



Parcelforce Worldwide Brexit WDMO User Guide

January 2021

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1) Introduction

The Brexit transition period ended at 11pm GMT on 31 December 2020.

At the end of the transition period, the rules which applied to non-EU imports were extended to EU items. Similarly, the EU now treats UK imports as it does non-EU imports today.

In practical terms, this means the following is required for exports into the EU:

- Customs Declaration form (either a CN23 and/or Commercial Invoice) attached to the outside of parcels
- Electronic customs data is provided
- All goods classified with an 8-digit Tariff Code
- Businesses should provide their EORI number for all exports
- VAT, customs fees and, where applicable, duties may be payable on goods entering the EU from the UK

We have therefore made a series of key changes to our European export services and IT systems to ensure the above information can be provided and to give our account customers the choice and flexibility when deciding how to pay for VAT, fees and any duties.

This guide will walk through the key changes to our Worldwide Delivery Manager Online (WDMO) system.

2) Key changes to prepare for Brexit

Euro Priority services

We have two options available across our Euro Priority and Euro Economy services and have updated WDMO to ensure you can select these options simply and quickly:

Option 1a: You are sending items valued over €22 would like to be invoiced the VAT, fee and, where applicable, any duties (i.e. 'Delivered Duty Paid' or 'DDP')

Option 1b: You are sending items valued under €22 would like to be invoiced the fee (i.e. Low Value 'Delivered Duty Paid' or 'DDP')

Both options will be supported by the following dedicated services:

euro**priority**

euro**priority**^{pack}

Option 2: You want your recipient to pay the VAT, fees and any applicable duties on receipt of the goods (i.e. 'Delivered Duty Unpaid' or 'DDU')

This option will be supported by the following dedicated service:

euro**economy**

Other services

When using a service other than Euro Priority or Euro Economy, there is a slightly different process to follow. These include:

global**express**

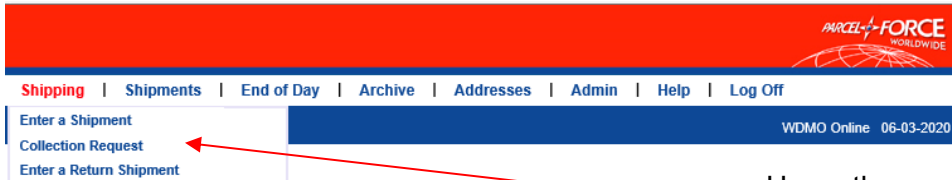
This service is only available as a Delivered Duty Unpaid (DDU) option – i.e. your end recipient will pay the VAT, duties and fees on receipt of the goods.

Ireland**express**

In line with Government guidance, the movement of goods from Northern Ireland to Great Britain will continue as it did prior to the end of the transition period. This service will therefore not require customs checks, paperwork or tariffs and is therefore not delivered as Delivery Duty Unpaid (DDU) or Delivered Duty Paid (DDP) service.

3) Creating a European Shipment – Euro Priority services

This is applicable to the following services: **europriority**, **europriority^{pack}** and **euroeconomy**



Hover the cursor over 'Shipping', then Select 'Enter a Shipment'

Select a department in '1. **Department Information**', If you have more than one department set

Complete the usual information within '2. **Address Information**', including Email Address, Mobile Phone number, Recipient Name, Business Name and full Address

If you are sending to a business in the EU, then include their Economic Operators Registration and Identification number (EORI) within the 'Recipient VAT Number/EORI' section

Finally, add your UK businesses EORI number by ticking 'Yes' here and entering the number in the free text box

PLEASE NOTE: The Economic Operators Registration and Identification System (EORI) was introduced in 2009 and is mandatory for all businesses so that economic operators can be clearly identified. The EORI number serves as a unique identification number in the completion of all customs formalities in Europe (export / import / transit).

From 1st January 2021, **all** UK businesses trading with the EU will need a UK EORI number as it will become a mandatory requirement for customs operations. If you are exporting to businesses in the EU, you may also need to provide importer's EORI number.

More information about EORI numbers [can be found here](#).

Option 1a: You are sending items valued over €22 would like to be invoiced the VAT, fee and, where applicable, any duties (i.e. 'Delivered Duty Paid' or 'DDP')

3. Service Options & Parcels

Product * Contract Number:
Euro Priority H011010

NOTE: Please refer to the Worldwide Directory for acceptance of PO Box addresses.

Terms of Delivery * ?
Sender pays taxes, duties

Reference Number +
Ref Test

Shipping Date
9 Sep 2020 Delivery Speeds

Documents only Non-Documents

Next, select **europriority** or **europriority^{pack}** from the 'Product' drop down, within **3. Service Options & Parcels**

Select 'Sender pays taxes, duties and fees – in country' from the 'Terms of Delivery' drop down.

Enter any reference numbers you have.

Select a shipping date.

Finally, select whether the parcel contains 'Documents-only' or is a 'Non-Documents' parcel.

Option 2: You are sending items valued under €22 would like to be invoiced the fee (i.e. Low Value 'Delivered Duty Paid' or 'DDP')

3. Service Options & Parcels

Product * Contract Number:
Euro Priority H011010

NOTE: Please refer to the Worldwide Directory for acceptance of PO Box addresses.

Terms of Delivery * ?
Sender pays taxes, duties

Reference Number +
Ref Test

Shipping Date
9 Sep 2020 Delivery Speeds

Documents only Non-Documents

Next, select **europriority** or **europriority^{pack}** from the 'Product' drop down, within **3. Service Options & Parcels**

Select 'Sender pays taxes, duties and fees – in country' from the 'Terms of Delivery' drop down.

Enter any reference numbers you have.

Select a shipping date.

Finally, select whether the parcel contains 'Documents-only' or is a 'Non-Documents' parcel.

Option 3: You want your recipient to pay the VAT, duties and fees on receipt of the goods (i.e. 'Delivered Duty Unpaid')

3. Service Options & Parcels

Product * Contract Number:
Euro Economy H011010

NOTE: Please refer to the Worldwide Directory for acceptance of PO Box addresses.

Terms of Delivery * ?
Recipient pays taxes, duties

Reference Number +
Test Ref No

Shipping Date
19 Aug 2020 Delivery Speeds

Documents only Non-Documents

Next, select **euroeconomy** from the 'Product' drop down, within **3. Service Options & Parcels**

Select 'Recipient pays taxes, duties and fees' from the 'Terms of Delivery' drop down.

Enter any reference numbers you have.

Select a shipping date.

Finally, select whether the parcel contains 'Documents-only' or is a 'Non-Documents' parcel.

Parcels *

To enter your parcel data; type in the number of parcels you have at one weight and click **add**. Repeat for other parcels at different weights. Click **submit** when all your parcel data has been entered.

No. of Parcels: at Individual Weight of Parcel(s): kg

Length: cm Width: cm Height: cm

Buttons: Add, Remove

Consignment Parcels

#	Weight	Length	Width	Height	Vol. Wt.	Chrg. Wt.

Total No. of Parcels : 0
Total Weight: : --

Buttons: SUBMIT

Please note: Your parcel(s) will be charged from Parcellforce Worldwide's volumetric scan, taking into account any specific contractual agreement you may have.

Next, enter the number of parcels you are sending in the consignment.

The 'No. of Parcels' will default to 1. Please change if sending more than 1 to this address and the weights are identical to each other.

Enter the weight of the parcels in 'Individual Weight of Parcel(s)' field. It is mandatory for a weight to be entered up to a maximum of 30kg and you will be charged as per your agreed contractual rates. Enter the weight of one parcel only, not the accumulated amount of all parcels, this is possible if there is more than 1 parcel with identical weights.

Parcels *

To enter your parcel data; type in the number of parcels you have at one weight and click **add**. Repeat for other parcels at different weights. Click **submit** when all your parcel data has been entered.

No. of Parcels: at Individual Weight of Parcel(s): kg

Length: cm Width: cm Height: cm

Buttons: Add, Remove

Consignment Parcels

#	Weight	Length	Width	Height	Vol. Wt.	Chrg. Wt.
1.	5	20	20	20	1.60	5.00
2.	10	10	10	10	0.20	10.00

Total No. of Parcels : 2
Total Weight: : 15.00

Buttons: SUBMIT

Please note: Your parcel(s) will be charged from Parcellforce Worldwide's volumetric scan, taking into account any specific contractual agreement you may have.

Press 'Add', the list of the parcels will appear in the consignment parcels box, as shown below.

If you have multiple parcels that are different in weight, please add them individually for example parcel A is 1 parcel at 15kgs, press add and parcel B is 1 parcel at 10kgs, press add. The list of the parcels will appear in the consignment parcels box, as per the below picture.

Press 'Submit' when all parcels are entered, if you need to remove a parcel select the relevant parcel and press 'Remove'.

Enhanced Compensation
 Up to £1000.00 per consign. Cost £8.00

Enter Content Details Edit Invoice Headers

No. of Commercial invoices required: 3

You are set up as having a Daily / Regular collection from Parcelforce Worldwide
 Collection Time: 17:00

Select additional compensation, if required, in 'Enhanced Compensation'.

The selection replaces the compensation that is included in your contract, for that product. The rate will be added to your invoice.

Finally, select 'Enter Content Details'.

Parcel Contents

Parcel 1 of 1 (1kg; 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1	10	12345678	Shoes

of Units Unit Weight Unit Value Total Value Contents Description Tariff Code Tariff Description Country of Manufacture

Invoice Number Export License Number(s) Certificate Number(s) Remove

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions)

Parcel 1 of 1 Copy contents to next parcel Copy contents to all remaining parcels

Save Cancel Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

A new 'Parcel Contents' popup will now appear.

Select from the 'Purpose of Shipment' drop down what your parcel is intended for, e.g. a gift, sold etc.

Then enter the 'Shipping Costs', this is the amount the recipient is paying for this parcel to be delivered.

Parcel 1 of 1 (1kg: 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1	10	12345678	Shoes

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Save Cancel

Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Enter a description into 'Content Description', of what is inside the parcel, for example 'men's leather shoes'.

Enter a country in 'Country of Manufacture', where the items were manufactured.

Enter the 'Units', 'Unit Weight' and 'Unit Value' (choose relevant currency) *

If the item has a declared value of over €22 it will be shipped as a standard DDP export (option 1a above). If the item has a declared value of under €22 it will be shipped as a Low Value DDP export (option 1b above).

Unit Value: 10 EUR

NB: You can select the currency under 'Unit value'. If the item's value is declared with a currency other than Euros (€), the latest HMRC exchange rate will be used to convert the invoice to Euros (€).

* These details are on the singular items in each parcel. For example, one parcel weighing 6kg with 3 jumpers inside with a total value of £12 would be filled in as; Units = 3, Units weight = 2kgs and Unit Value = £4. If the weight or value of the units in a parcel is not the same, each unit will need to be entered individually by clicking add after all the relevant step below are finished.

Parcel 1 of 1 (1kg: 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1	10	12345678	Shoes

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Save Cancel

Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Enter the relevant code in the 'Tariff Code' field – this is a number assigned to each type of product sold internationally.

If you do not know the tariff code, select the hyperlink 'Tariff Code' underlined and this will take you to parcelforce.com/tariffcode

Here, you can search for tariff code and copy and paste into WDMO.

Parcel 1 of 1 (1kg; 1cm x 1cm x 1cm)

Purpose of Shipment: Sold
Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description	
Shoes	United Kingdom	1	1 Kg	10 GBP	12345678	Shoes	Add

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Copy contents to next parcel
 Copy contents to all remaining parcels

Save Cancel

Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Enter the description of the tariff in 'Tariff description'.

Check all data is accurate and select 'Add'.

The entry will appear on the list of content details, repeat the stages if you need to add more units for that parcel or if individual items in the parcel differ in tariff codes, weight and value. *

*If an entry needs to be amended, select the relevant entry from the list, it will be highlighted in red. The details will populate back in the original fields, make amendments and select save. If you wish to remove an entry, select the relevant entry, it will be highlighted in red and select remove.

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 2

Copy contents to next parcel
 Copy contents to all remaining parcels

Save Cancel

Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Select 'Copy contents to next parcel' If the next parcel has identical contents.

Select 'Copy contents to all remaining parcels' this allows you to copy the content to the remaining parcels if all subsequent parcels, after that one, has identical content.

Select 'Save' when you have finished entering **all** the parcel details. The window will disappear and brought back to the shipping screen.

The screenshot shows a web form with two main sections. The first section, titled '4. Customer Notifications', contains two checkboxes: 'Delivery Notification' (checked) and 'Email Notification' (checked). A red arrow points to the 'Email Notification' checkbox. The second section, titled '5. Special Instructions', contains four text input fields labeled 'Special Instructions 1' through '4'. A red arrow points to the 'Special Instructions 2' field. At the bottom right of the form are three buttons: 'Pend', 'Reset', and 'Process'. The 'Process' button is highlighted with a red rectangular box.

Within '**4. Customer Notifications**', tick 'Delivery Notifications' and 'Email Notifications', to ensure your recipients receive notifications.

Add any special instructions, if you have them.

Finally, click on 'Process' when your shipment is complete.

Your Commerical Invoices and/or CN23s and labels will now appear via a pop up

Commercial Invoice

standard worldwide
 Address lines here
 United Kingdom
 Tel: 0
 Fax:
 VAT/EORI No. Not VAT Registered

Date: 30/01/2020
 Purchase Order:
 Invoice Number: MILTON KEYNES
 Terms of Delivery: DDU/Incoterm 20
 Purpose of Shipment: GR
 Parcel ID: CK203876857GB
 Parcel no. 1 of 1
 Page no. 1 of 1

DESPATCHED TO: sdf
 SOLD TO: sdf
 sdf
 sdf
 12345
 Jersey
 Tel:
 Fax:
 VAT No.

No. Units	Item Description	Tariff Code	Country of Manufacture	Unit Weight (Kg)	Currency	Declared Line Value
1	1		United Kingdom	1.00	GBP	1.00

Total No. of Items: 1
 Total Weight: 1.00 Kg
 Total Value: GBP 1.00
 Shipping Costs: GBP 1.00

I declare all the information contained in this invoice to be true and correct.

Name: _____
 Signature: _____

Commercial Invoice

Administration of Great Britain
 Administration des Douanes
CK 203 876 857 GB

FROM TO
 12345 12345
 Jersey Jersey

FROM TO
 12345 12345
 Jersey Jersey

FROM TO
 12345 12345
 Jersey Jersey

CK 203 876 857 GB

CUSTOMS DECLARATION CN23

CN23

europriority

1 of 1 Dispatch Date/Day
30/01/2020, Thu

Ben
 Avec Marie

MARCE 23456
FRANCE
 Telephone :

1.00 kg EPB

STANDARD OUTBOUND - MILTON KEYNES
 L'ÉTIQUETTE S'APPLIQUE EN DÉROULEMENT

FROM: EK579960062GB

Customer Use Only: 953593708633

INT
 EPB

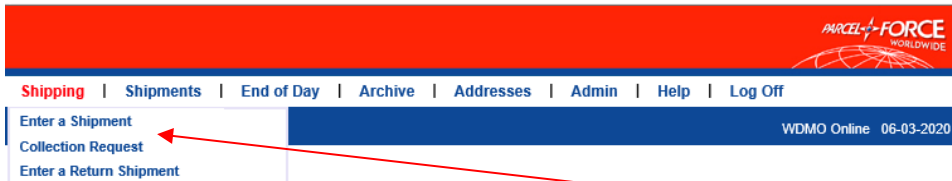
Label

Print your name and sign the commercial invoice and customs declaration, where indicated on the documents.

Fold the documents into one document wallet, it does not matter which one is showing through the window, place it beside the label on the parcel. ***It is important that you can see the label and one of the documents, in the document wallet, together on the front of the parcel.***

4) Creating a European Shipment – Non-Euro Priority services

This is applicable to the following services: **global**express and **Ireland**express:



Hover the cursor over 'Shipping', then Select 'Enter a Shipment'

The screenshot shows the 'Shipping' form with two main sections: '1. Department Information' and '2. Address Information'. In the '1. Department Information' section, there is a 'Department' dropdown menu. In the '2. Address Information' section, there are several fields: 'Address Code' (test@test.com), 'Email Address' (test@test.com), 'Phone (mobile preferred) - mandatory for Global Express' (1234567890), 'Recipient Name' (Mr Test), 'Business Name *' (Mr Test), 'Address *' (Test Address), 'Town *' (Munich), 'Post Code - Format: #####' (11111), 'Country *' (Germany), 'Fax', and 'Recipient VAT Number/EORI' (GR 111111111111). At the bottom, there is a section for 'Shipper/Exporter VAT Number/EORI' with a question: '* Do you have a EORI or VAT registration number?'. The 'Yes' radio button is selected, and the text box contains 'GB 1111111111111111'. A 'Save VAT details' checkbox is also present.

Select a department in '1. Department Information', If you have more than one department set up

Complete the usual information within '2. Address Information', including Email Address, Mobile Phone number, Recipient Name, Business Name and full Address

If you are sending to a business in the EU, then include their EORI number within the 'Recipient VAT Number/EORI' section

Finally, add your UK businesses EORI number by ticking 'Yes' here and entering the number in the free text box

PLEASE NOTE: The Economic Operators Registration and Identification System (EORI) was introduced in 2009 and is mandatory for all businesses so that economic operators can be clearly identified. The EORI number serves as a unique identification number in the completion of all customs formalities in Europe (export / import / transit).

From 1st January 2021, **all** UK businesses trading with the EU will need a UK EORI number as it will become a mandatory requirement for customs operations. If you are exporting to businesses in the EU, you may also need to provide importer's EORI number.

More information about EORI numbers [can be found here](#).

3. Service Options & Parcels

Product * Contract Number:
Global Express H011010

Reference Number

Shipping Date
11 Sep 2020 Delivery Speeds

Your shipment will leave the UK on 12/09/2020

Documents only Non-Documents

Next, select a service, for example **globalexpress** or **Irelandexpress** from the 'Product' drop down, within **3. Service Options & Parcels**

Enter any reference numbers you have.

Select a shipping date.

Finally, select whether the parcel contains 'Documents-only' or is a 'Non-Documents' parcel.

Parcels *

To enter your parcel data; type in the number of parcels you have at one weight and click **add**. Repeat for other parcels at different weights. Click **submit** when all your parcel data has been entered.

No. of Parcels at Individual Weight of Parcel(s) kg

Length cm Width cm Height cm

#	Weight	Length	Width	Height	Vol. Wt.	Chrg. Wt.
---	--------	--------	-------	--------	----------	-----------

Total No. of Parcels : 0
Total Weight: --

Please note: Your parcel(s) will be charged from Parcelforce Worldwide's volumetric scan, taking into account any specific contractual agreement you may have.

Next, enter the number of parcels you are sending in the consignment.

The 'No. of Parcels' will default to 1. Please change if sending more than 1 to this address and the weights are identical to each other.

Enter the weight of the parcels in 'Individual Weight of Parcel(s)' field. It is mandatory for a weight to be entered up to a maximum of 30kg and you will be charged as per your agreed contractual rates. Enter the weight of one parcel only, not the accumulated amount of all parcels, this is possible if there is more than 1 parcel with identical weights.

Parcels *

To enter your parcel data; type in the number of parcels you have at one weight and click **add**. Repeat for other parcels at different weights. Click **submit** when all your parcel data has been entered.

No. of Parcels at Individual Weight of Parcel(s) kg

Length cm Width cm Height cm

Consignment Parcels

#	Weight	Length	Width	Height	Vol. Wt.	Chrg. Wt.
1.	5	20	20	20	1.60	5.00
2.	10	10	10	10	0.20	10.00

Total No. of Parcels : 2
Total Weight: : 15.00

Please note: Your parcel(s) will be charged from Parcelforce Worldwide's volumetric scan, taking into account any specific contractual agreement you may have.

Press 'Add', the list of the parcels will appear in the consignment parcels box, as shown below.

If you have multiple parcels that are different in weight, please add them individually for example parcel A is 1 parcel at 15kgs, press add and parcel B is 1 parcel at 10kgs, press add. The list of the parcels will appear in the consignment parcels box, as per the below picture.

Press 'Submit' when all parcels are entered, if you need to remove a parcel select the relevant parcel and press 'Remove'.

Enhanced Compensation

Up to £1000.00 per consign. Cost £8.00

Enter Content Details Edit Invoice Headers

No. of Commercial invoices required:

You are set up as having a Daily / Regular collection from Parcelforce Worldwide

Collection Time: 17:00

Select additional compensation, if required, in 'Enhanced Compensation'.

The selection replaces the compensation that is included in your contract, for that product. The rate will be added to your invoice.

Finally, select 'Enter Content Details'.

Parcel 1 of 1 (1kg; 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1 Kg	10	12345678	Shoes

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Save Cancel

Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

A new 'Parcel Contents' popup will now appear.

Select from the 'Purpose of Shipment' drop down what your parcel is intended for, e.g. a gift, sold etc.

Then enter the 'Shipping Costs', this is the amount the recipient is paying for this parcel to be delivered.

Parcel 1 of 1 (1kg; 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1 Kg	10	12345678	Shoes

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Save Cancel

Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Enter a description into 'Content Description', of what is inside the parcel, for example 'men's shoes'.

Enter a country in 'Country of Manufacture', where the items where manufactured.

Enter the 'Units', 'Unit Weight' and 'Unit Value' (choose relevant currency) *

* These details are on the singular items in each parcel. For example, one parcel weighing 6kg with 3 jumpers inside with a total value of £12 would be filled in as; Units = 3, Units weight = 2kgs and Unit Value = £4. If the weight or value of the units in a parcel is not the same, each unit will need to be entered individually by clicking add after all the relevant step below are finished.

Parcel 1 of 1 (1kg; 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1 Kg	10 GBP	12345678	Shoes

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Save Cancel Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Enter the relevant code in the 'Tariff Code' field – this is a number assigned to each type of product sold internationally.

If you do not know the tariff code, select the hyperlink 'Tariff Code' underlined and this will take you to parcelforce.com/tariffcode

Here, you can search for tariff code and copy and paste into WDMO.

Parcel 1 of 1 (1kg; 1cm x 1cm x 1cm)

Purpose of Shipment: Sold Shipping Costs (GBP): 10

Contents Description	Country of Manufacture	No. Units	Unit Weight	Unit Value	Tariff Code	Tariff Description
Shoes	United Kingdom	1	1 Kg	10 GBP	12345678	Shoes

Invoice Number: _____ Export License Number(s): _____ Certificate Number(s): _____

Comments (e.g. goods subject to quarantine, sanitary/phytosanitary inspections or other restrictions): _____

Parcel 1 of 1

Save Cancel Please note: Contents Description can be maintained in the Tariff Codes maintenance screen in the Admin menu in WDM Online

Enter the description of the tariff in 'Tariff description'.

Check all data is accurate and select 'Add'.

The entry will appear on the list of content details, repeat the stages if you need to add more units for that parcel or if individual items in the parcel differ in tariff codes, weight and value. *

*If an entry needs to be amended, select the relevant entry from the list, it will be highlighted in red. The details will populate back in the original fields, make amendments and select save. If you wish to remove an entry, select the relevant entry, it will be highlighted in red and select remove.

Select 'Copy contents to next parcel' If the next parcel has identical contents.

Select 'Copy contents to all remaining parcels' this allows you to copy the content to the remaining parcels if all subsequent parcels, after that one, has identical content.

Select 'Save' when you have finished entering **all** the parcel details. The window will disappear and brought back to the shipping screen.

If you are sending a **global**express items, now click on 'Edit Invoice Headers'.

Invoice Header

For All Parcels Invoice Date 9 Sep 2020 Terms of Delivery **DDU/Incoterm 20** Purchase Order Ref [] Save Cancel

Shipper/Exporter Address:

Address Book... []
 Address Code [] Business Name TOM & JIT
 Sequence Code [] Recipient Name []
 Address 1 CALDECOTTE LAKE BUSINESS PARK
 CALDECOTTE LAKE DRIVE
 CALDECOTTE
 Add to Address Book
 Post Code MK7 8LE Town MILTON KEYNES
 Country United Kingdom
 Telephone 07903735595
 Fax []
 VAT Number/EORI GB 11111111111111

Recipient Address: (despatched to)

Address Code [] Business Name Mr Test
 Sequence Code [] Recipient Name Mr Test
 Address Test Address
 Test Address
 Add to Address Book
 Post Code 11111 Town Munich
 Country Germany
 Telephone 1234567890
 Fax []
 VAT Number/EORI GR 11111111111111

From the 'Terms of Delivery' drop down, choose 'DDU/Incoterm 20'.

Then click 'Save'.

4. Customer Notifications

Delivery Notification Email Notification

5. Special Instructions

Special Instructions 1 [] Special Instructions 2 []
 Special Instructions 3 [] Special Instructions 4 []

Pend Reset **Process**

Within '4. Customer Notifications', tick 'Delivery Notifications' and 'Email Notifications', to ensure your recipients receive notifications.

Add any special instructions, if you have them.

Finally, click on 'Process' when your shipment is complete.

Your Commerical Invoices and/or CN23s and labels will now appear via a pop up.

Commercial Invoice

standard rail/road/air

Address lines here

United Kingdom
Tel: 0
Fax:
VAT/EORI No. Not VAT Registered

Date: 30/01/2020
Purchase Order:
Invoice Number:
Invoice Place: MILTON KEYNES
Terms of Delivery: DDU/Incoterms 20
Purpose of Shipment: GR
Parcel ID: CK203876857GB
Page no. 1 of 1

DESPATCHED TO: sdf
sdf
sdf
12345
Jersey
Tel:
Fax:
VAT No.

SOLD TO: sdf
sdf
sdf
12345
Jersey
Tel:
Fax:
VAT No.

No. Units	Item Description	Tariff Code	Country of Manufacture	Unit Weight (Kg)	Currency Declared	Line Value
1	1		United Kingdom	1.00	GBP	1.00

Total No. of Items: 1
Total Weight: 1.00 Kg
Total Value: GBP 1.00
Shipping Costs: GBP 1.00

I declare all the information contained in this invoice to be true and correct.

Name: _____
Signature: _____

Commercial Invoice

Administration of Great Britain
Administration de Grande Bretagne

CK 203 876 857 GB

FROM TO

FROM: sdf, sdf, sdf, 12345, Jersey
TO: sdf, sdf, sdf, 12345, Jersey

Net Weight: 1.00 kg
Gross Weight: 1.00 kg
Volume: 0.000 m³

Value: 1.00 GBP
Currency: GBP

Country of Origin: United Kingdom

Country of Destination: Jersey

Incoterms: DDU

Signature: _____

CUSTOMS DECLARATION CN23

CN23

globalexpress

1 of 1 Despatch Date/Day
11/09/2020, Fr

Mr Test
Test
Test

**MUNICH 80333
GERMANY**
Telephone: 111111111

10.000 kg GEX

EK154048980GB

From: MILTON KEYNES
1 CALDROTTIE LAKE BUSINESS PARK

To: MILTON KEYNES
1 CALDROTTIE LAKE BUSINESS PARK

Customer Use Only: EK154048980GB

INT GEX

Label

Print your name and sign the commercial invoice, where indicated on the documents.

Fold the documents into one document wallet, it does not matter which one is showing through the window, place it beside the label on the parcel.

It is important that you can see the label and one of the documents, in the document wallet, together on the front of the parcel.

NB: you do not need to print and attach the Commercial Invoices or CN23s when using the **Irelandexpress** service.

ⁱ More information on EORI numbers can be found [here](#). You can also register for an EORI number quickly and easily on UK.gov [here](#).