

REPUBLIC OF CAMEROON
PEACE-WORK-FATHERLAND
MINISTRY OF FINANCE

DIRECTORATE GENERAL OF CUSTOMS



**CUSTOMS CLEARANCE PROCEDURES IN THE
CAMEROON CUSTOMS INFORMATION SYSTEM
(CAMCIS)**





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SERVICE NOTE
N°161/MINFI/DGD DU 29 JUIN 2020
RELATING TO THE IMPLEMENTATION OF CUSTOMS
CLEARANCE PROCEDURES IN CAMCIS





SERVICE NOTE
N° **1611** / MINFI / DGD OF **29 JUN 2020**
**RELATING TO THE IMPLEMENTATION OF CUSTOMS CLEARANCE
PROCEDURES IN CAMCIS.**

This service note specifies the procedures for customs clearance of goods in the new customs information system – CAMCIS (Cameroon Customs Information System).

CAMCIS has replaced ASYCUDA[™]. Its entry into service is in line with the complete automation of foreign trade procedures and trade facilitation, particularly the reduction of costs and dwell time of goods, in accordance with recommendations of the Revised Kyoto Convention, the World Customs Organization SAFE Framework of Standards and the Trade Facilitation Agreement of the World Trade Organization. It is an essential tool for the national and sub-regional supply chain and the competitiveness of Cameroon's economy.

I. GENERAL CONSIDERATIONS

A. Basic principles:

- 1.** The handling and customs clearance of goods in CAMCIS shall be carried out from the graphical interface for automatic integration of declarations, made available to users accredited by the Customs Administration for the electronic filing of their summary and / or goods declarations. This interface shall also be used for the issuance of receipts for payment of customs duties and taxes, fees, contributions as well as cargo release notes.
- 2.** Each operation shall successively proceed as follows:
 - a)** An initial declaration in the form of a coded message is addressed to CAMCIS by users. This initial declaration is controlled by the automatic integration graphical interface and recorded by the user, after entering the information that the latter transmits to the system under the conditions set out in appendices 1 and 2 of this service note;
 - b)** An electronic transmission of supporting documents and other information necessary for the customs processing of the transaction in question;
 - c)** The presentation of the hard copy of certain documents to the competent customs authorities when necessary.
- 3.** The validation of a goods declaration in CAMCIS shall be subject to the prior existence of a manifest, except otherwise provided for in special procedures laid down by the regulations in force.





B. Scope

1. The use of the system shall be compulsory for:
 - The conveyance and submission of goods to custom-houses;
 - Import, export, transit and transshipment operations carried out in all custom-houses.
2. Access to CAMCIS shall be through the three portals listed below:
 - **The internal portal (IPT)**, reserved for users of the Customs Administration;
 - **The Institutional Portal (ECG)**, reserved for public administrations, diplomatic, financial and banking institutions;
 - **The external portal (EPT)**, reserved for other external users.
3. The above access shall be subject to a request to open an account made online by the operator. This request constitutes a commitment to comply with regulatory provisions.

II. FILING AND MANAGING DECLARATIONS IN CAMCIS

A. Filing of summary declarations and cargo management

Summary declarations and cargo management shall be carried out in the CAMCIS "Cargo Management" module. This module allows you to manage manifests and transport documents, as well as the conveyance, monitoring and handling of goods under customs control.

The related procedures, codification and processes are detailed in Appendices 1 and 3 to this service note.

B. Filing goods declarations and customs clearance process

The filing of goods declarations and the rest of the customs clearance process shall be carried out in the "Customs Clearance" module of CAMCIS. This module ensures the processing of all customs procedures, verification through the four processing channels (green, blue, yellow and red) and the assessment of goods declarations as well as the collection of customs duties and taxes, fees and other payments.

The related procedures, codification and processes are detailed in appendices 2 and 3 of this service note.

III. MODALITIES FOR APPLYING THE AUTOMATED CLEARANCE PROCEDURE

1. Acceptance by CAMCIS of the message for recording a summary declaration, a goods declaration, a payment, a report, a warehouse or shed release note, or any other operation, entails taking them into account in accordance with the regulations in force.





2. Before validating a goods declaration, the declarant shall verify the accuracy of all the statements in the declaration. He shall also carry out a simulation which indicates the amount of customs duties and taxes due with regard to the information entered.

3. Upon filing with CAMCIS, the summary declaration and the goods declaration may only be modified on written request and after authorization by the service, subject to any applicable penalties.

4. In addition to customs duties and taxes, CAMCIS may, depending on legal or contractual requirements, assess contributions, fees and other costs binding on stakeholders of the supply chain and the customs clearance procedure.

IV. STAKEHOLDER ASSISTANCE

Help Centers have been created at the Directorate General of Customs in order to respond to any requests for assistance from users.

V. FINAL PROVISIONS

This service note has four appendices. Any difficulties encountered in its application should be brought to my attention. / -

THE DIRECTOR GENERAL OF CUSTOMS

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REPUBLIQUE DU CAMEROUN
MINISTRE DE L'ECONOMIE ET DES FINANCES
DIRECTION DES DOUANES
Edwin Nivaga





APPENDIX 1: PROCEDURES AND PROCESSES OF THE « CARGO MANAGEMENT » MODULE



**APPENDIX 1: PROCEDURES AND PROCESSES OF THE
« CARGO MANAGEMENT » MODULE**



A. Procedure for filing and checking the summary declaration for import by sea

No.	ACTION	DESCRIPTION / PROCESS
1	Filing and checking of the manifest for maritime import	<p>Once connected to their portal, the user proceeds as follows :</p> <p><i>[EPT]</i> <i>Home> Document> Search> Manifest - Enter document> Create manifest</i></p> <p>1) The consignee creates the manifest and sends it to Customs at least 48 hours before the arrival of the ship. From this moment, the manifest is open for the processing of declarations.</p> <p>2) The manifest inspector, from the internal portal (IPT), begins checking the manifest received on "My To-do" and finishes it. He may request approval from his superior if necessary.</p>
2	Modification of the maritime import manifest	<p><i>[FTE]</i> <i>Home> Document> Search> Manifest modification (maritime import) -Enter the document> Modify</i></p> <p>1) The consignee initiates the modification request and submits it to Customs.</p> <p>2) The manifest inspector receives and checks the request; he may propose fines if necessary and submits the file to the approval of his direct superior.</p> <p>3) The supervisor (approver) can reject, request a review or validate the modification of the manifest.</p> <p>4) The consignee may accept or contest the fine.</p> <p>5) If accepted, the service creates a payment notice in the event of such a fine.</p> <p>6) The consignee pays said fine to the bank if necessary.</p>





No	ACTION	DESCRIPTION / PROCESS
3	Filing and checking of the maritime unloading request	<p>[EPT] <i>Home> Document> Search> Unloading request (maritime) - Enter the document> New</i></p> <ol style="list-style-type: none">1) The consignee enters the unloading request and sends it to Customs.2) The listed customs official controls and authorizes the unloading request. He may flag BLs as part of risk management.
4	Filing and checking of the maritime unloading report	<p>[EPT] <i>Home> Freight> Unloading> Maritime> Unloading report> Create a new report</i></p> <ol style="list-style-type: none">1) The stevedore enters the unloading report and sends it to Customs.2) The listed Customs official carries out the tally and validates the unloading report or requests an addition to the selected BLs.3) In the event of a request for an addition, the stevedore must move unauthorized BLs to the "Non-Compliant" tab. After correcting the report, he must return it to Customs.4) If all the corrections are made, the listed customs official validates the unloading report.
5	Filing and checking of sub-BL at maritime import	<p>[EPT] <i>Home> Document> Search> Sub-BL - Enter document> Create a new sub-BL</i></p> <ol style="list-style-type: none">1) The De-consolidator creates the sub-BLs and sends them to Customs.2) The Inspector in charge of controlling the sub-BL checks the sub-BLs for maritime import and authorizes them.





No	ACTION	DESCRIPTION / PROCESS
6	Modification of the sub-BL for maritime import	<p>[EPT] <i>Home> Document> Search> Modification sub-BL - Enter document> Modify</i></p> <ol style="list-style-type: none">1) The de-consolidator modifies the B / L and sends it to Customs.2) The manifest inspector checks and authorizes the modified sub-BL with the approval of one or more superiors.3) The approver (s) confirm (s) the modification of sub-BL.4) The Sub-Director in charge of Freight may fix a fine.5) Customs creates a payment notice in the event of a fine.6) The Revenue Collector proceeds with collection in the event of payment of said fine.
7	Maritime BL transfer request	<p>[EPT] <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none">1) The transporter / stevedore enters the transfer request and sends it to Customs.2) The Inspector in charge of Transfer Requests begins checking the transfer request.3) The listed customs official carries out a tally of the goods to be transferred and authorizes them.4) The Inspector in charge of Transfer Request completes the control of the transfer request and may solicit the approval of his superior.
8	MAD (E) exit request	<p>[FTE] <i>Home> Document> Search> Exit request - enter document> New</i></p> <ol style="list-style-type: none">1) The stevedore or the shed manager enters an exit request.2) The listed customs official starts checking the exit request and authorizes it.3) CAMCIS automatically generates the MAD exit voucher.





No	ACTION	DESCRIPTION / PROCESS
9	Vehicle departure report (Exit)	<i>[IPT]</i> <i>Home> My To-do</i> The customs official at the gatehouse ascertains the departure of the means of transport (exit).
10	Shed entry report following transfer request	<i>[EPT]</i> <i>Home> Document> Search> Entry report - Enter document> New</i> 1) The manager of the destination shed enters the entry report. 2) The listed Customs Inspector of the competent sector begins checking. 3) The listed customs official carries out the tally of the goods and validates the entry report. 4) The customs inspector of the competent sector completes the checking.
11	De-consolidation request	<i>[EPT]</i> <i>Home> Document> Search> De-consolidation request - Enter document> New</i> 1) The de-consolidator enters the De-consolidation request and sends it to Customs. 2) The De-consolidation request inspector checks the De-consolidation request.
12	De-consolidation report	<i>[EPT]</i> <i>Home> Document> Search> De-consolidation Report-Enter document> New</i> 1) The de-consolidator makes the De-consolidation report and sends it to Customs. 2) The listed Customs official establishes the tally report of the de-consolidation.





B. Procedure for filing and checking the summary declaration for imports by air

No	ACTION	DESCRIPTION / PROCESS
1	Filing and checking the manifest for air import	Once connected to the portal, the user proceeds as follows: <i>[EPT]</i> <i>Home> Document> Search> Manifest - Enter document> Create manifest</i> 1) The Airline creates the manifest and sends it to Customs at the latest when the plane takes off in the country of departure. 2) The manifest inspector begins checking the manifest and finishes it
2	Modification of the air import manifest	<i>EPT]</i> <i>Home> Document> Search> Manifest modification (air import) - Enter document> Modify</i> 1) The Airline initiates the request for modification and submits it to Customs. 2) The manifest inspector receives and checks the request; he may propose fines and submits the file to the approval of his direct superior. 3) The superior (approver) may reject, or request a review or approve modifying the manifest. 4) The airline may accept or contest the fine. 5) If the fine is accepted, Customs creates a payment notice. 6) The Revenue Collector proceeds with collection in the event of payment of said fine.





No	ACTION	DESCRIPTION / PROCESS
3	Filing and checking of the air unloading request	<p>[EPT] <i>Home> Document> Search> Unloading request (air) - Enter document> New</i></p> <ol style="list-style-type: none">1) The airline company creates the unloading request and sends it to Customs.2) The Inspector in charge of Unloading checks and authorizes the unloading request. He may flag BLs as part of risk management.
4	Filing and checking of the air unloading report	<p>[EPT] <i>Home> Document> Search> Unloading report (air) - Enter the document> Create a new report</i></p> <ol style="list-style-type: none">1) The stevedore or the shed manager enters the unloading report and sends it to Customs.2) The customs official carries out the tally and approves the unloading report or request further information on selected Air Waybills (AWB).3) In case of request of further information, the stevedore must move the unauthorized AWB to the "Non-compliant" tab. After correction, it must return to the service for approval.
5	Filing and checking of the sub-AWB for import	<p>[EPT] <i>Home> Document> Search> sub-AWB - Enter the document> Create a new sub-AWB</i></p> <ol style="list-style-type: none">1) The De-consolidator creates the sub-AWB and sends them to Customs.2) The customs official checks and completes the sub-AWBs for imports.





No	ACTION	DESCRIPTION / PROCESS
6	Filing and checking of the modified sub-AWB for import	<p><i>[EPT]</i> <i>Home> Document> Search> Modification sub-AWB - Enter the document> Modify</i></p> <ol style="list-style-type: none">1) The De-consolidator modifies the sub-AWB and sends it to Customs.2) The Inspector in charge of Manifest checks and authorizes the modified sub-AWB with the approval of his superior.3) The approver (s) validate (s) the modification of the sub-AWB.4) A fine may be fixed and subsequently paid.
7	Filing and checking of the request for de-consolidation of the sub-AWB for import	<p><i>[EPT]</i> <i>Home> Document> Search> De-consolidation request - Enter the document> New</i></p> <ol style="list-style-type: none">1) The De-consolidator creates the de-consolidation request and sends it to Customs2) The Inspector in charge of the de-consolidation request checks and finishes it.
8	De-consolidated sub-AWB report for import	<p><i>[EPT]</i> <i>Home> Document> Search> De-consolidation report - Enter document> New</i></p> <ol style="list-style-type: none">1) The de-consolidator makes the De-consolidation report and sends it to Customs.2) The tally official begins (can confirm / request supplementary information) and ends the checking.
9	Filing and checking of minutiae	<p><i>[EPT]</i> <i>Home> Document> Search> Minutiae (air) - Enter document> New</i></p> <ol style="list-style-type: none">1) The Consolidator writes the request for minutiae and submits it to Customs.2) The listed customs official checks the said request for minutiae and authorizes it.3) In case of rejection, the goods will follow the standard procedure for clearance.4) In case of authorization, the goods are removed.





No	ACTION	DESCRIPTION / PROCESS
10	Flight information recording	<p>[EPT] <i>Home> Document> Search> Registration of means of transport - Enter document> New</i> The Airline records flight information and transmits it to Customs.</p>
11	Filing and checking of Flight information modification	<p>[EPT] <i>Home> Document> Search> Manifest modification (air import) - Enter document> Modify</i> The airline modifies the flight information and transmits it to Customs.</p>
12	Inspection and check of the air transshipment request	<p>[EPT] <i>Home> Document> Search> Air transshipment request - Enter document> New</i> 1) The airline enters the air transshipment request and submits it to Customs. 2) The listed Customs official begins checking of the transshipment request (he may authorize or request additional information), and then finishes it. 3) A payment notice is generated automatically by the system 4) The Revenue Collector proceeds with the collection.</p>
13	Filing and checking of a loading request	<p>[EPT] <i>Home> Freight> Loading> Air> Loading request> Create a new request</i> 1) The airline enters, validates and sends the request for maritime loading. 2) The listed Customs official begins and finishes the check.</p>





No	ACTION	DESCRIPTION / PROCESS
14	Air cargo modification: filing and checking	<p><i>[EPT]</i> <i>Home> Freight> Loading> Air> Modify the loading request> Modify</i></p> <ol style="list-style-type: none">1) The airline modifies, validates and sends the request for air loading2) The Inspector in charge of the export manifest begins checking the modified request for air loading and submits to the approval of his superior.3) The approver gives his opinion (authorized, Rejected, Reconsidered).
15	Filing and checking of the loading report	<p><i>[EPT]</i> <i>Home> Freight> Loading> Air> Loading report> Create a new report</i></p> <ol style="list-style-type: none">1) The stevedore or the manager of the shed drafts the air loading report and files it with the Customs.2) The listed customs official checks the air loading report and authorizes it.





C. Procedure for filing and checking the summary declaration for import by land

No	ACTION	DESCRIPTION / PROCESS
1	Filing and controlling of the manifest for land import	<p>[EPT] <i>Home> Document> Search> Manifest (land import) -Enter the document> Create manifest</i></p> <ol style="list-style-type: none">1) The carrier drafts the manifest for land import and deposits it at Customs.2) The manifest Inspector begins the check and completes it.
2	Modification of the manifest on land import	<p>[EPT] <i>Home> Document> Search> Manifest modification (land import) - Enter the document> Modify</i></p> <ol style="list-style-type: none">1) The carrier initiates the modification request and submits it to Customs.2) The manifest inspector receives and checks the request; he may propose fines and submit the file to the approval of his superior.3) The superior (approver) may reject, request a review or validate modifying the manifest.4) The carrier may accept or contest the fine.5) If the fine is accepted, Customs creates a payment notice.6) The carrier pays said fine.7) The Revenue Collector proceeds with the collection in the event of payment of such a fine.





No	ACTION	DESCRIPTION / PROCESS
3	Filing and checking of the land unloading report	<p><i>[EPT]</i> <i>Home > Document > Search > Unloading report (land) - Enter document > Create a new report</i></p> <ol style="list-style-type: none">1) The transporter creates the unloading report and sends it to Customs.2) The listed Customs official carries out the tally and approves the unloading report or requests further information on selected Waybills (WB).3) In case of request for additional information, the stevedore must move unauthorized WB to the "Non-compliant" tab. After correction, he must return it to the service.
4	Filing and checking of the sub-AW for land import	<p><i>[EPT]</i> <i>Home > Document > Search > sub-WB - Enter the document > Create a new sub-WB</i></p> <ol style="list-style-type: none">1) The de-consolidator creates the sub-WBs and sends them to Customs.2) The manifest inspector checks the land import sub-WBs and authorizes them.
5	Modification of the sub-WB for land import	<p><i>[EPT]</i> <i>Home > Document > Search > Modification sub-WB - Enter document > Modify</i></p> <ol style="list-style-type: none">1) The De-consolidator modifies the sub-WB and sends it to Customs.2) The manifest Inspector checks and submits the modified sub-WB to the approval of his superior.3) The superior (approver) validates the modification of the sub-WB.4) A fine is eventually fixed and paid.





No	ACTION	DESCRIPTION / PROCESS
6	WB Transfer Request	<p>[EPT] <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none">1) The Carrier / stevedore creates the transfer request and sends it to Customs2) The listed Customs official starts checking of the transfer request .3) The listed customs official proceeds to tally the goods to be transferred and authorizes them.5) The Inspector in charge of the Transfer Request completes the checking of the transfer request.
7	MAD exit request	<p>[EPT] <i>Home> Document> Search> Exit request - enter document> New</i></p> <ol style="list-style-type: none">1) The shed manager creates and submits the exit request to Customs.2) The inspector in charge of the exit request begins checking and authorizes the exit request.3) CAMCIS automatically generates the exit slip.
8	Checking the Exit request	<p>[IPT] <i>Home> My To-do</i></p> <p>The customs official at the gatehouse takes note of the departure of the means of transport (exit).</p>
9	Entry Report to MAD (E)	<p>[EPT] <i>Home> Document> Search> Entry report - Enter document> New</i></p> <ol style="list-style-type: none">1) The recipient shed manager writes an entry report.2) The listed Customs official of the relevant sector, starts checking.3) The listed customs official does a tally of the goods and approves the entry report.4) The listed customs official of the competent Sector completes the check.





No	ACTION	DESCRIPTION / PROCESS
10	De-consolidation request	<p><i>[EPT]</i> <i>Home> Document> Search> De-consolidation request - Enter the document> New</i></p> <p>1) The de-consolidator enters the De-consolidation request and sends it to Customs.</p> <p>2) The listed Customs official checks the De-consolidation request.</p>
11	De-consolidation report	<p><i>[EPT]</i> <i>Home> Document> Search> De-consolidation Report- Enter document> New</i></p> <p>1) The de-consolidator creates the de-consolidation report and sends it to Customs.</p> <p>2) The listed Customs official drafts the De-consolidation report.</p>

NB: All saved documents appear in the cargo tracking tab





D. Procedure for filing and checking the summary declaration for export by sea

No	ACTION	DESCRIPTION / PROCESS
1	Registering Means of transport	Once the Single Administrative Document (SAD) Export process is complete, the procedure continues as follows: <i>[EPT]</i> <i>Home> Document / Freight> Search> Request to add a means of transport (multimodal transport) -Enter the document> New</i> The Consignee records the information on the means of transport.
2	Filing and checking of the maritime loading request	<i>[EPT]</i> <i>Home> Document> Search> Load request - Enter the document> Create a request</i> 1) The Consignee creates the maritime loading request and submits it. 2) The Export Manifest Inspector begins and ends the checking.
3	Maritime loading report	<i>[EPT]</i> <i>Home> Freight> Loading> Maritime> Loading report> Create a new report</i> 1) The stevedore makes the maritime loading report. 2) The listed customs official checks the report on the shipping cargo vessel.
4	Generation of the maritime manifest by the consignee and checking.	<i>[EPT]</i> <i>Home> Document> Search> Manifest - Enter the document> Create the manifest (Maritime export)</i> 1) The consignee generates the maritime manifest, whose BLs use the SAD numbers for export. 2) The inspector checks the manifest and completes it.





E. Procedure for filing and checking the summary declaration for export by air

No	ACTION	DESCRIPTION / PROCESS
1	Registering Means of transport	<p>Once the SAD Export process is complete, the procedure continues as follows: [EPT] <i>Home> Document / Freight> Search> Request to add a multimodal means of transport -Enter the document> New</i></p> <p>The airline records information on the means of transport.</p>
2	Filing and checking of the loading request	<p>[EPT] <i>Home> Document> Search> Load request - Enter the document> Create a request</i></p> <p>1) The airline creates the air loading request and files it with Customs. 2) The Export Manifest Inspector begins and finishes the check.</p>
3	Loading report and loading report Tally	<p>[EPT] <i>Home> Freight> Loading> Air> Loading report> Create a new report</i></p> <p>1) The stevedore issues the air loading report. 2) The listed customs official makes the Tally report.</p>
4	Generating the manifest by the airline and checking by Customs	<p>[EPT] <i>Home> Document> Search> Manifest - Enter the document> Create the manifest (Air export)</i></p> <p>1) The airline company generates the air manifest whose AWBs contain the SAD numbers for export and submits it to Customs. 2) The manifest inspector checks the manifest and completes it.</p>





F. Procedure for filing and checking the summary declaration for export by land

No	ACTION	DESCRIPTION / PROCESS
1	Registering the Means of transport	<p>Once the DAU Export process is complete, the procedure continues as follows:</p> <p><i>[EPT]</i></p> <p><i>Home> Document / Freight> Search> Request to add a multimodal means of transport -Enter the document> New</i></p> <p>The transporter records the information on the means of transport.</p>
2	Generating the manifest by the land carrier and checking by Customs	<p><i>[EPT]</i></p> <p><i>Home> Document> Search> Manifest - Enter the document> Create the manifest (Land export)</i></p> <p>1) The carrier generates the land manifest and submits it to Customs.</p> <p>2) The inspector checks the manifest and completes it.</p>





G. Procedure for filing and checking the summary declaration for maritime transshipment

No	ACTION	DESCRIPTION / PROCESS
1	Recording of ship information	<p>[EPT] <i>Home> Document> Search> Registration of (maritime) means of transport - Enter document> New</i></p> <p>The consignee records the vessel information.</p>
2	Filing and checking of changes to ship information	<p>[EPT] <i>Home> Document> Search> Registration of (maritime) means of transport - Enter document> New</i></p> <ol style="list-style-type: none">1) The consignee initiates the modification request and submits it to Customs.2) The manifest inspector receives and checks the request; he may propose fines and submit the file to the approval of his direct superior.3) The superior (approver) may reject, request a review or approve modifying the manifest.4) The consignee may accept or contest the fine.5) In case of acceptance, Customs creates a payment notice for such a fine.6) The consignee pays such a fine.7) The collector proceeds with the collection of said fine.
3	Filing and checking of the maritime transshipment request	<p>[EPT] <i>Home> Document> Search> Maritime transshipment request - Enter document> New</i></p> <ol style="list-style-type: none">1) The Consignee creates the maritime transshipment request and files it.2) The Export Manifest Inspector begins the check (he can authorize or request supplement information), and finishes the control.5) Customs creates a payment advice.6) The Revenue Collector performs the collection.





No	ACTION	DESCRIPTION / PROCESS
4	Filing and checking of the maritime loading request	<p><i>[EPT]</i> <i>Home > Document > Search > Load request - Enter the document > Create a request</i></p> <ol style="list-style-type: none">1) The consignee enters, validates and sends the request for maritime loading.2) The inspector of the export manifest begins and ends the control of the request for maritime loading.
5	Filing and checking of the modification of maritime loading request	<p><i>[EPT]</i> <i>Home > Document > Search > Modifying the load - Enter the document > Modify</i></p> <ol style="list-style-type: none">1) The consignee modifies, validates and sends the request for maritime loading.2) The export manifest inspector checks the modified maritime loading request and seeks the approval of his direct superior.3) The superior (approver) gives his opinion (authorized, Rejected, Reexamined).
6	Filing and checking of the maritime loading report	<p><i>[EPT]</i> <i>Home > Freight > Loading > Maritime > Loading report > Create a new report</i></p> <ol style="list-style-type: none">1) The stevedore drafts the maritime loading report and files it with Customs.2) The listed Customs official starts tallying (permits / requests further information) and then finishes.





H. Procedure for the transport (or transfer) of goods under customs control

No	ACTION	DESCRIPTION / PROCESS
1	Filing and checking of the transport request (transfer request)	<p><i>[EPT]</i> <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none"> 1) The Authorized Customs Broker (ACB) drafts and files the transport request / transfer request. 2) The transport / transfer request is automatically assigned to an Inspector; 3) The Inspector checks the transport / transfer request; 4) The listed Customs official proceeds to inspect the means of transport; After this inspection, the request can be authorized, or rejected with the reasons.
2	Filing and Checking of the transport request (T1 request)	<p><i>[EPT]</i> <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none"> 1) The ACB writes a transport request (T1 request) and files it at Customs. 2) NEXUS records the vehicle's GPS. 3) The application for transportation (reference T1) is automatically assigned to an inspector; 4) The inspector checks the transport request (T1 request) for which the inspection is recorded and authorizes it.





No	ACTION	DESCRIPTION / PROCESS
3	Filing and checking of the transport request (customs conveyance request)	<p><i>[EPT]</i> <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none">1) The ACB draws up a transport request (customs conveyance request) and files it with Customs.2) The transport request is automatically assigned to an Inspector.3) The inspector checks the transport request (customs conveyance request) for which the inspection is recorded and authorizes it.
4	Filing and Checking of the transport request (transfer request for transshipment).	<p><i>[EPT]</i> <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none">1) The ACB draws up a transport request (transfer request for transshipment) and files it with Customs.2) The transport request is automatically assigned to an Inspector.3) The inspector checks the transport request (transfer request for transshipment) for which the inspection is recorded and authorizes it.
5	Filing and checking of the transport request (border transfer request)	<p><i>[EPT]</i> <i>Home> Document> Search> Transport request - Enter document> New</i></p> <ol style="list-style-type: none">1) The ACB draws up a transport request (border transfer request) and files it with Customs.2) The request is automatically assigned to an Inspector3) The inspector checks the transport request (border transfer request) for which the inspection is recorded and authorizes it.





No	ACTION	DESCRIPTION / PROCESS
6	Filing and checking of the transport modification request (modification of general information)	<p>[EPT] <i>Home> Document> Search> Transport modification request - Enter the document> New</i></p> <ol style="list-style-type: none">1) The ACB writes a request to modify the transport (modification of the general information) and files it with Customs.2) The modification request is automatically assigned to an Inspector3) The inspector checks the transport request (modification of general information) for which the inspection is recorded and authorizes it.
7	Filing and checking of the transport modification request (modification of vehicle information)	<p>[EPT] <i>Home> Document> Search> Transport modification request - Enter the document> New</i></p> <ol style="list-style-type: none">1) The ACB writes a request to modify the transport (modification of vehicle information) and files it with Customs.2) The modification request is automatically assigned to an Inspector.3) The inspector checks the transport request (modification of vehicle information) for which the inspection is recorded and authorizes it.
8	Filing and checking of the transport modification request (modification of information on the container)	<p>[EPT] <i>Home> Document> Search> Transport modification request - Enter the document> New</i></p> <ol style="list-style-type: none">1) The ACB writes a request for modification of the transport (modification of the information on the container) and deposits it with Customs.2) The modification request is automatically assigned to an Inspector.3) The inspector checks the transport request (modification of information on the container) for which the inspection is recorded and authorizes it.





No	ACTION	DESCRIPTION/PROCESSUS
9	Filing and checking of the transport modification request	<p><i>[EPT]</i> <i>Home> Document> Search> Transport modification request - Enter the document> New</i></p> <ol style="list-style-type: none">1) The ACB writes a request for modification of the transport (complete cancellation) and files it with Customs.2) The change request is automatically assigned to an inspector.3) The inspector checks the transport request (complete cancellation) for which the inspection is recorded and authorizes it after approval by his direct superior.
10	Filing and checking of the request to add multimodal transport	<p><i>[EPT]</i> <i>Home> Document / Freight> Search> Request to add a multimodal means of transport -Enter the document> New</i></p> <ol style="list-style-type: none">1) The ACB drafts a request to add a means of transport for multimodal transport and files it with Customs.2) The request to add a multimodal means of transport is automatically assigned to an Inspector.3) The inspector checks the request for the addition of multimodal transport for which the inspection is recorded and authorizes it.
11	Filing and checking of the container unloading request	<p><i>[EPT]</i> <i>Home> Document> Search> Container unloading authorization request - Enter document> New</i></p> <ol style="list-style-type: none">1) The ACB writes an authorization request to unload the container and deposits it with Customs.2) The container unloading request is automatically assigned to an inspector.3) The inspector checks and authorizes the container unloading authorization request.





No	ACTION	DESCRIPTION/PROCESSUS
12	Recording of train timetables	<p><i>[EPT]</i> <i>Home> Freight> Search> Transport> Rail transport> Rail manifest> New</i> CAMRAIL records train schedules in CAMCIS and sends them to Customs.</p>
13	Authorization to depart for rail transport	<p><i>[IPT]</i> <i>Home> My To-do</i> 1) CAMRAIL requests a departure authorization for the timetables of trains registered with Customs. 2) Customs authorizes the timetables of the trains for which a departure authorization has been requested.</p>
14	Filing and checking the entry report	<p><i>[EPT]</i> <i>Home> Document> Search> Entry report - Enter document> New</i> 1) The stevedore or shed manager writes an entry report (entry by transfer request) and then files it with Customs. 2) The said report is automatically assigned to an Inspector. 3) The listed inspector checks the entry report after recording the inspection, then authorizes it.</p>
15	Filing and checking of the modified entry report (entry by transfer request)	<p><i>[EPT]</i> <i>Home> Document> Search> Modifying the entry report - Enter the document> Modify</i> 1) The stevedore writes an entry report (entry by transfer request) and then files it with Customs. 2) The submitted report is automatically assigned to an Inspector. 3) The inspector checks and requests supplementary information after recording the inspection results. 4) The stevedore modifies the entry report in accordance with indications made by the inspector and returns it to Customs. 5) The inspector checks the entry report again and authorizes it after approval by his direct superior.</p>





No	ACTION	DESCRIPTION/PROCESSUS
16	Filing and checking of the container entry report	<p><i>[EPT]</i> <i>Home> Document> Search> Container entry report - Enter document> New</i></p> <p>1) The stevedore writes a container entry report (container entry by the declaration for export (EXD) and files it with customs. 2) Said report is automatically assigned to an inspector. 3) The inspector checks the container entry report after recording the inspection results and authorizes it.</p>
17	Filing and checking of the exit request following customs clearance	<p><i>[EPT]</i> <i>Home> Document> Search> Exit request - enter document> New</i></p> <p>1) The stevedore writes the exit request following import customs clearance and files it with Customs. 2) Customs checks the request and authorizes it.</p>
18	Filing and checking of the exit request following transfer	<p><i>[EPT]</i> <i>Home> Document> Search> Exit request - enter document> New</i></p> <p>1) The stevedore writes the exit request and subsequently transfers the file to Customs. 2) Customs controls the request and authorizes it.</p>
19	Filing and checking of the T1 exit request	<p><i>[EPT]</i> <i>Home> Document> Search> Exit request - enter document> New</i></p> <p>1) The stevedore writes the exit request following T1 and files it with Customs. 2) Customs checks the request and authorizes it</p>
20	Filing and checking of the container exit report (exit by transfer request)	<p><i>[EPT]</i> <i>Home> Document> Search> Exit report - enter document> New</i></p> <p>1) The stevedore writes a container exit report (exit by transfer request) and files it with Customs. 2) The customs controls the exit report and authorizes it.</p>





No	ACTION	DESCRIPTION/PROCESSUS
21	Filing and checking of the container exit report (exit by import customs clearance)	<p>[EPT] <i>Home> Document> Search> Exit report - enter document> New</i></p> <ol style="list-style-type: none">1) The stevedore writes a container exit report (exit by import customs clearance) and submits to Customs.2) Customs checks the exit report and authorizes it.
22	Filing and checking of the allotment change request	<p>[EPT] <i>Home> Document> Search> Allotment change request - enter the document> New</i></p> <ol style="list-style-type: none">1) The stevedore drafts a request for change of allotment and files it with Customs.2) An inspector checks and authorizes the request for a change in allotment.
23	Filing and checking of the request for destruction and loss of crude oil	<p>[EPT] <i>Home> Document> Search> Request for destruction and loss of crude - enter the document> New</i></p> <ol style="list-style-type: none">1) The stevedore writes a request for destruction and loss of crude oil and files it with Customs.2) The listed inspector checks the said request and authorizes it.3) After the destruction, the result of the operation is recorded by Customs
24	Filing and checking of the request to split a BL	<p>[EPT] <i>Home> Document> Search> BL split request - enter the document> New</i></p> <ol style="list-style-type: none">1) The stevedore writes a request of to split a BL and the files it with Customs.2) The listed inspector checks the said request and authorizes it.
25	Filing and checking of the request for the cancellation of split BL	<p>[EPT] <i>Home> Document> Search> Split BL cancellation request - enter the document> New</i></p> <ol style="list-style-type: none">1) The stevedore writes a request to cancel the splitting of the BL and files it with Customs.2) The listed inspector checks the said request and authorizes it after approval by his direct superior.





No	ACTION	DESCRIPTION/PROCESSUS
26	Filing and checking of the request for the creation of CRN (Cargo Reference Number).	<p><i>[EPT]</i> <i>Home> Document> Search> CRN creation request - enter the document> New</i></p> <ol style="list-style-type: none">1) The stevedore drafts a request for creation of CRN and the files it with Customs.2) The listed inspector checks the CRN request and authorizes it.
27	Registration of public auction.	<p><i>[IPT]</i> <i>Home> Freight> Shed and Customs Clearance Precinct> Out of Time Storage and Public Auction> List of Out of Time Goods</i></p> <ol style="list-style-type: none">1) CAMCIS generates the list of goods placed under Customs custody that are eligible for auction2) Customs consults the storage list at the end of the period.3) Customs creates items for auction.4) Customs registers the items to be auctioned.5) Customs Records the result of the auction.
28	Filing and checking the sales report	<p><i>[EPT]</i> <i>Home> Document> Search> Sales report> New</i></p> <ol style="list-style-type: none">1) The Duty Free Shop drafts a sales report and files it with Customs.2) The listed inspector checks and approves the said report.
29	Filing and checking of the non-sale exit report	<p><i>[EPT]</i> <i>Home> Document> Search> Exit report> New</i></p> <ol style="list-style-type: none">1) Duty-Free Shop prepares a non-sale report and files it with Customs.2) The listed inspector checks the said report and approves it.





**APPENDIX 2 : PROCEDURES AND PROCESSES OF THE
« CUSTOMS CLEARANCE » MODULE AND
CODING OF CUSTOMS PROCEDURES**





APPENDIX 2 : PROCEDURES AND PROCESSES OF THE « CUSTOMS CLEARANCE » MODULE AND CODING OF CUSTOMS PROCEDURES

A. Release for home use - PAD (Pre-Arrival Declaration) : Declaration before the arrival of the goods

No	PROCESS	DESCRIPTION
1	Verification of the existence of the foreign operator (Supplier, Shipper) in CAMCIS	On the home page of the external portal (EPT), without entering an identifier: 1) click on the « Foreign operator » icon (at the bottom of the page), a window opens; 2) click on the « Search » button after specifying the country code, 3) Scroll down the list of operators in the selected country. If the operator does not exist, please log in to create it.
2	Request creation of a foreign operator	Once connected as an Authorized Customs Broker (ACB) on the external portal: 1) Click on « Document» in the main menu. 2) Click on « Search » on the opened page. 3) On the list of documents, scroll down, then select « enter the document » on the line « Request for a foreign operator code». 4) Click on the « New » button that appears at the bottom of the page, then complete the file. After entering information, click on the button « Send » to transmit the request.
3	Customs authorization of foreign operator request	On the internal portal (IPT), the Customs checks and authorizes the request. In the Customs clearance menu: 1) click on the sub-menu on the left «management criteria», 2) Select the « Foreign operators» tab. 3) Open the sub-tab « Manage foreign operator requests » 4) Click on the «Authorize» button to authorize the foreign operator request.





No	PROCESS	DESCRIPTION
4	Consulting the result of the foreign operator's request by the ACB	In the Customs clearance menu of the external portal: 1) Open the sub-menu « Declaration of customs clearance» 2) Select the tab «request foreign operator» 3) Click on the « Search» button to see the outcome of the application.
5	Filling out and filing of the declaration for Release for Home use (MACXXX)	Once the manifest has been filed in CAMCIS, the ACB connects to the external portal: 1) Click on «Document» in the main menu. 2) Click on «Search» on the opened page. 3) On the list of documents, scroll down, then select «enter the document»on the line «Declaration SAD». After entering the information, click on the button «Send». It is possible to pay before the inspector verifies the declaration when the pre-assessment box has been checked.
6	Consulting the notification of receipt	In the customs clearance menu of the external portal: 1) Open the submenu «Declaration of customs clearance» 2) Select the « List of SAD declarations » tab 3) Click on the «Search»button to see the list of treatment status. 4) Click on the reference No. sent to see the history of the notification of receipt.





No	PROCESS	DESCRIPTION
7	Treating SAD by the Inspector	<p>After following the following process: Customs Clearance menu> Submenu Processing of SAD> SAD Verification tab> the inspector sees the list of SADs awaiting verification:</p> <ol style="list-style-type: none">1) Click on the number of SAD to be checked, then select « details of the received SAD declaration».2) Click on the «Start verification» button to begin the verification of the SAD3) Check the information declared and go to the different segments to change the data if necessary,4) Click on the «save all» button.5) Once the verification is complete, click on the «Verification result» button to open the verification result pop-up window. The declared and assessed data are displayed in parallel for comparison.6) Select the verification result code and enter the result of the verification, then click the «Save» button.7) Click on the « Request approval» if necessary. To do this, go to the approval pop-up window, select the approver and then seek approval.
8	Approval of the SAD verification result	<p>To open pending approval requests, the approver (direct superior): [IPT] <i>Home> My portal> E-approval> Approval status:</i></p> <ol style="list-style-type: none">1) Click on the «waiting» tab to produce the list of requests awaiting approval.2) Selects the request to be approved from the list. Go to the «treatment» segment and check the approval decision (permit, review, reject).3) Write comments and click on the «save» button.





No	PROCESS	DESCRIPTION
9	Viewing the verification result notification	<p>[EPT] <i>Home> Declaration> Declaration> Declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on the sent reference number, to see the notification history of the verification result
10	Recording of the receipt of payment notice	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledgment the payment of the payment notice. The bank user connects to the associated portal (ECG) of the CAMCIS system to record the collection:</p> <p>[ECG] <i>Home> Electronic Payment> Receipt of payment notice> Manage receipts:</i></p> <ol style="list-style-type: none">1) Click on the «New» button2) Check validity of the payment notice with its number and UIN.
11	Transmitting PAD information (Pre - Arrival Declaration / declaration before the goods arrive)	<p>[EPT] <i>Home> Customs clearance> Declaration of customs clearance> Transmit transport information:</i></p> <p>Click on the «View transport information» button to fill in the «data, then 2) Click on the « Send» button.</p>
12	Consulting the notification for the authorization of removal of goods	<p>[EPT] <i>Home> Declaration> Declaration> Declaration processing Status (List of declaration processing history):</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the list of processing status.2) Click on the reference number sent, to view the notification history of the authorization to remove the goods.





No	PROCESS	DESCRIPTION
13	Issuing of the vehicle clearance certificate	<p>To issue the customs clearance certificate for vehicles, the competent Chief of Bureau proceeds as follows:</p> <p><i>[IPT]</i> <i>Home> Customs clearance> Processing of SAD> Print> Issue the customs clearance certificate for vehicles and can therefore :</i></p> <ol style="list-style-type: none">1) Enter the SAD number and click on the «Search» button to see the list of SADs awaiting issuance of the customs clearance certificate.2) Select the SAD and click on the button «Issue the customs clearance certificate for vehicles».

B. Release for home use - PMD (Post Manifest Declaration : Declaration after the arrival of the goods)

No	PROCESS	DESCRIPTION
1	Verifying the existence of the foreign operator (Supplier, Shipper) in CAMCIS	<p>After submitting the manifest, the ACB connects to the home page of the external portal (EPT), without entering an identifier:</p> <ol style="list-style-type: none">1) click on the «Foreign operator» icon (at the bottom of the page), a window opens;2) click on the «Search» button after specifying the country code,3) Scroll down the list of operators in the selected country. If the operator does not exist, log in to create it.





No	PROCESS	DESCRIPTION
2	Request creation of a foreign operator	<p>Once connected as ACB on the external portal:</p> <ol style="list-style-type: none">1) Click on «Document» in the main menu.2) Click on «Search» on the opened page.3) On the list of documents, scroll down, then select « enter the document» on the line «Request for a foreign operator code».4) Click on the «New»button that appears at the bottom of the page, then complete the file. After entering information, click on the button "Send " to transmit the request.
3	Authorizing by Customs of the request for a foreign operator	<p>On the internal portal (IPT), Customs checks and authorizes the request. In the Customs clearance menu:</p> <ol style="list-style-type: none">1) click on the sub-menu on the left «management criteria»,2) Select the «Foreign operators» tab.3) Open the sub-tab «Manage foreign operator requests»4) Click on the «Authorize» button to authorize the foreign operator request.
4	Consulting the result of the foreign operator's request by the ACB	<p>In the Customs clearance menu of the external portal:</p> <ol style="list-style-type: none">1) open the submenu « Declaration of customs clearance »2) select the tab « request foreign operator»3) Click on the «Search» button to see the outcome of the application.





No	PROCESS	DESCRIPTION
5	Filling out and filing of the Release for Home use declaration (MACXXX)	<p>Once connected as an ACB on the external portal:</p> <ol style="list-style-type: none">1) Click on « Document » in the main menu.2) Click on « Search » on the opened page.3) On the list of documents, scroll down, then select « enter document » on the line « SAD Declaration ». <p>After entering information, click on the « send » button.</p> <p>It is possible to pay before the inspector verifies the declaration when the pre-assessment box has been checked.</p>
6	Consulting the notification of receipt	<p>In the Customs clearance menu of the external portal:</p> <ol style="list-style-type: none">1) Open the submenu « Declaration of customs clearance»2) Select the « List of SAD declarations » tab3) Click on the « Search » button to see the processing status list.4) Click on the reference No. sent to see the history of the notification of receipt.
7	Consulting the routing result notification by the ACB	<p><i>[EPT]</i> <i>Home > Declaration > Declaration > Declaration processing Status (List of declaration processing history):</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the list of processing status.2) Click on the reference number sent, to view the notification history of the routing result. When the declaration is routed in red, the notification is done automatically by the system.





No	PROCESS	DESCRIPTION
8	Filing of a home inspection request	<p>It is only in the event of notification of the red circuit, that the ACB has the possibility of filing his request for home inspection to customs: [EPT] <i>Home> Customs clearance declaration> Request home inspection. :</i> 1) Enter the SAD number and click on the « Search» button. 2) Indicate the reason for requesting a home inspection and click on the «Send» button to submit the request.</p>
9	Verifying the home inspection request	<p>[IPT] <i>Home> Customs clearance> Processing the SAD> Home inspection> Managing home inspections:</i> 1) Click on «Search»to display the list of home inspection requests assigned to you. 2) View the details of the home inspection request. 3) Click on the «Request approval» button so that the approver can approve it. The inspector requests the approval of his Chief of Bureau who in turn forwards it to the Chief of Sector.</p>
10	Processing the SAD by the Inspector	<p>[IPT] <i>Home > Clearance> SAD Processing> SAD Audit> the inspector sees the SAD list awaiting verification :</i> 1) Click on the No. of the SAD to check, then select «details of the received SAD declaration» 2) Click on the « Start verification» to begin checking the SAD (for red channel, if the ACB has not made a home inspection request, the Tally official does the inspection and submits the inspection report to the inspector) 3) Check the declared information and go to the «value» segment to change the data if necessary, 4) Click on the «save all» button . 5) Once the verification is complete, click on the «Verification result»button to open the verification result pop-up window. The declared and assessed data are displayed in parallel for comparison. 6) Select the verification result code and enter the result of the verification, then click the «Save»button. 7) Click on the «Request approval» button if necessary. To do this, go to the pop-up approval window and select approver then seek approval.</p>





No	PROCESS	DESCRIPTION
11	Approving the result of the SAD verification	<p>[IPT] <i>Home> My portal> E-approval> Approval status:</i></p> <ol style="list-style-type: none">1) Click on the « pending » tab to see the list of requests awaiting approval.2) Select request to approve from the list. Go to the « processing» segment and check the approval decision (permit, review, reject).3) Write comments and click on the « save » button.
12	Viewing the notification of the verification result	<p>[EPT] <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on the reference number sent , to see the notification history of the verification result.
13	Filing the request to modify a SAD	<p>[EPT] <i>Home> Declaration> Declaration> Enter the declaration.</i></p> <ol style="list-style-type: none">1) Enter the reference number and click on the « Search» button to see the details of the declaration to request the modification.2) Modify the data and send the request.
14	Approving the request for modification of a SAD	<p>[IPT] <i>Home> My portal> E-approval> Approval status:</i></p> <ol style="list-style-type: none">1) Display the list of requests awaiting approval.2) Select the request to be approved from the list.3) Go to the 'Approval' segment to enter the information and click on the "Approve" button.





No	PROCESS	DESCRIPTION
15	Recording the collection of the payment notice	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging payment of the payment notice.</p> <p>The bank user connects to the associated portal (ECG) of CAMCIS to record the collection: [ECG] <i>Home> Electronic payment> Collection of payment accounts> Manage collections:</i></p> <ol style="list-style-type: none"> 1) Click on the « New » button 2) Check the validity of the payment notice with his number and UIN. 3) Attach documents such as the receipt of payment where necessary. 4) In case of manual collection, fill in the details of the financial manager, the payment notice and choose the method of payment. Then, click on the button «Save the collection».
16	Filing PMD Information (Post- Manifest Declaration / Declaration after the goods arrive)	<p>[EPT] <i>Home> Customs clearance> Declaration of customs clearance> Transmitting transport information :</i></p> <ol style="list-style-type: none"> 1) Click on the "View transport information" button to fill in the data 2) Click on the "Send" button.
17	Consulting the notification of the authorization of removal of goods	<p>[EPT] <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history) :</i></p> <ol style="list-style-type: none"> 1) Click on the "Search" button to see the processing status list. 2) Click on the reference number sent , to view the notification history of the authorization to remove the goods.





No	PROCESS	DESCRIPTION
18	Issuing the vehicle clearance certificate	<p>To issue the customs clearance certificate for vehicles, the competent Chief of Bureau proceeds as follows :</p> <p><i>[IPT]</i></p> <p><i>Home> Customs clearance> Processing of SAD> Print> Issue the customs clearance certificate for vehicles :</i></p> <ol style="list-style-type: none">1) Enter the SAD No. or click on the « Search » button to see the list of SADs awaiting issuance of clearance attestation.2) Select the SAD and click on « Send the vehicle clearance certificate» button.
19	Registering a reimbursement request	<p><i>[IPT]</i></p> <p><i>Home> Collection> Notice / Collection / Refund> Refund> Manage refunds of overpayments and erroneous payments</i></p> <ol style="list-style-type: none">1) Consult the list of reimbursement requests requiring approval with the SAD number.2) Specify the reason for reimbursement and click on the "Save" button. <p>If necessary, click on the "Request approval" button, the request is sent to the approver, who will take charge of it, by accepting for instance.</p> <ol style="list-style-type: none">3) Click on the "Print" button to print the reimbursement certificate.





C. PBD (Passenger Baggage Declaration) (MCVXXX : Release for Home use for Travelers or EDVXXX : Definitive Export for Travelers)

No	PROCESS	DESCRIPTION
1	Filling out and filing of the Release for Home use declaration for travelers (MCVXXX) or of the Definitive export declaration for travelers (EDVXXX)	<p><i>[IPT]</i> <i>Home > Customs clearance > Processing of SAD > Registration of the SAD > Registering the SAD automatically</i></p> <p>1) Filling out and filing the declaration for release for home use for travelers (MCVXXX) 2) The inspector verifies the declaration and completes the check, or requests approval from his direct superior if necessary.</p> <p>The peculiarity of these declarations is that they are not linked to the manifest. These declarations are filled out by customs and are sent directly to the cashier for payment .</p>
2	Collection	<p><i>[IPT]</i> <i>Home > Debt collection > AP not cashed ></i></p> <p>1) The details of the taxpayer (Name, UIN number, Passport number, etc.), of the payment notice MUST be entered; 2) Choose the mode of payment and click on the " Save the collection " button</p>
3	Modifying of the MCV or EDV declaration	<p><i>[IPT]</i> <i>Home > Customs clearance > Processing of SAD > Registration of SAD > Registering the SAD automatically</i></p> <p>The inspector modifies the declaration.</p> <p>1) Automatically register the SAD 2) Click on Modify 3) Click on search then load the declaration to modify (proceed to modifications) 4) Click on confirm then on send</p>





D. ADT = ATNXXX , ATS , REXATN (TEMPORARY ADMISSION, SPECIAL TEMPORARY ADMISSION ; REXPORTATION FOLLOWING NORMAL TEMPORARY ADMISSION)

No	PROCESS	DESCRIPTION
1	Registering the bank guarantee	<p>The bank user records the (isolated) guarantee granted to an importer for temporary admission as follows: <i>[ECG]</i></p> <p><i>Home> Bonds> Management of Bonds> Manage bank Bonds</i></p> <p>1) Click on the « New»button to enter the details of the Bond. 2) Click on the « Save » button.</p>
2	Validating the Bond amount created by the bank	<p><i>[IPT]</i></p> <p><i>Home> Collection> bond / Advance payment> bond> manage bonds>search</i></p> <p>1) Select the line with the dsw< of the Bond. 2) Examine the details of the Bond recorded by the bank then click on " Validate the amount " to make this Bond available.</p>
3	Registering a Moral Guarantor	<p>The customs user registers the moral guarantor for the purpose of creating the confraternal or diplomatic bond</p> <p><i>[IPT]</i></p> <p><i>Home> portal management> organization> organization registration</i></p> <p>Click on « New »</p> <p>1) Enter the information of the moral guarantor 2) Click on « Save »</p>





No	PROCESS	DESCRIPTION
4	Registering of confraternal or diplomatic bond	<p>Customs proceeds to register a confraternal or diplomatic bond as follows :</p> <p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> bond> manage bonds>search</i></p> <ol style="list-style-type: none">1) Click on « New » to create the BondEnter deposit information2) Click on « Save »3) Click on « Search » to find the bond created and select the line to load it4) Click on "validate the amount of the Bond" to make it available.
5	Registering a Bond account to activate the confraternal or diplomatic Bond	<p><i>[IPT]</i> <i>Home> Collection> Bonds / Advance payment> Bonds> manage Bond accounts>search</i></p> <ol style="list-style-type: none">1) Click on New to create a Bond accountEnter the information of the Bond account2) Click on Insert a line to insert the number of the previously created Bond3) Save4) Click on search to select the created account5) Click on the line to load it6) Click Activate
6	Filling out and filing of the Normal Temporary Admission declaration(ATNXXX)	<p><i>[EPT]</i> <i>Home> Document> enter the document> Service category> Customs clearance> search> SAD declaration> Enter the document</i></p> <p>Enter the normal temporary admission declaration (ATNXXX) and click on « send » to send the declaration.</p>





No	PROCESS	DESCRIPTION
7	Consulting the notification of receipt	<p>[EPT] <i>Home > Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the « Search » button to see the list of the processing status.2) Click on the "status" to see the notification details
8	Inspection and verification of the filed SAD	<p>[IPT] <i>Home > Customs clearance > List of declarations subject to verification > search</i></p> <ol style="list-style-type: none">1) The inspector starts the verification2) The listed customs official records the result of the inspection (the ACB can contest or accept the result of the inspection).3) The inspector confirms the result of the inspection and completes the verification or requests the approval of his direct superior if necessary (The ACB can contest or accept the result of the verification).
9	Collection	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging the payment of the payment advice. Collection can be made at the bank (electronic payment) at customs (cash, Tax Credit, Order Operations, or by other electronic methods)</p> <p>At Customs [IPT] <i>Home > Debt collection > Notice / collection / Reimbursement > Collection > Register manual collection</i></p> <ol style="list-style-type: none">1) Enter the information on the collection2) Click on « save collection ». <p>At the bank [ECG] <i>Home > E-collection > collection management > Collection of payment Notices</i></p> <ol style="list-style-type: none">1) Click on « new »2) Enter the collection information3) Click on « save ».





No	PROCESS	DESCRIPTION
10	Consulting the notification of the authorization for the removal of goods	<p><i>[EPT]</i> <i>Home> Customs clearance> Search</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the list of processing status.2) Click on «status» to see the notification of the authorization to remove the goods (exit of the goods authorized).
11	Verifying the use of a Bond	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> manage Bonds>search</i></p> <p>Check if the Bond is properly used for the declaration of goods that been allowed for removal Click on the number of a Bond; you can read the status of the Bond: (available, use in progress, to be released, released)</p>
12	Container exit request	<p><i>[EPT]</i> <i>Home> Freight> Request for container exit</i></p> <ol style="list-style-type: none">1) Click on « New »2) Enter the information of the exit request and then click « Send ».
13	Check exit request	<p><i>[IPT]</i> <i>Home> Cargo Management> Shed and Customs Clearance Precinct> Exit Request> Checking Container Exit Request</i></p> <ol style="list-style-type: none">1) Click on « search» to select an exit request number;2) Click on « Finish » the control to authorize the exit of the containers.





No	PROCESS	DESCRIPTION
14	Recording vehicle departure	<i>[IPT]</i> <i>Home> Cargo Management> shed and Customs clearance precinct</i> The customs official records the departure of the vehicle.
15	Requesting time extension (if necessary)	The ACB can only request clearance time extension after obtaining an authorization letter from the Director General of Customs. <i>[EPT]</i> <i>Home> Document> Service category, Customs clearance> request for extension of time> Enter Document</i> 1) Click on « New» 2) Enter information 3) Click on « send »
16	Checking the request to extend time	<i>[IPT]</i> 1) The Research Officer of the Division in charge of Legislation deals with the request for extension of clearance periods. 2) The Research Officer requests the approval of his superiors. 3) The superior (s) (Head of Unit, Head of Division) check the processing of the extension request and submit it for approval by the DGD
17	Filling out and filing of the re-export declaration following Normal Temporary Admission (REXATN)	<i>[EPT]</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i> Enter and send the normal temporary admission declaration (REXATN).
18	Viewing the notification	<i>[EPT]</i> <i>Home> Customs clearance</i> 1) Click on the "Search" button to see the processing status list. 2) Click on the " Status " to see the details of notification





No	PROCESS	DESCRIPTION
19	Inspection and verification of a filed SAD	<p>[[IPT] <i>Home > Customs clearance > List of declarations to be verified > Search</i></p> <ol style="list-style-type: none">1) The inspector begins the verification2) The listed Customs official records the result of the inspection (the ACB can contest or accept the result of the inspection).3) The inspector confirms the result of the inspection and completes the verification or requests the approval of his direct superior if necessary
20	Viewing the notification of the verification result	<p>[EPT] <i>Home > Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on "Status" to see the details of notification of the verification result <p>The ACB may contest or accept the result of the verification.</p>
21	Collection	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging payment of the payment notice. The collection may be done in a bank (electronic payment), at Customs (Tax Credit, Order Operations) or by other electronic methods</p> <p>At Customs [IPT] <i>Home > Debt collection > Notice / collection / Reimbursement > Collection > Register manual collection</i></p> <ol style="list-style-type: none">1) Enter the information on the collection2) Click on save collection <p>At the bank [ECG] <i>Home > E-collection > collection management > Collection of payment Notices</i></p> <ol style="list-style-type: none">1) Click on « New »2) Enter collection information3) Click on « Save »





No	PROCESS	DESCRIPTION
22	Consulting the notification for the authorization for removal of goods	<i>[EPT]</i> <i>Home> Customs clearance> Search</i> 1) Click on the « Search » button to see the processing status list. 1) Click on « status » to see the notification for the authorization to remove the goods (exit of the goods authorized).
23	Extension of loading time (If necessary)	The ACB can request an extension of loading times <i>[EPT]</i> <i>Home> Document> Service category, Customs clearance> request for extension of loading time> Enter Document</i> 1) Click on the « New » button and enter the SAD number 2) Click on the « Search» button. 2) Enter the new deadline of the load and the reason for extension 3) Click on the « Send » button
24	Checking of the request for extension of loading times	<i>[IPT]</i> 1) The manifest inspector processes the request for extension of loading times. 2) The inspector requests approval from his superior 3) The superior may or may not confirm the approval
25	Consulting the clearance of export declarations	<i>[EPT]</i> <i>Home> Customs Clearance> Search</i> Click on the « Search » button to Display the list of export declarations and check if the export is cleared.
26	Verifying the clearance of temporary admission and recording the release of the Bond	<i>[EPT]</i> <i>Home> Customs Clearance></i> 1) Click on the "Search" button to see the list of temporary admissions. 2) Check all the details of the discharge and click on the "Release Bond" button to release the Bond.





No	PROCESS	DESCRIPTION
27	Checking the release of a Bond	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advanced payment> Bond> Manage Bonds></i> Click on the «Search» button to check the clearance of the Bond.</p>
28	Closing of the Bond	<p><i>[EPT]</i> <i>Home> Collection> Bond / Advanced payment> List of Bonds> Search</i></p> <p>The declarant can only print the bond closure certificate after the validity status has been changed to « Closed ».</p> <p>Click on the icon « Certificate of closure ».</p>
29	Issuing the Bond closing certificate	<p><i>[EPT]</i> <i>Home> Collection> Guarantee / Advance payment> List of guarantees> Search</i></p> <p>The owner (guarantor) prints the certificate confirming the closure of the Bond on CAMCIS and deposits it at the bank.</p> <p>Click on the « Closing certificate » button to print the Bond closing certificate to deposit at the bank.</p>
30	Confirming the release of the Bond	<p><i>[EPT]</i> <i>Home> Collection> Bond / Advance payment> List of Bonds> Search</i></p> <p>The owner files the Bond closing certificate so that his Bond is released.</p> <p>Viewing your Bond number to confirm that the bond is released.</p>





E . ADT, ATSXXX => MACATS, REXATS (TEMPORARY ADMISSION, SPECIAL TEMPORARY ADMISSION, HOME USE FOLLOWING SPECIAL TEMPORARY ADMISSION, REXPORTATION FOLLOWING SPECIAL TEMPORARY ADMISSION)

No	PROCESS	DESCRIPTION
1	Registering the bank Bond	<p>The bank user registers the (global) bond granted to an importer for temporary admission.</p> <p>[ECG] <i>Home> Bond> Management of Bond> Manage bank Bonds</i></p> <ol style="list-style-type: none">1) Click on the « New » button to enter the details of the Bond.2) Click on the « Save » button.
2	Approving the Bond amount	<p>[IPT] <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i></p> <ol style="list-style-type: none">1) Select the line with the Number of the bond.2) Examine the details of the Bond recorded by the bank then click on « Validate the amount » to make the Bond available.
3	Registering an Account and crediting a Bond	<p>Consult the temporary admission Bond accounts with the UIN of the importer to avoid duplication</p> <p>[IPT] <i>Home> Collection> Bond / Advance payment> Bond> manage Bond accounts>search</i></p> <ol style="list-style-type: none">1) Click on «new» to create a Bond account and Enter the information on the Bond account2) Click on «Insert a line» to choose the number of the Bond previously created3) Click on «register» to open a deposit account4) Click on «search» to select the created account5) Click on the line to load it6) Click on «Activate»to make the Bond account available.





No	PROCESS	DESCRIPTION
4	Filling out and filing the Special Temporary Admission Declaration (ATSXXX)	<p>[EPT] <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i></p> <ol style="list-style-type: none">1) Enter the temporary admission declaration (ATSXXX)2) Click on «send» to file the temporary admission declaration (ATSXXX).
5	Consulting the notification of receipt	<p>[EPT] <i>Home> Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the « Status» button to see the details of notification
6	Viewing the notification of the verification result	<p>[EPT] <i>Home> Customs clearance</i></p> <p>Click on the «Search»button to see the processing status list. Click on «status» to see the notification details of the verification result.</p> <p>The ACB may contest or accept the result of the verification).</p>
7	Collection	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging the payment of the payment notice.</p> <p>The collection may be done at a bank (electronic payment), at Customs (Tax Credit, Order Operations) or other electronic methods.</p> <p>At Customs</p> <p>[IPT] <i>Home> Debt collection> Notice/ collection / Reimbursement > Collection > Register manual collection</i></p> <ol style="list-style-type: none">1) Enter the information on the collection2) Click on save collection <p>At the bank</p> <p>[ECG] <i>Home> E-collection> collection management> Collection of payment advices</i></p> <ol style="list-style-type: none">1) click on «new»2) Enter the collection information3) Click on «save»





No	PROCESS	DESCRIPTION
8	Consulting the notification for the authorization of removal of goods	<i>[EPT]</i> <i>Home> Customs clearance> Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on «status» to see the notification of the authorization to remove the goods. (exit of goods authorized)
9	Verifying the use of the Bond	<i>[IPT]</i> <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i> 1) Check if the Bond is properly used for the declaration for which the removal of the goods is authorized 2) Click on the number of a Bond, you can read the status of the Bond: (available, use in progress, to be released, released)
10	Filling out and filing of the declaration for release for home use following Special Temporary Admission (MACATS)	<i>[EPT]</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i> 1) Enter the declaration of release for home use following Special temporary admission (MACATS) 2) click on « send » to transmit
11	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the «status» button to see the notification details
12	Viewing the notification of the verification result	<i>[EPT]</i> <i>Home> Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the «status» button to see the notification details of the verification result. (The ACB may contest or accept the result of the verification).





No	PROCESS	DESCRIPTION
13	Scheduling of the Payment notice	<p><i>[IPT]</i> <i>Home > Debt collection > Managing the scheduling of PNs</i></p> <ol style="list-style-type: none">1) Click on « New »2) Enter the original payment notice number, the number of installments to be obtained and the due date.3) Click on the « Save » button.
14	Recording of manual collection	<p><i>[IPT]</i> <i>Home > Collection > Notice / Collection / Refund > Collection > Manual Collection</i></p> <ol style="list-style-type: none">1) Enter the taxpayer, the payment notice and choose the payment method.2) click on the «Save collection» button. (Collect the first installment of the payment notice for instance).
15	Consulting the notification of the authorization of removal of goods	<p><i>[EPT]</i> <i>Home > Customs clearance > Search</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.1) Click on «status» to see the notification of the removal of goods authorization. (Exit of goods allowed)
16	Filling out and filing of the re-export declaration following Special Temporary Admission (REXATS)	<p><i>[EPT]</i> <i>Home > Document > enter the document > Service category, Customs clearance > search > SAD declaration > Enter the document</i></p> <ol style="list-style-type: none">1) Enter the re-export declaration following special temporary admission (REXATS).2) Click on «send» to file.
17	Consultation of the notification of receipt	<p><i>[EPT]</i> <i>Home > Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the list of treatment statuses.2) Click on the «Status» to see the details of notification





No	PROCESSUS	DESCRIPTION
18	Viewing the notification of the verification result	<p>[EPT] <i>Home > Customs clearance</i> Click on the «Search» button to see the processing status list. Click on the «status» to see the notification details of the verification result. The ACB may contest or accept the result of the verification).</p>
19	Collection	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging the payment of the payment advice. The collection may be done at a bank (electronic payment), at Customs (Tax Credit, order Operations) or other electronic methods.</p> <p>At Customs [IPT] <i>Home > Debt collection > Notice / collection / Reimbursement > Collection > Register manual collection</i> 1) Enter the information on the collection 2) Click on save collection</p> <p>At the bank [ECG] <i>Home > E-collection > collection management > Collection of payment Notices</i> 1) Click on new 2) Enter the collection information 3) Click on save</p>
20	Consulting of the notification of the authorization of removal of goods	<p>[EPT] <i>Home > Customs clearance > Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on «status» to see the notification of the authorization to remove the goods. (authorized exit of goods)</p>





No	PROCESS	DESCRIPTION
21	Consulting the discharge of export declarations	<p>[EPT] Home> Customs clearance> Search</p> <p>Click on the "Search" button to display the list of declarations for export and check if the export is discharged.</p>
22	Consulting the discharge of export declarations	<p>[EPT]</p> <p>Home> Customs clearance> Search</p> <p>Click on the «Search» button to display the list of declarations for export and check if the export is discharged.</p>
23	Checking the discharge of temporary admission and recording the release of the Bond	<p>[IPT]</p> <p>Home> Collection> bond / Advance payment> bond> manage bonds> search</p> <p>1) Click on the «Search» button to see the list of temporary admissions.</p> <p>2) Check all the details of the discharge and click on the « release the Bond » button to release the Bond.</p>
24	Verifying the release of the Bond	<p>[IPT]</p> <p>Home> Collection> bond / Advance payment> bond> manage bonds> search</p> <p>Click on the «Search» button to verify the discharge of temporary admission.</p>





Ebis. ADT, ATP => REXATP (TEMPORARY ADMISSION FOR INWARD PROCESSING, REEXPORT FOLLOWING TEMPORARY ADMISSION FOR INWARD PROCESSING)

No.	PROCESS	DESCRIPTION
1	Registering the specific code	<p>The inspector creates the specific codes based on the authorization of the DGD as follows: <i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary admission> Managing specific codes</i></p> <ol style="list-style-type: none">1) Click on «New»;2) Enter the information of the specific code;3) Click on the «Save» button;4) Click on the «Search» button to produce the list of specific codes registered.5) Save the production ratios.
2	Registering the production keys	<p>The inspector creates the specific codes based on the authorization of the DGD as follows: <i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary admission> Managing production ratios</i></p> <ol style="list-style-type: none">1) Choose the UIN of the company for which the specific code (s) is/are registered2) Click on the «Search» button to produce the list of specific codes registered;3) Click on «Save» to save the production ratios.





No.	PROCESS	DESCRIPTION
3	Registering the bank Bond	<p>The bank user registers the (global) Bond granted to an importer for temporary admission.</p> <p>[ECG] <i>Home> Bond> Management of Bonds> Manage bank Bonds</i></p> <ol style="list-style-type: none">1) Click on the «New» button to enter the details of the Bond.2) Click on the «Save» button.
4	Approving the Bond amount	<p>[IPT] <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i></p> <ol style="list-style-type: none">1) Select the line with the Number of the Bond.2) Examine the details of the Bond recorded by the bank3) Click on the «Validate the amount» button to make this Bond available.
5	Registering an Account and crediting a bond	<p>View the Bond accounts for temporary admission using the importer's UIN to avoid duplication</p> <p>[IPT] <i>Home> Collection> Bond / Advance payment> Bond> manage Bond accounts>search</i></p> <ol style="list-style-type: none">1) Click on «new» to create a Bond account;2) Enter the information on the Bond account;3) Click on «Insert a line» to choose the number of the bond previously created;4) Click on «Save» to open a Bond account5) Click on «search» to select the account created6) Click on the line to load it7) Click on «Activate» to make the Bond account available.





No.	PROCESS	DESCRIPTION
6	Filling out and filing of the Declaration of Temporary Admission for Inward Processing (ATPXXX)	<p>[EPT] <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i></p> <ol style="list-style-type: none">1) Enter the declaration of temporary admission for inward processing (ATPXXX);2) Click on «send».
7	Consulting the notification of receipt	<p>[EPT] <i>Home> Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on the " Status" to see the details of notification
8	Viewing the notification of the verification result	<p>[EPT] <i>Home> Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on the «status» button to see the notification details of the verification result. (The ACB may contest or accept the result of the verification).
9	Collection and recording of the payment Notice	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging the payment of the payment advice. The collection may be done at a bank (electronic payment), at Customs (Tax Credit, order Operations) or other electronic methods.</p> <p>At Customs [IPT] <i>Home> Debt collection> Notice / collection / Reimbursement > Collection > Register manual collection</i></p> <ol style="list-style-type: none">1) enter the information on the collection2) click on save collection <p>At the bank [ECG] <i>Home> E-collection> collection management> Collection of payment Notices</i></p> <ol style="list-style-type: none">1) click on new2) enter the collection information3) click on save





No.	PROCESS	DESCRIPTION
10	Consulting the notification of the authorization of removal of goods	<p><i>[EPT]</i> <i>Home> Customs clearance> Search</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on «status» to view the notification of the goods removal authorization. (authorized exit of goods)
11	Verifying the use of a Bond	<p><i>[IPT]</i> <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i></p> <ol style="list-style-type: none">1) Check if the Bond is properly used for the declaration for which the removal of the goods is authorized2) Click on the number of a Bond, you can read the different status of the Bond: (available, use in progress, to be released, released)
12	Filling out and filing of the re-export declaration following temporary admission for inward processing (REXATP)	<p><i>[EPT]</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i></p> <p>Enter and send the Re-export declaration following temporary admission for inward processing (REXATP). You can see the number of the item planned for re-exportation.</p>
13	Consulting of the notification of receipt	<p><i>[EPT]</i> <i>Home> Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on the "Status" to see the details of notification
14	Consulting the notification of the verification result	<p><i>[EPT]</i> <i>Home> Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see the processing status list.2) Click on the "status" button to see the notification details of the verification result. <p>(The ACB can contest or accept the result of the verification).</p>





No.	PROCESSUS	DESCRIPTION
15	Collection	<p>Collection may be done at a bank (electronic payment), at Customs (Tax credit, order Operations) or other electronic methods.</p> <p>At Customs <i>[IPT]</i> <i>Home > Debt collection > Notice / collection / Reimbursement > Collection > Register manual collection</i> 1) enter the information on the collection 2) click on save collection</p> <p>At the bank <i>[ECG]</i> <i>Home > E-collection > collection management > Collection of payment advices</i> 1) click on new 2) enter the collection information 3) click on save</p>
16	Consulting the notification of the authorization of removal of goods	<p><i>[EPT]</i> <i>Home > Customs clearance > Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on «status» to see the notification of the removal of goods authorization. (Exit of goods allowed)</p>
17	Consulting the discharge of export declarations	<p><i>[EPT]</i> <i>Home > Customs clearance > Search</i> Click on the «Search» button to Display the list of export declarations and check if the export is discharged.</p>
18	Verifying the discharge of temporary admission and recording of the release of the Bond	<p><i>[IPT]</i> <i>Home > Collection > Bond/ Advance payment > Bond > manage Bond accounts > search</i> 1) Click on the «Search» button to see the temporary admissions list. 2) Check all the details of the discharge and click the button « Release the Bond» to release the Bond.</p>
19	Verifying the release of the Bond	<p><i>[IPT]</i> <i>Home > Collection > Bond / Advance payment > Bond > manage Bond accounts > search</i> Click on the «Search» button to check the discharge of the declaration of temporary admission.</p>





F. EDD, ENTXXX => ESTENT, MACEST (CUSTOMS WAREHOUSE, TRANSFORMATION WAREHOUSE; STORAGE WAREHOUSE FOLLOWING TRANSFORMATION WAREHOUSE; RELEASE FOR HOME USE FOLLOWING STORAGE WAREHOUSE)

No	PROCESS	DESCRIPTION
1	Registering the specific code	The Abeyance procedures inspector creates the specific codes <i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance Procedures> Monitoring of temporary admission> Managing specific codes</i> 1) Click on «New» 2) Enter the information of the specific code, 3) Click on the «Save» button. 3) Click on the «Search» button to produce the list of specific codes registered. 4) Save the production ratios.
2	Registering the production ratios	The Abeyance procedures inspector creates the production ratios <i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance Procedures> Monitoring of temporary admission> Managing production ratios</i> 1) Choose the UIN of the company for which the specific codes are registered 2) Click on the «Search» button to produce the list of specific codes registered. 3) Click on Save to save the production ratios.
3	Issuing a global bond (shed / precinct)	Issuing of a global bond for bonded storage for inward processing <i>[ECG]</i> <i>Home> Bond> Management of Bonds> Manage bank bonds</i> 1) Click on the «New» button to enter the details of the bond. 2) Click on the «Save»button.





No	PROCESS	DESCRIPTION
4	Approving the Bond amount	<p>[IPT] <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i></p> <ol style="list-style-type: none">1) Select the line with the Number of the Bond.2) Examine the details of the Bond recorded by the bank then click on the «Validate the amount» button to make this Bond available.
5	Registering the global bond account (shed / precinct)	<p>Consult the temporary admission Bond accounts using the UIN of the importer to avoid duplication</p> <p>[IPT] <i>Home> Collection> Bond / Advance payment> Bond> manage Bond accounts>search</i></p> <ol style="list-style-type: none">1) Click on new to create a Bond account Enter the information on the Bond account2) Click on Insert a line to choose the number of the Bond previously created3) Click on save to open a deposit account4) Click on search to select the account created5) Click on the line to load it6) Click on Activate to make the Bond account available.
6	Filling out and filing of the declaration of entry into customs warehouse of raw materials intended for processing (ENTXXX)	<p>Filling out and filing of the declaration of entry into customs warehouse of raw materials intended for processing (ENTXXX)</p> <p>[EPT] <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i></p> <p>Enter and send the declaration of processing warehouse (ENTXXX). (Inward Processing)</p>
7	Consulting the notification of receipt	<p>[EPT] <i>Home> Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the list of treatment.2) Click on the «status» to see the notification details





No	PROCESSUS	DESCRIPTION
8	Inspecting and checking of the SAD	<p>The Abeyance Procedures Inspector does the verification The Customs official does the inspection [IPT] <i>Home> Customs clearance> Processing of SAD> Lists of SADs subject to verification> Search</i> 1) Choose the SAD to verify 2) Click to start control 3) The Tally official does the inspection 4) The inspector confirms and requests approval from his direct superior if necessary</p>
9	Consulting the notification of the verification result	<p>[EPT] <i>Home> Customs clearance</i> 1) Click on the «Search»button to see the processing status list. 2) Click on the «status»button to see the notification details of the verification result. The ACB may contest or accept the result of the verification).</p>
10	Collection	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging the payment of the payment notice. Collection may be done at a Bank (electronic payment), or at Customs (Tax Credit, order operations) or by other electronic methods.</p> <p>At Customs [IPT] <i>Home> Debt collection> Notice / collection / Reimbursement > Collection > Register manual collection</i> 1) Enter the information on the collection 2) Click on save collection</p> <p>At the bank [ECG] <i>Home> E-collection> collection management> Collection of payment Notices</i> 1) Click on new 2) Enter the information on the collection 3) Click on save</p>





No	PROCESS	DESCRIPTION
11	SAD (ENTENT) Declaration of initial processing	This Declaration allows us to see how much final product the raw material can produce after its processing.
12	Consulting the notification of the authorization of removal of goods	<i>[EPT]</i> <i>Home> Customs clearance> Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on «status» to view the notification of the goods removal authorization. (authorized exit of goods)
13	Verifying the use of the Bond	<i>[IPT]</i> <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i> 1) Check if the Bond is properly used for the declaration for which the removal of the goods is authorized 2) Click on the number of a Bond, you can read the different status of the Bond: (available, use in progress, to be released, released)
14	Checking the Advance payment approval status	<i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Advance payment> manage Bond accounts> search</i> Check the approval status of the Advance payment.
15	Filling out and filing of the declaration of Storage warehouse for processed products following processing warehouse (ESTENT)	<i>EPT]</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i> 1) Enter the declaration of storage warehouse for processed products following processing warehouse (ESTENT) 2) Click on « send »





No	PROCESS	DESCRIPTION
16	Consulting the notification of receipt	<i>[EPT]</i> <i>Home > Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the « Status» to see the details of notification
17	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home > Customs clearance > Search</i> 1) Click on the «Search» button to see the processing status list. 1) Click on «status» to see the notification of the removal of goods authorization . (Exit of authorised goods)
18	Verifying the use of the Bond	<i>[IPT]</i> <i>Home > Collection > bond / Advance payment > bond > manage bonds > search</i> 1) Check if the Bond is properly used for the declaration for which the removal of the goods is authorized 2) Click on the number of a Bond, you can read the different status of the Bond: (available, use in progress, to be released, released)
19	Verifying the discharge status of the bonded warehouse and recording of the release of the Bond	<i>[IPT]</i> <i>Home > Collection > Bond / Advance payment > Bond > manage Bond accounts > search</i> 1) Click on the «Search» button to see if the goods placed in a bonded warehouse are discharged. 2) Click on the «Release the Bond» button to release the ENTXXX declaration Bond.
20	Filling out and filing of the declaration for release for home use following storage warehouse of processed products (MACEST)	<i>[EPT]</i> <i>Home > Document > enter the document > Service category, Customs clearance > search > SAD declaration > Enter the document</i> 1) Enter the declaration for release for home use following storage warehouse for processed products (MACEST). 2) Click on « send »





No	PROCESS	DESCRIPTION
21	Filling out and filing of the declaration of Re-exportation following warehouse storage of processed products (REXEST)	<i>[EPT]</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i> 1) Enter the Re-export declaration following warehouse of processed products (REXEST). 2) click on «send»
22	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the «Status» to see the details of notification
23	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home> Customs clearance> Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on « status » to view the notification of the goods removal authorization. (exit of authorized goods)
24	Verifying the discharge status of the bonded warehouse and recording of the release of the Bond	<i>[IPT]</i> <i>Home> Clearance> Monitoring Abeyance Procedures> Monitoring warehouse goods > Manage warehouse goods</i> 1) Click on the «Search» button to see if the goods put into storage warehouse are discharged. 2) Click on the «Release the bond» to release the bond for the declaration for bonded warehouse .
25	Checking the release of the Bond	<i>[IPT]</i> <i>Home> Debt collection> Bond / Advance payment> Bond> Manage Bond accounts</i> Click on the «Search» button to check the discharge of the warehouse declaration.



G. TRD, TRCXXX => T1 (CUSTOMS TRANSIT ; COMMUNITY TRANSIT)

No	PROCESS	DESCRIPTION
1	Verifying the existence of a foreign operator (Supplier, Shipper) in CAMCIS	<p>On the home page of the external portal (EPT), without entering an identifier :</p> <ol style="list-style-type: none"> 1) Click on the « Foreign operator » icon (at the bottom of the page), a window opens ; 2) Click on the «Search» button after specifying the country code, 3) Scroll down the list of operators in the selected country. If the operator does not exist, please log in to create it.
2	Request creation of a foreign operator	<p>Once connected as ACB on the external portal :</p> <ol style="list-style-type: none"> 1) Click on « Document « in the main menu. 2) Click on « Search » on the opened page. 3) On the list of documents, scroll down, then select " enter the document « on the line » Request for a foreign operator code ". 4) Click on the «New» button that appears at the bottom of the page, then complete the file. <p>After entering information, click on the « Send » button to file the request.</p>
3	Customs authorization of foreign operator request	<p>On the internal portal (IPT), customs check and approve the request.</p> <p>In the Customs clearance menu :</p> <ol style="list-style-type: none"> 1) Click on the sub-menu on the left «management criteria », 2) Select the «Foreign operators » tab. 3) Open the sub-tab « Manage foreign operator requests » 4) Click on the «Authorize» button to authorize the foreign operator request.





No	PROCESS	DESCRIPTION
4	Consulting the result of the foreign operator's request by the ACB	In the Customs clearance menu of the external portal : 1) Open the sub-menu «Declaration of customs clearance » 2) Select the tab « request foreign operator » 3) Click on the «Search» button to see the outcome of the application.
5	Registering a moral bond	The Embassy / Bank user registers the moral bond (Global) granted to a foreign importer for transit or transport. ECG] <i>Home> Bond> Management of Bonds> Manage bank Bonds</i> 1) Click on the «New» button to enter the details of the Bond. 2) Click on the «Add»button.
6	Approving the amount of the Bond	[IPT] <i>Home> Collection> bond / Advance payment> bond> manage bonds> search</i> 1) Select the line with the Number of the Bond. 2) Examine the details of the Bond recorded by the bank then click on the « Validate the amount » button to make this Bond available.
7	Registering a Bond account and crediting the Bond	[IPT] <i>Home> Collection> Bond/ Advance payment> Bond> manage Bond accounts> search</i> 1) Click on New to create a Bond account Enter the information on the Bond account 2) Click on Insert a line to choose the number of the Bond previously created 3) Click on Save to open a Bond account 4) Click on search to select the account created 5) Click on the line to load it 6) Click on Activate to make the Bond account available.





No	PROCESS	DESCRIPTION
8	Filling out and filing the Community Transit declaration	<i>EPT</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i> 1) Enter the Community Transit declaration (TRCXXX) 2) Click on « send »
9	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the « Status » to see the details of notification
10	Verifying / Inspecting the SAD	Transit inspector begins verification The Tally official then does the inspection <i>[IPT]</i> <i>Home> Customs clearance> Processing of SAD> Lists of SADs subject to verification> Search</i> 1) Choose the SAD to verify 2) Click to start control 3) The Tally official does the inspection 4) The inspector confirms and requests approval from his direct superior if necessary
11	Consulting the notification of the verification / inspection result	<i>[EPT]</i> <i>Home> Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the «status» button to see the notification details of the verification result. (The ACB may contest or accept the result of the verification).





No	PROCESS	DESCRIPTION
12	Collection	<p>There are two payment platforms (GUCE and CAMCIS) which have different modes of acknowledging the payment of the payment notice. Collection may be done at a Bank (electronic payment), or at Customs (Tax Credit, order operation) or by other electronic methods.</p> <p>At Customs [IPT] <i>Home > Debt collection > Notice / collection / Reimbursement > Collection > Register manual collection</i> 1) Enter the information on the collection 2) Click on save collection</p> <p>At the bank [ECG] <i>Home > E-collection > collection management > Collection of payment Notices</i> 1) Click on new 2) Enter the information on the collection 3) Click on save</p>
13	Consulting the notification of the authorization of release of the goods	<p>[EPT] <i>Home > Customs clearance > Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on « status » to see the notification of the authorization to remove the goods. (exit of authorized goods)</p>
14	Transport request (T1 transit request)	<p>ACB requests T1 [EPT] <i>Home > Freight > Request for Transport</i> 1) Click on «New» 2) Enter the information on the T1 3) Click on send</p>





No	PROCESS	DESCRIPTION
15	Check request for transit (T1)	<p><i>[IPT]</i> <i>Home> Freight> Transport> Controlling transport request> Search</i></p> <ol style="list-style-type: none">1) The transit inspector begins checking2) The Tally official starts the tally report3) Recording of the GPS (NEXUS)4) The Tally official finishes the Tally report5) The inspector finishes the check .
16	Exit request	<p><i>[EPT]</i> <i>Home> Freight> Container Exit Request</i></p> <ol style="list-style-type: none">1) Click on "New"2) Enter information on exit request3) Click on «Send»
17	Reporting the departure of the vehicle	<p><i>[IPT]</i> <i>Home> Cargo Management> Transport> Reporting the departure of the vehicle</i></p> <ol style="list-style-type: none">1) Enter the number of the outgoing request or the registration2) Click on Save the compliance report
18	Reporting vehicle passage at the check point	<p><i>[IPT]</i> <i>Home> Cargo Management> Transport> Reporting passage at the check point</i></p> <ol style="list-style-type: none">1) Enter the number of the outgoing request or the registration2) Click on Save the compliance report
19	Reporting the arrival of the vehicle	<p><i>[IPT]</i> <i>Home> Cargo Management> Transport> Reporting arrival</i></p> <ol style="list-style-type: none">1) Enter the number of the outgoing request or the registration2) Click on Save the compliance report





No	PROCESS	DESCRIPTION
20	Verifying the use of the Bond	<p>[IPT] <i>Home > Collection > bond / Advance payment > bond > manage bonds > search</i></p> <p>1) Check if the Bond is properly used for the declaration for which the removal of the goods is authorized 2) Click on the number of a Bond, you can read the different status of the Bond: (available, use in progress, to be released, released)</p>
21	Advance payment approval status check	<p>[IPT] <i>Home > Collection > Bond / Advance payment > Advance payment > Manage Advance payment accounts</i></p> <p>Check the approval status of the Advance payment.</p>
22	Verifying the discharge of transit status and recording of the release of the Bond	<p>[IPT] <i>Home > Customs clearance > Processing of SAD > Completion of Transit > Releasing the Bond for transit</i></p> <p>1) Click on the « Search » button to see the list of transit operations and 2) Click on the « Release Bond » button.</p>
23	Verifying the release of the Bond	<p>[IPT] <i>Home > Customs clearance > Processing of SAD > Completion of Transit > Releasing the Bond for transit</i></p> <p>1) Click on the "Search" button to check if the Bond has been released.</p>





H. END, ENDXXX => MACEND (DIRECT REMOVAL; RELEASE FOR HOME USE FOLLOWING DIRECT REMOVAL)

No	PROCESS	DESCRIPTION
1	Registration of cash deposit as Bond	<p><i>[IPT]</i> <i>Home> Collections> Bond/ Advance payment> Bond> Manage Bonds</i></p> <p>1) Save details of the cash deposit as Bond. 2) Click on the « Validate amount » button to make the Cash Deposit available.</p>
2	Filling out and filing the Declaration for Direct Removal (ENDXXX)	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Enter the declaration (Name of the form: Declaration SAD)</i></p> <p>Fill out and file the declaration for Direct Removal (ENDXXX).</p>
3	Consulting the notification of receipt	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <p>1) Click on the «Search» button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of receipt.</p>
4	Consulting the notification of the verification result	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <p>1) Click on the «Search» button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of verification results.</p>





No	PROCESS	DESCRIPTION
5	Consulting the notification of the authorization of release of the goods	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference No. sent to see the history of notification of the release of goods.
6	Verifying the use of the Bond	<p><i>[IPT]</i> <i>Home> Collection> Bond/ Advance payment> Bond> See the list of uses of isolated Bonds.</i></p> <p>Check that the bond is properly used for the declaration for which the removal of goods is has been authorized.</p>
7	Verifying the registration of the declaration in the list of direct removals.	<p><i>[IPT]</i> <i>Home> Collection> Bond/ Advance payment> Bond> See the list of use of isolated Bonds.</i></p> <p>Click on the «Search» button to see if the declaration is subject to monitoring by direct removal.</p>
8	Filling out and filing the declaration for release for home use following direct removal (MACEND)	<p><i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance Procedures> Monitoring of direct removals> Managing direct removals</i></p> <p>Fill out and file the declaration for Release for Home use following Direct Removal (MACEND).</p>
9	Consulting the notification of receipt	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Enter the declaration (Name of the form: SAD Declaration)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference number sent to view the receipt notification history.





No	PROCESS	DESCRIPTION
10	Consulting the notification of the verification result	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference number sent to see the notification history of the verification result
11	Consulting the notification of the authorization for release of the goods	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the "Search" button to see processing status list.2) Click on the reference number sent to view the notification history of the authorization to release the goods.
12	Verifying the discharge status of the direct removal and recording of the release of the bond	<p><i>[IPT]</i> <i>Home> Customs clearance> Monitoring the Abeyance Procedures> Monitoring of direct removals> Managing direct removals</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see if the goods are discharged.2) Check the discharge and click the «Release the Bond» button to release the bond.
13	Verifying the release of the Bond	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> See the list of use of isolated guarantees</i></p> <p>Click r on the «Search» button to see the list of use of isolated bonds for direct removal.</p>
14	Closure of cash deposit	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> Manage Bonds</i></p> <p>Click on the «Close» button to release the Bond.</p>





I. EXD, EPCXXX => ESSEPC (DEFINITIVE EXPORT ; ENTRY INTO CONTAINER PARK ; SINGLE EXIT EXPORT FOLLOWING ENTRY INTO CONTAINER PARK)

No	PROCESS	DESCRIPTION
1	Filling out and filing of the Container Park Entry declaration (EPCXXX)	Fill out and file the Container Park Entry Declaration (EPCXXX). CAMCIS transfers this information to the container park manager platform.
2	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.
3	Consulting the notification of the verification result	<i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to see the notification history of the verification result
4	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the notification history of the authorization to release the goods.





No	PROCESS	DESCRIPTION
5	Verifying the registration of the declaration in the list of container park entries	<p>[IPT] <i>Home> Customs clearance> Monitoring of Abeyance Procedures> Monitoring of container park entries> Managing container park entries> Managing container park entries</i> Click the «Search» button to see if the declaration is subject to container park entry monitoring.</p>
6	Filling out and filing the Definitive export Declaration following Container Park entry (ESSEPC)	<p>[EPT] <i>Home> Document> Document> Enter the document (Name of the form: SAD Declaration)</i> Fill out and file the Definitive Export Declaration following Container Park entry (ESSEPC)</p>
7	Consulting the notification of receipt	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1 Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.</p>
8	Consulting the notification of the verification result	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to see the notification history of the verification result</p>
9	Consulting the notification of the authorization for release of the goods	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the notification history of the authorization to release the goods.</p>





No	PROCESS	DESCRIPTION
10	Consulting the progress of loading for export	<i>[IPT]</i> <i>Home> Customs clearance> Processing of SAD> Export loading progress> See the list of export loading progress</i> Display the list of SADs awaiting the completion of export loading
11	Consulting the completion of export loading	<i>[IPT]</i> <i>Home> Customs clearance> Processing of SAD> Export loading progress> See the list of export loading progress</i> Click on the «Search» button to check if the export has been completed.
12	Consulting the discharge status of the container park entry	<i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance Procedures> Monitoring of container park entries> Managing container park entries> Managing container park entries</i> Click on the "Search" button to see the list of container park entries subject to monitoring.

J. EXT, ETRXXX => RIMETR (TEMPORARY EXPORT ; TEMPORARY EXPORT FOR RETURN IN THE SAME STATE ; REIMPORTATION FOLLOWING TEMPORARY EXPORT FOR RETURN IN THE SAME STATE)

No	PROCESS	DESCRIPTION
1	Registering the Bond (for temporary export)	<i>[ECG]</i> <i>Home> Bond> Management of Bonds> Manage bank Bonds</i> Register the Bond for the temporary export issued by the bank (Isolated).





No	PROCESS	DESCRIPTION
2	Approving the bond amount	<p>[IPT] <i>Home> Collection> Bond / Advance payment> Bond> Manage Bonds</i> Examine the details of the Bond recorded by the bank and click the «Validate the amount» button to make this bond available.</p>
3	Filling out and filing the temporary export declaration for return in the same state (exhibition, ...) (ETRXXX)	<p>[EPT] <i>Home> Document> Document> Enter the document (Name of the form: SAD Declaration)</i> Fill out and file the declaration for Temporary export for return in the same state (exhibition, ...) (ETRXXX).</p>
4	Consulting the notification of receipt	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.</p>
5	Verification / Inspection (Arbitration)	<p>[EPT] <i>Home> Customs clearance> SAD processing> Verification of SAD> List of SADs subject to verification</i> 1) The inspector begins the verification 2) The Customs official makes the inspection report of the SAD. 3) The inspector verifies and completes the check.</p>
6	Consulting the notification of the verification result	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list 2) Click on the reference No. sent to see the history of notification of the result of the check</p>
7	Collection of the payment Notice	<p>[ECG] <i>Home> Collection> Collection of payment Notices</i> The bank official collects payment of the payment Notice</p>





No	PROCESS	DESCRIPTION
8	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the notification history of the authorization to release the goods.
9	Export loading consultation	<i>[IPT]</i> <i>Home> Customs clearance> Processing of SAD> Export loading progress> See the list of export loading progress</i> Click on the «Search» button to check if the export is completed.
10	Register the means of Transport	<i>[EPT]</i> <i>Home> Freight> Loading> Maritime> Means of transport</i> The Consignee records the means of transport
11	Loading Request	<i>[EPT]</i> <i>Home> Freight> Loading> Maritime> Loading Request</i> The consignee makes the loading request
12	Checking the Loading Request (Arbitration)	<i>[IPT]</i> <i>Home> Cargo Management> Loading> Maritime> Control the loading request</i> The inspector checks
13	Loading Report	<i>[EPT]</i> <i>Home> Freight> Loading> Maritime> Loading Report</i> The stevedore files the Loading report
14	Loading Report Tally	<i>[IPT]</i> <i>Home> Cargo Management> Loading> Maritime> Loading tally Report</i> The Tally official files the loading report
15	Export Manifest Filing	<i>[EPT]</i> <i>Home> Freight> Manifest> Maritime Export> Manifest</i> <i>The Consignee files the Manifest</i>





No	PROCESS	DESCRIPTION
16	Checking Export Manifest	<i>[IPT]</i> <i>Home> Cargo Management> Manifest> Maritime Export> Check the manifest</i> The inspector checks
17	Verifying the registration of the declaration in the list of temporary exports	<i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance Procedures> Monitoring of temporary exports> Managing temporary exports> See the list of temporary exports</i> Click on the «Search» button to see if the declaration is subject to temporary export monitoring
18	Consulting the list of use of isolated Bonds	<i>[IPT]</i> <i>Home> Collection> Bond/ Advance payment> Bond> See the list of use of isolated Bonds</i> Click on the «Search» button to check the amount of the isolated bond.
19	Import freight procedure	<i>[EPT]</i> <i>Home> Document> Search> Manifest - Enter document> Create manifest</i> 1) Filing of the manifest and checking 2) Unloading request and checking 3) Unloading report and checking
20	Filling out and filing of the reimportation declaration following temporary export with return in the same state (RIMETR)	<i>[EPT]</i> <i>Home> Document> Document> Enter the document (Name of the form: SAD Declaration)</i> Fill out and file the declaration of reimportation following temporary export with return in the same state (RIMETR).
21	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of receipt.





No	PROCESS	DESCRIPTION
22	Verification / Inspection (Arbitration)	<p><i>[EPT]</i> <i>Home> Customs clearance> SAD processing> Verification of SAD> List of SADs subject to verification</i></p> <ol style="list-style-type: none">1) The inspector begins the verification2) The Customs official makes the inspection report of the SAD.3) The inspector verifies and completes the check.
23	Consulting the notification of the verification result	<p><i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference number sent to see the notification history of the verification result
24	Collection of the payment Notice	<p><i>[ECG]</i> <i>Home> E cashing> Cashing payment advices</i></p> <p>The bank official collects payment of the payment advice</p>
25	Consulting the notification of the authorization of release of the goods	<p><i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference number sent to view the notification history of the authorization to release the goods.





No	PROCESS	DESCRIPTION
26	Verifying the temporary export discharge status and release of the bond	<p><i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary exports> Managing temporary exports> See the list of temporary exports</i></p> <p>1) Click on the «Search» button to see the list of temporary exports 2) Click on the «Release the Bond».</p>
27	Closing the Bond	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> Manage Bonds</i> Click on the «Close» button. The declarant can only print the Bond closing certificate after the validity status has changed to «Closed».</p>
28	Issuing the Bond closing certificate	<p><i>[EPT]</i> <i>Home> Collection> Bond / Advance payment> See the list of Bonds</i> Click on the «Closing certificate» button to print the Bond closing certificate to deposit at the bank.</p> <p>The owner (guarantor) prints the certificate confirming the closing of the Bond on the CAMCIS system and deposits it at the bank.</p>
29	Confirming release of the Bond	<p><i>[ECG]</i> <i>Home> Bond> Manage bank Bonds</i></p> <p>Consult the Bond number in question to confirm that the Bond has been released.</p> <p>The owner files the closing certificate so that his deposit is released.</p>





K. EXT, ETPXXX => RIMETP (TEMPORARY EXPORT; TEMPORARY EXPORT FOR OUTWARD PROCESSING; REIMPORTATION FOLLOWING TEMPORARY EXPORT FOR OUTWARD PROCESSING)

No	PROCESS	DESCRIPTION
1	Registering a Bond (for temporary export)	<i>[ECG]</i> <i>Home> Bond> Management of Bonds> Manage bank Bonds</i> Register the Bond for temporary export issued by the bank.
2	Approving the Bond amount	<i>[IPT]</i> <i>Home> Collection> Bond /Advance payment> Bond> Manage Bonds</i> Examine the details of the Bond recorded by the bank and click on the «Confirm the amount» button to make this Bond available.
3	Filling out and filing the temporary export declaration for outward processing (ETPXXX)	<i>[EPT]</i> <i>Home> Document> Document> Enter the document (Name of the form: SAD Declaration)</i> Fill out and file the declaration for temporary export for outward processing (ETPXXX). The ACB must clearly indicate the articles (expected HS) when re-importing.
4	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.





No	PROCESS	DESCRIPTION
5	Consulting the notification of the verification result	<p><i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to see the notification history of the verification result</p>
6	Consulting the notification of the authorization of release of the goods	<p><i>[EPT]</i> <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of the release of goods.</p>
7	Consulting Export loading	<p><i>[IPT]</i> <i>Home> Customs clearance> Processing of SAD> Export loading progress> See the list of export loading progress</i> Click on the «Search» button to check if the export is completed.</p>
8	Verifying the registration of the declaration in the list of temporary exports	<p><i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary exports> Managing temporary exports> See the list of temporary exports</i> Click on the «Search» button to see if the declaration is subject to temporary export monitoring.</p>
9	Consulting the list of use of isolated Bonds	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> See the list of use of isolated Bonds</i> Click on the «Search» button to check the amount of the isolated bond.</p>





No.	PROCESS	DESCRIPTION
10	Filling out and filing the reimportation declaration following Outward processing (RIMETP)	<p>[EPT] <i>Home> Document> Document> Enter the document (Name of the form: SAD Declaration)</i></p> <p>Fill out and file the reimport declaration following Outward processing (RIMETP). The article must be identical to the expected article of the EPT declaration</p>
11	Consulting the notification of receipt	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i></p> <p>1) Click on the "Search" button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.</p>
12	Consulting of the notification of the verification result	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i></p> <p>1) Click on the "Search" button to see the processing status list 2) Click on the reference No. sent to see the history of notification of the result of the check</p>
13	Consulting the notification of the authorization of release of the goods	<p>[EPT] <i>Home> Document> Document> Status of declaration processing (List of declaration processing history)</i></p> <p>1) Click on the "Search" button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of the release of goods.</p>





No.	PROCESS	DESCRIPTION
14	Verifying the temporary export discharge status	<p><i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary exports> Managing temporary exports> See the list of temporary exports</i></p> <p>1) Click on the «Search» button to see the list of temporary exports 2) Click on the «Release the Bond».</p>
15	Closing the Bond	<p><i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> Manage Bonds</i></p> <p>Click on the «Close» button. The declarant can only print the Bond closing certificate after the validity status has changed to «Closed».</p>
16	Issuing the Bond closing certificate	<p><i>[EPT]</i> <i>Home> Collection> Bond/ Advance payment> See the list of Bonds</i></p> <p>Click on the «Closing certificate» button to print the Bond closing certificate to deposit at the bank.</p> <p>The owner (guarantee) prints the certificate confirming the closing of the Bond on the CAMCIS system and deposits it at the bank.</p>
17	Confirming release of the Bond	<p><i>[ECG]</i> <i>Home> Bond> Manage bank Bonds</i></p> <p>Consult the reference No of the Bond concerned to confirm that the Bond is released.</p> <p>The owner files the Bond closing certificate so that his Bond is released.</p>





L. EDD, ENSXXX => MACENS (DEFINITIVE EXPORT ; STORAGE WAREHOUSE ; RELEASE FOR HOME USE FOLLOWING STORAGE WAREHOUSE)

N°	PROCESS	DESCRIPTION
1	Issuing a global bond for removal credit / Issuing of a global bond for bonded warehouse.	<i>[ECG]</i> <i>Home> Bond> Management of Bonds> Manage bank Bonds</i> 1) Register a global Bond for removal credit. 2) Record a global Bond for storage of bonded goods
2	Approving both Bonds	<i>[IPT]</i> <i>Home> Collection> Bond / Advance payment> Bond> Manage Bonds</i> The collection official validates the amount of the Bond
3	Creating credit / Bond accounts	<i>[IPT]</i> <i>Home> Collection> Bonds / Advance payment> Bond> Manage credit accounts</i> 1) Create and activate from a credit account 2) Create and activate from a Bond account
4	Filling out and filing of the customs warehouse declaration (ENSXXX)	<i>[EPT]</i> <i>Home> Declaration> Declaration> Enter the declaration</i> Fill out and file the declaration for Customs warehouse (ENSXXX). EDD, ENSXXX
5	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of receipt.





No.	PROCESS	DESCRIPTION
6	Verification / Inspection of the SAD	<p><i>[IPT]</i> <i>Home> Customs Clearance> Processing of SADs> Verification of SADs> List of SADs subject to verification</i></p> <ol style="list-style-type: none">1) The storage inspector performs the verification2) Then requests approval from his superior2) The manager approves
7	Consulting the notification of the verification result	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list2) Click on the reference number sent to see the notification history of the verification result
8	Transmitting transport information from SAD to PAD	<p><i>(EPT)</i> <i>Home> Customs clearance> Declaration of customs clearance> Transmission of transport information for PAD</i> The ACB transmits information on transport by PAD EDD, ENSXXX => MACENS</p>
9	The Tally official makes the Tally / The inspector confirms the inspection report	<p><i>[IPT]</i> <i>Home> Customs clearance> SAD processing> Physical Inspection> Inspection result management</i></p> <ol style="list-style-type: none">1) The Tally official make the tally report2) The inspector confirms the official's inspection report
10	Consulting the notification of the authorization of release of the goods	<p><i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference number sent to view the notification history of the authorization to release the goods.





No.	PROCESS	DESCRIPTION
11	Verifying the use of the Bond	<p>[IPT] <i>Home> Collection> Bond / Advance payment> Bond> See the list of use of isolated Bonds.</i> Check if the deposit is properly used by declaration for which the removal of goods is authorised</p>
12	Requesting Customs conveyance	<p>[EPT] <i>Home> Freight> Transport> Transport request> Transport request.</i> The ACB enters a customs conveyance request.</p>
13	Checking of the customs conveyance request	<p>[IPT] <i>Home> Cargo Management > Transport> transport request> check the transport request</i> The transport request inspector checks the customs transport request.</p>
14	Container Shed Note	<p>[EPT] <i>Home> Freight> shed clearance precinct> MAD Note> Container Shed Note.</i> The Container Shed delivers the Shed Note</p>
15	Exit Note / arrival at the warehouse storage	<p>[IPT] <i>Home> Cargo Management> Transport> Transport request> record the departure of the vehicle.</i></p> <ol style="list-style-type: none">1) The Customs official records the departure2) The Customs official records arrival
16	Release of the removal credit bond	<p>[IPT] <i>Home> Collection> Notice / collection / Refund > Collection > Record manual collection</i></p> <ol style="list-style-type: none">1) The collection official collects other dues (GUCE, RID, SGS).2) After collection the release of the removal credit bond is done automatically.





No.	PROCESS	DESCRIPTION
17	Entry report at place of arrival (shed)	<i>[EPT]</i> <i>Home > Freight > Shed and customs clearance precinct (exterior) > Entry report > Entry report.</i> The shed keeper files the goods receipt report
18	Checking the Entry report	<i>[IPT]</i> <i>Home > Cargo Management > Shed and customs clearance precinct (Exterior) > Entry report > Check the entry report</i> 1) The Shed and Tally service inspector begins the check 2) The official performs the inspection 3) The inspector completes the check
19	Change of owner request	<i>[IPT]</i> <i>Home > Customs clearance > Abeyance Procedures Declaration > Change of owner for the Abeyance procedure</i> The ACB drafts a change of owner request if the goods have a new owner.
20	Check / approval of the change of owner request	<i>[IPT]</i> <i>Home > Customs clearance > Monitoring of Abeyance Procedures > Change of owner > Manage change of owner.</i> 1) The Abeyance procedures inspector checks the request for change of owner and can recommend approval or rejection. 2) The department head notifies his approval
21	Filling out and filing the declaration of release for home use following Storage of bonded goods(MACENS)	<i>[EPT]</i> <i>Home > Declaration > Declaration > Enter the declaration</i> Fill out and file declaration for release for home use following storage warehouse (MACENS).





No.	PROCESS	DESCRIPTION
22	Consulting the notification of receipt	<i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.
23	Verification / Inspection of the SAD for Release for home use following storage of bonded goods	<i>[IPT]</i> <i>Home> Clearance> Processing SAD> SAD verification> list of submitted SADs subject to checks.</i> 1) The storage inspector performs the check 2) then seeks approval from his superior 3) The superior makes the approval
24	Consulting the notification of the verification result	<i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i> 1) Click on the "Search" button to see the processing status list. 2) Click on the reference No. sent to see the history of notification of the result of the check
25	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the notification history of the authorization to release the goods.
26	MAD (Shed / precinct) Note	<i>[EPT]</i> <i>Home> Freight> Shed clearance precinct> Shed Note> Shed Note.</i> Shed or precinct files the Note





No.	PROCESS	DESCRIPTION
27	Verifying the discharge status of the storage of customs goods and recording of the release of the bond	<p>[IPT]</p> <p><i>Home> Customs clearance> Monitoring of abeyance procedures> Monitoring of warehouse placement > Managing warehouse placement</i></p> <p>1) Click on the «Search» button to see if the goods put into storage warehouse are discharged.</p> <p>2) Check the discharge and click the "Release the Bond" button to release the Bond.</p>
28	Verifying the release of the Bond	<p>[IPT]</p> <p><i>Home> Collection> Bond / Advance payment> Bond> See the list of use of isolated Bonds.</i></p> <p>Click on the «Search» button to see the list of use isolated bonds for direct removal.</p>
29	Closing a cash deposit	<p>[IPT]</p> <p><i>Home> Collection> Bond / Advance payment> Bond> Manage Bonds</i></p> <p>Click on the "Close" button to release the Bond.</p>





M. ZFI, ZFIXXX => MACZFI (IMPORT FREE ZONE, RELEASE FOR HOME USE FOLLOWING IMPORT FREE ZONE)

No.	PROCESS	DESCRIPTION
1	Registering a specific code	<p>[IPT] <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary admissions> Managing specific codes</i></p> <ol style="list-style-type: none">1) Click on the «New» button.2) Enter the details of the specific code and click on the «Save» button.3) Show the list of specific codes registered by clicking the «Search» button on the display of the list of specific codes.
2	Filling out and filing the entry declaration for the Import Free Zone	<p>[EPT] <i>Home> Document> Document> Enter document</i></p> <p>Fill out and file the Entry declaration into Import Free Zone</p>
3	Consulting the notification of receipt	<p>[EPT] <i>Home> Customs clearance> List of SAD declarations</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference number sent to view the receipt notification history.
4	Check. / Inspect and Collection	<p>[IPT] <i>Home> Customs Clearance> Processing of SADs> Verification> List of SADs subject to verification</i></p> <ol style="list-style-type: none">1) The inspector begins the verification2) The customs official performs the inspection3) The inspector completes the verification4) The collection official proceeds with the collection





No.	PROCESS	DESCRIPTION
5	Consulting of the notification of the verification result	<i>[EPT]</i> <i>Home> Customs clearance> List of SAD declarations</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to see the notification history of the verification result
6	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home> Customs clearance> List of SAD declarations</i> 1 Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the notification history of the authorization to release the goods.
7	Verifying of the registration of the declaration in the list of entries in the free zone	<i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of entry into the free zone > Managing entries into the free zone</i> Click on the «Search» button to see if the declaration is recorded in the list of entries in free zone.
8	Transport Request (Customs conveyance Request)	<i>[EPT]</i> <i>Home> Freight> Transport> Transport request> Transport request</i> The ACB makes a customs conveyance request
9	Transport Request Check	<i>[IPT]</i> <i>Home> Cargo Management> Transport> Transport request> Checking the Transport request</i> <i>The inspector checks the request</i>
10	Container exit request	<i>[EPT]</i> <i>Home> Freight> Shed and customs clearance precinct> Exit request> Container exit request</i> The Shed keeper makes a request to exit the containers or goods





No.	PROCESS	DESCRIPTION
11	Container Exit Request Check	<i>[IPT]</i> <i>Home > Cargo Management > Shed and Customs Clearance Precinct > Exit Request > Checking Container Exit Request</i> 1) The Chief of Bridage lists and annotates the request 2) The inspector then checks the request
12	Departure Note	<i>[IPT]</i> <i>Home > Cargo Management > Transport request > Checking the departure (exit) of the vehicle</i> The recording official of records the departure of the goods
13	Filling out and filing the declaration for release for home use following entry into the import free zone (MACZFI)	<i>[EPT]</i> <i>Home > Document > Document > Enter document</i> Fill out and file the declaration for release for home use following entry into the Import Free Zone (MACZFI)
14	Consulting the notification of receipt	<i>[EPT]</i> <i>Home > Document > Document > Status of declaration processing (List of declaration processing history)</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the receipt notification history.
15	Check. / Inspect and Collection	<i>[IPT]</i> <i>Home > Customs Clearance > Processing of SADs > Verifi- cation > List of SADs subject to verification</i> 1) The inspector begins the inspection 2) The customs official performs the inspection 3) The inspector completes the check 4) The collection official proceeds with the collection





No.	PROCESS	DESCRIPTION
16	Consulting the notification of the verification result	<i>[EPT]</i> <i>Home > Customs clearance > List of SAD declarations</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to see the notification history of the verification result
17	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home > Customs clearance > List of SAD declarations</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the reference number sent to view the notification history of the authorization to release the goods.
18	Verifying discharge status (release) from entry into the free zone	<i>[EPT]</i> <i>Home > Customs clearance > List of SAD declarations</i> Click on the «Search» button to see the list of entries in the free zone
19	Verifying the discharge status for entry into the free zone	<i>[EPT]</i> <i>Home > Customs clearance > List of SAD declarations</i> Click on the «Search» button to see the list of entries in the free zone
20	Discharge (Closure) of Abeyance procedures bond	<i>[IPT]</i> <i>Home > Customs clearance > Monitoring of abeyance procedures > Monitoring of entries into the free zone > Managing entries in the free zone</i> The collection official releases the bond





P. ZFE, ZFEXXX => MACZFE (EXPORT FREE ZONE, ENTRY INTO THE EXPORT FREE ZONE, RELEASE FOR HOME USE FOLLOWING EXPORT FREE ZONE)

No.	PROCESS	DESCRIPTION
1	Registering of Companies in Free Zone	
2	Registering of specific codes	<i>[IPT]</i> <i>Home> Customs clearance> Monitoring of Abeyance procedures> Monitoring of temporary admission> Managing specific codes</i> 1) Click on « New » 2) Enter the information of the specific code, 3) Click on the «Save» button.
3	Registering of production ratios	The abeyance procedures inspector creates the production ratios <i>[IPT]</i> <i>Home> Customs clearance> Monitoring of abeyance procedures> Monitoring of temporary admission> Managing production ratios</i> 1) Choose the NIU of the company for which the specific codes are registered 2) Click on the «Search» button to produce the list of specific codes registered. 3) Click on Save to save the production ratios.
4	Filling out and filing of the declaration of entry into the Export Free Zone	Fill out and file the declaration for entry into Export Free Zone <i>[FTE]</i> <i>Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</i> 1) Enter the entry declaration for the Export Free Zone (ZFEXXX) 2) Click on « send »





No.	PROCESS	DESCRIPTION
5	Consulting the notification of receipt	<i>[EPT]</i> <i>Home > Customs clearance</i> 1) Click on the «Search» button to see the processing status list. 2) Click on the « Status» to see the details of notification
6	Inspection/ Verification	<i>[IPT]</i> <i>Home > Clearance > SAD processing > Lists of SADs subject to verification > Search</i> 1) Choose the SAD to verify 2) Click start check 3) The Tally official performs the inspection 4) The inspector finishes the check or otherwise requests approval from his direct superior if necessary
7	Consulting the notification of the verification result	<i>[EPT]</i> <i>Home > Dédouanement</i> 1) Cliquer sur le bouton « Rechercher» pour voir la liste des statuts de traitement. 2) Cliquer sur le « statut» pour voir les détails de notification du résultat de la vérification.
8	Consulting the notification of the authorization of release of the goods	<i>[EPT]</i> <i>Home > Customs clearance > Search</i> 1) Click on the «Search» button to see the processing status list. 2) Click on «status» to view the notification of the goods removal authorization.
9	Transport Request (Customs Conveyance Request)	The ACB makes a customs conveyance request <i>[EPT]</i> <i>Home > Freight > Transport Request</i> 1) Click on « New », category of the request : request for customs conveyance 2) Enter the information on the request for customs conveyance 3) click on send





No.	PROCESS	DESCRIPTION
10	Transport Request Control	<p><i>[IPT]</i> Home> Cargo Management> Transport> Transport request> Checking the Transport request</p> <p>The inspector checks the request</p>
11	Container exit request	<p><i>[EPT]</i> Home> Freight> Shed and customs clearance precinct> Exit request> Container exit request</p> <p>The Shed keeper makes a request to exit the containers or goods</p>
12	Container Exit Request Check	<p><i>[IPT]</i> Home> Cargo Management> Shed and Customs Clearance Precinct> Exit Request> Checking Container Exit Request</p> <p>Manifest Inspector Starts and finishes Checking the Request for Exit</p>
13	Exit Note	<p><i>[IPT]</i> Home> Cargo Management> Transport> Finding the departure of the vehicle</p> <ol style="list-style-type: none">1) Enter the application number of departure or the registration of the vehicle2) Click Save compliance Report finding
14	Filling out and filing of the declaration for release for home use following entry into the Export Free Zone (MACZFE)	<p><i>[FTE]</i> Home> Document> enter the document> Service category, Customs clearance> search> SAD declaration> Enter the document</p> <ol style="list-style-type: none">1) Enter the entry declaration for the Export Free Zone (MACZFE)2) Click on « send »
15	Consulting the notification of receipt	<p><i>[EPT]</i> Home> Customs clearance</p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the «Status» to see the details of notification





No.	PROCESS	DESCRIPTION
16	Inspection / Verification	<p><i>[IPT]</i> <i>Home > Clearance > SAD processing > Lists of SADs subject to verification > Search</i></p> <ol style="list-style-type: none">1) Choose the SAD to verify2) Click start check3) The Tally official performs the inspection4) The inspector finishes the check or otherwise requests approval from his direct superior if necessary
17	Consulting of the notification of the verification result	<p><i>[EPT]</i> <i>Home > Customs clearance</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list2) Click on the «status» to see the notification details of the verification result.
18	Consulting the notification of the authorization of release of the goods	<p><i>[EPT]</i> <i>Home > Customs clearance > Search</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list1) Click on «status» to view the notification of the goods removal authorization.
19	Verifying of discharge status (release) for entering the free zone	<p><i>[IPT]</i> <i>Home > Customs clearance > Monitoring of abeyance procedures > Monitoring of entries into the free zone > Managing entries into the free zone</i></p> <p>Click on the «Search» button to see the list of free zone entries</p>





Q. Cancellation process for SAD

No.	PROCESS	DESCRIPTION
1	Filing the request to cancel the SAD	<p>The cancellation of a declaration is made after the filing by the ACB of a cancellation request</p> <p><i>[EPT]</i></p> <p>Home> Declaration> Declaration> Enter the declaration:</p> <ol style="list-style-type: none">1) Enter the reference of the declaration to be canceled.2) Click on the «Search» button to display the details of the declaration.3) Choose the reason for the cancellation and click on «Send».
2	Verifying the SAD cancellation request	<p>The inspector receives the cancellation request on the portal :</p> <p><i>[IPT]</i></p> <p>Home> Customs Clearance> Processing of SADs> Verification of SADs> See the list of SADs requested to be canceled / ex officio cancellation</p> <ol style="list-style-type: none">1) Displays the list of SADs pending cancellation which are assigned to him.2) The details of each SAD awaiting cancellation are displayed when the inspector clicks on the number of the SAD3) The details of the cancellation request are displayed when he clicks on the «Cancel» button.4) After checking the reason for cancellation, two actions are possible : approve or reject the application. To reject the request must : Click on «Reject» and the pop-up window opens => Give details and click the «Save» button to reject the application. <p>To approve the application, he must : Click on the «Request approval» button to seek approval. The request for approval is sent to the Chief of Bureau.</p>





No.	PROCESS	DESCRIPTION
3	Approving the request for cancellation of the SAD by the Chief of Bureau	<p>The Chief of Bureau after having received the request for approval of the request for cancellation of the SAD: <i>[IPT]</i> Home> My portal> E-approval> Approval status:</p> <ol style="list-style-type: none">1) Click on the tab «pending» to produce the list of requests awaiting approval.2) Select request to approve from the list. Go to the «processing » segment and check the approval decision (permit, review, reject).3) Enter the comments and click on the button «save».
4	Approving the request to cancel the SAD by the Chief of Sector	<p>The Chief of Sector after having received the request for approval of the request for cancellation of the SAD: <i>[IPT]</i> Home> My portal> E-approval> Approval status:</p> <ol style="list-style-type: none">1) Click on the tab «pending» to produce the list of requests awaiting approval.2) Select request to approve from the list. Go to the «processing » segment and check the approval decision (permit, review, reject).3) Enter comments and click on the «save» to permanently authorize the cancellation of the SAD.
5	Consulting the notification of the result of the cancellation request	<p>The ACB consults the result of his cancellation request: <i>[EPT]</i> Home> Declaration> Declaration> Status of declaration processing (List of declaration processing history)</p> <ol style="list-style-type: none">1) Click on the «Search» button to see the processing status list.2) Click on the reference No.sent, to see the history of notification of the result of the cancellation request





No.	PROCESS	DESCRIPTION
6	Verifying the details of the amount automatically reimbursed in advance payment following the cancellation of the SAD and payment of the advance payment into the account.	<p><i>[IPT]</i> <i>Home > Collection > Bond / Advance payment > Advance payment > Manage Advance payment accounts :</i></p> <ol style="list-style-type: none">1) Click on the «Search» button to check the details of automatically refunded advance payment amount as a result of the cancellation of the SAD.2) Click on the «Validate amount» to change the validity status to «Available».3) To find out if an importer already has his account on the system, consult the advance payment accounts with his RCCM number.4) Click on the «New» button and then fallout account details (No. RCCM or password, for example).5) Click on the button «Insert a new line» and chose advance payment number.6) Click on the «Save» button to create an advance payment account and pay the amount.
7	Consulting the history of use of Advance payment accounts	<p><i>[IPT]</i> <i>Home > Collection > Bond / Advance payment > Advance payment > Manage Advance payment accounts, then :</i></p> <ol style="list-style-type: none">1) Enter the Advance payment account number2) Click on the «Search» button to see the details. The list of usage history is displayed at the bottom of the screen.





APPENDIX 3 - LIST OF CAMCIS CODES





APPENDIX 3 - LIST OF CAMCIS CODES

CAMCIS CODE	DESCRIPTION	CATEGORY
MCVXXX	Release for Home use for travelers. (Simplified declaration for goods whose value is 50 dollars or more and less than 500,000 FCFA)	IMPORT (IMP)
MACXXX	Release for home use.	
MACENS	Release for home use following storage warehouse.	
MACENT	Release for home use following warehouse for processed products.	
MACZFE	Release for Home use following entry into the Export Free Zone.	
MACZFI	Release for Home use following entry into the Import Free Zone.	
MACEND	Release for home use following Direct Removal.	
MACATN	Release for home use following Normal Temporary Admission.	
MACATS	Release for home use following Special Temporary Admission.	
MACATP	Release for home use following Temporary Admission for Inward Processing.	





CAMCIS CODE	DESCRIPTION	CATEGORY
ATNXXX	Normal Temporary Admission.	TEMPORARY ADMISSION (ADT)
ATNATN	Normal Temporary Admission following Normal Temporary Admission.	
ATNENS	Normal Temporary Admission following Storage Warehouse.	
ATNEND	Normal Temporary Admission Following Direct Removal.	
ATSXXX	Special Temporary Admission.	
ATSATN	Special Temporary Admission following Normal Temporary Admission.	
ATSENS	Special Temporary Admission following Storage Warehouse.	
ATSEND	Special Temporary Admission following Direct Removal.	
ATPXXX	Temporary Admission for Inward Processing.	
ATPENS	Temporary Admission for Inward Processing following Storage Warehouse.	
ATPEND	Temporary Admission for Inward Processing Following Direct Removal	





CAMCIS CODE	DESCRIPTION	CATEGORY
REXATN	Re-export Following Normal Temporary Admission.	ADMISSION TEMPORAIRE (ADT)
RSRATN	Reshipment Following Normal Temporary Admission.	
REXATS	Re-export Following Special Temporary Admission.	
REXATP	Re-export Following Temporary Admission for Inward Processing.	
RSRATP	Reshipment Following Temporary Admission for Inward Processing.	
MACATN	Release for home use following Normal Temporary Admission.	
MACATS	Release for home use following Special Admission	
MACATP	Release for Home use following Temporary Admission for Inward Processing	





CAMCIS CODE	DESCRIPTION	CATEGORY
EDVXXX	Direct removal.	DIRECT REMOVAL
ENDENS	Direct Removal following Storage Warehouse.	
REXEND	Re-export Following Direct Removal.	
RSREND	Reshipment following Direct Removal.	
MACEND	Release for home use following Direct Removal.	
ATNEND	Normal Temporary Admission following Direct Removal.	
ATSEND	Special Temporary Admission following Direct Removal.	
ATPEND	Temporary Admission for Inward Processing following Direct Removal.	





CAMCIS CODE	DESCRIPTION	CATEGORY
EDVXXX	Shipment in the Sub-Region. (value is less than 1.5 million FCFA)	EXPORTS (EXD, EXT, REX)
ESSXXX	Shipment in the Sub-Region. (value is equal to or more than 1.5 million FCFA)	
ESRXXX	Shipment in the Sub-Region.	
EPMXXX	Shipping of Manufactured Products in the Sub-Region.	
ETRXXX	Temporary Export for Return in the same state. (Exhibitions...)	
ETPXXX	Temporary Export for Outward Processing.	
RIMETR	Re-importation following Temporary Export with Return in the same state.	
RIMETP	Re-importation following outward processing.	





CAMCIS CODE	DESCRIPTION	CATEGORY
ESSETR	Definitive export: regular. Temporary Export Subject to Return in the same state.	EXPORTS (EXD, EXT, REX)
ESSETP	Definitive export: regular. Temporary export for outward processing.	

CODE CAMCIS	DESCRIPTION	CATEGORY
ENSXXX	Storage Warehouse.	STORAGE
ENSENS	Transfer between Storage Warehouse or to warehouse following change of owner.	
ENTENS	Transformation Warehouse following Storage Warehouse.	
PRTENS	Product Loss following Storage Warehouse.	
MACENS	Release for Home use following Storage Warehouse.	





CAMCIS CODE	DESCRIPTION	CATEGORY
REXENS	Re-export following Storage Warehouse.	STORAGE
RSRENS	Reshipment following Storage Warehouse.	
TRCENS	Community Transit following Storage Warehouse.	
ENDENS	Removal Direct following Storage Warehouse.	
ATNENS	Normal Temporary Admission following Storage warehouse.	
ATSENS	Special Temporary Admission following Storage Warehouse.	





CAMCIS CODE	DESCRIPTION	CATEGORY
ATPENS	Temporary Admission for Inward Processing following Storage Warehouse.	STORAGE
ENTXXX	Transformation Warehouse.	
ENTENS	Transformation warehouse following storage warehouse.	
ENTENT	Transfer between Transformation warehouse. (Transportation of raw materials, intermediate products and final products to another warehouse)	
ENTENT	Storage of intermediate products, residues and final products following processing	
PRTENT	Loss of Products Following Transformation Warehouse.	
MACENT	Release for home use following Storage Warehouse for Processed Products.	
REXENT	Re-export Following Storage Warehouse for Processed Products.	
RSRENT	Reshipment following Storage Warehouse for Processed Products.	





CAMCIS CODE	DESCRIPTION	CATEGORY
TRCXXX	Community Transit.	TRANSIT
TRIXXX	International Transit	
TRCENS	Community Transit following Storage warehouse.	
ESSTRC	Definitive Export following Community Transit.	
REXTRC	Re-export following Community Transit.	
RSRTRC	Reshipment following Community Transit.	
TRPXXX	Transit by Pipeline.	

CAMCIS CODE	DESCRIPTION	CATEGORY
ZFIXXX	Entry into the Import Free Zone	FREE ZONE
ZFEXXX	Entry into the Export Free Zone.	
MACZFI	Release for Home use following Entry into Import Free Zone.	
MACZFE	Release for Home use following Entry into the Export Free Zone.	
REXZFI	Re-export following Entry into the Import Free Zone.	
REXZFE	Re-export following Entry into Export Free Zone.	





APPENDIX 4 – CORRELATION TABLE BETWEEN ASYCUDA ++ AND CAMCIS





APPENDIX 4 – CORRELATION TABLE BETWEEN ASYCUDA ++ AND CAMCIS

PROCEDURE	HEADING	ASYCUDA	CAMCIS CODE	CAMCIS HEADING	ADDITIONAL CODE
RELEASE FOR HOME USE					
Release for home use (DET)	Release for home use	IM4	MACXX	Release for home use	Back to top
Release for home use (DET)	Release for home use, ordinary procedure (OP)	IM400	MACXX	Release for home use	With taxes + add code = 000
	Release for home use, Economic or privileged procedure	IM400	MACXX	Release for Home use for travelers. (value is 50 dollars or more below than 500,000 PCFA)	With reduced taxes or without taxes + add code => 000
Release for home use following Allowance Procedure (DO)	Release for home use following MTA, OP	IM400	MACATN	Release for home use following Normal Temporary Admission.	With taxes + add code = 000
	Release for home use following RTA, economic or privileged procedure	IM400	MACATN	Release for home use following Normal Temporary Admission.	With reduced taxes or without taxes + add code => 000
	Release for home use following TA for inward processing, ordinary procedure	IM401	MACATP	Release for Home use following TA for inward Processing.	With taxes + add code = 000
	Release for Home use following TA for inward Processing, economic or privileged procedure	IM401	MACATP	Release for Home use following TA for inward Processing.	With reduced taxes or without taxes + add code => 000
	Release for Home use following STA, OP	IM402	MACATS	Release for home use following Special Temporary Admission.	With taxes + add code = 000
	Release for home use following STA, economic or privileged procedure	IM402	MACATS	Release for home use following Special Temporary Admission.	With reduced taxes or without taxes + add code = 000
	Release for home use following STA, economic or privileged procedure	IM402	MACATS	Release for home use following Special Temporary Admission.	With reduced taxes or without taxes + add code = 000
Release for home use following warehouse, OP	Release for home use following warehouse, OP	IM407	MACENS	Release for home use following Storage Warehouse.	With taxes + add code = 000
	Release for home use following warehouse, economic or privileged procedure	IM407	MACENS	Release for home use following Storage Warehouse.	With reduced taxes or without taxes + add code = 000
			MACENT	Release for home use Following Storage Warehouse for Processed Products.	
			MACZFE	Release for Home use Following Entry into the Export Free Zone.	
			MACZFI	Release for Home use Following Entry into the Import Free Zone.	
			MACEND	Release for home use following Direct Re-export.	
			MACATH	Release for home use following Normal Temporary Admission.	
			MACATS	Release for home use following Special Temporary Admission.	
			MACATP	Release for home use following Temporary Admission for Inward Processing.	
	Release for home use following national transit, OP	IM408			With taxes + add code = 000
Release for home use following national transit, economic or privileged procedure	IM408			With reduced taxes or without taxes + add code => 000	
Re-importation following	Re-importation following	IM801	RMCTP	Re-importation following Outward Processing.	With taxes + add code = 000



coldest processing (000)	coldest processing				
Direct removal			0N0000	Direct removal	
			0N0005	Direct removal following entry into Storage Warehouse	
			0R0000	Re-export following Direct Removal	
			0R0005	Redeposit following Direct Removal	
			0A0000	Release for home use following Direct Removal	
			AT0000	Normal Temporary Admission Following Direct Removal	
			AT0005	Special Temporary Admission following Direct Removal	
			ATP000	Temporary Admission for Inland Processing following Direct Removal	
Re-impatriation following temporary export with return to the same state (000)	Re-impatriation following temporary export with return to the same state	0M000	0M0005	Re-impatriation following temporary export with return to the same state	With taxes + add code = 000
Transit (015)	Transit	0M000			
Transit	National Transit	0M000	TR0000	Community Transit	Without taxes + add code = 000 + transit rate
	Community transit	0M000	TR0005	Community Transit	Without taxes + add code = 000 + transit rate
	International transit	0M000	TR0000	International Transit	Without taxes + add code = 000
		0M000	TRP000	Transit by Pipeline	
		0M000	TR0005	Community Transit following Storage Warehouse	
Transshipment (004)	CEMAC Transshipment	0M000			With taxes + add code = 000
Transshipment (004)	Transshipment within CEMAC	0M000			Without taxes + add code = 000
Normal temporary admission (016)	Normal temporary admission	0M000	AT0000	Normal Temporary Admission	Back to hip
Normal Temporary Admission (ATN)	Normal temporary admission	0M000	AT0000	Normal Temporary Admission	Without taxes + add code = 000
			AT0005	Normal Temporary Admission following Storage Warehouse	
			AT0010	Normal Temporary Admission Following Direct removal	
			AT0015	Special Temporary Admission	
			AT0020	Special Temporary Admission following Normal Temporary Admission	
			AT0025	Special Temporary Admission following Storage Warehouse	
			AT0030	Special Temporary Admission following Direct Removal	
			ATP000	Temporary Admission for Inland Processing	
			ATP005	Temporary Admission for Inland Processing following Storage Warehouse	
			ATP010	Temporary Admission for Inland Processing following Direct Removal	
			0R0000	Re-export Following Normal Temporary Admission	
			0R0005	Redeposit Following Normal Temporary Admission	
			0R0010	Re-export following Special Temporary Admission	
			0R0015	Re-export following Temporary Admission for Inland Processing	
			0R0020	Redeposit Following Temporary Admission for Inland Processing	
			0R0025	Release for home use following Normal Temporary Admission	
0R0030	Release for home use following Special Temporary Admission				





			MACATP	Release for home use following Temporary Admission for Inward Processing.		
	Normal temporary admission following NTA	MS000	ATHATN	Normal Temporary Admission following Normal Temporary Admission.	Without taxes + add. code = 000	
Temporary admission for inward processing	Temporary admission for inward processing	MS100	ATPXXX	Temporary Admission for Inward Processing.	Without taxes + add. code = 000	
Special Temporary Admission (ATA) (028)	Special temporary admission	MS200	ATSXXX	Special Temporary Admission.	Without taxes + add. code = 000	
	Special temporary admission following NTA	MS200	ATSBATN	Special Temporary Admission following Normal Temporary Admission.	Without taxes + add. code = 000	
Normal temporary admission following storage warehouse	Normal temporary admission following warehouse	MS070	ATHENS	Normal Temporary Admission following Storage Warehouse.	Without taxes + add. code = 000	
Special temporary admission following storage warehouse	Special temporary admission following warehouse	MS270	ATSENS	Special Temporary Admission following Storage Warehouse.	Without taxes + add. code = 000	
Warehousing (D11)	Warehousing	MT	ENSXXX	Direct Storage Warehouse		
Storage Warehouse (D11)	Warehouse Storage following direct importation	MT000	ENSXXX	Direct Storage Warehouse	Without taxes + add. code = 000	
	Warehouse Storage following NTA	MT000			Without taxes + add. code = 000	
	Warehouse Storage following TA for Inward Processing	MT001			Without taxes + add. code = 000	
	Warehouse Storage following ATA	MT002			Without taxes + add. code = 000	
				ENSENS	Transfer from Storage Warehouse.	
				ENTENS	Transformation Warehouse following Storage Warehouse.	
				PRSENS	Loss of Product Following Storage Warehouse.	
				MACENS	Release for Home use following Storage Warehouse.	
				RESENS	Re-export following Storage Warehouse.	
				RSRENS	Re-shipment following Storage Warehouse.	
			TRSENS	Community Transit following Storage Warehouse.		
			ENSENS	Direct Removal following Storage Warehouse.		
			ATHENS	Normal Temporary Admission following Storage Warehouse.		
			ATSENS	Special Temporary Admission following Storage Warehouse.		
			ATPENS	Temporary Admission for Inward Processing following Storage Warehouse.		
	Storage warehouse following Transformation Warehouse	MT071	ENTENS	Transformation Warehouse following Storage Warehouse.	Without taxes + add. code = 000	
	Direct entry into Transformation warehouse	MT100	ENTXXX	Direct entry into Transformation warehouse.	Without taxes + add. code = 000	
	Transformation warehouse following NTA	MT150			Without taxes + add. code = 000	
	Transformation Warehouse following Inward Processing	MT151			Without taxes + add. code = 000	
	Transformation warehouse			ENTXXX	Direct entry into Transformation warehouse.	
			ENTENS	Transformation Warehouse following Storage Warehouse.		
			ENTENT	Transformation Warehouse following Transformation Warehouse.		
			ENTENT	Storage of intermediate products, residues and final products following transformation.		
			PRSENT	Loss of product following Transformation Warehouse.		
			MACENT	Release for Home use Following Warehouse Storage of transformed product.		
			RESENT	Re-export following Transformation.		
			RSRENT	Re-shipment Following Transformation Warehouse.		
Transformation warehouse		MT102			Without taxes + add. code = 000	





	following GTA				
Warehouse transfer (006) (change of ownership)	Transfer between Storage warehouse	BT079	ENENEN	Transfer between Storage Warehouse.	Without taxes + add. code = 000
	Transfer between Storage Warehouse with change of owner	BT079	ENENEN	Transfer between Storage Warehouse.	Without taxes + add. code = 000 + change of owner
	Transfer between Transformation warehouse	BT171	ENTENT	Transfer between Transformation warehouse.	Without taxes + add. code = 000
	Transfer between Transformation warehouse with change of owner	BT181			Without taxes + add. code = 000 + change of owner
EXPORT / SHIPMENT					
Definitive export and shipment	Definitive Export and shipment	EX1	ESXXXX	Direct Export	Back to top
Definitive export (004)	Direct Export	EX1000	ESXXXX	Direct Export	With taxes + add code. = 000
		EX1100	EDVXXX	Shipment within the Sub Region.	
		EX1021	ESSETP	Definitive Export regularizing temporary export for Outward Processing.	
		EX1002	ESSETR	Definitive Export regularizing Temporary Export with return in the same state.	
		EX1061	ESSETRC	Definitive Export Following Community Transit.	
		EX1200, EX1300, EX1400	ESRXXX	Shipment within the Sub Region	
		ES0100 (CAR)	ESRXXX	Shipment of Manufactured products (within the sub-region).	
			EDVXXX	Shipment of national goods whose value is less than 1.5 million FCFA	
			ESRXXX	Export of national goods whose value is 1.5 million FCFA or more	
			ESRXXX	Community Shipments	
			ESRXXX	Intra-Community Shipment (CDMAC) of manufactured / processed products in Conversion	
			ETRXXX	Temporary export of national goods for return in the same state	
			ETPXXX	Temporary export of domestic goods for outward processing	
			REMETR	Re-Importation following Temporary export with return in the same state	
			REMETP	Re-Importation following Temporary export for Outward Processing	
			ESSETR	Definitive export of goods temporarily exported for return in the same state	
			ESSETP	Definitive export of goods temporarily exported for outward processing.	
Sea / Air Definitive export (024)	Definitive export of goods under customs bond	EX1200	ESRXXX	Shipment within the Sub Region	Without taxes + add code. => 000 + VAT deposit
Sea / Air Definitive export (026)	Definitive export of goods not subject to taxes	EX1300			Without deposit + add code. = 000
Sea / Air Definitive export (028)	Definitive export of goods with taxes	EX1400			Without deposit + add code. = 000
Definitive export following abeyance procedure (regularization)	Definitive export regularizing Temporary export for outward processing	EX1021			With taxes + add code. = 000
	Definitive export regularizing temporary export with return in the same state	EX1002			With taxes + add code. = 000
	Final export following community transit	EX1061			No taxes + add code. = 000
Temporary export	Temporary export	EX2	ETPXXX	Temporary Export	
Temporary Export (046)	Temporary export for outward temporary export for outward	EX2100	ETPXXX	Temporary Export for Outward Processing	No taxes + add code. = 000





	processing				
	Temporary export with return in the same state	EX290	STROXX	Temporary Export for Return in the same state (refillable...)	No taxes + add code = 000
Re-export / Reshipment	Temporary re-export	EX3			With taxes + add code = 000
Re-export following NTA (00)	Re-export following NTA	EX050	REXATN	Re-export Following Normal Temporary Admission.	With taxes + add code = 000
Re-export	Re-export following TA for Inland Processing	EX051	REXATP	Re-export following TA for Inland Processing	With taxes + add code = 000
Re-export following STA	Re-export following STA	EX052	REXATS	Re-export Following Special Temporary Admission.	With taxes + add code = 000
Re-export following warehouse (025)	Re-export following storage warehouse	EX070	REXENS	Re-export following Storage Warehouse.	With taxes + add code = 000
	Re-export following transformation warehouse	EX071	REXENT	Re-export following Storage Warehouse of transformed products.	With taxes + add code = 000
Re-export following transit	Re-export following transit	EX080			With taxes + add code = 000
Re-export following transit (012)	Re-export following community transit	EX081	REXTRC	Re-export Following Community Transit.	No taxes + add code = 000
Re-export following storage warehouse (025)	Re-export following storage warehouse	EX070	REXENS	Re-export following Storage Warehouse.	With taxes + add code = 000
	Re-export following Transformation warehouse	EX071	REXENT	Re-export following Storage Warehouse of transformed products.	With taxes + add code = 000
	STORAGE WAREHOUSE				
	Export warehouse	EX7	ENSXXX	Direct Entry into Storage warehouse.	Back to top
	Direct Entry into storage warehouse	EX700	ENSXXX	Direct Entry into Storage warehouse.	No taxes + add code = 000
		IM0 00	ENTXXX	Direct Entry in to Transformation warehouse.	
		IM0 10	ENTENS	Transformation warehouse following Storage Warehouse.	
		IM710	ENTENT	Transfer between Transformation warehouse.	
			TRANSIT		
Transit	Transit	EX8	TRCXXX	Community Transit	
Transit (040) manufactured products	Community transit	EX090	TRCXXX	Community Transit	No taxes + add code = 000 + VAT deposit
		0170	TRCENS	Community Transit following Storage Warehouse.	
		0200	TRCXXX	International Transit	
		0400	TRPXXX	Transit by Pipeline	
			TRCXXX	Community transit (CEMAD)	
			TRCXXX	International Transit	
			TRCENS	Community transit following Storage warehouse.	
			ESBTRC	Definitive export following Community Transit.	
			REXTRC	Re-export following Community Transit.	
			RSBTRC	Community Reshipment following Community Transit.	
			TRPXXX	Transit by Pipeline	
			FREE ZONE		
FREE ZONE			ZF00XX	Entry into the Import Free Zone.	
			ZF00XX	Entry into the Export Free Zone.	
			MACZFI	Release for home use following Import free zone.	
			MACZFE	Release for home use following Export Free Zone.	
			REXZFI	Re-export following Import free zone.	
			REXZFE	Re-export following Export Free Zone.	



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