

C&E Economic Operators Registration Identification (EORI) Number

Registration on ROS

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A more recent version of this manual is available

Revenue

Cáin agus Custaim na hÉireann
Irish Tax and Customs



The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

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Introduction

The manual explains the online registration process using [Revenue's Online Service \(ROS\)](#) for Customers or their Agents who require a Customs and Excise (C&E) or an Economic Operators Registration Identification (EORI) registration number in connection with Import/Export activity.

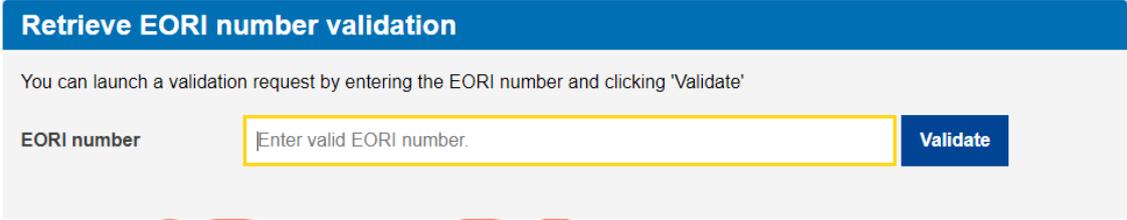
If you trade with a non-EU country, you will need a unique Economic Operators Registration and Identification (**EORI**) number.

To use the service, you will need:

- Revenue Online Service ([ROS - Log In](#)) login details and a valid ROS digital certificate
- A Registration for Customs & Excise in ROS.

If you have previously been registered for Customs and Excise (C&E), you may already have been allocated an EORI number and you should check the following weblink to ascertain if you already have an EORI number before you proceed further in this document. The default option will be "IE" followed by your VAT/Tax Registration number.

[EORI number validation](#)



Retrieve EORI number validation

You can launch a validation request by entering the EORI number and clicking 'Validate'

EORI number

Figure 1: EORI number validation

1 Customer not having a ROS Cert or Agent and the goods have arrived in Ireland

If you do not have an active ROS Digital Certificate or Agent or if the goods have arrived in the Country and an EORI is required, send an email to the eCustoms Helpdesk (eCustoms@revenue.ie) to request an EORI. The following information is required:

- Tax Registration No. and
- Company/Individual Name and
- Company/Individual Address.

2 If you are registered for myAccount

If you are registered for myAccount, you should make a request for an EORI registration through MyEnquiries. Sign in to myAccount and send the request via My Enquiries.

3 If you have an active ROS Digital Certificate and are registered for My Enquiries

If you are accessing through ROS – MyEnquiries, you must register for customs and excise if not already registered. (If you are already registered for C&E, follow the instructions as at Number 1 above to ensure you do not already have an EORI number.) You can register using the following steps:

3.1 Step1: Access ROS using the Customer Digital Certificate and password.

Revenue
Céim agus Cúiteam na Míreanna
Inbhuil Tax and Customs

GAELIGE | ENGLISH
Return to Revenue.ie

ROS Secure Login

Please be aware that ROS sub-user certificates do not have access to the ROS Revenue Record. Admin users still have full access. We are working on resolving this issue.

1. Select Certificate

Manage My Certificates

2. Enter Password

Change password Reset Login

3. Login

Login to ROS ROS Help

If you experience problems, please visit ROS Help

Revenue Online Service

Revenue Online Service (ROS) enables you to view your own, or your client's, current position with Revenue for various taxes and levies, file tax returns and forms, and make payments for these taxes online in a variety of ways.

Useful Links

- [View Latest Revenue News](#)
- [EU VAT Customers](#)
- [ROS Offline Application](#)
- [ROS Developer Support](#)
- [ROS Compatible Third Party Software](#)
- [Digital Certificate for Emails](#)
- [Register for ROS](#)

Figure 2: ROS Secure Login

3.2 Step 2: Following a successful login select “Manage Tax Registrations” in “My Services” and “Other Services”.

Other Services

- [MyEnquiries](#)
- [Manage Tax Clearance](#)
- [Verify Tax Clearance](#)
- [Manage Financial Statements](#)
- [Manage Reporting Obligations](#)
- [Manage Tax Registrations](#)
- [Register New Revenue Customer](#)
- [Jobs and Pensions](#)
- [Phasod Payment Arrangement](#)
- [Drivers & Passengers with Disabilities](#)
- [eRepayment Claims](#)
- [VRT Certificate of Conformity](#)
- [VRT EU Leased Vehicle - Lease](#)
- [Letter Of Residence](#)
- [Mobile Access](#)
- [Receipts Tracker](#)
- [Download Pre-populated Returns](#)
- [Secure Upload/Download Service](#)
- [VAT MOSS](#)
- [View Property History](#)
- [Manage LPT / HIC arrears](#)
- [Transfer Property](#)
- [Help to Buy Applicant](#)

Figure 3: ROS, Other Services screen

3.3 Step 3: In the resulting screen you should see an option for “Customs and Excise and Status “Not Registered.” Select “Register”.

after completing each request form. Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Number: 02782636PA
Agent: AGENT.REVP.7 [Remove Agent Link](#)

Relevant Contracts Tax - RCT
Status: Not Registered [Register](#)

Environmental Levy - ELEV
Status: Not Registered [Register](#)

Diesel Rebate Scheme - DRS
Status: Not Registered [Register](#)

Charitable Donations Scheme - CDS
Status: Not Registered [Register](#)

Customs & Excise - C&E
Status: Not Registered [Register](#)

Employer (PAYE/PRSI) - PREM
Status: Not Registered [Register Additional](#)

VAT MOSS - VAT Mini One Stop Shop
[Manage VAT MOSS](#)

If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSS registration.

Once you add a registration to your requests you will be able to submit. [Submit](#)

Figure 4: ROS Tax Registrations screen

3.4 Step 4 – Option 1: Register for C&E **without** registering for an EORI number

The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box. Do not tick the box if you just want to register for C&E taxhead. Click “Add to Your Requests”.

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

eRegistration

C&E Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) 11/07/2019

Will you be importing/exporting goods to/from the EU?

[Cancel](#) [Add To Your Requests](#)

Figure 5: ROS C&E Registration screen

The screen hereunder is presented and you must click submit if details are correct.

The screenshot shows the 'eRegistration' page with a navigation bar at the top containing 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'eRegistration' and features a 'Registration Options' section with a list of tax categories and their registration status:

Tax Category	Status	Action
Income Tax - IT	Status: Active Number: 01004520K Agent: n/a	Done Registration
Value Added Tax - VAT	Status: Not Registered	Register
Employer (PAYE/PRSI)	Status: Active Number: 01004520K Agent: n/a	Done Registration
Relevant Contracts Tax - RCT	Status: Not Registered	Register
Environmental Levy - ELEV	Status: Not Registered	Register
Pay As You Earn - PAYE	Status: Not Registered	Register
Diesel Rebate Scheme - DRS	Status: Not Registered	Register
Charitable Donations Scheme - CDS	Status: Not Registered	Register
Customs & Excise - CAE	Status: In Requests	Register

On the right side, there is a 'Your Requests (1)' section with a 'Register' button and 'CAE' status. Below this, a message states: 'You need to submit this request in order for this transaction to be processed.' with a 'Submit' button highlighted by an arrow.

Figure 6: ROS Requests screen

On the screen presented, you must then sign and submit the request per the summary screen.

The screenshot shows the 'eRegistration Summary' screen. At the top, the Revenue logo and 'Cáin agus Custaim na hÉireann Irish Tax and Customs' are visible, along with the same navigation bar as in Figure 6. The main content area is titled 'eRegistration Summary' and contains a 'Summary' section for 'Customs and Excise Registration (New)'. The summary table is as follows:

Field	Value
Registration Date	11/07/2019
Is EORI enabled?	No

At the bottom right of the summary section, there are two buttons: '< Back' and 'Sign and Submit >', with an arrow pointing to the 'Sign and Submit' button.

Figure 7: ROS eRegistration Summary screen

Figure 8: ROS Sign & Submit

Enter your password and select “Sign & Submit”. You will be registered for C&E **but you will not yet be registered for an EORI number** as per screens hereunder;

Action	Status	Comments
Register Customs & Excise	Success	

Figure 9: ROS Acknowledgement screen

If you select the Revenue Record tab from the top of the screen, you will see the notice in your ROS inbox.

By selecting the notice number, you can view the details of the Registration.

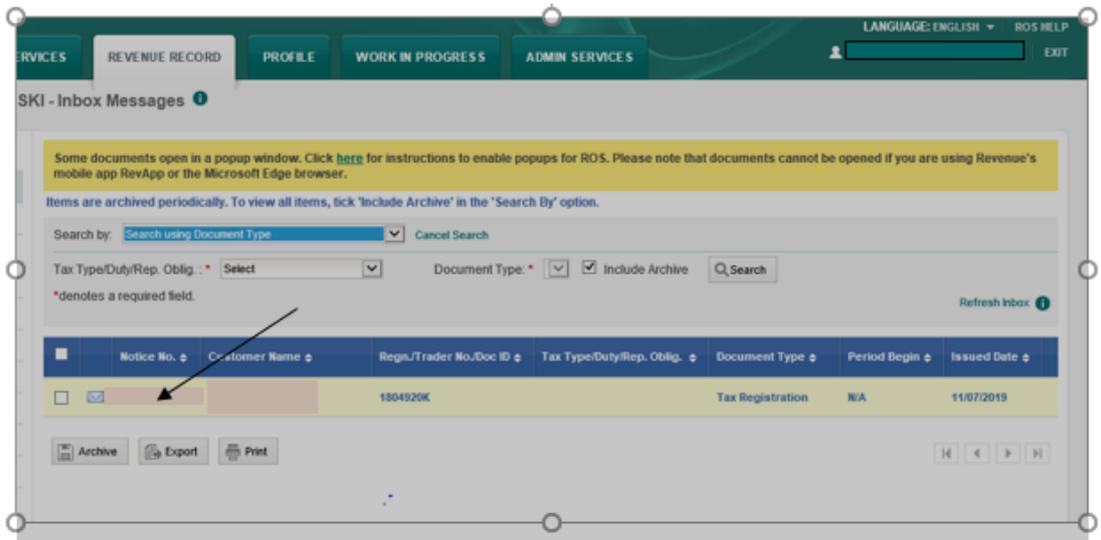


Figure 10: ROS Inbox messages

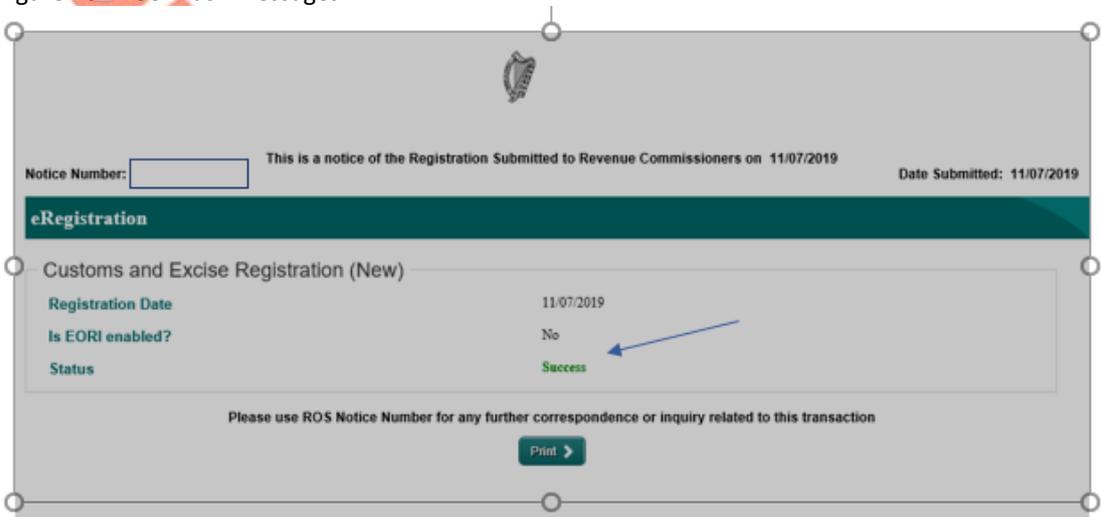


Figure 11: ROS eRegistration notice

Once you are registered for Customs & Excise (C&E) you are automatically assigned a C&E Trader Account Number (C&E TAN) under the same number as your C&E registration number.

3.5 Step 4 - Option 2: Register for C&E Taxhead and an EORI number

The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box.

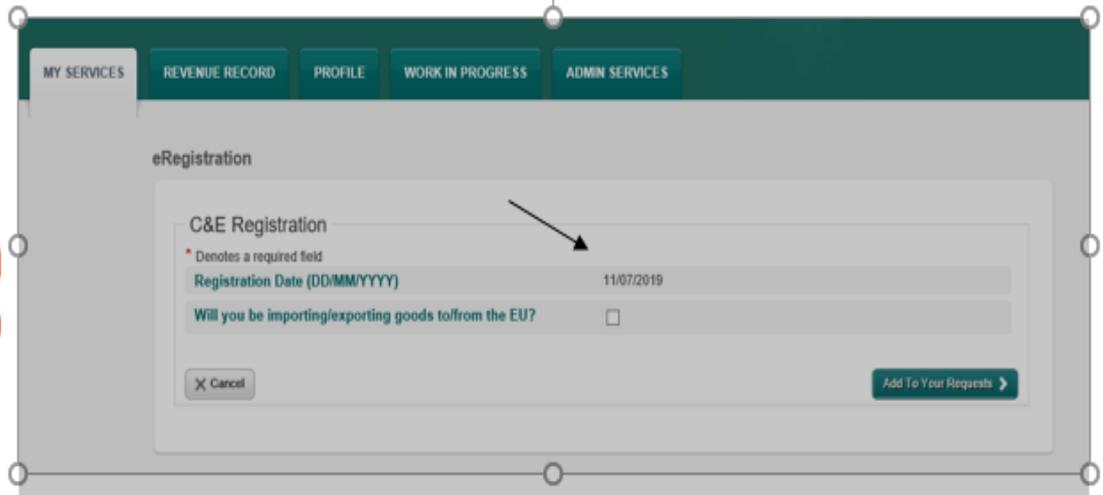


Figure 12: ROS EORI Registration

Tick the check box and you will be given the option to register for an EORI number.

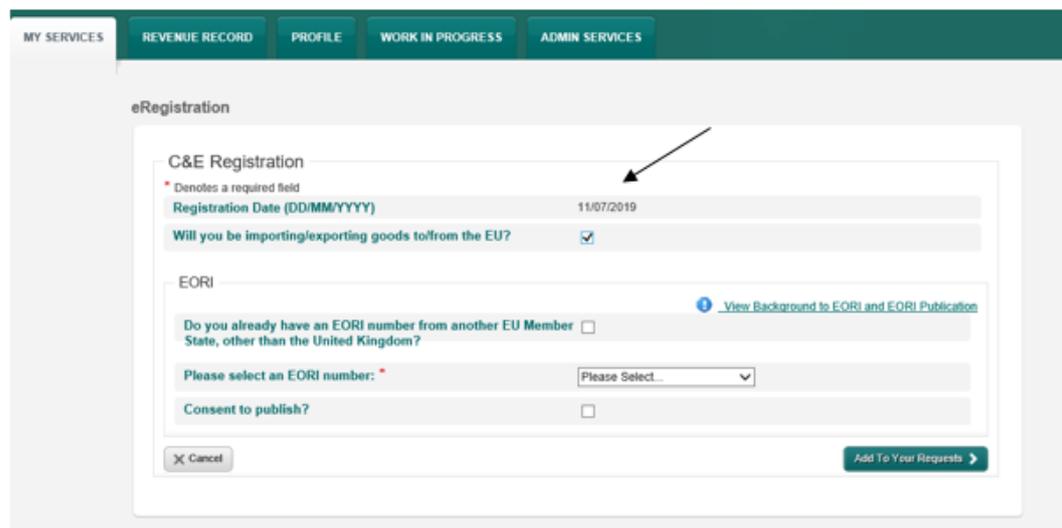


Figure 13: ROS EORI screen options

By selecting the option "Do you already have an EORI number from another EU Member State, other than the United Kingdom?" the following screen will be presented;

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

eRegistration

C&E Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) 11/07/2019

Will you be importing/exporting goods to/from the EU?

EORI

Do you already have an EORI number from another EU Member State, other than the United Kingdom?

[View Background to EORI and EORI Publication](#)

⚠ EORI cannot be registered. Please contact the eCustoms HelpDesk at ecustoms@revenue.ie on MyEnquiries by identifying "My Query relates to" - "Customs", then "and more specifically" - "(Economic Operators Registration (EORI))"

Figure 14: ROS EORI Registration information

You can gain access to the following links by selecting “View Background to EORI and EORI Publication”

[Register for an Economic Operators Registration and Identification \(EORI\) number](#)

If you do not select “Do you already have an EORI number from another EU Member State, other than the United Kingdom?” you must select the EORI number from the drop down field as per the following screen;

***Please note if you are already registered for VAT then the default value will be “IE” followed by your VAT number. If you are not registered for VAT then your Tax Registration number will be provided.**

There is an option to “Consent to publish”. By selecting this option, you consent to publish your Name and Address together with the EORI number on the Central European EORI number validation site. If you do not select this option, only your EORI number will be displayed as valid on the website.

Figure 15: ROS EORI Registration Consent to publish

Select “Add To Your Requests”. You are presented with a screen showing your requests. Here you can “Edit” or “Cancel” your requests. If no change is required, you can select “Submit”.

Figure 16: ROS Requests screen

You are presented with the following screen showing the details of your registration. Select “Sign and Submit” to complete your registration

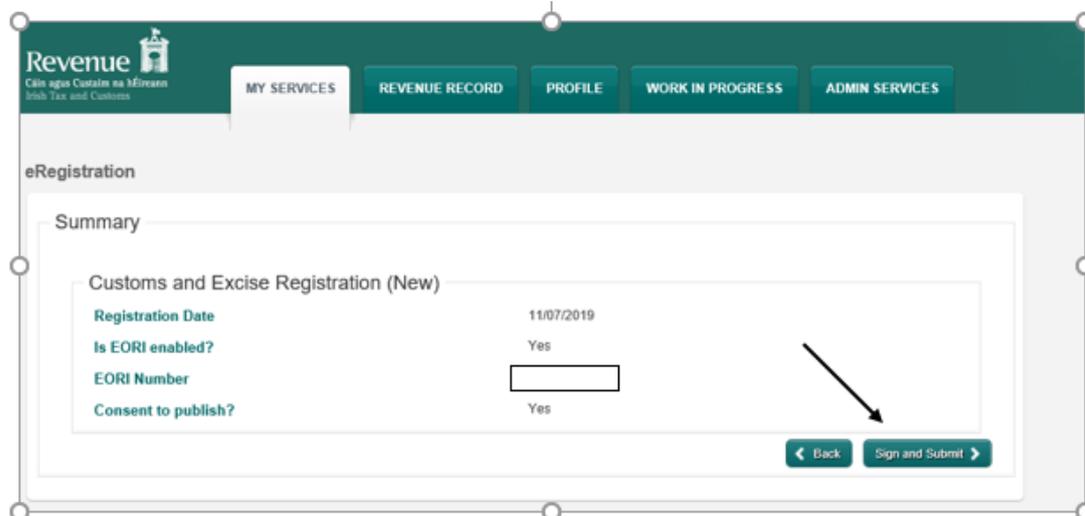


Figure 17: ROS EORI eRegistration Summary screen

If your transaction is ready to be transmitted you must enter the digital certificate password and select “Sign and Submit”.

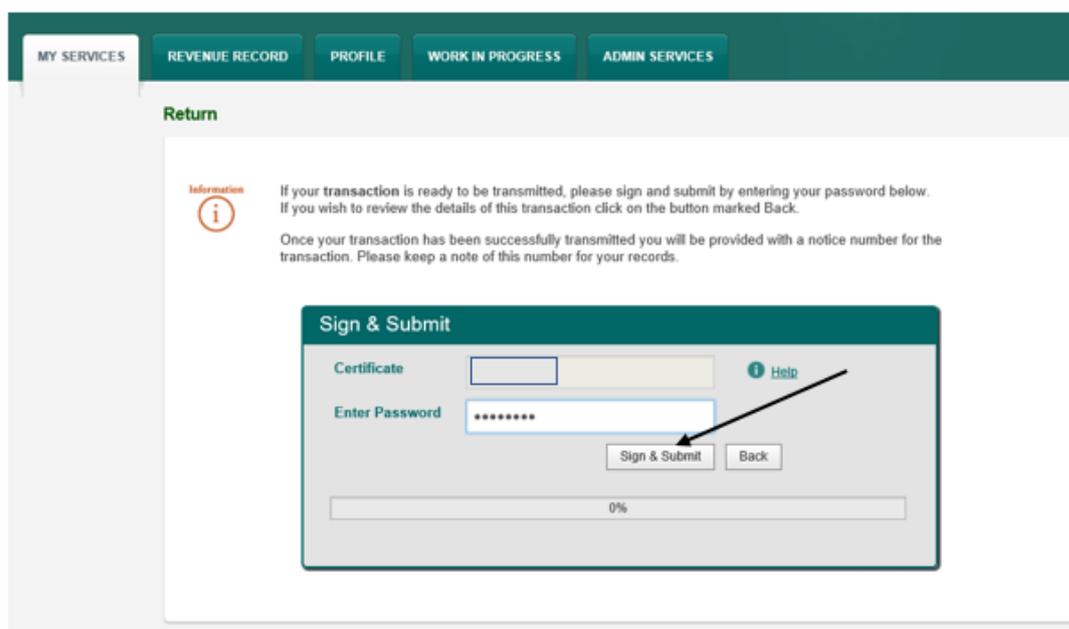


Figure 18: ROS Sign & Submit

You will receive an acknowledgement message to say that your request has been successful. You are now registered for C&E and EORI. The EORI No is active for use immediately on any Declarations lodged in Ireland. However, it will take up to 48 hours for the information to appear on the Central European EORI database where the number can be verified by others. [EORI number validation](#)

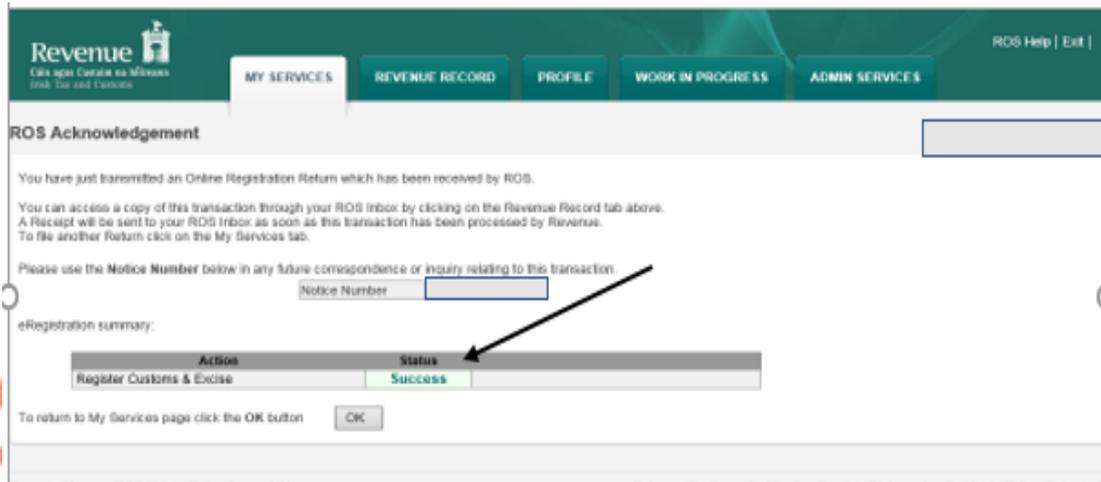


Figure 19: ROS Acknowledgement screen

If you select the Revenue Record tab from the top of the screen, you will see the notice in your ROS inbox.

By selecting the notice number, you can view the details of the Registration.

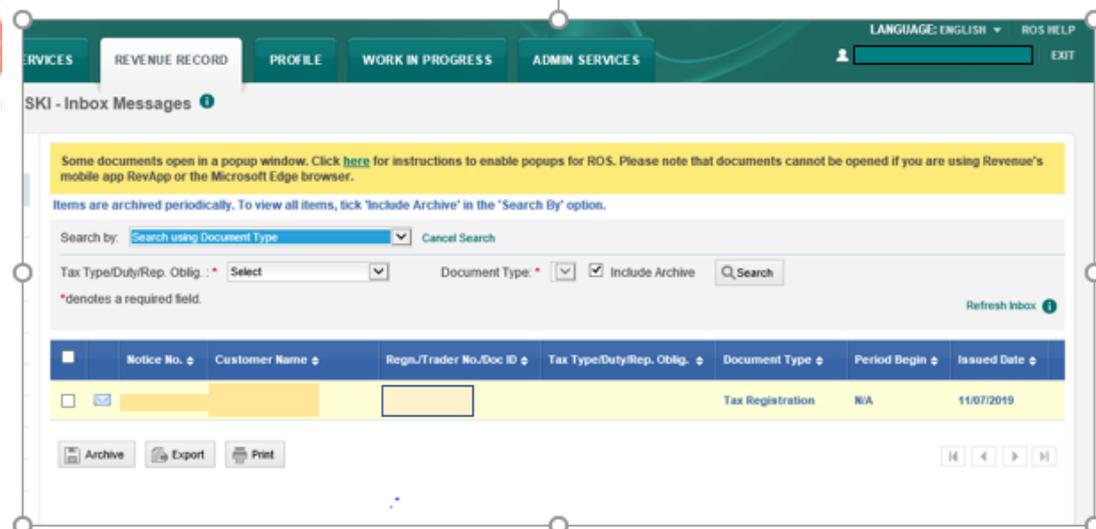


Figure 20: ROS Inbox messages

Notice Number: This is a notice of the Registration Submitted to Revenue Commissioners on 11/07/2019 Date Submitted: 11/07/2019

eRegistration

Customs and Excise Registration (New)

Registration Date	11/07/2019
Is EORI enabled?	Yes
EORI Number	<input type="text"/>
Consent to publish?	Yes
Status	Success

Please use ROS Notice Number for any further correspondence or inquiry related to this transaction

[Print](#)

Figure 21: ROS eRegistration notice

3.6 Step 4 – Option 3: To Register for an EORI number once C&E Taxhead is previously Registered

Select the “My Services” tab and the following will be presented;

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

eRegistration

Manage Your Tax Registrations and Agent Links
Notes:
You may add multiple requests to 'Your Requests' area.
You will be brought back to the screen after completing each request form.
Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options

Income Tax - IT Status: Active Number: 077952633 Agent: s/a	Create Registration
Value Added Tax - VAT Status: Created Number: 077952633 Agent: s/a	Re Register
Employer (PAYE/PRSI) Status: Not Registered	Register
Relevant Contracts Tax - RCT Status: Not Registered	Register
Environmental Levy - ELEV Status: Not Registered	Register
Pay As You Earn - PAYE Status: Not Registered	Register
Diesel Rebate Scheme - CRS Status: Not Registered	Register
Charitable Donations Scheme - COS Status: Not Registered	Register
Customs & Excise - C&E Status: Active Number: 077952633 Agent: s/a	Register EORI

Your Requests (0)

You need to submit this request in order for this transaction to be processed

[Submit](#)

Figure 22: ROS Tax Registrations screen

The C&E number will be displayed and “Register EORI” tab is available as per the above screen. Select “Register EORI” and proceed as instructed from **page 9**.

4 Agent Access

4.1 Search or Select a client under “Agent Services” and find the client you want to register and or link.

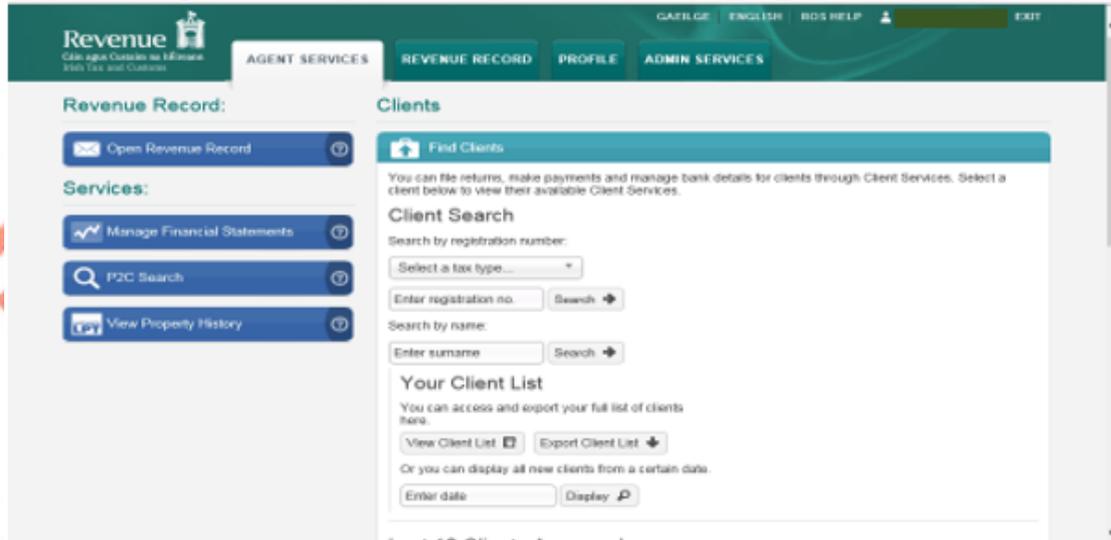


Figure 23: ROS Agent Services screen

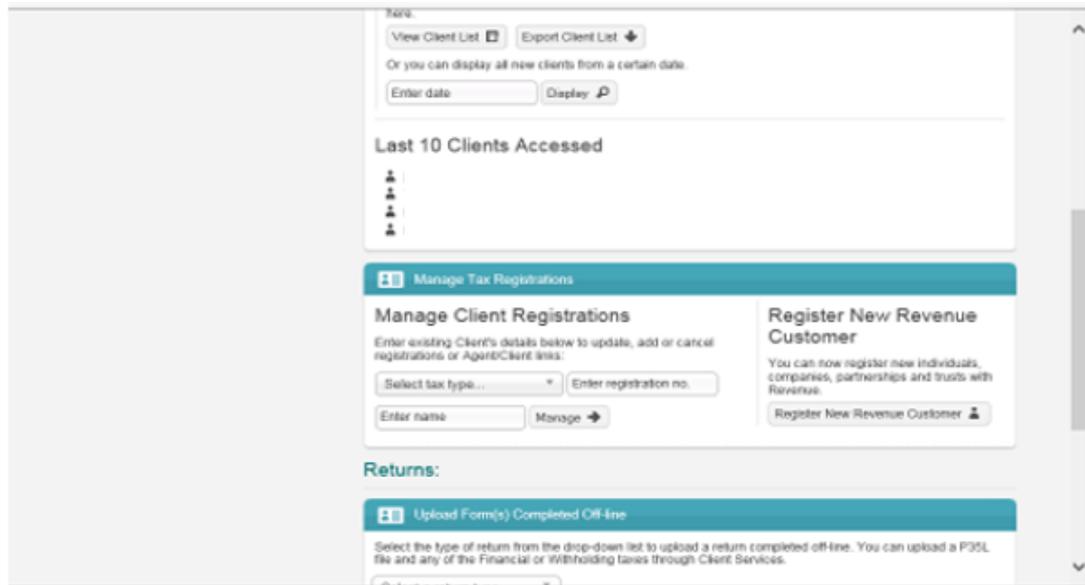


Figure 24: ROS Agent Services screen - Clients

4.2 Under “Client Services” select “Manage Tax Registrations”

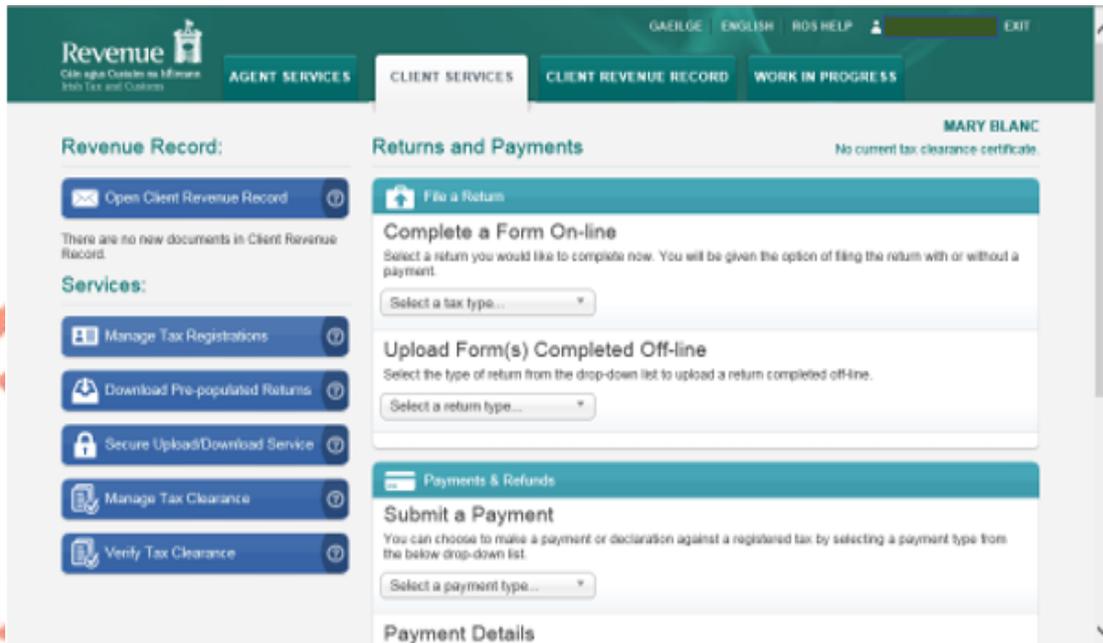


Figure 25: ROS Client Services screen

4.3 Under Customs & Excise, select “Select Action”.

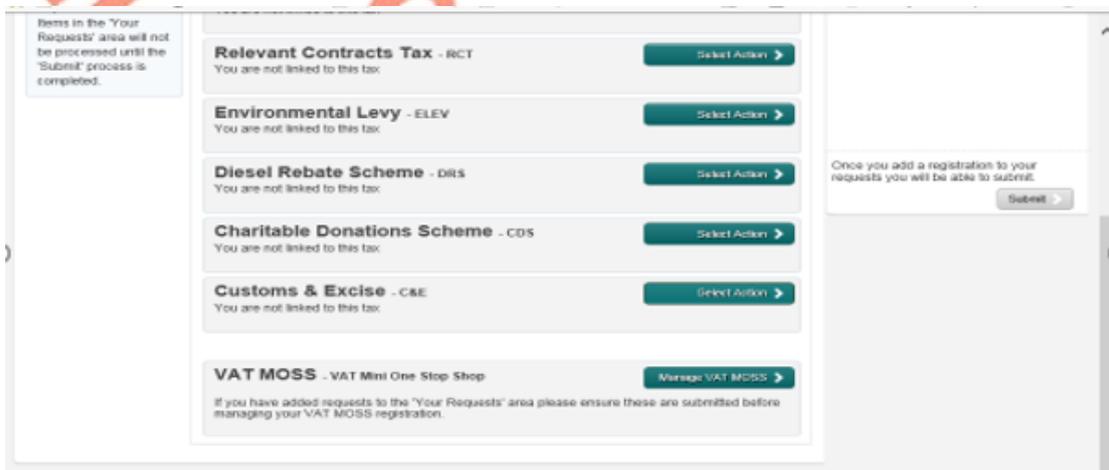


Figure 26: ROS Tax Registrations screen

4.4 Select “Add and link to a new registration”

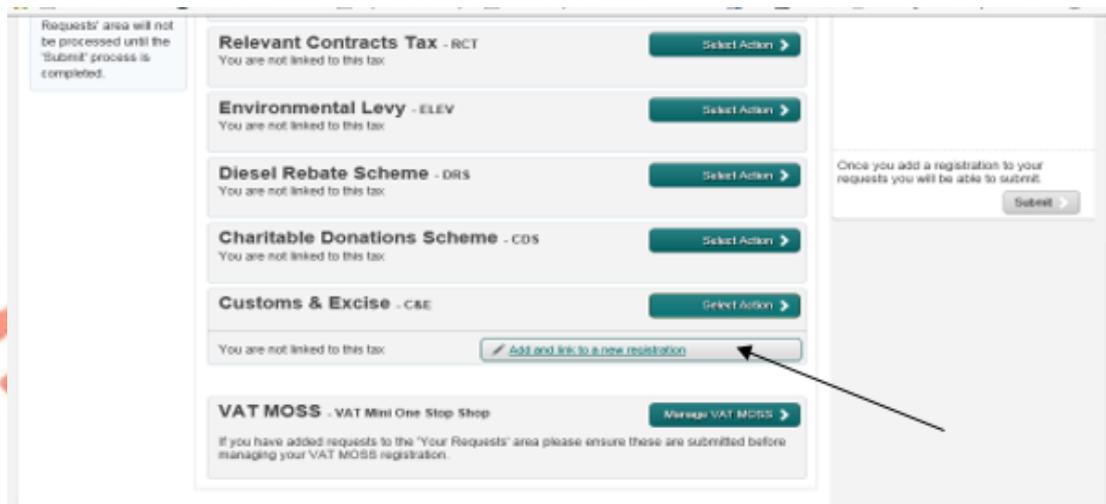


Figure 27: ROS Tax Registrations Link Agent

You will be asked to “upload an 'Agent Link Notification' letter authorising this request before completion”. Select “Confirm”.

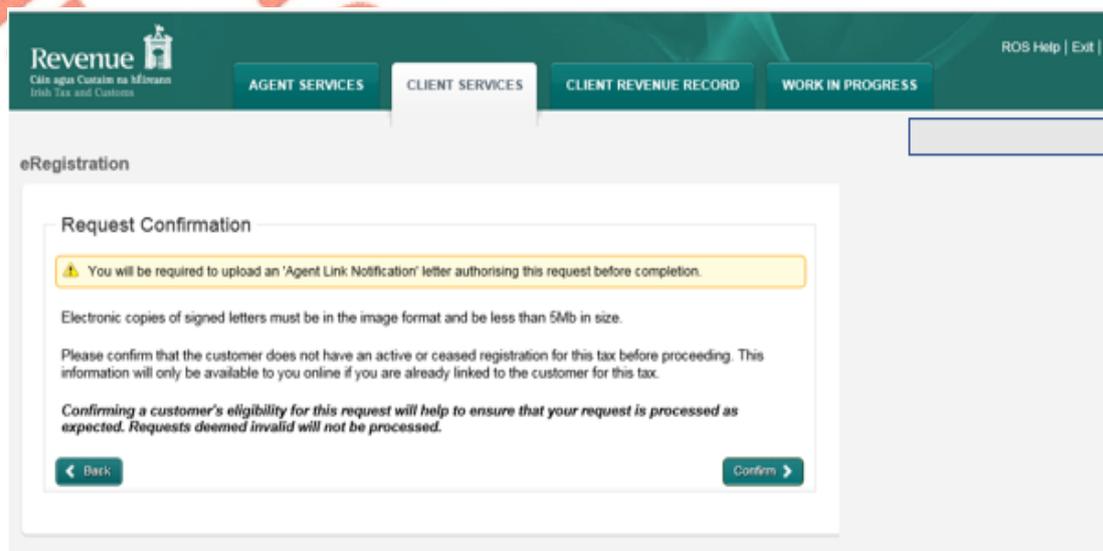


Figure 28: ROS Upload Agent Link Letter

You will be presented with an “Agent Link Attachment” screen where the Agent link notification letter must be uploaded. Once uploaded select “Add Attachment”. You should ensure that the “Customs and Excise” option is selected and then click “Add to Requests”. You are presented with a screen showing your requests. Here you can “Edit” or “Cancel” your requests. If no change is required, you can select “Submit”.

Figure 29: ROS Agent Link Attachment

You then select “Sign and Submit”

Figure 30: ROS Agent Link Attachment Sign & Submit

Once linked, you then proceed using one of the following options as described.

Step 4 – Option 1: Register for C&E **without** registering for an EORI number

Step 4 - Option 2: Register for C&E Taxhead and an EORI number

Step 4 – Option 3: To Register for an EORI number once C&E Taxhead is previously Registered

If your client is already registered for C&E then you can register for an EORI number. Select “Link only to an existing Registration” and continue as in Step 4 -

An agent link can also be removed using the “Remove Agent link” once the client is registered.

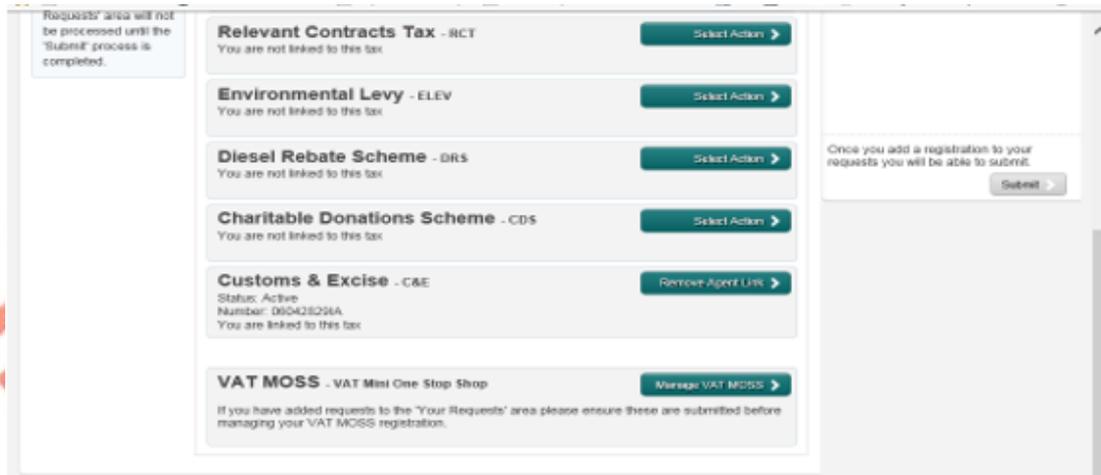


Figure 31: ROS Remove Agent Link

A more recent version of this manual is available.