

Import Declaration Service
Freight clearance Businesses
Instructions for use

tulli.fi

Import Declaration Service for businesses; special procedures

Freight clearance Businesses Instructions for use

When you use the Import Declaration Service, you can submit import declarations on inward processing, temporary admission and end-use.

Using the service requires identification.

The following documents and details should be included in the customs declaration:

Observe! If the import requires an authorisation, acquire it before submitting the declaration.

- a document that shows the price of the consignment, e.g. an invoice, receipt, proforma invoice or other equivalent
- · consignment note or other equivalent
- other documents, licenses and certificates connected to the consignment
- the commodity code of the product (Taric-code at an accuracy of 10 digits). Check the commodity code
 in advance e.g. by calling the service General instructions for businesses, tel. 0295 5202 (Mon–Fri, 8
 am to 4.15 pm) or by looking up the code using the Commodity code service <u>Fintaric</u>.

General information on how to fill in the form

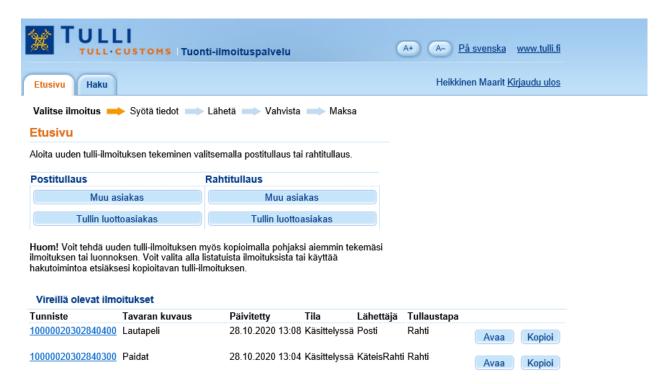
- The instructions-box contains a quick-guide on the general user instructions as well as examples of completed declarations.
- Fields marked with an asterisk* are mandatory.
- Use the functions Edellinen (Previous) and Seuraava (Next) to move from one page to the next in the service.
- If mandatory information is missing, the service will point it out.
- You can correct the information you have provided. Correct the information before sending the declaration.
- A link to frequently asked questions regarding the Import Declaration Service is available on every page.
- When necessary, you can ask for guidance from the service Customs declarations (businesses) at 0295 5207, or from a customs official. Contact details are also available on each page of the Import Declaration Service.

Using the Service

The Service is intended for companies. The service requires logging in.

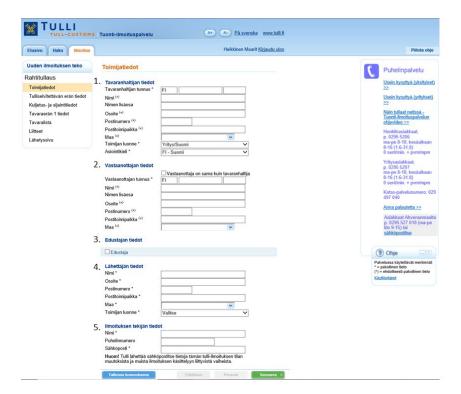
Businesses log in to the service using Suomi.fi identification and authorisations. A person who submits customs declarations needs a mandate granted by the company's CEO or by another person with signatory rights or by a person authorised by either of these persons to grant a mandate. If a business wants to use a representative company, it can authorise the representative in Suomi.fi or choose the manner of authorisation.

Select declaration



- Begin filling in a new customs declaration by selecting Rahtitullaus/Muu asiakas (New freight clearance) or Tullin luottoasiakas (Customs Credit customer) if a transport operator has sent you a notice with an MRN transport number (AREX), a customs clearance carnet MRN, or an MRN submitted to the UTU system. Customs' registered customers can only choose the Customs Credit Customer alternative.
- Under the heading Vireillä olevat ilmoitukset (Pending declarations), you see all the customs declarations you have sent to Customs through the service and which are still being processed.

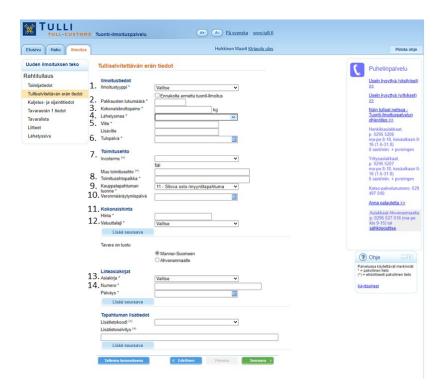
Trader details



Enter your details in the requested form.

- 1. Tavaranhaltija (Declarant) is the person or business that submits the customs declaration in their own name, or in whose name the declaration is submitted.
 - Enter the country code and Business ID/personal identity code. Customs' registered customers must also fill in their customs T-extension code.
 - You do not have to add name and address if you have filled in the Business ID extension code. Toimijan luonne (Trader type): if the declarant is a company registered in Finland, choose the default value Yritys Suomi.
- 2. If the vastaanottaja (Consignee) is the same as the declarant, enter that into the declaration, and then you do not have to fill in any further information on the consignee.
- 3. If the declarant is a representative, then the information can be filled in by clicking Edustaja. The representative is a person or a company that submits the declaration on the declarant's behalf.
- 4. Enter the myyjän nimi (Name of seller), or if the goods are not being sold, full name (or company name) of the consignor. Lähettäjän nimi (Name of consignor) can be found in the order confirmation, or in another document, you have received from the consignor.
- 5. Enter the declarant's name and email address.

Data on the item to be cleared



Under Tulliselvitettävän erän tiedot, you can enter the data concerning the whole import declaration.

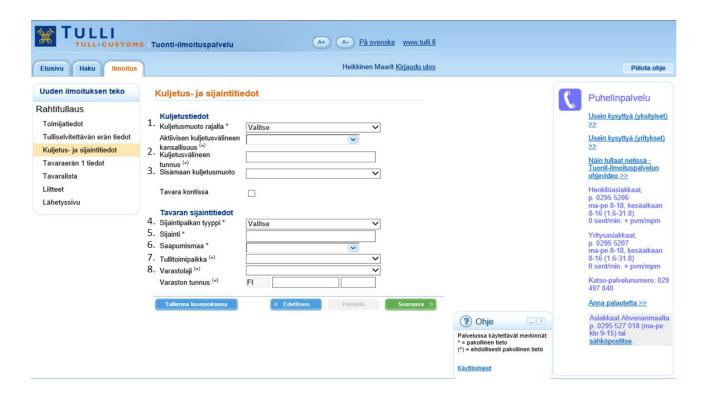
- 1. Choose EU when importing from Norway, Switzerland or Turkey or the United Kingdom. In other cases, choose IM.
- 2. Enter the number of all parcels mentioned in the declaration.
- 3. Enter the bruttopaino (Gross weight) of the goods mentioned in the declaration.
- 4. Enter the maa (Country of dispatch) from where the goods were sent.
- 5. Enter a chosen viitenumero (Reference number) e.g. invoice number.
- 6. Enter the tulopäivä (Day of arrival). The data can usually be found in the notice of arrival.
- 7. Choose the Incoterms-toimitusehto tai Muu toimitusehto (Incoterms terms of delivery or Other terms of delivery).
- 8. Enter the Toimitusehtopaikka (Location for the delivery indicated in the terms of delivery).
- 9. Choose kauppatapahtuman luonne (type of transaction) general code 11 (buying goods)
- 10. Veronmääräytymispäivä (Tax determination date) is only entered if the declaration is submitted retrospectively.
- 11. Kokonaishinta (Total price) fill in the total price without freight costs.
- 12. Valuutta (Currency). Choose the invoice currency.

Liiteasiakirjat (Enclosed documents)

- 13. Choose arvoon liittyvä asiakirja (document showing the value of the goods), for example the invoice.
- 14. Enter asiakirjan numero ja päiväys (the number of the document and date).

If you want to add new data/documents, click Lisää seuraava (Add next). Previously added data or documents move down. If there is only one piece of data or one document, you do not have to use the button.

Transport and location details



Enter the transport and location details of the consignment.

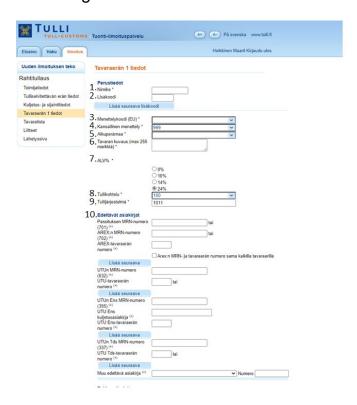
Kuljetustiedot (Transport details)

- 1. Kuljetusmuoto rajalla the form of transport and nationality of the vehicle with which the goods have been brought into the customs territory of the union.
- 2. Kulkuneuvon tunnistetieto the registration number of the means of transport onto which the goods are directly loaded at the time of presentation at the customs office.
- 3. Choose from the drop-down list which form of transport was used to bring the goods to the office of destination. If the goods are placed under a customs procedure at the office of entry into the Union, this information is not needed.

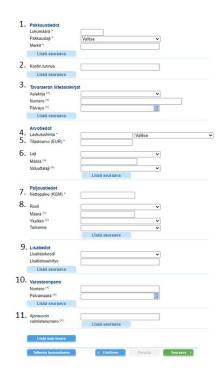
Tavaran sijaintitiedot (Location of goods)

- 4. Choose from the drop-down list, the type of location where the goods are available for inspection.
- 5. Tavaroiden tarkastuspaikka (Place of goods inspection).
- 6. Saapumismaa choose the country of arrival from the drop-down list (FI).
- 7. Tullitoimipaikka choose the customs office from the drop-down list if you entered Z as the type of location.
- 8. Varastolaji choose the type of warehouse from the drop-down list, if you chose **L** as the type of location. (Business ID and the extension code beginning with R).

Data on goods item1



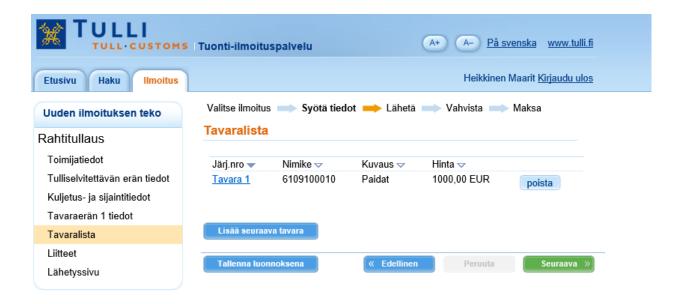
- 1. Tavaran 1 tiedot enter the data on one goods item (commodity code). If you are declaring several different goods items, enter first the details of goods item 1 and then at the bottom of the page choose Lisää uusi tavara (Add goods item).
 - If you do not know the commodity code of the goods call the service General instructions for businesses, tel. 0295 5202 (Mon–Fri, 8 am to 4.15 pm), or search for the commodity code via the Commodity code service <u>Fintaric</u>.
- Lisäkoodi (Additional code) must only be entered in connection with certain commodity code, e.g. foodstuffs.
- 3. Tullimenettely (Customs procedure), enter the customs procedure to which the goods are being entered, for example 5100 when the goods are placed under inward processing.
- 4. Kansallinen menettely (National procedure) default code 999 (no national procedure)
- 5. If you do not know the country of origin, enter the lähetysmaa (country of dispatch).
- 6. Tavanomainen kauppanimitys enter the common trade name as accurately as possible.
- 7. Arvonlisäveroprosentti Value added tax, the most common rate, 24%, is the default value. If you enter a reduced VAT rate, Customs will always check whether the reduced rate can be applied to the goods. For example, the VAT rate for foodstuffs and food supplements is 14 % and for books and works of art it is 10 %.
- 8. Tullikohtelu enter the customs treatment; the most common code is 100 for general customs duty applied to third countries.
- 9. Tullijärjestelmä enter the customs system, the most common code is 1011, customs duty for third countries.
 - If you do not know which code to use search for the right <u>code</u> in the instructions on the Customs website or call the service Customs declarations (businesses) at 0295 5207 (Mon-Fri 8 am to 6 pm) or the service General instructions for businesses, tel 0295 5202 (Mon-Fri 8 am to 4.15 pm).
- 10. Edeltävät asiakirjat (Previous documents) fill in only one alternative: The previous document OR Transit MRN number OR AREX - MRN number and AREX consignment number OR the MRN in the UTU system and the consignment number. The carrier provides this information.



- 1. Enter the pakkausten lukumäärä (number of packages), pakkauslaji (type of package), merkit (identifying markings). If you do not have information on the markings, enter e.g. "not known".
- 2. Enter the kontin tunnus (container ID) only if the goods are in a container.
- 3. Enter liiteasiakirjan/luvan koodi (code of enclosed document/permit) e.g. certificate of origin EUR.1, date and number of the enclosed document.
- 4. Enter the hinta (price) of the goods in the consignment in the invoice currency, without freight costs.
- 5. Enter the tilastoarvo (statistical value) of the goods and freight costs in euros.
- 6. Enter code 145, e.g. if freight costs are added, the cost and the type of currency.
- 7. Enter the nettopaino (net weight), i.e. the weight without wrapping or packaging.
- 8. If the commodity code demands e.g. the tilastopaljous (statistical quantity), enter ABC in the Rooli box, määrä (quantity) and in the box yksikkö (unit quantity), e.g. NAR, i.e. the number of items. Fill in the tarkenne (specification) if needed. The required information can be found in the commodity code service <u>Fintaric</u>.
- 9. Enter the lisätietokoodi (code for additional information) if needed. If the commodity code requires e.g. the negation code XAN, enter it here. Enter the code number, e.g. Y-922, in the field for additional information. The codes can be found in the Commodity code service Fintaric.
- 10. Varastoonpano enter the warehouse deposit number and date only in regards to removal from storage.
- 11. Enter the vehicle identification number only if the goods to be cleared comprise a vehicle.

If the import declaration involves several goods items, you can add new goods by clicking Lisää uusi tavara (Add new goods item).

Goods item list



The goods item list displays a summary of the entered goods items.

- 1. By clicking the link Tavara (Goods item), you can move to the details of the goods item and edit the details before sending the declaration.
- 2. You can enter new goods items by clicking Lisää seuraava tavara (Add goods item).
- 3. You can delete entered goods items by clicking Poista (Delete).

Attachments



Attachments are sent from this page.

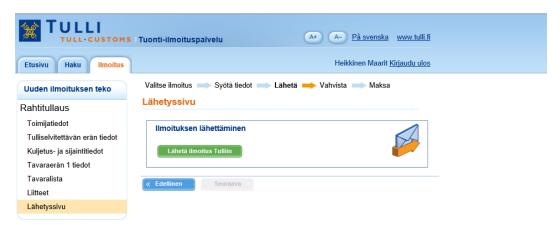
Attached files

There is usually no need to attach any documents to the import declaration. If necessary, Customs will request the documents by email.

Although it is normally not necessary, files can be attached by clicking the link "Lataa liite" (upload attachment) if needed.

The supported file types are jpeg, pdf, png and tiff. The maximum file size is 5 MB.

Sending page



Send the completed import declaration by clicking Lähetä ilmoitus Tulliin. After correcting an error press Seuraava (Next) to save the corrections, then go to the sending page and press Lähetä ilmoitus Tulliin (Send declaration to Customs).

The service checks page-by-page that you have entered the mandatory data before sending the declaration. If any mandatory data is missing or if there are any errors, the service will display a message and request that you make corrections before sending the declaration.

You can correct the error by moving to the page where the error is located. You can also move between the pages by clicking Edellinen and Seuraava.

After making the corrections, you can send the declaration by clicking Lähetä ilmoitus Tulliin (Send declaration to Customs) on the sending page.

Customs always sends a response to a submitted declaration. Continue according to the response you receive.

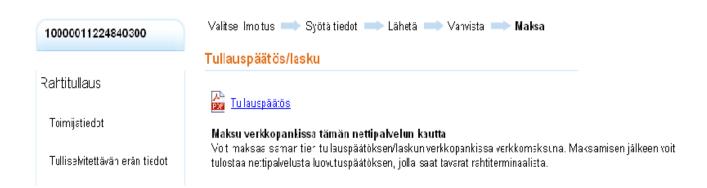
Sending page, declaration being processed



Käsittelyssä (Under processing), the declaration needs to be processed before a decision is made. Wait for a message from Customs. At this stage, no changes can be made to the declaration. Virheellinen (Invalid), the declaration must be corrected and re-sent to Customs.

Maksamatta (Unpaid), a customs clearance decision is drawn up and payment must be made accordingly. You can return to the front page by clicking Palaa palvelun etusivulle (Return to the front page).

Payment



You can choose from the alternatives below:

Maksu verkkopankissa tämän palvelun kautta (Online bank payment through this service) When the decision has been confirmed, you can pay the customs clearance decision/invoice immediately as a web-payment.

Maksu pankissa tai verkkopankissa muuten kuin tämän palvelun kautta (Paying at a bank or via an online bank by other means than through this service). If you pay the customs clearance decision at a bank or via an online bank by other means than through this web service, Customs' account number and payment reference can be found in the customs clearance decision. Customs receives the payment information from the bank within a few days.

Customs clearance decision paid

Rahtitullaus, käteisasiakas



Rahtitullaus, luottoasiakas



You will receive the decision on release in the service. With the decision, you can fetch the goods from the transport company's warehouse.

Credit customers receive the decision on release and the customs clearance decision simultaneously.

Declaration front page

Ilmoituksen pääsivu (Rahtitullaus)

10000011129841300	llmoituksen pääsivu (Vain luku)		
Rahtitullaus	Ilmoituksen käsittelyhistoria		
	Tapahtuma	Kuvaus	Tallennettu
Toimijatiedot	Vastaanotettu	llmoitus otettu käsittelyyn	09.05.2011 10:29
	Virhe	Ilmoituksessa on virheitä	09.05.2011 10:30
Tulliselvitettävän erän tiedot	Vastaanotettu	llmoitus otettu käsittelyyn	09.05.2011 10:30
Kuljetus- ja sijaintitiedot			
Tavaraerän 1 tiedot	Päätökset, ilmoitukset ja lisäselvityspyynnöt		
Tavaralista	Dokumentin tyyp	pi Dokumentti	Tallennettu
	Tullauspäätös	Avaa Avaa	09.05.2011 10:30
Lähetyssivu	Luovutuspäätös	🚠 <u>Avaa</u>	09.05.2011 10:31

This page shows the processing history and documents drawn up by Customs.

Käsittelyhistoria (Processing history) – stages and dates of the declaration process.

Päätökset (Decisions), ilmoitukset (declarations) ja lisäselvityspyynnöt (and requests for additional information) Via the link Avaa (Open) you can print the decision/document, and save it on your own computer.

You can copy the declaration to use it as a template for a new declaration by clicking Kopioi pohjaksi (Copy as template).

Search page



You can use the search page to find customs declarations or templates drafted in this service, with the following search terms:

Ilmoituksen jättöväli (Time interval in which the declaration was submitted)

Choose the dates from the calendar or enter them in the form dd.mm.yyyy. You must choose at least the starting date or the end date. If you only supply the starting date, all declarations drafted after that date will be retrieved. If you only supply the end date, the service retrieves all declarations drafted before this date. The easiest way to make searches is to set the preferred date interval.

You can limit the amount of retrieved declarations by choosing Tarkenna hakua (Specify search) from the list below the status of the declaration. You can only select one status per search.

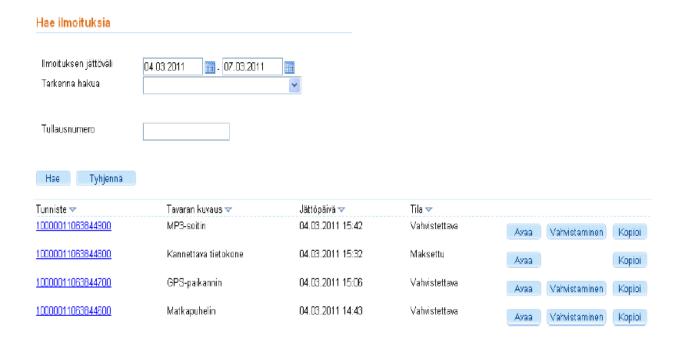
Tullausnumero (Customs clearance number)

Enter the customs clearance number. If you have supplied the customs clearance number as a search term, you do not need to enter the date interval for the declaration.

After the search criteria have been entered, click Hae (Search).

The Tyhjennä (Empty) button empties the search results and search criteria.

Search results



The search results are shown on the screen.

The search results will show a unique reference number beginning with NETT, or a customs clearance number.

- You can open the declaration by clicking the link under Tunniste, or the Avaa button on the declaration row.
- You can copy the declaration to use it as a template for a new declaration by clicking Kopioi pohjaksi (Copy as template).

The copied declaration opens in the Toimijatiedot tab (Information on operator), where the information in the declaration can be changed or updated. *Declarations marked as Virheellinen (Invalid) cannot be copied to be used as templates.*

- Declarations marked as Virheellinen can be corrected by clicking Avaa. After correcting the declaration, it should be resubmitted to Customs.
- Declaration with the status Luonnos (Draft) can be delete by clicking Poista (Delete).
- At the bottom of the page, you can see which page you are currently on (e.g. page 1/3). By using
 the links, you can move through the search results, either back or forwards one page at a time, or
 move directly to the first or last page.