

Box number	Field name	Completion note
1		
	<i>a</i> Destination Type Code	You must enter a number to represent the destination of the movement from the following list: 1 - Tax Warehouse 2 - Registered Consignee (where the place of delivery is the Registered Consignee's registered premises) 3 - Temporary Registered Consignee 4 - Direct Delivery (a movement to a Registered Consignee where the place of delivery is not the Registered Consignee's registered premises) 5 - Exempt Organisation 6 - Export (outside the EU) 8 - Unknown destination (only for movements of energy products by sea or inland waterways where the consignee is definitely not known at the time of dispatch)
	<i>b</i> Journey time	You must enter the normal period of time necessary for the journey taking into account the means of transport and the distance involved, expressed in hours (H) or days (D) followed by a two digit number, for example H12, D04. The maximum journey time in hours is 24, the maximum journey time in days is 92.
	<i>c</i> Transport Arrangement	You must enter a number to represent the person responsible for arranging the first transport from the following list: 1 - Consignor 2 - Consignee 3 - Owner of Goods 4 - Other
2	Consignor	
	<i>a</i> Trader Excise Number	You must enter the 13 digit Excise ID of the Authorised Warehousekeeper or the Registered Consignor dispatching the movement.
	<i>b</i> Trader Name	You must enter the full company name of the dispatching Authorised Warehousekeeper or Registered Consignor.
	<i>d</i> Street Number	You must enter the full address of the registered premises of the dispatching Authorised Warehousekeeper or Registered Consignor.
	<i>c</i> Street Name	
	<i>f</i> City	
	<i>e</i> Postcode	
3	Place of Dispatch	
	<i>a</i> Tax Warehouse Reference	In the case of a movement dispatched by an Authorised Warehousekeeper, enter the 13 digit Excise ID of the Tax Warehouse of dispatch. Note: this will be different to the Excise ID of the Authorised Warehousekeeper.
	<i>b</i> Trader Name	In the case of a movement dispatched by an Authorised Warehousekeeper, enter the full company name of the Tax Warehouse of dispatch.
	<i>d</i> Street Number	In the case of a movement dispatched by an Authorised Warehousekeeper, enter the full address of the Tax Warehouse of dispatch.
	<i>c</i> Street Name	
	<i>f</i> City	
	<i>e</i> Postcode	
4	Office of Dispatch - Import	Note: Applies to Registered Consignors only
	<i>a</i> Office Reference Number	In the case of a movement dispatched by a Registered Consignor, enter the code of the Customs office of import.

5		Consignee																											
	a	Trader Identification	<ul style="list-style-type: none">- In the case of a movement to an Authorised Warehousekeeper, Registered Consignee or Temporary Registered Consignee, enter the 13 digit Excise ID of the Authorised Warehousekeeper, Registered Consignee or Temporary Registered Consignee receiving the movement.- In the case of an export outside the EU, enter the VAT number of the person representing the consignor at the office of export.- In the case of a movement of energy products by sea or inland waterways to a consignee who is definitely not known at the time of dispatch, this field may be left blank.- In the case of a movement to an Exempt Organisation in another Member State, box 5a to 5e must be left blank and instead box 6a and 6b must be completed.																										
	b	Trader Name	You must enter the full company name of the consignee identified in box 5a.																										
	d	Street Number	You must enter the full address of the registered premises of the consignee identified in box 5a.																										
	c	Street Name																											
	f	City																											
	e	Postcode																											
6		Trader complement: Consignee																											
	a	Member State Code	<p>In the case of a movement to an Exempt Organisation in another Member State, enter the 2 digit code of the Member State of destination from the following list:</p> <table><tr><td>AT – Austria</td><td>BE - Belgium</td></tr><tr><td>BG – Bulgaria</td><td>CY - Cyprus</td></tr><tr><td>CZ - Czech Republic</td><td>DK - Denmark</td></tr><tr><td>EE – Estonia</td><td>FI - Finland</td></tr><tr><td>FR – France</td><td>DE - Germany</td></tr><tr><td>EL – Greece</td><td>HU - Hungary</td></tr><tr><td>IE – Ireland</td><td>IT - Italy</td></tr><tr><td>LV – Latvia</td><td>LT - Lithuania</td></tr><tr><td>LU – Luxembourg</td><td>MT - Malta</td></tr><tr><td>NL – Netherlands</td><td>PL - Poland</td></tr><tr><td>PT – Portugal</td><td>RO - Romania</td></tr><tr><td>SK – Slovakia</td><td>SI - Slovenia</td></tr><tr><td>ES – Spain</td><td>SE - Sweden</td></tr></table>	AT – Austria	BE - Belgium	BG – Bulgaria	CY - Cyprus	CZ - Czech Republic	DK - Denmark	EE – Estonia	FI - Finland	FR – France	DE - Germany	EL – Greece	HU - Hungary	IE – Ireland	IT - Italy	LV – Latvia	LT - Lithuania	LU – Luxembourg	MT - Malta	NL – Netherlands	PL - Poland	PT – Portugal	RO - Romania	SK – Slovakia	SI - Slovenia	ES – Spain	SE - Sweden
AT – Austria	BE - Belgium																												
BG – Bulgaria	CY - Cyprus																												
CZ - Czech Republic	DK - Denmark																												
EE – Estonia	FI - Finland																												
FR – France	DE - Germany																												
EL – Greece	HU - Hungary																												
IE – Ireland	IT - Italy																												
LV – Latvia	LT - Lithuania																												
LU – Luxembourg	MT - Malta																												
NL – Netherlands	PL - Poland																												
PT – Portugal	RO - Romania																												
SK – Slovakia	SI - Slovenia																												
ES – Spain	SE - Sweden																												
	b	Serial Number of Certificate of Exemption	In the case of a movement to an Exempt Organisation in another Member State, enter the Exemption Certificate serial number.																										
7		Place of Delivery	Note: Place of Delivery must only be completed for movements to a Tax Warehouse or for Direct Delivery movements																										
	a	Trader Identification	In the case of a movement to an Authorised Warehousekeeper, enter the 13 digit Excise ID of the Tax Warehouse of destination.																										
	b	Trader Name	<p>In the case of a movement to an Authorised Warehousekeeper, enter the full company name of the Tax Warehouse of destination.</p> <p>In the case of a Direct Delivery movement, enter the full company name of the receiving business.</p>																										
	d	Street Number	In the case of a movement to an Authorised Warehousekeeper, enter the full address of the Tax Warehouse of destination.																										
	c	Street Name																											
	f	City	In the case of a Direct Delivery movement, enter the full address of the place of destination.																										
	e	Postcode																											
8		Office Place of Delivery – Customs																											
	a	Office Reference Number	Enter the relevant UK Customs Office reference number for the office of export at which the export declaration will be lodged in the UK.																										
9																													
	a	Local Reference Number	You must enter the consignor's unique serial number that identifies the consignment in the consignor's records.																										
	b	Invoice Number	You must enter the number of the invoice relating to the goods. If the invoice has not yet been prepared, the number of the delivery note or any other transport document should be given.																										
	c	Invoice Date	You must enter the date of the document shown in box 9b.																										

	d	Origin Type Code	In the case of movements dispatched by an Authorised Warehousekeeper, enter 1. In the case of movements dispatched by a Registered Consignor, enter 2.
	e	Date of Dispatch	You must enter the date the movement begins.
	f	Time of Dispatch	You must enter the time the movement begins.
9.1		Import SAD	
	a	Import SAD Number	In the case of movements dispatched by a Registered Consignor, enter the number(s) of the Single Administrative Document(s) used for the release for free circulation of the goods concerned.
10		Office Competent Authority at Dispatch	
	a	Office Reference Number	You must enter the code of the UK office responsible for excise control at the place of dispatch. Note: there is currently only one office in the UK and the code is GB004098.
11		Movement guarantee	
	a	Guarantor Type Code	You must enter a number to represent the person responsible for providing the movement guarantee from the following list: 1 – Consignor 2 – Transporter of goods 3 – Owner of goods 0 – Guarantor not required (only applies to intra UK movements where simplified arrangements regarding the movement guarantee are permitted)
12		Guarantor	Note: box 12 does not apply if you entered 'Guarantor not required' at box 11a
	a	Trader Excise Number	You must enter the 13 digit Excise ID of the person providing the movement guarantee. If that person does not have an Excise ID this field should be left blank, however the VAT number must be entered in box 12b.
	b	VAT Number	You must enter the VAT number of the person providing the movement guarantee.
	c	Trader Name	You must enter the full company name of the person providing the movement guarantee.
	e	Street Number	You must enter the full address of the registered premises of the person providing the movement guarantee.
	d	Street Name	
	g	City	
	f	Postcode	
13		Transport	
	a	Transport Mode Code	You must enter a number to represent the mode of transport at the start of the movement from the following list: 0 – Other 1 – Sea transport 2 – Rail transport 3 – Road transport 4 – Air transport 5 – Postal consignment 7 – Fixed transport installations 8 – Inland waterway transport
14		Transport Arranger	
	a	VAT Number	In cases where the Transport Arranger in box 1c above is either '3 - Owner of Goods' or '4 – Other', enter the VAT number of the transport arranger.
	b	Trader Name	In cases where the Transport Arranger in box 1c above is either '3 - Owner of Goods' or '4 – Other', enter the full company name of the transport arranger.
	d	Street Number	In cases where the Transport Arranger in box 1c above is either '3 - Owner of Goods' or '4 – Other', enter the full address of the registered premises of the transport arranger.
	c	Street Name	
	f	City	
	e	Postcode	
15		First Transporter	
	a	VAT Number	You must enter the VAT number of the person carrying out the first transport.

	<i>b</i>	Trader Name	You must enter the full company name of the person carrying out the first transport.
	<i>d</i>	Street Number	You must enter the full address of the office premises of the person carrying out the first transport.
	<i>c</i>	Street Name	
	<i>f</i>	City	
	<i>e</i>	Postcode	
16		Transport details	
	<i>a</i>	Transport Unit Code	You must enter a code to represent the type of transport unit from the following list: 1 – Container 2 – Vehicle 3 – Trailer
	<i>b</i>	Identity of Transport Units	You must enter the Vehicle Registration Number of the transport unit or units.
	<i>c</i>	Identity of Commercial Seal	In cases where commercial seals are used to seal the transport unit, enter the identification reference numbers of the commercial seals.
	<i>d</i>	Seal Information	You must enter any additional information concerning the commercial seals at box 16c, for example the type of seals used.
	<i>f</i>	Complementary Information	You must enter any additional information concerning the transport, for example identity of any subsequent transporter, information concerning subsequent transport units, etc.
17		e-AD Body	Note: a separate line must be completed for each product composing the assignment.
	<i>a</i>	Body Record Unique Reference	You must enter a unique sequential number for each line of product, for example line 1 of 3, line 2 of 3 and line 3 of 3.
	<i>b</i>	Excise Product Code	You must enter the applicable Excise Product Code from the following list: T200 - Cigarettes T300 - Cigars and cigarillos T400 - Fine-cut tobacco for the rolling of cigarettes T500 - Other smoking tobacco B000 - Beer W200 - Still wine W300 - Sparkling wine I000 - Alcohol – intermediate products S200 - Spirituous beverages S300 - Ethyl alcohol S400 - Partially denatured alcohol S500 - Other products containing ethyl alcohol E200 - Vegetable and animal oils (energy products) E300 - Mineral oils (energy products) E410 - Leaded petrol E420 - Unleaded petrol E430 - Gasoil, unmarked E440 - Gasoil, marked E450 - Kerosene, unmarked E460 - Kerosene, marked E470 - Heavy fuel oil E480 - Products falling within CN codes 2710 11 21, 2710 11 25, 2710 19 29 in bulk commercial movements E490 - Products falling within CN codes 2710 11 to 2710 19 69, not specified above E500 - Liquefied petroleum gases and other gaseous hydrocarbons (LPG) E600 - Saturated acyclic hydrocarbons E700 - Cyclic hydrocarbons E800 - Methanol (methyl alcohol) E910 - Mixture of acyclic hydrocarbons – 'FAME' E920 - Mixture of acyclic hydrocarbons – others
	<i>c</i>	CN Code	You must enter the CN code applicable at the date of dispatch. This number is available from The Tariff.

	<i>d</i>	Quantity	<p>You must enter the quantity of product, depending on the Excise Product Code expressed in either:</p> <ul style="list-style-type: none"> - Number of items expressed in thousands for T200, T300. - Kilograms for T400, T500, E470, E500, E600. - Litres (temperature of 15 degrees Celsius) for E200, E300, E410, E420, E430, E440, E450, E460, E480, E490, E700, E800, E910, E920. - Litres (temperature of 20 degrees Celsius) for B000, W200, W300, I000, S200, S300, S400, S500. <p>Note: for a movement to a Temporary Registered Consignee, the quantity must not exceed the quantity they are authorised to receive. For a movement to an Exempt Organisation, the quantity must not exceed the quantity registered in the excise duty exemption certificate.</p>
	<i>e</i>	Gross Weight	You must enter the gross weight in kilograms – the weight including packaging.
	<i>f</i>	Net Weight	You must enter the net weight in kilograms – the weight without packing.
	<i>g</i>	Alcoholic strength	You must enter the alcoholic strength (percentage by volume at 20 degrees Celsius).
	<i>h</i>	Degree Plato	In the case of beer, enter the degree Plato where the Member State of destination taxes beer on that basis.
	<i>i</i>	Fiscal Mark	You must enter any additional information concerning fiscal marks as required by the Member State of destination.
	<i>k</i>	Fiscal Mark Used flag	<p>You must enter a number to identify if the goods carry or contain fiscal marks, either:</p> <p>1 – the goods carry or contain fiscal marks</p> <p>0 – the goods do not carry or contain fiscal marks</p>
	<i>l</i>	Designation of Origin	<p>This box can be used to enter certification of the place of origin or to certify that goods were produced in a small brewery or distillery:</p> <ul style="list-style-type: none"> - In the case of certain wines, enter the protected designation of origin or geographical indication, in accordance with the relevant Community legislation. - In the case of certain spirit drinks, enter the place of production in accordance with the relevant Community legislation. - In the case of beer brewed by an independent small brewery, as defined in Council Directive 92/83/EEC (4), for which it is intended to claim a reduced rate of excise duty in the Member State of destination, the certification should be given in the following terms: 'It is hereby certified that the product described has been brewed by an independent small brewery'. - In the case of ethyl alcohol distilled by a small distillery, as defined in Council Directive 92/83/EEC, for which it is intended to claim a reduced rate of excise duty in the Member State of destination, the certification should be given in the following terms: 'It is hereby certified that the product described has been produced by a small distillery'.
	<i>n</i>	Size of Producer	<p>In the case of certification for beer in box 17/ above, enter the previous year's annual production of beer in hectolitres.</p> <p>In the case of certification for spirits in box 17/ above, enter the previous year's annual production of pure alcohol in hectolitres.</p>
	<i>o</i>	Density	You must enter the density at 15 degrees Celsius for Excise Product Codes E200, E300, E410, E420, E430, E440, E450, E460, E480, E490, E700, E800, E910 or E920.
	<i>p</i>	Commercial Description	You must enter a commercial description of the goods in order to identify the products transported.
	<i>r</i>	Brand Name of Products	You must enter the brand name of the goods, if applicable.
17.1		Package	
	<i>a</i>	Kind of Packages Code	You must enter the code for the kind of package, from the list of package codes provided in Annex 38, box 31 of Regulation (EC) No 2454/93 (the Implementing Regulations for the Community Customs Code). For example, 'QH' for Barrel – wooden - bung type, 'AG' for Pallet – shrink wrapped, etc.
	<i>b</i>	Number of Packages	In the case of countable packages (as described in Annex 38, box 31 of Regulation (EC) No 2454/93 (the Implementing Regulations for the Community Customs Code)), enter the number of packages.
	<i>c</i>	Identity of Commercial Seal	You must enter the identification of commercial seals, if used to seal the packages.
	<i>d</i>	Seal Information	You must enter any further information concerning the commercial seals in box 17.1c above, for example the type of seals used.

17.2		Wine product	
	<i>a</i>	Category of Wine Product	You must enter the wine product category in accordance with part XII of Annex I to Regulation (EC) No 1234/2007
	<i>b</i>	Wine-Growing Zone Code	You must enter the wine-growing zone in which the product transported originated in accordance with Annex IX to Regulation (EC) No 479/2008.
	<i>c</i>	Third Country of Origin	You must enter the 2 digit country code in accordance with the standard ISO Alpha 2 code (ISO 3166).
	<i>d</i>	Other Information	You must enter any further information containing the wine product.
17.2.1		Wine operation code	
	<i>a</i>	Wine Operation Code	You must enter the 'Wine operation Code(s)' in accordance with list 1.4. b) in point B of Annex VI to Commission Regulation (EC) No 436/2009.
18		Document Certificate	
	<i>a</i>	Short Description of Document	You must enter a description of any certificate relating to the transported goods, for example Designation of Origin.
	<i>c</i>	Reference of Document	You must enter a reference to any certificate that relates to the transported goods.