CUSTOMS

Guidance for individuals on declaring goods in the Customs Clearance Service
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How to use the Customs Clearance Service to declare goods worth up to 150 euros that you have purchased from another private individual

This guidance is intended for situations where you are declaring goods arriving from outside the EU and worth up to 150 euros that you have purchased from another private individual.

The parcel can contain

- one product, such as a shirt (one goods item).
- more than one product, such as a shirt and a pair of shoes (two goods items).

When you declare such goods in the Customs Clearance Service, you should only fill in the fields mentioned in this guidance. Do not fill any other fields, because the declaration may then fail.

How to start completing a declaration in the Customs Clearance Service

Identify yourself in the Customs Clearance Service using your Finnish online banking ID codes, your mobile certificate, your certificate card or the hightrust.id app. Private individuals cannot use the Finnish Authenticator app to identify themselves.

Select whom you are acting on behalf of: **Myself**

Select **+ New declaration**

Select the declaration type: **Import.**

Select the type of import declaration: **Customs declaration**.

Select the **country of dispatch**, such as the United States or Norway.

Select the customs procedure code: **40 Release for free circulation.**

Important: If you have an arrival ID or a tracking ID that you have received from a transport company enter it in the field **Arrival ID** and, if needed, you should also add the **Carrier**. Select **Apply**, so that the service will retrieve details required for the declaration.

Click on **Customs declaration**. This will take you to the next page, “Parties”.

1 Traders

The contact person is you. Do not untick the box “Use the details of the authenticated trader”. If needed, add your email address and phone number. You should also enter your email address in the field **Email address for notifications.** Customs will send messages to the email address you have provided here.

The declarant (the person lodging the customs declaration) is you. Tick the box “Use the details of the authenticated trader”. By doing this, your details will be automatically filled in. You should also do this under **Importer**.

Exporter is the foreign seller or consignor of the goods. The details are filled in automatically if you provided the arrival ID at the beginning. If not, you should fill in the details of the seller or consignor in all the fields, except Identification number. Leave that field blank.

Click on **Next**. This will take you to the next page, “Declaration header”.

2 Declaration header

Add **Trader reference**, that is, your free-from reference number. The reference can contain no more than 22 characters, and it can consist of numbers, letters or special characters.

The additional declaration type is A. Do not change it.

Total gross mass will be automatically filled in. If this is not the case, enter the mass indicated in the notice of arrival. Write down the total gross mass, because you will need it later for the declaration.

Choose **Nature of transaction** “12 – Direct trade with private consumers”.

Provide the **Delivery terms** using an INCOTERM code. If the transport costs are included in the price you paid, select DAP.

Leave the **Location (UN/LOCODE)** field blank.

If the transport costs have been paid to your place of residence, enter it as **Location**.

Select **Country** FI – Finland.

Mode of transport at the border

If the consignment is transported by Posti, select “5 – postal consignment”. Leave the field **Nationality of active means of transport crossing the border** blank.

If the consignment is transported by some other carrier and it arrives by air, select “4 – Air transport”. Enter the country code (nationality) of the aircraft in the field **Nationality of active means of transport crossing the border**. If needed, contact the carrier transporting your consignment for the country code.

Mode of transport on arrival

If the consignment is transported by Posti, select “5 – postal consignment”.

If the consignment is delivered by some other carrier and it arrives by air, check the notice of arrival for the mode of transport on arrival. If the consignment arrived in Finland by air, select “4 – Air transport” as **Inland transport mode**.

Note that the consignment may also arrive in Finland by road, in which case the notice of arrival may indicate e.g. “Truck”. In that case, select “3 – Road transport” as Inland transport mode.

Identification of means of transport on arrival can be e.g. the flight number. As **Type of identification**, select “40 – IATA flight number”. If needed, contact the carrier transporting your consignment for the flight number.

Route

The **Dispatch country** should be filled in automatically. If not, add the country from which the consignment was dispatched. In the Route details, enter the **Country of destination** FI – Finland.

Locations

The field **Identification of warehouse** will be filled in automatically, if you provided the arrival ID from the carrier at the beginning. If not, contact the carrier transporting the consignment for the warehouse ID and add it.

The fields under “Proposed control location” should be filled in automatically. If not, contact the carrier transporting the consignment for the **Type of location** and add it.

After this, select “X – identification of warehouse” as **Qualifier of location** and enter the **Identification of warehouse** again.

Additional documents

Click on **+ Add document**. Select the additional document **Type**: “N380 – Commercial invoice” or “3320 – Order confirmation”

Enter the number of the document under **Identifier**. You don’t need to upload the document as an attachment, unless Customs specifically asks for it.

Select **Next** at the bottom of the page. This will take you to the next page, “Goods items”.

3 Goods items

If you purchased a shirt and a pair of shoes, for example, you should first provide all the details of the shirt as one goods item and then the details of the shoes as another goods item.

Commodity code and basic information

Select **Previous procedure** “00 – No previous procedure”.

Select **Additional procedure** “999 – no additional procedure”. Make sure that the number of the additional procedure is displayed under the field.

Provide the **Origin country**.It is usually the country from where the consignment was dispatched. Provide the **Combined nomenclature code** of the goods: Look up the commodity code in the Fintaric Service or contact our Service for advice on customs clearance for private customers. Provide the 10-digit commodity code. Do not include spaces in the commodity code.

Under **Description of goods**, describe what goods or documents the consignment contains.

Under **Certificates**, indicate whether the goods are subject to any import restriction or ban. If needed, you should also select or add the **TARIC additional codes** relating to the goods. Advice on customs clearance for private customers can also help you to select the appropriate codes.

The **national additional code** is automatically “Q099 – Value added tax 25,5%”. If needed, change it to another additional code.

Packages

Check if the **Kind of packages** is indicated in the arrival ID, and if it is, use it. If the kind of packages is not indicated, choose e.g. “PK – Package” or “EN – Envelope”.

Number of packages is 1. Under **Shipping marks**, you can provide e.g. the arrival ID, air waybill number or, if needed, “No marks”.

Previous documents

The previous document details must always be provided. The details in the fields will be filled in automatically, if you provided the arrival ID from the carrier at the beginning.

If the previous document details are not displayed, ask the carrier for them and proceed as follows:

Click on **+ Add document**. After that, choose **Previous document type**. It is usually “N355 – entry summary declaration”, but it can also be N337 or N821. If needed, check the correct previous document type with the carrier transporting the consignment.

Provide the MRN of the previous document in the field **Reference**. Provide the sequence number of the goods item in the field **Item number**. If you do not have the item number, leave the field blank. Provide the **Transport document identifier**. If needed, contact the carrier for all these details.

Quantity information of the goods

Check the gross mass provided on the page “Declaration header” and leave the field **Gross mass** blank on this page. Provide the **Net mass**. If you do not know it, provide a net mass that is somewhat lower than the gross mass. Net mass is the weight of the goods without any packaging.

If the consignment contains more than one product, that is, if the declaration has more than one goods item, the net mass of the goods in the consignment must be divided between the different goods items.

Example: The consignment contains a shirt and a pair of shoes. Provide only the net mass of the shirt under the goods item for the shirt. Provide only the net mass of the shoes under the goods item for the shoes.

If the declaration has the field **Supplementary units**, indicate the number of products in question the consignment contains. In the situations covered by this guidance, the **Quantity** is usually 1 (NAR – number of items).

Value information of the goods

First, fill in the field **Transaction price**. Enter the price you paid for the goods in the original currency. The service will automatically convert the price into euros.

If you have paid transport or insurance costs for the consignment, select **+ Add**.
After that, choose “AK – Transport costs…” and enter the transport or insurance costs in the original currency. The service will automatically convert the price into euros.

Lastly, enter the **Statistical value**. As statistical value, provide the price in euros, including transport costs, if any. Add up the amounts in euros for “Transaction price” and “AK – Transport costs…” under “Converted (EUR)”. Enter this sum in the field Statistical value.

Choose **Valuation method** “1 – Transaction value of the imported goods”.

All **Valuation indicators** are No. Do not change them.

Preference and quota

Select **Preference code** 100 – Tariff arrangement erga omnes.

When you have entered all the details of the goods item, you can add another goods item by clicking on “**+Add goods item**”. For example, if you declared a shirt as the first goods item, provide the details of the shoes under the second goods item.

Select **Next** at the bottom of the page.

This will take you to the next page, “Summary and submission”.

4 Summary and submission

If you have left some mandatory fields blank, the service will indicate which fields you must still complete.

When all the details have been provided, you can send the declaration by clicking on **Submit**. After the declaration has been successfully submitted, the declaration has the status “Accepted” and is given an MRN as a reference number.

If you receive error messages, amend the errors in your declaration and submit the declaration again. If needed, our service Advice on customs clearance for private customers can help you to find out the errors you made in the declaration.

Customs will email you about the processing stages of the declaration. You should therefore keep an eye on your emails and Suomi.fi Messages, if you use Suomi.fi Messages.

Payment

If the customs clearance results in a payment, you can make the payment when the status of the declaration is “Waiting for payment”. The transport of the consignment cannot continue until the customs invoice has been paid and the payment has been received by Customs.