



# **GLS Customs Portal and Customs Interface (API)**

**Customer Information GLS Germany**

Version 19.01.2021

# Agenda

## 1. Introduction

## 2. Customs Portal



## 3. Customs Interface (API)



## 4. User support



# 1 | Introduction

The GLS Customs Portal has been available since 04.12.2020

- When shipping parcels to non-EU countries, GLS customers have to **transmit the customs data** 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). See [page 18](#) for details.
- Moreover, GLS developed an interface (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 **must not exceed 6 MB** (incl. customs data)  
→ summarise 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 Interface (API)



## 4. User support



## 2 | Customs Portal: 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 Internet Explorer is not supported.



Note:

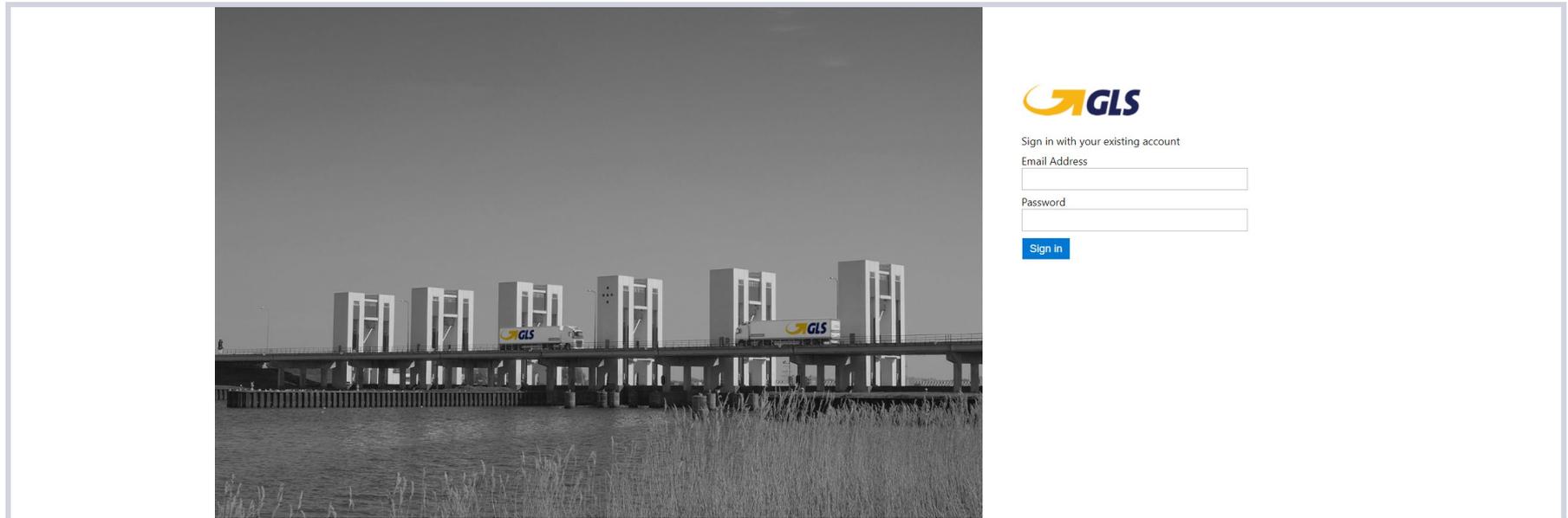
When this Customer Presentation was done, the Customs Portal was still under development. Therefore slight differences between the actual Customs Portal and this documentation might occur.

## 2 | Customs Portal: Login



The Customs Portal has been in service since 4<sup>th</sup> December 2020

- The initial screen on the Customs Portal is the Login Screen:  
→ <https://gls-customs-portal.next.aeb.com/portal/>
- Please login with your credentials.  
→ You need login data? Please contact: [zollportal@gls-germany.com](mailto:zollportal@gls-germany.com)
- After successful login you will be forwarded to the starting page of the Customs Portal.



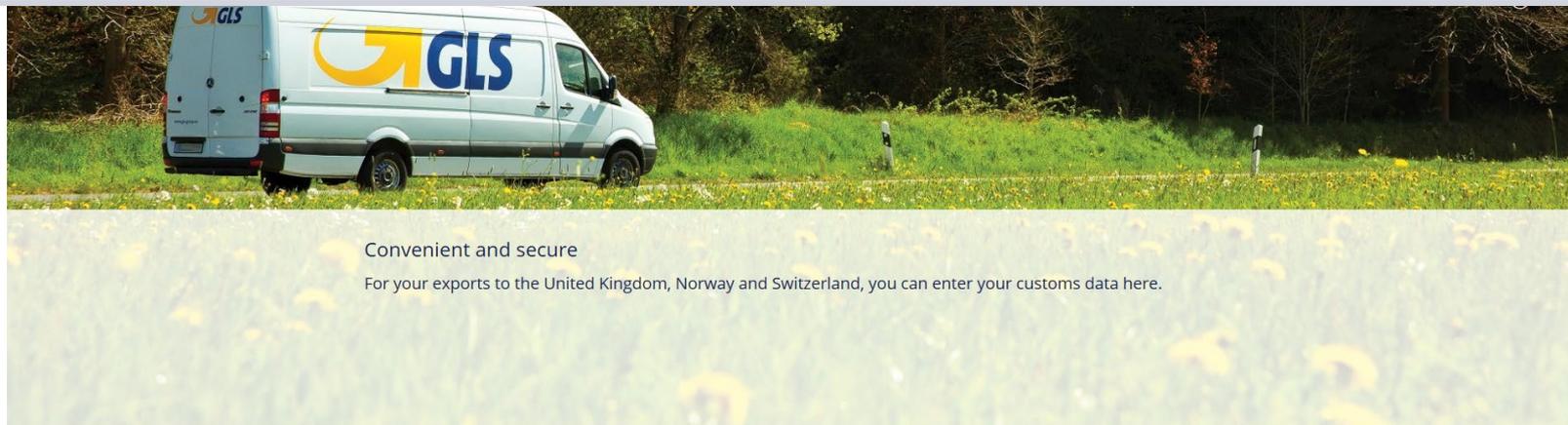
## 2 | Customs Portal: Home screen



Four options are available

On the home screen of the Customs Portal you can choose between four options:

→ **Enter New Data, Upload file, Drafts, History**



**+ Enter new data** >  
Create a new export consignment and enter all relevant data.

**Upload file** >  
Upload new export consignments via CSV or XLSX file.

**Drafts** >  
Continue working on your drafts.

**History** >  
Research previous export consignments.

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## 2 | Customs Portal: Navigation



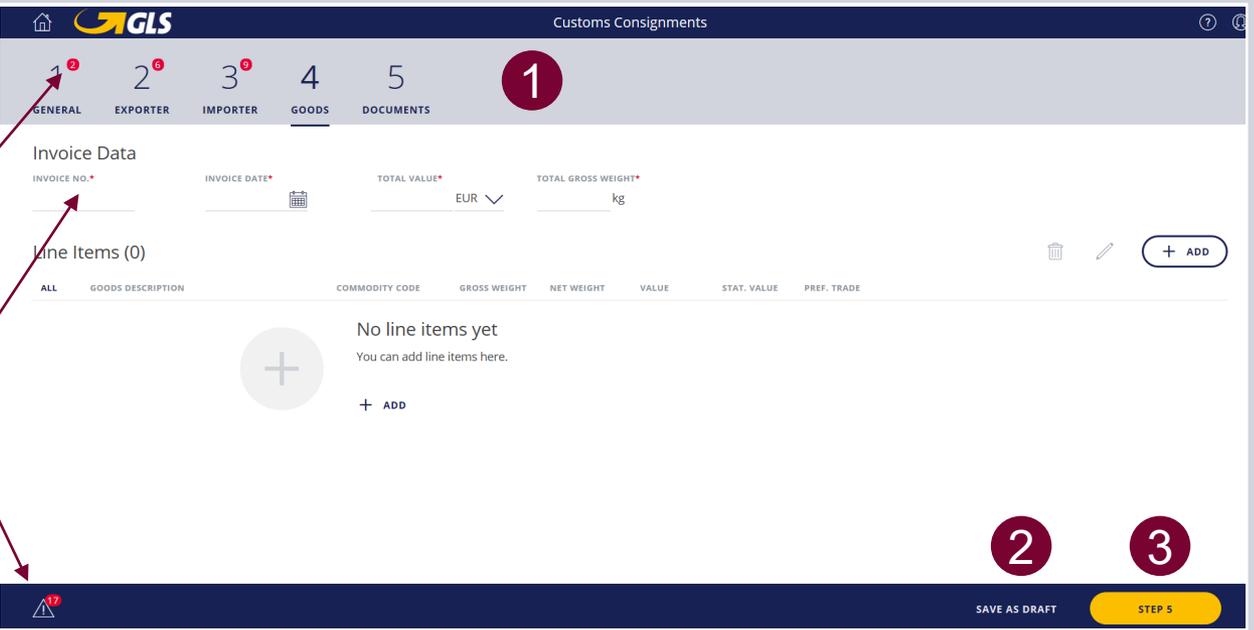
The dialogue shows the process of data entry

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

If the entries are missing or incorrect, red icons occur with the summary of how many entries are missing.

Fields with \* are mandatory.

Click  for field for further instructions.



The screenshot displays the GLS Customs Consignments portal. At the top, there is a navigation bar with five steps: 1 (GENERAL), 2 (EXPORTER), 3 (IMPORTER), 4 (GOODS), and 5 (DOCUMENTS). Step 1 is currently active. Below the navigation bar, the 'Invoice Data' section contains four mandatory fields: 'INVOICE NO.\*', 'INVOICE DATE\*', 'TOTAL VALUE\*' (set to EUR), and 'TOTAL GROSS WEIGHT\*' (set to kg). Below this is a table for 'Line Items (0)' with columns for 'ALL', 'GOODS DESCRIPTION', 'COMMODITY CODE', 'GROSS WEIGHT', 'NET WEIGHT', 'VALUE', 'STAT. VALUE', and 'PREF. TRADE'. A large plus sign and the text 'No line items yet. You can add line items here.' are visible. At the bottom right, there are buttons for 'SAVE AS DRAFT' and 'STEP 5'. A red warning icon with the number '17' is located in the bottom left corner of the page.

## 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



### Create a new export consignment and enter all relevant data

On the home screen, please press

**“Enter new data”** if you wish to enter customs data **manually**.



Convenient and secure

For your exports to the United Kingdom, Norway and Switzerland, you can enter your customs data here.

+ Enter new data  
Create a new export consignment and enter all relevant data.

Upload file  
Upload new export consignments via CSV or XLSX file.

Drafts  
Continue working on your drafts.

History  
Research previous export consignments.

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## 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



In the 1<sup>st</sup> step general information about the customs consignment needs to be entered

- 1 Please enter all parcel numbers of a shipment
- 2 Select an Incoterm
- 3 Enter existing MRN numbers of your export declarations and select the field Export Declaration „BY ME“ (also see next page)

Customs Consignments

1 GENERAL 2 EXPORTER 3 IMPORTER 4 GOODS 5 DOCUMENTS

General data

PARCEL NUMBERS\*

1

INCOTERM\*

2

EXPORT DECLARATION

3  BY ME  BY GLS  NOT NEEDED

EXPORT MRNS

TRANSIT MRNS

YOUR REFERENCE

Fields marked with \* are required

SAVE AS DRAFT STEP 2

## 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



In the 1<sup>st</sup> step general information about the customs consignment needs to be entered

- 3 • „BY GLS“: please do not select, will be activated later (*eDeclarationService*)
- „NOT NEEDED“: select if you don't have an export declaration (shipments < €1,000)
- 4 If you have your own T-paper, enter its MRN number here.

1 GENERAL 2 EXPORTER 3 IMPORTER 4 GOODS 5 DOCUMENTS

General data

PARCEL NUMBERS\*

INCOTERM\*

EXPORT DECLARATION

3  BY ME  BY GLS  NOT NEEDED

EXPORT MRNS

4 TRANSIT MRNS

YOUR REFERENCE

Fields marked with \* are required

SAVE AS DRAFT STEP 2

## 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



In the 2<sup>nd</sup> step information about the exporter needs to be entered

- 1 Exporter address
- 2 Existing EORI no., tax IDs + VAT registr. no. (mandatory if shipment value  $\leq$  GBP 135)
- 3 Contact person details

GLS Customs Consignments

1 2 3 4 5  
GENERAL EXPORTER IMPORTER GOODS DOCUMENTS

Exporter

Address

NAME\* 1

NAME 2

STREET\* NO

STREET 2

COUNTRY\* PROVINCE POSTAL CODE\* CITY\*

Contact person

NAME\* 3

PREFIX PHONE/FAX

PREFIX MOBILE

E-MAIL

Exporter information

EORI NUMBER 2 TAX ID

VAT REGISTRATION NUMBER

SAVE AS DRAFT STEP 3

## 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



The importer information are entered in the 3<sup>rd</sup> step

- 1 Importer address incl. EORI number for UK
- 2 A different consignee can be noted
- 3 Contact person details

GLS Customs Consignments

1 GENERAL 2 EXPORTER 3 IMPORTER 4 GOODS 5 DOCUMENTS

Importer

Address

NAME\*

NAME 2

STREET\* NO

STREET 2

COUNTRY\* PROVINCE POSTAL CODE CITY\*

Importer information

EORI NUMBER TAX ID

Consignee

DEVIATING CONSIGNEE

Contact person

NAME\*

PREFIX PHONE/FAX

PREFIX MOBILE

E-MAIL

SAVE AS DRAFT STEP 4

# 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



In the 4<sup>th</sup> step you enter the invoice and customs related data of your goods to be exported

- 1 Please enter invoice information (number, date, total value, total gross weight). Functions for creating, editing and deleting positions
- 2 Additional option for adding items → see next screen

Customs Consignments

1 2 3 **4** 5  
GENERAL EXPORTER IMPORTER GOODS DOCUMENTS

Invoice Data

INVOICE NO.\* INVOICE DATE\* TOTAL VALUE\* TOTAL GROSS WEIGHT\*  
EUR kg

Line Items (0)

ALL GOODS DESCRIPTION COMMODITY CODE GROSS WEIGHT NET WEIGHT VALUE STAT. VALUE PREF. TRADE

No line items yet  
You can add line items here.

+ ADD

SAVE AS DRAFT STEP 5

## 2 | Customs Portal: Data entry

+ Enter new data  
Create a new export consignment and enter all relevant data.



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

- 1 Customs tariff number / Commodity code – please see the tips below
- 2 For preferential goods, please tick the box (additional fields)
- 3 Additional fields (e.g. region) are shown for exports from DE

Edit line item

QUANTITY*	COMMODITY CODE*	GOODS DESCRIPTION*
_____ pcs	_____ <b>1</b>	_____
NET WEIGHT*	GROSS WEIGHT*	
_____ kg	_____ kg	
VALUE*	STAT. VALUE	ORIGIN*
_____ EUR	_____ EUR	_____ ▾
PREFERENTIAL		
<input type="checkbox"/> <b>2</b>		
<b>3</b>		

**CLOSE**

Tips for specifying the customs tariff numbers:

- Goods with the same CTN from the same country of origin are grouped as one item.
- Goods with the same CTN from different countries of origin (EU) can be consolidated by specifying the country of origin "DE".
- Goods from different third countries can't be consolidated at present, as different preferential agreements can lead to different classifications for import customs clearance.

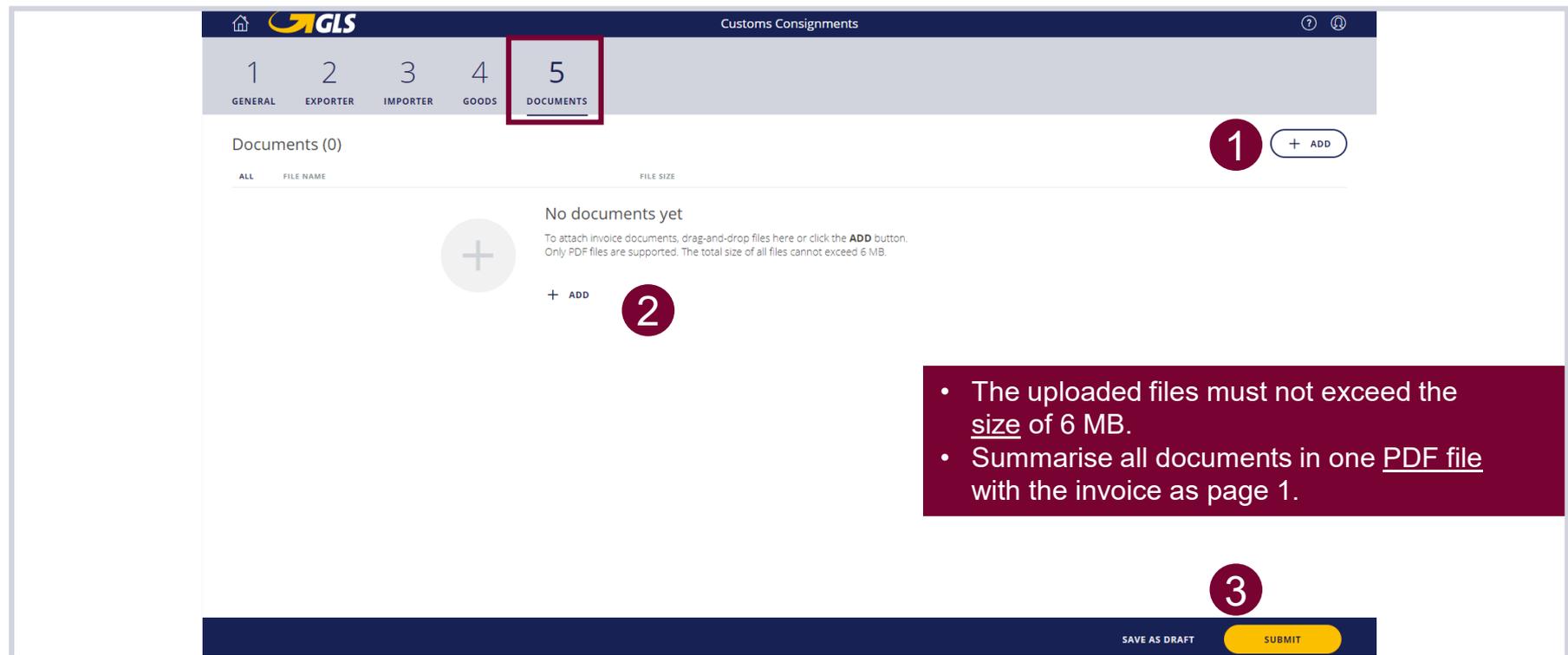
## 2 | Customs Portal: Upload documents

+ Enter new data  
Create a new export consignment and enter all relevant data.



Uploading documents which are relevant for your export is finalised in step 5

- 1 Creation and deletion of invoices
- 2 Possibility to upload further documents
- 3 Submit button → data transmission. No further changes possible.



1

2

3

4

5

GENERAL EXPORTER IMPORTER GOODS DOCUMENTS

Documents (0)

ALL FILE NAME FILE SIZE

No documents yet

To attach invoice documents, drag-and-drop files here or click the **ADD** button. Only PDF files are supported. The total size of all files cannot exceed 6 MB.

+ ADD

1

2

3

SAVE AS DRAFT SUBMIT

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

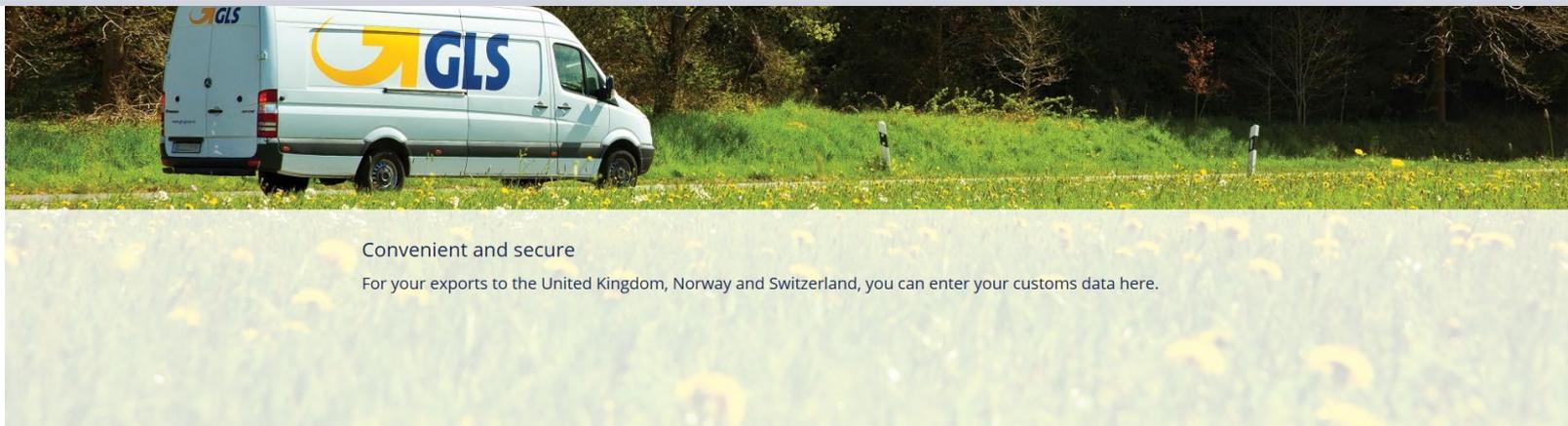
# 2 | Customs Portal: Upload data

Upload file  
Upload new export consignments via CSV or XLSX file.



## Upload new export consignments

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



Convenient and secure  
For your exports to the United Kingdom, Norway and Switzerland, you can enter your customs data here.

- + Enter new data**  
Create a new export consignment and enter all relevant data.
- Upload file**  
Upload new export consignments via CSV or XLSX file.
- Drafts**  
Continue working on your drafts.
- History**  
Research previous export consignments.

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# 2 | Customs Portal: Upload data



## Selection and upload of files in various formats

- 1 Please press „UPLOAD FILE“ to select a file
- 2 Here you find sample files in CSV and XLSX format (XML to follow)
- 3 Press HISTORY to find the list of uploaded data

Upload customs consignments

To upload customs consignments, drag-and-drop files here or click the **UPLOAD FILE** button.  
The following formats are supported: CSV, XLSX.  
Only PDF files are supported. The total size of all files cannot exceed 6 MB.

1 + **UPLOAD FILE**

2 Templates: CSV | XLSX

3 **HISTORY**

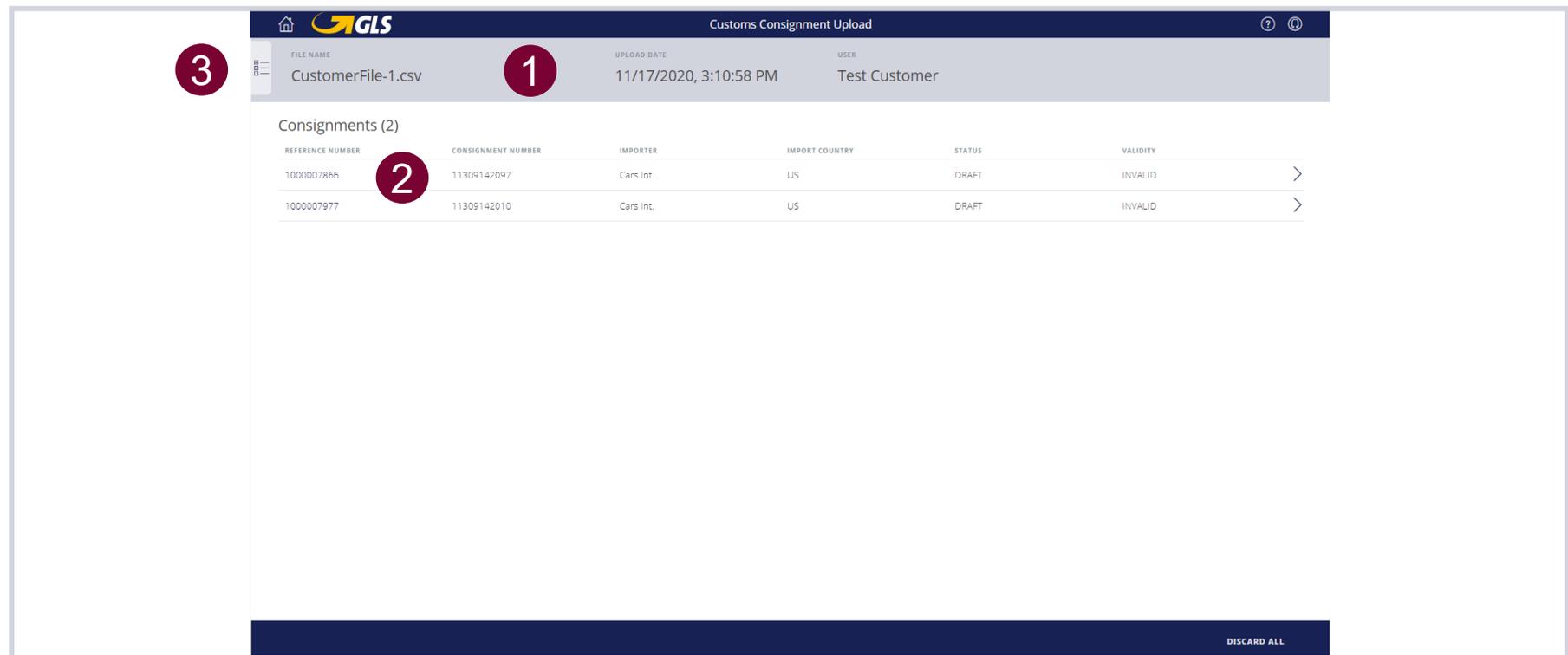
- In case of collective customs clearance (one exporter, one importer but various consignees), leave the consignee information within the CSV upload function empty.
- When entering the "Statistical value" (column BS-BT of the CSV file), specify the currency in EUR! Reason: The "Statistical value" has 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 15

## 2 | Customs Portal: Upload data



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

- 1 Information on the data import (file name, date, time, user)
- 2 List of the just uploaded customs consignments
- 3 Using this button you can access the list of previous data imports



FILE NAME	UPLOAD DATE	USER
CustomerFile-1.csv	11/17/2020, 3:10:58 PM	Test Customer

Consignments (2)

REFERENCE NUMBER	CONSIGNMENT NUMBER	IMPORTER	IMPORT COUNTRY	STATUS	VALIDITY
1000007866	11309142097	Cars Int.	US	DRAFT	INVALID
1000007977	11309142010	Cars Int.	US	DRAFT	INVALID

DISCARD ALL

# 2 | Customs Portal: Drafts

Drafts  
Continue working on your drafts.



## Continue working on your drafts

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

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+ Enter new data  
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Drafts  
Continue working on your drafts.

History  
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# 2 | Customs Portal: Drafts

Drafts  
Continue working on your drafts. >



## Continue working on your drafts

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

Customs Consignments

Drafts (3)

ALL	REFERENCE NUMBER	CONSIGNMENT NUMBER	IMPORTER	IMPORT COUNTRY	LAST UPDATE	
<input type="checkbox"/>	32424542	99756331426	ACME Ltd.	GB	11/10/2020, 9:53:02 AM	>
<input type="checkbox"/>	—	98543854232	Alpen Holding	CH	11/10/2020, 9:50:59 AM	>
<input type="checkbox"/>	32415431	98657524422	ACME Ltd.	GB	11/10/2020, 9:45:37 AM	>

# 2 | Customs Portal: History

History  
Research previous export consignments. >



## Research previous export consignments

On the home screen, please press **"History"** to get an overview of all **transmitted** customs shipments. Please note: Editing is not possible anymore.



Convenient and secure

For your exports to the United Kingdom, Norway and Switzerland, you can enter your customs data here.

- + Enter new data** >  
Create a new export consignment and enter all relevant data.
- Upload file** >  
Upload new export consignments via CSV or XLSX file.
- Drafts** >  
Continue working on your drafts.
- History** >  
Research previous export consignments.

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# 2 | Customs Portal: History

History  
Research previous export consignments.



## Research previous export consignments

- 1 Search field (e.g. for shipment number)
- 2 Opening detailed information about each customs consignment

Customs Consignments

Customs Consignments (1 out of 56)

90345087892

REFERENCE NUMBER	CONSIGNMENT NUMBER	IMPORTER	IMPORT COUNTRY	SUBMITTED
700-3456	90345087892	Mc Donalds	GB	11/04/2020, 8:43:50 PM

# Agenda

1. Introduction

2. Customs portal



3. Customs interface (API)



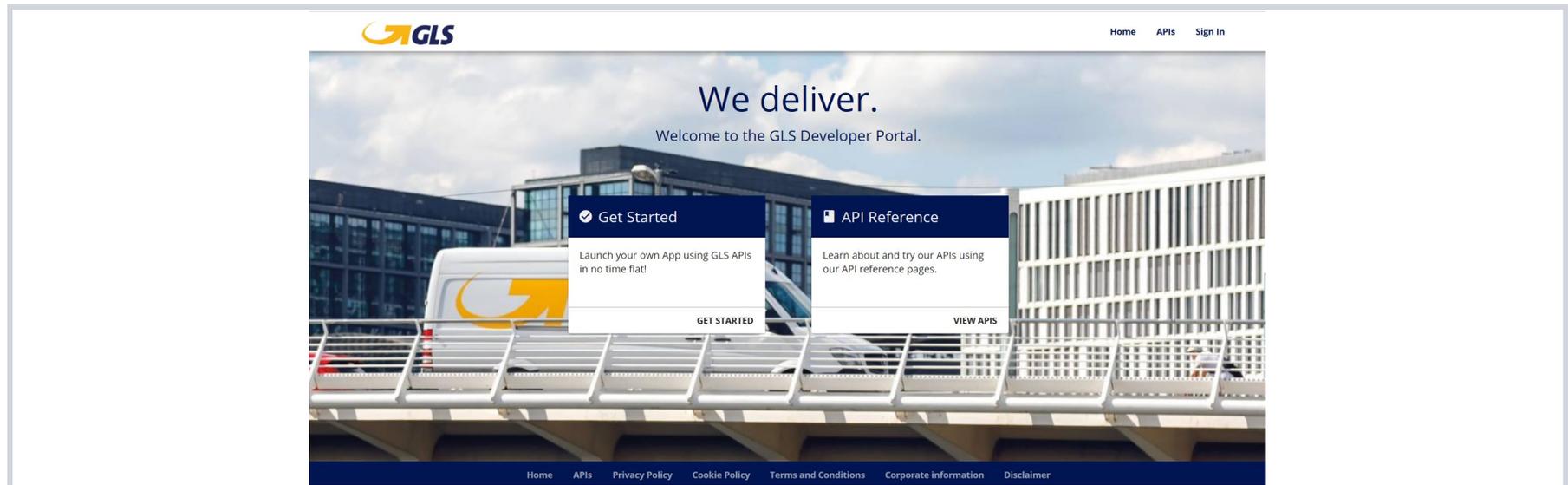
4. User support



# 3 | Customs Interface (API): General information



- 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** (API).
- 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 in regards to the GLS Customs API in the GLS Developer Portal for customers and partners.
- You can reach the GLS Developer Portal by following this **link**:  
→ <https://dev-portal.gls-group.net/>



## 3 | Customs Interface (API): Login



- 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 ready.
- We will make the final system settings and you can use the API.

A screenshot of the GLS Sign in page. The page features the GLS logo at the top center, followed by the text 'Sign in'. Below this are two input fields: 'Email' and 'Password', each with a red underline. A dark grey 'SIGN IN' button is positioned below the password field. At the bottom, there are two blue links: 'Create an account' and 'Reset password'.

# Agenda

1. Introduction

2. Customs portal

3. Customs interface (API)

4. User support





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

- **Customs Portal:**  
→ [zollportal@gls-germany.com](mailto:zollportal@gls-germany.com)
- **API (Activation of your app/interface):**  
→ [zollportal@gls-germany.com](mailto:zollportal@gls-germany.com)
- **For customs related questions:**  
→ your GLS depot

**We will be happy to help!**