

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 [ROS](#) If your ROS digital certificate is not already loaded, select **Manage My Certificates**:

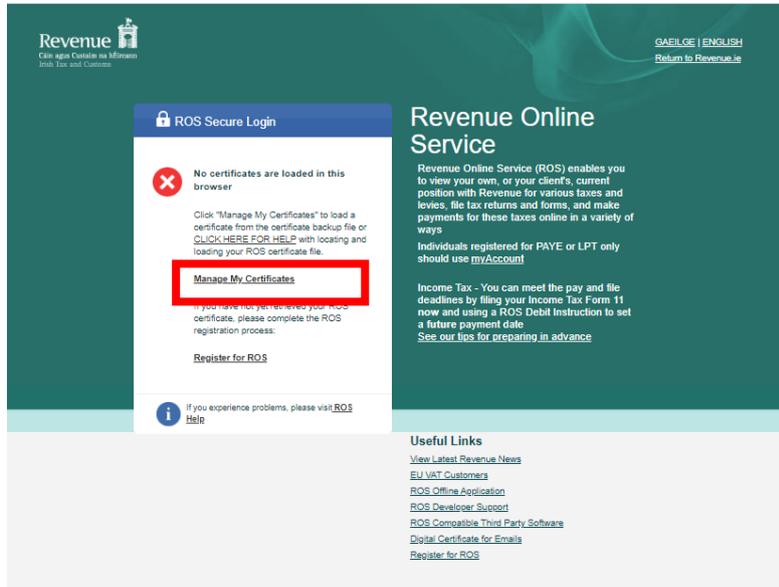


Figure 1 ROS Login Screen

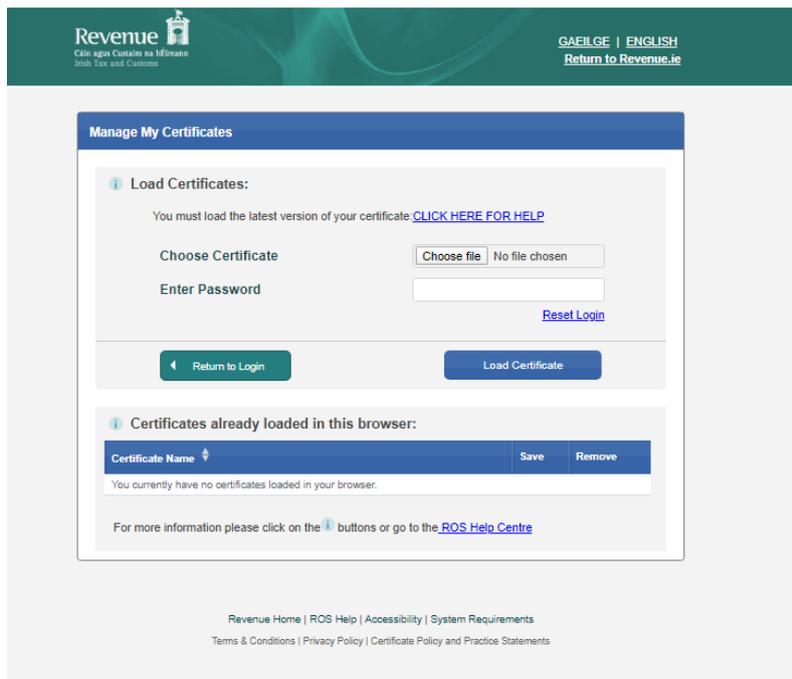


Figure 2 ROS Login Manage My Certificate Screen

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

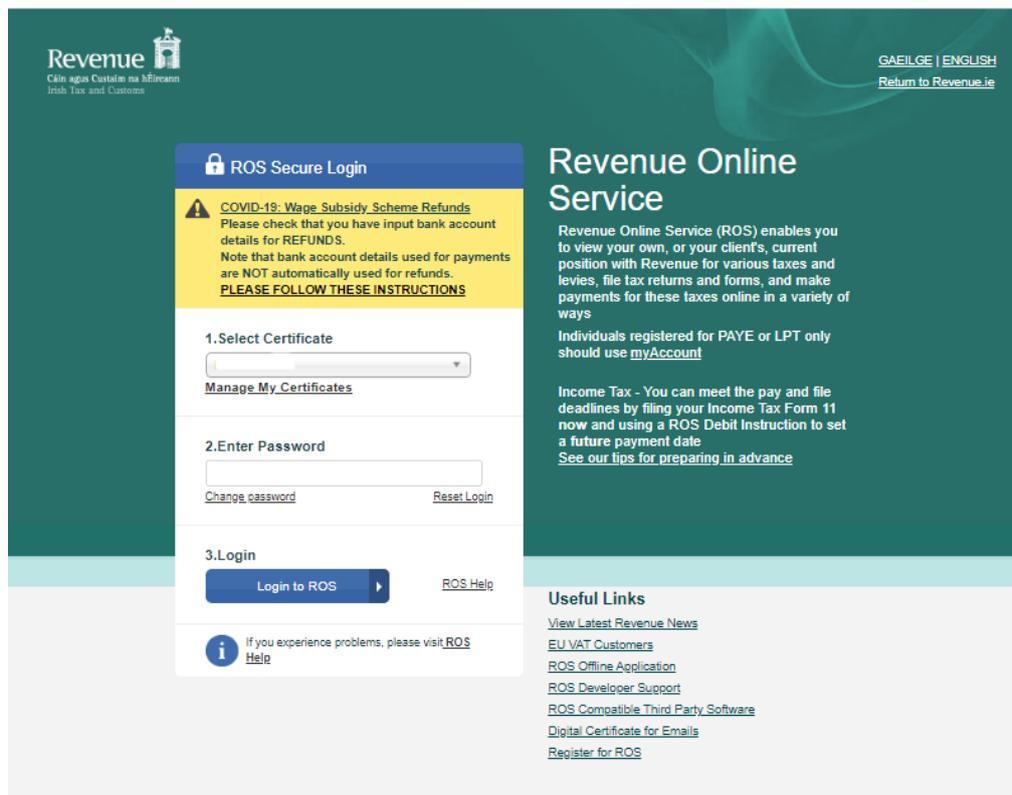


Figure 3 ROS Login with active ROS digital certificate screen

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

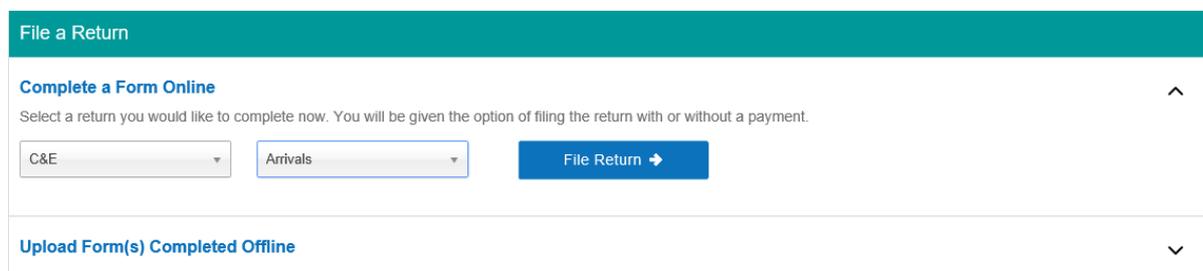


Figure 4 ROS My Services/File a Return/Complete a Form Online Screen with C&E and Arrivals selected

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

Arrivals Lookup

* Denotes A Required Field

Transport Information

Mode Of Transport * ?

Identification of Means of Transport

Scheduled Arrival

Scheduled Date From (dd/mm/yyyy) *

Scheduled Date To (dd/mm/yyyy) *

Scheduled Time From (hh:mm)

Scheduled Time To (hh:mm)

Actual Arrival

Actual Date From (dd/mm/yyyy)

Actual Date To (dd/mm/yyyy)

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

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.

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Results from the search criteria will be presented as follows:

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		
Air	GP0273	16/01/2013 07:00	DAA	Cork Airport				Scheduled		
Air	GP0163	16/01/2013 06:50	DAA	Shannon Airport				Scheduled		
Air	GP0263	16/01/2013 06:50	DAA	Cork Airport				Scheduled		
Air	GP0153	16/01/2013 06:40	DAA	Shannon Airport				Scheduled		
Air	GP0253	16/01/2013 06:40	DAA	Cork Airport				Scheduled		
Air	GP0143	16/01/2013 06:30	DAA	Shannon Airport				Scheduled		
Air	GP0243	16/01/2013 06:30	DAA	Cork Airport				Scheduled		
Air	GP0233	16/01/2013 06:20	DAA	Cork Airport				Scheduled		
Air	GP0133	16/01/2013 06:20	DAA	Shannon Airport				Scheduled		

34 items found, displaying 21 to 30.
[< Previous](#) [1](#) [2](#) [3](#) [4](#) [Next >](#)

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 SAD Declaration
Mode of Transport	Box 25, 26 (1 = Sea; 4 = Air)
Identification of Means of Transport	Box 18
Scheduled Date and Time	Box 44 Code 1D24