

C&E Economic Operators Registration Identification (EORI) Number

Registration on ROS

Document reviewed March 2025

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1 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.

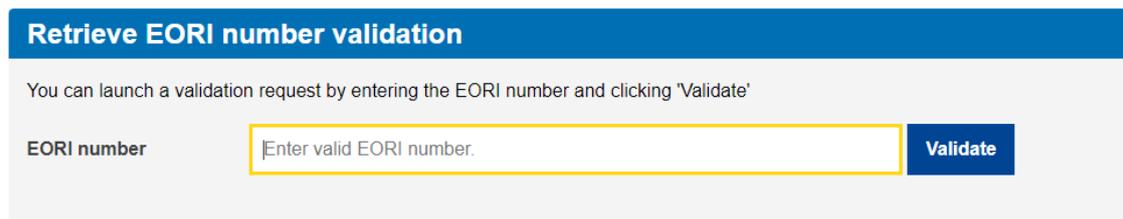
If you trade with a non-EU country, you will need a unique Economic Operators Registration and Identification (**EORI**) number.

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

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 official address which includes the Eircode/Postcode.

3 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.

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:

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

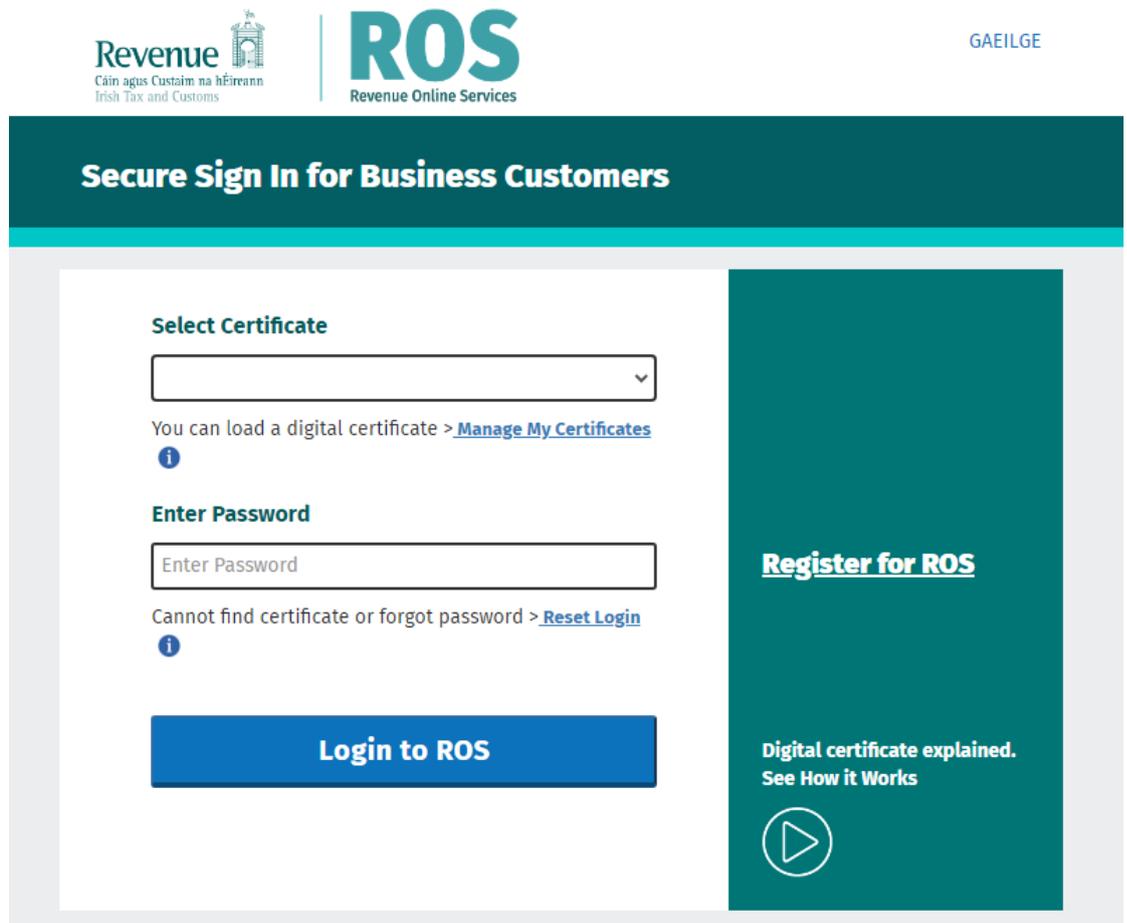


Figure 2: ROS Login

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

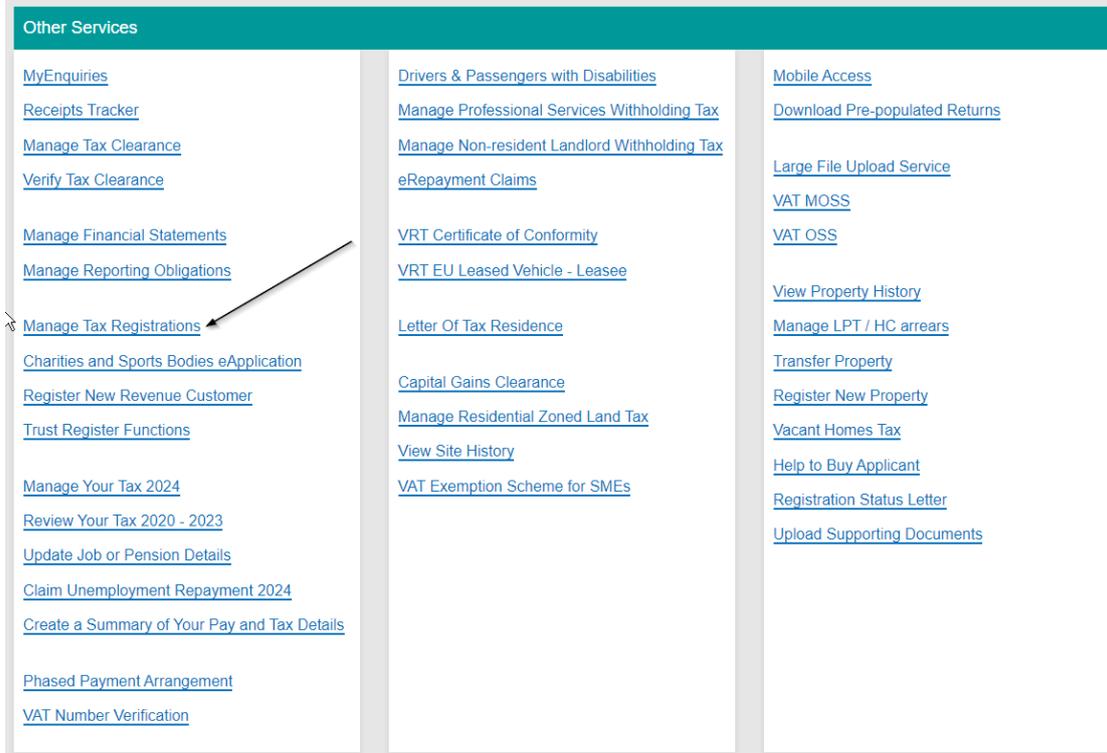


Figure 3: ROS Other Services

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

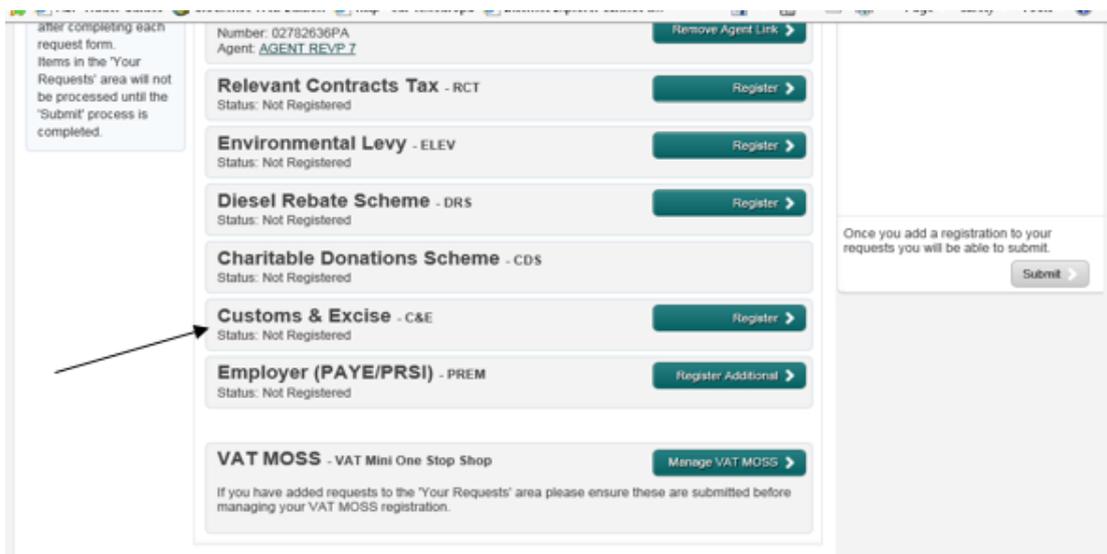
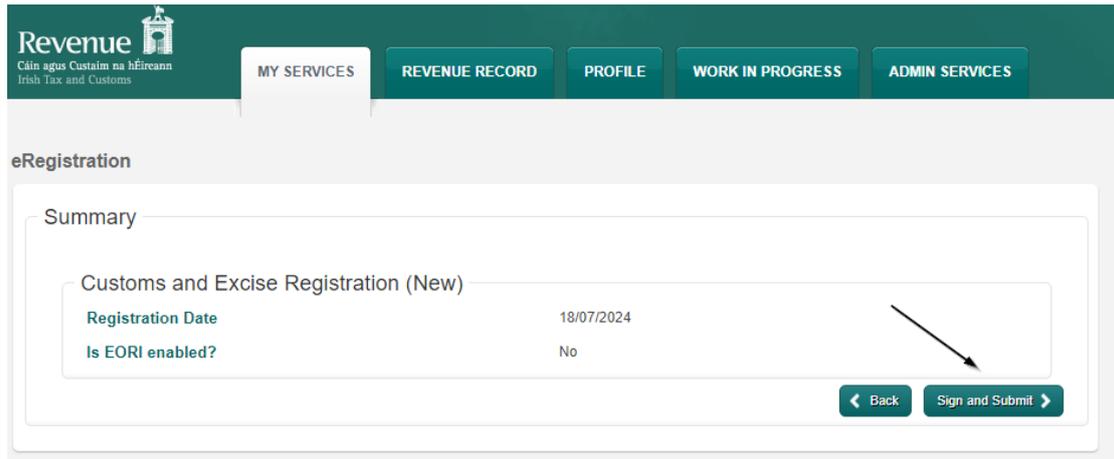


Figure 4: Select Tax

4.4 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".



The screenshot shows the Revenue eRegistration interface. At the top, there is a navigation bar with the Revenue logo and several menu items: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below this, the page is titled "eRegistration". A "Summary" section contains a table with the following information:

Customs and Excise Registration (New)	
Registration Date	18/07/2024
Is EORI enabled?	No

At the bottom right of the summary box, there are two buttons: "Back" and "Sign and Submit". A black arrow points to the "Sign and Submit" button.

Figure 5: C&E registration

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

The screenshot displays the eRegistration interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The main content area is titled 'eRegistration' and is divided into three sections:

- Manage Your Tax Registrations and Agent Links:** A sidebar note stating: "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:** A list of tax categories with their status and a button to either 'Complete Registration' or 'Register':
 - Income Tax - IT:** Status: Active, Number: 01104520K, Agent: n/a. Button: Complete Registration
 - Value Added Tax - VAT:** Status: Not Registered. Button: Register
 - Employer (PAYE/PRSI):** Status: Active, Number: 01104520K, Agent: n/a. Button: Complete Registration
 - 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: In Requests. Button: Register
- Your Requests (1):** A summary table with one entry:

Register	C&E
	Edit Cancel

Below the table, a message states: "You need to submit this request in order for this transaction to be processed." with a 'Submit' button and an arrow pointing to it.

Figure 6: ROS Requests screen

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

Figure 7: ROS Login verification

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 8: ROS Acknowledgement

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.

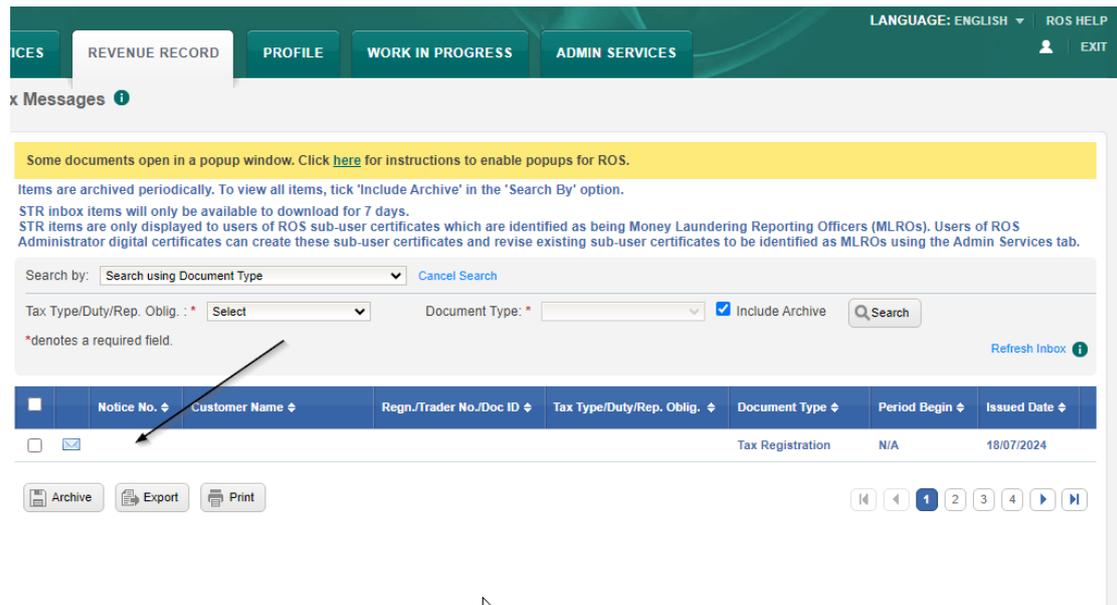


Figure 9: ROS Inbox messages

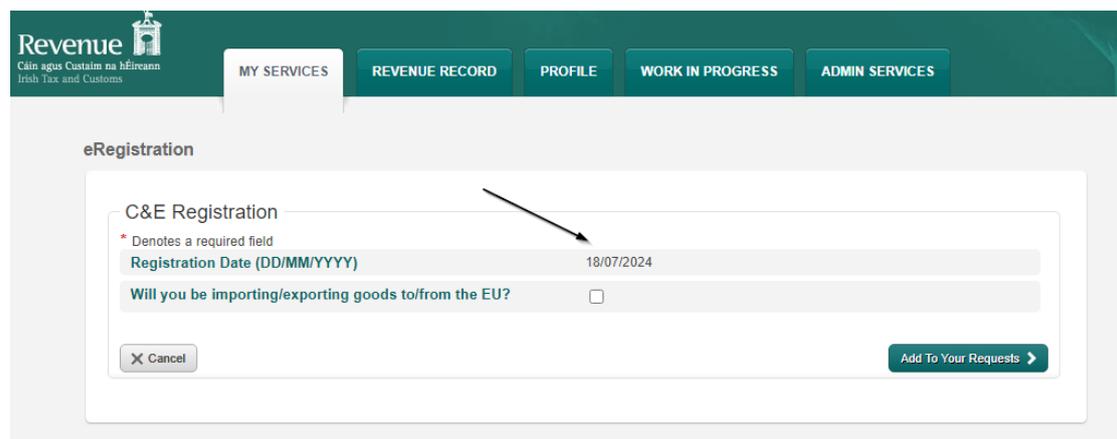


Figure 10: ROS eRegistration notice

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.

4.5 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.



Notice Number: This is a notice of the Registration Submitted to Revenue Commissioners on 18/07/2024 Date Submitted: 18/07/2024

eRegistration

Customs and Excise Registration (New)

Registration Date	18/07/2024
Is EORI enabled?	No
Status	Success

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

[Print >](#)

Figure 11: Registration confirmation

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

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

Consent to publish?

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

Figure 12: EORI Registration

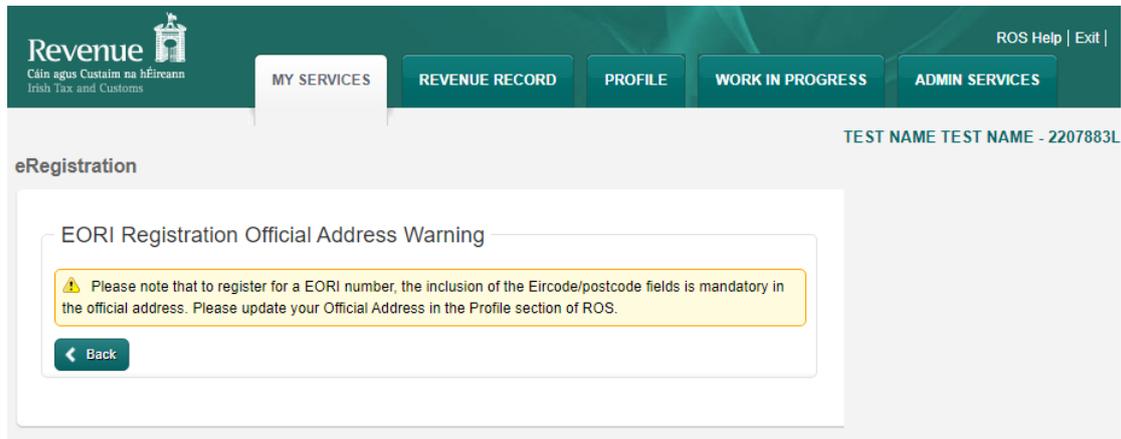
Inclusion of Eircode/Postcode in the Address

You will be unable to proceed with the registration for an EORI without the inclusion of the Eircode/postcode of your official address on ROS. This can be updated as follows:

- For Irish addresses, a valid Eircode will need to be included in the Eircode field of the official address.
- Where your address is not within the Republic of Ireland, your postcode should be included in the postcode field of the official address.

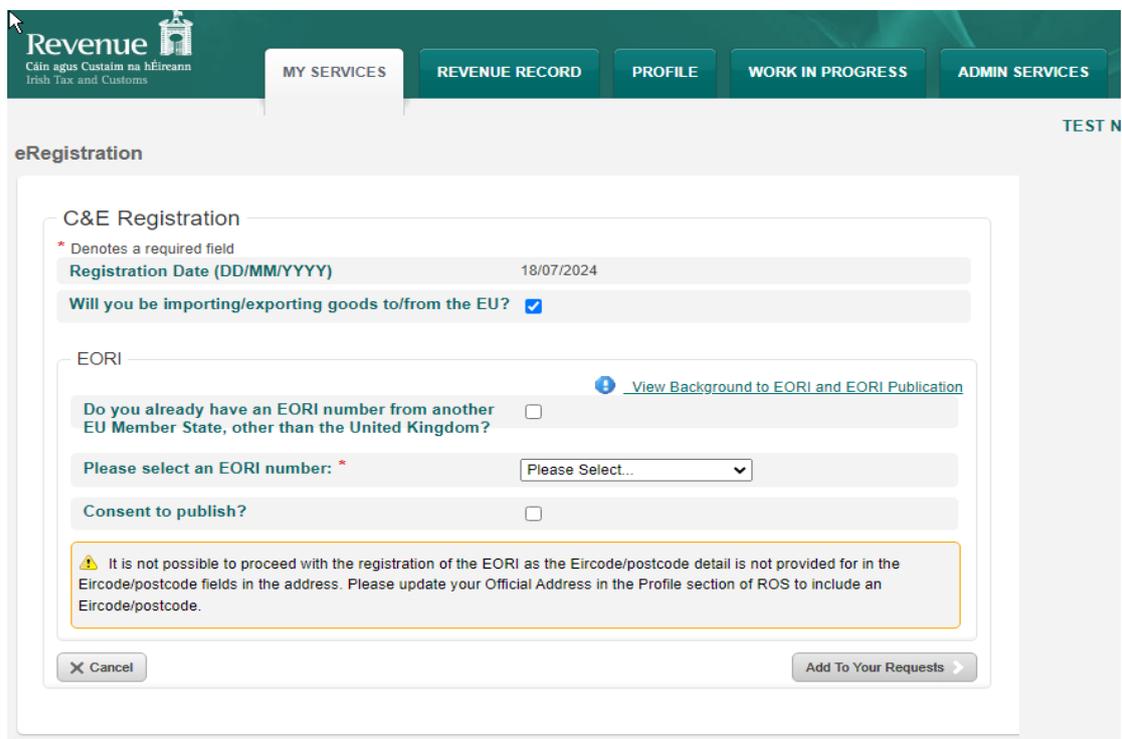
Instructions on how to update your address can be found at <https://www.revenue.ie/en/online-services/support/documents/ros-help/how-to-update-your-address-on-ros.pdf>

If the Eircode/postcode is absent from the official address, the following warning messages will be displayed.



The screenshot shows the Revenue eRegistration interface. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo are several menu items: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. On the right side of the navigation bar, there is a link for 'ROS Help | Exit |'. Below the navigation bar, the page title is 'eRegistration' and the user's name is 'TEST NAME TEST NAME - 2207883L'. The main content area displays a warning message titled 'EORI Registration Official Address Warning'. The message text reads: 'Please note that to register for a EORI number, the inclusion of the Eircode/postcode fields is mandatory in the official address. Please update your Official Address in the Profile section of ROS.' Below the message is a 'Back' button.

Figure 13: Eircode/Postcode warning message

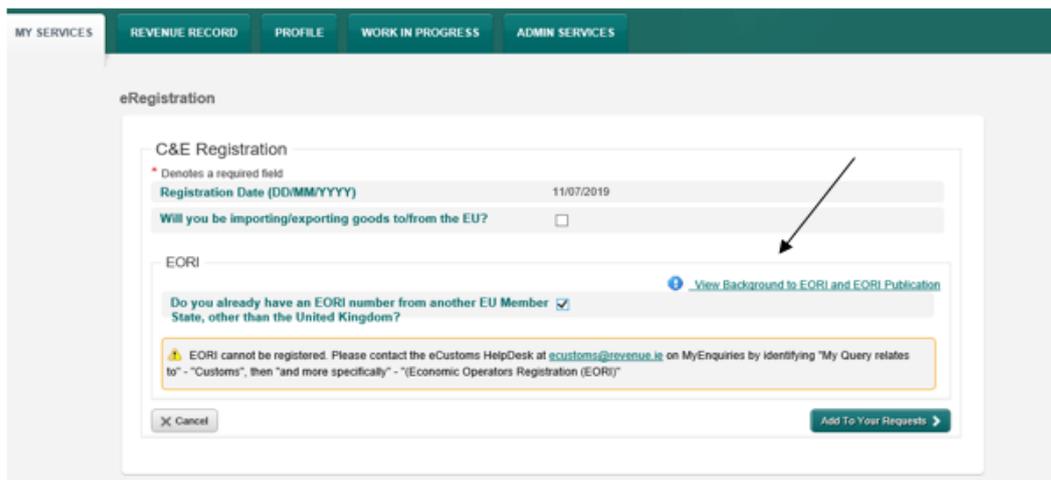


The screenshot shows the Revenue eRegistration interface for C&E Registration. At the top, there is a navigation bar with the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. Below the logo are several menu items: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. On the right side of the navigation bar, there is a link for 'ROS Help | Exit |'. Below the navigation bar, the page title is 'eRegistration' and the user's name is 'TEST N'. The main content area displays a form for 'C&E Registration'. The form includes a 'Registration Date (DD/MM/YYYY)' field with the value '18/07/2024'. Below this is a checkbox for 'Will you be importing/exporting goods to/from the EU?' which is checked. The form also includes a section for 'EORI' with a link to 'View Background to EORI and EORI Publication'. Below this is a checkbox for 'Do you already have an EORI number from another EU Member State, other than the United Kingdom?' which is unchecked. Below this is a dropdown menu for 'Please select an EORI number: *' with the value 'Please Select...'. Below this is a checkbox for 'Consent to publish?' which is unchecked. At the bottom of the form, there is a warning message titled 'EORI Registration Official Address Warning'. The message text reads: 'It is not possible to proceed with the registration of the EORI as the Eircode/postcode detail is not provided for in the Eircode/postcode fields in the address. Please update your Official Address in the Profile section of ROS to include an Eircode/postcode.' Below the message are 'Cancel' and 'Add To Your Requests' buttons.

Figure 14: Eircode/Postcode warning message

Selecting EORI option

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 displays the 'eRegistration' interface. At the top, there is a navigation bar with tabs: 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below this, the 'eRegistration' section is visible. It contains a 'C&E Registration' form with a 'Registration Date (DD/MM/YYYY)' field set to '11/07/2019' and a checkbox for 'Will you be importing/exporting goods to/from the EU?'. Below this is the 'EORI' section, which includes a checkbox for 'Do you already have an EORI number from another EU Member State, other than the United Kingdom?' that is checked. A link labeled 'View Background to EORI and EORI Publication' is present. A yellow warning box at the bottom states: '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.

Figure 15: 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 16: EORI Information – 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 17: EORI Information – Submit

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

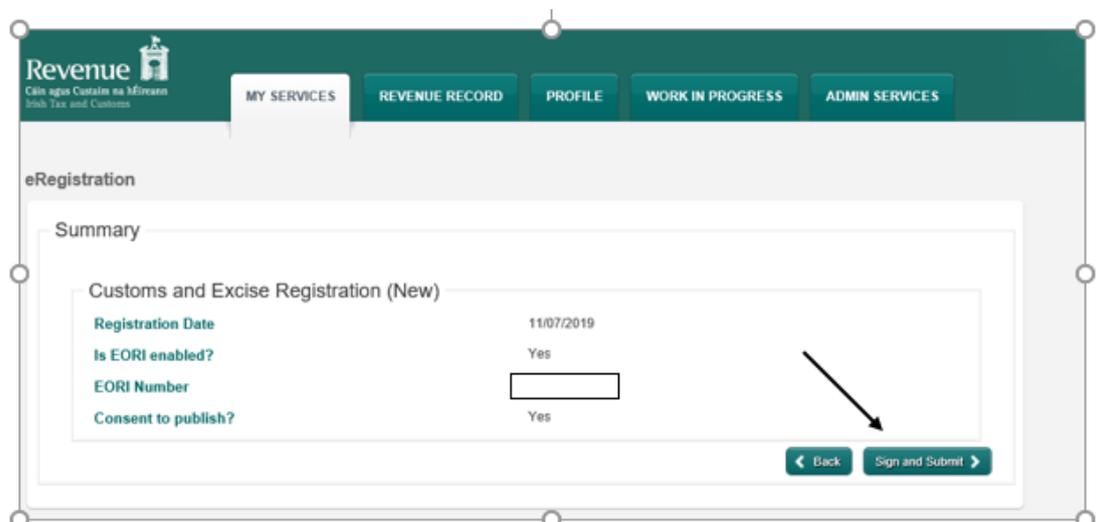


Figure 18: ROS EORI eRegistration Summary screen

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

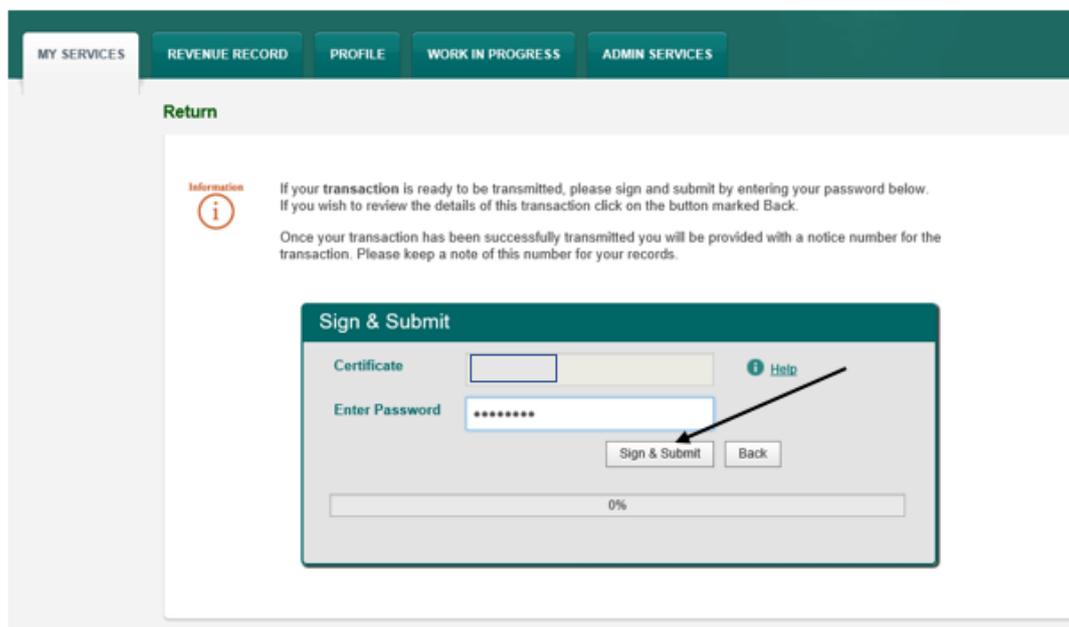


Figure 19: ROS Sign & Submit

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](#)

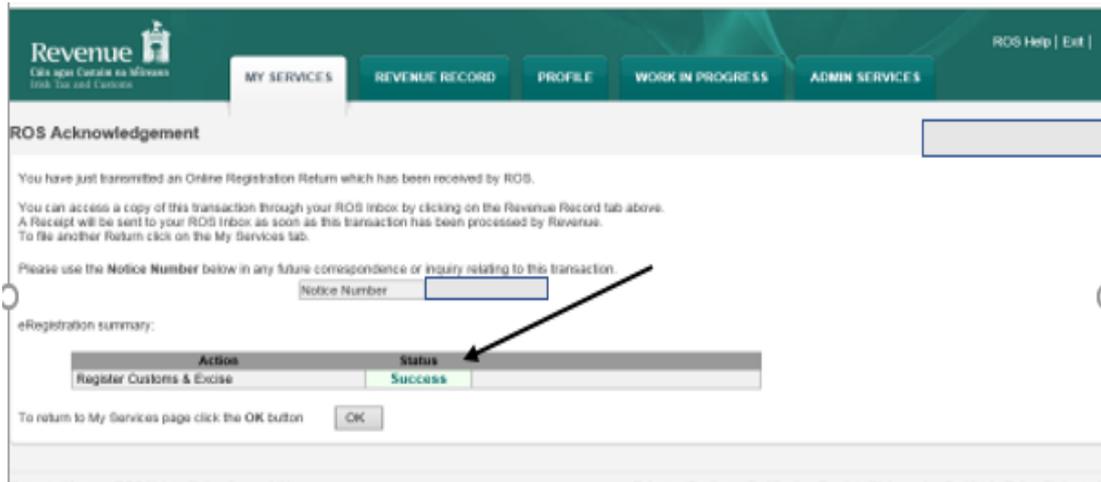


Figure 20: EORI Information – ROS Acknowledgement

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.

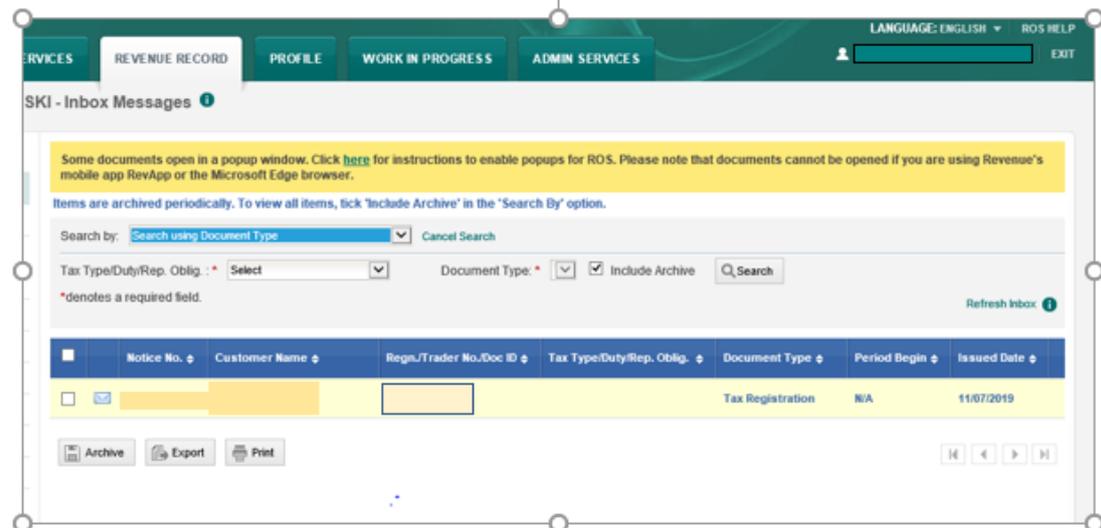


Figure 21: ROS Inbox message

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 22: ROS eRegistration notice

4.6 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: s16	Create Registration
Value Added Tax - VAT Status: Created Number: 077952633 Agent: s16	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: s16	Register EORI

Your Requests (0)

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

[Submit](#)

Figure 23: 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 14- 15**.

5 Agent Access

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

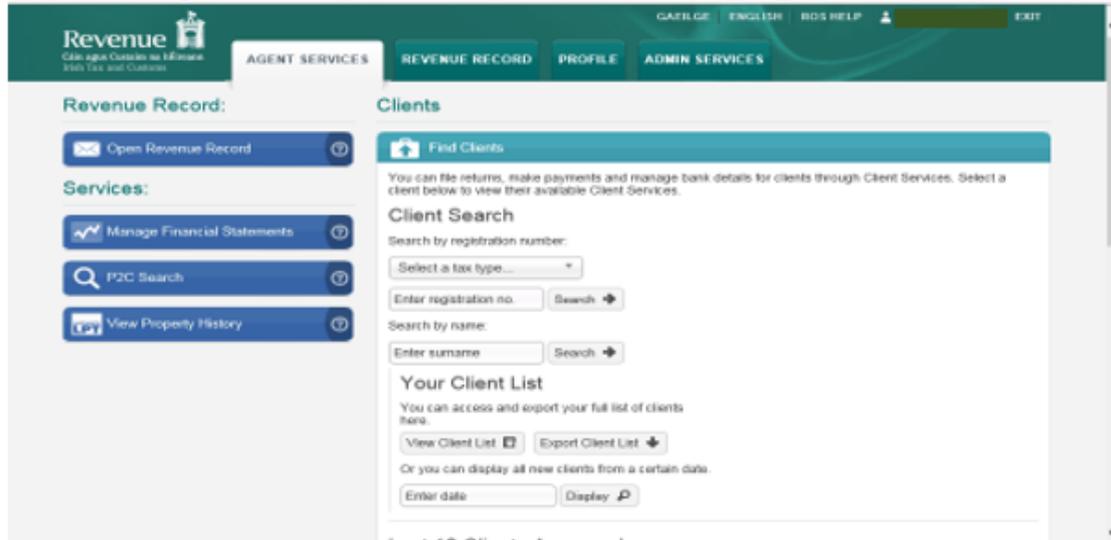


Figure 24: Client Search

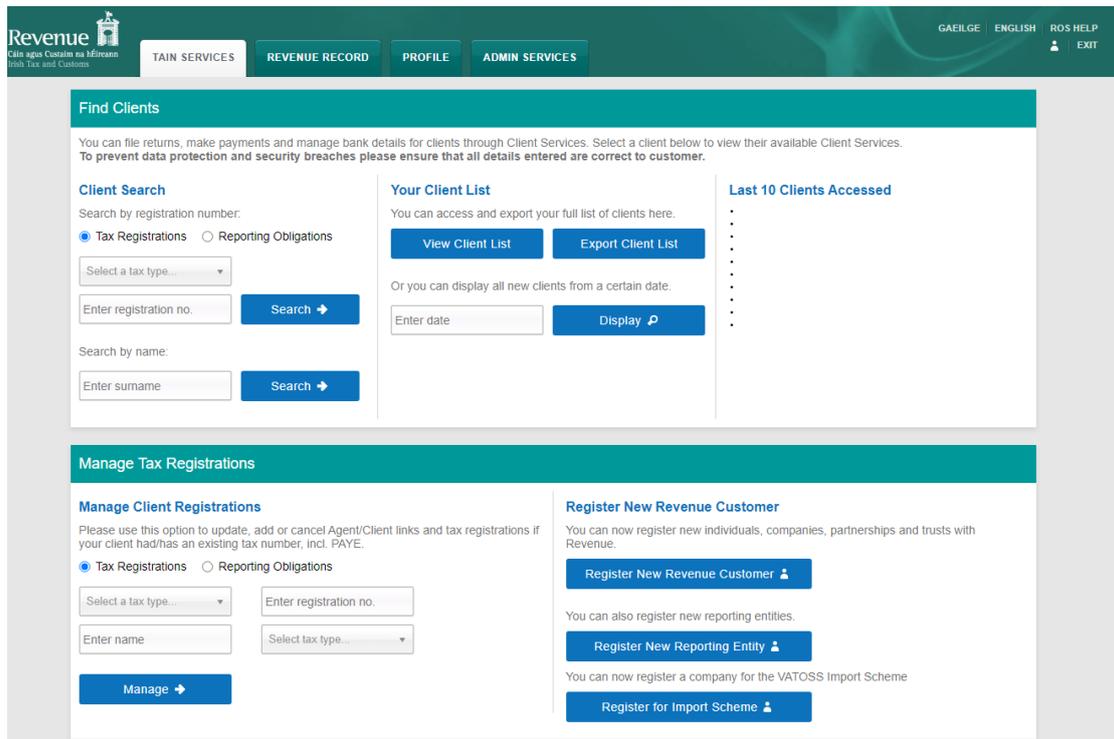


Figure 25: Client Registration

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

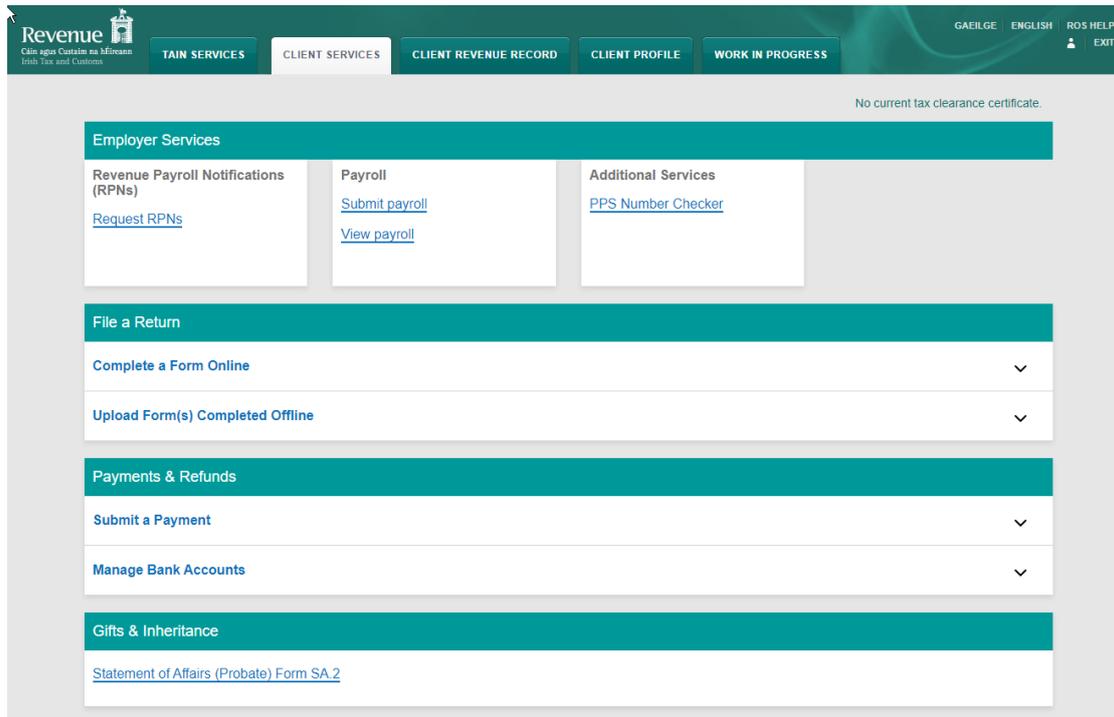


Figure 26: ROS Client Services screen

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

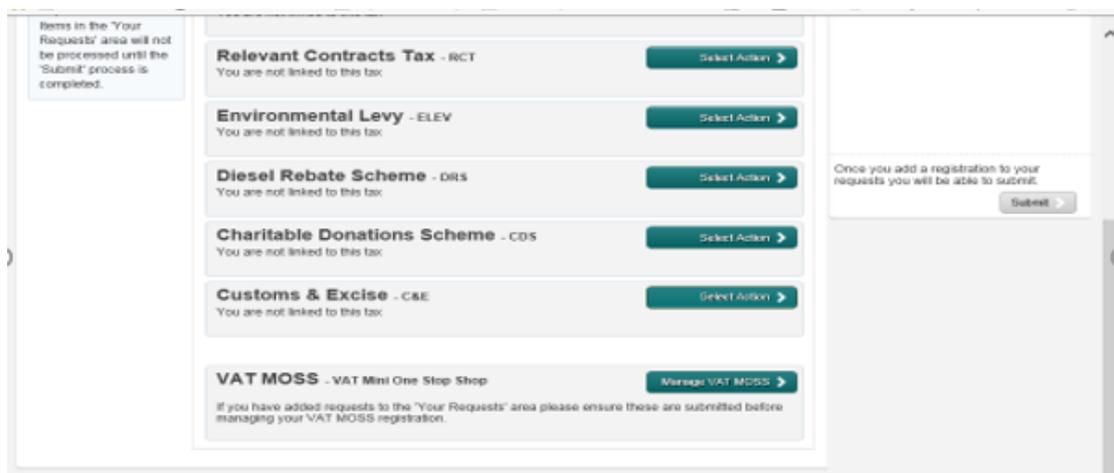


Figure 27: ROS Tax Registrations screen

5.4 Select “Add and link to a new registration”

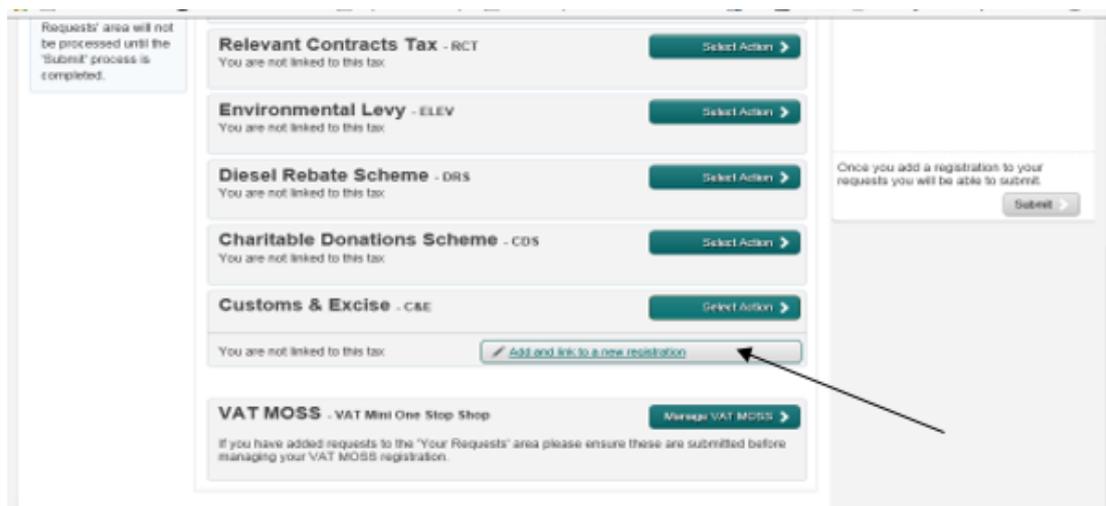


Figure 28: Add new registration

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

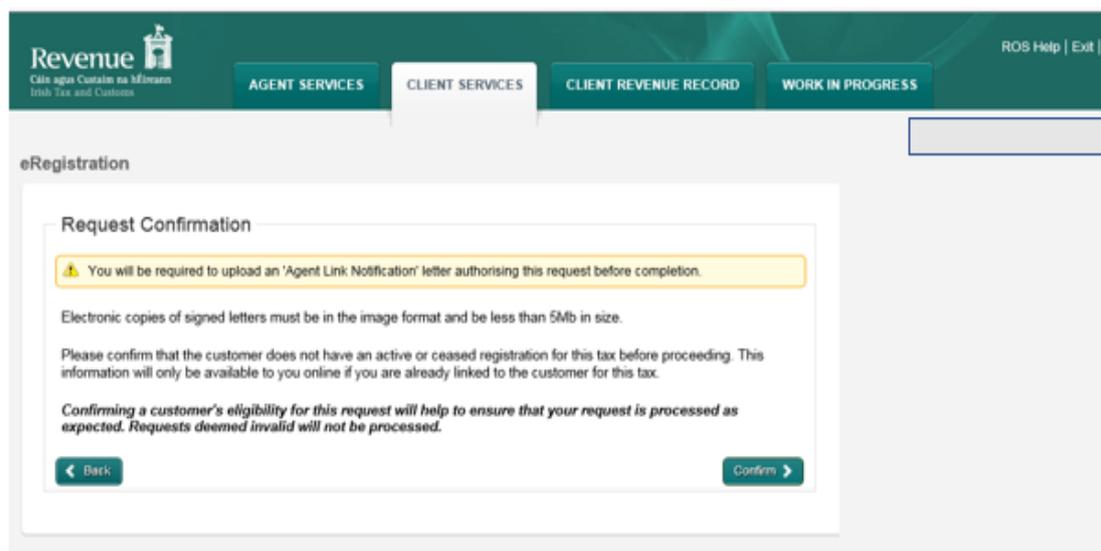


Figure 29: Request Confirmation

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”.

Orla agus Cártaic na Síoltaí
 Link Tax and Customs

AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS

eRegistration

Agent Link Attachment

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 *

Browse...

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.

Figure 30: ROS Agent Link Attachment

You then select “Sign and Submit”

Revenue
 Orla agus Cártaic na Síoltaí
 Link Tax and Customs

AGENT SERVICES CLIENT SERVICES CLIENT REVENUE RECORD WORK IN PROGRESS ROS Help | Exit |

eRegistration

Agent Link Attachment

Attached approval letter file(s):

Customs and Excise agent-link-notification-form.pdf

Remove Attachment

Back to Summary Sign and Submit

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

Figure 31: 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.

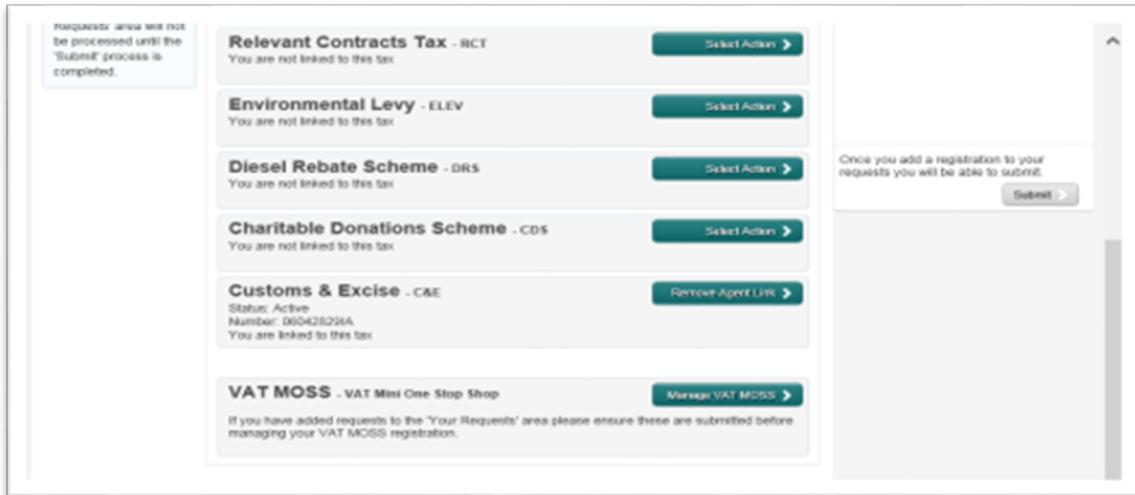


Figure 32: Remove Agent link