

**Trader Portal User Manual**

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# Templates

The templates at Trader Portal are crucial tools for the standardization and simplification of declaration submitting, especially for users who submit repetitive declarations. By using the templates, users can save and manage frequently used declarations by reducing significantly the data entry and also reducing the mistakes. This ability facilitates the speed of the declaration submitting, ensuring the consistency in the information being sent to the system.

Creating and reusing templates allows professionals to customize the statements according to their needs, while also being able to maintain a template library for instant access to templates that meet their requirements.

**1.1** **General overview of Template functions**

The templates in Trader Portal include a number of features that simplify the process of creating and managing statements. These features include :

* **Template Creation:** The ability to create new templates containing predefined data and options is provided, facilitating the quick completion of statements that follow repetitive patterns.
* **Save and Organize:** You can save statements as templates for future use and organize them in a template library, keeping your most frequently used forms easily accessible.
* **Template Editing:** Saved templates can be modified, allowing users to adapt their data to changes in processes or requirements.
* **Reuse:** Templates can be reloaded and submitted, saving time and reducing repetitive tasks.
* **Download and Share:** The ability to download the templates to a file is provided, allowing them to be shared with other authorized users or to be integrated into different systems.

# Creating a Declaration Template

## Guide for creating and saving a Template

Below is a step-by-step guide to creating and saving a declaration template in Trader Portal.

You can create templates for the following messages:

• **IE015:** Transit Declaration,

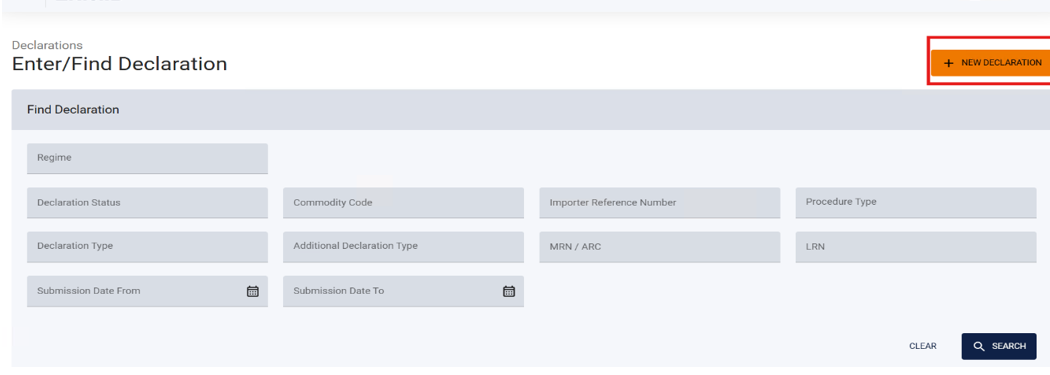
• **IE007:** Used to present the goods to the Customs Office of Destination,

• **IE026:** Used to change the **Master Access Code** of a guarantee in the NCTS system,

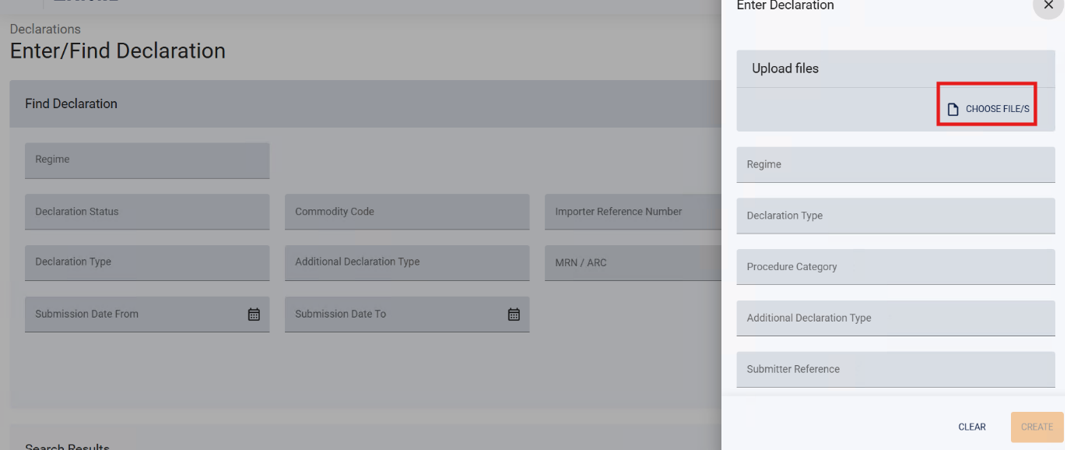
• **IE034:** Used to send a request to customs, requesting information on the status and use of a guarantee.

You can upload a ready-made declaration file in XML format and save it as a template by following these steps:

1. Press the +New Declaration button

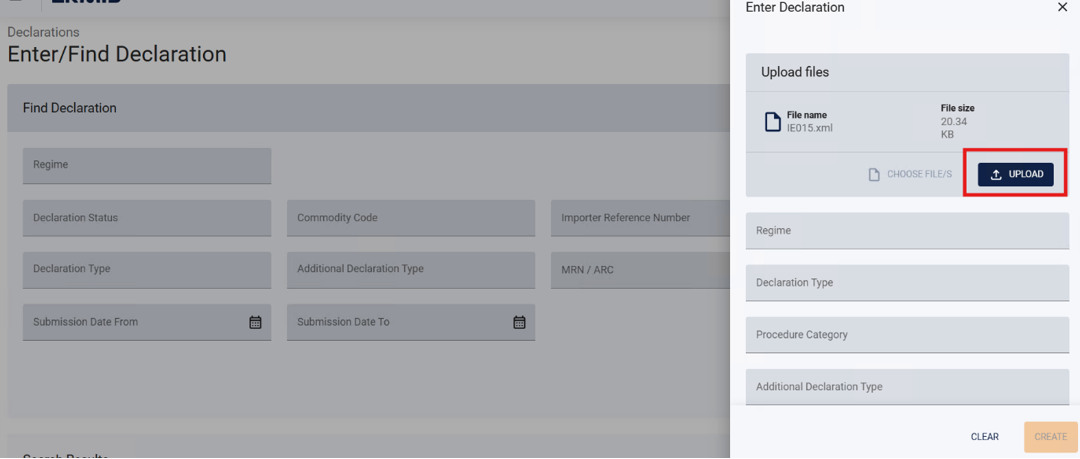
***Picture 1: New Declaration***

2**.** Press the **CHOOSE FILES** button.

******

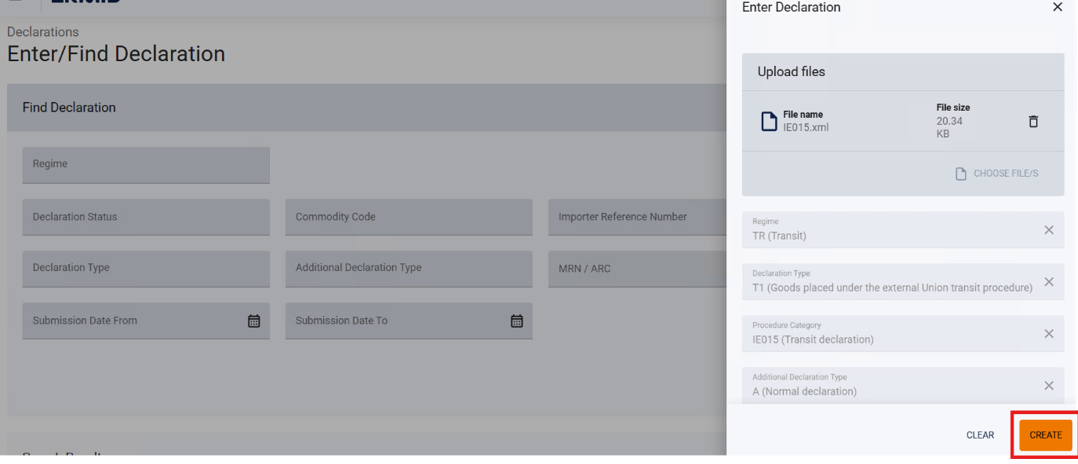
***Picture 2: Choosing file***

2. Upload the desired file and press the **UPLOAD** button.



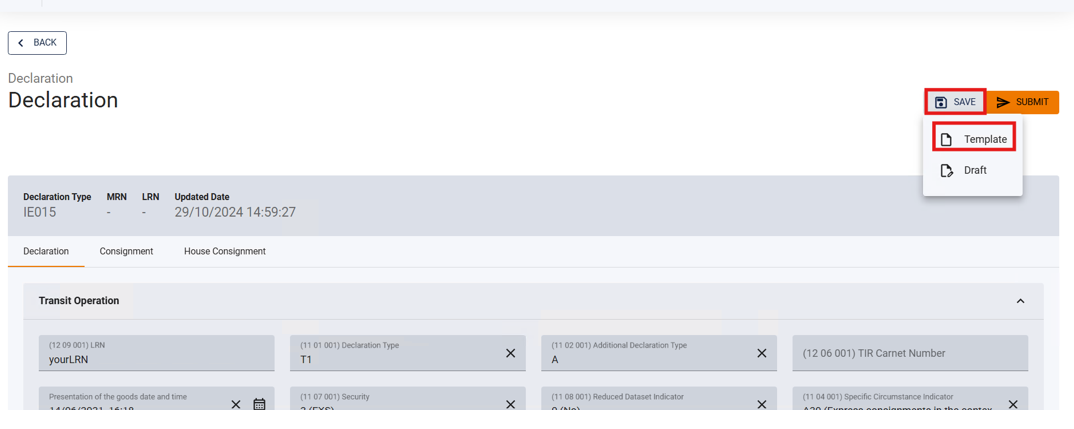
***Picture 3: Uploading file***

1. Upon successful loading of the file, press the **CREATE** button to generate the statement.



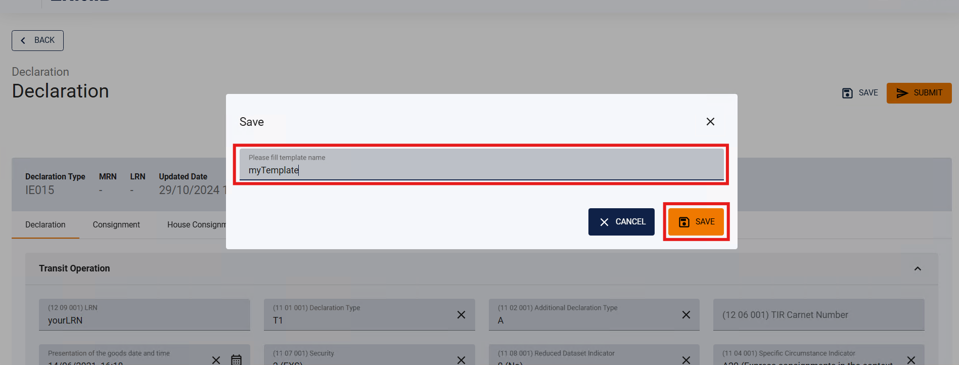
***Picture 3: Creating Declaration***

1. Press **SAVE** and then **Template**.



***Picture 4: Declaration’s Submitting***

1. In the Save window that appears, enter the desired name to the template in the "Please fill template name" field. Then, press the **SAVE** button to save the declaration as a template in the system.



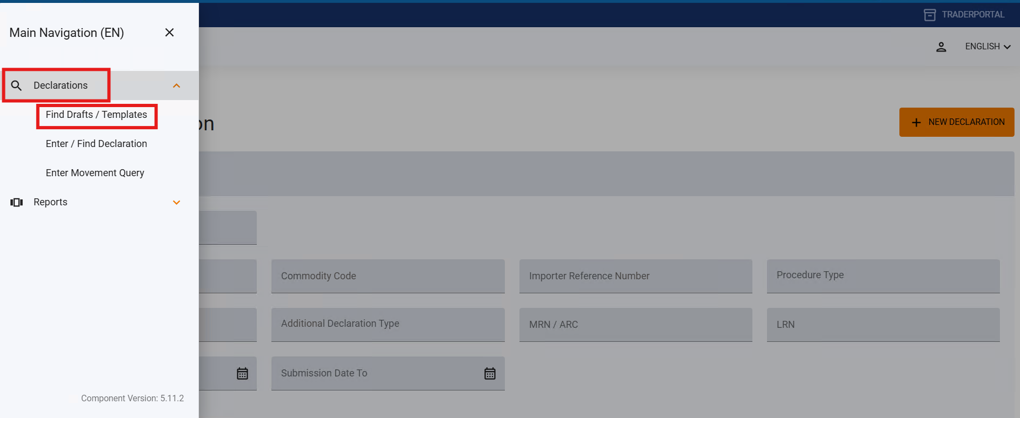
**Picture 5: Saving a Template**

1. **Using Templates for Declaration’s Submitting**

Saved templates could be found through the **Find Drafts/Templates** option**.** A saved template could be edited, be submitted as a new declaration or be saved and as a new template.

Below are the steps for a new declaration submitting through a declaration’s template:

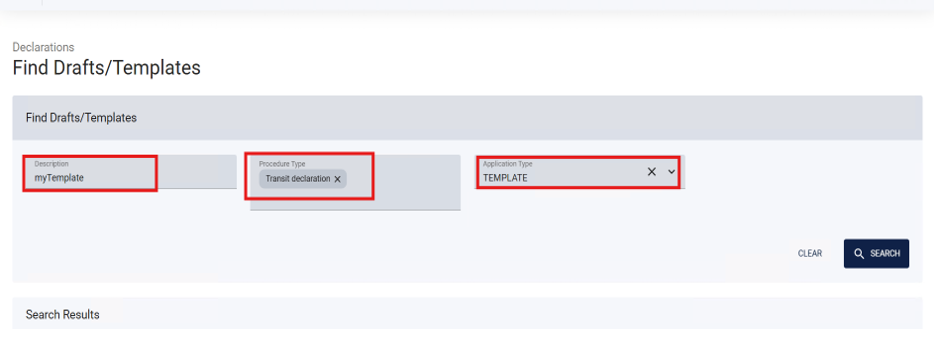
* 1. From the main navigation menu, the Declarations option should be pressed and then **Find Drafts/Templates**, as shown in the image below.



**Picture 6: Finding Drafts/Templates**

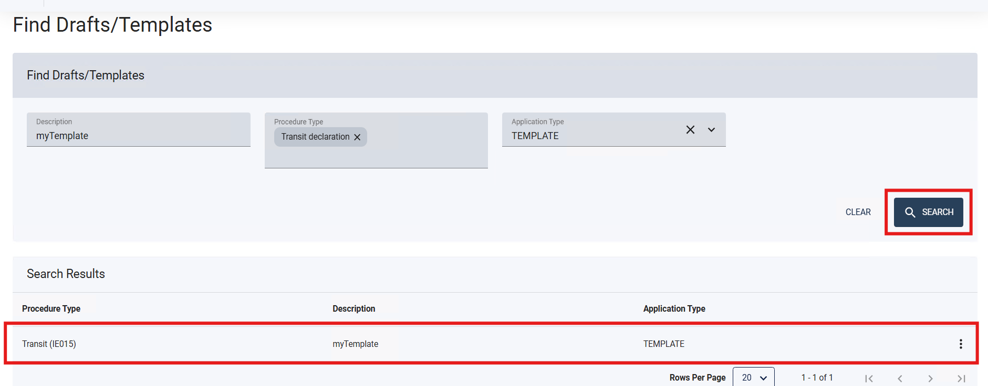
1. The user will be directed to the **Find Drafts/Templates** screen. In the Find Drafts/Templates form, there are three criteria to search for a template:

* **Name/Description**
* **Application Type**
* **Procedure Type**



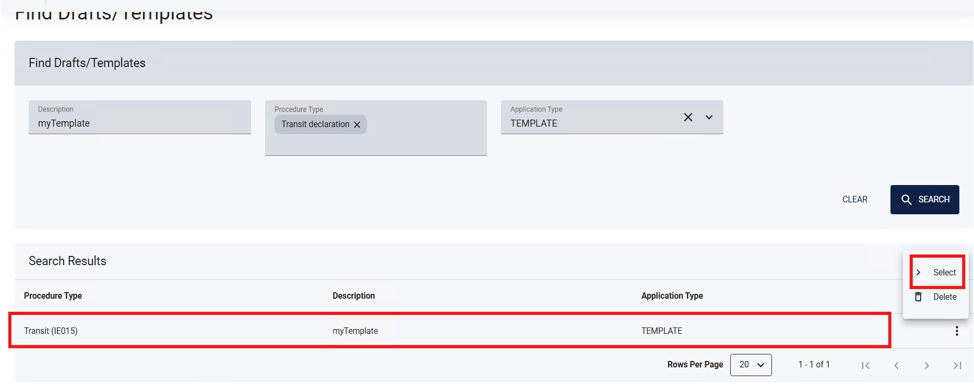
**Picture 7:** **Searching a template**

1. Once the user press the **SEARCH** button, the available templates are being displayed in the results list.



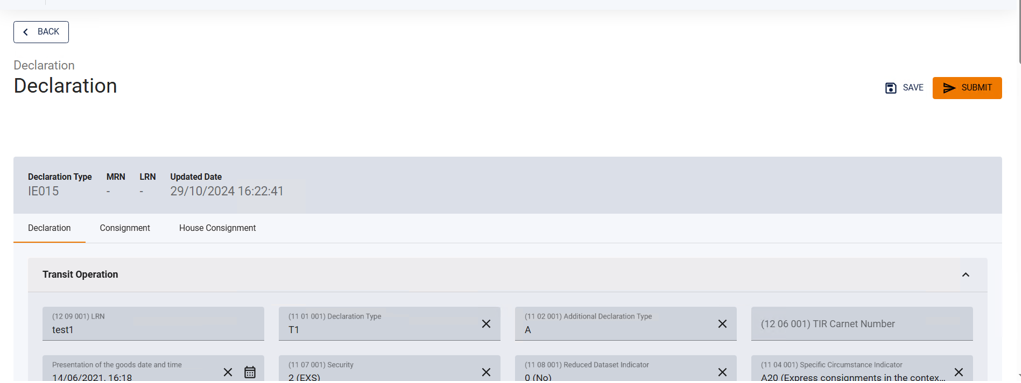
**Picture 8:** **Searching and choosing the**

1. In the results list, the user can choose the desired template. Then the three dots must be pressed (⋮) and then the **Select** button.



**Picture 9: Choosing and managing a template**

1. The template will open on the edit screen and the necessary changes could applied to the declaration fields in the **Declaration**, **Consignment** and **House Consignment** tabs.



**Picture 10: Declaration’s editing**

The user can update the necessary fields according to the details of the new declaration and Submit .

If changes to the declaration’s template applied and the user desires to save it as a new template, then the below steps should be followed:

• **Save as New Template:** Click SAVE to save the updated template with the applied changes. This action creates a new template, keeping the original unchanged and available for future use.

By this way, you can keep your modifications without submitting the declaration, and the new template will be ready for submission whenever the user needs it.

# Actions

In the Trader Portal system, messages IE013, IE014, IE044, IE170 and IE141 are not submitted as XML files via user upload. Instead, they appear as actions that are automatically triggered during the transit process. These messages act as instructions and updates to the user, providing critical information and requesting actions related to the flow of goods in transit.

## Request amendment (Amend Request-IE013)

The Amend Request action (message IE013) appears in the Trader Portal system when the declaration is in one of the following states: **Declaration Acceptance, PreLodged or Guarantee Under Amendment.** These states indicate specific stages of the transit process, where the system allows or requires amendments to the transit declaration, depending on the progress and needs of the guarantee.

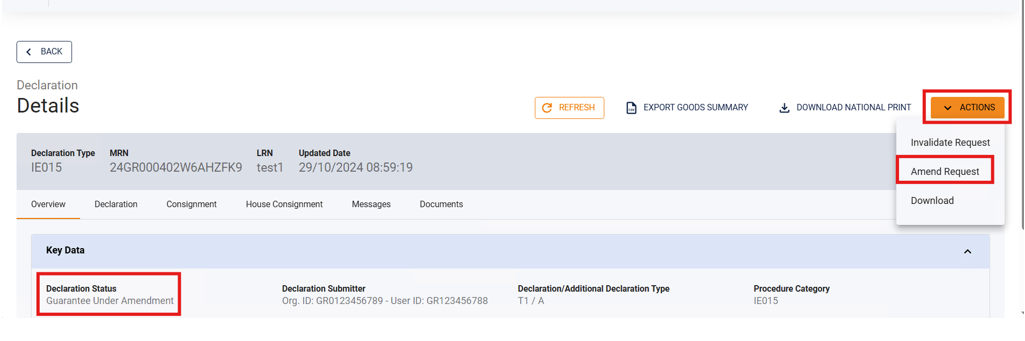
Below are the steps to activate the action IE013 - Amend Declaration when the declaration is in state Guarantee Under Amendment:

1. Log in to the Trader Portal and go to **Search Results**.

2. Locate the declaration with the status **Guarantee Under Amendment**.

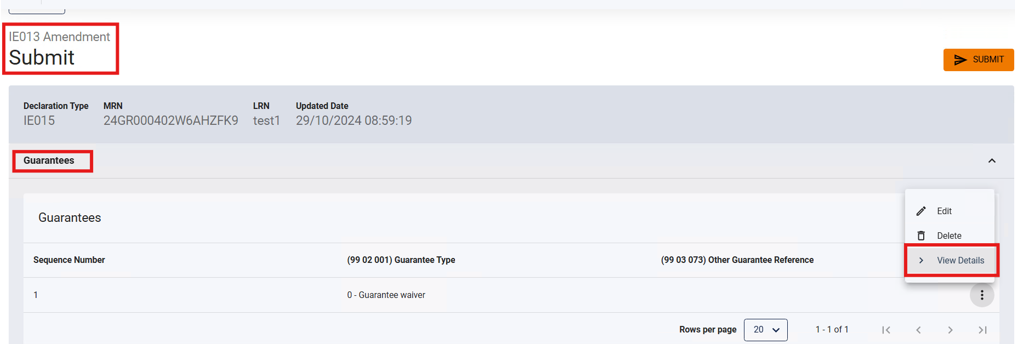
3. Press the **Actions** button.

4. Press the **Amend Declaration** to proceed with the amendment.

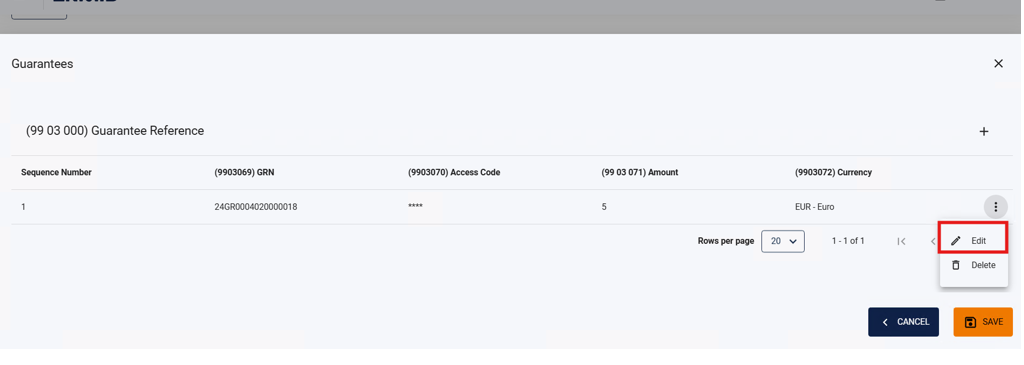


**Picture 11: Action 'Amend Request'**

The IE013 Amendment - Guarantees tab is available, allowing the user to edit the details of the guarantee. By clicking on the three dots icon, the user can modify information such as the **GRN**, **Access Code**, **Guarantee Type** and other relevant fields.



**Picture 12:**  ***IE013 Amendment Form***



**Picture 13: Guarantee edit (1)**



**Picture 14:** **Guarantee edit (2)**

Once the edits applied and the changes has been saved, the next step is to **submit** the IE013 message in order to forward the changes to the relevant customs authority.

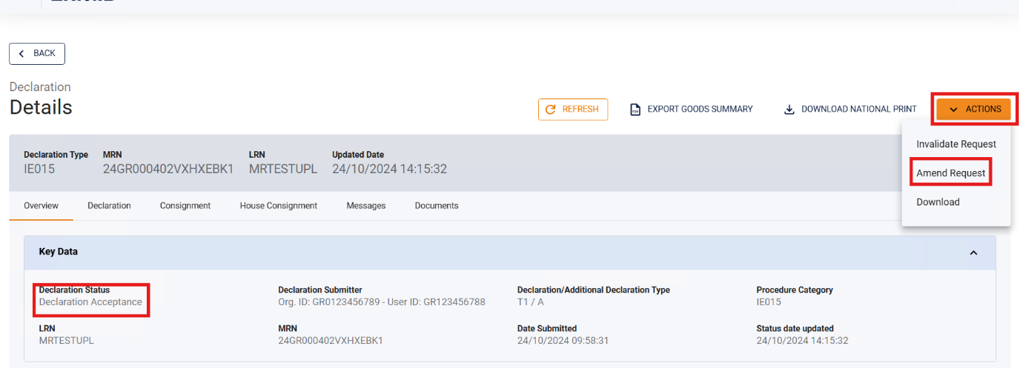
Below are the steps to activate action **IE013 - Amend Declaration** when the state of the declaration is **Accepted**:

1. Login to Trader Portal and go to **Search Results**.

2. Locate the declaration with state **Declaration Acceptance.**

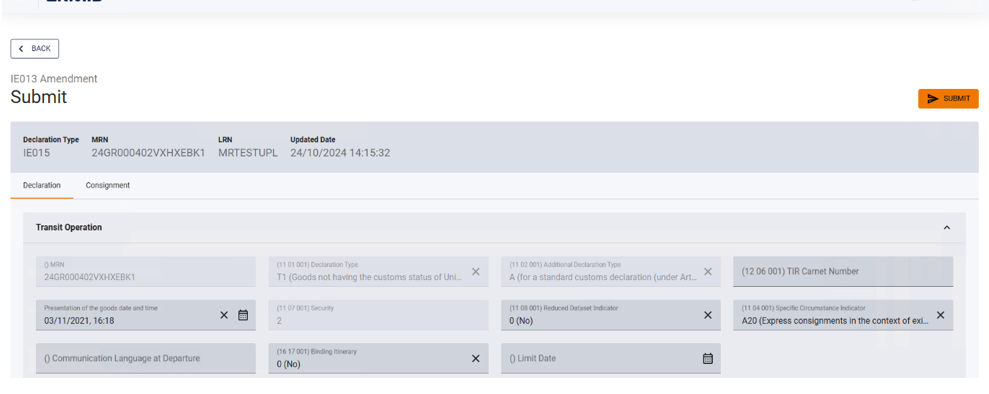
3. Press the **Actions** button.

4. Press the **Amend Declaration** to proceed with the amendment.



**Picture 15: Action 'Amend Request'**

The IE013 Amendment - Submit tab is available, providing the ability to edit declaration details in both the Declaration and Consignment tabs, for example to change the Destination’s customs office.



**Picture 16: IE013 Amendment Form**

Once the edit has finished and the changes has been saved, the declaration is ready to be submitted.

## Invalidate Request- IE014

The **Invalidation Request** (IE014 message) is available when the transit declaration is in one of the following states: **Declaration Acceptance, Guarantee Under Amendment or Pre-Lodged**. This action allows the user to submit a request to invalidate the declaration, thus initiating its withdrawal if the relevant conditions are met.

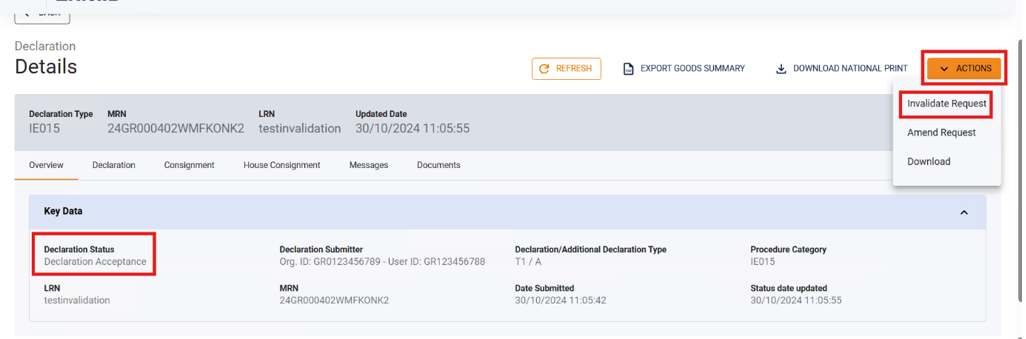
Below are the steps to perform invalidation on a declaration in the Accepted state:

1. Log in to the Trader Portal and go to **Search Results**.

2. Locate the declaration with the **Declaration Acceptance** status.

3. Press the **Actions** button.

4. Press the **Invalidate Request** action to proceed with the invalidation.

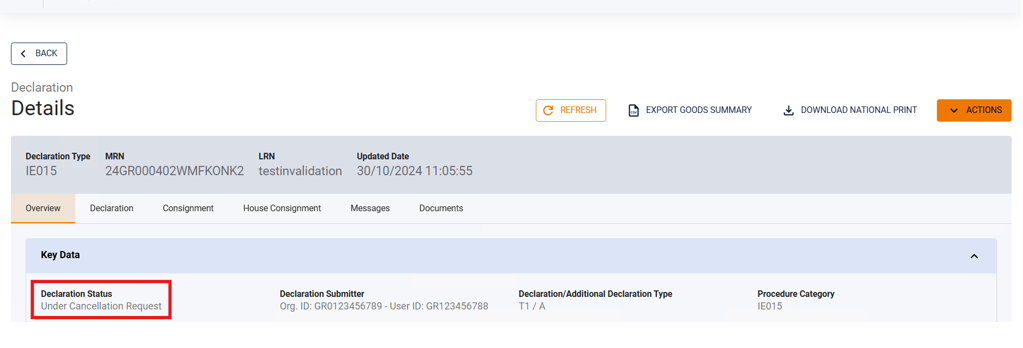
**Picture 17: Action ‘ Invalidate Request’**

1. In the **Invalidate Request** window that appears, enter the justification for the cancellation in the Justification field and **press Submit.**

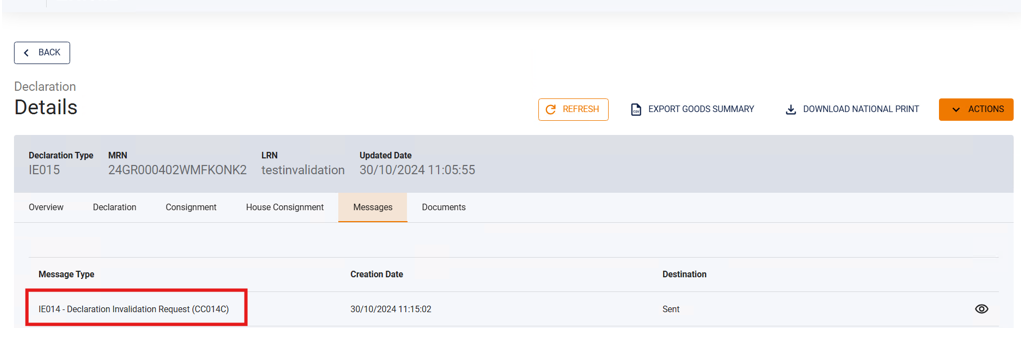
****

***Picture 18*: Invalidate Request Form**

The status of the declaration changes to ‘Under Cancellation Request’ and the message IE014 is sent by the Holder of the Transit Procedure to the customs office of Departure.



**Picture 19:** **Status ‘Under Cancellation Request’**



**Picture 20: IE014 Message**

## Unloading Remarks - ΙΕ044 Message

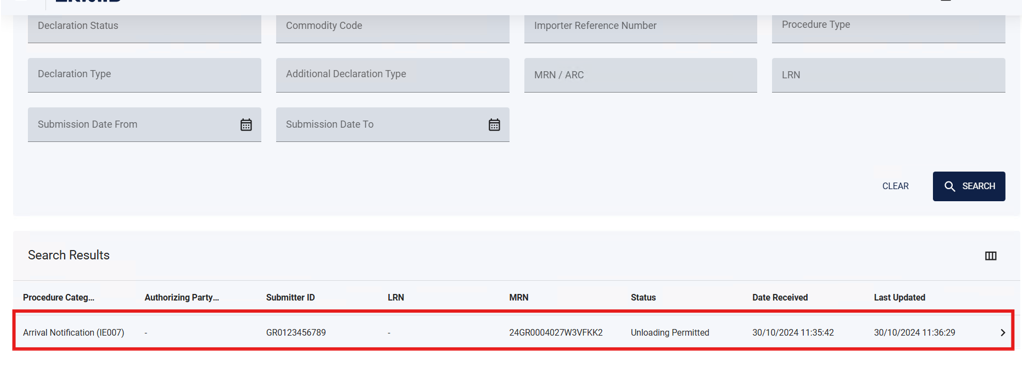
The **Unloading Remarks** (message IE044) is available in the **Trader Portal** when the transit declaration is in the **Unloading Permitted** status. This action allows the user to enter remarks and details regarding the unloading of the goods, such as any differences in the quantity or condition of the goods upon receipt.

Please note that this is only available in cases where the IE007 message carries an authorization type C520 or C522.

The following are the steps to enter Unloading Remarks in the system when the declaration is in the Unloading Permitted status:

1. Log in to the Trader Portal and go to **Search Results**.

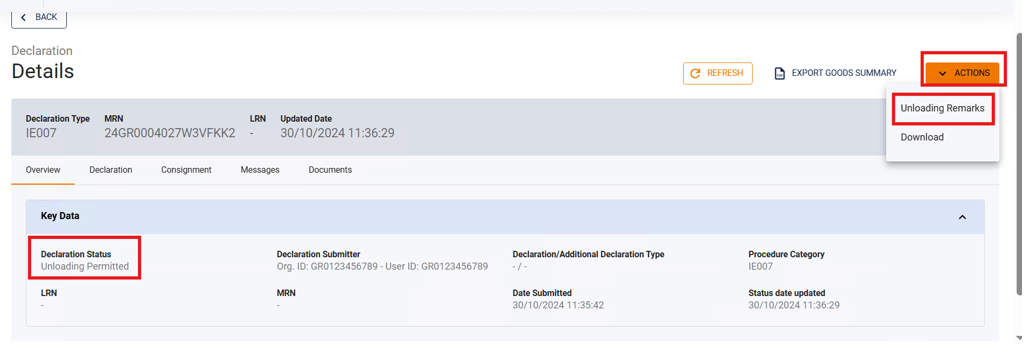
2. Locate the declaration with the Unloading Permitted status.



**Picture 21: IE007**

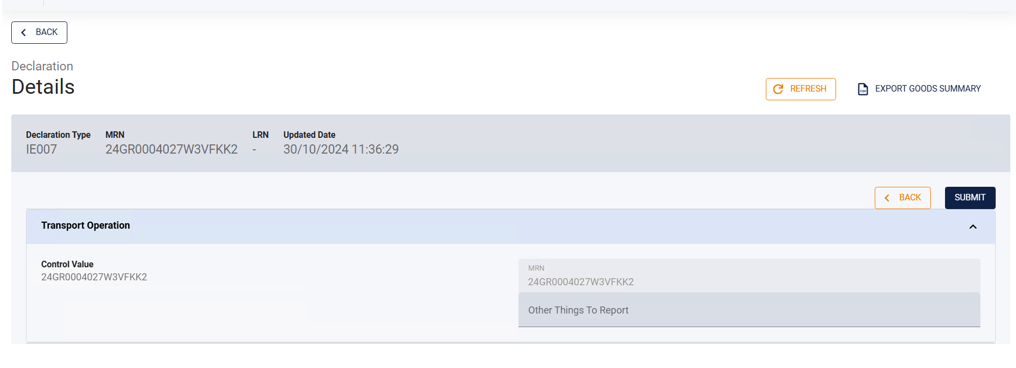
3. Press the **Actions** button.

4. Press the **Unloading Remarks** to proceed with the cancellation.



**Picture 22: Action ‘Unloading Remarks’**

5. The form for message IE044 appears. In this form, enter the necessary information such as remarks related to the unloading.

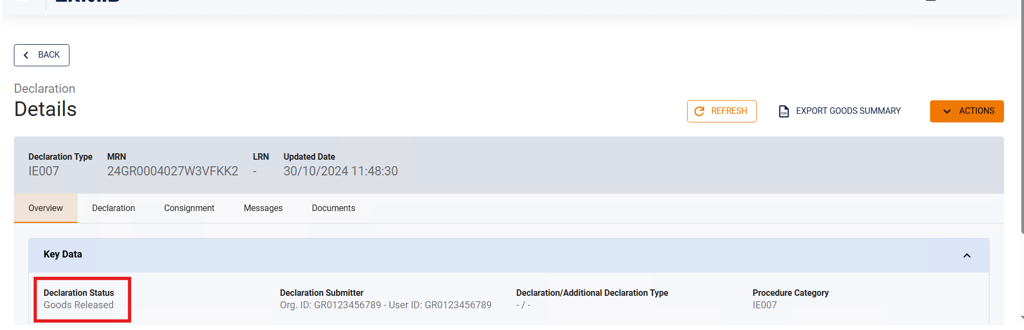


**Picture 23: IE044 Form - Unloading Remarks**

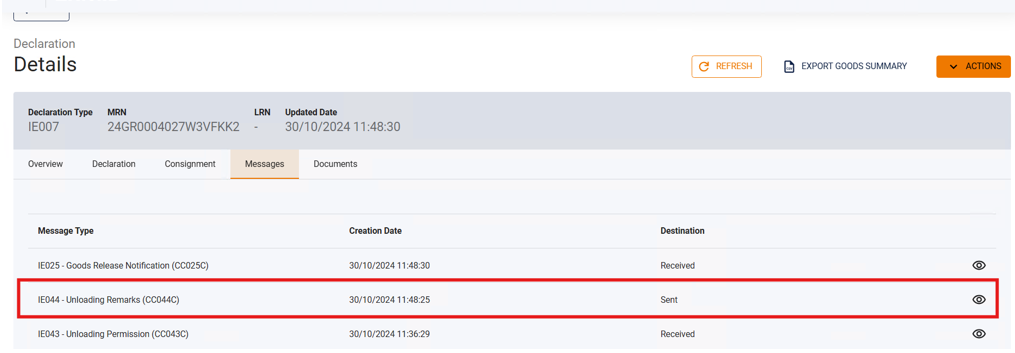
6. Press the **SUBMIT** button once the necessary information has been provided.

• The declaration status turns to **Goods Released**.

• The message IE044 appears in the **Messages** tab.



**Picture 24: Status 'Goods Released'**



**Picture 25: IE044 Message**

## Presentation Notification (IE170 Message)

The **Presentation Notification** action (IE170 message) is used to notify customs authorities about the presentation of goods and is only applicable to declarations in **PreLodged** status.

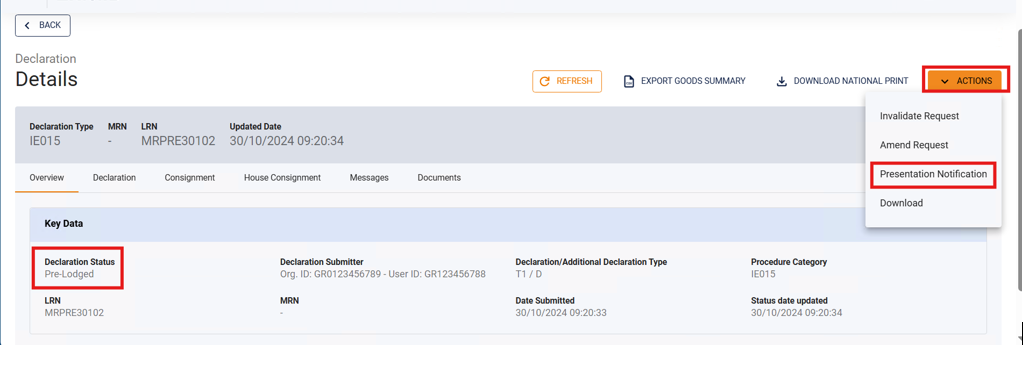
The following are the steps to perform the **Presentation Notification** action (IE170) when the declaration is in **PreLodged** status:

1. Log in to the Trader Portal and go to **Search Results**.

2. Locate the declaration with **PreLodged** status.

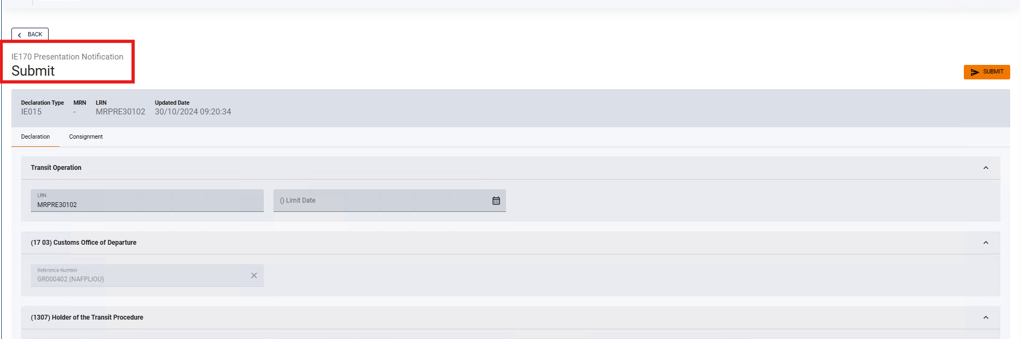
3. Press the **Actions** button.

4. Press the **Presentation Notification** action to proceed with notifying customs authorities about the presentation of goods.



**Picture 26: 'Presentation Notification' Action**

5. Once the **Presentation Notification** button has been pressed, the user will be directed to the **IE170** message form. In this form, the necessary information must be provided, for the presentation of the goods.

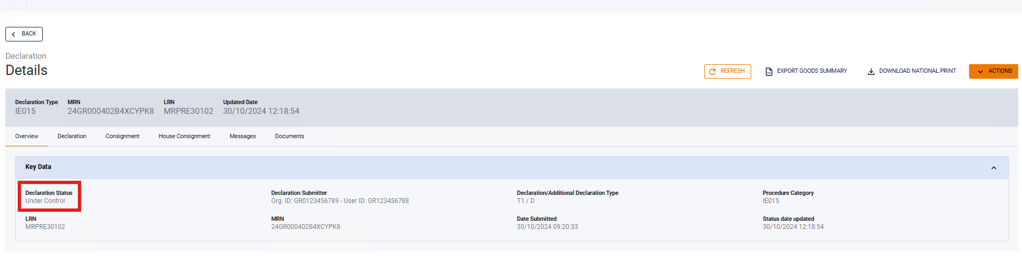


**Picture 27: ‘ IE170 Presentation Notification’ Action**

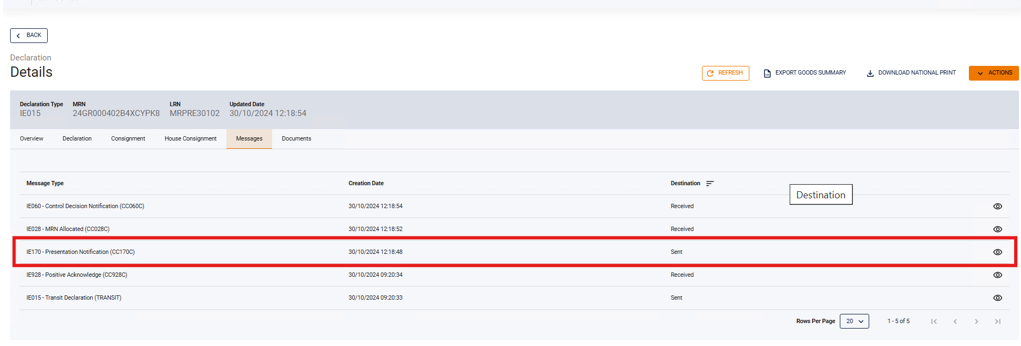
6. Press the **SUBMIT** button.

• The status of the declaration turns to **Under Control**.

• The message **IE170** appears in the **Messages tab**.



**Picture 28: Status 'Under Control'**



**Picture 29: IE170 Message**

## Enquiry Response (IE141 Message)

The **Enquiry Response** (IE141 message) is triggered when the transit declaration is in the **Under Enquiry Request** status, which occurs after the customs authority has received the **IE140** message requesting additional information.

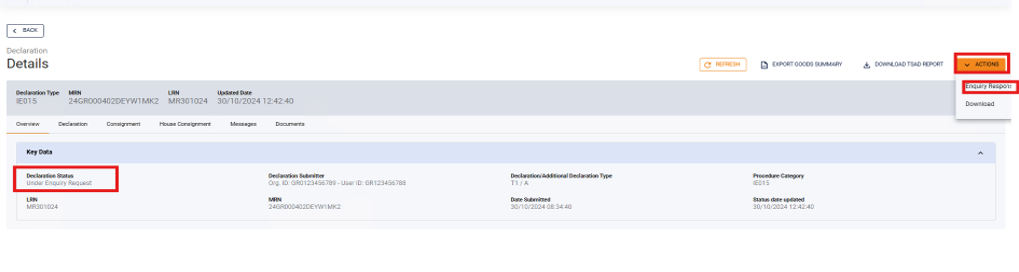
Below are the steps to perform the Enquiry Response action (IE141) when the declaration is in the Under Enquiry Request status are as follows:

1. Log in to the Trader Portal and go to **Search Results**.

2. Locate the declaration with the Under **Enquiry Request status**.

3. Select the **Actions** button.

4. Select the **Enquiry Response** action to proceed with notifying the customs authorities about the presentation of the goods.

***Picture 30:*** ***'Enquiry Response' Action***

5. when the Enquiry Response button has been pressed, the user will be directed to the **IE141** message form. In this form, the user can edit fields such as the **Customs Office of Destination**.

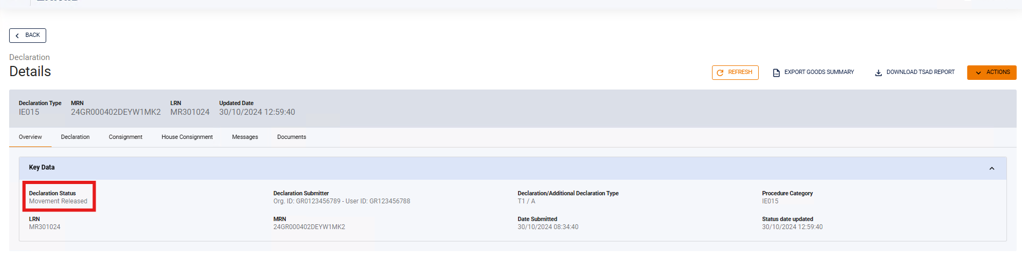


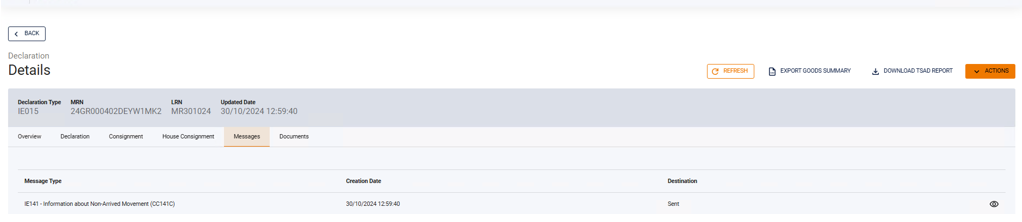
***Picture 31:******IE141 Enquiry Response Form***

6. Press the **SUBMIT** button.

• The declaration status turns to **Movement Released**.

• The message **IE141** appears in the **Messages** tab.

***Picture 32: Status 'Movement Released'***



**Picture 33: IE141 Message**