

Dear supplier!

When you are sending goods to Norway in the VOEC scheme, here is what to do:

Mark the consignment with the right

- Name and address of receiver and sender
- Value
- Content
- Purpose («sale of goods» or similar)
- Other information required by Norwegian Customs and your transport provider
- ... **AND the VOEC number**



Why?

Because shipments without VOEC number might be charged with VAT twice, both at sale and at border crossing.

- The consumer will be unhappy, and will claim a refund from the seller (platform/webshop) they shopped in.
- The seller will not be happy with this and might exclude you from their platform.
- The transporter will not be happy with the unhappy customers and might not want your business in the future.

Luckily, you can avoid all this by including the VOEC number on the shipment.

What?

The VOEC number is a unique 7 digit number starting with 2. It is issued by the Norwegian Tax Administration to sellers (e-commerce platforms, online stores etc.).

If you are selling goods through a platform (i.e. eBay, Alibaba, Wish), please include the VOEC number from this platform on the shipment – both on the consignment and in the electronic form you fill out when you book the shipping!

Who?

The VOEC number is needed by

- The transporter, to ensure swift border crossing of the goods and provide correct information to Customs
- Norwegian Customs, to prove that VAT has already been paid on the goods
- The consumer if they need to return the goods (and the goods cross the border once again)

How?

On the next pages we will show you how to mark.

Are you sending by a postal service? (page 1 of 2)

ITMATT is a new format for messages with information about postal items, mandatory from 1.1.21.
To send the goods, do this:

Plan A:

- Provide the seven digit VOEC-number via electronic advance data (M33/ITMATT) when you book the shipment from your local postal service.
- Make sure this information is attached to a UPU standard S-10 barcode on the item. See example:
- ... if this is not possible, see plan B or C on next page

The 7 digit VOEC number (and no other alphanumeric characters or letters) shall be put in the ITMATT field named "sender.identification.reference"



Do your postal service need more information about the new ITMATT format?

Please provide them this information:

Universal Postal Union (UPU) member countries and their designated operators can provide the ITMATT ver. 1.5.0 (both M33-11 and M33-12) with the assigned VOEC-number as the ITMATT reference – "sender.identification.reference". If you use the old ITMATT ver.1.2.1 (M33-8G) the respective field is "item.submitter-party.ID."

Are you sending by a **postal service?** (page 2 of 2)

Plan B, if ITMATT is not possible:

- Use labels CN 22 / 23 and provide the seven digit VOEC-number in the sender's address field. The VOEC-number must be labelled as "Sender's customs reference no", "VOEC no" or "VAT no".
- Ensure there is 2 mm clear space between the VOEC No and the line above.

Plan C (as a safeguard in a transition period. Some postal operators might face difficulties implementing ITMATT correctly, or it might be difficult to automatically read your barcodes due to the characteristics of your packaging/wrapping):

- Combine plan A and plan B. Provide the VOEC-number as described in plan A, and add the VOEC number physically as described in plan B.

CN22 CUSTOMS DECLARATION
DOUANE

Designated operator
Posten Norge AS - Norway

FROM

Sender's customs ref. no: VOEC 00xxxx
 Email: xxxxxxx@xxxx.xxx
 Phone no.: +47 123456789


Name/Company: Per Post AS
 Street: Storgata 15 A
 Postal code/City: NO-0161 Oslo
 Country: NORWAY


TO

Phone no.: xxxx xxxxxxxxxx
 Email: xxxxxxx@xxxx.xxx

Name/Company: John Doe
 Street: xxxxxxxxxxxxxxx
 xxxxxxxxxxx
 Postal code/City: Tokyo xxxxxxxx
 Country: JAPAN

PRIORITY

NORGE P.P. 


U:000053004NO

Sale of goods Document Commercial Sample
 Returned goods Gift Other:

Description of contents	Qty	Net WGT	Value (NOK)	HS Tariff No.	Country of origin
Synthetic socks	2	0,100	50	61113020	NO
Cotton T-shirts	2	0,100	50	61091000	NO

Designated operator

CUSTOMS DECLARATION CN 23

From: Name _____
 Business _____
 Street _____ Tel. No. _____
 Postcode _____ City _____
 Country _____

To: Name _____
 Business _____
 Street _____ Tel. No. _____
 Postcode _____ City _____
 Country _____

Sender's customs reference (if any) _____

Importer/addressee reference (if any) (tax code/VAT No./Importer code) (optional) _____
 Importer/addressee fax/e-mail (if known) _____

Detailed description of contents (1)	Quantity (2)	Net weight (in kg) (3)	Value (5)	For commercial items only	
				HS tariff number (7)	Country of origin of goods (8)
Total gross weight (4)			Total value (6)	Postal charges/Fees (9)	

Category of item (10) Commercial sample Other (please specify): _____
 Gift Returned goods Documents Sale of goods Explanation: _____

Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)

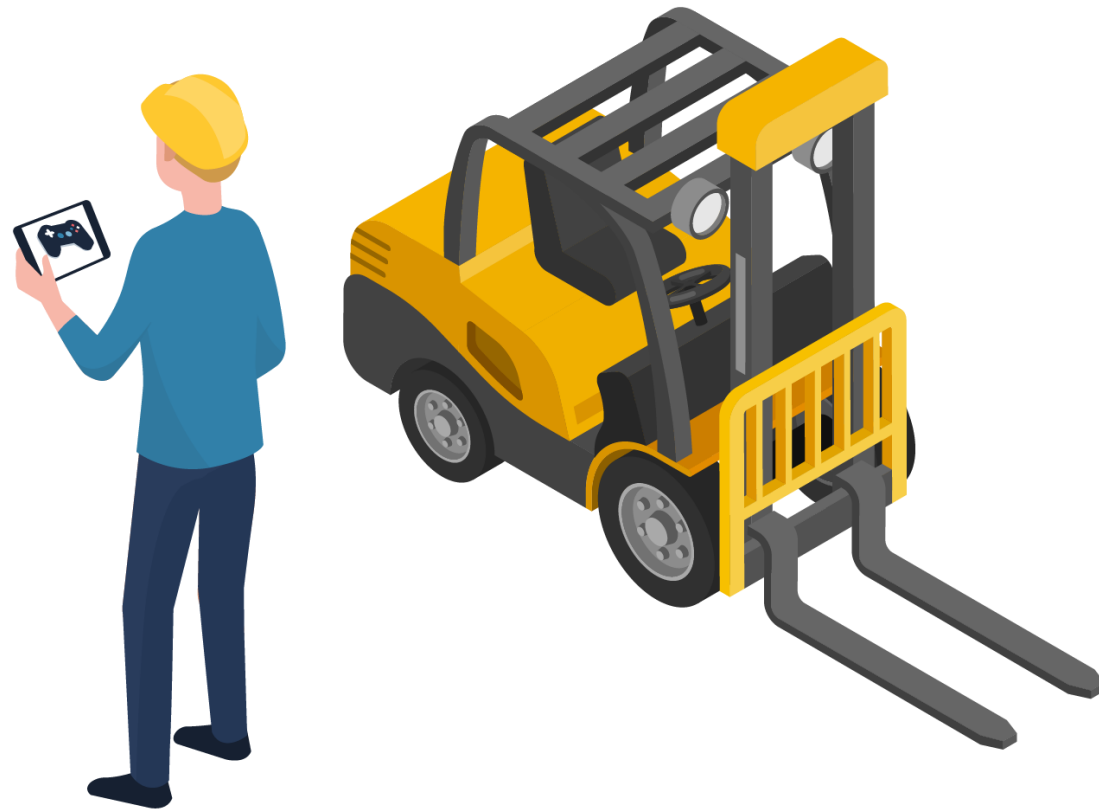
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations

Licence (12) No(s), of licence(s) Certificate (13) No(s), of certificate(s) Invoice (14) No, of invoice

Date and sender's signature (15) _____

(NOK) _____
 0,-
 I this item does not

Sending by other transporters?



Are you sending by DHL?

You must enter the VOEC ID number in the EDI message at the time of booking.

When shipping goods to Norwegian B2C receivers, the supplier will need to enter the seven digit VOEC number into the Shippers VAT/Tax ID field in their DHL Express electronic shipping solution.

Supplier may also chose to mark the invoice and waybill with the VOEC ID. This is not mandatory, but we do recommend it. However the most important is in the shipment data.

There are several APIs / Integrated solutions for sending with DHL. Contact DHL for more information

MyDHL+

Enter seven digit VOEC number in Shippers VAT/Tax ID field as shown below

EasyShip

Enter seven digit VOEC number in Shippers VAT/GST No. field. Shipper VAT will show under tab dutiable option once customer selects a dutiable product

The screenshot shows a contact form with the following fields: Name (First Name and Last Name), Company, Country/Territory, Email Address, Phone Type (Mobile), Code (UK flag), Phone, SMS Enabled checkbox, Add Another button, VAT/Tax ID (highlighted with a red box), EORI Number, Residential Address checkbox, Save as New Contact button, Update Contact button, and Clear Address link.

The screenshot shows a shipment details form with tabs for Shipment Details, Services, Delivery Options, Billing Details, and Dutiable Options. The Dutiable Options tab is active, showing fields for Dutiable Information: Harmonized Commodity Code, Manufacture Country (UNITED STATES OF AMERICA), Type of Export (Permanent), Invoice Number, Exempt From Dept. Of State Licensing, Exempt Criteria, Shipper VAT/GST No. (highlighted with a red box), Receiver VAT/GST No., License Expiry Date (3/10/2020), Federal Tax ID, Export License No., and Exempt daimed under 22CFR Section#.

Are you sending by Bring?

To ship with Bring requires:

- Electronic customs information per shipment and article in file formats that Bring supports
- That agreed routines for booking, labeling and export are followed
- Approved and agreed upon return process

If you send goods that do not qualify for VOEC, Bring will have to clear the goods to customs for each individual recipient.

Definition VOEC- shipment and customs information:

A shipment from a sender to a recipient that may consist of one or more packages.

In addition to the sender (VOEC-ID) and recipient, the customs authorities require electronic information about the content (article, HS-number, weight and value) for each shipment.



Are you sending by other transporters or couriers?

Provide the seven digit VOEC-number via EDI message (or labelling) as instructed by the shipping carrier.

If the transporter does not say otherways, the VOEC-number should be in the sender's address field, or similar.

Please contact your transporter for information about how to mark correctly.

This guide will be updated when more transporters provide information about how to provide necessary information to their solutions before sending the goods.

