

YOUR IMPORT DUTY AND VAT INVOICE EXPLANATORY NOTES

For further information visit our website: www.dhl.co.uk/duties

- 1. Invoice No:** The number of this invoice, to be quoted in the event of enquiries.
- 2. Date of Invoice:** The date this invoice was raised.
- 3. Customs Entry Declaration Number (MRN):** H.M. Revenue and Customs reference number.
- 4. DHL Waybill:** The waybill or shipment reference number.
- 5. Customer Number:** If you do not have an existing customer number with DHL we will have allocated a DHL Customer Number for this importation. This is not a formal account and it does not have shipping facilities.
- 6. Shipper's name and country:** The sender's details.
- 7. Description of Goods:** Brief description of the shipment and what it contained.
- 8. Taric Code:** The code which is used to assess the duty to be paid (if applicable).
- 9. Shipment Origin:** The country of despatch.
- 10. Customs Procedure Code:** This code identifies the Customs regime to which your goods were entered.
- 11. Statistical Value Duty:** The value used for calculation of Customs Duty e.g. shipper's invoice plus freight value.
- 12. Customs Duty Rate:** The Customs Duty percentage for the goods.
- 13. Customs Duty Payable:** The amount of Customs Duty payable on your shipment.
- 14. Statistic Value VAT:** Customs normally expect this to be the total of items 11, 13, 19 and the cost of transit within UK borders, liable for VAT only.
- 15. VAT Rate:** The Customs VAT percentage for the goods.
- 16. VAT Payable:** The amount of VAT payable on your shipment.
- 17. Statistic Value Other Levy:** The value used for calculation of the Customs excise.
- 18. Other Levy Rate:** The percentage of excise or anti dumping levied.
- 19. Other Levy Payable:** The amount of excise / anti dumping payable on your shipment.
- 20. Duty Tax Importer:** The cost of DHL arranging Customs clearance.
- 21. Importers VAT No:** If you are registered for VAT you should be able to reclaim the VAT amount indicated on this invoice.

NOTE – REJECTED IMPORTS: If you need to return your goods you must contact H.M. Revenue & Customs beforehand. Failure to do so may result in these charges being irrecoverable.

Please refer to www.dhl.co.uk/customs_services for an explanation of additional customs charges.

POSTPONED VAT ACCOUNTING (PVA) NOTIFICATION: From 1 February 2022, DHL Express UK will process any import VAT payable by UK registered companies through Postponed VAT Accounting. To find out more, please visit dhlguide.co.uk/postponed-vat-accounting

PAYMENT OPTIONS

- Internet / Telephone Banking:** If you have access to the internet or telephone banking, payments can be made to: Sort Code 40-02-50, DHL Bank Account Number 91406396. Please quote your DHL Customer number and/or Invoice Number as a reference to ensure that DHL can match your payment to the invoice. The IBAN code is: GB33 MIDL 400250 91406396 and the Swift code / BIC number is: MIDLGB22. Remittances should be sent via email to rpu.cash@dhl.com.
- Credit or Debit Card:** To pay by Credit or Debit card please visit www.dhl.co.uk/epayments. Alternatively, please call 03442 09 01 02 and select Option 2. Please have your DHL Customer Number and Invoice Number available to process your payment.
- MyBill:** If you are registered for MyBill, payments can be made online via the MyBill hub. To sign-in or register for MyBill, please visit www.dhl.co.uk/mybill.
- At the Bank:** You can make a payment directly at the bank using an invoice giro slip or by quoting DHL bank details: Sort Code 40-02-50, DHL Bank Account number 91406396. Please ensure the bank has entered your Invoice number and/or Customer number in their system as a 'Customer Reference', to ensure we can match your payment with your invoice. Please allow 4 working days for the payment to clear your account.
- Direct Debit:** Direct Debit is a safe and secure payment method which reduces administration costs and time. To register to pay by Direct Debit, please complete the form at www.dhl.co.uk/ddform For more information visit www.dhl.co.uk/directdebit

ENQUIRY INFORMATION

For information concerning regulations, procedures and rates:

H.M. Revenue & Customs National Advice Service: 0300 200 3700
www.gov.uk/hmrc

(Enquiry reference will be provided for any advice given)

DHL Accounts and general information:

www.dhl.co.uk/express (General Information)

www.dhl.co.uk/duties (Invoice Enquiries)

Duty & VAT Support:

Tel: 03442 09 01 02

Email: ukinvoicequeries@dhl.com

General Accounting Enquiries:

Tel: 03442 480 777

Email: ukinvoicequeries@dhl.com

If you wish to dispute your invoice, all queries must be logged within 30 days of the date of invoice.