Web Export, user instructions 8 November 2013

Form page Decreation Am Stometski På svenska voorstulité Front page Decreation Hide He C O Front page Decreation Hide He T C O With this online service for export declaration, you can submit export declarations to costoms by choosing Declaration in the top menu. System InD Hide He T You can submit a declaration as an unregistered user, in which case you will receive a declaration appelde reference number allows the customs diftered to the top menu. F D C O Arregistered user can view and pint out the Export Accompanying Document (EAD) and the decision on release, save a declaration as a draft and choose a previous dire top more proved to the fibe bar words with the bar words with bar words with the bar words with bar words with the	 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
Item Read addition process, glasse stabilish the commodity code in addition code in addition process, glasse stabilish the commodity code in addition process, flasse stabilish the commodity code in addition process, flasse stabilish the commodity code in addition process, glasse stabilish the commodity code on the page Code state addition process. If the commodity code is addition process, glasse stabilish the commodity code decisions in English the code state addition process, glasse stabilish the code state addition process addition codes on the page Code state addition process additin process a	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).





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 you 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.

		SEARCH PAGE (IDENTIFIED USER LOGGED IN USING KATSO ID)
TULL-CUSTOMS Web Export		
Front page Search Declaration ax32fj (6622999-1) Log out Select Business ID	Hide Help	On the search page, declarations can be searched using certain search criteria. Only an identified user can make searches.
Search declarations		If a declaration reference, a transaction ID or an MDN has been
Search web export declarations Web reference Transaction ID MRN Status Usearch only my own declarations		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).
Role of own company © Exporter © Representative Additional condition (Business ID of the exporter/the representative) Type of declaration Time interval in which the declaration	Help Help	• 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.
submitted Search Reset 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 Klick here.		 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
		The easiest way to make searches is the 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.

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age Search Declaration ax32fj (6622999-1) Log out Sale	ct Business ID Hide Help	This search screen can be used to retrieve declarations which ha not been submitted through Web Export as an identified user, but
Search declarations Search for export declarations submitted via other service channels Use this search acreen 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 er via direct message exchange, or lodged via Web Export by an unidentified user). Web reference Transaction ID MRN Reference of the exporter of the regresentative D of the export of the representative Search from export system Reset Return to search from Web Export	B Holp () Ho Help avalable. Held	 through an operator or via message exchange, or as an unidentifiuser through Web Export. The search criteria that can be entered are the web reference, MI 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".

Front page Search Declaration PORTAALIA TESTAA Log out	Hide Help	SEARCH PAGE (IDENTIFIED USER LOGGED IN AS A PRIVATE PERSON)
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		as the search results.

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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 prowse the search results either one page at a time or by moving directly to the first or to the last page.

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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)

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DECLARATION COVER PAGE (IDENTIFIED USER)

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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.

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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 email 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.

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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.

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.

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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".



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	GOODS ITEM DATA
Dangerous goods code (LRDG) Goods description (max: 256 characters) *	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.
Statistical value * EUR Gross mass fail kg Net mass * kg Package data Remove PK Package 1 1 12345678	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".
Package type * Choose • Total packages Or Number of pieces • Add packaging type and data	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".
Additional documents There are additional documents relating to the goods item Additional information	You can modify previously entered package data by clicking on "Modify". The entered data become active and can be modified.
There is additional information relating to the document Previous documents	
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Goods item	list								
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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

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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

ont page Declaration	Log in using Katso ID Log in as a private person		Hide Help	
ake a new declaration	Sending page	Help	nter	
eclaration cover page iformation on operator lata on the item to be cleared ransport data	The export declaration is sent for processing by clicking Send. It may take dozens of seconds to send the declaration, so please wait patiently after clicking Send. Please type the characters displayed in the image: 0 4 5 5 1 4	No Help available. Help	Service tel, +358 19 (Mon-Fri 0), 0 cents/min + local networf rate/standard mobile rate Frequently asked guestion	
Goods items (1)				
Goods item list	Send			
ending page	R. Previous			

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.



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.

Sending page with error notice from Customs' export system SENDING PAGE (IDENTIFIED USER) If the declaration contains errors, Web Export informs the user of W TULLI the rejection of the declaration and displays the errors on the TULL CUSTONS Web Export (A+) (A-) Suomeksi i På svenska www.tulli.fi Sending page. By clicking on "Correct", the user can open the #72o2 (6623005-2) Log out Front page Search Declaration Hide Help declaration and correct the errors. After correcting the Call center Declaration Sending page (Read-only) Help C declaration, an identified user can send the declaration NETT0000300006 Declaration cover page Support Senice tel. +358 Help Tavaraera 1: Tavaraera 1: Nimikkeen 84014000 osalta on otettava kantaa immediately or at a later time to the Customs export system. 20 690 629 (Mon-Fri 8 00-18 00) Information on operator rajoitukseen 478. 0 cents/min + local network rate/standard mobile rate Data on the item to be cleared The declaration has been sent. Transport data Frequently asked questions The link "Declaration cover page" takes the user to the 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 Goods items (1) declaration Goods item list declaration cover page. Sending page Click the button below to make corrections in the declaration. Correct By clicking on "Add new declaration", the user can start filling in You can check all the messages from the Customs export system on the cover page of the a new declaration. 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 Next

Sending page, declaration received by the Customs export system



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.



Front page Declaration	Log in using Katso J	D I Log in as a private person	Hide Help		
Declaration NETT0000000974	Declaration cover page (Read-only)	() Help	Call center Support Service tel. +358 20 690 629 (Mon-Fri 8 00-18 00)		
Declaration cover page	Declaration data	Symbols used in the service:			
Information on operator	MRN 13F100000004517E5	* = compulsory data			
Data on the item to be cleared	Web reference NETT0000000974	(*) = conditionally computery data	0 cents/min + local network		
Transport data	Declaration type Export declaration		Frequently asked questions		
Goods items (1)	claus of the declaration being processed				
Goods item list					
Sending page	Select function				
	You are processing the declaration data. Choose one of the fo	allowing functions.			
	Copy Start new declaration				
	Messages and decisions regarding the declaration	n			
	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			

Declaration cover page (unidentified user)

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.