

Malta SAD Export

Version 3.0+



User Guide

1. Introduction

This document describes the different functionality of the Malta Export System (MEX). The document is organized in two main sections; the first section is the Navigation Guide, which goes through the typical flow of frames in the system and the content of the frames. The second section is the General Functionality, which describes the functionality of the menus and menu items, the toolbar and in the frames

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3. Navigation Guide

3.1. Login

When the system is starting a dialog box is shown (see Figure 1) where the user must type a correct user name and password in order to log in to the system. When 'OK' is pressed the logon procedure initiates.



Figure 1 Login dialog

If the user name and/ or password are incorrect – an error message will be shown and the user must try again. After three erroneous attempts to log in with a wrong password the user account is closed and the user should contact the system administrator.

3.1.1. User Name

The user name has a maximum length of 8 characters and the first character must be alphanumeric.

3.1.2. Password

If the user types a wrong combination of user name/password, he is informed about this. If the user repeats this for three consecutive times, the user's account is closed.

At any point of time, the user is allowed to change his password. When doing this, the user must type the current password as well as the new password (twice) for comparison reasons. The two instances of the password must be similar. If not, the user must retype the new password.

The password must comply with certain rules:

- Minimum 6 characters
- Maximum 9 Characters
- Minimum 2 digits
- Minimum 4 alphanumeric characters. Case sensitive (a through Z)
- Maximum of 3 identical digits/alphanumeric characters

The password is only valid for a period of three months.

4. Declaration overviews

When the user logs on, a number of declaration overview and depending on the user type a number of overview tabs will be shown. (See Figure 2)

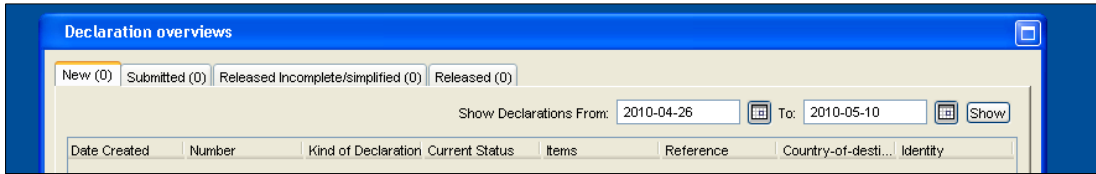


Figure 2 Example on Declaration overview for declarants.

The following table shows which overview tab that will be visible for the different roles.

Role, Statuscode / Overview tab	New	Submitted	Released Incomplete/Simplified	Released	Approved	Selected for Control	Awaiting Control	Accepted and Released	Seized and Cancelled
Visible Declaration with Status code	1,2 or 9	10,12 or 19	40	40	11,12	16,18	22,23 or 29	19,40	30,98
Approved Exporter	X	X	X	X	-	-	-	X	X
Consignor/Exporter	X	X	X	X	-	-	-	-	-
Customs Clearing Agent	X	X	X	X	-	-	-	-	-
Approved Clearing Agent	X	X	X	X	-	-	-	-	-
Customs Registrant	X	-	-	-	X	-	-	X	-
Customs Officer	-	-	-	-	X	-	X	X	X
Customs Risk Analyst	-	-	-	-	X	X	X	X	-

Each overview tab shows a list of declarations within a specified period. The period will by default be set to the last 28 days, but can be manually be changed.

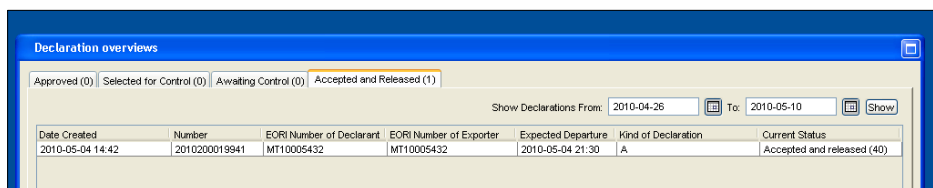


Figure 3, Overview tab for Customs Risk Analyst

4.1. Overview tab Columns

4.1.1. Date Created

The creation date of the declaration.

4.1.2. Number

The reference number of the declaration.

4.1.3. EORI Number of Declarant

The EORI Number of the declarant

4.1.4. EORI Number of Exporter

The EORI Number of the Exporter

4.1.5. Expected departure

Date and time of expected departure

4.1.6. Kind of Declaration

The letter that specifies the kind of declaration

4.1.7. Current Status

The current status code of the declaration and short description of the status code.

4.1.8. Item number

The item number in the declaration.

4.1.9. Marks and Numbers

The marks and numbers stated at the relevant item number.

4.1.10. Commodity code

The declared commodity code of the goods covered by the item.

4.1.11. Procedure

The procedurecode used in the item.

4.1.12. Kind of Declaration

The declaration type. Can be one of following:

- A – Complete
- B – Incomplete
- C – Simplified
- X – Incomplete Supplement
- Y – Simplified Supplement

5. Declarations (Type: A, B, C, X, Y)

Choosing the 'New' option from the "File" menu opens the possibility to create 3 kinds of declarations.

1. **Complete**
The common type of declaration.
2. **Incomplete**

A declaration type that have less mandatory boxes than a normal declaration. This kind of declaration must be completed by submitting af supplementary declaration afterwards (Type X).

IMPORTANT! The trader is required to have the right authorisations to be able to lodge, edit and view this kind of declaration. The functionality will be greyed out, if it is not available.

3. **Simplified**A declaration type that have less mandatory boxes than a normal declaration. This kind of declaration must be completed by submitting af supplementary declaration afterwards (Type y).
IMPORTANT! The trader must have the right authorisation to be able to lodge, edit and view this kind of declaration The functionality will be greyed out if it is not available.

Existing declarations can be opened by either double-clicking on the declaration in the overview or by choosing the 'Open' or 'Open specific' menu option. The declaration body (see Figure 4) is equal for all types of declaration only the enabled/disabled boxes might differ.

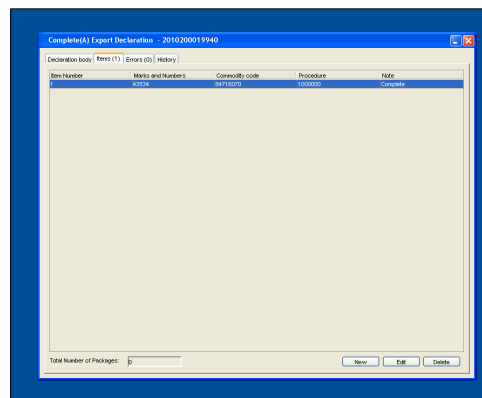
The screenshot shows a software window titled "New Complete(A) Export Declaration". The window has a blue title bar and standard window controls. Below the title bar, there are tabs for "Declaration body", "Items (0)", "Errors (0)", and "History". The main content area is divided into several sections:

- General:** 1.2. Type of Declaration: (A) Complete; All items are: Carried in a Container, Not Carried in a Container; S32. Specific circumstance indicator: 15a, Export Country MT.
- Enterprises Involved:** 2.1/2. EORI number of Exporter: MT [dropdown] [input]; Exporter is a Private Person; 2.3. Name of Exporter: [input]; 2.4. Address of Exporter: [input].
- 8.1/2. EORI number of Consignee:** [dropdown]; 8.3. Name of Consignee: [input]; 8.4. Address of Consignee: [input].
- 14.1/2. EORI Number of Declarant:** MT [dropdown]; 14. Type of Representation: Indirect, Direct; 14.3. Name of Declarant: [input]; 14.4. Address of Declarant: [input].
- Date and time of Departure/Clearance:** Expected Departure/Clearance: [input] [calendar icon] [dropdown]; Actual Departure: [input] [calendar icon] [dropdown].
- Active Means of Transport when Leaving the Community:** 25. Mode of Transport: [dropdown]; 21. Nationality (Country): [dropdown].
- Means of Transport at Departure:** 26. Inland mode of Transport: [dropdown]; 18.1. Identity: [input]; 18.2. Nationality (Country): [dropdown].
- Destinations and Offices:** 1.1. Area of Destination: [dropdown]; 17a. Country of Destination: [dropdown]; A. Office of Dispatch: MT000118 - Malta Custom... [dropdown]; 29. Office of exit: [input]; S13. Country of routing list: [input].
- Miscellaneous:** 22. Total Amount Invoiced: 0 [input]; 24. Nature of Transaction: [input] [input]; 7. Exporter Reference ID: [input]; S29. Transport charges mp: [dropdown].
- Location and Addresses:** 30.1/2. Location of Goods: OTHER [dropdown]; 49. Identification of Warehouse: [input].

Figure 4, Declaration body (Type A declaration)

Following tabs are visible for each declaration:

- **Declaration Body**
Main input form
- **Items**
Overview of the items covered by the . See FFigure 5
- **Errors**
List of errors that occurred during server validation
- **History**
List of different steps the declaration have been through



FFigure 5, Item overview

5.1. Item dialog

From the “Item” tab, items can be added and removed from the item overview. When the “New” or button is clicked a new Item appears, when the “Edit” button is clicked the highlighted item will open for further input, when the “delete” is clicked the highlighted item will be deleted. See Figure 6

Figure 6, Item dialog

5.2. Complete Export Declaration

A declarant may lodge a complete export declaration, or a customs registrant may key in a declaration on behalf of a declarant on basis of a declaration (SAD) received on paper.

The complete export declaration consists of a body part with general information regarding all of the covered goods and an item part which gives the details of the specific items.

The user interface guides the user when filling out the boxes of the declaration, and updates the availability of boxes and the content of data lists according to the user's interaction, thus helping the user from making errors.

Multiple users may work on the same declaration, and the user interface prevents the users from saving the declaration if it has been opened and saved by another user in the meantime

When accepted by the Customs, the declaration may only be viewed.

The declaration may be saved before it is complete for later completion and submission.

When submitted, the system initiate a validation based on the expected time of clearance. The validation checks the validity of the codes declared and the exporter's/declarant's authorisations and certifications. Furthermore the system warns the user if the net mass and/or the number of supplementary unit are not likely for the statistical value entered.

If a submitted declaration contains validation errors, the declaration is rejected and the user informed about the error. The user may edit an already submitted (but not yet accepted) declaration and submit it again (or save it for later completion/submission).

Every time the content or the status code of a declaration changes it is logged in the "history" tab. The user may view this log apart from changes to and from status 16 (Selected for Control) and 18 (Not selected for control).

At any point of time a copy of a declaration (with a new declaration number) may be saved. If not submitted, the declaration type can also be changed and the declaration saved with the same declaration number.

The declaration can either be printed as a document with all information from the declaration or the declaration can be exported as a PDF-document in the form of an sSAD (security and safety SAD)

5.3. Approved exporter

An approved exporter may lodge any kind of export declaration according to his authorisations.

The approved exporter can insert the actual time of departure without the interference of a customs officer. The export system then accepts the declaration in case of no errors.

6. Content of the declaration body

6.1. General

6.1.1. Type of Declaration (box 1.2)

The type of declaration is chosen when the declaration is created, and is shown in box 1.2 of the declaration body.

There are three possible types of declarations:

A – Complete declaration

B – Incomplete declaration

C – Simplified declaration

6.1.2. Carriage of Items (unnumbered box)

Indicates whether the goods are carried in a container or not. The selection affects e.g. the available values in box 31.4 “Kind of Package” on each item.

6.1.3. Specific circumstance indicator (box S32)

If there are any specific circumstances regarding the export, the code is automatically calculated by the system and put in box S32

The possible codes are:

A Postal and express consignments

B Ship and aircraft supplies

C Road mode of transport

D Rail mode of transport

E Authorised economic operators

6.1.4. Export country (box 15a)

The actual country of export, at the moment the code will always be MT

6.2. Enterprises Involved

6.2.1. EORI Number, name and address of Exporter (Box 2)

The EORI number of the exporter. The EORI number consists of the Country code in box 2.1 and the number in box 2.2. Normally it is a Maltese exporter, and in this case the EORI number will be MT followed by the exporter’s number in the Customs’ Enterprises Register.

The exporter’s name and address will automatically be shown in box 2.3 and 2.4.

If the exporter is a private person, and not registered in the enterprise register, the box “Exporter is a private person” should be ticked off and the name and address of the exporter should be entered manually.

6.2.2. EORI number, name and address of Consignee (box 8)

The country code of the consignee is entered in box 8.1.

If the consignee has got an EORI number it is entered in box 8.2.

If the consignee doesn't have an EORI number the name and address of the consignee is entered in box 8.3 and 8.4 instead.

6.2.3. EORI number of declarant and type of representation (box 14)

The EORI number of the declarant. The EORI number consists of the Country code in box 14.1 and the number from the Customs' Enterprises Register in box 14.2.

A customs clearing agent may represent an exporter in two different ways:

Direct, in which case the representative shall act in the name of and on behalf of another person, or

Indirect, in which case the representatives shall act in his own name but on behalf of another person.

Type of representation is indicated by ticking off the box "indirect" or "direct" in box 14. The default value is direct.

The declarant's name and address will automatically be shown in box 14.3 and 14.4.

If the declaration is inserted by an exporter or a representative, box 14 will automatically be filled in, depending on the role of the user logged on to the system.

6.3. Date and Time of Departure/ Clearance

6.3.1. Expected Departure/Clearance (unnumbered box)

Date for the expected departure/clearance of the goods. The day and time the goods are expected to be presented at the office of exit. In case of an approved exporter, "expected departure/clearance" is the expected date and time when the loading is started.

6.3.2. Actual Departure (unnumbered box)

Actual departure is the date and time that the Customs formally accepts the declaration. The actual date and time of clearance is inserted by a customs officer by accepting the declaration (see point 13.1.6).

For an approved exporter, the actual time is the time when the goods leave the loading location. The actual time of departure is entered by the approved exporter.

6.4. Active Means of Transport when Leaving the Community

6.4.1. Mode of Transport (box 25)

The code of the mode of transport when leaving the customs territory.

6.4.2. Nationality (box 21)

The country code of the means of transport entered in box 25.

6.5. Means of Transport at Departure

6.5.1. Inland mode of Transport (box 26)

The code for the mode of transport used when the goods are loaded and the export formalities are completed at departure.

6.5.2. Identity (box 18.1)

The identity, e.g. registration number(s) or name of the means of transport entered in box 25.

6.5.3. Nationality (Country) (box 18.2)

The country code for the nationality of the means of transport entered in box 25.

6.6. Destinations and Offices

6.6.1. Area of Destination (box 1.1)

The code of the geographic area of destination.

6.6.2. Country of Destination (box 17.a)

The country code of the country of destination.

6.6.3. Office of Dispatch (box A)

The place/Customs office where the declaration is accepted/the goods are cleared.

6.6.4. Office of Exit (box29)

The code of the customs office where the goods leave the EU, according to The Customs Office List of exit offices

6.6.5. Country of routing list (box S13)

A list of country codes of the countries that the goods are expected to pass to the extend known. The country codes must separated by “;” and the country of departure and the country of destination cannot be entered.

6.7. Miscellaneous

6.7.1. Total Amount Invoiced (box 22)

The invoiced price for all goods declared in the declaration. The field is the sum of the statistical value (box 46) from all items. The invoiced price must be declared in Euro.

6.7.2. Nature of Transaction (box 24)

The nature of the transaction is entered by a two digit code separated in two boxes. The code that is most commonly used is 1 1 which is a normal sales transaction. The complete list of codes can be found in regulation 2286/2003.

6.7.3. Exporter Reference ID (box 7)

The exporters own internal reference number, e.g. UCR number or a reference number from the company's accounting system.

6.7.4. Transport charges mode of payment (box S29)

The code of the mode of payment for the transport costs.

6.8. Location and Addresses

6.8.1. Location of Goods (box 30)

The location where the goods may be inspected. If “OTHER” is chosen the exact place must be manually entered in box 30.2.

6.8.2. Identification of Warehouse

If the goods are exported from a bonded warehouse, the number of the warehouse must be entered.

7. Items

The tab “Item shows a list of items already covered by the declaration if any.

7.1. Item Number

The number of the item.

7.2. Marks and Numbers

The marks and numbers stated at the relevant item number.

7.3. Commodity Code

The declared commodity code of the goods covered by the item.

7.4. Procedure

The procedurecode for the item.

7.5. Note

Information whether the item is complete or incomplete.

7.6. New Item/ Edit Item

When pressing the ‘New’ button (in the bottom of the Item list) an empty item body appears.

When pressing the “edit” button (in the bottom of the Item list) the highlighted item will open for corrections.

Malta export
File Edit View Functions Tools Window Help

New Item

Packages and Description of Goods

31.1. Marks and Numbers:

31.2. Container Numbers:

31.3. Number of packages:

31.4. Kind of Packages:

31.5. Goods Description:

Procedure

37. Procedure code:

Description:

Commodity code

33. Commodity code:

Article & Paragraph code:

Description:

Miscellaneous

34a. Country-of-origin:

35/38. Gr/Net mass (kg):

Additional information, documents, certificates

44.1. Authorisations:

44.2/44.3. Certificates:

Type	Number	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add..."/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

40. Documents:

44.5. Invoice Number:

44.6. Transport Doc:

44.7a. Message code:

44.7. Additional Inf:

44.8. Part Delivery/Order:

44.11. BW account:

44.12. UN dangerous goods code:

41. Supplementary Units:

46. Statistical Value:

Pressing 'OK' adds the new item to the list. 'Cancel' closes the item body without adding the item.

When an existing item is opened for correction, pressing "OK" saves the corrections, pressing "Cancel" leaves the original item without saving the corrections.

8. Content of the declaration item

8.1. Packages and Description of Goods

8.1.1. Marks and Numbers (box 31.1)

The marks and numbers necessary to identify the packages containing the goods.

8.1.2. Container Numbers (box 31.2)

If the goods are loaded in a container, it must be indicated in the unnumbered box of the document body and the number of the container(s) in which the goods are loaded must be entered.

By clicking the “add” button a pop up box opens and the container number can be entered. By clicking “ok” in the pop up box, the number is added.

The container number must consist of four letters followed by 7 digits. If this is not the case, a warning will be shown, which can be ignored, as the container number may be correct even though it doesn’t follow international standards.

By clicking the “remove” button the highlighted number will be deleted.

8.1.3. Number of packages (box 31.3)

The number of packages or, in the case of unpackaged goods, the number of such goods covered by the declaration.

8.1.4. Kind of Packages (box 31.4)

The code of the kind of packages for the goods.

8.1.5. Goods Description

Description of the goods covered by the item. The description should be a normal commercial or technical description which is precise enough to verify the commodity code.

8.2. Procedure

8.2.1. Procedure code (box 37)

The procedure code telling which customs procedure the goods are declared for. The procedure code is divided in three separate subdivisions as described below:

Digit No.	Description of values.
1-2	Present procedure (numeric)
3-4	Previous procedure (numeric)
5-7	Further specification (alphanumeric)

8.2.2. Description

A verbal description of the chosen procedure code is automatically shown.

8.3. Commodity Code

8.3.1. Commodity Code (box 33)

The commodity code is the 8-digit code from EU's Combined Nomenclature of the goods covered by the item.

If relevant one or two 4-digit additional codes must be entered as well.

8.3.2. Article & Paragraph code (unnumbered box)

In some cases, depending on the procedure code, it is possible to use a 4 digit article- and paragraph code instead of the 8 digits commodity code.

8.3.3. Description (unnumbered box)

A verbal description of the chosen commodity code or article & paragraph code is automatically shown.

8.4. Additional Information, Documents, Certificates

8.4.1. Authorisations (box 44.1)

If an authorisation is needed to export the covered goods, the authorisation number(s) must be entered.

By clicking the "add" button a pop up box opens and the authorisation number must be entered. By clicking "ok" in the pop up box, the number is added.

By clicking the "remove" button the highlighted number will be deleted.

8.4.2. Certificate(s) (box 44.2/44.3)

If a certificate is used in connection with the exported goods it must be entered. A certificate could for example be necessary for export of goods covered by the CITES regulation or if the exporter/declarant holds an AEO-certificate.

By clicking the "add" button a pop up box opens and the certificate number must be entered. By clicking "ok" in the pop up box, the number is added.

By clicking the "remove" button the highlighted number will be deleted.

8.4.3. Documents (box 40)

By clicking the "add" button a pop up box opens and the category, type and number of relevant documents can be entered. By clicking "ok" in the pop up box, the data is added.

The categories are:

"X" – summary declaration

"Y" – initial declaration

"Z" – Previous documents

The relevant type is chosen from a drop down list and the number of the document (e.g. the manifest number) is entered.

By clicking the “remove” button the highlighted number will be deleted.

8.4.4. Invoice number (box 44.5)

The number of the invoice covering the goods is entered.

8.4.5. Transport Doc (box 44.6)

By clicking the “add” button a pop up box opens and the transport document number(s) must be entered. By clicking “ok” in the pop up box, the number(s) is added.

By clicking the “remove” button the highlighted number will be deleted.

8.4.6. Message code (box 44.7a)

If a message code is needed for additional information, the relevant code is chosen from the drop down box.

8.4.7. Additional Inf (box 44.7)

May contain a message to the customs giving any verbal additional information needed to clear the goods.

8.4.8. Part Delivery/ Order (box 44.8)

The box must be filled out if the item in question is split into multiple components and exported at different dates, and if the commodity code (according to TARIC) must be declared with part delivery.

The first box defines whether the delivery is the start of multiple deliveries, one of multiple deliveries or the last delivery. The second box is an order number assigned by the declarant.

8.4.9. BW account (box 44.11)

If the goods are exported from a bonded warehouse the reference to the bonded warehouse must be made in this box.

8.4.10. UN dangerous goods code (box 44.12)

If the item covers dangerous goods, the UN dangerous goods code must be entered.

8.5. Miscellaneous

8.5.1. Country-of-Origin (box 34a)

Country of origin for the goods covered by the item.

8.5.2. Gr/Nt Mass (kg) (box 35/38)

Gross mass: The aggregated mass of the goods in kilograms with all their packing, excluding containers and other transport equipment.

Nett mass: The net mass is the mass of the goods themselves in kilograms without any packaging.

Both gross mass and net mass may be entered with three decimals.

8.5.3. Supplementary Units (box 41)

The supplementary unit (e.g. square metres or litres) is entered.

8.5.4. Statistical Value

The statistical value of the goods covered by the item in EURO is entered.

9. Errors

List of the current errors in the declaration. The list is updated each time the declaration is validated.

9.1. Number

A consecutive numbering of the errors detected in the declaration.

9.2. Description

A short verbal description of the error and a reference to the box containing the error

9.3. Part

Describes whether the error is in the document body or which item number.

10. Risk Analysis and Reporting

10.1. Description

"Risk analysis and control" is the fourth tab of the export declaration. It is only visible to a customs officer. It is used for specifying control and reporting.

The top half of the page is used by a "risk analysis officer" to define the kind of control to be carried out. This normally takes place in the 2 hours before expected time of departure.

Selections done by risk analysis officers are not visible to other customs officers until the 2 hour period is over or a selection (selected for control or not selected for control) has been done (by which the 2-hour period ends pre-emptive).

The lower part of the page is used for reporting by regular customs officers carrying out the control. This part is only available when the declaration is in status code 22, 23 or 29.

10.1.1. Selected /Not Selected for Control

Indicates whether the declaration is selected for control or not.

10.1.2. Control to be Carried Out

Indicates the type of control that has to be carried out. Code telling whether a physical control is requested or not and if requested the detail of the control:

0 = No control

1 = Full control

2 = Partial control

10.1.3. Boxes Subject to Control

Defines the particular parts of the transport/goods that have to be controlled.

10.1.4. Message from Risk Analysis Officer

Message to the controlling customs officer from the risk analysis officer with details about the control.

10.2. Reporting

10.2.1. Description of Sampling Carried Out

If there has been taken samples from the goods, the description of the samples are entered here.

10.2.2. Exporter Representative

The company representative for the exporter

10.2.3. Message from Reporting Officer

Message from the customs officer that has performed the control.

10.2.4. Time used for Control

Time used when controlling the goods in minutes.

10.2.5. Print Inspection List

Print the inspection list

10.2.6. Report List

List of control reports.

10.2.7. Release

Releases the selected declaration.

10.2.8. Seize Consignment

Used if the goods are seized.

11. History

11.1. Date

Date of the particular entry.

11.2. Status

The status of the declaration on a particular entry.

11.3. User ID

User id of the user who was performing the last operation.

11.4. Kind of Declaration

The type of declaration from box 1.2.

A – Complete declaration

B – Incomplete declaration

C – Simplified declaration

11.5. Items

Number of items 1-99.

General Functionality

12. Menus

Notice: Quick keys can be used when the declaration on the frame is activated. They can be used to activate specific menu item functions without use of the mouse. For example by pressing Ctrl+S the same function is being used as if one used the mouse to activate the menu File and then pressed Save. Not all menu items have a quick key – if a quick key exists it is written next to the menu-item function.

12.1. File Menu

The menu File has the following menu items: New, Open, Open Specific, Close, Close All, Save, Save as, submit, Print, export to PDF and Exit.

12.1.1. New

Create a new declaration from scratch.

Has the sub-items: (A) Complete declaration; (B) Incomplete declaration; (C) Simplified declaration.

(A) Complete declaration is available to Exporters, Approved Exporters, Customs Clearing Agents and Customs Registrants.

Quick key: Ctrl + N

(B) Incomplete declaration and (C) Simplified declaration are only available to companies holding an authorisation to the procedure, clearing agents and customs registrants.

No quick key available.

12.1.2. Open

Loads the data for the selected declaration.

If the status code for a declaration is between 0-19, the declaration is opened for editing.

If the status code for a declaration is between 20-40, the declaration is opened for viewing only.

Quick key: Ctrl + O or double click on the line.

12.1.3. Open Specific

Opens a declaration "manually", i.e. by typing the number of the declaration instead of selecting it from a list. A dialog box is opened and after typing the declaration number 'OK' is chosen. Pressing 'Cancel' closes the dialog box and returns to the former window.

If the status code for a declaration is between 0-19, the declaration is opened for editing.

If the status code for a declaration is between 20-40, the declaration is opened for viewing only.

No quick key available.

12.1.4. Close

Closes the active window (a declaration). If the declaration has not been saved previously, or if it has been edited since it was opened, the user is prompted and asked whether the declaration should be saved before closing.

No quick key available.

12.1.5. Close All

Closes all open windows containing declarations (thus not search windows) except the declaration list. For each declaration, that has not been saved previously, the Close-dialog appears.

No quick key available.

12.1.6. Save

Saves the declaration without submitting it, i.e. it is not validated and is considered a draft.

Only available to Exporters, Approved Exporters, Customs Clearing Agents and Customs Registrants and only for declarations in a status code less than 19.

Quick key: Ctrl + S

12.1.7. Save As...

Opens the dialog box 'Save as' and the declaration can be saved as a copy of the current declaration. Furthermore the declaration type can be changed if the company has got an authorisation for other declaration types. 'OK' completes the saving and 'Cancel' closes the dialog box and returns to the former window.

If the copy made, is a different declaration type, some fields may be lost due to the fact that they may include different data.

Only available to Exporters, Approved Exporters, Customs Clearing Agents and Customs Registrants.

No quick key available.

12.1.8. Submit

Submit the selected declaration(s) as export declaration(s). The declaration can either be accepted (status code 11) or turn out with an error (status code 09).

No quick key available.

12.1.9. Print

Prints the selected declaration/list.

Quick key: Ctrl + P

12.1.10. Export to PDF

Exports the declaration to a PDF file which can be saved and printed. The PDF file is in a form of an sSAD (safety and security SAD).

Only available when the declaration is open.

No quick key available.

12.1.11. Exit

Exits the export system. If trying to exit the application without having saved the current work (one or more new or changed declarations) the Close-dialog will appear.

Quick key: Alt + F4

12.2. Edit Menu

The menu Edit has the following menu items: Undo, Cut, Copy, Paste, Delete, Search and Select All.

12.2.1. Undo

Undoes the last edit.

Quick key: Ctrl + Z

12.2.2. Cut

Copies the selected text to the clipboard and deletes it from the field.

Quick key: Ctrl + X

12.2.3. Copy

Copies the selected text to the clipboard.

Quick key: Ctrl + C

12.2.4. Paste

Pastes the previously copied/cut text from the clipboard.

Quick key: Ctrl + V

12.2.5. Delete

Deletes the selected declaration or item. For each declaration selected, the user is prompted to confirm the deletion. If 'Yes' is chosen the declaration is deleted, if 'No' is chosen the dialog box disappears and nothing has changed.

Only available to Exporters, Approved Exporters, Customs Clearing Agents and Customs Registrants and only when the declaration is in a status code less than 19.

Quick key: Ctrl + D

12.2.6. Search Using the Following Criteria

Opens a search window where search for declarations using the following criterias can be done:

TR Number of Declarant

TR Number of Exporter/ Consignor

Office of Dispatch

Show the Following Declarations:

Kind of Declaration either Complete export or advance export –declaration.

Current Status Code

Show Declarations:

From a date

To a date

Search is only available to Customs officers, Customs Risk Analysis Officers and Customs Registrants.

Quick key: Ctrl + F

12.2.7. Select All

Selects all the declarations on the current view.

Quick key: Ctrl + A

12.3. View

The menu View has the following menu items: Refresh and SAD Numbers.

12.3.1. Refresh

Refreshes all the views (the content on all the tabs).

Quick key: F5

12.3.2. SAD Numbering

If “SAD Numbers” is selected the box numbers from the SAD is shown in front of the boxes.

No quick key available.

12.4. Functions

12.4.1. Change declaration type

When the declaration is in a draft status, the declaration type may be changed by choosing the type in the sub-list.

12.4.2. Declaration supplement

When an incomplete or simplified declaration has been made it must be supplemented. When the declaration is chosen from the sub-list, the original incomplete or simplified declaration opens. Only the boxes that are allowed to change/supplement are opened for entering.

The supplementary declaration must be submitted and will be validated and approved when correct.

No quick key available.

12.4.3. Open for Correction

Declarations in status code 22, 23, 29 or 40 may be corrected. The declaration to be corrected must be open and when pressing 'Make Correction' the fields that are available for corrections are activated. When the corrections are made choose 'Save' (in the File-menu or the icon representing save).

Only available to Costums Registrants.

No quick key available.

12.5. Tools

The menu Tools has the following menu item: Change Password.

12.5.1. Change Password

Changes the password for the current user id. A dialog box appears where the current user name and password must be typed along with the new password and confirmation of the new password. When 'OK' is pressed the password is changed to the new one. 'No' closes the dialog box and nothing has changed.

See section 3.1.2. for password specifications.

No quick key available.

12.6. Window

12.6.1. <Titles of open windows>

Shows the titles of all open windows. Clicking the title brings the window to front.

No quick key available.

12.7. Help

The menu Help has the following menu item: Contents and Index, Functional Specification, User Manual and About.

12.7.1. Contents and Index

Content and index for all help in MEX.

Quick key: Ctrl + F1

12.7.2. Functional Specification

The functional specification for MEX

No quick key available.

12.7.3. About

Opens the about dialog which displays versioning information and copyright.

No quick key available.

13. Context menus

When right clicking on a declaration/item line in one of the overview tabs a context menu appears. This chapter will describe the different menu options.

13.1. Declaration context menu

When right clicking on a declaration line in one of the overview tabs a context menu will appear see Figure 7.

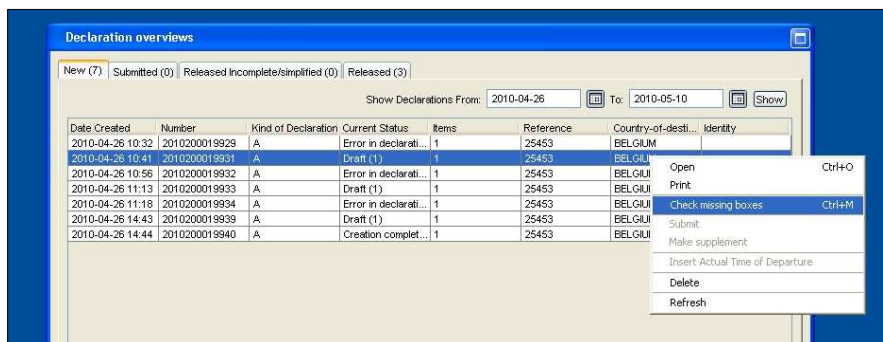


Figure 7, "New" overview tab with context menu

13.1.1. Open

Opens the highlighted declaration.

Dependent on role (Declarant/Costums) and status code the declaration may open for edit or view.

13.1.2. Print

Prints the selected declaration/list.

13.1.3. Check missing boxes

A declaration cannot be submitted until data is entered in all the necessary boxes. "check missing boxes" gives an overview of necessary boxes that are not filled in.

If boxes are missing at the document body, the box number is shown.

If boxes are missing at an item, the item number is shown. When right clicking at an item, the "check missing boxes" will show the box numbers of any missing boxes at the specific item.

Quick key Ctrl + M

13.1.4. Submit

Submit the selected declaration(s) as export declaration(s). The declaration can either be accepted (status code 11) or turn out with an error (status code 09).

13.1.5. Make supplement

Opens a supplementary declaration to the incomplete or simplified declaration.

13.1.6. Accept

Accepts the declaration with actual departure. When 'Accept' is chosen the declaration is being validated and can either be accepted or turn out with an error.

Only available to Customs officers and Customs Registrants and only when the declaration is in status code 11, 16 or 18.

13.1.7. Cancel

Cancels the selected declaration(s) (moves to status code 98) and is chosen when an exporter has handed in a cancellation.

Cancel is only available to Customs Registrants and only when the declaration is in status code 22, 23 or 29.

13.1.8. Delete

Deletes the selected declaration or item. For each declaration selected, the user is prompted to confirm the deletion. If 'Yes' is chosen the declaration is deleted, if 'No' is chosen the dialog box disappears and nothing has changed.

Only available to Exporters, Approved Exporters, Customs Clearing Agents and Customs Registrants and only when the declaration is in a status code less than 19.

Quick key: Ctrl + D

13.1.9. Search

Opens the search dialog.

See 12.2.7.

No quick key available.

13.1.10. Refresh

Refreshes all the views (the content on all the tabs).

Quick key: F5

13.2. Item context menu

When right clicking on a Item line a context menu appears. See Figure 8.



Figure 8, Item context menu

13.2.1. Open

Opens the item for editing

13.2.2. Print

Prints the declaration

13.2.3. Check missing boxes

If the item is incomplete, clicking "check missing boxes" gives a list of the mandatory boxes that are not filled in.

13.2.4. Delete

Deletes the item

13.2.5. Cut

13.2.6. Copy

13.2.7. Paste

13.2.8. Select all

14. Toolbar

14.1. Toolbar

The toolbar contains icons that represents short cuts to complete functions.

14.1.1. New

Icon: 

See 12.1.1 for specification of functionality.

14.1.2. Save

Icon: 

See 12.1.6 for specification of functionality.

14.1.3. Print

Icon: 

See 12.1.9 for specification of functionality.

14.1.4. Cut

Icon: 

See 1.2.2 for specification of functionality.

14.1.5. Copy

Icon: 

See 12.2.3 for specification of functionality.

14.1.6. Paste

Icon: 

See 12.2.4 for specification of functionality.

14.1.7. Undo

Icon: 

See 12.2.5 for specification of functionality.

14.1.8. Submit

Icon: 

See 12.1.8 for specification of functionality.

14.1.9. Help

Icon: 

When pressing the Help icon, the general functional customs procedure specifications opens.

15. Use of the Export application

This chapter gives some explanation on common tasks and useful hints.

15.1. Flow of a declaration

The flow for an Export declaration is as follows:

- Create the declaration and Items until all mandatory boxes are filled in and the declaration is marked as “Complete”
- Submit the declaration at least 2 hours before expected export. The declaration will be server validated and changes its status to 11 and the declaration are moved to the “Submitted” tab and will be available for risk analysis.

If errors were found during the server validation, the declaration changes its status code to 9 and remains in “New” tab.

As long as the risk analysis has not been done, the declaration may be changed and re-submitted, again at least 2 hours before expected export.

- An “Approved Exporter” or “Customs Officer” can insert the actual time of export.

The “Approved Exporter” can only insert the actual time after the expected departure time.

The customs officer can see, if the declaration is selected for control or not. When the declaration was checked/released it changes to status code 40 “Released”

15.2. Submit a declaration

A declaration can be submitted in different ways. It is required that the declaration is in “status code” 2. If this is not the case, the “Check missing boxes” function can be used to help complete the declaration. Please see Chap. 15.3 for detailed description.

15.2.1. Submit an active open declaration

If a declaration is open and has the focus and has been saved, it is possible to use either the menu “File/Submit”, the toolbar or right click the declaration line on the “New” tab and select “Submit”. The open declaration will be closed when submitted.

15.2.2. Submit a not open declaration

If in the “New” tab a declaration line is selected, the File/Submit, Toolbar button or right click and “Submit” can be used.

15.3. Check missing boxes

During the lodging of the declaration the registrant has the possibility to save the declaration and check for missing boxes. A declaration cannot be submitted before status code 2 has been reached (No missing boxes).

The check may be done in any of the 2 following ways:

1. If the declaration is open, then press “Ctrl. + M” at the document body.

A pop up window will show which boxes are missing at the document body and the item number of any item that hasn't got all mandatory boxes filled in.

To check boxes at the items, go to the Item overview tab in the open declaration. The items that have a remark “incomplete” in the column “Note” have mandatory boxes that are not filled in.

Right click on the relevant item lines and choose “Check missing boxes”.

A pop up window will show which boxes are missing for the selected item.

2. in the declaration overview the current status column shows whether a declaration is ready to be submitted (Status code 2) or is draft (Status code 1). If there are lines with status code 1, the “Check missing boxes” can be found by right clicking the line.

15.4. Drop-down boxes

The drop-down boxes in the declaration frames are normally sorted alphabetically. By pressing on the first letter of the word the first word starting with that letter in the list is marked. Use the arrow-down button to find the correct word and press the tab-button (or the mouse) to choose the word.

By pressing the first characters in a fast sequence the value starting with these characters will be highlighted.

The right code can also be accessed by scrolling with the mouse or using the up/down arrow.