is the UK and the value is less than or equal to 150 € (135 GBP), you must register for VAT (Value Added Tax in the UK), through this [link](#). In addition, if the value of the goods is equal to or greater than 150 € (135 GBP) and the importer is a company, you must provide its EORI on the invoice.



You are now ready to start exporting !

02

Prepare the documentation that will accompany your shipments

Remember that the exporting company is responsible for preparing the documentation for each shipment, which varies according to three aspects:



Value of goods



Type of product



Country of destination of shipment

To send a shipment abroad, you will have to include a commercial invoice or value declaration with all the details filled in (exporter's details, importer's details, date, Incoterm...).

[On our website you will find more information.](#)



Very important for preparing your invoice!

Preferential treatment depending on the origin of the goods: There are agreements that grant EU countries and certain customs destinations, these privileges could be a reduction or total elimination of taxes and duties.

For these agreements to be implemented, the exporter must justify the preferential origin of the goods, based on one of the following forms:

- **Preferential text on invoice.**
- **Certificate of origin supported by official documentation (EUR-1, ATR).**
- **REX number of the approved exporter.**

Classification of goods according to tariff heading: goods destined for non-EU countries must be properly categorised in order to determine the duties and taxes to be paid. For this classification, customs use HS codes (Harmonised Commodity Description and Coding System).

Example of HS code composition for a textile good:

Section	Chapter	Item	sub-heading
XI	61	05	10
Textile materials and their articles 	Garments, clothing accessories, knitted and crocheted 	Knitted T-shirt for men or kids 	Cotton 

You can search for the tariff heading of your producto in this [Link](#).

02

Prepare the documentation that will accompany your shipments

Incoterms: the so-called “Incoterms” (abbreviation of International Commercial Terms) establish which additional costs to transport correspond to each of the parties (sender / recipient). For shipments outside the EU, the goods will incur other costs in addition to the transport or export costs, such as duties, taxes and handling (which vary from country to country). Before shipping to any customs destination, the corresponding Incoterm must be chosen.

Here is more detailed information on the nomenclature used by GLS to define the incoterms.



IMPORTANT! If you have selected an Incoterm in which the consignee bears the customs costs and the consignee does not pay, the charges will be charged to the sender.

Customs Incoterms			
Incoterm 10 DDP		Exporter: Transport, import clearance at destination, tariffs, taxes and export clearance	Consignee: no cost
Incoterm 18^d (DDP, VAT Pre-Registration)		Exporter: transport, shipping and taxes and export clearance	Consignee: no cost
Incoterm 20 DAP		Exporter: transport, shipping and export clearance	Consignee: clearance, tariffs and taxes
Incoterm 30 DDP, V.A.T. not paid		Exporter: transport, import clearance at destination, tariffs and export clearance	Consignee: Taxes
Incoterm 40 DAP, dispatched		Exporter: transport, import clearance at destination and export clearance	Consignee: tariffs, taxes
Incoterm 50^a DDP, low value*		Exporter: transport, import clearance at destination and export clearance	Consignee: no cost
Incoterm 60 DDP, low value	Pick&ReturnService	Exporter: no cost	Consignee (Customer): transport, import clearance at destination, customs duties, taxes
	Pick&ShipService	Exporter: no cost	Consignee of the goods other than the customer: no costs / Customer: transport, import clearance at destination, customs duties, taxes

*See maximum amounts and available countries.

03

Manage the shipment with GLS Spain

Access the customer area on the web portal or choose the IT solution that best suits your business to manage shipments. Once inside



1. Complete all information for the shipment: origin, destination and service.



2. Print label



3. Schedule the collection of the goods

Upload the documentation electronically for customs clearance.

Send the details of your shipments with a non-EU destination via the 'Customs Portal' platform or interface (API). Select the option that best suits your needs and send us the details of your shipments so that we can carry out the customs formalities.

Customs Portal



API

Customs API

Customs API v2
This API allows to create and modify customs information for Parcels handled in the GLS network.

Group



Shipment done! We will take care of it...

GLS takes care of export clearance, shipment transit, import clearance in the country of destination and delivery of the goods to the consignee(s).

Contact us for more [information!](#)

