



## Importing goods into Europe... from the U.S.

When you are **importing goods from the U.S.**, the best way to ensure you clear customs and avoid delays is to provide the correct details and documents with your shipment. This paperwork will need to be in order before you can receive your package – and remember that regulated goods, such as food or apparel, can often require additional documentation.

If you are importing goods from the U.S. into Europe, you should **follow these steps** before shipping:



- 1 Make sure the commercial invoice is completed correctly**

Check that the shipper in the U.S. has completed a commercial invoice and that all the details are accurate. Ensure your details, as the receiver, are correct in case FedEx needs to contact you to check anything. Don't forget to provide the shipper with your EORI number.
- 2 Decide who will pay duties and taxes**

You and the shipper need to decide how duties and taxes will be paid and who will be responsible. This should be consistent with the terms of sale, which are normally determined by using Incoterms® at the time of sale. However, the Incoterms® are separate to the FedEx shipping and billing options – and it's these that will determine who we bill for any duties and taxes. It's therefore essential that they reflect the agreement you have come to.

Please note, if the shipper asks us to pay the customs duties on your behalf, we will do so and then invoice you. This will include a Disbursement Fee (which is part of our ancillary charges). See [here](#) for more information about duties and taxes.
- 3 See whether your shipment needs an EEI filing**

Certain export shipments from the U.S. require an Electronic Export Information (EEI) filing. This must be completed through the Automated Export System (AES) and can only be done so by established U.S. entities / persons. Always check with the shipper that they have completed this filing if one is required, as we will not be able to collect or move the goods if they haven't. See our [informative U.S. page](#) (by selecting "English language") for more information about EEI.

If EEI is required and your exporter has filled out the EEI form, they will send you the registration number. This is known as the International Transaction Number (ITN) and **must be included** on the air waybill. Even if EEI is not required, you must specify that no EEI is needed on the air waybill and select the citation that exempts your shipment from EEI.

It is the importer's responsibility to create the air waybill for last minute freight shipments.
- 4 Check what documentation is needed**

It is important to comply with U.S. regulations, so you may need to check with the shipper to see if they / you need to obtain any authorisations or certificates before the shipment is sent. This will depend on the goods being shipped. See [here](#) for more information on additional documentation that may be required.
- 5 Make sure the shipper understands the packaging requirements**

Some goods have strict marking, labelling and packaging requirements. It's good to check that the shipper understands any requirements for your shipment and complies with them fully. See [here](#) for more information on packaging.
- 6 Book a pickup**

Please ask the shipper to [arrange a pickup](#) or call our customer service team to arrange a remote pickup (RPI).

**Following these steps will help you to get your goods faster, reduce delays and minimise any potential additional fees.**