



**Welcome To Tuffnells  
Ezeelink.WEB**

**Brexit Changes**

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Version:	1.0
Date Released:	09/12/2020
Reference:	Web User Guide

## Ezeelink.WEB Brexit Changes

Please see below technical guidance on the changes that Tuffnells have made to our despatch solutions to accommodate Brexit. Every destination in Europe, Republic of Ireland, Northern Ireland and Channel Islands will now be treated the same as other International deliveries and therefore additional information is required when creating consignments, as follows:

- Goods Value
- Goods Description
- EORI Number/VAT Number
- Commodity Code/HS Codes
- INCOTERMS
- Commercial Invoice Upload
- Delivery Telephone Number

The above information will be required when entering consignments via our Ezeelink WEB system. Please see below a list of key changes in how you will be able to create these consignments going forward.

- All offshore consignments will need to be entered via our Ezeelink WEB system only.  
**Ezeelink Remote and EDI will no longer allow offshore consignments**
- Our File Import and EDI Integration methods will no longer accept offshore consignments. This is due to the need for a commercial invoice to be uploaded manually at the point of consignment creation
- An additional data entry screen has been added to our Ezeelink WEB platform to allow our customers to enter the new mandatory data

Please see below a detailed description of each new field required and some screenshots of the new consignment entry method for southern Irish consignments.

**Goods Value** – The pound sterling value of the goods being shipped.

**Goods Description** – An accurate explanation of the type of goods being shipped, written in English.

**EORI Number/VAT Number** - An Economic Operators Registration and Identification **number (EORI number)** is a European Union registration and identification **number** for businesses which undertake the import or export of goods into or out of the EU.

**Commodity Codes/HS Codes** - The **Harmonized Commodity Description and Coding System**, also known as the **Harmonized System (HS)** of tariff nomenclature, is an internationally standardised system of names and numbers to classify traded products.

**INCOTERMS** - The **Incoterms** or **International Commercial Terms** are a series of pre-defined commercial terms published by the International Chamber of Commerce (ICC) relating to international commercial law.

**Commercial Invoice Upload** – A copy of the commercial invoice for the consignment.

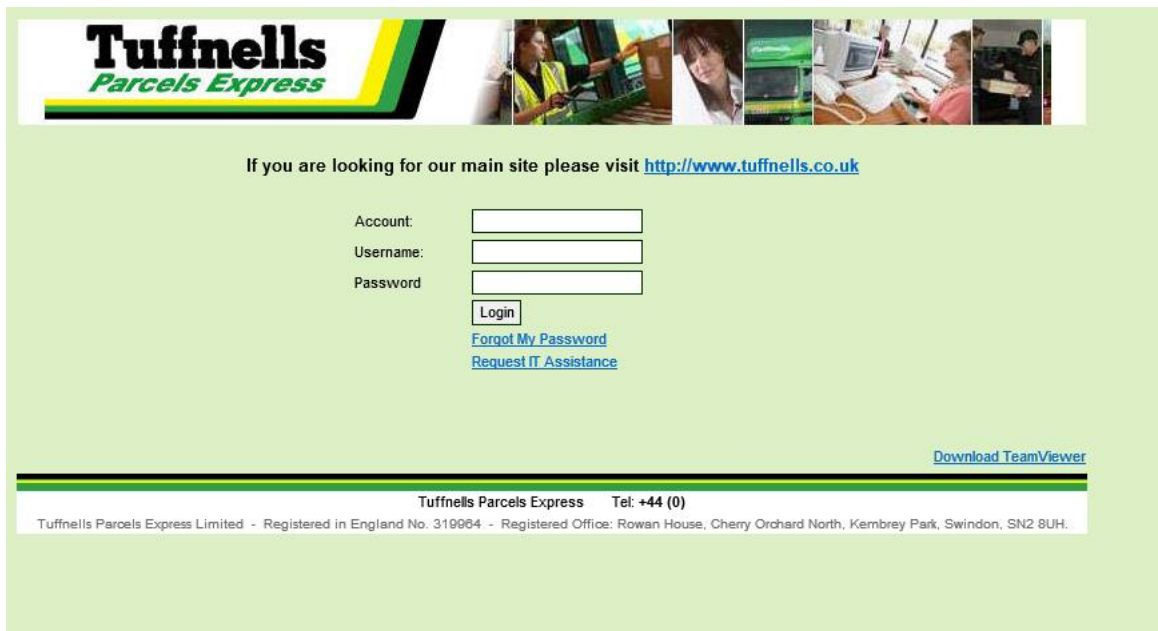
**Delivery Telephone Number** – Contact details for the consignee.

## Ezeelink

To create a consignment for delivery offshore please follow the below instructions.

Visit [www.tpeweb.co.uk](http://www.tpeweb.co.uk)

Enter your login credentials (if you do not know them, please speak with your Customer Experience contact).



**Tuffnells**  
Parcels Express

If you are looking for our main site please visit <http://www.tuffnells.co.uk>

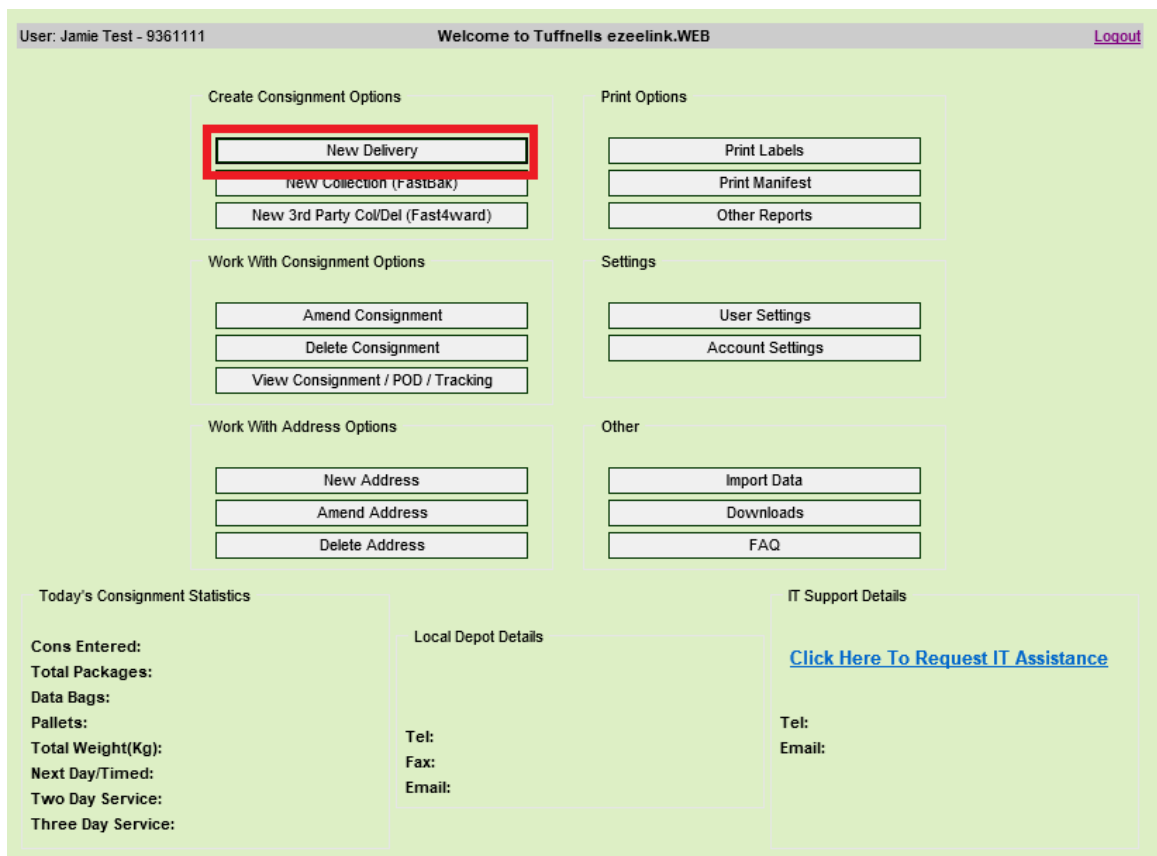
Account:   
Username:   
Password:

[Forgot My Password](#)  
[Request IT Assistance](#)

[Download TeamViewer](#)

Tuffnells Parcels Express Tel: +44 (0)  
Tuffnells Parcels Express Limited - Registered in England No. 319964 - Registered Office: Rowan House, Cherry Orchard North, Kembrey Park, Swindon, SN2 8UH.

Select 'New Delivery' to create a new consignment.



User: Jamie Test - 9361111 Welcome to Tuffnells ezeelink.WEB [Logout](#)

**Create Consignment Options**

- 
- 
- 

**Print Options**

- 
- 
- 

**Work With Consignment Options**

- 
- 
- 

**Settings**

- 
- 

**Work With Address Options**

- 
- 
- 

**Other**

- 
- 
- 

**Today's Consignment Statistics**

Cons Entered:  
Total Packages:  
Data Bags:  
Pallets:  
Total Weight(Kg):  
Next Day/Timed:  
Two Day Service:  
Three Day Service:

**Local Depot Details**

Tel:  
Fax:  
Email:

**IT Support Details**

[Click Here To Request IT Assistance](#)

Tel:  
Email:

**ROI/NI/Channel Islands** – Needs to be used for a domestic account

**The rest of EU/International** – Need to be used for an international account

Select the correct location from the dropdown list as shown below.

User: Jamie Test - 9361111 [Logout](#)

**Consignment Information**

Ezeelink Customer Account  
TEC Support  
Our Ref.  Your Ref.

Service Type: Next Day  
Despatch Date: 21/10/2019  
Weight (Kg): 0

PackageType Qty  
CARTON 0  
ROLL 0  
DRUM 0

**Collection Details**

Address Ref.  Search  
Postcode  Search UK  
Customer Name

1st Line Of Address   
2nd Line Of Address   
3rd Line Of Address   
Town   
County

Contact Name   
Telephone Number   
Special Instructions

Tail Lift (additional charge)

**Delivery Details**

Address Ref.  Search  
Postcode  Search  
Customer Name

1st Line Of Address   
2nd Line Of Address   
3rd Line Of Address   
Town   
County

Contact Name   
Telephone Number   
Email Address   
Special Instructions

Tail Lift (additional charge)

Label Copies 1

Make sure you select 'Offshore' as the Service Type.

User: Jamie Test - 9361111 [Logout](#)

**Consignment Information**

Ezeelink Customer Account  
TEC Support  
Our Ref.  Your Ref.

Service Type: Offshore  
Despatch Date: 22/10/2019  
Weight (Kg): 0

PackageType Qty  
CARTON 0  
ROLL 0  
DRUM 0

**Collection Details**

Address Ref.  Search  
Postcode  Search UK  
Customer Name

1st Line Of Address   
2nd Line Of Address   
3rd Line Of Address   
Town   
County

Contact Name   
Telephone Number   
Special Instructions

Tail Lift (additional charge)

**Delivery Details**

Address Ref.  Search  
Postcode  Search EIRE  
Customer Name

1st Line Of Address   
2nd Line Of Address   
3rd Line Of Address   
Town   
County

Contact Name   
Telephone Number   
Email Address   
Special Instructions

Tail Lift (additional charge)

Label Copies 1

Continue to enter all the usual mandatory fields (all fields need to be manually entered, as there is no postcode search for Europe). in 'Town', enter your city or town, in 'County', enter the destination country, in 'Postcode', enter Zipcode and select the 'OK' button when complete.

User: Jamie Test - 9361111 Delivery Consignment [Logout](#)

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**Consignment Information**

<b>Ezeelink Customer Account</b> TEC Support (dropdown) Our Ref. testourref    Your Ref. testyourref		<b>Service Type</b> Offshore (dropdown)	<b>Despatch Date</b> 21/10/2019	<b>PackageType</b> Qty CARTON    1 ROLL    0 DRUM    0
<b>Consignment Ref.</b> TUFFTEST1		<b>Weight (Kg)</b> 1		

<b>Collection Details</b> Address Ref. [ ] Search Postcode S9 1UW Search    UK (dropdown) Customer Name Tec Support 1st Line Of Address here 2nd Line Of Address here 3rd Line Of Address here Town SHEFFIELD County YORKSHIRE Contact Name [ ] Telephone Number [ ] Special Instructions [ ] Tail Lift (additional charge) <input type="checkbox"/>	<b>Delivery Details</b> Address Ref. [ ] Search Postcode [ ] Search    EIRE (dropdown) Customer Name Tuffnells Parcels Express 1st Line Of Address Dublin Road 2nd Line Of Address [ ] 3rd Line Of Address [ ] Town Dublin County Dublin Contact Name Mr Tuffnell Telephone Number 0330 838 4231 Email Address Test@Tuffnells.co.uk Special Instructions Special Instructions [ ] Tail Lift (additional charge) <input type="checkbox"/>
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Label Copies 1 **Ok** Cancel

You will now be presented with the new shipment information screen that requests that you enter all of the additional fields required to create an offshore shipment post-Brexit. Please enter the details and upload a copy of the commercial invoice as shown below. Use your EORI number for all destinations apart from NI where you will need to use your NI EORI number beginning XI.

User: Jamie Test - 9361111 Key Shipment Information [Logout](#)

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**Key Shipment Information**

Due to the destination that has been selected you now have to supply extra details regarding this consignment. Failing to enter the additional information could lead to a delay in the delivery of your consignment.

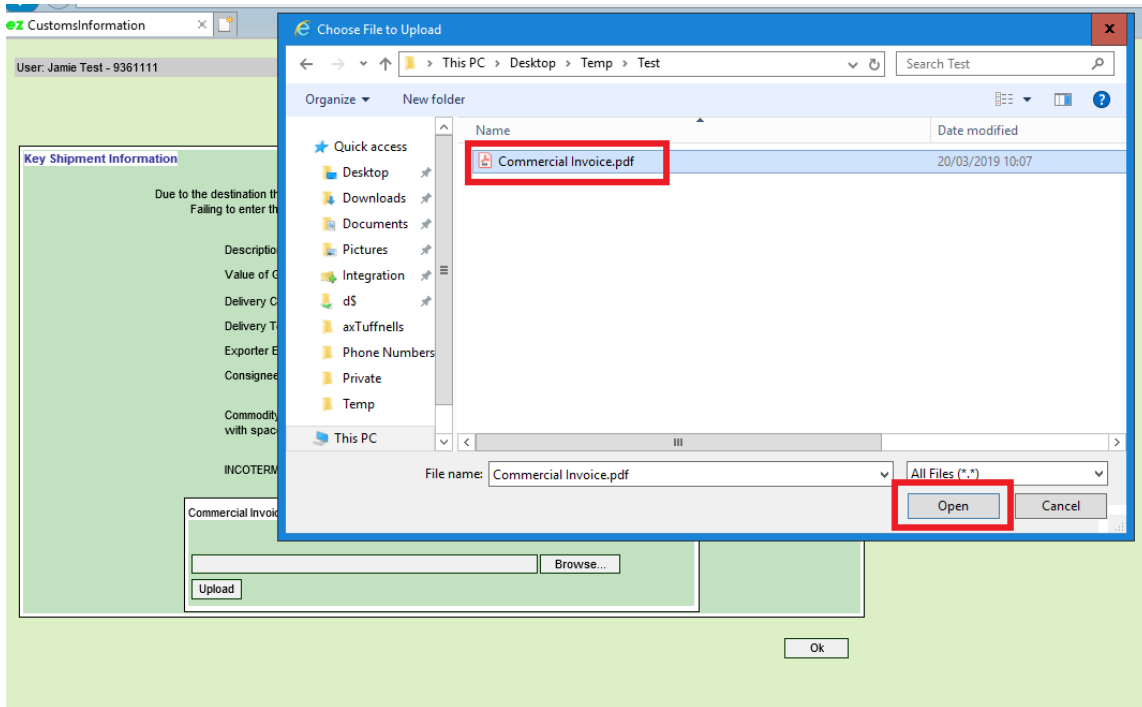
Description of Goods	Test Items
Value of Goods	100
Delivery Contact Name	MR TUFFNELL
Delivery Telephone Number	0330 838 4231
Exporter EORI Number	GB1234567890
Consignee EORI/Reg Number	GB0987654321
Commodity Code(s) (separate with space)	030247 870840
INCOTERM	DAP

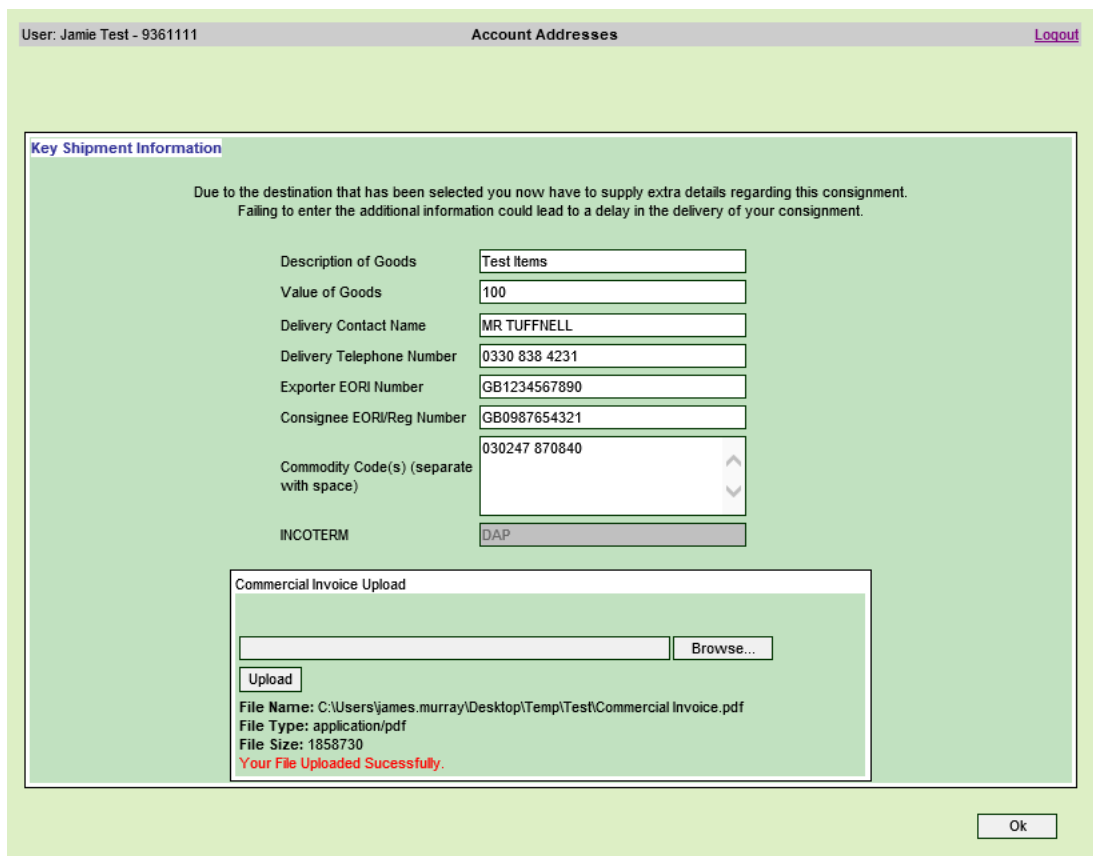
**Commercial Invoice Upload**

[ ] **Browse...**

Select the PDF copy of your invoice and click 'Open'.



Once selected, click 'Upload' to send the invoice to Tuffnells. You can upload multiple files if needed.



Finally, select 'OK' to complete the consignment creation.

User: Jamie Test - 9361111 Account Addresses Logout

**Key Shipment Information**

Due to the destination that has been selected you now have to supply extra details regarding this consignment.  
Failing to enter the additional information could lead to a delay in the delivery of your consignment.

Description of Goods	Test Items
Value of Goods	100
Delivery Contact Name	MR TUFFNELL
Delivery Telephone Number	0330 838 4231
Exporter EORI Number	GB1234567890
Consignee EORI/Reg Number	GB0987654321
Commodity Code(s) (separate with space)	030247 870840
INCOTERM	DAP

**Commercial Invoice Upload**

Browse...

Upload

File Name: C:\Users\james.murray\Desktop\Temp\Test\Commercial Invoice.pdf  
File Type: application/pdf  
File Size: 1858730  
Your File Uploaded Successfully.

Ok