



# BULK UPLOAD YOUR GOODS

## What is this?

Our new tool can be a huge help when you are adding a large amount of items to your declaration. With this new feature you can upload up to 99 items to the declaration with using only one Excel file.

The Goods Template Excel file can be downloaded by clicking on "Upload Goods" on the Goods Details page.

## Add Goods

**You now need to enter the details of the goods.**

*Each individual product needs to be specified and classified with a commodity code/tariff number. All goods have their own individual code so that they can be identified by the authorities. If you know your tariff number, you can enter it, if not visit the local revenue office website. Eg HMRC Trade Tariff website. Click [here](#) for more information.*

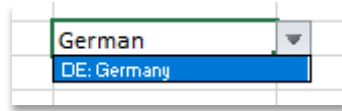
**Description** Upload Goods Add Goods +

The Goods Template is basically the recreation of the goods page in Excel, but instead of adding goods details one by one, here you can easily add and amend goods details without changing pages.

## Filling out the details in Excel

Every mandatory field is indicated with a small asterisk. The upload will not be successful if one of these fields are empty.

- **Description** – Mandatory field
  - This is the name of the item (e.g. shoes, cement). It cannot contain special characters and it has to be under 80 characters.
- **Country of Origin** – Mandatory field
  - You can choose the item country of origin from the dropdown list. Because there are around 200 countries in the world, we made this list searchable. You can click on the small arrow next to the cell to pick the country after typing in the name of the country.



- To make sure that the country of origin is correct, please use the correct format: *country code: country name*. If you are adding the country name only, the system will change it to the correct form, but there are some cases where the system can get confused ( e.g. Ireland can be Republic of Ireland and Northern Ireland) so it is always better to use the correct format.
- **Tariff Code** – Mandatory field
  - The commodity code has to be 10 digits long for a customs declaration, but can be 6-10 digits long for Safety and Security Declarations.
- **Package Description** – Mandatory field
  - The name of the package, which can not contain special characters.
- **Seals** – Not mandatory
- **Packaging Type** – Mandatory field
  - This list is also searchable. You can click on the small arrow next to the cell to pick the packaging type after typing in the name of the package. The format has to be correct to successfully upload the document
- **Marks** – Mandatory field
  - No special characters are allowed in this text field.
- **Number of Packages** – Mandatory field
- **Net Weight** – Mandatory field
  - The net weight of the item. It has to be less than the gross weight.
- **Gross Weight** – Mandatory field
  - The gross weight of the item. It has to be more than the net weight.
- **Supplementary unit** – Not mandatory
  - If this field is left empty and supplementary unit is needed, the system will use the value 1 by default.
- **Export licence or permit required?** – Mandatory field
  - A non-searchable list with two options: TRUE or FALSE
- **Hazardous** – Mandatory field
  - A non-searchable list with two options: TRUE or FALSE
  - If the goods are hazardous, you can add the four digit UN Code (without the text UN) in the last column titled 'UN Code'.
- **CPC Code** – Mandatory field
  - This list is also searchable, but we put the basic import and export declaration CPC codes in the beginning of the list to make it easier for you.
- **Value of Goods** – Mandatory field
- **Currency Code** – Mandatory field
  - The most common currency codes are in the beginning of this list (GBP, EUR, USD), but if you need to pick something else, this list is also searchable.
- **VAT Type** – Not mandatory (but can be)
  - As it is not needed, the VAT rate is not mandatory for export declarations, but for import declarations it will be needed. The list is not searchable as there aren't a lot of options.

Using copy and paste can make things a lot more easier and the width of the columns are also adjustable, these should not cause any issues as long as the format is correct.

Bulk upload can also be useful if you are copying or flipping a big declaration as it is a lot easier to change the CPC code or the VAT rates inside the Excel file.

### Uploading the Goods Template

The Goods Template Excel file can be uploaded by clicking on "Upload Goods" on the Goods Details page inside the declaration.

**Upload template & supporting document.**

Please select a completed template to upload: \*

Select file for upload

Please select supporting document to upload: \*

Select file for upload

Type of supporting Commercial Document for these goods \* ?

Identifying number for above supporting document \*

Document Number

Remove Existing Goods?

In this pop up window you can upload the template and the supporting document. If you want to remove the goods that are already added to the declaration, you can tick the check box at the bottom.

If mandatory fields are empty or incorrect, the system will not let you upload the template.

There was a problem uploading your file(s). Please try again.

- Goods - One or more mandatory fields are empty.

It is also possible that the upload is successful, but there are some invalid values. If this is the case, you can see what needs to be changed under the 'Submission errors' page.