

Portail Gesttab

User Guide

Versions	Date	Description	Author
1.0	6 Mar 2019	Initial Version	J. Schneider - Intecon

Overview	3
Application Description	3
Enrolment	3
Authentication	3
Web application Interfaces	4
Main interface	4
Releases	6
Annex	6
Terms and abbreviations	6
External References	6
Error Codes	6
Supported browsers	6

Overview

Application Description

Portail Gesttab is a web application for Economic Operators who need to order tobacco related Fiscal Signs.

Enrolment

Prior to using the application, users need to be granted access. This is done by contacting Administration des Douanes et Accises 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 Interfaces

Main interface

Portail Gesttab USER

Signalétique

Firme Company

Numéro de commande LUxx. .2019

+ Lieu de livraison

Livraison

Duty Free


Remarque

Commande [2/15]

+ Ajouter Soumettre

Série	Emballage	Prix de vente	Nombre de signes
1=cigares 1=bandelettes	44	43.45	34
4=tabac 2=timbres			

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

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

8	Type	User can select the type between Cigares, Cigarettes and Tobacco. This field is not available in case of Duty Free [4].
9	Support	User can select the support between <i>Bands</i> or <i>Stamps</i> .
10	Package	User specifies number of packages here. This field is not available in case of Duty Free [4].
11	Price	User specifies the price here. This field is not available in case of Duty Free [4].
12	Number of Signs	User specifies desired number of signs here.
13	Legal Clause	User has to validate legal clause before submitting an order.

Releases

Version #	Description
1.0.0	Initial Revision

Annex

Terms and abbreviations

Term	Description
ADA	Administration des Douanes et Accises

External References

Ref.	Document	Description
------	----------	-------------

Error Codes

N/A

Supported browsers

Firefox
Chrome
Safari