Agreement for the Development of the Second Functional Stage (FS2) for the Computerized System Excise Movement and Control System (EMCS-FS2).

Contract C.2011/047

D14 USER MANUAL

VERSION 1.0

(FINAL)

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1 INTRODUCTION

This document is the instruction manual of the Electronic Application systém Monitoring and Control of intra-Community movement of products subject to excise duty (energy, tobacco and alcoholic products) under suspension of taxes.

The key element of EMCS system is the electronic submission of the Administrative Document (Electronic Document Management e-AAD), which will replace the existing accompanying document on paper.

This system will allow Member States to monitor in real time the movement of goods under Excise Duty and to carry out the necessary checks, simplifying procedures with a goal to improve the functioning of the internal market, ensure collection of the tax rates set by Member States and reduce the risk of fraud in this area.

The manual will not describe the business logic of the system but will contain detailed instructions for the end user to carry out all functions of the system.

1.1 Overview

Entities Message and Movement are the main concepts of the application. A movement may contain multiple messages, but a message can only be in one movement (or none, if the messages are intra-custom messages and are not sent to an economic operator).

The Message entity is essentially a digital version of the document. For example, typical messages of a movement are:

- Submission of an IE815 Message (Creation of New Movement)
- Submission of an IE819 Message (Alert or rejection of an e-AD)
- Submission of an IE810 Message (Cancellation of an e-AD by the Consignor)
- Submission of an IE818 Message (Submission of Report of Receipt)
- Submission of an IE819 Message (Submission of Alert or Reject Message)
- Submission of an IE813 Message (Change of Destination)
- Submission of an IE825 Message (Splitting Operation)
- Submission of an IE871 Message (Explanation on Delay)
- Submission of IE837 Message (Explanation of delay for delivery)
- Generation of IE802-TIM_AAD Timer (Reminder at expiry of time limit for Report of Receipt)
- Generation of IE802 -TIM_CHS Timer (Reminder at expiry time for change of destination)
- Generation of IE802 -TIM_FDF Timer (Reminder at expiry of time limit for update of destination fields)

By submitting the IE815 message a new movement is created, for which the operator can create new messages. The Movement (and also Messages) incorporates the concepts of sender and the recipient. The term Sender of Movement means the Consignor of the goods and the term Recipient of Movement means the recipient of the goods (Consignee). The sender is the originator of the message regardless of the fact that this movement may not have begun by him. This means that, for example in the case of IE818 (Delivery Report) the sender of the message is actually the recipient of the Movement. Therefore the messages characterized as outgoing (if sent from our system to another entity (office or financial institution)) or incoming (if received by our system (from an office or other financial institution)). Hence, the IE815 message which in fact is the draft e-AAD „initiates" an outgoing movement.

1.2 Minimum System Requirements

- One of the following browsers must be installed

  Mozilla Firefox 2.xx/3.xx
  Opera 9.xx
  Internet Explorer 6/7
  Safari 3.xx

- Minimum screen resolution 1024x768

- JavaScript must be enabled

- Cookies must be enabled

- A PDF reader must be installed (for printing documents)

1.3 Conventions

- Fonts
  - When using the following font Username, then the corresponding element refers to an element of an application form.
- Terminology
  - Console: As Console in this manual is mentioned the left part of the application where all the functions for each user are.
- Screens
  - In all screens of the application, the required fields are colored in yellow
  - In case of wrong input (e.g. invalid date),the field is highlighted in red
- Search Criteria
  - All search criteria are optional. They can be partially filled. (E.g., if the EO Full Name search field is filled with "Papa", then the results will have all the records which contain this diction.

2. LIST OF INTERFACES FOR ECONOMIC OPERATORS

2.1 Login

The login screen appears in case that an Economic Operator owns more than one excise numbers.
In this case the license should be selected in order to enter the EMCS system.
The system checks the validity of user data and opens the Economics' Operator console.

Click *Select a License* to continue to the functions of the system.

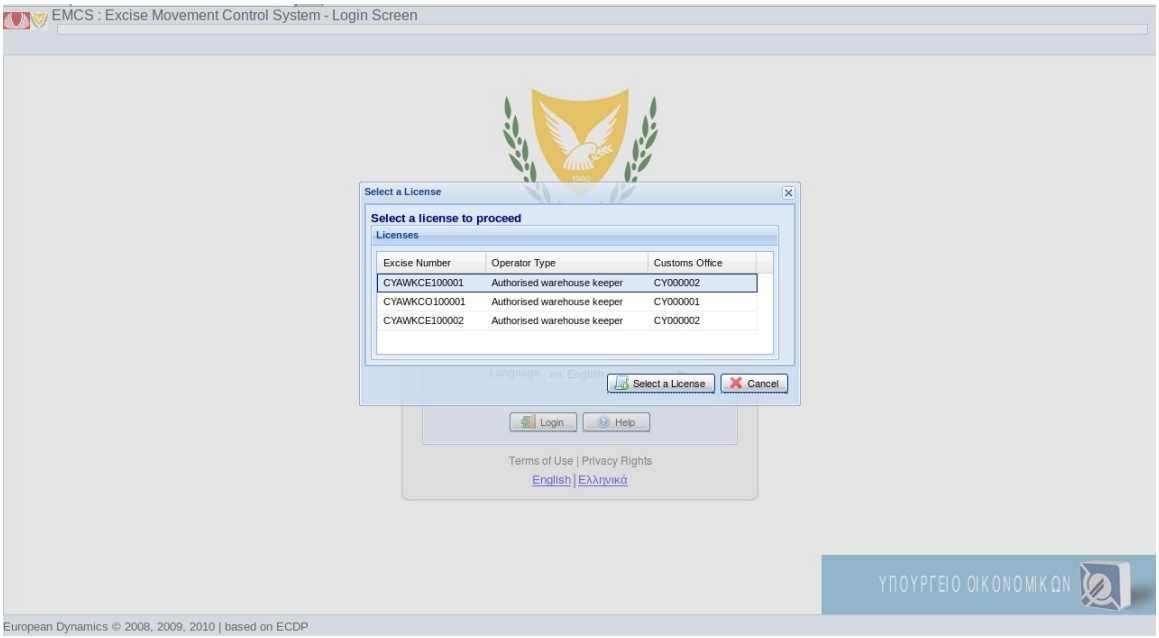

Figure 1 Screen User Login

2.2 Overview

After the successful login, Messages Overview screen appears. This screen is also displayed by selecting the Overview console.

Click *Overview* in the console to navigate to the following three tabs:

Messages Overview
Movements Overview
Pending Actions

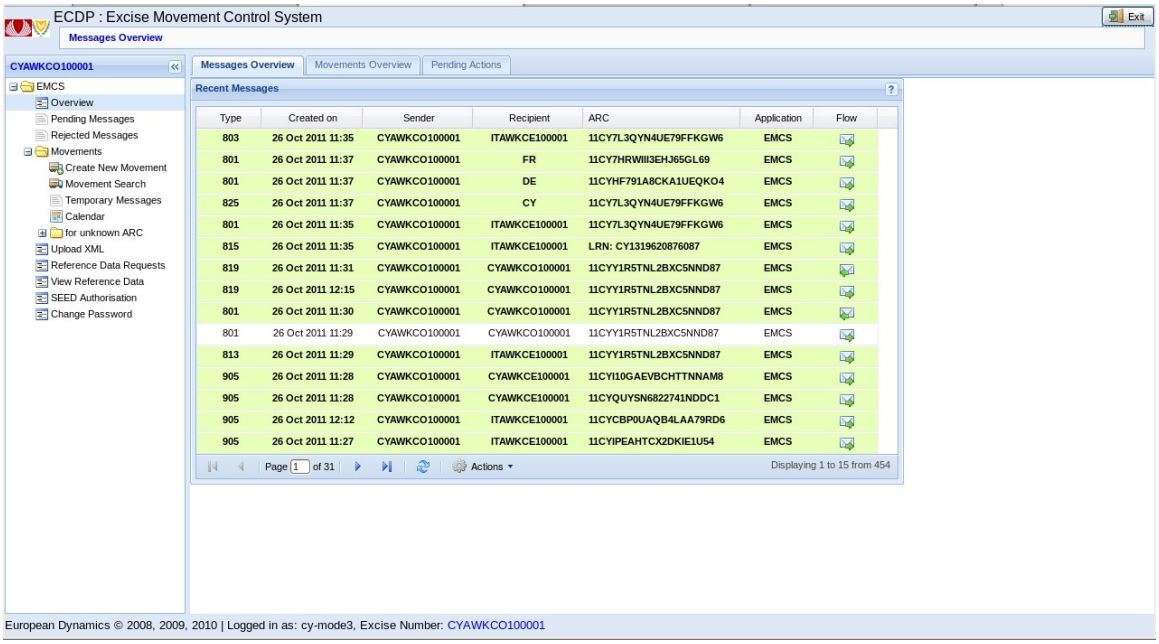

Figure 2 Screen Overview

2.2.1 *Messages Overview*

In screen Messages Overview appear all messages concerning the user.
The messages list contains the messages sent by the user and the messages received by him.
The messages sent by that user are all marked with an
"Outbound Flow" while messages received are marked with an "Incoming Flow".

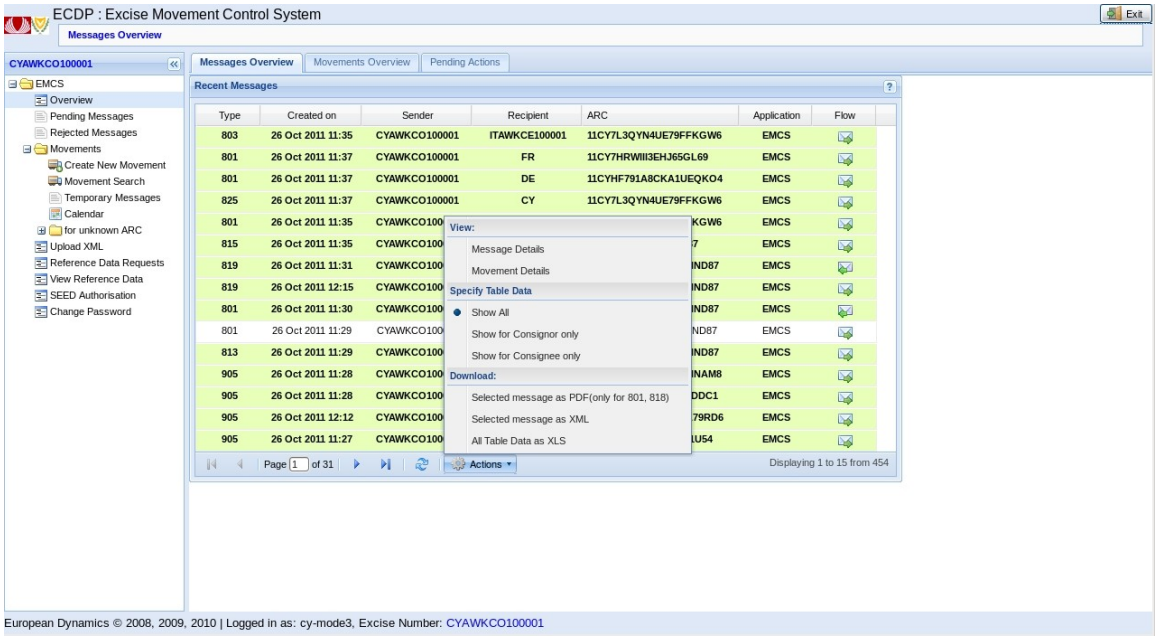

Figure 3 Screen Messages Overview

By choosing *Actions* the user has the following options

- View: *Message details*
- View: *Movement Details*
- Specify Table Data: S*how All*, to display all user messages
- Specify Table Data: *Show for Consignor only*, to display the movements of the user as Consignor
- Specify Table Data: *Show for Consignee only*, to display the movements of the user as Consignee
- Download: *Selected message as PDF (only for 801)*
- Download: *Selected message as XML*
- Download*: All Table Data as XLS*, storing the display data in a file browser

2.2.2 *Movements Overview*

The second tab is the tab Movements Overview showing all movements on the user.

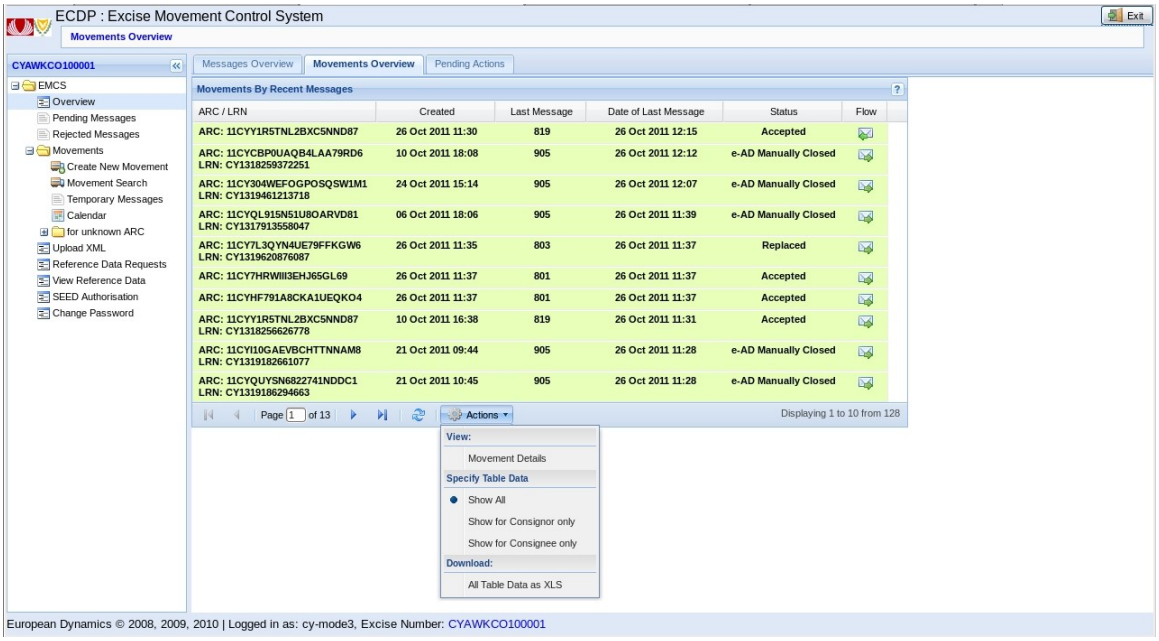

Figure 4 Screen Movements Overview

By choosing *Actions* user has the following options:

- View: *Movement Details*
- Specify Table Data: *Show All*, to display all movements of the user
- Specify Table Data: *Show for Consignor only*, to display the movements of the user as Consignor
- Specify Table Data: *Show for Consignee only*, to display the movements of the user as Consignee
- Download : *All Table Data as XLS*, storing the display data in a file browser

2.2.3 *Pending Actions*

The third tab of the Overview, *Pending Actions* is showing reminders - timers regarding the movements of the user.

Click *View Movement* to see the movement to which the reminder refers.

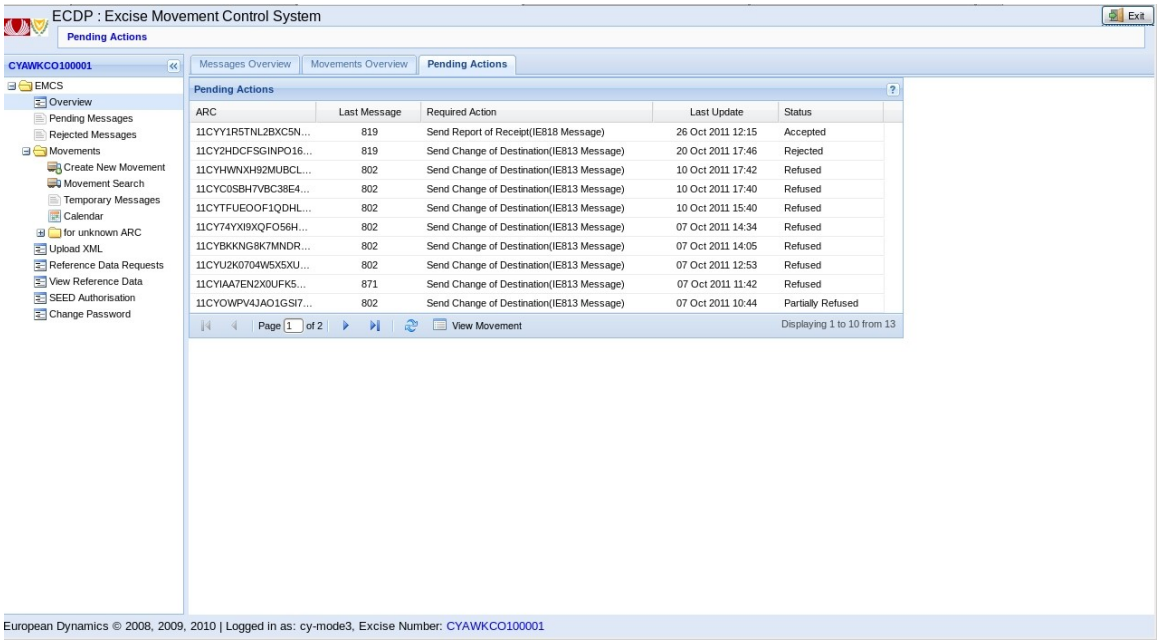

Figure 5 Screen Pending Actions

2.3 Pending Messages

Pending messages grid consists of messages that remain pending due to the unavailability of *Theseas* subsystem to respond.

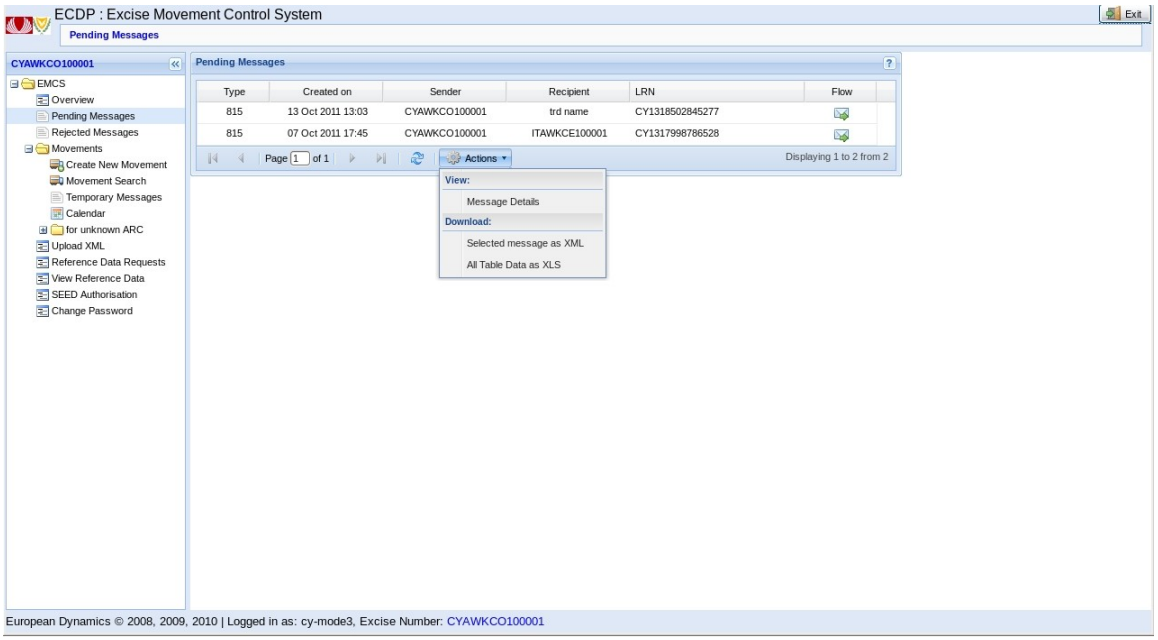

Figure 6 Screen Pending Messages

By choosing *Actions* user has the following options:

- View: *Message Details*
- Download: *Selected message as XML*
- Download : *All Table Data as XLS*, storing the display data in a file browser

2.4 Rejected Messages

Rejected messages grid consists of rejected messages caused by *Theseas* subsystem.

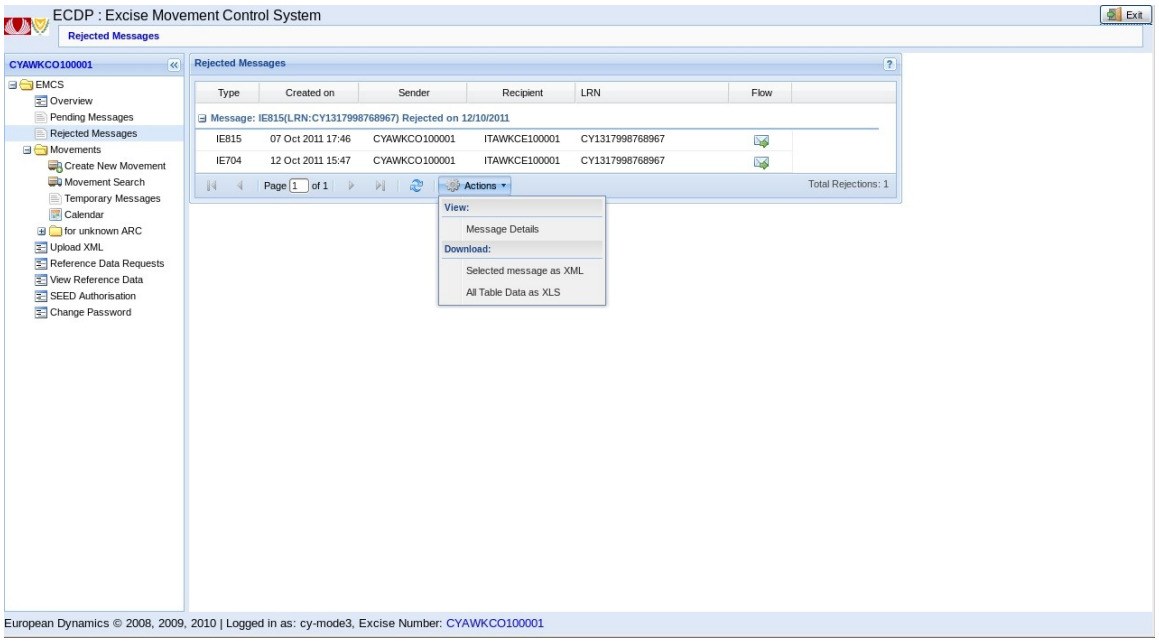

Figure 7 Screen Rejected Messages

By choosing *Actions* user has the following options:

- View: *Message Details*
- Download: *Selected message as XML*
- Download : *All Table Data as XLS*, storing the display data in a file browser

2.5 Movement Search

Click *Search Movements* in the console to display movements providing if necessary specific criteria:

- *Show*: specify the frame size results
- *Status*: state of motion (e.g., cancelled)
- *Group by*: sets the display order of results

Click *Detailed criteria* for additional criteria:

- *ARC*
- *Sender* (Excise Number)
- *Recipient* (Excise Number)
- *Start Date* (From/To)
- *Date of last Message* (From/To)
-

Click *Search* to display the results. After selecting an element of the grid *Movement Selection Results*, click *Details* to view details of the movement.

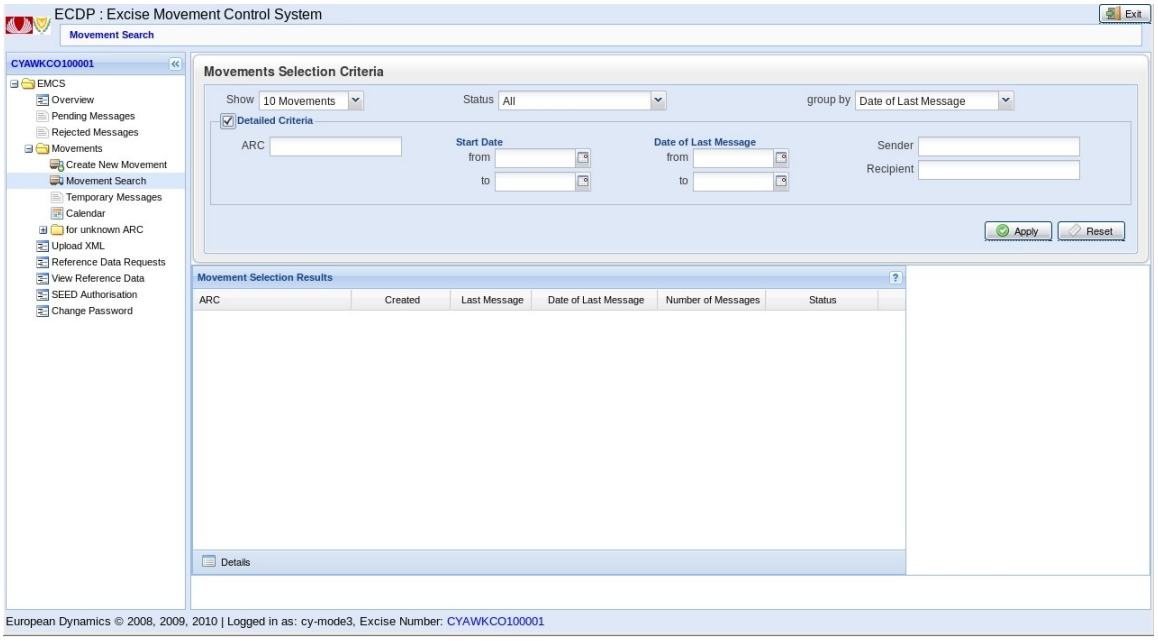

Figure 8 Screen Movement Search

2.5.1 *View Movement*

To view the details movements on a screen (e.g. Overview Movements or a search Movements) double click traffic form the grid.

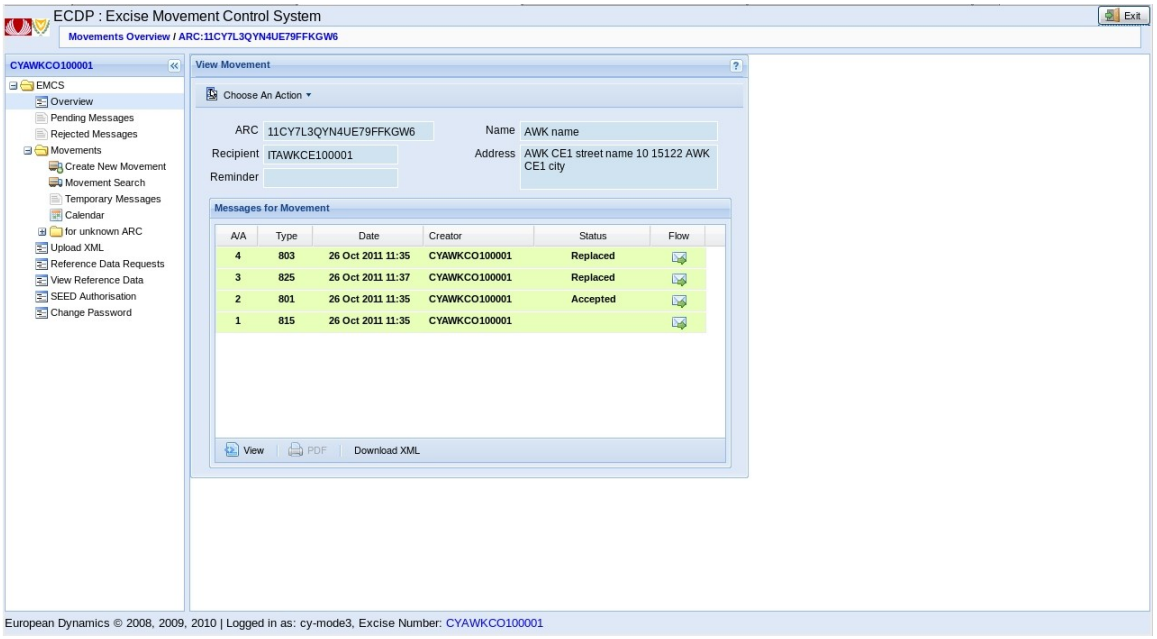

Figure 9 Screen View Movement Details

2.5.2 *View Message*

To view the details of a message on any screen (e.g. Overview Message View details or Movement) double click the message from the grid.

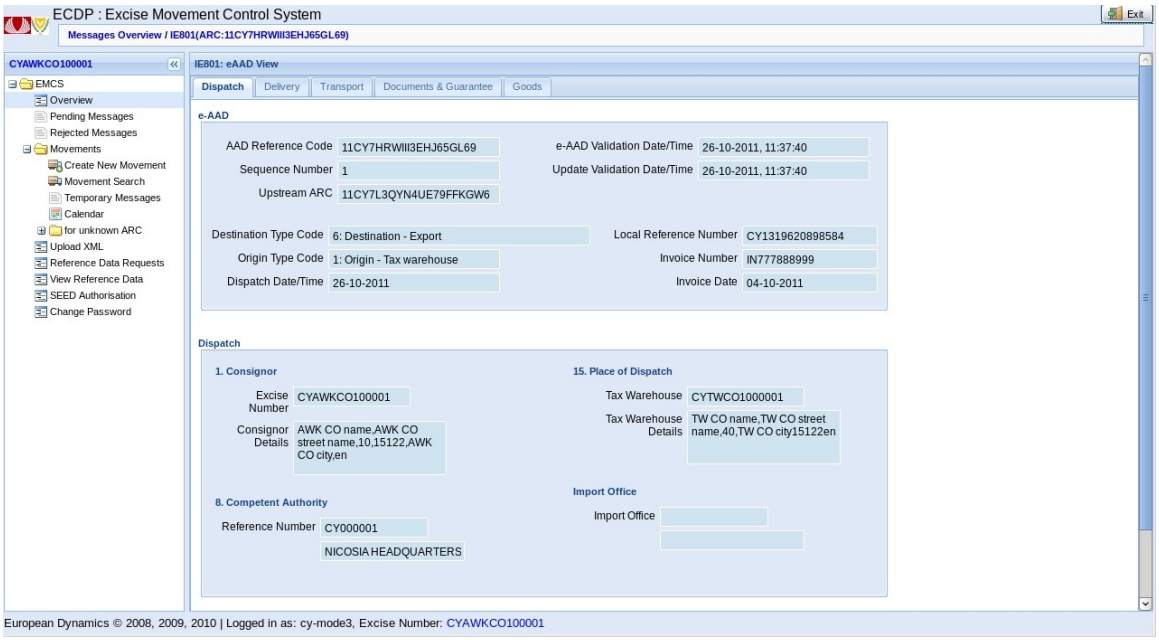

Figure 10 Screen View Message IE801

2.6 Submission of an IE815 Message (Creation of New Movement)

2.6.1 Create New Movement – Step 1

To start with, user should complete a series of basic selections.
All steps followed depend upon the completion of these options. This means that you can not go back to Step 1 if you are already at Step 2.
If you wish to change the options completed in Step 1 user should re-submit the application.

Fill in the fields

- *Submission Message Type*
  - 1: Standard submission
  - 2: Submission for export (local clearance)
- *Destination Type Code*
  - 1: Destination - Tax warehouse
  - 2: Destination - Registered consignee
  - 3: Destination - Temporary registered consignee
  - 4: Destination - Direct delivery
  - 5: Destination - Exempted organisation
  - 6: Destination – Export
  - 8: Unknown destination (consignee unknown)

- *Origin Type Code*
  - 1: Origin - Tax warehouse
  - 2: Origin - Import
- *Transport Arrangement*
  - 1: Consignor
  - 2: Consignee
  - 3: Owner of the Excise Products
  - 4: Other
- *Guarantor*
  - Consignor
  - Transporter
  - Owner of the Excise Products
  - Consignee

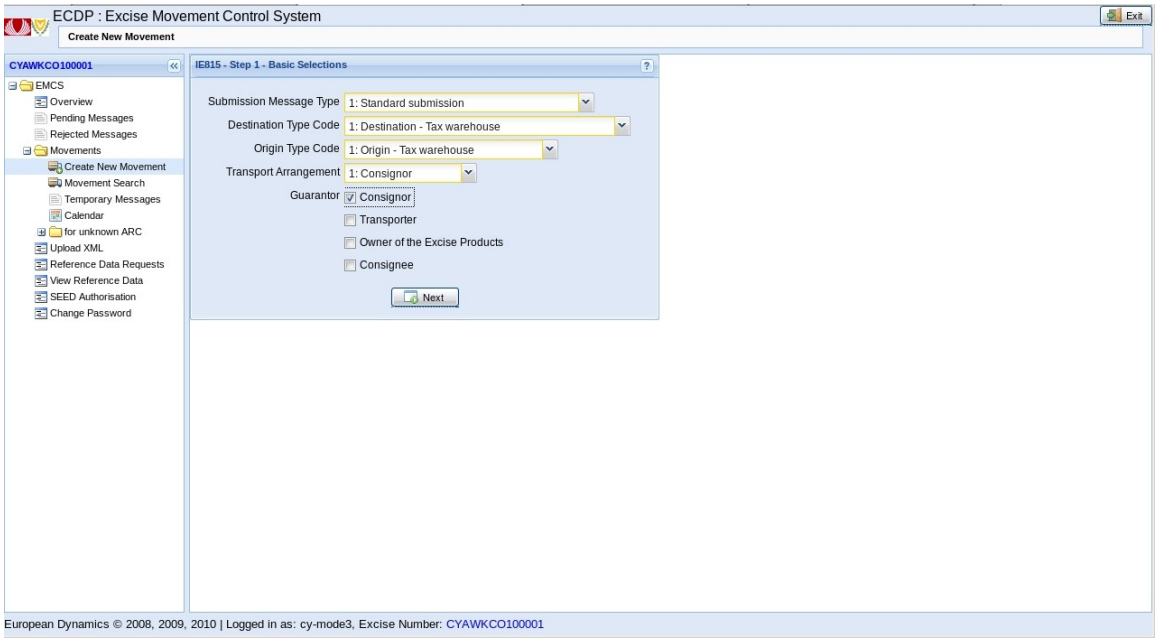

Figure 11 Screen IE815 Submission – Step 1

2.6.2 *Create New Movement – Step 2*

The following screen contains all the information related to the consignor. It is important to note that the details of the consignor and any additional information displayed on this screen are inherited from Step 1.

View the pre-filled fields

- *Destination Type Code*
- *Origin Type Code*
- *Consignor*
- *Excise Number*
- *Consignor Details*
- *Competent Authority*
- *Reference Number*

In step 2 fill the fields

- *Date of Dispatch*. The date of dispatch should not exceed one week from the current date.
- *Time of Dispatch*
- *Invoice Number*
- *Invoice Date*
- *Deferred Submission*
- Enter *Tax warehouse number* or click the magnifying glass icon to find it from a list

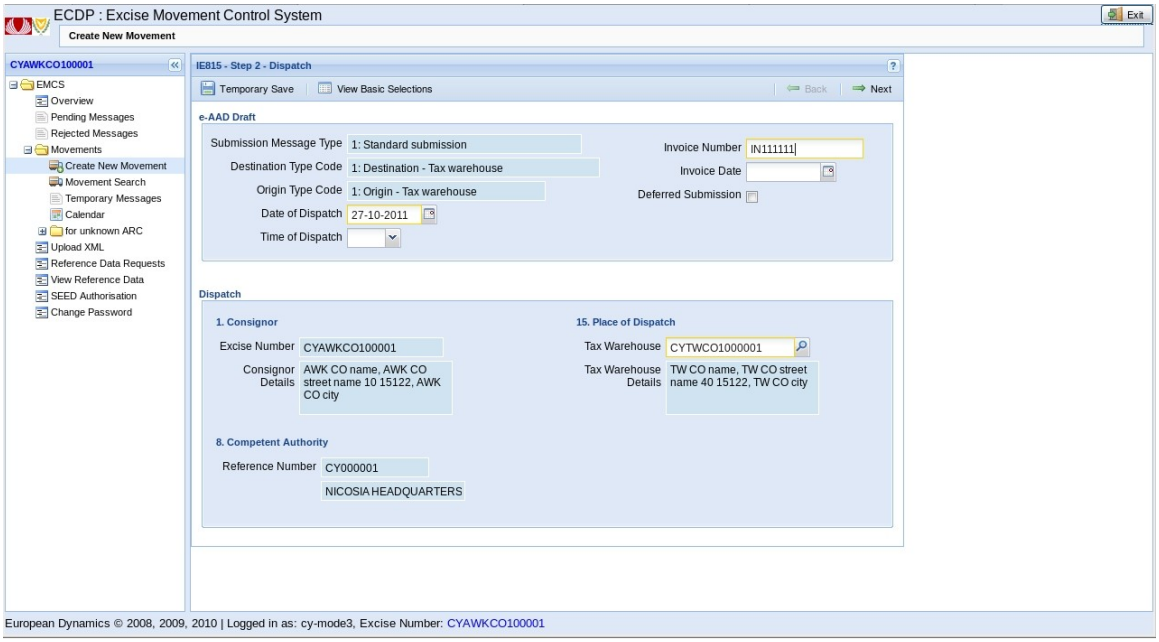

Figure 12 Screen IE815 Submission - Step 2

In case of a search for Tax Warehouse
Enter optional search criteria

- *Tax Warehouse Number*
- *City*
- *Country*
- *Click Search.*

Click *OK*
Click *Tax Warehouse* from results grid
Click *Next* to proceed to step 3 of e-AAD submission

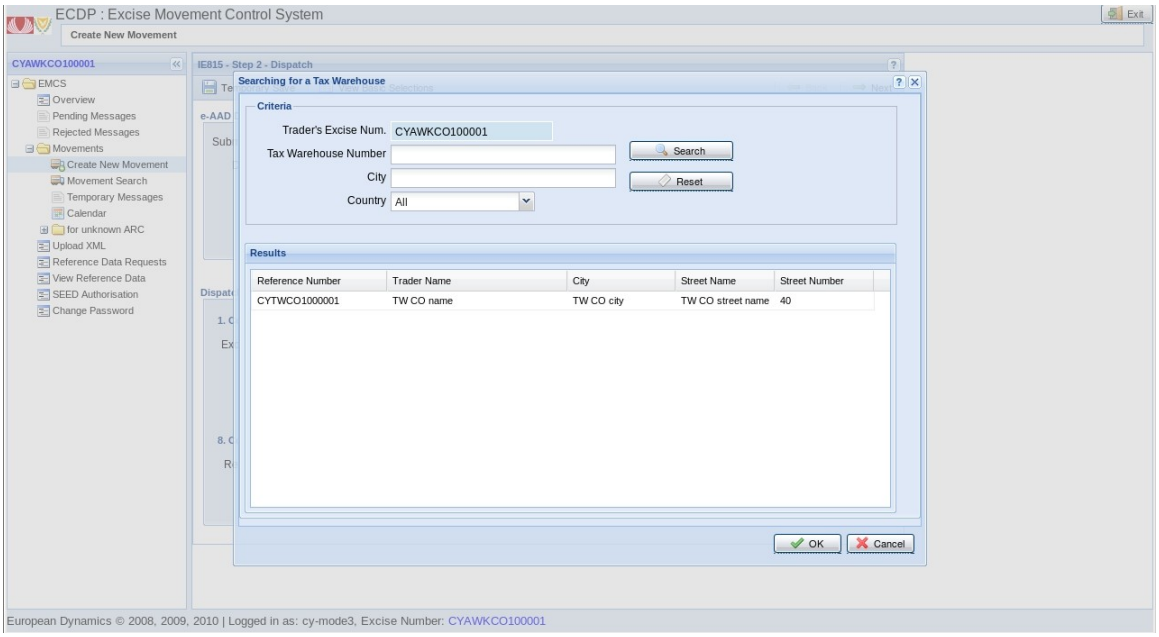

Figure 13 Screen IE815 Submission - Search Tax Warehouse

2.6.3 *Create New Movement – Step 3*

The following screen contains all the information related to the recipient and the place of delivery of the movement.
Fill out the Excise Number of the Consignee

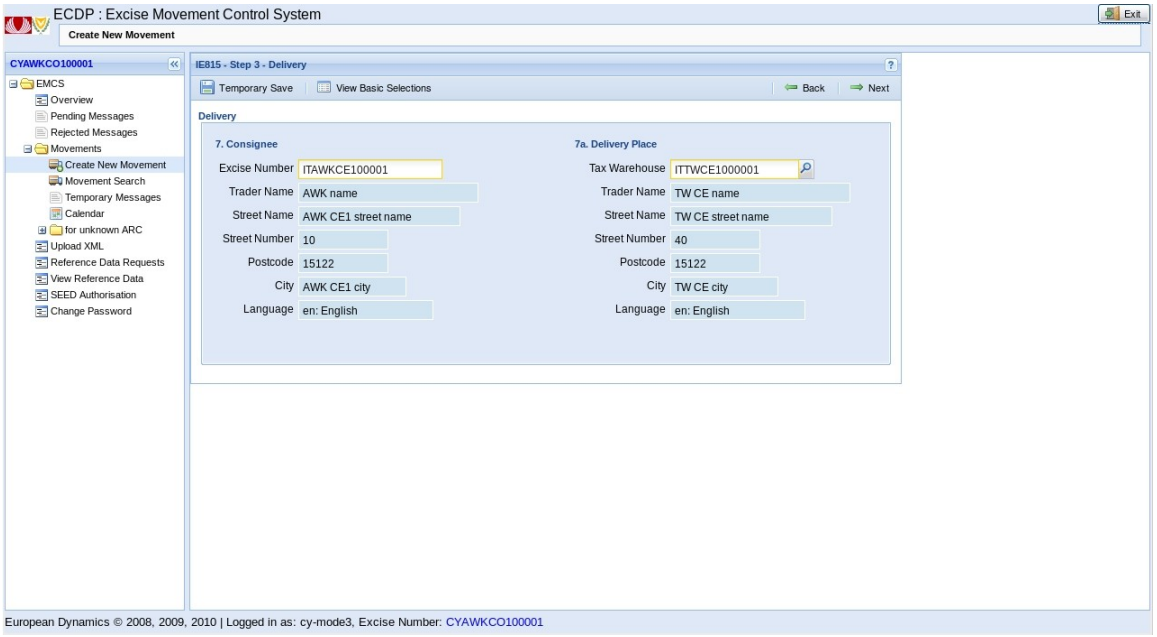

Figure 14 Screen IE815 Submission - Step 3

Enter tax warehouse number or click the magnifying glass icon to search for one.
If Tax Warehouse Search is selected, fill the search criteria
Enter optional search criteria

- *Tax Warehouse Number*
- *City*
- *Country*

Click *Search*.
Click *Tax Warehouse* from results grid
Click *OK*

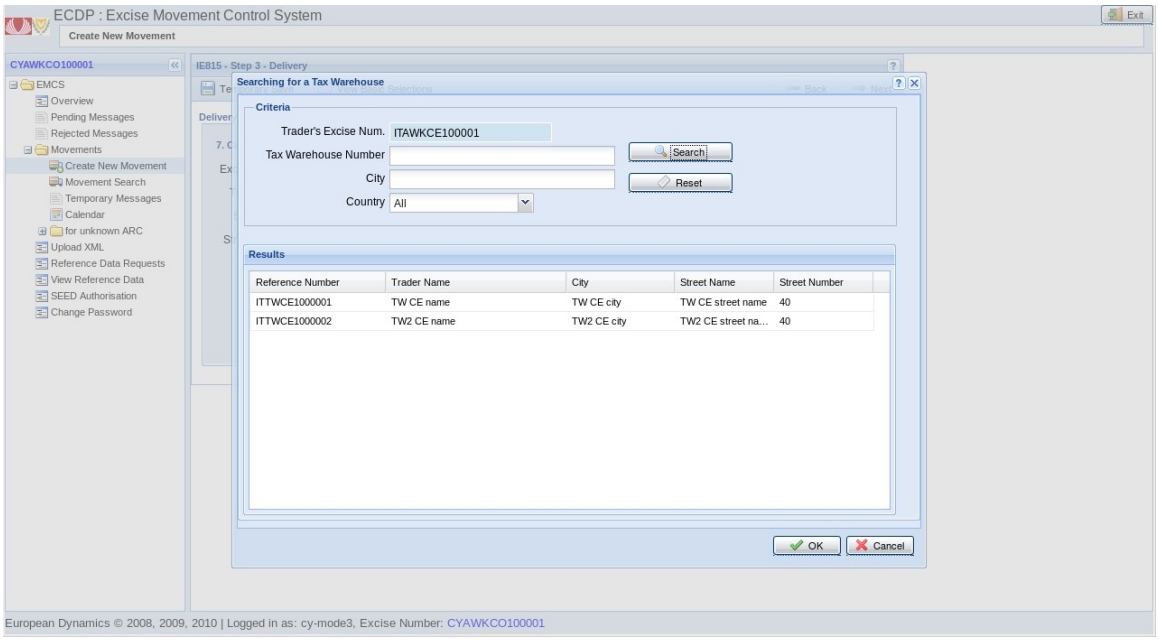

Figure 15 Screen IE815 Submission - Search Tax Warehouse

2.6.4 *Create New Movement – Step 4*

Through the following screen you can enter basic information and details of movement. The duration of movement can be expressed either in hours or days.
Moreover, the time corresponding to the days of the movement of goods taking into account the duration of the movement, must not to exceed one week.

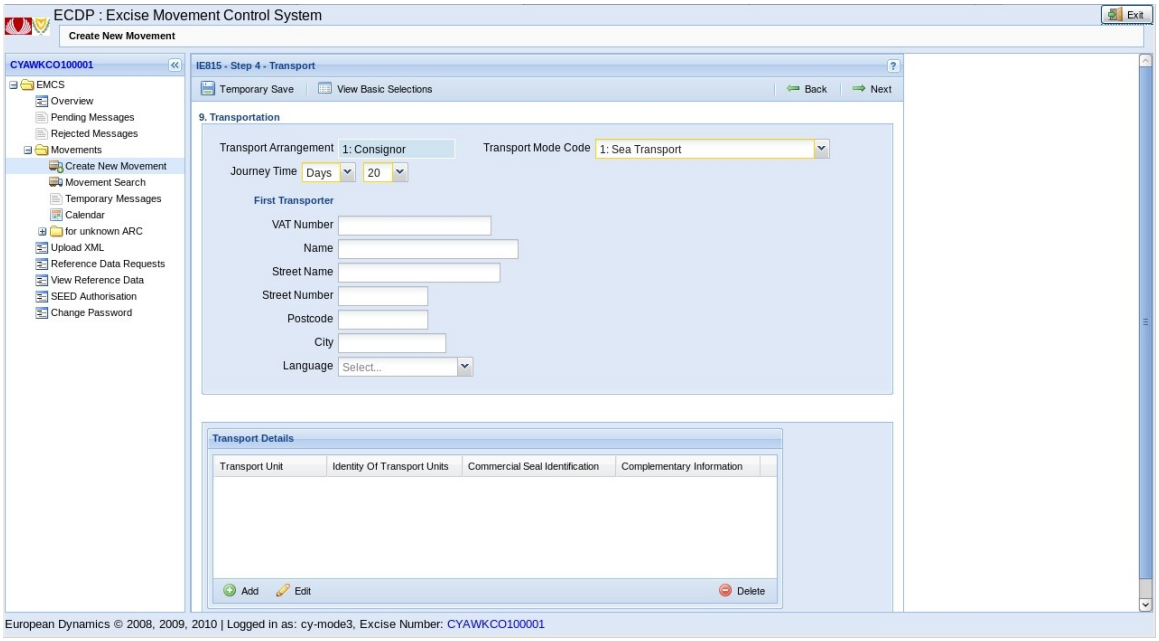

Figure 16 Screen IE815 Submission - Step 4

Fill in the fields

- *Journey Time* (in days or hours)
- *Transport Mode Code*
  - 0: Other
  - 1: Sea Transport
  - 2: Rail transport
  - 3: Road Transport
  - 4: Air Transport
  - 5: Postal consignment
  - 7: Fixed transport installations
  - 8: Inland waterway transport
- Optionally *First Transporter* details
- Fill out *Transport Arranger* details
  - *VAT Number*
  - *Name*
  - *Street name*
  - *Street Number*

- *Postcode*
- *City*
- *Language*

Click *Add* from *Transport Details* grid

- Transport Unit Code
  - *1: Container*
  - *2: Vehicle*
  - *3: Trailer*
  - *4: Tractor*
  - *5: Fixed transport installations*
- *Identity Of Transport Units* and optionally
- *Commercial Seal Identification*
- *Complementary Information and Language*
- *Seals Information and Language*

Click OK.
Click *Next* for step 5.

Note: By selecting *Delete* at *Transport Details* the selected unit is deleted while by selecting edit or by double selecting (double click) on the selected unit you can edit it.

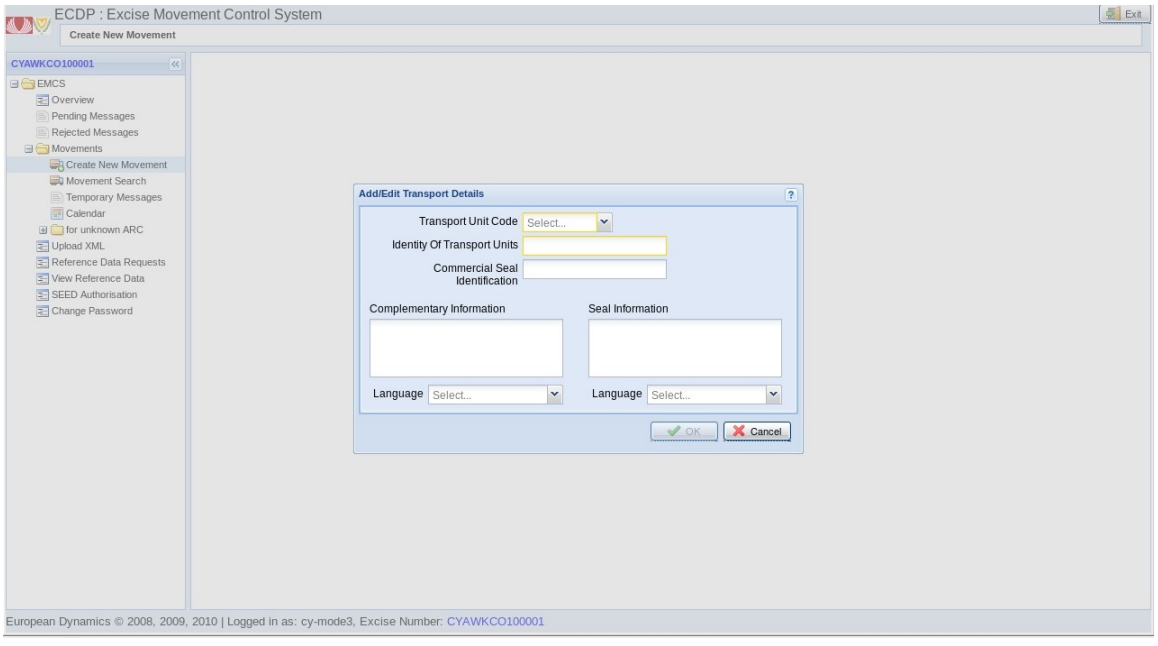

Figure 17 Screen IE815 Submission - Add/Edit Transport Details

2.6.5 *Create New Movement – Step 5*

Through this screen s the user has the ability to import, modify and delete any item already listed on the grid through the options *Add*, *Edit* and *Delete*.

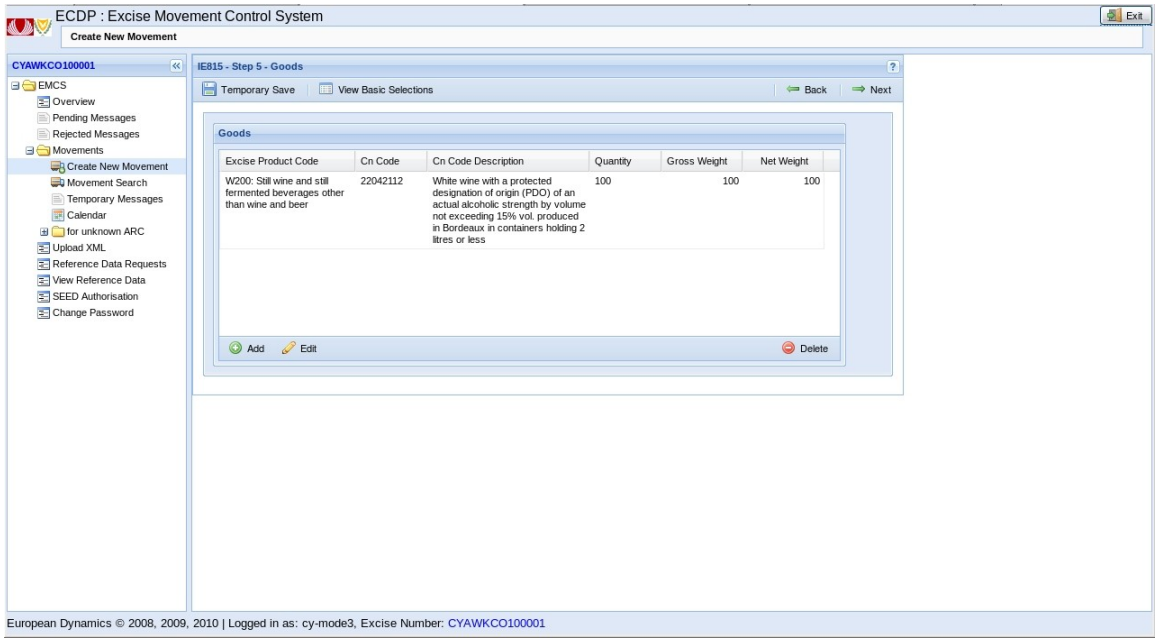

Figure 18 Screen IE815 Submission - Step 5

Click *Add* in the grid *Goods.*
Fill in the fields

- *Excise Product Code*
- *CN Code*
- *Quantity*
- *Gross Weight*
- *Net Weight*
- *Stock Code*
- *Alcoholic Strength*
- *Density*
- *Degree Plato*
- *Size of Producer and optionally*
- *Fiscal Mark and language*
- *Commercial description and language*
- *Designation of Origin and language*
- *Brand Name of Products and language*
- *For wine products must also fill*
- *Wine Product Category*
    - *1: Wine without PDO/PGI*

- *2: Varietals wine without PDO/PGI*
- *3: Wine with PDO or PGI*
- *4: Imported wine*
- *5: Other*
- *Wine Growing Zone Code*
- *Third Country Of Origin*
- *Other Information and language*
- *Wine Operation*
- *Wine Operation Code*

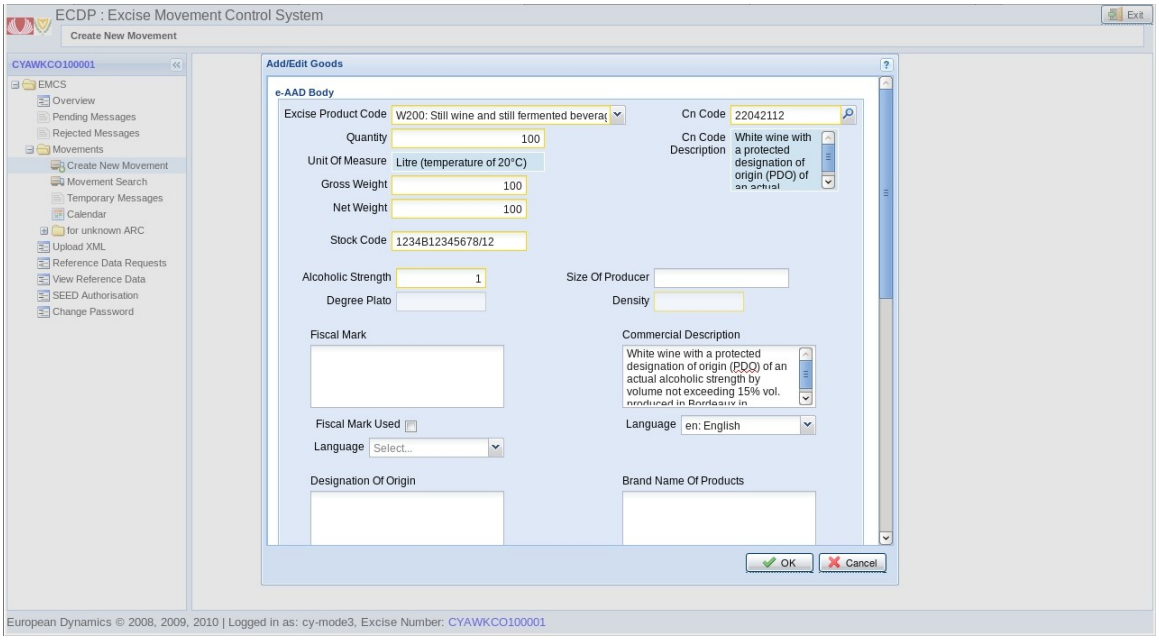

Figure 19 Screen IE815 Submission– Add/Edit Goods

Click *Add* in grid *Packages.*

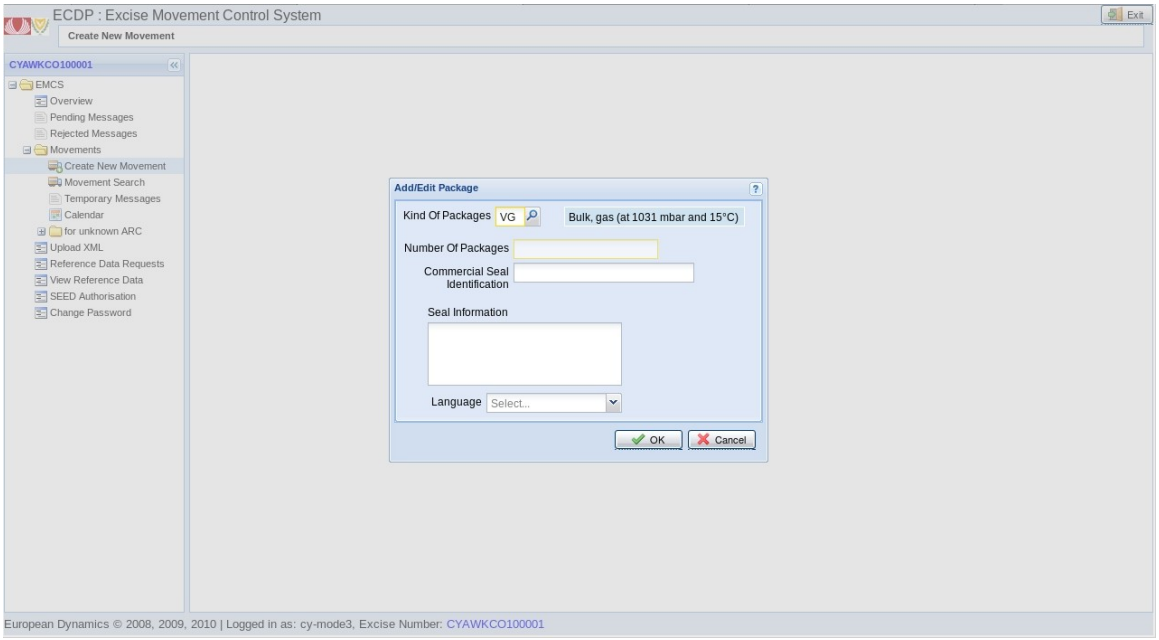

Figure 20 Screen IE815 – Add/Edit Package

Click *Kind of Package.*
Enter *Number of Packages* and optionally fill

- *Commercial Seal Identification*
- *Seal Information and language*

Click *OK*.

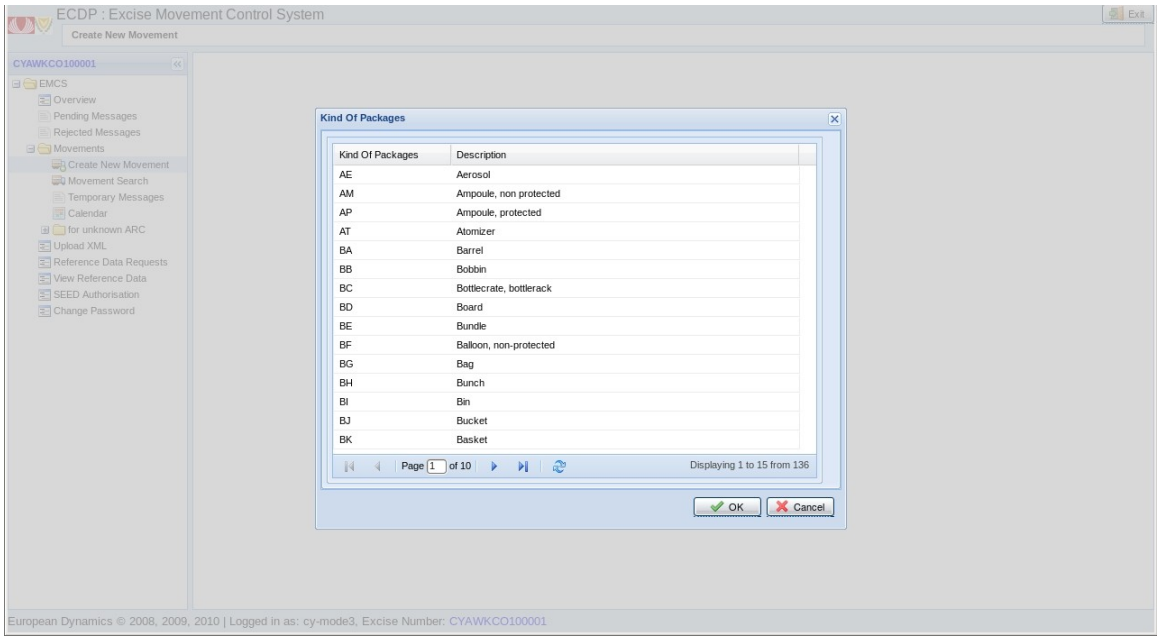

Figure 21 Screen IE815 – Kind of Package

Click *OK*.
Click *Next* for step 6.

2.6.6 *Create New Movement – Step 6*

This screen contains information on Documents and Guarantees.

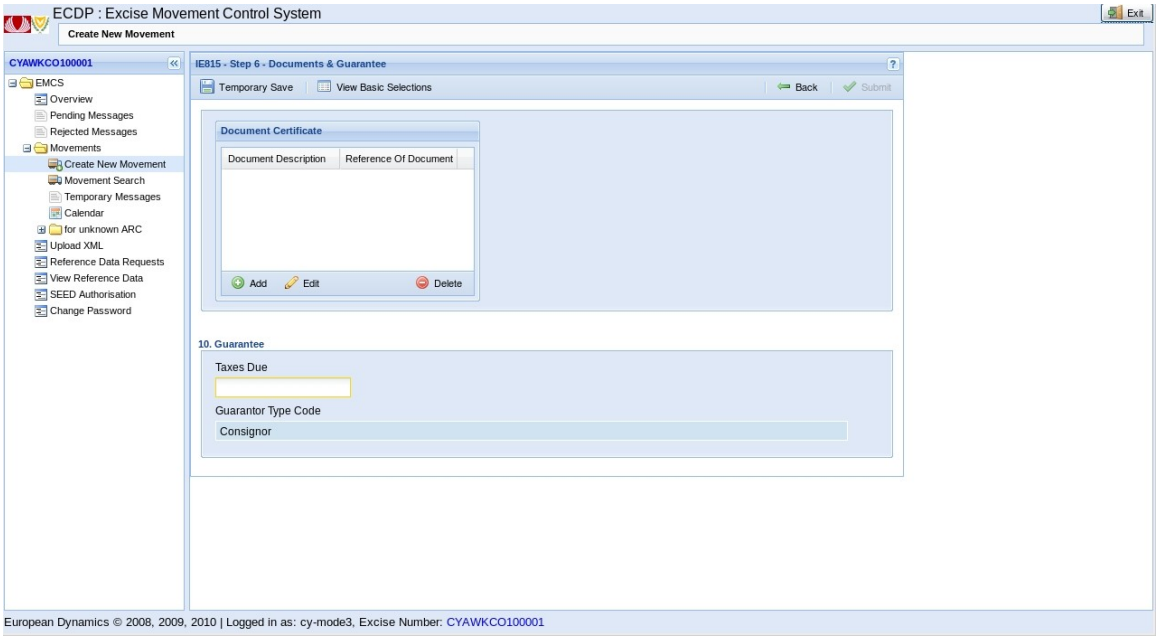

Figure 22 Screen IE815 Submission - Step 6

Click *Add* of *Document Certificate* to add a new document certificate.

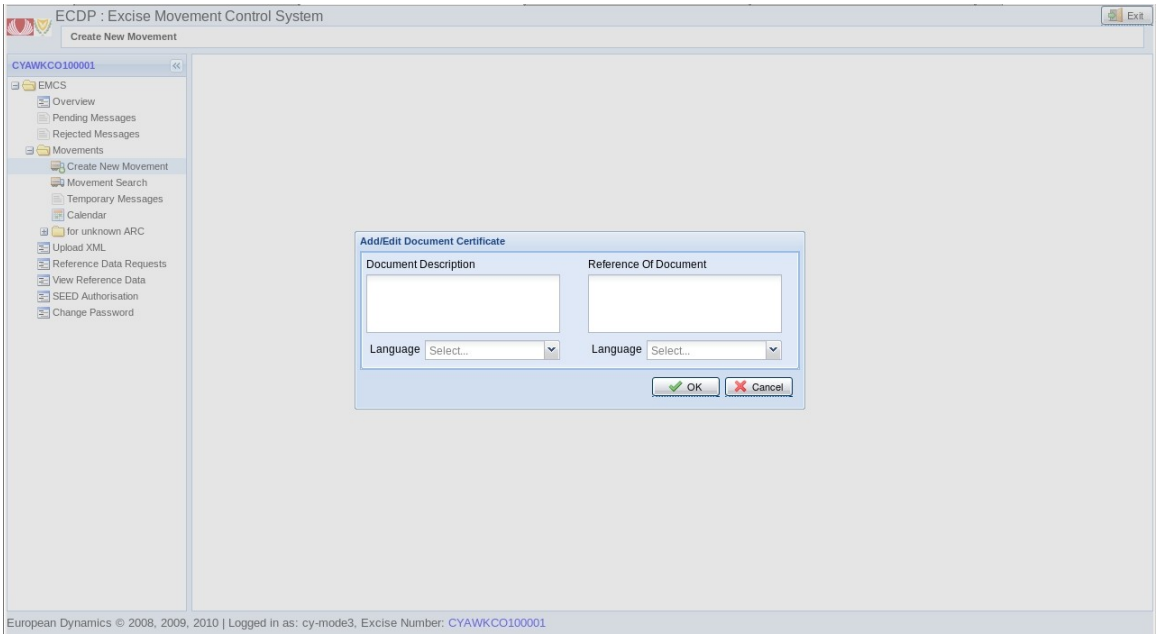

Figure 23 Screen IE815 Submission – Add Document Certificate

Click *Submit.*

Note: When selecting Back, you can go back to a previous screen.
With *Temporary Save* option you can store all data entered so far but with no submission taking place.

The display processing of the *Local Reference Number (LRN)* of created movement.

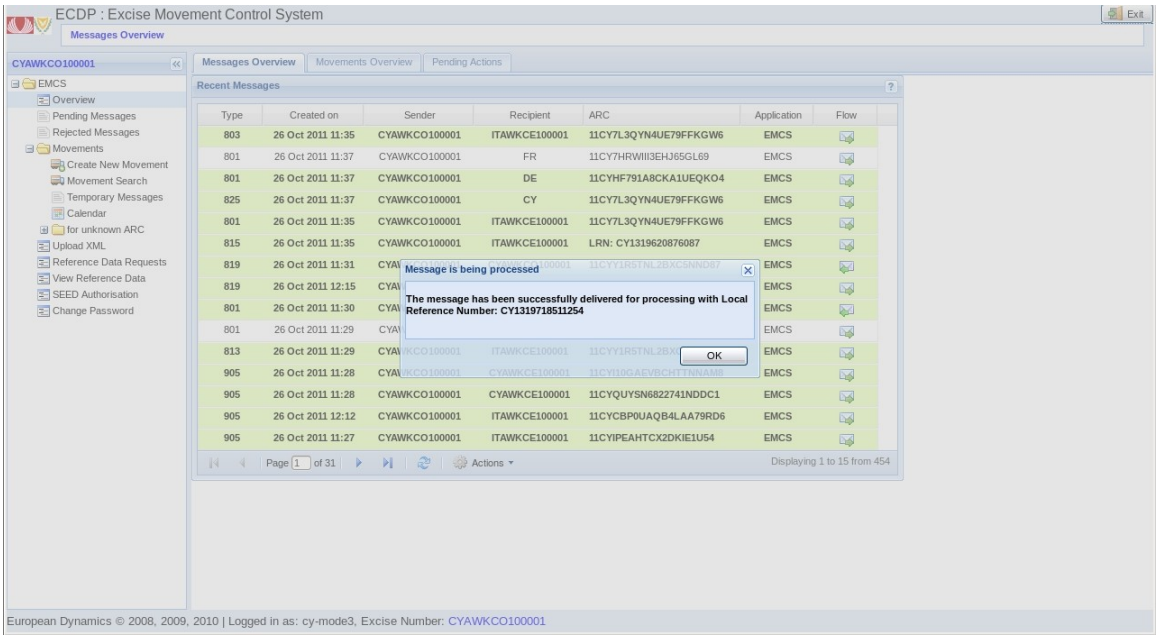

Figure 24 Screen Submission IE815 - Message Processing

2.7 Submission of an IE819 Message (Alert of Rejection of an e-AD)

Through the following screen user has the ability to submit an alert of rejection message (IE819) before the goods arrive at the destination to notify the involved actors.
This message is submitted only by the consignee and the e-AD can be alerted or rejected changing the status of the movement to *Accepted* or *Rejected* respectively.
Select *(819) Alert or Rejection* Action to proceed to the IE819 message submission

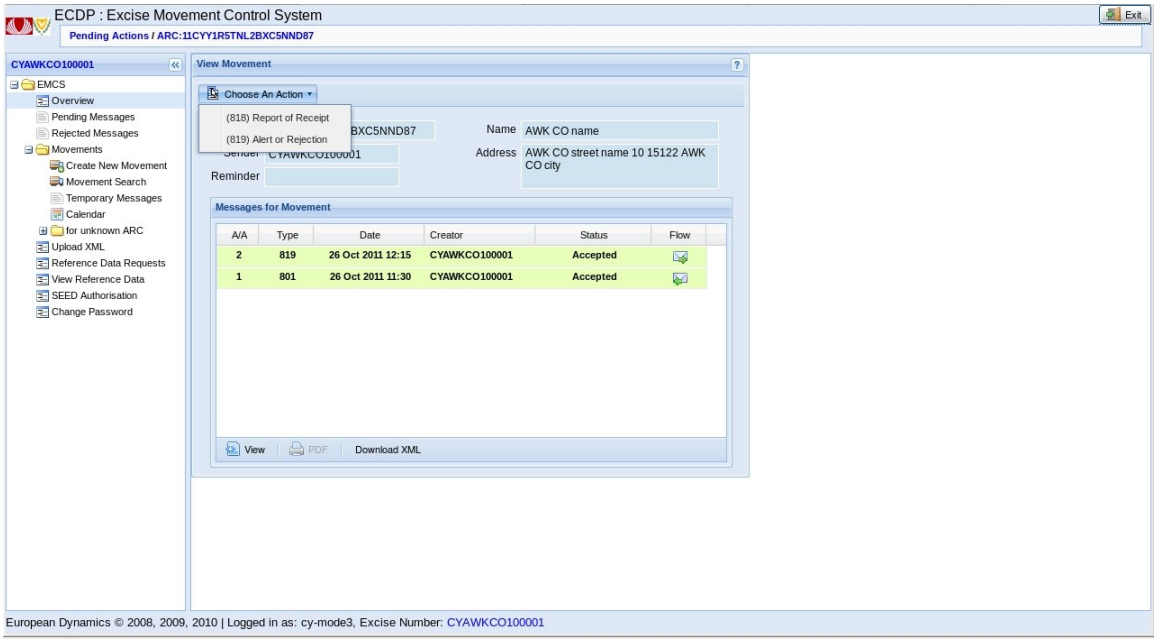

Figure 25 Screen IE819 Alert or Reject Action for Movement

Select Message Type :

- *0: Alert Message*
- *1: Reject Message*

The other fields are automatically filled by the movement details

- *AAD Reference Code*
- *Sequence Number*
- *Trader Consignee*
- *Excise Number*
- *Details*
- *Destination*
- *Reference Number*
- *Details*

Press *Add* button to add *Reasons code* for the alert or rejection of the e-AD.

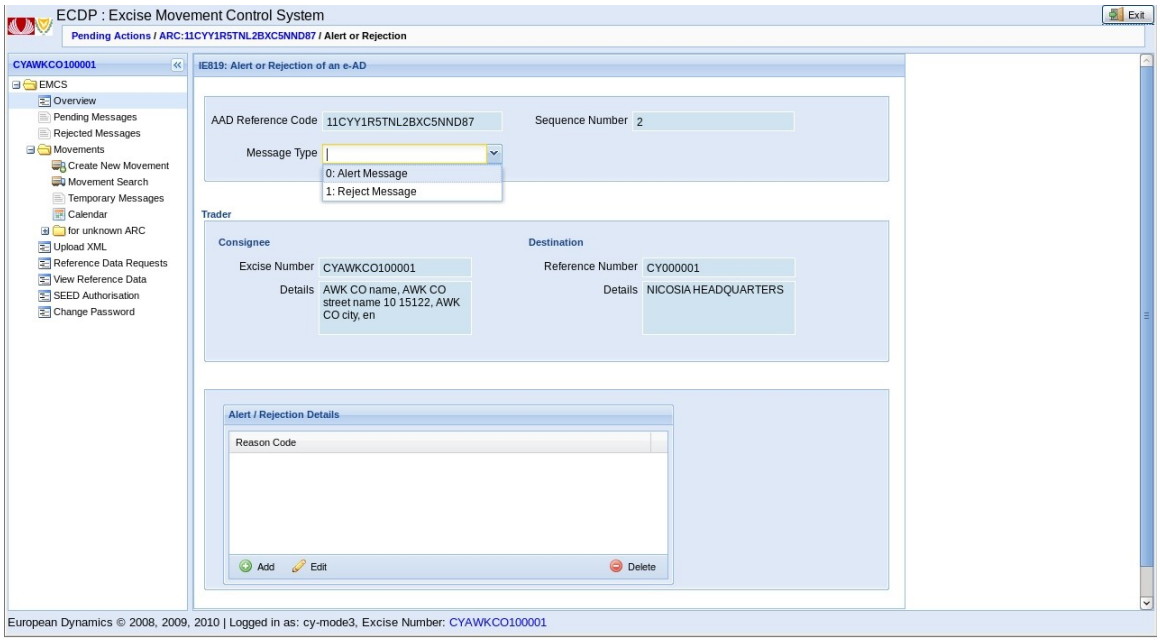

Figure 26 Screen Submission of an IE819 Message

Select the *Reason Code* for alerting or rejecting the e-AD.

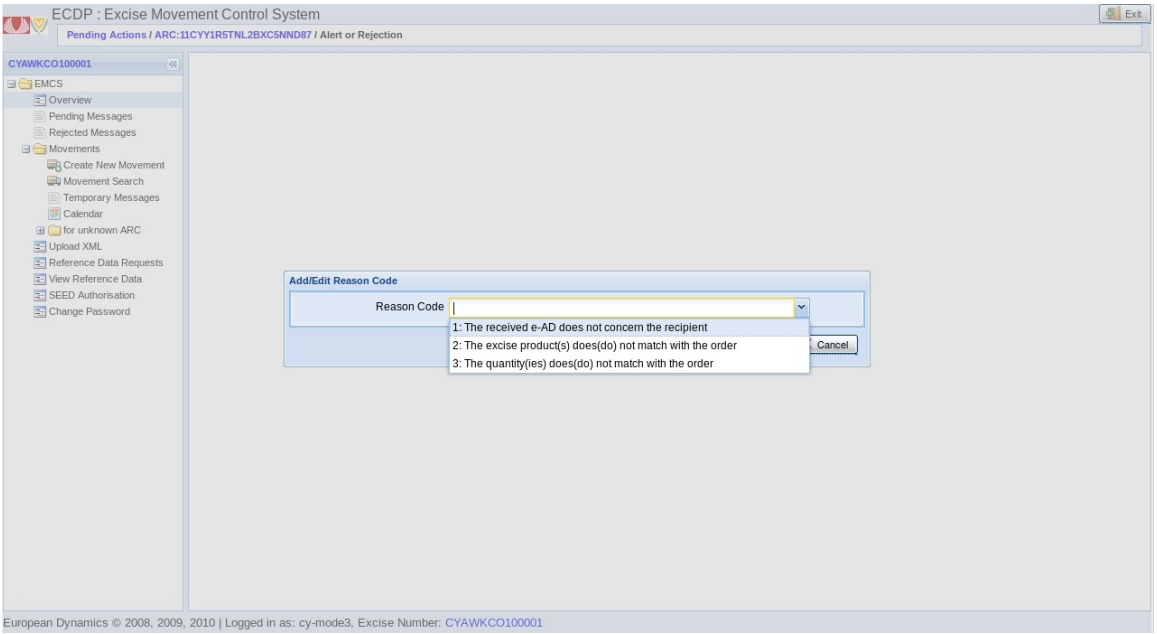

Figure 27 Screen Submission of an IE819 Message – Add/Edit Reason Code

2.8 Submission of an IE810 Message (Cancellation of an e-AD by Consignor)

The user shall submit the cancellation IE810 message traffic when the goods / property are underway to send. In this case, the sender notes that the information recorded in the opening statement is inadequate and decides to cancel it.

To cancel a movement: From *Movements Overview* click a movement and then click Movement Details. If movement status allows
«X01» - Accepted
«X05» - Rejected
«X11» - Exporting

Then choice *(810) Cancel e-AAD* is active. Through the following screen a movement can be cancelled. Click action *(810) Cancellation of e-AAD*
Display Screen Submission of an IE810 Message.

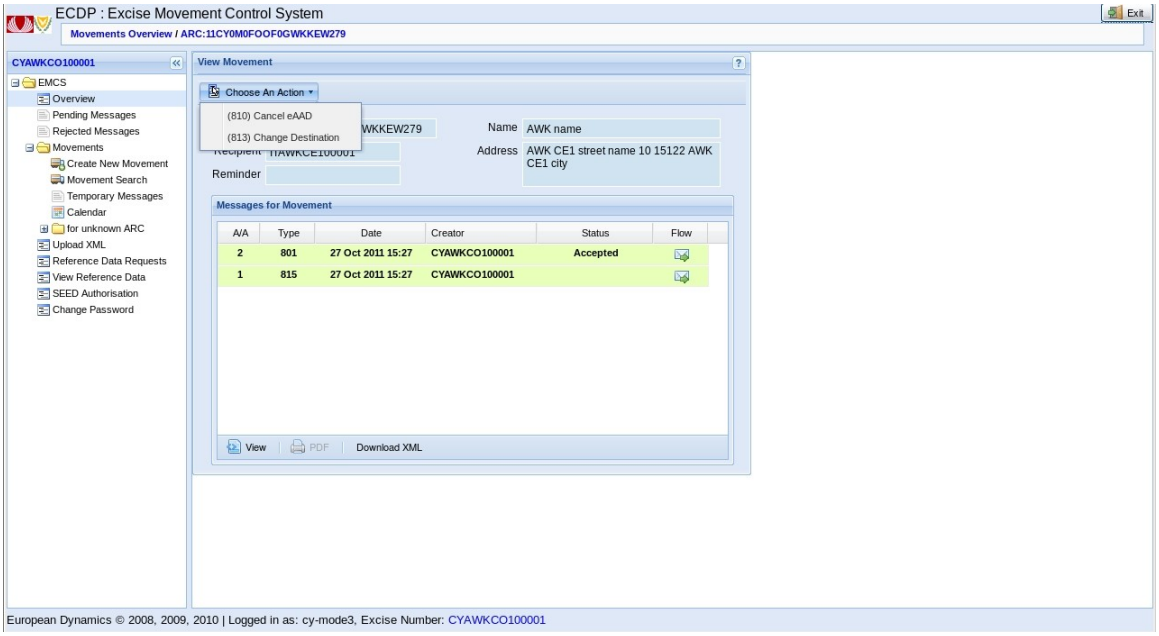

Figure 28 Screen IE810 Submission Action for Movement

Fill in required fields

- Reason Code
  - 0: Other
  - 1: Typing error
  - 2: Commercial transaction interrupted
  - 3: Duplicate e-AAD
  - 4: The movement has not begun at the date of dispatch

Fill in optional fields

- Complementary Information and language

Click *Submit.*

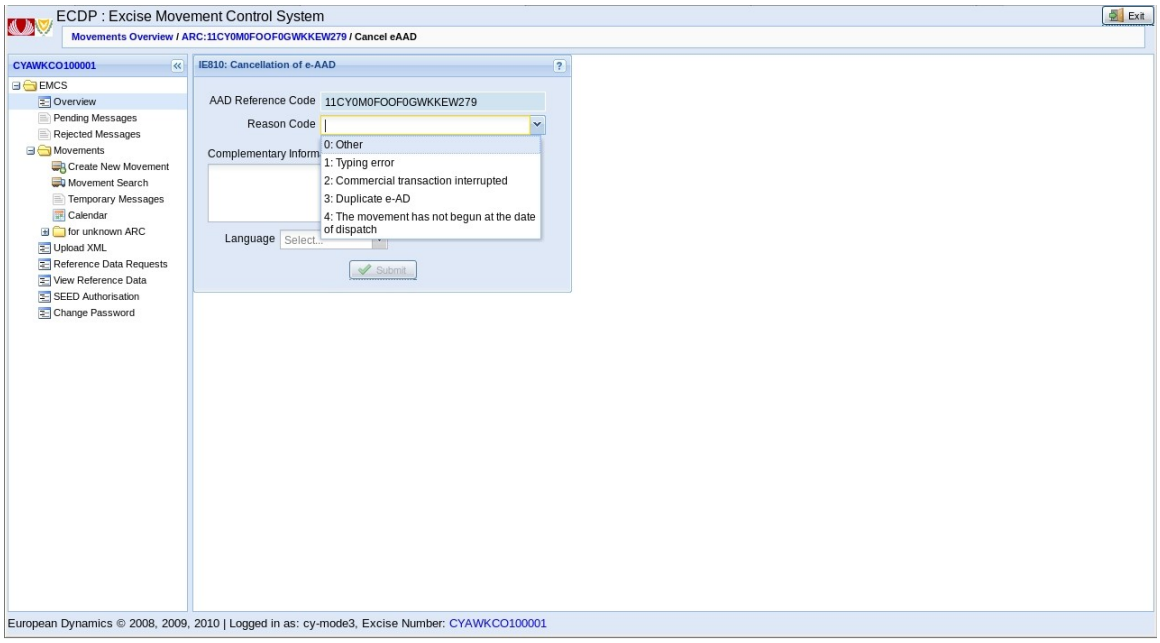

Figure 29 Screen Submission of an IE810 Message

2.9 Submission of an IE818 Message (Cancellation of Report of Receipt)

The Delivery Report is sent by the recipient of movement to notify the Consignor that the goods have reached their destination. With the arrival of the goods, the Recipient shall check for any differences in them (surplus or deficit) and records the result in Report of Receipt. Thus, the recipient can accept or reject these goods partially or wholly.
If the recipient rejects all goods, the movement does not cease to exist as the sender has to make a change of destination of movement.
In case of partial rejection of goods, the consignee is required to enter in the Report of Receipt the quantity that he rejects for each item separately.

To submit a Report of Receipt
Click the *Movement Overview* tab and click an incoming movement. If the movement status is
«X01» - Accepted
«X11» - Exporting
then action choice *(818) Report of Receipt* is active
Click action *(818) Report of Receipt* is active

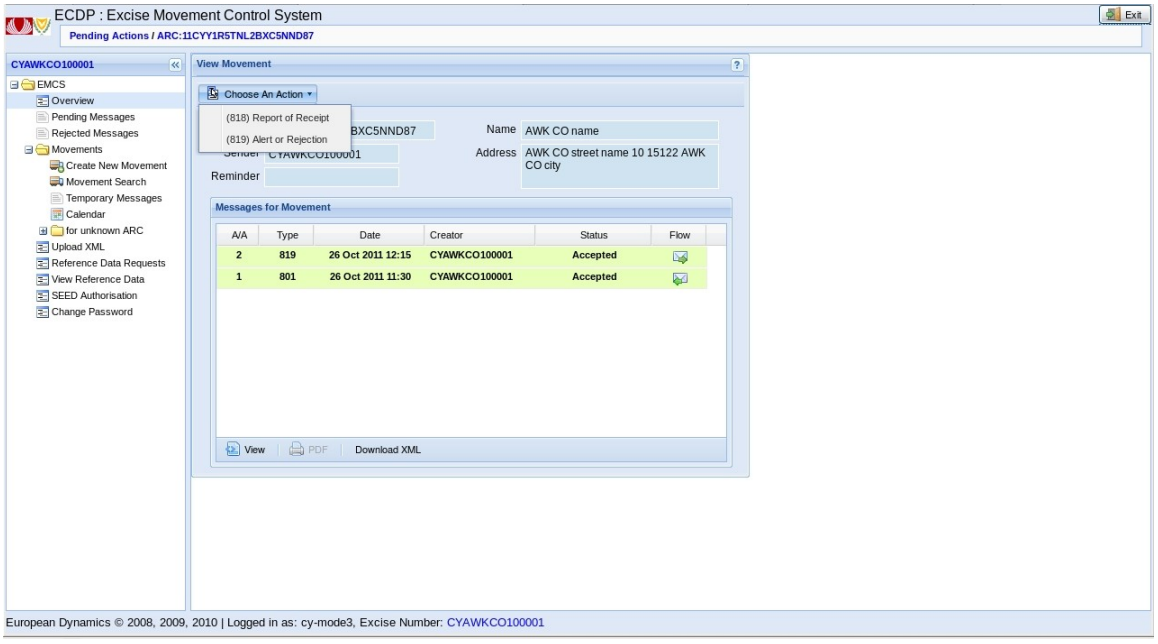

Figure 30 Screen IE818 Report of Receipt - Action for Movement

Click *Submit*.

Enter *Global Conclusion of Receipt*

- *1: Receipt accepted and satisfactory*
- *2: Receipt accepted although unsatisfactory*
- *3: Receipt refused*
- *4: Receipt partially refused*

Click *Next*

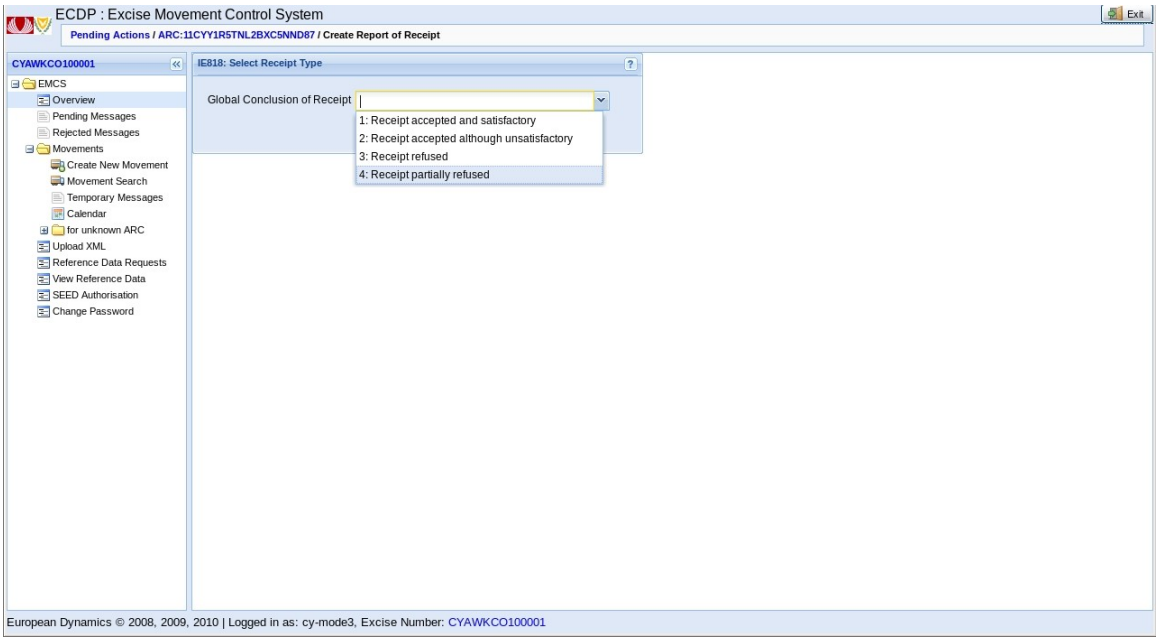

Figure 31 Screen IE818 Submission - Step 1

View pre-filled fields

- *AAD Reference Code*
- *Sequence Number*
- *Global Conclusion of Receipt*
- *Destination Office*
- *Reference Number*
- *Trader*
- *Consignee*
- *Trader Name*
- *Street Name*
- *Street Number*
- *Postcode*
- *City*
- *Language*
- *Delivery Place*
- *Excise Number*
- *Trader Name*
- *Street Name*
- *Street Number*
- *Postcode*
- *City*
- *Language*

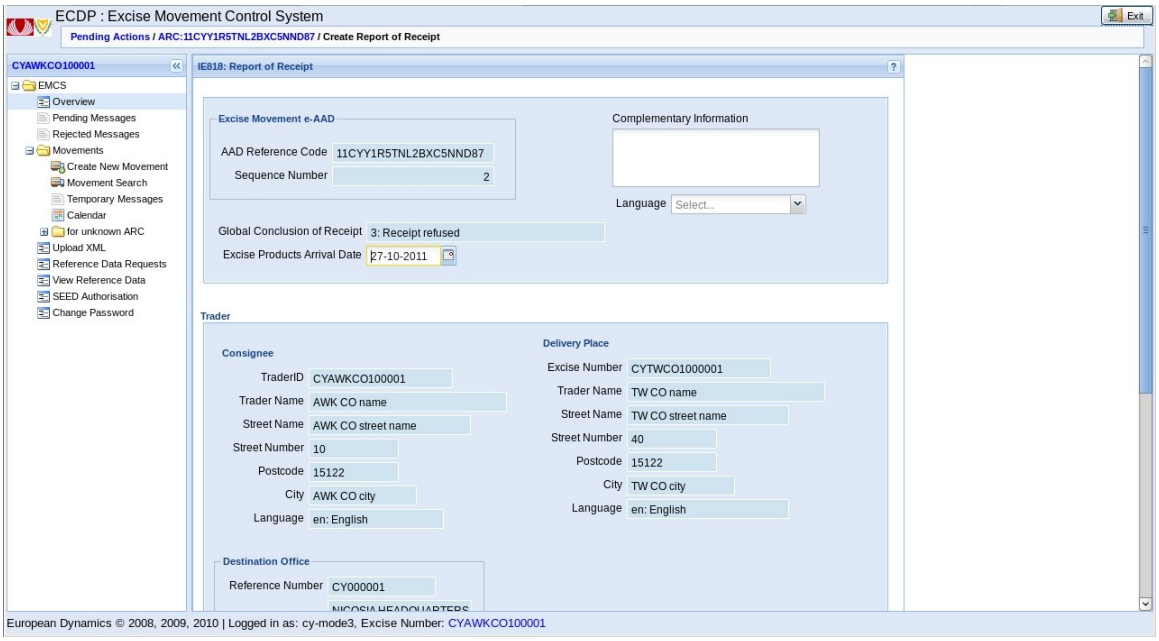

Figure 32 Screen Submission of an IE818 Message

Fill required fields according to the *Global Conclusion of Receipt*

Report of Receipt - Satisfactory

- Excise Products Arrival Date

Report of Receipt - Receipt accepted although unsatisfactory

Fill the grid *Report of Receipt Body*
Click *Add*
Display *Screen Add/ Edit Report of Receipt*
Click one of the Goods in grid
Display pre-filled fields

- *Body Record Unique Reference*
- *Excise Product Code*

Click optional fields

- *Shortage/Excess Indicator*
- *E: Excess*
- *S: Shortage*
- *Unsatisfactory Reason Code*

Enter *Unsatisfactory Reason Code*

- *0: Other*
- *1: Excess*
- *2: Shortage*
- *3: Goods damaged*
- *4: Broken seal*
- *5: Reported by ECSl*
- *6: One or more body records with incorrect values*
- 7: Quantity higher than the one on the temporary authorization

Complementary Information and language

Report of Receipt - Receipt refused

- Excise Products Arrival Date

Fill the grid *Report of Receipt Body*
Click *Add*
Display *Screen Add/ Edit Report of Receipt*
Click one of the *Goods* in grid
Display pre-filled fields

- *Body Record Unique Reference*
- *Excise Product Code*

Click optional fields

- *Shortage/Excess Indicator*
- *E: Excess*
- *S: Shortage*
- *Observed Shortage/Excess*
- *Unsatisfactory Reason Code*

Enter *Unsatisfactory Reason Code*

- *0: Other*
- *1: Excess*
- *2: Shortage*

- *3: Goods damaged*
- *4: Broken seal*
- *5: Reported by ECSl*
- *6: One or more body records with incorrect values*
- *7: Quantity higher than the one on the temporary authorization*

Complementary Information (and Language)

Report of Receipt - Receipt partially refused

- *Excise Products Arrival Date*

Fill the grid *Report of Receipt Body*
Click *Add*
Display Screen *Add/Edit Report of Receipt*
Click one of the *Goods* in the grid
Display the pre-filled fields

- *Body Record Unique Reference*
- *Excise Product Code*

Click optional fields

- *Shortage/Excess Indicator*
- *E: Excess*
- *S: Shortage*
- *Observed Shortage/Excess*
- *Unsatisfactory Reason Code*
- *Enter Unsatisfactory Reason Code*
- *0: Other*
- *1: Excess*
- *3: Goods damaged*
- *4: Broken seal*
- *5: Reported by ECSl*
- *6: One or more body records with incorrect values*
- *7: Quantity higher than the one on the temporary authorization*
- *Complementary Information (and Language)*

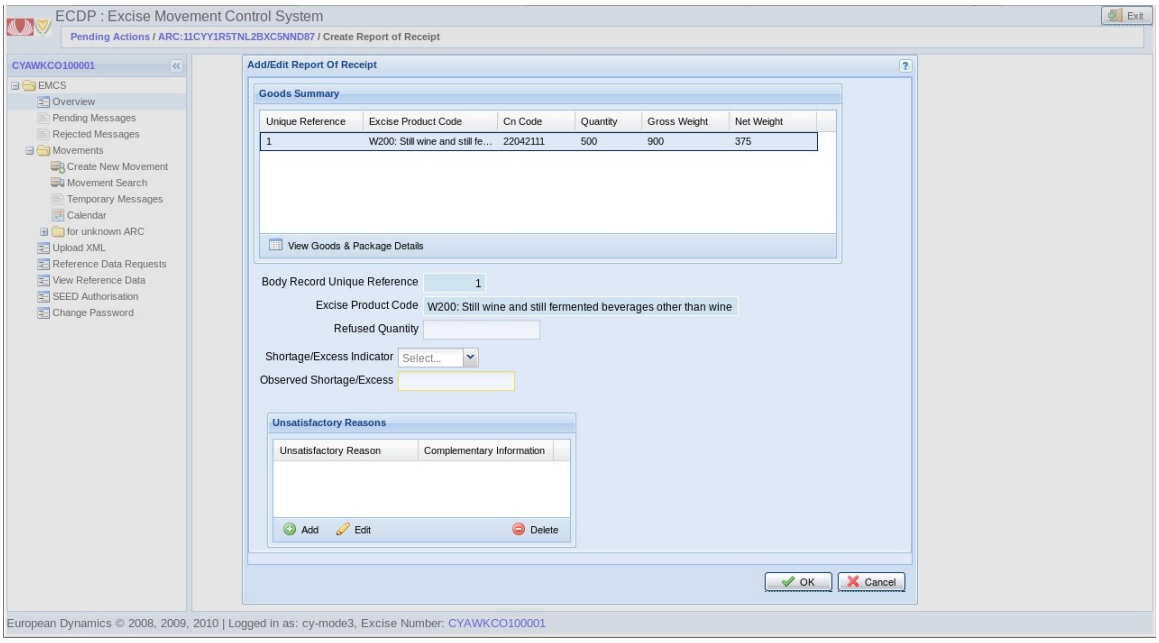

Figure 33 Screen Submission IE818 -Add/Edit Report of Receipt

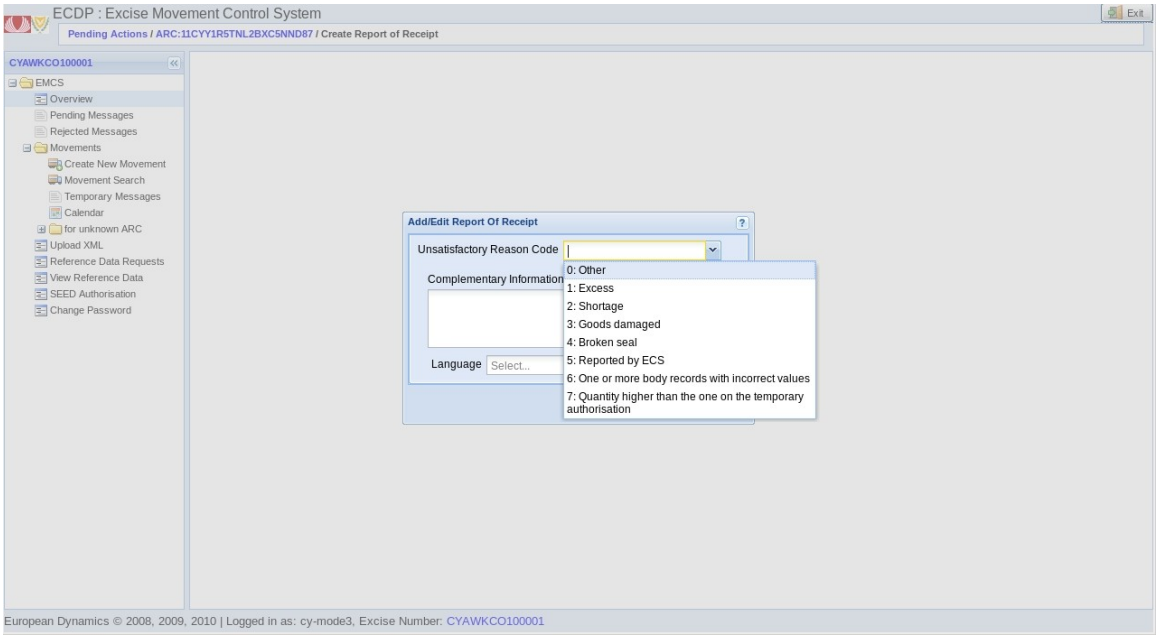

Figure 34 Screen Submission IE818 -Refused- Add Unsatisfactory Reason

Click *Submit*.

2.10 Submission of an IE813 Message (Change of Destination)

Consignor can make a change of destination of a movement at any time before and after receiving the delivery report (IE818).
Click from the tab *Movement Overview* a movement and then click *Movement Details*. If the movement status allows, namely whether
«X01» - Accepted
«X05» - Rejected
«X08» - Refused
«X10» - Partially Refused
«X11» - Exporting
then action *(813) Change of Destination* is active.
Click action *(813) Change of Destination.*

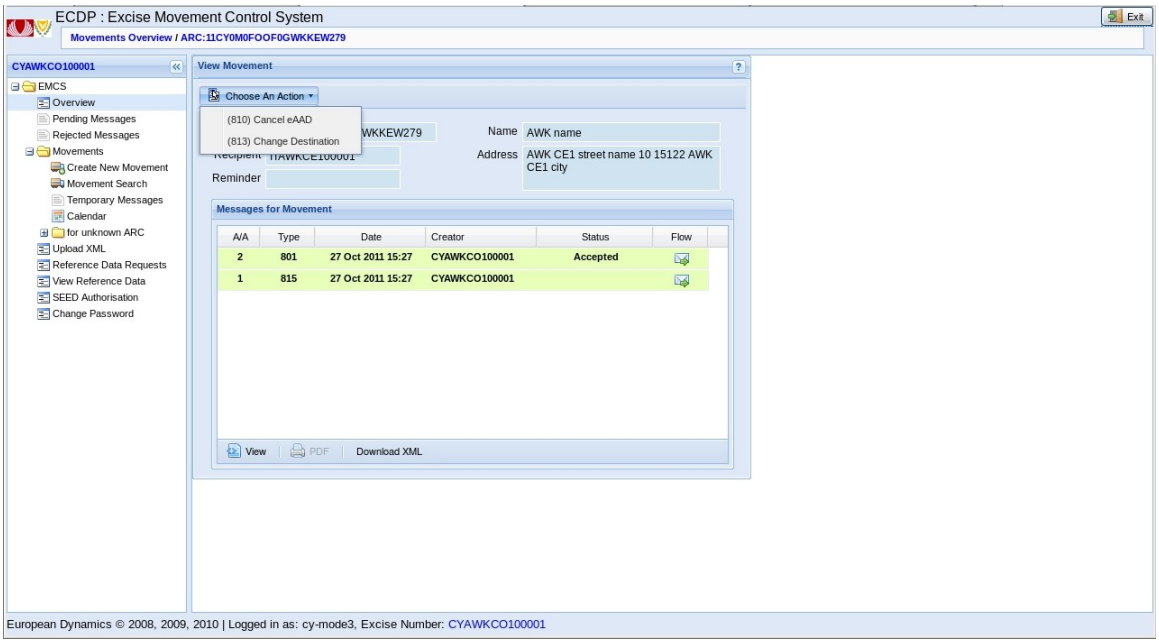

Figure 35 Screen IE813 Change of Destination- Action for Movement

On screen *IE813 – Basic Selections* fill required fields

- *Destination Type Code*
  - *1: Destination - Tax warehouse*
  - *2: Destination - Registered consignee*
  - *3: Destination - Temporary registered consignee*
  - *4: Destination - Direct delivery*
  - *6: Destination - Export*

Fill optional fields

- *Changed Transport Arrangement*
  - *1: Consignor*
  - *2: Consignee*
  - *3: Owner of goods*
  - *4: Other*

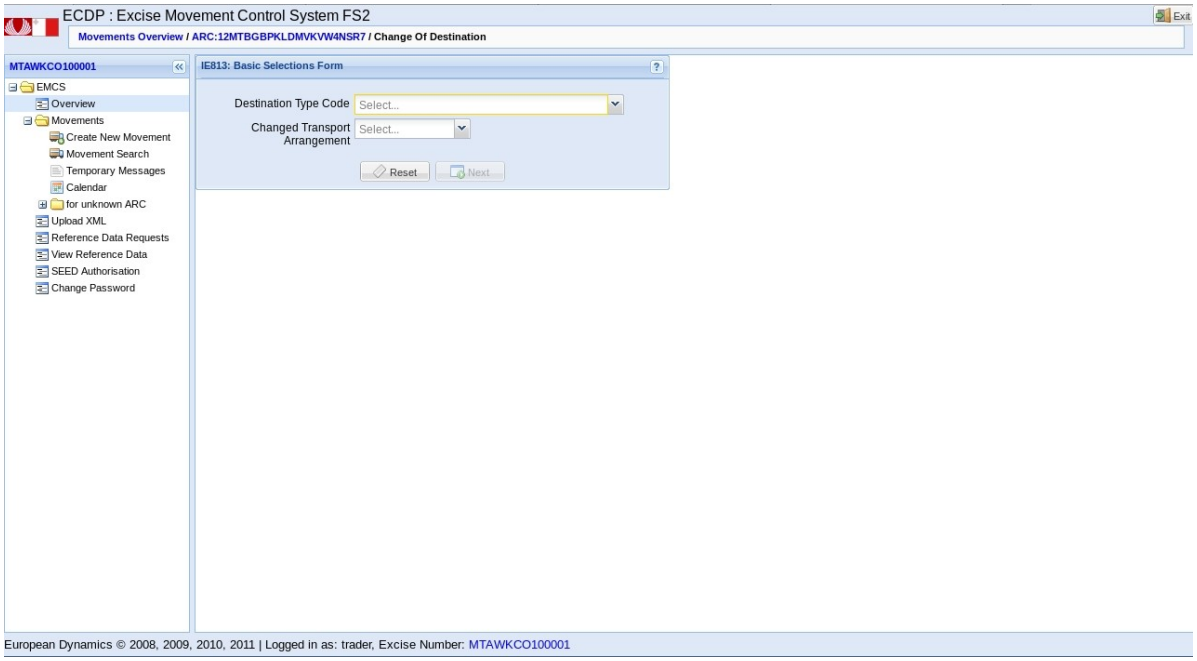

Figure 36 Screen IE813 Submission - Step 1

Click *Next*

Then the screen *Submission IE813 - Step 2 - Change Destination* appears which includes the main elements of the change of destination action.

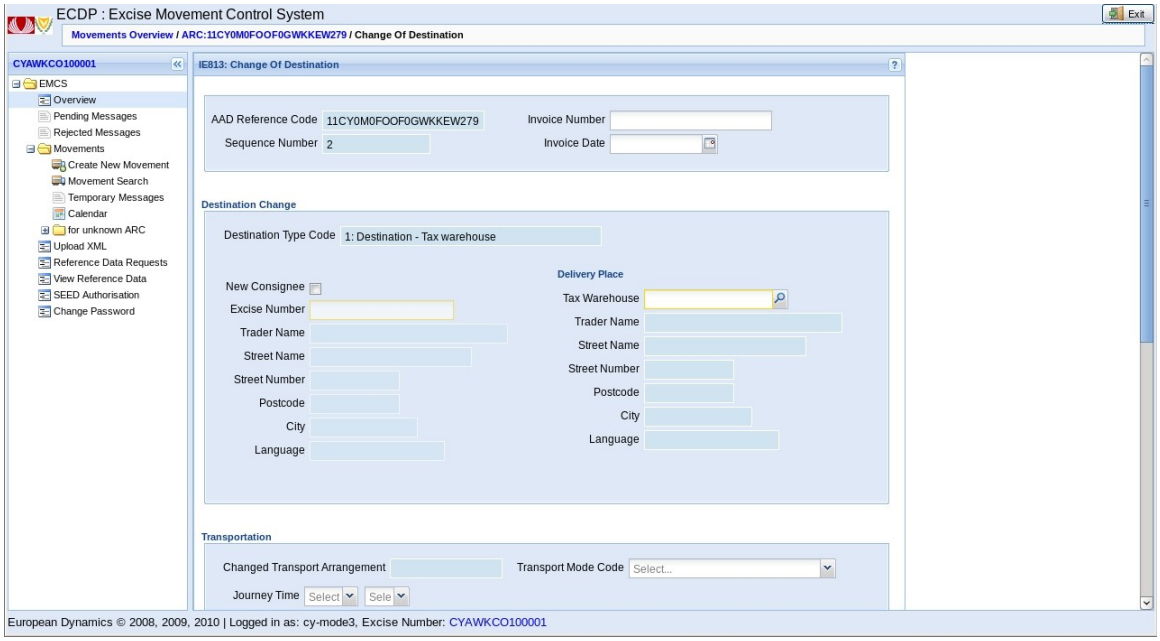

Figure 37 Screen IE813 Submission - Step 2

Enter the excise number of the *Tax Warehouse* click or select the magnifying glass icon in the field of Tax warehouse to open the Screen Submission *IE813 - Search Tax Warehouse.*

Enter optionally one or more search criteria for Tax Warehouse.

- *Tax Warehouse Number*
- *City*
- *Country*

Showing results based on the criteria introduced.

Click the desired storage of the grid results.

Click *OK*

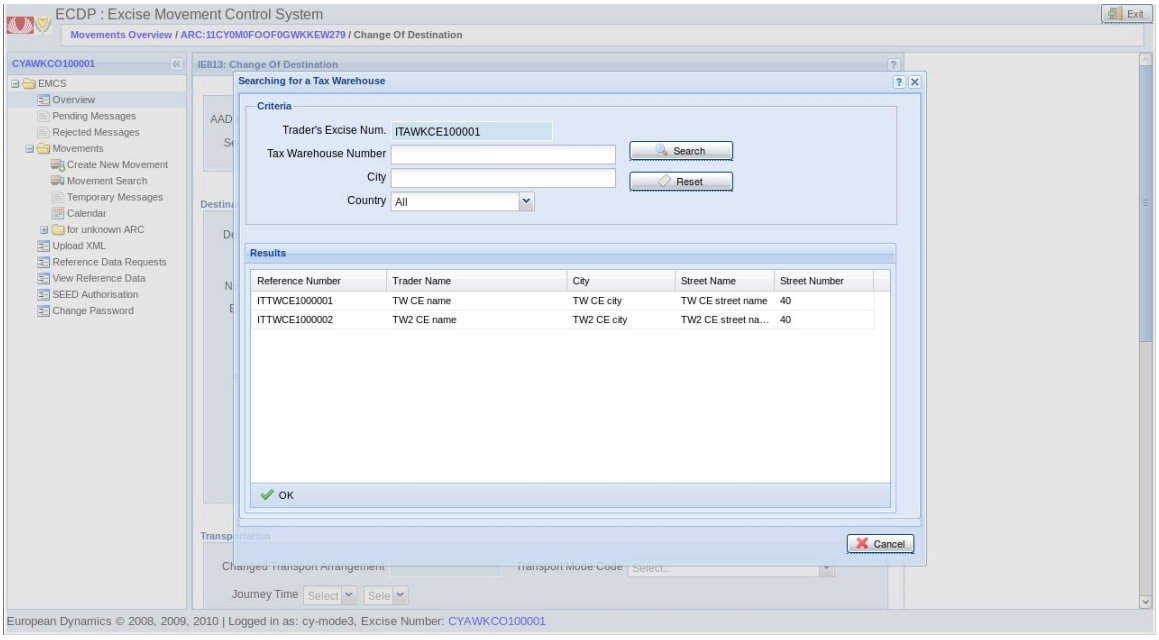

Figure 38 Screen Submission IE813 - Search Tax Warehouse

Press *Submit* to complete the IE813 message submission.

Display Screen of Confirmation for successful Processing.

2.11 Submission of an IE825 Message (Splitting Operation)

Splitting of Consignment takes place only for energy products and one or more e-ADs can be generated.
Click from the tab *Movement Overview* a movement and then click *Movement Details*. If the movement status allows, namely whether
«X01» - Accepted
«X05» - Rejected
«X08» - Refused
«X10» - Partially Refused
«X11» - Exporting
then action *(825) Splitting Operation* is active.
Press *(825) Splitting Operation* to open the Screen Submission of an *IE825 Message (Splitting of Consignment) – Step 1*

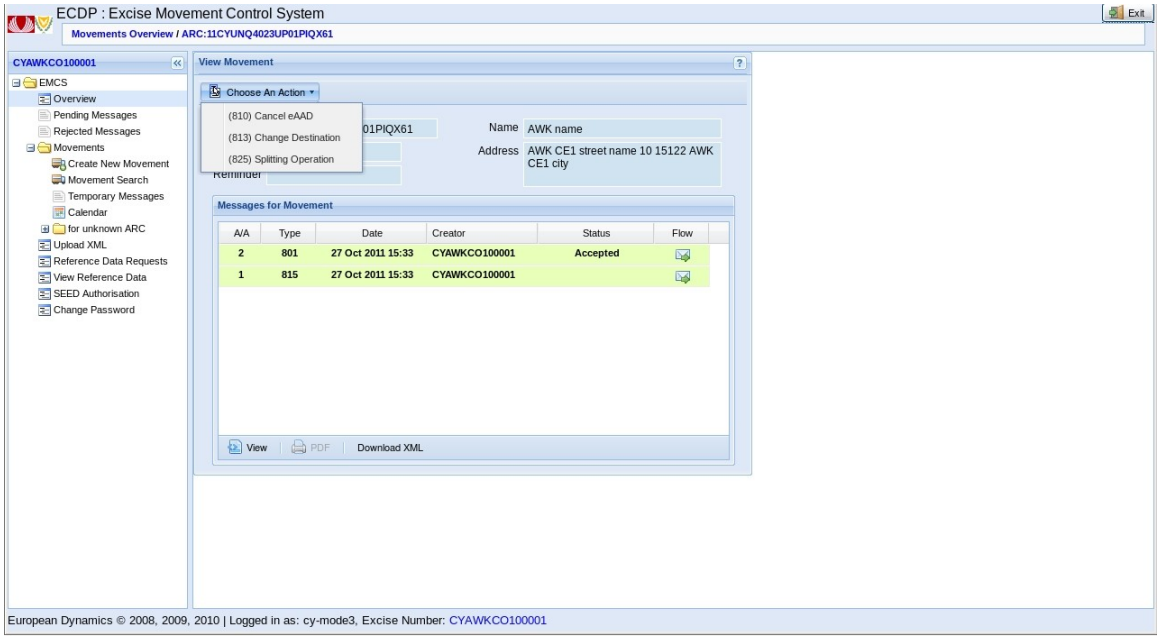

Figure 39 Screen IE825 Splitting Operation- Action for Movement

On Screen Submission of an *IE825 Message (Splitting of Consignment) – Step 1*

- *Upstream ARC* is automatically filled from the movement.

On *Splitting Details* grid press *Add* to start with the creation of the first spitted eAD.

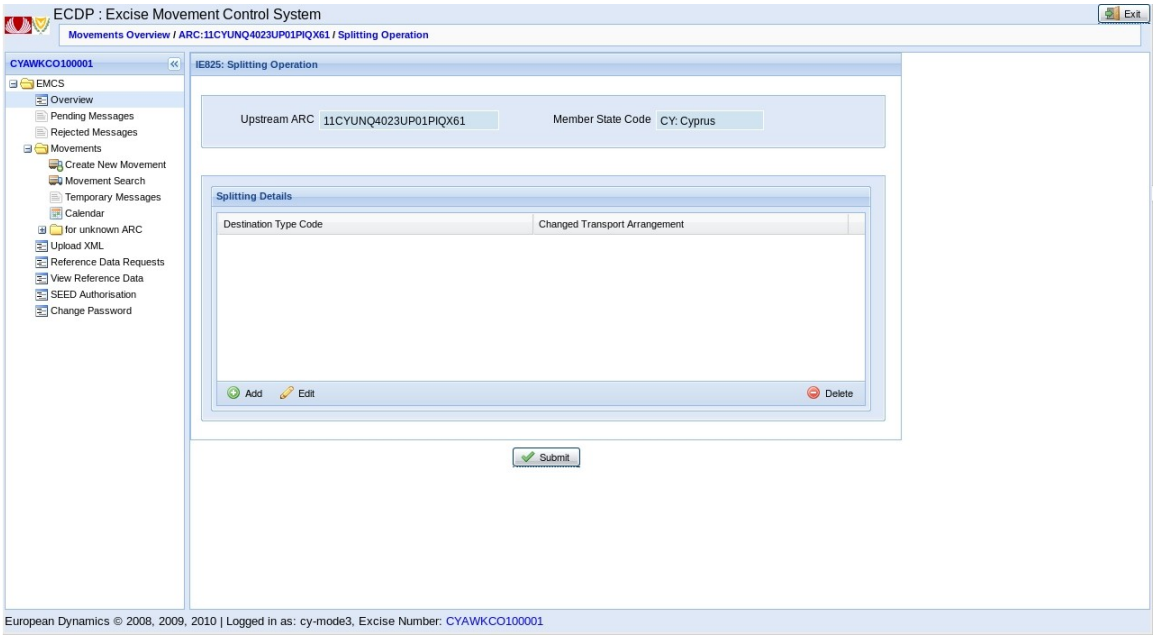

Figure 40 Screen Submission of an IE825 Message (Splitting of Consignment) Step 1

Fill in the required field *Destination Type Code* and the optional filed *Transport Arrangement*.

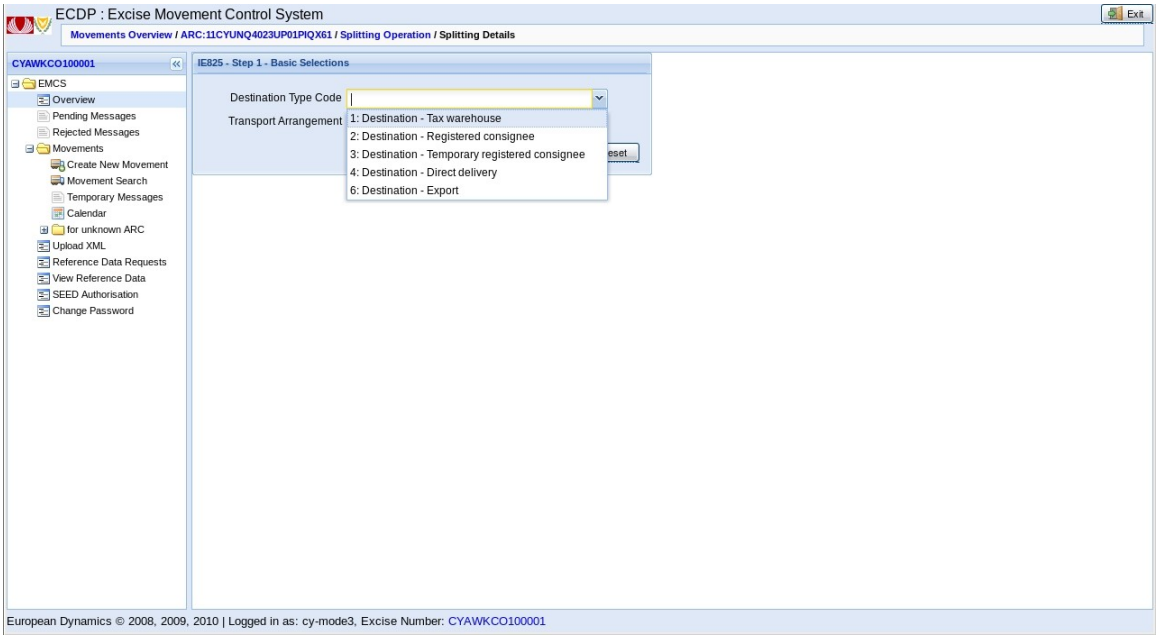

Figure 41 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 1 – Basic Selections

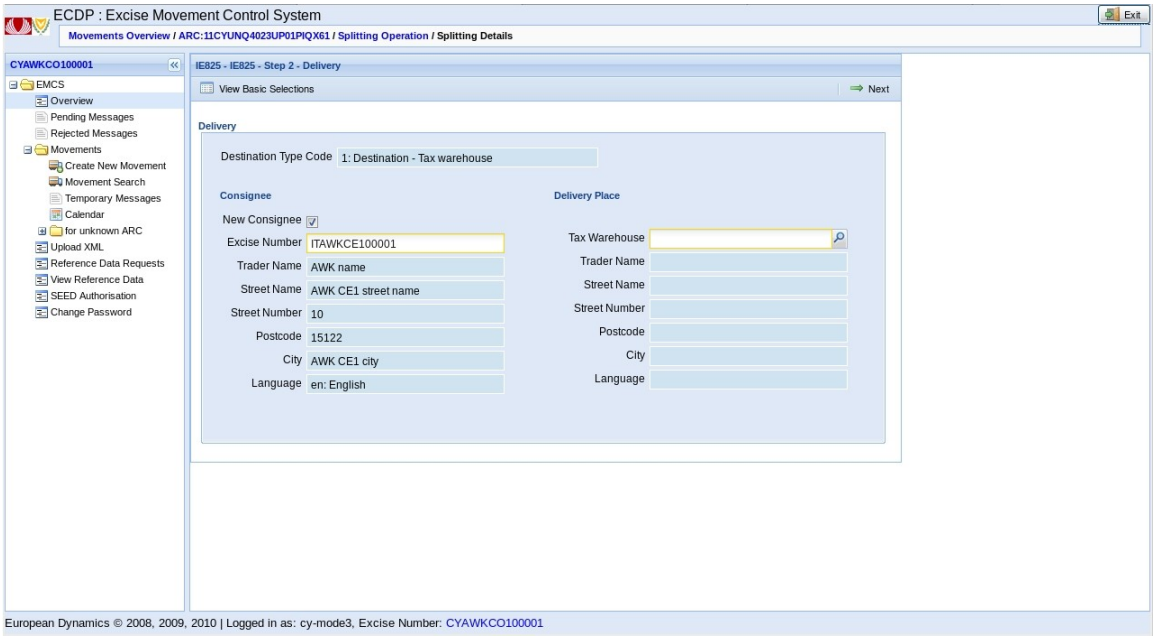

Figure 42 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 2 – Delivery

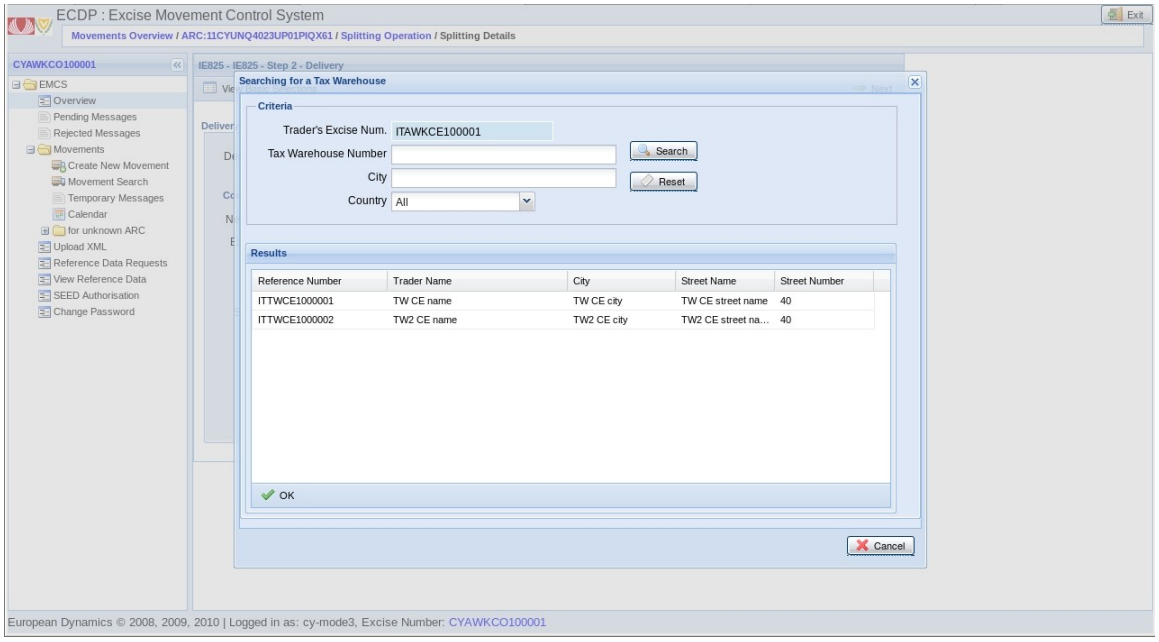

Figure 43 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 2 – Delivery – Searching for a Tax Warehouse

Press *Next* to proceed to Screen Submission of an IE825 Message (Splitting of Consignment) – Step 4 – Goods.

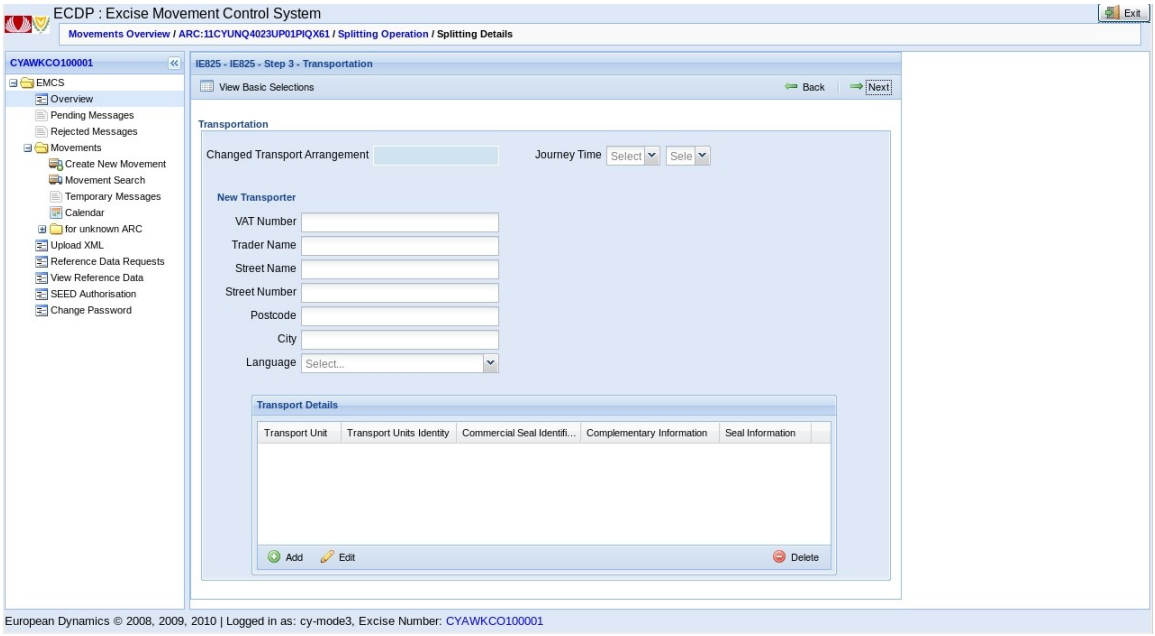

Figure 44 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 3 – Transportation

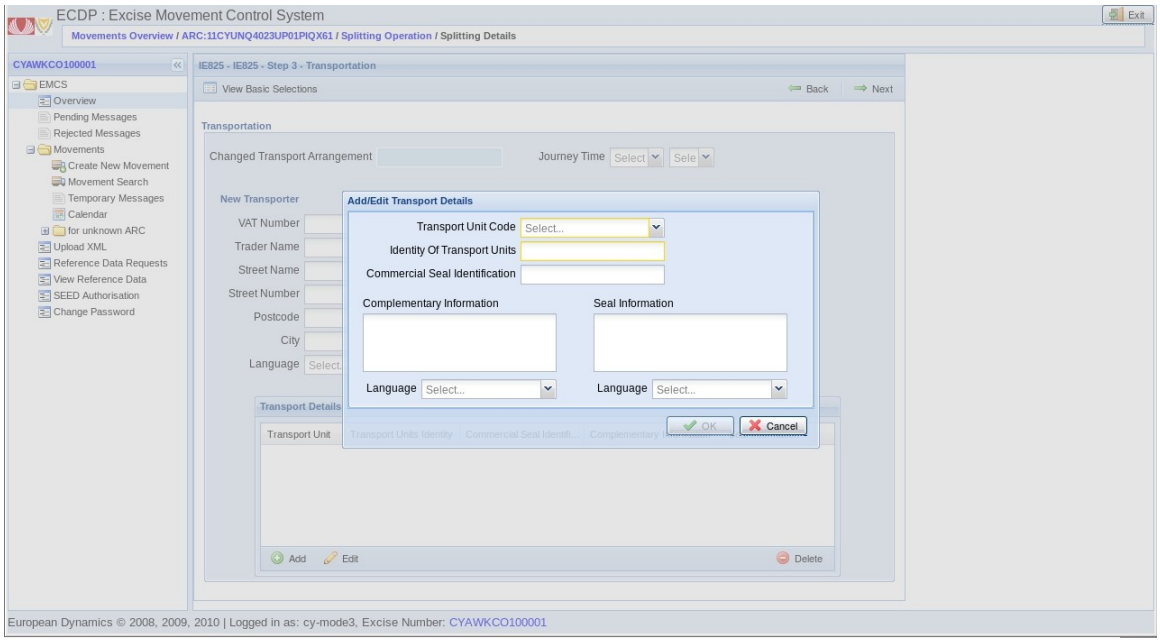

Figure 45 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 3 – Transportation – Add/Edit Transport Details

Select the available goods for the Splitting Operation.
Press the button *Split this Good Item.*
Alter the Good Item's data according to the needs

Note: Each candidate eAD that is going to be spitted should contain at least two split details.

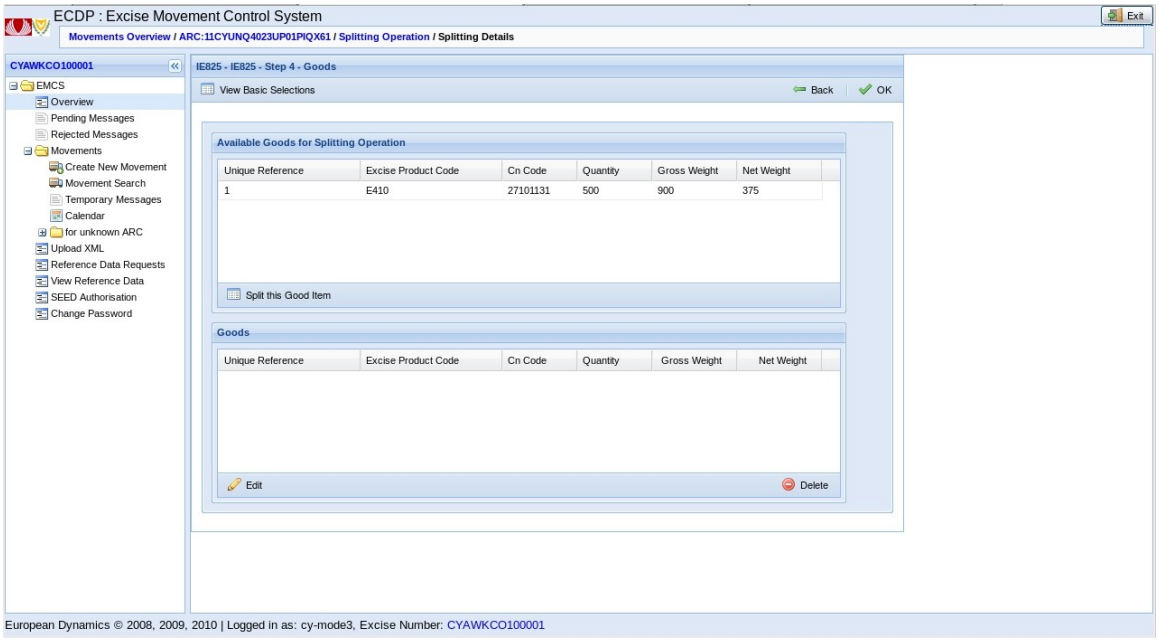

Figure 46 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 4 – Goods

Press *OK* and the good appears in the *Goods* grid of the Screen Submission of an IE825 Message (Splitting of Consignment) – Step 4 – Goods – Good Submitted

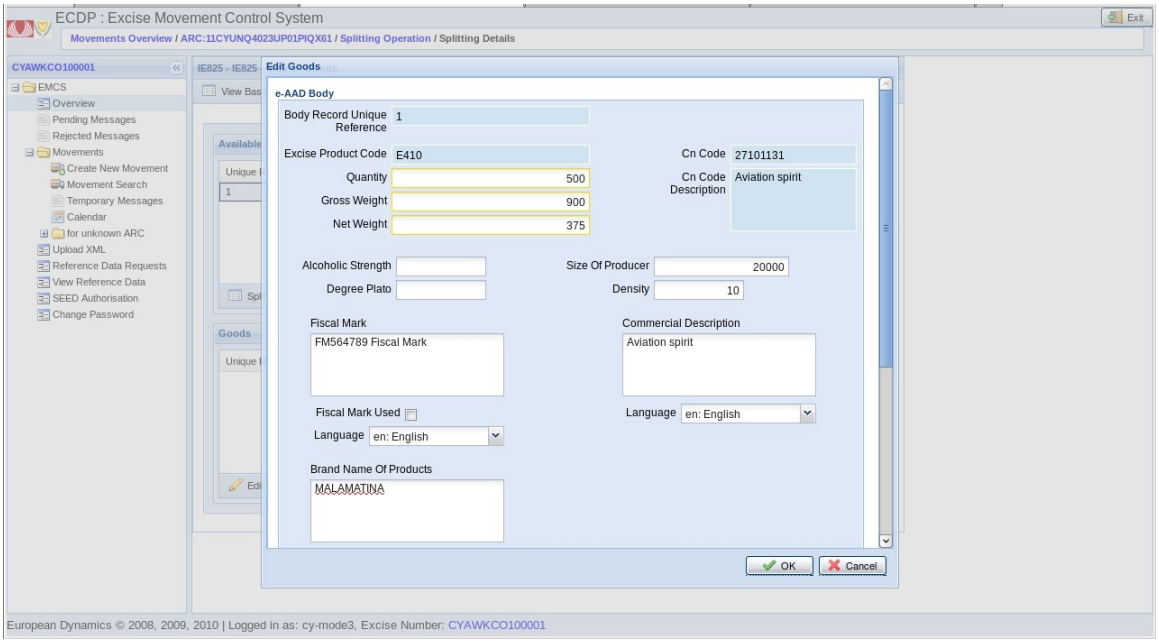

Figure 47 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 4 – Goods – Edit Goods

Press the *Add* button to add another good to the *Goods* grid if necessary.

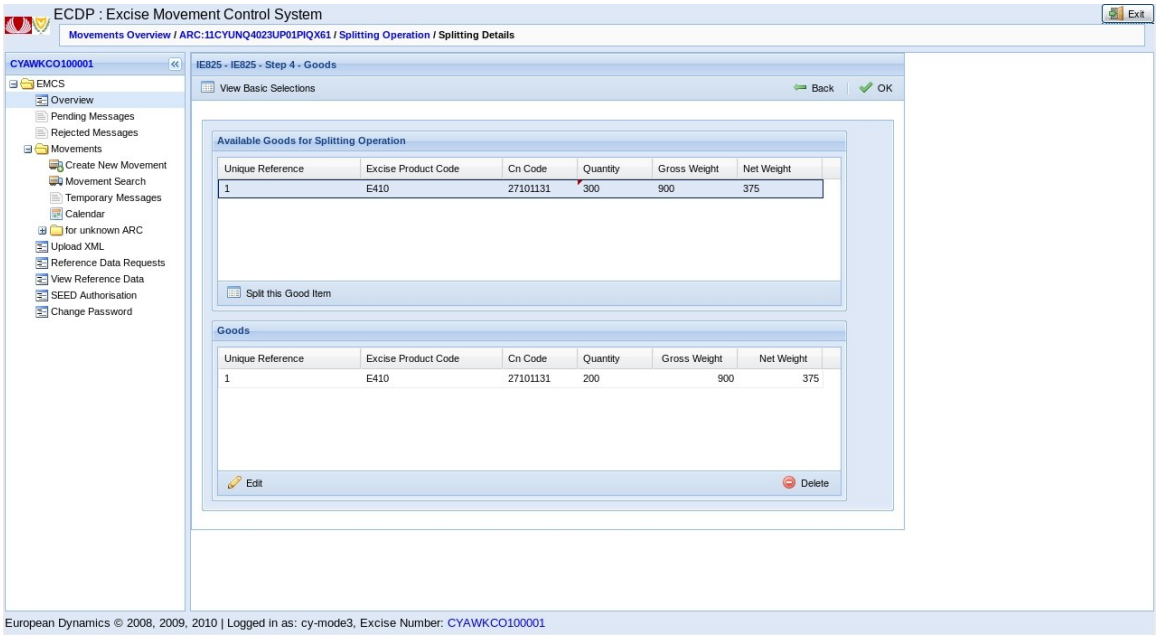

Figure 48 Screen Submission of an IE825 Message (Splitting of Consignment) – Step 4 – Goods – Good Submitted

Note: When the Total quantities of Good Items have already been used the system „warns" the user of this fact.

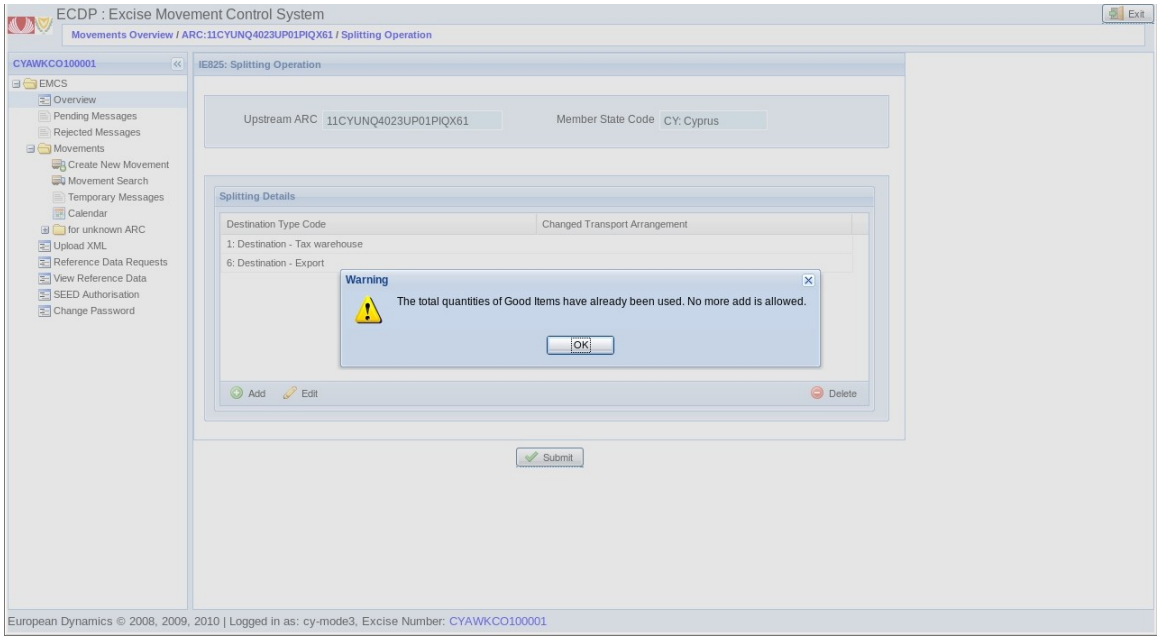

Figure 49 Screen Submission of an IE825 Message (Splitting of Consignment) Warning

Press *Submit* to successfully submit the IE825 message

2.12 Submission of an IE837 Message (Explanation on Delay for Delivery)

Through the screen Submission of an IE837 Message the user (Consignor or Consignee) explains the reasons for the delay of the IE818 submission or Change of destination IE813.
To proceed to the Submission of the IE837 message:
Click tab *Movement Overview* the desired movement as shown in the following screen shot.

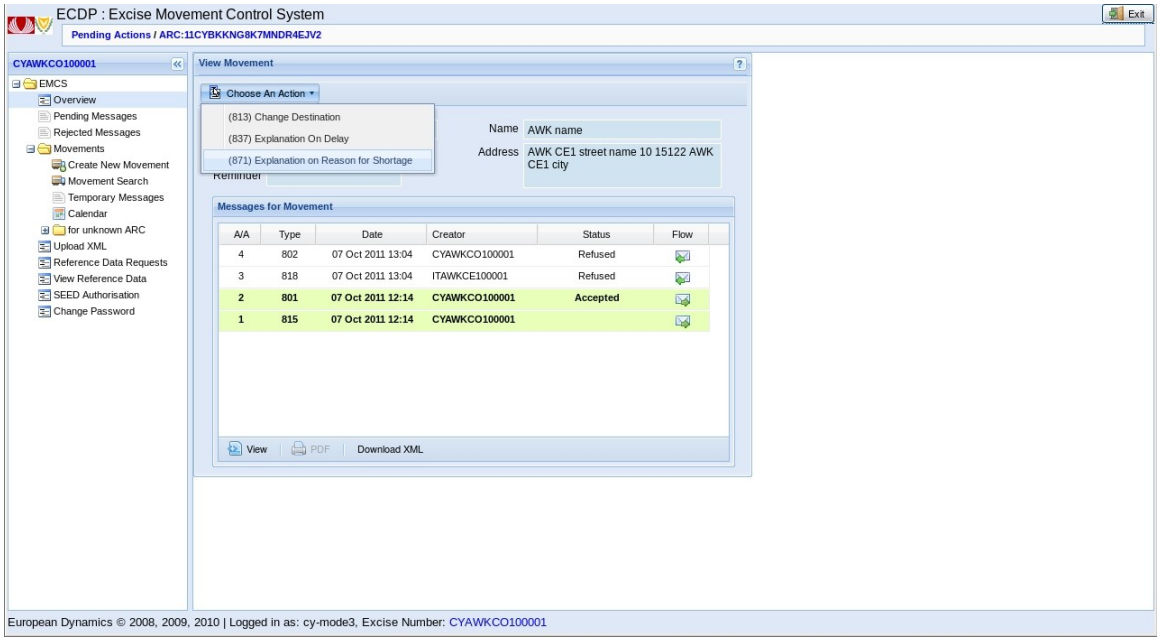

Figure 50 Screen IE837 Submission -Action for Movement

Display the pre-filled fields

- *Reference Number AAD*
- *Sequence Number*

Click the required fields
Click *Explanation Code*

- *0: Other*
- *1: Cancelled commercial transaction*
- *2: Pending commercial transaction*
- *3: Ongoing investigation by officials*
- *4: Bad weather conditions*
- *5: Strike*
- *6: Accident*

Click Message Role

- *1: Explanation on delay for sending the report of receipt/export*
- *2: Explanation on delay for giving destination*

Click optional fields

- *Complementary Information (and Language)*

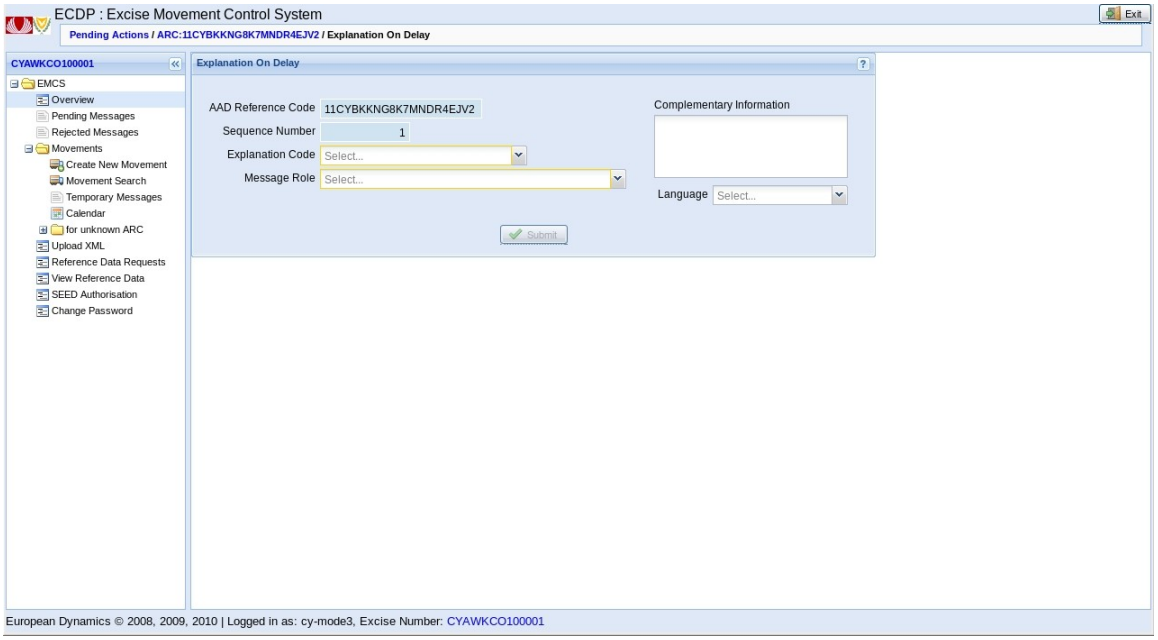

Figure 51 Screen Submission of an IE837 Message

Click *Submit*
Display Screen of Confirmation for successful Processing

2.13 Submission of an IE871 Message (Post-delivery processing)

The IE871 message can be submitted by Consignor or Consignee after the submission of the IE818 message by Consignee which declares shortages or excesses. The IE871 message may occur several times by the same actor.
Through the Movements Overview option double click into the movement for which an IE871 message need to be submitted
Choose the *(871) Explanation on Reason for Shortage* Action Option to open the Screen IE871 Explanation

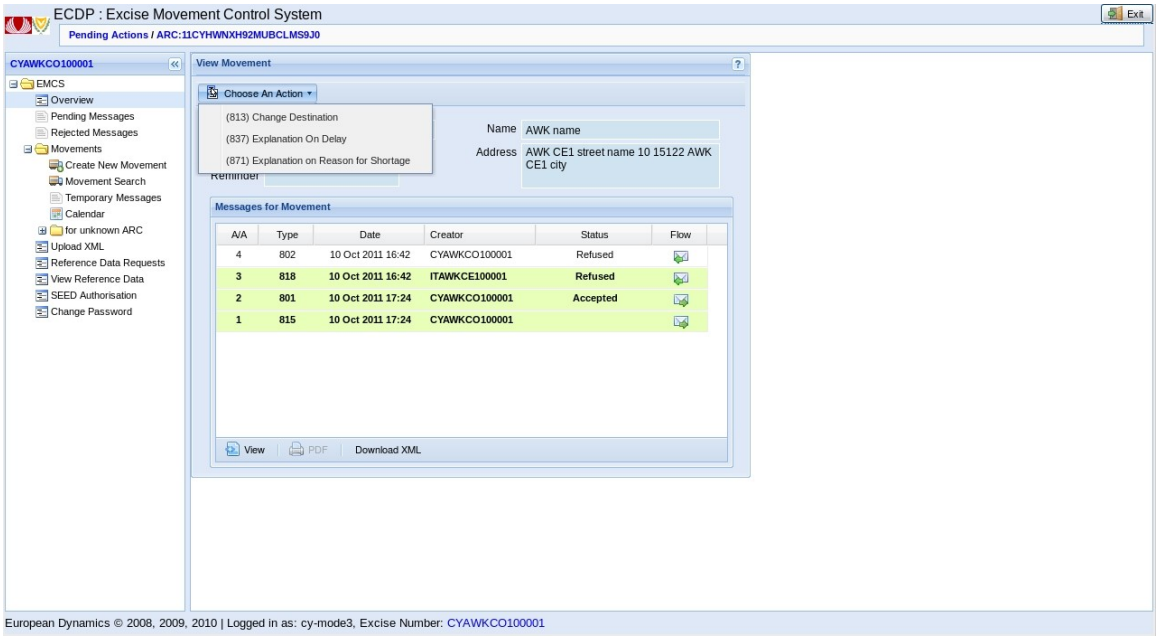

Figure 52 Screen IE871 Submission -Action for Movement

On Screen IE871 Explanation fill the required fields:

- *Date of Analysis*
- *Global Explanation and Language*

Fields:

- *Excise Number and Details*
- *Reference Number and Details* are automatically filled by the user

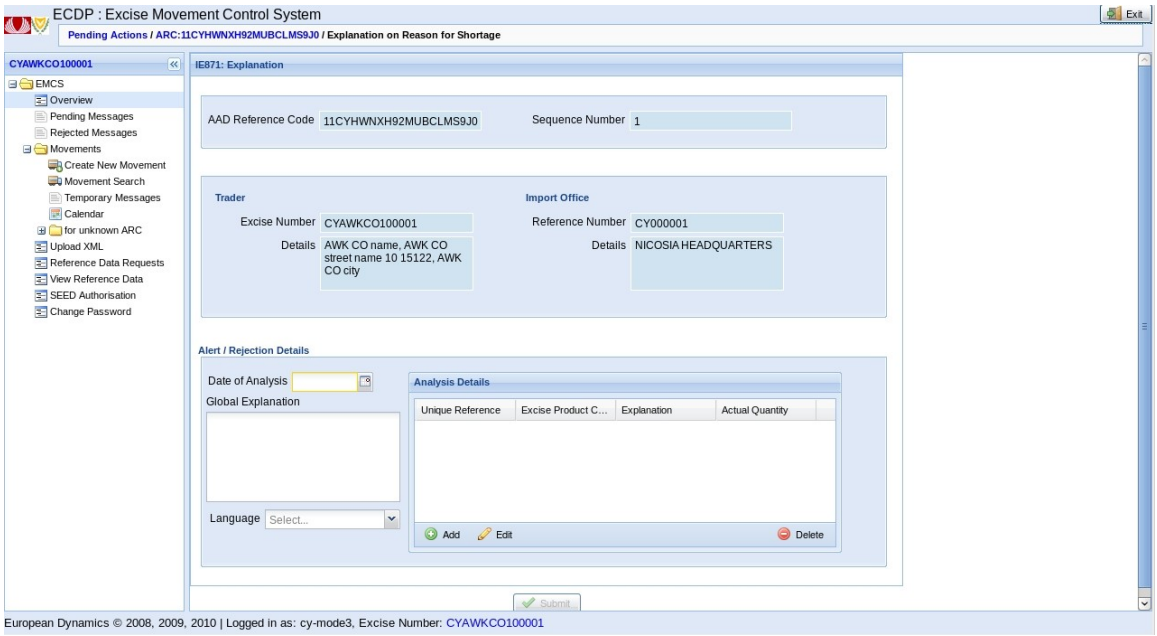

Figure 53 Screen IE871 Submission

Click *Add* to open the Screen IE871 Explanation – Analysis Details

On Screen IE871 Explanation – Analysis Details user is able to fill explanation reasons per each good item.
Furthermore he is able to *View Goods & Package Details* of the Good Item as it is shown on Screen IE871 Explanation – Analysis Details – *View Goods and Package Details*.

The *OK* button is active when a good item is selected in the grid Goods Summary
Fill into the optional *fields Explanation and Language* and *Actual Quantity.*
The fields *Unique Reference* and *Excise Product Code* are automatically filled after selecting a good item from the Goods Summary grid.

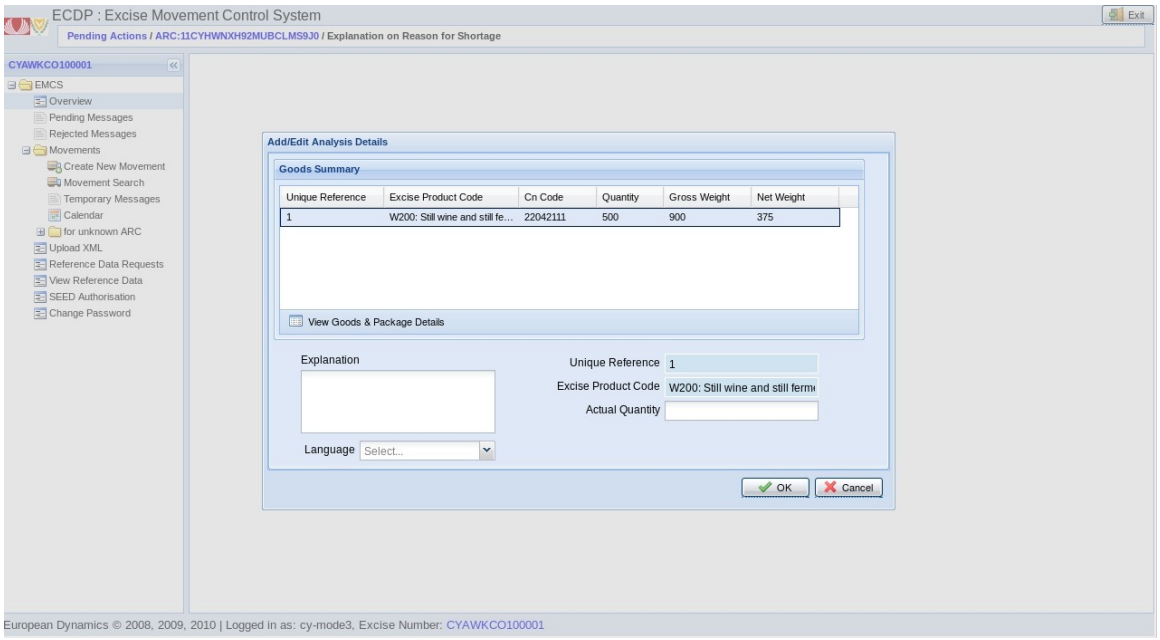

Figure 54 Screen IE871 Submission – Analysis Details

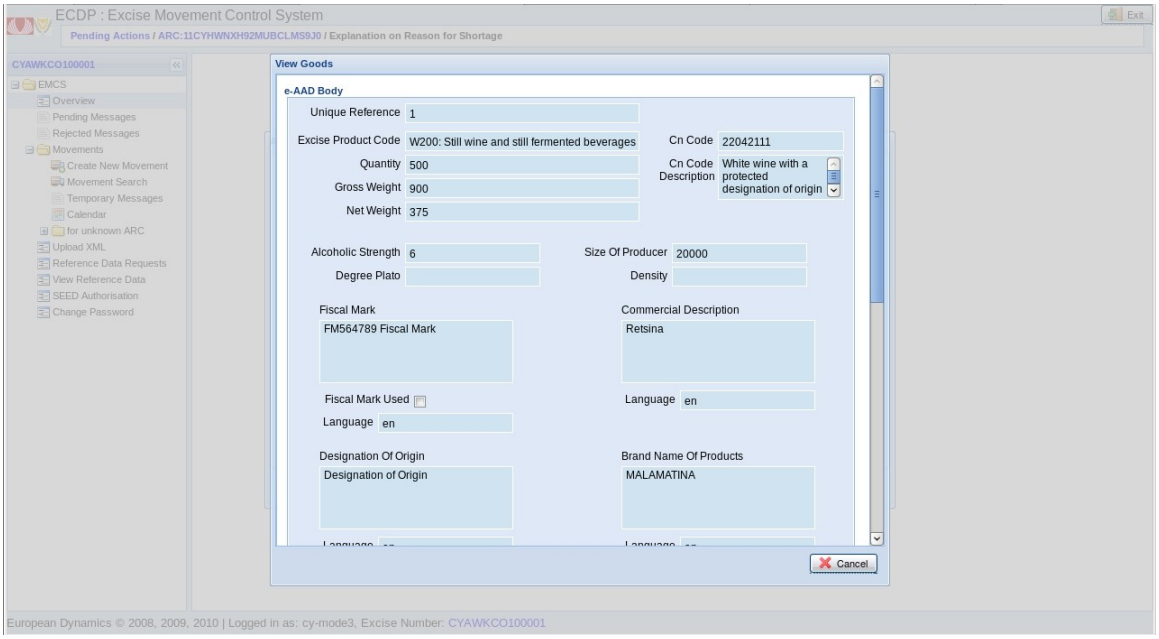

Figure 55 Screen IE871 Submission – Analysis Details – View Goods and Package Details

Press *Submit* to successfully process the IE871 message.
Display Screen of Confirmation for successful Processing.

2.14 Submission of an IE705 Message (Reference Data Requests)

Click in *Console Reference Data Requests.*
Click *New Request.*

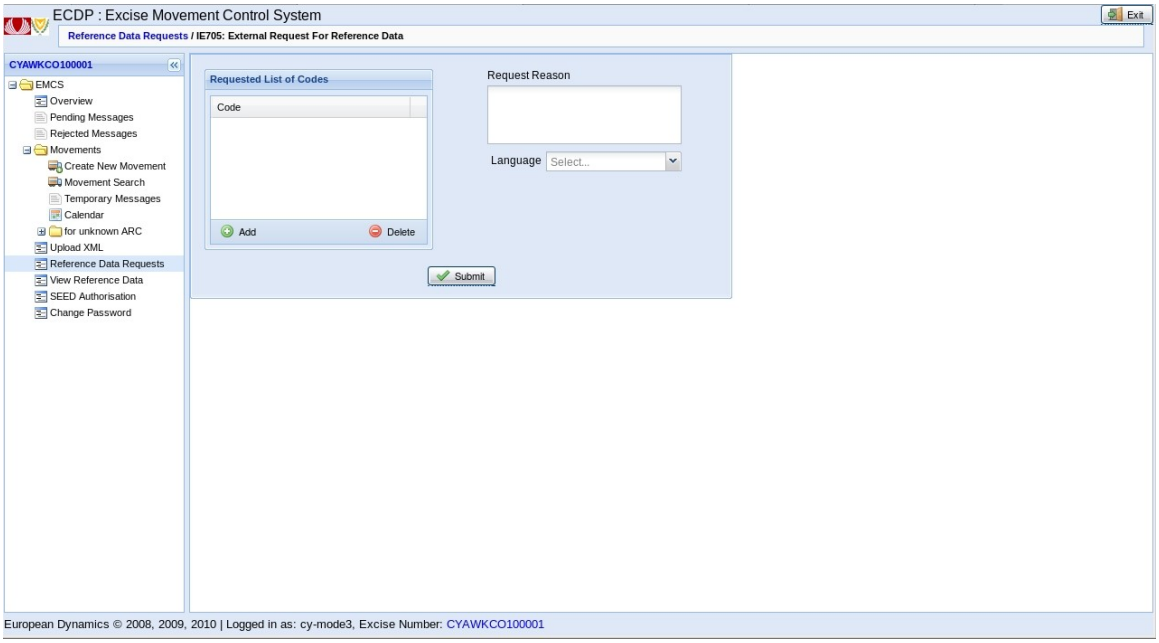

Figure 56 Screen Submission of an IE705 Message - New Request

Click *Add* on grid *Requested List of Codes.*

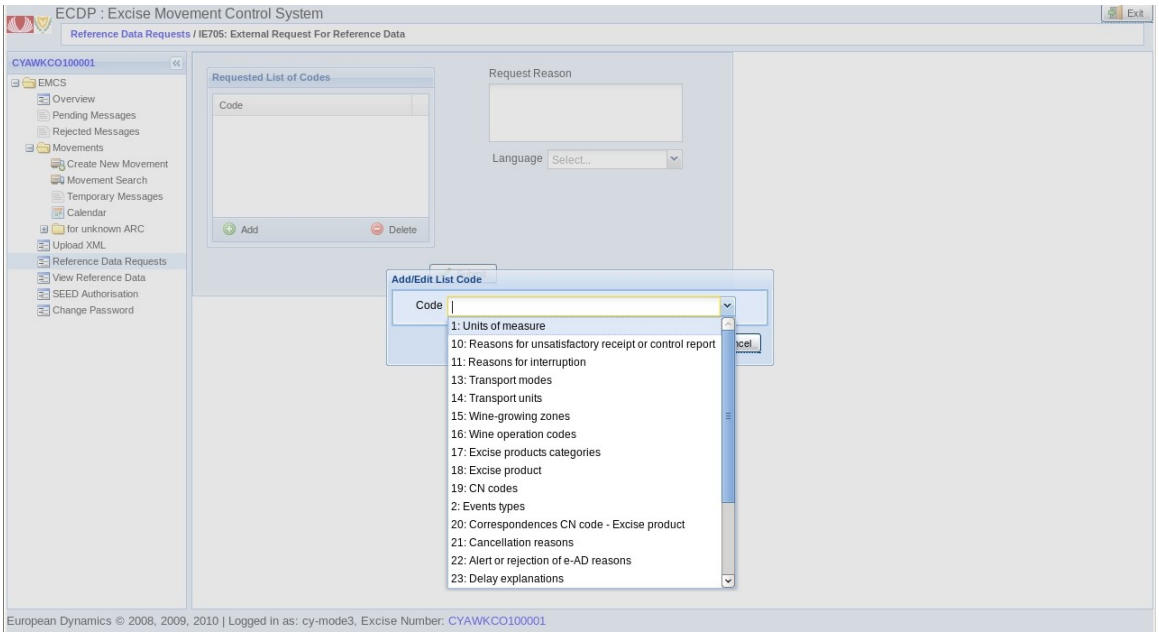

Figure 57 Screen Submission of an IE705 Message - Add/Edit List Code

2.15 Generation of IE802 – TIM_AAD Timer (Reminder at Expiry of Time Limit for Report of Receipt)

The *IE802-TIM_AAD* Timer is automatically generated by the system and its purpose is to remind Consignor and Consignee of the specific movement to proceed with the IE818 message submission.

After receiving the IE802 message Consignor is able to submit through the Movements Overview tab the *IE837 (Explanation on Delay)* message.

After receiving the IE802 message Consignor is able to submit through the Movements Overview tab the *IE837 (Explanation on Delay)* message or the *IE818 (Report of Receipt)* message.

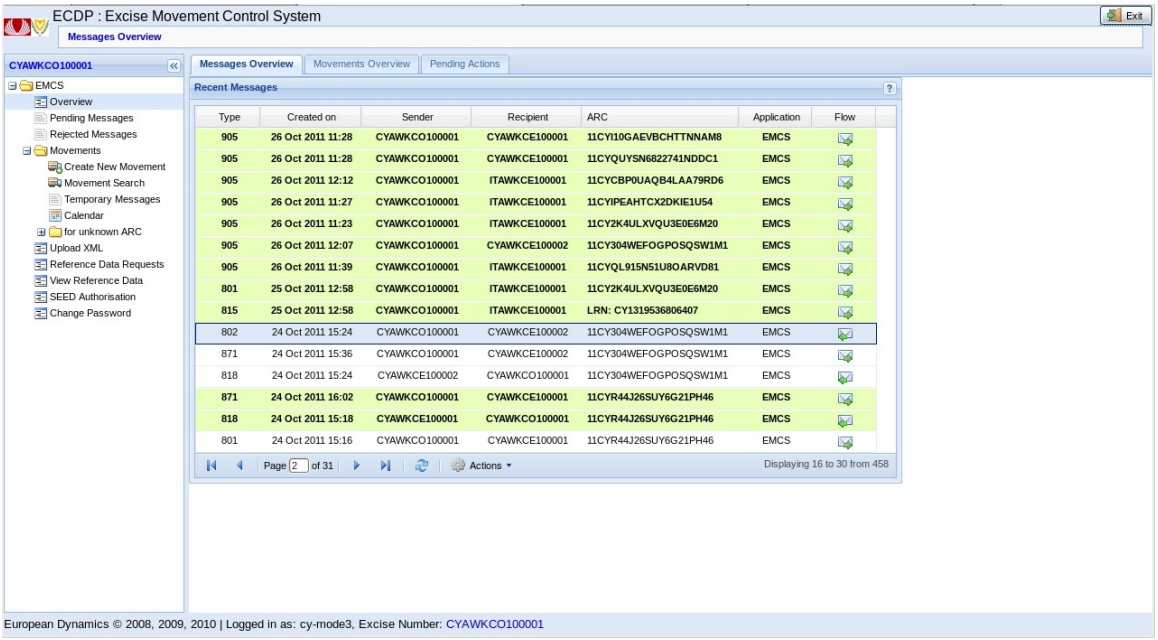

Figure 58 Screen Generation of an IE802 Message

2.16 Generation of IE802 – TIM_CHS Timer (Reminder at Expiry of Time Limit for Change of Destination)

The *IE802-TIM_CHS* Timer is automatically generated by the system and its purpose is to remind Consignor of the specific movement to proceed with the *IE813* message submission.

After receiving the IE802 message Consignor is able to submit through the Movements Overview tab the *IE837 (Explanation on Delay)* message.

2.17 Generation of IE802 – TIM_FDF Timer (Reminder at Expiry of Time Limit for Update of Destination fields)

The *IE802-TIM_FDF* Timer is automatically generated by the system and its purpose is to remind Consignor of the specific movement to proceed with the *IE813* message submission.

After receiving the IE802 message Consignor is able to submit through the Movements Overview tab the *IE837 (Explanation on Delay)* message and *IE813 (Change of Destination)* message.

2.18 Temporary Messages

During submission of a new Movement (IE815) the user has the choice to save the message temporarily, rather than submitting it. This is done by choosing *Temporary Saved Messages* (from step 2 and after)

To access the cached message:

Click *Temporary Messages* in Console

Click a message in *Temporary Saved Grid*

Click *Edit* and the stored message is loaded to *New Movement* Screen

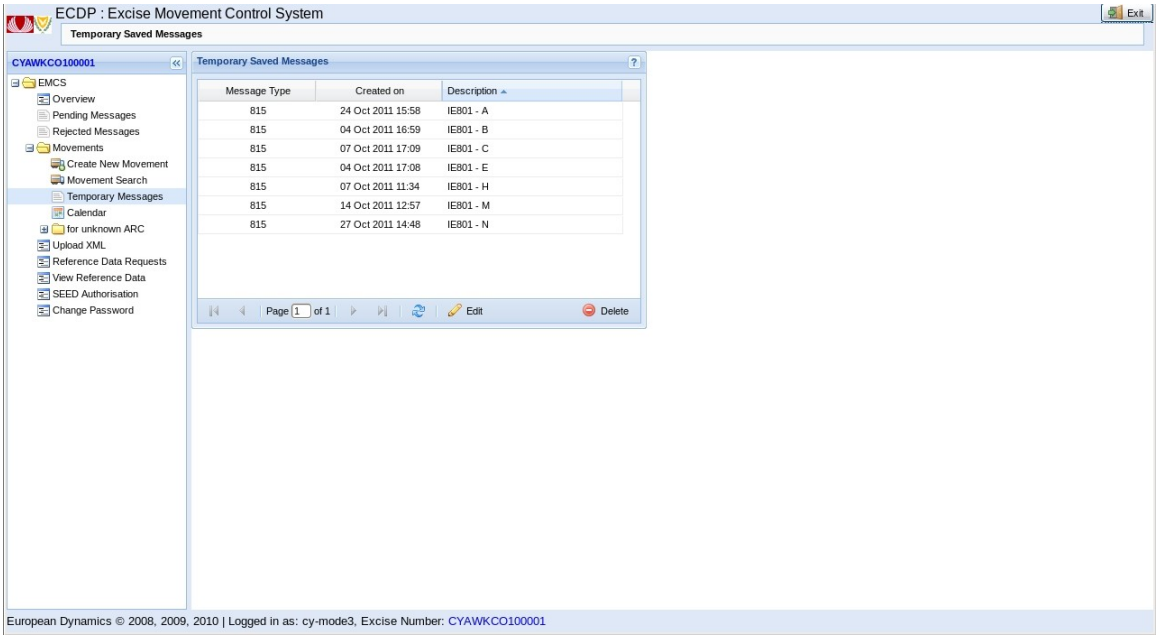

Figure 59 Screen Temporary Messages

2.19 Calendar

If you click Calendar in the console the calendar screen appears, displaying reminders of user's movement in ascending calendar order.

By selecting a date (e.g.17 September) shows the reminders of that date.

Double click to see the details of the movement.

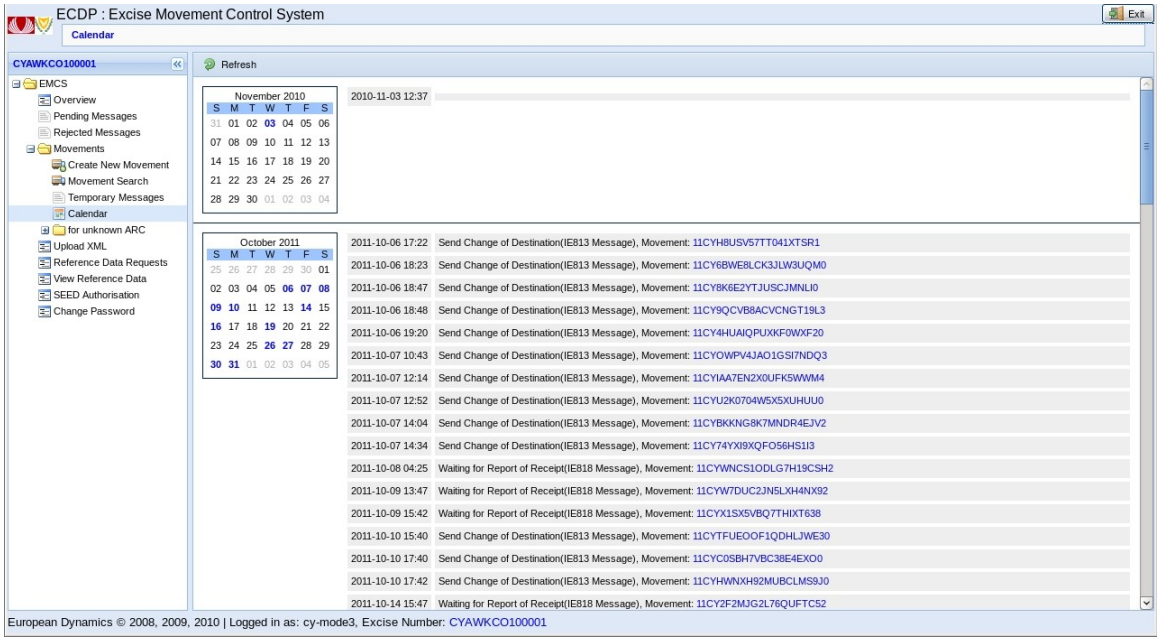

Figure 60 Screen Calendar

2.20 for unknown ARC

In case that Consignee submits an IE818 message for *an Unknown ARC* number, which means that **no** *Movement* exists for the submitted ARC then the message remains as *Pending* on Screen *For Unknown ARCs – Overview*

2.20.1 Overview

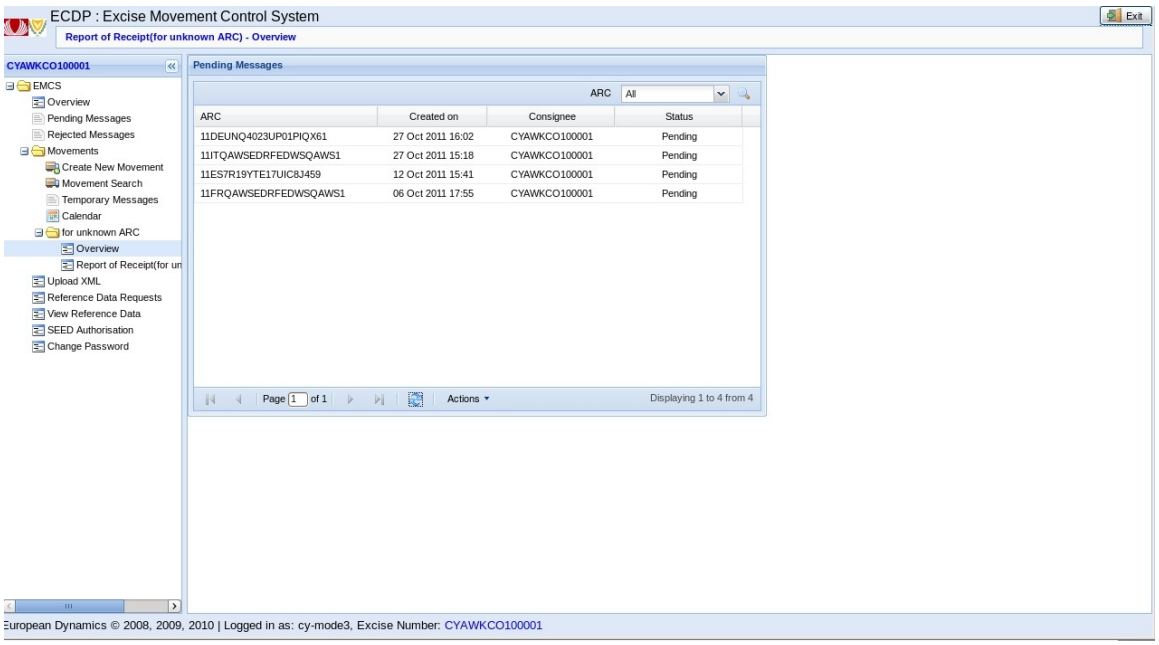

Figure 61 Screen For Unknown ARCs – Overview

By choosing actions user has the following options:

- View: *Message Details*
- Download: *Selected messages as XML*
- Download : *All Table Data as XLS*, storing the display data in a file browser

2.20.2 Submission of an IE818 Message (for unknown ARC)

Through the Screen for *Unknown ARCs – Report of Receipt (For unknown ARC)* user is able to submit an IE818 message for an Unknown Arc number.

Note: This screen can be used only for the exceptional case of submitting a Report for Receipt (818) for an unknown ARC, namely for an 801 message that has not been received from our system. In any other case you should use the standard procedure of submitting a Report Receipt (818) through an already created movement.

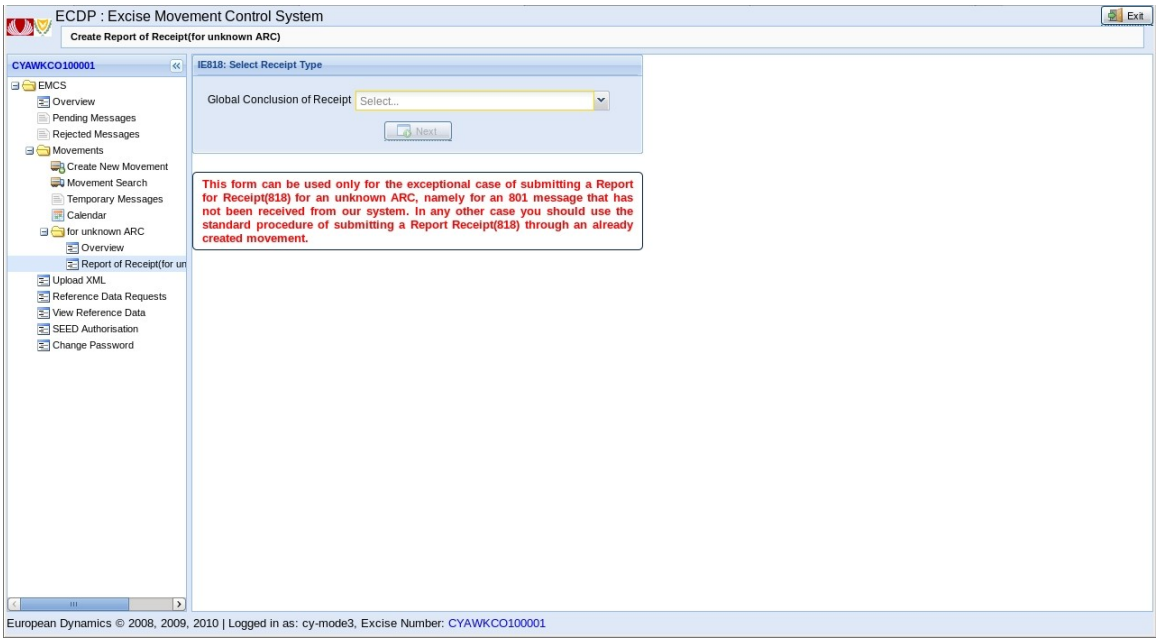

Figure 62 Screen Submission of an IE818 Message For Unknown ARC

2.21 Upload XML

Through the Screen Upload XML user is able to upload IE815, IE818, IE813, IE825, IE810, IE837 or IE871 message.

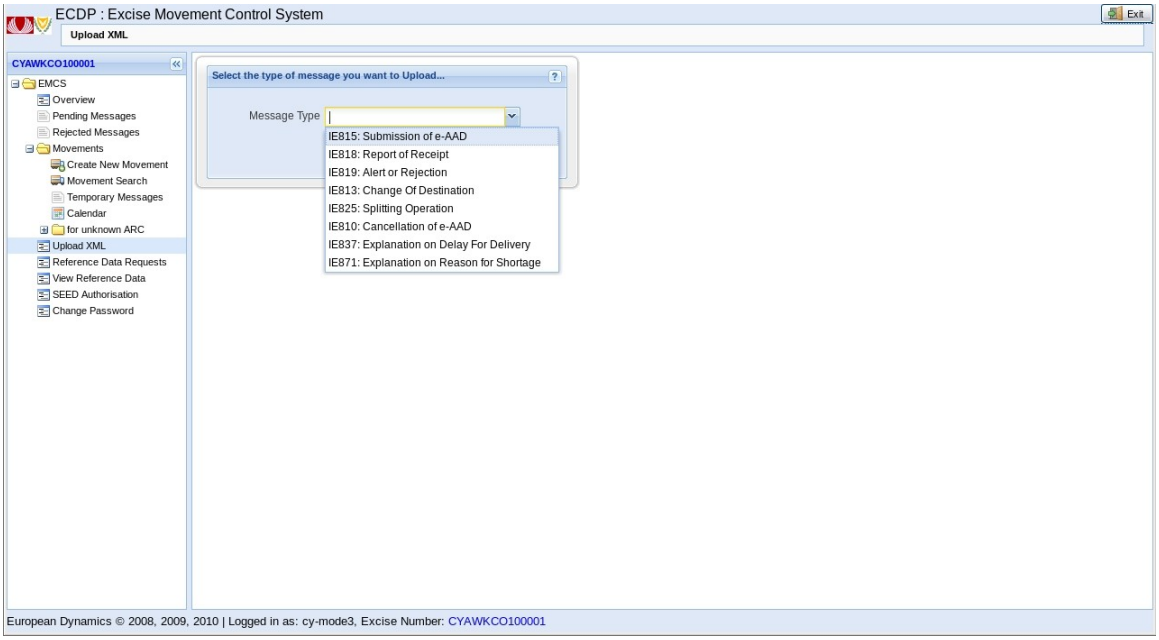

Figure 63 Upload XML file

2.22 View Reference Data

Click *View Reference Data* from Console.
Enter criteria

- *Reference Data Table*
- *Language*
- *Date (Validity)*

Click *Choose Reference Table.*

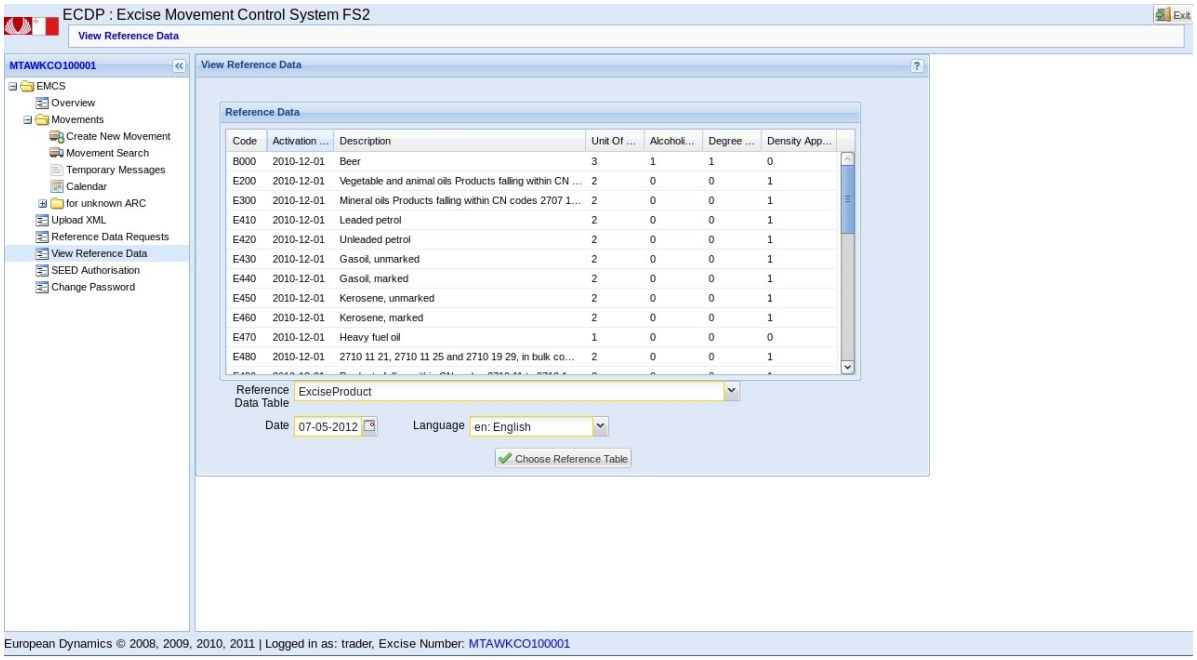

Figure 64 Screen View Reference Data

2.23 View SEED Authorisation

Click SEED Authorization in Console to display the details of the authorization of the current user.

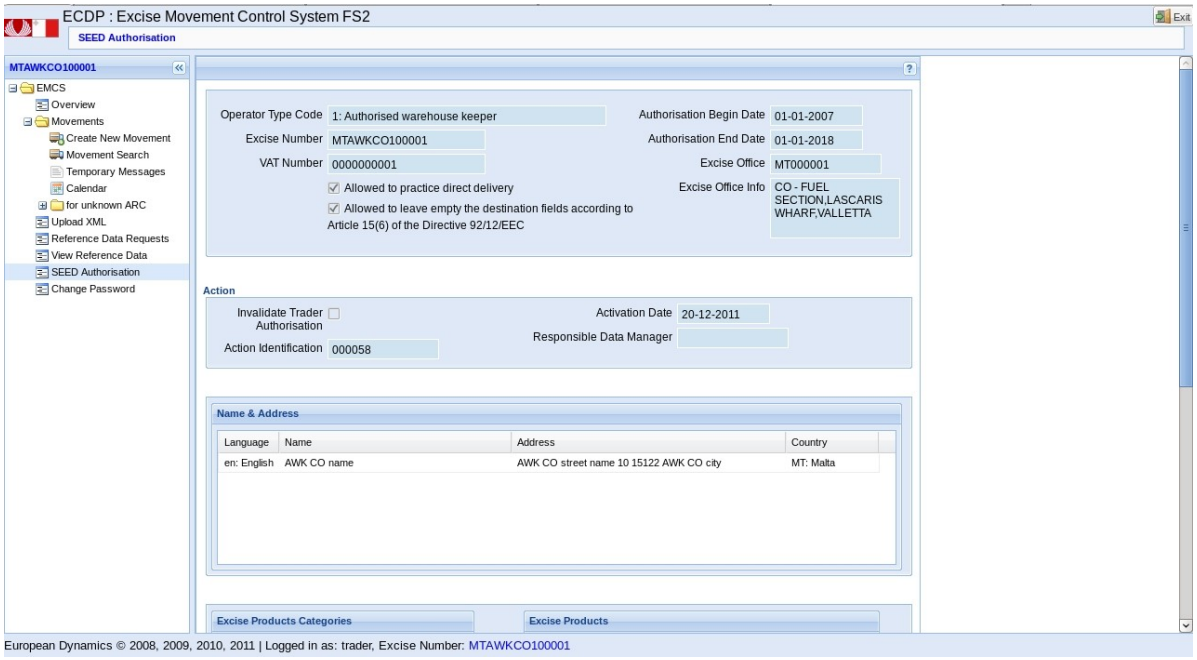

Figure 65 Screen SEED Authorisation

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