

DG TAXUD

Unit B3

Inward Processing Application - End Users Documentation

**Trader Portal**

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| **Contractor Programme Manager:** | Dimitris Exouzidis |
| **Contract Project Manager:** | Michaël Lejeune |

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# Introduction

## Purpose

The purpose of this document is to describe the pages related to the creation of an Inward Processing 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 an Inward Processing Application (i.e. Applicant Information Page, Application General Information Page and Application Specific Information Page in case of an Inward Processing 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 an Inward Processing 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 an Inward Processing Application;
* **Chapter 6 – Inward Processing Application Specific Information Page:** describes the Application Specific Information Page of the Application Creation pages of the EU Trader Portal user interface for an Inward Processing 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 2: 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 an Inward Processing 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)**
    1. 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 (M)

This data group is mandatory.

* **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 an Inward Processing application, the application decision code type is IPO. 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.

### 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 is an addition to 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)**

**5.2.6** Geographical Validity (M)

* *Geographical Validity – Union (M)*

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

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

# Inward Processing Application Specific Information Page

## Special Procedure Application Information (M)

### Main Accounts for Special Procedures Customs Decision (D)

This data group cannot be filled in if the applicant is holder of an AEO authorisation (this is automatically determined based on the EORI number of the applicant).

* *Place of Accounts (M)*

Enter the full address of the location, including the Member State where the main accounts are intended to be held or are intended to be accessible. 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 Accounts (M)**

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

* *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)**

### Application Suggested Validity Period (M)

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

Please enter the suggested start date of the authorisation.

### Planned Activities/Use (M, R)

* **Planned Activities/Use Description (M)**
* *Planned Activities/Use Place (M)*
  + **Country (M, R)**
  + **Customs Authority Reference Number (M, R)**
* *Planned Activities/Use Person Involved (O, R)*
  + *Involved Person Name (M)*
    - **Name (M)**
    - **Function (M)**
  + *Involved Person Address (M)*
    - **Street and Number (M)**
    - **Postcode (M)**
    - **City (M)**
    - **Country (M)**
    - **Email (M)**
    - **Telephone Number (O, R)** must follow the notation for international telephone numbers. Example: +32 2 123 4567.
    - **Fax Number (O)** must follow the notation for international telephone numbers. Example: +32 2 123 4567.

### Suggested Customs Offices (M)

The “search for COL number” button at the top of this page allows the user to retrieve more information about the customs offices.

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

### Period of discharge (M)

* **Period of discharge Special Procedure (M)** field must be provided in months.
* **Automatical Extension of Time Period (M)**

Indicate whether the automatic extension of the period for discharge pursuant to Article 174(2) is applicable.

* **Estimated Period of Discharge Description (D)** fieldneeds to be filled inif **Automatical Extension of the Time Period** is indicated as “Yes”.

### Guarantee (D)

In case of an application for the use of the inward processing EX/IM procedure, this data element shall not be used, unless export duties are applicable.

* **Guarantee Indication (M)**
* **Guarantee Reference Number (D)** field should be indicated if Guarantee Indication field is “Yes”.

### Transfer of Rights and Obligations (M)

* **Transfer Of Rights Indication (M)**
* **Suggested Transfer Formalities (D)** should only be filled in when the **Transfer of Rights Indication** field is indicated as “Yes”.
* Transferee (D)

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

It contains:

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

### Guarantee Amount (M)

Introduce the amount of the individual guarantee or, in the case of the comprehensive guarantee, the amount equivalent to the part of the reference amount allocated to the specific authorisation for special procedure.

* **Amount Value (M)**
* **Amount Currency (O)**

By default EUR is considered as the currency. If another currency is used, it should be indicated.

## Inward Processing Application Information (M)

### Goods to Be Placed Under the Special Procedure of Processing (M, R)

* **Equivalent Goods Indication (M)**
* *Equivalent Goods (D)*

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

Where it is planned to use equivalent goods, state the 8-digit Combined Nomenclature code, the commercial quality and technical characteristics of equivalent goods to enable customs authorities to make the necessary comparison between equivalent goods and the goods they are replacing.

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

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 (D)*

This only need to be indicated when "Special Provisions Indication" is not indicated.

* + - **Goods Quantity (M)**
    - **Measure Unit (M)**
  + *Value of Goods (M)*
    - *Value of Goods (EUR) (O)*
      * **Value of Goods EUR (M)**
    - *Value of Goods (other currency) (O)*
      * **Amount Value (M)**
      * **Amount Currency (M)**
  + *Estimated Rate of Yield (M)*
    - *Goods Rate of Yield (M)*

Enter e.g. your rate in percentage

* + - *Determination Method Rate of Yield (O)*
* *Identification of Goods (D, R)*

This data group shall not be completed in case of Inward or Outward Processing with equivalent goods and Outward Processing with standard exchange system.

It contains:

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

### Processed Products (M, R)

* **Commodity Code (M)**

Enter the 8-digit CN Code of the Processed Products.

* *Description of goods (M)*
  + **Goods Description (M)**

### Economic Conditions Information (M, R)

* **Economic conditions (M)**
* **Economic Conditions description (M)**

### Prior Exportation (IP EX/IM) (M)

* **Prior Exportation Indication (M)**
* **Period For Declaring Non Union Goods For IP (D)**

If it is planned to export processed products obtained from equivalent goods before the import of the goods they are replacing (IP EX/IM), indicate the suggested period expressed in months within which the non-Union goods should be declared for inward processing taking account of the time required for procurement of the goods and their transport to the Union.

### Release for Free Circulation by the Use of Bill of discharge (M)

* **Release Bill of Discharge Indication (M)**

### Calculation of import Duties Indication (M)

### First Place of Use or Processing (M)

* **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)**

### Place(s) of Processing or Use (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)**

# 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*