



# GLS Customs Portal and Customs Interface (API)

Customer Presentation GLS Group

# Agenda

**1**

**Introduction**

**2**

**Customs Portal**

**3**

**Customs Consignment API**

**4**

**User support**

# Introduction

The Customs Portal has been in service since 4th December 2020

- For exports subject to customs duties, GLS customers have to **transmit customs information** for their parcels to GLS to ensure a smooth outbound and inbound customs clearance.
- Required customs data can be **entered manually** via the new GLS Customs Portal **or can be uploaded** to the GLS Customs Portal (possible formats: CSV, XLSX, XML). → [slide 20ff. for details](#)
- Moreover, GLS developed an interface (Customs Consignment API) enabling you to **transfer customs data from your ERP system** directly to the customs portal.
- Besides the pure customs data, from now on also **export related documents**, esp. commercial invoice and export declaration, can be provided electronically via the Customs Portal or the API.
- The total size of all the documents provided **cannot exceed 6 MB** (incl. customs data).  
→ summarize all documents in one PDF file with the invoice as page 1.
- It can also be used to transfer customs data for **other non-EU countries**, e.g. Switzerland.



# Agenda

1

**Introduction**

2

**Customs Portal**



3

**Customs Consignment API**

4

**User support**

# General information: Use of browsers

The browser needs to be updated to the most recent version

The following browsers are supported:

- Microsoft Edge
- Microsoft Chromium
- Google Chrome
- Firefox
- Safari



The following browser is not supported:

- Internet Explorer



## Notification:

Since the Customs Portal is still in continuous development, slight differences between the actual Customs Portal and this documentation might occur.

# General information: Login

The Customs Portal has been in service since 4th December 2020



The initial screen on the Customs Portal is the Login Screen:

Customers & Partners: <https://gls-customs-portal.next.aeb.com/portal/#>

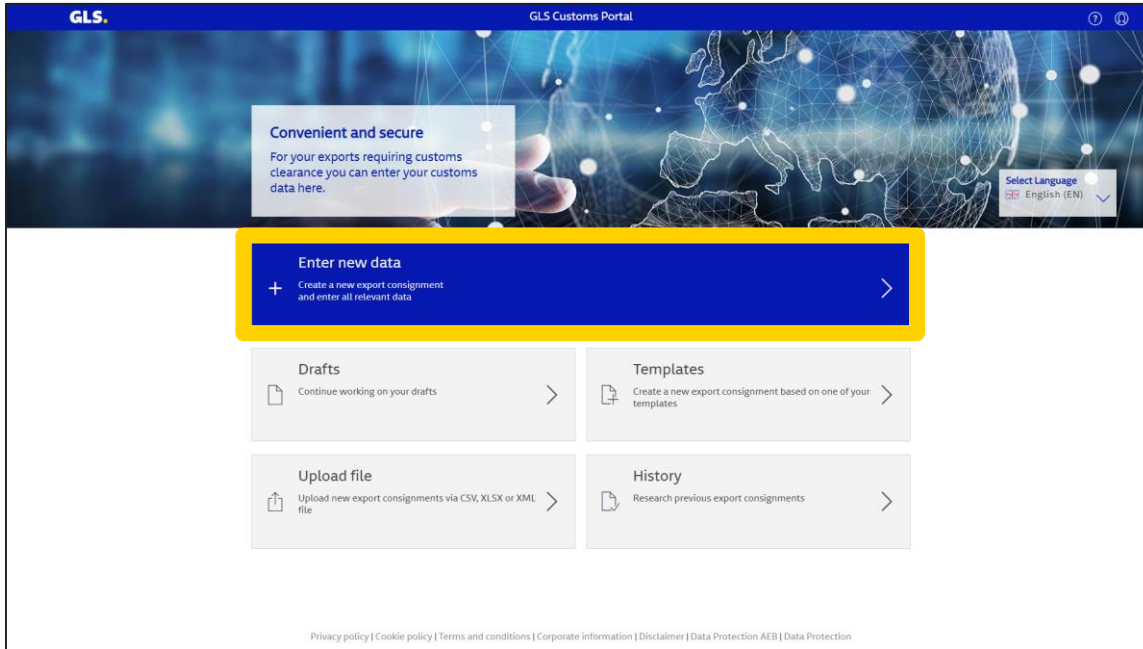
GLS employees: <https://gls-customs-portal.next.aeb.com/employee/#>

- Please login with your credentials.  
→ You need login data? Please contact:  
*insert your local contact details here*
- After successful login you will be forwarded to the starting page of the Customs Portal.

# Enter new data

Create a new export consignment and enter all relevant data

Enter new data	
Drafts	Templates
Upload file	History



On the home screen, please press **“Enter new data”** if you wish to enter customs data **manually**.

# Enter new data – Navigation

Enter new data	
Drafts	Templates
Upload file	History

The dialogue shows the process of data entry

**I** If the entries are missing or incorrect, red icons occur indicating how many entries are missing.

**II** Fields with \* are mandatory.

**III** Click for further instructions.

- I** You will be guided through the process in 5 steps.  
→ It is not necessary to follow steps 1 to 5 in the specific order.
- II** A data entry can be paused by using “SAVE AS DRAFT” or “SAVE TEMPLATE” function (button).
- III** You will reach next steps by clicking “STEP n” (n = 2, 3, 4 or 5).



# 1: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload file	History

1<sup>st</sup> step: General information about the customs consignment need to be entered

GLS. Customs Consignments

1 2 3 4 5  
GENERAL EXPORTER IMPORTER GOODS DOCUMENTS

General data

PARCEL NUMBERS (0)\*

INCOTERM\*

EXPORT DECLARATION

EXPORT MRNS

TRANSIT MRNS

YOUR REFERENCE

SAVE AS DRAFT STEP 2

I Please enter all parcel numbers of a shipment.

II Select an Incoterm.

III Enter existing MRN numbers of your export declarations and select the field Export Declaration, e.g. "BY ME".

„BY GLS“: Currently, the eDeclarationService is only available for DE & BE exports (additional cost may occur)

“NOT NEEDED“: Select if you do not have an export declaration

IV If you have your own T-paper, enter its MRN number here.

## Notification:

Please adapt information regarding export declaration to your local needs.

## 2: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload file	History

2<sup>nd</sup> step: Information about the exporter need to be entered

GLS Customs Consignments

1 GENERAL 2 EXPORTER 3 IMPORTER 4 GOODS 5 DOCUMENTS

Exporter

Address **I**

NAME \*

NAME 2

STREET \* NO

STREET 2

COUNTRY \* PROVINCE POSTAL CODE \* CITY \*

Exporter information **II**

PARTNER TYPE \*

COMMERCIAL  PRIVATE

EORI NUMBER **III** TAX ID **IV**

VALIDATE EORI NUMBER

GB VAT / IOSS REGISTRATION NO. **IV**

Contact **III** **IV**

NAME \*

PREFIX PHONE/FAX

PREFIX MOBILE

E-MAIL

SAVE AS DRAFT STEP 3

- I** Exporter address.
- II** Exporter information
  - B2B/B2C specific validations (EORI no./TaxID/GB VAT/IOSS no.)
  - EORI number validation check against European authorities ([link](#))
- III** Contact person details.
- IV** Exporter address register.

# 3: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload file	History

3<sup>rd</sup> step: The importer information need to be entered

GLS Customs Consignments

1 GENERAL 2 EXPORTER 3 IMPORTER 4 GOODS 5 DOCUMENTS

Importer

Address **I**

NAME \*  
NAME 2  
STREET \* NO  
STREET 2  
COUNTRY \* PROVINCE POSTAL CODE \* CITY \*

Contact **IV** **V**

NAME \*  
PREFIX PHONE/FAX  
PREFIX MOBILE  
E-MAIL

Importer information **II**

PARTNER TYPE \*  
 COMMERCIAL  PRIVATE  
EORI NUMBER TAX ID

VALIDATE EORI NUMBER

Consignee **III**

SAVE AS DRAFT STEP 4

- I** Importer address.
- II** Importer information
  - B2B/B2C specific validations (EORI no./TaxID/GB VAT/IOSS no.).
  - EORI number validation checks against European authorities ([link](#)).
- III** A different consignee can be noted (only for single clearance process).
- IV** Contact person details.
- V** Importer address register.

# 4: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload file	History

4<sup>th</sup> step: Entering the invoice and export of customs related data of goods

The screenshot shows the 'GLS Customs Consignments' interface. At the top, there are five tabs: 1 GENERAL, 2 EXPORTER, 3 IMPORTER, 4 GOODS (highlighted with an orange box), and 5 DOCUMENTS. Below the tabs, the 'Invoice data' section contains four input fields: 'INVOICE NO.' with a red asterisk, 'INVOICE DATE' with a calendar icon, 'TOTAL VALUE' with a currency dropdown set to 'EUR', and 'TOTAL GROSS WEIGHT' with a unit dropdown set to 'kg'. An orange circle with the letter 'I' is positioned to the right of the weight field. Below this is the 'Line items (0)' section, which has a table header with columns: ALL, GOODS DESCRIPTION, COMMODITY CODE, GROSS WEIGHT, NET WEIGHT, VALUE OF LINE ITEM, STAT. VALUE, and PREF. TRADE. The table content is empty, showing a message: 'No line items yet. You can add line items here.' To the left of this message is an orange circle with the letter 'II' and a large grey plus sign. A '+ ADD' button is located below the message. At the bottom of the interface, there is a 'SAVE AS DRAFT' button and a yellow 'STEP 5' button.

- I Please enter invoice information (number, date, total value, total gross weight). Functions for creating, editing and deleting positions.
- II Additional option for adding items → [see next slide](#)

# 4: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload file	History

As soon as you want to create or edit a position, another input dialog pops up

The screenshot shows the 'Edit line item' dialog box with the following fields and callouts:

- QUANTITY**: Input field with unit 'pcs'. Callout **I** is next to the **COMMODITY CODE** field.
- COMMODITY CODE**: Input field with a link 'BROWSE COMMODITY CODES' and callout **I**.
- GOODS DESCRIPTION**: Input field with callout **II**.
- NET WEIGHT**: Input field with unit 'kg'.
- GROSS WEIGHT**: Input field with unit 'kg'.
- VALUE OF LINE ITEM**: Input field with unit 'EUR' and callout **II**.
- STAT. VALUE**: Input field with unit 'EUR'.
- ORIGIN**: Input field with a dropdown arrow and callout **IV**.
- STAT. QUANTITY**: Input field with callout **IIIa**.
- PREFERENTIAL**: Checkbox with callout **IIIa**.
- REGION OF ORIGIN**: Input field with a dropdown arrow and callout **IV**.

A 'CLOSE' button is located at the bottom right of the dialog.

## Customs tariff number / Commodity code

Tips for specifying the customs tariff numbers:

- I** - Each customs tariff number must be recorded separately and separately by country of origin, aggregations are not possible (commodity code lookup available via link)
- For each customs tariff number with EU origin, it must be noted whether it is a preferential good.

- II** Value is related to the invoice amount of the specific line item and is not being adjusted according to the quantity typed in.

For preferential goods, please tick the box  
→ *additional fields*, [see next slide \(IIIb\)](#)

- IIIa** **Attention:**  
Preferential goods could be mandatory for specific countries

- IV** Additional fields (e.g. region) are shown for exports from DE.

# 4: Enter new data – Data entry

Enter new data	
Drafts	Templates
Upload file	History

As soon as you want to create or edit a position, another input dialog pops up

**Edit line item**

QUANTITY \*  pcs COMMODITY CODE \*  [BROWSE COMMODITY CODES](#)

GOODS DESCRIPTION \*

NET WEIGHT \*  kg GROSS WEIGHT \*  kg

VALUE OF LINE ITEM \*  EUR STAT. VALUE \*  EUR ORIGIN \*

STAT. QUANTITY

PREFERENTIAL  TYPE \*  REFERENCE NO.

REGION OF ORIGIN

Statement on origin

EUR,1

EUR-MED

A,TR

CLOSE

IIIb

## Preferential goods / Proof of preference

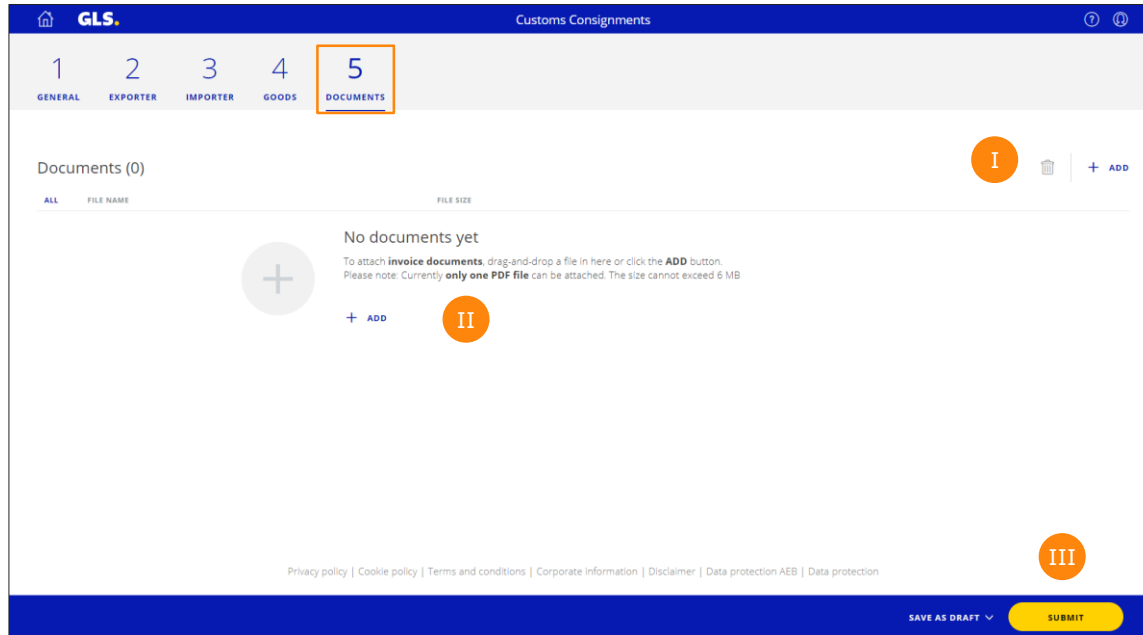
- When shipping to customs destinations, please check which customs documents are necessary for the receiving country to avoid customs duties.
- Possible documents are EUR1, EUR-MED, ATR or statements on origin\*.
- Only the shipper can create these documents. For this a certificate of origin from the manufacturer of the goods as proof of preference is needed.
- These goods must then be noted as “preferential” on each invoice.
- You can find more information on the website of the European customs authorities ([link](#)).

\* For consignments (goods of preferential origin) with a value more than 6,000 Euro a statement on origin is necessary. Required references include i.a. customs authorization numbers (REX/EA) or business numbers.

# 5: Enter new data – Upload documents

Enter new data	
Drafts	Templates
Upload file	History

5<sup>th</sup> step: Uploading documents which are relevant for your export



- I Creation and deletion of invoices.
- II Possibility to upload relevant documents.
- III Submit button → data transmission. No further changes possible.

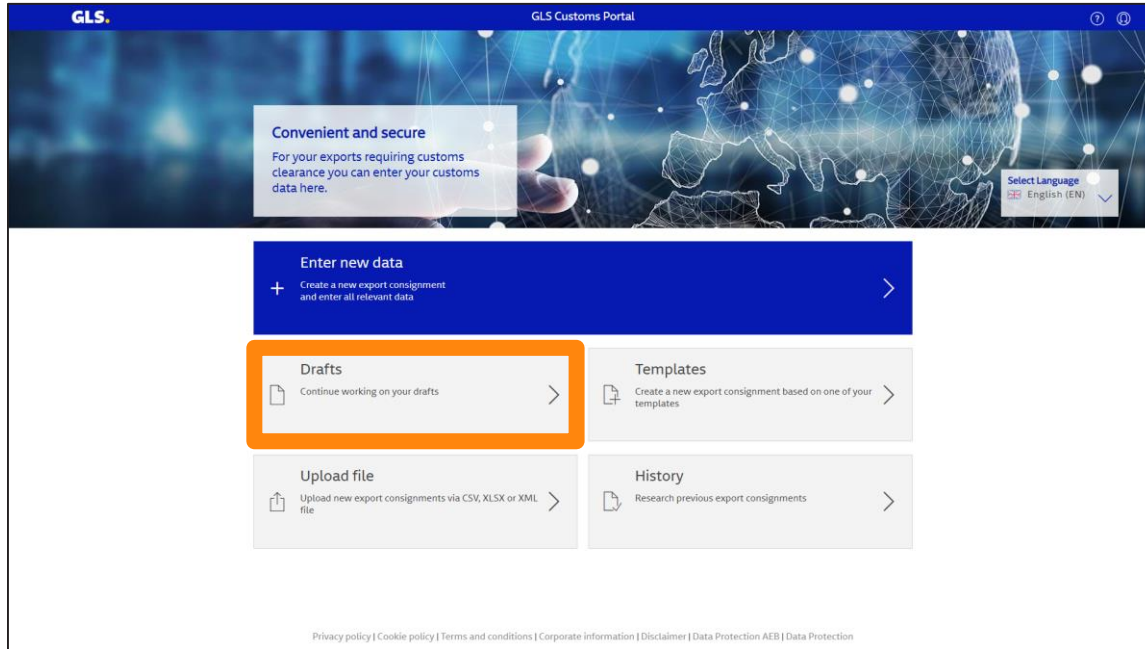
**Notification:**

- The uploaded files cannot exceed the size of 6 MB.
- Summarize all documents in one PDF file with the invoice as page 1.

# Drafts

Continue working on your drafts

Enter new data	
<b>Drafts</b>	Templates
Upload file	History



On the home screen, please press **"Drafts"** to get an overview of all **saved drafts**.

Drafts are available for 15 days.



# Drafts

Continue working on your drafts

Enter new data	
Drafts	Templates
Upload file	History

ALL	DEPOT	CUSTOMER CODE	REFERENCE NUMBER	CONSIGNMENT NO.	IMPORTER	IMPORT COUNTRY	LAST UPDATE
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	YXMH41UZ	5453535355	Volt Bikes Ltd.	GB	03/22/2022, 8:16:14 AM
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	YXMH41UZ	16464487275	Volt Bikes Ltd.	GB	03/22/2022, 8:09:29 AM
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	YX12PHCF	15170503183	Volt Bikes Ltd.	GB	03/22/2022, 8:09:29 AM

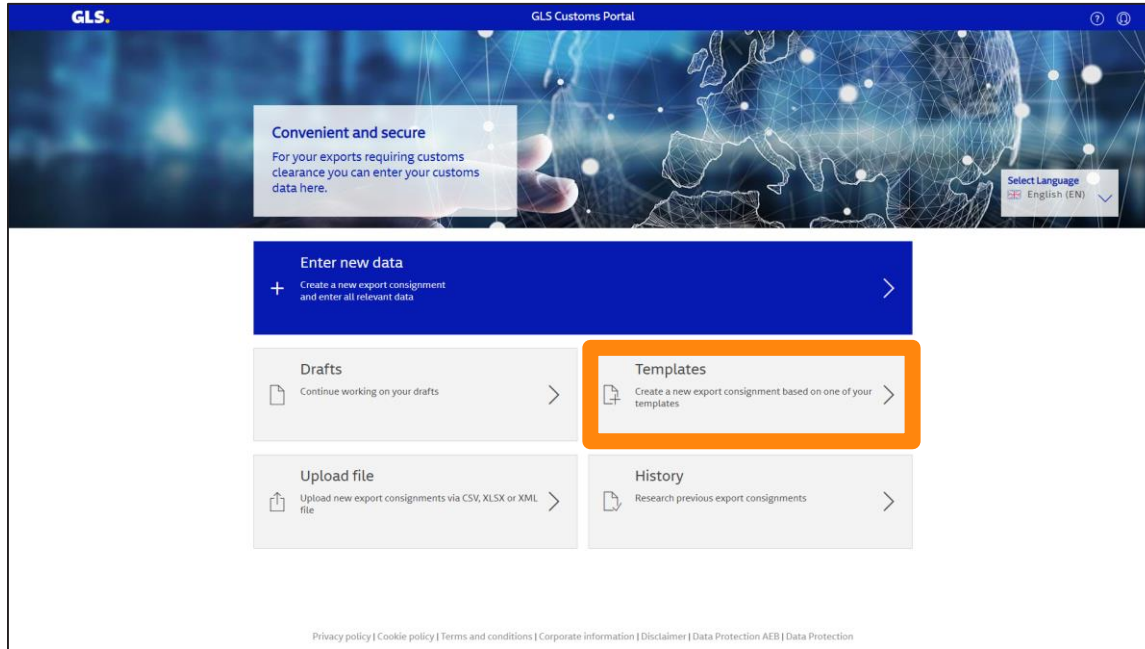
100 Items per page

- I If necessary, drafts can be marked to be deleted.
- II Search field (e.g. for reference number).
- III Open a draft for further editing.

# Templates

Open your templates

Enter new data	
Drafts	<b>Templates</b>
Upload file	History



On the home screen, please press **“Templates”** to get an overview of all **saved templates**.

The created templates are not expiring.

# Templates

Open your templates

Enter new data	
Drafts	<b>Templates</b>
Upload file	History

Templates (3 out of 4)

COUNTRY CODE DE DEPOT CODE <ALL> CUSTOMER CODE <ALL> DELETE FILTERS

ALL	DEPOT	CUSTOMER CODE	TEMPLATE TITLE	DESCRIPTION	IMPORTER	IMPORT COUNTRY	CREATE CONSIGNMENT
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	Muster GmbH 1a	100 Pakete	Volt Bikes Ltd.	GB	
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	Muster GmbH 2	50 Pakete	Volt Bikes Ltd.	GB	
<input type="checkbox"/>	DE / DE-0100	242778900 / Muster	Muster GmbH 3	20 Pakete	Volt Bikes Ltd.	GB	

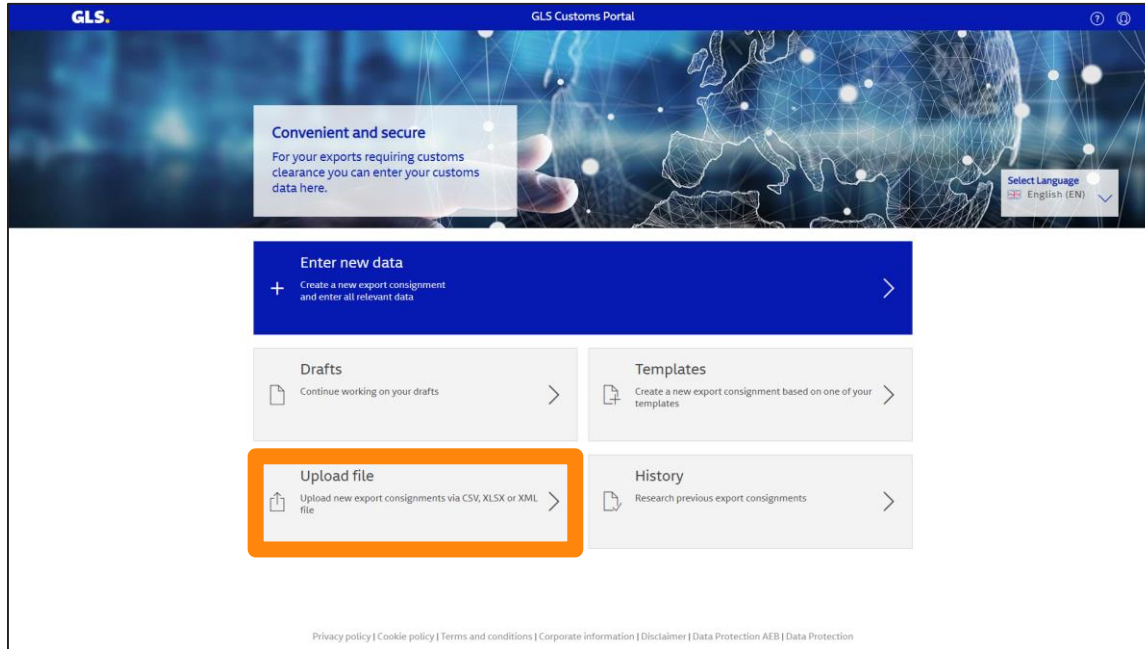
10 Items per page

- I If necessary, drafts can be marked to be deleted.
- II Search field (e.g. for Description).
- III Open a template for further editing.

# Upload file

Upload new export consignments

Enter new data	
Drafts	Templates
<b>Upload file</b>	History

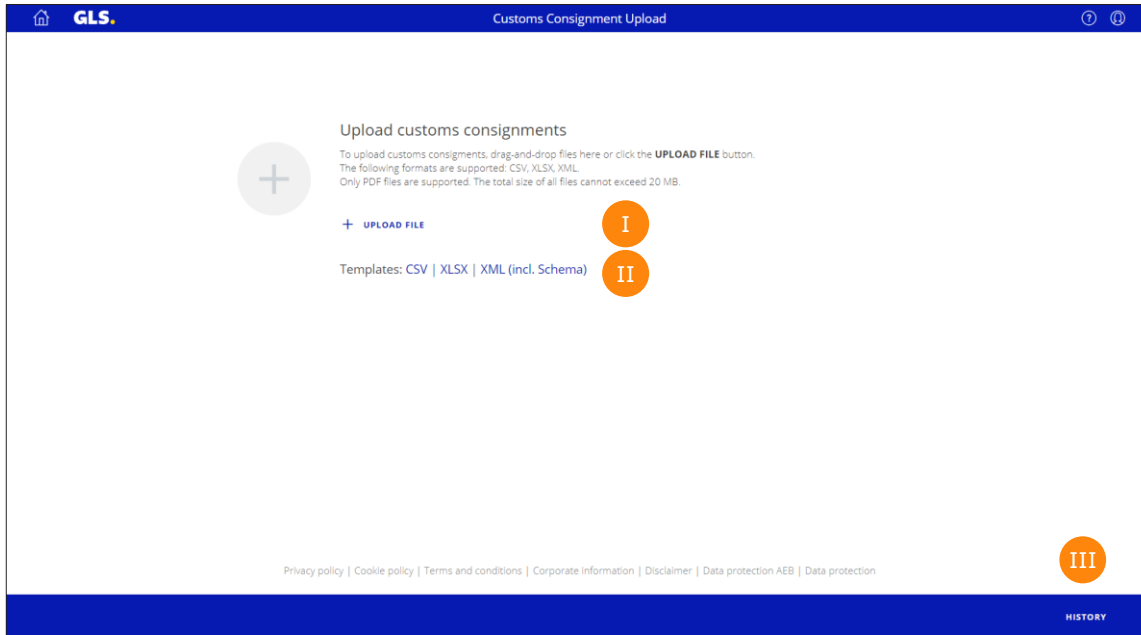


On the home screen, please press **“Upload file”** if you wish to upload customs data **from files**.

# Upload file

Selection and upload of files in various formats

Enter new data	
Drafts	Templates
<b>Upload file</b>	History



- I Please press "UPLOAD FILE" to select a file.
- II Here you find sample files in CSV, XLSX and XML format.
- III Press "HISTORY" to find the list of uploaded data.

## Notification:

- In case of collective customs clearance (one exporter, one importer but various consignees), leave the consignee information within the CSV upload function empty.
- When entering the "Statistical value" (column BU-BV of the CSV file), specify the currency in EUR! Reason: The "Statistical value" has to be indicated in the customs currency when crossing the border - also for goods which are traded free of charge.
- For customs tariff numbers in the CSV file see the tips on page 13

# Upload file

Enter new data

Drafts

Templates

Upload file

History

After selection and upload of the files, you can see the uploaded data on an overview page

III

I

II

FILE NAME	UPLOAD DATE	USER	STATUS
Customer file.xlsx	18/10/2021, 13:21:00		

Consignments (3)

YOUR REFERENCE	CONSIGNMENT NO.	IMPORTER	IMPORT COUNTRY	DRAFT	IS VALID
YX12PHCF	15170503183	Voit Bikes Ltd.	CH	DRAFT	INVALID
YX12PHCF	15170503183	Voit Bikes Ltd.	CH	DRAFT	INVALID
YX12PHCF	15170503183	Voit Bikes Ltd.	CH	DRAFT	INVALID

III

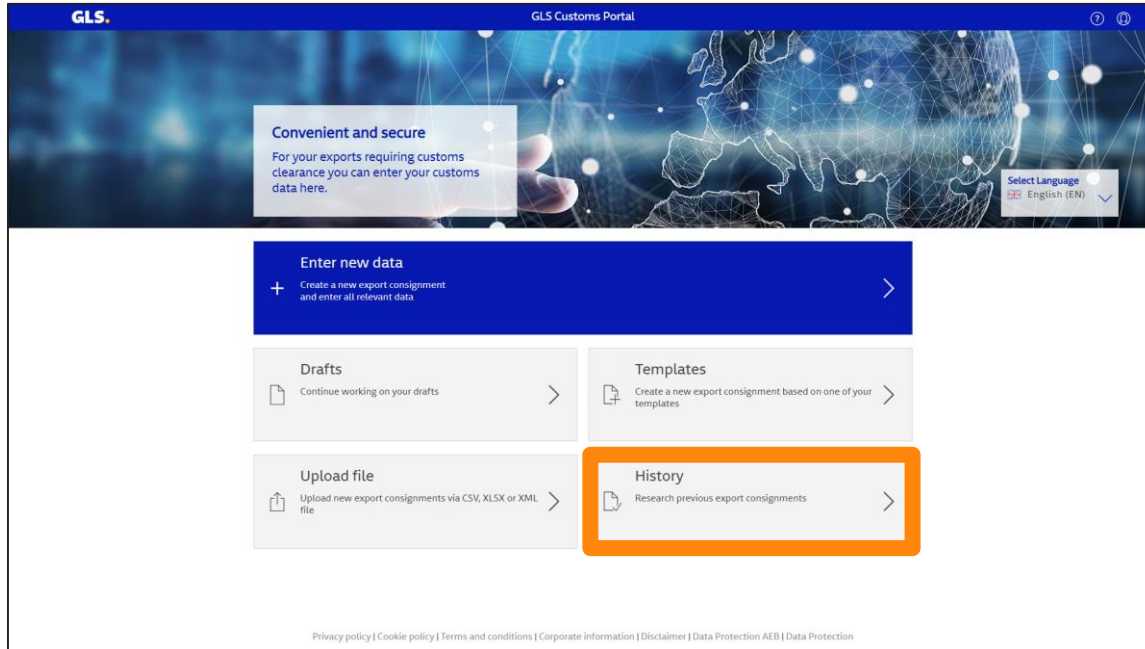
DISCARD ALL

- I Information about the data import (file name, date, time, user).
- II List of the just uploaded customs consignments.
- III By using this button, you can access the list of previous data imports.

# History

Research previous export consignments

Enter new data	
Drafts	Templates
Upload file	<b>History</b>



On the home screen, please press **"History"** to get an overview of all **transmitted** customs shipments.

**Notification:**  
Editing is not possible anymore.

# History

Research previous export consignments

Enter new data	
Drafts	Templates
Upload file	<b>History</b>

GLS Customs Consignments

Customs Consignments (2 out of 23)

COUNTRY CODE <ALL> DEPOT CODE <ALL> CUSTOMER CODE 242778900 X DELETE FILTERS

DEPOT	CUSTOMER CODE	REFERENCE NUMBER	CONSIGNMENT NO.	IMPORTER	IMPORT COUNTRY	SUBMITTED
DE / DE-0100	242778900 / Muster	YXMH41UJ	34343434344	Volt Bikes Ltd.	GB	03/23/2022, 10:11:28 AM
DE / DE-0100	242778900 / Muster	YXMH41UJ	44444444444	Volt Bikes Ltd.	GB	03/22/2022, 8:20:02 AM

10 Items per page

- I Filter function
- II Search field (e.g. for shipment number).
- III Opening detailed information about each customs consignment.



# Agenda

1

**Introduction**

2

**Customs Portal**

3

**Customs Consignment**



4

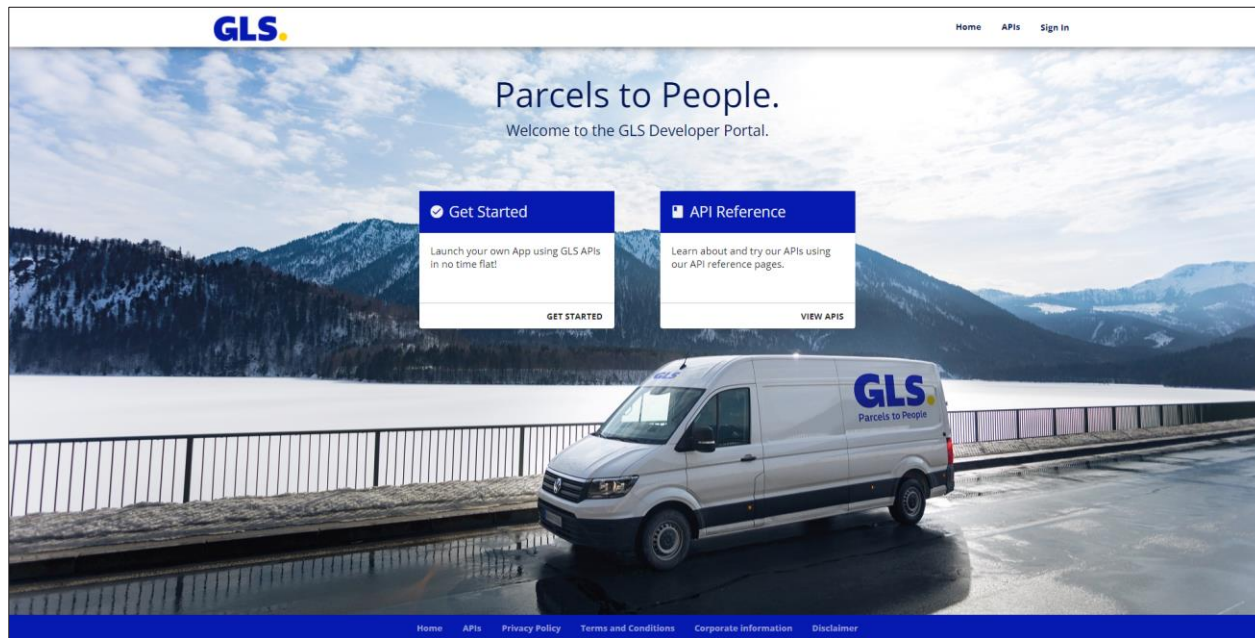
**User support**



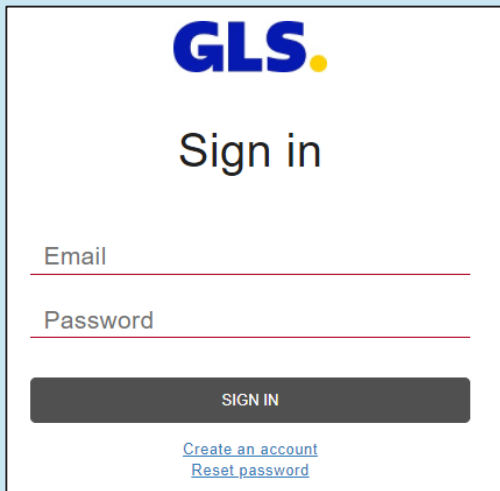
# General information

- GLS is offering an **automated programming interface in the form of a REST-API** which can be accessed via Internet.
- You will find all information regarding the GLS Customs API in the GLS Developer Portal for customers and partners.
- You can access the GLS Developer Portal by the following **link**:
  - <https://dev-portal.gls-group.net/>

Besides the possibility to manually enter data via the GLS Customs Portal, it is possible to transmit the customs data and related export documents via an interface (Customs Consignment API).



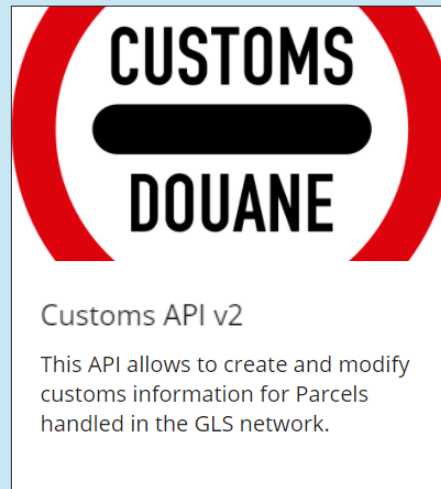
# Login



The screenshot shows the GLS Developer Portal login interface. At the top left is the GLS logo. Below it, the text "Sign in" is centered. There are two input fields: "Email" and "Password", each with a red underline. Below the password field is a dark grey "SIGN IN" button. At the bottom, there are two links: "Create an account" and "Reset password", both in blue text.

**As a GLS customer, you can log in to the GLS Developer Portal by self-registration.**

- In the next step you register your app in the GLS Developer Portal.
- If you want to use your app productively, please contact your local GLS contact person as usual and have the name of your registered app available.
- We will install the final system settings and you can use the API.



The logo for Customs API v2 features the words "CUSTOMS" and "DOUANE" in bold black capital letters, separated by a thick black horizontal bar. This text is enclosed within a red circular border. Below the logo, the text "Customs API v2" is displayed, followed by a description: "This API allows to create and modify customs information for Parcels handled in the GLS network."



# Agenda

1

**Introduction**

2

**Customs Portal**

3

**Customs Consignment API**

4

**User support**



# User support



**For logins and technical questions, just contact your GLS team:**

Customs Portal

[Insert your local contact details here](#)

API (activation of your app / interface)

Your local GLS field IT

For customs related questions

Your GLS depot

**We will be happy to help!**

**Thank you!**

**GLS.**