

ROS Arrivals System Viewing Guide

Purpose of this document

The purpose of this document is to assist ROS C&E users in searching Arrivals for flight or ship information held on Revenue records

Brief Outline

The Arrival System records the scheduled and subsequent arrival of any aircraft or ship into Ireland. This is based on information provided by Airport and Port authorities

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The information in this document is provided as a guide only and is not professional advice, including legal advice. It should not be assumed that the guidance is comprehensive or that it provides a definitive answer in every case.

Accessing system

To access the arrival system, you must hold a valid ROS digital certificate and are registered for Customs and Excise

Entry is made via <u>ROS</u> If your ROS digital certificate is not already loaded, select **Manage My Certificates**:



Figure 1 ROS Login Screen

anage My Certificates	
 Load Certificates: 	
You must load the latest version of your co	ertificate:CLICK HERE FOR HELP
Choose Certificate	Choose file No file chosen
Enter Password	
	Reset Login
 Return to Login 	Load Certificate
 Certificates already loaded in this b 	rowser:
Certificate Name 🗘	Save Remove
You currently have no certificates loaded in your browse	er.
For more information please click on the $\widehat{\mathbb{I}}$ buttor	ns or go to the <u>ROS Help Centre</u>

Figure 2 ROS Login Manage My Certificate Screen

- 1. Choose Certificate: Select your active ROS digital certificate
- 2. Enter password: enter your password
- 3. Select Load Certificate
- 4. Select Return to Login

Revenue	n	<u>GAEILGE ENGLISH</u> Return to Revenue ie
	ROS Secure Login COVID-19: Wage Subsidy Scheme Refunds Please check that you have input bank account details for REFUNDS. Note that bank account details used for payments are NOT automatically used for refunds. PLEASE FOLLOW THESE INSTRUCTIONS 1.Select Certificate Manage My Certificates	Revenue Online Service Revenue Online Service (ROS) enables you to view your own, or your client's, current position with Revenue for various taxes and levies, file tax returns and forms, and make payments for these taxes online in a variety of ways Individuals registered for PAYE or LPT only should use <u>myAccount</u> Income Tax - You can meet the pay and file deadlines by filing your Income Tax Form 11 pow and using a POS Debit Instruction to set
	2.Enter Password Change password Reset Login 3.Login	a future payment date <u>See our tips for preparing in advance</u>
	Login to ROS ROS Help ROS Help If you experience problems, please visit ROS Help	Useful Links View Latest Revenue News EU VAT Customers ROS Offine Application
		ROS Developer Support ROS Compatible Third Party Software Digital Certificate for Emails Register for ROS

Figure 3 ROS Login with active ROS digital certificate screen

Enter your password and select Login to ROS to proceed.

In ROS My Services tab under the File a Return segment select the following:

- 1. Complete a Form Online
- 2. Option Box 1 Select a tax type: C&E
- 3. Option Box 2 Select a type: Arrivals
- 4. Select File Return

File a Return	
Complete a Form Online Select a return you would like to complete now. You will be given the option of filing the return with or without a payment. C&E Arrivals File Return + 	^
Upload Form(s) Completed Offline	~

Figure 4 ROS My Services/File a Return/Complete a Form Online Screen with C&E and Arrivals selected

After selecting File Return, user will be presented with the Arrivals Lookup screen

Arrivals Lookup		14	
Denotes A Required Field			
Transport information			
Mode Of Transport * Identification of Means of Transport	?		
Scheduled Arrival			
Scheduled Date From (dd/mm/yyy)*		Scheduled Date To (dd/mm/yyy) *	
Scheduled Time From (hh:mm)		Scheduled Time To (hh:mm)	
Actual Arrival			
Actual Date From (dd/mm/yyy)		Actual Date To (dd/mm/yyy)	
Actual Time From (hh:mm)		Actual Time To (hh:mm)	
Customs Offices			
Scheduled Office of Arrival	~	Actual Office of Arrival	×
Notification Status			
Notification Status	~	Show Cancelled	
		C	Cancel Input New Reset Search

Figure 5 Arrivals Lookup Screen with mandatory fields and search function highlighted

Enter the particulars and click on the **Search** button. * denotes mandatory fields (highlighted in yellow)

Users can narrow their search by inputting further details such as the Flight Number (Air) or the IMO number (Sea) in the Identification of Mode of Transport Field

NB: Unless explicitly authorised, users must not use the Input New Function.
This will be monitored to prevent misuse.

-							_			AL
Arrivals	Results Listi	ng								
Search Resi	ilts		11							
_										
Mode of Transport	Identification of Means of Transport	Scheduled Date and Time	Scheduled Source	Scheduled Office of Arrival	Actual Date and Time	Actual Source	Actual Office of Arrival	Notification Status	View	Update
Air	GP0173	16/01/2013 07:00	DAA	Shannon Airport		-		Scheduled	믜	3
Air	GP0273	16/01/2013 07:00	DAA	Cork Airport				Scheduled	믜	B
Air	GP0163	16/01/2013 06:50	DAA	Shannon Airport				Scheduled	뗿	3
Air	GP0263	16/01/2013 06:50	DAA	Cork Airport				Scheduled	삨	3
Air	GP0153	16/01/2013 05:40	DAA.	Shannon Airport				Scheduled	드	B
Air	GP0253	16/01/2013 06:40	DAA	Cork Airport				Scheduled	9	B
Air	GP0143	16/01/2013 06:30	DAA	Shannon Airport				Scheduled	<u>EU</u>	3
Air	GP0243	16/01/2013 06:30	DAA	Cork Airport				Scheduled	믜	3
Air	GP0233	16/01/2013 06:20	DAA	Cork Airport				Scheduled	뗔	B
Air	GP0133	16/01/2013 06:20	DAA	Shannon Airport				Scheduled	믜	3

Results from the search criteria will be presented as follows:

Figure 6 Example of results from Arrivals Result Listing Screen. Highlighted columns for use in Customs Declaration

The information in the first three columns is matched against its equivalent in the appropriate customs declaration return as follows:

Arrivals Results Listing	Match in Import Declaration (AIS)
Mode of Transport	DE 7/4 DE 7/5 (1 = Sea; 4 = Air)
Identification of Means of Transport	DE 7/9
Scheduled Date and Time	DE 2/03 Code 1D24