



Medicines & Healthcare products Regulatory Agency

INSTRUCTIONS FOR SHIPPING TO MHRA

- 1) Shipments and commercial (customs) invoices must be addressed as follows:

Medicines and Healthcare products Regulatory Agency (MHRA)
Blanche Lane
South Mimms
Hertfordshire
EN6 3QG
United Kingdom


Head office address / Importer of Record address (if applicable)
Medicines and Healthcare products Regulatory Agency (MHRA)
10 South Colonnade
Canary Wharf
London
E14 4PU
United Kingdom

If there is insufficient space for full company name, the abbreviation MHRA can be used.

- 2) All packages must be marked with end-user name at MHRA.
- 3) All shipments require a commercial (customs) invoice showing:
- (a) clear and detailed description of goods
 - (b) valuation for customs as per WTO rules
 - (c) commodity code for each item shipped
 - (d) incoterm
 - (e) MHRA PO number (if applicable)
 - (f) MHRA EORI number GB888849726000 / VAT number GB888849726.
- 4) Please pre-notify inbound@mhra.gov.uk in advance of dispatch if any of the goods contain animal by-products or animal origin materials as they may require further permits/licences for customs entry.
- 5) If using DHL Express, FedEx, TNT, UPS or Marken please ensure that inbound@mhra.gov.uk are shown as contact and notify party so that we can be contacted directly for clearance instructions.
- 6) If shipping by any other couriers or freight forwarders not listed above the shipment should be nominated to our broker:
- Dangerous Goods International (DGI)
Unit C8, Heathrow Corp. Park, Green Lane, Hounslow, TW4 6ER, UK
Tel: +44 (0) 208-814-0404 / Email: Clearance@dgiglobal.com
- 7) Send a copy of shipping documents and courier tracking details to:
- a. your MHRA contact
 - b. inbound@mhra.gov.uk
 - c. clearance@dgiglobal.com (not needed if using DHL Express, FedEx, TNT, UPS or Marken)
- 8) For any queries, issues or guidance please contact our imports team at inbound@mhra.gov.uk

Example Commercial (customs) Invoice

There are many suitable variations of commercial invoice, and shippers can use their own templates and add additional details. Below is given as an example of suitable basic level of information required, and as template if shippers are unfamiliar with these documents.

SHIPPER: ABCpharma 23 Plaza Road Geneva 1234 Switzerland		INVOICE REF: AB1234 17 May 2024		
CONSIGNEE: Medicines and Healthcare products Regulatory Agency Blanche Lane, Potters Bar, Hertfordshire EN6 3QG United Kingdom EORI: GB888849726000 / VAT: GB888849736				
CONSIGNEE CONTACT DETAILS: Name: John Smith johnsmith1@mhraemail.com tel: +44 (0)1234 567890		Country of export: Switzerland Country of manufacture: Switzerland Country of ultimate destination: UK Incoterms: DAP PO No.:		
#	Description	QTY	Unit	Line
01	Certified Reference Materials: 3822.90.0000 <i>Frozen liquid suspensions of recombinant protein antigens purified from E.Coli</i>	6	71.42	428.52
02	Culture media: 3821.00.0000 <i>ABMED123 growth medium</i>	1	200.00	200.00
03	Portable data processing machine: 8471.30.0000 <i>Lenova X123 Laptop</i>	1	436.00	436.00
			TOTAL	GBP 499.94
<p><i>I declare all information in this invoice to be true and correct:</i></p> <p> C.Reimer, Shipping clerk 05/10/2021</p>				