The EU VAT Reforms

UPS Shipping System Guide

Effective 1 July 2021, there are significant changes to the European Union's Value Added Tax (VAT) rules **impacting B2C shipments to the EU valued up to €150**.

This guide shows you how to enter the new data requirements for these shipments into your UPS shipping system.

Taking these important steps will reduce the risk of border delays and unnecessary import fees.

For B2B shipments or B2C shipments above €150 EUR, you can continue to charge, declare and pay VAT as you do today.

For more information, download our EU VAT Reforms Guide.

What new shipping data is required from 1 July 2021?

From 1 July, you will be asked to enter an **IOSS number** for **all B2C shipments into the EU valued up to €150**.

If you do not have an IOSS number, you must enter a valid payment account to charge import fees to.

You will no longer have the option of passing on import fees to the receiver.

What is an IOSS number?

The EU has launched an Import-One-Stop-Shop (IOSS) platform to make it easier to settle VAT. It's only for businesses shipping goods valued up to €150 from outside the EU to consumers in the EU.

When you register for this platform you will receive a unique IOSS number.

This IOSS number must be included in the shipping data you provide to us via your UPS shipping system. Failure to do so could result in customs delays and unnecessary import fees.

Click here to see what an IOSS number looks like

Please select your UPS shipping system from the options below, for a step-by-step guide:

- **UPS Internet Shipping**
- **Enhanced Web Shipping**
- **UPS CampusShip**
- **UPS WorldShip**
- **Host to Host/API**

UPS Internet Shipping

From 27 June, UPS Internet Shipping will include a field to enter your IOSS number **if**:

1. the shipment is coming from a business outside the EU and destined for a consumer in the EU

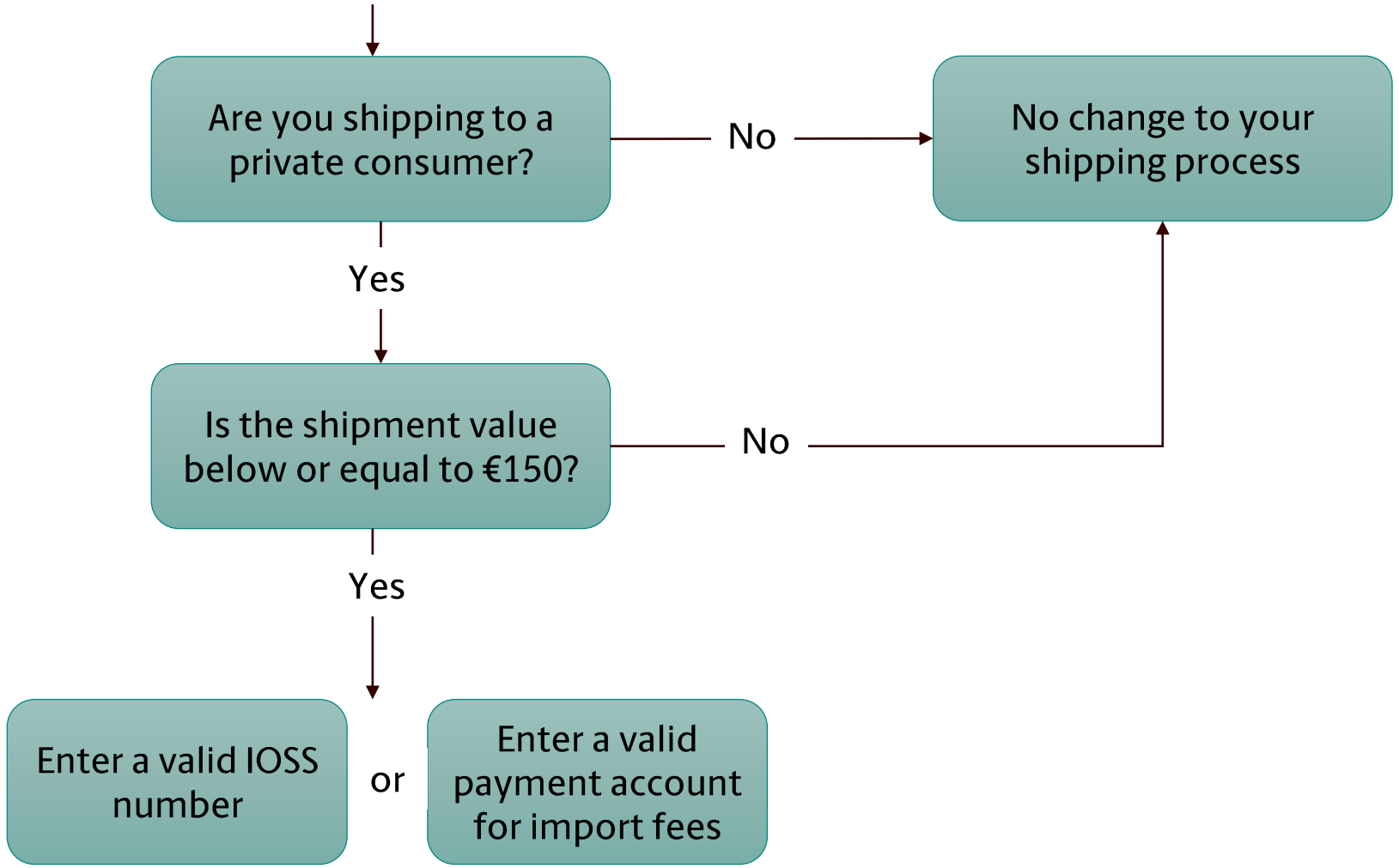
and

2. the value of the shipment is below or equal to €150.

An IOSS number is <u>not</u> required for B2B shipments or B2C shipments above €150.

*The same flow will apply for Enhanced Web Shipping.

New flow for UPS Internet Shipping*



UPS Internet Shipping

How to enter your IOSS number in UPS Internet Shipping

There are three options to enter your IOSS number

1 **Complete a form with your IOSS number and email it to us (preferred)**

The best way to send it to us is by completing the Power of Attorney for IOSS form, which you can download from ups.com/traderegulation, and emailing it to us at ioss@ups.com. This will allow us to enter your IOSS number into our systems, so it automatically appears when you make an applicable shipment.

2 **Save your IOSS number in your UPS.com profile**

If you have a profile on UPS.com, you can save your IOSS number there. This will mean we can automatically pre-populate the IOSS number field for your applicable shipments.

Click here to see how to update your UPS.com profile

3 **Enter your IOSS number each time you create a shipment**

If you do not have an IOSS number linked to your UPS account, you will need to enter it when creating applicable shipments.

Click here to see how to enter an IOSS number when creating a shipment

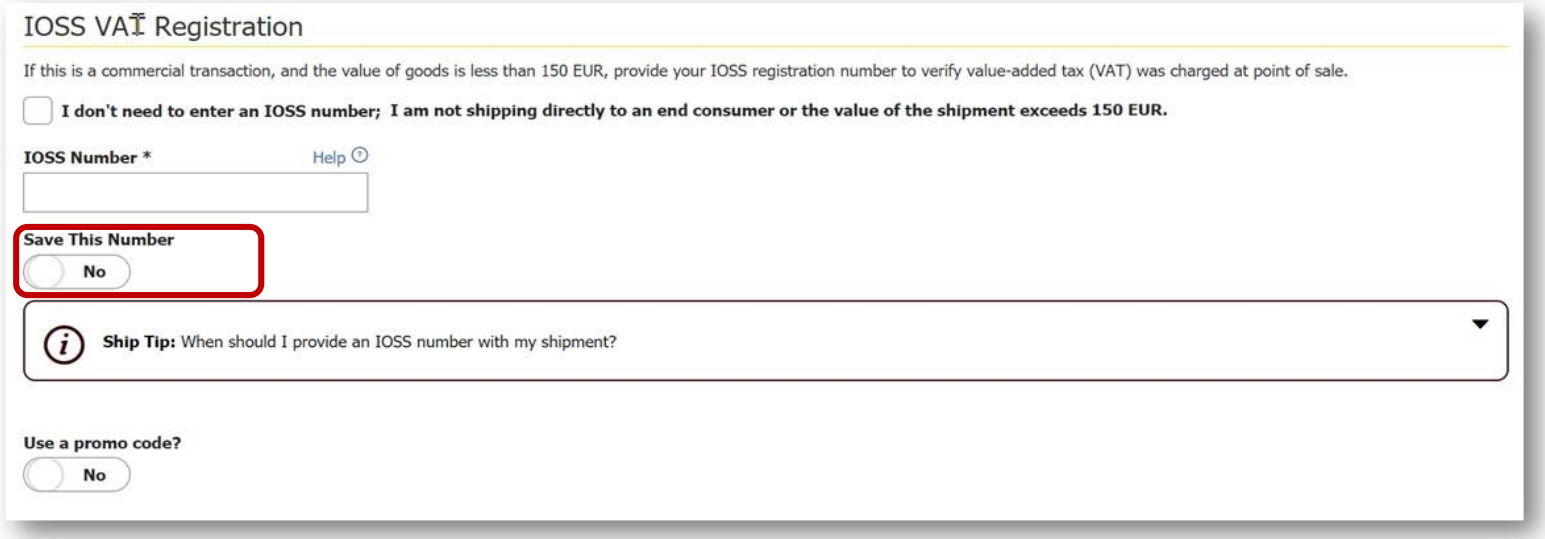
UPS Internet Shipping

How to save your IOSS number in your UPS.com profile

1. Make sure you are logged in. In your UPS.com profile select the **IOSS VAT Registration** section. Enter your IOSS number. Toggle the **Save This Number** slider to show **Yes**. This will allow us to automatically pre-populate your IOSS number for applicable shipments.

2. When you do this, a **Ship Tip** message will appear to give you an overview of the regulatory requirements and where you can learn more.

1



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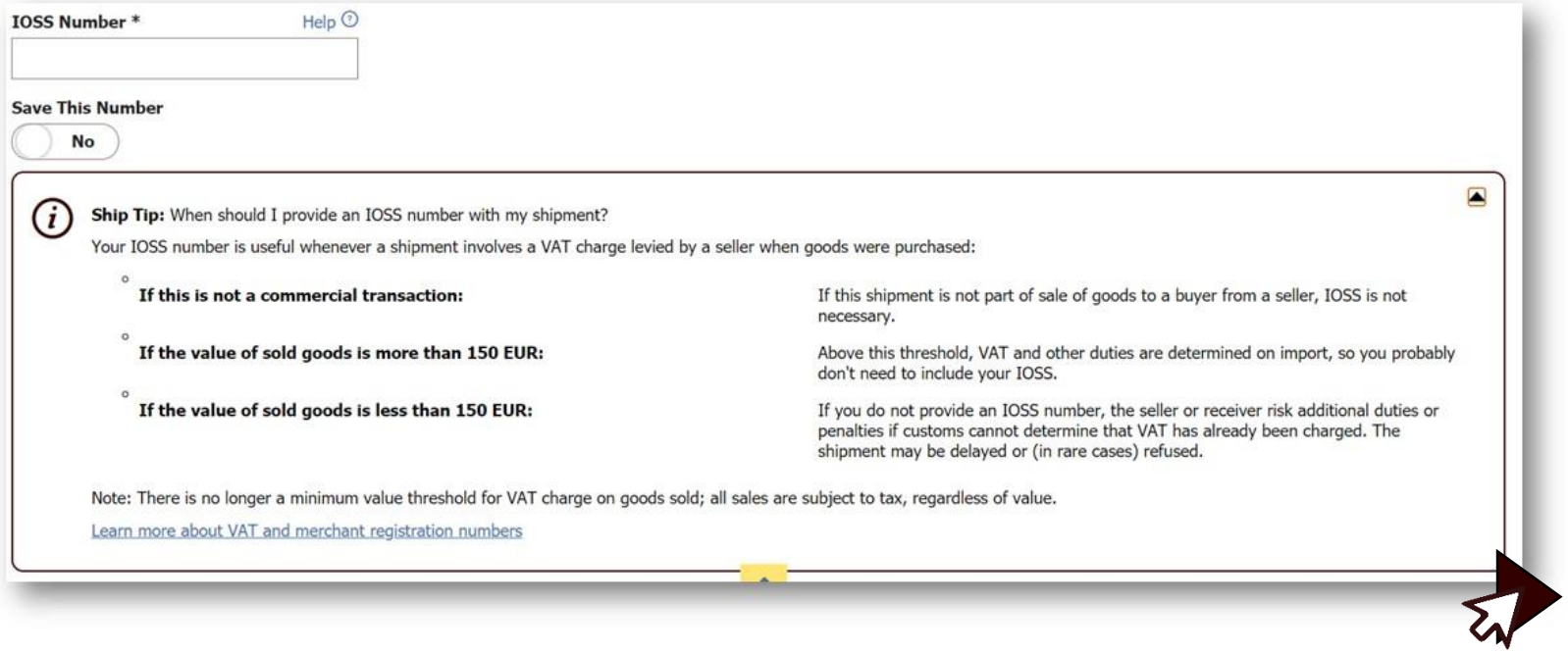


UPS Internet Shipping

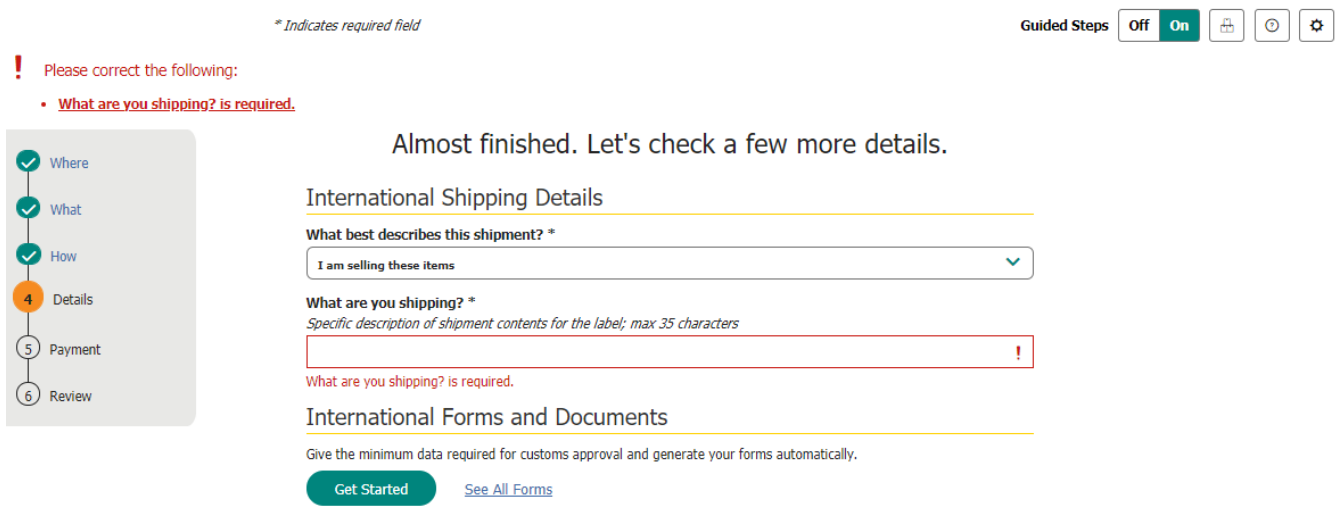
How to enter your IOSS number when you create a shipment

1. Under **What are you shipping?** enter complete and accurate information to ensure we can accurately estimate the duties and taxes.

2. Once you have confirmed your payment details, you will be prompted to enter your IOSS number. If you linked it to your UPS account, this field will be pre-populated.

   If you do not enter an IOSS number, you will need to enter a valid payment account to charge import fees to.

1



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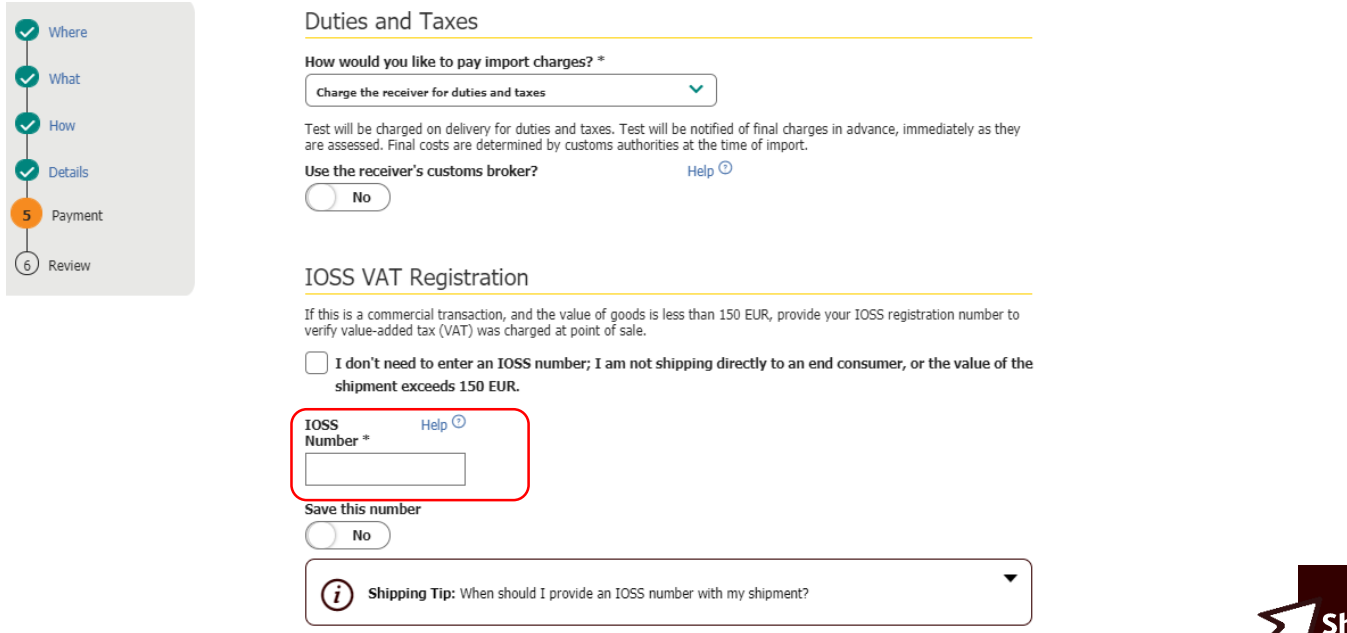

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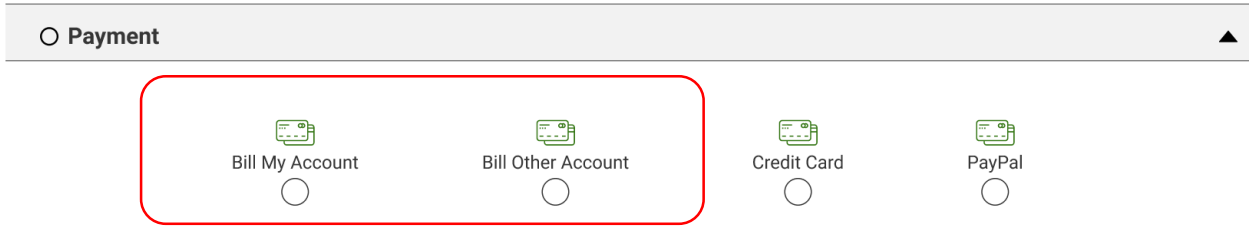
Enhanced Web Shipping

How to enter your IOSS number when you create a shipment

1. Select a valid UPS account to bill the import fees to.
2. If you do not enter a valid VCI number* for applicable shipments, an error message will appear.
3. Once you have confirmed your payment details, you will be prompted to enter your IOSS number. If you linked it to your UPS account, this field will be pre-populated.
4. Upon successful completion, you will see your IOSS number in the checkout summary.

*VCI number currently includes: IOSS number for the EU; HMRC/VAT number for the UK; VOEC number for Norway

1



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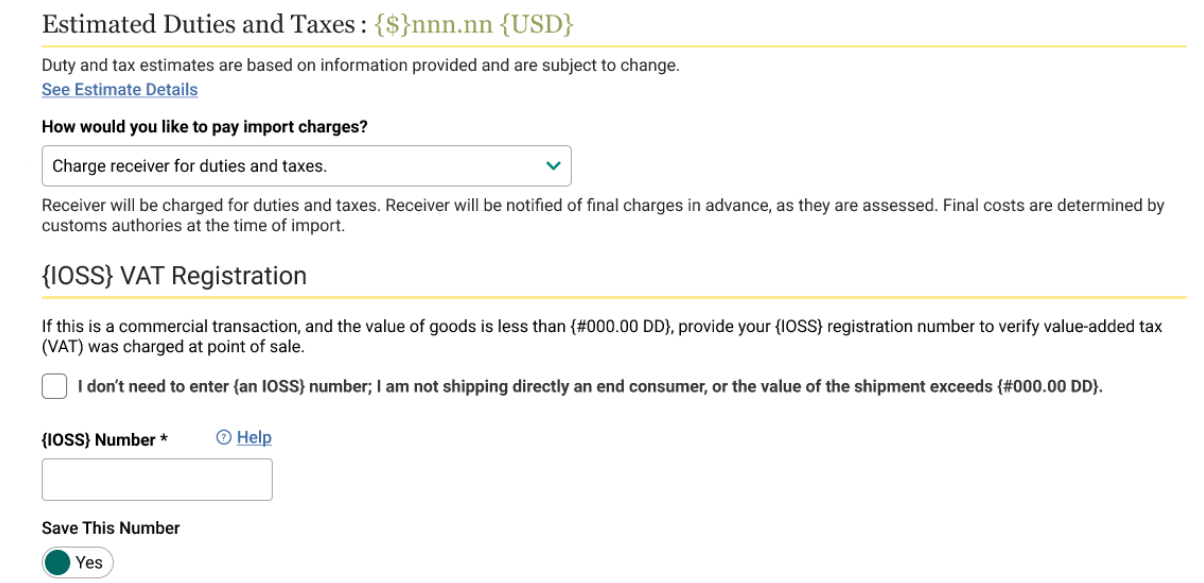

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UPS CampusShip

How to enter your IOSS number when you create a shipment

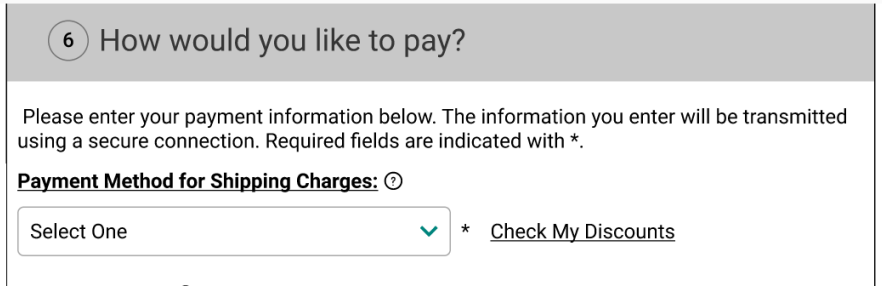
1. Select a **Payment Method for Shipping Charges.**

2. If you do not enter a valid IOSS number for applicable shipments, these error messages will appear.

3. Once you have confirmed your payment details, you will be prompted to enter your IOSS number. If you linked it to your UPS account, this field will be pre-populated.

4. Upon successful completion, you will see your IOSS number in the checkout summary.

1



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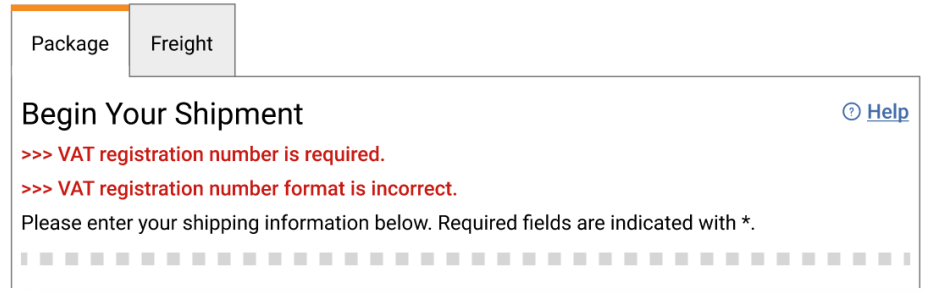

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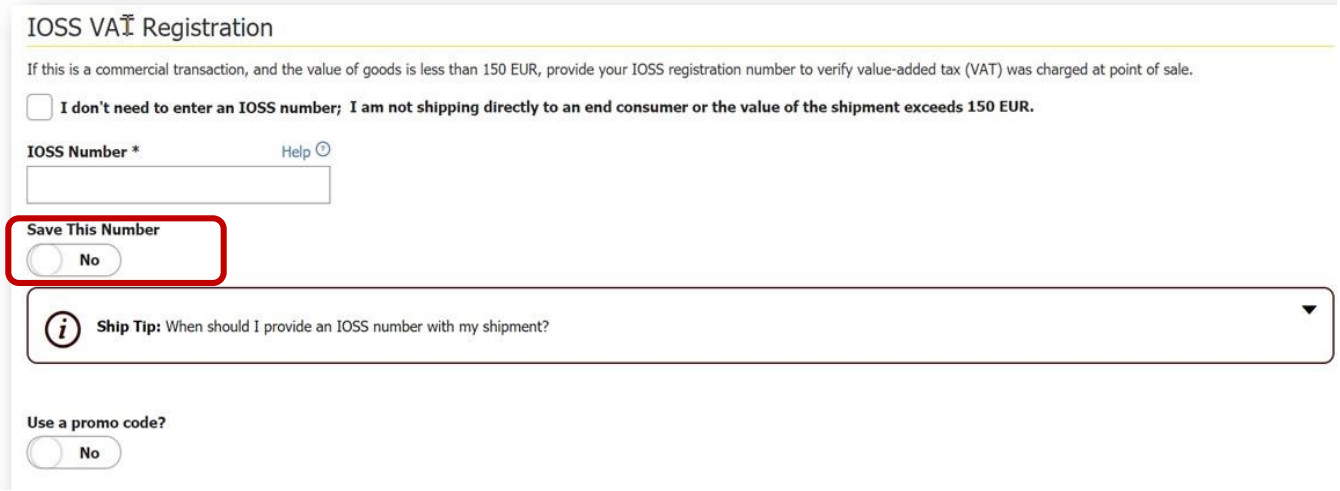

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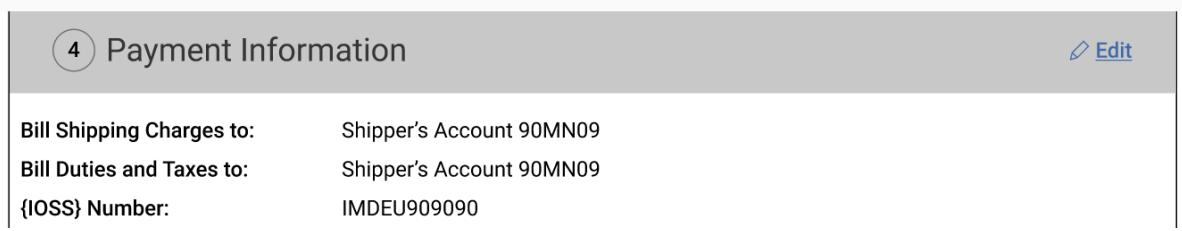

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UPS WorldShip

An important update to UPS WorldShip will be available from 28 June. Please implement this straight away.

When making a shipment, it will prompt you enter a valid IOSS number **if**:

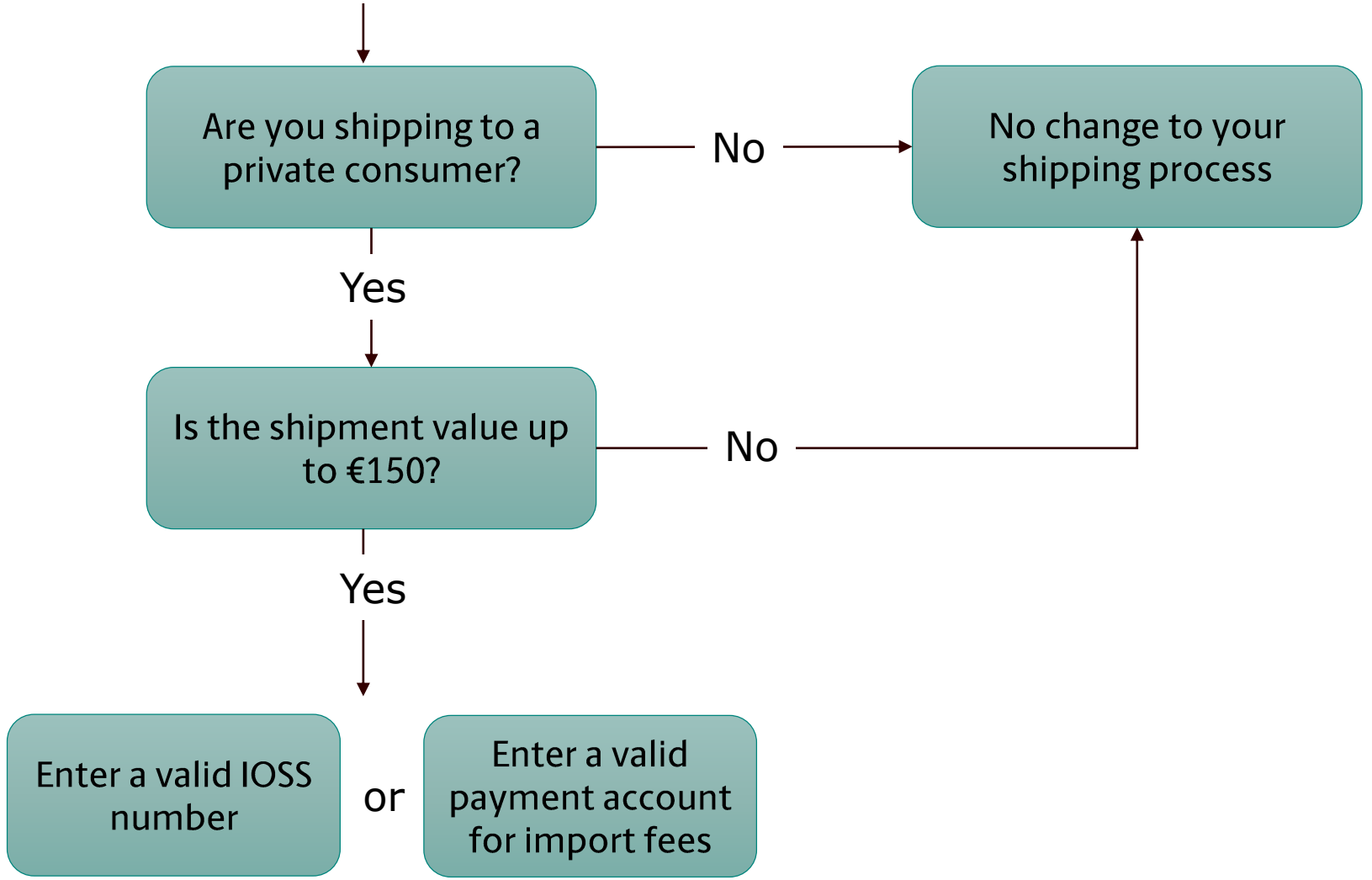
1. the shipment is coming from a business outside the EU and destined for a consumer in the EU

and

2. the value of the shipment is below or equal to €150.

If you have not been prompted to update your UPS WorldShip by 28 June, please download the latest version here.

New flow for UPS WorldShip



UPS WorldShip

How to enter your IOSS number in UPS WorldShip

There are three options to enter your IOSS number

1 **Complete a form with your IOSS number and email it to us (preferred)**

The best way to send it to us is by completing the Power of Attorney for IOSS form, which you can download from ups.com/traderegulation, and emailing it to us at ioss@ups.com. This will allow us to enter your IOSS number into our systems, so it automatically appears when you make an applicable shipment.

2 **Save your IOSS number in your UPS WorldShip profile**

If you have a profile linked to your UPS account, you can save your IOSS number there. This will mean we can automatically pre-populate the IOSS number field for your applicable shipments.

Click here to see how to update your UPS Worldship profile

3 **Enter your IOSS number each time you create a shipment**

If you do not have an IOSS number linked to your UPS account, you will need to enter it when creating applicable shipments.

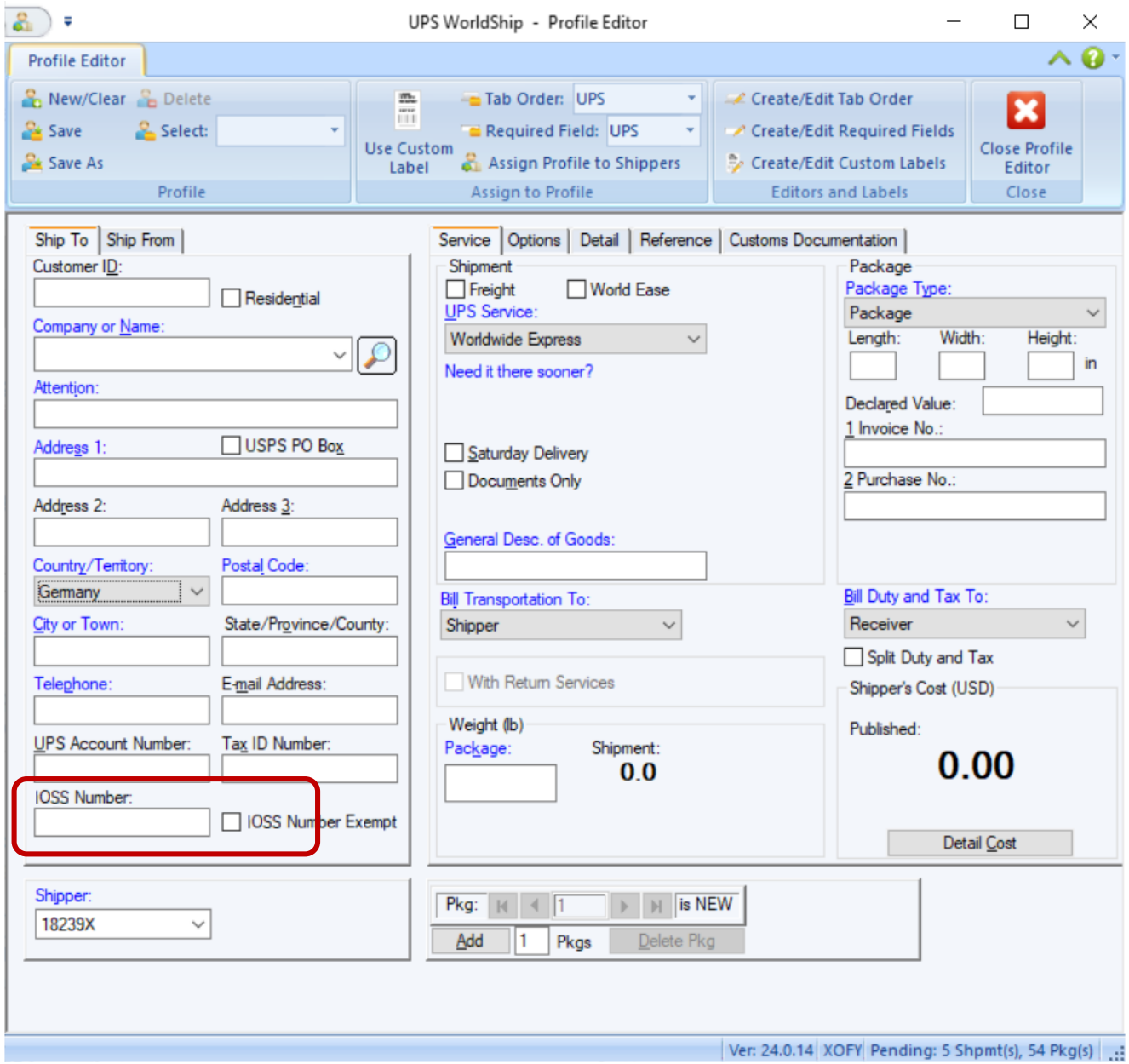
Click here to see how to enter an IOSS number when creating a shipment

UPS WorldShip

How to save your IOSS number in your WorldShip profile

You can enter your IOSS number via the **Profile Editor** tab.

Once this is set for one EU country, it will automatically be pre-populated for all EU countries.



UPS WorldShip

How to enter your IOSS number when you create a shipment

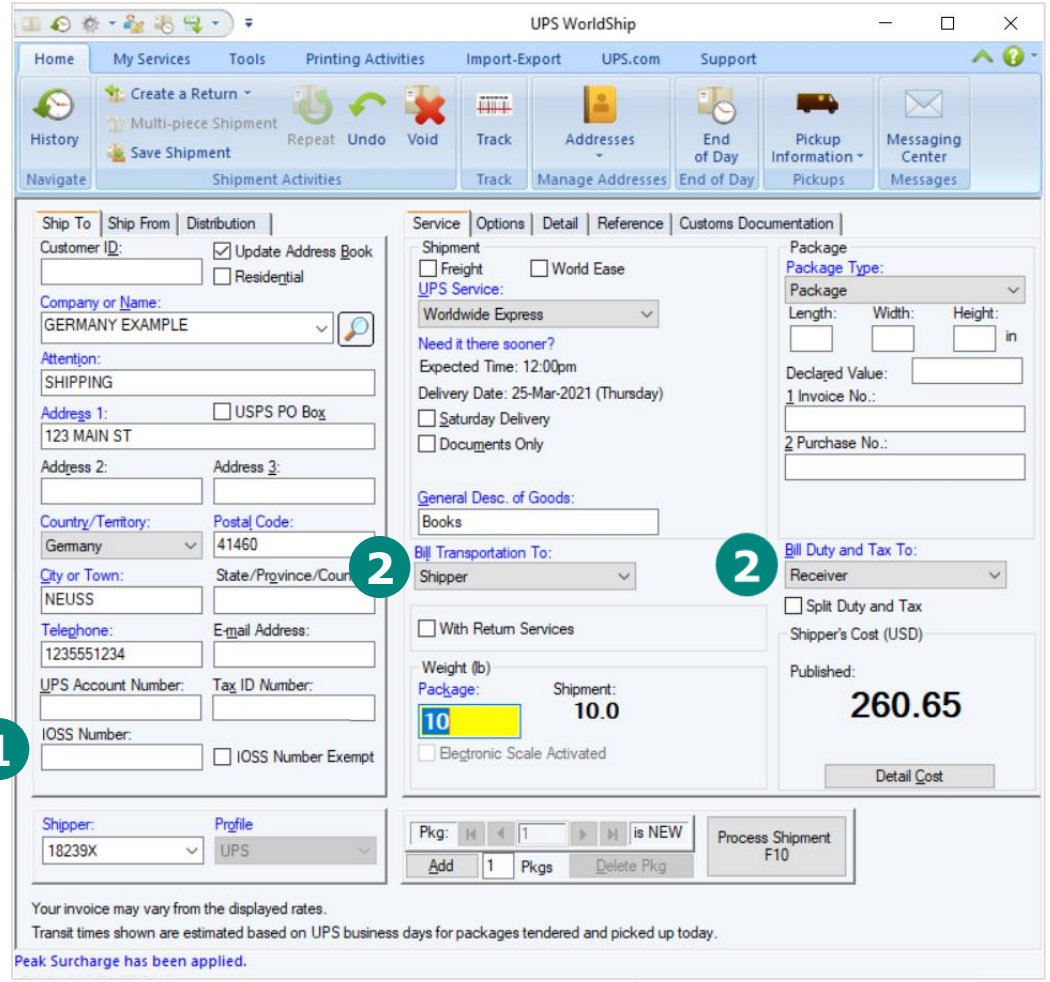
1. Enter your IOSS number in the **Ship To** tab. If you have it linked to your account, this will be pre-populated.

or

2. If you select to **Bill Transportation** and **Bill Duty and Tax** to **Shipper** (aka 'Free Domicile') you will not be required to enter an IOSS number.

3. If you have not done either step 1 or 2, you will be prompted to confirm if the recipient is a business or a consumer.

4. If it's a consumer, you will need to confirm if the shipment value is up to €150. If so, you will be required to do step 1 or 2 in order to proceed.



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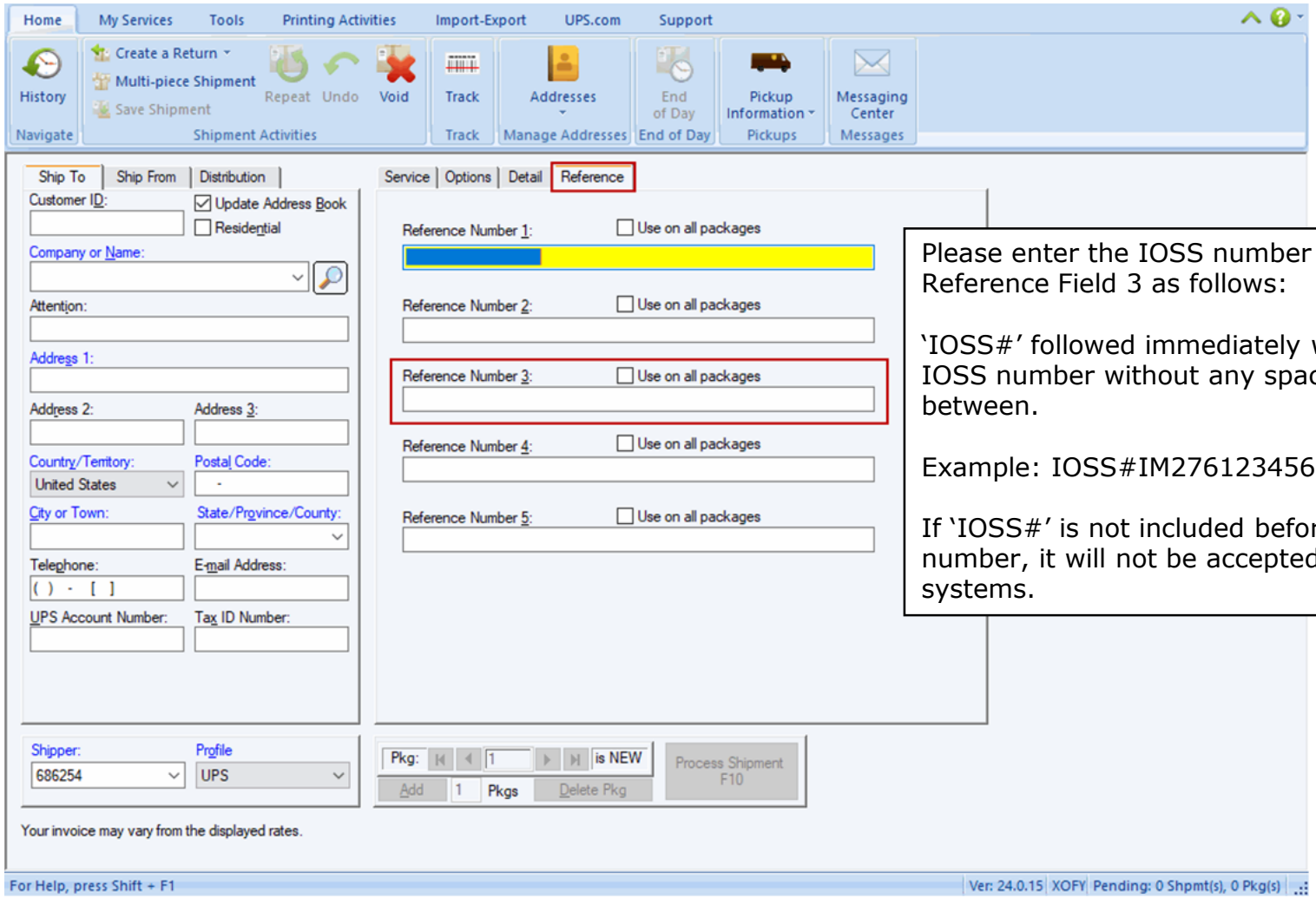
Host to Host/API

How to enter your IOSS number when you create a shipment

The user interface for both Host to Host and API will depend on the client's customized system preferences.

Until these vendor systems are fully updated to align with the EU VAT reform requirements, please use **Reference Field 3** to enter your IOSS number when you create a shipment.

This screenshot from the UPS WorldShip tool is provided for illustrative purposes. The interfaces for Host to Host and APIs will differ.



Please enter the IOSS number in Reference Field 3 as follows:

'IOSS#' followed immediately with the IOSS number without any spaces in between.

Example: IOSS#IM2761234567

If 'IOSS#' is not included before your number, it will not be accepted by UPS systems.

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Appendix

You may be given an IOSS number that looks like this: 'IMDEU1234567'. In this instance, 'DEU' refers to Germany.

However, the European Commission is asking EU countries to use the International Organization for Standardization's (ISO) 3 digit numeric country codes instead for IOSS numbers. So, for Germany it would be '276', so 'IM2761234567.'

Our UPS IT systems support both formats.

For quick reference, here are the 3 digit alpha and numeric country codes for the EU countries.

Country	3 Digit Alpha Country Code	3 Digit Numeric Country Code
Austria	AUT	040
Belgium	BEL	056
Bulgaria	BGR	100
Croatia	HRV	191
Cyprus	CYP	196
Czech Republic	CZE	203
Denmark	DNK	208
Estonia	EST	233
Finland	FIN	246
France	FRA	250
Germany	DEU	276
Greece	GRC	300
Hungary	HUN	348
Ireland	IRL	372
Italy	ITA	380
Lithuania	LTU	440
Luxembourg	LUX	442
Latvia	LVA	428
Malta	MLT	470
Netherlands	NLD	528
Poland	POL	616
Portugal	PRT	620
Romania	ROU	642
Slovakia	SVK	703
Slovenia	SVN	705
Spain	ESP	724
Sweden	SWE	752

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