



commerce4all
REGIONAL PLATFORM

EXPORT

Everything you need to know about export.

An export in international trade is a product or service produced in one country that is sold in another country. The seller of such goods and services is the exporter.

**Wondering how shipping a product outside of your country works?
Follow the whole process.**



PREPARATION

The shipment to be sent outside the borders of our country is prepared in appropriate packaging for international transport.

DOCUMENTS

Along with the product, documents are prepared, the most important and mandatory of which is the commercial invoice. In addition to the invoice, depending on the requirements of the importing country, a packing list/delivery note and/or proof of product origin may be required.

The commercial invoice should contain the following information:

- Name and address of the exporter (legal entity or sole trader)
- Name and address of the importer (distribution partner, intermediary, or end-user)
- Shipping address
- Net and gross mass, packaging dimensions
- Accurate description of goods
- Quantity of goods, number, and type of packages
- Price
- Terms of delivery and payment
- Country of origin



In addition to the invoice, in certain countries of delivery with which Kosovo has concluded agreements on free trade, and for the buyer not to pay customs duty, it is necessary to produce proof that the products are of Kosovo origin.

This can be easily done by filling in a declaration of origin in the commercial invoice, which can be made by any exporter for goods whose value does not exceed the amount of 6,000 euros per individual shipment.

CUSTOMS DECLARATION

For the shipment to leave the customs area of Kosovo, a customs declaration should be submitted.

The customs declaration can be submitted by the e-merchant, but it can also be submitted by a customs agent - freight forwarder, or by the sender.

Also, the customs declaration can be submitted in a regular or simplified customs procedure.



REGULAR OR SIMPLIFIED CUSTOMS PROCEDURE

In the regular customs procedure, the export customs declaration has to be submitted for each shipment at the time of dispatch/export of the shipment, which considering the speed and costs is not advisable for e-merchants.

In simplified customs procedures, the e-merchant can submit one customs declaration for all shipments sent during one day, regardless of the number of shipments and the number of buyers. For something like this, approval from the Customs Administration is required. This procedure is recommended for e-merchants who have a higher volume of work.

If the regular export customs procedure is chosen, a SAD customs declaration is submitted in electronic form. Shipment can only be exported if:

- The declaration is signed with a digital certificate
- It contains all the necessary data
- The e-merchant has attached all the necessary documents
- The goods have been submitted for inspection by the customs authority

If the shipment is exported by mail, the customs authority at the exit is the one in which the shipment is taken over under a transport contract for transport to another country by the postal services.



SENDING THE SHIPMENT

approval for simplified customs procedures, and the whole work can be completed in any branch of the Kosovo Post on the territory of the country. The forwarding agency of the Kosovo Post should be contacted beforehand. They can take over the shipment or it can be taken to any branch of the post office and be cleared for export by the Kosovo Post upon its receipt.

The shipment can also be handed over to express mail companies, which can perform export customs clearance of the shipment at any time.

If the e-merchant wants to send the shipment independently, he should independently submit an electronic customs declaration. This declaration is submitted to the competent customs office for export - it is the customs office Posta Prishtina, based on the receipt of the shipment for export issued at the counters of Kosovo Post. This declaration is submitted through the Merchant Export Portal, and a Movement Reference Number is used to identify the export operation.

The e-merchant has the right to choose whether he wants to use a regular export customs procedure or a simplified export customs procedure - but one thing is mandatory - to submit a customs declaration.



After completing the whole process, your shipment arrives at the end buyer!