

# C&E/EORI Registration on ROS

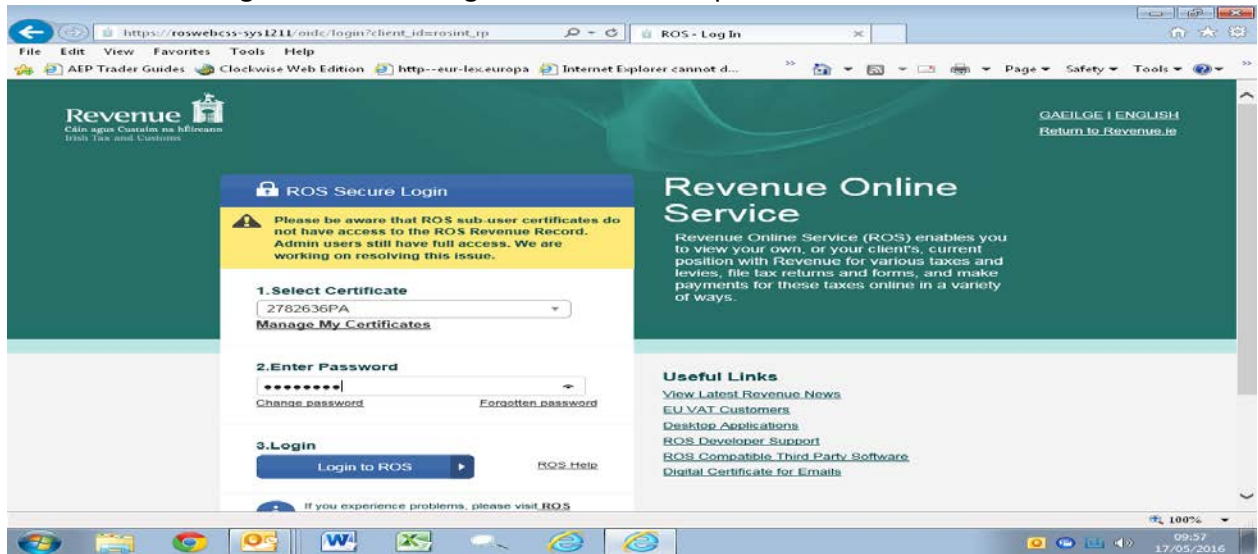
This instruction details how a customer and his/her agent can register for C&E and EORI on ROS

## Customer Access

### Step 1

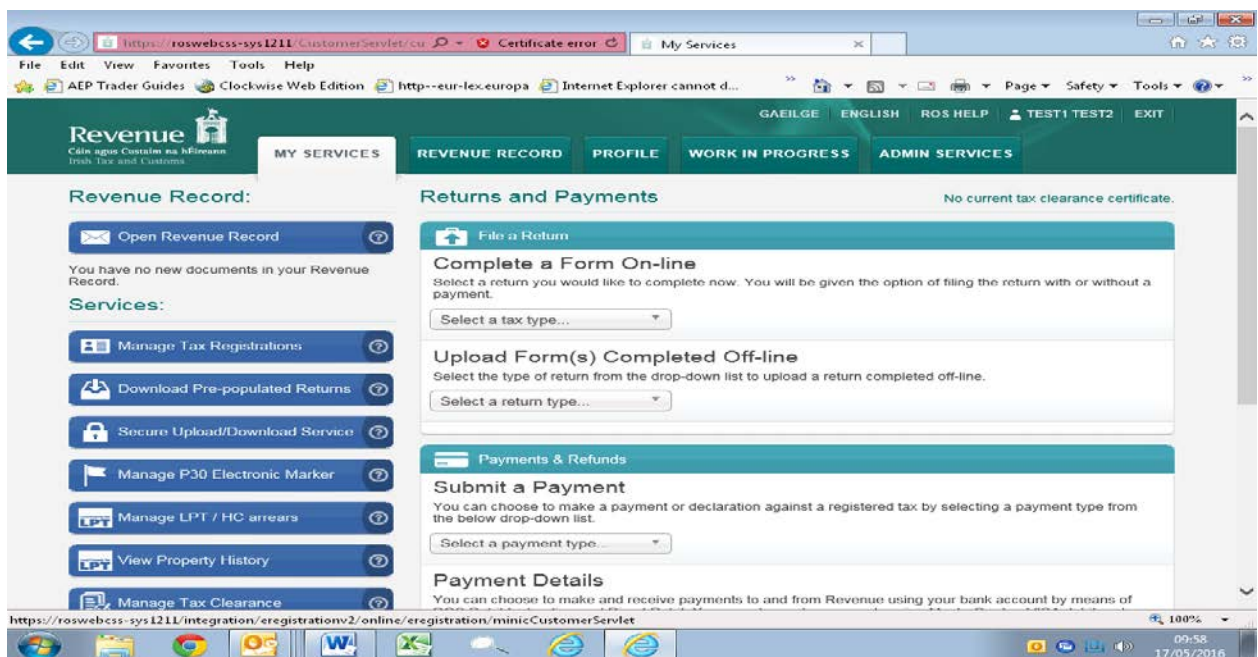
#### Access to ROS online

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



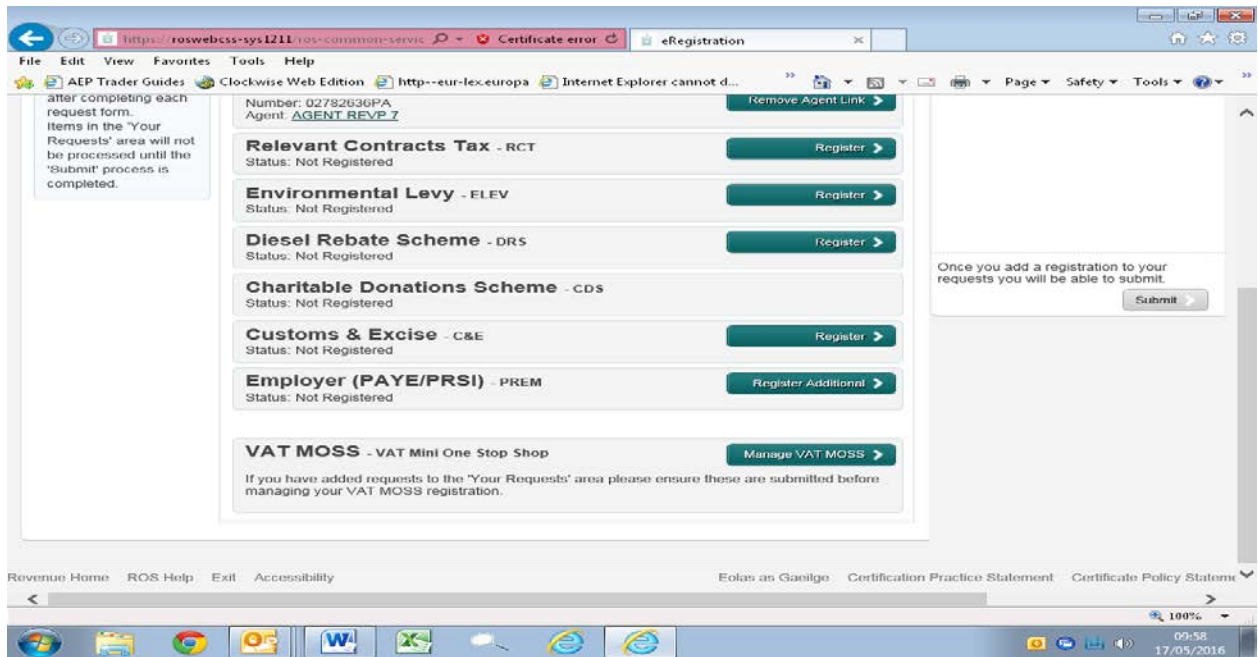
### Step 2

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



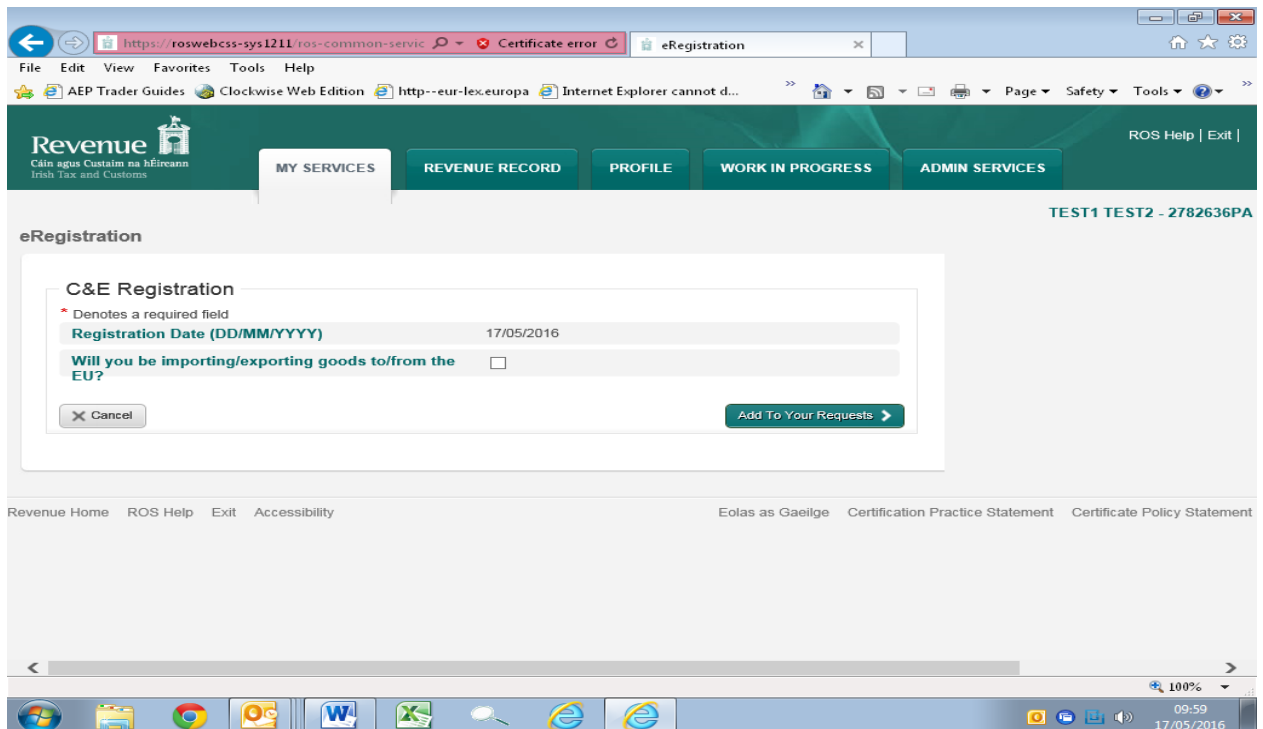
### Step 3

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

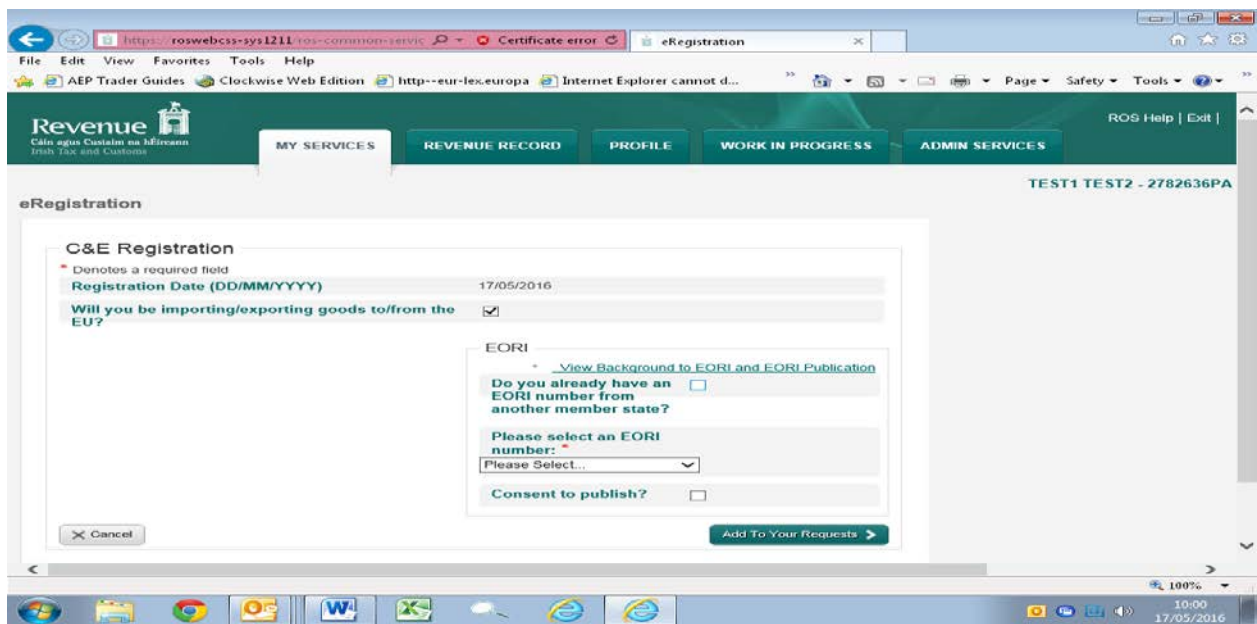


### Step 4

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

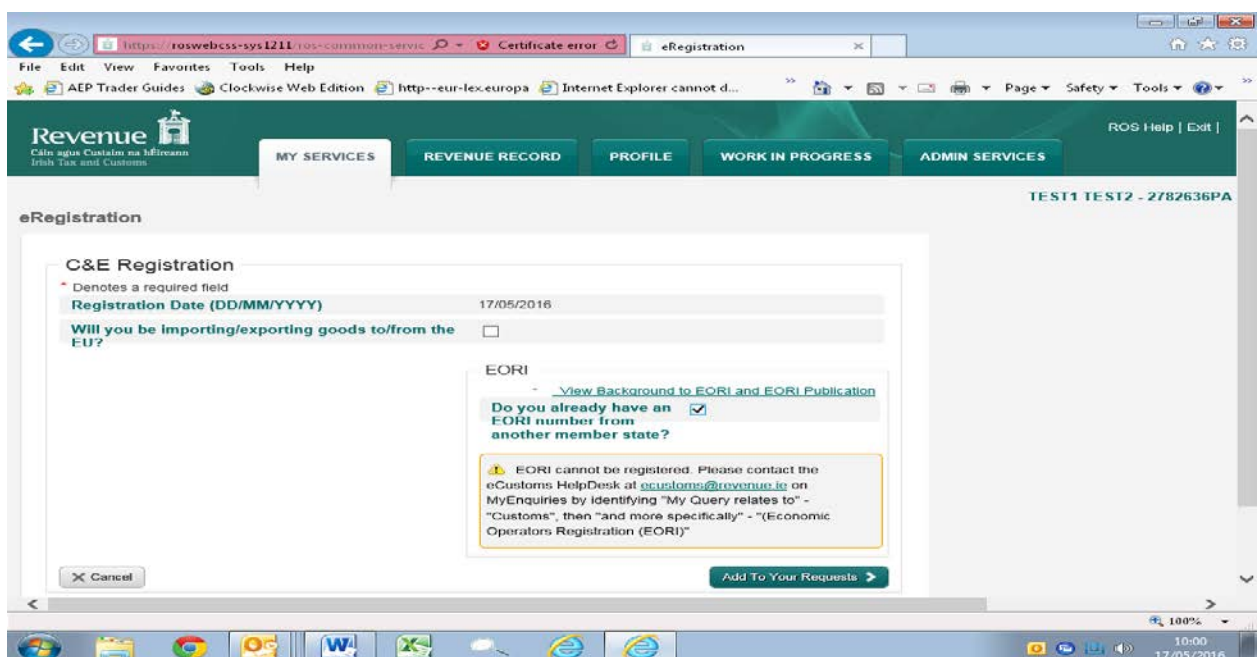


By selecting the option "Do you already have an EORI number from another member state" you will be alerted with the message "EORI cannot be registered? Please contact the eCustoms Helpdesk at [ecustoms@revenue.ie](mailto:ecustoms@revenue.ie) on MyEnquiries by identifying "My Query relates to" - "Customs",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



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.**

The screenshot shows the Revenue eRegistration portal. The page title is "eRegistration" and the user is logged in as "TEST1 TEST2 - 2782636PA". The main navigation bar includes "MY SERVICES", "REVENUE RECORD", "PROFILE", "WORK IN PROGRESS", and "ADMIN SERVICES". The "C&E Registration" form is displayed with the following fields:

- Registration Date (DD/MM/YYYY): 17/05/2016
- Will you be importing/exporting goods to/from the EU?:
- EORI section:
  - Do you already have an EORI number from another member state?:
  - Please select an EORI number: IE2782636PA
  - Consent to publish?:

Buttons for "Cancel" and "Add To Your Requests" are visible at the bottom of the form.

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”

This screenshot is identical to the previous one, but the "Consent to publish?" checkbox is now checked, indicating that the user has agreed to publish their EORI number.

## 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”

The screenshot shows the 'eRegistration' interface in the Revenue ROS system. The user is logged in as 'TEST1 TEST2 - 2782636PA'. The main area is titled 'Registration Options' and lists several tax categories with their current status and action buttons:

- Income Tax - IT**: Status: Not Registered. Action: Register
- Value Added Tax - VAT**: Status: Not Registered. Action: Register
- Employer (PAYE/PRSI) - PREM**: Status: Active. Number: 02782636PA. Agent: AGENT REVP 7. Actions: Cease Registration, Remove Agent Link
- Relevant Contracts Tax - RCT**: Status: Not Registered. Action: Register
- Environmental Levy - ELEV**: Status: Not Registered. Action: Register
- Diesel Rebate Scheme - DRS**: Status: Not Registered. Action: Register
- Charitable Donations Scheme - CDS**: Status: Not Registered. Action: Register

On the right, the 'Your Requests (1)' section shows a single request for 'Register' under 'C&E'. It includes 'Edit' and 'Cancel' links. Below this, there is a 'Submit' button and a note: 'Once you add a registration to your requests you will be able to submit.'

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

The screenshot shows the 'Summary' screen for 'Customs and Excise Registration (New)'. The registration details are as follows:

Registration Date	17/05/2016
Is EORI enabled?	Yes
EORI Number	IE2782636PA
Consent to publish?	No

At the bottom of the summary box, there are 'Back' and 'Sign and Submit' buttons.

The footer of the page includes: Revenue Home | ROS Help | Exit | Accessibility | Eolas as Gaeilge | Certification Practice Statement | Certificate Policy Statement

## 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 - 027826:

**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**  [Help](#)

**Enter Password**

0%

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement

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 - 02782636F

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

eRegistration summary:

Action	Status
Register Customs & Excise	Success

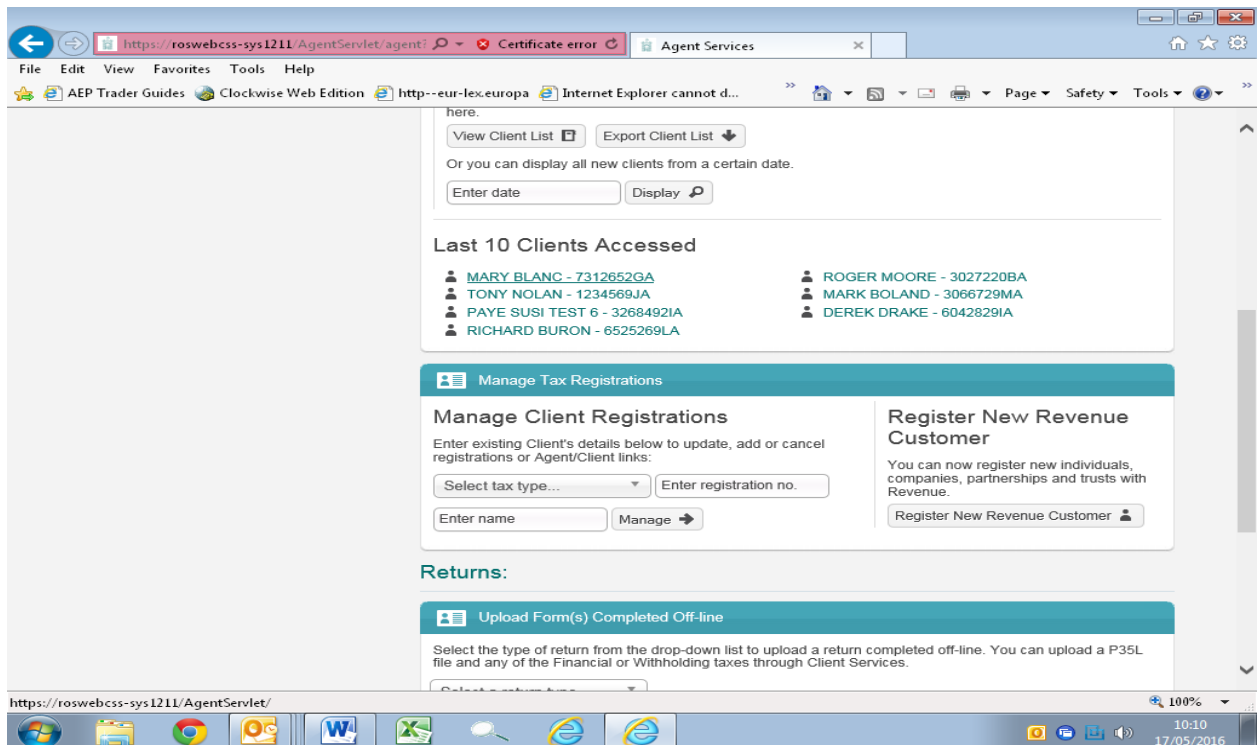
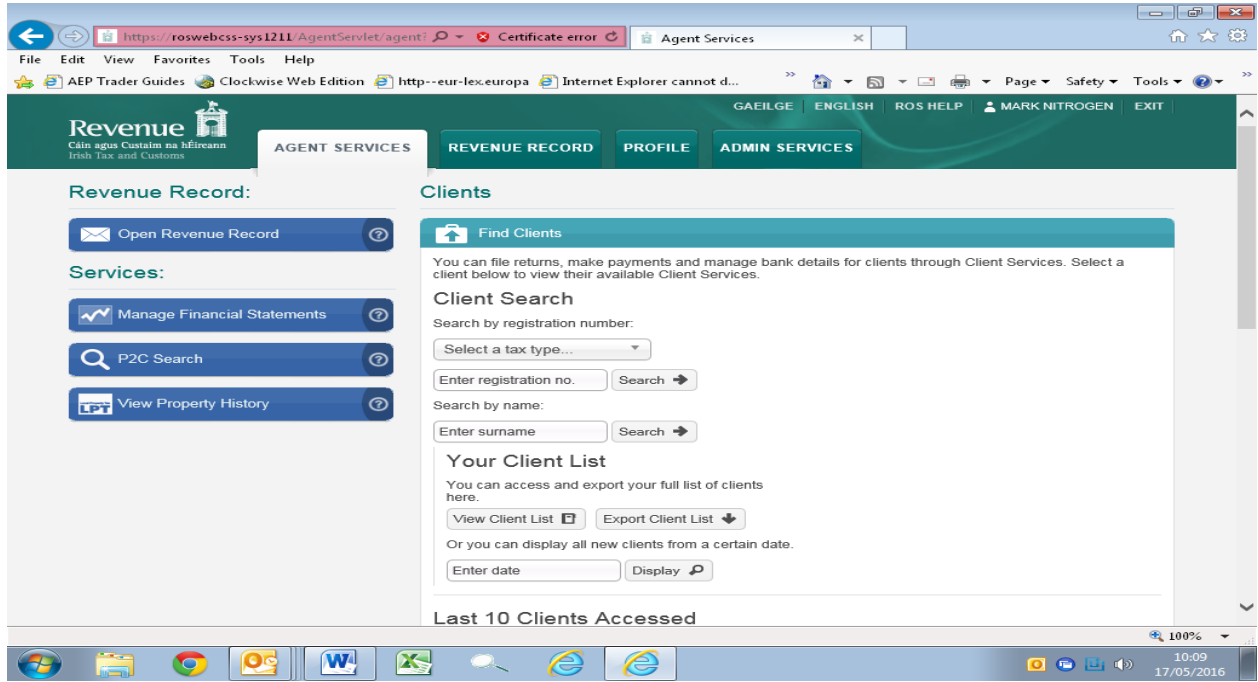
To return to My Services page click the OK button

Revenue Home ROS Help Exit Accessibility Eolas as Gaeilge Certification Practice Statement Certificate Policy Statement

# Agent Access

## Step 1

Search or Select a client under "Agent Services"



## Step 2

Under “Client Services” select “Manage Tax Registrations”

The screenshot shows the Revenue website's Client Services interface. The user is logged in as MARY BLANC. The main navigation bar includes 'AGENT SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' section is active, displaying several options: 'Open Client Revenue Record', 'Manage Tax Registrations', 'Download Pre-populated Returns', 'Secure Upload/Download Service', 'Manage Tax Clearance', and 'Verify Tax Clearance'. The 'Returns and Payments' section is also visible, with options for 'File a Return', 'Complete a Form On-line', 'Upload Form(s) Completed Off-line', 'Submit a Payment', and 'Payment Details'. A message at the top right states 'No current tax clearance certificate.' The browser's address bar shows the URL: https://roswebcss-sys1211/AgentServlet/process. The system tray at the bottom indicates the time is 10:10 on 17/05/2016.

## Step 3

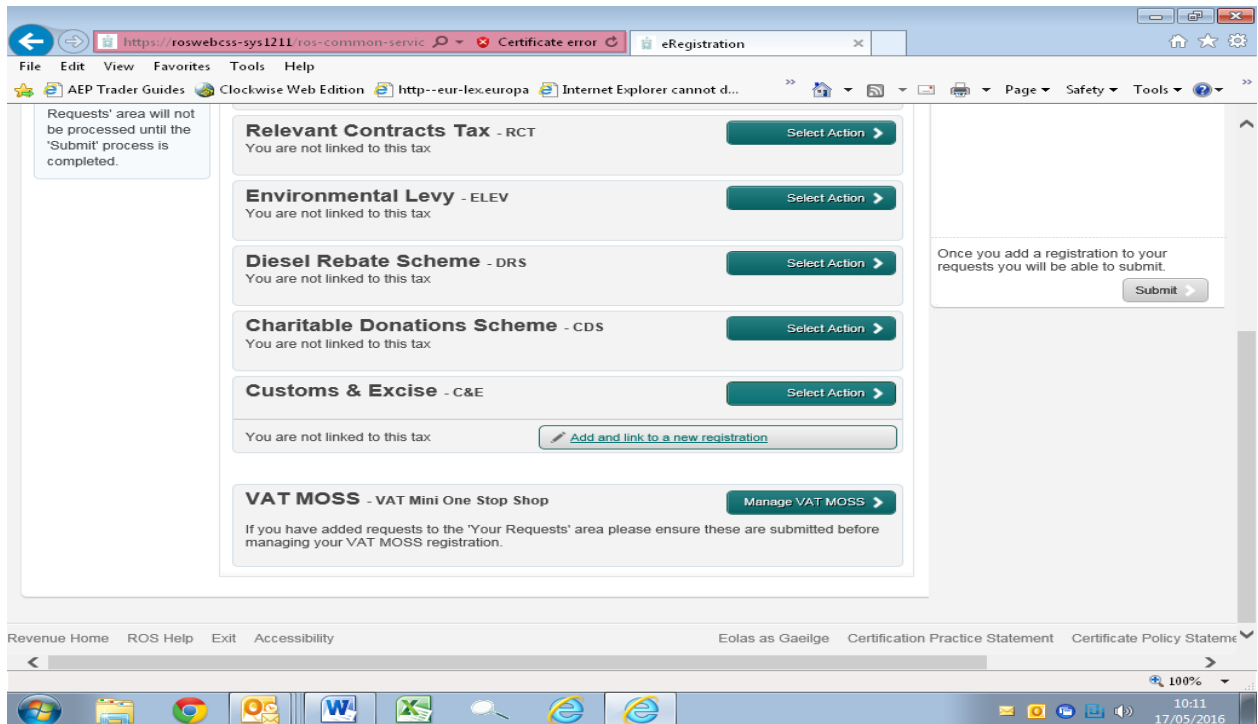
Under “Customs & Excise” select “Select Action”

The screenshot shows the Revenue website's eRegistration page. The user is logged in as MARY BLANC. The main navigation bar includes 'AGENT SERVICES', 'CLIENT SERVICES', 'CLIENT REVENUE RECORD', and 'WORK IN PROGRESS'. The 'CLIENT SERVICES' section is active, displaying several options: 'Open Client Revenue Record', 'Manage Tax Registrations', 'Download Pre-populated Returns', 'Secure Upload/Download Service', 'Manage Tax Clearance', and 'Verify Tax Clearance'. The 'Returns and Payments' section is also visible, with options for 'File a Return', 'Complete a Form On-line', 'Upload Form(s) Completed Off-line', 'Submit a Payment', and 'Payment Details'. A message at the top right states 'No current tax clearance certificate.' The browser's address bar shows the URL: https://roswebcss-sys1211/ros-common-service. The system tray at the bottom indicates the time is 10:11 on 17/05/2016.

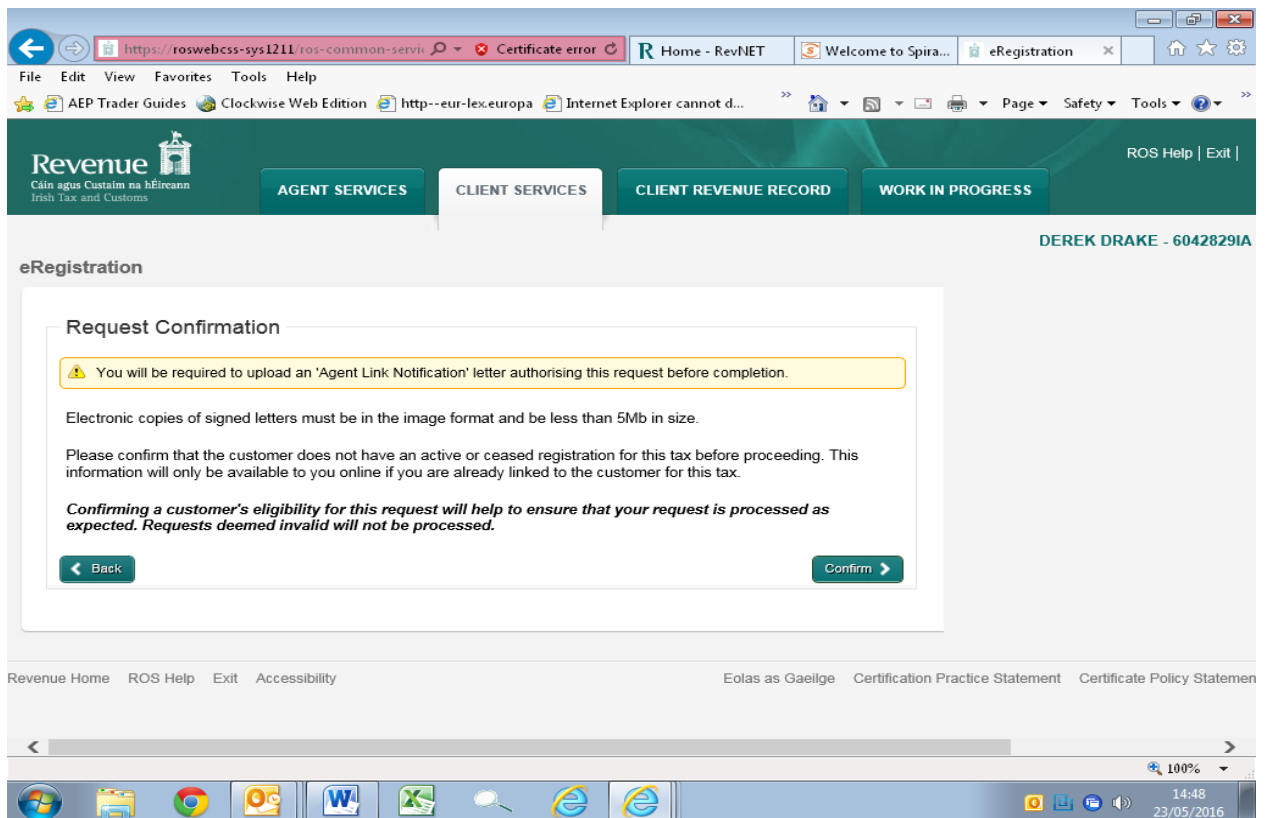


## Step 4

Select “Add and link to a new registration”

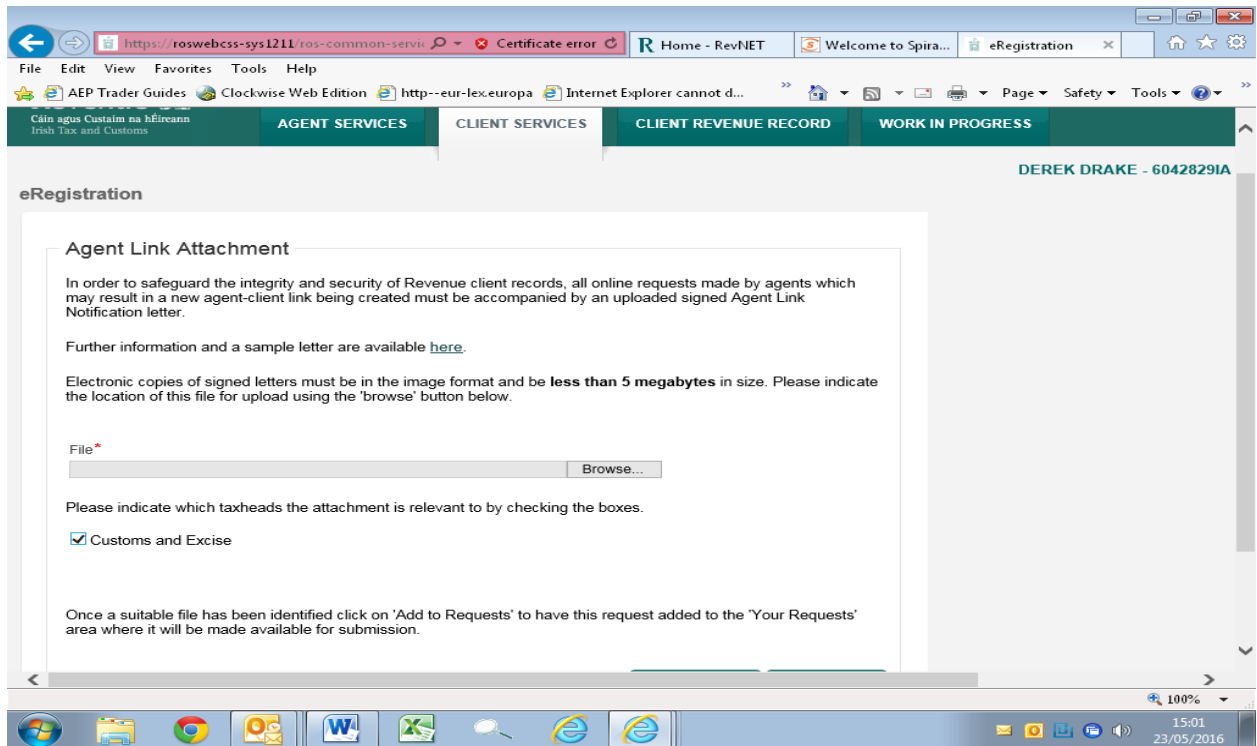


You will be asked to “upload an 'Agent Link Notification' letter authorising this request before completion”. Select “Confirm”

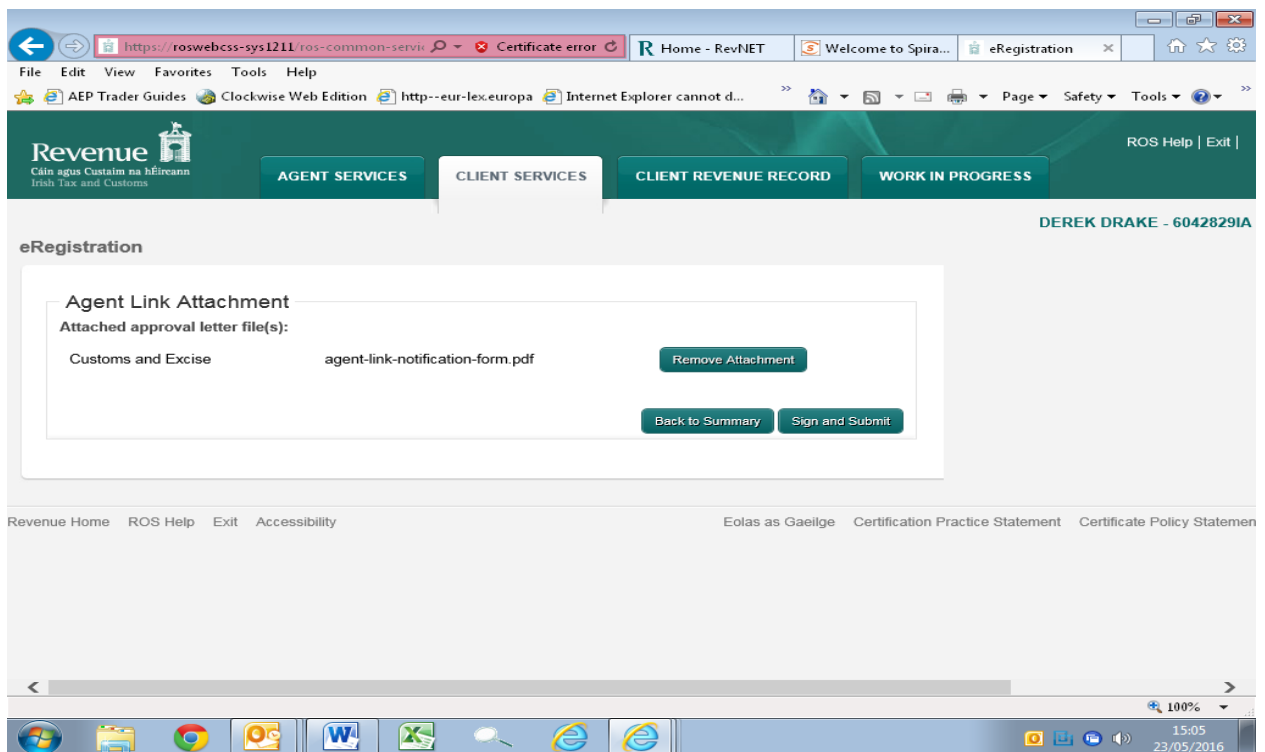


You then complete **Steps 4 and 5** per **Customer Access**

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

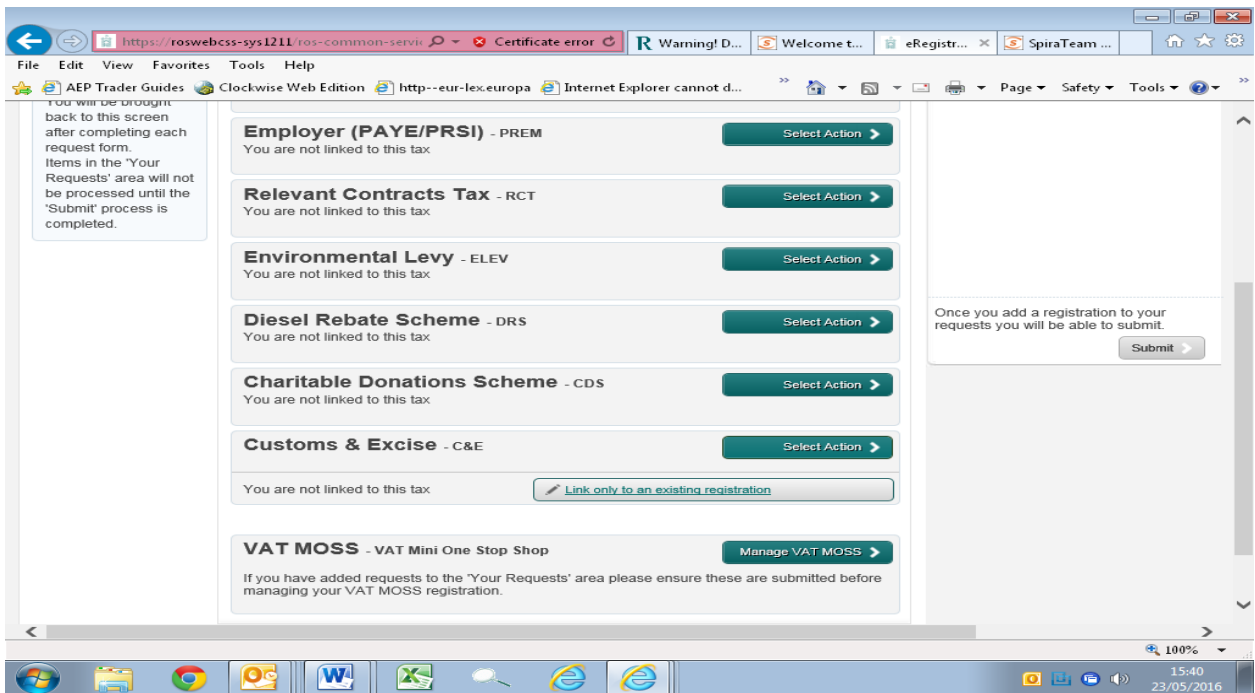


You then select “Sign and Submit”



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

