



RoyalGibraltar | PostOffice

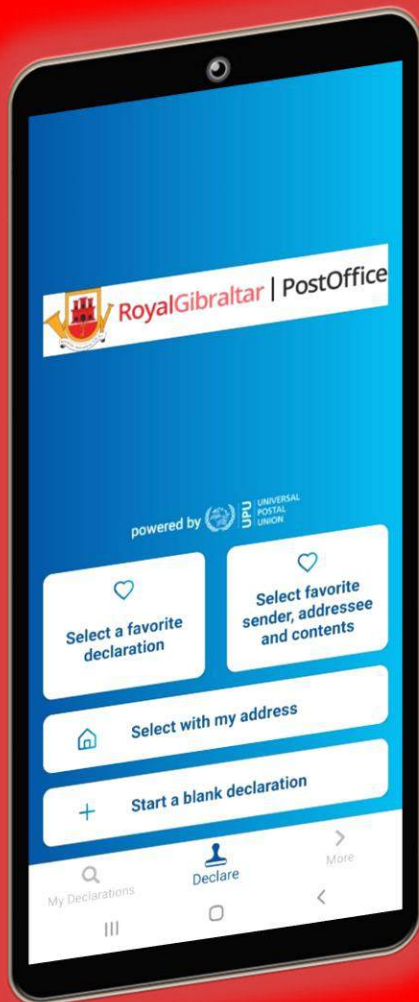


UPU

UNIVERSAL
POSTAL
UNION

EAD MOBILE APP

USER MANUAL



THE EAD MOBILE APP IS AVAILABLE
FOR TEST ON THE GOOGLE PLAY
STORE AND THE APPLE APP STORE.





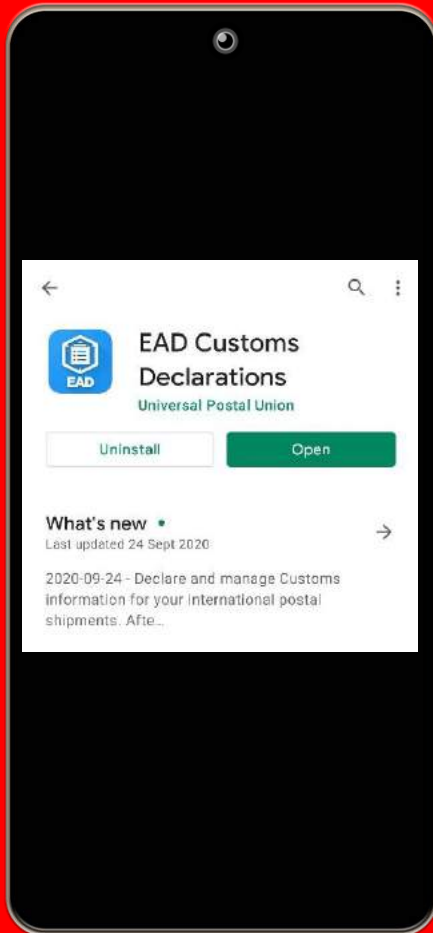
2

SELECT LANGUAGE

3

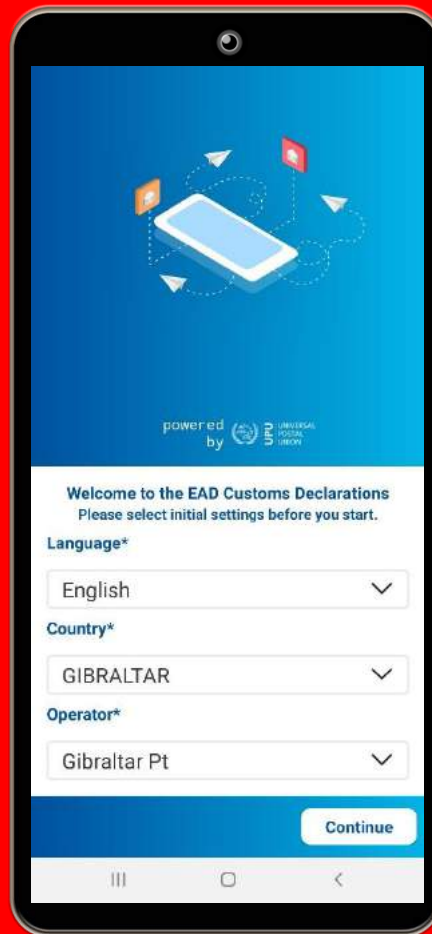
**SELECT GIBRALTAR AS
COUNTRY**

**SELECT GIBRALTAR PT
AS OPERATOR**



1

**ONCE APP HAS BEEN
INSTALLED, YOU WILL
NEED TO OPEN IT.**

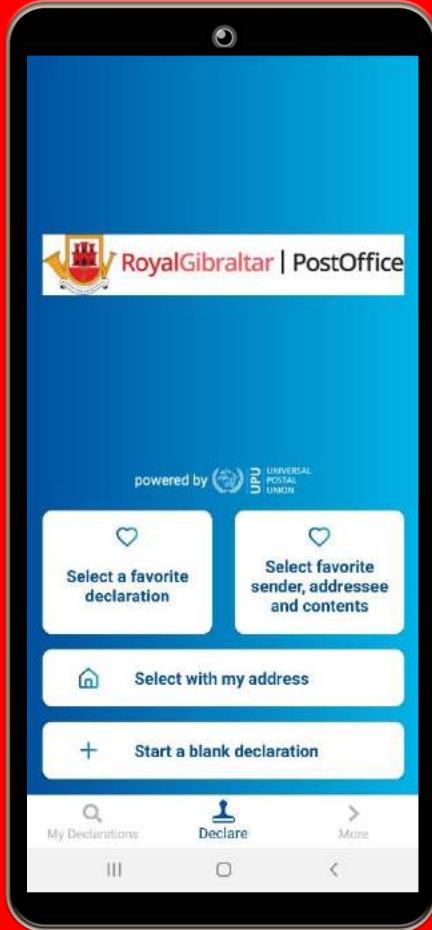




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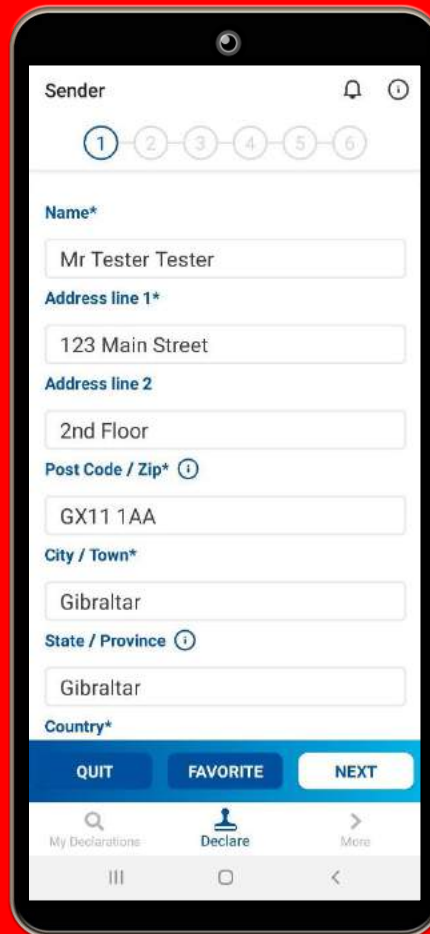


4

START A BLANK
DECLARATION

5

FILL OUT THE SENDER DETAILS





6

FILL OUT ADDRESSEE DETAILS

← Addressee

1 2 3 4 5 6

Name*

Mr Tester Test

Address line 1*

12345 Green Road

Address line 2

Green Street

Post Code / Zip*

000000

City / Town*

Test

State / Province ⓘ

Test

Country*

QUIT FAVORITE NEXT

My Declarations Declare More

← Addressee

1 2 3 4 5 6

City / Town*

Test

State / Province ⓘ

Test

Country*

UNITED KINGDOM

Email ⓘ

test@test.com

Phone ⓘ

+1 123456

Customs / Tax / VAT Number ⓘ

QUIT FAVORITE NEXT

My Declarations Declare More

7

ADD CONTENT PIECE(S)

← Content piece(s)

1 2 3 4 5 6

Content piece(s)

Add one or more content pieces

ADD CONTENT PIECE

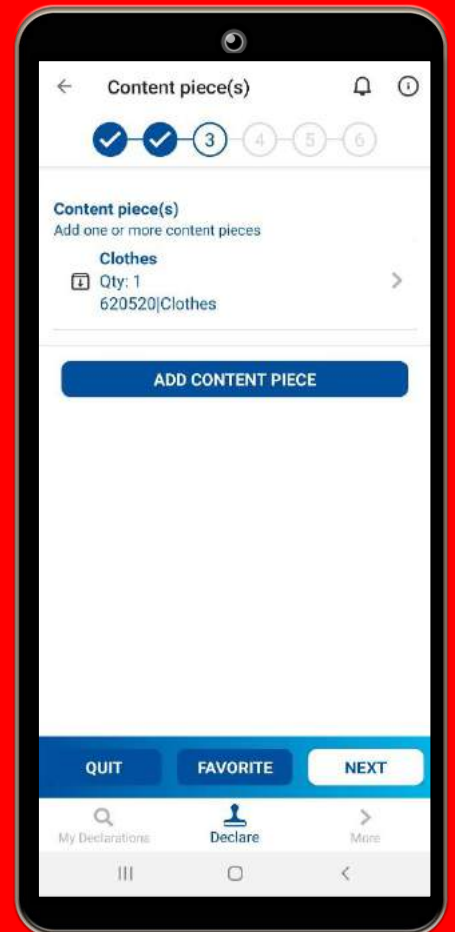
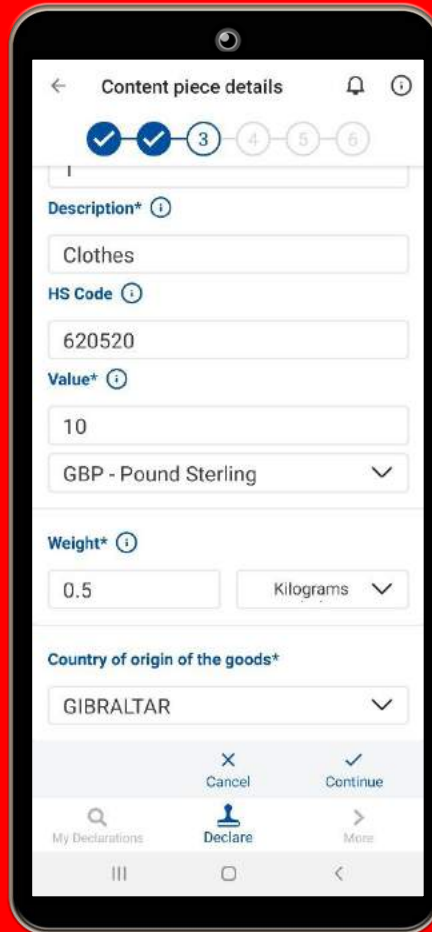
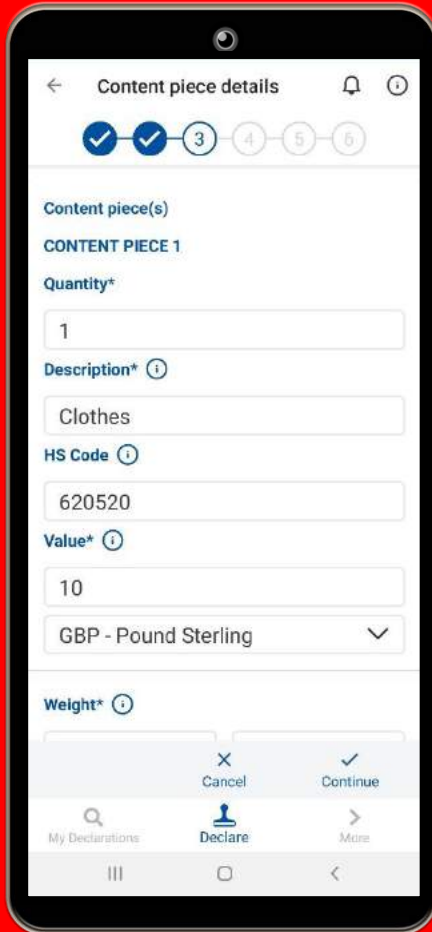
QUIT FAVORITE NEXT

My Declarations Declare More



8

FILL OUT CONTENT PIECE DETAILS



Value*

Value of the item for Customs purpose. If the quantity is more than one, the amount is the total for all units (e.g. 3 units of 5 USD each means an amount of 15 USD for the item).

HS Code

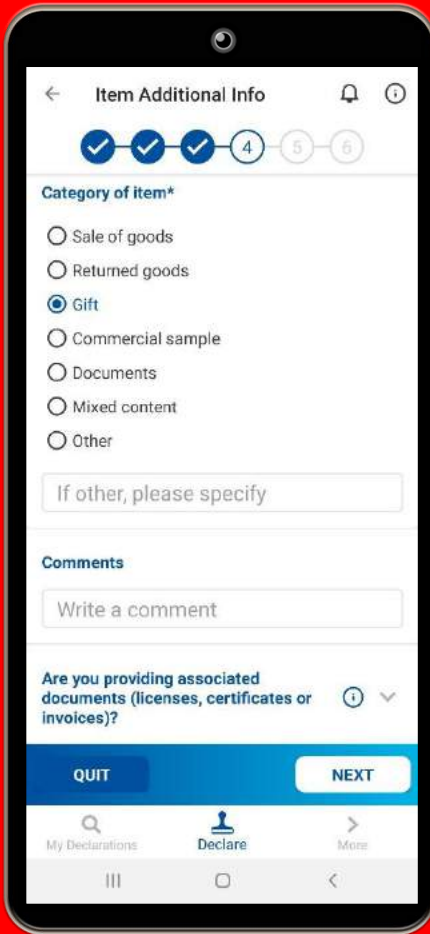
Senders of commercial items are advised to supply this information as it will assist Customs in processing the items. The 6-digit HS tariff number must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. Longer codes (8 or 10 digits, but not 7 or 9) may be used to provide more information based on the destination country's classification.

Weight*

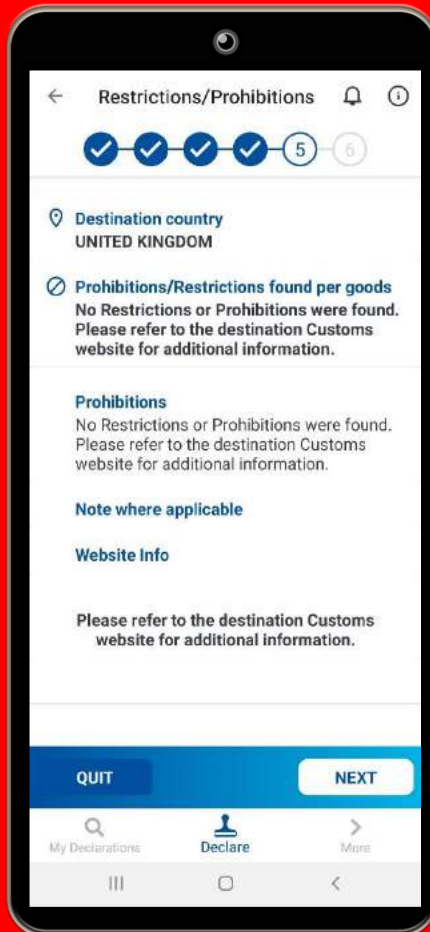
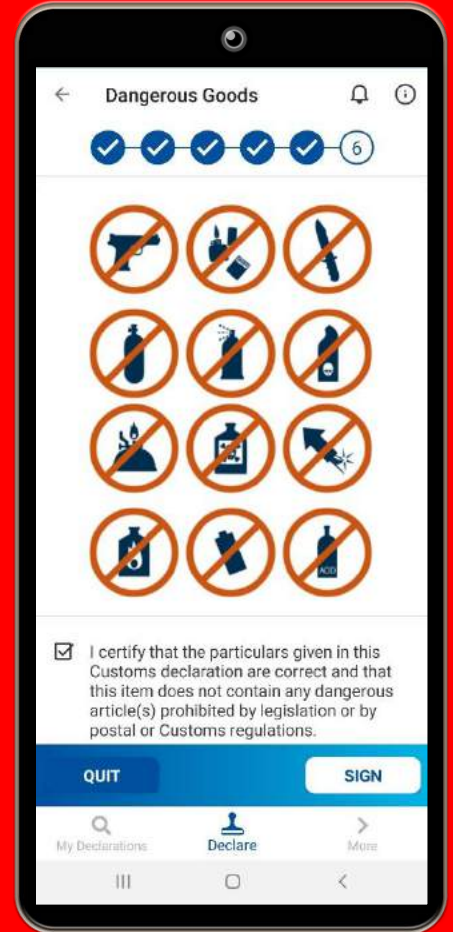
Net weight of the item. If the quantity is more than one, the net weight is the total weight for all units (e.g. 3 units of 0,3 kg each means a net weight of 0,9 kg for the item).

Description*

Give a detailed description of each article in the item, e.g. men's cotton shirts. General description (e.g. clothes, spare parts, samples or food products) are not permitted.



Are you providing associated documents (licenses, certificates... Provide information about the enclosed documents, if any (commercial invoice, certificate of origin, health certificate, license, authorization for goods subject to quarantine). If your item is accompanied by documents, select appropriate document type, state the number and click add. You must attach an invoice for all commercial items.



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SELECT CATEGORY OF ITEM

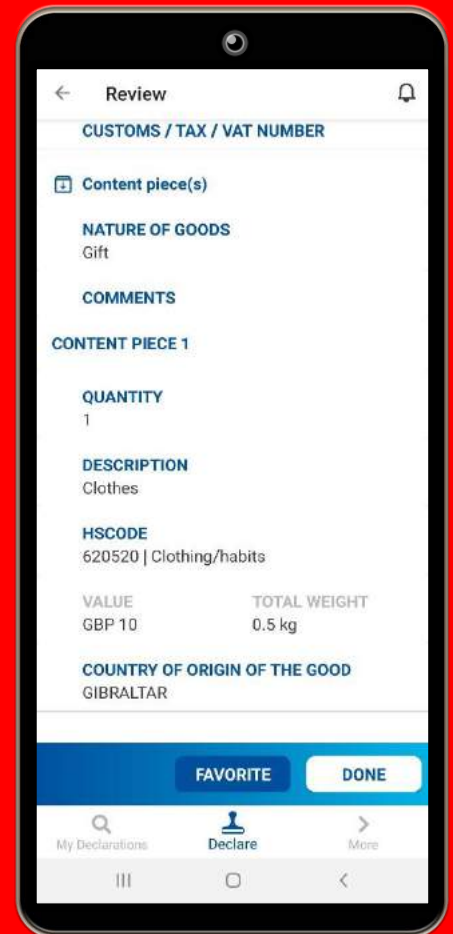
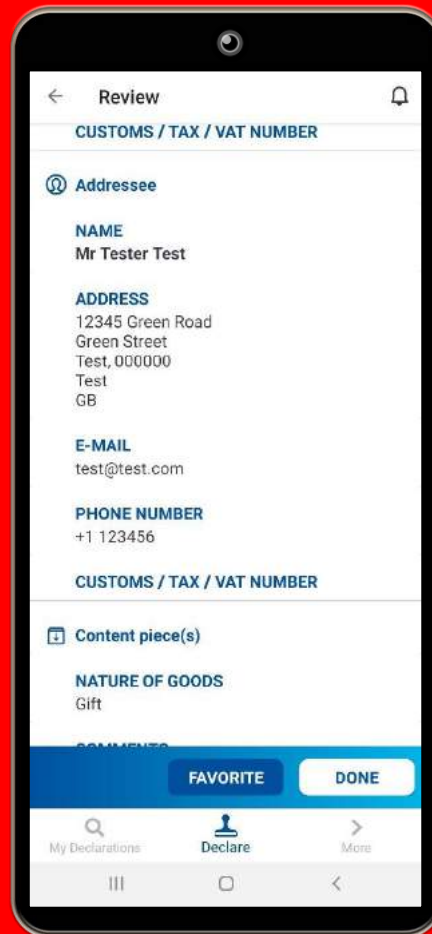
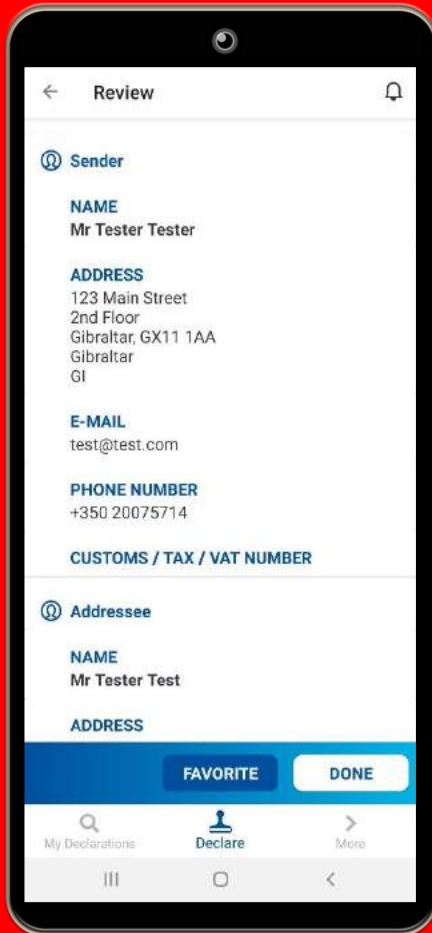
10

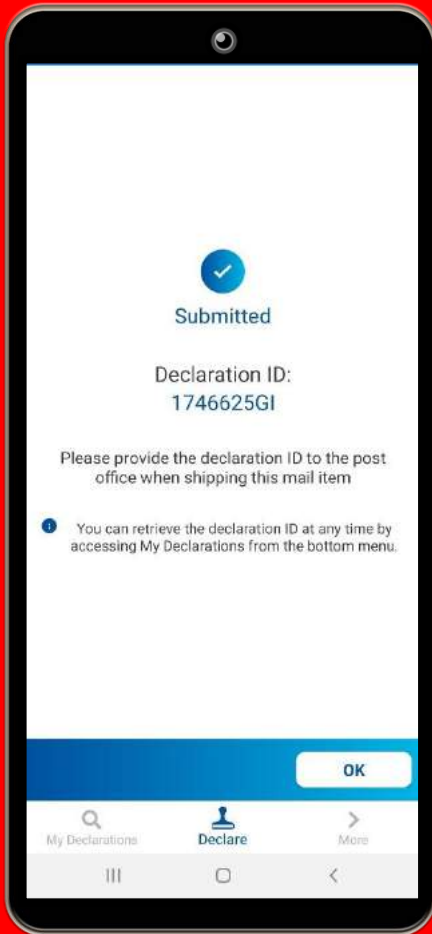
DANGEROUS GOODS



11

REVIEW





12

**PLEASE BRING
DECLARATION ID TO THE
POST OFFICE COUNTERS**

