C&E Payments (RevPay) in ROS or myAccount
User Guide

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1 RevPay in ROS for Customs & Excise

If registered for ROS, you must be Customs & Excise (C&E) / Economic Operator Registration Identification (EORI) registered prior to using RevPay to make payments for C&E.

Details of how to register for C&E / EORI can be accessed through the following link;

Register for an Economic Operators' Registration and Identification (EORI) number (Follow the instructions in the PDF eReg EORI guide.)

Once C&E/EORI registered, Login to ROS. **Remember to enter all details in CAPITALS**

1. Select make a payment from My Services Tab.

![Figure 1: ROS, my services, submit a payment](image-url)
2. Select Customs and Excise Taxhead and enter details – remember to use Capital letters where appropriate. The option to pay C&E will not be presented if you are not registered for C&E.

3. From the Customs and Excise Screen, enter the correct year and correct period in which you want to allocate the payment.

4. Top Up TAN - this field is optional and is only required if you are allocating payments to an Agents C&E Registration number or TAN account. Please ensure the Registration number entered where applicable is correct. Select “Next” to proceed with the payment.

5. Ring Fencing – this field is optional and is only required if you have an approved warehouse and want to ring fence the payment to a particular warehouse. You can only Ring Fence for the current period and cannot Ring Fence for a period that has passed.

![Figure 2: ROS, Customs and Excise payment details](image-url)
6. If Ring Fencing is selected, you must use the dropdown to select the appropriate Ring Fence option; (If you are not Ring Fencing – you must deselect this option to proceed.)

Figure 3: ROS, Customs and Excise Ring Fencing details

7. If Ring Fencing is selected, you must then select the appropriate warehouse from the drop down list.

Figure 4: ROS, Customs and Excise Ring Fencing and Warehouse details
8. Select Next when you have input all the required details.
9. You have the option on this screen to “Remove” a payment if you entered the incorrect details by selecting “Remove”. If you are happy with the payment details and periods entered, proceed to the next stage by selecting “Next” at the bottom of the screen.

10. You can select how you would like to pay with options to pay via Credit Card, Debit Card or by Single Debit Instruction using your Bank Details.
11. Input all Personal details and select “Next”.

12. Sign and Submit.

![Sign & Submit](image)

Figure 7: ROS, sign and submit

13. Confirmation of your payment together with the payment reference number is displayed.

![Payments](image)

Figure 8: ROS, payment confirmation
14. Details of the Payment are notified to your ROS Inbox. Select the payment to view further details.

![Figure 9: ROS inbox screen](image)

15. Payment details are displayed, select view to retrieve the allocation details.

![Figure 10: ROS payment details](image)
16. If you allocated the payment to an Agent’s C&E Registration or TAN number, the information will be displayed in this screen.

![Customs and Excise payment allocation details](image)

Figure 11: ROS payment allocation details
2  RevPay in myAccount for Customs & Excise

If registered for myAccount, you must be Customs & Excise (C&E) and Economic Operator Registration Identification (EORI) registered prior to using RevPay to make payments for C&E.

If not Registered for C&E /EORI, complete the following to register;

Login to myAccount;
From the “Manage my Record” Tab, select “My Enquiries” and you will be presented with the following screen; In the “Enquiry relates to” field, enter “Customs” and in the “More specifically” field, enter “Economic Operators Registration Identification” (EORI). When all fields required have been entered, select “Submit Enquiry”.

Figure 12: myAccount, my enquiries, add a new enquiry
On receipt of the enquiry, the eCustoms Helpdesk will register you for C&E and an EORI number and a reply will be sent via email. It will take 24 hours for the registration to be active in myAccount, however the C&E registration will be active on the day of the email reply received confirming registration.

1. You can Sign In to my account once C&E/EORI registered. **Remember to enter all details in CAPITALS.**

![myAccount login screen](image)

Figure 13: myAccount login screen
2. Select from the Payments/Repayments tab “Make a payment”.

3. Select “Make a payment”.

Figure 14: myAccount payment/repayment, make a payment
4. Select “Tax” from what type of payment are you making and then select “Next”.

Figure 16: myAccount select the type of payment
5. From the select a tax to pay screen, you should select Customs & Excise, “Add Payment”. The option to pay C&E will not be presented if you are not registered for C&E.

### Select a Tax to pay

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Add Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs and Excise</td>
<td></td>
</tr>
<tr>
<td>Mineral Oil Tax</td>
<td></td>
</tr>
<tr>
<td>PAYE Employee</td>
<td></td>
</tr>
</tbody>
</table>

**Show more taxes(1?)**

Total I wish to pay: **€0.00**

Next

Figure 17: myAccount select the Tax type you want to pay

6. From the Customs and Excise Screen, enter the **correct** year and **correct** period in which you want to allocate the payment.

7. Top Up TAN - this field is **optional** and is only required if you are allocating payments to an Agents C&E Registration number or TAN account. Please ensure the Registration number entered where applicable is correct. Select “Next” to proceed with the payment.
Figure 18: myAccount Customs and Excise payment details
8. You have the option on this screen to “Remove” a payment if you entered the incorrect details by selecting “Remove”. If you are happy with the payment details and periods entered, proceed to the next stage by selecting “Next” at the bottom of the screen.

Figure 19: myAccount add payment
9. On the next screen you must select how you would like to pay. You can also enter your email address to receive an email confirming the payment details. Select “Next” when you have selected your payment method and entered your email address.

![Figure 20: myAccount select how you would like to pay](image)

10. Input all Personal details and select “Next”.

11. You must then sign and submit.

![Figure 21: myAccount, sign and submit](image)
12. You will be presented with a confirmation of payment together with the payment reference.

Figure 22: myAccount payment confirmation

13. You can retrieve the payment details from the “Payments/Repayments” screen by selecting “View payments History”. This screen shows the date and time of payment.

Figure 23: myAccount view payments history
14. If you select “View Payments History” from the above screen, the following details are displayed;

![Image of myAccount payment details](image1)

**Figure 24: myAccount payment details**

15. If you select “View” from the above page, further details can be viewed in relation to the allocation details.

![Image of Customs and Excise](image2)

**Figure 25: myAccount payment allocation details.**