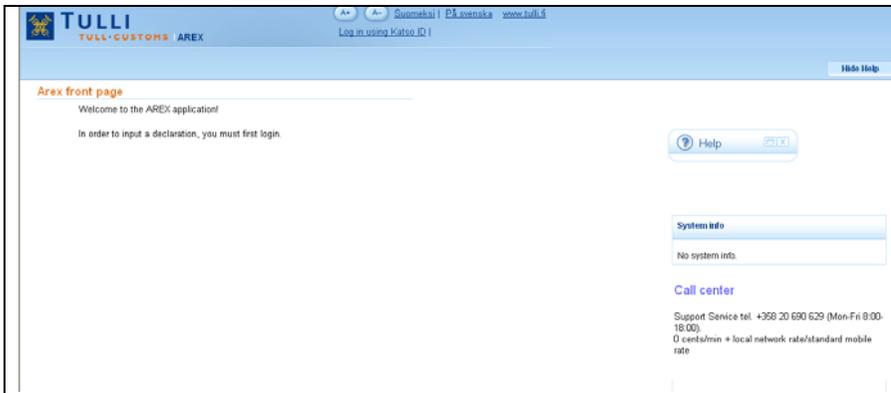


## **WEB AREX: User's Instructions and Completion Rules**

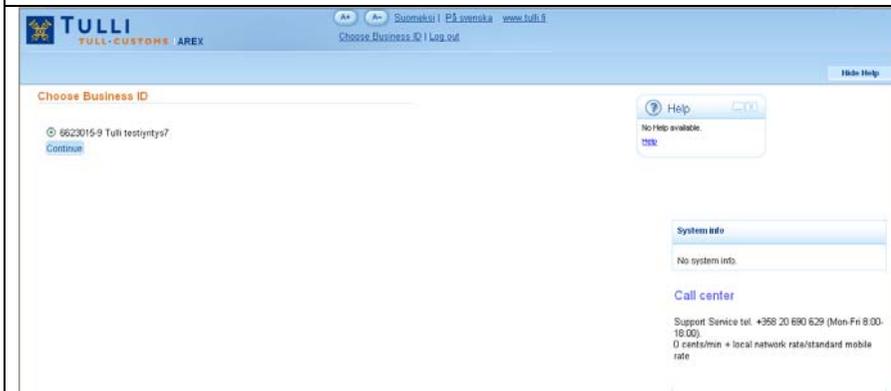


## FRONT PAGE

On the front page of the web service, you will find general information on the application, a link to the terms of use and to the user's guide, system info and information on the call centre.

On the front page of the web service, all users can select the language of the user interface (the default language is Finnish; the other alternatives are Swedish and English). Customs' messages to customers will be completed in the language of the selected user interface.

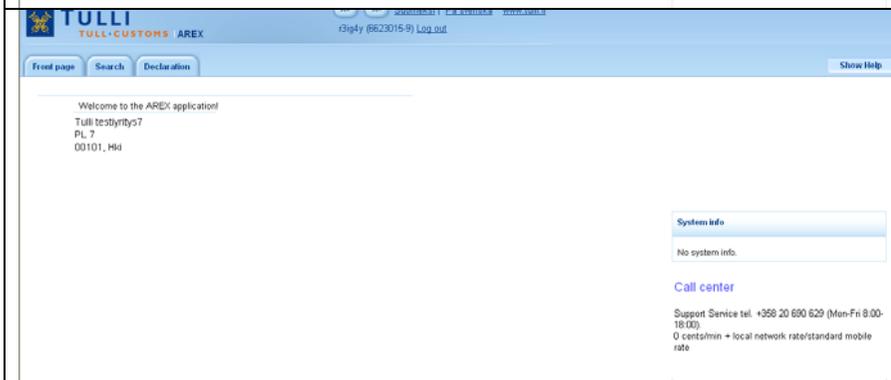
Users can log in to Web AREX by clicking the '**Log in using KATSO ID**' link.



## FRONT PAGE (IDENTIFIED USER LOGGED IN USING KATSO ID)

A user who has logged in using the KATSO ID sees a page showing the companies linked to the KATSO ID in question. The declarant must always select from the menu the company in whose name he or she will submit declarations. Change of company requires logout and new identification using the Business ID of the other company.

If there is only one Business ID registered under the KATSO ID, the user should press the '**Continue**' button.



At the top of the page, a holder of the KATSO ID can see the ID used to log in to the web application.

Identified users can see

1. the Search tab, where they can search the declarations they have submitted, using certain search criteria.
2. the Declaration tab, where they can choose among the types of declarations available to them.

The screenshot shows the '615 Exit summary declaration' form in the TULLI system. The form is organized into two main sections: 'Basic information' and 'Location information'. The 'Basic information' section contains several input fields, some with asterisks indicating they are mandatory. These include 'Declaration date and time \*' (with a calendar icon), 'Place of declaration \*', 'Specific circumstance indicator' (a dropdown menu), 'MRN', 'Declaration reference number (DRN) \*', 'Unique consignment reference number (UCR)', 'Total number of items \*', 'Total number of packages', 'Total gross mass (kg)', and 'Transport charges method of payment' (a dropdown menu). The 'Location information' section includes 'Customs office of exit \*' (a dropdown menu), 'Agreed location of goods code', 'Agreed location of goods', and 'Customs sub-place (customs office)'. A navigation bar at the bottom of the form features four buttons: 'Previous', 'Cancel', 'Next', and 'Save'.

## GENERAL INSTRUCTIONS

The tooltips associated with the fields to be completed will guide the completion of a declaration box-by-box. Tooltips mean contextual help elements that pop up in the hint box that appears when the user moves the mouse cursor over the field to be filled in and clicks the left mouse button.

Any field marked with an asterisk \* is mandatory. A field marked with an asterisk in brackets (\*) indicates that a condition exists to enter this information.

Formatted texts cannot be inserted into the declaration fields. If formatted text is copied e. g. from a Word document and pasted into a declaration field, the formatting of the pasted text will not be preserved (but the text will remain in the field). However, HTML tags used for formatting, such as <b>, cause an error message even before the declaration can be sent.

Next to the date fields there is a calendar where you can select the desired date. In some date fields, the time shall also be entered. In addition to the selected date, the default time 00:00, which the user must change, is shown in the field. The date can also be entered directly in the date field, in the form dd.mm.yyyy (e.g. 24.08.2009).

By clicking the menu arrow, the user sees the list of the alternatives from which to select. To select the desired alternative, you click it with the mouse. You can also type text in the field, and then you see the alternative beginning with the letter you typed in the field.

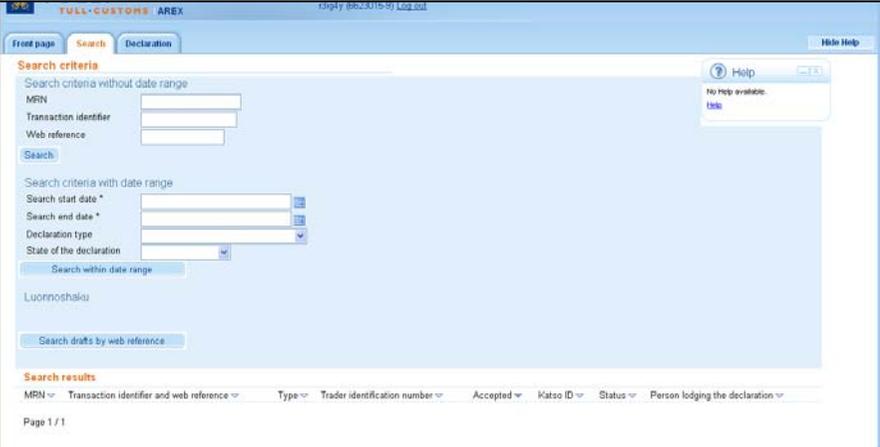
If there is an 'abc' box in the end of a field and when you type at least 2 characters of a code or a code description you'll see a menu where you can select the alternative you want. The application shows all the alternatives with the letter combination you typed. This function is also available for entering the country codes (e.g. if the country of destination is the Russian Federation, you can start by typing ru). The more characters you type the easier it is to find the right alternative.

## BUTTONS DISPLAYED IN ALL THE SCREENS

By clicking '**Previous**', the user can return to the previous page.

By clicking '**Cancel**', you can empty the fields if they were empty before the data was entered. If the fields contained data that had been entered earlier and these data were then changed, clicking 'Cancel' will return the original data.

By clicking '**Next**', the user can move to the next page. After clicking this button, the application will display an error message if compulsory data are missing.

	<p>The <b>'Save'</b> button will also be enabled for identified users allowing them to change information that has already been saved, e.g. when correcting errors. Later in summer 2010, a click on the 'Save' button will also save the data of an unfinished declaration as a draft and the user can continue entering the data later.</p>
 <p>The screenshot shows the AREX search interface. At the top, there are tabs for 'Front page', 'Search', and 'Declaration'. The 'Search' tab is active. Below the tabs, there are two main sections: 'Search criteria without date range' and 'Search criteria with date range'. The first section includes input fields for MRN, Transaction identifier, and Web reference, with a 'Search' button. The second section includes input fields for Search start date, Search end date, Declaration type, and State of the declaration, with a 'Search within date range' button. At the bottom, there is a 'Search results' section with a table header containing columns: MRN, Transaction identifier and web reference, Type, Trader identification number, Accepted, Katso ID, Status, and Person lodging the declaration. The page number 'Page 1 / 1' is visible at the bottom left.</p>	<p><b>SEARCH PAGE (IDENTIFIED USER LOGGED IN USING KATSO ID)</b></p> <p>On the search page, declarations can be searched using certain search criteria. The search is only available to identified users.</p> <p>If a declaration reference or a transaction identifier has been entered as a search criterion, the time interval in which the declaration was submitted doesn't need to be set in order to limit the search. In other cases, the start and end dates of the intervals must be set by either entering the date in the format dd.mm.yyyy HH:mm) or by selecting the desired date in the calendar on the side.</p> <ul style="list-style-type: none"> <li>• After the search criteria have been entered, start the search by clicking the 'Search' or 'Search within the date range' button</li> </ul> <p>It's recommended to use as few search criteria as possible.</p> <p>If the search doesn't return any results or if there are flaws in the search criteria, the AREX application will notify of the error.</p> <p>The search results will be shown in a separate table at the bottom of the page.</p>



The screenshot shows the TULLI AREX web application interface. At the top, there is a header with the TULLI logo and 'TULLI · CUSTOMS | AREX'. Below the header, there are navigation tabs for 'Front page', 'Search', and 'Declaration'. A left-hand navigation menu is visible, with '615 Exit summary declaration' selected. The main content area is titled '615 Exit summary declaration' and contains the following fields:

- MRN:
- Declaration registration date:
- State of the declaration:
- Web reference:

### 615 EXIT SUMMARY DECLARATION, MAIN PAGE (IDENTIFIED USER)

On the declaration main page, the AREX application shows information on processing of an accepted declaration. **No data can be input from this screen.**

The MRN is a unique number issued by the AREX application for every declaration. The MRN is issued by the AREX system upon its acceptance of a correct exit summary declaration.

The declaration registration date is the date when Customs receive and accept the declaration.

The state of the declaration is a data item generated by the AREX system which makes it possible to follow the progressing of the declaration at Customs. Certain states of a declaration or goods item (Error, Control, Rejected by control) require customer's action. A separate instruction has been issued for the correction of a declaration.

Web reference is a reference number issued by the Customs system for a declaration lodged using the web channel. The reference number is generated when a new declaration is saved as a draft through the AREX application for the first time. Saving as a draft will be made available in summer 2010 at the earliest.

615 Exit summary declaration

Declaration front page  
Basic information  
Basic information  
Trader's details  
Transport details  
Goods items  
Summary and sending

**Basic information**

Declaration date and time

Place of declaration \*

Specific circumstance indicator

MRN <sup>(\*)</sup>

Declaration reference number (LRN) \*

Unique consignment reference number (UCR) <sup>(\*)</sup>

Total number of items \*

Total number of packages

Total gross mass (kg) <sup>(\*)</sup>

Transport charges method of payment

**Location information**

Customs office of exit \*

Agreed location of goods code

Agreed location of goods <sup>(\*)</sup>

Customs sub-place (customs office) <sup>(\*)</sup>

## BASIC INFORMATION

On the **'Basic information'** page you enter the data concerning the whole exit summary declaration.

The language of communication is the language selected on the AREX front page for the user interface. The default language is Finnish but it can be changed to Swedish or English. You must return to the front page to make this change.

Unique consignment reference number can be declared either for the entire declaration or for each goods item. If the unique consignment reference number is not provided at all, then the 'Produced Documents/Certificates' field must be completed with at least one transport document for each goods item.

Total gross mass must be entered, if the entry for the 'Specific Circumstance Indicator' is not 'E' (authorised economic operator).

Agreed location of goods must be entered, if the 'agreed location of goods' code is not a customs office. If the 'agreed location of goods' code is a customs office, this information is not entered and the customs office code must be entered in the relevant field.

The screenshot shows the 'Trader's details' page in the TULLI TULL-CUSTOMS AREX system. The page has a blue header with the TULLI logo and navigation tabs for 'Front page', 'Search', and 'Declaration'. A sidebar on the left contains a menu with options like '615 Exit summary declaration', 'Declaration front page', 'Basic information', 'Basic information', 'Trader's details', 'Transport details', 'Goods items', and 'Summary and sending'. The main content area is titled 'Trader's details' and contains several sections:

- Contact person Hide:** Includes input fields for Name \*, Phone number \*, and Email address.
- Declarant Hide:** Includes input fields for Country/TIN/Extension \*, Name, Name continuation, Street address, Postal code, City, and Country.
- Representative Show:** An empty section for representative details.
- Consignor Show:** An empty section for consignor details.
- Consignee Show:** An empty section for consignee details.

At the bottom of the form, there are four buttons: 'Previous', 'Cancel', 'Next', and 'Save'.

## TRADER'S DETAILS

On the **'Trader's details'** page, enter the details of the declarant, representative, consignor and consignee.

The person responsible for lodging a declaration, the declarant, must have an EORI number. A separate guidance has been issued on how to apply for EORI. The carrier has the primary responsibility to lodge an exit summary declaration. The declaration may also be lodged by any person who is able to present the goods in question. The carrier or any other person lodging the declaration may appoint a representative.

If the declaration is completed by a representative, enter the representative's details. The representative must have an EORI number as well.

If an exit summary declaration contains several consignors or consignees (the consignor or the consignee is not the same for all goods items), the data is saved on the 'Goods item' screen for each goods item.

The details of the declarant, representative, consignor and consignee can be displayed and completed by pressing the **'Representative Display', 'Consignor Display' or 'Consignee Display'** bar.

Trader's name and address details are only saved if the trader (consignor, consignee) don't have a valid EORI number. If your EORI number is valid trader's name and address details need not be saved. The name and address details will be retrieved from the customer registers of Customs when the declaration is sent to Customs.

The screenshot displays the 'Transport details' page in the TULLI Customs AREX system. The page is divided into a sidebar and a main content area. The sidebar on the left contains a navigation menu with the following items: '615 Exit summary declaration', 'Declaration front page', 'Basic information', 'Trader's details', 'Transport details' (highlighted), 'Goods items', and 'Summary and sending'. The main content area is titled 'Transport details' and features two primary sections: 'Transport route' and 'Seal identifiers'. The 'Transport route' section includes a 'Country of routing code(\*)' field with a dropdown menu currently showing 'ab', and buttons for 'Delete' and 'Add line'. The 'Seal identifiers' section includes a 'Seals identity' field with buttons for 'Delete' and 'Add line'. At the bottom of the page, there are navigation buttons: 'Previous', 'Cancel', 'Next', and 'Save'.

## TRANSPORT DETAILS

Data relating to the transport of the goods are entered on the '**Transport details**' page.

In the 'Countries of routing' field you enter the codes for the countries through which the goods will be transported from the original country of dispatch to the final country of destination. Countries of routing should be entered where known, but the final country of destination must always be entered on an exit summary declaration. You add routing countries by clicking "**Add line**", and the routing country you added earlier will move above the field. You can remove entered routing countries by clicking "**Delete**".

If there is only one routing country, you don't need to click the 'Add line' button.

If no seals are related to the declaration, this field is not completed.

If there is more than one (1) seal, you add seal identifiers by clicking "**Add line**". The entered seal identifier will move above the field. You can remove an identifier by clicking "**Delete**".

Declaration front page  
 Basic information  
 Goods items  
 Goods item 1  
 Summary and sending

**Goods item 1**

Code (\*)

Goods description (\*)

UN dangerous goods code (UNDG)

Unique consignment reference number (UCR) (\*)

Gross mass(kg) (\*)

Transport charges method of payment

Consignor Show

Consignee Show

**Packages**

Kind of packages	Number of packages	Number of pieces	Marks and numbers of packages
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Produced documents/certificates**

Code(*)	Number(*)
<input type="text"/>	<input type="text"/>

**GOODS ITEM DETAILS**

On the **'Goods item'** page, you enter the details of one goods item.

AREX checks directly from the TARIC database that the commodity code is correct.

If an exit summary declaration contains several consignors or consignees (the consignor or the consignee is not the same for all goods items), the data is saved on the 'Goods item' screen for each goods item. The details of the consignor and consignee can be displayed and completed by pressing the **'Consignor Display'** or **'Consignee Display'** bar.

If goods of one goods item have been packed in several different package types, all the package types must be entered.

After entering the data on one package, click the 'Add line' button, and the entered data move above the field and you can enter more package details on the same goods. You can remove entered package data by clicking **"Delete"**.

If the goods in the goods item are packed in the same package type, you don't need to use the 'Add line' button.

Produced documents relating to the goods item are not compulsory data in all cases. If you want to enter several produced documents, click the **'Add line'** button.

You can delete an entered produced document from the summary by clicking **'Delete'**.

**Produced documents/certificates**

Code(*)	Number(*)
<input type="text"/>	<input type="text"/>

**Containers**

Container identification number

**Previous procedure**

Previous procedure code	MRN	Goods item number
<input type="text"/>	<input type="text"/>	<input type="text"/>

The container number should only be entered if the goods are containerized. If the goods have been loaded into several containers, click the **'Add line'** button. The entered data move above the field and you can enter more package details on the same goods. You can remove entered container numbers by clicking **"Delete"**.

If the goods have been packed into one container, you don't need to use the 'Add line' button.

As regards goods items, 'Previous procedure' means the procedure or another declaration under which the goods arrived at the office of exit. If an exit summary declaration is preceded by an electronic entry summary declaration (code 1702) or an electronic summary declaration for temporary storage (code 1702), the relevant goods item numbers on the declarations must also be entered.

If the declaration covers two or more items, you can add a new goods item by clicking the **'Save and add new item'** button.

**615 Exit summary declaration**  
 Web reference: AREX000003434  
 Declaration front page  
 Basic information  
 Goods items  
 Summary and sending  
 Summary and sending

**Summary and sending**

**Declaration data**

**Basic information**

Place of declaration Helsinki  
 Declaration date and time 22.04.2010 14:00  
 Specific circumstance indicator -  
 Declaration reference number (LRN) 123456  
 Unique consignment reference number (UCR) 020492  
 Total number of items 2  
 Total number of packages 20  
 Total gross mass (kg) 200.000  
 Transport charges method - of payment  
 Customs office of exit F009800  
 Agreed location of goods - code  
 Agreed location of goods  
 Customs sub-place (customs office)

**Contact person**

Name Asta Asiakas  
 Phone number 23850  
 Email address asta.asiakas@tulli.fi

**Declarant**

Trader identification number (TIN) F8623015-9  
 Trader identification number (TIN) extension 10001  
 Name  
 Name continuation  
 Street address  
 Postal code  
 City  
 Country

**Packages**

Kind of packages	Number of packages	Number of pieces	Marks and numbers of packages
1 AH - Pallet, 100cms * 110cms	10		12345

**Previous procedure**

Previous procedure code	MPN	Goods item number
1 N785 - Carco manifest	56789	

**Goods item 2**

Code  
 Goods description Steel Pipes  
 UN dangerous goods code (UNDG)  
 Unique consignment reference number (UCR)  
 Gross mass(kg) 100.000  
 Transport charges method - of payment

**Produced documents/certificates**

Code('s)	Number('s)
1 N710 - Sea manifest (T1)	22345

**Packages**

Kind of packages	Number of packages	Number of pieces	Marks and numbers of packages
1 BH - Bunch	10		22345

**Previous procedure**

Previous procedure code	MPN	Goods item number
1 N710 - Sea manifest (T1)	22345	

Send declaration Print declaration

Previous Next

**‘SUMMARY AND SENDING’ PAGE**

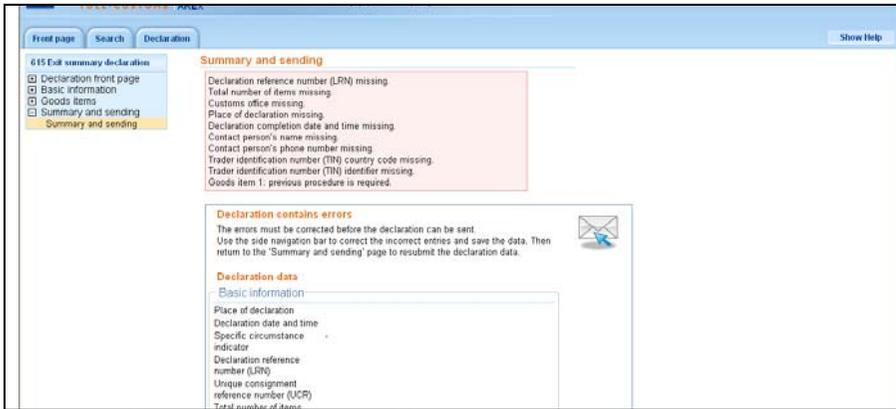
AREX creates a summary of the entered data.

The person who completes the declaration may, if he so wishes, return to the previous screens to amend the details either by **selecting the required page from the side navigation bar** or by clicking the **‘Previous’** button. To amend the details, the **‘Save’** button of the page in question must be clicked.

The completed exit summary declaration is sent to Customs by clicking the **‘Send declaration’** button on the ‘Summary and sending’ page.

The summary can be printed by clicking the **‘Print declaration’** button.

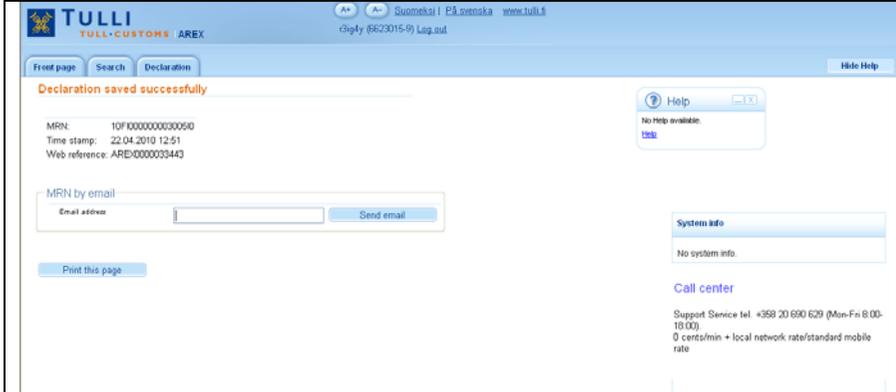
Before accepting the declaration, AREX checks that you have entered the compulsory data.



If compulsory data are missing, AREX will display an error message and request the user to correct the errors before resending the declaration.

The user can correct the error by using the **side navigation** to move to the page where the error was detected. You can also move from one page to another by clicking the **'Previous'** button. To amend the details, the **'Save'** button of the page in question must be clicked.

After correcting the error, the user can resend the declaration by clicking the **'Send declaration'** button on the 'Summary and sending' page.



Front page	Search	Declaration
<ul style="list-style-type: none"> <li>547 Export manifest presentation</li> <li><input type="checkbox"/> Declaration front page</li> <li>547 Export manifest presentation</li> <li><input checked="" type="checkbox"/> Basic information</li> <li><input checked="" type="checkbox"/> Presentation items</li> <li><input checked="" type="checkbox"/> Summary and sending</li> </ul>	<h3 style="margin: 0;">547 Export manifest presentation</h3> <p>Transaction identifier <input type="text"/></p> <p>Declaration registration date <input type="text"/></p> <p>State of the declaration <input type="text"/></p> <p>Web reference <input type="text"/></p>	

**547 EXIT MANIFEST PRESENTATION, MAIN PAGE (IDENTIFIED USER)**

On the declaration main page, the AREX application shows information on processing of an accepted declaration. **No data can be input from this screen.**

The transaction identifier is a unique number issued by the AREX application for every declaration. The identifier is generated by the AREX system upon its acceptance of a correct exit manifest presentation. The exit manifest presentation and exit notification will not be assigned a MRN.

The declaration registration date is the date when Customs receive and accept the declaration.

The state of the declaration is a data item generated by the AREX system which makes it possible to follow the progressing of the declaration at Customs. Certain states of a declaration or goods item (Error, Control, Rejected by control) require customer's action. A separate instruction has been issued for the correction of a declaration.

Web reference is a reference number issued by the Customs system for a declaration lodged using the web channel. The reference number is generated when a new declaration is saved as a draft through the AREX application for the first time. Saving as a draft will be made available in July 2010 at the earliest.

## BASIC INFORMATION

On the **Basic information** page you enter the data concerning the whole exit manifest presentation. A manifest presentation can cover several MRNs and goods items possibly related to it.

The language of communication is the language selected on the AREX front page for the user interface. The default language is Finnish but it can be changed to Swedish or English. You must return to the front page to make this change.

Enter either the conveyance reference number or the identity of means of transport.

The total number of packages must represent the total number of packages of all the presentation items (e.g. the packages of the export and transit items to be presented). The total number of packages is equal to the sum of all "Number of packages", all "Number of pieces" and a value of "1" for each declared "bulk".

## TRADER'S DETAILS

On the **'Trader's details'** page, enter the details of the declarant, carrier and, if needed, the details of the representative.

The person responsible for lodging a declaration, the carrier, must have an EORI number. A separate guidance has been issued on how to apply for EORI.

If the declaration is completed by a representative, the representative's details must also be entered. The representative must have an EORI number as well.

The details of the representative can be displayed and completed by pressing the **'Representative Display'** bar.

If your EORI number is valid trader's name and address details need not be saved. The name and address details will be retrieved from the customer registers of Customs when the declaration is sent to Customs.

547 Export manifest presentation

- Declaration front page
- Basic information
- Presentation items
  - List of presentation items
- Summary and sending

### List of presentation items

This declaration covers following presentation items

# MRN EU-MRN / muu STC viite

Add presentation item

« Previous      Next »

---

547 Export manifest presentation

- Declaration front page
- Basic information
- Presentation items
  - List of presentation items
  - Presentation item 1
- Summary and sending

### Presentation item 1

MRN <sup>(\*)</sup>

EU-MRN / muu STC viite <sup>(\*)</sup>

Total gross mass (kg) <sup>(\*)</sup>

Number of packages <sup>(\*)</sup>

Number of pieces <sup>(\*)</sup>

Leaving entirely

**Goods item**

Goods item

Add line

Save and create new presentation item

## PRESENTATION ITEM

On the '**Presentation item**' page, you enter the details one item to be presented.

Enter in the 'MRN' field the MRN assigned by the Finnish export control system, summary declaration system or transit system to the goods to be presented for exit. A MRN issued by an export control system of another EU country or another export reference can be used as of summer 2010.

The total gross mass may only be used if the MRN to be presented is a MRN issued by the Finnish export control system, otherwise the total gross mass can not be entered. Entering this data is optional.

The number of packages may only be used if the MRN to be presented is a MRN issued by the Finnish export control system, otherwise the number of packages can not be entered. Entering this data is optional.

The number of pieces may only be used if the MRN to be presented is a MRN issued by the Finnish export control system, otherwise the number of pieces can not be used. Entering this data is optional.

The '**Leaving entirely**' entry is to be used only when the MRN to be presented is a MRN issued by the export control system and the item declared in the export declaration leaves entirely. If only part of the item declared in the export declaration is leaving, this field must not be used. When the last part of the item declared in the export declaration is leaving, the 'Leaving entirely' entry should be used for the item to be presented.

The goods item number should only be entered in the 'Goods item' field when the MRN entered in the 'MRN' field and presented for exit was issued by AREX.

If the declaration covers two or more presentation items, you can add a new item by clicking the '**Save and add new item**' button.

**547 Export manifest presentation**

Front page Search Declaration Hide Help

Declaration front page  
Basic information  
Presentation items  
Summary and sending

**Summary and sending**

**Declaration data**

Basic information

Transaction identifier  
Declaration reference number (LRN) 123456  
Conveyance reference number 22042010 456  
Identifier of means of transport IMO123  
Presentation date and time 22.04.2010 12:54  
Customs office F1009800

Contact person

Name Asta Asiakas  
Phone number 23850  
Email address asta.asiakas@tulli.fi

Carrier

Trader identification number (TIN) F16623015-9  
Trader identification number (TIN) extension  
Name Tullin testiasiakas 7  
Name continuation  
Street address Erottajankatu 2  
Postal code 00100  
City Helsinki  
Country FI - Finland

Carrier

Trader identification number (TIN) F16623015-9  
Trader identification number (TIN) extension  
Name Tullin testiasiakas 7  
Name continuation  
Street address Erottajankatu 2  
Postal code 00100  
City Helsinki  
Country FI - Finland

Presentation item 1

MRN 10F100000000300510  
EU-MRN / muu STC viite  
Total gross mass (kg) 200.000  
Number of packages 20  
Number of pieces 20  
Leaving entirely   
Goods items 1  
2

Previous Next  
Send declaration Print declaration

**‘SUMMARY AND SENDING’ PAGE**

AREX creates a summary of the entered data.

The person who completes the declaration may, if he so wishes, return to the previous screens to amend the details either **by selecting the required page from the side navigation bar** or by clicking the **‘Previous’** button. To amend the details, the **‘Save’** button of the page in question must be clicked.

The completed exit manifest presentation is sent to Customs by clicking the **‘Send declaration’** button on the ‘Summary and sending’ page.

The summary can be printed by clicking the **‘Print declaration’** button.

Before accepting the declaration, AREX checks that you have entered the compulsory data.

The screenshot shows the 'Summary and sending' page in the AREX system. A red error message box at the top states: 'If MRN assigned by the AREX system is entered in the export manifest presentation as a reference number, the goods item numbers related to this MRN must also be provided. In other cases, the goods item numbers should not be entered.' Below this, a section titled 'Declaration contains errors' explains that errors must be corrected before the declaration can be sent and provides instructions to use the side navigation bar. The 'Declaration data' section includes fields for Basic information (Transaction identifier, Declaration reference number (LRN), Conveyance reference number, Identifier of means of transport, Presentation date and time, Customs office) and Contact person (Name, Phone number, Email address). A 'Carrier' section is partially visible at the bottom.

If compulsory data are missing, AREX will display an error message and request the user to correct the errors before resending the declaration.

The user can correct the error **by using the side navigation** to move to the page where the error was detected. You can also move from one page to another by clicking the **'Previous'** button. To amend the details, the **'Save'** button of the page in question must be clicked.

After correcting the error, the user can resend the declaration by clicking the **'Send declaration'** button on the 'Summary and sending' page.

The screenshot shows the 'Declaration saved successfully' page in the AREX system. It displays the following information: Transaction identifier: 6100000000047420, Time stamp: 22.04.2010 13:13, and Web reference: AREX000033462. Below this, there is a section for 'Transaction identifier by email' with an 'Email address' input field and a 'Send email' button. A 'Print this page' button is located at the bottom left.

This area is currently blank.

The screenshot shows the TULLI AREX web application interface. At the top, there is a header with the TULLI logo and 'TULLI · CUSTOMS AREX'. To the right, there are language options 'Suomeksi | På svenska' and a user identifier 'r3ig4y (6623015-9) Log out'. Below the header, there are navigation tabs: 'Front page', 'Search', and 'Declaration'. A left-hand menu is visible with options: '590 Exit notification', 'Declaration front page', '590 Exit notification' (highlighted), 'Basic information', and 'Summary and sending'. The main content area is titled '590 Exit notification' and contains the following form fields: 'Transaction identifier' (text input), 'Declaration registration date' (text input), 'State of the declaration' (dropdown menu), and 'Web reference' (text input).

### 590 EXIT NOTIFICATION, MAIN PAGE (IDENTIFIED USER)

On the declaration main page, the AREX application shows information on processing of an accepted declaration. **No data can be input from this screen.**

The transaction identifier is a unique number issued by the AREX application for every declaration. The identifier is generated by the AREX system upon its acceptance of a correct exit manifest presentation. The exit manifest presentation and exit notification will not be assigned a MRN.

The declaration registration date is the date when Customs receive and accept the declaration.

The state of the declaration is a data item generated by the AREX system which makes it possible to follow the progressing of the declaration at Customs. Certain states of a declaration or goods item (Error, Control, Rejected by control) require customer's action. A separate instruction has been issued for the correction of a declaration.

Web reference is a reference number issued by the Customs system for a declaration lodged using the web channel. The reference number is generated when a new declaration is saved as a draft through the AREX application for the first time. Saving as a draft will be made available in July 2010 at the earliest.

The screenshot shows the 'Basic information' page in the TULLI AREX web application. The navigation tabs are 'Front page', 'Search', and 'Declaration'. The left-hand menu is expanded to show '590 Exit notification', 'Declaration front page', 'Basic information' (highlighted), 'Basic information', 'Trader's details', and 'Summary and sending'. The main content area is titled 'Basic information' and contains the following form fields: 'Transaction identifier' (text input), 'Declaration reference number (LRN) \*' (text input), 'Transaction identifier of the Export manifest presentation \*' (text input), 'Customs office of exit\*' (dropdown menu), and 'Date and time of exit \*' (text input with a calendar icon). At the bottom, there are navigation buttons: '<< Previous', 'Cancel', 'Next >>', and a green 'Save' button.

### BASIC INFORMATION

On the **Basic information** page you enter the data concerning the whole exit notification. The exit notification can only be used to confirm the exit of one exit manifest presentation.

The language of communication is the language selected on the AREX front page for the user interface. The default language is Finnish but it can be changed to Swedish or English. You must return to the front page to make this change.

Front page	Search	Declaration		
<b>590 Exit notification</b> <input checked="" type="checkbox"/> Declaration front page <input type="checkbox"/> Basic information Basic information <input checked="" type="checkbox"/> <b>Trader's details</b> <input checked="" type="checkbox"/> Summary and sending			<h3 data-bbox="488 204 638 226">Trader's details</h3> <div data-bbox="488 268 1079 434"> <p><b>Contact person Hide</b></p> <p>Name * <input type="text"/></p> <p>Phone number * <input type="text"/></p> <p>Email address <input type="text"/></p> </div> <div data-bbox="488 459 1079 721"> <p><b>Carrier Hide</b></p> <p>Country/TIN/extension * <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Name <input type="text"/></p> <p>Name continuation <input type="text"/></p> <p>Street address <input type="text"/></p> <p>Postal code <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text" value="abc"/></p> </div> <div data-bbox="488 737 1079 769"> <p><b>Representative Show</b></p> </div>	<h3 data-bbox="1124 146 1400 178">TRADER'S DETAILS</h3> <p data-bbox="1124 210 1989 268">On the '<b>Trader's details</b>' page, enter the details of the declarant, carrier and, if needed, the details of the representative.</p> <p data-bbox="1124 306 2004 363">The person responsible for lodging a declaration, the carrier, must have an EORI number. A separate guidance has been issued on how to apply for EORI.</p> <p data-bbox="1124 402 2027 459">If the declaration is completed by a representative, the representative's details must also be entered. The representative must have an EORI number as well.</p> <p data-bbox="1124 491 1998 549">The details of the representative can be displayed and completed by pressing the '<b>Representative Display</b>' bar.</p> <p data-bbox="1124 580 2020 667">If your EORI number is valid trader's name and address details need not be saved. The name and address details will be retrieved from the customer registers of Customs when the declaration is sent to Customs.</p>

590 Exit notification	Summary and sending																																
<input type="checkbox"/> Declaration front page <input type="checkbox"/> Basic information <input type="checkbox"/> Summary and sending <input checked="" type="checkbox"/> Summary and sending	<div style="text-align: right;">  </div> <p><b>Declaration data</b></p> <p><b>Basic information</b></p> <table border="1"> <tr><td>Transaction identifier</td><td></td></tr> <tr><td>Declaration reference number (LRN)</td><td>123456</td></tr> <tr><td>Transaction identifier of the Export manifest presentation</td><td>61000000000047420</td></tr> <tr><td>Date and time of exit</td><td>22.04.2010 13:15</td></tr> <tr><td>Customs office of exit*</td><td>F1009800</td></tr> </table> <p><b>Contact person</b></p> <table border="1"> <tr><td>Name</td><td>Asta Asiakas</td></tr> <tr><td>Phone number</td><td>23650</td></tr> <tr><td>Email address</td><td>asta.asiakas@tulli.fi</td></tr> </table> <p><b>Carrier</b></p> <table border="1"> <tr><td>Trader identification number (TIN)</td><td>FI6623015-9</td></tr> <tr><td>Trader identification number (TIN) extension</td><td></td></tr> <tr><td>Name</td><td>Tullin testiasiakas 7</td></tr> <tr><td>Name continuation</td><td></td></tr> <tr><td>Street address</td><td>Erottajankatu 2</td></tr> <tr><td>Postal code</td><td>00100</td></tr> <tr><td>City</td><td>Helsinki</td></tr> <tr><td>Country</td><td>FI - Finland</td></tr> </table> <p> <input type="button" value="Send declaration"/> <input type="button" value="Print declaration"/> </p> <p> <input type="button" value="« Previous"/> <input type="button" value="Next"/> </p>	Transaction identifier		Declaration reference number (LRN)	123456	Transaction identifier of the Export manifest presentation	61000000000047420	Date and time of exit	22.04.2010 13:15	Customs office of exit*	F1009800	Name	Asta Asiakas	Phone number	23650	Email address	asta.asiakas@tulli.fi	Trader identification number (TIN)	FI6623015-9	Trader identification number (TIN) extension		Name	Tullin testiasiakas 7	Name continuation		Street address	Erottajankatu 2	Postal code	00100	City	Helsinki	Country	FI - Finland
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City	Helsinki																																
Country	FI - Finland																																

## SUMMARY AND SENDING

AREX creates a summary of the entered data.

The person who completes the declaration may, if he so wishes, return to the previous screens to amend the details either **by selecting the required page from the side navigation bar** or by clicking the **'Previous'** button. To amend the details, the **'Save'** button of the page in question must be clicked.

The completed exit notification is sent to Customs by clicking the 'Send declaration' button on the 'Summary and sending' page.

The summary can be printed by clicking the **'Print declaration'** button.

Before accepting the declaration, AREX checks that you have entered the compulsory data.

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Front page Search Declaration Show Help

590 Exit notification  
 Declaration front page  
 Basic information  
 Summary and sending  
 Summary and sending

**Summary and sending**

Declaration reference number (LRN) missing.

**Declaration contains errors**

The errors must be corrected before the declaration can be sent. Use the side navigation bar to correct the incorrect entries and save the data. Then return to the 'Summary and sending' page to resubmit the declaration data.

**Declaration data**

**Basic information**

Transaction identifier  
 Declaration reference number (LRN)  
 Transaction identifier of the Export manifest presentation: 6100000000047420  
 Date and time of exit: 22.04.2010 13:15  
 Customs office of exit\*: FI009800

**Contact person**

Name: Asta Asiakas  
 Phone number: 23850  
 Email address: asta.asiakas@tulli.fi

**Carrier**

Trader identification number (TIN): FI6623015-9  
 Trader identification number (TIN) extension: Tullin testiasiakas 7  
 Name continuation: Erottaiankatu 2  
 Street address: Erottaiankatu 2

If compulsory data are missing, AREX will display an error message and request the user to correct the errors before resending the declaration.

The user can correct the error by using the side navigation to move to the page where the error was detected. You can also move from one page to another by clicking the 'Previous' button. To amend the details, the 'Save' button of the page in question must be clicked.

After correcting the error, the user can resend the declaration by clicking the 'Send declaration' button on the 'Summary and sending' page.

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Front page Search Declaration Hide Help

**Declaration saved successfully**

Transaction identifier: 6100000000047475  
 Time stamp: 22.04.2010 13:30  
 Web reference: AREX0000033462

Transaction identifier by email

Email address:  Send email

Print this page