APPENDIX

WHERE TO INDICATE THE IOSS NUMBER

IN THE DHL ELECTRONIC SHIPPING S0LUTIONS

April 29th, 2021

DHL Business Unit – Excellence. Simply delivered.

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Appendix
Where to Indicate the IOSS Number

Where to Indicate the IOSS Number?

About IOSS

- From 1 July 2021 all commercial goods imported to the EU will be subject to VAT (i.e. there is no more VAT exemption for commercial goods up to 22 EUR).

- If the seller is **IOSS (Importer-One-Stop-Shop)** registered (for B2C shipments up to 150 EUR) and the VAT is collected at the time of sales, the IOSS number has to be provided to DHL Express in the invoice data.

- You can find more information on the IOSS number and the possible ways of registration on the following European Union website

About this Presentation

- This presentation complements the main DHL Express presentation about the *European Union (EU) VAT Deminimis Removal.*

- This APPENDIX presentation provides an overview of **where DHL Express' shippers should indicate the IOSS number** when creating a shipment with DHL using one of **DHL's Electronic Shipping Solutions.**

- In case of questions or further clarification needed, please consult your local DHL Sales Representative.

Appendix
Where to Indicate the IOSS Number

MyDHL+

MyDHL API / XMLPI

EDI

Easyship

ELP – Express Logistics Platform

Emailship

DHL Express Commerce
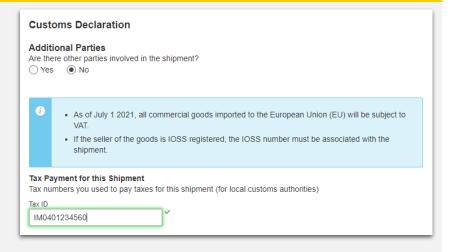
Appendix
Where to Indicate the IOSS Number

MyDHL+

- When shipping goods to European Union B2C receivers, if the seller is IOSS registered, then it is possible to enter the IOSS Number into the **Tax ID field** during the shipment creation process, under the Customs Declaration section.

- There is a validation for this field; please make sure to **provide a valid IOSS identification number**, which always starts with "IM" followed by 10 digits.

Customs Declaration

Additional Parties
Are there other parties involved in the shipment?
○ Yes   ◉ No

ℹ - As of July 1 2021, all commercial goods imported to the European Union (EU) will be subject to VAT.
- If the seller of the goods is IOSS registered, the IOSS number must be associated with the shipment.

Tax Payment for this Shipment
Tax numbers you used to pay taxes for this shipment (for local customs authorities)

Tax ID
IM0401234560 ✓

Appendix
Where to Indicate the IOSS Number

MyDHL API / XMLPI

- **Applicable for XMLPI, MyDHL API (SOAP)**
  The IOSS related information should be included in under the
  Shipper/BookingRequestor/BillTo or Exporter section, **using
  "RegistrationNumbers/RegistrationNumber" tag** with the following
  element:
  Example:

```
<RegistrationNumbers>
<RegistrationNumber>
<Number>IM0401234560</Number>
<NumberTypeCode>SDT</NumberTypeCode>
<NumberIssuerCountryCode>DE</NumberIssuerCountryCode>
</RegistrationNumber>
</RegistrationNumbers>
```

- For the MyDHL API native rest service the IOSS number goes into the
  registrationNumbers container under **pickupRequestorDetails** or
  shipperDetails:
  Example:

```
"registrationNumbers": [
            {
                "typeCode": "SDT",
                "number": "IM0401234560",
```

Element Name	Datatype/ Format	Req	Definition	Valid Value for IOSS
Number	dhl:Number	M	The Registration Number	Min:1 Max:35
NumberType Code	dhl:NumberTypeCode	M	The Registration Number's type code For full list of allowed type code values refer to Reference_Data.xlsx on <RegistrationNumberTypeCode> section.	Use "SDT" for IOSS
NumberIssuerCountryCode	dhl:NumberIssuerCountryCode	M	Issuer's Country Code	Min:2 Max:2

Appendix
Where to Indicate the IOSS Number

- **GLOBAL FFTIN:**
  In the Global FFTIN message, **the IOSS number can be provided in the record for additional Party registration**. The appropriate Additional Party Detail Record and Additional Party Account (Optional) need to be provided to indicate the party where the IOSS number belongs.

Additional Party Registration Record

ID	Length	From	To	Type	Align	Description	Usage	Remark
1	2	1	2	AN	L	Record header	M	Hardcode "FF"
2	1	3	3	AN	L	Version identifier	M	Hardcode "0" (zero)
3	3	4	6	AN	L	Shipment record identifier	M	Hardcode "ADR"
5	3	7	9	AN	L	Party registration number type	M	
6	35	10	44	N	L	Party registration number	M	
7	3	45	47	AN	L	Party registration number country code, ISO3166	M	
7	1	48	48	AN	L	Party registration number country code qualifier	M	See notes

The **party registration number type** to be used is "ZZZ"
Example:
```
FF0ADRZZZIM0401234560                      DE A
```

- **GLOBAL FFRMIN:**

Also in the Global FFRMIN message **the IOSS number can be provided in the record for additional Party registration**.

The appropriate Additional Party Detail Record and Additional Party Account (Optional) need to be provided to indicate the party where the IOSS number belongs to.

Additional Party Registration Record

ID	Length	Type	Description	Usage	Remark
1	6	A	Record Identifier	M	Hardcode "ADRMIN"
2	4	N	Record Type Sequence No	M	Unique no. for each reference within each shipment
3	3	AN	Party Registration Number Type	M	Party Registration Number
4	35	AN	Party Registration Number	M	Registration Number Type
5	2	AN	Party Registration Number - Country Code	M	Issuing Country Code of Registration Number

The **party registration number type** to be used is "ZZZ"
Example:
```
ADRMIN|001|ZZZ|IM0401234560|DE
```

Appendix
Where to Indicate the IOSS Number

EDI *(continued)*

- **GLOBAL IFCSUM D01B:**
  In the IFCSUM message **the IOSS number for the shipper can be provided in Segment SG6 – RFF**.

  Segment Group 6

Group	Occurrence	Usage	Description
SG 6	9	M	RFF
Function: A group of segments to specify a reference related to the party			

  SG 6 - RFF

Segment	Occurrence	Usage	Description
RFF	1	M	References
Function: To identify a reference, in this case the VAT number and Registration numbers used by a party. This segment group may be used for customs clearance shipments (only destinations in non-EU countries).			

Element	Usage	Format	Element Name
C506	M		REFERENCE
1153	M	AN..3	Reference code qualifier
1154	R	AN..35	Reference identifier

  The reference code qualifier to be used in **Element C506-1153 is "ZZZ"**
  Example:
  `RFF+ZZZ:IM0401234560'`
  *In case the IOSS number provided belongs to another party then the shipper it must be provided in SG-47 RFF (Element C506-1154 with reference code qualifier "ZZZ" in Element C506-1153) for the party indicated in SG-43 NAD.

- **GLOBAL IFTMIN D01B:**
  In the IFCSUM message, **the IOSS number for the consignor can be provided in Segment SG15 – RFF** for the party indicated in SG11 NAD.

  SG15 RFF Segment – References

Group	Occurrence	Usage	Description
SG15	1	C	RFF
Function: A group of segments to specify a reference related to the party.			

Segment	Occurrence	Usage	Description	
RFF	1	M	References	SG15
Function: To identify a reference, in this case the VAT number, used by a party.				

Element	Usage	Format	Element Name
C506	M		REFERENCE
1153	M	AN..3	Reference code qualifier
1154	R	AN..70	Reference identifier

  The reference code qualifier to be used in **Element C506-1153 is "ZZZ"**
  Example:
  `RFF+ZZZ:IM0401234560'`

Appendix
Where to Indicate the IOSS Number

EDI *(continued)*

- **GLOBAL CUSDEC D09B:**
  The CUSDEC message is to provide customs invoice information separate from the shipment manifest data in case this information cannot be provided at the same time.
  In the IFCSUM message**, the IOSS number for the consignor can be provided in Segment SG6 – RFF**. For the party indicated in the SG6 NAD segment.

SG6 RFF Segment – Reference

SG6	C	99		
RFF	M	10		REFERENCE
A segment identifying references relating to the party specified within the group. For example, registration number (VA, Free Trade Zone etc.) OR business party trading type.				
Ref	**Tag**	**Status**	**Format**	**Description**
RFF010	C506	M		REFERENCE
RFF010-010	1153	M	AN..3	Reference code qualifier
RFF010-020	1154	C	AN..35	Reference identifier

The reference code qualifier to be used in **Element C506-1153 is "ZZZ"**
Example:
RFF+ZZZ:IM0401234560'

Appendix
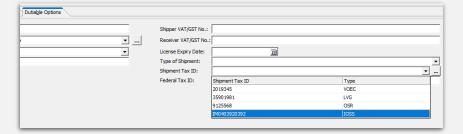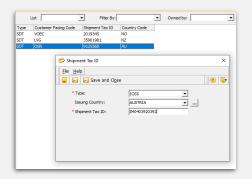# Where to Indicate the IOSS Number

Easyship

- When shipping to the European Union countries, it is possible to **provide an IOSS Tax ID number on the Dutiable Options tab**, **under Shipment Tax ID,** by selecting respective number from the pre-saved drop down list.

It is possible to **manage the drop down list via Shipment Tax ID menu**. In

order to save the new IOSS number in the list, **please select "IOSS" as the Shipment Tax ID type, add the Issuing country (only if known) and insert the number.** Upon saving, the IOSS ID is validated against the following rules:

- The number had to **start with "IM" followed by 10 digits**
- 3-digit ISO numeric country code belongs one of the EU countries and matches with the Issuing Country selected (if Issuing Country field is left blank, this validation does not apply).
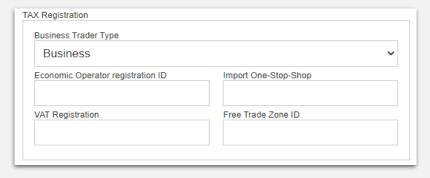
Appendix
Where to Indicate the IOSS Number

ELP – Express Logistics Platform

- **Address Book**

  In ELP, it is possible to **add an IOSS Tax ID information under Contacts, in the Address Book in a new section called "TAX Registration".**
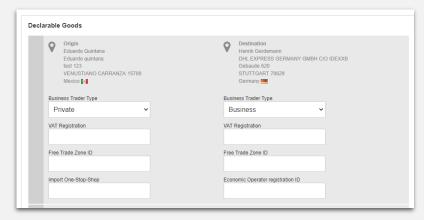
  The Tax IDs available are then displayed per contact based on their country of origin. In the case of the IOSS number, the option is available for contacts from EU countries.

  For example, when adding or modifying a contact from Germany, these are the available options under **"TAX Registration" section**:

- **Create Booking**

  It is also possible to fill out the **TAX information such as Trade Type, Tax IDs (VAT, IOSS, etc.)** for the contacts during shipment creation. The TAX information then becomes available under the **Declarable Goods section** as follows:
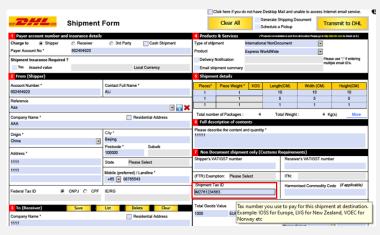
Appendix
Where to Indicate the IOSS Number

Emailship

- It is possible to **enter the IOSS / VOEC / OSR Number into the Shipment Tax ID field** during the shipment creation process, under the Customs Requirements section.

- The **Shipment Tax ID will be validated if the Shipment Tax ID is applicable for the destination** and the validation takes place after you click on 'Transmit to DHL' after providing all the shipment details on the Adobe PDF form.

- A mouse-over text is displayed to guide the customer to **fill up the Shipment Tax ID field.**

Appendix
Where to Indicate the IOSS Number

DHL Express Commerce

- All shippers have the ability to **indicate their IOSS number in DHL Express Commerce**.

- **Shippers can go to** settings > options where the 'Shipper Tax Settings' feature is available.

- When adding your IOSS number, it is possible to decide **when to apply this tax number to the shipment depending on the destination** country.

- For example in the below screenshot the **"IOSS" number has been defined to only apply when the shipment destination is the European Union**.

THANK YOU

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