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12 Δεκεμβρίου 2017

Εγκύκλιος ΕΕ - «Α.Α.» (31)

Όλο το προσωπικό του Τμήματος Τελωνείων

Ηλεκτρονική υποβολή αιτήσεων για εξασφάλιση άδειας λειτουργίας αποθήκης τελωνειακής αποταμίευσης μέσω του συστήματος Τελωνειακών Αποφάσεων

Όπως έχετε πληροφορηθεί με την εγκύκλιο ΕΕ - «Θ» (161) ημερομηνίας 4 Οκτωβρίου 2017, στις 2 Οκτωβρίου 2017 τέθηκε σε λειτουργία το κεντρικό διευρωπαϊκό Σύστημα Τελωνειακών Αποφάσεων (Customs Decisions System – CDS), το οποίο θα χρησιμοποιείται από τους Οικονομικούς Φορείς για την ηλεκτρονική υποβολή των αιτήσεων τους για Τελωνειακές Αποφάσεις και από τις Τελωνειακές Αρχές για τη διαχείριση των αιτήσεων αυτών και την έκδοση των σχετικών Αποφάσεων.

Η αίτηση ή άδεια λειτουργίας αποθηκευτικών εγκαταστάσεων για την τελωνειακή αποταμίευση εμπορευμάτων σε αποθήκη τελωνειακής αποταμίευσης περιλαμβάνεται στις Τελωνειακές Αποφάσεις και ως εκ τούτου πρέπει να υποβάλλεται ηλεκτρονικά από τους Οικονομικούς Φορείς μέσω της πύλης εμπορευομένων (Trader Portal-TP) και θα τυγχάνει διαχείρισης από τις Τελωνειακές αρχές μέσω του συστήματος διαχείρισης Τελωνειακών Αποφάσεων (Customs Decisions Management System – CDMS).
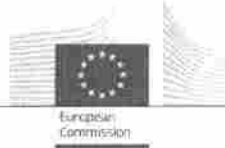
Επισυνάπτεται για ενημέρωση το έγγραφο που εκδόθηκε από την DG TAXUD ημερομηνίας 28 Νοεμβρίου 2017 «*Customs Warehousing Application – End Users Documentation, Trader Portal*». Σκοπός του εγγράφου είναι η παροχή πληροφοριών που σχετίζονται με την δημιουργία αίτησης για λειτουργία αποθήκης τελωνειακής αποταμίευσης στην πύλη εμπορευομένων της Ε.Ε. για υποστήριξη των χρηστών του συστήματος κατά την υποβολή της αίτησης.

Περαιτέρω πληροφορίες και υλικό εκπαίδευσης για χρήση του συστήματος τελωνειακών αποφάσεων μπορείτε να βρείτε στην ιστοσελίδα EUROPA της Ε.Ε. στον σύνδεσμο URL: https://ec.europa.eu/taxation_customs/business/customs-procedures/customs-decisions_en

(Μάριος Σάββα)
για Διευθυντή
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ΞΑ
(egikliosAA31_121217)

Customs Warehousing Application - End Users Documentation

Trader Portal

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The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling
- Clarification

To request a change to this document, contact the Document Author or Owner.

Changes to this document are summarized in the following table in reverse chronological order (latest version first).

Revision	Date	Created by	Short Description of Changes
1.00	28/11/2017	CUSTDEV3	Implementation of review's comments. Submission for Acceptance
0.10	15/11/2017	CUSTDEV3	First version. Submission for Review

Configuration Management: Document Location

The latest version of this controlled document is stored in CIRCA-BC.

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TABLE OF TABLES

1. INTRODUCTION

1.1. Purpose

The purpose of this document is to describe the pages related to the creation of a Customs Warehousing Application in the EU Trader Portal for Customs Decisions in order to support the end-users when lodging applications.

1.2. Scope

The scope of this document is to describe the Application Creation pages of the EU Trader Portal user interface when the application concerned is a Customs Warehousing Application (i.e. Applicant Information Page, Application General Information Page and Application Specific Information Page in case of a Customs Warehousing Valuation Application).

1.3. Target Audience

The intended audience for this document are the end-users of the EU Trader Portal.

1.4. Structure of this document

The present document contains the following chapters:

- **Chapter 1 – Introduction**: describes the scope and the objectives of the document;

- **Chapter 2 – Convention Overview:** gives an overview of the notation conventions used for the page forms description;

- **Chapter 3 – Applicant Information Page:** describes the Applicant Information Page of the Application Creation pages of the EU Trader Portal user interface for a Customs Warehousing Application;

- **Chapter 4 – Application General Information Page:** describes the Application General Information Page of the Application Creation pages of the EU Trader Portal user interface for a Customs Warehousing Application;

- **Chapter 5 – Customs Warehousing Application Specific Information Page:** describes the Application Specific Information Page of the Application Creation pages of the EU Trader Portal user interface for a Customs Warehousing Application;

- **Chapter 6 – Additional Information:** provides the decision code types for each application as well as explanations that could help users to interpret error notifications.

1.5. Reference and applicable documents

1.5.1 Reference Documents

There are no reference documents.

1.5.2 Applicable Documents

Ref.	Title	Reference	Version	Date
A01	Framework Contract	TAXUD/2013/CC/124	N/A	11/11/2013
A02	CUST-DEV3 Framework Quality Plan	CD3-FQP	1.00	30/04/2015
A03	Specific Contract	TAXUD/2017/DE/134	N/A	24/08/2017

1.6.   Abbreviations and Acronyms

For a better understanding of the present document, the following table provides a list of the principal abbreviations and acronyms used.

Abbreviation/Acronym	Definition
CDMS	Customer Decision Management System
COL	Customs Office List
CRS	Customer Reference Services
DG	Directorate General
DG TAXUD	Taxation and Customs Union DG
DTCA	Decision Taking Customs Authority
EORI	Economic Operator Registration and Identification
MS	Member State
N/A	Not applicable
SfA	Submitted for Acceptance
SfI	Submitted for Information
SfR	Submitted for Review
TP	Trader Portal
UI	User Interface
UN/LOCODE	United Nations Code for Trade and Transport Locations
UUM&DS	Uniform User Management and Digital Signatures
VER	Version

Table 2: Abbreviations and acronyms

1.7.   Definitions

There are no definitions.

2. CONVENTION OVERVIEW

Chapters **3**, **4** and **5** describe the form content of the Applicant Information Page, Application General Information Page and Application Specific Page of the EU Trader Portal user interface respectively in case of a Customs Warehousing Application. The structure of those chapters matches the data group structure of the pages. The fields to be filled in on the pages are listed in **bold** in the (sub)sections / items corresponding to their data group and indented accordingly. Note that text is sometimes added next to some items. In that case, the text either provides conditions and rules for the considered item or further explanations on how to fill it in.

A colour code (in brackets next to each data group / field) is used to specify the "mandatoriness", optionality or repeatability of each data group / field. The meaning of each item is as follows:

- M: the item related is *always* mandatory;
- I: the element is *irrelevant* for the concerned decision type and cannot be filled in;
- O: the item related is *always* optional;

- D: the item related is mandatory, optional or forbidden depending on the fulfilment of certain condition(s). Those conditions are usually described (in orange) just after the item considered;

- R: the item is repeatable, i.e., several occurrences of the elements can be provided by the user (e.g. a list of goods).

3. APPLICANT INFORMATION PAGE

3.1.   Applicant Information (M)

Some fields of the Applicant information are pre-filled with the current logged-in user's information.

The EORI numbers are retrieved from UUM&DS credentials to be then used when querying the names and addresses in CRS (mind that UUM&DS information about names and addresses is not used and the CRS content prevails).

When the user is logged-in without delegation:

- **Applicant (M)** and **Representative (M)** data groups are pre-filled with the Applicant data (logged-in user). It is important to note that in the current version of the EU TP, the representative is always mandatory. This explains why the representative data is always filled in with the Applicant data.

When the user is logged-in with 1st or 2nd level of delegation:

- **Applicant (M)** data group is pre-filled with Applicant data;
- **Representative (M)** data group is pre-filled with Representative data.

3.1.1 Applicant (M)

- ➢ *Actor Identification (M)*
    - **EORI Number (M)**
- ➢ *Name and Address (M)*
    - **Name (M)**
    - **Street and Number (M)**
    - **Postcode (M)**
    - **City (M)**
    - **Country (M)**

3.1.2 Representative (M)

- ➢ *Actor Identification (M)*
    - **EORI Number (M)**
- ➢ *Name and Address (M)*
    - **Name (M)**
    - **Street and Number (M)**
    - **Postcode (M)**
    - **City (M)**
    - **Country (M)**

3.1.3 Contact Person for the Application (O)

This data group does not need to be filled in when the requested customs decision type is Temporary Admission, End Use, Inward Processing, Outward Processing, Temporary Storage or Customs Warehousing Application. Consequently, this data group is optional for a Customs Warehousing Application.

- ➢ **Name (M)**

- ➢ **Email (M)**

- ➢ **Telephone Number (M)** must follow the notation for international telephone numbers defined by ITU-T recommendation E.123 "Notation for national and international telephone numbers, e-mail addresses and Web addresses" (i.e. the international notation of the Belgian national number (02) 123 4567 is +32 2 123 4567).

- ➢ **Fax Number (O)** must follow the notation for international telephone numbers defined by ITU-T recommendation E.123 "Notation for national and international telephone numbers, e-mail addresses and Web addresses" (i.e. the international notation of the Belgian national number (02) 123 4567 is +32 2 123 4567).

3.1.4 Responsible for Customs Matters (O)

This data group does not need to be filled in when the requested customs decision type is Temporary Admission, End Use, Inward Processing, Outward Processing, Temporary Storage or Customs Warehousing Application. It is therefore optional (with no condition related) for a Customs Warehousing Application.

- ➢ **Name (M)**

- ➢ **Email (M)**

- ➢ **Telephone Number (M)** must follow the notation for international telephone numbers defined by ITU-T recommendation E.123 "Notation for national and international telephone numbers, e-mail addresses and Web addresses" (i.e. the international notation of the Belgian national number (02) 123 4567 is +32 2 123 4567).

- ➢ **Fax Number (O)** must follow the notation for international telephone numbers defined by ITU-T recommendation E.123 "Notation for national and international telephone numbers, e-mail addresses and Web addresses" (i.e. the international notation of the Belgian national number (02) 123 4567 is +32 2 123 4567).

3.1.5 Person in charge of the applicant company or exercising control over its management (O, R)

This is only to be filled in for Simplification for Customs Valuation, Comprehensive Guarantee, Regular Shipping Service, Authorised Issuer, Authorised Weigher of Bananas, Simplified Declaration, Centralised Clearance, Entry in the Declarant's Records, Authorised Consignee TIR, Authorised Consignee for Community Transit, Authorised Consignor for Community Transit, Electronic Transport Document, Transit Declaration with a Reduced Data Set and Use of Seals of Special Type applications. This is therefore optional for a Customs Warehousing application.

- ➢ *Name and Address (M)*
  - • **Name (M)**
  - • **Street and Number (M)**
  - • **Postcode (M)**
  - • **City (M)**
  - • **Country (M)**

- **National Identification Number (M)**
- **Date of Birth (M)**

4. APPLICATION GENERAL INFORMATION PAGE

4.1. Decision Taking Customs Authority (M)

4.1.1 Customs Authority Reference Number (M)

The *Search for COL number* button allows the user searching for the appropriate COL number on the Europa website
(http://ec.europa.eu/taxation_customs/dds2/col/col_search_home.jsp?Lang=en).

4.1.2 Decision Taking Customs Authority Name and Address (O)

Note that this data group is pre-filled with the information of the Decision Taking Customs Authority chosen on the *Customs Decision Type Selection Page* when creating a new application on the Trader Portal user interface.

It contains:

- ➢ **Name (M)**
- ➢ **Street and Number (M)**
- ➢ **Postcode (M)**
- ➢ **City (M)**
- ➢ **Country (M)**

4.2. Application Information (M)

4.2.1 Customs Decision Type (M)

Customs Decision Type (M) field is the Customs Decision Type the Trader is applying for. Concerning Customs Warehousing application, the application decision code type is CW.

4.2.2 Type of Application (M)

- ➢ **Application Type (M)**
- ➢ **Customs Decision Reference Number (D)** must only be filled in when the **Application Type** field is *Application for amendment of the decision* or *Application for renewal of the authorisation*. In those cases, the Customs Decision Reference Number to provide is the one corresponding to the authorisation to be amended or renewed. Note that, for a renewed authorisation, a new Customs Decision Reference Number will be issued if the renewal of the application is accepted. Please also mind that it is advisable to amend or revoke an authorisation through the amendment and revocation processes respectively instead of choosing *Application for amendment of the decision* or *Application for revocation of the decision* respectively in the **Application Type** field.

4.2.3 Application Date of Submission (M)

This field should be filled in with the date when the application will be effectively submitted.

4.2.4 Application Agreement for Publication (M)

> **Agreement for Publication (M)**

When the agreement for publication is given, the following information will be published on the Europa website (http://ec.europa.eu/taxation_customs/dds2/eos/cd_home.jsp):

- Customs Decision Number;
- Date of the authorisation status search;
- Status of the Customs Decision Number ("valid" or "not valid");
- EORI number of the holder;
- Holder's Information (valid at the search request date):
  - Name of the holder;
  - Address of the holder:
    - Street and Number;
    - Postcode;
    - City;
    - Country;
- Status information (validity periods);
- Type of authorisation (qualification subtype);
- Member State of the Decision Taking Customs Authority;
- Competent / supervising customs office.

When the agreement for publication is not given, only the following information will be published on the Europa website (http://ec.europa.eu/taxation_customs/dds2/eos/cd_home.jsp):

- Customs Decision Number;
- Date of the authorisation status search;
- Status of the Customs Decision Number ("valid" or "not valid");
- EORI number of the holder.

4.2.5 Application Annex (O, R)

File size is limited to 15MB. There are no limitations on the type of file but common types like PDF, XLS(X), DOC(X), ZIP are recommended. Mind also that the attached file name must only contain Latin characters.

> *Attached Documents (M, R)*

- **Document Identifier (M)**
- **Document Type (M)**
- **Number of Documents (M)**
- **Document Date (M)**

4.2.6 Geographical Validity (M)

> *Geographical Validity – Union (M)*

A single-MS decision is a decision that is valid in only one MS while a multi-MS decision is valid in more than one MS.

- **Geographical Validity Union Identification (M)**
- **Country (D, R)** field must be filled in only for application or authorisation limited to certain Member States and application or authorisation limited to one Member State. It must not be filled in when the application is meant for a union-wide validity. In case of an authorisation limited to certain Member States, the

DTCA country must be provided, while in case of an authorisation limited to one Member State, the DTCA country is the *only one* that must be provided.

- *Geographical validity – Common Transit Countries (I)*

  This should be filled in only for Comprehensive guarantee and for the Use of an Electronic Document as customs declaration applications. This is therefore irrelevant for a Customs Warehousing Application.

5. CUSTOMS WAREHOUSING APPLICATION SPECIFIC INFORMATION PAGE

5.1. Special Procedure Application Information (M)

5.1.1 Main Accounts for Special Procedures Customs Decision (D)

This data group cannot be filled in if the applicant is holder of an AEO authorisation (this is automatically determined based on the EORI number of the applicant) and must not be filled in for a Customs Warehousing Application in a public customs warehouse type II.

- *Place of Accounts (M)*
  - **Street Name and Number (O)**
  - **Postcode (O)**
  - **City (O)**
  - **MS Country (O)**
  - **UNLOCODE (O):** If this field is used to define the location concerned, the structure shall follow the description provided for in UN-ECE Recommendation 16 on UN/LOCODE - Code for ports and other locations (see https://www.unece.org/fileadmin/DAM/cefact/recommendations/rec16/rec16_ecetrd205e.pdf).

- *Place of Records (M, R)*
  - **Street Name and Number (O)**
  - **Postcode (O)**
  - **City (O)**
  - **MS Country (O)**
  - **UNLOCODE (O):** If this field is used to define the location concerned, the structure shall follow the description provided for in UN-ECE Recommendation 16 on UN/LOCODE - Code for ports and other locations (see https://www.unece.org/fileadmin/DAM/cefact/recommendations/rec16/rec16_ecetrd205e.pdf).

- *Type of Records (M, R)*
  - **Type of Record Description (M)**

5.1.2 Application Suggested Validity Period (M)

- **Customs Decision Expiry Date (O)**
- **Start Date of the Authorisation (M)**

5.1.3 Planned Activities / Use (M, R)

- ➢ **Planned Activities / Use Description (M)**
- ➢ *Planned Activities / Use Place (M)*
  - • **Country (M, R)**
  - • **Customs Authority Reference Number (M, R)**
- ➢ *Planned Activities / Use Person Involved (O, R)*
  - • *Involved Person Name (M)*
    - ▪ **Name (M)**
    - ▪ **Function (M)**
  - • *Involved Person Address (M)*
    - ▪ **Street and Number (M)**
    - ▪ **Postcode (M)**
    - ▪ **City (M)**
    - ▪ **Country (M)**
    - ▪ **Email (M)**
    - ▪ **Telephone Number (O, R)** must follow the notation for international telephone numbers defined by ITU-T recommendation E.123 "Notation for national and international telephone numbers, e-mail addresses and Web addresses".
    - ▪ **Fax Number (O)** must follow the notation for international telephone numbers defined by ITU-T recommendation E.123 "Notation for national and international telephone numbers, e-mail addresses and Web addresses".

5.1.4 Suggested Customs Offices (M)

- ➢ **Customs Office of Placement (M, R)**
- ➢ **Customs Office of Discharge (M, R)**
- ➢ **Customs Office of Guarantee (M)**

5.1.5 Period of discharge (O)

- ➢ **Period of discharge Special Procedure (M)** field must be provided in months.
- ➢ **Automatical Extension of Time Period (M)**
- ➢ **Estimated Period of Discharge Description (D)** field needs to be filled in if Automatical Extension of the Time Period is indicated as "Yes".

5.1.6 Guarantee (M)

- ➢ **Guarantee Indication (D)** field only needs to be indicated if at least one indicated Customs Procedure Concerned data group is a procedure involving potential customs debt (special procedures).
- ➢ **Guarantee Reference Number (M)** field should be indicated if **Guarantee Indication** field is "Yes". However, even if the **Guarantee indication** is "No", a dummy reference number

must be provided (for example: "NO-GUARANTEE") in the **Guarantee Reference Number** field. Therefore, this field is mandatory.

5.1.7 Transfer of Rights and Obligations (M)

➢ **Transfer Of Rights Indication (M)**

➢ **Suggested Transfer Formalities (D)** should only be filled in when the Transfer of Rights Indication field is indicated as "Yes".

➢ Transferee (D)

This data group should only be filled in when the Transfer of Rights Indication field is indicated as "Yes".

It contains:

- **Name (M)**
- **Street and Number (M)**
- **Postcode (M)**
- **City (M)**
- **Country (M)**

5.1.8 Guarantee Amount (M)

➢ **Amount Value (M)**

➢ **Amount Currency (O)**

5.2 Customs Warehousing Application Information (M)

5.2.1 Goods to Be Placed Under the Special Procedure for Storage Facilities (M, R)

➢ **Various Goods Indication (M)**

➢ **Equivalent Goods Indication (M)**

➢ *Equivalent Goods (D)*

This data group must be filled in when the Equivalent Goods Indication field is set to "Yes".

It contains:

- **Commodity Code (M, R)**
- **Commercial Quality and Technical Characteristics of Equivalent Goods (M, R)**
- **Non Union Goods are subject to Anti-dumping countervailing safeguard duty or any additional duty resulting from a suspension of concessions (M)**
- *Identification of Goods (M, R)*
  - **Identification of Goods Code (M)**
  - **Identification of Goods Description (M)**

➢ *Quantity of Goods (M, R)*

- **Goods Quantity (M)**
- **Measure Unit (M)**

> *Commodity Code (O, R)*

The Commodity Code data group is composed of four fields. The applicant must fill in those fields hierarchically, meaning that a field should not be completed if the previous one is not already completed. Given a full 10-digits TARIC code, the first 8 digits must be filled in the **Combined Nomenclature Code** field while the **TARIC Code** field must contain the 2 last digits. The TARIC code existence will be checked in the EU TARIC database (see http://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en#). In case of Additional Codes, the applicant should firstly fill in the **TARIC First Additional Code** field and then the **TARIC Second Additional Code** field.

It contains:

- **Combined Nomenclature Code (M)**
- **TARIC Code (M)**
- **TARIC First Additional Code (O)**
- **TARIC Second Additional Code (O)**

> *Description of Goods (M, R)*

- **Goods Description (M)**
- *Harmonised system Code (M)*

If you have more than 20 Harmonized System headings, please enter only the HS Chapter Code (2 digits); otherwise, enter the HS Heading Code (4 digits).

It contains:

- **HS Nomenclature Heading Code (D)**
- **HS Nomenclature Chapter Code (D)**

> *Identification of Goods (M, R)*

- **Identification Of Goods Code (M)**
- **Identification of goods Description (M)**

5.2.2 Storage Facility Details (M)

> **Identification Number of the storage facility (D, R)** field cannot be filled in when there is a customs decision taken.

> **Storage Facility Description (M)**

5.2.3 Storage Of Union Goods (M)

> **Storage Of Union Goods Indication (M)**

> **Storage Of Community Goods Description (D)** field must be filled in when the Storage Of Union Goods Indication is set to "Yes".

5.2.4 Temporary Removal (M)

> **Temporary Removal Indication (M)**

> **Temporary Removal Description (D)** field must be filled in when the Temporary Removal Indication field is set to "Yes"

> **Customs Office of Placement (M, R)**

> **Loss Rate (M)**

6. ADDITIONAL INFORMATION

6.1. Application decision code types

Hereunder are listed the application / decision code types that are related to each application / authorisation.

- **DPO**: Deferment of Payment Application;
- **CGU**: Comprehensive Guarantee Application;
- **CVA**: Simplification for Customs Valuation Application;
- **IPO**: Inward Processing Application;
- **OPO**: Outward Processing Application;
- **CW1**: Customs Warehousing Application in a public customs warehouse type I;
- **CW2**: Customs Warehousing Application in a public customs warehouse type II;
- **CWP**: Customs Warehousing Application in a private customs warehouse;
- **EUS**: End Use Application;
- **TEA**: Temporary Admission Application;
- **TST**: Temporary Storage Application
- **ACR**: Authorised Consignor for Community Transit Application;
- **ACE**: Authorised Consignee for Community Transit Application;
- **ACT**: Authorised Consignee TIR Application;
- **SSE**: Use of Seals of Special Type Application;
- **TRD**: Transit Declaration with a Reduced Data Set Application;
- **ACP**: Authorised Issuer Application;
- **ETD**: Electronic Transport Document Application;
- **SDE**: Simplified Declaration Application;
- **AWB**: Authorised Weigher of Bananas Application;
- **CCL**: Centralised Clearance Application;
- **EIR**: Entry in the Declarants Records Application;
- **SAS**: Self-Assessment Application;
- **RSS**: Regular Shipping Service Application.

6.2. Error Interpretation

The validation of the applications in the Trader Portal is performed in two steps:

1. Synchronous validation: erroneous fields are displayed (together with an error code) directly upon submission;

2. Asynchronous validation: depending on the country in which the trader applies for a decision, the application is processed with the EU (central) CDMS or within the national CDMS. However, no matter the country, the first step of the validation is performed by the EU services and then comes the second step which is performed by the target CDMS (i.e. EU or national service). If CDMS (EU CDMS or national CDMS) finds errors, they are reported through an error notification to the Trader Portal (these notifications are available in the "Timeline" of the application and in the notifications list).

Consequently, mind that, if the processing is national, supplementary errors may arise after the first synchronous validation since the application is processed through a second check (the first being the EU CDMS).

End of document