



# CARM Customs Declaration and Excise Documents Processing System (CDEPS)

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## User Manual for TRADER PORTAL EXCISE System

[CDEPS\_TRADER PORTAL\_EXCISE\_User  
Manual\_UMN]

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2	00	09-06-2017	Version updated for alignment purposes with the complementary specification documents.	As required
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# 1 Introduction

## 1.1 Purpose of this document

The Trader Portal Excise focus on the available functionalities provided to Traders in regards to processing, handling and monitoring declarations for the Excise & EMCS Regimes. The purpose of this document is to provide instructions and guidelines to the Users of the Trader Portal Excise system (all stakeholders involved in the CDEPS project on business process and functional level for Trader Portal Excise like customs officers, CARM employees, economic operators, traders etc.), so as to become familiar with the Trader Portal Excise application's functions. The current User Manual is design in a way to provide a support to users with basic knowledge, and help in the proper use the Trader Portal Excise application. The User manual is available in both, blue printed copy and on-line HTML help file format. The Trader Portal Excise provides users the following options:

### **e-AD**

#### *e-AD at Dispatch*

### **Excise Regime**

#### *Excise Warehouses*

##### *Production*

##### *Manufacturing*

##### *Loss/ Destruction*

#### *Excise Duties*

#### *Excise Stamps*

##### *Stamps Request*

##### *Stamps Collection*

#### *Excise Refunds*

##### *Submit new Request for Refund*

##### *Submit new Excise Product Supply Declaration*

### **Search for Excise Declarations**

### **Search for Excise Messages**



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## ***Tax Warehouse Inventory Reports***

## ***Annual Refund Quality for Beneficiary***

## ***Drafts***

## ***Templates***

## ***File Upload***

## ***Consultation Requests***

## ***Taxes Calculation***

### ***Excise Duties Tax Calculation***

### ***Excise Stamps Collection Tax Calculation***

### ***Excise Refunds Tax Calculation***

## **1.2 Field of application**

This document is recommended for reading by:

- Business Users of TRADER PORTAL EXCISE;
- Members of the Trader Portal Excise design team;
- Members of the Trader Portal Excise development team;
- Members of the Trader Portal Excise test teams;
- Any person responsible for the deployment of Trader Portal Excise

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## 1.3 Structure of the Document

The current document is structured as follows:

**Section 1** provides introductory information.

**Section 2** presents the reference and applicable documents.

**Section 2.3** specifies the terms and acronyms relevant to this document.

**Section 3** defines the TRADER PORTAL EXCISE context and describes the users and functionalities that this software application covers.

**Section 4** provides detailed description for each function of the application, formats, usage etc.

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## 2 Reference and Applicable Documents

### 2.1 Reference Documents

Ref.	Identifier	Title	Ver./Rel.
R01	CDEPS_TRADER PORTAL_Trader Portal Excise_BPS-SPECS	Business Process Specifications for Trader Portal Excise	2.00
R02	CDEPS_Excise_MSG-SPECS	CDEPS Message Specifications	2.00
R03	CDEPS-TRADER PORTAL-1- INTRO-SRS	System Requirements Specification for the Trader Portal Volume 1: Introduction	4.40
R04	CDEPS_TRADER PORTAL-2- COMMON_SRS	System Requirements Specification for the Trader Portal Volume 2: Trader Portal- Common Functionality	5.00

Figure 2-1. Reference documents

### 2.2 Applicable documents

Ref.	Identifier	Title	Ver./Rel.
A01	CDEPS_VisionDocument_VIS	Vision Document	2.00

Figure 2-2. Applicable documents

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## 2.3 Terminology

## 2.4 Abbreviations and Acronyms

Abr/Acr	Description
ARC	Administrative Reference Code
BP	Business Process
BPE	Business Process Element
BPS	Business Process Specifications
CDEPS	Customs Declaration and Excise Documents Processing System
e-AD	Electronic Administrative Document
EMCS	Excise Movement Control System
FUR	Functional Requirement
IMC	Implementation Requirement
MEOS	Management of Economic Operators System
PFR	Performance Requirement
RMS	Risk Management System
SRS	System Requirements Specifications
SUP	Supplementary
UC	Use Case
USR	Usability Requirement

**Figure 2-3. List of abbreviations**

## 2.5 Glossary

N/A

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## 3 Trader Portal Excise Context

### 3.1 General Information

The purpose of this document is to explain the various processes implemented in Trader Portal Excise system. It describes the system activities and decisions based on various events and collaboration with other systems or human actors. The CDEPS Trader Portal Excise focus on the available functionalities provided to Traders in regards to processing, handling and monitoring declarations for the Excise Movement and Control System.

The CDEPS Trader Portal for Excise Movement and Control System implemented activities for covering the following declaration type:

- e-AD (electronic Administrative Document)

The CDEPS Trader Portal for Excise Regime implement activities for covering the following declarations and other forms:

- Excise Warehouse Declarations
  - *Production Declaration*
  - *Manufacturing Declaration*
  - *Loss/Destruction Declaration*
- Excise Stamps
  - *Excise Stamps Request Declaration*
  - *Excise Stamps Collection Declaration*
- Excise Refunds
  - *Request for Refund*
- Excise Duties
  - *Excise Duties Declaration*

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## 4 Getting started with TRADER PORTAL EXCISE Application

### 4.1 Accessing TRADER PORTAL EXCISE Application

Access to the TRADER PORTAL EXCISE application for users, begins with the logging window presented in the figure below (Figure 4-1). Simple screen looks with CDEPS and Customs logo will appear and LOGIN window with two fields USERNAME and PASSWORD, and two buttons: RESET and SIGN IN.



**Figure 4-1. Login window**

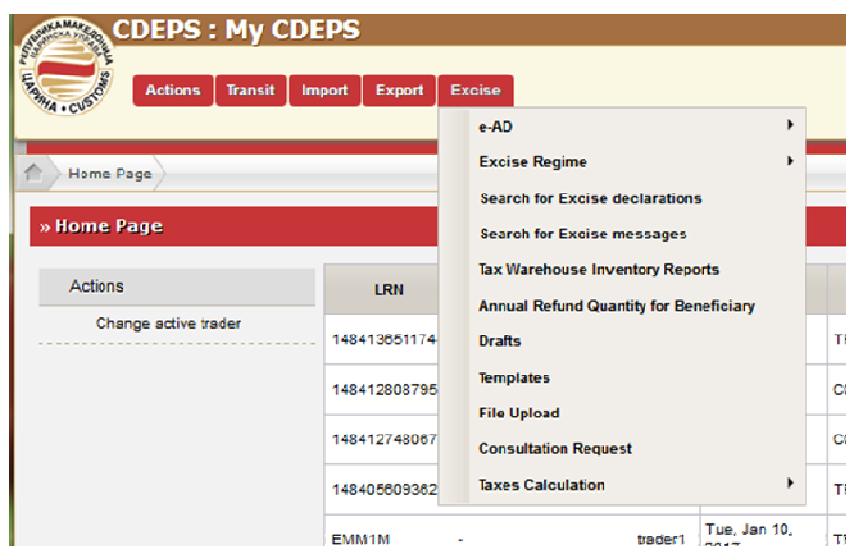
The following attributes are required in order user to start TRADER PORTAL EXCISE application:

- ⌚ First step is to enter USERNAME (e.g. *name.lastname* of the user)
- ⌚ Second step is entering PASSWORD (e.g. at least 12 characters – figures, letters and symbols)
- ⌚ Third step is to press on SIGN IN button if we are sure that the information entered in the fields is correct or,

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- ⌚ Forth step is to click RESET button and to clear up the above fields and then again on USERNAME or PASSWORD filed and to retype the correct info.

After the successful login, the system is displaying the common Trader Portal where several menus are available: Actions, Transit, Import, Export and Excise. Depending on User needs, one of the menus can be opened from the upper Home bar. We access the TRADER PORTAL EXCISE application, as the window below shows (Figure 4-2):



**Figure 4-2. Home page of TRADER PORTAL EXCISE application**

The user who can access the TRADER PORTAL EXCISE can be one of the following:

- **Authorized Tax Warehouse Keeper**
  - *This user is Trader/ Representative that can perform a number of actions within the Trader Portal, specifically for Excise. This trader can produce, hold, receive and/ or dispatch excise goods under a duty suspension arrangement in a tax warehouse.*
- **Excise Trader**
  - *This user is Trader/ Representative that can perform several actions within the Trader Portal Excise subsystem. This actor is authorized for trading excise goods under suspension of duty.*

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- **Registered Consignor**

- *This user is the Trader/ Representative that can perform several actions within the Trader Portal, specifically for Excise. The Registered Consignor is authorized to only dispatch excise goods under a duty suspension arrangement from the place of importation.*

- **Registered Consignee**

- *This user is the Trader/ Representative that can perform several actions within the Trader Portal, specifically for Excise. A Registered Consignee is authorised to receive excise goods under a duty suspension arrangement.*

- **Temporary Registered Consignee**

- *This user is the Trader/ Representative that can perform several actions within the Trader Portal, specifically for Excise. A Temporary Registered Consignee is authorized to receive specific quantities of specific products for a limited time under duty suspension arrangement.*



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## 4.2 Interface of TRADER PORTAL EXCISE Application

The Home page of TRADER PORTAL EXCISE application has several areas, as indicated in the below picture. Red area provides user's information as name of the application and logo of the Customs, then username and real name and last name of the logon user and language of the interface option and logout button.

Blue area is the main menu with drop down options while in the green area all functions of the TRADER PORTAL EXCISE application expanded.

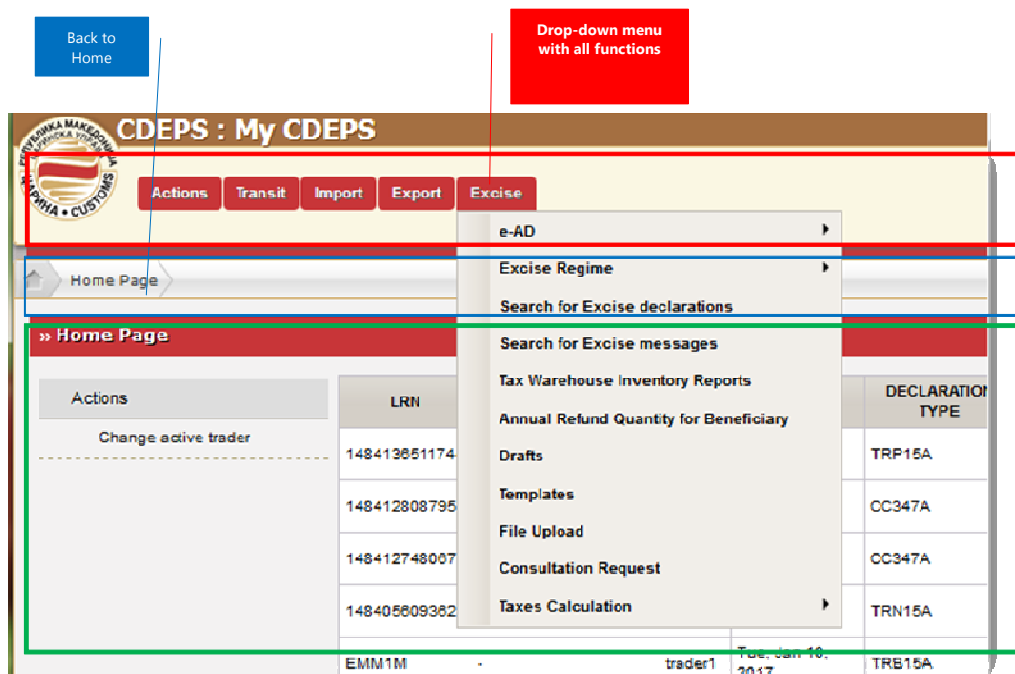


Figure 4-3. Main areas on the user interface of TRADER PORTAL EXCISE

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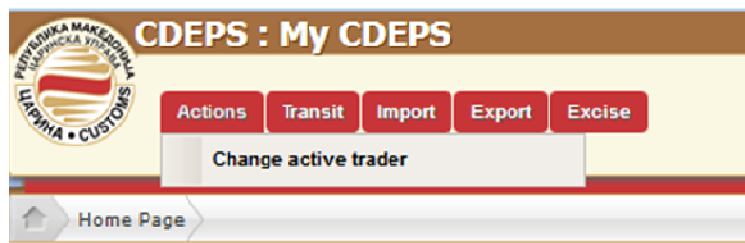


Figure 4-4. Links to other applications in TRADER PORTAL

### 4.3 Excise Main Menu Functions

Functions of the main menu are: **e-AD** (e-AD at Dispatch); **Excise Regime** [Excise Warehouses (Production, Manufacturing, Loss/ Destruction); Excise Duties; Excise Stamps (Excise Stamps, Stamps Request, Stamps Collection); Excise Refunds (Submit new Request for Refund, Submit Excise Product Supply Declaration)]; **Search for Excise Declarations; Search for Excise Messages; Tax Warehouse Inventory Reports; Annual Refund Quality for Beneficiary Drafts; Templates; File Upload and Consultation Request.** Functions can be accessed either from menus from the top area of the Home page.

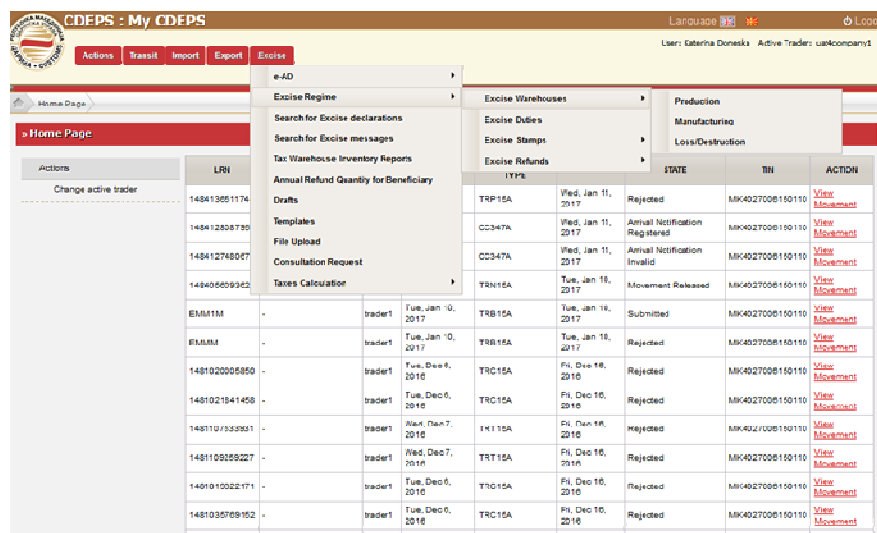


Figure 4-5. Main menu of TRADER PORTAL EXCISE application

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The following actions can be performed by a Trader through the Trader Portal in respect to the Excise Regime:

- ✓ Submit/ Amend/ Cancel/ Search/ View a Production Declaration;
- ✓ Submit/ Amend/ Cancel/ Search/ View a Manufacturing Declaration;
- ✓ Submit/ Amend/ Cancel/ Search/ View a Loss/ Destruction Declaration;
- ✓ Submit/ Amend/ Cancel/ Search/ View an Excise Stamps Request Declaration;
- ✓ Submit/ Amend/ Cancel/ Search/ View an Excise Stamps Collection Declaration;
- ✓ Submit/ Amend/ Cancel/ Search/ View a Request for Refund;
- ✓ Submit/ Amend/ Cancel/ Search/ View an Excise Product Supply Declaration;
- ✓ Submit/ Amend/ Cancel/ Search/ View Excise Duties Declaration;
- ✓ Search/ View an Annual Refund Quantity for Beneficiary;
- ✓ Search/ View a Tax Warehouse Inventory Report

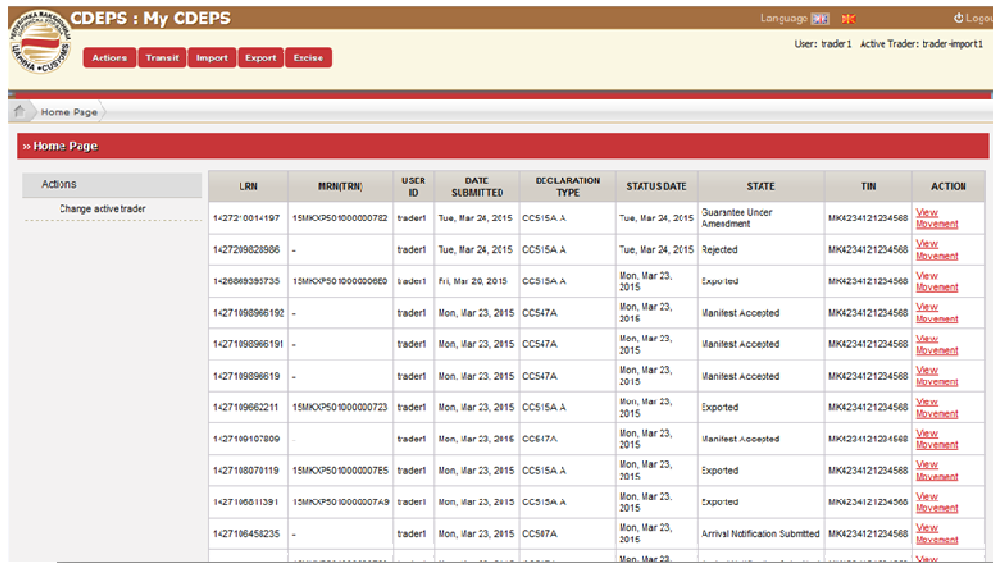
### 4.3.1 *Trader Portal General Functions*

#### 4.3.1.1 *View Movements*

**Trader Portal User Permissions** The system should check the operation scope and the Authorisation rights per Appointment.

In case of a natural person, the user can view either all movements of the selected Trader or only movements registered by the specific Appointee, as they have been defined by the Administrator of the Legal Entity account.

In case of Import and Representation, the user can view the movements which have been registered by himself.

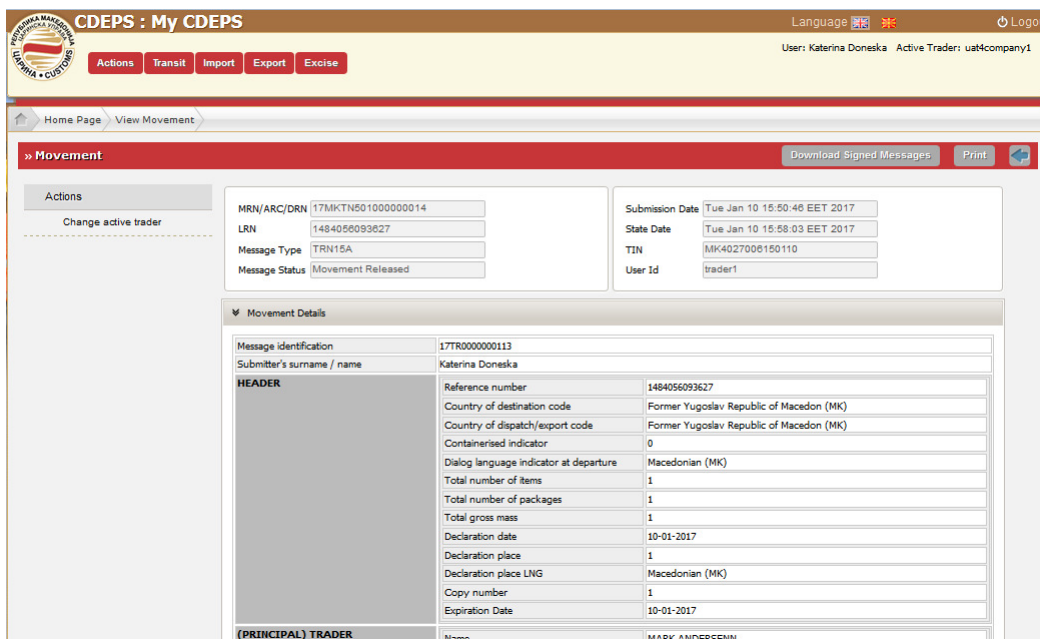


The screenshot shows the 'CDEPS : My CDEPS' application interface. At the top, there's a navigation bar with 'Actions', 'Transit', 'Import', 'Export', and 'Excise' buttons. Below this is a 'Home Page' section. The main area displays a table of movements with columns: LRN, MRN/TRN, USER ID, DATE SUBMITTED, DECLARATION TYPE, STATUS/DATE, STATE, TIN, and ACTION. Each row represents a movement, and the 'ACTION' column contains a red link labeled 'View Movement'.

LRN	MRN/TRN	USER ID	DATE SUBMITTED	DECLARATION TYPE	STATUS/DATE	STATE	TIN	ACTION
1427720014197	15MKCP501000000702	trader1	Tue, Mar 24, 2015	CC515A, A	Tue, Mar 24, 2015	Guarantee Under Assessment	MK4234121234568	<a href="#">View Movement</a>
1427729802886	-	trader1	Tue, Mar 24, 2015	CC515A, A	Tue, Mar 24, 2015	Rejected	MK4234121234568	<a href="#">View Movement</a>
142669385735	15MKCP501000000680	trader1	Fri, Mar 20, 2015	CC515A, A	Mon, Mar 23, 2015	Issued	MK4234121234568	<a href="#">View Movement</a>
1427189896190	-	trader1	Mon, Mar 23, 2015	CC547A	Mon, Mar 23, 2015	Manifest Accepted	MK4234121234568	<a href="#">View Movement</a>
1427189896191	-	trader1	Mon, Mar 23, 2015	CC547A	Mon, Mar 23, 2015	Manifest Accepted	MK4234121234568	<a href="#">View Movement</a>
1427189896191	-	trader1	Mon, Mar 23, 2015	CC547A	Mon, Mar 23, 2015	Manifest Accepted	MK4234121234568	<a href="#">View Movement</a>
1427189662211	15MKCP501000000723	trader1	Mon, Mar 23, 2015	CC515A, A	Mon, Mar 23, 2015	Exported	MK4234121234568	<a href="#">View Movement</a>
1427189107800	-	trader1	Mon, Mar 23, 2015	CC515A, A	Mon, Mar 23, 2015	Manifest Accepted	MK4234121234568	<a href="#">View Movement</a>
1427188070119	15MKCP501000000705	trader1	Mon, Mar 23, 2015	CC515A, A	Mon, Mar 23, 2015	Exported	MK4234121234568	<a href="#">View Movement</a>
1427189011381	15MKCP5010000007A9	trader1	Mon, Mar 23, 2015	CC515A, A	Mon, Mar 23, 2015	Exported	MK4234121234568	<a href="#">View Movement</a>
1427186458235	-	trader1	Mon, Mar 23, 2015	CC567A	Mon, Mar 23, 2015	Arrival Notification Submitted	MK4234121234568	<a href="#">View Movement</a>

Figure 4-6. View Movement General Window

The User can open one message by clicking on the red links '[View Movement](#)' within LRN or MRN.



The screenshot shows the 'CDEPS : My CDEPS' application interface with the 'View Movement' window open. The window displays details for a specific movement, including submission date, state date, TIN, and user ID. Below this, there's a 'Movement Details' section with a table of information.

Movement Details	
Message identification	17TR00000000113
Submitter's surname / name	Katerina Doneska
Reference number	1484056093627
Country of destination code	Former Yugoslav Republic of Macedon (MK)
Country of dispatch/export code	Former Yugoslav Republic of Macedon (MK)
Containerised indicator	0
Dialog language indicator at departure	Macedonian (MK)
Total number of items	1
Total number of packages	1
Total gross mass	1
Declaration date	10-01-2017
Declaration place	1
Declaration place LNG	Macedonian (MK)
Copy number	1
Expiration Date	10-01-2017
(PRINCIPAL) TRADER	Name: MARK ANDRUSOV

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	Street and number	SOHO 12 12
	Postal code	23654
	City	OSLO
	Country code	Sweden (SE)
	NAD LNG	Macedonian (MK)
	TIN	MK4234121234568
(CONSIGNOR) TRADER	Name	MARK ANDERSENN
	Street and number	SOHO 12 12
	Postal code	23654
	City	OSLO
	Country code	Sweden (SE)
	NAD LNG	Macedonian (MK)
	TIN	MK4027006150110
(CONSIGNEE) TRADER	Name	MARK ANDERSENN
	Street and number	SOHO 12 12
	Postal code	23654
	City	OSLO
	Country code	Sweden (SE)
	NAD LNG	Macedonian (MK)
	TIN	MK4234121234568
(DEPARTURE) CUSTOMS OFFICE	Reference number	MK005010
(DESTINATION) CUSTOMS OFFICE	Reference number	MK005030
GOODS ITEM	Item number	1
	Goods description	1
	Goods description LNG	Macedonian (MK)
	Gross mass	1
	Net mass	1
	PACKAGES	
	Marks & numbers of packages	1
	Marks & numbers of packages LNG	Macedonian (MK)
	Kind of packages	Drum, steel (1A)
	Number of packages	1

Movement History

Entry	Message Type	Submission Date	User Id	State
1	TRN29A	Tue, Jan 10, 2017 16:58:03		Movement Released
2	TR080A	Tue, Jan 10, 2017 16:55:30		Decision to Release
3	TR028A	Tue, Jan 10, 2017 16:54:53		Accepted
4	TR928A	Tue, Jan 10, 2017 16:50:51		Transit Validated
5	TRN15A	Tue, Jan 10, 2017 16:50:46	trader1	Submitted

**Figure 4-7. Opened Message**

**Message exchanges history.** The system keeps the name of the generated and received messages. Moreover, the system keeps the date and the time of the generation or the reception of the concerned messages. The system also keeps the sender and recipient of the message as well as the relevant movement identification details for which the message was dispatched or received.

**Message exchanges history details.** For each declaration, the system keeps a history of all message exchanges, in particular the following information:

- *Message Type;*
- *Submission Date;*
- *User Id*
- *State*

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#### 4.3.1.2 Print Movement Details

**Allow for declaration details to be printed.** The system allows the user to print the provided declaration data.

Message identification	17IM0000000042			
Submitter's surname / name	Katerina Doneska			
<b>HEADER</b>	Transport mode at border	Rail transport (2)		
	Total gross mass	12345678.120		
	Country code of Office of first Entry declared	Greece (GR)		
	Identification of the means of transport	dfsdf		
	Arrival LRN	1484128087954		
	Date and Time of presentation	11-01-2017 11:48		
	Total number of items	1		
	Total number of packages	1		
	Date and time of scheduled arrival	12-01-2017 00:00		
<b>(ACTUAL OFFICE OF ENTRY) CUSTOMS OFFICE</b>	Reference number	MK005010		
<b>(ENTRY CARRIER) TRADER</b>	Name	ARMANI		
	Street and number	190, KIRILA STR		
	Postal code	67-9GA		
	City	MILANO		
	Country code	Italy (IT)		
	NAD LNG	Macedonian (MK)		
	TIN	MK4555111111011		
<b>ARRIVAL ITEM</b>	Arrival item number	1		
	<b>TRANSPORT DOCUMENT DATA</b>	Document type	2002	
		Transport document reference	SDASDAS	
		Transport Document Reference LNG	Macedonian (MK)	
	<b>CUSTOMS DATA REFERENCE</b>	MRN	16MKEN501000000293	
		Country code of Office of first Entry declared	GR	
		Freight on Board	0	
		<b>CUSTOMS DATA REFERENCE DETAILS</b>	MRN Item Number	1

Figure 4-8. Print Message Window

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## 4.4 e-AD

Submenu for e-AD is designed to Provide explanations on e-AD shortages or excesses, Provide explanations on delayed e-AD delivery, to Submit new e-AD; to Cancel an e-AD; to Change destination of an e-AD; to Split an e-AD; to Provide explanations on delayed update of e-AD destination; to Alert or reject an e-AD and to Report receipt of an e-AD in the CDEPS system.

### 4.4.1 e-AD at Dispatch

The Trader is able to perform the following actions to an e-AD in case his/ her MSA is or going to be the MSA Dispatch:

- Submit draft e-AD
- Cancel an e-AD
- Change an e-AD
- Provide explanations on delaying destination fields,
- Provide explanations of shortages or excesses,
- Provide explanation on delaying the destination fields update.
- Search declaration
- View e-AD

The *Submit draft e-AD* functionality describes the activities carried out by an authenticated user/ consignee or consignor in order to submit a new declaration. As a precondition the user has been authenticated into the system and is associated with sufficient permissions to perform the action; the consignor is authorized to dispatch goods under duty suspension or the consignee is authorized to receive the excise goods.

- *Upon successful validation, the system registers the new e-AD under the state "Submitted";*
- *If the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors;*
- *An ARC is associated with the e-AD,*
- *The user can print the e-AD.*

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The user activates the Submit new e-AD action by choosing a specific document type, hence, the system displays the respective to type Declaration Details screen in editable mode.

**Figure 4-9. Submit New Excise Declaration submenu- window**

The user provides values to the respective fields and continues submitting the request for registering a new e-AD through the Submit action. In continuation of this chapter are described several alternatives on the user requests and system response.

- Upon **successful** execution, the system displays a notification message to the user.
- The user activates the **File Upload** action; hence, the system displays the File Upload screen and prompts the user to upload the file containing the e-AD data. The user provides the XML file and proceeds to submit the declaration.
- The user enters the relevant information and proceeds to **save as draft**. The system continues processing the request
- The user chooses to **abort** the action. The system displays the main screen of the system.
- The user enters some or all relevant information and proceeds to **save data as template**. The system continues processing the request
- If the result of the process is **unsuccessful** then the system notifies the user through an error notification message of the identified errors and prompts the user to correct and resubmit.



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#### 4.4.1.1 General Details

Figure 4-10. General Details

*Note: Some of the fields are opened and user needs to enter proper figures or letters;*

*Some of the fields are with drop-box/ or select one/multiply choose, means that user need to select one of the given options;*

*In case of dates, user is selecting date by clicking on the proper date in the proper month.*

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#### 4.4.1.2 Dispatch

For part of the Dispatch, same rules are implied and the User fills in the necessary data.

The screenshot shows the 'Dispatch' application window. It contains three main sections:

- Consignor:** Includes a 'Select Consignor' dropdown (set to 'Please Select'), and text input fields for 'Trader Excise Number', 'Name', 'Street Name', 'Street Number', 'City', 'Postal code', and 'Language code'.
- Place of Dispatch:** Includes a 'Select Place of Dispatch' dropdown (set to 'Please Select'), and text input fields for 'Trader Excise Number', 'Name', 'Street Name', 'Street Number', 'City', 'Postal code', and 'Language code'.
- Document Certificate:** A sub-window containing 'Document description', 'Language Indicator', 'Reference of document', and another 'Language Indicator' field.

At the top right, there are sections for '(Dispatch) Import Office' and '(Competent Authority) Dispatch Office', each with a 'Reference number' dropdown and text input.

Figure 4-11. Dispatch

#### 4.4.1.3 Delivery

As in previous parts, same basic rules are implied. If the option for search with blue lens is shown, then the user can search what is available for searching.

The screenshot shows the 'Delivery' application window. It contains three main sections:

- Consignee:** Includes a 'Trader Id' field with a search icon (blue lens), and text input fields for 'Name', 'Street Name', 'Street Number', 'City', 'Postal code', 'Country code', and 'Language code'.
- Delivery Place Customs Office:** Includes a 'Reference number' dropdown and text input.
- Delivery Place Trader:** Includes a 'Trader Id' field with a search icon (blue lens), and text input fields for 'Name', 'Street Name', 'Street Number', 'City', 'Postal code', 'Country code', and 'Language code'.

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**Figure 4-12. Delivery**

#### 4.4.1.4 Transport

The user can add new goods item by clicking on "+" button and the operation can be repeated as many times as necessary.

**Figure 4-13. Transport - window**

#### 4.4.1.5 Guarantee

As in previous parts, same basic rules are implied. The User can add "+" or "-" remove new Guarantees in this section. If the option for search with blue lens is shown, then the user can search what is available for searching.

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**Figure 4-14. Guarantee - Window**

#### **4.4.1.6 Product**

As in previous parts, same basic rules are implied. The User can add "+" or "-" remove new item in this section.

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The screenshot shows the 'Product' window with the following sections:

- Body e-AD:** Fields for No. (1), Excise product code, CN Code, Quantity, Gross weight, Net weight, Alcoholic strength, Degree plato, Fiscal mark, Language Indicator, Fiscal mark used flag, Designation of origin, Language Indicator, Size of producer, Density, Commercial description, Language Indicator, Brand name of products, Language Indicator, and Statistical value.
- Wine Product:** Fields for Wine product category (Please Select), Wine growing zone code, Third country of origin, Other information, and Language Indicator. Below this is a 'Wine operation code' field.
- National Product:** Fields for National product code, CN Code, Domestic origin (checkbox), Measurement unit, and Quantity.
- Packages:** Fields for Kind of packages, Number of packages, Commercial seal identification, Seal information, and Language Indicator.
- Previous Administrative References:** Fields for Previous document reference and Previous document type.
- Credit Information:** Fields for Previous document item number, Previous document quantity, and Previous document quantity unit.

At the bottom right, there are buttons for 'Save As Template' and 'Save As Draft'.

**Figure 4-15. Product Details - Window**

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## 4.5 Excise Regime

Submenu for **Excise Regime** is designed to manage **Excise Warehouses** (like Production, Manufacturing, Loss/ Destruction), **Excise Duties**, **Excise Stamps** (Stamps Request, Stamps Collection), **Excise Refunds** (Submit new Request for Refund, Submit Excise Product Supply Declaration) in the CDEPS system.

### 4.5.1 Excise Warehouses

Through menu Excise Warehouses, the Trader is able to Submit New Production Declaration, to Amend a Production Declaration, to Cancel a Production Declaration, to Submit New Manufacturing Declaration, to Amend a Manufacturing Declaration, to Cancel a Manufacturing Declaration, to Submit New Loss/ Destruction Declaration, to Amend a Loss/ Destruction Declaration, and to Cancel a Loss/ Destruction Declaration.

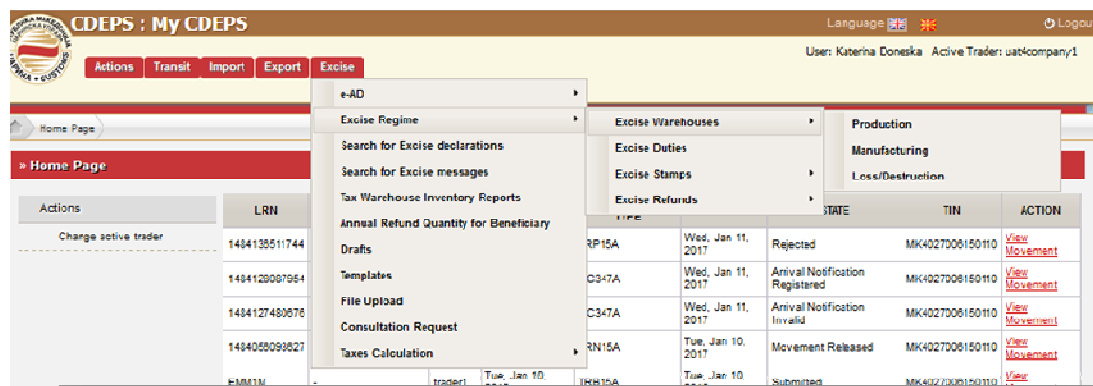


Figure 4-16. Menu Excise Warehouses

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#### 4.5.1.1 Production

Under this section, the Trader is able to Submit New Production Declaration, to Amend a Production Declaration, to Cancel a Production Declaration.

##### 4.5.1.1.1 SUBMIT NEW PRODUCTION DECLARATION

The user has been authenticated into the system and is associated with sufficient permissions to perform the action.

- If the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors;
- Upon successful validation,
  - the system registers the new Production Declaration under the state "Submitted";
  - a unique MRN is assigned to the declaration;
  - the user can print the declaration.

The trader activates the Submit new Production Declaration action, hence, the system displays the Declaration Details screen in editable mode. The trader provides values to the fields and activates the Submit action to proceed.

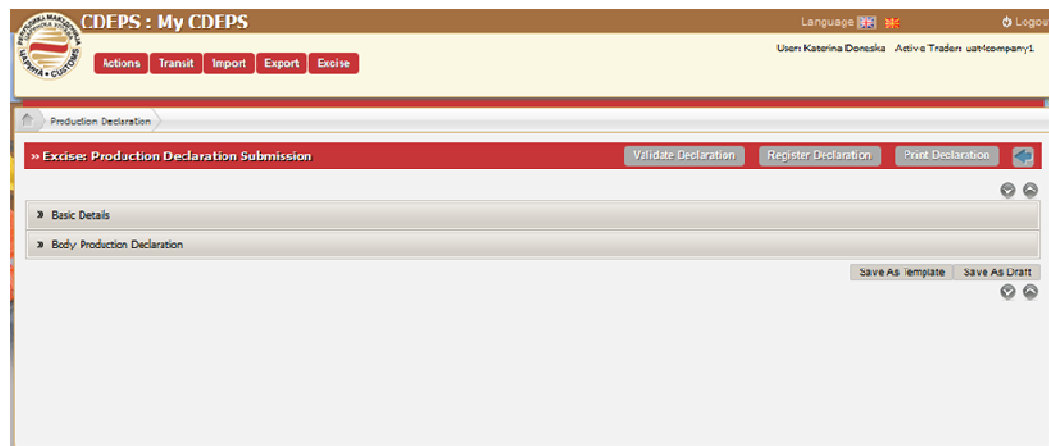


Figure 4-17. Submit new Production Declaration- Subwindow

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The trader enters the relevant information and proceeds to submit the declaration.

**Figure 4-18. Submit new Production Declaration - Expanded View**

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

If the user activates the **File Upload action**, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.

If the user provides values to some or all fields and proceeds to **save data as draft**. The system continues processing the request

If the user chooses to **abort** the action, the system displays the main screen of the system.

If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request.

If the process execution completes unsuccessfully due to **validation errors**, so the system displays the Production Declaration Details screen in editable mode



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populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.1.1.2 AMEND A PRODUCTION DECLARATION

The user has been authenticated into the system and is associated with sufficient permissions to perform the action. Other pre-conditions:

- The concerned declaration is opened in view mode following searching;
- The concerned declaration is either in the "Registered" or "Under amendment" state.

As result of this action:

- In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending amendment'.
- In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.

The user activates the Amend a Production Declaration action while viewing the declaration, hence the system displays the Production Declaration Details screen in editable mode. The user updates the values to the fields and activates the Submit action to proceed. When the process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

- If the user activates the File Upload action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the request data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to abort the action, the system displays the Main screen.
- If the user provides values to some or all fields and proceeds to save data as draft, the system continues processing the request
- The process execution completes unsuccessfully due to validation errors, so the system displays the Production Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

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#### 4.5.1.1.3 CANCEL A PRODUCTION DECLARATION

The user has been authenticated into the system and is associated with sufficient permissions to perform the action, and

- The concerned declaration is opened in view mode following searching;
- The concerned declaration is either in the "Registered" or "Under amendment" state.

As result of this action, in case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending cancellation'. While in case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.

The user activates the Cancel a Production Declaration action while viewing a declaration, hence the system displays the Cancellation Details screen in editable mode. The user enters the relevant information and activates the Submit action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

- If the user activates the File Upload action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to abort the action, the system displays the Main screen.
- If the process execution completes unsuccessfully due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

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#### 4.5.1.2 Manufacturing

Under this section the Trader can Submit New Manufacturing Declaration, to Amend a Manufacturing Declaration, to Cancel a Manufacturing Declaration.

##### 4.5.1.2.1 SUBMIT NEW MANUFACTURING DECLARATION

The authenticated user activates the Submit New Manufacturing Declaration action, hence, the system displays the Declaration Details screen in editable mode. The user provides values to the fields and activates the Submit action to proceed. If the process execution completes successfully and the system displays a notification message to the user.

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**Figure 4-19. Submit new Manufacturing Declaration – Subwindow**

As result of this action, if the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors. While upon successful validation,

- *the system registers the new Manufacturing Declaration under the state "Submitted";*
- *a unique MRN is assigned to the declaration;*
- *the user can print the declaration.*

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Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

If the user activates the **File Upload action**, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.

If the user provides values to some or all fields and proceeds to **save data as draft**. The system continues processing the request.

If the user chooses to **abort** the action, the system displays the main screen of the system.

If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request

If the process execution completes unsuccessfully due to **validation errors**, so the system displays the Declaration Details screen in editable form populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.1.2.2 AMEND A MANUFACTURING DECLARATION

As pre-conditions are needed:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or the "Under amendment" state.*

Result of this action could be:

- In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending amendment'.
- In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.

The user activates the Amend a Manufacturing Declaration action while viewing the declaration, hence the system displays the Manufacturing Declaration Details screen

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in editable mode. The user updates the values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the request data, then the user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Manufacturing Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.1.2.3 CANCEL A MANUFACTURING DECLARATION

As pre-conditions are needed:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or "Under amendment" state.*

Result of this action could be:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending cancellation'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Cancel a Manufacturing Declaration action while viewing a declaration, hence the system displays the Cancellation Details screen in editable

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mode. The user enters the relevant information and activates the Submit action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

- If the user activates the File Upload action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to abort the action, the system displays the Main screen.
- If the process execution completes unsuccessfully due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

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#### 4.5.1.3 Loss/ Destruction

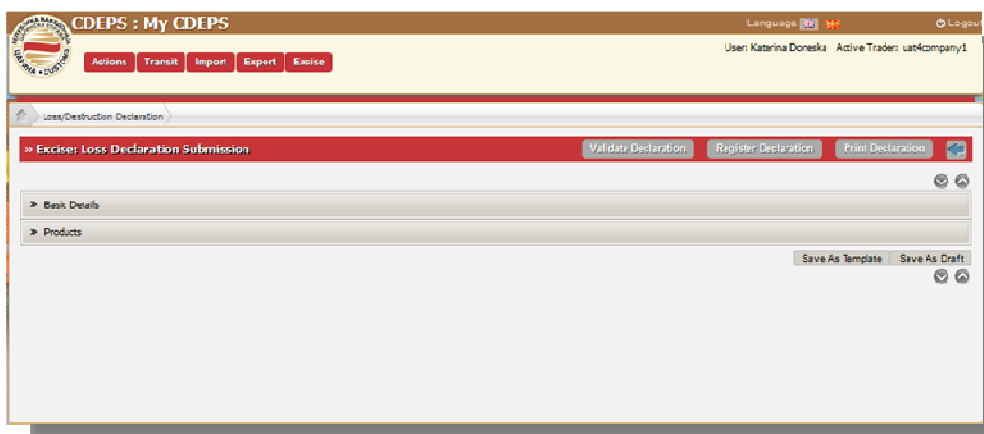
Under this section the Trader Can Submit New Loss/ Destruction Declaration, to Amend a Loss/ Destruction Declaration, and to Cancel a Loss/ Destruction Declaration.

##### 4.5.1.3.1 SUBMIT NEW LOSS/DESTRUCTION DECLARATION

As result of this action are possible two outcomes:

- ✓ If the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors;
- ✓ Upon successful validation,
  - *the system registers the new Loss/Destruction Declaration under the state "Submitted";*
  - *a unique MRN is assigned to the declaration;*
  - *the user can print the declaration.*

The user has been authenticated into the system and is associated with sufficient permissions to perform the action. After she/ he activates the Submit new Loss/ Destruction Declaration action, hence, the system displays the Loss/ Destruction Declaration Details screen in editable mode.



**Figure 4-20. Submit new Loss/Destruction Declaration - Subwindow**

The user provides values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.



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**Figure 4-21. Submit new Loss/Destruction Declaration – Expanded View**

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the user chooses to **abort** the action, the system displays the main screen of the system.
- If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Loss/Destruction Declaration Details screen in editable

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mode populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.1.3.2 AMEND A LOSS/DESTRUCTION DECLARATION

The user has been authenticated into the system and is associated with sufficient permissions to perform the action, and fulfil pre-conditions as:

- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or the "Under amendment" state.*

As result:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending amendment'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Amend a Loss/Destruction Declaration action while viewing the declaration, hence the system displays the Loss/Destruction Declaration Details screen in editable mode. The user updates the values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the request data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Loss/ Destruction Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

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#### 4.5.1.3.3 CANCEL A LOSS/ DESTRUCTION DECLARATION

The user has been authenticated into the system and is associated with sufficient permissions to perform the action, and fulfil following pre-conditions:

- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or "Under amendment" state.*

As result of this action, following cases are options:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending cancellation'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Cancel a Loss/Destruction Declaration action while viewing a declaration, hence the system displays the Cancellation Details screen in editable mode. The user enters the relevant information and activates the Submit action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the File Upload action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to abort the action, the system displays the Main screen.
- If the process execution completes unsuccessfully due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

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## 4.5.2 Excise Duties

In section for **Excise Duties**, the trader is able to perform submitting of new excise duties declaration, amending an excise duties declaration, amend and submit an excise duties declaration as final, to cancel an excise duties declaration and to register refuelling.

### 4.5.2.1 Submit new Excise Duties Declaration

To start this action for submitting of new Excise Duties Declaration, the user has to be authenticated into the system and is associated with sufficient permissions to perform the action. As result of this action, two possible outcomes are feasible:

- *If the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors;*
- *Upon successful validation,*
  - *the system registers the new Excise Duties Declaration under the state "Submitted";*
  - *a unique MRN is assigned to the declaration;*
  - *the user can print the declaration.*

The user activates the Submit new Excise Duties Declaration action, and selects a specific type for the Excise Duties Declaration to be submitted. The system displays the 'Excise Duties Declaration Details' screen based on the selected type in editable mode. The user provides values to the fields shown in picture below and activates the Submit action to proceed.

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**Figure 4-22. Submit new Excise Duties Declaration – subwindow**

The process execution completes successfully and the system displays a notification message to the user.

In each of the four sections, the trader is asked to provide data, either from drop down menus or entering data as requested.

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Declaration

Reference number  
1486326091151

Fallback flag

Fallback reference number

Date of submission  
05.02.2017

Comments

Excise Duties Declaration

Declaration type  
Please Select

National product category code  
Please Select

Excise period year

Excise period month

Date of submission deadline

Suspension type code

(Competent Authority) Customs Office  
Reference number

Traders

Consignor

Consignor type  
Please Select

Debtor TIN

Debtor personal ID

VAT number  
4027008150110

Contact Details

Name

Street Name

Street Number

City

Postal code

Representative Trader

Representative status code

Representative TIN  
MK4027008150110

Contact Details

Name

Street Name

Street Number

City

Postal code

Reference of tax warehouse keeper

Trader Id

Name

Street Name

Street Number

City

Postal code

Country code

Language code

Reference of tax warehouse

Trader Id

Name

Street Name

Street Number

City

Postal code

Country code

Language code

Details

No.  
1

CN Code

Gross weight

Net weight

Relief type code

National Product

National product code

CN Code

Domestic origin

Measurement unit

Quantity

Quantity per sub-release

Consignee

Consignee type  
Please Select

Consignee tin

Consignee personal ID

Consignee passport

Reference of relief authorisation

Contact Details

Name

Street Name

Street Number

City

Postal code

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**Figure 4-23. Submit new Excise Duties Declaration- Expanded View**

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.
- If the user activates the **Submit New Excise Duties Declaration** action, and selects the **Complementary Excise Duties Type** and enters the MRN of a previous Excise Duties Declaration. The system displays the 'Excise Duties Declaration' screen filled in automatically with the information of the previous Excise Duties Declaration.
- If the **MRN** number entered by the trader is invalid, thus the system displays a notification message to the user
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request

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- If the user chooses to **abort** the action, the system displays the main screen of the system.
- If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Duties Declaration Details screen in editable mode populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.2.2 Amend an Excise Duties Declaration

As Pre-conditions, have to be fulfilled following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is in the "Registered" state.*

As result of this action, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending amendment'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Amend an Excise Duties Declaration action while viewing the declaration, hence the system displays the Excise Duties Declaration Details screen in editable mode. The user updates the values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.



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- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request.
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Duties Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.2.3 Cancel an Excise Duties Declaration

As pre-conditions for this action, has to be fulfilled following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or "Under amendment" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending cancellation'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Cancel an Excise Duties Declaration action while viewing a declaration, hence the system displays the Cancellation Details screen in editable mode. The user enters the relevant information and activates the Submit action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.

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- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.2.4 Amend and Submit an Excise Duties Declaration as Final

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or "Under amendment" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending acceptance' state.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Amend and Submit an Excise Duties Declaration as Final action while viewing the declaration, hence the system displays the Excise Duties Declaration Details screen in editable mode. The user updates the values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the request data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request

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- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Duties Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.2.5 Register Refuelling

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is in the "Refuelling" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Under refuelling control'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Register Refuelling action while viewing a declaration, hence the system displays the Refuelling Details screen in editable mode. The user enters the relevant information and activates the Submit action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

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### 4.5.3 Excise Stamps

In section for **Excise Stamps**, the trader is able to perform submission of new excise stamps request declaration, amend an excise stamps request declaration, cancel an excise stamps request declaration, submit new excise stamps collection declaration, amend an excise stamps collection declaration, cancel an excise stamps collection declaration and to update payment of excise stamps.

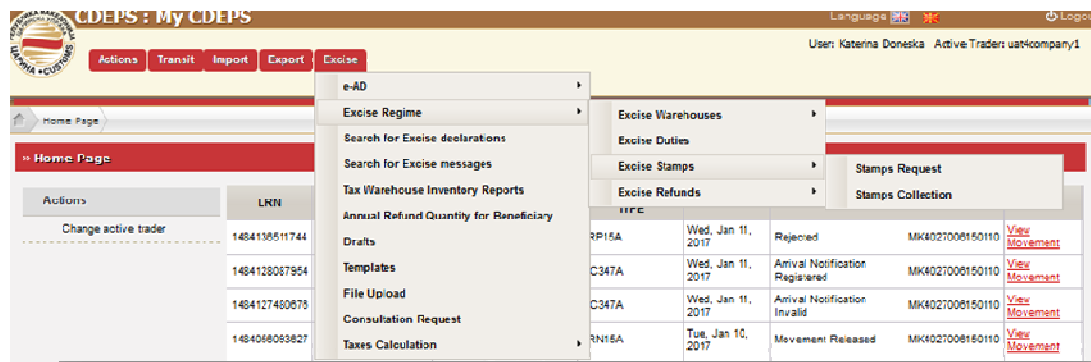


Figure 4-24. Excise Stamps - Submenu

#### 4.5.3.1 Submit new Excise Stamps Request Declaration

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action.*

As result, following outcomes are possible:

- *If the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors;*
- *Upon successful validation,*
  - *the system registers the new Excise Stamps Request Declaration under the state "Submitted";*
  - *a unique MRN is assigned to the declaration;*
  - *the user can print the declaration.*

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The user activates the Submit New Excise Stamps Request Declaration action, hence, the system displays the Excise Stamps Request Declaration Details screen in editable mode. The user provides values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

**Figure 4-25. Submit new Excise Stamps Request Declaration – Collapsed View**

The trader has to fill the data in the two sections: *Basic Details* and *Body Stamps Request*, in fields shown in pictures below:

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**Figure 4-26. Submit new Excise Stamps Request Declaration – Expanded View**

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request

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- If the user chooses to **abort** the action, the system displays the main screen of the system.
- If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Stamps Request Declaration Details screen in editable mode populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.3.2 Amend an Excise Stamps Request Declaration

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or "Under amendment" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending amendment'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Amend an Excise Stamps Request Declaration action while viewing the declaration, hence the system displays the Excise Stamps Request Declaration Details screen in editable mode. The user updates the values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the request data. The user provides the XML file and activates the Submit action to proceed.

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- If the user chooses to **abort** the action, the system displays the Main screen.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Stamps Request Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.3.3 Cancel an Excise Stamps Request Declaration

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered" or "Under amendment" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending cancellation'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Cancel an Excise Stamps Request Declaration action while viewing a declaration, hence the system displays the Cancellation Details screen in editable mode. The user enters the relevant information and activates the Submit action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.



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- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

## 4.5.4 Stamps Collection

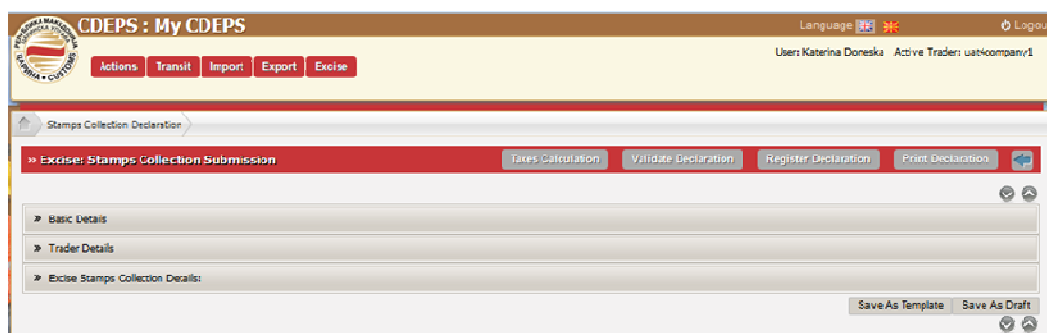
### 4.5.4.1 Submit new Excise Stamps Collection Declaration

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action.*

As result, following outcomes are possible:

- *If the validation of the submitted data fails, the declaration is not registered to the system and the user is notified of all possible errors;*
- *Upon successful validation,*
  - *the system registers the new Excise Stamps Collection Declaration under the state "Submitted";*
  - *a unique MRN is assigned to the declaration;*
  - *the user can print the declaration.*



**Figure 4-27. Submit new Excise Stamps Collection- Collapsed View**

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The user activates the Submit New Excise Stamps Collection Declaration action, hence, the system displays the Excise Stamps Collection Declaration Details screen in editable mode. The user provides values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

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**Figure 4-28. Submit new Excise Stamps Collection- Expanded View**

Data in the requested fields could be filled with selection of drop down options or entering information in the appropriate field.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

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- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the user chooses to **abort** the action, the system displays the main screen of the system.
- If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Stamps Collection Declaration Details screen in editable mode populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.4.2 Amend an Excise Stamps Collection Declaration

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is either in the "Registered", "Under amendment", or "Unpaid" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to either the 'Pending amendment' or the 'Pending amendment' state.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Amend an Excise Stamps Collection Declaration action while viewing the declaration, hence the system displays the Excise Stamps Collection Declaration Details screen in editable mode. The user updates the values to the fields and activates the Submit action to proceed. The process execution completes successfully and the system displays a notification message to the user.

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Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the request data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Stamps Collection Declaration Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.4.3 Cancel an Excise Stamps Collection Declaration

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is in the "Registered", "Under amendment", or 'Unpaid' state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending cancellation'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Cancel an Excise Stamps Collection Declaration action while viewing a declaration, hence the system displays the Cancellation Details screen in editable mode. The user enters the relevant information and activates the Submit

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action. The process execution completes successfully and the system displays a notification message to the user.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Cancellation Details screen in editable form preserving the data provided by the user and displays notification messages describing the validation errors.

#### 4.5.4.4 Update Payment of Excise Stamps

As pre-conditions for this action are required following:

- *The user has been authenticated into the system and is associated with sufficient permissions to perform the action;*
- *The concerned declaration is opened in view mode following searching;*
- *The concerned declaration is in the "Unpaid" state.*

As result, following outcomes are possible:

- *In case of valid data entry, the input data are registered in the system and the state of the declaration is set to 'Pending amendment'.*
- *In case of invalid data entry, nothing is recorded in the system and the user is notified of all possible errors through an error notification message to allow corrections to be made.*

The user activates the Update Payment of Excise Stamps action while viewing a declaration, hence the system prompts the user to confirm the request. The user confirms the request. The process execution completes successfully and the system displays the Excise Stamps Request Declaration Details screen with updated cost of stamps.

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately, as described below:

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- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the declaration cancellation data. The user provides the XML file and activates the Submit action to proceed.
- If the user chooses to **abort** the action, the system displays the Main screen.
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Excise Stamps Request Declaration Details screen in view mode displays notification messages describing the validation errors.

#### 4.5.5 Excise Refunds

The authorised trader can perform several actions under this section like: submit new Request for Refund, Amend a Request for Refund, Cancel a Request for Refund and Submit a new Excise Product Supply Declaration.

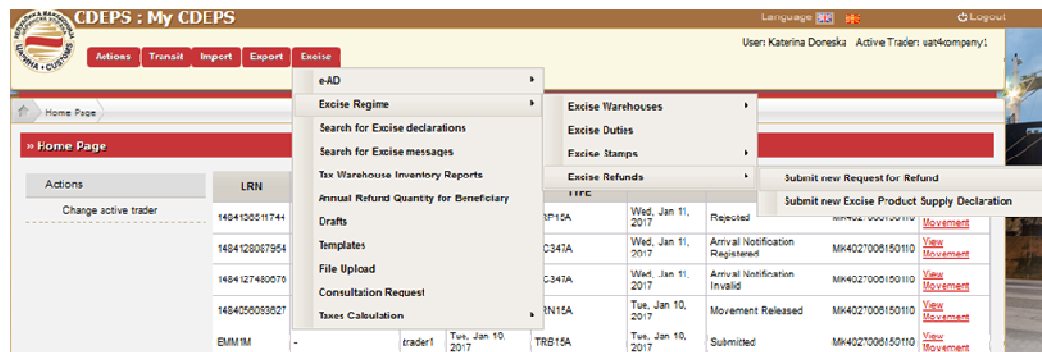


Figure 4-29. Excise Refunds

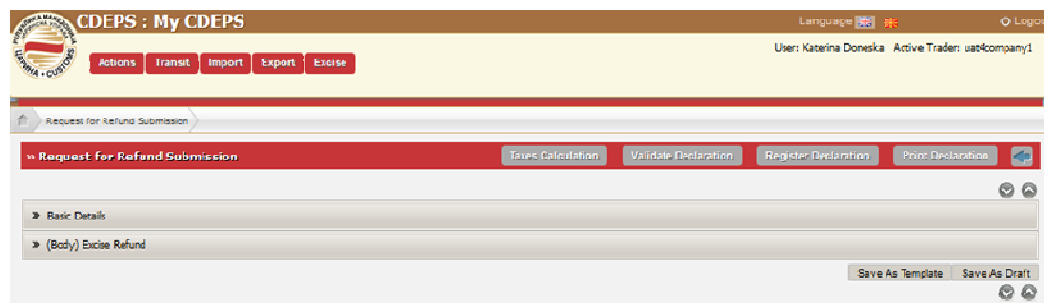
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#### 4.5.5.1 Submit new Request for Refund

The user has been authenticated into the system and is associated with sufficient permissions to perform the action. As result of this action, several outcomes are possible:

- *If the validation of the submitted data fails, the Request for Refund is not registered to the system and the user is notified of all possible errors;*
- *Upon successful validation,*
  - *the system registers the new Request for Refund under the state "Submitted";*
  - *a unique MRN is assigned to the Request for Refund ;*
  - *the user can print the declaration.*

The user activates the *Submit new Request for Refund* action for a specific type, hence, the system displays the Request for Refund Details screen based on the selected type in editable mode. The user provides values to the fields and activates the Submit action to proceed.



**Figure 4-30. Submit new Request for Refund – Collapsed View**

The process execution completes successfully and the system displays a notification message to the user.

Data in the requested fields could be filled with selection of drop down options or entering information in the appropriate field. Some of the options in drop down menus are shown in pictures below:



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Basic Details

Reference number1486328991180  
Fallback flag  
Fallback reference number  
Date of submission05.02.2017  
Comments  
Date of Refund Period Beginning  
Date of Refund Period Ending  
Total tax amount  
Total refund tax amount

(Competent Authority) Customs Office  
Reference number  
Responsible person  
VAT  
Name  
Surname  
Father's Name  
Authorized Person  
VAT  
Name  
Surname  
Father's Name

Excise refund  
Refund typePlease Select  
Reference of Refund Authorization

(Body) Excise Refund

No.  
Supplier Name

Date of Circulation  
Invoice Reference  
Invoice date  
Invoice Amount

Previous Import Declaration  
No.  
Document reference number  
Invoice Reference  
Calculation of Taxes Date

National Product  
National product code  
CN Code  
Domestic origin  
Measurement unit  
Quantity  
Quantity of Liquefied Petroleum (kg)  
Quantity of Liquefied Petroleum as Additive (kg)

Produced Documents/Certificates  
Document type  
Document reference number  
Comments

Tax Calculation  
Type of tax  
Amount of tax

Tax Refund Calculation  
Type of tax  
Amount of tax

Save As Template Save As Draft

**Figure 4-31. Submit new Request for Refund – Expanded View**

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The screenshot shows a web form titled "Excise refund". It contains two drop-down menus. The first, "Refund type", is set to "Please Select". The second, "Reference of Refund Authorization", is also set to "Please Select" and has a list of options visible: (-1), (1) Special subjects for official needs, (2) Special subjects for private needs, and (3) Propulsive fuel for industrial purposes.

**Figure 4-32. Submit new Request for Refund- Drop Down Menus**

The screenshot shows a web form titled "(Competent Authority) Customs Office". It contains a drop-down menu for "Reference number" with the value "AD000001" selected. A list of options is visible: (AD000001) ADUANA DE ST. JULIÀ, (AD000002) DCNJ PORTA, (AD000003) DESPACHO CENTI, (AT001000) Fachbereich Zoll, and (AT001000) Fachbereich Zoll.

The screenshot shows a web form titled "Excise refund". It contains a table with the following data:

No.	No.	Invoice date	Invoice Amount
1	1		

Below the table is a "Delete" button. To the right of the table is a "Records per page:" label with a dropdown menu set to "10".

**Figure 4-33. Submit new Request for Refund- Drop Down Menus**

Alternatively, there are several other cases where on different user requests and commands, the system will act appropriately as described below:

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- If the user activates the **File Upload** action, hence, the system displays the File Upload screen and prompts the user to upload the file containing the data for the draft declaration. The user provides the XML file and activates the Submit action to proceed.
- If the user provides values to some or all fields and proceeds to **save data as draft**, the system continues processing the request
- If the user chooses to **abort** the action, the system displays the main screen of the system.
- If the user provides values to some or all fields and proceeds to **save data as template**, the system continues processing the request
- If the process execution completes **unsuccessfully** due to validation errors, so the system displays the Request for Refund Details screen in editable mode populated with the submitted data and displays notification messages describing the validation errors.

#### 4.5.5.2 Submit Excise Product Supply Declaration

The user activates the *Submit Excise Product Supply Declaration* action for a specific type, hence, the system displays the Request for Refund Details screen based on the selected type in editable mode. The user provides values to the fields and activates the Submit action to proceed.

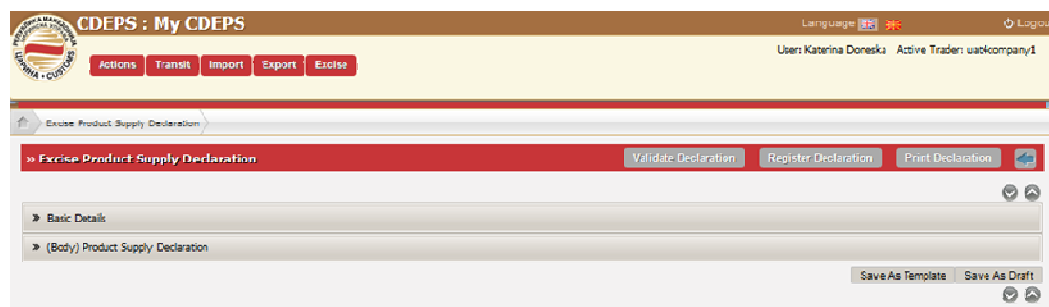


Figure 4-35. Submit Excise Product Supply – Collapsed View

The process execution completes successfully and the system displays a notification message to the user.

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Data in the requested fields could be filled with selection of drop down options or entering information in the appropriate field. Some of the options in drop down menus are shown in pictures below:

**Figure 4-36. Submit Excise Product Supply – Expanded View**

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(Body) Product Supply Declaration

No	No.	Reference of tax warehouse keeper
<input type="checkbox"/>	1	1

Delete Records per page: 10

National Product

National product code

CN Code

Domestic origin

Measurement unit

Quantity

Relief type code

Produced Document

National Product

No	National product code	Quantity	Relief type code
<input type="checkbox"/>	1		

Delete Records per page: 10

**Figure 4-37. Submit Excise Product Supply- Drop Down Menues**

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## 4.6 Search for Excise Declarations

Submenu for Search for Excise Declarations is designed to search declaration by various criteria in sub-system of Excise in the CDEPS system.



**Figure 4-38. Main Menu in Excise system**

The system allows the Trader at Dispatch and at destination among other actions also to *Search Declarations*. Selecting in main menu the command *Search for Excise Declarations*, the Trader will require search of the declaration(s) under specific criteria. System is opening following sub-window.

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**Figure 4-39. Search for Excise Declarations**

The system allows the user to search for declarations with criteria available:

- *LRN*
- *Administrative reference code – ARC/ DRN*
- *Declaration*
- *Search Scope*
- *Movement State*
- *Declaration Date from / to*
- *Declaration Type*
- *Previous Excise Stamps Request Declaration DRN*
- *Refund Reference Number*
- *Reference of Relief Authorisation*
- *Excise Duties Type*
- *Last Update From/ To*

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Declaration: EMCS Dispatch

Search Scope: EMCS Dispatch

Movement State: EMCS Destination

Excise Regime: [Dropdown]

Declaration Date from: [Calendar]

Declaration Date To: [Calendar]

Declaration: EMCS Dispatch

Search Scope: --

Movement State: --

User: [Dropdown]

Trader: [Dropdown]

Declaration Date from: [Calendar]

Declaration Date To: [Calendar]

Declaration: EMCS Dispatch

Search Scope: --

Movement State: --

Declaration Date from: [Calendar]

Declaration Date To: [Calendar]

Accepted

Accepted for Export

Cancelled

Delivered

Diverted

Exporting

Finalized

Major Discrepancies

Manually Closed

None

Paid

Partially Refused

Pending Acceptance

Pending Alert or Rejection

Pending Amendment

Pending Cancellation

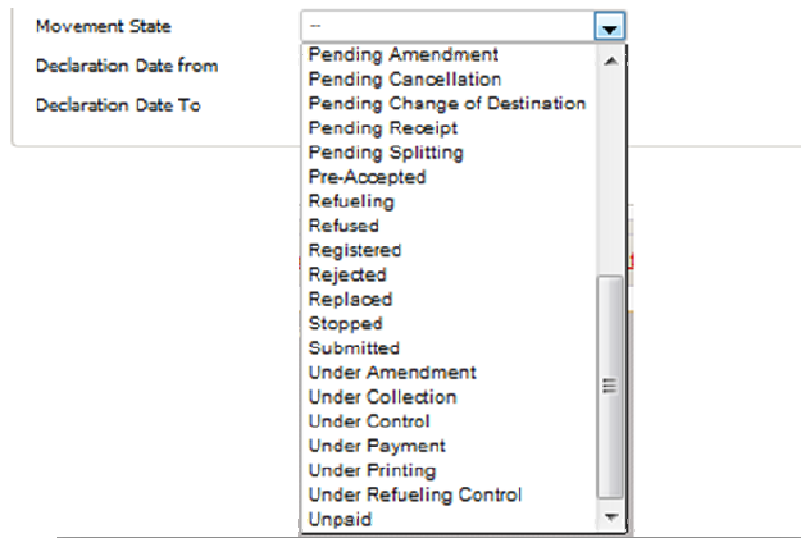
Pending Change of Destination

Pending Receipt

Pending Splitting



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**Figure 4-40. Excise Declaration - Drop Down Options**

The generated list of declaration contains following information:

- *LRN*
- *ARC/ DRN*
- *Declaration date*
- *Declaration type*
- *Status*
- *Update date*
- *Trader TIN/ EORI*

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## 4.7 Search for Excise Messages

Submenu for [Search for Excise Messages](#) is designed to Search for Excise Messages in the CDEPS system.

The system keep the name of the generated and received messages. Moreover, the system keep the date and the time of the generation or the reception of the specific messages. The system also keep the sender and recipient of the message as well as the relevant movement identification details for which the message was dispatched or received.

The system allows the user to search for messages send or received for his/her movements. If the user want to find some specific message, she/he can open command *Search for Excise Messages* from main menu. Search criteria available are:

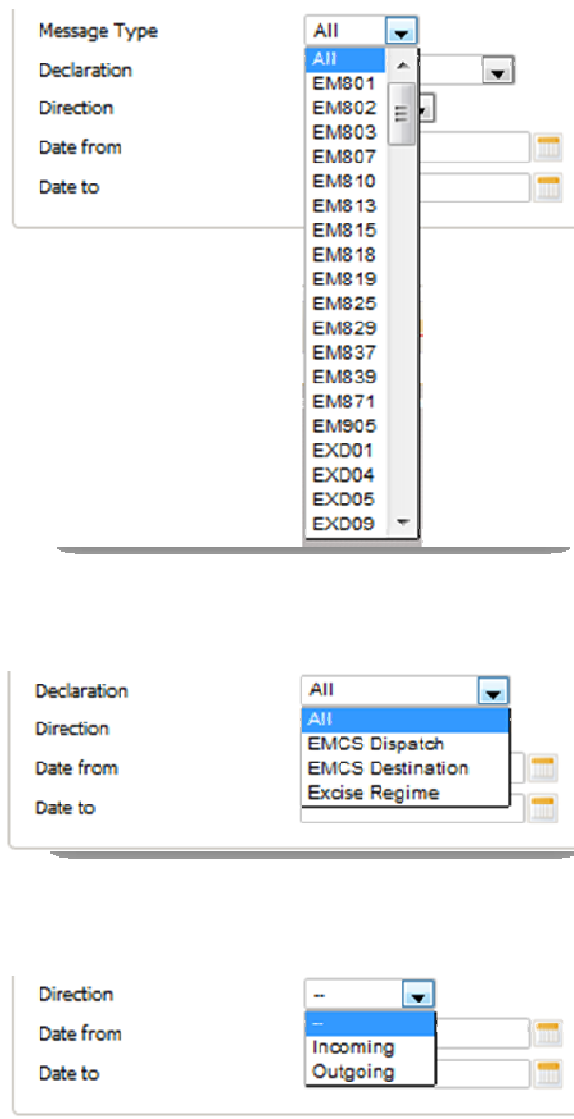
- *LRN*
- *ARC / DRN*
- *Message Type*
- *Declaration*
- *Direction*
- *Date from / to*

The screenshot shows the 'Excise Message Search' page in the CDEPS system. The page has a header with the CDEPS logo and navigation tabs: Actions, Transit, Import, Export, and Excise. The main content area is titled 'Excise Message Search' and contains a 'Search Criteria' form. The form has the following fields: LRN (text input), ARC/DRN (text input), Message Type (dropdown menu), Declaration (dropdown menu), Direction (dropdown menu), Date from (date input), and Date to (date input). Below the form are 'Search' and 'Clear' buttons. At the bottom of the page, there is a table with the following columns: Domain, Message Type, Date, User ID, TIN, LRN, and ARC/DRN.

Figure 4-41. Search for Excise Messages

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For the criteria (like Message Type, Declaration, Direction) drop down options are available.



**Figure 4-42. Excise Messages - Drop Down Options**

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For each declaration, the system kept a history of all message exchanges, in particular the following information is recorded:

- *Message Type;*
- *Date of Message Exchange;*
- *Sender;*
- *Movement State.*

The system log all messages dispatched and/or received along with the following information:

- *the message type,*
- *the date the message was exchanged (date send/ received),*
- *the user ID. and*
- *the movement status.*

The above details along with the message xml info is displayed to the user in movement history. The generated list of messages contains following information:

- *Domain*
- *Message Type*
- *Date*
- *User ID*
- *TIN*
- *LRN*
- *ARC/DRN*

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## 4.8 Tax Warehouse Inventory Reports

Submenu for Tax Warehouse Inventory Reports is designed to generate the Tax Warehouse Inventory Report in the CDEPS system.

After selecting this command from main menu, the Trader will have opportunity to see the appropriate screen as shown below.

The screenshot displays the 'CDEPS : My CDEPS' web interface. At the top, there's a navigation bar with tabs for 'Actions', 'Transit', 'Import', 'Export', and 'Excise'. The user is logged in as 'Katerina Donaska' with the role 'Active Trader: uatcompany1'. The main content area is titled 'Tax Warehouse Inventory Reports' and contains a 'Search Tax Warehouse Inventory Reports' section. This section includes a 'Search Criteria' form with the following fields: 'TaxWarehouse Reference number' (text input), 'Document type' (dropdown menu showing 'EAD'), 'Action' (dropdown menu showing 'CANCEL\_CREDIT'), 'Submission Date From' (date picker), and 'Submission Date To' (date picker). Below the form are 'Search' and 'Clear' buttons. At the bottom of the form, there's a table header with columns: 'National product code', 'National Product Description', 'TaxWarehouse Quantity', and 'Actions'.

**Figure 4-43. Tax Warehouse Inventory Reports - Window**

Criteria that Trader can use within Tax Warehouse Inventory to generate the Tax Warehouse Inventory Report are:

- *Reference of Tax Warehouse;*
- *Date From / Date To;*
- *Type of Document;*
- *Type of Action*

Within these criteria the Trader, select options from drop down menus.

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The screenshot shows a web application window titled "Search Criteria". It contains several input fields: "TaxWarehouse Reference number", "Document type", "Action", "Submission Date From", and "Submission Date To". Below these fields are "Search" and "Clear" buttons. The "Document type" dropdown menu is open, displaying a list of options: EAD, EXC, EXD, EXF, EXG, EXK, EXM, EXO, EXP, EXS, and EXU. The "EAD" option is currently selected and highlighted in blue. Below the form, there are links for "National product code" and "National Prod", and a URL path "/WEB-INF/views/excise/".

This screenshot shows the same "Search Criteria" form, but with the "Action" dropdown menu open. The dropdown menu displays three options: CANCEL\_CREDIT, CREDIT, and DEBIT. The "CANCEL\_CREDIT" option is highlighted in blue. The other fields and the "Document type" dropdown remain the same as in the previous screenshot.

**Figure 4-44. Tax Warehouse Inventory Reports – Drop Down Options**

The printout of the Tax Warehouse Inventory Report will contain the following columns:

- No.;
- Reference of Tax Warehouse;
- National Product:
  - National Product Code;
  - National Product Description;
  - Tax Warehouse Quantity
  - Actions:
    - No.
    - Declaration/Document Type
    - Document Reference Number (wherever it is applicable);
    - Action;
    - Date and Time;
    - Quantity

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## 4.9 Annual Refund Quality for Beneficiary

Submenu for Annual Refund Quality for Beneficiary is designed to Annual Refund for a Beneficiary in the CDEPS system.

The screenshot shows the CDEPS: My CDEPS web application interface. At the top, there is a header with the CDEPS logo, the title 'CDEPS : My CDEPS', and a language selector. Below the header is a navigation bar with buttons for 'Actions', 'Transit', 'Import', 'Export', and 'Excise'. The main content area is titled 'Annual Refund Quantity for Beneficiary' and contains a search form. The search form has a title 'Search: Annual Refund Quantity for Beneficiary' and a 'Search Criteria' section. The 'Search Criteria' section contains two input fields: 'Refund Reference Number' and 'Year'. Below these fields are 'Search' and 'Clear' buttons.

**Figure 4-45. Annual Refund Quality for Beneficiary**

Search criteria Annual Refund for a Beneficiary are displayed in the following columns:

- *Refund Reference Number*
- *Year*

The following fields are displayed for an Annual Refund for a Beneficiary:

- Refund Beneficiary Type;
- Beneficiaries
  - Tax Number / IBAN / Passport;
  - Name – Surname / Trader Name;
  - Street Name – Street Address;
  - City;
  - Postcode
- Registration Date;
- National Product:

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- National Product Code;
- National Product Description;
- Refund Quantity
- Request for Refund
  - Document Reference Number;
  - National Product
    - National Product Code;
    - National Product Description;
    - Refund Quantity



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## 4.10 Drafts

Submenu for Drafts is designed to Search Drafts in the CDEPS system.

In View mode of Drafts, the system will display the following information:

- ✓ Description
- ✓ Search scope
- ✓ Manage Type
- ✓ Creation Date From
- ✓ Creation Date To

The User chooses to search for an already saved draft message via the relevant action in the Function list. The system displays the appropriate search screen to the Officer.

**Figure 4-46. Search Drafts**

The user is able to perform the following actions through the 'Search Draft' screen:

- Search a draft through various criteria;
- Submit a Draft
- View a draft and
- Delete draft(s).

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*Note: Number of allowed drafts per user that the system shall record is up to 25.*

*Rights to view draft are restricted only to view and modify drafts that Users have created.*

*When a draft, is submitted and accepted by the system, the draft will no more exist in the drafts list.*

**Figure 4-47. Available Options from Drop Down Menues**


The User provides one or more criteria based on which search is executed and chooses to proceed. The system verifies the validity of the provided parameters, applies the user provided criteria and displays the results of filtering. The User selects one draft to view its details from the available actions.

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The system opens the requested draft in view mode.


Search result information for drafts return the following information for a search for drafts:

 *ID;*

 *Description;*

 *Message Type;*

 *Creation Date;*

 *Username;*

 *TIN/ EORI ID and*

 *Selection.*

If the result of the process execution is successful, then the system notifies the user about the successful submission and sets the message state under the relevant state per process.

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## 4.11 Templates

Submenu for Templates is designed to Search Templates in the CDEPS system.

The screenshot shows the 'Excise Template Search' page in the CDEPS system. At the top, there's a navigation bar with 'Actions', 'Transit', 'Import', 'Export', and 'Excise' buttons. The 'Excise' button is highlighted. Below this, the 'Excise Template Search' section contains a 'Search Criteria' form. The form has the following fields: 'Description' (text input), 'Search scope' (dropdown menu), 'Message Type' (dropdown menu with 'All' selected), 'Creation Date from' (date picker), and 'Creation Date to' (date picker). Below the form are 'Search' and 'Clear' buttons. At the bottom, there's a table header with the following columns: ID, Description, Message Type, Creation Date, Username, TIN/CPIN, and Selection.

**Figure 4-48. Search Template**

The User provides one or more criteria based on which search is executed and chooses to proceed. The system verifies the validity of the provided parameters, applies the user provided criteria and displays the results of filtering. The User selects one template to view its details from the available actions. In 'View' mode of Templates, the system will display the following information:

- ✓ Description
- ✓ Search scope
- ✓ Message Type
- ✓ Creation Date From
- ✓ Creation Date To

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**Figure 4-49. Search Scope of Templates**

**Figure 4-50. Message Type of Templates**

The user is able to perform the following actions through the 'Search Templates' screen:

- Search a template through various criteria;
- View a template and
- Delete template (s).

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The User chooses to search for an already saved template via the relevant criteria in the Function list, like:

- ⌚ Description;
- ⌚ Search Scope;
- ⌚ Message Type and
- ⌚ Creation Date (From/To).

The system displays the appropriate search screen to the Officer.

*Note for Rights to view template: Users are only allowed to view and modify templates they have created. The system records up to 25 templates per user.*

ID	Description	Message Type	Creation Date	Username	TIN/EORI Id	Selection
2	exc	EXM15	Fri Jul 18 18:20:15 EEST 2014	trader1	MK424121234568	<input type="checkbox"/>

**Figure 4-51. List Search Templates**

Search result information for templates:

- ID;
- Description;
- Message Type;
- Creation Date;
- Username;
- TIN / EORI Id and

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- *Selection.*

## 4.12 File Upload

Submenu for File Uploads is designed to upload files in the CDEPS system.

To upload file in Trader Portal – Excise, the User has to select the proper function from the Excise menu. After selecting the function, the system displays proper screen.

With the option 'Browse', we find the file and select it for upload in the system.

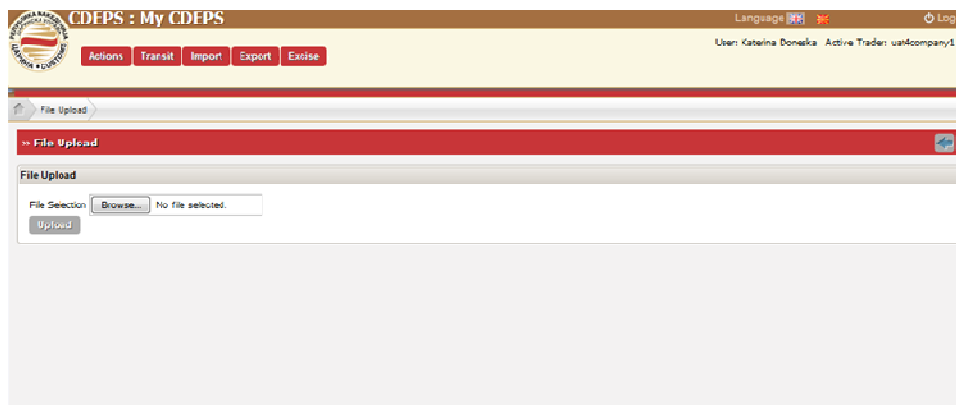
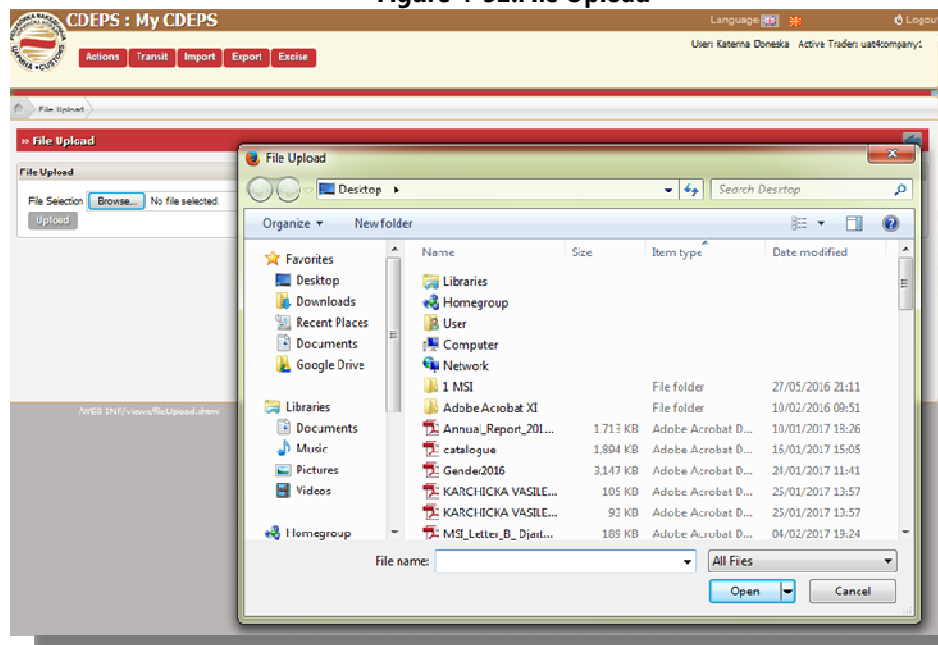


Figure 4-52. File Upload



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#### **Figure 4-53. File Upload– Selection of File**

The system allows the user to validate the provided data prior to submission. This is possible in any event regardless if declaration/ message data was provided manually or through the file upload mechanism. After the successful completion, the system notifies the user that the file is uploaded.

If an error occurs during the process of uploading, then the system will send the error message.

When the user presses the upload button and the system accepts the command, the User can see a print out of the message and can also pre-validate it before submission.



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## 4.13 Consultation Requests

Submenu for Consultation Request is designed to request consultations for the existing documents in the CDEPS system.

The screenshot displays the 'CDEPS : My CDEPS' web interface. At the top, there is a navigation bar with tabs for 'Actions', 'Transit', 'Import', 'Export', and 'Excise'. The 'Excise' tab is selected. Below the navigation bar, the 'Excise Consultation Request' submenu is active. The main content area shows the 'Consultation Request' form. The form contains several input fields: 'Document reference number', 'Document type' (a dropdown menu currently showing 'e-AD'), 'MSA Role' (a dropdown menu currently showing 'Dispatch'), 'Excise Authorization Number', 'TIN', and 'VAT number'. A 'Request' button is located in the top right corner of the form area.

**Figure 4-54. Consultation Request**

In order to request consultation for specific request, the user has to select 'Consultation request' from menu EXCISE.

If the Trader (or his representative) decides to request consultation from the appropriate action in the left menu, the system displays the 'Consultation Request' screen and prompts the user to provide the Document details. The user enters the relevant information and proceeds to submit the request. The system prompts the user to confirm his/ her action. The user confirms the consultation request.

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**Figure 4-55.Consultation Request**

If the result of the process execution is **successful**, then the system displays the declaration's relevant details to the user.

**Figure 4-56. Drop Down Menue for Consulation Request**

- If the user chooses to **abort** the action, the system returns the user to the main screen.
- If validation errors are found, then a relevant error notification is provided to the user and he/she is prompted to correct and resubmit.

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## 4.14 Taxes Calculation

Under the Excise Duties Declaration Details screen, there is a section for Taxes Calculation (multiple records allowed):

- ✓ *Type of tax: (business codelist NBC098);*
- ✓ *Tax Amount;*
- ✓ *Suspension Flag;*
- ✓ *Exemption Flag;*
- ✓ *Payment Due Date;*

It will be enabled in case the user requests for calculation of duties and taxes from the respective menu action in order to display the results for taxes and duties calculation. During editing of an Excise Duties Declaration, the 'Taxes Calculation' data group will contain the results of the duties and taxes calculation.

### 4.14.1 Excise Duties Tax Calculations

With selection of the Taxes Calculation function from the main menu, the system, presented the following screen:



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#### 4.14.2 Excise Stamps Collection Tax Calculations

In case that user want to calculate Excise Stamps Collection Tax, selects the proper function and system presented following screen:

**Figure 4-59. Excise Stamps Collection Tax Calculations**

The user selects Refund type and continue with search of taxes.

**Figure 4-60. Excise Stamps Collection Tax Calculations – Drop Down Menu**

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