

DG TAXUD

Unit B3

Self-Assessment Application - End Users Documentation

**Trader Portal**

Date: 20/12/2018

Doc. Version: 2.00

**Document Control Information**

|  |  |
| --- | --- |
| **Settings** | **Value** |
| **Document Title:** | Self-Assessment Application - End Users Documentation  |
| **Project Title:** | Trader Portal |
| **Document Author:** | CUST-DEV3 |
| **Project Owner:**  | DG TAXUD/B1 |
| **Solution Provider:** | DG TAXUD/B3 |
| **Chef de File:** | Zdenek Riha |
| **TAXUD Project Manager:** | Zdenek Riha |
| **Doc. Version:** | 2.00 |
| **Sensitivity:** | Public |
| **Date:** | 20/12/2018 |

**Contractor Information**

|  |  |
| --- | --- |
| **Settings** | **Value** |
| **Framework Contract:** | TAXUD/2013/CC/124 |
| **Specific Contract:** | TAXUD/2017/DE/134 |
| **Contractor Name:** | CUST-DEV3 |
| **Contractor Programme Manager:** | Dimitris Exouzidis |
| **Contract Project Manager:** | Michaël Lejeune |

**Document Approver(s) and Reviewer(s):**

NOTE: All Approvers are required. Records of each approver must be maintained. All Reviewers in the list are considered required unless explicitly listed as Optional.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Action** | **Date** |
| Emmanuel Bauwens | Team Leader | Quality Review | 15/11/2017 |
| Emmanuel Bauwens | Team Leader | Quality Review | 28/11/2017 |
| Emmanuel Bauwens | Team Leader | Quality Review | 01/06/2018 |
| Joachim Lucas | Analyst | Quality Review | 14/12/2018 |
| Joachim Lucas | Analyst | Quality Review | 20/12/2018 |

**Document history:**

The Document Author is authorised 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 summarised in the following table in reverse chronological order (latest version first).

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| 2.00 | 20/12/2018 | CUSTDEV3 | Implementation of review’s comments.Submission for Acceptance |
| 1.20 | 14/12/2018 | CUSTDEV3 | Implementation of review’s comments.Alignment with version 1.9.1 of TP. Submission for Review |
| 1.10 | 01/06/2018 | CUSTDEV3 | Submission for Review |
| 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.

TABLE OF CONTENTS

1. Introduction 5

1.1. Purpose 5

1.2. Scope 5

1.3. Target Audience 5

1.4. Structure of this document 5

1.5. Reference and applicable documents 5

1.5.1 Reference Documents 5

1.5.2 Applicable Documents 5

1.6. Abbreviations and Acronyms 6

1.7. Definitions 6

2. Convention Overview 6

3. Customs Decision Type Selection Page 7

3.1. Member State (M) 7

3.2. Customs Decision Type (M) 7

3.3. Decision Taking Customs Authority (M) 7

4. Applicant Information Page 7

4.1 Applicant Information (M) 7

4.1.1 Applicant (M) 7

4.1.2 Representative (M) 8

4.1.3 Contact Person for the Application (D) 8

4.1.4 Responsible for Customs Matters (D) 8

4.1.5 Person in charge of the applicant company or exercising control over its management (D, R) 8

5. Application General Information Page 9

5.1 Decision Taking Customs Authority (M) 9

5.1.1 Customs Authority Reference Number (M) 9

5.1.2 Decision Taking Customs Authority Name and Address (O) 9

5.2 Application Information (M) 9

5.2.1 Customs Decision Type (M) 9

5.2.2 Type of Application (M) 9

5.2.3 Application Date of Submission (M) 10

5.2.4 Application Agreement for Publication (M) 10

5.2.5 Application Annex (O, R) 10

5.2.6 Geographical Validity (M) 11

6. Self-Assessment Application Specific Information Page 11

6.1 Placing goods Application Information (M) 11

6.1.1. Main Accounts for Placing Goods under a Customs Procedure (D) 11

6.2. Self-Assessment Customs Application Information (M) 12

6.2.1. Location Of Goods (M, R) 12

6.2.2. Prohibitions and Restrictions (M) 12

6.2.3. Customs Procedure Concerned (M, R) 12

6.2.4. Types of Customs Declarations (M, R) 13

6.2.5. Number of Operations (M) 13

6.2.6. Types of Goods (M, R) 13

6.2.7. Identification of formalities and controls to be delegated to the economic operator (M) 14

7. Additional Information 14

7.1. Application decision code types 14

7.2. Error Interpretation 15

TABLE OF TABLES

[Table 1: Applicable documents 6](#_Toc533073929)

[Table 2: Abbreviations and acronyms 6](#_Toc533073930)

# Introduction

## Purpose

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

## 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 Self-Assessment Application (i.e. Applicant Information Page, Application General Information Page and Application Specific Information Page in case of a Self-Assessment Application).

## Target Audience

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

## 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 – Customs Decision Type Selection Page:** describes the Customs Decision Type Selection Page of the EU Trader Portal user interface;
* **Chapter 4 – Applicant Information Page:** describes the Applicant Information Page of the Application Creation pages of the EU Trader Portal user interface for a Self-Assessment Application;
* **Chapter 5 – Application General Information Page:** describes the Application General Information Page of the Application Creation pages of the EU Trader Portal user interface for a Self-Assessment Application;
* **Chapter 6 – Self-Assessment Application Specific Information Page:** describes the Application Specific Information Page of the Application Creation pages of the EU Trader Portal user interface for a Self-Assessment Application;
* **Chapter 7 – Additional Information:** provides the decision code types for each application as well as explanations that could help users to interpret error notifications.

## Reference and applicable documents

### Reference Documents

There are no reference documents.

### 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 |

Table 1: Applicable documents

## 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 : Abbreviations and acronyms

## Definitions

There are no definitions.

# Convention Overview

Chapters **3**, **4**, **5** and **6** describe the form content of the Customs Decision Type Selection Page, Applicant Information Page, Application General Information Page and Application Specific Page of the EU Trader Portal user interface respectively for a Self-Assessment 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. 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 mandatory, optional or repeatable nature of each data group/field. The meaning of each colour code is as follows:

* **M**: the data group/field concerned is *always* mandatory;
* **I**: the data group/field concerned is *irrelevant* for the concerned decision type and cannot be filled in;
* **O:** the data group/field concerned is *always* optional;
* **D:** the data group/field concerned is mandatory, optional or forbidden depending on the fulfilment of certain condition(s). Those conditions are usually described (in orange) just after the data group/field considered;
* **R**: the data group/field concerned is repeatable, i.e., several occurrences of the elements can be provided by the user (e.g. a list of goods).

# Customs Decision Type Selection Page

## Member State (M)

Please select the Member State where the DTCA is located.

## Customs Decision Type (M)

Please enter the Customs Decision Type you are applying for.

## Decision Taking Customs Authority (M)

Please choose the DTCA that will handle your Application. The “search for COL number” button at the top of this page allows you to search for the appropriate COL number on the Europa website.

# Applicant Information Page

## Applicant Information (M)

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

 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).

 When the user is logged-in as representative:

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

### Applicant (M)

The Applicant details are pre-filled with the data in EO database, thanks to your EORI number. If the details are not properly fetched, please contact your national authorities.

* *Actor Identification (M)*
	+ **EORI Number (M)**
* *Name and Address (M)*

Name and Address can be updated, when necessary. If relevant, please also consider contacting your national authorities to update the EO database with the updated name/address in order to fetch the correct details later on.

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

### Representative (M)

The Representative details are pre-filled with the data in EO database, thanks to your EORI number. If the details are not properly fetched, please contact your national authorities. In case you are logged in as a direct applicant (no representation/delegation), the Applicant details should be used for the Representative.

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

###  Contact Person for the Application (D)

This data group must be provided if different from the person responsible for customs matters.

* **Name (M)**
* **Email (M)**
* **Telephone Number (M)** must follow the notation for international telephone numbers. Example: +32 2 123 4567.
* **Fax Number (O)** must follow the notation for international telephone numbers. Example: +32 2 123 4567.

###  Responsible for Customs Matters (D)

This data group must be filled in if the applicant is not an authorised economic operator.

* **Name (M)**
* **Email (M)**
* **Telephone Number (M)** must follow the notation for international telephone numbers. Example: +32 2 123 4567.
* **Fax Number (O)** must follow the notation for international telephone numbers. Example: +32 2 123 4567.

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

This data group is mandatory, unless you are an authorised economic operator.

* *Name and Address (M)*
	+ **Name (M)**
	+ **Street and Number (M)**
	+ **Postcode (M)**
	+ **City (M)**
	+ **Country (M)**
	+ **National Identification Number (M)** It is under the responsibility of national administrations to decide what kind of "National Identification Number" has to be filled in.
	+ **Date of Birth (M)**

# Application General Information Page

## Decision Taking Customs Authority (M)

### Customs Authority Reference Number (M)

The “search for COL number” button at the top of this page allows the user to search for the appropriate COL number on the Europa website.

### 5.1.2 Decision Taking Customs Authority Name and Address (O)

This data group is pre-filled with the information of the DTCA chosen on the Customs Decision Type Selection page. Should you change the DTCA reference number, please manually update the name and address.

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

## Application Information (M)

### Customs Decision Type (M)

**Customs Decision Type (M)** field is the Customs Decision Type the Trader is applying for. Concerning a Self-Assessment application, the application decision code type is SAS. The information is pre-filled with the chosen Customs Decision Type selected on the Customs Decision Type Selection page.

### Type of Application (M)

* **Application Type (M)**
* **Customs Decision Reference Number (D)** is irrelevant (cannot be filled in) if the Application Type is "First Application". It must be filled in otherwise.

If the Application Type is "Application for Renewal", the reference number to provide is the Customs Decision Reference Number of the Authorisation to be renewed (e.g. an authorisation that is expired and which you may be applying for again). Note that a new Customs Decisions Reference Number will be issued if the application for renewal is accepted.

If the Application Type is "Application for Amendment", the reference number to provide is the Customs Decision Reference Number of the Authorisation which requires to be amended. Note that a new Customs Decisions Reference Number will be issued if the application for amendment is accepted.

If the Application Type is "Application for Revocation", the reference number to provide is the Customs Decision Reference Number of the Authorisation which requires to be revoked. This Application Type is suggested not to be used. Rather, you should consider requesting a revocation by triggering the Revocation process. To do so, please consult your authorisation in the authorisations list and select "Request Revocation".

### Application Date of Submission (M)

Thedate of submission is automatically filled in by the Trader Portal.If you save your application for later use and then submit it later, the date of submission will be automatically updated with the date when the application is effectively submitted.

### 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;
* 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.

### 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) and ZIP are recommended. Mind also that the attached file name must only contain Latin characters.

* *Attached Documents (M, R)*

Provide information on the type and, if applicable, the identification number and/or the date of issue of the document(s) attached to the application or the decision. Indicate also the total number of the documents attached.

If the document contains the continuation of the information provided elsewhere in the application or decision, indicate a reference to the data element concerned.

* + **Document Identifier (M)**

Please indicate the unique reference of the document.

* + **Document Type (M)**

Please indicate the descriptive business type of the attached document (e.g. invoice or contract etc.).

* + **Number of Documents (M)**
	+ **Document Date (M)**

### 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 is irrelevant for a Self-Assessment application.

# Self-Assessment Application Specific Information Page

## Placing goods Application Information (M)

### Main Accounts for Placing Goods under a Customs Procedure (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).

* *Records (M, R)*
	+ *Place of Records (M)*

Enter full address of the location(s) including the Member State(s) where the applicant’s records are kept or intended to be kept. The UN/LOCODE may replace the address, if it provides an unambiguous identification of the location concerned.

* + - **Street Name and Number (D)**
		- **Postcode (D)**
		- **City (D)**
		- **MS Country (D)**
		- **UNLOCODE (D):** 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)*

Specify the type of records by giving details about the system intended to be used, including the software.

The records must enable the customs authorities to supervise the procedure concerned, in particular with regard to the identification of the goods placed under that procedure, their customs status and their movements.

* + - **Type of Record Description (M)**

## Self-Assessment Customs Application Information (M)

### Location Of Goods (M, R)

* **Qualifier of the Identification (M)**
* **Country (M)**
* **Type of Location Code (M)**
* *Coded Location (D)*

This must be filled in only if the qualifier of the identification equals to one of the following: ’Postal code’, ‘UNLOCODE’, ‘Customs office identifier’, ‘GPS coordinates’, ‘EORI number’ or ‘Authorisation number’.

* + **Identification of Location (M)**
	+ **Additional Identifier (M)**
* *Free Text Description (D)*

This must be filled in only if the qualifier of the identification equals to ‘Free text’.

* + **Name (M)**
	+ **Street and Number (M)**
	+ **Postcode (M)**
	+ **City (M)**

### Prohibitions and Restrictions (M)

Indication of any prohibitions and restrictions at national or Union level which are applicable for the goods and/or the procedure concerned in the Member State(s) of presentation. Specify the competent authorities which are responsible for the controls or formalities to be carried out before the release of the goods.

### Customs Procedure Concerned (M, R)

* **Procedure Code (M)**
* **Customs Decision reference Number (O)** field uses the following structure of mandatory elements:
* Country Code (2 characters);
* Decision Code (see section 3.1 of Common Pages – End User Documentation document, e.g. RSS is the decision code corresponding to a Regular Shipping Service Application);
* Reference Number (combination of max. 29 alphabetic and numeric characters).

The Customs Decision Reference Number to provide is the one corresponding to the authorisation type chosen in the **Procedure Code** field and can be retrieved on the Authorisation List Page of the EU Trader Portal user interface.

### Types of Customs Declarations (M, R)

For simplified declarations, indicate the reference number of the authorisation, if this cannot be derived from other information in the application. In case the authorisation for simplified declaration is not yet granted, indicate the registration number of the application concerned.

For entry into the records, indicate the reference number of the authorisation if this cannot be derived from other information in the application. In case the authorisation for entry into the records is not yet granted, indicate the registration number of the application concerned.

* **Customs Declaration (M)**
* **Customs Decision reference Number (O)** field uses the following structure of mandatory elements:
* Country Code (2 characters);
* Decision Code (see section 3.1 of Common Pages – End User Documentation document, e.g. RSS is the decision code corresponding to a Regular Shipping Service Application);
* Reference Number (combination of max. 29 alphabetic and numeric characters).

The Customs Decision Reference Number to provide is the one corresponding to the authorisation type chosen in the **Procedure Code** field and can be retrieved on the Authorisation List Page of the EU Trader Portal user interface.

### Number of Operations (M)

### Types of Goods (M, R)

* *Commodity Code (M)*

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#](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)**

The first 8 digits of a full TARIC code must be given.

* **TARIC Code (M)**

The 2 last digits of a full TARIC code must be given.

* **TARIC First Additional Code (O)**
* **TARIC Second Additional Code (O)**
* *Description of Goods (M)*
	+ **Goods Description (M)**
* *Quantity of Goods (M)*
	+ **Goods Quantity (M)**
	+ **Measure Unit (M)**

### Identification of formalities and controls to be delegated to the economic operator (M)

Indicate the conditions under which the controlling of the compliance with prohibitions and restrictions, as specified inD.E. 6/1 Prohibitions and restrictions may be carried out by the holder of the authorisations.

# Additional Information

## 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.

## 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*