**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). | | |