

User Guide

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

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Overview

Application Description

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

Enrolment

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

Helpdesk service can be reached:

By email: servicedesk@do.etat.lu

By phone: (+352) 28.18.2000

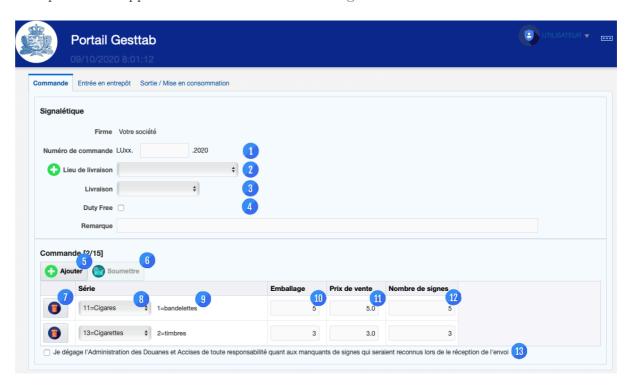
Authentication

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

Web application

Placing sign orders

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

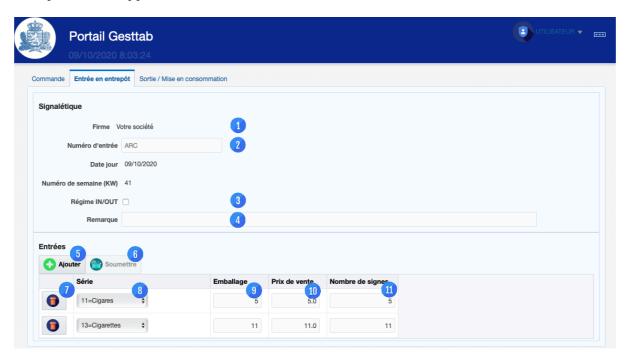


#	Field	Description
1	Order Number	This is the order number. Only the middle part of the complete order number needs to be filled by the user. The LUxx and year part of the order number will be filled by the system.
2	Delivery Place	The user must select a delivery place. If the desired one is not listed,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

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

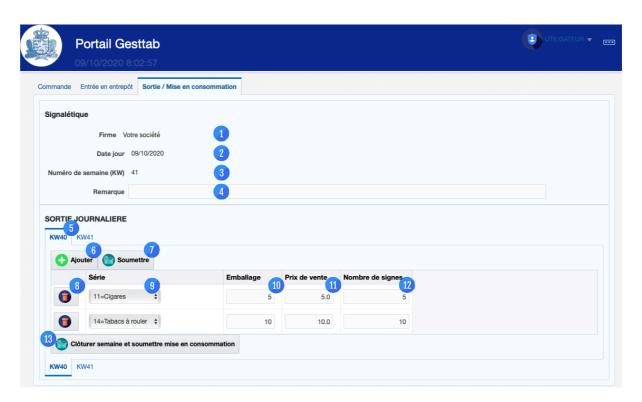
Entry declaration

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



Exit/Release for consumption declaration

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



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

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

Releases

Version #	Description
1.0.0	Initial Revision
1.2.0	New "Especes" codes
2.0.0	Entry, Exit, Release for consumption

Annex

Terms and abbreviations

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

External References

Ref.	Document	Description

Error Codes

N/A

Supported browsers

Firefox

Chrome

Safari