

How to declare a postal parcel

You can declare a postal parcel when a postal or courier company (e.g. Omniva, DHL, TNT, etc.) has sent you a parcel arrival notice (by e-mail, sms, etc.), which includes the number of previous customs document and the tracking number.

1. **Sign in to the e-MTA** and from the menu, select "Customs" and "Declaration of postal parcels".
2. Press the green button „**New declaration**“.
3. Insert the **number of previous document (MRN) and tracking number** received from a postal or courier company. These numbers you will find in the parcel arrival notice sent by the postal or courier company. For example, Omniva sends customers a parcel declaration notice with a link. If you click on the link, you will see the numbers you need.
4. If you have ordered the goods through Omniva, **tick the box "Customer's consent"**. In this way, part of the declaration will be automatically pre-filled for you. **NB!** If you have ordered the goods from Aliexpress and you do not know the address of the sender of the goods, we recommend ticking the box, because in this way, the sender's address will be filled in for you.
5. If you have previously ticked the box „Customer's consent“, check **if the pre-filled data are correct**.
NB! If you have verified the data, please specify the box of the commodity code (CN code). To do this, delete the pre-filled line under the 'Product type' box and select the right goods from the predefined list or search the appropriate commodity code in the Estonian Customs Tariff. Then add the quantity, price and currency of the goods. This is because the pre-filled data only come with a description.
6. Press the button „**Next**“ to reach the next page.
If you did not order the goods through Omniva or you want to fill in the declaration yourself, insert the necessary data.
7. **Select the parcel's type** - either order or gift from a private person.
8. Select the parcel's **country of dispatch** from the list.
9. **Select the postal or courier company** from whom you got the notice of arrival of the parcel.
10. **Insert the weight of the parcel**, which you will find in the notice of arrival sent by the postal or courier company.

11. If you paid VAT at the time of the purchase and the postal or courier company has provided you with the IOSS (Import OneStop Shop or special scheme of distance selling) number, **tick the box 'IOSS-parcel'**.

12. If the goods have not arrived yet, i.e. you are declaring the goods before they arrive, and the postal or courier company has informed you in advance of the possibility of declaring, **tick the box 'Goods have not arrived yet'**.

Information about the sender of the parcel can be found from the order confirmation or other document accompanying the goods.

13. **Insert the data:** the name of the sender of the parcel, the registration number (not mandatory), country, city, address and postal code (not mandatory). **NB!** If you cannot or do not wish to pre-fill the data and do not know the address of the sender, please look it up from the order confirmation. You can also find the address on the page where you made the purchase or ask the consignor for further details. If the sender is a company, such as an e-shop, the address of the sender does not need to be accurate to the house number.

14. **Select the product type from the list** (or CN code). If you cannot find a suitable goods type, click on the question in orange "Cannot find a suitable goods type?" at the end of the list, and you will reach the Estonian Customs Tariff (ETT) database where you can find the right commodity code.

15. Insert **the goods' quantity, price and currency**.

16. Insert **the delivery cost and currency**. If the delivery cost is not shown separately, please insert 0 and the currency.

17. Add a document or **documents certifying the content and value of the parcel** (e.g. order confirmation, invoice, accompanying documents). In the case of a gift (a parcel from a private person to a private person), you will find the relevant information from the parcel card (where the sender of the parcel has indicated the content and value).

18. Then select **"Next"** and move to the payment page.

19. **Check** your email address and phone number.

20. You **can pay** the tax through a bank link or by using the funds in your prepayment account.

Finish! The declaration has been submitted!