

# User guide

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# HISTORY AND REVISIONS OF THE DOCUMENT

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2.00	04/05/2023	L. Baptista, X. Wang, P. Caro, C. Moureau, C. Hansen	Additions of new procedures and features: <ul style="list-style-type: none"><li>• Transit procedures</li><li>• Temporary storage procedures</li><li>• Excise procedures</li><li>• Processing simplified, reconciled and supplementary import declarations</li><li>• Management of debts for import and excise declarations</li><li>• Management of templates of declaration</li><li>• Consultation of reference data</li><li>• New request to replace a legal representative</li><li>• Customs and Guichet.lu portal</li><li>• European authorisations list</li><li>• Management of documents</li><li>• New input helpers:<ul style="list-style-type: none"><li>○ UN/LOCODE</li><li>○ CERTEX</li><li>○ Debt simulation</li></ul></li></ul>

3.00	29/03/2024	A. Hauet, L. Baptista, C. Bost	<p>Additions of new procedures:</p> <ul style="list-style-type: none"> <li>• Export procedures</li> <li>• Exit procedures</li> <li>• Centralised clearance</li> </ul> <p>New feature:</p> <ul style="list-style-type: none"> <li>• How to register your right to be heard following the rejection of a local authorisation</li> </ul>
4.00	10/10/2024	X.Wang, S. Deche, A. Hauet	<p>Additions of new procedure and functionalities:</p> <ul style="list-style-type: none"> <li>• Tobacco management</li> <li>• Addition of the suggestion amendment for transit procedures at Office of Departure</li> <li>• Debt management for export declarations</li> <li>• Addition of notifications to office of exit</li> <li>• CERTEX update</li> <li>• Addition of additional information request section</li> </ul>
4.01	24/10/2024	A. Hauet	Minor corrections.

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# 1 HOW TO AUTHENTICATE?

1. To connect to LUCCS, open [Accès aux applications en ligne](#)
2. Click on **Accédez à 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'. On the top right, there are language selection buttons for 'EN' and 'FR'. Below the header, the text reads 'WELCOME TO LUCCS REGISTRATION PAGE, SELECT YOUR PROFILE'. There are four main registration options, each in a white box with a blue icon and text:

- Register a company:** Icon of a building. Text: '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.'
- Register as company's employee:** Icon of a person and a building. Text: 'You are an employee of a company that is already registered in LUCCS and you know your 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.'
- Register as natural person:** Icon of a person. Text: '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](#)'.
- Register as new legal representative:** Icon of two people. Text: 'You are the new legal representative of your company and your company is already registered in LUCCS. By selecting this profile, you will be able to : • request LUCCS access for yourself as the legal representative of your company ; • update your actual profile.'

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 > How to authenticate?**).
2. Select **Register a company**.

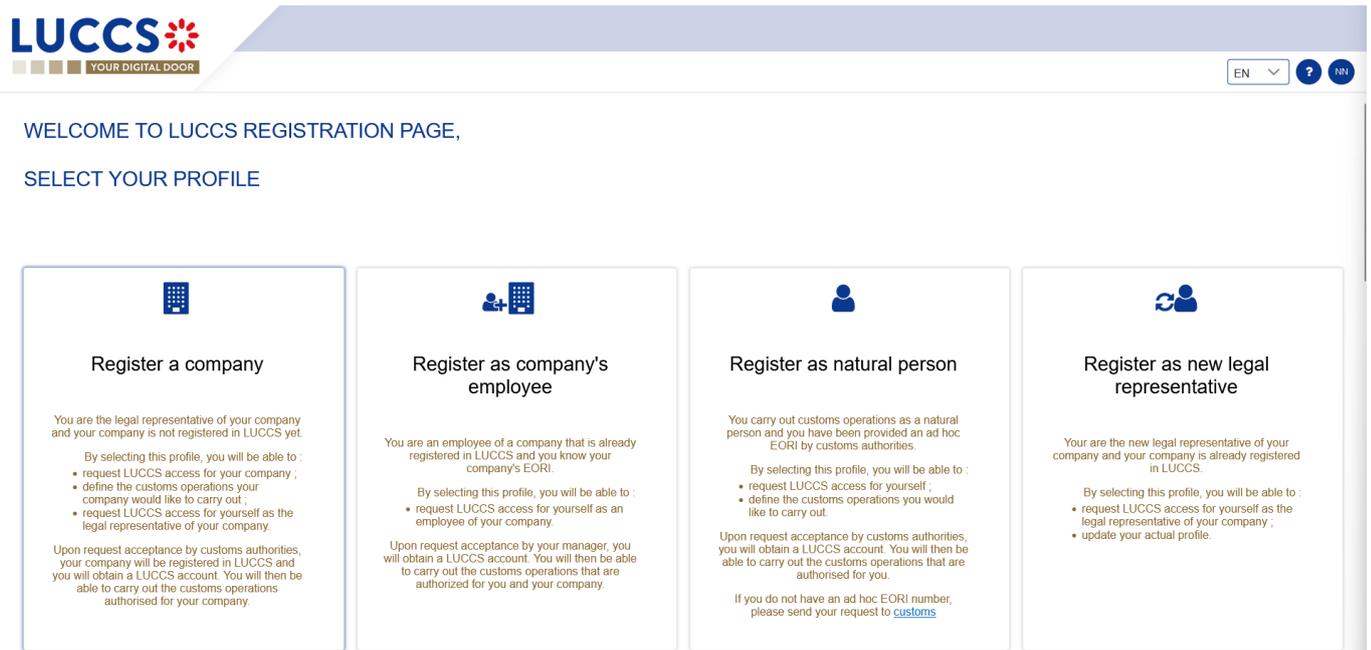


Figure 2: Select Register a company

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

Legal representative contact data

NAME	SURNAME	E-MAIL

NTP Version LUCCS v8 Rev 3.0 RC2

Figure 3: Company registration form

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

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) 2018/679 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: General 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 the **Menu 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 > How to authenticate?**).
2. Select **Register as company's employee**.

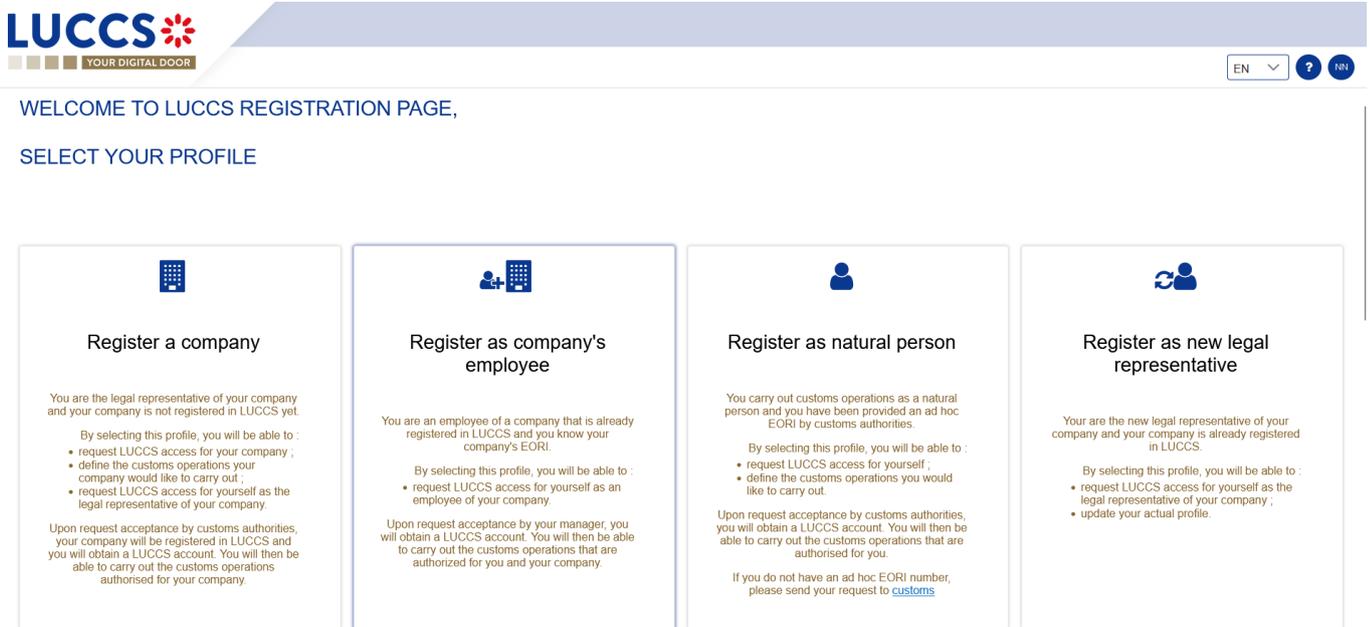


Figure 5: Select Register as company's employee

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

The screenshot shows the "FILL IN THE REGISTRATION FORM" page. It includes the following sections:

- Company identification:** A field for "EORI \*" with an input box.
- Your contact data:** A table with columns for NAME, SURNAME, and E-MAIL, with input fields below.
- General terms and conditions of use:** A section containing text about data processing and consent.

The text under "General terms and conditions of use" reads: "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."

Figure 6: Employee registration Form

- 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 **Menu User > Logout** to exit 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:

- Open the **Home Page** by authenticating (see **User Guide > How to authenticate?**).
- Select **Register as natural person**.

The screenshot shows the LUCCS registration page with the following content:

**LUCCS** YOUR DIGITAL DOOR

EN ? NN

WELCOME TO LUCCS REGISTRATION PAGE,  
SELECT YOUR PROFILE

<p><b>Register a company</b></p> <p>You are the legal representative of your company and your company is not registered in LUCCS yet.</p> <p>By selecting this profile, you will be able to :</p> <ul style="list-style-type: none"> <li>request LUCCS access for your company ;</li> <li>define the customs operations your company would like to carry out ;</li> <li>request LUCCS access for yourself as the legal representative of your company.</li> </ul> <p>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.</p>	<p><b>Register as company's employee</b></p> <p>You are an employee of a company that is already registered in LUCCS and you know your company's EORI.</p> <p>By selecting this profile, you will be able to :</p> <ul style="list-style-type: none"> <li>request LUCCS access for yourself as an employee of your company.</li> </ul> <p>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.</p>	<p><b>Register as natural person</b></p> <p>You carry out customs operations as a natural person and you have been provided an ad hoc EORI by customs authorities.</p> <p>By selecting this profile, you will be able to :</p> <ul style="list-style-type: none"> <li>request LUCCS access for yourself ;</li> <li>define the customs operations you would like to carry out.</li> </ul> <p>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.</p> <p>If you do not have an ad hoc EORI number, please send your request to <a href="#">customs</a>.</p>	<p><b>Register as new legal representative</b></p> <p>You are the new legal representative of your company and your company is already registered in LUCCS.</p> <p>By selecting this profile, you will be able to :</p> <ul style="list-style-type: none"> <li>request LUCCS access for yourself as the legal representative of your company ;</li> <li>update your actual profile.</li> </ul>
---	---	---	--

Figure 7: Select Register as natural person

- Enter your Ad Hoc EORI identification number.
- 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 [\(Help\)](#)
- Export
- Transit
- Gesttab
- Temporary storage
- Release for home-use (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"/>

NTP Version LUCCS v8 Rev 3.0 RC2

Figure 8: Natural person registration form

5. Read and accept the General 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 **Menu User > Logout** to exit the registration form. You will be redirected to the eAccess authentication portal.

## 2.4 REQUEST ACCESS TO REPLACE A LEGAL REPRESENTATIVE

To obtain access to LUCCS as a substitute for a legal representative:

1. Open the **Home Page** by authenticating (see **User Guide > How to authenticate?**).
2. Select **Register as new legal representative**.

SELECT YOUR PROFILE



**Register 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.



**Register as company's employee**

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



**Register as 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](#)



**Register as new legal representative**

You are the new legal representative of your company and your company is already registered in LUCCS.

By selecting this profile, you will be able to :

- request LUCCS access for yourself as the legal representative of your company ;
- update your actual profile.

Figure 9: Select Register as new legal representative

3. Enter your EORI ID number.

**LUCCS**  
YOUR DIGITAL DOOR

EN ? EN

Company identification

EORI \*

New 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 Jaz, L-4370 Belvaux.

Figure 10: New legal representative registration form

4. Read and accept the General terms and conditions of use.

5. 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 **Menu 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 (*accessible from the User Menu*), you can manage the LUCCS portal access requests for your company.

The screenshot shows the LUCSS 'USER MANAGEMENT' page. At the top, there is a navigation bar with tabs for TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar is present with the text 'Search by LRN/MRN'. Below the navigation bar, the page title 'USER MANAGEMENT' is displayed. There are two main sections: 'PENDING REQUESTS' and 'USER LIST'. The 'PENDING REQUESTS' section shows a table with columns for NAME AND SURNAME, E-MAIL, REQUEST DATE, and ACTION. The 'USER LIST' section shows a table with columns for NAME AND SURNAME, FUNCTION, AUTHORISED OPERATIONS, and ACTION. The 'AUTHORISED OPERATIONS' column contains buttons for various functions like Import, Transit, Temporary storage, Release for home-use (AC4), Security Import control system (IC3), and National guarantee management system.

NAME AND SURNAME	E-MAIL	REQUEST DATE	ACTION
[Redacted]	[Redacted]	07/04/2023	[Execute]

NAME AND SURNAME	FUNCTION	AUTHORISED OPERATIONS	ACTION
[Redacted]	Legal representative	Import, Transit, Temporary storage, Release for home-use (AC4), Security Import control system (IC3), National guarantee management system	[Execute]
[Redacted]	User manager	Temporary storage	[Edit] [Delete]
[Redacted]	User manager	Release for home-use (AC4)	[Edit] [Delete]
[Redacted]	Employee	Transit	[Edit] [Delete]

Figure 11: 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 **Menu User > User management** page. The requests for access to the LUCSS 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 \*

Accept request

Reject request

Authorised operations \*

- Import
- Export
- Transit
- Gesttab
- Temporary storage
- Release for home-use (AC4)
- Security Import control system (ICS)
- National guarantee management system

User function \*

- User manager  Employee

Remarks

  
255

✓ SUBMIT

✗ CANCEL

Figure 12: Pop-up – Accept a user's access 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 **Menu 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 \*

Accept request Reject request

Remarks

255

SUBMIT CANCEL

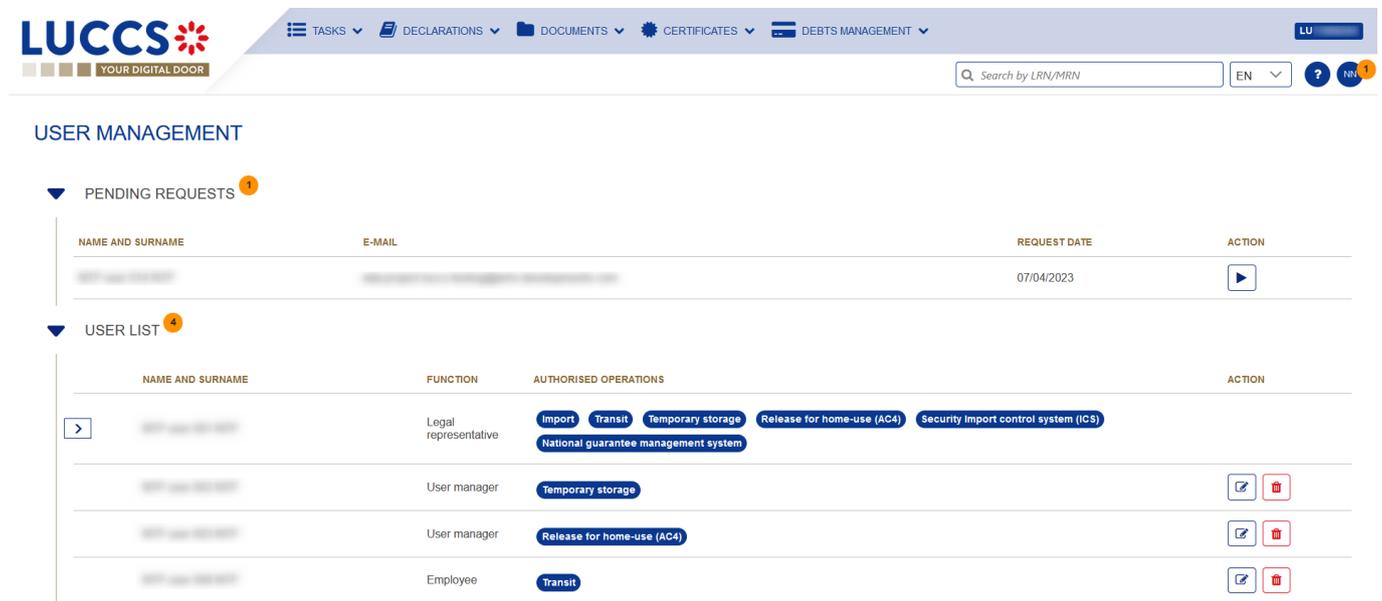
Figure 13: Pop-up – Reject a user's access request

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 (*accessible from the User Menu*), 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.



The screenshot displays the Luccs User Management 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 'DEBTS MANAGEMENT'. A search bar is present with the placeholder text 'Search by LRN/MRN'. The main content area is titled 'USER MANAGEMENT' and is divided into two sections: 'PENDING REQUESTS' and 'USER LIST'.

**PENDING REQUESTS** (1 notification):

NAME AND SURNAME	E-MAIL	REQUEST DATE	ACTION
[Redacted]	[Redacted]	07/04/2023	[Play icon]

**USER LIST** (4 notifications):

NAME AND SURNAME	FUNCTION	AUTHORISED OPERATIONS	ACTION
[Redacted]	Legal representative	Import, Transit, Temporary storage, Release for home-use (AC4), Security Import control system (IC5), National guarantee management system	[Edit icon]
[Redacted]	User manager	Temporary storage	[Edit icon] [Delete icon]
[Redacted]	User manager	Release for home-use (AC4)	[Edit icon] [Delete icon]
[Redacted]	Employee	Transit	[Edit icon] [Delete icon]

Figure 14: User management

### 4.1 UPDATE A USER

1. Open the **Menu 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

XXXXXXXX XXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

User function \*

User manager  Employee

Authorised operations \*

Import  
 Export  
 Transit  
 Gesttab  
 Temporary storage  
 Release for home-use (AC4)  
 Security Import control system (ICS)  
 National guarantee management system

Remarks

255

Figure 15: 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 **Menu 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.

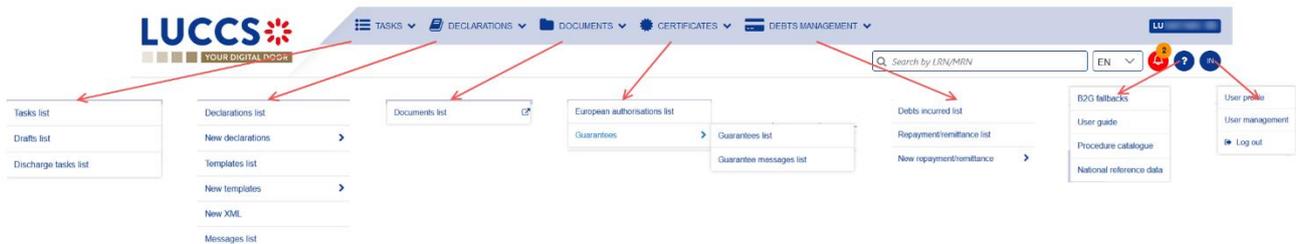


Figure 16: Menu

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



### 5.2 CUSTOMS PORTAL AND GUICHET.LU

Click on  > **Procedure catalogue.**

A page presenting information on the customs portal and customs-related administrative procedures in Guichet is displayed. Links allow you to access different websites.

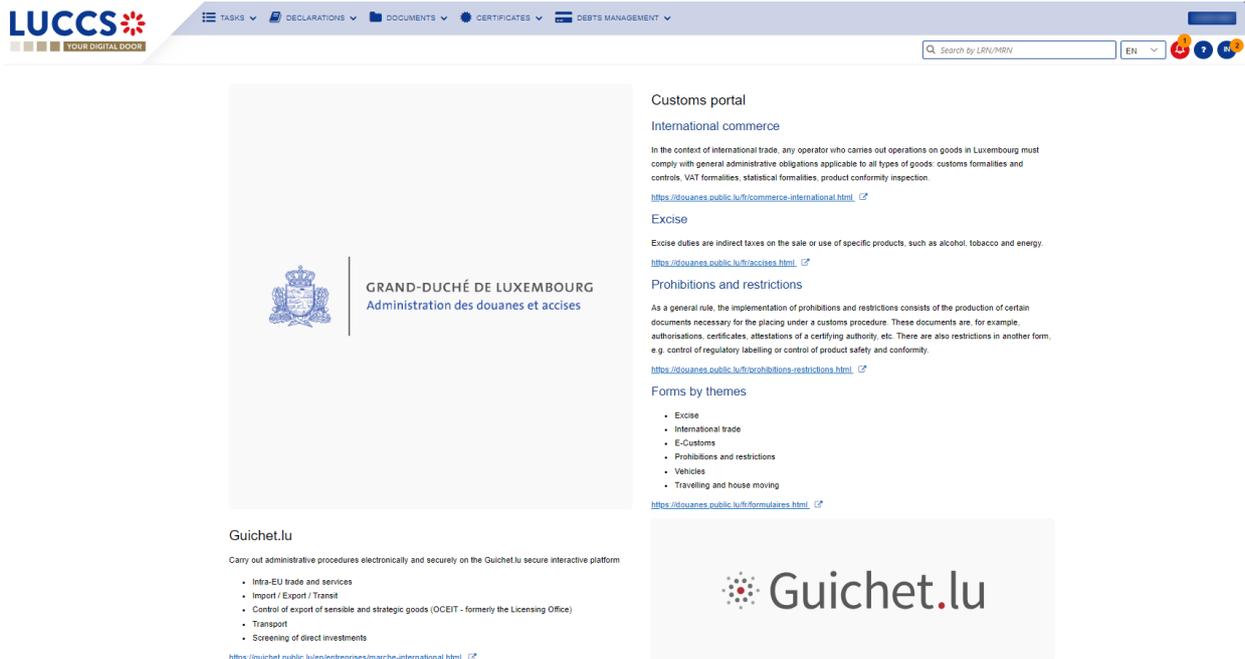


Figure 17: Customs portal and Guichet.lu

## 5.3 DASHBOARD

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

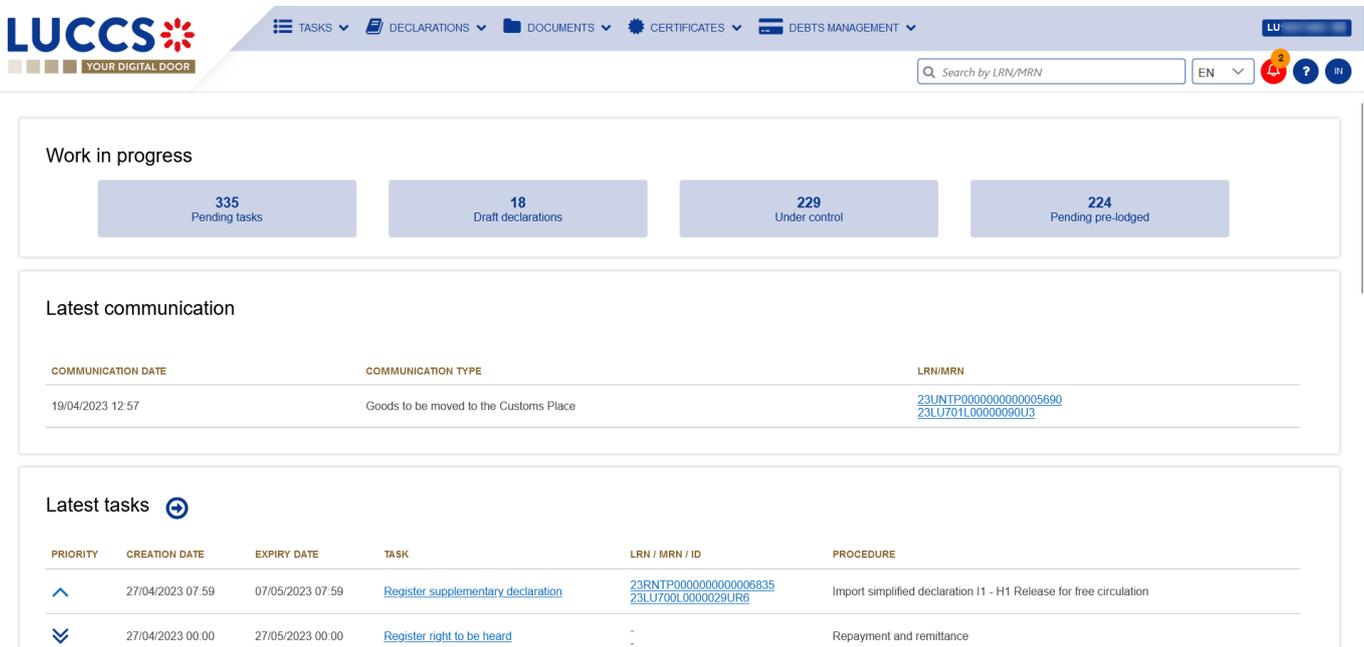


Figure 18: Dashboard

The following features can be accessed from the dashboard:

- Your work in progress (Tasks or declarations).
- The last 10 communications received from Customs authorities.

- 
- 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.**

### 5.3.1 CONSULT THE LATEST COMMUNICATIONS

The "**Latest communication**" section allows you to view the last 10 communications made by the customs authorities. These communications relate only to the declaration of temporary storage, centralised clearance and tobacco management.

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

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

### 5.3.2 CONSULT THE LATEST TASKS

The '**Latest tasks**' section allows you to consult the last 10 newly created tasks for all your 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/ID**.

### 5.3.3 CONSULT THE LATEST UPDATED DECLARATIONS

The '**Latest updated declarations**' section allows you to view the last 10 newly updated 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 list*

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

### 5.3.4 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 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 *Messages list*

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

### 5.3.5 CONSULT THE LATEST CREATED GESTTAB MOVEMENTS

The '**Latest created Gesttab movements**' section allows you to consult the last 10 latest created Gesttab movements for which you are the concerned warehousekeeper.

The movements are ordered by creation date, with the most recent ones at the top.

- Click on the icon  to access to the 504 registry

**Note:** you can access the **Movement View** by clicking on its **REQUEST ID / DOCUMENT REFERENCE**.

## 5.4 USER PROFILE

### 5.4.1 CONSULT MY PROFILE

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

This information includes:

- Your contact details. (Name, first name, email address).
- 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).

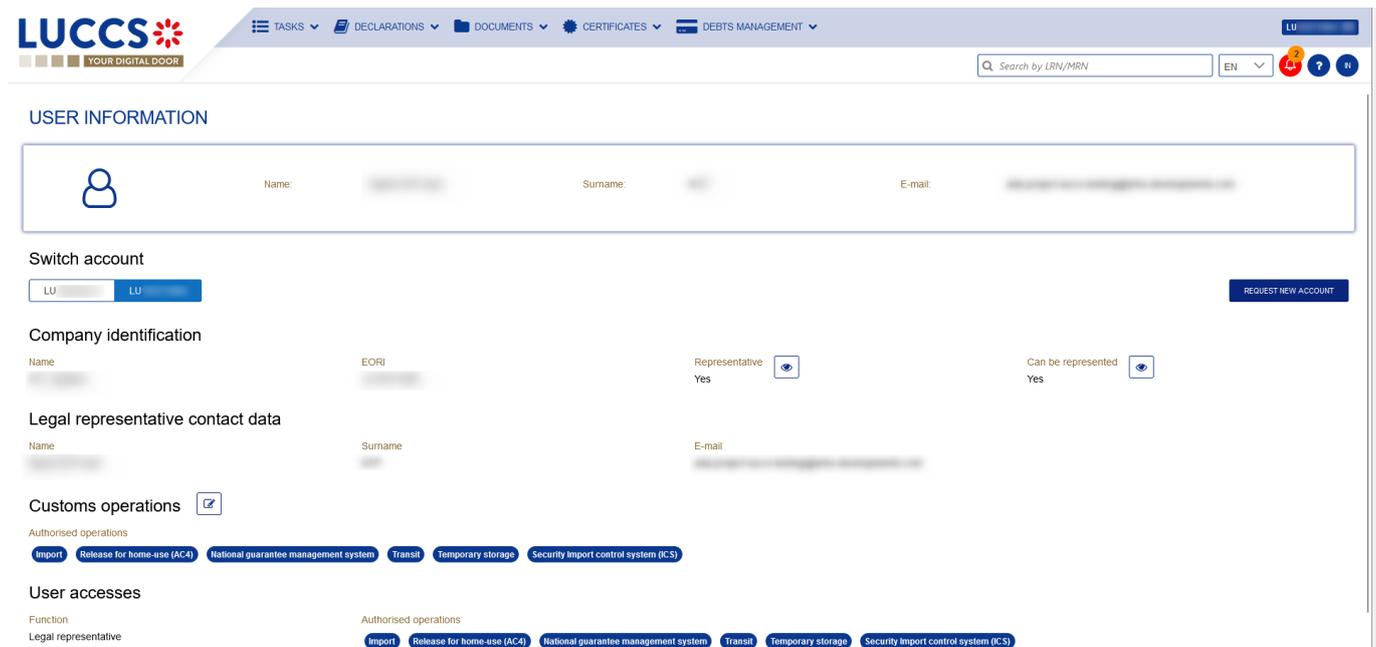


Figure 19: User Profile

## 5.4.2 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 **Menu User > User Profile** page.
2. Click on the action  **Edit**. A pop-up opens.
3. You can update the authorised 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).

## 5.4.3 MANAGING MULTIPLE ACCOUNTS

1. Open the **Menu User > User Profile** page.
2. Click on the **'Request a new account'** button.
3. Follow the instructions in: [How to get access?](#)
4. 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.
5. 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



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

**Select company for which you currently work**

Select company

[Placeholder]
▼

✓ SUBMIT
✕ CANCEL

and select the company you want to access.

## 5.5 DECLARATIONS LIST

In the **'Declarations list'**, you will find all the 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.

LRN / MRN	STATUS	PROCEDURE / DECLARATION	DECLARATION TYPE	CREATION DATE	CONSIGNEE / IMPORTER / EXPORTER	DECLARANT / HOLDER / TRADER	REPRESENTATIVE	REPRESENTATION TYPE	ACTIONS
<a href="#">24RNT00000000000026663</a> <a href="#">24LU700L000004OIR1</a>	UNDER AMENDMENT	Import - H1 Release for free circulation	IM / D	13/03/2024 10:57	[Placeholder]	[Placeholder]	-	No representation	[Icon]
<a href="#">24DE265312766464A0</a>	SUBMITTED	Arrival at exit notification	- / -	12/03/2024 23:20	[Placeholder]	[Placeholder]	-	-	[Icon]
<a href="#">24DE545933017000A0</a>	SUBMITTED	Arrival at exit notification	- / -	12/03/2024 23:18	[Placeholder]	[Placeholder]	-	-	[Icon]
<a href="#">24RNT00000000000026647</a> <a href="#">24LU700L000004OGR3</a>	UNDER AMENDMENT	Import - H1 Release for free circulation	IM / D	12/03/2024 16:27	[Placeholder]	[Placeholder]	-	No representation	[Icon]
<a href="#">24RNT00000000000026643</a> <a href="#">24LU700L000004OFR4</a>	RELEASED	Import - H1 Release for free circulation	IM / D	12/03/2024 16:11	[Placeholder]	[Placeholder]	-	No representation	[Icon]
<a href="#">24DE043406743318A6</a>	SUBMITTED	Arrival at exit notification	- / -	12/03/2024 04:21	[Placeholder]	[Placeholder]	-	-	[Icon]
<a href="#">24DE005140951051A2</a>	SUBMITTED	Arrival at exit notification	- / -	12/03/2024 04:20	[Placeholder]	[Placeholder]	-	-	[Icon]

Figure 20: Declarations list

### 5.5.1 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**

---

## 5.5.2 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
- **Status** of the declaration.
- **Procedure / Declaration**: (temporary storage, transit, export, import or excise).
- **Declaration type / Additional declaration type**: available only for transit, import and export procedures.
- **Creation date** of the declaration.
- **Consignee/ Importer/ Exporter**: the name and EORI of the consignee (for a temporary storage procedure); the name and EORI of the importer/exporter (for an import/export 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, import, export 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/ MRN**.

## 5.5.3 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 1:** It is also possible to display the declarations submitted outside the LUCCS portal by selecting the filter **'Display B2G declarations'**.

**Note 2:** It is also possible to display only centralised clearance declarations by selecting the filter **'Display centralised clearance declarations only'**.

## 5.5.4 SORT THE DECLARATIONS LIST

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

## 5.5.5 POSSIBLE ACTIONS

1. Click on  to duplicate a declaration. This functionality is also available from the **Declaration View**.  
Note that to avoid errors, the reference and mass fields are not retained when cloning a declaration.
2. Click on  to copy the MRN of a declaration to your clipboard.

## 5.6 TASKS LIST

You will find in the **'Tasks List'** all the tasks you need to perform for all the 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 / ID	PROCEDURE / DECLARATION	REPRESENTATION TYPE
↑	31/07/2023 15:44	21/07/2023 15:44	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000005442</a> <a href="#">23LU700L0000034DR7</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation
↑	25/09/2023 10:20	15/09/2023 10:20	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000008761</a> <a href="#">23LU700L000003NAR6</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation
↑	08/10/2023 10:44	28/09/2023 10:44	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000010310</a> <a href="#">23LU700L000003ZDR1</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation
↑	12/10/2023 14:25	02/10/2023 14:25	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000010507</a> <a href="#">23LU704L0000041R9</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation
↑	12/10/2023 14:25	02/10/2023 14:25	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000010502</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation
↑	21/10/2023 15:20	11/10/2023 15:20	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000011453</a> <a href="#">23LU704L000004DOR5</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation
↑	24/11/2023 13:26	14/11/2023 13:26	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000014584</a> <a href="#">23LU700L000005P7R2</a>	Import simplified declaration I1 - H1 End use	No representation
↑	08/12/2023 16:22	28/11/2023 16:22	<a href="#">Register supplementary declaration</a>	<a href="#">23RNTPO000000000015945</a> <a href="#">23LU700L000006GAR7</a>	Import simplified declaration I1 - H1 Release for free circulation	No representation

Figure 21: Tasks list

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

### 5.6.1 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**

### 5.6.2 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:
  -  corresponds to a high priority, i.e., an expiry date of less than or equal to 5 days.
  -  corresponds to an average priority, i.e., an expiry date greater than 5 days and less than or equal to 15 days.
  -  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 / ID:** the MRN is displayed only upon receipt of the notification of acceptance of the declaration. The ID is only used in the context of repayment and remittance requests.
- **Procedure / Declaration:** the customs procedure (temporary storage, transit, export, import or excise).
- **Representation type:** indicates whether there is no representation, direct representation, or indirect representation.

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

### 5.6.3 FILTER TASKS

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

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

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

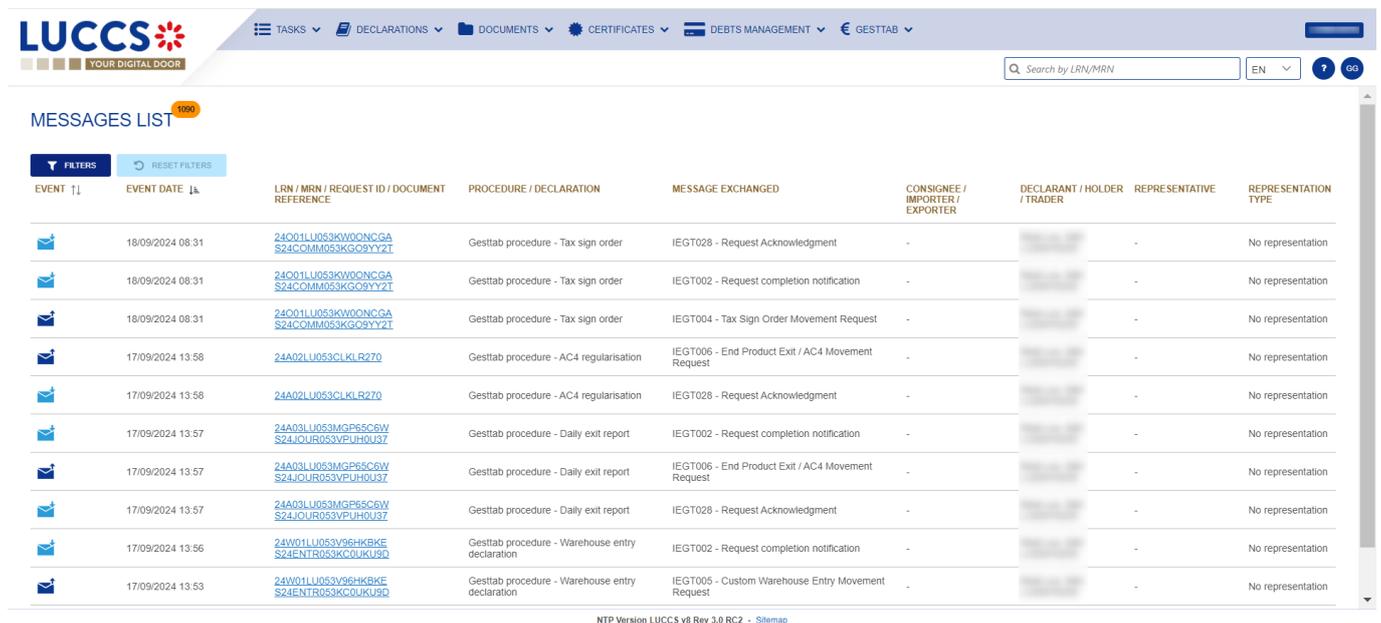
**Note :** It is also possible to display only centralised clearance tasks by selecting the filter **'Display centralised clearance declarations only'**.

### 5.6.4 SORT THE TASK LIST

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

## 5.7 MESSAGES LIST

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



EVENT	EVENT DATE	LRN / MRN / REQUEST ID / DOCUMENT REFERENCE	PROCEDURE / DECLARATION	MESSAGE EXCHANGED	CONSIGNEE / IMPORTER / EXPORTER	DECLARANT / HOLDER / TRADER	REPRESENTATIVE	REPRESENTATION TYPE
	18/09/2024 08:31	<a href="#">24C01LU053KW0NCGA</a> <a href="#">S24COMM053KGO9YY2T</a>	Gesttab procedure - Tax sign order	IEGT028 - Request Acknowledgment	-		-	No representation
	18/09/2024 08:31	<a href="#">24C01LU053KW0NCGA</a> <a href="#">S24COMM053KGO9YY2T</a>	Gesttab procedure - Tax sign order	IEGT002 - Request completion notification	-		-	No representation
	18/09/2024 08:31	<a href="#">24C01LU053KW0NCGA</a> <a href="#">S24COMM053KGO9YY2T</a>	Gesttab procedure - Tax sign order	IEGT004 - Tax Sign Order Movement Request	-		-	No representation
	17/09/2024 13:58	<a href="#">24A02LU053CLKLR270</a>	Gesttab procedure - AC4 regularisation	IEGT006 - End Product Exit / AC4 Movement Request	-		-	No representation
	17/09/2024 13:58	<a href="#">24A02LU053CLKLR270</a>	Gesttab procedure - AC4 regularisation	IEGT028 - Request Acknowledgment	-		-	No representation
	17/09/2024 13:57	<a href="#">24A03LU053MGP6SC6W</a> <a href="#">S24JOUR053VPUH0U37</a>	Gesttab procedure - Daily exit report	IEGT002 - Request completion notification	-		-	No representation
	17/09/2024 13:57	<a href="#">24A03LU053MGP6SC6W</a> <a href="#">S24JOUR053VPUH0U37</a>	Gesttab procedure - Daily exit report	IEGT006 - End Product Exit / AC4 Movement Request	-		-	No representation
	17/09/2024 13:57	<a href="#">24A03LU053MGP6SC6W</a> <a href="#">S24JOUR053VPUH0U37</a>	Gesttab procedure - Daily exit report	IEGT028 - Request Acknowledgment	-		-	No representation
	17/09/2024 13:56	<a href="#">24W01LU053V96HKRKE</a> <a href="#">S24ENTR053KCUKU9D</a>	Gesttab procedure - Warehouse entry declaration	IEGT002 - Request completion notification	-		-	No representation
	17/09/2024 13:53	<a href="#">24W01LU053V96HKRKE</a> <a href="#">S24ENTR053KCUKU9D</a>	Gesttab procedure - Warehouse entry declaration	IEGT005 - Custom Warehouse Entry Movement Request	-		-	No representation

Figure 22: Messages 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.

### 5.7.1 ACCESS THE MESSAGES LIST

1. Click on  in the **Dashboard** or,

- 
2. Open the **Menu > Declarations > Messages list** page.

### 5.7.2 CONSULT 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 message sent.
- **Event date:** date the message was received or sent.
- **LRN / MRN / Request ID / Document reference:** the MRN is displayed only from the receipt of the notification of acceptance of the declaration. The request ID and document reference are only used in context of tobacco management.
- **Procedure / Declaration:** the customs procedure (temporary storage, export, transit, import or excise).
- **Message exchanged:** message name.
- **Consignee/ Importer /Exporter:** 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, import, export 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 / MRN / Request ID / Document reference**.

### 5.7.3 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.

**Note :** It is also possible to display only centralised clearance declarations by selecting the filter **'Display centralised clearance declarations only'**.

### 5.7.4 SORT THE MESSAGE LIST

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

## 5.8 LIST OF EUROPEAN AUTHORISATIONS

In the 'European Authorisations List', you will find all the authorisations for which you are the holder or the authorisations of the holders you can represent.

AUTHORISATION REFERENCE NUMBER	TYPE / SUB-TYPE	HOLDER OF THE AUTHORISATION	AUTHORISATION STATUS
[REDACTED]	UCC / ACE ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / ACR ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	AEO / AEOC ⓘ	[REDACTED]	REVOKED ⓘ
[REDACTED]	AEO / AEOF ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / CCL ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / CGU ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / CGU ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / CW1 ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / CW1 ⓘ	[REDACTED]	VALID ⓘ
[REDACTED]	UCC / DPO ⓘ	[REDACTED]	VALID ⓘ

Figure 23: European authorisations list

The list is ordered alphabetically by reference number. By default, only the authorisations for which you are the holder are displayed. To display the authorisations of the people you represent, you need to use the authorisation filters.

### 5.8.1 ACCESS THE LIST OF EUROPEAN AUTHORISATIONS

Open the **Menu > Certificates > European Authorisations List** page.

### 5.8.2 VIEW INFORMATION ABOUT AN AUTHORISATION

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

- **Authorisation reference number:** the reference number of the European authorisation.
- **Type / sub-type:** the type and the subtype of the authorisation (details visible via the tooltip ⓘ).
- **Holder of the authorisation:** the name and EORI of the authorisation holder.
- **Authorisation status:** valid or revoked (with the validity dates in the tooltip ⓘ).

**Note:** You can access the **Authorisation View** by clicking on the **Authorisation Reference Number**.

### 5.8.3 HOW TO VIEW AN AUTHORISATION

To view the data of an authorisation:

1. Open the **Authorisation** page for the authorisation you wish to view via its **Reference Number**.

**AUTHORISATION**

REFERENCE NUMBER: [REDACTED]

Authorisation type UCC / ACE (i) Start date / End date 01/05/2019 - Status **VALID** (i)

Holder of the authorisation [REDACTED]

Main information Goods information

**TIME LIMIT**  
Time limit to receive the unloading permission (in minutes)  
15

**PUBLICATION AGREEMENT** 1

REFERENCE

- Main information
  - Time limit
  - Publication agreement
  - Customs authority
  - Annexes
- Goods information
  - Location of goods
  - Excluded category or movement of goods

Figure 24: Authorisation

2. Click on the **Main Information** or **Goods Information** buttons to display the details of the authorisation.

**5.8.4 FILTER AUTHORISATIONS**

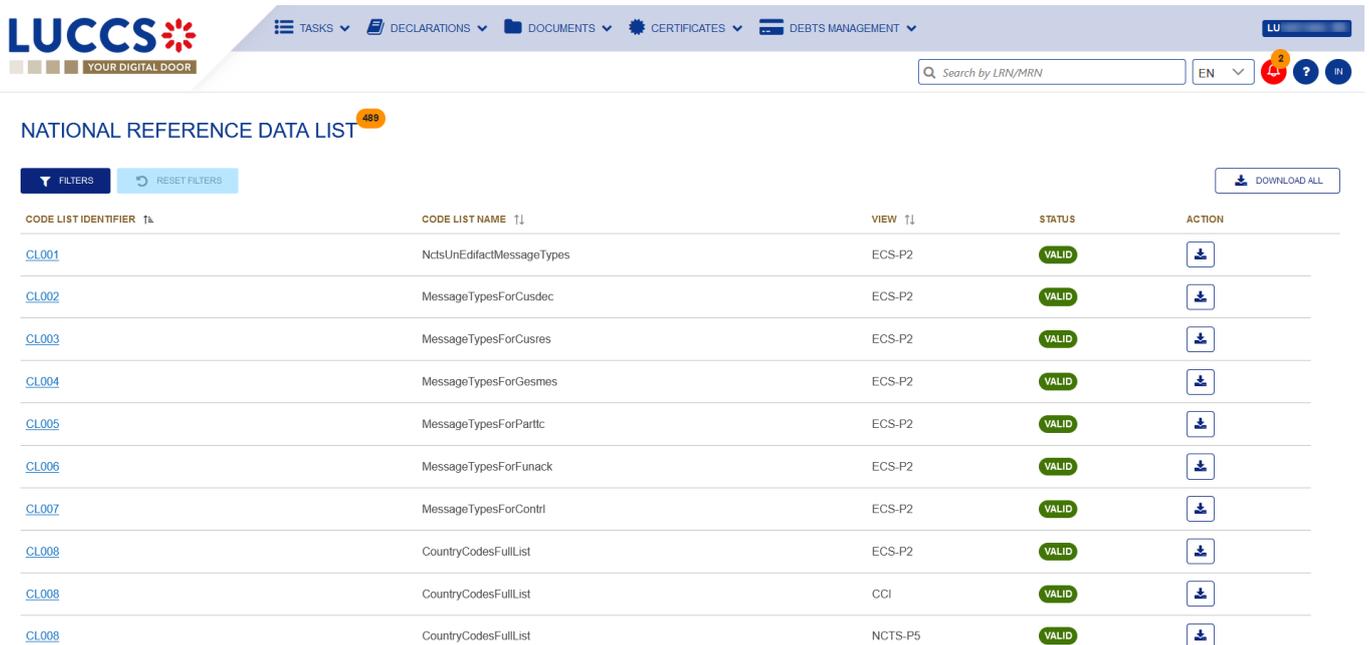
It is possible to filter the list of authorisations according to several criteria.

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

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

## 5.9 NATIONAL REFERENCE DATA LIST

In the 'National Reference Data List', you will find all the code lists used in LUCCS.



CODE LIST IDENTIFIER	CODE LIST NAME	VIEW	STATUS	ACTION
<a href="#">CL001</a>	NctsUnEdifactMessageTypes	ECS-P2	VALID	
<a href="#">CL002</a>	MessageTypesForCusdec	ECS-P2	VALID	
<a href="#">CL003</a>	MessageTypesForCusres	ECS-P2	VALID	
<a href="#">CL004</a>	MessageTypesForGesmes	ECS-P2	VALID	
<a href="#">CL005</a>	MessageTypesForPartic	ECS-P2	VALID	
<a href="#">CL006</a>	MessageTypesForFunack	ECS-P2	VALID	
<a href="#">CL007</a>	MessageTypesForContrl	ECS-P2	VALID	
<a href="#">CL008</a>	CountryCodesFullList	ECS-P2	VALID	
<a href="#">CL008</a>	CountryCodesFullList	CCI	VALID	
<a href="#">CL008</a>	CountryCodesFullList	NCTS-P5	VALID	

Figure 25: National reference data list

The list is ordered alphabetically by the code list identifiers.

### 5.9.1 ACCESS THE LIST OF REFERENCE DATA

Click on  (on top right of the page) > **National Reference Data**

### 5.9.2 CONSULT INFORMATION ABOUT A CODE LIST

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

- **Code list identifier:** the reference number of the code list.
- **Code list name:** (technical) name of the code list.
- **View:** domain of the list (AES, CCI, CDMS, CUST-LU-CCI, ECS-P2, ICS2, LUCCS, NCTS-P5 or SURV).
- **Status:** valid or invalid.

**Note:** You can access the **Code List View** by clicking on the **Code List Identifier**.

### 5.9.3 HOW TO CONSULT A CODE LIST

To view the data of a code list:

1. Open the page corresponding to the code list you wish to consult via its **Code List Identifier**.
2. The code list data is displayed.

CL001 - NCTSUNEDIFACTMESSAGETYPES

Description

View  
ECS-P2

Reference  
[Reference Data & Customs Offices List on European Commission website](#)

DOWNLOAD

IDENTIFIER	TRANSLATION	DESCRIPTION	VALIDITY	VALIDITY PERIOD
BANSTA			VALID	01/01/1900
CUSDEC			VALID	01/01/1900
CUSRES			VALID	01/01/1900
FINSTA			VALID	01/01/1900
GENRAL			VALID	01/01/1900
GESMES			VALID	01/01/1900
PARTTC			VALID	01/01/1900

Figure 26: Code list view

## 5.9.4 FILTER CODE LISTS

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

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

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

## 5.9.5 SORT THE LIST OF REFERENCE DATA

Click on  to change the display order (ascending/descending) based on the identifier, name, or view of the code list.

## 5.9.6 HOW TO DOWNLOAD REFERENCE DATA

To download all code lists from the reference data list: Click the **Download all** button.

To download a specific code list from the national reference data list: Click the **Download** icon  in the action column in the row corresponding to the code list concerned.

To download a given code list from the view:

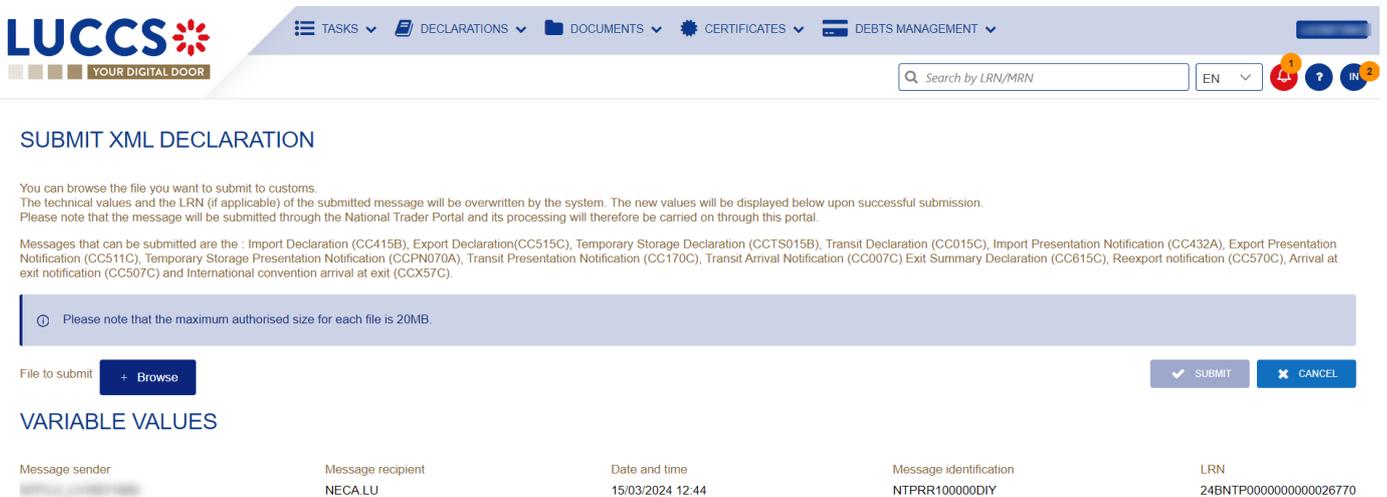
1. Open the page corresponding to the code list you want to consult via its **Code List Identifier**.
2. The view opens.
3. Click on the **Download** button.

## 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 **Declarations > 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.



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TASKS DECLARATIONS DOCUMENTS CERTIFICATES DEBTS MANAGEMENT

Search by LRN/MRN EN

### SUBMIT XML DECLARATION

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.

Messages that can be submitted are the : Import Declaration (CC415B), Export Declaration(CC515C), Temporary Storage Declaration (CCTS015B), Transit Declaration (CC015C), Import Presentation Notification (CC432A), Export Presentation Notification (CC511C), Temporary Storage Presentation Notification (CCPN070A), Transit Presentation Notification (CC170C), Transit Arrival Notification (CC007C) Exit Summary Declaration (CC615C), Reexport notification (CC570C), Arrival at exit notification (CC507C) and International convention arrival at exit (CCX57C).

Please note that the maximum authorised size for each file is 20MB.

File to submit + Browse SUBMIT CANCEL

### VARIABLE VALUES

Message sender	Message recipient	Date and time	Message identification	LRN
	NECA.LU	15/03/2024 12:44	NTPRR100000DIY	24BNTP000000000026770

Figure 27: Submit declaration in XML format – success

### 6.2 FALLBACK SOLUTION FOR B2G

You also have the possibility to submit any message (among the '**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 modal opens, Click on 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 Drafts List, you will find all drafts for your declarations for which you are the holder of the procedure, the trader at destination, the declarant, or the representative.

**DRAFTS LIST**

LRN / MRN / ID	TASK	PROCEDURE / DECLARATION	CREATION DATE	CONSIGNEE / IMPORTER / EXPORTER	DECLARANT / HOLDER / TRADER	REPRESENTATIVE	REPRESENTATION TYPE
<a href="#">24RNTF000000000000081737</a> <a href="#">24LU700L0000046PR7</a>	<a href="#">Register supplementary declaration</a>	Import simplified declaration I1 - H1 Release for free circulation	13/09/2024 13:43			-	No representation
<a href="#">24RNTF000000000000081536</a> .	<a href="#">Register declaration</a>	Import - H1 Release for free circulation	11/09/2024 11:01			-	No representation
<a href="#">24XNTP000000000000080158</a> .	<a href="#">Register declaration</a>	AC4 - Alcohol and energetic products	29/08/2024 10:45	-		-	No representation
<a href="#">24XNTP000000000000080152</a> .	<a href="#">Register declaration</a>	AC4 - Alcohol and energetic products	29/08/2024 10:38	-		-	No representation
<a href="#">24XNTP000000000000080150</a> .	<a href="#">Register declaration</a>	AC4 - Alcohol and energetic products	29/08/2024 10:34	-		-	No representation
<a href="#">24RNTF000000000000079742</a> .	<a href="#">Register declaration</a>	Import - H1 Release for free circulation	28/08/2024 11:33			-	No representation
<a href="#">24XNTP000000000000079689</a> .	<a href="#">Register declaration</a>	AC4 - Alcohol and energetic products	23/08/2024 08:29	-		-	No representation
<a href="#">24XNTP000000000000079683</a> .	<a href="#">Register declaration</a>	AC4 - Alcohol and energetic products	23/08/2024 08:49	-		-	No representation
<a href="#">24XNTP000000000000079682</a> .	<a href="#">Register declaration</a>	AC4 - Alcohol and energetic products	23/08/2024 08:47	-		-	No representation
<a href="#">24RNTF000000000000079343</a> <a href="#">24LU700L000003ADR8</a>	<a href="#">Register amendment request</a>	Import - H1 Release for free circulation	20/08/2024 16:32			-	No representation

Figure 28: Drafts 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 / ID:** the MRN is displayed only from the receipt of the notification of acceptance of the declaration. The ID is only used in context of tobacco management.
- **Task Name** (cf. *Optional tasks by customs procedure*).
- **Procedure / Declaration:** the customs procedure (temporary storage, transit, export, import or excise).
- **Creation date:** draft creation date.
- **Consignee/ Importer/ Exporter:** the name and EORI of the consignee (for a temporary storage procedure); the name and EORI of the importer/exporter (for an import/export 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, import and export procedure); the name and EORI of the trader (for an export 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 / MRN / ID**.

### 7.3.4 FILTER DRAFTS

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

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

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

**Note:** It is also possible to display only centralised clearance drafts by selecting the filter '**Display centralised clearance declarations only**'.

### 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 a task. For example: **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 INTO A FORM

To upload a document into a form:

1. Open the desired form.
2. Encode the document reference number.
3. The system proposes the documents whose reference contains the characters you have encoded. If the document you wish to insert already exists, select its reference in the list of suggestions.  
The icon  appears to indicate that the document has been successfully uploaded.
4. If the document you wish to insert is not yet present in your list of documents, click on the icon  > Upload new document.
5. The upload modal opens.

**Document(s)**

Drag and drop to add or replace

BROWSE

TAKE A PICTURE

✓ SUBMIT

✕ CANCEL

Figure 29: Upload a document

6. Drag and drop the file, click **Browse** or **Take a picture** to add a document.
7. Fill in the mandatory information and submit.

**Document**

Category \*

-
▼

Reference number

1254

Issuing authority name

-
▼

Date of validity

📅

Description

Preuve de retour  
Post (2) (3).png

64.605 KB

✕

Drag and drop to add or replace

✓ SUBMIT

✕ CANCEL

Figure 30: Upload a document - information to complete

When the document is successfully uploaded, this icon appears.

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**LUCCS**   
 YOUR DIGITAL DOOR

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## 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, click **Browse** or **Take a picture** 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, click **Browse** or **Take a picture** 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
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">▼</span> <span>LUCCS logo.png</span> </div>	<span style="font-size: 1.2em;">✕</span>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Category * <input type="text" value="-"/></p> </div> <div style="width: 45%;"> <p>Reference number * <input type="text"/></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Date of validity <input type="text"/></p> </div> <div style="width: 45%;"> <p>Issuing authority name <input type="text" value="-"/></p> </div> </div> <div style="margin-top: 10px;"> <p>Description <input style="width: 100%;" type="text"/></p> </div>	
<div style="background-color: #004a99; color: white; padding: 5px 15px; border-radius: 3px; display: inline-block;">SET ON ALL DOCUMENTS</div>	
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">▶</span> <span>2022-09-13_12h37_23.png</span> </div>	<span style="font-size: 1.2em;">✕</span>

✓ SUBMIT

✕ CANCEL

Figure 31: 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.

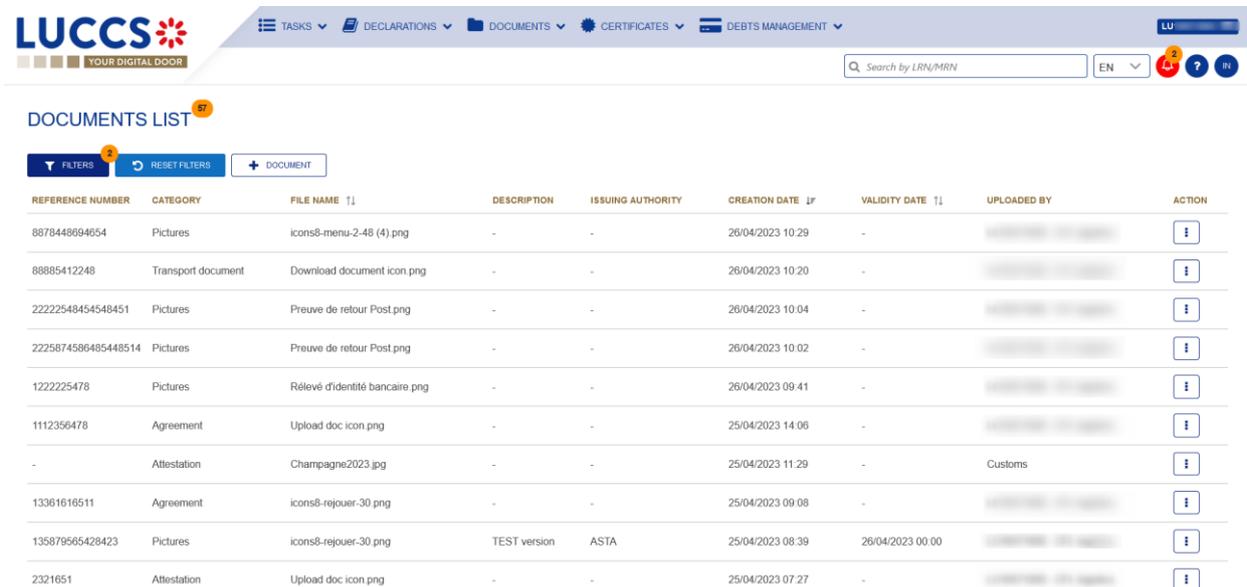
Document's versions
✕

	VERSION ↑↓	FILE NAME	CREATION DATE	UPLOADED BY	DOWNLOAD
	1	LUCCS logo.png	13/09/2022 14:14	[REDACTED]	
	2	LUCCS logo.png	13/09/2022 15:49	[REDACTED]	

Figure 32: Document's versions

## 7.4.6 DOCUMENTS LIST

In the Documents List, you will find all the documents for the 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
8878448694654	Pictures	icons8-menu-2-48 (4).png	-	-	26/04/2023 10:29	-		[i]
8885412248	Transport document	Download document icon.png	-	-	26/04/2023 10:20	-		[i]
22222548454548451	Pictures	Preuve de retour Post.png	-	-	26/04/2023 10:04	-		[i]
2225874586485448514	Pictures	Preuve de retour Post.png	-	-	26/04/2023 10:02	-		[i]
1222225478	Pictures	Rélevé d'identité bancaire.png	-	-	26/04/2023 09:41	-		[i]
1112356478	Agreement	Upload doc icon.png	-	-	25/04/2023 14:06	-		[i]
-	Attestation	Champagne2023.jpg	-	-	25/04/2023 11:29	-	Customs	[i]
13361616511	Agreement	icons8-rejouer-30.png	-	-	25/04/2023 09:08	-		[i]
135879565428423	Pictures	icons8-rejouer-30.png	TEST version	ASTA	25/04/2023 08:39	26/04/2023 00:00		[i]
2321651	Attestation	Upload doc icon.png	-	-	25/04/2023 07:27	-		[i]

Figure 33: 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 uploaded 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.

## 7.5 HOW TO REGISTER A DECLARATION TEMPLATE

To register a declaration template:

1. Open the **Menu > Declarations > New templates** page and choose the type of declaration you wish to create.
2. Complete the form with the following data:
  - information about the template
  - the declaration itself (NB: some reference type information cannot be filled in a template to avoid potential errors).
3. Click on **Save**. A confirmation modal opens, Click on Yes.

When the submission is successful, your template is saved. You are then redirected to the template view page.

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

**Note:** You can exit your template 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.

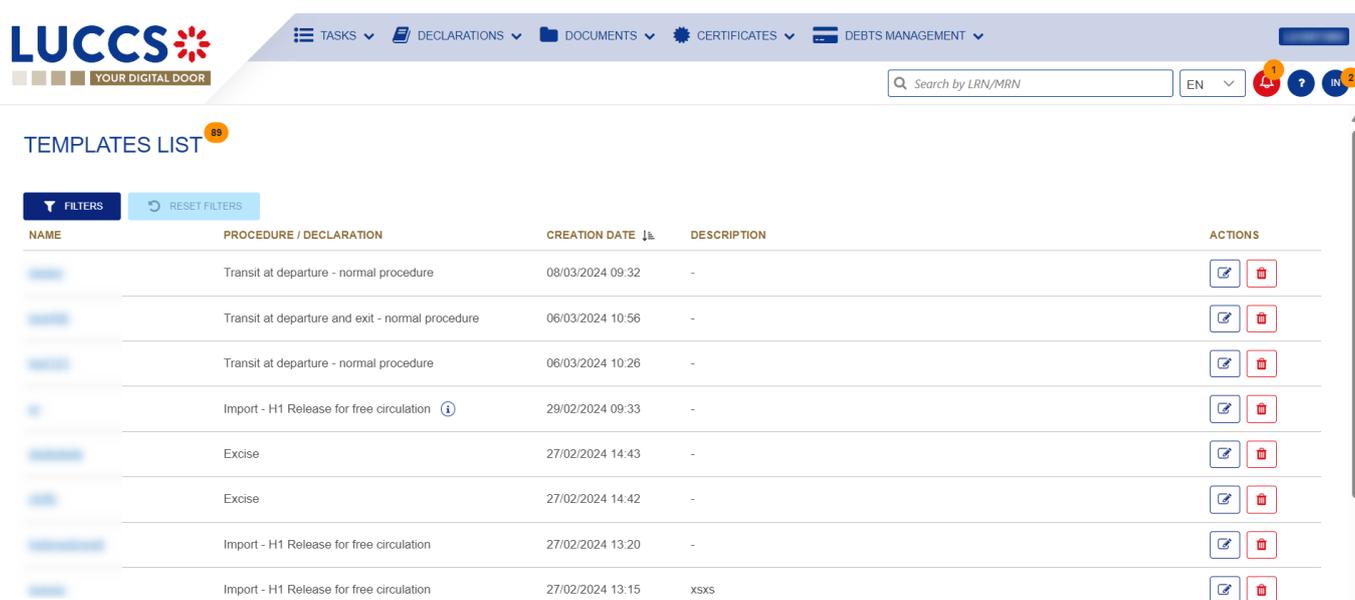
### 7.5.1 HOW TO RETRIEVE A DECLARATION TEMPLATE

To retrieve your templates:

Open the **Menu > Declarations > Templates List** page.

### 7.5.2 LIST OF TEMPLATES

In the Templates list, you will find all the templates for which you are the holder of the procedure, the operator at destination, the declarant, or the representative.



NAME	PROCEDURE / DECLARATION	CREATION DATE	DESCRIPTION	ACTIONS
	Transit at departure - normal procedure	08/03/2024 09:32	-	 
	Transit at departure and exit - normal procedure	06/03/2024 10:56	-	 
	Transit at departure - normal procedure	06/03/2024 10:26	-	 
	Import - H1 Release for free circulation 	29/02/2024 09:33	-	 
	Excise	27/02/2024 14:43	-	 
	Excise	27/02/2024 14:42	-	 
	Import - H1 Release for free circulation	27/02/2024 13:20	-	 
	Import - H1 Release for free circulation	27/02/2024 13:15	xsxs	 

Figure 34: Template list

---

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

### 7.5.3 CONSULT INFORMATION RELATED TO A TEMPLATE

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

- **Name:** name assigned to the template
- **Procedure / Declaration:** the customs procedure or declaration type
- **Creation date:** date of creation of the template
- **Description:** the description assigned to the template.

**Note:** you can access the **Template View** by clicking on its **name**.

### 7.5.4 FILTER TEMPLATES

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

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

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

**Note:** It is also possible to display only centralised clearance templates by selecting the filter **'Display centralised clearance declarations only'**.

### 7.5.5 SORT THE LIST OF TEMPLATES

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

### 7.5.6 HOW TO DELETE A TEMPLATE

To delete a template from the template list: **Menu > Declarations > Templates list:**

1. Click on the **Delete** icon in the row corresponding to the template to be deleted.

To delete a template from the view:

1. Open the view of a template: **Menu > Declarations > Templates list** and click on the **Name** of the template you want to delete.
2. The view opens.
3. Click on the **Delete** button.

---

## 7.5.7 HOW TO MODIFY A TEMPLATE OF A DECLARATION

To modify a template from the templates list: **Menu > Declarations > Templates list**:

1. Click on the **Edit** icon  in the row corresponding to the template to be modified.

To modify a template from the view:

1. Open the view of a template: **Menu > Declarations > Templates list** and click on the **Name**.
2. The template's details are displayed.
3. Click on the **Edit template** button.

## 7.5.8 HOW TO CREATE A NEW DECLARATION FROM A TEMPLATE

To create a new declaration from a template:

1. Open a template view: **Menu > Declarations > Templates List** and click on the **Name**.
2. The template's details is displayed.
3. Click on the **New declaration from template** button. A confirmation window summarising the main information opens, click on **Yes**.
4. The declaration form pre-filled with the template information is displayed. To complete the encoding, refer to the section corresponding to the type of declaration you are working with (see *How to submit an import declaration*, *How to submit a transit declaration*, *How to submit a temporary storage declaration*, *How to submit an excise declaration*, *How to submit an (re-)export declaration*, *How to submit a tax sign order*, *How to submit an excise-free tax sign order* or *How to submit a stock entry*).

## 8 INPUT HELPERS

### 8.1 TOOLTIPS

When submitting the forms in the application, rules are checked. To help you to encode your forms, these rules are displayed in 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.

Information message collapsed:

Transport equipment   

CONTAINER IDENTIFICATION NUMBER \* ACTIONS



Information message expended:

Transport equipment   

 **BRi155:** Indicate the container reference(s) at item level. Each 'container identification number' should be referenced in the 'Item level'. The purpose is to indicate for each 'Item' in which container it is carried.

CONTAINER IDENTIFICATION NUMBER \* ACTIONS



Figure 35: Tooltip

There are also permanent indications below certain fields to support the fact that they must be filled in under certain conditions. Refer to the tooltips for more details.

Finances 

**Financial information**

Nature of transaction	Total amount invoiced	Invoice currency *
<input type="text" value="-"/> 	<input type="text" value="1.000,00"/>	<input type="text" value="-"/> 
<span style="border: 1px solid red; padding: 2px;">Required either at declaration level or for all items</span>		
Person providing a guarantee (identification number)	Person paying the customs duty (identification number) 	
<input type="text" value="LU12345678"/>	<input type="text" value="LU12345678"/>	
VAT additions and deductions (EUR)		
<input type="text" value="1.000,00"/>		
<span style="border: 1px solid red; padding: 2px;">Required under conditions</span>		

Figure 36: Permanent indications

## 8.2 ERROR DISPLAY

When submitting the 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 37: Errors

## 8.3 CODE SEARCHING HELPERS

To facilitate the use of the drop-down lists in the forms, a search function is available:

1. Open a drop-down list.
2. A search bar appears above the list of codes.
3. Enter the desired characters.
4. The results are displayed dynamically.

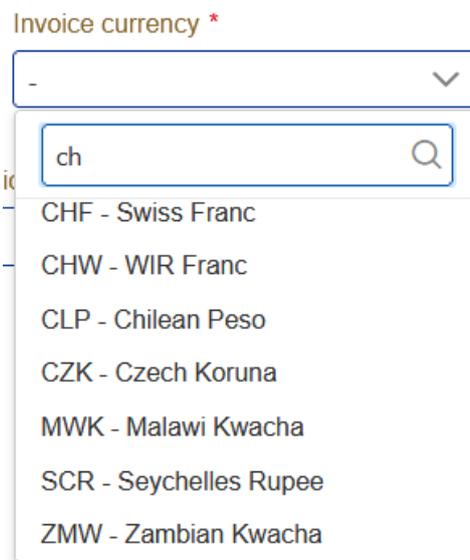


Figure 38: Searching in drop-down lists

**Note:** By default, the lists are sorted in alphabetical order, however, they adapt according to your use, with the most used values moving to the top of the list.

## 8.4 ACTOR FILLING HELPERS

To help you fill in the actors in the 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, as representative.
3. For other actors, you fill in either the **Identification Number** or its **Name** and its **Address** using the  button. Where applicable, helpers are added. Example: In case of direct representation, a valid delegation between you and the declarants you represent must exist. Therefore, the drop-down list that allows you to select a declarant, displays only the name of the economic operators you can represent.
4. For any actor, when you filled in an EORI, click on the  icon if you want to consult its information contained in the CRS external database.

### Actors

 **Information** 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 disabled, you can't choose an encoding preference.

#### Representative

Status \*

1 - No representation     2 - Direct representation     3 - Indirect representation

#### Declarant

Identification number \*



Contact person 

#### Importer

Identification number \*



#### Exporter

Required either at declaration level or for all items

Identification number  **By name & address**

Figure 39: Example of helper in filling actors

## 8.5 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  to open the link to Arctic Tariff in which you can make research 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 to let you choose the corresponding commodity code.

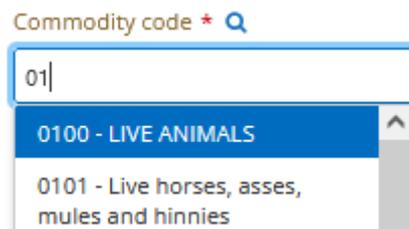


Figure 40: Example of helper in commodity code field

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 provided commodity code.

To consult these helps, click on the icon 'Get help from tarlux'



4. When encoding a **CUS Code**, enter the first few characters of the code you wish to enter. The system will make suggestions. Click on the icon  next to the **CUS Code** field to open the link to the official ECICS documentation.



Figure 41: Example of helper in CUS code filling

5. When you enter the quota order number, if it is valid,  the icon appears. Click on the icon. A modal opens with the information related to the quota order number from Arctic Tariff.

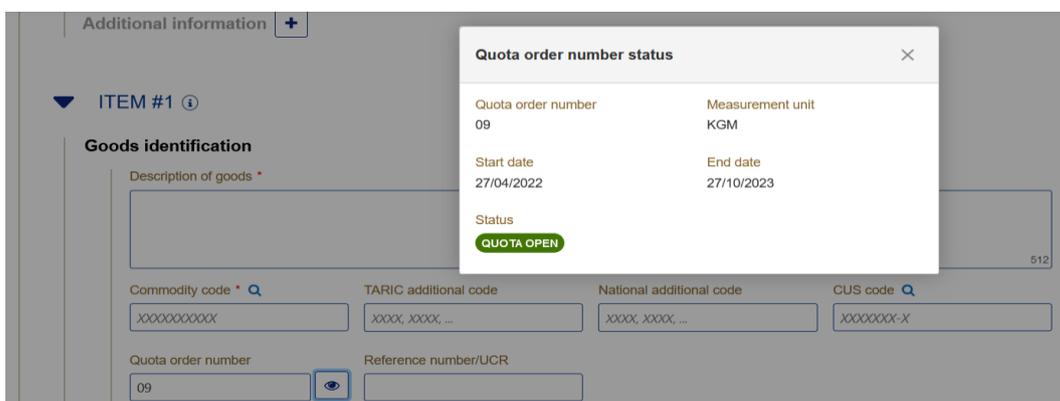


Figure 42: Quota order number status

## 8.6 UN/LOCODE HELPERS

To assist you when filling in the UN/LOCODE in the various declaration registration forms, helps have been put in place.

1. Click on the icon 
2. A help screen appears, explaining how to complete the code. A hyperlink to the documentation "UN/LOCODE Code List by Country and Territory" is available.

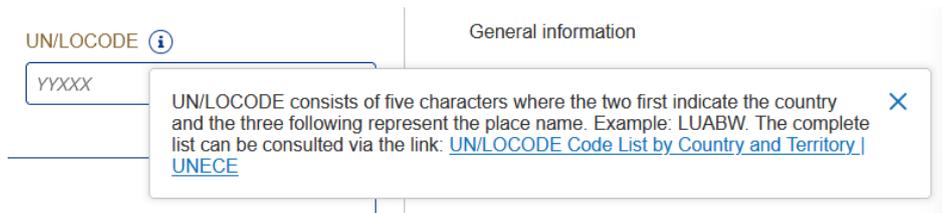


Figure 43: UN/LOCODE information message

## 8.7 CONSULTATION OF CERTEX CERTIFICATES

For some procedures (e.g., in the context of import or export), you have the possibility to consult the status of your CERTEX certificates when encoding your declaration.

1. When you enter a type and a reference number in the supporting documents or in the additional references that corresponds to a CERTEX document and enter a reference, the icon  appears.



Figure 44: Example of encoding a CERTEX certificate.

2. Click on the icon . A popup opens with the information about your certificate.



Figure 45: Example of information about a CERTEX certificate.

## 8.8 DEBT SIMULATION

To give you an idea of the debt linked to the declaration being encoded, helps have been put in place.

- 
1. Fill in your declaration with the different elements you need to fill in ([How to complete an import Customs declaration](#)).
  2. Click on the button '**Simulate debt**'  at the bottom of the form. A modal opens with the simulation of the debt linked to the current declaration.

## 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**

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. The main header reads 'H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION'. Below this, a table displays the declaration details. The LRN is 23RNT0000000000006864 and the MRN is 23LU700L000002BDR6. The procedure is 'Import - H1 Release for free circulation' and the status is 'RELEASED'. The declaration types are 'IM - A'. The submission date is 27/04/2023 13:25 and the acceptance date is 27/04/2023 13:25. The supervising customs office and the customs office of processing are both 'LU700000 - Direction des Douanes et Accises'. Below the table, there are several buttons: 'REGISTER INVALIDATION REQUEST', 'REGISTER POST RELEASE AMENDMENT REQUEST', 'DUPLICATE DECLARATION', 'GENERATE SHORT FORM', and 'PRINT PREVIEW'. A 'Highlights' section shows 'Decision on release' and a 'Due dates' section shows 'No element'. On the right side, there is a sidebar with a list of sections: 'Operational details', 'Release of the goods', 'Acceptance', 'Declaration details', 'Declaration', 'General information', 'Authorisations', 'Customs offices', 'Actors', 'Finances', 'Guarantees', 'Consignment', 'General information', 'Transport', 'Documents', 'Goods item #1', and 'Goods item #2'.

Figure 46: Import declaration - header

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

Figure 47: Import declaration – declaration’s details

The item overview provides a holistic view of all declared items. 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 A SIMPLIFIED DECLARATION

Simplified declarations are declarations containing less data than standard declarations. They are used in cases where an economic operator does not have all the information in its possession at the time the declaration is submitted (e.g., missing certificate of origin, missing proof of removal, missing supporting document, etc.). This information will be provided later in a supplementary declaration (see [How to submit a supplementary import declaration](#)).

Simplified declarations are identifiable by the ‘additional declaration type’ (B, C, E or F) and the format of the declaration (I1). The differences between these declarations and the standard declarations are as follows: No debt calculation or guarantee booking is performed for simplified declarations.

Information on the expiry date of the supplementary declaration is presented in the header of the simplified declaration.

To consult the data of the simplified import declaration:

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

LRN: 23RNT000000000007224

MRN: 23LU701L000002GHR3 Procedure: Import simplified declaration I1 - H1 Release for free circulation Status: **PENDING SUPPLEMENTARY**

Declarant: [redacted] Submission date: 02/05/2023 15:58 Declaration types: IM - C ⓘ

Representative: - Acceptance date: 02/05/2023 15:58

Supervising customs office: - Customs office of processing: LU701000 - Bettembourg ⓘ

Time limit to submit supplementary declaration in days (Starts at release): 10

REGISTER SUPPLEMENTARY DECLARATION REGISTER INVALIDATION REQUEST REGISTER POST RELEASE AMENDMENT REQUEST

DUPLICATE DECLARATION GENERATE SHORT FORM PRINT PREVIEW

**Highlights**  
[Decision on release](#) Notification on 02/05/2023 16:13

**Due dates**  
 No element

NTP Version 2 Pi202102 Rev 2.0 - [Sitemap](#)

Figure 48 : Import simplified declaration - header

2. Click on the **Declaration Details** button.
3. The simplified import declaration data is displayed:
  - **Declaration:** general information, authorisations, customs offices, actors, finances
  - **Consignment:** general information, transport, documents
  - **Item:** general information, goods, actors, authorisations, documents, and finances

The item overview provides a holistic view of all declared items. Hyperlinks are available for easy navigation.

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

## 9.3 HOW TO CONSULT THE RECONCILED IMPORT DECLARATION

Reconciled declarations are the result of a reconciling the data of a simplified declaration with the data of the supplementary declaration. Reconciled declarations are identifiable by the 'additional declaration type' (U, V, X, Y or Z). These declarations follow a new life cycle where a control can be carried out by Customs.

The differences between reconciled and standard declarations are as follows:

- New status on the reconciled declaration

- The operational details are divided into two parts: a part concerning the simplified declaration and a part concerning the reconciled declaration.

To consult the import reconciled declaration data:

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

Figure 49: Import reconciled declaration - header

2. Click on the **Declaration Details** button.
3. The import reconciled declaration data is displayed:
  - **Declaration:** general information, authorisations, customs offices, actors, finances
  - **Consignment:** general information, transport, documents
  - **Item:** general information, goods, actors, authorisations, documents, and finances

The item overview provides a holistic view of all declared items. Hyperlinks are available for easy navigation.

**Note:** the data displayed corresponds to the latest declaration data recorded (cf. corrections, amendment, presentation notification, reconciliation are considered).

## 9.4 HOW TO CONSULT THE HISTORY OF ACTIONS IN THE IMPORT DECLARATION

The declaration actions 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 > Actions history** button.
3. The actions history of the import declaration is available.

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES DEBTS MANAGEMENT

Search by LRN/MRN EN

### IMPORT DECLARATION - H1 RELEASE FOR FREE CIRCULATION

Highlights: Decision on release, Notification on 03/05/2023 09:30, No element

Operational details Declaration details Debts details **History**

Actions history Version history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
03/05/2023 09:30	Status set	Released	Customs
03/05/2023 09:30	Message sent	CCI29B - Release Notification - To: [redacted] via NTP	Customs
03/05/2023 09:29	Status set	Accepted	Customs
03/05/2023 09:29	Message sent	CCI28B - Acceptance Notification - To: [redacted] via NTP	Customs
03/05/2023 09:29	Status set	Under customs validation	Customs
03/05/2023 09:28	Message sent	CCI11B - Registration Notification - To: [redacted] via NTP	Customs
03/05/2023 09:28	Status set	Submitted	Customs
03/05/2023 09:28	Message received	CC415B - Import Customs Declaration	Customs
03/05/2023 09:28	Task performed	Task - Register declaration	NTP

NTP Version 2 PI202102 Rev 2.0 - Sitemap

Figure 50: Import declaration – actions history

## 9.5 HOW TO CONSULT THE IMPORT DECLARATION VERSION HISTORY

The import declaration version history contains the events related to corrections (before acceptance) and amendments (after acceptance) of the import declaration.

To view the version history of the import declaration:

1. Open the **Import Declaration** page via the **LRN/MRN**.
2. Click the **History > Version History** button.
3. The version history of the import declaration is available and contains the dates of corrections and/or amendments made.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. The main header contains several menu items: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar is located on the right side of the header, with the text 'Search by LRN/MRN'. Below the header, the main content area is titled 'H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION'. The declaration details section shows the following information: Representative: -, Acceptance date: -, Supervising customs office: LU700000 - Direction des Douanes et Accises, and Customs office of processing: LU700000 - Direction des Douanes et Accises. Below this, there are five buttons: REGISTER CORRECTION REQUEST, REGISTER CANCELLATION REQUEST, DUPLICATE DECLARATION, GENERATE SHORT FORM, and PRINT PREVIEW. The 'Highlights' section shows 'No element' and the 'Due dates' section also shows 'No element'. The 'History' tab is active, showing a 'Version history' section with two entries: 'Correction' and 'Original version of the declaration'. The right sidebar contains a list of navigation options: Operational details, Declaration details, Declaration, General information, Authorisations, Customs offices, Actors, Finances, Guarantees, Consignment, General information, Transport, Documents, Goods item #1, Goods item #2, and History. The History section is expanded, showing 'Actions history' and 'Version history'.

Figure 51: Import declaration - version history

## 9.6 HOW TO CONSULT A PREVIOUS VERSION OF THE IMPORT DECLARATION

A previous version contains the declared data from the previous version of the declaration.

A new version is created when a correction (before acceptance) or an amendment (after acceptance) has been made.

To view a previous version of the import declaration:

1. Open the **Import Declaration** page via the **LRN/MRN**.
2. Click the **History > Version History** button.
3. Click the **hyperlink** of the version you wish to view.
4. The previous version of the declaration is available and contains the reported data from the previous version of the declaration.

## H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION

LRN: 23RNTP000000000006886

MRN: - Procedure: Import - H1 Release for free circulation Version: **PREVIOUS VERSION**

Declarant: [icon] Representative: - Declaration types: IM - D [i]

PRINT PREVIEW

Declaration details

### Declaration

General information

Authorisations

Customs offices

Actors

Finances

Guarantees

LRN

23RNTP000000000006886

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.

Declaration details

Declaration

General information

Authorisations

Customs offices

Actors

Finances

Guarantees

Consignment

General information

Transport

Documents

> Goods item #1

> Goods item #2

Figure 52: Import declaration - previous version

## 9.7 HOW TO CONSULT THE REGISTRATION OF THE IMPORT DECLARATION

After submitting the import declaration, the Customs authorities confirms its registration. Then, the declaration's status changes to 'Pending presentation' for pre-lodged import declarations or 'Under customs validation' for non-pre-lodged import declarations.

To consult the registration notification:

1. Open the **Import declaration** via its **LRN/MRN**.
2. Click on **History > Actions history**
3. The **actions history** is available and contains the registration notification from the Customs authorities.

## 9.8 HOW TO CONSULT THE ACCEPTANCE OF THE IMPORT DECLARATION

The import declaration is accepted when the MRN allocation notification is received from the customs authorities. Therefore, the import declaration status becomes 'Accepted', 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 the hyperlink '**Acceptance**' on the '**Highlights**' or click on the **Operational details** button.
3. The **Acceptance** card is available and contains the acceptance date of the import declaration and the calculation of taxes.

IMPORT DECLARATION - H1 RELEASE FOR FREE CIRCULATION

Release of the goods

Acceptance

Declaration acceptance date  
12/03/2024 16:12

Customs duties and taxes

Customs debt (EUR)	VAT (EUR)	Excise (EUR)	Total (EUR)
0	0	0	0

Payment method  
Deferred or postponed payment

Operational details

Release of the goods

Acceptance

Declaration details

Declaration

General information

Authorisations

Customs offices

Actors

Finances

Guarantees

Consignment

General information

Transport

Documents

Item #1

Figure 53: Acceptance of the import declaration

## 9.9 HOW TO CONSULT THE REJECTION OF THE IMPORT DECLARATION

The import declaration is rejected when the rejection notification from the customs authorities 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.

IMPORT DECLARATION - H1 RELEASE FOR FREE CIRCULATION

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text" value="-"/>
<a href="#">Item #1</a>	9603 90 99 00	Goods Item #1 - Description RISKPHYS	<b>NOT PRESENTED</b>

**Rejection**

Rejection reason	Rejection date and time
National/Common Error	15/03/2024 00:00

- Operational details
  - Rejection
- Control details
  - Customs control
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
    - Guarantees
  - Consignment
    - General information
    - Transport
    - Documents

Figure 54: Rejection of the import declaration

## B- REGISTER THE IMPORT DECLARATION AND THE OPERATIONAL INFORMATION

### 9.10 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.

The screenshot shows the Luccs web application interface for registering an import declaration. The top navigation bar includes the Luccs logo, a search bar for LRN/MRN, and a language dropdown set to EN. The main heading is "REGISTER H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION". The form is divided into several sections: "IMPORT OPERATION" with fields for LRN (22RNTP000000000015777), Declaration date (15/09/2022), Declaration type, and Additional declaration type; "AUTHORISATIONS" with a plus icon; "CUSTOMS OFFICES" with fields for Reference number of supervising customs office and Reference number of customs office of processing; and "ACTORS" with an information tooltip. A right-hand sidebar contains a navigation menu with categories like Declaration, Import operation, Authorisations, Customs offices, Actors, Finances, Guarantees, Consignment, General information, Transport, Documents, Good items list, and Good item #1. A "SAVE AS DRAFT" button is visible in the top right of the form area.

Figure 55: Registration of the import declaration

3. Fill in the form providing the information about:
  - the import declaration
  - the consignment
  - the items

**Note:** To submit a centralised clearance declaration, you must first tick the 'Centralised clearance declaration' check box in the top right-hand corner of the form.

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 1:** 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.

**Note 2:** The Economic Operator can apply for a local authorisation on certain types of declarations via **Request a national authorisation on declaration** by filling in the requested fields.

**Note 3:** For more details on how to register an import declaration, please refer to the annexe "[How to complete an import declaration](#)"; "[How to complete a centralised clearance declaration](#)".

## 9.11 HOW TO SUBMIT A SIMPLIFIED IMPORT DECLARATION

If you have a permanent SDE authorisation or an EIR authorisation, you can submit simplified 'C' or 'F' declarations. If you do not have an authorisation, you must submit simplified 'B' or 'E' declarations. In some cases, you will need to complete the information in your declaration by submitting a supplementary declaration (see [How to submit a supplementary declaration](#)).

To submit a simplified import declaration:

1. Open the **Menu > Declarations > New Declarations > Import Simplified I1** page and choose the type of declaration you wish to submit.
2. A new **LRN** is assigned by the system for your declaration.

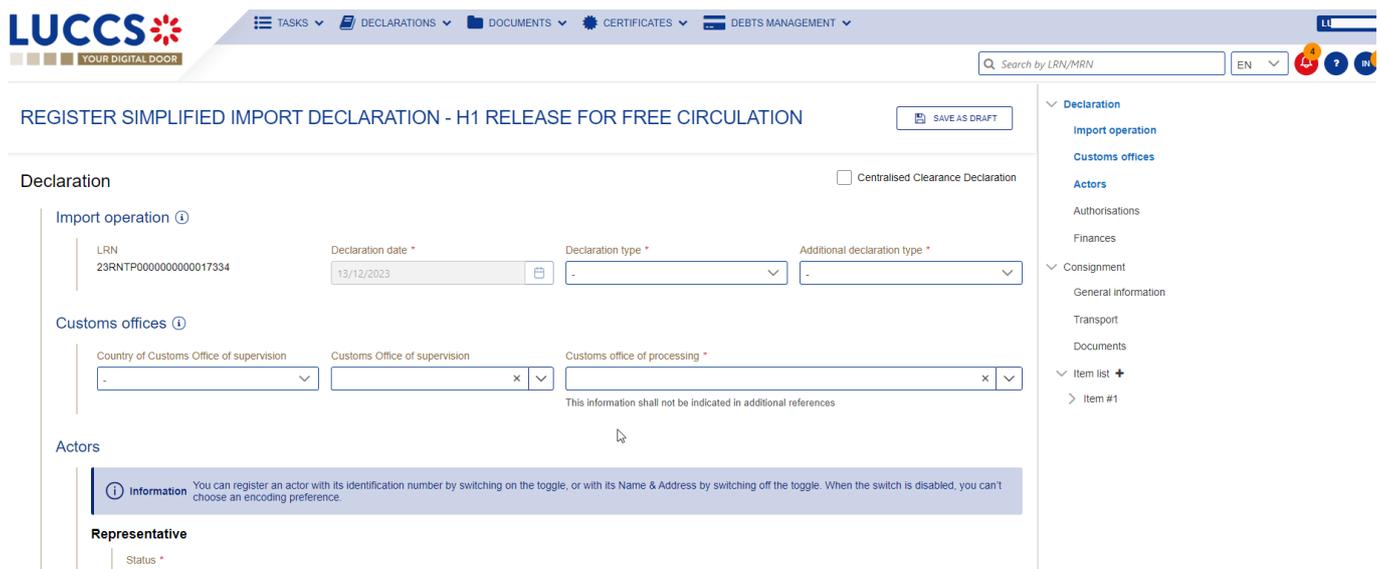


Figure 56: Registration of the simplified import declaration.

3. Complete the form by providing information on:
  - the import declaration
  - the consignment
  - the items
4. Click on **Submit**. A confirmation window opens, Click on Yes.

When the submission is successful, your simplified import declaration is submitted to the customs office. You are then redirected to the **Import Simplified Declaration** page where you can view the information recorded.

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

**Note:** You can cancel the Simplified Import Declaration submission 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.

**Note 2:** For more details on how to register an import declaration, please refer to the annexe "[How to complete an import declaration](#)"; "[How to complete a centralised clearance declaration](#)".

## 9.12 HOW TO SUBMIT A SUPPLEMENTARY IMPORT DECLARATION

In some cases, after a simplified declaration has been submitted, you will need to submit a supplementary declaration within the time limit. Once the supplementary declaration has been successfully submitted, the declaration is reconciled.

To submit a supplementary declaration:

1. Open the page of the import simplified declaration for which you want to complete the information ( Please refer to "[How to consult a simplified declaration](#)") or go to the task list (**Menu > Tasks > Tasks List**) and search for the task **Register supplementary declaration** associated with the simplified import declaration.
2. Click on the hyperlink of the mandatory task **Register supplementary declaration**.
3. The registration form opens. Some of the data cannot be different from the data specified in the simplified declaration and are therefore not editable.

The screenshot shows the LUCCS web interface for registering a supplementary H2 import declaration. The main header includes the LUCCS logo and navigation tabs for Tasks, Declarations, Documents, Certificates, and Debts Management. The page title is 'REGISTER SUPPLEMENTARY H2 IMPORT DECLARATION - CUSTOMS WAREHOUSING'. The form displays the following information:

- LRN: 23RNTP0000000000005899
- MRN: 23LU704L000001THR4
- Procedure: Import simplified declaration I1 - H2 Customs warehousing
- Status: PENDING SUPPLEMENTARY
- Declarant: [Redacted]
- Submission date: 18/04/2023 11:48
- Declaration types: IM - C
- Representative: -
- Acceptance date: 18/04/2023 11:48
- Supervising customs office: LU700000 - Direction des Douanes et Accises
- Customs office of processing: LU704000 - Centre Douanier
- Time limit to submit supplementary declaration in days (Starts at release): 10

The form is partially filled out, showing 'Import operation' and 'Declaration date' (27/04/2023). The 'Declaration type' is set to 'IM - Import of non-Union goods ...' and the 'Additional declaration type' is 'Y - for a supplementary declarati...'. The 'Customs offices' section is also visible.

Figure 57: Registration of an import supplementary declaration

4. Complete the form by providing the information relating to:
  - the import declaration
  - the consignment
  - the items
5. Click on **Submit**. A confirmation window opens, Click on Yes.

When the submission is successful, your supplementary import declaration is submitted to the customs office. You are then redirected to the **Import reconciled Declaration** page where you can view the information recorded.

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

## 9.13 HOW TO SUBMIT THE PRESENTATION NOTIFICATION FOR A PRE-LODGED DECLARATION

When the import declaration is pre-logged (submitted before the expected presentation of the goods at the Customs office), 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 the declaration 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.

REGISTER PRESENTATION NOTIFICATION

2. The registration form opens. Some fields cannot be modified in relation to the declaration data and are therefore greyed out.

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: 23RNTP00000000000006908

MRN:	-	Procedure:	Import - H1 Release for free circulation	Status:	<b>PENDING PRESENTATION</b>
Declarant:	[REDACTED]	Submission date:	27/04/2023 16:30	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

LRN  
23RNTP00000000000006908

Actors

Information: 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 disabled, you can't choose an encoding preference.

Figure 58: 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 and the declaration's data are updated. Then, you are redirected to the declaration view.

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](#)).

LRN: <a href="#">23RNTP0000000000002862</a>		
MRN: -	Procedure: Import - H1 Release for free circulation	Status: <b>PENDING PRESENTATION</b>
Declarant: [redacted]	Submission date: 30/03/2023 13:04	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 59: The data indicated in the pre-logged declaration are no longer valid

## 9.14 HOW TO REGISTER YOUR RIGHT TO BE HEARD FOLLOWING THE REJECTION OF A LOCAL AUTHORISATION

When the customs authorities indicate their intention to reject a local authorisation, the user must perform the mandatory task **Register Right to be Heard for local authorisation**, to confirm or deny their intention to exercise their right to be heard.

To execute the task **Register Right to be Heard for local authorisation**:

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

### Confirmation - Right to be heard

Do you want to submit a request to exercise your right to be heard?

If you answer "NO", you renounce your right to be heard. Please consult Reason for intention to reject in the Operational details of the declaration.

Figure 60 : Right to be heard pop-up

**If you answer 'NO', you renounce your right to be heard. the declaration is rejected.**

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

REGISTER THE RIGHT TO BE HEARD REQUEST

LRN: 24RNTP000000000027150

MRN:	-	Procedure:	Import - H1 End use	Status :	<b>UNDER CUSTOMS VALIDATION</b>
Declarant:	CFL logistics - LU16571800	Submission date:	29/03/2024 11:42	Declaration types:	IM - A
Representative:	-	Acceptance date:	-		
Customs Office of supervision:	LU700000 - Direction des Douanes et Accises	Customs office of processing:	LU700000 - Direction des Douanes et Accises		
Expiration date of the right to be heard:	28/04/2024	Justification:	reason for intention to reject		

Justification

Justification \*

512

Attachments

Figure 61 : Right to be heard

4. Fill in the information about your right to be heard.
5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

## 9.15 CORRECTION

### 9.15.1 HOW TO SUBMIT A CORRECTION REQUEST

You can correct your pre-lodged declaration (Additional declaration type 'D', 'E', 'F') 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 declaration type 'A', 'B', 'C', you will have to request an amendment (see: [How to submit an amendment request](#)).

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

SAVE AS DRAFT

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

LRN: [23RNTFP0000000000006956](#)

MRN: -	Procedure: Import - H1 Release for free circulation	Status: <b>PENDING PRESENTATION</b>
Declarant: [redacted]	Submission date: 28/04/2023 06:59	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	

Correction reason

Justification \*

[Empty text box for justification]

Declaration

Correction reason

Justification

Declaration

Import operation

Customs offices

Actors

Authorisations

Finances

Guarantees

Consignment

General information

Transport

Documents

Goods items list +

> Goods item #1

> Goods item #2

Figure 62: 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.

### 9.15.2 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.

IMPORT DECLARATION - H1 RELEASE FOR FREE CIRCULATION

▼ Correction

▼ Response from customs

Decision	Decision date and time
Declaration corrected	28/04/2023 07:03

▼ Correction request

Request date and time	Justification
28/04/2023 07:03	A reason

Operational details

Correction

▼ Declaration details

▼ Declaration

General information

Authorisations

Customs offices

Actors

Finances

Guarantees

▼ Consignment

General information

Transport

Documents

> Item #1

> Item #2

Figure 63: 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**.

## 9.16 CANCELLATION

### 9.16.1 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.

REGISTER CANCELLATION REQUEST

REGISTER CANCELLATION REQUEST

LRN: 23RINTP0000000000055318

MRN: -	Procedure: Import - H1 Release for free circulation	Status: <b>PENDING PRESENTATION</b>
Declarant: [REDACTED]	Submission date: 28/04/2023 07:03	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	

Justification \*

512

SUBMIT CANCEL

Figure 64: 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.

## 9.16.2 HOW TO CONSULT THE CANCELLATION REQUEST AND CUSTOMS AUTHORITIES' RESPONSE

After submitting the cancellation 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 cancellation.

The screenshot displays the LUCCS web interface. At the top, there is a navigation bar with tabs for TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBITS MANAGEMENT. A search bar is present with the text 'Search by LRN/MRN'. The main content area is titled 'IMPORT DECLARATION - H1 RELEASE FOR FREE CIRCULATION'. On the left, a 'Cancellation' section is expanded, showing a 'Response from customs' table and a 'Cancellation request' table. On the right, a sidebar menu is visible with options like 'Operational details', 'Declaration details', and 'Declaration'.

Cancellation		
Response from customs		
Decision	Decision date and time	Justification
Declaration cancelled	28/04/2023 07:06	I need to cancel
Cancellation request		
Initiated by customs	Request date and time	Justification
No	28/04/2023 07:06	I need to cancel

Figure 65: Cancellation of an import declaration

## 9.17 AMENDMENT

### 9.17.1 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 declaration data. Please note that some data elements cannot be amended.

LRN: 23RNT00000000000006956

MRN:	23LU700L000002CKR4	Procedure:	Import - H1 Release for free circulation	Status:	ACCEPTED
Declarant:	[Redacted]	Submission date:	28/04/2023 06:59	Declaration types:	IM - D
Representative:	-	Acceptance date:	28/04/2023 07:07		
Supervising customs office:	LU700000 - Direction des Douanes et Accises	Customs office of processing:	LU700000 - Direction des Douanes et Accises		

**Amendment reason**

Justification \*

Declaration

Figure 66: Registration of 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.

### 9.17.2 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, reject or reject and suggest another amendment.

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.

If the amendment request is rejected and the customs suggest another one, the import declaration is not amended, and the status of the declaration reverts to the previous status. A new mandatory task is created 'Register suggested amendment'.

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

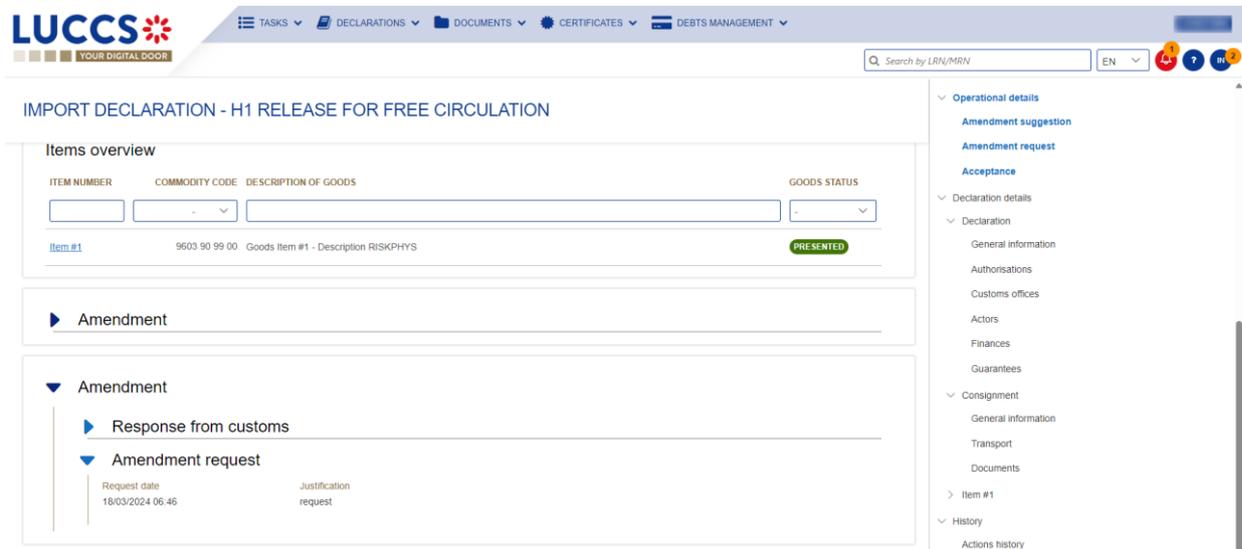


Figure 67: Amendment of an import declaration

### 9.17.3 HOW TO RESPOND TO A SUGGESTION FROM THE CUSTOMS AUTHORITIES TO AMEND THE DECLARATION

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

To respond to the suggestion to amend:

1. Open the **Import Declaration** page. The mandatory task **Register suggested amendment** is available or go to the **tasks list**.
2. Click on the hyperlink of the mandatory task **Register suggested amendment**.
3. The pop-up **Decision on amendment suggestion from Customs** opens.

**Decision on amendment suggestion from Customs**

Do you want to amend your declaration following Customs suggestion?

Yes
No

If you answer "NO" it's a final decision. Please [consult "Justification of the suggested amendment"](#) in the Operational details of the declaration.

✓ SUBMIT
✗ CANCEL

*Figure 68: Pop-up - Decision on amendment suggestion 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.

#### 9.17.4 HOW TO CONSULT THE AMENDMENT SUGGESTION BY THE CUSTOMS AUTHORITIES

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

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

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

## 9.18 INVALIDATION

### 9.18.1 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:



The screenshot shows the LUCCS system interface. At the top, there is a navigation bar with the LUCCS logo and the tagline 'YOUR DIGITAL DOOR'. The main content area is titled 'H1 IMPORT DECLARATION - RELEASE FOR FREE CIRCULATION'. Below the title, there is a status indicator 'INVALIDATED'. The main content area is divided into sections: 'Invalidation', 'Response from customs', and 'Invalidation request'. The 'Response from customs' section shows a decision date and time of 28/04/2023 07:27 and a decision of 'Declaration Invalidated'. The 'Invalidation request' section shows a request date and time of 28/04/2023 07:25 and a justification of 'I need to invalidate'. A sidebar on the right contains a navigation menu with categories like 'Operational details', 'Release of the goods', and 'Declaration details'.

Figure 70: 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**.

### 9.18.3 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.

The screenshot shows the LUCCS web interface for an H1 Import Declaration. The main content area is titled 'Goods shipment item overview' and contains a table with the following data:

GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Goods item #1	9306 30 90 00	Rain jacket yellow	SEIZED
Goods item #2	9306 30 90 00	Rain jacket yellow	SEIZED

Below the table, there is a section titled 'Invalidation by customs' with the following details:

Decision date and time	Decision
21/04/2023 12:03	Declaration Invalidated

The right-hand sidebar contains a navigation menu with the following items:

- Operational details
  - Invalidation by customs
  - Non-release of the goods
    - Intention not to release
    - Acceptance
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
    - Guarantees
  - Consignment
    - General information
    - Transport
    - Documents
- Goods item #1

Figure 71: Invalidation by customs

## 9.19 CONTROL

### 9.19.1 HOW TO CONSULT THE CONTROL NOTIFICATION OF THE CUSTOMS AUTHORITIES

The customs authorities may notify that a documentary and/or physical control 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 **Control Details** button.
3. The **Control Notification** card is available and contains information about the Control Notification.

Figure 72: Control Notification of an import declaration

## 9.19.2 HOW TO CONSULT THE CONTROL RESULTS NOTIFICATION OF THE CUSTOMS AUTHORITIES

When the customs authorities execute a documentary and/or physical control of a centralised clearance declaration, a notification will be sent to the operator.

To consult the control results notification:

1. Open the **Import Centralised Clearance Declaration** page.
2. Click on the **Control Results** hyperlink in highlights or click on the **Control Details** button.
3. The **Control Results** card is available and contains information related to the notification of control results.

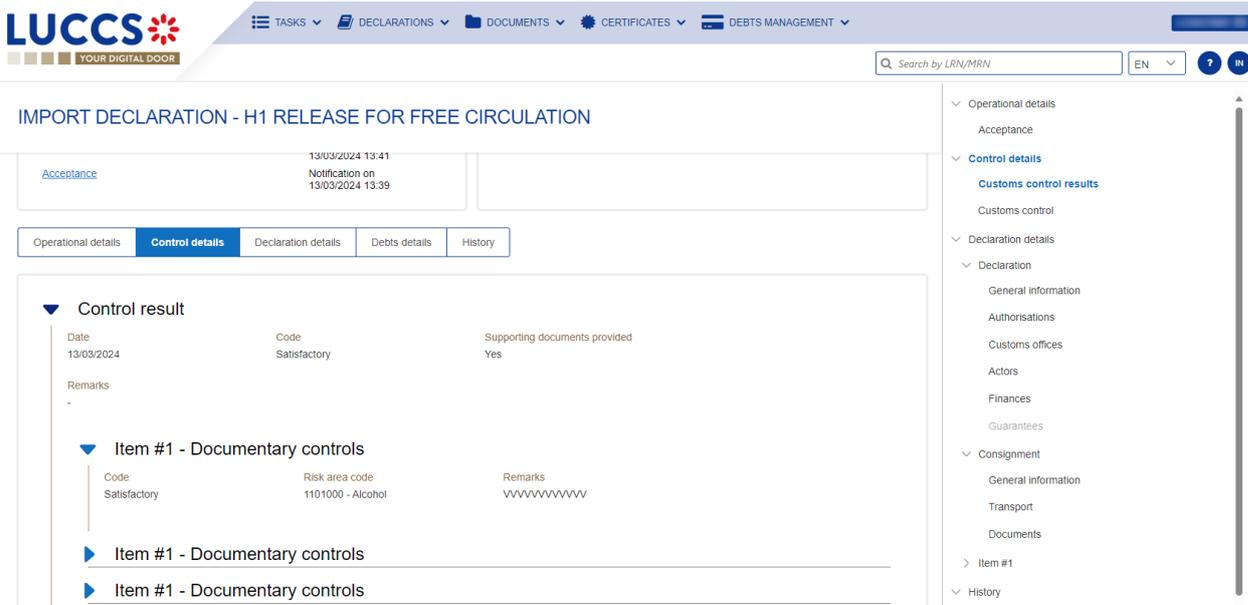


Figure 73: Control Result of an import declaration

## 9.20 DECISION ON RELEASE OF GOODS

### 9.20.1 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.

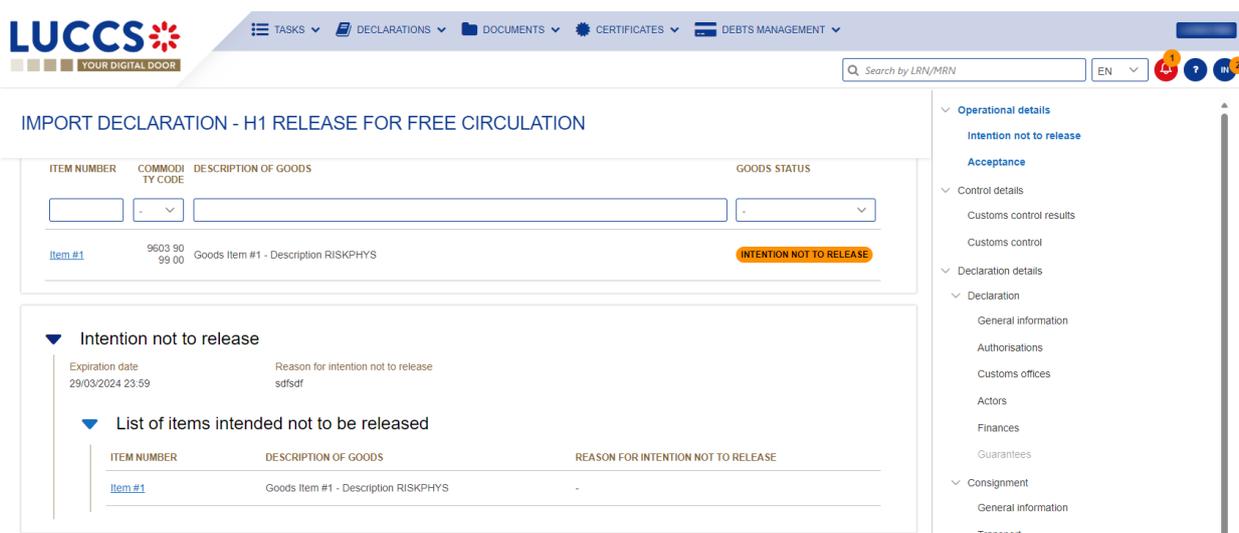


Figure 74: Intention not to release

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

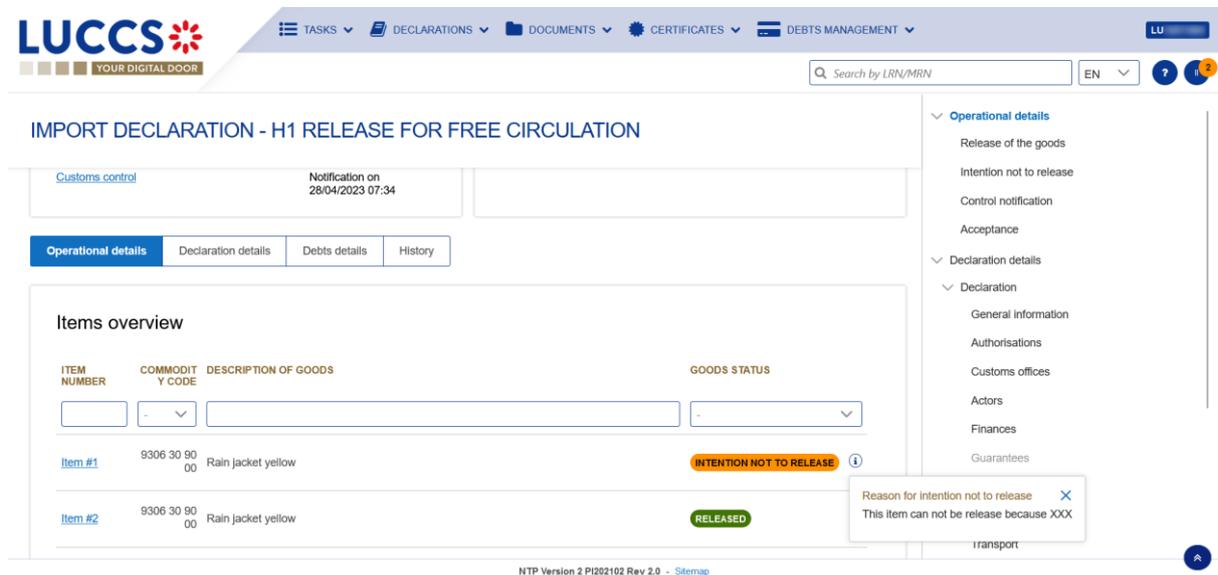


Figure 75: Item overview

## 9.20.2 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**:

6. Open the Import declaration page. The mandatory task **Register Right to be Heard** is available or go to the tasks list.
7. Click on **Register Right to be Heard**.
8. The **Confirmation - Right to be Heard** pop-up opens.

**Confirmation - Request to be heard**

Do you want to submit a request to be heard?

If you answer "NO", you renounce your right to be heard. Please consult "Reason for intention not to release" in the Operational details of the declaration.

Figure 76: Right to be heard pop-up

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

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

LRN: [23RNTF00000000055322](#)

MRN:	23LU700L00002LQGR6	Procedure:	Import - H1 Release for free circulation	Status:	<b>UNDER CONTROL</b>
Declarant:	[REDACTED]	Submission date:	28/04/2023 07:33	Declaration types:	IM - A
Representative:	-	Acceptance date:	28/04/2023 07:33		
Supervising customs office:	LU700000 - Direction des Douanes et Accises	Customs office of processing:	LU700000 - Direction des Douanes et Accises		
Expiration date of the right to be heard:	28/05/2023	Reason for intention not to release:	-		

Consignment

Justification

Figure 77: Right to be heard

9. Fill in the information about your right to be heard.
10. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

### 9.20.3 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 **'Item overview'** card in **Operational Details**.

H4 IMPORT DECLARATION - INWARD PROCESSING

Goods item #2 9306 30 90 00 VIN

NOT RELEASED

Non-release of the goods

Reason for not release date Reason for not release  
26/04/2023 11:42 -

LIST OF GOODS ITEMS NOT RELEASED

GOODS ITEM NUMBER	DESCRIPTION OF GOODS	REASON FOR NOT RELEASE
Goods item #1	Bonbon et chocolats	-
Goods item #2	VIN	-

- Operational details
  - Non-release of the goods
  - Intention not to release
  - Control notification
  - Acceptance
- Declaration details
- Declaration
  - General information
  - Authorisations
  - Customs offices
  - Actors
  - Finances
  - Guarantees
- Consignment
  - General information
  - Transport
  - Documents
- Goods item #1

Figure 78: Release decision

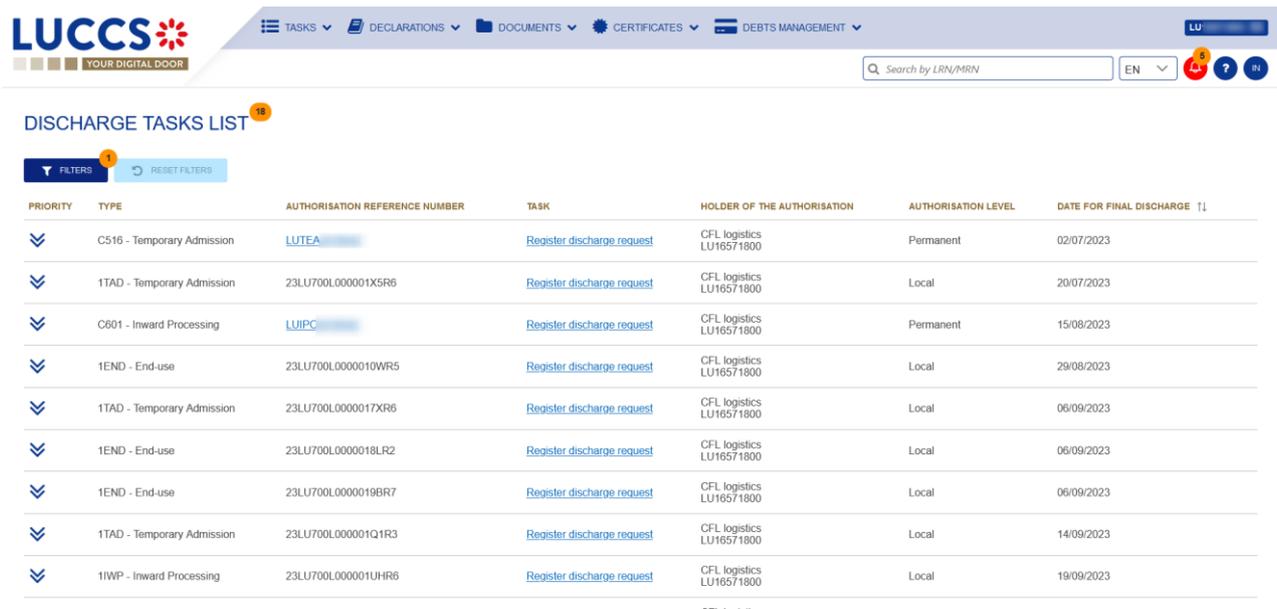
**Note:** Please note that when a release decision is partial, you will receive both cards successively.

## 9.21 DISCHARGE

### 9.21.1 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.



PRIORITY	TYPE	AUTHORISATION REFERENCE NUMBER	TASK	HOLDER OF THE AUTHORISATION	AUTHORISATION LEVEL	DATE FOR FINAL DISCHARGE
⌵	C516 - Temporary Admission	LUTEA	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Permanent	02/07/2023
⌵	1TAD - Temporary Admission	23LU700L000001X5R6	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	20/07/2023
⌵	C601 - Inward Processing	LUIPC	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Permanent	15/08/2023
⌵	1END - End-use	23LU700L0000010WR5	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	29/08/2023
⌵	1TAD - Temporary Admission	23LU700L0000017XR6	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	06/09/2023
⌵	1END - End-use	23LU700L0000018LR2	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	06/09/2023
⌵	1END - End-use	23LU700L0000019BR7	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	06/09/2023
⌵	1TAD - Temporary Admission	23LU700L000001Q1R3	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	14/09/2023
⌵	1IWP - Inward Processing	23LU700L000001UHR6	<a href="#">Register discharge request</a>	CFL logistics LU16571800	Local	19/09/2023

Figure 79: 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

REFERENCE NUMBER: LUTEA

Authorisation type UCC / TEA Start date / End date 12/04/2019 Status VALID

Holder of the authorisation

Quantity to discharge

Commodity code 9301 10 00 00	Measurement unit and qualifier KG	Remaining quantity 70.033	Quantity to discharge *
---------------------------------	--------------------------------------	------------------------------	-------------------------

Description of goods  
Banana

Applicable declarations

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

Figure 80: Discharge request per commodity code

REGISTER DISCHARGE PER MRN

REFERENCE NUMBER: LUTEA

Authorisation type UCC / TEA Start date / End date 12/04/2019 Status VALID

Holder of the authorisation

Declaration

MRN  
[22LU701L000003YR6](#)

Quantity to discharge

COMMODITY CODE	DESCRIPTION OF GOODS	REMAINING QUANTITY	QUANTITY TO DISCHARGE
9301 10 00 00	Banana	3.049	<input type="text"/>
9306 30 90 00	Ball	82	<input type="text"/>

Figure 81: 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.

### 9.21.2 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 **Tasks List** via its **Authorisation Number**.
2. The discharges requests are listed in the **'Discharge information' > 'Details of discharge'** tab.

REFERENCE NUMBER: LUTEA

Authorisation type: UCC / TEA (i) Start date / End date: 12/04/2019 → - Status: VALID (i)

Holder of the authorisation: [redacted]

REGISTER DISCHARGE REQUEST REGISTER EXTENSION REQUEST

Main information Goods information **Discharge information** Guarantee

Discharge information

Period of discharge **Details of discharge**

REQUEST DATE AND TIME	REQUEST TYPE	JUSTIFICATION	RESPONSE FROM CUSTOMS	DECISION DATE AND TIME
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Figure 82: Details of discharge

### 9.21.3 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**.

REFERENCE NUMBER: [redacted]

Authorisation type: UCC / TEA (i) Start date / End date: 12/04/2019 → -

Holder of the authorisation: [redacted] Representative of the holder: [redacted] View representatives (i)

Decision taken by: [redacted] (i) Registration date: -

REGISTER DISCHARGE REQUEST **REGISTER EXTENSION REQUEST**

EXTEND PERIOD OF DISCHARGE

REFERENCE NUMBER: [LUTEA](#)

Authorisation type: UCC / TEA    Start date / End date: 12/04/2019 → -    Status: **VALID**

Holder of the authorisation: [REDACTED]

**Information** Please select the declaration to extend the period of discharge.

Applicable declarations 28

MRN	DATE FOR FINAL DISCHARGE	ACTION
<a href="#">22LU701L000003YR6</a>	02/07/2023	
<a href="#">22LU701L000004SR7</a>	16/07/2023	

Figure 83: 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

REFERENCE NUMBER: [LUTEA](#)

Authorisation type: UCC / TEA    Start date / End date: 12/04/2019 → -    Status: **VALID**

Holder of the authorisation: [REDACTED]

Applicable declaration

MRN: [22LU701L000003YR6](#)    Initial date for discharge: 02/07/2023    Date for final discharge: 02/07/2023    Extension period in months:     For all goods:  Yes  No

Extend the period of discharge per good

COMMODITY CODE	DESCRIPTION OF GOODS	DATE FOR FINAL DISCHARGE	EXTENSION PERIOD IN MONTHS
9301 10 00 00	Banana	02/07/2023	<input type="text"/>
9306 30 90 00	Ball	02/07/2023	<input type="text"/>

Figure 84: 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.

## 9.21.4 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:

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

The screenshot displays the LUCCS web application interface. At the top, there is a navigation bar with tabs for TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar is present with the text 'Search by LRN/MRN'. The main content area is titled 'AUTHORISATION' and shows details for a specific authorisation. The reference number is 'LUTEA'. The authorisation type is 'UCC / TEA'. The start date is '12/04/2019' and the end date is '-'. The status is 'VALID'. Below this, there are buttons for 'REGISTER DISCHARGE REQUEST' and 'REGISTER EXTENSION REQUEST'. A tabbed interface shows 'Main information', 'Goods information', 'Discharge information' (selected), and 'Guarantee'. The 'Discharge information' tab is active, showing a sub-tab 'Period of discharge' and a 'Details of discharge' section. The 'Period of discharge' section displays 'Period of discharge (in months)' as '14' and 'Automatical extension of the time period' as 'No'. The 'Estimated period of discharge description' is empty. A sidebar on the right contains a navigation menu with categories: 'Main information' (Publication agreement, Customs authority, Annexes), 'Goods information' (Applicable goods, Location of goods), and 'Discharge information' (Period of discharge, Details of discharge, Guarantee).

Figure 85: Period of discharge

# 10 AC4 PROCEDURE – ALCOHOL AND ENERGETIC PRODUCTS

## A- CONSULT INFORMATION RELATED TO AN EXCISE DECLARATION

### 10.1 HOW TO CONSULT AN EXCISE DECLARATION

To consult the excise declaration data:

1. Open the **Excise Declaration** page via its **LRN/MRN** or via the **Declarations list**.

The screenshot shows the Luccs web application interface for viewing an AC4 declaration. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. A search bar is present with the text 'Search by LRN/MRN'. The main content area is titled 'VIEW AC4 DECLARATION' and displays the following information:

LRN: 23XNTP000000000006846			
MRN: 23LU704L0000007IX4	Procedure: Excise	Status: RELEASED	
Consignee: [REDACTED]	Submission date: 27/04/2023 11:31	Declaration type: AC - 4	
Representative: -	Acceptance date: 27/04/2023 11:31	Custom office of destination: LU704000 - Centre Douanier	

Below the table are buttons for 'REGISTER INVALIDATION REQUEST', 'REGISTER POST RELEASE AMENDMENT REQUEST', 'DUPLICATE', 'GENERATE SHORT FORM', and 'PRINT PREVIEW'. A tabbed interface shows 'Operational details', 'Declaration details' (selected), 'Debts details', and 'History'. The 'Declaration details' section has tabs for 'General information', 'Customs offices', 'Actors', 'Documents', and 'Finances'. The 'General information' tab displays:

LRN	Declaration type	Additional declaration type	Commercial reference
23XNTP000000000006846	AC	4	-

The right sidebar contains a navigation menu with 'Operational details', 'Declaration details', 'Declaration', 'General information', 'Customs offices', 'Actors', 'Documents', 'Finances', 'Goods item #1', 'History', 'Actions history', and 'Version history'.

Figure 86: Excise return - header

2. Click on the **Declaration details** button.
3. The data of the excise declaration is displayed:
  - Declaration: general information, customs offices, actors, documents, and finances
  - Item: general information, goods, documents, and finances

VIEW AC4 DECLARATION

[REGISTER INVALIDATION REQUEST](#)
[REGISTER POST RELEASE AMENDMENT REQUEST](#)
[DUPLICATE](#)
[GENERATE SHORT FORM](#)
[PRINT PREVIEW](#)

[Operational details](#)
[Declaration details](#)
[Debts details](#)
[History](#)

**Declaration**

[General information](#)
[Customs offices](#)
[Actors](#)
[Documents](#)
[Finances](#)

LRN 23XNTP0000000000006846	Declaration type AC	Additional declaration type 4	Commercial reference -
Date 27/04/2023			

**Warehouse**

Type -	Identifier -
-----------	-----------------

- Operational details
- Declaration details
  - Declaration
    - General information
    - Customs offices
    - Actors
    - Documents
    - Finances
    - Goods item #1
  - History
    - Actions history
    - Version history

Figure 87: Excise return - return details

**Note:** The data displayed corresponds to the last recorded data of the declaration (i.e., corrections are considered).

## 10.2 HOW TO CONSULT ACTIONS HISTORY OF AN EXCISE DECLARATION

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

To view the actions history of the excise declaration:

1. Open the **Excise Declaration** via **LRN/MRN** page.
2. Click on the **History** buttons.
3. The actions history of the excise declaration is available.

**VIEW AC4 DECLARATION**

REGISTER INVALIDATION REQUEST | REGISTER POST RELEASE AMENDMENT REQUEST | DUPLICATE | GENERATE SHORT FORM | PRINT PREVIEW

Operational details | Declaration details | Debts details | **History**

Actions history | Version history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
27/04/2023 11:31	Message sent	AC4 - Release Notification - To: LU [redacted] via NTP	Customs
27/04/2023 11:31	Status set	Released	Customs
27/04/2023 11:31	Message sent	AC4 - Acceptance Notification - To: LU [redacted] via NTP	Customs
27/04/2023 11:31	Status set	Accepted	Customs
27/04/2023 11:31	Message received	AC4 - Declaration	Customs
27/04/2023 11:31	Task performed	Task - Register declaration	NTP

Figure 88: Excise declaration - actions history

## 10.3 HOW TO CONSULT THE VERSION HISTORY OF THE EXCISE DECLARATION

The version history of the excise declaration contains the events related to the amendments of the excise declaration.

To view the version history of the excise declaration:

1. Open the **Excise Declaration** page via the **LRN/MRN**.
2. Click the **History > Version History** button.
3. The version history of the excise return is available and contains the dates of corrections made and their status.

LUCCS YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES DEBTS MANAGEMENT

Search by LRN/MRN EN

### VIEW AC4 DECLARATION

LRN: 23XNTP000000000006846

MRN: 23LU704L00000071X4	Procedure: Excise	Status: <b>RELEASED</b>
Consignee: [REDACTED]	Submission date: 27/04/2023 11:31	Declaration type: AC - 4
Representative: -	Acceptance date: 27/04/2023 11:31	Custom office of destination: LU704000 - Centre Douanier

REGISTER INVALIDATION REQUEST REGISTER POST RELEASE AMENDMENT REQUEST DUPLICATE GENERATE SHORT FORM PRINT PREVIEW

Operational details Declaration details Debts details **History**

Actions history **Version history**

- 28/04/2023 13:51 Amendment
- 27/04/2023 11:31 [Original version of the declaration](#)

Figure 89: Excise declaration - version history

## 10.4 HOW TO CONSULT A PREVIOUS VERSION OF THE EXCISE DECLARATION

A previous version contains the reported data from the previous version of the declaration.

A new version is created when an amendment has been made.

To consult a previous version of the excise declaration:

1. Open the **Excise Declaration** page via the **LRN/MRN**.
2. Click the **History > Version History** button.
3. Click on the **hyperlink** of the version you wish to view.
4. The previous version of the report is available and contains the reported data from the previous version of the report.

LRN: 23XNTP000000000006846

MRN: 23LU704L000007IX4 Procedure: Excise Version: **PREVIOUS VERSION**

Consignee: [REDACTED] Representative: - Declaration type: AC - 4

PRINT PREVIEW

**Declaration details**

**Declaration**

General information | Customs offices | Actors | Documents | Finances

LRN	Declaration type	Additional declaration type	Commercial reference
23XNTP000000000006846	AC	4	-

Date: 27/04/2023

Figure 90: Excise declaration - previous version

## 10.5 HOW TO CONSULT THE ACCEPTANCE OF THE EXCISE DECLARATION

The excise declaration is accepted when the MRN allocation notification (AC4 - Acceptance Notification) is received from the Customs office. The status of the declaration becomes "Accepted" and the MRN is allocated and displayed in the header of the **Excise Declaration** page.

To consult the acceptance of the excise declaration:

1. Open the **Excise Declaration** page.
2. Click the **Operational Details** button.
3. The **Acceptance** card is available and contains the acceptance date of the excise return and the calculated taxes.

VIEW AC4 DECLARATION

Release

Acceptance

Declaration acceptance date: 27/04/2023 11:31  
MRN: 23LU704L00000071X4

Total taxes

TAX TYPE	PAYABLE TAX AMOUNT
A00	0,00
B00	0,00

Operational details

- Declaration details
- Declaration
  - General information
  - Customs offices
  - Actors
  - Documents
  - Finances
- Goods item #1
- History
  - Actions history
  - Version history

Figure 91: Acceptance of the excise declaration

## 10.6 HOW TO VIEW THE CUSTOMS AUTHORITIES' RELEASE DECISION

After acceptance of the declaration and finalisation of the guarantee's formalities, the Customs authorities take a decision on the release of the goods and notify the declarant/representative and the declaration changes to the status:

- "Released".

To consult the release decision:

1. Open the relevant **Excise Declaration** page.
2. Click on the **Operational Details** button.
3. The **Release** card is available and contains information about the information received from the customs authorities.

VIEW AC4 DECLARATION

LRN: 23XNTP000000000006647

MRN: 23LU704L0000007DX9	Procedure: Excise	Status: <b>RELEASED</b>
Consignee: [Redacted]	Submission date: 25/04/2023 16:58	Declaration type: AC - 4
Representative: -	Acceptance date: 25/04/2023 16:58	Custom office of destination: LU704000 - Centre Douanier

REGISTER INVALIDATION REQUEST REGISTER POST RELEASE AMENDMENT REQUEST DUPLICATE GENERATE SHORT FORM PRINT PREVIEW

Operational details Declaration details Debts details History

- Operational details
- Declaration details
- Declaration
  - General information
  - Customs offices
  - Actors
  - Documents
  - Finances
  - Goods item #1
- History
  - Actions history
  - Version history

Release

Release date  
25/04/2023 16:58

Figure 92: Release decision

## B- REGISTER THE EXCISE DECLARATION AND OPERATIONAL DATA

### 10.7 HOW TO SUBMIT AN EXCISE DECLARATION

To submit an excise declaration:

1. Open the **Menu > Declarations > New Declarations > AC4 - Excise** page.
2. A new **LRN** is assigned by the system for your declaration.

Figure 93: Registration of the excise declaration

3. Complete the form by providing the information related to:
  - the excise declaration
  - the goods items
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your excise declaration is submitted to the customs office. You are then redirected to the **Excise Declaration** page where you can view the information recorded.

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

**Note:** You can cancel the submission of the excise 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 RECTIFICATION

### 10.8.1 HOW TO SUBMIT AN AMENDMENT REQUEST FOR AN EXCISE DECLARATION

You may request to amend your declaration after release.

To submit a request for amendment of the declaration:

1. Open the page of the **Excise declaration** you wish to amend.
2. Click on the optional task **Register Post-Release Amendment Request**
3. The registration form opens.

REGISTER POST RELEASE AMENDMENT REQUEST

REGISTER AMENDMENT REQUEST

SAVE AS DRAFT

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

LRN: 23XNTP000000000006846

MRN: 23LU704L0000007IX4	Procedure: Excise	Status: <b>RELEASED</b>
Consignee: [redacted]	Submission date: 27/04/2023 11:31	Declaration type: AC - 4
Representative: -	Acceptance date: 27/04/2023 11:31	Custom office of destination: LU704000 - Centre Douanier

Date \* 28/04/2023 14:18

Justification \* [text area]

Declaration

General information

LRN

Commercial reference

Date \*

Declaration

General information

Customs office of destination

Actors

Documents

Finances

Goods item list

Goods item #1

Figure 94: Registration of an amendment

- Fill in the information about the amendment.
- Click on **Submit**. A confirmation window opens, click on **Yes**.

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

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

## 10.8.2 HOW TO CONSULT THE AMENDMENT REQUEST AND THE RESPONSE FROM THE CUSTOMS AUTHORITIES

After submitting the request for amendment of the declaration to the customs authorities, you can consult the information related to this request. The status of the declaration will change to "Under amendment".

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

If the amendment request is accepted, the excise declaration is amended, and the status of the declaration returns to the previous status.

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

To consult the response of the customs authorities:

- Open the **Excise Declaration** page. Click on the **Operational Details** button.
- The **Amendment** card is available and contains the information about the response of the customs authorities.

The screenshot displays the 'VIEW AC4 DECLARATION' interface. At the top, there is a navigation menu with options: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar labeled 'Search by LRN/MRN' and a language dropdown set to 'EN' are also visible. The main content area is titled 'VIEW AC4 DECLARATION' and contains several buttons: 'REGISTER POST RELEASE AMENDMENT REQUEST', 'REGISTER INVALIDATION REQUEST', 'DUPLICATE', 'GENERATE SHORT FORM', and 'PRINT PREVIEW'. Below these buttons are tabs for 'Operational details', 'Declaration details', 'Debts details', and 'History'. The 'Operational details' tab is active, showing a tree view under 'Amendment' with sub-sections: 'RESPONSE FROM CUSTOMS' (Decision: Declaration Amended, Decision date and time: 28/04/2023 14:26) and 'AMENDMENT REQUEST' (Request date and time: 28/04/2023 14:26, Justification: a justification). A right-hand sidebar contains a list of 'Operational details' including Declaration details, Declaration, General information, Customs offices, Actors, Documents, Finances, Item #1, History, Actions history, and Version history.

Figure 95: Amendment of an excise declaration

## 10.9 INVALIDATION

### 10.9.1 HOW TO SUBMIT AN INVALIDATION REQUEST FOR AN EXCISE DECLARATION

You can request to invalidate your declaration after the goods have been released.

To submit a request to invalidate the declaration:

1. Open the page of the **Excise Declaration** you wish to invalidate.
2. Click on the optional task **Register invalidation request**
3. The registration form opens.



REGISTER INVALIDATION REQUEST

LRN: 23XNTP000000000006846

MRN: 23LU704L00000071X4	Procedure: Excise	Status: <b>RELEASED</b>
Consignee: [REDACTED]	Submission date: 27/04/2023 11:31	Declaration type: AC - 4
Representative: -	Acceptance date: 27/04/2023 11:31	Custom office of destination: LU704000 - Centre Douanier

Date and time of request \*  
28/04/2023 14:34

Justification \*

512

**SUBMIT** **CANCEL**

Figure 96: Registration of an invalidation of an excise declaration

4. Fill in the information about the invalidation.
5. Click on **Submit**. A confirmation window will open, Click on Yes.

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

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

## 10.9.2 HOW TO CONSULT A DECLARATION INVALIDATION REQUEST AND THE RESPONSE FROM CUSTOMS AUTHORITIES

After submitting the request for invalidation of the declaration to the customs authorities, you can consult the information related to this request.

When a request for invalidation of the excise declaration is submitted, the customs authorities may decide either to accept or to reject the application.

If the request for invalidation is accepted, the excise declaration is invalidated and the status of the declaration changes to "Invalidated".

In case the invalidation request is rejected, the excise declaration is not invalidated, and the status of the declaration remains unchanged.

To consult the details of the request for invalidation of the excise declaration:

1. Open the **Excise Declaration** page. Click on the **Operational Details** button.
2. The **Invalidation** card is available and contains the information about the invalidation request and the response of the customs authorities.

VIEW AC4 DECLARATION

DUPLICATE GENERATE SHORT FORM PRINT PREVIEW

Operational details Declaration details Debts details History

Invalidation

Response from customs

Decision date and time	Decision
28/04/2023 14:45	Declaration Invalidated

Request

Request date and time	Justification
28/04/2023 14:34	A justification

Operational details

- Declaration details
- Declaration
  - General information
  - Customs offices
  - Actors
  - Documents
  - Finances
  - Goods item #1
- History
  - Actions history
  - Version history

Figure 97: Invalidation of excise declaration

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

### 10.9.3 HOW TO VIEW AN INVALIDATION OF THE DECLARATION REGISTERED BY THE CUSTOMS AUTHORITIES

In case the declaration is invalidated by the customs authorities, the status of the declaration changes to "Invalidated".

To consult the details of the **invalidation by the Customs**:

1. Open the **Excise Declaration** page. Click on the **Operational Details** button.
2. The **Invalidation by Customs** card is available and contains the information about the invalidation of the declaration.

VIEW AC4 DECLARATION

LRN: 23XNTP0000000000006645

MRN: 23LU704L0000007CX0	Procedure: Excise	Status: <b>INVALIDATED</b>
Consignee: [REDACTED]	Submission date: 25/04/2023 16:56	Declaration type: AC - 4
Representative: -	Acceptance date: 25/04/2023 16:56	Custom office of destination: LU704000 - Centre Douanier

DUPLICATE GENERATE SHORT FORM PRINT PREVIEW

Operational details Declaration details Debts details History

**Invalidation by customs**

Decision date and time	Decision	Justification
28/04/2023 14:48	Declaration Invalidated	A reason

Operational details

- Declaration details
- Declaration
  - General information
  - Customs offices
  - Actors
  - Documents
  - Finances
- Goods item #1
- History
  - Actions history
  - Version history

Figure 98: Invalidation by Customs

# 11 EXPORT PROCEDURES

## A-CONSULT INFORMATION RELATED TO A (RE-)EXPORT DECLARATION

### 11.1 HOW TO CONSULT A (RE-)EXPORT DECLARATION

To consult the information related to an (re-)export declaration:

1. Open the **(re-)export declaration** page via its **LRN/MRN**

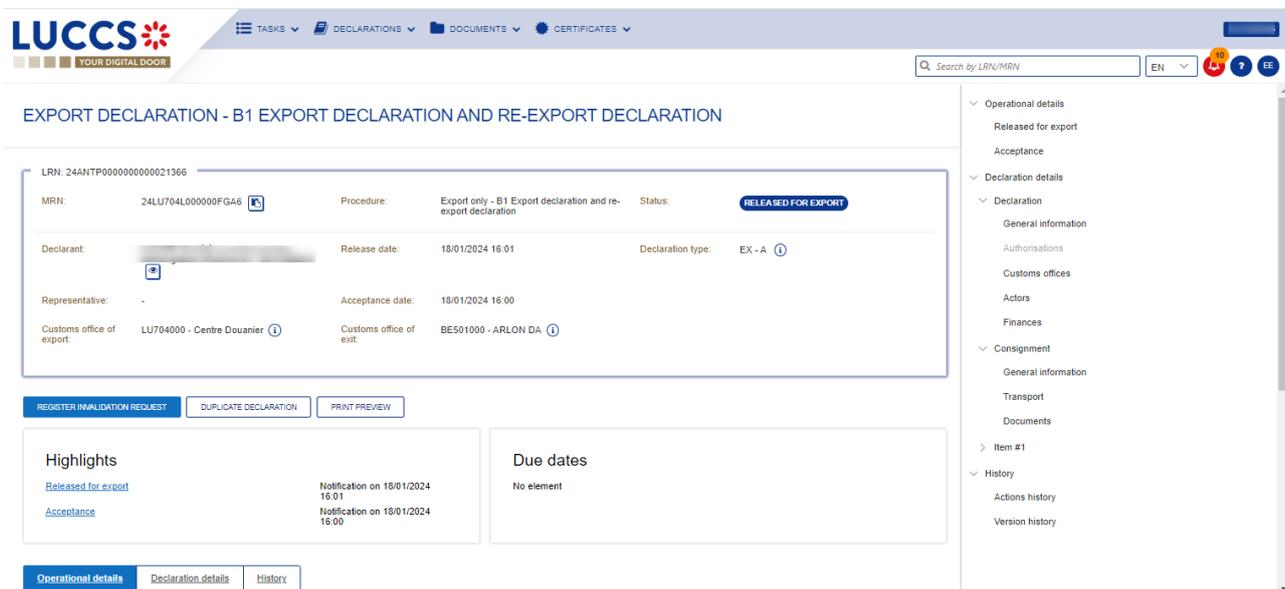


Figure 99: (Re-) export declaration - Header declaration view.

2. Click on the **Declaration details** button.
3. The (re-)export declaration data is displayed:
  - **Declaration:** General information, authorisations, customs offices, actors, and finances
  - **Consignment:** General information, transport, documents, and items overview
  - **Item:** General information, commodity, actors, authorisations, documents, and finances

Figure 100: (Re-)export declaration - Declaration details.

The items overview provides a holistic view of all declared items. Hyperlinks are available to facilitate the navigation.

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

## 11.2 HOW TO CONSULT A SIMPLIFIED DECLARATION

Simplified declarations are declarations containing less data than standard declarations. They are used in cases where an economic operator does not have all the information in its possession at the time the declaration is submitted (e.g., missing certificate of origin, missing proof of removal, missing supporting document, etc.). This information will be provided later in a supplementary declaration (see [How to submit a supplementary \(re-\)export declaration](#)).

Simplified declarations are identifiable by the 'additional declaration type' (B, C, E or F) and by the format of the declaration that can be (C1) for a simplified (re-)export declaration or (C1A1) for a simplified export and exit summary declaration.

To consult the data of the simplified (re-)export declaration:

1. Open the **Simplified (re-)export declaration** page via its **LRN/MRN**

SIMPLIFIED EXPORT DECLARATION - C1 (RE-)EXPORT DECLARATION

LRN: 24ANTP000000000026882

MRN: 24LU701L0000036WA1 Procedure: Export only - C1 (Re-)Export simplified declaration Reconciled declaration status: **PENDING SUPPLEMENTARY**

Simplified declaration status: **RELEASED FOR EXPORT**

Declarant: [redacted] Release date: 19/03/2024 13:04 Declaration type: EX - B

Representative: - Acceptance date: 19/03/2024 13:04

Customs office of export: LU701000 - Bettembourg Customs office of exit: BE204000 - BRUXELLES DE

Time limit to submit supplementary declaration in days (Starts at release): 10

- REGISTER SUPPLEMENTARY DECLARATION
- REGISTER INVALIDATION REQUEST
- DUPLICATE DECLARATION
- PRINT PREVIEW
- GENERATE EAD

Highlights	Due dates
<a href="#">Timer to lodge supplementary declaration</a> <a href="#">Released for export</a> <a href="#">Acceptance</a>	Notification on 19/03/2024 13:05 Notification on 19/03/2024 13:04 Notification on 19/03/2024 13:04 Timer for submitting the supplementary declaration: 29/03/2024 13:05

- Operational details
- Declaration details
- History

Items overview

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	FQSDFFQSDFFQ	RELEASED

- Operational details
  - Timer to lodge supplementary declaration
  - Released for export
  - Acceptance
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents
  - Item #1
  - History
    - Actions history
    - Version history

Figure 101:(Re-)export simplified declaration – Header.

- Click on the **Declaration Details** button.
- The simplified (re-)export declaration data is displayed:
  - Declaration:** general information, authorisations, customs offices, actors, and finances
  - Consignment:** general information, transport, documents, and items overview
  - Item:** general information, commodity, actors, authorisations, and documents

The items overview provides a holistic view of all declared items. Hyperlinks are available for easy navigation.

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

### 11.3 HOW TO CONSULT THE RECONCILED (RE-)EXPORT DECLARATION

Reconciled declarations are the result of a fusion of the data of a simplified declaration with the data of the supplementary declaration. Reconciled declarations are identifiable by the 'additional declaration type' (X, Y).

The differences between reconciled and standard declarations are as follows:

- New status on the reconciled declaration

- The reconciled declaration has its own lifecycle.

To consult the export reconciled declaration data:

1. Open the **Reconciled (re-)export declaration** page via its **LRN/MRN**

Figure 102: (Re-)export reconciled declaration – Header.

2. Click on the **Declaration Details** button.

**Note:** on the (re-)export declaration page, the declaration details information will be updated with the new version of the declaration: The reconciled one.

3. The export reconciled declaration data is displayed:
  - **Declaration:** general information, authorisations, customs offices, actors, and finances
  - **Consignment:** general information, transport, documents, and items overview
  - **Item:** general information, commodity, actors, authorisations, documents, and finances

The items overview provides a holistic view of all declared items. Hyperlinks are available for easy navigation.

The screenshot displays the Luccs web application interface for a reconciled export declaration. The header includes the Luccs logo and navigation menus for Tasks, Declarations, Documents, and Certificates. A search bar and language selector (EN) are also present. The main content area is titled 'RECONCILED EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION'. It features a 'Highlights' section with links to 'Acceptance', 'Timer to lodge supplementary declaration', 'Released for export', and 'Acceptance', each with a corresponding notification timestamp. A 'Due dates' section indicates 'No element'. Below these are tabs for 'Operational details', 'Declaration details', and 'History'. The 'Declaration details' tab is active, showing a table with columns for 'General information', 'Authorisations', 'Customs offices', 'Actors', and 'Finances'. The table contains data for LRN (24ANTP00000000026882), Declaration type (EX - Export or re-export of goods outside of the customs territory of the Union), Additional declaration type (X - for a supplementary declaration of simplified declarations covered by B and E), Security (0 - Not used for safety and security purposes), and Specific circumstance indicator (-). A right-hand sidebar contains a navigation menu with categories like Operational details, Declaration details, Declaration, Consignment, and History.

Figure 103: (Re-) export reconciled declaration - Declaration details.

## 11.4 HOW TO CONSULT THE HISTORY OF ACTIONS IN THE (RE-)EXPORT DECLARATION

The declaration actions history contains events related to the (re-)export 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 (re-)export declaration:

1. Open the **(Re-)export declaration** page via its **LRN/MRN**.
2. Click on the **History > Actions history** button.
3. The actions history of the **(Re-)export declaration** is available.

**EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION**

Actions history | Version history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
19/03/2024 14:06	Status set	Accepted	Customs
19/03/2024 14:06	Message sent	IE504 - Export Declaration Amendment Acceptance to [redacted] via NTP	Customs
19/03/2024 14:06	Task performed	Task - Register declaration amendment	NTP
19/03/2024 14:06	Status set	Under amendment	Customs
19/03/2024 14:06	Message sent	IEX14 - Amendment Acknowledgement to [redacted] via NTP	Customs
19/03/2024 14:06	Message received	IE513 - Export Correction/Amendment Request	Customs
19/03/2024 14:05	Message sent	IE528 - Export MRN Allocated to [redacted] via NTP	Customs
19/03/2024 14:05	Status set	Accepted	Customs
19/03/2024 14:05	Task performed	Task - Register declaration	NTP
19/03/2024 14:05	Status set	Submitted	Customs

NTP Version 5 Rev 1.0 - [Sitemap](#)

Figure 104: (Re-)export declaration - Actions history.

## 11.5 HOW TO CONSULT THE (RE-)EXPORT DECLARATION VERSION HISTORY

The (Re-)export declaration version history contains the events related to corrections (before acceptance) and amendments (after acceptance) of the (re-)export declaration.

To view the version history of the (Re-)export declaration:

1. Open the **(Re-)export Declaration** page via the **LRN/MRN**.
2. Click the **History > Version History** button.
3. The version history of the (Re-)export declaration is available and contains the dates where the corrections and/or amendments were made.

Figure 105: (Re-)export declaration - Version history.

## 11.6 HOW TO CONSULT A PREVIOUS VERSION OF THE (RE-)EXPORT DECLARATION

A previous version contains the declared data from the previous version of the declaration.

A new version is created when a correction (before acceptance) or an amendment (after acceptance) has been made, or in the case of a simplified declaration when a supplementary declaration is submitted.

To view a previous version of the (re-)export declaration:

1. Open the **(Re-)export Declaration** page via the **LRN/MRN**.
2. Click the **History > Version History** button.
3. Click the **hyperlink** of the version you wish to view.
4. The previous version of the declaration is available and contains the reported data from the previous version of the declaration.

EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION

LRN: 24ANTP0000000000026885

MRN: 24LU701L00000362A9 Procedure: Export only - B1 Export declaration and re-export declaration Version: **PREVIOUS VERSION**

Declarant: [Redacted] Representative: - Declaration type: EX - A ⓘ

PRINT PREVIEW

Declaration details

**Declaration**

General information Authorisations Customs offices Actors Finances

LRN 24ANTP0000000000026885	Declaration type EX - Export or re-export of goods outside of the customs territory of the Union	Additional declaration type A - for a standard customs declaration (under Article 162 of the Code)	Security 0 - Not used for safety and security purposes
Specific circumstance indicator -	Presentation of the goods date and time 19/03/2024 01:00		

**Consignment**

General information Transport Documents

Declaration details

Declaration

General information

Authorisations

Customs offices

Actors

Finances

Consignment

General information

Transport

Documents

> Item #1

> Item #2

Figure 106: (Re-)export declaration - Previous version.

## 11.7 HOW TO CONSULT THE ACKNOWLEDGEMENT RECEIPT OF THE (RE-) EXPORT DECLARATION

After submitting the (re-)export declaration, the customs authorities confirm its receipt. Then, the declaration's status changes to 'Pending presentation' for pre-lodged (re-)export declarations or 'Submitted' for non-pre-lodged (re-)export declarations.

To consult the Registration notification:

1. Open the **(Re-)export declaration** via its **LRN/MRN**.
2. Click on **History > Actions history**.
3. The **actions history** is available and contains the acknowledge message from the customs authorities.

EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION

Operational details | Declaration details | **History**

Actions history | Version history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
19/01/2024 15:11	Task performed	Task - Register declaration correction	NTP
19/01/2024 15:09	Timer started	Timer for waiting of presentation notification : ends 18/02/2024 15:09 (30 days)	Customs
19/01/2024 15:09	Status set	Pending presentation	Customs
19/01/2024 15:09	Message sent	IEX11 - Export Declaration Acknowledgement to [redacted] via NTP	Customs
19/01/2024 15:09	Message received	IE515 - Export Declaration	Customs
19/01/2024 15:09	Task performed	Task - Register declaration	NTP

Figure 107: (Re-)export declaration - Acknowledgement message.

## 11.8 HOW TO CONSULT THE ACCEPTANCE OF THE (RE-)EXPORT DECLARATION

The (re-)export declaration is accepted when the Export MRN Allocated notification is received from the customs authorities. Therefore, the declaration status becomes 'Accepted', the MRN is allocated and displayed in the header of the **(Re-)export declaration** page.

In case of pre-lodged (Re-)export procedures, acceptance is carried out upon submission of the presentation notification.

In case of non-pre-lodged (Re-)export procedures, acceptance is carried out when the (Re-)export declaration is submitted.

To consult the acceptance of the (Re-)export declaration:

1. Open the (re-)export declaration page.
2. Click on the hyperlink '**Acceptance**' on the '**Highlights**' or click on the **Operational details** button.

3. The **Acceptance** card is available and contains the acceptance date of the (Re-)export declaration

EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION

Highlights  
[Acceptance](#) Notification on 19/03/2024 14:20

Due dates  
No element

Operational details | Declaration details | History

Items overview

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<a href="#">Item #1</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	ACCEPTED
<a href="#">Item #2</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	ACCEPTED

Acceptance  
Declaration acceptance date  
19/03/2024

Figure 108 : (Re-)export declaration – Acceptance card.

## 11.9 HOW TO CONSULT THE REJECTION OF THE (RE-)EXPORT DECLARATION

The **(Re-)export declaration** is rejected when the rejection notification from the customs authorities is sent by the customs office. The status of declaration becomes 'Rejected'.

To consult the rejection of the (re-)export declaration:

1. Open the **(Re-)export declaration** page via it **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.

EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION

**Highlights**

[Rejection](#) Notification on 19/03/2024 14:39

**Due dates**

No element

Operational details

Declaration details

History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<a href="#">Item #1</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	REJECTED
<a href="#">Item #2</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	REJECTED

**Rejection**

<p>Rejection date and time</p> <p>19/03/2024 14:39</p>	<p>Rejection reason</p> <p>Presentation Notification not received before the expiration of timer "Awaiting for Export Presentation Notification"</p>
--	--

- Operational details
  - Rejection
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents
  - Item #1
  - Item #2
- History
  - Actions history
  - Version history

Figure 109: (Re-)export declaration – Rejection card.

## 11.10 HOW TO CONSULT THE EXPORT NOTIFICATION

The **Export notification** aims to inform the declarant if the goods have successfully left the union customs territory and contains the control result from the customs office of exit which could contain:

- **A satisfactory control result:** The control result at customs office of exit is satisfactory and the goods have left the territory.
- **A non-satisfactory control result:** The control result at customs office of exit is non-satisfactory and the goods have not been released.

To consult the **Export notification**:

1. Open the **(Re-)export declaration** page via its **LRN/MRN**.
2. Click on the hyperlink **Export notification** in the highlights or click on the **Operational details** button.
3. The **Export notification** card is available and contains the exit date and the control result at the customs office of exit.

**EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION**

DUPLICATE DECLARATION | PRINT PREVIEW | GENERATE EAD

**Highlights**

- Export notification: Notification on 21/03/2024 15:59
- Information registered on non-exited export #1: Notification on 21/03/2024 14:18
- Request on non-exited export: Notification on 21/03/2024 14:17
- Released for export: Notification on 21/03/2024 14:17
- Acceptance: Notification on 21/03/2024 14:18

**Due dates**

No element

**Operational details** | Declaration details | History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	Footwear - Covering the ankle but no covering the knee	EXPORTED
Item #2	6401 92 00	Footwear - Covering the ankle but no covering the knee	EXPORTED
Item #3	6401 92 00	Footwear - Covering the ankle but no covering the knee	EXPORTED

**Export notification**

Notification date: 21/03/2024 15:59 | Exit date: 21/03/2024 | Customs office of exit (actual): LU715000 - Luxembourg-Aeroport

**Control result at exit**

Control result: A2 - Considered satisfactory | State of seals OK

Figure 110: (Re-)export declaration – Export notification card.

## 11.11 HOW TO GENERATE EAD

When the status of the (Re-)export declaration is "Released for export" or "Exported" the export accompanying document (EAD) can be generated.

To generate the EAD:

1. Open the **(Re-)export declaration** page via its **LRN/MRN**.
2. Click on the **Generate EAD** button.



3. The **EAD** is generated in PDF format and contains the information related to the declaration.

EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION

CUSTOMS OFFICE OF EXPORT

CUSTOMS OFFICE OF EXIT

LRN: 24ANTP000000000004562

MRN: 24LU701L000000L2A7	Procedure: Export only - B1 Export declaration and re-export declaration	Status: EXPORTED
Declarant: [REDACTED]	Release date: 21/03/2024 14:35	Declaration type: EX - A
Representative: -	Acceptance date: 21/03/2024 14:34	
Customs office of export: LU701000 - Bettembourg	Customs office of exit: LU715000 - Luxembourg-Aéroport	

DUPLICATE DECLARATION PRINT PREVIEW GENERATE EAD

- Operational details
  - Export notification
  - Released for export
  - Acceptance
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents

Figure 111: (Re-)export declaration – Export Accompanying Document - EAD.

# B-REGISTER THE (RE-)EXPORT DECLARATION AND THE OPERATIONAL INFORMATION

## 11.12 HOW TO SUBMIT AN (RE-)EXPORT DECLARATION

To submit an (re-)export declaration:

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

The screenshot shows the Luccs web interface for registering an export declaration. The main heading is "REGISTER EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION". The form is divided into several sections: "Export operation" with fields for LRN (24ANTP000000000026889), Declaration date (19/03/2024), Security (0 - Not used for safety and security ...), and Declaration type (EX); "Customs offices" with fields for Country of customs office of exit and Customs office of exit; "Actors" with an information box and a "Representative" status selector (1 - No representation, 2 - Direct representation, 3 - Indirect representation); and "Declarant" with an identification number field. A "Centralised Clearance Declaration" checkbox is located in the top right corner of the form area. The Luccs logo and navigation menu are visible at the top of the page.

Figure 112: (Re-)export declaration – Declaration form B1.

3. Fill in the form providing the information about:
  - the export declaration
  - the consignment
  - the items

**Note:** To submit a centralised clearance declaration, the '**Centralised clearance declaration**' box in the top right-hand corner of the form must first be checked.

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

---

When the submission is successfully completed, you (re-)export declaration is submitted to the customs office. You are then redirected to the (re-)export declaration page where you can consult the recorded information.

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

**Note 1:** You can cancel the submission of the (re-)export 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.

**Note 2:** You can save a draft of the (re-)export declaration, once saved then you will be able to consult and submitted it through the draft list.

## 11.13 HOW TO SUBMIT A SIMPLIFIED (RE-)EXPORT DECLARATION

When recording a simplified declaration, you will be able to submit (re-)export declarations with less information. Both types of registrations are valid: in lodged or in pre-lodged.

If you have a permanent SDE authorisation you can submit a simplified (re-)export declaration with regular use by using an additional declaration type set in 'C' or 'F'. If you do not have an authorisation, you must submit the simplified (re-)export declaration on an occasional basis with an additional declaration type 'B' or 'E'.

To submit a simplified declaration when the goods have not yet arrived, you will have to send a pre-lodged declaration using 'F' or 'E' as additional declaration type. If the goods have arrived, then you can submit the declaration with **Additional declaration type** 'B' or 'C'.

In case of CCE, a permanent SDE authorisation is required and then an additional declaration type only can be set in 'C' or 'F'.

To submit a (Re-)export simplified declaration:

1. Open the **Menu > Declarations > New Declarations** page and choose the type of declaration you wish to submit:  
For a (re-)export simplified declaration please continue towards:  
**> Export> Export declaration > C1 - Simplified declaration.**  
For an export simplified and exit summary declaration please continue towards:  
**> Export and Exit summary declaration > C1 - A1- Simplified declaration and exit summary declaration.**
2. A new **LRN** is assigned by the system for your declaration.

Figure 113: Registration of the simplified (re-)export declaration.

3. Complete the form by providing information on:
  - the export declaration
  - the consignment
  - the items
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successful, your simplified declaration is submitted to the customs office. You are then redirected to the '**C1 (Re-)Export Simplified Declaration**'/'**C1A1 Simplified Export and Exit summary declaration**' page where you can consult the information recorded.

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

**Note 1:** You can cancel the simplified (re-)export declaration submission 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.

**Note 2:** You can save a draft of the simplified (re-)export declaration, once saved then you will be able to consult and submitted it through the drafts list.

**Note 3:** After the submission of the simplified declaration, when the declaration is released, in some cases you will need to complete the information of your declaration by submitting a supplementary declaration (see [How to submit a supplementary declaration](#)).

## 11.14 HOW TO SUBMIT A SUPPLEMENTARY (RE-)EXPORT DECLARATION

In some cases, after a simplified declaration has been submitted, you will need to submit a supplementary declaration within the time limit. Once the supplementary declaration has been successfully submitted, the declaration is reconciled.

To submit a supplementary declaration:

1. Open the page of the export simplified declaration for which you want to complete the information ( Please refer to “[How to consult a \(re-\)export simplified declaration](#)”) or go to the tasks list (**Menu > Tasks > Tasks List**) and search for the task **Register supplementary declaration** associated to the simplified (re-)export declaration.

REGISTER SUPPLEMENTARY DECLARATION

2. Click on the hyperlink of the mandatory task **Register supplementary declaration**.
3. The registration form opens. Some of the data cannot be different from the data specified in the simplified declaration and are therefore not editable.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. Below the navigation bar, there is a search bar and a language selector set to 'EN'. The main content area is titled 'REGISTER A SUPPLEMENTARY DECLARATION - B1 - SIMPLIFIED DECLARATION'. The form displays the following information:

LRN: 24ANTP00000000026801	MRN: 24LU701L00003E1A3	Procedure: Export only - C1 (Re-)Export simplified declaration	Reconciled declaration status: PENDING SUPPLEMENTARY	Simplified declaration status: RELEASED FOR EXPORT
Declarant:	Release date: 21/03/2024 08:51	Declaration type: EX - C		
Representative:	Acceptance date: 21/03/2024 08:50			
Customs office of export: LU701000 - Bettembourg	Customs office of exit: LU715000 - Luxembourg-Aeroport			
Time limit to submit supplementary declaration in days (Starts at release): 10				

Below the form, there is a 'Declaration' section with a sub-section for 'Export operation'. This section contains several input fields and dropdown menus for 'Declaration date', 'Security', 'Declaration type', 'Additional declaration type', 'Presentation of the goods date and time', and 'Specific circumstance indicator'. A 'Customs offices' section is also visible below the 'Export operation' section.

Figure 114:Registration of an (re-)export supplementary declaration.

4. Complete the form by providing the information relating to:
  - the export declaration
  - the consignment
  - the items
5. Click on **Submit**. A confirmation window opens, Click on Yes.

When the submission is successful, your supplementary (re-)export declaration is submitted to the customs office. You are then redirected to the **Export reconciled Declaration** page where you can view the information recorded.

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

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

When the (Re-)export declaration is pre-logged (submitted before the expected presentation of the goods at the customs office, the presentation notification must be sent within 30 days. During this period and before the presentation notification is sent the status at export is '**Pending presentation**'.

**Note:** if the goods are not presented within 30 days of the submission of the (re-)export declaration, it will be considered as not presented and the declaration 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 (re-)export declaration. The task is also available from the declaration view.

### REGISTER PRESENTATION NOTIFICATION

2. Click on the mandatory task **Register presentation notification**.
3. The registration form opens. Some fields cannot be modified in relation to the declaration data and are therefore greyed out.

Figure 115: (Re-)export declaration – Registration of the presentation notification.

4. Fill in the presentation information.
5. 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 and the declaration data is updated. Then, you are redirected to the declaration view.

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

# 11.16 CORRECTION

## 11.16.1 HOW TO SUBMIT A CORRECTION REQUEST

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

To correct the data of a declaration with an additional type 'A', 'B', 'C', you will have to request an amendment (see: [How to submit an amendment request](#)).

To submit a correction request:

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



Figure 116: Registration of an (Re-)export declaration correction.

4. Provide in the form the information to be corrected/added. Some fields will not be available to be corrected.
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.

## 11.16.2 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 **(Re-)export 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.

The screenshot displays the Luccs web application interface for a (re-)export declaration. The main header shows the Luccs logo and navigation tabs for TASKS, DECLARATIONS, DOCUMENTS, and CERTIFICATES. The search bar contains the MRN: 24ANTP0000000000027032. The page title is 'EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION'. The main content area shows the declaration details, including the MRN, procedure (Export only - B1 Export declaration and re-export declaration), status (PENDING PRESENTATION), declarant, release date, acceptance date, declaration type (EX - D), and customs offices (LU708000 - Centre douanier Nord and LU715000 - Luxembourg-Aéroport). Below this, there are buttons for REGISTER PRESENTATION NOTIFICATION, REGISTER CANCELLATION REQUEST, REGISTER CORRECTION REQUEST, DUPLICATE DECLARATION, and PRINT PREVIEW. The 'Highlights' section shows a 'Correction' link and a notification on 26/03/2024 08:00. The 'Due dates' section shows a 'Timer for PN' set for 25/04/2024 08:59. The 'Items overview' section shows one item with a 'DECLARED' status. The 'Correction' section shows a 'Response from customs' with a decision of 'Correction request accepted' on 26/03/2024 08:00 and a 'Correction request' with a request date and time of 26/03/2024 08:00.

Figure 117: (Re-)export declaration - Correction card.

**Note:** Several correction requests can be submitted for a given (re-)export declaration. Each correction request can be consulted in the **Operational Details**.

# 11.17 CANCELLATION

## 11.17.1 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 **(Re-)export declaration** that you want to cancel.
2. Click on the optional task **Register cancellation request**
3. The registration form opens.



Figure 118: (Re-)export declaration - Register cancellation.

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 the declaration view.

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

## 11.17.2 HOW TO CONSULT THE CANCELLATION REQUEST

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

When the cancellation request is accepted, the (re-)export declaration is cancelled and the status of the declaration changes to 'Cancelled'.

To consult the details of the Cancellation request:

1. Open the **(Re-)export 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.

- The **Cancellation request** with the customs authorities' response card is available and contains the information related to the cancellation.

The screenshot shows the LUCCS interface for an 'EXPORT DECLARATION - B3 CUSTOMS WAREHOUSING'. The main card displays the following information:

- LRN: 24ANTP00000000000021749
- MRN: -
- Procedure: Export only - B3 Customs warehousing
- Status: **CANCELLED**
- Declarant: [Redacted]
- Release date: -
- Declaration type: CO - D ⓘ
- Representative: -
- Acceptance date: -
- Customs office of export: LU701000 - Bettembourg ⓘ
- Customs office of exit: LU715000 - Luxembourg-Aeroport ⓘ

Buttons for 'DUPLICATE DECLARATION' and 'PRINT PREVIEW' are visible. Below the main card, there are sections for 'Highlights' (with a link to 'Cancellation'), 'Due dates' (No element), and a 'Cancellation' section with the following details:

Request date and time	Reason
23/01/2024 15:52	Cancellation request

The right sidebar contains a navigation menu with categories like Operational details, Declaration details, Declaration, Consignment, and History.

Figure 119: (Re-)export declaration – Cancellation card.

## 11.18 AMENDMENT

### 11.18.1 HOW TO SUBMIT AN AMENDMENT REQUEST

You can request to amend your declaration after its acceptance.

To submit an amendment request of the declaration:

- Open the **(Re-)export declaration** page that you want to amend.
- Click on the optional task **Register amendment request**.
- The registration form opens.

REGISTER AMENDMENT REQUEST

Figure 120: (Re-)export declaration – Registration of 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.

**Note:** Please note that not all the fields can be amended.

## 11.18.2 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 suggest another amendment.

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

If the amendment request is rejected, the procedure is not amended, a new mandatory task is created **Register suggested amendment**, a timer to send the amendment starts, and the status of the declaration reverts to the previous status.

**Note:** If the timer to send the amendment expires, the status of the declaration becomes rejected.

To consult the customs authorities' response:

1. Open the **(Re-)export 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.

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



Figure 121: (Re-)export declaration – Amendment card.

### 11.18.3 HOW TO RESPOND TO A SUGGESTION FROM THE CUSTOMS AUTHORITIES TO AMEND THE DECLARATION

The amendment can be suggested by the customs authorities. This case happens when the first amendment is rejected, then the customs office suggests a second amendment with a deadline.

In this case the task **Register suggested amendment** should be performed to respond the customs authorities.

**REGISTER SUGGESTED AMENDMENT**

**Note:** when the timer related to the amendment suggested by the customs office expires, the declaration is rejected.

To respond to the amendment suggestion:

1. Open the **(Re-)export declaration** page. The mandatory task **Register suggested amendment** is available or go to the **tasks list**.
2. Click on the hyperlink of the mandatory task **Register suggested amendment**.
3. Fill in the amendment information and edit the fields you want.
4. Click on **Submit** to register the amendment.

When the submission is successful, your amendment request is submitted to the customs authorities. You are then redirected to the declaration view.

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

EXPORT DECLARATION - B2 SPECIAL PROCEDURE

LRN: 24ANTP000000000026906

MRN: 24LU701L000003E7A8	Procedure: Export only - B2 Special procedure	Status: <b>UNDER AMENDMENT</b>
Declarant: [REDACTED]	Release date: -	Declaration type: EX - A
Representative: -	Acceptance date: 21/03/2024 09:57	
Customs office of export: LU701000 - Bettembourg	Customs office of exit: LU715000 - Luxembourg-Aeroport	

REGISTER SUGGESTED AMENDMENT DUPLICATE DECLARATION PRINT PREVIEW

<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li><a href="#">Amendment request rejected</a> Notification on 21/03/2024 09:58</li> <li><a href="#">Amendment request</a> Notification on 21/03/2024 09:57</li> <li><a href="#">Acceptance</a> Notification on 21/03/2024 09:57</li> </ul>	<p><b>Due dates</b></p> <p>Deadline for amendment 25/03/2024 23:59</p>
---	--

Operational details Declaration details History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	erazeraze	<b>WAITING FOR AMENDMENT</b>

- Operational details
  - Amendment
  - Acceptance
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents
  - Item #1
  - History
    - Actions history
    - Version history

Figure 122: (Re-)export declaration – Register suggested amendment task.

## 11.19 INVALIDATION

### 11.19.1 HOW TO SUBMIT AN INVALIDATION REQUEST

You can apply to invalidate your declaration before or after the release of the declared goods, when the status is 'Accepted' or 'Released for export'.

To submit an invalidation request:

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



The screenshot shows the 'REGISTER INVALIDATION REQUEST' page in the LUCCS system. At the top, there is a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES' menus. A search bar is labeled 'Search by LRN/MRN'. The main content area is titled 'REGISTER INVALIDATION REQUEST' and contains a form for a specific declaration. The declaration details are as follows:

LRN: 24ANTP000000000021762	MRN: 24LU704L000000IDA2	Procedure: Export only - B1 Export declaration and re-export declaration	Status: <b>ACCEPTED</b>
Declarant: [Redacted]	Release date: -	Declaration type: EX - A	
Representative: -	Acceptance date: 23/01/2024 17:40		
Customs office of export: LU704000 - Centre Douanier	Customs office of exit: LU715000 - Luxembourg-Aeroport		

Below the declaration details, there are two dropdown menus: 'Invalidation reason' (currently set to '-') and 'Justification'. At the bottom right of the form, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 123: (Re-)export declaration – Registration of an invalidation request..

4. Fill in the invalidation information.
5. Click on **Submit**. A confirmation modal 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.

### 11.19.2 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 of 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 (Re-)export declaration is invalidated, and the status of the declaration is 'invalidated'.

If the invalidation request is rejected, the (Re-)export declaration is not invalidated, and the status of the declaration remains unchanged.

To consult the invalidation request's details of the (Re-)export declaration:

1. Open the **(Re-)export 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.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and 'YOUR DIGITAL DOOR' tagline. Below the navigation bar, the page title is 'EXPORT DECLARATION - B2 SPECIAL PROCEDURE'. The main content area is divided into tabs: 'Operational details', 'Declaration details', and 'History'. The 'Operational details' tab is selected, showing an 'Items overview' table with columns for 'ITEM NUMBER', 'COMMODITY CODE', 'DESCRIPTION OF GOODS', and 'GOODS STATUS'. A single item is listed with a status of 'INVALIDATED'. Below this, an 'Invalidation' section is expanded, showing two sub-sections: 'Response from customs' and 'Invalidation request'. The 'Response from customs' section includes a table with columns for 'Decision', 'Decision date and time', and 'Justification'. The 'Invalidation request' section includes a table with columns for 'Request date and time', 'Invalidation reason', and 'Justification'. A right-hand sidebar contains a navigation menu with various options like 'Operational details', 'Declaration details', 'Consignment', and 'History'.

Figure 124: (Re-)export declaration – Invalidation requested.

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

### 11.19.3 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 **(Re-)export declaration** page. The Invalidation by customs authorities is displayed in the highlights.
2. Click on the **Invalidation requested by Customs** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Invalidation requested by Customs** card is available and contains the information related to the invalidation of the declaration by the Customs authorities.

EXPORT DECLARATION - B2 SPECIAL PROCEDURE

LRN: 24ANTP000000000026908

MRN: 24LU701L000003E9A6 Procedure: Export only - B2 Special procedure Status: **INVALIDATED**

Declarant: [redacted] Release date: - Declaration type: EX - D

Representative: - Acceptance date: 21/03/2024 10:16

Customs office of export: LU701000 - Bettembourg Customs office of exit: LU715000 - Luxembourg-Aeroport

Duplicate Declaration Print Preview

**Highlights**

[Invalidation requested by customs](#) Notification on 21/03/2024 10:17

[Acceptance](#) Notification on 21/03/2024 10:16

**Due dates**

No element

Operational details Declaration details History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	footwear description of goods	<b>INVALIDATED</b>

**Invalidation requested by customs**

Decision date and time	Justification
21/03/2024 10:17	Discrepancy in the nature of the goods (art 248 (1))

- Operational details
  - Invalidation requested by customs
  - Acceptance
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents
  - Item #1
- History
  - Actions history
  - Version history

Figure 125: (Re-)export declaration – Invalidation requested by customs authorities.

## 11.20 CONTROL

### 11.20.1 HOW TO CONSULT THE CONTROL NOTIFICATION OF THE CUSTOMS AUTHORITIES

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

To consult the Control notification:

1. Open the **(Re-)export declaration view** page.
2. Click on the **Customs control** hyperlink in the highlights or click on the **Operational Details** tab.
3. The **Control notification** card is available and contains information about the Control Notification.

The screenshot displays the LUCCS interface for an export declaration. At the top, the LUCCS logo and navigation menu are visible. The main header reads "EXPORT DECLARATION - B2 SPECIAL PROCEDURE". The declaration details include:

- LRN: 24ANTP000000000026909
- MRN: -
- Procedure: Export only - B2 Special procedure
- Status: **PENDING PRESENTATION**
- Declarant: [Redacted]
- Release date: -
- Declaration type: EX - D
- Representative: -
- Acceptance date: -
- Customs office of export: LU701000 - Bettembourg
- Customs office of exit: LU715000 - Luxembourg-Aéroport

Below the details are buttons for "REGISTER PRESENTATION NOTIFICATION", "REGISTER CANCELLATION REQUEST", "REGISTER CORRECTION REQUEST", "DUPLICATE DECLARATION", and "PRINT PREVIEW".

The "Highlights" section shows a "Customs control" notification on 21/03/2024 at 10:20. The "Due dates" section shows a "Timer for PN" on 20/04/2024 at 11:20.

The "Items overview" table shows one item:

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	footwear description of goods	<b>DECLARED</b>

The "Control notification" section shows a notification on 21/03/2024 at 10:20.

Figure 126: (Re-)export declaration- Consult control notification.

## 11.21 DECISION ON RELEASE OF GOODS

### 11.21.1 HOW TO CONSULT THE CUSTOMS AUTHORITIES' RELEASE DECISION

After declaration's acceptance, 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'**

To consult the release decision:

1. Open the **(Re-)export declaration** page.
2. Click on the hyperlink **Release for export/No release for export** in the highlights or click on the **Operational Details** button.

- The **'Release for export' / 'No release for export'** card is available and contains the information received from the customs authorities. You can also find the status of your goods items in the **Item overview** card in **Operational Details**.

**EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION**

LRN: 24ANTP00000000000026887

MRN: 24LU701L00000370A8 Procedure: Export only - B1 Export declaration and re-export declaration Status: **RELEASED FOR EXPORT**

Declarant: [Redacted] Release date: 19/03/2024 14:36 Declaration type: EX - A

Representative: - Acceptance date: 19/03/2024 14:20

Customs office of export: LU701000 - Bettembourg Customs office of exit: LU715000 - Luxembourg-Aeroport

REGISTER INVALIDATION REQUEST | DUPLICATE DECLARATION | PRINT PREVIEW | GENERATE EAD

**Highlights**  
[Released for export](#) Notification on 19/03/2024 14:36  
[Acceptance](#) Notification on 19/03/2024 14:20

**Due dates**  
No element

Operational details | Declaration details | History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<a href="#">Item #1</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	RELEASED
<a href="#">Item #2</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	RELEASED

**Release for export**  
Release date: 19/03/2024

**Control result**  
Date: 19/03/2024

Figure 127: (Re-)export declaration – Release decision.

EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION

Duplicate Declaration Print Preview

Highlights

[No release for export](#)  
[Customs control](#)  
[Acceptance](#)

Notification on 21/03/2024 11:41  
Notification on 21/03/2024 11:40  
Notification on 21/03/2024 11:40

Due dates

No element

Operational details Declaration details History

Items overview

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	Footwear - Covering the ankle but no covering the knee	NOT RELEASED
Item #2	6401 92 00	Footwear - Covering the ankle but no covering the knee	NOT RELEASED

No release for export

Date  
21/03/2024 11:41

Control result

Date  
21/03/2024 00:00

Comment  
comment not satisfactory control

- Operational details
  - No release for export
  - Control notification
  - Acceptance
- Declaration details
- Declaration
  - General information
  - Authorisations
  - Customs offices
  - Actors
  - Finances
- Consignment
  - General information
  - Transport
  - Documents
- Item #1
- Item #2
- History
  - Actions history
  - Version history

Figure 128: (Re-)export declaration – No release for export decision.

### 11.21.2 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 **(Re-)export declaration** page.
2. Click the **Intention 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.

**EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION**

LRN: 24ANTP000000000027052

MRN: 24LU701L00000461A0 Procedure: Export only - B1 Export declaration and re-export declaration Status: **UNDER CONTROL**

Declarant: [redacted] Release date: - Declaration type: EX - A

Representative: - Acceptance date: 26/03/2024 10:52

Customs office of export: LU701000 - Bettembourg Customs office of exit: LU715000 - Luxembourg-Aeroport

Buttons: REGISTER RIGHT TO BE HEARD, DUPLICATE DECLARATION, PRINT PREVIEW

**Highlights**

- [Intention not to release](#) Notification on 26/03/2024 10:54
- [Customs control](#) Notification on 26/03/2024 10:53
- [Acceptance](#) Notification on 26/03/2024 10:52

**Due dates**

Timer for right to be heard: 25/04/2024 11:54

**Operational details** | Declaration details | History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	Footwear - Covering the ankle but no covering the knee	<b>INTENTION NOT TO RELEASE</b>
Item #2	6401 92 00	Footwear - Covering the ankle but no covering the knee	<b>INTENTION NOT TO RELEASE</b>
Item #3	6401 92 00	Footwear - Covering the ankle but no covering the knee	<b>INTENTION NOT TO RELEASE</b>

**Intention not to release**

Expiration date: 25/04/2024 11:54 Reason for intention not to release: Not satisfactory control

**List of items intended not to be released**

ITEM NUMBER	REASON FOR INTENTION NOT TO RELEASE
Item #1	not satisfactory

Figure 129: (Re-)export declaration - Intention not to release.

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

### 11.21.3 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 **(Re-)export declaration** page. The mandatory task **Register Right to be Heard** is available or go to the tasks list.
2. Click on **Register Right to be Heard**.
3. The **Confirmation - Right to be Heard** pop-up opens.

### Confirmation - Request to be heard

Do you want to submit a request to be heard?

If you answer "NO", you renounce your right to be heard. Please consult "Reason for intention not to release" in the Operational details of the declaration.

Figure 130: (Re-)export declaration – Pop up – Request to be heard.

**Note: If you answer ‘NO’, you renounce your right to be heard, it is a final decision.**

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

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES

Search by LRN/MRN EN

### REGISTER THE RIGHT TO BE HEARD REQUEST

LRN: 24ANTP00000000000026910

MRN:	24LU701L000003EAA5	Procedure:	Export only - B2 Special procedure	Status:	<b>UNDER CONTROL</b>
Declarant:	[Redacted]	Release date:	-	Declaration type:	EX - D
Representative:	-	Acceptance date:	21/03/2024 10:23		
Customs office of export:	LU701000 - Bettembourg	Customs office of exit:	LU715000 - Luxembourg-Aéroport		
Expiration date of the right to be heard:	20/04/2024	Reason for intention not to release:	reason of the intention no to release - not satisfactory control		

**Consignment**

Justification

Supporting documents +

**Goods item #1**

Item number	Description of goods	Reason for intention not to release
1	footwear description of goods	Intention not to release

Justification

Supporting documents +

✓ SUBMIT ✗ CANCEL

Figure 131: (Re-)export declaration – Right to be heard form.

4. Fill in the information about your right to be heard and then submit the form. You can add supporting documents if it is necessary.
5. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

## 11.21.4 HOW TO CONSULT THE REQUEST TO BE HEARD SENT TO THE CUSTOMS AUTHORITIES

Once the Right to be heard is sent to the Customs authorities, you can consult the information that was sent.

To consult **The intention not to release request**:

1. Open the **(Re-)export declaration** page.
2. Click the **Right to be heard request** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Right to be heard** card is available and contains the information of from you have sent to the customs authorities. You can also find the status of your goods items in the **'Item overview'** card in **Operational Details**.

The screenshot displays the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and 'YOUR DIGITAL DOOR' tagline. The main header reads 'EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION'. A search bar and language selector (EN) are visible on the right.

The interface is divided into several sections:

- Highlights:** Contains links for 'Right to be heard request', 'Intention not to release', 'Customs control', and 'Acceptance', each with a corresponding notification timestamp from 26/03/2024.
- Due dates:** Shows 'No element'.
- Operational details:** A tabbed interface with 'Operational details', 'Declaration details', and 'History' tabs. The 'Operational details' tab is active.
- Items overview:** A table listing three items, all with a status of 'WAITING DECISION ON RIGHT TO BE HEARD'.
 

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	Footwear - Covering the ankle but no covering the knee	WAITING DECISION ON RIGHT TO BE HEARD
Item #2	6401 92 00	Footwear - Covering the ankle but no covering the knee	WAITING DECISION ON RIGHT TO BE HEARD
Item #3	6401 92 00	Footwear - Covering the ankle but no covering the knee	WAITING DECISION ON RIGHT TO BE HEARD
- Right to be heard:** A section with 'Consignment' and 'Goods items' tabs. It shows:
  - Expiration date: 25/04/2024 09:20
  - Reason for intention not to release: Not satisfactory
  - Sender identification number: [Redacted]
  - Justification: Justification pour l'envoi
  - Supporting documents:** A table with one document:
 

TYPE	REFERENCE NUMBER	DOCUMENT LINE ITEM NUMBER	DATE OF VALIDITY	ISSUING AUTHORITY NAME	ACTION
A001 - Certificate of authenticity fresh EMPEROR table grapes	[Redacted]	1	27/03/2024 00:00	Nom de l'autorité	[Download icon]

Figure 132: (Re-)export declaration – Right to be heard request.

## 11.22 COMMUNICATION ON NON-EXITED EXPORT

### 11.22.1 HOW TO INFORM CUSTOMS GOODS HAVE EXITED

Ten days after the release of the goods, you can inform the customs authorities the goods have left the union customs territory. To do so, you can use the optional task **Register exit of goods**, displayed in the declaration.

To submit information on the **Register exit of goods** optional task:

1. Open the **(Re-)export declaration** page.
2. Click on the optional task **Register exit of goods**.
3. The registration form opens.

The screenshot shows the Luccs web interface. At the top, there is a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is on the right. The main content area is titled 'REGISTER INFORMATION ABOUT NON-EXITED EXPORT'. It contains a table with declaration details:

LRN: 24ANTP000000000004446	MRN: 24LU704L000000JKA0	Procedure: Export only - B1 Export declaration and re-export declaration	Status: RELEASED FOR EXPORT
Declarant: [blurred]	Release date: 12/03/2024 14:14	Declaration type: EX - A	
Representative: -	Acceptance date: 12/03/2024 14:14		
Customs office of export: LU704000 - Centre Douanier	Customs office of exit: LU715000 - Luxembourg-Aeroport		

Below the table is a 'Declaration' section. It starts with an 'Information' bar: 'Information: Choose 'Enquiry information code' to view complete form.' Below this are two sections: 'Export operation' and 'Customs offices'. The 'Export operation' section has a dropdown for 'Enquiry information code' with options '3 - Exited-No Alternative Evidence' and '4 - Exited-Alternative Evidence', and a date field for 'Exit date'. The 'Customs offices' section has dropdowns for 'Country of customs office of exit (Actual)' and 'Customs office of exit (Actual)'. There is also a field for 'Exit carrier'. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 133: (Re-)export declaration – Register exit of goods form.

4. Fill the information on goods' exit.
5. Click on **Submit**. A confirmation modal opens, click on **Yes**.

When the submission is successful, the information on goods' exit is submitted to customs authorities. You are then redirected to the **(re-)export declaration** page.

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

**Note:** Customs authorities can deny the goods' exit if they consider the proof as insufficient. In this case, the action is made available again.

## 11.22.2 HOW TO CONSULT THE REQUEST ON NON-EXITED EXPORT FROM CUSTOMS

When the customs authorities have not received the confirmation, the goods have left the union customs territory, they can request you more information on the non-yet exited export.

When that happens the **Request on non-exited export** card will be displayed, a new mandatory task **Register information non-exited export** will be created with a deadline.

To consult the request on non-exited export from the customs authorities:

1. Open the **(Re-)export declaration** page.
2. Click on the hyperlink **Request on non-exited export** situated in the highlights or click on the **Operational Details** button.
3. The **Request on non-exited export** card is available and contains the information received from the customs authorities.

The screenshot displays the Luccs web application interface for an export declaration. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. The main header reads 'EXPORT DECLARATION - B1 EXPORT DECLARATION AND RE-EXPORT DECLARATION'. The central area shows declaration details: LRN: 24ANTP000000000026932, MRN: 24LU701L000003ECA2, Procedure: Export only - B1 Export declaration and re-export declaration, Status: RELEASED FOR EXPORT, Declarant: [redacted], Release date: 21/03/2024 11:39, Declaration type: EX - A, Representative: -, Acceptance date: 21/03/2024 11:39, Customs office of export: LU701000 - Bettembourg, Customs office of exit: LU715000 - Luxembourg-Aéroport. Below this are buttons for 'REGISTER INFORMATION ON NON-EXITED EXPORT', 'REGISTER INVALIDATION REQUEST', 'DUPLICATE DECLARATION', 'PRINT PREVIEW', and 'GENERATE EAD'. The 'Highlights' section contains links for 'Request on non-exited export', 'Released for export', and 'Acceptance', with corresponding notification dates. The 'Due dates' section shows a 'Timer for alternative evidence' with a date of 20/05/2024 12:49. The 'Operational details' tab is active, showing an 'Items overview' table with two items, both marked as 'RELEASED'. A 'Request on non-exited export' card is highlighted, showing a notification date of 21/03/2024 11:49 and a limit for response date of 20/05/2024. A 'Release for export' button is visible at the bottom.

Figure 134: (Re-)export declaration – Request on non-exited export.

### 11.22.3 HOW TO REGISTER INFORMATION ON NON-EXITED EXPORT FOLLOWING CUSTOMS REQUEST

When information on non-exited goods have been requested by the customs authorities, the user must perform the mandatory task **Register information on non-exited export**.

**Note:** If the status is 'Released for Export', it is possible to submit multiple **Information on non-exited export** forms.

To provide information on non-exited goods:

1. Open the **(Re-)export declaration** page via its **LRN/MRN**.
2. Click on the task **Register information non-exited export**.
3. The form will be displayed, and you will be able to fill it.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES' menus. A search bar is present with the text 'Search by LRN/MRN'. The main heading is 'REGISTER INFORMATION ABOUT NON-EXITED EXPORT'. Below this, a summary box shows the LRN: 24ANTP000000000026932 and MRN: 24LU701L000003ECA2. The procedure is 'Export only - B1 Export declaration and re-export declaration' and the status is 'RELEASED FOR EXPORT'. The declarant is redacted, and the release date is 21/03/2024 11:39. The declaration type is 'EX - A'. The representative is '-', and the acceptance date is 21/03/2024 11:39. The customs office of export is 'LU701000 - Bettembourg' and the customs office of exit is 'LU715000 - Luxembourg-Aeroport'. Below the summary, there is a 'Declaration' section with an information message: 'Information: Choose 'Enquiry information code' to view complete form.' The 'Export operation' section has three radio buttons: '1 - Will not exit', '2 - Expected to exit', and '4 - Exited-Alternative Evidence' (which is selected). The 'Exit date' is 21/03/2024. The 'Customs offices' section has two dropdowns: 'Country of customs office of exit (Actual)' set to 'LU - Luxembourg' and 'Customs office of exit (Actual)' set to 'LU715000 - Luxembourg-Aeroport'. There is an 'Exit carrier' field with a plus sign. The 'Alternative evidence #1' section has a 'Type' dropdown set to '15 - A document signed or authenticated by the economic operator which has taken the goo...'. Below this is a 'Transport document' table with one row: 'TYPE' is 'N271 - Packing list' and 'REFERENCE NUMBER' is 'LU254866'. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 135: (Re-)export declaration – Non-exited export form.

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

## 11.22.4 HOW TO CONSULT THE INFORMATION REGISTERED ON NON-EXITED EXPORT

The information communicated to the customs authorities about the **Non exited export** can be consulted in the (Re-)export declaration page.

To consult the information communicated on **Non-exited export form**:

1. Open the **(Re-)export declaration** page.
2. Click on the hyperlink '**Information on non-exited export #1**' in the highlights or click on the **Operational Details** button.

**Note 1:** You can consult in the operational details all the **Information on non-exited export** you have sent.

**Note 2:** If the alternative evidence sent by the Declarant is valid for the Customs authorities, then the export process ends, an Export notification with satisfactory results is received. For more information, please consult '[How to consult the export notification](#)'.

Figure 136: (Re-)export declaration – Information registered on non-exited export #1.

## 11.22.5 HOW TO CONSULT THE REJECTION OF THE ALTERNATIVE EVIDENCE

Upon the reception of the alternative evidence on the goods, the customs authorities can consider the proof as insufficient. In this case, a rejection message is communicated and can be consulted.

To consult the customs authorities' response:

1. Open the **(Re-)export declaration** page via its **LRN/MRN**.
2. Click on the hyperlink **Information on non-exited export rejected** in the highlights or click on the **Operational Details** button.

### Highlights

<a href="#">Information on non-exited export rejected</a>	Notification on 28/03/2024 16:00
<a href="#">Information registered on non-exited export #1</a>	Notification on 28/03/2024 15:59
<a href="#">Released for export</a>	Notification on 12/03/2024 10:42
<a href="#">Customs control</a>	Notification on 12/03/2024 10:13
<a href="#">Acceptance</a>	Notification on 12/03/2024 10:05

### Due dates

No element

**Operational details** | Declaration details | History

### Items overview

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Item #1</a>	6401 92 00	a good	<b>RELEASED</b>

▼ Information on non-exited export #1

- ▼ Information on non-exited export rejected

Notification date	Rejection reason
28/03/2024 16:00	Alternative evidence received is insufficient
- ▶ Information registered on non-exited export

Figure 137: (Re-)export declaration – Information on non-exited export rejection.

# 11.23 DISCHARGE

## 11.23.1 HOW TO SUBMIT A DISCHARGE REQUEST

Once goods have been exported 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.

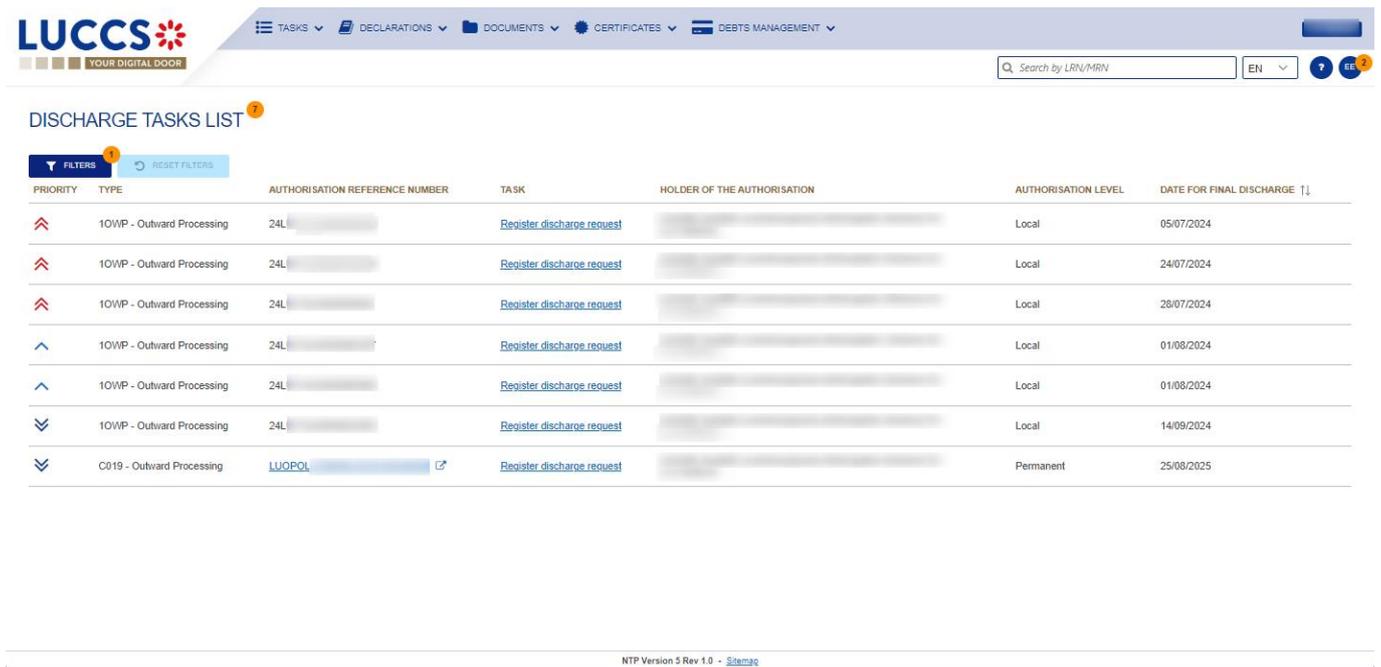


Figure 138: Discharge tasks list

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

REFERENCE NUMBER: LU

Authorisation type	UCC / OPO	Start date / End date	28/11/2017 → 13/04/2019	Status	VALID
Holder of the authorisation	[REDACTED]	Representative of the holder	View representatives	Geographical validity	1 - European Union
Decision taken by	LU - LU700000	Registration date	-		

#### Quantity to discharge

Commodity code	Measurement unit and qualifier	Remaining quantity	Quantity to discharge *
6401 92 00	KGM	19	11,00

Description of goods  
ERAZEARZ

#### Applicable declarations

MRN	COMMODITY CODE	DATE OF RELEASE	DATE FOR FINAL DISCHARGE	RELEASE QUANTITY	REMAINING QUANTITY	ESTIMATED QUANTITY TO DISCHARGE
<u>24LU</u>	6401 92 00	20/06/2024	20/09/2025	22	19	11

#### Justification

Discharge option \*

04 - TORO (transfer of rights and obligations)

Justification \*

Justification

Figure 139: Discharge request per commodity code

REFERENCE NUMBER: [LUC](#)

Authorisation type: UCC / OPO ⓘ Start date / End date: 28/11/2017 → 13/04/2019 Status: **VALID** ⓘ

Holder of the authorisation: [Redacted] Representative of the holder: [Redacted] View representatives ⓘ Geographical validity: 1 - European Union

Decision taken by: LU - LU700000 ⓘ Registration date: -

**Declaration**  
[24LU704L000007PQA7](#)

**Quantity to discharge**

COMMODITY CODE	DESCRIPTION OF GOODS	REMAINING QUANTITY	QUANTITY TO DISCHARGE
6401 92 10	Description of goods	22	<input type="text" value="22,00"/>

**Justification**

Discharge option \*

Justification \*

**Attachments** ⓘ ⓘ  
 Required under condition

Figure 140: Discharge request per MRN

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

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

### 11.23.2 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 **Discharge tasks List** via its **Authorisation Number**.
2. The discharges requests are listed in the '**Discharge information**' > '**Details of discharge**' tab.

AUTHORISATION

- Main information
- Goods information
- Discharge information**
- Guarantee

- Main information
  - Publication agreement
  - Customs authority
  - Annexes
- Goods information
  - Applicable goods
  - Location of goods
- Discharge information**
  - Period of discharge
  - Details of discharge**
- Guarantee

Discharge information

Period of discharge

**Details of discharge**

REQUEST DATE AND TIME jA	REQUEST TYPE	JUSTIFICATION	RESPONSE FROM CUSTOMS	DECISION DATE AND TIME
08/08/2024 11:46	Discharge per commodity code	GG	Received	-

Commodity code  
6401 92 00

Description of goods  
E

Applicable declarations

MRN fA	QUANTITY TO DISCHARGE
24L	1,00

Discharge option

Discharge option  
04 - TORO (transfer of rights and obligations)

Attachments

Figure 141: Details of discharge

### 11.23.3 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, with justification, 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**.

## AUTHORISATION

REFERENCE NUMBER: L

Authorisation type	UCC / OPO ⓘ	Start date / End date	28/11/2017 → 13/04/2019	Status	<b>VALID</b> ⓘ
Holder of the authorisation		Representative of the holder	View representatives ⓘ	Geographical validity	1 - European Union
Decision taken by	LU - LU700000 ⓘ	Registration date	-		

REGISTER DISCHARGE REQUEST

REGISTER EXTENSION REQUEST

## EXTEND PERIOD OF DISCHARGE

REFERENCE NUMBER: LU

Authorisation type	UCC / OPO ⓘ	Start date / End date	28/11/2017 → 13/04/2019	Status	<b>VALID</b> ⓘ
Holder of the authorisation		Representative of the holder	View representatives ⓘ	Geographical validity	1 - European Union
Decision taken by	LU - LU700000 ⓘ	Registration date	-		

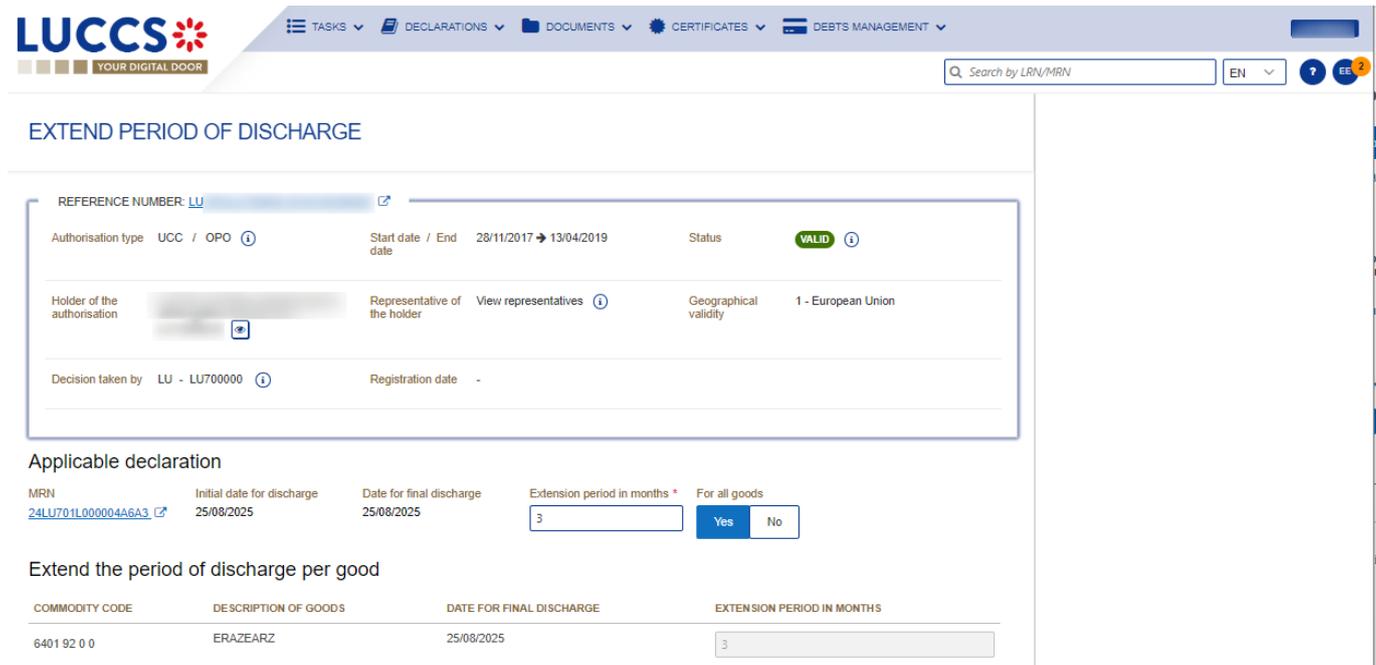
Information Please select the declaration to extend the period of discharge.

### Applicable declarations <sup>5</sup>

MRN	DATE FOR FINAL DISCHARGE	ACTION
<input type="text"/>	<input type="text"/>	
<a href="#">24LU701L000004A6A3</a> ⓘ	25/08/2025	
<a href="#">24LU701L000007TCB0</a> ⓘ	25/08/2025	

Figure 142: 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**

REFERENCE NUMBER: [LU](#)

Authorisation type: UCC / OPO | Start date / End date: 28/11/2017 → 13/04/2019 | Status: **VALID**

Holder of the authorisation: [Redacted] | Representative of the holder: [Redacted] | Geographical validity: 1 - European Union

Decision taken by: LU - LU700000 | Registration date: -

**Applicable declaration**

MRN: [24LU701L000004A6A3](#) | Initial date for discharge: 25/08/2025 | Date for final discharge: 25/08/2025 | Extension period in months:  | For all goods:  Yes  No

COMMODITY CODE	DESCRIPTION OF GOODS	DATE FOR FINAL DISCHARGE	EXTENSION PERIOD IN MONTHS
6401 92 0 0	EPAZEARZ	25/08/2025	<input type="text" value="3"/>

Figure 143: Extension of the discharge period

5. Fill in the information related to the extension of the discharge.
6. 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.

#### 11.23.4 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:

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

**AUTHORISATION**

REFERENCE NUMBER: LU[REDACTED]

Authorisation type	UCC / OPO ⓘ	Start date / End date	28/11/2017 → 13/04/2019	Status	VALID ⓘ
Holder of the authorisation	[REDACTED] ⓘ	Representative of the holder	View representatives ⓘ	Geographical validity	1 - European Union
Decision taken by	LU - LU700000 ⓘ	Registration date	-		

REGISTER DISCHARGE REQUEST REGISTER EXTENSION REQUEST

Main information Goods information **Discharge information** Guarantee

**Discharge information**

Period of discharge Details of discharge

Period of discharge (in months): 14 Automatical extension of the time period: No

Estimated period of discharge description: -

REQUEST DATE AND TIME ↕	REQUEST TYPE	JUSTIFICATION	RESPONSE FROM CUSTOMS	DECISION DATE AND TIME
05/07/2024 15:11	Extension per MRN	I want to extend for 1 month	ACCEPTED	05/07/2024 15:11

- Main information
  - Publication agreement
  - Customs authority
  - Annexes
- Goods information
  - Applicable goods
  - Location of goods
- Discharge information**
  - Period of discharge**
  - Details of discharge
  - Guarantee

Figure 144: Period of discharge

3. Click on the icon ⓘ to display more information

# 12 EXIT PROCEDURES

## A-CONSULT INFORMATION RELATED TO AN EXIT PROCEDURE

### 12.1 HOW TO CONSULT AN ARRIVAL AT EXIT NOTIFICATION

To consult the arrival at exit notification:

1. Open the **arrival at exit notification** via its **LRN/MRN**.

The screenshot displays the Luccs web application interface. At the top left is the Luccs logo with the tagline 'YOUR DIGITAL DOOR'. A navigation bar contains 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is labeled 'Search by LRN/MRN'. The main content area is titled 'EXPORT MOVEMENT AT OFFICE OF EXIT' and features two tabs: 'CUSTOMS OFFICE OF EXPORT' and 'CUSTOMS OFFICE OF EXIT'. Below the tabs, a card displays the MRN: 24LU701L00003FBAS. The card contains the following information: Procedure: Arrival at exit notification; Status: ACCEPTED; Trader at exit: [redacted]; Creation date of the arrival notification: 21/03/2024 16:51; Customs office of exit (actual): LU715000 - Luxembourg-Aeroport. A 'PRINT PREVIEW' button is located at the bottom left of the card. On the right side, a sidebar menu lists various sections: Operational details, Declaration details, Declaration, General information, Authorisations, Customs offices, Actors, Finances, Consignment, General information, and Transport.

Figure 145: Exit procedure – Arrival at exit notification – header.

2. Click on the **Arrival details** button. The Export arrival notification data is displayed and if declared, the discrepancies details (Consignment discrepancies and item discrepancies) are displayed below the consignment and item section.

EXPORT MOVEMENT AT OFFICE OF EXIT

CUSTOMS OFFICE OF EXPORT CUSTOMS OFFICE OF EXIT

Operational details Declaration details **Arrival details** History

Arrival notification

General information Authorisations Customs offices Actors Location of goods

MRN: 24LU701L0000036VA2  
 Arrival notification date and time: 19/03/2024 11:26  
 Arrival notification place: -  
 Storing flag: No  
 Discrepancies exist: Yes  
 Sender identification number: LU11868245

Consignment discrepancies

General information **Transport** Documents

Mode of transport at the border  
 Declared: 2 - Rail transport  
 Found: -

Active border transport means

Type of identification Identification number Nationality  
 Declared: - Declared: - Declared: -  
 Found: - Found: - Found: -

TRANSPORT EQUIPMENT

DECLARED	CONTAINER IDENTIFICATION NUMBER	NUMBER OF SEALS	MISSING
DECLARED	Declared: 1125 Found: -	Declared: 1 Found: 1	No
MISSING	Declared: 2235 Found: -	Declared: 2 Found: -	Yes
DECLARED	Declared: 344 Found: -	Declared: 1 Found: 1	No
NON DECLARED	Declared: - Found: 58898	Declared: - Found: 1	No

- Operational details
  - Released for exit
- Declaration details
  - Declaration
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents
  - Item #1
  - Item #2
- Arrival details
  - Arrival notification
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Location of goods
  - Consignment discrepancies
    - General information
    - Transport
    - Documents
  - Item #1
  - Item #2
- History
  - Actions history
  - Version history

Figure 146: Exit procedure – Arrival at exit notification details.

3. Click on the **Declaration details** button. The data of the (re-)export declaration or the Exit summary declaration is displayed.

Figure 147: Exit procedure – Arrival at exit notification – Declaration view – Declaration details.

**Note:** Only in case of an export process, when you are both the holder of the export procedure and the trader at exit, you have access to both movements: at **Customs office of export** and at **Customs office of exit**. 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 button at the top of the page.

## 12.2 HOW TO CONSULT AN EXIT SUMMARY DECLARATION

To consult the **Exit summary declaration**:

1. Open the **Exit summary declaration** via its **LRN/MRN**.

Figure 148: Exit procedure - Exit summary declaration - header.

2. Click on the **Declaration Details** tab button.

3. The exit summary declaration data is displayed.

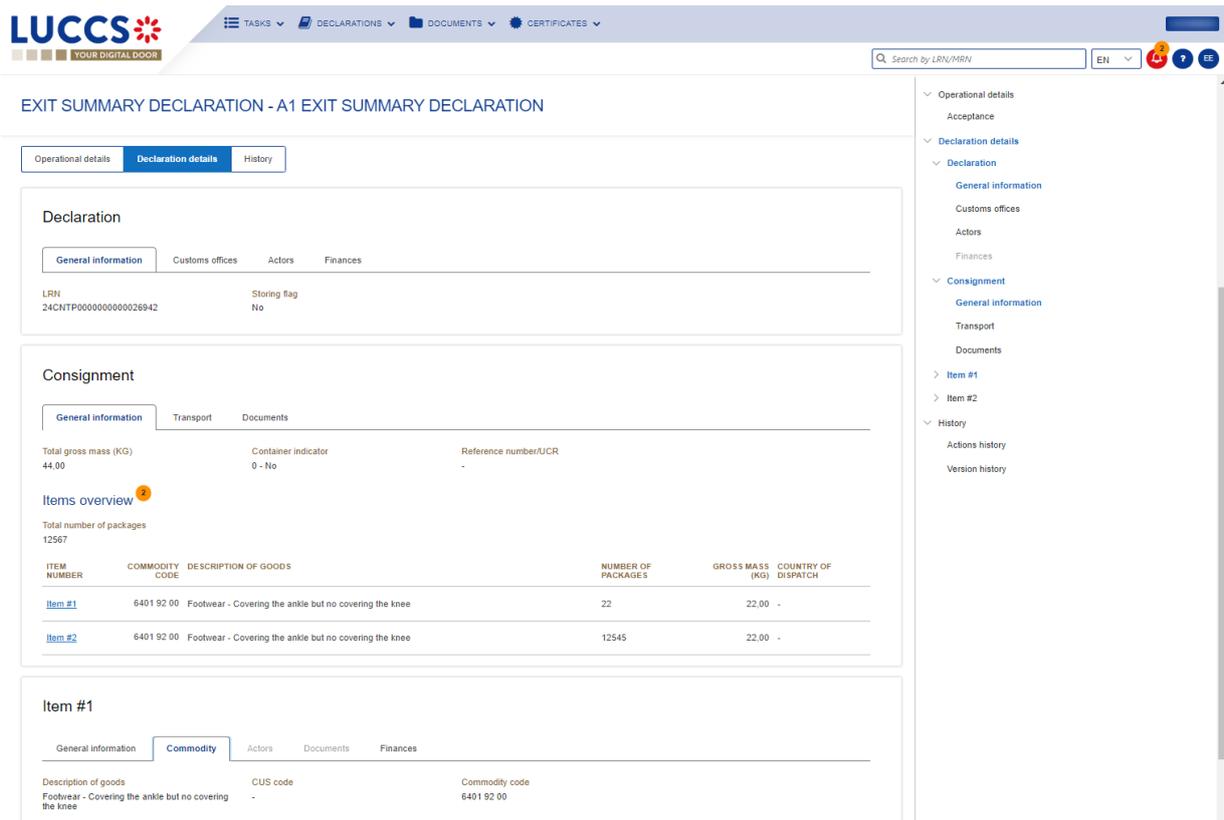


Figure 149: Exit procedure – Declaration details of the Exit summary declaration.

## 12.3 HOW TO CONSULT A RE-EXPORT NOTIFICATION

To consult the **Re-export notification**:

1. Open the **Re-export notification** via its **LRN/MRN**.

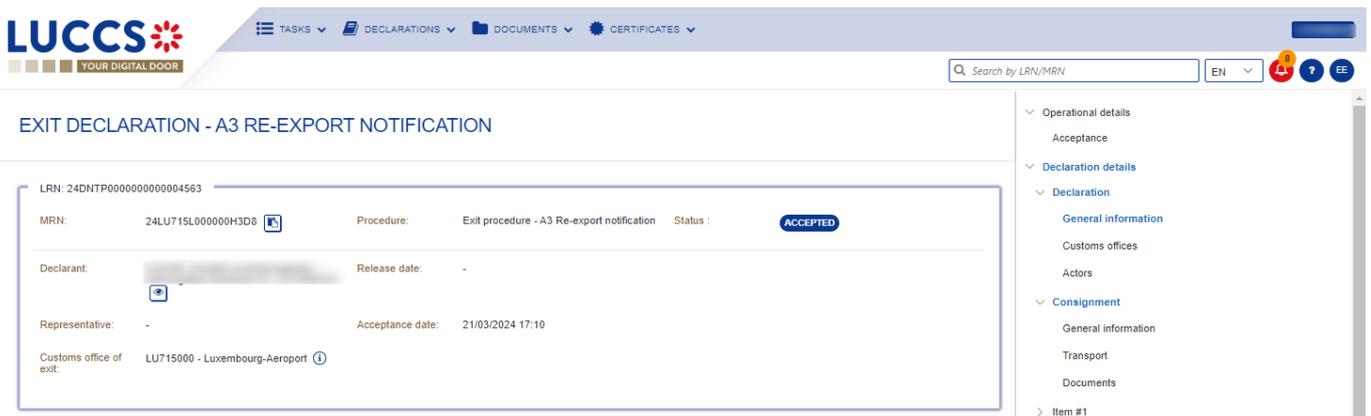


Figure 150: Exit procedure - Re-export notification.

2. Click on the **Declaration Details** tab button.
3. The Re-export notification declaration data is displayed.

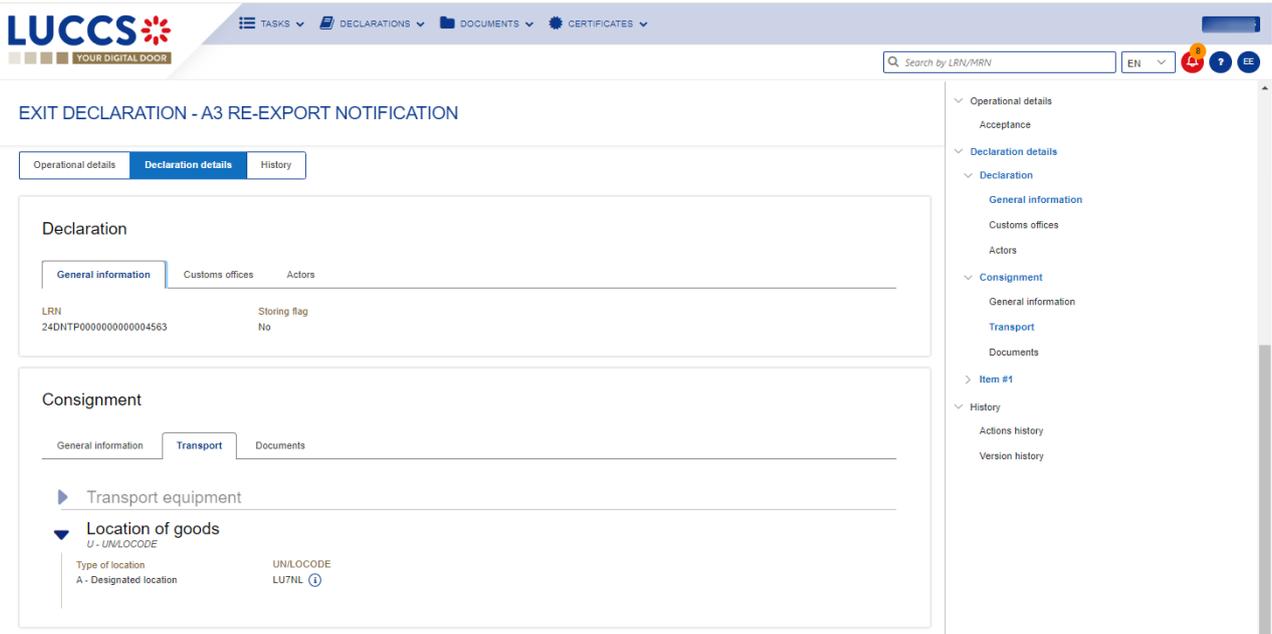


Figure 151: Exit procedure- details of the Re-export notification.

## 12.4 HOW TO CONSULT A NON-AES MOVEMENT ARRIVAL AT EXIT

To consult the **non-AES movement arrival at exit**:

1. Open the **Non-AES movement arrival at exit** via its **LRN/MRN**.

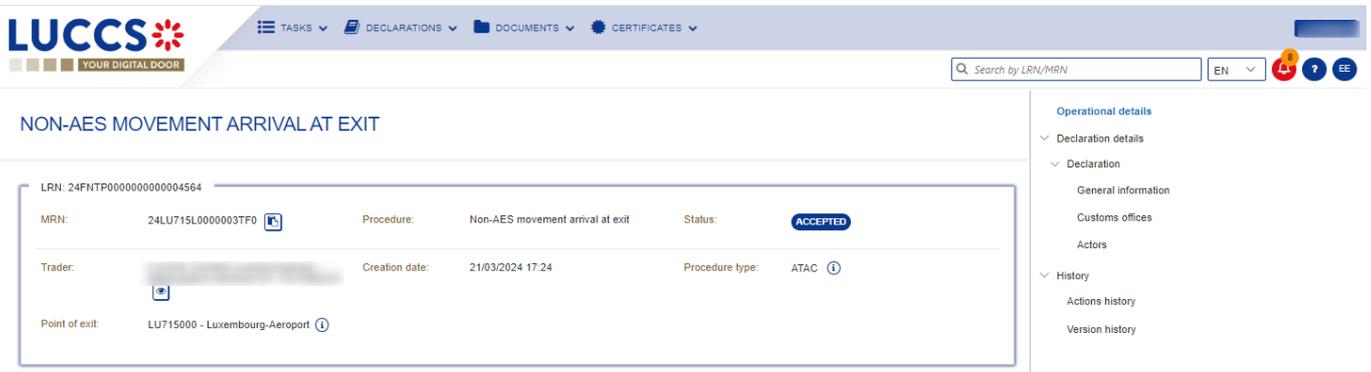


Figure 152: Exit procedure– Non-AES movement arrival at exit – Header.

2. Click on the **Declaration Details** tab button.
3. The non-AES movement arrival at exit data is displayed.

Figure 153: Exit procedure- details of a Non-AES movement arrival at exit.

## 12.5 HOW TO CONSULT THE ACTION HISTORY FOR AN EXIT PROCEDURE

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

To consult the exit procedure action history:

1. Open the **exit procedure** via the **LRN/MRN**.
2. Click on the **History** button > **Actions history**.
3. The action history of the exit procedure is available.

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
21/03/2024 17:25	Status set	Released for exit	Customs
21/03/2024 17:25	Message sent	IE525 - Exit Release Notification to [redacted] via NTP	Customs
21/03/2024 17:10	Task performed	Task - Register declaration	NTP
21/03/2024 17:10	Timer started	Timer to Receive Exit Notification : ends 18/08/2024 18:10 (150 days)	Customs
21/03/2024 17:10	Message sent	IE571 - Re-Export Notification Registration to [redacted] via NTP	Customs
21/03/2024 17:10	Status set	Accepted	Customs
21/03/2024 17:10	Message received	IE570 - Re-Export Notification	Customs

Figure 154: Exit procedure– Actions history.

---

## 12.6 HOW TO CONSULT THE EXIT PROCEDURE VERSION HISTORY

The **version history** contains the different versions of the exit procedure. A new version is created when a request for amendment has been accepted by the customs officer.

To consult the version history of an exit procedure:

1. Open the **exit procedure** page via the **LRN/MRN**.
2. Click on the **History > Version history** tab.
3. The version history of the exit procedure is available and contains the dates where the amendments were made.



Figure 155: Exit movement at exit – version history.

## 12.7 HOW TO CONSULT A PREVIOUS VERSION OF AN EXIT PROCEDURE

A previous version contains the declared data from the previous version of the declaration.

To consult the previous version of an exit procedure:

1. Open the **exit procedure** page via the **LRN/MRN**.
2. Click on the **History > Version history** tab.
3. Once in the version history, click in the hyperlink of the version you wish to consult.

The previous version of the declaration will be available and contains the reported data from the previous version of the procedure.

EXIT DECLARATION - A3 RE-EXPORT NOTIFICATION

LRN: 24DNT000000000026952

MRN: 24LU715L000006B7D0 Procedure: Exit procedure - A3 Re-export notification Version: **PREVIOUS VERSION**

Declarant: [REDACTED] Representative: - Declaration type: - ⓘ

PRINT PREVIEW

Declaration details

Declaration

General information Customs offices Actors

LRN 24DNT000000000026952 Storing flag No

Consignment

General information **Transport** Documents

Transport equipment

Location of goods

Figure 156: Exit procedure– Previous version.

## 12.8 HOW TO CONSULT THE ACCEPTANCE OF THE EXIT PROCEDURE

The **Exit summary declarations** and the **Re-export notifications** are accepted after the reception of the acceptance message from the customs authorities. Therefore, the exit procedure status becomes '**Accepted**', and the **MRN** of the movement is allocated and displayed in the header of the **exit procedure** page.

**Note:** the acceptance does not concern the arrival at exit notification and non-AES movement arrival at exit.

To consult the acceptance of exit procedure:

1. Open the **Exit procedure declaration** page via its LRN/MRN.
2. Click on the hyperlink 'Acceptance' on the 'Highlights' or click on the Operational details button.
3. The Acceptance card is available and contains the acceptance date of the exit procedure.

The screenshot shows the Luccs web application interface for an 'EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION'. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is present with the text 'Search by LRN/MRN'. The main content area is divided into several sections:

- Declaration Details:** Shows LRN: 24CNTP000000000026953, MRN: 24LU715L000007K8C0, Procedure: Exit procedure - A1 Exit summary declaration, and Status: ACCEPTED. Other fields include Declarant, Release date, Representative, Acceptance date: 22/03/2024 09:07, and Customs office of exit: LU715000 - Luxembourg-Aéroport.
- Operational Actions:** Buttons for REGISTER AMENDMENT REQUEST, REGISTER INVALIDATION REQUEST, DUPLICATE DECLARATION, and PRINT PREVIEW.
- Highlights:** A link for 'Acceptance' and a notification on 22/03/2024 09:07.
- Due dates:** A timer to receive exit notification ending on 19/08/2024 10:07.
- Operational details:** Tabs for Declaration details and History.
- Items overview:** A table with columns for ITEM NUMBER, COMMODITY CODE, DESCRIPTION OF GOODS, and GOOD'S STATUS. One item is listed: Item #1, 6401 92 00, Footwear - Covering the ankle but no covering the knee, with status ACCEPTED.
- Acceptance:** A section showing the Declaration acceptance date as 22/03/2024.

A right-hand sidebar contains a navigation menu with categories like Operational details, Declaration details, Declaration, Consignment, and History.

Figure 157: Exit procedure– Acceptance of the exit procedure.

## 12.9 HOW TO CONSULT THE DIVERSION REJECTION FOR AN ARRIVAL AT EXIT NOTIFICATION

A diversion occurs when the arrival at exit notification is sent to a customs office that is different than the one declared in the (re-)export declaration or in the exit summary declaration. In this situation, the customs authorities can decide whether to accept or reject the diversion. In case the diversion is denied, a rejection message is communicated, and the exit procedure status becomes 'Rejected'.

To consult the rejection of the arrival at exit notification:

1. Open the **arrival at exit notification** via its **LRN/MRN**.
2. Click on the **Diversion rejection** hyperlink in the highlights or on the **Operational Details** button.
3. The **Diversion rejection** card is available and contains the information related to the rejection of the declaration: the date, the reason for the rejection and the custom office.

Figure 158: Exit procedure– diversion rejection of the arrival notification.

## 12.10 HOW TO CONSULT THE CONTROL NOTIFICATION OF THE CUSTOMS AUTHORITIES

For all exit procedures except for the non-AES movement arrival at exit, the customs authorities may notify if a documentary and/or physical control will be carried out.

To consult the control notification:

1. Open the **Exit procedure** page via the **LRN/MRN**.
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.

Figure 159: Exit procedure – Control notification.

## 12.11 HOW TO CONSULT THE ACKNOWLEDGEMENT OF THE ARRIVAL AT EXIT NOTIFICATION

After submitting the Arrival at exit notification, the customs authorities confirm its receipt with the **Arrival at exit acknowledgement**.

To consult the **Arrival at exit acknowledgement**:

1. Open the Exit procedure page via the LRN/MRN.
2. Click on **History > Actions history**.
3. The **actions history** is available and contains the arrival at exit acknowledgement message from the customs authorities.

EXPORT MOVEMENT AT OFFICE OF EXIT

Operational details | Declaration details | Arrival details | **History**

Actions history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
07/08/2024 11:12	Message sent	IEX20 - Exited Status Notification vers [redacted] via NTP	Customs
07/08/2024 11:12	Status set	Sortie	Customs
07/08/2024 11:12	Task performed	Tâche - Enregistrer les information sur une exportation non sortie	NTP
07/08/2024 11:11	Message sent	IEX23 - Arrival at Exit Acknowledgment vers [redacted] via NTP	Customs
07/08/2024 11:11	Status set	Accepté	Customs
07/08/2024 11:11	Message received	IE507 - Arrival at Exit	Customs
07/08/2024 11:11	Task performed	Tâche - Enregistrer la déclaration	NTP

Figure 160: Exit procedure – Arrival at exit acknowledgement for the arrival at exit notification

## 12.12 HOW TO CONSULT THE EXIT NOTIFICATION ACKNOWLEDGEMENT OF THE EXIT NOTIFICATION

After submitting the Exit notification, the customs authorities confirm its receipt with the **Exit notification acknowledgement**.

To consult the **Exit notification acknowledgement**:

1. Open the Exit procedure page via the LRN/MRN.
2. Click on **History > Actions history**.
3. The **actions history** is available and contains the acknowledge message from the customs authorities.

EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION

Operational details Declaration details Manifest details **History**

Actions history Version history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
09/08/2024 10:15	Timer stopped	Timer to Receive Exit Notification : started 09/08/2024 08:53 (150 days)	Customs
09/08/2024 10:15	Message sent	IEX20 - Exited Status Notification to I [redacted] via NTP	Customs
09/08/2024 10:15	Status set	Exited	Customs
09/08/2024 10:15	Task performed	Task - Register exit notification	NTP
09/08/2024 10:15	Message sent	IEX24 - Exit Notification Acknowledgment to [redacted] via NTP	Customs
09/08/2024 10:15	Message received	IE590 - Exit Notification	Customs
09/08/2024 10:14	Status set	Partially exited	Customs
09/08/2024 10:14	Message sent	IEX24 - Exit Notification Acknowledgment to [redacted] via NTP	Customs
09/08/2024 10:14	Message received	IE590 - Exit Notification	Customs
09/08/2024 10:14	Task performed	Task - Register exit notification	NTP

Operational details  
Exit notification  
Exit notification  
Released for exit  
Acceptance  
Declaration details  
Declaration  
General information  
Customs offices  
Actors  
Finances  
Consignment  
General information  
Transport  
Documents  
Item #1  
Manifest details  
Manifest presentation #2  
Manifest presentation #1  
History

Figure 161: Exit procedure – Exit notification acknowledgement

## 12.13 HOW TO CONSULT THE GOODS EXITED CONFIRMATION

The **goods exited confirmation** aims to inform the trader at exit that the customs officer has accepted the alternative evidence provided by the declarant to the Customs office of export

To consult the **Goods exited confirmation**:

1. Open the **arrival at exit notification** via its **LRN/MRN**.
2. Click on the hyperlink **Goods exited confirmation** in the highlights or click on the **Operational details** button.
3. The **Goods exited confirmation** card is available and contains the confirmation date of the alternative evidence.

The screenshot shows the Luccs system interface for 'EXPORT MOVEMENT AT OFFICE OF EXIT'. The main content area includes a header with navigation tabs (TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, DEBTS MANAGEMENT) and a search bar. Below the header, there are two buttons for 'CUSTOMS OFFICE OF EXPORT' and 'CUSTOMS OFFICE OF EXIT'. The main data area shows: Procedure: Arrival at exit notification; Status: EXITED; Trader at exit: [empty]; Creation date of the arrival notification: 12/08/2024 05:54; Customs office of exit (actual): LU704000 - Accises. Below this is a 'PRINT PREVIEW' button. The 'Highlights' section contains a link to 'Goods exited confirmation' and a notification on 12/08/2024 06:07. The 'Due dates' section shows 'No element'. There are tabs for 'Operational details', 'Declaration details', 'Arrival details', and 'History'. The 'Items overview' table has columns for ITEM NUMBER, COMMODITY CODE, DESCRIPTION OF GOODS, and GOODS STATUS. It lists one item: 'Item #1' with commodity code 6401 92 00, description 'Waterproof footwear', and status EXITED. The 'Goods exited confirmation' section shows a confirmation date of 12/08/2024 06:07. The right sidebar contains a navigation menu with categories: Operational details (Goods exited confirmation), Declaration details (Declaration, General information, Authorisations, Customs offices, Actors, Finances, Guarantees), Consignment (General information, Transport, Documents), Item #1, Arrival details (Arrival notification, General information, Authorisations, Customs offices, Actors, Location of goods), and History (Actions history, Version history).

Figure 162: Exit procedure – Goods exited confirmation card in the arrival notification.

## 12.14 HOW TO CONSULT THE HANDLED ELSEWHERE NOTIFICATION FOR THE ARRIVAL AT EXIT NOTIFICATION

When the Arrival at exit notification arrive to another customs office the trader at exit will be informed with the **Handle Elsewhere notification**.

To consult the **Handle elsewhere notification exited confirmation**:

1. Open the **arrival at exit notification** via its **LRN/MRN**.
2. Click on the hyperlink **Goods handled elsewhere** in the **highlights** or click on the **Operational details** button.
3. The **Goods handled elsewhere** card is available and contains the notification date.

**EXPORT MOVEMENT AT OFFICE OF EXIT**

MRN: 24IT707345234037C6 

Procedure: Arrival at exit notification      Status: **HANDLED ELSEWHERE**

---

Trader at exit:       Creation date of the arrival notification: 12/08/2024 15:15      Customs office of exit (actual): -

[PRINT PREVIEW](#)

**Highlights**

[Goods handled elsewhere](#)      Notification on 12/08/2024 16:04

[Diversion rejection](#)      Notification on 12/08/2024 15:40

**Due dates**

No element

**Operational details**    Arrival details    History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	-	<input type="text"/>	-

No element

▼ **Goods handled elsewhere**

Notification date  
12/08/2024 16:04

- ▼ Operational details
  - Goods handled elsewhere
  - Diversion rejection
- ▼ Arrival details
  - ▼ Arrival notification
    - General information
    - Authorisations
    - Customs offices
    - Actors
    - Location of goods
- ▼ History
  - Actions history
  - Version history

Figure 163: Exit procedure – Handle elsewhere notification card for the arrival at exit notification

# B- REGISTER THE EXIT PROCEDURES

## 12.15 HOW TO REGISTER AN ARRIVAL AT EXIT NOTIFICATION

To submit an arrival at exit notification:

1. Open the **Menu > Declarations > New Declarations > Export > New Arrival at exit Notification.**
2. Fill in the form by providing information about:
  - The export declaration
  - The consignment.

**Note:** If the declaration has been communicated to the Luxembourgish customs office of exit and you are referenced in the related declaration as an exporter, representative or carrier, you can submit discrepancies.

3. Fill the form. If discrepancies are communicated at least one discrepancy shall be provided.
4. Click on **Submit:** A confirmation pop-up opens, click on **Yes.**

The screenshot shows the Luccs web application interface for registering an arrival at exit notification. The page title is "REGISTER ARRIVAL AT EXIT NOTIFICATION - EXPORT ARRIVAL NOTIFICATION". The form is organized into several sections:

- Declaration:** Includes an "Export operation" section with an information box stating that discrepancies can only be provided if the MRN is known by the customs office of exit and if the EORI number is linked to the declaration. Below this are input fields for "MRN", "Arrival notification date and time", and "Arrival notification place". There are also "Storing flag" and "Discrepancies exist" sections, each with "Yes" and "No" radio buttons.
- Customs offices:** Includes a "Customs office of exit (actual)" dropdown menu.
- Actors:** Includes an "Information" box explaining that an actor can be registered with its identification number (via a toggle) or with its Name & Address (via another toggle). Below this is a "Carrier" section with a toggle for "Identification number" (which is currently turned on) and a text input field containing "LU12345678". There is also a "Contact person" field with a plus sign icon.
- Consignment:** Includes a "Transport" section with a "Location of goods #1" section. This section has a plus sign icon and a dropdown menu for "Type of location" and a text input field for "Qualifier of identification".

Figure 164: Exit procedure– Registration of the arrival at exit notification.

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES

24ANTP00000000000026800 EN ? EE

### REGISTER ARRIVAL AT EXIT NOTIFICATION - EXPORT ARRIVAL NOTIFICATION

Discrepancies on consignment ⓘ

**Information:** When the discrepancies are detected, at least one discrepancy shall be provided. Please only provide the 'Found value' in the specific data group/item where the discrepancy is detected. In case of a missing value detected, set the 'Missing' toggle to 'Yes'. In the case an information has not been declared, an additional line could be added in the data group (the information related shall be provided in the 'Found value'). You can also report the excess goods items, in this case the excess goods items information shall be added as an information non declared at the item section.

**BRX058:** Please do not provide discrepancies in the data group/items listed below if the MRN provided corresponds to an exit summary declaration logged in a foreign country: 'Mode of transport at the border', 'Active border transport means', 'Item'

**General information**

**Reference number (UCR)**

Declared value: - Found value:

**Transport ⓘ**

**Mode of transport at the border**

Declared value: 2 - Rail transport Found value:

Active border transport means:  ⓘ

Transport equipment:

**Documents**

Transport documents:

Item #1

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Figure 165: Exit procedure– Registration of the discrepancies of an arrival at exit notification.

When the submission is successful, your arrival at exit notification is submitted to the Luxembourgish Customs office of exit. You are then redirected to the **Arrival at exit notification** page 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 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.

## 12.16 HOW TO REGISTER AN EXIT SUMMARY DECLARATION

To submit an exit summary declaration:

1. Open the **Menu > Declarations > New Declarations > Export > Exit summary declaration** and choose the type of declaration you want to submit.
2. Fill in the form by providing information about:
  - The declaration.
  - The consignment.
  - The items
3. Click on **Submit**: A confirmation pop-up opens, click on **Yes**.

Figure 166: Exit procedure– Registration of the exit summary declaration.

When the submission is successful, your exit summary declaration is sent to the customs office. You are then redirected to the **Exit summary 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 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.

## 12.17 HOW TO REGISTER A RE-EXPORT NOTIFICATION

To submit a re-export notification:

1. Open the **Menu > Declarations > New Declarations > Export > Re-export notification**.
2. Fill in the form by providing information about:
  - The declaration
  - The consignment.
  - The items
3. Click on **Submit**: A confirmation pop-up opens, click on **Yes**.

Figure 167: Exit procedure– Registration of the Re-export notification.

When the submission is successful, your re-export notification is sent to the customs office of exit. You are then redirected to the **re-export notification** 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 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.

## 12.18 HOW TO SUBMIT A NON-AES MOVEMENT ARRIVAL AT EXIT

To submit a non-AES movement arrival at exit:

1. Open the **Menu > Declarations > New Declarations > Export > Non-AES movement arrival at exit**.
2. Fill in the form by providing information about:
  - The declaration
  - The consignment.
3. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES

Search by LRN/MRN EN ? EE

### REGISTER NON-AES MOVEMENT ARRIVAL AT EXIT

**Declaration**

Export operation ⓘ

LRN: 24FNT000000000026814

Arrival notification date and time \*

Arrival notification place

Procedure type \*

**Customs offices**

Point of exit \*

**Actors**

**Trader** ⓘ

Identification number \*

**Consignment**

**Documents**

Transport documents + ⓘ

Required under conditions

① BRX077: When the 'Procedure type' 'STCO- Single transport contract' is selected, at least one 'Transport documents' shall be present in the declaration form.

NTP Version 5 Rev 1.0 - [Sitemap](#)

Figure 168: Exit procedure– Registration of the Non-AES movement arrival at exit.

When the submission is successful, your non-AES movement arrival at exit is sent to the customs office. You are then redirected to the **non-AES movement arrival at exit** 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 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.

## 12.19 AMENDMENT

### 12.19.1 HOW TO SUBMIT AN AMENDMENT REQUEST

You can request to amend your exit summary declaration or your re-export notification after its acceptance.

To submit an amendment request of the declaration:

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

REGISTER AMENDMENT REQUEST

Figure 169: Exit procedure– Registration of an amendment at exit.

4. Fill 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 the **Exit procedure** page.

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

**Note:** Please note that not all the fields could be amended.

## 12.19.2 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 of this request. The status of the declaration changes to 'Under amendment'.

The customs authorities can decide to either accept or reject and suggest another amendment.

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

If the amendment request is rejected, the procedure is not amended, a new mandatory task is created **Register suggested amendment**, a timer to send the amendment starts, and the status of the declaration reverts to the previous status.

**Note:** If the timer to send the amendment expires, the status of the declaration becomes rejected.

To consult the customs authorities' response:

1. Open the **Exit procedure** page using the **LRN/MRN**. 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.
3. The **Amendment** card is available and contains information on the customs authorities' response.

The screenshot shows the LUCCS interface for an 'EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION'. The 'Highlights' section lists three items: 'Amendment request rejected' (Notification on 18/03/2024 10:50), 'Amendment request' (Notification on 18/03/2024 10:35), and 'Acceptance' (Notification on 18/03/2024 10:25). The 'Due dates' section shows 'Timer to Receive Exit Notification' (15/08/2024 11:25) and 'Deadline for amendment' (20/03/2024 23:59). The 'Items overview' table has one item: 'Item #1' with commodity code '6401 92 00' and description 'sport', with a status of 'WAITING FOR AMENDMENT'. The 'Amendment' section shows a 'Response from customs' with a decision of 'Amendment request rejected' on 18/03/2024 10:50, and a justification: 'Amendment rejection justification - not valid amendment'. It also shows an 'Amendment request' with a request date and time of 18/03/2024 10:35.

Figure 170: Exit procedure – Amendment card.

### 12.19.3 HOW TO RESPOND TO THE CUSTOMS AUTHORITIES' SUGGESTION TO AMEND THE DECLARATION.

The amendment can be suggested by the customs authorities. This case can happen when the first amendment is rejected, and the customs office suggests a second amendment with a deadline.

In this case the task **Register suggested amendment** could be performed to respond to the customs authorities.

**Note:** when the timer related to the amendment suggested by the customs office expires, the declaration is rejected.

To respond to the amendment suggestion:

1. Open the **Exit procedure** page. The mandatory task **Register suggested amendment** is available or go to the **tasks list**.
2. Click on the hyperlink of the mandatory task **Register suggested amendment**.
3. Fill in the amendment information and edit the fields you want.
4. Click on **Submit** to register the amendment.

When the submission is successful, your request for amendment is submitted to the customs authorities. You are then redirected to the declaration view.

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

## 12.20 INVALIDATION

### 12.20.1 HOW TO SUBMIT AN INVALIDATION REQUEST

You can apply to invalidate your “exit summary declaration” or your “re-export notification” before or after the release of the declared goods.

To submit an invalidation request:

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

REGISTER INVALIDATION REQUEST

The screenshot shows the 'REGISTER INVALIDATION REQUEST' form in the Luccs system. The form is titled 'REGISTER INVALIDATION REQUEST' and contains the following information:

- LRN:** 24CNTP00000000000026818
- MRN:** 24LU701L0000073MC1
- Procedure:** Exit procedure - A1 Exit summary declaration
- Status:** RELEASED FOR EXIT
- Declarant:** [Redacted]
- Release date:** 18/03/2024 11:14
- Representative:** -
- Acceptance date:** 18/03/2024 10:25
- Customs office of exit:** LU701000 - Bettembourg

Below the declaration details, there are two required fields:

- Invalidation reason:** A dropdown menu with a '-' symbol.
- Justification:** A text area for providing details.

At the bottom of the form, there are two buttons: **SUBMIT** and **CANCEL**.

Figure 171: Exit procedure – Registration of an invalidation request.

4. Fill the invalidation information.

- 
5. Click on Submit. A confirmation modal open. Click on **Yes**.

When the submission is successful, your invalidation request is submitted to the customs authorities. You are then redirected to the exit procedure declaration page.

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

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

## 12.20.2 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 of 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 **Exit procedure** is invalidated, and the status becomes '**Invalidated**'.

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

To consult the invalidation request's details of the exit procedure:

1. Open the **Exit procedure** page. The invalidation request is displayed in the highlights.
2. Click on the **Invalidation (accepted)/ Invalidation (rejected)** 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 172: Exit procedure – Invalidation card.

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

### 12.20.3 HOW TO CONSULT AN INVALIDATION OF THE DECLARATION REGISTERED BY THE CUSTOMS AUTHORITIES.

If the **Exit procedure** 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 **Exit procedure** 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.

Figure 173: Exit procedure – Invalidation requested by customs card.

## 12.20.4 HOW TO CONSULT AN INVALIDATION NOTIFICATION THAT CAME FROM THE EXPORT OFFICE.

The Arrival at exit notification can be invalidated since the Customs office of Export by the approval of a request from the Declarant or after the Customs authorities' decision.

If the invalidation request is accepted, the procedure is invalidated, the status becomes 'Invalidated', and the invalidation notification card is displayed in the declaration view.

To consult the 'invalidation notification' details of the Arrival at exit notification:

1. Open the Exit procedure page. The invalidation notification is displayed in the highlights.
2. Click on the **Invalidation notification** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Invalidation** notification card is available and contains the information related to the invalidation notification date.

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 main header shows 'EXPORT MOVEMENT AT OFFICE OF EXIT' with two tabs for 'CUSTOMS OFFICE OF EXPORT' and 'CUSTOMS OFFICE OF EXIT'. A search bar is visible with the text 'Search by LRN/MRN'. The main content area is divided into several sections: 'Highlights' with a link to 'Invalidation notification' and a notification date of '09/08/2024 12:06'; 'Due dates' showing 'No element'; 'Operational details' (selected), 'Declaration details', 'Arrival details', and 'History' tabs; 'Items overview' table with columns for 'ITEM NUMBER', 'COMMODITY CODE', 'DESCRIPTION OF GOODS', and 'GOODS STATUS'. The table shows one item: 'Item #1' with commodity code '6401 92 00' and description 'Waterproof footwear', with a status of 'INVALIDATED'. Below the table is an 'Invalidation notification' card showing the notification date '09/08/2024 12:06'. A right-hand sidebar contains a navigation menu with categories like 'Operational details', 'Declaration details', 'Consignment', 'Arrival details', and 'History'.

Figure 174: Arrival at exit notification – Invalidation notification

## 12.21 DECISION ON RELEASE OF GOODS

### 12.21.1 HOW TO CONSULT THE RELEASE DECISION OF THE GOODS

After declaration's acceptance, 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'

To consult the release/not release decision:

1. Open the **Exit procedure** page.
2. Click on the hyperlink **Released for exit/Goods not allowed for exit** in the highlights or click on the **Operational Details** button.
3. The **Released for exit / Goods not allowed to exit** card is available and contains the information received from the customs authorities.

The screenshot shows the LUCCS web application interface. At the top, there is a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is on the right. The main content area is titled 'EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION'. It features a declaration card with the following details:

- LRN: 24CNTP0000000000026850
- MRN: 24LU715L00000730C0
- Procedure: Exit procedure - A1 Exit summary declaration
- Status: RELEASED FOR EXIT
- Declarant: [Redacted]
- Release date: 18/03/2024 16:07
- Representative: -
- Acceptance date: 18/03/2024 16:06
- Customs office of exit: LU715000 - Luxembourg-Aéroport

Below the declaration card are buttons for 'REGISTER EXIT NOTIFICATION', 'REGISTER INVALIDATION REQUEST', 'DUPLICATE DECLARATION', and 'PRINT PREVIEW'. The 'Highlights' section shows 'Released for exit' and 'Acceptance' with their respective notification dates. The 'Due dates' section shows a 'Timer to Receive Exit Notification' ending on 15/08/2024 17:06. The 'Items overview' table has the following data:

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	Footwear - Covering the ankle but no covering the knee	RELEASED

The 'Released for exit' section shows a 'Release date' of 18/03/2024. A right-hand sidebar contains a navigation menu with categories like 'Operational details', 'Declaration details', 'Consignment', and 'History'.

Figure 175: Exit procedure – Release decision for exit card.

LRN: 24CNTP00000000026851

MRN: 24LU715L0000073RC9 Procedure: Exit procedure - A1 Exit summary declaration Status: **NOT RELEASED**

Declarant: [REDACTED] Release date: -

Representative: - Acceptance date: 18/03/2024 16:12

Customs office of exit: LU715000 - Luxembourg-Aéroport

**Highlights**

- [Goods not allowed to exit](#) Notification on 18/03/2024 16:14
- [Customs control](#) Notification on 18/03/2024 16:13
- [Acceptance](#) Notification on 18/03/2024 16:12

**Due dates**

No element

**Operational details** Declaration details History

**Items overview**

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 92 00	Footwear - Covering the ankle but no covering the knee	<b>NOT ALLOWED TO EXIT</b>

**Goods not allowed to Exit**

Reason: Not satisfactory control result

Figure 176: Exit procedure - No release decision for exit

**Note:** In Exit summary declaration and Arrival at exit notification declaration view, you can also find the status of your goods items in the **'Item Overview'** card in the **Operational Details**.

### 12.21.2 HOW TO CONSULT THE INTENTION NOT TO RELEASE THE GOODS AT EXIT.

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 **Exit procedure** page.
2. Click the **Intention 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 web application interface for an 'EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION'. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is present with the text 'Search by LRN/MRN'. The main content area is divided into several sections:

- Declaration Card:** Displays MRN (24LU715L0000073SC8), Procedure (Exit procedure - A1 Exit summary declaration), and Status (UNDER CONTROL). It also shows the Declarant, Release date, Representative, Acceptance date (18/03/2024 16:28), and Customs office of exit (LU715000 - Luxembourg-Aéroport).
- Highlights:** Lists key events such as 'Intention not to release' (Notification on 18/03/2024 16:31), 'Customs control' (Notification on 18/03/2024 16:29), and 'Acceptance' (Notification on 18/03/2024 16:28).
- Due dates:** Shows 'Timer to Receive Exit Notification' (15/08/2024 17:28) and 'Timer for right to be heard' (17/04/2024 17:31).
- Operational details:** Includes tabs for 'Operational details', 'Declaration details', and 'History'. The 'Operational details' section shows 'Intention not to release' with an expiration date of 17/04/2024 17:31 and a list of items intended not to be released.
- Items overview:** A table with columns for ITEM NUMBER, COMMODITY CODE, DESCRIPTION OF GOODS, and GOODS STATUS. It lists 'Item #1' with Commodity Code 6401 92 00, Description 'Footwear - Covering the ankle but no covering the knee', and Goods Status 'INTENTION NOT TO RELEASE'.

Figure 177: Exit procedure – Intention not to release card.

**Note:** In Exit summary declaration and Arrival at exit notification declaration view, you can also find the status of your goods items in the **'Item Overview'** card in the **Operational Details**.

### 12.21.3 HOW TO REGISTER A RIGHT TO BE HEARD REQUEST

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 **Exit procedure** 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.

### Confirmation - Right to be heard

Do you want to submit a request to exercise your right to be heard?

Yes

No

If you answer "NO", you renounce your right to be heard. [Please consult "Reason for intention not to release"](#) in the Operational details of the declaration.

SUBMIT

CANCEL

Figure 178: Exit procedure - Right to be heard pop-up

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

If you answer 'Yes' and click on **submit**, the registration form opens.

The screenshot shows the Luccs web application interface. At the top, there's a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is on the right. The main heading is 'REGISTER THE RIGHT TO BE HEARD REQUEST'. Below this, there's a form with the following details:

- LRN: 24CNTP000000000000026852
- MRN: 24LU715L0000073SC8
- Procedure: Exit procedure - A1 Exit summary declaration
- Status: UNDER CONTROL
- Declarant: [Redacted]
- Release date: -
- Representative: -
- Acceptance date: 18/03/2024 16:28
- Customs office of exit: LU715000 - Luxembourg-Aéroport
- Expiration date of the right to be heard: 17/04/2024
- Reason for intention not to release: Intention not to release the goods

Below the form, there are two sections: 'Consignment' and 'Goods item #1'. Each section has a 'Justification' text area and a 'Supporting documents' button with a plus sign. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 179: Exit procedure - Right to be heard form.

4. Fill the information about your right to be heard and then submit the form. You can add supporting documents if it is necessary.
5. Click on Submit. A confirmation modal open. Click on **Yes**.

#### 12.21.4 HOW TO CONSULT THE RIGHT TO BE HEARD REQUEST

After the submission of your right to be heard form, you can consult the card with the information you have sent.

To consult the right to be heard card:

1. Open **Exit procedure** page.
2. Click on the hyperlink **Right to be heard request** in the highlights or click on the **Operational Details** button.
3. The **Right to be heard** card is available and contains the information of the from you have sent to the customs authorities. You can also find the status of your goods items in the **Item overview** card in the **Operational Details**.

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
Item #1	6401 52 00	Footwear - Covering the ankle but no covering the knee	WAITING DECISION ON RIGHT TO BE HEARD

Figure 180: Exit procedure – Right to be heard card.

## 12.22 MANIFEST

### 12.22.1 HOW TO SUBMIT A MANIFEST

The manifest is used to inform the customs authorities that part or all the goods are leaving the storage and ready to exit the union customs territory. A manifest is followed by an **Exit notification** confirming the exit of goods.

To execute the task, **Register manifest presentation**:

1. Open the **Exit procedure** page. The mandatory task **Register manifest presentation** is available or go to the tasks list.
2. Click on the hyperlink **Register manifest presentation**. The **Manifest presentation form** opens.
3. Fill the form.
4. Click on “Submit”. A confirmation pop-up opens, click on Yes and submit.

REGISTER MANIFEST PRESENTATION

LRN: 24CNTP000000000027058

MRN:	24LU715L000007XJC7	Procedure:	Exit procedure - A1 Exit summary declaration	Status:	HELD FOR STORING
Declarant:	[REDACTED]	Release date:	26/03/2024 11:47		
Representative:	-	Acceptance date:	26/03/2024 11:47		
Customs office of exit:	LU715000 - Luxembourg-Aeroport				

- Register manifest presentation
- Declaration
  - Export operation
  - Actors
  - Authorisations
- Consignment
  - Manifest items +
    - Manifest item #1

Declaration

Export operation

Presentation of the goods date and time \*  Manifest reference number \*

Actors

Exit Carrier

Identification number \*

Contact person

Authorisations

Consignment

General information

Gross mass \*

Manifest item #1

Transport document reference \*

Description of goods

Commodity code  Gross mass \*

Type of package \*  Number of package  Shipping marks

Figure 181: Exit procedure – Register manifest presentation.

When the submission is successful, your manifest presentation is submitted to the customs office of exit. You are then redirected to **Exit procedure** page.

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

If the manifest is compliant, and all the goods have left the storage facility (i.e.: the **Final shipment** has been set to **'Yes'** for all the goods), then the movement status changes to "Released for exit".

If the manifest is compliant, and not all the goods have left the storage facility, then the movement status changes to 'Partially released for exit'.

In both cases, the mandatory task **Register exit notification** will be available and must be submitted to indicate that the goods have left the union custom territory.

## 12.22.2 HOW TO CONSULT A MANIFEST

After the submission of the manifest, you will be able to consult the information sent to the customs. To consult the manifest:

1. Open **Exit procedure** page.
2. Click on the hyperlink '**Manifest presentation #1**' in the highlights or click on the **Manifest Details** button.
3. The '**Manifest presentation #1**' card is available and contains the information you have sent to the customs authorities.

You can consult the sections:

- General information
- Actors
- Authorisation
- Manifest item

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES

Search by LRN/MRN EN EE

### EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION

LRN: 24C/N11P00000000000026860

MRN: 24LU715L0000075XC1 Procedure: Exit procedure - A1 Exit summary declaration Status: **RELEASED FOR EXIT**

Declarant: [Redacted] Release date: 19/03/2024 08:58

Representative: - Acceptance date: 19/03/2024 08:57

Customs office of exit: LU715000 - Luxembourg-Aéroport

REGISTER EXIT NOTIFICATION REGISTER INVALIDATION REQUEST DUPLICATE DECLARATION PRINT PREVIEW

#### Highlights

- [Manifest presentation #1](#) Notification on 19/03/2024 09:42
- [Released for exit](#) Notification on 19/03/2024 08:58
- [Acceptance](#) Notification on 19/03/2024 08:57

#### Due dates

Timer to Receive Exit Notification 16/08/2024 09:57

Operational details Declaration details **Manifest details** History

#### Manifest presentation #1

General information Actor Authorisation Manifest item

Presentation of the goods date and time 20/03/2024 09:29 Manifest reference number ereqdsfqsdfqef Gross mass (KG) 22 Sender identification number LUXAIR, Société Luxembourgeoise de Navigation Aérienne SA - LU11068245

Exit Date -

- Operational details
  - Released for exit
  - Acceptance
- Declaration details
  - Declaration
    - General information
    - Customs offices
    - Actors
    - Finances
- Consignment
  - General information
  - Transport
  - Documents
- Item #1
- Manifest details**
  - Manifest presentation #1**
- History
  - Actions history
  - Version history

Figure 182: Exit procedure – Manifest presentation.

## 12.23 EXIT NOTIFICATION

### 12.23.1 HOW TO REGISTER THE EXIT NOTIFICATION

The **Exit notification** let you inform the customs authorities that the goods have exited the union customs territory. The **Exit notification** can be registered either by the trader at exit or the customs officer.

The **Exit notification** task will be available in the **Exit procedure** page:

- After the submission of one manifest
- After the release decision from customs (when the goods are not being stored).

To execute the task, **Register exit notification**:

1. Open the **Exit procedure** page. The mandatory task **Register exit notification** is available or go to the tasks list.
2. Click on the hyperlink **Register exit notification**. The **Register exit notification form** opens.
3. Fill the form and submit. A confirmation pop-up will open, Click on Yes.

**Note:** The discrepancy information can be communicated in the Exit notification (when the storing flag is 'No').

The screenshot shows the Luccs web application interface for the 'REGISTER EXIT NOTIFICATION' task. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar contains '24LU715L000001NA8' and a language dropdown is set to 'EN'. The main content area is titled 'REGISTER EXIT NOTIFICATION' and features a 'SAVE AS DRAFT' button. A summary box displays the following information:

- LRN: 24CNTP000000000027139
- MRN: 24LU715L000008CGC2
- Procedure: Exit procedure - A1 Exit summary declaration
- Status: PARTIALLY RELEASED FOR EXIT
- Declarant: [Redacted]
- Release date: 28/03/2024 23:32
- Representative: -
- Acceptance date: 28/03/2024 23:32
- Customs office of exit: LU715000 - Luxembourg-Aeroport

Below the summary box is the 'Declaration' section, which includes:

- Export operation:** MRN (24LU715L000008CGC2), Additional declaration type (A - for a standard customs decl...), Exit date (29/03/2024), and Manifest number (-).
- Customs offices:** Customs office of Exit (Actual) (LU715000 - Luxembourg-Aeroport).
- Actors:** Carrier (Identification number [Redacted]), Contact person (+), and Person confirming Exit (Role \*).

A right-hand sidebar contains a navigation menu with 'Exit notification', 'Export operation', 'Customs offices', and 'Actors'.

Figure 183: Exit procedure – Exit notification

## 12.23.2 HOW TO CONSULT AN EXIT NOTIFICATION.

After the submission of the exit notification, you will be able to consult the information sent to the customs. To consult the **Exit notification card**:

1. Open **Exit procedure** page via its **LRN/MRN**.
2. Click on the hyperlink '**Exit notification #1**' in the highlights or click on the **Operational details** button.

The screenshot displays the Luccs web application interface for an 'EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION'. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is present with the text 'Search by LRN/MRN'. The main content area shows the declaration details for LRN: 24CNTP00000000027058 and MRN: 24LU715L000007XJC7. The procedure is 'Exit procedure - A1 Exit summary declaration' and the status is 'EXITED'. Key dates include Release date: 26/03/2024 11:47 and Acceptance date: 26/03/2024 11:47. The customs office of exit is LU715000 - Luxembourg-Aéroport. Below the details are buttons for 'DUPLICATE DECLARATION' and 'PRINT PREVIEW'. A 'Highlights' section lists links for 'Exit notification #1', 'Manifest presentation #1', 'Released for exit', and 'Acceptance', each with a corresponding notification date and time. A 'Due dates' section indicates 'No element'. A navigation bar below highlights 'Operational details', with other tabs for 'Declaration details', 'Manifest details', and 'History'. An 'Items overview' table shows one item: Item #1, Commodity Code 6401 92 00, Description 'Footwear - Covering the ankle but no covering the knee', and Goods Status 'EXITED'. The 'Exit notification #1' section is expanded, showing 'Exit date: 26/03/2024', 'Manifest number: 123456789', and 'Sender identification number'. Under 'Person confirming exit', it lists 'Identification number: LU11868245' and 'Role: 1 - Carrier'. A 'Carrier' link is also visible.

Figure 184: Exit procedure – Exit notification card.

3. The '**Exit notification #1**' card is available and contains the general information about the Exit notification and the discrepancies declared on consignment (if declared).
4. If discrepancies declared. Click on the **Discrepancies on consignment button**, the discrepancies details are displayed.

EXIT SUMMARY DECLARATION - A1 EXIT SUMMARY DECLARATION

Operational details Declaration details History

Items overview

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	GOODS STATUS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Item #1</a>	6401 92 00	Footwear - Covering the ankle but no covering the knee	EXITED

Exit notification #1

General information Discrepancies on consignment

Transport

	DECLARED	CONTAINER IDENTIFICATION NUMBER	MISSING
Transport equipment #1	NON DECLARED	Declared: - Found: 2525555	No
Transport equipment #2	NON DECLARED	Declared: - Found: 4448877887	No

- Operational details
  - Exit notification
  - Released for exit
  - Acceptance
- Declaration details
  - Declaration
    - General information
    - Customs offices
    - Actors
    - Finances
  - Consignment
    - General information
    - Transport
    - Documents
  - Item #1
  - History
    - Actions history
    - Version history

Figure 185: Exit procedure– Discrepancies for an Exit notification.

# 13 TRANSIT PROCEDURES AT THE OFFICE OF DEPARTURE

## A-CONSULT THE INFORMATION RELATED TO A TRANSIT DECLARATION

### 13.1 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**

LRN: 23JNTP000000000006313

MRN:	23LU715L000001LU0	Procedure:	Transit - simplified procedure	Status:	ACCEPTED
Holder:	[redacted]	Submission date:	20/04/2023 15:06	Declaration types:	T2 - A
Representative:	-	Acceptance date:	20/04/2023 15:06	Custom office of departure:	LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure:	-	Custom office of recovery at departure:	-		

REGISTER INVALIDATION REQUEST   REGISTER AMENDMENT REQUEST   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
  - Actions history
  - Version history

Figure 186 : 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 | Authorisations | Customs offices | Actors | Guarantees

LRN 23JNTP000000000006313	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 21/04/2023		

**Consignment**

General information | Actors | Transport | Documents

Country of dispatch -	Country of destination IT - Italy	Container indicator 1 - Yes	Gross mass (KG) 1,097,00
Reference number UCR -			

**Operational details**  
Acceptance

**Declaration details**  
Declaration  
Transit operation  
Authorisations  
Customs offices  
Actors  
Guarantees

**Consignment**  
General information  
Actors  
Transport  
Documents  
House consignment #1

**History**  
Actions history  
Version history

Figure 187 : 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).

## 13.2 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 > Actions history** button.
3. The action history of the transit declaration is available.

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
20/04/2023 15:06	Status set	Accepted	Customs
20/04/2023 15:06	Status set	Under customs validation	Customs
20/04/2023 15:06	Status set	Submitted	Customs
20/04/2023 15:06	Message sent	IE028 - MRN allocated - To LU14900721 via NTP	Customs
20/04/2023 15:06	Message sent	IE928 - Positive acknowledge - To LU14900721 via NTP	Customs
20/04/2023 15:06	Movement created	Movement has been created	Customs
20/04/2023 15:06	Message received	IE015 - Declaration data	Customs
20/04/2023 15:06	Task performed	Task - Register declaration	NTP

Figure 188: Transit declaration at departure – Actions history

### 13.3 HOW TO CONSULT THE VERSION HISTORY OF THE TRANSIT DECLARATION

The version history of the transit declaration contains the events related to corrections (before acceptance) and amendments (after acceptance) of the transit declaration.

To consult the version history 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 > Version History** button.
3. The history of the versions of the transit declaration is available and contains the dates of corrections and/or amendments made with their status.

DATE	ACTION TYPE	DESCRIPTION
24/04/2023 08:45	Amendment	
24/04/2023 08:43	Correction	<a href="#">Correction</a>
24/04/2023 08:42	Correction	<a href="#">Correction</a>
24/04/2023 08:40	Original version of the declaration	<a href="#">Original version of the declaration</a>

Figure 189 : Transit declaration at departure - Version history

## 13.4 HOW TO CONSULT A PREVIOUS VERSION OF THE TRANSIT DECLARATION

A previous version contains the reported data from the previous version of the report.

A new version is created when a correction (before acceptance) or an amendment (after acceptance) has been made.

To view a previous version 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 > Version History** button.
3. Click on the **hyperlink** of the version you wish to consult.
4. The previous version of the report is available and contains the reported data from the previous version of the report.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. The main header contains several menu items: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar is located on the right side of the header, with the text 'Search by LRN/MRN'. The main content area is titled 'TRANSIT MOVEMENT AT DEPARTURE'. Below this title, there is a form displaying the following information: LRN: 23JNTP0000000000006403, MRN: 23LU715L000001M0J2, Procedure: Transit - simplified procedure, Version: PREVIOUS VERSION, Holder: [redacted], Declaration types: T2 - D, and Representative: -. Below the form, there is a 'PRINT PREVIEW' button and a 'Declaration details' button. The 'Declaration details' section is expanded, showing a 'Declaration' table with the following data:

Declaration				
Transit operation	Authorisations	Customs offices	Actors	Guarantees
LRN 23JNTP0000000000006403	Declaration type T2 - Goods having the customs status of Union goods, which are placed under the common transit procedure	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	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 25/04/2023			

Figure 190 : Transit declaration at departure – Previous version

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## 13.5 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 acknowledgement 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.

## 13.6 HOW TO CONSULT THE ACCEPTANCE OF THE TRANSIT DECLARATION

The transit declaration is accepted when the MNR allocation notification 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-lodged 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.

Figure 191 : Transit declaration acceptance

## 13.7 HOW TO CONSULT THE REJECTION OF THE TRANSIT DECLARATION

The transit declaration is rejected when the rejection notification from the office of departure 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

LRN: 23JNTP0000000000005953			
MRN: -	Procedure: Transit - normal procedure	Status: <b>REJECTED</b>	
Holder: [REDACTED]	Submission date: 18/04/2023 16:42	Declaration types: T2 - A	
Representative: -	Acceptance date: -	Custom office of departure: LU715000 - Luxembourg-Aeroport	
Custom office of enquiry at departure: -	Custom office of recovery at departure: -		

DUPLICATE DECLARATION PRINT PREVIEW

<p><b>Highlights</b></p> <p>Rejection Notification on 18/04/2023 16:42</p>	<p><b>Due dates</b></p> <p>No element</p>
--	---

Operational details Declaration details History

**Rejection from customs office of departure**

Rejection date and time	Rejection reason
18/04/2023 16:42	Broken seals: Bkabka

- 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
- History
  - Actions history
  - Version history

Figure 192 : Transit declaration rejection

## 13.8 HOW TO GENERATE TAD

When the status of the movement is "Release for transit", you can generate the TAD.

To generate the TAD:

6. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**.
7. Click on the **Generate TAD** button.
8. The TAD is generated in PDF format and contains the information related to the declaration.

The screenshot shows 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 DEBTS MANAGEMENT. A search bar is present with the text "Search by LRN/MRN". The main content area is titled "TRANSIT MOVEMENT AT DEPARTURE". It displays a declaration with the following details:

- LRN: 23JINTP0000000000006075
- MRN: 23LU715L000001KOJ5
- Procedure: Transit - simplified procedure
- Status: RELEASED FOR TRANSIT
- Holder: [Redacted]
- Submission date: 19/04/2023 12:36
- Declaration types: T2 - A
- Representative: -
- Acceptance date: 19/04/2023 12:36
- Custom office of departure: LU715000 - Luxembourg-Aeroport
- Custom office of enquiry at departure: -
- Custom office of recovery at departure: -

At the bottom of the declaration details, there are three buttons: "DUPLICATE DECLARATION", "PRINT PREVIEW", and "GENERATE TAD". On the right side, there is a sidebar menu with the following items:

- Operational details
  - Release for transit
  - Acceptance
- Declaration details
- Declaration
  - Transit operation
  - Authorisations
  - Customs offices
  - Actors
  - Guarantees
- Consignment
  - General information
  - Actors
  - Transport

Figure 193 : Transit declaration - Generate TAD

# B- REGISTER THE TRANSIT DECLARATION AND THE OPERATIONAL INFORMATION

## 13.9 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 is a navigation bar with 'Luccs' logo and 'YOUR DIGITAL DOOR' tagline. The main header contains menu items: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar is available with the text 'Search by LRN/MRN'. The page title is 'REGISTER TRANSIT DECLARATION' with a 'SAVE AS DRAFT' button. The form is organized into two main sections: 'Transit operation' and 'Customs offices'. The 'Transit operation' section includes fields for LRN (23JNTP000000000006405), 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, and Binding itinerary (Yes/No). 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 'Customs office of transit' field is also present with a plus icon. A sidebar on the right shows a navigation menu with categories like Declaration, Transit operation, Customs offices, Actors, Authorisations, Guarantees, Consignment, General information, Transport, Documents, and House consignments list.

Figure 194 : 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 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.

## 13.10 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 'REGISTER TRANSIT AND EXIT DECLARATION' form in the Luccs system. The form is organized into two main sections: 'Transit operation' and 'Customs offices'. The 'Transit operation' section contains several fields: 'LRN' (23KNTFP000000000006406), 'Security' (2 - EXS), 'Declaration type' (dropdown), 'Additional declaration type' (dropdown), 'TIR carnet number' (text input), 'Reduced dataset indicator' (Yes/No buttons), 'Specific circumstance indicator' (dropdown), 'Binding itinerary' (Yes/No buttons), and 'Limit date' (calendar icon). The 'Customs offices' section includes 'Reference number of customs office of departure' (dropdown), 'Country of customs office of destination' (dropdown), and 'Reference number of customs office of destination' (dropdown). There are also buttons to add 'Customs office of transit' and 'Customs office of exit for transit'. A sidebar on the right provides a navigation menu with categories like Declaration, Transit operation, Customs offices, Actors, Authorisations, Guarantees, Consignment, General information, Actors, Transport, Documents, House consignments list, and House consignment #1. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'.

Figure 195: 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 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.

## 13.11 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 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 displays the Luccs portal interface for registering a presentation notification. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. The main header shows 'REGISTER PRESENTATION NOTIFICATION' and a search bar. A sidebar on the right lists navigation options: 'Presentation notification', 'Transit operation', 'Customs office', 'Actors', 'Consignment', 'General information', 'Transport', 'House consignments list', and 'House consignment #1'. The main content area features an information box stating: 'Information: Your presentation notification is pre-filled with the data from your pre-logged declaration.' Below this is a table with the following data:

LRN: 23JNTP0000000000005925	Procedure: Transit - simplified procedure	Status: <b>PENDING PRESENTATION</b>
MRN: -	Submission date: 18/04/2023 15:44	Declaration types: T2 - D
Holder: [Redacted]	Acceptance date: -	Custom office of departure: LU715000 - Luxembourg-Aeroport
Representative: -	Custom office of enquiry at departure: -	Custom office of recovery at departure: -

Below the table, the 'Declaration' section is visible, showing 'Transit operation' with LRN 23JNTP0000000000005925 and a 'Limit date' of 19/04/2023. The 'Customs office' section shows the 'Reference number of customs office of departure' as LU715000 - Luxembourg-Aeroport.

Figure 196: 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.

## 13.12 CORRECTION

### 13.12.1 HOW TO SUBMIT A CORRECTION FOR A PRE-LODGED DECLARATION

You can correct your pre-lodged declaration before it is accepted by the Customs office of departure, when the status of the movement is "pending presentation".

To correct pre-lodged 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 optional task **Register a correction request**.
3. The registration form opens.

**REGISTER CORRECTION REQUEST** [SAVE AS DRAFT]

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

LRN: 23JNTP0000000000005925

MRN:	-	Procedure:	Transit - simplified procedure	Status:	<b>PENDING PRESENTATION</b>
Holder:	[REDACTED]	Submission date:	18/04/2023 15:44	Declaration types:	T2 - D
Representative:	-	Acceptance date:	-	Custom office of departure:	LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure:	-	Custom office of recovery at departure:	-		

**Declaration**

**Transit operation**

LRN	23JNTP0000000000005925	Security	0 - Not used for safety and security purposes	Declaration type *	T2 - Goods having the customs st...	Additional declaration type *	D - For lodging a standard custo...
TIR carnet number	[REDACTED]	Reduced dataset indicator *	Yes No	Specific circumstance indicator	-	Binding itinerary *	Yes No
Limit date	19/04/2023						

Figure 197 : Register correction request

4. Make the corrections related to your correction request.
5. Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, your correction notification (CC013C) is submitted to the Customs office of departure and your declaration will be automatically corrected. You are then redirected to your last active page.

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

### 13.12.2 HOW TO CONSULT THE CORRECTION OF A PRE-LODGED TRANSIT DECLARATION

When a correction (CC013C) is successfully submitted before acceptance for the pre-lodged transit declaration, the declaration data is corrected in the **Declaration details** (see How to consult the declaration data). Upon receipt of the correction, the Customs office of departure notifies the acceptance of the correction (CC004C).

To consult the acceptance of the correction of the pre-lodged 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 correction card is available and contains the information exchanged with the customs office of departure: the date of the correction.

LRN: 23JNTP0000000000005925

MRN:	-	Procedure:	Transit - simplified procedure	Status:	<b>PENDING PRESENTATION</b>
Holder:	[REDACTED]	Submission date:	18/04/2023 15:44	Declaration types:	T2 - D ⓘ
Representative:	-	Acceptance date:	-	Custom office of departure:	LU715000 - Luxembourg-Aeroport ⓘ
Custom office of enquiry at departure:	-	Custom office of recovery at departure:	-		

**REGISTER PRESENTATION NOTIFICATION** **REGISTER CORRECTION REQUEST** **REGISTER CANCELLATION REQUEST** **DUPLICATE DECLARATION** **PRINT PREVIEW**

**Highlights**  
Correction Notification on 18/04/2023 15:49

**Due dates**  
Awaiting presentation notification 18/05/2023 15:44

**Operational details** Declaration details History

**Correction**  
Correction date and time  
18/04/2023 15:49

Figure 198 : Correction of the transit declaration

**Note:** Multiple corrections can be submitted prior to acceptance of the advance transit declaration. Each correction is then available in the **Operational Details**.

## 13.13 AMENDMENT

### 13.13.1 HOW TO SUBMIT A REQUEST FOR AN AMENDMENT OF THE DECLARATION

You can amend your declaration after it has been accepted by the customs office of departure.

To amend the 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 optional task **Register a correction request**.
3. The registration form opens.

The screenshot shows the 'REGISTER AMENDMENT REQUEST' page in the Luccs system. At the top, there's a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. A search bar is present with the text 'Search by LRN/MRN'. The main content area is titled 'REGISTER AMENDMENT REQUEST' and includes a 'SAVE AS DRAFT' button. An information box states: 'Information: Your declaration amendment is pre-filled with the latest declaration data. Please note that some data elements cannot be amended.' Below this, a table shows declaration details: LRN: 23RNTP000000000006724, MRN: 23LU700L0000026XR9, Procedure: Import - H7 Low value consignment, Status: ACCEPTED, Declarant: [redacted], Submission date: 26/04/2023 10:26, Declaration types: IM - A, Representative: -, Acceptance date: 26/04/2023 10:26, Customs office of processing: LU700000 - Direction des Douanes et Accises. The 'Amendment reason' section has a 'Justification' field. The 'Declaration' section is set to 'Import operation' with fields for LRN (23RNTP000000000006724), Declaration date (26/04/2023), Declaration type (IM - Import of non-Union goods ...), and Additional declaration type (A - for a standard customs declar...). A sidebar on the right contains a menu with items like 'Amendment reason', 'Declaration', 'Import operation', 'Customs offices', 'Actors', 'Finances', 'Consignment', 'General information', 'Transport', 'Documents', 'Goods items list', and 'Goods item #1'.

Figure 199 : Register amendment request

4. Make the corrections related to your amendment request.
5. Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, your amendment notification (CC013C) is submitted to the Customs office of departure for validation. You are then redirected to your last active page.

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

### 13.13.2 HOW TO CONSULT THE AMENDMENT REQUEST AND THE RESPONSE FROM THE CUSTOMS

After submitting the request for amendment of the declaration to the customs authorities, you can consult the information related to this request. The status of the declaration will change to "Under amendment".

The customs authorities can decide whether to accept or reject the application.

If the amendment request is accepted, the transit declaration is amended, and the status of the declaration returns to the previous status.

The screenshot displays the Luccs web interface for a transit declaration. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. The user is logged in as 'LU' with a search bar for 'Search by LRN/MRN' and a language dropdown set to 'EN'. The main heading is 'TRANSIT MOVEMENT AT DEPARTURE'. The declaration details are as follows:

LRN: 23JNTP000000000006411	MRN: 23LU715L000001M4J9	Procedure: Transit - simplified procedure	Status: <b>ACCEPTED</b>
Holder: [Redacted]	Submission date: 24/04/2023 09:41	Declaration types: T2 - A	
Representative: -	Acceptance date: 24/04/2023 09:42	Custom office of departure: LU715000 - Luxembourg-Aeroport	
Custom office of enquiry at departure: -	Custom office of recovery at departure: -		

Below the details are buttons for 'REGISTER INVALIDATION REQUEST', 'REGISTER AMENDMENT REQUEST', 'DUPLICATE DECLARATION', and 'PRINT PREVIEW'. A 'Highlights' section shows 'Amendment accepted' and 'Amendment request' with notification times. A 'Due dates' section shows 'No element'. The 'Operational details' tab is active, showing a tree view: 'Amendment' > 'Response from customs' (Decision: Declaration amended, Date: 24/04/2023 09:42) > 'Amendment request' (Submission date and time: 24/04/2023 09:41). A right-hand sidebar contains a navigation menu with categories like 'Operational details', 'Declaration details', 'Declaration', 'Consignment', and 'History'.

Figure 200 : Amendment request accepted – Transit declaration amended

If the amendment request is rejected, the transit declaration is not amended, and the status of the declaration remains "Under amendment".

TRANSIT MOVEMENT AT DEPARTURE

LRN: 23JNTP000000000006413

MRN: 23LU715L000001M6J7	Procedure: Transit - simplified procedure	Status: <b>UNDER AMENDMENT</b>
Holder: [REDACTED]	Submission date: 24/04/2023 09:45	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 09:45	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: -	Custom office of recovery at departure: -	

REGISTER REQUESTED AMENDMENT DUPLICATE DECLARATION PRINT PREVIEW

**Highlights**

- Request for amendment rejected Notification on 24/04/2023 09:48
- Amendment request Notification on 24/04/2023 09:46

**Due dates**

Deadline for amendment	24/04/2023 21:48
------------------------	------------------

Operational details Declaration details History

**Amendment**

- Response from customs**

Decision	Decision date and time	Data to be amended
Request for amendment rejected	24/04/2023 09:48	Data to be amended
- Amendment request**

Submission date and time
24/04/2023 09:46

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

Figure 201 : Amendment request rejected – Transit declaration not amended

To consult the response of the customs authorities:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**. The rectification 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.
3. The **Amendment** card is available and contains the information about the response of the customs authorities.

### 13.13.3 HOW TO RESPOND TO A SUGGESTION FROM THE CUSTOMS AUTHORITIES TO AMEND THE DECLARATION

When an amendment to the transit declaration is suggested by the Customs authorities, the user must perform the mandatory task **Register suggested amendment** redirecting to the amendment form.

REGISTER SUGGESTED AMENDMENT    DUPLICATE DECLARATION    PRINT PREVIEW

**Highlights**

[Amendment suggested by customs](#)    Notification on 30/08/2024 15:08

[Control](#)    Notification on 30/08/2024 15:08

[Acceptance](#)    Notification on 30/08/2024

**Due dates**

Timer for amendment    31/08/2024 23:59

Operational details    Declaration details    History

▼ Amendment

▼ Amendment suggestion from customs

Suggestion date and time 30/08/2024 15:08	Amendment deadline date 31/08/2024 23:59
Justification Justification	

Figure 202: Amendment suggestion by customs authorities

To respond to the suggestion to amend:

1. Open the **Transit Declaration** page. The mandatory task **Register suggested amendment** is available or go to the **tasks list**.
2. Click on the hyperlink of the mandatory task **Register suggested amendment**.
3. The registration form opens.
4. Fill in the amendment information and edit the fields you want.
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.

### 13.13.4 HOW TO CONSULT THE GUARANTEE AMENDMENT REQUEST

When the guarantees entered in the transit declaration are not validated, a guarantee amendment request (CC055C) is received from the customs office of departure.

To consult the request for guarantee amendment:

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 amendment card is available and contains the information related to this request: the date of the request and the list of guarantees to be amended with the reason.

REGISTER GUARANTEE AMENDMENT
REGISTER INVALIDATION REQUEST
DUPLICATE DECLARATION
PRINT PREVIEW

**Highlights**

Guarantee amendment requested by customs      Notification on 24/04/2023 09:53

**Due dates**

Guarantee awaiting amendment      24/04/2023 10:53

**Operational details**   Declaration details   History

▼ **Guarantee amendment requested by customs**

▼ **Amendment request**

Request date and time  
24/04/2023 09:53

▼ **Invalid guarantees**

GRN	INVALID CODE REASON	REMARKS
21LU0000000000V23	G03 - Access code not valid	-

▼ Consignment

General information

Actors

Transport

Documents

> House consignment #1

▼ History

Actions history

Version history

*Figure 203 : Request for guarantee amendment*

**Note:** When this request is received, the guarantee amendment must be submitted within 1 hour to the Customs office of departure (see How to submit a guarantee amendment).

### 13.13.5 HOW TO SUBMIT GUARANTEE AMENDMENT

To amend a guarantee:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN** or go to the task list (Menu > Tasks > Task List)
2. Click on the mandatory task **Register guarantee amendment**.
3. The registration form opens.

REGISTER AMENDMENT REQUEST

SAVE AS DRAFT

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

LRN: 23JNTP000000000006416

MRN: 23LU715L000001M8J5	Procedure: Transit - simplified procedure	Status: <b>UNDER AMENDMENT</b>
Holder: [REDACTED]	Submission date: 24/04/2023 09:52	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 09:52	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: -	Custom office of recovery at departure: -	
Request date and time: 24/04/2023 09:53	Amendment deadline date: 24/04/2023 10:53	

- Declaration
  - Transit operation
  - Customs offices
    - Actors
    - Authorisations
    - Guarantees
  - Consignment
    - General information
    - Actors
    - Transport
    - Documents
  - House consignments list
    - House consignment #1

Declaration

Transit operation

LRN: 23JNTP000000000006416	Security: 0 - Not used for safety and security purposes	Declaration type: T2 - Goods having the customs st...	Additional declaration type: A - for a standard customs declar...
TIR carnet number: [REDACTED]	Reduced dataset indicator: Yes No	Specific circumstance indicator: -	Binding itinerary: Yes No
Limit date: 25/04/2023	Amendment type flag: 0 - Amendment of other data 1 - Guarantee amendment		

Figure 204 : Register guarantee amendment

4. Make corrections to your guarantee amendment.
5. Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, the guarantee amendment (CC013C) is submitted to the Customs office of departure. You are then redirected to your last active page.

**Note:** If the guarantee amendment is not carried out within the time limit set after receipt of the rectification request, the transit declaration will be rejected.

### 13.13.6 HOW TO CONSULT THE REQUEST FOR AMENDMENT OF THE DECLARATION (EXPORT FOLLOWED BY TRANSIT)

When the export MRNs entered in the transit declaration under the export procedure followed by transit are not validated, a request for rectification of the declaration is received from the Customs office of departure.

To consult the request for amendment:

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 Amendment card is available and contains the date of the request.

**Note:** When this request is received, the amendment of the declaration with the corrected export MRNs must be submitted within the time limit to the Customs office of departure (see How to submit a guarantee amendment).

## 13.14 CANCELLATION

### 13.14.1 HOW TO SUBMIT A CANCELLATION FOR A PRE-LODGED DECLARATION

You can cancel your pre-lodged declaration before it is accepted by the Customs office of departure, when the status of the movement is "pending presentation".

To cancel the pre-lodged declaration:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page.
2. Click on the optional task **Register a cancellation request**.
3. The registration form opens.

The screenshot shows the 'REGISTER CANCELLATION REQUEST' form in the LUCCS system. The form is titled 'REGISTER CANCELLATION REQUEST' and contains the following information:

- LRN: 23JNTP00000000054258
- MRN: -
- Procedure: Transit - simplified procedure
- Status: PENDING PRESENTATION
- Holder: [Redacted]
- Submission date: 19/04/2023 17:17
- Declaration types: T2 - D
- Representative: [Redacted]
- Acceptance date: -
- Custom office of departure: LU715000 - Luxembourg-Aeroport
- Custom office of enquiry at departure: -
- Custom office of recovery at departure: -

At the bottom of the form, there is a 'Remarks' field and two buttons: 'SUBMIT' and 'CANCEL'.

Figure 205 : Register cancellation

4. Fill out the cancellation information.
5. Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, your cancellation notification (CC014C) is submitted to the Customs office of departure and your declaration will be automatically cancelled. You are then redirected to your last active page.

### 13.14.2 HOW TO CONSULT THE CANCELLATION OF THE PRE-LODGED DECLARATION

After submitting the notification of cancellation of the pre-lodged transit declaration to the customs office of departure (see How to submit a cancellation of the pre-lodged transit declaration), you can consult the information on this cancellation.

To consult the details of the cancellation:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**. The cancellation is displayed in the Highlights.
2. Click on the **Cancellation** hyperlink in the highlights or click on the **Operational Details** button.
3. The **Cancellation** card is available and contains the cancellation information.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. The main header contains navigation tabs for 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is present with the text 'Search by LRN/MRN'. The page title is 'TRANSIT MOVEMENT AT DEPARTURE'. The main content area displays a declaration card for LRN: 23JNTP000000000054258. The card shows the MRN, procedure (Transit - simplified procedure), status (CANCELLED), holder, submission date (19/04/2023 17:17), declaration types (T2 - D), representative, acceptance date, custom office of departure (LU715000 - Luxembourg-Aeroport), and custom office of enquiry and recovery at departure. Below the card are buttons for 'DUPLICATE DECLARATION' and 'PRINT PREVIEW'. A 'Highlights' section shows a 'Cancellation' notification on 24/04/2023 at 10:21. A 'Due dates' section shows 'No element'. Below this are tabs for 'Operational details', 'Declaration details', and 'History'. The 'Operational details' tab is active, showing a 'Cancellation' card with a dropdown arrow, 'Request date and time' (24/04/2023 10:21), and 'Justification' (Remarque). The right sidebar contains a navigation menu with categories: 'Operational details' (with sub-item 'Cancellation'), 'Declaration details', 'Declaration' (with sub-items 'Transit operation', 'Authorisations', 'Customs offices', 'Actors', 'Guarantees'), 'Consignment' (with sub-items 'General information', 'Actors', 'Transport', 'Documents'), 'House consignment #1', and 'History' (with sub-items 'Actions history', 'Version history').

Figure 206 : Cancellation for transit declaration

## 13.15 INVALIDATION

### 13.15.1 HOW TO SUBMIT AN INVALIDATION REQUEST OF THE DECLARATION

You can submit a request to invalidate your declaration after it has been accepted by the customs office of departure.

To invalidate the 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 optional task **Register Invalidation Request**.
3. The registration form opens.

REGISTER INVALIDATION REQUEST

LRN: [23JNTP00000000000006420](#)

MRN: 23LU715L000001MCJ0	Procedure: Transit - simplified procedure	Status: <b>ACCEPTED</b>
Holder: [REDACTED]	Submission date: 24/04/2023 10:08	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 10:08	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: -	Custom office of recovery at departure: -	

Invalidation reason \*  
-

Remarks \*

509

Figure 207 : Register invalidation request

4. Fill in the information regarding the invalidation request.
5. Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, your Invalidation Request Notification is submitted to the Customs Office of Departure for validation. You are then redirected to your last active page.

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

### 13.15.2 HOW TO CONSULT THE INVALIDATION OF THE TRANSIT DECLARATION

After submitting the request for invalidation of the transit declaration to the customs office of departure (see How to submit a request for invalidation of the transit declaration), you can consult the information related to this request.

To consult the details of invalidation 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**. The invalidation is displayed in the Highlights.
2. Click on the **Invalidation** hyperlink in the Highlights or click on the **Operational Details** button.
3. The **Invalidation** card is available and contains information about the invalidation request.

Figure 208 : Invalidation request for transit declaration

**Note:** Multiple invalidation requests can be submitted for a given transit declaration if previous requests have been rejected. Each invalidation request is then available in the **Highlights** and **Operational Details**.

### 13.15.3 HOW TO CONSULT THE RESPONSE OF THE CUSTOMS OFFICE OF DEPARTURE TO THE INVALIDATION REQUEST

When a request for invalidation of the transit declaration is submitted after acceptance and before release, the Customs office of departure decides whether to accept or reject the request and notifies its decision (CC009C).

If the invalidation request is accepted, the transit declaration is invalidated, and the status of the movement becomes "Invalidated".

If the invalidation request is rejected, the transit declaration is not invalidated, and the status of the movement is unchanged.

To consult the response of the customs office of departure:

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 **Invalidation** hyperlink corresponding to your request in the Highlights or click on the **Operational Details** button.
3. The **Invalidation** card is available and contains the response information from the customs office of departure.

DUPLICATE DECLARATION    PRINT PREVIEW

**Highlights**

Invalidation request (accepted)      Notification on 24/04/2023 10:47

**Due dates**

No element

**Operational details**    Declaration details    History

▼ Invalidation

▼ Response from customs

Decision date and time 24/04/2023 10:50	Decision Yes
Justification Declared customs procedure is no longer justified	

▼ Invalidation request

Request date and time 24/04/2023 10:47	Justification Goods placed under another customs procedure - Remarks about invalidation request
---	--

General information

Actors

Transport

Documents

> House consignment #1

▼ History

Actions history

Version history

Figure 209 : Response from the customs office for invalidation request

## 13.16 CONTROL

### 13.16.1 HOW TO CONSULT THE NOTIFICATION OF CONTROL OF THE CUSTOMS OFFICE AT DEPARTURE

The Customs office of departure can notify the economic operator that a documentary and/or physical check of the transit movement will be performed.

To consult the control notification:

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 **Control** hyperlink in the Highlights or click on the **Operational Details** button.
3. The **Control** card is available and contains information about the control notification: the type of notification, the date of notification, the list of control types and the list of requested documents.



DUPLICATE DECLARATION
PRINT PREVIEW
GENERATE TAD

**Highlights**

<a href="#">Release for transit</a>	Notification on 24/04/2023 11:15
<a href="#">Control</a>	Notification on 24/04/2023 10:59

**Due dates**

No element

General information

Actors

Transport

Documents

> House consignment #1

History

Actions history

Version history

Operational details
Declaration details
History

**▼ Release for transit**

Release date  
24/04/2023

**▼ Control results**

Control result code	Date	Controlled by
A1 - Satisfactory	25/04/2023	Luxembourg-Aeroport

Figure 211 : Release fort transit

### 13.17.2 HOW TO CONSULT NOT RELEASE FOR TRANSIT NOTIFICATION

When the release cannot be achieved, the Customs office of departure notifies the holder of the procedure of the non-placement under the transit procedure, and the status of the movement becomes "Not released".

To consult the notification of No release:

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 **No release for transit** hyperlink in Highlights or click on the **Operational Details** button.
3. The **No release for transit** card is available and contains information related to the information received from the Customs office of departure: the code of the reason for the no release and a description.

TRANSIT MOVEMENT AT DEPARTURE

LRN: 23JINTP0000000000006440

MRN: 23LU715L000001MIJ5	Procedure: Transit - simplified procedure	Status: <b>NOT RELEASED</b>
Holder: [REDACTED]	Submission date: 24/04/2023 11:19	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 11:19	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: -	Custom office of recovery at departure: -	

DUPLICATE DECLARATION PRINT PREVIEW

<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>No release for transit</li> <li>Control</li> </ul>	<p><b>Due dates</b></p> <p>No element</p>
--	---

Operational details Declaration details History

**No release for transit**

No release motivation code	No release motivation description
B1 - Unsuccessful Control Results	Reason for not releasing

- Operational details
  - No release for transit
  - Control
  - Acceptance
- Declaration details
  - Declaration
    - Transit operation
    - Authorisations
    - Customs offices
    - Actors
    - Guarantees
  - Consignment
    - General information
    - Actors
    - Transport
    - Documents
    - House consignment #1
  - History
    - Actions history
    - Version history

Figure 212 : No release for transit

## 13.18 WRITTEN OFF

### 13.18.1 HOW TO CONSULT THE WRITTEN OFF NOTIFICATION

When the transit procedure is successfully completed at the customs office of destination, the customs office of departure notifies the holder of the procedure and proceeds to release the guarantees and close the transit movement.

The status of the transaction then becomes "Written off" and the Witte off notification is available in the **Highlights**.

TRANSIT MOVEMENT AT DEPARTURE

LRN: 23JNTP000000000006098

MRN: 23LU715L000001KWJ7	Procedure: Transit - simplified procedure	Status: <b>WRITTEN OFF</b>
Holder: [REDACTED]	Submission date: 19/04/2023 13:29	Declaration types: T2 - A
Representative: -	Acceptance date: 19/04/2023 13:29	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: -	Custom office of recovery at departure: -	

DUPLICATE DECLARATION PRINT PREVIEW GENERATE TAD

**Highlights**

Write-off	Notification on 24/04/2023 10:33
Control	Notification on 19/04/2023 13:39
Release for transit	Notification on 19/04/2023 13:31

**Due dates**

No element

- Operational details
  - Control
  - Release for transit
  - Acceptance
- Declaration details
  - Declaration
    - Transit operation
    - Authorisations
    - Customs offices
    - Actors
    - Guarantees
  - Consignment
    - General information
    - Actors
    - Transport
    - Documents
    - House consignment #1
  - History
    - Actions history
    - Version history

Figure 213 : Transit declaration - Written off

## 13.19NON-ARRIVED

### 13.19.1 HOW TO CONSULT THE REQUEST ABOUT NON-ARRIVED MOVEMENT

Under enquiry procedure, the Customs office of enquiry in the country of departure can query the holder of the procedure to obtain information on the non-arrival transit movement at destination (CC140C).

To consult the request on a non-arrival movement:

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 **Enquiry** in Highlights hyperlink or click on the **Operational Details** button.
3. The **Information about non-arrived movement** card is available and contains the information related to the information received from the enquiring customs office: the date of the request, the deadline for the response and the reference of the customs office of enquiry.

TRANSIT MOVEMENT AT DEPARTURE

LRN: 23JNTP000000000006435

MRN: 23LU715L000001MGJ7	Procedure: Transit - simplified procedure	Status: <b>UNDER ENQUIRY PROCEDURE</b>
Holder: [REDACTED]	Submission date: 24/04/2023 10:58	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 10:58	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: LU715000 - Luxembourg-Aeroport	Custom office of recovery at departure: -	

REGISTER INFORMATION ABOUT NON-ARRIVED MOVEMENT | DUPLICATE DECLARATION | PRINT PREVIEW | GENERATE TAD

Highlights		Due dates	
Enquiry	Notification on 24/04/2023 11:30	Wait for response IE 141	22/05/2023 11:30
Release for transit	Notification on 24/04/2023 11:15		
Control	Notification on 24/04/2023 10:59		

Operational details | Declaration details | History

Information about non-arrived movement

Request from customs

Request on non-arrived movement date	Limit for response date	Customs office of enquiry at departure reference number
24/04/2023	22/05/2023	LU715000 - Luxembourg-Aeroport

- Operational details
  - Information about non-arrived movement
  - Release for transit
    - Control
    - Acceptance
- Declaration details
  - Declaration
    - Transit operation
    - Authorisations
    - Customs offices
    - Actors
    - Guarantees
  - Consignment
    - General information
    - Actors
    - Transport
    - Documents
    - House consignment #1
  - History
    - Actions history
    - Version history

Figure 214 : Request about non-arrived movement

**Note:** When this request is received, the status of the movement changes to "Under enquiry procedure" and the response must be submitted to the Customs office of enquiry within the time limit (see How to submit information on a non-arrived movement).

### 13.19.2 HOW TO SUBMIT INFORMATION ABOUT NON-ARRIVED MOVEMENT

You can submit information about non-arrived movement when the status of the movement is "Under enquiry procedure".

To submit information about non-arrived movement:

1. Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN** or go to the task list (Menu > Tasks > Task List).
2. Click on the mandatory task **Register information about non-arrived movement**.
3. The registration form opens.

REGISTER INFORMATION ABOUT NON-ARRIVED MOVEMENT

LRN: 23JNTP000000000006435

MRN: 23LU715L000001MGJ7	Procedure: Transit - simplified procedure	Status: <b>UNDER ENQUIRY PROCEDURE</b>
Holder: [REDACTED]	Submission date: 24/04/2023 10:58	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 10:58	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: LU715000 - Luxembourg-Aeroport	Custom office of recovery at departure: -	

Enquiry

TC11 Delivery date

Remarks

Customs office

Actual customs office of destination +

Actor

Actual consignee +

SUBMIT CANCEL

Figure 215 : register information about non-arrived movement

- Fill in the information about the non-arrived movement.
- Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, your Non-Arrival Information Notification is submitted to the Customs office of departure. You are then redirected to your last active page.

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

### 13.19.3 HOW TO CONSULT THE RESPONSE FOR THE CUSTOMS ABOUT NON-ARRIVED MOVEMENT

You can view the non-arrived movement information sent to the Customs office of enquiry in the country of departure (see How to submit non-arrived movement information).

To consult information about a non-arrival movement:

- Open the **Transit movement at departure** or **Transit and exit movement at departure** page corresponding to the transit declaration via its **LRN/MRN**.
- Click on the **Enquiry** in Highlights hyperlink or click on the **Operational Details** button.
- The **Non-Arrival Information** card is available, and the **Response** section contains the information sent to the Customs office of enquiry: the date of issue of the TC11, the actual Customs office of destination, the consignee, and a description.

Figure 216 : Response for the customs about non-arrived movement

## 13.20 RECOVERY

### 13.20.1 HOW TO CONSULT THE RECOVERY NOTIFICATION

When the recovery procedure is started, the Customs office of recovery in the country of departure notifies the holder of the procedure and the status of the movement changes to "Under recovery procedure".

To consult the recovery notification:

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 **Recovery** Notification hyperlink in the Highlights or click on the **Operational Details** button.
3. The **Recovery Notification** card is available and contains the information received from the collecting customs office: the amount claimed, a description and the date of the recovery notification.

TRANSIT MOVEMENT AT DEPARTURE

LRN: 23JNTP000000000006443

MRN: 23LU715L000001MKJ3	Procedure: Transit - simplified procedure	Status: <b>UNDER RECOVERY PROCEDURE</b>
Holder: [REDACTED]	Submission date: 24/04/2023 11:37	Declaration types: T2 - A
Representative: -	Acceptance date: 24/04/2023 11:37	Custom office of departure: LU715000 - Luxembourg-Aeroport
Custom office of enquiry at departure: -	Custom office of recovery at departure: LU715000 - Luxembourg-Aeroport	

DUPLICATE DECLARATION PRINT PREVIEW GENERATE TAD

Highlights	Due dates
<ul style="list-style-type: none"> <li>Recovery notification: Notification on 24/04/2023 11:38</li> <li>Release for transit: Notification on 24/04/2023 11:38</li> <li>Control: Notification on 24/04/2023 11:38</li> </ul>	No element

Operational details Declaration details History

Recovery notification

Amount claimed (currency)	Description	Recovery notification date
1000 EUR - Euro	Recovery	24/04/2023

- Operational details
  - Recovery notification
  - Release for transit
  - Control
  - Acceptance
- Declaration details
  - Declaration
    - Transit operation
    - Authorisations
    - Customs offices
    - Actors
    - Guarantees
- Consignment
  - General information
  - Actors
  - Transport
  - Documents
  - House consignment #1
- History
  - Actions history
  - Version history

Figure 217 : Recovery notification

## 13.21 INCIDENT

### 13.21.1 HOW TO CONSULT THE INCIDENT NOTIFICATION

When an incident is reported for the transit movement, the incident notification is received from the customs office of departure.

To consult the incident notification:

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 **Incident** hyperlink corresponding to the incident notification in Highlights or click on the **Operational Details** button.
3. The **Incident Notification** card is available and contains information about the request: the customs office of registration of the incident, the date of notification and the list of incidents.

Highlights		Due dates
Incident notification	Notification on 24/04/2023 11:47	No element
Release for transit	Notification on 24/04/2023 11:46	
Control	Notification on 24/04/2023 11:41	

Operational details	Declaration details	History				
<p><b>Incident notification</b></p> <p>Customs office of incident registration: LU715000 - Luxembourg-Aéroport ⓘ</p> <p>Incident notification date and time: 24/04/2023 11:47</p> <p><b>INCIDENT #1</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1 - The carrier is obliged to deviate from the itinerary prescribed in accordance with Article 298 of UCC/IA Regulation due to circumstances beyond his control.</td> <td>Details</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▶ ENDORSEMENT</li> <li>▼ LOCATION <ul style="list-style-type: none"> <li>U - UN/LOCODE</li> <li>Country: LU - Luxembourg      UN/LOCODE: LUSTN ⓘ</li> </ul> </li> <li>▶ TRANSPORT EQUIPMENT</li> <li>▶ TRANSHIPMENT</li> </ul>			Code	Description	1 - The carrier is obliged to deviate from the itinerary prescribed in accordance with Article 298 of UCC/IA Regulation due to circumstances beyond his control.	Details
Code	Description					
1 - The carrier is obliged to deviate from the itinerary prescribed in accordance with Article 298 of UCC/IA Regulation due to circumstances beyond his control.	Details					

- Acceptance
- ▼ Declaration details
- ▼ Declaration
  - Transit operation
  - Authorisations
  - Customs offices
  - Actors
  - Guarantees
- ▼ Consignment
  - General information
  - Actors
  - Transport
  - Documents
  - > House consignment #1
- ▼ History
  - Actions history
  - Version history

Figure 218 : Incident notification

**Note:** Multiple incident notifications can be received on a given transit report. Each incident notification is then available in the **Highlights** and in the **Operational Details**.

# 14 TRANSIT PROCEDURES AT THE OFFICE OF DESTINATION

## A-CONSULT DATA FOR A TRANSIT ARRIVAL NOTIFICATION

### 14.1 HOW TO CONSULT THE TRANSIT ARRIVAL NOTIFICATION

To consult the transit arrival notification data:

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

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. Below the navigation bar, there are tabs for 'TASKS', 'DECLARATIONS', and 'DOCUMENTS'. A search bar contains 'LRN / MRN'. The main content area is titled 'TRANSIT MOVEMENT AT DESTINATION'. It displays the MRN: 24IT343666451465J8. Below this, there is a table with columns for Procedure, Status, and Arrival date. The procedure is 'Transit - simplified procedure', the status is 'Accepté', and the arrival date is '15/09/2022 07:54'. There are also buttons for 'DUPLICATE ARRIVAL NOTIFICATION' and 'PRINT PREVIEW'. Below this, there are sections for 'HIGHLIGHTS' and 'DUE DATES', both showing 'No element'. At the bottom, there are tabs for 'Operational details', 'Arrival details', and 'History', with 'Arrival details' selected. A sidebar on the right contains a menu with items like 'Operational details', 'Arrival details', 'Transit operation', 'Authorisations', 'Customs office', 'Actors', 'Location of goods', 'Incidents', and 'History'.

Figure 219: Declaration of transit at destination - header

5. Click on the **Arrival Details** button.
6. The Transit arrival notification data is displayed.

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 220: Transit movement at destination - details of the Arrival notification

## 14.2 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:

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

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 221: 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 **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 button at  the top of the page.

## 14.3 HOW TO CONSULT THE ACCEPTANCE OF THE TRANSIT ARRIVAL NOTIFICATION

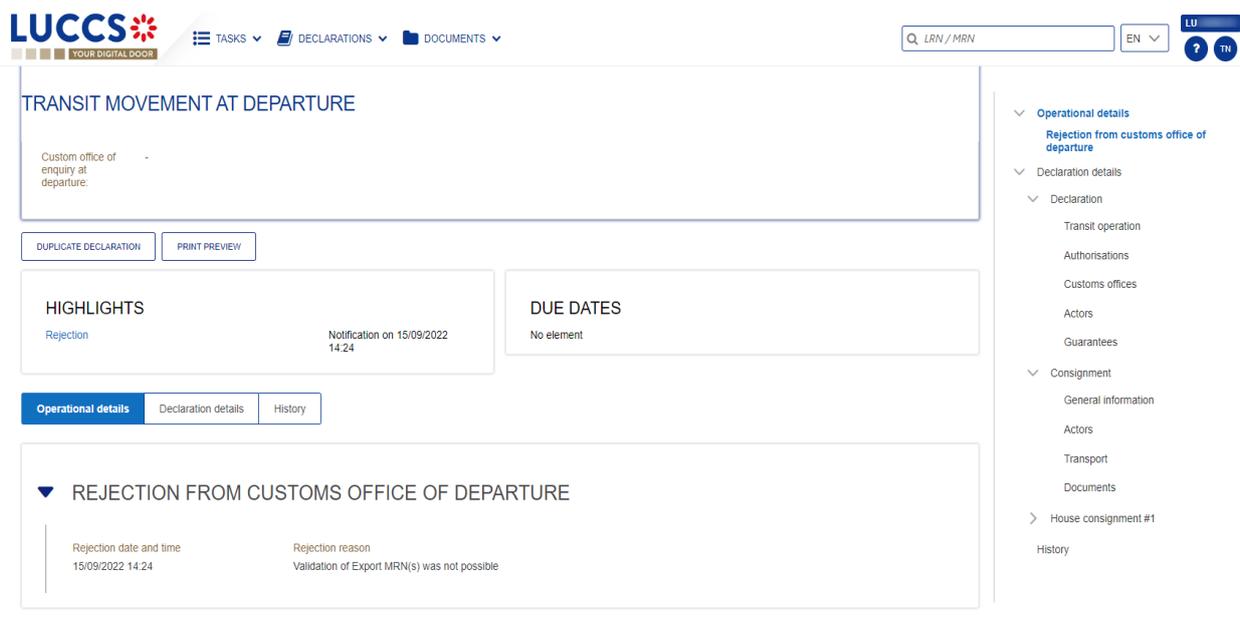
The transit arrival notification is accepted when the appropriate checks at the Customs office of destination have been completed. The status of the transit movement then changes to 'Accepted' and is displayed in the header of the **Transit Movement at Destination** page.

## 14.4 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 the top, there is a navigation bar with the LUCCS logo, 'YOUR DIGITAL DOOR' tagline, and menu items for 'TASKS', 'DECLARATIONS', and 'DOCUMENTS'. A search bar contains 'LRN / MRN', and there are buttons for 'EN' and 'LU'. The main content area is titled 'TRANSIT MOVEMENT AT DEPARTURE' and includes a 'Custom office of enquiry at departure' field. Below this are 'DUPLICATE DECLARATION' and 'PRINT PREVIEW' buttons. A 'HIGHLIGHTS' section shows 'Rejection' with a notification on 15/09/2022 at 14:24. A 'DUE DATES' section shows 'No element'. A tabbed interface has 'Operational details' selected. A 'REJECTION FROM CUSTOMS OFFICE OF DEPARTURE' section is expanded, showing a table with the following data:

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

A right-hand sidebar contains a navigation menu with categories like 'Operational details', 'Declaration details', 'Declaration', 'Consignment', and 'House consignment #1'.

Figure 222: Rejection of the arrival notification

# B- REGISTER THE TRANSIT ARRIVAL NOTIFICATION AND OPERATIONAL INFORMATION

## 14.5 HOW TO SUBMIT A TRANSIT ARRIVAL NOTIFICATION

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

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

The screenshot shows the Luccs web application interface for registering a transit arrival notification. The page title is 'REGISTER ARRIVAL NOTIFICATION'. The main content area is titled 'DECLARATION' and contains three sections: 'TRANSIT OPERATION', 'CUSTOMS OFFICE', and 'ACTOR'. The 'TRANSIT OPERATION' section has four fields: 'MRN \*', 'Arrival notification date and time \*' (with a calendar icon), 'Simplified procedure \*' (with 'Yes' and 'No' radio buttons), and 'Incident \*' (with 'Yes' and 'No' radio buttons). The 'CUSTOMS OFFICE' section has one field: 'Reference number of customs office of departure (actual) \*' with a dropdown arrow. The 'ACTOR' section has an information box with a toggle switch and a field for 'Identification number \*'. The sidebar on the right shows a navigation menu with options: Declaration, Transit operation, Customs office, Actor, and Location of goods.

Figure 223: Registration of the transit arrival notification

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

When the submission is successful, your Transit arrival notification 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.

# 14.6 UNLOADING

## 14.6.1 HOW TO SUBMIT UNLOADING REMARKS

You can submit unloading remarks when the status of the movement is "Unloading". The status "Unloading" is only present for a simplified procedure.

To submit Unloading remarks:

1. Open the **Transit Movement to Destination** page corresponding to the transit declaration or go to the task list (Menu > Tasks > Task List).
2. Click on the mandatory task **Register unloading remarks**.
3. The registration form opens.

The screenshot displays the 'REGISTER UNLOADING REMARKS' interface. At the top, the Luccs logo and navigation menu are visible. The main content area shows a movement summary with the following details:

- MRN: 23LU715L000001MRJ6
- Procedure: Transit - simplified procedure
- Status: UNLOADING
- Trader at destination: [Redacted]
- Arrival date: 24/04/2023 11:52
- Custom office of destination: LU715000 - Luxembourg-Aeroport

Below the summary, the 'Unloading date' is set to 24/04/2023. The 'Unloading status and discrepancies' section is expanded to show 'Consignment'. The 'Gross mass (KG)' section shows a declared value of 1097 and a 'Found value' input field. The 'Transport equipments list' section includes a 'Missing' dropdown (set to 'No') and a 'Transport equipment #1' section with 'Number of seals' (declared 0, found 0) and 'Container identification number' (declared AAAJ0000001, found [input field]). There are also buttons for 'Seals' and 'Goods references'. At the bottom, there is a section for 'Departure transport means list'.

Figure 224 : Register Unloading remarks

4. Fill in the information about the registration of Unloading remarks.
5. Click on Submit. A confirmation modal will open, Click on Yes.

When the submission is successful, your unloading remarks notification is submitted to the Customs office of destination. You are then redirected to your last active page.

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

If the unloading is conformed, the status of the movement changes to "Released".

If the unloading is not com conformed, the status of the movement changes to "Unloading remarks".

## 14.6.2 HOW TO CONSULT THE UNLOADING DETAILS

The unloading details of the transit movement contain the events related to the unloading. They are available when there has been an unloading and unloading remarks have been submitted.

To consult the details of the unloading:

1. Open the **Transit Movement to Destination** page corresponding to the transit declaration.
2. Click on the **Unloading Details** button.
3. The details of the unloading are available.

UNLOADING REMARKS	UNLOADING DATE	UNLOADING COMPLETED	UNLOADING CONFORM	STATE OF SEALS OK	REMARKS	ACTIONS
Unloading remarks #1	24/04/2023	Yes	Yes	No	Remarks	

DECLARED	SEQUENCE NUMBER	MISSING	DISCREPANCIES IDENTIFIED
DECLARED	House consignment #1	No	No

Figure 225 : Unloading details

# 14.7 DISCREPANCIES

## 14.7.1 HOW TO CONSULT THE NOTIFICATION OF DISCREPANCIES

The Customs office of destination can report discrepancies in the control results for a transit movement.

To consult the notification of discrepancies:

1. Open the **Transit Movement to Destination** page corresponding to the transit declaration.
2. Click on the **Discrepancies** hyperlink in Highlights or click on the **Operational Details** button.
3. The **Discrepancies** card is available and contains information about the notification of discrepancies: the remarks as well as the date of notification of discrepancies.

The screenshot shows a web interface for viewing discrepancies. At the top, there are buttons for 'DUPLICATE ARRIVAL NOTIFICATION' and 'PRINT PREVIEW'. Below these are two main panels: 'Highlights' and 'Due dates'. The 'Highlights' panel lists several items with their notification dates and times. The 'Due dates' panel shows 'No element'. To the right is a vertical navigation menu with options like 'Arrival details', 'Transit operation', 'Authorisations', 'Customs office', 'Actors', 'Location of goods', 'Incidents', and 'History'. Below the panels is a tabbed interface with 'Operational details' selected. The main content area shows a 'Discrepancies' section with a table containing 'Remarks' and 'Discrepancies notification date'. Below this is a 'Control' section.

Item	Notification on 24/04/2023
Release decision #1	12:55
Discrepancies	12:55
Control	12:55
Release for transit	12:52
Control	12:52

Remarks	Discrepancies notification date
-	24/04/2023

Figure 226 : Discrepancies notification

# 15 TEMPORARY STORAGE PROCEDURE

## A-CONSULT INFORMATION RELATED TO A TEMPORARY STORAGE DECLARATION

### 15.1 HOW TO CONSULT A TEMPORARY STORAGE DECLARATION

To consult the information related to a temporary storage declaration:

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

LRN: 23UNTP000000000006170

MRN: 23LU701L0000009SU6 Procedure: G4 - Temporary storage declaration Status: **ACCEPTED**

Declarant: POST Luxembourg - Submission date: 19/04/2023 15:10 Declaration types: 1

Representative: - Acceptance date: 19/04/2023 15:10 Supervising customs office: LU701000 - Bettembourg 1

REGISTER AMENDMENT REQUEST PRINT PREVIEW DUPLICATE DECLARATION

**Highlights**  
Acceptance Notification on 19/04/2023 15:10

**Due dates**  
Date limit for the temporary storage 18/07/2023 15:10

**Operational details** Declaration details History

**Goods shipment item overview**

GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	CONSIGNEE	CONSIGNOR	GOODS STATUS
-------------------	----------------	----------------------	-----------	-----------	--------------

Operational details  
Acceptance  
Control details  
Request for information details  
Declaration details  
Declaration  
General information  
Customs offices  
Actors  
Master consignment  
General information  
Actors  
Transport  
Documents  
Good item #1  
House consignment #1  
History  
Actions history  
Version history

Figure 227 Temporary storage declaration – header

2. Click on the **Declaration details** button.
3. The temporary storage declaration data are displayed:
  - o Declaration: General information, customs offices, actors
  - o Master consignment: General information, actors, transport, documents
  - o House consignment: General information, actors, transport, documents

(The goods item information is also listed under their corresponding house consignment)

Figure 228 Temporary storage 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 are considered).

## 15.2 HOW TO CONSULT ACTION HISTORY OF TEMPORARY STORAGE DECLARATION

The actions history of the declaration contains the events linked to the temporary storage declaration, such as events related to task performed, change of movement status, deadlines and messages exchanged with the customs office.

To consult the history of the actions of the temporary storage declaration:

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

**VIEW TS DECLARATION**

Operational details | Declaration details | **History**

Actions history | Version history

DATE	ACTION TYPE	DESCRIPTION	USER/SYSTEM
06/04/2023 14:26	Message sent	CCTS016A - Rejection for customs reason notification - To [redacted] via NTP	Customs
06/04/2023 14:26	Status set	Accepted	Customs
06/04/2023 14:25	Status set	Under amendment	Customs
06/04/2023 14:25	Message received	CCTS013B - Amendment request	Customs
31/03/2023 10:13	Timer started	Timer for temporary storage 2nd reminder - ends 19/06/2023 10:13 (80 days)	Customs
31/03/2023 10:13	Timer started	Timer for temporary storage 1st reminder - ends 15/05/2023 10:13 (45 days)	Customs
31/03/2023 10:13	Timer started	Timer for remaining time allowed in TS - ends 29/06/2023 10:13 (90 days)	Customs
31/03/2023 10:13	Status set	Accepted	Customs
31/03/2023 10:13	Message sent	CCTS028A - MRN allocation - To [redacted] via NTP	Customs
31/03/2023 10:13	Timer stopped	Timer for pre-lodged TSD - started 30/03/2023 07:58 (30 days)	Customs

Navigation: << < 1 2 > >> 10

Figure 229 Temporary storage – actions history

## 15.3 HOW TO CONSULT THE VERSION HISTORY OF THE TEMPORARY STORAGE DECLARATION

The version history of the temporary storage declaration contains the events related to corrections (before acceptance) and amendment (after acceptance) of the temporary storage declaration.

To consult the version history of temporary storage declaration:

1. Open the page **Temporary storage** via its **LRN/MRN**.
2. Click on the bouton **History**, then **version history**.
3. The version history of the temporary storage declaration is available and contains the date of correction and/or amendment done with their status.

The screenshot shows the Luccs interface for viewing a temporary storage declaration. The main content area is titled 'VIEW TS DECLARATION' and is divided into several sections. On the left, there is a 'Highlights' section with a list of actions and dates. In the center, there is a 'Due dates' section with a 'Time limit for adjustment' of 30/03/2026 11:24. Below these sections, there are tabs for 'Operational details', 'Control details', 'Declaration details', and 'History'. The 'History' tab is active, and it shows a 'Version history' section with a timeline of amendments and the original version. On the right side, there is a sidebar with a navigation menu containing various categories and sub-items.

Figure 230 Version history of temporary storage declaration

## 15.4 HOW TO CONSULT PREVIOUS VERSION OF THE TEMPORARY STORAGE DECLARATION

A previous version contains the declared data of the last version of declaration.

A new version is created when a correction (before acceptance) or an amendment (after acceptance) has been done.

To consult a previous version of temporary storage declaration:

1. Open the page **Temporary storage declaration** via its **LRN/MRN**
2. Click on the button **History**, then **Version history**.
3. Click on **the hyperlink** of the version that you want to consult.
4. The previous version of declaration is available and contains the declared data of last version of declaration.

## 15.5 HOW TO CONSULT THE ACKNOWLEDGEMENT RECEIPT OF THE TEMPORARY STORAGE DECLARATION

After submission of declaration, the customs office confirms the reception. The status of declaration becomes "Pending presentation" for the anticipated temporary storage declarations or "Submitted" for non-pre-lodged temporary storage declarations.

To consult the reception of the acknowledgement receipt:

1. Open the page **Temporary storage declaration**.
2. Clicks on **History**.

3. The History of actions are available and contains the acknowledgement received from customs office.

## 15.6 HOW TO CONSULT THE ACCEPTANCE OF THE TEMPORARY STORAGE DECLARATION

The temporary storage declaration is accepted when the MNR allocation notification is received from the customs authorities. Therefore, the temporary storage declaration status becomes 'Accepted' and the MRN is allocated and displayed in the header of the **Temporary storage declaration** page.

In case of pre-lodged temporary storage procedures, acceptance is carried out upon submission of the presentation notification. In case of non-pre-lodged temporary storage procedures, acceptance is carried out when the temporary storage declaration is submitted.

To consult the acceptance of the temporary storage declaration:

1. Open the **Temporary storage declaration** page.
2. Click on **Operational details** button.
3. The **Acceptance** card is available and contains the acceptance date of the temporary storage declaration.

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 main content area is titled 'VIEW TS DECLARATION'. It features a table for 'Goods shipment item overview' with columns for 'GOODS ITEM NUMBER', 'COMMODITY CODE', 'DESCRIPTION OF GOODS', 'CONSIGNEE', 'CONSIGNOR', and 'GOODS STATUS'. Three items are listed, all with a status of 'ACCEPTED'. Below the table, there is an 'Acceptance' card showing the 'Declaration acceptance date' as '19/04/2023 15:10'. A right-hand sidebar contains a navigation menu with categories like 'Operational details', 'Declaration details', and 'History'.

GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	CONSIGNEE	CONSIGNOR	GOODS STATUS
Goods Item #1	4102 10	Plastic Kitchenware	DHL Express (Luxembourg) S.A.	Дайджест Логистикс ООД BGC204919540ZZZZ9	ACCEPTED
Goods Item #2	0804 20 90	Dried figs	DHL Express (Luxembourg) S.A.	-	ACCEPTED
Goods Item #3	0802 11 90	Dried almond in shell	DHL Express (Luxembourg) S.A.	-	ACCEPTED

Acceptance  
Declaration acceptance date  
19/04/2023 15:10

Figure 231 Acceptance of temporary storage declaration

## B-REGISTER THE TEMPORARY STORAGE DECLARATION AND THE OPERATIONAL INFORMATION

### 15.7 HOW TO SUBMIT A TEMPORARY STORAGE DECLARATION

To submit a temporary storage declaration:

1. Open the **Menu > Declarations > New declarations > Temporary storage.**

REGISTER TEMPORARY STORAGE DECLARATION

Declaration

Temporary storage operation

LRN  
23UNTP00000000000005730

Specific circumstance indicator \*  
G4 - Temporary storage declaration

Estimated arrival date and time \*

Additional declaration type \*  
A - for a standard customs declaration ...

Customs offices

Supervising customs office \*

Actors

Representative

Status \*  
1 - No representation 2 - Direct representation 3 - Indirect representation

Declarant

Identification number \*  
LU15400030

Name \*

Address

Figure 232 Registration of the temporary storage declaration

2. A new **LRN** is assigned by the system for your declaration.
3. Fill in the form providing the information about:
  - The temporary storage declaration
  - The master consignment
  - The house consignment
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your temporary storage declaration is submitted to the customs office. You are then redirected to the temporary storage 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 temporary storage 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.

## 15.8 PRESENTATION NOTIFICATION

### 15.8.1 HOW TO SUBMIT THE PRESENTATION NOTIFICATION FOR A TEMPORARY STORAGE DECLARATION

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

To submit the presentation notification:

1. Open the **Menu > Tasks > Tasks list** page and find the **Register presentation notification** mandatory task associated with the temporary storage declaration. The task is also available from the declaration view.
2. Click on the mandatory task **Register presentation notification**.
3. A pop-up confirmation opens. Click on **Yes** if all the presented goods are the same of those in the declaration.

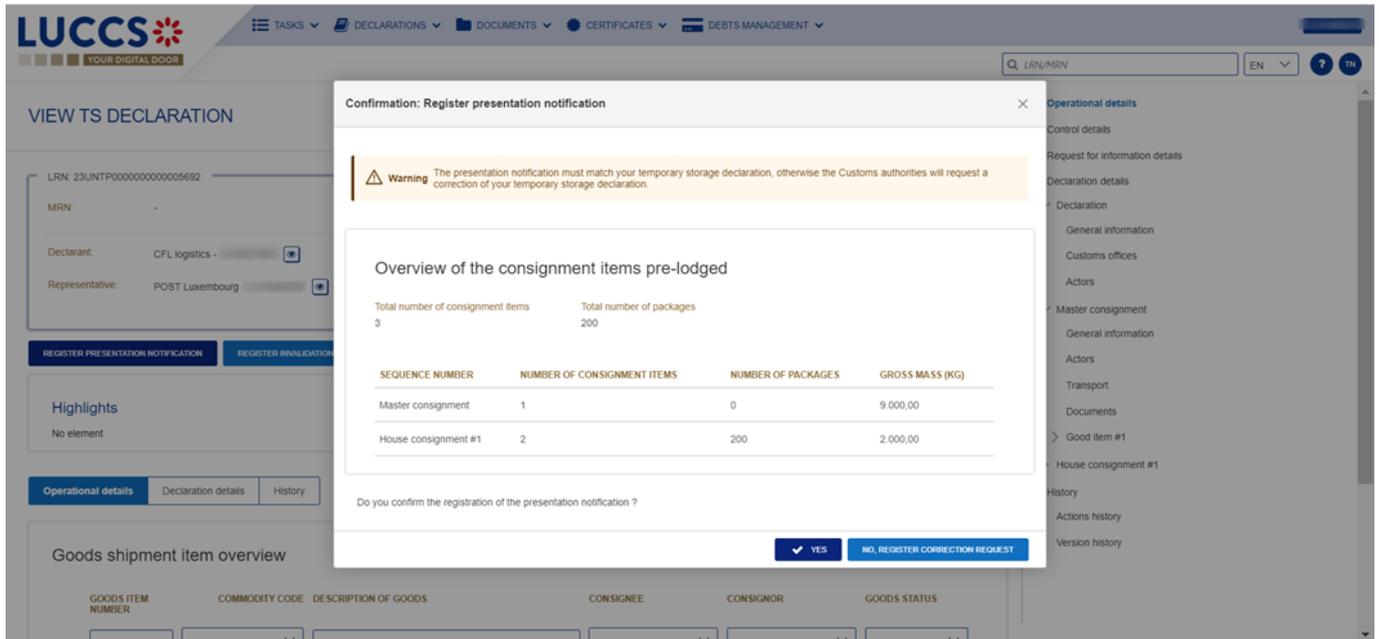


Figure 233 Confirmation for register a presentation notification

4. The registration form opens. Some fields cannot be modified in relation to the declaration data and are therefore greyed out.

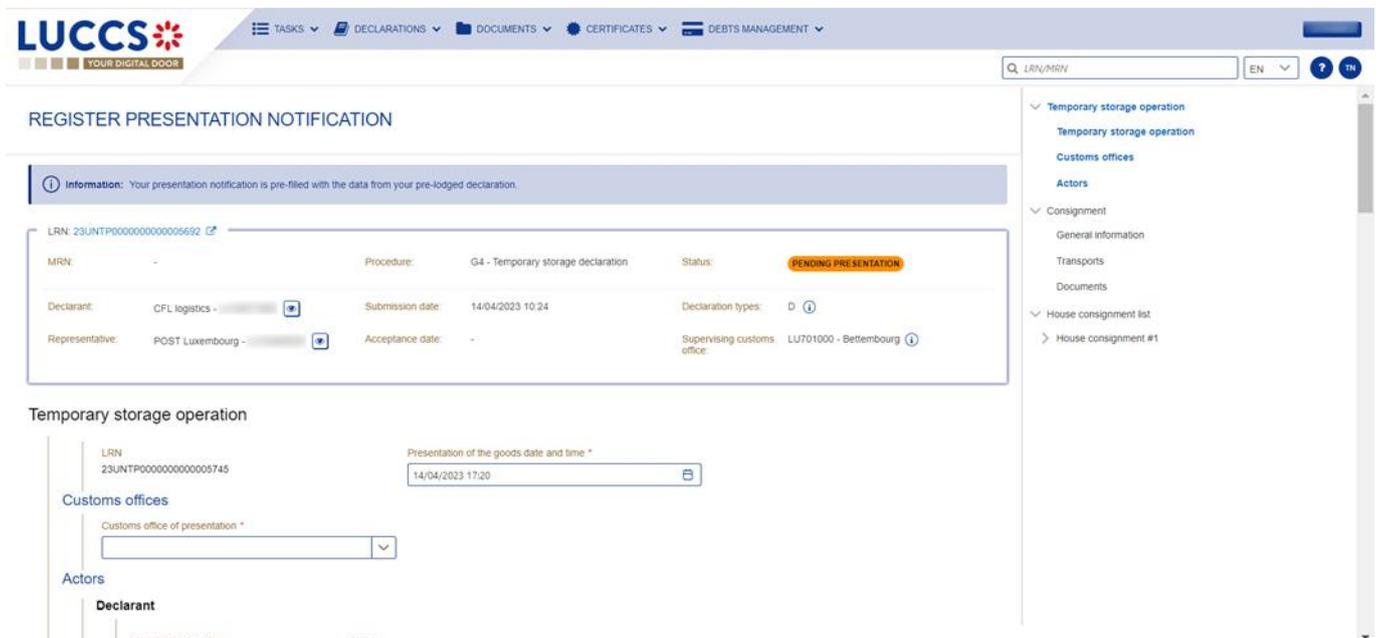


Figure 234 Registration of the presentation notification for a temporary storage declaration

5. Fill in the presentation information.
6. Click on **Submit**. A confirmation pop-up opens, then 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:**

1. If the goods are not presented within 30 days after the declaration of temporary storage submission, it will be considered as not presented and will be rejected.
2. In case the data indicated in the advance declaration are no longer valid upon submission of the notification of presentation, you must correct your declaration before submitting your notification of presentation, by clicking on "No, register a correction request" in the presentation notification confirmation modal. (cf. [How to submit a correction request for a temporary storage declaration](#))
3. In case a presentation notification covers only part of the declaration, this is called a "Partial presentation", the declarant is invited to make a correction by clicking on the mandatory task "Register correction following a partial presentation":
4. In case a presentation notification sent via XML has no corresponding declaration found in the system, the declarant is invited to make a new temporary storage declaration by clicking on the mandatory task "Save a declaration".

The screenshot displays the 'VIEW TS DECLARATION' interface in the Luccs system. At the top, there is a navigation bar with tabs for TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar on the right contains 'LRN/PRN' and 'EN'. The main content area is titled 'VIEW TS DECLARATION' and shows the following details:

- LRN: 23UNTP0000000000005742
- MRN: -
- Procedure: G4 - Temporary storage declaration
- Status: **PENDING CORRECTION**
- Declarant: POST Luxembourg - L
- Submission date: 14/04/2023 16:36
- Declaration types: D
- Representative: -
- Acceptance date: -
- Supervising customs office: LU700000 - Direction des Douanes et Accises

Below the details, there are buttons for 'REGISTER DECLARATION CORRECTION DUE TO PARTIAL PRESENTATION', 'REGISTER INVALIDATION REQUEST', 'PRINT PREVIEW', and 'DUPLICATE DECLARATION'. There are also sections for 'Highlights' (No element) and 'Due dates' (Timer for pre-lodged: 14/05/2023 16:36). A tabbed interface shows 'Operational details' selected, with sub-tabs for Declaration details, Presentation notification for Temporary storage, and History. The 'Goods shipment item overview' table is partially visible at the bottom.

Figure 235 Partial presentation of a temporary storage declaration

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and 'YOUR DIGITAL DOOR' tagline. Below the navigation bar, the main content area is titled 'PRESENTATION NOTIFICATION FOR TEMPORARY STORAGE'. The main content area contains a form with the following details:

- LRN: 23UNTP00000000000005740
- Procedure: G3 - Temporary storage presentation
- Date and time of presentation: 03/01/2023 08:34
- Status: **SUBMITTED**
- Customs office of presentation: LU700000 - Direction des Douanes et Accises
- Person presenting the goods: POST Luxembourg

Below the form, there is a 'REGISTER DECLARATION' button. To the right, there is a 'Highlights' section with 'No element' and a 'Due dates' section with 'Awaiting to link declaration' and '14/04/2023 18:00'. At the bottom, there is a 'Presentation notification details' section with tabs for 'General information', 'Customs offices', and 'Actors'. The 'General information' tab is active, showing the LRN, 'Presentation of the goods date and time', and 'Declaration date'.

Figure 236 Presentation notification without an existing corresponding declaration

## 15.8.2 HOW TO CONSULT THE PRESENTATION NOTIFICATION FOR A PRE-LODGED TEMPORARY STORAGE DELCARATION

To view the presentation notification:

1. Open the page of the **temporary storage declaration** concerned.
2. Click on the button « **Presentation notification for temporary storage** ».
3. The general information of the presentation notification is available. Then, click on the LRN **hyperlink**.
4. A new page opens and the notification of submission of the declaration is available and contains the corresponding data.

The screenshot shows the LUCCS web application interface. At the top, there is a navigation bar with the LUCCS logo and 'YOUR DIGITAL DOOR' tagline. The main menu includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. A search bar for 'LRN/MRN' is visible on the right. The page title is 'VIEW TS DECLARATION'. Below the title, there is a header section with 'Representative: -', 'Acceptance date: 12/04/2023 14:26', and 'Supervising customs office: LU701000 - Bettembourg'. Action buttons include 'REGISTER AMENDMENT REQUEST', 'PRINT PREVIEW', and 'DUPLICATE DECLARATION'. A 'Highlights' section lists 'Declaration amended', 'Declaration amendment', and 'Acceptance' with their respective notification dates and times. A 'Due dates' section shows the 'Date limit for the temporary storage' as 11/07/2023 14:26. Below this, there are tabs for 'Operational details', 'Declaration details', 'Presentation notification for Temporary storage', and 'History'. The 'Presentation notification general information' section displays the LRN (23UNTP00000000000005271), date and time of presentation (12/04/2023 14:19), and status (MATCHED). It also shows the customs office of presentation (LU701000 - Bettembourg) and the person presenting the goods (POST Luxembourg).

Figure 237 Presentation notification for a temporary storage

## 15.9 CORRECTION

### 15.9.1 HOW TO SUBMIT A CORRECTION REQUEST FOR A TEMPORARY STORAGE DECLARATION

You can correct your pre-logged declaration (Additional Declaration 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 Declaration Type 'A', you will have to request an amendment (see: [how to submit an optional amendment request for a temporary storage declaration](#)).

To submit a correction request:

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

**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: 23UNTP0000000000005692

MRN: - Procedure: G4 - Temporary storage declaration Status: **PENDING PRESENTATION**

Declarant: CFL logistics - Submission date: 14/04/2023 10:24 Declaration types: D

Representative: POST Luxembourg - Acceptance date: - Supervising customs office: LU701000 - Bettembourg

**Declaration**

**Temporary storage operation**

LRN: 23UNTP0000000000005692

Specific circumstance indicator: F11 - Sea and inland waterways - Com...

Estimated arrival date and time: 14/04/2023

Additional declaration type: D - For lodging a standard customs de...

**Customs offices**

Supervising customs office: LU701000 - Bettembourg

**Actors**

Figure 238 Registration of a temporary storage 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.

## 15.9.2 HOW TO CONSULT A CORRECTION REQUEST AND 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 **Temporary storage 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** card is available and contains the information related to the correction.

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and menu items: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. Below the navigation bar, there is a search bar and a language selector (EN). The main content area is titled 'VIEW TS DECLARATION' and contains a table of goods items. The table has three rows, each representing a goods item with its ID, description, origin, and status. All items are marked as 'PRE-LOGGED'. Below the table, there is a 'Correction' section with a 'Response from customs' and a 'Correction request' section. The 'Response from customs' section shows a decision to correct the declaration on 14/04/2023 at 17:28. The 'Correction request' section shows a request made on the same date and time. On the right side, there is a sidebar with a navigation menu containing categories like 'Operational details', 'Declaration details', and 'History'.

Goods Item #	Code	Description	Origin	Status
Goods item #1	4102 10	Plastic kitchenware	S.A. LU13042944	PRE-LOGGED
Goods item #2	0804 20 90	Dried figs	DHL Express (Luxembourg) S.A. LU13042944	PRE-LOGGED
Goods item #3	0802 11 90	Dried almond in shell	DHL Express (Luxembourg) S.A. LU13042944	PRE-LOGGED

Figure 239 Correction of a temporary storage declaration

#### Note:

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

## 15.10 AMENDMENT

After acceptance of a declaration, a correction is no longer possible. To correct the elements of an accepted temporary storage declaration, an amendment is required.

An amendment can be made at any time after the acceptance of a declaration and throughout the lifecycle of a declaration, thus including the following statuses: "Accepted", "Under control", "Ready for allocation", "Released" and "Partially released".

Some specific rules:

1. It's impossible to submit successive amendments.  
When an amendment is submitted, the amendment task is not available until a decision is taken for the 1<sup>st</sup> amendment. This is why it's impossible to send an amendment when the declaration is in the status "Under amendment".
2. When the declaration status is "Under control", an amendment can be registered, but the goods in status "Under control" are not modifiable.
3. When the declaration is status "Not released", an amendment is not authorised.
4. When the declaration is in status "Released" or "Partially released", the amendment is called "Post release amendment".

An amendment can be registered on your own initiative, this is called '**Optional amendment**' in this document.

An amendment can be requested by the customs authorities, this is called '**Mandatory amendment**' in this document.

### 15.10.1 HOW TO SUBMIT AN OPTIONAL AMENDMENT REQUEST FOR A TEMPORARY STORAGE DECLARATION

Before starting to read this section, please read the information in the [introduction of the section amendment](#).

To submit an optional amendment request of a declaration:

1. Open the **Temporary storage declaration** page you want to correct.
2. Click on the optional task **Register amendment request**.
3. The registration form opens.

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 main header contains tabs for 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar is located on the right side of the header. The main content area is titled 'REGISTER AMENDMENT REQUEST' and includes a 'SAVE AS DRAFT' button. Below the title, there is an information box stating: 'Information: Your declaration amendment is pre-filled with the latest declaration data. Please note that some data elements cannot be amended.' The main form area shows a declaration with the following details: LRN: 23UNTP000000000053711, MRN: 23LU701L0000043BU4, Procedure: G4 - Temporary storage declaration, Status: ACCEPTED, Declarant: POST Luxembourg, Submission date: 17/04/2023 10:20, Declaration types: (info icon), Representative: -, Acceptance date: 17/04/2023 10:20, and Supervising customs office: LU701000 - Bettembourg (info icon). Below the main form, there are sections for 'Declaration' and 'Customs offices'. The 'Declaration' section includes fields for 'Specific circumstance indicator' (G4 - Temporary storage declarati...), 'Estimated arrival date and time' (17/04/2023 16:20), and 'Additional declaration type' (A - for a standard customs decla...). The 'Customs offices' section includes a field for 'Supervising customs office \*'. On the right side, there is a sidebar menu with categories like 'Declaration', 'Temporary storage operation', 'Customs offices', 'Actors', 'Consignment', 'General information', 'Actors', 'Transport', 'Documents', 'Goods items list', and 'House consignment list'.

Figure 240 Registration of an optional amendment for temporary storage declaration

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.

### 15.10.2 HOW TO SUBMIT AN MANDATORY AMENDMENT FOR A TEMPORARY STORAGE DECLARATION

During a control, the customs authorities may request an **Advice** from the declarant following an unsatisfactory control result. If the declarant/representative agrees with the request, a mandatory amendment is then requested.

### 15.10.2.1 HOW TO CONSULT A REQUEST OF ADVICE FOLLOWING A CONTROL DECISION

To consult the request advice received:

1. Open the **Temporary storage declaration** page.
2. Click on the **Customs control results** hyperlink that you are looking for or click on the **Control details** button.
3. The **Control scope** cards separated by consignment are available and contain information relating to the result of customs controls, including the communication related to the request advice.

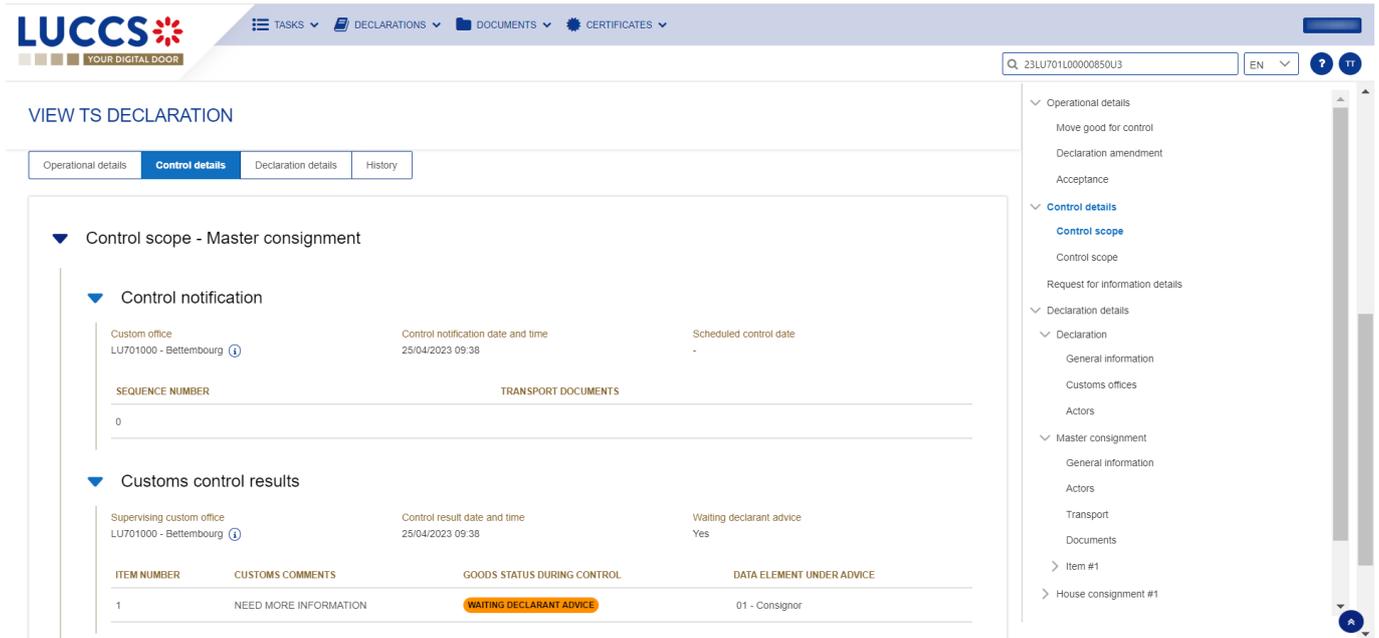


Figure 241 Control result related to a request advice

**Note:** The requests advice is made by consignment. Multiple requests may be received for one declaration, but only one request per consignment at a time.

### 15.10.2.2 HOW TO REGISTER AN ADVICE ON REQUESTED AMENDMENT

To register an advice on requested amendment:

1. Open the **Temporary storage declaration** page for which you want to register an advice or go to the task list (Menu > Tasks > List of tasks) and find the task **Register advice on requested amendment** associated the temporary storage declaration.
2. Click on the task **Register advice on requested amendment**.
3. A modal is displayed to invite you to give your advice for each consignment.

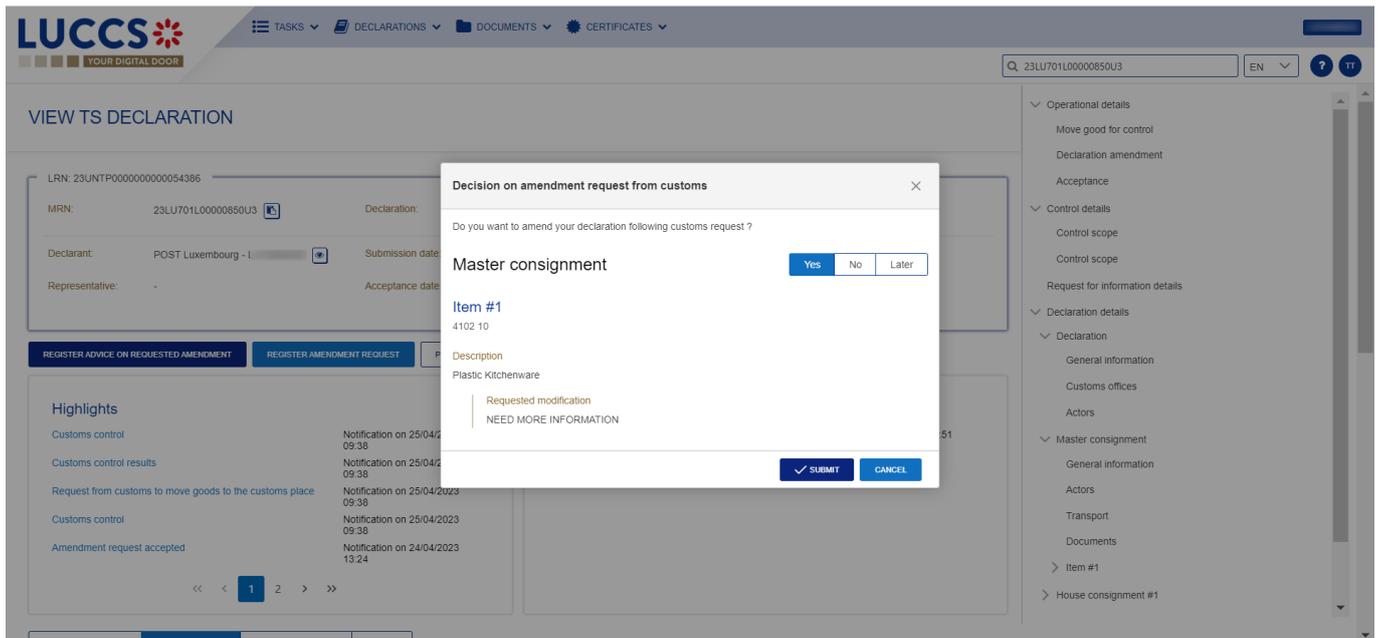


Figure 242 Advice concerning amendment requested by custom authorities

4. If you agree, choose **Yes**; if you refuse, choose **No**; if you don't plan to give your advice right away, choose **Later**.
5. Click on Submit. A confirmation modal opens, Click on Yes.

When the decision is successfully completed, your decision notification is submitted to the customs authorities. You are redirected to the amendment registration form.

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

### 15.10.2.3 HOW TO CONSULT AN ADVICE REGISTERED FOR A REQUESTED AMENDMENT

To consult an advice registered for a requested amendment:

1. Open the **Temporary storage declaration**.
2. Click on the hyperlink **Custom control result** corresponding or click on **Control detail** button.
3. The **Control scope** cards separated by consignment are available and contain information relating to the advice registered.

The screenshot displays the 'VIEW TS DECLARATION' page in the Luccs system. The top navigation bar includes the Luccs logo and menu items for TASKS, DECLARATIONS, DOCUMENTS, and CERTIFICATES. A search bar contains the ID '23LU701L00000850U3' and a language dropdown set to 'EN'. The main content area has four tabs: 'Operational details', 'Control details' (selected), 'Declaration details', and 'History'. Under 'Control details', there are sections for 'Control scope - Master consignment' and 'Control scope - House consignment #1'. The 'Advice response' section contains a table with the following data:

Decision to amend	Decision date and time
Yes	25/04/2023 10:18

The right sidebar provides a hierarchical navigation menu with categories like 'Operational details', 'Control details', 'Declaration details', and 'Master consignment'.

Figure 243 Advice registered following custom's request

#### 15.10.2.4 HOW TO REGISTER MANDATORY AMENDMENT AFTER GIVING POSITIVE ANSWER TO AN REQUEST ADVICE

The user is redirected to the amendment form automatically after the advice has been submitted.

To register mandatory amendment after giving positive answer to a request advice:

1. Open the **Temporary storage declaration** page for which you want to register a mandatory amendment or go to the task list (Menu > Tasks > List of tasks) and find the task **Register requested amendment** associated the temporary storage declaration.
2. Click on the task **Register requested amendment**.
3. The registration form opens.

**REGISTER AMENDMENT REQUEST** SAVE AS DRAFT

**Information** Your amendment request is pre-populated with the latest data from the declaration. Please note that some data cannot be amended.

LRN: 23UNTP0000000000054386

MRN:	23LU701L00000850U3	Declaration:	G4 - Temporary storage declaration	Status:	<b>UNDER AMENDMENT</b>
Declarant:	POST Luxembourg -	Submission date:	24/04/2023 13:22	Declaration type:	
Representative:		Acceptance date:	21/04/2023 08:51	Supervising customs office:	LU701000 - Bettembourg

**Requested modification**  
Amendment request date and time  
24/04/2023 13:22

**Master consignment**  
**Item #1**  
[NEED MORE INFORMATION](#)

Declaration

Figure 244 Registration of a mandatory amendment

4. Fill in the information related to the amendment and modify the fields for which the custom authorities requested to amend.
5. Click on **Submit**. A confirmation modal opens, Click on Yes.

When the submission is successfully sent, your amendment notification is submitted to customs authorities. You are then redirected to your last active page.

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

### 15.10.3 HOW TO CONSULT AN AMENDMENT SUBMITTED AND THE RESPONSE OF CUSTOMS AUTHORITIES

After submitting an amendment of a declaration, you can consult the information related to this registration. The customs authorities can decide either to accept or reject the registration. The consultation of an amendment and an amendment response remains the same for an optional and mandatory amendment.

In case the amendment request is accepted, the Temporary storage declaration is amended, and the status of the declaration returns to the previous status.

In case the amendment request is rejected, the Temporary storage declaration is not amended, and the status of the declaration returns to the previous status.

To consult an amendment submitted and the response of customs authorities:

1. Open the **Temporary storage declaration** page. The declaration's amendment, the acceptance / rejection of the request are displayed in the Highlights.
2. Click on the hyperlink **Declaration amendment, Amendment request accepted/Amendment request rejected** corresponding in the highlight or click on **Operational details**.
3. The card **Amendment** is available and contains information related to the amendment submitted and the answer from the customs authority.

Figure 245 Amendment of a temporary storage declaration & Answer from custom

## 15.11 INVALIDATION

### 15.11.1 HOW TO SUBMIT AN INVALIDATION REQUEST FOR A TEMPORARY STORAGE DELCARATION

For pre-logged Temporary storage declarations (Additional declaration type “D”), you can ask to invalidate your declaration after the submission and before its acceptance, the status of the declaration is **“Pending presentation”**. You do not have the possibility to invalidate a declaration already accepted.

To submit an invalidation request of Temporary storage declaration:

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

**REGISTER DECLARATION INVALIDATION REQUEST**

LRN: 23UNTP0000000000006595

MRN:	-	Procedure:	G4 - Temporary storage declaration	Status:	<b>PENDING PRESENTATION</b>
Declarant:	POST Luxembourg - [icon]	Submission date:	25/04/2023 10:48	Declaration types:	D [i]
Representative:	-	Acceptance date:	-	Supervising customs office:	LU701000 - Bettembourg [i]

Justification invalidation request

Justification \*

[Text Input Field]

[SUBMIT] [CANCEL]

Figure 246 Invalidation registration of a temporary storage declaration

4. Fill in justification invalidation request.
5. Click on **submit**, a confirmation modal opens, click on **Yes**.

When the submission is successfully completed, your invalidation is submitted to the customs authorities. You are then redirected to your last active page.

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

### 15.11.2 HOW TO CONSULT AN INVALIDATION REQUEST OF A TEMPORARY STORAGE DELCLARATION AND CUSTOMS AUTHORITIES' RESPONSE

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

When an invalidation request of the temporary storage declaration is made, there is no action required on the customs side, the invalidation request is automatically accepted by the system and the status of the declaration automatically becomes "Invalidated".

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

To consult an invalidation request of a temporary storage declaration and customs authorities' response:

1. Open the **Temporary storage declaration** page. The invalidation request is displayed in the highlight.
2. Click on the **Invalidation** hyperlink or click on **Operational details** button.
3. The card **Invalidation** is available and contains the information related to the invalidation request and the response from customs.

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES DEBTS MANAGEMENT

Search by LRN/MRN EN ? TN

### VIEW TS DECLARATION

- ▼ Invalidation
  - ▼ Response from customs
 

Decision date and time	Decision
25/04/2023 14:14	Invalidation accepted
  - ▼ Invalidation request
 

Request date and time	Justification
25/04/2023 14:14	test
- ▶ Correction

Operational details

- Invalidation
- Correction
- Control details
- Request for information details

Declaration details

- Declaration
  - General information
  - Customs offices
  - Actors
- Master consignment
  - General information
  - Actors
  - Transport
  - Documents
  - > Good item #1
  - > House consignment #1
- History

Figure 247 Invalidation of temporary storage declaration

## 15.12 CONTROL

### 15.12.1 HOW TO CONSULT THE CONTROL NOTIFICATION FROM CUSTOMS AUTHORITIES

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

To consult a control notification:

1. Open the **Temporary storage declaration** page.
2. Click on the hyperlink **Customs control** in the highlight or click on **Control details** button.
3. The **control notification** is available for each control scope and grouped by consignment.

Figure 248 Control notification of temporary storage declaration

## 15.12.2 HOW TO CONSULT THE CONTROL RESULT FROM CUSOTMS AUTHORITIES

For each control carried out by the customs authorities, the economic operators are notified of the result.

To consult the control result:

1. Open the **Temporary storage declaration** page.
2. Click on the hyperlink **Customs control** in the highlight or click on **Control details** button.
3. The **Customs control results** are available for each control scope and grouped by consignment.

Figure 249 Customs control result of temporary storage declaration

## 15.12.3 HOW TO CONSULT REQUEST FROM CUSTOMS TO MOVE GOODS TO/OUT OF THE CUSTOMS PLACE

After the control decision, for the consignment on which a documentary and/or physical control is required, a request to move the goods to the customs place can be made.

After the control, for the consignment that has received a favourable result, a request from customs to remove goods out of the customs place is granted.

To consult the request from customs to move goods to/out of the customs place:

1. Open the **Temporary storage declaration** page.
2. Click on the hyperlink **Request from customs to move goods to the customs place/Request from customs to move goods out of the customs place** in the highlight or click on **Operational details**.
3. The concerning cards are available and contain related information about the movements.

**Note:** For the temporary storage declaration, consultation of the movement of goods request is also accessible via the Dashboard, in the "Last communication" section. (Cf: [Consult the latest communications](#))

The screenshot shows the Luccs web application interface. At the top, there is a navigation bar with the Luccs logo and the tagline 'YOUR DIGITAL DOOR'. Below the navigation bar, there are several tabs: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, and DEBTS MANAGEMENT. A search bar is located on the right side of the navigation bar, with the text 'Search by LRN/MRN'. The main content area is titled 'VIEW TS DECLARATION' and displays a declaration number 'LU13042944'. Below this, there are two sections for requests from customs. The first section is 'Request from customs to move goods out of the customs place' and contains a table with the following data:

SEQUENCE NUMBER	NOTIFICATION DATE AND TIME	RELEASE DECISION DATE	SUPERVISING CUSTOMS OFFICE
Request #1	-	25/04/2023 14:40	LU701000 - Bettembourg

The second section is 'Request from customs to move goods to the customs place' and contains a table with the following data:

SEQUENCE NUMBER	NOTIFICATION DATE AND TIME	SCHEDULED CONTROL DATE	SUPERVISING CUSTOMS OFFICE
Request #1	25/04/2023 14:31	25/04/2023	LU701000 - Bettembourg

The right-hand sidebar contains a navigation menu with the following items: Operational details (with sub-items: Move good outside the customs place, Move good for control, Acceptance), Control details (with sub-items: Control scope, Control scope), Request for information details, Declaration details, Declaration (with sub-items: General information, Customs offices, Actors), and Master consignment (with sub-items: General information, Actors, Transport, Documents).

Figure 250 Request from customs to move goods to/out of the customs place

## 15.13 REQUEST FOR INFORMATION FOR A TEMPORARY STORAGE DECLARATION

### 15.13.1 HOW TO CONSULT A REQUEST FOR INFORMATION FROM CUSTOM AUTHORITIES FOLLOWING A CONTROL

During a control, the customs authorities may request additional information from the economic operator.

To consult a request for information:

1. Open the **Temporary storage declaration** page.
2. Click on the hyperlink **Request for information** in the highlight or click on **Request for information details** button.
3. The detailed request is displayed.

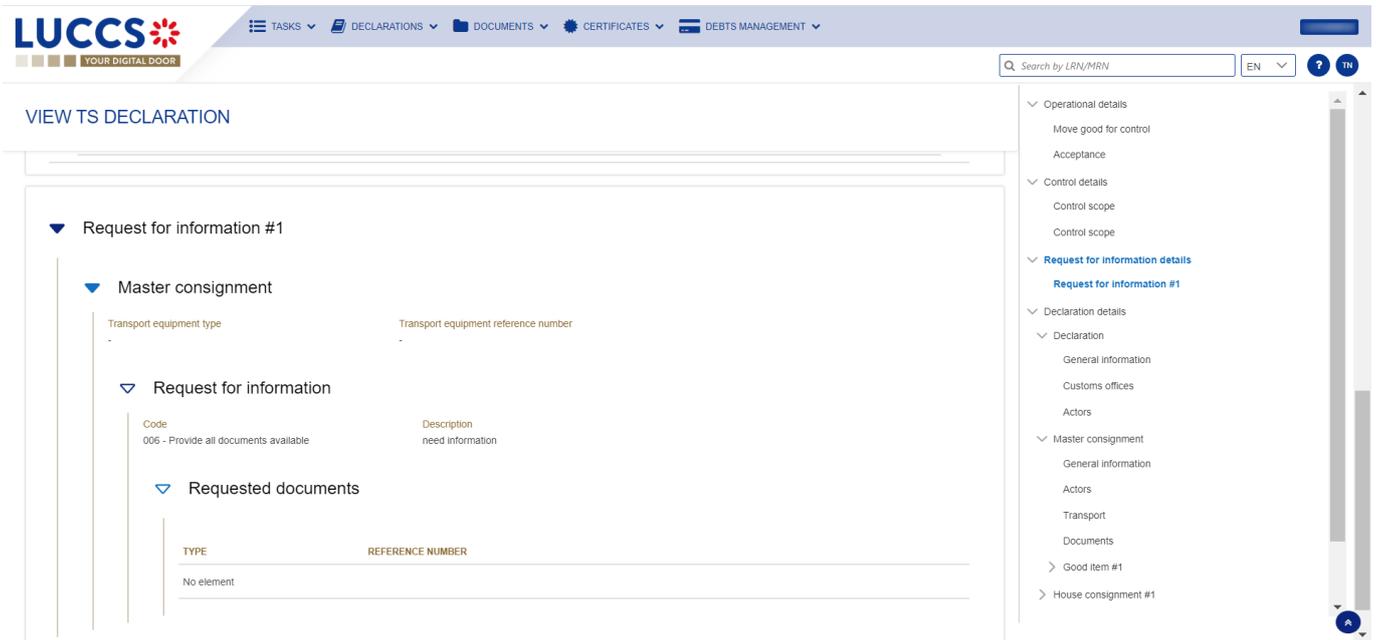


Figure 251 Request for information

### 15.13.2 HOW TO ANSWER A REQUEST FOR INFORMATION

After receiving a request for information, the economic operators can register an answer to this request:

1. Open the **Temporary storage declaration** page for which you want to answer to a request for information or go to the task list (Menu > Tasks > List of tasks) and find the task **Answer to a request for information** associated the temporary storage declaration.
2. Click on the task **Answer to a request for information**.
3. A modal is displayed to invite you to choose the request you want to respond to.

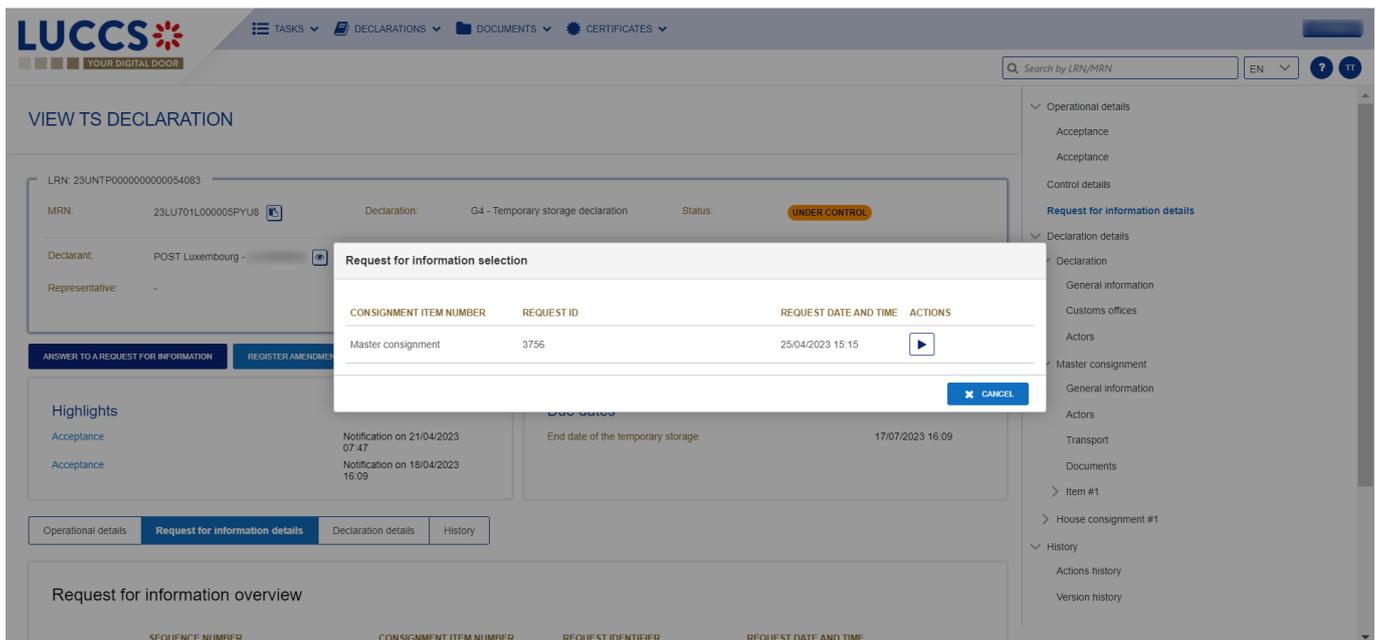


Figure 252 Choice of request for information to answer

4. Choose the consignment on which you want to answer, click on **action.** 
5. The answer form opens.

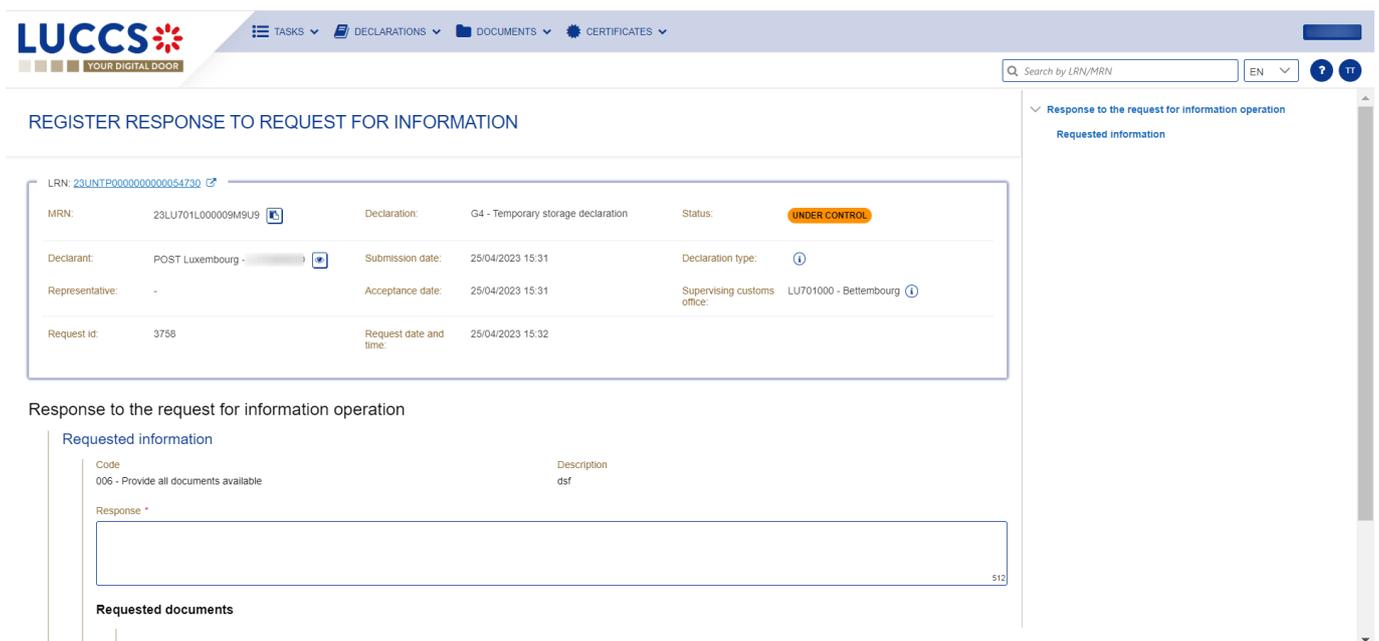


Figure 253 Answer to a request for information

6. Fill the information related to the request for information.
7. Click on **Submit**. A confirmation modal opens, click on **Yes**.

When the submission is successfully completed, your response to the request for information is submitted to the customs authorities. You are then redirected to your last active page.

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

### 15.13.3 HOW TO CONSULT THE ANSWER OF A REQUEST FOR INFORMATION

After you answer to a RFI, you can consult the information about your response.

To consult the answer of a request for information:

1. Open the **Temporary storage declaration** page.
2. Click on the hyperlink **Response to the request for information** in the highlight or click on **Request for information details** button.
3. The answer to request is available and grouped by request.

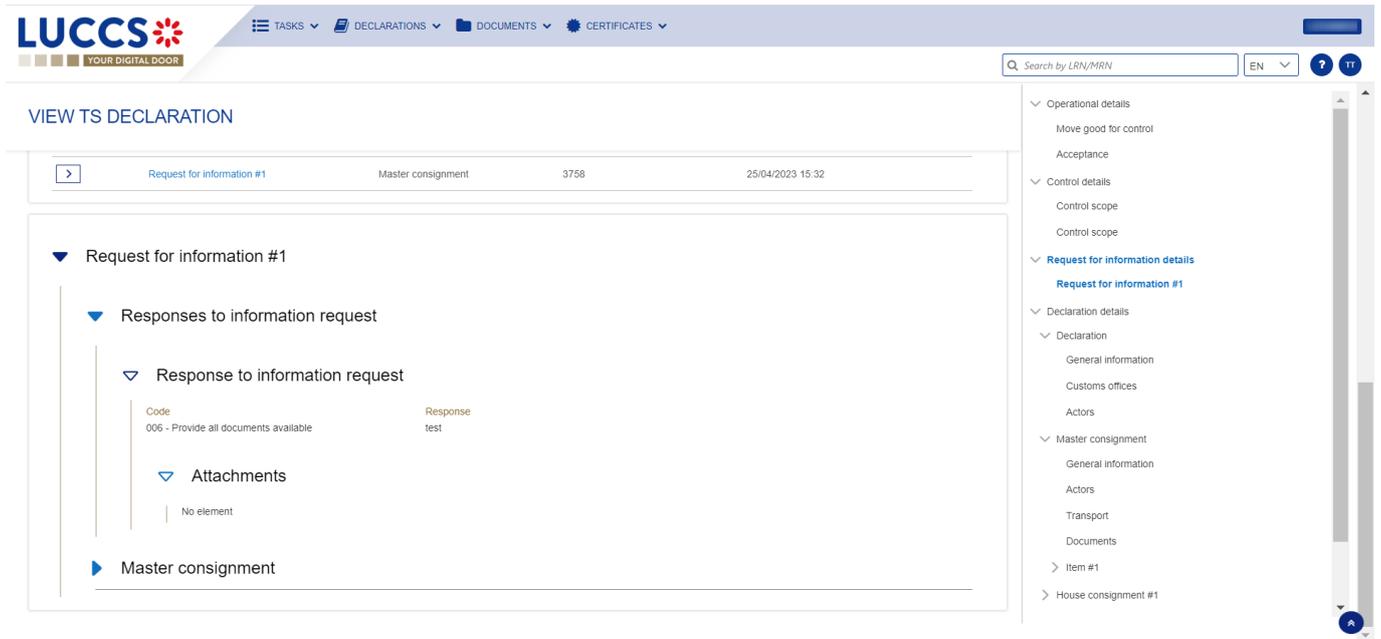


Figure 254 Answer of a request for information

**Note:** Multiple RFI can be submitted, the RFI are displayed per request and is numbered in order of request. The histories of old requests are never erased.

## 15.14 TRANSFER

### 15.14.1 HOW TO REGISTER INTENDED TRANSFER

For goods in “Ready for allocation” status, the user can request a national or an international transfer. The key to distinguish a national and an international transfer is the identification number of the holder at destination (to be indicated in the registration form of the intention to transfer notification).

To register an intended transfer notification:

1. Open the **Temporary storage declaration** for which you want to register an intention to transfer notification.
2. Click on the optional task **Register intended transfer**.
3. The registration form opens.

LRN: 23UNTP00000000000053255

MRN:	23LU700L00000308U9	Declaration:	G5 - Arrival notification in case of movement under TS	Status:	READY FOR ALLOCATION
Declarant:	FedEX Express Luxembourg S.à r.l.	Submission date:	13/04/2023 06:59	Acceptance date of initial TSD:	13/04/2023 06:35
Representative:	-	Acceptance date:	13/04/2023 06:59	Supervising customs office:	LU700000 - Direction des Douanes et Accises

MRN of the initial declaration: 23LU700L00000306U0

**Intended transfer operation**

**Actors**

Holder of the temporary storage facility at destination

Identification number \*

LU12345678

**Consignments**

Please select the elements you want to add in your Intention to transfer:

SELECT ALL

Figure 255 Registration of intended transfer

4. Fill in the identification number of the holder of destination, choose the consignment(s) you intend to transfer.
5. Click on **Submit**. A confirmation modal opens, click on **Yes**.

When the submission is successfully completed, your intention to transfer notification is submitted to the customs authorities. You are then redirected to your last active page.

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

## 15.14.2 HOW TO CONSULT AN INTENDED TRANSFER NOTIFICATION

After submitting an intended transfer to customs authorities, you can consult the information related to this notification.

To consult an intended transfer notification of a temporary storage declaration:

1. Open the **Temporary storage declaration**.
2. Click on the « Information » ⓘ icon next to the status of the goods in “Ongoing Movement”.
3. The information related to intended transfer are available.

The screenshot displays the 'VIEW TS DECLARATION' interface. At the top, there are navigation tabs for 'Operational details', 'Declaration details', and 'History'. Below this is an 'Items overview' table with the following data:

ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	CONSIGNEE	CONSIGNOR	GOODS STATUS
Item #1	4102 10	Plastic Kitchenware	-	-	ONGOING MOVEMENT
Item #2	0802 11 90	Dried figs	DHL Express (Luxembourg) S.A.	-	ONGOING MOVEMENT
Item #3	0804 20 90	dried almonds in shell	DHL Express (Luxembourg) S.A.	-	ALLOCATED
Item #4	0802 11 90	dried almonds in shell	DHL Express (Luxembourg) S.A.	-	ONGOING MOVEMENT
Item #5	0802 11 90	dried almonds in shell	DHL Express (Luxembourg) S.A. LU13042944	-	ONGOING MOVEMENT
Item #6	4102 10	Plastic Kitchenware	DHL Express (Luxembourg) S.A.	-	READY FOR ALLOCATION

Two 'Intended transfer' pop-ups are visible, each showing the holder of destination as 'Kuehne + Nagel S.à r.l.' and listing house consignments #1 and #2.

Figure 256 Intended transfer

### 15.14.3 NATIONAL TRANSFER

For a national transfer, after registration of the intended transfer, an arrival notification must be registered by the holder at destination when the goods have arrived at the destination.

#### 15.14.3.1 HOW TO REGISTER A NATIONAL ARRIVAL NOTIFICATION

In case where the holder at destination is not the declarant, to register an arrival notification:

1. Log in as the holder of destination.
2. Open the page **Menu > Declarations > New Declarations > Temporary storage > Arrival notification**.
3. A new **LRN** is assigned by the system for your declaration.
4. Complete the form by providing the information relating to:
  - the Temporary storage declaration
  - the master consignment
  - the house consignments
5. Click on Submit. A confirmation modal opens, Click on Yes.

When the submission is done successfully, your arrival notification declaration is submitted to the customs office. You are then redirected to the Temporary storage declaration page where you can view the recorded information.

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

Figure 257 Registration of arrival notification from menu

**Note:**

1. The registration of a national arrival notification is the same as the [registration of an international arrival notification](#). The key to distinguish whether the notification is national or international, is the MRN and the goods item number of the initial declaration, to indicate in previous documents. When the arrival notification is national, an existing Luxembourgish MRN in NTP must be indicated, the goods item number is mandatory. When the arrival notification is international, a foreign MRN must be indicated.
2. You can cancel the submission of the arrival notification 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.

If the holder at destination is also the declarant, to register a national arrival notification:

1. Open the page of the **Temporary storage declaration** for wish you want to register an arrival notification.
2. Click on optional task **Register national arrival notification**.
3. The registration modal opens. Select the consignments that you want to declare in this arrival notification.

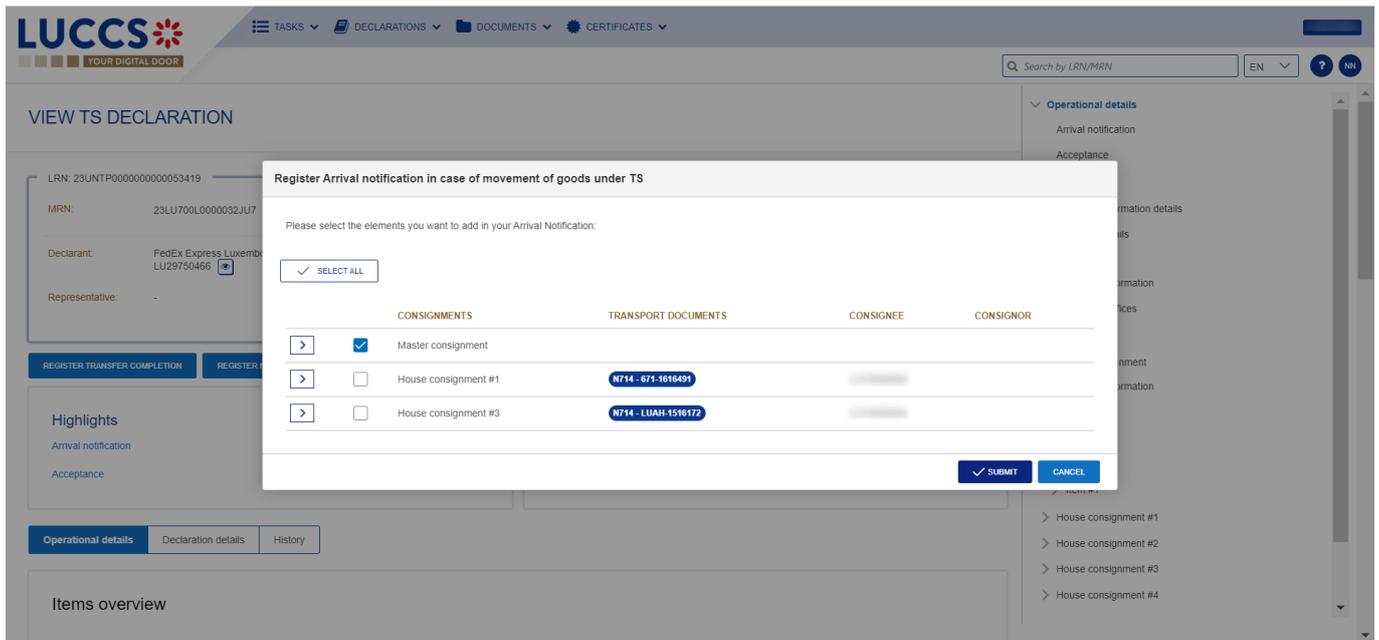


Figure 258 Registration of national arrival notification from declaration

4. Click on **Submit**, a confirmation modal opens, click on **Yes**.

When submission is successful, your arrival notification is submitted to customs authorities. You are then redirected to your last active page.

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

### 15.14.3.2 HOW TO CONSULT A NATIONAL ARRIVAL NOTIFICATION

After submitting an arrival notification to customs authorities, you can consult information about that notification.

Where the holder at destination is not the declarant, to consult a national arrival notification of a temporary storage declaration, refer to the [consultation of an international arrival notification](#); the instructions are identical.

Where the holder at destination is also the declarant, to consult a national arrival notification of a temporary storage declaration:

1. Open the **Temporary storage declaration page**. The arrival notification is available in the highlights.
2. Click on the **Arrival Notification** hyperlink in the Highlights or click on the **Operational Details** button.
3. The **Arrival notification** card is available and contains the information related to the arrival notification.

VIEW TS DECLARATION

▼ Arrival notification

LRN  
23UNTP0000000000054780

LU29750466

▼ Transferred goods

HOUSE CONSIGNMENT SEQUENCE NUMBER	TRANSPORT DOCUMENT	CONSIGNEE	CONSIGNOR
<input type="button" value="&gt;"/> Master consignment	-	-	-
<input type="button" value="&gt;"/> HC #1	1 - House bill of lading		

Operational details  
 Arrival notification  
 Acceptance  
 Control details  
 Request for information details  
 Declaration details  
 Declaration  
 General information  
 Customs offices  
 Actors  
 Master consignment  
 General information  
 Actors  
 Transport  
 Documents  
 Item #1  
 House assignment #1

Figure 259 Arrival notification

## 15.14.4 TRANSFER FROM LUXEMBOURG TO FOREIGN COUNTRY

For a transfer from Luxembourg to a foreign country, after the registration of the intended transfer, a notification of transfer completion should be registered when the transfer is finalized.

### 15.14.4.1 HOW TO REGISTER A TRANSFER COMPLETION NOTIFICATION

To register a transfer completion notification:

1. Open the **Temporary storage declaration** for which you want to register a transfer completion.
2. Click the optional task **Register transfer completion**.
3. The registration form opens.

LRN: 23UNTP00000000000054778

MRN:	23LU700L000009MAU0	Declaration:	G4 - Temporary storage declaration	Status:	<b>READY FOR ALLOCATION</b>
Declarant:	FedEx Express Luxembourg S.à r.l.	Submission date:	25/04/2023 17.44	Declaration type:	<i>i</i>
Representative:	-	Acceptance date:	25/04/2023 17.44	Supervising customs office:	LU700000 - Direction des Douanes et Accises <i>i</i>

Transfer completion operation

Subsequent procedure reference type \*  ID \*

Actors

**Holder of destination**

Identification number \*

Figure 260 Registration of transfer completion

4. Fill in the transfer completion information and select the consignment you wish to declare in your registration.
5. Click on Submit. A confirmation modal opens, Click on Yes.

When the submission is successfully completed, your transfer completion notification is submitted to customs authorities. You are then redirected to your last active page.

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

#### 15.14.4.2 HOW TO CONSULT A TRANSFER COMPLETION NOTIFICATION

After submitting a transfer completion notification to customs authorities, you can consult information about that notification.

To consult a transfer completion notification of a temporary storage declaration:

1. Open the **Temporary storage declaration** page.
2. Click on the "Information" icon *i* next to the goods which are in the "Allocated" status and which have been the subject of a transfer completion notification.
3. The transfer complete notification information is displayed.

Item #	Code	Description	Carrier	Status
Item #1	4102 10	Plastic Kitchenware	-	ONGOING MOVEMENT
Item #2	0802 11 90	Dried figs	DHL Express (Luxembourg) S.A.	ALLOCATED
Item #3	0804 20 90	dried almonds in shell	DHL Express (Luxembourg) S.A.	ALLOCATED
Item #4	0802 11 90	dried almonds in shell	DHL Express (Luxembourg) S.A.	ALLOCATED
Item #5	0802 11 90	dried almonds in shell	DHL Express (Luxembourg) S.A.	ALLOCATED
Item #6	4102 10	Plastic Kitchenware	DHL Express (Luxembourg) S.A.	ALLOCATED
Item #7	0803 10 90	Dried bananas	DHL Express (Luxembourg) S.A.	ALLOCATED
Item #8	0803 10 90	Dried bananas	DHL Express (Luxembourg) S.A.	ALLOCATED

Figure 261: Transfer completion notification

## 15.14.5 TRANSFER FROM FOREIGN COUNTRY TO LUXEMBOURG

For a transfer from foreign country to Luxembourg, since a new LRN is be assigned, an arrival notification of temporary storage must be submitted.

### 15.14.5.1 HOW TO REGISTER AN ARRIVAL NOTIFICATION COMING FROM FOREIGN COUNTRY

To submit an international arrival notification:

1. Open the **Menu > Declarations > New declarations > Temporary storage > Arrival notification**.
2. A new **LRN** is assigned by the system for your declaration.
3. Fill in the form providing the information about:
  - The temporary storage declaration
  - The master consignment
  - The house consignment
4. Click on **Submit**. A confirmation pop-up opens, click on **Yes**.

When the submission is successfully completed, your arrival notification is submitted to the customs office. You are then redirected to the **arrival notification** 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 arrival notification 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.

Figure 262 Registration of international arrival notification from menu

### 15.14.5.2 HOW TO CONSULT AN ARRIVAL NOTIFICATION COMING FROM FOREIGN COUNTRY

To consult the information related to an international arrival notification:

1. Open the **Arrival notification declaration** page via its **LRN/MRN**
2. Click on the **Arrival detail** button.
3. The arrival notification declaration data are displayed:
  - Declaration: General information, customs offices, actors
  - Master consignment: General information, actors, transport, documents
  - House consignment: General information, actors, transport, documents

(The goods item information is also listed under their corresponding house consignment)

VIEW ARRIVAL NOTIFICATION DECLARATION

LRN: 23UNTP00000000000006387

MRN:	23LU701L000000K3U5	Procedure:	G5 - Arrival notification in case of movement under TS	Status:	READY FOR ALLOCATION
Declarant:	Kuehne + Nagel S.à r.l. - LU10326424	Submission date:	21/04/2023 15:35	Acceptance date of initial TSD:	21/04/2023 15:08
Representative:	-	Acceptance date:	21/04/2023 15:35	Supervising customs office:	LU701000 - Bettembourg
MRN of the initial declaration:	23LU700L000000KQJ0				

REGISTER INTENDED TRANSFER REGISTER AMENDMENT REQUEST DUPLICATE DECLARATION

**Highlights**  
No element

**Due dates**  
Date limit for the temporary storage 20/07/2023 15:08

Operational details **Arrival details** History

Declaration

- Operational details
- Control details
- Request for information details
- Declaration details
  - Declaration
    - General information
    - Customs offices
    - Actors
  - Master consignment
    - General information
    - Actors
    - Transport
    - Documents
  - House consignment #1
- History
  - Actions history
  - Version history

Figure 263 International arrival notification

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).

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## 16 TOBACCO MANAGEMENT

### A-CONSULT DATA RELATED TO AN AUTHORISED WAREHOUSEKEEPER AND THEIR WAREHOUSE

#### 16.1 AUTHORISED WAREHOUSEKEEPER ACCOUNT

From the **Menu > Gesttab > Warehousekeeper account**, you can access the warehousekeeper's information.

This information includes:

- Your identifiers: Order number, name, EORI, excise number.
- Your account settings.
- Your products authorised for sale.
- Data related to quotas.
- Data related to commercial brands.
- Data on price/packaging requests.

##### 16.1.1 CONSULT ACCOUNT SETTINGS OF THE AUTHORISED WAREHOUSEKEEPER

To consult the authorised warehousekeeper's settings:

1. Open the page **Authorised warehousekeeper account**.
2. Open the tab **Account settings**.
3. The configuration data is displayed:
  - **Guaranteed duty rate on order:** The percentage of the debt amount used as a guarantee when ordering tax signs.
  - **Guaranteed duty rate upon warehouse entry:** The percentage of the debt amount used as a guarantee for a warehouse entry.
  - **VAT covered by the guarantee:** This setting indicates whether the VAT amount is included in the calculation of guarantees.
  - **Bulk products:** This setting indicates whether you are authorised to handle bulk products or not.
  - **IN/OUT mode:** This setting indicates your permissions to handle IN/OUT declarations (i.e., a declaration combining warehouse entry and AC4). This setting can have three values:
    - "Yes": You can send IN/OUT declarations.
    - "No": You cannot send IN/OUT declarations.
    - "Mandatory": You must use IN/OUT declarations and cannot declare warehouse entries and AC4 declarations separately.
  - **Tobacco producer:** This setting indicates if you have the rights to access the functionalities related to tobacco producers.

- Automatic validation rights for: Ordering tax signs, entry declarations, AC4 declarations.
  - "Yes": Your requests are automatically approved by customs.
  - "No": Your requests are checked by customs, which can decide to accept or reject the request.
- Address details.
- Contact details.

The screenshot displays the 'Authorised Warehousekeeper Account' interface. At the top, there's a navigation bar with the LUCCS logo and 'YOUR DIGITAL DOOR' tagline. Below the navigation bar, the account details for order number LU287 are shown, including fields for Name, EORI, Excise number, and Status (ACTIVE). There are buttons for 'REGISTER NEW PRICE/PACKAGE' and 'REGISTER NEW COMMERCIAL BRAND'. The 'Account settings' tab is selected, showing a list of settings under 'Warehouse keeper settings' and 'Auto validation settings'. The 'Warehouse keeper settings' include: Guaranteed duties rate on order (%) (30%), Bulk Products (Yes), Guaranteed duties rate on warehouse entry (%) (10%), IN/OUT Mode (Yes), and VAT covered by guarantee (No). The 'Auto validation settings' include: Tax sign order (Yes), Entry declaration (Yes), and AC4 declaration (Yes). At the bottom, there are 'Addresses details' and a footer with 'NTP Version LUCCS v8 Rev 3.0 RC2 - Sitemat'.

Figure 264 Authorised warehousekeeper account - Account setting

## 16.1.2 CONSULT PRODUCTS AUTHORISED FOR SALE AND INFORMATION RELATED TO QUOTAS

### 16.1.2.1 HOW TO CONSULT THE MAIN INFORMATION OF THE PRODUCT AND THE QUOTA

For products regulated by customs, a quantity is allocated to each authorised warehousekeeper per year, which limits the number of tax signs you can order.

To consult the main information of products authorised for sale and quotas:

1. Open the page **Authorised warehousekeeper account**.
2. Open the tab **Products and quotas > Main Information**.
3. The data of products authorised for sale and the quota are displayed:
  - **Product category:** Code and label associated with the product category authorised for sale.
  - **Unit of measure.**
  - **Quota:** Reference quantity allocated to the quota.
  - **Quota usage:** Quantity currently deducted from the quota.
  - **Quota usage (in %):** Current usage of the quota, expressed as a percentage.
  - **Validity date:** Start and end dates of the quota's validity.

- **Status:** The status of the quota.

The screenshot shows the 'Authorised Warehousekeeper Account' page in the LUCCS system. At the top, there is a navigation bar with various menu items like 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', 'DEBTS MANAGEMENT', and 'GESTTAB'. Below this, the page title is 'AUTHORISED WAREHOUSEKEEPER ACCOUNT'. A search bar and language selector are also present.

The main content area displays account details for 'ORDER NUMBER: LU287'. Below this, there are buttons for 'REGISTER NEW PRICE/PACKAGE' and 'REGISTER NEW COMMERCIAL BRAND'. A navigation menu includes 'Account settings', 'Products and Quotas' (which is selected), 'Commercial brand', and 'Price/package requests'.

The 'Products and Quotas' section is active, showing a table with the following data:

PRODUCT CATEGORY	MEASUREMENT UNIT	QUOTA	QUOTA USAGE	QUOTA USAGE %	TYPE	VALIDITY DATE	STATUS	ACTIONS
13 - Cigarettes	piece(s)	1.000.000	1.410	0,14 %	Standard	13/09/2024 - 13/09/2025	ACTIVE	
13 - Cigarettes	piece(s)	20.000	1.410	7,05 %	De putatum	16/09/2024 - 16/09/2025	ACTIVE	
14 - Tabacs à rouler	gram(s)	400.000	29.400	7,35 %	Standard	13/09/2024 - 13/09/2025	ACTIVE	
14 - Tabacs à rouler	gram(s)	100.000	10.000	10,00 %	De putatum	13/09/2024 - 13/09/2025	ACTIVE	
13 - Cigarettes	piece(s)	100.000	0	0,00 %	Standard	14/09/2025 - 14/09/2026	PLANNED	-

At the bottom of the page, there is a small version string: 'NTP Version LUCCS v8 Rev 3.0 RC2 - Sitemag'.

Figure 265 Products autorised for sale and quotas

### 16.1.2.2 HOW TO CONSULT QUOTA EVOLUTION

To consult the quota evolution:

1. Open the **Authorised warehousekeeper account** page.
2. Open the tab **Products and quotas > Quota evolution**.
3. The quota evolution is displayed as a graph:
  - On the Y-axis, "Authorised and used quantities" by product category, by default the first product in the list.
  - On the X-axis, the "Period (from - to)," which by default is the last 30 days.



Figure 266 Quota evolution

### 16.1.2.3 HOW TO FILTER QUOTA EVOLUTION

It is possible to filter the quota evolution according to several criteria.

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

The quota evolution is filtered based on the selected search criteria.

**Note:** It is also possible to show or hide certain criteria on the Y-axis by clicking on the color button next to the attribute: authorised quota, usage, authorised De putatum quota, De putatum usage.

### 16.1.2.4 HOW TO CONSULT QUOTA HISTORY

The quota history only contains events related to the evolution of the authorised warehousekeeper's quotas, such as events related to the registration and updates of a quota.

To consult the quota history:

1. Open the **Authorised warehousekeeper account** page.
2. Open the tab **Products and quotas > History**.
3. The history is displayed in a list with the following information:
  - o **Date:** Date of the event.
  - o **Action:** The event on the quota.
  - o **Description:** Concrete data of the event.
  - o **User:** The actor who performed the event.

## AUTHORISED WAREHOUSEKEEPER ACCOUNT

ORDER NUMBER: LU053


 Name: Real Lux, Sàrl      EORI:      Excise number:      Status: **ACTIVE**

[REGISTER NEW PRICEPACKAGE](#)    [REGISTER NEW COMMERCIAL BRAND](#)

[Account settings](#)    **[Products and Quotas](#)**    [Commercial brand](#)    [Price/package requests](#)

[Main information](#)    [Quota evolution](#)    [Quota update](#)    **[History](#)**

DATE	ACTION	DESCRIPTION	USER
12/09/2024 10:36	Quota registered	De putatum quota of 1.000 piece(s) for the product category 13 - Cigarettes registered	T. Officer
12/09/2024 10:28	Quota updated	Standard quota for the product category 13 - Cigarettes updated from 1.500.000 to 2.000.000	T. Officer
04/09/2024 08:43	Quota registered	Standard quota of 1.500.000 piece(s) for the product category 13 - Cigarettes registered	T. Officer

Figure 267 Quota history

### 16.1.2.5 HOW TO CONSULT QUOTA UPDATES

To consult quota updates:

1. Open the page **Authorised warehousekeeper account**.
2. Open the tab **Products and quotas > Quota update**.
3. The update data is displayed with two different types:
  - **Update with a request ID** (Requested by the warehousekeeper).
  - **Update by customs** (By the initiative of customs).
4. Click on the icon  to display the details of the request or change.

## AUTHORISED WAREHOUSEKEEPER ACCOUNT

ORDER NUMBER: LU124


 Name:      EORI:      Excise number:      Status: **ACTIVE**

[REGISTER NEW PRICEPACKAGE](#)    [REGISTER NEW COMMERCIAL BRAND](#)

[Account settings](#)    **[Products and Quotas](#)**    [Commercial brand](#)    [Price/package requests](#)

[Main information](#)    [Quota evolution](#)    **[Quota update](#)**    [History](#)

▼ Quota update request ID : 24Q01LU124O5EYTK8I

Request date 24/09/2024	Product category 13 - Cigarettes	Decision date and time -	Status <b>PENDING APPROVAL</b>
Quota type De putatum	Previous quota 5.000	Requested quota 5.005	Measurement unit piece(s)

▶ Request details

▶ Attachments

▼ Quota update by customs

PRODUCT CATEGORY	LIMIT	VALIDITY START DATE	VALIDITY END DATE
14 - Tabacs à rouler	100.000	16/09/2024	16/09/2025

▶ Quota update request ID : 24Q01LU124A7187ZMZ

Figure 268 Quota updates

## 16.1.3 CONSULT COMMERCIAL BRANDS

### 16.1.3.1 HOW TO CONSULT COMMERCIAL BRANDS AND LINKED PRICE CATEGORIES

To consult commercial brands and linked price categories:

1. Open the page **Authorised warehousekeeper account**.
2. Open the tab **Commercial brand > Main information**.
3. The list of existing commercial brands is displayed.
4. Click on the icon ▶ to display the details of the price categories linked to that brand.

#### AUTHORISED WAREHOUSEKEEPER ACCOUNT

The screenshot displays the 'Authorised warehousekeeper account' interface. At the top, there is a header with 'ORDER NUMBER: LU283' and a home icon. Below this, there are fields for 'Name', 'EORI', 'Excise number', and 'Status' (ACTIVE). There are two buttons: 'REGISTER NEW PRICE/PACKAGE' and 'REGISTER NEW COMMERCIAL BRAND'. Below these are tabs for 'Account settings', 'Products and Quotas', 'Commercial brand' (selected), and 'Price/package requests'. The main content area shows 'Main information' and 'Request history' tabs. Under 'Main information', there is a 'FILTER' button with a notification icon and a 'RESET FILTERS' button. Below the filter buttons, there are two expandable items: '017 - Austin' and '018 - Mademoiselle'. The '018 - Mademoiselle' item is expanded, showing a table of linked price categories.

PRICE CATEGORY	PRODUCT CATEGORY	PACKAGING	RETAIL PRICE(EUR)
16/050/00006.20	16 - Tabacs autres	50	6,2
16/050/00006.10	16 - Tabacs autres	50	6,1

Figure 269 Commercial brands and linked price categories

#### 16.1.3.1.1 HOW TO FILTER COMMERCIAL BRANDS

It is possible to filter commercial brands according to the linked price categories.

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

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

#### 16.1.3.2 HOW TO CONSULT REQUESTS RELATING TO COMMERCIAL BRANDS

To consult requests related to commercial brands:

1. Open the page **Authorised warehousekeeper account**.
2. Open the tab **Commercial brand > Request history**.
3. The requests are listed and ordered by request date, with the most recent at the top.
4. Click on the icon ▶ to display the details.

## AUTHORISED WAREHOUSEKEEPER ACCOUNT

ORDER NUMBER: LU283

 Name:  EORI:  Excise number:  Status: **ACTIVE**

[REGISTER NEW PRICE/PACKAGE](#) [REGISTER NEW COMMERCIAL BRAND](#)

[Account settings](#) [Products and Quotas](#) **[Commercial brand](#)** [Price/package requests](#)

Main information **Request history**

▼ Request ID: 24C02LU283E4K220BG

Request date: 16/09/2024 Request type: Update of existing commercial brand Status: **COMPLETED**

▼ Request details

▼ Commercial brand #1: Che

PRICE CATEGORY	PRODUCT CATEGORY	TYPE
16/050/00006.10	16 - Tabacs autres	Added
11/016/00036.00	11 - Cigares	Removed

▶ Attachments

▶ Request ID: 24C01LU28313KVY9HI

Figure 270 History of updates related to commercial brands

### 16.1.4 CONSULT NEW PRICE/PACKAGE REQUESTS

After submitting a new price/package request to the customs authorities, you can view the information related to that request.

To consult the details of a new price/package request:

1. Access the **Authorised warehousekeeper account** view.
2. Click on tab **Price/Package Requests**.
3. The requests are listed and ordered by request date, with the most recent at the top.
4. Click on the icon  to display the details.

## AUTHORISED WAREHOUSEKEEPER ACCOUNT

ORDER NUMBER: LU124

Name: [REDACTED] EORI: [REDACTED] Excise number: - Status: **ACTIVE**

REGISTER NEW PRICE/PACKAGE REGISTER NEW COMMERCIAL BRAND

Account settings Products and Quotas Commercial brand **Price/package requests**

Request ID: 24T03LU12493793RVJ

Request date: 20/09/2024 Request type: New "de putatum" price Decision date and time: - Status: **PENDING APPROVAL**

Request details

PRODUCT CATEGORY	PACKAGE (QUANTITY)	PACKAGE (UNIT)	RETAIL PRICE (EUR)	PRICE CATEGORY
13 - Cigarettes	50	piece(s)	13	13/05/00013.00

Attachments

Request ID: 24T03LU124PSB31UVO

Request ID: 24T02LU124GD1PT1SJ

Figure 271 History of price/package requests

## 16.1.5 CONSULT SUSPENSION OF THE WAREHOUSEKEEPER ACCOUNT

When your account is suspended by the customs authorities, your actions on the application are restricted during the suspension period. An alert message is displayed on all forms related to tobacco management.

**LUCCS** YOUR DIGITAL DOOR

TASKS DECLARATIONS DOCUMENTS CERTIFICATES DEBTS MANAGEMENT GESTTAB

Search by LRN/MRN EN

**Warning** On 19/09/2024 09:19, your gesttab account is suspended. c'est une justification. - Your account is accessible in restricted mode : only for data consultations and for a subset of actions.

## AUTHORISED WAREHOUSEKEEPER ACCOUNT

ORDER NUMBER: LU929

Name: [REDACTED] EORI: [REDACTED] Excise number: - Status: **SUSPENDED**

REGISTER NEW PRICE/PACKAGE REGISTER NEW COMMERCIAL BRAND

**Account settings** Products and Quotas Commercial brand Price/package requests

Warehouse keeper settings

Guaranteed duties rate on order (%)	Guaranteed duties rate on warehouse entry (%)	VAT covered by guarantee
30%	10%	No

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Figure 272 Account suspension

## 16.1.6 CESSATION OF ACTIVITY

In the event of cessation of activity, your actions on the application are restricted. It is only possible to consult data related to movements and events of your account.

Warning On 17/09/2024 11:44, your gesttab account is no longer active. Justification - Your account is accessible in restricted mode - only for data consultations and for a subset of actions.

### AUTHORISED WAREHOUSEKEEPER ACCOUNT

ORDER NUMBER: LU297

Name:	EORI:	Excise number:	Status:
			<b>INACTIVE</b>

REGISTER NEW PRICE/PACKAGE REGISTER NEW COMMERCIAL BRAND

Account settings Products and Quotas Commercial brand Price/package requests

#### Warehouse keeper settings

Guaranteed duties rate on order (%)	Guaranteed duties rate on warehouse entry (%)	VAT covered by guarantee
30%	10%	No
Bulk Products	IN/OUT Mode	Tobacco Producer
Yes	No	No

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Figure 273 Cessation of activity

## 16.2 TAX SIGNS INVENTORY

### 16.2.1 HOW TO CONSULT THE PRICE CATEGORIES IN THE INVENTORY

To consult your price categories in the inventory:

1. Open the page **Menu > Gesttab > Tax signs inventory**.
2. A list of price categories is displayed, sorted by default by the expiration date (most recent at the top).

Each price category is displayed in the list with the following information:

- **Price Category:** The identifier of the tax sign, composed of the product category, packaging, and retail price.
- **Product Category:** Composed of the product code and name.
- **Packaging**
- **Retail Price (EUR)**
- **Closest expiration date:** Corresponds to the closest expiration date among all batches of ordered tax signs.
- **Suspended (Package):** The number of tax signs ordered but not yet stucked on product.
- **Warehouse (Package):** The number of tax signs applied to packaging and present in the warehouse.
- **Daily exit (Package):** The number of tax signs removed from the warehouse that have not yet been covered by a declaration of consumption(e.g., AC4).
- **Select:** Checkbox to select price categories.

**TAX SIGN INVENTORY**

[FILTERS](#)
[RESET FILTERS](#)
[EXPORT RESULTS](#)
[GUARANTEE DETAILS](#)
[REGISTER WAREHOUSE ENTRY DECLARATION](#)
[REGISTER DAILY EXIT REPORT](#)
[REGISTER AC4 DECLARATION](#)
[EXCEPTIONAL CASES](#)

PRICE CATEGORY	PRODUCT CATEGORY	PACKAGING	RETAIL PRICE (EUR)	CLOSEST EXPIRATION DATE	SUSPENDED (PACKAGE)	WAREHOUSE (PACKAGE)	DAILY EXIT (PACKAGE)	SELECT
11/001/00002.00	11 - Cigares	1	2,00	13/09/2026	8	0	0	<input type="checkbox"/>
14/040/00005.30	14 - Tabacs à rouler	40	5,30	17/09/2025	100	0	0	<input type="checkbox"/>
14/030/00003.60	14 - Tabacs à rouler	30	3,60	16/09/2025	100	0	0	<input type="checkbox"/>
14/040/00005.20	14 - Tabacs à rouler	40	5,20	13/09/2025	8	1	1	<input type="checkbox"/>
14/200/00025.00	14 - Tabacs à rouler	200	25,00	13/09/2025	8	1	1	<input type="checkbox"/>
14/100/00035.00	14 - Tabacs à rouler	100	35,00	16/09/2025	100	0	0	<input type="checkbox"/>
16/030/00004.00	16 - Tabacs autres	30	4,00	13/09/2026	0	90	10	<input type="checkbox"/>

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Figure 274 Tax signs inventory

**Note:** Information on the invalidation of tax signs due to a change in taxation is displayed at the price category level with the "Information" icon.  (cf. Expiration / Invalidation of a price category)

## 16.2.2 HOW TO PERFORM A GESTTAB OPERATION FROM THE INVENTORY

To perform an operation from the inventory:

1. Open the page: **Menu > Gesttab > Tax signs inventory.**
2. Select the price categories you want to include in your request.
3. Click on the button above the list that corresponds to the action you want to perform.
4. The corresponding form opens and is pre-filled with the selected price categories.

The forms you can access from the inventory are:

Main Forms: Warehouse entry declaration; Daily exit report; AC4 declaration; IN/OUT declaration (If your IN/OUT mode is configured as 'Mandatory').

Exceptional Cases: AC4 regularisation; Lost tax signs declaration; Declaration of unused / used / after consumption tax signs destruction; IN/OUT declaration (If your IN/OUT mode is configured as 'Yes').

## 16.2.3 HOW TO FILTER THE TAX SIGNS INVENTORY

The tax signs inventory can be filtered according to several criteria.

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

The tax signs inventory is filtered based on the selected search criteria.

---

**Note:** It is possible to filter by packaging only if the price category is chosen.

## 16.2.4 HOW TO EXPORT DATA FROM THE INVENTORY

To export data from the inventory:

1. Open the page **Menu > Gesttab > Tax signs inventory**.
2. Click on the **'Export Results'** button located above the list.
3. An Excel file containing the price category information is downloaded. The file considers the applied filters.

## 16.2.5 HOW TO CONSULT TAX LIABILITY AND GUARANTEED AMOUNTS RELATED TO ORDERED TAX SIGNS

To consult your Tax liabilities and guaranteed amounts from the inventory:

1. Open the page **Menu > Gesttab > Tax signs inventory**.
2. Click on the **'Guarantee Details'** button located above the list.
3. The **'Tax liabilities and guaranteed amounts'** page opens with the same price categories and filter/sort criteria as those in the inventory, with the following information:
  - **Price Category** taken from the inventory.
  - **Product Category**
  - **Packaging**
  - **Retail Price (EUR)**
  - **General total (EUR) (Suspended):** The liability of the 'Suspended' tax signs.
  - **S2 Tax sign usage (Suspended):** The usage on the 'Tax signs solde 2' guarantee for 'Suspended' tax signs.
  - **General total (EUR) (Warehouse):** The liability of the 'Warehouse' tax signs.
  - **S2 Tax sign usage (Warehouse):** The usage on the 'Tax signs solde 2' guarantee for 'Warehouse' tax signs.
  - **General total (EUR) (Daily exit):** The liability of the 'Daily exit' tax signs.
  - **S1 Deferred payment reservation (Daily exit):** The reservation on the 'Deferred payment solde 1' guarantee for 'Daily exit' tax signs.

TAX LIABILITIES AND GUARANTEED AMOUNTS <sup>15</sup>

PRICE CATEGORY	PRODUCT CATEGORY	PACKAGING	RETAIL PRICE (EUR)	GENERAL TOTAL (EUR) (SUSPENDED) ↑↓	S2 TAX SIGN USAGE (SUSPENDED)	GENERAL TOTAL (EUR) (WAREHOUSE) ↑↓	S2 TAX SIGN USAGE (WAREHOUSE)	GENERAL TOTAL (EUR) (DAILY EXIT) ↑↓	S1 DEFERRED PAYMENT RESERVATION (DAILY EXIT)
11/001/00002.00	11 - Cigares	1	2,00	3,9248	0,48	0,0000	0,00	0,0000	0,00
14/040/00005.30	14 - Tabacs à rouler	40	5,30	347,0400	81,01	0,0000	0,00	0,0000	0,00
14/030/00003.60	14 - Tabacs à rouler	30	3,60	241,6700	56,81	0,0000	0,00	0,0000	0,00
14/040/00005.20	14 - Tabacs à rouler	40	5,20	27,3664	6,40	3,4208	0,53	3,4208	2,67
14/200/00025.00	14 - Tabacs à rouler	200	25,00	132,8600	31,14	16,6075	2,60	16,6075	12,98
14/100/00035.00	14 - Tabacs à rouler	100	35,00	1.947,0500	431,55	0,0000	0,00	0,0000	0,00
16/030/00004.00	16 - Tabacs autres	30	4,00	0,0000	0,00	235,3680	20,34	26,1520	20,34
13/010/00001.00	13 - Cigarettes	10	1,00	85,0059	20,73	0,0000	0,00	0,0000	0,00
14/100/00017.60	14 - Tabacs à rouler	100	17,60	873,7000	185,39	0,0000	0,00	0,0000	0,00

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Figure 275 Tax liabilities and guaranteed amounts

**Note:** Two types of guarantees are used for managing tax signs:

- Solde 1: "Deferred payment for excise transactions" guarantee.
- Solde 2: "Tax signs - suspension procedure and warehouse" guarantee.

### 16.2.6 HOW TO FILTER THE TAX LIABILITY AND GUARANTEED AMOUNTS PAGE OF THE INVENTORY

The 'Tax liabilities and guaranteed amounts' page can be filtered according to several criteria.

1. Click on the **'Filters'** button located above the table.
2. Enter your search criteria.
3. Click on **'Apply'**. The page is filtered based on the selected search criteria.

### 16.2.7 HOW TO SORT THE TAX LIABILITIES AND GUARANTEED AMOUNTS PAGE OF THE INVENTORY

Click on the icon  to change the sort order (ascending/descending) based on the totals: 'General total (Suspended)', 'General total (Warehouse)', 'General total (Daily exit)'.

## 16.3 BULK PRODUCTS REGISTRY

### 16.3.1 HOW TO CONSULT THE BULK PRODUCTS REGISTRY

To consult your bulk products registry:

1. Open the page **Menu > Gesttab > Bulk products registry**.
2. A list of bulk products is displayed, sorted by default by the product name (alphabetical order).

Each bulk product is displayed in the list with the following information:

- **Bulk product:** Composed of the code and name of the bulk product.
- **Quantity:** The quantity of the product present in the register.
- **Measurement unit** of the product.
- **Excise rate per unit (EUR)** of the product.
- **Guarantee usage (EUR):** The usage on the guarantee of the product present in the registry.
- **Select:** Checkbox to select the bulk products.

BULK PRODUCT	QUANTITY	MEASUREMENT UNIT	EXCISE RATE PER UNIT (EUR)	GUARANTEE USAGE (EUR)	SELECT
11 - Cigarettes	900	piece(s)	0,050	45,00	<input type="checkbox"/>
12 - CBD	900	milliliter(s)	0,150	135,00	<input type="checkbox"/>

Figure 276 Bulk products registry

### 16.3.2 HOW TO PERFORM A GESTTAB OPERATION FROM THE BULK PRODUCTS REGISTRY

To perform an operation from the bulk products registry:

1. Open the page **Menu > Gesttab > Bulk products registry**.
2. Select the bulk products you want to include in your request.
3. Click on the button above the list that corresponds to the action you want to perform.
4. The corresponding form opens, pre-filled with the selected bulk products.

The operations you can perform from the bulk products register are: Stock exit declaration; Warehouse entry declaration for bulk product; Bulk product destruction declaration; Sample declaration.

**Note:** Only authorised warehouse keepers with the 'Bulk Products' parameter set to "Yes" are allowed to perform operations on bulk products.

### 16.3.3 HOW TO FILTER THE BULK PRODUCTS REGISTRY

The bulk products registry can be filtered according to several criteria.

1. Click on the **'Filters'** button located above the table.
2. Enter your search criteria.
3. Click on **'Apply'**. The bulk products registry is filtered based on the selected search criteria.

---

### 16.3.4 HOW TO EXPORT DATA FROM THE BULK PRODUCTS REGISTRY

To export data from bulk products registry:

1. Open the page **Menu > Gesttab > Bulk Products Registry**.
2. Click on the "**Export Results**" button located above the list.
3. An Excel file containing the bulk products information is downloaded. The file considers the applied filters.

### 16.3.5 HOW TO SORT THE BULK PRODUCT REGISTRY

Click on the icon  to change the display order (ascending/descending) based on 'Bulk product', 'Quantity', 'Measurement unit', 'Excise rate per unit (EUR)', and 'Guarantee usage (EUR)'.

## 16.4504 REGISTRY

### 16.4.1 HOW TO CONSULT THE 504 REGISTRY

To consult your 504 registry:

1. Open the page **Menu > Gesttab > Registry 504**.
2. A list of movements is displayed, sorted by default by the creation date (most recent at the top).

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

- **Request ID/Document Reference:** The movement identifiers.
- **Movement type**
- **Creation date** of the movement
- **Movement date:** The date on which the movement took place.
- **Status** of the movement

504 REGISTRY <sup>35</sup>

FILTERS RESET FILTERS EXPORT RESULTS

REQUEST ID / DOCUMENT REFERENCE	MOVEMENT TYPE ↑↓	CREATION DATE ↓↑	MOVEMENT DATE ↑↓	STATUS
<a href="#">24O01LU2871TRUUYB5</a> <a href="#">S24COMM287JMRNFB8K</a>	Tax sign order	18/09/2024 16:20	18/09/2024	COMPLETED
<a href="#">24O01LU287UQ095LY2</a> <a href="#">S24COMM287VVKZCZ6P</a>	Tax sign order	18/09/2024 13:26	18/09/2024	COMPLETED
<a href="#">24O01LU2874P56KKPO</a> <a href="#">S24COMM287J4US21K5</a>	Tax sign order	18/09/2024 13:25	18/09/2024	COMPLETED
<a href="#">24O01LU287DSIGJXS</a> <a href="#">S24COMM287TEYR38E</a>	Tax sign order	18/09/2024 13:24	18/09/2024	COMPLETED
<a href="#">24A02LU2878XXCR5HV</a> <a href="#">R24SORT287C87UV5GG</a>	AC4	17/09/2024 16:12	17/09/2024	COMPLETED
<a href="#">24E01LU28737VC7O18</a> <a href="#">E24COMM287W2FVDPUG</a>	Excise-free tax sign order	17/09/2024 12:10	17/09/2024	COMPLETED
<a href="#">24A05LU287ADPTAWJR</a> <a href="#">R24ENTR287R03C4BAK</a>	Warehouse entry	17/09/2024 11:15	17/09/2024	COMPLETED
<a href="#">24A05LU287ADPTAWJR</a> <a href="#">R24SORT287AAS2CVTL</a>	AC4	17/09/2024 11:15	17/09/2024	COMPLETED
<a href="#">24A05LU287ADPTAWJR</a> <a href="#">R24COMM287PWHITCJK</a>	Tax sign order	17/09/2024 11:15	17/09/2024	COMPLETED

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Figure 277 504 Registry

**Note:** As long as a request is not accepted by customs authorities, the associated movements do not appear in 504 registry. These requests are accessible via the [message list](#).

## 16.4.2 HOW TO FILTER THE 504 REGISTRY

The 504 registry can be filtered according to several criteria.

1. Click on the **'Filters'** button located above the table.
2. Enter your search criteria.
3. Click on **'Apply'**. 504 Registry is filtered based on the selected search criteria.

## 16.4.3 HOW TO EXPORT DATA FROM 504 REGISTRY

To export data from 504 registry:

1. Open the page **Menu > Gesttab > 504 Registry**.
2. Click on the **'Export Results'** button located above the list.
3. An Excel file containing the Register 504 information is downloaded. The file considers the applied filters.

## 16.4.4 HOW TO SORT THE 504 REGISTRY

Click on the icon  to change the display order (ascending/descending) based on 'Movement type', 'Creation date', 'Movement date'.

## 16.5 REQUESTS RELATED TO TAX SIGNS AND BULK PRODUCTS MANAGEMENT

### 16.5.1 HOW TO CONSULT THE INFORMATION OF A REQUEST

After the acceptance by the customs, a document reference will be assigned to the request. In some scenarios, a request can be associated to several multiple movements. In this case, a request will be assigned a document reference for each associated movement.

#### 16.5.1.1 HOW TO CONSULT THE INFORMATION OF A REQUEST RELATED TO TAX SIGNS MANAGEMENT

From the "504 Registry " or "Message List" lists, or from the "Dashboard" in the list of "Latest created Gesttab movements" or "Latest messages received":

- Click on **Request ID/Document reference** to open the request view.

**TAX SIGN ORDER**

REQUEST ID: 24001LU2871TBUUYB5

Document reference: S24COMM287JM6NPB8K Status : **COMPLETED**

Warehouse keeper identification number: Order number: LU287

Movement date: 18/09/2024 Completion date: 18/09/2024 16:20

Delivery address: Operator reference: ffff

Comment: -

**Tax sign #1**

Price category	Product category	Packaging	Retail price (EUR)
13/010/00001.00	13 - Cigarettes	10 piece(s)	1,00
Quantity (package)	Quantity (unit)	Expiration date	Tax code
111	1.110 piece(s)	18/09/2025	IX

Operational details  
Order details  
Tax sign #1  
Documents details  
Attachment(s)

Figure 278 Request relating to tax signs management

The request view includes:

- An **Operational details** tab with:
  - A summary view of the tax signs concerned by the request.
  - A hyperlink on the "Tax signs number" that redirects to the detailed view of the tax signs.
- A **Declaration details** tab with:
  - Information on the tax signs concerned by the request.
  - References of previous movements consumed (if provided).

- Information on commercial brand (if provided).

- A **Document details** tab with the reference and details of the communicated documents.

**Note:** Depending on the request type, the "Declaration details" tab may be replaced by "Order details" or "Report details".

### 16.5.1.2 HOW TO CONSULT THE INFORMATION OF A REQUEST RELATED TO BULK PRODUCTS MANAGEMENT

From the "504 Registry " or "Message List" lists, or from the "Dashboard" in the list of "Latest Gesttab movements created" or "Latest messages received":

- Click on **Request ID/Document reference** to open the request view.

The screenshot displays a 'STOCK EXIT DECLARATION' request. At the top, the request ID is 24B02LU287TFKMC2Y. The main content area is divided into three tabs: 'Operational details', 'Declaration details' (which is active), and 'Documents details'. Under the 'Declaration details' tab, there is a summary of the request with fields for Document reference (S24VRAS287SXS8YTC), Status (COMPLETED), Warehouse keeper identification number, Order number (LU287), Movement date (16/09/2024), and Completion date (16/09/2024 17:13). Below this, there is a 'REGISTER INVALIDATION REQUEST' button. The 'Bulk product #1' section shows a table with columns for Bulk product (11 - Cigarettes), Measurement unit (piece(s)), and Total quantity exited (10). A dropdown menu for 'Referenced stock entry declarations' is open, showing a table with columns for DOCUMENT REFERENCE and QUANTITY. The table contains one entry with document reference S24VRAE287O7EO2ZH4 and a quantity of 10. The right sidebar contains a list of navigation options: Operational details, Declaration details (with sub-items Bulk product #1 and Bulk product #2), and Documents details (with sub-items Attachment(s) and Supporting documents).

Figure 279 Request relating to bulk products management

The request view includes:

- An **Operational details** tab with:
  - A summary view of the bulk products concerned by the request.
  - A hyperlink on the "Bulk product number" that redirects to the detailed view of the bulk product.
- A **Declaration details** tab with:
  - Information on the bulk product concerned by the request.
  - References of previous consumed movements (if provided).
- A **Document details** tab with the reference and details of the communicated documents.

**Note:** For "Stock entry declaration," there is no "Declaration details" tab.

### 16.5.1.3 HOW TO CONSULT THE INFORMATION OF A WAREHOUSE ENTRY REQUEST FOR BULK PRODUCT

From the "504 Registry " or "Message List" lists, or from the "Dashboard" in the list of "Latest Gesttab movements created" or "Latest messages received":

- Click on **Request ID/Document reference** to open the request view.

WAREHOUSE ENTRY DECLARATION FOR BULK PRODUCTS

REQUEST ID: 24D01LU287BM001520

Document reference - Warehouse entry: S24ENTR287SJ5UHYDT **COMPLETED** Status: **COMPLETED**

Document reference - Stock exit: S24VRAS287LO57M676 **COMPLETED**

Warehouse keeper identification number: [redacted] Order number: LU287

Movement date: 19/09/2024 Completion date: 19/09/2024 10:56

Operational details | **Declaration details** | Documents details

Declaration

Bulk products to exit | Warehouse entry

Bulk product #1

Bulk product	Measurement unit	Total quantity exited
11 - Cigarettes	piece(s)	10

Referenced stock entry declarations <sup>1</sup>

DOCUMENT REFERENCE	QUANTITY
<a href="#">S24VRAE28707EO22H4</a>	10

Figure 280 Warehouse entry request for bulk product

The request view includes:

- An **Operational details** tab with:
  - A summary view of the tax signs concerned by the warehouse entry request for bulk product.
  - A hyperlink on the "Tax signs number" that redirects to the detailed view of the tax signs.
- A **Declaration details** tab divided into two parts:
  - 1- Bulk product to exit, with:
    - Detailed information on the bulk products concerned by the exit request.
    - References to previous consumed movements.
  - 2- Warehouse entry, with:
    - Information on the tax signs concerned by the warehouse entry request.
    - Information on commercial brand (if provided).
- A **Document details** tab with the reference and details of the communicated documents.

### 16.5.1.4 HOW TO CONSULT THE VERSION HISTORY OF A DAILY EXIT REPORT

The version history of a daily exit report contains events related to the report's amendment. To consult the version history of a daily exit report:

1. Open the **Daily exit report** view via its **Request ID/Document reference**.
2. Click on the tab **History**.
3. The version history is available and contains the amendment dates.

The screenshot displays the Luccs web interface for a 'DAILY EXIT REPORT'. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', 'DEBTS MANAGEMENT', and 'GESTTAB'. A search bar is present with the text 'Search by LRN/MRN'. The main content area shows the report details for 'REQUEST ID: 24A04LU2839H3PGPF9'. The document reference is 'S24JOUR283D6F7U6RM' and the status is 'COMPLETED'. Other details include 'Warehouse keeper identification number', 'Movement date: 16/09/2024', 'Order number: LU283', 'Completion date: 16/09/2024 09:25', and 'Covered by AC4: No'. Below the details, there are tabs for 'Operational details', 'Report details', 'Documents details', and 'History'. The 'History' tab is active, showing a 'Version history' section with two entries: '16/09/2024 09:25' for 'Amendment' and '16/09/2024 09:23' for 'Original version of the declaration'. A sidebar on the right contains a navigation menu with 'Operational details', 'Report details', 'Tax sign #1', 'Documents details', 'Attachment(s)', and 'History'. The footer of the page reads 'NTP Version LUCCS v8 Rev 3.0 RC2 - Sitemap'.

Figure 281 Version history of daily exit report

### 16.5.1.5 HOW TO CONSULT PREVIOUS VERSION OF A DAILY EXIT REPORT

A previous version contains the data of the daily report before correction. To view a previous version of the daily exit report:

1. Open the **Daily exit report** view via its **Request ID/Document reference**.
2. Click on the tab **History**.
3. Click on the hyperlink of the version you wish to consult.
4. The previous version of the report is available and contains the information from the old version of the report.

The screenshot displays the Luccs interface for a 'DAILY EXIT REPORT'. At the top, there is a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', 'DEBTS MANAGEMENT', and 'GESTTAB'. A search bar is present with the text 'Search by LRN/MRN'. The main content area is titled 'DAILY EXIT REPORT' and shows a 'REQUEST ID: 24A03LU283PINMH3SC'. Below this, there are fields for 'Document reference: S24JOUR283D6F7U6RM', 'Status: PREVIOUS VERSION', 'Warehouse keeper identification number', 'Order number: LU283', 'Movement date: 16/09/2024', and 'Completion date: 16/09/2024 09:23'. A sidebar on the right contains a menu with 'Operational details', 'Report details', 'Tax sign #1', 'Documents details', 'Attachment(s)', and 'History'. The main report area has tabs for 'Report details' and 'Documents details'. Under 'Report details', there is a section for 'Tax sign #1' with a table:

Price category	Product category	Packaging	Retail price (EUR)
13/030/00008.20	13 - Cigarettes	30 piece(s)	8,20
Quantity (package)	Quantity (unit)		
2.000	60.000 piece(s)		

Below the table, there are expandable sections for 'Commercial brand' and 'Referenced warehouse entry declaration'. At the bottom of the page, it says 'NTP Version LUCCS v8 Rev 3.0 RC2 - Sitemae'.

Figure 282 Previous version of daily exit report

## 16.5.2 HOW TO CONSULT THE ACKNOWLEDGEMENT RECEIPT OF THE REQUESTS

After submitting the request, customs authorities confirm its receipt. The status of the request then becomes "Pending approval."

To consult the acknowledgement receipt:

1. Open the **message list**.
2. Filter the list to find messages related to the request.
3. The message exchange history is available and contains the acknowledgement received from the customs office.

## 16.5.3 HOW TO CONSULT THE ACCEPTANCE OF THE REQUESTS

When a request is accepted by customs authorities:

- The status of the request is considered completed.
- One or more document references are assigned to the request.
- The document reference is displayed in the request header.

To view the acceptance of the request:

1. Open the **Request View** via its **Request ID/Document reference**.
2. The request is "Completed," and the closure date is displayed in the header.

REQUEST ID: 24D01LU287BM0015Z0

Document reference - Warehouse entry:	S24ENTR287SJ5UHYDT	<b>COMPLETED</b>	Status :	<b>COMPLETED</b>
Document reference - Stock exit:	S24VRAS287LO57M676	<b>COMPLETED</b>		
Warehouse keeper identification number:			Order number:	LU287
Movement date:	19/09/2024		Completion date:	19/09/2024 10:56

Figure 283 Acceptance of the requests related to tax signs and bulk products

**16.5.4 HOW TO CONSULT THE REJECTION OF THE REQUESTS FROM THE CUSTOMS**

For requests that require an approval, the customs authorities may reject the request. When a request is rejected by customs authorities:

- The status of the request is considered rejected.
- No document reference is assigned to the request.

To view the details of a request rejection:

1. Open the **Request View** via its **Request ID/Document reference**.
2. The rejection details are available under the "Operational Details" tab in the **Customs rejection** card.

**DESTRUCTION OF BULK PRODUCT DECLARATION**

REQUEST ID: 24F03LU0537PGRTCKN

Document reference:	-	Status :	<b>REJECTED</b>
Warehouse keeper identification number:		Order number:	LU053
Movement date:	05/09/2024	Completion date:	-

Operational details | Declaration details | Documents details

**Moved bulk products overview**

BULK PRODUCT NUMBER	BULK PRODUCT	QUANTITY	MEASUREMENT UNIT
<a href="#">Bulk product #1</a>	10 - Dried tobacco	650	gram(s)
<a href="#">Bulk product #2</a>	11 - Cigarettes	243	piece(s)

**Customs rejection**

Decision date and time	Justification
05/09/2024 18:53	24F03LU0537PGRTCKN 24F03LU0537PGRTCKN 24F03LU0537PGRTCKN 24F03LU0537PGRTCKN 24F03LU0537PGRTCKN

Figure 284 Rejection of the requests related to tax signs and bulk products

## 16.5.5 HOW TO CONSULT THE INFORMATION OF THE MOVEMENTS GENERATED BY CUSTOMS

Some movements can be generated by the initiative of the customs authorities. Consequently, these movements will not have an associated request but can be viewed in the same way.

The screenshot shows the LUCCS web interface. At the top, there is a navigation bar with tabs for TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, DEBTS MANAGEMENT, and GESTTAB. A search bar is present with the text 'Search by LRN/MRN'. The main content area is titled 'WAREHOUSE ENTRY DECLARATION FOR END PRODUCTS - REGULARISATION'. It shows a document reference 'R24ENTR299CTZ79W72' and a status of 'COMPLETED'. Key details include: Request id: -, Warehouse keeper identification number: [redacted], Movement date: 17/09/2024, Order number: LU299, and Completion date: -. A comment states: 'Mouvement créé suite à l'expiration de signes fiscaux apposés et/ou non apposés.' Below this is a 'Tax sign overview' table with columns for TAX SIGN NUMBER, PRODUCT CATEGORY, PRICE CATEGORY, QUANTITY (PACKAGE), and QUANTITY (UNIT). The table contains one entry: 'Tax sign #1', '15 - Tabacs à pipe', '15/030/00004.25', '1.200', and '36.000 gram(s)'. A sidebar on the right shows 'Operational details' with sub-sections for Declaration details, Documents details, and Supporting documents.

Figure 285 Movement generated by customs

**Note:** Those movements can be generated in the following situations:

- Regularisation done by customs for:
  - Tax sign orders.
  - Warehouse entry declarations.
  - AC4 declarations.
  - Bulk stock entry declarations.
  - Bulk stock exit declarations.
- Exit of tax signs due to their expiration.
- Cessation of activity.

## 16.6 EXPIRATION / INVALIDATION OF A PRICE CATEGORY

### 16.6.1 HOW TO CONSULT PRICE CATEGORY EXPIRATION

Tax signs have a limited validity period. This validity period is calculated at the time of the tax signs order. The information regarding the expiration date is available in the tax sign order view (Cf. [How to consult the information relating to tax signs management](#)).

Two notifications are sent before the expiration of the tax signs. The first several days before the expiration date and a reminder at the end of the validity period.

To view the notifications:

1. Access the **Dashboard > Latest communications** page.
2. The notifications of expiration date are displayed.
3. Click on the **View details** link.
4. Information regarding the end of validity of the tax signs is displayed in a contextual screen.

The screenshot shows the Luccs system interface. At the top, there is a navigation bar with the Luccs logo and 'YOUR DIGITAL DOOR' tagline. Below the navigation bar, there are several tabs: TASKS, DECLARATIONS, DOCUMENTS, CERTIFICATES, DEBTS MANAGEMENT, and GESTTAB. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections: 'Latest communication', 'Latest tasks', 'Latest updated declarations', and 'Latest received messages'. The 'Latest communication' section displays a table with columns for COMMUNICATION DATE, COMMUNICATION TYPE, ACTION, and LRN / MRN. A modal window titled 'Price category - reminder of expiration date' is open, showing the applicability date as 16/09/2024 and a table with columns for PRICE CATEGORY, SUSPENDED (PACKAGE), and WAREHOUSE (PACKAGE). The 'Latest tasks' section shows a table with columns for PRIORITY, CREATION DATE, EXPIRY DATE, and PROCEDURE / DECLARATION. The 'Latest updated declarations' section shows a table with columns for LRN / MRN, STATUS, PROCEDURE / DECLARATION, and UPDATE DATE. The 'Latest received messages' section shows a table with columns for EVENT DATE, LRN / MRN / REQUEST ID / DOCUMENT REFERENCE, and MESSAGE EXCHANGED.

Figure 286 Expiration notification of tax signs

**Note:** Upon expiration of the tax signs, an exit from warehouse is automatically performed.

## 16.6.2 HOW TO CONSULT PRICE CATEGORY INVALIDATION DUE TO TAXATION CHANGES

A taxation change may result in the invalidation of a price category when it is not included in the new taxation.

Two notifications are sent before the invalidation of a price category. The first several days before the invalidation date and a reminder at the end of the previous taxation.

To view the notification:

1. Access the **Dashboard > Latest Communications** page.
2. The invalidation notifications are displayed.
3. Click on the **View details** link.
4. Information regarding the upcoming invalidation of the price category is displayed in a contextual screen.

PRICE CATEGORY	SUSPENDED (PACKAGE)	WAREHOUSE (PACKAGE)
73/050/00012.50	100	20
73/030/00007.80	100	0

Figure 287 Invalidation notification of price categories

Information about the upcoming invalidation of the price category is also visible in the inventory and in the tax sign order form.

PRICE CATEGORY	PRODUCT CATEGORY	PACKAGING	RETAIL PRICE (EUR)	CLOSEST EXPIRATION DATE
73/030/00007.80	73 - Cigarettes (video)	30	7,80	16/09/2025
73/050/00012.50			2,50	16/09/2025
74/050/00007.90	74 - Tabacs à rouler (video)	50	7,90	16/09/2025
74/040/00009.00	74 - Tabacs à rouler (video)	40	9,00	16/09/2025

Figure 288 Tax signs invalidated in the inventory

Tax sign(s)

Product category: 84 - Tabacs à rouler (demo) | Packaging: 50 gram(s) | Retail price (EUR): 5,90

Price category \* [ ] | Quantity (Packag) [ ] | AX (Active)

Figure 289 Remainder in tax sign order for close-to-invalidation price category

# B-PROCESSING TOBACCO MANAGEMENT REQUESTS

## 16.7 REGISTER REQUESTS RELATED TO WAREHOUSEKEEPER'S RIGHTS

### 16.7.1 HOW TO SUBMIT A NEW PRICE/PACKAGE REQUEST

For your authorised products, you have the possibility to request a new price/package.

To submit a new price/package request:

1. Access the **Authorised warehousekeeper account view**.
2. Click on the optional task **Register new price/package**.
3. The registration form opens.

The screenshot shows the 'REGISTER NEW PRICE/PACKAGE REQUEST' form in the Luccs system. The form is divided into two main sections: 'Declaration' and 'Request'.  
**Declaration section:**  
- **Gesttab operation:** Includes fields for 'Temporary request id' (24FNTPTMP00000000082051), 'Warehouse keeper identification number' (with a dropdown arrow), 'Order number' (LU124), and 'Movement date' (19/09/2024). There is an 'Attachment(s)' button with a plus sign.  
**Request section:**  
- **New packaging:** Radio buttons for 'Yes' and 'No'.  
- **Authorised product category \*:** A dropdown menu.  
- **Package (Quantity) \*:** A dropdown menu.  
- **Measurement unit:** A dropdown menu.  
- **Minimum price (EUR):** A text input field.  
**Retail price section:**  
- **RETAIL PRICE (EUR) \*:** A text input field.  
- **NEW PRICE CATEGORY:** A dropdown menu showing '- / 0 / 00000.00'.  
- **ACTIONS:** A button with a plus sign.  
The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', 'DEBTS MANAGEMENT', and 'GESTTAB'. A search bar is present with the text 'Search by LRN/MRN'. The bottom of the page shows 'NTP Version 5 Rev 1.0 - Siteman'.

Figure 290 Registration of request for new price/package

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

When the submission is successful, your new price/package request is submitted to the customs authorities. You will then be redirected to the view of **Price/Package requests**.

If the submission is not successful, you need to correct the errors.

**Note:** You can only request prices lower than the minimum price (i.e., De putatum price) if you are a tobacco producer.

### 16.7.2 HOW TO SUBMIT A NEW COMMERCIAL BRAND REQUEST

To submit a new commercial brand request:

1. Access the **Authorised warehousekeeper account view**.

2. Click on the optional task **Register new commercial brand**.
3. The registration form opens.

Figure 291 Registration of new commercial brand

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

When the submission is successful, your new commercial brand request is submitted to the customs authorities. You will then be redirected to the view of the **Commercial brand requests**.

If the submission is not successful, you need to correct the errors.

### 16.7.3 HOW TO UPDATE THE LINKS BETWEEN A COMMERCIAL BRAND AND THE PRICE CATEGORIES

To update the links between a commercial brand and price categories:

1. Access the **Authorised warehousekeeper account** view.
2. Open the page **Commercial brand > Main information**.
3. Click on the **Edit** button  next to the commercial brand for which you want to update.
4. The registration form opens.

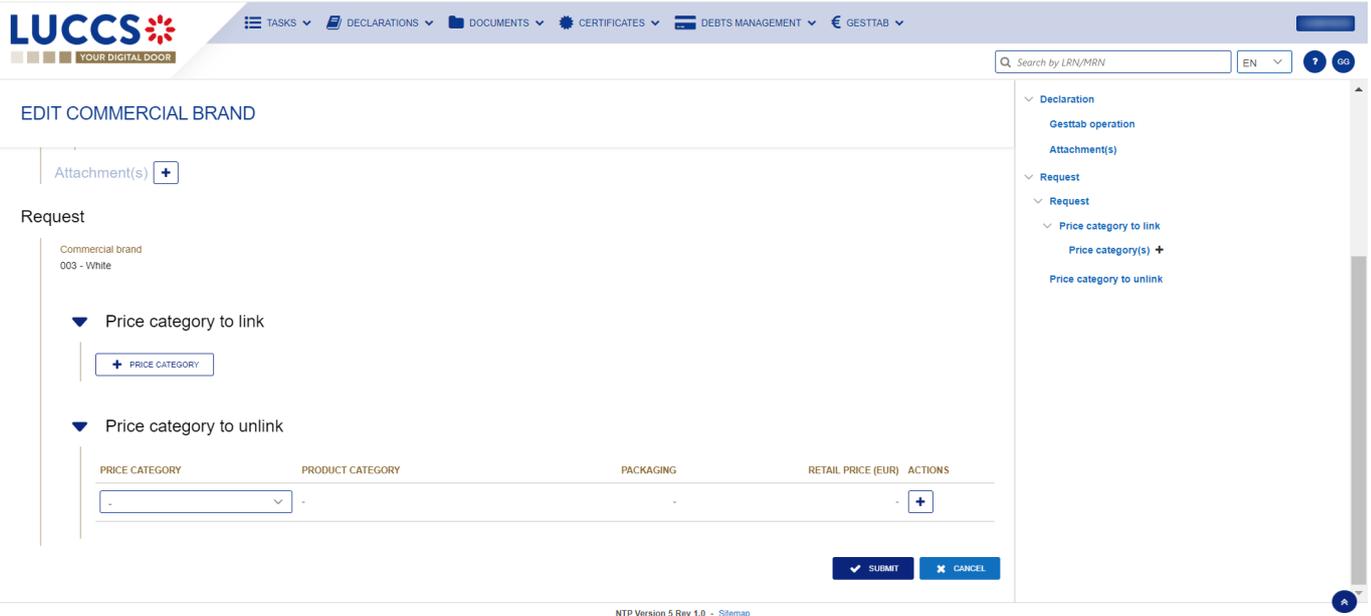


Figure 292 Update request for commercial brand

5. Fill in the information related to the request.
  - For adding a new price category to the commercial brand: click on "Add a price category" in the **Price category to link** section.
  - For removing a price category associated to the commercial brand, choose the price category from the price categories list in the **Price category to unlink** section.
6. Click on "Submit." A confirmation window will open, click on "Yes."

When the submission is successful, your request to update the commercial brand is submitted to the customs authorities. You will then be redirected to the view of **Commercial brand requests**.

If the submission is not successful, you need to correct the errors.

## 16.7.4 HOW TO SUBMIT A QUOTA INCREASE REQUEST

To request an increase in your quotas for a product category:

1. Access the **Authorised warehousekeeper account** view.
2. Open the page **Quota > Main Information**.
3. Click on the **Increase quota** button next to the product category that you want to increase.
4. The registration form opens.

Figure 293 Registration of quota increase request

5. Fill in the information related to the request.
6. Click on **Submit**. A confirmation window will open, click on **Yes**.

When the submission is successful, your quota increase request is submitted to the customs authorities. You will then be redirected to the view of **Quota update request**.

If the submission is not successful, you need to correct the errors.

## 16.8 PROCEDURES RELATED TO TAX SIGNS

### 16.8.1 TAX SIGN ORDER

#### 16.8.1.1 HOW TO SUBMIT A TAX SIGN ORDER

To submit a tax sign order:

1. Open the page **Menu > Declarations > New declarations > Gesttab > End product > Tax sign order**.

## Declaration

## Gesttab operation

Temporary request id 24ANTPTMP000000000004692	Warehouse keeper identification number [dropdown]	Order number LU303
Movement date 19/09/2024	Operator reference * [input]	Tax sign order regularisation Yes No
Comment [text area]		

## Delivery address

Consignee name * [input]		
Street * [input]	Number [input]	P.O. Box [input]
Street additional line [text area]		
Postcode * [input]	City * [input]	Country * [dropdown]

## Attachment(s) +

## Tax sign(s)

## Tax sign #1

Product category [dropdown]	Packaging [dropdown]	Retail price (EUR) [input]
Price category * XX / YYYY / 22222222	Quantity (Package) * [input]	
Quantity (Unit) [input]	Tax code * [dropdown]	

## + TAX SIGN

Figure 294 Registration of tax sign order

- Fill in the form by providing the information about:
  - Declaration
  - Tax signs
- Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota (only for products subject to quota). Click on **Yes**.

SAVE AS DRAFT

**Confirm tax sign order submission**

Your tax sign order will be submitted to the customs. Do you confirm?

PRODUCT CATEGORY	ORDERED PRICE CATEGORY	QUOTA BALANCE	QUANTITY (UNIT)	QUOTA AFTER ORDER
14 - Tabacs à rouler	Tax sign #1 : 14/040/00005.00 Tax sign #3 : 14/100/00017.60	370.600 (92,65%)	- 14.000	356.600 (89,15%)

**Impact on De Putatum quota balance**

PRODUCT CATEGORY	ORDERED PRICE CATEGORY	QUOTA BALANCE	QUANTITY (UNIT)	QUOTA AFTER ORDER
14 - Tabacs à rouler	Tax sign #3 : 14/100/00017.60	90.000 (90,00%)	- 10.000	80.000 (80,00%)

Figure 295 Pop-up - Impact on quota of a tax sign order

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **Tax sign order** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

Notes:

1. You also have the possibility to request a **Regularisation of the tax sign order**. A regularisation allows you to adjust the quantity of your tax signs in the inventory without delivery. It will be considered as a virtual order, with the tax signs considered delivered. To do this, simply click on the radio button at the top of the form. The form will adjust accordingly.

Tax sign order regularisation

2. To consult the impact on the guarantee of the current order, click on the **See guarantee impact** button at the bottom of the form, next to the submit button. The guarantee impact will be displayed in a pop-up window.

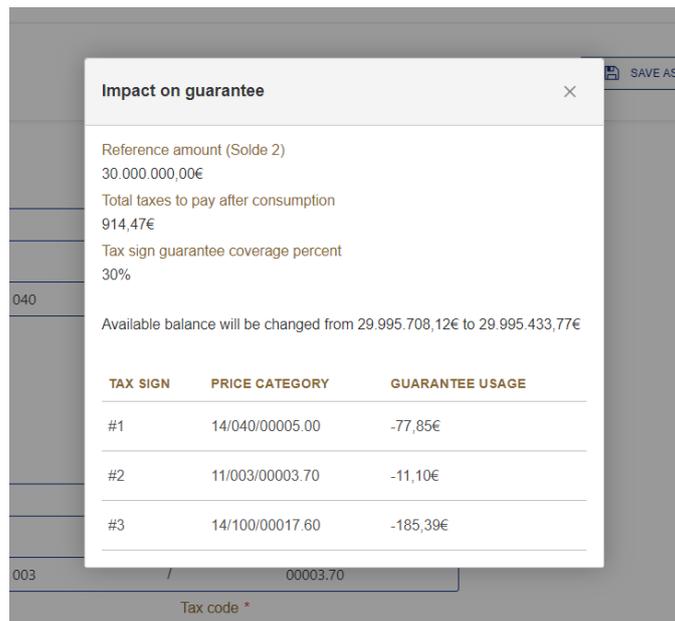


Figure 296 Pop-up - Guarantee impact of a tax sign order

### 16.8.1.2 HOW TO SUBMIT AN EXCISE-FREE TAX SIGN ORDER

To submit a tax sign order:

1. Open the page **Menu > Declarations > New declarations > Gesttab > End product > Excise-free tax sign order**.

EXCISE-FREE TAX SIGN ORDER SAVE AS DRAFT

Declaration

Gesttab operation

Temporary request id: 24UNFTMP0000000000004691  
Warehouse keeper identification number: [REDACTED]  
Order number: LU903

Movement date: 19/09/2024

Comment: [REDACTED]

Delivery address

Consignee name: [REDACTED]

Street: [REDACTED] Number: [REDACTED] P.O. Box: [REDACTED]

Street additional line: [REDACTED]

Postcode: [REDACTED] City: [REDACTED] Sub-division: [REDACTED] Country: [REDACTED]

Attachment(s): [REDACTED]

Tax sign(s)

PRODUCT CATEGORY	QUANTITY (PACKAGE)	APPLICABILITY	ACTIONS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

SUBMIT CANCEL

Figure 297 Registration of excise-free tax sign order

2. Fill in the form by providing the information about:
  - o Declaration
  - o Tax signs

3. Click on **Submit**. A confirmation window opens. Click on Yes.

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **Excise free tax sign order** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.8.2 WAREHOUSE ENTRY

### 16.8.2.1 HOW TO SUBMIT A WAREHOUSE ENTRY DECLARATION

To submit a warehouse entry declaration:

1. Open the registration form
  - o Either from **Menu > Declarations > New declarations > Gesttab > End product > Warehouse entry declaration**
  - o Or from **Menu > Gesttab > Inventory > Register warehouse entry declaration**

REGISTER WAREHOUSE ENTRY DECLARATION FOR END PRODUCTS

- Declaration
- Gesttab operation
- Supporting documents
- Attachment(s)
- Tax sign(s)
- Tax sign #1

**Declaration**

**Gesttab operation**

Temporary request id: 24BNTPTMP0000000000082251

Warehouse keeper identification number: [input]

Order number: LU124

Movement date: 24/09/2024

Warehouse entry regularisation:  Yes  No

Comment: [input]

**Supporting documents**

TYPE *	REFERENCE NUMBER *	ACTIONS
[input]	[input]	[+]

Attachment(s) [+]

**Tax sign(s)**

**Tax sign #1**

Price category: [input]

Product category: [input]

Stock available (Package): [input]

Quantity (Package) \*: [input]

[+ TAX SIGN]

[SUBMIT] [CANCEL]

Figure 298 Registration of Warehouse entry declaration for end products

2. Fill in the form by providing the information about:
  - o Declaration
  - o Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **Warehouse entry declaration for end product** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

**Note:** You also have the possibility to request a **Warehouse entry regularisation**. This will be considered a virtual request to adjust the quantity of tax signs in the warehouse. To do this, simply click on the radio button at the top of the form, and the form will be adapted accordingly.

Warehouse entry regularisation

Yes  No

## 16.8.3 DAILY EXIT

### 16.8.3.1 HOW TO SUBMIT A DAILY EXIT REPORT

To submit a daily exit report:

1. Open the registration form

- Either from **Menu > Declarations > New declarations > Gesttab > End product > Daily exit report**
- Or from **Menu > Gesttab > Inventory > Register daily exit report**

REGISTER DAILY EXIT REPORT

Declaration

Gesttab operation

Temporary request id  
24CNTPTMP000000000004694

Warehouse keeper identification number

Order number  
LU303

Latest daily exit covered by AC4

Movement date \*  
19/09/2024

Attachments +

Tax sign(s)

▼ Tax sign #1

Price category \*  
-

Product category

Stock available (package)

Help ⓘ

Total quantity to exit (package)

CHECK

WAREHOUSE ENTRY REFERENCE *	STOCK AVAILABLE (PACKAGE)	CLOSEST EXPIRATION DATE	NUMBER OF PACKAGE *	ACTIONS
-	-	-		+

Total quantity (package)  
0

Total quantity (unit)  
0

+ TAX SIGN

Declaration

Gesttab operation

Attachments

Tax sign(s) +

Tax sign #1

Figure 299 Registration of daily exit report

2. Fill in the form by providing the information about:

- Declaration
- Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))

3. Click on **Submit**. A confirmation window will open, providing information on the impact of your order on the quota. Click on **Yes**.

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **Daily exit report** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

**Note:** To consult the impact on the guarantee of the current order, click on the **See guarantee impact** button at the bottom of the form, next to the submit button. The guarantee impact will be displayed in a pop-up window.

### 16.8.3.2 HOW TO SUBMIT AN AMENDMENT REQUEST FOR A DAILY EXIT REPORT

To submit an amendment request for daily exit report:

1. Open the **Daily exit report** page you want to correct.

2. Click on the optional task **Register an amendment request**.
3. The registration form opens.

The screenshot shows the LUCCS web application interface for registering an amendment request. The main content area is titled 'REGISTER AMENDMENT REQUEST'. At the top, there is a navigation bar with the LUCCS logo and 'YOUR DIGITAL DOOR' tagline. Below the navigation bar, there is a search bar and a language selector set to 'EN'. The main content area features an information banner stating: 'Information: Your declaration amendment is pre-filled with the latest declaration data. Please note that some data elements cannot be amended.' Below this, a form displays the following details:

- REQUEST ID: 24A03LU287G7A68CJC
- Document reference: S24JOUR287NZEMP6MZ (with a copy icon)
- Status: COMPLETED (in a green box)
- Warehouse keeper identification number: [blurred]
- Order number: LU287
- Movement date: 13/09/2024
- Completion date: 13/09/2024 11:42

Below the form, there is a 'Declaration' section with a 'Gesttab operation' tab. It shows a 'Temporary request id' (24CNTPTMP00000000000004696), a 'Document reference' (S24JOUR287NZEMP6MZ), and 'Latest daily exit covered by AC4'. There is also an 'Attachments' section with a plus icon. At the bottom, there is a 'Tax sign(s)' section with a dropdown menu showing 'Tax sign #1' and a red square icon. The footer of the page includes 'NTP Version LUCCS v8 Rev 3.0 RC2 - Sitemap'.

Figure 300 Registration of daily exit report amendment

4. Fill in the amendment information and modify the fields you want.
5. Click on Submit. A confirmation window opens, Click on Yes.

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

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

## 16.8.4 CONSUMPTION

### 16.8.4.1 HOW TO SUBMIT AN AC4 DECLARATION

A standard AC4 declaration must be issued weekly based on the daily output reports of the week.

1. Open the form
  - o From the **Menu > Declarations > New Declarations > Gesttab > End product > AC4 declaration**.
  - o Or from the **Menu > Gesttab > Inventory > AC4 declaration**.

## REGISTER AC4 DECLARATION

Declaration  
Tax sign(s)

### Declaration

#### Gesttab operation

Temporary request id  
24DNTPTMP000000000004701

Warehouse keeper identification number

Order number

Week number - Covered week  
Week 35 - From 01/09/2024 to 01/09/2024

Movement date  
19/09/2024

LU053

Attachment(s) 

### Tax sign(s)

DAILY EXIT	MOVEMENT DATE	DOCUMENT REFERENCE
<input type="checkbox"/> Daily exit #1	01/09/2024	S24JOUR053X05Z1OWL

PRODUCT CATEGORY	PRICE CATEGORY	TAX CODE	QUANTITY (PACKAGE)
13 - Cigarettes	13/030/00008.40	AX	15

SUBMIT  SUBMIT AND CONTINUE WITH FOLLOWING WEEK  CANCEL

Figure 301 Registration of AC4 declaration

2. The form opens on the oldest week remaining to be validated by an AC4. The daily reports and the tax signs declared in these exit reports are listed.
3. Click on **Submit** or **Submit and continue with the following week**. A confirmation window opens, click on **Yes**.

When the submission is successful, your AC4 declaration is submitted to the customs office.

### Notes:

1. The **Submit** action allows you to submit the form for the week that is displayed. You are then redirected to the **AC4 Declaration** view where you can consult the recorded information.
2. The **Submit and continue with the following week** action allows you to submit the currently displayed week and move to the form for the next week. You are then redirected to a new AC4 declaration which covers the daily exit reports of the following week.

### 16.8.4.2 HOW TO SUBMIT AN AC4 REGULARISATION DECLARATION

An AC4 regularisation declaration is an exceptional case and should only be used when a daily exit report is missing. The AC4 regularisation declaration is then based directly on the tax signs in the warehouse.

To submit an AC4 regularisation declaration:

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > End product > Exceptional cases > AC4 regularisation declaration**
  - Or from **Menu > Gesttab > Inventory > Register AC4 regularisation**

**Declaration**

**Gesttab operation**

Temporary request id  
24INTPTMP0000000000004702

Warehouse keeper identification number

Order number  
LU053

Movement date  
19/09/2024

Attachment(s) +

**Tax sign(s)**

▼ Tax sign #1

Price category \*  
-

Product category  
-

Stock available (package)  
-

**Help** ⓘ  
Total quantity to exit (package)

WAREHOUSE ENTRY REFERENCE *	STOCK AVAILABLE (PACKAGE)	CLOSEST EXPIRATION DATE	NUMBER OF PACKAGE *	ACTIONS
-	-	-	<input type="text"/>	<input type="button" value="+"/>

Total quantity (package)  
0

Total quantity (unit)  
0

Figure 302 Registration of AC4 regularisation declaration

- Fill in the form by providing the information about:
  - Declaration
  - Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
- Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **AC4 declaration – Regularisation** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

### 16.8.4.3 HOW TO SUBMIT AN IN/OUT DECLARATION

To submit an IN/OUT declaration:

- Open the registration from
  - Either from **Menu > Declarations > New declarations > Gesttab > End product > IN/OUT declaration**
  - Or from **Menu > Gesttab > Inventory > Register IN/OUT declaration**

REGISTER IN/OUT DECLARATION

Declaration

Gesttab operation

Temporary request id  
24ONTPTMP0000000000004703

Warehouse keeper identification number  
[REDACTED]

Order number  
LU287

Movement date  
19/09/2024

Comment  
[REDACTED]

Supporting documents +

Attachment(s) +

Tax sign(s)

▼ Tax sign #1

Price category *	Product category	Stock available (Package)	Quantity (Package) *
-	-	-	[REDACTED]

Figure 303 Registration of IN/OUT declaration

2. Fill in the form by providing the information about:
  - Declaration
  - Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **Declaration IN/OUT** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

#### 16.8.4.4 HOW TO SUBMIT AN AC4 DECLARATION FOR SAMPLES

To submit an AC4 for samples:

1. Open the page **Menu > Declarations > New declarations > Gesttab > End product > AC4 declaration for samples**.

## Declaration

## Gesttab operation

Temporary request id  
24QNTPTMP000000000004704

Warehouse keeper identification number  
[REDACTED]

Order number  
LU287

Movement date  
19/09/2024

Attachment(s) +

## Tax sign(s)

## ▼ Tax sign #1

Product category	Packaging	Retail price (EUR)
-	-	-
Price category *		
XX	YYY	ZZZZZZ
Quantity (Package) *	Quantity (Unit)	
	-	

Figure 304 Registration of AC4 declaration for samples

2. Fill in the form by providing the information about:
  - Declaration
  - Tax signs
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your tax sign order is submitted to the customs office. You will then be redirected to the **AC4 declaration for samples** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.8.5 DESTRUCTION

### 16.8.5.1 HOW TO SUBMIT A DESTRUCTION FOR UNUSED TAX SIGNS

To submit a destruction for unused tax signs:

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > End product > Destruction of unused tax signs**
  - Or from **Menu > Gesttab > Inventory > Exceptional cases > Register destruction of unused tax signs**

## REGISTER DESTRUCTION OF UNUSED TAX SIGNS

Declaration

Gesttab operation

Temporary request id  
24HNTPTMP000000000004705

Warehouse keeper identification number

Order number  
LU287

Movement date  
19/09/2024

Attachment(s) +

Tax sign(s)

▼ Tax sign #1

Price category \*  
-

Product category

Stock available (Package)

Quantity (Package) \*

+ TAX SIGN

Declaration

Gesttab operation

Attachment(s)

Tax sign(s)

Tax sign #1

Figure 305 Destruction registration of unused tax signs

2. Fill in the form by providing the information about:
  - Declaration
  - Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your destruction of unused tax signs is submitted to the customs office. You will then be redirected to the **Unused tax signs destruction** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

### 16.8.5.2 HOW TO SUBMIT A DESTRUCTION FOR USED TAX SIGNS

To submit a destruction for used tax signs:

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > End product > Destruction of used tax signs**
  - Or from **Menu > Gesttab > Inventory > Exceptional cases > Register destruction of used tax signs**

## REGISTER DESTRUCTION OF USED TAX SIGNS

Tax sign(s)

▼ Tax sign #1

Price category *	Product category	Stock available (package)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<b>Help</b> ⓘ				
Total quantity to destroy (package)				
<input type="text"/>	<input type="button" value="CHECK"/>			
WAREHOUSE ENTRY REFERENCE *	STOCK AVAILABLE (PACKAGE)	CLOSEST EXPIRATION DATE	NUMBER OF PACKAGE *	ACTIONS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>
Total quantity (package)	Total quantity (unit)			
0	0			

- Declaration
  - Gesttab operation
  - Attachment(s)
- Tax sign(s) +
  - Tax sign #1

Figure 306 Destruction registration of used tax signs

- Fill in the form by providing the information about:
  - Declaration
  - Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
- Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your destruction of used tax signs is submitted to the customs office. You will then be redirected to the **Used tax signs destruction** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

### 16.8.5.3 HOW TO SUBMIT A DESTRUCTION DECLARATION FOR TAX SIGNS AFTER CONSUMPTION

To submit a destruction for tax signs after consumption:

- Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > End product > Destruction of tax sign after consumption**
  - Or from **Menu > Gesttab > Inventory > Exceptional cases > Register destruction of tax signs after consumption**

## REGISTER DESTRUCTION OF TAX SIGNS AFTER CONSUMPTION

- Declaration
  - Gesttab operation
  - Attachment(s)
- Tax sign(s) +
  - Tax sign #1

### ▼ Tax sign #1

Price category *	Tax structure	Product category
-	-	-

**Help** ⓘ

Total quantity to destroy (Package)

AC4 REFERENCE *	EXITED QUANTITY (PACKAGE)	TAX CODE	DEBT STATUS	NUMBER OF PACKAGE *	ACTIONS
-	-	-	-	<input type="text"/>	<input data-bbox="1182 591 1209 618" type="button" value="+"/>

Total quantity (Package) 0      Total quantity (Unit) 0

Figure 307 Destruction registration of tax signs after consumption

- Fill in the form by providing the information about:
  - Declaration
  - Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
- Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your destruction of tax signs after consumption is submitted to the customs office. You will then be redirected to the **Destruction of tax signs after consumption** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.8.6 LOSS OF TAX SIGNS

### 16.8.6.1 HOW TO SUBMIT A LOST TAX SIGNS DECLARATION

To submit a lost tax signs declaration:

- Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > End product > Lost tax signs declaration**
  - Or from **Menu > Gesttab > Inventory > Exceptional cases > Register lost tax signs declaration**

## REGISTER LOST TAX SIGNS DECLARATION

Declaration

Gesttab operation

Temporary request id 24ENTPTMP000000000004708	Warehouse keeper identification number [REDACTED]	Order number LU287
Movement date 19/09/2024		
Comment <input type="text"/>		

Attachment(s)

Tax sign(s)

▼ Tax sign #1

Price category *	Product category	Stock available (Package)	Quantity (Package) *
-	-	-	<input type="text"/>

Navigation menu (right):  
Declaration  
Gesttab operation  
Attachment(s)  
Tax sign(s)  
Tax sign +  
Tax sign #1

Figure 308 Registration of lost tax signs declaration

- Fill in the form by providing the information about:
  - Declaration
  - Tax signs (When the form is opened from the inventory, the tax signs will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the inventory))
- Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your lost tax signs declaration is submitted to the customs office. You will then be redirected to the **Lost tax signs declaration** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.9 PROCEDURES RELATED TO BULK PRODUCTS

### 16.9.1 HOW TO SUBMIT A STOCK ENTRY

To submit a stock entry declaration:

- Open the page **Menu > Declarations > New declarations > Gesttab > Bulk product > Stock entry declaration**

REGISTER STOCK ENTRY DECLARATION SAVE AS DRAFT

---

**Declaration**

**Gesttab operation**

Temporary request id: 24GNTPTMP000000000004709  
Warehouse keeper identification number: [REDACTED] [🔍]  
Order number: LU287

Movement date: 19/09/2024

Supporting documents [➕]  
Attachment(s) [➕]

**Moved bulk products**

BULK PRODUCT *	QUANTITY *	MEASUREMENT UNIT	ACTIONS
-		-	[➕]

[✔] SUBMIT [✕] CANCEL

Figure 309 Registration of stock entry declaration

2. Fill in the form by providing the information about:
  - Declaration
  - Bulk products
3. Click on **Submit**. A confirmation window opens. Click on Yes.

When the submission is successful, your stock entry declaration is submitted to the customs office. You will then be redirected to the **Stock entry declaration** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.9.2 HOW TO SUBMIT A STOCK EXIT

To submit a stock exit declaration:

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > Bulk product > Stock exit declaration**
  - Or from **Menu > Gesttab > Bulk products registry > Register stock exit declaration**

## REGISTER STOCK EXIT DECLARATION

Moved bulk products

### ▼ Bulk product #1

Product code \*  Measurement unit

Stock available

#### Help ⓘ

Total quantity to exit

CHECK

STOCK ENTRY REFERENCE \*

STOCK AVAILABLE

QUANTITY TO EXIT \*

ACTIONS

Total quantity

0

#### ▼ Declaration

Gesttab operation

Supporting documents

Attachment(s)

#### ▼ Moved bulk products +

Bulk product #1

Figure 310 Registration of stock exit declaration

2. Fill in the form by providing the information about:
  - Declaration
  - Bulk products (When the form is opened from the bulk product registry, the bulk products will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the bulk products registry))
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your stock exit declaration is submitted to the customs office. You will then be redirected to the **Stock exit declaration** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

### 16.9.3 HOW TO SUBMIT A WAREHOUSE ENTRY FOR BULK PRODUCTS

To submit a warehouse entry declaration for bulk products:

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > Bulk product > Warehouse entry declaration**
  - Or from **Menu > Gesttab > Bulk products registry > Register bulk warehouse entry declaration**

Figure 311 Registration of warehouse entry for bulk products declaration

2. Fill in the form by providing the information about:
  - Declaration
  - Bulk products (When the form is opened from the bulk product registry, the bulk products will be pre-filled according to your selection. (cf How to perform a gesttab operation from the bulk products registry))
  - Tax signs
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your warehouse entry declaration for bulk products is submitted to the customs office. You will then be redirected to the **Warehouse entry declaration for bulk products** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.9.4 HOW TO SUBMIT A DESTRUCTION FOR BULK PRODUCTS

To submit a destruction declaration for bulk product :

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > Bulk product > Bulk product destruction declaration**
  - Or from **Menu > Gesttab > Bulk products registry > Register bulk product destruction declaration**

The screenshot shows a web form for registering the destruction of bulk products. It includes a sidebar with navigation links: Declaration, Gesttab operation, Supporting documents, Attachment(s), Moved bulk products +, and Bulk product #1. The main form area is titled 'Declaration' and contains several input fields and buttons. The 'Declaration' section includes 'Temporary request id' (24MINTPTMP0000000000004712), 'Warehouse keeper identification number', 'Order number' (LU287), and 'Movement date' (19/09/2024). There is an 'Attachment(s)' section with a plus icon. Below this is the 'Moved bulk products' section, which has a dropdown menu for 'Bulk product #1'. A 'Help' box is present, containing the text 'Total quantity to destroy' and a 'CHECK' button. At the bottom, there is a table with columns for 'STOCK ENTRY REFERENCE', 'STOCK AVAILABLE', 'QUANTITY TO EXIT', and 'ACTIONS'. A 'Total quantity' of 0 is displayed at the bottom left, and a '+ BULK PRODUCT' button is located at the bottom left of the form area.

Figure 312 Destruction registration of bulk product declaration

2. Fill in the form by providing the information about:
  - Declaration
  - Bulk products (When the form is opened from the bulk product registry, the bulk products will be pre-filled according to your selection. (cf How to perform a gesttab operation from the bulk products registry))
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your bulk product destruction declaration is submitted to the customs office. You will then be redirected to the **Bulk product destruction declaration** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.9.5 HOW TO SUBMIT A SAMPLE REGISTRATION

To register samples in internal quality control registry:

1. Open the registration form
  - Either from **Menu > Declarations > New declarations > Gesttab > Bulk product > Samples**
  - Or from **Menu > Gesttab > Bulk products registry > Register samples**

REGISTER SAMPLES IN INTERNAL QUALITY CONTROL REGISTRY

- Declaration
- Gesttab operation
- Supporting documents
- Attachment(s)
- Moved bulk products +
- Bulk product #1

**Declaration**

**Gesttab operation**

Temporary request id  
24PNTPTMP000000000004713

Warehouse keeper identification number

Order number  
LU287

Movement date  
19/09/2024

Supporting documents +

Attachment(s) +

**Moved bulk products**

▼ Bulk product #1

Product code \*  
-

Measurement unit

Stock available

**Help** ⓘ

Total quantity to exit

STOCK ENTRY REFERENCE \*  
-

STOCK AVAILABLE

QUANTITY TO EXIT \*

ACTIONS

Total quantity  
0

Figure 313 Samples registration

2. Fill in the form by providing the information about:
  - Declaration
  - Bulk products (When the form is opened from the bulk product registry, the bulk products will be pre-filled according to your selection. (cf. How to perform a gesttab operation from the bulk products registry))
3. Click on **Submit**. A confirmation window opens, providing information on the impact of your order on the quota. Click on Yes.

When the submission is successful, your samples registration is submitted to the customs office. You will then be redirected to the **Samples in internal control registry** view, where you can consult the recorded information.

If the submission is not successful, you need to correct the errors.

## 16.10 INVALIDATION

### 16.10.1 HOW TO SUBMIT AN INVALIDATION REQUEST

A request can only be invalidated after it has been accepted by the customs authorities, meaning when its status is "Completed". Additionally, the tax signs included in the request must not have been consumed by a subsequent request.

Invalidation can apply to the following declarations, whether created by the warehousekeeper's request or by customs:

- For end products:
  - The warehouse entry declaration
  - The AC4 declaration for which the debt has not yet been paid

- The IN/OUT declaration
- For bulk products:
  - The stock entry declaration
  - The stock exit declaration

To submit an invalidation request:

1. Open the **Declaration view** you wish to invalidate.
2. Click on the optional task **Register an invalidation request**.
3. The registration form will open.

The screenshot shows the LUCCS web interface for registering an invalidation request. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', 'DEBTS MANAGEMENT', and 'GESTTAB'. A search bar is present with the text 'Search by LRN/MRN'. The main heading is 'REGISTER INVALIDATION REQUEST'. Below this, a form displays the following information:

- REQUEST ID: 24W01LU053V96HKBKE
- Document reference: S24ENTR053KC0UKU9D (with a document icon)
- Status: COMPLETED (in a green box)
- Warehouse keeper identification number: [redacted] (with a document icon)
- Order number: LU053
- Movement date: 17/09/2024
- Completion date: 17/09/2024 13:56
- Comment: -

Below the form, there is a 'Justification' field with a red asterisk and a '512' character count. An 'Attachment(s)' button with a plus sign is also visible. At the bottom right of the form, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 314 Registration of invalidation request

4. Provide a justification.
5. Click on **Submit**. A confirmation window will open, Click on Yes.

When the submission is successful, your invalidation request is submitted to the customs authorities. You will then be redirected to your last active page.

If the submission is not successful, you need to correct the errors.

## 16.10.2 HOW TO CONSULT THE INVALIDATION REQUEST

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

To view the details of the invalidation request:

1. Open the **Declaration view**.
2. The **Invalidation card** is available in the **Operational Details** tab and contains the information related to the invalidation request.

**WAREHOUSE ENTRY DECLARATION FOR END PRODUCTS**

REQUEST ID: 24W01LU287Y83MG91C

Document reference: S24ENTR287HVF135A6  Status: **COMPLETED**

Warehouse keeper identification number:  Order number: LU287

Movement date: 20/09/2024 Completion date: 20/09/2024 10:17

Comment: -

[REGISTER INVALIDATION REQUEST](#)

**Operational details** | Declaration details | Documents details

**Tax sign overview**

TAX SIGN NUMBER	PRODUCT CATEGORY	PRICE CATEGORY	QUANTITY (PACKAGE)	QUANTITY (UNIT)
<a href="#">Tax sign #1</a>	14 - Tabacs à rouler	14/100/00017.60	10	1.000 gram(s)

**Invalidation**

**Invalidation request**

Request date and time	Invalidation request ID	Justification
20/09/2024 10:17	24I02LU287B8K5D4NN	This is an error

[Attachment\(s\)](#)

**Operational details**

- Declaration details
- Tax sign #1
- Documents details
- Attachment(s)
- Supporting documents

**Note:** If your invalidation request has not been accepted, it is possible to submit a new invalidation request.

### 16.10.3 HOW TO CONSULT THE CUSTOMS DECISION ON AN INVALIDATION REQUEST

The invalidation request is subject to approval by the customs authorities.

If the invalidation request is rejected, the status of the concerned declaration remains unchanged.

If the invalidation request is accepted, the status of the concerned declaration is "Invalidated."

To view the customs office's decision:

1. Open the **Declaration view** concerned by the invalidation request.
2. The **Invalidation card** is available in the **Operational Details** tab and contains all the information related to the invalidation request and the customs decision.

WAREHOUSE ENTRY DECLARATION FOR END PRODUCTS

REQUEST ID: 24W01LU053HV2MAC4

Document reference: S24ENTR053AW8DKC21  Status: **COMPLETED**

Warehouse keeper identification number:  Order number: LU053

Movement date: 11/09/2024 Completion date: 11/09/2024 14:30

Comment: warehouse entry

REGISTER INVALIDATION REQUEST

Operational details | Declaration details | Documents details

**Tax sign overview**

TAX SIGN NUMBER	PRODUCT CATEGORY	PRICE CATEGORY	QUANTITY (PACKAGE)	QUANTITY (UNIT)
<input type="text"/>	-	-	<input type="text"/>	<input type="text"/>
Tax sign #1	45 - Shisha	45/050/00007_20	70	3 500 gram(s)

**Invalidation**

- Customs response**
  - Decision date and time: 11/09/2024 14:31
  - Decision: Invalidation rejected
  - Justification: impossible
- Invalidation request**
  - Request date and time: 11/09/2024 14:31
  - Invalidation request ID: 2402LU053NM9VV9K7
  - Justification: to be invalidated
- Attachment(s)**

REFERENCE NUMBER	ACTION
7548	

Figure 315 Decision on invalidation request

## 16.10.4 HOW TO CONSULT THE INVALIDATION DONE BY CUSTOMS

The customs authorities can also initiate the invalidation of a declaration without prior action from the economic operator.

A notification is sent and is visible in the list of received messages.

To view the details of the invalidation:

1. Open the **Declaration view**.
2. The **Invalidation by customs** card is available in the **Operational Details** tab and contains all the information related to the invalidation.

## WAREHOUSE ENTRY DECLARATION FOR END PRODUCTS

REQUEST ID: 24W01LU287Y83MG91C

Document reference:	S24ENTR287HVF135A6	Status:	<b>INVALIDATED</b>
Warehouse keeper identification number:		Order number:	LU287
Movement date:	20/09/2024	Completion date:	20/09/2024 10:17
Comment:	-		

Operational details | Declaration details | Documents details

### Tax sign overview

TAX SIGN NUMBER	PRODUCT CATEGORY	PRICE CATEGORY	QUANTITY (PACKAGE)	QUANTITY (UNIT)
<a href="#">Tax sign #1</a>	14 - Tabacs à rouler	14/100/00017.60	10	1.000 gram(s)

### Invalidation by customs

Decision date and time	Decision	Justification
20/09/2024 10:29	Declaration invalidated	This is a justification

- Operational details
  - Declaration details
  - Tax sign #1
- Documents details
  - Attachment(s)
  - Supporting documents

Figure 316 Invalidation by customs

## 17 GUARANTEES

### 17.1 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.

**GUARANTEES LIST**

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 317: Guarantees list

### 17.1.1 ACCESS THE GUARANTEES LIST

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

### 17.1.2 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:**
  - Type 0: Guarantee waiver,
  - Type 1: Comprehensive guarantee,
  - Type 2: Individual guarantee in the form of an undertaking by guarantor
  - Type I: Individual guarantee in another form,
  - Type 4: Individual guarantee in the form of vouchers.
- **Guarantee Status.**
- **Validity starts date** of the guarantee (date of registration of the guarantee in the system).
- **Guarantor** of the guarantee.
- Guarantee **reference 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**.

### 17.1.3 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’**.

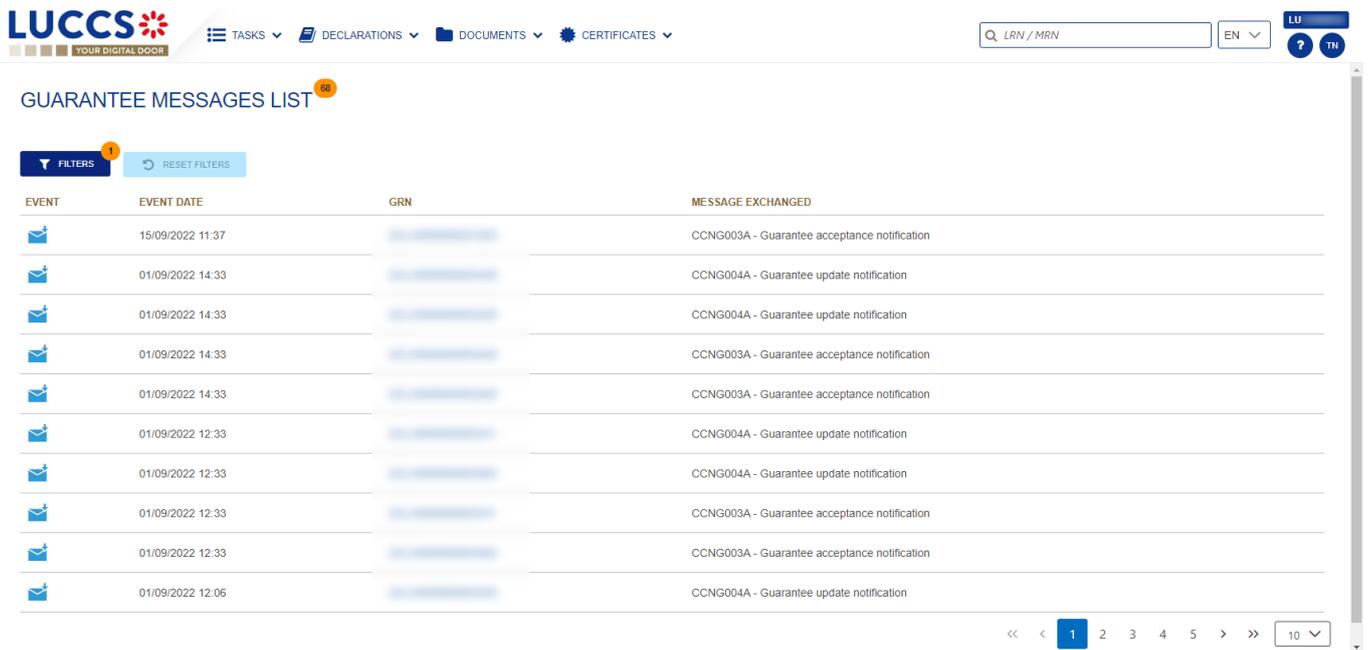
The list of guarantees is filtered based on the selected search criteria.

#### 17.1.4 SORT THE GUARANTEES LIST

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

### 17.2 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	[REDACTED]	CCNG003A - Guarantee acceptance notification
	01/09/2022 14:33	[REDACTED]	CCNG004A - Guarantee update notification
	01/09/2022 14:33	[REDACTED]	CCNG004A - Guarantee update notification
	01/09/2022 14:33	[REDACTED]	CCNG003A - Guarantee acceptance notification
	01/09/2022 14:33	[REDACTED]	CCNG003A - Guarantee acceptance notification
	01/09/2022 12:33	[REDACTED]	CCNG004A - Guarantee update notification
	01/09/2022 12:33	[REDACTED]	CCNG004A - Guarantee update notification
	01/09/2022 12:33	[REDACTED]	CCNG003A - Guarantee acceptance notification
	01/09/2022 12:33	[REDACTED]	CCNG003A - Guarantee acceptance notification
	01/09/2022 12:06	[REDACTED]	CCNG004A - Guarantee update notification

Figure 318: 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.

#### 17.2.1 ACCESS THE GUARANTEE MESSAGES LIST

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

#### 17.2.2 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**.

### 17.2.3 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.

## 17.3 CONSULT THE INFORMATION RELATED TO A GUARANTEE

### 17.3.1 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 guarantee coverages. 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

**Note:** In the "Guaranteed Amount(s)" section, the 'Dynamic Reference Amount' corresponds to the sum of the reference amounts of the guarantees identified as dynamic. This amount is used for the booking of the guarantee.

**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

Office of guarantee  
LU711000 - Caisse Centrale

Address

Figure 319: Guarantee – header

**GUARANTEE**

Guaranteed amount(s)

GUARANTEE COVERAGE	SIGNED IOU PROVIDED	REFERENCE AMOUNT (EUR)	DYNAMIC REFERENCE AMOUNT (EUR)	REDUCTION (%)	GUARANTEE AMOUNT (EUR)	DYNAMIC GUARANTEE
Deferred payment for excise transactions (Solde 1)	Yes	1.000.000,00	-	0	1.000.000,00	No
Tax signs - suspension procedure and warehouse (Solde 2)	No	2.000.000,00	-	0	2.000.000,00	No
Bulk (Solde 3)	No	3.000.000,00	-	0	3.000.000,00	No

**Validity**

Validity start date: 28/08/2024  
Validity end date: -

COUNTRY EXCLUSION  
EXCLUDED GOODS

Figure 320: Guarantee - main details

## 17.3.2 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.

GUARANTEE

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

List of transactions <sup>1267</sup>

FILTERS 1 RESET FILTERS

MRN	GUARANTEE COVERAGE	CURRENT USE (EUR)	STATUS
<a href="#">24LU715L00000EDVWAT</a> ✓	Deferred payment for customs transactions (incurred debt)	1,000.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000EDVWAT</a> ✓	Deferred payment for customs transactions (potential debt)	300.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000ECZA0</a> ✓	Deferred payment for customs transactions (incurred debt)	1,000.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000ECZA0</a> ✓	Deferred payment for customs transactions (potential debt)	300.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000DQ8A8</a> ✓	Deferred payment for customs transactions (incurred debt)	1,000.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000DQ2A3</a> ✓	Deferred payment for customs transactions (incurred debt)	1,000.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000DR9A1</a> ✓	Deferred payment for customs transactions (incurred debt)	2,000.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000DR9A1</a> ✓	Deferred payment for customs transactions (potential debt)	250.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000DR7A3</a> ✓	Deferred payment for customs transactions (incurred debt)	1,000.00	NOT WRITTEN-OFF
<a href="#">24LU715L00000DR7A3</a> ✓	Deferred payment for customs transactions (potential debt)	300.00	NOT WRITTEN-OFF

« < 1 2 3 4 5 > » 10

- 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)

Figure 321: Guarantee - List of transactions

17.3.2.1 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.

GUARANTEE

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

List of transactions <sup>1267</sup>

FILTERS 1 RESET FILTERS

MRN	GUARANTEE COVERAGE	CURRENT USE (EUR)	STATUS
<a href="#">24LU715L00000EDVWAT</a> ✓	Deferred payment for customs transactions (incurred debt)	1,000.00	NOT WRITTEN-OFF

**LIST OF EVENTS** <sup>3</sup>

DATE	EVENT TYPE	AMOUNT (EUR)
17/09/2024 01:12	Guarantee used	-1,000.00
17/09/2024 01:12	Guarantee reservation released	1,000.00
17/09/2024 01:12	Guarantee reserved	-1,000.00

- 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)

Figure 322: Guarantee - List of events of a transaction (not type 4 and not for transit)

The screenshot shows the LUCCS application interface. At the top, there is a navigation bar with the LUCCS logo and the tagline 'YOUR DIGITAL DOOR'. The main menu includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', and 'CERTIFICATES'. A search bar for 'LRN / MRN' is visible, along with language selection ('EN') and user profile ('LU', 'TH') icons.

The 'GUARANTEE' page has four tabs: 'Main details', 'Transactions', 'History', and 'Attachment(s)'. The 'Transactions' tab is selected, showing a 'LIST OF TRANSACTIONS' table with the following data:

MRN	PROCEDURE	CURRENT USE (EUR)	STATUS
20LU276742984538K1	Transit	10.000,00	NOT WRITTEN-OFF

Below the table, there are sections for 'TRANSIT DETAILS' and 'VOUCHER USAGE DETAILS'.

**TRANSIT DETAILS:**

Declaration acceptance date	Office of departure	Office of destination	Arrival date
04/07/2022	LU701000 - Bettembourg	-	-

**VOUCHER USAGE DETAILS:**

VOUCHER ID	AMOUNT (EUR)	USAGE REGISTRATION DATE	USAGE RELEASED DATE	USAGE CANCELLED DATE
X000048	10.000,00	04/07/2022 18:38	-	-

A right-hand sidebar contains a navigation menu with options: 'Main details', 'Stakeholders', 'Form of the guarantee', 'List of voucher(s)', 'Validity', 'Transactions', 'History', and 'Attachment(s)'. The 'Transactions' option is highlighted.

Figure 323: List of vouchers used by the transaction and transit details (type 4 guarantee)

### 17.3.2.2 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.

### 17.3.3 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.

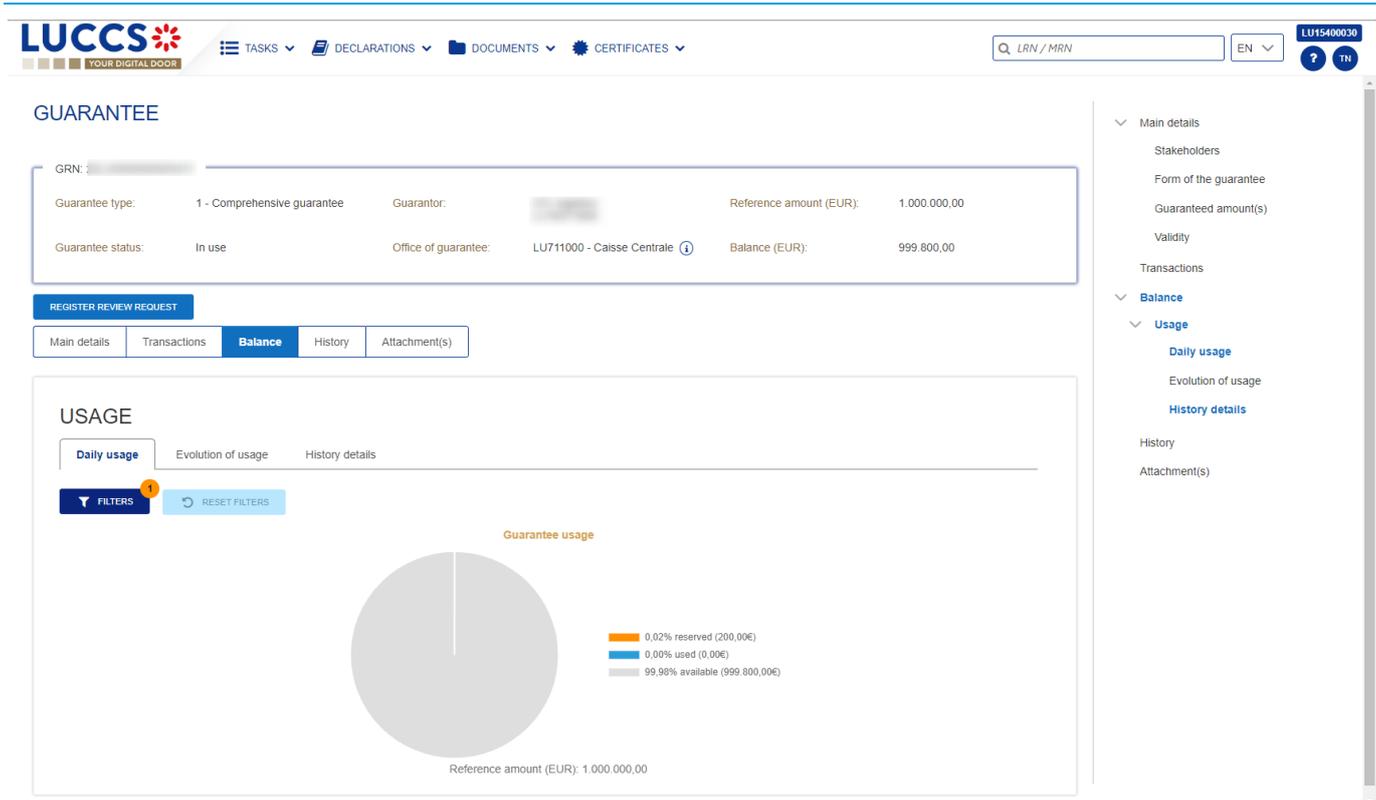


Figure 324: Guarantee - Daily use of the guarantee

### 17.3.3.1 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.

### 17.3.4 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.

**GUARANTEE**

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

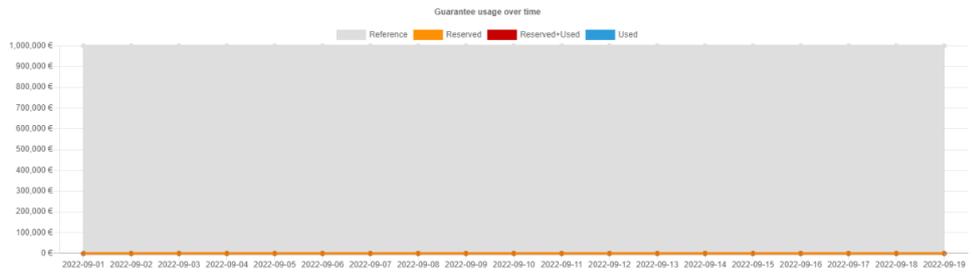
REGISTER REVIEW REQUEST

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

**USAGE**

- Daily usage
- Evolution of usage**
- History details

FILTERS RESET FILTERS



- 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 325: 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.).

**17.3.4.1 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.

**17.3.5 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.

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TASKS DECLARATIONS DOCUMENTS CERTIFICATES

LRN / MRN EN

## 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 326: Guarantee – Guarantee’s usage history details

### 17.3.5.1 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.

### 17.3.6 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:	Balance (EUR):	7.667.077,46	

REGISTER REVIEW REQUEST

Main details	Transactions	Balance	Review request(s)	History	<b>Attachment(s)</b>
--------------	--------------	---------	-------------------	---------	----------------------

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)**

Figure 327: Guarantee - Attachment(s)

**17.3.7 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:	Balance (EUR):	10.000,00	

MANAGE ACCESS CODES REGISTER REVIEW REQUEST

Main details	Transactions	Balance	<b>History</b>	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 328: Guarantee - History

## 17.4 REQUEST FOR REVIEW OF A GUARANTEE

### 17.4.1 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** 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**.

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TASKS DECLARATIONS DOCUMENTS CERTIFICATES

LRN / MRN EN LU

### REGISTER REVIEW REQUEST

GRN: [REDACTED]

Guarantee type:	0 - Guarantee waiver	Guarantor:	[REDACTED]	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 329: Registering a Guarantee Review Request

### 17.4.2 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 330: 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.

## 17.5 GUARANTEE ACCESS CODES

### 17.5.1 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.



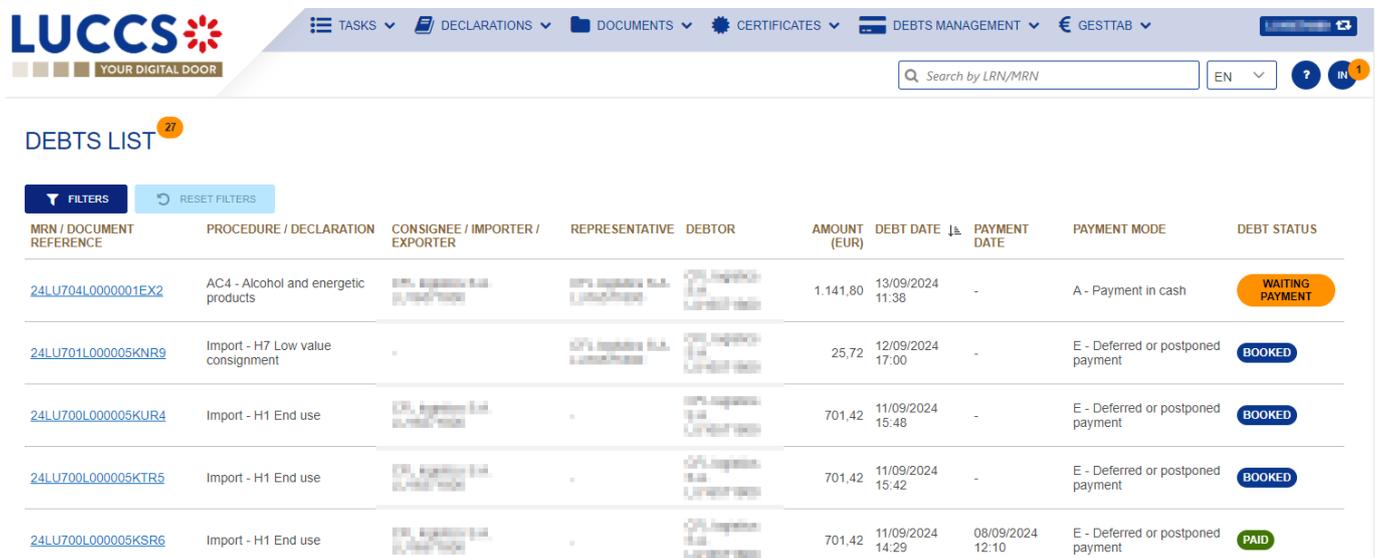
# 18 DEBT MANAGEMENT

## 18.1 ACCESSING THE DEBTS LIST

Open the **Debts Management Menu > Debts incurred list** page.

## 18.2 HOW TO CONSULT THE LIST OF DEBTS INCURRED

In the **Debts list** you will find all debts incurred related to your import, export or excise declarations, and/or for which you are the debtor.



MRN / DOCUMENT REFERENCE	PROCEDURE / DECLARATION	CONSIGNEE / IMPORTER / EXPORTER	REPRESENTATIVE	DEBTOR	AMOUNT (EUR)	DEBT DATE	PAYMENT DATE	PAYMENT MODE	DEBT STATUS
<a href="#">24LU704L000001EX2</a>	AC4 - Alcohol and energetic products	SA. Agence SA. Luxembourg	SA. Agence SA. Luxembourg	SA. Agence SA. Luxembourg	1.141,80	13/09/2024 11:38	-	A - Payment in cash	WAITING PAYMENT
<a href="#">24LU701L000005KNR9</a>	Import - H7 Low value consignment	-	SA. Agence SA. Luxembourg	SA. Agence SA. Luxembourg	25,72	12/09/2024 17:00	-	E - Deferred or postponed payment	BOOKED
<a href="#">24LU700L000005KUR4</a>	Import - H1 End use	SA. Agence SA. Luxembourg	-	SA. Agence SA. Luxembourg	701,42	11/09/2024 15:48	-	E - Deferred or postponed payment	BOOKED
<a href="#">24LU700L000005KTR5</a>	Import - H1 End use	SA. Agence SA. Luxembourg	-	SA. Agence SA. Luxembourg	701,42	11/09/2024 15:42	-	E - Deferred or postponed payment	BOOKED
<a href="#">24LU700L000005KSR6</a>	Import - H1 End use	SA. Agence SA. Luxembourg	-	SA. Agence SA. Luxembourg	701,42	11/09/2024 14:29	08/09/2024 12:10	E - Deferred or postponed payment	PAID

Figure 332: Debts list

The list is ordered by date (date of the debt) with the most recent debts at the top.

## 18.3 CONSULT DEBT INFORMATION

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

- **MRN / Document reference:** the declaration identifier.
- **Procedure / Declaration:** the customs procedure of the declaration (import/export or excise).
- **Consignee/ Importer/ Exporter:** the name and EORI of the consignee (for an excise procedure); the name and EORI of the importer/exporter (for an import/export procedure).
- **Representative:** the name and EORI of the representative.
- **Debtor:** the name and EORI of the owner of the debt.
- **Amount:** the total amount in euro of the debt incurred.
- **Debt date:** the date on which the debt was incurred.
- **Payment date:** date on which the payment is effectuated.
- **Payment mode:** the method of payment indicated in the declaration.
- **Debt Status:** the status of the debt.

---

**Note:** By clicking on the **MRN / Document reference**, you can access to **Declaration View** and the **Debts Details** in it.

## 18.4 FILTER DEBTS

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

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

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

## 18.5 SORT THE LIST OF DEBTS

Click on  to change the display order (ascending/descending) based on the date of the debt.

## 18.6 HOW TO CONSULT THE DETAILS OF DEBTS CONTRACTED FOR A GIVEN DECLARATION

### 18.6.1 DEBT DETAILS FOR IMPORT, EXPORT AND EXCISE – ALCOHOL AND ENERGY PRODUCTS

To view the debt details of an import or export declaration:

1. Open the **Declaration** page via its **LRN/MRN**.
2. Click on the **Debts Details** button.

H1 IMPORT RECONCILED DECLARATION - RELEASE FOR FREE CIRCULATION

Duplicate Declaration | Generate Short Form | Print Preview

Highlights

No element

Due dates

No element

Declaration details | **Debts details** | History

Debt details

GOODS ITEM NUMBER	COMMODITY CODE	DESCRIPTION OF GOODS	ITEM PRICE (EUR)	PAYMENT DATE	DEBT STATUS
>	9301 10 00 00	Good Item #1 : description Simplified 1	1.058,00	-	WAITING PAYMENT
>	9306 30 90 00	Good Item #2 : description Simplified 1	7.964,00	-	WAITING PAYMENT

- Declaration details
- Declaration
  - General information
  - Authorisations
  - Customs offices
  - Actors
  - Finances
  - Guarantees
- Consignment
  - General information
  - Transport
  - Documents
- Goods item #1
- Goods item #2
- History
  - Actions history
  - Version history

Figure 333: Import Declaration - "Debt Details" tab

3. The debt data related to the declaration is displayed and can be filtered by:

- o Item number
- o Commodity code
- o Description of goods
- o Item price (EUR)
- o Payment date
- o Debt status

Clicking on the icon  additional information will be displayed.

The debt details give a precise view of the debt data related to a declaration. Hyperlinks and filters are available to facilitate navigation.

### 18.6.2 DEBT DETAILS FOR EXCISE – TOBACCO PRODUCTS

To view the debt details of a request related to the tobacco management:

1. Open the Declaration page via its **Request ID / Document Reference**.
2. Click the **Debt Details** button.

## AC4 DECLARATION

REQUEST ID: 24A01LU273YV7W3F3U

Document reference: S24SORT273I38BUCKK  Status : **COMPLETED**

Warehouse keeper identification number:  Order number: LU273

Movement date: 12/09/2024 Completion date: 12/09/2024 16:22

Week number - Covered week: Week 37 - From 11/09/2024 to 11/09/2024

Operational details | Declaration details | Documents details | **Debt details**

Total debt amount (Eur)	Accounting date	Debt status	
0,82	-	<b>PAID</b>	
TAX TYPE	TAX AMOUNT (EUR)	PAYMENT DATE	STATUS
D141 - Common ad valorem excise duty	0,60	10/09/2024	<b>PAID</b>
D242 - Autonomous specific excise duty	0,02	10/09/2024	<b>PAID</b>
DB50 - VAT Tobacco	0,05	10/09/2024	<b>PAID</b>
D142 - Common specific excise duty	0,06	10/09/2024	<b>PAID</b>
D241 - Autonomous ad valorem excise duty	0,10	10/09/2024	<b>PAID</b>

Figure 334: Gesttab Declaration - "Debt Details" tab

- The debt data linked to the movement is displayed:
  - Total debt amount (Eur)
  - Accounting date
  - Debt status
  - Types of taxation concerned as well as individually its Amount of taxation, Date of payment and Status.

## 18.7 CONSULT INFORMATION ON THE DEBT UPDATES AFTER THE DECLARATION AMENDMENT

If the amendment request of an **Import** or **AC4-Alcohol and energy products** declaration results in a reduction or increase in the debt for at least one type of tax for an item, the new debt is notified when the customs authorities accept the amendment of the declaration.

To consult the new debt notification:

- Open the **Import** or **AC4 declaration** page via its **LRN/MRN**.

2. Click on the **New debt notification** hyperlink in the Highlights or click on the **Operational Details** button.
3. The **new debt notification** card is available and contains information about the new debt amount.

The screenshot shows the Luccs web interface with the following details:

- Header:** Luccs logo with 'YOUR DIGITAL DOOR' tagline. Search bar: 'Search by LRN/MRN'. Language: 'EN'. Notification icons: 2.
- Page Title:** IMPORT DECLARATION - H1 RELEASE FOR FREE CIRCULATION
- Section:** New debt Notification
- Summary:**
  - Total Customs debt (EUR): 440
  - Total VAT (EUR): 3497.4
  - Total Excise (EUR): 0
  - Total Payable tax amount (EUR): 3937.4
- Payment Method:** Deferred or postponed payment
- Repayment and remittance:** Remittance created and no repayment possible
- Item #1 Table:**

TAX TYPE	PAYABLE TAX AMOUNT (EUR)
A00	130
B00	0
100	-38.6
112	-1536.53
- Item #2:** (partially visible)

Figure 335: New debt notification card

## 18.8 HOW TO SUBMIT A REQUEST FOR REPAYMENT/REMITTANCE (REP/REM)

For **Import, Export** and **Excise declarations**, once a debt has been created, you can submit a request for remittance (in case the debt has not yet been paid) or a request for repayment (in case the debt has already been paid).

To submit a repayment / remittance request of the debt:

1. Open the **Menu > Debts Management > New repayment/remittance** page.
2. Choose the procedure concerned by the request.
3. The registration form opens.

The screenshot shows the Luccs web application interface for registering a remittance request. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. A search bar is present with the text 'Search by LRN/MRN'. The main heading is 'REGISTER A REMITTANCE REQUEST FOR IMPORT'. The form is divided into three main sections: 'Request type' with buttons for 'Repayment request' and 'Remittance request'; 'Representation' with buttons for 'Representation' and 'No representation'; and 'Requester' which includes a dropdown for 'Identifier type' (set to 'EORI number'), a text field for 'Identifier number' (containing 'LU16571800'), a '+ Contact person' button, and a 'Bank details' section with a text field for 'Account holder' (containing 'Johnny Chicago') and fields for 'IBAN' and 'BIC'.

Figure 336: Register a repayment/ remittance request

4. Fill in the information related to the request and change the fields you wish to update.

The screenshot shows the Luccs web application interface for registering a remittance request, specifically the 'Items for remittance' section. The top navigation bar includes the Luccs logo and 'YOUR DIGITAL DOOR'. A search bar is present with the text 'Search by LRN/MRN'. The main heading is 'REGISTER A REMITTANCE REQUEST FOR IMPORT'. Below the heading is a section titled 'Items for remittance' with a notification icon. An information box states: 'Information The MRN shall be valid for the procedure selected and the status of the related declaration shall be at least 'Partially Released'. For the same request, only MRNs of the same category are allowed (only MRNs of national declarations or MRNs of centralised clearance declarations)'. Below this is a table with columns for 'MRN', 'ITEM IDENTIFIER', and 'ACTIONS'. The 'MRN' field contains '24LU700L000004PWR1' with a 'CCI' badge. The 'ITEM IDENTIFIER' field is empty. The 'ACTIONS' column has a '+' button. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 337: CCI Pills on repayment/ remittance request

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

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

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

**Notes:**

1. When you enter an MRN for a centralised clearance declaration, a 'CCI' badge will appear next to the MRN entered to inform you that it is a centralised clearance declaration.

- It is not possible to reference in the same repayment/remittance request, the MRN's of centralized clearance declarations and MRN of national declarations in the context of import.
- For Excise – Tobacco, you can only submit a repayment request.

### 18.8.1 HOW TO SUBMIT A REPAYMENT REQUEST BASED ON THE LOSS OF TAX SIGNS REPORT NOTIFICATION

The customs authorities produce an annual report on tax sign loss and potential repayments linked to these losses. You will receive this report as a “Communication”, notifying you of your rights to repayment for these losses. You will then be able to submit a repayment request based on the data received in the notification.

To submit a repayment request using the annual loss notification received:

- Access the **Latest Communications** section through the dashboard.
- Find the communication type **Potential repayment related to losses**.

COMMUNICATION DATE	COMMUNICATION TYPE	ACTION	LRN / MRN
20/09/2024 07:15	Potential repayment linked to losses	<a href="#">Register repayment request (28.43 €)</a>	-

Figure 338 Potential repayment notification

- Click on **Register repayment request**. (The total repayment amount is mentioned next to it in parentheses.)
- The registration form opens, and the information on "Items for Reimbursement" is pre-filled.

REGISTER A REPAYMENT REQUEST FOR EXCISE - TOBACCO

Justifying documents +

Items for repayment

AC4 DOCUMENT REFERENCE *	ACTIONS
R245ORT124ZZY329C	

TAX TYPE	COMMUNICATED AMOUNT (EUR)	PAID AMOUNT (EUR)	REPAID AMOUNT (EUR)	REQUESTED AMOUNT (EUR) *
D241	251,40	251,40	0,00	0,13
DB50	544,88	544,88	0,00	0,27
D141	393,68	393,68	0,00	0,20
D142	0,01	0,01	0,00	0,00
D242	0,01	0,01	0,00	0,00

S245ORT124RFTBC01U

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Figure 339 Registration of a repayment request - Tobacco

- Fill in the relevant information for the request and update any fields you wish to change.
- Click on **Submit**. A confirmation window will open, Click on Yes.

When the submission is successful, your request is submitted to the customs authorities. You will then be redirected to the repayment request view.

If the submission is not successful, you need to correct the errors.

## 18.9 HOW TO CONSULT A REPAYMENT/REMITTANCE REQUEST

To view the Repayment / Remittance request data:

1. Go to the “Debts incurred list” from the menu “Debts management”
2. Open the **repayment / remittance request** page via its **Identifier**
3. Click the **Repayment / Remittance details** button.
4. The repayment / remittance request data is displayed:
  - General information supplied with the request and its status
  - Declaration(s) details concerned by the request and its acceptability
  - Documents supplied with the request

The screenshot shows the LUCCS web interface for a repayment request. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. The user is logged in as 'LU'. The main content area is titled 'REPAYMENT - IMPORT' and displays the following information:

- Request ID:** REP23000039
- Request date:** 28/04/2023 15:33
- Total requested amount (EUR):** 100,00
- Status:** VALIDATED

**Highlights:** Acknowledgement (Notification on 28/04/2023 15:33)

**Due dates:** No element

**Repayment Section:**

- General information:** Total requested amount (EUR) 100, Total paid amount (EUR) 1092.3, Status: VALIDATED
- Declaration(s) details:** (Empty)
- Documents:** (Empty)

The right sidebar contains a navigation menu with the following items: Operational details, Acknowledgement, Repayment details (selected), General information, Declaration(s) details, Documents, and History.

Figure 340: Repayment request details

## 18.10 HOW TO RESPOND TO A REQUEST FOR ADDITIONAL INFORMATION IN A REPAYMENT/REMITTANCE REQUEST

After examination and before acceptance of your repayment/remittance request, additional information may be required by the customs authorities. The mandatory task relating to this request will be created in your 'Task list' and a notification will be visible in the dashboard and at the top-right menu level.

To answer at the **additional information request**:

1. Click on the mandatory task **Register additional information** via the task list or via the related **Repayment/Remittance Request** page.
2. The form opens. The requested information is displayed in the header of the request.

The screenshot shows the Luccs interface for registering additional information. At the top, there is a navigation bar with 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. A search bar is present with the text 'Search by LRN/MRN'. The main heading is 'REGISTER ADDITIONAL INFORMATION'. Below this, a form displays the following details:

Request date:	04/05/2023 09:25	Total requested amount (EUR):	7,00	Status:	AWAITING ADDITIONAL INFORMATION
Information requested:	Additional Information requested	Request deadline date:	03/06/2023 09:25		

Below the table is a text area labeled 'Additional information \*' with a character count of 512. At the bottom left, there is an 'Attachment(s) +' button. At the bottom right, there are 'SUBMIT' and 'CANCEL' buttons.

Figure 341 : Register additional information

3. Fill in the requested information.
4. Click on **Submit**.

Once the request has been submitted, you can view the information of the response to the additional information request in the **Reimbursement/Remittance request** view.

REMITTANCE - IMPORT

Additional information

ANSWER TO INFORMATION PROVIDED FOLLOWING CUSTOMS REQUEST

Information provided  
Additional information

Attachments

REFERENCE NUMBER	NAME	ISSUING AUTHORITY NAME	DATE OF VALIDITY	UPLOADED BY	ACTION(S)
13214654654146546541	Preuve de retour Post (1).png	-	-		📄 🗨️

ADDITIONAL INFORMATION REQUEST FROM CUSTOMS

Request date and time	Request deadline date	Information requested
27/04/2023 15:30	27/05/2023 15:30	add info

Operational details

- Right to be heard
- Conditions requested by customs
- Right to be heard**
- Additional information request**
- Acknowledgement**
- Remittance details
  - General information
  - Declaration(s) details
  - Documents
  - History

Figure 342: Additional information – Repayment and remittance

## 18.11 HOW TO EXERCISE YOUR RIGHT TO BE HEARD IN A REPAYMENT / REMITTANCE REQUEST

When the customs authorities indicate their intention to reject the repayment / remittance request, the user must perform the mandatory task **Register Right to be Heard**, to confirm or deny his intention to exercise his right to be heard, within 30 days.

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

1. Open the Repayment/Remittance page. The mandatory task **Register Right to be Heard** is available or go to the **tasks list**.
2. Click on the mandatory task **Register Right to be Heard**. The form opens.

REGISTER RIGHT TO BE HEARD

REM: REM23000074

Request date: 27/04/2023 15:29	Total requested amount (EUR): 4,00	Status: <b>AWAITING RIGHT TO BE HEARD</b>
Expiration date for right to be heard: 28/05/2023 02:00	Reason for intention not to accept conditions	

Justification \*

Attachment(s) +

Figure 343: Register right to be heard - form (repayment/remittance)

3. Fill in the information about your right to be heard.
4. Click on **Submit**.

Once you have submitted the form, you can view the information about your right to be heard in the repayment / remittance request view.

REPAYMENT - IMPORT

14.94

Operational details | Repayment details | History

▼ Right to be heard

- ▼ RIGHT TO BE HEARD PROVIDED FOLLOWING CUSTOMS REQUEST
  - Information provided  
ok i use my RTBH
  - Attachments  
No element
- ▼ RIGHT TO BE HEARD REQUEST FROM CUSTOMS
 

Request date and time 28/04/2023 14:52	Expiration date for right to be heard 28/05/2023 14:52	Reason for intention not to accept test rtbh
---	---	---

▼ Operational details

- Right to be heard
  - Right to be heard
  - Acknowledgement
- ▼ Repayment details
  - General information
  - Declaration(s) details
  - Documents
  - History

Figure 344: Right to be heard - details (repayment/remittance)

## 18.12 HOW TO ANSWER TO CONDITIONS IN A REPAYMENT/REMITTANCE REQUEST

Acceptance of your reimbursement / remittance request may be conditional. In this case, you have a time limit set by the customs authorities to provide the required information. A mandatory task relating to these conditions will be created in your 'Task list' area, and a notification will be visible in the dashboard and in the top-right menu.

To perform the task **Register answer to conditions**:

1. Open the **Repayment/remittance request** page. The mandatory task **Register answer to conditions** is available or go to the **task list**.
2. Click on the hyperlink of the mandatory task **Register answer to conditions**. The form opens.

The screenshot shows the Luccs web interface for the 'REGISTER ANSWER TO CONDITIONS' form. The top navigation bar includes 'TASKS', 'DECLARATIONS', 'DOCUMENTS', 'CERTIFICATES', and 'DEBTS MANAGEMENT'. A search bar is present with the text 'Search by LRN/MRN'. The form title is 'REGISTER ANSWER TO CONDITIONS'. The main content area displays the following information:

REM: REM23000072			
Request date: 04/05/2023 09:25	Total requested amount (EUR): 7.00	Status:	<b>AWAITING CONDITIONS</b>
Expiration date: 23/05/2023 00:00	Conditions requested conditions		

Below the table is a 'Justification \*' text area with a character count of 512. There is an 'Attachment(s) +' button and 'SUBMIT' and 'CANCEL' buttons at the bottom right. The footer of the page reads 'NTP Version 5 Rev 1.0 - Silemão'.

Figure 345 : Register answer to conditions - form

3. Fill in the information about your conditions.
4. Click on **Submit**.

Once the form has been submitted, you can view the information in the **Repayment/remittance request** view.

Figure 346: Answer to the requested conditions - details

## 18.13 ACCESS THE REP/REM REQUESTS LIST

From the Menu **Debts Management > Repayment / remittance list**.

## 18.14 LIST OF REPAYMENT AND REMITTANCE REQUESTS

In the '**Repayment/remittance list**', you will find all repayment and remittance requests related to Import, Export and Excise declarations for which you are the declarant or representative.

The list is ordered by date of request with the most recent at the top.

REP/REM LIST 132

FILTERS

RESET FILTERS

REQUEST ID	REQUEST TYPE	PROCEDURE	STATUS	REQUEST DATE	IF	REQUESTER	REPRESENTATIVE
<a href="#">REP23000039</a>	Repayment	Import	VALIDATED	28/04/2023 15:33			
<a href="#">REP23000038</a>	Repayment	Import	UNDER DECISION	28/04/2023 14:47			-
<a href="#">REP23000037</a>	Repayment	Import	ACCEPTED	28/04/2023 14:38			-
<a href="#">REP23000036</a>	Repayment	Import	REJECTED	28/04/2023 13:41			-
<a href="#">REP23000035</a>	Repayment	Import	ACCEPTED	28/04/2023 13:02			-
<a href="#">REM23000076</a>	Remittance	Import	VALIDATED	28/04/2023 07:27			-
<a href="#">REP23000034</a>	Repayment	Import	VALIDATED	27/04/2023 16:39			-
<a href="#">REM23000075</a>	Remittance	Import	VALIDATED	27/04/2023 16:39			-
<a href="#">REM23000074</a>	Remittance	Import	AWAITING RIGHT TO BE HEARD	27/04/2023 15:29			-

Figure 347: List of repayment and remittance requests (REP /REM)

## 18.15 CONSULT INFORMATION RELATED TO A REPAYMENT/REMITTANCE REQUEST

Each repayment / remittance request is displayed in the list with the following information:

- **Request ID:** the unique reference of the repayment/remittance request.
- **Request type:** repayment or remittance.
- **Procedure / Declaration:** import or excise (AC4).
- **Status:** the status of the request.
- **Request date:** the date the request was submitted.
- **Requester:** the name and EORI of the holder of the request.
- **Representative:** the name and EORI of the representative.

**Note:** you can access the **Repayment/remittance view** by clicking on the **Request ID**.

## 18.16 FILTER REPAYMENT/REMITTANCE REQUESTS

It is possible to filter the list of repayment and remittance requests according to several criteria.

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

The list is filtered based on the selected search criteria.

## 18.17 SORT THE LIST OF REPAYMENT/REMITTANCE REQUESTS

Click on to change the display order (ascending/descending) based on the date of the request.



# 19 REQUEST FOR INFORMATION

## 19.1 HOW TO CONSULT A REQUEST FOR INFORMATION FROM CUSTOMS AUTHORITIES

At any time of the Export process or the Import process the customs authorities may request additional information from the economic operator.

To consult a request for information:

1. Open the **Declaration** page via its LRN/MRN.
2. Click on the hyperlink **Request for information** in the highlight or click on the **Request for information** details button.
3. Open the Request for information card.
4. The detailed request is displayed.

The screenshot shows the Luccs system interface for an 'EXPORT DECLARATION - B2 SPECIAL PROCEDURE'. The main content area displays a 'Request for information #4' card. The card includes the following details:

- Request identifier: RF1240000064
- Status: WAITING RESPONSE
- Request date: 16/09/2024
- Expiration date: 17/09/2024
- Request purpose: Request for information from customs office of exit

Below the card, there is a table for 'Request for document(s)':

DOCUMENT TYPE	DESCRIPTION
C058 - The statement of conformity with the end-of-waste criteria referred to in Article 5(1) of Council Regulation (EU) No 333/2011 is to be issued for each consignment of scrap metal ceased to be waste	Missing document

Figure 348 : Consult the Request for information

## 19.2 HOW TO ANSWER A REQUEST FOR INFORMATION

After receiving a request for information, the economic operator can register an answer to this request:

1. Open the **Declaration** page. The mandatory task **Answer to a request for information** is available or go to the task list.
2. Click on the task **Answer to a request for information**.
3. A modal is displayed with all the requests awaiting a response.

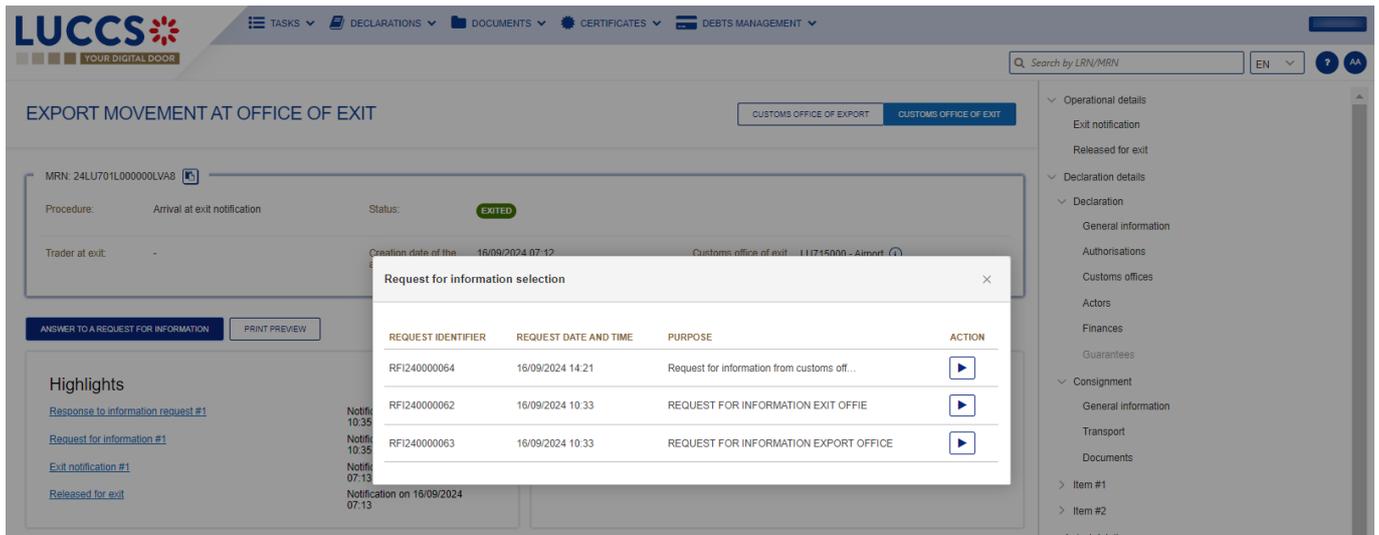


Figure 349: Choice of request for information to answer

4. Select the request you want to reply and click on **action**.
5. The registration form opens.

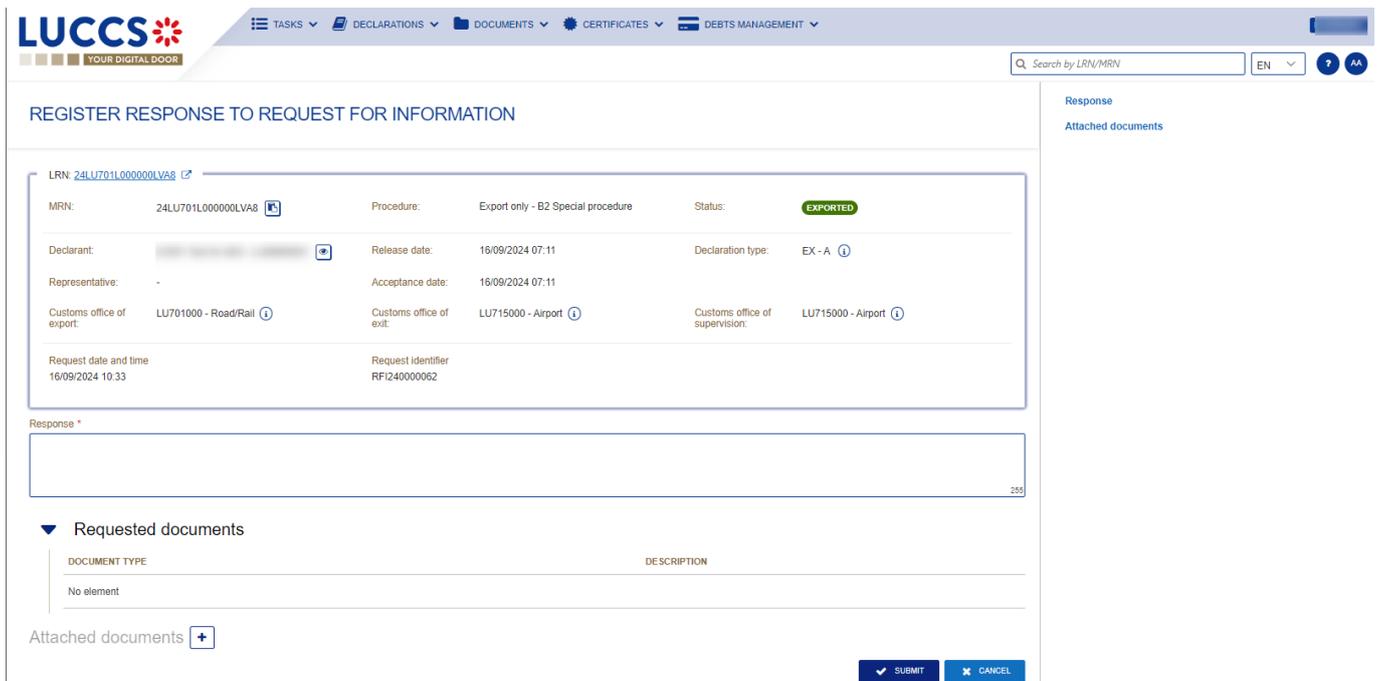


Figure 350 Answer to a request for information

6. Fill the information related to the request for information.
7. Click on **Submit**. A confirmation modal opens, click on **Yes**.

When the submission is successfully completed, your response to the request for information is submitted to the customs authorities. You are then redirected to the declaration view page.

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

## 19.3 HOW TO CONSULT THE ANSWER OF A REQUEST FOR INFORMATION

Once you have submitted a response to a request for information, you can consult the information relating your response.

To consult the response:

1. Open the declaration page via its LRN/MRN.
2. Click on the hyperlink **Response to the request for information** in the highlight or click on **Request for information details** button.
3. The answer to the request is available and grouped by request.

Request for information #2

Request identifier - Status **CLOSED**

Request date - Expiration date - Request purpose -

▶ Request for document(s)

▼ Response to information request

Response  
Please find attached the requested documents

DOCUMENT TYPE	REFERENCE NUMBER	DESCRIPTION	ACTIONS
5501 - The goods are not specially designed for military use: in principle, no compulsory license / or: a community license (DURX measure type) can be used instead	1234DDD	Requested document	

Figure 351 Answer of a request for information

## 19.4 HOW TO CONSULT THE REMINDER OF A REQUEST FOR INFORMATION

The Economic operator will receive a reminder about the request for additional information after a certain period of time.

How to consult the reminder of the request for additional information

1. Open the **Declaration** page via its LRN/MRN.
2. Click on the hyperlink **Request for information - reminder** in the highlight or click on the **Request for information details** button.
3. Open the **Request for information** card, the **Reminder date** is displayed inside the card.

## 20 ANNEXES

Legend:

Available functionality
Functionality not possible for this procedure

### 20.1 MANDATORY TASKS BY CUSTOMS PROCEDURE

Task	Transit	Import	Temporary storage	Export	Tobacco management
Register presentation notification	Available functionality	Available functionality	Available functionality	Available functionality	Functionality not possible for this procedure
Register declaration amendment	Available functionality	Available functionality	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure
Register decision to amend declaration following suggestion from customs (Register suggested amendment)	Available functionality	Available functionality	Functionality not possible for this procedure	Functionality not possible for this procedure	Functionality not possible for this procedure
Register right to be heard	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure
Register unloading remarks	Available functionality	Functionality not possible for this procedure			
Register information about non-arrived movement	Available functionality	Functionality not possible for this procedure			
Register a supplementary declaration	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure
Register correction following a partial presentation	Functionality not possible for this procedure	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure	Functionality not possible for this procedure
Register requested documents / information	Functionality not possible for this procedure	Available functionality	Available functionality	Available functionality	Functionality not possible for this procedure
Register advice on required amendment	Functionality not possible for this procedure	Functionality not possible for this procedure	Available functionality	Functionality not possible for this procedure	Functionality not possible for this procedure
Register suggested amendment	Available functionality	Available functionality	Available functionality	Available functionality	Functionality not possible for this procedure

Register a declaration	Red	Red	Green	Green	Red
Register information on non-exited export <sup>†</sup>	Red	Red	Red	Green	Red
Register manifest	Red	Red	Red	Green	Red
Register exit notification	Red	Red	Red	Green	Red
<b>Repayment and remittance</b>					
Register right to be heard	Red	Green	Red	Green	Green
Register additional information	Red	Green	Red	Green	Green
Register answer to conditions	Red	Green	Red	Green	Green

## 20.2 OPTIONAL TASKS BY CUSTOMS PROCEDURE

Task	Transit	Import	Excise	Temporary storage	Export	Tobacco management
Register cancellation request	Green	Green	Red	Red	Green	Red
Register invalidation request	Green	Green	Green	Green	Green	Green
Register correction request	Green	Green	Red	Green	Green	Red
Register amendment request	Green	Green	Green	Green	Green	Red
Register intention to transfer	Red	Red	Red	Green	Red	Red

Register national arrival notification						
Register transfer completion						
Register repayment/remit tance request						
Register exit of goods						

## 20.3 MESSAGES BY CUSTOMS PROCEDURE

Customs procedure	IE version	IE name
Transit	IE004	Amendment acceptance
	IE007	Arrival notification
	IE009	Invalidation decision
	IE013	Declaration amendment
	IE014	Declaration invalidation request
	IE015	Declaration data
	IE019	Discrepancies
	IE022	Notification to amend declaration
	IE025	Goods released notification
	IE028	MRN allocated
	IE029	Release for transit
	IE035	Recovery notification
	IE043	Unloading permission
	IE044	Unloading remarks
	IE045	Write-off notification

	IE051	No release for transit
	IE055	Guarantee not valid
	IE056	Rejection from office of departure
	IE057	Rejection from office of destination
	IE060	Control decision notification
	IE061	Control decision notification at destination
	IE140	Request on non-arrived movement
	IE141	Information about non-arrived movement
	IE170	Presentation notification for the pre-logged declaration
	IE182	Forwarded incident notification to ED
	IE928	Positive acknowledge
Temporary storage	IETS004	Amendment acceptance
	IETS010	Invalidation notification
	IETS013	Amendment request
	IETS014	Invalidation request
	IETS015	Temporary storage declaration
	IETS016	Rejection for customs reason
	IETS019	Control result notification
	IETS020	Declarant advice on control findings
	IETS028	MRN allocation
	IETS029	End of TS notification
	IETS030	Intended transfer notification
	IETS031	Arrival notification in case of movement of goods under TS
	IETS032	Intended transfer acceptance notification
	IETS034	Transfer completion notification
	IETS035	Transfer completion acceptance notification
	IETS046	Reminder notification (time in TS)
	IETS047	Notify timer TS expiry
	IETS056	Rejection for functional reason

	IETS060	Control decision notification
	IETS061	Movement of goods to the customs place for control notification
	IETS062	Release the goods from customs place notification
	IETS063	Request for additional document/information notification
	IETS064	Request for additional document/information reminder
	IETS065	Request for additional document/information cancellation notification
	IETS066	Additional information response notification
	IETS067	Additional information response acceptance notification
	IETS071	Pre-lodged TSD partially presented
	IETS928	Pre-lodged TSD registration notification
	IEPN056	Rejection for functional reason
	IEPN070	Presentation notification
	IEPN072	Notification of unmatched presentation notification
Import	IE40	New debt notification
	IE404	Amendment / Correction acceptance
	IE410	Invalidation/Cancellation of Import declaration
	IE413	Amendment/Correction notification
	IE414	Cancellation/Invalidation request
	IE415	Import customs declaration
	IE426	Registration notification
	IE428	Acceptance notification
	IE429	Release notification
	IE432	Presentation notification
	IE444	Physical control results
	IE446	Request Additional Documents Notification
	IE447	Documentary Control Results
	IE451	Non release notification
	IE456	Rejection notification

	IE460	Control decision notification
	IEI09	Exceptional processes notification
	IEI11	Registration notification
	IEI14	Amendment/Invalidation/ Additional documents acknowledgement
	IEI15	Import customs declaration
	IEI16	Rejection notification
	IEI19	Amendment request
	IEI28	Acceptance notification
	IEI29	Release notification
	IEI59	Invalidation request
	IEI60	Control decision notification
	IEI76	Presentation notification rejection notification
	IEI88	Amendment disagreement notification
	IEI89	Intention non release notification
	IEI90	Right to be heard notification
	IEI91	Right to be heard acknowledgement
	IEI96	Suspension notification
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
Excise	AC4	Excise declaration
	AC4Acceptance	Acceptance notification
	AC4AmendmentRequest	Amendment notification

	AC4Closure	Release notification
	AC4DebtChange	New debt notification
	AC4InvalidationRequest	Invalidation request
	AC4Rejection	Rejection notification
	AC4RequestACK	Amendment/invalidation acknowledgement
	AC4RequestResponse	Exceptional process notification
Export	IE504	Export declaration amendment acceptance
	IE507	Arrival at exit
	IE509	Export invalidation decision
	IE510	Export invalidation notification
	IE511	Export presentation notification
	IE513	Export declaration amendment
	IE514	Export invalidation request
	IE515	Export declaration
	IE518	Exit result
	IE521	Diversion Rejection Notification
	IE522	Exit Release Rejection
	IE524	Forwarded Arrival Advice
	IE525	Exit release notification
	IE528	Export MRN allocated
	IE529	Release for export
	IE531	Expiry of Timer for Supplementary
	IE547	Manifest Presentation
	IE548	Manifest Validation
	IE551	Export No Release
	IE556	Rejection from office of export
	IE557	Rejection from Office of Exit
	IE560	Export control decision notification
	IE561	Exit control decision notification

IE570	Re-Export Notification
IE571	Re-Export Notification Registration
IE573	Re-Export Notification Amendment
IE574	Re-Export Notification Amendment Acceptance
IE582	Request on non-exited export
IE583	Information on non-exited export
IE590	Exit notification
IE599	Export notification
IE601	EXS
IE604	EXS Amendment Acceptance
IE609	EXS/REN Invalidation Decision
IE613	EXS Amendment
IE614	EXS/REN Invalidation Request
IE615	Exit Summary Declaration
IE628	Exit Summary Declaration Acknowledgement
IEX11	Export Declaration Acknowledgement (CCX11C)
IEX12	Export Notification Intention To Not Release (CCX12C)
IEX13	Invalidation request acknowledgement
IEX14	Export Amendment Acknowledgement (CCX14C)
IEX15	Right To Be Heard acknowledgement (CCX15C)
IEX17	Register Right to be heard (CCX17C)
IEX18	Export Suspension Notification (CCX18C)
IEX19	Export Request Amendment (CCX19C)
IEX20	Exited status notification (CCX20C)
IEX21	Invalidation status notification (CCX21C)
IEX22	Handled elsewhere status notification (CCX22C)
IEX23	Arrival at exit acknowledgement (CCX23C)
IEX24	Exit notification acknowledgement (CCX24C)
IEX25	REN Right to Be Heard Acknowledgement (CCX25C)

	IEX29	REN Request Amendment (CCX29C)
	IEX59	Exit confirmation
	IEX57	Non-AES movement arrival at exit
	IE507	Arrival at exit
	IE509	Export invalidation decision
Request for additional information	RFI001A	Request for information to EO
	RFI002A	Request for information reminder
	RFI003A	Request for information response from EO
	RFI004A	Request for information notification to EO
Tobacco management	IEGT002	Completion of the request
	IEGT003	Price/Package Request
	IEGT004	Tax Sign Orders Movement request
	IEGT005	Customs Warehouse Entry Movement request
	IEGT006	End Product Exit / AC4 Movement request
	IEGT008	Bulk Movement request
	IEGT009	Commercial Brand Request
	IEGT010	Warehouse Entry movement from bulk request
	IEGT011	Destruction Request
	IEGT012	Quota Update Notification
	IEGT013	Invalidation Request
	IEGT014	Warehouse Status Update
	IEGT015	Quota Increase Request
	IEGT016	Customs Rejection
	IEGT017	Tax Sign Update Notification
	IEGT019	Lost Tax Signs request
	IEGT020	Customs Movement Notification
	IEGT023	Potential repayment notification
	IEGT028	Request Acknowledgement
	IEGT056	Rejection for functional reasons

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## 20.4 HOW TO COMPLETE AN IMPORT CUSTOMS DECLARATION

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### General principles

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- ❖ The information required to submit the declaration is identified by a red star: \*
- ❖ For information required under conditions, details and explanations are available using the information icon:



- ❖ The customs declaration is divided into three main sections:
  - « Declaration »
  - « Consignment »
  - « Item list »

Some information can be found in more than one section. It is then possible to choose to enter information in one or other of these sections.

In this way, information that applies to the entire declaration must be entered in the highest section, either "Declaration" or "Consignment". And respectively, information that is distinct for each item must be entered for each item.

- ❖ Depending on your declaration's customs procedure (H1, H2, H3...), some information does not need to be filled in. In this case, your NTP portal will not display the related section or information.

The customs procedures applicable to each data item explained in this document are indicated in brackets.

H1- RFFC – Release for free circulation

H1 – End use

H2 – Customs warehousing

H3 – Temporary admission

H4 – Inward processing

H5 – Trade with special fiscal territories

H7 – Low value consignment

*An input help function is available when the input of a value is conditional. See Chapter 8 - [Input helpers](#)*

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## 20.4.1 SECTION 1 : DECLARATION (STANDARD OR SIMPLIFIED)

### 20.4.1.1 SUB-SECTION: IMPORT OPERATION

#### LRN (Local Reference Number) *(All customs procedures)*

Automatically assigned by the system, this is a reference that will uniquely identify the customs declaration. This reference will be used in communications with customs, as well as in the various list of the application.

#### Declaration type *(All customs procedures)*

- 'IM' for importations
- 'CO' for introductions and exportation (trade with special tax territories)

#### Additional declaration type *(All customs procedures)*

##### **For declarations submit at the time of presentation of the goods**

- 'A' for a standard customs declaration (under Article 162 of the Code)
- 'B' for a simplified declaration on occasional basis (under Article 166(1) of the Code)
- 'C' for a simplified customs declaration with regular use (under Article 166(2) of the Code)

##### **For declarations submit before the time of presentation of the goods**

- 'D' for lodging a standard customs declaration (such as referred to under code A) in accordance with Article 171 of the Code
- 'E' for lodging a simplified declaration (such as referred to under code B) in accordance with Article 171 of the Code
- 'F' for lodging a simplified declaration (such as referred to under code C) in accordance with Article 171 of the Code

#### Special case: Declaration's date *(All customs procedures)*

By default, this date is the current date.

For **customs regularisation declarations**, enter the date on which the declaration should have been submitted.

### 20.4.1.2 SUB-SECTION: CUSTOMS OFFICES

#### Customs office of supervision *(H1 RFFC, H1, H2, H3)*

- Select the country of the customs office of supervision.

#### Customs office of processing *(All customs procedures)*

### 20.4.1.3 SUB-SECTION: ACTORS

Enter here the parties involved in the movement of goods, the name or company name of the importer/exporter, declarant or representative if different from the importer/exporter.

#### Representation / Representative

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Customs representation means acting on behalf of others in customs formalities and procedures.

Three values are available:

1. **No representation** (Default value)
2. **Direct representation**  
The declaration is established by a customs representative acting in the name and on behalf of a third party.
3. **Indirect representation**  
The declaration is established by a customs representative acting in his own name, but on behalf of a third party.

Declarant *(All customs procedures)*

Importer *(All customs procedures)*

Exporter *(H1 RFFC – H1 - H3 – H4 – H5 – H7)*

The exporter is the last seller of the goods before they are imported into the European Union, or in the case of a customs declaration for a low-value consignment (H7), the person who dispatches the goods, as stipulated in the contract of carriage by the party ordering the transport.

Buyer *(H1 RFFC – H1)*

Seller *(H1 RFFC – H1)*

Additional supply chain actor *(H1 RFFC – H1 – H2- H3 – H4 – H5)*

*For more information, please refer to the section,8.4 [Actor filling helpers](#)*

#### **20.4.1.4 SUB-SECTION: AUTHORISATIONS**

*(H1 RFFC – H1 – H2 – H3 – H4 – H5)*

In the list of authorisations, you will find all the authorisations for which you are the holder, or the authorisations of holders that you can represent.

The authorisation(s) must be entered according to the type of declaration.

**For example**, for a simplified customs declaration, if you have an authorisation, you can select it here.

- Select the authorisation type 'C512 – SDE'.
- The reference number and authorisation holder are automatically filled in by the system.

Special case: National authorisation

If you do not have a European authorisation when you fill in your customs declaration, you can request a national authorisation when you submit your declaration. This authorisation will be approved by the Luxembourg customs authorities in the context of your declaration and will not be applicable to other declarations.

Point of attention:

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The selection of two authorisations of the same type, one European and one national, on the same declaration is not allowed.

**For example:**

For an "End-use" customs declaration, a national authorisation and a permanent end-use authorisation cannot coexist in the same declaration.

**20.4.1.5 FOR MORE INFORMATION ON YOUR AUTHORISATIONS, PLEASE REFER TO CHAPTER 5.8 [LIST OF EUROPEAN AUTHORISATIONS](#).SUB-SECTION: FINANCES**

Financial information

- **Nature of transaction** ([H1 RFFC – H1 – H2 – H3 – H4 – H5](#)): Indicate the type of contract under which the goods are supplied, e.g., goods sold exchanged, given as gifts, loaned, rented, sold or returned, etc.
- **Total amount invoiced** ([H1 RFFC – H1 – H3 – H4 – H5](#)): Invoice price corresponding to the total quantity of goods declared.
- **Invoice currency** ([H1 RFFC – H1 – H3 – H4 – H5](#)): Indicate the currency unit in which the payment is or must be made.
- **VAT additions and deductions (Eur)** ([H1 RFFC – H1 – H5](#)): To be completed if the importer does not have a Luxembourg VAT number.
- **Deferred payment** ([H1 RFFC – H1 – H3 – H4 – H7](#)): Indicate your payment account if you have provided a guarantee to the Customs and Excise Administration in order to benefit from deferred payment of customs duties.
- **Transport and insurance costs to the destination** ([H7](#)) Indicate here the costs of insurance and of transport, handling and unloading from the point of entry into the EU customs territory to the place of destination in the EU, as stated on the invoice. These are to be indicated on the invoice if separate from the intrinsic value on the invoice.

Customs additions and deductions (Eur) ([H1 RFFC – H1 – H5](#))

When the customs debt is established, the total amount paid (or payable) for imported goods may be subject to certain customs additions and deductions.

The code and amount of these additions and deductions must be provided in the case of a customs valuation method '1- Transaction value'.

- Code A – for additions
- Code B – for deductions

With amount information

Additional fiscal references ([H1 RFFC – H1 – H7](#))

Enter your VAT number here for H1 and H7 procedures (for IOSS)

Possibles codes are:

- 
- FR1: TVA of the importer
  - FR2: TVA no Luxembourgish (to be associated with code FR3 when using procedure 42 and 63)
  - FR3: TVA of the fiscal representant
  - FR5: Procedure IOSS (H1-H7) – to be associated with the additional procedure C07 / F48

**Example:**

Consider the case of goods exported from Canada, imported into Luxembourg, and transported directly to a final customer in Belgium. The goods are released for free circulation in Luxembourg.

However, the importer in Luxembourg invoices a company in Germany, which in turn invoices the end customer in Belgium.

The transaction between the importer in Luxembourg and the buyer in Germany is exempt from VAT as an intra-Community trade.

The VAT numbers to be mentioned in the import declaration are:

- That of the fiscal representative (preceded by the "FR3" role code), and
- That of the company in Germany (preceded by role code "FR2").

**For the other procedures:**

- H3-H4-H5: VAT number should be indicated at the consignment documents level as an additional reference.
- H7 (Excluding IOSS), VAT number should be indicated at the consignment documents level as additional information.

**20.4.1.6 SUB-SECTION: DELIVERY TERMS (H1 RFFC – H1 – H2 – H3 – H4 – H5)**

Indicate the conditions agreed between the seller and the buyer, under which the seller undertakes to deliver goods to the buyer.

In the context of international trade, the delivery terms are set out in INCOTERMS and may be "ex works", F.O.B., C.A.F., etc. These terms may also apply to non-commercial transactions without buyer or seller.

**20.4.1.7 SUB-SECTION: GUARANTEES (H1 RFFC – H1 – H3 – H4)**

If applicable, provide the following information:

- Guarantee type
- Guarantee reference

The guarantee type I is required, for example, in case of,

- H1 'End-use' with a national authorisation, or
- Business removals of personal goods (Additional procedure C01)

*For more information on your guarantees, please refer to Section 14 [Guarantees](#).*

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## 20.4.2 SECTION 2: CONSIGNMENT

This section mainly contains information on the transportation of goods.

### 20.4.2.1 SUB-SECTION: GENERAL INFORMATION

#### Container indicator (H1 RFFC – H1 – H2 – H3 – H4)

If your goods are packed in a container, you must indicate this here.

You will also be asked to indicate the container identification number in the transport information.

#### Country of destination (H1 RFFC – H1 – H2 – H3 - H4 – H5)

**Example 1:** Consider goods exported from Canada, imported into Luxembourg and transported directly to a final customer in Belgium. The goods are released in Luxembourg. The country of destination will be Belgium.

**Example 2:** Consider the case of goods exported from Ukraine, placed under a customs warehousing procedure in Slovenia, then placed under the end-use procedure in Luxembourg. The country of destination will be Luxembourg.

**Example 3:** Consider the case of goods dispatched from Kazakhstan, placed under inward-processing arrangements in Slovakia. The goods are processed in Croatia. The country of destination will be Croatia.

#### Region of destination (H1 RFFC – H1 – H2 – H3 - H4 – H5)

**Example 1:** Consider goods exported from Canada, released for free circulation in Germany and dispatch directly to Bavaria (Germany). The destination region will be Bavaria.

**Example 2:** Consider the case of goods exported from the USA, placed under inward processing arrangements in Catalonia, an autonomous community of Spain, after having been temporarily stored in the Netherlands. The region of destination will be Catalonia.

#### Country of dispatch (H1 RFFC – H1 – H2 – H3 - H4 – H5)

All countries crossed between the initial country of export and the Member State where the goods are located at the time of release are considered intermediate countries.

If the goods, while in an intermediate country, have been the subject of a sale, for example, then that intermediate country becomes the "country of dispatch/export".

In the case of repeated sales on the way, the last intermediate country will be the "country of dispatch/export".

#### Total gross mass (KG) (All customs procedures)

Total gross mass means the total weight of the consignment with its packaging or container.

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This means its net mass (actual weight of the product) plus the mass of its packaging. This value is rounded off to the nearest kilogram, without decimal points, unless the gross mass is less than 1 kg.

Reference number/UCR *(All customs procedures)*

This is the unique commercial reference number allocated by the person concerned to the consignment in question.

- It can take the form of WCO codes (ISO 15459) or equivalent codes.
- It may be used to indicate the transaction identifier (such as the reference to the purchase contract), if the goods are declared for release for free circulation under the special distance selling arrangements for goods imported from third countries and territories provided for in Title XII, Chapter 6, Section 4 of Directive 2006/112/EC.

Warehouse *(H1 RFFC – H1 – H2 – H3 – H4 – H5)*

Indicate the type of warehouse and the identifier of the place to be used as a customs warehouse or other storage facility.

#### 20.4.2.2 SUB-SECTION: TRANSPORT

Mode of transport at the border *(H1 RFFC – H1 – H2 – H3 – H4 – H5)*

Indicate here the mode of transport by which the goods enter the customs territory or tax territory concerned.

In certain cases, it is necessary to indicate the nationality of the mode of transport at the border.

Active border transport means *(H1 RFFC – H1 – H3 – H4 – H5)*

Indicate here, using the corresponding Union code, the nationality of the active means of transport crossing the Union's external border.

In the case of combined transport or the use of several means of transport, the active means of transport is that which drives the whole.

**For example**, in the case of a truck on a sea-going vessel, the active means of transport is the vessel. In the case of a tractor and trailer, the active means of transport is the tractor.

Inland mode of transport *(H1 RFFC – H1 – H2 – H3 – H4 – H5)*

Indicate here the mode of transport on arrival of the goods.

Arrival transport means *(H1 RFFC – H1 – H3 – H4 – H5)*

Indicate here the type and identity of the means of transport on which the goods are directly loaded at the moment of presentation at the customs office where the destination formalities are completed.

If a tractor and trailer with different registration numbers are used, indicate the registration numbers of the tractor and trailer.

Depending on the means of transport concerned, the following identity data may be indicated:

Transport means	Type of identification
Sea and river transport	Name of vessel
Air transport	Flight number and date (if no flight number, indicate aircraft registration number)
Road transport	Vehicle and/or trailer registration number
Rail transport	Wagon number

#### Transport equipment [\(H1 RFFC – H1 – H2 – H3 – H4 – H5\)](#)

Indicate here the list of container identification numbers.

- For modes of transport other than air, a container is a special box for the transport of goods, reinforced and stackable, allowing horizontal or vertical transfers.
- In the air mode, containers are special boxes for the transport of goods, reinforced and allowing horizontal or vertical transfers.
- For the purposes of this data element, swap bodies and semi-trailers used for road and rail transport are considered to be containers.

Where applicable, for containers covered by ISO 6346, the identifier (prefix) assigned by the Bureau International des Containers et du Transport Intermodal (BIC) must also be provided in addition to the container identification number.

- For swap bodies and semi-trailers, the ILU (Intermodal Loading Units) code introduced by European standard EN 13044 must be used.

#### Location of goods [\(All customs procedures\)](#)

Indicate here the type and all information required to identify the location where goods may be examined during customs clearance. Only one type of location may be used at the same time.

This information is mandatory for declarations submitted at the time of goods presentation.

### 20.4.2.3 SUB-SECTION: DOCUMENTS

**Please note:** If a document refers to a specific item within the customs declaration, the information relating to this document must be entered for the item concerned.

#### Previous documents [\(All customs procedures\)](#)

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Indicate the reference of the declaration of temporary storage or any other previous document.

- When the declaration concerns excise goods subject to duty suspension, indicate the reference of the e-AD, when issued.
- In the case of a supplementary declaration, indicate the MRN of the simplified declaration filed previously.
- If the entry summary declaration and the customs declaration are lodged separately, indicate, using the corresponding Union code, the MRN of the entry summary declaration or of any previous document.

Supporting documents *(All customs procedures)*

Indicate the details relating to import certificates.

These details include the reference to the authority issuing the certificate concerned, the period of validity of the certificate concerned, the amount or quantity cancelled and the corresponding unit of measure.

Where the contract of sale/invoice for the goods concerned includes an identification number, this must be indicated. If applicable, also indicate the date of the sales contract.

Transport documents *(All customs procedures)*

Indicate the type and reference of the transport document(s) with which the goods were introduced into the customs territory of the Union.

Additional references *(All customs procedures)*

Enter additional reference numbers here, such as, for example:

- The fiscal reference number,
- VAT number (if this cannot be entered elsewhere in the declaration)
- Other codes required by Tarlux.

**Please note: The customs office of processing must be indicated in section 1: Declaration.**

Additional information *(All customs procedures)*

Indicate here any information that may be deemed useful for releasing the goods for free circulation.

Indicate the corresponding Union code and, where appropriate, the code provided by the Member State concerned.

**For example:**

For the union codes, the following coding is used:

- Code 0xxxx - General category
- Code 1xxxx - Import
- Code 2xxxx - In transit

- 
- Code 3xxxx - Export
  - Code 4xxxx – Other

For H7 declarations - Low-value consignment, the **VATID** code should be used to indicate the importer's VAT number. In this case only, this information should not be indicated in the "Additional fiscal references" sub-section.

## 20.4.3 SECTION 3: ITEMS LIST

### 20.4.3.1 SUB-SECTION: GOODS IDENTIFICATION

#### Description of goods ([All customs procedures](#))

Indicate here the commercial and/or technical designation of the goods.

#### Commodity code ([All customs procedures](#))

Indicate here the TARIC code of the goods. The TARIC code is a **10-digit** code defined at European level.

**Exception for H7:** Only the first 6 digits are required.

*For more information, please refer to Section 8.5 [Commodity code helpers](#).*

#### TARIC additional Code ([H1 RFFC – H1 – H2 – H3 – H4 – H5](#))

An additional four-character alphanumeric code is used for the application of specific EU regulations which could not be coded, or could only be partially coded, in the ninth and tenth digits of the TARIC code.

The first digit is usually used to indicate the type of measure, and the others to code the additional subdivisions.

Currently, this additional code is used to code:

- complex anti-dumping and countervailing duties,
- agricultural components,
- pharmaceutical substances in Section II of Part III of the CN,
- CITES products (Washington Convention),
- reference prices for fish,
- certain other import and/or export measures for which a subdivision of the CN/TARIC code is necessary.

*For more information, please refer to Section 8.5 [Commodity code helpers](#).*

#### National additional code ([H1 RFFC – H1 – H2 – H3 - H4 – H5](#))

Enter here, for example, codes for energy products, alcohol, or VAT.

These codes are available in Tarlux under the indication of Luxembourg origin.

[Search code lists | Arctic-TARIFF \(etat.lu\)](#)

#### CUS code ([H1 RFFC – H1 – H2 – H3 - H4 – H5](#))

Chemical goods must be clearly and easily identifiable by their tariff classification. Its CUS code, defined in the European Customs Inventory of Chemical Substances (ECiCS), must be added to its TARIC code.

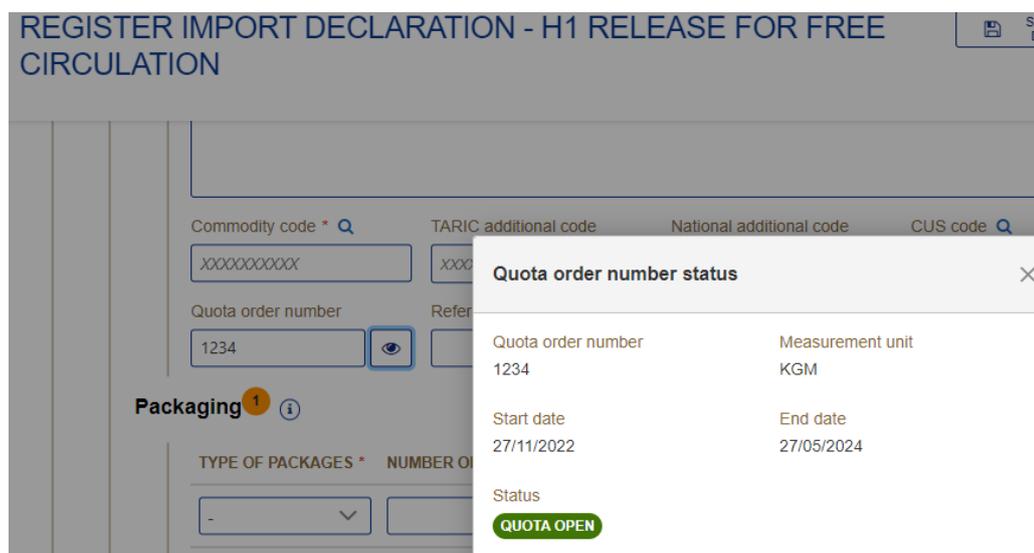
Substances are also identified by the Chemical Abstracts Service Registry Number (CAS RN), a system used to identify chemical substances worldwide, in addition to other numbers such as EC, UN...

For more information, please refer to Section 8.5 [Commodity code helpers](#).

### Quota order number [\(H1 RFFC – H1\)](#)

Quota order numbers consist of 6 digits. They are provided for in the tariff quota regulations and also appear in the TARIC database in the columns relating to the special duty rates for the products concerned.

Information on the quota entered can be viewed from the declaration form by clicking on the Search icon. 



Quota order number	Measurement unit
1234	KGM
Start date	End date
27/11/2022	27/05/2024
Status	
QUOTA OPEN	

For more information, please refer to Section 8.5 [Commodity code helpers](#).

Reference number/UCR [\(All customs procedure\)](#) When the unique commercial reference number is not defined at consignment level, it can be indicated at item level.

Container identification number [\(H1 RFFC – H1 – H2 – H3 - H4 – H5\)](#) Select here the container identification number, relative to the item, defined previously in the 'Consignment' section.

Sub-section: packaging [\(All customs procedures\)](#)

### Type of package

Indicate here the form in which goods are presented, e.g. cartons, barrels, crates, bales, etc.

### Number of packages

Indicate here the total number of packages based on the smallest external packaging unit.

- This is the number of individual items packed in such a way that they cannot be divided without undoing the packaging, or the number of pieces if they are not packed.

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The term "packaging" refers to outer and inner containers, wrappings, envelopes and supports, but excludes transport equipment - in particular containers - tarpaulins, tackle and ancillary transport equipment.

This information is not provided when the goods are in bulk.

#### Shipping marks

Description of package identification marks and numbers.

### **20.4.3.2 SUB-SECTION: GOODS MEASURE** *(ALL CUSTOMS PROCEDURES)*

#### Gross mass (KG)

Total gross mass means the total weight of the article with its packaging. This value is rounded off to the nearest kilogram, without decimal points, unless the gross mass is less than 1 kg.

#### Net mass (KG)

Indicate the net mass, in kilograms, of the item without packaging.

- When a net mass greater than 1 kg includes a fraction of a unit (kg), it may be rounded as follows:
  - from 0.001 to 0.499: rounded down to the nearest kg,
  - from 0.5 to 0.999: rounded up to the next kg.
- A net mass of less than 1 kg should be indicated by "0", followed by a number of decimal places up to 6, disregarding the "0" at the end of the quantity.

**Caution:** A net mass must be strictly greater than "0".

**Example:** 0.123 for a pack of 123 grams, 0.00304 for a pack of 3 grams and 40 milligrams or 0.000654 for a pack of 654 milligrams.

#### Supplementary units

The supplementary units, indicated in the form of acronyms, are used to collect statistics on a characteristic in addition to the weight in kilograms of the goods concerned.

**Caution:** When required, this value must be strictly greater than "0".

### **20.4.3.3 SUB-SECTION: PROCEDURES – DECLARATION TYPE** *(ALL CUSTOMS PROCEDURES)*

#### Requested and previous procedure

Customs procedures determine the legal status of goods prior to their arrival on a specific territory, while establishing a legal regime for the circulation of these goods.

**Example: 40-00 procedure** Release for consumption with simultaneous release for free circulation of goods that are not the subject of a VAT-exempt supply.

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The 40-00 procedure is used when goods are imported into a member country of the European Union from a third country. Once the goods have been released by customs, they can be released for consumption in the European Union (EU) without being subject to additional customs restrictions. Customs duties and VAT must be paid in the country of import.

#### Additional procedure

This procedure provides details of the requested goods procedure.

The first character of the code identifies a category of measures as follows:

Code	Measures
<b>Axx</b>	Inward processing (Article 256 of the Code)
<b>Bxx</b>	Outward processing (Article 259 of the Code)
<b>Cxx</b>	Relief (Council Regulation (EC) No 1186/2009 (*))
<b>Dxx</b>	Temporary admission (Delegated Regulation (EU) 2015/2446)
<b>Exx</b>	Agricultural products
<b>Fxx</b>	Other

#### **Example:**

For H7 declarations - Low value consignments, indicate the corresponding additional procedure.

- C07 : Consignments of negligible value,
- C08 : Goods sent from one private individual to another,
- F48 : Under IOSS regime.

#### **20.4.3.4 SUB-SECTION: PLACES – COUNTRIES – REGIONS** (*H1 RFFC – H1 – H2 – H3 - H4 – H5*)

##### Country of origin

This information is required when no preferential treatment is applied, or when the non-preferential country of origin is different from the preferential country of origin.

##### Country of preferential origin

If preferential treatment based on the origin of the goods is requested, indicate the country or region/country group of preferential origin.

**For example:** under a free trade agreement - code 300

##### Country of dispatch

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All countries crossed between the initial country of export and the member state where the goods are located at the time of release are considered intermediate countries.

If the goods, while in an intermediate country, have been the subject of a sale, for example, this intermediate country then becomes the "country of dispatch/export".

In the case of repeated sales on the way, the last intermediate country will be the "country of dispatch/export".

#### Country of destination

**Example 1:** Consider goods exported from Canada, imported into Luxembourg and transported directly to a final customer in Belgium. The goods are released in Luxembourg. The country of destination will be Belgium.

**Example 2:** Consider the case of goods exported from Ukraine, placed under a customs warehousing procedure in Slovenia, then placed under the end-use procedure in Luxembourg. The country of destination will be Luxembourg.

**Example 3:** Consider the case of goods dispatched from Kazakhstan, placed under inward-processing arrangements in Slovakia. The goods are processed in Croatia. The country of destination will be Croatia.

#### Region of destination

**Example 1:** Consider goods exported from Canada, released for free circulation in Germany and dispatch directly to Bavaria (Germany). The destination region will be Bavaria.

**Example 2:** Consider the case of goods exported from the USA, placed under inward processing arrangements in Catalonia, an autonomous community of Spain, after having been temporarily stored in the Netherlands. The region of destination will be Catalonia.

#### 20.4.3.5 **SUB-SECTION: ACTORS** (H1 RFFC – H1 – H2 – H3 – H4 – H5)

Enter here the parties involved in the movement of goods, the name or company name of the exporter, buyer/seller and additional parties if applicable to a particular item.

#### 20.4.3.6 **SUB-SECTION: AUTHORISATIONS** (H1 RFFC – H1 – H2 – H3 – H4 – H5)

Enter the authorisation information here applicable to a particular item.

#### 20.4.3.7 **SUB-SECTION: FINANCES** (H1 RFFC – H1 – H2 – H3 – H4 – H5)

#### Statistical value

Value declared for statistical purposes of goods included in a consignment that fall under the same commodity code and are from the same country of origin.

#### Nature of transaction

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Indicate the type of contract under which the goods are supplied, e.g. goods sold exchanged, given as a gift, loaned, leased, sold or returned, etc.

### Valuation indicators

There are four evaluation indicators. Their positive or negative response forms a 4-digit code.

They are required if the customs value exceeds 20,000 euros.

- If the indicator affects the customs value, the answer is 1.
- If the indicator does not affect the customs value, the answer is 0.

The 4 indicators are as follows:

1. A price influenced by a party relationship between buyer and seller.
2. Restrictions on the disposal or use of the goods by the buyer in accordance with Article 70(3)(a) of the Code.
3. The sale or price is subject to certain conditions or considerations in accordance with article 70(3)(b) of the Code.
4. The sale is subject to an agreement whereby part of the proceeds of any subsequent resale, transfer or use accrue directly or indirectly to the seller.

### **Examples:**

If the answer to all four indicators is: does not affect customs value, the evaluation indicator will be 0000.

If the answer to indicator '1' is: affects customs value, and

if the answer to the other indicators is: does not affect customs value, the evaluation indicator will be 1000.

### Item amount invoiced

Item price expressed in the declared currency unit.

Valuation method: Select one of the six methods

1. Transaction value of the imported goods
2. Transaction value of identical goods
3. Transaction value of similar goods
4. Deductive value method
5. Computed value method
6. Value based on the data available ("fall-back" method)

The transaction value method is the total amount paid (or payable) for the imported goods.

If the transaction value method is not applicable, the other secondary methods of determining customs value will be used in sequential order.

### Customs additions and deductions (EUR)

Indicate here the code and amount of the adjustment to be applied to the transaction value. Such as freight, insurance, packaging, discount, rebate...

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- Code A – for additions
  - Code B – for deductions

#### Additional fiscal references

Enter information here on the fiscal references applicable to a particular item.

#### Calculation of taxes

- **Preference**

To be filled in when a preferential tariff is requested.

- **Method of payment**
- **Duties and taxes**

### **20.4.3.8 SUB-SECTION: FINANCES (H7)**

#### Intrinsic value

Only used for H7 declarations.

**Please note** that an H7 declaration cannot be used if the sum of all intrinsic values exceeds €150.00.

**Special case of consignments not for sale:** Indicate here the price it would cost if sold.

#### Transport and insurance costs

Used only for H7 declarations, this refers to the cost of transport and insurance to destination, as stated on the invoice. It is not necessary to indicate them at item level if they have been indicated at consignment level.

#### Method of payment

Deferred payment is only valid if a guarantee has been deposited with customs in the form of a bank guarantee or in cash.

### **20.4.3.9 SUB-SECTION: DOCUMENTS (ALL CUSTOMS PROCEDURES)**

If a document refers to a specific item within the customs declaration, the information relating to this document must be entered for the item concerned.

Otherwise, this information can be entered once in the "Documents" section of the consignment.

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## 20.4.4 PARTICULAR CASE: CENTRALISED CUSTOMS DECLARATION

Option available when creating an import declaration, only if you hold the appropriate authorisation.

To submit a centralised clearance declaration, the 'Centralised clearance declaration' box in the top right-hand corner of the form must first be ticked.

### Basic principles

The customs declaration can be lodged at the customs office of the Member State where the holder of the authorisation is based (i.e., the supervising customs office), even if the goods are presented to customs in another Member State (participating Member State - customs office of presentation). To this end, the centralised clearance authorisation must be granted to an economic operator (in accordance with Article 179 of the Code UCC).

### Special feature

In the case of a centralised clearance declaration:

- The country and identification of the customs office of presentation must be indicated
- Indirect representation is not permitted
- A valid authorisation for centralised clearance (C513) is required
- It is necessary to specify for which customs office, supervisory or presenting, the following values are provided:
  - Deferred payment account in the case of deferred payment
  - Identification and amount of the guarantee if applicable
  - Country / Region of destination
  - Recipient of documents
  - National additional code of items
  - Additional procedure at national level

By default, this information will be identified as being for the supervising office.

## 20.5 GLOSSARY

**Delivery terms:** Terms agreed between the seller and the buyer, under which the seller undertakes to deliver goods to the buyer. In international trade, delivery terms are laid down in INCOTERMS, and may include "ex works", F.O.B., C.A.F., etc. These terms may also apply to non-commercial transactions without buyer or seller. These conditions may also apply to non-commercial transactions without buyer or seller.

**Valuation method:** Customs valuation involves determining the economic value of goods declared for import. Alongside origin and tariff classification, the customs value forms the basis for establishing the customs debt, which is normally calculated as a percentage of the customs value.

**Reference number / UCR:** Unique Consignment Reference (UCR) is a reference number that can be used to facilitate national and international transactions between different actors and customs administrations.

**Deferred payment:** Mention or indication of deferred payment of duties/taxes/fees.

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**TARIC** [The Integrated Tariff of the European Union \(TARIC\)](#), is a multilingual database containing all measures relating to EU customs legislation (tariff, commercial and agricultural).