



## Export fallback procedure

### 1 General information

Version 1.1 of customer instruction No. 37 for export contains the updated references to the customer instructions of FEOGA exports and to instructions on situations where a T or TIR transit succeeds the export procedure. The updated version also reminds customers about the duty to provide a signature in a fallback procedure in accordance with the instructions for completion.

When an interruption in the use of the data systems of Customs or the customer occurs, goods can be placed under an export procedure through a fallback procedure based on forms. The fallback procedure is used according to order No. 67/010/11 by the National Board of Customs published in the newsletter of the National Board of Customs (THT) on 11 May 2011.

Authorisation by Customs is always required for the use of the fallback procedure. Authorisation is granted if an EDI sender who uses message exchange receives an e-mail from Customs stating that the use of the fallback procedure is permitted until the EDI sender is notified that the interruption in use has ended, or if a notice concerning the malfunction is published on the user interface for web export on the Customs website.

If a notification concerning an interruption has not been published and the EDI sender does not receive any reply messages to declarations, they should primarily contact their own operator and find out if the connection with Customs is operational.

Web export users can contact the telephone service for web export at +358 (0) 20 690 629 (on weekdays from 8 a.m. to 6.00 p.m.). When the web application is not functional and the Customs export system is, Customs stores the fallback procedure declarations for online exports into the system and gives the web exporter a print-out of the decision on release and the export accompanying document (EAD).

After these measures, customers can contact the Electronic Service Centre of Customs when necessary (e-mail: [sahkoinen.tullaus@tulli.fi](mailto:sahkoinen.tullaus@tulli.fi)) and request authorisation for using the fallback procedure. The request should include the reason for using the fallback procedure and its starting time.

The fallback procedure for FEOGA exports is described in customer instruction Fe2.

### 2 Forms used in the fallback procedure

Finnish Customs accepts the following two ways of providing an export declaration in the fallback procedure:

- The ESS form (customs form No. 892, Export/Security Single Administrative Document (Export/Security SAD) which can also be referred to as "ESS, SAD export/security"). When several consignments are declared, customs form No. 895 (list of export items) is used as an additional document;

**OR**

- A combination of the SAD form (Single Administrative Document) and the SSD form (customs form No. 890, Security and Safety Document, which can also be referred to as "SSD, AREX,

Security and Safety"). When several consignments are declared, customs form No. 891 (AREX, list of items) is used as an additional document.

Export declaration forms provided in fallback procedures must always be signed.

As of 1 November 2011, the use of new fallback procedure forms is obligatory for exports to be started in Finland.

The ESS form or a combination of the SAD and SSD forms must be used also in the fallback procedure of FEOGA exports as of 1 November 2011. The T5 form is to be used as a separate control document. Moreover, customers should provide an advance declaration and an export refund application on a separate M form for export refund goods when using the fallback procedure.

### 3 Using the fallback procedure

The exporter (or the exporter's representative) presents the export declaration for the fallback procedure and its enclosures in the customs office of export. Section 31 of the declaration must include the text "ECS-Fallback Procedure, no data available in the system, initiated on...", indicating the date of initiation of the fallback procedure in question. Section 44 should include the entries "FIXEV" and "EDI declaration" or "Fallback procedure for web export".

The customs office of export accepts and confirms the declaration by providing a stamp that indicates the use of the fallback procedure under section A:

<p><b>ECS FALLBACK PROCEDURE</b>  <i>NO DATA AVAILABLE IN THE SYSTEM</i>  <i>INITIATED ON</i> _____  <i>(Date/time)</i></p>
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Instructions for completing forms used in the fallback procedure are available on the Customs website.

As of 1 November 2011, the duty to present the export declaration concerns also the fallback procedure of export refund consignments when an interruption in data system use continues after the declaration has been accepted. Furthermore, customers are to provide the Electronic Service Centre of Customs with the M form used for advance declarations and export refund applications in the fallback procedure of export refund consignments. Instructions on time limits for declarations and on completing declarations are available on the Customs website.

Customs archives a copy of the fallback procedure form (copy 1 of the ESS). After Customs makes its entries in the other copy (copy 3 of the ESS), it is given to the exporter (or their representative). This copy must accompany the goods to the customs office of exit in the EU, where Customs confirms the exit of the export goods by adding a stamp on the overleaf of the declaration. In FEOGA exports, the T5 customs office of destination confirms the exit also with an entry in the original copy of the T5 control form, which the customs office of exit returns to the Electronic Service Centre of Customs.

Instructions on using the fallback procedure when the export procedure is succeeded by a T or TIR transit procedure are available in bulletin No. 165/010/11 of the National Board of Customs.

#### **4 Subsequent electronic customs declaration to be provided in the fallback procedure**

When the system or network of Customs or the exporter (or their representative) is operational again, the customs declarations provided through the fallback procedure must be provided subsequently to Customs as electronic messages. The export declaration message must include the additional statement code FIXEV = Fallback procedure and the actual export date must be entered in the field for exceptional export date (exportPointDate). In order to ensure the alignment of declarations, the reference of the exporter (or their representative) provided in the fallback procedure declaration must also be provided in the subsequent electronic export declaration to be sent to Customs in message format.

Fallback procedure declarations of exporters using the web export application are archived by Customs either in real-time, if the Customs export system is operational (see section 2 above), or afterwards. Exporters will not be provided with decisions on release or accompanying documents regarding subsequently archived export declarations.