# C&E Economic Operators Registration Identification (EORI) Number

## Registration on ROS

Document reviewed January 2023

---

**Revenue**
Cáin agus Custaim na hÉireann
Irish Tax and Customs

The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

## Table of Contents

# Introduction

The manual explains the online registration process using [Revenue's Online Service (ROS)](#) for Customers or their Agents who require a Customs and Excise (C&E) or an Economic Operators Registration Identification (EORI) registration number in connection with Import/Export activity.

If you trade with a non-EU country, you will need a unique Economic Operators Registration and Identification (**EORI**) number.

To use the service, you will need:

- Revenue Online Service ([ROS - Log In](#)) login details and a valid ROS digital certificate

- A Registration for Customs & Excise in ROS.

If you have previously been registered for Customs and Excise (C&E), you may already have been allocated an EORI number and you should check the following weblink to ascertain if you already have an EORI number before you proceed further in this document.  The default option will be "IE" followed by your VAT/Tax Registration number.

[EORI number validation](#)
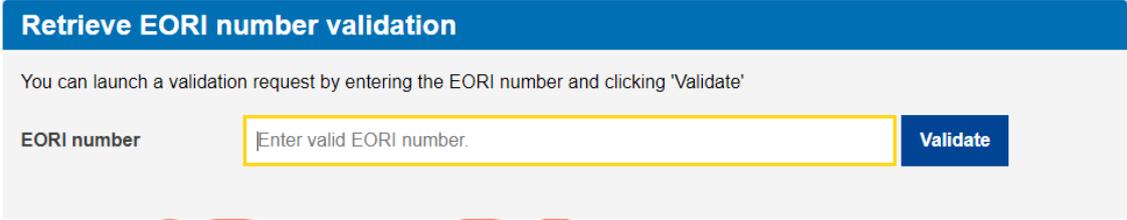
**Retrieve EORI number validation**

You can launch a validation request by entering the EORI number and clicking 'Validate'

**EORI number**     | Enter valid EORI number. |   **Validate**

Figure 1:  EORI number validation

# 1    Customer not having a ROS Cert or Agent and the goods have arrived in Ireland

If you do not have an active ROS Digital Certificate or Agent or if the goods have arrived in the Country and an EORI is required, send an email to the eCustoms Helpdesk (eCustoms@revenue.ie) to request an EORI.  The following information is required:

- Tax Registration No. and

- Company/Individual Name and

- Company/Individual Address.

# 2    If you are registered for myAccount

If you are registered for myAccount, you should make a request for an EORI registration through MyEnquiries.  Sign in to myAccount and send the request via My Enquiries.

# 3    If you have an active ROS Digital Certificate and are registered for My Enquiries

If you are accessing through ROS – MyEnquiries, you must register for customs and excise if not already registered.  (If you are already registered for C&E, follow the instructions as at Number 1 above to ensure you do not already have an EORI number.)  You can register using the following steps:

## 3.1 Step1: Access ROS using the Customer Digital Certificate and password.



Figure 2: ROS Secure Login

## 3.2 Step 2: Following a successful login select "Manage Tax Registrations" in "My Services" and "Other Services".



Figure 3: ROS, Other Services screen

### 3.3 Step 3: In the resulting screen you should see an option for "Customs and Excise and Status "Not Registered." Select "Register".



Figure 4: ROS Tax Registrations screen

### 3.4 Step 4 – Option 1: Register for C&E **without** registering for an EORI number

The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropriate box. Do not tick the box if you just want to register for C&E taxhead. Click "Add to Your Requests".



Figure 5: ROS C&E Registration screen

The screen hereunder is presented and you must click submit if details are correct.



Figure 6: ROS Requests screen

On the screen presented, you must then sign and submit the request per the summary screen.



Figure 7: ROS eRegistration Summary screen

Figure 8:  ROS Sign & Submit

Enter your password and select "Sign & Submit".  You will be registered for C&E **but you will not yet be registered for an EORI number** as per screens hereunder;



Figure 9:  ROS Acknowledgement screen

If you select the Revenue Record tab from the top of the screen, you will see the notice in your ROS inbox.

By selecting the notice number, you can view the details of the Registration.
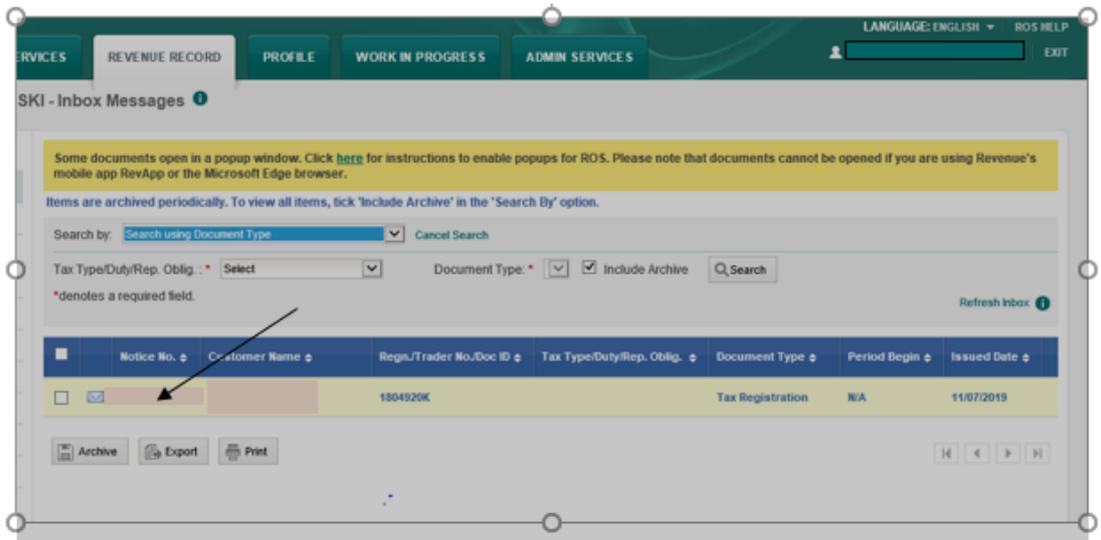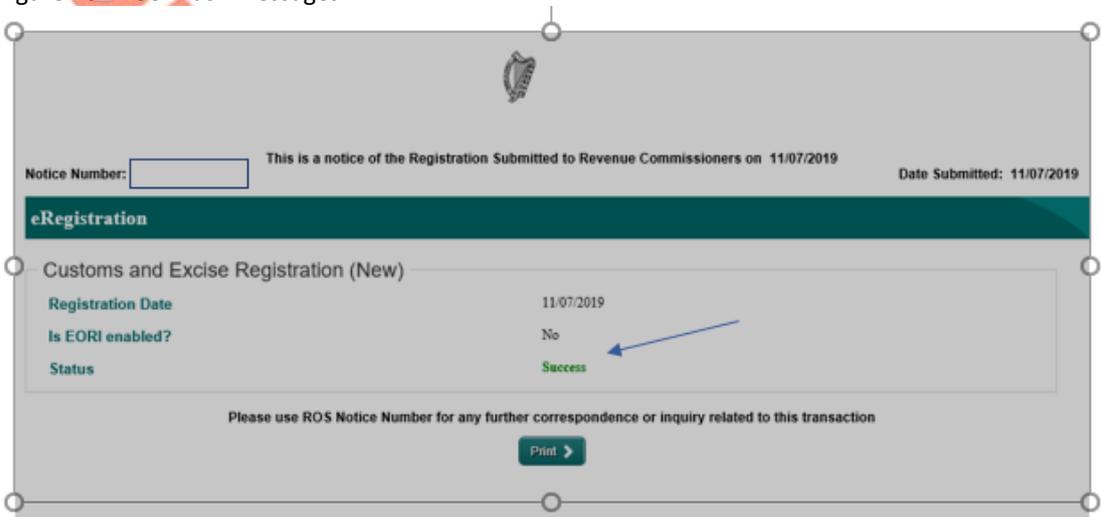
Figure 10:  ROS Inbox messages



Figure 11:  ROS eRegistration notice

Once you are registered for Customs & Excise (C&E) you are automatically assigned a C&E Trader Account Number (C&E TAN) under the same number as your C&E registration number.

## 3.5   Step 4 - Option 2:  Register for C&E Taxhead and an EORI number

The Registration date automatically populates with today's date. If you are importing/exporting goods to/from the EU, you must tick the appropiate box.
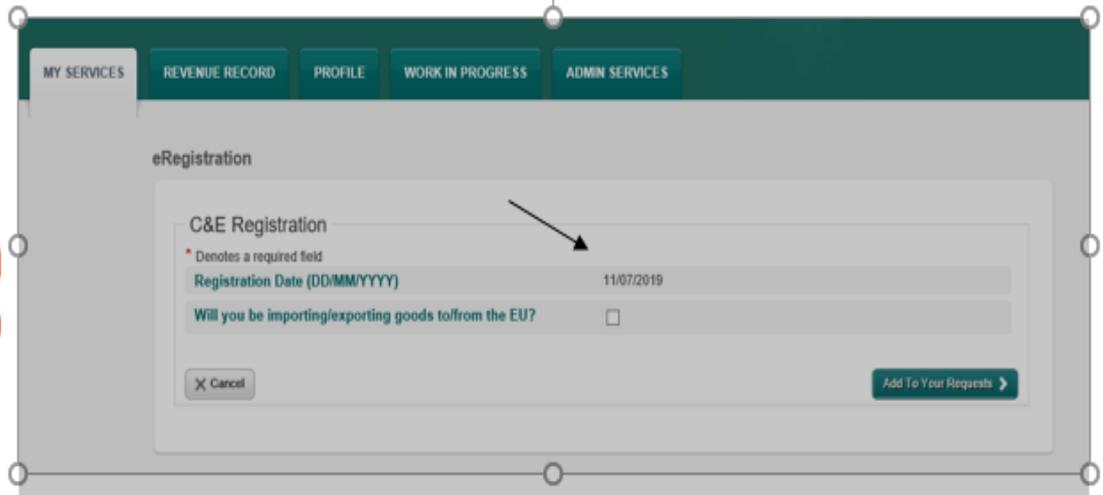


Figure 12:  ROS EORI Registration

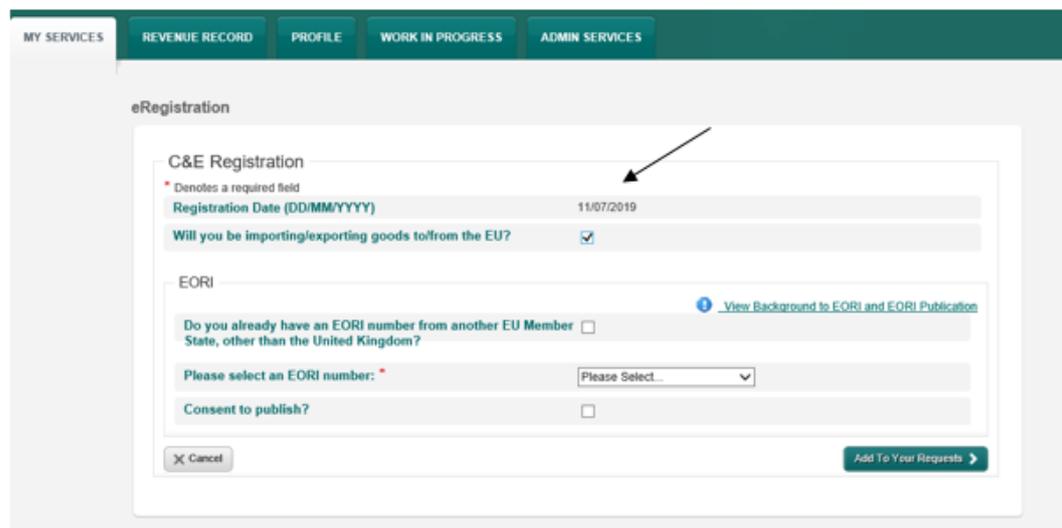Tick the check box and you will be given the option to register for an EORI number.



Figure 13:  ROS EORI screen options

By selecting the  option "Do you already have an EORI number from another EU Member State, other than the United Kingdom?" the following screen will be presented;

Figure 14: ROS EORI Registration information

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

[Register for an Economic Operators Registration and Identification (EORI) number](#)

If you do not select "Do you already have an EORI number from another EU Member State, other than the United Kingdom?" you must select the EORI number from the drop down field as per the following screen;
**\*Please note if you are already registered for VAT then the default value will be "IE" folllowed by your VAT number. If you are not registered for VAT then your Tax Registration number will be provided.**
There is an option to "Consent to publish".  By selecting this option, you consent to publish your Name and Address together with the EORI number on the Central European EORI number validation site.  If you do not select this option, only your EORI number will be displayed as valid on the website.

Figure 15:  ROS EORI Registration Consent to publish

Select "Add To Your Requests".  You are presented with a screen showing your requests.  Here you can "Edit" or "Cancel" your requests.  If no change is required, you can select "Submit".



Figure 16:  ROS Requests screen

You are presented with the following screen showing the details of your registration. Select "Sign and Submit" to complete your registration
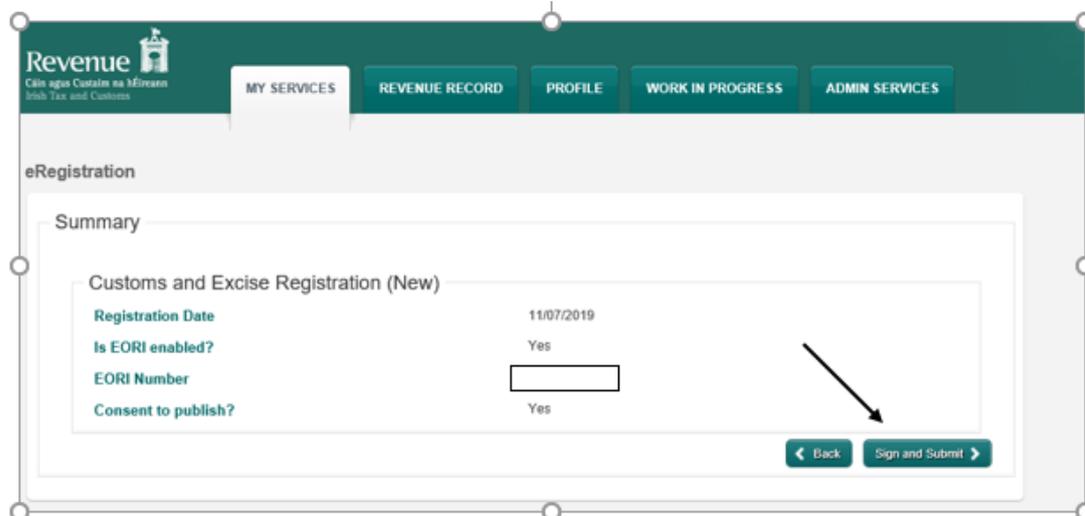


Figure 17: ROS EORI eRegistration Summary screen

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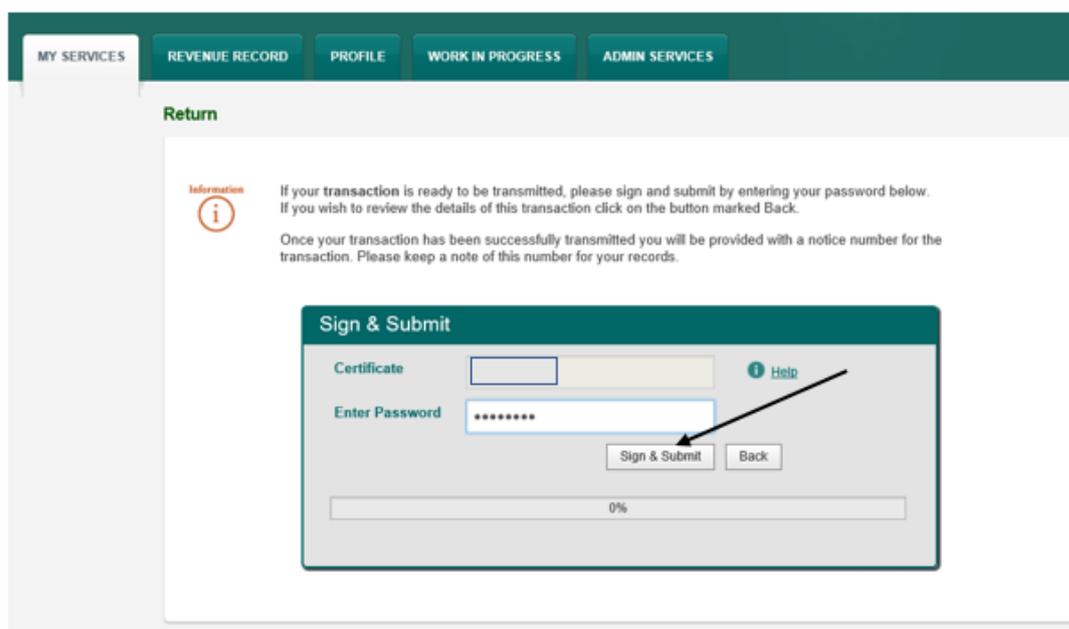


Figure 18: ROS Sign & Submit

You will receive an acknowledgement message to say that your request has been successful. You are now registered for C&E and EORI. The EORI No is active for use immediately on any Declarations lodged in Ireland. However, it will take up to 48 hours for the information to appear on the Central European EORI database where the number can be verified by others. EORI number validation
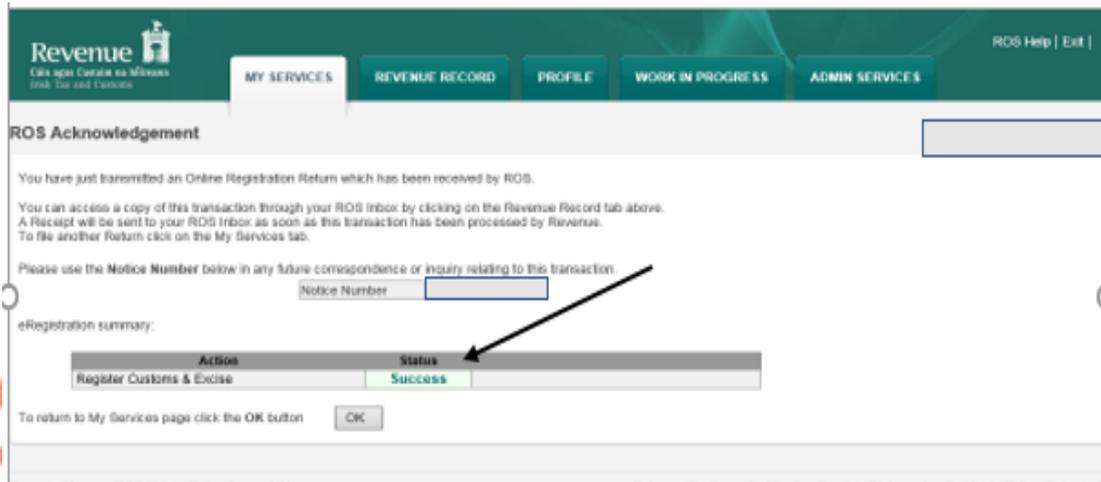
Figure 19:  ROS Acknowledgement screen

If you select the Revenue Record tab from the top of the screen, you will see the notice in your ROS inbox.

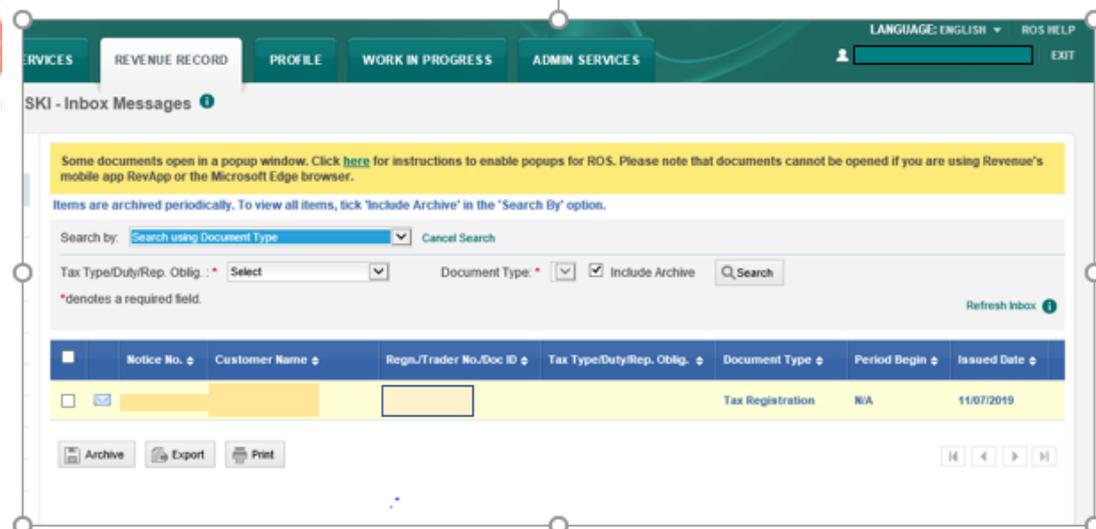By selecting the notice number, you can view the details of the Registration.



Figure 20:  ROS Inbox messages

Figure 21:  ROS eRegistration notice

## 3.6   Step 4 – Option 3:  To Register for an EORI number once C&E Taxhead is previously Registered

Select the "My Services" tab and the following will be presented;



Figure 22:  ROS Tax Registrations screen

The C&E number will be displayed and "Register EORI" tab is available as per the above screen.  Select "Register EORI" and proceed as instructed from **page 9**.

# 4   Agent Access

## 4.1   Search  or Select a client under "Agent Services" and find the client you want to register and or link.
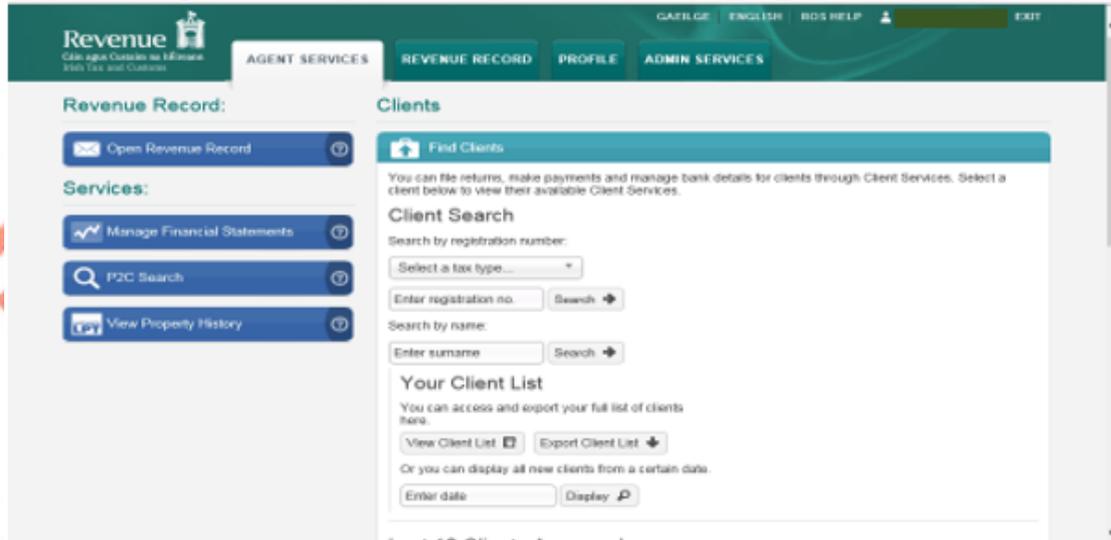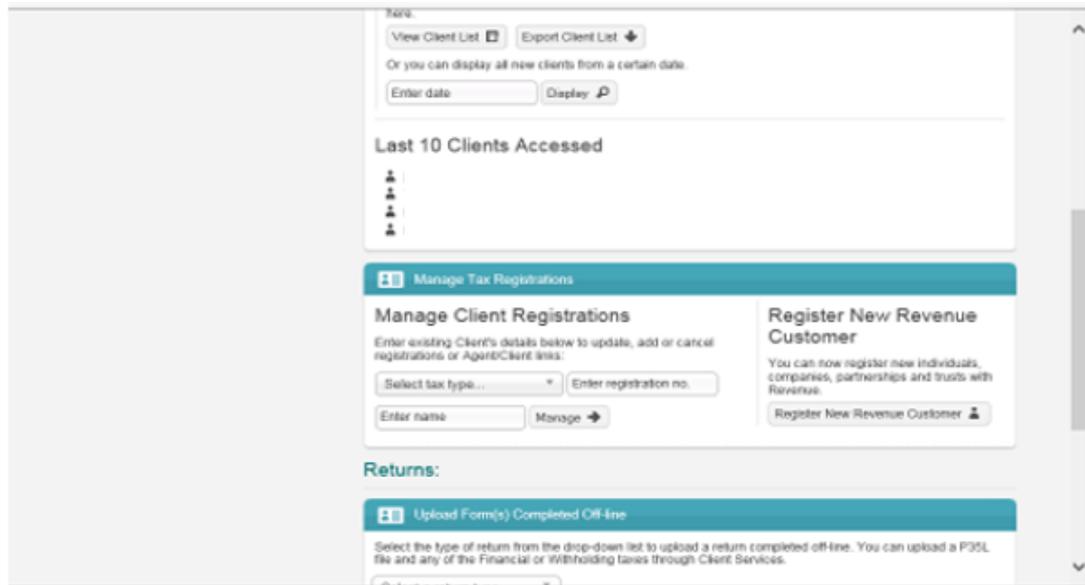


Figure 23:  ROS Agent Services screen



Figure 24:  ROS Agent Services screen - Clients

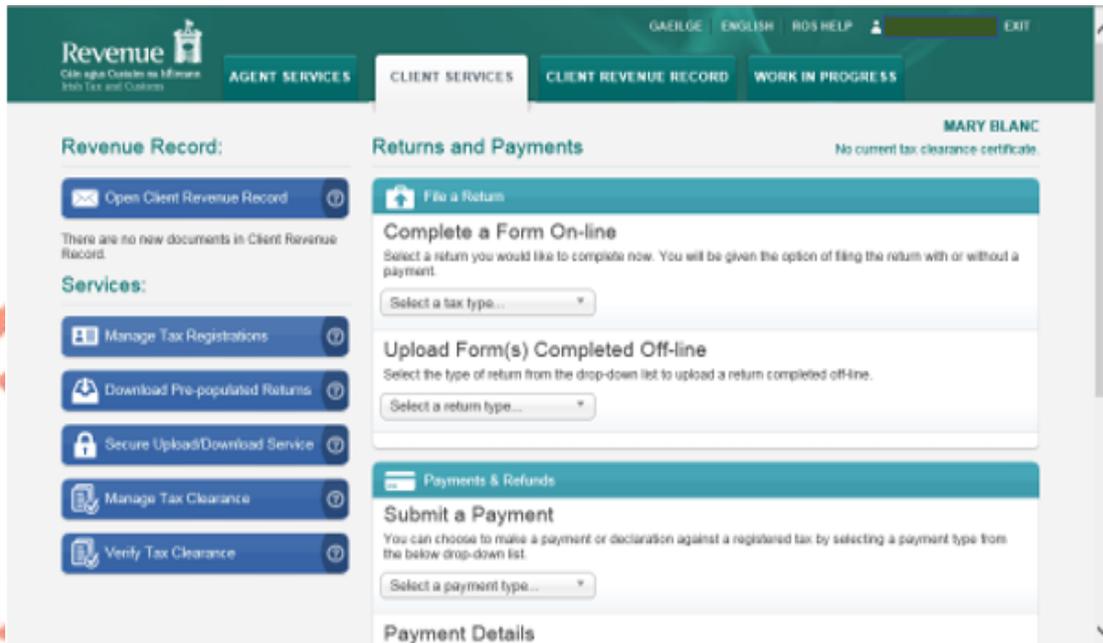## 4.2   Under  "Client Services" select "Manage Tax Registrations"



Figure 25:  ROS Client Services screen

## 4.3   Under Customs & Excise, select "Select Action".
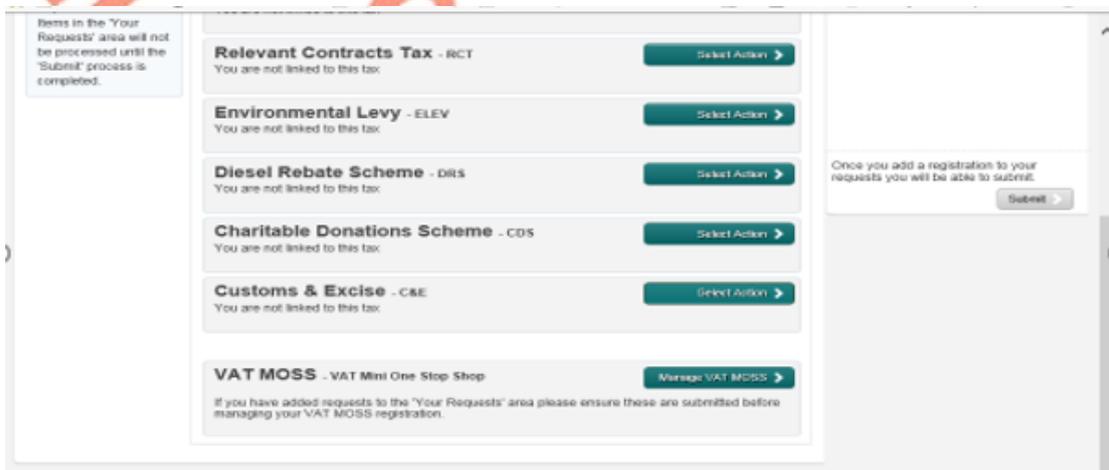


Figure 26:  ROS Tax Registrations screen

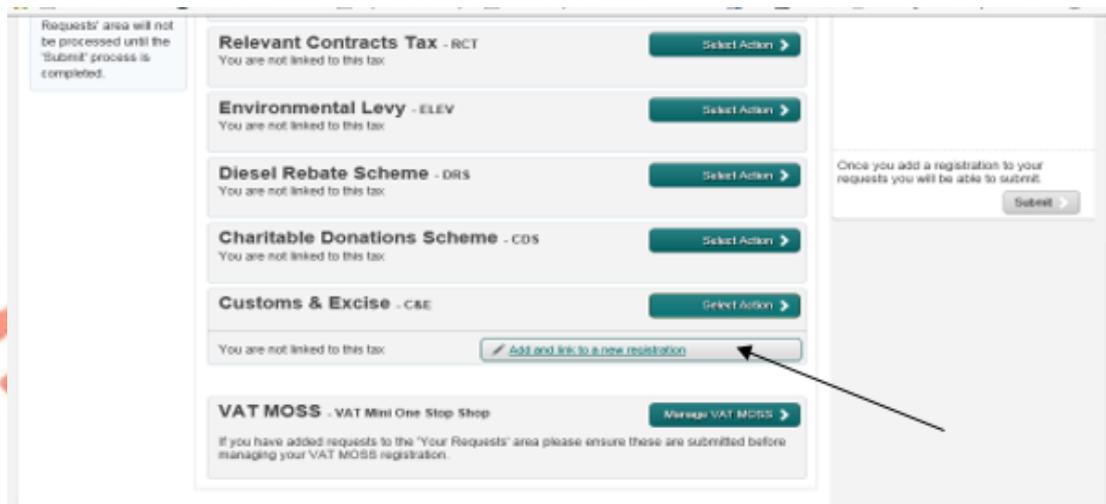## 4.4   Select "Add and link to a new registration"



Figure 27:  ROS Tax Registrations Link Agent

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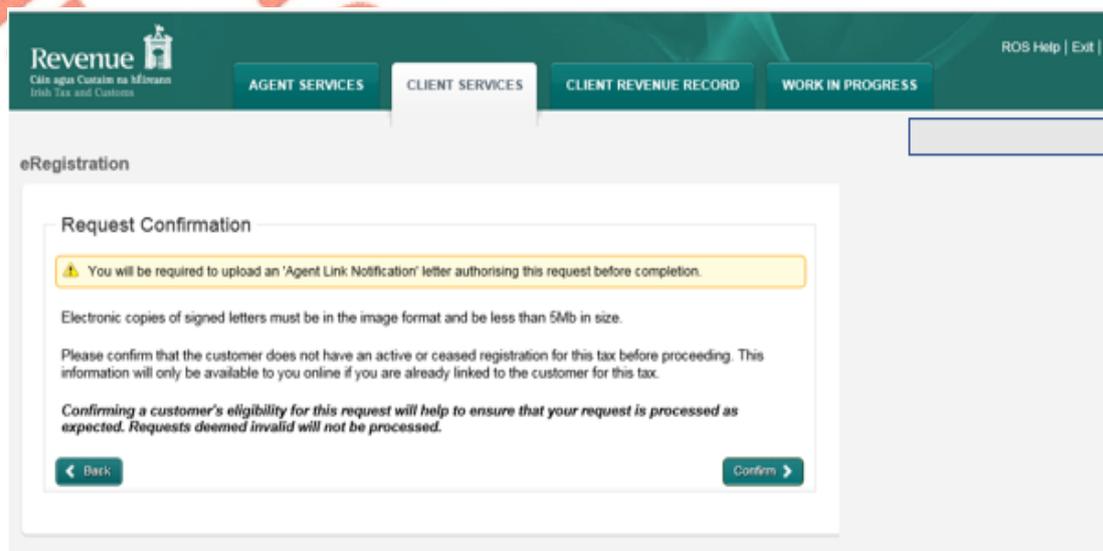


Figure 28:  ROS Upload Agent Link Letter

You will be presented with an "Agent Link Attachment" screen where the Agent link notification letter must be uploaded.  Once uploaded select "Add Attachment". You should ensure that the  "Customs and Excise" option is selected and then click "Add to Requests".  You are presented with a screen showing your requests.  Here you can "Edit" or "Cancel" your requests.  If no change is required, you can select "Submit".

Figure 29:  ROS Agent Link Attachment

You then select "Sign and Submit"



Figure 30:  ROS Agent Link Attachment Sign & Submit

Once linked, you then proceed using one of the following options as described.

Step 4 – Option 1:  Register for C&E **without** registering for an EORI number

Step 4 - Option 2:  Register for C&E Taxhead and an EORI number

Step 4 – Option 3:  To Register for an EORI number once C&E Taxhead is previously Registered

If  your client is already registered for C&E  then you can register for an EORI number. 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.
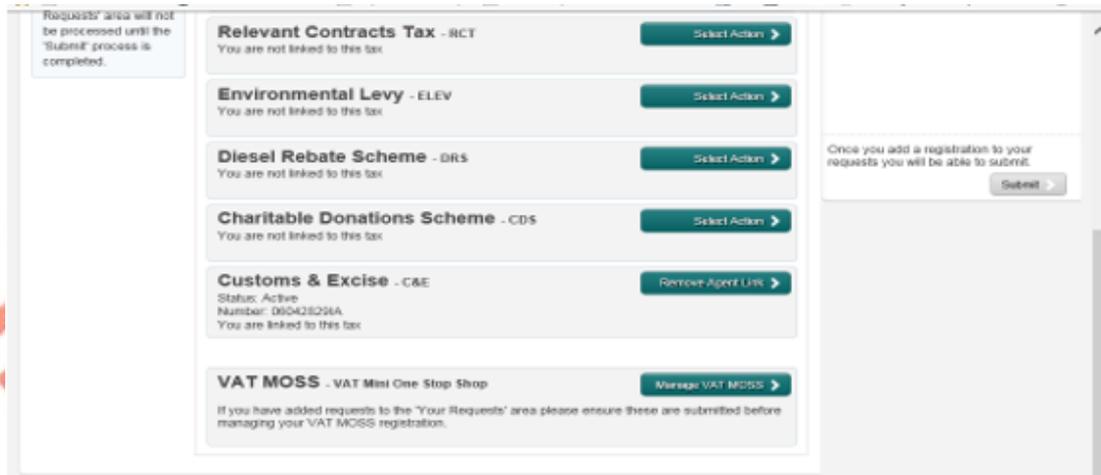


Figure 31:  ROS Remove Agent Link