

THE EX-1 EXPORT DECLARATION: THE FIELDS, ONE BY ONE

Almost no small producer submits it themselves: the forwarder fills it in in the company's name and on its behalf.

Responsibility for what is declared, though, stays with the exporter. This sheet lists what you'll be asked for, what comes back to you, and the one line nobody checks for you.

A · THE DETAILS YOU GIVE YOUR FORWARDER

Exporter	<i>Your company's name, address and EORI number. This is the name that goes on the declaration, even under EXW.</i>
Consignee	<i>The foreign buyer, as on the invoice. It must match the invoice and packing list.</i>
Country of destination	<i>The country where the goods are delivered, not a transit country.</i>
Description of goods	<i>Word for word the same as on the invoice and packing list. Descriptions that don't match are the first reason for a check.</i>
Customs code (HS / Combined Nomenclature)	<i>The code for your product, identical on every document. If you don't know it, the forwarder proposes one and you confirm it.</i>
Packages, gross weight and net weight	<i>As on the packing list: number and type of packages, gross and net kilos.</i>
Value and currency	<i>The invoice total, in the invoice currency. A value that differs from the invoiced one is a problem that surfaces later.</i>
Invoice number and date	<i>The document that supports the declaration.</i>
Incoterm and place	<i>Term, place and version, for example FCA, address of your plant, Incoterms 2020. The same wording as in the offer and on the invoice.</i>
Origin of the goods	<i>The country of origin. Preferential proof, if needed, is a separate document (invoice declaration or EUR.1).</i>
Place of loading and expected office of exit	<i>Where the goods are packed or loaded, and which border they leave from. Together they decide the competent office.</i>
Representative	<i>The forwarder or customs representative who lodges the declaration on your behalf. The mandate must be in writing.</i>

B · WHAT COMES BACK TO YOU

MRN (Movement Reference Number)	<i>A number, assigned by the office of export when the declaration is accepted. It's the key for checking everything else, so keep it somewhere you'll find it, not buried in an email.</i>
DAE (export accompanying document)	<i>A document, handed over at release, that carries the MRN and travels with the goods. It proves the declaration was accepted and the goods released: halfway along the route, not the end.</i>
Release date	<i>The 90 days within which the goods must leave the EU customs territory start here (Article 335 of the Implementing Regulation, cited by the Agency).</i>

C · THE LINE NOBODY WATCHES FOR YOU

Exit completed message	<i>It arrives when the results from the office of exit get back to the office of export. Agenzia delle Dogane e dei Monopoli, the Italian customs agency, states that this message is proof the goods have left the EU. No email arrives: you check it with the MRN on the Agency's tracking service.</i>
If the goods have left but there's no message	<i>The enquiry procedure starts with the office of export. It's up to you to notice.</i>
If the goods haven't left	<i>Their non-exit must be reported to the office so that the declaration can be cancelled.</i>
What to keep, and where	<i>MRN, release date, exit completed date: three details per shipment, somewhere someone actually looks. At thirty shipments a year, thirty emails aren't a system.</i>

VAT treatment isn't covered here. It depends on the proof actually obtained, and it's one to discuss with your accountant, with the MRN and the exit completed date to hand.

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If you redo this by hand for every order, a system can do it from the data you already have and leave it for a person to approve. Itria builds that system: itria.io/en/contatto