

# Import process

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## Context

The objective of this procedure is to define the process related to establishment of the import customs clearance in the broker system using the Solvay Solutions UK CFSP.

## Scope

This procedure concerns Solvay Oldbury and Halifax plants (UK).

## Roles and Responsibilities

| Role                     | Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Contact                 |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Dedicated customs broker | <ul style="list-style-type: none"><li>• receive the relevant information for import clearance and check missing elements</li><li>• check the present of the preferential document if import from countries signed the FTA agreement with the EU</li><li>• process SFD, SDI and FSD in its system</li><li>• amend entries according to HMRC instructions</li><li>• provide monthly report containing PO ref before 4<sup>th</sup> working day of the month following the reporting period</li><li>• Archive customs documents</li></ul> | Customs broker          |
| Supply Chain             | <ul style="list-style-type: none"><li>• assure quality of import data</li><li>• provide information when import documents are missing</li></ul>                                                                                                                                                                                                                                                                                                                                                                                        | Supply chain managers   |
| RtR                      | <ul style="list-style-type: none"><li>• Compare the HMRC deferment records to customs broker's report on duties and taxes</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                    | Accounting front office |
| CTC                      | <ul style="list-style-type: none"><li>• Provide customs instructions and any information which may be required by GB authority</li><li>• Update customs instructions in case of any change</li><li>• Follow up the customs controls</li><li>• Update customs authorisations</li></ul>                                                                                                                                                                                                                                                  | Process expert          |

## Step by Step - Standard Import Process

### 1. Receipt of import documentation

UK plants mentioned above give instructions to the suppliers to indicated the dedicated broker as a notify party for customs clearance on the documents.

Before goods arrival at the port of entry, the dedicated broker receives the information about the arrival as well as all documents needed to establish the import customs clearance in the UK.

CTC sends the permanent instructions to the dedicated brokers (see [Annex 1](#)).

## Scope



EMEA

UK: Solvay Oldbury and Halifax plants

## ERP



WP1

## References

## Attachments

[Instructions for import customs clearance](#)

## 2. Frontier Declaration (SFD)

The dedicated customs broker pre lodges the Simplified Frontier Declaration. It is done through his system in the relevant port inventory system.

## 3. Supplementary Declaration Import (SDI)

Once the goods have been received on site, the SDI must be submitted. The SD must be sent to and accepted by CHIEF before the end of the fourth working day of the month following acceptance of the SFD.

The customs broker completes the SDI in its system and checks particularly if the value, the incoterm and the quantity match the documentation sent by the supplier. In case of discrepancy, the dedicated customs broker sends an email to the relevant supply chain contact. He waits for a written confirmation by email before amending the data. The person in charge must then investigate on the discrepancy and modify the data in Solvay ERP system if necessary.

The information about the customs codes, CPC codes, EORI number, deferment references are provided by CTC department. In case of any customs information missing to proceed with the entry, the dedicated customs broker contacts CTC.

The customs broker sends the declaration to CHIEF and monitors the answer.



### Key points

The customs broker is responsible for checking preferential origin documents (EUR1, Form A, invoice statement), applying the relevant code and filing the original certificate. (See Trade preference management process).

If goods are coming from countries having signed the preferential agreement with the EU and the preferential origin certificates are missing, the dedicated customs broker contacts CTC department.

## 4. Final Supplementary Declaration (FSD)

The FSD must be submitted before the 4<sup>th</sup> working day of the month following the reporting period, showing the number of SDI and SDW due /submitted in the reporting period. It is generated in the broker's system. The customs broker compares with the number of SDI and SDW due /submitted and sends FSD to CHIEF.

## 5. Monthly report communication

At the end of globalization period and before the 4<sup>th</sup> working day of the month following the reporting period, the dedicated customs broker sends the monthly report of duties and taxes due to the accounting front office. This monthly report should mostly include Solvay purchase order ref as well as the amount of duties and taxes paid.

## SD AMENDMENTS

In case of any errors or omissions on SD declarations, the corrections should occur as soon as possible. If the dedicated broker notices any error within 24 hours of submission, he may be able to cancel or amend the SD via CHIEF. If it's later than that, he must contact the HMRC CFSP team via email at [CFSP\\_cope@hmrc.gsi.gov.uk](mailto:CFSP_cope@hmrc.gsi.gov.uk).

## 6. Archive

The dedicated customs broker archives customs entries as well as all documents related to within 4 years.

## 7. Customs controls

In case of customs control on importation, the dedicated customs broker contacts CTC. For documentary control, the dedicated customs broker provided to HMRC all documents used for customs entries. In case of physical control, the dedicated customs broker informs CTC as well as Supply Chain manager of UK plant.

## 8. Instructions update

CTC updates the permanent import instruction in case of any change in regulation.

## ANNEX 1

TO (name of the dedicated customs broker)

### **INSTRUCTIONS FOR IMPORT CUSTOMS CLEARANCE**

We kindly ask you to customs clear **(type of the goods)** for importation from **(country of departure)**. Kindly take into account following information to declare the goods to GB authority:

- **Customs procedure:**

- |                                                                             |                                                                    |                                            |                                 |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------|---------------------------------|
| <input type="checkbox"/> Placement into customs warehousing                 | <input type="checkbox"/> Transit                                   | <input checked="" type="checkbox"/> Import |                                 |
| <input type="checkbox"/> Release for consumption (from customs warehousing) | <input type="checkbox"/> Re exportation (from customs warehousing) | <input type="checkbox"/> Temporary storage | <input type="checkbox"/> Export |

- **TARIC Code:**
- **Exporter/importer: Solvay Solutions UK**
- **Deferment account number: 8122459**
- **EORI : GB730994808000**

Please provide a copy of **import** customs declaration immediately after clearing process to following addresses:

[solvaycustoms@solvay.com](mailto:solvaycustoms@solvay.com)

UK Supply chain contacts

For any assistance regarding customs issues, customs classification, preferential and non-preferential issues, kindly contact customs team @ [solvaycustoms@solvay.com](mailto:solvaycustoms@solvay.com)