C&E ECONOMIC OPERATORS REGISTRATION IDENTIFICATION (EORI) NUMBER – REGISTRATION ON ROS

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.

CONTENTS

1. INTRODUCTION 3

2. CUSTOMER NOT HAVING A ROS CERT OR AGENT AND THE GOODS HAVE ARRIVED IN IRELAND. 3

3. IF YOU ARE REGISTERED FOR MYACCOUNT 3

4. IF YOU HAVE AN ACTIVE ROS DIGITAL CERTIFICATE AND ARE REGISTERED FOR MY ENQUIRIES 3

Step1: Access ROS using the Customer Digital Certificate and password. 4

Step 2: Following a successful login select "Manage Tax Registrations" in "My Services" and "Other Services". 4

Step 3: In the resulting screen you should see an option for "Customs and Excise and Status "Not Registered." Select "Register". 5

Step 4 – Option 1: Register for C&E without registering for an EORI number 5

Step 4 - Option 2: Register for C&E Tax head and an EORI number 9

Step 4 – Option 3: To Register for an EORI number once C&E Tax head is previously Registered 14

5. AGENT ACCESS 15

Step 1: Search or Select a client under "Agent Services" and find the client you want to register and or link. 15

Step 2: Under "Client Services" select "Manage Tax Registrations" 16

Step 3: Under "Customs & Excise" select "Select Action" 16

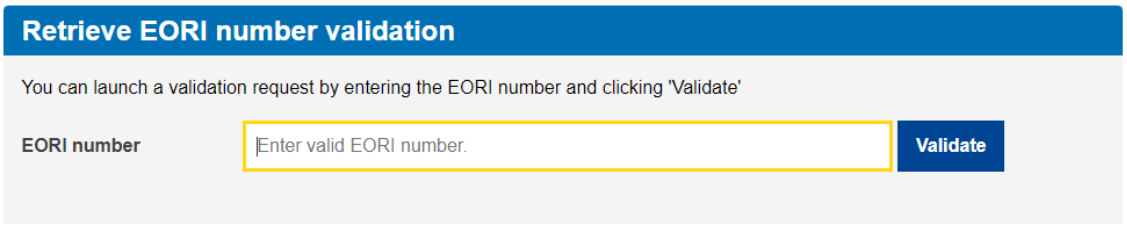
Step 4: Select "Add and link to a new registration" 17

1. Introduction

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

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



2. 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;
- Company/Individual Name; and
- Company/Individual Address.

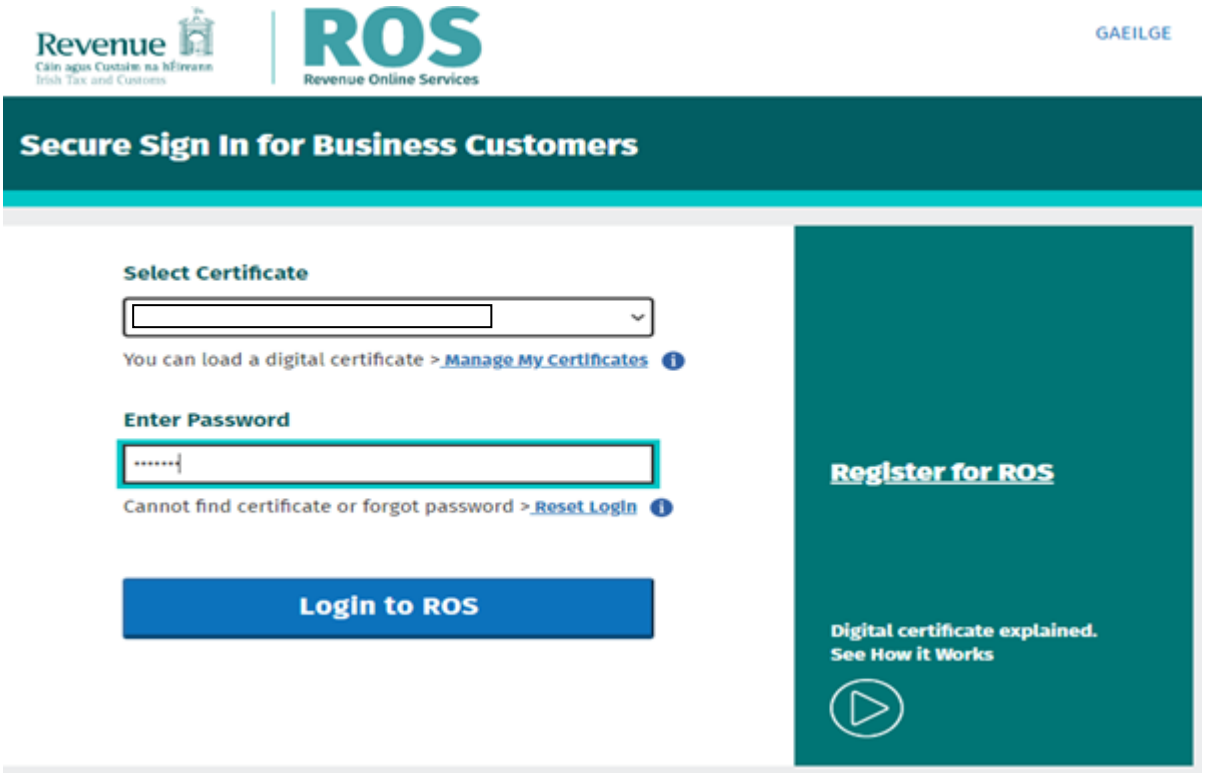
3. If you are registered for myAccount

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

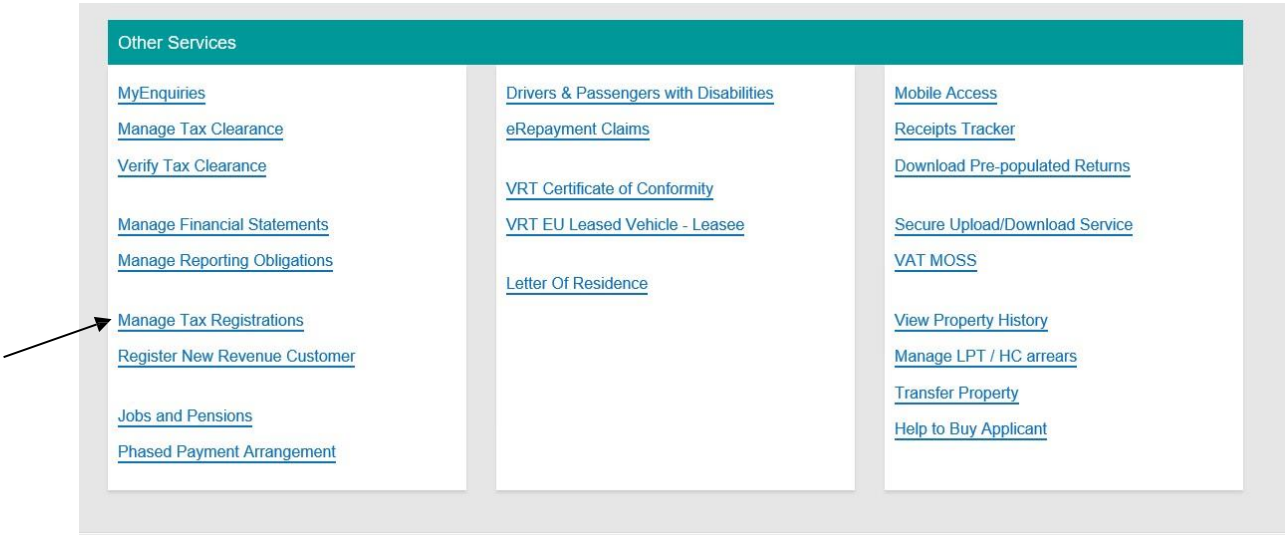
4. If you have an active ROS Digital Certificate and are registered for My Enquiries

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:

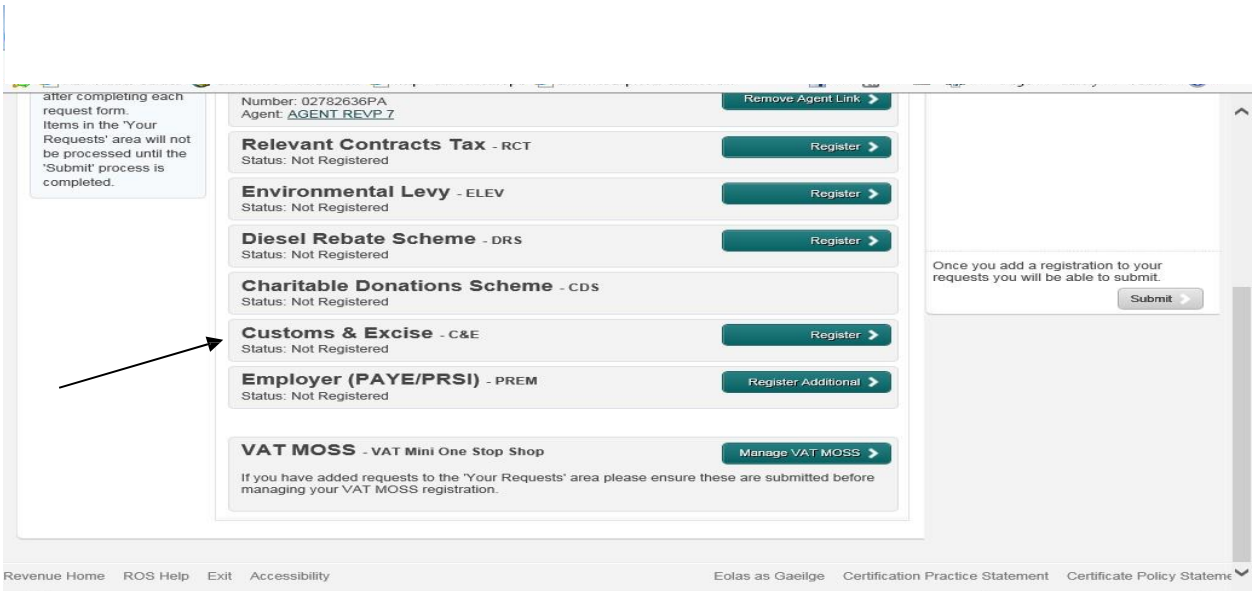
Step1: Access ROS using the Customer Digital Certificate and password.



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

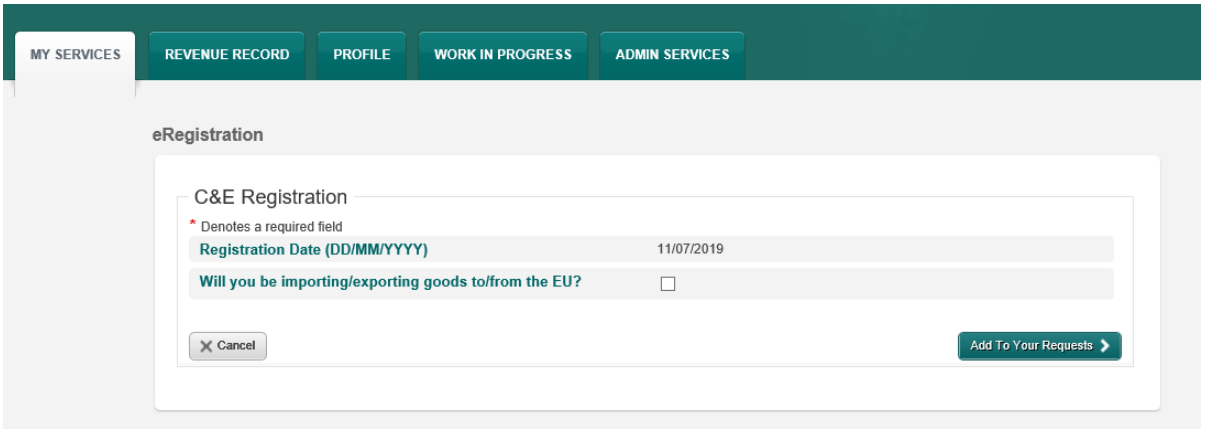


Step 3: In the resulting screen you should see an option for "Customs and Excise and Status "Not Registered." Select "Register".

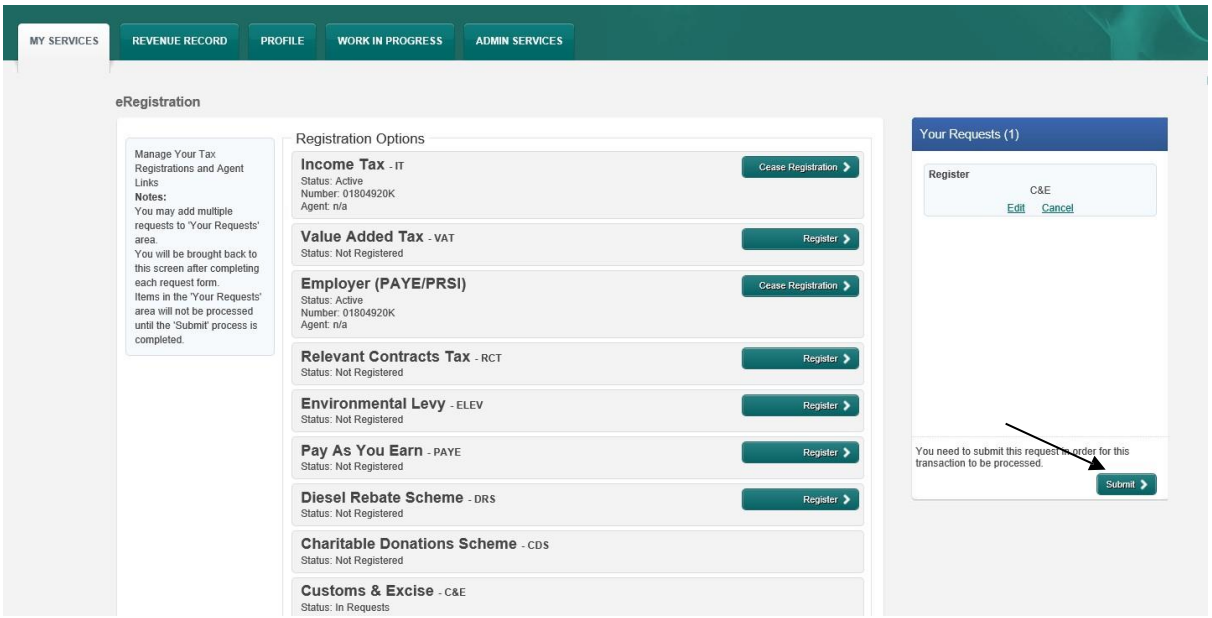


Step 4 – Option 1: Register for C&E without registering for an EORI number

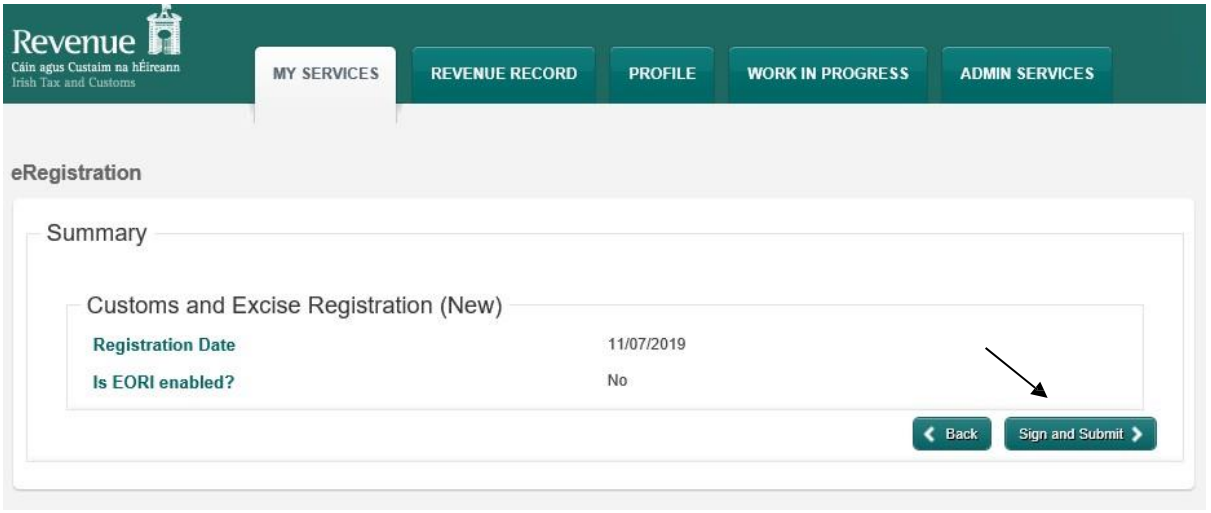
The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box. Do not tick the box if you just want to register for C&E tax head. Click "Add to Your Requests".



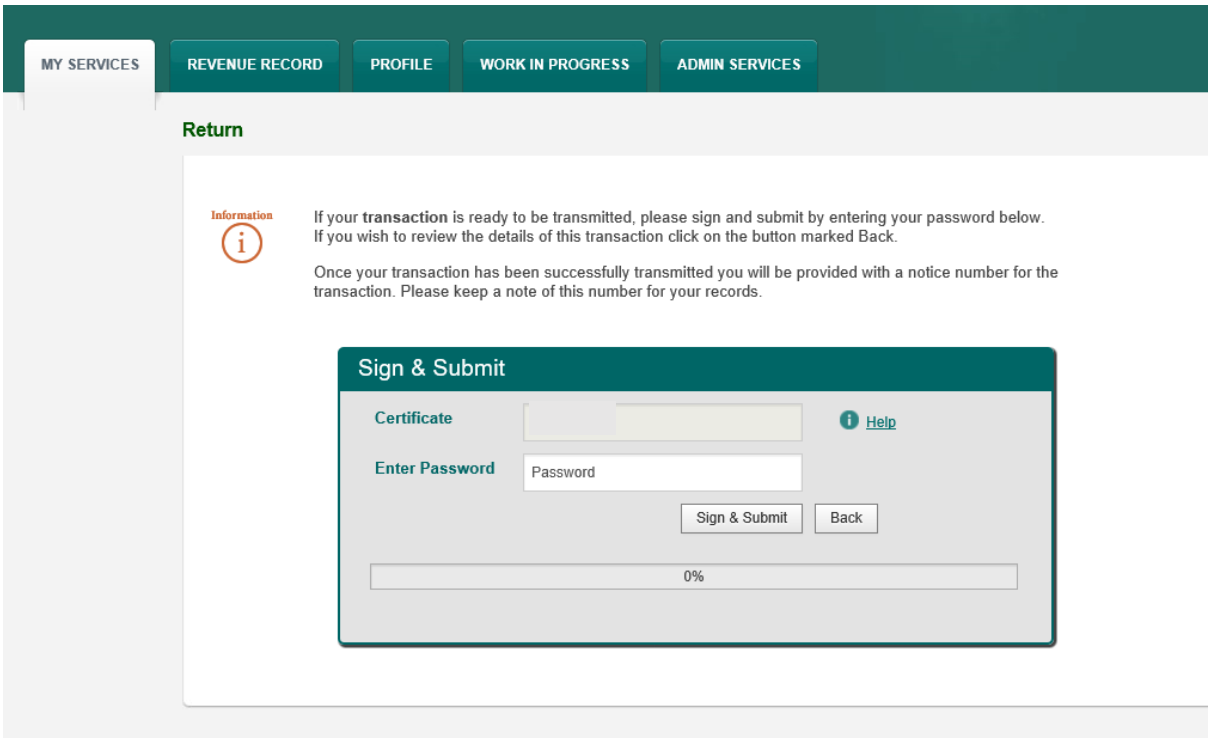
The screen hereunder is presented and you must click submit if details are correct.



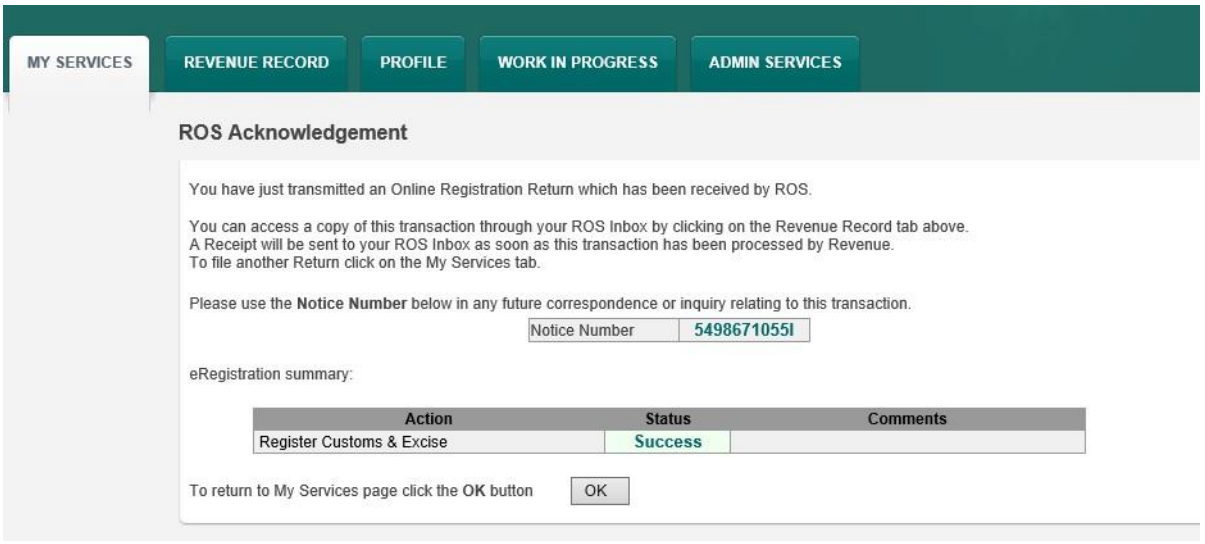
On the screen presented, you must then sign and submit the request per the summary screen.



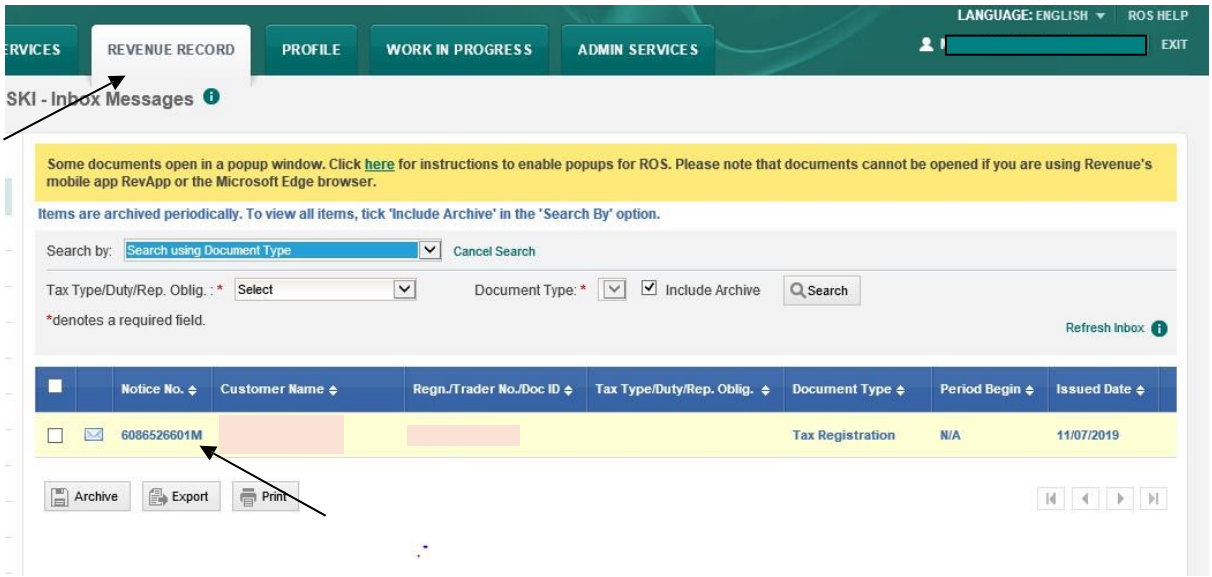
Select "Sign and Submit".



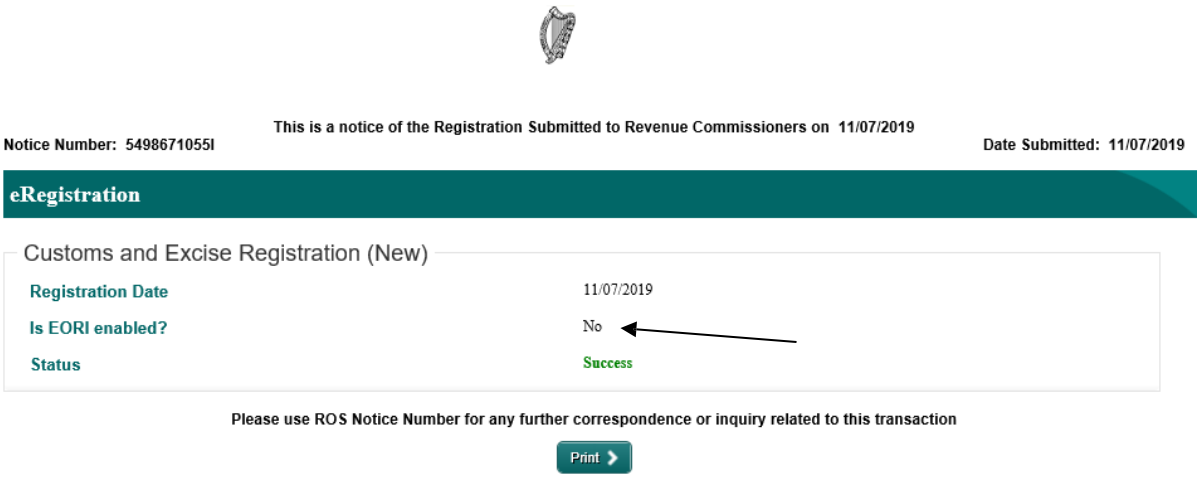
Enter your password and select "Sign & Submit". You will be registered for C&E **but you will not yet be registered for an EORI number** as per screens hereunder;



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

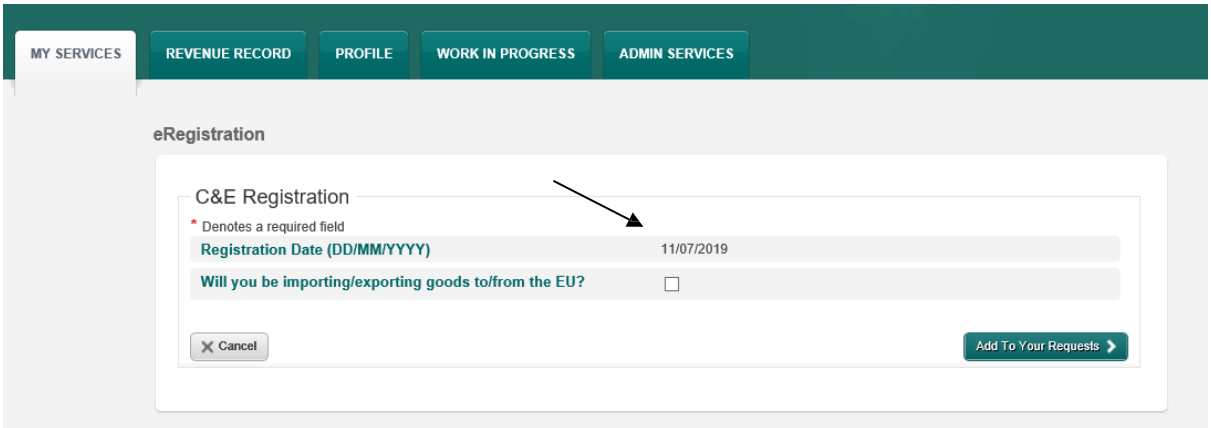


By selecting the notice number, you can view the details of the Registration.

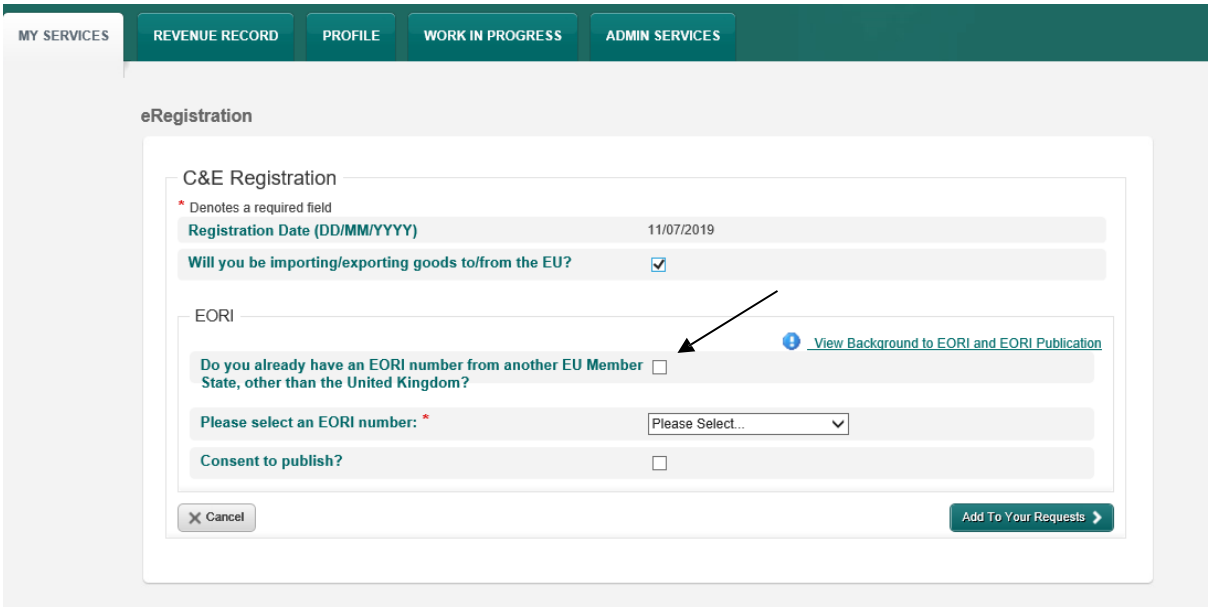


Step 4 - Option 2: Register for C&E Tax head and an EORI number

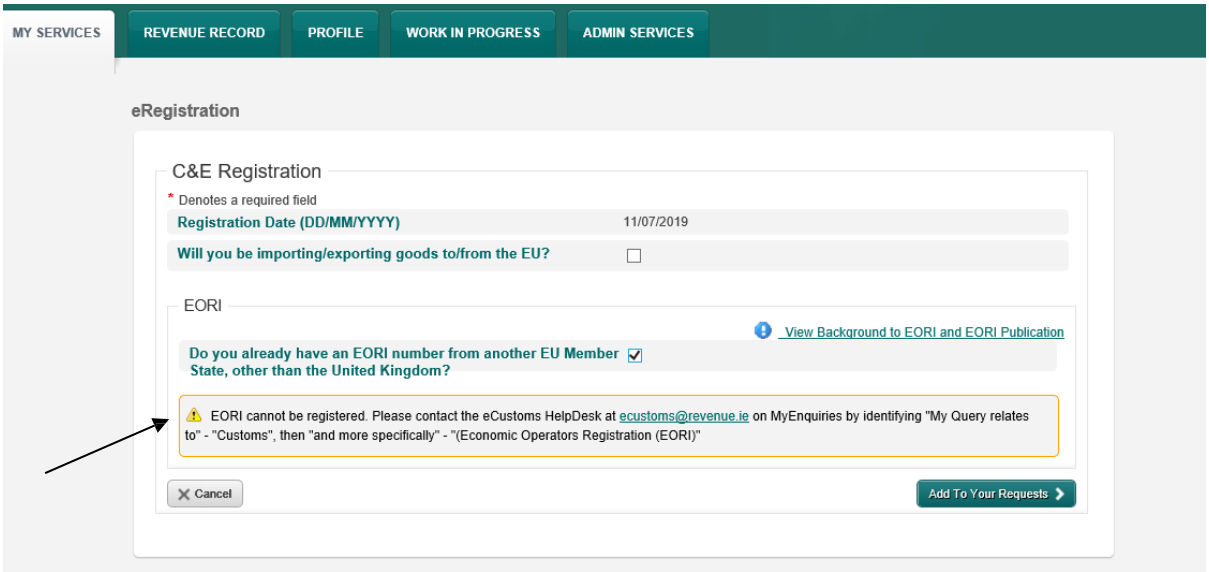
The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box.



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



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.

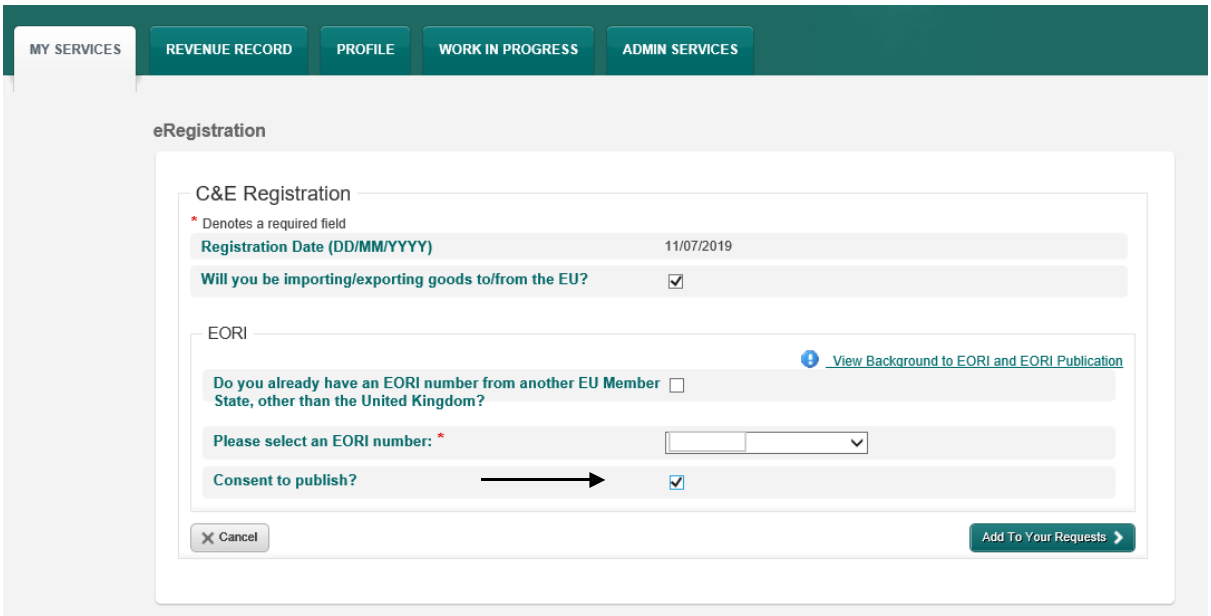


You can gain access to the following links by selecting "View Background to EORI and EORI Publication";

https://www.revenue.ie/en/customs -traders-and-agents/brexit/preparing -your-business/register-for-eori/index.aspx
https://www.revenue.ie/ga/customs -traders-and-agents/brexit/preparing -your-business/register-for-eori/index.aspx

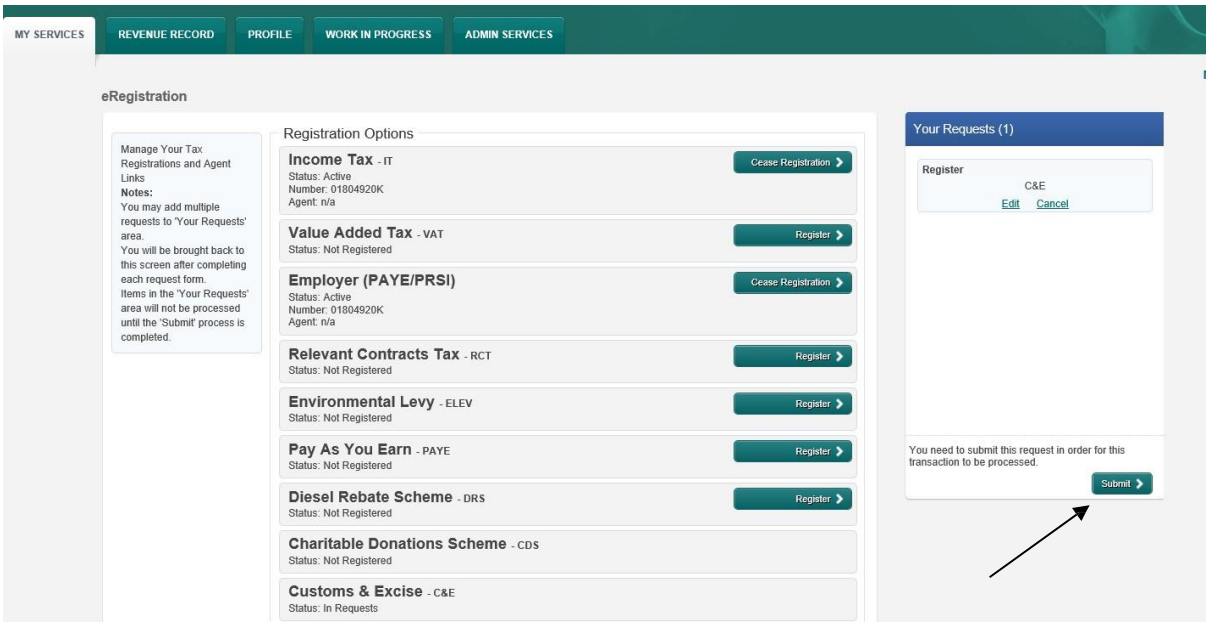
If you do not select "Do you already have an EORI number from another EU Member State, other than the United Kingdom?" you must select the EORI number from the drop-down field as per the following screen.

***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.**

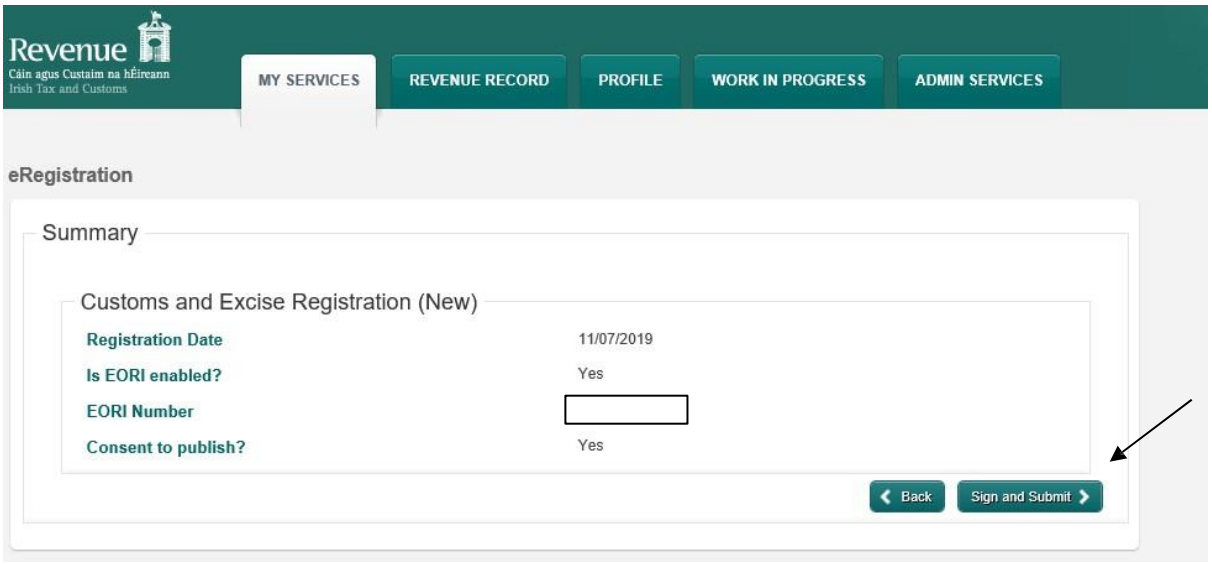


There is an option to "Consent to publish". By selecting this option, you consent to publish your Name and Address together with the EORI number on the Central European EORI number validation site. If you do not select this option only your EORI number will be displayed as valid.

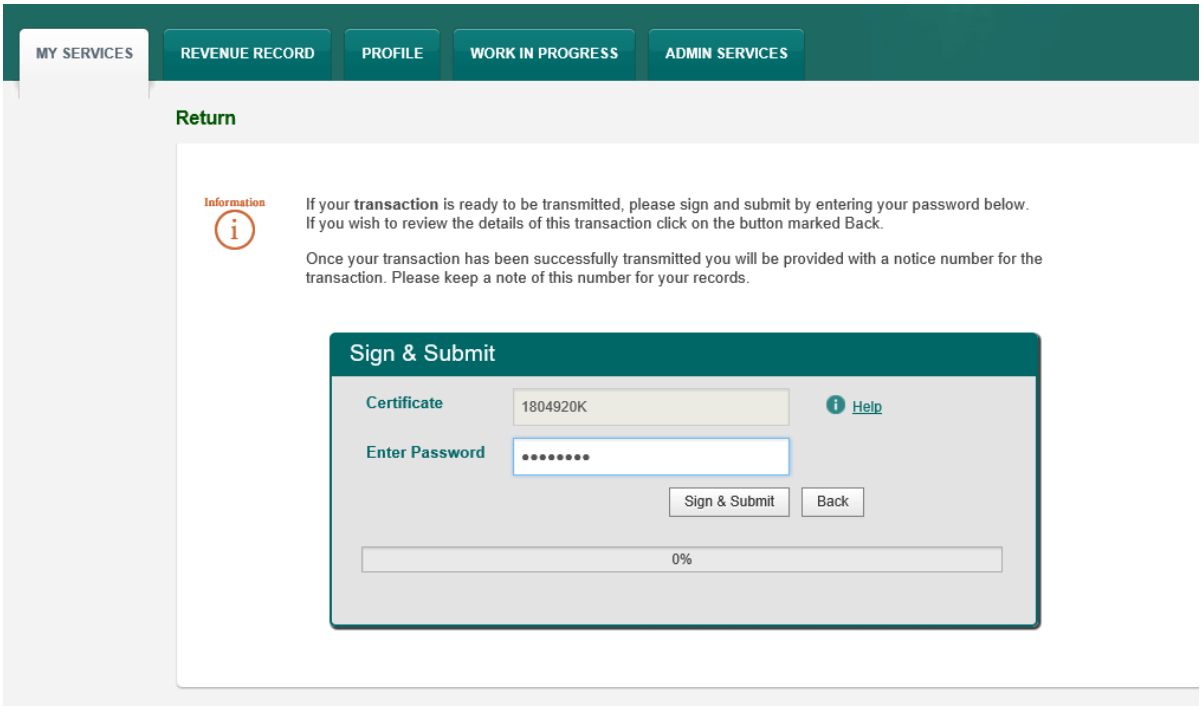
Select "Add to Your Requests". You are presented with a screen showing your requests. Here you can "Edit" or "Cancel" your requests. If no change is required, you can select "Submit".



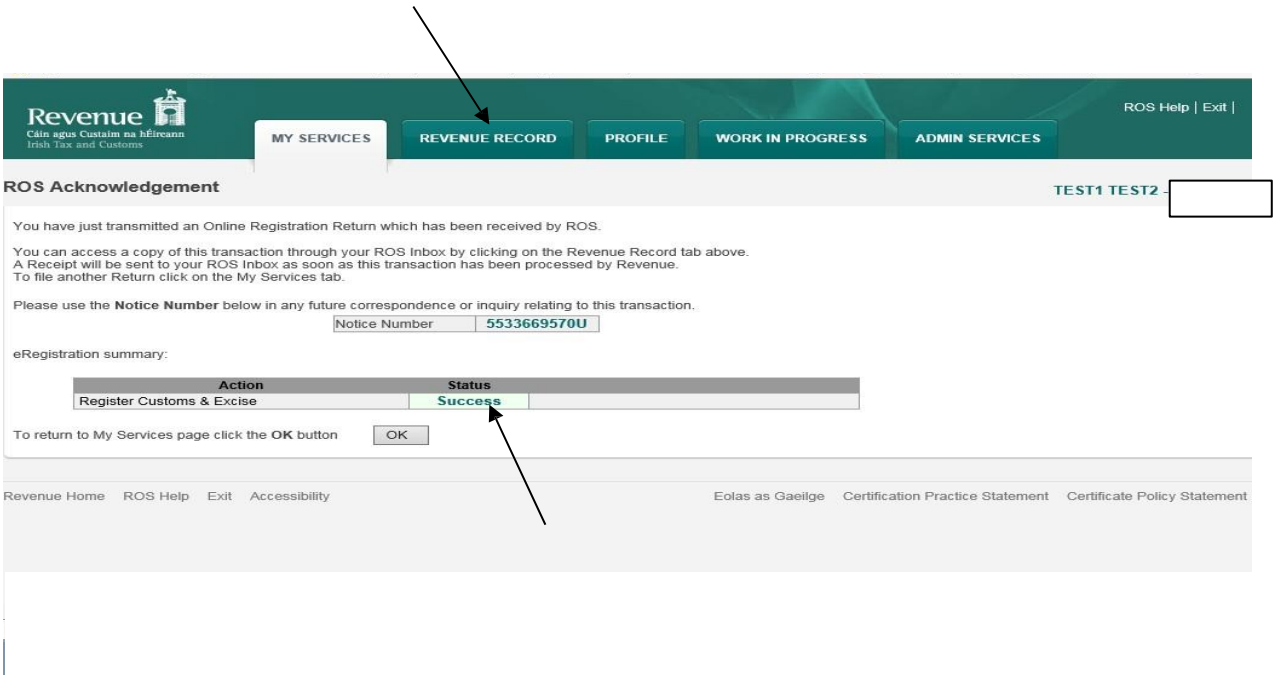
You are presented with the following screen showing the details of your registration. Select "Sign and Submit" to complete your registration



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



You will receive an acknowledgement message to say that your request has been successful. You are now registered for C&E and EORI.



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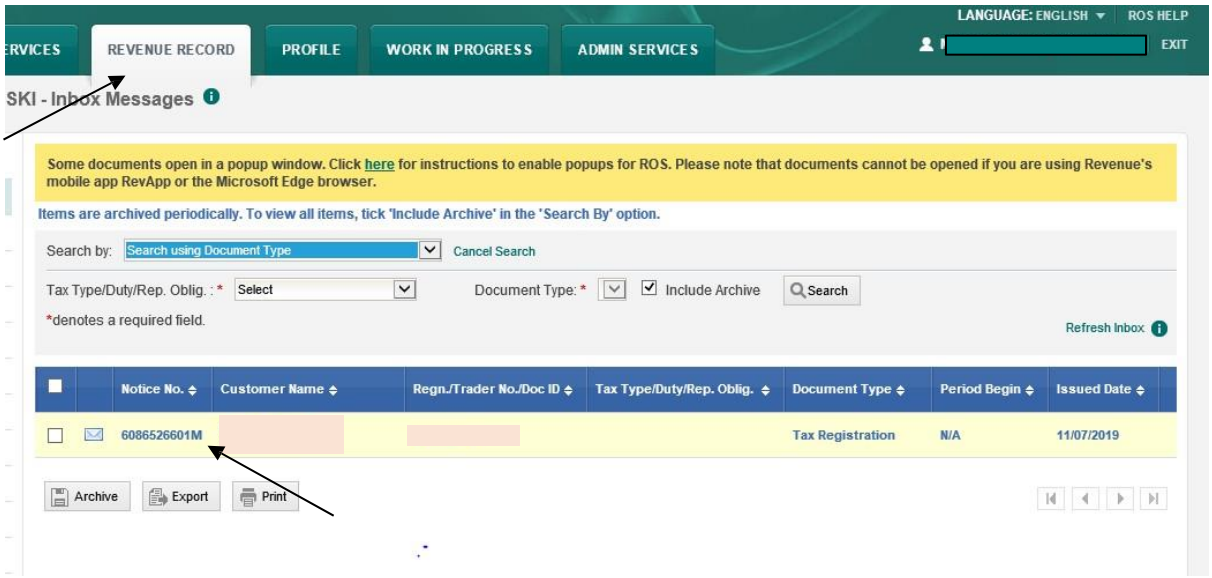
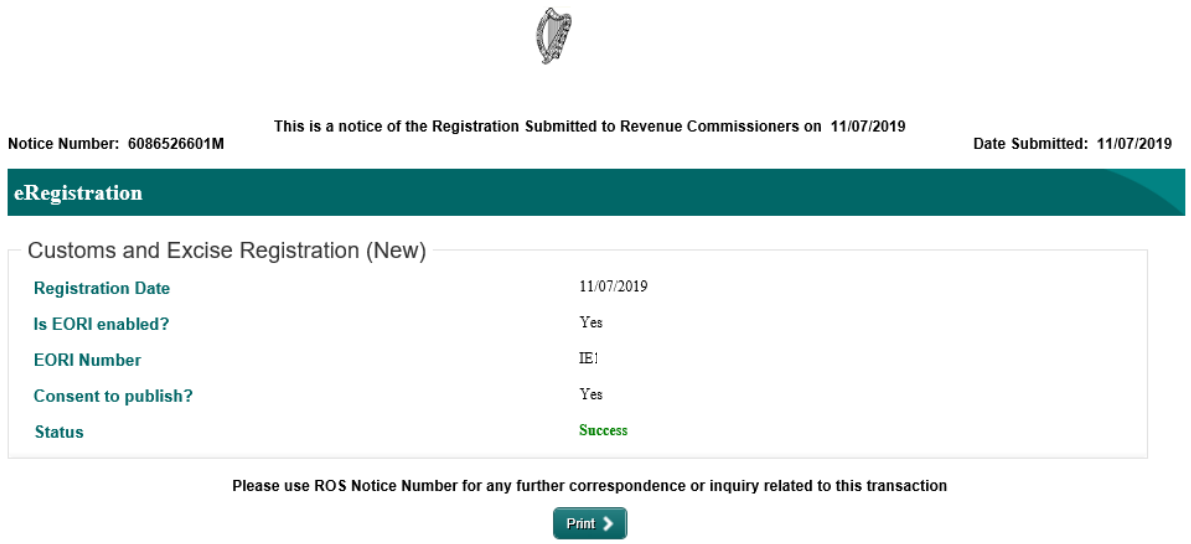


By selecting the notice number, you can view the details of the Registration.

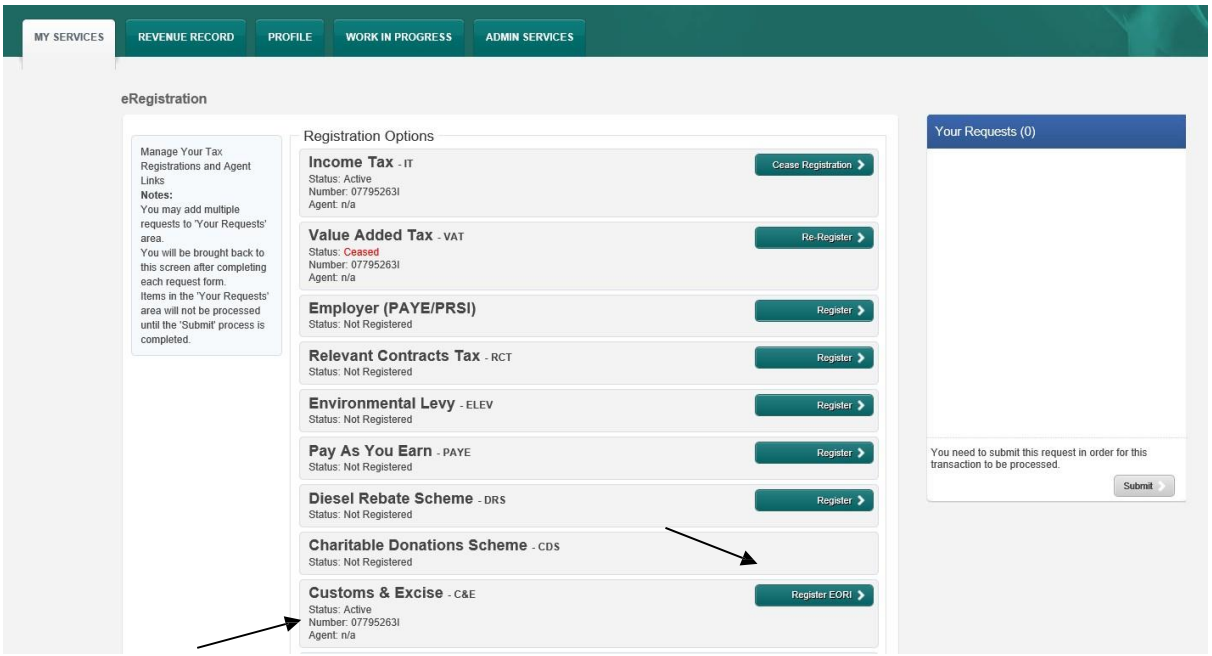


The EORI No is active for use immediately on any Declarations lodged in Ireland. It will take up to 48 hours for the information to appear on the Central European EORI database where the number can then be verified on this site.

EORI number validation

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

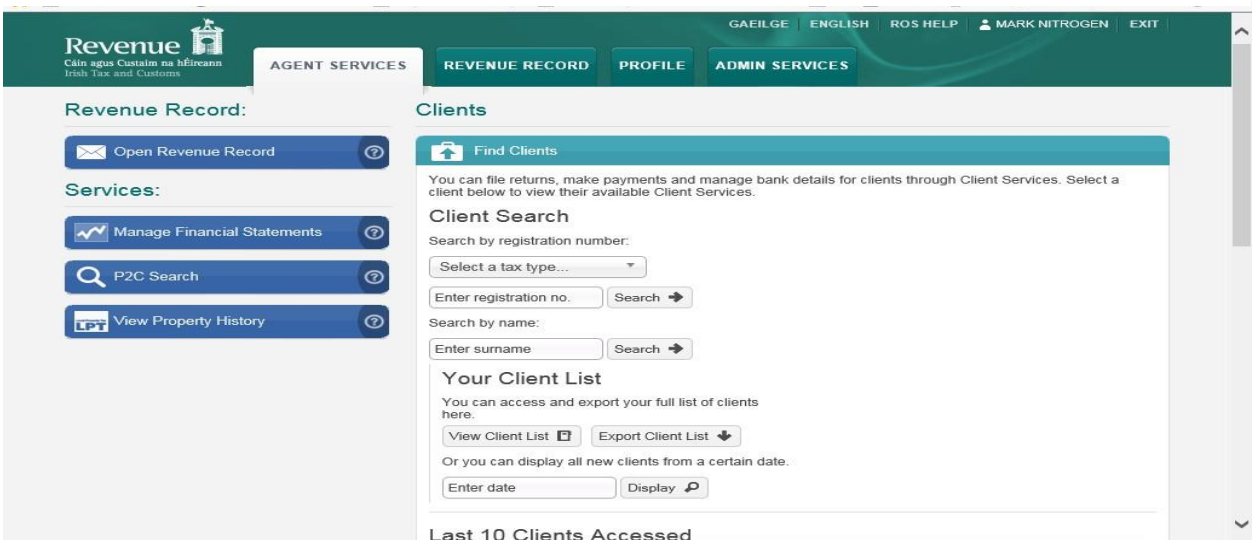
Select the "My Services" tab and the following will be presented.

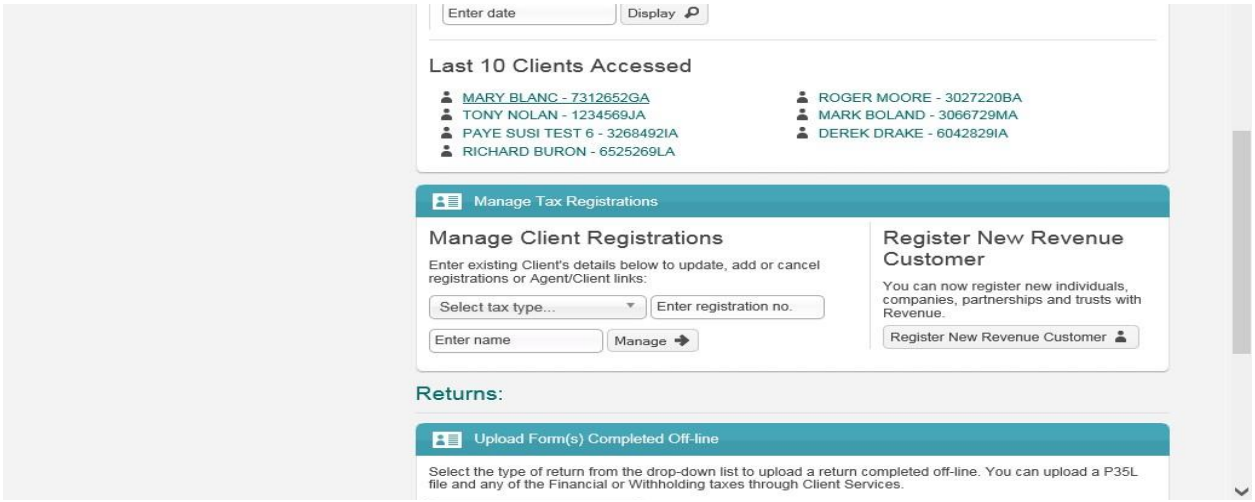


The C&E number will be displayed and "Register EORI" tabis available as per the above screen. Select "Register EORI" and proceed as instructed from page 9.

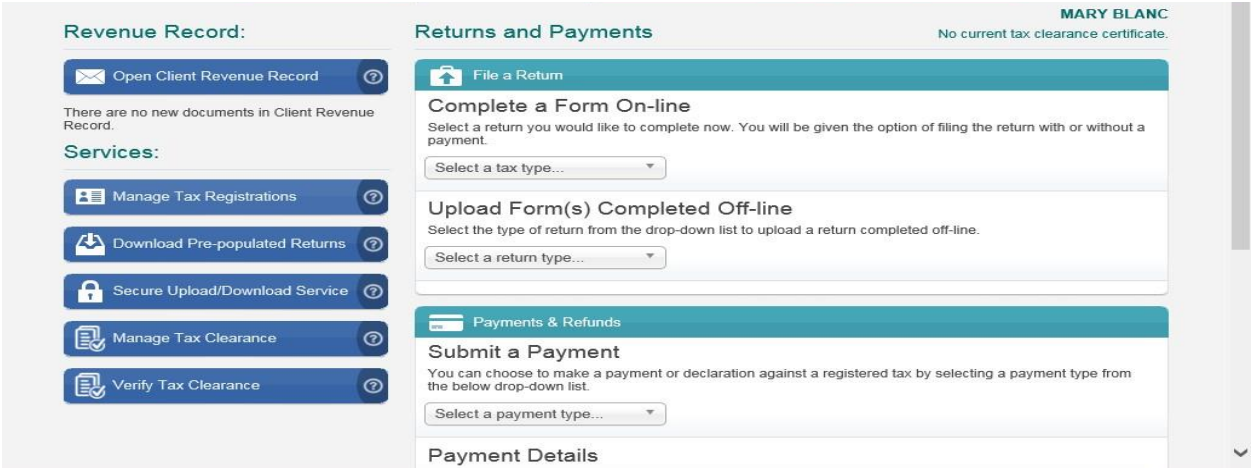
5. Agent Access

Step 1: Search or Select a client under "Agent Services" and find the client you want to register and or link.

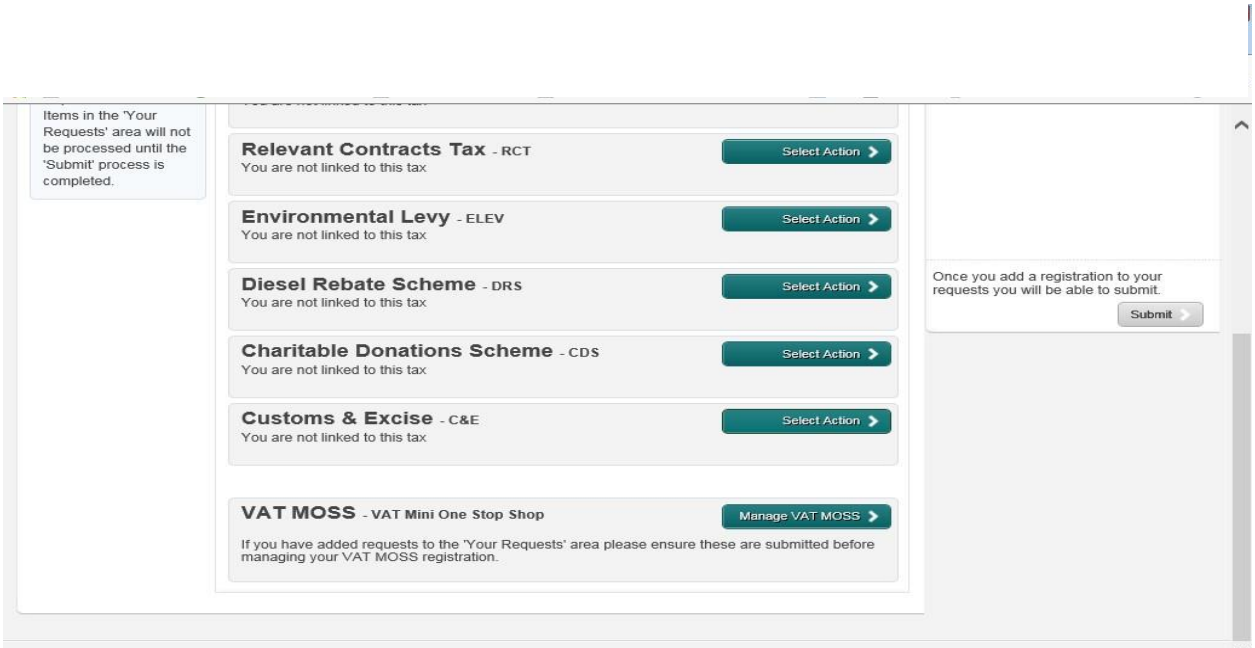




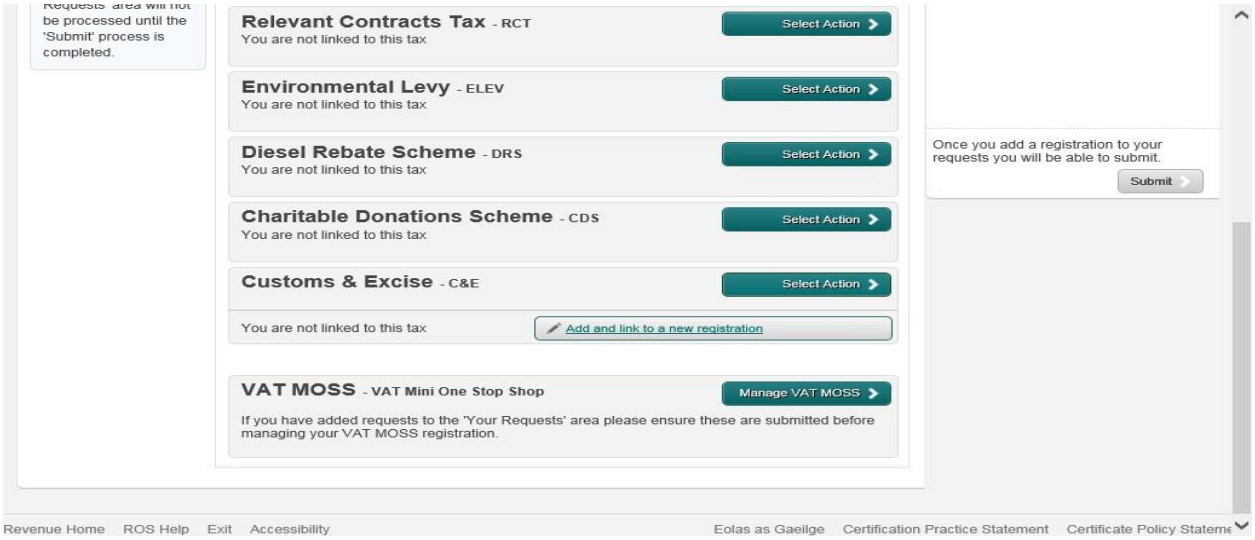
Step 2: Under "Client Services" select "Manage Tax Registrations"



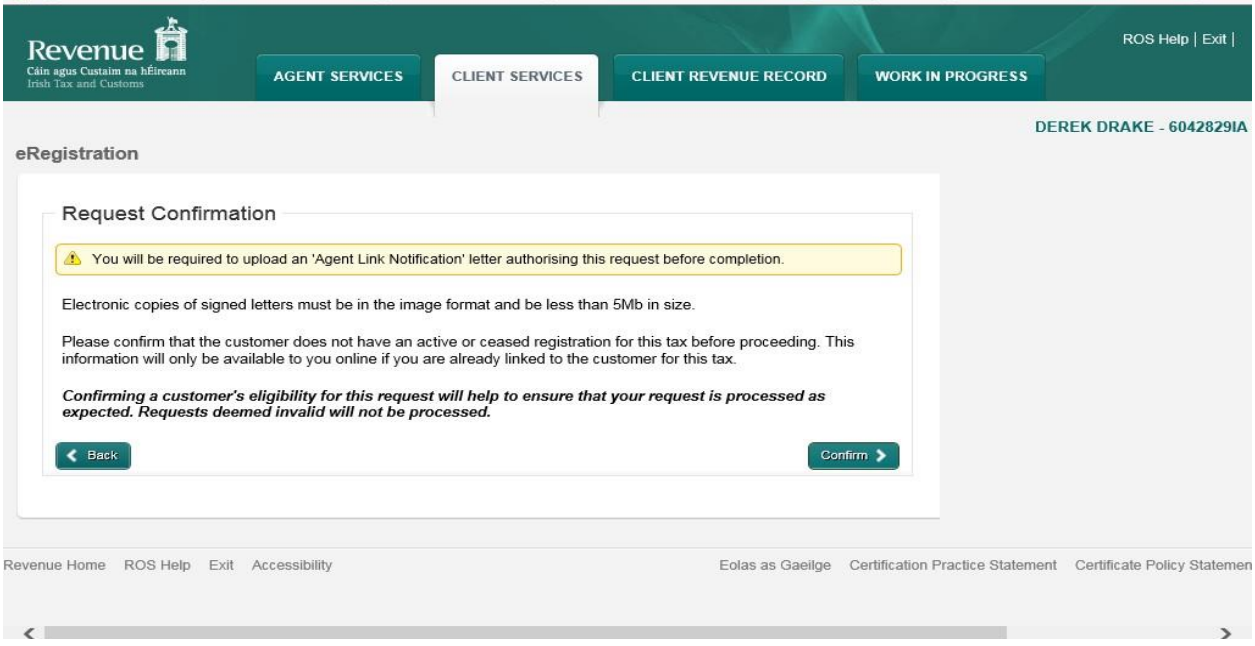
Step 3: Under "Customs & Excise" select "Select Action".



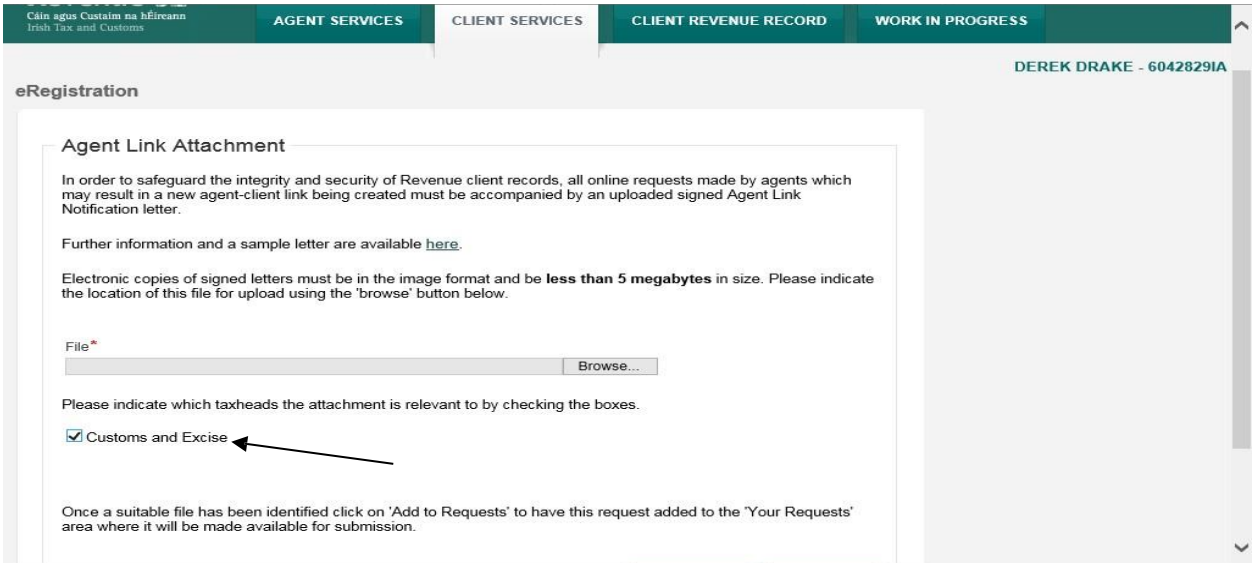
Step 4: Select “Add and link to a new registration”



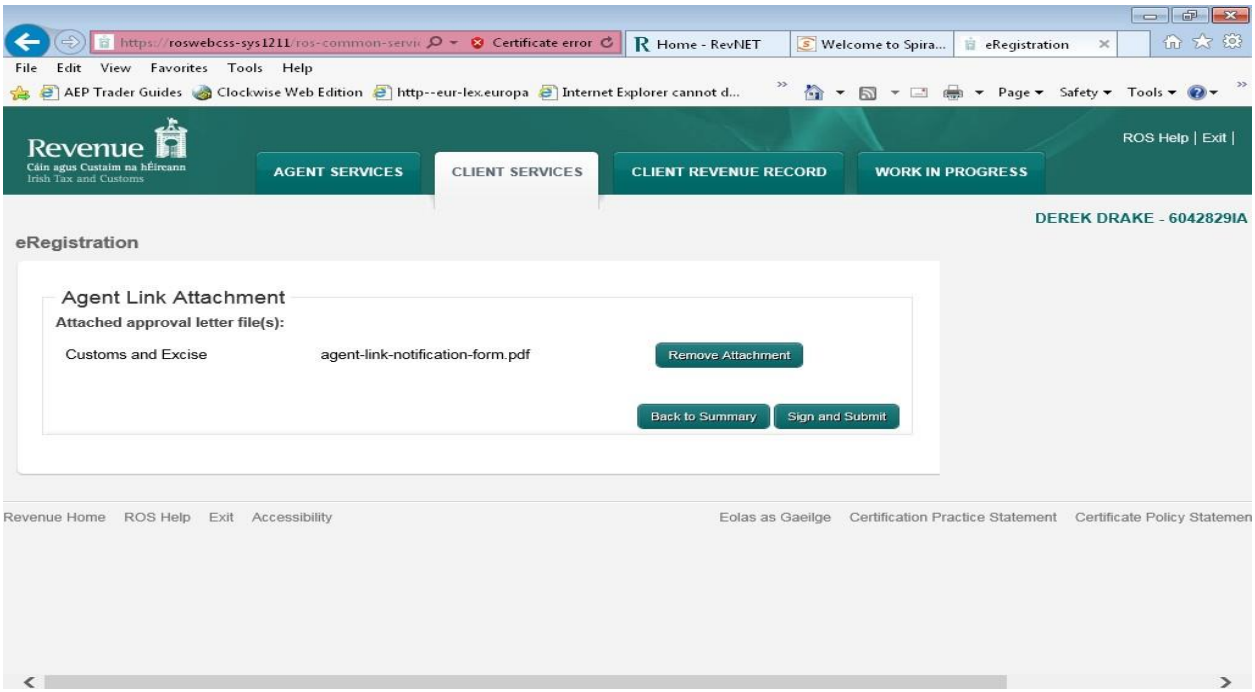
You will be asked to “upload an 'Agent Link Notification' letter authorising this request before completion”. Select “Confirm”.



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".



You then select "Sign and Submit"



You then proceed using one of the following.

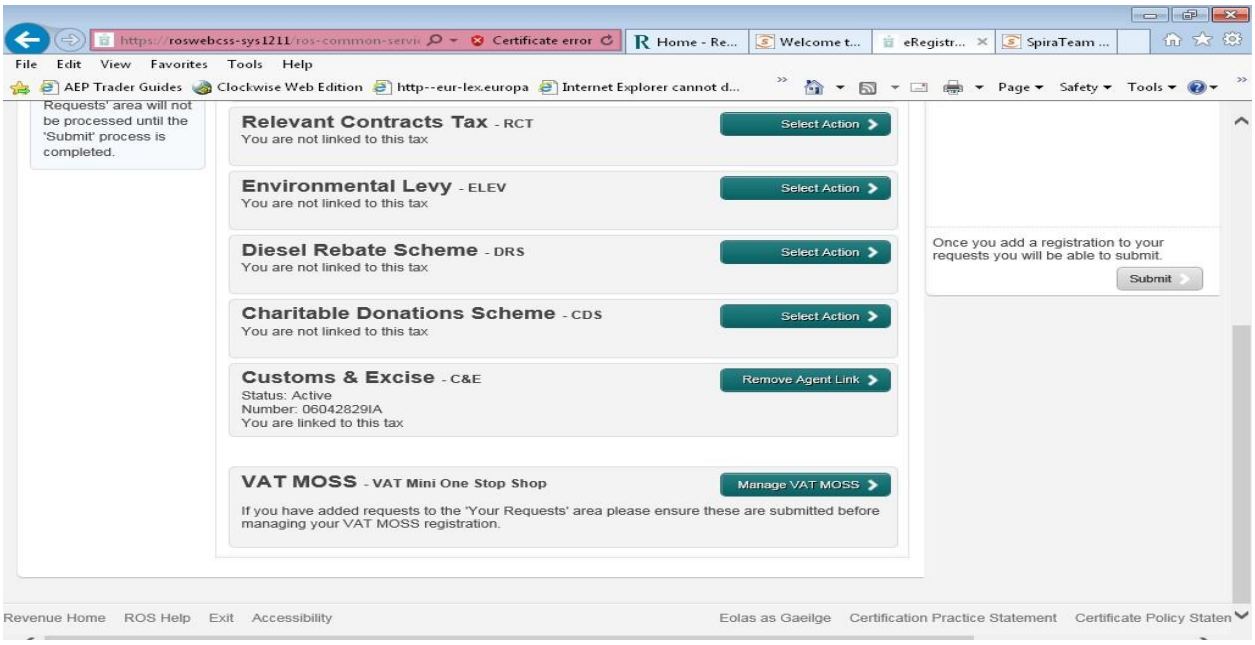
Step 4 – Option 1: Register for C&E <u>without</u> registering for an EORI number

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

Step 4 – Option 3: To Register for an EORI number once C&E Tax head 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.


Requests' area will not be processed until the 'Submit' process is completed.
Relevant Contracts Tax - RCT
You are not linked to this tax
Select Action
Environmental Levy - ELEV
You are not linked to this tax
Select Action
Diesel Rebate Scheme - DRS
You are not linked to this tax
Select Action
Charitable Donations Scheme - CDS
You are not linked to this tax
Select Action
Customs & Excise - C&E
Status: Active
Number: 06042829IA
You are linked to this tax
Remove Agent Link
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
Revenue Home
ROS Help
Exit
Accessibility
Eolas as Gaeilge
Certification Practice Statement
Certificate Policy Staten