



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.



Table of Contents

1	ΙΝΤΙ	ROD	UCTION	5
1	L.1	Pur	pose	. 5
1	L.2	Doc	cument Structure	. 5
2	GEN	IERA	L UI ELEMENTS AND BASIC TASKS	7
2	2.1	Log	ging-in	. 7
2	2.2	Ma	in application screen	7
	2.2.	1	Common Screen Elements	7
	2.2.	2	Field indicators	8
2	2.3	Inte	erface Scaling (Adaptive Behaviour)	. 9
	2.3.	1	Full size display example:	9
	2.3.	2	Next smaller screen size:	10
	2.3.	3	Smallest screen size display:	11
3	BAS		ONCEPTS AND TERMS	12
Ξ	3.1	Dec	laration	12
Ξ	3.2	Dec	laration Status	12
Ξ	3.3	Dec	laration Actions	12
4	AD\	ANC	CED SEARCH FACILITY	13
Z	1.1	Ado	ling a search criterion (Rule):	14
Z	1.2	Cor	figuring the search "Sort Order":	14
Z	1.3	Sav	ing configured search criteria	14
5	MA	IN IN	ITERFACE SECTIONS	16
5	5.1	Das	hboard:	16
	5.1.	1	To Do list	16
	5.1.	2	Notifications:	17
5	5.2	Ove	erview:	17
	5.2.	1	Declarations:	18
5	5.3	Sto	rage Inventory	21
5	5.4	Nev	v Declaration	22
	5.4.	1	Draft declarations	23
	5.4.	2	Required vs. Validated data elements	23
	5.4.	3	Validation errors	23
	5.4.	4	Entering Declaration Data	24
	5.4.	5	Date Selector	26
6	CRE	ATIN	IG AND SUBMITTING DECLARATIONS USING THE TRADER PORTAL IN DETA	IL27
6	5.1	Нον	w to read the declaration data requirements tables	27
	6.1.	1	Notations	27
7	DEC	LAR	ATION SPECIFIC GUIDANCE INFORMATION	29



7	.1	Declarations / Notifications usage by requested procedure:	29		
7	.2	Creating a specific declaration / notification	30		
7	.3	Electronic Transport Document (ETD) D3 declaration	30		
7	.4	Temporary Storage Declaration (G4)	30		
7	.5	Temporary Storage Declaration (G4+G3)	30		
7	.6	Temporary Storage Presentation Notification (G3)	30		
7	.7	Creating an H1 Import declaration	30		
7	.8	Creating an H2 Import declaration	30		
7	.9	Creating an H3 Import declaration	30		
7	.10	Creating an H4 Import declaration	30		
7	.11	Creating an H5 Import declaration	31		
7	.12	Creating an H6 Import declaration	31		
7	.13	Creating an H7 Import declaration	31		
7	.14	Creating an I1 Import (Simplified) declaration	31		
7	.15	Creating an I2 Import Presentation Notification	31		
7	.16	Declaration Amendment (Declarant initiated)	31		
7	.17	Declaration Amendment (Customs Officer Amendment request)	31		
7	.18	Declaration Invalidation (Declarant initiated)	31		
7	.19	Declaration Invalidation (Customs Officer Invalidation request)	32		
7	.20	Attaching a Document to a Declaration	32		
7	.21	Refund Application	33		
7	.22	Deposit Refund Application	34		
8	SPE	CIAL PROCEDURES MONITORING	35		
9	APP	ENDIX A – DECLARATION STATUSES	36		
10	APP	ENDIX B – PROCEDURE CODES (UCC)	38		
11	1 APPENDIX C - MESSAGES CODES AND DESCRIPTIONS				
12	2 APPENDIX D – TIMERS				
13	APP	ENDIX E - DECLARATION ACTION MATRIX	43		

Table of Figures

Figure 2 Common Screen Elements	Error! Bookmark not defined.
Figure 3 Full Size Screen example	9
Figure 4 Intermediate Screen Size example	
Figure 5 Select Section example	
Figure 6 Smallest Screen Size example	
Figure 7 Smallest Screen Size show menu	
Figure 8 Advanced Search Screen	

Figure 9 Advanced Search Action Buttons	13
Figure 10 Adding a Search criterion	14
Figure 11 Configuring Sort Order	14
Figure 12 Saving a Search	14
Figure 13 Saved Search selection	15
Figure 14 ToDo list example	16
Figure 15 Notifications Grid example	17
Figure 16 Declaration Overview grid example	
Figure 17 Customs Declaration detail header	19
Figure 18 Movement messages grid	19
Figure 19 Supporting Document (Attachment) example	20
Figure 20 View Declaration Message screen example	20
Figure 21 Storage Inventory grid example	21
Figure 22 Storage Inventory Header and Detail screen example	21
Figure 23 Validation errors screen example	23
Figure 24 Drop-down selection example	24
Figure 25 Field preset values search example	24
Figure 26 Field preset values search results example	25
Figure 27 Required field error example	26
Figure 28 Date-picker (Calendar) example	26
Figure 29 Adding an Attachment	32
Figure 30 File Browser example	
Figure 31 Special Procedures Monitoring screen	35
Figure 32 Special Procedures Monitoring Detail screen example	35

Table of Tables

Table 1 To Do Grid Columns	16
Table 2 To Do Action list	17
Table 3 Declaration Overview grid columns	
Table 4 View Declaration Message sections	21
Table 5 Declarations / Notifications usage by requested procedure	29
Table 6 Invalid Attachment File Types	
Table 7 Common Supported Attachment File Types	
Table 8 Declaration Statuses	
Table 9 UCC Procedure Codes	
Table 10 Messages Codes and Descriptions	41
Table 11 System Timers	42



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
- 7. Special Procedures Monitoring
- 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



- 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 <u>https://www.revenue.ie/</u> 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**':

Revenue	MY SERVICES	REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES	
		No current tax clearance ce	artificate.
		My Frequently Used Services Add a service 🚱	^
		MyEnquiries	
		File a Return	
		Complete a Form Online	~
		Upload Form(s) Completed Offline	~
		Payments & Refunds	
		Submit a Payment	~
		Manage Bank Accounts	~
		Gifts & Inheritance	
		Statement of Affairs (Probate) Form SA 2	
		Other Services	
		MyEnquiries Drivers & Passengers with Disabilities Mobile Access Receipts Tracker eRepayment Claims Download Pre-populated Returns	
		Stay and Spend - Service Provider Registration VRT Certificate of Conformity Secure Upload/Download Service Manage Tax Clearance VRT Certificate of Conformity Secure Upload/Download Service Verify Tax Clearance VRT EU Leased Vehicle - Leasee VAT MOSS	
		Manage Reporting Obligations Letter Of Tax Residence Manage LPT / HC arrears	
		Manage Tax Registrations Customs UCC Portal Transfer Property Charities and Sports Bodies eApplication Help to Buy Applicant Register New Revenue Customer Help to Buy Applicant	

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)



Menu-Show/Hide	Declarations > Customs Tra	Header-Area			Actio	n-Selector	Screen-inact Alert-Indicat Logout-Butto	ivity-timer or¶ on¶ ▲ 230 ± (tack
	MRN	LRN	Declaration Type	Transaction Status	Received Date	Acceptance Date	Date Updated	
Dash	20IEDU8400E2C317R0	160457838989524452366	п	Awaiting Supplementary	05/11/2020 14:05	05/11/2020 14:05	11/12/2020 00:00	
Over Declarations Storage Inventory New Declaration Special Procedures Draft Declaration	Месаде Туре 16429 16428 1641 57 1641 57 1641 57	Description Release Notification Import Declaration Accepta Pre-lodged Customs Declara Simplified Declaration	ice tion Registration		Submission Date ↓ 05/11/2020 14:05 05/11/2020 14:05 05/11/2020 14:05 05/11/2020 14:05	tema per page §	Submitted By Revenue IE Revenue IE E46183560 <u>*</u> 1-4 of 4 < <	
Menu- Section	Attachments Filename 4 No data	Description		Creation Date		Uploaded By	1-5d0 < <	> >ı C

Figure 2 Common Screen Elements

2.2.2 Field indicators¹

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

5/27: Supervising customs office Q	
------------------------------------	--

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.

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



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

Previous document type	٣	
	_	

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

Date	Ē

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.

≡ AIS				14:55
Trader 4	ightarrow Declarations > Customs Transactions Details > I1			< Back
trader4@mycompany4.com	DECLARATION	1/1: Declaration type	1/2: Additional declaration type	
Overview	PREVIOUS DOCUMENT	1/8: Signature/ airthentication	2/5 LRN	
Declarations	DECLARATION PARTIES		155740101878019764735	
Storage Inventory	DECLARATION VALUATION	MRN		
New Declaration	CUSTOMS OFFICES			
Special Procedures	CONSIGNMENT ITEMS			

Figure 1 Full Size Screen example



2.3.2 Next smaller screen size:

In this next screen size, the left pane sections are collapsed:

♠ > Declarations > Customs Transactions Details > I1	< Back
Select Section	-
1/1: Declaration type	1/2: Additional declaration type
IM - H1 to H4, H6, I1, or trade between Member States	C - Simplified customs declaration with regular use
1/8: Signature/ authentication	2/5-1 DN
	155740101878019764735
MDN	

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

	X De
Select Section	
DECLARATION	
PREVIOUS DOCUMENT	
DECLARATION PARTIES	
DECLARATION VALUATION	
CUSTOMS OFFICES	
CONSIGNMENT	

Figure 3 Select Section example

Figure 2 Intermediate Screen Size example



2.3.3 Smallest screen size display:

> Declarations > Customs Transactions Det	ails > 11		< Ba
Select Section			•
1/1: Declaration type IM - H1 to H4, H6, I1, or trade between Member States	1/2: Additional declaration type C - Simplified customs declaration with regular use	1/8: Signature/ authentication	
2/5: LRN 155740101878019764735	MRN		

In this smallest display size, the AIS menu can be displayed as an overlay by \equiv AIS clicking on the object as shown:

			14:56	1 ³² -
Trader 4 trader4@mycompany4.com	_			
Dashboard				
Overview	•	To	oday	•
Declarations			Action 🛧	
Storage Inventory	ription	Created	Deadline	
New Declaration	tary Declaration is pending for MRN: • 0E9B9E4R6	13/05/2019	13/05/2019	:
Draft Declarations	n Notification is pending for the Declaration with UB100965171R8	13/05/2019	13/05/2019	:
Special Procedures	Items per page: 5 👻 1 -	2 of 2 🛛 🕹		G

Figure 5 Smallest Screen Size show menu





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



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:

Filter/Sort By			^
			Select Query -
Filters	^	Sorting	^
And Or	+ Rule 🕒	And	+ Rule
Search Save As			Clear All Set Default

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:

Search
This button 'runs' the search, causing the grid below the search section to display any matching data.
Save As
This button opens the "Save Criteria" dialog box (please see next section)
Clear All
This button will "clear" any entered information in the search facility, essentially resetting the search
facility to its initial state.
Set Default
This button will reset the grid view to its initial sorting state with no filters applied.

Figure 7 Advanced Search Action Buttons



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 e icon.
- 6. A collection of rules created this way is a "Rule Set".
- Multiple "Rule Sets" can be defined by clicking on the icon.
- 8. Each "Rule Set" has its own logic component (AND/OR)

4.2 Configuring the search "Sort Order":

Filters	
And	Or
	MRN
	LRN
Searc	Declaration Type
	Transaction Status
MRN	Received Date
19IEDUB1	Acceptance Date
	005540500

Figure 8 Adding a Search criterion

And		L Dulo
And		+ Rule
Acceptance Date	Descending	•

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 dropdown list in the "Select Query" (as shown on the right).

Save Criteria	
Save Criteria As * Search H1 Declarations	
✓ Save	× Cancel

Figure 10 Saving a Search



The saved search can be deleted by clicking on the **Delete** which appears when selecting a saved search.

button,

Select Query
None
Default
Search H1 Declarations

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.

ł			
To Do List			
Pending Action	Action Description	Created The Action Deadline	
Pending supplementary Declaration	Supplementary Declaration is pending for declaration with MRN 20IEDUB400390356R4	29/10/2020 19:01 10/11/2020 23:59	:
Documents Presentation	Requested document must be presented for declaration with MRN 20IEDUB4009955C7R8	04/11/2020 17:55	:
Pending supplementary Declaration	Supplementary Declaration is pending for declaration with MRN 20IEDUB4002D8191R0	05/11/2020 14:03 10/12/2020 23:59	:
Pending supplementary Declaration	Supplementary Declaration is pending for declaration with MRN 20IEDUB400E2C317R0	05/11/2020 14:05 10/12/2020 23:59	:
Pending Amendment Submit	An Amendment must be submitted for declaration with MRN 20IEDUB4009955C7R8	09/11/2020 13:08	:
		Items per page 5 ▼ 216 - 220 of 220 【 < <	$\rightarrow \rightarrow \mid - \mathbf{C}$

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 available²:

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)

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

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
	(Example) Requested Document must be Uploaded for the 19IEDUB40059CC11R8	Send Documents	Opens a document upload dialog
Document Upload	Transaction	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.

Notifications				
			Search by MRN	Q
MRN	Subject	Message Text	Created \downarrow	
19IEDUB100E9B9E4R6	IM429 Released	Declaration with MRN 19IEDUB100E9B9E4R6 was released	13/05/2019	:
19IEDUB100E9B9E4R6	I1 Accepted	Declaration with LRN 155773602382879579181 was accepted with assigned MRN 19IEDUB100E9B9E4R6	13/05/2019	:
19IEDUB100AD6465R0	IM429 Released	Declaration with MRN 19IEDUB100AD6465R0 was released	09/05/2019	:
19IEDUB100AD6465R0	IM480 Payment order	Payment order with MRN 19IEDUB100AD6465R0	09/05/2019	:
19IEDUB100AD6465R0	H1 Accepted	Declaration with LRN 155741140992581130332 was accepted with assigned MRN 19IEDUB100AD6465R0	09/05/2019	:
		Items per page: 5 🔻 1 - 5 of 29	< < >	>I C

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:

↑ > Declarations							< Back
Filter/Sort By							~
MRN	LRN	Declaration Type	Transaction Status	Received Date	Acceptance Date \downarrow	Date Updated	
19IEDUB4002F5435R9	157364640752741011028	11	Awaiting Supplementary	13/11/2019 13:59	13/11/2019 14:08	13/11/2019 14:08	:
19IEDUB100022A72R6	157364642363846001444	H1	Insufficient Funds	13/11/2019 13:59	13/11/2019 13:59	13/11/2019 13:59	:
19IEDUB100FABDF3R0	157364641564819036268	H1	Released	13/11/2019 13:59	13/11/2019 13:59	13/11/2019 13:59	:
19IEDUB1008E40B4R2	157364639816594602825	H4	Released	13/11/2019 13:59	13/11/2019 13:59	13/11/2019 13:59	:
					Items per page: 5	1 - 4 of 4 < <	> > G

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

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



- 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)

☆ > Customs Transactions Details							< Back
MRN	LRN	Declaration Type	Transaction Status	Received Date	Acceptance Date	Date Updated	
19IEDUB40007D179R6	157304574275559889551	H1	Released	06/11/2019 15:35	06/11/2019 15:50	06/11/2019 15:50	:

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)

Message Type	Submission Date ψ	Submitted By	
IM429	13/11/2019 13:59	Revenue IE	:
IM428	13/11/2019 13:59	Revenue IE	:
Calculate Duties Data	13/11/2019 13:59	Revenue IE	:
IM415 (H1)	13/11/2019 13:59	IE4802830A	:
		Items per page: $5 - \bullet$ 1 - 4 of 4 $\langle \rangle \rangle$ > >	G

Figure 16 Movement messages grid



- 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

Attachments				
Filename 🤟	Description	Creation Date	Uploaded By	
\$28C-120072710340.pdf	Pro-Forma Invoice	14/09/2020 16:15	trader3	:
			Items per page $5 - 1 - 1 \text{ of } 1 - \langle \langle \rangle \rangle $	G

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 i and click on "View".

The following shows the "View" screen layout:

♠ > Declarations > Customs Transactions Details > H1								< Bacl
Declaration	1/1: Declaration type IM - H1 to H4, H6, I1, or trade between Member States		1/2: Additional declaration type					
Parties	2/5-LEN		2/6: Deferred nevment					
Valuation Information	157364641564819036268		2/0. Detence payment					
Customs Office	8/5: Nature of transaction							
Attachments								
Filename 🤟	Description	Creation Date	Uploaded By					
\$28C-120072710340.pdf	Pro-Forma Invoice	14/09/2020 16:15	trader3					:
			ltems per page 5 💌	1 – 1 of 1	1<	< >	\geq	G
Application and authorisation								

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 vand 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.

Storage Inventory										< Back
Filter/Sort By										~
Declaration Type	MRN	Item Number	Customs Office	Commodity Code	Warehouse ID	Gross Mass (Kg)	Status	Entry Date	Expiry Date	
G4	19IEDUB100F51728U7	1	IEDUB100	844332	RHH56443	200	Open	08/05/2019	06/08/2019	:
G4	19IEDUB100A9B532U4	1	IEDUB100	844511	RHH56443	200	Open	08/05/2019	06/08/2019	:
G4	19IEDUB100516B41U0	1	IEDUB100	844332	RHH56007	200	Open	08/05/2019	06/08/2019	:
						Item	s per page: 5	▼ 1-3 of 3	< < >	>I G

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:

PIEDUB100516B41U0	Item Nu 1	umber	Declara G4	tion Type	Customs Office IEDUB100		Warehouse Id RHH56007		
mmodity Code 14332	Gross M 200	Mass (Kg)	Entry Da 08/05,	ate /2019	Expiry Date 06/08/2019				
Declaration Type	MRN	Item Number	Type of Packages	Package No. (Debit)	Package No. (Credit)	Gross Mass (Kg)	Entry Date	Expiry Date	
G4	19IEDUB100516B41U0	1	4F	5	0	200	08/05/2019	08/05/2019	
H1	19IEDUB100D11295R1	1	4F	0	3	200	08/05/2019	08/05/2019	
H1	19IEDUB100D4AD42R7	1	4F	0	2	200	08/05/2019	08/05/2019	





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:

New Declaration	•
Arrival	•
Temporary Storage	•
G4	
G4 + G3	
D3	
Import	•
H1	
H2	
H3	
H4	
Н5	
H6	
H7	
11	
12	

- 1. **Arrival Stage**: Includes the following declarations/notifications:
 - a. Temporary Storage (G4)

2.

- b. Temporary Storage plus Presentation Notification (G4+G3)
- c. Electronic Transport Document (D3)
- 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 (H7⁴)
- h. Simplified customs declaration (I1)

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

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

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:

shboard		PREVIOUS DOCUMENT		AD - Andorra	X		
Declarations	DECLARATION PARTIES DECLARATION VALUATION		5/23: Location of goods	^			
Storage Inventory		CUSTOMS OFF	ICES		U - UN/LOCODE	× Country code	*
w Declaration	Validation	n Errors					
ift Declarations	Rule	Error Type	Message	Original Value	Error Pointer		
ecial Procedures	BR1105	Missing Invalid BR1105			Consignment References 2/03: Documents produced, certificates and authorisations, additional references		
	EoriRule	Incorrect Value	Invalid EORI	0123456	Declaration Parties + 3/18: Declarant identification No.		
						Items per page: 10 ▼ 1 - 2 of 2 < < > >	
						× Close	
					City		
					5/31: Date of acceptance	Ũ	

Figure 21 Validation errors screen example

5.4.3 Validation errors

All validation errors contain the following information:

AIS Trader Portal Guide



- Rule: Violated business rule (BRxxxx or Rxxxx) or condition (Cxxxx) code ID⁵
- 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:

- 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.

P	Previous document type	
		*
	235 - Container list	^
	270 - Delivery note	
	271 - Packing list	
	325 - Proforma invoice	
	337 - Temporary storage declaration	
2	355 - Entry summary declaration	

Figure 22 Drop-down selection example

3. Long code list data elements (fields) are searchable and indicated by the Q icon as shown in the example below.

5/27: Supervising customs office		^
5/27: Supervising customs office	م 🖛	

Figure 23 Field preset values search example

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



- 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.

Search: Customs o	office of lodgment	
Search IEDUB	× Q	
Code 个		Description
IEDUB100		Dublin Port
IEDUB200		Dublin ACP
IEDUB400		Dublin Airport
		Items per page: $5 - 1 - 3$ of $3 \langle \rangle \rangle > C$
		X Cancel 🗸 Select

Figure 24 Field preset values search results example

 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).

Draft name: H4	
Declaration	1/1: Declaration type *
Parties	IM - HT to H4, Ho, IT, or trade between Member States X
Valuation Information	2/5: LRN * 157366015952643236489
Customs Office	
Guarantee	8/5: Nature of transaction 🔹
Goods Shipment	Missing Value (1)
Goods Shipment Item	
Application and authorisation	
	Submit Save Save as

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.

Request	Date * '2019						ē
NOV	NOV 2019 👻						
s	М	Т	W	Т	F	S	
NOV	1				1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Figure 26 Date-picker (Calendar) example

6 Creating and Submitting Declarations using the Trader Portal in detail

6.1 How to read the declaration data requirements tables⁶

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	Descriptio	Description			
LEVEL (L)	The level of the messa lts name is	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 descri the level prefixed w	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 repet the examp	itions (cardinality) of the element. The notation is explained in ples below.			
	REP	Description			
	01	Zero or one repetitions. Therefore, this is an optional element that may exist up to one time.			
	11	Exactly one repetition. This is a mandatory element that may exist up to one time.			
	099	This is an optional element that may be repeated up to 99 times.			

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



Column name	Description	1
ТҮРЕ	The type of	f 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.
	а	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.
	an170	Alphanumeric element with a length between 1 and 70 characters.
	n16,6	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).
CODE LIST	Elements v specified c the code lis	with a reference to a code list can take values only from the ode list. Please refer to the " AIS-Codelists " document, where sts are documented.
RULES AND CONDITIONS	The values that case, column. I document.	of some elements are validated against rules and conditions. In the codes of the rules and conditions are included in the last Please refer to the "AIS-Business-Rules-and-Conditions"



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
Н3	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)
11	Import Simplified declaration	01, 07, 40, 42, 43, 44, 45, 46, 48, 51, 53, 61, 63, 68
12	Presentation Notification (Import Declarations)	N/A

Table 5 Declarations / Notifications usage by requested procedure

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

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 declaration¹⁰

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

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



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):

RN *		
DIEDUB4005DF819R4		
Supporting Document		
	<pre> < (1 of 1) > > </pre>	4
Select / Search Item		
Supporting Document 1		 Remove
Attachment	0	
	Submit	

Figure 27 Adding an Attachment



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):

Open	This	DC + Desuments + Se					anal Samual Day	
→ * ↑	> This i	PC > Documents > So	canned Documents >			~ O S	earch Scanned Doo	uments ,
ganize 🔻 🛛 New	folder							- 🗆 🌘
This PC	^	Name	Date	Туре	Size	Tags		
👆 3D Objects	ы.	Documents	23-Oct-18 2:46 PM	File folder				
📒 Desktop								
🐚 Documents								
🐌 Downloads								No preview
🐌 Music								available.
🔚 Pictures								
🎦 Videos								
💺 Windows (C:)								
Network	~							
1	File nam	ie:				~	All Files (*.*)	~

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	.аррх	.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
Fable 7 Common Supported Attachment File Tunce						

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).

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:

♠ > Special Procedure Mo	onitoring												< Ba
Filter/Sort By													~
MRN	ltem Number	Declaration Type	Commodity Code	Gross Mass (Kg)	Supplementary Units	Procedure Code	Authorisation Number	Warehouse Type	Warehouse ID	Status	Entry Date	Discharge Date	
19IEDUB40043B7C3R1	1	H2	84433210	32	10	71		U	IE0001	open	09/05/2019		:
									Items per page: 5	*	1-1of1 <	< >	>I C

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:

^{RN} 9IEDUB40043B7C3R1	Item Number 1	Declaration Type H2	Commodity Code 84433210		Gross Mass (Kg) 32	
upplementary Units D	Procedure Code 71	Authorisation Number	Warehouse Type U		Warehouse Id IE0001	
atus pen	Entry Date 09/05/2019	Discharge Date				
Declaration Type	MRN	Item Number	Debit	Credit	Entry Date	
H1	19IEDUB400302071R2	1		32	09/05/2019	
H2	19IEDUB40043B7C3R1	1	32		09/05/2019	
112	191ED004004387C3R1		52		09/09/2019	

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.



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)
	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
01	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.
	Release of goods for free circulation simultaneously placed under a warehousing procedure
07	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.
	Simultaneous release for free circulation and home use of goods which are the subject of a
42	VAT-exempt supply to another Member State and, when applicable, an excise-duty
	suspension.
	Simultaneous release for free circulation and home use of goods subject to specific
43	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 nome use with simultaneous release for free circulation of replacement products
F1	Under outward processing prior to the export of the defective goods.
51	Placing goods under inward processing procedure.
	Placing of goods under temporary admission.
54	circulation in that Momber State (a)
61	Polimortation with simultaneous release for free circulation and home use of goods
01	Re-importation with simultaneous release for free circulation and home use of goods which
62	are the subject of a VAT-exempt supply to another Member State and when applicable an
05	are the subject of a var-exempt supply to another member state and, when applicable, an
	Re-importation with partial entry for home use and simultaneous release for free
68	circulation and placing of goods under warehousing other than customs warehousing
	procedure.
71	Placing of goods under the customs warehousing procedure
/ 1	rideing of goods under the customs watchousing 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
ТS309	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

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							
	View							
	Add Attachments							
REGISTERED	Presentation Notification							
	Amendment							
	Invalidation							
ACCEPTED	View							
AWAITING_FOR_RISK	View							
AWAITING_TARIFF_CALCULATION	View							
	View							
AWAITING_SUPPLEMENTARY	Supplementary							
	Add Attachments							
UNDER_CONTROL	View							
UNDER_REVIEW	View							
CERTEX_COI_REVIEW	View							
CERTEX_CHED_REVIEW	View							
SUSPENDED_RELEASE_COI	View							
SUSPENDED_RELEASE_CHED	View							
UNDER_PAYMENT	View							
	View							
INSUEFICIENT FUNDS	Add Attachments							
	Amendment							
	Invalidation							
	View							
	Amendment							
RELEASED	Invalidation							
	Request Refund (Only if amended)							
	Request Deposit Refund (<i>Only for Special Procedure Security Deposits</i>)							
	View							
	Request Refund (Only if invalidated)							
NOT RELEASED	Request Deposit Refund (Only for Special Procedure Security Deposits)							
	Add Attachments							

-END OF DOCUMENT -