

User guide

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1 HOW TO AUTHENTICATE?

1. To connect to LUCCS, open [Accès aux applications en ligne](#)
2. Click on **Accédez à eDouane LUCCS > Accès direct**
3. You are redirected to the **eAccess** authentication portal
4. Authenticate yourself using the authentication method of your choice. You are redirected to your *Dashboard*

Note: If you or your company are not yet registered in the LUCCS portal, you will be redirected to the home page where you can submit an access request.

The screenshot shows the LUCCS registration page. At the top left is the LUCCS logo with the tagline 'YOUR DIGITAL DOOR'. At the top right are language selection options (EN, ?) and a user profile icon (NN). Below the header, the text reads 'WELCOME TO LUCCS REGISTRATION PAGE, SELECT YOUR PROFILE'. Three registration options are presented in separate boxes:

- REGISTRATION REQUEST OF A COMPANY**: For legal representatives of companies not yet registered in LUCCS. It lists actions like requesting LUCCS access for the company and defining customs operations. It notes that upon acceptance, the company will be registered and able to carry out authorized operations.
- REGISTRATION REQUEST OF A COMPANY'S EMPLOYEE**: For employees of already registered companies. It lists actions like requesting LUCCS access for oneself as an employee. It notes that upon acceptance by a manager, the employee will obtain a LUCCS account and be authorized for customs operations.
- REGISTRATION REQUEST OF A NATURAL PERSON**: For natural persons carrying out customs operations with an ad hoc EORI. It lists actions like requesting LUCCS access for oneself and defining customs operations. It notes that upon acceptance, the person will obtain a LUCCS account and be authorized for customs operations. A link to 'customs' is provided for those without an ad hoc EORI number.

Figure 1: Home page - access request

2 HOW TO GET ACCESS?

2.1 REQUEST ACCESS FOR A COMPANY

To obtain access to the LUCCS portal, the legal representative of the company must submit the registration form for the company (without this, it will be impossible for employees to link to the company):

1. Open the **Home Page** by authenticating (see **User Guide > Authentication**).
2. Select **Registration request of a company**

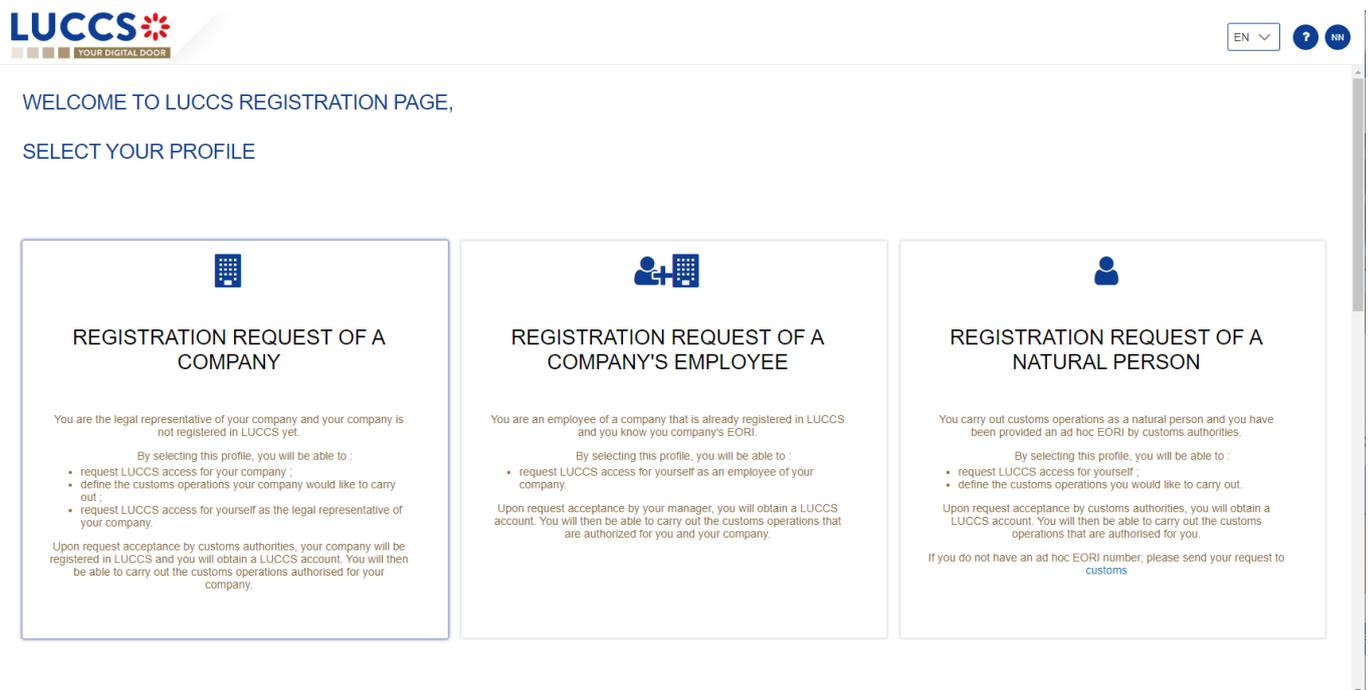


Figure 2: Select Registration request of a company

3. Enter the company's EORI ID number.
4. Select the customs operations that your company should be able to perform from the LUCCS portal.

FILL IN THE REGISTRATION FORM

COMPANY IDENTIFICATION

EORI *

CUSTOMS OPERATIONS

Select the customs operations you would like to carry out *

- Import (Help) [?](#)
- Transit
- Temporary storage
- Release for consumption (AC4)
- Security Import control system (ICS)
- National guarantee management system

LEGAL REPRESENTATIVE CONTACT DATA

NAME	SURNAME	E-MAIL

Figure 3: Company registration form

5. Read and accept the terms and conditions of use.
6. Click on **Submit**. Your access request is submitted and awaiting validation by the customs authorities.

- National guarantee management system

LEGAL REPRESENTATIVE CONTACT DATA

NAME	SURNAME	E-MAIL

GENERAL TERMS AND CONDITIONS OF USE

The information concerning you collected on this form is processed by the administration concerned in order to carry out your request.

This information is kept for the duration necessary by the administration to achieve the purpose of the processing.

The recipients of your data are the competent authorities in the context of the processing of your request. Please contact the administration concerned by your request to find out the recipients of the data appearing on this form.

In accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, you have the right to access, rectify and if necessary, the erasure of information concerning you. You also have the right to withdraw your consent at any time.

In addition, and except in the case where the processing of your data is mandatory, you may, for legitimate reasons, oppose it.

If you wish to exercise these rights and/or obtain communication of your information, please contact the administration concerned using the contact details indicated in the form. You also have the possibility of lodging a complaint with the National Commission for Data Protection having its registered office at 15, Boulevard du Jazz, L-4370 Belvaux.

By continuing your process, you agree that your personal data will be processed as part of your request.

- Accept the general terms and conditions of use**

✓ SUBMIT

Figure 4: terms and conditions of use

Note: you will receive an email notification when your access request has been processed (accepted or rejected).

Note: Click on **User > Logout** to exit the registration form. You will be redirected to the eAccess authentication portal.

2.2 REQUEST USER ACCESS FOR AN EXISTING COMPANY

To obtain access to the LUCCS portal, a company's employee must submit the registration form:

1. Open the **Home Page** by authenticating (see **User Guide > Authentication**).
2. Select **Registration request of a company's employee**

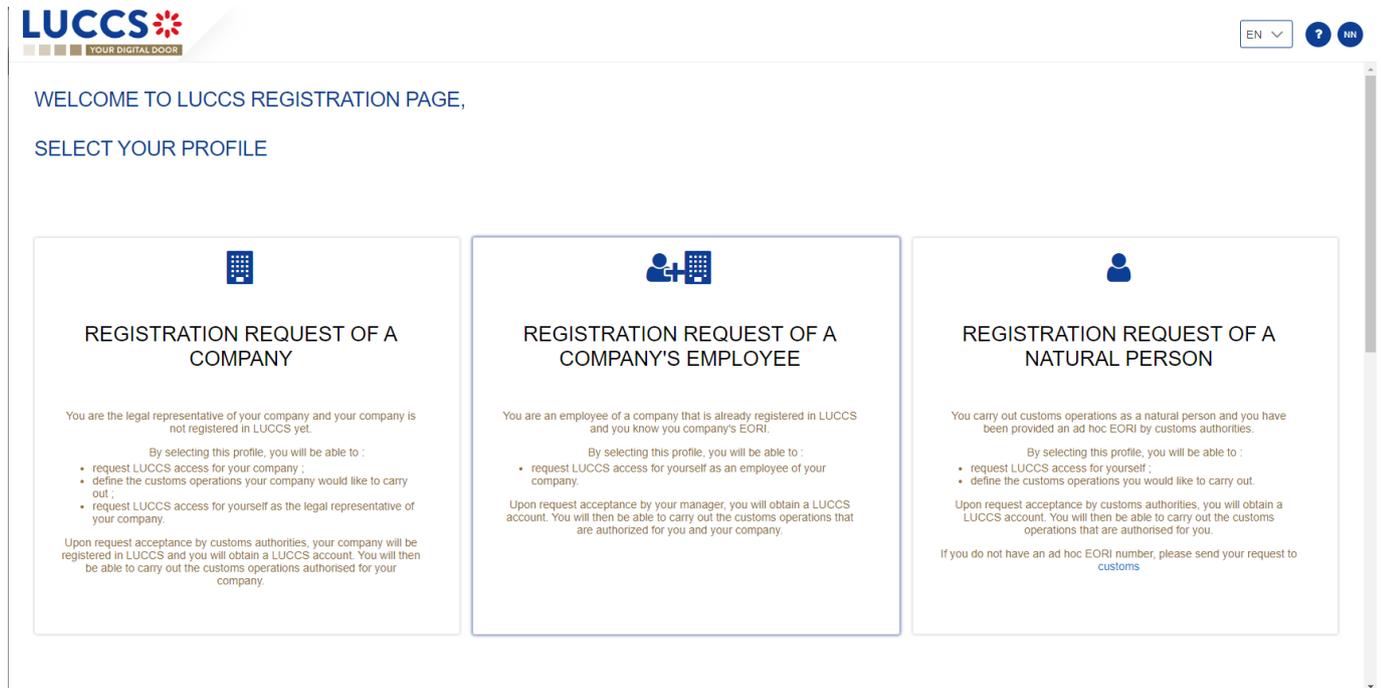


Figure 5: Select registration request of a company's employee

3. Enter the EORI of the economic operator.
4. Read and accept the terms and conditions of use.

FILL IN THE REGISTRATION FORM

COMPANY IDENTIFICATION

EORI *

YOUR CONTACT DATA

NAME	SURNAME	E-MAIL

GENERAL TERMS AND CONDITIONS OF USE

The information concerning you collected on this form is processed by the administration concerned in order to carry out your request.

This information is kept for the duration necessary by the administration to achieve the purpose of the processing.

The recipients of your data are the competent authorities in the context of the processing of your request. Please contact the administration concerned by your request to find out the recipients of the data appearing on this form.

In accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, you have the right to access, rectify and if necessary, the erasure of information concerning you. You also have the right to withdraw your consent at any time.

In addition, and except in the case where the processing of your data is mandatory, you may, for legitimate reasons, oppose it.

If you wish to exercise these rights and/or obtain communication of your information, please contact the administration concerned using the contact details indicated in the form. You also have the possibility of lodging a complaint with the National Commission for Data Protection having its registered office at 15, Boulevard du Jazz, L-4370 Belvaux.

By continuing your process, you agree that your personal data will be processed as part of your request.

Accept the general terms and conditions of use

Figure 6: Employee registration Form

5. Click on **Submit**. Your access request is submitted and awaiting validation by your company's legal representative or user manager.

Note: you will receive an email notification when your access request has been processed (accepted or rejected).

Note: click on **User > Logout** to leave the registration form and to be redirected to the eAccess authentication portal.

2.3 REQUEST ACCESS FOR A NEW NATURAL PERSON

To obtain access to LUCCS as a natural person:

1. Open the **Home Page** by authenticating (see **User Guide > Authentication**).
2. Select **Registration request of a natural person**

SELECT YOUR PROFILE



REGISTRATION REQUEST OF A COMPANY

You are the legal representative of your company and your company is not registered in LUCCS yet.

By selecting this profile, you will be able to :

- request LUCCS access for your company ;
- define the customs operations your company would like to carry out ;
- request LUCCS access for yourself as the legal representative of your company.

Upon request acceptance by customs authorities, your company will be registered in LUCCS and you will obtain a LUCCS account. You will then be able to carry out the customs operations authorised for your company.



REGISTRATION REQUEST OF A COMPANY'S EMPLOYEE

You are an employee of a company that is already registered in LUCCS and you know you company's EORI.

By selecting this profile, you will be able to :

- request LUCCS access for yourself as an employee of your company.

Upon request acceptance by your manager, you will obtain a LUCCS account. You will then be able to carry out the customs operations that are authorized for you and your company.



REGISTRATION REQUEST OF A NATURAL PERSON

You carry out customs operations as a natural person and you have been provided an ad hoc EORI by customs authorities.

By selecting this profile, you will be able to :

- request LUCCS access for yourself ;
- define the customs operations you would like to carry out.

Upon request acceptance by customs authorities, you will obtain a LUCCS account. You will then be able to carry out the customs operations that are authorised for you.

If you do not have an ad hoc EORI number, please send your request to [customs](#)

Figure 7: Select Registration request of a natural person

3. Enter your Ad Hoc EORI identification number.
4. Select the customs operations you want to be able to perform in LUCCS.

FILL IN THE REGISTRATION FORM

IDENTIFICATION

Ad Hoc EORI *

CUSTOMS OPERATIONS

Select the customs operations you would like to carry out *

- Import [\(Help\)](#)
- Transit
- Temporary storage
- Release for consumption (AC4)
- Security Import control system (ICS)
- National guarantee management system

YOUR CONTACT DATA

NAME	SURNAME	E-MAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 8: Registration form for a natural person

5. Read and accept the terms and conditions of use.
6. Click on **Submit**. Your access request is submitted and awaiting validation by the customs authorities.
Note: you will receive an email notification when your access request has been processed (accepted or rejected).

Note: click on **User > Logout** to exit the registration form. You will be redirected to the eAccess authentication portal.

3 HOW TO MANAGE ACCESS REQUESTS?

From the **User Management** page, you can manage the LUCCS portal access requests for your company.

The screenshot shows the LUCCS user management interface. At the top, there is a navigation bar with the LUCCS logo, a search bar for LRN / MRN, and a language dropdown set to EN. Below the navigation bar, the page title is 'USER MANAGEMENT'. There are two main sections: 'PENDING REQUESTS' and 'USER LIST'. The 'PENDING REQUESTS' section shows a table with columns for NAME & SURNAME, E-MAIL, REQUEST DATE, and ACTION. The 'USER LIST' section shows a table with columns for NAME & SURNAME, FUNCTION, AUTHORISED OPERATIONS, and ACTION. The 'PENDING REQUESTS' table has two rows, both with a 'REQUEST DATE' of 28/07/2022 and an 'ACTION' button. The 'USER LIST' table has five rows with various functions and authorized operations.

NAME & SURNAME	E-MAIL	REQUEST DATE	ACTION
[Redacted]	[Redacted]	28/07/2022	[Execute]
[Redacted]	[Redacted]	28/07/2022	[Execute]

NAME & SURNAME	FUNCTION	AUTHORISED OPERATIONS	ACTION
[Redacted]	Legal representative	Import Release for consumption (AC4) National guarantee management system	[Edit] [Delete]
[Redacted]	Employee	Import Release for consumption (AC4)	[Edit] [Delete]
[Redacted]	User manager	Import	[Edit] [Delete]
[Redacted]	Employee	Import Release for consumption (AC4) National guarantee management system	[Edit] [Delete]
[Redacted]	Employee	Release for consumption (AC4)	[Edit] [Delete]

Figure 9: User management

3.1 ACCEPT AN ACCESS REQUEST

Note: only users with the function 'Legal Representative' or 'User Manager' have access to this option.

1. Open **User > User management** page. The requests for access to the LUCCS portal for the company are displayed at the top of the page.
2. Click on the action  **Execute**. A pop-up opens.

Manage LUCCS access request

Decision *

Authorised operations *

Import

Release for consumption (AC4)

National guarantee management system

User function *

User manager Employee

Remarks

255

Figure 10: Pop-up – Accept a user's request

3. Click **Accept Request**.
4. Select the operations allowed for the user.
5. Select the user's function: 'User Manager' or 'Employee'
Note: Only the user with the 'legal representative' function can assign the 'User Manager' function.
6. Add a remark: this note will be communicated to the user in the notification email.
7. Click on **Submit**. An email notification is sent, and the user can access the LUCCS portal.

3.2 REJECT AN ACCESS REQUEST

Note: only users with the function 'Legal Representative' or 'User Manager' have access to this option.

1. Open **User > User management** page. The requests for access to the LUCCS portal for the company are displayed at the top of the page.
2. Click on the action  **Execute**. A pop-up opens.

Manage LUCCS access request

Decision *

Remarks

255

Figure 11: Pop-up - User's request rejection

-
3. Click on **Reject Request**
 4. Add a remark: this note will be communicated to the user in the notification email
 5. Click on **Submit**. An email notification is sent, and the user will not have access to the LUCCS portal.

4 HOW TO MANAGE USERS?

From the **User Management** page, you can manage registered users for your company.

Note: you must have the function 'Legal Representative' or 'User Manager' to be able to edit users.

LUCCS YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES

Q LRN / MRN EN LU ?

USER MANAGEMENT

▼ PENDING REQUESTS 2

NAME & SURNAME	E-MAIL	REQUEST DATE	ACTION
[Redacted]	[Redacted]	28/07/2022	[Play]
[Redacted]	[Redacted]	28/07/2022	[Play]

▼ USER LIST 3

NAME & SURNAME	FUNCTION	AUTHORISED OPERATIONS	ACTION
[Redacted]	Legal representative	[Import] [Release for consumption (AC4)] [National guarantee management system]	
[Redacted]	Employee	[Import] [Release for consumption (AC4)]	[Edit] [Delete]
[Redacted]	User manager	[Import]	[Edit] [Delete]
[Redacted]	Employee	[Import] [Release for consumption (AC4)] [National guarantee management system]	[Edit] [Delete]
[Redacted]	Employee	[Release for consumption (AC4)]	[Edit] [Delete]

Figure 12: User management

4.1 UPDATE A USER

1. Open the **User > User management** page. All users in your company are displayed in the 'User List'
2. Click on the action  **Edit**. A pop-up opens.

Edit user

NTP USER 001 NTP

ada.project-luccs-testing@arhs-developments.com

User function *

User manager Employee

Authorised operations *

- Import
- Release for consumption (AC4)
- National guarantee management system

Remarks

255

✓ SUBMIT

✗ CANCEL

Figure 13: Pop-up – Edit user

3. You can update the function, allowed operations, and remarks.
4. Click on **Submit**. A notification is sent by email to the user to inform him of the changes.

Note: only the 'Legal Representative' can update the user's function.

4.2 DELETE A USER

1. Open the **User > User management** page. All users in your company are displayed in the 'User List'
2. Click on the action **Delete**, a confirmation pop-up opens.
3. Click on **Yes**. A  notification is sent by email to the user to inform him of the changes and the user's access to the LUCCS portal is revoked.

Note: the 'Legal Representative' may remove users with the function 'User Manager' or 'Employee'. The 'User Managers' can only delete users with the 'Employee' function.

5 GENERIC SCREENS

5.1 MENU

The menu to access the different features of the application is located on the upper part of the screen.

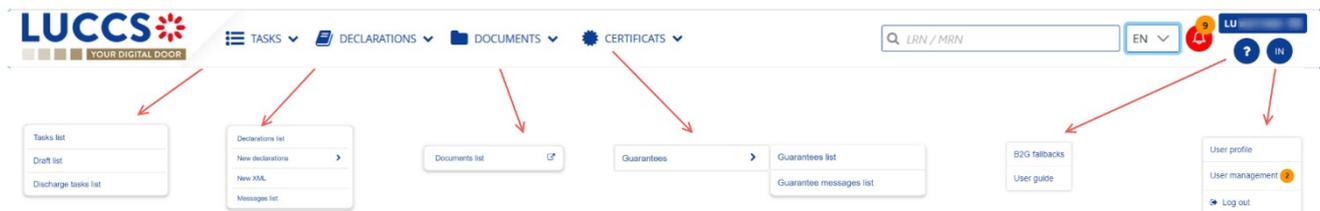


Figure 14: Menu

When using the interface on a tablet, the menu is displayed on the left side of the screen.



5.2 DASHBOARD

The dashboard is your home page when you log in to the Luccs portal.

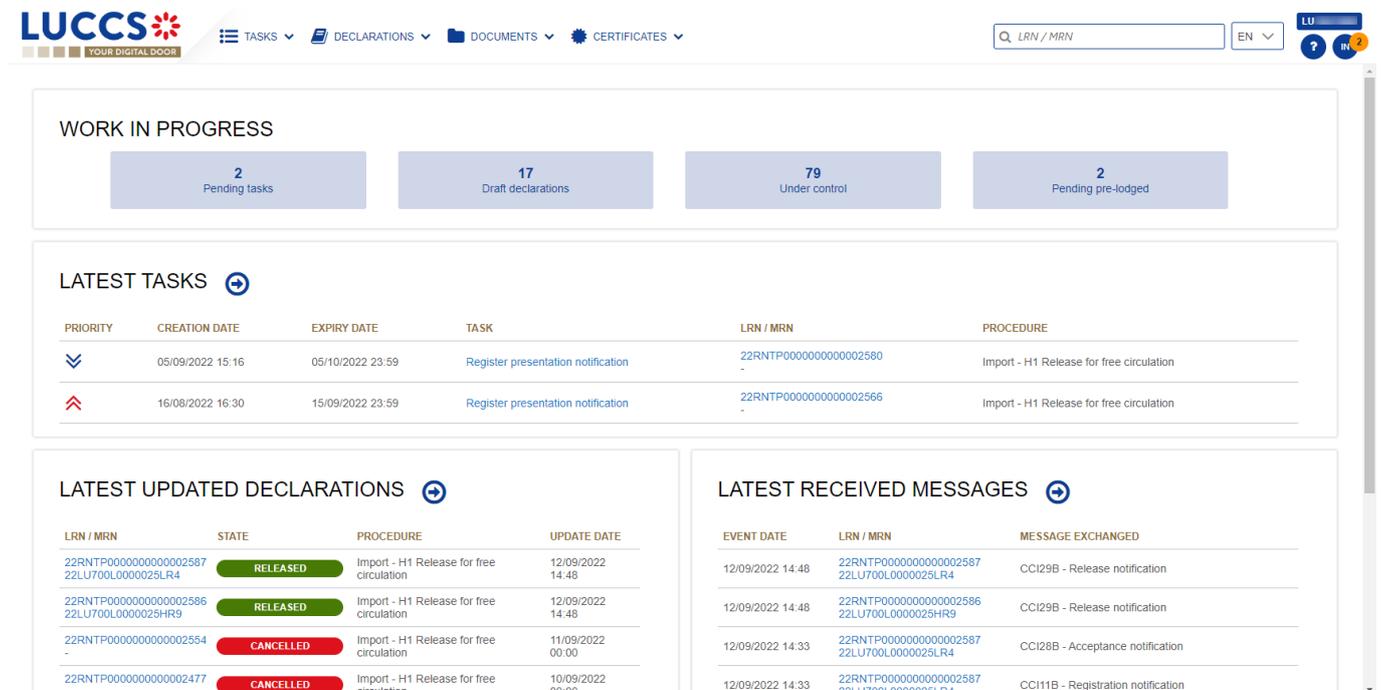


Figure 15: Dashboard

The following features can be accessed from the dashboard:

- Your work in progress (Tasks or declarations);
- The last 10 newly created tasks;
- The last 10 recently updated declarations;
- The last 10 messages received from the Luxembourg customs system.

The dashboard is accessed from the LUCCS icon in the  Menu.

5.2.1 CONSULT THE LATEST TASKS

The '**Latest tasks**' section allows you to consult the last 10 newly created tasks for all your import, transit and temporary storage declarations for which you are the declarant, the holder of the procedure, the trader at destination or the representative.

The tasks are ordered by creation date, with the most recent at the top, and then by expiration date, with the most urgent at the top.

1. Click on the icon  to access the *Tasks list*
2. Click on the **task** name to perform it

Note: you can access the **Declaration View** by clicking on its **LRN/MRN**.

5.2.2 CONSULT THE LATEST UPDATED DECLARATIONS

The '**Latest updated declarations**' section allows you to view the last 10 newly updated declarations of all your import, transit and temporary storage declarations for which you are the declarant, the holder of the procedure, the trader at destination or the representative.

The declarations are ordered by creation date with the most recent at the top.

- Click on the icon  to access the **Declarations**

Note: you can access the **Declaration View** by clicking on its **LRN/MRN**.

5.2.3 CONSULT THE LATEST RECEIVED MESSAGES

The '**Latest received messages**' section allows you to consult the last 10 messages received from the LUCCS system for all your import, transit and temporary storage declarations for which you are the declarant, the holder of the procedure, the trader at destination or the representative.

The messages are ordered by event date, i.e. the date the message was received, with the most recent ones at the top.

- Click on the icon  to access to the
- to change the display order (ascending/descending) based on priority, expiration date, or creation date.

Note: you can access the **Declaration View** by clicking on its **LRN/MRN**.

5.3 USER PROFILE

5.3.1 CONSULT MY PROFILE

From the **Menu > User > User Profile**, you access your profile information. This information includes:

- Your contact details;
- Your accounts, with the one you are currently logged highlighted;
- The identifiers of your company (name and EORI) as well as its delegations;
- The contact details of your company's legal representative;
- The customs operations that your company can carry out;
- Your accesses as a user (function within the company and authorised operations).

The screenshot displays the Luccs user profile interface. At the top, there is a navigation bar with the Luccs logo and menu items: TASKS, DECLARATIONS, DOCUMENTS, and CERTIFICATES. A search bar for LRN / MRN and a language dropdown (EN) are also present. The main content area is titled 'USER INFORMATION' and contains a profile card with a user icon and fields for Name, Surname, and E-mail. Below this is a 'SWITCH ACCOUNT' section with a 'LU' button and a 'REQUEST NEW ACCOUNT' button. The 'COMPANY IDENTIFICATION' section includes fields for Name, EORI, Representative (Yes/No), and Can be represented (Yes/No). The 'LEGAL REPRESENTATIVE CONTACT DATA' section has fields for Name, Surname, and E-mail. The 'CUSTOMS OPERATION' section features an 'Edit' icon and a list of authorized operations: Import, Release for consumption (AC4), and National guarantee management system. The 'USER ACCESSES' section shows a table with columns for Function (Legal representative) and Authorised operations (Import, Release for consumption (AC4), National guarantee management system).

Figure 16: User Profile

5.3.2 MODIFY THE COMPANY'S CUSTOMS OPERATIONS

Note: you must have the function 'Legal Representative' to be able to modify the customs operations of the company.

1. Open the **User > User Profile** page.
2. Click on the  action **Edit**. A pop-up opens.
3. You can update the authorized operations for your business.
4. Click on **Submit**. Your request to change access is submitted and awaiting validation by the customs authorities.

Note: you will receive an email notification when your request to change access has been processed (accepted or rejected).

5.3.3 MANAGING MULTIPLE ACCOUNTS

1. Open the **User > User Profile** page.
2. Click on the **'Request a new account'** button.
3. Follow the instructions in

- 4.
5. Once your new account is accepted, your new company id (EORI) will appear on your **User Profile (Switch Account section)** as well as on the **EORI** icon at the top right of the menu.
6. You can only work with one account at a time, to change your current account, use
 - a. Either **Switch account** on your **User Profile** page

SWITCH ACCOUNT



- b. Or from the **EORI** icon  at the top right of the menu

Select company for which you currently work

Select company

and select the company you want to access.

5.4 DECLARATIONS LIST

In the '**Declaration list**', you will find all the import, transit and temporary storage declarations for which you are the holder of the procedure, the trader at destination, the declarant or the representative.

The list is ordered by date of creation of the declaration with the most recent at the top. Only 50 results can be returned simultaneously.

DECLARATIONS LIST 50

FILTERS RESET FILTERS

LRN / MRN	STATE	PROCEDURE	DECLARATION TYPE	CREATION DATE	CONSIGNEE / IMPORTER	DECLARANT / HOLDER / TRADER	REPRESENTATIVE	REPRESENTATION TYPE	ACTIONS
22RNT00000000000002587 22LU700L0000025LR4	RELEASED	Import - H1 Release for free circulation	IM / A	12/09/2022 14:33			-	No representation	
22RNT00000000000002586 22LU700L0000025HR9	RELEASED	Import - H1 Release for free circulation	IM / A	12/09/2022 14:32			-	No representation	
22RNT00000000000002581 22LU700L0000025GR0	RELEASED	Import - H1 Release for free circulation	IM / D	05/09/2022 15:17			-	No representation	
22RNT00000000000002580	PENDING PRESENTATION	Import - H1 Release for free circulation	IM / D	05/09/2022 15:15			-	No representation	
22RNT00000000000002566	PENDING PRESENTATION	Import - H1 Release for free circulation	IM / D	16/08/2022 16:30			-	No representation	
22RNT00000000000002555 22LU715L00000253R2	PARTIALLY RELEASED	Import - H1 Release for free circulation	IM / D	11/08/2022 15:17				Direct representation	

Figure 17: Declarations list

5.4.1 ACCESS THE DECLARATIONS LIST

1. Click in the icon of the 'Latest Updated Declarations' section in the Dashboard or;
2. From the Menu > Declarations > Declarations list

5.4.2 CONSULT INFORMATION RELATED TO A DECLARATION

Each declaration is displayed in the list with the following information:

- **LRN/MRN**, the MRN is displayed only upon receipt of the notification of acceptance of the declaration (IETS028, IE028, CCI28A).
- **State** of the declaration.
- Customs **procedure** (temporary storage, transit or import).
- **Declaration type / Additional declaration type**: available only for transit and import procedures. The possible values are available in the list of **CL231** and **CL042** codes.
- **Creation date** of the declaration.
- **Consignee/Importer**: the name and EORI of the consignee (for a temporary storage procedure); the name and EORI of the importer (for an import procedure).
- **Declarant/ Holder/ Trader**: the name and EORI of the holder of the procedure (for a transit procedure); the name and EORI of the declarant (for temporary storage and import procedure).
- **Representative**: the name and EORI of the representative.
- **Representation type**: indicates whether there is no representation, direct representation, or indirect representation.

Note: you can access the **Declaration View** by clicking on the **LRN/MNR**.

5.4.3 FILTER DECLARATIONS

It is possible to filter the list of declarations according to several criteria.

1. Click on the **'Filters'** button which is above the list
2. Enter your filter criteria
3. Click on **'Apply'**

The declarations list is filtered based on the selected search criteria.

Note: It is also possible to display the declarations submitted outside the LUCCS portal by selecting the filter **'Display B2G declarations'**.

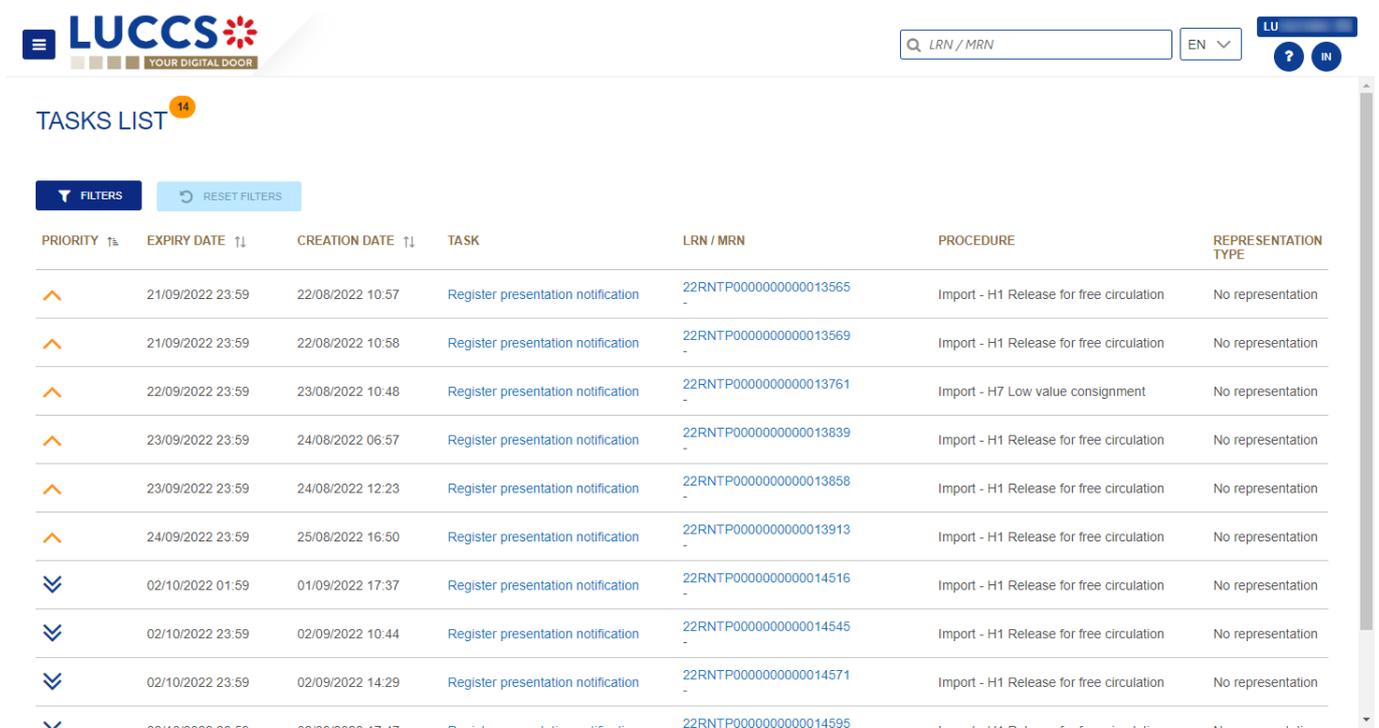
5.4.4 SORT THE DECLARATIONS LIST

1. Click on  to change the display order (ascending/descending) based on the creation date.

5.5 TASKS LIST

You will find in the **'Task List'** all the tasks you need to perform for all your import, transit and temporary storage declarations for which you are the holder of the procedure, the trader at destination, the declarant or the representative.

The list is ordered by expiration date, with the most urgent tasks at the top, and then by creation date, with the oldest tasks at the top.



PRIORITY	EXPIRY DATE	CREATION DATE	TASK	LRN / MRN	PROCEDURE	REPRESENTATION TYPE
^	21/09/2022 23:59	22/08/2022 10:57	Register presentation notification	22RNTP00000000000013565	Import - H1 Release for free circulation	No representation
^	21/09/2022 23:59	22/08/2022 10:58	Register presentation notification	22RNTP00000000000013569	Import - H1 Release for free circulation	No representation
^	22/09/2022 23:59	23/08/2022 10:48	Register presentation notification	22RNTP00000000000013761	Import - H7 Low value consignment	No representation
^	23/09/2022 23:59	24/08/2022 06:57	Register presentation notification	22RNTP00000000000013839	Import - H1 Release for free circulation	No representation
^	23/09/2022 23:59	24/08/2022 12:23	Register presentation notification	22RNTP00000000000013858	Import - H1 Release for free circulation	No representation
^	24/09/2022 23:59	25/08/2022 16:50	Register presentation notification	22RNTP00000000000013913	Import - H1 Release for free circulation	No representation
∨	02/10/2022 01:59	01/09/2022 17:37	Register presentation notification	22RNTP00000000000014516	Import - H1 Release for free circulation	No representation
∨	02/10/2022 23:59	02/09/2022 10:44	Register presentation notification	22RNTP00000000000014545	Import - H1 Release for free circulation	No representation
∨	02/10/2022 23:59	02/09/2022 14:29	Register presentation notification	22RNTP00000000000014571	Import - H1 Release for free circulation	No representation
∨				22RNTP00000000000014595		

Figure 18: Tasks list

Note: A task will no longer be available when its expiration date is reached.

5.5.1 ACCESS THE TASKS LIST

1. Click on the icon in the section 'Latest tasks' in the **Dashboard** or;
2. From the **Menu**  > **Tasks** > **Tasks list**

5.5.2 CONSULT INFORMATION RELATED TO A TASK

Each task is displayed in the list with the following information:

- **Priority:** each task is associated with a priority level:
 - o  corresponds to a high priority, i.e. an expiry date of less than or equal to 5 days;
 - o  corresponds to an average priority, i.e. an expiry date greater than 5 days and less than or equal to 15 days;
 - o  corresponds to a low priority, that is, an expiration date greater than 15 days.
- **Expiry date** of the tasks: the task will no longer be available from that date.
- **Creation date** of the task.
- **Name of the task** (cf. *Mandatory tasks by customs procedure*).
- **LRN / MRN:** the MRN is displayed only upon receipt of the notification of acceptance of the declaration (IETS028, IE028, CCI28A).
- **Procedure:** the customs procedure (temporary storage, transit or import).
- **Representation type:** indicates whether there is no representation, direct representation, or indirect representation.

Note: you can access the **Declaration View** by clicking on the **LRN/MNR**.

5.5.3 FILTER TASKS

It is possible to filter the task list according to several criteria.

1. Click on the '**Filters**' button above the list
2. Enter your filter criteria
3. Click on '**Apply**'

The task list is filtered based on the selected search criteria.

5.5.4 SORT THE TASK LIST

Click on  to change the display order (ascending/descending) based on priority, expiration date, or creation date.

5.6 MESSAGES LIST

In the Message list, you will find all the messages exchanged for all your import, transit and temporary storage declarations for which you are the holder of the procedure, the trader at destination, the declarant or the representative.

MESSAGES LIST 59/17

EVENT	EVENT DATE	LRN / MRN	PROCEDURE	MESSAGE EXCHANGED	CONSIGNEE / IMPORTER	DECLARANT / HOLDER / TRADER	REPRESENTATIVE	REPRESENTATION TYPE
	12/09/2022 15:19	22RNTP00000000000002580	Import - H1 Release for free circulation	CC11B - Registration notification			-	No representation
	12/09/2022 15:19	22RNTP00000000000002581 22LU700L0000025GR0	Import - H1 Release for free circulation	CC11B - Registration notification			-	No representation
	12/09/2022 15:19	22RNTP00000000000002580	Import - H1 Release for free circulation	CC116B - Rejection notification			-	No representation
	12/09/2022 15:19	22RNTP00000000000002555 22LU715L00000253R2	Import - H1 Release for free circulation	CC116B - Rejection notification				Direct representation
	12/09/2022 15:19	22RNTP00000000000002566	Import - H1 Release for free circulation	CC11B - Registration notification			-	No representation
	12/09/2022 15:19	22RNTP00000000000002554	Import - H1 Release for free circulation	CC116B - Rejection notification				Direct representation
	12/09/2022 15:19	22RNTP00000000000002511 22LU715L0000024YR7	Import - H1 Release for free circulation	CC116B - Rejection notification				Direct representation
	12/09/2022 14:48	22RNTP00000000000002587 22LU700L0000025LR4	Import - H1 Release for free circulation	CC129B - Release notification			-	No representation
	12/09/2022 14:48	22RNTP00000000000002586 22LU700L0000025HR9	Import - H1 Release for free circulation	CC129B - Release notification			-	No representation
	12/09/2022 14:33	22RNTP00000000000002587 22LU700L0000025LR4	Import - H1 Release for free circulation	CC128B - Acceptance notification			-	No representation

Figure 19: Message list

The list is ordered by date of the event (see date of receipt/sending of the message), with the most recent messages at the top.

5.6.1 ACCESS THE MESSAGES LIST

1. Click on in the **Dashboard** or;
2. Open the **Menu > Declarations > Messages list** page

5.6.2 CONSULT INFORMATION RELATED TO A MESSAGE

Each message is displayed in the list with the following information:

- **Event:**
 - o corresponds to a received message
 - o corresponds to a message sent.
- **Event date:** date the message was received or sent
- **LRN / MRN:** the MRN is displayed only from the receipt of the notification of acceptance of the declaration (IETS028, IE028, CCI28A)
- **Procedure:** the customs procedure (temporary storage, transit or import)
- **Message exchanged:** message name
- **Consignee/Importer:** the name and EORI of the consignee (for a temporary storage procedure); the name and EORI of the importer (for an import procedure).
- **Declarant/ Holder/ Trader:** the name and EORI of the holder of the procedure (for a transit procedure); the name and EORI of the declarant (temporary storage and import procedure)
- **Representative:** the name and EORI of the representative.
- **Representation type:** indicates whether there is no representation, direct representation, or indirect representation.

Note: you can access the **Declaration View** by clicking on the **LRN/MNR**.

5.6.3 FILTER MESSAGES

It is possible to filter the list of messages according to several criteria.

1. Click on the **'Filters'** button which is above the list
2. Enter your filter criteria
3. Click on **'Apply'**

The list of messages is filtered based on the selected search criteria.

5.6.4 SORT THE MESSAGE LIST

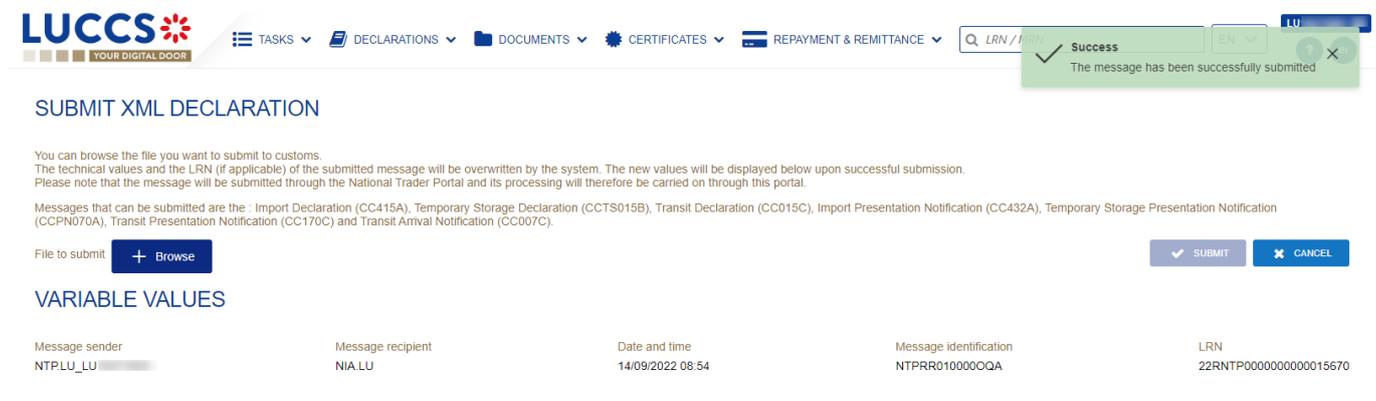
2. Click on  to change the display order (ascending/descending) based on the type of event or the date of the event.

6 XML DECLARATIONS

6.1 HOW TO SUBMIT A DECLARATION IN XML FORMAT

To submit a declaration in XML format, while still being able to perform subsequent tasks in the portal, click on **Declaration > New XML Declaration** in the top menu.

Note that the technical variables (Message sender, message recipient, date and time, message identification) and LRN present in the submitted message will be replaced automatically by the system. Once submitted, the system will inform you of the values used and the declaration can be consulted. If the message was invalid, the errors are displayed.



The screenshot shows the Luccs portal interface. At the top, there is a navigation bar with the Luccs logo and menu items: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and REPAYMENT & REMITTANCE. A search bar is also present. A green success message box is overlaid on the page, stating "Success The message has been successfully submitted". Below the navigation bar, the page title is "SUBMIT XML DECLARATION". The main content area contains instructions: "You can browse the file you want to submit to customs. The technical values and the LRN (if applicable) of the submitted message will be overwritten by the system. The new values will be displayed below upon successful submission. Please note that the message will be submitted through the National Trader Portal and its processing will therefore be carried on through this portal." Below this, a list of message types is provided: "Messages that can be submitted are the : Import Declaration (CC415A), Temporary Storage Declaration (CCTS015B), Transit Declaration (CC015C), Import Presentation Notification (CC432A), Temporary Storage Presentation Notification (CCPN070A), Transit Presentation Notification (CC170C) and Transit Arrival Notification (CC007C)." There is a "File to submit" field with a "+ Browse" button and "SUBMIT" and "CANCEL" buttons. Below this, a section titled "VARIABLE VALUES" displays a table with the following data:

Message sender	Message recipient	Date and time	Message identification	LRN
NTPLU_LU	NIA.LU	14/09/2022 08:54	NTPRR010000QA	22RNTP000000000015670

Figure 20: Submit declaration in XML format – success

6.2 FALLBACK SOLUTION FOR B2G

You also have the possibility to submit any message (among *Messages by customs procedure*) in XML format. Please note that this submission may be necessary in case of unavailability of the existing system on the operator side and can therefore be used as a 'B2G Fallback'. The messages sent are not modified (i.e. no variables are replaced as is the case with the above-mentioned XML submission) and the further processing of these messages will take place outside the portal.

7 TRANSVERSAL FUNCTIONALITIES

7.1 HOW TO ADD NON-MANDATORY DATA GROUPS TO A FORM

Non-mandatory data groups are not displayed by default in the forms. You can add them by clicking on the **Add** icon  next to the data group.

7.2 HOW TO DELETE NON-MANDATORY DATA GROUPS TO A FORM

To delete a non-mandatory data group:

1. Click on the **delete**  icon next to the data group
2. A confirmation window opens, click **Yes**.
3. The data group is deleted, and the information entered will not be saved.

7.3 HOW TO SAVE A DRAFT OF A DECLARATION

To save your declaration as draft:

1. Open the **Menu > Declarations > New declarations** page and choose the type of declaration you wish to submit.
2. The form opens.
3. Click the **Save as Draft** button.
4. Your declaration is saved, you can leave the form and will not lose any encoded data.

7.3.1 HOW TO RETRIEVE A DRAFT OF A DECLARATION

To retrieve your declarations saved as drafts:

1. Open the **Menu > Tasks > Drafts list** page.

7.3.2 DRAFTS LIST

In the Draft List, you will find all drafts for your declarations and optional import, transit and temporary storage tasks for which you are the holder of the procedure, the trader at destination, the declarant or the representative.

DRAFT LIST 31

LRN / MRN	TASK	PROCEDURE	CREATION DATE	IF	CONSIGNEE / IMPORTER	DECLARANT / HOLDER / TRADER	REPRESENTATIVE	REPRESENTATION TYPE
22RNTPO00000000000015029	Register declaration	Import - H1 Release for free circulation	08/09/2022 09:33				-	No representation
22VNTP00000000000014476	Register declaration	Import - H5 Trade with special fiscal territories	01/09/2022 10:26				-	No representation
22RNTPO00000000000013393	Register declaration	Import - H1 Release for free circulation	19/08/2022 15:17					Indirect representation
22RNTPO00000000000013348	Register declaration	Import - H1 Release for free circulation	19/08/2022 08:48				-	No representation
22RNTPO00000000000013309	Register declaration	Import - H1 Release for free circulation	17/08/2022 11:30				-	No representation
22RNTPO00000000000013303	Register declaration	Import - H1 Release for free circulation	16/08/2022 16:19				-	No representation
22RNTPO00000000000013302	Register declaration	Import - H1 Release for free circulation	16/08/2022 16:17				-	No representation
22RNTPO00000000000013301	Register declaration	Import - H1 Release for free circulation	16/08/2022 14:50				-	No representation
22RNTPO00000000000013299	Register declaration	Import - H1 Release for free circulation	16/08/2022 14:34				-	No representation
22RNTPO00000000000013297	Register declaration	Import - H1 Release for free circulation	16/08/2022 11:54				-	No representation

Figure 21: Draft list

The list is ordered by creation date, with the most recent drafts at the top.

7.3.3 CONSULT INFORMATION RELATED TO A DRAFT

Each draft is displayed in the list with the following information:

- **LRN / MRN:** the MRN is displayed only from the receipt of the notification of acceptance of the declaration (IETS028, IE028, CCI28A)
- **Task Name** (cf. *Optional tasks by customs procedure*).
- **Procedure:** the customs procedure (temporary storage, transit, or import)
- **Creation date:** draft creation date
- **Consignee/Importer:** the name and EORI of the consignee (for a temporary storage procedure); the name and EORI of the importer (for an import procedure).
- **Declarant/ Holder/ Trader:** the name and EORI of the holder of the procedure (for a transit procedure); the name and EORI of the declarant (temporary storage and import procedure).
- **Representative:** the name and EORI of the representative.
- **Representation type:** indicates whether there is no representation, direct representation, or indirect representation.

Note: you can access the **Declaration View** by clicking on the **LRN/MNR**.

7.3.4 FILTER DRAFTS

It is possible to filter the list of drafts according to several criteria.

4. Click on the button **'Filters'** which is above the list
5. Enter your filter criteria
6. Click on **'Apply'**

The list of drafts is filtered based on the selected search criteria.

7.3.5 SORT THE DRAFTS LIST

1. Click on  to change the display order (ascending/descending) based on the creation date.

7.3.6 HOW TO DELETE A DRAFT OF A DECLARATION

To delete a draft from the draft list: **Menu > Tasks > Drafts list**

1. Select the draft(s) to delete by clicking on the corresponding row.
2. Click on the **Delete draft** button.

To delete a draft from the form

1. Open the saved form as a draft: **Menu > Tasks > Drafts list** and click on the task **'Register declaration'**.
2. The form opens.
3. Click on the **Delete draft** button.

7.4 HOW TO MANAGE MY DOCUMENTS

7.4.1 HOW TO UPLOAD A NEW DOCUMENT FROM A FORM

To upload a new document to a form:

1. Open the desired form;
2. Fill in the mandatory information;
3. Click on the icon  > Upload new document;
4. The Upload  pop-up opens;

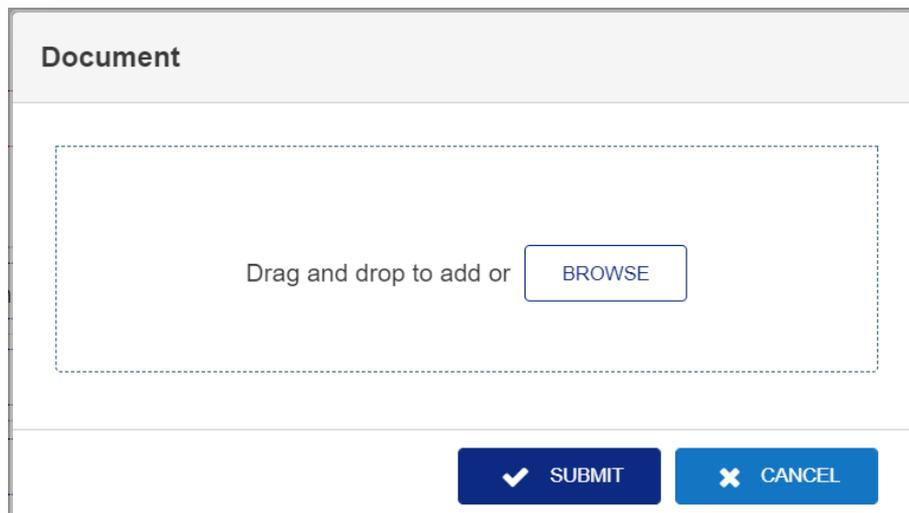


Figure 22: Upload a document

5. Drag and drop the file or click Browse to add a document;
6. Fill in the mandatory information and submit.

Document

Category *

Reference number

Date of validity

Issuing authority name

Description



LUCCS logo.png

12.685 KB

✕

✓ SUBMIT
✕ CANCEL

Figure 23: Upload a document - information to fill in

When the document is successfully uploaded, this icon  appears.

7.4.2 HOW TO UPLOAD A NEW VERSION OF THE SAME DOCUMENT TO A FORM

When the document is successfully uploaded, this icon  appears.

To upload a new version:

1. Click the icon > Upload new version;
2. The pop-up **Upload new version** opens;
3. Drag and drop the file or click Browse to add a document;
4. Fill in the mandatory information and submit.

7.4.3 HOW TO DELETE A DOCUMENT IN A FORM

To delete a document uploaded from a form, you can:

1. Delete the document using the Delete icon  on the corresponding row to the uploaded document.
2. Delete multiple documents at once from the same group using the  **Remove All** icon.

7.4.4 HOW TO CONSULT UPLOADED DOCUMENTS

In a declaration, the documents can be downloaded using the  icon.

To consult the uploaded *Documents List*, go to **Menu >**

Documents > Documents list:

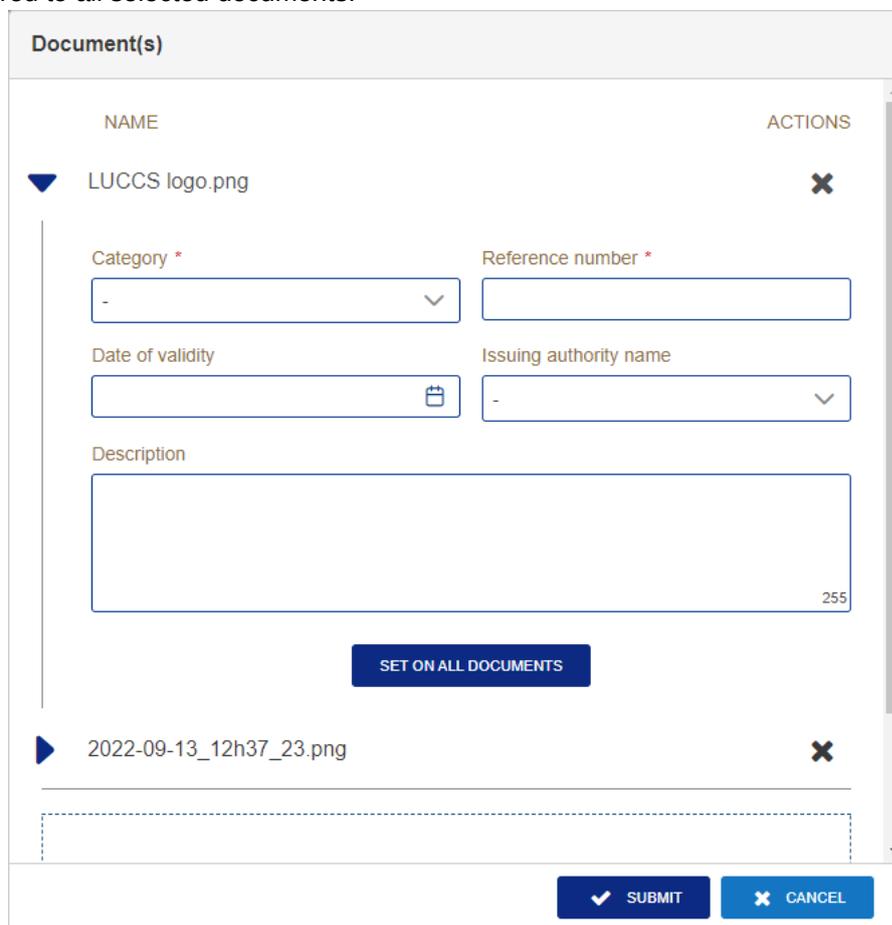
1. A new tab will open with the list of your documents that you can filter
2. You can filter the list to search for specific documents;
3. You can download the documents in the list using the icon  > **Download**.

7.4.5 HOW TO UPLOAD A NEW DOCUMENT FROM THE DOCUMENT LIST

To upload a new document(s) to your *Documents List*:

Open the **Menu > Documents > Documents list** page;

1. Click on **Add**  **document** button;
2. The upload pop-up opens;
3. Drag and drop the file or click **Browse** to add a document. You can upload multiple documents at once by using the **Browse** button and selecting multiple documents to upload.
4. Fill in the mandatory information and submit. You can use the **Set on all Documents** feature to assign the information entered to all selected documents.



Document(s)

NAME	ACTIONS
▼ LUCCS logo.png Category * <input type="text" value="-"/> Reference number * <input type="text"/> Date of validity <input type="text"/> Issuing authority name <input type="text" value="-"/> Description <input type="text"/> 255	✕
▶ 2022-09-13_12h37_23.png	✕

SET ON ALL DOCUMENTS

✓ SUBMIT ✕ CANCEL

Figure 24: Upload multiple documents

Note: When a new version is saved, it is the new version that will be displayed by default in the document list.

To consult the **versions history**:

1. Click on the icon  > Versions history;
2. The **Document's versions** pop-up opens with the different versions that you can consult and download.

Document's versions					
	VERSION ↑↓	FILE NAME	CREATION DATE	UPLOADED BY	DOWNLOAD
>	1	LUCCS logo.png	13/09/2022 14:14		
>	2	LUCCS logo.png	13/09/2022 15:49		

Figure 25: Document's versions

7.4.6 DOCUMENTS LIST

In the Documents List, you will find all the documents for your import, transit and temporary storage declarations for which you are the holder of the procedure, the trader at destination, the declarant or the representative.

REFERENCE NUMBER	CATEGORY	FILE NAME	DESCRIPTION	ISSUING AUTHORITY	CREATION DATE	VALIDITY DATE	UPLOADED BY	ACTION
19623	Agreement	LUCCS logo.png	-	-	13/09/2022 15:49	-		
AAAA	Air waybill		-	-	13/09/2022 15:14	07/09/2022 00:00		
-	Pictures			-	08/09/2022 09:38	-		
1	Agreement		-	-	08/09/2022 09:31	-		
-	Pictures		-	-	08/09/2022 08:31	-		
1017021142519808000	Other	message.txt	-	-	07/09/2022 12:38	-	Customs	
1017021079601053696	Other	message.txt	-	-	07/09/2022 12:38	-	Customs	
1017021016686493696	Other	message.txt	-	-	07/09/2022 12:38	-	Customs	
1017020953776128000	Other	message.txt	-	-	07/09/2022 12:38	-	Customs	

Figure 26: Documents list

The list is ordered by date of creation, with the most recent documents at the top. It is filtered by date to show only documents issued in the last 7 days.

7.4.7 CONSULT INFORMATION RELATED TO A DOCUMENT

Each document is displayed in the list with the following information:

- **Reference number:** the provided reference number of the document
- **Category:** the category of the attached file
- **File name:** the name and extension of the attached file
- **Description:** the description provided

-
- **Issuing authority:** the provided issuing authority of the document
 - **Creation date:** the date the document was created
 - **Validity date:** the validity date of the document
 - **Uploaded by:** These documents may have been attached by you, your representative, or the customs authorities. The EORI and the name of the actor are provided.

7.4.8 FILTER DOCUMENTS

It is possible to filter the list of documents according to several criteria:

1. Click on the **'Filters'** button which is above the list
2. Enter your filter criteria
3. Click on **'Apply'**

The list of documents is filtered based on the selected search criteria.

7.4.9 SORT THE LIST OF DOCUMENTS

1. Click on  to change the display order (ascending/descending) based on the creation date, the validity date or the file name.

8 INPUT HELPERS

8.1 TOOLTIPS

When submitting the various forms in the application, rules are checked. To help you while encoding your forms, these rules are displayed using tooltips.

1. Open a form.
2. Click on the icon 
3. The information message is displayed.
4. Click on the icon again
5. The information message disappears.

Transport equipment  

 **BR155:** Indicate the container reference(s) at good item level. Each 'container identification number' should be referenced in the good item level. The purpose is to indicate for each good item in which container it is carried.

CONTAINER IDENTIFICATION NUMBER *

ACTIONS



Figure 27: Tooltip

8.2 ERROR DISPLAY

When submitting the different forms of the application, rules are checked. If your form has not been filled in properly, errors are displayed with text explaining what needs to be changed.

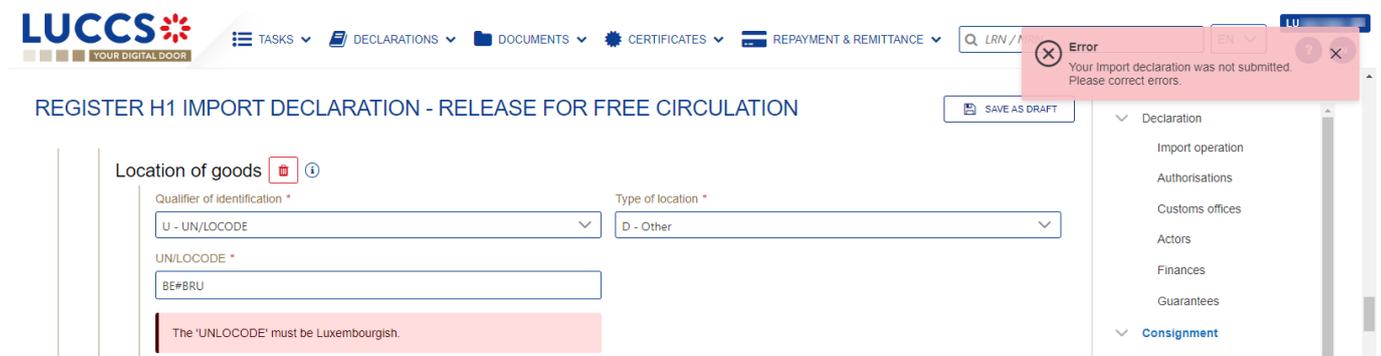


Figure 28: Errors

8.3 ACTOR FILLING HELPERS

To help you fill in the actors in the various declaration registration forms, helpers have been set up.

1. Select the representation status (no representation, direct representation, or indirect representation).
2. Based on this status, the system indicates your EORI in the Identification number fields that apply to you.
Example: If you select 'Direct Representation' when registering an H1 import declaration, this means that you are encoding your declaration in a representation context, and you are therefore the representative.
3. For other actors, you fill in either the **Identification Number** or its **Name** and **Address**. Where applicable, helpers are added. Example: In case of direct representation, a valid delegation between you and the declarants you represent must exist. Therefore, a drop-down list allows you to select only the declarants you can represent.
4. For any actor, when you fill in an EORI, click on the icon  if you want to consult its information contained in the CRS external database.

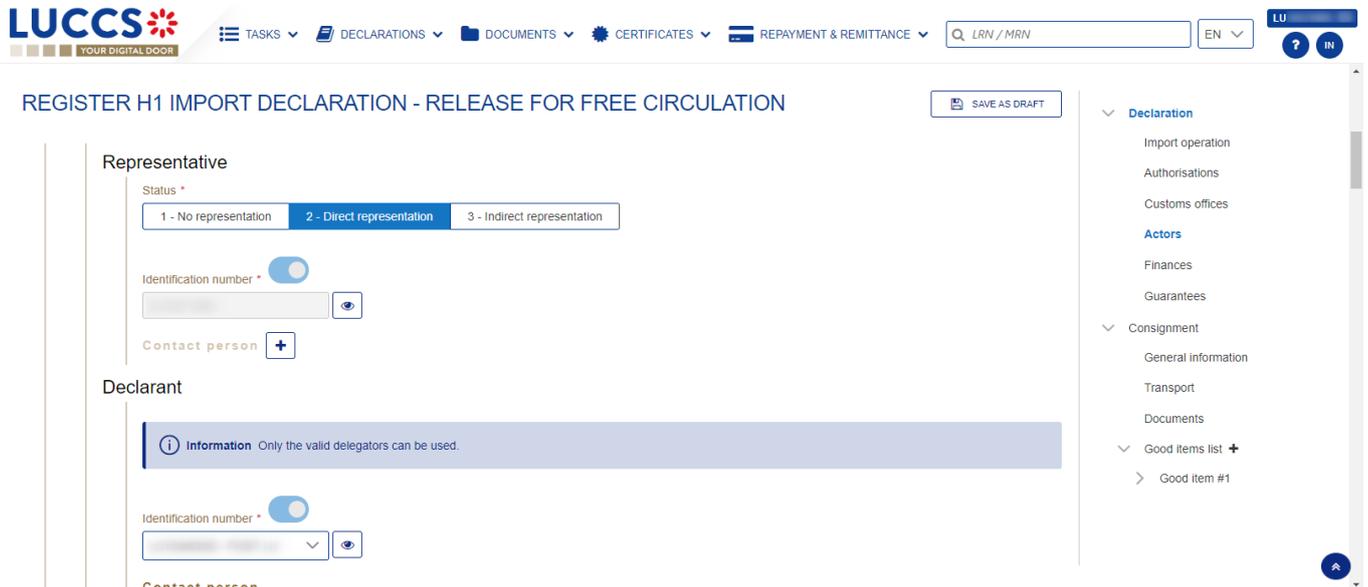


Figure 29: Example of helper in filling actors

8.1 COMMODITY CODE HELPERS

To help you fill in the commodity codes in the various declaration registration forms, helpers have been set up.

1. Click on the icon  in order to open the link to Arctic Tariff in which you can make researches linked to commodity codes.
2. Enter the first characters of the code you want to specify. The system makes suggestions. While you select suggestions, the system improves its suggestions in order to let you choose the corresponding commodity code.

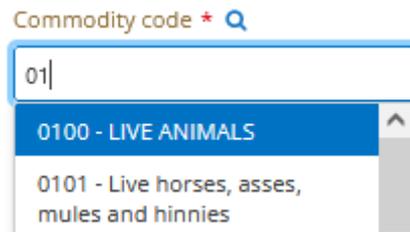


Figure 30: Example of helper in commodity code filling

3. For some procedures (e.g. in the scope of import declarations), there exists rules determined by Arctic Tariff which makes some documents mandatory depending on the commodity code inserted. To consult

these helps, click **Documents**  [GET HELP FROM TARLUX](#)

9 IMPORT PROCEDURES

A- CONSULT INFORMATION RELATED TO AN IMPORTATION DECLARATION

9.1 HOW TO CONSULT AN IMPORT DECLARATION

To consult the information related to an import declaration:

1. Open the **Import declaration** page via its **LRN/MRN**

LRN: 22RNTP000000000014222

MRN:	22LU700L000004USR5	Procedure:	Import - H1 Release for free circulation	Status:	Accepted
Declarant:	[REDACTED]	Submission date:	30/08/2022 11:59	Declaration types:	IM - D
Representative:	-	Acceptance date:	30/08/2022 12:02	Latest task performed:	Task - Register presentation notification
Supervising customs office:	LU700000 - Direction des Douanes et Accises	Customs office of processing:	LU700000 - Direction des Douanes et Accises		

DUPLICATE DECLARATION GENERATE SHORT FORM PRINT PREVIEW

HIGHLIGHTS
No element

DUE DATES
No element

- Operational details
 - Acceptance
- Declaration details
 - Declaration**
 - General information
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
 - Consignment
 - General information
 - Transport
 - Documents

Figure 31: Import declaration - header

2. Click on the **Declaration details** button
3. The import declaration data are displayed:
 - o Declaration: General information, authorisations, customs offices, actors, finances et guarantees
 - o Consignment: General information, transport, documents
 - o Good item: General information, commodity, actors, authorisations, documents, finances

H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

Operational details **Declaration details** History

DECLARATION

General information

Authorisations 1

Customs offices

Actors

Finances

Guarantees

LRN

22RNTP000000000014222

Declaration type

IM - Import of non-Union goods from countries and territories situated outside of the customs territory of the Union and in the context of trade between Member States

Additional declaration type

D - For lodging a standard customs declaration (such as referred to under code A) in accordance with Article 171 of the Code.

CONSIGNMENT

General information

Transport

Documents

Total gross mass (KG)

3.210,00

Container indicator

Reference number / UCR

-

- Operational details
 - Acceptance
- Declaration details
 - Declaration
 - General information
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
 - Consignment
 - General information
 - Transport
 - Documents
 - Good item #1
 - Good item #2

Figure 32: Import declaration – declaration's details

The goods item overview provides a holistic view of all declared goods. Hyperlinks are available to ease the navigation.

Note: the data displayed correspond to the latest declaration data recorded (cf. corrections, amendment, presentation notification is considered).

9.2 HOW TO CONSULT THE HISTORY OF ACTIONS IN THE IMPORT DECLARATION

The declaration action history contains events related to the import declaration, such as events related to tasks performed, change of movement status, deadlines and messages exchanged with the customs office.

To consult the history of the actions of the import declaration:

1. Open the **Import declaration** page via its **LRN/MRN**.
2. Click on the **History** button.
3. The action history of the import declaration is available.

H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

Operational details Declaration details **History**

DATE	ACTION TYPE	DESCRIPTION	USER / SYSTEM
30/08/2022 12:02	Status set	Accepted	Customs
30/08/2022 12:02	Message sent	CCI28B - Acceptance Notification - To: LU [redacted] via NTP	Customs
30/08/2022 12:02	Timer stopped	Timer for PN : started 30/08/2022 11:59 (30 days 12 hours)	Customs
30/08/2022 12:02	Message received	CC432A - Presentation Notification	Customs
30/08/2022 12:02	Task performed	Task - Register presentation notification	NTP
30/08/2022 11:59	Timer started	Timer for PN : ends 29/09/2022 23:59 (30 days 12 hours)	Customs
30/08/2022 11:59	Status set	Pending presentation	Customs
30/08/2022 11:59	Message sent	CCI11B - Registration Notification - To: LU [redacted] via NTP	Customs
30/08/2022 11:59	Status set	Submitted	Customs

- Operational details
 - Acceptance
- Declaration details
 - Declaration
 - General information
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
 - Consignment
 - General information
 - Transport
 - Documents
 - Good item #1
 - Good item #2

Figure 33: Import declaration - history

9.3 HOW TO CONSULT THE ACKNOWLEDGMENT RECEIPT OF THE IMPORT DECLARATION

After submitting the import declaration, the Customs authorities confirms its receipt (CCI28B). Then, the declaration’s status changes to 'Pending presentation' for pre-lodged import declarations or 'Submitted' for non-pre-lodged import declarations.

To consult the acknowledgment receipt:

1. Open the **Import declaration** via its **LRN/MRN**.
2. Click on **History**.
3. The action history is available and contains the acknowledgement received from the Customs authorities.

9.4 HOW TO CONSULT THE ACCEPTANCE OF THE IMPORT DECLARATION

The import declaration is accepted when the MNR allocation notification (CCI28B) is received from the customs authorities. Therefore, the import declaration status becomes ‘Accepted’ and the MRN is allocated and displayed in the header of the **Import declaration** page.

In case of pre-lodged import procedures, acceptance is carried out upon submission of the presentation notification.

In case of non-pre-lodged import procedures, acceptance is carried out when the import declaration is submitted.

To consult the acceptance of the import declaration:

1. Open the **Import declaration** page.

2. Click on **Operational details** button.
3. The **Acceptance** card is available and contains the acceptance date of the import declaration and the calculation of taxes.

The screenshot displays the LUCCS web application interface. At the top, there is a navigation bar with the LUCCS logo and the tagline 'YOUR DIGITAL DOOR'. The navigation menu includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'REPAYMENT & REMITTANCE'. A search bar is present with the text 'LRN / MRN' and a language dropdown set to 'EN'. The main content area is titled 'H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION'. It features two 'Good item' entries, each with a description 'Rain jacket yellow' and a yellow 'UNDER RELEASE' button. Below the items is an 'ACCEPTANCE' section. This section shows the 'Declaration acceptance date' as '30/08/2022 12:02'. A 'TOTAL TAXES' table is displayed with the following data:

Customs debt (EUR)	VAT (EUR)	Excise (EUR)	Tax amount (EUR)
61.2	0	0	61.2

Below the table, the 'Payment method' is listed as 'Payment in cash'. On the right side, a sidebar contains a tree view of sections: 'Operational details' (with 'Acceptance' selected), 'Declaration details', and 'Declaration' (with sub-sections like 'General information', 'Authorisations', 'Customs offices', 'Actors', 'Finances', 'Guarantees', 'Consignment', 'General information', 'Transport', 'Documents', 'Good item #1', and 'Good item #2').

Figure 34: Acceptance of the import declaration

9.5 HOW TO CONSULT THE REJECTION OF THE IMPORT DECLARATION

The import declaration is rejected when the rejection notification from the customs authorities (CCI16B) is sent by the Customs office. The status of declaration becomes 'Rejected'.

To consult the rejection of the import declaration:

1. Open the **import declaration** page.
2. Click on the hyperlink **Rejection** in the highlights section or on the **Operational Details** button
3. The **Rejection** card is available and contains the information about the rejection of the declaration: the date and the reason for the rejection.

H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

GOODS SHIPMENT ITEM OVERVIEW			
GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	-	<input type="text"/>	-
Good item #1	9306 30 90 00	Rain jacket yellow	PRESENTED
Good item #2	9306 30 90 00	Rain jacket yellow	PRESENTED

REJECTION

Rejection reason	Rejection date and time
Your declaration has been rejected, because it is not covered by a guarantee or a payment.	14/09/2022 13:21

- Operational details
 - Rejection
- Declaration details
 - Declaration
 - General information
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
 - Consignment
 - General information
 - Transport
 - Documents
 - Good item #1
 - Good item #2
 - History

Figure 35: Rejection of the import declaration

B- REGISTER THE IMPORT DECLARATION AND THE OPERATIONAL INFORMATION

9.6 HOW TO SUBMIT AN IMPORT DECLARATION

To submit an import declaration:

1. Open the **Menu > Declarations > New declarations > Import** and choose the type of declaration you want to submit.
2. A new **LRN** is assigned by the system for your declaration.

Figure 36: Registration of the import declaration

3. Fill in the form providing the information about:
 - the import declaration
 - the consignment
 - the goods
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your import declaration is submitted to the customs office. You are then redirected to the Import Declaration page where you can consult the recorded information.

When the submission is not successfully completed, you must correct the errors.

Note: You can cancel the submission of the import declaration at any time by clicking **Cancel**. You will be redirected to your last active page and the information entered in the form will not be saved.

N.B.: The Economic Operator can apply for a local authorisation based on the Annex A (data set '8F') by submitting his/her local authorisation application along with his/her declaration in an excel file provided in attachment.



9.7 HOW TO SUBMIT THE PRESENTATION NOTIFICATION FOR A PRE-LOGGED DECLARATION

When the import declaration is pre-logged and submitted before the expected presentation of the goods at the Customs office of presentation, the presentation notification must be sent within 30 days.

Note: if the goods are not presented within 30 days of the submission of the import declaration, it will be considered as not presented and will be rejected.

To submit the presentation notification:

1. Open the **Menu > Tasks > Tasks list** page and find the **Register presentation notification** mandatory task associated with the import declaration. The task is also available from the declaration view.
2. The registration form opens. Some fields cannot be modified in relation to the declaration data and are therefore greyed out.

REGISTER PRESENTATION NOTIFICATION

Information: Your presentation notification is pre-filled with the data from your pre-logged declaration. Only 'Location of goods' at consignment level is editable.

LRN: 22RNTF000000000014545

MRN:	-	Procedure:	Import - H1 Release for free circulation	Status:	Pending presentation
Declarant:	[Redacted]	Submission date:	02/09/2022 10:44	Declaration types:	IM - D
Representative:	-	Acceptance date:	-		
Supervising customs office:	LU700000 - Direction des Douanes et Accises	Customs office of processing:	LU700000 - Direction des Douanes et Accises		

IMPORT OPERATION

ACTORS

You can register an actor with its identification number by switching on the toggle, or with its Name & Address by switching off the toggle. When the switch is

Figure 37: Registration of the presentation notification for an import declaration

3. Fill in the presentation information
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your presentation notification is submitted to the Customs office of presentation and the declaration's data are updated. Then, you are redirected to your last active page.

When the submission is not successful, you must correct the errors.

Note: in case the data indicated in the pre-logged declaration are no longer valid at the time of submission of the presentation notification, you must correct your declaration before you can resubmit your presentation notification (see: *How to submit a correction request*).



REGISTER PRESENTATION NOTIFICATION

⊗ Your declaration is currently invalid. Please correct it before submitting the presentation notification.

LRN: 22RNTPO00000000014516 [↗](#)

MRN:	-	Procedure:	Import - H1 Release for free circulation	Status:	Pending presentation
Declarant:	 👁	Submission date:	01/09/2022 15:37	Declaration types:	IM - D ?
Representative:	-	Acceptance date:	-		
Supervising customs office:	LU700000 - Direction des Douanes et Accises ?	Customs office of processing:	LU700000 - Direction des Douanes et Accises ?		

Figure 38: The data indicated in the pre-logged declaration are no longer valid

9.8 CORRECTION

9.8.1 HOW TO SUBMIT A CORRECTION REQUEST

You can correct your pre-logged declaration (Additional Type 'D') after its submission and before its acceptance, the status of the declaration is '**Pending presentation**'.

To correct the data of a declaration with an Additional Type 'A', you will have to request an amendment (see: *How to submit an amendment request*).

⚠ The correction request is no longer permitted once you have received a control notification.

To submit a correction request:

1. Open the **Import declaration** that you want to correct.
2. Click on the optional task **Register correction request**
3. The register form opens

REGISTER CORRECTION REQUEST

REGISTER CORRECTION REQUEST

Information: Your declaration correction is pre-filled with the latest declaration data. Please note that some data elements cannot be corrected.

LRN: 22RNTP000000000015669

MRN:	-	Procedure:	Import - H1 Release for free circulation	Status:	Pending presentation
Declarant:		Submission date:	14/09/2022 08:54	Declaration types:	IM - D
Representative:	-	Acceptance date:	-		
Supervising customs office:	LU715000 - Luxembourg-Aeroport	Customs office of processing:	LU715000 - Luxembourg-Aeroport		

CORRECTION REASON

Justification *

DECLARATION

IMPORT OPERATION

- ▼ Correction reason
 - Justification
- ▼ Declaration
 - Import operation
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
- ▼ Consignment
 - General information
 - Transport
 - Documents
- ▼ Good items list +
 - > Good item #1
 - > Good item #2
 - > Good item #3
 - > Good item #4

Figure 39: Registration of an import declaration correction

4. Fill in the correction information and edit the fields you want
5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your correction is submitted to the customs authorities. You are then redirected to your last active page. When the submission is not successfully completed, you must correct the errors.

9.8.2 HOW TO CONSULT THE CORRECTION REQUEST AND THE CUSTOMS AUTHORITIES' RESPONSE

After submitting the correction request to the customs authorities, you can consult the information of this request.

To consult the details of the correction request:

1. Open the **Import Declaration** page. The correction request is displayed in the highlights.
2. Click on the hyperlink **Correction** in the highlights or click on the **Operational Details** button.
3. The **Correction request with the customs authorities' response** card is available and contains the information related to the correction.

Figure 40: Correction of an import declaration

Note: Several correction requests can be submitted for a given import declaration, especially in the case where previous requests have been rejected. Each correction request can be consulted in the **Operational Details**.

9.9 CANCELLATION

9.9.1 HOW TO SUBMIT A CANCELLATION REQUEST

You can request the cancellation of your declaration after its submission and before acceptance.

To submit a cancellation request:

1. Open the **Import declaration** that you want to cancel
2. Click on the optional task **Register cancellation request**
3. The registration form opens



Figure 41: Registration of a cancellation request of an import declaration

4. Fill in the cancellation information

5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your cancellation request is submitted to the customs authorities. You are then redirected to your last active page.

When the submission is not successfully completed, you must correct the errors.

9.9.2 HOW TO CONSULT THE CANCELLATION REQUEST AND CUSTOMS AUTHORITIES' RESPONSE

After submitting the correction request to the customs authorities, you can consult the information of this request.

When the cancellation request is accepted, the import declaration is cancelled and the status of the declaration changes to 'Cancelled'.

To consult the details of the cancellation request:

1. Open the **Import Declaration** page. The cancellation request is displayed in the highlights.
2. Click on the hyperlink **Cancellation** in the highlights or click on the **Operational Details** button.
3. The **Cancellation request** with the Customs authorities' response card is available and contains the information related to the correction.

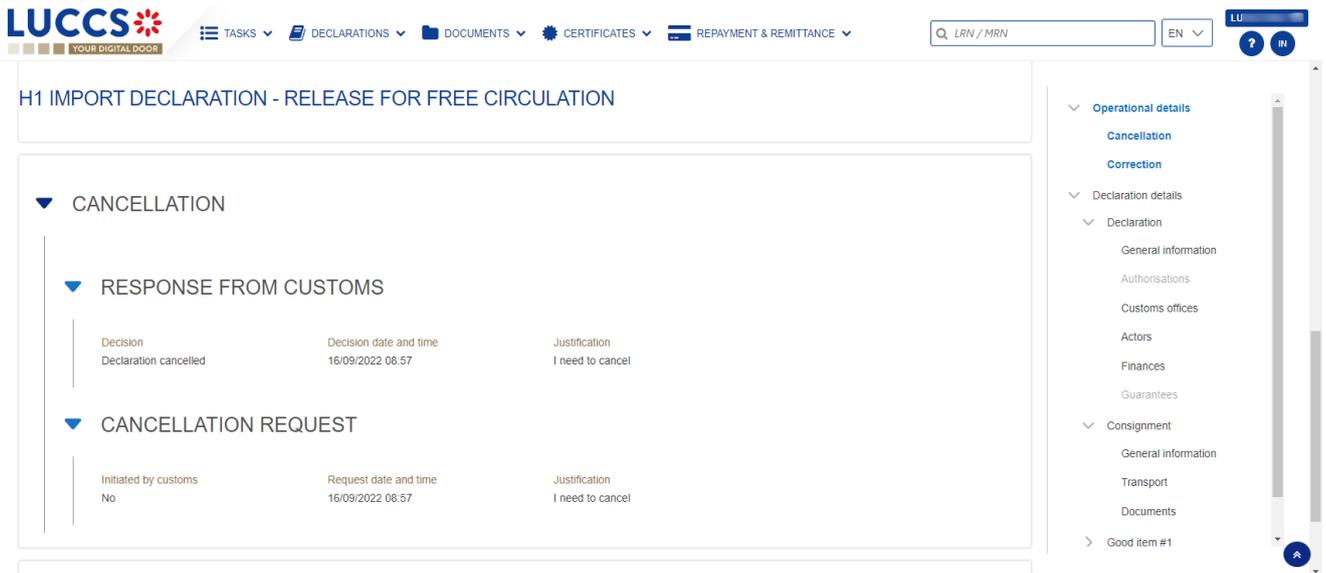


Figure 42: Cancellation of an import declaration

Note: Several cancellation requests can be submitted for a given import declaration only if the previous requests have been rejected. Each cancellation request is then available in the **Operational Details**.

9.10 AMENDMENT

9.10.1 HOW TO SUBMIT AN AMENDMENT REQUEST

You can request to amend your declaration after its acceptance.

To submit an amendment request of the declaration:

1. Open the **Import declaration** page that you want to amend
2. Click on the optional task **Register amendment request**
3. The registration form opens



REGISTER AMENDMENT REQUEST

Information: Your declaration amendment is pre-filled with the latest import declaration data. Please note that some data elements cannot be amended.

LRN: 22RNTF000000000015866	MRN: 22LU700L00000526R8	Procedure: Import - H1 Release for free circulation	Status: Accepted
Declarant: [Redacted]	Submission date: 16/09/2022 09:06	Declaration types: IM - A	
Representative: -	Acceptance date: 16/09/2022 09:06		
Supervising customs office: LU700000 - Direction des Douanes et Accises	Customs office of processing: LU700000 - Direction des Douanes et Accises		

AMENDMENT REASON

Justification *

512

Figure 43: Registering an amendment

4. Fill in the amendment information
5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your amendment request is submitted to the customs authorities. You are then redirected to your last active page.

When the submission is not successfully completed, you must correct the errors.

9.10.2 HOW TO CONSULT THE AMENDMENT REQUEST AND THE CUSTOMS AUTHORITIES' RESPONSE

After submitting the amendment request to the customs authorities, you can consult the information on this request. The status of the declaration changes to 'Under amendment'.

The customs authorities can decide to either accept or reject the request.

If the amendment request is accepted, the import declaration is amended, and the status of the declaration reverts to the previous status.

If the amendment request is rejected, the import declaration is not amended, and the status of the declaration reverts to the previous status.

To consult the customs authorities' response:

1. Open the **Import declaration** page. The amendment request is displayed in the highlights.
2. Click on the **Amendment Request** hyperlink corresponding to your request in the highlights or click on the **Operational Details** button.

- The **Amendment Request** card is available and contains information on the customs authorities' response.

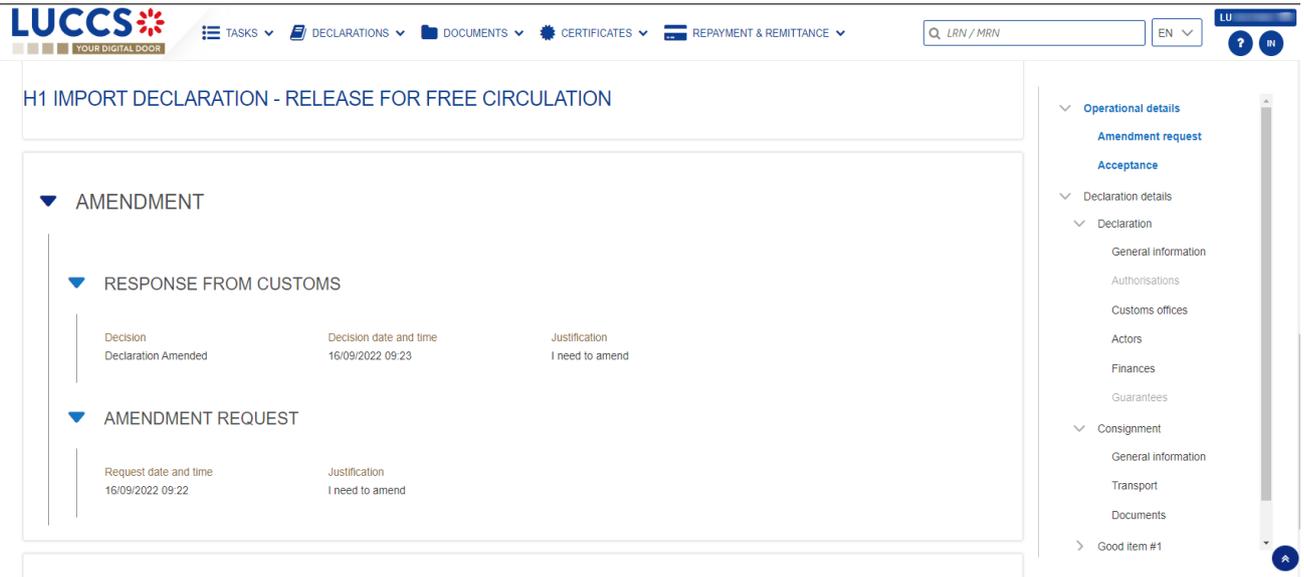


Figure 44: Amendment of an import declaration

9.10.3 HOW TO RESPOND TO THE CUSTOMS AUTHORITIES' REQUEST FOR AMEND THE DECLARATION

When an amendment to the import declaration is requested by the Customs authorities, the user must perform the mandatory task **Register declaration amendment** and accept or refuse to amend the declaration.

To respond to the request for amendment:

- Open the **Import Declaration** page. The mandatory task **Register declaration amendment** is available or go to the **tasks list**.
- Click on the hyperlink of the mandatory task **Register decision to amend declaration following customs request**.
- The pop-up **Decision on amendment request from Customs** opens.

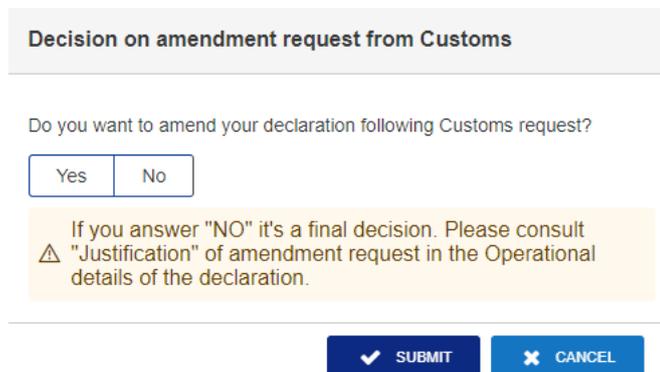


Figure 45: Pop-up - Decision on amendment request from Customs

-
4. If you answer no, you must fill in a justification and submit, you are then redirected to your last active page.
Caution: this is a final decision.
 5. If you answer yes, the registration form opens
 6. Fill in the amendment information and edit the fields you want.
 7. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your amendment request is submitted to the customs authorities. You are then redirected to your last active page.

When the submission is not successfully completed, you must correct the errors.

9.10.4 HOW TO CONSULT THE AMENDMENT REQUEST BY THE CUSTOMS AUTHORITIES

The amendment of the import declaration can be requested by the customs authorities.

To consult the customs authorities' amendment request, as well as your response and thereafter their acceptance/rejection:

1. Open the **Import declaration** page. The **Amendment requested** is displayed in the highlights.
2. Click on the hyperlink **Amendment requested** corresponding in the highlights or click on the **Operational Details** button.
3. The **Amendment** card is available and contains information on the request from the customs authorities.

9.11 INVALIDATION

9.11.1 HOW TO SUBMIT AN INVALIDATION REQUEST

You can apply to invalidate your declaration before or after the release of the declared goods.

To submit an invalidation request:

1. Open the **Import declaration** page that you want to invalidate
2. Click on the optional task **Register invalidation**  **request**
3. The registration form opens

REGISTER INVALIDATION REQUEST

LRN: 22RNTF00000000015866 [↗](#)

MRN:	22LU700L00000526R8	Procedure:	Import - H1 Release for free circulation	Status:	Released
Declarant:	[icon]	Submission date:	16/09/2022 09:06	Declaration types:	IM - A i
Representative:	-	Acceptance date:	16/09/2022 09:06		
Supervising customs office:	LU700000 - Direction des Douanes et Accises i	Customs office of processing:	LU700000 - Direction des Douanes et Accises i		

Request date and time: 16/09/2022 10:28 [🗓](#)

Invalidation reason * [-](#)

Justification *

512

✓ SUBMIT **✗ CANCEL**

Figure 46: Registration of an invalidation request

4. Fill in the invalidation information
5. Click on **Submit**. A confirmation window opens, click on **Yes**.

When the submission is successful, your amendment request is submitted to the customs authorities. You are then redirected to your last active page.

When the submission is not successfully completed, you must correct the errors.

9.11.2 HOW TO CONSULT AN INVALIDATION REQUEST AND THE CUSTOMS AUTHORITIES' RESPONSE

After submitting the invalidation request to the customs authorities, you can consult the information on this request.

When an invalidation request is submitted, the customs authorities may decide either to accept or reject the invalidation.

If the invalidation request is accepted, the import declaration is invalidated, and the status of the declaration is 'invalidated'.

If the invalidation request is rejected, the import declaration is not invalidated, and the status of the declaration remains unchanged.

To consult the invalidation request's details of the import declaration:

1. Open the **Import declaration** page. The invalidation request is displayed in the highlights.
2. Click on the **Invalidation Request** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Invalidation** card is available and contains the information related to the invalidation request and the customs authorities' response.

Figure 47: Invalidation of the import declaration

Note: Several invalidation requests may be submitted for a given import declaration if the previous requests have been rejected. Each invalidation request is then available in the **Operational Details**.

9.11.3 HOW TO CONSULT AN INVALIDATION OF THE DECLARATION REGISTERED BY THE CUSTOMS AUTHORITIES

If the declaration is invalidated by the customs authorities, the status of the declaration becomes 'Invalidated'.

To consult the details of **the invalidation by the customs authorities**:

1. Open the **Import declaration** page. The Invalidation by customs authorities is displayed in the highlights.
2. Click on the **Invalidation by Customs** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Invalidation by Customs** card is available and contains the information related to the invalidation of the declaration by the Customs authorities.

H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

GOODS SHIPMENT ITEM OVERVIEW

GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Good item #1	9306 30 90 00	Rain jacket yellow	INVALIDATED
Good item #2	9306 30 90 00	Rain jacket yellow	INVALIDATED

INVALIDATION BY CUSTOMS

Decision date and time	Decision
16/09/2022 10:56	Declaration Invalidated

- Operational details
 - Invalidation by customs
 - No release for import
 - Right to be heard
 - Intention not to release
 - Control notification
 - Acceptance
- Declaration details
 - Declaration
 - General information
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
 - Consignment

Figure 48: Invalidation by customs

9.12 CONTROL

9.12.1 HOW TO CONSULT THE CONTROL NOTIFICATION OF THE CUSTOMS AUTHORITIES

The customs authorities may notify that a documentary and/or physical check will be carried out.

To consult the control notification:

1. Open the **Import declaration** page.
2. Click on the **Customs Control** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Control Notification** card is available and contains information about the Control Notification.

H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

GOODS SHIPMENT ITEM OVERVIEW

GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Good item #1	9306 30 90 00	Rain jacket yellow	PRESENTED

CONTROL NOTIFICATION

Control notification date
16/09/2022 11:35

- Operational details
 - Control notification
 - Acceptance
- Declaration details
 - Declaration
 - General information
 - Authorisations
 - Customs offices
 - Actors
 - Finances
 - Guarantees
 - Consignment
 - General information
 - Transport
 - Documents
 - Good item #1

Figure 49: Control Notification of an import declaration

9.13 DECISION ON RELEASE OF GOODS

9.13.1 HOW TO CONSULT THE INTENTION NOT TO RELEASE THE GOODS

After declaration's control, the customs authorities may indicate their intention not to release the goods.

To consult **the intention not to release the goods**:

1. Open the **import declaration** page.
2. Click the **Intent not to release** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Intention not to release** card is available and contains information received from customs authorities.

The screenshot shows the Luccs system interface for an import declaration. The main header is 'H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION'. Below this, there is a table with one row: 'Good item #1' with a 9306 30 90 00 tariff code and the description 'Rain jacket yellow'. A yellow button labeled 'INTENTION NOT TO RELEASE' is next to the item. Below the table, there is a section titled 'INTENTION NOT TO RELEASE' with a dropdown arrow. It contains the following information: 'Expiration date: 16/10/2022 23:59' and 'Reason for intention not to release: I do not want to release this good'. Below this is another section titled 'LIST OF GOODS ITEMS INTENDED NOT TO BE RELEASED' with a dropdown arrow. It contains a table with the following data:

GOODS ITEM NUMBER	DESCRIPTION OF GOODS	REASON FOR INTENTION NOT TO RELEASE
Good item #1	Rain jacket yellow	I do not want to release the whole

On the right side of the interface, there is a sidebar menu with the following items: 'Operational details' (expanded), 'Intention not to release' (selected), 'Control notification', 'Acceptance', 'Declaration details' (expanded), 'Declaration' (expanded), 'General information', 'Authorisations', 'Customs offices', 'Actors', 'Finances', 'Guarantees', 'Consignment' (expanded), 'General information', 'Transport', and 'Documents'.

Figure 50: Intention not to release

Note: You can also find the status of your goods items in the **'Goods shipment Item Overview'** card in the **Operational Details** and consult the **reason for the intention not to release** by clicking  on

Figure 51: Goods shipment item overview

9.13.2 HOW TO REGISTER A REQUEST TO BE HEARD

When the Customs authorities indicate their intention not to release the goods, the user must perform the mandatory task **Register Right to be Heard**, to confirm or deny their intention to exercise their right to be heard.

To execute the task **Register Right to be Heard**:

1. Open the Import declaration page. The mandatory task **Register Right to be Heard** is available or go to the task list.
2. Click on the hyperlink **Register Right to be Heard**.
3. The **Confirmation - Right to be Heard** pop-up opens

Figure 52: Right to be heard pop-up



If you answer 'NO', you renounce your right to be heard: it is a final decision.

4. If you answer **yes** and click on **submit**, the registration form opens

REGISTER REQUEST TO BE HEARD

LRN: 22RNTNP000000000015907

MRN: 22LU700L0000052KR4	Procedure: Import - H1 Release for free circulation	Status: Under control
Declarant: [REDACTED]	Submission date: 16/09/2022 11:35	Declaration types: IM - A
Representative: -	Acceptance date: 16/09/2022 11:35	
Supervising customs office: LU700000 - Direction des Douanes et Accises	Customs office of processing: LU700000 - Direction des Douanes et Accises	
Expiration date of right to be heard: 16/10/2022	Reason for intention not to release: I do not want to release this good	

- Consignment
 - Justification
 - Supporting documents
- Good item #1
 - Justification
 - Supporting documents

CONSIGNMENT

Justification

512

SUPPORTING DOCUMENTS

Figure 53: Right to be heard

5. Fill in the information about your right to be heard.

9.13.3 HOW TO CONSULT THE CUSTOMS AUTHORITIES' RELEASE DECISION

After declaration's acceptance and the formalities related to the guarantees completed, the customs authorities take a decision on the release of the goods and notify the declarant/representative. Then, the declaration changes to status:

- **'Released'**
- **'Not released'**
- **'Partially released'**

To consult the release decision:

1. Open the **Import declaration** page.
2. Click on the **Decision on release** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Release for import / No release for import** card is available and contains the information received from the customs authorities. You can also find the status of your goods items in the **'Goods shipment item overview'** card in **Operational Details**.

H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

▼ NO RELEASE FOR IMPORT

Reason for not release date: 16/09/2022 13:57
Reason for not release: -

▼ LIST OF GOODS ITEMS NOT RELEASED

GOODS ITEM NUMBER	DESCRIPTION OF GOODS	REASON FOR NOT RELEASE
Good item #1	Rain jacket yellow	-
Good item #2	Rain jacket yellow	-

Figure 54: Release decision

Note: Please note that when a release decision is partial, you will receive both cards successively.

9.14 DISCHARGE

9.14.1 HOW TO SUBMIT A DISCHARGE REQUEST

Once goods have been released under a special procedure, they must be discharged by the final discharge date. You can submit a discharge request per commodity code or per declaration.

1. Open the **Discharge task list** from the 'Tasks' menu or open the details of your authorisation.

DISCHARGE TASKS LIST

Filters: 1 | Reset Filters

PRIORITY	TYPE	AUTHORISATION REFERENCE NUMBER	TASK	HOLDER OF THE AUTHORISATION	AUTHORISATION LEVEL	DATE FOR FINAL DISCHARGE 1s
⬆	1TAD - Temporary Admission	1234567890123456789	Register discharge request	[blurred]	Local	09/11/2021
⬆	1TAD - Temporary Admission	654238	Register discharge request	[blurred]	Local	22/01/2022
⬆	1TAD - Temporary Admission	9879787	Register discharge request	[blurred]	Local	30/01/2022
⬆	1TAD - Temporary Admission	6544165849784658	Register discharge request	[blurred]	Local	22/02/2022
⬆	1TAD - Temporary Admission	654239	Register discharge request	[blurred]	Local	22/03/2022
⬆	1TAD - Temporary Admission	654234	Register discharge request	[blurred]	Local	22/05/2022
⬆	1TAD - Temporary Admission	46546875516	Register discharge request	[blurred]	Local	25/08/2022
⬆	1TAD - Temporary Admission	43516876515	Register discharge request	[blurred]	Local	25/08/2022
⬆	1TAD - Temporary Admission	1325135431351	Register discharge request	[blurred]	Local	25/08/2022
⬆	N990 - End Use	LUEUS2018042	Register discharge request	[blurred]	Permanent	15/10/2022

Figure 55: Discharge tasks list

2. Click on **Register discharge request**
3. Choose the commodity code or the declaration related to your discharge request and click on the **Request to discharge** action icon

4. The discharge request form opens
5. Fill in the discharge information
6. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

REGISTER DISCHARGE PER COMMODITY CODE

QUANTITY TO DISCHARGE

Commodity code	Description of goods	Measurement unit	Remaining quantity	Quantity to discharge *
9307 00 00 00	Banana	-	970	<input type="text"/>

APPLICABLE DECLARATIONS

MRN	COMMODITY CODE	RELEASE DATE	DATE FOR FINAL DISCHARGE	RELEASE QUANTITY	REMAINING QUANTITY	ESTIMATED QUANTITY TO DISCHARGE
No element						

JUSTIFICATION

Justification *

ATTACHMENTS

No element

Figure 56: Discharge request per commodity code

REGISTER DISCHARGE PER MRN

DECLARATION

MRN
21LU701L00000U0GR1

QUANTITY TO DISCHARGE

COMMODITY CODE	DESCRIPTION OF GOODS	REMAINING QUANTITY	QUANTITY TO DISCHARGE
9307 00 00 00	Banana	970	<input type="text"/>
9301 20 00 00	Ball	1.861,04	<input type="text"/>

JUSTIFICATION

Justification *

ATTACHMENTS

No element

Figure 57: Discharge request per MRN

When the submission is successful, your discharge request is submitted to the customs authorities. You are then redirected to your last active page.

When the submission is not successfully completed, you must correct the errors.

9.14.2 HOW TO CONSULT THE CUSTOMS' RESPONSE TO THE DISCHARGE REQUEST

After submitting the discharge request to the customs authorities, you can consult the information related to this request.

To consult the details of the discharge request:

1. Open the page of the authorisation concerned by the discharge request from the **Task List** via its **Authorisation Number**.
2. The discharges requests are listed in the '**Details of discharge**' tab.

The screenshot shows the 'AUTHORISATION' page in the Luccs system. It features a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'REPAYMENT & REMITTANCE'. A search bar for 'LRN / MRN' and a language dropdown for 'EN' are also present. The main content area is titled 'AUTHORISATION' and includes buttons for 'REGISTER DISCHARGE REQUEST' and 'REGISTER EXTENSION REQUEST'. A 'Period of discharge' section has a 'Details of discharge' tab selected. Below this is a table with the following data:

REQUEST DATE AND TIME	REQUEST TYPE	JUSTIFICATION	RESPONSE FROM CUSTOMS	DECISION DATE AND TIME
23/08/2022 07:54	Discharge per MRN	justification	-	-

Below the table, there is a section for 'AIR WAYBILL' with a table of goods:

MRN	COMMODITY CODE	DESCRIPTION OF GOODS	QUANTITY TO DISCHARGE
21LU701L00000U0GR1	9301 20 00 00	Ball	55
	9307 00 00 00	Banana	2

Figure 58: Details of discharge

9.14.3 HOW TO SUBMIT A REQUEST FOR AN EXTENSION OF THE DISCHARGE PERIOD

The validity period of a special procedure is fixed according to the estimated time needed to complete the planned operation. You may request an extension of the period initially granted.

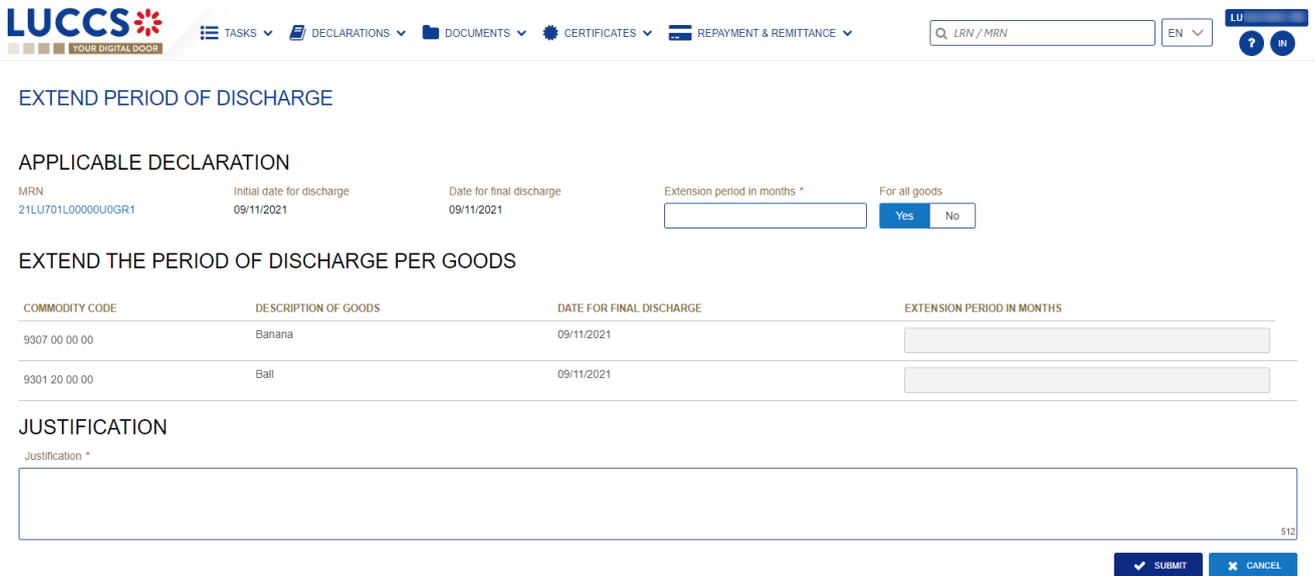
1. Open the authorisation concerned by the request from the **Discharge tasks list** via its **Authorisation Number**.
2. Click on **Register extension request**.

The screenshot shows the 'EXTEND PERIOD OF DISCHARGE' page in the Luccs system. It features a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'REPAYMENT & REMITTANCE'. A search bar for 'LRN / MRN' and a language dropdown for 'EN' are also present. The main content area is titled 'EXTEND PERIOD OF DISCHARGE' and includes an information message: 'Please, select the declaration to extend the period of discharge.' Below this is a section for 'APPLICABLE DECLARATIONS' with a table:

MRN	DATE FOR FINAL DISCHARGE	ACTION
21LU701L00000U0GR1	09/11/2021	[Play button icon]

Figure 59: Period of discharge extension - choice of declaration

- Choose the declaration on which to apply your extension request and click on the **Extend period of discharge** icon 
- The extend period of discharge form opens.



EXTEND PERIOD OF DISCHARGE

APPLICABLE DECLARATION

MRN	Initial date for discharge	Date for final discharge	Extension period in months *	For all goods
21LU701L00000U0GR1	09/11/2021	09/11/2021	<input type="text"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>

EXTEND THE PERIOD OF DISCHARGE PER GOODS

COMMODITY CODE	DESCRIPTION OF GOODS	DATE FOR FINAL DISCHARGE	EXTENSION PERIOD IN MONTHS
9307 00 00 00	Banana	09/11/2021	<input type="text"/>
9301 20 00 00	Ball	09/11/2021	<input type="text"/>

JUSTIFICATION

Justification *

512

Figure 60: Extension of the discharge period

- Fill in the information related to the extension of the discharge.
- Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your Extension of the discharge period is submitted to the customs authorities. You are then redirected to your last active page.

When the submission is not successfully completed, you must correct the errors.

9.14.4 HOW TO CONSULT THE CUSTOMS' RESPONSE TO THE REQUEST FOR EXTENSION OF THE DISCHARGE PERIOD

After submitting the request for an extension of the discharge period to the customs authorities, you can consult the information on this request.

To consult the details of the discharge request:

- Open the authorisation concerned by the request from the **Discharge tasks list** via its **Authorisation Number**.
- The discharges requests are listed in the **'Period of discharge'** tab.

AUTHORISATION

REGISTER DISCHARGE REQUEST REGISTER EXTENSION REQUEST

Period of discharge Details of discharge

REQUEST DATE AND TIME <small>IF</small>	REQUEST TYPE	JUSTIFICATION	RESPONSE FROM CUSTOMS	DECISION DATE AND TIME
> 25/07/2022 15:17	Extension per goods	justification	Intend not to accept ⓘ	25/07/2022 15:19
> 18/07/2022 13:43	Extension per MRN	Justification for extension	Intend not to accept ⓘ	18/07/2022 14:37

Figure 61: Period of discharge

10 TRANSIT PROCEDURES AT THE OFFICE OF DEPARTURE

A-CONSULT THE INFORMATION RELATED TO A TRANSIT DECLARATION

10.1 HOW TO CONSULT A TRANSIT DECLARATION

To consult the information related to a transit declaration:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**

LUCCS YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS

Q LRN / MRN EN LU TH

TRANSIT MOVEMENT AT DEPARTURE

LRN: 22JNTP00000000000015320

MRN: 22LU715L000013BVJ3	Procedure: Transit - normal procedure	Status: Accepted
Holder: [Redacted]	Submission date: 12/09/2022 10:10	Declaration types: T2 - A ⓘ
Representative: [Redacted]	Acceptance date: 12/09/2022 10:12	Custom office of departure: LU715000 - Luxembourg-Aeroport ⓘ
Custom office of enquiry at departure: -		

DUPLICATE DECLARATION PRINT PREVIEW

HIGHLIGHTS
No element

DUE DATES
No element

Operational details Declaration details History

- Operational details
 - Acceptance
- Declaration details
 - Declaration**
 - Transit operation
 - Authorisations
 - Customs offices
 - Actors
 - Guarantees
- Consignment
 - General information
 - Actors
 - Transport
 - Documents
- House consignment #1
 - History

Figure 62: Transit declaration at departure - Header

2. Click on the **Declaration details** button
3. The transit declaration data are displayed:
 - o Declaration: Transit operation, authorisations, customs offices, actors et guarantees
 - o Consignment: General information, actors, transport, documents
 - o House consignment: General information, actors, transport, documents
 - o Good item: General information, actors, goods, documents

TRANSIT MOVEMENT AT DEPARTURE

DECLARATION

Transit operation

LRN 22JNTP000000000015320	Declaration type T2 - Goods having the customs status of Union goods, which are placed under the common transit procedure	Additional declaration type A - for a standard customs declaration (under Article 162 of the Code)	TIR carnet number -
Security 0 - Not used for safety and security purposes	Reduced dataset indicator 0 - No	Specific circumstance indicator -	Communication language at departure -
Binding itinerary 0 - No	Limit date -		

CONSIGNMENT

General information

Country of dispatch -	Country of destination IT - Italy	Container indicator 1 - Yes	Gross mass (KG) 1,00
--------------------------	--------------------------------------	--------------------------------	-------------------------

- Operational details
 - Acceptance
- Declaration details
 - Declaration
 - Transit operation
 - Authorisations
 - Customs offices
 - Actors
 - Guarantees
 - Consignment
 - General information
 - Actors
 - Transport
 - Documents
 - House consignment #1
 - General information
 - Actors
 - Transport

Figure 63: Transit declaration at departure – Declaration details

The house consignment overview provides a holistic view of all declared house consignments, and the goods item overview provides a holistic view of all declared articles for a given house consignment. Hyperlinks are available to ease the navigation.

Note: the data displayed correspond to the latest declaration data recorded (cf. corrections, amendment, presentation notification is considered).

10.2 HOW TO CONSULT THE HISTORY OF ACTIONS IN THE TRANSIT DECLARATION

The declaration action history contains events related to the transit declaration, such as events related to tasks performed, change of movement status, deadlines and messages exchanged with the customs office of departure.

To consult the history of the actions of the transit declaration:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**
2. Click on the **History** button.
3. The action history of the transit declaration is available.

TRANSIT MOVEMENT AT DEPARTURE

DUPLICATE DECLARATION

PRINT PREVIEW

HIGHLIGHTS

No element

DUE DATES

No element

Operational details Declaration details **History**

DATE	ACTION TYPE	DESCRIPTION	USER / SYSTEM
12/09/2022 10:12	Status set	Accepted	Customs
12/09/2022 10:12	Message sent	IE028 - MRN allocated - To LU [redacted] via NTP	Customs
12/09/2022 10:10	Status set	Submitted	Customs
12/09/2022 10:10	Message sent	IE928 - Positive acknowledge - To LU [redacted] via NTP	Customs
12/09/2022 10:10	Movement created	Movement has been created	Customs
12/09/2022 10:10	Message received	IE015 - Declaration data	Customs

- Operational details
 - Acceptance
- Declaration details
 - Declaration
 - Transit operation
 - Authorisations
 - Customs offices
 - Actors
 - Guarantees
 - Consignment
 - General information
 - Actors
 - Transport
 - Documents
 - House consignment #1
- History

Figure 64: Transit declaration at departure - history

10.3 HOW TO CONSULT THE ACKNOWLEDGEMENT RECEIPT OF THE TRANSIT DECLARATION

After submitting the transit declaration, the Customs office of departure confirms its receipt (CC928C). The status of the movement then changes to 'Pending presentation' for pre-lodged transit declarations or 'Submitted' for non-pre-lodged transit declarations.

To consult the acknowledgment receipt:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**
2. Click on **History**.
3. The action history is available and contains the acknowledgement received from the Customs office of departure.

10.4 HOW TO CONSULT THE ACCEPTANCE OF THE TRANSIT DECLARATION

The transit declaration is accepted when the MNR allocation notification (CC028C) is received from the customs office of departure. Therefore, the transit movement status becomes 'Accepted' and the MRN is allocated and displayed in the header of the **Transit Movement at Departure** or **Transit and exit movement at departure** page.

In case of pre-lodged transit procedures, acceptance is carried out upon submission of the presentation notification (simplified procedures) or upon physical presentation of the goods (normal procedures).

In case of non-pre-logged transit procedures, acceptance is carried out when the transit declaration is submitted.

To consult the acceptance of the transit declaration:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**.
2. Click on the **Operational details** button.
3. The **Acceptance** card is available and contains the acceptance date of the transit declaration.

The screenshot displays the Luccs web application interface. At the top left is the Luccs logo with the tagline 'YOUR DIGITAL DOOR'. Navigation tabs include 'TASKS', 'DECLARATIONS', and 'DOCUMENTS'. A search bar contains 'LRN / MRN' and a language dropdown is set to 'EN'. The main content area is titled 'TRANSIT MOVEMENT AT DEPARTURE' and includes buttons for 'DUPLICATE DECLARATION' and 'PRINT PREVIEW'. Below this are two 'HIGHLIGHTS' and 'DUE DATES' sections, both showing 'No element'. A tabbed interface shows 'Operational details' as the active tab. The 'ACCEPTANCE' card is expanded, showing a 'Declaration acceptance date' of '12/09/2022 02:00'. A right-hand sidebar contains a navigation menu with categories like 'Operational details', 'Declaration details', and 'Consignment', with 'Acceptance' highlighted under 'Operational details'.

Figure 65: Transit declaration acceptance

10.5 HOW TO CONSULT THE REJECTION OF THE TRANSIT DECLARATION

The transit declaration is rejected when the rejection notification from the office of departure (CC056C) is sent by the Customs office of departure. The status of the transit movement becomes 'Rejected'.

To consult the rejection of the transit declaration:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**.
2. Click on the hyperlink **Rejection** in the highlights section or on the **Operational Details** button
3. The **Rejection** card is available and contains the information about the rejection of the declaration: the date and the reason for the rejection.

TRANSIT MOVEMENT AT DEPARTURE

DUPLICATE DECLARATION | PRINT PREVIEW

HIGHLIGHTS

Rejection

Notification on 12/09/2022
13:28

DUE DATES

No element

Operational details | Declaration details | History

REJECTION

Rejection date and time
12/09/2022 13:28

Rejection reason
Validation of Export MRN(s) was not possible

- Operational details
 - Rejection from customs office of departure
- Declaration details
 - Declaration
 - Transit operation
 - Authorisations
 - Customs offices
 - Actors
 - Guarantees
 - Consignment
 - General information
 - Actors
 - Transport
 - Documents
- > House consignment #1

Figure 66: Transit declaration rejection

B-REGISTER THE TRANSIT DECLARATION AND THE OPERATIONAL INFORMATION

10.6 HOW TO SUBMIT A TRANSIT DECLARATION

To submit a transit declaration to the Luxembourg customs office of departure:

1. Open the **Menu > Declarations > New declarations > Transit > Transit declaration**.
2. A new **LRN** is assigned by the system for your declaration and the **security** field is "0 - Not used for safety and security purposes".

The screenshot displays the 'REGISTER TRANSIT DECLARATION' interface. At the top, there's a navigation bar with 'TASKS', 'DECLARATIONS', and 'DOCUMENTS' menus, a search bar for 'LRN / MRN', and a language selector set to 'EN'. The main content area is titled 'REGISTER TRANSIT DECLARATION' and includes a 'SAVE AS DRAFT' button. The form is divided into sections: 'DECLARATION' with 'TRANSIT OPERATION' and 'CUSTOMS OFFICES'. The 'TRANSIT OPERATION' section contains fields for LRN (22JNTP0000000000015739), Security (0 - Not used for safety and security purposes), Declaration type, Additional declaration type, TIR carnet number, Reduced dataset indicator (Yes/No), Specific circumstance indicator, Binding itinerary (Yes/No), and Limit date. The 'CUSTOMS OFFICES' section includes Reference number of customs office of departure, Country of customs office of destination, and Reference number of customs office of destination. A sidebar on the right provides a navigation menu with categories like Declaration, Consignment, and House consignments list.

Figure 67: Transit declaration registration

3. Fill in the form providing the information about:
 - the transit declaration
 - the consignment
 - the house consignment
 - the goods.
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your transit declaration (CC015C) is submitted to the customs office of departure provided. You are then redirected to the **Transit Declaration** page where you can consult the information related to your transit movement.

When the submission is not successfully completed, you must correct the errors.

Note: You can cancel the submission of the transit declaration at any time by clicking **Cancel**. You will be redirected to your last active page and the information entered in the form will not be saved.

10.7 HOW TO SUBMIT A TRANSIT AND EXIT DECLARATION

To submit a transit and exit declaration to the Luxembourg customs office of departure:

1. Open the **Menu > Declarations > New declarations > Transit > Transit and exit declaration**.
2. A new **LRN** is assigned by the system for your declaration and the **security** field is "2 – EXS".

The screenshot displays the LUCCS web interface for registering a transit and exit declaration. The main heading is "REGISTER TRANSIT AND EXIT DECLARATION". Below this, the "DECLARATION" section is active, showing a "TRANSIT OPERATION" form. The form includes fields for LRN (22KNTPO00000000015743), Security (2 - EXS), Declaration type, Additional declaration type, TIR carnet number, Reduced dataset indicator (Yes/No), Specific circumstance indicator, Binding itinerary (Yes/No), and Limit date. Below the transit operation section are "AUTHORISATIONS" and "CUSTOMS OFFICES" sections. The "CUSTOMS OFFICES" section includes fields for Reference number of customs office of departure, Country of customs office of destination, and Reference number of customs office of destination. A sidebar on the right shows a navigation menu with options like Declaration, Transit operation, Authorisations, Customs offices, Actors, Guarantees, Consignment, General information, Transport, Documents, House consignments list, and House consignment #1. A "SAVE AS DRAFT" button is visible at the top right of the form area.

Figure 68: Registration of the transit and exit declaration

3. Fill in the form providing the information about:
 - the transit declaration
 - the consignment
 - the house consignment
 - the goods.
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your transit declaration (CC015C) is submitted to the customs office of departure provided. You are then redirected to the **Transit and exit declaration** page where you can consult the information related to your transit movement.

When the submission is not successfully completed, you must correct the errors.

Note: You can cancel the submission of the transit declaration at any time by clicking **Cancel**. You will be redirected to your last active page and the information entered in the form will not be saved.

10.8 HOW TO SUBMIT THE PRESENTATION NOTIFICATION FOR A PRE-LOGGED DECLARATION

When the transit declaration is pre-logged and submitted before the expected presentation of the goods at the Customs office of departure, the notification of presentation (CC170C) must be sent within 30 days.

The presentation notification can only be sent via the portal for transit declarations under the **simplified procedure**. For transit declarations under the normal procedure, the acceptance of the presentation will take place when the goods are physically presented at the Customs office of departure.

Note: if the goods are not presented within 30 days of the submission of the transit declaration, it will be considered as not presented and will be rejected.

To submit the presentation notification:

1. Open the **Menu > Tasks > Tasks list** page
2. Find the Register presentation notification task associated with the transit declaration and click on the hyperlink. The task is also available from the declaration view.
3. The registration form opens. Some fields cannot be modified in relation to the declaration data and are therefore greyed out.

The screenshot shows the Luccs portal interface. At the top, there is a navigation bar with the Luccs logo and menu items: TASKS, DECLARATIONS, and DOCUMENTS. A search bar contains 'LRN / MRN' and a language dropdown is set to 'EN'. The main heading is 'REGISTER PRESENTATION NOTIFICATION'. Below this, an information box states: 'Information: Your presentation notification is pre-filled with the data from your pre-logged declaration.' The form displays the following data: LRN: 22JNTP000000000013894; MRN: -; Procedure: Transit - simplified procedure; Status: Cancelled; Holder: [redacted]; Submission date: 25/08/2022 11:35; Declaration types: T2 - D; Representative: -; Acceptance date: -; Custom office of departure: LU715000 - Luxembourg-Aeroport. Below the form, there is a 'DECLARATION' section with a 'TRANSIT OPERATION' card showing the LRN and a 'Limit date' of 21/04/2022. A sidebar on the right contains a navigation menu with the following items: Presentation notification (expanded), Transit operation, Customs office, Actors, Consignment (expanded), General Information, Transport, House consignments list (expanded), and House consignment #1.

Figure 69: Registration of the presentation notification for a transit declaration

4. Fill in the presentation information
5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your presentation notification (CC170C) is submitted to the Customs office of departure and the declaration's data are updated. Then, you are redirected to your last active page.

When the submission is not successful, you must correct the errors.

Note: in case the declared authorisations are no longer valid at the time of submission of the presentation notification, you must correct the authorisations before resubmitting your presentation notification.

11 TRANSIT PROCEDURES AT THE OFFICE OF DESTINATION

C-CONSULT DATA FOR A TRANSIT ARRIVAL NOTIFICATION

11.1 HOW TO CONSULT THE TRANSIT ARRIVAL NOTIFICATION

To consult the transit arrival notification data:

1. Open the **Transit Movement at Destination** page corresponding to the transit arrival notification via its LRN/MRN

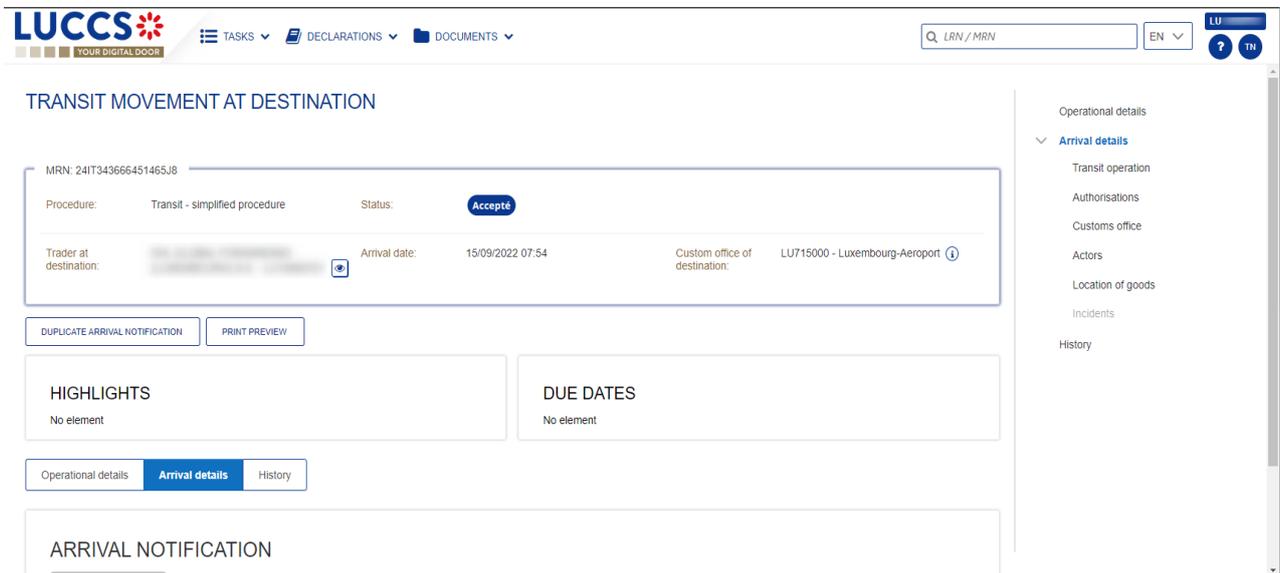


Figure 70: Declaration of transit at destination - header

2. Click on the **Arrival Details** button
3. The Transit arrival notification data is displayed

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TASKS DECLARATIONS DOCUMENTS

Q LRN / MRN EN LU ? TN

TRANSIT MOVEMENT AT DESTINATION

Duplicate Arrival Notification Print Preview

HIGHLIGHTS No element

DUE DATES No element

Operational details **Arrival details** History

ARRIVAL NOTIFICATION

Transit operation Authorisations Customs office Actors Location of goods Incidents

MRN	Arrival notification date and time	Simplified procedure	Incident
24IT343666451465J8	15/09/2022 07:54	1 - Yes	0 - No

Figure 71: Transit movement at destination - details of the Arrival notification

11.2 HOW TO CONSULT THE TRANSIT ARRIVAL NOTIFICATION ACTION HISTORY

The action history of the arrival notification contains the events related to this notification, such as events related to tasks performed, change of movement status, deadlines and messages exchanged with the Customs office of destination.

To consult the transit notification action history:

1. Open the **Transit movement at destination** corresponding to the transit declaration via the **LRN/MRN**.
2. Click on the **History** button.
3. The action history of the transit arrival notification is available.

LUCCS YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS

Q LRN / MRN EN LU ? TN

TRANSIT MOVEMENT AT DESTINATION

Duplicate Arrival Notification Print Preview

HIGHLIGHTS No element

DUE DATES No element

Operational details Arrival details **History**

DATE	ACTION TYPE	DESCRIPTION	USER / SYSTEM
16/09/2022 10:22	Status set	Unloading	Customs
16/09/2022 10:22	Message sent	IE043 - Unloading permission - To LU14900721 via NTP	Customs
16/09/2022 10:21	Status set	Accepted	Customs
16/09/2022 10:21	Status set	Submitted	Customs

Figure 72: Transit movement at destination – history

Note: When you are both the holder of the transit procedure and the trader at destination, you have access to both the **Transit movement to departure** and **Transit movement at destination**. Via the **LRN/MRN**, you will be redirected to the latest updated view and can easily switch from one view to the other using the [Departure](#) [Destination](#) button at the top of the page.

11.3 HOW TO CONSULT THE ACCEPTANCE OF THE TRANSIT ARRIVAL NOTIFICATION

The transit arrival notification is accepted when the appropriate checks at the Customs office of destination have been completed. The status of the transit movement then changes to 'Accepted' and is displayed in the header of the **Transit Movement at Destination** page.

11.4 HOW TO CONSULT THE REJECTION OF THE TRANSIT ARRIVAL NOTIFICATION

The transit arrival notification is rejected when the Office at Destination's Rejection Notification (CC057C) is sent by the Customs office of destination. The status of the transit movement becomes 'Rejected'.

To consult the rejection of the transit arrival notification:

1. Open the **Transit Movement at destination** page for the arrival notification.
2. Click on the **Rejection** hyperlink in highlights or the **Operational Details** button.
3. The **Rejection from customs office of destination** card is available and contains the information related to the rejection of the declaration: the date and the reason for the rejection.

The screenshot displays the LUCCS system interface for a transit movement at departure. The main content area is titled "TRANSIT MOVEMENT AT DEPARTURE" and includes a "Custom office of enquiry at departure:" field. Below this are buttons for "DUPLICATE DECLARATION" and "PRINT PREVIEW". A "HIGHLIGHTS" section shows a "Rejection" status with a notification on 15/09/2022 at 14:24. A "DUE DATES" section shows "No element". A navigation bar includes "Operational details", "Declaration details", and "History". The "Operational details" section is expanded to show "REJECTION FROM CUSTOMS OFFICE OF DEPARTURE" with a table of rejection details:

Rejection date and time	Rejection reason
15/09/2022 14:24	Validation of Export MRN(s) was not possible

The right sidebar contains a navigation menu with categories like "Operational details", "Declaration details", "Declaration", "Consignment", and "House consignment #1".

Figure 73: Rejection of the arrival notification

D-REGISTER THE TRANSIT ARRIVAL NOTIFICATION AND OPERATIONAL INFORMATION

11.5 HOW TO SUBMIT A TRANSIT ARRIVAL NOTIFICATION

To submit a transit arrival notification to the Luxembourg customs office of destination:

1. Open the **Menu > Declarations > New Declarations > Transit > New Arrival Notification**.
2. Fill in the form by providing information about:
 - transit operation
 - customs office
 - actor
 - location of goods
 - possible incidents.

The screenshot shows the LUCCS web interface for registering a transit arrival notification. The page title is 'REGISTER ARRIVAL NOTIFICATION'. The main content area is titled 'DECLARATION' and is divided into several sections:

- TRANSIT OPERATION:** Includes fields for MRN, Arrival notification date and time (19/09/2022 08:36), Simplified procedure (Yes/No), and Incident (Yes/No).
- CUSTOMS OFFICE:** Includes a dropdown menu for Reference number of customs office of departure (actual).
- ACTOR:** Includes an information banner and a field for Identification number (LU).
- Trader at destination:** Includes a field for Identification number (LU).

A right-hand sidebar shows a 'Declaration' menu with options: Transit operation, Customs office, Actor, and Location of goods.

Figure 74: Registration of the transit arrival notification

3. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your Transit arrival notification (CC007C) is submitted to the customs office of destination provided. You are then redirected to the **Transit declaration** page where you can consult the information related to your transit movement.

When the submission is not successfully completed, you must correct the errors.

Note: You can cancel the submission of the transit declaration at any time by clicking on **Cancel**. You will be redirected to your last active page and the information entered in the form will not be saved.

12 GUARANTEES

12.1 GUARANTEES LIST

You will find in the 'List of Guarantees' all the guarantees for which you are the guarantee holder or the holder of the transit procedure for the guarantee.

The list is ordered by guarantee start date with the most recent at the top. All existing guarantees are returned by default.

GRN	GUARANTEE TYPE	GUARANTEE STATUS	VALIDITY START DATE	GUARANTOR	REFERENCE AMOUNT (EUR)	BALANCE (EUR)
	1 - Comprehensive guarantee	VALID	15/09/2022		10.000,00	10.000,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	999.850,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	1.000.000,00
	1 - Comprehensive guarantee	IN USE	01/09/2022		1.000.000,00	999.800,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	1.000.000,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	999.950,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	1.000.000,00
	1 - Comprehensive guarantee	IN USE	01/09/2022		1.000.000,00	999.800,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	1.000.000,00
	1 - Comprehensive guarantee	VALID	01/09/2022		1.000.000,00	999.850,00

Figure 75: Guarantees list

12.1.1 ACCESS THE GUARANTEES LIST

Select **Certificates > Guarantees > Guarantees List** from the **Menu**.

12.1.2 CONSULT THE INFORMATION RELATED TO A GUARANTEE

Each guarantee is displayed in the list with the following information:

- **GRN:** the guarantee's identifier.
- **Guarantee type:**
 - o Type 0: Guarantee waiver,
 - o Type 1: Comprehensive guarantee,
 - o Type 2: Individual guarantee in the form of an undertaking by guarantor
 - o Type I: Individual guarantee in another form,
 - o Type 4: Individual guarantee in the form of vouchers.
- **Guarantee Status.**

- **Validity start date** of the guarantee (date of registration of the guarantee in the system).
- **Guarantor** of the guarantee.
- **Guarantee amount**: the total amount that can be used for the guarantee.
- **Guarantee balance**: the remaining amount that can be used for the guarantee.

Note: You can access the **Guarantee View** by clicking on the **GRN**.

12.1.3 FILTER THE GUARANTEES

It is possible to filter the list of guarantees according to several criteria.

1. Click on the **'Filters'** button above the list
2. Enter your search criteria
3. Click on **'Apply'**

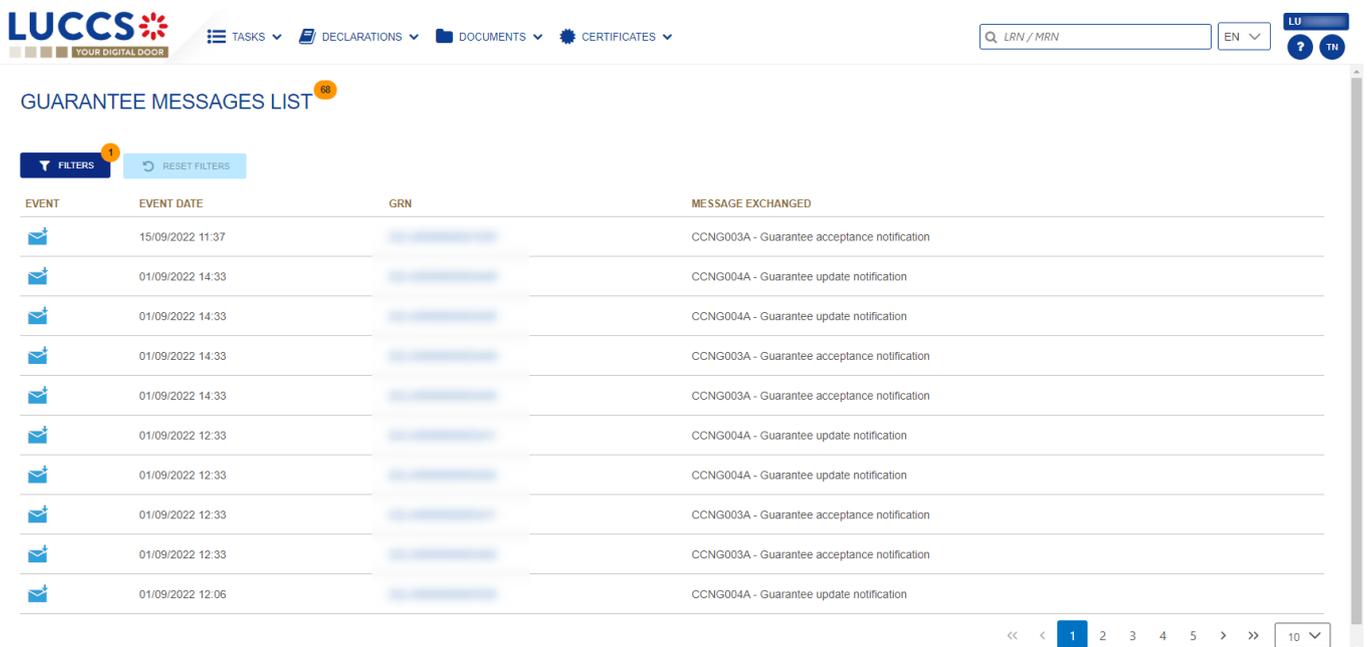
The list of guarantees is filtered based on the selected search criteria.

12.1.4 SORT THE GUARANTEES LIST

Click on  to change the display order (ascending/descending) based on the guarantee start date.

12.2 GUARANTEE MESSAGES LIST

In the **Guarantee Message List**, you will find all messages exchanged for all your guarantees for which you are the guarantee's holder or the holder of the transit procedure for the guarantee.



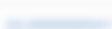
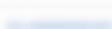
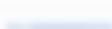
EVENT	EVENT DATE	GRN	MESSAGE EXCHANGED
	15/09/2022 11:37		CCNG003A - Guarantee acceptance notification
	01/09/2022 14:33		CCNG004A - Guarantee update notification
	01/09/2022 14:33		CCNG004A - Guarantee update notification
	01/09/2022 14:33		CCNG003A - Guarantee acceptance notification
	01/09/2022 14:33		CCNG003A - Guarantee acceptance notification
	01/09/2022 12:33		CCNG004A - Guarantee update notification
	01/09/2022 12:33		CCNG004A - Guarantee update notification
	01/09/2022 12:33		CCNG003A - Guarantee acceptance notification
	01/09/2022 12:33		CCNG003A - Guarantee acceptance notification
	01/09/2022 12:06		CCNG004A - Guarantee update notification

Figure 76: Guarantee messages list

The list is ordered by event date (see date of receipt/sending of the message), with the most recent messages at the top.

12.2.1 ACCESS THE GUARANTEE MESSAGES LIST

Select **Certificates > Guarantees > Guarantee message list** from the **Menu**.

12.2.2 CONSULT THE INFORMATION RELATED TO A MESSAGE

Each message is displayed in the list with the following information:

- **Event:**
 -  corresponds to a received message
 -  corresponds to a sent message
- **Event date:** date the message was received or sent.
- **GRN:** the guarantee's identifier.
- **Message exchanged:** name of the message.

Note: You can access the **Guarantee View** by clicking on the **GRN**.

12.2.3 FILTER THE MESSAGES

It is possible to filter the list of messages according to several criteria.

1. Click on the **'Filters'** button above the list
2. Enter your search criteria
3. Click on **'Apply'**

The list of messages is filtered based on the selected search criteria.

12.3 CONSULT THE INFORMATION RELATED TO A GUARANTEE

12.3.1 HOW TO CONSULT THE MAIN DETAILS OF THE GUARANTEE

To consult the main details of the guarantee:

1. Open the **Guarantee** page via its **GRN**
2. The main details of the guarantee are displayed by default:
 - Stakeholders: guarantor and office of guarantee
 - Form of the guarantee
 - Guaranteed amount(s): list of procedures covered by the guarantee. This section is not visible for type 4 guarantees
 - List of voucher(s): list of vouchers linked to the guarantee and for which you are the holder of the transit procedure. This section is only visible for type 4 guarantees
 - Validity: start and end dates of the guarantee, excluded countries/territories, excluded goods

GUARANTEE

GRN: [REDACTED]

Guarantee type:	1 - Comprehensive guarantee	Guarantor:	[REDACTED]	Reference amount (EUR):	10.000,00
Guarantee status:	Valid	Office of guarantee:	[REDACTED]	Balance (EUR):	10.000,00

MANAGE ACCESS CODES REGISTER REVIEW REQUEST

Main details Transactions Balance History Attachment(s)

STAKEHOLDERS

Guarantor

[REDACTED]

Address

[REDACTED]

Office of guarantee
LU711000 - Caisse Centrale

- Main details
 - Stakeholders
 - Form of the guarantee
 - Guaranteed amount(s)
 - Validity
 - Transactions
- Balance
- Usage
 - Daily usage
 - Evolution of usage
 - History details
- History
- Attachment(s)

Figure 77: Guarantee – header

GUARANTEE

Main details Transactions Balance History Attachment(s)

STAKEHOLDERS

Guarantor

[REDACTED]

Address

[REDACTED]

Office of guarantee
LU711000 - Caisse Centrale

FORM OF THE GUARANTEE

Form: - Other form: -

GUARANTEED AMOUNT(S)

PROCEDURE	SIGNED IOU PROVIDED	REFERENCE AMOUNT (EUR)	REDUCTION (%)	GUARANTEE AMOUNT (EUR)
Transit	-	10.000,00	70	3.000,00

- Main details
 - Stakeholders**
 - Form of the guarantee**
 - Guaranteed amount(s)**
 - Validity
 - Transactions
- Balance
- Usage
 - Daily usage
 - Evolution of usage
 - History details
- History
- Attachment(s)

Figure 78: Guarantee - main details

12.3.2 HOW TO CONSULT THE TRANSACTIONS RELATED TO A GUARANTEE

To view the transactions related to a guarantee:

1. Open the **Guarantee** page corresponding via its **GRN**

2. Click on the **Transactions** button
3. The list of undischarged transactions is displayed by default

The screenshot shows the Luccs application interface. At the top, there is a navigation bar with the Luccs logo and menu items: TASKS, DECLARATIONS, DOCUMENTS, and CERTIFICATES. A search bar for LRN / MRN and a language selector (EN) are also present. The main content area is titled 'GUARANTEE' and displays a summary of a guarantee with the following details:

- GRN: [redacted]
- Guarantee type: 1 - Comprehensive guarantee
- Guarantor: LU [redacted]
- Reference amount (EUR): 1.000.000,00
- Guarantee status: In use
- Office of guarantee: LU711000 - Caisse Centrale
- Balance (EUR): 999.800,00

Below the summary is a 'REGISTER REVIEW REQUEST' button and a tabbed interface with 'Transactions' selected. The 'LIST OF TRANSACTIONS' section includes a 'FILTERS' button and a table with the following data:

MRN	PROCEDURE	CURRENT USE (EUR)	STATUS
22LU94717865691894	Deferred payment for excise transactions	100,00	NOT WRITTEN-OFF
22LU28091268370876	Deferred payment for excise transactions	100,00	NOT WRITTEN-OFF

A right-hand sidebar contains a navigation menu with categories: Main details (Stakeholders, Form of the guarantee, Guaranteed amount(s), Validity), Transactions, Balance, and Usage (Daily usage, Evolution of usage, History details, History, Attachment(s)).

Figure 79: Guarantee - List of transactions

12.3.2.1 HOW TO CONSULT THE DETAILS OF USE OF THE GUARANTEE FOR A TRANSACTION

Click on the button  to the left of the transaction's MRN to get details of the transaction's use of the guarantee.

Note: The information displayed depends on the type of guarantee and the procedure covered by the guarantee. For a transit procedure, an additional **Transit Details** section is visible. In addition, for Type 4 guarantees, there is not a **List of events**, but a **List of vouchers** is displayed.

Figure 80: Guarantee - List of events of a transaction (not type 4 and not for transit)

Figure 81: List of vouchers used by the transaction and transit details (type 4 guarantee)

12.3.2.2 HOW TO FILTER THE TRANSACTIONS

It is possible to filter the list of transactions according to several criteria.

1. Click on the **'Filters'** button above the list of transactions
2. Enter your search criteria
3. Click on **'Apply'**

The list of transactions is filtered based on the selected search criteria.

12.3.3 HOW TO CONSULT THE DAILY USAGE OF THE GUARANTEE

It is only possible to consult the daily use of a guarantee for types 0 and 1.

To consult this information:

1. Open the **Guarantee** page (type 0 or 1) via its **GRN**
2. Click on the **Balance** button
3. The **'Daily Usage'** tab is selected by default

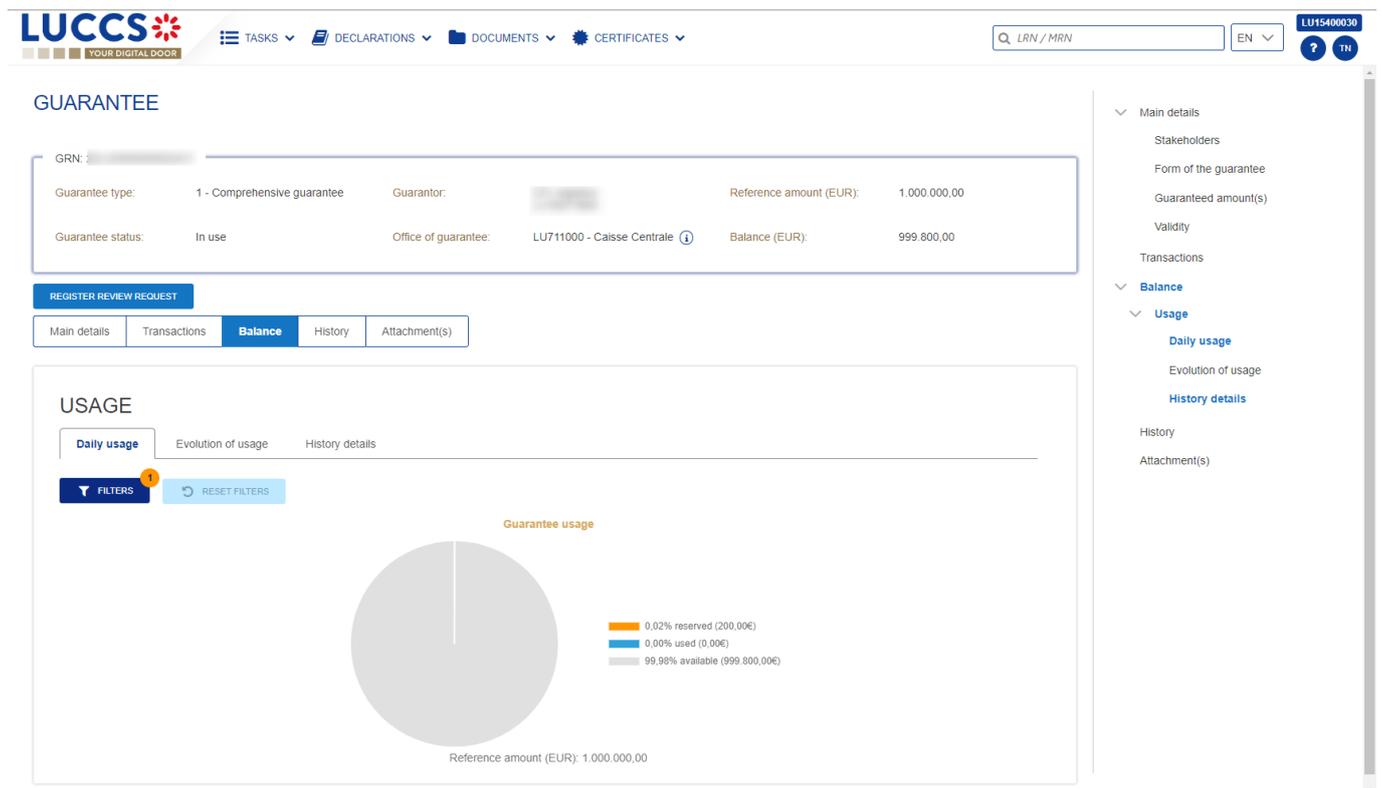


Figure 82: Guarantee - Daily use of the guarantee

12.3.3.1 HOW TO FILTER THE DAILY GUARANTEE USAGE

It is possible to filter the daily use of the guarantee according to several criteria.

1. Click on the **'Filters'** button above the chart
2. Enter your search criteria
3. Click on **'Apply'**

The Daily usage is filtered based on the selected search criteria.

12.3.4 HOW TO CONSULT THE GUARANTEE'S EVOLUTION OF THE USAGE

It is only possible to consult the evolution of the use of a guarantee for types 0 and 1. To consult this information:

1. Open the **Guarantee** page (type 0 or 1) via its **GRN**
2. Click the **Balance** button
3. Click on the **'Evolution of Usage'** tab
4. The Guarantee's usage in the last 30 days is displayed

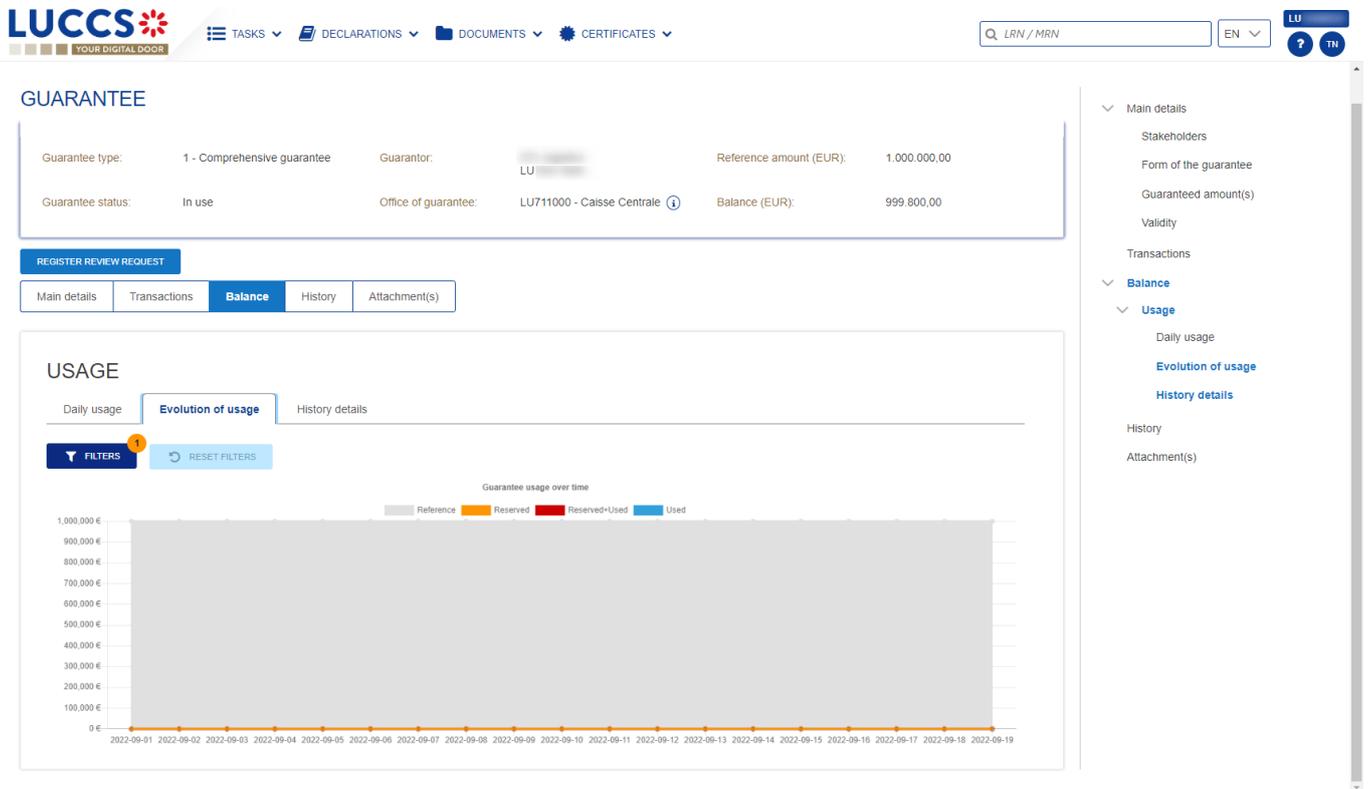


Figure 83: Guarantee - Evolution of usage

Note: It is possible to hide certain amounts by clicking on the colour button next to the desired amount (reference, reserved, etc.).

12.3.4.1 HOW TO FILTER THE GUARANTEE'S EVOLUTION OF USAGE

It is possible to filter the guarantee's evolution of the usage according to several criteria.

1. Click on the **'Filters'** button above the chart
2. Enter your search criteria
3. Click on **'Apply'**

The evolution of usage is filtered based on the selected search criteria.

12.3.5 HOW TO CONSULT THE GUARANTEE'S USAGE HISTORY

It is only possible to consult the guarantee's history of usage for types 0,1, 2 and I. To consult this information:

1. Open the **Guarantee** page (type 0,1, 2 or I) via its **GRN**
2. Click on the **Balance** button
3. Click on the **'History Details'** tab
4. The list of events related to the guarantee's usage in the last 30 days is displayed

GUARANTEE

GRN: [REDACTED]

Guarantee type:	1 - Comprehensive guarantee	Guarantor:	[REDACTED]	Reference amount (EUR):	10.000,00
Guarantee status:	Valid	Office of guarantee:	LU711000 - Caisse Centrale	Balance (EUR):	10.000,00

MANAGE ACCESS CODES REGISTER REVIEW REQUEST

Main details Transactions **Balance** History Attachment(s)

USAGE

Daily usage Evolution of usage **History details**

FILTERS RESET FILTERS

DATE	EVENT TYPE	MRN	PROCEDURE	AMOUNT (EUR)	REFERENCE AMOUNT (EUR)	GUARANTEE AVAILABLE AMOUNT (EUR)	PROCEDURE AVAILABLE AMOUNT (EUR)
15/09/2022 11:37	Guarantee registered	-	-	-	10.000,00	10.000,00	0,00

- Main details
 - Stakeholders
 - Form of the guarantee
 - Guaranteed amount(s)
 - Validity
 - Transactions
- Balance
- Usage
 - Daily usage
 - Evolution of usage
 - History details**
- History
- Attachment(s)

Figure 84: Guarantee – Guarantee’s usage history details

12.3.5.1 HOW TO FILTER THE GUARANTEE’S USAGE HISTORY

It is possible to filter the guarantee’s history of the usage according to several criteria.

1. Click on the **Filters** button above the list of events
2. Enter your search criteria
3. Click on **Apply**

The guarantee’s history of usage is filtered based on the selected search criteria.

12.3.6 HOW TO CONSULT THE GUARANTEE’S ATTACHMENTS

To consult the attachments related to the guarantee:

1. Open the **Guarantee** page via its **GRN**
2. Click on the **Attachment(s)** button
3. The documents related to the guarantee are displayed

GUARANTEE

GRN: 22LU

Guarantee type:	1 - Comprehensive guarantee	Guarantor:		Reference amount (EUR):	11.000.000,00
Guarantee status:	In use	Office of guarantee:	LU711000 - Caisse Centrale	Balance (EUR):	7.667.077,46

REGISTER REVIEW REQUEST

- Main details
- Transactions
- Balance
- Review request(s)
- History
- Attachment(s)**

No element

- Main details
 - Stakeholders
 - Form of the guarantee
 - Guaranteed amount(s)
 - Validity
- Transactions
- Balance
- Usage
 - Daily usage
 - Evolution of usage
 - History details
- Review request(s)
- History
- Attachment(s)**

Figur

e 85: Guarantee - Attachment(s)

12.3.7 HOW TO CONSULT THE GUARANTEE'S HISTORY

The Guarantee's action history contains events related to the guarantee, such as events related to tasks performed, guarantee status changes and messages exchanged with the Office of guarantee.

To consult the guarantee's actions history:

1. Open the **Guarantee** page via the **GRN**.
2. Click on the **History** button.
3. The guarantee's actions history is available.

GUARANTEE

GRN:

Guarantee type:	1 - Comprehensive guarantee	Guarantor:		Reference amount (EUR):	10.000,00
Guarantee status:	Valid	Office of guarantee:	LU711000 - Caisse Centrale	Balance (EUR):	10.000,00

MANAGE ACCESS CODES REGISTER REVIEW REQUEST

- Main details
- Transactions
- Balance
- History**
- Attachment(s)

DATE	ACTION TYPE	DESCRIPTION	USER / SYSTEM
15/09/2022 11:37	Guarantee status set	Valid	Customs
15/09/2022 11:37	Message sent	CCNG003A - Guarantee acceptance notification	Customs

- Main details
 - Stakeholders
 - Form of the guarantee
 - Guaranteed amount(s)
 - Validity
- Transactions
- Balance
- Usage
 - Daily usage
 - Evolution of usage
 - History details
- History**
- Attachment(s)

Figure 86: Guarantee - History

12.4 REQUEST FOR REVIEW OF A GUARANTEE

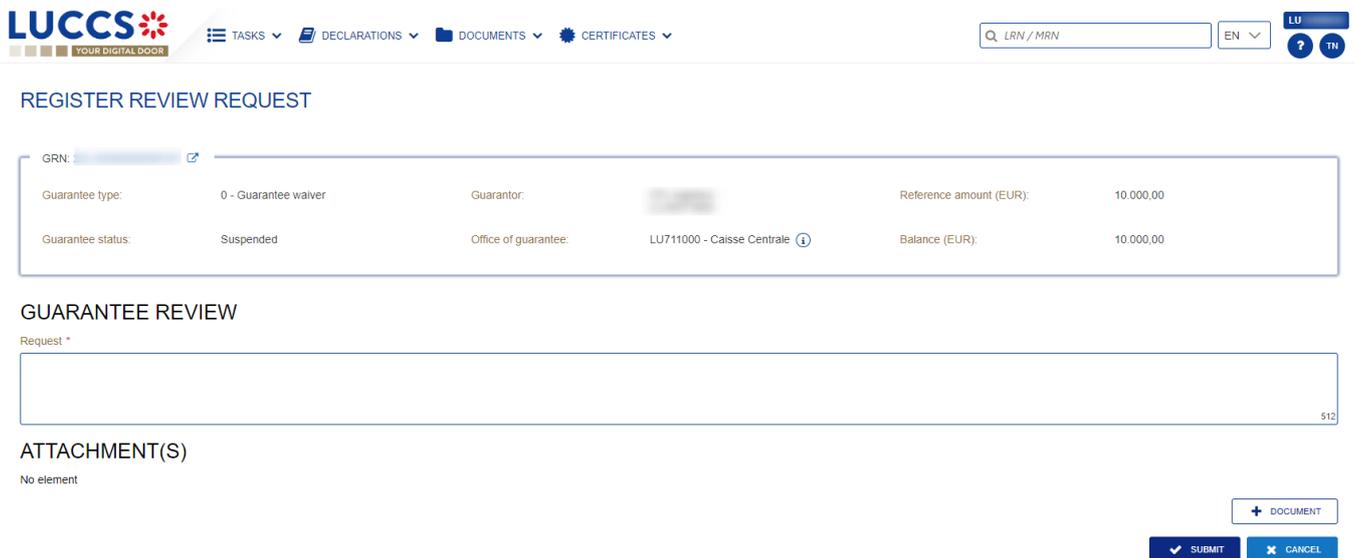
12.4.1 HOW TO SUBMIT A GUARANTEE REVIEW REQUEST

It is possible to request a guarantee review when the following three conditions are met:

1. The guarantee type is 0 or 1,
2. Its status is different from: **Cancelled** or **Invalid**,
3. There is no review request in progress.

When these conditions are met, it is possible to request a review of the guarantee. To do this:

1. Open the **Guarantee** page via its **GRN**
2. Click the **Register Review Request**  action button
3. The review request form opens
4. Fill in the request information. You can attach documents if necessary
5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.



LUCCS YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES

LRN / MRN EN LU

REGISTER REVIEW REQUEST

GRN:					
Guarantee type:	0 - Guarantee waiver	Guarantor:		Reference amount (EUR):	10.000,00
Guarantee status:	Suspended	Office of guarantee:	LU711000 - Caisse Centrale	Balance (EUR):	10.000,00

GUARANTEE REVIEW

Request *

ATTACHMENT(S)

No element

+ DOCUMENT

SUBMIT CANCEL

Figure 87: Registering a Guarantee Review Request

12.4.2 HOW TO CONSULT THE REQUEST AND RESPONSE TO THE GUARANTEE REVIEW REQUEST

To consult the guarantee review request:

1. Open the **Guarantee** page via its **GRN**
2. Click on the **Review Request(s)** button (button only displayed once a review request has been made)
3. The review requests (as well as Customs responses if received) are displayed

Figure 88: Guarantee - Review request(s)

Note: When the response to the guarantee review request is received, an envelope  icon appears next to the GRN in the Guarantees list.

12.5 GUARANTEE ACCESS CODES

12.5.1 HOW TO MODIFY THE ADDITIONAL ACCESS CODES OF A GUARANTEE AND/OR CONSULT THE MASTER ACCESS CODE

The Additional access codes can be changed and/or the master access code of a guarantee can be consult when the following three conditions are met:

1. The guarantee type is 0 or 1,
2. The guarantee is international (transit for example),
3. Its status is different from: **Cancelled** or **Invalid**.

When these conditions are met, it is possible to modify the additional access codes and/or view the master access code. To do this:

1. Open the **Guarantee** page via its **GRN**
2. Click on the **Manage access codes** action button 
3. The manage access code form opens
4. The master access code can be viewed by clicking on  the
5. Additional access codes can be added by clicking on the  button or deleted by clicking on the  button
6. Click  on **Submit** to save changes to additional access codes

MANAGE ACCESS CODES

GRN: 221

Guarantee type:	1 - Comprehensive guarantee	Guarantor:		Reference amount (EUR):	10.000,00
Guarantee status:	Valid	Office of guarantee:	LU711000 - Caisse Centrale	Balance (EUR):	10.000,00

GENERAL INFORMATION

Master access code *****

ADDITIONAL ACCESS CODES

ACCESS CODE	CONFIRM ACCESS CODE	ACTIONS
<input type="text"/>	<input type="text"/>	<input type="button" value="eye"/> <input type="button" value="copy"/> <input type="button" value="plus"/>
		<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>

Figure 89: Guarantee Access Code Management

Note: The button  allows you to copy the master access code or and the additional access code.

13 ANNEXES

Available functionality
Feature available in a future version (LUCCS-V5, June 2023)
Functionality not possible for this procedure

Legend:

13.1 MANDATORY TASKS BY CUSTOMS PROCEDURE

Task	Transit	Import
Register presentation notification	Available functionality	Available functionality
Register declaration amendment	Available functionality	Available functionality
Register decision to amend declaration following customs request (Register requested amendment)	Feature available in a future version (LUCCS-V5, June 2023)	Available functionality
Register right to be heard	Functionality not possible for this procedure	Available functionality

13.2 OPTIONAL TASKS BY CUSTOMS PROCEDURE

Task	Transit	Import
Register declaration		
Register cancellation request		
Register invalidation request		
Register correction request		
Register amendment request		

13.3 MESSAGES BY CUSTOMS PROCEDURE

Customs procedure	IE version	IE name
	CC004C	Amendment acceptance
	CC007C	Arrival notification
	CC009C	Invalidation decision
	CC013C	Declaration amendment
	CC014C	Declaration invalidation request
	CC015C	Declaration data
	CC019C	Discrepancies
	CC022C	Notification to amend declaration
	CC025C	Goods released notification
	CC028C	MRN allocated
	CC029C	Release for transit
	CC035C	Recovery notification

Transit	CC043C	Unloading permission
	CC044C	Unloading remarks
	CC045C	Write-off notification
	CC051C	No release for transit
	CC055C	Guarantee not valid
	CC056C	Rejection from office of departure
	CC057C	Rejection from office of destination
	CC060C	Control decision notification
	CC061C	Control decision notification at destination
	CC140C	Request on non-arrived movement
	CC141C	Information about non-arrived movement
	CC170C	Presentation notification for the pre-logged declaration
	CC182C	Forwarded incident notification to ED
	CC928C	Positive acknowledge
Temporary storage	CCTS004A	Amendment acceptance
	CCTS010A	Invalidation notification
	CCTS013A	Amendment request
	CCTS014A	Invalidation request
	CCTS015B	Temporary storage declaration
	CCTS016A	Rejection for customs reason
	CCTS019A	Control result notification
	CCTS020A	Declarant advice on control findings
	CCTS028A	MRN allocation
	CCTS029A	End of TS notification
	CCTS030B	Intended transfer notification
	CCTS031B	Arrival notification in case of movement of goods under TS
	CCTS032A	Intended transfer acceptance notification
	CCTS034A	Transfer completion notification
	CCTS035A	Transfer completion acceptance notification

	CCTS046A	Reminder notification (time in TS)
	CCTS047A	Notify timer TS expiry
	CCTS056A	Rejection for functional reason
	CCTS060B	Control decision notification
	CCTS061A	Movement of goods to the customs place for control notification
	CCTS062A	Release the goods from customs place notification
	CCTS063A	Request for additional document/information notification
	CCTS064A	Request for additional document/information reminder
	CCTS065A	Request for additional document/information cancellation notification
	CCTS066A	Additional information response notification
	CCTS067A	Additional information response acceptance notification
	CCTS071A	Pre-lodged TSD partially presented
	CCTS928A	Pre-lodged TSD registration notification
	CCPN056A	Rejection for functional reason
	CCPN070A	Presentation notification
	CCPN072A	Notification of unmatched presentation notification
Import	CCI415A / CCI15B	Import customs declaration
	CCI432A	Presentation notification
	CCI11B	Registration notification
	CCI13B	Amendment/Correction notification
	CCI16B	Rejection notification
	CCI28B	Acceptance notification
	CCI29B	Release notification
	CCI76B	Presentation notification rejection notification
	CCI09B	Exceptional processes notification
	CCI60B	Control decision notification
	CCI90B	Right to be heard notification
	CCI89B	Intention non release notification
	CCI92B	Non release notification

	CCI19B	Amendment request
	CCI59B	Cancellation/Invalidation request
	CCI91B	Right to be heard acknowledgement
	CCI88A	Amendment disagreement notification
	CCI14B	Amendment/Invalidation acknowledgement
Guarantees	CCNG003A	Guarantee acceptance notification
	CCNG004A	Guarantee update notification
	CCNG005A	Guarantee suspension notification
	CCNG006A	Guarantee end of suspension notification
	CCNG007A	Guarantee revocation notification
	CCNG008A	Access code update notification
	CCNG010A	Guarantee review request
	CCNG011A	Guarantee review request response