

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

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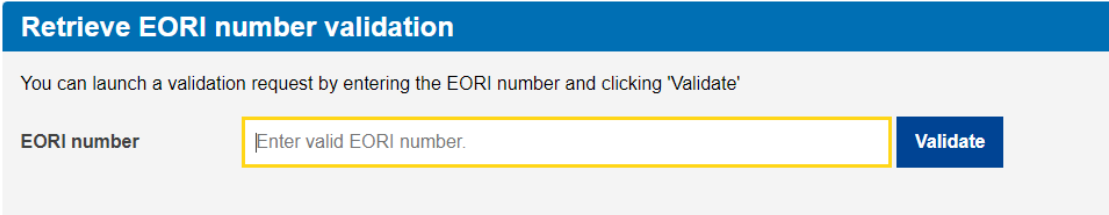
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1. Introduction

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](#)



Retrieve EORI number validation

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

EORI number **Validate**

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.

Revenue | **ROS** | Revenue Online Services | GAEILGE

Secure Sign In for Business Customers

Select Certificate

You can load a digital certificate > [Manage My Certificates](#)

Enter Password

Cannot find certificate or forgot password > [Reset Login](#)

Login to ROS

Register for ROS

Digital certificate explained. See How it Works

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

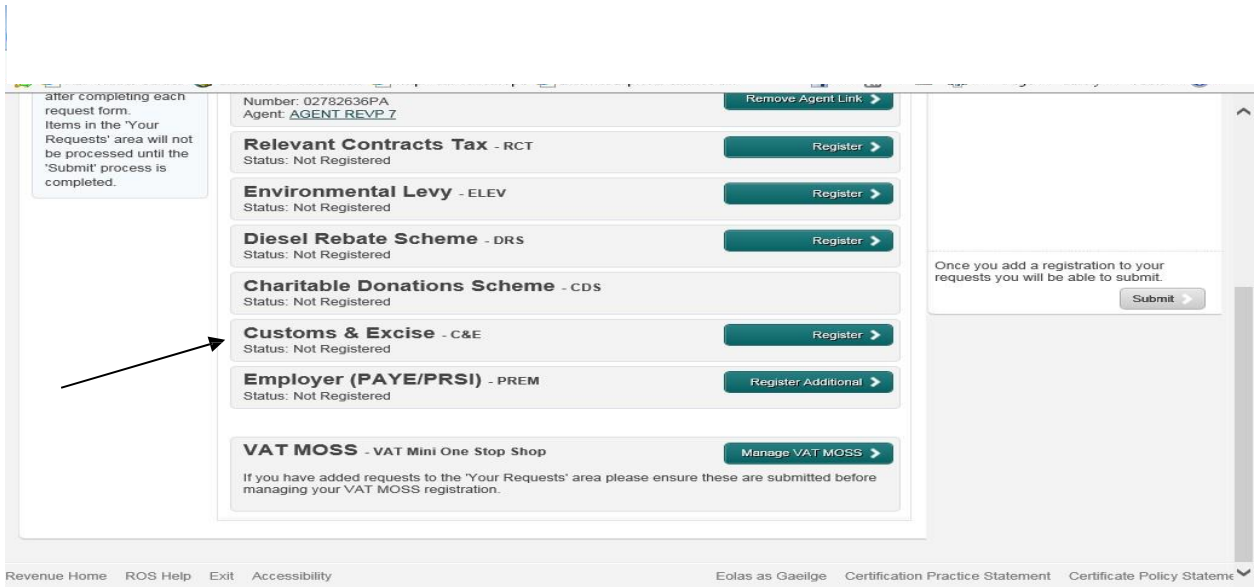
Other Services

- [MyEnquiries](#)
- [Manage Tax Clearance](#)
- [Verify Tax Clearance](#)
- [Manage Financial Statements](#)
- [Manage Reporting Obligations](#)
- [Manage Tax Registrations](#)
- [Register New Revenue Customer](#)
- [Jobs and Pensions](#)
- [Phased Payment Arrangement](#)

- [Drivers & Passengers with Disabilities](#)
- [eRepayment Claims](#)
- [VRT Certificate of Conformity](#)
- [VRT EU Leased Vehicle - Leasee](#)
- [Letter Of Residence](#)

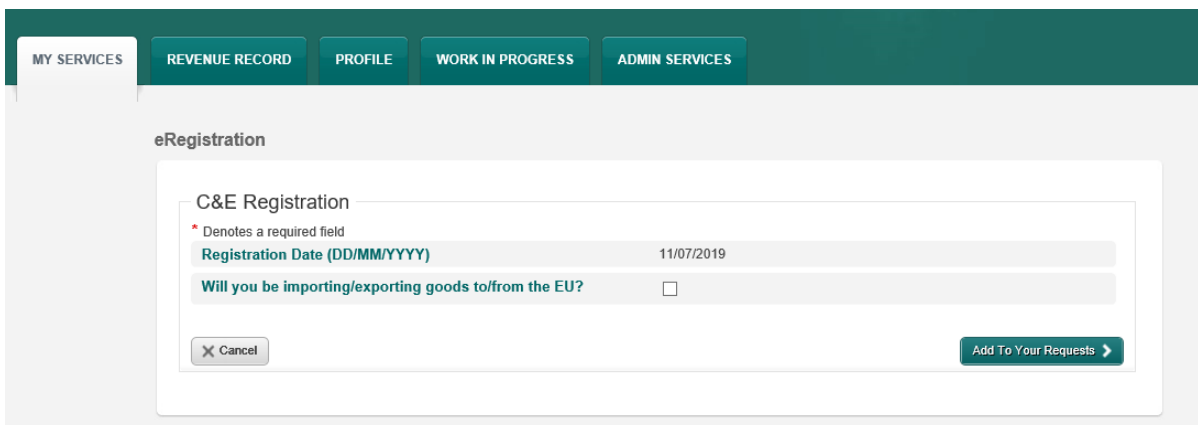
- [Mobile Access](#)
- [Receipts Tracker](#)
- [Download Pre-populated Returns](#)
- [Secure Upload/Download Service](#)
- [VAT MOSS](#)
- [View Property History](#)
- [Manage LPT / HC arrears](#)
- [Transfer Property](#)
- [Help to Buy Applicant](#)

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”.



eReg EORI Guide

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

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 this 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: 01804920K Agent: n/a	Cease Registration >
Value Added Tax - VAT Status: Not Registered	Register >
Employer (PAYE/PRSI) Status: Active Number: 01804920K Agent: n/a	Cease 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	
Customs & Excise - C&E Status: In Requests	

Your Requests (1)

Register C&E
Edit Cancel

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

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

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

eRegistration

Summary


Customs and Excise Registration (New)

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

< Back Sign and Submit >

Select "Sign and Submit".

Return

Information  If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate [Help](#)

Enter Password

0%

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;

ROS Acknowledgement

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number

eRegistration summary:

Action	Status	Comments
Register Customs & Excise	Success	

To return to My Services page click the OK button

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

eReg EORI Guide

LANGUANGE: ENGLISH ROS HELP

REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

SK1 - Inbox Messages

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Search using Document Type Cancel Search

Tax Type/Duty/Rep. Oblig. : * Select Document Type: * Include Archive Search

*denotes a required field. Refresh Inbox

Notice No.	Customer Name	Regn./Trader No./Doc ID	Tax Type/Duty/Rep. Oblig.	Document Type	Period Begin	Issued Date
6086526601M				Tax Registration	N/A	11/07/2019

Archive Export Print

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

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

Notice Number: 54986710551 Date Submitted: 11/07/2019

eRegistration

Customs and Excise Registration (New)

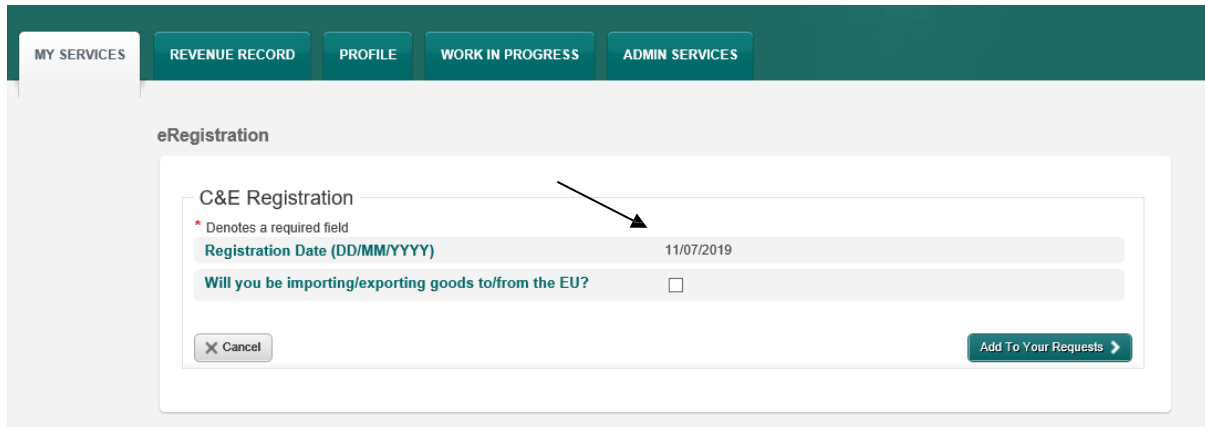
Registration Date	11/07/2019
Is EORI enabled?	No
Status	Success

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

Print >

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.



MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

eRegistration

C&E Registration

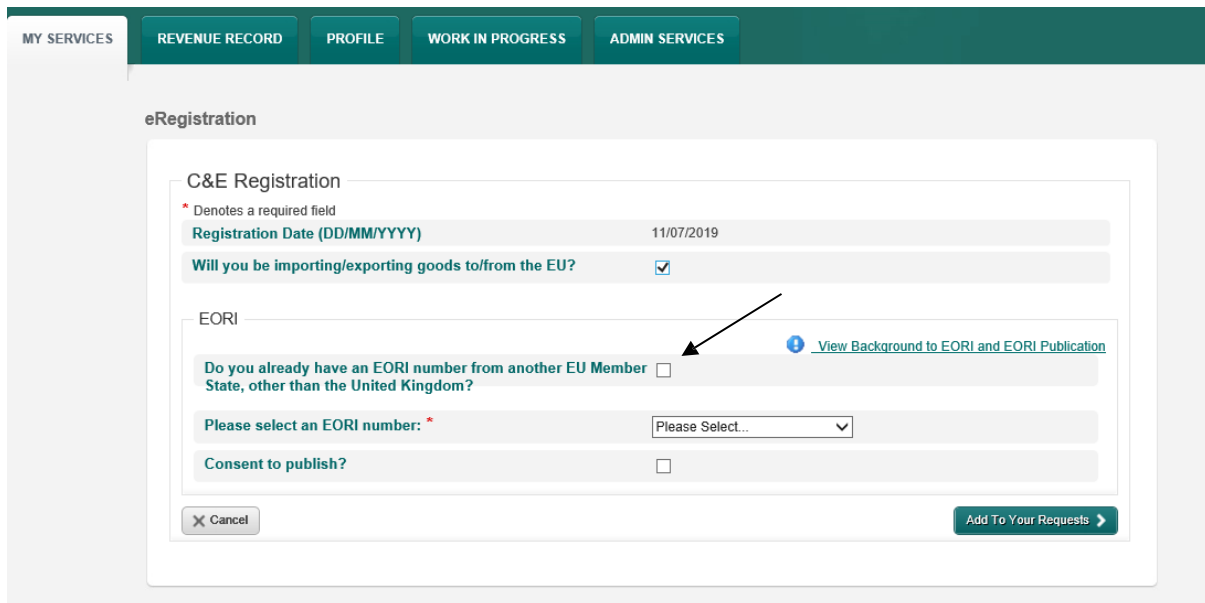
* Denotes a required field

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

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

Cancel Add To Your Requests

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



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?

Please select an EORI number: * Please Select...

Consent to publish?

Cancel Add To Your Requests

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.

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 contains a 'C&E Registration' section with the following fields: 'Registration Date (DD/MM/YYYY)' set to 11/07/2019, and 'Will you be importing/exporting goods to/from the EU?' with an unchecked checkbox. Below this is an 'EORI' section with a link to 'View Background to EORI and EORI Publication'. A checkbox 'Do you already have an EORI number from another EU Member State, other than the United Kingdom?' is checked. A yellow error box with a warning icon contains the text: '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))". At the bottom of the form are 'Cancel' and 'Add To Your Requests' buttons.

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.**

This screenshot shows the 'eRegistration' page with the 'EORI' section expanded. The 'Do you already have an EORI number from another EU Member State, other than the United Kingdom?' checkbox is now unchecked. A new field 'Please select an EORI number: *' is present with a dropdown menu. Below it is a 'Consent to publish?' checkbox which is checked. The 'Add To Your Requests' button is highlighted with a green background. The error message from the previous screenshot is no longer visible.

eReg EORI Guide

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”.

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 this 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: 01804920K Agent: n/a	Cease Registration
Value Added Tax - VAT Status: Not Registered	Register
Employer (PAYE/PRSI) Status: Active Number: 01804920K Agent: n/a	Cease 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	
Customs & Excise - C&E Status: In Requests	

Your Requests (1)

Register C&E
Edit Cancel

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

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

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Irish Tax and Customs

MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

eRegistration

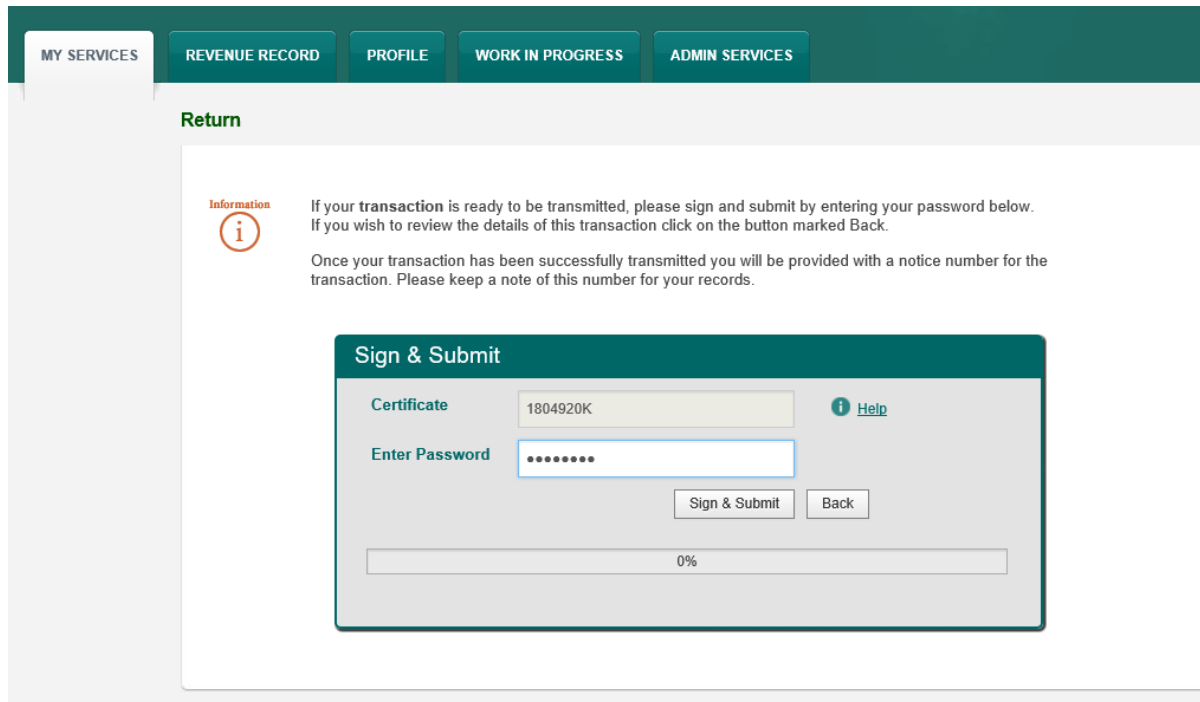
Summary

Customs and Excise Registration (New)

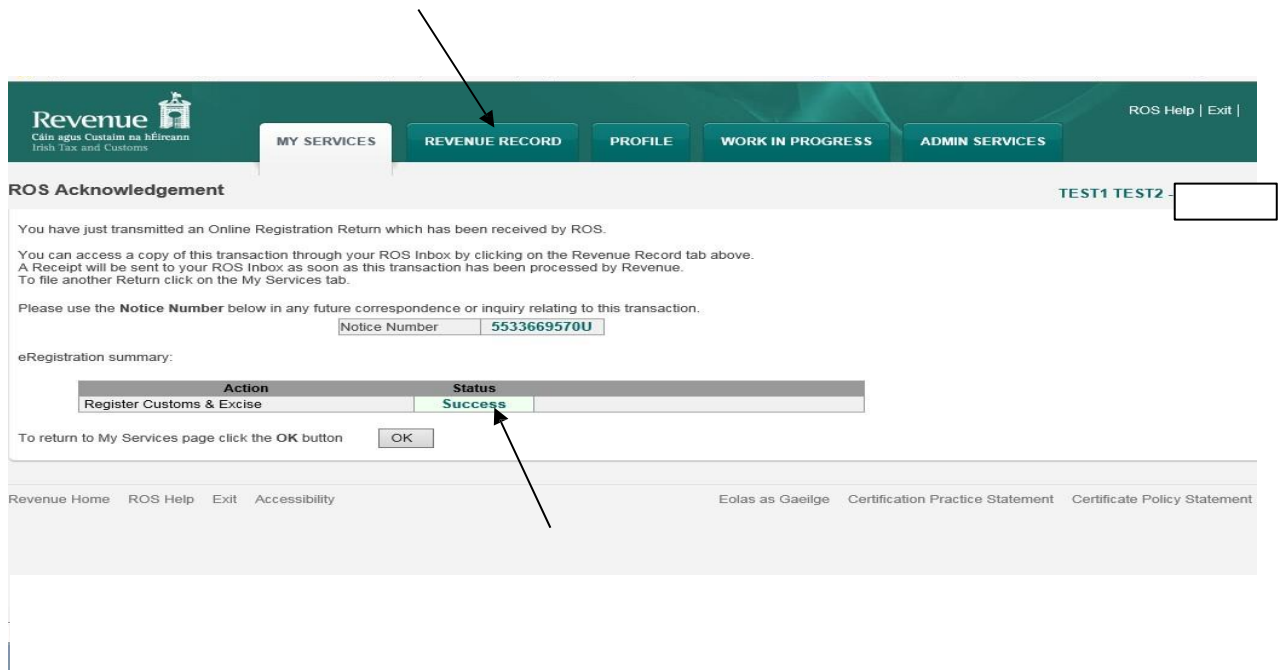
Registration Date	11/07/2019
Is EORI enabled?	Yes
EORI Number	<input type="text"/>
Consent to publish?	Yes

Back Sign and Submit

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.



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

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS. Please note that documents cannot be opened if you are using Revenue's mobile app RevApp or the Microsoft Edge browser.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by:

Tax Type/Duty/Rep. Oblig. : * Document Type: * Include Archive

*denotes a required field.

<input type="checkbox"/>	Notice No. ↕	Customer Name ↕	Regn./Trader No./Doc ID ↕	Tax Type/Duty/Rep. Oblig. ↕	Document Type ↕	Period Begin ↕	Issued Date ↕
<input type="checkbox"/>	6086526601M				Tax Registration	N/A	11/07/2019

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

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

Notice Number: 6086526601M

eRegistration

Customs and Excise Registration (New)

Registration Date	11/07/2019
Is EORI enabled?	Yes
EORI Number	IE1
Consent to publish?	Yes
Status	Success

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

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 “MyServices” tab and the following will be presented.

The screenshot displays the 'eRegistration' page with a navigation bar at the top containing 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The 'MY SERVICES' tab is active. On the left, a 'Notes' box provides instructions on adding multiple requests. The main area, titled 'Registration Options', lists several tax categories with their current status and a corresponding action button:

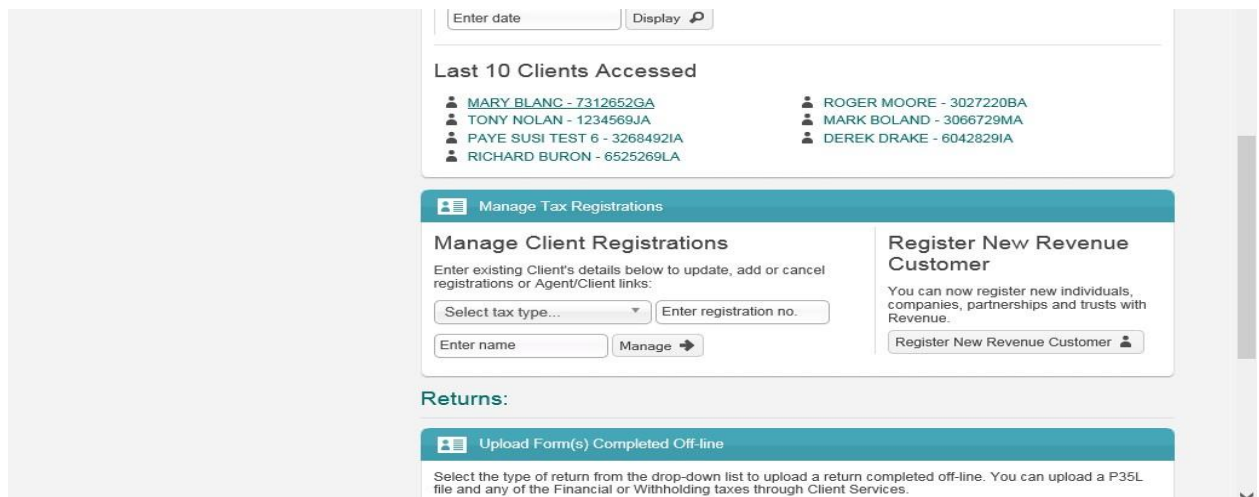
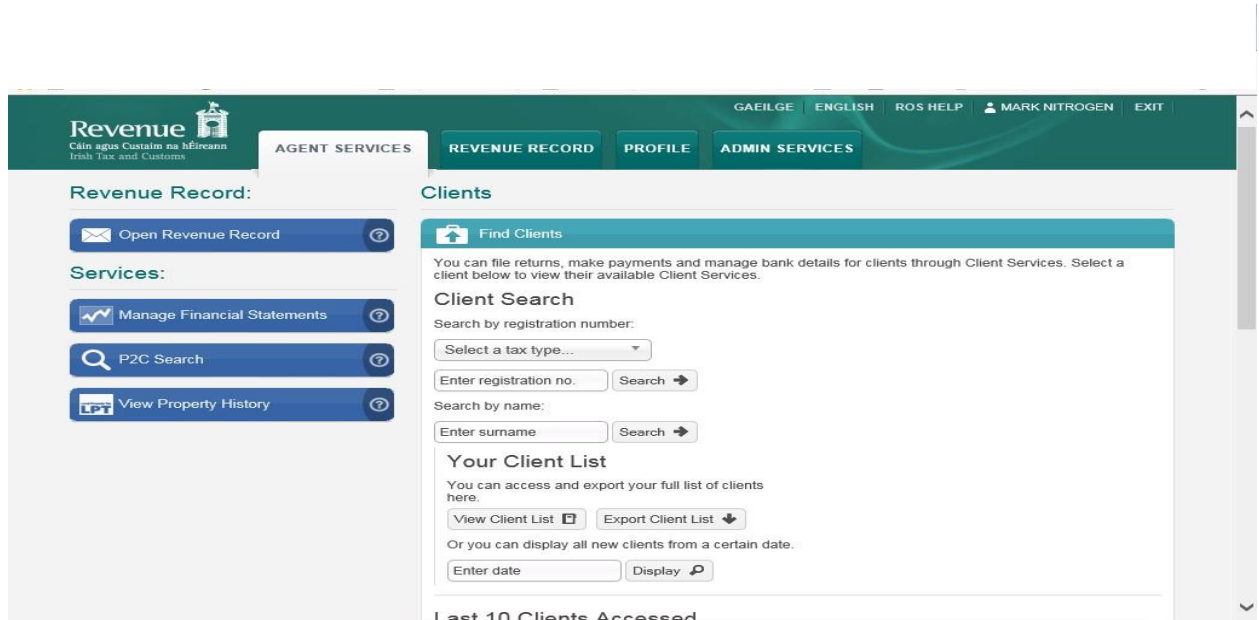
- Income Tax - IT**: Status: Active, Number: 077952631, Agent: n/a. Button: Cease Registration
- Value Added Tax - VAT**: Status: Ceased, Number: 077952631, Agent: n/a. Button: Re-Register
- Employer (PAYE/PRSI)**: Status: Not Registered. Button: Register
- Relevant Contracts Tax - RCT**: Status: Not Registered. Button: Register
- Environmental Levy - ELEV**: Status: Not Registered. Button: Register
- Pay As You Earn - PAYE**: Status: Not Registered. Button: Register
- Diesel Rebate Scheme - DRS**: Status: Not Registered. Button: Register
- Charitable Donations Scheme - CDS**: Status: Not Registered. Button: Register
- Customs & Excise - C&E**: Status: Active, Number: 077952631, Agent: n/a. Button: Register EORI

On the right, a 'Your Requests (0)' section contains a message: 'You need to submit this request in order for this transaction to be processed.' with a 'Submit' button.

The C&E number will be displayed and “Register EORI” tabs 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”

Revenue Record:

[Open Client Revenue Record](#)

There are no new documents in Client Revenue Record.

Services:

- [Manage Tax Registrations](#)
- [Download Pre-populated Returns](#)
- [Secure Upload/Download Service](#)
- [Manage Tax Clearance](#)
- [Verify Tax Clearance](#)

Returns and Payments MARY BLANC
No current tax clearance certificate.

File a Return

Complete a Form On-line
Select a return you would like to complete now. You will be given the option of filing the return with or without a payment.

Upload Form(s) Completed Off-line
Select the type of return from the drop-down list to upload a return completed off-line.

Payments & Refunds

Submit a Payment
You can choose to make a payment or declaration against a registered tax by selecting a payment type from the below drop-down list.

Payment Details

Step 3: Under “Customs & Excise” select “Select Action”.

Items in the "Your 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
You are not linked to this tax [Select Action >](#)

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 >](#)

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

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**
You are not linked to this tax [Select Action >](#)
- [Add and link to a new registration](#)
- VAT MOSS - VAT Mini One Stop Shop**
If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSS registration. [Manage VAT MOSS >](#)

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 Statement

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

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Irish Tax and Customs

AGENT SERVICES | CLIENT SERVICES | CLIENT REVENUE RECORD | WORK IN PROGRESS

ROS Help | Exit |

DEREK DRAKE - 6042829IA

eRegistration

Request Confirmation

⚠ You will be required to upload an 'Agent Link Notification' letter authorising this request before completion.

Electronic copies of signed letters must be in the image format and be less than 5Mb in size.

Please confirm that the customer does not have an active or ceased registration for this tax before proceeding. This information will only be available to you online if you are already linked to the customer for this tax.

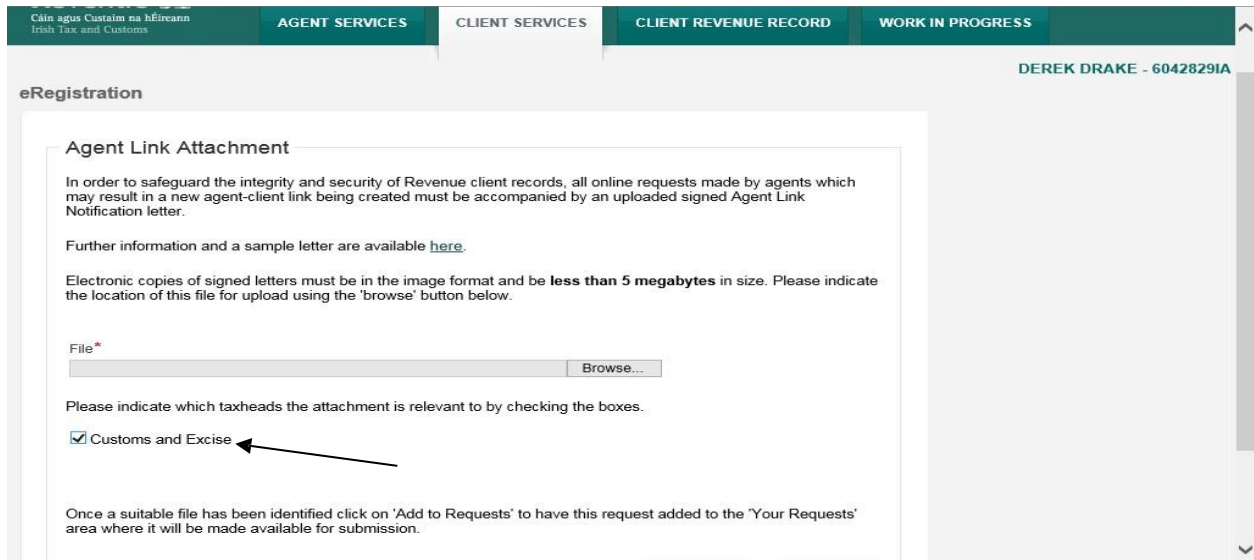
Confirming a customer's eligibility for this request will help to ensure that your request is processed as expected. Requests deemed invalid will not be processed.

[Back <](#) [Confirm >](#)

Revenue Home | ROS Help | Exit | Accessibility | Eolas as Gaeilge | Certification Practice Statement | Certificate Policy Statement

eReg EORI Guide

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”.



The screenshot shows the 'eRegistration' interface with a navigation bar at the top containing 'AGENT SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The user is identified as 'DEREK DRAKE - 6042829IA'. The main content area is titled 'Agent Link Attachment' and contains the following text:

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed Agent Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the image format and be **less than 5 megabytes** in size. Please indicate the location of this file for upload using the 'browse' button below.

File*

Please indicate which taxheads the attachment is relevant to by checking the boxes.

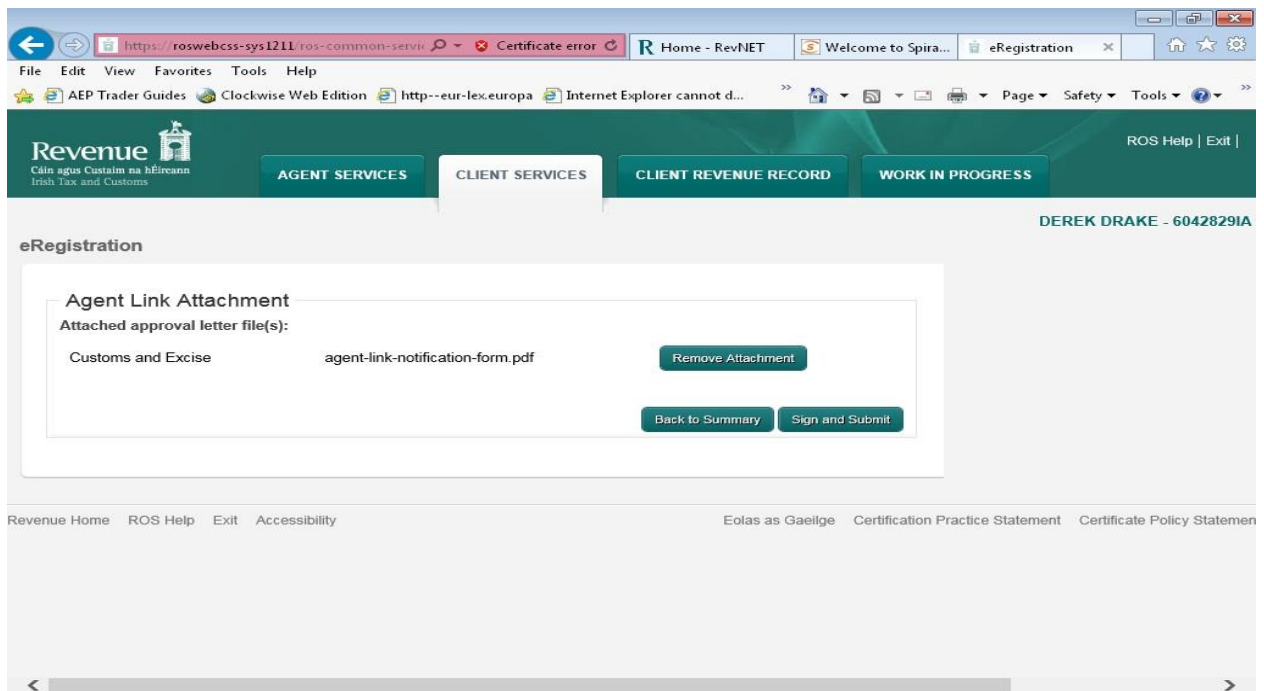
Customs and Excise

Once a suitable file has been identified click on 'Add to Requests' to have this request added to the 'Your Requests' area where it will be made available for submission.

An arrow points to the 'Customs and Excise' checkbox.

You then select “Sign and Submit”

eReg EORI Guide



You then proceed using one of the following.

Step 4 – Option 1: Register for C&E without 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: 060428291A
You are linked to this tax. [Remove Agent Link >](#)

VAT MOSS - VAT Mini One Stop Shop
If you have added requests to the 'Your Requests' area please ensure these are submitted before managing your VAT MOSS registration. [Manage VAT MOSS >](#)

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