

Guide for EDI based Export
Declaration

AND

Arrival at Exit Notification
Message Exchange

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MESSAGE HANDBOOK FOR EXPORT DECLARATION

1 General

The purpose of this guide is to provide customers using electronic export declarations with a view of the message exchange at various stages of the export procedure. The message exchange described in the guide is suited for permanent, temporary and re-exportation of goods. The guide describes the most common situations in message exchange between Customs and the customer. International message exchange between customs authorities is excluded from this guide. Various combinations of the examples contained in this guide are possible in practice.

The Customs system verifies at various stages that the declaration message sent to Customs complies with the message structure and data requirements specified by Customs.

Declarations in message format will be introduced in November 2008.

2 Messages

2.1 Messages submitted by declarant

Export declaration message

Message submitted to Customs by a customer wishing to declare goods for export, in order to assign them to a customs-approved treatment or use. One technical message is used and the data contained in it vary by case.

The export declaration message may contain information required for one or two step clearance. For one-step declaration, the declaration message contains all the particulars of the export declaration as final. For two-step declaration, certain data on the declaration, which has not been finalised, can be amended in the second part of the procedure. Both parts of the declaration must contain all the particulars of the export declaration.

Pre-export declarations must be lodged at a separately agreed date prior to the goods being presented to Customs.

One-step declaration procedure

EX1	Full export declaration	Full export declaration in real time
Pre-shipment EX1	Full pre-shipment export declaration	Full export declaration submitted to Customs by the customer prior to the goods being available for presentation to Customs.

Two-step declaration procedure

EX12	Incomplete export declaration	Real-time export declaration containing data which has not been finalised (incomplete). The date of acceptance of an incomplete declaration is also the export date. The goods are released for export on the basis of the incomplete export declaration.
Pre-shipment EX12	Incomplete pre-shipment export declaration	Export declaration submitted to Customs by the customer prior to the goods being available for presentation to Customs.

EX22	Supplementary export declaration	<p>Regular export declaration submitted in due time and containing the same information as a full export declaration. The customs reference of the corresponding incomplete declaration must be used on the declaration.</p> <p>The customer may use the supplementary declaration to amend the following information submitted using the incomplete declaration:</p> <ul style="list-style-type: none"> – identity of active means of transport crossing the border – nationality of active means of transport crossing the border – inland mode of transport – identity of means of transport at departure – transport mode at the border – gross mass of the item to be cleared – goods item gross mass – goods item net mass – goods item supplementary measurement unit – statistical value <p>Other information may be amended by submitting a written amendment request.</p> <p>A supplementary export declaration may be used only once per export.</p>
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Declaration amendment message

The customer may change export data sent in a previous message by sending an export declaration amendment message.

Declaration amendment messages may be sent until the goods have been released for export and Customs has sent the Export Accompanying Document (EAD) and the decision on release. Changes after that date are processed as amendments for which requests are to be made in writing. An exception is the amendment of a supplementary declaration, which may be corrected by the customer at the request of Customs even after the goods have been released for export.

2.2 Customs response messages

Status message

Status messages notify the customer of the status of the export declaration at Customs. All 11 alternatives for status message data are listed below.

Release of goods for export

Information that the goods have been released for export.

The status message is accompanied by the Export Accompanying Document (EAD) in PDF format (**EAD-pdf**) and the decision on release, **Release-pdf**. The decision on release contains, for example, itemised information on the goods placed under the export procedure. The EAD printed by the customer accompanies goods with other export documents to the office of exit. The decision on release is accompanied by appeal instructions.

Exit

Confirmation that the goods have left the customs territory of the Community.

The status message is accompanied by the decision on release with confirmation of exit in PDF format, **Exit confirmation-pdf**; the document is similar to the original decision on release with exit markings added.

The exit confirmation is only sent upon separate request; the request can be made by using code 30400 (Ret.Exp) in the declaration message.

Release for a customs procedure refused

Information that the goods have not been released for export and the grounds for the refusal.

The status message is accompanied by the "no release" decision in PDF format (**No Release-pdf**). The "no release" decision is accompanied by appeal instructions.

Cancellation

Information that the declaration has been cancelled and grounds for the cancellation.

The status message is accompanied by the cancellation decision in PDF format (**Cancellation-pdf**). The cancellation decision is accompanied by appeal instructions.

Amendment decision

Response to the written amendment request submitted by the customer.

The amendment decision may be delivered to the customer as a message. However, this does not happen automatically; instead, the customer requests the correction decision to be sent as a message in the amendment request.

The status message contains the information that the amendment request made by the customer has been processed and the decision has been confirmed.

The status message is accompanied by the correction decision in PDF format (**Amendment-pdf**), including appeal instructions. The message is also accompanied by the EAD (**EAD-pdf**), if exit of the goods has not been confirmed on the export declaration.

Acceptance

Notification to the customer that the declaration message has passed acceptance checks, that the export declaration has been acknowledged, and that the transaction is being processed. The customer is notified, for example, of the unique customs reference and of the export declaration acceptance date, which is also the export date.

In cases where export refunds are applied for, the status message is accompanied by the document "refund application" in PDF format.

Receipt

Notification that a declaration lodged in advance or a supplementary declaration has been received by the Customs system and is awaiting acceptance. The reception message is not sent when a real time one-step declaration is used.

This status message notifies the customer that the declaration message sent by the customer has passed Customs acceptance checks, that the message has been received for processing and that the transaction is pending in Customs.

When the status message is sent as a response to a declaration lodged in advance, the message sent by Customs will contain, for example, the unique customs reference and the MRN (Movement Reference Number). When replying to supplementary declarations the Customs system uses as the customs reference the identifier assigned during processing of the incomplete declaration message.

Rejection

Notification that the message sent by the customer has been rejected and that the transaction is not pending in Customs. A rejection message may be related to an export declaration message or amendment message.

The message contains the information that the declaration message has not passed acceptance checks, and an itemisation of the errors detected during acceptance checks.

If the rejection is a response to an export declaration message, the transaction is not pending in Customs and the customer will need to restart the export process by submitting a new export declaration message.

If the rejection is a response to an amendment message, the correction has not been instituted at Customs and the customer will need to send a new amendment message.

Errors

Information on errors contained in the message which the customer will need to correct before release for export is possible. The message also contains the time limit for corrections. The information may be sent in response to an incomplete, complete or supplementary export declaration, or to a pre-shipment export declaration.

The status message is accompanied by a list of errors in PDF format, **Errors-pdf**.

Request for additional information

A message whereby Customs requests the customer to submit additional documents or information to support the information of the export declaration or relating to the goods to be exported. The additional information shall be submitted to Customs by the due date stated in the message and in the manner advised, e.g. by fax.

The status message is accompanied by the document Additional information-pdf.

Notifications by Customs

Customs' notification relating to, for example:

- examination of goods, whereby Customs will check that the goods conform to the declaration
- sampling, whereby Customs or another authority will take samples of the goods for laboratory or other testing

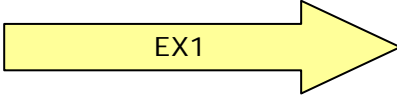
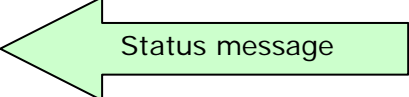
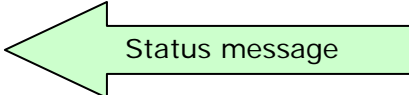

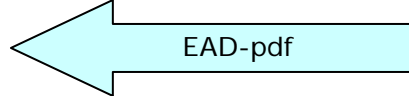
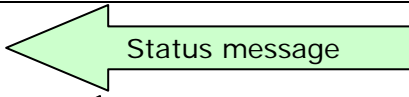
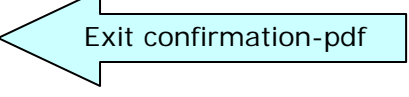
3 Use cases

Unless otherwise stated, all cases apply to both one-step and two-step declarations.

For customary exporters it is sufficient that the exporter's customs clearance system is able to successfully handle either case 3.1.1 or 3.1.2, and can send an amendment message, whether resulting from an error observed by Customs or the customer (cases 3.2.1, 3.2.2 and 3.2.3). As concerns reception messages, it is sufficient for the system to be able to print accompanying and decision documents, and to interpret response messages and act accordingly, as well as to have the capacity to act correctly in exceptional situations.

3.1 Regular declaration cases

3.1.1 Error-free declaration – one-step declaration

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export Conditions met
	  	
D. EAD printed		
E. Goods leave the customs territory of the Community		
		F. Exit processing
	 	

Submitting full export information: The declarant sends a declaration message and waits for a response message from Customs

Acceptance check: The Customs system checks the message for formal compliance and performs the date and trader checks related to acceptance. The Customs system assigns a customs reference, an MRN and the export date to the transaction.

Customs sends to the customer a status message including the export customs reference, the MRN and the export date. All subsequent contacts relating to the export declaration shall use this customs reference to identify the export in question.

Release for export and control check: Prior to release for export the Customs system performs control checks to verify that the data submitted in the declaration message contains no contradictions, and that there are no risk- or law-based obstacles for releasing the goods for export, and whether verification that the release conditions are met requires physical examination of the goods.

If there are no obstacles, Customs releases the export item for export on the basis of the declaration data and issues a decision on release.

A status message, the export accompanying document (pdf) and the decision on release are sent to the declarant.

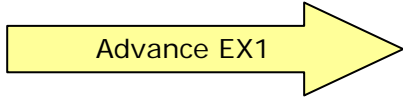
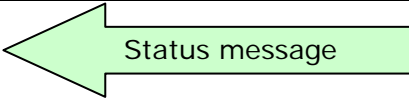
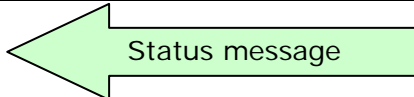

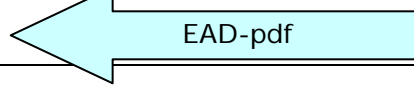
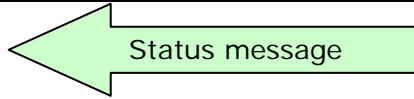
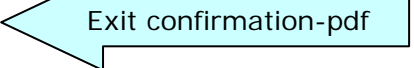
Processing of export documents (printing of EAD): The customer prints the export accompanying document which, with the other documents, shall accompany the goods to the customs office of exit.

Goods leave the customs territory of the Community: Goods are presented to Customs upon leaving the customs territory of the Community.

Exit processing: After the goods have left the customs territory of the Community, the processing Customs officer enters the exit data in the export system.

The export system sends a status message and, if requested, the decision on release, including exit confirmation (PDF).

3.1.2 Error-free declaration – pre-shipment declaration procedure – one-step declaration

Customer process	Message	Customs process
A. Submitting of full export information in advance		
		
		B. Acceptance check Receipt No errors
		
		C. Control check of declaration lodged in advance. No errors.
D. Goods available for presentation to Customs		
		E. Release for export Conditions met
	  	
F. EAD printed		
G. Goods leave the customs territory of the Community		
		H. Exit processing
	 	

Submitting of full export information in advance: The customer sends a declaration message before the goods are available for presentation to

Customs at the office of export. The declaration may be lodged at a predetermined date.

Acceptance check: Contents otherwise the same as in 3.1.1, but in this case Customs sends a status message notifying that the declaration has been received and the message has passed acceptance checks. The Customs system assigns a customs reference and an MRN to the transaction. The difference to case 3.1.1 is that the declaration has been taken into processing but has not yet been accepted.

Control check of declaration lodged in advance. The Customs system performs control checks to verify that the data submitted in the declaration message contains no contradictions, and that there are no risk- or law-based obstacles for releasing the goods for export, and whether verification that the release conditions are met requires physical examination of the goods.

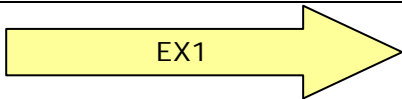
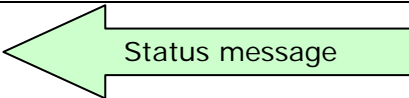
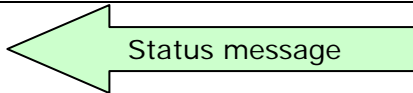
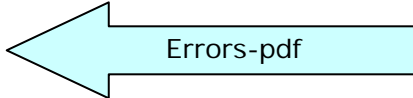
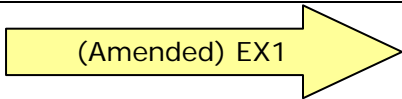
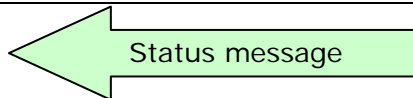
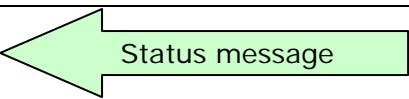

Release for export: On the date for presentation of the goods given by the customer in the pre-shipment message the Customs system assigns the export date to the transaction, the item is released for export and the decision on release issued.

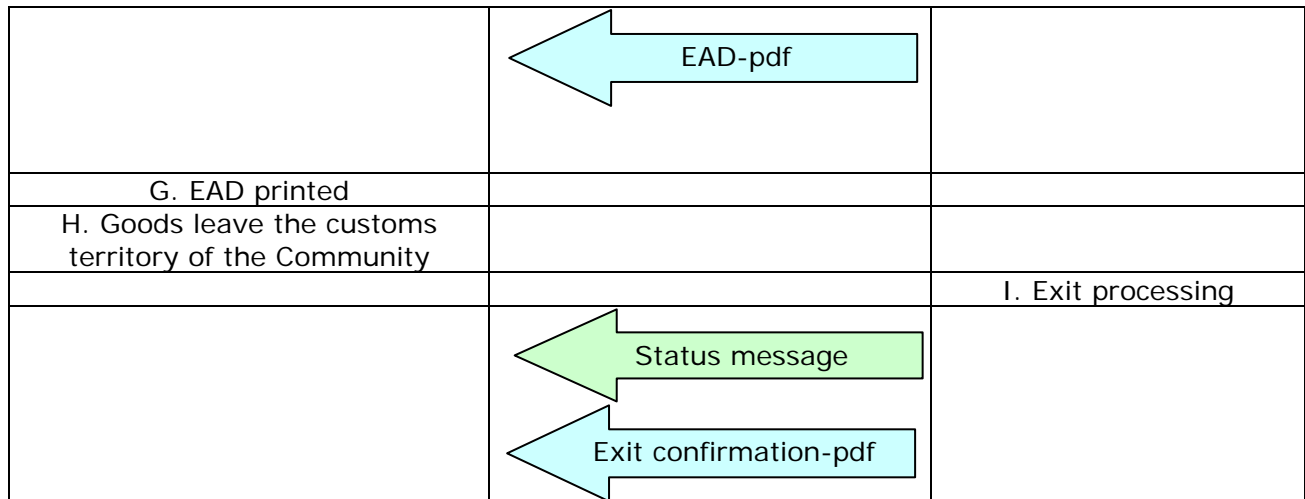
Customs sends the customer a status message with the export date, the EAD (pdf) and the decision on release (pdf).

The exit of goods from the customs territory of the Community takes place as described under 3.1.1.

3.2 Correction of errors

3.2.1 Customs detects a factual inaccuracy in the export declaration

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export Conditions not met
	 	
D. Submitting corrected export information		
		
		E. Acceptance check No errors
		
		F. Release for export Conditions met
	 	



The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

Release for export and control check: Prior to release for export the Customs system performs control checks to verify that the data submitted in the declaration message contains no contradictions. If the system finds an error in the declaration data, it automatically sends the customer a status message and list of errors to be corrected in PDF format. The message itemises the errors contained in the export declaration and contains a due date for corrections

Submitting of corrected export information: The customer sends Customs an export declaration message containing the required corrections.

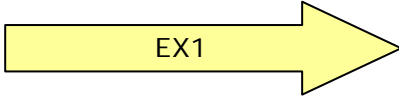
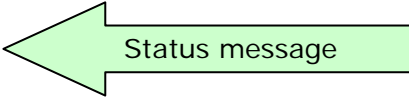
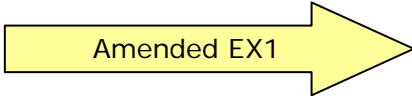
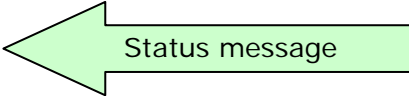
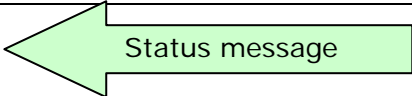

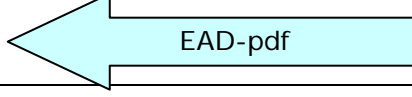
Processing of corrected declaration message: The message undergoes the same acceptance checks as the first declaration message and the stages related to release for export.

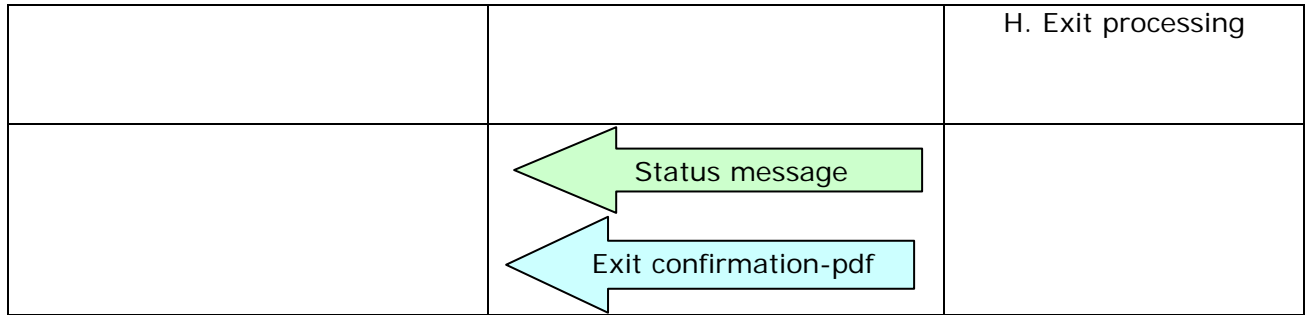
If there are no obstacles, Customs releases the item for export on the basis of the data in the amended declaration and issues the decision on release.

A status message, the EAD (pdf) and the decision on release are sent to the declarant.

The exit of goods from the customs territory of the Community and exit processing take place as described under 3.1.1.

3.2.2 Customer corrects errors prior to release for a customs procedure

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
C. Submitting of corrected export information		
		
		D. Acceptance check
		
		E. Release for export Conditions met
	  	
F. EAD printed		
G. Goods leave the customs territory of the Community		


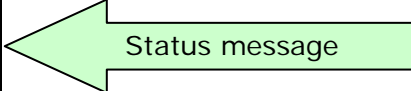
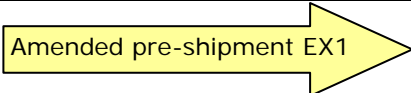
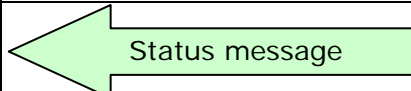
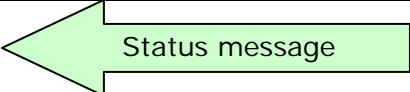
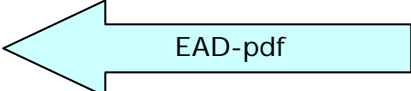


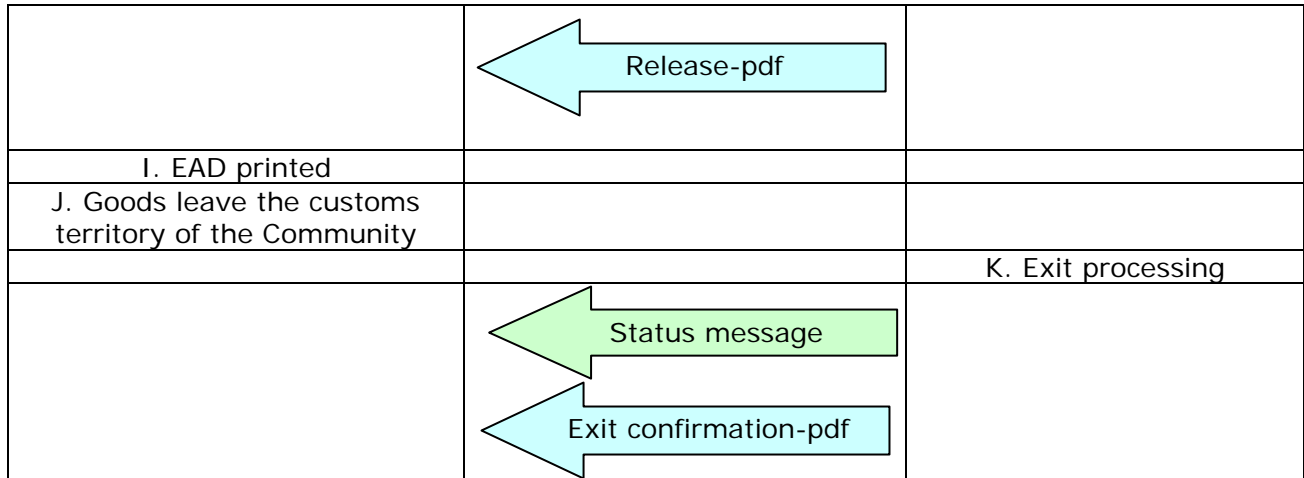
The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

Processing of customer-initiated amendment message: The customer sends Customs an amended export declaration message. The Customs system checks whether it is possible to amend data on the declaration and states that amendment is possible

Release for export and exit processing take place as described under 3.1.1.

3.2.3 Customer corrects errors prior to release for a customs procedure – one-step declaration – pre-shipment declaration procedure

Customer process	Message	Customs process
A. Submitting of incomplete export information in advance		
		
		B. Acceptance check Receipt No errors
		
		C. Control check of declaration lodged in advance. No errors
D. Submitting of corrected export information		
		
		E. Acceptance check Receipt No errors
		
		F. Control check of declaration lodged in advance. No errors.
G. Goods available for presentation to Customs		
		H. Release for export
		
		



The submitting of full export information in advance and Customs acceptance checks take place as described under 3.1.2.

Customer-initiated amendment: The customer observes an error in the data contained in a sent export declaration and sends an amendment message to Customs. The date of the presentation of the goods has not yet passed.

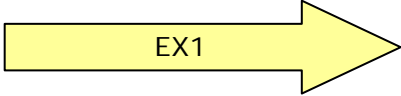
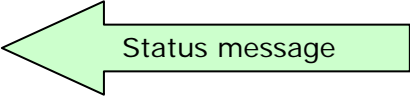
Processing of customer-initiated amendment message: The message is processed by the system in the same way as the first declaration message.

Customs sends a status message confirming that the amendment has been accepted and that the original export declaration has been replaced by the amended declaration.

Release for export and exit processing take place as described under 3.1.2.

3.3 Messages sent by customs to which the customer does not respond by sending a message

3.3.1 Customs detects errors during the acceptance check stage

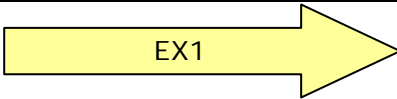
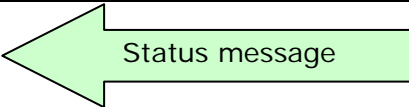
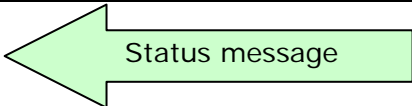
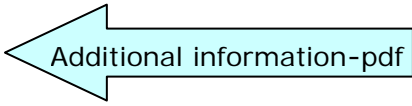
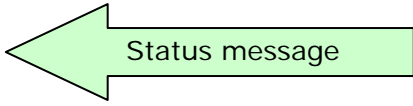

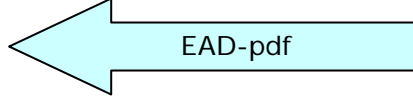
Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check Errors
		

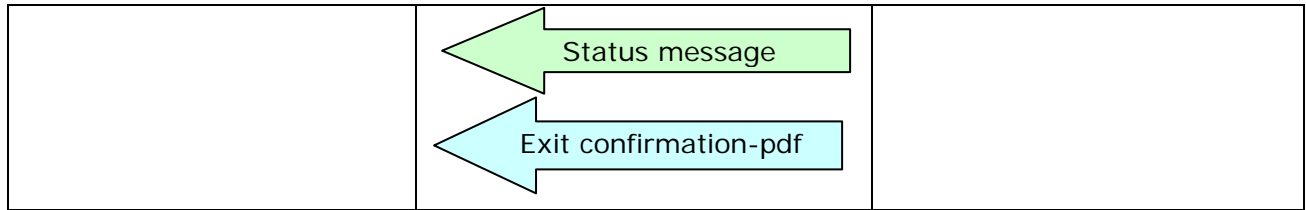
Submitting of full export information: The declarant sends a declaration message and waits for a response message from Customs

Acceptance check: The Customs system checks the message for formal compliance and performs the date and trader checks related to acceptance.

If the system detects errors in the declaration data, the customer is sent a status message on rejection; the transaction is not being processed by Customs. In order to restart the export process, the customer must send a new declaration message to Customs.

3.3.2 Customs requests additional information prior to goods being released for export

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export Request for additional information
	 	
D. Submitting of additional information		
		E. Processing of additional information
		F. Release for export No errors
	  	
G. EAD printed		
H. Goods leave the customs territory of the Community		
		I. Exit processing



The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

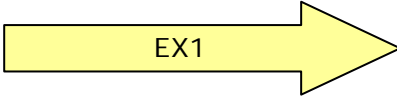
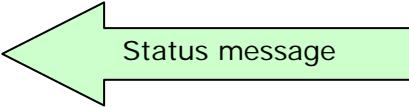
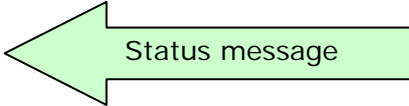
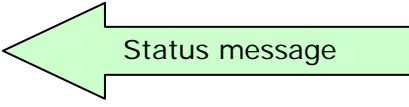
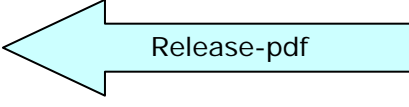
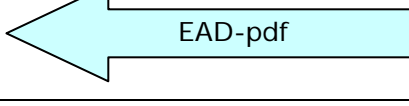
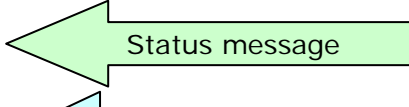
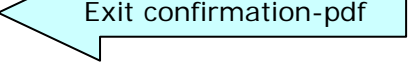
Release for export and control check: If Customs requires additional information, the customer is advised of this through a status message and a document in PDF format itemising the required additional information, the desired return address and the due date for submitting the additional information.

Submitting of additional information: The customer submits the additional information to Customs by the due date. The customer waits for Customs actions.

Processing of additional information: After the additional information has been submitted, Customs places the declaration under reprocessing; if the additional information is sufficient, the item is released for export.

After release for export the processing stages are the same as under 3.1.1.

3.3.3 Customs decides to examine the goods

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export Examination of goods required
		
		D. Release for export Examination of goods completed No errors
	  	
E. EAD printed		
F. Goods leave the customs territory of the Community		
		G. Exit processing
	 	

The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

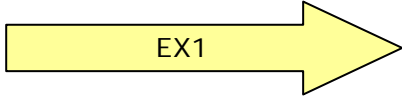
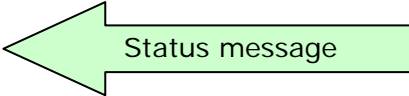
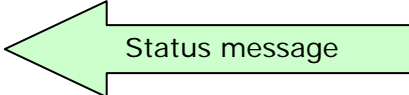

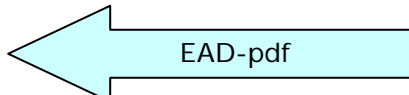
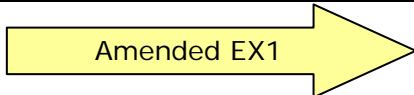
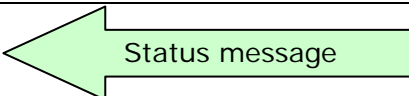
Release for export and control check: If Customs decides to examine the goods when verifying that the conditions for the release are met, the customer is advised of this by a status message.

Examination of goods: Customs examines the goods. If the examination of goods does not reveal any deviating information and the result of the examination does not require further action, Customs releases the item for export and issues a decision on release.

A status message, the EAD (pdf) and the decision on release are sent to the declarant.

After release for export the processing stages are the same as under 3.1.1.

3.3.4 Customer corrects errors after release for export – Customs rejects the amendment request

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. Submitting of corrected export information		
		
		E. Acceptance check Rejection
		

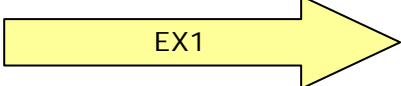
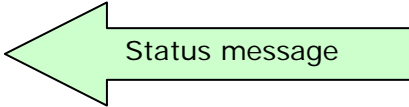
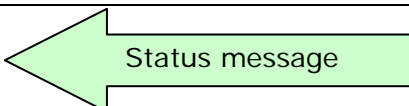
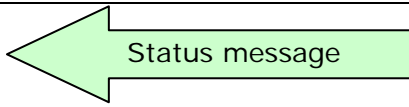

Up until the release for export the customer and Customs act as described under 3.1.1.

Processing of customer-initiated amendment message: The customer sends an amended export declaration message to Customs. The Customs system checks whether it is possible to amend data on the declaration and concludes that amendment is not possible at that time.

Customs sends to the customer a status message indicating that amendment is not possible as the item has been released for export. The customer must submit a written amendment request.

Customs actions are the same whether a complete or incomplete declaration is in question.

3.3.5 Release refused by Customs

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export Examination of goods required
		
		D. Release for export Examination of goods completed Conditions not met
	 	

The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

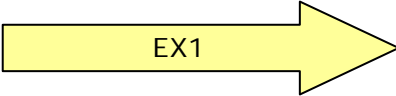
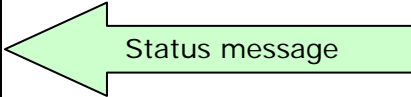
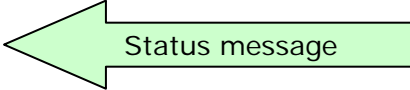
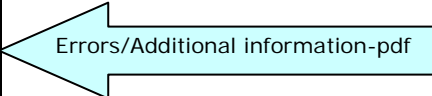
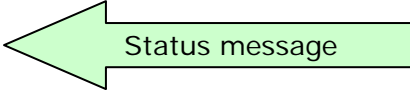
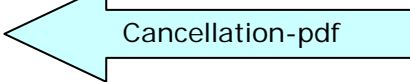
Release for export and control check: If Customs, when verifying that the conditions for the release are met, decides to examine the goods the customer is advised of this using a status message.

Customs inspects the goods. During the examination of the goods, Customs concludes that the declared goods item cannot be released for export. Customs drafts and verifies the “no release for export” decision.

Customs sends to the customer a status message and the “no release for export” decision.

The same procedure will be followed as regards incomplete declarations.

3.3.6 Customs detects a factual inaccuracy in the export declaration or requests additional information – customer fails to correct errors or submit additional information

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export Errors/ Additional information requested
	 	
D. Customer fails to correct error or submit additional information by due date		
		E. Processing of unfinished items
	 	

The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

Release for export and control check: If Customs requires additional information, the customer is advised of this through a status message and a document in PDF format itemising the required additional information, the

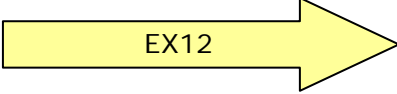
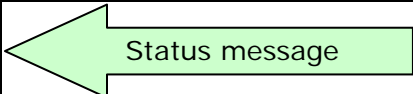
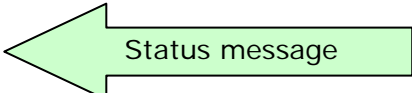

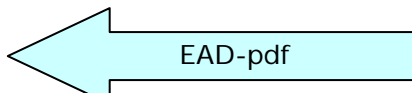
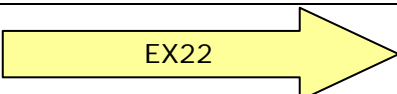
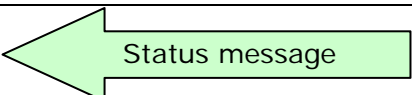
desired return address and the due date for submitting the additional information.

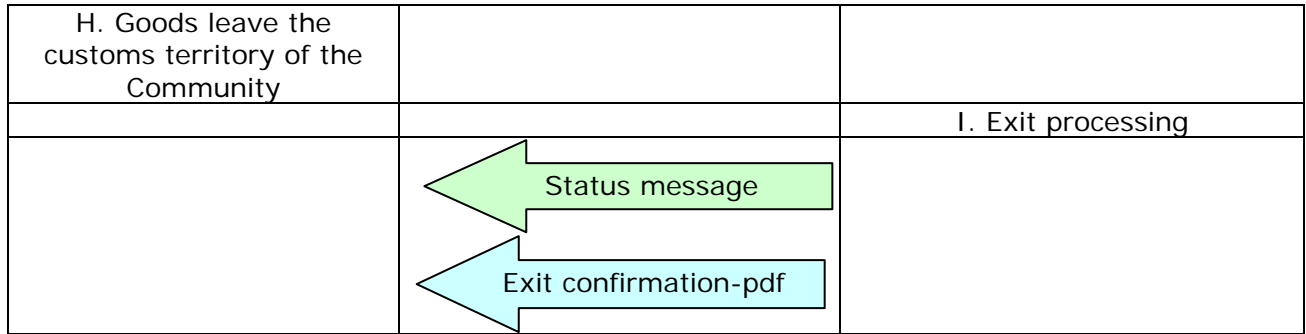
Processing of unfinished items: While processing declared items that have not yet been released for export, Customs observes that the customer has failed to make the required corrections or to submit additional information.

Customs cancels the export declaration and sends to the customer the related status message and the cancellation decision (PDF).

3.4 Special cases related to declaration

3.4.1 Error-free declaration – two-step declaration – supplementary declaration prior to the departure of goods

Customer process	Message	Customs process
A. Submitting of incomplete export information		
		
		B. Acceptance check No errors
		
		C. Release for export Conditions met
	  	
D. EAD printed		
E. Submitting of supplementary export information		
		
		F. Processing of supplementary declaration
		
		G. Release of goods declared in the supplementary declaration for export. No errors.



Submitting of incomplete export information: Customer sends a declaration message with incomplete information and waits for processing by Customs.

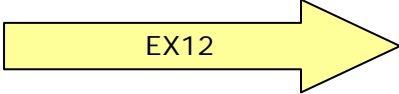
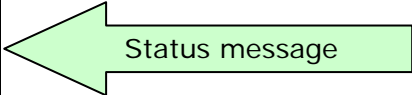
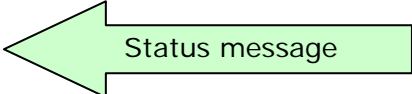
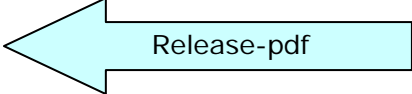
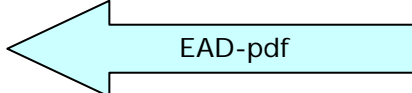
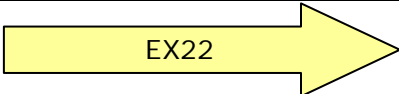
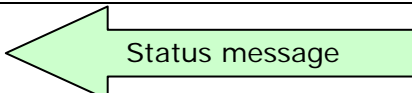
Processing of and responding to the declaration takes place as explained under 3.1.1.

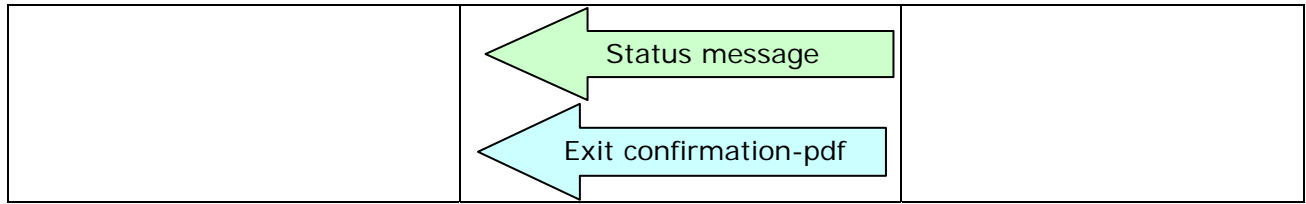
Supplementing the declaration: The customer sends by the due date a new declaration message, amending the information of the incomplete declaration. The message description states which information may be amended using the supplementary declaration.

The message undergoes the same system checks and comparisons as an incomplete declaration; if no errors are observed, the declarant is sent a status message indicating that the supplementary declaration has been received.

The exit of goods from the customs territory of the Community and exit processing take place as described under 3.1.1.

3.4.2 Error-free declaration – two-step declaration – supplementary declaration after the departure of goods

Customer process	Message	Customs process
A. Submitting of incomplete export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. EAD printed		
E. Goods leave the customs territory of the Community		
		F. Manual exit processing
G. Submitting of supplementary export information		
		
		H. Processing of supplementary declaration
		
		I. Control check of supplementary declaration. No errors.
		J. Exit processing



Submitting of incomplete export information: Customer sends a declaration message with incomplete information and waits for processing by Customs.

Processing of and responding to the declaration takes place as described under 3.1.1.


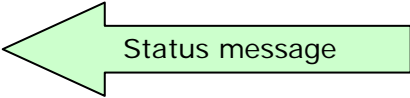
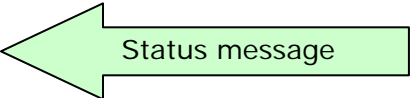

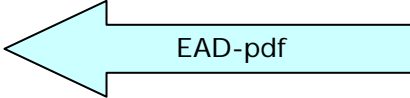
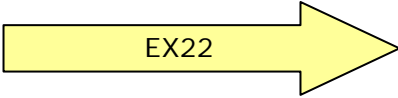
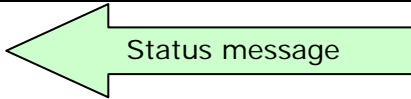
Goods leave the customs territory of the Community: Goods are presented to Customs upon leaving the customs territory of the Community.

Exit processing: After the goods have left the customs territory of the Community, the processing Customs officer enters the exit data in the export system. The customer is not sent any messages at this stage.

Supplementing the declaration: The customer sends by the due date a new declaration message, amending the information of the incomplete declaration. The message description states which information may be amended using the supplementary declaration.

The message undergoes the same system checks and comparisons as an incomplete declaration; if no errors are observed, the declarant is sent a status message indicating that the supplementary declaration has been received and that the goods have left, accompanied by a decision on release with confirmation of exit (PDF).

3.4.3 Error-free declaration – two-step declaration – pre-shipment declaration procedure – supplementary declaration prior to the departure of goods

Customer process	Message	Customs process
A. Submitting incomplete export information in advance		
		
		B. Acceptance check Receipt No errors
		
		C. Control check of declaration lodged in advance No errors.
D. Goods available for presentation to Customs		
		E. Release for export
	  	
F. EAD printed		
G. Submitting of supplementary export information		
		
		H. Processing of supplementary declaration
		
		I. Processing of

		supplementary declaration No errors.
J. Goods leave the customs territory of the Community		
		K. Exit processing

Submitting incomplete export information in advance: Customer sends a declaration message with incomplete information prior to the goods being available for presentation at the customs office of export. The declaration may be lodged at a predetermined date.

The content of acceptance check, control check for declaration lodged in advance, and release for export is the same as under 3.1.2.

Supplementing the declaration: The customer sends a new declaration message by the due date, amending the information of the incomplete declaration. The message description states which information may be amended using the supplementary declaration.


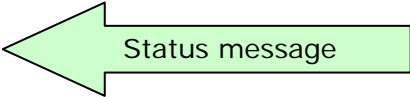
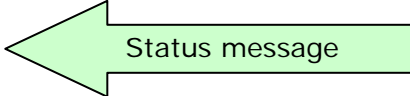

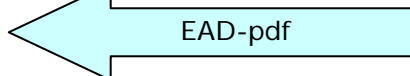
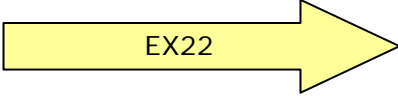
The message undergoes the same system checks and comparisons as an incomplete declaration; if no errors are observed, the declarant is sent a status message indicating that the supplementary declaration has been received.

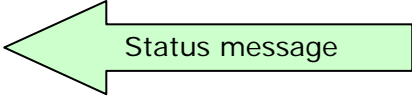
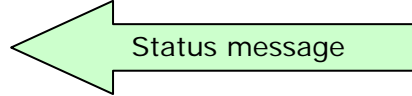
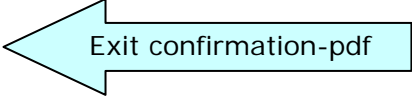
The exit of goods from the customs territory of the Community and exit processing take place as described under 3.1.1.

Processing of unfinished items: While processing declared items that have not yet been released for export, Customs observes that the customer has failed to make the required corrections or to submit additional information.

Customs cancels the export declaration and sends to the customer the related status message and the cancellation decision (PDF).

3.4.4 Error-free declaration – two-step declaration – pre-shipment declaration procedure – supplementary declaration after the departure of goods

Customer process	Message	Customs process
A. Submitting incomplete export information in advance		
		
		B. Acceptance check Receipt No errors
		
		C. Control check of declaration lodged in advance No errors.
D. Goods available for presentation to Customs		
		E. Release for export
	  	
F. EAD printed		
G. Goods leave the customs territory of the Community		
		H. Manual exit processing
I. Submitting of supplementary export information		
		
		J. Processing of supplementary declaration

		
		K. Control check of supplementary declaration. No errors.
	 	

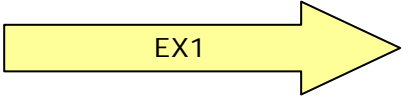
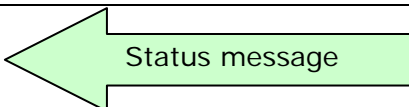
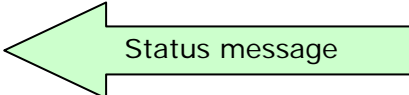
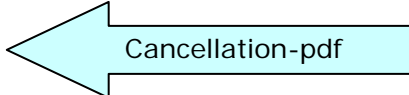
Submitting incomplete export information in advance: Customer sends a declaration message with incomplete information prior to the goods being available for presentation at the customs office of export. The declaration may be lodged at a predetermined date.

The content of acceptance check, control check for declaration lodged in advance, and release for export is the same as under 3.1.2.

Exit processing of the goods and supplementing of the declaration take place as described under 3.4.3.

3.5 Declaration cancellation

3.5.1 Error-free declaration, customer wishes to cancel declaration prior to release for export – Customs accepts request for cancellation

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
C. Request for cancellation		
		D. Processing of request for cancellation
	 	

The submitting of full export information and Customs acceptance checks take place as described under 3.1.1.

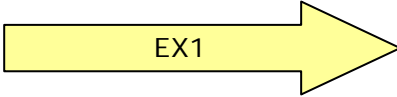
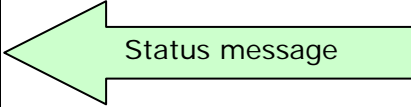
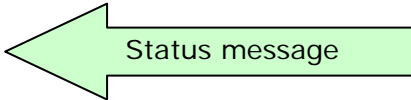

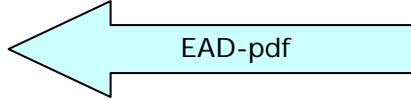
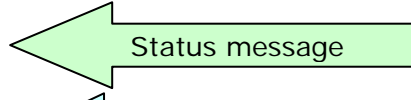
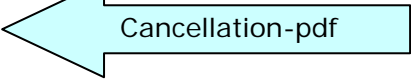
Request for cancellation: Customer sends a written request for cancellation prior to the item being released for export.

Processing of request for cancellation: Customs officer processes the request for cancellation to establish whether the conditions for cancellation exist. The request for cancellation may either be accepted or refused.

Customs sends the customer a status message and the cancellation decision (PDF), which may be positive or negative.

If Customs has advised the customer of inspecting the goods, the request for cancellation may only be processed after the inspection.

3.5.2 Customer wishes to cancel the declaration after release for export – Customs accepts request for cancellation

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. Printing of EAD		
E. Request for cancellation		
		F. Processing of request for cancellation
	 	

The process up to release for export is the same as described under 3.1.1.

Request for cancellation: Customer sends a written request for cancellation after the item has been released for export.

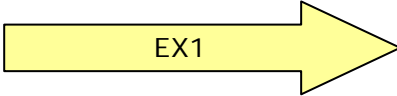
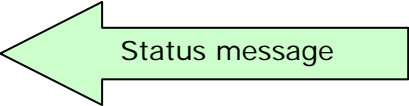
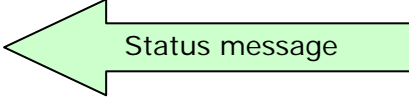

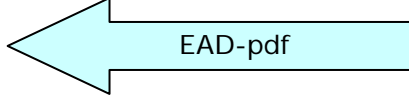
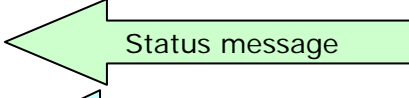
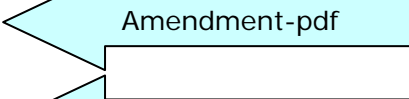
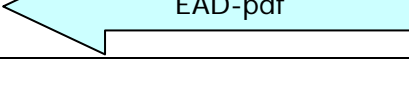
Processing of request for cancellation: Customs officer processes the request for cancellation and establishes whether the conditions for cancellation exist; the request may be either accepted or rejected.

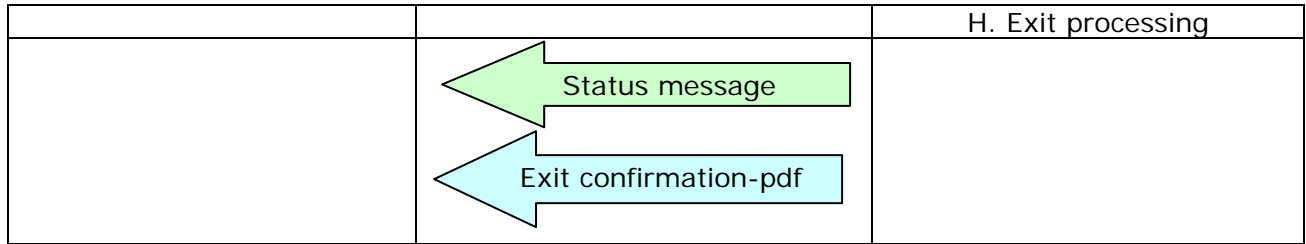
Customs sends the customer a status message and the cancellation decision (PDF), which may be positive or negative.

3.6 Amendment of declarations

Amendment refers to the change of export declaration data after release for export.

3.6.1 Amendment – one-step declaration – exit not confirmed

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. EAD printed		
E. Amendment request		
		F. Processing of amendment request
	  	
G. Goods leave the customs territory of the Community		



The process up to release for export is the same as described under 3.1.1.

Amendment request: Customer wishes to amend the declaration data and sends a written amendment request.

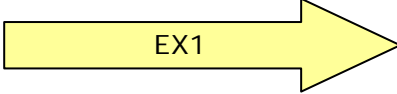
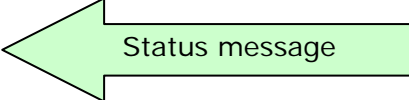
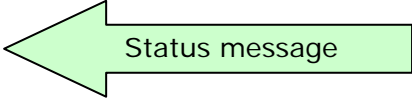
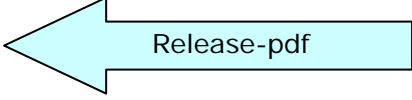
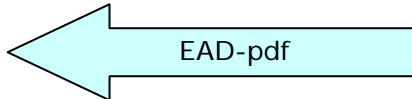
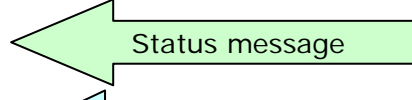
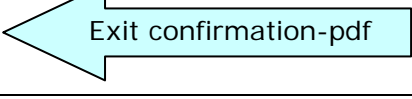
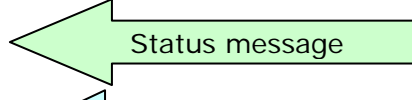
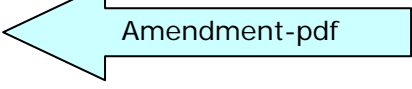
Processing of amendment request: Customs officer processes the amendment request to establish whether the request can be accepted.

If Customs accepts the amendment request, the customer can upon request be sent a status message and the amendment decision in PDF format. Otherwise the customer is given the amendment decision in hard copy.

As regards amendments, the customer is always sent a new decision on release (PDF), the EAD (PDF) is sent if the goods have not yet left the customs territory of the Community.

The exit of goods from the customs territory of the Community takes place as described under 3.1.1.

3.6.2 Amendment – one-step declaration – exit confirmed

Customer process	Message	Customs process
A. Submitting of full export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. EAD printed		
E. Goods leave the customs territory of the Community		
		F. Exit processing
	 	
G. Amendment request		
		H. Processing of amendment request
	 	

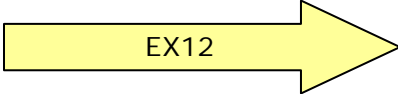
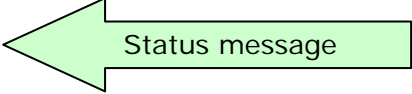
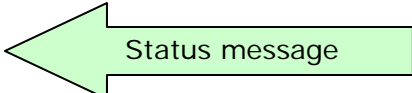
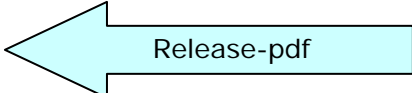
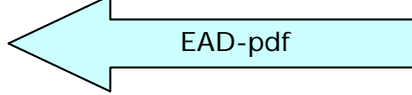
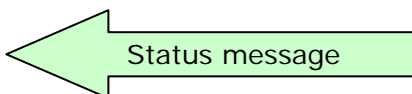
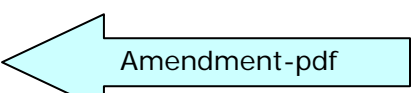
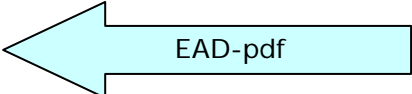
Release for export and exit take place as described under 3.1.1.

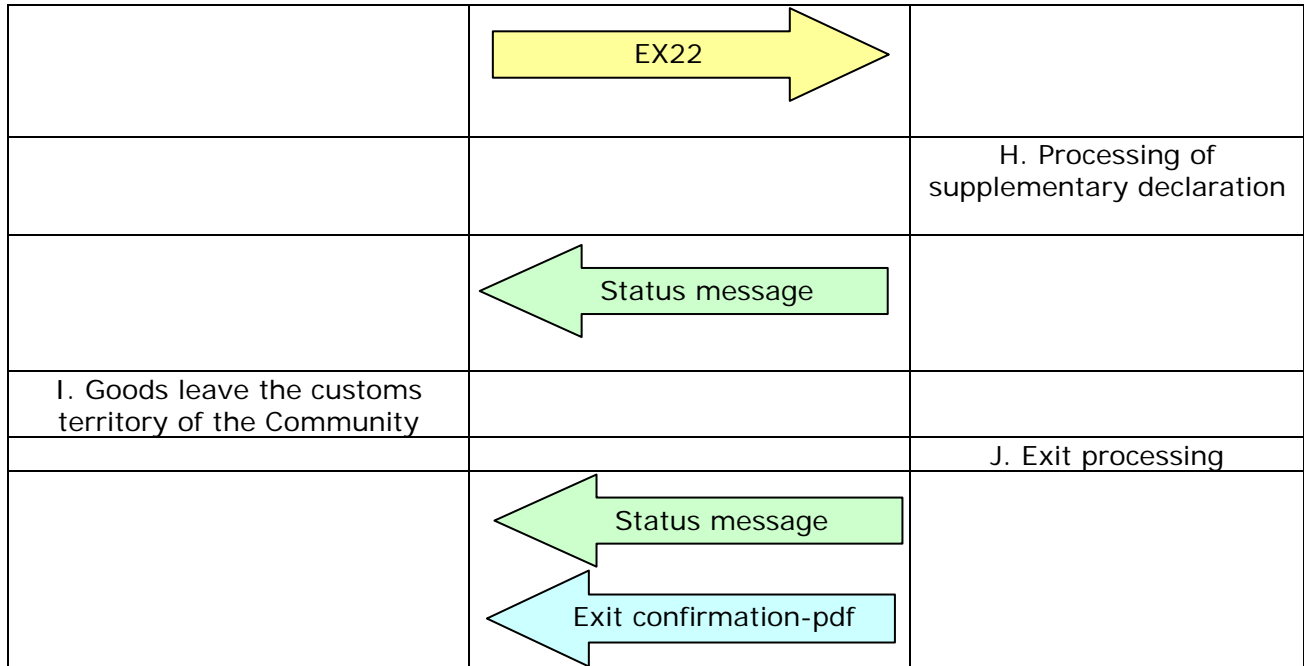
Amendment request: Customer wishes to correct the declaration data and sends a written amendment request.

Processing of amendment request: Customs officer processes the amendment request and determines whether the requirements for acceptance are met.

If Customs accepts the amendment request, the customer can upon request be sent a status message and the decision on release with amended details, including exit confirmation in PDF format. Otherwise the customer is given the amendment decision in hard copy.

3.6.3 Amendment – two-step declaration – exit not confirmed, supplementary declaration lodged prior to the departure of goods

Customer process	Message	Customs process
A. Submitting of incomplete export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. EAD printed		
E. Amendment request		
		F. Processing of amendment request
	  	
G. Submitting of supplementary export information		



Submitting of incomplete export information: Customer sends a declaration message with incomplete information and waits for processing by Customs.

Processing of and responding to the declaration take place as explained under 3.4.2.

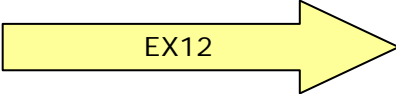
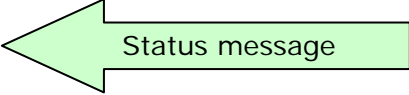
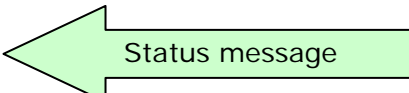

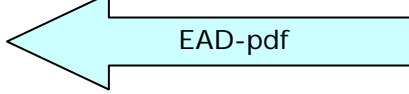
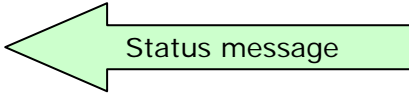
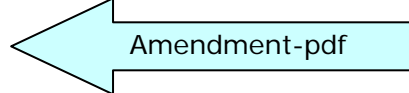
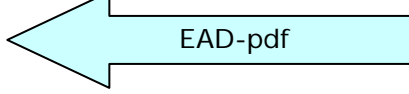
Amendment request: Customer wishes to correct the declaration data and sends a written amendment request.

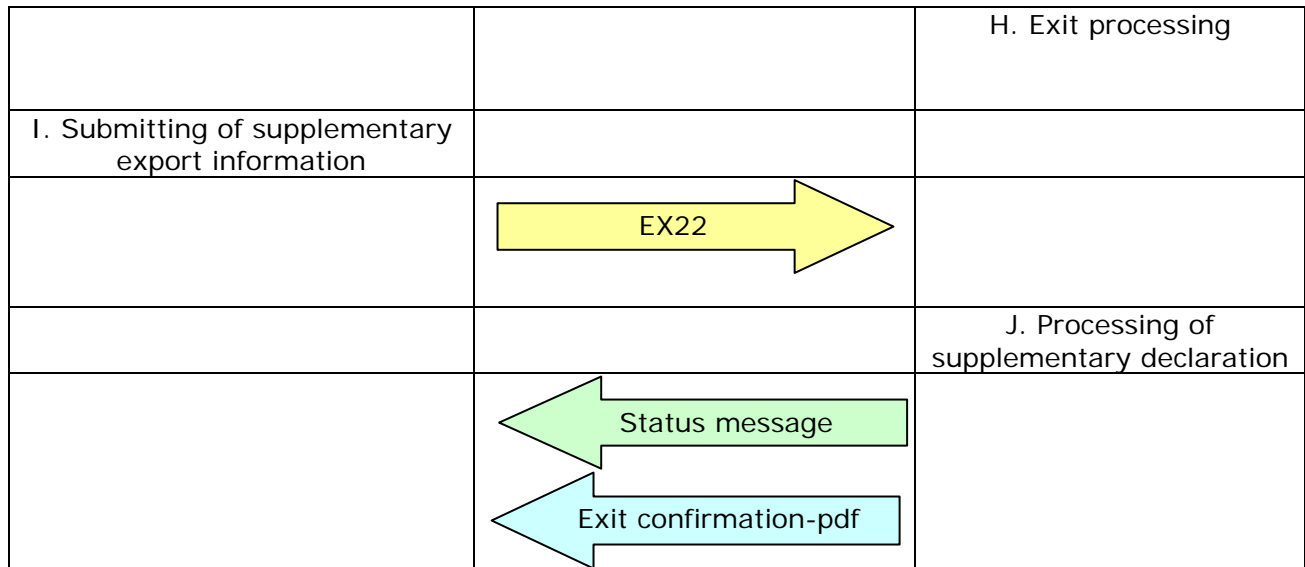
Processing of amendment request: Customs officer processes the amendment request and determines whether the requirements for acceptance are met.

If Customs accepts the amendment request, the customer can upon request be sent a status message and the amendment decision in PDF format. Otherwise the customer is given the amendment decision in hard copy. A new EAD is also sent to the customer.

Exit processing of the goods and supplementing of the declaration take place as described under 3.4.2.

3.6.4 Amendment – two-step declaration – exit not confirmed, supplementary declaration lodged after the departure of goods

Customer process	Message	Customs process
A. Submitting of incomplete export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. EAD printed		
E. Amendment request		
		F. Processing of amendment request
	  	
G. Goods leave the customs territory of the Community		



Submitting of incomplete export information: Customer sends a declaration message with incomplete information and waits for processing by Customs.

Processing of and responding to the declaration take place as explained under 3.4.2.

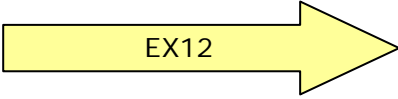
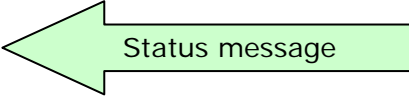
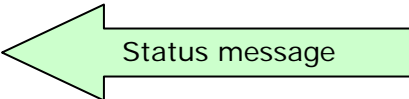

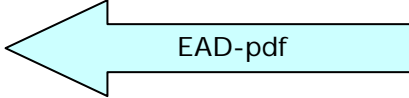
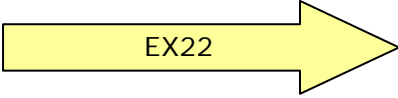
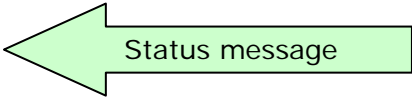
Amendment request: Customer wishes to correct the declaration data and sends a written amendment request.

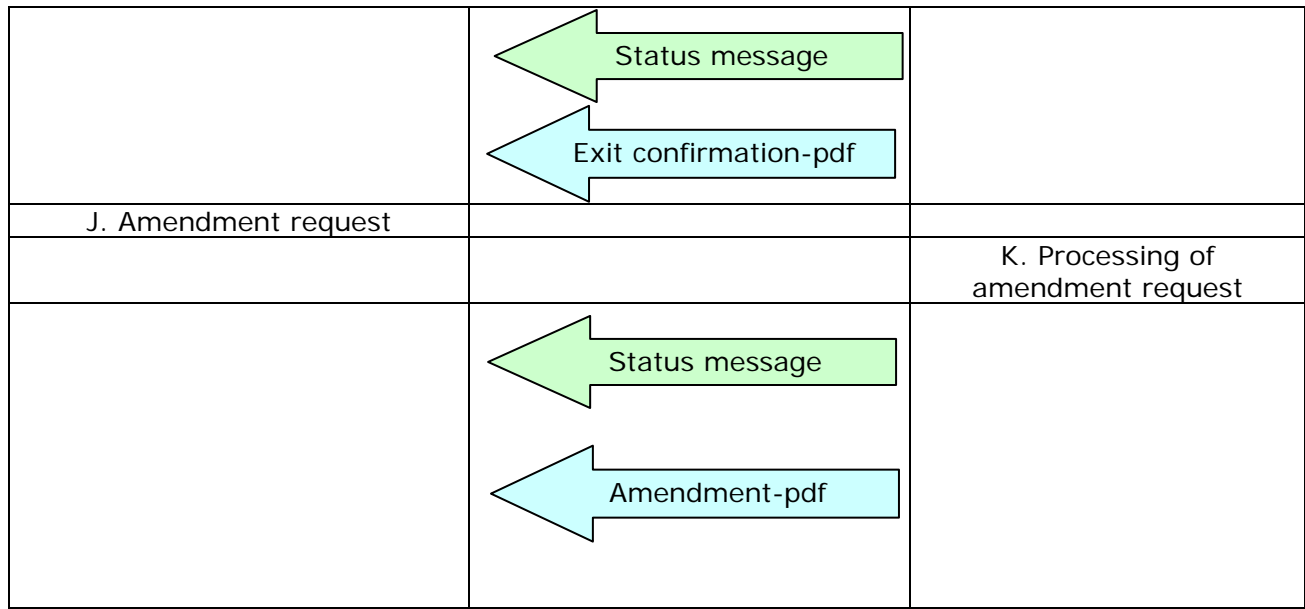
Processing of amendment request: Customs officer processes the amendment request and determines whether the requirements for acceptance are met.

If Customs accepts the amendment request, the customer can upon request be sent a status message and the amendment decision in PDF format. Otherwise the customer is given the amendment decision in hard copy. A new EAD is also sent to the customer.

Exit processing of the goods and supplementing of the declaration take place as described under 3.4.3.

3.6.5 Amendment after departure – two-step declaration –supplementary declaration lodged prior to the departure of goods

Customer process	Message	Customs process
A. Submitting of incomplete export information		
		
		B. Acceptance check No errors
		
		C. Release for export No errors
	  	
D. EAD printed		
E. Submitting of supplementary export information		
		
		F. Processing of supplementary declaration
		
		G. Processing of supplementary declaration. No errors.
H. Goods leave the customs territory of the Community		
		I. Exit processing



Submitting of incomplete export information: Customer sends a declaration message with incomplete information and waits for processing by Customs.

Processing of the declaration up to the departure of goods takes place as explained under 3.4.2.

Amendment request: Customer wishes to correct the declaration data and sends a written amendment request.

Processing of amendment request: Customs officer processes the amendment request and determines whether the requirements for acceptance are met.

If Customs accepts the amendment request, the customer can upon request be sent a status message and the decision on release with amended details, including exit confirmation in PDF format. Otherwise the customer is given the Correction decision in hard copy.

Message handbook for arrival at exit notifications (IE507)

1. Arrival at a Finnish place of exit and obtaining a loading permit

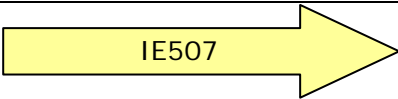
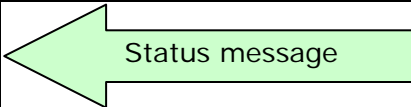
After an export transport arrives at a Finnish place of exit (a port, airport or export terminal for loading the goods onboard a train), the operator at the place of exit must provide a notification to the Customs' electronic export system (ELEX) on the arrival of the goods at the place of exit.

(AREX description available at

http://www.tulli.fi/en/businesses/eServices/message/AREX/instructions/instructions/AREX_kuvaus_en.pdf)

2. Arrival at exit notification (IE507)

2.1 Correct notification

Customer's process	Message	Customs' process
A. Arrival at exit notification (IE507)		
		
		B. Checks No errors
		
C. Permit for loading goods onboard ship/aircraft		

Providing an arrival at exit notification (IE507):

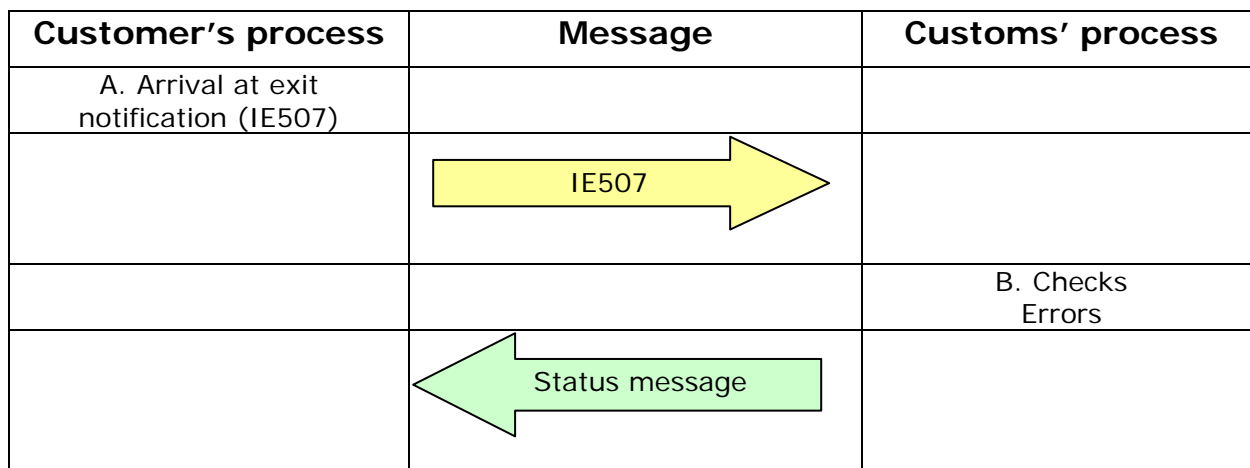
The operator at the place of exit sends an arrival at exit notification (IE507) and waits for a reply message from Customs.

Checks: The Customs' system checks the formal accuracy and contents of the message. The system also carries out text field checks and cross-checks of the message.

The system checks that the export transaction status allows the arrival at exit notification (IE507) to be accepted.

Acceptance of the notification: The Customs' system accepts the arrival at exit notification (IE507) sent by the operator at the place of exit and sends a status message (arrival acceptance, TSH). The acceptance message acts as the customer's loading permit. The message to the customer conveys the MRN, the acceptance date of the arrival at exit notification, the time when the loading permit enters into force and Customs' contact information.

2.2 When Customs observes an error



Providing an arrival at exit notification (IE507):

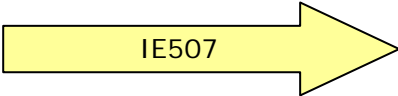
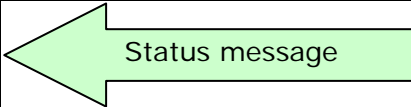
The operator at the place of exit sends an arrival at exit notification (IE507) and waits for a reply message from Customs.

Checks: The Customs' system checks the formal accuracy and contents of the message. The system also carries out text field checks and cross-checks of the message.

If the system observes errors during checks, the customer will be sent an arrival rejection status message (TSR) and the processing of the arrival at exit notification (IE507) will be interrupted. The status message to the customer conveys the MRN, the date and time of rejecting the arrival at exit notification, the reason for the rejection and Customs' contact information.

The operator at the place of exit must send a new arrival at exit notification (IE507) in order to obtain a loading permit.

2.3 The export transaction has an incorrect status when the arrival at exit notification (IE507) is received

Customer's process	Message	Customs' process
A. Arrival at exit notification (IE507)		
		
		B. Checks Export transaction status "incorrect"
		

Providing an arrival at exit notification (IE507):

The operator at the place of exit sends an arrival at exit notification (IE507) and waits for a reply message from Customs.

Checks: The Customs' system checks the formal accuracy and contents of the message. The system also carries out text field checks and cross-checks of the message.

The system checks that the export transaction status allows the arrival at exit notification (IE507) to be accepted.

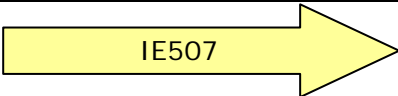
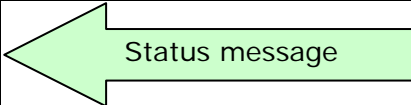
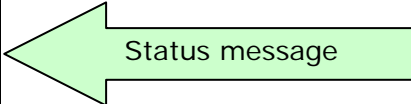
If the system observes that the export transaction status does not allow the reception of an arrival at exit notification (IE507), the customer will be sent a

status message regarding the rejection of the arrival at exit message. The processing of the arrival at exit notification (IE507) will be interrupted.

The status message (TSR) to the customer conveys the MRN, the date and time of rejecting the arrival at exit notification, the reason for the rejection and Customs' contact information.

The operator at the place of exit must send a new arrival at exit notification (IE507) in order to obtain a loading permit.

2.4 The export transaction is being corrected when the arrival at exit notification (IE507) is received

Customer's process	Message	Customs' process
A. Arrival at exit notification (IE507)		
		
		B. Checks Export transaction being corrected
		
		C. Acceptance of correction
		
D. Permit for loading onboard ship/aircraft		

Providing an arrival at exit notification (IE507):

The operator at the place of exit sends an arrival at exit notification (IE507) and waits for a reply message from Customs.

Checks: The Customs' system checks the formal accuracy and contents of the message. The system also carries out text field checks and cross-checks of the message.

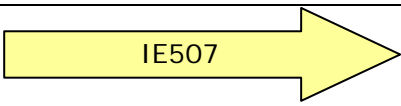
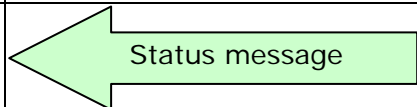
The system checks that the export transaction status allows the arrival at exit notification (IE507) to be accepted.

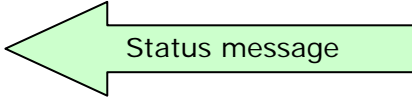
If the system observes that the export transaction is being corrected, the customer will be sent a status message regarding the rejection of the arrival at exit notification. The reason for the rejection will be given in the form of an additional notice: "Customs is processing the export transaction. You will be automatically sent a new reply to your arrival at exit notification once the processing is completed."

The arrival rejection status message (TSR) to the customer conveys the MRN, the date and time of rejecting the arrival at exit notification, the reason for the rejection and Customs' contact information.

After the correction is accepted, the Customs' system sends a status message (TSH) to the customer regarding the acceptance of the arrival at exit notification. The acceptance message acts as a loading permit for the customer.

2.5 The export transaction is being corrected when the arrival at exit notification (IE507) is received, a loading permit is not granted

Customer's process	Message	Customs' process
A. Arrival at exit notification (IE507)		
		
		B. Checks Export transaction being corrected
		

		C. Acceptance of correction
		

Providing an arrival at exit notification (IE507):

The operator at the place of exit sends an arrival at exit notification (IE507) and waits for a reply message from Customs.

Checks: The Customs' system checks the formal accuracy and contents of the message. The system also carries out text field checks and cross-checks of the message.

The system checks that the export transaction status allows the arrival at exit notification (IE507) to be accepted.

If the system observes that the export transaction is being corrected, the customer will be sent a status message regarding the rejection of the arrival at exit notification. The reason for the rejection will be given in the form of an additional notice: "Customs is processing the export transaction. You will be automatically sent a new reply to your arrival at exit notification once the processing is completed."

The status message (TSR) to the customer conveys the MRN, the rejection date and time of the arrival at exit notification, the reason for the rejection and Customs' contact information.

If Customs does not grant a loading permit, the customer will be sent a status message regarding the rejection of the arrival at exit notification.

The operator at the place of exit must send a new arrival at exit notification (IE507) in order to obtain a loading permit.