

C&E/EORI Registration on ROS

This instruction details how a customer and his/her agent can register for C&E and EORI on ROS

Customer Access

Step 1

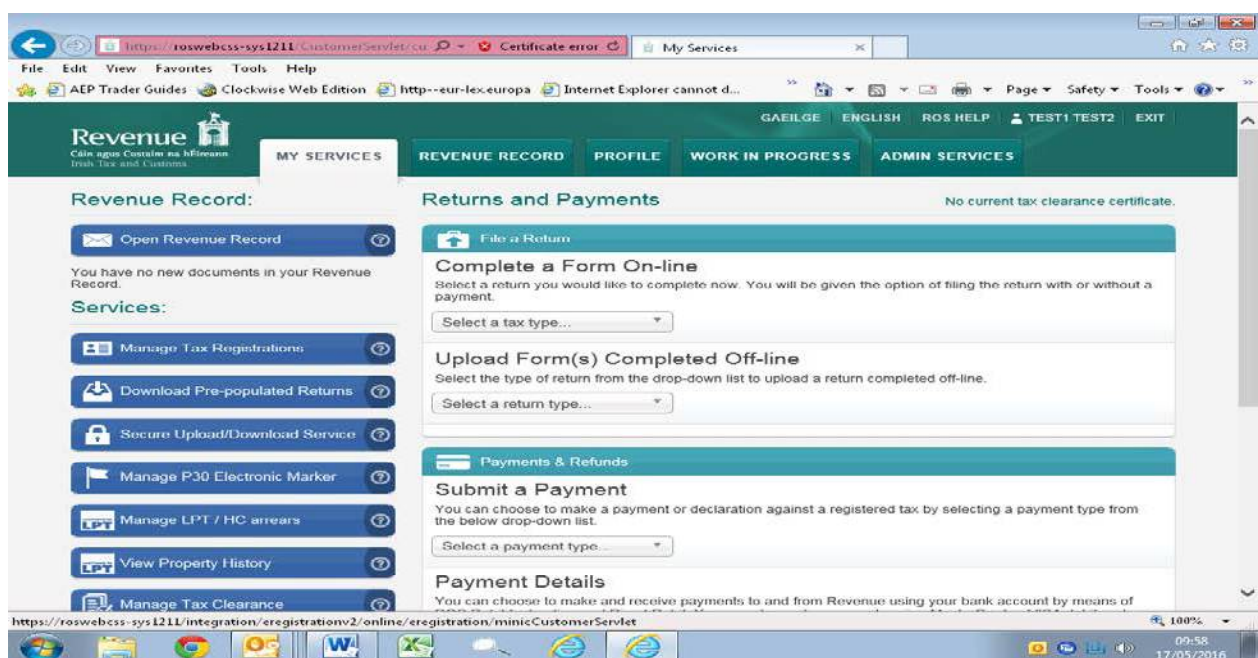
Access to ROS online

Access to ROS using the Customer Digital Certificate and password is as outlined below.



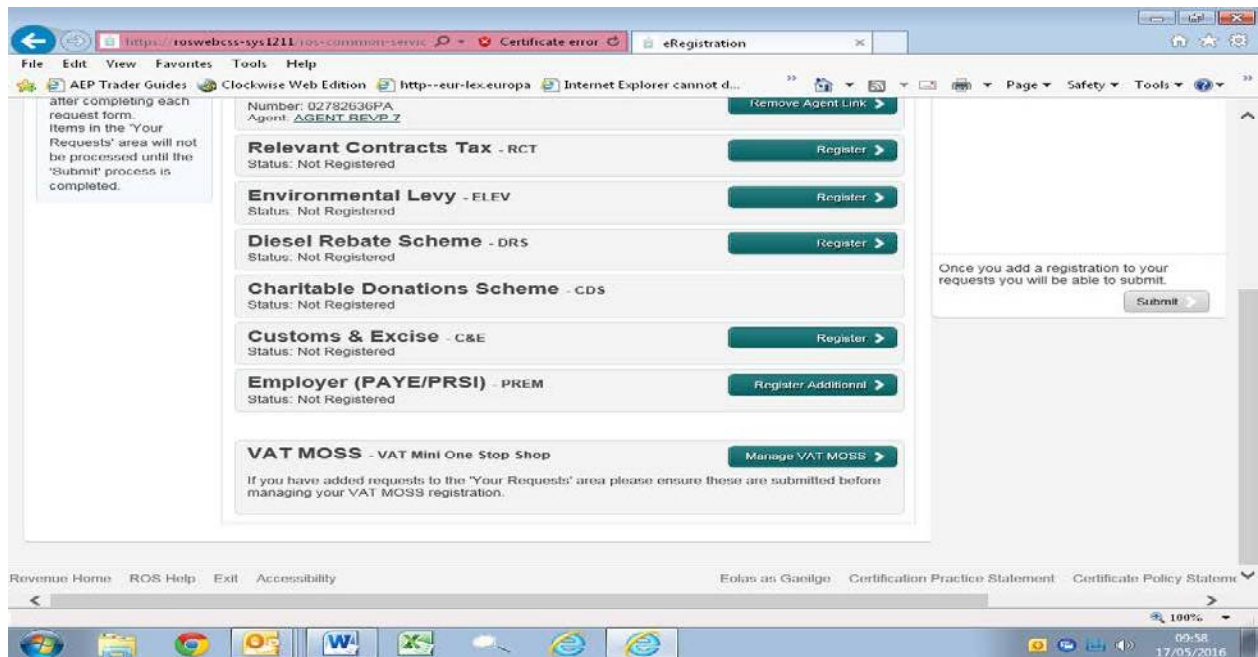
Step 2

Following a successful login select “Manage Tax Registrations” in “My Services”



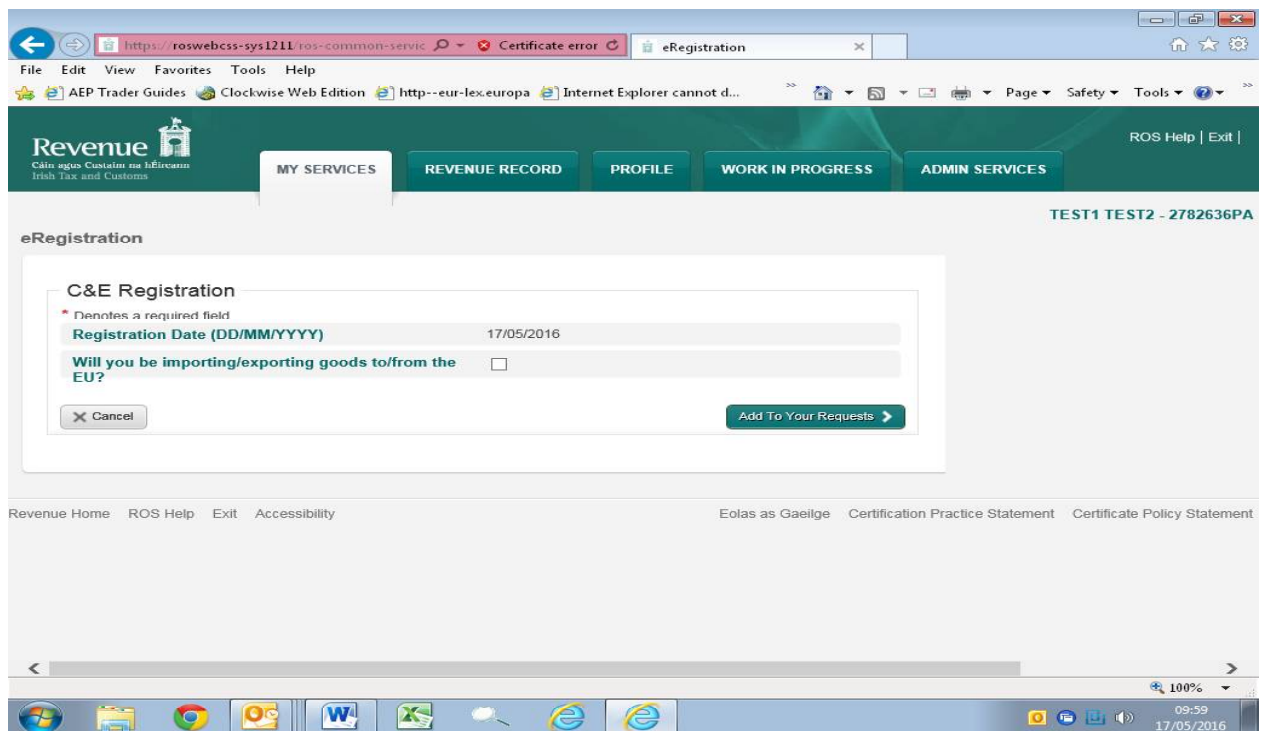
Step 3

In the resulting screen you should see an option for “Customs and Excise”.Select “Register”



Step 4

The Registration date automatically populates with today's date. There will also be a check box option to declare if “importing/exporting goods to/from the EU”.If this option is not selected then click “Add To Your Requests”.You will now be registered for C&E



If you select this option then you will be given the option to register for EORI

The screenshot shows the Revenue eRegistration web application. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. The main content area is titled 'eRegistration' and displays the 'C&E Registration' form. The form includes a 'Registration Date (DD/MM/YYYY)' field set to 17/05/2016. A checkbox labeled 'Will you be importing/exporting goods to/from the EU?' is checked. Below this, the 'EORI' section is visible, featuring a link to 'View Background to EORI and EORI Publication'. The checkbox 'Do you already have an EORI number from another member state?' is currently unchecked. There is a dropdown menu for 'Please select an EORI number:' and a 'Consent to publish?' checkbox. At the bottom of the form, there are 'Cancel' and 'Add To Your Requests' buttons.

By selecting the option "Do you already have an EORI number from another member state" you will be alerted with the message "EORI cannot be registered? Please contact the eCustoms Helpdesk at ecustoms@revenue.ie on MyEnquiries by identifying "My Query relates to" - "Customs", then "and more specifically" - "(Economic Operators Registration (EORI))"

You can also gain access to the following links by selecting "View Background to EORI and EORI Publication"

<http://www.revenue.ie/en/customs/ecustoms/eori-aeo.html> (English)

<http://www.revenue.ie/ga/customs/ecustoms/eori-aeo.html> (Irish)

This screenshot shows the same Revenue eRegistration form as the previous one, but with the 'Do you already have an EORI number from another member state?' checkbox checked. Upon checking this box, a yellow warning box appears on the screen. The message in the box reads: "EORI cannot be registered. Please contact the eCustoms HelpDesk at ecustoms@revenue.ie on MyEnquiries by identifying "My Query relates to" - "Customs", then "and more specifically" - "(Economic Operators Registration (EORI))". The 'Add To Your Requests' button remains visible at the bottom of the form.

If this option is not selected then you will be presented with a dropdown menu to select an EORI Number.

***Please note if you are already registered for VAT then the default value will be “IE” followed by your VAT number. IF you are not registered for VAT then your customer number will be provided.**

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Help | Exit |

TEST1 TEST2 - 2782636PA

eRegistration

C&E Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) 17/05/2016

Will you be importing/exporting goods to/from the EU? ☒

EORI

* [View Background to EORI and EORI Publication](#)

Do you already have an EORI number from another member state? ☐

Please select an EORI number: *

IE2782636PA

Consent to publish? ☐

Cancel Add To Your Requests

There is also an option to “Consent to publish”.By selecting this option you consent to publish your EORI number.

You then select “Add To Your Requests”

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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

ROS Help | Exit |

TEST1 TEST2 - 2782636PA

eRegistration

C&E Registration

* Denotes a required field

Registration Date (DD/MM/YYYY) 17/05/2016

Will you be importing/exporting goods to/from the EU? ☒

EORI

* [View Background to EORI and EORI Publication](#)

Do you already have an EORI number from another member state? ☐

Please select an EORI number: *

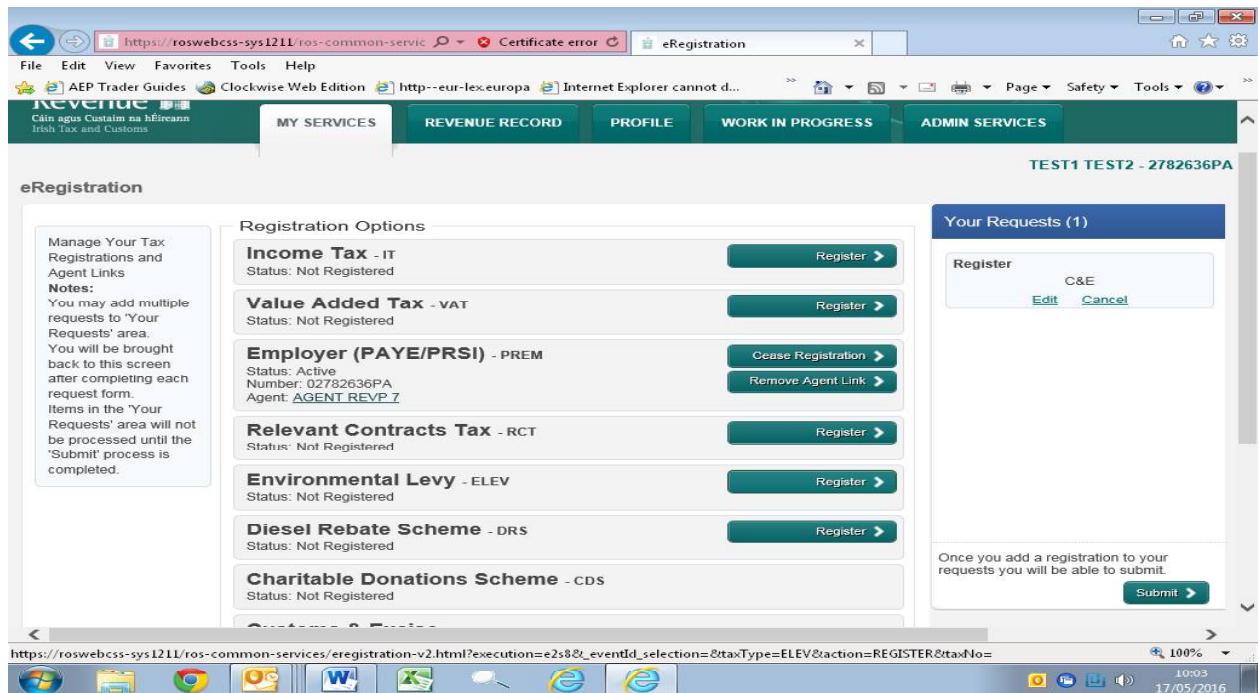
IE2782636PA

Consent to publish? ☒

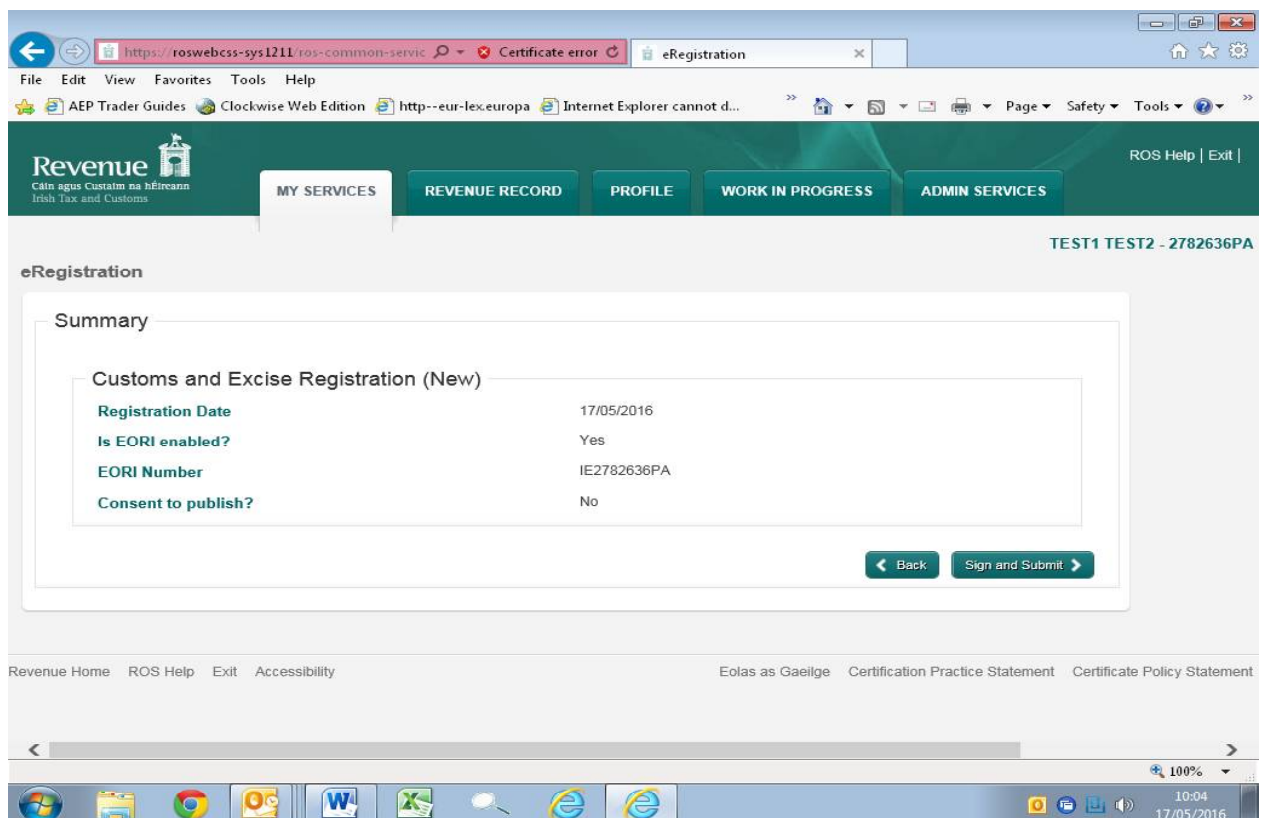
Cancel Add To Your Requests

Step 5

You are then presented with a screen showing your requests. Here you can “Edit” or “Cancel your requests. If no change is required you can select “Submit”



You are presented with the following screen showing the details of your registration. You choose “Sign and Submit” to complete your registration



Step 6

If your transaction is ready to be transmitted you must enter the digital certificate password and select “Sign and Submit”

Return

TEST1 TEST2 - 02782636

Information

If your **transaction** is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Sign & Submit

Certificate: 2782636PA [Help](#)

Enter Password: [masked]

Sign & Submit Back

0%

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You will receive an acknowledgement message to say that your request has been successful. You are now registered for C&E and EORI

ROS Acknowledgement

TEST1 TEST2 - 02782636

You have just transmitted an Online Registration Return which has been received by ROS.

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

Please use the **Notice Number** below in any future correspondence or inquiry relating to this transaction.

Notice Number: 5533669570U

eRegistration summary:

Action	Status
Register Customs & Excise	Success

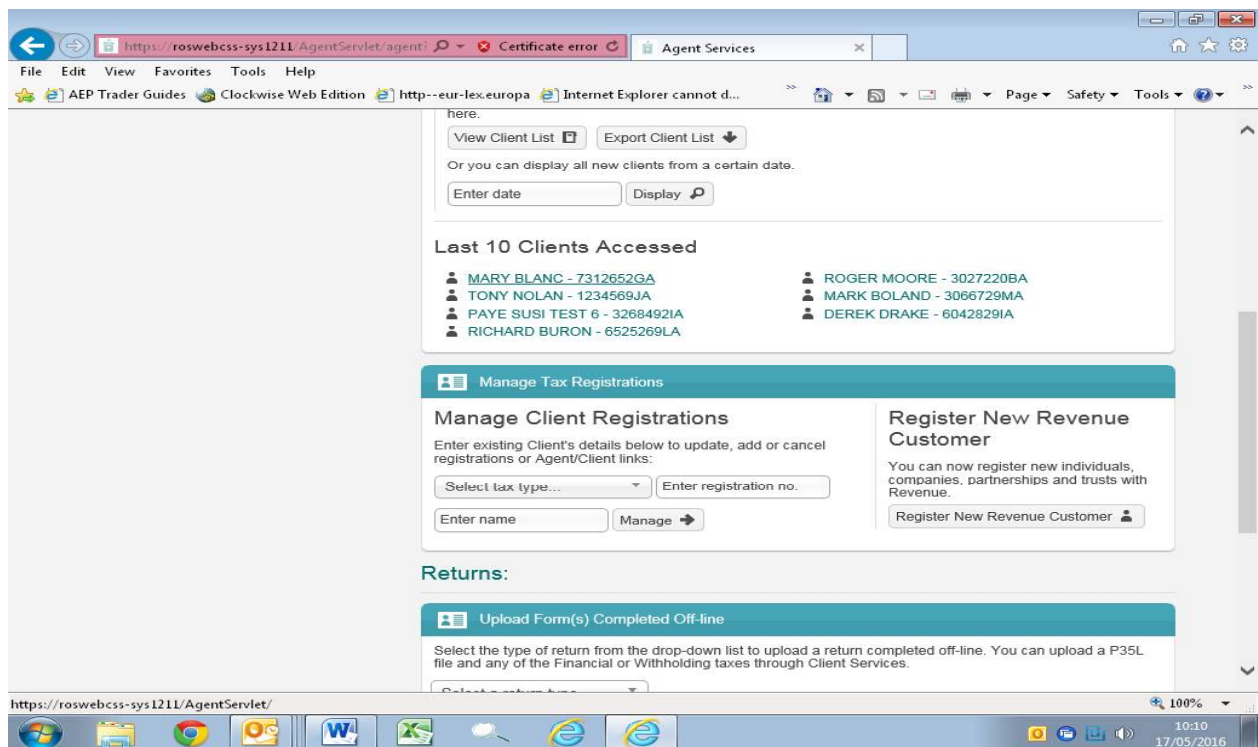
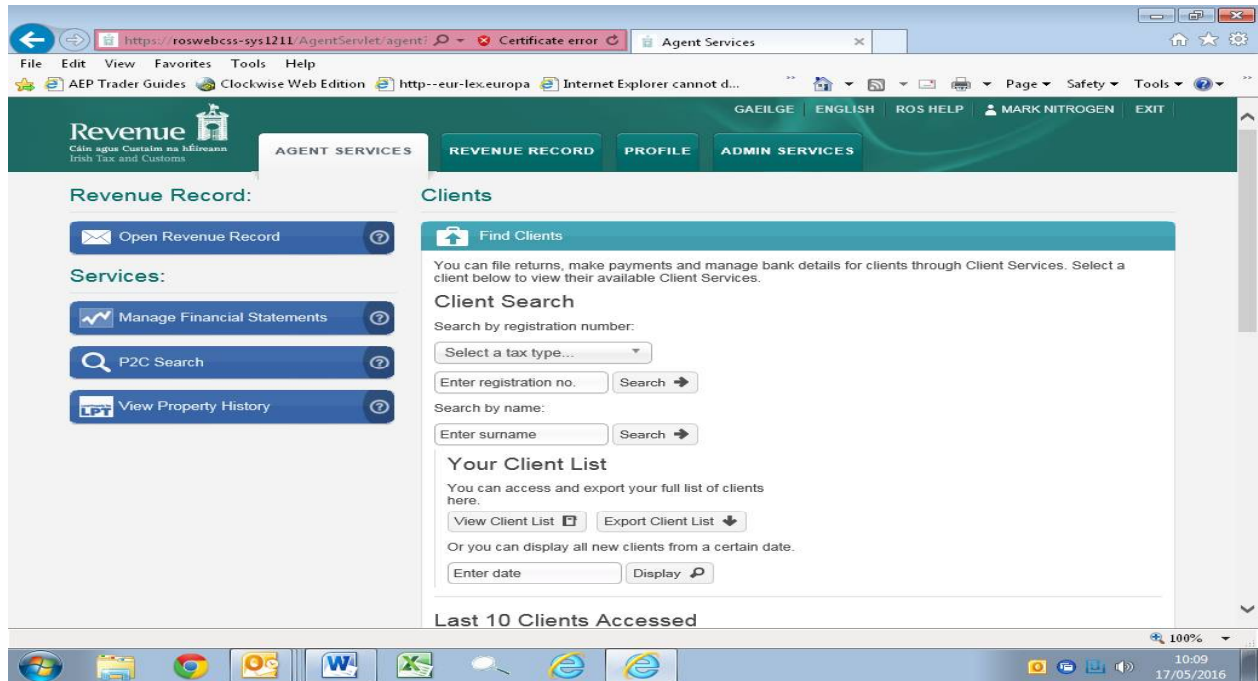
To return to My Services page click the OK button [OK](#)

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Agent Access

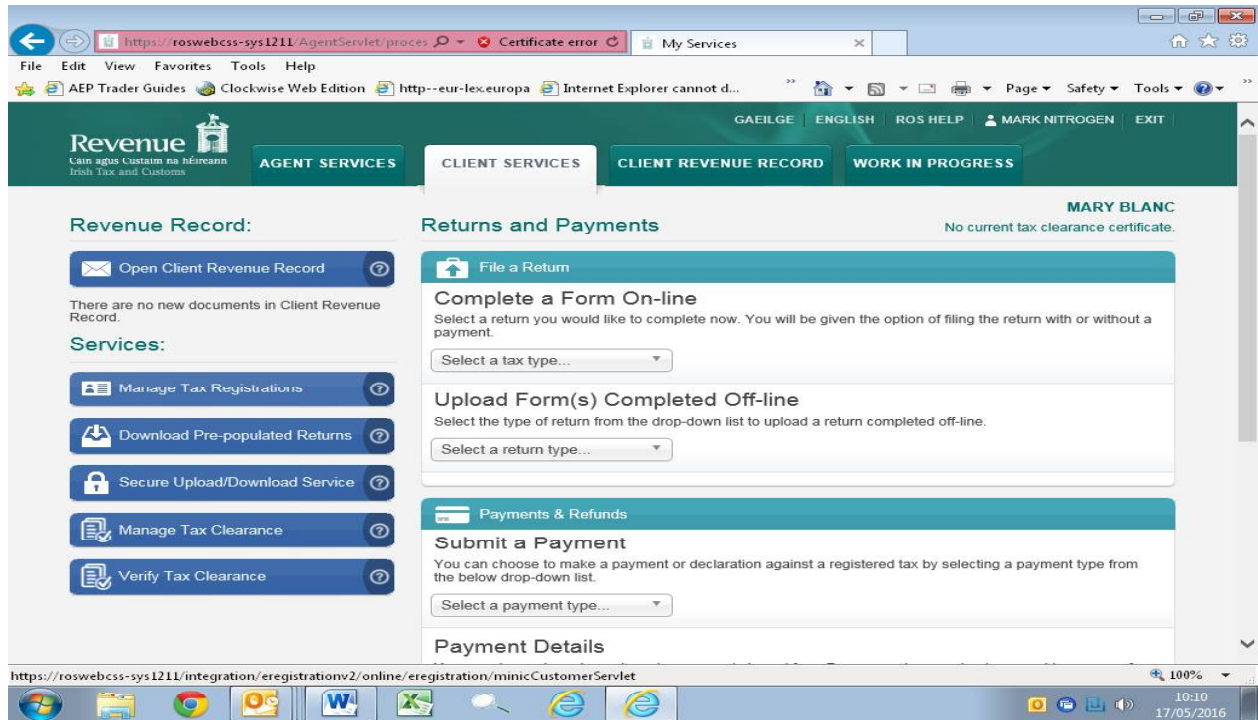
Step 1

Search or Select a client under “Agent Services”



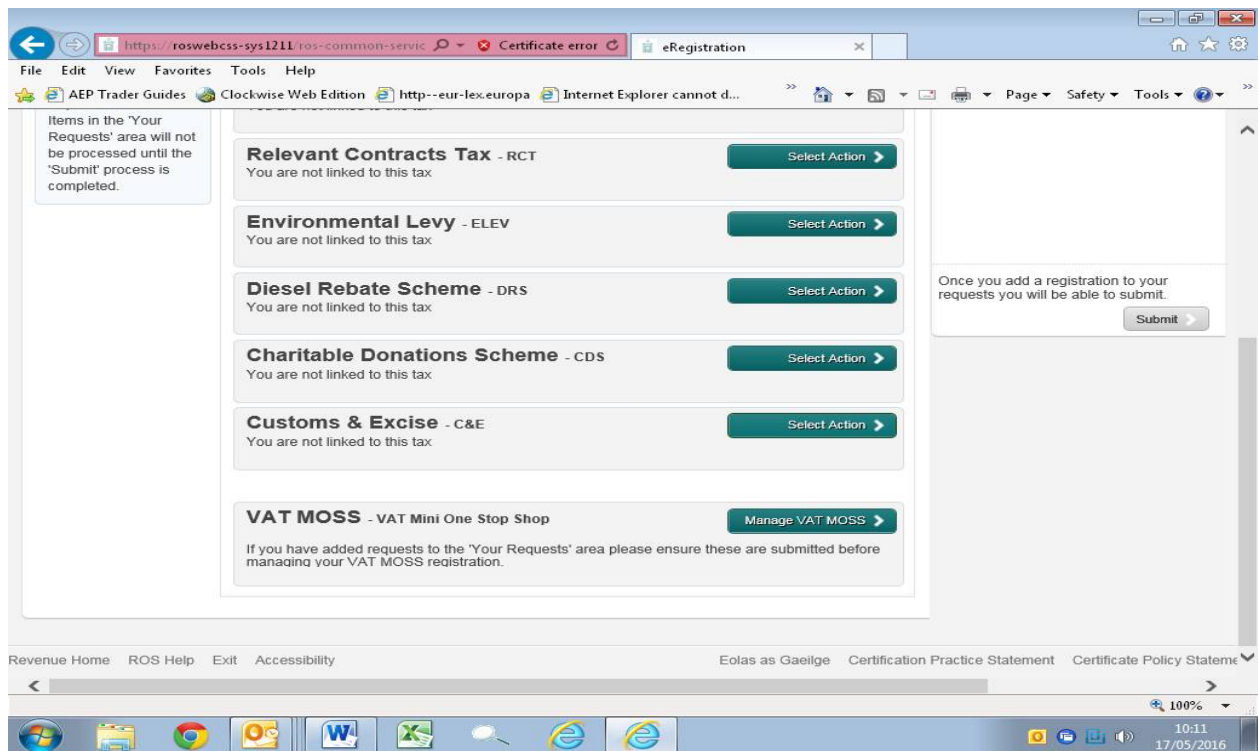
Step 2

Under “Client Services” select “Manage Tax Registrations”



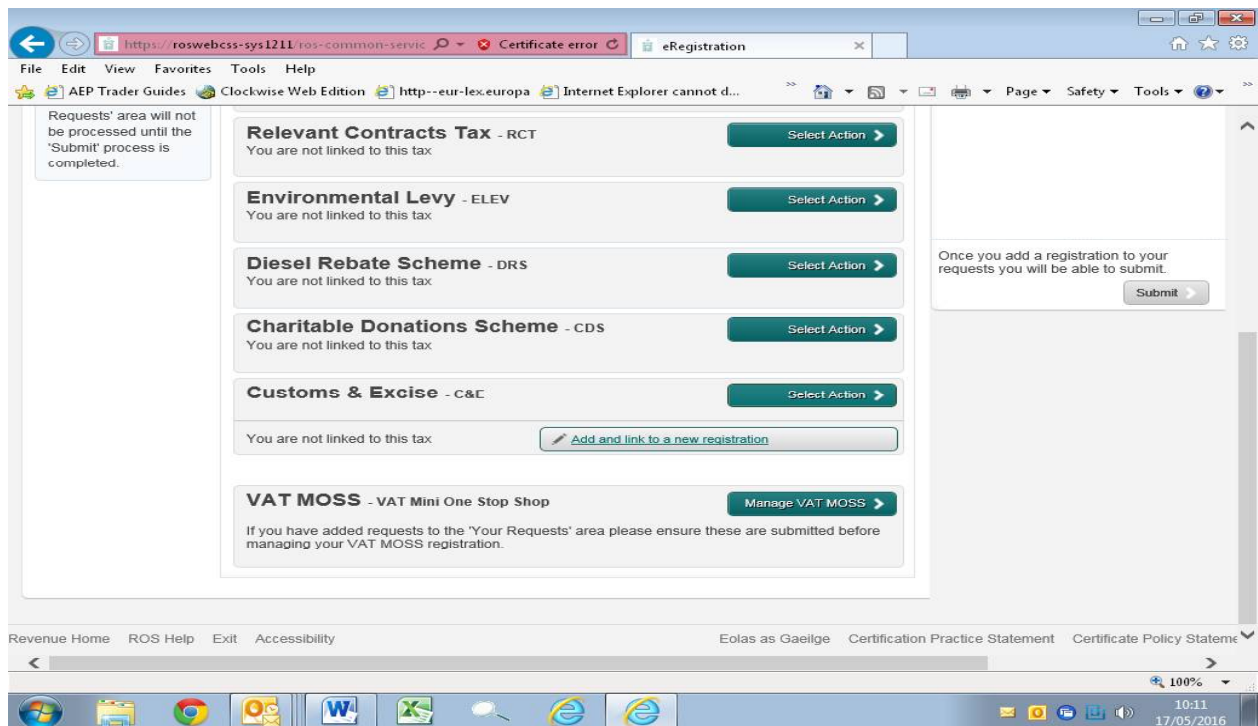
Step 3

Under “Customs & Excise” select “Select Action”

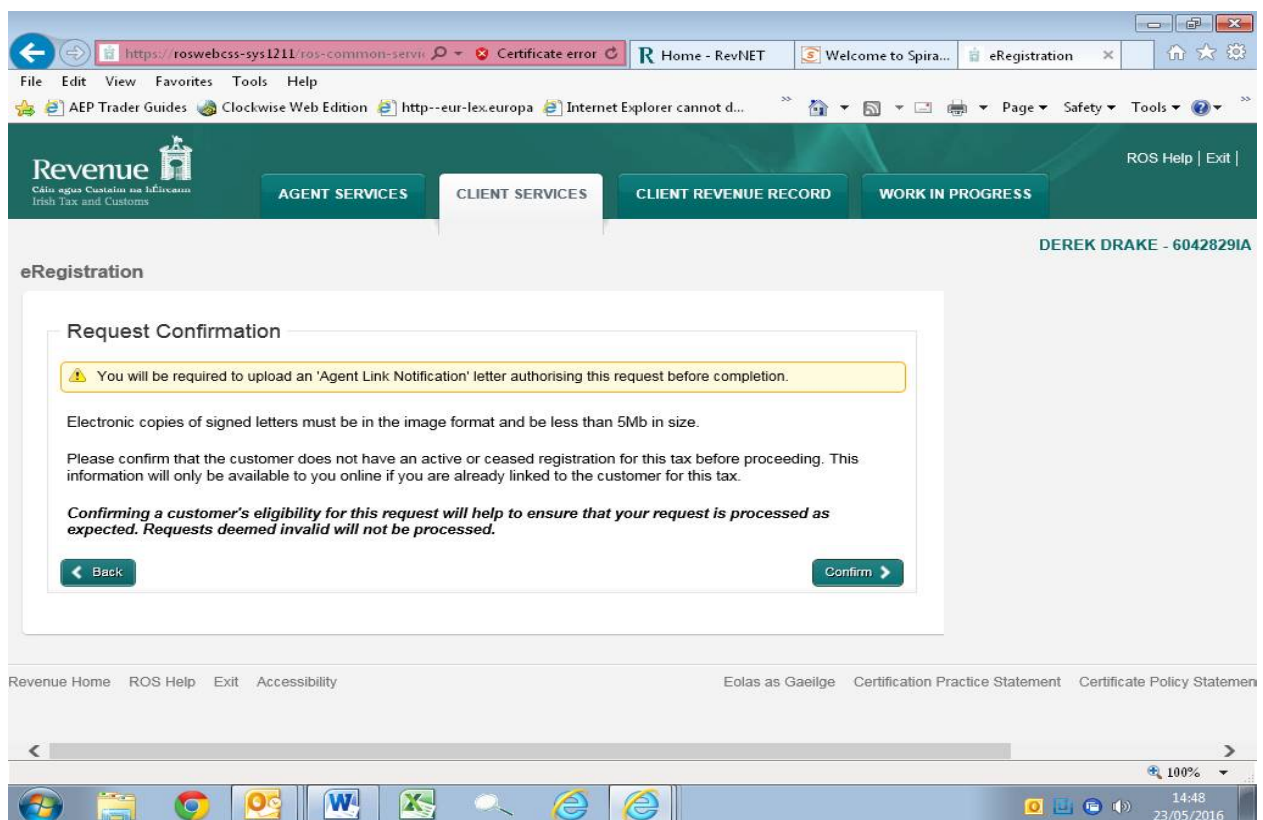


Step 4

Select “Add and link to a new registration”



You will be asked to “upload an 'Agent Link Notification' letter authorising this request before completion”. Select “Confirm”



You then complete **Steps 4 and 5** per **Customer Access**

Following completion of Step 5 for Customer Access you will be presented with an “Agent Link Attachment” where the Agent link Notification letter is uploaded. Once uploaded select “Add Attachment”. You should also ensure that the “Customs and Excise” option is selected

eRegistration

Agent Link Attachment

In order to safeguard the integrity and security of Revenue client records, all online requests made by agents which may result in a new agent-client link being created must be accompanied by an uploaded signed Agent Link Notification letter.

Further information and a sample letter are available [here](#).

Electronic copies of signed letters must be in the image format and be **less than 5 megabytes** in size. Please indicate the location of this file for upload using the 'browse' button below.

File *

Browse...

Please indicate which taxheads the attachment is relevant to by checking the boxes.

☒ Customs and Excise

Once a suitable file has been identified click on 'Add to Requests' to have this request added to the 'Your Requests' area where it will be made available for submission.

You then select “Sign and Submit”

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AGENT SERVICES **CLIENT SERVICES** **CLIENT REVENUE RECORD** **WORK IN PROGRESS**

eRegistration

Agent Link Attachment

Attached approval letter file(s):

Customs and Excise agent-link-notification-form.pdf

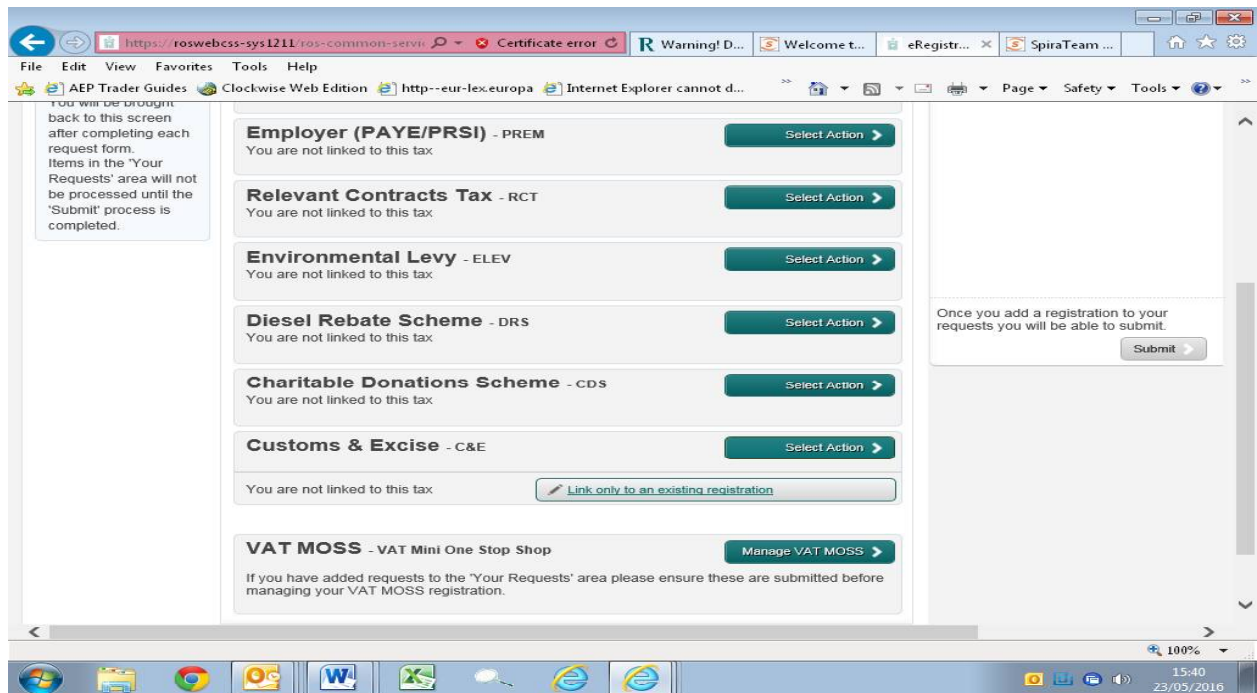
Remove Attachment

Back to Summary Sign and Submit

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You then repeat **Step 6** as in **Customer Access**. Your client is now registered for C&E and EORI

If your client is already registered for C&E then you can register for EORI. Select “Link only to an existing Registration” and continue as in Step 4



An agent link can also be removed using the “Remove Agent link” once the client is registered

