

Completing Import customs declaration for postal consignments

Log on to the EDS and select the Import customs declaration for postal consignments (look for the mail truck icon). This will open the system where you will be able to complete the simplified declaration.

Import Customs Declaration of postal consignments

EMDAS
subsystems

USER

EN

Valsts ieņēmumu dienests

EMDAS

My Declarations

My Declarations

+ Create new

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My Declarations

- Not submitted
- Customs processing - follow changes in declaration status
- Changes required
- Payment required **i**
- The declaration has been completed - consignment can be received

Select «Create new» to start the completion

[Frequently asked questions](#)

Step 1: Consignment data

1 Consignment data

2 Consignor

3 Goods

4 Additional information

5 Tax

Your consignment is: 

Purchase

Gift

Indicate whether the consignment is a purchase or a gift

Provide the data indicated in the message about the consignment received from Latvijas Pasts, courier or express service:

Tracking number



Mass (kg)



Temporary Storage Declaration (PUD) No



TSD (PUD) item No



Complete these boxes using the data received from the post/ express mail provider

Close

Print

Delete

Continue

Step 2: Consignor

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Name (legal person) or name/surname (natural person) of the consignor (seller)

Country from which the consignment is received

Provide postal address, if known:

Address (street, number) of the consignor (seller)

City

Postal code

Close

Print

Delete

Back

Continue

Provide the name of the online store/platform where you made the purchase (for example, eBay, iHerb, AliExpress).

If the consignment is a gift from your relatives or friends, please indicate the name and surname of the consignor.

Select from the list or type in the name of the country from which the consignment is sent.

Provide the address of the consignor, if known. Provision of the address is not mandatory.

Step 3: Goods

Provide the exact price of the goods that you paid upon making the purchase (the price indicated in the invoice or payment order).

Select the currency used for the payment from the list.

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Select goods from the classification list:

Description of goods <i>i</i>	Price <i>i</i>	Currency <i>i</i>	Delete
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	

Add the next item | I don't find the item in the classifier

Total price of goods: 0.00 (0.00 EUR)
Delivery costs: *i*

Close | Print | Delete | Back | **Continue**

If the delivery costs have been indicated separately in the invoice, complete these boxes.

Select the purchased goods from the classification list.

Step 4: Additional information

THE ADDITIONAL INFORMATION IS NOT MANDATORY

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Please provide your contact details so that a customs official can contact you, if necessary:

Telephone number E-mail address

Attach proof of purchase documents (provision is recommended, although not mandatory): ⓘ

Attachments (0) ^

Attachment
No data

Number of results per page 10 of < >

Notes (optional field)


It is advisable to provide contact information so that you can be reached if necessary. Thus, the customs clearance process will be faster.

Attachments can be provided (order voucher, invoice).
The attachments are mandatory only if requested by customs.

If you wish to provide further information about the consignment to the customs, please type it here.

Step 5: Duties and lodging the declaration

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No.	Description of goods	Tax base 	VAT rate	Amount of taxes to be paid
1	Kids clothes (tall under 86 cm)	14.00 EUR	21%	2.94 EUR

Amount of taxes to be paid: **2.94** EUR

The system will calculate the amount of taxes and duties to be paid based on the data you provided. Click on «Submit».

Payment of duties

i Verification of the declaration has been completed. Please pay the calculated tax by clicking on Pay under the declaration section Tax.

Basic data ^

Status: **Gaida maksājumu**

Date of changing the status: 01.07.2021 11:52:35

Date of acceptance: 01.07.2021 11:49:35

Declaration number (MRN): 21LV000240H00ZRYR1

1 Consignment data

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No.	Description of goods	Tax base i	VAT rate	Amount of taxes to be paid
1	Kids clothes (tall under 86 cm)	14.00 EUR	21%	2.94 EUR

Amount of taxes to be paid: **2.94** EUR

Pay

Once the data you provided have been checked, the declaration status will change from «Accepted» (*Pieņemta*) to «Pending payment» (*Gaida maksājumu*).

A payment request will be shown on top of the page. Click on «Pay».

Receiving the consignment

Declaration

i The declaration processing is completed. If the consignment is being delivered by Latvijas Pasts and the parcel is small then you will find it in your mailbox over the next few days, but if it is a larger package you will receive a delivery notification by SMS or written notice. If you received the information about the consignment from a courier or express mail provider, please contact them in order to agree upon the delivery.

Basic data

Status: Preces izlaistas

Date of changing the status: 01.07.2021 12:03:58

Date of acceptance: 01.07.2021 11:49:35

Declaration number (MRN): 21LV000240H00ZR1

Once the payment has been made, it will be processed. The processing takes time. The consignment will be available for collection only when the declaration status will have changed to «The goods have been released» (*Preces izlaistas*).