

Web Export, user instructions

8 November 2013

Front page

With this online service for export declaration, you can submit export declarations to Customs by choosing **Declaration** in the top menu.

You can submit a declaration as an unregistered user, in which case you will receive a declaration-specific reference number. The reference number allows the customs office to retrieve the declared data when a customer arrives to collect the accompanying document and the decision on release.

A registered user can view and print out the Export Accompanying Document (EAD) and the decision on release, save a declaration as a draft and choose a previous declaration as a template for a new one. You log in to the service with the so-called Katsso ID.

To speed up the declaration process, please establish the commodity code in advance from Customs or, for instance, from the [EU's online tariff database Taric](#) (textual search) or Taric [Table of Contents](#).

Customs' online services are supported by the following browsers and their versions:

- Internet Explorer 7 x, 8 or 9
- Mozilla Firefox 16

We recommend that you use these browser versions for optimal functionality on our websites.

Under "Language" on the page "Data on the item to be cleared", you can choose if you want the decisions in Finnish or Swedish. We do not provide decisions in English. We apologise that the extension and condition codes on the page "Goods item data" are only displayed in Finnish.

[Terms of use](#)

Roles

You are: anonymous
ROLE_ANONYMOUS

Information on system version

| Part | Version |
|--------------------|---------|
| Web Export | 5.1.0 |
| Web Export release | 5.12 |
| UI_ELEMENTS | 3.58.1 |
| UTIL | 3.58.1 |
| SECURITY | 3.58.1 |
| TP_TESB_BRIDGE | 2.10 |

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, a TARIC search link, 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).

By selecting the **Declaration** tab, unidentified users can select the types of declarations available to them (new export declaration, new declaration with economic impact and new ship supply declaration).

If the user has a KATSO ID, they can log in to Web Export via the link "Log in using the ID (the sections of this guide on identified users)". Further information on KATSO IDs is available under the link "Help".

Private persons who have online bank IDs can log in to Web Export via the link "Log in as a private person". When you go to the page "Select identification method" and click on "Bank identification", you will see the logos of the banks whose online IDs can be used for identification.

In the Declaration tab, an identified user (KATSO ID user or private person) can select the type of export declaration they want to fill in (new export declaration, new declaration with economic impact, new ship supply declaration, new EAGF declaration or Arrival at Exit notification).

Choose Business ID

- 6622999-1 Tulli testiyntys4
- 6623005-2 Tulli testiyntys5

Continue

System info

Interruption of use on Saturday 16.11.2013

A service interruption in the operative applications of Customs due to maintenance will commence on 16 November 2013 at 9 am. The interruption is expected to end on 17 November 2013 at 9 am.

[Read whole info](#)

[2.6.2013 Release Note](#)

[Read whole info](#)

Front page

Search Declaration

6622999-1 Log out Select Business ID

Front page

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Latest messages concerning the declarations of the user

| Declaration | Message type | Message | Message store timestamp |
|---------------------------------|------------------------------------|---|-------------------------|
| NETT00000000373 | Request for additional information | Tilagsutredning begärs för deklarationen | 30 04 2013 00:33:43 |
| NETT00000000372 | Request for additional information | Tilagsutredning begärs för deklarationen | 30 04 2013 00:33:36 |
| NETT00000000366 | Request for additional information | Ilmoitukseen pyydetään lisäselvitystä | 07 02 2013 00:31:25 |
| NETT00000000323 | Update | Vienti-ilmoituksen tiedot jättilä on päivitetty ventijärjestelmästä | 30 01 2013 07:43:25 |
| NETT00000000381 | Update | Vienti-ilmoituksen tiedot jättilä on päivitetty ventijärjestelmästä | 29 01 2013 10:37:11 |
| NETT00000000371 | Exit | Varema i deklarationen har lämnat FTT i samförstå | 28 01 2013 14:48:46 |

FRONT PAGE, USER LOGGED IN USING A 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 on whose behalf they intend to submit declarations.

If there is only one business ID registered under the KATSO ID, the user should click on "Continue".

If several business IDs are registered under a KATSO ID, the "Select Business ID" link is available for the user to change business IDs without logging out.

At the top of the page, identified users see the ID they have used to log in to Web Export.

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 select among the types of declarations available to them.

In the table on the front page, an identified user sees the ten latest messages.

The screenshot shows the TULLI Web Export interface. The main form is titled "Data on the item to be cleared" and includes fields for Declaration issue date, language, type of declaration, declaration, total gross mass, export country, country of destination, reference of the exporter and representative, terms in accordance with Incoterms, other delivery term, delivery terms location, and nature of transaction. A dropdown menu for "Terms in accordance with Incoterms" is open, showing options like CFR, CIF, CPT, DAP, DAT, DDP, DDU, DED, DES, EXW, FAS, FCA, and FOB. Below the form is a date field with a calendar for November 2013. At the bottom, there are buttons for "Save as draft", "Previous", "Cancel", and "Next".

GENERAL INSTRUCTIONS

abc = in a field like this, when you type at least two characters of a code or a code description, you will see a menu where you can select the alternative you wish. The program shows all the alternatives with the letter combination you typed (for example, if the country of destination is the Russian Federation, you can start typing with the letters "ru"). The more characters you type, the easier it is to find the right alternative.

When you click on the menu arrow, you see the list of the alternatives from which you can select. You can select your preferred alternative by clicking on it. You can also type some text in the field, after which you see the alternative beginning with the letter you typed in the field.

Next to the date fields, there is a calendar where you can select the preferred date. In some date fields, you must also enter the time. In addition to the selected date, the default time 00:00, which the user can change, is shown in the field.

The date can also be entered directly in the date field, in the form dd.mm.yyyy (for example, 24.06.2013).

By clicking on **Previous**, the user can return to the previous page. If compulsory data are missing from the page, the program will display an error message.

By clicking on **Cancel**, you can empty the fields if the fields had been empty before the data was entered.

If the fields contained previously entered data which are then changed, clicking on "Cancel" will return the original data.

By clicking on **Next**, you can enter the data on the goods item to be cleared. Before you move to the next page, the software checks that you have entered the compulsory data.

For an identified user, the button **Save as draft** is also displayed. By clicking on it, you can save the data of an unfinished declaration and continue entering data later. When the declaration is saved, the declaration gets a unique identifier beginning with NETT. By using this identifier, the declaration can be retrieved later for editing.

The screenshot shows the TULLI Web Export search interface. At the top, there is a navigation bar with the TULLI logo, 'TULLI-CUSTOMS | Web Export', and language options (Suomeksi, På svenska) along with the website URL (www.tulli.fi). Below this, there are tabs for 'Front page', 'Search', and 'Declaration', and a user identification string 'ax32fj (6622999-1) Log out Select Business ID' with a 'Hide Help' button.

The main content area is titled 'Search declarations' and contains a form titled 'Search web export declarations'. The form includes the following fields and options:

- Web reference: text input field
- Transaction ID: text input field
- MRN: text input field
- Status: dropdown menu
- I search only my own declarations
- Role of own company: radio buttons for 'Exporter' and 'Representative'
- Additional condition (Business ID of the exporter/the representative): text input field
- Type of declaration: dropdown menu
- Time interval in which the declaration was submitted: two date pickers with a calendar icon between them

At the bottom of the form are 'Search' and 'Reset' buttons. To the right of the form is a 'Help' button with a question mark icon and a close icon.

Below the form, there is a note: 'If the export declaration has not been submitted via Web Export, but via other service channels (via message exchange or, when using the fallback procedure, with the SAD form) or by an unidentified user via Web Export [Click here](#).'

SEARCH PAGE (IDENTIFIED USER LOGGED IN USING KATSO ID)

On the search page, declarations can be searched using certain search criteria. Only an identified user can make searches.

If a declaration reference, a transaction ID or an MRN has been entered as a search criterion, the time interval in which the declaration was submitted does not need to be set in order to limit the search. In other cases, the start and end dates of the intervals must be set (dd.mm.yyyy HH:mm).

- When making searches, you have to select either Exporter or Representative as the “Own company” role. Web Export shows the search results according to the selected role, and the user’s business ID, which is automatically retrieved from the Katso ID, is used as a search criterion.
- After the search criteria have been entered, you can start the search by clicking on “Search”.

It is recommended that the search criteria you use are as limited as possible.

The easiest way to make searches is to select the “Own company” role as a search criterion and set the preferred start and end dates of the time interval in which the declaration was submitted.

If the search does not return any results or if there are flaws in the search criteria, the software will notify you of the error.

By clicking on “Reset”, you can clear the search criteria fields as well as the search results.

If the export declaration has not been submitted through Web Export but by other means (via message exchange or through back-up procedure with a SAD form), or as an unidentified user through Web Export, exporters can retrieve their own declarations here, for example, for corrections.

The screenshot shows the TULLI Web Export search interface. At the top, there is a navigation bar with the TULLI logo, language options (Suomeksi | På svenska), and the website URL (www.tulli.fi). Below the navigation bar, there are tabs for 'Front page', 'Search', and 'Declaration'. The user is logged in as 'ax32fj (6622999-1)' and can 'Log out' or 'Select Business ID'. A 'Hide Help' button is also present.

The main content area is titled 'Search declarations' and contains a section for 'Search for export declarations submitted via other service channels'. This section includes a brief instruction: 'Use this search screen if the original export declaration was not submitted by an identified user via Web Export to the export system of Customs (the export declaration was submitted via an operator or via direct message exchange, or lodged via Web Export by an unidentified user)'. Below this, there are input fields for 'Web reference', 'Transaction ID', and 'MRN'. There is also a field for 'Reference of the exporter or the representative *' with a dropdown menu showing 'FI' and '6622999-1'. At the bottom of this section, there are two buttons: 'Search from export system' and 'Reset'. A link 'Return to search from Web Export' is located at the bottom left.

A small 'Help' window is open on the right side of the page, displaying the message 'No Help available' and a 'Help' link.

Search for export declarations submitted via other service channels

This search screen can be used to retrieve declarations which have not been submitted through Web Export as an identified user, but through an operator or via message exchange, or as an unidentified user through Web Export.

The search criteria that can be entered are the web reference, MRN or transaction identifier, as well as the reference number of the exporter/representative (the exact same data as in the original declaration), and the business ID extension code of the exporter/representative, if it was included in the original declaration.

After the search criteria have been entered, start the search by clicking on "Search".

The screenshot shows the TULLI Web Export search page. The header includes the TULLI logo, 'TULLI-CUSTOMS | Web Export', and navigation links for 'Suomeksi', 'På svenska', and 'www.tulli.fi'. Below the header are tabs for 'Front page', 'Search', and 'Declaration', along with 'PORTAALIA TESTAA' and 'Log out' links. A 'Hide Help' button is also present.

The main content area is titled 'Search declarations' and contains a 'Search web export declarations' form. The form fields are:

- Web reference:
- Transaction ID:
- MRN:
- Status:
- Type of declaration:
- Time interval in which the declaration was submitted:

Below the form are 'Search' and 'Reset' buttons. A help window is open on the right side of the page.

At the bottom of the form, there is a note: 'If the export declaration has not been submitted via Web Export, but via other service channels (via message exchange or, when using the fallback procedure, with the SAD form) or by an unidentified user via Web Export [Click here](#).'

SEARCH PAGE (IDENTIFIED USER LOGGED IN AS A PRIVATE PERSON)

On the search page, declarations can be searched using certain search criteria.

If a declaration reference, a transaction ID or an MRN has been entered as a search criterion, the time interval in which the declaration was submitted does not need to be set in order to limit the search results. In other cases, the start and end dates of the intervals must be set (dd.mm.yyyy HH:mm).

- After the search criteria have been entered, you can start the search by clicking on "Search".

It is recommended that the search criteria you use are as limited as possible.

The easiest way to make searches is to set the preferred start and end dates as the search criterion.

If the search does not return any results or if there are flaws in the search criteria, the software will notify you of the error.

By clicking on "Reset", you can clear the search criteria fields as well as the search results.

Search results

Search results 1 - 6 shown. A total of 6 search results were retrieved.

| Web reference | Document name | User | Created | Representative ID | Exporter ID | Status | Updated by | Updated at | |
|---------------------------------|--------------------|-------|---------------------|-------------------|-------------|----------|------------|---------------------|--|
| NETT00000000963 | Export declaration | #72o2 | 08.11.2013 10:21:58 | | 6623005-2 | Released | #72o2 | 08.11.2013 10:41:04 | Copy |
| NETT00000000964 | Export declaration | #72o2 | 08.11.2013 10:29:39 | | 6623005-2 | Released | #72o2 | 08.11.2013 10:53:00 | Copy |
| NETT00000000965 | Export declaration | #72o2 | 08.11.2013 10:56:10 | | 6623005-2 | Released | #72o2 | 08.11.2013 10:58:22 | Copy |
| NETT00000000966 | Export declaration | #72o2 | 08.11.2013 10:59:02 | | 6623005-2 | Errors | #72o2 | 08.11.2013 11:11:20 | Copy Correct |
| NETT00000000967 | Export declaration | #72o2 | 08.11.2013 11:11:59 | | 6623005-2 | Released | #72o2 | 08.11.2013 11:14:39 | Copy |
| NETT00000000968 | Export declaration | #72o2 | 12.11.2013 10:53:31 | | 6623005-2 | Errors | #72o2 | 12.11.2013 10:54:06 | Copy Correct |

SEARCH RESULTS (IDENTIFIED USER)

The search results are shown on the search screen.

The search results show the declaration ID, a link beginning with NETT, which takes you to the cover page of the export declaration in question.

- Old declarations can be copied by clicking on “Copy”. The copied declaration opens in the **Information on operator** tab, where the information in the declaration can be changed as preferred.
- A declaration that contains errors can be corrected by clicking on “Correct”. The declaration opens and can be corrected. After you have made the corrections, you can send the declaration again to the Customs export system.
- You can remove unfinished export declarations by clicking on “Remove”. You can continue to fill in an unfinished declaration by selecting a link beginning with NETT.

If there are a lot of search results, you can see from bottom of the page on which search result page you are. Using the links, you can browse the search results either one page at a time or by moving directly to the first or to the last page.

Declaration cover page (unidentified user)

TULLI
TULLI · CUSTOMS | Web Export

A+ A- Suomeksi | På svenska www.tulli.fi

Front page Declaration Log in using Katso ID | Log in as a private person Hide Help

Make a new declaration

Declaration cover page

Declaration cover page

Select function

You can add a declaration by first selecting declaration type.

New declaration

New declaration with economic impact

New ship supply declaration

Help

Symbols used in the service:
* = compulsory data
(*) = conditionally compulsory data
[Help](#)

Call center

Support Service tel. +358
20 690 629 (Mon-Fri
8:00-18:00)
0 cents/min + local network
rate/standard mobile rate
[Frequently asked questions](#)

DECLARATION COVER PAGE (UNIDENTIFIED USER)

On the declaration cover page, the user can select the declaration type for a new declaration.

Filling in a normal export declaration is started by selecting **New declaration**. The user is directed to the screen "Information on operator".

By selecting **New declaration with economic impact**, the user sees only the codes and menus relating to customs procedures with economic impact. The fields that are compulsory because of a Community procedure code or national procedure appear on the screen "Data on customs procedure with economic impact".

Filling in a ship supply declaration is started by selecting **New ship supply declaration**. Re-export declarations of ship supplies are also selected here.

Declaration cover page (identified user)

The screenshot shows the TULLI web portal interface. At the top, there is a navigation bar with 'Front page', 'Search', and 'Declaration' tabs. The 'Declaration' tab is active. Below the navigation bar, there is a 'Make a new declaration' section with a sub-tab 'Declaration cover page'. Underneath, the 'Select function' section lists five options: 'New declaration', 'New declaration with economic impact', 'New ship supply declaration', 'New EAGF declaration', and 'Notify of arrival at exit'. To the right of the 'Select function' section, there is a 'Help' box and a 'Call center' box. The 'Help' box contains text about symbols used in the service, and the 'Call center' box provides contact information for support services.

DECLARATION COVER PAGE (IDENTIFIED USER)

On the declaration cover page, you can select the declaration type for a new declaration.

Filling in a normal export declaration is started by selecting **New declaration**. You are directed to the screen “Information on operator”.

When you select **New declaration with economic impact**, you see only the codes and menus relating to customs procedures with economic impact. The fields that are compulsory because of a Community procedure code or national procedure code appear on the screen “Data on customs procedure with economic impact”.

When you select **New ship supply declaration**, you see only the codes and menus relating to customs procedures involving ship supplies. You can also select the re-export of ship supplies here.

An identified user who has logged in for a **new EAGF declaration** can also submit the following export declarations on agricultural products online: declarations for exports of export refund goods, for exports due to export obligation and for exports of intervention goods.

An identified user can submit an **Arrival at Exit notification** online when the export declaration has been submitted.

Filling in a new declaration

FILLING IN A NEW DECLARATION

The export declaration is divided into four sections to be filled out:

- Information on the operator
- Data on the item to be cleared
- Transport data
- Goods item data

On the **Information on operator** page, you can fill in the information on the exporter, the consignee, the possible representative and the declarant.

If there are several consignees, the information on the consignee will be entered later on the "Goods item data" screen. In such cases, remove the tick from the box in front of the header "The goods items have the same consignee", and the information on the consignee is no longer shown on this screen.

If a representative is used in the declaration, tick the box "Representative" to display the fields on the representative so they can be filled in.

The declarant should enter either their phone number or their e-mail address. If the e-mail address has been entered, **messages relating to the declaration** will be sent to an **identified** declarant by e-mail (for example, the user will receive a notification of exit via e-mail, after which the user can log in to Web Export and print out the decision on release with confirmation of exit).

If compulsory data are missing from the page, Web Export will display an error message.

Data on the item to be cleared

The screenshot shows the 'Data on the item to be cleared' form in the TULLI Web Export system. The form is organized into several sections:

- Declaration data:** Includes fields for Declaration issue date (12.11.2013), Language (FI - Finnish), Type of declaration (Choose), Declaration (Choose), Total gross mass (input field), Export country (FI), Country of destination (input field), Reference of the exporter (input field), Reference of the representative (input field), Terms in accordance with Incoterms (input field), Or (input field), Other delivery term (input field), Delivery terms location (input field), and Nature of transaction (Choose).
- Declaration submitted after the departure of goods:** Includes an Exceptional export date (input field).
- Exit confirmation (Ret.exp):** Includes radio buttons for Yes (selected) and No.
- Information on location:** Includes Type of location (Choose), Location of goods (input field), Customs office (input field), Declared customs office of exit (input field), and Warehouse ID (input field).

A help window is open on the right side of the form, displaying contact information for the service center.

DATA ON THE ITEM TO BE CLEARED

Under “Data on the item to be cleared”, you can enter the data concerning the whole export declaration.

As the declaration issue date, Web Export sets the date when the user started to fill the declaration. The user cannot change the date.

The default language in the program is FI (Finnish).

Users can change the language into Swedish, after which they will receive the accompanying documents and decision documents in Swedish.

In the **Information on location** section, if you select O (geographical location) or L (warehouse), a text field for goods location data opens up for entering address information and other such details.

If you select Z (customs office code), the “Customs office” text box appears. When you select the country code of the required customs office, another text box appears to the right for entering the customs office details.

In the “Declared customs office of exit” field, enter the selected country code. Another text box appears to the right for entering the details of the required customs office. If you enter for example the code “FI”, a list of all the customs offices in Finland appears. Alternatively, you can enter the initial letters of the name of a customs office, for example “Vaa”, in which case the code for the Vaalimaa customs office appears.

Additional documents

Document *

Number *

Date * [Add additional document](#)

Invoice currency *

EUR

USD

Other currency

Additional information

| Additional information | Description | Text |
|------------------------|-------------|------|
| <input type="text"/> | | |

[Add additional information](#)

[Save as draft](#) [Previous](#) [Cancel](#) [Next](#)

If there is only one additional document, you do not need to click on “Add additional document”. If there are several documents, click on “Add additional document”. The previously entered attached document will appear above the text field.

You can modify the data in a previously entered additional document by clicking on “Modify”, or you can delete the document by clicking on “Remove”.

Here you can enter the currency used on the trade invoice. If there are several currencies on the invoice, you can enter the most valuable currency.

To enter several additional statement codes for goods items to be cleared, click on “Add additional information”. The entered data will appear above the field. You can remove an additional statement from the summary by clicking on “Remove”. If the “Remove” button is not displayed, the additional statement in question is connected directly to the value of the field on the screen.

Transport data

The screenshot shows the 'Transport data' form in the TULLI Web Export system. The form is organized into several sections:

- Transport details upon departure:** Includes a dropdown for 'Mode of transport *', a text input for 'Identity of the means of transport (1)', and a dropdown for 'Mode of transport *'.
- Transport details at the place of exit:** Includes a dropdown for 'Mode of transport *', a text input for 'Identity of the means of transport (1)', a text input for 'Nationality of the means of transport (1)', a checkbox for 'Goods in container', and a dropdown for 'Transport charges method of payment'.
- Routing countries:** Includes a text input for 'Routing countries' and an 'Add' button.
- Seals:** Includes a text input for 'Number of seals' (set to 0) and a text input for 'Seal identifiers' with an 'Add' button.

At the bottom of the form, there are buttons for 'Save as draft', 'Previous', 'Cancel', and 'Next'. A help popup is visible on the right side of the form, providing contact information for TULLI.

TRANSPORT DATA

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

In the "Routing countries" field, you can enter the codes of the countries through which the goods will be transported from the original country of dispatch to the final country of destination.

This means that you do not enter the country of the departure or the country of destination.

You can add routing countries by clicking on "Add". The routing country you added previously will appear above the field. You can remove entered routing countries by clicking on "Remove". If there is only one routing country, you do not need to click on "Add".

Web Export has a default value of 0 for the number of seals. If there are no seals related to the export declaration, the default value 0 cannot be removed from the "Number of seals" field.

If there is more than one (1) seal, and the seal identifiers are not consecutive numbers, you can add seal identifiers by clicking on "Add". The entered seal identifier will appear above the field. You can remove an identifier by clicking on "Remove".

Goods item data

GOODS ITEM DATA

Under “Goods item data”, you can enter the data regarding an individual goods item (commodity code).

Web Export checks directly from the TARIC database that the commodity code and any restrictions relating to it are correct.

Commodity codes must be entered at a level of eight digits.

You can select the procedure code (EU) and the national procedure code from the menu that appears.

When you click on “Search additional data on commodity code”, Web Export retrieves the restrictions and the goods description from the TARIC database.

If the commodity code is not subject to restrictions, Web Export notifies you of this and only displays the goods description from TARIC.

If a supplementary measurement according to TARIC must be entered for the commodity code, Web Export shows the field where the supplementary measurement is to be entered. Next to the field, Web Export displays the supplementary measurement unit which is to be entered for the commodity code. The supplementary measurement can also be a measurement unit qualifier, for example KGM for kilograms or E for drained net weight.

Example: There is an export restriction (dual use) on commodity code 84561000. You should select whether the goods declared for export are subject to restrictions or not.

If you have not searched any additional data for the commodity code, Web Export displays an error message when you are moving on to the following page.

Goods item data

Dangerous goods code (UNDG)

Goods description (max. 255 characters) * Second-hand goods

Statistical value * EUR

Gross mass ⁽⁴⁾ kg

Net mass * kg

Package data

| Packaging type | Description | Total packages | Number of pieces | Marks and numbers | |
|----------------|-------------|----------------|------------------|-------------------|--|
| PK | Package | 1 | | 12345678 | <input type="button" value="Remove"/> <input type="button" value="Modify"/> |

Package type *

Total packages

Or
Number of pieces

Marks and numbers of packages

Additional documents

There are additional documents relating to the goods item

Additional information

There is additional information relating to the document

Previous documents

There are previous documents relating to the goods item

GOODS ITEM DATA

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

After entering the data on one package, click on “Add packaging type and data”. The entered data will appear above the field, and you can enter more package data on the same goods. You can remove package data you have entered by clicking on “Remove”.

If the goods in the goods item are packed under the same package type, you do not need to use the button “Add packaging type and data”.

You can modify previously entered package data by clicking on “Modify”. The entered data become active and can be modified.

Goods item data

Additional documents

There are additional documents relating to the goods item

Document

Number ^(*)

Date ^(*)

[Add additional document](#)

Additional information

There is additional information relating to the document

Additional information ^(*)

Text ^(*)

[Add additional information](#)

Previous documents

There are previous documents relating to the goods item

Document ^(*)

Number ^(*)

Date ^(*)

[Add additional document](#)

[Add goods item](#)

[Save as draft](#) [Previous](#) [Cancel](#) [Next](#)



GOODS ITEM DATA

Additional documents, additional information and previous documents relating to the goods item are not compulsory data in all cases.

If there are additional documents or information or previous documents relating to the goods item, you can enter the required data for example by ticking the box "There are additional documents relating to the goods item".

By clicking on "Remove", you can remove additional documents, additional information or previous documents that you have entered.

You can modify previously entered data on additional documents, additional information or previous documents by clicking on "Modify". The entered data become active and can be modified.

If there are several goods items in the export declaration, you can add a new goods item by clicking on "Add goods item".

Goods item list

The screenshot shows the TULLI Web Export interface. The header includes the TULLI logo, 'TULLI-CUSTOMS Web Export', and user information: 'Suomeksi | På svenska www.tulli.fi', 'h72o2 (6623005-2) Log_out', and a 'Help' button. The left navigation menu has options: 'Declaration NETT0000000968', 'Declaration cover page', 'Information on operator', 'Data on the item to be cleared', 'Transport data', 'Goods items (2)', 'Goods item list', and 'Sending page'. The main content area is titled 'Goods item list' and contains a table with the following data:

| Sequence number | Commodity code and description | Packaging | Net mass of the goods item | Statistical value of the goods item | Procedure (EU / National) | Choose |
|------------------------------|--------------------------------|-----------|----------------------------|-------------------------------------|---------------------------|--------------------------|
| Goods item 1 | 83014011 locks | 1 PK | 9 | 2578 | 1000 / 999 | <input type="checkbox"/> |
| Goods item 2 | 64041990 shoes | 2 PK | 20 | 250 | 1000 / 999 | <input type="checkbox"/> |

Below the table are buttons for 'Add goods item' and 'Remove goods item', and navigation buttons for 'Previous' and 'Next'.

GOODS ITEM LIST

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

The link “Goods item” takes you to the goods item page where you can, if needed, edit the goods item data.

You can enter new goods items by clicking on “Add goods item”.

Goods items that have been entered can be removed by ticking the goods item in question and then clicking on “Remove goods item”.

Data on customs procedure with economic impact

The screenshot shows the TULLI Web Export interface. The main heading is "Data on customs procedure with economic impact". Below this, there is a section titled "Factors with economic impact" and a "Simplified procedure" section. The "Simplified procedure" section contains several input fields: "End date and time of the procedure" (with a calendar icon), "Nature of processing operation", "Processed products", "Proposed means of identification", and "Supervising customs office". Below these fields is a section for "Customs offices of discharge" with an input field and an "Add" button. At the bottom of the form, there are buttons for "Save as draft", "Previous", "Cancel", and "Next". A help popup is visible on the right side of the screen.

DATA ON CUSTOMS PROCEDURE WITH ECONOMIC IMPACT

The data on a customs procedure with economic impact is entered on a separate page.

When you have selected “New declaration with economic impact” on the declaration cover page, Web Export will indicate what information you should provide regarding the procedure with economic impact in this section. The software does this based on the Community customs procedure and the national procedure (provided on the “Data on the item to be cleared” page). If the matter concerns a normal authorisation procedure, Web Export will ask you to provide the possible authorisation data.

If there are several customs offices of discharge, you can add a new customs office of discharge clicking on “Add”. If there is only one customs office of discharge, you do not need to click on “Add”.

Sending page

The screenshot shows the 'Sending page' in the TULLI Web Export system. The page header includes the TULLI logo, 'TULLI-CUSTOMS Web Export', and navigation links for 'Suomeksi' and 'På svenska'. Below the header, there are tabs for 'Front page' and 'Declaration', and a 'Hide Help' button. The main content area is titled 'Sending page' and contains a progress bar, a message about the declaration being sent for processing, and a CAPTCHA challenge. The CAPTCHA text is 'Please type the characters displayed in the image: 0 4 5 1 4'. Below the CAPTCHA is a 'Send' button. A help popup is visible on the right side of the page, containing the text 'No help available' and 'Service tel. +358 29 (Mon-Fri 0)'. The help popup also includes a 'Frequently asked questions' link.

SENDING PAGE (UNIDENTIFIED USER)

An unidentified user is requested to type the displayed series of six numbers in the empty field before sending the declaration.

The user sends the finished export declaration to the Customs export system by clicking on "Send" on the sending page.

The screenshot shows the 'Sending page (Read-only)' for a successful declaration. The page header includes the TULLI logo, 'TULLI-CUSTOMS Web Export', and navigation options for language (Suomeksi | På svenska) and website (www.tulli.fi). The user is logged in as 'Kaitso.ID'.

The main content area displays the declaration number **NETT000000969** and states: **The declaration has been sent. Please have the codes below with you when you visit the customs office.** Below this, it provides the declaration number and instructions: 'Present this web reference and the documents relating to the export consignment to Finnish Customs in order to be granted release for export. In connection with the release, Customs will give you the EAD (export accompanying document) containing the MRN as well as the decision on release. The EAD must follow the goods and they will be also presented at the customs office of exit. Customs will automatically remove any export declarations submitted by unidentified users of Web Export which the customer has not requested to be released for a customs procedure within 45 days after Customs has received the declaration. The sent declaration was successfully received by the Customs export system. You can check all the messages from the Customs export system on the cover page of the declaration. Declaration cover page Click the button below to add a new declaration immediately. You can browse the data in a sent declaration via the left menu on the declaration pages. Add new declaration'.

The left sidebar contains a menu with options: Declaration cover page, Information on operator, Data on the item to be cleared, Transport data, Goods items (1), Goods item list, and Sending page (highlighted).

A help window is open in the top right corner, showing 'No Help available' and contact information for 'nter' (Service tel: +358 35 (Mon-Fri 0), 0 cents/min + local network rate/standard mobile rate, Frequently asked questions).

SENDING PAGE (UNIDENTIFIED USER)

An unidentified user receives a web reference for the approved declaration. The web reference is to be presented at a customs office located in Finland together with the goods and the documents related to the customs clearance. Customs places the goods under an export procedure and gives the exporter a decision on release and an Export Accompanying Document (EAD). The EAD is to accompany the goods to the place of exit.

If an unidentified user has not presented the web reference at Customs within 45 days of the acceptance of the declaration, Customs will cancel the declaration.

On the declaration cover page, an unidentified user can also copy the declaration during a single session and use it as a template for a new declaration.

If the declaration contains errors, Web Export informs the user of the rejection of the declaration and displays the errors on the Sending page. By clicking on "Correct", the user can open the declaration and correct the errors. When the declaration has been corrected, the user can send it again to the Customs export system.

Please note: The errors are to be corrected during a single session.

The screenshot shows the 'Sending page (Read-only)' for a rejected declaration. The page header is identical to the previous screenshot. The main content area displays the declaration number **NETT000000970** and states: **The declaration has been sent.** Below this, it provides a rejection message: 'Tulliselitetäviä erä: T032; ilmoitustyyppi EU määrämaa pitää olla EFTA-maa;'. A red warning icon and text state: 'A rejection message regarding the sent declaration was received from the Customs export system. You can check the contents of the message on the cover page of the declaration. Click the button below to make corrections in the declaration. Correct'.

The left sidebar contains a menu with options: Declaration cover page, Information on operator, Data on the item to be cleared, Transport data, Goods items (1), Goods item list, and Sending page (highlighted).

A help window is open in the top right corner, showing 'No Help available' and contact information for 'nter' (Service tel: +358 35 (Mon-Fri 0), 0 cents/min + local network rate/standard mobile rate, Frequently asked questions).

Sending page with error notice from Customs' export system

The screenshot shows the TULLI Web Export interface. The main content area is titled "Sending page (Read-only)". It displays a red error message: "A rejection message regarding the sent declaration was received from the Customs export system. You can check the contents of the message on the cover page of the declaration." Below this message, there is a "Correct" button and a link to "Declaration cover page". At the bottom of the main content area, there is an "Add new declaration" button. The left sidebar contains a navigation menu with "Sending page" selected. The top navigation bar includes "Front page", "Search", "Declaration", and "Log out".

SENDING PAGE (IDENTIFIED USER)

If the declaration contains errors, Web Export informs the user of the rejection of the declaration and displays the errors on the Sending page. By clicking on "Correct", the user can open the declaration and correct the errors. After correcting the declaration, an identified user can send the declaration immediately or at a later time to the Customs export system.

The link "Declaration cover page" takes the user to the declaration cover page.

By clicking on "Add new declaration", the user can start filling in a new declaration.

Sending page, declaration received by the Customs export system

The screenshot displays the TULLI Web Export interface. The header includes the TULLI logo, 'TULLI-CUSTOMS Web Export', and navigation options for 'Suomeksi' and 'På svenska'. The user is logged in as '872u2 (6623005-2)'. The main content area shows a confirmation message for declaration number 'NETT0000000973'. The message states: 'The declaration has been sent. Check messages regarding the declaration on the cover page of the declaration.' It provides a link to the 'Declaration cover page' and notes that the declaration was successfully received by the Customs export system. A left-hand menu lists various declaration-related options, with 'Sending page' selected. A 'Call center' widget and a 'Help' popup are also visible.

Declaration
NETT0000000973

Declaration cover page
Information on operator
Data on the item to be cleared
Transport data
Goods items (1)
Goods item list
Sending page

Sending page (Read-only)

The declaration has been sent.
Check messages regarding the declaration on the cover page of the declaration.
[Declaration cover page](#)

Declaration number: NETT0000000973

The sent declaration was successfully received by the Customs export system.

You can check all the messages from the Customs export system on the cover page of the declaration.
[Declaration cover page](#)
Click the button below to add a new declaration immediately. You can browse the data in a sent declaration via the left menu on the declaration pages.
[Add new declaration](#)

Call center
Support Service tel. +358 20 690 629 (Mon-Fri 9:00-18:00)
0 cents/min + local network rate/standard mobile rate
[Frequently asked questions](#)

Help
No help available.
[Help](#)

Previous Next

SENDING PAGE (IDENTIFIED USER)

If the sent declaration is successfully received by the Customs export system, a web reference beginning with "NETT" will be generated for the declaration.

Any messages and decisions relating to the declaration can be checked on the declaration cover page.

Declaration cover page (identified user)

TULLI
TULLI-CUSTOMS Web Export

Front page Search Declaration h72o2 (6623006-2) Log out Hide Help

Declaration
NETT000000973

Declaration cover page
Information on operator
Data on the item to be cleared
Transport data
Goods items (1)
Goods item list
Sending page

Declaration cover page (Read-only)

Declaration data

MRN 13FI000000004532E9
Web reference NETT0000000973
Declaration type Export declaration
Status of the declaration Released

Select function
You are processing the declaration data. Choose one of the following functions.

Amend Cancel
Copy Start new declaration

Messages and decisions regarding the declaration

| Message type | Message | Saved |
|--------------|---|---------------------|
| Sent | Export declaration has been sent to Customs | 12.11.2013 16:22:33 |
| Acceptance | Ilmoitus on hyväksytty käsiteltäväksi | 12.11.2013 16:22:43 |
| Release | Ilmoitus on luovutettu menettelyyn | 12.11.2013 16:22:49 |

| Decision type | Decision | Saved |
|------------------|-------------------------------|---------------------|
| EAD | Open decision | 12.11.2013 16:22:49 |
| Release decision | Open decision | 12.11.2013 16:22:49 |

DECLARATION COVER PAGE (IDENTIFIED USER)

If the user is editing an existing declaration, it is also possible to start filling in a new declaration by clicking on “Start new declaration” on the declaration cover page.

A declaration that is being processed can also be copied by clicking on “Copy”.

The declaration cover page displays the declaration data (MRN, web reference, declaration type and status).

Messages that have arrived from the Customs export system, relating to the sent declarations, are displayed on the declaration cover page.

The decisions and outputs relating to the export declaration are displayed at the bottom of the page. Via the link “Open decision”, the user can print out the decisions, and if needed, save them on their own computer.

Declaration cover page (unidentified user)

The screenshot shows the TULLI Web Export interface. The main content area is titled "Declaration cover page (Read-only)". It displays the following information:

- Declaration data:**
 - MRN: 13F100000004517E5
 - Web reference: NETT0000000974
 - Declaration type: Export declaration
 - Status of the declaration: Being processed
- Select function:**

You are processing the declaration data. Choose one of the following functions.

Copy Start new declaration
- Messages and decisions regarding the declaration:**

| Message type | Message | Saved |
|--------------|---|---------------------|
| Sent | Export declaration has been sent to Customs | 12.11.2013 16:27:56 |
| Acceptance | Ilmoitus on hyväksytty käsiteltäväksi | 12.11.2013 16:28:05 |

Additional elements visible include a navigation menu on the left with "Declaration cover page" selected, a "Help" window, and a "Call center" contact box.

DECLARATION COVER PAGE (UNIDENTIFIED USER)

If the user is editing an existing declaration, it is also possible to start filling in a new declaration by clicking on "Start new declaration" on the declaration cover page.

The user can also copy a declaration as a template for a new declaration.

The declaration cover page displays the declaration data (MRN, web reference, declaration type and status) as well as messages from the Customs export system.