GRAND-DUCHÉ DE LUXEMBOURG
Administration des douanes et accises

ctie
Centre des technologies de l'information de l'État

LUCCS
LUXEMBOURG CUSTOMS CLEARANCE SYSTEM

User guide

Program	Luxembourg Customs Clearance System
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LUCCS
YOUR DIGITAL DOOR

HISTORY AND REVISIONS OF THE DOCUMENT

DOCUMENT HISTORY

Version	Delivery date	Author	Description
1.00	22/09/2022	L. Baptista, S. Weyssow, C. Bost, C. Bolle	Initial version
2.00	04/05/2023	L. Baptista, X. Wang, P. Caro, C. Moureau, C. Hansen	Additions of new procedures and features: • Transit procedures • Temporary storage procedures • Excise procedures • Processing simplified, reconciled and supplementary import declarations • Management of debts for import and excise declarations • Management of templates of declaration • Consultation of reference data

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			• New request to replace a legal representative
			• Customs and Guichet.lu portal
			• European authorisations list
			• Management of documents
			• New input helpers:
			    ○ UN/LOCODE
			    ○ CERTEX
			    ○ Debt simulation

3.00	29/03/2024	A. Hauet, L. Baptista, C. Bost	Additions of new procedures: • Export procedures • Exit procedures • Centralised clearance New feature: • How to register your right to be heard following the rejection of a local authorisation
4.00	10/10/2024	X.Wang, S. Deche, A. Hauet	Additions of new procedure and functionalities: • Tobacco management • Addition of the suggestion amendment for transit procedures at Office of Departure

			• Debt management for export declarations • Addition of notifications to office of exit • CERTEX update • Addition of additional information request section
4.01	24/10/2024	A. Hauet	Minor corrections.
5.00	21/03/2025	X.Wang, P-H. Kezachian, S. Deche, B.Desauté	Additions of new procedure and functionalities: • Supplementary process management for centralized clearance procedures • Import format I2 management • Update of commercial brand management • Add UCR to the declaration list • Note added concerning the remittance/repayment creation • Update of the method for entering a VAT number for an H7 declaration • Transit: generate TAD in EN and FR

REVIEWS

Version	Delivery date	Reviewer	Description
1.00	22/09/2022	C. Moureau	Quality review
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4.01	24/10/2024	C. Hansen	Quality review
5.00	21/03/2025	C. Hansen	Quality review

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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.*

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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.

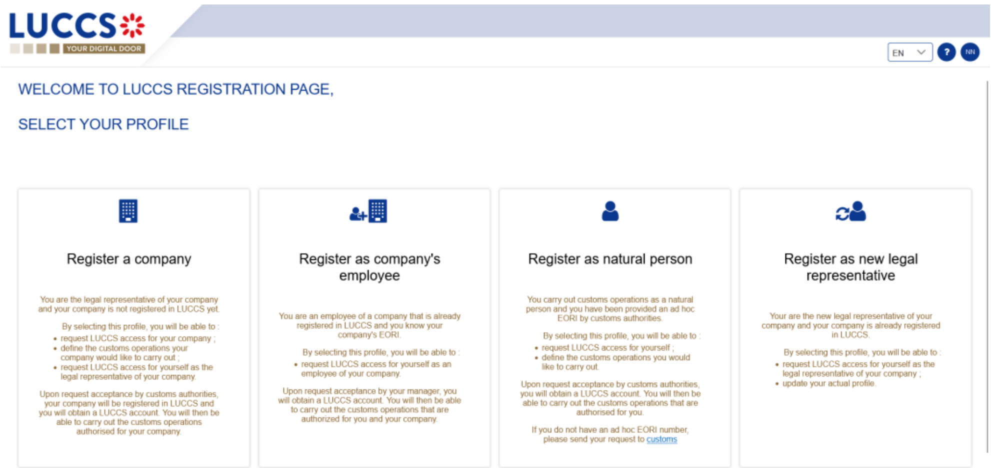

Figure 1: Home page - access request

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.**

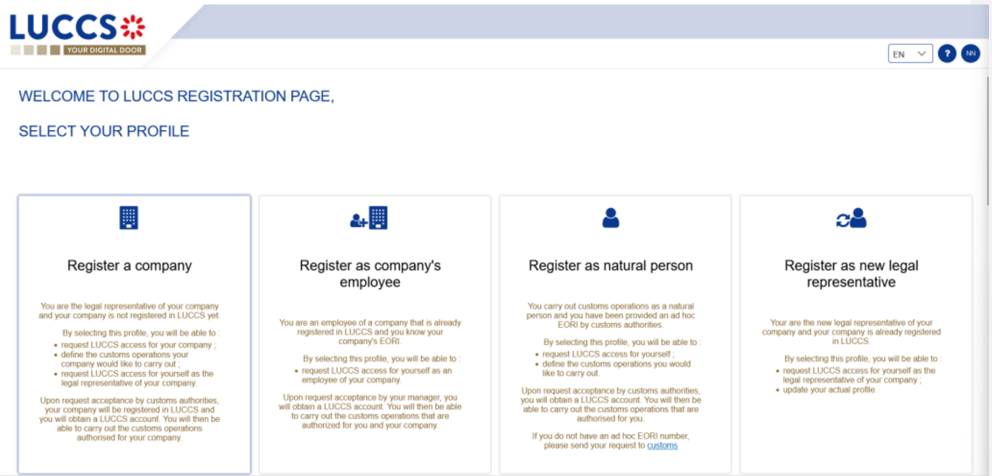

Figure 2: Select Register a company

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.

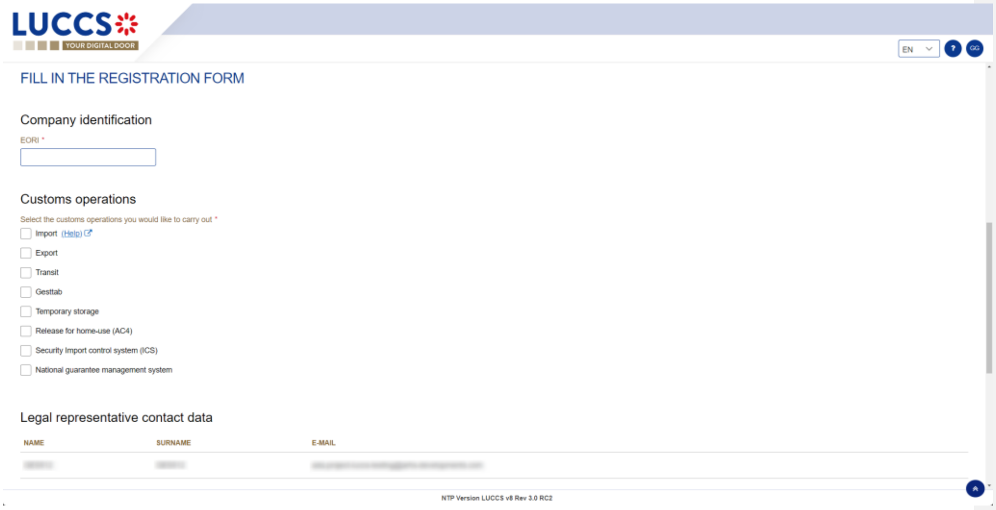

Figure 3: Company registration form

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.

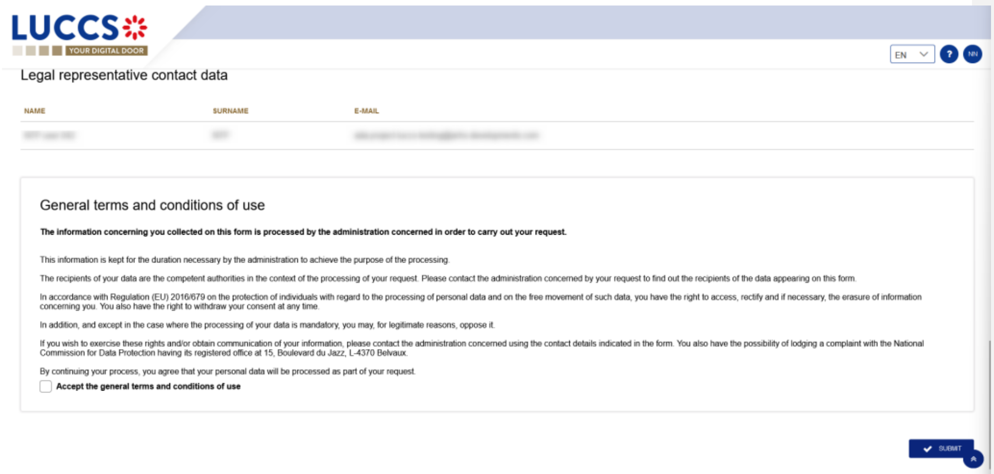

Figure 4: General terms and conditions of use

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.**

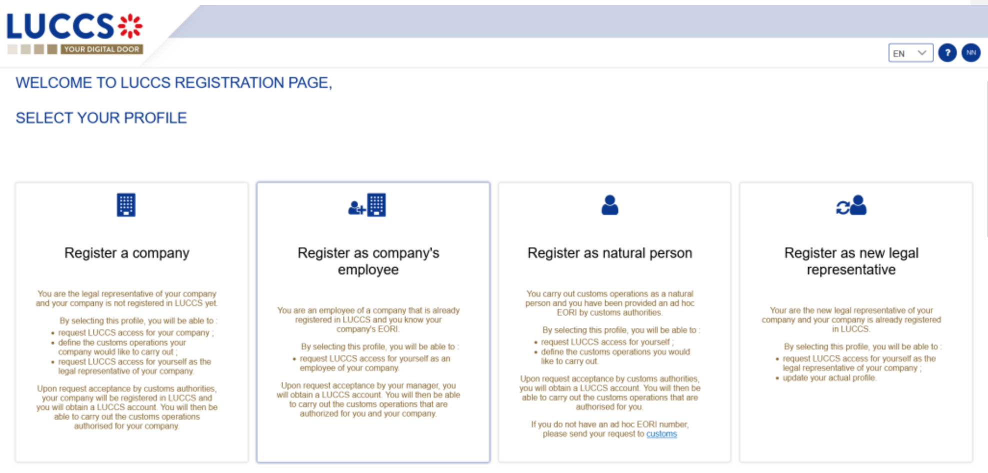

Figure 5: Select Register as company's employee

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

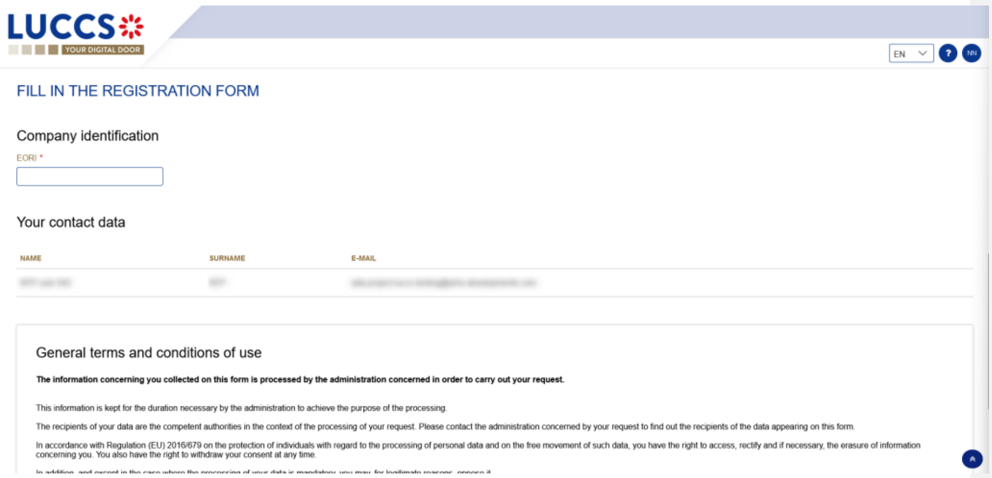

Figure 6: Employee registration Form

5. Click on **Submit**. Your access request is submitted and awaiting validation by your company's legal representative or user manager.
   Note: you will receive an email notification when your access request has been processed (accepted or rejected).

Note: click on **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:

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

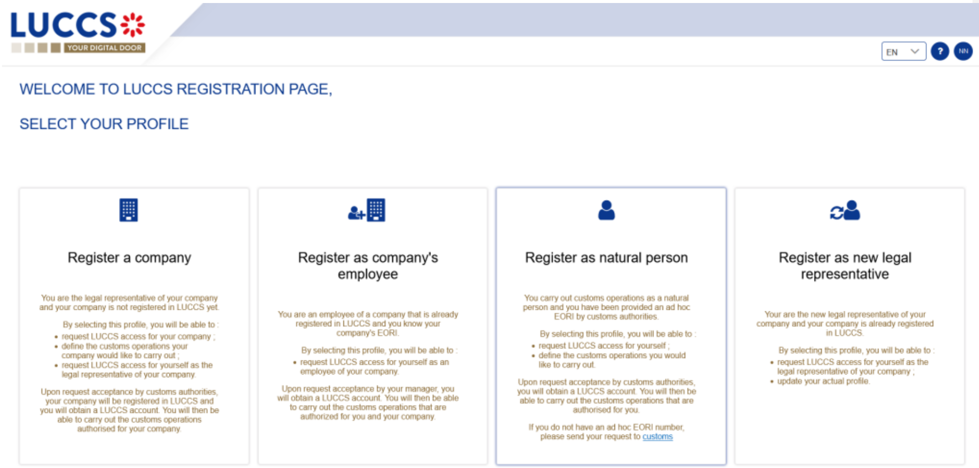

Figure 7: Select Register as natural person

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

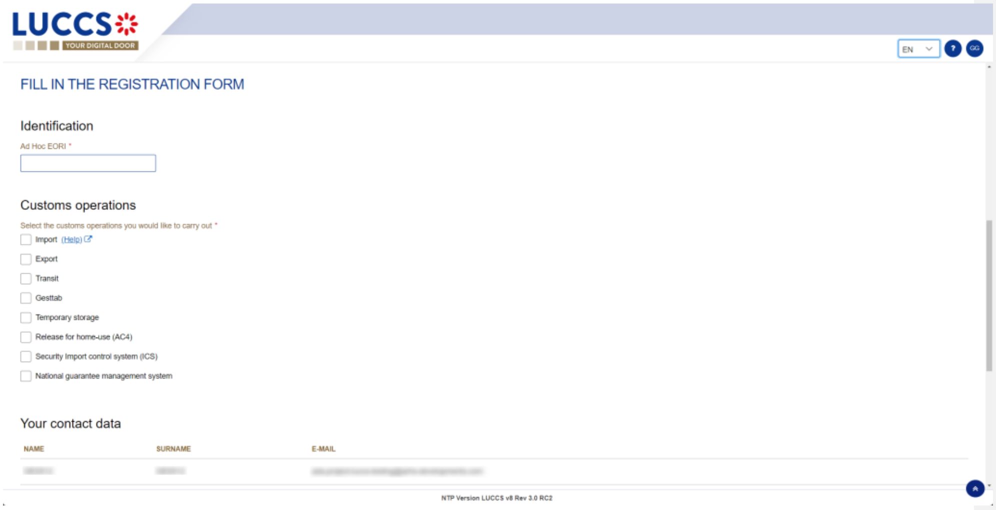

Figure 8: Natural person registration form

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**.

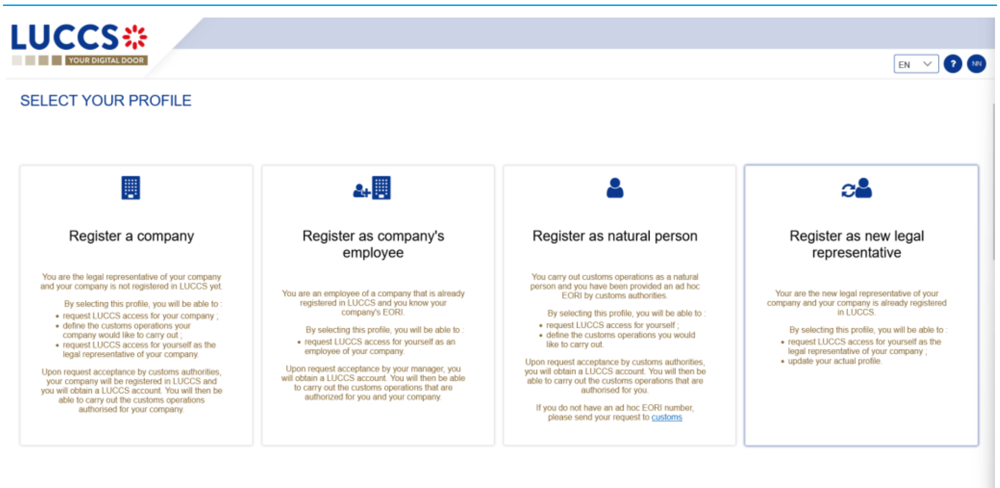

Figure 9: Select Register as new legal representative

3. Enter your EORI ID number.

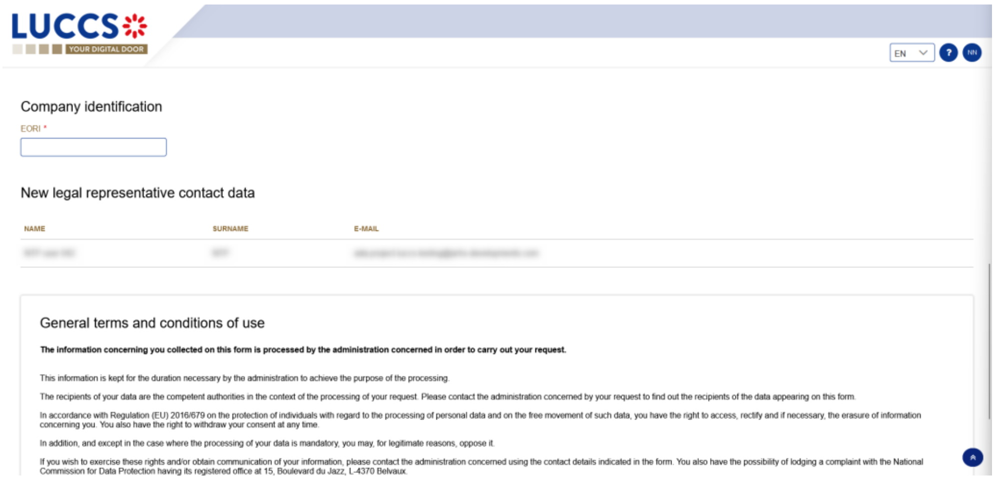

Figure 10: New legal representative registration form

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.

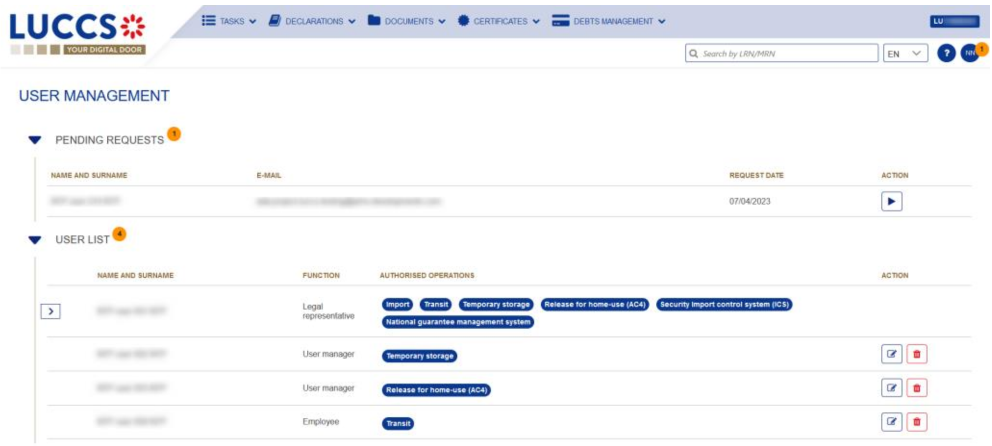

Figure 11: User management

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 LUCCS portal for the company are displayed at the top of the page.
2. Click on the action **Execute.** A pop-up opens.

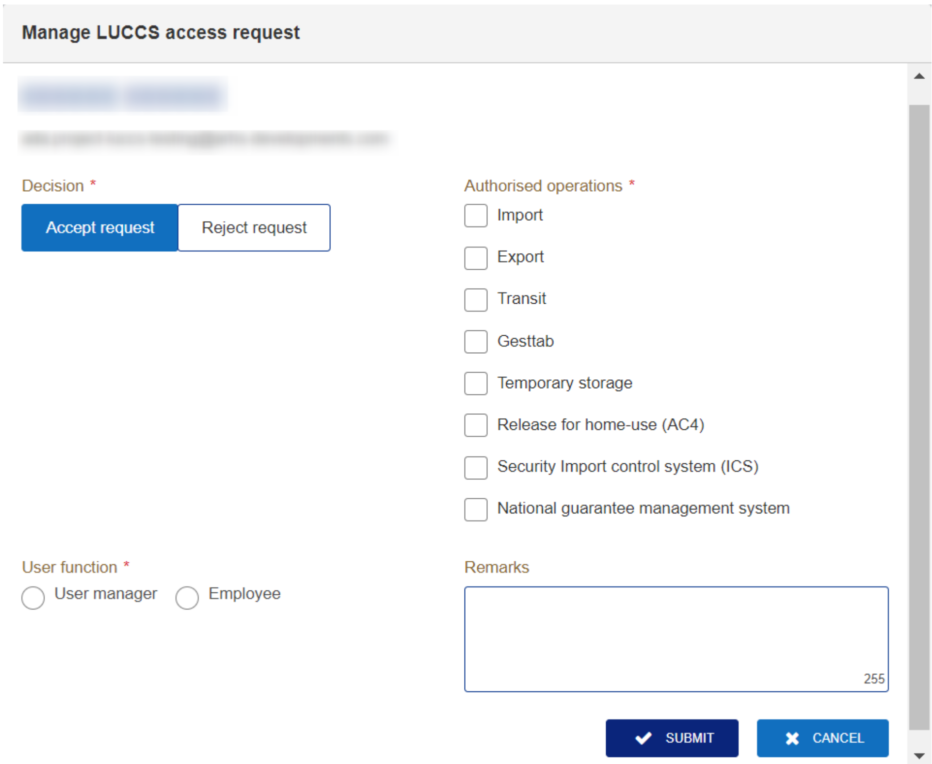

Figure 12: Pop-up – Accept a user's access request

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.

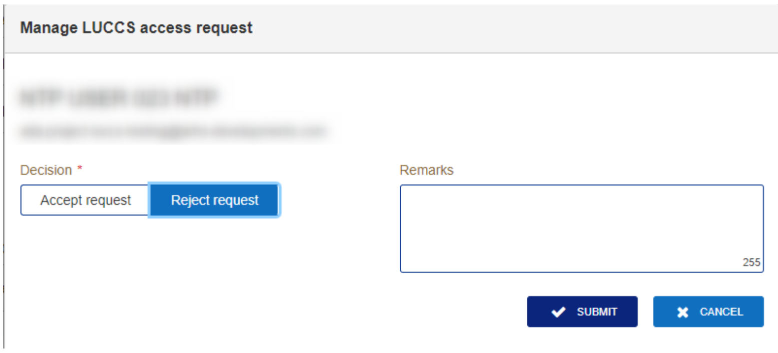

Figure 13: Pop-up – Reject a user's access request

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.

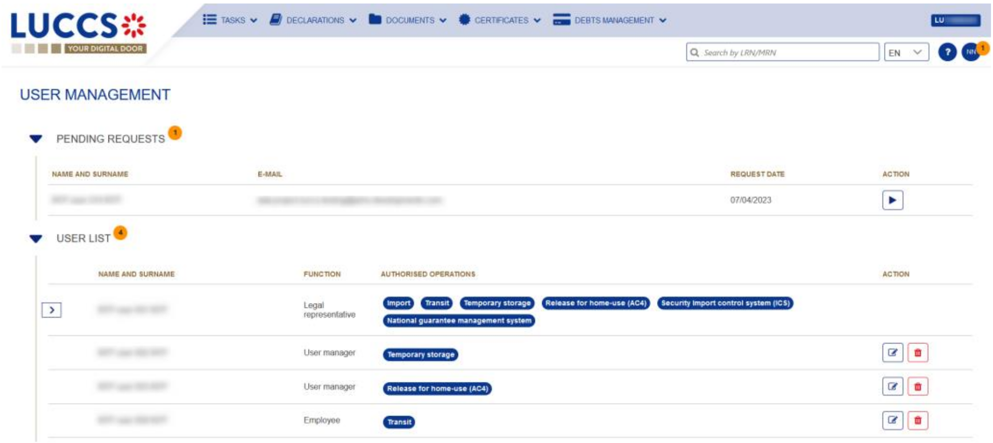

Figure 14: User management

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.

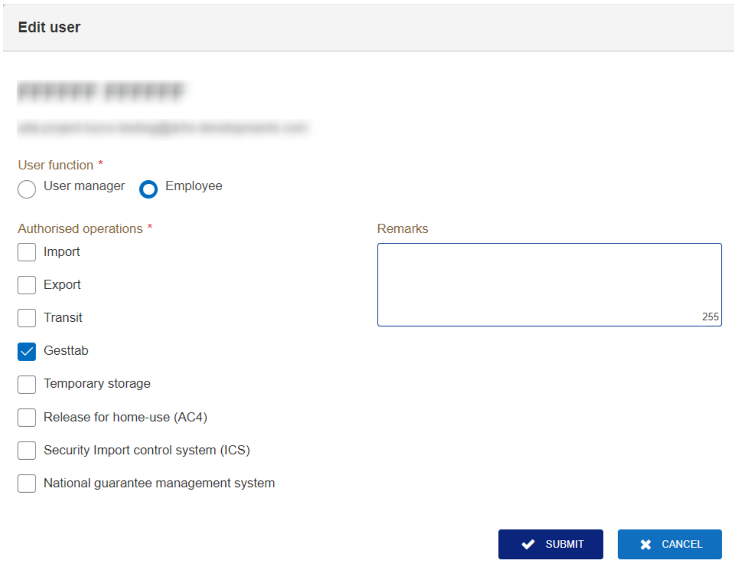

Figure 15: Pop-up – Edit user

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.

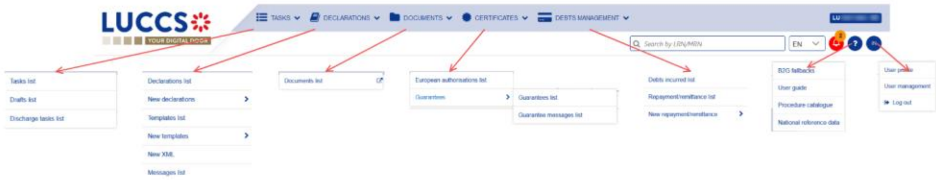

Figure 16: Menu

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.

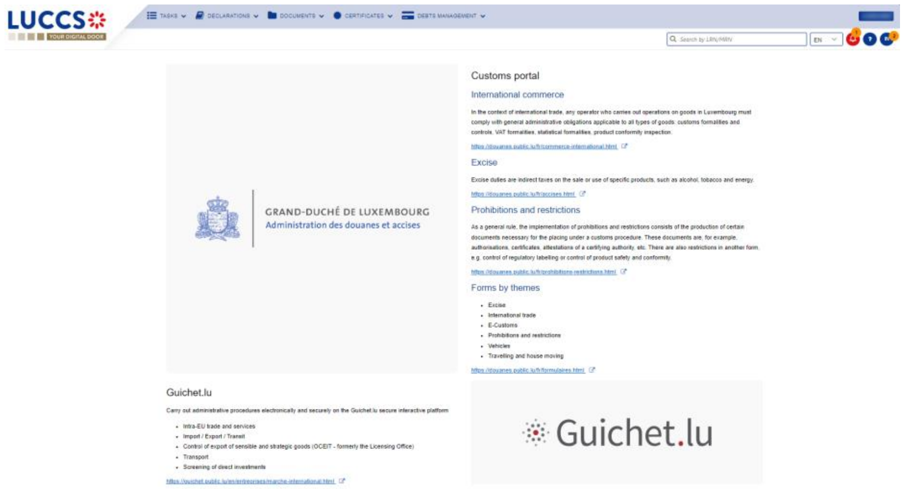

Figure 17: Customs portal and Guichet.lu

5.3 DASHBOARD

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

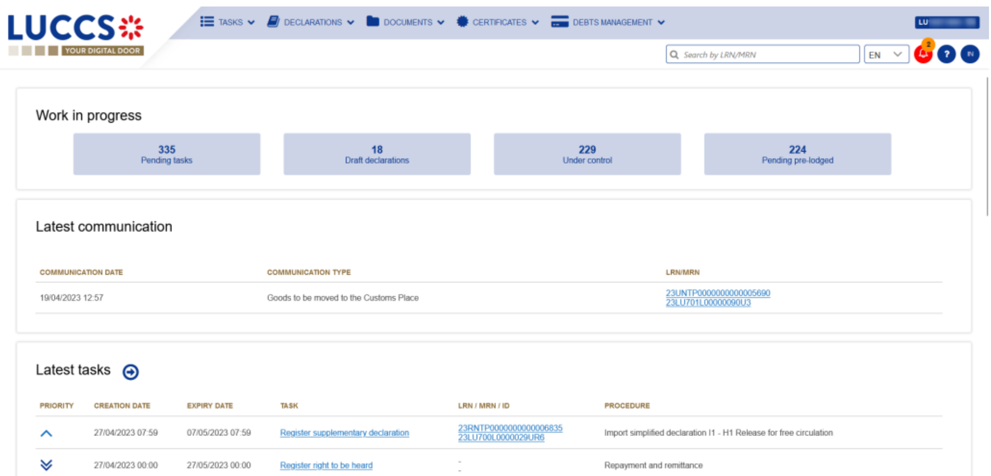

Figure 18: Dashboard

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.

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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*

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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*

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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).

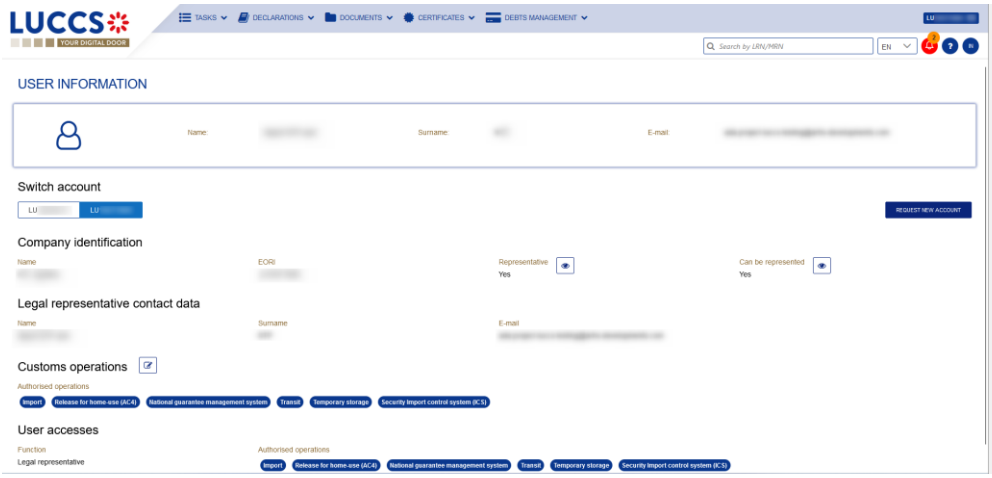


Figure 19: User Profile

5.4.2 MODIFY THE COMPANY'S CUSTOMS OPERATIONS

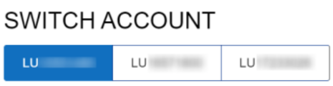
Note: you must have the function 'Legal Representative' to be able to modify the customs operations of the company.

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.

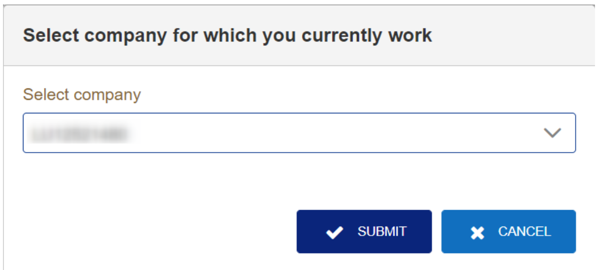
Note: you will receive an email notification when your request to change access has been processed (accepted or rejected).

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



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



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.

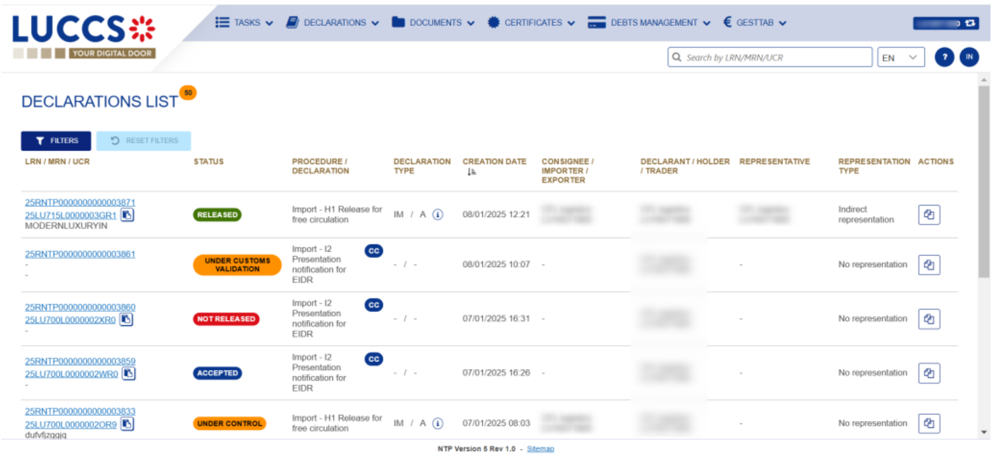


Figure 20: Declarations list

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/UCR,** the MRN is displayed only upon receipt of the notification of acceptance of the declaration. If a UCR is present in the declaration, it will be displayed under the LRN
- **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.

Notes:

1. You can access the **Declaration View** by clicking on the **LRN/ MRN**.
2. To distinguish centralized clearance declarations, a "**CC**" indicator is displayed in the Procedure/Declaration column.
3. In cases where multiple UCRs are present, a tooltip will enable the user to view all of them.

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.

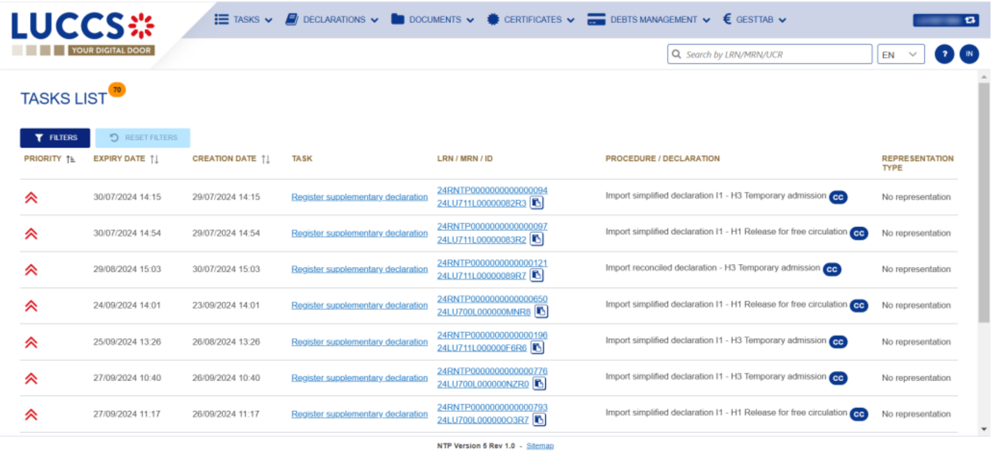


Figure 21: Tasks list

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.

Notes:

- You can access the **Declaration's View** by clicking on the **LRN / MRN**.
- To distinguish centralized clearance declarations, a "**CC**" indicator is displayed in the Procedure/Declaration column.

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.

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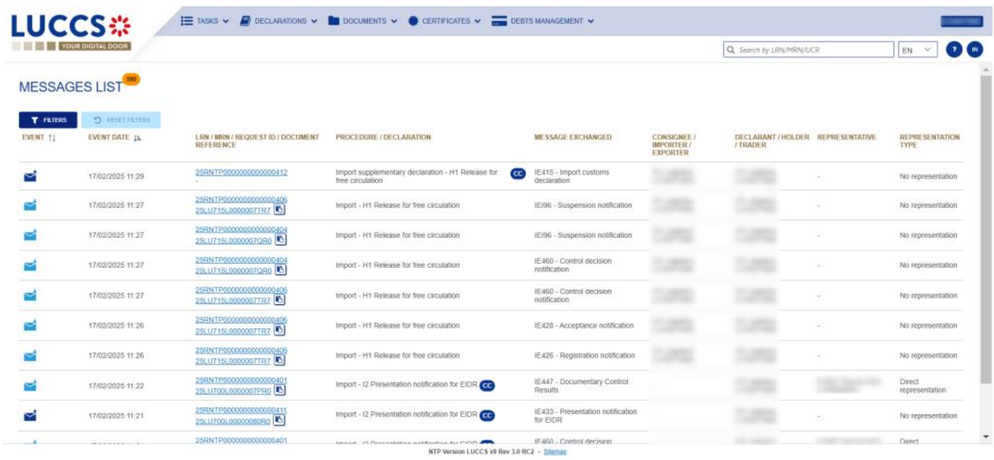

Figure 22: Messages list

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.

Notes:

1. you can access the **Declaration View** by clicking on the **LRN / MRN / Request ID / Document reference**.
2. To distinguish centralized clearance declarations, a "**CC**" indicator is displayed in the Procedure/Declaration column.

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.

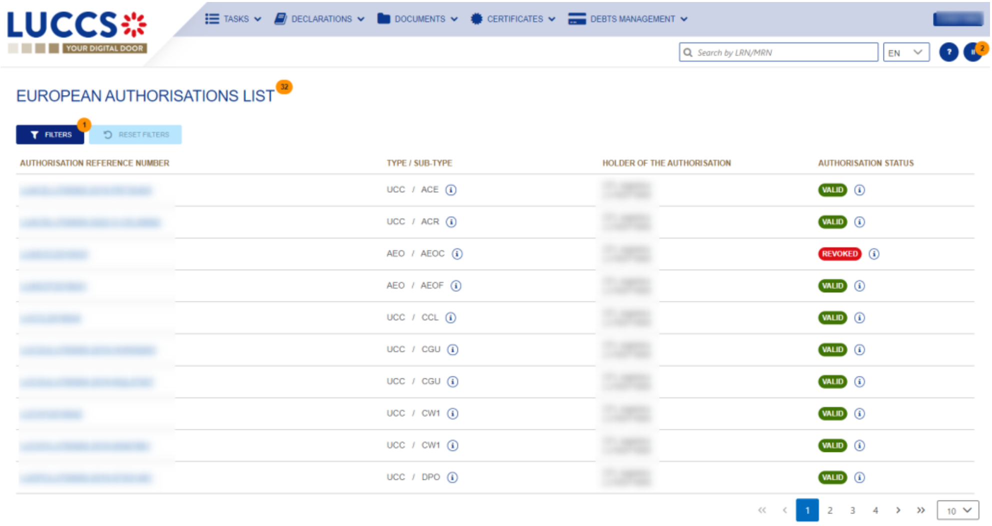

Figure 23: European authorisations list

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.**

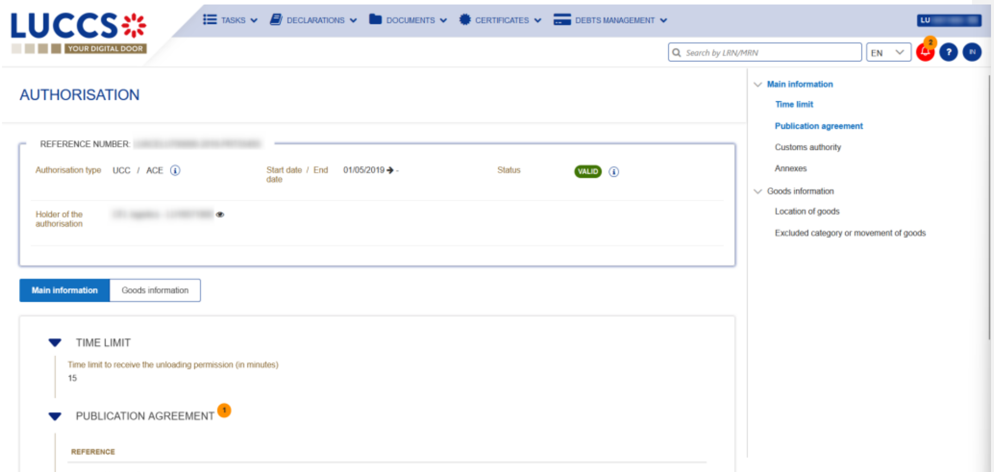

Figure 24: Authorisation

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.

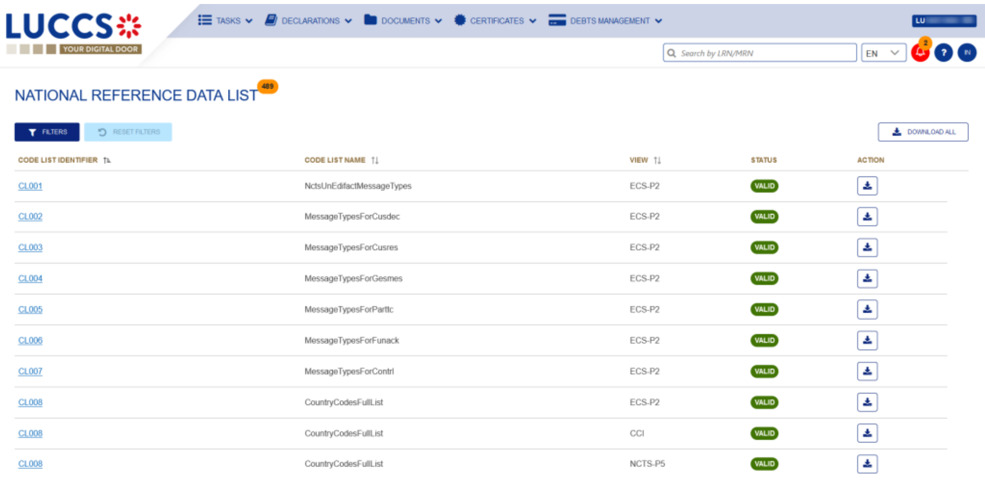

Figure 25: National reference data list

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.

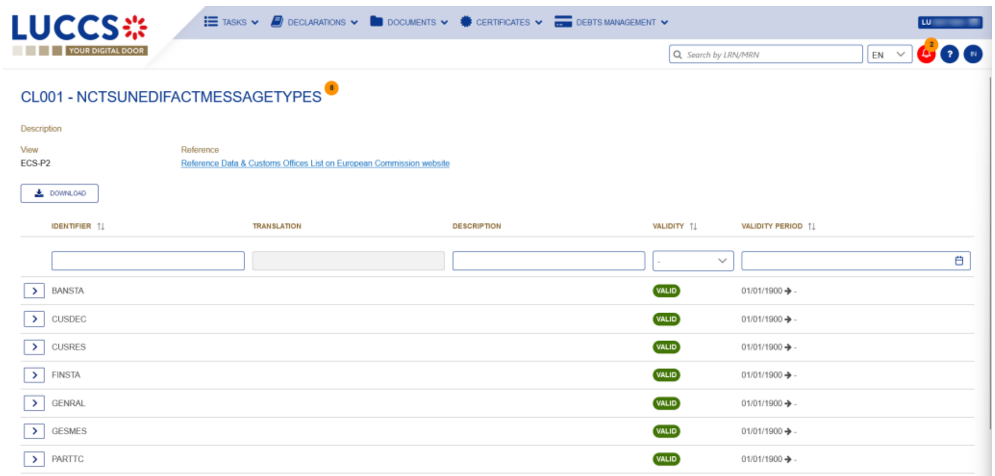

Figure 26: Code list view

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.

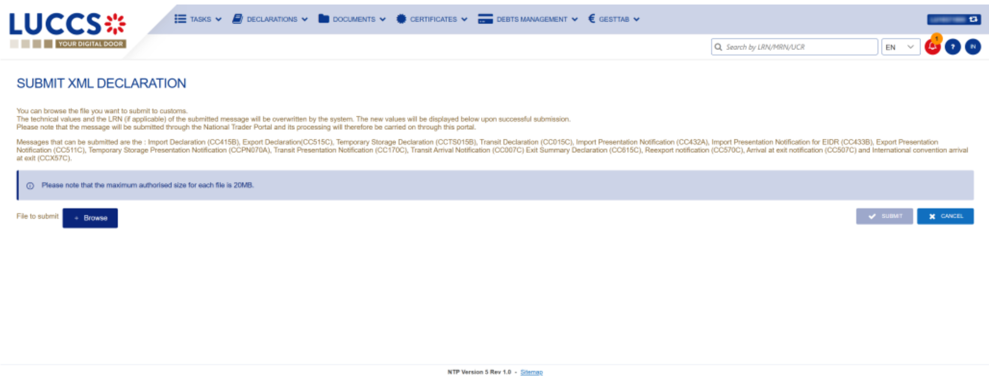

Figure 27: Submit declaration in XML format – success

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.

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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.

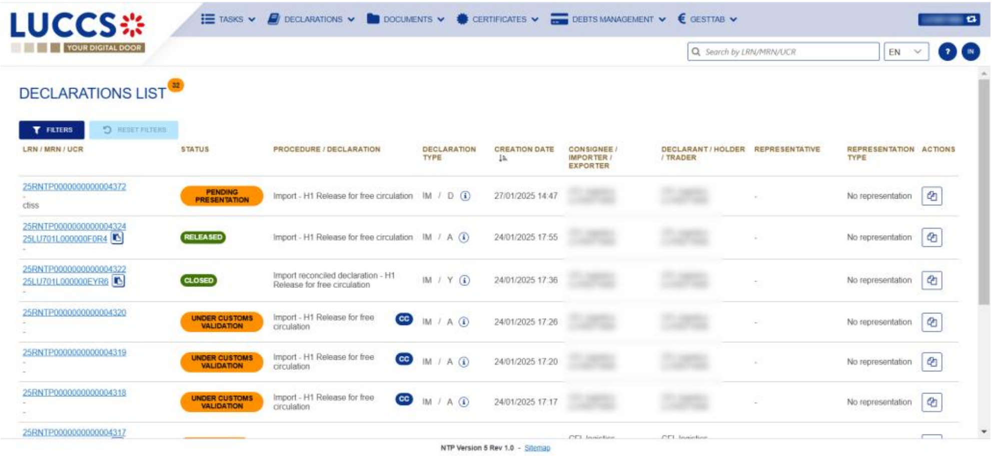

Figure 28: Drafts list

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.

Notes: To distinguish centralized clearance declarations, a "CC" indicator is displayed in the Procedure/Declaration column.

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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.

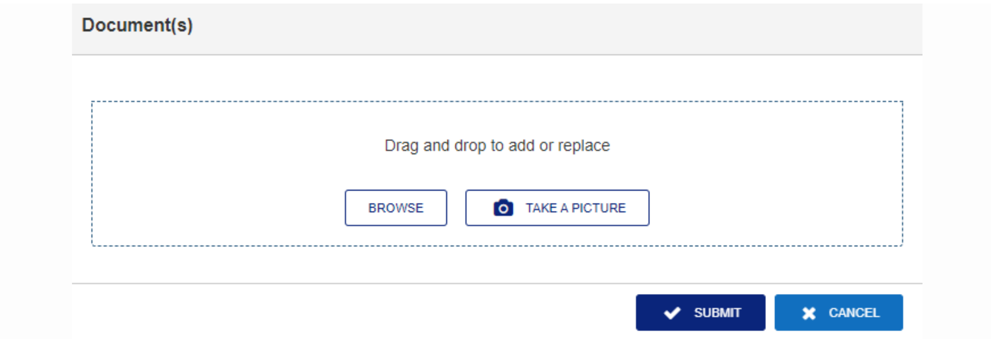

Figure 29: Upload a document

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

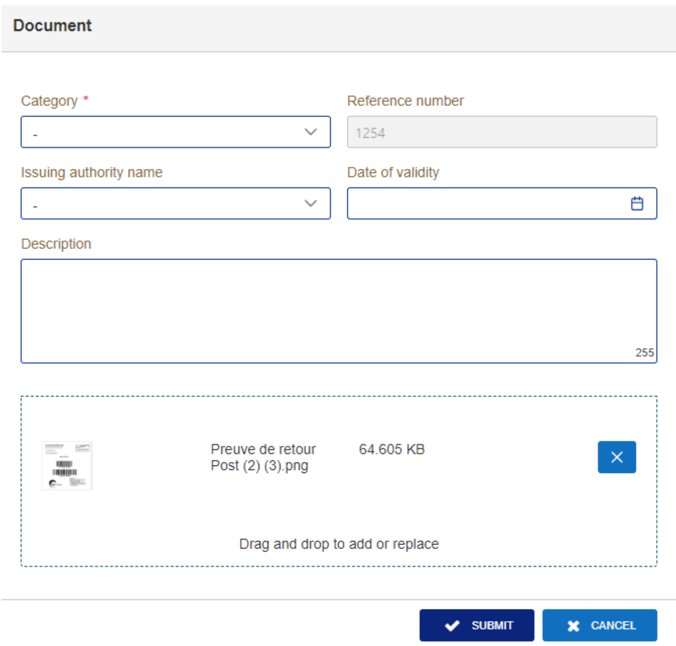

Figure 30: Upload a document - information to complete

When the document is successfully uploaded, this icon appears.

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

When the document is successfully uploaded, this icon appears.

To upload a new version:

1. Click the icon ⋮ > Upload new version.
2. The pop-up **Upload new version** opens.
3. Drag and drop the file, 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:**

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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:*

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

1. Click on **Add document** button + DOCUMENT
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.

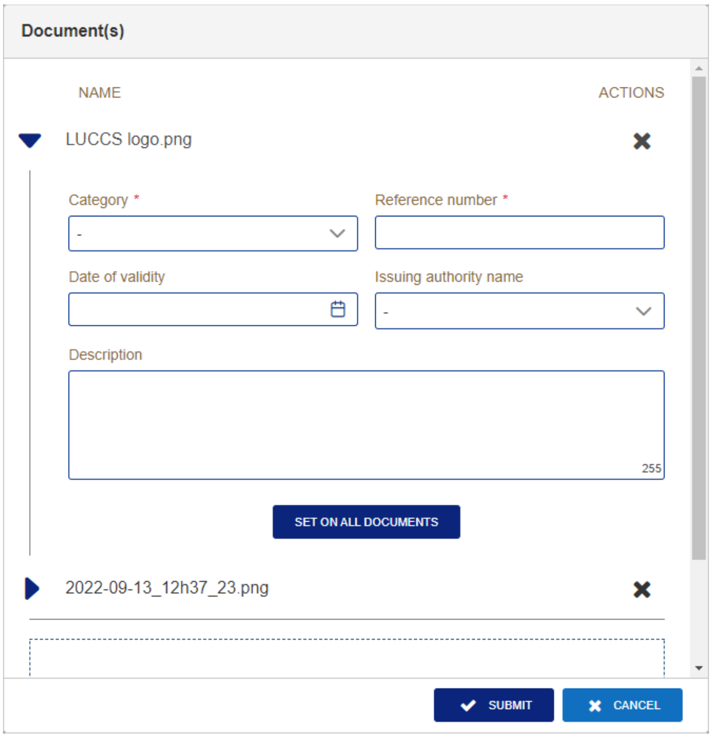

Figure 31: Upload multiple documents

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.

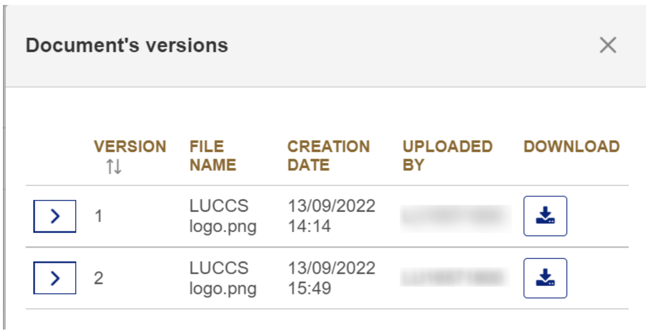

Figure 32: Document's versions

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.

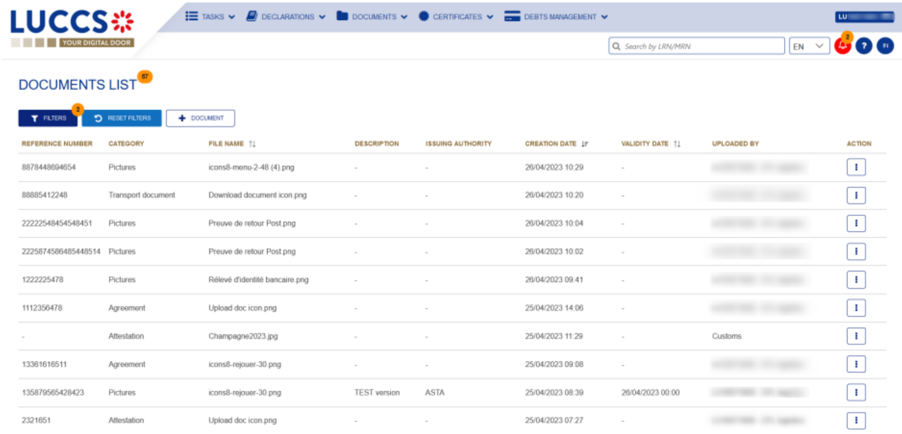

Figure 33: Documents list

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.

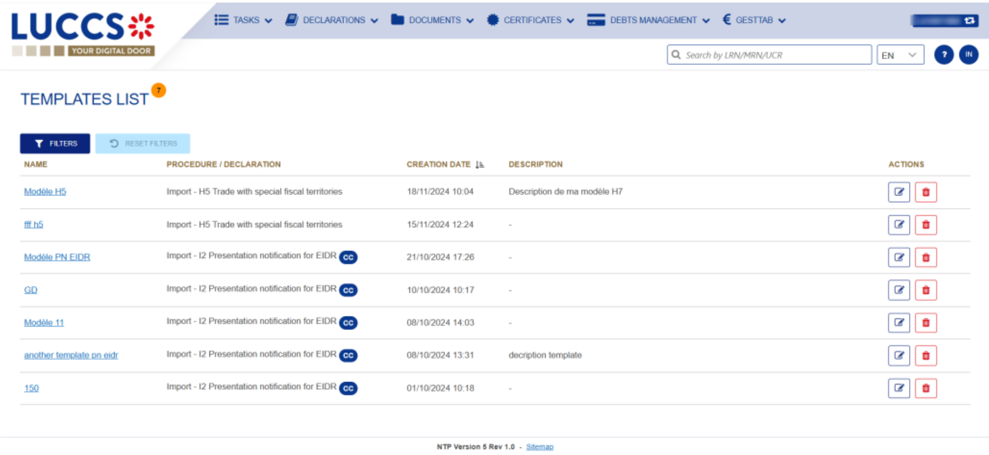

Figure 34: Template list

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.

Notes:

1. You can access the **Template View** by clicking on its name.
2. To distinguish templates for centralized clearance, a "CC" indicator is displayed in the Procedure/Declaration column.

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 are 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).

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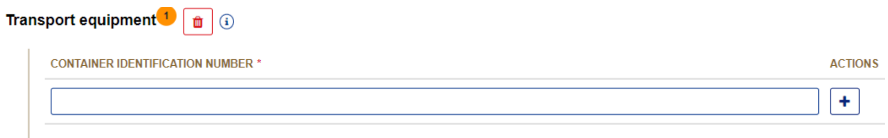
8 INPUT HELPERS

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:



Information message expended:

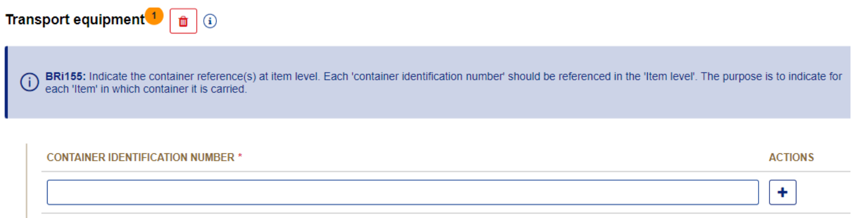


Figure 35: Tooltip

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.

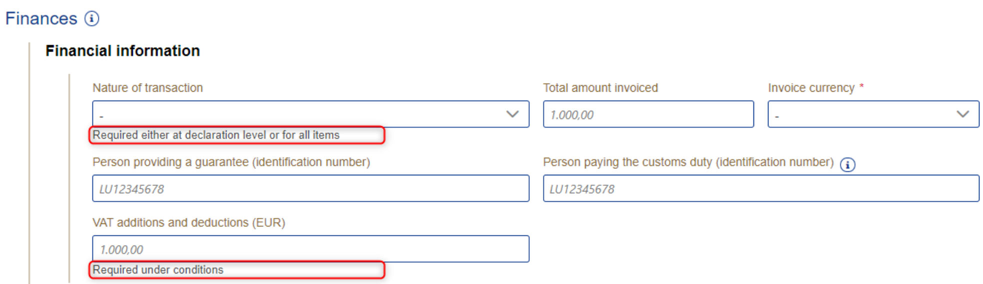


Figure 36: Permanent indications

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.

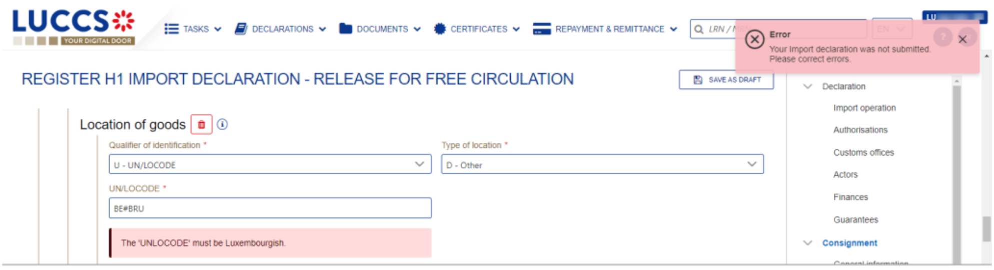


Figure 37: Errors

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.

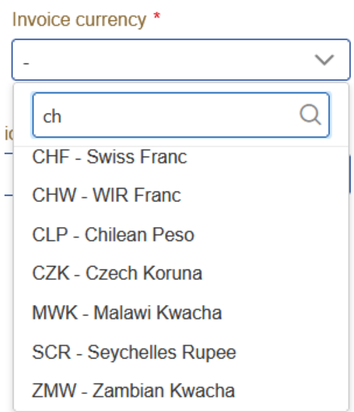


Figure 38: Searching in drop-down lists

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.

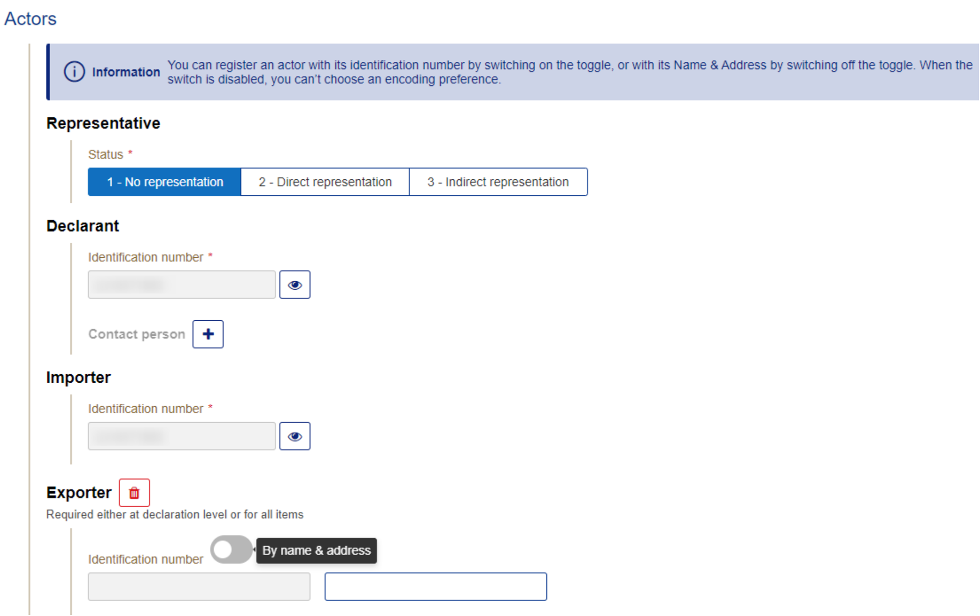


Figure 39: Example of helper in filling actors

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.

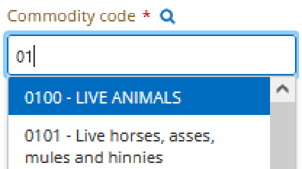


Figure 40: Example of helper in commodity code field

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.

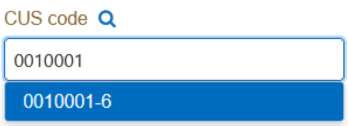


Figure 41: Example of helper in CUS code filling

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.

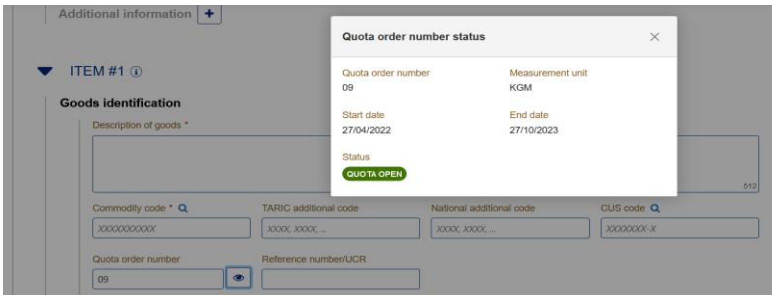


Figure 42: Quota order number status

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.

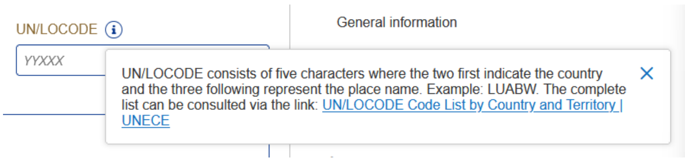


Figure 43: UN/LOCODE information message

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.

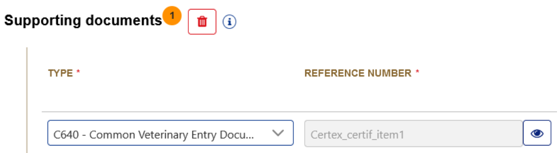


Figure 44: Example of encoding a CERTEX certificate.

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'** 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**

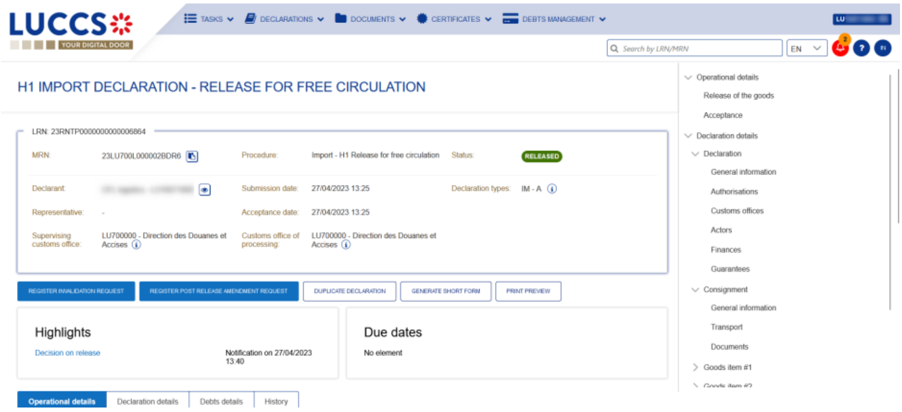


Figure 46: Import declaration - header

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

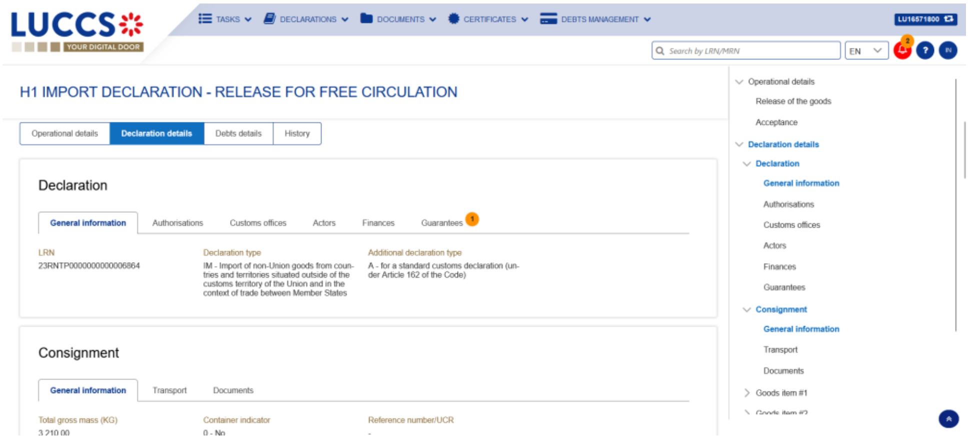


Figure 47: Import declaration – declaration's details

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**

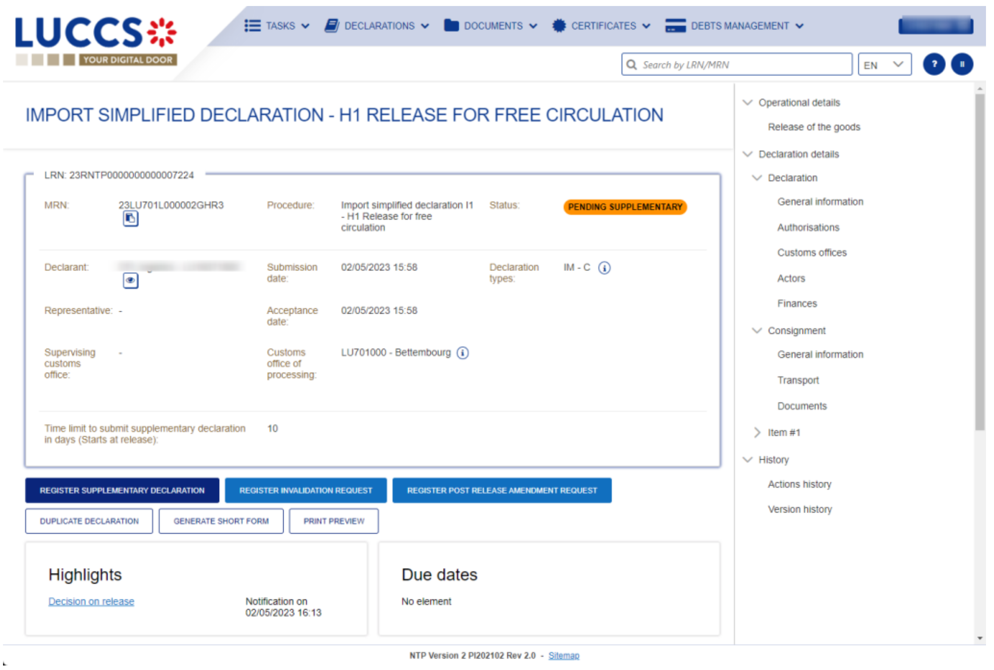


Figure 48 : Import simplified declaration - header

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 A PRESENTATION NOTIFICATION FOR EIDR

The Presentation Notification for EIDR is used for warning the customs authority that the goods are available in the context of an entry into the declarant record process. The message is identified by the declaration format (I2) and is only available to operators holding an EIR authorisation.

To consult the details of the Presentation Notification for EIDR:

1. Open the **Presentation Notification for EIDR** page using its **LRN/MRN**.

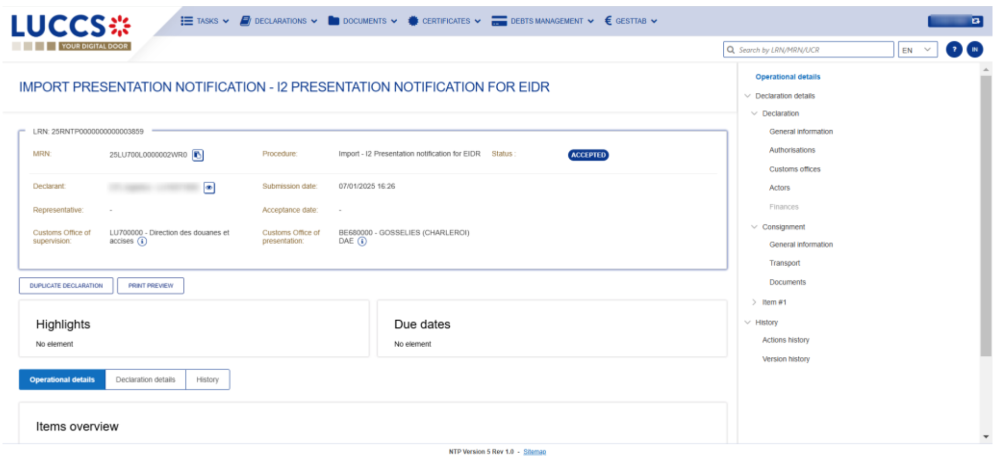


Figure 49 Presentation notification for EIDR - Header

2. Click on the **Declaration Details** button.
3. The details of the Presentation Notification for EIDR are displayed:
    - **Declaration:** General information, authorisations, customs offices, actors.
    - **Consignment:** General information, transport, documents.
    - **Item:** General information, commodity, authorisations, documents.

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

9.4 HOW TO CONSULT THE IMPORT SUPPLEMENTARY DECLARATION

9.4.1 NATIONAL RECONCILED DECLARATION

Reconciled declarations are the result of a reconciling the data of a national 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**

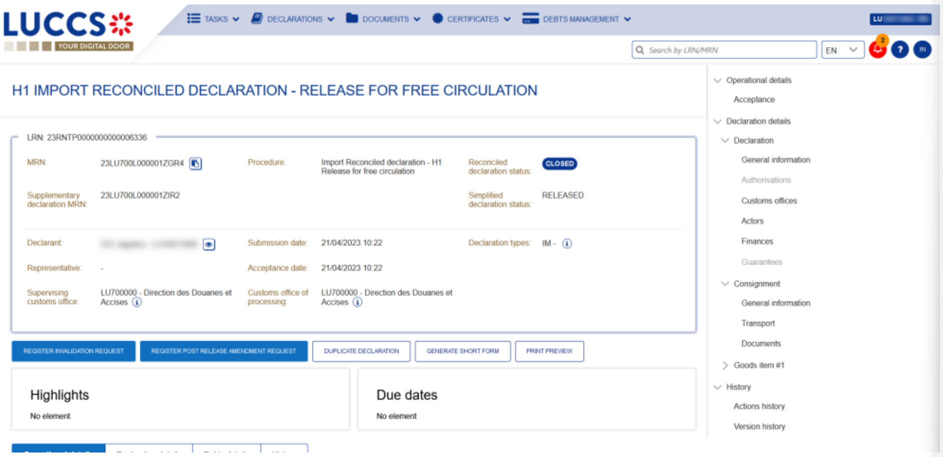


Figure 50: Import reconciled declaration - header

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).

9.4.2 SUPPLEMENTARY DECLARATION IN CONTEXT OF CENTRALIZED CLEARANCE

In the context of centralized clearance, the supplementary declaration has its own independent view.

To consult the data of import supplementary declaration in context of centralized clearance:

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

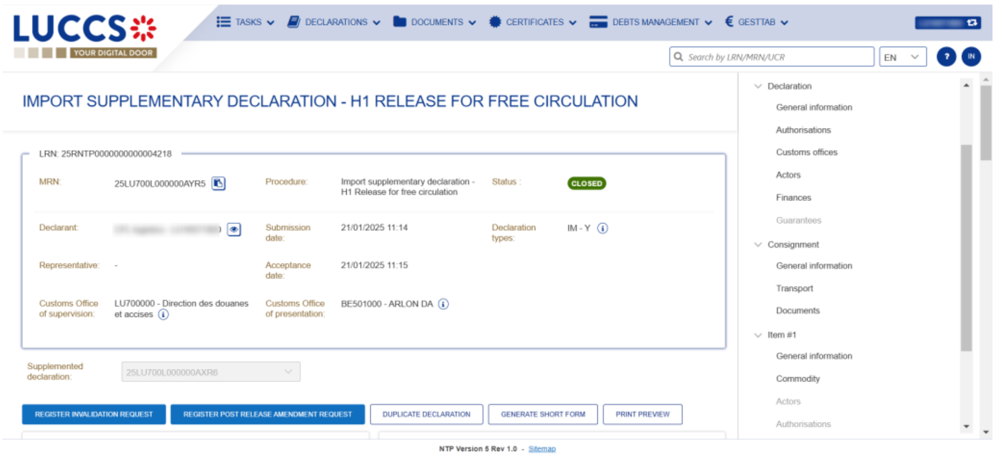


Figure 51 Supplementary declaration - Header

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

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

Note:

1. When several simplified declarations are associated to the supplementary declaration, you can consult the supplemented declaration that you want by selecting it from the drop-down list.
2. The data displayed corresponds to the latest declaration data recorded (cf. corrections, amendment, presentation notification, reconciliation are considered).

9.5 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.

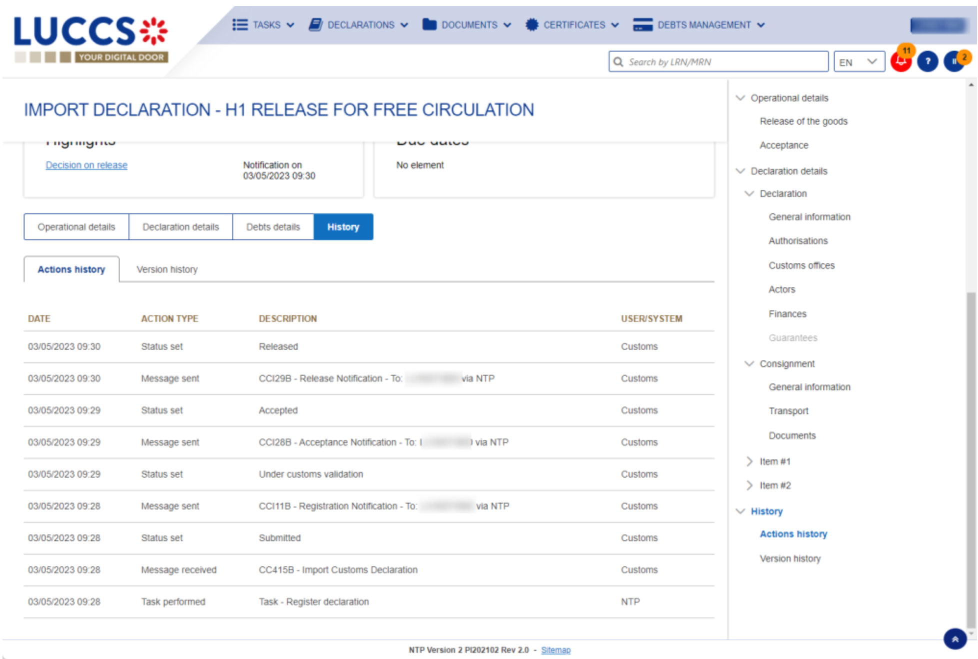


Figure 52: Import declaration – actions history

9.6 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.

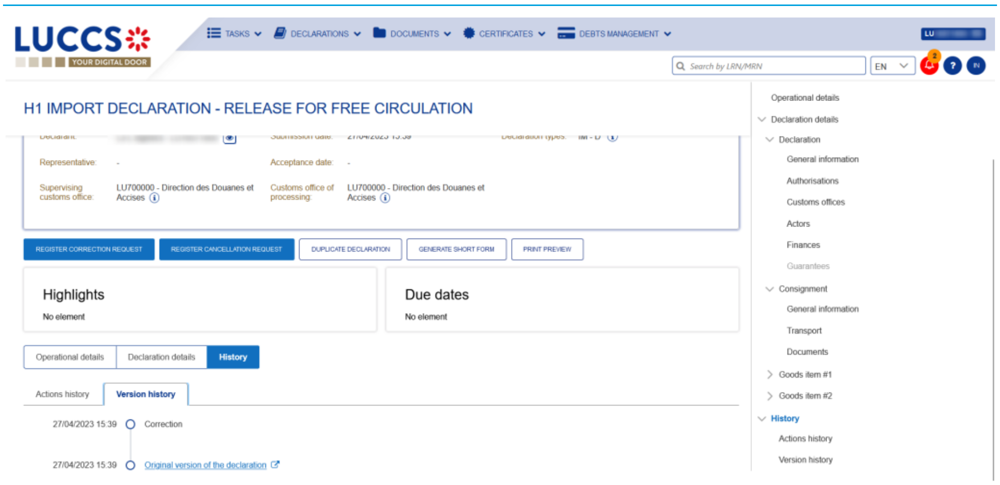


Figure 53: Import declaration - version history

9.7 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.

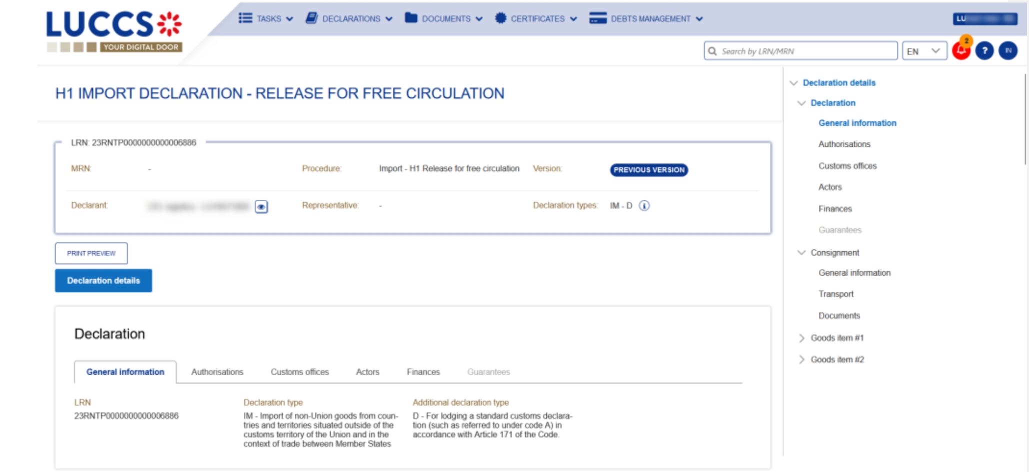


Figure 54: Import declaration - previous version

9.8 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.

9.9 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.

Figure 55: Acceptance of the import declaration

9.10 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.

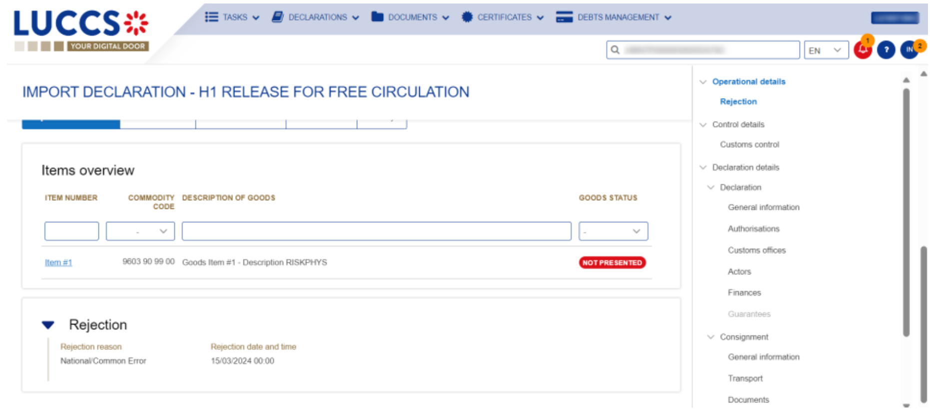


Figure 56: Rejection of the import declaration

9.11 HOW TO CONSULT THE REQUEST TO SUBMIT A PRESENTATION NOTIFICATION FOR EIDR

For EIR authorisations where the presentation of goods is not required, the customs authorities may request the economic operator to send a presentation notification for a given period.

1. Open the page of the authorisation concerned by the request from the **European authorisations list** using its **Authorisation Number**.
2. Click on the **EIDR Presentation Notification Request** tab.
3. The requests are listed and ordered by the reception date, the information about the presentation notification EIDR requests is displayed on the cards.

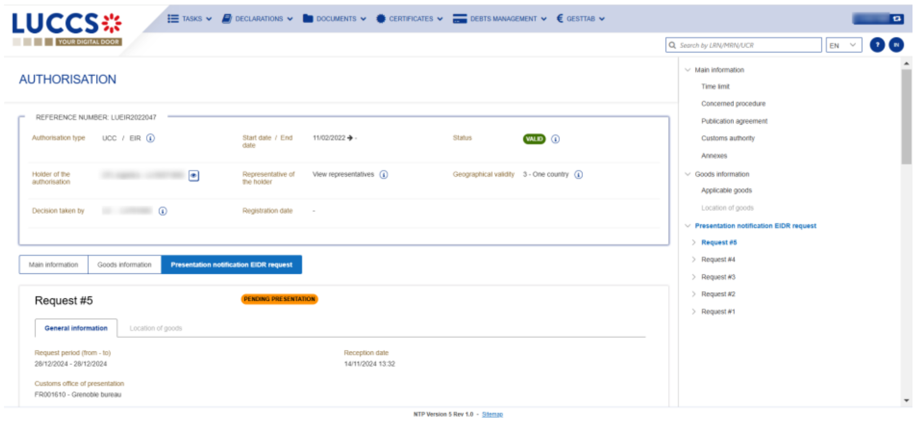


Figure 57 Customs request of presentation notification for EIDR

B- REGISTER THE IMPORT DECLARATION AND THE OPERATIONAL INFORMATION

9.12 HOW TO SUBMIT AN IMPORT DECLARATION

To submit an import declaration:

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

Figure 58: 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".

9.13 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 import 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 59: 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".

9.14 HOW TO SUBMIT A PRESENTATION NOTIFICATION FOR EIDR

You can submit presentation notifications in the context of EIDR if you hold an EIR authorisation. In some cases, you may need to complete the information of your declaration by submitting a supplementary declaration.

To submit a presentation notification for EIDR:

1. Open the page **Menu > Declarations > New Declarations > Import > I2 – Presentation notification for EIDR**.
2. A new **LRN** is assigned by the system for your presentation notification.

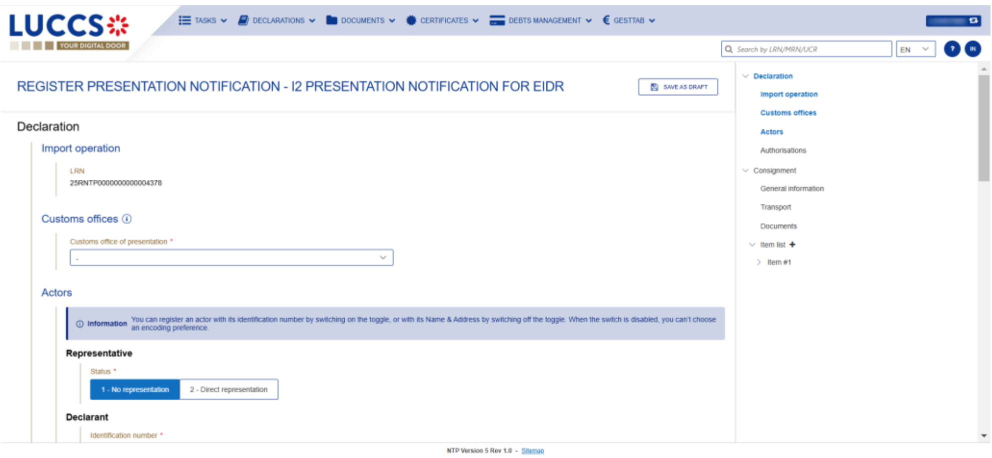


Figure 60 Registration of presentation notification for EIDR

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

When the submission is successful, your presentation notification is submitted to the customs office. You are then redirected to the **Presentation notification for EIDR** page where you can view the information recorded.

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

Note: You can cancel the presentation notification 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".

9.15 HOW TO SUBMIT A SUPPLEMENTARY IMPORT DECLARATION

After release of the goods, you can submit a supplementary declaration for simplified import declarations and presentation notifications for EIDR within a specified time period.

To submit a supplementary declaration:

1. Open the page of the **Import simplified declaration** or the **Presentation notification for EIDR** for which you want to complete the information or go to the task list (**Menu > Tasks > Tasks List**) and search for the task **Register supplementary declaration** associated with the 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 or the presentation notification for EIDR and are therefore not editable.

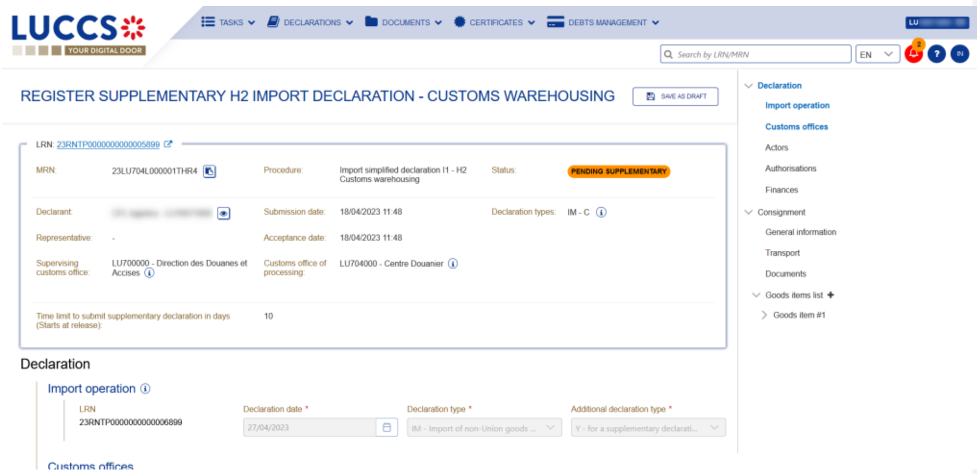


Figure 61: Registration of an import supplementary declaration

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** or **Import supplementary declaration** page where you can view the information recorded.

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

Notes:

1. If you are exempt from notifying customs of the availability of goods, you can register an EIDR supplementary declaration without a presentation notification. To do this, proceed with the registration of the import declaration by selecting "Type of supplementary declaration" as "Z – For a supplementary declaration in the context of the procedure defined in Article 182 of the Code." (Refer to How to submit an import declaration).
2. When the deadline for submitting the supplementary declaration has passed, you will be informed by a reminder. Details about this reminder are accessible from the supplementary import declaration page by clicking on the hyperlink **Timer expiry for supplementary declaration** in the highlight, or by selecting the **Operational Details** button to directly access the reminder card.

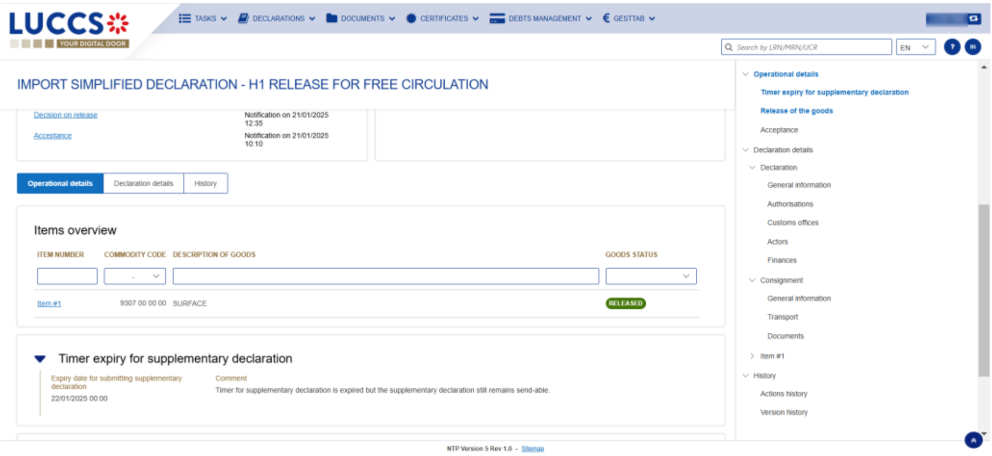


Figure 62 Timer expiry for supplementary declaration

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

When the import declaration is pre-lodged (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.

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

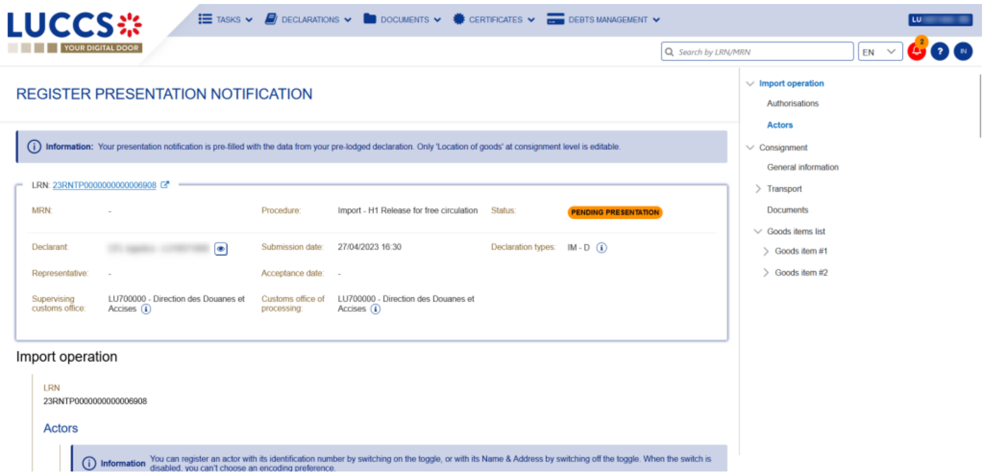


Figure 63: Registration of the presentation notification for an import declaration

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-lodged 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.

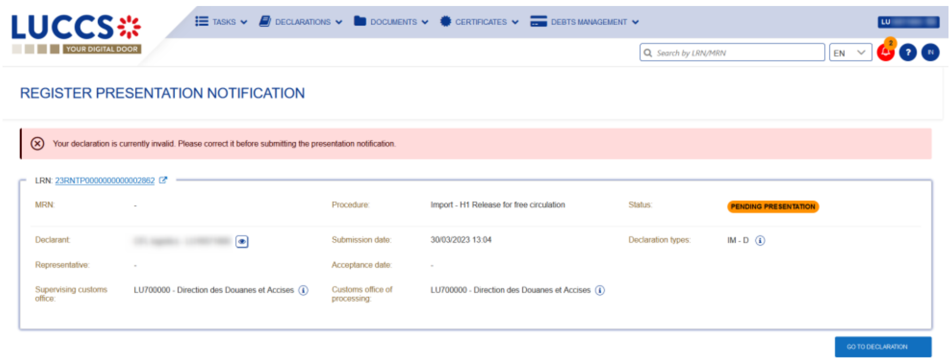


Figure 64: The data indicated in the pre-lodged declaration are no longer valid

9.17 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.

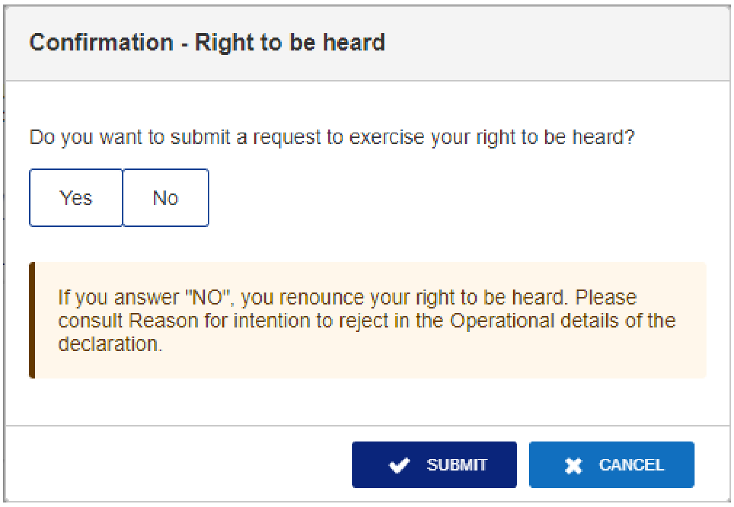


Figure 65 : Right to be heard pop-up

<u>If you answer 'NO', you renounce your right to be heard, the declaration is rejected.</u>

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

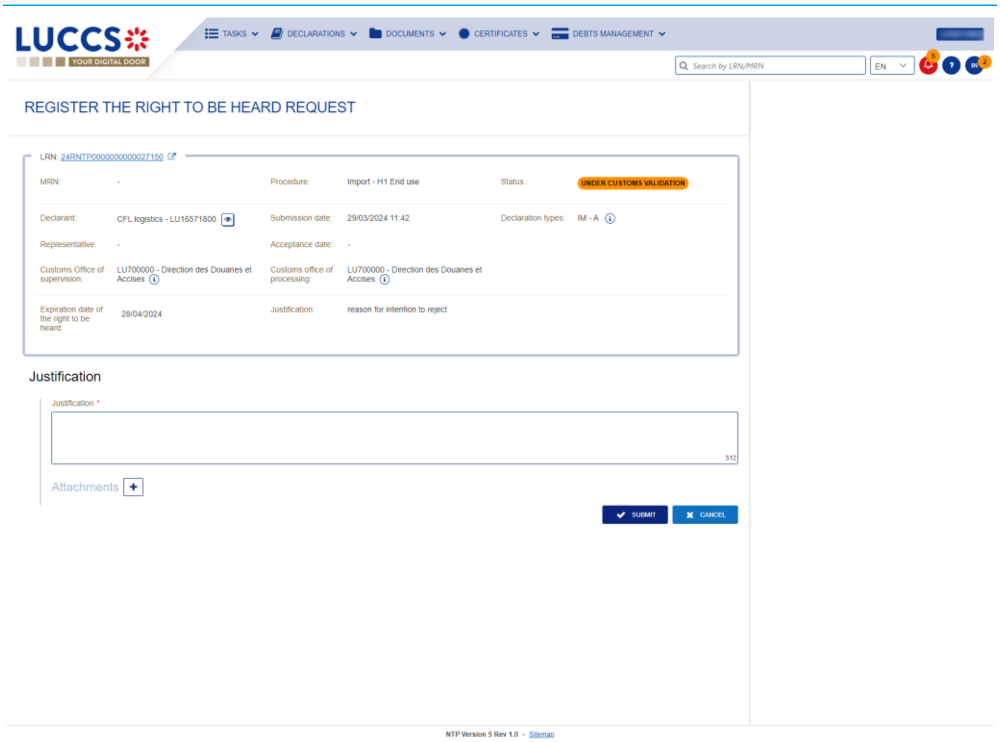


Figure 66 : Right to be heard

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

9.18 CORRECTION

9.18.1 HOW TO SUBMIT A CORRECTION REQUEST

You can correct your pre-lodged declaration (Additional declaration type 'D', 'E', 'F') after its submission and <u>before</u> 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** REGISTER CORRECTION REQUEST
3. The register form opens.

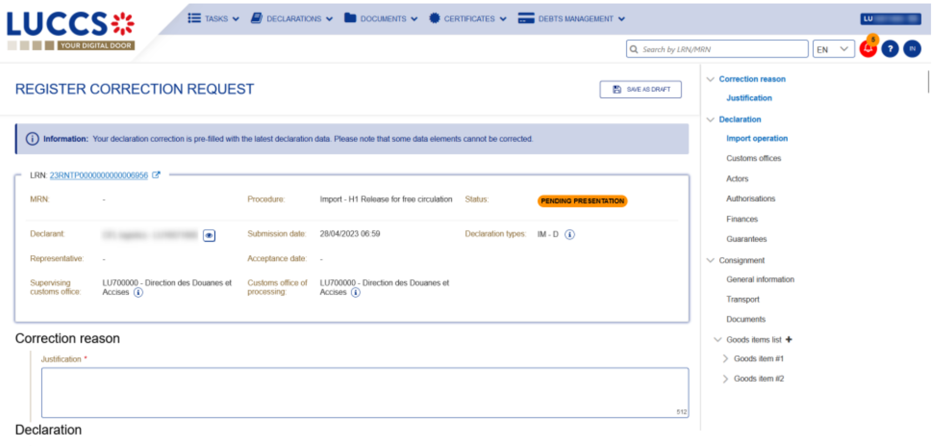


Figure 67: Registration of an import declaration correction

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.

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

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

To consult the details of the correction request:

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

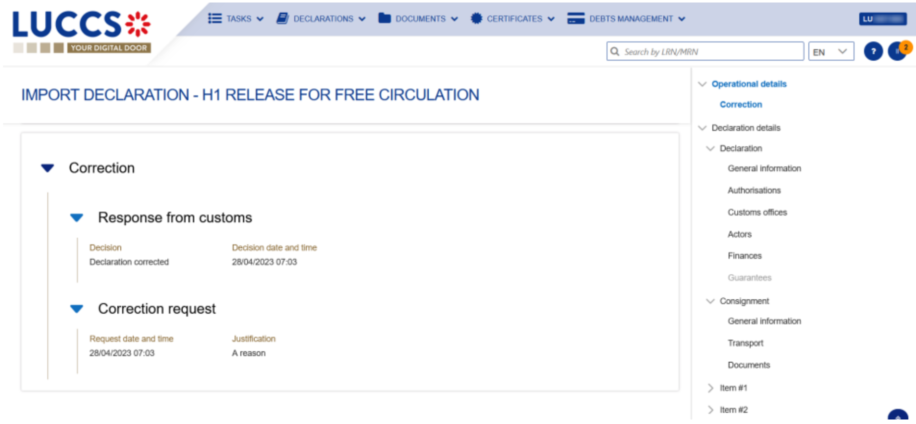


Figure 68: Correction of an import declaration

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**.

9.19 CANCELLATION

9.19.1 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** REGISTER CANCELLATION REQUEST
3. The registration form opens.

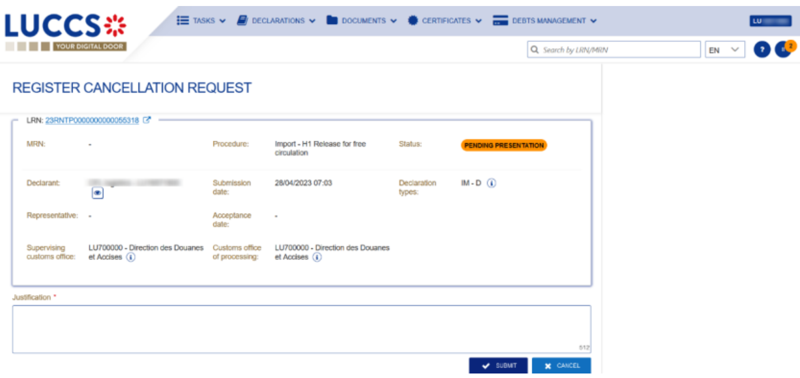


Figure 69: Registration of a cancellation request of an import declaration

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.

9.19.2 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.

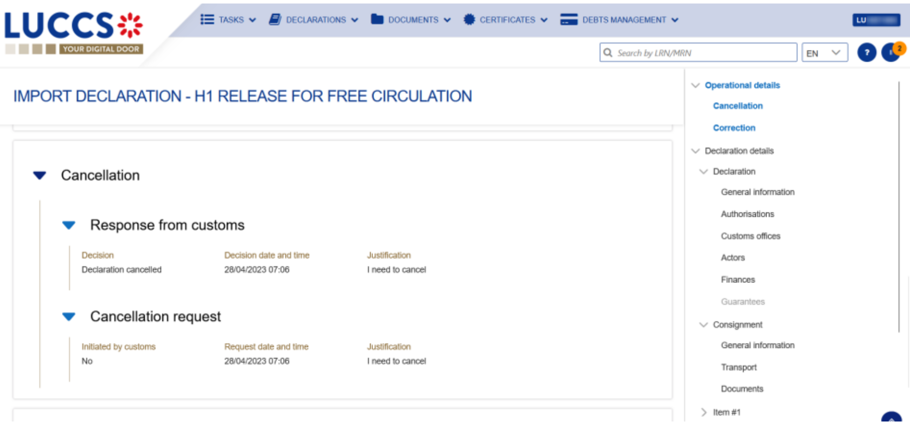


Figure 70: Cancellation of an import declaration

9.20 AMENDMENT

9.20.1 HOW TO SUBMIT AN AMENDMENT REQUEST

You can request to amend your declaration <u>after</u> 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.

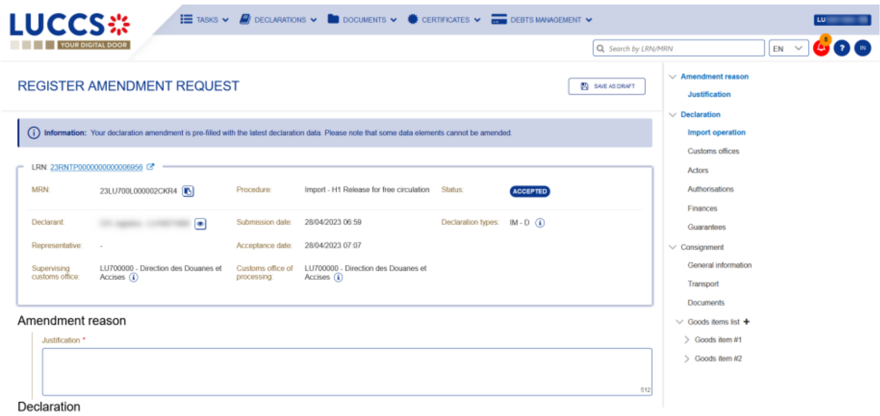


Figure 71: Registration of an amendment

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: The presentation notifications for EIDR cannot be amended.

9.20.2 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.

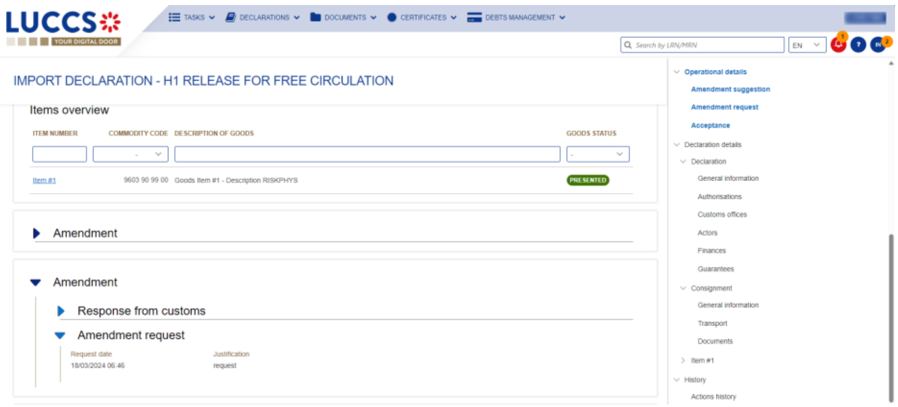


Figure 72: Amendment of an import declaration

9.20.3 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.

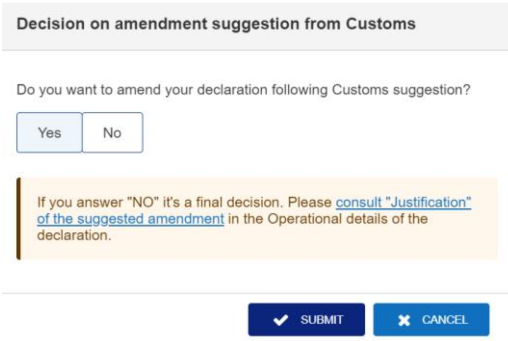


Figure 73: Pop-up - Decision on amendment suggestion from Customs

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.

9.20.4 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.

9.21 INVALIDATION

9.21.1 HOW TO SUBMIT AN INVALIDATION REQUEST

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

To submit an invalidation request:

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

3. The registration form opens.

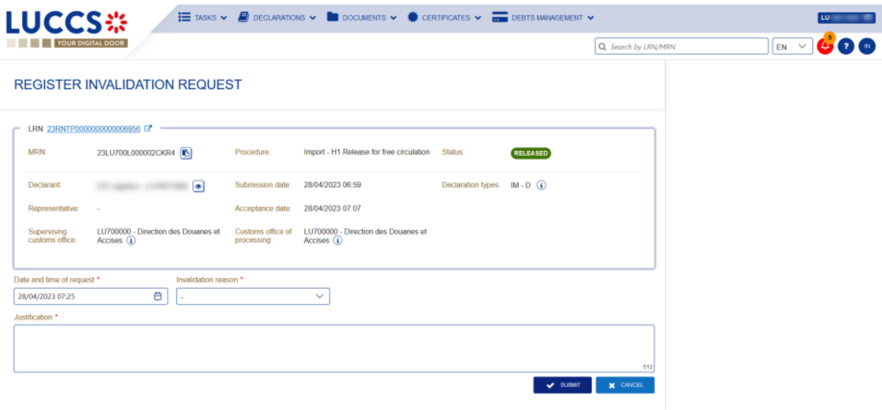


Figure 74: Registration of an invalidation request

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

When the submission is successful, your invalidation 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: The presentation notifications for EIDR cannot be amended.

9.21.2 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 import declaration is invalidated, and the status of the declaration is 'invalidated'.

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

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

1. Open the **Import declaration** page. The invalidation request is displayed in the highlights.
2. Click on the **Invalidation Request** hyperlink in the highlights or click on the **Operational Details** button.

3. The **Invalidation** card is available and contains the information related to the invalidation request and the customs authorities' response.

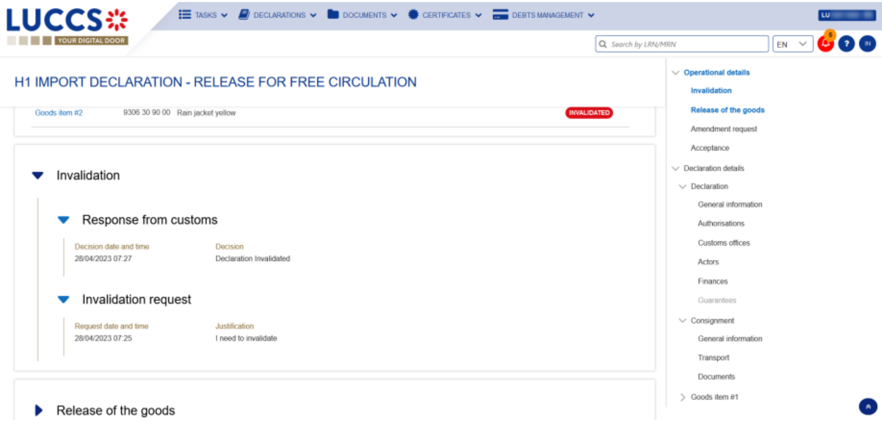


Figure 75: Invalidation of the import declaration

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**.

9.21.3 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.

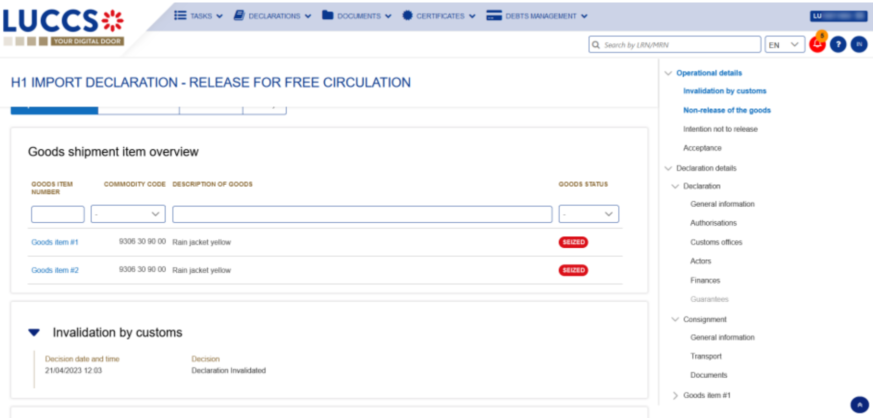


Figure 76: Invalidation by customs

9.22 CONTROL

9.22.1 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.

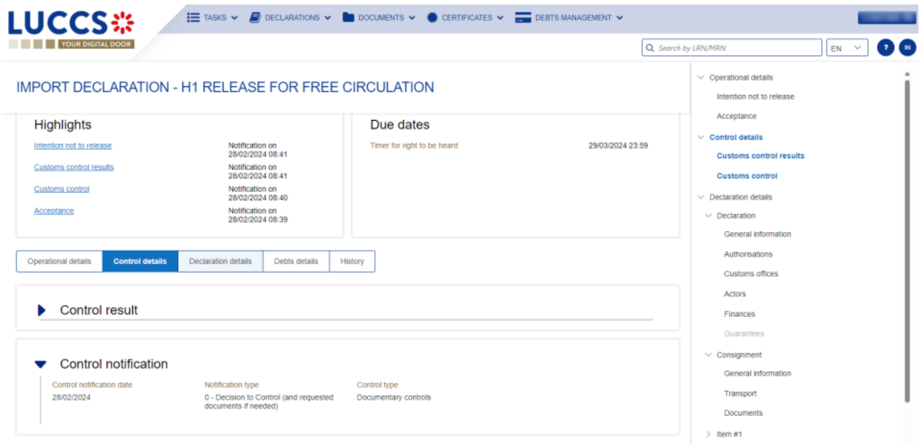


Figure 77: Control Notification of an import declaration

9.22.2 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.

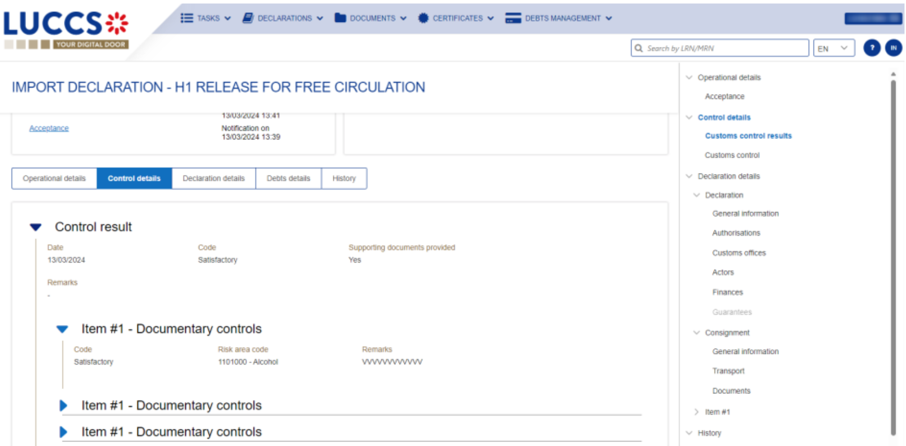


Figure 78: Control Result of an import declaration

9.23 DECISION ON RELEASE OF GOODS

9.23.1 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.

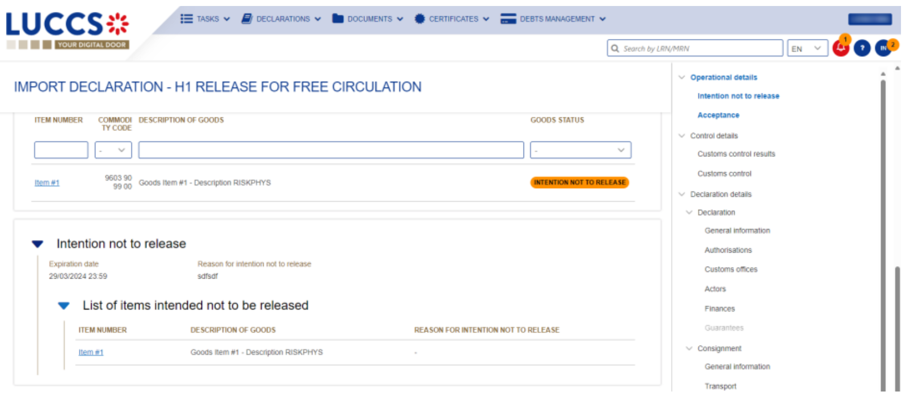


Figure 79: Intention not to release

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 ⓘ

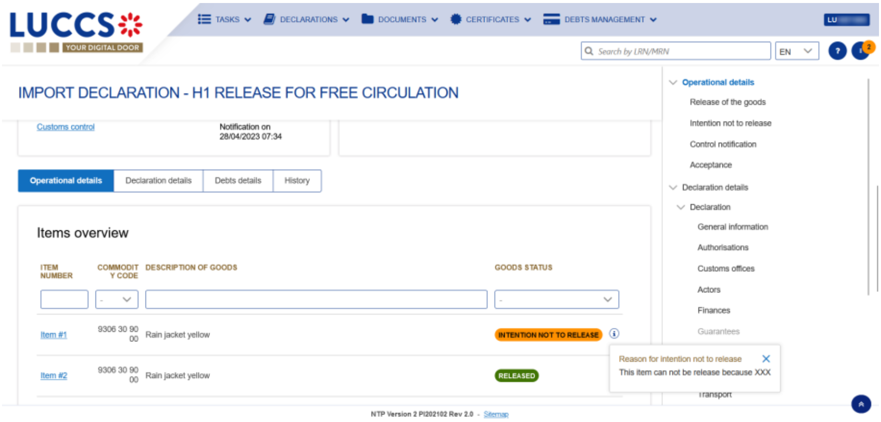


Figure 80: Item overview

9.23.2 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.

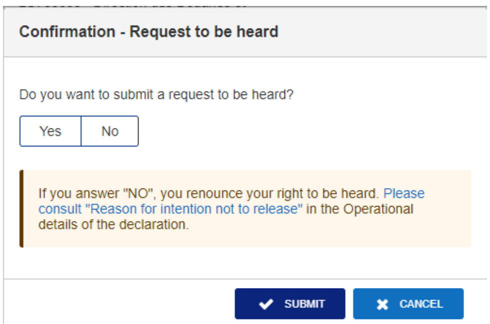


Figure 81: Right to be heard pop-up

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

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

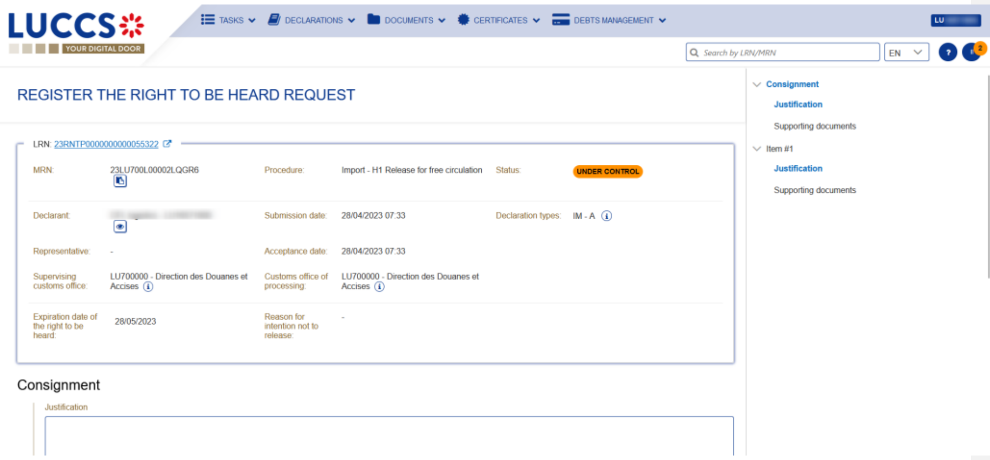


Figure 82: Right to be heard

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

9.23.3 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**.

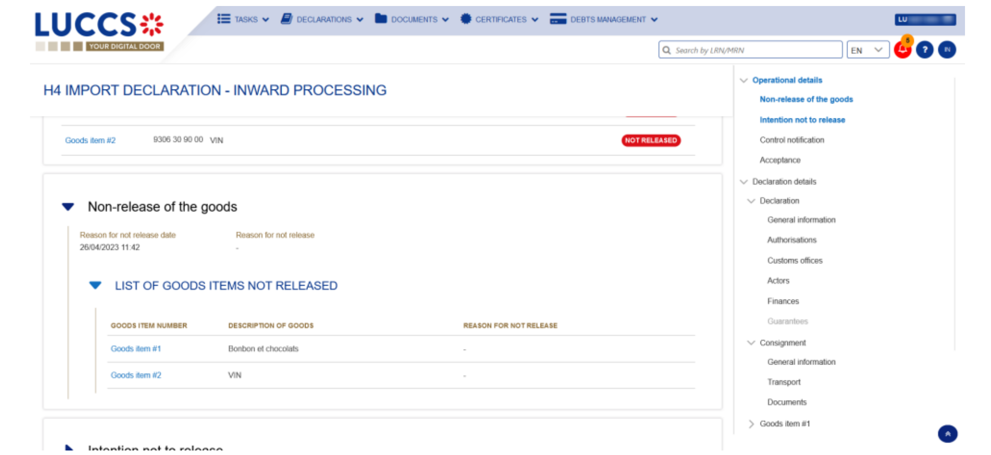


Figure 83: Release decision

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

9.24 DISCHARGE

9.24.1 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.

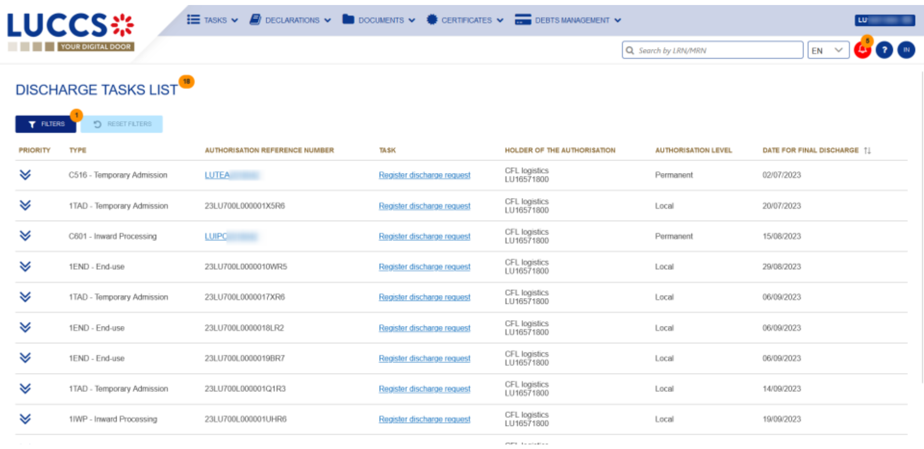


Figure 84: Discharge tasks list

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**.

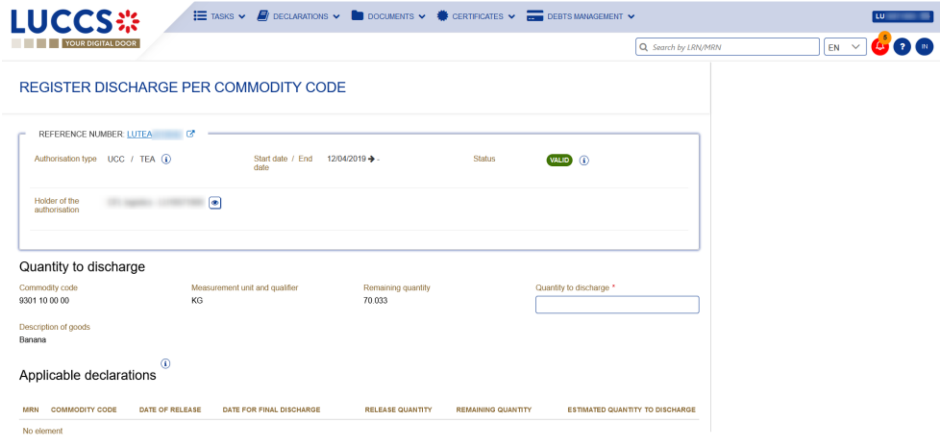


Figure 85: Discharge request per commodity code

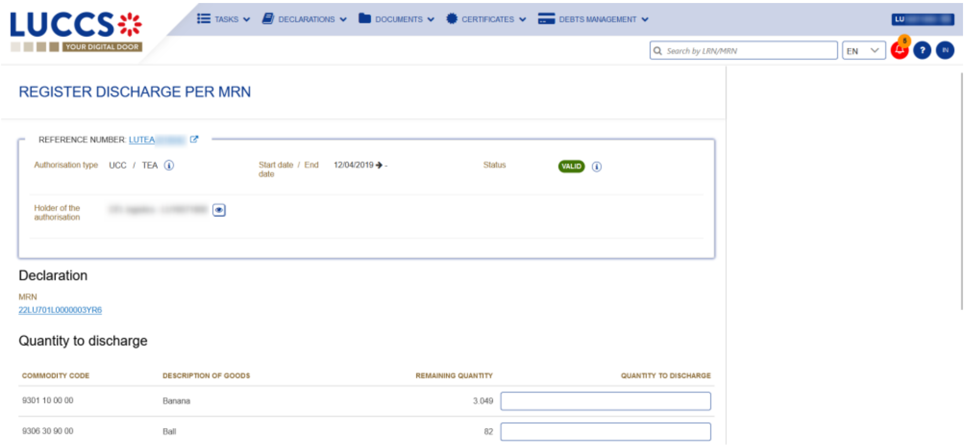


Figure 86: Discharge request per MRN

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.

9.24.2 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.

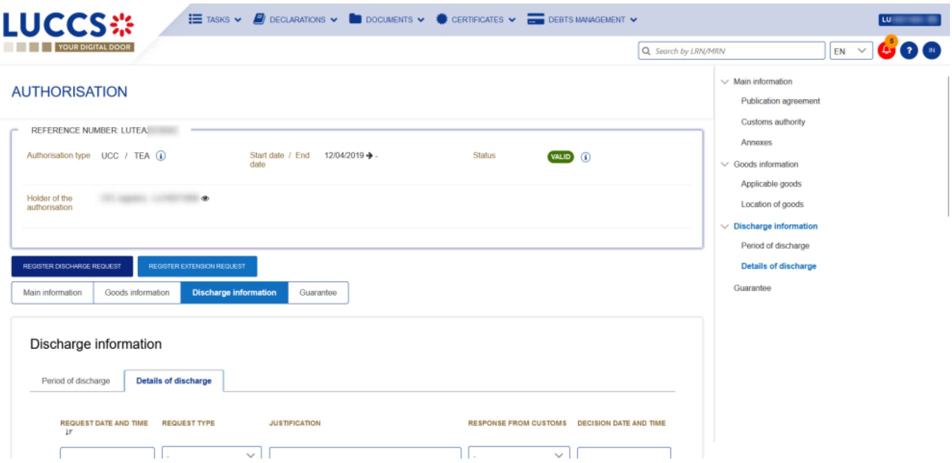
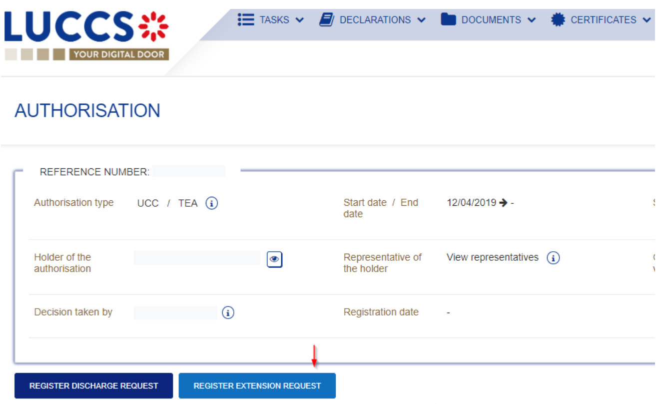


Figure 87: Details of discharge

9.24.3 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.**



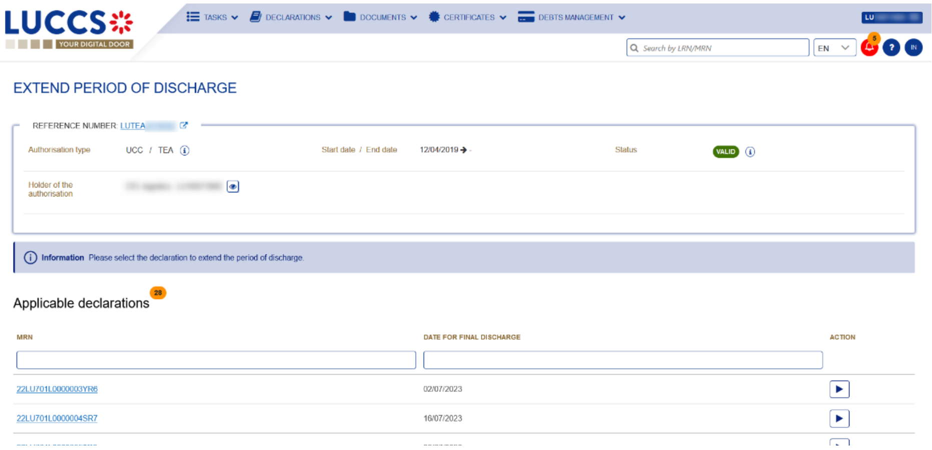


Figure 88: Period of discharge extension - choice of declaration

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

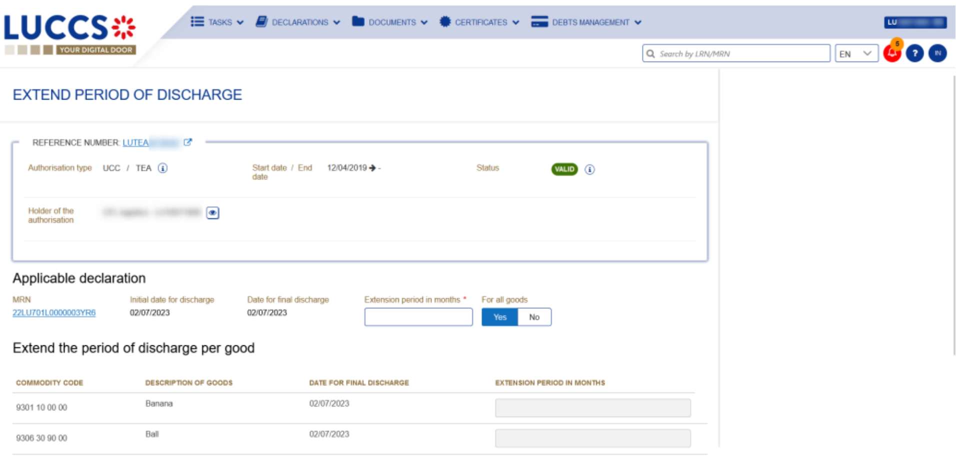


Figure 89: Extension of the discharge period

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.

9.24.4 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.

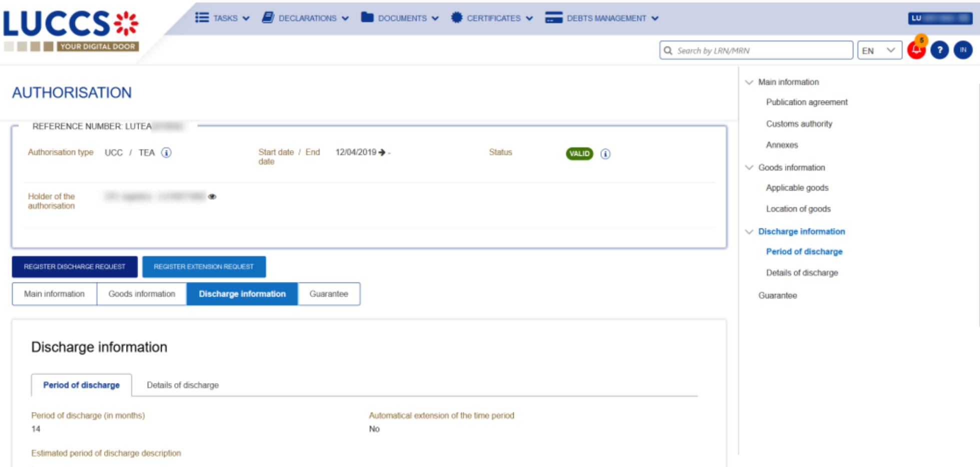


Figure 90: Period of discharge

9.25 CLOSURE OF A SUPPLEMENTARY DECLARATION

9.25.1 HOW TO CONSULT THE CLOSURE CONFIRMATION OF A SUPPLEMENTARY DECLARATION

When a supplementary declaration has been fully processed by customs authorities and its closure has been confirmed, you can consult the confirmation notification that was sent to you.

To consult the details of the confirmation notification:

1. Open the page of the relevant **Supplementary import declaration**.
2. Click on the **Confirmation** hyperlink in the highlight or select the **Operational Details** button.
3. The **Confirmation** card will be available and contains the information received from the customs authorities.

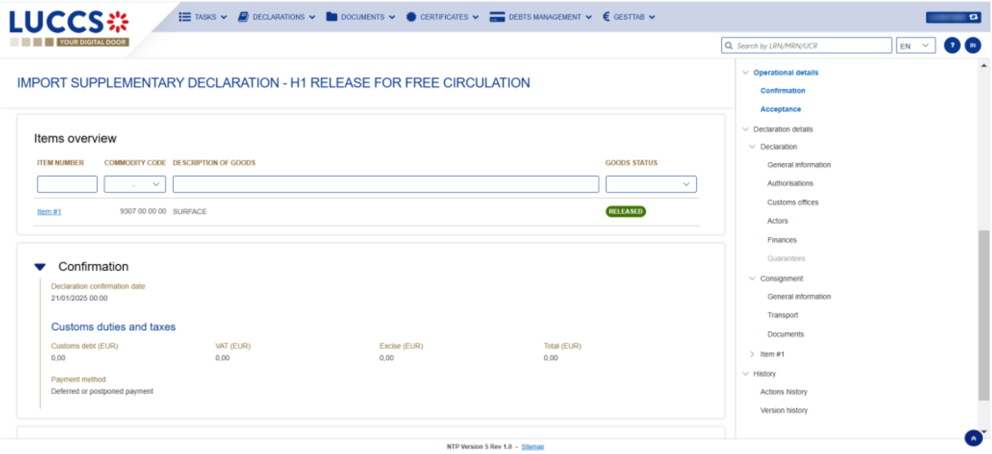


Figure 91 Confirmation of an import supplementary declaration closure

9.25.2 HOW TO CONSULT THE NON-CONFIRMATION OF A SUPPLEMENTARY DECLARATION CLOSURE

When the customs authorities decide not to confirm a supplementary declaration, you can view the non confirmation notification that was sent to you.

To consult the details of the non-confirmation notification:

1. Open the page of the relevant **Supplementary import declaration**.
2. Click on the **Non confirmation** hyperlink in the highlight or select the **Operational Details** button.
3. The **Non confirmation** card will be available and contains the information received from the customs authorities.

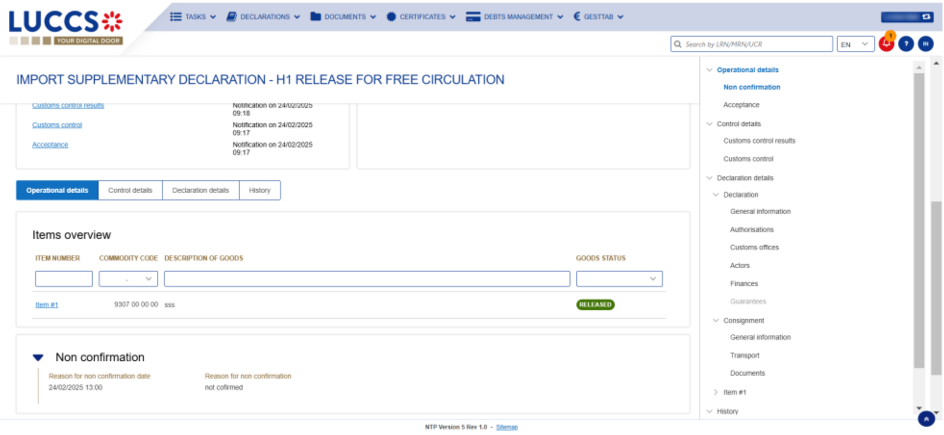


Figure 92 Non confirmation of an import supplementary declaration

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**.

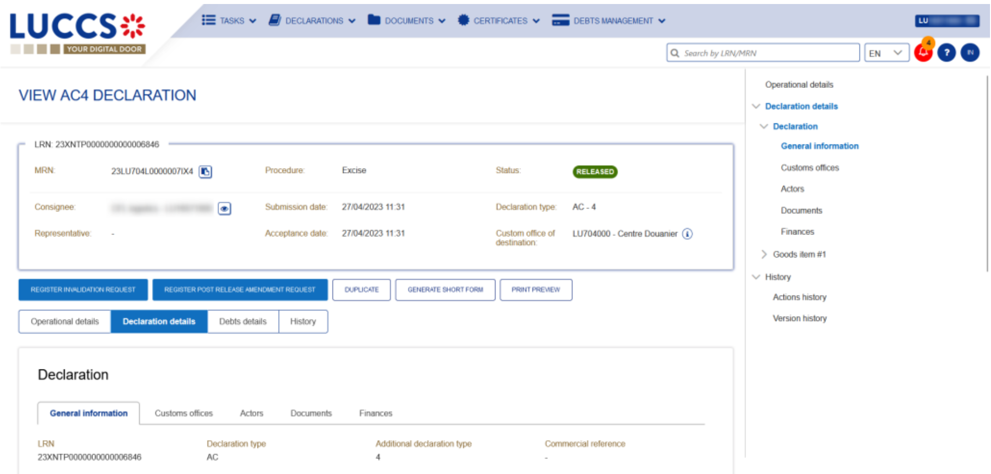


Figure 93: Excise return - header

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

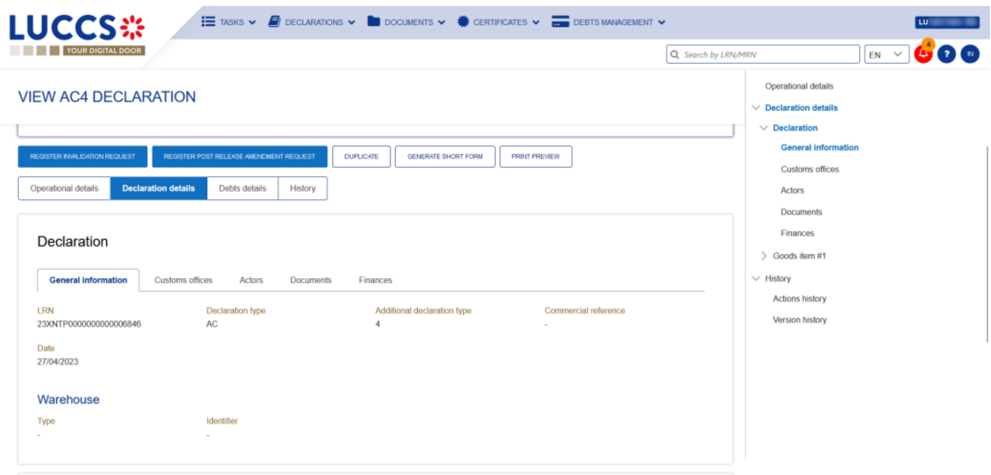


Figure 94: Excise return - return details

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.

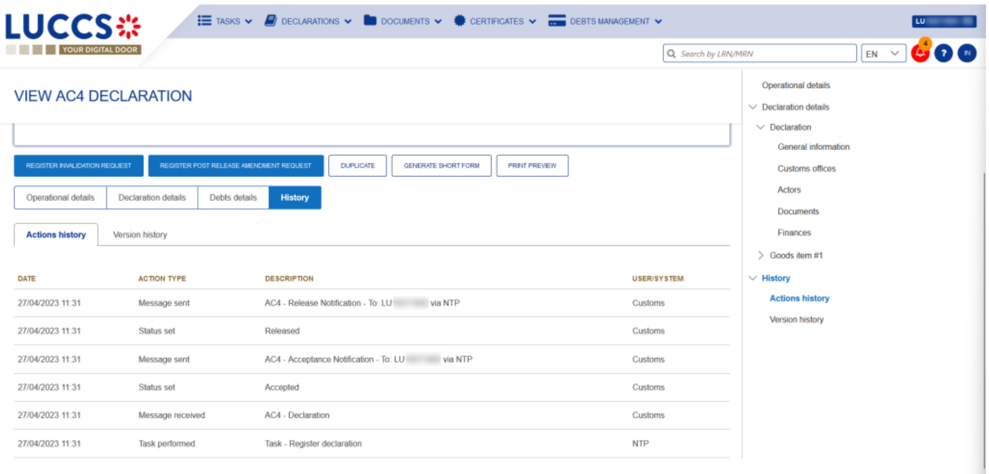


Figure 95: Excise declaration - actions history

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.

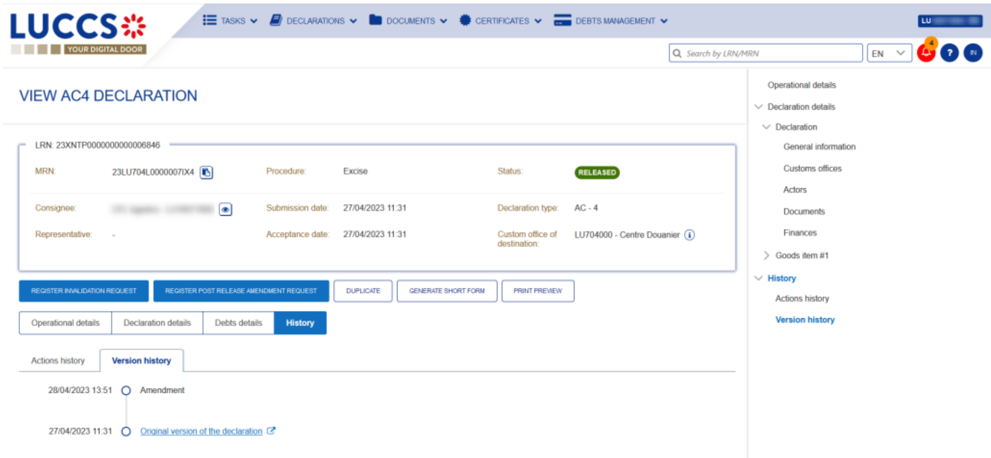


Figure 96: Excise declaration - version history

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.

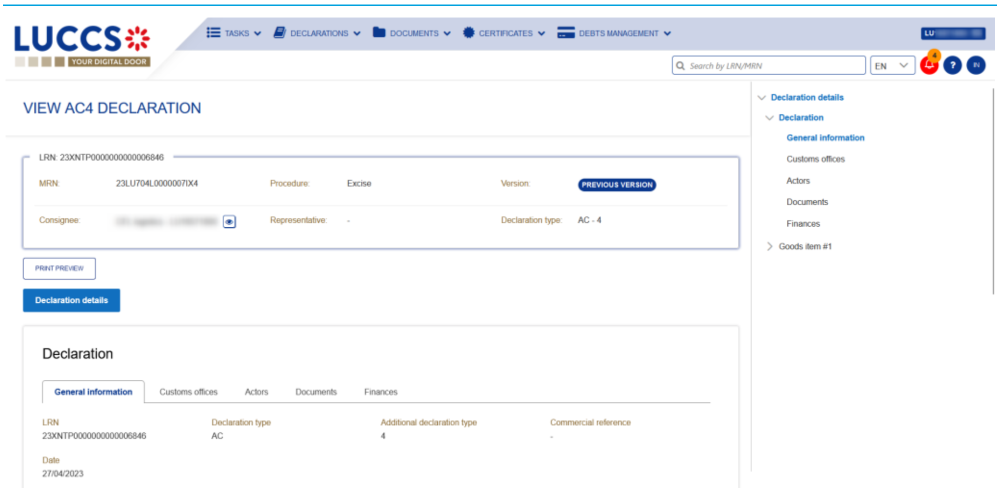


Figure 97: Excise declaration - previous version

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.

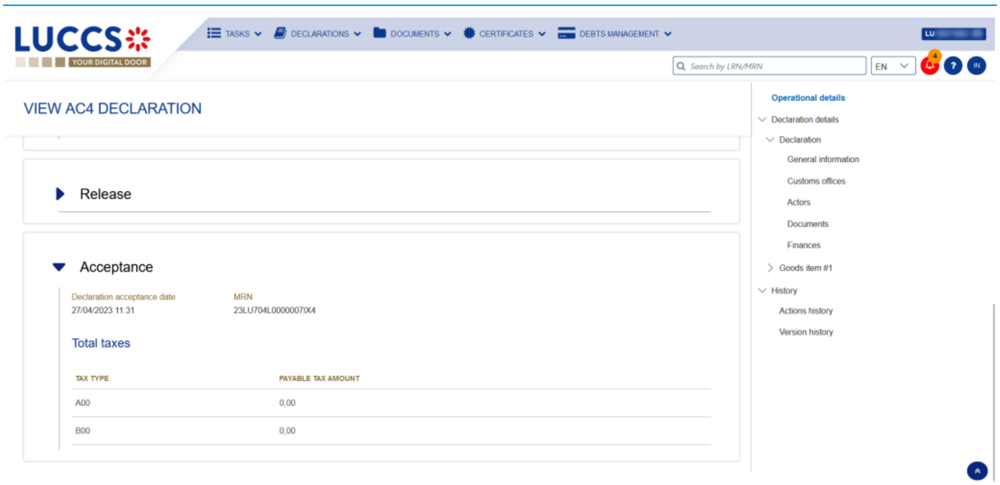


Figure 98: Acceptance of the excise declaration

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.

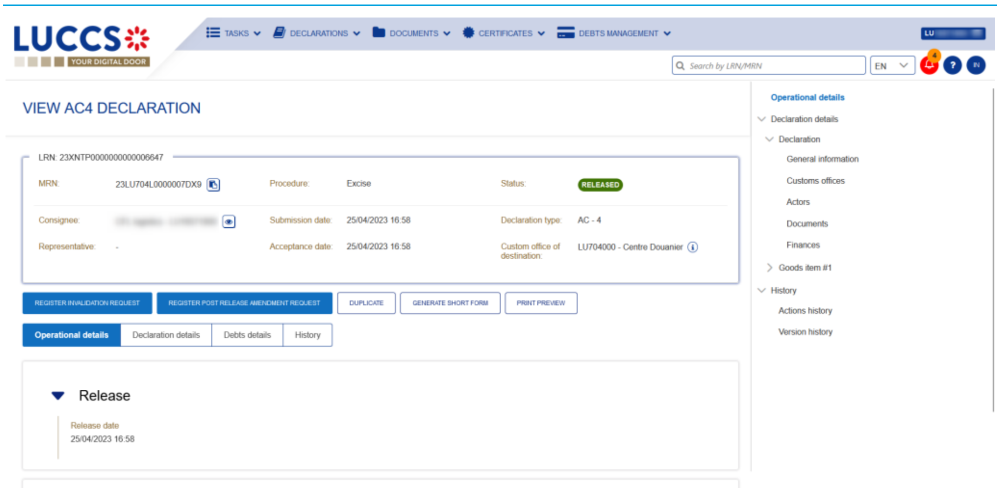


Figure 99: Release decision

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.

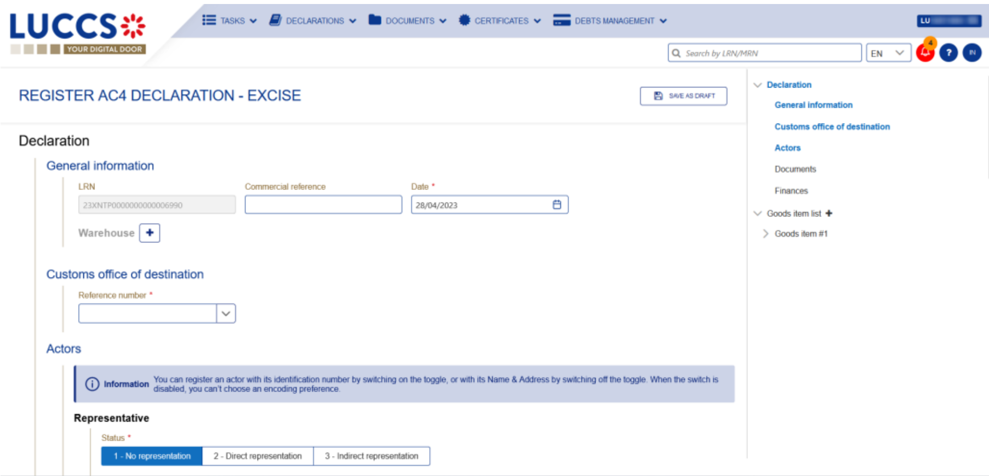


Figure 100: Registration of the excise declaration

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 <u>after</u> 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.

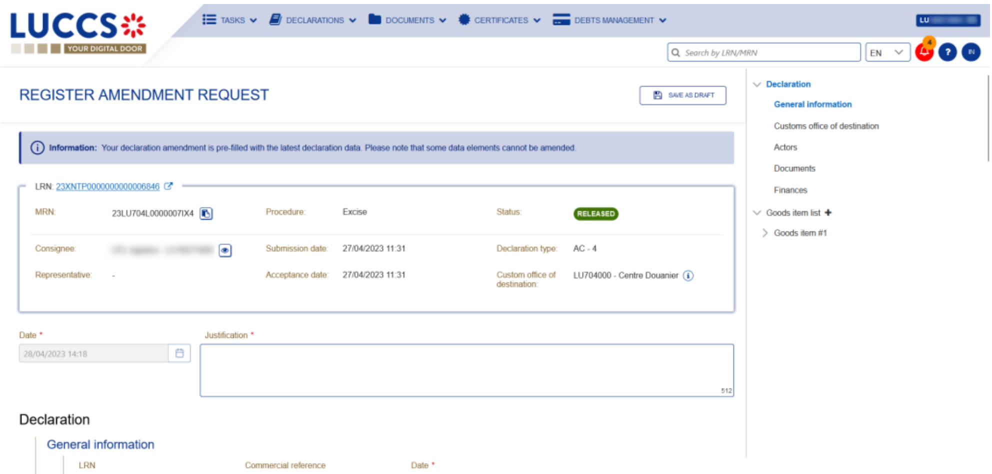


Figure 101: Registration of an amendment

4. Fill in the information about the amendment.
5. 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:

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

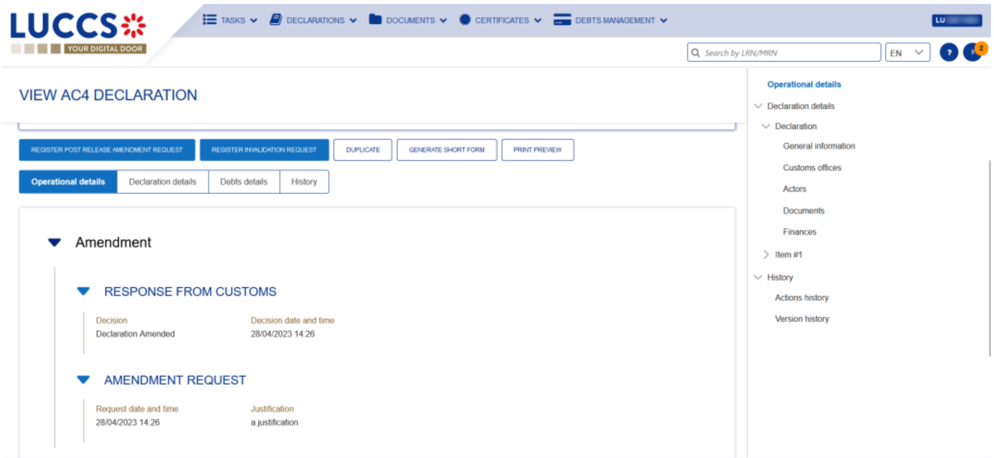


Figure 102: Amendment of an excise declaration

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.

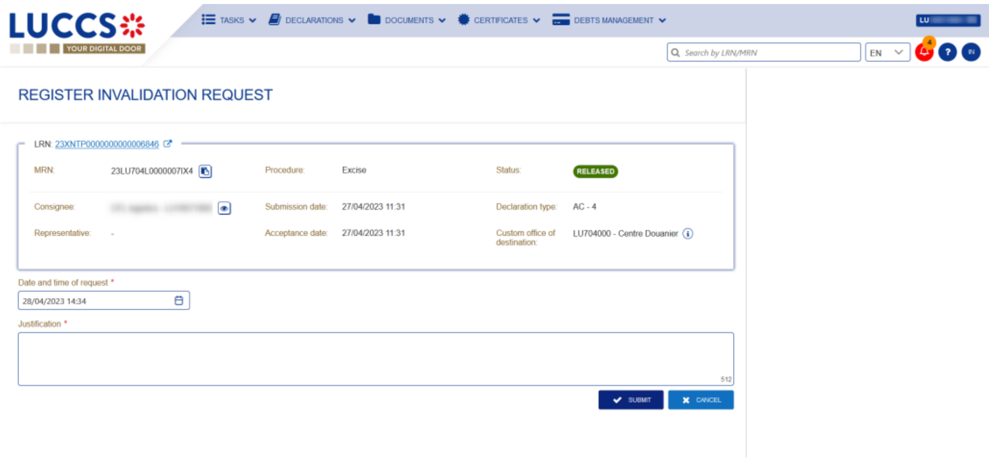


Figure 103: Registration of an invalidation of an excise declaration

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.

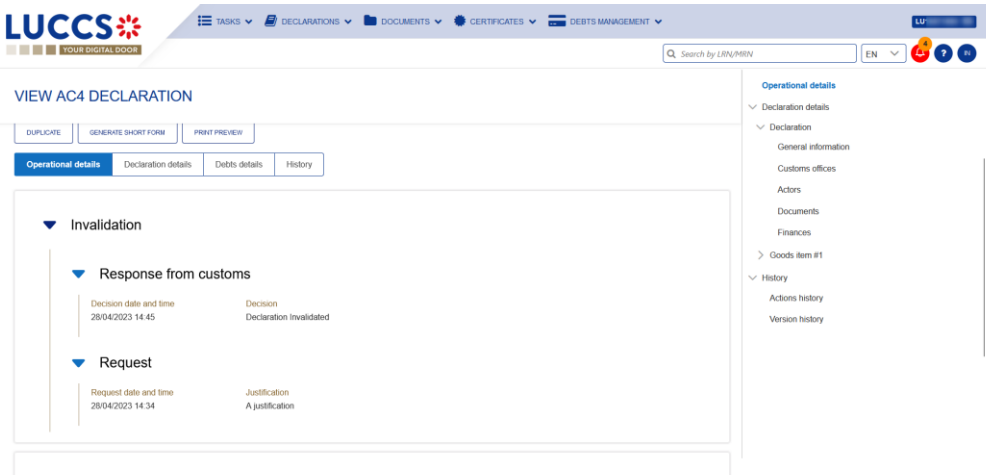


Figure 104: Invalidation of excise declaration

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.

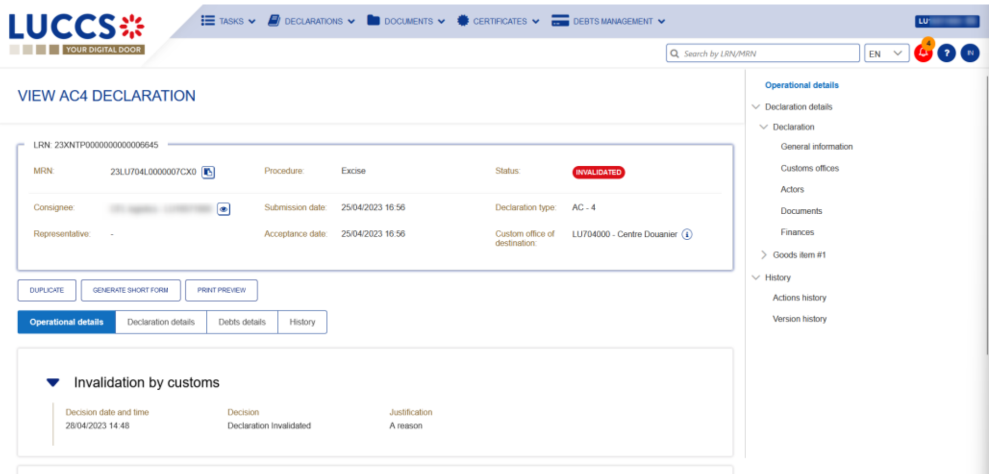


Figure 105: Invalidation by Customs

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**

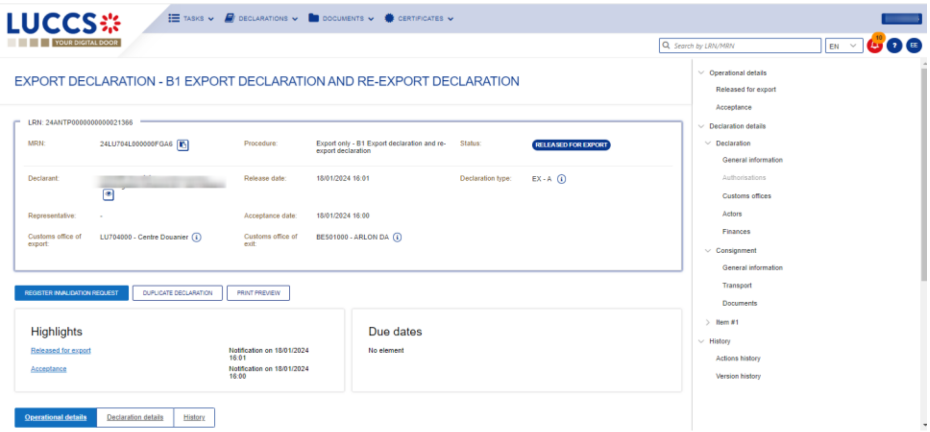


Figure 106: (Re-) export declaration - Header declaration view.

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

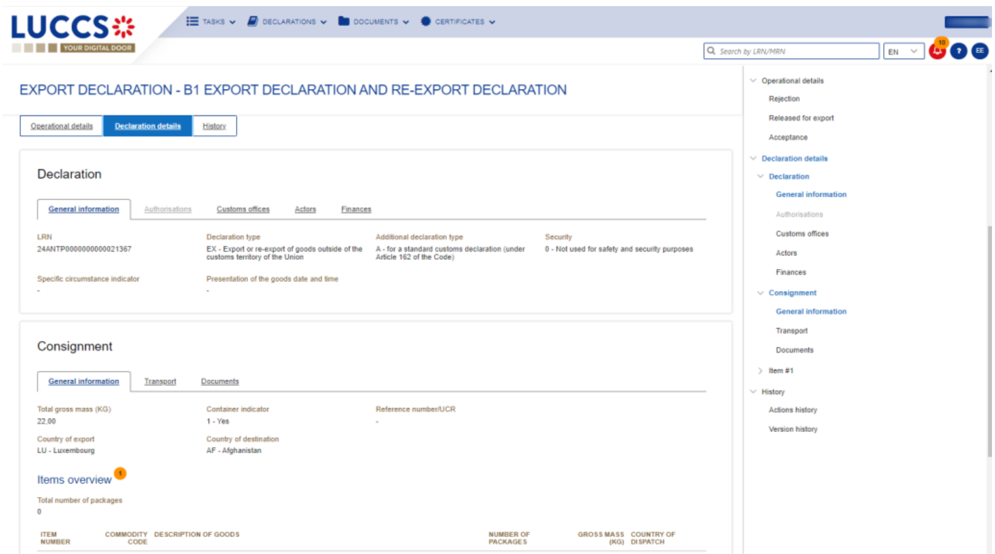


Figure 107: (Re-)export declaration - Declaration details.

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**

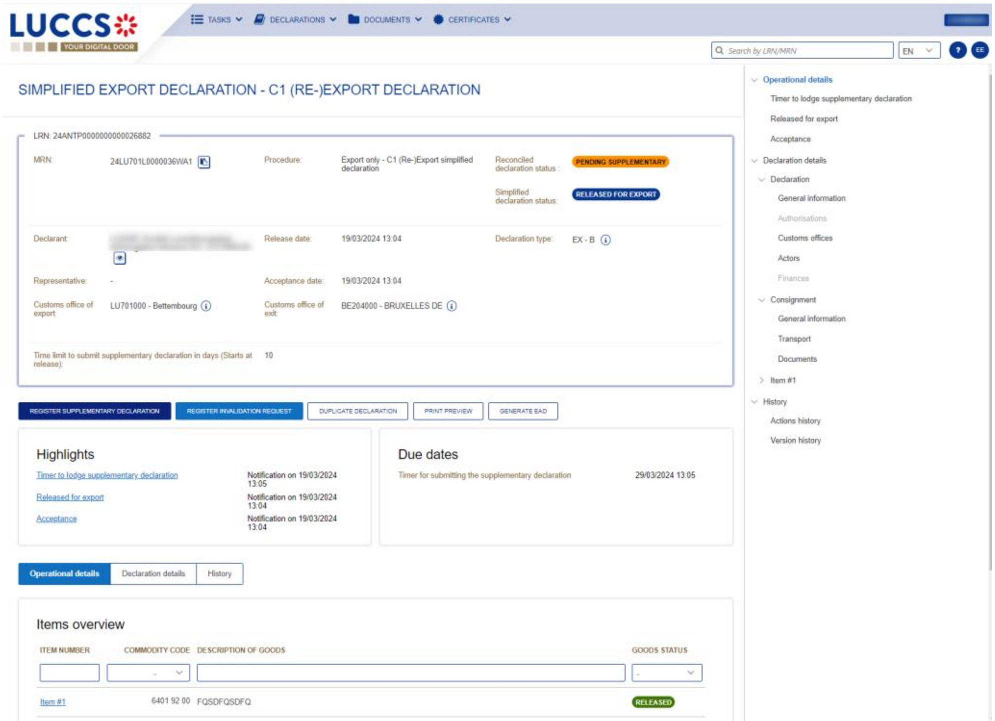


Figure 108:(Re-)export simplified declaration – Header.

2. Click on the **Declaration Details** button.
3. 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**

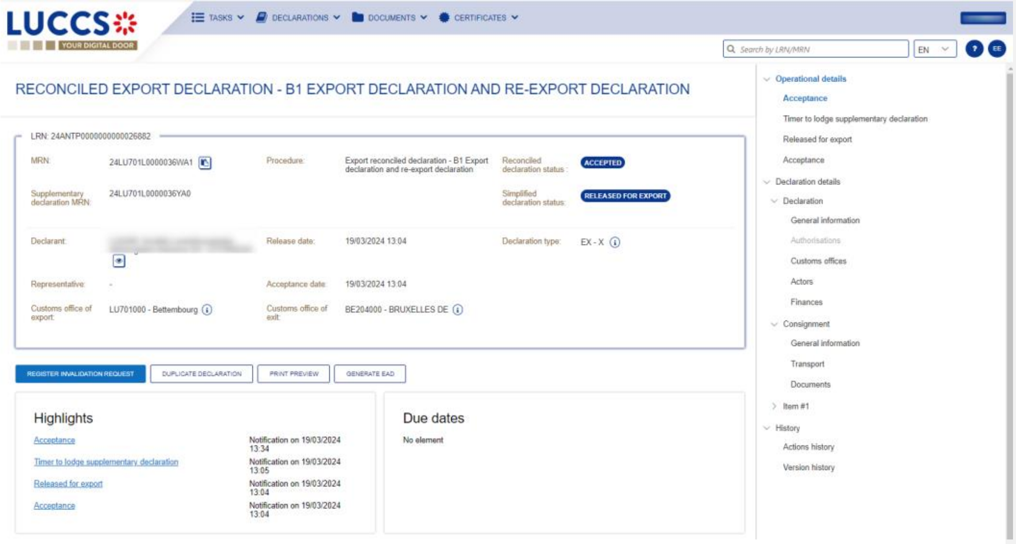


Figure 109: (Re-)export reconciled declaration – Header.

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.

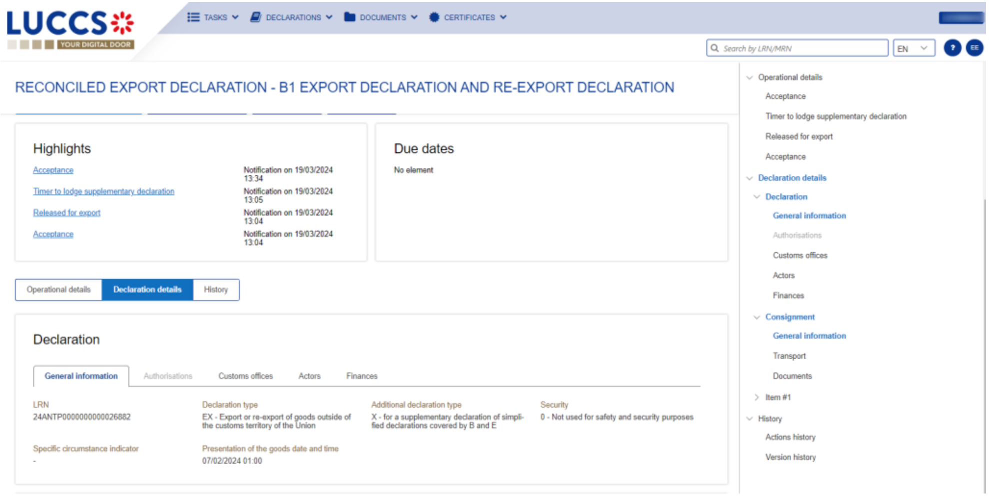


Figure 110: (Re-) export reconciled declaration - Declaration details.

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.

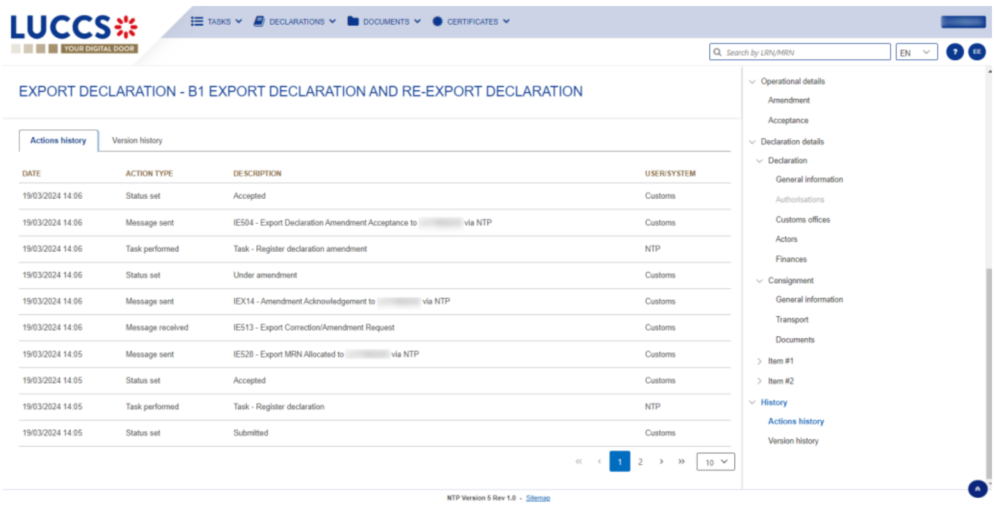


Figure 111: (Re-)export declaration - Actions history.

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.

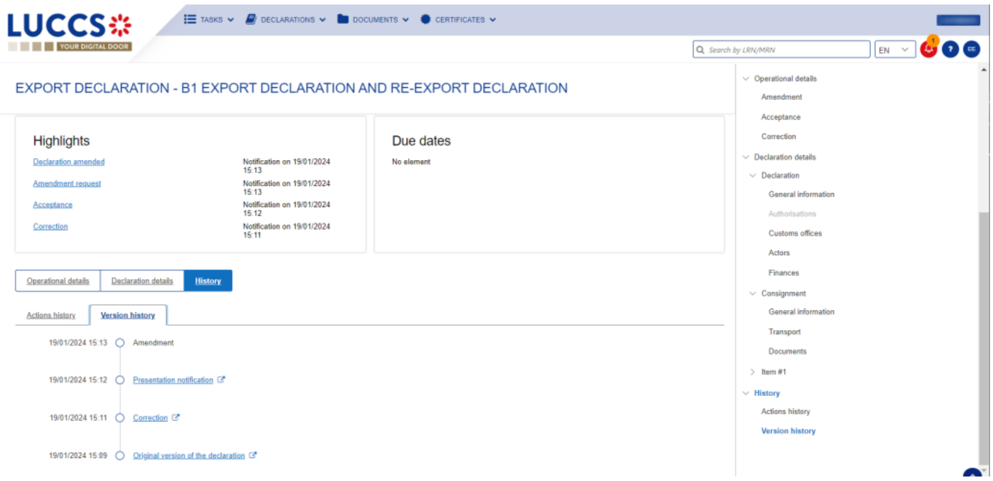


Figure 112: (Re-)export declaration - Version history.

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.

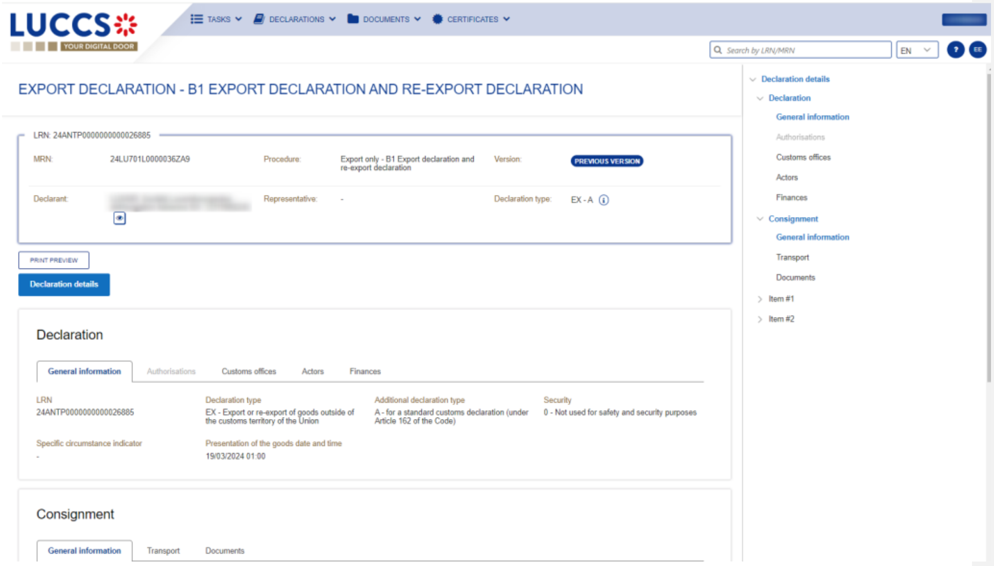


Figure 113: (Re-)export declaration - Previous version.

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.

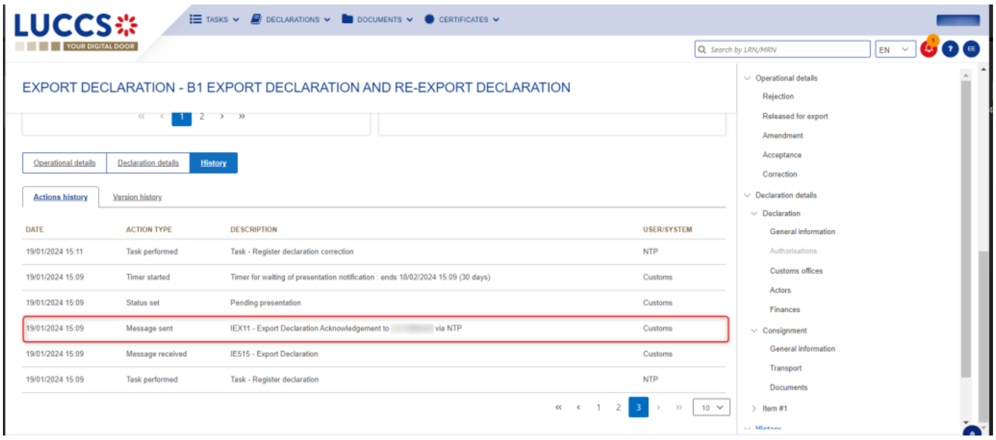


Figure 114: (Re-)export declaration - Acknowledgement message.

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

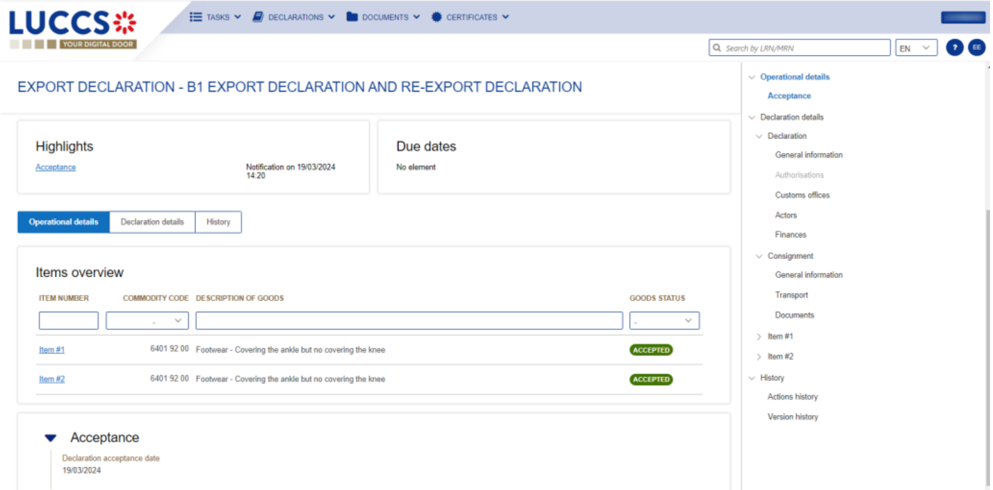


Figure 115 : (Re-)export declaration – Acceptance card.

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.

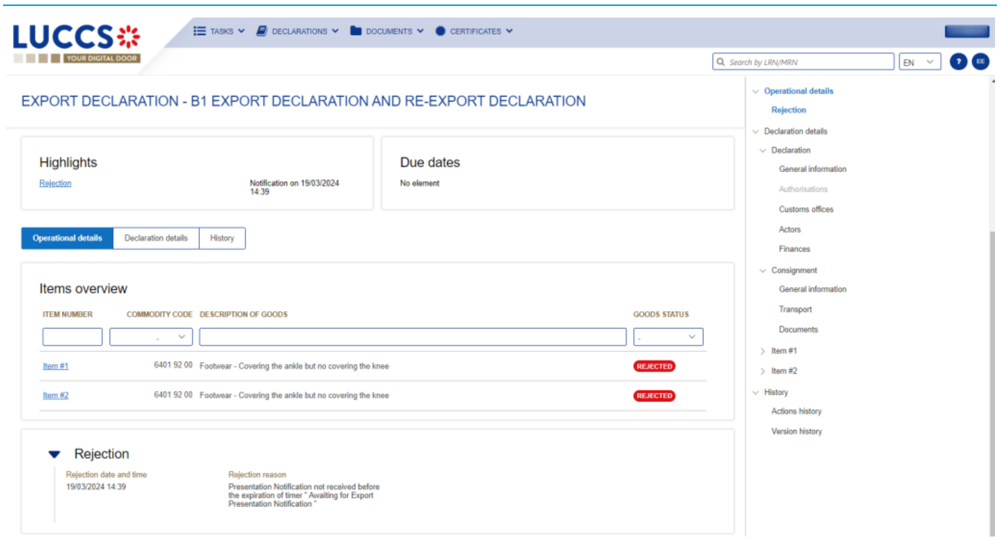


Figure 116: (Re-)export declaration – Rejection card.

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.

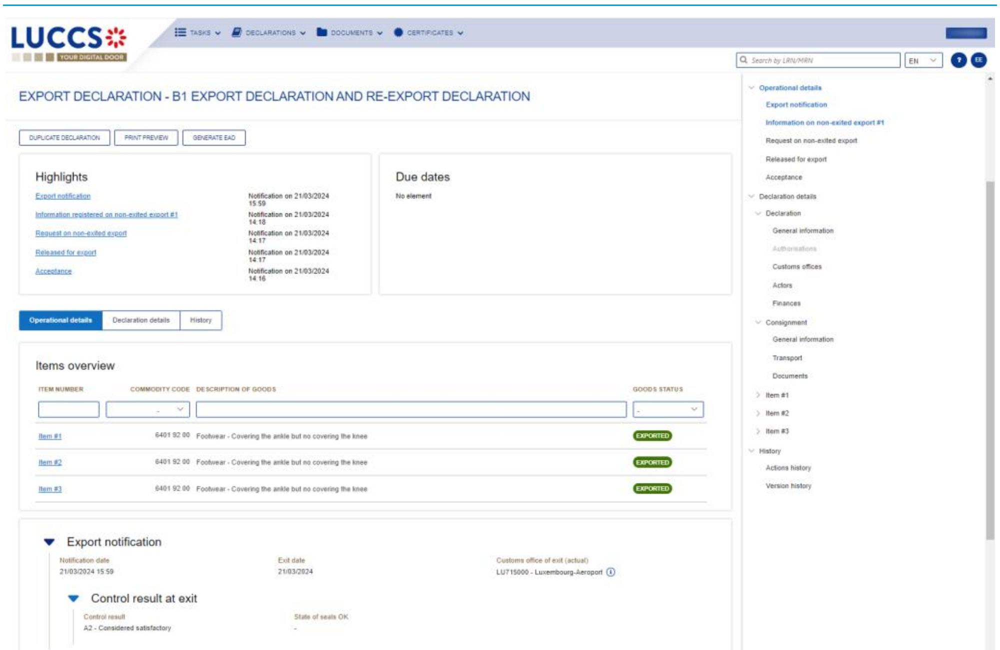


Figure 117: (Re-)export declaration – Export notification card.

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.

   GENERATE EAD

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

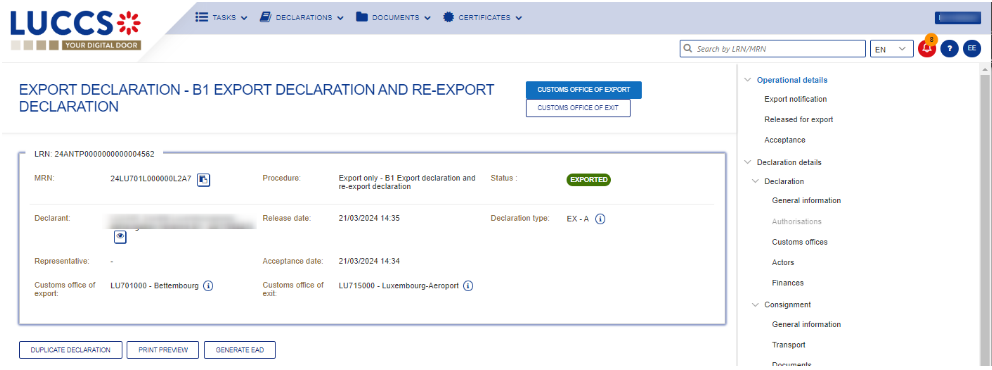


Figure 118: (Re-)export declaration – Export Accompanying Document - EAD.

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.

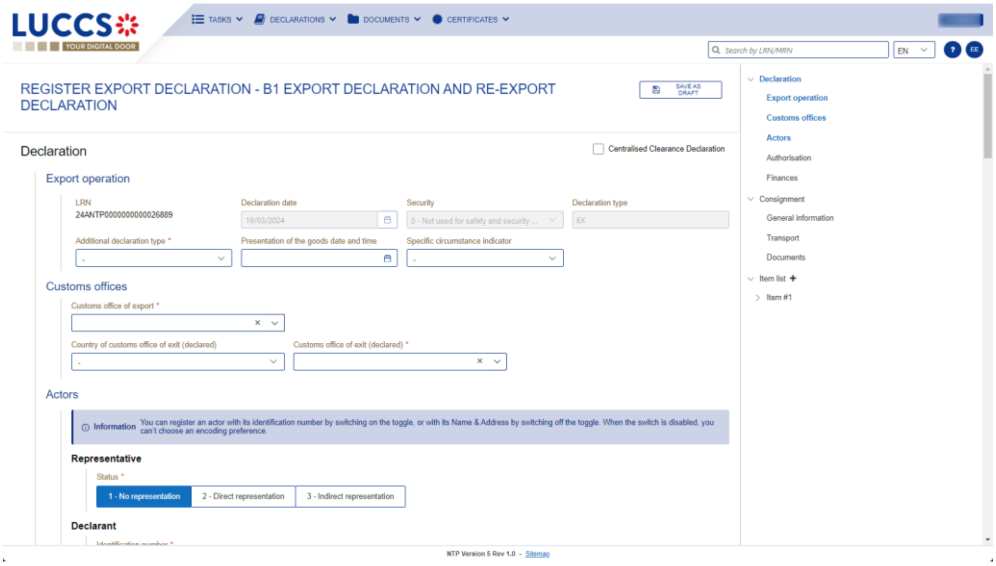


Figure 119: (Re-)export declaration – Declaration form B1.

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 and 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.

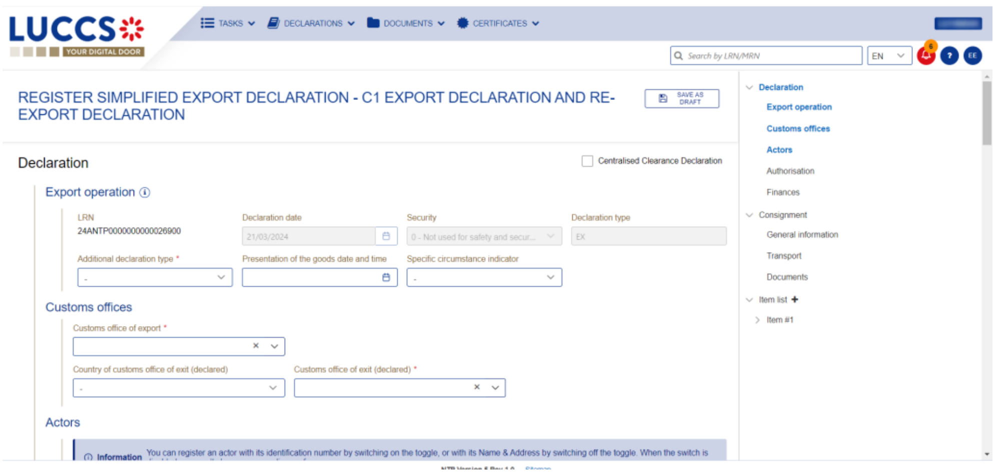


Figure 120: Registration of the simplified (re-)export declaration.

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 (re-)export 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 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.

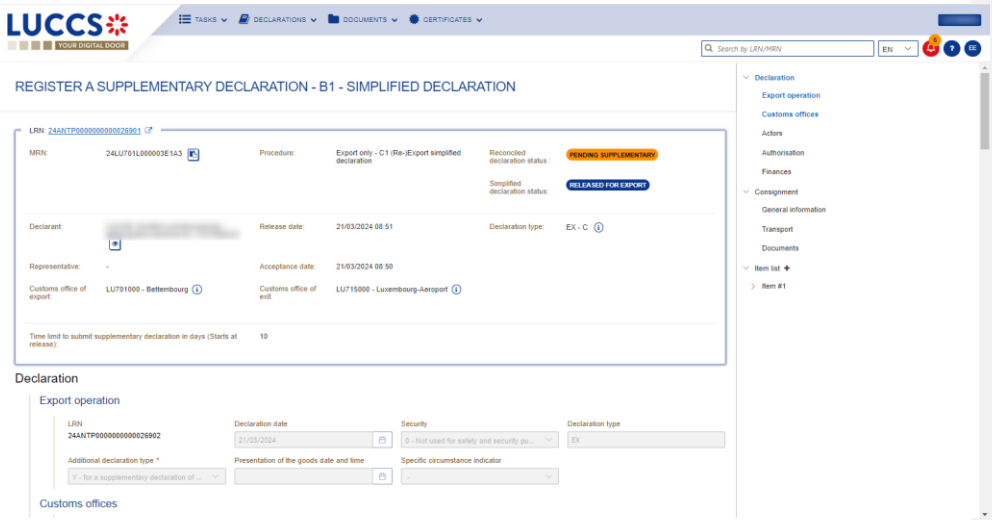


Figure 121:Registration of an (re-)export supplementary declaration.

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-LODGED DECLARATION

When the (Re-)export declaration is pre-lodged (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.

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.

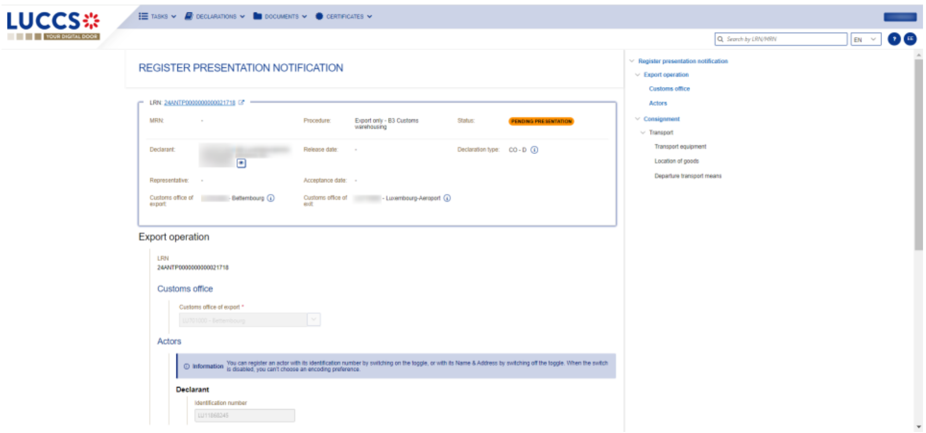


Figure 122: (Re-)export declaration – Registration of the presentation notification.

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-lodged 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.** REGISTER CORRECTION REQUEST
3. The register form opens.

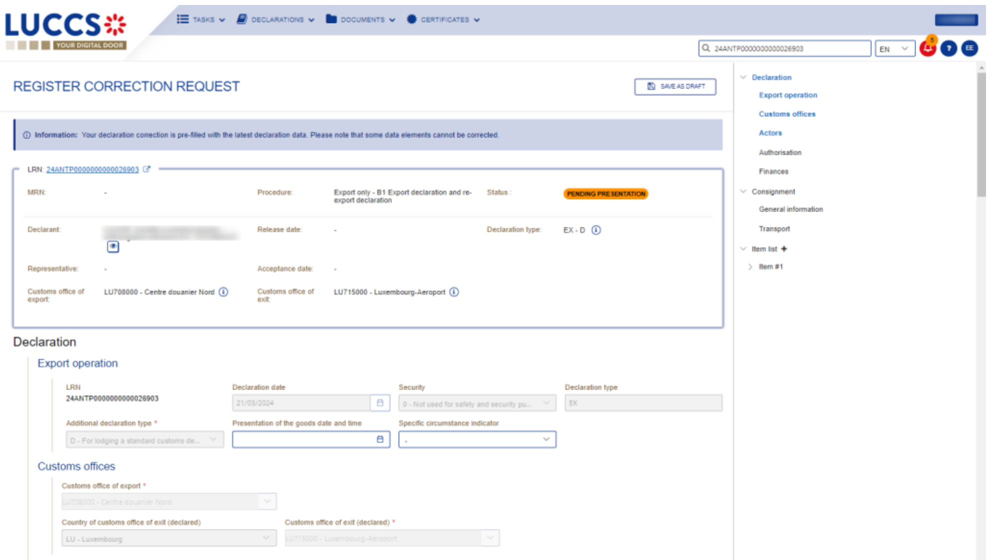


Figure 123: Registration of an (Re-)export declaration correction.

4. Provide in the form the information to be corrected/added. Somes 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.

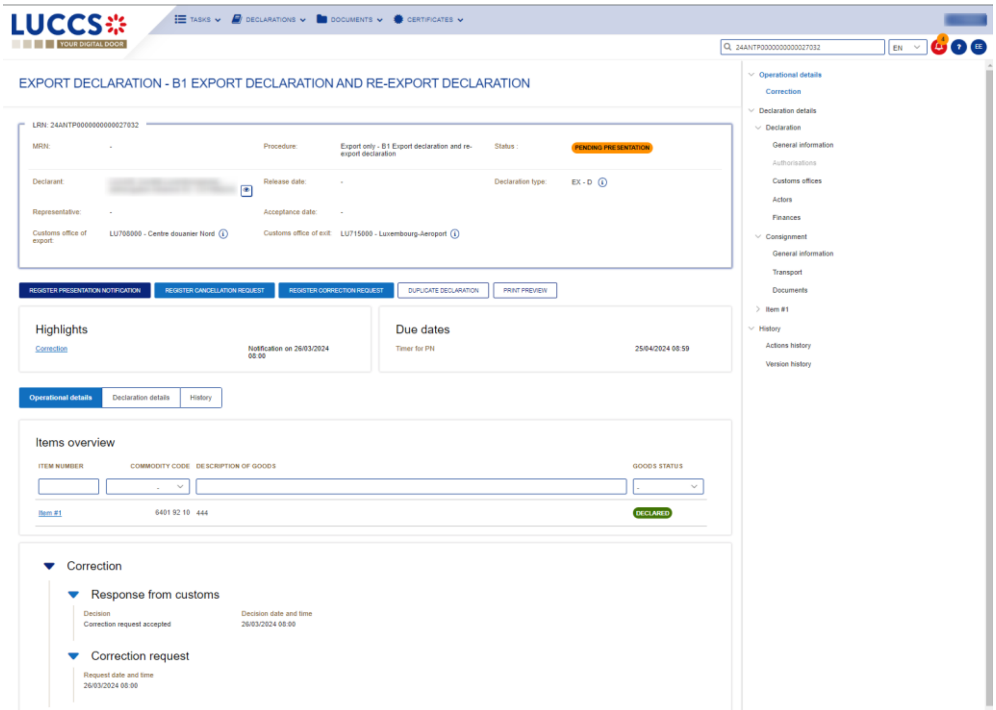


Figure 124: (Re-)export declaration - Correction card.

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.

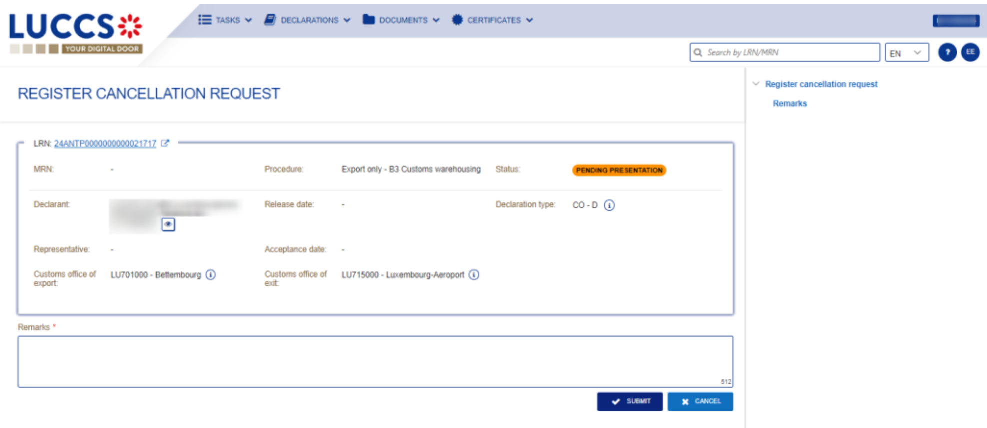


Figure 125: (Re-)export declaration - Register cancellation.

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.

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

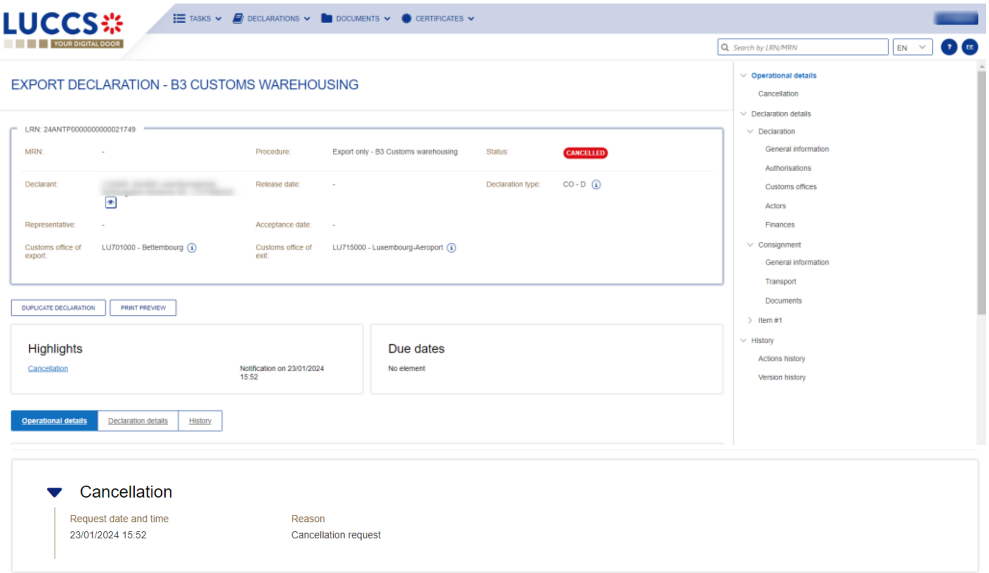


Figure 126: (Re-)export declaration – Cancellation card.

11.18 AMENDMENT

11.18.1 HOW TO SUBMIT AN AMENDMENT REQUEST

You can request to amend your declaration <u>after</u> its acceptance.

To submit an amendment request of the declaration:

1. Open the **(Re-)export declaration** page that you want to amend.
2. Click on the optional task **Register amendment request.** 

3. The registration form opens.

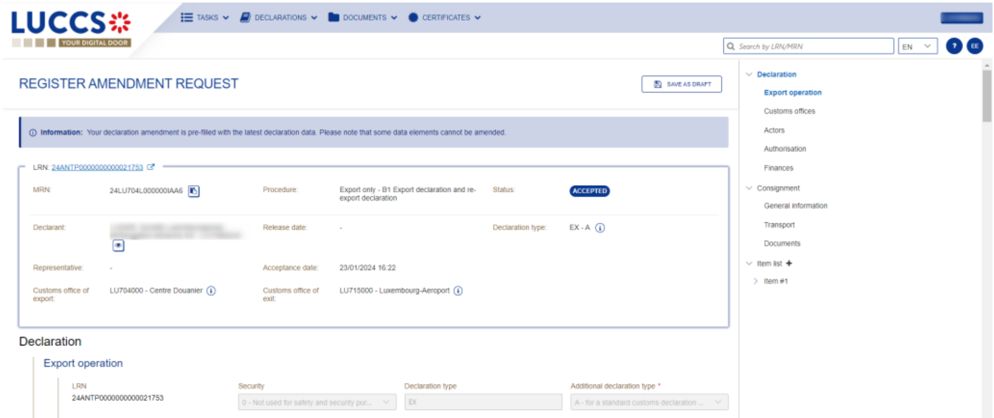


Figure 127: (Re-)export declaration – Registration of an amendment.

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 128: (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.

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.

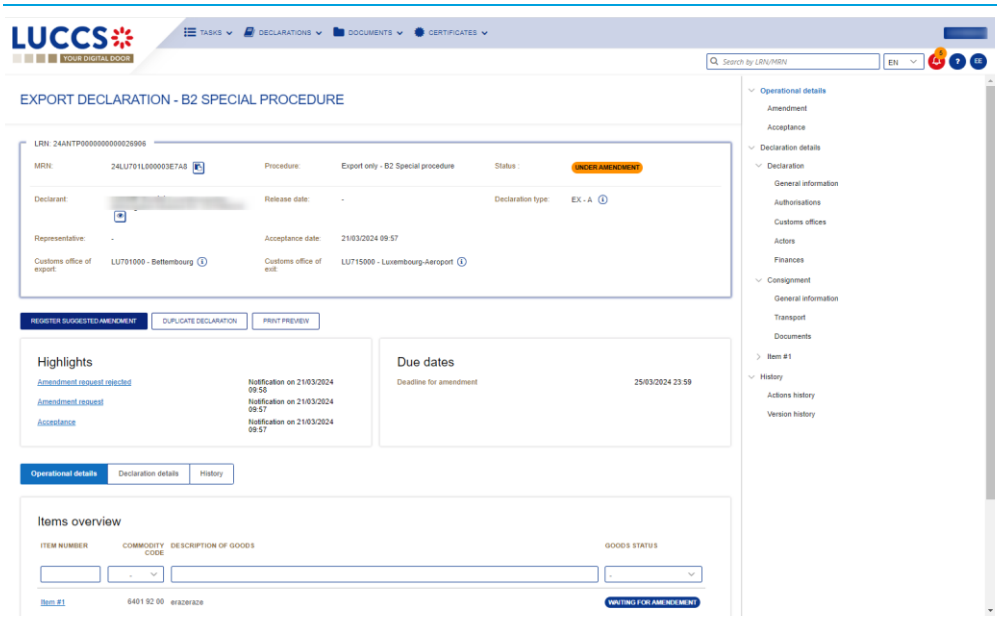


Figure 129: (Re-)export declaration – Register suggested amendment task.

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.** REGISTER INVALIDATION REQUEST
3. The registration form opens.

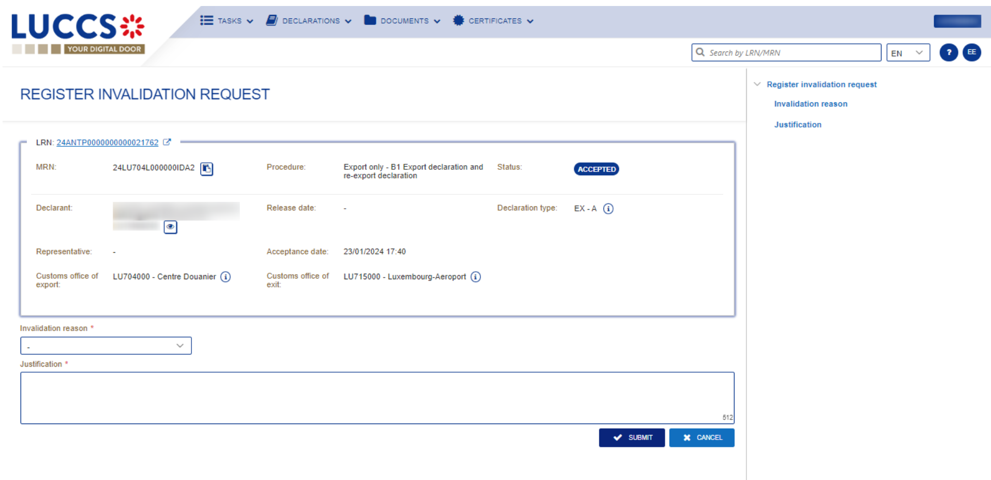


Figure 130: (Re-)export declaration – Registration of an invalidation request.

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.

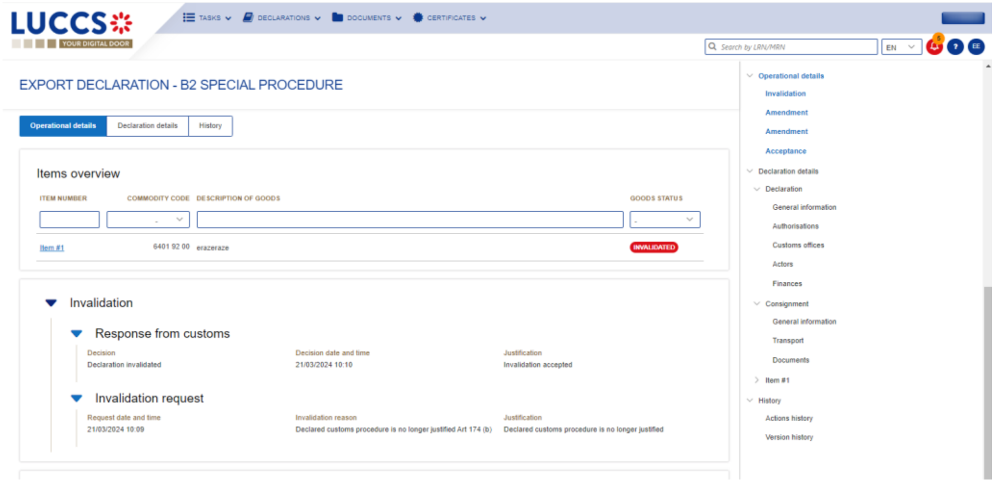


Figure 131: (Re-)export declaration – Invalidation requested.

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.

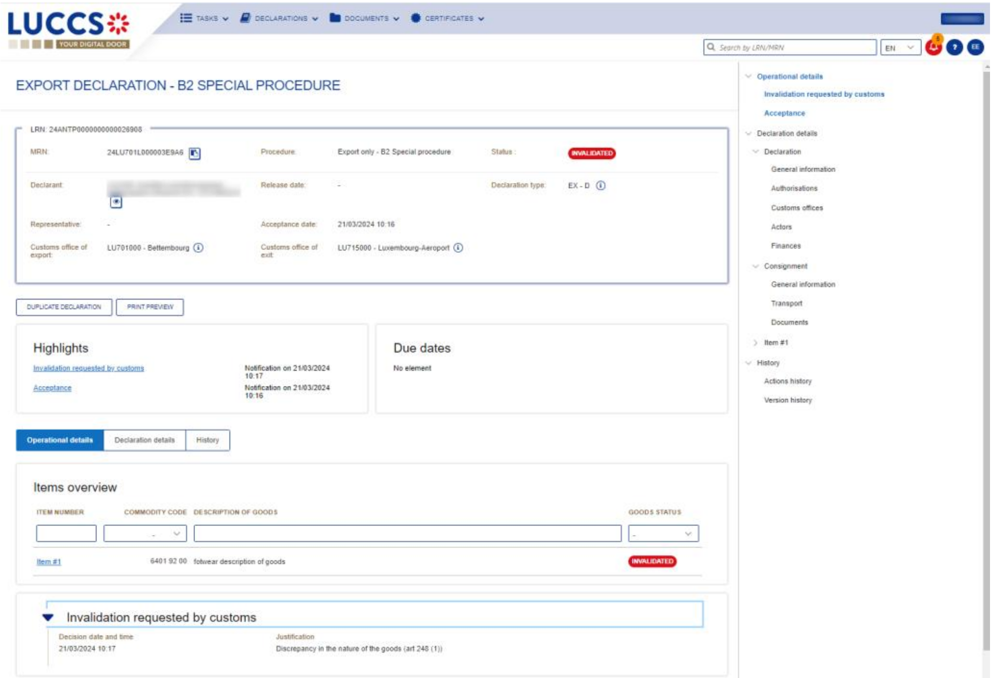


Figure 132: (Re-)export declaration – Invalidation requested by customs authorities.

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.

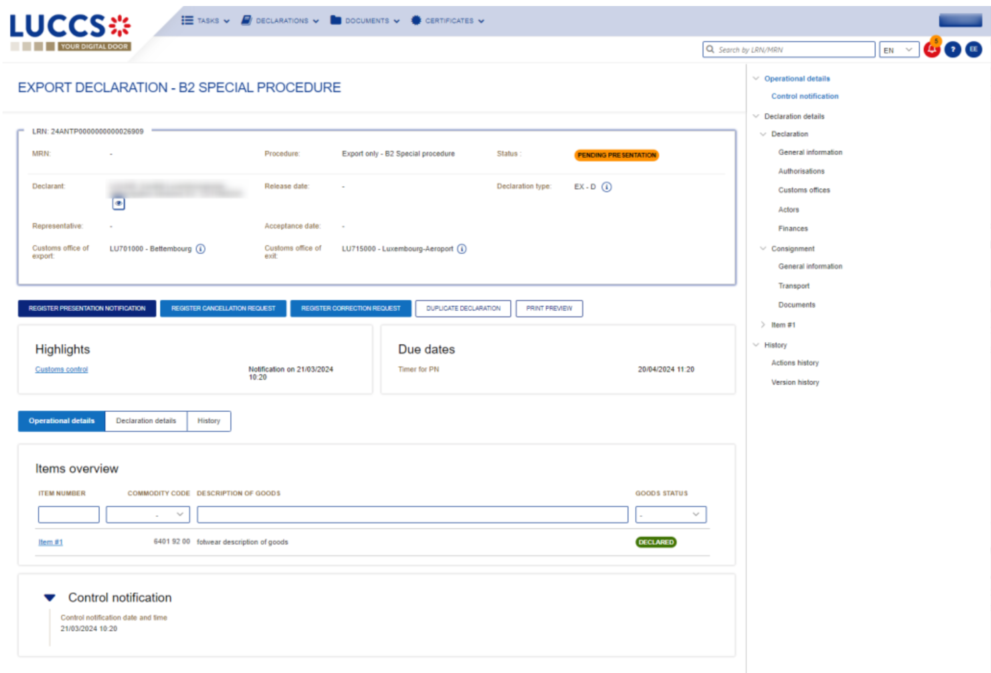


Figure 133: (Re-)export declaration- Consult control notification.

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.

3. 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**.

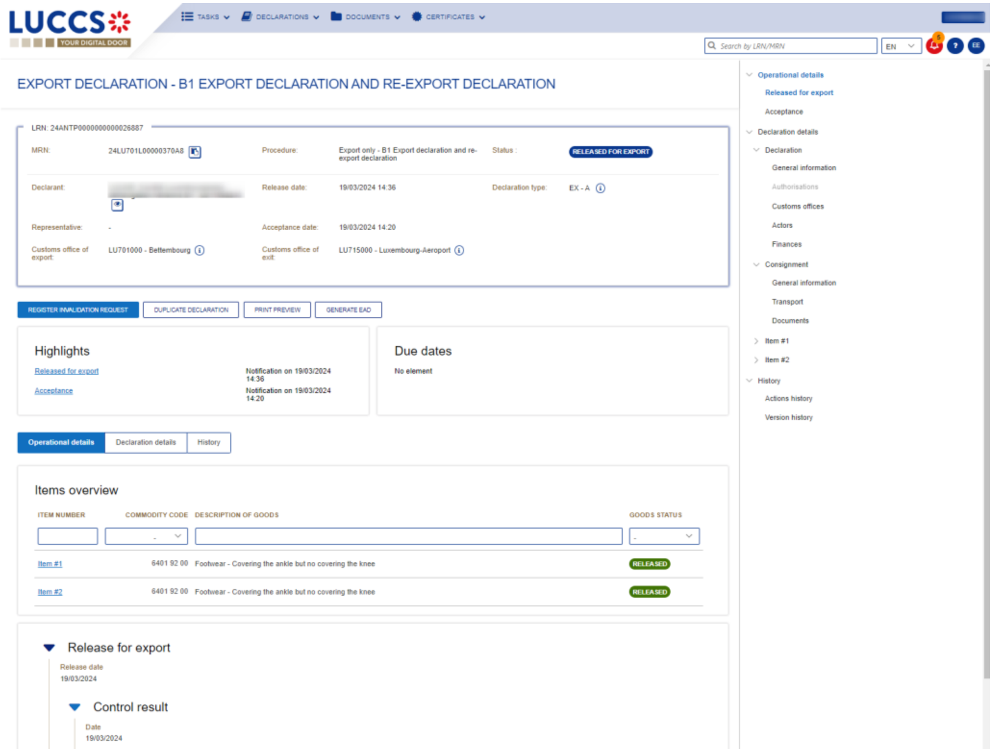


Figure 134: (Re-)export declaration – Release decision.

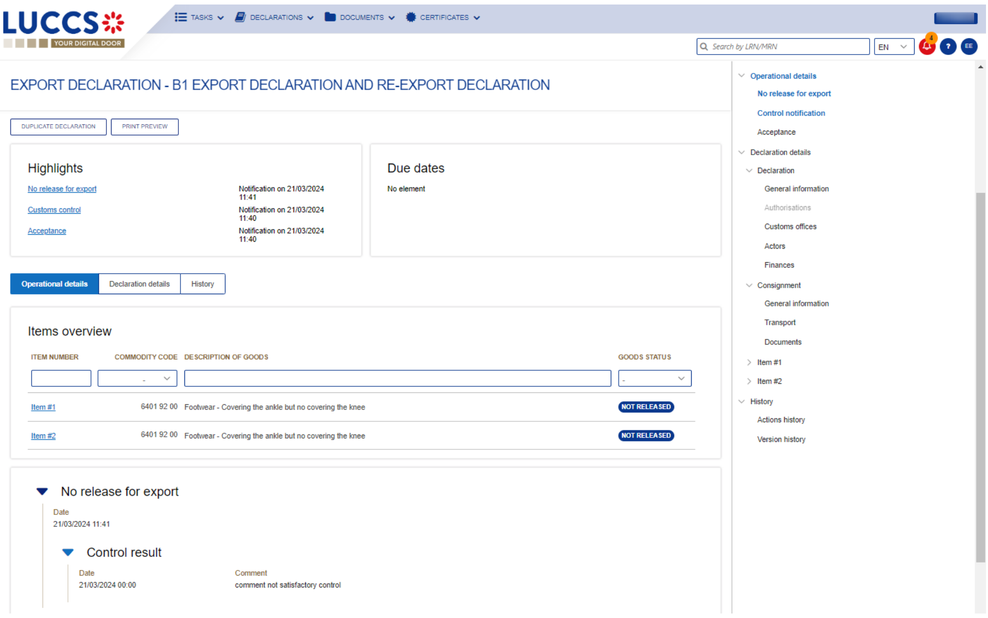


Figure 135: (Re-)export declaration – No release for export decision.

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.

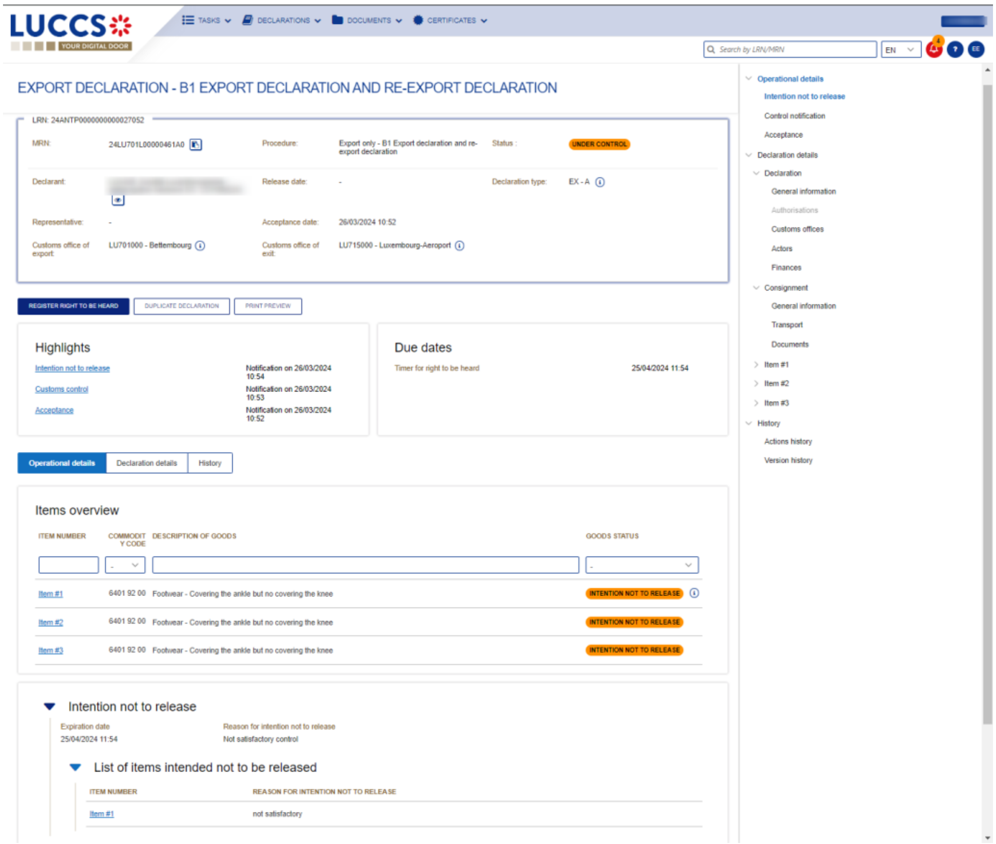


Figure 136: (Re-)export declaration - Intention not to release.

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.

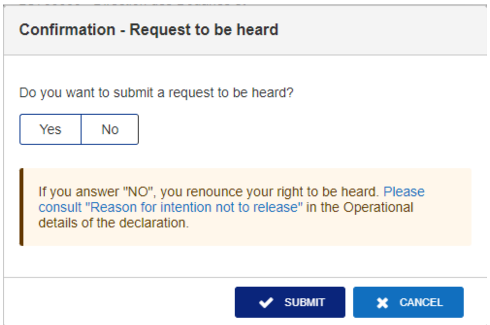


Figure 137: (Re-)export declaration – Pop up – Request to be heard.

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.

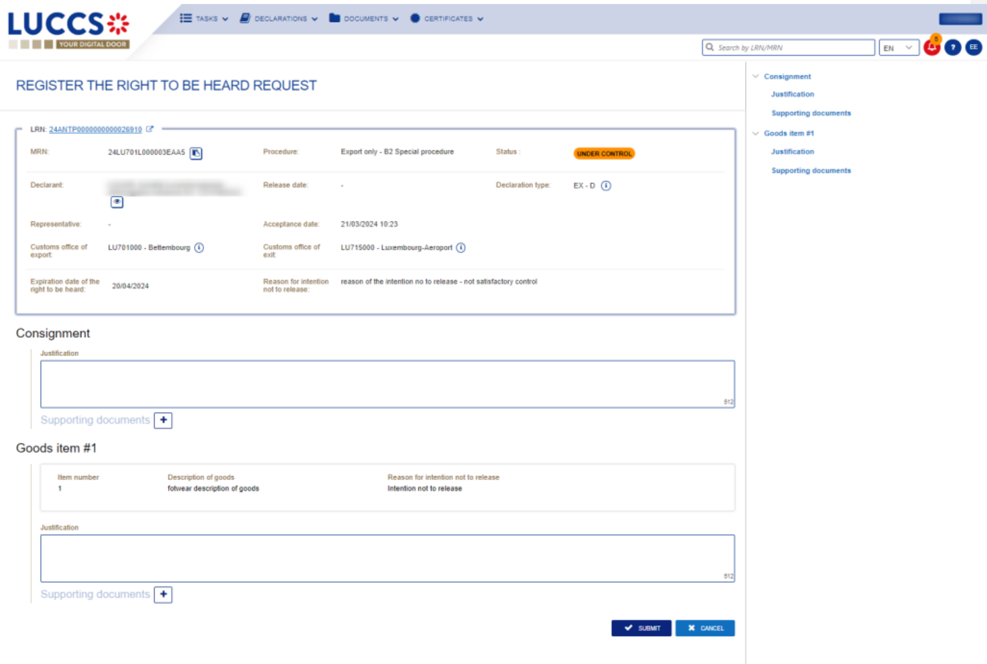


Figure 138: (Re-)export declaration – Right to be heard form.

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**.

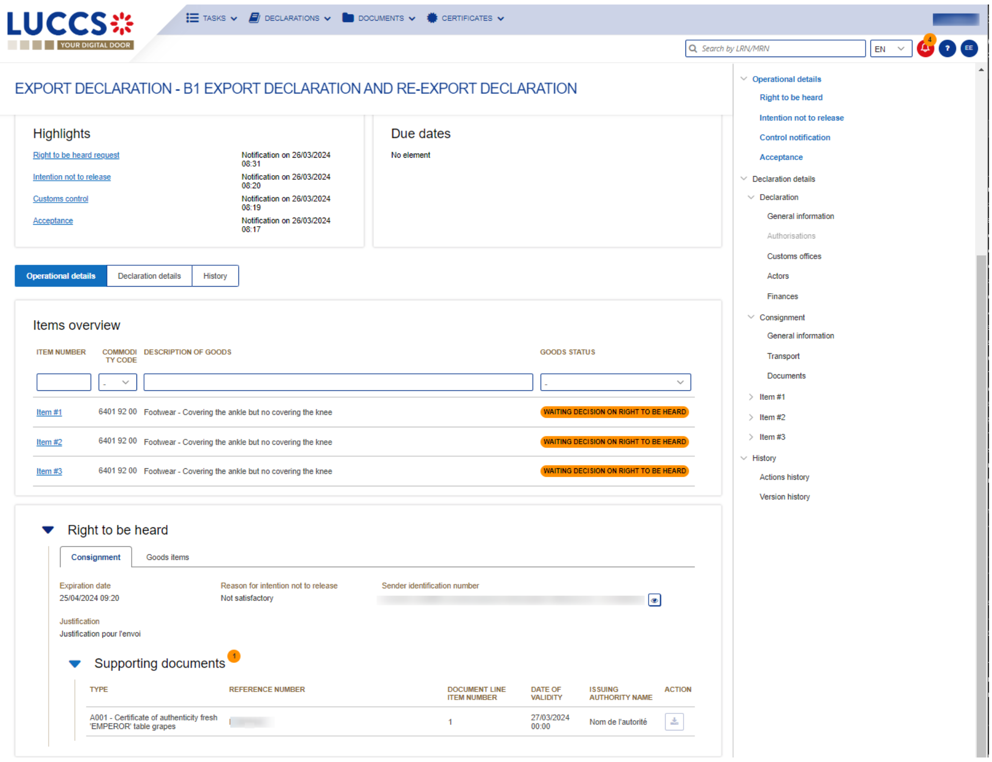


Figure 139: (Re-)export declaration – Right to be heard request.

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.

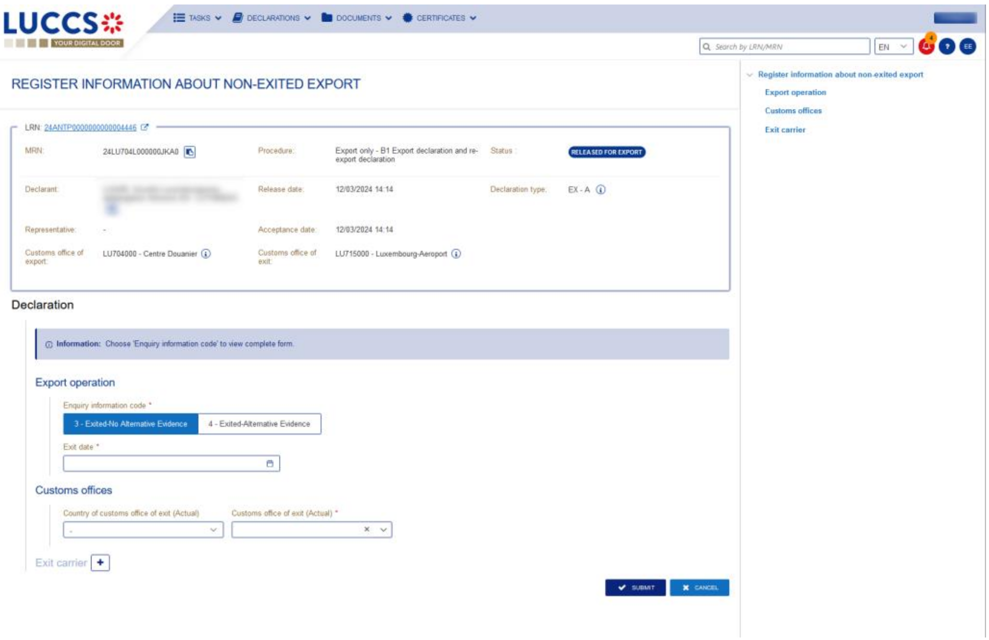


Figure 140: (Re-)export declaration – Register exit of goods form.

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.

Notes:

1. Customs authorities can deny the goods' exit if they consider the proof as insufficient. In this case, the action is made available again.
2. For a BCP declaration (Declaration at Border Crossing Point), i.e., a declaration of type "R – Retrospective lodgement of an export or re-export declaration" accompanied by a document of type "NEAD", the optional task becomes accessible immediately after the release of the goods.

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.

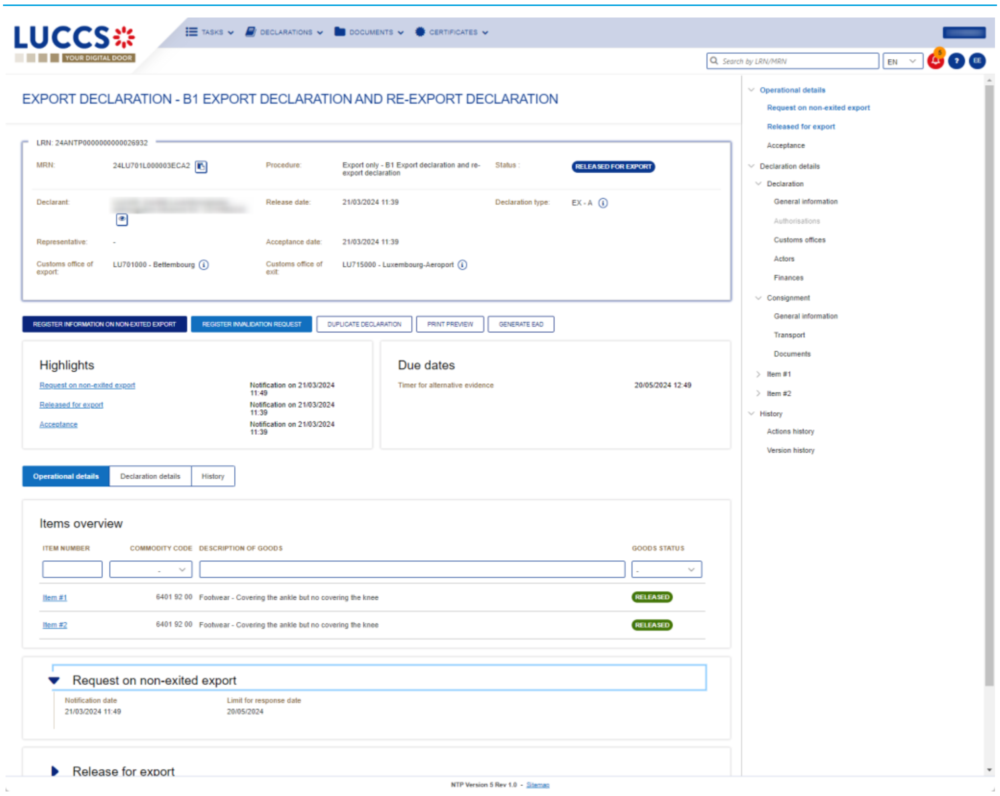


Figure 141: (Re-)export declaration – Request on non-exited export.

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

When information on non-exited goods has 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.

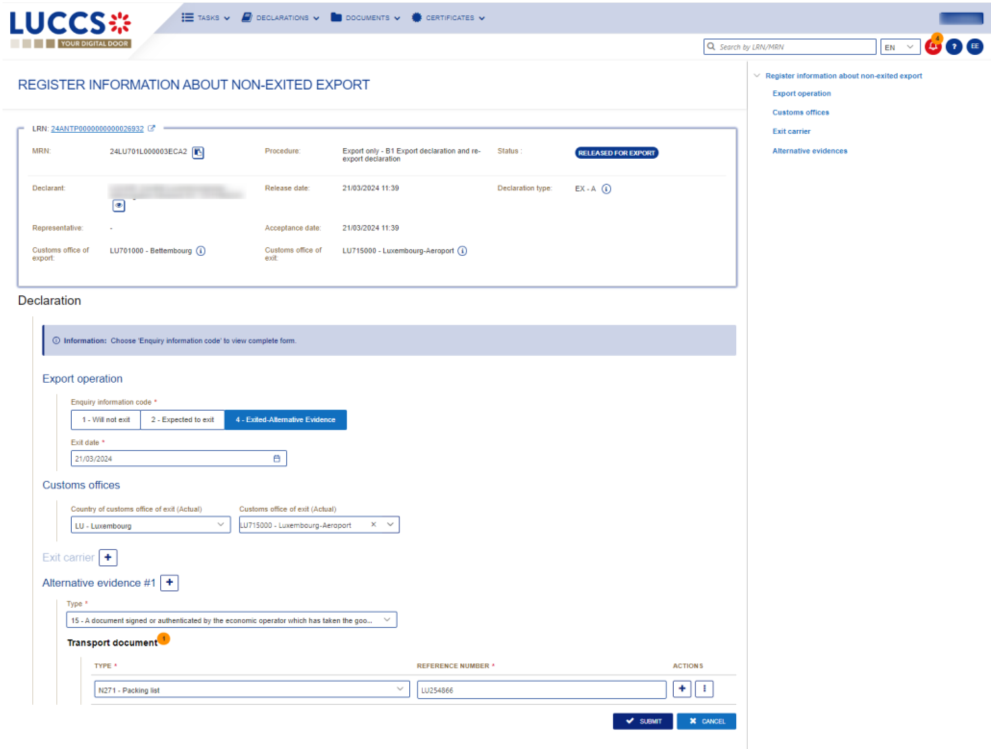


Figure 142: (Re-)export declaration – Non-exited export form.

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.

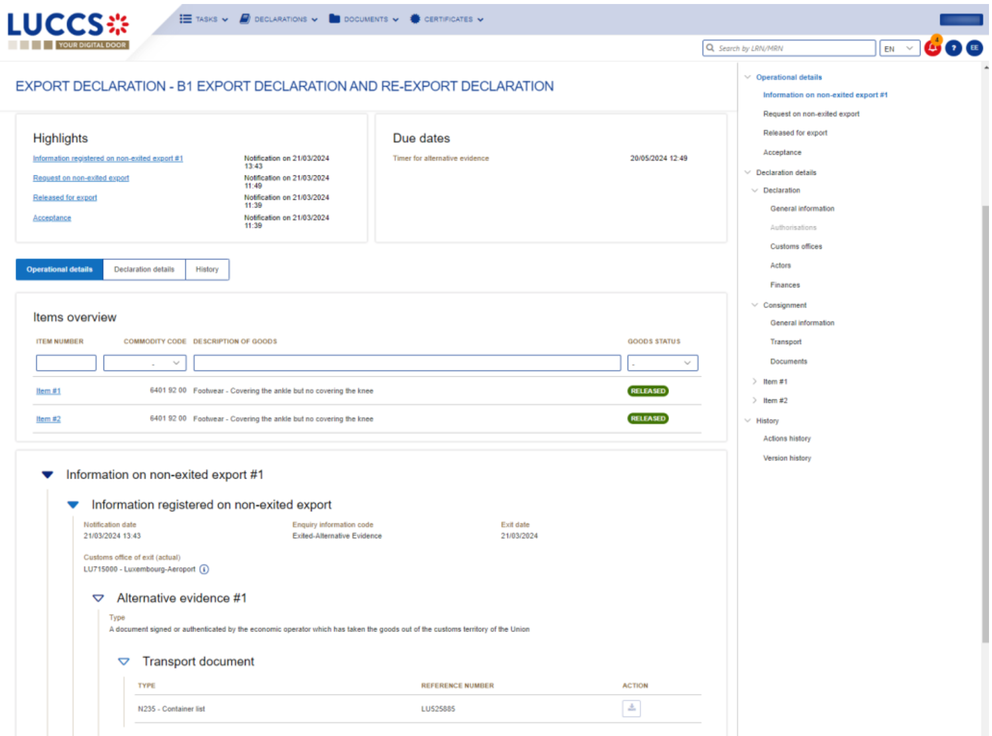


Figure 143: (Re-)export declaration – Information registered on non-exited export #1.

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.

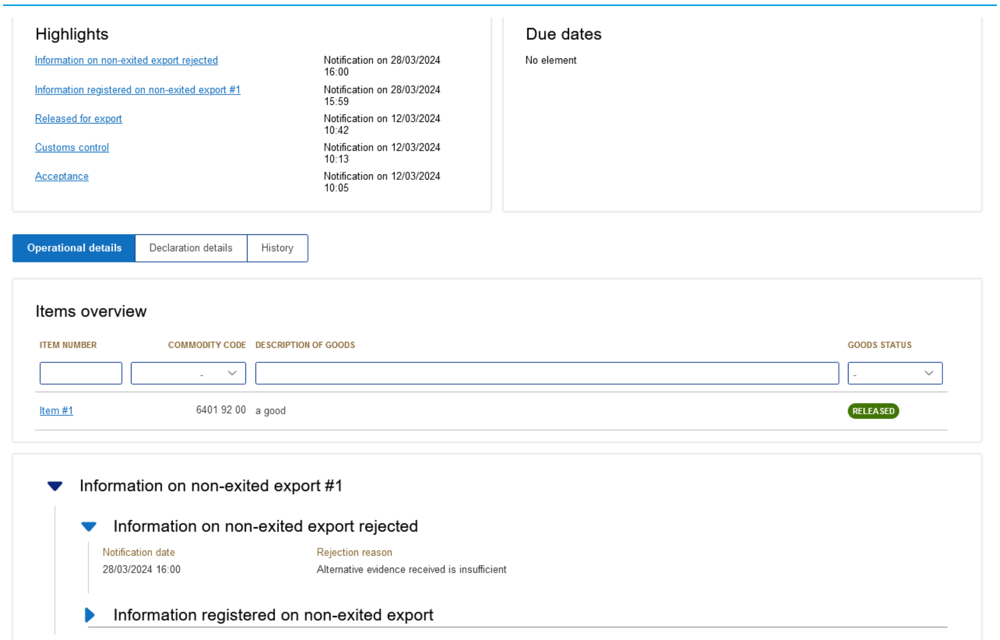


Figure 144: (Re-)export declaration – Information on non-exited export rejection.

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.

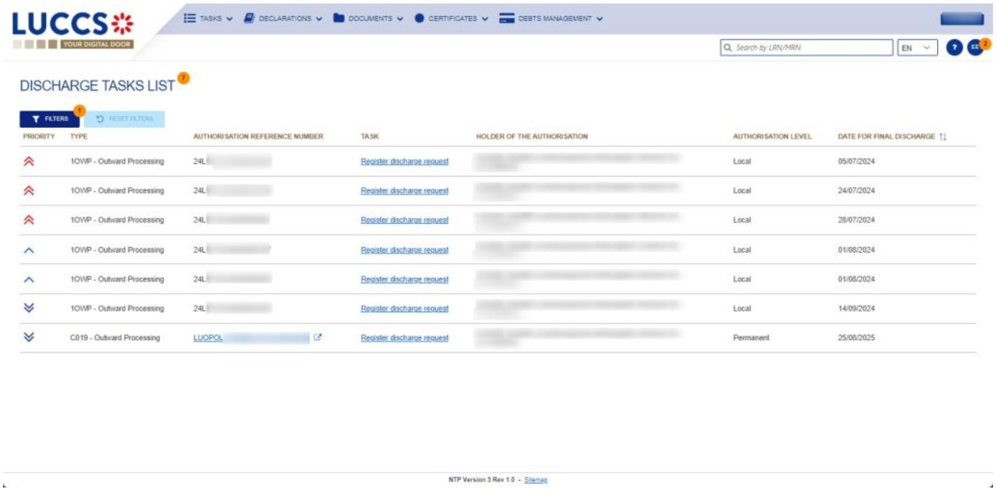


Figure 145: Discharge tasks list

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**.

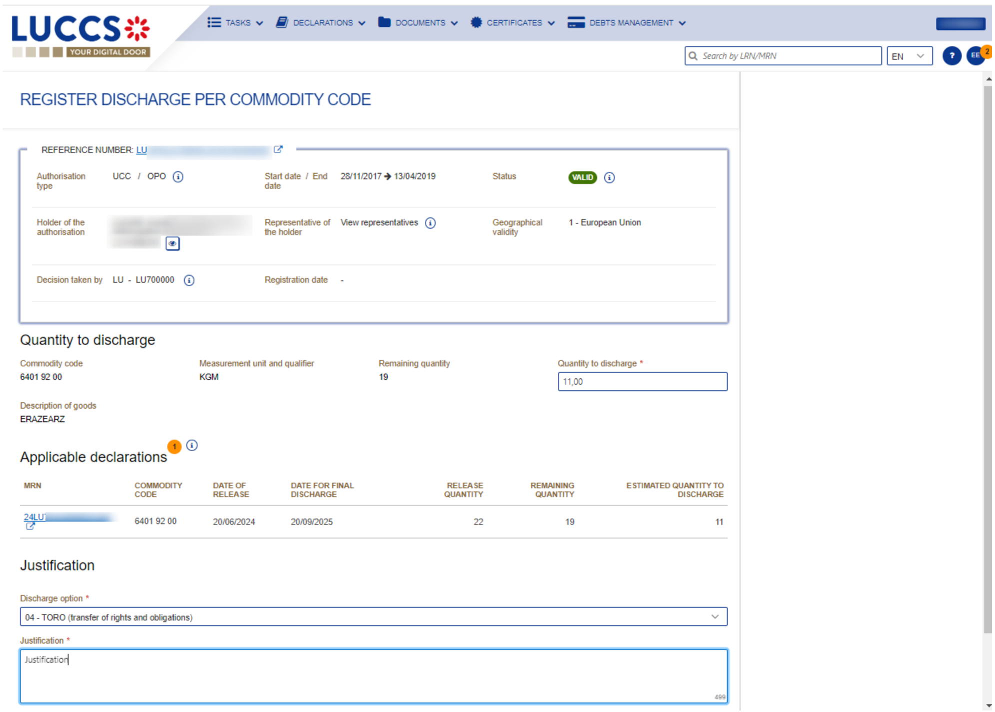


Figure 146: Discharge request per commodity code

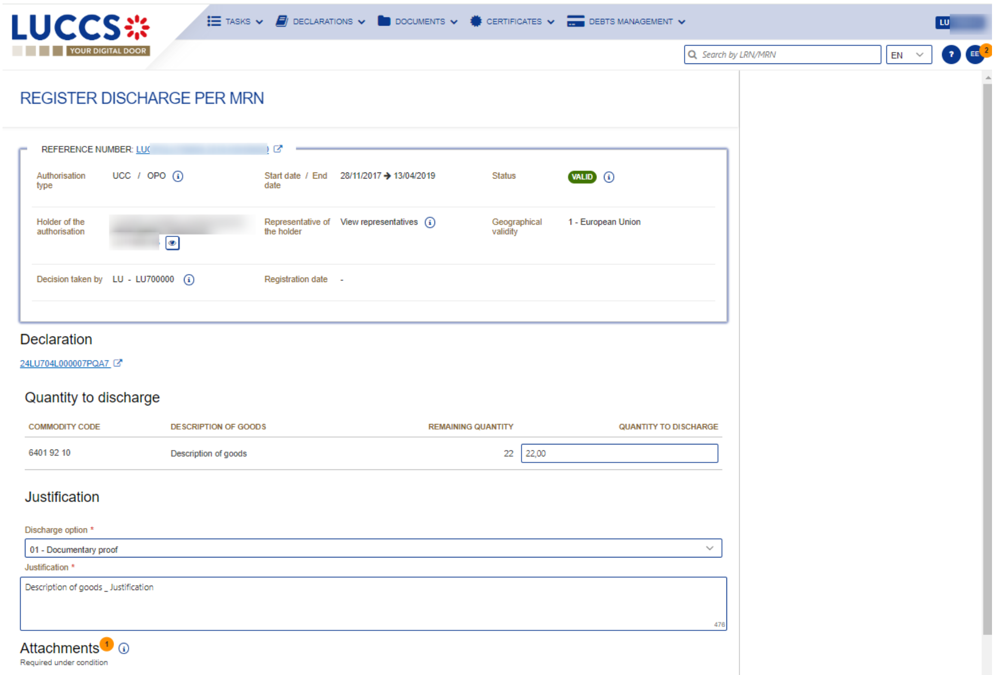


Figure 147: Discharge request per MRN

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.

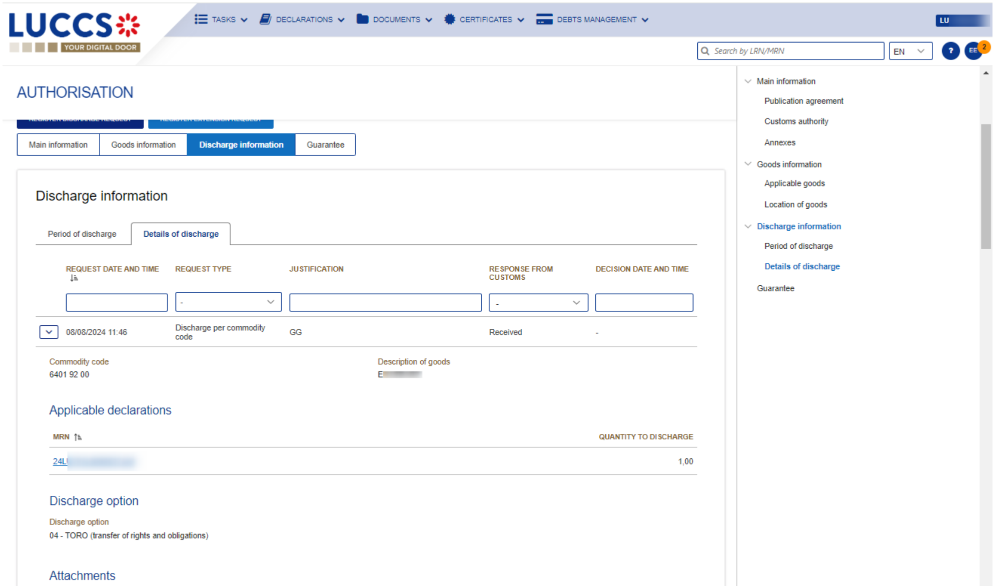


Figure 148: Details of discharge

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.**

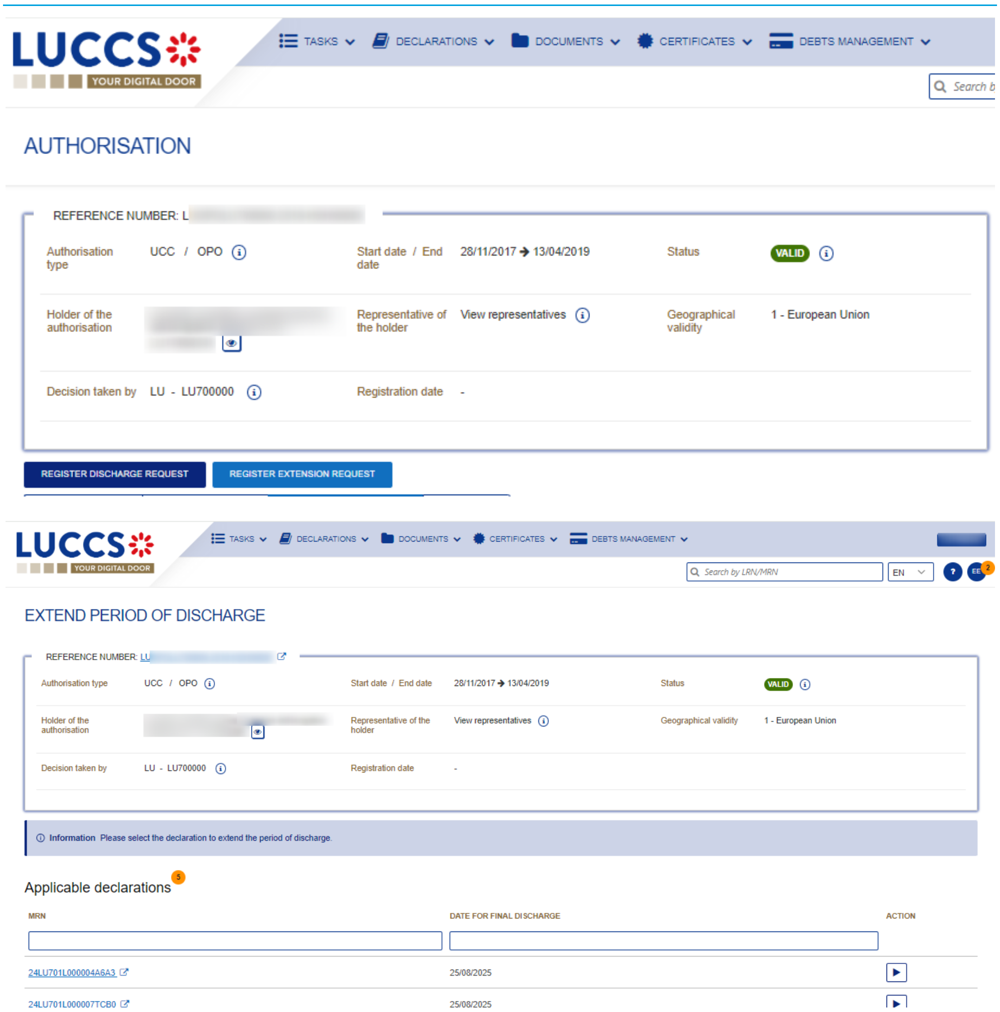


Figure 149: Period of discharge extension - choice of declaration

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

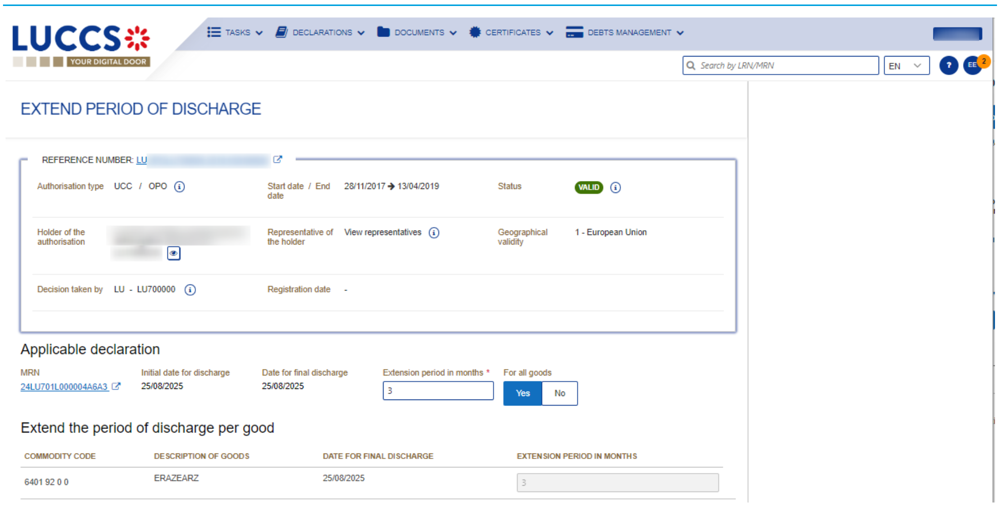


Figure 150: Extension of the discharge period

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.

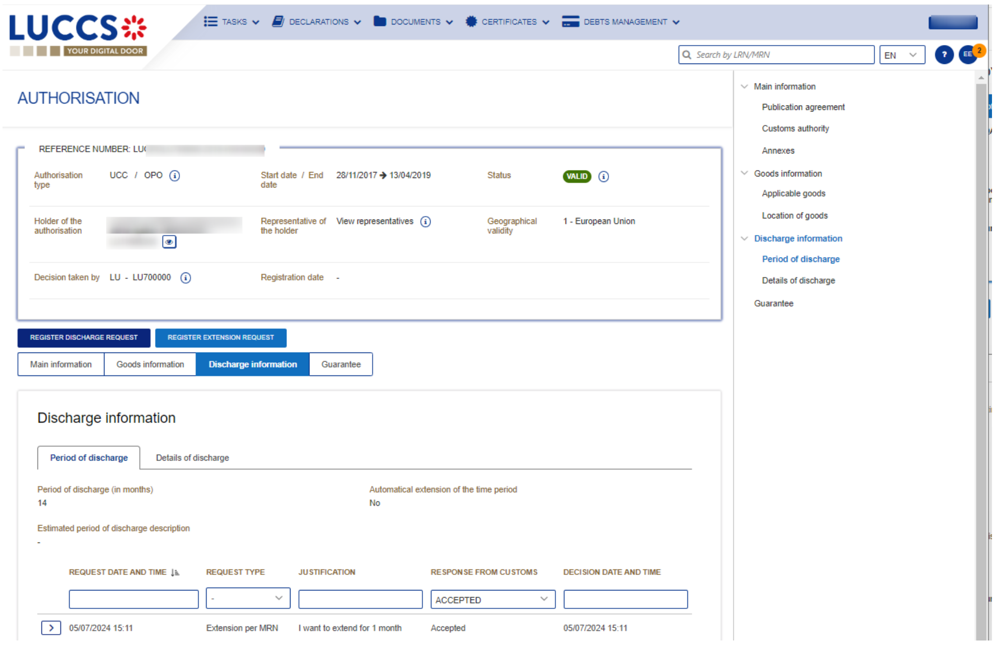


Figure 151: Period of discharge

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.**

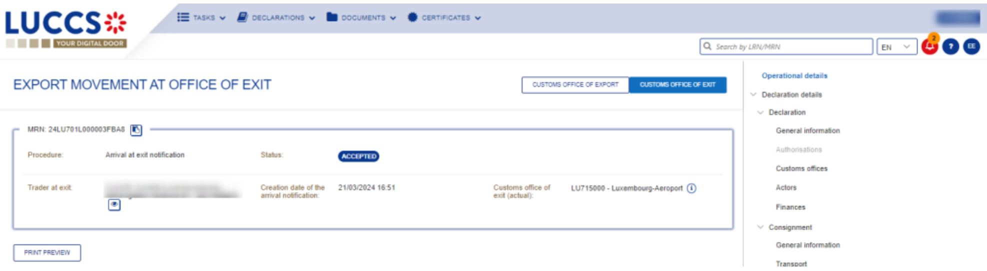


Figure 152: Exit procedure – Arrival at exit notification – header.

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 in the **Discrepancies** tab.

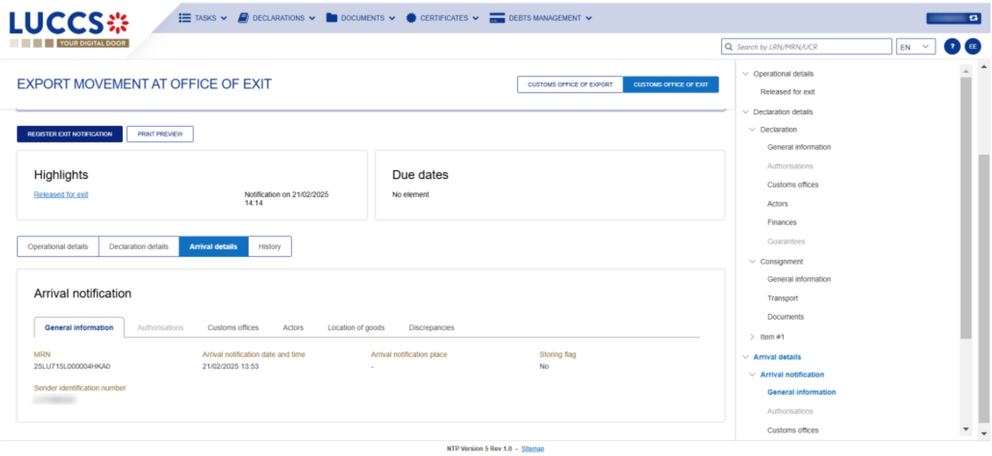


Figure 153: Exit procedure – Arrival at exit notification details.

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

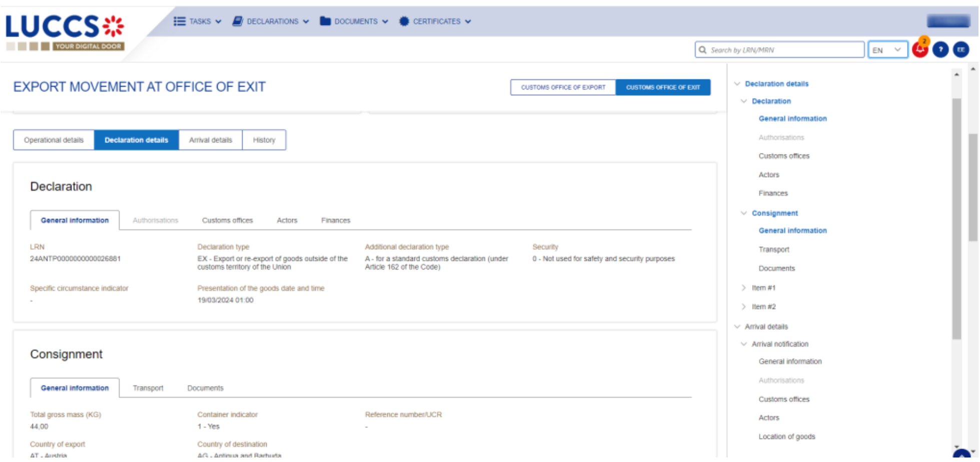


Figure 154: Exit procedure – Arrival at exit notification – Declaration view – Declaration details.

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.**

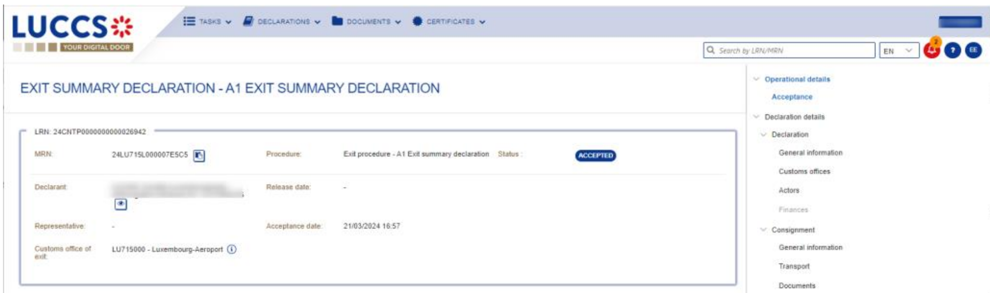


Figure 155: Exit procedure - Exit summary declaration - header.

2. Click on the **Declaration Details** tab button.
3. The exit summary declaration data is displayed.

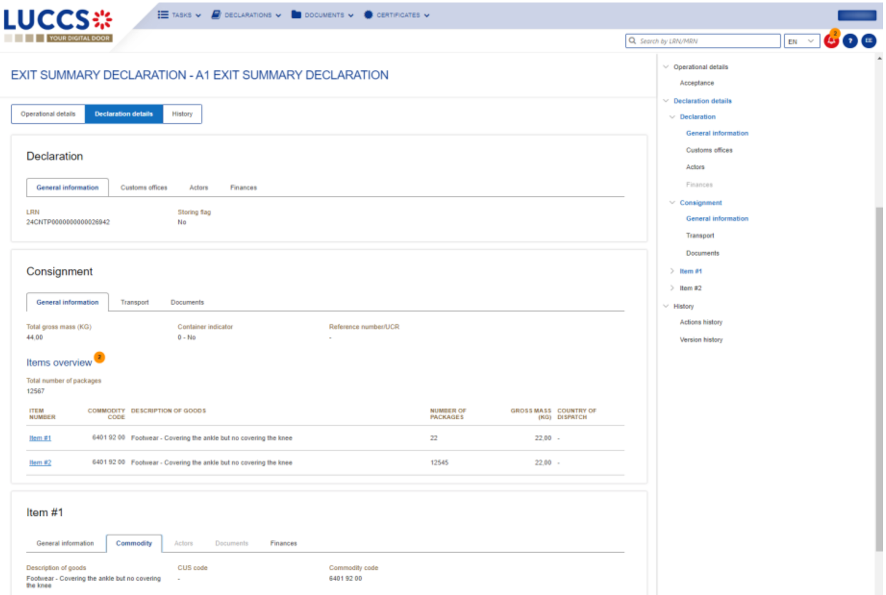


Figure 156: Exit procedure – Declaration details of the Exit summary declaration.

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.**

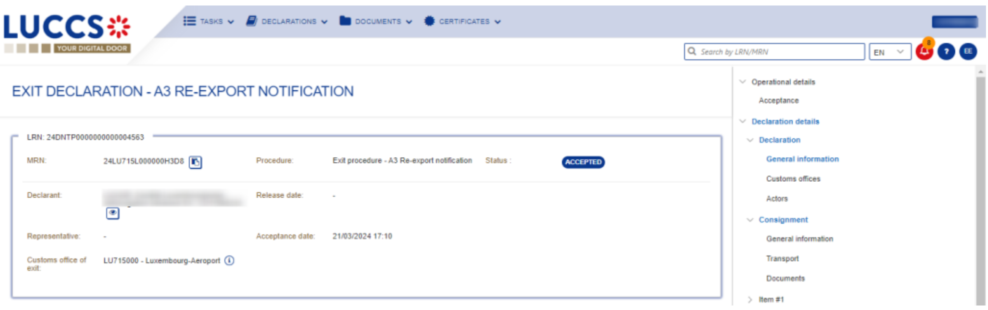


Figure 157: Exit procedure - Re-export notification.

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

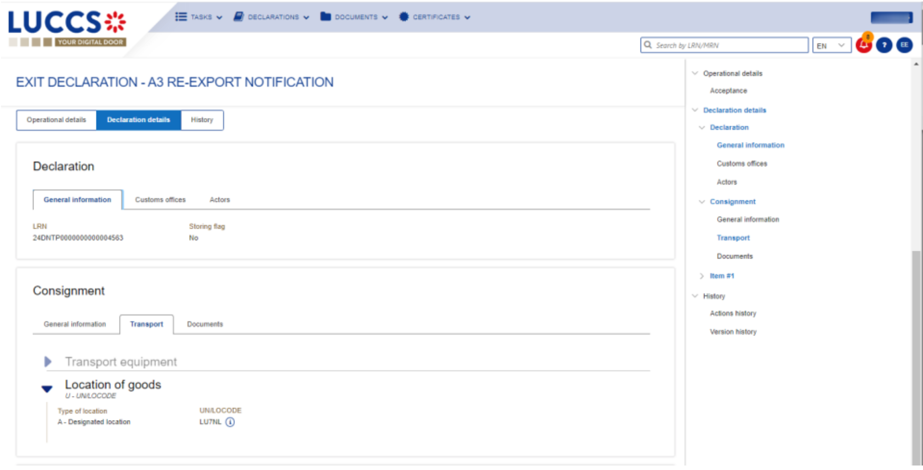


Figure 158: Exit procedure- details of the Re-export notification.

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.**

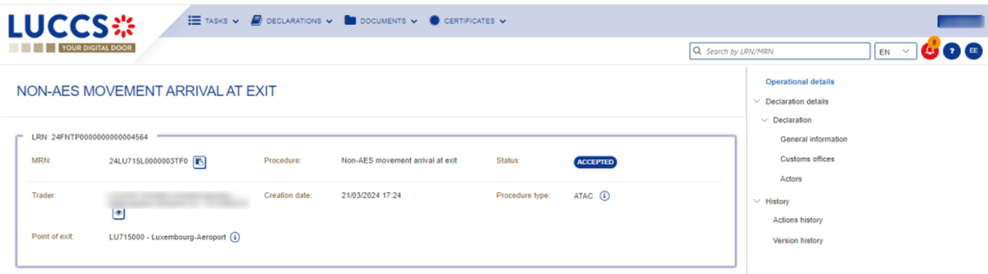


Figure 159: Exit procedure– Non-AES movement arrival at exit – Header.

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

Figure 160: 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.

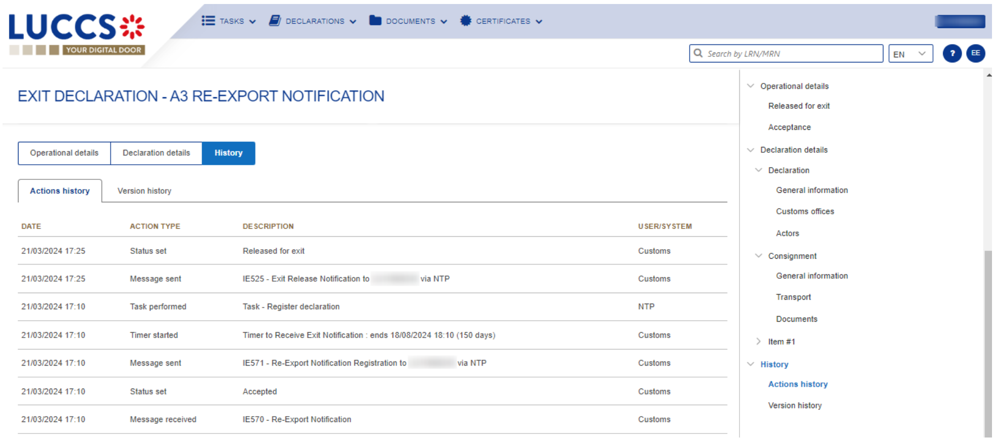


Figure 161: Exit procedure– Actions history.

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.

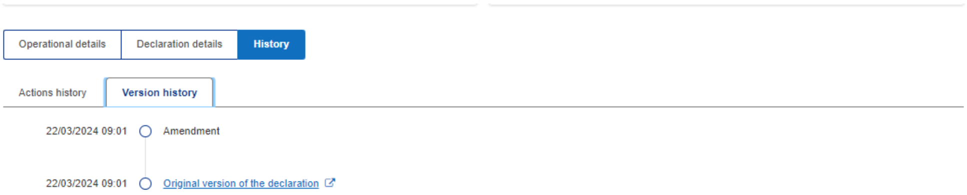


Figure 162: Exit movement at exit – version history.

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.

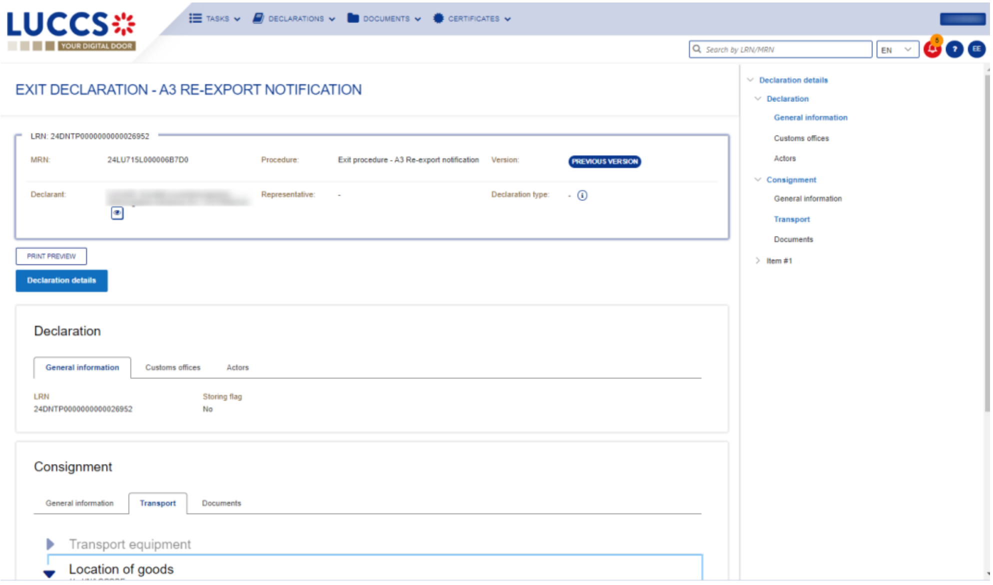


Figure 163: Exit procedure– Previous version.

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.

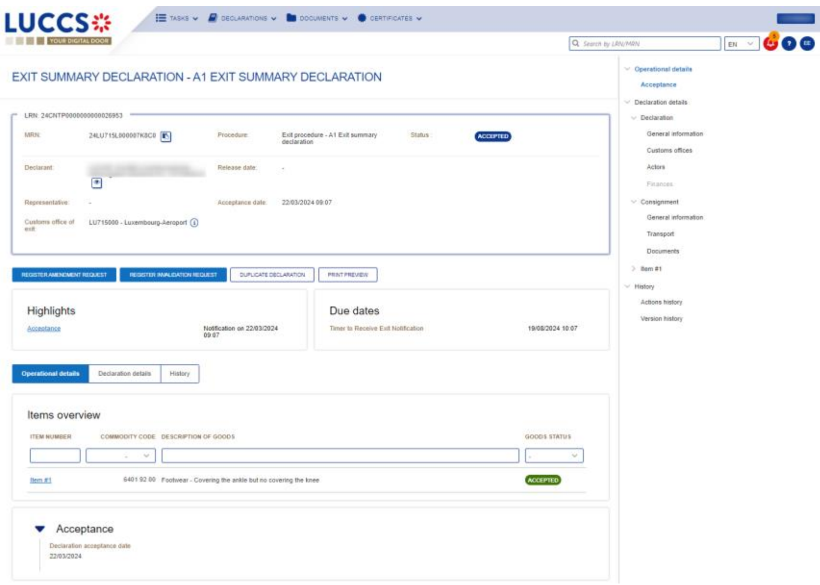


Figure 164: Exit procedure– Acceptance of the exit procedure.

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.

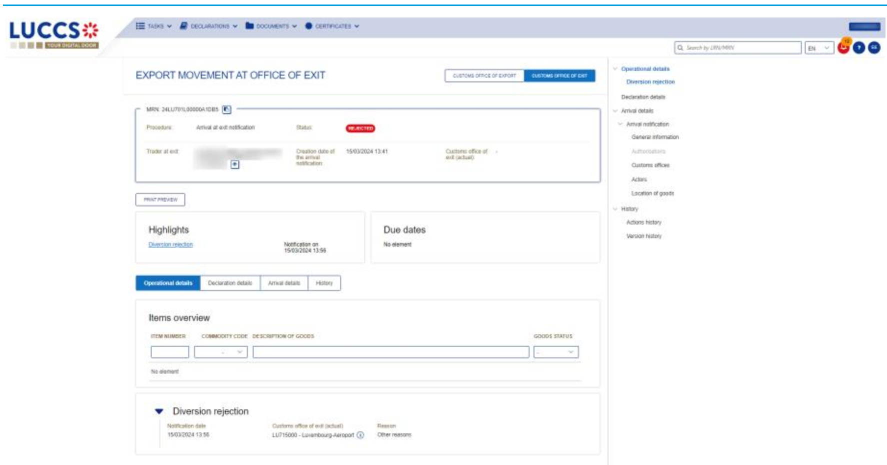


Figure 165: Exit procedure– diversion rejection of the arrival notification.

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.

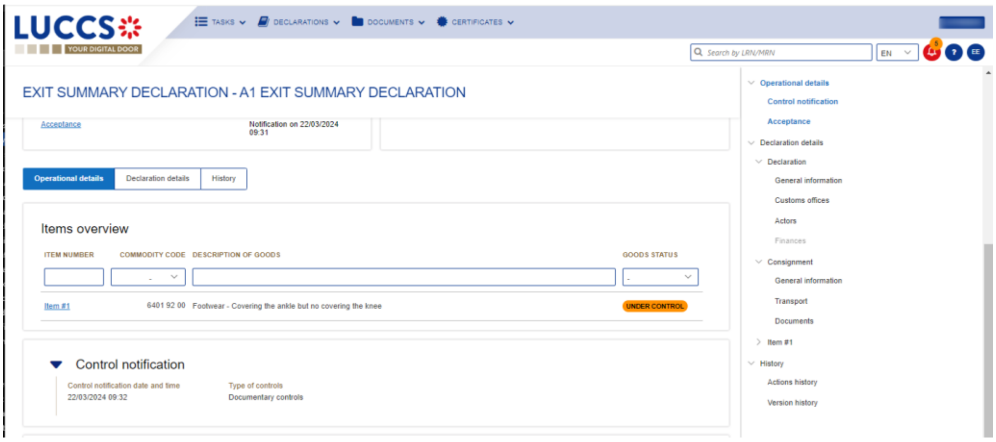


Figure 166: Exit procedure – Control notification.

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.

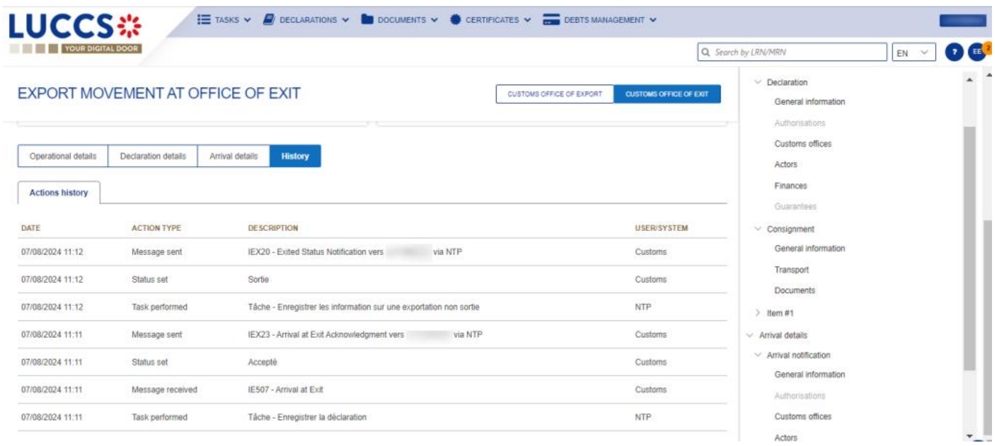


Figure 167: Exit procedure – Arrival at exit acknowledgement for the arrival at exit notification

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.

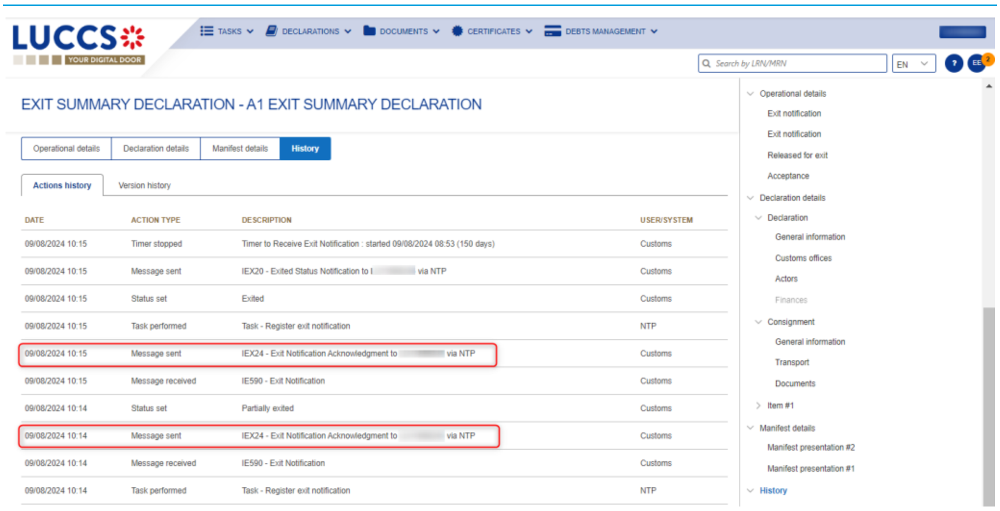


Figure 168: Exit procedure – Exit notification acknowledgement

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.

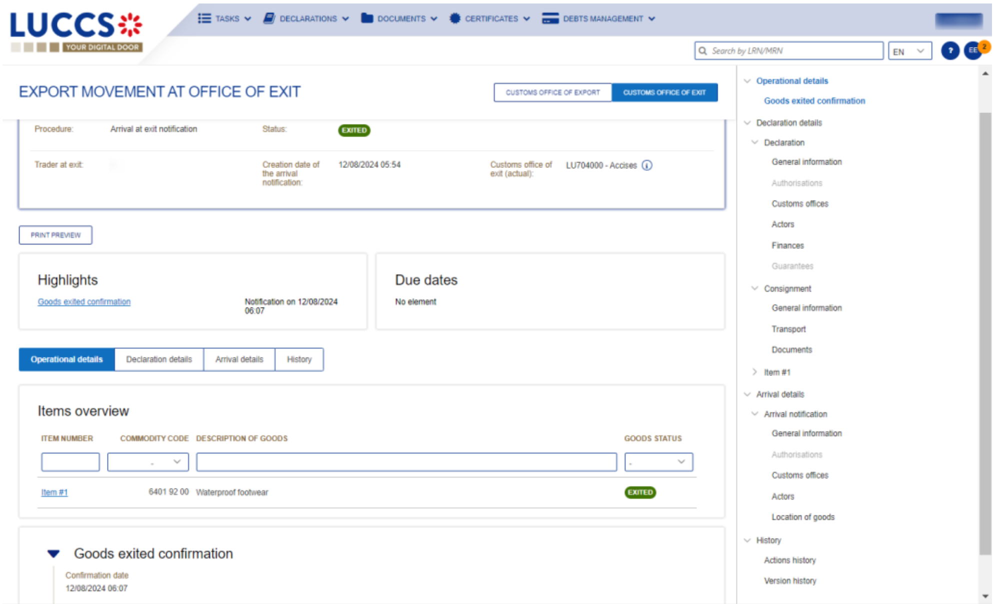


Figure 169: Exit procedure – Goods exited confirmation card in the arrival notification.

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.

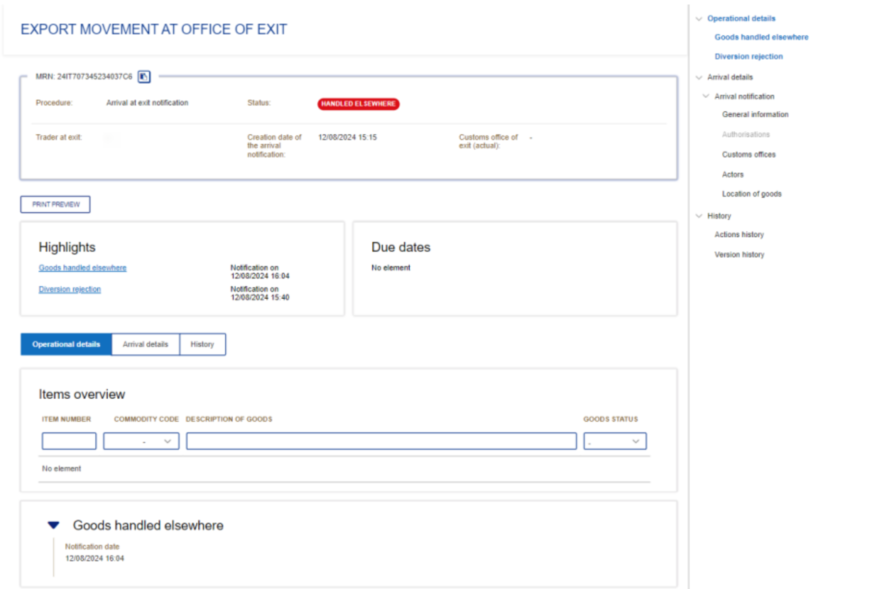


Figure 170: Exit procedure – Handle elsewhere notification card for the arrival at exit notification

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.
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**.

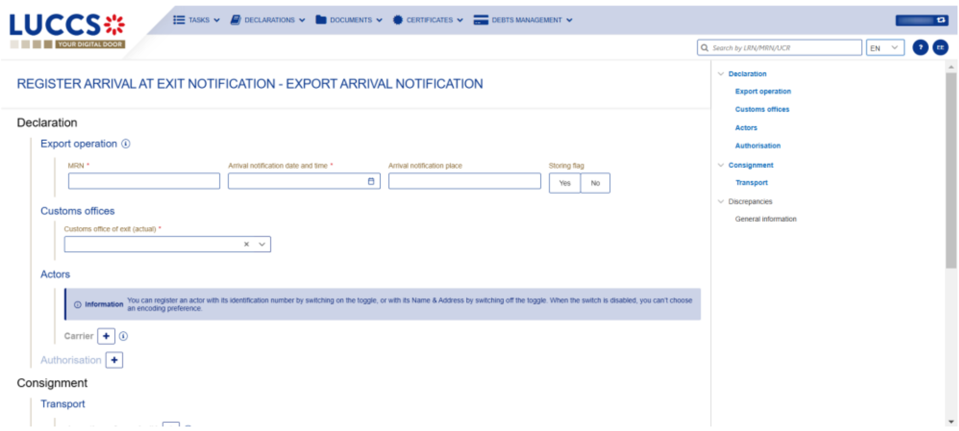


Figure 171: Exit procedure– Registration of the arrival at exit notification.

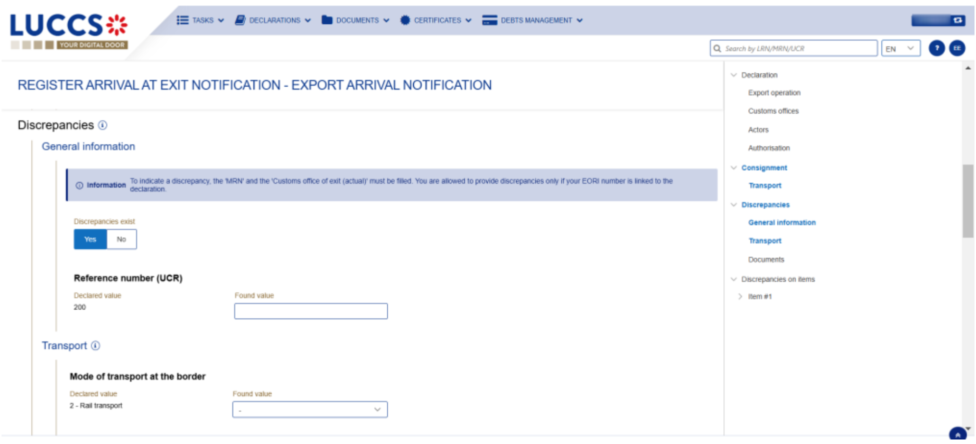


Figure 172: Exit procedure– Registration of the discrepancies of an arrival at exit notification.

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.

Notes:

1. 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.
2. You can declare discrepancies only if you are referenced in the related declaration as an exporter, representative or carrier.
3. When you want to declare discrepancies for an export declaration unknown to the office of exit, you must wait for the system to retrieve the declaration details from the office of export. You can only declare the discrepancies when the data has been successfully retrieved.

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**.

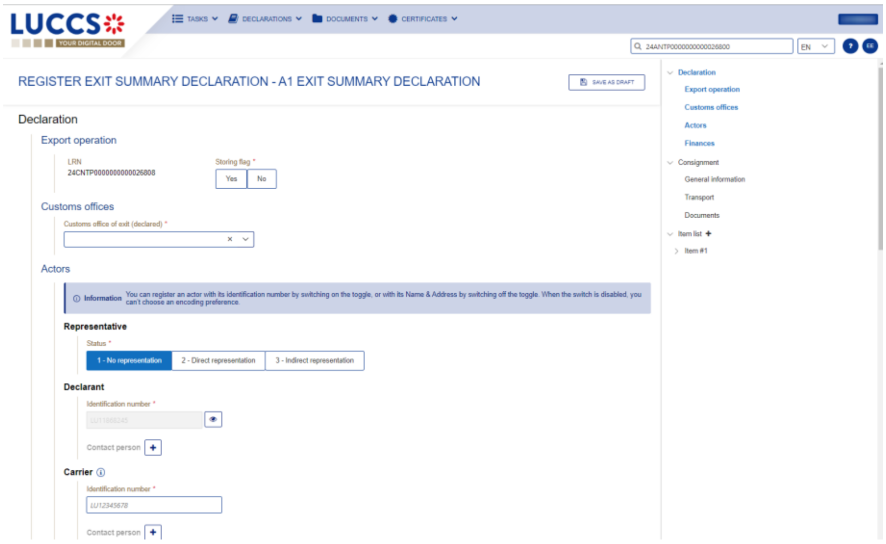


Figure 173: Exit procedure– Registration of the exit summary declaration.

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**.

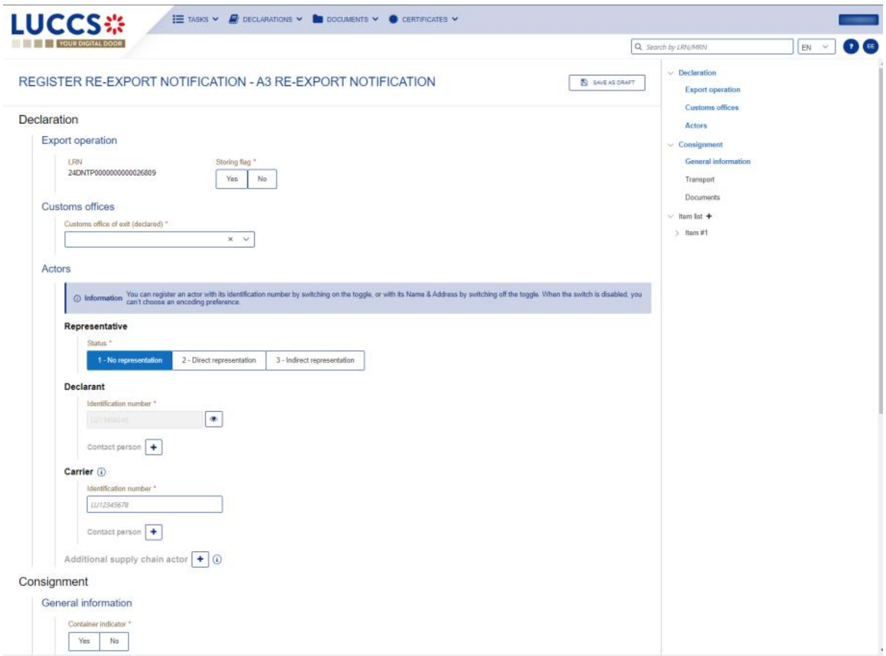


Figure 174: Exit procedure– Registration of the Re-export notification.

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**.

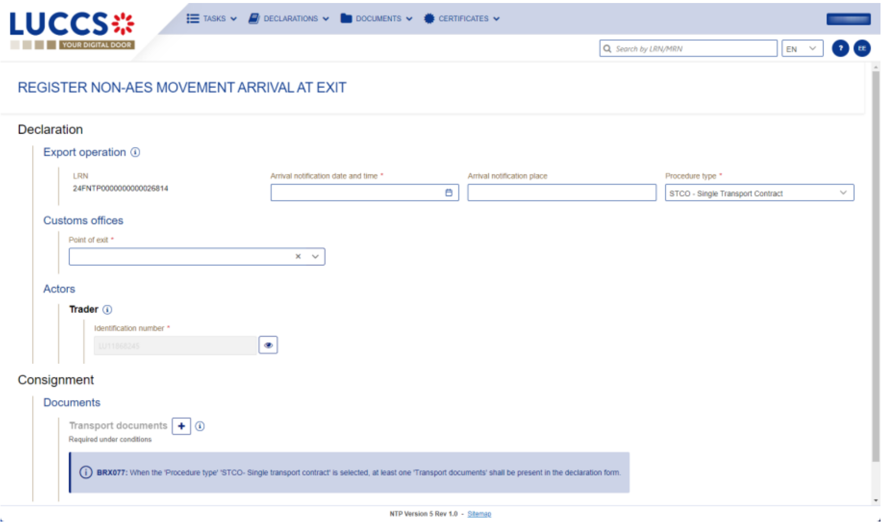


Figure 175: Exit procedure– Registration of the Non-AES movement arrival at exit.

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 AMENDEMENT

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.

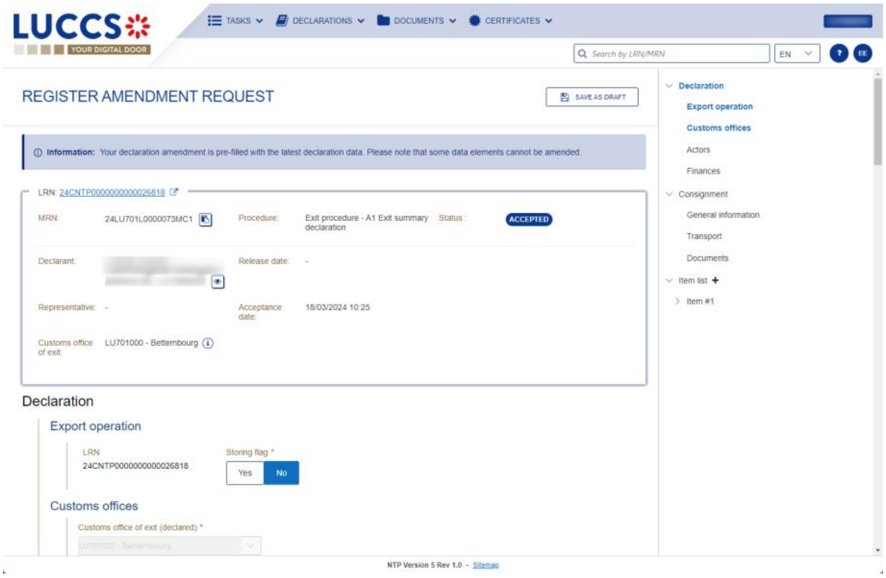


Figure 176:Exit procedure– Registration of an amendment at exit.

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.

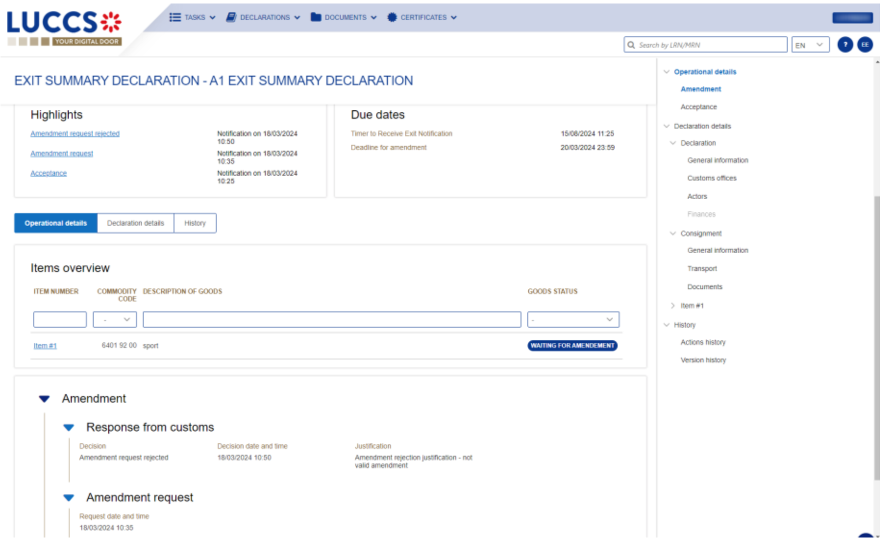


Figure 177: Exit procedure – Amendment card.

12.19.3 HOW TO RESPOND TO THE CUSTOM 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.

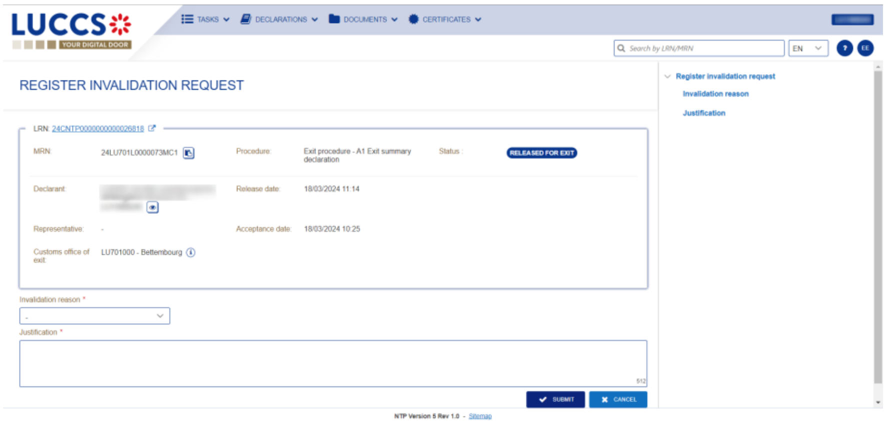


Figure 178: Exit procedure – Registration of an invalidation request.

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.

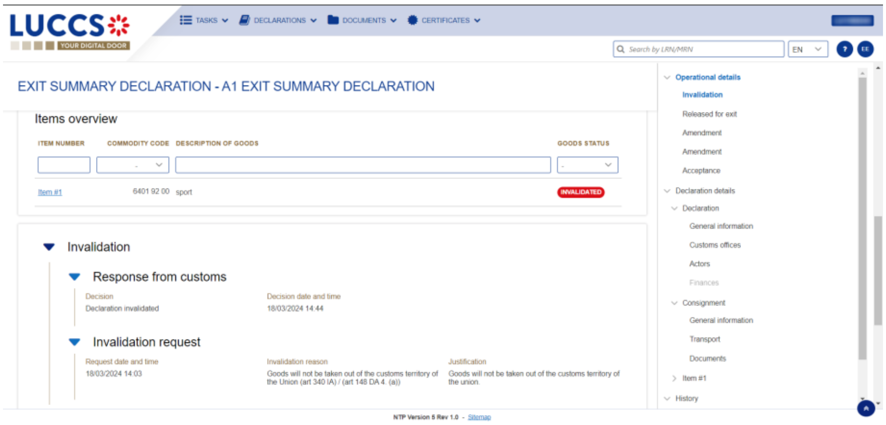


Figure 179: Exit procedure – Invalidation card.

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.

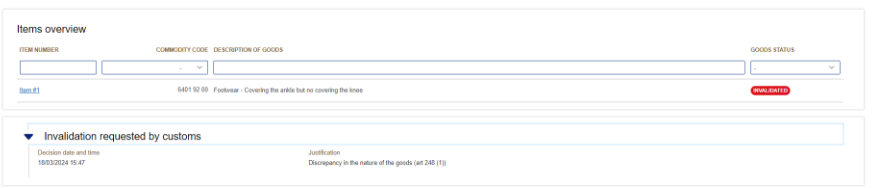


Figure 180: Exit procedure – Invalidation requested by customs card.

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.

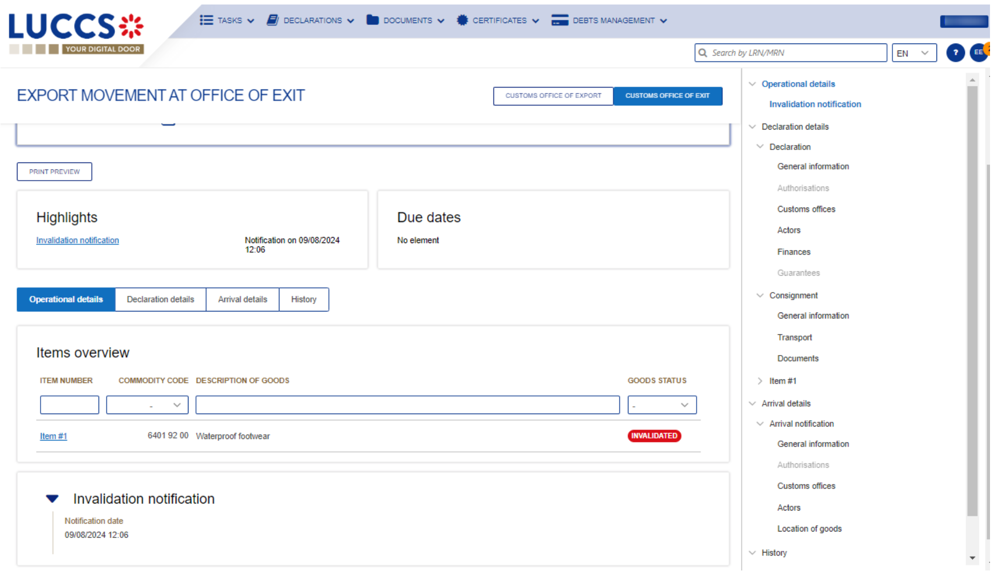


Figure 181: Arrival at exit notification – Invalidation notification

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.

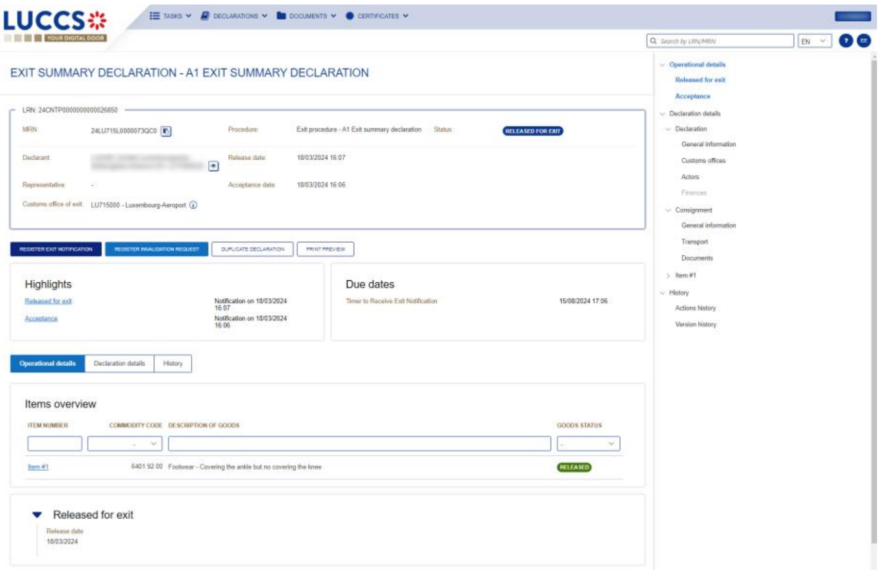


Figure 182: Exit procedure – Release decision for exit card.

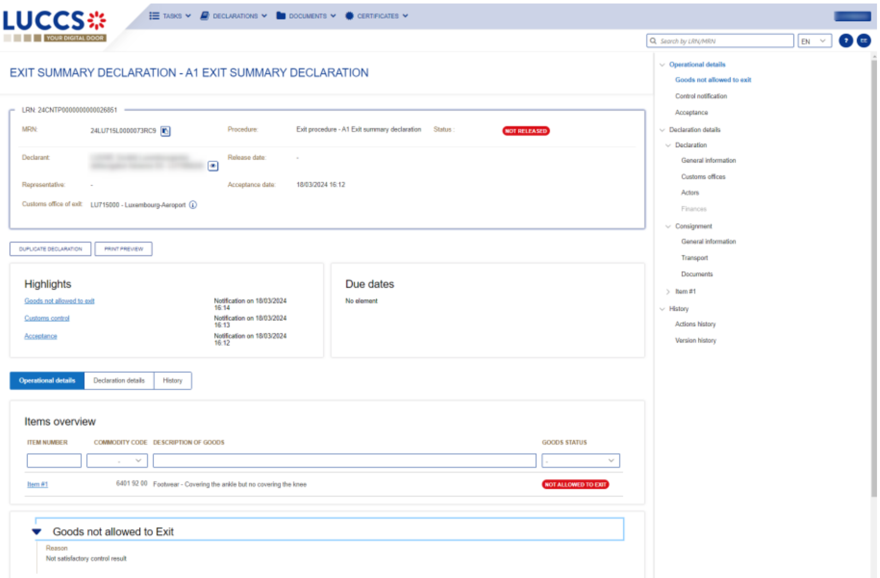


Figure 183: Exit procedure - No release decision for exit

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.

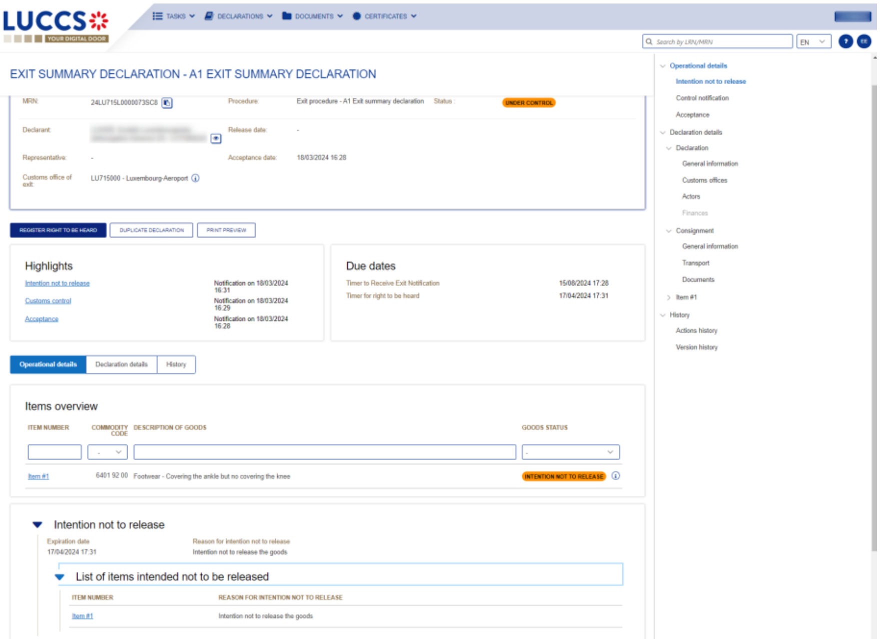


Figure 184: Exit procedure – Intention not to release card.

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.

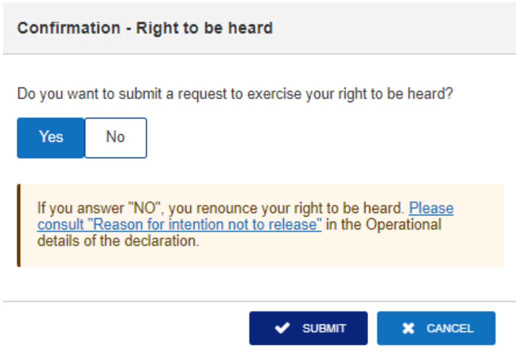


Figure 185: Exit procedure - Right to be heard pop-up

<u>If you answer 'NO', you renounce your right to be heard, it is a final decision.</u>

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

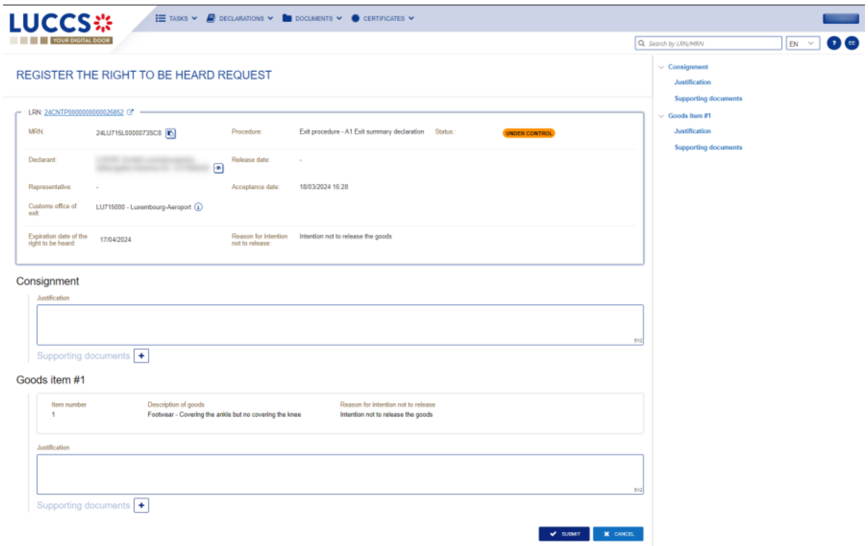


Figure 186: Exit procedure - Right to be heard form.

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**.

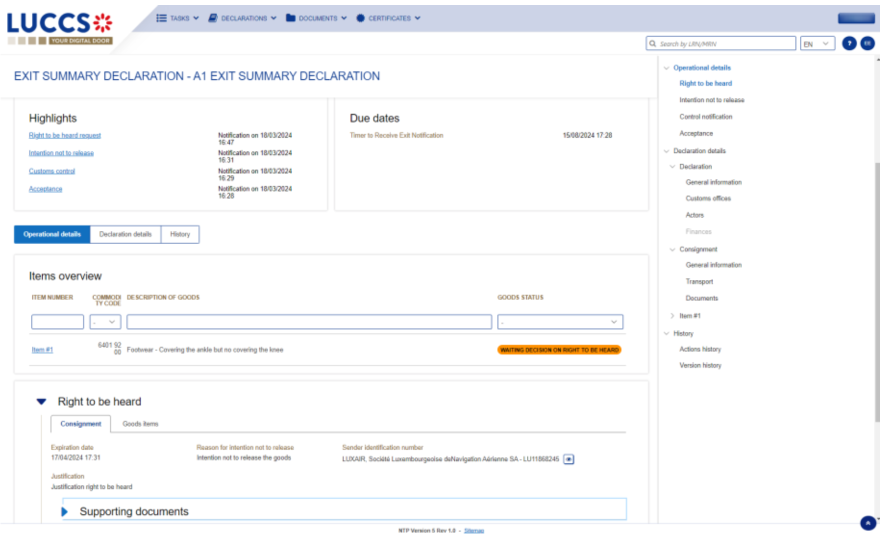


Figure 187: Exit procedure – Right to be heard card.

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.

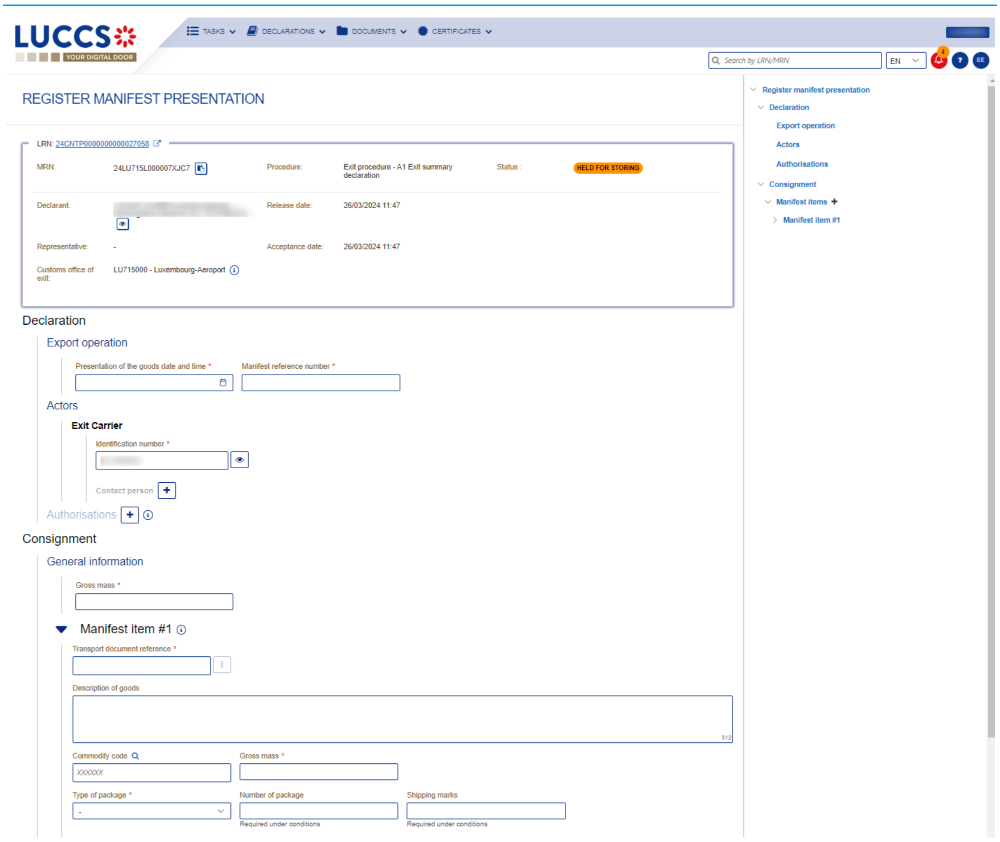


Figure 188: Exit procedure – Register manifest presentation.

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

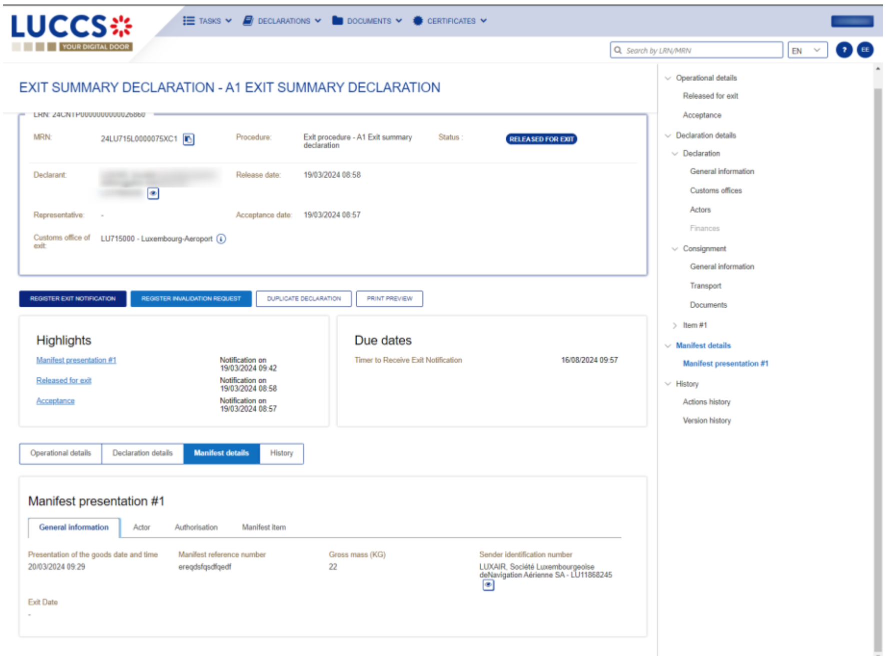


Figure 189: Exit procedure – Manifest presentation.

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’).

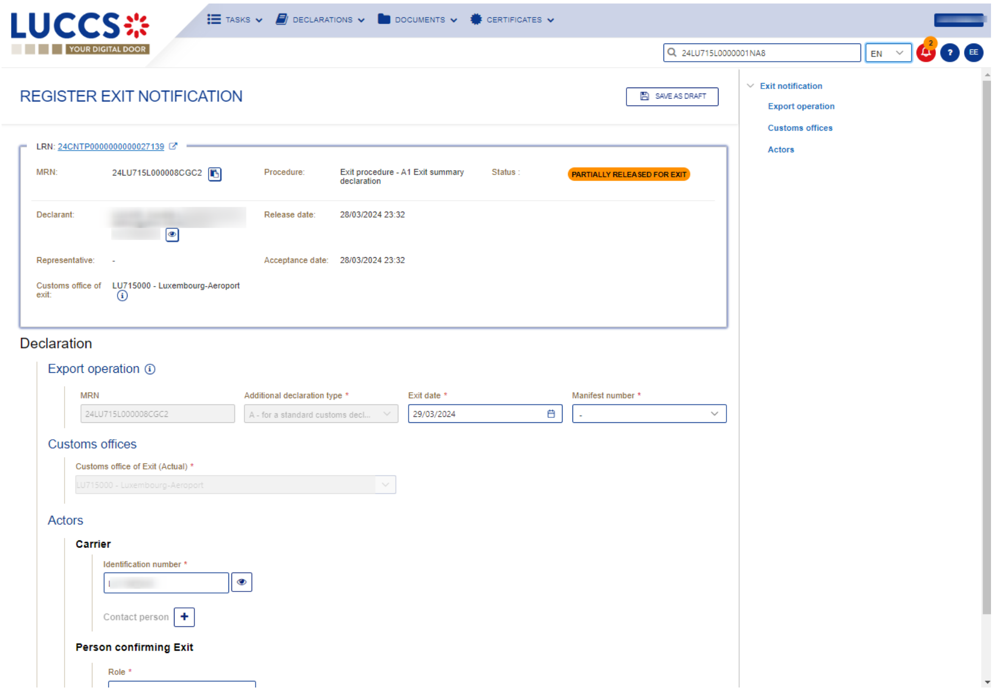


Figure 190: Exit procedure – Exit notification

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.

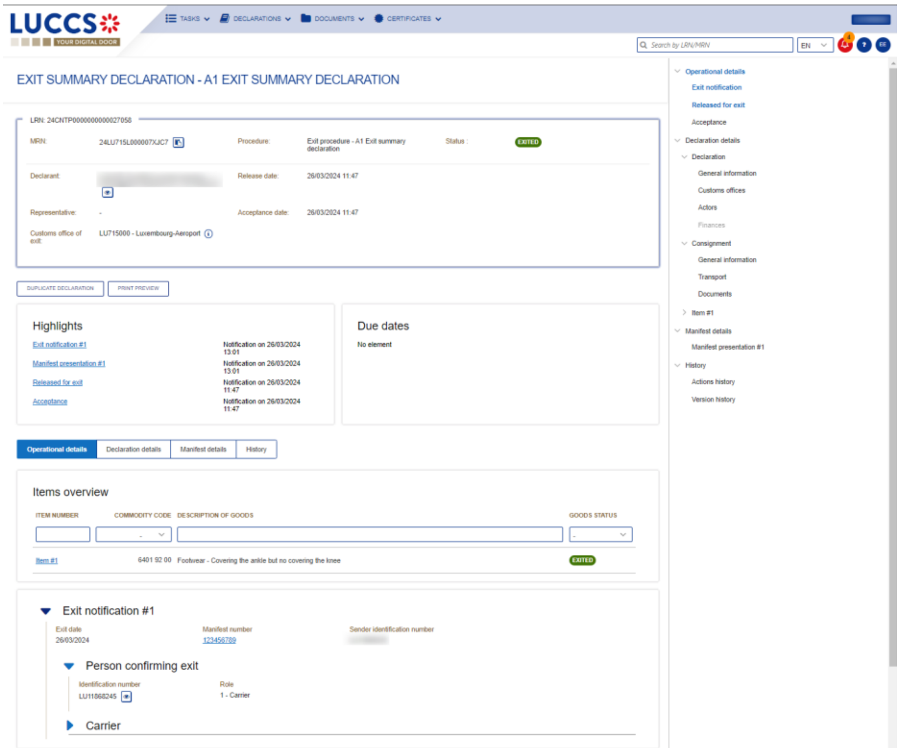


Figure 191: Exit procedure – Exit notification card.

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.

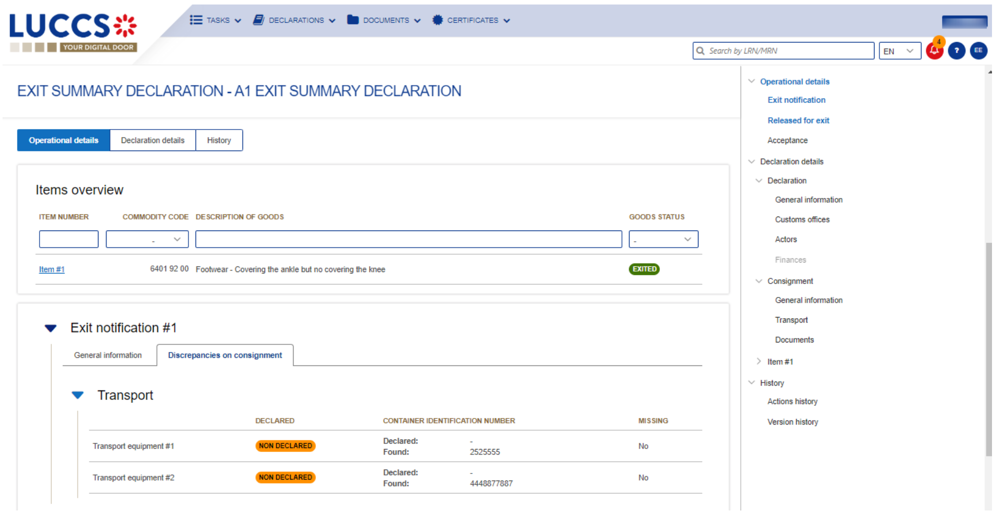


Figure 192: Exit procedure– Discrepancies for an Exit notification.

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**

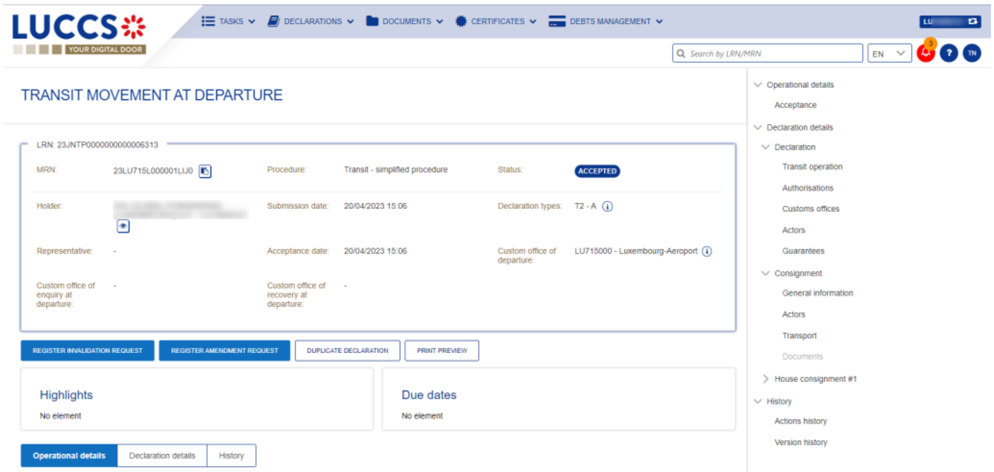


Figure 193 : Transit declaration at departure - Header

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

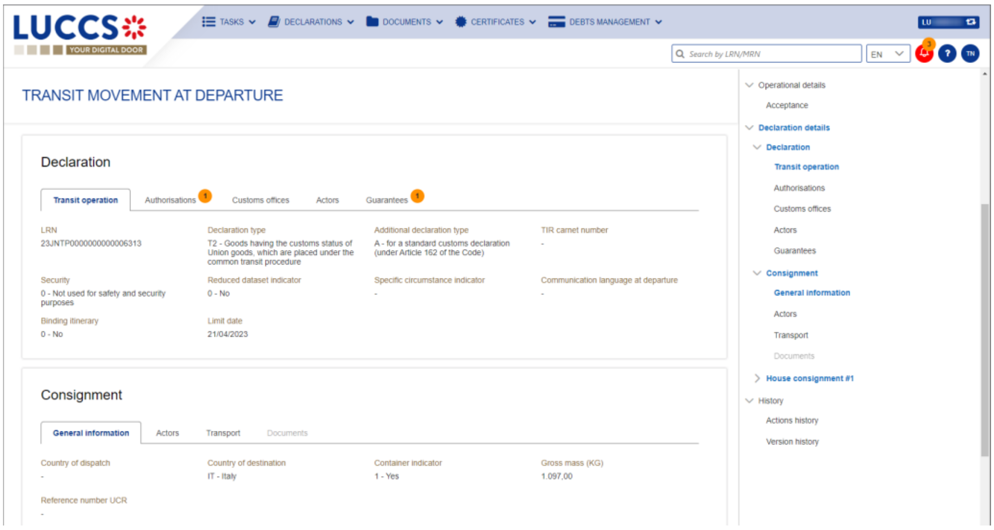


Figure 194 : Transit declaration at departure – Declaration details

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.

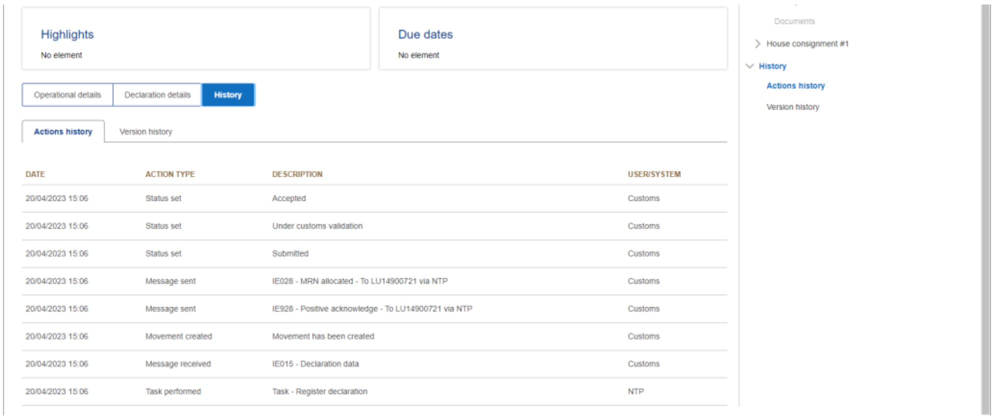


Figure 195: Transit declaration at departure – Actions history

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.

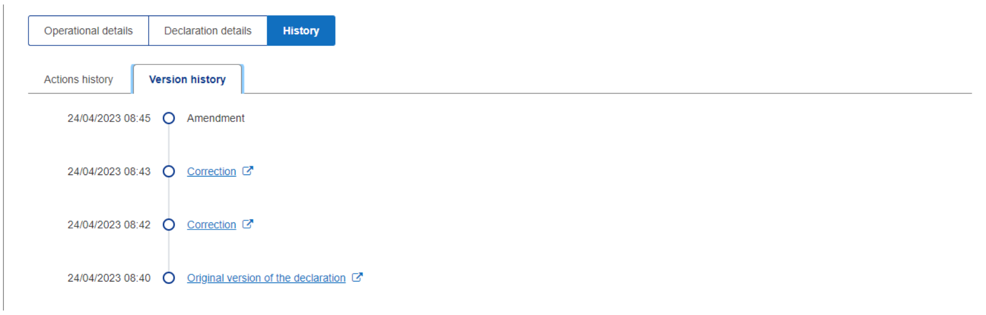


Figure 196 : Transit declaration at departure - Version history

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.

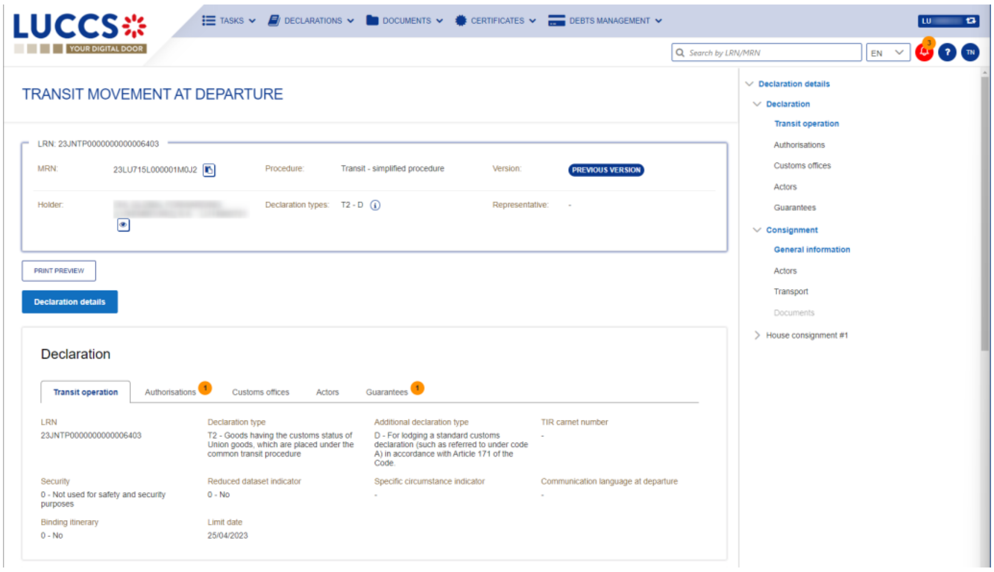


Figure 197 : Transit declaration at departure – Previous version

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.

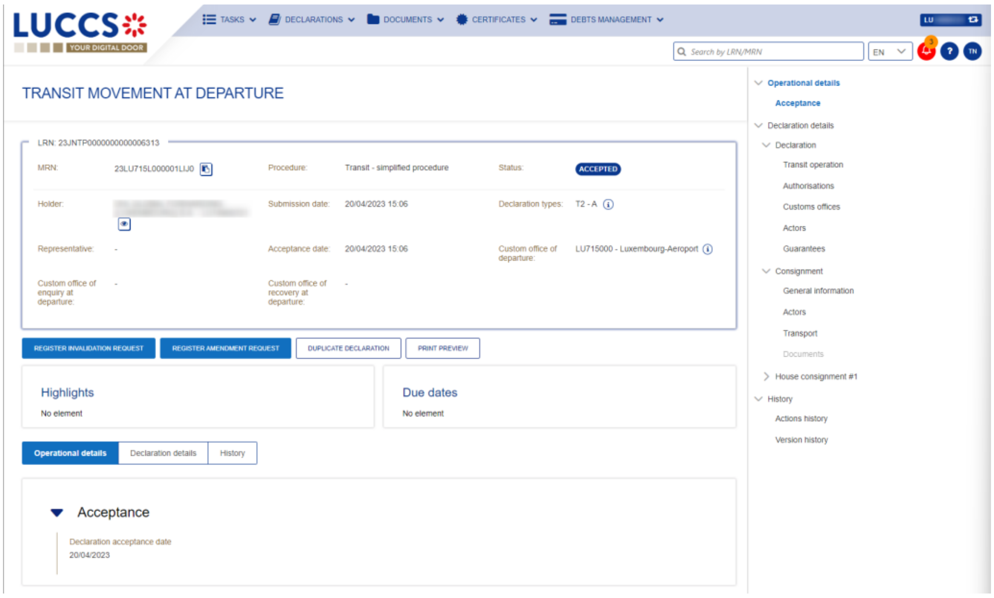


Figure 198 : Transit declaration acceptance

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.

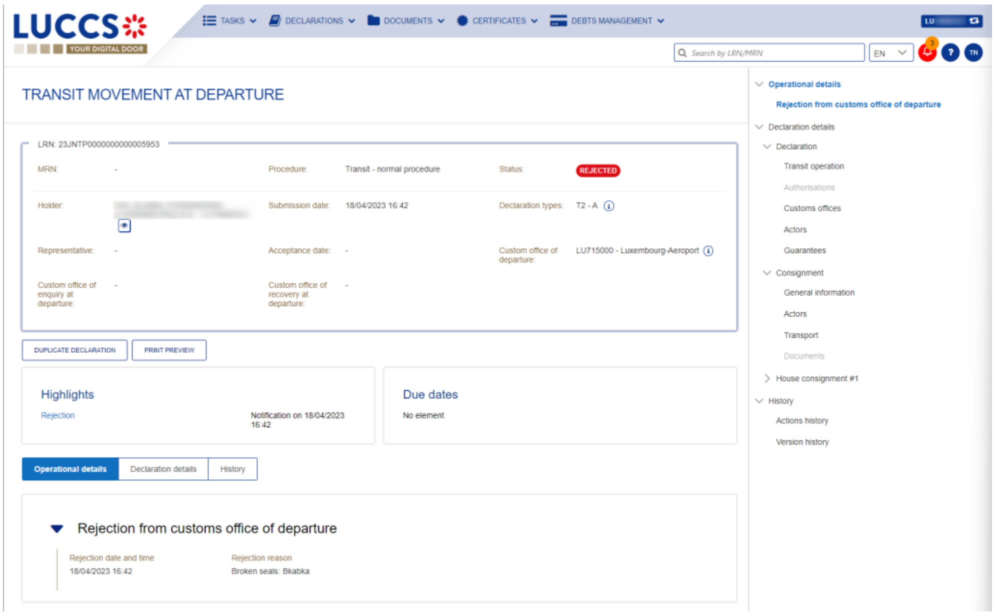


Figure 199 : Transit declaration rejection

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:

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 **Generate TAD** button.
3. Choose in which language from which the TAD has to be generated (**FR** or **EN**)
4. The TAD is generated in PDF format and contains the information related to the declaration.

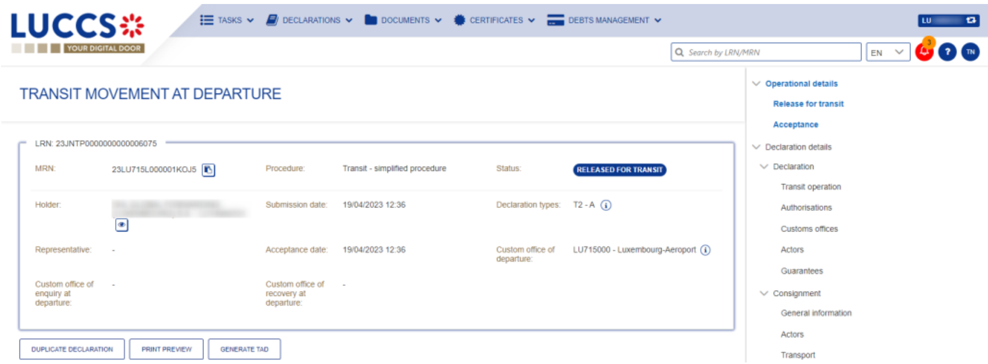


Figure 200 : Transit declaration - Generate TAD - Button

Figure 201 : Transit declaration - Generate TAD – Language selection

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".

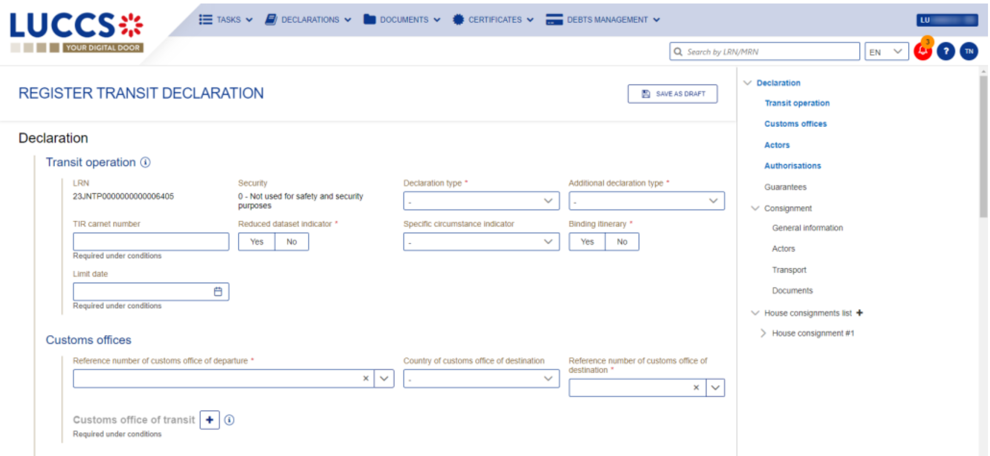


Figure 202 : Transit declaration registration

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'.

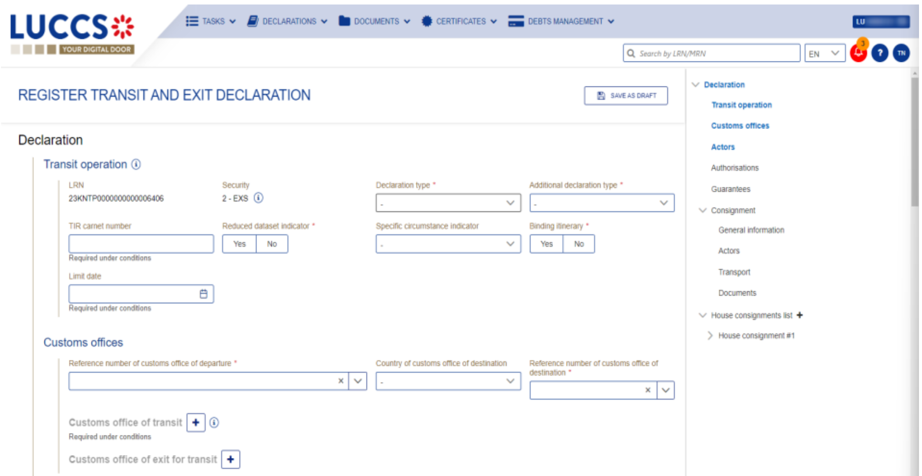


Figure 203: Registration of the transit and exit declaration

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-LODGED DECLARATION

When the transit declaration is pre-lodged 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.

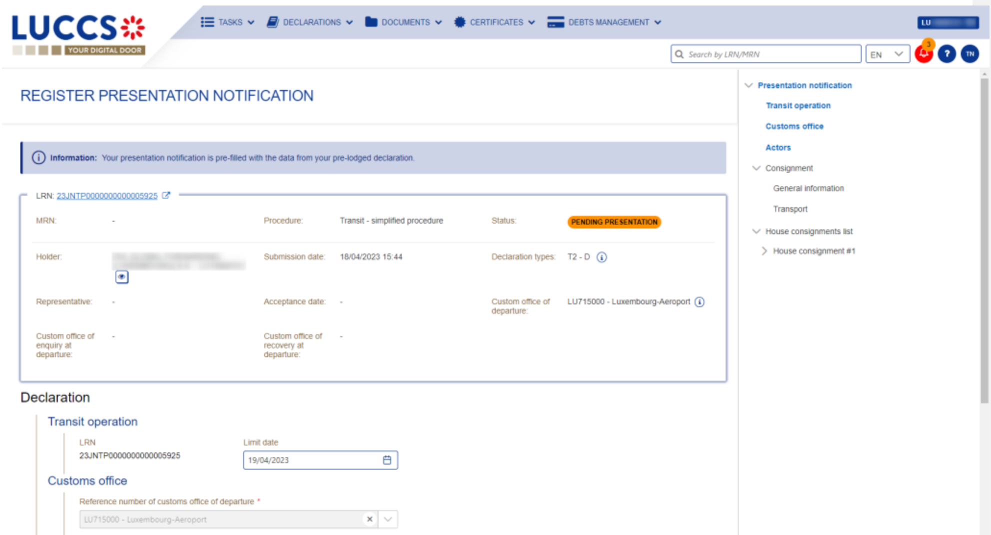


Figure 204: Registration of the presentation notification for a transit declaration

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.

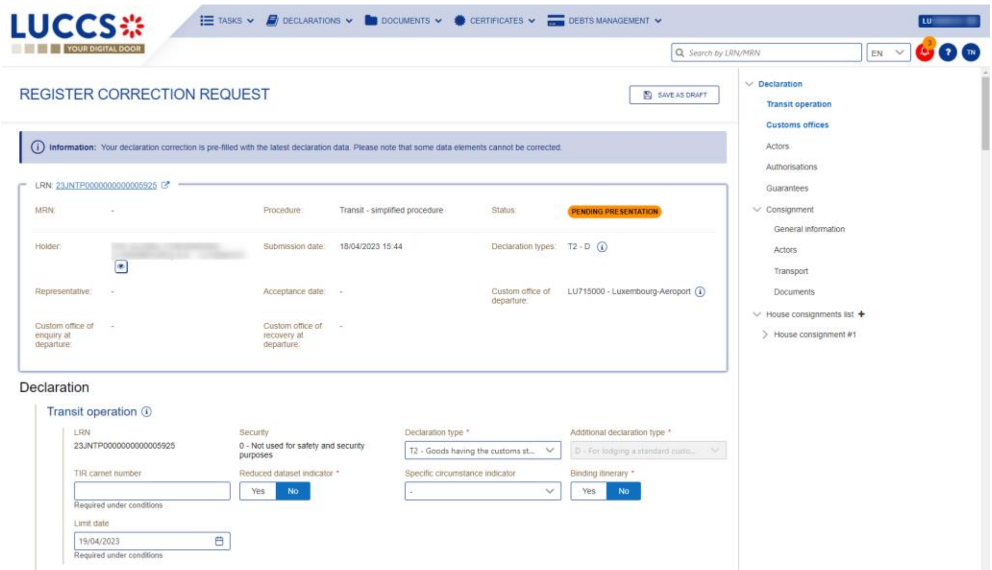


Figure 205 : Register correction request

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.

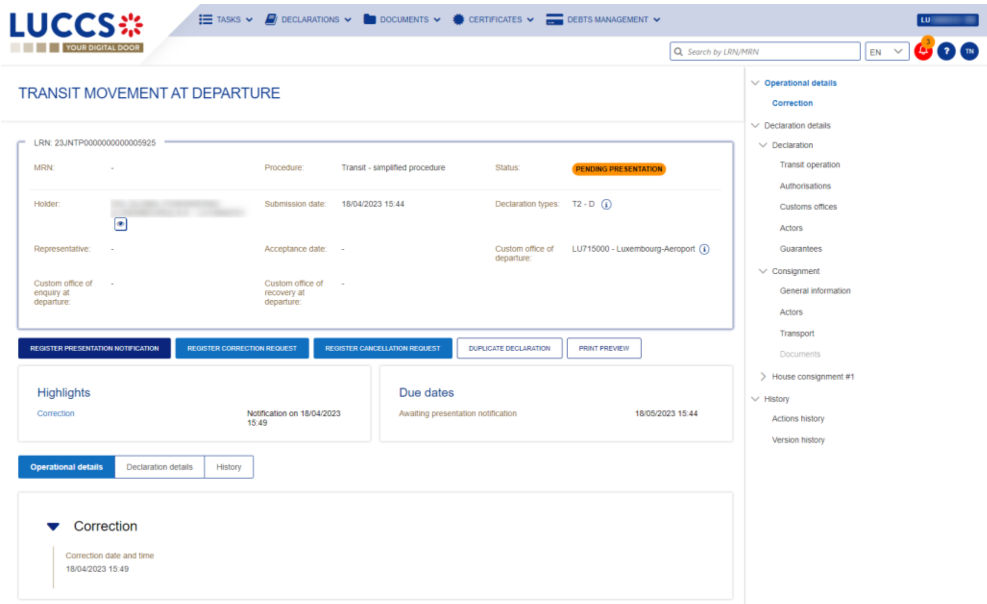


Figure 206 : Correction of the transit declaration

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.

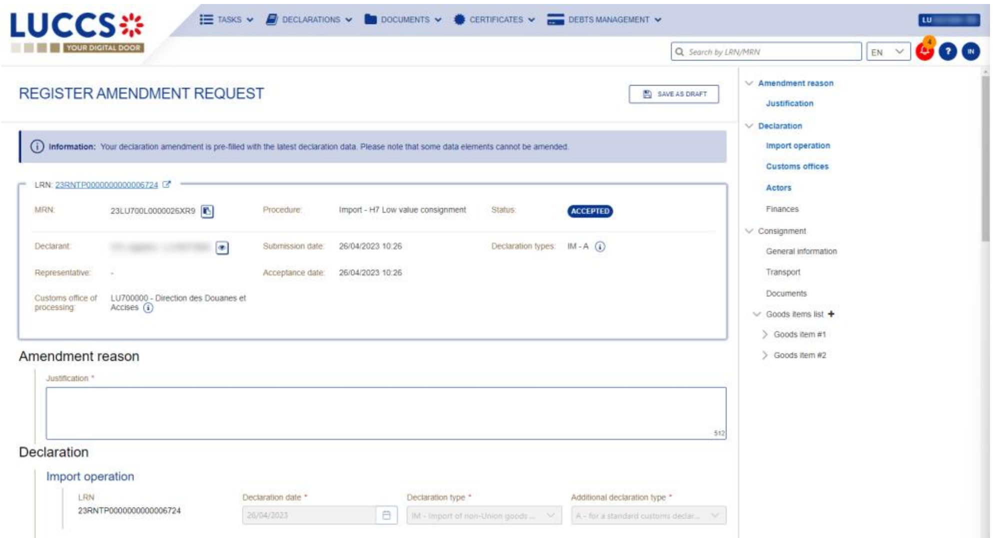


Figure 207 : Register amendment request

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.

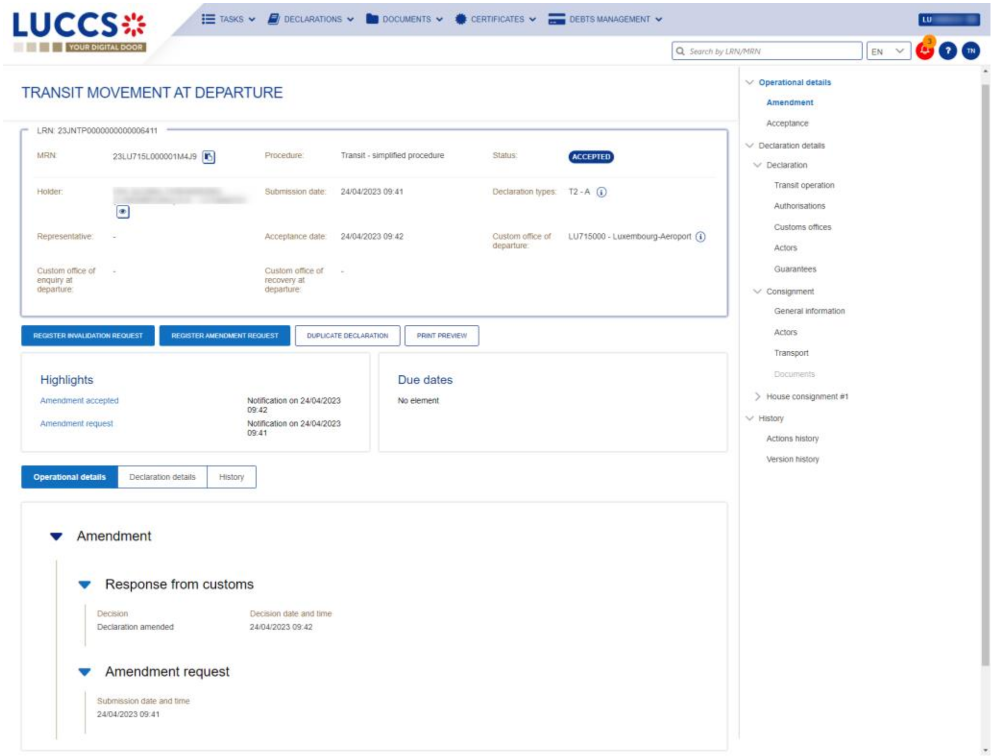


Figure 208 : Amendment request accepted – Transit declaration amended

If the amendment request is rejected, the transit declaration is not amended, and the status of the declaration remains “Under amendment”.

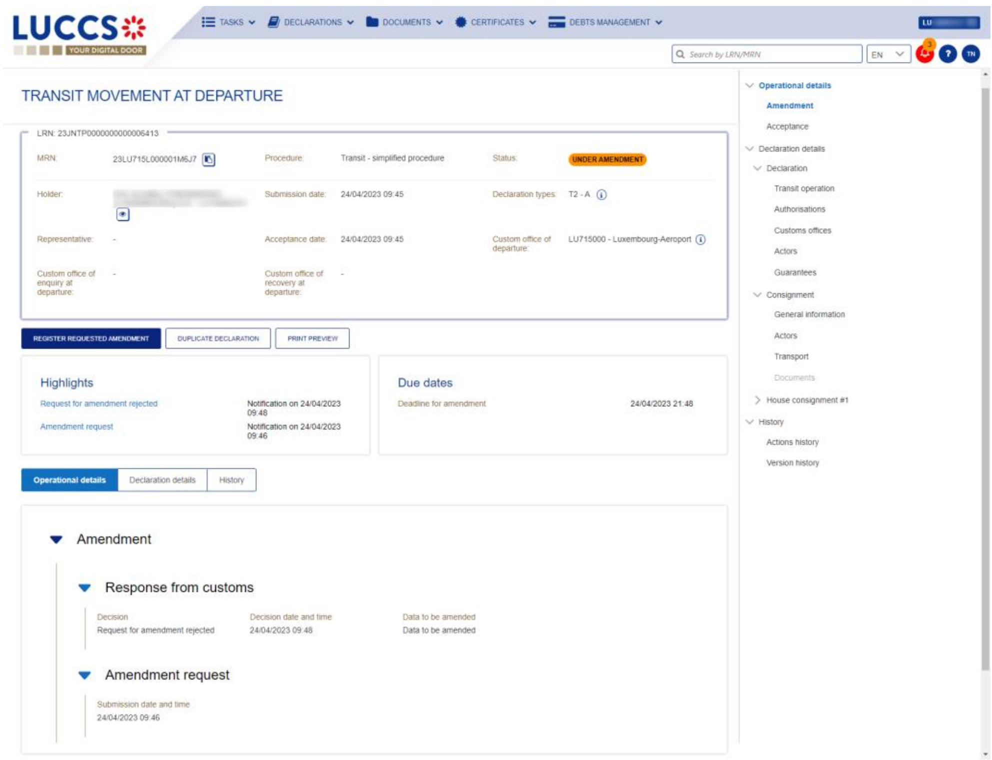


Figure 209 : Amendment request rejected – Transit declaration not amended

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.

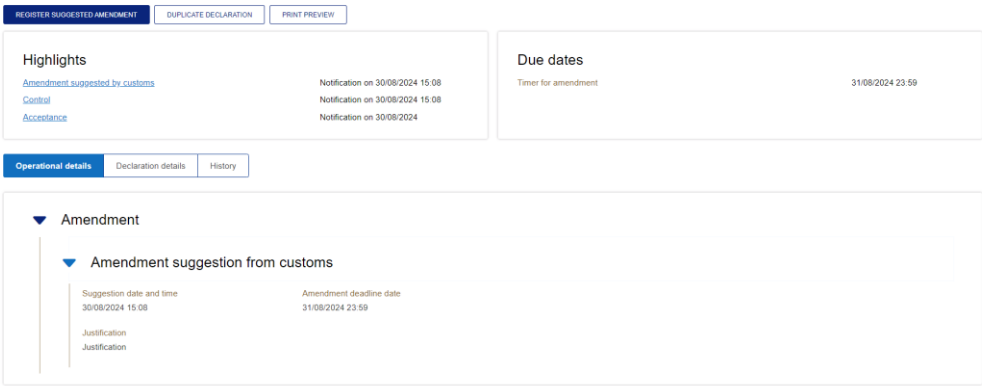


Figure 210: Amendment suggestion by customs authorities

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.

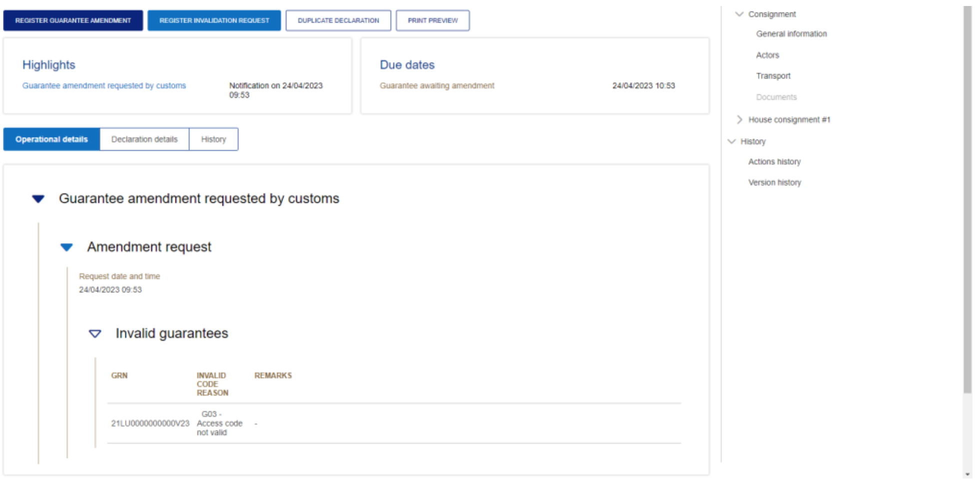


Figure 211 : Request for guarantee amendment

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.

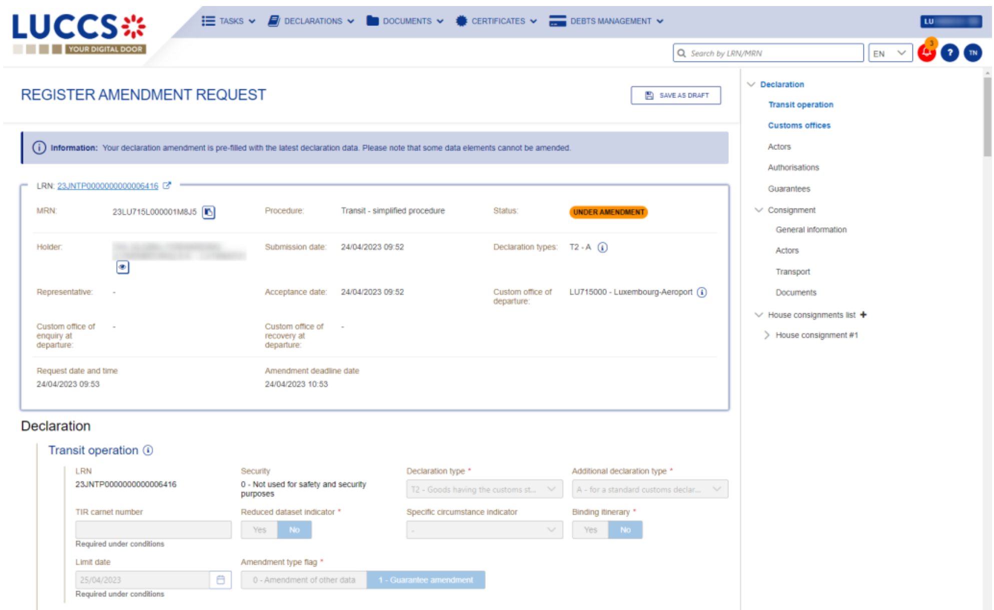


Figure 212 : Register guarantee amendment

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 CANCELATION

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.

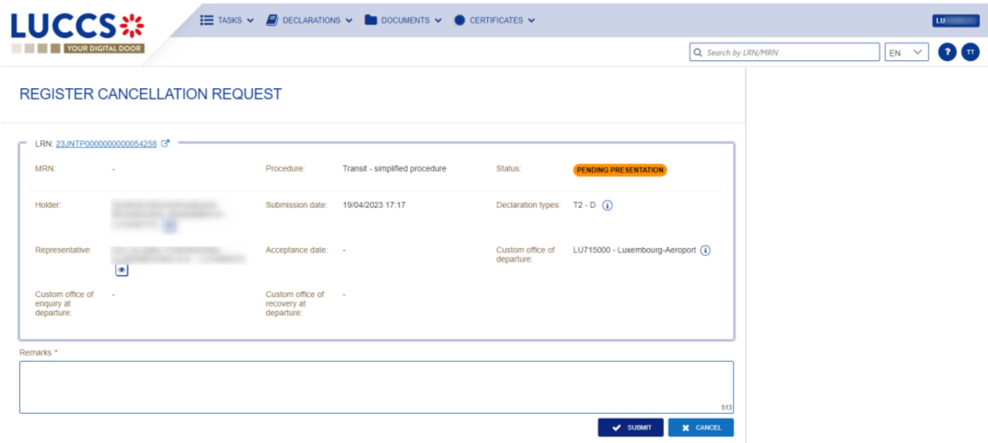


Figure 213 : Register cancellation

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.

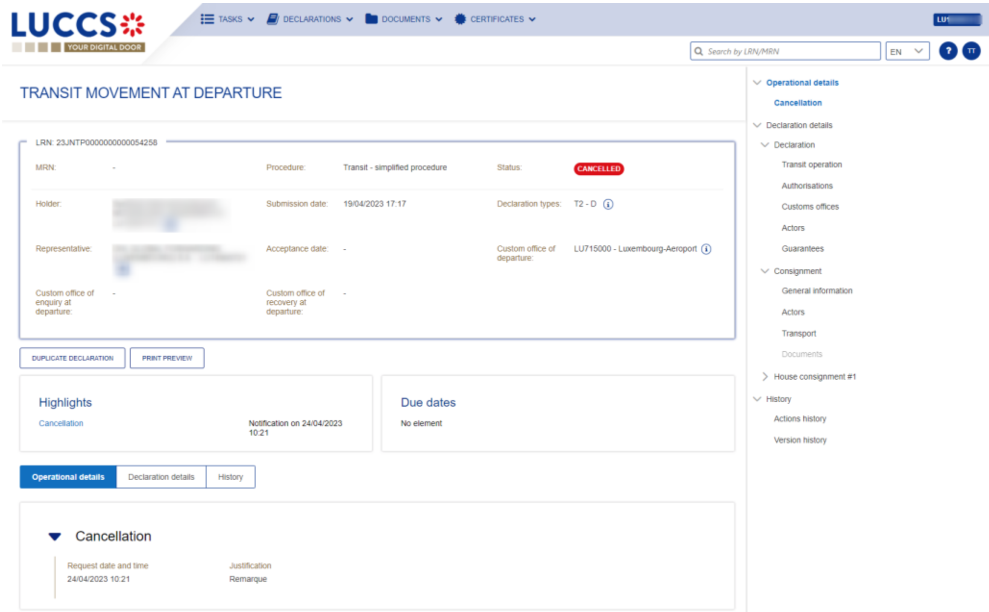


Figure 214 : Cancellation for transit declaration

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.

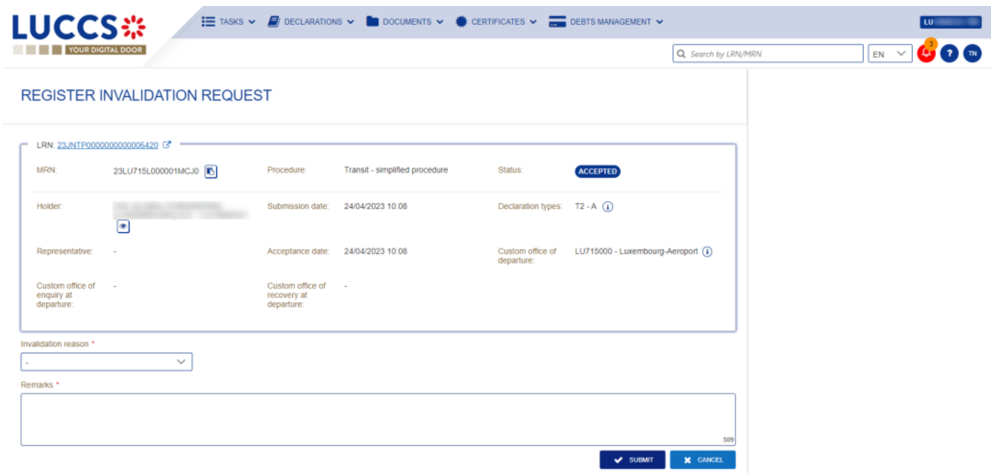


Figure 215 : Register invalidation request

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.

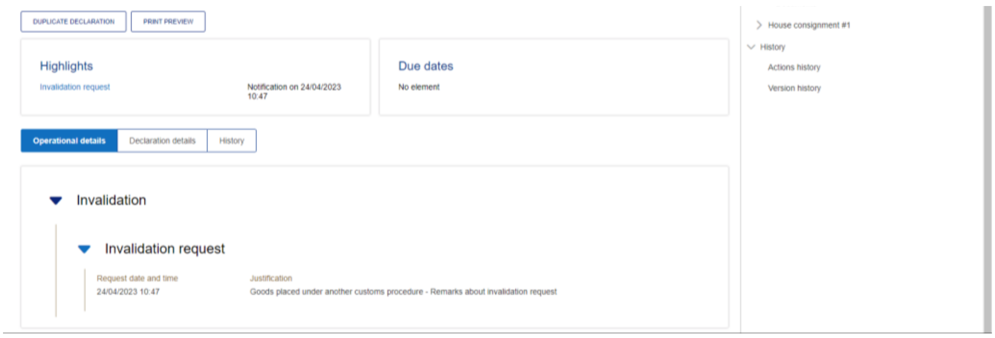


Figure 216 : Invalidation request for transit declaration

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.

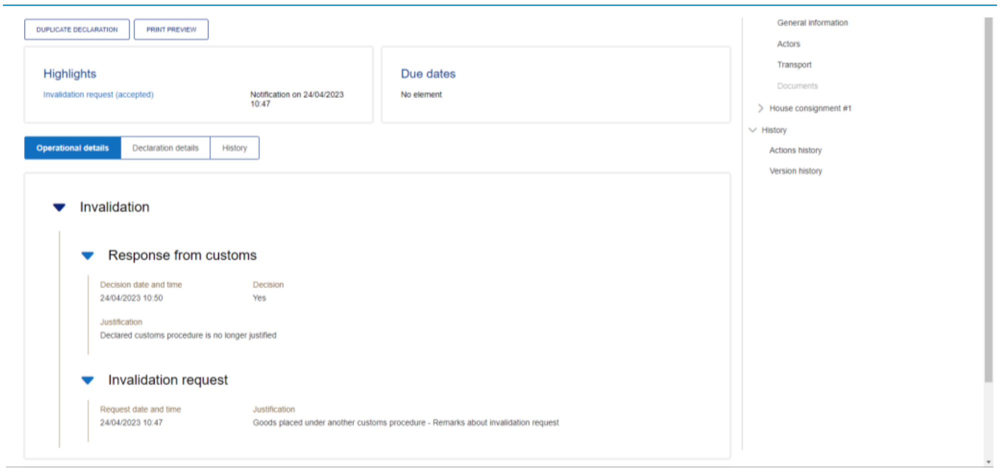


Figure 217 : Response from the customs office for invalidation request

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.

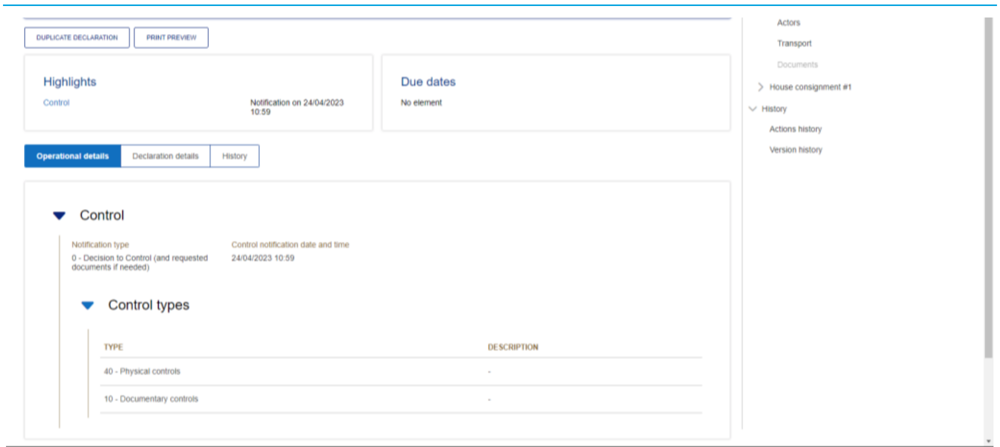


Figure 218 : Control of the transit declaration

13.17 RELEASE FOR TRANSIT

13.17.1 HOW TO CONSULT THE RELEASE FOR TRANSIT NOTIFICATION

After acceptance of the declaration and finalization of the guarantee formalities, the Customs office of departure release goods for transit and notifies the holder of the procedure (CC029C) and the status of the movement changes to "Released for transit". The transit movement can then begin its journey to its destination.

To consult the release for transit 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 **Release for transit** hyperlink in the Highlights or click on the **Operational Details** button.
3. The **transit release for transit** card is available and contains information about the information received from the customs office of departure: the date of release, whether the seals have been updated by the customs authorities, the control results, and the list of seals.

Note: In case the seals have been updated by the customs authorities, these new values are updated in **Declaration Details > Consignment > Transport Equipment**

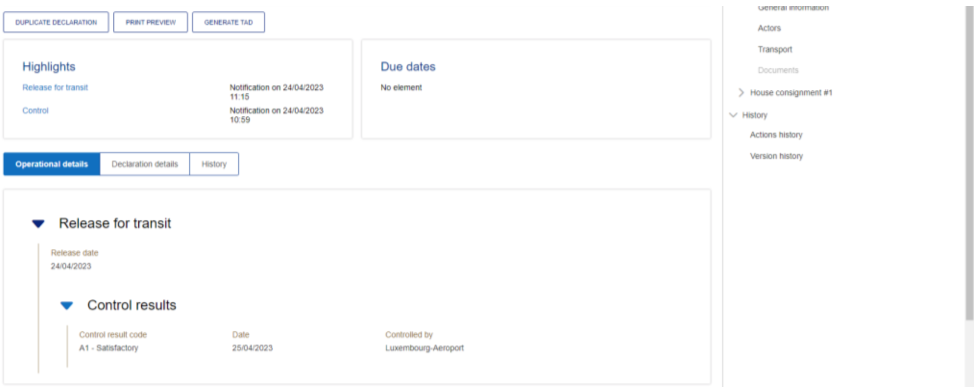


Figure 219 : Release fort transit

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.

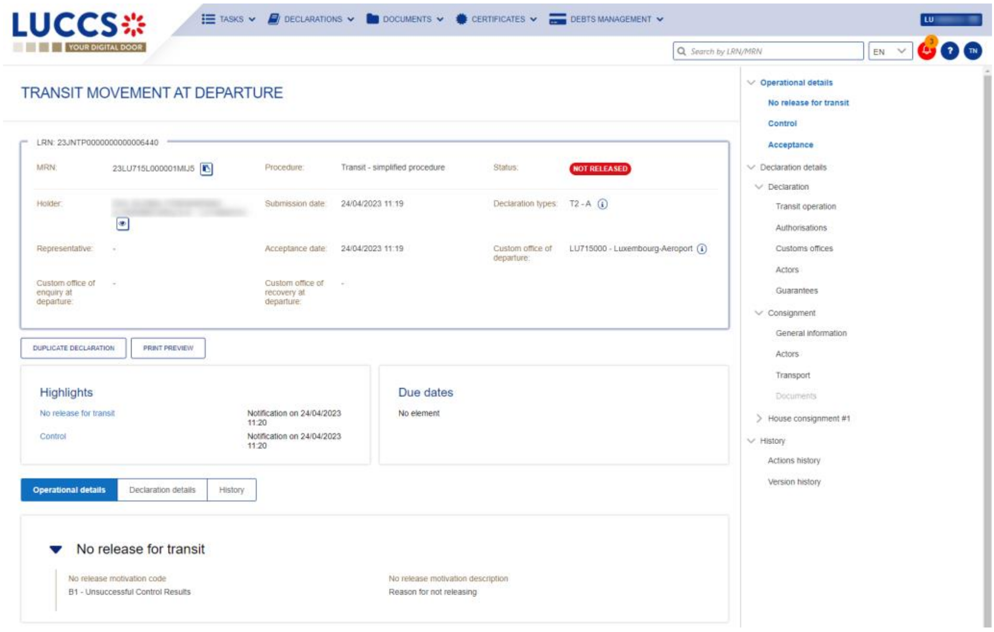


Figure 220 : No release for transit

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**.

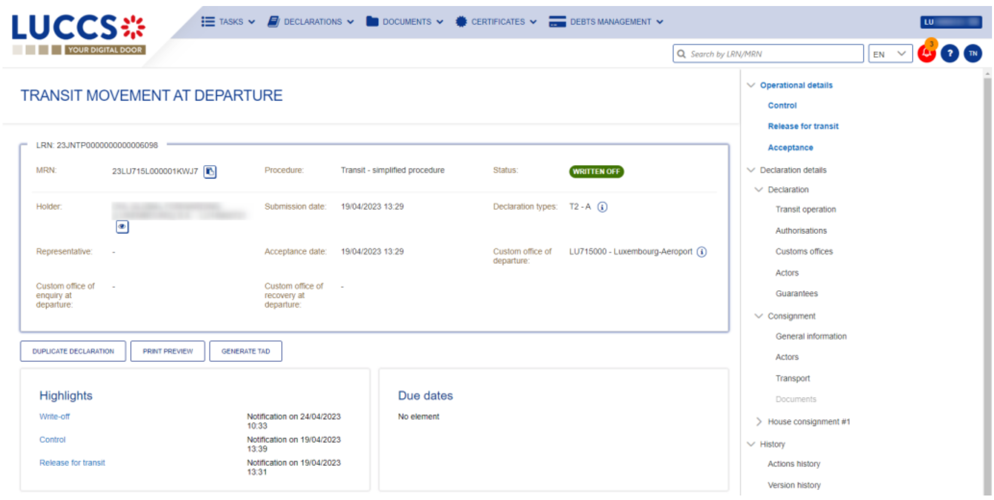


Figure 221 : Transit declaration - Written off

13.19 NON-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.

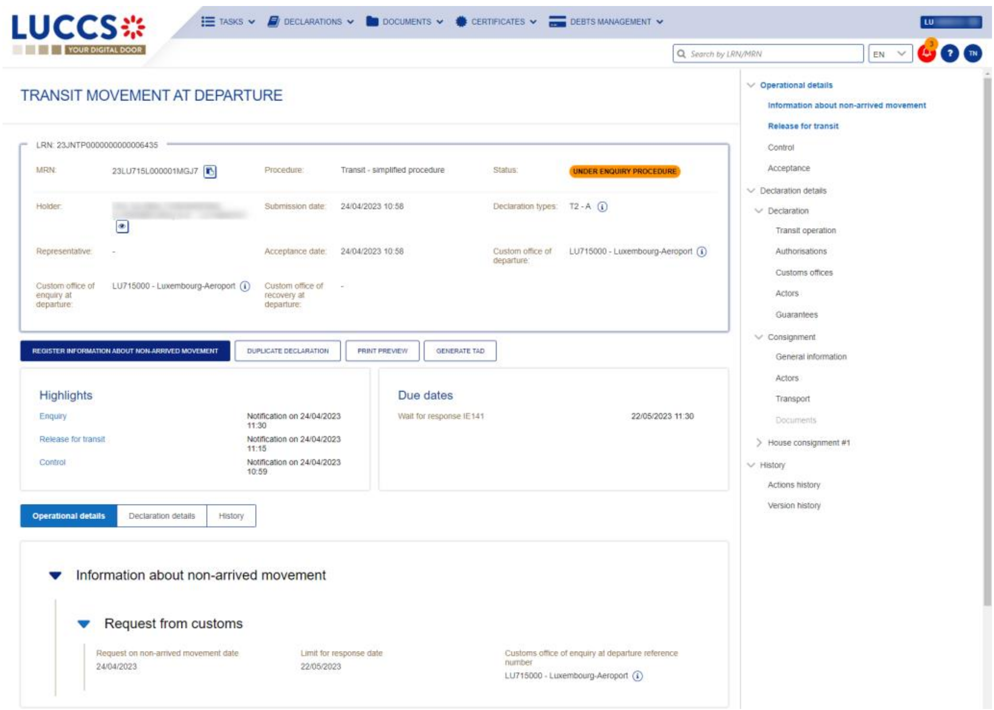


Figure 222 : Request about non-arrived movement

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.

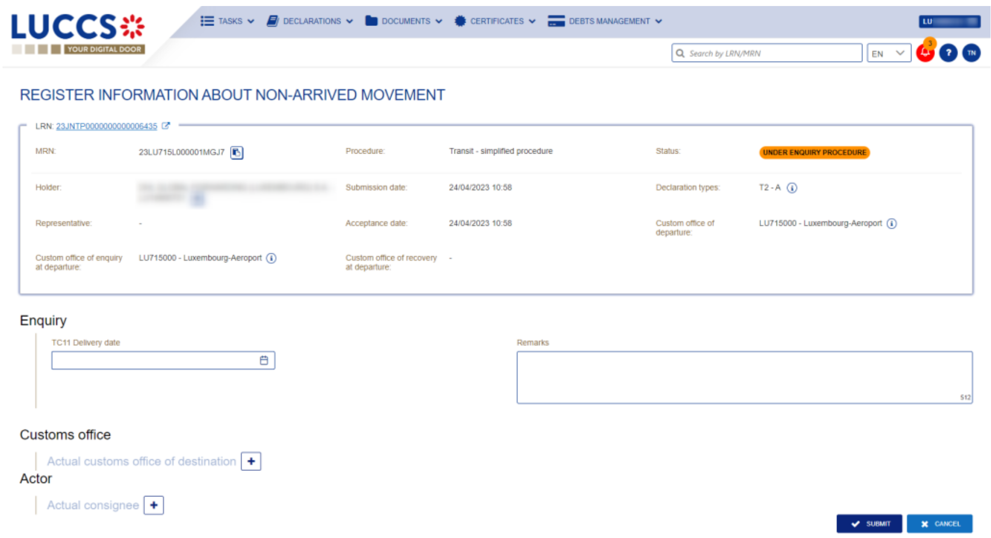


Figure 223 : register information about non-arrived movement

4. Fill in the information about the non-arrived movement.
5. 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:

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 **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.

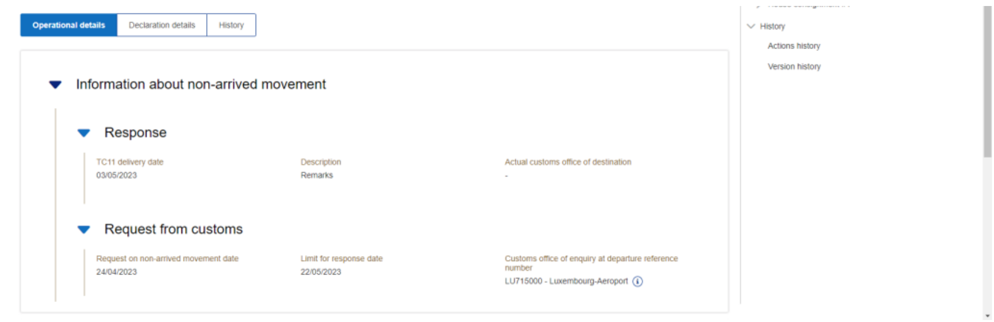


Figure 224 : Response for the customs about non-arrived movement

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.

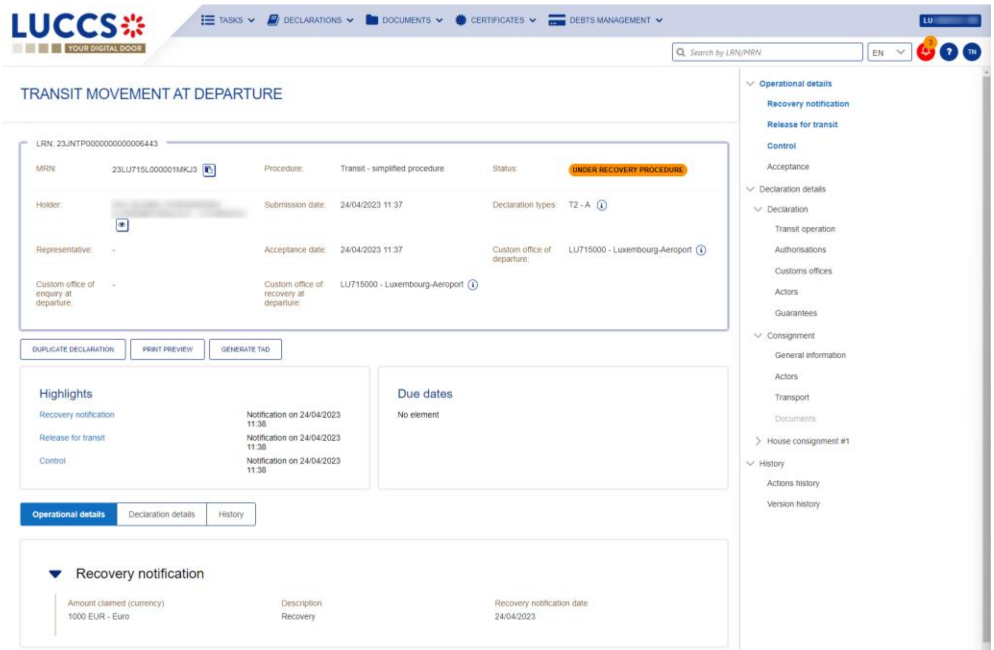


Figure 225 : Recovery notification

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.

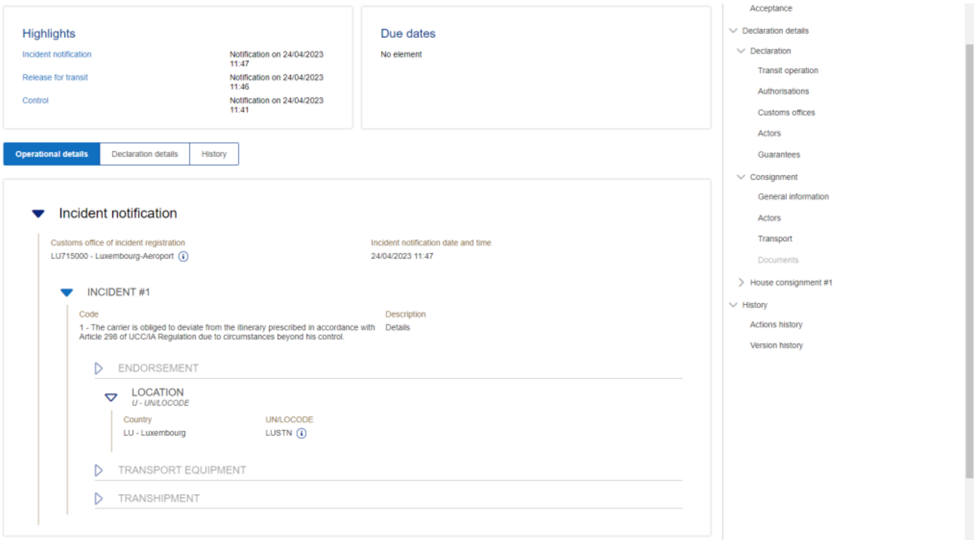


Figure 226 : Incident notification

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:

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

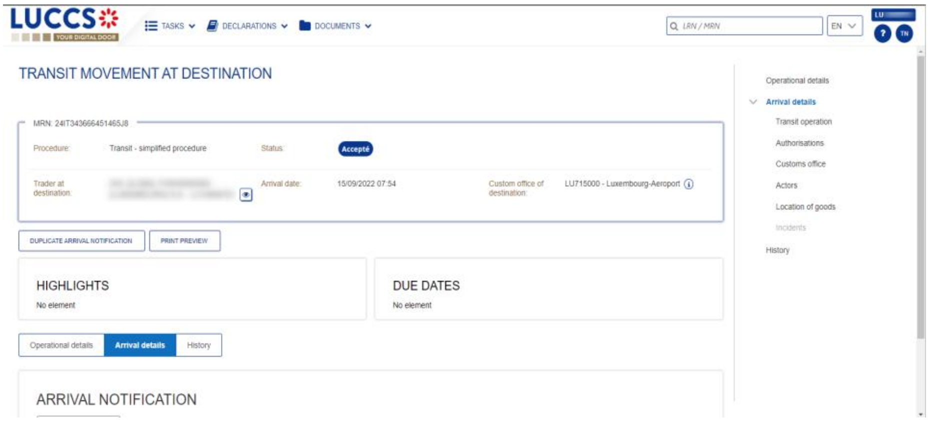


Figure 227: Declaration of transit at destination - header

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

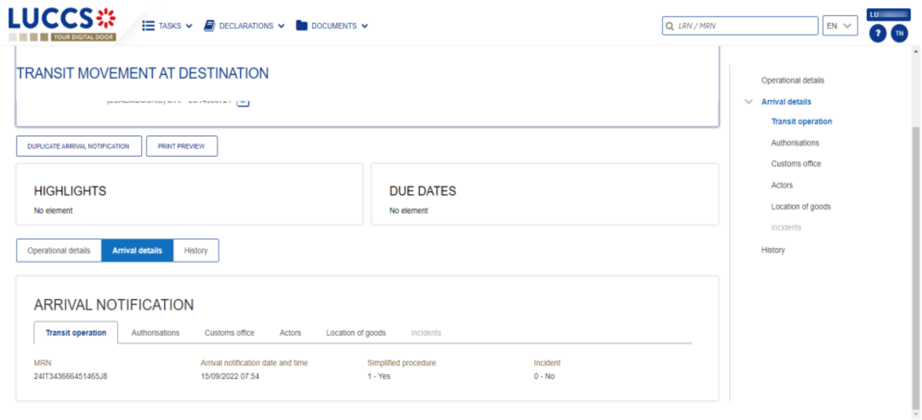


Figure 228: Transit movement at destination - details of the Arrival notification

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.

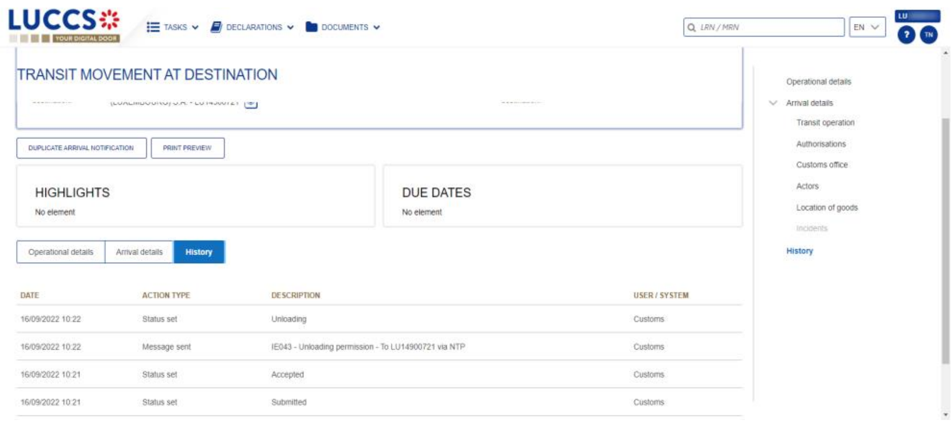


Figure 229: Transit movement at destination – history

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.

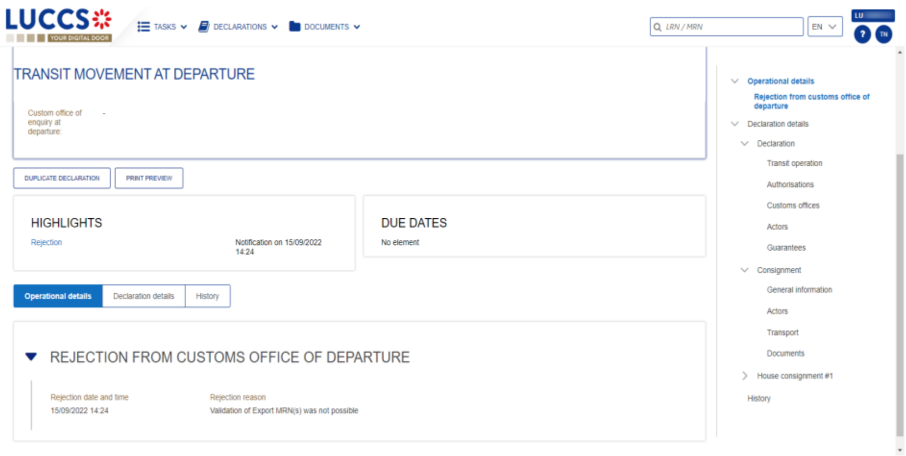


Figure 230: Rejection of the arrival notification

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.

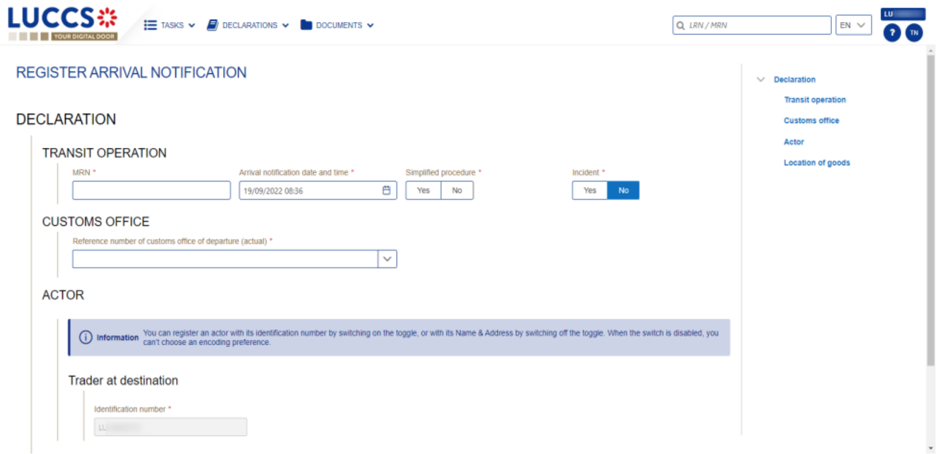


Figure 231: Registration of the transit arrival notification

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.

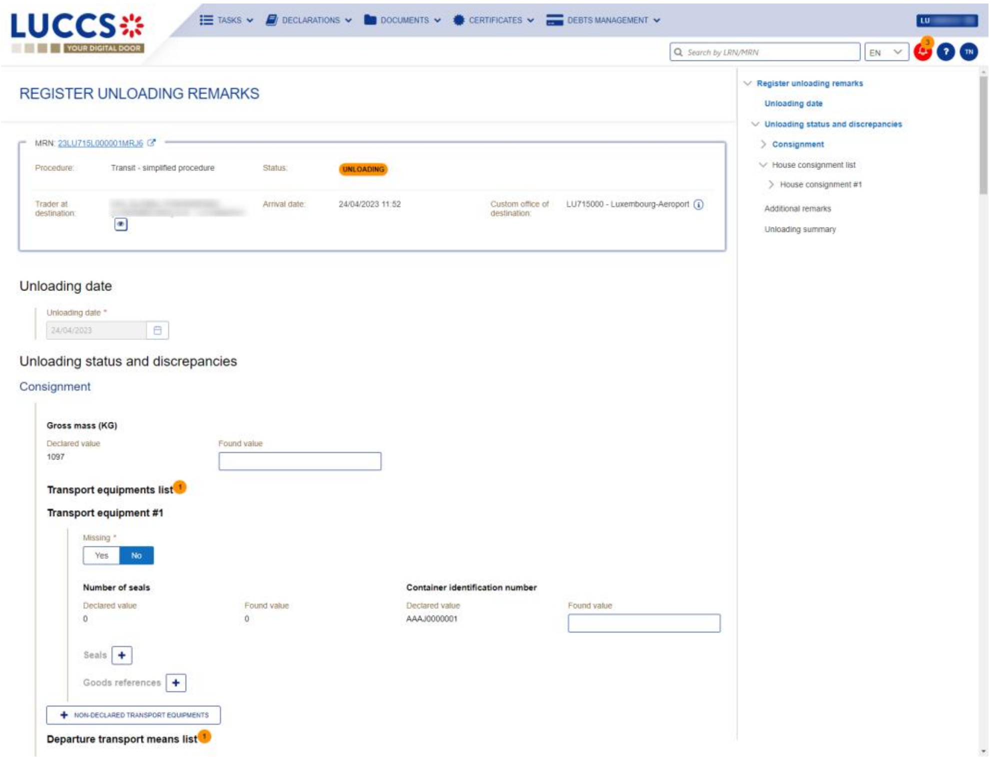


Figure 232 : Register Unloading remarks

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.

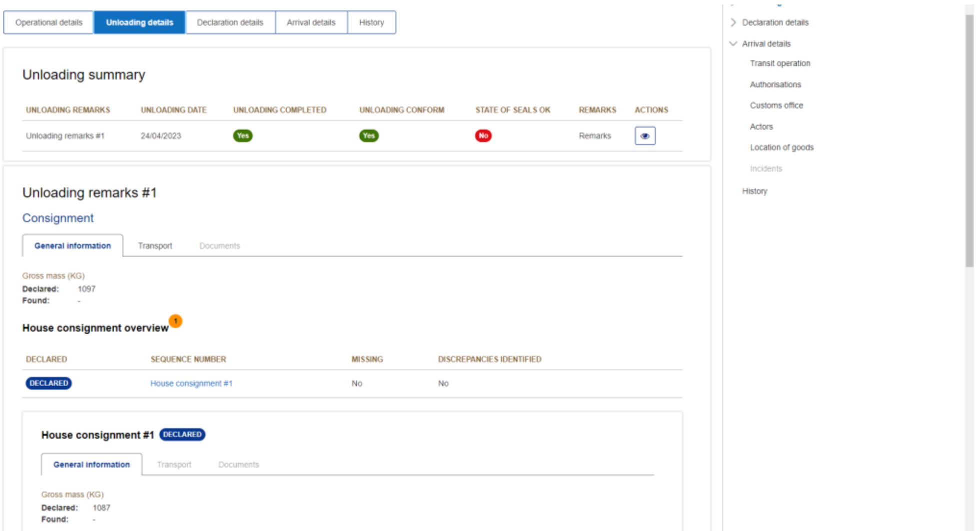


Figure 233 : Unloading details

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.

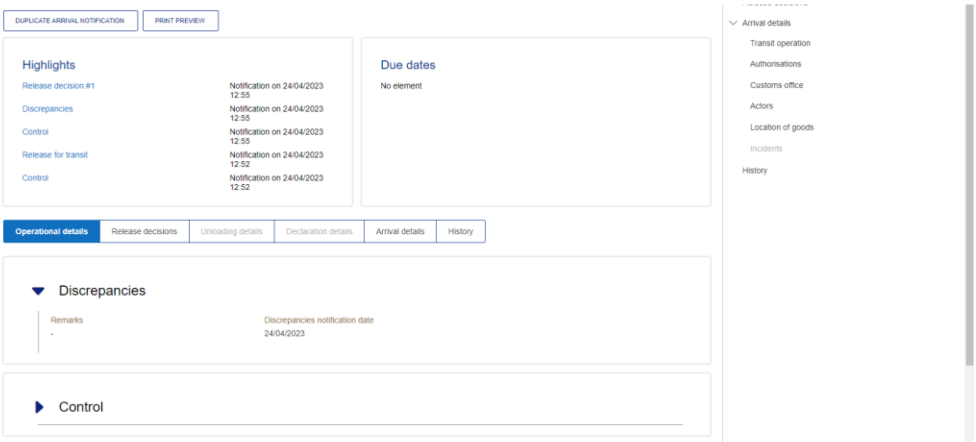


Figure 234 : Discrepancies notification

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.**

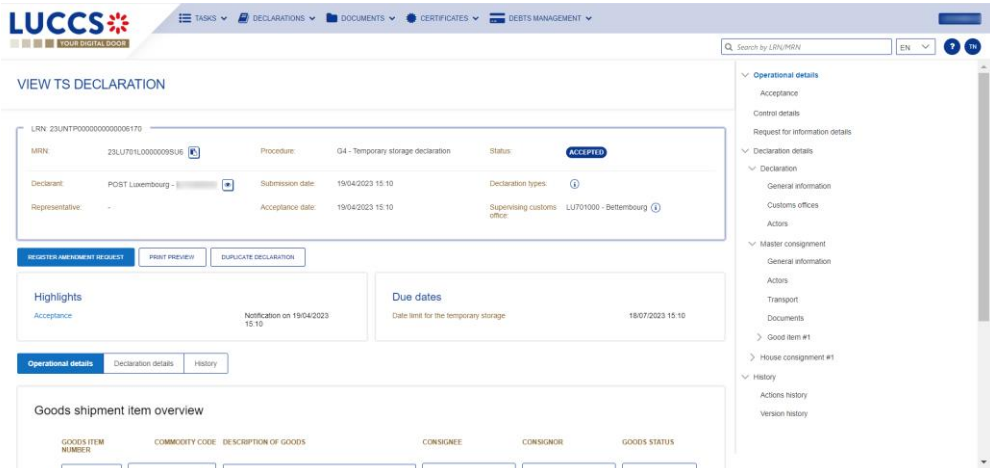


Figure 235 Temporary storage declaration – header

2. Click on the **Declaration details** button.
3. The temporary storage 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)

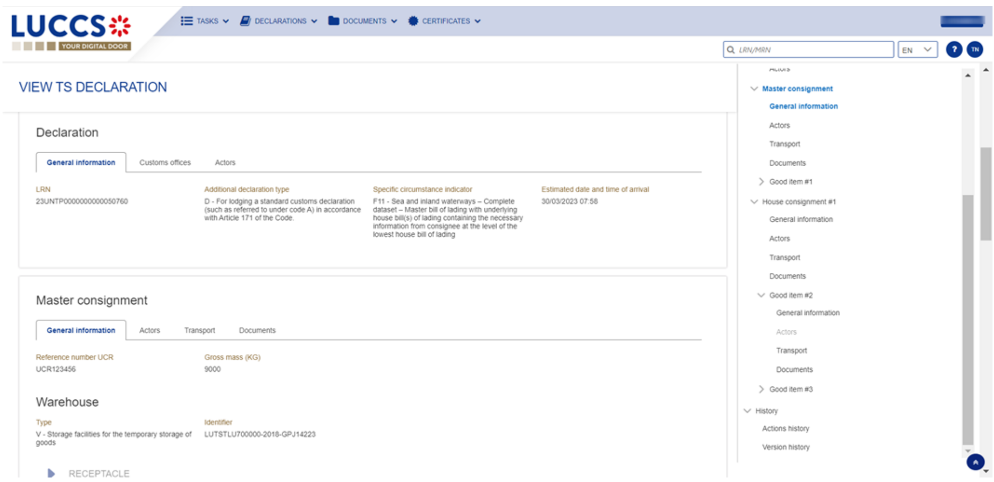


Figure 236 Temporary storage declaration - declaration's details

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.

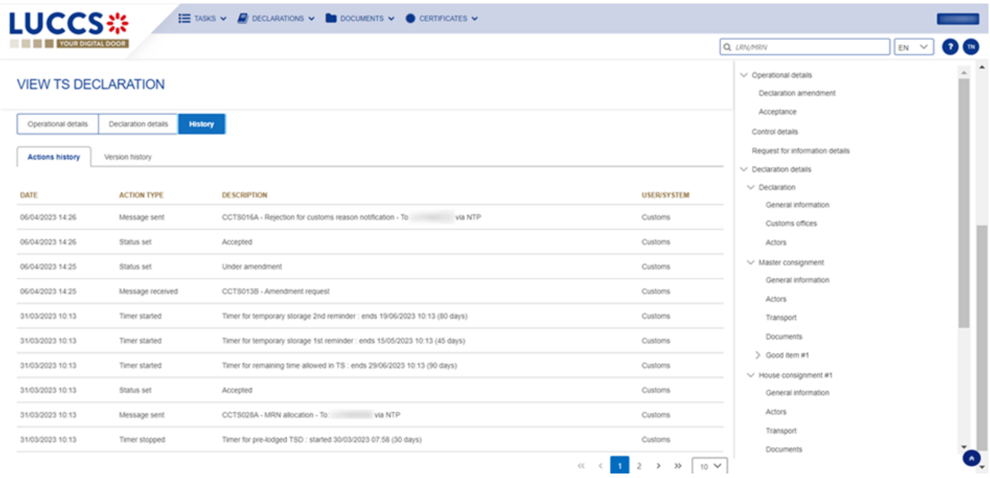


Figure 237 Temporary storage – actions history

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.

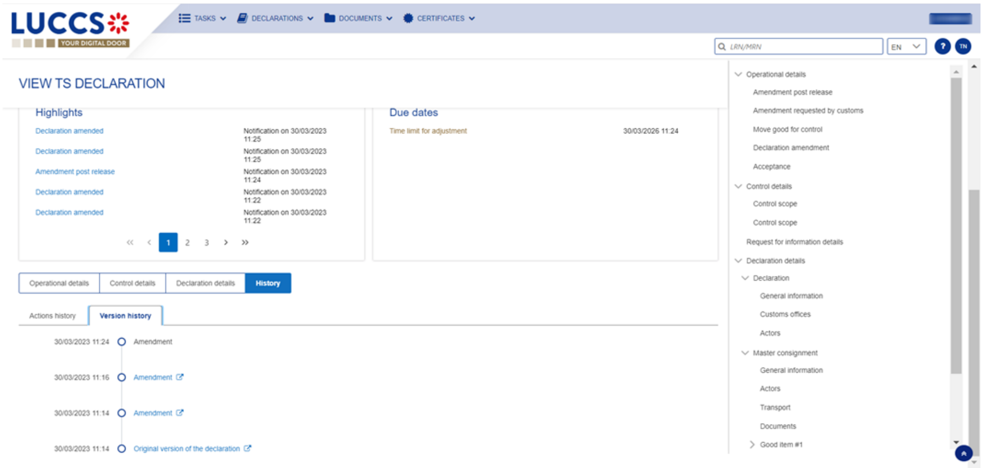


Figure 238 Version history of temporary storage declaration

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.

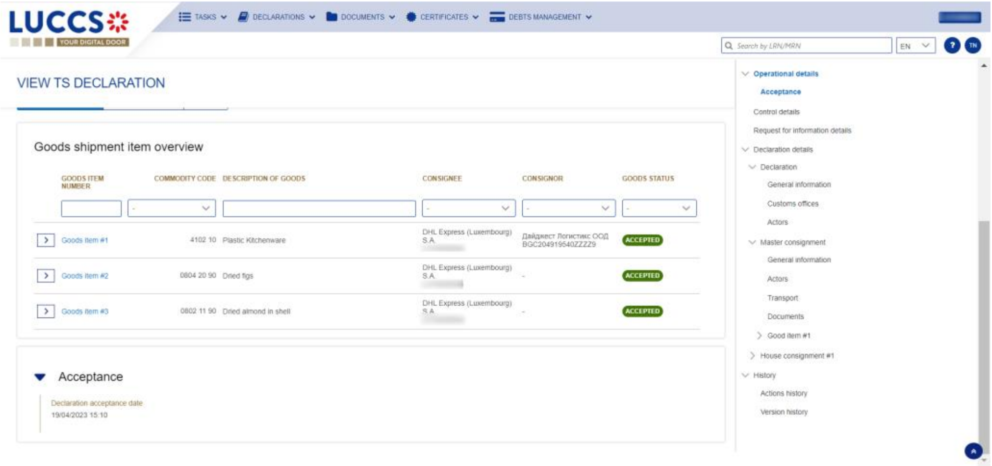


Figure 239 Acceptance of temporary storage declaration

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.**

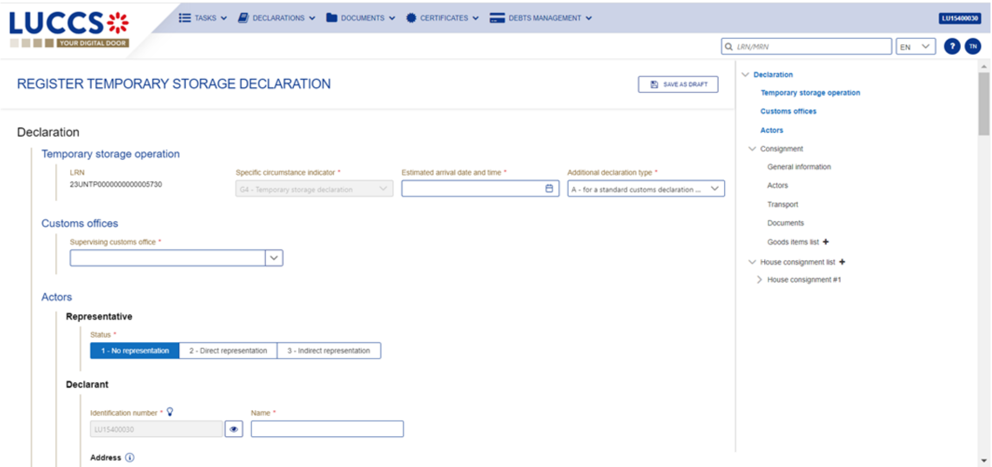


Figure 240 Registration of the temporary storage declaration

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.

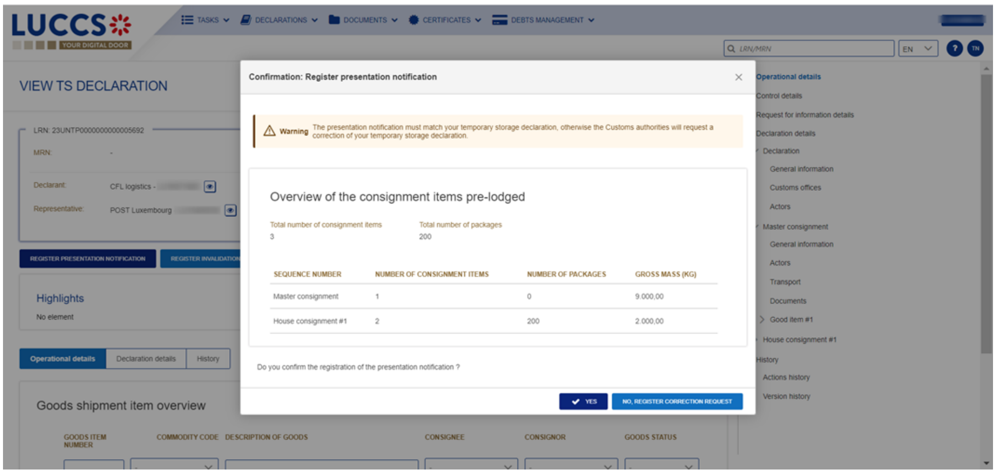


Figure 241 Confirmation for register a presentation notification

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

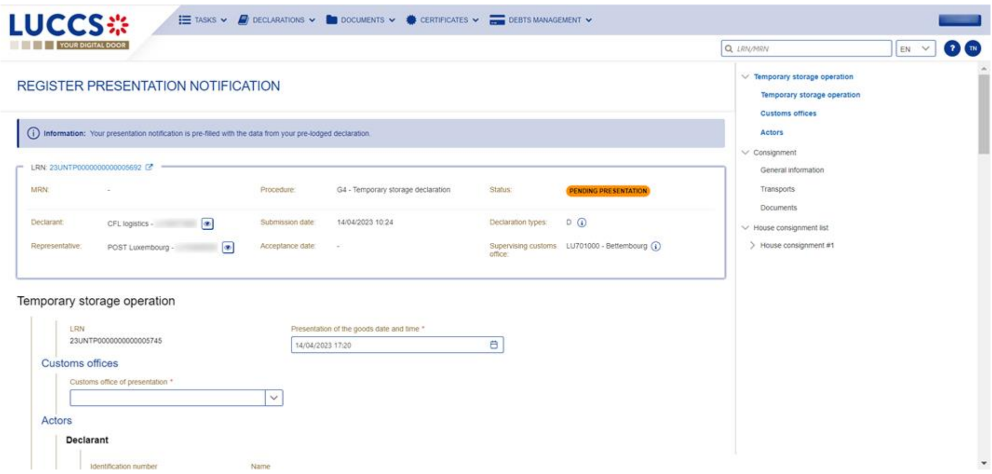


Figure 242 Registration of the presentation notification for a temporary storage declaration

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".

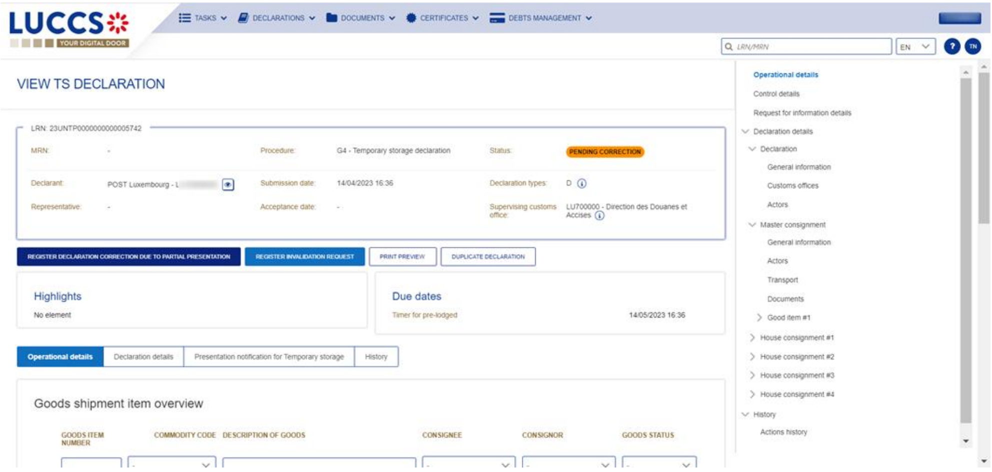


Figure 243 Partial presentation of a temporary storage declaration

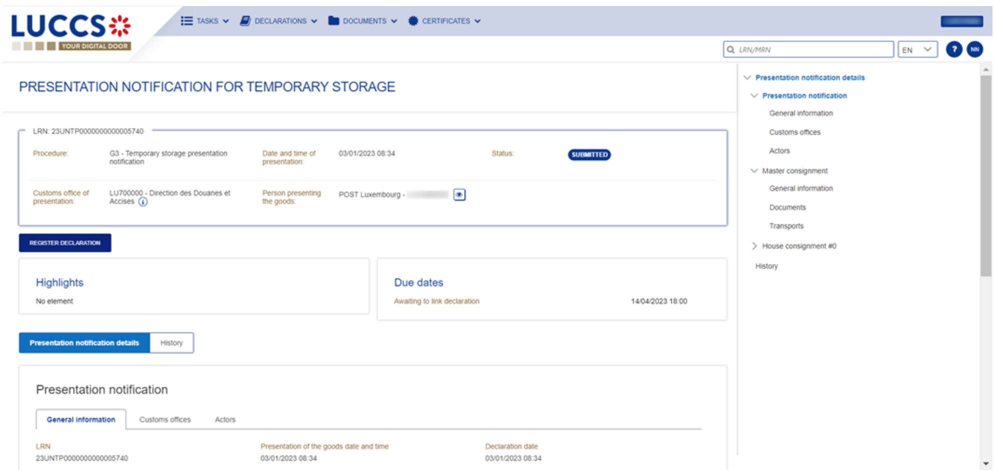


Figure 244 Presentation notification without an existing corresponding declaration

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.

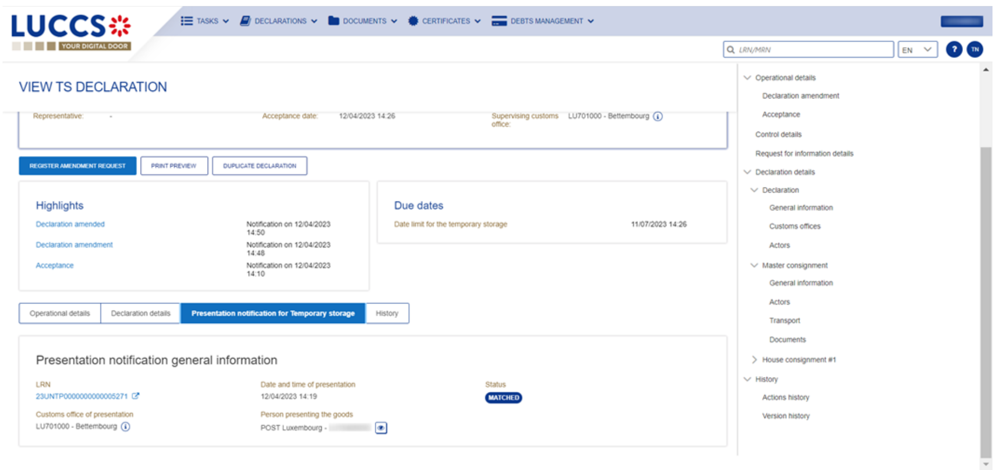


Figure 245 Presentation notification for a temporary storage

15.9 CORRECTION

15.9.1 HOW TO SUBMIT A CORRECTION REQUEST FOR A TEMPORARY STORAGE DECLARATION

You can correct your pre-lodged 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.

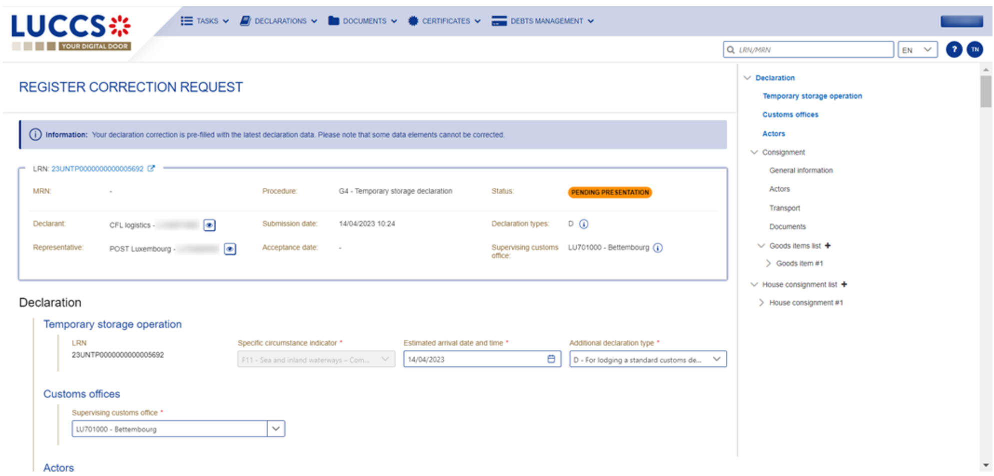


Figure 246 Registration of a temporary storage declaration correction

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.

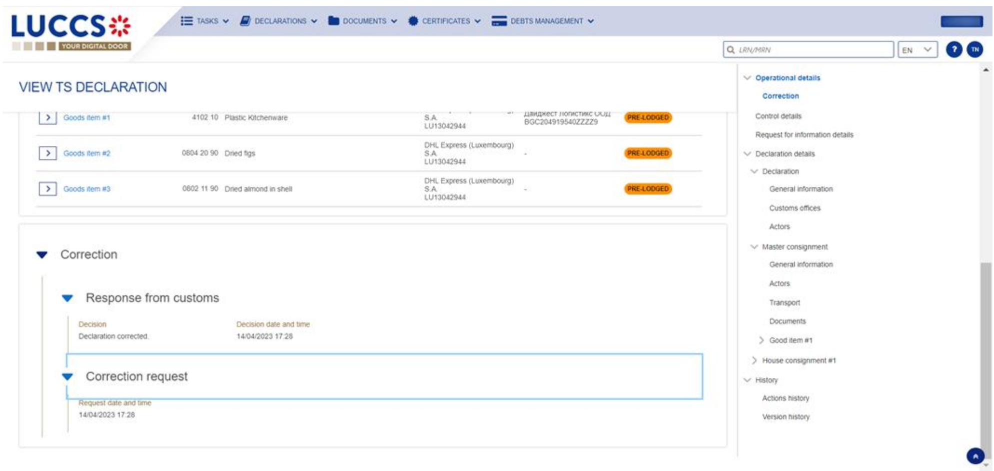


Figure 247 Correction of a temporary storage declaration

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 1st 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.

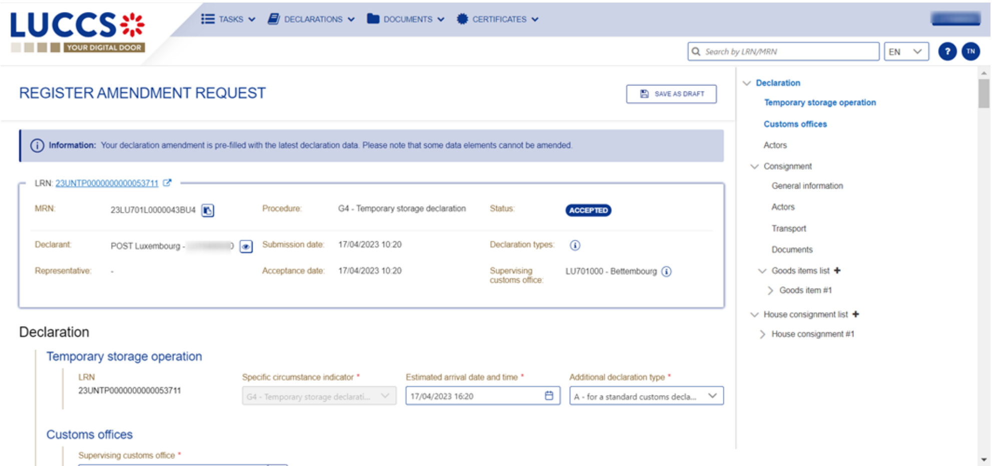


Figure 248 Registration of an optional amendment for temporary storage declaration

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.

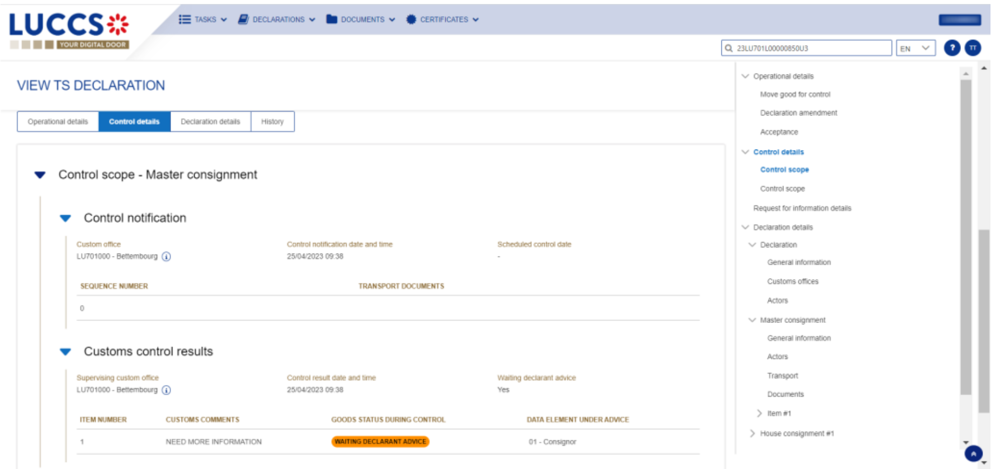


Figure 249 Control results related to a request advice

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.

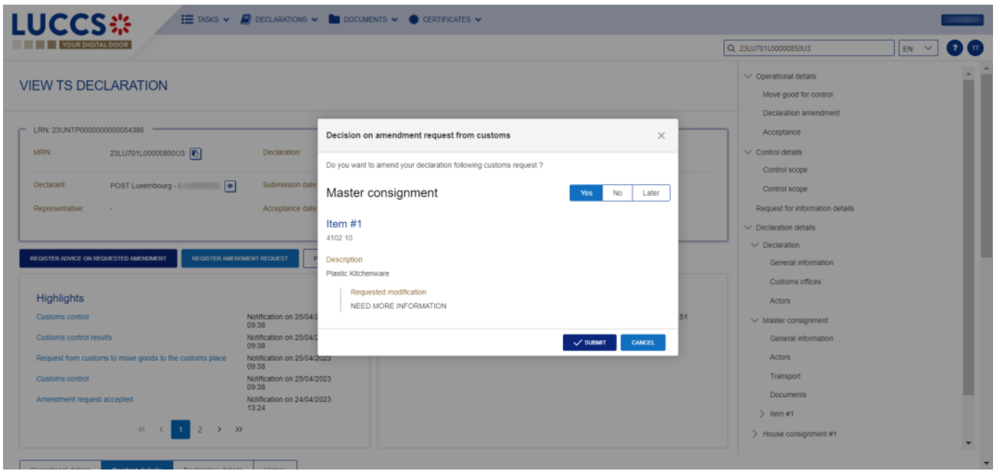


Figure 250 Advice concerning amendment requested by custom authorities

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.

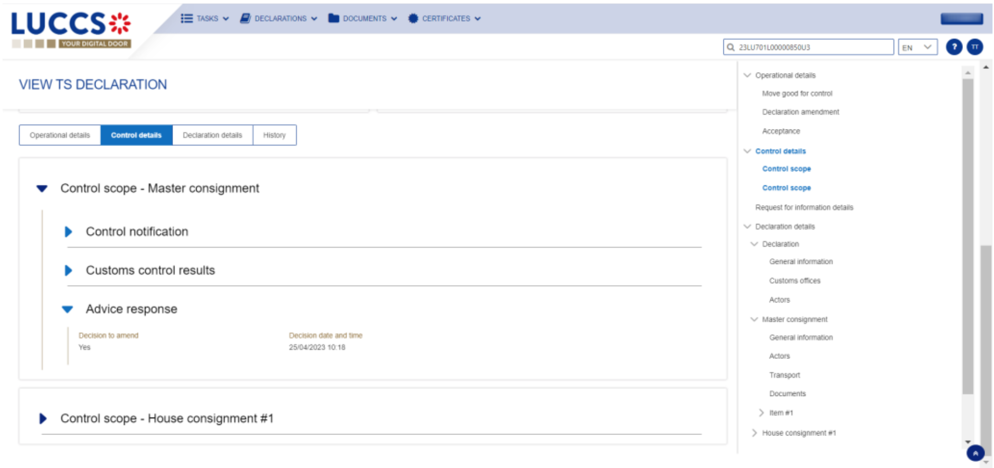


Figure 251 Advice registered following custom's request

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.

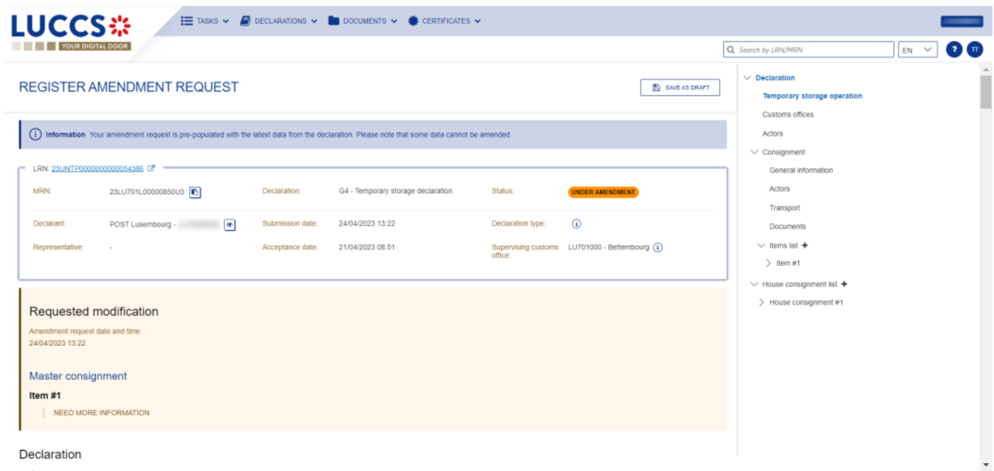


Figure 252 Registration of a mandatory amendment

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 SUBMITED 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.

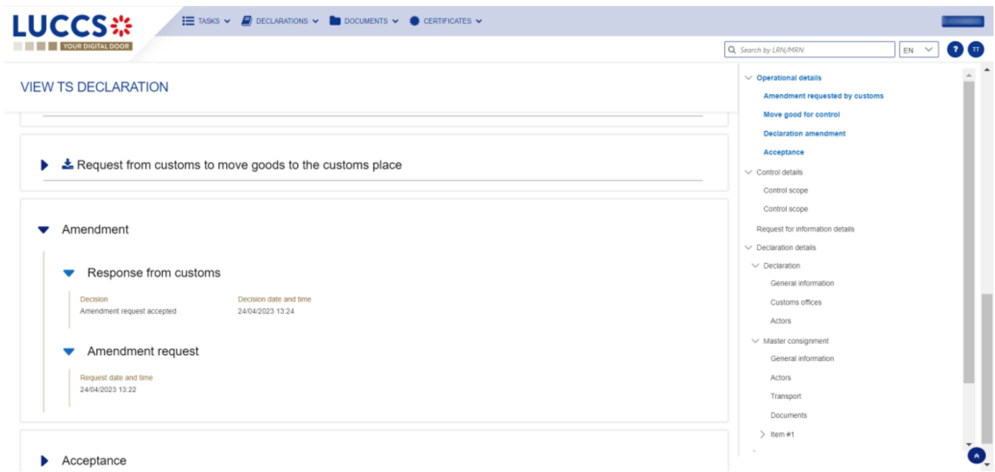


Figure 253 Amendment of a temporary storage declaration & Answer from custom

15.11 INVALIDATION

15.11.1 HOW TO SUBMIT AN INVALIDATION REQUEST FOR A TEMPORARY STORAGE DELCARATION

For pre-lodged 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.

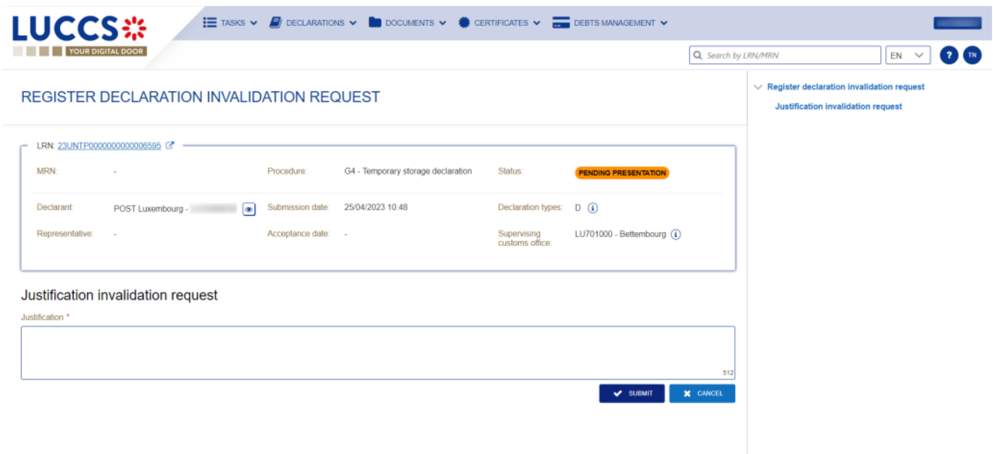


Figure 254 Invalidation registration of a temporary storage declaration

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.

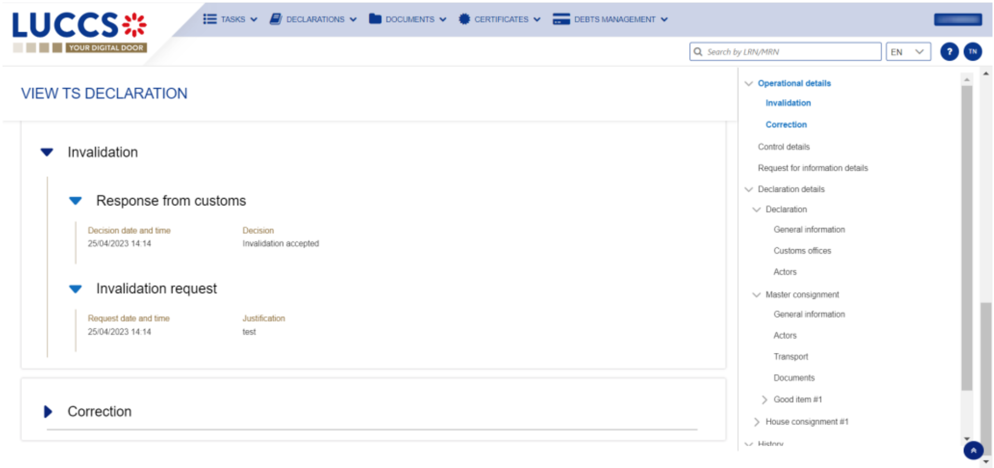


Figure 255 Invalidation of temporary storage declaration

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.

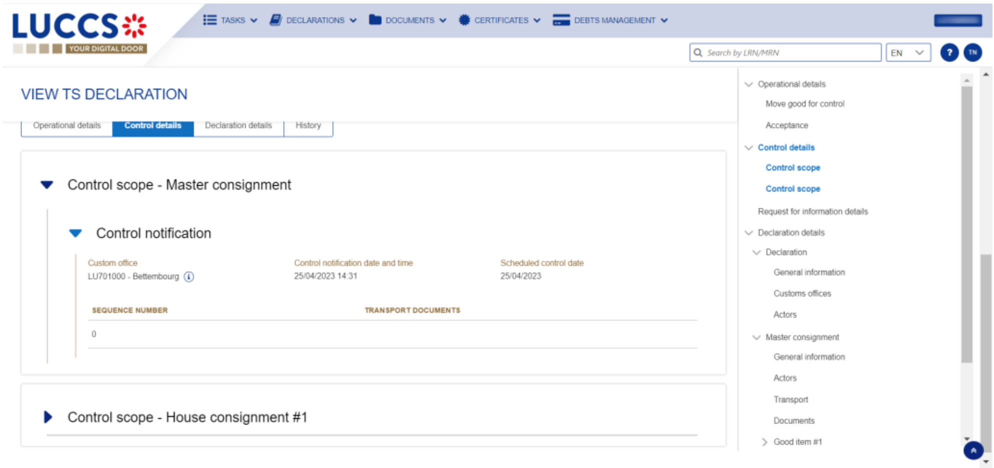


Figure 256 Control notification of temporary storage declaration

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.

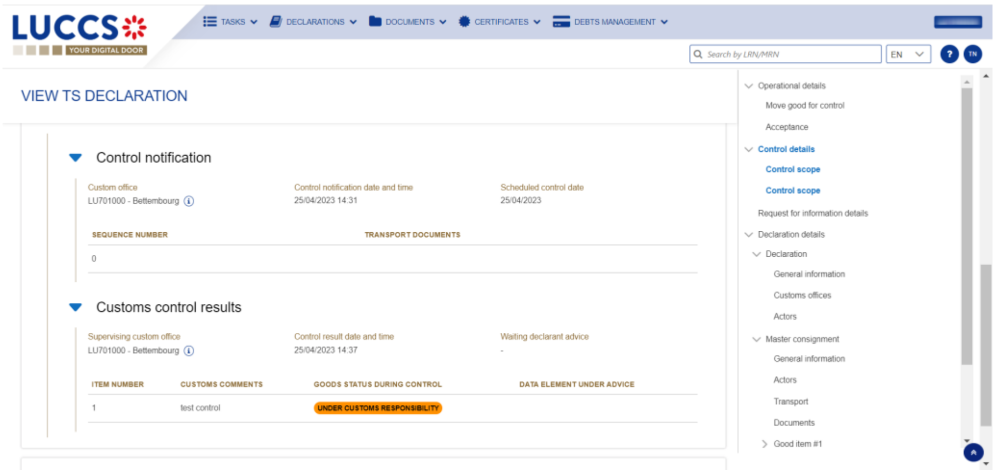


Figure 257 Customs control result of temporary storage declaration

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)

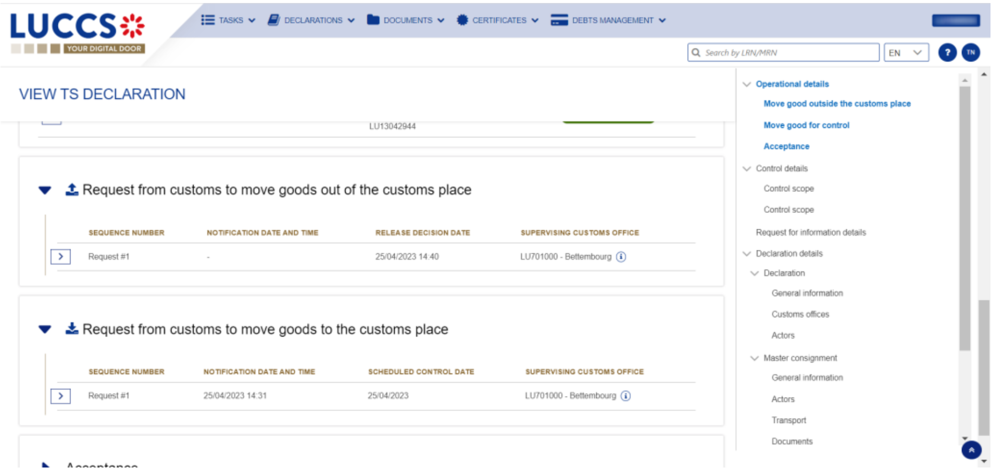


Figure 258 Request from customs to move goods to/out of the customs place

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.

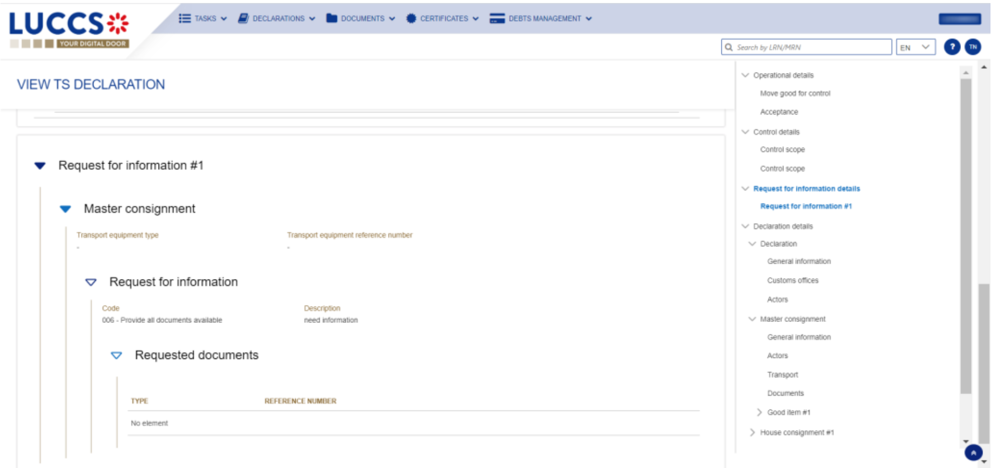


Figure 259 Request for information

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.

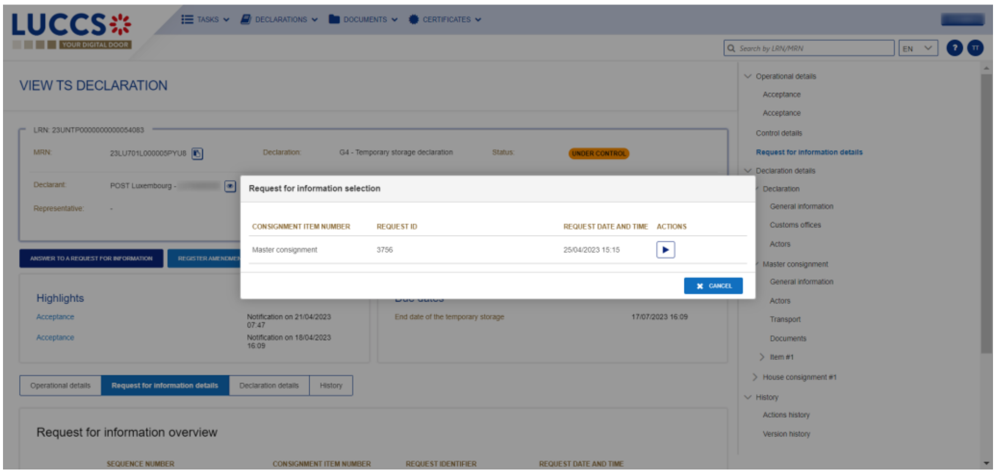


Figure 260 Choice of request for information to answer

4. Choose the consignment on which you want to answer, click on **action.**
5. The answer form opens.

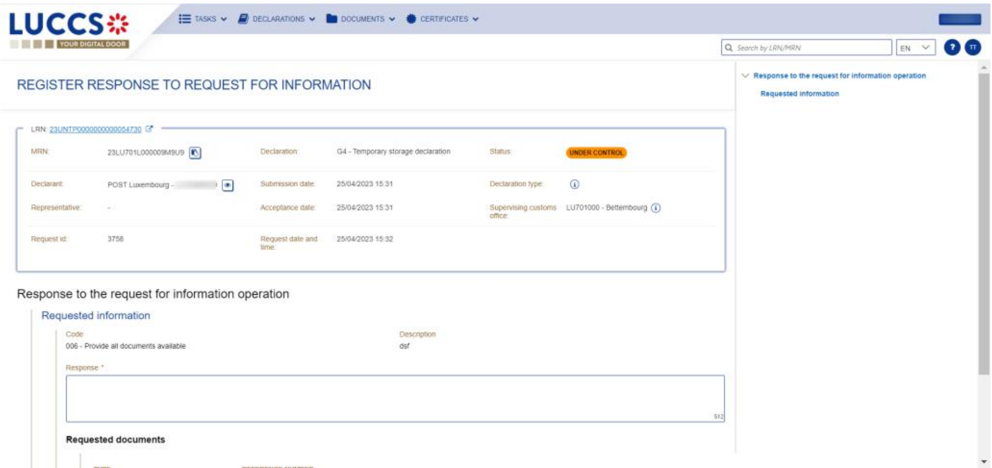


Figure 261 Answer to a request for information

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.

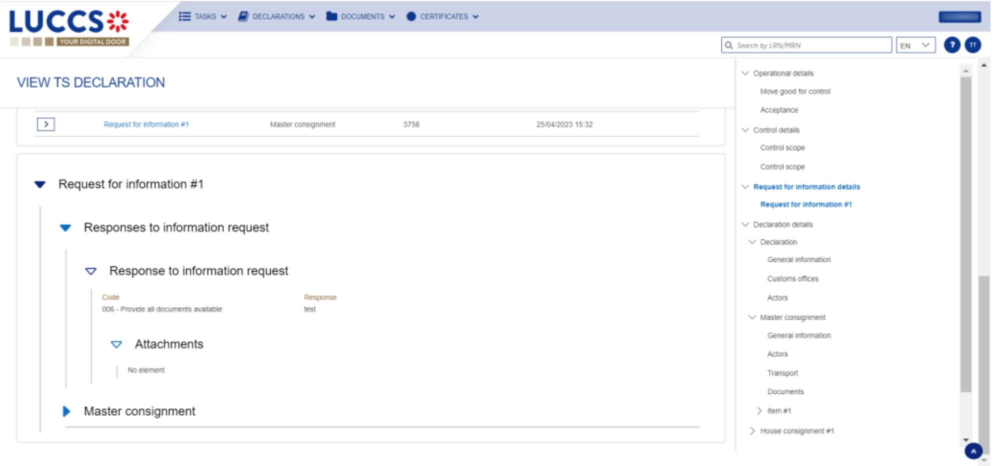


Figure 262 Answer of a request for information

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.

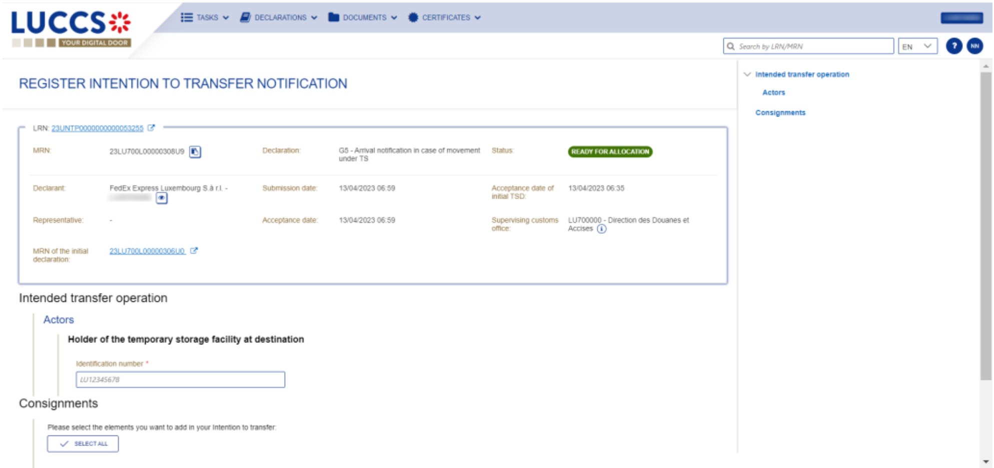


Figure 263 Registration of intended transfer

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.

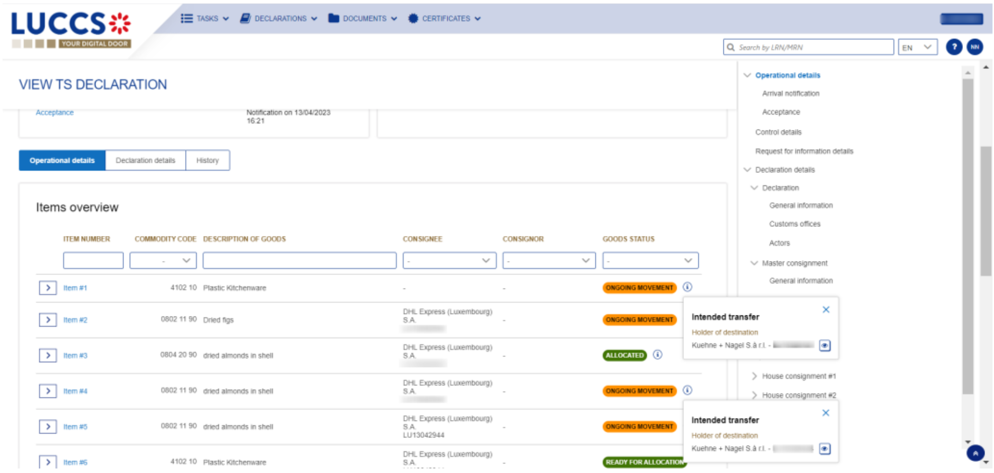


Figure 264 Intended transfer

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 265 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.

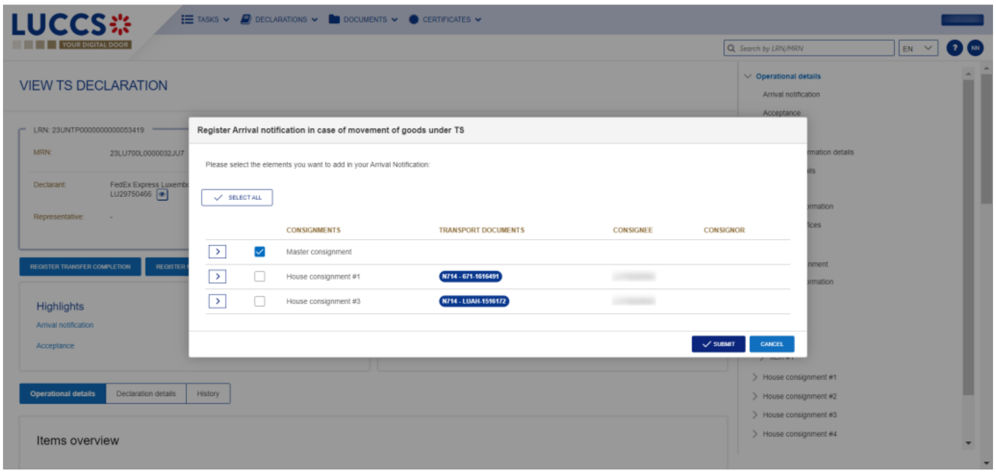


Figure 266 Registration of national arrival notification from declaration

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.

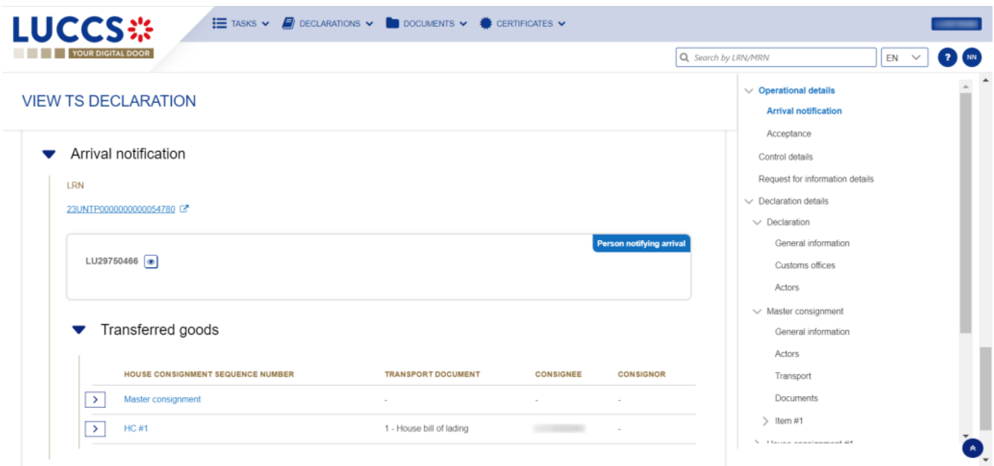


Figure 267 Arrival notification

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 wish you want to register a transfer completion.
2. Click the optional task **Register transfer completion**.
3. The registration form opens.

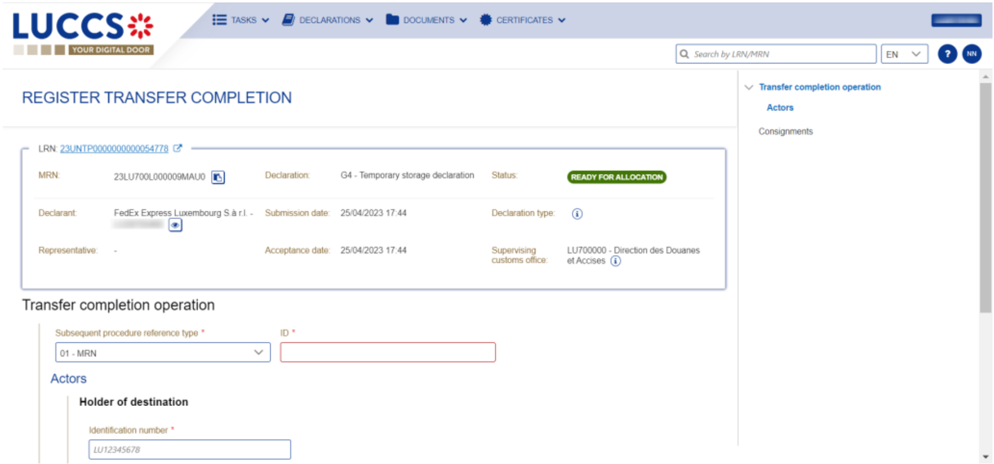


Figure 268 Registration of transfer completion

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 ⓘ 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.

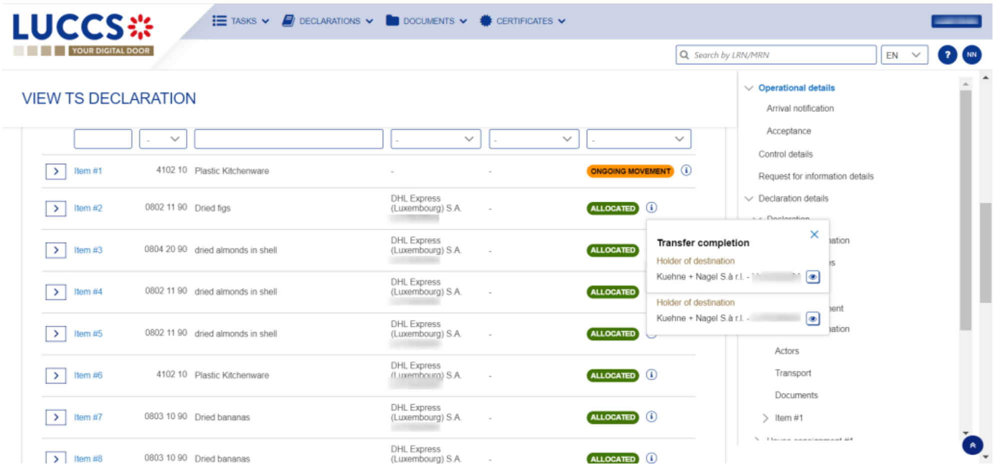


Figure 269: Transfer completion notification

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 270 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)

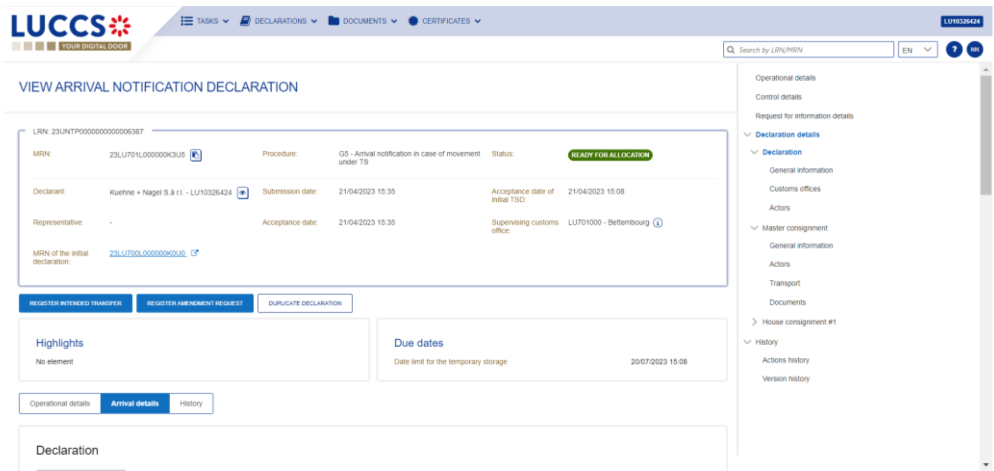


Figure 271 International arrival notification

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).

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.

- Monthly AC4 Declaration: The parameter indicates how the exits are grouped in AC4 declarations.
  - "Yes": Exits are grouped by month, and one AC4 declaration covers the exits made within a month.
  - "No": Exits are grouped by week, and one AC4 declaration covers the exits made within a week.
- 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.

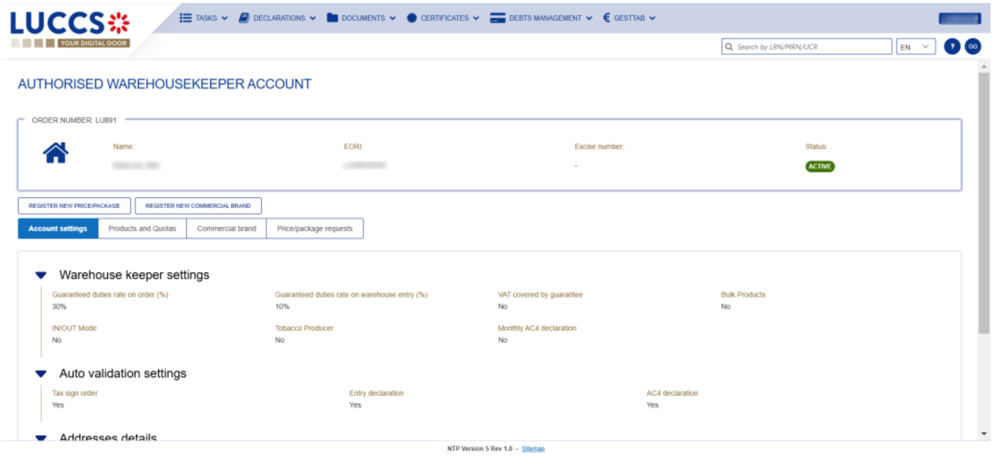


Figure 272 Authorised warehousekeeper account - Account setting

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.

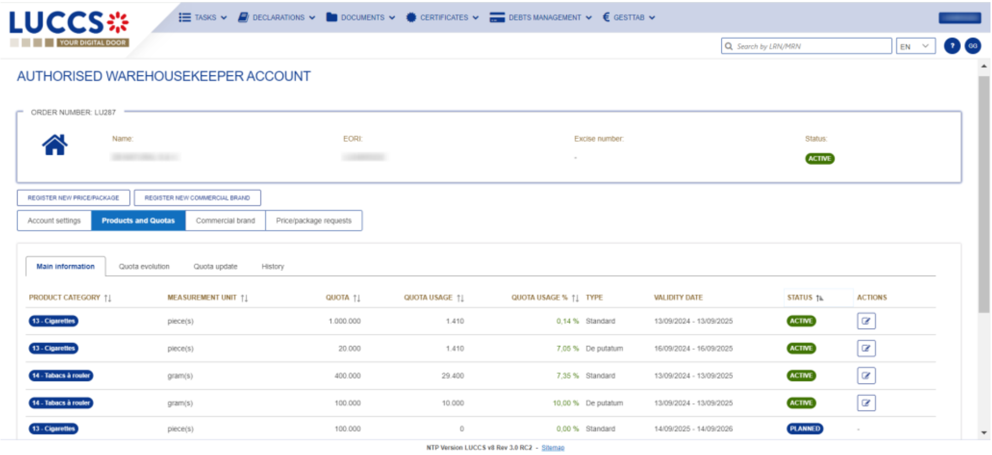


Figure 273 Products authorised for sale and quotas

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.

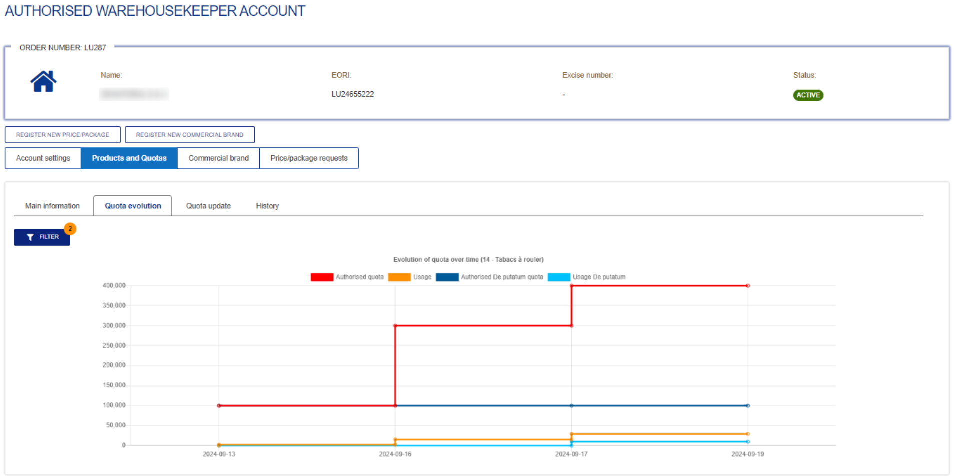


Figure 274 Quota evolution

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:
   - **Date:** Date of the event.
   - **Action:** The event on the quota.
   - **Description:** Concrete data of the event.
   - **User:** The actor who performed the event.

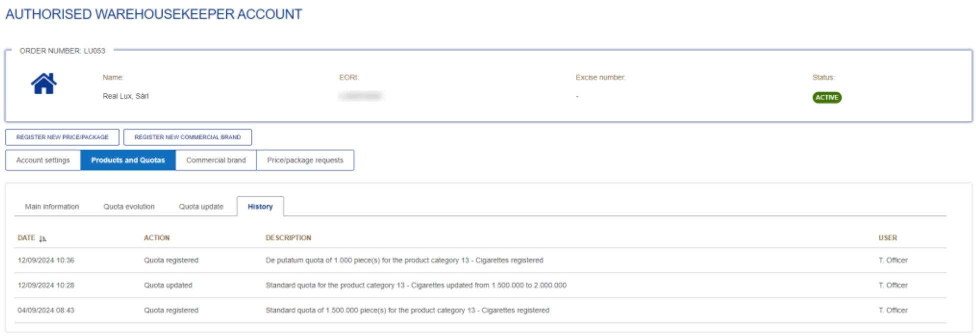


Figure 275 Quota history

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.

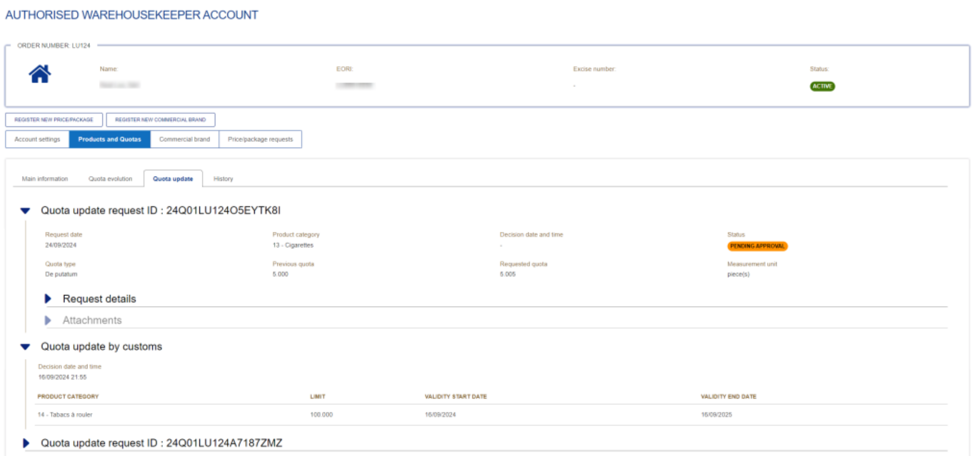


Figure 276 Quota updates

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 price categories that are currently or previously linked to this brand.
   - **Price category** with status **"Active"**: Represents the price categories currently associated with the brand.
   - **Price category** with status **"Inactive"**: Represents the price categories that have been unlinked from the brand.
   - **Product category**.
   - **Packaging**.
   - **Retail price (EUR)**.

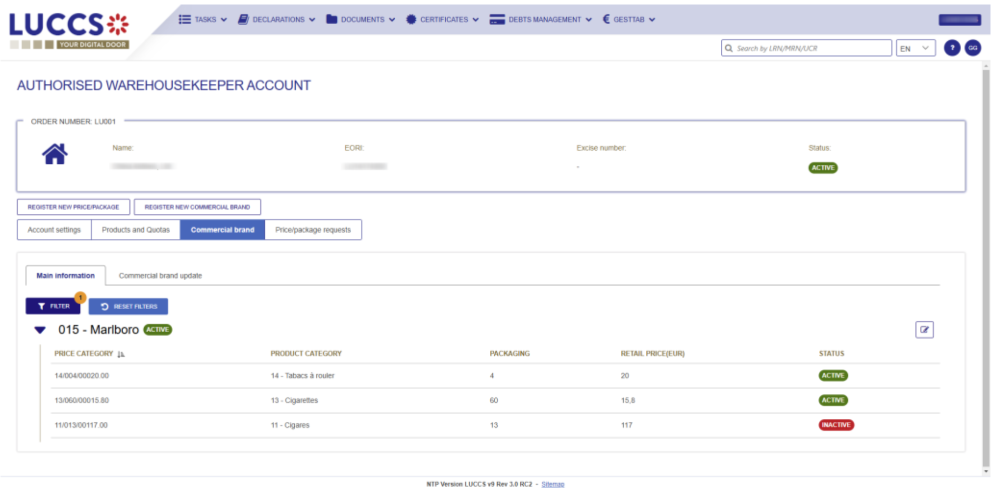


Figure 277 Commercial brands and linked price categories

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.

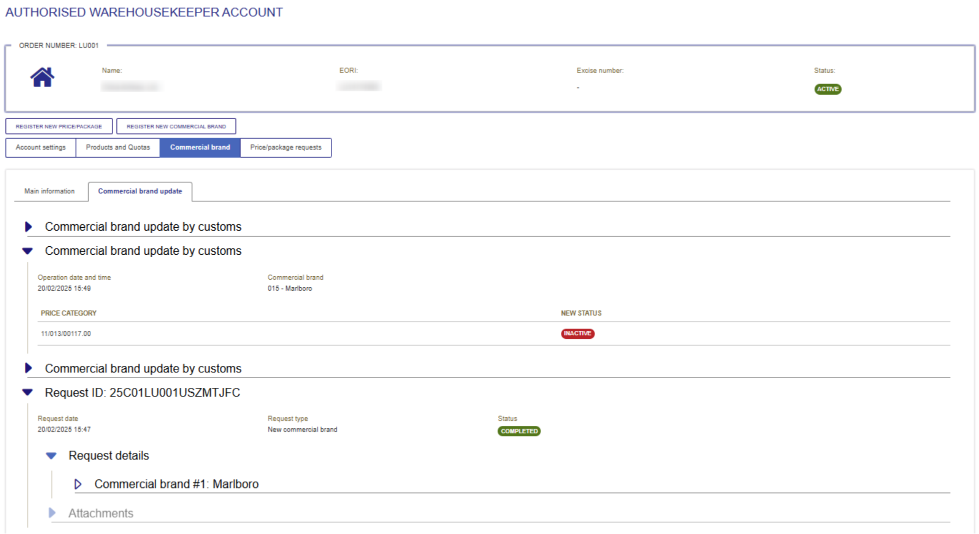


Figure 278 Updates related to commercial brands

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.

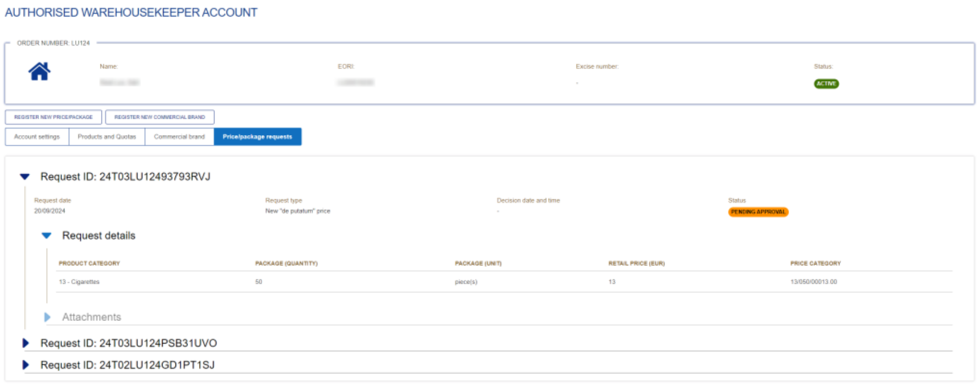


Figure 279 History of price/package requests

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.

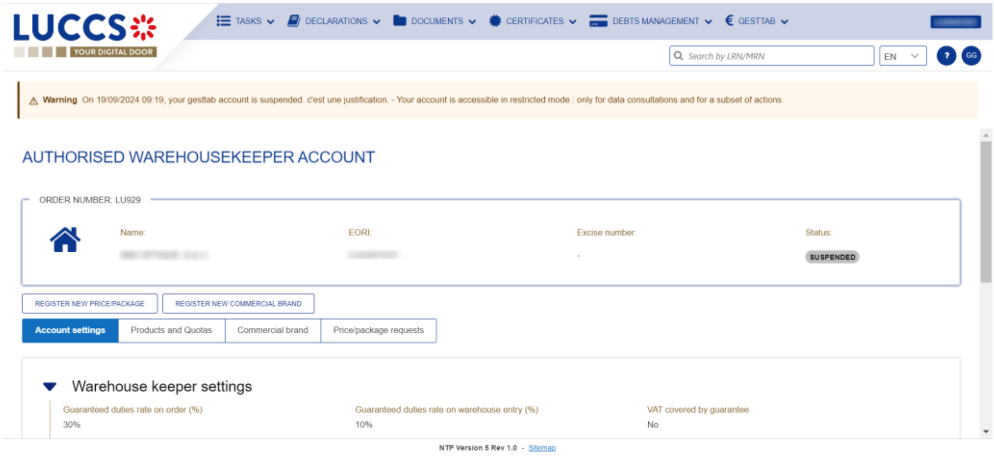


Figure 280 Account suspension

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.

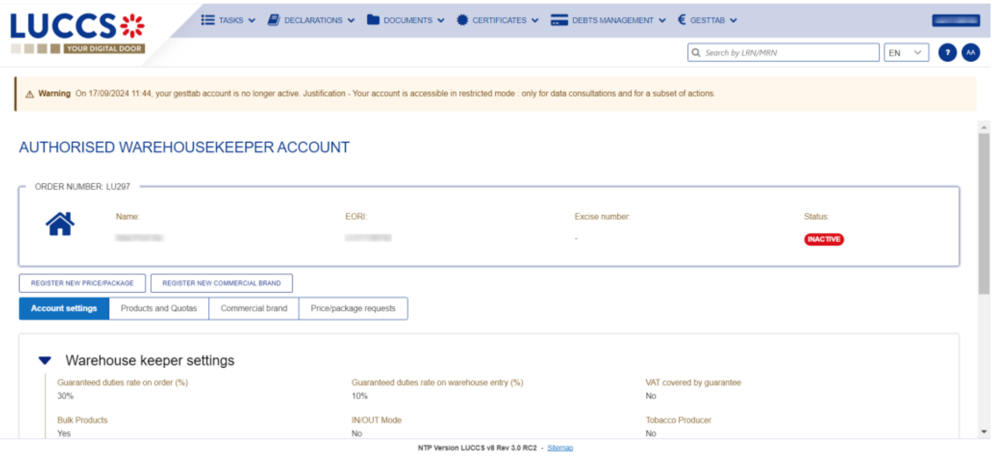


Figure 281 Cessation of activity

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 sticked 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.

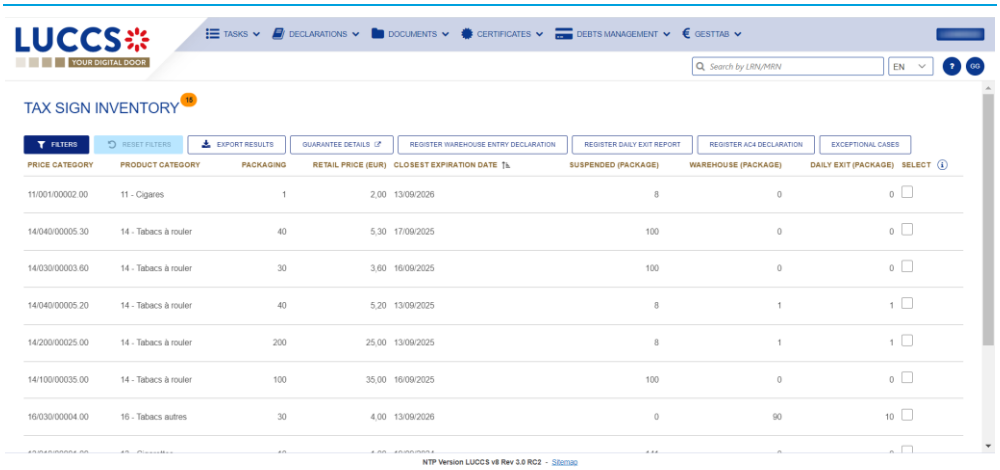


Figure 282 Tax signs inventory

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.

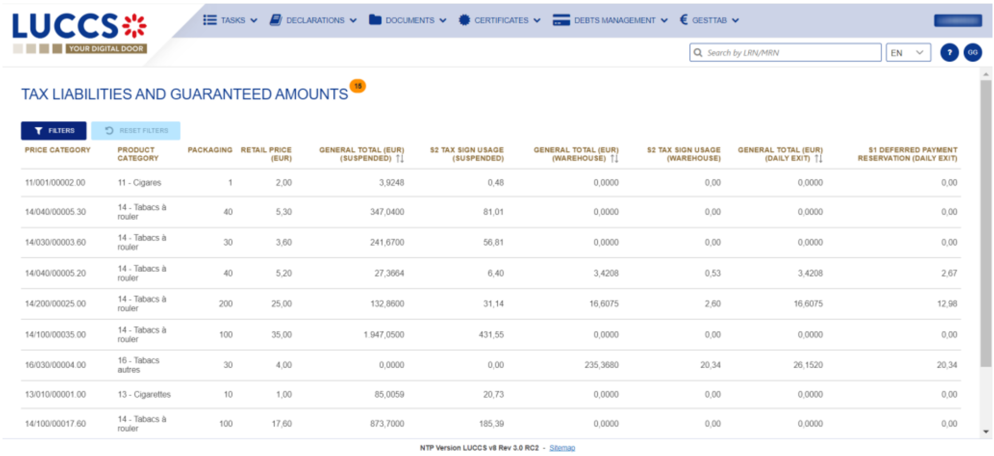


Figure 283 Tax liabilities and guaranteed amounts

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.

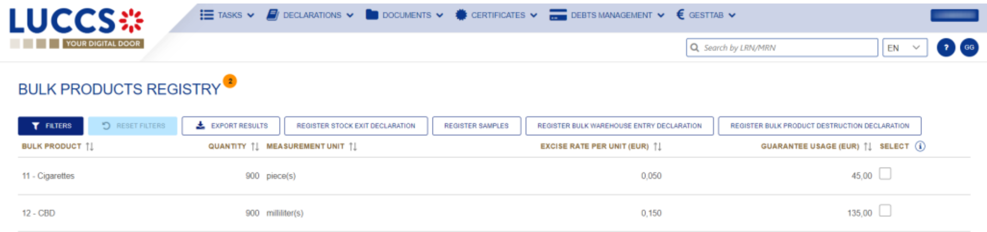


Figure 284 Bulk products registry

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)'.

16.4 504 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

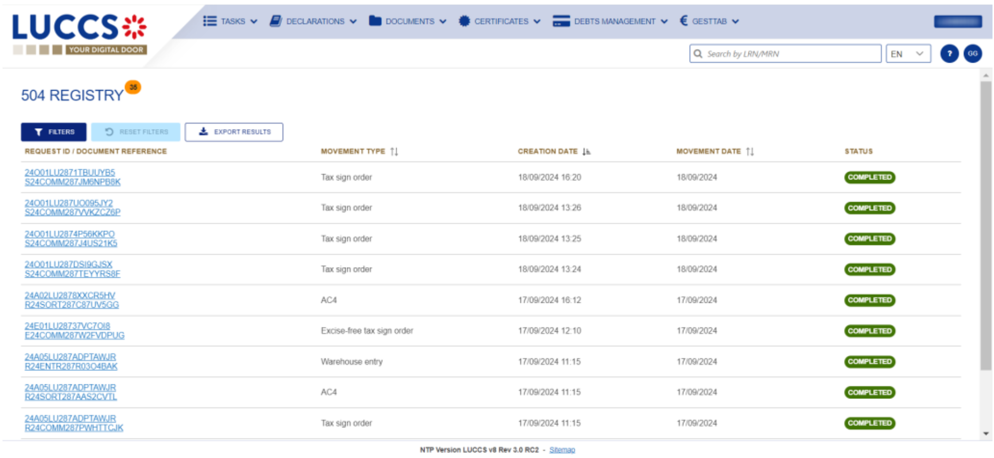


Figure 285 504 Registry

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.

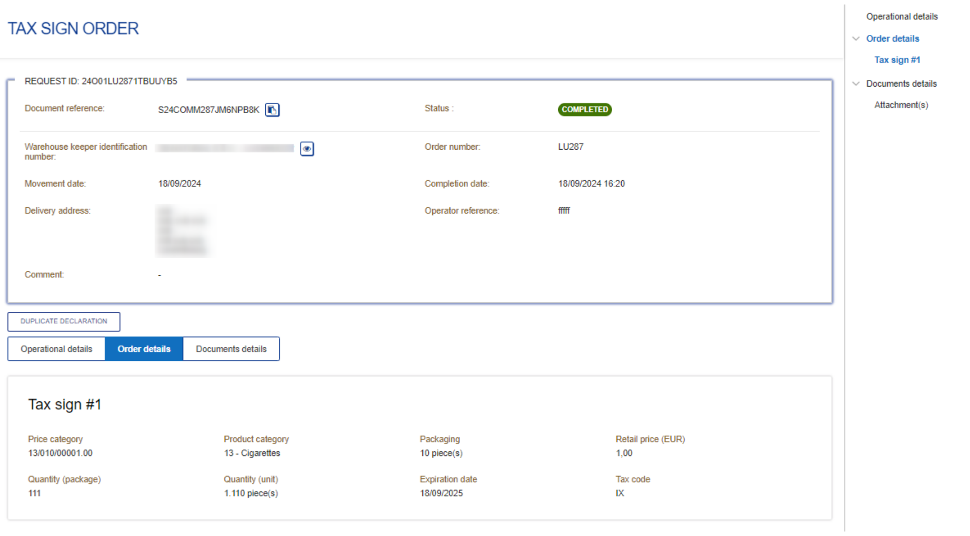


Figure 286 Request relating to tax signs management

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.

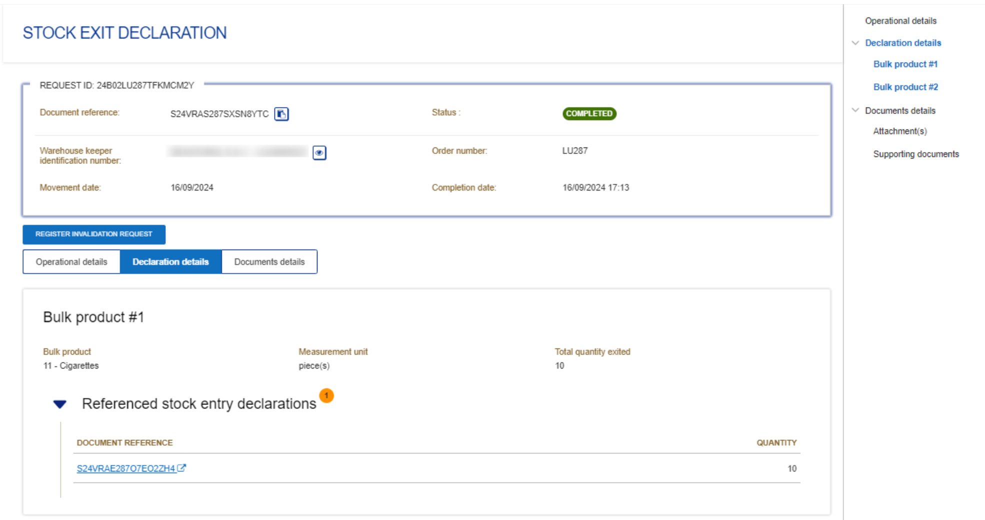


Figure 287 Request relating to bulk products management

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.

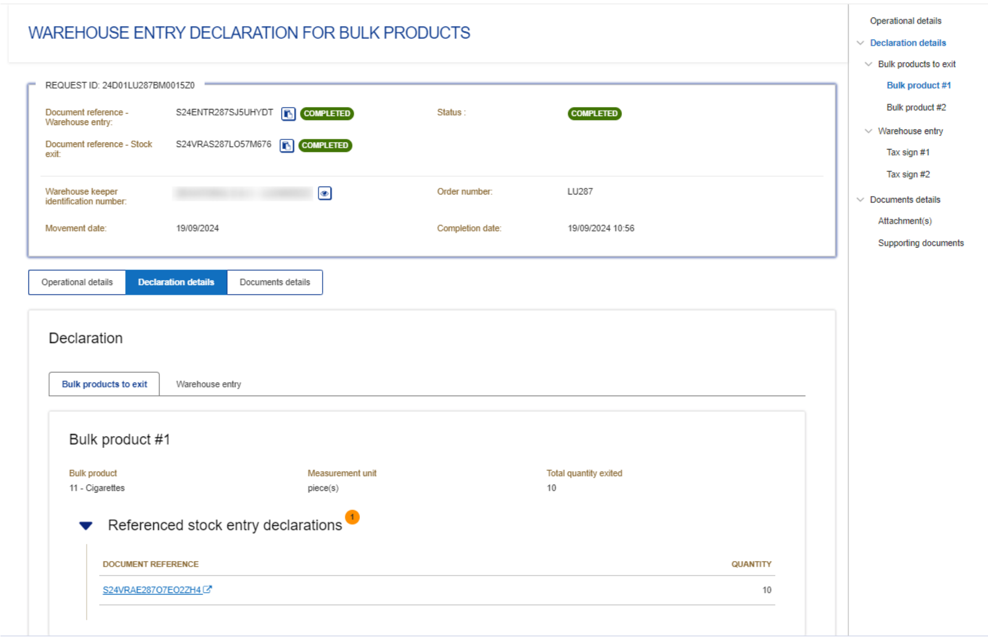


Figure 288 Warehouse entry request for bulk product

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.

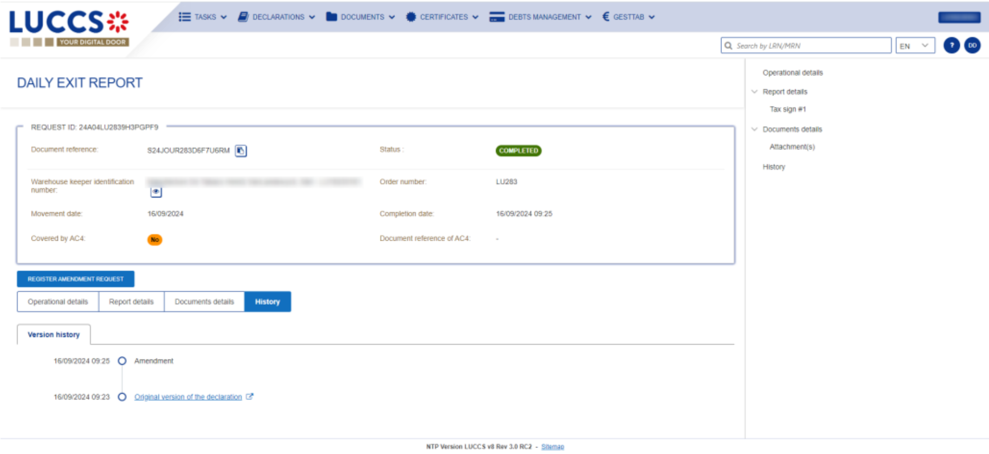


Figure 289 Version history of daily exit report

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.

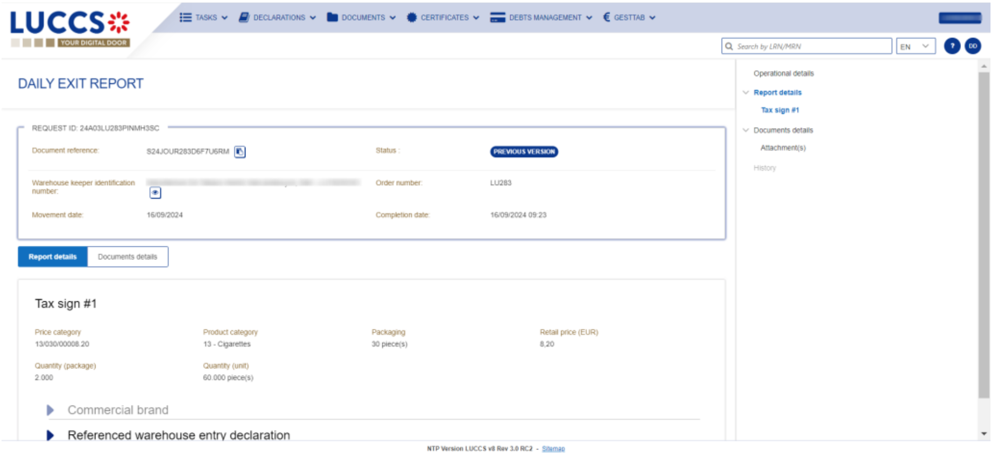


Figure 290 Previous version of daily exit report

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.

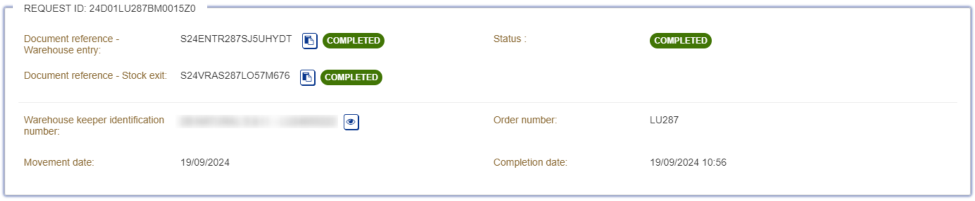


Figure 291 Acceptance of the requests related to tax signs and bulk products

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.

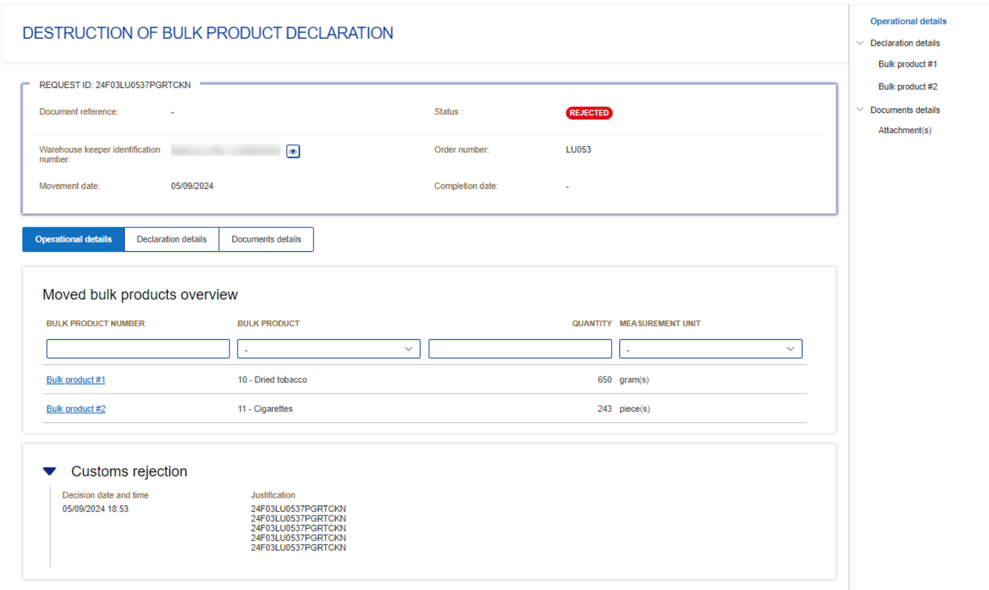


Figure 292 Rejection of the requests related to tax signs and bulk products

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.

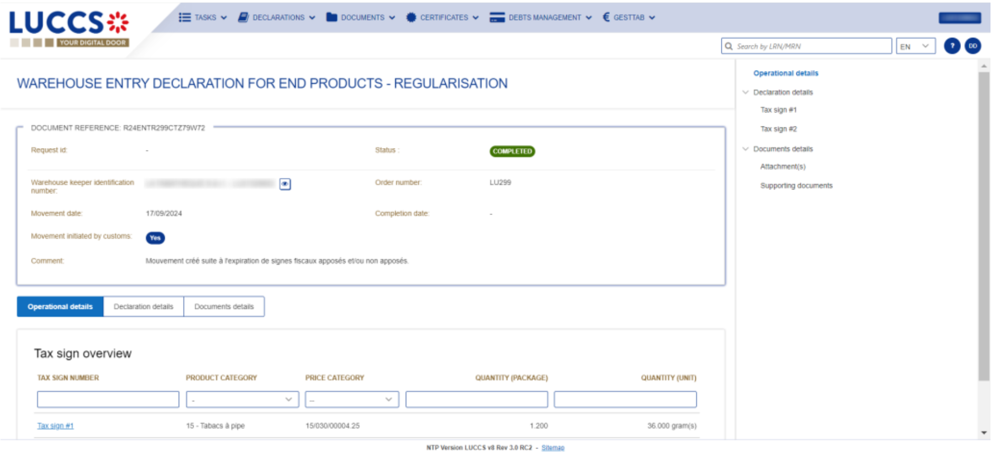


Figure 293 Movement generated by customs

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.

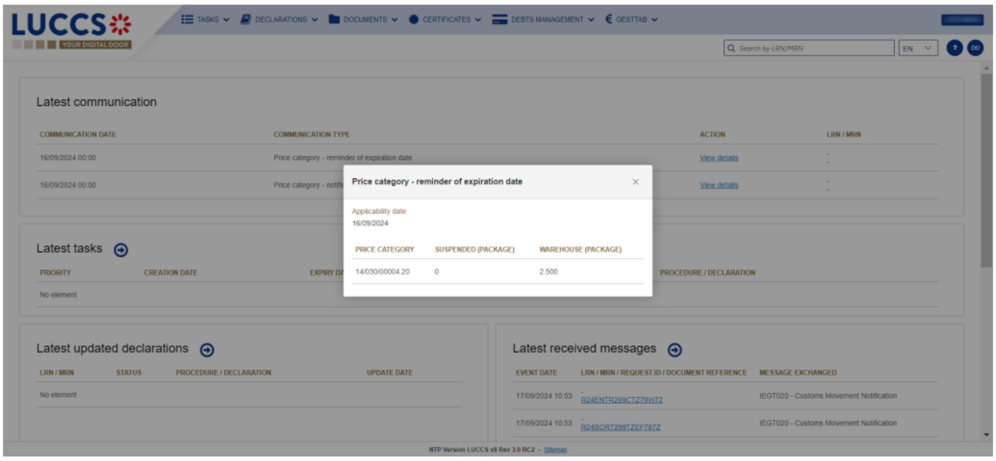


Figure 294 Expiration notification of tax signs

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.

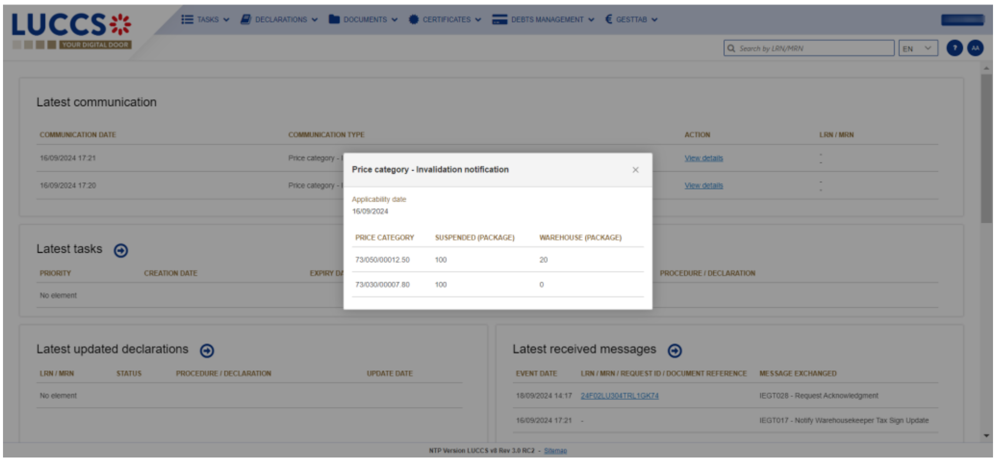


Figure 295 Invalidation notification of price categories

Information about the upcoming invalidation of the price category is also visible in the inventory and in the tax sign order form.

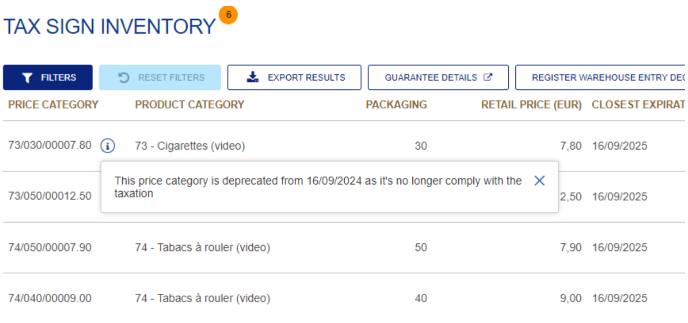


Figure 296 Tax signs invalidated in the inventory

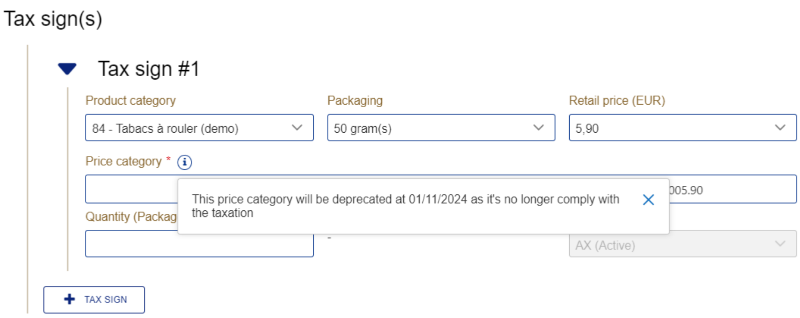


Figure 297 Remainder in tax sign order for close-to-invalidation price category

B-PROCESSING TOBACCO MANAGEMENT REQUESTS

16.7 REGISTER REQUESTS RELATAED 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.

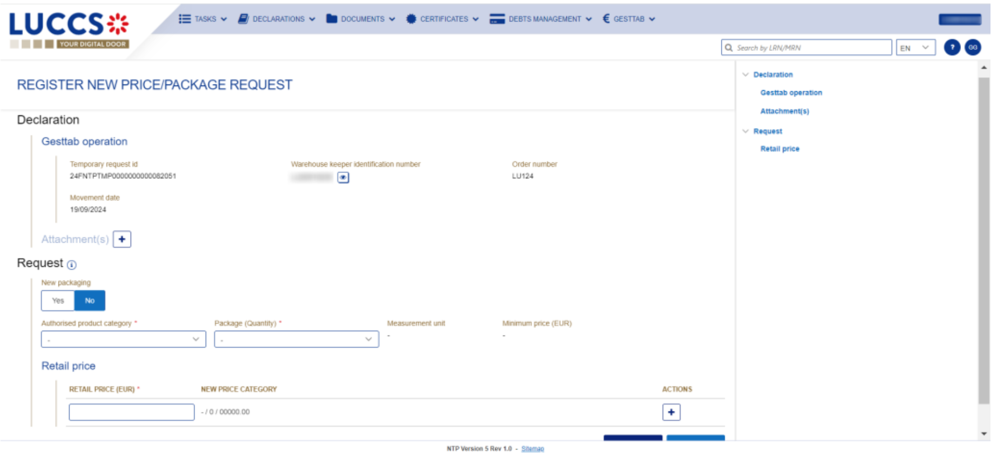


Figure 298 Registration of request for new price/package

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.

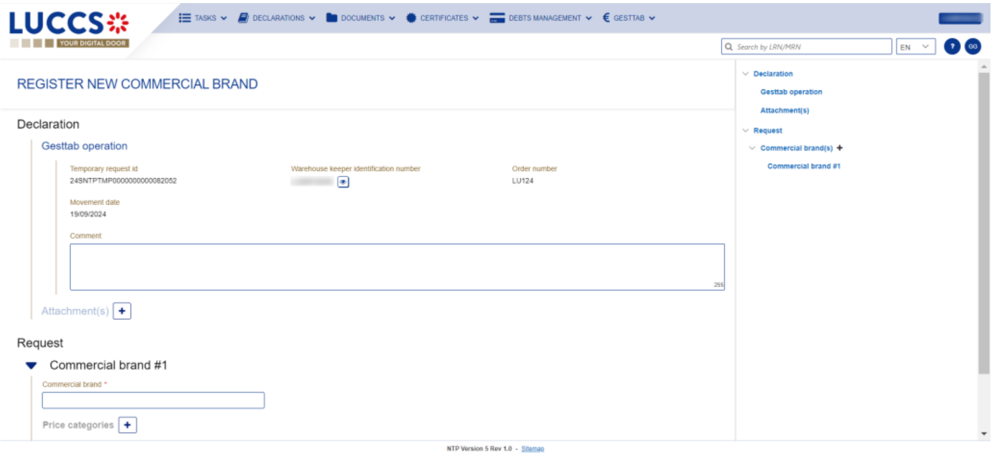


Figure 299 Registration of new commercial brand

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.

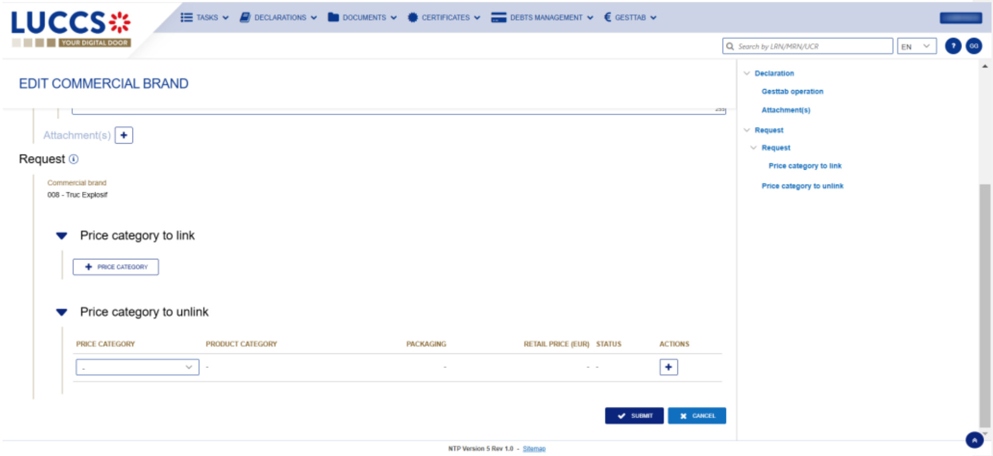


Figure 300 Update request for commercial brand

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.

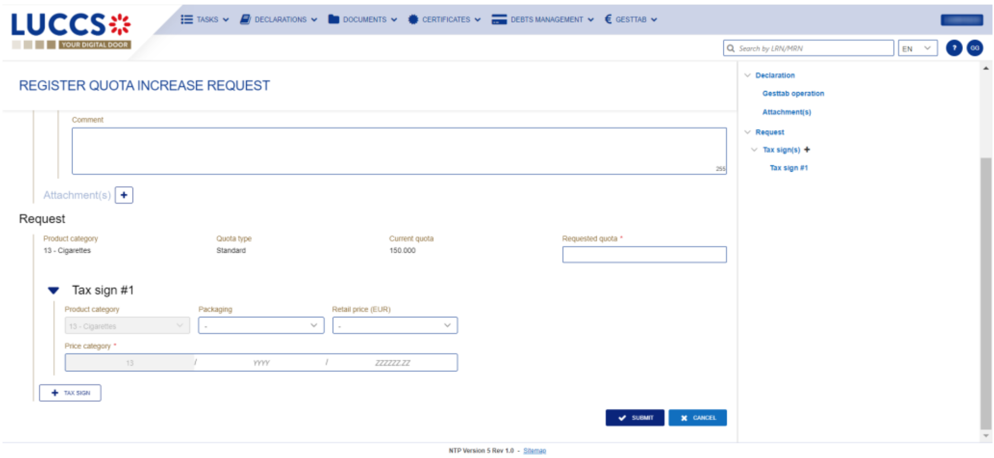


Figure 301 Registration of quota increase request

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**.

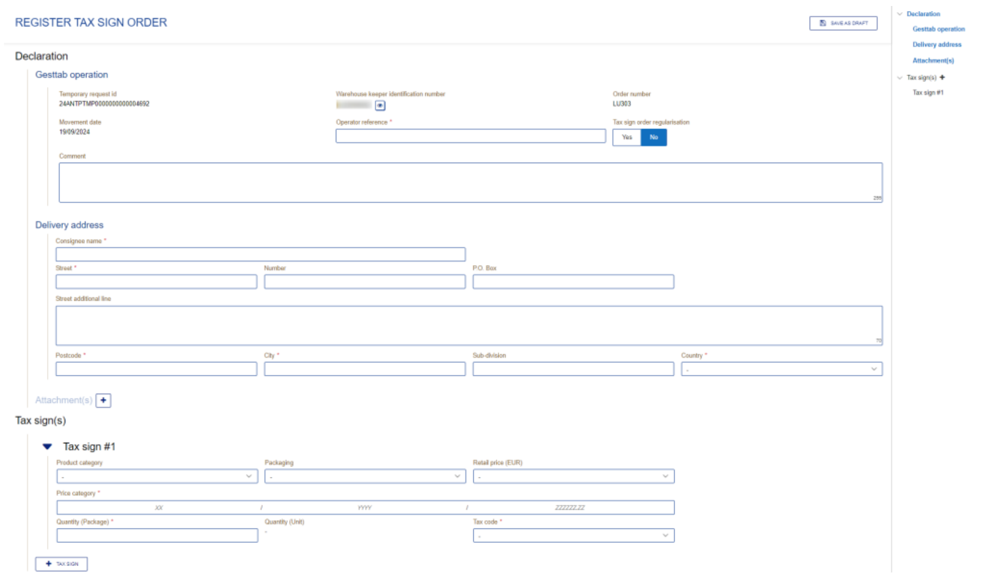


Figure 302 Registration of tax sign order

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 (only for products subject to quota). Click on **Yes**.

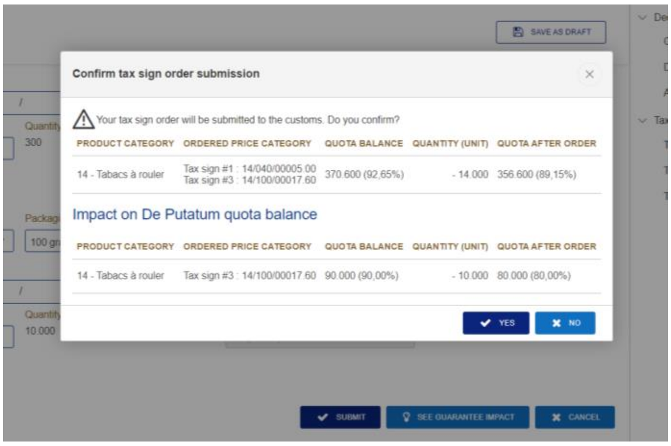


Figure 303 Pop-up - Impact on quota of a tax sign order

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.

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.

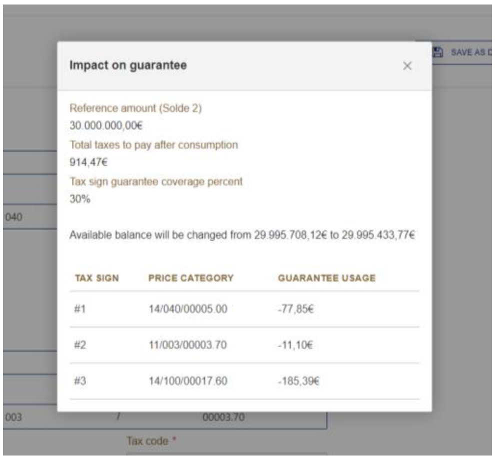


Figure 304 Pop-up - Guarantee impact of a tax sign order

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**.

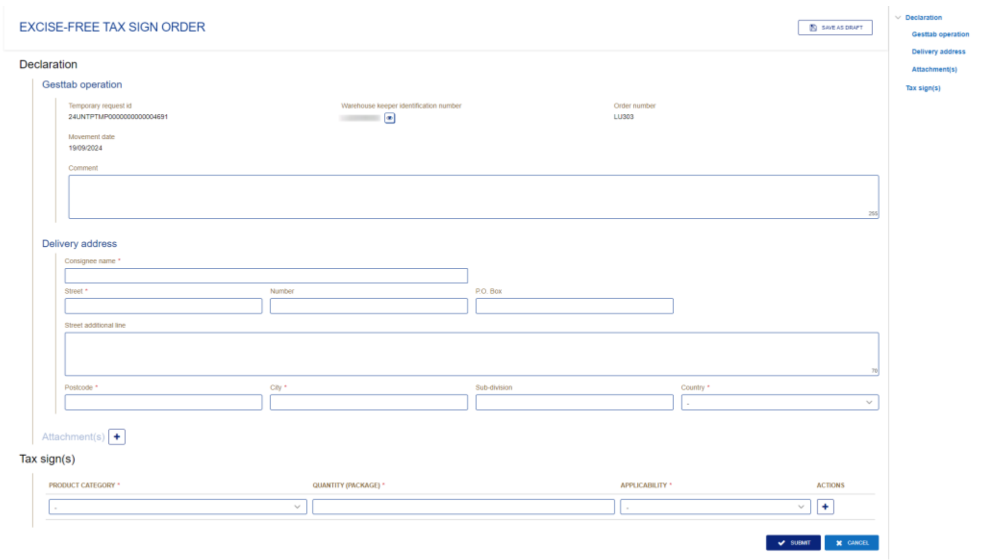


Figure 305 Registration of excise-free tax sign order

2. Fill in the form by providing the information about:
   - Declaration
   - 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
   - Either from **Menu > Declarations > New declarations > Gesttab > End product > Warehouse entry declaration**
   - Or from **Menu > Gesttab > Inventory > Register warehouse entry declaration**

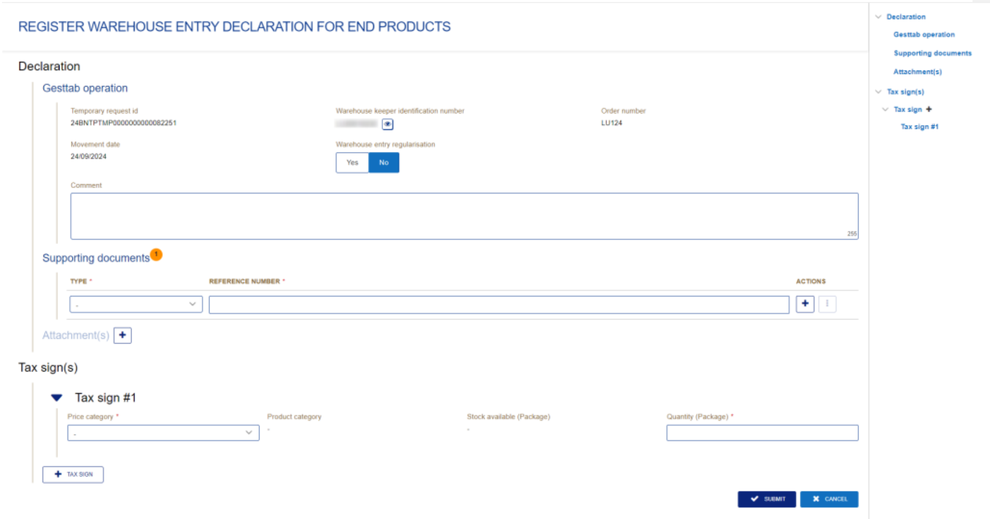


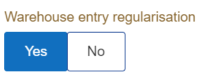
Figure 306 Registration of Warehouse entry declaration for end products

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 **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.



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**

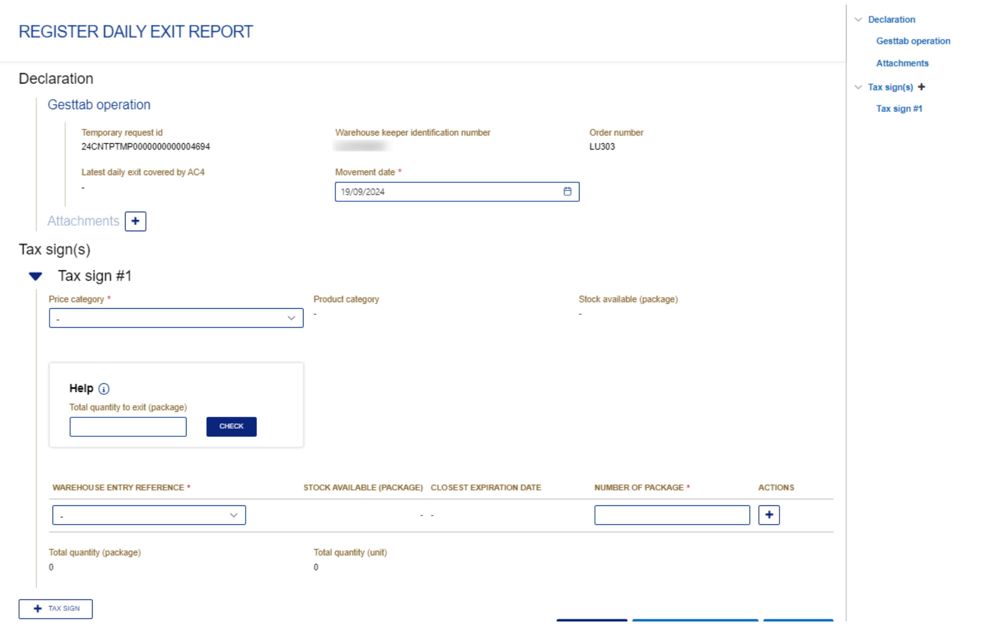


Figure 307 Registration of daily exit report

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.

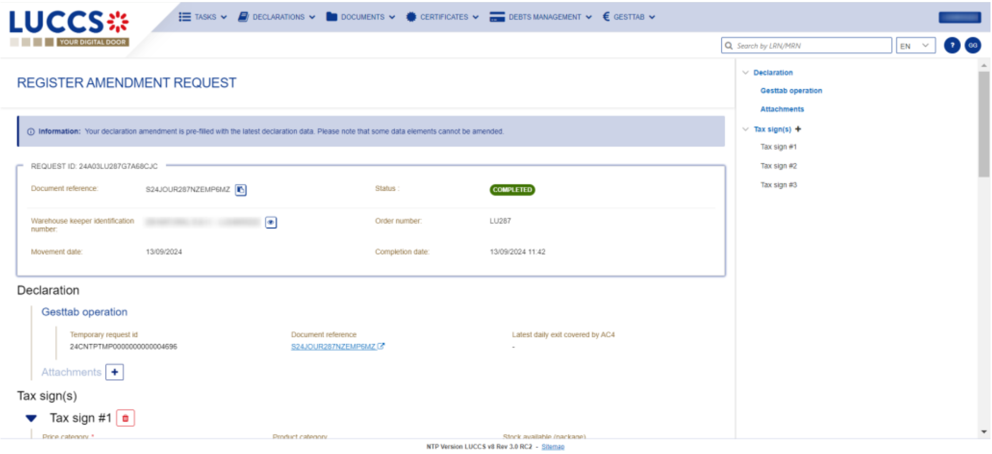


Figure 308 Registration of daily exit report amendment

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

The AC4 form is automatically filled based on the "Monthly AC4 Declaration" parameter. When your "Monthly AC4 Declaration" parameter is set to "Yes", the standard AC4 declaration covers all daily exit reports of the oldest month. Otherwise, it covers all daily exit reports of the oldest week.

A standard AC4 declaration must be issued weekly based on the daily output reports of the week.

To submit an AC4 declaration:

1. Open the form
   - From the **Menu > Declarations > New Declarations > Gesttab > End product > AC4 declaration.**
   - Or from the **Menu > Gesttab > Inventory > AC4 declaration**.

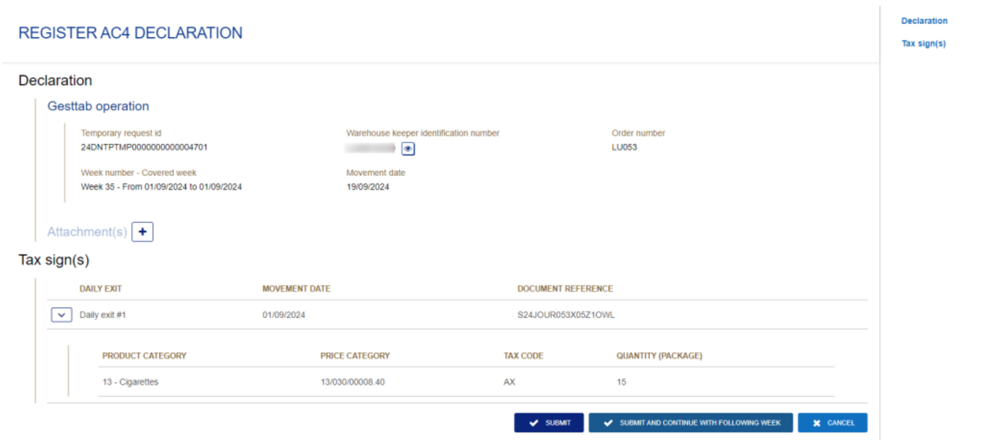


Figure 309 Registration of weekly AC4 declaration

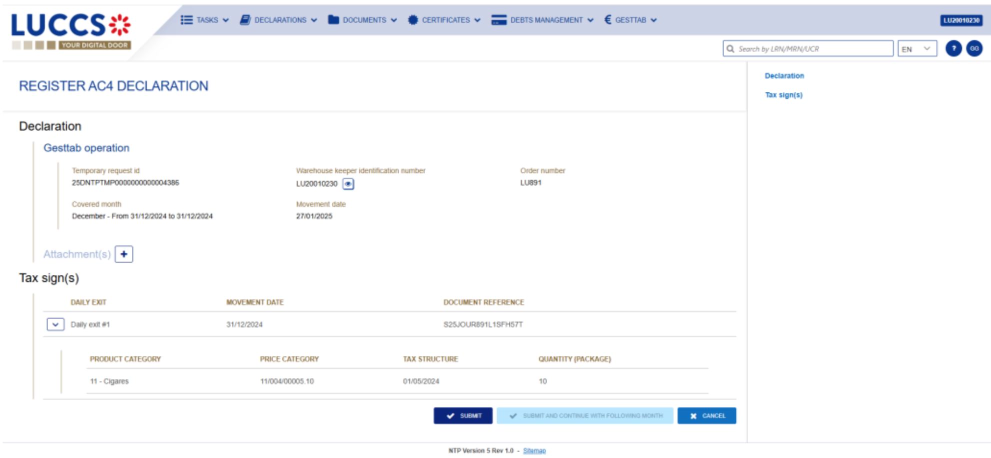


Figure 310 Registration of monthly AC4 declaration

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**

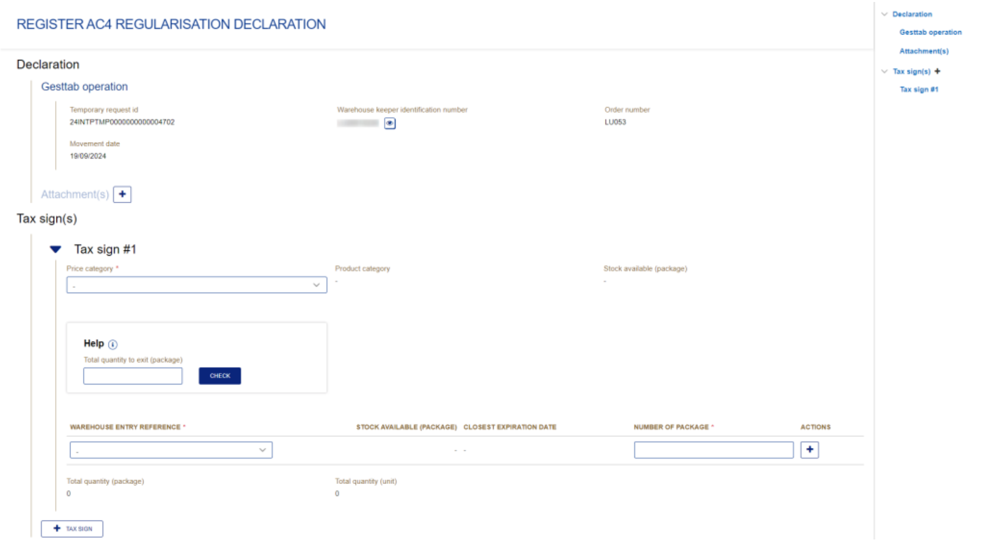


Figure 311 Registration of AC4 regularisation declaration

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 **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:

1. 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**

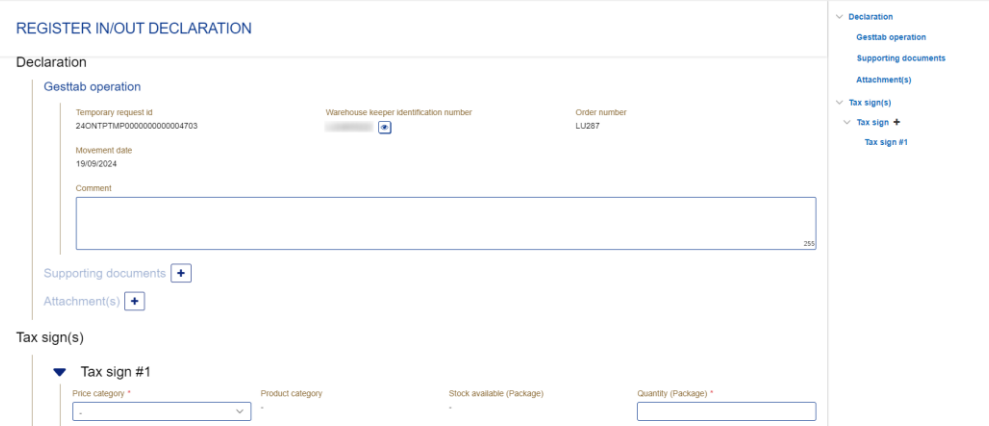


Figure 312 Registration of IN/OUT declaration

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**.

Figure 313 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**

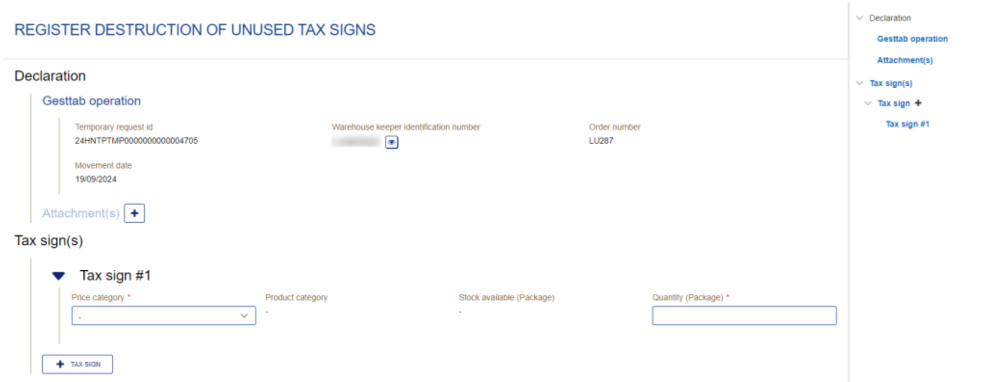


Figure 314 Destruction registration of unused tax signs

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**

Figure 315 Destruction registration of used 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 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:

1. 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**

Figure 316 Destruction registration of tax signs after consumption

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 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:

1. 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**

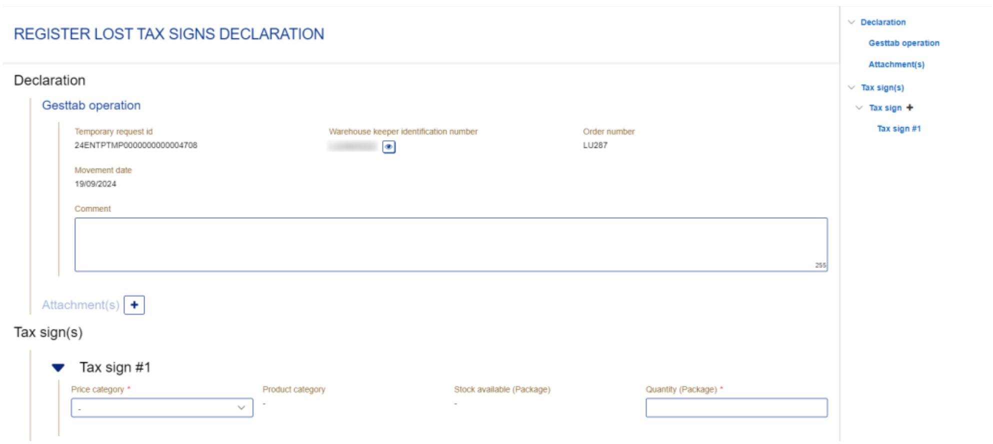


Figure 317 Registration of lost tax signs declaration

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 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:

1. Open the page **Menu > Declarations > New declarations > Gesttab > Bulk product > Stock entry declaration**

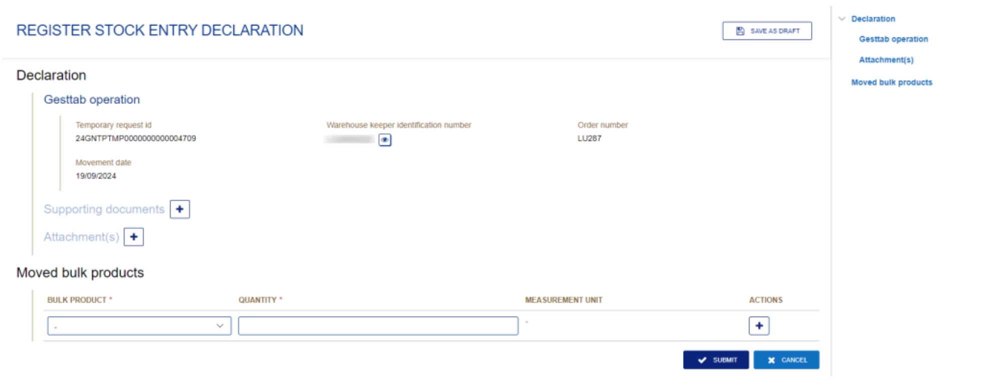


Figure 318 Registration of stock entry declaration

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**

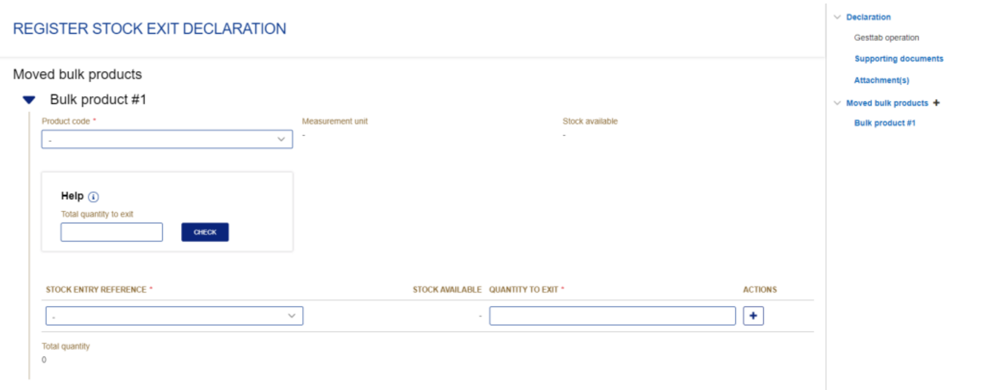


Figure 319 Registration of stock exit declaration

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**

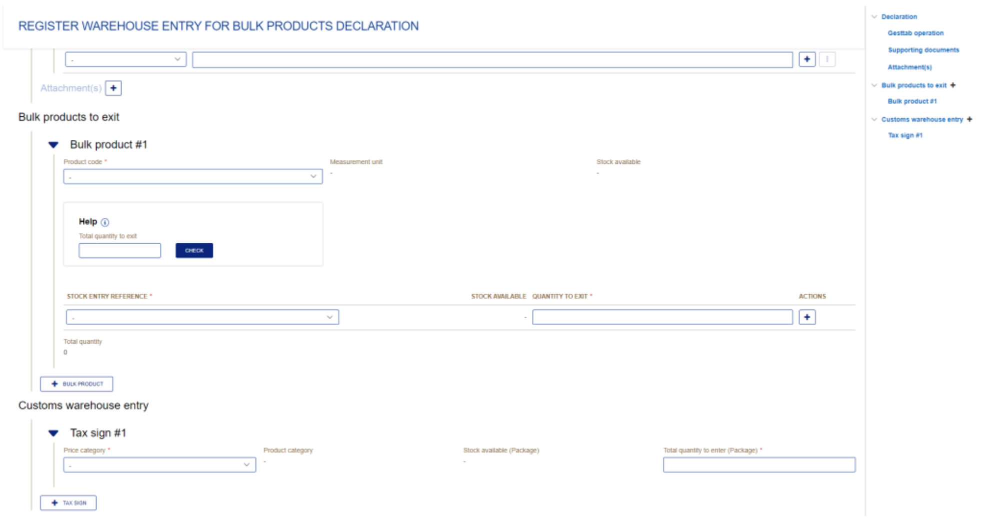


Figure 320 Registration of warehouse entry for bulk products declaration

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**

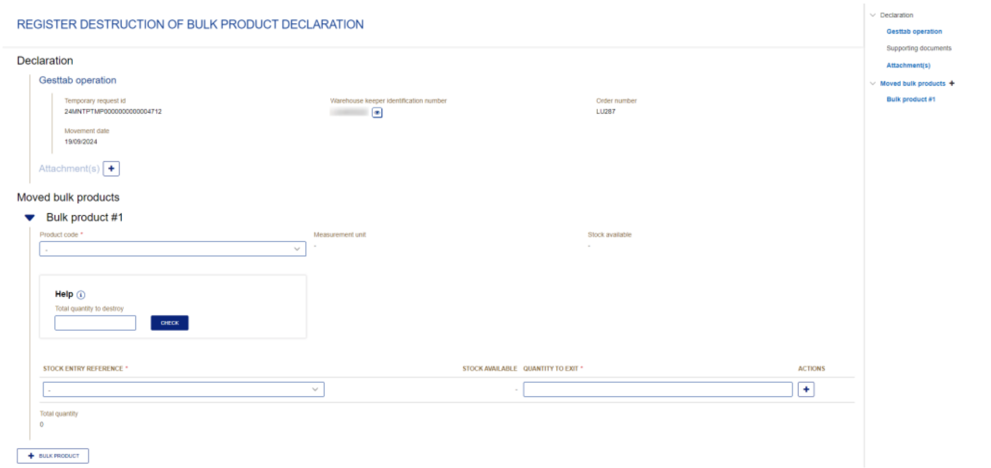


Figure 321 Destruction registration of bulk product declaration

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**

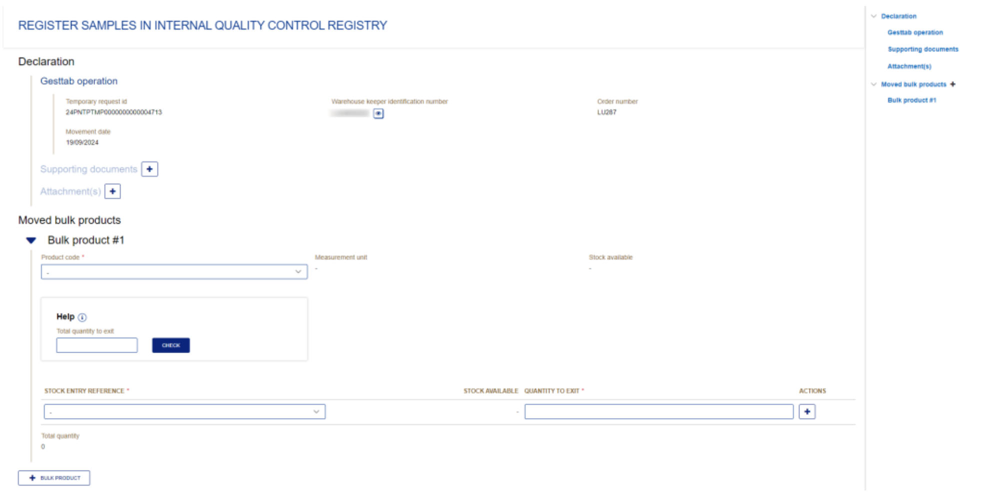


Figure 322 Samples registration

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.

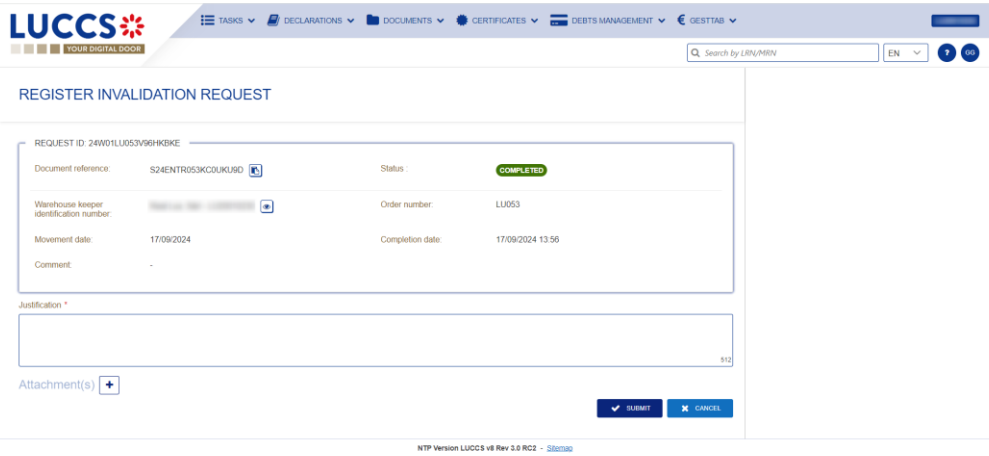


Figure 323 Registration of invalidation request

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.

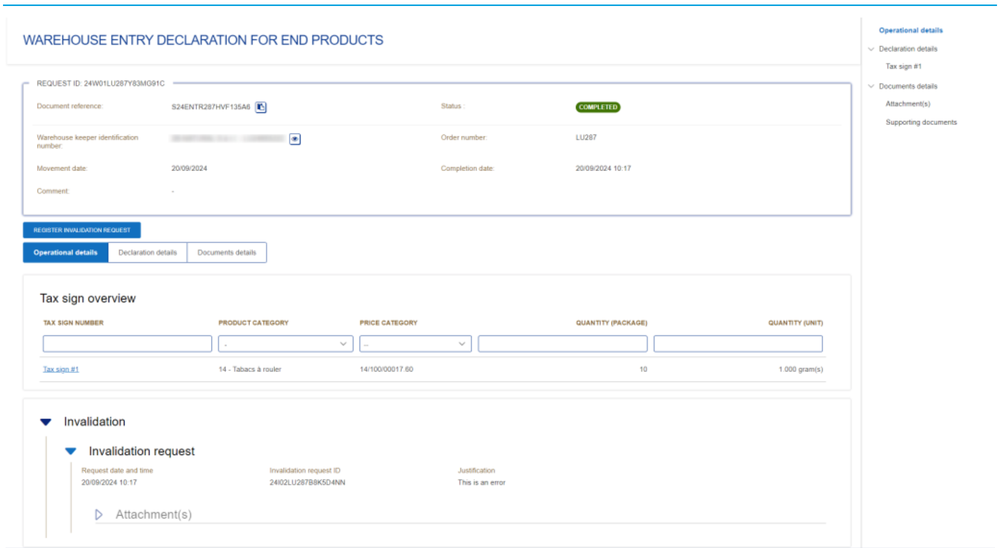
If the submission is not successful, you need to correct the errors.

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.



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.

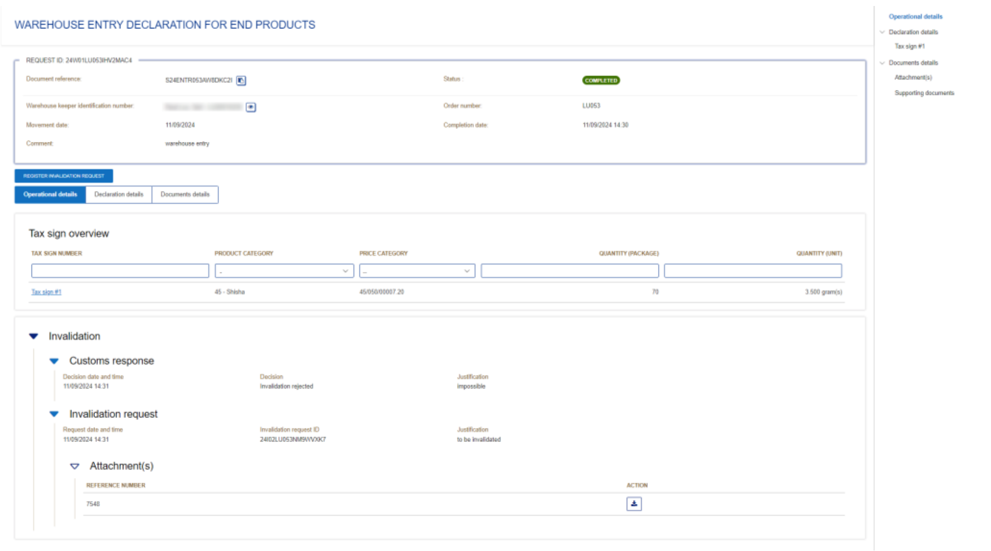


Figure 324 Decision on invalidation request

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.

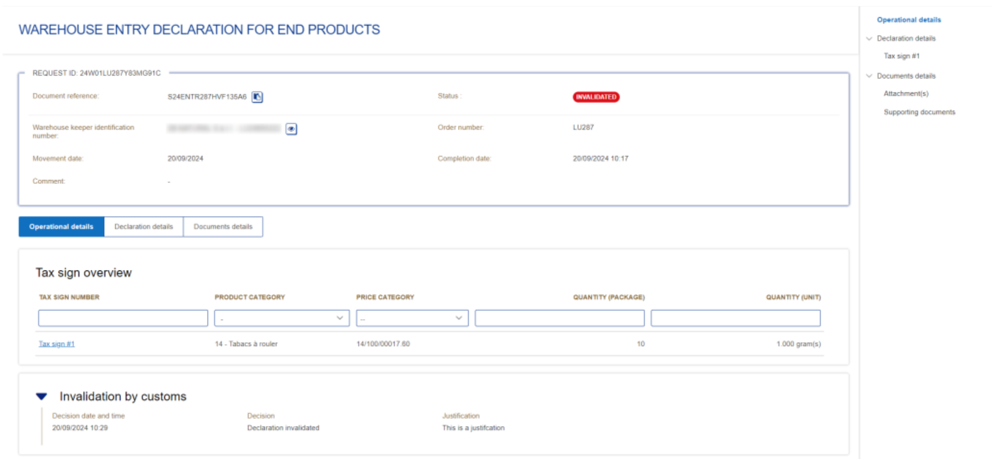


Figure 325 Invalidation by customs

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.

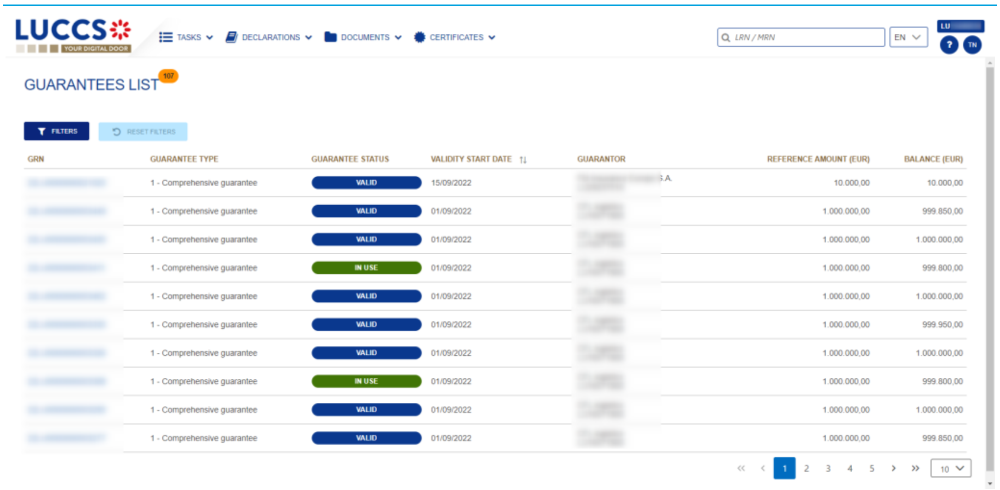


Figure 326: Guarantees list

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.

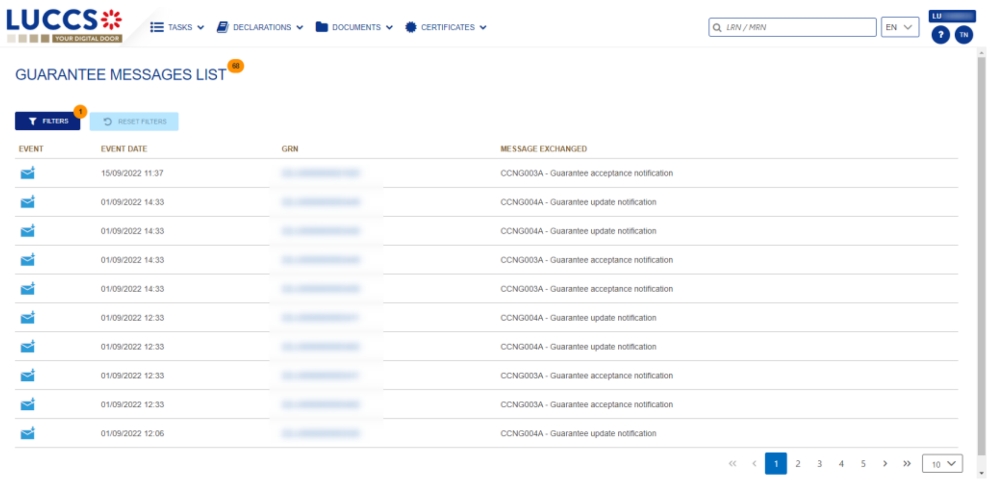


Figure 327: Guarantee messages list

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.
    - CGU authorisations: list of concerned CGU authorisations.
    - 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.

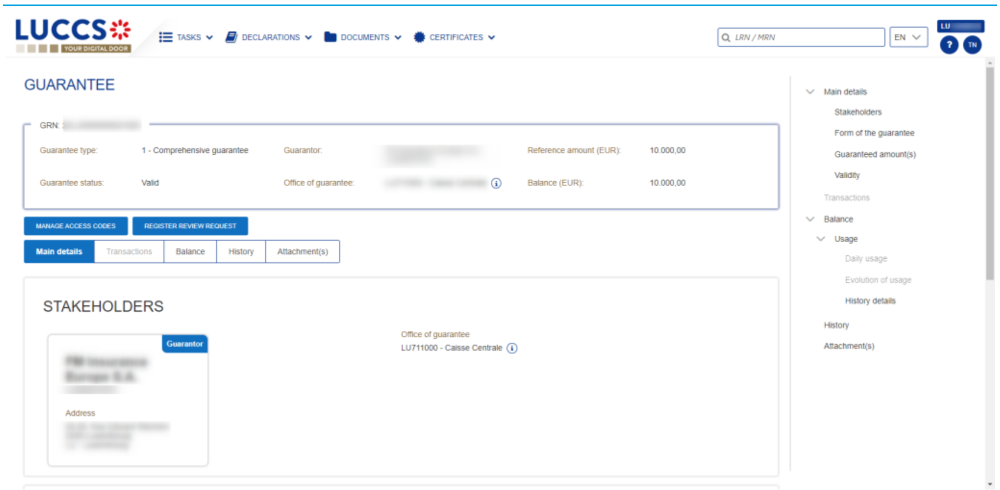


Figure 328: Guarantee – header

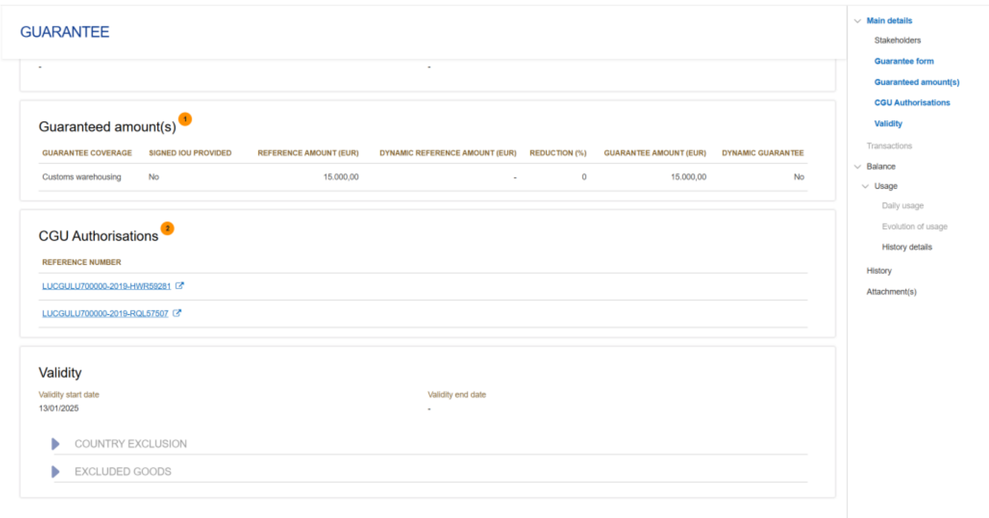


Figure 329: Guarantee - main details

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.

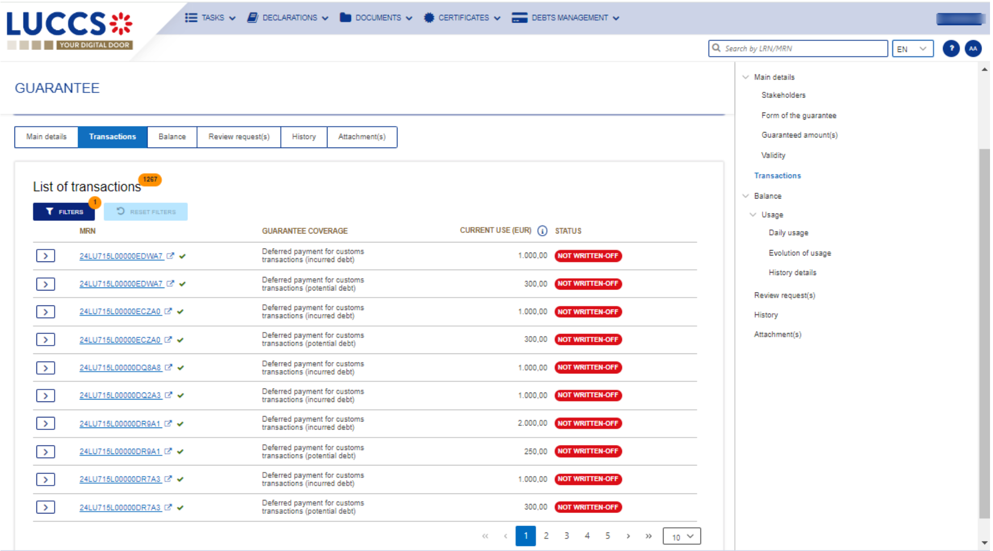


Figure 330: Guarantee - List of transactions

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.

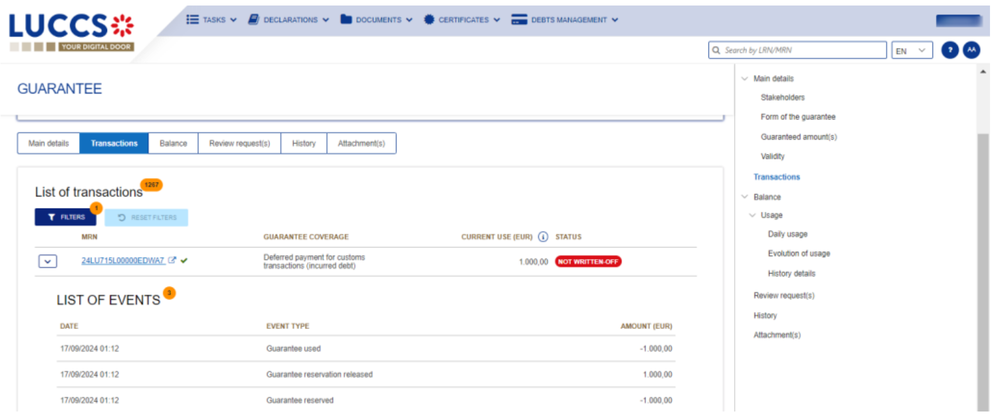


Figure 331: Guarantee - List of events of a transaction (not type 4 and not for transit)

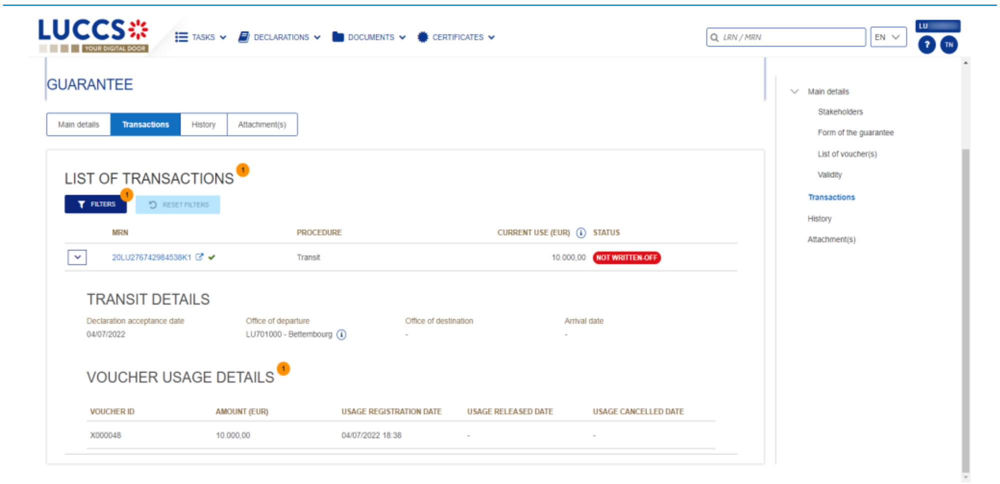


Figure 332: List of vouchers used by the transaction and transit details (type 4 guarantee)

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.

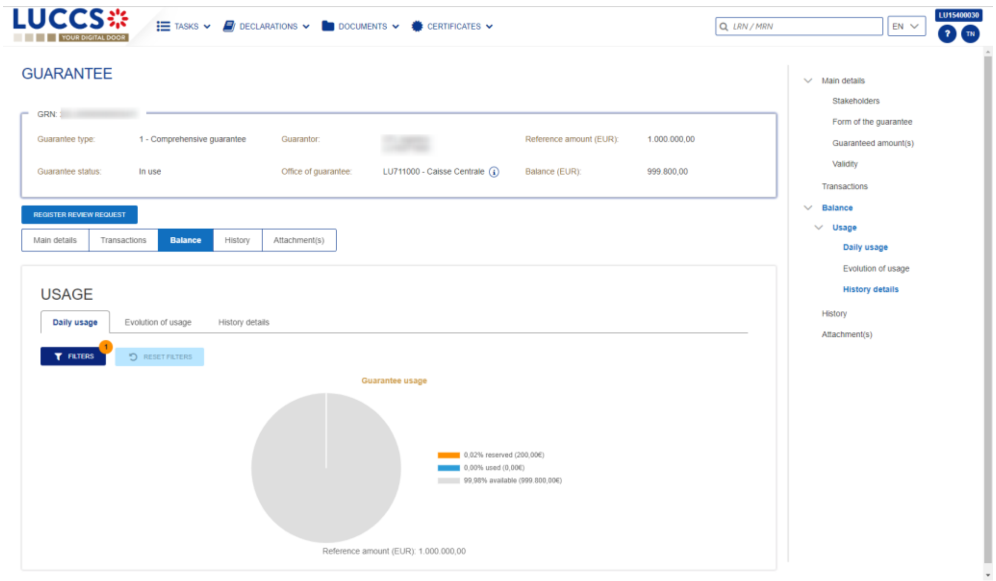


Figure 333: Guarantee - Daily use of the guarantee

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.

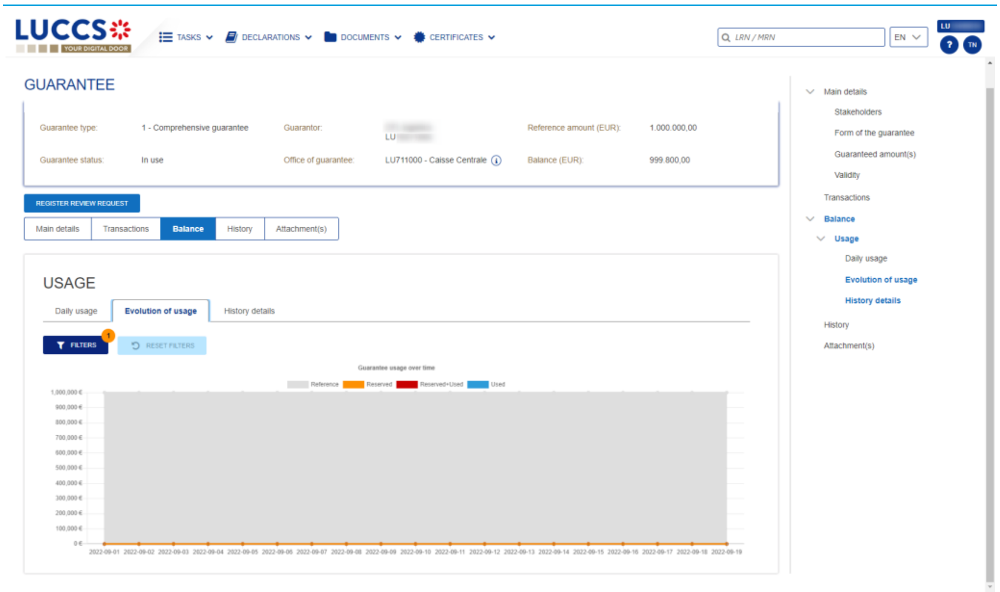


Figure 334: Guarantee - Evolution of usage

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.

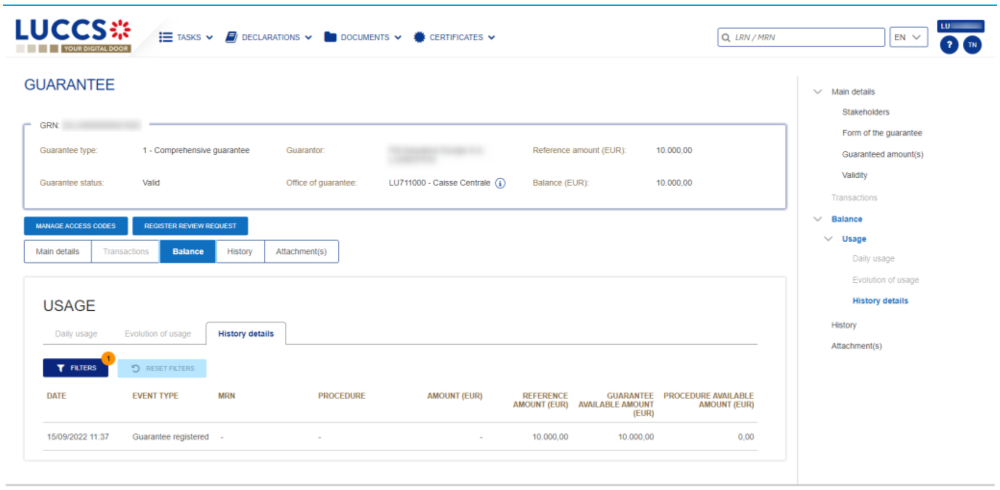


Figure 335: Guarantee – Guarantee's usage history details

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.

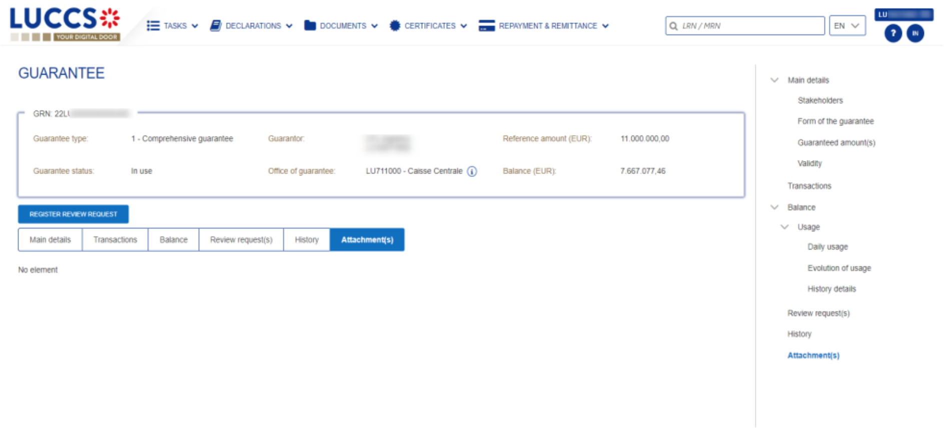


Figure 336: Guarantee - Attachment(s)

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.

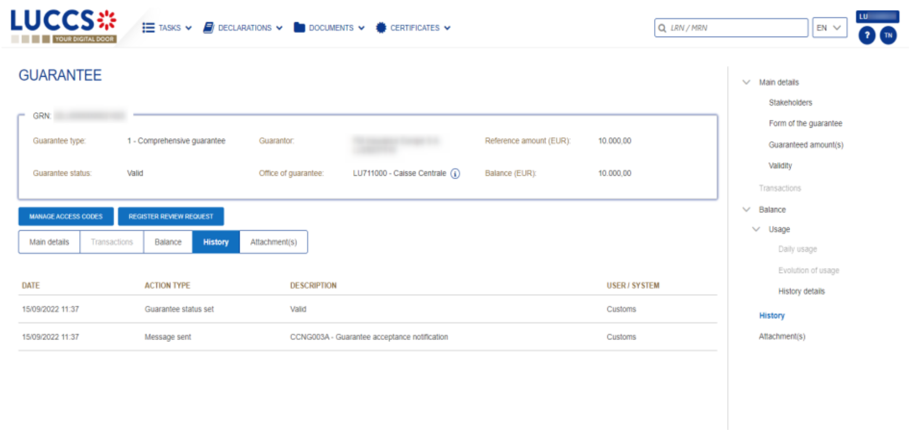


Figure 337: Guarantee - History

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. The guarantee is not linked to any CGU authorisations.
4. 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.**

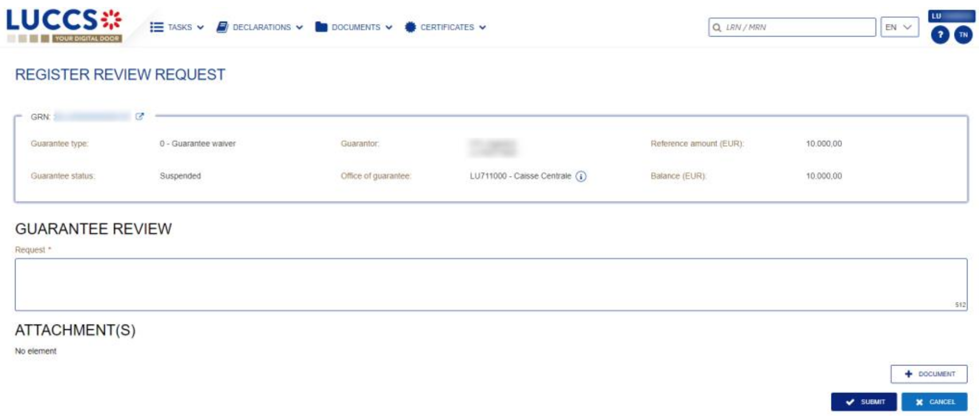


Figure 338: Registering a Guarantee Review Request

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.

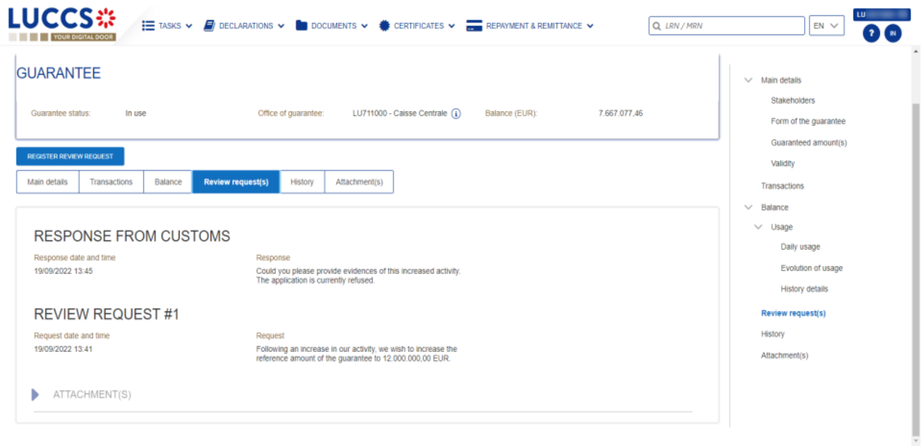


Figure 339: Guarantee - Review request(s)

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 MANAGE ACCESS CODES
3. The manage access code form opens.
4. The master access code can be viewed by clicking on the button
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.

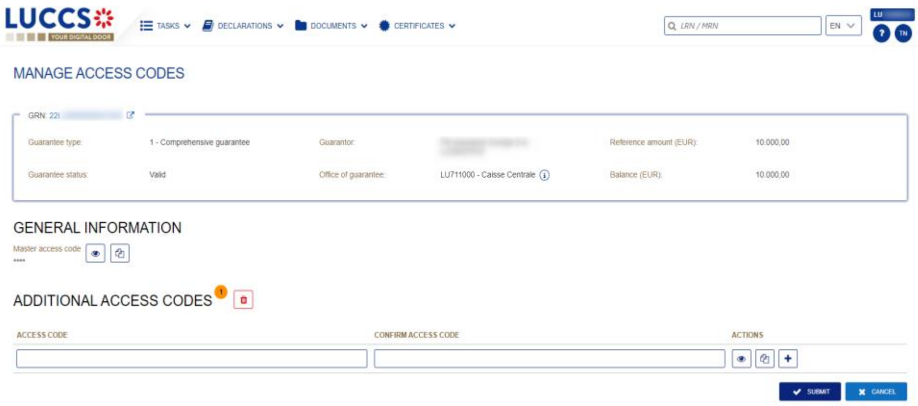


Figure 340: Guarantee Access Code Management

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

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.

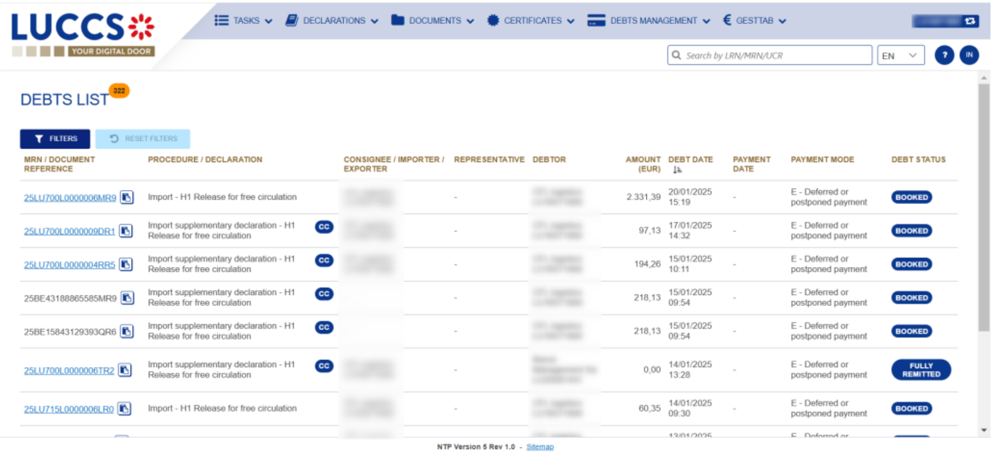


Figure 341: Debts list

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.

Notes:

1. By clicking on the **MRN** / **Document reference**, you can access to declaration view containing the **Debts Details**.
2. To distinguish centralized clearance declarations, a "**CC**" indicator is displayed in the Procedure/Declaration column.

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.

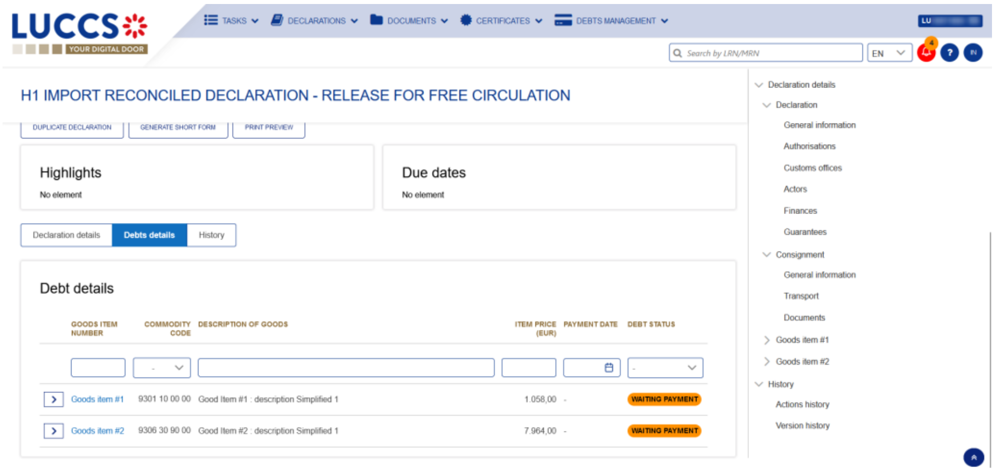


Figure 342: Import Declaration - "Debt Details" tab

3. The debt data related to the declaration is displayed and can be filtered by:

    - Item number
    - Commodity code
    - Description of goods
    - Item price (EUR)
    - Payment date
    - 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.

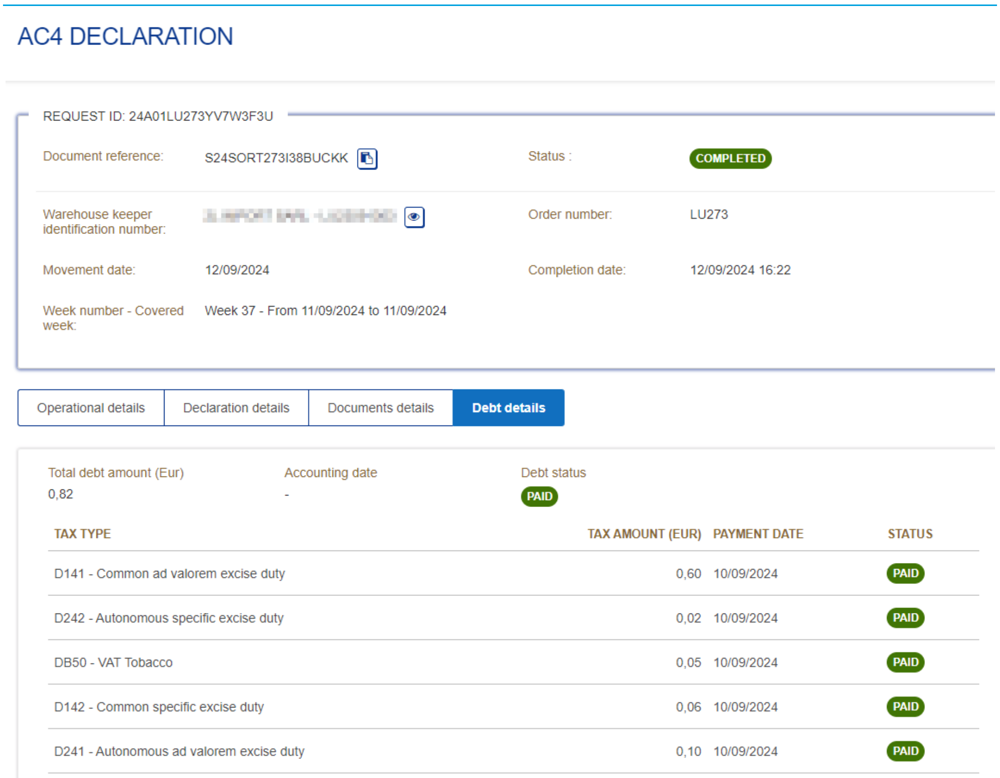


Figure 343: Gesttab Declaration - "Debt Details" tab

3. 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:

1. 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.

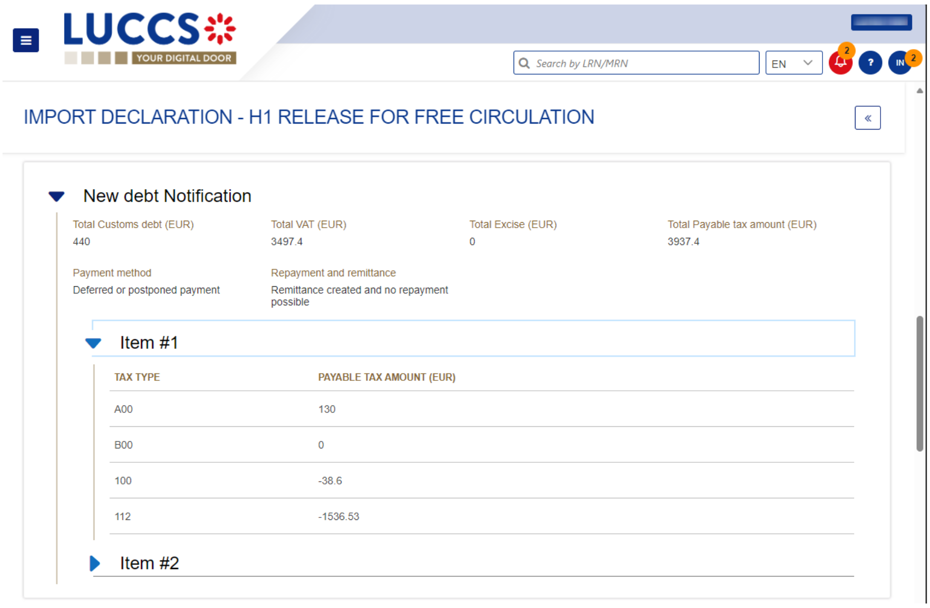


Figure 344: New debt notification card

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.

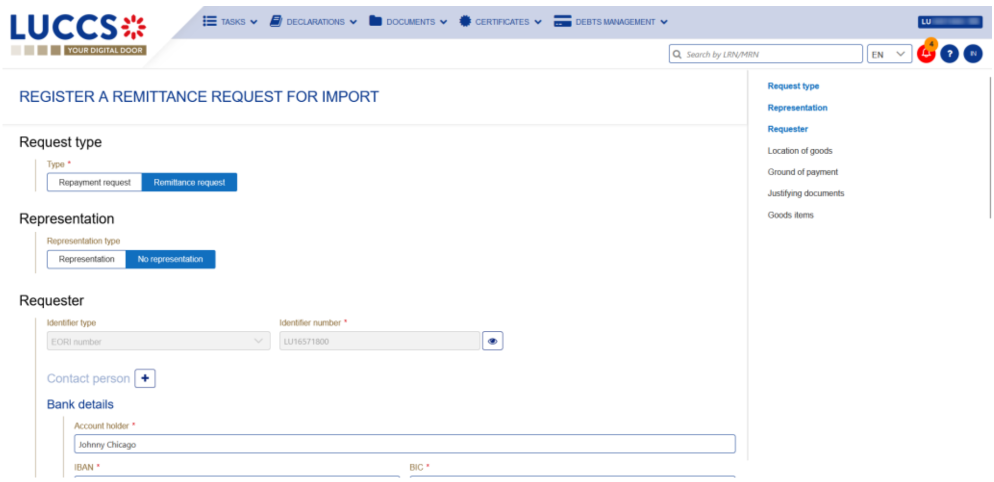


Figure 345: Register a repayment/ remittance request

4. Fill in the information related to the request and change the fields you wish to update. The amounts must be indicated separately for each item in the declaration.

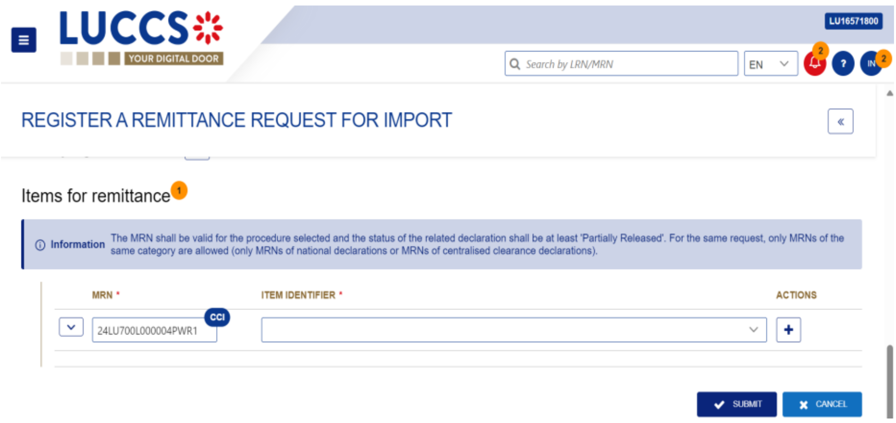


Figure 346: CCI Pills on repayment/ remittance request

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 banking details have already been saved for the logged-in user (in cases where other remittance/repayment requests referring to the 'bank details' section have been created previously), a checkbox will allow the retrieval of the last saved bank details to facilitate data entry.
2. 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.
2. 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.
3. For Excise – Tobacco, you can only submit a repayment request.

18.8.1 HOW TO SUBMIT A REPAYMENT REQUEST BASED ON THE POTENTIAL REPAYMENT NOTIFICATION

The customs authorities may notify you of your right for repayment in the following cases:

- **Loss of tax signs**: When an annual report on the loss of tax signs is issued, you receive a notification indicating the potential repayment related to these losses.
- **Destruction of tax stamps**: When tax signs that have already been consumed and paid (partially or fully) are destroyed, you receive a notification indicating the potential repayment associated to the destruction.

You have the possibility to send a repayment request based on the data contained in the notification,

To submit a repayment request using the received potential repayment :

1. Access the **Latest Communications** section through the dashboard.
2. Find the communication type **Potential repayment related to losses** or **Potential repayment related to destructions.**

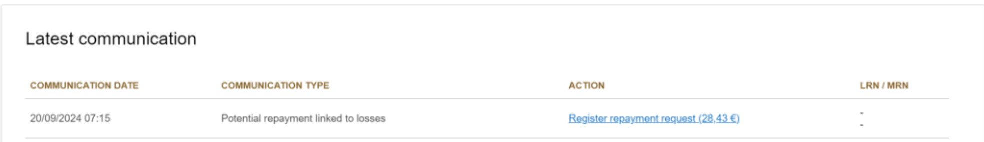


Figure 347 Potential repayment notification

3. Click on **Register repayment request**. (The total repayment amount is mentioned next to it in parentheses.)
4. The registration form opens, and the information on "Items for Reimbursement" is pre-filled.

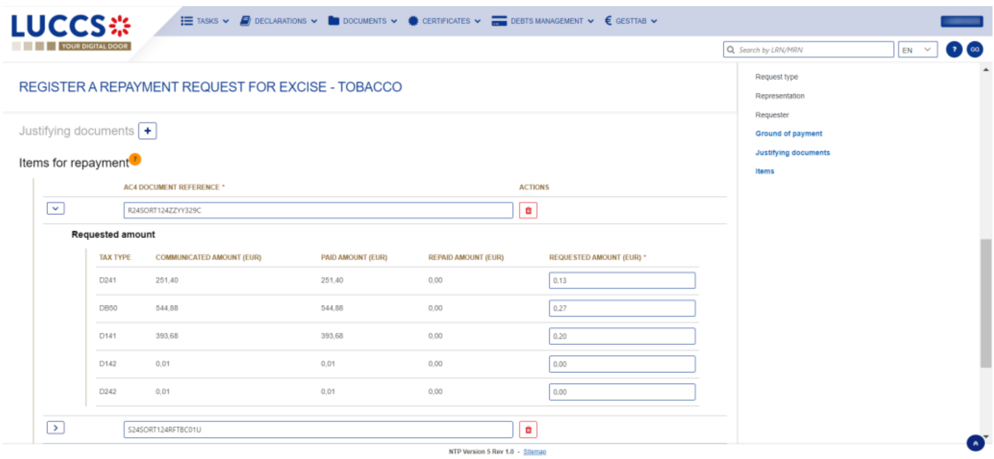


Figure 348 Registration of a repayment request - Tobacco

5. Fill in the relevant information for the request and update any fields you wish to change.
6. 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

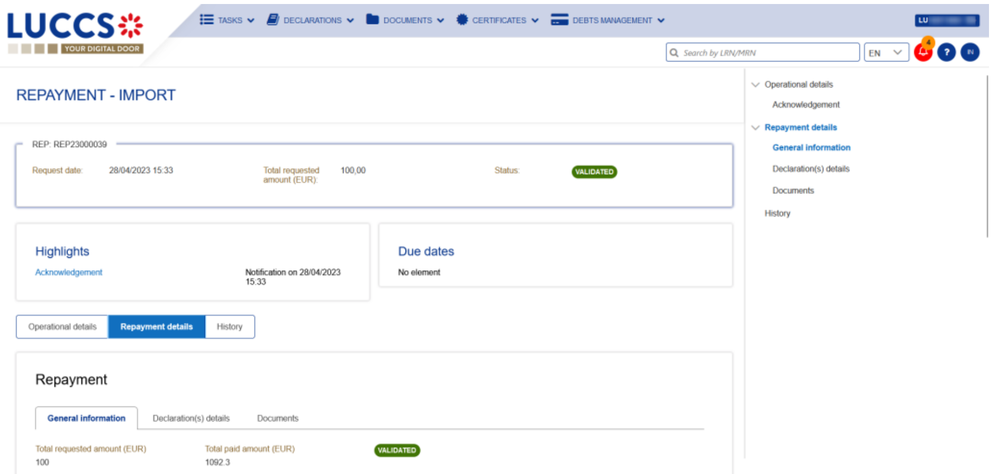


Figure 349: Repayment request details

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.

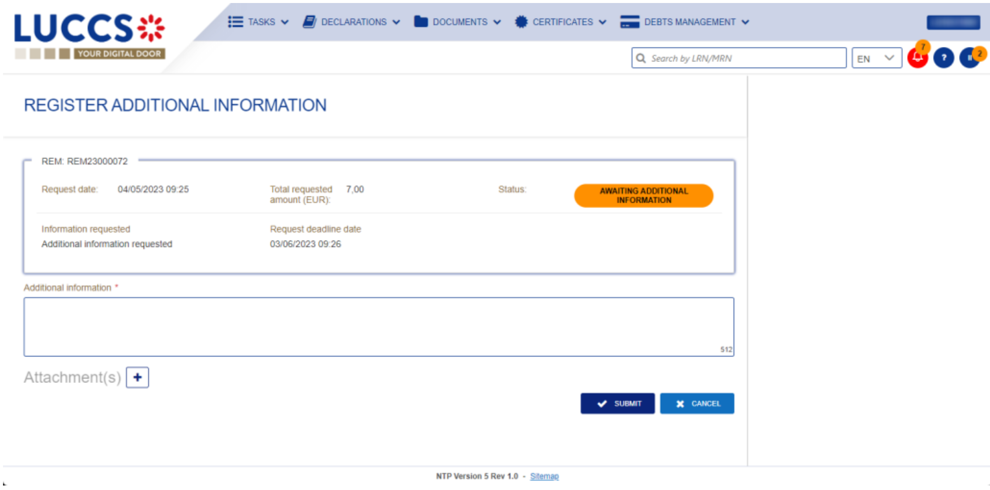


Figure 350 : Register additional information

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.

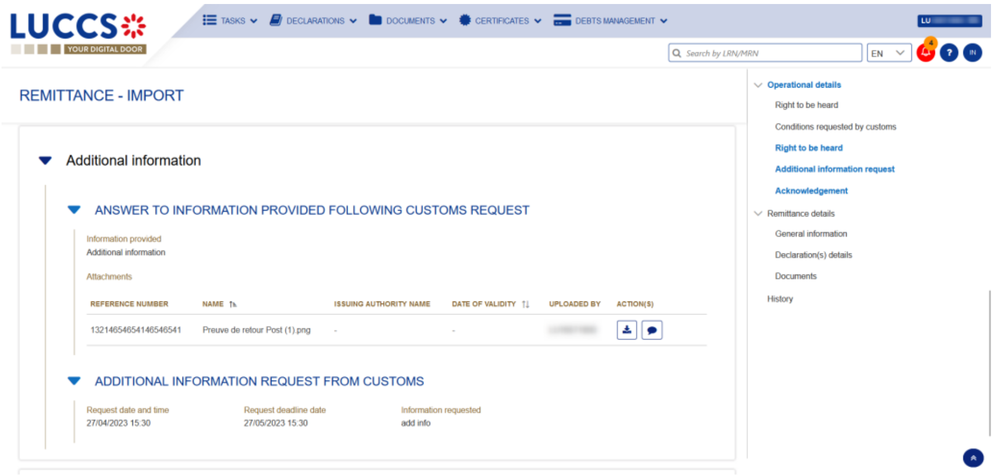


Figure 351: Additional information – Repayment and remittance

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.

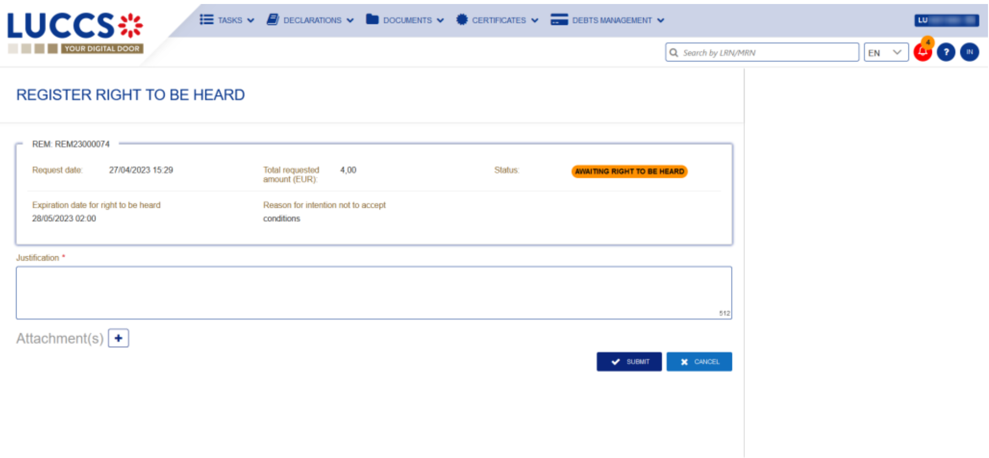


Figure 352: Register right to be heard - form (repayment/remittance)

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.

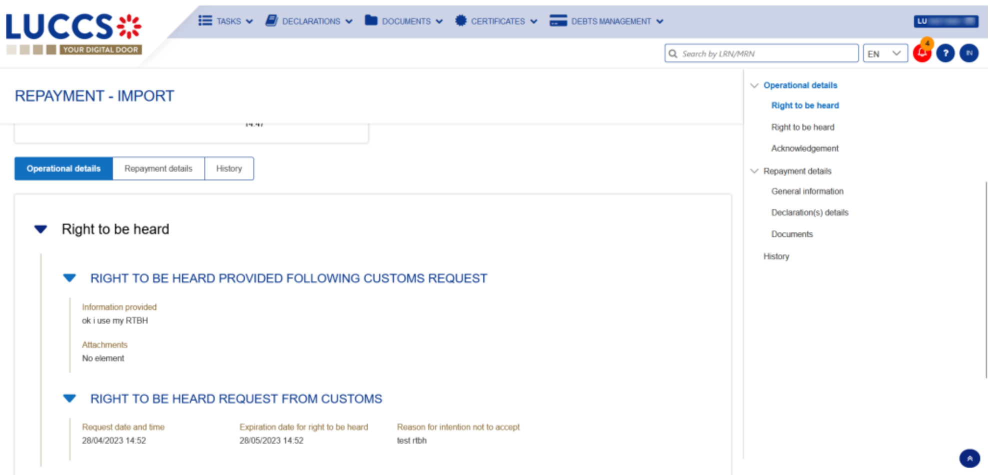


Figure 353: Right to be heard - details (repayment/remittance)

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.

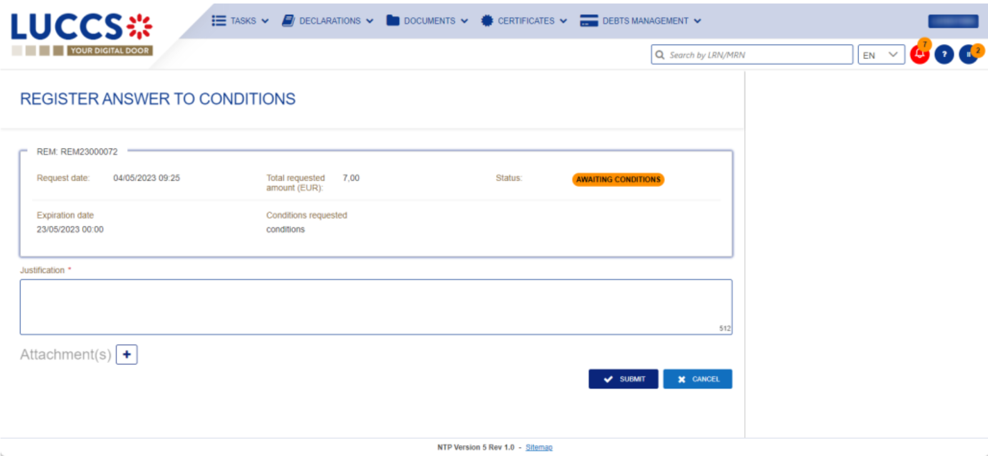


Figure 354 : Register answer to conditions - form

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.

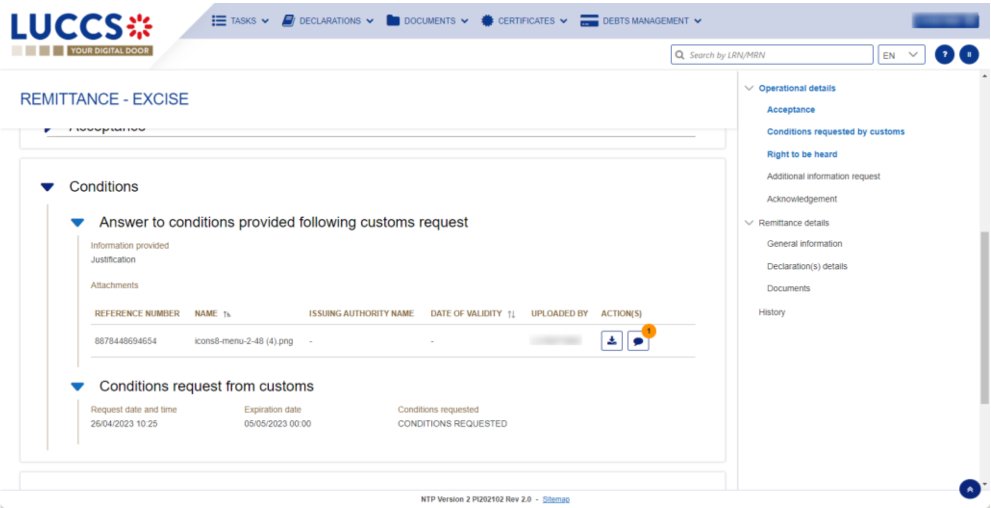


Figure 355: Answer to the requested conditions - details

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.

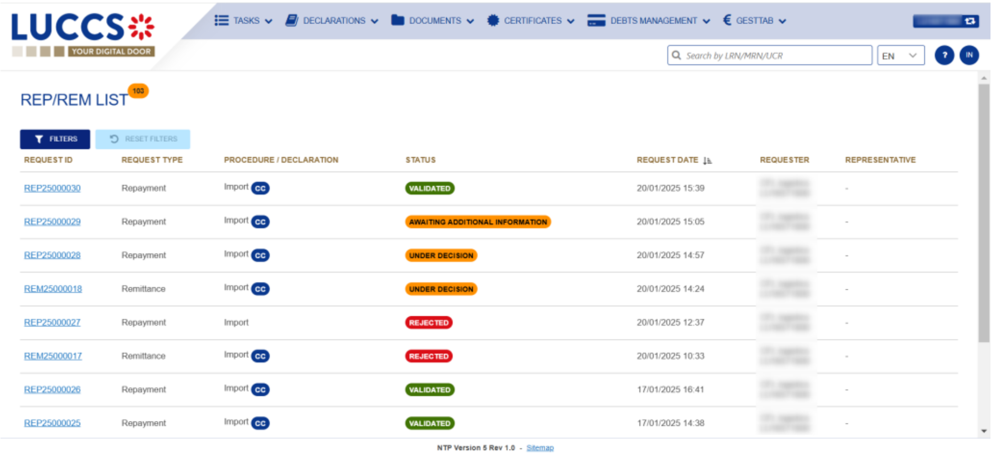


Figure 356: List of repayment and remittance requests (REP /REM)

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.

Notes:

1. you can access the **Repayment/remittance view** by clicking on the **Request ID**.
2. To distinguish requests associated to centralized clearance declarations, a "**CC**" indicator is displayed in the Procedure/Declaration column.

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 CUSTOM 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.

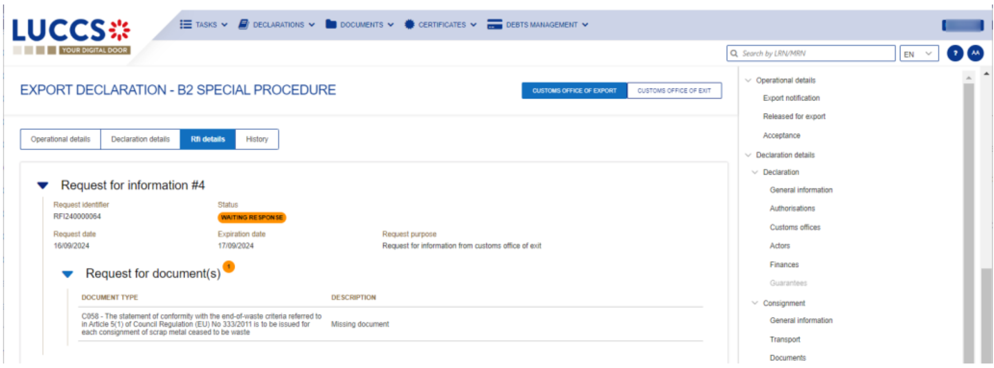


Figure 357 : Consult the Request for information

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.

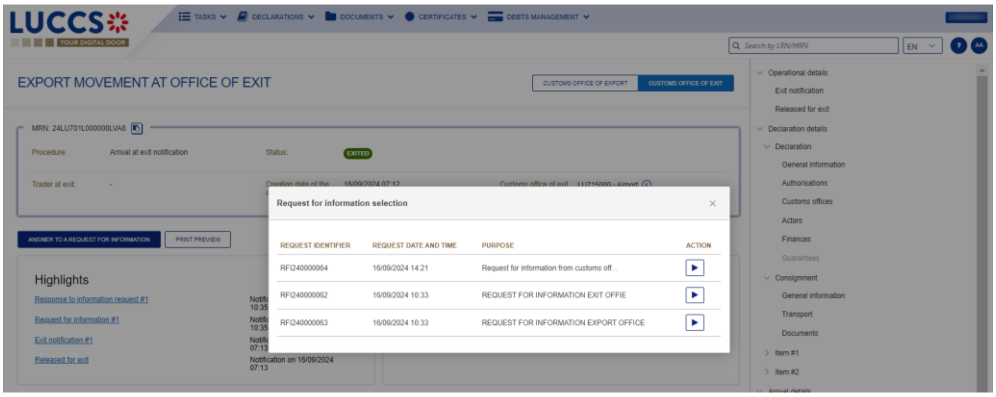


Figure 358: Choice of request for information to answer

4. Select the request you want to reply and click on **action.**
5. The registration form opens.

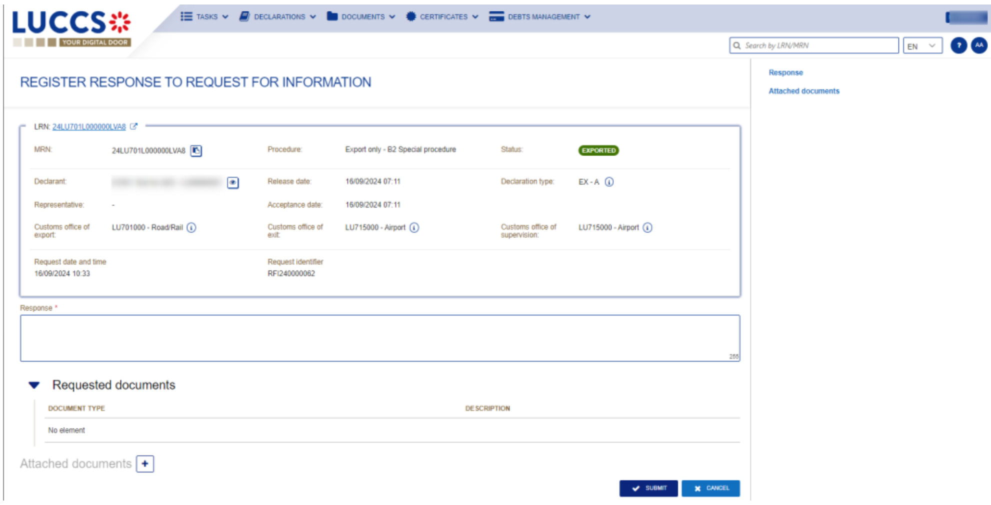


Figure 359 Answer to a request for information

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.

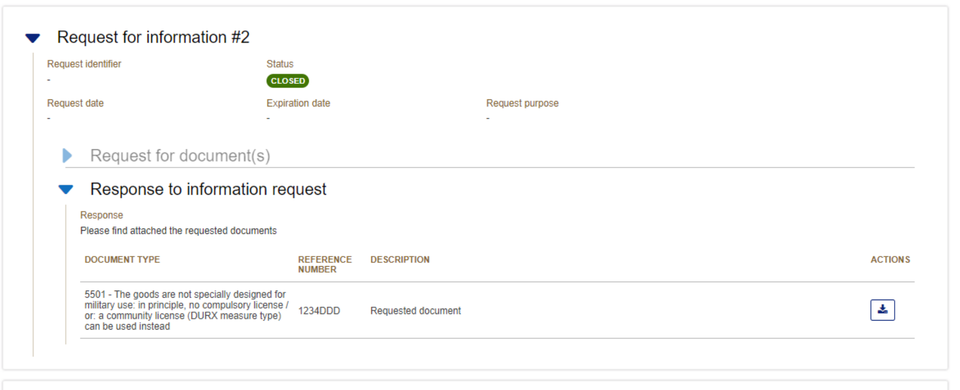


Figure 360 Answer of a request for information

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					
Register declaration amendment					
Register decision to amend declaration following suggestion from customs (Register suggested amendment)					
Register right to be heard					
Register unloading remarks					
Register information about non-arrived movement					
Register a supplementary declaration					
Register correction following a partial presentation					
Register requested documents / information					
Register advice on required amendment					
Register suggested amendment					

Register a declaration					
Register information on non-exited export’					
Register manifest					
Register exit notification					
Repayment and remittance					
Register right to be heard					
Register additional information					
Register answer to conditions					

20.2 OPTIONAL TASKS BY CUSTOMS PROCEDURE

Task	Transit	Import	Excise	Temporary storage	Export	Tobacco management
Register cancellation request						
Register invalidation request						
Register correction request						
Register amendment request						
Register intention to transfer						

Register national arrival notification						
Register transfer completion						
Register repayment/remittance 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-lodged 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

20.4 HOW TO COMPLETE AN IMPORT CUSTOMS DECLARATION

General principles

- 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

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

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:

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.
- **Person providing a guarantee (Identification number)** *(H1 RFFC – H1 – H3)*: To be completed if the EORI number is different from the declarant's one. Only operators holding a mandate with the declarant and a comprehensive guarantee for deferred payment can be entered.
- **Person paying the customs duty (Identification number)** *(H1 RFFC – H1 – H3 – H5)*: To be completed if the EORI is different from the declarant's one. Only operators holding a mandate with the declarant and a comprehensive guarantee for deferred payment can be entered.
- **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.

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.

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)*

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

.

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.

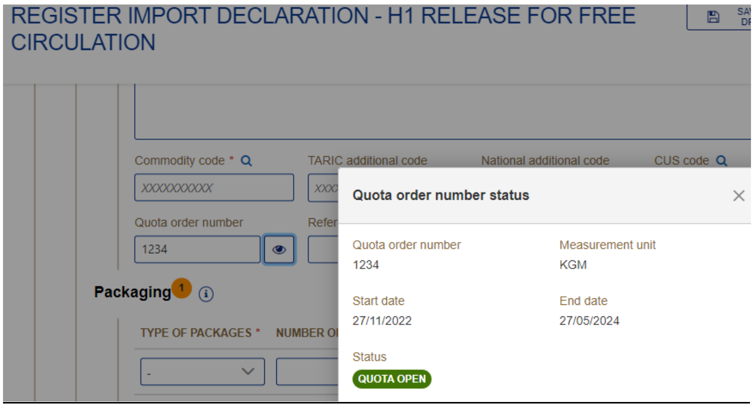
Substances are also identified by the Chemical Abstracts Service Registry Number (CAS RN), a system used to identify chemical substances worldwide, in addition to other numbers such as EC, UN...

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.



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.

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.

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
Axx	Inward processing (Article 256 of the Code)
Bxx	Outward processing (Article 259 of the Code)
Cxx	Relief (Council Regulation (EC) No 1186/2009 (*))
Dxx	Temporary admission (Delegated Regulation (EU) 2015/2446)
Exx	Agricultural products
Fxx	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

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: AUTORISATIONS** *(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

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...

- 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.

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.

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).