

Gesttab Portal

User Guide

Versions	Date	Description	Author
1.0	6 Mar 2019	Initial Version	ADA
1.1.0	3 Jun 2020	New codes for Type	ADA
2.0.0	17 Aug 2020	Entry, exit, release for consumption declarations	ADA

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Overview

Application Description

Gesttab Portal is a web application for Economic Operators who need to order tobacco related Fiscal Signs as well as entry and exit of their products.

Enrolment

Prior to using the application, users need to be granted access. This is done by contacting Custom and Excise Administration helpdesk service. The complete enrolment process won't be described in this document and will be given by designated service.

Helpdesk service can be reached :

By email : servicedesk@do.etat.lu

By phone : (+352) 28.18.2000

Authentication

Authentication is delegated to CTIE eAccess portal and requires users to have a Luxtrust authentication device such as USB Stick, token, ...

Web application

Placing sign orders

This part of the application allows a user to order signs.

Portail Gesttab
09/10/2020 8:01:12
UTILISATEUR

Commande Entrée en entrepôt Sortie / Mise en consommation

Signalétique

Firme Votre société

Numéro de commande LUxx. [] .2020

+ Lieu de livraison []

Livraison []

Duty Free

Remarque []

Commande [12/15]

+ Ajouter Soumettre

Série	Emballage	Prix de vente	Nombre de signes
11=Cigares 1=bandelettes	5	5.0	5
13=Cigarettes 2=timbres	3	3.0	3

Je dégage l'Administration des Douanes et Accises de toute responsabilité quant aux manquants de signes qui seraient reconnus lors de la réception de l'envoi

#	Field	Description
1	Order Number	This is the order number. Only the middle part of the complete order number needs to be filled by the user. The LUxx and year part of the order number will be filled by the system.
2	Delivery Place	The user must select a delivery place. If the desired one is not listed, the user can add one by using the icon
3	Code UI	The user can specify with a physical delivery (Codes UI are already printed on fiscal signs during delivery) or without.
4	Duty Free	User can indicate whether it's a free duty order or not. If Duty free is checked, the area comment will be hidden. In the same way package [10] and price [11] will not be fillable.
5	Add	Adds a new row to the order. Number of rows per order is limited to 15 rows at most.
6	Submit	Once all the data have been filled, the user can submit the order for later processing. Delivery Place [2], Order Number [1], at least one valid row and the legal clause [13] must be filled before submitting an order. Once submitted, the complete form will be reset.

7	Delete	Remove the row from the order.
8	Type	User must select between the different types like <i>Cigares, Cigarettes, Rolling tobacco, etc.</i> This field is not available in case of Duty Free [4].
9	Support	Depending on the type and package, the support is filled automatically.
10	Package	User specifies number of packages here. This field is not available in case of Duty Free [4].
11	Price	User must specify the price here. This field is not available in case of Duty Free [4].
12	Number of Signs	User must specify desired number of signs here.
13	Legal Clause	User has to validate legal clause before submitting an order.

Entry declaration

This part of the application allows to submit entries in warehouse.

The screenshot shows the 'Portail Gesttab' interface for 'Entrée en entrepôt'. The header includes the company logo, the title 'Portail Gesttab', the date '09/10/2020 8:03:24', and a user profile 'UTILISATEUR'. The main content is divided into two sections: 'Signalétique' and 'Entrées'.

Signalétique

Firme: Votre société (1)

Numéro d'entrée: ARC (2)

Date jour: 09/10/2020

Numéro de semaine (KW): 41

Régime IN/OUT: (3)

Remarque: (4)

Entrées

+ Ajouter (5) Soumettre (6)

Série (7)	Emballage (9)	Prix de vente (10)	Nombre de signes (11)
11=Cigares (8)	5	5.0	5
13=Cigarettes	11	11.0	11

11	Number of Signs	User must specify desired number of signs here.
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Exit/Release for consumption declaration

This part of the application allows to submit exits and releases for consumption declarations.

The screenshot shows the 'Sortie / Mise en consommation' section of the Gesttab portal. It includes a 'Signalétique' form with fields for 'Firme', 'Date jour', 'Numéro de semaine (KW)', and 'Remarque'. Below this is a 'SORTIE JOURNALIERE' table with columns for 'Série', 'Emballage', 'Prix de vente', and 'Nombre de signes'. The table contains two rows: '11=Cigares' and '14=Tabacs à rouler'. A 'Clôturer semaine et soumettre mise en consommation' button is located at the bottom of the table. Numbered callouts (1-13) point to various elements: 1 (Firme), 2 (Date jour), 3 (Numéro de semaine), 4 (Remarque), 5 (Week selector), 6 (Ajouter button), 7 (Soumettre button), 8 (Delete icon), 9 (Série dropdown), 10 (Emballage input), 11 (Prix de vente input), 12 (Nombre de signes input), and 13 (Clôturer semaine button).

#	Field	Description
1	Company	Name of the users's declared company.
2	Date	Today's date.
3	Week number	Number of the curent week (based on ISO 8601).
4	Comment	Comment for the declaration.
5	Week	User can select the week to work on. Only the current and previous weeks are available. Any declaration related to the previous week not yet submitted on the thursday of the following week is automatically lost.
6	Add	Adds a new row to the entry.
7	Submit Exit	Once all the data have been filled, the user can submit the entry for later processing. At least one valid row must be filled before submitting an order. Once submitted, the complete form will be reset
8	Delete	Remove the row from the entry declaration.
9	Type	User must select between the different types like <i>Cigares</i> , <i>Cigarettes</i> , <i>Rolling tobacco</i> , etc.
10	Package	User must specify number of packages here.

11	Price	User must specify the price here.
12	Number of Signs	User must specify desired number of signs here.
13	Submit release for consumption	Once declaration is finalised, the user submits the release for consumption for the selected week.

Releases

Version #	Description
1.0.0	Initial Revision
1.2.0	New “Especies” codes
2.0.0	Entry, Exit, Release for consumption

Annex

Terms and abbreviations

Term	Description
ADA	Custom and Excise Administration
e-AD	Electronic Administrative Document

External References

Ref.	Document	Description

Error Codes

N/A

Supported browsers

Firefox

Chrome

Safari