

User instructions for the Export Declaration Service

Front page

Figure 1 Front page

The screenshot shows the front page of the TULLI Export Declaration Service. The header includes the TULLI logo, the text 'TULLI-CUSTOMS Export Declaration Service', and language options for 'Suomeksi' and 'På svenska'. There are also links for 'www.tulli.fi' and 'Log in using Katso ID | Log in using Suomi.fi authentication'. The main content area is titled 'Front page' and contains several sections of text. A 'Help' window is open, displaying instructions on how to use the help text. On the right side, there are two boxes: 'System info' and 'Call center'. The 'System info' box contains information about eIDAS identification and links for 'Read whole info' and 'Disruption notices'. The 'Call center' box provides contact information for support services, including phone numbers and hours of operation, along with links for 'Frequently asked questions' and 'give a response'.

Front page

In the Export Declaration Service, you can submit export declarations to Customs by choosing Declaration in the top menu.

Unidentified declarant

You can submit a declaration as an unidentified user, in which case you will receive a declaration-specific reference number. However, as an unidentified user, you must always visit a customs office. The customs office retrieves the declaration details using the reference number, and gives you the export accompanying document (EAD) and the decision on release.

Identified declarant

You can now use Suomi.fi identification to log in to the service. The Suomi.fi mandate code used in this service is "Customs clearance". As an identified user, you can save a declaration as a draft and choose a previous declaration as a template for a new one. Via the service, you can also view and print out export accompanying documents (EADs) and decisions on release. After the exit of the goods, you can also print out the certification of exit from the system.

Private persons can use Suomi.fi identification to log with their certificate cards, online banking IDs or mobile certificates. For the time being, identification still requires a Finnish personal identity code.

If the company uses a representative for submitting declarations, the mandate can be granted for this service in the Suomi.fi service or in some other alternative manner

[Read here how to identify yourself and grant mandates in Suomi.fi](#)

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

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 or Swedish.

[Privacy statement](#)

System info

eIDAS identification of a foreign citizen is not yet possible in the Export Declaration Service

[Read whole info](#)

[Disruption notices](#)

Call center

Support Service private customers tel. +358 295 5206 (Mon-Fri 8am-6pm), business customers +358 295 5207 0 cents/min + local network rate/standard mobile rate/ [Frequently asked questions](#) [give a response](#)

On the front page, there is general information on Export Declaration Service, system information and the contact information of the call centre.

You can choose Finnish, Swedish or English as the user interface language

You can find **guidance on identification and granting mandates** via the link [Read here how to identify yourself and grant mandates in Suomi.fi:](#)

Declarants log in to the service using Suomi.fi identification.

Declarants can submit declarations (New declaration, New declaration with economic impact and New ship supply declaration) by selecting the "Declaration" tab on the front page

Via the link [EU's online tariff database Taric](#) you can search for the commodity codes of export goods and for any export restrictions on them.

Via the link [Help](#) you can find e.g. completion instructions for declarations and examples of completed declarations. Via the link "Frequently asked questions" you can read the most common questions about the Export Declaration Service.

You can see the Help window with field-specific help texts on every page of the Export Declaration Service.

Front page

Figure 2 Front page

TULLI
TULLI · CUSTOMS Export Declaration Service

Suomeksi | På svenska | www.tulli.fi

Front page Search Declaration (6623005-2) #72o2 (6623005-2) Log out Hide Help

Front page

In the Export Declaration Service, you can submit export declarations to Customs by choosing **Declaration** in the top menu.

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[Privacy statement](#)

Latest messages concerning the declarations of the user

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System info

eIDAS identification of a foreign citizen is not yet possible in the Export Declaration Service

[Read whole info](#)

[Disruption notices](#)

Help

The Help window shows the help text for the field you are filling in. To move the Help window, move the mouse pointer to the title bar and drag the window where you want it. You can remove the Help window from view by clicking on Hide Help.

[Help](#)

Call center

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At the top of the page, you will see the ID they have used to log in to the service.

In the table "Latest messages concerning the declarations of the user" on the front page, you will see the (ten latest) messages sent by Customs. By selecting a reference beginning with NETT, you can go to a declaration.

Completing a new declaration

Declaration

Figure 3 Declaration

The screenshot shows the TULLI Customs website interface for the 'Declaration' section. The header includes the TULLI logo, 'TULLI CUSTOMS', and 'Export Declaration Service'. Navigation tabs include 'Front page', 'Search', and 'Declaration'. A user session ID '(6623005-2) ft72o2 (6623005-2)' and a 'Log out' link are visible. The main content area is titled 'Declaration cover page' and 'Select function'. Below this, a message states: 'You can add a declaration by first selecting declaration type.' followed by four buttons: 'New declaration', 'New declaration with economic impact', 'New ship supply declaration', and 'Notify of arrival at exit'. On the right side, there is a 'Help' box with symbols used in the service and a 'Call center' box with contact information for private and business customers.

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

By selecting **New declaration**, you can start entering details in a standard export declaration.

By selecting **New declaration with economic impact**, you can start entering details in a declaration concerning special procedures. In the declaration, you will see the codes and menus relating to customs procedures with economic impact. In the view "Data on customs procedure with economic impact", the mandatory fields are active.

By selecting **New ship supply declaration**, you can start entering details in a declaration concerning ship supplies. In the declaration, you will see the codes and menus relating to ship supplies.

By selecting **Notify of arrival at exit**, you can submit a notification on goods arriving at the place exit.

Information on operator

Figure 4 Information operator

Make a new declaration

- Declaration cover page
- Information on operator
- Data on the item to be cleared
- Transport data
- Goods item data
- Attachments
- Sending page

Information on operator

Information on exporter

ID of the exporter *

Name of the exporter *

Extension to the name of the exporter

Address

Postal code

City

Country

Information on consignee

The goods items have the same consignee

Name of the company / Name ^(*)

Extension to the name company

Address ^(*)

Postal code

City ^(*)

Country ^(*)

ID

Party responsible for the code list

Information on representative

Representative

Information on declarant

Declarant *

Telephone number ^(*)

E-mail address ^(*)

Call center

Support Service private customers tel. +358 295 5206 ^(*) (Mon-Fri 8am-6pm), business customers +358 295 5207 ^(*)
0 cents/min + local network rate/standard mobile rate/
[Frequently asked questions](#)
[give a response](#)

Help

[Help](#)

The following information is provided in the export declaration: **Information on operator**, **Data on the item to be cleared**, **Transport data** and **Goods item data**. You will also see the “Attachments” page.

On the **Information on operator** page, you provide information on the exporter, consignee, representative (if any) and declarant.

If the exporter has a business ID extension assigned by Customs, the address information is not required.

If there is only one consignee, you enter the information on the consignee on this page.

If there are several consignees, remove the choice “The goods items have the same consignee”. The information on the consignee is no longer shown on this page. Instead, it is provided on the page “Data on the item to be cleared” (there must be more than one goods item).

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.

Declarants must enter their name, telephone number and email address. If an email address has been entered, messages relating to the declaration will be sent to an

identified declarant by email. Declarants can then log in to the Export Declaration Service and read the messages as well as print out and save the decisions.

The “Save as draft” button is also displayed. By clicking it, you can save the data of an unfinished declaration and continue entering data later. When the declaration is saved, an identifier beginning with NETT is generated for it. By using this identifier, the declaration can be retrieved later for editing.

Data on the item to be cleared

Figure 5 Data on the item to be cleared

Data on the item to be cleared

Declaration data

Declaration issue date 01.04.2020

Language ^(*) FI - Finnish

Type of declaration * Choose

Declaration * Choose

Total gross mass * kg

Export country * FI

Country of destination *

Reference of the exporter *

Reference of the representative

Terms in accordance with Incoterms ^(*)

Or

Other delivery term ^(*)

Delivery terms location *

Nature of transaction * Choose

Declaration submitted after the departure of goods

Exceptional export date

Information on location

Type of location * Choose

Location of goods ^(*)

Customs office ^(*)

Declared customs office of exit *

Call center

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Help

Under “Data on the item to be cleared”, you can enter the data concerning the whole export declaration. The default language in the Export Declaration Service is FI (Finnish).

You can change the language into Swedish (SE), after which you will receive the decisions in Swedish.

Under “Information on location”, you enter the location where the goods are available for inspection by Customs.

- If you select O (geographical location) or L (warehouse), a text field for goods location data opens for entering address information.
- If you select Z (customs office code), select first the country code of the customs office and then the customs office.

In “Declared customs office for exit” select first the country code and then the customs office of exit. After selecting the country code, you can also type the first letters of the customs office of exit, e.g. “VAA” to display the data on Vaalimaa customs.

Additional documents, invoice currency and additional information

Figure 4 Additional documents, invoice currency and additional information

Enter the additional documents concerning the whole declaration, e.g. the invoice.

Select the currency of the invoice related to the export declaration. If there are several currencies on the invoice, select the currency with the highest value.

In the menu “Additional information”, select, if necessary, additional information concerning the whole declaration.

Transport data

Figure 5 Transport data

Data relating to the transport of the goods is to be entered on the Transport data page.

If the goods are in a container, tick “Goods in container” and enter the container data on the page for goods item data.

Select the transport charges method of payment.

In the field “Routing countries”, enter the codes of the countries through which the goods will be transported. The country of departure and the country of destination are not entered.

Under “Seals”, zero (0) is displayed as the default value for the number of seals. Where appropriate, enter the number of seals and the seal identifiers.

Goods item data

Figure 6 Goods item data

Under “Goods item data”, enter the data on one goods item (commodity code).

Enter the 8-digit commodity code (CN code).

Select “Procedure code (EU)” and the national procedure code.

When you click on “Search additional data on commodity code”, the service retrieves the goods description and any measures and restrictions concerning the commodity code from the EU Taric database.

If the commodity code has a supplementary quantity according to Taric, the search will display a field for entering the supplementary quantity. The service will display the supplementary unit that is to be entered for the commodity code.

If there are restrictions related to the commodity code, the service will display them and the declarant must decide whether the goods are subject to export restrictions or not. Select whether the goods declared for export are subject to restrictions or not.

If you have not searched the additional data for the commodity code, the service will display a notification when you are moving to the next page.

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.

Additional documents, additional information and previous documents

Figure 9 Additional documents, additional information and previous documents

Additional documents

There are additional documents relating to the goods item

Document

Number (s)

Date (s)

[Add additional document](#)

Additional information

There is additional information relating to the document

Previous documents

There are previous documents relating to the goods item

[Add goods item](#)

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

[Help](#)

If there are additional documents or information or previous documents relating to the goods item, you can enter the required data by ticking the box in question.

You can add goods items to the export declaration by clicking on “Add goods item”.

Goods item list

Figure 7 Goods item list

Make a new declaration

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

Goods item list

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					/	<input type="checkbox"/>

[Add goods item](#) [Remove goods item](#)

[« Previous](#) [Next »](#)

[Help](#)

No Help available.
[Help](#)

On the goods item list, you can see a summary of the goods items you have saved.

Via the “Goods item” link(s) you can go to the goods item page, where you can edit the goods item data when required.

You can add or remove goods items by clicking on “Add goods item” or “Remove goods item”

Sending of attachments

Figure 8 Sending of attachments

The screenshot shows the 'Attachments' page. On the left, a sidebar titled 'Make a new declaration' lists steps: Declaration cover page, Information on operator, Data on the item to be cleared, Transport data, Goods items (1), Goods item list, Attachments (highlighted), and Sending page. The main area is titled 'Attachments' and features a table with columns: Id, Type, Name, Date, and Choose. Below the table are buttons for 'Remove', 'Upload attachments', 'Save as draft', 'Previous', 'Cancel', and 'Next'. On the right, there is a 'Help' box with the text 'No Help available.' and a 'Call center' box with contact information for private and business customers, including phone numbers and operating hours, along with links for 'Frequently asked questions' and 'give a response'.

You can send attachments to the export declaration via the link “Upload attachments”, which is a link to the Attachment Upload Service. When you have uploaded the attachment and sent it to Customs, you can return to the export declaration by clicking on “Resume filling form”. On the page “Attachments” in the Export Declaration Service, you can now see the attachments you have sent. You can remove or add attachments via the link “Upload attachments”.

Data on customs procedure with economic impact

Figure 9 Data on customs procedure with economic impact

The screenshot shows the 'Data on customs procedure with economic impact' page. The sidebar on the left is similar to Figure 8, but 'Data on customs procedure with economic impact' is highlighted. The main content area is titled 'Data on customs procedure with economic impact' and contains a section 'Factors with economic impact' under 'Simplified procedure'. This section includes several input fields: 'End date and time of the procedure', 'Nature of processing operation', 'Processed products', 'Proposed means of identification', 'Supervising customs office' (with a dropdown arrow), and 'Customs offices of discharge' (with a dropdown arrow and an 'Add' button). At the bottom, there are buttons for 'Save as draft', 'Previous', 'Cancel', and 'Next'. The right-hand sidebar contains the same 'Help' and 'Call center' information as in Figure 8.

If you have selected **New declaration with economic impact** on the declaration cover page, the Export Declaration Service will determine which data on the procedure with economic impact you must provide in the declaration. The service does this based on the customs procedure and national procedure selected on the page “Data on the item to be cleared”.

The authorisation data related to the standard authorisation procedure and the warehouse data in the re-export declaration related to customs warehousing are provided on this page.

Sending page

Figure 10 Sending page

Make a new declaration

- Declaration cover page
- Information on operator
- Data on the item to be cleared
- Transport data
- Goods items (1)
 - Goods item list
 - Data on customs procedure with economic impact
 - Attachments
 - Sending page**

Sending page

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.

[Send](#) [Previous](#) [Next](#)

Help
No Help available.
[Help](#)

Call center
Support Service private customers tel. +358 295 5206 (Mon-Fri 8am-6pm), business customers +358 295 5207. 0 cents/min + local network rate/standard mobile rate/
[Frequently asked questions](#)
[give a response](#)

Click “Send”.

If the by the Customs export system receives the sent declaration successfully, a web reference starting with “NETT” will be generated for the declaration.

If the declaration contains errors, the Export Declaration Service will inform you of the rejection and display the errors on the Sending page. By clicking on “Correct”, you can open the declaration and correct the errors.

You can check any messages and decisions relating to the declaration via the Declaration cover page link

Declaration cover page

Figure 11 Declaration cover page

Declaration cover page (Read-only)

Declaration data

MRN	20FI00000003933E9
Web reference	NETT0000602759
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](#) [Attachments](#)

Messages and decisions regarding the declaration

Message type	Message	Saved
Sent	Vienti-ilmoitus on lähetetty Tulliin	01.04.2020 12:44:39
Acceptance	Ilmoitus on hyväksytty käsiteltäväksi	01.04.2020 12:44:55
Release	Ilmoitus on luovutettu menettelyyn	01.04.2020 12:45:07

Decision type	Decision	Saved
EAD	Open decision	01.04.2020 12:45:07
Release decision	Open decision	01.04.2020 12:45:07

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

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The Declaration cover page displays the declaration data (MRN, Web reference, Declaration type and Status of the declaration).

Messages and decisions concerning the declaration from Customs’ export system are also displayed on the Declaration cover page.

Via the “Open decision” link, you can print out the decision and save it on your computer.

On the cover page, you can amend and cancel declarations or start a new declaration either by copying a declaration that is being processed as a template or by starting a completely new declaration.

By clicking on “Attachments”, you can move to the sending of attachments.

Search declarations

Figure 12 Search declarations

The screenshot shows the TULLI Export Declaration Service search page. The header includes the TULLI logo, 'TULLI-CUSTOMS Export Declaration Service', and navigation links for 'Suomeksi' and 'På svenska'. The main content area is titled 'Search declarations' and contains a search form for 'Search Export Declaration Service declarations'. The form includes input fields for 'Web reference', 'Transaction ID', and 'MRN', a dropdown for 'Status', a checkbox for 'I search only my own declarations', radio buttons for 'Role of own company' (Exporter or Representative), an 'Additional condition' field, a dropdown for 'Type of declaration', and a date range selector for 'Time interval in which the declaration was submitted'. 'Search' and 'Reset' buttons are at the bottom of the form. A help icon is visible on the right side of the form area.

First, select “Role of own company” (Exporter or Representative).

If you have entered a web reference, a transaction ID or an MRN of a declaration as a search criterion, you do not need to set the time interval in which the declaration was submitted.

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

The search results show the declaration identifier, a link beginning with NETT, which takes you to the cover page of the export declaration. You can browse, copy or edit declarations using the function buttons on the cover page.

Search declarations – Search for export declarations submitted via other service channels

Figure 13 Search declarations – Search for export declarations submitted via other service channels

The screenshot shows the TULLI Customs website interface. At the top, there is a navigation bar with the TULLI logo, 'TULLI CUSTOMS Export Declaration Service', and language options for 'Suomeksi' and 'På svenska'. The URL 'www.tulli.fi' is also visible. Below the navigation bar, there are tabs for 'Front page', 'Search', and 'Declaration'. The 'Search' tab is active. The main content area is titled 'Search declarations' and contains a sub-section 'Search for export declarations submitted via other service channels'. This section includes a descriptive paragraph: 'Use this search screen if the original export declaration was not submitted by an identified user via Export Declaration Service to the export system of Customs (the export declaration was submitted via an operator or via direct message exchange, or lodged via Export Declaration Service by an unidentified user)'. Below this text are several input fields: 'Web reference', 'Transaction ID', 'MRN', and 'Reference of the exporter or the representative *'. The 'ID of the exporter or the representative *' field is pre-filled with 'FI' and '0623005-2'. At the bottom of the search form, there are two buttons: 'Search from export system' and 'Reset'. A link 'Return to search from Export Declaration Service' is located below the buttons. On the right side of the page, there is a 'Help' button with a question mark icon, and a small help window is open, displaying 'No Help available.' and a 'Help' link.

If the export declaration has been submitted via other service channels (via message exchange or through the fallback procedure), you can use the search for export declarations submitted via other service channels.

As search criteria, enter the web reference, MRN or transaction ID, as well as the reference of the exporter or the representative (exactly the same as in the original declaration) and the business ID extension code of the exporter or the representative, if it was included in the original declaration. Then, select "Search from export system".