

Completing Import customs declaration for postal consignments (purchases)



State Revenue Service
Republic of Latvia

Log on to the EDS and select the **Import customs declaration for postal consignments**. This will open the system where you will be able to complete the simplified declaration.

1 Select «Create new» to start the completion.

Consignment data

2 Indicate that the consignment is a purchase.

3 Complete these boxes using the data received from the post/ express mail provider.

Consignor

4 Provide the name of the online store /platform where you made the purchase (for example, eBay, iHerb, Amazon). If the goods were purchased from a private individual, please indicate the name and surname of the consignor.

5 Select from the list or type in the name of the country from which the consignment is sent.

6 Provide the address of the consignor, if known. Provision of the address is not mandatory.

Goods

7 Select the purchased goods from the classification list.

8 Provide the exact price of the goods that you paid upon making the purchase (the price indicated in the invoice or payment order).

9 Select the currency used for the payment from the list.

10 If the delivery costs have been indicated separately in the invoice, complete these boxes.

Additional information (not mandatory)

11 It is advisable to provide contact information so that you can be reached if necessary. Thus, the customs clearance process will be faster.

12 Attachments can be provided (order voucher, invoice). The attachments are mandatory only if requested by customs.

13 If you wish to provide further information about the consignment to the customs, please type it here.

Tax and lodging the declaration

No.	Description of goods	Tax base	VAT rate	Amount of taxes to be paid
1	Kids clothes (tall under 86 cm)	67.00 EUR	21%	14.07 EUR

14 The system will calculate the amount of VAT to be paid based on the data you provided. Click on «Submit».

Payment of tax

15 Once the data you provided have been checked, the declaration status will change from «Accepted» (Pieņemta) to «Pending payment» (Gaida maksājumu).

16 A payment request will be shown on top of the page. Click on «Pay».

Receiving the consignment

17 Once the payment has been made, it will be processed. The processing takes time. The consignment will be available for collection only when the declaration status will have changed to «The goods have been released» (Preces izlaistas).