

# Export guide

## 1. How to start?

2. Send an inquiry about the delivery country outside the EU to **carine@gl-slovenia.com**. We need the tariff number of the goods and the country of origin.
3. Send an email to **carine@gl-slovenia.com** to register in the AEB Customs Portal. The message must include the GLS contract number and the email address to register the customer.
4. Send the export invoice for review to **carine@gl-slovenia.com**.
5. Once the export invoice is approved by us, you can enter the data into the AEB Customs Portal.
6. Entering the export invoice into the AEB Customs Portal can be done manually (in the future also with AI technology).
7. Entering the export invoice into the AEB Customs Portal is also possible via API. In this case, activate the API at <https://dev-portal.gls-group.net/> (there is also an option to test the API environment) and send us the following to **carine@gl-slovenia.com**: APP ID, APP Name, API Key, Company Name.

## 2. Export Invoice

For shipments to Switzerland, Norway, Serbia, and Global destinations, the invoice must include:

- Seller details: contact person, phone number, email address, tax number
- Buyer details: contact person, phone number, email address, tax number
- Goods specification: product name, quantity, product tariff number (link to tariff numbers: <https://www.tariffnumber.com/>), product value, net and gross weight, and country of origin. These details must be specified for each product in the parcel.
- Invoice date and number
- The entire invoice must be in English
- GLS tracking number of the parcel
- Total net and gross weight of the invoice
- Parity indication
- Products with the same tariff number and origin must be summed accordingly, with specified quantity, net weight, gross weight, and value for each
- Incoterm number (Incoterms define which costs are borne by the sender and which by the importer during customs clearance)

For shipments to the United Kingdom, the invoice must include:

- Seller details: contact person, phone number, email address, tax number
- Buyer details: contact person, phone number, importer's tax number (invoice value ≤ 135 GBP) or importer's EORI number (invoice value > 135 GBP)

- Goods specification: product name, quantity, product tariff number (link: <https://www.tariffnumber.com/>), product value, net and gross weight, and country of origin. Details must be specified for each product in the parcel.
- EORI number of exporter and importer
- Invoice date and number
- The entire invoice must be in English
- GLS tracking number of the parcel
- Total net and gross weight of the invoice
- Products with the same tariff number and origin must be summed accordingly, with specified quantity, net weight, gross weight, and value for each
- Parity indication
- Incoterm number

For B2C shipments with Incoterm 18 (invoice value < 135 GBP), the exporter also covers the UK tax. The exporter must obtain a tax number before sending the parcel via the UK tax authority: <https://www.gov.uk/register-for-vat/how-register-for-vat>

For B2C shipments with Incoterm 18 (invoice value < 135 GBP), the sender bears the cost of transport, export customs, import customs, and import tax.

For B2B shipments with Incoterm 18 (invoice value < 135 GBP), the sender bears the transport and customs clearance costs, while the import tax is paid by the exporter or importer. The payer's tax number must be stated on the invoice. If the importer pays the tax, the invoice must state: **"Use importer account for VAT to HMRC"**.

### 3. Entering customs procedures in the AEB Customs Portal

- For shipments outside the EU, GLS customers must provide customs data for their shipments to ensure smooth export and import clearance.
- The required customs data can be entered manually in the new GLS Customs Portal or imported (CSV, XLSX files supported).
- In addition to customs data, other export documents (e.g., export invoice) can also be submitted electronically via the Customs Portal.
- The total size of submitted documents must not exceed 6 MB (including customs data). Combine all documents into a single PDF file with the export invoice on the correct page.
- Homepage / login page: <https://gls-customs-portal.next.aeb.com/portal/>
- Log in with your credentials.
- After successful login, you will be redirected to the Customs Portal homepage.



Sign in with your existing account

Email Address

Password [Forgot your password?](#)

[Sign in](#)

## 4. Final step

After the export invoice is approved by **carine@gl-slovenia.com** and successfully entered in the AEB Customs Portal, the parcel is ready for shipment.