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# **INTRODUCTION**

# **Purpose**

The purpose of this Training package is to provide documentation on the changes made in the Theseas Import system to fulfil requirement in Regulation 2286/2003.

# This document will focus on:

Legal basis New boxes New declaration types New declaration flow Test Cases

# Legal basis

Since the introduction of the single administrative document on 1 January 1988, customs legislation has undergone fundamental changes, in particular as a result of the introduction of the single market on 1 January 1993 and of Regulation (EEC) No 2913/92 on 1 January 1994. Technological progress, and in particular the increasingly widespread use of computer-based clearance methods, has also made it necessary to amend the provisions governing use of the single administrative document.

Regulation 2286/03 defines common coding for all SAD declarations for use by all member states.

The changes in THESEAS system includes only the necessary adaptations for IMPORT declarations.

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**Implementation matrix for Cyprus** List of particulars to be used in Cyprus for the implementation of regulation 2286/2003.

#### Legend:

# Used in Cyprus SAD version Not used in Cyprus SAD version

Column headings definition	Codes used for box 37, 1 <sup>st</sup> subdivision
H: Release for free circulation	01, 02, 07, 40, 41, 42, 43(2), 45, 48, 49, 61, 63, 68
I: Placing under a customs procedure with economic impact other than the outward processing and customs warehousing procedures (inward processing (suspension system), temporary importation, processing under customs control)	51, 53, 54, 91, 92
J: Placing in type A, B, C, E and F customs warehouses (1) Placing in national type T – (Taxwarehouse)	71, 72, 73(2), 78
K: Placing in a type D customs warehouse (2) (3) Placing in national type T – (Taxwarehouse)	71, 72, 73(2), 78

Box No's	Н	I	J	K
1.1 Declaration - procedure	A	Α	Α	Α
<b>1.2 Declaration - type</b>	A	А	А	Α
1.3 Community status				
2 ISO code	A	A	А	А
2 Consignor/Exporter name	A	A	A	A
2 Consignor/Exporter address	A	A	A	A
2 No				
3 Forms	C(1)	C(1)	C(1)	C(1)
4 Loading lists				
5 Items	A	A	A	A
6 Total packages	A	A	A	A
7 Reference number	<b>C</b> (1)	<b>C</b> (1)	<b>C</b> (1)	C(1)
8a ISO code	A	A	A	A
8.b No	A	A	A	A
12 Value details	A	A	A	А
14.a Declarant/Representative	A	A	A	A
14.b ISO code	A	A	A	A
14.b No	A	A	A	A
15 Country of despatch				
15a Country of despatch/Code	A	A	А	A

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17 Country of de	estination				-
17a Country of d		A	A	Α	Α
17b Region of de					
-	neans of transport at	A[7]	A[7]	A[7]	A[7]
departure					
	of means of transport	<mark>A[7]</mark>	A[7]	A[7]	A[7]
at departure 19 Container		A	A	A	A
	_				
20 Delivery term		A	A	A	A
20 Named place	tive means of transment	A	A	A	A
crossing the bord	tive means of transport ler				
21 Nationality of		<mark>A[8]</mark>	A[8]	A[8]	A[8]
transport crossir	ng the border				
22.a Invoice curi		A	A	A	A
22.b Total amou		A	A	А	A
23 Exchange rate		A	A	A	A
24 Nature of trai	nsaction	A	A	А	A
	sport at the border	A	A	А	A
26 Inland mode	of transport	A	A	A	A
27 Place of loadi	ng				
29 Office of entry	y	A	А	А	A
30 Location of g	oods	A	A	A	A
31.1 Marks on pa	ackages	A	А	А	A
31.2 Container N	lo(s)	A	А	А	A
31.3 Number of J	packages	A	А	А	A
31.4 Kind of pac	kages	A	A	А	A
31.5 Description	of goods	A	A	A	A
32 Item No		A	A	A	A
33(1) 8 digits - C	N code	A	A	A	A
33(2) 2 digits - st	atistical code	A	A	A	A
33(3) 1. addition	al code	A	A	А	A
33(4) 2. addition	al code	A	A	A	A
33(5) National co	ode - 4 characters				
34a Country of o	origin/Code	A	A	A	A
34b Region of or	igin / -production code				
35 Gross mass		A	A	A	A
36 Preference		A	A	A	A
37(1) Requested/	Previous procedure	A	A	A	A
37(2) Communit	-	A	A	A	A
38 Net mass		A	A	A	А

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39 Quota		A	A		
40 Summary	declaration	A	А	А	A
41 Supplemer	ntary units	A	А	А	А
42 Item price		A	А	А	А
43 Valuation	method	A	А	А	А
44 Additional	information	A	А	А	А
45 Adjustmer	nt	A	А	А	А
46 Statistical	value	A	А	А	А
47 Туре		A[18] [21][22]	A[18] [21][22]	A[18] [21][22]	A[18] [21][22]
47 Tax base		A[18] [21][22]	A[18] [21][22]	A[18] [21][22]	A[18] [21][22]
47 Rate		A[18] [21][22]	A[18] [21][22]	A[18] [21][22]	A[18] [21][22]
47 Amount		C[18] [20][22](1)	C[18] [20][22](1)	C[18] [20][22](1)	C[18] [20][22](1)
47 Total		C[18] [20][22](1)	C[18] [20][22](1)	C[18] [20][22](1)	C[18] [20][22](1)
47 (MP)		C[18] [20][22](1)	C[18] [20][22](1)	C[18] [20][22](1)	C[18] [20][22](1)
48 Deferred p	•	A	A	A	A
	ion of warehouse	A[23]	A[23]	A	A
50 Principal					
	ffices of transit				
52 Guarantee					
53 Office of d					
54 Place and	date	A	A	A	A
55					
56					

#### Notes

[7] Not for use in the case of postal consignments or carriage by fixed transport installations.
[8] Not for use in the case of postal consignments or carriage by fixed transport installations or rail.

[18] This information is not required for goods eligible for relief from import duties, unless the customs authorities consider it necessary for the application of the provisions governing the release for free circulation of the goods concerned.

[20] This information is not to be provided when customs administrations calculate duties on behalf of operators on the basis of information elsewhere in the declaration. It is otherwise optional for the Member States.

[21] This information is not to be provided when customs administrations calculate duties on behalf of operators on the basis of information elsewhere in the declaration.

[22] Where the declaration is accompanied by the document referred to in Article 178(1), Member States may waive completion of this box.

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[23] This box is to be completed where the declaration of placing of goods under a customs procedure is used to discharge a customs warehousing procedure.

- This box is only to be supplied if the declaration is provided on paper. This code is used for national purpose. (1)
- (2)

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# BOXES

# New and changed boxes on panel 2 – Document body.

Declaration						
le <u>E</u> dit <u>N</u> avigate <u>A</u> djus	tments Fun <u>c</u> tions <u>H</u> elp					
Reference no.:		Intern no.:				
4 Suppl. information	5 Calculations	6 Validation	7 System docume	ent body	8 System item	9 History
1 Transport		2 Document body		2b C Data		3 Item
Expected date of arrival:	at	Reference no.:		1.1 [	)eclaration:	
Actual date of arrival:	at	A Customs office:	CY	1.2 [	eclaration type:	
2 Consignor/Exporter Country/Name/Address		<u>.</u>				
5 Total items:	6 Total pa	ckages:				
8 Consignee Country/Reg.No	CY	12 Value information:		15 C	ountry of disp.:	
14.1 Representation	2	14 Declarant Country/Reg.No	CY	17.1	Country of dest.:	
18.1 Transport id:	-	18.2 Transp. nat.:				
19 Container code:		21 Active transp. nat.:				
20 Delivery terms/ Named place			]	24 Nature of trans	action:	
22.1 Invoice currency:	22.2 Invoi	ce amount:		23 Exchange Rat	e:	
25 Transp. at the border:	26 Inland	transp.:		29 Office of entry	:	
30 Location of goods:	48 Deferre	d payment:		49 Id of warehous	se:	

## **Box A – Customs Office**



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#### **Box 1. – Declaration and Declaration type**

1.1 Declaration:	
1.2 Declaration type:	

First subdivision - Declaration

**IM** For trade with countries and territories situated outside of the customs territory of the Community other than the EFTA.

For placing non-Community goods under a customs procedure in the context of trade between Member States

- EU In the context of trade with EFTA countries
- CO In respect of Community goods in the context of trade between parts of the customs territory of the Community to which the provisions of Directive 77/388/ EEC are applicable and parts of that territory to which those provisions do not apply, or in the context of trade between parts of that territory where those provisions do not apply.

In respect of Community goods subject to specific measures during the transitional period following the accession of new Member States

**CM** Declaration type for National purpose.

Second Subdivision – Declaration type

- **A** for a normal declaration (normal procedure under Article 62 of the Code)
- **B** for an incomplete declaration (simplified procedure under Article 76(1)(a) of the Code)
- **D** For lodging a normal declaration (such as referred to under code A) before the declarant is in a position to present the goods.
- **E** For lodging an incomplete declaration (such as referred to under code B) before the declarant is in a position to present the goods.
- **X** for a supplementary declaration under a simplified procedure covered by B or E.

#### **Box 2 – Consignor/Exporter**

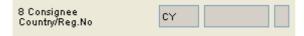
2 Consignor/Exporter Country/Name/Address			
5 Total items:	6	i Total packages:	

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New subdivision added:

Iso Country Code for the consignor/exporter. E.g. NO for Norway

#### **Box 8 – Consignee/Importer**



New subdivision added

Iso Country Code for the importer. At the moment default CY for Cyprus, but in the future it could be an ISO code for all 27 memberstates.

#### **Box 14 - Declarant**

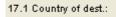
14.1 Representation 2 14 Declarant Country/Reg.No CY	
---	--

14.1 Representation - the value could be 1, 2 or 3.

- 1 **Declarant**. The declarant/representative (box 14) must be equal to the receiver (box 8). The receiver (box 8) is the debtor and is transferred to the accounting as liable for the payment.
- 2 **Direct representation**. The declarant/representative (box 14) must be different from the receiver (box 8). The receiver (box 8) is the debtor and is transferred to the accounting as liable for the payment.
- 3 **Indirect representation**. The declarant/representative (box 14) must be different from the receiver (box 8). The declarant (box 14) is the debtor and is transferred to the accounting as liable for the payment.
- 14.2 New subdivision added

Iso Country Code for the declarant. At the moment default CY for Cyprus, but in the future it could be ISO code for all 27 memberstates.

#### Box 17.1 - NEW BOX - Country of destination



Enter ISO2 country code for the goods final destination (EU-country)

#### Box 20 - NEW Box – Delivery terms

20 Delivery terms/ Named place

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Values according to annex 38.

First		Second subdivision
subdivision		
Incoterm	Incoterms	Place to bespecified
code		
EXW	Ex works	Named place
FCA	Free carrier	Named place
FAS	Free along sideship	Named port of shipment
FOB	Free on board	Named port of shipment
CFR	Cost and freight	Named port of destination
CIF	Cost, insurance and freight	Named port of destination
CPT	Carriage paid to	Named place of destination
CIP	Carriage and insurance paid to	Named place of destination
DAF	Delivered at frontier	Named place
DES	Delivered ex-ship	Named port of destination
DEQ	Delivered ex-quay	Named port of destination
DDU	Delivered duty unpaid	Named place of destination
DDP	Delivered duty paid	Named place of destination
XXX	Delivery terms other than those listed above	Narrative description of delivery terms given in
		the contract

#### Box 22.1 - Currency code

22.1 Invoice currency:

22.2 Invoice amount:

Change the currency code to the ISO-3 currency code. Examples of currency codes:

Dollars; United States of America	USD
Pounds; United Kingdom	GBP
Yen; Japan	JPY
Euro; Euro Member Countries	EUR
Kroner; Denmark	DKK

## **Box 22.2 – Invoice amount**

Invoice amount. It ahould be entered without decimals.

### Box 23 – Exchange rate

Exchange rate may be entered with three decimals -comma must be used as separator. E.g. 0,575.

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#### **Box 24 – Nature of Transaction**

24 Nature of transaction:

Enter the relevant Community codes and headings to specify the type of the transaction concerned. The only validation will be on the correct combination of digits in the 2 sub-boxes and there will be no cross validation with other boxes.

1	Transactions involving actual or intended	1	Final purchase/sale
	transfer of ownership against payment or other	2	Goods dispatched for viewing, trial samples,
	consideration (other than the transactions		goods dispatched with right of return and
	listed under 2, 7 and 8)		transactions involving commission
		3	Transactions involving payment in kind
		4	Sale to foreign travelers for their personal use
		5	Financial leasing
2	Return of goods already recorded under code 1; replacement of goods free of charge.	1	Return of goods
		2	Replacement for returned goods
		3	Replacement (e.g. under terms of guarantee)
			for goods not returned.
3	Transactions (not temporary in nature)	1	Deliveries of goods under programmes wholly
	involving transfer of ownership but without		or partly financed by the European Community
	consideration (financial or otherwise)	2	Other governmentaid deliveries
		3	Other aid deliveries (individuals and non-
			governmental organisations)
		4	Other
4	Transactions with a view to processing or	1	Processing
	contractor repair (other than the transactions	2	Repair and maintenance against payment
	recorded under 7)	3	Repair and maintenance free of charge
5	Transactions after processing or contractor	1	Processing
	repair (other than the transactions recorded	2	Repair and maintenance against payment
	under 7)	3	Repair and maintenance free of charge
6	Transactions not involving transfer of	1	Hire, loan, operational leasing
	ownership, e.g. hire, loan, operational leasing	2	Other temporary uses
	and other temporary uses, with the exception		
	of processing under contract or repair		
_	(delivery and return)		
7	Transactions in connection with a joint		
	defence programme or another		
	intergovernmental production programme (e.g. Airbus)		
8	Delivery of building material and equipment		
0	in connection with construction or civil		
	engineering activities constituting part of a		
	general contract		
9	Other transactions		

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## **Box 25 – Mode of Transport**

The mode of transport has changed from 2 digits to 1 digit.

Code	Description	
1	Sea transport	
2	Rail transport	
3	Road transport	
4	Air transport	
5	Postal consignment	
7	Fixed transport installations	
8	Inland waterway transport	
9	Own propulsion	

#### **Box 26 – Inland Mode of Transport**

The codes listed for box 25 are applicable.

#### Box 29 - NEW BOX - Office of Entry

29 Office of entry:

Office of entry to be entered by the importer.

The value will be checked with a new regular table.

The format of the code is the country "CY" followed by a 6 digits character e.g. "000440".

#### Box 48 – NEW BOX – Deferred Payment

48 Deferred payment:	

Enter, <u>where applicable</u>, the reference particulars of the authorisation in question; deferred payment here refers both to deferred payment of customs duties and to tax credit.

Not to be completed if there is no claim for deferred payment.

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## New and changed boxes on panel 3 – Item.

😴 Declaration					×
<u>File Edit Navigate Adjustments Functions</u>	<u>H</u> elp				
🗈 🚘 🖬 🍏 🛎 🛍 🗸	?				
Reference no.:	Intern no.:				
4 Suppl. information 5 Calculat	tions 6 Validation	7 System docum	ent body	8 System item	9 History
1 Transport	2 Document body		2b C Data		3 Item
32 Item no.:					
31 Description of packages and goods					
31.1 Mark:	31.2 .	Сору			
31.3/31.4	Container no.:	+			
Packages no/kind:		<ul><li></li></ul>			
31.5 Desc. of goods:		<u>^</u>			
		<b>~</b>			
33 Commo. code:					
34 Country ori. code:			35 Gross mass(kg):		
36 Preference:	37 Procedure code:		38 Net m <i>ass</i> (kg):		
39 Quota no.:	40 Previous document/Sur	nmary declaration:			
41 Supp. units:	42 Item price:				•
43 Valuation method: 1	45 Adjustment:				•
46a Statistical value:	46 Custom value:				Copy

Box 31.2 – Container No.



Currently Container numbers are just a text string in Import. This box is changed to a list of containers (similar to the Manifest system).

You can add or remove containers using + or -. Copy means copy container(s) number to all items.

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#### Box 31.3 and 31.4 Packages

	 	 (
31.3/31.4		
Packages no/kind:		

Use the following codes. (UN/ECE Recommendation No 21/REV. 1, August 1994).

Bag	BG
Bag, multiply	MB
Bale, compressed	BL
Bale, non-compressed	BN
Balloon, non-protected	BF
Balloon, protected	BP
Bar	BR
Barrel	BA

#### Box 35 – Gross Mass

25 Gross maarka):	
35 Gross mass(kg):	

Decimals are introduced for the gross mass.

The gross weight can be entered in kilogram with 3 decimal, including weights less than 1 kg. If Gross mass is entered with decimals – comma must be used as separator. E.g. 21,375.

#### **Box 37 – Procedure Code**



The relevant procedurecode (as published by CY Customs Administration) must be entered. It should be noted that the list of procedurecodes includes alphanumeric codes e.g. 4000C01.

#### Box 38 – Net Mass



It is now possible to enter the Nett mass with decimals e.g 29,766. Include decimals for the interface with BW, 3 digits. Convert to whole number in relation to Taric

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#### Box 39 – Quota number

Quota number is now 6 digits. The quota number are transferred to Taric and to Quota2. E.g. 094211

#### Box 40 Previous document/Summary declaration

	40 Previous document/Summary declaration:	
--	---	--

The functionality of the box has been changed

Three new sub boxes are introduced with a possibility to have more than one document described.

Box 40.1 Document category (summary, original declaration or previous document) Box 40.2 Code for the type of the document Box 40.3 Identification number of the document

the summary declaration = Xthe initial declaration = Ythe previous document = Z

Example:

A cargo manifest bearing the number '2222' is used as a summary declaration. The code will be 'X-785-08510SMSD075830C'. ('X' for the summary declaration, '785' for the cargo manifest and '08510SMSD075830C' for the manifest's identification number).

List of abbrevia	tions for documents
Container list	235
Loading list (delivery note)	270
Packing list	271
Proforma invoice	325
Commercial invoice	380
House waybill	703
Master bill of lading	704
Bill of lading	705
CIM consignment note (rail)	720
Road list SMGS	722
Road consignment note	730
Air waybill	740
Master air waybill	741
Despatch note (post parcels)	750
Multimodal/combined transport document	760
Cargo manifest	785
Bordereau	787
Community transit Declaration — Mixed	820
consignments (T)	
External Community transit Declaration (T1)	821

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List of abbreviati	ons for documents
Internal Community transit Declaration (T2)	822
Control copy T5	823
Cargo manifest	785
TIR carnet	952
ATA carnet	955
Reference/date of entry of the goods in the records	CLE
Information sheet INF3	IF3
Information sheet INF8	IF8
Cargo manifest — simplified procedure	MNS
Internal Community transit Declaration — Article	T2F
340 c, 1)	
T2M	T2M

#### Box 41 – Supplementary unit

Where necessary, enter the quantity of the item in question, expressed in the unit laid down in the goods nomenclature.

It is now possible to enter the supplementary unit with three decimals –comma must be used as separator. E.g 23,333.

Include 3 digits decimals for the interface with BW.

#### Box 42 – item price

42 Item price:	

The item price in currency stated in the invoice. The amount should be entered without decimals.

#### **Box 43 - Valuation**

43 Valuation method:	1	
----------------------	---	--

Enter a one digit code to indicate provisions used to determine the customs value of the imported goods. Values 1-6 with default 1.

Code	Method
1	Transaction value of the imported goods
2	Transaction value of identical goods
3	Transactionvfalue of similar goods
4	Deductive value method

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5	Computed value method
6	Value based on the data available ('fall-back'method)

#### Box 45 - adjustment

This box should contain information of any adjustments when no DV1 form is produced in support of the declaration. Any amounts to be entered in this box are to be expressed in Euro.

#### Box 46a – statistical value

46a Statistical value:	
------------------------	--

Statistical value is the value of the goods at the place and time where they enter the statistical territory of Cyprus. It should be entered without decimals.

It shall be calculated as follows:

Add on the Customs value the ancillary charges, such as transport and insurance, relating to that part of the journey which takes place outside the statistical territory of Cyprus but within the European unions Customs territory, unless these charges are already included in the Customs value.

For goods subject to processing operations, the statistical value shall be established as if the goods had been produced wholly in the country of processing.

#### **Box 46 - Customs value with decimals**

Customs value should be entered without decimals.

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## New and changed boxes on panel 4 – Suppl. Information

🛫 Declaration					
<u>F</u> ile <u>E</u> dit <u>N</u> avigate <u>A</u> djustmen	n <b>ts</b> Fun <u>c</u> tions <u>H</u> elp				
🗈 🖙 🖩 🛍 📹 🖬 i	ă ă √ 🤶				
Reference no.:	Intern n	10.:			
1 Transport	2 Document body		2b C Dat		3 Item
4 Suppl. information	5 Calculations 6 Validation	7 System d	ocument body	8 System item	9 History
32 Item no.:	44.2 Certificat	Type:	Number:	44.5 Good	s regulations:
		44.14 B∖/	l'account no.:		
44.3 Pref. doc. type:		44.4 Pref	doc. no.:		
44.6 Message code.:					
44.7 Additional information:					

## Box 44.14 BW account no.

44.14 BW account no.:

Enter the stock number/item number given on warehousing of goods. E.g. 2008600025468/2

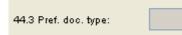
## Box 44.2 – Certificate

	Type:	Number:
44.2 Certificate:		

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It is now possible to enter up to nine certificates per item.

#### **Box 44.3 - Preference document codes**



The size of preference document code is changed from 2 to 4 characters.

#### Box 44.6 - Message code

44.6 Message code.:	
---------------------	--

Enter a five-digit code to encode additional information of a customs nature, as it is published by CY Customs Administration.

Example	e:

Legal basis	Subject	Additional information	Code
Article 497 § 3	Application for authorisation on the declaration for a customs procedure with economic impact.	Simplified authorisation'	00100

## **Box 44.7 – Additional information**

44.7 Additional information:	

It is now possible to enter text up to 256 characters.

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# New and changed boxes on panel 5 – Calculations

Reference no.: 1 Tra 4 Suppl. info	insport		Intern no.: 2 Document body		10	
22.5.68 14.555.65A		THE REPORT OF TH			2b C Data	3 Item
	and a con	5 Calculations	6 Validation	7 System document bo	N. Contraction of the second sec	V
No	Tax type	and the second	se	Rate	Amount	Account
0	00	000	0000	00000	000000	0000000



2 Item no.:	<b>~</b>					
No	Tax type	Calc. type	Base	Rate	Amount	Account
0	00	000	0000	00000	000000	000000

New column with type of tax is added in this panel. This colum will be completed automatically by the system.

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Customs duties on industrial products	A00
Customs duties on agricultural products	A10
Additional duties	A20
Definitive antidumping duties	A30
Provisional antidumping duties	A35
Definitive countervailing duties	A40
Provisional countervailing duties	A45
VAT	B00
Compensatory interest (VAT)	B10

Other national tax types can be created for national revenue.