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## Single administrative document

The Single Administrative Document is a standard form used for declaring imports, exports, transit and several other customs procedures. Box 7 allows entry of reference number if desired Box 8 identifies the recipient of the goods. Its customs experts can help companies ensure compliance with customs and tax regulations and optimize their supply chain. Guidance of Forms and Codes The customs authority publish guidance in a tabular form of the boxes which must be completed for each relevant procedure. In short, having an experienced and reliable logistics partner, such as Across Logistics, can be of great help to companies in complying with customs requirements and optimizing their supply chain. Each must contain identical information. Otherwise, it is rounded up to the nearest whole number. At this time, the importer or exporter must present the SAD along with other documents required for customs clearance. First, the SAD is a mandatory customs document that must be presented to the customs authorities before the imported or exported goods can be released. Box 2 - Identification Box in which all the data and information related to the identification (name or company name, fiscal address and NIF, etc...) are defined. No warranties are given. Numeric Codes The form uses various numeric codes that are prescribed. Take note! What is the SAD? The SAD, or Single Administrative Document, is a customs document used in international trade for the import and export of goods. In the United Kingdom traders connect to the customs handling of import and export freight (CHIEF) system and input the data electronically. Box 38 sets out the weight in kilograms of goods without packaging. Box 6 sets out the total number of packages the subject of the declaration. The references below to the box numbers refer to the fields in the online/electronic return. The SAD is an essential document for the management of customs operations and allows importers and exporters to comply with legal and fiscal obligations in the international trade process. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation. Copy N3 for the exporter (shipper). Box 15 - Country of issue The actual exporting member state and the member state where the SAD is being completed must be specified. Box 45 sets out the terms on which the invoice has been raised to allow for judgements. Box 46 sets out the statistical value of the goods in the domestic currency. Box 45 has five columns which must be completed for each duty or tax on goods that are declared. The columns are type (code to identify what tax or duties are declared), base (the value or quantity to calculate tax and duty) rate (information relating to the rate applied) amount (how much is due) method of payment. Box 48 sets out the codes for deferment of payment at importation. It comes with an advanced configuration system, which ... Learn about the SAD form, a set of eight copies for export and transit operations in the EU. Box 39 sets out the relief from duty against the tariff quota. Box 16 - Country of Origin Other boxes of interest are the following: box 20 relating to the delivery conditions, box 22 specifies the amount, almost 25 the mode of transport at the border... As you can see, it is a very complete document where all the information about the goods and the type of transaction to be carried out is provided in detail. One type of agent is not liable for the customs debt or VAT after the declaration is accepted. The other type may act in their own name and be jointly liable for all charges. Depending on the type of transaction to be carried out, it is possible to use one or another of the 8 copies of this Single Administrative Document. Box 41: Where more than one of quantity is shown against a commodity code box 41 is to set out to 3 decimal places the quantity of duty being paid. In almost all cases it is now used in electronic form. Attribution - You must give appropriate credit, provide a link to the license, and indicate if changes were made. Box 34 sets out the country of origin if a common agricultural policy export refund is being given; If applicable it must set out the last country of substantial processing. Box 35 sets out the gross mass of goods and packaging. Copies 1, 2, 3 and 5 have a coloured continuous right margin coloured respectively first copy red, second copy green, third copy yellow, fifth copy blue. Copies 4, 6, 7 and 8 have a coloured broken right margin coloured respectively fourth copy blue, sixth copy red, seventh copy green, eighth copy yellow. The forms and continuation forms are used from a set of eight copies. International trade involves a series of formalities and administrative procedures that must be complied with in order to carry out import and export operations. It should give the identification number of a freight container where applicable. Copy N8 for the importer. It is also necessary to indicate the corresponding taxes and duties. It is still occasionally used in the paper form. The Single Administrative Document, or SAD, is a mandatory customs document that must be used for all import and export operations within the European Union. Only the numbered boxes in the form are for completion by the user. Box 32 enters the declared number of goods in sequence. Box 33 sets out the commodity code from the tariff. Another purpose of the SAD is the control of trade statistics. Six, seven, eight are for imports. Across Logistics has a team of highly trained and experienced professionals in the handling of international trade and customs operations. Box 42 sets out the item price. Box 43 sets out the method of valuation used. In addition, Across Logistics offers a wide range of customized logistics services, from supply chain planning and design to transportation and warehousing management, allowing companies to focus on their core business while delegating logistics to an expert. Agents are very commonly employed to undertake the returns and customs processing on behalf of traders. Copy N4 as proof of the Community nature of the goods. Box 5 - Number of Items The number of items to be declared is specified. The other boxes identified by a capital letter are for administrative use in the hardcopy form. How to fill in the SAD The process of completing the Single Administrative Document (SAD) can be a bit complex due to the large amount of information that must be included and the specific regulations that must be followed to ensure that the SAD is accepted by the customs authorities. What is the Single Administrative Document for? Release into free circulation requires payment of duty where applicable. The CPC code identifies the procedure to which goods are put. Box 6 - Number of packages Identification of the number of packages. The licensor cannot revoke these freedoms as long as you follow the license terms. Learn what a single administrative document (SAD) is and how it simplifies trade with non-EU countries and within the EU. Various combinations are therefore possible, such as: export, outward processing or re-export: copies 1, 2 and 3, Union transit: copies 1, 4 and 5, customs procedures at import: copies 6, 7 and 8. The SAD contains detailed information about the goods being imported or exported, such as the origin and destination of the goods, their value and weight, the mode of transport and the taxes to be paid. By working with Across Logistics, companies can reduce transit times, minimize costs, avoid fines and customs delays, and improve the efficiency of their business operations. Therefore, for exports and shipments it is necessary to present three different copies: The so-called N1 copy for the issuing customs office. Box 21 sets out the name and nationality of the means of transport at the point of crossing the EU border. Parts two and three are for export. ShareAlike - If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. Adapt - remix, transform, and build upon the material for any purpose, even commercially. The SAD is used at the time of customs clearance, i.e. when the goods arrive at the port or airport of destination and must be released by the customs authorities for entry into or exit from the country. Other information of interest about the different specimens: Copy N5 is used in operations requiring the return of goods. Where a quota is claimed other documentation required to support the application must be set out in this box. The SAD allows importers and exporters to comply with the tax obligations established by the customs and tax authorities of the country of origin and destination. Box 22 sets out the currency and total amount for customs valuation purposes for currencies other than the domestic currency (euro or sterling as the case may be). Box 25 sets out the mode of transport for the mode of transport used at the border. Related content: When should the Single Administrative Document be used? The data may be returned by the trader or an agent who was approved to use the system. In this case, a SAD must be filed in each country through which the goods pass. No additional restrictions - You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. One of these documents is the SAD, or Single Administrative Document. Find out the principles, functions, codes and specific points of the form. This could be for example released to free circulation and payment of duty if applicable. This may be released into free circulation or assignment to another customs procedure. The customs agent will require the requisite information to complete the SED form and comply with other requirements and formalities. Two of the most important entries and the commodity code from the EUTARIC / customs tariff. The SAD includes detailed information on the goods, such as quantity, weight, value, origin and destination, as well as information on the means of transport used and the necessary supporting documents. Across Logistics, your reliable logistics partner. The N2 and N7 are used to develop statistical reports. You may do so in a reasonable manner, but not in any way that suggests the licensor endorses you or your use. The SAD contains information on the mode of transport, itinerary, packaging and identification of the goods, which allows transport intermediaries to guarantee the correct delivery of the goods. In broad terms that set out what the goods are what movement is declared the goods identified by their commodity code under the tariff heading the customs procedure code which determines the way in which the trader is treating the goods. The SED has 54 boxes. Additional information about the consignment such as certificate or authorisation codes must be set out. The lodging of the form of the relevant codes constitutes a declaration with the legal consequences that follow. Share - copy and redistribute the material in any medium or format for any purpose, even commercially. This copy can be used as well for statistical purposes by the Member State of import in cases of trade between parts of the customs territory of the Union with a different fiscal regime, copy 8 is returned to the consignee. The form is used both for export and import declarations as well as in transit through other jurisdictions to a final point of exit or entry within the EU and third countries. Box 36 was completed when goods are entering free circulation from outside the EU. Box 8 - Declarant All data relating to the identification of the addressee are filled in. It also includes information on the importing or exporting company, as well as on the intermediaries involved in the operation. Having a reliable and experienced logistics partner, such as Across Logistics, can be of great help in the process of importing and exporting goods and complying with customs requirements. It is composed of a set of eight copies each with a different function. The codes are set out in the Tariff. In addition to its customs function, the SAD also serves as a tax declaration document for the payment of taxes and duties. First of all, it is important to note that the SAD must be completed by the exporter or importer or their authorized representatives, and that the information included in the document must be accurate and complete. Copies Required Not all copies are required in each case. Overview of Principal Boxes Box 1 Box 2 identifies the consignor of the goods i.e. the sender. The SAD provides detailed information on import and export operations carried out in a country and is used by the authorities for the preparation of trade statistics that enable governments to make important economic decisions. Having said that, let's take a look at some of the most important boxes that are part of the SAD. Find out how to use the SAD and access the EU trade toolbox and ... The Single Administrative Document is a standard form used for declaring imports, exports, transit and several other customs procedures. Box 26 sets out the mode of transport at the trader's inland facilities where applicable. Box 30 sets out the location of the goods by country code and by location code. Box 49 sets out the codes for identification of warehouses. Notice - See the Disclaimer and our Term of Use above. Brexit Legal, McMahon Legal and Paul McMahon have no liability arising from reliance on anything contained in this article nor on this website. Contact McMahon Legal. Share - copy and redistribute the material in any medium or format for any purpose, even commercially. In addition, the SAD must also be used in other cases, such as when transit operations are carried out, i.e. when the goods must be transported through several countries before reaching their final destination. Different states may waive the completion of certain boxes, and these are shown in the published guidance. The license may not give you all the permissions necessary for your intended use. Parts one, four and five are for transit. It is important to point out that the SAD must be presented at the time and place indicated by the customs authorities and that its correct use and compliance with fiscal and legal obligations can help companies avoid problems with customs authorities and optimize their supply chain. In this article, we will explain what the SAD is, what it is for, when to use it and how to fill it out correctly, as well as its importance in international trade tasks. Otherwise, the SAD may be rejected, which could delay the release of the goods. Box 31 describes the goods and packaging to enable identification. ASYCUDA employs the use of the Single Administrative Document (SAD), which replaces the various Customs Entry Forms of the past. Forms contain boxes, some of which are required depending on the particular customs procedure involved. It is important to note that the SAD can be presented in physical or electronic format, depending on the country and the specific rules of each operation. Box 14 identifies the type of representative if any involved and contact details. Box 15 requires the country of dispatch for controlled goods that require a full licensing declaration at the frontier. Box 18 identifies the means of transport on which goods are loaded. Using one single document reduces the administrative burden and increases the standardization and harmonization of data collected on trade. Read more on the presentation and use of the form. Where is the Single Administrative Document used? In the EU, the single administrative document is used for trade with non-EU countries and for the movement of non-EU goods within the EU. Since the 1987 Convention, the simplification of formalities in trade in goods it also applies to the territories of the EFTA countries (Switzerland, Norway and Iceland), Turkey (since 1 December 2012), to the Republic of North Macedonia (since 1 July 2015) and to trade between these countries and the EU. Finally, it remains applicable in certain extremely limited cases of movement of EU goods inside the EU (for example: possible individual measures for the period of transition following the accession of new Member States, trade with parts of the customs territory of the EU which are not part of the fiscal territory of the Member States). Procedures covered The document covers the placement of any goods under any customs procedure such as: export, free circulation, transit (where the New Computerised Transit System was not used), warehouses, temporary admission, inward and outward processing, etc. Legal basis More information on data harmonization and coding in the Table of SAD boxes. Legend table Notes to table More information on data collection and codes used by Member States on a national basis for procedures, certificates, documents and authorizations. Paper Copies The paper version of the single administrative document is colour-coded. Traders may be approved for direct trader input (DTI) to the system. The full version comprises eight parts for use in different parts of the trading process. It is important to keep in mind that the requirements for filling out the SAD may vary according to the type of goods being imported or exported, the origin and destination, as well as the specific regulations of the customs authorities. In the case of imports: Copy N6 for import customs. It is still occasionally used in the paper form. The Single Administrative Document, or SAD, serves different purposes in international trade. This document is essential for the customs clearance process and allows importers and exporters to comply with legal and fiscal obligations in the international trade process. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. There are a significant number of permutations. The SAD form is harmonized internationally. In summary, the SAD is an essential document for international trade, as it allows to comply with customs and tax obligations, control trade statistics and ensure the safe and efficient transportation of goods. Online Automated Entry The Irish Revenue uses the automated entry processing (AEP) system. Therefore, whenever such an operation is carried out, it is necessary to file a SAD with the customs authorities. The SAD is mandatory for all import and export operations carried out within the European Union. The single administrative document (SAD) is a form used for customs declarations in the EU, Switzerland, Norway, Iceland, Turkey, the Republic of North Macedonia and Serbia. Parts. Box 37 identifies the Customs procedure code under the declaration. There are two types of customs agent. Therefore, it is advisable to seek expert advice or use online tools to assist in the filling process. Box 4 sets out the number of loading lists. Box 5 sets out the total number of items the subject of the declaration. Box 1 - Declaration In this box you define the type of customs procedure, as well as the marking of the status and destination of the goods (CO dispatch for another state, member, EX for countries outside the EU, etc...). Finally, the SAD also serves as a transport document and ensures that the goods arrive at their final destination without problems. An additional four digits apply to agricultural goods subject to CAP variable charges or anti-dumping duties. Use of the Copies copy 1 is kept by the authorities of the Member State in which export (dispatch) or Union transit formalities are completed, copy 2 is used for statistical purposes by the Member State of export. This copy can be used as well for statistical purposes by the Member State of dispatch in cases of trade between parts of the customs territory of the Union with a different fiscal regime, copy 3 is returned to the exporter after being stamped by the customs authority, copy 4 is kept by the office of destination upon completion of the Union transit operation or as the document providing evidence of the customs status of Union goods, copy 5 is the return copy for the Union transit procedure, copy 6 is kept by the authorities of the Member State in which import formalities are completed, copy 7 is used for statistical purposes by the Member State of import.

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