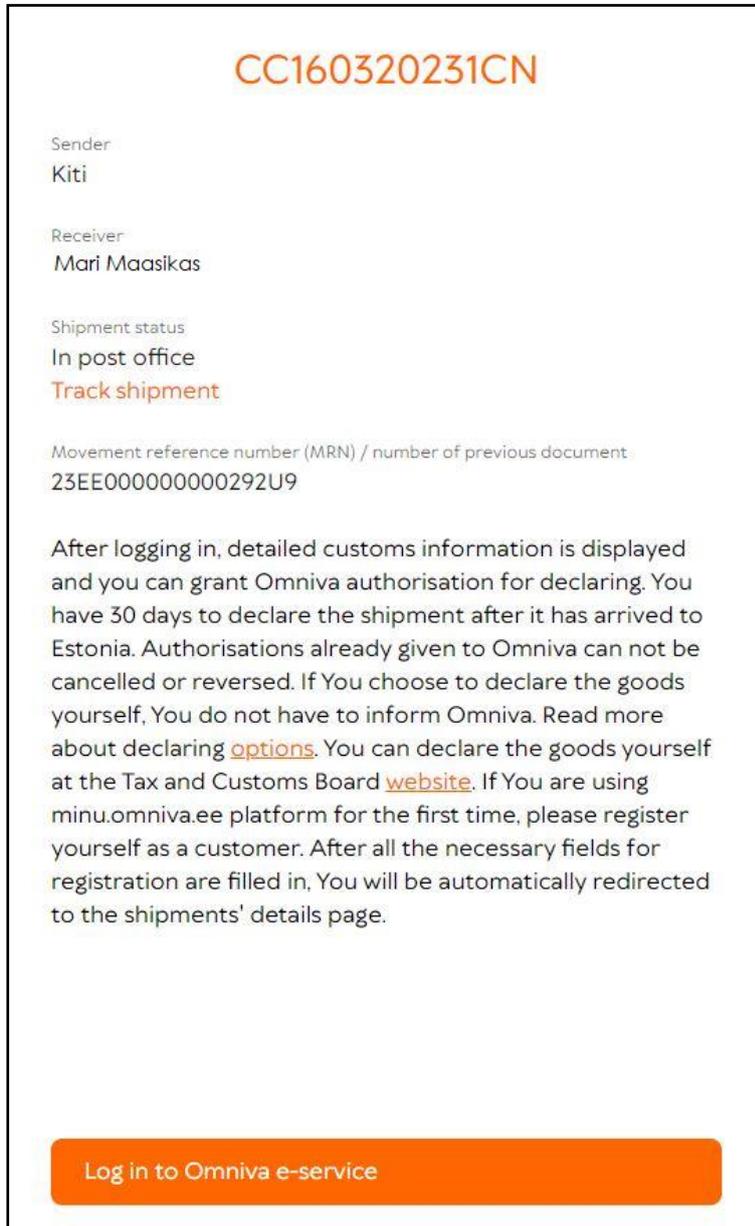




My.omniva Customs Guide

When the parcel arrives in Estonia, Omniva will send you a notification by SMS, e-mail, or paper. The notification includes a [personalised link](#) to the my.omniva website where you can access the details of your parcel. There are two ways to declare a parcel – you can make the declaration yourself on the website of the Estonian Tax and Customs Board or you can authorise Omniva to declare the parcel on your behalf.



Picture 1.

General information of the parcel (image 1)

By clicking on the **personal link**, you will see the general information of the parcel that is required for the declaration, including the **transport document number** and the **movement reference number (MRN)** required for the declaration on the website of the Estonian Tax and Customs Board.

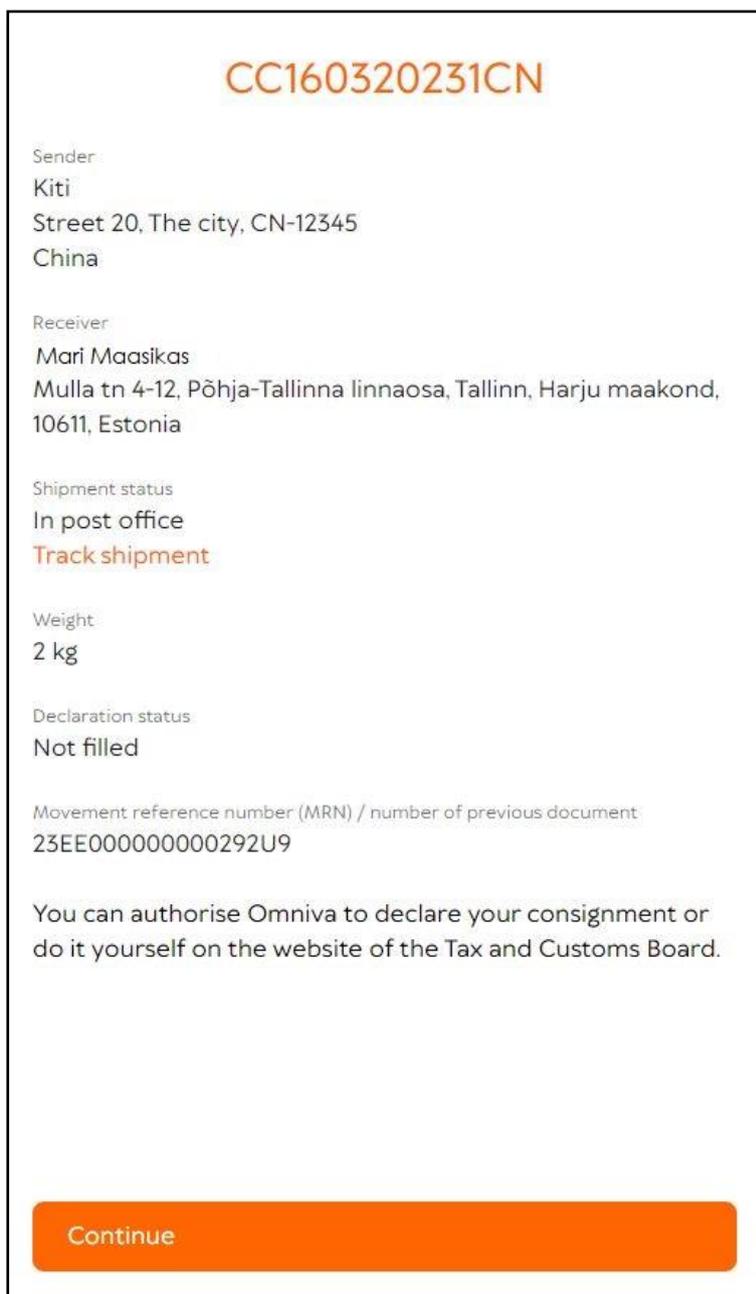
If you are declaring on the MTA website, please indicate Omniva as the postal or courier company. In this case, the information about the release of the goods will reach us automatically and you do not need to notify us separately.

If you wish to use the **Omniva declaration service**, you need to log in.

You can log in to My Omniva by:

- ✓ ID-card
- ✓ Mobile-ID
- ✓ Smart-ID

When you log in for the first time, please register as a user. You will see a 'My details' screen where you can add your contacts. My Omniva also allows you to set the preferred pick-up points for your parcels (parcel machine, post office).



Detailed information (image 2)

After logging in, a new page will open where you can see [the details](#) of the parcel.

In addition to the general data of the parcel, it also shows you the [weight of the parcel](#) and the [declaration status](#).

You cannot edit the fields in this view.

After you have read the data, you can proceed by clicking 'continue'.

Picture 2.

Image 3.

Details of the sender and recipient (image 3)

On this screen, you will be able to edit/update the data if necessary.

You can add the country of the sender using the search.

By default, the app offers authorisation as a private person.

If you wish to declare as a private person, the person logged in to the e-service must be the actual recipient/importer of the goods.

When authorising on behalf of a business, select 'business client' as the recipient/importer and then select the desired company from the drop-down menu.

You will only be shown the companies where the person logged in is the main user in Omniva e-service.

If the business customer is not yet an contracted customer of Omniva, it is necessary to register as a business customer of Omniva. You can do it [here](#)

Once the data has been verified, you can proceed by clicking 'Continue'.

Declarable products (image 4)

Each product in the parcel is displayed on a separate page.

Declared product 1/1

Check product data

Product description *
Sample 1

Product amount in the shipment *
1

Total weight of the product (kg) *
2

Total value of the product *
5

Currency *
EUR

Harmonised system code (HS code) *

Add another product

Continue

Image 4.

Check that the **description**, **quantity**, and **value** of the product correspond to the order. You can change all fields if necessary.

If you wish to change the customs code of the product, you can do so from the drop-down menu:

Select HS code

HS code search
skirt

6102100000
Women's or girls' overcoats, car coats, capes, cloaks, anoraks, incl. ski jackets, windcheaters, wind-jackets and similar articles, of wool or fine animal hair, knitted or crocheted (excl. suits, ensembles, jackets, blazers, dresses, skirts, divided skirts, trousers, bib and brace overalls)

6102900000
Women's or girls' overcoats, car coats, capes, cloaks, anoraks, incl. ski jackets, windcheaters, wind-jackets and similar articles, of textile materials, knitted or crocheted (excl. of wool, fine animal hair, cotton and man-made fibres, suits, ensembles, jackets, blazers, dresses, skirts, divided skirts, trousers, bib and brace overalls)

6104130000
Women's suit, skirt, jacket, blazer, dress, trousers, ensemble

6104220000
Women's or girls' suits, ensembles, jackets, blazers, dresses, skirts, divided skirts, trousers, bib and brace overalls, breeches and shorts (other than swimwear), knitted or crocheted

6104410000
Women's or girls' suits, ensembles, jackets, blazers, dresses, skirts, divided skirts, trousers, bib and brace overalls, breeches and shorts (other than swimwear), knitted or crocheted

6104520000
Women's or girls' skirts and divided skirts of cotton, knitted or crocheted (excl. petticoats)

You can search by product name or number. If you cannot find the right HS code using the search of the app, you can look it up in the goods nomenclature search of MTA and copy the customs code for the product from there.

Once the data has been verified, proceed by clicking 'Continue'.

Declared product 1/1

Check product data

Product description *
Sample 1

Product amount in the shipment *
1

Total weight of the product (kg)
2

Total value of the product *
5

Currency *
EUR

Harmonised system code (HS code) * 🔍

Add another product

Continue

When you reach the last product overview, you will have the option to add new products. To do this, click on 'add another product'.

Image 5.

Declared product 2/2

Check product data

Product description *

Product amount in the shipment *

Total weight of the product (kg)

Total value of the product * Currency *
EUR

Harmonised system code (HS code) * 🔍

Delete added product

Add another product

Continue

When adding a new product, the data fields are not pre-filled.

If necessary, you can delete and add products.

Once you have entered all the products, proceed by clicking 'Continue'.

Image 6.

Additional information

Goods purchase Gift Re-import

Total weight of shipment (kg) *
2

Transport price Currency
EUR

Add a document proving the value of goods?

Continue

Image 7.

Once the product information has been added and validated, add the **additional information** (image 7).

If the parcel is sent by a private person and it is registered as a gift, you can select '**Gift**' as the parcel type when declaring as a private person.

Small parcels of up to €45 sent as a gift from one private person to another are exempt from VAT. All gifts of €0 or more must be declared.

'**Re-export**' must be selected if the goods have been in export temporarily, i.e. shipped out of the country for no longer than 3 years. When re-importing goods, a customs import declaration must be lodged at the customs office of discharge.

In other cases, you must select '**Purchase of goods**'.

Be sure to enclose an invoice confirming the content and value of the parcel, order confirmation or a similar document. No supporting document is required if the parcel is registered as a gift.

Possible upload file formats: JPEG, JPG, PNG, PDF. The size of the uploaded file must be less than 1 MB.

Once you have added the additional information, proceed by clicking 'Continue'.

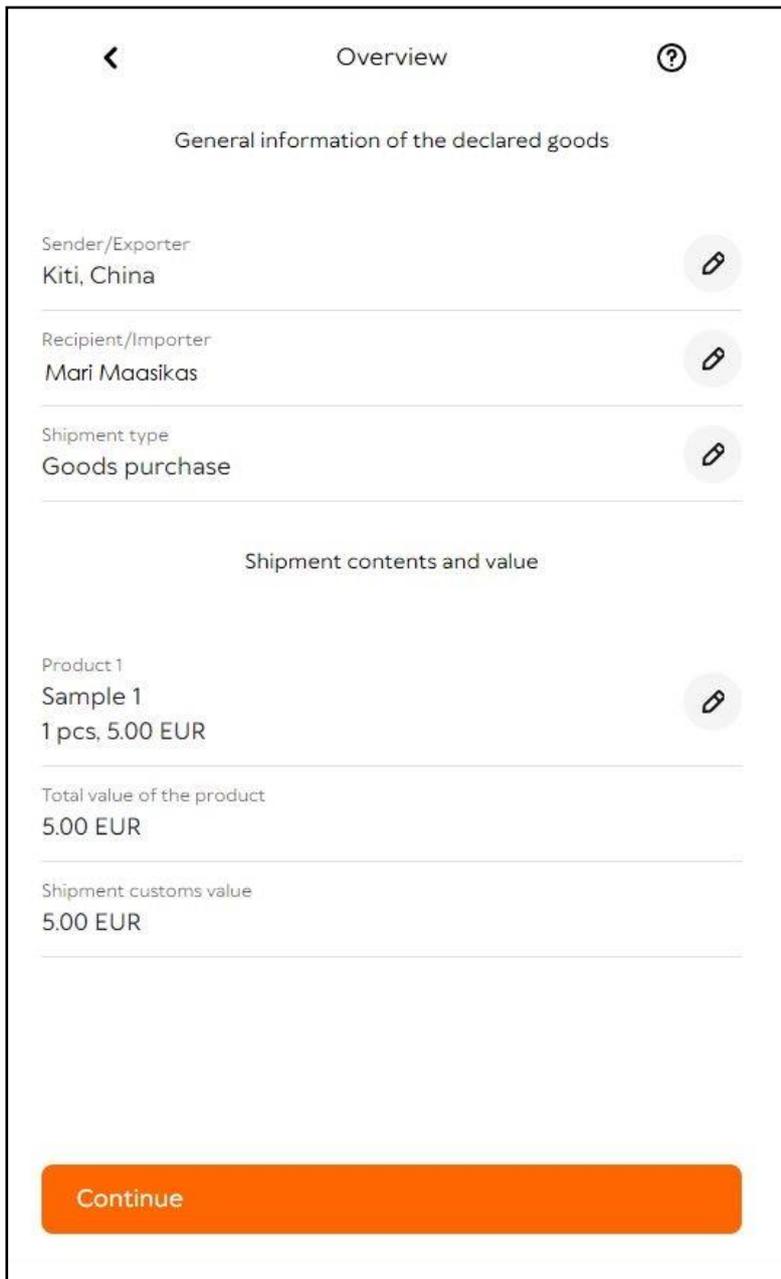


Image 8.

The overview (image 8) shows the general information of the parcel and the content and value of the goods to be declared.

If you wish to change the data, click on the pencil mark in the corresponding row.

Once you have verified the data, proceed by clicking 'Continue'.

Sum to be paid

Calculated VAT
1.07 EUR

Service fee if authorizing Omniva
2.35 EUR

Total 3.42 €

I authorise Omniva to declare the shipment

I will declare the shipment myself on the TCM webpage

I refuse this shipment and return it to the sender

Continue

Image 9.

On the next-to-last page, you can choose between three options:

1. I authorise Omniva to declare the parcel.

The selection triggers the declaration process.

Please note! You cannot cancel your authorisation.

2. I declare the parcel myself.

The option does not trigger the declaration process. To declare, go to the MTA website and declare the parcel yourself. If you choose Omniva as your postal or courier company, we will automatically receive notification of the release of the goods.

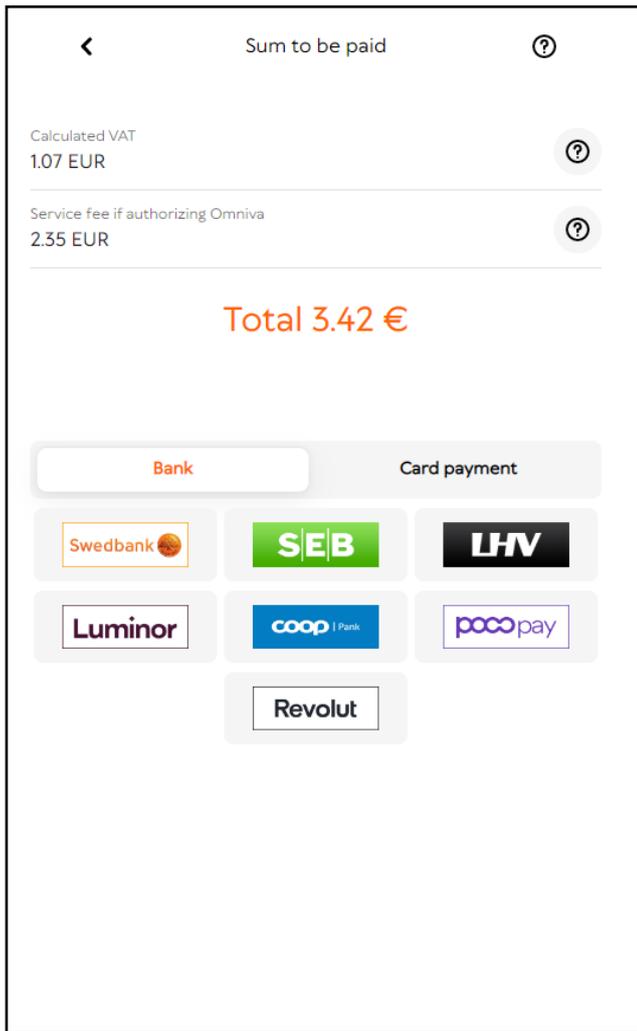
3. I refuse to receive the parcel.

If the parcel is refused, it is returned to the sender or, at the sender's request, destroyed.

Please note! You cannot cancel your authorisation.

Once you have made your selection, proceed by pressing 'continue'

Image 10.



On the final screen, you will see information according to the selection that you have made.

If you authorised Omniva as a private customer to declare your parcel, you will be directed to pay for the declaration.

As a business customer, you will see the message 'customs operations are now in progress' and the costs associated with the declaration will be added to the invoice.

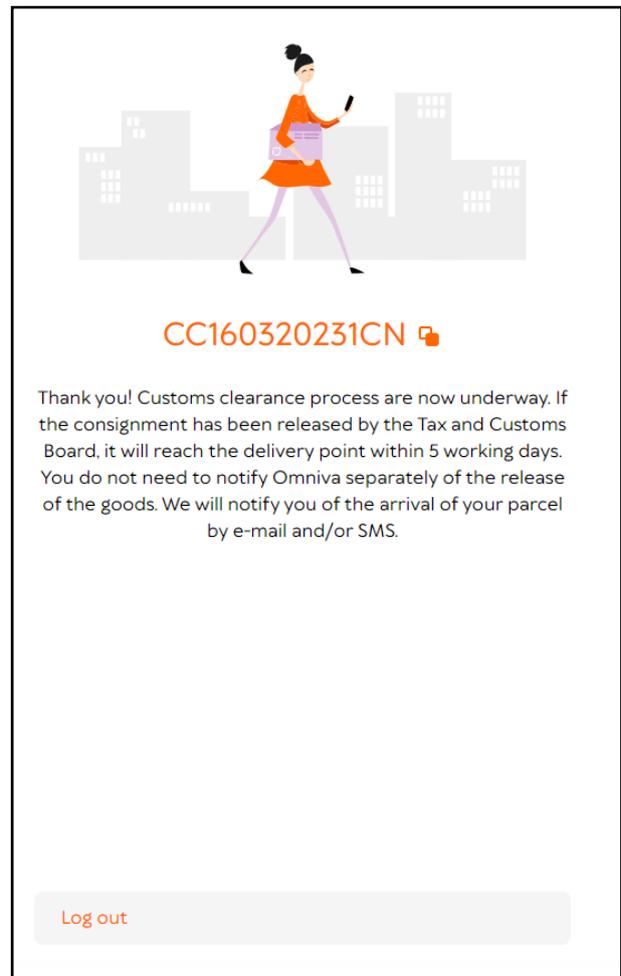


Image 11.