Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

AIS Trader Portal Guide

The information in this document and its related Annexes and supplements is subject to amendments as enhancements to existing functionality are released and new functionality is provided.

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.

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1   INTRODUCTION

1.1   Purpose

The purpose of this document is to describe the Trader AIS Functions. It describes the user interface through which Traders will be exchanging information with Revenue Commissioners to conclude end-to-end business processes for Entry of Goods, Temporary Storage and Import including Special Procedures for Import.

This guide is not intended for and does not describe the B2B (Business to Business) communication between Traders, their agents or representatives and Revenue Commissioners. However, any messages submitted via the B2B interface will be visible in the Trader Portal.

This document is not the Trader AIS Technical Specification and as such it does not contain any technical related information e.g. authorisation, authentication, end points etc.

1.2   Document Structure

This document is divided into the following sections:

1.   General UI elements and basic tasks
2.   Basic Concepts and Terms
3.   The Advanced Search facility
4.   Main Interface Sections
5.   Creating and Submitting Declarations in Detail
6.   Declaration Specific Guidance Information
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8.   Appendix A – Declaration Statuses
9.   Appendix B – Procedure Codes (UCC)
10. Appendix C – Messages Codes and Descriptions
11. Appendix D – Timers
12. Appendix E – Declaration Action Matrix

The following Revenue customs general functional areas are covered:
- Entry of Goods
- Temporary Storage
- Import – Release for free circulation
- Import – Special Procedures
- Import – Refunds

The following functions are covered:
1.   Creating a draft declaration
2.   Filling-in the information required
3.   Submitting a declaration

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4. Amending a declaration

5. Invalidating a declaration

6. Attaching documents

7. Requesting Refund

8. Requesting Deposit Refund (for Special Procedures security deposits)

9. Description of monitoring grids (Storage Inventory, Special Procedures)

2   General UI elements and basic tasks

2.1   Logging-in

To access the Trader Portal, go to the https://www.revenue.ie/ homepage and click the link there to access the **ROS** Sign-in page. Help with certificates/other issues is all contained on this ROS log in page.

Once logged into ROS, select '**Customs UCC Portal**':
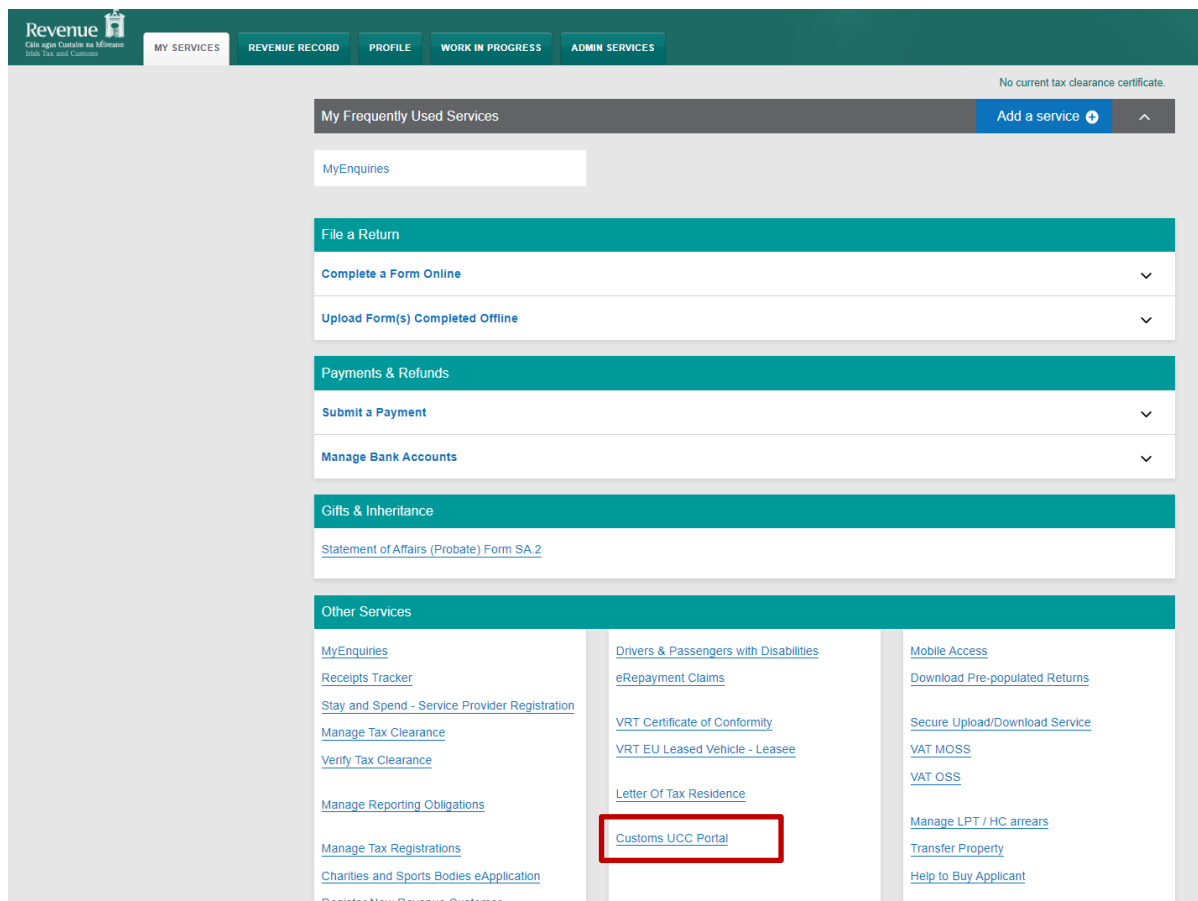
2.2   Main application screen

2.2.1   Common Screen Elements

The interface consists of the following general screen elements as shown in the graphic below:

1. Menu show/hide button (shows / hides the section selector)
2. Section Selector (collapsible sections)
3. Action Selector (list of available actions depending on selected object)
4. Screen Inactivity timer / Message Alert indicator / Logout button.
5. Grid/Page Navigation Buttons
6. Home Button
7. Back Button
8. Header Area (where applicable)
9. Detail Grid Area (Where applicable)
10. Attachments Grid (Where applicable)

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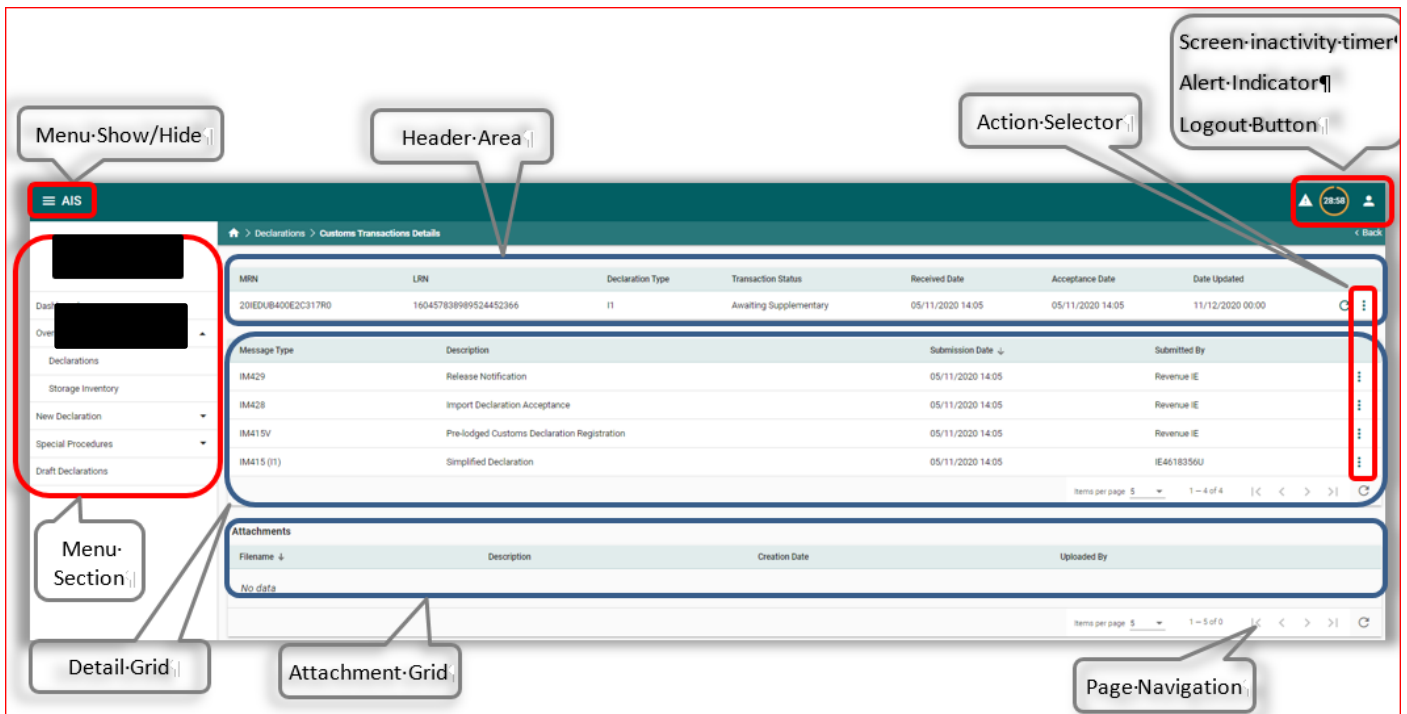
Figure 2 Common Screen Elements

2.2.2 Field indicators[1]

This section describes the special indicators that might be used in fields where data entry is expected.

a. Mandatory fields. A field that is marked with an asterisk icon, as in the image below, is mandatory. All mandatory fields of a form must be completed before the form can be submitted.

b. Long search lists. A field that is marked with a magnifying lens icon, as in the image below, is data restricted by the search list component Long search lists. A field that is marked with a magnifying

lens icon, as in the image below, is data restricted by the search list component Long search lists. A field that is marked with a magnifying lens icon, as in the image below, is data restricted by the search list component.

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[1] For more information on entering data using the field indicator elements please see *5.4.4 Entering Declaration Data*

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c. Short search lists. A field that is marked as in the image below is data restricted by the short drop-down component.

d. Date selector. A field that is marked with a calendar icon, as in the image below, is complemented with the date selector component.

2.3　Interface Scaling (Adaptive Behaviour)

The interface is adaptive to the screen size and resolution. As the screen size is reduced (for example on a smaller monitor screen) the screen elements (Menu Items, Selected item sections) will automatically adjust to the screen size in three distinct steps:

2.3.1　Full size display example:

The screen below shows a full size display example.
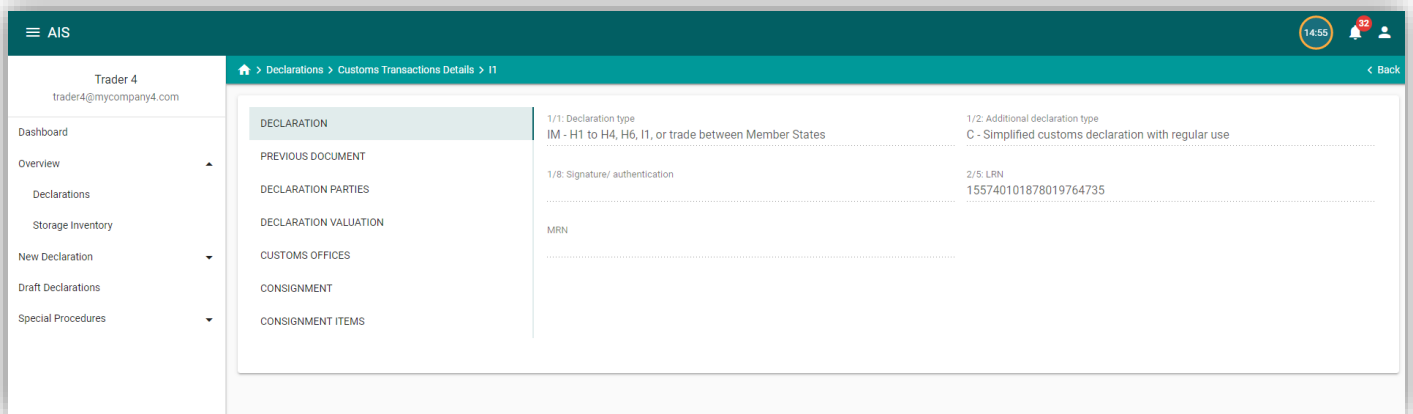
Figure 1 Full Size Screen example

2.3.2   Next smaller screen size:

In this next screen size, the left pane sections are collapsed:
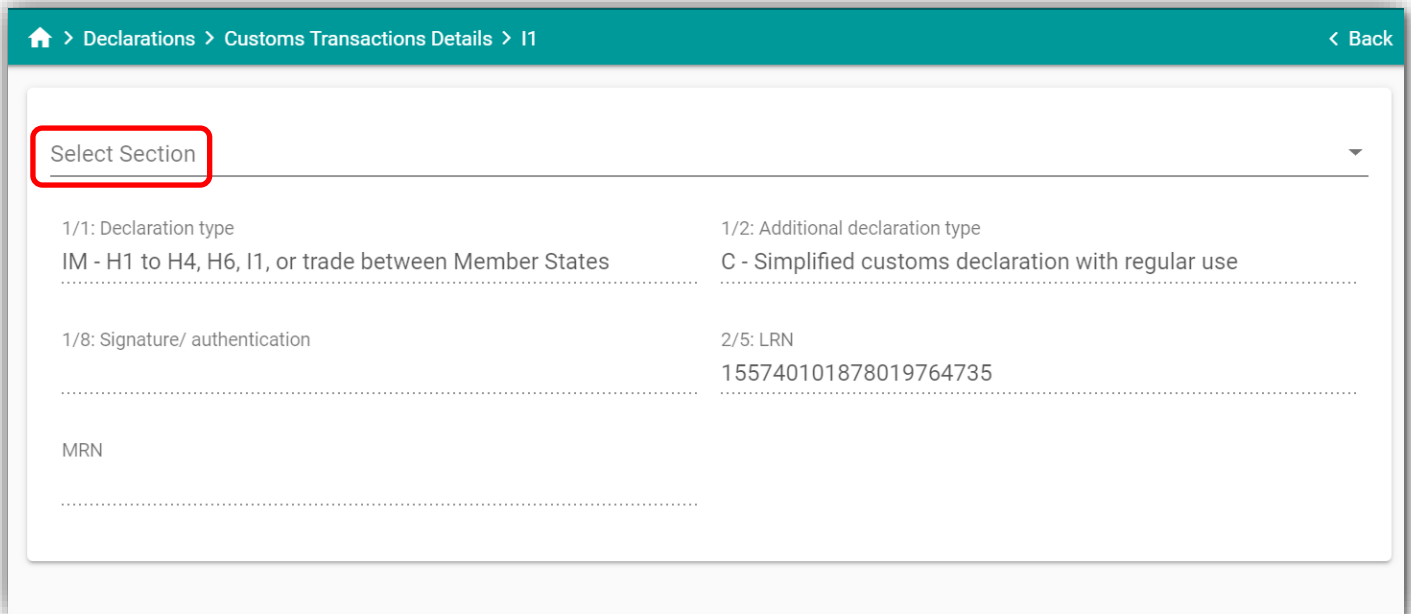
Figure 2 Intermediate Screen Size example

When clicking on the "Select Section" object, the section list appears:
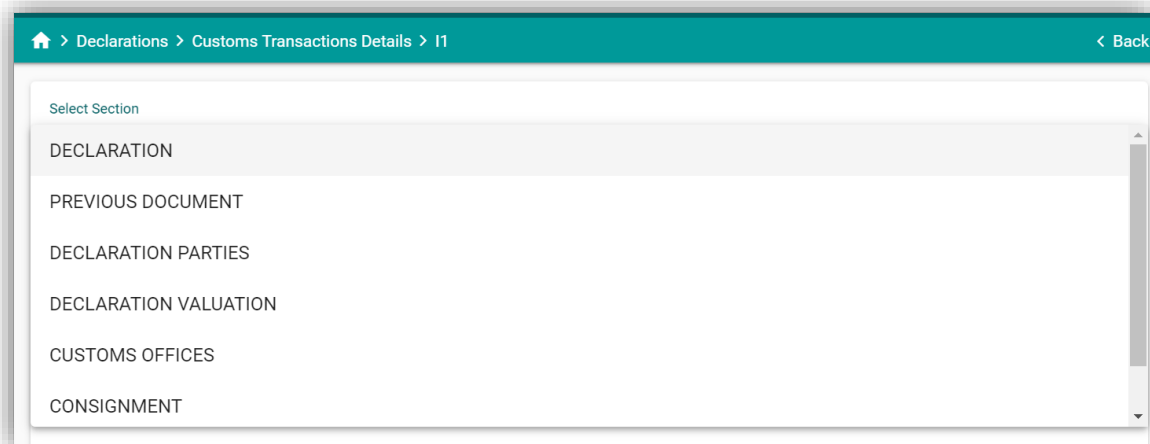
Figure 3 Select Section example

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2.3.3   Smallest screen size display:
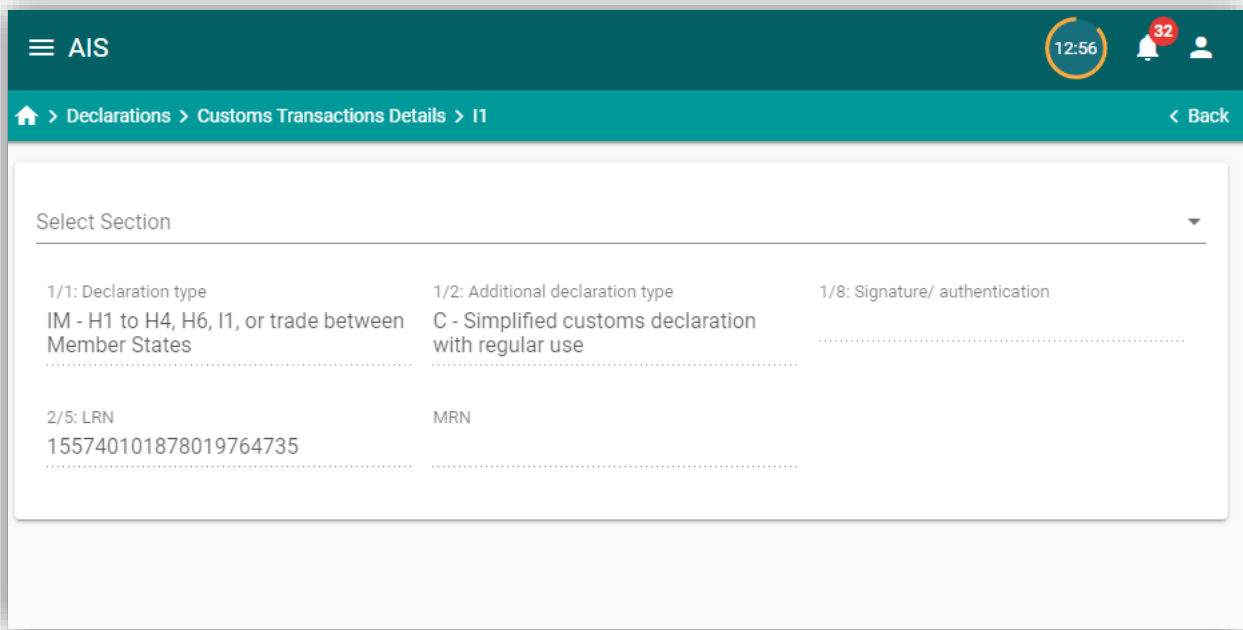
Figure 4 Smallest Screen Size example

In this smallest display size, the AIS menu can be displayed as an overlay by **☰ AIS**   clicking   on   the object as shown:
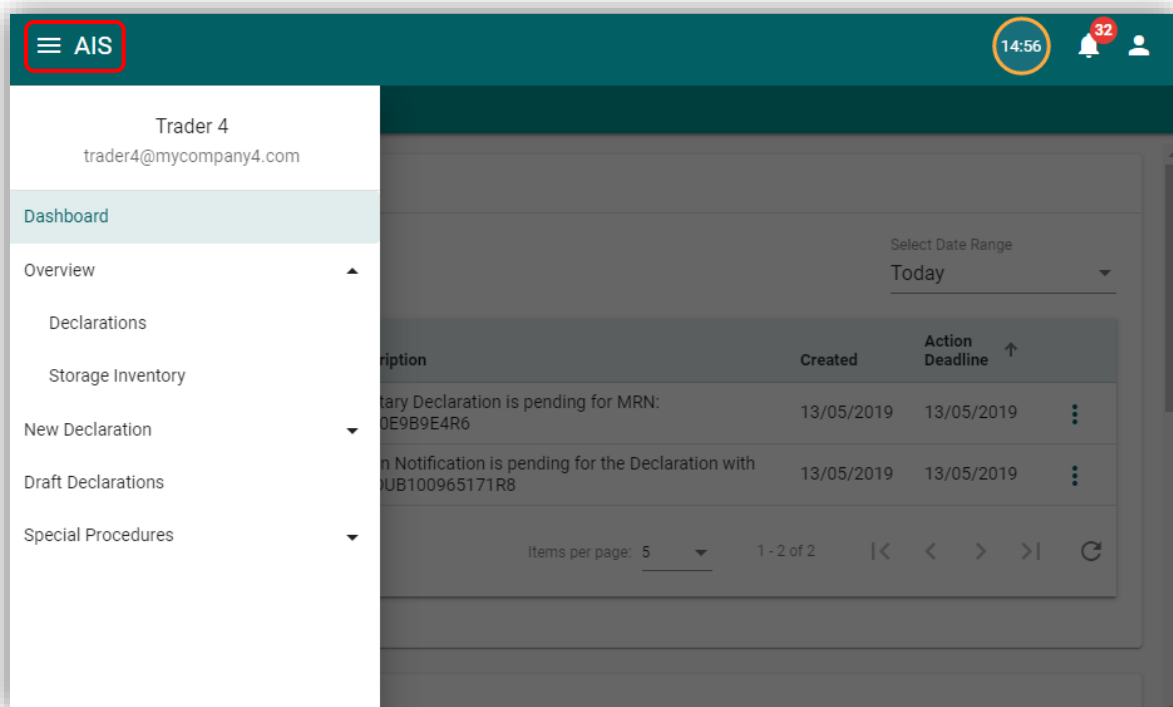
Figure 5 Smallest Screen Size show menu

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3   Basic Concepts and Terms

3.1   Declaration

A Customs Declaration is a collection of data elements (dataset) that contains all required and optional fields according to the UCC (Union Customs Code) as published in the EUCDM 5.1 (European Union Customs Data Model).

A Declaration starts as an initial dataset message (such as IM415 for import declarations). In the processing of the declarations a number of related messages are created. For example, when a declaration has been successfully submitted and validated, it acquires the status ACCEPTED which, in turn, is communicated to the declarant system (or visible in the portal) as message IM428. The declaration plus all related messages is referred to as a "movement" or "transaction" interchangeably. All messages related to a declaration, reference the declaration's MRN (Movement Reference Number).

For a description of the Message Codes please see Appendix C in this document.

3.2   Declaration Status

The declaration status denotes the processing stage of the declaration in the system. The status is a pivotal concept in declaration processing because it governs which actions are allowed on the declaration (such as amendment, invalidation, refund request etc.)

For a description of all possible declaration statuses please see Appendix A in this document.

3.3   Declaration Actions

Depending on the Movement status and other factors, a number of actions is available.

Available actions are:

1. View
2. Presentation Notification (for Pre-lodged declarations)
3. Supplementary (for simplified declarations)
4. Amendment
5. Invalidation
6. Add Attachment
7. Request Refund
8. Request Deposit Refund

For a complete list of available actions versus declaration statuses please see Appendix E

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4   Advanced Search Facility

The advanced search facility, where available, provides the following functionality:

1. Selection of multiple filters, combined with AND/OR logic
2. Provides sorting criteria
3. Allows saving a "search" (collection of filters and sorting method created by the user) for easy recall and use.

The initial advanced search facility screen is shown below:
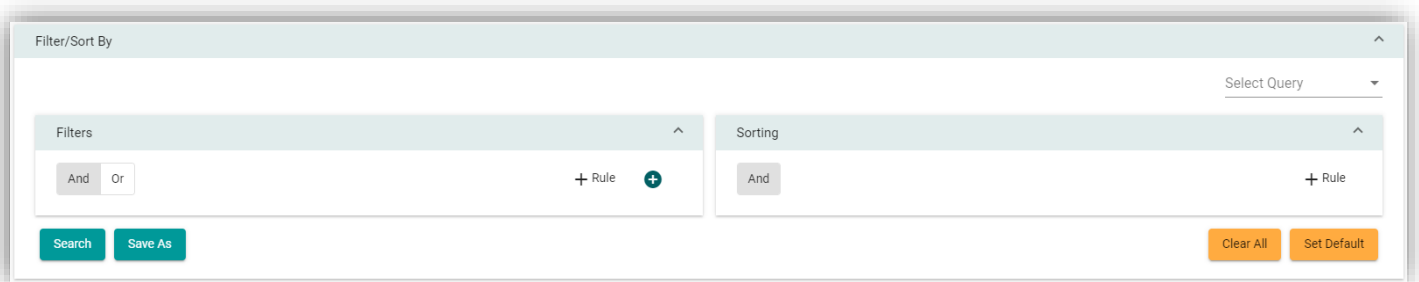
Figure 6 Advanced Search Screen

The Search facility consists of two main sections (Filters and Sorting), a "Select Query" drop-down element which allows selection of a previously saved search, and four buttons:

This button 'runs' the search, causing the grid below the search section to display any matching data.

This button opens the "Save Criteria" dialog box (please see next section)

This button will "clear" any entered information in the search facility, essentially resetting the search facility to its initial state.

This button will reset the grid view to its initial sorting state with no filters applied.

Figure 7 Advanced Search Action Buttons

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4.1 Adding a search criterion (Rule):

1. Click on the   ＋ Rule   icon
2. Select the search field name from the drop-down list as shown on the right. (The drop-down list in the example is from the "Declarations" section).
3. Multiple filters can be selected in this manner.
4. Additionally, an 'AND' / 'OR' logic can be selected that will apply to all the configured rules.
5. Rules can be removed by clicking on the 🔴 icon.
6. A collection of rules created this way is a "Rule Set".
7. Multiple "Rule Sets" can be defined by clicking on the ➕ icon.
8. Each "Rule Set" has its own logic component (AND/OR)
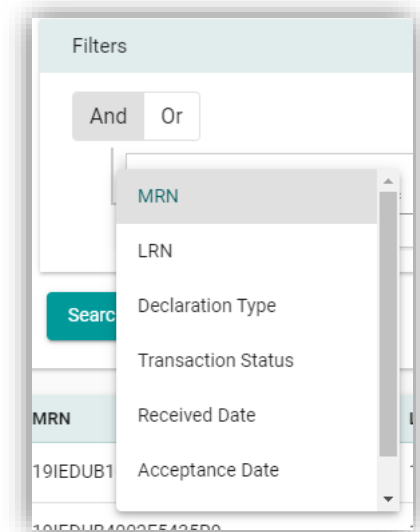
Figure 8 Adding a Search criterion

4.2 Configuring the search "Sort Order":
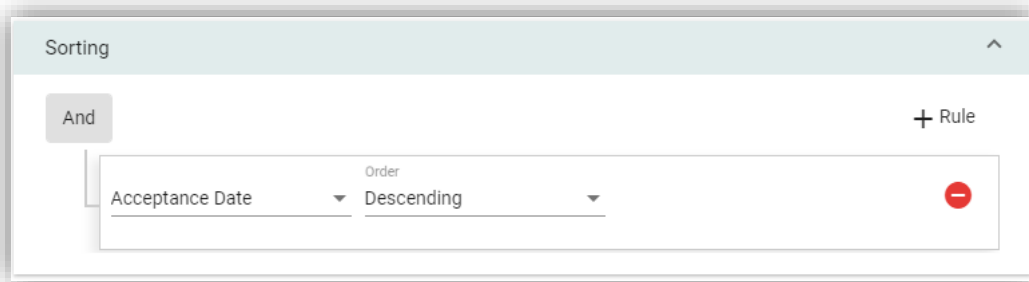
Figure 9 Configuring Sort Order

The sort component of the Search facility is shown in the following picture:

1. The same principles apply here as in the Search (filter) section.
2. Any number of consecutive sort criteria can be defined, always with an 'AND' logic.
3. Each sort criterion is accompanied by a 'Descending / Ascending' selector.

4.3 Saving configured search criteria

The configured search, complete with the sorting options selected, can be saved for future use requiring only a unique name. Searches can be saved by clicking on the   **Save As**   button. The "Save as" dialog box is shown on the right.

The saved search criteria name will be available from a drop-down list in the "Select Query" (as shown on the right).
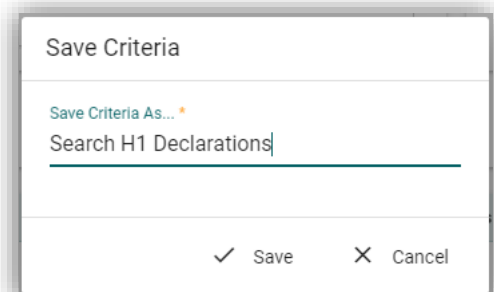
Figure 10 Saving a Search

The saved search can be deleted by clicking on the [Delete] button, which appears when selecting a saved search.
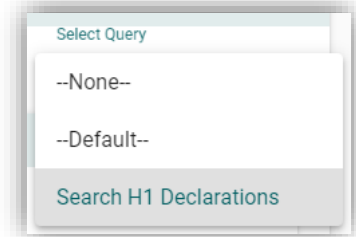
Figure 11 Saved Search selection

5   Main interface sections
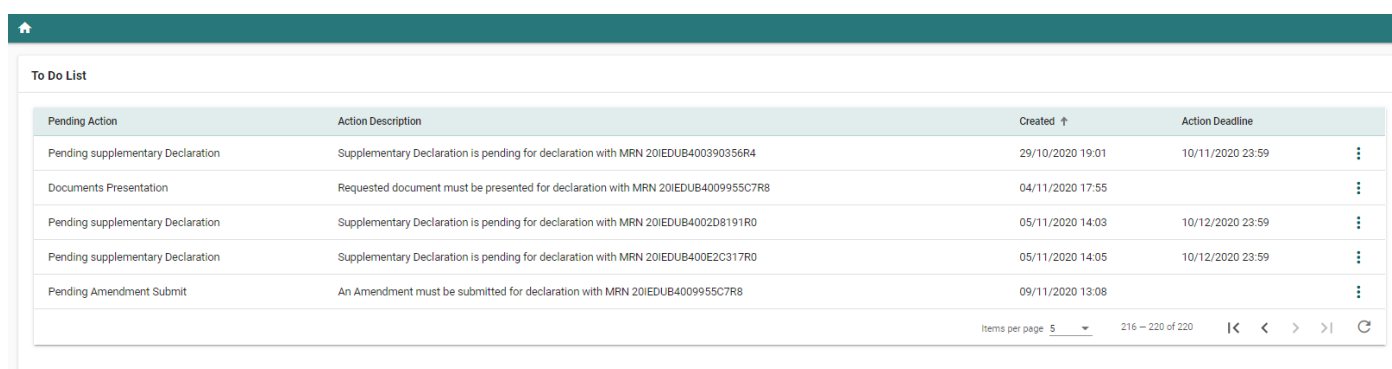
The interface consists of the following main sections displayed in the left pane of the main (home) screen:

5.1   Dashboard:

The Dashboard screen contains the To Do list and the Notification grid.

5.1.1   To Do list

The To Do list displays any pending actions created by trader actions (e.g. Lodgement of a Simplified declaration will create an action that a supplementary declaration is pending). Please use the refresh button under the data grid to get most recent actions.

Figure 12 ToDo list example

5.1.1.1   Grid columns

The following columns are displayed in the To Do grid:

Column name	Description
Pending Action	Short description of the action (e.g. "Presentation Notification to be sent")
Action Description	Detailed description (e.g. "Presentation Notification is pending for the Declaration with MRN: 19IEDUB4002F76E7R3")
Created	Date and time the grid entry was created
Action Deadline	Date and time of the "Action" deadline

Table 1 To Do Grid Columns

5.1.1.2   Grid entries actions

Depending on the type of the To Do item, the following actions are available[2]:

Pending Action	Description	Available Action(s)	Result
Submit Invalidation	(Example) An Invalidation must be submitted for the 19IEDUB40059CC11R8 Transaction	Invalidation	Opens an "Invalidation Request" (IM414)

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[2] For the complete list of *declaration* actions please see Appendix E

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Pending Action	Description	Available Action(s)	Result
			message form for the referenced MRN
Pending Amendment	(Example) An Amendment must be submitted for the 19IEDUB40059CC11R8 Transaction	Amendment	Opens an Amendment IM413 message form for the referenced MRN
Pending Payment	(Example)Pending Payment for Declaration with MRN 19IEDUB40059CC11R8	None	N/A
Document Upload	(Example) Requested Document must be Uploaded for the 19IEDUB40059CC11R8 Transaction	Send Documents	Opens a document upload dialog
		View Declaration Details	Opens a Declaration details screen
Document Presentation	(Example) Requested Document must be Presented for the 19IEDUB40059CC11R8 Transaction	View Declaration Details	Opens a Declaration details screen

Table 2 To Do Action list

5.1.2   Notifications:

The Notifications area will display information on movements (e.g. successful lodgement of a declaration) as shown below. Please use the refresh button under the data grid to get most recent notifications.

Figure 13 Notifications Grid example

Note:

A default search field is provided (Search by MRN)

5.2   Overview:

The overview section is split into two sub-sections:

5.2.1   Declarations:

The declarations section lists all declarations submitted by the logged-in user as shown in the following screen:

Figure 14 Declaration Overview grid example

5.2.1.1 Grid columns

The following columns are displayed in the Declarations grid:

Column name	Description
MRN	The MRN of the entry
LRN	The LRN of the entry
Declaration Type	Declaration Dataset code (e.g. H1)
Transaction Status	Movement Status[3]
Received Date	The date the declaration was received by the system
Acceptance Date	The date the declaration was accepted
Date Updated	The date the last message referencing the declaration MRN was registered in the system

Table 3 Declaration Overview grid columns

Note:

A default search field is provided (Search by MRN)

5.2.1.2 Declarations available actions

The action selector in the Declarations grid will display the following options depending on the type of declaration and its status:

1. View
2. Presentation Notification (for Pre-lodged declarations)
3. Supplementary (for simplified declarations)
4. Amendment

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[3] For a complete list of the possible declaration statuses, please see Appendix A

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5. Invalidation
6. Add Attachment
7. Request Refund
8. Request Deposit Refund

For a complete list of available actions versus declaration statuses please see Appendix E.

5.2.1.2.1 View declaration screens:

When selecting "View" from the action sub-menu, the "Customs Transaction Details" data grid is displayed. This grid has three sections:

1. Header element. The Header element contains the following columns for the movement:
   a. MRN
   b. LRN
   c. Declaration type (UCC dataset code)
   d. Transaction status (Movement status)
   e. Received date (Date the initial declaration message was received by the system)
   f. Acceptance date (Date the declaration was accepted)
   g. Date updated (Date of the latest message that references the movement MRN)

Figure 15 Customs Declaration detail header

2. Movement message history. This grid contains all messages that reference the movement's MRN in reverse chronological order (newest to oldest). The following columns are displayed:
   a. Message type (The message code)
   b. Submission date (Date the message was received by the system)
   c. Submitted by:
      i. IE – Created and sent by the system
      ii. {EORI} – Created and sent to the system by a user. The user's EORI is displayed.
   d. Action selector for the entry ("View" is the only available action here)

Figure 16 Movement messages grid

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3. Supporting Document: This data grid contains any document upload entries for the movement. The following columns are displayed:

    a. Filename

    b. Size

    c. Uploaded by:

        i. Uploaded by a trader user. The username is displayed.

        ii. Uploaded by Customs. "Customs" is displayed

Figure 17 Supporting Document (Attachment) example

View declaration message

To view an individual entry, double-click the selected row, or click on the action selector ⋮ and click on "View".

The following shows the "View" screen layout:

Figure 18 View Declaration Message screen example

The following declaration sections are displayed on the left in this screenshot:

Section Name	Description
Declaration	Basic Declaration elements
Parties	Elements related to declaration parties (Declarant, Importer etc.)
Valuation Information	Currencies and Total Amount invoiced
Customs Office	Customs offices (Customs Office of Lodgement etc.)
Guarantee	Any Guarantee information
Goods Shipment	Consignment level information
Goods Shipment Item	Goods item level information

Section Name	Description
Application and authorisation	Declaration constitutes application for authorisation data

Table 4 View Declaration Message sections
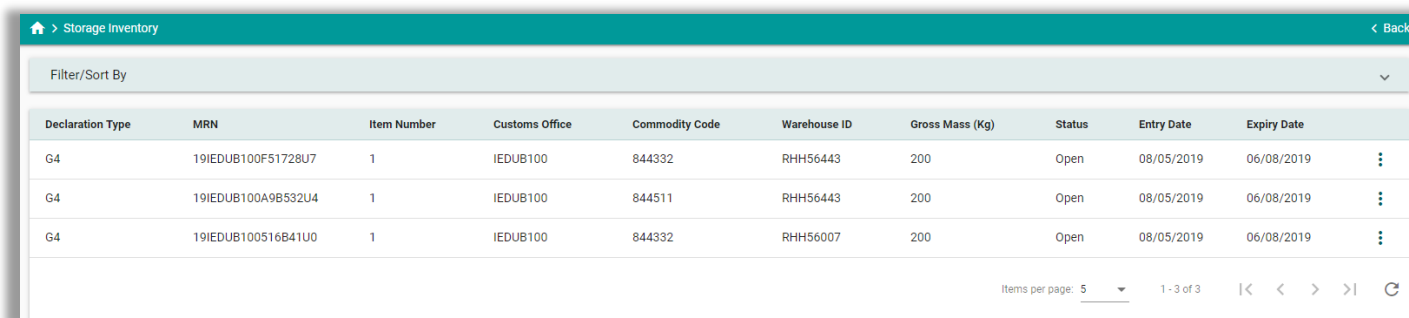
Note: The list of available sections vary depending on the declaration message selected. Complete data element lists and requirements can be found in the individual declaration type sections in this document.

Clicking on a specific section, the system displays the item's sub-sections. The ⌄ and ⌃ symbols signify extendible / collapsible sections. Clicking on ↑ the icon takes you to the top of the screen (in vertically scrollable instances).

5.3   Storage Inventory

This storage inventory screen is for Temporary Storage monitoring.

Whenever a G4 dataset is successfully submitted, a corresponding entry is created in this grid as shown in the layout below. Please use the refresh button under the data grid to get most recent information.
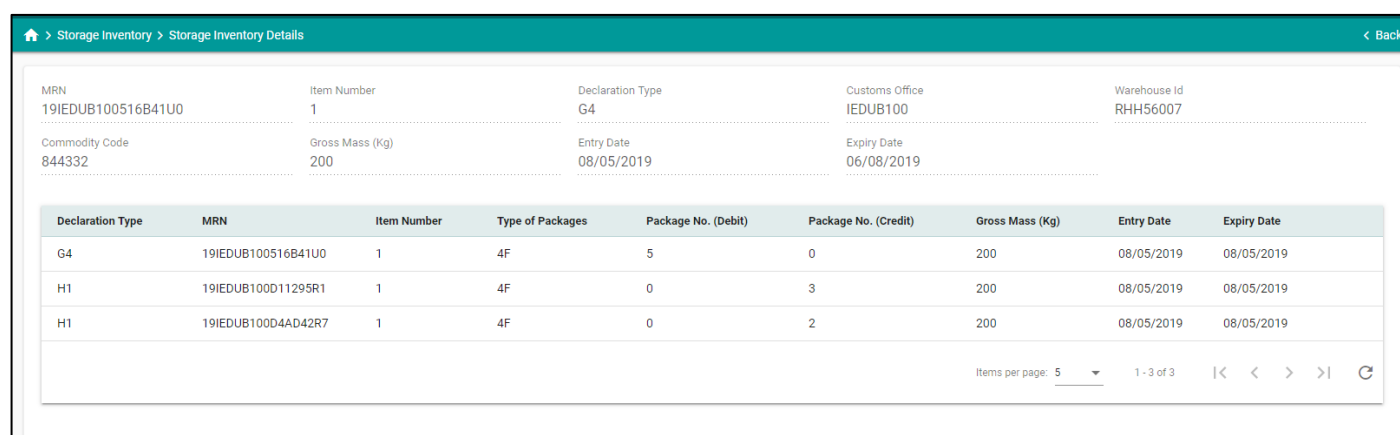
Figure 19 Storage Inventory grid example

These temporary storage declarations "credit" the specific temporary storage facility whose code (Warehouse ID) is contained in the G4 declaration.

Any subsequent Import declarations that move goods items out of temporary storage and into a subsequent customs procedure will be listed as shown in the following example:

Figure 20 Storage Inventory Header and Detail screen example

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Notes:

1. The conditions for successfully "connecting" any import declaration with a G4 are:

   a. The previous document reference must be "337" (Temporary Storage Declaration)

   b. The MRN must reference an accepted G4 declaration

   c. The first 6 digits of the referenced item number of the G4 must match the first 6 digits of the referring import declaration item

   d. The import declaration must provide a warehouse ID and it must match the G4's warehouse ID.

   e. The import declaration must be in status RELEASED for the entry to be visible in the Storage Inventory grid

2. Credit/debit calculations (writing-off) and available balance check against these subsequent procedures is not currently performed.

5.4 New Declaration

To start creating a declaration, navigate to the respective section in the main menu (left pane). Available declarations are grouped by stage:

1. **Arrival Stage**: Includes the following declarations/notifications:

   a. Temporary Storage (G4)

   b. Temporary Storage plus Presentation Notification (G4+G3)

   c. Electronic Transport Document (D3)

2. **Import Stage**: Includes the following declarations:

   a. Declaration for release for free circulation and special procedure – specific use – declaration for end-use (H1)

   b. Special procedure – storage – declaration for customs warehousing (H2)

   c. Special procedure – specific use – declaration for temporary admission (H3)

   d. Special procedure – processing – declaration for inward processing (H4)

   e. Declaration for the introduction of goods in the context of trade with special fiscal territories (H5)

   f. Customs declaration in postal traffic for release for free circulation(H6)

   g. Customs declaration for consignments of low value (H7[4])

   h. Simplified customs declaration (I1)

As shown on the left, click on the desired declaration or notification to start creating the dataset from scratch.

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[4] **Please note that implementation of the H7 declaration dataset is deferred until July 2021**

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5.4.1   Draft declarations

At any time during the creation process, progress can be saved by clicking on the "Save as" button and providing a name for the draft declaration. This will create a draft copy of your dataset in the "Draft declarations" section.

"Draft" declarations can be retrieved by navigating to the "Draft Declarations" section. To resume work on a draft dataset, select "Edit" from the available actions on the draft entry.

A "Delete" action is also available to delete a saved draft declaration.

5.4.2   Required vs. Validated data elements

All declaration datasets contain required fields (indicated by an asterisk in the respective field description).

A number of declaration data elements are also validated upon declaration submission.

The behaviour of the system is different in these two cases:

1. If any required fields (i.e. fields that require a value and cannot be left blank) are not completed, the submit button will not result in declaration submission and validation. However, the section(s) descriptor(s) where the required fields are left blank will be displayed in red.

2. If all required fields contain values, the declaration will be submitted to AIS and validation will be performed. If any validation rules are violated, in addition to the visual indication above, the system will display a pop-up box with the list of all validation errors.

The following screen shows an example of a validation error list:
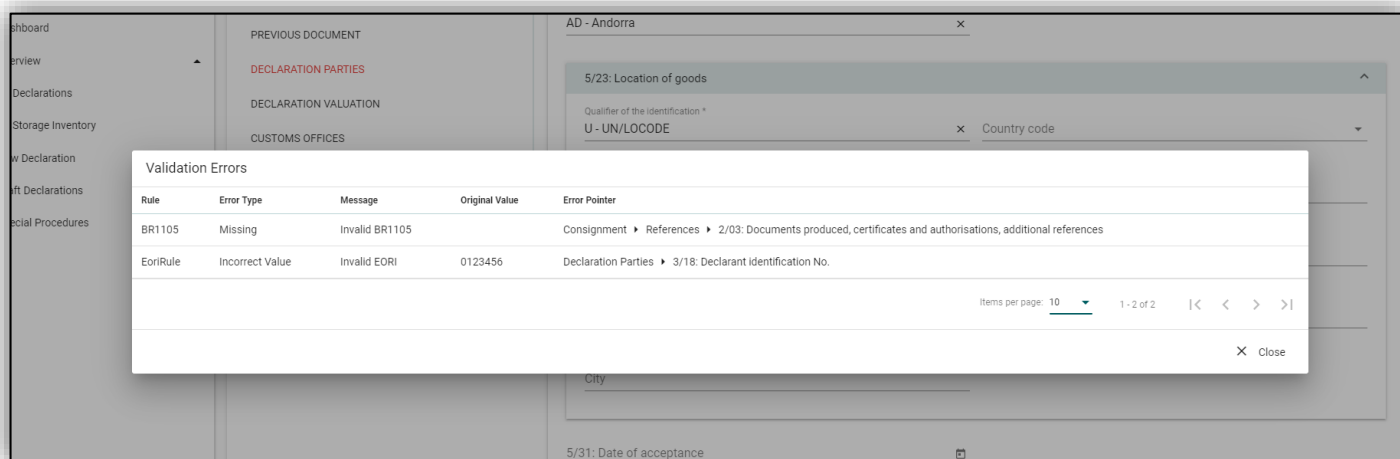
Figure 21 Validation errors screen example

5.4.3   Validation errors

All validation errors contain the following information:

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- Rule: Violated business rule (BRxxxx or Rxxxx) or condition (Cxxxx) code ID[5]
- Message: Error description
- Original Value: The value contained in the data element
- Error Pointer: Indication on the location (field) of the error in the declaration

5.4.4   Entering Declaration Data

When entering declaration data, please note the following:

1. Some data fields are associated with specific code lists. In these cases, the only option is to select an item from the list provided as in the examples below.
2. Short code list data elements (fields) are displayed as drop-down lists. Alternatively, values can be entered directly in the selected field and hit "Enter". The corresponding matching value found in the code list will be automatically filled-in. A drop-down list example is shown on the right.
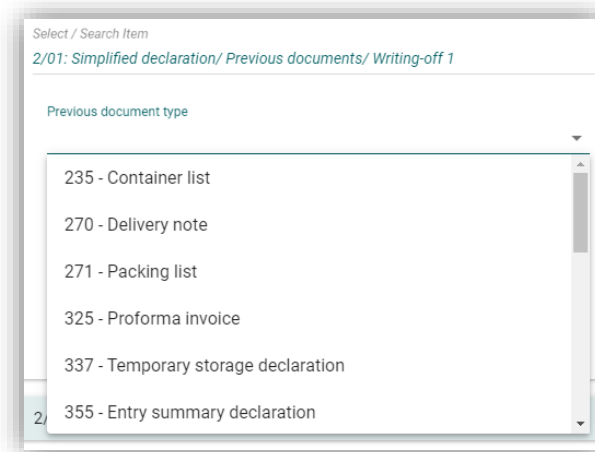
Figure 22 Drop-down selection example

3. Long code list data elements (fields) are searchable and indicated by the 🔍 icon as shown in the example below.
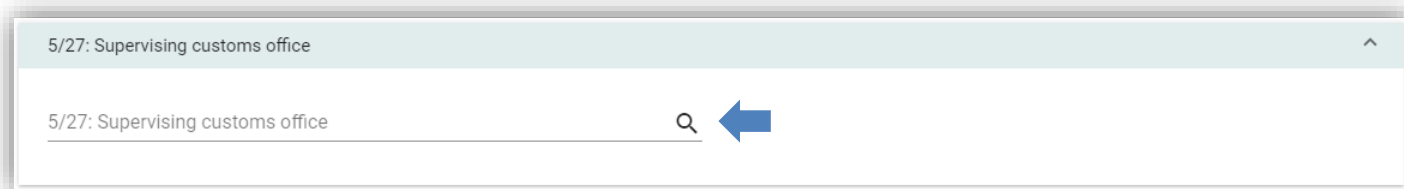
Figure 23 Field preset values search example

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[5] For the complete list of Business Rules, please consult the "AIS-Business-Rules-and-Conditions" companion document

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a. Part of the value can be provided, and the system will search and display all matching values as shown in the example below, where the user has entered the value "IEDUB" and the system displays all three matching values.

b. Clicking on the magnifier icon or hitting "Enter" will bring up the search results in these types of fields.
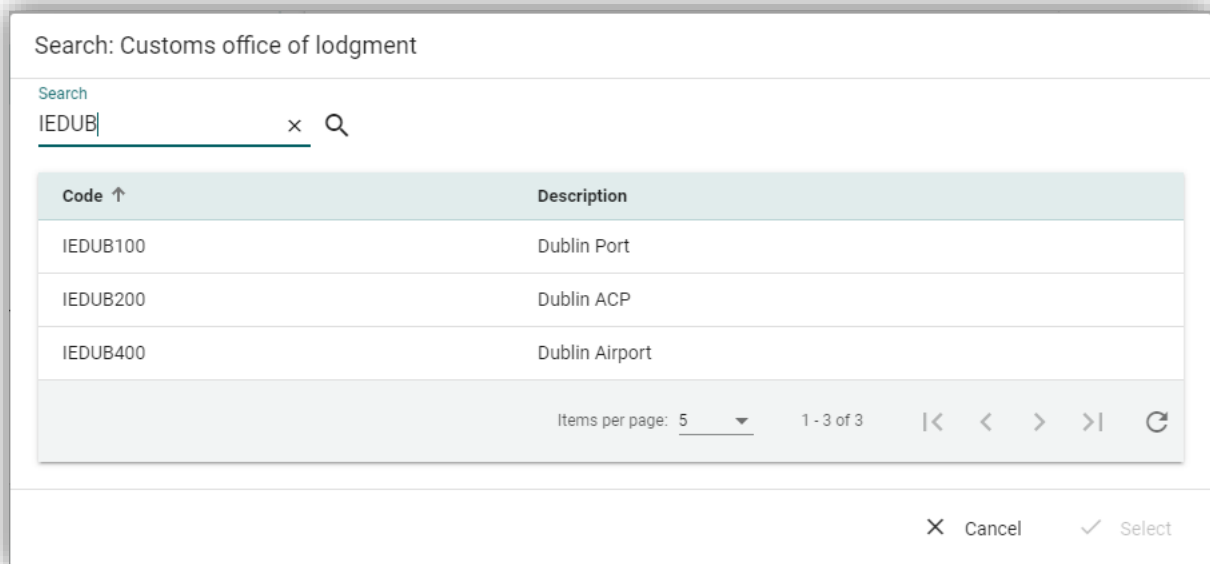
Figure 24 Field preset values search results example

5. Required fields cannot be left blank. As noted previously since validation at this level is done interactively, a pop-up error will not be displayed in this case. However, any sections and/or fields with missing information will be shown in red, as in the example below (Declaration data group -> DE 8/5 Nature of Transaction).

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Figure 25 Required field error example

5.4.5　Date Selector

The date selector component facilitates the filling of data elements that require a date value. It consists of the following parts as shown on the right:

a. Year selection short search list. The list allows the selection of a year and a month. Then the days of the week per month list is updated accordingly

b. Previous [<] and Next [>] month navigation controls

c. The list of days of the week within the selected month and year

The date is selected by clicking on the desired date. The selected date value is transferred to the form field. The transferred date can also be edited in place. Invalid dates will not be allowed when entering data using the portal forms.

Figure 26 Date-picker (Calendar) example

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6 Creating and Submitting Declarations using the Trader Portal in detail

6.1 How to read the declaration data requirements tables[6]

The following sections contain information on how to interpret the individual declaration requirements which are included in each section for each of the declaration types.

6.1.1 Notations

Each declaration type is represented in the system by a message and associated message code. Each message has a unique identifier, such as IM099, TS304, etc., which denotes the category of the message and the numeric identifier of the message in the category. For example, an import declaration has message code IM415. The type of import declaration (H1, H2 etc.) is contained in one of the message fields. In the portal, the declaration type is shown either in a separate column in a grid, or in parentheses next to the message code, e.g. IM415(H1). For a complete list of message codes and a brief description of each code, please consult Appendix C.

The document uses two tables to describe each message:

- The summary table outlines the structure of the message. It lists only the high-level elements of the message, up to level three (3).

- The detailed description table, which includes all the data elements of the message.

For each data element the following information is included:

Column name	Description
LEVEL (L)	The level of the given element in the hierarchy of all the data elements of the message. One level one, there is only one, the so called "root" element. Its name is the same as the identifier of the message (e.g. IM099, TS304).
MESSAGE ENTITY	The description of the message entity. The indentation visually represents the level of the entity in the hierarchy. Where applicable the entity is prefixed with the UCC identifier of the entity.
REPETITIONS	The repetitions (cardinality) of the element. The notation is explained in the examples below.<table><tr><td>REP</td><td>Description</td></tr><tr><td>0..1</td><td>Zero or one repetitions. Therefore, this is an optional element that may exist up to one time.</td></tr><tr><td>1..1</td><td>Exactly one repetition. This is a mandatory element that may exist up to one time.</td></tr><tr><td>0..99</td><td>This is an optional element that may be repeated up to 99 times.</td></tr></table>

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[6] This section can also be found in the companion document "*AIS-Web-Forms.pdf*"

Column name	Description
TYPE	The type of the element. The notation is explained in the examples below.

REP	Description
Complex	This is a complex XML element. It does not include any final information. It includes elements of lower order below it.
date	Date formatted element.
a	Alphabetic element. Only letters and no number are allowed.
n	Numeric element. Only numbers and no letters are allowed.
an	Alphanumeric element. Both letters and number are allowed.
an8	Alphanumeric element with exact length of eight (8) characters.
an1..70	Alphanumeric element with a length between 1 and 70 characters.
n..16,6	Numeric, decimal element. The maximum permitted total digits are 16. Out of them, a max of six [6] can be decimal digits.
int	Integer number.
boolean	Boolean values (true, false).

Column name	Description
CODE LIST	Elements with a reference to a code list can take values only from the specified code list. Please refer to the "**AIS-Codelists**" document, where the code lists are documented.
RULES AND CONDITIONS	The values of some elements are validated against rules and conditions. In that case, the codes of the rules and conditions are included in the last column. Please refer to the "**AIS-Business-Rules-and-Conditions**" document.

7   Declaration Specific Guidance Information

The following sections explain the steps required to create and submit a declaration.

7.1   Declarations / Notifications usage by requested procedure:

Declaration Code	Description (UCC)	Union Procedure Codes supported[7]
D3	Electronic Transport Document (ETD)	N/A
G3	Presentation Notification (Temporary Storage)	N/A
G4	Temporary Storage Declaration	N/A
G4 + G3	Temporary Storage and Presentation Notification Combined	N/A
H1	Declaration for release for free circulation and special procedure – specific use – declaration for end use	01, 07, 40, 42, 43, 44, 45, 46, 48, 61, 63, 68
H2	Special procedure – storage – declaration for customs warehousing	71
H3	Special procedure – specific use – declaration for temporary admission	53
H4	Special procedure – processing – declaration for inward processing	51
H5	Declaration for the introduction of goods in the context of trade with special fiscal territories	40, 42, 61, 63, 95, 96
H6	Customs declaration in postal traffic for release for free circulation	01, 07, 40
H7[8]	Customs declaration for release for free circulation in respect of a consignment which benefits from a relief from import duty (low value consignments)[9]	N/A (Release for free circulation implied but not declared in H7)
I1	Import Simplified declaration	01, 07, 40, 42, 43, 44, 45, 46, 48, 51, 53, 61, 63, 68
I2	Presentation Notification (Import Declarations)	N/A

Table 5 Declarations / Notifications usage by requested procedure

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[7] For a description of the procedure codes please see Appendix B – Procedure Codes (UCC)

[8] **Please note that implementation of the H7 declaration dataset is deferred until July 2021**

[9] Declaration for low value consignments in accordance with Article 23(1) or Article 25(1) of Regulation (EC) No 1186/2009

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7.2　Creating a specific declaration / notification

To start creating a declaration please follow the instructions in the following sections. At any time during the declaration creation process a draft version can be saved. This facility can function both as a method for storing declaration "templates" that can be modified and re-used, and as a way to store working copies of declarations where work can be resumed at a later time.

> *Important note:* For the specific data requirements governing the declarations listed in the following sections of this chapter, please consult the companion *AIS-Web-Forms.pdf* document.

7.3　Electronic Transport Document (ETD) D3 declaration

To start creating an ETD – D3 Declaration, first follow the instructions (in 5.4 New Declaration), and select the D3 dataset.

7.4　Temporary Storage Declaration (G4)

To start creating a Temporary Storage Declaration (G4), first follow the instructions (in 5.4 New Declaration), and select the G4 dataset.

7.5　Temporary Storage Declaration (G4+G3)

To start creating a Temporary Storage Declaration with Presentation data (G4 + G3), first follow the instructions (in 5.4 New Declaration), and select the G4+G3 dataset.

7.6　Temporary Storage Presentation Notification (G3)

To start creating a Temporary Storage Presentation Notification (G3), first follow the instructions (in 5.4 New Declaration), and select the G3 dataset.

7.7　Creating an H1 Import declaration

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H1 dataset. This dataset can be used for all release for free circulation cases and for the Special Procedure "End use".

7.8　Creating an H2 Import declaration

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H2 dataset. This dataset can be used only for the Special Procedure "Customs Warehousing".

7.9　Creating an H3 Import declaration

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H3 dataset. This dataset can be used only for the Special Procedure "Temporary Admission".

7.10　Creating an H4 Import declaration

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H4 dataset. This dataset can be used only for the Special Procedure "Inward Processing".

7.11   Creating an H5 Import declaration

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H5 dataset. This is a specialised dataset used for trade with special fiscal territories.

7.12   Creating an H6 Import declaration

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H6 dataset. This is a specialised dataset used for postal consignments.

7.13   Creating an H7 Import declaration[10]

To start creating an import declaration, first follow the instructions (in 5.4 New Declaration), and select the H7 dataset. This is a specialised dataset used for low value consignments.

7.14   Creating an I1 Import (Simplified) declaration

To start creating a Simplified import declaration, first follow the instructions (in 5.4 New Declaration), and select the I1 dataset. This dataset can be used for most procedures except for the "Customs Warehousing" Special Procedure.

7.15   Creating an I2 Import Presentation Notification

To start creating an I2 Import Presentation Notification, first follow the instructions (in 5.4 New Declaration), and select the I2 dataset.

7.16   Declaration Amendment (Declarant initiated)

Depending on the movement status, a declaration can be amended by the declarant. The amendment process is started by selecting "Amendment" from the action selector. If the "Amendment" option is not available in the declaration action selector, amendment is not allowed (e.g. Movement is under control).

After selecting the "Amendment" action, the current state of the declaration is loaded in a declaration screen, which allows the user to edit the declaration data and submit the amendment as an IM413 message.

The amended declaration will go through validation and if accepted, an IM404 (Amendment Registration) message will be sent by AIS.

If the amendment fails validation, an IM405 (Amendment Request Rejection) message will be generated by the system.

7.17   Declaration Amendment (Customs Officer Amendment request)

During customs controls (Physical or Documentary), the case Customs Officer may request a particular amendment to be submitted for a declaration under control.

In this case, the system generates and sends message IM462 to the declarant. An amendment is then allowed to be submitted even though the declaration is under control.

7.18   Declaration Invalidation (Declarant initiated)

Depending on the movement status, a declaration can be invalidated by the declarant. The invalidation process is started by selecting "Invalidation" from the action selector. If the "Invalidation" option is not

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[10] **Please note that implementation of the H7 declaration dataset is deferred until July 2021**

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available in the declaration action selector, invalidation is not allowed (e.g. Movement is under control or G4 is in accepted status).

After selecting the "Invalidation" action, a form is displayed which requires the declarant to enter the reason for the invalidation request and submit the invalidation as an IM414 message.

The invalidation request will go through validation and if accepted, an IM409 (Invalidation Request Decision) message will be sent by AIS with a positive decision.

If the amendment fails validation, an IM409 (Amendment Request Rejection) (Invalidation Request Decision) message will be sent by AIS with a negative decision.

7.19 Declaration Invalidation (Customs Officer Invalidation request)

During customs controls (Physical or Documentary), the case Customs Officer may request a particular amendment to be submitted for a declaration under control.

In this case, the system generates and sends message IM462 to the declarant. An amendment is then allowed to be submitted even though the declaration is under control.

The invalidation request will go through validation and if accepted, an IM409 (Invalidation Request Decision) message will be sent by AIS with a positive decision.

If the amendment fails validation, an IM409 (Amendment Request Rejection) (Invalidation Request Decision) message will be sent by AIS with a negative decision.

7.20 Attaching a Document to a Declaration

To attach a document in a movement, select "Add Attachments" from the action selector of the movement.

The following screen is displayed (example):

Figure 27 Adding an Attachment

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Clicking on the paper clip symbol, a standard browser screen is displayed for selecting a file to attach as in the following example (Windows 10 client):
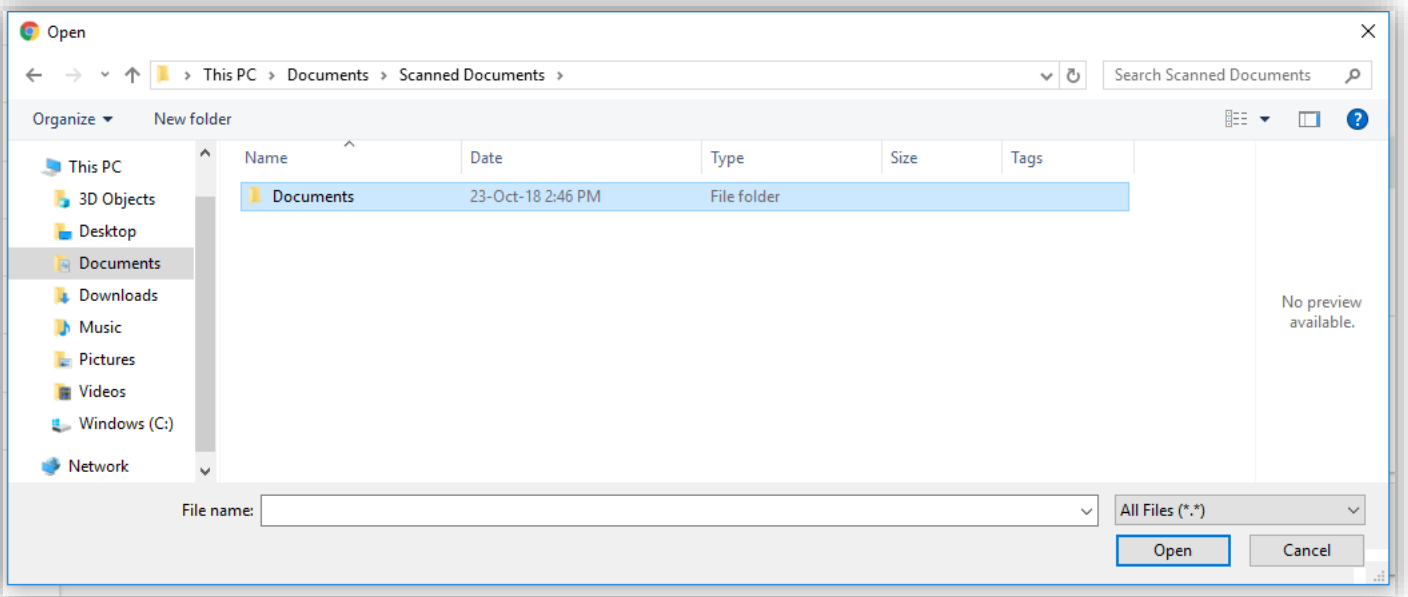
Figure 28 File Browser example

Any attachment can be uploaded to the system as supporting documentation except for the following file types (contents and file extensions):

.ade	.adp	.apk	.appx	.appxbundle	.bat	.cab	.chm
.cmd	.com	.cpl	.dll	.dmg	.exe	.hta	.ins
.isp	.iso	.jar	.js	.jse	.lib	.lnk	.mde
.msc	.msi	.msix	.msixbundle	.msp	.mst	.nsh	.pif
.ps1	.scr	.sct	.shb	.sys	.vb	.vbe	.vbs
.vxd	.wsc	.wsf	.wsh				

Table 6 Invalid Attachment File Types

Examples of common allowed attachment file types include (but are not limited to):

pdf	gif	png	jpg	jpeg	zip	7z

Table 7 Common Supported Attachment File Types

7.21 Refund Application

The Refund Application is for requesting reimbursement of customs debt amounts that were paid but an amendment of declaration particulars or invalidation affecting the declaration customs debt in favour of the declarant has been successfully lodged.

Depending on movement eligibility, a Refund application can be created and submitted. To be eligible for refund, a movement must meet the following conditions:

1. Must be in RELEASED or NOT_RELEASED status
2. An amendment or invalidation must have been successfully lodged (from which the refund amount has ensued).

The Refund application process can be started by selecting "Refund" from the declaration action menu (when available).

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The actual Refund application data created are contained in message RF415 which will be visible in the messages history (detail) of the movement.

The Refund application will go through validation and if approved, message RF409 with positive result will be issued to the declarant.

If the Refund application is not approved, message RF409 will be issued to the declarant with negative result.

If message validation fails, message RF416 will be issued, stating the cause of the message rejection.

The requirements specification for the Refunds message can be found in the companion document "*AIS-Web-Forms.pdf*".

7.22 Deposit Refund Application

The Refund Application is for requesting reimbursement of customs debt amounts that were held on account as security deposit for a special procedure, but an amendment or declaration or invalidation has caused the deposit amount to be eligible for release.

Depending on movement eligibility, a Deposit Refund application can be created and submitted. To be eligible for deposit refund, a movement must meet the following conditions:

1. Must be in RELEASED status
2. The special procedure for which the deposit was held has been discharged.

The Deposit Refund application process can be started by selecting "Request Deposit Refund" from the declaration action menu (when available).

The actual Deposit Refund application data created are contained in message RD415 which will be visible in the messages history (detail) of the movement.

The Refund application will go through validation and if approved, message RD409 with positive result will be issued to the declarant.

If the Refund application is not approved, message RD409 will be issued to the declarant with negative result.

If message validation fails, message RD416 will be issued, stating the cause of the message rejection.

The requirements specification for the Deposit Refund message can be found in the companion document "*AIS-Web-Forms.pdf*".

8   Special Procedures Monitoring

Similar to the Storage Inventory, this section lists all the special procedures submitted by the trader as shown below:

Figure 29 Special Procedures Monitoring screen

To view the details of the movement and also display any subsequent declarations that have taken goods out of the special procedure entry, click on "View" in the available action list. This will result in the following layout:

Figure 30 Special Procedures Monitoring Detail screen example

Note:

Comprehensive writing-off is not supported in this version of AIS. The referencing import declaration will be displayed (provided they refer to the special procedure declaration as a previous document) but the system does not monitor the status of the special procedure declaration (Active/Discharged) with respect to the writing-off.

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9　Appendix A – Declaration Statuses

Status	Description
REGISTERED	This status is set when a pre-lodged declaration is received and has passed the logical validation process. An MRN has been assigned at this stage. The goods have not been presented yet.
ACCEPTED	This status is set when the declaration has passed the logical validation process. In case of pre-lodged declarations this status can only be set when the goods have been presented. This is a transient status and may never appear in the user interface.
AWAITING_ARRIVAL	This status is set for pre-lodged declarations under certain conditions. This is a transient status and may never appear in the user interface.
AWAITING_CERTEX	This status indicates communication is pending with the EU Single Window service. This is a transient status and may never appear in the user interface.
AWAITING_RISK	The declaration has passed syntax and logical validation and has been forwarded to the Risk Analysis module for risk assessment. This is a transient status and may never appear in the user interface.
AWAITING_TARIFF_CALCULATION	The declaration has passed syntax and logical validation and has been forwarded to the Tariff module for customs debt calculation. This is a transient status and may never appear in the user interface.
AWAITING_SUPPLEMENTARY	A Simplified declaration has been received and accepted. A Supplementary declaration must now be lodged within a specific time limit.
UNDER_CONTROL	The declaration information has caused the Risk Analysis system to mark the declaration for either Documentary or Physical Controls.
UNDER_REVIEW	The declaration is under review by Revenue customs.
CERTEX_REVIEW	The declaration is under review by Revenue customs due to CERTEX reference certificate.
SUSPENDED_RELEASE	The declaration is pending certificate verification from an external agency (CERTEX).
UNDER_PAYMENT	The declaration has incurred a customs debt or security deposit amount which now due. This is a transient status and may never appear in the user interface.
INSUFFICIENT_FUNDS	The declaration has incurred a Customs Debt or Security Deposit amount payable, but the Revenue's trader account has insufficient funds to cover the debt amount.
RELEASED	The declaration processing is complete and, depending on the requested procedure code, the goods can now be released for free circulation or deemed to be under the requested Special Procedure.
NOT_RELEASED	This status is set in the following cases:

Status	Description
	1. Preceding controls have failed
	2. The incurred customs debt was not paid in time
	3. The declarant has requested an invalidation of the declaration and it has been accepted

Table 8 Declaration Statuses

10 Appendix B – Procedure Codes (UCC)

Status	Description
00	This code is used to indicate that there is no previous procedure (a)
01	Release for free circulation of goods simultaneously re-dispatched in the context of trade between parts of the customs territory of the Union in which the provisions of Directive 2006/112/EC or Directive 2008/118/EC are applicable and parts of that territory in which these provisions do not apply, or in the context of trade between the parts of that territory where these provisions do not apply.
07	Release of goods for free circulation simultaneously placed under a warehousing procedure other than a customs warehousing procedure where neither VAT nor, when applicable, excise duties have been paid.
10	Permanent export.
11	Export of processed products obtained from equivalent goods under inward processing before placing non-Union goods under inward processing.
21	Temporary export under the outward processing procedure, if not covered by code 22.
22	Temporary export other than that referred to under code 21 and 23.
23	Temporary export for return in the unaltered state.
31	Re-export.
40	Simultaneous release for free circulation and home use of goods.
42	Simultaneous release for free circulation and home use of goods which are the subject of a VAT-exempt supply to another Member State and, when applicable, an excise-duty suspension.
43	Simultaneous release for free circulation and home use of goods subject to specific measures connected with the collection of an amount during the transitional period following the accession of new Member States.
44	End-use
45	Release of goods for free circulation and partial entry for home use for either VAT or excise duties and their placing in a warehouse other than customs warehouses.
46	Import of processed products obtained from equivalent goods under the outward-processing procedure before exportation of goods they are replacing.
48	Entry for home use with simultaneous release for free circulation of replacement products under outward processing prior to the export of the defective goods.
51	Placing goods under inward processing procedure.
53	Placing of goods under temporary admission.
54	Inward processing in another Member State (without their being released for free circulation in that Member State) (a).
61	Re-importation with simultaneous release for free circulation and home use of goods.
63	Re-importation with simultaneous release for free circulation and home use of goods which are the subject of a VAT-exempt supply to another Member State and, when applicable, an excise duty suspension.
68	Re-importation with partial entry for home use and simultaneous release for free circulation and placing of goods under warehousing other than customs warehousing procedure.
71	Placing of goods under the customs warehousing procedure.

Status	Description
76	Placing of Union goods under the customs warehousing procedure in accordance with Article 237(2) of the Code.
77	Manufacturing of Union goods under customs supervision by the customs authorities and under customs control (within the meaning of Art. 5(27) and (3) of Code) prior to exportation and payment of export refunds.
78	Placing of goods under free-zone. (a)
95	Placing of Union Goods under a warehousing procedure other than a customs warehousing procedure where neither VAT nor, when applicable, excise duties have been paid.
96	Placing of Union Goods under a warehousing procedure other than a customs warehousing procedure where either VAT or, when applicable, excise duties have been paid and the payment of the other tax is suspended.

Table 9 UCC Procedure Codes

11 Appendix C - Messages Codes and Descriptions

Message	Description
Import	
ETD15	D3 - Electronic Transport Document
ETD16	ETD Rejection message
ETD28	ETD Acceptance
IM099	General Notification and Request Information
IM404	Amendment Request Registration
IM405	Amendment Request Rejection
IM409	Invalidation Request Decision
IM413	Customs Declaration Amendment Request
IM414	Invalidation Request
IM415	Customs Declaration
IM415V	Customs Declaration Acknowledgment
IM416	Customs Declaration Rejection
IM428	Customs Declaration Acceptance or Goods Deemed to be Placed under Customs Warehousing Procedure
IM429	Release Notification
IM432	Presentation Notification
IM433	Presentation Notification Rejection
IM451	Release Rejection
IM460	Control Notice
IM462	Request Declaration Amendment
IM464	Request Declaration Invalidation
IM482	Documents Request
IM483	Documents Received
IM484	Request Document Presentation
IM493	Amendment notification for partial or deferred quota allocation
IM917	Syntax Error notification message
RD415	Application for Deposit Refund
RD409	Application for Deposit Refund Decision
RD416	Application for remission of Customs debt rejection

Message	Description
RF415	Application for remission of Customs debt (Refund)
RF409	Decision on refund application
RF416	Application for deposit refund rejection
Temporary storage	
TS304	Amendment Request Registration
TS305	Amendment Request Rejection
TS309	Temporary Storage Declaration Invalidation Decision
TS313	Temporary Storage Declaration Amendment Request
TS314	Temporary Storage Declaration Invalidation Request
TS315	Pre-lodged TSD (G4) or TSD and Presentation Notification, combined (G4+G3)
TS315V	Temporary Storage Declaration Registration acceptance
TS316	Temporary Storage Declaration Rejection
TS328	Temporary Storage Declaration Acceptance
TS332	Presentation Notification
TS351	Temporary Storage Do Not Import

Table 10 Messages Codes and Descriptions

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12 Appendix D – Timers

Name	Description
Payment Timer	If the declaration has incurred a payable customs debt or security deposit, the declarant must make sufficient funds available within **5 days** of the date the debt was incurred (usually upon receipt of the IM428 – Declaration Acceptance message).
Pre-lodged Presentation Timer	When a pre-lodged declaration is received and registered, a presentation notification must be lodged within **30 days** of the date of registration of the pre-lodged declaration.
Supplementary Timer	A Simplified declaration has been received and accepted/registered. A Supplementary declaration must now be lodged within a specific time limit. Currently the time limit is the **5th day** of the month following the acceptance/registration date of the simplified declaration.

Table 11 System Timers

13 Appendix E - Declaration Action Matrix

The following table lists all possible available actions that can be performed on a movement message in all possible declaration statuses. Conditions apply in all cases that determine which actions are available.

Status	Actions Available
REGISTERED	View Add Attachments Presentation Notification Amendment Invalidation
ACCEPTED	View
AWAITING_FOR_RISK	View
AWAITING_TARIFF_CALCULATION	View
AWAITING_SUPPLEMENTARY	View Supplementary Add Attachments
UNDER_CONTROL	View
UNDER_REVIEW	View
CERTEX_COI_REVIEW CERTEX_CHED_REVIEW	View
SUSPENDED_RELEASE_COI SUSPENDED_RELEASE_CHED	View
UNDER_PAYMENT	View
INSUFFICIENT_FUNDS	View Add Attachments Amendment Invalidation
RELEASED	View Amendment Invalidation Request Refund (*Only if amended*) Request Deposit Refund (*Only for Special Procedure Security Deposits*)
NOT RELEASED	View Request Refund (*Only if invalidated*) Request Deposit Refund (*Only for Special Procedure Security Deposits*) Add Attachments

-END OF DOCUMENT -