Guide for Transit Declaration Message Exchange

Page

Contents:

1 General introduction 4

2 Start of the transit procedure 4

2.1 Authorised consignor procedure / normal procedure 4

2.2 Flow of the procedure 5

2.2.1 Authorised consignor procedure 5

2.2.2 Normal procedure / EDI declaration 6

2.2.3 Normal procedure / web declaration 6

2.2.4 Transit Accompanying Document 6

2.3 Amendment of declaration 6

2.3.1 Amendment initiated by trader / electronic declaration 6

2.3.2 Correction of errors discovered by Customs / electronic declaration 7

2.3.3 Amendment of declaration initiated by trader / web declaration 7

2.4 Declaration cancellation requested by trader 7

2.5 Requests for additional information and checking of authorisations relating to goods 8

2.6. Guarantees 8

2.6.1 Access code 9

2.7. Goods involving higher risk of fraud 9

3 Crossing the frontier 9

4 End of the transit procedure and release of goods from transit 11

4.1 Authorised consignee procedure / normal procedure 11

4.2 Flow of the procedure 11

4.2.1 Authorised consignee procedure 11

4.2.2 Normal procedure 12

5 Discharge of the movement at the office of departure and follow up of the transit procedure 13

6 Glossary 14

7 Messages: 16

7.1 Messages between consignor and Customs 16

7.2 Messages between consignee and Customs 16

7.3 Messages between trader at departure/destination and Customs 17

Page

8 Use cases 18

8.1. Start of the transit procedure 18

Case 1 Declaration by authorised consignor - the content is correct 18
Case 2 Normal procedure declaration - the content is correct 18
Case 3 Declaration by authorised consignor - normal procedure declaration - declaration is not in the proper form 19
Case 4 Declaration by authorised consignor - normal procedure declaration – trader-initiated correction of incorrect data prior to release for transit 19
Case 5 Declaration by authorised consignor - normal procedure declaration – trader-initiated correction of incorrect data prior to release for transit, amendment request is not in the proper form 20
Case 6 Declaration by authorised consignor - normal procedure declaration – trader-initiated correction of incorrect data prior to release for transit, amendments are no longer allowed 22
Case 7 Declaration by authorised consignor - normal procedure declaration - customs detect a factual inaccuracy in the transit declaration 23
Case 8 Declaration by authorised consignor - normal procedure declaration - customs request additional information 24
Case 9 Declaration by authorised consignor - normal procedure declaration - customs detect a factual inaccuracy in the transit declaration / customs request additional information, the trader fails to correct the error / provide additional information 25
Case 10 Declaration by authorised consignor - normal procedure declaration – control measures performed on the declaration 26
Case 11 Declaration by authorised consignor - normal procedure declaration – control measures performed on the declaration – the trader corrects the declaration data to match the examination findings 27
Case 12 Declaration by authorised consignor - normal procedure declaration – trader requests customs to cancel the movement 28
Case 13 Declaration by authorised consignor - normal procedure declaration – movement arrives at office of destination 29

8.2 End of the transit procedure 29

Case 1 Authorised consignee - discharge of the transit procedure 29
Case 2 Authorised consignee - the Arrival Notification is not in the proper form ..30
Case 3 Authorised consignee - control measures taken in respect on the movement 30
Case 4 Authorised consignee - the unloading report is not in the proper form 31
Case 5 Authorised consignee - customs request additional information 32

8.3 Discharge of the transit procedure at the office of departure 33

Case 1 Declaration by authorised consignor - normal procedure declaration – discharge of the transit procedure 33
Case 2 Declaration by authorised consignor - normal procedure declaration – write-off notification not received from office of destination 33

1 General

In the electronic transit system, customers may lodge transit declarations with Customs, either electronically using EDI messages, via the Internet using Direct Message Exchange or the web declaration service. SAD (Single Administrative Document) declarations, declarations provided using the TAD form (Transit Accompanying Document) or the TSAD form (Transit Security Accompanying Document) without movement reference number, can be used in the procedure for continuity of activities (fallback procedure).

The Transit general reference number (MRN) is part of the accompanying paper document, which accompanies the goods to the destination. The transit declaration data supplemented with entries by Customs is transmitted electronically from the country of departure to Customs of the country of destination and transit countries. After the goods in transit have arrived at their destination, Customs of the country of destination will electronically notify Customs of the country of departure of the goods and their arrival. Always, when a transit movement crosses the EU and other common transit area border (Norway, Switzerland, Iceland, Lichtenstein, Turkey, FYR Macedonia, Serbia), a corresponding entry is made into the system and the country of departure is notified of the crossing of the frontier. Message-flow diagrams that describe the movement of data between the consignor, Customs and consignee are provided in the appendices attached to this guide.

The benefits provided by the electronic transit system to customers of Customs include e.g. better control of transit movements, faster release of guarantees and harmonisation of working methods in the common transit area countries. The system offers for the customs authorities such advantages as pre-arrival information and real time information on transit movements for control purposes. It also allows Customs to monitor more efficiently the adequacy of the guarantees. Likewise, the collection and analysis of statistical data become easier. Likewise, the collection and analysis of statistical data become easier.

The electronic transit system is used for Union/common T transit and in the EU territory also for the exchange of TIR Carnet data. The electronic transit system is not used for the simplified transit procedures applied to goods carried by sea or air nor to goods transported under cover of ATA carnet.

2. Start of the transit procedure

2.1 Authorised consignor procedure / normal procedure

Goods can be placed under the T transit procedure either using the normal procedure or the simplified authorised consignor procedure. So far, the authorised consignor status cannot be applied to TIR movements. As regards the rest, this message exchange guide can also be applied to submitting an electronic TIR declaration. For placing goods under the TIR procedure traders always have to visit the office of departure.

In order to apply the authorised consignor procedure, you will need the Authorisation Centre's authorisation, which will only be granted to traders who fulfil certain conditions. An authorised consignor need not present the goods to Customs, but the goods may be entered to the transit procedure at their own authorised location (specified in the authorisation). When the authorised consignor procedure is used, electronic declaration is mandatory. If the authorised consignor wishes to declare to the transit procedure goods that are situated at a location other than the authorised location noted in the authorisation, he may not act as an authorised consignor, but the declaration must be lodged using the normal procedure.

If the trader uses the normal procedure for placing goods under the transit procedure, the transit declaration may be lodged with Customs either by EDI or Direct Message Exchange or by using the web channel.

EDI declarations lodged by authorised consignors are processed automatically in the transit system, and when manual processing is required, in the Electronic Service Centre. EDI declarations lodged using the normal procedure are processed at the office of departure.

The purpose of the use cases described at the end of this Guide is to provide customers submitting transit declarations via EDI with a view of the message exchange at various stages of the procedure. International message exchange between customs authorities is excluded from the use cases. Use cases describe the most common situations and their various combinations that are possible in practice.

2.2 Flow of the procedure

2.2.1 Authorised consignor procedure

The holder of the procedurel lodges the transit declaration data electronically to the transit system of Customs. The system checks the declarant's identification details and ensures that the declaration data meets the specified form requirement, which means that all required data elements are present and currently in use. If the system finds errors in the declaration data, the declaration will be rejected and a rejection message sent to the declarant. The trader must correct the errors and resubmit the declaration. When the declaration data is correctly input, the system accepts the declaration, records the date of acceptance and generates a unique movement reference number (MRN), and the transit declaration acceptance message containing the MRN will be sent to the declarant.

After the receipt of the transit declaration has been acknowledged, the system checks the factual accuracy of the declaration data and finds out if the declaration data contains any elements that require measures by the processing official. The elements that require manual processing are, among others, discrepancies in the declaration data, a need to check the transport documents, physical examination of the goods or a need to check and/or authenticate an authorisation relating to the goods.

If the data provided in the declaration is correct and complete and none of the above-mentioned reasons for manual processing of the declaration data apply, processing of the declaration submitted by an authorised consignor will be automatically renewed by the Customs system. The system debits the liability amount from the authorised consignor's comprehensive guarantee and releases the movement for transit. The system automatically sends to the authorised consignor a 'Release for Transit' message. The authorised consignor is sent with this message also the Transit Accompanying Document (TAD) in PDF electronic format. The authorised consignor can print the TAD from their own system to accompany the goods.

On release of the movement, the Customs system will automatically send an electronic 'Anticipated Arrival Record' (AAR) advice message to the system of the office of destination. This message contains the transit declaration data supplemented with entries by Customs. If transit customs offices have been declared in the transit declaration, the system will send an 'Anticipated Transit Record' (ATR) advice message to any declared office of transit.

2.2.2 Normal procedure / EDI or Direct Message Declaration

During processing of normal procedure declarations, the acceptance of the declaration and accuracy checks are performed as described in the above part dealing with processing of declarations lodged by authorised consignors. Processing of normal procedure declarations never continues automatically after the accuracy checks up to the release for transit, but the declaration remains waiting for the presentation of the goods to Customs at the office of departure.

The person who presents the goods to Customs must provide the MRN of the transit declaration, in order to allow the processing official to access the movement record on the system. If no examination of goods or other additional measures are required, Customs will attach the seals to the means of transport and release the goods for transit. When the movement is released for transit the system debits the liability amount from the guarantee and the TAD is printed. The processing official hands over the TAD, which should accompany the goods, to the trader. The system will automatically send the AAR and ATR advice messages to the offices of destination and transit.

2.2.3 Normal procedure / web declaration

If the transit declaration is lodged using the web channel the Customs system will automatically check the form and factual accuracy of the data provided. If the content is found correct and acceptable, the system generates a unique reference number for the declaration.

The person who presents the goods to Customs must provide the reference number of the web declaration, in order to allow the processing official to access the movement record on the system. If no examination of goods or other additional measures are required, Customs will attach the seals to the means of transport and release the goods for transit. When the movement is released for transit the system debits the liability amount from the guarantee and the TAD is printed. The processing official hands over the TAD, which should accompany the goods, to the trader. The system will automatically send the AAR and ATR advice messages to the offices of destination and transit.

2.2.4 Transit Accompanying Document

The accompanying document that must be printed and travel with the transit goods contains the transit declaration data, possible entries by Customs as well as the MRN printed also as a barcode. The TAD is a travelling copy used to inform any other controlling authority that the goods are moving under the transit procedure. Any incidents, reloading, change of seals identity, en route, will be recorded on the TAD. After the goods have arrived at their destination, the TAD may not be used for unloading controls or examination of goods, in order to identify the goods presented at the office of destination, but the necessary checks must be carried out against the AAR advice message data exchanged between customs offices. The ‘Anticipated Arrival Record’ message is generated by the Customs system as an Unloading Permission.

2.3 Amendment of declaration

2.3.1 Amendment initiated by trader / EDI or Direct Message Declaration

If any incorrect details are found, the trader may request Customs permission to amend data on an accepted transit declaration (an acceptance message has been received). The trader must request amendment by sending an amendment request message (transit declaration message, containing function “amendment”). The message contains the amended transit declaration data. Traders may amend all other details of the declaration except their identification details.

Amendments of the declaration data are allowed until the movement is released for transit or the decision to control is taken by Customs. If the decision to control has already been taken or the movement has been released, or if the customs system has established that the amendment request data does not meet the specified form requirement, the amendment request will be rejected and a rejection message sent to the trader.

If the amendment is possible and the customs system found no deviations from the specified form requirement, Customs will accept the amendment request and send to the trader an acceptance message, by which Customs confirms that the corrected declaration has replaced the original declaration.

2.3.2 Correction of errors discovered by Customs / EDI or Direct Message Declaration

If Customs detect an error or inconsistency in the transit declaration data or if the Customs control checks reveal discrepancies from the declaration data, Customs will send an error message to the trader, identifying the incorrect data and requesting the trader to correct it. Amendments can be made by sending an amendment request message as described above. In this case the goods are not released for transit until the trader has corrected the incorrect entries. If the trader fails to correct the data within a prescribed time limit, the declaration will be deemed invalid and cancelled by Customs. Cancellation of a declaration or an amendment request does not cancel the sanctions possibly imposed.

2.3.3 Amendment of declaration / web declaration

Identified declarants may correct the details provided on a web transit declaration before the declaration is being processed at Customs. Identified users may also use previous declarations as templates for new ones.

If the person who presents the goods and the reference number is not the holder of the procedure, he must present an authorisation from the holder of the procedure, in order to correct the declaration data at Customs.

2.4 Declaration cancellation requested by trader

If, after lodging a transit declaration with Customs, a trader decides that the placing of goods under the transit procedure was not necessary, or that another customs procedure should have been declared instead the transit procedure, he may request the customs office to terminate the transit declaration already lodged. A trader may also discharge the transit procedure himself if he has been granted by the Authorisation Centre of Customs an authorisation to operate the transit procedure as an authorised consignee.

There are no other ways to cancel a transit declaration. The customs office discharging the movement will then act as the office of destination. With regard to transit movements discharged by authorised consignees, the conditions for authorisation to use Customs Simplified Procedures, such as places where transit movements can end, must be taken into account.

Transit declarations provided by traders other than authorised consignors and so-called Manu-EDI transit declarations not released for transit at a customs office will be automatically cancelled after a certain time. Therefore, transit declarations not released to a procedure normally need not be cancelled.

There might, however, be exceptional cases in which the discharge of a transit movement as described above is not possible. In such a case, authorised consignors must request cancellation of the transit declaration by submitting a ”transit cancellation request” form (Customs form 285s) to the Electronic Service Centre; other holders of the procedure must request cancellation from the customs office of departure. The reasons for cancellation of the transit declaration must be provided on the form and, if necessary, other documentation.

2.5 Requests for additional information and checking of authorisations relating to goods

If Customs require, before releasing the goods for transit, any additional information in support of the declaration particulars or decide to examine the transport documents or, if an authorisation or licence is required for the transportation of the goods, use of which requires customs supervision, Customs may request additional information and documents for further review. Customs request the authorised consignor to produce additional information/documents by sending a request for additional information specifying the required information/documents and by what time and how they must be produced. If the trader fails to produce additional information/documents within a prescribed time limit, the declaration will be deemed invalid and cancelled by Customs. If an original document is required by Customs, the trader may present the document at the customs office closest to their location, upon obtaining prior approval from the Electronic Service Centre.

If the transit declaration has been lodged using the web channel, Customs will request further information from the person dealing with the office of departure.

2.6 Guarantees

In order to place goods under the transit procedure, traders shall provide a guarantee to cover possible customs debt. When the TIR procedure is used the TIR Carnet always contains a guarantee, which at the present moment is in the EU territory max. € 60.000 per one TIR Carnet.

In the T transit procedure, the guarantee shall be either an individual guarantee covering a single transit operation or a comprehensive guarantee covering a number of transit operations and procedures. The individual guarantee may be furnished in the form of a cash deposit at the office of departure or by a guarantor at an office of guarantee. The comprehensive guarantee must always be furnished by a guarantor, and its use requires the Authorisation Centre's authorisation, which will only be granted to traders who fulfil certain conditions. A reduction of guarantee amount or guarantee waiver, up to a certain reference amount, may be granted to traders who meet strict criteria.

Customs have at their disposal a Guarantee Management System, on which details of all guarantees lodged with Customs, including the T transit comprehensive and individual guarantees and guarantee waivers, are recorded. Once recorded on the Guarantee Management System, each transit guarantee will be allocated a Guarantee Reference Number (GRN), which must be entered in the transit declaration. A guarantee waiver will also be assigned a reference number. Before the movement can be released for transit, the system debits the liability amount from the guarantee the reference number of which has been entered in the transit declaration. For individual guarantees, the total liability amount will always be debited. For comprehensive guarantees, the amount to be debited equals the average liability recorded on the Guarantee Management System. The average liability can be calculated by dividing the reference amount of the guarantee, which covers at least the full amount of the debt liable to be incurred per week, by the number of transit movements to be started during the week. Customs may, when necessary, change the average guarantee liability amount to be debited, if the value of the goods significantly differs from the average liability amount. However, the full reference amount shall not be exceeded.

The guarantee waiver is always granted up to a certain reference amount. In practice, the guarantee waiver is treated as a comprehensive guarantee.

Goods can be entered to the T transit procedure and the liability amount debited from the comprehensive guarantee up to the full reference amount. If the available reference amount is less than the average liability amount, the guarantee cannot be debited and the goods released for transit. In such a case, the trader must wait until transit movements are discharged and the guarantee re-credited or adjust the amount of the comprehensive guarantee by a new guarantee undertaking or, for example, lodge a separate individual guarantee in the form of cash deposit at the office of departure. If the transit declaration

has been lodged via EDI or through Direct Message Exchange, the guarantee details can be corrected by sending an amendment request message, as described above in ”Amendment of declaration”. It must be emphasised that when the authorised consignor procedure is used, an individual guarantee can not be lodged after the reference amount of the comprehensive guarantee has been used, but the authorised consignor declaration must be replaced with a normal procedure declaration.

The reserved guarantee will be released when the transit movement is discharged at the office of departure. The discharge of the transit movement will be possible after the goods have been released from transit at the office of destination and the office of destination has advised the office of departure of the proper ending of the movement by a ‘Control Results’ message.

2.6.1 Access code

Access codes are used to check the entitlement of the person lodging the declaration to use the guarantee indicated in the declaration. The access code must be entered in the transit declaration, if the guarantee is a comprehensive guarantee or an individual guarantee by a guarantor or provided in the form of vouchers, or if the trader has been authorised to use a guarantee waiver. The access code is not required when the guarantee is furnished as cash deposit. The Guarantee Management System checks that the provided access code is linked to the declared guarantee, which validates the guarantee. The guarantee can not be debited without the correct access code. Traders may obtain the required number of guarantee access codes from Customs. Customs will communicate new access codes to traders on request.

3 Crossing the border

Offices of T transit are the customs offices at the point of entry of the goods moving under transit into the territory of a new Contracting Party, that is to say, on the borders of an EU country and a country with joint transit, the customs office of the country into the customs territory of which the transit movement arrives.

The office of transit, if declared in the transit declaration, will receive into its system from the office of departure the movement record via an ‘Anticipated Transit Record’ advice message, as soon as the goods have been released for transit. When the carrier arrives at the office of transit, he must present the TAD to Customs. The processing official will access in his system the Anticipated Transit Record received from the office of departure and record the passage of the movement. At the same time, a message confirming the passage of the transit movement will be sent to the office of departure.

In the TIR procedure, each Contracting Party controls the termination of a TIR operation in their own territory and the use of the electronic transit system only covers the TIR procedures started or terminated in the EU territory.

4 End of the transit procedure and release of goods from transit

4.1 Authorised consignee procedure / normal procedure

The transit procedure can be ended either under the normal procedure or under the simplified authorised consignee procedure. In order to apply the authorised consignee procedure, you will need the Customs Authorisation Centre's authorisation, which will only be granted to traders who fulfil certain conditions. The authorisations for the T transit and for the TIR procedure are different. The authorised consignee is not required to present the goods under transit to Customs, as the goods can be released from transit at the authorised consignee's location specified in the authorisation. However, for the discharge of the TIR Carnet accompanying goods under the TIR procedure you always have to visit the office of destination.

Authorised consignees must use EDI or Direct Message Exchange for declaration. Authorised consignees cannot use the declaration for such goods in transit that are not at their own authorised location specified in the authorisation. Then the normal procedure must be used and the TAD and goods presented to the office of destination.

Declarations lodged by authorised consignees upon arrival of the goods, as well as the unloading remarks are processed in the Electronic Service Centre of Customs.

If the destination trader is not an authorised consignee, the TAD and goods in transit must be presented to the office of destination using the normal procedure.

Transit movements ended under the normal procedure are processed at the office of destination indicated in the transit declaration or at the office where the goods and TAD are presented and where the release from the transit procedure is requested, provided the customs office is an office competent to deal with transit operations. In such a case, this customs office will be the office of destination for the transit movement.

4.2 Flow of the procedure

4.2.1 Authorised consignee procedure

Upon arrival of the goods under transit at the authorised location, the authorised consignee will submit to Customs an arrival notification that contains the details of the arrived movement, the MRN, state of any seals attached and the details of any en route events as recorded on the TAD. The customs system ensures that the declaration data meets the specified form requirement and checks the authorised consignee's identification data. If checks reveal discrepancies, a rejection message will be automatically sent to the declarant. If no deviations from the specified form requirement are found in the Arrival Notification, the system will find the relevant 'Anticipated Arrival Record' (AAR) received from the office of departure, by reference to the MRN. At the same time the system will send an 'Arrival Advice' message to the office of departure.

If the authorised consignee wishes to end the transit movement in a country other than the country of the office of destination declared in the transit declaration, the system of the country of the new office of destination will not find the AAR. In this case the actual office of destination must request the office of departure to send the Anticipated Arrival Record before the movement can be processed.

After this, the Customs system checks if the Anticipated Arrival Record and Arrival Notification contain any elements that require action by the processing official.

If the system found no irregularities requiring manual processing, an 'Unloading Permission' message, which includes the Anticipated Arrival Record (AAR) data, will be automatically sent to the consignee. The authorised consignee may now remove the seals and unload the goods from the means of transport. The arrival check of the goods must be carried out against the AAR data sent by Customs, not against the TAD.

After unloading the goods, the authorised consignee must send an electronic 'Unloading Report' message to Customs, which contains the details of the goods in the means of transport checked against the AAR data sent by the office of departure. The customs system checks the Unloading Report. If no discrepancies with the AAR data were found, the 'Control Results' message (type A) will be automatically sent to the office of departure. The movement can be discharged and the guarantee released by the office of departure. Customs will send a 'Release from Transit' message to the authorised consignee confirming that the movement has ended and the goods can be entered to a subsequent procedure.

When additional information is needed for unloading permit or discharge of transit operation, Customs may request additional information/documents on the transit goods from an authorised consignee by sending a request for additional information. The request for additional information specifies the required information/documents and by what time and how they must be produced. If an original document is required by Customs, the trader may present the document at the customs office closest to their location, upon obtaining prior approval from the Electronic Service Centre.

If the Unloading Report contains discrepancies with the AAR data, the processing official in the Electronic Service Centre of Customs will check the differences and decide on further action to be taken in resolution of the irregularity. If serious discrepancies requiring further examination are discovered, Customs will not send the 'Release from Transit' message to the authorised consignee until the necessary control checks have been carried out. The 'Control Results' message showing discrepancies (type B1) is sent to the office of departure. The office of departure will not discharge the movement but initiate the enquiry process.

If Customs decide to examine the goods and control the unloading, the authorised consignee will not receive the 'Unloading Permission' message and an inspector of goods will arrive at the consignee's location to remove the seals and examine the goods. If the consignment will be examined in full, Customs may, based on their examination findings, already send the 'Control Results' message to the office of departure and the 'Release from Transit' message to the authorised consignee. When the authorised consignee has received the 'Release from Transit' message, the movement will be finally discharged and no action is required from the authorised consignee. If the consignment was not examined in full and, accordingly, Customs could not establish that all goods placed under the transit procedure have arrived at their destination, the authorised consignee must provide Customs with an Unloading Report on the AAR print received from the inspectors of the goods. Consequently, the authorised consignee does not send an 'Unloading Report' message to Customs in this case.

The authorised consignee must send the 'Unloading Report' message to Customs not later than three days after Customs has been notified of the arrival of the goods via the 'Arrival Notification' message.

4.2.2 Normal procedure

If the consignee has not been approved to act as an authorised consignee, the transit procedure can only be ended under the normal procedure. The goods in transit and the TAD must be presented at the office of destination. The consignee must also inform Customs of the place of unloading of the goods. The processing official will access the relevant 'Anticipated Arrival Record' (AAR) on the Customs system by reference to the MRN and, based on it, make a control decision or decide on any required action. At the same time, the system will send an 'Arrival Advice' message to the office of departure.

If the goods are not examined by Customs, Customs may give permission to unload the goods into temporary storage or other permitted location and make for this purpose a print of the Anticipated Arrival Record for the person who presented the TAD. It will also be the unloading permission. The goods will be unloaded by checking the Unloading Report against the AAR data. Then Customs must be provided with an Unloading Report on the AAR print at the latest on the next working day after the goods and TAD have been presented at the office of destination.

If Customs wish to examine the goods, the Unloading Permission and Anticipated Arrival Record will not be printed, but the goods will be unloaded and examined at a place determined by Customs. Customs examine the goods and depending on whether discrepancies are found during checking the Unloading Report against the AAR data, the 'Control Results' message (type A or B) will be sent to the office of departure. If discrepancies were found, required additional checks will be carried out.

5 Discharge of the movement at the office of departure and follow up of the transit procedure

When the office of departure has received from the office of destination a 'Control Results' message that does not advise of any discrepancies between the goods presented at the office of destination and the AAR data, the office of departure will discharge the transit procedure and release the guarantee.

The follow up of the transit procedure at the office of departure is carried out by monitoring the 'Arrival Advice' and 'Control Results' messages sent by the office of destination that notify of the arrival of the goods at their destination and of the end of the transit procedure. If the office of departure has not received the 'Arrival Advice' message from the office of destination within the time limit for the transit movement to be completed indicated in the transit declaration, or if the 'Control Results' message has not been received within 6 days after receipt of the 'Arrival Advice' message, the enquiry procedure will be launched by the transit follow-up of the country of departure. In the case that the 'Arrival Advice' message has not been received within the time limit for the transit movement to be completed, the transit follow up can directly notify the holder of the procedure of this and request him to provide proof of the end of the procedure.

6 Glossary

AAR (= Anticipated Arrival Record)	A message via which the office of departure notifies the office of destination of the arrival of a transit movement.
Checking of factual accuracy	Checking that the details provided in the declaration match the facts relating to the transaction and goods. The customs system examines factual compliance and accuracy of the data provided in the declaration e. g. by cross-checking.
ATR (= Anticipated Transit Record)	A message via which the office of departure notifies the office of transit of the arrival of a transit movement.
CSRD	(Common Standard Reference Data) is a transit database maintained by the EU Commission, which also contains information on customs offices of departure, destination and transit competent to deal with transit operations (including customs office code and name, address, phone and fax number, holidays and opening hours. The address of the database is: http://ec.europa.eu/taxation_customs/dds/home_fi.htm
EDI	Electronic Data Interchange (EDI) is the electronic and automatic transfer of standard formatted data between computer systems of businesses and public authorities
EU countries	Austria, Belgium, Bulgaria, Croatia, Cyprus (southern part), the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom
GRN (Guarantee Reference Number)	A unique reference number assigned to a guarantee lodged in the office of guarantee
Send date	The date when a declarant submits a message to Customs.
Office of departure	The customs office where goods are placed under the transit procedure
MRN	The Movement Reference Number is allocated to uniquely identify the transit movement
Checking that the declaration data meets the specified form requirement	Ensuring that all required data has been entered in the declaration and the codes are of specified length and currently in use.
Office of destination	The customs office where goods placed under the transit procedure must be presented, in order to release the goods from transit.
Goods item in transit	The data to be entered in one transit declaration.
Holder of the procedure	The person who places goods under the transit procedure, even where this is done by an authorised representative, and who is responsible for producing the goods together with the required documents intact to the customs office of destination within a prescribed time limit and in accordance with the provisions concerning the procedure.
Transit declaration	A declaration lodged electronically or on paper by which a person indicates in the prescribed form and manner a wish to place

	goods under the transit procedure
End of the transit procedure	The transit procedure ends when the goods and the corresponding documents are produced at the customs office of destination in accordance with the provisions of the procedure in question.
Discharge of the transit procedure	The transit procedure is discharged at the office of departure when the office of departure, based on a comparison of the information received from the office of destination, establishes that the procedure has ended correctly
Office of transit	A customs office at the point of entry into a Contracting Party other than the Contracting Party of departure; an office of transit at the point of entry into an EU country or a transit country
Office of entry	Office of entry means the customs office at the external border of the Union. In the case of transport by sea or air, the Union frontier crossing point will be the customs office in Finland where goods are unloaded, providing the goods have been carried from the external border of the Community to Finland on the same (active) means of transport. In the case of postal consignments, the Union frontier crossing point will be the place of customs clearance.
SAD	Single Administrative Document is a multi-copy form used for transit under the procedure for continuity of activities (fallback procedure).
Goods item	One goods item in transit contains one common trade name goods carried from the office of departure to the office of destination.
Access code	A 4-digit code to be entered in a transit declaration and used to check the entitlement of the person lodging the declaration to use the guarantee indicated in the declaration.
Office of guarantee	The office where the customs authorities of each country decide that guarantors shall lodge their guarantees (in Finland one customs office per Customs District).
Authorised consignor	Person authorised by Customs to carry out transit operations without presenting the goods and the transit declaration at the office of departure
Authorised consignee	Person authorised by Customs to receive at his premises goods under the transit procedure without presenting them at the office of destination.
Countries with joint transit	Norway, Switzerland, Iceland, Liechtenstein, FYR Macedonia, Serbia, Turkey.
Simplified procedure	Authorisation to use the simplification of the standard rules of transit granted by Customs to traders; refers, in this context, to the authorisation to act as an authorised consignor or consignee. Other simplified procedures are, for example, guarantee waiver or authorisation to use a comprehensive guarantee and exemption from the requirement to use a prescribed itinerary
Business ID	An identification number assigned by the Tax Administration or the National Board of Patents and Registration.

7 Messages

7.1 Messages between consignor and Customs

Transit Declaration message (FITDEC)

A message sent by traders to Customs in order to place goods under the transit procedure.

Transit Declaration and Amendment Acceptance message (FITACC)

A notification sent by Customs to traders as an acknowledgement of the receipt of the transit declaration data to notify that the transaction is pending in Customs. The date of acceptance is the effective date for calculation of the time limit for the transit movement to be completed and for launching the enquiry procedure.

Request for Additional Information (FITREQ)

Customs request additional information relating to the transit declaration data or the goods to be placed under the transit procedure/goods in transit. The additional information shall be submitted to Customs in the manner specified in the message. Customs also use the 'Request for Additional Information' message to notify the trader that the transit movement has not ended within the prescribed time limit.

Customs may also send this message after releasing the goods for transit (notification to the holder of the procedure, in cases when the consignment has not arrived at the destination within the prescribed time limit or goods are missing).

Error message (FITERR)

This message details the incorrect particulars on the transit declaration, which must be corrected before the movement can be released for transit.

'Released for Transit' message (FITREL), PDF document file accompanying document

This message is only sent to authorised consignors and it permits the release for transit and contains all the necessary data for printing the TAD in PDF format.

The message is also sent for "manu-EDI" transit movements, when goods are released for transit at the office of departure, the TAD is not sent as a PDF document.

Cancellation message (FITCAN)

Customs confirm to the trader that the movement has been cancelled as requested by the trader. This process will allow the trader to reuse the liability amount reserved from the comprehensive guarantee to move goods.

Confirmation of Arrival message (FITCTR)

Once the movement has arrived at the office of destination Customs will send the 'Confirmation of Arrival' message to the trader. This process will allow the trader to reuse the liability amount reserved from the comprehensive guarantee to move goods.

Write-off notification (FITWRO)

The trader will be advised by Customs of the discharge of the movement and the release of the guarantee.

7.2 Messages between consignee and Customs

At the office of destination messages are only exchanged with authorised consignees. Messages are not exchanged when a transit movement is discharged under the normal procedure.

Arrival Notification (FITAR)

This message is submitted by an authorised consignee to notify Customs that the goods in transit have arrived at the authorised location, in order to release of the goods from transit.

Unloading Permission message (FITULD)

Customs allow the authorised consignee to remove the seals and unload the goods from the means of transport. The message will contain all of the original declaration data sent to Finnish Customs by Customs of the country of departure in the advice message.

Unloading Report message (FITULR)

This message is submitted by an authorised consignee to Customs and contains details of the goods that have been unloaded.

Request for additional information (FITREQ)

Customs requests additional information from the customer regarding transit information or regarding the goods, e.g. an unloading report message. The additional information is sent to Customs' in the way presented in the message.

Release from Transit message (FITGDR)

Customs will send to authorised consignees a 'Release from Transit' message stating that the goods are released from transit and can be entered to a subsequent procedure.

7.3 Messages between trader at departure / destination and Customs

Rejection message (FITREF)

A message Customs send to traders in cases when the declaration data doesn't meet the specified form requirement or the movement record is in a state in which the receipt of the message is not possible, for example when the movement record is already in the 'Arrived at the office of destination' state within the Customs system. A rejection message received from Customs means that the trader must restart the process and submit a new transit declaration, Arrival Notification or unloading report to Customs.

8 Use cases

8.1. Start of the transit procedure

CASE 1 DECLARATION BY AUTHORISED CONSIGNOR – THE CONTENT IS CORRECT

Trader		Customs
1. Transit declaration message	→	
2.	←	Acceptance message
3.	←	'Release for Transit' message and TAD in PDF format (authorised consignor procedure)

- - - -

2. Customs send an acceptance message to the trader. Via this message the acceptance date of the declaration and the movement reference number (MRN) allocated to uniquely identify the transit movement will be communicated to the trader.
   Customs check the factual accuracy of the data provided in the transit declaration.
   No factual inaccuracy was established.

3. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

CASE 3 DECLARATION BY AUTHORISED CONSIGNOR / BASIC PROCEDURE SO-CALLED MANUEDI DECLARATION - DECLARATION IS NOT IN THE PROPER FORM

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Rejection message

- - - -

1. The trader submits a transit declaration message to Customs.
   The trader waits for Customs actions.
   The customs system checks the trader's identification data and ensures that the transit declaration data meets the specified form requirement.
   The declaration is in the correct form.

2. Customs send an acceptance message to the trader. Via this message the acceptance date of the declaration and the movement reference number (MRN) allocated to uniquely identify the transit movement will be communicated to the trader.
   The trader finds that incorrect data is input on the transit declaration.

3. The trader submits an amendment request message to Customs.
   The Customs system checks if declaration amendments are still allowed. If amendments can be sent the system checks the trader's identification data provided in the amendment request message and ensures that the declaration data is in the correct form.
   Amendments are allowed and the amendment request message is in the correct form.

4. Customs send to the trader an amendment acceptance message confirming that the amendment request has been accepted and the original transit declaration replaced by the amended declaration.
   Customs check the factual accuracy of the data provided in the transit declaration.
   No factual inaccuracy was established.

Authorised consignor procedure:

5. Customs determine the amount of the guarantee, reserve the required guarantee and generate the TAD. Customs send the 'Release for Transit' message and the TAD in PDF format.

Basic procedure

5. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

CASE 5 DECLARATION BY AUTHORISED CONSIGNOR / BASIC PROCEDURE SO-CALLED MANUEDI DECLARATION – TRADER-INITIATED CORRECTION OF INCORRECT DATA PRIOR TO RELEASE FOR TRANSIT, AMENDMENT REQUEST IS NOT IN THE PROPER FORM

TRADER		**CUSTOMS**
1. Transit declaration message	→	
2.	←	Acceptance message
3. Amendment request message	→	
4.	←	(Amendment request) rejection message
5. Amendment request message	→	
6.	←	(Amendment request) acceptance message
7.	←	'Release for Transit' message and TAD in PDF format (authorised consignor procedure)
7. The trader presents the movement reference number together with the goods at the office of departure (basic procedure)		

- - - -

1. The trader submits a transit declaration message to Customs.
   The trader waits for Customs actions.
   The customs system checks the trader's identification data and ensures that the transit declaration data meets the specified form requirement.
   The declaration is in the correct form.

2. Customs send an acceptance message to the trader. Via this message the acceptance date of the declaration and the movement reference number (MRN) allocated to uniquely identify the transit movement will be communicated to the trader.
   The trader finds that incorrect data is input on the transit declaration.

3. The trader submits an amendment request message to Customs.
   The Customs system checks whether declaration amendments are still allowed. If amendments can be sent the system checks the trader's identification data provided in the amendment request message and ensures that the declaration data is in the correct form.
   Amendments are allowed but the amendment request message is not in the proper form.

4. Customs send an amendment rejection message notifying the trader that the amendment request message is not in the proper form.

5. The trader submits a new amendment request message.
   The Customs system checks the trader's identification data provided in the amendment request message and ensures that the declaration data is in the correct form.
   The declaration is in the correct form.

6. Customs send to the trader an amendment acceptance message confirming that the amendment request has been accepted and the original transit declaration replaced by the amended declaration.
   Customs check the factual accuracy of the data provided in the transit declaration.
   No factual inaccuracy was established.

Authorised consignor procedure:

7. Customs determine the amount of the guarantee, reserve the required guarantee and generate the TAD. Customs send the 'Release for Transit' message and the TAD in PDF format.

Basic procedure

7. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

CASE 6 DECLARATION BY AUTHORISED CONSIGNOR / BASIC PROCEDURE SO-CALLED MANUEDI DECLARATION – TRADER-INITIATED CORRECTION OF INCORRECT DATA PRIOR TO RELEASE FOR TRANSIT, AMENDMENTS ARE NO LONGER ALLOWED

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message
3. Amendment request message	→	
4.	←	Amendment request rejection message
The trader requests Customs permission to correct the error they have discovered		
5. Amendment request message	→	
6.	←	Amendment acceptance message
7.	←	Customs send the 'Release for Transit' message and TAD in PDF electronic format (authorised consignor procedure)
The trader presents the movement reference number together with the goods to Customs at the office of departure (basic procedure)		

---

1. The trader submits a transit declaration message to Customs.
   The trader waits for Customs actions.
   The customs system checks the trader's identification data and ensures that the transit declaration data meets the specified form requirement.
   The declaration is in the correct form.

2. Customs send an acceptance message to the trader. Via this message the acceptance date of the declaration and the movement reference number (MRN) allocated to uniquely identify the transit movement will be communicated to the trader.
   The trader finds that incorrect data is input on the transit declaration.

3. The trader submits an amendment request message to Customs.
   The Customs system checks if declaration amendments are still allowed. If amendments can be sent the system checks the trader's identification data provided in the amendment request message and ensures that the declaration data is in the correct form.
   The amendment is no longer allowed, for example, because Customs have decided to examine the goods.

4. Customs send an amendment rejection message notifying the trader that amendments are no longer allowed and indicating the reason for the rejection of the amendment.
   The trader contacts Customs and requests Customs permission to correct the declaration data.
   Customs allow correcting the transit declaration data (e. g. after the examination of the goods has been carried out) and enable the receipt of the amendment message.
   The trader submits an new amendment request message to Customs.
   The Customs system checks the trader's identification data provided in the amendment

request message and ensures that the declaration data is in the correct form.
The declaration is in the correct form.

5. Customs send to the trader an amendment acceptance message confirming that the amendment request has been accepted and the original transit declaration replaced by the amended declaration.
   Customs check the factual accuracy of the data provided in the transit declaration.
   No factual inaccuracy was established.

Authorised consignor procedure:

6. Customs determine the amount of the guarantee, reserve the required guarantee and generate the TAD. Customs send the 'Release for Transit' message and TAD in PDF electronic format.

Normal procedure

6. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

CASE 7 DECLARATION BY AUTHORISED CONSIGNOR / BASIC PROCEDURE SO-CALLED MANUEDI DECLARATION - CUSTOMS DETECT A FACTUAL INACCURACY IN THE TRANSIT DECLARATION

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message
3.	←	Error message
4. Amendment request message	→	
5.	←	Amendment acceptance message
6.	←	'Release for Transit' message and TAD in PDF format (authorised consignor procedure)
The trader presents the movement reference number together with the goods to Customs at the office of departure (basic procedure)		

- - - -

4. The trader submits to Customs an amendment request message containing the required corrections.
   The Customs system checks the trader's identification data provided in the amendment request message and ensures that the declaration data is in the correct form.
   The declaration is in the correct form.

5. Customs send to the trader an amendment acceptance message confirming that the amendment request has been accepted and the original transit declaration replaced by the amended declaration.
   Customs check the factual accuracy of the data provided in the transit declaration.
   No factual inaccuracy was established.

Authorised consignor procedure:

6. Customs determine the amount of the guarantee, reserve the required guarantee and generate the TAD. Customs send the 'Release for Transit' message and the TAD in PDF format.

Basic procedure:

7. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

CASE 8 DECLARATION BY AUTHORISED CONSIGNOR / BASIC PROCEDURE SO-CALLED MANUEDI DECLARATION - CUSTOMS REQUEST ADDITIONAL INFORMATION

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message
3.	←	Request for additional information
The trader submits the requested information		
4.	←	'Release for Transit' message and TAD in PDF electronic format (authorised consignor procedure)
5.	←	Request for additional information
The trader presents the movement reference number together with the goods to Customs at the office of departure (basic procedure)		

- - - -

3. Customs send to the trader a request for additional information detailing the required additional information, the desired return address and the due date for submitting the additional information.
   The trader submits the additional information to Customs by the due date.
   The trader waits for Customs actions.
   Customs check the additional information submitted by the trader. The transit declaration is now ready for further processing.

Authorised consignor procedure:

4. Customs determine the amount of the guarantee, reserve the required guarantee and generate the TAD. Customs send the 'Release for Transit' message and the TAD in PDF format.

Normal procedure:

4. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

5. Customs send the request for additional information to the trader after the release for transit:
   - in cases when the consignment has not arrived at the destination within the prescribed time limit, the trader will be requested to provide alternative proof that the transit movement has been completed
   - if the goods in transit have arrived at the destination, but goods are missing, Customs will request the trader to resolve the discrepancy.

CASE 9 DECLARATION BY AUTHORISED CONSIGNOR - NORMAL PROCEDURE DECLARATION - CUSTOMS DETECT A FACTUAL INACCURACY IN THE TRANSIT DECLARATION / CUSTOMS REQUEST ADDITIONAL INFORMATION, THE TRADER FAILS TO CORRECT THE ERROR / PROVIDE ADDITIONAL INFORMATION

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message
3.	←	Error message / Request for additional information
The trader fails to correct error or submit additional information within the allowed time limit.		
		The transit declaration is cancelled by Customs.

- - - -

3. Customs send to the trader an error message / a request for additional information.
   The trader fails to submit the amendment request / provide additional information within the allowed time limit.
   The declaration will be automatically invalidated by Customs upon the expiry of the time limit for the correction of errors / provision of additional information.

CASE 10 DECLARATION BY AUTHORISED CONSIGNOR - NORMAL PROCEDURE DECLARATION – CONTROL MEASURES PERFORMED ON THE DECLARATION

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message Customs perform the necessary goods controls.
3.	←	'Release for Transit' message and TAD in PDF format (authorised consignor procedure)
The trader presents the movement reference number together with the goods to Customs at the office of departure (normal procedure)		

- - - -

CASE 11 DECLARATION BY AUTHORISED CONSIGNOR - NORMAL PROCEDURE DECLARATION – CONTROL MEASURES PERFORMED ON THE DECLARATION – THE TRADER CORRECTS THE DECLARATION DATA TO MATCH THE EXAMINATION FINDINGS

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message Customs perform the necessary goods controls. The control checks revealed a discrepancy between the goods and the declaration
3.	←	Error message
4. Amendment request message	→	
5.	←	(Amendment request) acceptance message
6.	←	'Release for Transit' message and TAD in PDF format (authorised consignor procedure)
The trader presents the movement reference number together with the goods to Customs at the office of departure (normal procedure)		

- - - -

5. Customs send to the trader an amendment acceptance message confirming that the amendment request has been accepted and the original transit declaration replaced by the amended declaration. The correction of the declaration does not exempt from any sanctions or penalties for supplying incorrect information. These matters shall be dealt with under other proceedings.
   Customs check the factual accuracy of the data provided in the transit declaration, and especially that the declaration data has been corrected to match the examination findings.
   No factual inaccuracy was established.

Authorised consignor procedure:
1. Customs determine the amount of the guarantee, reserve the required guarantee and generate the TAD. Customs send the 'Release for Transit' message and the TAD in PDF format.

Normal procedure:
1. The trader presents the movement reference number together with the goods to Customs at the office of departure, where the goods will be released for transit.

CASE 12 DECLARATION BY AUTHORISED CONSIGNOR - NORMAL PROCEDURE DECLARATION – TRADER REQUESTS CUSTOMS TO CANCEL THE MOVEMENT

Trader		**Customs**
1. Transit declaration message	→	
2.	←	Acceptance message
3.	←	'Release for Transit' message and TAD in PDF electronic format (authorised consignor procedure)
4. The trader requests Customs to cancel the movement		
	←	Movement cancellation message

- - - -

CASE 13 DECLARATION BY AUTHORISED CONSIGNOR - NORMAL PROCEDURE DECLARATION –MOVEMENT ARRIVES AT OFFICE OF DESTINATION

Trader		Customs
1. Transit declaration message	→	
2.	←	Acceptance message
3.	←	'Release for Transit' message and TAD in PDF format (authorised consignor procedure)
4.		The movement arrives at the office of destination.
5.	←	'Confirmation of Arrival' message

- - - -

The customs system checks from the Arrival Notification the trader's identification data and ensures that the transit declaration data meets the specified form requirement.
The Arrival Notification is in the correct form.
Customs check the AAR (containing the transit declaration data sent to Finnish Customs by Customs of the country of departure) by reference to the movement reference number (MRN) contained in the Arrival Notification.
No manual operations relating to the arriving movement are required at this stage.

2. Customs send an 'Unloading Permission' message, which includes the AAR data.
   The trader unloads the goods in transit from the means of transport.

3. The trader submits an Unloading Report, in which he communicates the results of the unloading.
   The customs system checks that the Unloading Report data meets the specified form requirement.
   The Unloading Report is in the correct form.
   The Customs system checks the results of the unloading. No discrepancies were discovered with the data on the goods in transit sent by Customs of the country of departure.

4. The 'Release from Transit' message will be sent to the trader.
   The goods can be entered to a subsequent procedure.

CASE 2 AUTHORISED CONSIGNEE – THE ARRIVAL NOTIFICATION IS NOT IN THE PROPER FORM.

Trader		**Customs**
1. 'Arrival Notification' message	⟶	
2.	⟵	'Arrival Notification Rejection' message

- - - -

3. ◄—— 'Release from Transit' message

- - - -

3. The trader submits an Unloading Report, in which he communicates the results of the unloading.
   The customs system checks that the Unloading Report data meets the specified form requirement.
   The data provided in the Unloading Report does not meet the specified form requirement.

4. Customs send an 'Unloading Report Rejection' message to the trader.

5. The trader sends a new corrected Unloading Report to Customs.
   The customs system checks that the Unloading Report data meets the specified form requirement.
   The Unloading Report is in the correct form
   Customs check the results of the unloading. No discrepancies were discovered with the data on the goods in transit sent by Customs of the country of departure.

6. The 'Release from Transit' message will be sent to the trader.
   The goods can be entered to a subsequent procedure.

CASE 5 AUTHORISED CONSIGNEE - CUSTOMS REQUEST ADDITIONAL INFORMATION

Customer		**Customs**
1. 'Arrival Notification' message	→	
2.	←	'Request for additional information' message
The customer submits the requested information		
3.	←	Unloading Permission
4.	←	Request for additional information
The customer submits the requested information		
5. Unloading report message	→	
6.	←	Request for additional information
The customer submits the requested information		
7.	←	'Release from Transit' message

- - - -

additional information.
The customer submits the additional information to Customs by the due date.
The customer waits for the response from Customs.
Customs check the additional information submitted by the trader. The transit declaration is now ready for further processing.

4. Customs sends a request for further information if the unloading report has not been submitted on time.

The customer sends the unloading report.

5. Customs send to the customer a request for additional information after the Unloading Report:
   - if goods are missing or changed or there are non-manifested goods, Customs will request the trader to resolve the discrepancy.

The trader submits the additional information to Customs by the due date.
The customer waits for the response from Customs.

6. The 'Release from Transit' message will be sent to the trader.
   The goods can be entered to a subsequent procedure.

8.3 Discharge of the transit procedure at the office of departure

CASE 1. CASE 14 DECLARATION BY AUTHORISED CONSIGNOR - NORMAL PROCEDURE DECLARATION – DISCHARGE OF THE TRANSIT PROCEDURE

Trader		Customs
1.	←	'Write-off Notification' message

- - - -

2. The trader submits the required information to Customs.

3. Customs will discharge the movement after it has been advised of the proper ending of the transit procedure and send a 'Write-off Notification' message to the trader. The reserved guarantee will also be released.