



## ***Processing an invoice from an Import Agent***

### **Imports of goods – from 1 January 2021**

From 1 January 2021, the way that we pay import VAT is changing. Imports of goods from countries in the EU will be subject to the same customs controls and VAT rules as imports from suppliers in the rest of the world.

The University will be using its VAT return to account for import VAT on **goods from all overseas suppliers**. This is known as postponed VAT accounting (PVA).

### **Instructing import agents**

**When instructed by us**, import agents/carriers will no longer have to pay import VAT on our behalf when goods enter the UK.

The University Tax Team has already confirmed to DHL and FEDEX that the University wishes to use PVA and standard customs procedures. **Departments should confirm that PVA is to be used when instructing import agents and that standard customs declarations are to be used (the University is NOT using deferred declarations).**

Please ensure that you have:

- authorised the import agent to specify that we will account for any import VAT on our VAT return; (see the [Purchasing guidelines for buying goods](#) from abroad from 1 January 2021 and [suggested wording to use to agents](#))
- provided them with the University's VAT registration & EORI number

**University's VAT registration number: GB 823 8476 09**  
**University's EORI number: GB823847609000**

### **The supplier's invoice**

The invoice from the supplier for the cost of the goods will be received separately and will not include VAT. This invoice must be processed on CUFS with the relevant 'IMPORT' tax code and this will then calculate the import VAT due and it will be declared by the University on its VAT return.

### **Customs duties**

If customs duty is payable, this will still be paid at the border on our behalf by the import agent and will be included on the agent's invoice. Import VAT is due on top of customs duty. To capture this element of import VAT, any customs duty should be posted to the same IMPORT code as the supplier's invoice.

### **Northern Ireland transactions**

Transactions involving the movement of goods to/from Northern Ireland are subject to special rules.

**Processing the import agent invoice on CUFS**

The import agent will usually send an invoice for their charges together with any customs and/or excise duties that they paid on our behalf. Duties (where applicable) are still payable at the port of entry and the University is not using the deferred declarations scheme for EU imports.

On CUFS this invoice should be entered as a mixed supply

Agents fees Transportation charges Fuel surcharges	May be subject to standard rated VAT SR20%
Duty fees	Should be processed using the same 'IMPORT' tax code as the matching supplier's invoice. This will commonly be IMPORT20%.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description
1	Item	200.00	SR20.0%	U.PD.PDBA.GAAA.EQDB.0000	<input type="checkbox"/>	IMPORT AGENT
2	Item	100.00	IMPORT20%	U.PD.PDBA.GAAA.EQEX.0000	<input type="checkbox"/>	DUTY FEES
3	Item	50.00	SR20.0%	U.PD.PDBA.GAAA.EQDB.0000	<input type="checkbox"/>	FUEL SURCHARGE
4	Tax	(20.00)			<input type="checkbox"/>	IMPORT AGENT INVOICE
5	Tax	20.00			<input type="checkbox"/>	IMPORT AGENT INVOICE
6	Tax	50.00			<input type="checkbox"/>	IMPORT AGENT INVOICE