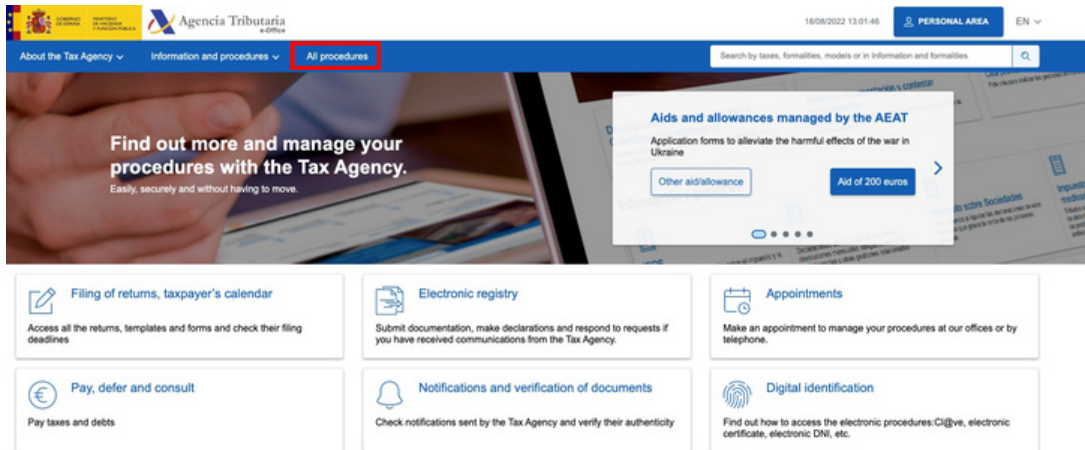


# HOW TO AUTHORISE A CUSTOMS REPRESENTATIVE ONLINE?

Customers must access the AEAT's website:

<https://sede.agenciatributaria.gob.es/Sede/inicio.html>

## // All procedures



## // Other services

- All procedures >
- Help >
- Office finder >
- Digital identification >
- File and consult returns by form >

### All procedures

- Taxes and Fees
- Customs office
- Tax Registers, Tax identity number (NIF) and tax address
- Certificates
- Tax collection
- Tax Allowances and Authorisations
- Tax audits and sanctioning proceedings
- Notifications and Communications
- Appeals, complaints, other review procedures and suspensions
- Other tax procedures
- Non-tax procedures
- Other services**

## // Power of attorney

- Taxes and Fees >
- Customs >
- Tax registers, NIF and tax address >
- Certificates >
- Collection >
- Tax Benefits and Authorisations >
- Tax audits and penalty proceedings >
- Requirements and Communications >
- Appeals, complaints, other review procedures and suspensions >
- Other tax procedures >
- Non-tax procedures >
- Other services** >

### Other services

- Public administrations
- Professional Collaboration
- Power of attorney**
- Succession
- Taxpayer's calendar
- Document verification
- Tax complaint
- Reporting cash payments
- Labels
- Notifications
- Payment of taxes

# HOW TO AUTHORISE A CUSTOMS REPRESENTATIVE ONLINE?

## Customs clearance authorisation

Public Administrations	>	<b>Power of attorney</b>  Authorisation to carry out procedures and actions in tax matters via the internet <b>Customs clearance authorisation.</b>
Social Collaboration	>	
<b>Power of Attorney</b>	>	
Succession	>	
Taxpayer Calendar	>	
Document verification	>	
Tax complaint	>	
Reporting cash payments	>	

## Registration of customs agent authorisation

Power of attorney for carrying out tax formalities and actions via the Internet	>	<b>Customs clearance authorisation.</b>  <a href="#">Formalities</a> <b>Registration of customs agent authorisation</b> Consultation and revocation of customs agent authorisations  <a href="#">Procedure sheet</a>
<b>Customs clearance authorisation.</b>	>	

## Fill in the authorisation details

Operator's Tax ID Number: A08211989  
Name/Company Name Operator: RHENUS LOGISTICS S.A.U.  
Type of Authorisation: Global (if possible to avoid authorising us every time there is an operation)  
Type of Representation: Direct (Mandatory)  
Start date: XX - XX - XXXX  
End date: 31-12-2100 (Default)  
All administrations: Yes

1. Datos de la Autorización → 2. Firma y Envío → 3. Admisión

Datos de la Autorización:

Declaración

* Nif Operador A08211989	* Nombre/Razon Social Operador RHENUS LOGISTICS S.A.U.
* Nif Autorizado	* Nombre/Razon Social Autorizado
* Tipo de Autorización Autorización Global	* Caracter de Representación Directa

Periodo de Vigencia de la Autorización

* Fecha de inicio 28-04-2022	* Fecha de fin 31-12-2100
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Ámbito Territorial Autorizado


\* Todas las administraciones

## Sign and send

# HOW TO AUTHORISE A CUSTOMS REPRESENTATIVE ONLINE?

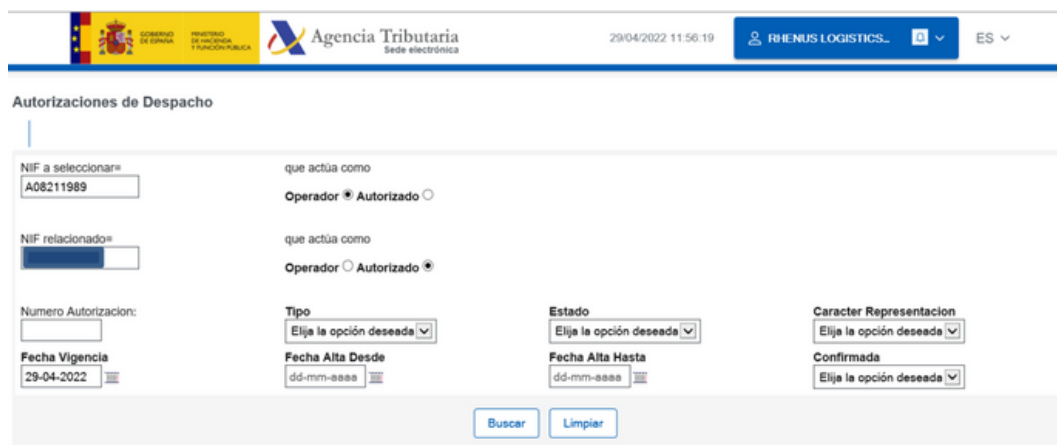
To confirm that the procedure is confirmed or pending we will return to:

## /// Consultation and revocation of customs agent authorizations



The screenshot shows the top navigation bar of the Rhenus Logistics website. It includes a search bar with the text "Buscar por impuestos, gestiones, modelos o en Información y gestiones". Below the search bar, there are several menu items: "Inicio / Todas las gestiones / Otros servicios / Apoderamiento". A sub-menu is open under "Apoderamiento para la realización de trámites y actuaciones en materia tributaria por Internet", showing "Autorización de despacho aduanero" as the selected option. To the right, under "Autorización de despacho aduanero.", there are two options: "Gestiones" (with a sub-option "Alta de autorización de despacho") and "Consulta y revocación de autorizaciones de despacho" (highlighted with a red box). There is also a link for "Ficha del procedimiento".

And it will take us to the following screen



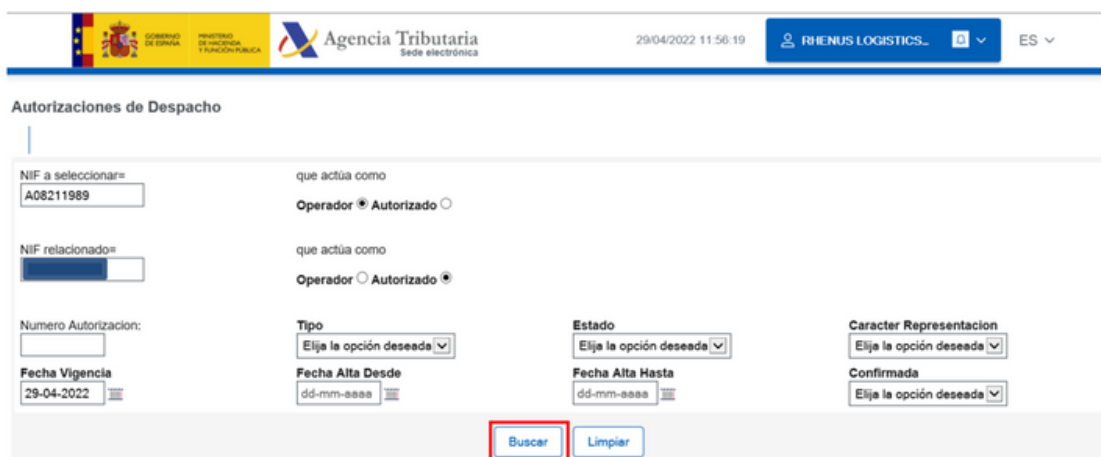
The screenshot shows the "Autorizaciones de Despacho" form in the Rhenus Logistics system. The form is titled "Autorizaciones de Despacho" and is located on the "Agencia Tributaria Sede electrónica" website. The form contains several fields and options:

- NIF a seleccionar=**: A08211989
- que actúa como**: Operador  Autorizado
- NIF relacionado=**: [Redacted]
- que actúa como**: Operador  Autorizado
- Numero Autorizacion:** [Empty]
- Tipo**: Elija la opción deseada (dropdown)
- Estado**: Elija la opción deseada (dropdown)
- Caracter Representacion**: Elija la opción deseada (dropdown)
- Fecha Vigencia**: 29-04-2022
- Fecha Alta Desde**: dd-mm-aaaa
- Fecha Alta Hasta**: dd-mm-aaaa
- Confirmada**: Elija la opción deseada (dropdown)

At the bottom of the form, there are two buttons: "Buscar" and "Limpiar".

## /// Fill in the following fields and click on "Search":

- NIF to be selected: A08211989 (RHENUS LOGISTICS SAU)
- Acting as: Authorised
- Related NIF: Customer NIF
- Acting as: Operator



This screenshot is identical to the previous one, showing the "Autorizaciones de Despacho" form. The "Buscar" button at the bottom of the form is highlighted with a red box, indicating that it should be clicked to search for the authorization.

# HOW TO AUTHORISE A CUSTOMS REPRESENTATIVE ONLINE?

Click on "Reference".

Referencia	Tipo	Estado	Fecha Desde	Fecha Hasta	Caracter Rep.	Aduana	Operador	Autorizado	Documento Asociado	Confirmada
0800-019169	GLOBAL	ACTIVA	27-02-2003	31-12-2100	Indirecta	TODAS		A08211989		PDTE.CONFIRMAR
Subtotal(1 de 1):										

Click on "Confirm Authorisation" and then the authorised trader will be able to file declarations on your behalf.

## DETALLE DE AUTORIZACION DE DESPACHO

ACCIONES DISPONIBLES

Revocar Autorización  | Confirmar Autorización |

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ACCESOS ASOCIADOS

[Volver a Gestión de Autorizaciones de Despacho](#) | [Mis Expedientes](#) |