



Customs Declaration Service (CDS)

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Please follow this guideline for a smooth transition into the new British customs clearance portal

From August 2022, Blue Water's customers paying customs in the UK will be affected by the implementation of the customs clearance portal - Customs Declaration Service. The UK customs authority HMRC will be closing the previous system (CHIEF) permanently by March 21, 2023.

At Blue Water, we like to be well-prepared to ensure that our customers and business partners are as less troubled by such transitions as possible. However, we cannot fix the entire process without your help. Please read the following guideline to make sure that we move smoothly into the new system Customs Declaration Service.

Step 1: Register for a Government Gateway account

If you do not already have a Government Gateway account to access personal or business tax account, you will need to [register](#) for one as this is your access to the Customs Declaration Service. If you already have a Government Gateway account, continue to Step 2.

Step 2: Apply for an Economic Operator Registration and Identification (EORI) number

If you already have an Economic Operator Registration and Identification (EORI) number, you can continue to Step 3. But if you do not, you must [apply for an EORI number](#). It only takes 10 minutes to apply, and it is free. You should receive your EORI number within a week, but it may take longer during busy periods.

Step 3: Register for the Customs Declaration Service

To [register for the Customs Declaration Service](#), you must apply:

- > your Government Gateway user ID and password for yourself or your business
- > your GB EORI number
- > your 10-digit Unique Tax Reference (UTR) number – you can find this on any HMRC payment or in your personal tax account
- > the address for your business which holds customs records
- > your National Insurance number (if you are an individual or sole trader)
- > the date you started your business

The registration can take up to 5 working days to pass through.

Step 4: Choose which payment method to use

It is possible to choose the payment method which fits your declaration the best. You can view your balances and payments in the Customs Declaration Service Financial Dashboard, and you can also grant and amend standing authorities for your payment accounts.

Step 5: Notify Blue Water

As your customs clearance agent, you need to notify Blue Water that you have registered for the CDS. You may need to:

- > use the Customs Declaration Service Finance Dashboard to set up, check or update if Blue Water can access your accounts
- > let Blue Water know about any changes to your preferred method of payment
- > let Blue Water know about the incoterms, awareness for all values, the location information and nature of transaction information

Do you have questions concerning the transition?

Our competent specialists are ready to help you.

Please contact us on manchestercustoms@bws.net or +44 (0) 161 876 2440.