How to Import Goods

Customs Clearance Guidance

Queen Mary University of London

Department identifies need to import goods into the UK

Less than £10k (at least 1 quote required)
Between £10k - £50k (3 quotes required to demonstrate value for money)
Department must arrange the goods import and customs clearance using one of the following options.

Over £50k
Contact the Procurement department.
http://qm-web.finance.qmul.ac.uk/purchasing/team/
Procurement will provide expert advice on getting value for money. Procurement will also ensure a pragmatic approach is taken up to ensure your requirements are fulfilled, in a best value, compliant and commercially protected way.

1. Supplier DDP Quote

Check if Supplier can provide the goods on a **DDP basis (Delivered Duty Paid).** The customs clearance responsibility will then be passed on to the Supplier. This option will be inclusive of all applicable duty charges. **The Supplier will need to be registered for both UK VAT or have an UK EORI number to clear the goods into the UK as the 'importer of record'.**

YES

Place the order with the Supplier and attach quotation obtained to get approvals.

Forward the import documents to imports-exports@qmul.ac.uk for records keeping

NO

If Supplier cannot provide a DDP quote, please use one of the following options.

2. Courier/Fast Parcel Operators:
Instruct the Supplier to use one of the Courier Services or Fast Parcel Operators to deliver the goods. Companies that can be used are: DHL, Parcelforce, FedEx. They will do the customs declaration on your behalf as part of their delivery service.

Place an order with the Supplier for the goods and pay the applicable customs duty and VAT to the Courier.

3. Supplier DAP Quote:
Check if Supplier can provide the goods on a **DAP basis (Delivered at Place)**. In this case the goods will be delivered to your chosen place, but the University will be responsible for clearing the goods through customs and paying import duty/VAT where applicable. You can arrange for goods to be cleared through a customs agent.

4. Customs Agent
For shipments that cannot be delivered via options 1,2 or 3, the customs clearance and delivery should be arranged via Customs Agent. Please see Intranet page under **BREXIT – Imports** for guidance on how you can arrange goods to be cleared through a customs agent.

Follow **Steps 1 to 5** in the guidance prior to import and send the Import Notification Form to the Customs Agent to get an estimated cost on applicable customs charges

Place an order with the Supplier for the goods and a second order with the Customs Agent for the imports clearance and attach supporting documentation to get approvals

Forward the import documents to **imports-exports@qmul.ac.uk** for records keeping

For any queries on procurement, supplier engagement or supply chain contact **finance-procurement@qmul.ac.uk**

For any queries on tax contact **finance-tax-manager@qmul.ac.uk**