

1. Document Information

1.1 Revision History

Date	Version	Description
15 th September 2015	1.0	Launch of the Customs Export System.

Table 1: Revision History

1.2 Purpose and Structure

The purpose of this user guide is to provide general information and step-by-step instructions on how to use the National Export System (NES). Furthermore, the NES User Guide includes a description of the functional and navigational capabilities of the system.

This user guide is divided into four parts. Part one is intended for Economic Operators (both clearing agents and exporters) and Customs registrants. The second part is intended for Customs Export Processing Unit (CEPU) officers, while the third and fourth parts are intended for Risk Analysts and Inspection officers respectively.

2. Table of Contents

1.	Document Information.....	1
1.1	Revision History.....	1
1.2	Purpose and Structure.....	1
3.	Table of Figures	5
4.	Table of Tables	7
5.	Acronyms & Abbreviations.....	8
	Section 1: General Use	9
6.	Malta Customs Information Portal	9
7.	Login.....	10
8.	Change Password	11
9.	Export Declarations	12
10.	Quick and Advanced Search	13
11.	New Declaration.....	14
12.	General Details	14
12.1	Type of declaration [Box 1.1] [Mandatory]	14
12.2	Country of export [Box 15] [Mandatory]	15
12.3	Country of destination [Box 17] [Mandatory]	15
12.4	Location of goods [Box 30] [Mandatory]	15
12.5	Specific circumstance indicator [Box S32] [Conditional]	15
12.6	Transport charges method of payment [Box S29] [Conditional]	15
12.7	Commercial reference number [Box 7] [Conditional].....	15
12.8	Nature of transaction [Box 24] [Mandatory]	15
13.	Declarant.....	16
13.1	Declarant [Box 14] [Mandatory].....	16
13.2	Type of representation [Mandatory].....	16
14.	Exporter.....	17
14.1	Exporter [Box 2] [Mandatory].....	17
15.	Consignee.....	18
15.1	Consignee [Box 8] [Mandatory].....	18
16.	Customs Office	19
16.1	Office of Export [Box A] [Mandatory]	19
16.2	Office of Exit [Box 29] [Mandatory].....	19
17.	Containers and Seals	20

17.6	Containerised indicator [Box 19] [Optional]	20
	Container number [Box 31] [Conditional]	20
	Seal number [Box S28] [Optional]	20
18.	Transport	21
18.1	Inland mode of transport [Box 26] [Mandatory]	21
18.2	Identity of means of transport at departure [Box 18.1] [Conditional]	21
18.3	Mode of transport at border [Box 25] [Mandatory]	22
18.4	Identity of active means of transport crossing the border [Box 21.1] [Conditional]	22
18.5	Nationality of active means of transport crossing the border [Box 21.2] [Conditional]	22
19.	Goods Items	23
20.	Item Details	24
20.1	Item number [Box 32] [Mandatory]	24
20.2	Goods description [Box 31] [Mandatory]	24
20.3	Gross mass (kg) [Box 35] [Mandatory]	24
20.4	Net mass (kg) [Box 38] [Mandatory]	25
20.5	Procedure [Box 37] [Mandatory]	25
20.6	Internal currency unit [Box 44] [Mandatory]	25
20.7	Statistical value [Box 46] [Mandatory]	25
20.8	Country of origin [Box 34] [Optional]	25
20.9	Dangerous goods code [Box S27] [Optional]	26
20.10	Additional remarks [Box 44] [Optional]	26
21.	Commodity Codes	27
21.1	Combined Nomenclature Code [Box 33.1] [Mandatory]	27
21.2	TARIC additional codes [Box 33.3] [Conditional]	27
21.3	National additional code [Box 33.5] [Conditional]	27
21.4	Commodity Code description [Automatic]	27
21.5	Supplementary Unit [Box 41] [Conditional]	27
22.	Containers & Seals	29
23.	Packages	30
23.1	Marks and numbers [Box 31] [Conditional]	30
23.2	Kind of packages [Box 31] [Mandatory]	30
23.3	Number of packages/pieces [Box 31] [Conditional]	30
24.	Previous Administrative References	31
24.1	Summary declaration/Previous document [Box 40] [Conditional]	31
25.	Produced documents, certificates and authorisations	33

25.1	Produced documents, certificates and authorisations [Box 44] [Conditional]	33
26.	Special Mentions	34
26.1	Additional information coded [Box 44] [Conditional]	34
27.	Itinerary	35
27.1	Itinerary [Box S13] [Conditional]	35
28.	Warehouse	36
28.1	Identification of warehouse [Box 49] [Conditional]	36
29.	Attachments	37
29.1	Attachments [Conditional]	37
30.	Summary Details	38
30.1	LRN – Local Ref No. [Automatic]	38
30.2	MRN – Movement Ref No. [Automatic]	38
30.3	Type of declaration [1.1] [Automatic]	38
30.4	Current declaration status [Automatic]	38
30.5	Total Items [Automatic]	38
30.6	Total packages [6] [Automatic]	38
30.7	Total gross mass [35] [Automatic]	39
30.8	Internal currency unit [44] [Automatic]	39
30.9	Total Statistical value [46] [Automatic]	39
31.	Save/Validate and Submitting Declaration	40
32.	Trouble Shooting	41
32.1	Incorrect Username and/or Password	41
32.2	Need help? Contact us	41
33.	Errors	42
33.1	Validation – Pre Submission	42
33.2	Validation – After Submission	42
34.	Status Log	44
35.	MRN	45
36.	Request Cancellation	45
37.	Printing SAD or EAD	45

3. Table of Figures

Figure 1: Malta Customs Information Portal	9
Figure 2: Customs Electronic System (CES)	9
Figure 3: Login Screen	10
Figure 4: Logged In User	10
Figure 5: Change Password	11
Figure 6: New Password	11
Figure 7: Export Declaration	12
Figure 8: Declaration Dropdown Menu	12
Figure 9: Quick Search	13
Figure 10: Advanced Search	13
Figure 11: Select all function	13
Figure 12: New Declaration	14
Figure 13: General Details Screen	14
Figure 14: Declarant Screen	16
Figure 15: Export Screen	17
Figure 16: Consignee Screen	18
Figure 17: Customs Office Screen	19
Figure 18: Containers & Seals	20
Figure 19: Transport Screen	21
Figure 20: Goods Item Screen	23
Figure 21: Goods item dropdown	23
Figure 22: Confirmation Message	23
Figure 23: Item Details Screen	24
Figure 24: Commodity Codes Screen	27
Figure 25: Containers Screen	29
Figure 26: Container Information at transport node	29
Figure 27: Packages [31] Screen	30
Figure 28: Previous Administrative References [40] Screen	31
Figure 29: Produced Documents / Certificates [44] Screen	33
Figure 30: Special Mentions [44] Screen	34
Figure 31: Itinerary Screen [S13]	35
Figure 32: Warehouse [49] Screen	36
Figure 33: Attachments Screen	37
Figure 34: Summary Details Screen	38
Figure 35: Validate / Save and Submit	40
Figure 36: Incorrect username and/or password	41
Figure 37: Contact us	41
Figure 38: Validations	42
Figure 39: Error Node	42
Figure 40: Error Message	42
Figure 41: Status Rejected	43
Figure 42: Errors	43
Figure 43: Status Log Example	44

Figure 44: MRN Number Example	45
Figure 45: Request Cancellation	45
Figure 46: Printing	45

4. Table of Tables

Table 1: Revision History	1
Table 2: Acronyms & Abbreviations	8
Table 3: Export Declarations Functions	12
Table 4: Declaration Dropdown Actions	12
Table 5: Country of Destination.....	14
Table 6: Specific Circumstance (Safety and Security data)	15
Table 7: Transport Modes	21
Table 8: Means of Transport	22
Table 9: Gross mass value combination	25
Table 10: Net mass value combination	25
Table 11: CN Code Example 1.....	28
Table 12: CN Code Example 2.....	28
Table 13: CN Code Example 3.....	28
Table 14: Types of Warehouses	36
Table 15: Statuses	44

5. Acronyms & Abbreviations

Acronym	Description
AEO	Authorised Economic Operator
AEOF	Authorised Economic Operator Full
AEOS	Authorised Economic Operator Safety and Security
BWA	Bonded Warehouse Account
CEPU	Customs Export Processing Unit
CES	Customs Electronic System
DDS	Data Dissemination System
EU	European Union
EFTA	European Free Trade Association
EORI	Economic Operator Registration Identification
EAD	Export Accompanying Document
KG	Kilograms
LRN	Local Reference Number
MRN	Movement Reference Number
MT	Malta
NCTS	New Computerised Transit System
NES	National Export System
UCR	Unique Consignment Reference
UNDG	United Nations Dangerous Goods
SAD	Single Administrative Document
TCUIN	Third Country Unique Identification Number

Table 2: Acronyms & Abbreviations

Section 1: General Use

6. Malta Customs Information Portal

The National Export System (NES) can be accessed through the Malta Customs Information Portal under **ELECTRONIC SYSTEMS**, then under **Customs Electronic System (CES)** [Figure 1].

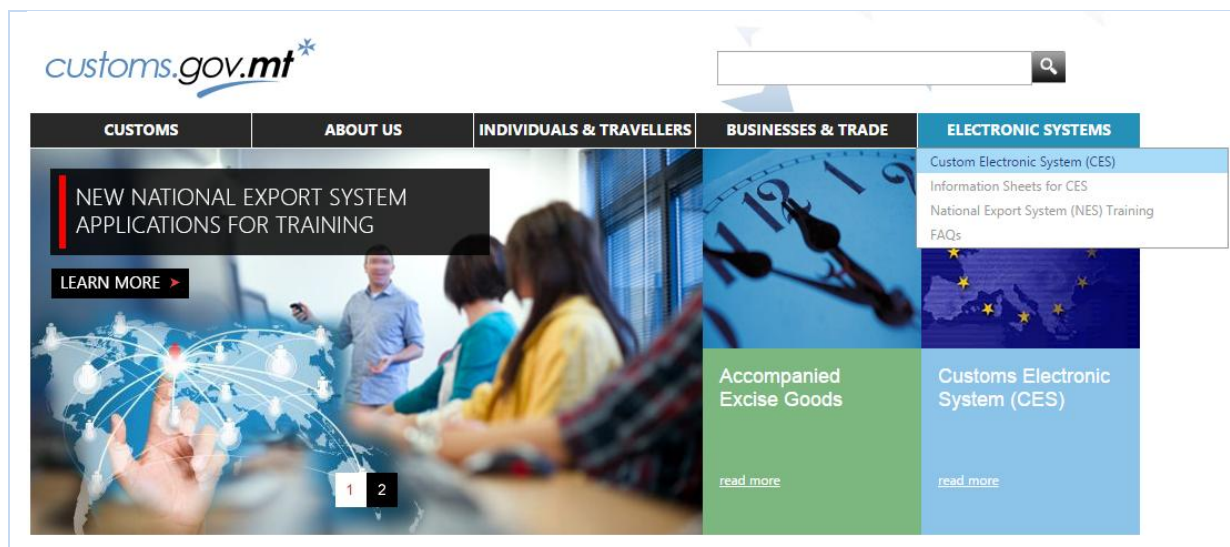


Figure 1: Malta Customs Information Portal

To proceed to the **NES** home page, the user must select **National Export System (NES)** from the **Customs Electronic System (CES)** Web page [Figure 2].

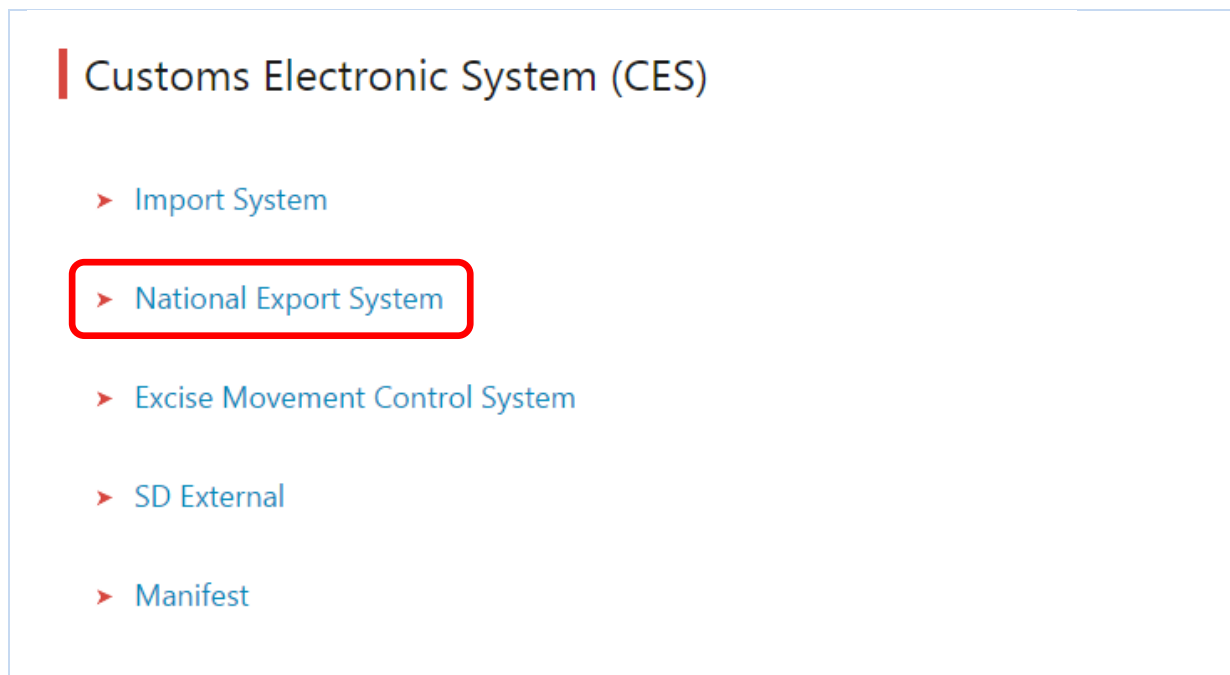


Figure 2: Customs Electronic System (CES)

7. Login

User must type a correct username and password and then click on **Sign in** [Figure 3] to log in to the system. Subsequently, the username of the user logged in will be displayed on the menu bar [Figure 4].

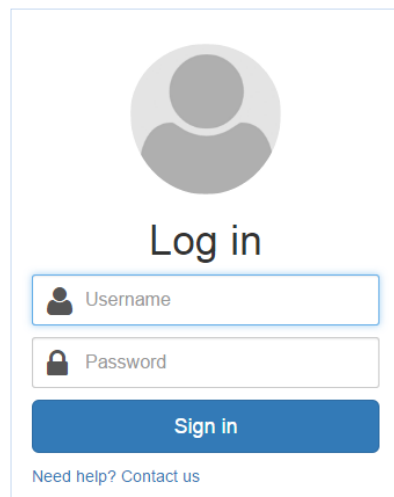
The login screen features a central white box with a light gray border. At the top is a gray circular placeholder for a profile picture. Below it, the text "Log in" is centered in a bold, black font. Underneath are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. A blue "Sign in" button is positioned below the password field. At the bottom of the box, the text "Need help? Contact us" is displayed in a smaller font.

Figure 3: Login Screen



Figure 4: Logged In User

8. Change Password

Users have the facility to change their password. This functionality can be found under the username's drop down menu [Figure 5].



Figure 5: Change Password

To **Change Password** the user must input his current and new password twice. Then click on **Change** [Figure 6].

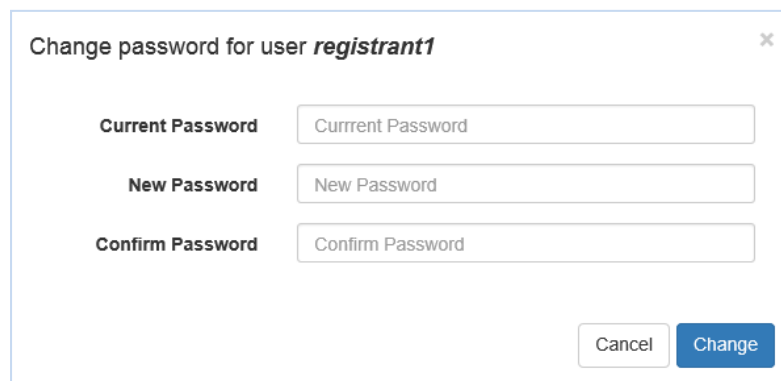
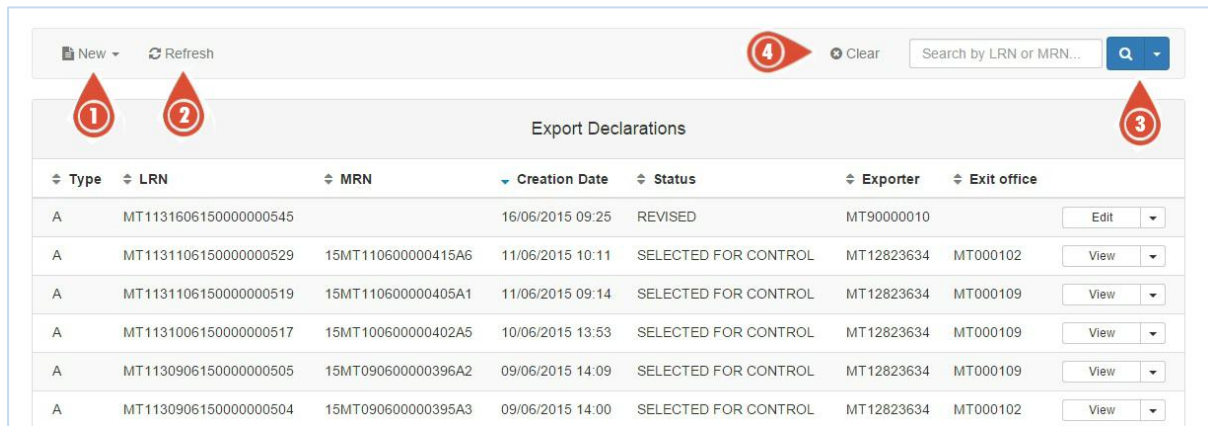
A screenshot of a modal dialog box titled 'Change password for user *registrant1*'. The dialog contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a placeholder text matching its label. At the bottom right, there are two buttons: 'Cancel' and 'Change'.

Figure 6: New Password

9. Export Declarations

A list of declarations created by the user will be shown under **Export Declarations** [Figure 7]. The list of declarations displays the **Type**, **LRN**, **MRN**, **Creation Date**, **Status**, **Exporter** and **Exit Office**, of which can be sorted either by ascending or descending order.



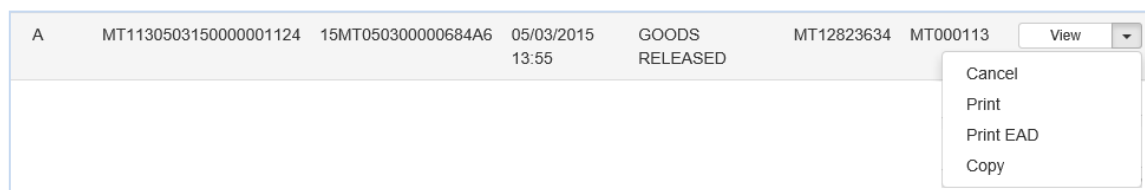
Type	LRN	MRN	Creation Date	Status	Exporter	Exit office
A	MT1131606150000000545		16/06/2015 09:25	REVISED	MT90000010	
A	MT1131106150000000529	15MT110600000415A6	11/06/2015 10:11	SELECTED FOR CONTROL	MT12823634	MT000102
A	MT1131106150000000519	15MT110600000405A1	11/06/2015 09:14	SELECTED FOR CONTROL	MT12823634	MT000109
A	MT1131006150000000517	15MT100600000402A5	10/06/2015 13:53	SELECTED FOR CONTROL	MT12823634	MT000109
A	MT1130906150000000505	15MT090600000396A2	09/06/2015 14:09	SELECTED FOR CONTROL	MT12823634	MT000109
A	MT1130906150000000504	15MT090600000395A3	09/06/2015 14:00	SELECTED FOR CONTROL	MT12823634	MT000102

Figure 7: Export Declaration

Various functions [Table 3] are available within the **Export Declarations** list. Furthermore, a number of actions [Table 4] are available under the dropdown menu [Figure 8] besides each declaration. Permitted actions vary depending on the **Status**.

Function	Description
New [1]	Generates a new export declaration.
Refresh [2]	Refreshes the list.
Search [3]	Searching for declarations by using specific search criteria.
Clear [4]	Clears data in the search field.

Table 3: Export Declarations Functions



A	MT1130503150000001124	15MT050300000684A6	05/03/2015 13:55	GOODS RELEASED	MT12823634	MT000113	View
---	-----------------------	--------------------	------------------	----------------	------------	----------	------

Figure 8: Declaration Dropdown Menu

Action	Description
View	Displays declaration in view mode (declaration cannot be edited).
Edit	Editing of a draft declaration.
Discard	Deletion of a draft declaration.
Request Cancellation	Requesting cancellation of an acknowledged declaration.
Print SAD	Printing of a Single Administrative Document (SAD).
Copy	Creates a duplicate declaration.
Amend	Amending an acknowledged declaration within the time-out period. Time-out period will restart after amendment.
Print EAD	Printing of an Export Accompanying Document (EAD).

Table 4: Declaration Dropdown Actions

10. Quick and Advanced Search

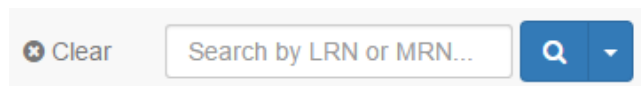
The image shows a search bar with a 'Clear' button on the left, a text input field containing 'Search by LRN or MRN...', and a search button with a magnifying glass icon on the right.

Figure 9: Quick Search

Quick Search allows searching for a declaration by the **Local Reference Number (LRN)** or **Movement Reference Number (MRN)** [Figure 9].

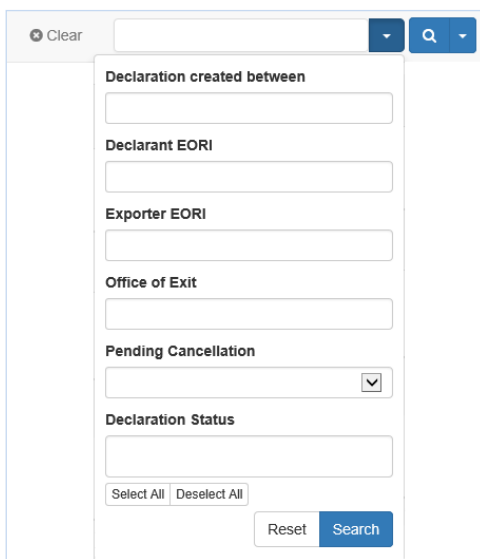
The image shows an advanced search form. It includes a 'Clear' button, a search button, and several input fields: 'Declaration created between', 'Declarant EORI', 'Exporter EORI', 'Office of Exit', 'Pending Cancellation' (with a dropdown arrow), and 'Declaration Status'. At the bottom, there are 'Select All' and 'Deselect All' buttons, a 'Reset' button, and a 'Search' button.

Figure 10: Advanced Search

Advanced Search allows searching declarations by **Date of Creation**, **Declarant EORI**, **Exporter EORI**, **Office of Exit**, **Pending Cancellation** status and/or **Declaration Status** [Figure 10].

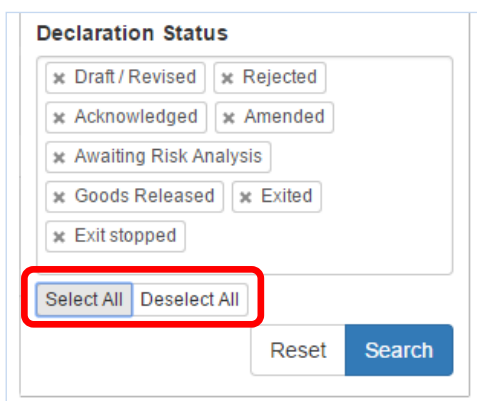
The image shows a 'Declaration Status' section with a list of status options, each preceded by an 'x' icon: 'Draft / Revised', 'Rejected', 'Acknowledged', 'Amended', 'Awaiting Risk Analysis', 'Goods Released', 'Exited', and 'Exit stopped'. Below the list are 'Select All' and 'Deselect All' buttons, which are highlighted with a red rectangle. At the bottom right are 'Reset' and 'Search' buttons.

Figure 11: Select all function

Declaration Status may be used to modify searches by choosing either **Select All** or **Deselect All** as required [Figure 11].

11. New Declaration

To generate a new export declaration, user must select **New** and then **Normal Declaration** from the **Export Declaration** screen [Figure 12].

Figure 12: New Declaration

12. General Details

Select **General Details** and start filling declaration.

Figure 13: General Details Screen

12.1 Type of declaration [Box 1.1] [Mandatory]

Type	Description
EX	Used for trade with countries and territories situated outside of the customs territory of the Community other than the EFTA countries.
EU	Used for trade with EFTA countries. The term EFTA in this context refers not only to EFTA countries but to the other non-Community contracting parties to the Conventions on a common transit procedure and on the simplification of formalities in trade in goods.
CO	Used for trade of community goods with special fiscal territories.

Table 5: Country of Destination

12.2 Country of export [Box 15] [Mandatory]

Indicates the Member State from where the goods are initially dispatched for the purpose of export. This field is set by default to **MT-Malta**.

12.3 Country of destination [Box 17] [Mandatory]

The last country of destination of the goods to be exported as known at the time of export. The drop down list will contain the country codes according to the **Type of declaration** previously selected in Box 1.1.

12.4 Location of goods [Box 30] [Mandatory]

The precise location where the goods may be examined prior release for export.

12.5 Specific circumstance indicator [Box S32] [Conditional]

Code	Description
A	Postal and express consignments
B	Ship and aircraft supplies ⁽²⁾
E	Authorised economic operators

Table 6: Specific Circumstance (Safety and Security data)

A code which indicates a special circumstance the benefit of which is claimed by the economic operator concerned. Specific circumstance indicator E may only be used if both Exporter and Declarant are Authorised Economic Operators (AEOF or AEOS). This field may also be left empty if there is no such circumstance.

12.6 Transport charges method of payment [Box S29] [Conditional]

Enter a code specifying the payment method for transport charges. This information is to be provided only where available. Where the specific circumstance indicator is E, this field is disabled since an AEO is not required to provide this data.

12.7 Commercial reference number [Box 7] [Conditional]

The unique commercial reference number assigned by the person concerned to the consignment in question. This information must be provided when the transport document number is not available.

12.8 Nature of transaction [Box 24] [Mandatory]

This field is required for Community statistics. It is automatically generated when the procedure code is entered.

13. Declarant

LRN N/A Status DRAFT

Validate Save Submit

Declarant [14]

Type of representation

☐ Direct

☐ Indirect

☒ **EORI Ref**

Name

Street and Number

City

Postal code

Country

Select from list

Figure 14: Declarant Screen

13.1 Declarant [Box 14] [Mandatory]

The Economic Operator Registration Identification (EORI) number assigned by Customs which details will be automatically generated by the system. Where the declarant is a private individual and **MT90000010** is declared then the full name and address of the declarant must be entered.

13.2 Type of representation [Mandatory]

Such representation may be either direct, in which case the Customs representative shall act in the name of and on behalf of another person, or indirect, in which case the Customs representative shall act in his or her own name but on behalf of another person.

14. Exporter

LRN N/A Status DRAFT Validate Save Submit

Exporter [2]

☒ EORI Ref ⓘ

Name

Street and Number

City

Postal code

Country

Select from list

Figure 15: Export Screen

14.1 Exporter [Box 2] [Mandatory]

The person established in the Customs territory of the Union who at the time when the declaration is accepted, holds the contract with the consignee in the third country and has the power for determining that the goods are to be brought to a destination outside the Customs territory of the Union.

When the user is linked to a profile of an exporter, then this field will be automatically generated, whereas a clearing agent is required to enter this data.

Where the exporter is a private individual and **MT90000010** is declared then the full name and address of the exporter must be entered.

15. Consignee

LRN

N/A

Status

DRAFT

←

Validate

Save

Submit

Summary

General Details

Declarant

Exporter

Consignee

Customs Offices

Containers & Seals

Transport

Goods Items

Itinerary

Warehouse

Attachments

Consignee [8]

☐ EORI Ref

Name

Street and Number

City

Postal code

Country

Select from list

Figure 16: Consignee Screen

15.1 Consignee [Box 8] [Mandatory]

The consignee is the person to whom goods are actually consigned. The full name and address of the person concerned must be declared.

Where facilitations are granted in the framework of a third country recognised by the Union, this information may take the form of a Third Country Unique Identification Number (TCUIN). The TCUIN number may be used whenever available to the declarant.

16. Customs Office

Figure 17: Customs Office Screen

16.1 Office of Export [Box A] [Mandatory]

The Customs Office of Export is where export formalities are carried out. The office code **MT000118** is automatically generated showing **CEPU (Customs Export Processing Unit)** as the Office of Export.

For goods which require a Customs declaration, the Customs Office of Export is the Customs office where the following formalities are normally completed:

- Lodging and acceptance of a Customs declaration (including safety and security data) for export, outward processing or, following a Customs procedure with economic impact, for re-exportation;
- the issuing of the MRN to the declarant;
- the verification of the declaration, and if necessary, the examination of the supporting documents;
- taking steps to ensure that the statistical value is accurately recorded;
- controls on whether the goods are subject to prohibitions or restrictions;
- the release of goods for moving to the Customs Office of Exit;
- forwarding the 'Anticipated Export Record' message to the Customs Office of Exit; and
- certification of exit to the exporter/declarant.

16.2 Office of Exit [Box 29] [Mandatory]

This is the Customs office by which it is intended that the goods should leave the Customs territory of the Union. If goods are covered by an export or re-export declaration and/or, where the goods leave by sea or by air, the Customs Office of Exit is the Customs competent for the place where the goods are loaded onto the vessels or aircraft that will bring the goods outside the Customs territory of the Community.

This is the office to which goods must be presented before they leave the Customs territory of the Union and at which may be subject to Customs controls relating to the completion of exit formalities and the confirmation of the exit of the goods from the Customs territory of the Union.

A list of Customs Office of Exit codes may be accessed through the following link: [Customs Office List](#).

17. Containers and Seals

LRN N/A Status DRAFT Validate Save Submit

Summary
General Details
Declarant
Exporter
Consignee
Customs Offices
Containers & Seals
Transport
Goods Items
Item 1
Commodity Code
Containers & Seals
Packages
Previous References
Certificates
Special Mentions
Itinerary
Warehouse
Attachments

Containers & Seals

☐ Containerised indicator [19]

☐ If checkbox is selected fill in details here, else fill in details at item level.

Container number [31]	Seal numbers [S28]	Actions
None specified		

Figure 18: Containers & Seals

17.6 Containerised indicator [Box 19] [Optional]

This check box is an indicator to show whether the consignment is containerised or not when crossing the external frontier of the Union, this being based on the information available at the time of completion of the export formalities.

If the containerised indicator is checked then the container number has to be declared. The trader may indicate the container number(s) at header level or at Item level. In case of a multi-item declaration there is no need to specify the container number(s) in all goods items.

Container number [Box 31] [Conditional]

Marks (Letter and/or numbers) which identify the transport container.

Seal number [Box S28] [Optional]

The identification numbers of the seals affixed to the transport equipment, where applicable.

18. Transport

The screenshot displays the 'Transport' screen within the NES application. The top navigation bar includes the 'LRN' field (N/A), the 'Status' (DRAFT), and action buttons for 'Validate', 'Save', and 'Submit'. A sidebar on the left lists various modules, with 'Transport' currently selected. The main panel is divided into sections for 'Means of Transport at Departure' and 'Means of Transport Crossing the Border'. Each section contains a dropdown menu for selecting a transport mode and a text input field for the identity of the means of transport. The 'Nationality of means of transport crossing border' section also includes a dropdown menu for selection.

Figure 19: Transport Screen

18.1 Inland mode of transport [Box 26] [Mandatory]

Departure transport mode. Codes applicable are as follows:

Code	Description
1	Sea transport
2	Rail transport
3	Road transport
4	Air transport
5	Postal consignment
7	Fixed transport installations
8	Inland waterway transport
9	Own propulsion

Table 7: Transport Modes

18.2 Identity of means of transport at departure [Box 18.1] [Conditional]

The identity of the means of transport on which the goods are directly loaded at the time of export formalities (or that of the vehicle propelling the others if there are several means of transport).

Depending on the means of transport concerned, the following details concerning identity may be entered:

Means of transport	Identification
Sea and inland waterway transport	Name of vessel
Air transport	Number and date of flight (where there is no flight number, enter the aircraft's registration number)
Road transport	Vehicle registration number
Rail transport	Wagon number

Table 8: Means of Transport

Above rules indicate that the **Identity of means of transport at departure** must not be entered if the **Inland mode of transport** declared by trader is '5' or '7'. In all other cases the **Identity of means of transport crossing border** is required.

18.3 Mode of transport at border [Box 25] [Mandatory]

The mode of transport corresponding to the active means of transport which it is expected will be used on exit from the Customs territory of the Union. Codes applicable are those used for **Inland mode of transport**.

18.4 Identity of active means of transport crossing the border [Box 21.1] [Conditional]

The identity of the active means of transport crossing the Union's external frontier. In the case of combined transport or where several means of transport are used, the active means of transport is the one which propels the whole combination. For example, in the case of a lorry on a sea-going vessel, the active means of transport is the ship.

Depending on the means of transport concerned, follow details concerning identity as shown for **Identity of means of transport at departure**.

Above rules indicate that the **Identity of means of transport crossing border** must not be entered if the **Mode of transport crossing border** declared by trader is '2', '5' or '7' or where procedure code starts with '21' or '22'. In all other cases the **Identity of means of transport crossing border** is required.

18.5 Nationality of active means of transport crossing the border [Box 21.2] [Conditional]

The nationality (country code) of the active means of transport crossing the Union's external frontier. Rules indicate that the **Nationality of means of transport crossing border** must not be entered if the **Mode of transport crossing border** declared by trader is '5' or '7' or where procedure code starts with '76' or '77' or re-export after Customs warehousing '3171' or '3178'. In all other cases the **Nationality of means of transport crossing border** is required.

19. Goods Items

LRN: N/A Status: DRAFT Validate Save Submit

- Summary
- General Details
- Declarant
- Exporter
- Consignee
- Customs Offices
- Containers & Seals
- Transport
- Goods Items**
- Itinerary
- Warehouse
- Attachments

Goods Items

Item Number	Commodity Code	Procedure Code	Actions
1			Edit ▼

+ Add

Figure 20: Goods Item Screen

If the declaration is a multi-item declaration the user may click on **+Add** to create more items. By clicking **Edit** the user may input the relevant data in that particular item [Figure 20].

Item Number	Commodity Code	Procedure Code	Actions
1	00		Edit ▼
2	00		Edit ▼

+ Add

- Copy
- Remove

Figure 21: Goods item dropdown

The other options in the drop down are **Copy** and **Remove** [Figure 21]. When copying an item the user may edit the copied item. The remove option is to delete an item permanently. The system will prompt a message to the user to verify the user's intention to delete the item [Figure 22].

Are you sure you want to remove this row?

Yes No

Figure 22: Confirmation Message

20. Item Details

The screenshot displays the 'Item Details' screen. At the top, there is a header bar with 'LRN' (N/A), 'Status' (DRAFT), and buttons for 'Validate', 'Save', and 'Submit'. The left sidebar contains a navigation menu with the following items: Summary, General Details, Declarant, Exporter, Consignee, Customs Offices, Containers & Seals, Transport, Goods Items (selected), and Item 1 (selected). The main content area is titled 'Item Details' and contains the following fields:

- Item number [32]**: A text input field containing the value '1'.
- Goods description [31]**: A text input field.
- Gross mass [35]**: A text input field with a unit dropdown set to 'Kg' and a value of '0'.
- Net mass [38]**: A text input field with a unit dropdown set to 'Kg' and a value of '0'.
- Procedure [37]**: A dropdown menu with 'Select from list'.
- Internal currency unit [44]**: A dropdown menu with 'Select from list'.
- Statistical value [46]**: A text input field containing the value '0'.
- Country of origin [34]**: A dropdown menu with 'Select from list'.
- UN dangerous goods code [S27]**: A dropdown menu with 'Select from list'.
- Additional remarks [44]**: A text input field.

Figure 23: Item Details Screen

20.1 Item number [Box 32] [Mandatory]

Number of the item in relation to the total number of items contained in the declaration, where there is more than one item of goods. This information is automatically generated by the system.

20.2 Goods description [Box 31] [Mandatory]

The description of the goods means the normal trade description. It must be expressed in terms sufficiently precise to enable immediate and unambiguous identification and classification.

20.3 Gross mass (kg) [Box 35] [Mandatory]

The gross mass, expressed in kilograms, of the goods concerned by the relevant item of goods. The gross mass is the aggregate mass of the goods with all their packing excluding containers and other transport equipment.

The field length is 11 digits long. The system accepts the following values:

Description	Example
A whole number of 11 digits.	12345678901
A whole number of 10 digits and one decimal.	1234567890.1
A whole number of 9 digits and two decimals.	123456789.12
A whole number of 8 digits and 3 decimals.	12345678.123
A gross mass less than 1 kg should be entered as "0." followed by a number of decimals up to 3.	0.123 for a package of 123 grams

Table 9: Gross mass value combination

20.4 Net mass (kg) [Box 38] [Mandatory]

The net mass, expressed in kilograms, of the goods concerned by the relevant declaration goods item. The net mass is the mass of the goods without any packaging.

The field length is 11 digits long. The system accepts the following values:

Description	Example
A whole number of 11 digits.	12345678901
A whole number of 10 digits and one decimal.	1234567890.1
A whole number of 9 digits and two decimals.	123456789.12
A whole number of 8 digits and 3 decimals.	12345678.123
A net mass less than 1 kg should be entered a "0." followed by a number of decimals up to 3.	0.123 for a package of 123 grams

Table 10: Net mass value combination

20.5 Procedure [Box 37] [Mandatory]

The codes to be entered in this subdivision are seven-digit codes, composed of a two-digit code representing the procedure requested, followed by a second two-digit code representing the previous procedure. Previous procedure means the procedure under which the goods were placed before being placed under the requested procedure.

The third subdivision is used to specify a Union or national procedure. The Union procedure is composed of an alpha character and two digits and these are common for all Member States, whereas the national procedure is composed of three digits.

20.6 Internal currency unit [Box 44] [Mandatory]

An indicator of the currency unit used in the declaration.

20.7 Statistical value [Box 46] [Mandatory]

The statistical value expressed in the currency unit declared in the **Internal Currency Unit**.

20.8 Country of origin [Box34] [Optional]

The relevant Union code to declare the country of origin.

20.9 Dangerous goods code [Box S27] [Optional]

The United Nations Dangerous Goods identifier (UNDG) is the serial number assigned within the United Nations to substances and articles contained in a list of the dangerous goods most commonly carried. Several codes may be applicable to a given item of goods.

20.10 Additional remarks [Box 44] [Optional]

A free text box where additional information relating to the consignment may be entered.

21. Commodity Codes

Figure 24: Commodity Codes Screen

21.1 Combined Nomenclature Code [Box 33.1] [Mandatory]

The Combined Nomenclature code (8 digits) of the goods declared.

21.2 TARIC additional codes [Box 33.3] [Conditional]

A Combined Nomenclature code may require TARIC additional code(s). Additional codes serve to add more specific information to the Combined Nomenclature code declared. The system will automatically generate the first and second additional code fields of the related TARIC additional codes, if any, for the user to choose the applicable one.

21.3 National additional code [Box 33.5] [Conditional]

A national additional code adopted by Customs, corresponding to the item declared. Currently none exist in export.

21.4 Commodity Code description [Automatic]

The commodity code description is automatically generated from the TARIC database.

21.5 Supplementary Unit [Box 41] [Conditional]

The quantity of the item declared, expressed in the unit laid down in Union legislation, as published in TARIC. The system will automatically generate the unit, if any, required for the Combined Nomenclature code declared.

Example 1:

In case of CN code 61091000 **Supplementary Units** must be declared as the **Actual Quantity** [Table 11].

Description	Units
Combined Nomenclature	61091000
Unit	p/st
Description	per piece
Actual Quantity	100
Supplementary Units [Box 41]	100

Table 11: CN Code Example 1

Example 2:

In case of CN code 24030000 the result of **Supplementary Units** is the **Actual Quantity** divided by 1000 [Table 12].

Description	Units
Combined Nomenclature	24030000
Unit	p/1000
Description	per thousand pieces
Actual Quantity	100000
Supplementary Units [Box 41]	100

Table 12: CN Code Example 2

Example 3:

In case of CN code 71141100 the result of **Supplementary Units** (g) is the **Net Quantity** (Kg) multiplied by 1000 [Table 13].

Description	Units
Combined Nomenclature	71141100
Unit	g
Description	no of grams
Net Quantity	1 Kg
Supplementary Units [Box 41]	100

Table 13: CN Code Example 3

22. Containers & Seals

LRN

N/A

Status

DRAFT

←

Validate

Save

Submit

✓ Summary

✓ General Details

✓ Declarant

✓ Exporter

✓ Consignee

✓ Customs Offices

✓ Containers & Seals

✓ Transport

✓ Goods Items

✓ Item 1

✓ Commodity Code

✓ Containers & Seals

✓ Packages

✓ Previous References

✓ Certificates

✓ Special Mentions

✓ Itinerary

✓ Warehouse

✓ Attachments

Containers & Seals

Container number [31]	Seal numbers [528]	Actions
CONTAINER NO	Type a seal and press enter.	Remove
+ Add		

Figure 25: Containers Screen

At Item level the user has the facility to add multiple containers [Figure 25]. In order to make use of this screen the user must tick the **Containerised Indicator** [19] checkbox in the transport node [Figure 26].

Container Information

✓

Containerised indicator [19]

?

If checkbox is selected fill in details here, else fill in details at item level.

Container number [31]

Figure 26: Container Information at transport node

23. Packages

The screenshot displays the 'Packages [31]' screen. At the top, there is a header bar with 'LRN' (N/A), 'Status' (DRAFT), and buttons for 'Validate', 'Save', and 'Submit'. On the left, a sidebar contains a navigation menu with options like Summary, General Details, Declarant, Exporter, Consignee, Customs Offices, Containers & Seals, Transport, Goods Items, and various sub-items under 'Item 1'. The 'Packages' option is highlighted. The main content area features a table with the following columns: 'Marks & Numbers', 'Kind of Packages', 'No of Packages', 'Pieces', and 'Actions'. The 'Kind of Packages' column has a dropdown menu with 'Select from list'. Below the table, there is an '+ Add' button.

Figure 27: Packages [31] Screen

23.1 Marks and numbers [Box 31] [Conditional]

Free text description of the marks and numbers on transport units or packages.

23.2 Kind of packages [Box 31] [Mandatory]

Code specifying the type of package. The drop down with this field specifies the types of packages specified in UN/ECE Recommendation No 21/Rev. 9 of 2012.

23.3 Number of packages/pieces [Box 31] [Conditional]

Total number of packages based on the smallest external packing unit. This is the number of individual items packaged in such a way that they cannot be divided without first undoing the packing, or the number of pieces, if unpackaged.

Above technical rule allows the user to declare a '0' value in this field. For example the exporter is exporting one package and in this package there are three items with different commodity codes. The declarant will declare three items for this package and in the **Number of packages** field for item 1 enters '1' as a value and '0' value in items 2 and 3. However, the value in the **Marks and numbers** field has to be identical since one package is being declared.

24. Previous Administrative References

The screenshot displays the 'Previous Administrative References [40]' screen. At the top, there is a header bar with 'LRN' set to 'N/A' and 'Status' set to 'DRAFT'. Action buttons include 'Validate', 'Save', and 'Submit'. On the left, a sidebar menu lists various sections: Summary, General Details, Declarant, Exporter, Consignee, Customs Offices, Containers & Seals, Transport, Goods Items (expanded), Item 1 (expanded), and others. Under 'Item 1', 'Previous References' is selected. The main area features a table with columns: 'Category', 'Doc. Type', 'Ref.', and 'Actions'. Each of the first three columns has a 'Select from list' dropdown. The 'Actions' column contains a 'Remove' button. An '+ Add' button is located below the table.

Figure 28: Previous Administrative References [40] Screen

24.1 Summary declaration/Previous document [Box 40] [Conditional]

Where the declaration concerns goods re-exported, the reference data of the declaration entering goods for the previous customs procedure under which the goods were placed must be entered. The goods item identifier shall be provided in case of export of goods previously placed under a Customs or tax warehouse procedure.

Each code has three components. The first component consists of three different letters and is used to distinguish between the three categories mentioned below. The second component, which consists of a combination of digits and/or letters, serves to identify the type of document. The third component represents the particulars need to recognise the document, either its identification number or another recognisable reference.

1. The first component

- 'X' the summary declaration
- 'Y' the initial declaration
- 'Z' the previous document

2. The second component

Choose the abbreviation for the document from the list of abbreviations under the **Document Type** field drop down.

3. The third component

The identification number of another recognisable reference of the previous document declared in this field.

Example 1:

The previous document is a T1 transit document to which the office of destination has assigned the number '238544'. The code will therefore be 'Z-821-238544'. 'Z' for previous document, '821' for the transit procedure and '238544' for the document's registration number (or the MRN for the NCTS operations).

Example 2:

A commercial invoice, the code will be 'Y-380-484948393'. 'Y' for initial declaration, '380' for commercial invoice and '484948393' for the invoice's number.

Example 3:

The previous document is an import declaration placing non-community goods in a customs warehouse reference number 2015602311111. The code, if the export declaration, is taking out stock from a customs warehouse, will be 'Z-BWA-2015602311111'. 'Z' for previous document, 'BWA' for the import declaration and '238544' for the document's registration number.

25. Produced documents, certificates and authorisations

The screenshot displays the 'Produced Documents/Certificates [44]' screen. At the top, there is a navigation bar with 'LRN' set to 'N/A', 'Status' set to 'DRAFT', and buttons for 'Validate', 'Save', and 'Submit'. On the left, a sidebar contains a tree view of document types, with 'Certificates' selected under 'Goods Items'. The main area features a table with columns 'Doc. Type', 'Ref.', and 'Actions'. The 'Doc. Type' column has a dropdown menu open, showing a list of document types with their codes and descriptions, such as 'A001 - Certificate of authenticity fresh 'EMPEROR' table grapes.' and 'A004 - Certificate of authenticity Tobacco.'.

Figure 29: Produced Documents / Certificates [44] Screen

25.1 Produced documents, certificates and authorisations [Box 44] [Conditional]

Documents, certificates and Union or international authorisations or other references produced in support of the declaration must be entered in the form of a code composed of 4 alpha-numeric characters, and, where applicable, followed either by an identification number or another recognisable reference. The list of documents, certificates, authorisations and other references and their respective codes are indicated in the TARIC database.

National documents, certificates and authorisations produced in support of the declaration must be entered in the form of a code composed 4 numeric characters. Examples are 9001 export licence and 9002 export licence for arms and ammunition, parts and accessories thereof.

If the declarant does not provide the **Commercial reference number** in the general segment, then the transport document must be indicated under the **Produced Documents/Certificates** tab.

The user may select the document type from the drop down list. The document reference number should also be inputted in the given field [Figure 29].

26. Special Mentions

LRN

N/A

Status

DRAFT

←

Validate

Save

Submit

✓ Summary

✓ General Details

✓ Declarant

✓ Exporter

✓ Consignee

✓ Customs Offices

✓ Containers & Seals

✓ Transport

✓ Goods Items

Item 1

✓ Commodity Code

✓ Containers & Seals

✓ Packages

✓ Previous References

✓ Certificates

✓ Special Mentions

✓ Itinerary

✓ Warehouse

✓ Attachments

Special Mentions [44]

Additional information coded ⓘ	Additional text ⓘ	Actions
Select from list		Remove
+ Add		

Figure 30: Special Mentions [44] Screen

26.1 Additional information coded [Box 44] [Conditional]

A five-digit code used to encode additional information of a customs nature.

Example: If the declarant and the exporter are the same person enter 00400 under the code field and the description **Exporter** will be automatically generated in the Additional Information field.

27. Itinerary

LRN

N/A

Status

DRAFT

←

0 Validate

Save

Submit

✓ Summary

✓ General Details

✓ Declarant

✓ Exporter

✓ Consignee

✓ Customs Offices

✓ Containers & Seals

✓ Transport

✓ Goods Items

✓ Item 1

✓ Commodity Code

✓ Containers & Seals

✓ Packages

✓ Previous References

✓ Certificates

✓ Special Mentions

✓ Itinerary

✓ Warehouse

✓ Attachments

Itinerary [S13]

Country of routing codes ⓘ

Select from list

+ Add

Actions

Remove

Figure 31: Itinerary Screen [S13]

27.1 Itinerary [Box S13] [Conditional]

Identification in a chronological order of the countries through which the goods are routed between the country of original departure and final destination as stipulated in the lowest House Bill of Lading, House Air waybill or road/rail transport document. This comprises also the countries of original departure and of final destination of the goods. Only the country of destination of the goods shall be provided where the **Specific circumstance indicator** declared is **A**.

28. Warehouse

LRN N/A Status DRAFT

← Validate Save Submit

Warehouse [49]

Warehouse type ⓘ

Select from list

Authorizing country ⓘ

MT - Malta

Warehouse identification ⓘ

Summary

General Details

Declarant

Exporter

Consignee

Customs Offices

Containers & Seals

Transport

Goods Items

Item 1

Commodity Code

Containers & Seals

Packages

Previous References

Certificates

Special Mentions

Itinerary

Warehouse

Attachments

Figure 32: Warehouse [49] Screen

28.1 Identification of warehouse [Box 49] [Conditional]

The code to be entered has the following three-part structure:

- The character identifying the type of warehouse:

Type	Description
A	Public customs warehouse, responsibility lies with the warehouse keeper
F	Public customs warehouse, warehouse is operated by the customs authorities
C	Private customs warehouse
Y	Non-customs warehouse

Table 14: Types of Warehouses

- The identification number allocated by the Customs administration when issuing the authorisation in cases where such an authorisation is issued
- The country code for the authorising Customs administration.

29. Attachments

LRN

N/A

Status

DRAFT

←

0 Validate

Save

Submit

Summary

General Details

Declarant

Exporter

Consignee

Customs Offices

Containers & Seals

Transport

Goods Items

Item 1

Commodity Code

Containers & Seals

Packages

Previous References

Certificates

Special Mentions

Itinerary

Warehouse

Attachments

Attachments

Type	Caption	Filename	Actions
None specified			
+ Add attachments...			

Figure 33: Attachments Screen

29.1 Attachments [Conditional]

Where the exporter is a private individual and **MT90000010** is declared then the ID card or passport must be uploaded.

Other supporting documents such as relevant invoices, export certificates issued by other Government agencies (ex: CITES, MEPA, VET, TM, Police, Heritage Malta), export licences issued by the Commerce Department may be attached electronically in the system.

30. Summary Details

The screenshot displays the 'Summary Details' screen. At the top, there is a navigation bar with 'LRN' and 'N/A' on the left, a 'Status' dropdown set to 'DRAFT', and buttons for 'Validate', 'Save', and 'Submit'. The left sidebar contains a tree view with the following items: Summary (selected), General Details, Declarant, Exporter, Consignee, Customs Offices, Containers & Seals, Transport, Goods Items (expanded), Item 1 (expanded), Commodity Code, Containers & Seals, Packages, Previous References, Certificates, Special Mentions, Itinerary, Warehouse, and Attachments. The main content area is titled 'Summary Details' and contains the following fields:

- LRN - Local Ref No.**: N/A
- MRN - Movement Ref No.**: N/A
- Type of declaration [1.2]**: A - NORMAL DECLARATION
- Current declaration status**: DRAFT
- Total items [5]**: 1
- Total packages [6]**: 0
- Total gross mass [35]**: Kg 0.000
- Internal currency unit [44]**: EUR - EURO
- Total statistical value [46]**: € 0.00

Figure 34: Summary Details Screen

30.1 LRN – Local Ref No. [Automatic]

Local Reference number is generated automatically once a new declaration is opened.

30.2 MRN – Movement Ref No. [Automatic]

Movement Reference Number (MRN) is generated automatically once declaration is submitted. The MRN is the official export number which is also valid for movement through another Member State.

30.3 Type of declaration [1.1] [Automatic]

A-Normal Declaration is selected by default.

30.4 Current declaration status [Automatic]

Current status of declaration will be displayed.

30.5 Total Items [Automatic]

The total items will be automatically displayed as indicated at the **Goods Items** node.

30.6 Total packages [6] [Automatic]

The total packages of all items will be automatically displayed.

30.7 Total gross mass [35] [Automatic]

The total gross mass of all items will be automatically displayed.

30.8 Internal currency unit [44] [Automatic]

Currency will be automatically displayed. In case different currencies have been used throughout the declaration, the total will be shown in EUR.

30.9 Total Statistical value [46] [Automatic]

The total statistical value of all items will be automatically displayed.

31. Save/Validate and Submitting Declaration

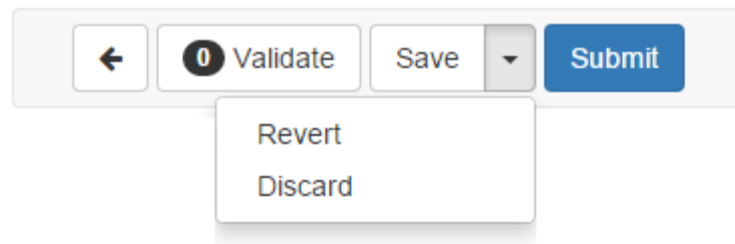


Figure 35: Validate / Save and Submit

The **Validate** button may be used to verify that all the fields throughout the declaration have been inputted correctly.

The **Save** button is used to save different versions of the declaration before submitting the final declaration. Upon saving declaration the LRN will be provided.

Submission of declaration could be done through the **Submit** button. After submission, valid declarations will be provided with an MRN.

32. Trouble Shooting

32.1 Incorrect Username and/or Password

If the username and/or password are incorrect, an error will prompt the user to try again [Figure 36]. After successive attempts to log in with a wrong password, the user account will be locked. The user should contact the system administrator to unlock account.

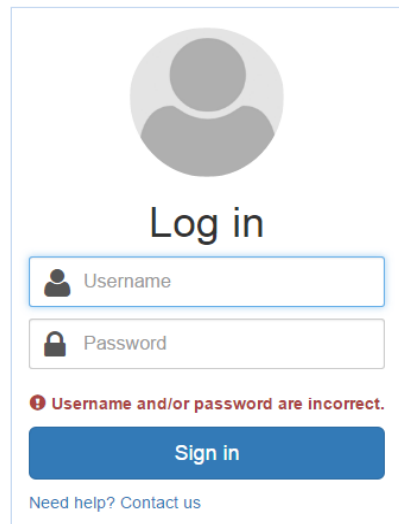
The image shows a login interface. At the top is a grey circular placeholder for a user profile picture. Below it is the text "Log in". There are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a red error message: "Username and/or password are incorrect." with a red exclamation mark icon. At the bottom is a blue "Sign in" button. Below the button is a link that says "Need help? Contact us".

Figure 36: Incorrect username and/or password

32.2 Need help? Contact us

Users may enquire any support about the system by clicking on the **Need help? Contact us** [Figure 37].

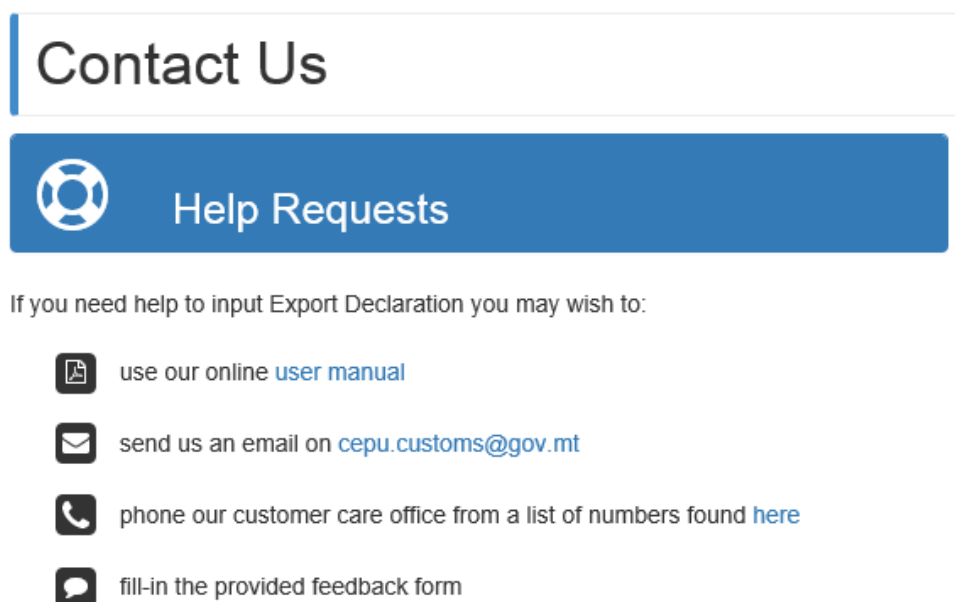
The image shows a "Contact Us" section. It has a header "Contact Us" with a blue vertical bar on the left. Below the header is a blue button with a white lifebuoy icon and the text "Help Requests". Below the button, the text reads "If you need help to input Export Declaration you may wish to:". There are four options, each with an icon and text: 1. A document icon followed by "use our online [user manual](#)". 2. An envelope icon followed by "send us an email on cepu.customs@gov.mt". 3. A telephone icon followed by "phone our customer care office from a list of numbers found [here](#)". 4. A speech bubble icon followed by "fill-in the provided feedback form".

Figure 37: Contact us

33. Errors

33.1 Validation – Pre Submission

Errors are indicated once the user validates the declaration. Automatically the **Validate** button will turn red denoting the total number of errors [Figure 38]. In the left hand side menu node [Figure 39] the errors are shown with an exclamation mark sign. Error Messages [Figure 40] will be given below each field according to the information required. The list of errors is updated each time the declaration is validated.

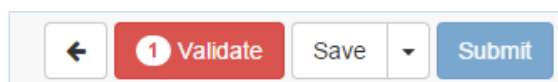


Figure 38: Validations

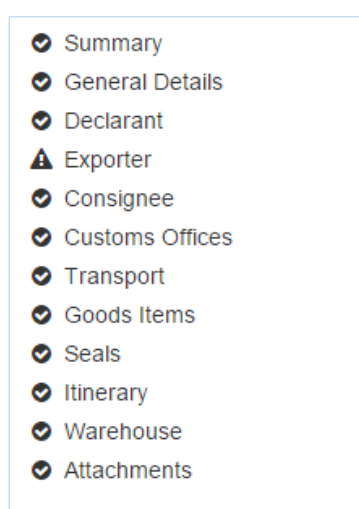


Figure 39: Error Node

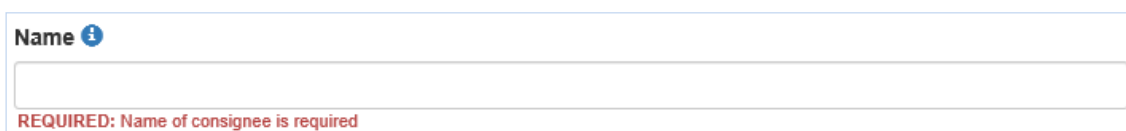


Figure 40: Error Message

33.2 Validation – After Submission

Errors can also be given after submitting a declaration where further validation takes place. Declaration's status changes to **REJECTED** and an **Errors** node will be added where the relevant error messages will be indicated as shown in [Figure 41]

LRN

MT1183108150000001984

Status

REJECTED

←

0 Validate

Save

Submit

✓ Summary

✓ General Details

✓ Declarant

✓ Exporter

✓ Consignee

✓ Customs Offices

✓ Containers & Seals

✓ Transport

➤ Goods Items

✓ Itinerary

✓ Warehouse

✓ Attachments

✓ Status Log

⚠ Errors

Summary Details

LRN - Local Ref No.

MT1183108150000001984

MRN - Movement Ref No.

N/A

Type of declaration [1.2]

A - NORMAL DECLARATION

Current declaration status

REJECTED

Total items [5]

1

Total packages [6]

100

Total gross mass [35]

Kg

1,000.000

Internal currency unit [44]

EUR - EURO

Total statistical value [46]

€

1,000.00

Figure 41: Status Rejected

LRN

MT1183108150000001984

Status

REJECTED

←

0 Validate

Save

Submit

✓ Summary

✓ General Details

✓ Declarant

✓ Exporter

✓ Consignee

✓ Customs Offices

✓ Containers & Seals

✓ Transport

➤ Goods Items

✓ Itinerary

✓ Warehouse

✓ Attachments

✓ Status Log

⚠ Errors

Errors

WAR5007

Error Code	Date	Pointer
WAR5007	31/08/2015 10:39	GDS(1)
Error Description		
Not enough stock to checkout		

Figure 42: Errors

34. Status Log

The **Status Log** node on the main menu will only be visible after saving or submitting the declaration [Figure 43].

The below statuses are available for the users:

Status	Description
Draft	Saved declaration before submission.
Revised	Amended draft version before submission.
Submitted	Submission of Declaration.
Acknowledged	Acceptance of Declaration after submission.
Rejected	Rejection of Declaration after submission.
Amended	Declaration Amendment before Risk Analysis Result.
Awaiting Risk Analysis	Time-out period.
Post Entry Amendment in Progress	Post Entry after goods released for export.
Selected for Control	Risk Analysis Result status red.
Goods Seized	Goods will not be released.
Goods Released	Goods have been cleared and can be exported.

Table 15: Statuses

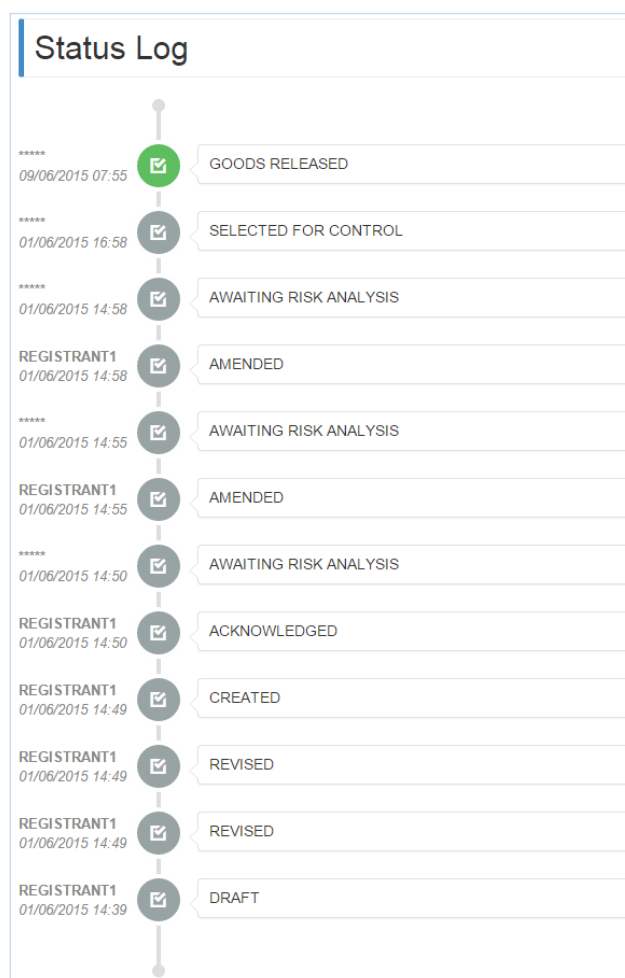
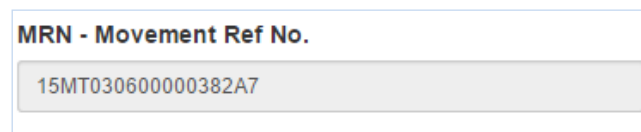


Figure 43: Status Log Example

35. MRN



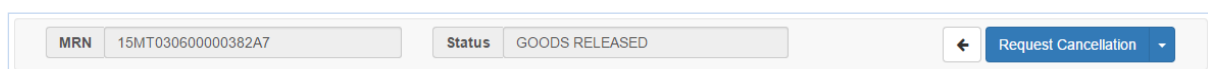
MRN - Movement Ref No.

15MT030600000382A7

Figure 44: MRN Number Example

MRN – Movement Ref No. is automatically generated once the declaration is submitted. The MRN is the official export number which is also valid for movement through another Member State.

36. Request Cancellation

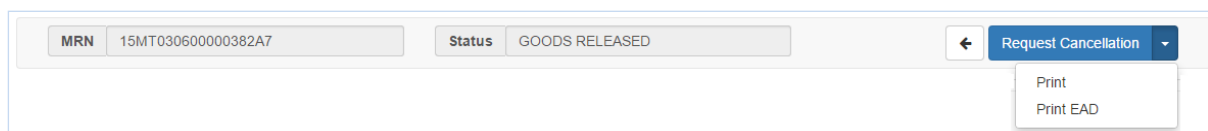


MRN 15MT030600000382A7 Status GOODS RELEASED Request Cancellation

Figure 45: Request Cancellation

Users can request cancellation of a declaration through the NES by clicking the **Request Cancellation** button. Customs reserves the right to decide whether to accept the request [Figure 45].

37. Printing SAD or EAD



MRN 15MT030600000382A7 Status GOODS RELEASED Request Cancellation

Print
Print EAD

Figure 46: Printing

Users have the facility to print both Single Administrative Document (SAD) and Export Accompanying Document (EAD) from the Request Cancellation drop down menu [Figure 46].