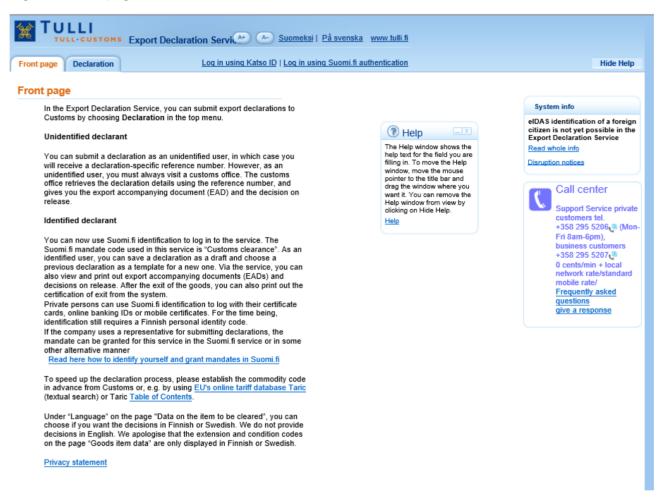# User instructions for the Export Declaration Service

Front page
Figure 1 Front page

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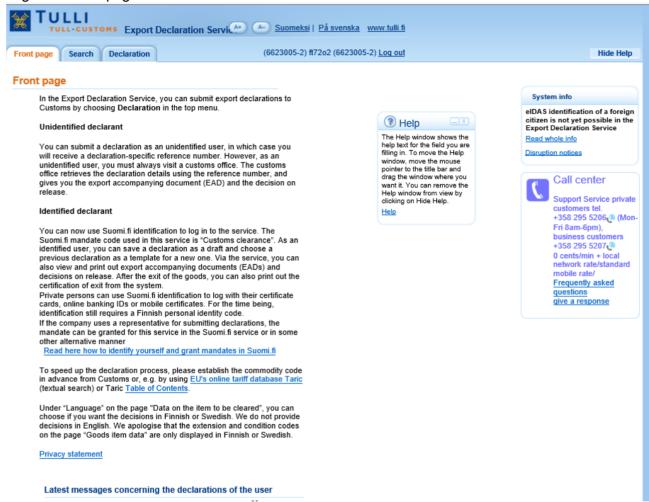
Via the link EU's online tariff database Taric you can search for the commodity codes of export goods and for any export restrictions on them.

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

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

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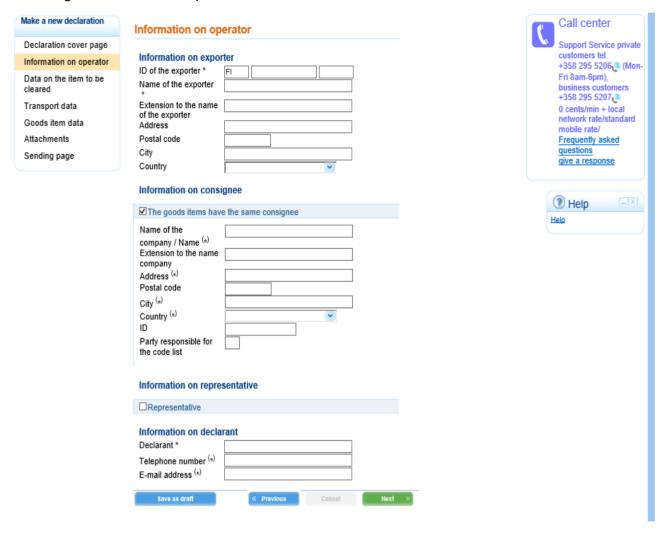
By selecting **New declaration with economic impact**, you can start entering details in a declaration concerning special procedures. In the declaration, you will see the codes and menus relating to customs procedures with economic impact. In the view "Data on customs procedure with economic impact",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

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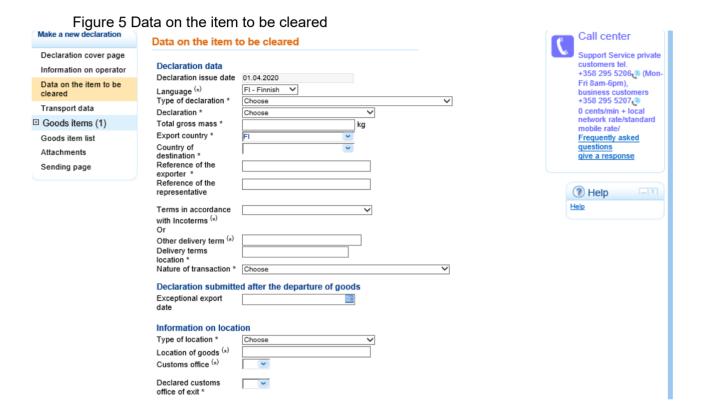
If a representative is used in the declaration, tick the box "Representative" to display the fields on the representative so they can be filled in.

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

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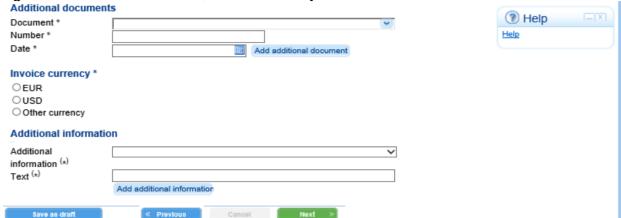
Under "Information on location", you enter the location where the goods are available for inspection by Customs.

- 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
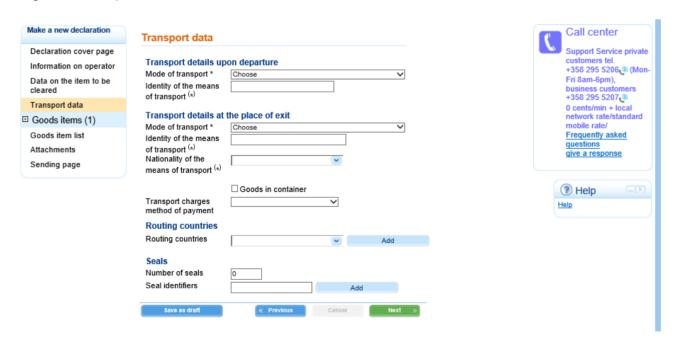

Enter the additional documents concerning the whole declaration, e.g. the invoice.

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.
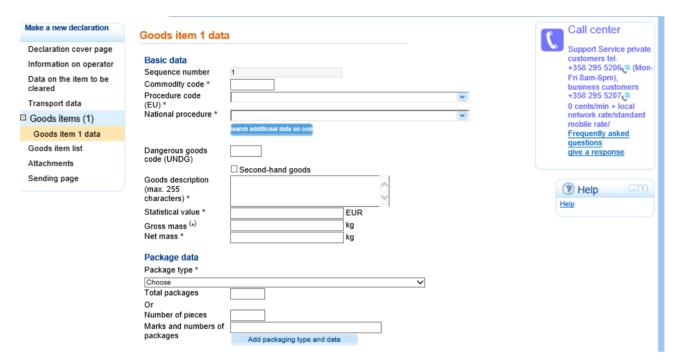
Select the transport charges method of payment.

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

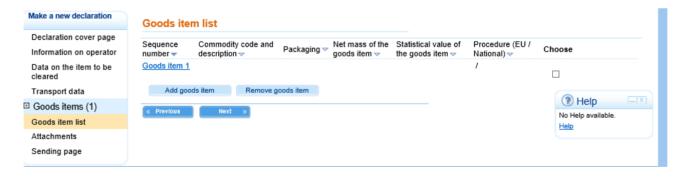Figure 9 Additional documents, additional information and previous documents

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

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"
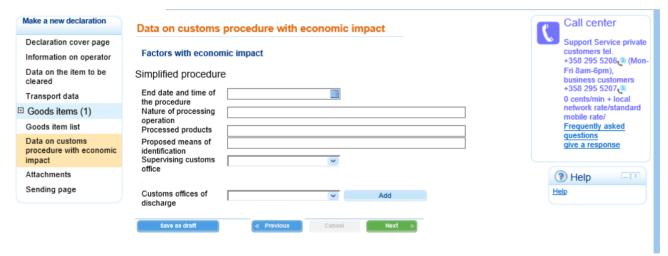
Sending of attachments

Figure 8 Sending of attachments

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

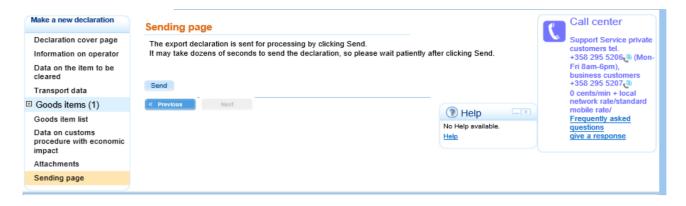Figure 9 Data on customs procedure with economic impact

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
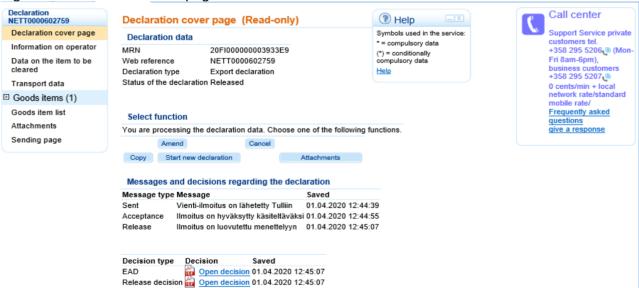Figure 10 Sending page

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

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

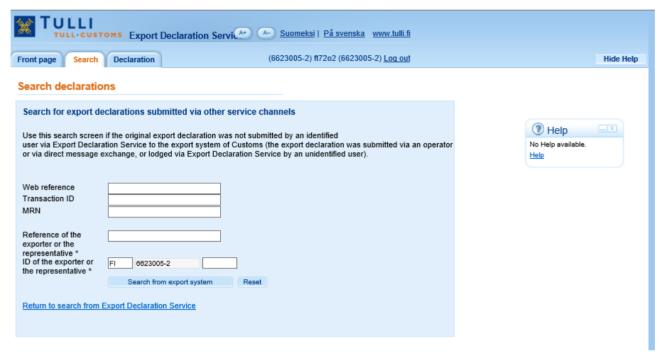First, select "Role of own company" (Exporter or Representative).

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

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".