



University
of Glasgow

Importing at University of Glasgow



Importing at UoG

Who is responsible for what?

Import controls, licences and certificates

How much VAT or duty will I pay?

What about VAT and duty reliefs?

What about goods in hand luggage?

Who is responsible for what?

The supplier or sender of the goods normally arranges delivery with import agent/freight forwarder DHL etc.

Departments are normally responsible for adhering to import controls and obtaining the necessary licences or certificates

Who is responsible for what?

Shipping and delivery responsibilities, including who is responsible for Customs clearance and taxes, freight costs, insurance, and other clearances, will normally be covered off in the purchasing agreement and be defined using an Incoterm

Incoterms (International Commercial Terms) are a set of internationally recognised 3-letter trade terms that are used to describe the practical arrangements for the delivery of goods from sellers to buyers and allocate the obligations, costs and risks between the 2 parties

Which incoterm should I use?

For both exports and imports the DAP (Delivered at Place) incoterm is generally a good choice for both parties

If you google incoterms there are a number of useful visual guides to Incoterms 2020.

Or for more info refer to the government guide “[International trade contracts and incoterms](#)”

Who is responsible for what?

When goods arrive in the UK, the tax team liaise with the agents to provide the necessary information for your shipments to clear through Customs and make payments of any tax and duties due to HMRC.

Departments are **not** authorised to liaise directly with the agents to clear shipment through Customs

Who is responsible for what?

You can assist the [tax team](#) by ensuring that you always include your PO number in the import address, this will help us link an import to specific people/subprojects

If your supplier contacts you with an airwaybill number, please send it on to the [tax team](#) alongside the PO number (if you have one) and the subproject number.

Import controls, licences and certificates

An import licence is not needed to import most industrial goods into the UK

However, some industrial goods need import licences as a result of controls imposed at national or UN level

For further information, please refer to the government guidance on [import controls](#) and [getting the right licences for international trading](#).

If you think you may need a licence, please contact the [tax team](#) as some licences may already be available.

How much VAT or duty will I pay?

VAT and duty is dependent on your commodity/tariff* code and the Customs value of your item

The commodity or tariff code is a unique code used by HMRC to determine the type of item

Even if your import is donated, you may have to pay VAT and Duty

There are a number of reliefs used by UoG (see later)

What is the Commodity or Tariff code?

A key part of establishing the VAT and duty is to find the correct commodity or tariff code

The best way to demonstrate this is to use an example

Your department wants to import a spectrometer.

Use this link to the HMRC [commodity/tariff*](#) pages to find the code

How do I find the Commodity or Tariff code?

If you search for spectrometer, you should come up with the “Heading” 9027 - Instruments and apparatus for physical or chemical analysis

Within this heading there are then 10 Commodities. Spectrometer seems to fit within Commodity 9027300000 – this appears to be an appropriate tariff code, but you are the experts!

If you go to this page, you will see there is information about import controls and also duty rates (0%)

Remember that VAT will also be due at 20% unless a relief is available (see later)

What is the Customs Value?

Once you have established the correct commodity or tariff code, you then need to determine the Customs value

There are 6 methods for establishing the value on which Customs Duty and import VAT is calculated.

The most common customs value is the purchase price

Where there is no purchase of goods from a third party, then you need to consider the other 5 methods

In most cases the University will use Method 4, which is the selling price of the goods in the UK, ie the current market value

An alternate for new goods would be Method 5, which is the costs of production of the goods.

When will I pay VAT and duty?

The HMRC charges of VAT and Duty will be placed into the University's deferment account when the item is cleared through Customs

These costs will be charged to your subprojects about a month after the import

Note due to issues with fraud, the University does not make use of Postponed VAT accounting (PVA)

What about VAT and duty reliefs?

Because VAT is usually a cost to the University, wherever possible we seek to make use of VAT and duty reliefs

The following slides will outline some of the more useful reliefs

This is not an exhaustive list

Which reliefs are useful to the University?

The most commonly used relief is for imports of medical or scientific goods:

- scientific materials
- scientific instruments and apparatus
- laboratory animals and biological or chemical substances intended for research
- substances of human origin and blood-group and tissue-typing reagents
- organs and substances of human origin for emergency transplant
- goods for medical research, diagnosis or treatment
- pharmaceutical substances

If your order is for medical or scientific goods or substances for biological and chemical research, please use VAT code EF (exemption form), when raising the PO

The tax team will provide the relevant certificates to the import agent to claim the relief.

Other VAT and duty reliefs

There are a number of other reliefs which may be useful to you:

Samples

Visual and auditory goods

Miscellaneous documents and related articles

What about temporary imports?

Temporary imports reliefs are complicated. The two main reliefs are:

- Temporary Admission, which allows you to import goods into the UK and use them for up to 2 years or more, before re-exporting them, and
- Inward Processing Relief (IPR) for goods that you import to process or repair.

You, or the sender, must advise the import agent **in advance of the goods arriving in the UK** that the importation is temporary

Please email the tax team to let us know you are temporarily importing an item with the airwaybill number and PO number

When temporarily importing, you may be charged a deposit for import VAT and Duty

What about temporary imports for testing?

If you temporarily import goods for examination, analysis or test and then re-export them, you may be able to use temporary admission relief.

Otherwise, you can get relief from Customs Duty, VAT and Excise Duty on goods imported for testing to find out their composition, quality or other characteristics for information, or for industrial or commercial research.

The process for claiming this relief requires you to contact the National Imports Reliefs Unit ***at least 48 hours before*** you claim the relief. You can find full details of the relief here.

What about goods returning to the UK?

Items returning to the UK after temporary export should avoid charges for VAT and duty

The paperwork must be completed correctly on export

For any re-arrivals, please send the documents used for exportation and the airway bill number used for the return shipment to the tax team.

If you are planning to temporarily export commercial samples, exhibition goods, or professional equipment in your baggage or using your own transport, and then return them to the UK, you should consider using an ATA Carnet

What about goods in hand luggage?

You must declare all commercial goods brought in your hand luggage or transported by you into the UK

There is no duty-free allowance for goods you are bringing in on behalf of the University.

You can either make an online declaration in advance of arriving in the UK, or you can make use of the 'Goods To Declare' or 'Red' channel at the port or airport. You can find full details [here](#).

As above, you may wish to consider using an [ATA Carnet](#) for goods you are taking overseas and then returning to the UK

VAT and EORI Numbers

The University's VAT number is GB 671 7980 93

The University's EORI Number is GB 671 7980 93 000



Contacts

- Tax Team: finance-imports-exports@glasgow.ac.uk
- Insurance Team: finance-insurance@glasgow.ac.uk