**Import of Goods Notification Form – Purchases**

Further information can be found in *Importing Goods – Customs Clearance into the UK* guidance

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| **Intended date of import:** |  |
| **Supplier of the goods (name and address):** |  |
| **Customs Value**See step 1 *Importing Goods – Customs Clearance Into the UK* guidance |  |
| **Commodity code/Harmonised Tariff Number(10 Digit):**See step 2 - The supplier should provide an 8 digit or 10 digit code for export purposes. The first 6 digits are the same globally. |  |
| **Description of goods:** |  |
| **Customs Procedure Code and Additional Procedure Codes:**See Below and Step 3 of guidance – If VAT and/or duty relief is being claimed, please also state which relief is relevant. |  |
| **Import Licence Required Y/N** See step 7 - Import licence applications should be made via the University Regulatory Compliance Officer  |  |
| **Contacts***Please instruct the supplier* ***to clearly show*** *these details on the documentation supplied to the delivery company. Minimum of 2.* |
| **Name** | Contact 1: | Contact 2: |
| **Telephone number** |  |  |
| **School or department address** |  |  |
| **Email** |  |  |
| **N.B.** Contacts must be available at short notice in the event that goods clearance queries arise. |
| **Date:** |  |
| **Any additional comments:**  |  |
| **Standard Information Required for the Customs Declaration Service****University of Manchester Registration Numbers*** EORI: GB 849 7389 56 000
* VAT: GB 849 7389 56

The University does not have a deferment account and does not use postponed import VAT accounting (PIVA). Payment of import taxes must be arranged via delivery company by the School.**Customs Procedure Code/Additional Procedure Codes**4000 000 – This is to be used if a standard purchase where no import duty or VAT reliefs apply. If relief is to be claimed or please see step 3 of the guidance. **Additional Information**To provide if requested:* Customs Value: Based on the amount paid to the supplier, plus delivery and insurance if not included within the price.
* Valuation Method: Method 1 (transaction value) is to be used
* Valuation Indicator: 1000
* Nature of Transaction (*please specify one of the following*):
	+ 1 -Transactions involving actual or intended transfer of ownership.
	+ 2 – Return of goods following export of goods originally declared (e.g. repaired or replaced under warranty).
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