

PE-08-030 (ICS): Summary Declaration System - External Application

User Manual



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04. Synopsis

The User Manual is a technical communication document intended to give assistance to people using a particular system. It incorporates a step by step guidance on the major system functionalities with screen shots demonstrating the outcome of the user action.

05. Modification history

Version	Date	Comments
Draft 0.1	23/09/2009	Draft version for internal review
Version 1.0	28/09/2009	First version for release
Version 1.1	11/04/2011	Updated to include new system's features

Table of Contents

01.	Introduction	4
01.1	About the Traders Web Application.....	4
01.2	System Requirements	4
02.	Submitting an Entry Summary Declaration for Import (ENS).....	5
02.1	Logging in	5
02.2	Creating a new Entry Summary Declaration (ENS)	6
02.3	Rejected ENS	9
03.	Amendment	11
03.1	Amending an Entry Summary Declaration	11
04.	Searching for a Declaration.....	13
04.1	Methods of Searching	13
05.	Prohibitive Measure	15
05.1	Identification of a prohibitive measure (risk) in a declaration	15
06.	Submitting an Exit Summary Declaration for Export (EXS).....	17
06.1	Logging in	17
06.2	Creating a new Exit Summary Declaration (EXS)	17
07.	Arrival Notification for Imports	21
07.1	Submitting an Arrival Notification	21
08.	Diversion Request for Imports.....	23
08.1	Submitting a Diversion Request	23
08.2	Rejected Diversion Request.....	24
09.	Uploading an XML File	26
09.1	Uploading an XML message - Application.....	26
09.2	Uploading an XML message - Manual.....	28

List of Figures

Figure 1: Home Page	5
Figure 2: Main Menu	6
Figure 3: Creating a new Entry Summary Declaration.....	6
Figure 4: The New Entry Summary Declaration Form	7
Figure 5: Error message on “Save” when mandatory fields are left null	7
Figure 6: Type of ENS Declarations Status	8
Figure 7: Declaration details in “Rejected” state	9
Figure 8: Declaration Rejection tab displaying the ENS functional errors	9
Figure 9: Rejection Error Brief Description.....	10
Figure 10: Creating an Amendment	11
Figure 11: Entering the Amendment Place	12
Figure 13: Search Result.....	14
Figure 14: Declarations with Risk.....	15
Figure 15: Declaration with prohibitive measures	16
Figure 16: Customs Intervention brief description.....	16
Figure 17: Main Menu	17
Figure 18: New Exit Summary Declaration	17
Figure 19: Exit Summary Declaration Tabs	18
Figure 20: Error message on “Save” when mandatory fields are left null	19
Figure 21: Type of EXS Declarations Status.....	20
Figure 22: Main Menu	21
Figure 23: Arrival Notification Main Screen.....	21
Figure 24: Information message on successfully submitting an Arrival Notification	22
Figure 25: Querying the submitted Arrival Notifications.....	22
Figure 26: Main Menu	23
Figure 27: Submitting a New Diversion Request	23
Figure 28: the message received on successfully submitting the Diversion Request.....	24
Figure 29: Diversion in rejection state	24
Figure 30: Declaration Rejection tab displaying errors generated	24
Figure 31: Uploading a file	26
Figure 32: Uploading an XML message with the Application option.....	27
Figure 33: Alert message after the upload	27
Figure 34: Searching for an uploaded message	27
Figure 35: Error on uploading an incorrect XML file.....	28

01. Introduction

01.1 About the Traders Web Application

The main function of ICS is to manage the messages exchanged between different Offices found in the Member States and hence providing a framework for information interchange. The information relayed between the Member States' ICS applications relates mainly to Entry Summary Declarations (ENS), Exit Summary Declarations (EXS), ENS Diversions, Arrival Notifications, and Common Safety and Risk Analysis Information (Prohibitive Measures). All this information is extracted from the messages exchanged and saved in the Member State Office's local database.

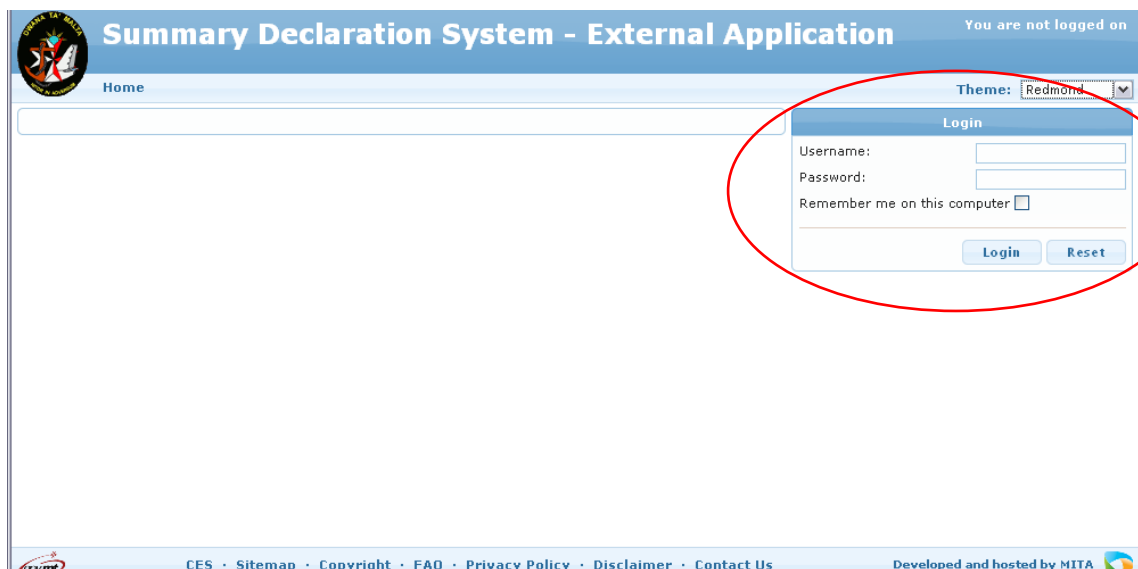
01.2 System Requirements

Internet Explorer 6.x and higher or Mozilla Firefox 3.x.x and higher with Java and Java Script enabled.

02. Submitting an Entry Summary Declaration for Import (ENS)

02.1 Logging in

1. Open <http://ces.gov.mt/index.jsp> through Internet Explorer or Firefox internet browser and click on "ICS External App." button to open the "Summary Declaration System - External Application".
2. On the homepage enter your login credentials. Ensure you type them in exactly as given to you as both the username and password fields are case sensitive. Click Login to enter the application or Reset if you would like to re-type your username and password.



The screenshot shows the homepage of the Summary Declaration System - External Application. The page has a blue header with the title and a status message 'You are not logged on'. Below the header is a navigation bar with a 'Home' link and a 'Theme' dropdown menu set to 'Redmond'. The main content area features a large 'Login' form, which is circled in red. The form contains fields for 'Username:', 'Password:', and a 'Remember me on this computer' checkbox. At the bottom of the form are 'Login' and 'Reset' buttons. The footer includes a navigation menu with links for 'CES', 'Sitemap', 'Copyright', 'FAQ', 'Privacy Policy', 'Disclaimer', and 'Contact Us', along with the text 'Developed and hosted by MITA'.

Figure 1: Home Page



You need to have passed the Conformance testing with the ICS NICA_MT in order to obtain a username and password. Kindly contact Malta Customs Pre Arrival Control on pacs.customs@gov.mt for more information.

02.2 Creating a new Entry Summary Declaration (ENS)

1. Click on Entry Declaration from the main menu.

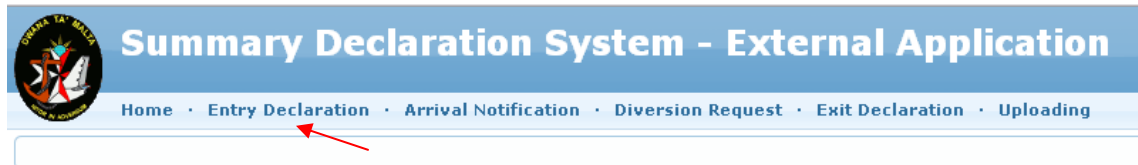


Figure 2: Main Menu

2. Double click on the “New Declaration” option from the left hand side panel.

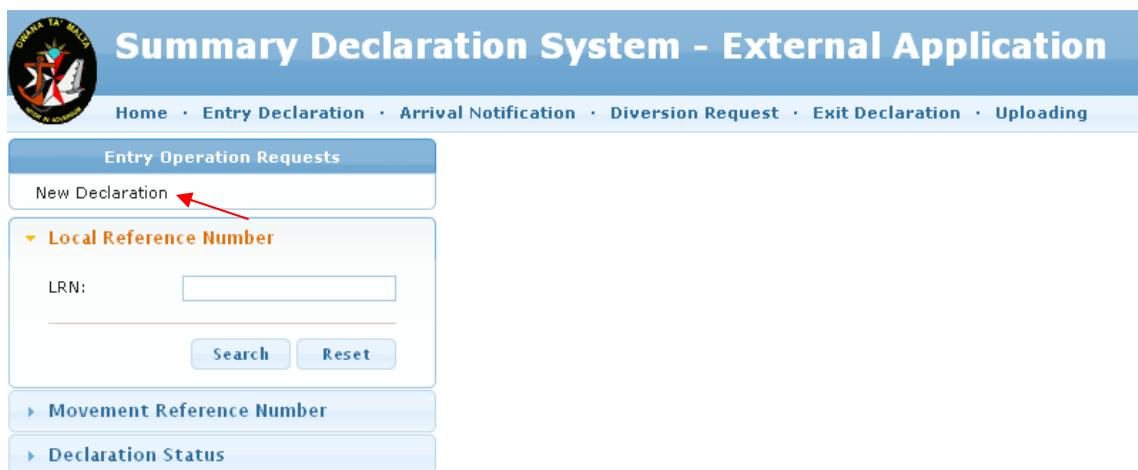


Figure 3: Creating a new Entry Summary Declaration

3. The new declaration form is displayed containing the following tabs:
 - General
 - Traders
 - Goods Items
 - Itinerary
 - Seals
 - Customs Offices

Figure 4: The New Entry Summary Declaration Form

In each tab, the following mandatory fields should be entered in order for the declaration to be saved:

Tab name	Required field(s)
Traders	<i>(Lodging Summary Declaration) Person</i>
General	<i>Total number of items Declaration place Transport mode at border</i>
Customs Offices	<i>Expected date of arrival Expected time of arrival</i>
Goods Items	<i>The declaration must contain at least one goods item.</i>

Table 1: ENS Mandatory Fields

In the case the Save button is clicked without entering the mandatory data, an error message is displayed.

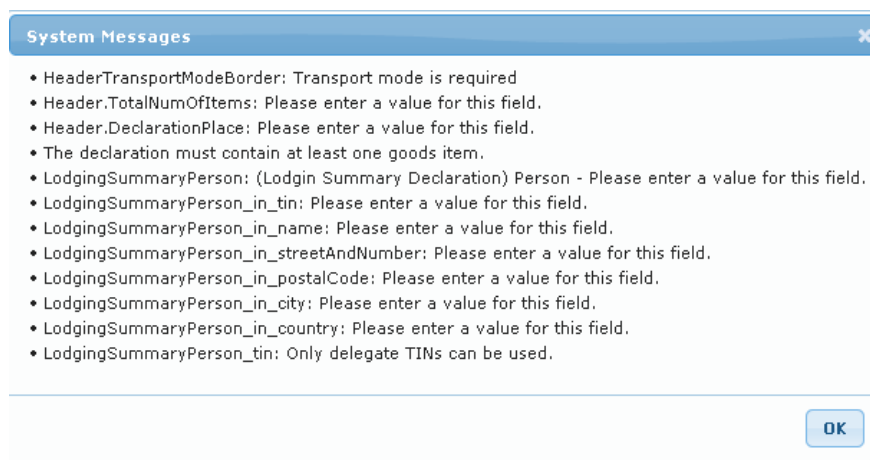


Figure 5: Error message on “Save” when mandatory fields are left null

4. Ensure you have filled in all the required data to submit your declaration and that the data in the declaration do not violate any EU rule and condition.
5. Click “Save” if you would like to hold the declaration for a later time or the “Save & Send” button to submit instantly.
6. If “Save” is clicked, the declaration will change into “Created” state.
7. If “Save & Send” is clicked, the declaration will change first into state “Arrived”, then “Delivered”, and finally into “Acknowledged” if the declaration is valid or into “Rejected” if the declaration has violated any EU rules or conditions. In the case the declaration is in “Acknowledged” state, the MRN is auto generated and displayed under the MRN column.

The figure consists of three screenshots of a web application interface, each showing the 'Entry Operation Requests' panel on the left and the 'Results' table on the right. The 'Entry Operation Requests' panel includes fields for 'Date started', 'Date finished', and 'Status', along with 'Search' and 'Reset' buttons. The 'Results' table has columns for 'Type', 'LRN', 'MRN', 'Started On', 'Registered On', 'Status', and 'Actions'.

Type	LRN	MRN	Started On	Registered On	Status	Actions
ENS	MT40004041100000000369		04/04/2011 09:05		Arrived	
ENS	MT40004041100000000369	11MT04043000001466	04/04/2011 13:57	04/04/2011 13:57	Acknowledged	Create Amendment
ENS	MT40004041100000000369		04/04/2011 09:05		Rejected	Edit

Figure 6: Type of ENS Declarations Status



To refresh the status of the declarations, click Search at various intervals. If after various refresh attempts your declaration remains in “Arrived” or “Delivered” state, please report the problem to Malta Customs Computer Section.

02.3 Rejected ENS

1. When a declaration is in “Rejected” state, it indicates that there has been a violation in the EU rules and conditions. To view the rejection details double-click on the declaration from the Search result panel.

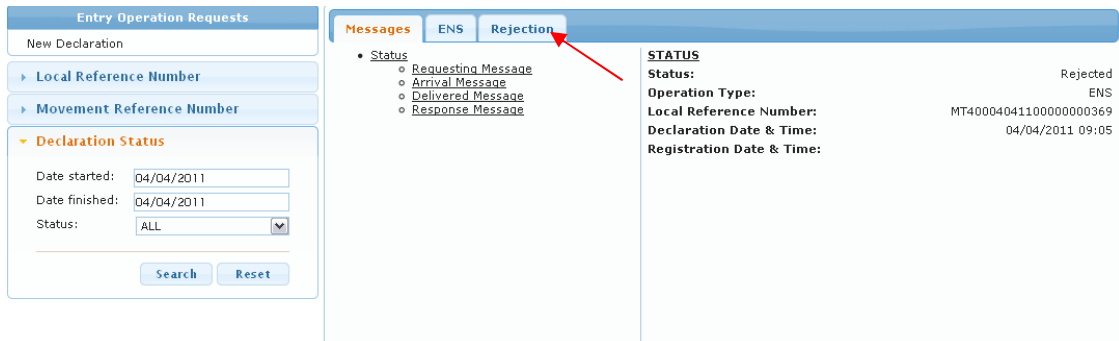


Figure 7: Declaration details in “Rejected” state

2. Click on the Rejection tab to view a list of the declaration error/s. Click on each functional error to view the reason behind each error.

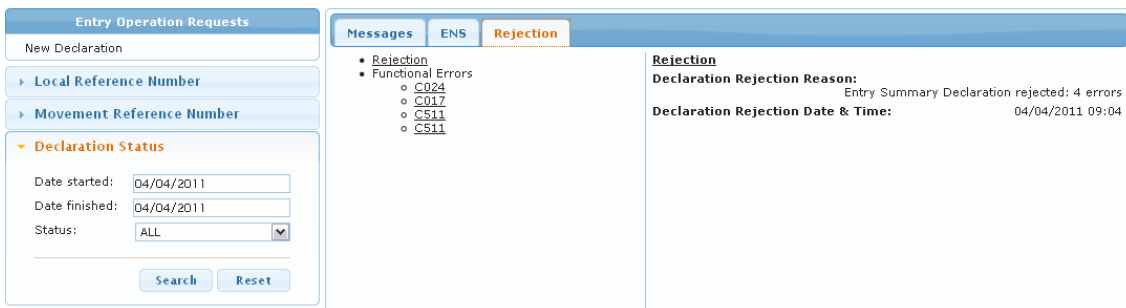


Figure 8: Declaration Rejection tab displaying the ENS functional errors

In the case of the declaration illustrated in Figure 9, the declaration has violated 4 EU conditions and no EU rules. On clicking on each one of them a brief description of the error is displayed.

The screenshot displays the 'Entry Operation Requests' application. On the left, there is a search panel with fields for 'Local Reference Number', 'Movement Reference Number', and 'Declaration Status'. The 'Declaration Status' section includes input fields for 'Date started' and 'Date finished' (both set to 04/04/2011) and a dropdown for 'Status' (set to ALL). Search and Reset buttons are at the bottom of this panel.

The main interface has three tabs: 'Messages', 'ENS', and 'Rejection'. The 'Rejection' tab is active, showing a tree view of error categories:

- Rejection
 - Functional Errors
 - C024 (highlighted with a red arrow)
 - C017
 - C511
 - CS11

To the right of the tree view, the details for the selected error (C024) are shown:

- Functional Error Code:** 15
- Error Pointer:** HEA.Nationality of means of transport crossing border
- Error Reason:** C024
- Original attribute value:** MT

Figure 9: Rejection Error Brief Description

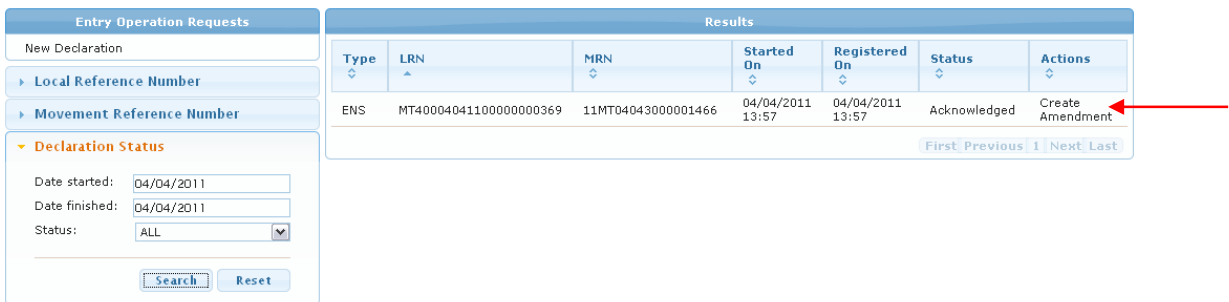


A new declaration is only valid if EU rules and conditions are followed. An updated copy of these can be found at: <http://finance.gov.mt/page.aspx?site=CUST&page=eesd> in the document: [CUD-SC01-DDNIA ICS P1 APP Q2 011-EN](#)

03. Amendment

03.1 Amending an Entry Summary Declaration

1. From the list of declarations, select the declaration to amend and click on “Create Amendment”.



The screenshot shows the 'Entry Operation Requests' interface. On the left, there is a search filter section with fields for 'Date started' (04/04/2011), 'Date finished' (04/04/2011), and 'Status' (ALL). Below these are 'Search' and 'Reset' buttons. On the right, there is a 'Results' table with the following data:

Type	LRN	MRN	Started On	Registered On	Status	Actions
ENS	MT40004041100000000369	11MT04043000001466	04/04/2011 13:57	04/04/2011 13:57	Acknowledged	Create Amendment

A red arrow points to the 'Create Amendment' link in the Actions column of the first row. Below the table are navigation links: 'First', 'Previous', '1', 'Next', 'Last'.

Figure 10: Creating an Amendment



If the declaration has been classified as a “Do not Load” by Customs Risk Analysts, the amendment will be automatically rejected.

Entry Summary Declaration

General	Traders	Goods Items	Itinerary	Seals	Customs Offices
Local reference number:	MT40004041100000000369			Movement reference number:	11MT04043000001466
Transport mode at border:	4			Nationality of means of transport:	
Identity transport crossing border:				Total number of packages:	2
Total number of items:	2			Transport charges / Method of Payment:	A
Total gross mass:	100			Conveyance Reference Number:	OLY2320
Amendment place:	Italy				
Specific Circumstance Indicator:	A				
Commercial Reference Number:	27990900				
Place of loading:	CN9091				
Place of unloading:	MT8877				
Amendment date & time:	04/04/2011 14:05				

Save Save & Send Cancel

Figure 11: Entering the Amendment Place

2. Enter the mandatory field “Amendment Place” in the General form of the declaration and perform the necessary changes to the declaration. Click “Save” to submit at a later date or “Save & Send” to submit the amendment.



When an amendment is made the declaration needs to re-pass from the Risk Analysis process.

04. Searching for a Declaration

04.1 Methods of Searching

1. Click on Operation Management from the main menu. On the left hand pane the search panel is displayed. The searching options available are by:
 - Local Reference Number
 - Movement Reference Number
 - Declaration Status

The figure illustrates the search options for declarations in the 'Entry Operation Requests' interface. It shows three different views of the search panel:

- Local Reference Number Search:** The 'Local Reference Number' option is expanded. It features an input field labeled 'LRN:' and two buttons: 'Search' and 'Reset'.
- Movement Reference Number Search:** The 'Movement Reference Number' option is expanded. It features an input field labeled 'MRN:' and two buttons: 'Search' and 'Reset'.
- Declaration Status Search:** The 'Declaration Status' option is expanded. It includes input fields for 'Date started:' and 'Date finished:', a dropdown menu for 'Status: ALL', and a list of status options: ALL, CREATED, WAITING, ARRIVED, DELIVERED, ERROR, REJECTED, and ACKNOWLEDGED.

Figure 12: Declaration Search Options

2. To use a search option, expand the option by double clicking on its title. Enter the requested searching criteria. Click on the Search button in each case, or reset to delete the previous inputted values.

3. The result from the Search will be displayed in the right pane.

The screenshot displays a web application interface for managing entry operation requests. On the left, there is a search filter pane titled "Entry Operation Requests" with sections for "Local Reference Number", "Movement Reference Number", and "Declaration Status". The "Declaration Status" section includes input fields for "Date started:" (01/11/2010) and "Date finished:" (04/04/2011), a "Status" dropdown menu set to "ALL", and "Search" and "Reset" buttons. On the right, a "Results" table lists search results with columns for Type, LRN, MRN, Started On, Registered On, Status, and Actions. A red circle highlights the search filter pane and the results table.

Type	LRN	MRN	Started On	Registered On	Status	Actions
ENS	MT11820110104UMLS00001	11MT04013000000181	04/01/2011 11:19	04/01/2011 11:19	Acknowledged	Create Amendment
ENS	MT11820110104UMLS00002	11MT04013000000190	04/01/2011 11:29	04/01/2011 11:29	Acknowledged	Create Amendment
ENS	MT11820110104UMLS00003	11MT04013000000205	04/01/2011 11:30	04/01/2011 11:31	Acknowledged	
ENS	MT11820110105UMLS00001	11MT05013000000220	05/01/2011 14:42	05/01/2011 16:52	Acknowledged	Create Amendment
ENS	MT40003011100000000145		03/01/2011 18:59		Error	Edit Resend
ENS	MT40004011100000000148	11MT04013000000213	04/01/2011 14:11	04/01/2011 14:11	Acknowledged	Create Amendment
ENS	MT40004011100000000149		04/01/2011 10:03		Rejected	Edit
ENS	MT40004011100000000239		04/01/2011 23:00		Rejected	Edit
AMD	MT40004011100000000369	11MT040430000001466	04/04/2011 14:33	04/04/2011 14:34	Acknowledged	Create Amendment

Figure 13: Search Result

05. Prohibitive Measure

05.1 Identification of a prohibitive measure (risk) in a declaration

1. Submit a declaration and wait until the status of the declaration is "Acknowledged".
2. Using the search function, search for the declaration so that the declaration state will be refreshed.
3. If Customs has classified the declaration to contain a prohibitive measure, the font of the declaration listed in the Results pane changes into red.

Results						
Type	LRN	MRN	Started On	Registered On	Status	Actions
ENS	MT11820110104UMLS00001	11MT04013000000181	04/01/2011 11:19	04/01/2011 11:19	Acknowledged	Create Amendment
ENS	MT11820110104UMLS00002	11MT04013000000190	04/01/2011 11:29	04/01/2011 11:29	Acknowledged	Create Amendment
ENS	MT11820110104UMLS00003	11MT04013000000205	04/01/2011 11:30	04/01/2011 11:31	Acknowledged	Create Amendment
ENS	MT11820110105UMLS00001	11MT05013000000220	05/01/2011 14:42	05/01/2011 16:52	Acknowledged	Create Amendment
ENS	MT11820110406UMLS00001	11MT06043000001547	06/04/2011 09:32	06/04/2011 09:32	Acknowledged	Create Amendment
ENS	MT40003011100000000145		03/01/2011 18:59		Error	Edit Resend
ENS	MT40004011100000000148	11MT040130000000213	04/01/2011 14:11	04/01/2011 14:11	Acknowledged	Create Amendment
ENS	MT40004011100000000149		04/01/2011 10:03		Rejected	Edit
ENS	MT40004011100000000239		04/01/2011 23:00		Rejected	Edit
AMD	MT40004041100000000369	11MT04043000001466	04/04/2011 15:16	04/04/2011 15:16	Acknowledged	Create Amendment
AMD	MT40005041100000000370	11MT05043000001473	05/04/2011 10:06	05/04/2011 10:08	Acknowledged	Create Amendment
AMD	MT40005041100000000371	11MT05043000001521	05/04/2011 12:13	05/04/2011 12:12	Acknowledged	Create Amendment

Figure 14: Declarations with Risk

4. To view the prohibitive measure/s details, click on the declaration to open the declaration details.



The Prohibitive Measure result is only displayed when Customs Risk Analysts process the declaration through the Customs Risk Management System.

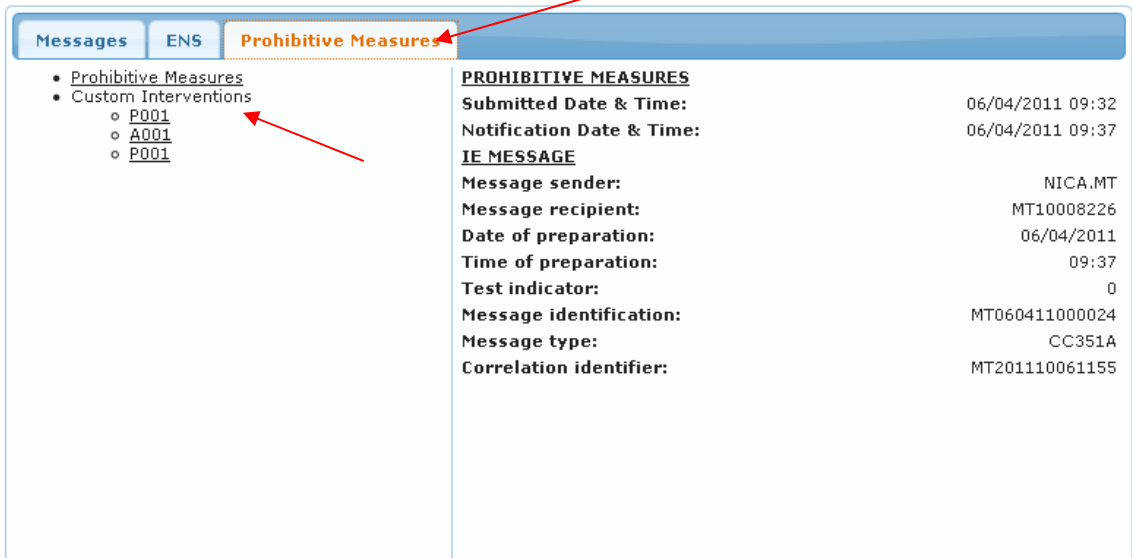


Figure 15: Declaration with prohibitive measures

- Click on the Prohibitive Measures tab to view the list of Customs Interventions. If you require viewing more details, click on each Customs Intervention link.

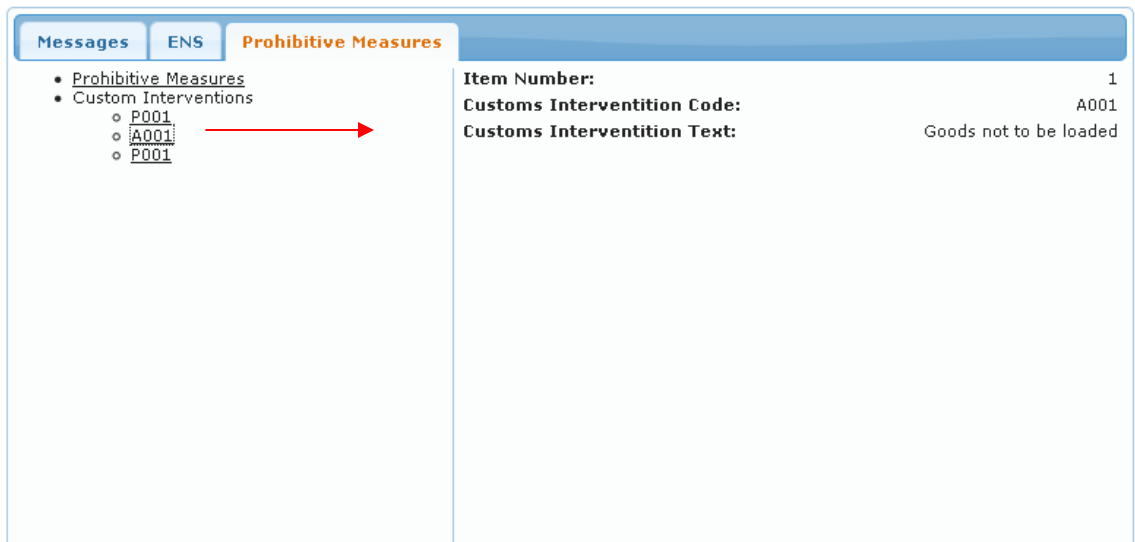


Figure 16: Customs Intervention brief description

06. Submitting an Exit Summary Declaration for Export (EXS)

06.1 Logging in

1. Open <http://ces.gov.mt/index.jsp> through Internet Explorer or Firefox internet browser and click on “ICS External App.” button to open the “Summary Declaration System - External Application”.
2. Follow the same steps as described in point 02.1 of this manual.

06.2 Creating a new Exit Summary Declaration (EXS)

1. Click on Exit Declaration from the main menu.

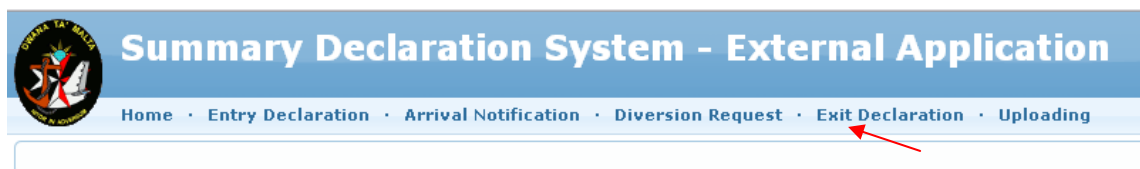


Figure 17: Main Menu

2. Double click on the “New Exit Declaration” option from the left hand side panel.

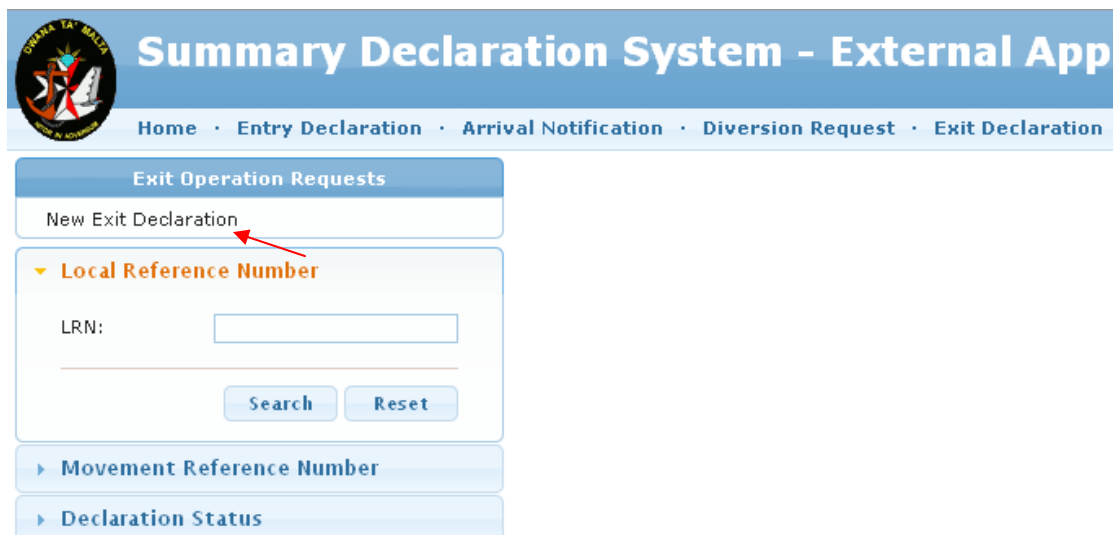


Figure 18: New Exit Summary Declaration

3. The new declaration form is displayed containing the following tabs:

- o General
- o Traders
- o Goods Items
- o Itinerary
- o Seals

The screenshot shows a web application window titled "Exit Summary Declaration". It has five tabs: "General" (selected), "Traders", "Goods Items", "Itinerary", and "Seals". The "General" tab contains the following fields:

- Local reference number: MTEXS0604110000000072
- Customs sub place:
- Arrival agreed Location code:
- Arrival agreed Location Goods:
- Declaration place:
- Total number of items:
- Total number of packages:
- Total gross mass:
- Exit Customs Office:
- Specific Circumstance Indicator:
- Transport charges / Method of Payment:
- Commercial Reference Number:
- Declaration date & time: 06/04/2011 11:12

At the bottom right, there are three buttons: "Save", "Save & Send", and "Cancel".

Figure 19: Exit Summary Declaration Tabs

In each tab, the following mandatory fields should be entered in order for the declaration to be saved:

Tab name	Required field(s)
Traders	<i>(Lodging Summary Declaration) Person</i>
General	<i>Total number of items</i> <i>Declaration place</i>
Goods Items	<i>The declaration must contain at least one goods item.</i>

Table 2: EXS Mandatory Fields

In the case the "Save" button is clicked without entering the mandatory data, an error message is displayed.

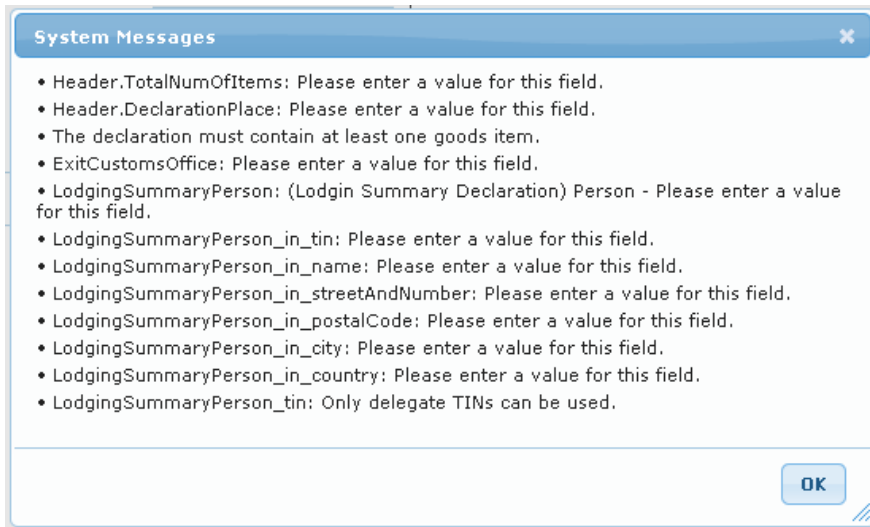


Figure 20: Error message on “Save” when mandatory fields are left null

4. Ensure you have filled in all the required data to submit your declaration and that the data in the declaration do not violate any EU rule and condition.
5. Click “Save” if you would like to hold the declaration for a later time or the “Save & Send” button to submit instantly.
6. If “Save” is clicked, the declaration will change into “Created” state.
7. If “Save & Send” is clicked, the declaration will change first into state “Arrived”, then “Delivered”, and finally into “Acknowledged” if the declaration is valid, or into “Rejected” if the declaration has violated any EU rules or conditions. In the case the declaration is in “Acknowledged” state, the MRN is auto generated and displayed under the MRN column.



Exit Operation Requests		Results						
New Exit Declaration		Type	LRN	MRN	Registered On	Risk Control Notification	Status	Actions
▶ Local Reference Number ▶ Movement Reference Number ▾ Declaration Status Date started: 06/04/2011 Date finished: 06/04/2011 Status: ALL		EXS	MTEXS06041100000000073	11MT06044000001558	06/04/2011		Acknowledged	
<input type="button" value="Search"/> <input type="button" value="Reset"/>		First Previous 1 Next Last						

Figure 21: Type of EXS Declarations Status

8. Should the Exit Summary Declaration be in “Rejected” state please follow the steps described in point 02.3 of this manual.



A new declaration is only valid if EU rules and conditions are followed. An updated copy of these can be found at: <http://finance.gov.mt/page.aspx?site=CUST&page=eesd> in the document: [CUD-SC01-DDNXA ECS P2 APP Q2 200-EN](#)

07. Arrival Notification for Imports

Note: The arrival notifications can only be submitted for Entry Summary Declarations.

07.1 Submitting an Arrival Notification

1. Click on “Arrival Notification” from the main menu.



Figure 22: Main Menu

2. Select “Arrival Notification” from the left hand side menu.

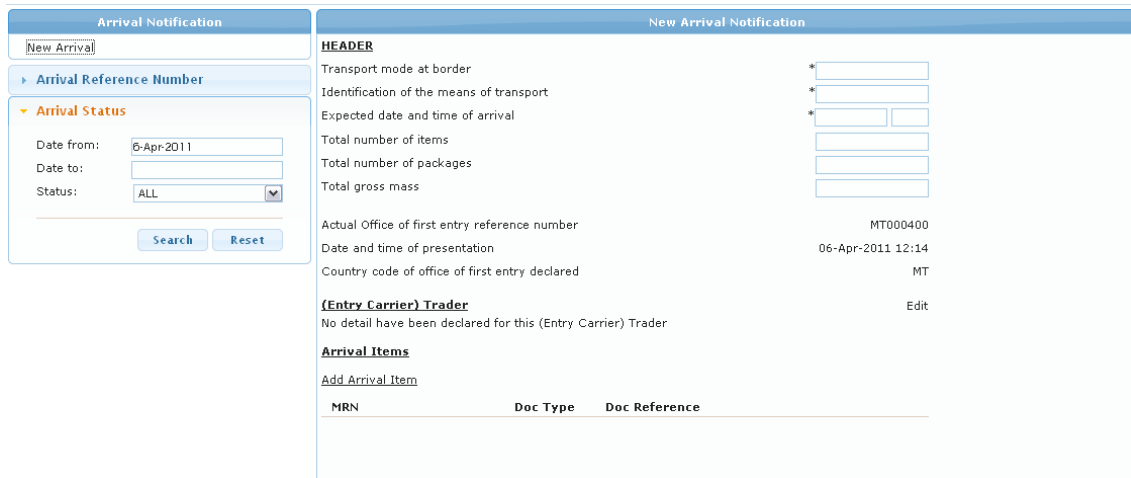


Figure 23: Arrival Notification Main Screen

3. Enter the mandatory fields marked with an * and the tin for entry carrier.
4. When submitting all the correct information, an Information message is displayed.



In case of air (transport mode = 4) and sea (transport mode = 1) transportation, the MRN may be replaced by the Entry Key which is composed of the “Identification of the means of transport”, the “Transport Mode of Border”, and the “Expected Date and Time of Arrival”.

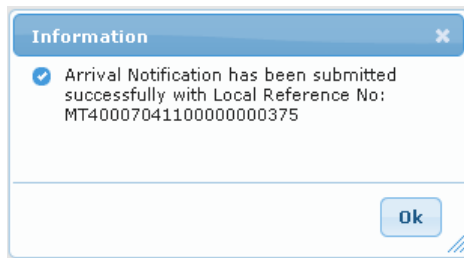


Figure 24: Information message on successfully submitting an Arrival Notification

After submitting an Arrival Notification, the message can be retrieved through the search function.

The screenshot displays a web application interface for managing arrival notifications. On the left is a search panel titled "Arrival Notification" with a "New Arrival" button. Below it are sections for "Arrival Reference Number" and "Arrival Status". The "Arrival Status" section includes input fields for "Date from:" (set to "7-Apr-2011"), "Date to:", and a "Status:" dropdown menu (set to "ALL"). There are "Search" and "Reset" buttons at the bottom of this panel. On the right is a "Results" table with the following data:

Type	TIN	LRN	Started On	Registered On	Status
ARN	MT10008226	MT40007041100000000378	07/04/2011 10:23		Arrived
ARN	MT10008226	MT40007041100000000377	07/04/2011 10:20	07/04/2011 10:19	Acknowledged
ARN	MT10008226	MT40007041100000000375	07/04/2011 09:44		Acknowledged

At the bottom right of the results table, there are navigation links: "First Previous 1 Next Last".

Figure 25: Querying the submitted Arrival Notifications

08. Diversion Request for Imports

Note: Diversion Requests can only be submitted for Entry Summary Declarations.

08.1 Submitting a Diversion Request

1. Click on “Diversion Request” from the main menu.

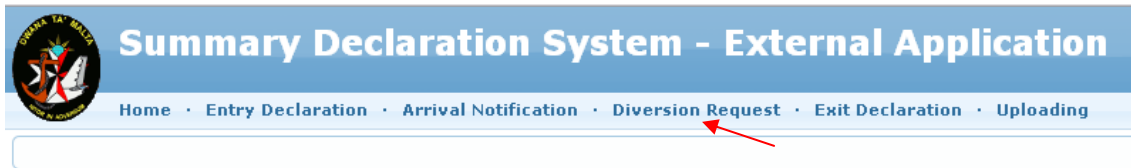


Figure 26: Main Menu

2. Select “New Diversion” from the left hand side menu.

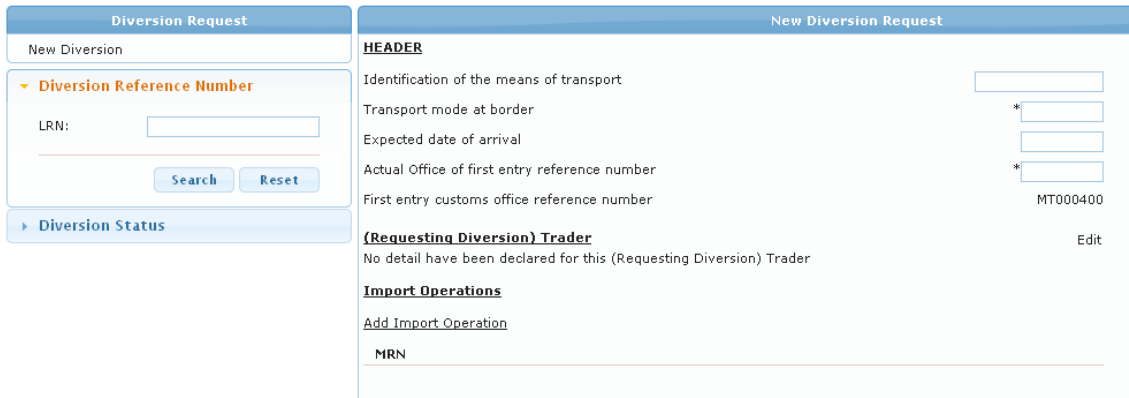


Figure 27: Submitting a New Diversion Request

3. Fill in the mandatory fields Transport mode at border, Actual office of first entry, and the Tin for Requesting trader. Enter any other data that you wish to declare in the diversion request. When done click Submit. On successfully submitting the declaration an information message is displayed displaying the local reference number of the diversion request message.

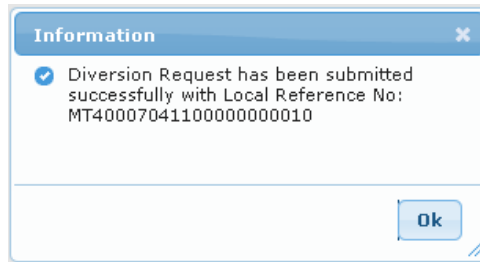


Figure 28: the message received on successfully submitting the Diversion Request

08.2 Rejected Diversion Request

1. When a Diversion is in “Rejected” state, it indicates that there has been a violation in the EU rules and conditions. To view the rejection details double-click on the declaration from the Search result panel.

Diversion Request		Results						
New Diversion		Type	TIN	LRN	Actual Office	Started On	Registered On	Status
Diversion Reference Number Diversion Status Date started: 05-Apr-2011 Date finished: Status: ALL		DIV	MT10008226	MT40007041100000000015	GB000001	07/04/2011 15:53		Rejected
<input type="button" value="Search"/> <input type="button" value="Reset"/>		DIV	MT10008226	MT40007041100000000010	IT014100	07/04/2011 11:54		Rejected
		First Previous 1 Next						

Figure 29: Diversion in rejection state

Messages	Diversion Request	Rejection
<ul style="list-style-type: none"> Rejection Functional Errors <ul style="list-style-type: none"> DIV007 CS20 		Functional Error Code: 90 Error Pointer: Missing entry key transport details Error Reason: DIV007

Figure 30: Declaration Rejection tab displaying errors generated

2. Click on the Rejection tab to view a list of the error/s. Click on each functional error to view the error reason.

In the case of the declaration illustrated in Figure 30, the diversion request has violated 1 EU condition.

To view the description of each error, click on each of the listed errors under Functional Errors.



A diversion is only valid if EU rules and conditions are followed. An updated copy of these can be found at: <http://finance.gov.mt/page.aspx?site=CUST&page=eessd> in the document: [CUD-SC01-DDNIA ICS P1 APP Q2 011-EN](#)

09. Uploading an XML File

Note: With this function you can upload the following messages:

- IE315 (Entry Summary Declaration)
- IE323 (Diversion Request)
- IE347 (Arrival Notification)
- IE615 (Exit Summary Declaration)

The Upload function can be used to replace the system-to-system transmission usually performed through the economic operator's ICS system.

09.1 Uploading an XML message - Application

1. Click on "Uploading" from the main menu.

The screenshot shows two views of the 'Summary Declaration System - External Application' web interface. The top view shows the main menu with 'Uploading' highlighted. A red dashed arrow points from 'Uploading' to the bottom view. The bottom view shows the file upload form with fields for 'File:' (with a 'Browse...' button), 'Method Type:' (with a dropdown menu), and 'Submit' and 'Reset' buttons. A red bracket groups the 'File:' and 'Method Type:' fields, and a red dashed arrow points from the 'Uploading' menu item to this bracketed area. Below the form is an 'Output:' label.

Figure 31: Uploading a file

2. Choose "Application" from the Method Type drop-down list. This option will display the message on the "Summary Declaration System – External Application". Click Submit. An Alert message is displayed to inform the user of the output from the Submit.



Before uploading the file ensure the XML file follow the schema presented in <http://finance.gov.mt/page.aspx?site=CUST&page=eesd> [PE08030-REP-SD-TradersRequirementDocument-AppendixD-v1.6.4](#) document.

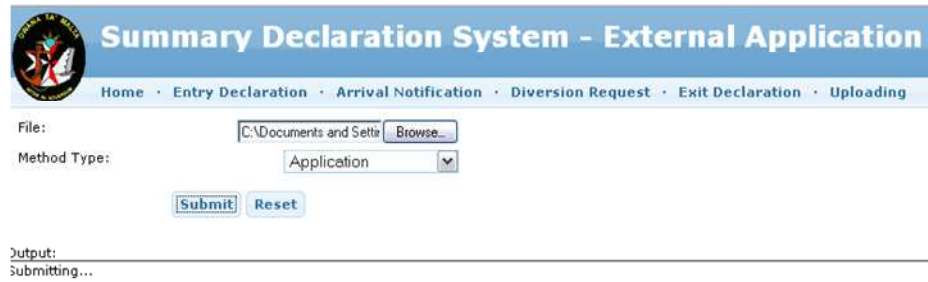


Figure 32: Uploading an XML message with the Application option

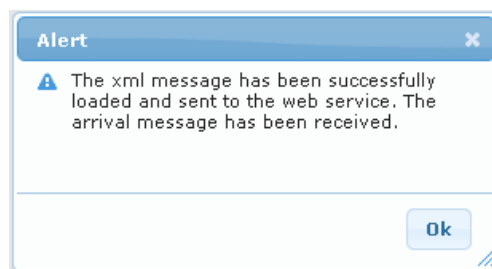


Figure 33: Alert message after the upload

- To search for the message uploaded through the “Application” option use the Search functionality under the Entry Declaration tab if you submitted an IE315, under the Arrival Notification if you submitted an IE347, under the Diversion Request if you submitted an IE323, and under the Exit Summary Declaration if you submitted an IE615 message.



Figure 34: Searching for an uploaded message

- If after clicking Submit, the Alert message shows that the uploaded file is invalid. View the errors displayed on the output screen, solve the errors and re-submit the message.

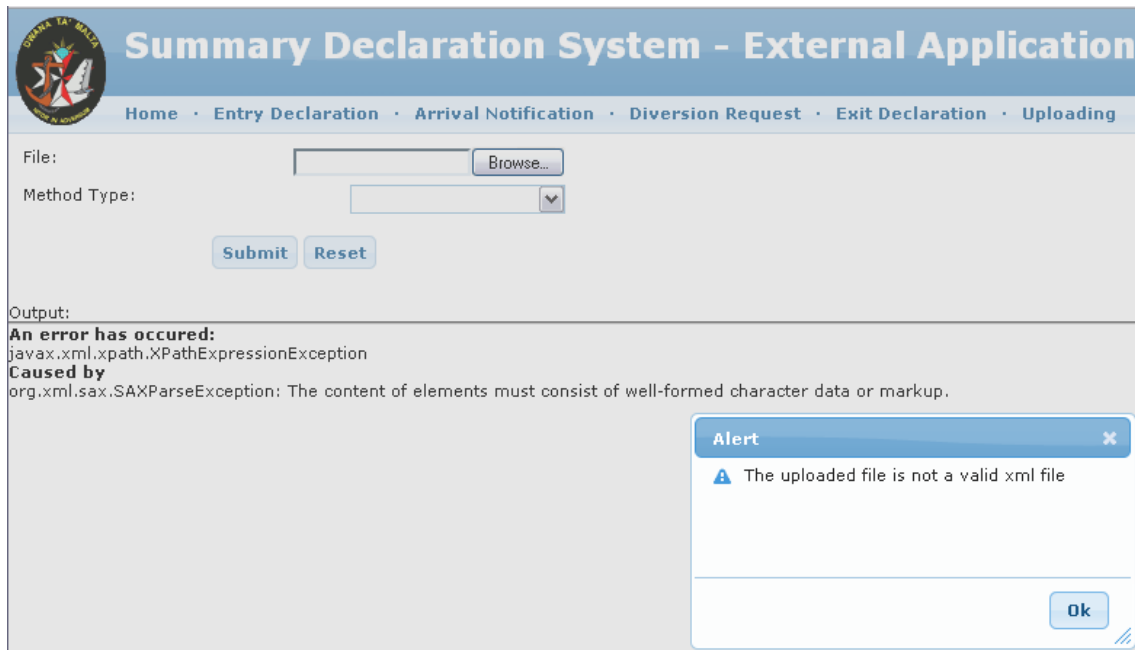


Figure 35: Error on uploading an incorrect XML file

09.2 Uploading an XML message - Manual

1. Click on “Uploading” from the main menu and select the “Manual” option. This option will not allow the user to search for the message through the “Summary Declaration System – External Application” since this process is a back-end process and the messages are not uploaded on the system front-end.
2. Browse for the XML message from File and click Submit.
3. The same Alert messages as for the method type Application are displayed. If there are no errors in the XML file, the message will be successfully submitted to the system.