



# MANUAL

## ERCA TRADE TRANSACTIONS PORTAL INTRODUCTION

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Target Audience	Clearing agencies / transitors

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## DOCUMENT SUMMARY

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## 1. INTRODUCTION

The purpose of this document is to explain and guide the users through the ERCA Trade Transactions portal, for both view and submission of existing or new declarations. This is a printed support to the demonstration video which will be available online.



## 2. GUIDELINES

### 2.1. LAUNCH BROWSER AND ERCA WEBSITE

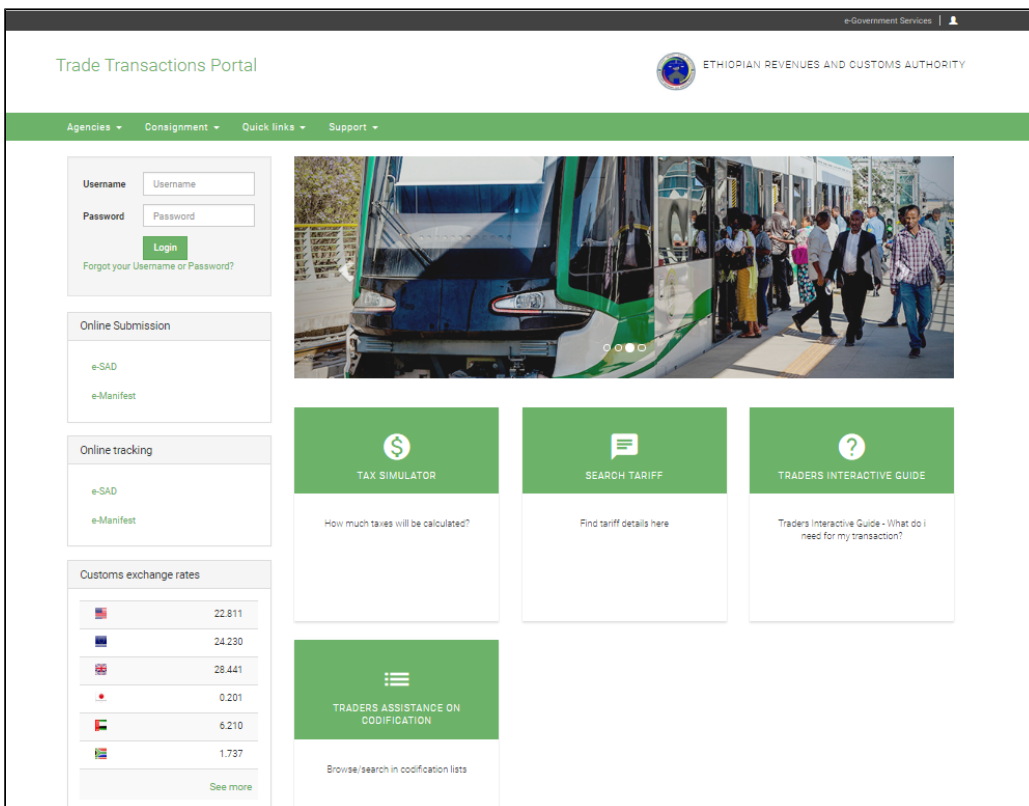
The first step in order for you to access the Ethiopian Customs Transactional Portal, is to launch your favorite browser.

Mind you that the supported browsers are, the latest versions of both Google Chrome and Firefox as well as Internet Explorer 11 or above.

When you will be performing this operation in live environment, in your browser address bar type in the ERCA portal address, which is [customs.erca.gov.et](http://customs.erca.gov.et), and then enter.

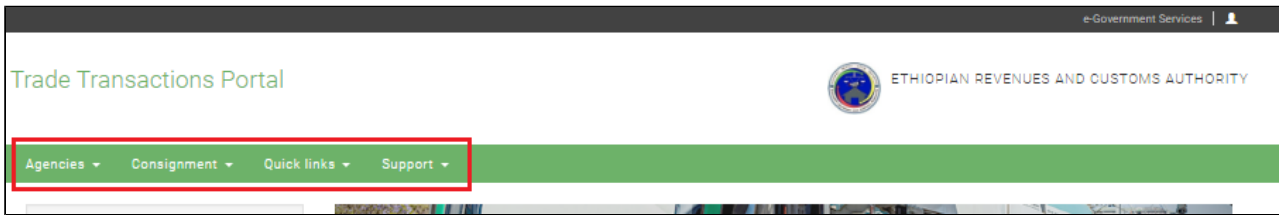
### 2.2. TRADE TRANSACTIONS PORTAL TOOLS & LOGIN

Once you have typed the address, you will get to the public part of the Ethiopian Trade Transactions Portal. The main homepage is divided in several boxes or elements, where different operations or information can be found.





## 2.2.1. Header and lists



Similar to any modern website, the top header of the portal offers various drop-down list for you to select a service or an operation you would like to find / execute. You also have a link at the top right of the window, for you to get to the login page, and once logged-in, for you to log-out or check your user profile information.

## 2.2.2. Login box

On the left of the screen, you can find the login quadrant, where, once you have been provided your own by ERCA, you can enter there your login and your password. You have there the possibility to request for your password to be reset, when you have forgotten it.

**This service only works once you have registered yourself with ERCA Directorate of Customers Service (DCS) and provided ERCA with all valid information, including your email address.**



### 2.2.3. Online submission and Online Tracking

Online tracking	Online Submission
<p>e-SAD</p> <p>e-Manifest</p>	<p>e-SAD</p> <p>e-Manifest</p>

These two quadrants take you directly to the SAD submission or the SAD search pages, allowing you to either submit a new declaration, edit a stored one, or find an already assessed declaration.

**These services are only available after logging-in**

### 2.2.4. Customs exchange rates

Customs exchange rates	
	22.811
	24.230
	28.441
	0.201
	6.210
	1.737
<a href="#">See more</a>	

This quadrant at the bottom of the page provides real time exchange rates from ERCA.

If the ones displayed on the homepage are not the ones you are looking for, after clicking on the "See more" link, you can get a more comprehensive list, which can even be downloaded as excel or csv file.



SERVICES  
DOWNLOADS

### Search exchange rates

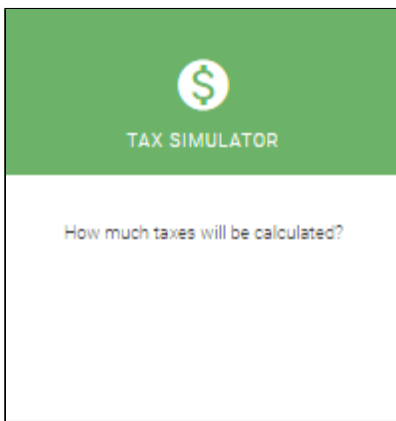
[Edit search criteria](#)

19 Exchange rates found.

Code	Name	Rate
AED	United Arab Emirates Dirham	6.21
AUD	Australian Dollar	17.54
CAD	Canadian Dollar	17.50
CHF	Swiss Franc	22.72
CNY	China Yuan Renminbi	3.32
DJF	Djibouti Franc	0.13
DKK	Danish kroner	3.26
ETB	Ethiopian Birr	1.00
EUR	Euro (European Union)	24.23
GBP	United kingdom Pound	28.44
INR	Indian rupee	0.34
ITL	Italian Lira	1500.00
JPY	Japanese Yen	0.20
KES	Kenyan Shilling	0.22
NOK	Norwegian kroner	2.73
SAR	Saudi riyal	6.08
SEK	Swedish Kroner	2.56
USD	United States Dollar	22.81
ZAR	South African Rand	1.74

[PDF](#) [EXCEL](#) [CSV](#)

## 2.2.5. Taxation simulator



As mentioned earlier in this document, several services are only accessible to logged-in users, however, four services are accessible to any one. The taxation simulator is one of these services.

This function allows a user to get an estimation of the various taxes to be paid, as well as the calculated amount, for a given product and value.



Trade Transactions Portal

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾

### Taxation Simulation

Model of declaration  
IM 4

Country of origin: SUGGEST  
HS code: SUGGEST (MIN 2)  
HS description:   
CIF in Foreign Currency:   
Currency code: SUGGEST  
Exchange Rate:   
CIF in National Currency:

Once you have clicked on "Taxation simulator" on the homepage, it takes you to the actual tool. The picture above shows the information required by the system to be able to provide an answer. Model of declaration, for instance, country of origin, HS code, etc.

Trade Transactions Portal

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾

### Taxation Simulation

Model of declaration  
IM 4

Country of origin: SUGGEST  
HS code: SUGGEST (MIN 2)  
HS description:   
Exchange Rate:   
CIF in National Currency:

- AD Andorra
- AE United Arab Emirates
- AF Afghanistan
- AG Antigua and Barbuda
- AI Anguilla
- AL Albania

The first information to provide, after the model of declaration (IM4, IM5, etc.) is the country of origin. Here, the system loads automatically after selecting this field, the complete list of countries, and will reduce it, after every letter you type, to countries matching the first letters you have entered.



Trade Transactions Portal

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾

### Taxation Simulation

Model of declaration  
IM 4

Country of origin  
SUGGEST

CIF in Foreign Currency

HS code  
82

HS description

CIF in National Currency

Calculate

8201100000	Spades and shovels
8201200000	Forks
8201300000	Mattocks, picks, hoes and rakes
8201400000	Axes, bill hooks and similar hewing tools
8201500000	Secateurs and similar one-handed pruners and shears (incl. pout)
8201600000	Hedge shears, two-handed pruning shears and similar two-hande

The second field is for the commodity code, or HS Code. Because of the numerous amount of codes, it won't display any code when you click in this field, **until you have entered the first 2 digits**. Once you have selected these two digits, then the system will display for you the list to chose from. You can also type the complete code if you know it already.

Trade Transactions Portal

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾

### Taxation Simulation

Model of declaration  
IM 4

Country of origin  
SUGGEST

CIF in Foreign Currency

HS code  
SUGGEST (MIN 2)

HS description

Currency code  
SUGGEST

Exchange Rate

CIF in National Currency

Calculate

AED	6.21	United Arab Emirates Dirham
AUD	17.5373	Australian Dollar
CAD	17.5027	Canadian Dollar
CHF	22.7226	Swiss Franc
CNY	3.3228	China Yuan Renminbi
DJF	0.1292	Djibouti Franc

The last field proposing a list works exactly like the one for the country of origin, only this time, it lists currencies codes. Again, by typing the first letters, the list will be filtered and will only display the codes starting with the same letters.



Trade Transactions Portal

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾

### Taxation Simulation

Model of declaration  
IM 4

Country of origin: AD  
HS code: 8201200000  
HS description: Forks  
CIF in Foreign Currency: 15000  
Currency code: EUR  
Exchange Rate: 24.2301  
CIF in National Currency: 363451.5

Calculate

Once all this information has been entered, you just need to add a value in the selected currency.

Trade Transactions Portal

ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY

Agencies ▾ Consignment ▾ Quick links ▾ Support ▾

### Taxation Simulation

Model of declaration  
IM 4

Country of origin: AD  
HS code: 8201200000  
HS description: Forks  
CIF in Foreign Currency: 15000  
Currency code: EUR  
Exchange Rate: 24.2301  
CIF in National Currency: 363451.5

Calculate

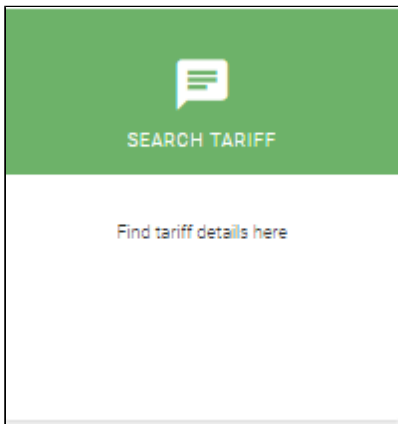
Results for 8201200000

#	Code	Base	Rate	Description	Value
0	01	363451.0	30.0	IMPORT CUSTOMS TAX	109,035.00 Birr
1	03	472487.0	0.0	EXCISE TAX	0.00 Birr
2	04	472487.0	15.0	VALUE ADDED TAX	70,873.00 Birr
3	05	543360.0	10.0	GOODS LIABLE TO 10% SURTAX	54,336.00 Birr
4	15	363451.0	3.0	GDS. LIABLE TO 3% WITHHOLDTAX	10,903.00 Birr
Total					245,147.00 Birr

After all the information was provided, and once you have clicked on "Calculate", then the system will provide you with an answer, with the list of taxes and duties to be paid for such goods, coming from such country, and valued this much. **Please note that this is informative only, and that only the submission and assessment of a declaration will give you an accurate calculation, considering all the other elements required on a customs declaration.**



## 2.2.6. Search tariff



The second service accessible to the public is the "Search Tariff" service. Indeed, a trader might need the HS Code for a product, when he only knows the description, or, on the contrary, is used to use a HS Code, and doesn't know what are the products included in this code.



Clicking on the link will take you to the search tariff page, where, you will be able to search the Customs tariff list, either by keyword, or by code. Depending on your search criteria, the results will be highlighted differently.



In the example above, the keyword used to search a tariff was "honey". After clicking on the search button, the system provides us with a list of tariff which include this very word in their description. In addition to loading the tariff HS Code, and description, the system also pull the information regarding duty rate (DR), excise rate (ER), VAT, etc.



HELP

Search tariff

Q Edit search criteria

1 Tariff found.

	Code	Description	Unit(s)	DR	ER	VAT	SR	WHR
	04090000000	Natural honey		30	0	15	10	3

PDF EXCEL CSV

In another case, instead of looking for a specific keyword, we are looking for a code. In our case, the HS Code 0409 (4 digits minimum to be provided in order to make the search). In this case, the system will not highlight the name honey, but the digits selected by the user. The information however is exactly the same as for the keyword search.

## 2.2.7. Traders Interactive Guide



The third tool available to the public is the "Traders Interactive Guide". This tool is used by traders to get more details on what is required when importing or exporting goods. For instance, depending on the country of origin, the type of procedure code, or the national code, the required documents might change (health certificate, standard certificate, medical licence, etc.).

What do I need for my transaction ?

What Products and Regime(s)? What Documents?

Please fill-in the purpose

Type Import  Export

Please add the products of your transaction

Item # 1

Commodity Code

Procedure Code

Country of Origin

NEXT



After clicking on the link, you're taken to this tool where, once you have provided all the required information, you will be given the list of elements to be provided for you to make a declaration.

What do I need for my transaction ?

What Products and Regime(s)? What Documents?

Please fill-in the purpose

Type  Import  Export

Please add the products of your transaction

Item # 1

Commodity Code

Procedure Code

Country of Origin

NEXT

The first step is to decide whether you are enquiring about import or export documents, by ticking the right box at the top of the page.

What do I need for my transaction ?

What Products and Regime(s)? What Documents?

Please fill-in the purpose

Type  Import  Export

Please add the products of your transaction

Item # 1

Commodity Code

Procedure Code  Natural honey

National Procedure

Country of Origin

NEXT

The second step is to provide the system with a HS Code, filling the field as it is demonstrated in the taxation simulator (CF. part 2.2.5. of this document ). The same minimum of 4 digits applies here as well.



What do I need for my transaction ?

What Products and Regime(s)? What Documents?

Please fill-in the purpose

Type Import  Export

Please add the products of your transaction

Item # 1

Commodity Code 0409000000 Natural honey

Procedure Code

National Procedure

Country of Origin

4000 - Direct entry for home use  
 4051 - Entry for home use after TI and return in unaltered state.  
 4052 - Entry for home use after TI for inward processing  
 4071 - Entry for home use after customs warehousing procedure  
 4081 - Entry for home use after Inward Transit procedure  
 4100 - Direct Importation under 2ND SCHEDULE procedure  
 4192 - Entry for home after temporary importation for inward processing (2nd)  
 4171 - Entry for home after Warehousing under 2nd Schedule  
 4200 - direct importation under 2-2 schedule  
 4232 - Entry for home use after temporary importation for INWARD proces (2\_2)  
 4271 - Entry for home use after warehousing (2-2 Sch)  
 4300 - Direct Importation under ADDITIONAL\_2ND\_SCHEDULE procedure  
 5100 - Temporary import for return in unaltered state.  
 5200 - Temporary import for customs inward processing procedure  
 5271 - Temporary import for inward processing after entry for customs warehou  
 6010 - Re-import after direct export  
 6021 - Reimport after TE for return in an unaltered state  
 6022 - Reimport after TE for customs outward processing  
 6071 - Withdrawal of goods for home use from export customs warehouse

NEXT

What do I need for my transaction ?

What Products and Regime(s)? What Documents?

Please fill-in the purpose

Type Import  Export

Please add the products of your transaction

Item # 1

Commodity Code 0409000000 Natural honey

Procedure Code 4000 - Direct entry for home use

National Procedure

Country of Origin

000 - Goods for private sector  
 401 - Goods for Gov't budgetary institutions  
 402 - Goods for private sector exempted fro withholding tax  
 403 - Goods for the public Enterpr which are fully or partly owned by Gov't  
 404 - Medical supplies & equipment for licensed org. with Certificate  
 405 - Raw Materials and inputs imported only for the manufe. of drugs by Pna  
 406 - Goods donated by external org to charitable institution in Eth.  
 407 - Relief goods imported by Gov't, NGO or Cooperative societies  
 408 - Donation of personal effects for passengers, returnees and residences  
 409 - Agricultural inputs (Fertilizer/Pesticides & seeds)  
 410 - Goods for public enterprise exempted from withholding tax  
 411 - EMERGENCY RELIEF GOODS INP BY GOV't OR NGO/LET FROM REV AUTHORITY  
 413 - Relief from duties and taxes for the Somali/Dromia/Ar Regional Gov't  
 415 - Goods under Diplomatic or consular privileges  
 416 - Goods for USAID activities or for the projects Soprograms financed by US  
 417 - Equipment and Supplies for projects engaged in Inst Fights  
 418 - Medicament for HIV/AIDS Treatment  
 419 - Capital goods for NGO  
 420 - Human Pharmaceutical/Medical Supply/Lab Chemicals & Equip exempted WHT

NEXT

The next step is to define the procedure code for this transaction, is it a direct entry for home use, a temporary import, etc. as well as the national procedure code (government use, home use, commercial, etc.).

After these have been provided, you can now provide the sytem with the country of origin for the product.

What do I need for my transaction ?

What Products and Regime(s)? What Documents?

Please fill-in the purpose

Type Import  Export

Please add the products of your transaction

Item # 1

Commodity Code 0409000000 Natural honey

Procedure Code 4000 - Direct entry for home use

National Procedure 000 - Goods for private sector

Country of Origin

SUGGEST

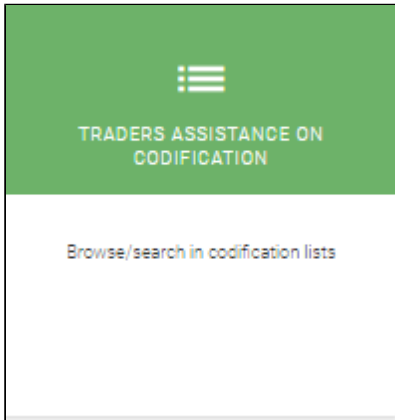
AD Andorra  
 AE United Arab Emirates  
 AF Afghanistan  
 AG Antigua and Barbuda  
 AI Anguilla  
 AL Albania  
 AM Armenia  
 AN Netherlands Antilles  
 AO Angola

NEXT





## 2.2.8. Traders Assistance on codification



The last available tool among the public ones is the "Traders Assistance on Codification". This tool is very similar to the "Search Tariff" tool, however, it is for all other codifications used within a declaration, from office code, to company code, airport or port code, financial institutions, etc.



The search page will be very similar to the search tariff page, however, in addition to a keyword, you can specify in which reference list to look for, such as location, office, banks, etc. in order to filter the results.



HELP

Traders Assistance on Codification

[Edit search criteria](#)

Keywords

Of this nature  
 -- All --

In this list  
 -- All --

50 Rows per page

21 codifications found.

Code	Name	Type
CAYXU	LONDON	Locations
GBBAW	BALTIC WHARF/LONDON	Locations
GBHNN	HOLEHAVEN/LONDON	Locations
GBLBK	BARKING/LONDON	Locations
GBLDY	LONDON/DERRY	Locations
GBLGW	GATWICK APT/LONDON	Locations
GBLHR	HEATHROW APT/LONDON	Locations
GBLON	LONDON	Locations
GBLOS	LEIGH-ON-SEA/LONDON	Locations
GBLST	STRATFORD/LONDON (L.I.F.T.)	Locations
GBLWT	WEST THURROCK/LONDON	Locations
GBRFD	LONDON-ROCHFORD	Locations
GBSND	LONDON-SOUTHEND	Locations
GBSTN	LONDON-STANSTED APT	Locations
GBTIL	LONDON-TILBURY	Locations
USGON	NEW LONDON/GROTON APT	Locations

Once you have entered the keyword and specified the criteria, the tool will display the list of results where your keyword can be found. This list can be exported as PDF, Excel or CSV, by clicking on the links at the bottom of the page.

HELP

Traders Assistance on Codification

[Edit search criteria](#)

Keywords

Of this nature  
 -- All --

In this list  
 -- All --

50 Rows per page

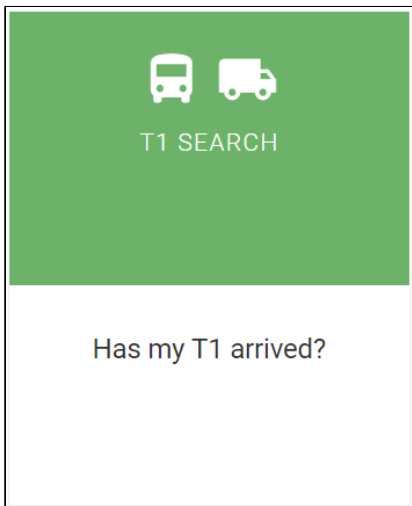
21 codifications found.

Code	Name	Type
CAYXU	LONDON	Locations
GBBAW	BALTIC WHARF/LONDON	Locations
GBHNN	HOLEHAVEN/LONDON	Locations
GBLBK	BARKING/LONDON	Locations
GBLDY	LONDON/DERRY	Locations
GBLGW	GATWICK APT/LONDON	Locations
GBLHR	HEATHROW APT/LONDON	Locations
GBLON	LONDON	Locations
GBLOS	LEIGH-ON-SEA/LONDON	Locations
GBLST	STRATFORD/LONDON (L.I.F.T.)	Locations
GBLWT	WEST THURROCK/LONDON	Locations
GBRFD	LONDON-ROCHFORD	Locations
GBSND	LONDON-SOUTHEND	Locations
GBSTN	LONDON-STANSTED APT	Locations
GBTIL	LONDON-TILBURY	Locations
USGON	NEW LONDON/GROTON APT	Locations



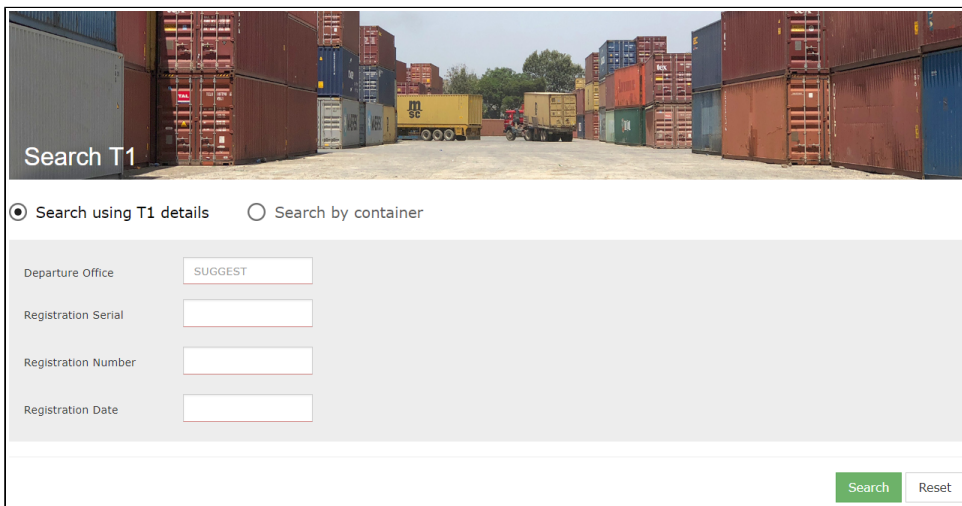
Once you have entered the keyword and specified the criteria, the tool will display the list of results where your keyword can be found. This list can be exported as PDF, Excel or CSV, by clicking on the links at the bottom of the page.

### 2.2.9. T1 Search



This tool allows you to search a T1 using various details, and will provide you with real time position as well as status.

You can either search with T1 details, as seen below:



or you can simply provide a container number (in the case of containerized cargo), as seen in the next picture



Search T1

Search using T1 details     Search by container

Container Number

Either way, you will get to a new page with your shipment information, displayed as shown below :

Search T1

[< back to search](#)

<b>T1 Registration Number</b> 5310	<b>T1 Registration Date</b> 28/06/2018	<b>Status</b> Guaranteed	
<b>Departure Office</b> GAL00 GALAFI (GAL)	<b>Destination office</b> AAK00 AA KALITY (AAK)	<b>Arrival date</b> 30/06/2018 19:28	<b>Id Means of Transport</b> 46237/15281 DRIVER: samson abreha TEL: 0913922868

The information available is the following:

- T1 registration number
- T1 registration date
- T1 Status (departed, arrived, guaranteed, etc.)
- T1 Departure office
- T1 Destination office
- Arrival date (or ETA)



- Means of transport (truck and trailer license plate, driver's name, driver's phone number)

plus you have a view on an interactive map, showing you the route taken by your truck, as well as the time at which it passed each office ("A", "C" and "D" in green above)

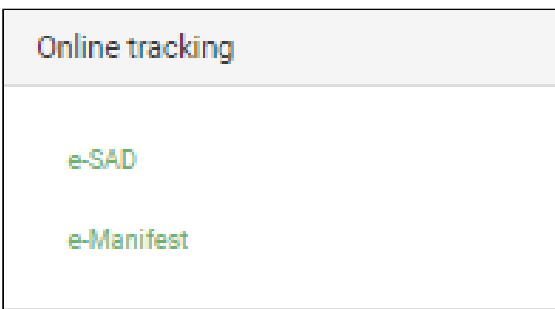
## 2.3. SEARCH FOR A DECLARATION

Now that you are logged-in, you can perform several operations in addition to all the ones available to the public:

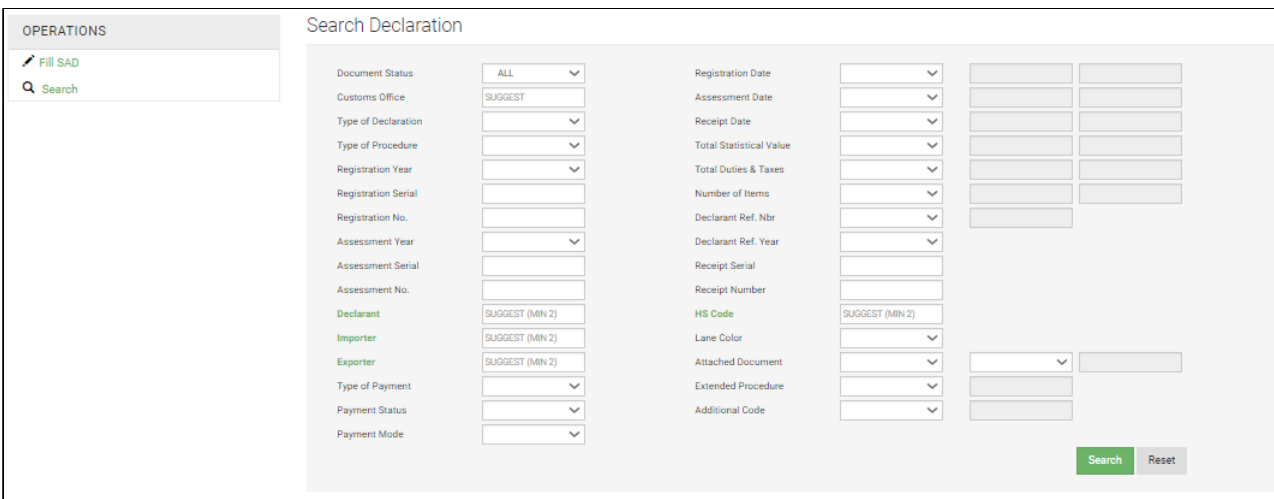
- the search for an existing declaration
- the submission of a new declaration.

In this part of the tutorial, we will first look at the search option.

Once logged into the portal, you can click on the "e-SAD" link under the quadrant "Online Tracking"



This will take you to the search engine.



There, you will find all the criteria you can use to filter your search and only display the declarations you are interested in.

The fields in this search engine works as per the fields in the previously presented ones in the public services, with automated lists, filtered according to the first letters you will type in, but with a new additional tool here when looking for Declarant, Importer, Exporter, or HS Code.



These fields allow you to type the first characters in, and will display filtered list, as below:

Declarant	00	HS Code
Importer	0000036895	Value Cargo P.L.C
Exporter	0000149161	ALISHO General Trading & Tranist
Type of Payment	0004349822	C.L.S. Logistics Service P.L.C.
Payment Status	002522	MULU MEKONENNE NEGUSSIE
Payment Mode	0027831568	Atlas Logistics Solution PLC
	0030544243	Continental Transit PLC
	0040607624	BELY Trade & Logistics
	0045014036	PAVE Logistics and Trading P.L.C
	0051193442	EJIAN Logistic PLC

There are however cases where if you know some element of the name, or the code, it is not enough for you to find it. You can then, click on the name of the field, displayed in green, which will open a small finder window, giving you more criterias to filter and select the right code.

**Declarant Finder**

Code

Description

Active equals

This pop-up window, allows you to refine your search, by code or by name, as it is done in the Tariff Search option.

**Declarant Finder**

Code contain

Description

Active equals

Code	Description	Active
0000036895	Value Cargo P.L.C	true



Once you have clicked on "find", the window will display the list of elements corresponding to your search, and you will be able to double-click on the name, to automatically add it to the search field in the main window.

### 2.3.1. Search results details

The results pane will display the list of declarations matching your search criteria, with the following information: its status, its type (import or export), the procedure code, the year, the office, the declarant, the declarant reference, the company, the number of items, the registration serial, the registration number, the registration date, the assessment serial, the assessment number, the assessment date, the CIF value and the total assessed. Each column of the table can be resized depending on your need.

For each declaration, several operations are possible, view, edit, or delete. Edit and delete operations are only available for declaration with "stored" status.

Declarant:

Importer:

Exporter:

Type of Payment:

Payment Status:

Payment Mode:

HS Code:

Lane Color:

Attached Document:

Extended Procedure:

Additional Code:

Loaded 2 document(s) of 2

	Status	Type	Prc.	Year	Office	Declarant	Ref. Decl	Company	Itm	Reg.S.	Reg. No	Reg. Date	Ast.S.	Ast. No.	Ast. Date	CIF Val.	Tot. Assessed
	Cancelled	IM	4	2017	NAZ00	0000036895	951	1111111111ET11	1	4	3	09/05/2017	A	3	09/05/2017	6,615.00	1,571.10
	Released	IM	4	2017	NAZ00	0000036895	987	1111111111ET11	1	4	2	09/05/2017	A	2	09/05/2017	6,615.00	1,571.10

You can then click on the "search" button, to view all the available declarations, and select one to view it.

in some cases you may have more results, with declarations with different statuses, as seen below:

Loaded 10 document(s) of 10

	Status	Type	Prc.	Year	Office	Declarant	Ref. Decl	Company	Itm	Reg.S.	Reg. No	Reg. Date	Ast.S.	Ast. No.	Ast. Date	CIF Val.	Tot. Assessed
	Assessed	IM	8	2017	GAL00	123123123	7776545	1111111111ET...	3	8	57	09/05/2017	A	52	09/05/2017	2,281.00	0.00
	Assessed	IM	8	2017	GAL00	123123123	65457	1111111111ET...	3	8	56	09/05/2017	A	51	09/05/2017	2,281.00	0.00
	Assessed	IM	8	2017	GAL00	123123123	6545444	1111111111ET...	3	8	55	09/05/2017	A	50	09/05/2017	2,281.00	0.00
	Cancelled	IM	4	2017	NAZ00	0000036895	951	1111111111ET...	1	4	3	09/05/2017	A	3	09/05/2017	6,615.00	1,571.10
	In Progress	IM	4	2017	AAK00	0045014036	ONFIRE1112	1234567890	1							22,811.30	28,515.80
	Released	IM	4	2017	NAZ00	0000036895	987	1111111111ET...	1	4	2	09/05/2017	A	2	09/05/2017	6,615.00	1,571.10
	Assessed	IM	8	2017	GAL00	123123123	6545	1111111111ET...	3	8	53	09/05/2017	A	48	09/05/2017	2,281.00	0.00
	In Progress	IM	4	2017	AAK00	0045014036	ONFIRE2777	1234567890	1							22,811.30	28,515.80
	In Progress	IM	4	2017	AAK00	0045014036	ONFIRE23333	1234567890	1							22,811.30	28,515.80
	In Progress	IM	4	2017	AAK00	0045014036	ONFIRE223	1234567890	1							22,811.30	28,515.80

If as seen below, a row is displayed in RED, this means that the declaration listed there isn't complete, and that some mandatory fields have not been filled.



Loaded 10 document(s) of 92

	Status	Type	Prc.	Year	Office	Declarant	Ref. Decl	Company	Itm	Reg.	Reg. No	Reg. Date	Ast.!	Ast. No.	Ast. Date	CIF Val.	Tot. Assessed
	Assessed	IM	7	2017	AAK00	123123123	2017/0599	7777777777	3	7	8	31/05/2017	A	107	31/05/2017	69,677,654.00	0.00
	Assessed	IM	4	2017	AAK00	123123123	20170590G	4444444444	2	4	70	30/05/2017	A	106	30/05/2017	43,907.00	88,625.90
	Assessed	IM	7	2017	AAK00	123123123	20170590F	4444444444	2	7	7	30/05/2017	A	105	30/05/2017	54,336.00	0.00
	Assessed	IM	4	2017	MEK00	123123123	HAK2	1111111111E	1	4	2	30/05/2017	A	2	30/05/2017	23,177.00	13,500.61
	Assessed	IM	4	2017	AAK00	123123123	PAVE123GFDD	1111111111E	2	4	69	30/05/2017	A	104	30/05/2017	1,217,032.00	820,888.16
	Assessed	IM	4	2017	AAK00	123123123	20170590E	6666666666	1	4	68	30/05/2017	A	103	30/05/2017	529,896.00	662,409.98
	Assessed	IM	4	2017	AAK00	123123123	PAVE123GFD	1111111111E	2	4	67	30/05/2017	A	102	30/05/2017	1,217,032.00	820,888.16
	Assessed	IM	4	2017	AAK00	123123123	20170590D	6666666666	1	4	66	30/05/2017	A	101	30/05/2017	609,896.00	762,415.98
	Assessed	IM	4	2017	AAK00	123123123	20170590C	6666666666	1	4	65	30/05/2017	A	100	30/05/2017	378,125.00	472,684.65
	Assessed	IM	4	2017	AAK00	123123123	20170590B	6666666666	1	4	65	30/05/2017	A	100	30/05/2017	378,125.00	472,684.65

**Note that as a declarant user, you can only view the declarations you have made with your own user, you cannot see anyone else's declaration.**

### 2.3.2. View an existing declaration

Now, let's have a look at an existing declaration.

By clicking on the “eye” icon at the very left of each declaration, you will open it for you to view all the details of the declaration.

OPERATIONS Export XML View/Print PDF Close

Fill SAD  Toggle European Union SAD box numbers

Search

Header | Name & Parties | Transport | Financial | Items | Attached Documents | Containers | Assessment Notice | Support Information

Model of Declaration: IM 4

Office: AAK00 HAK2(BETH-BAZ)

Manifest Number:

Declarant Reference Number: 951 2017

Customs Reference Number: 4 3 09/05/2017

Assessment serial: A 3 09/05/2017

Receipt Number: AAK00 8 4 09/05/2017

Total Number of Packages: 1

Total Number of Items: 1

Total Number of Containers: 0

Total Gross Mass: 10.00

Total Net Mass: 8.00

Comments:

Name of Declarant representative:

This view will differ from what a paper based declaration looks like, however, all the information is there, sorted in various tabs, to make the information accessible more easily, and quicker. Should you need to verify against a printed declaration, you can select the option at the top right of the declaration details “toggle European Union SAD box numbers” which will display for each field, the reference number on a standard declaration. For instance, model of declaration, office of dispatch and manifest number are part of the box 1 on a paper declaration.

The information is distributed in 9 separated tabs called “Header”, “Name & Parties”, “Transport”, “Financial”, “Items”, “Attached documents”, “Containers”, “Assessment Notice” and “Support Information”.



Header	Names & Parties	Transport	Financial	Items	Attached Documents	Containers	Assessment Notice	Support Information
--------	-----------------	-----------	-----------	-------	--------------------	------------	-------------------	---------------------

### 2.3.3. Special tabs

As you may have noticed, some tabs offer more possibilities, for instance, the “item” tab shows a list of items, with the possibility to view each item details, separately.

Export XML
View/Print PDF
Close

Toggle European Union SAD box numbers

Header
Names & Parties
Transport
Financial
Items
Attached Documents
Containers
Assessment Notice
Support Information

List of Items

Item No	Commodity code	Commodity Description	Extd. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value
1	3822000000	DIAGNOSTIC/LAB.REAGENTS ON BACKING/PREP'D DIAGNOSTIC/LAB.REAGENTS EXC.CH30	4000	000	ES	1	CT	10	100

From this page, you can also view the lists of attached documents, containers (if you have any) and VIN numbers in the case this is a declaration about car importations. Each of these three lists can be hidden or shown, depending on your needs, and you can from there, view the attached documents details, the same way as if you were checking the list from the “attached documents” tab.

### 2.3.4. The printouts

If you need to print and have a paper copy of these documents (the SAD or the assessment notice), you can do so, directly from the interface, clicking on view / print PDF, which as you will see looks exactly the same as the original paper based document.

Export XML

View/Print PDF

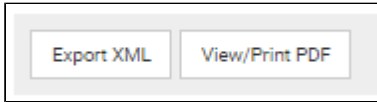
The PDF file will look exactly as a paper based declaration.

<b>ETHIOPIAN REVENUES AND CUSTOMS AUTHORITY DECLARATION FORM</b>		<b>1 DECLARATION</b> IM 4		<b>A. CLEARANCE OFFICE</b> Office Code: NAZ00 Manifest Number:											
<b>2 Consignor/Exporter</b> No:		<b>3 Forms</b> 1 1 4		<b>4 Registration number &amp; date</b> #3 0905/2017											
<b>8 Consignee/Importer</b> No: 1111111111E111 Hakab LTD Nnsq		<b>5 Items</b> 1 1 1		<b>6 Assessment number &amp; date</b> A 3 0905/2017											
<b>14 Declarant/Representative</b> No: 000003895 Valak Cargo P.L.C MOT855		<b>7 Reference number</b> 2017 951		<b>8 Receipt number &amp; date</b> R 4 0905/2017											
<b>15 Country of dispatch/point of departure</b> Spain		<b>16 Country of origin</b> Spain		<b>17 Country of destination</b> Ethiopia											
<b>18 Identity and nationality of means of transport at departure</b> TRUCK		<b>19 Ch.</b> <input type="checkbox"/>		<b>20 Delivery Terms</b> CIP											
<b>21 Identity and nationality of active means of transport crossing the border</b>		<b>22 Currency and total amount invoiced</b> USD 100		<b>23 Exchange rate</b> 22.8113											
<b>25 Mode of transport</b> at the border		<b>26 Inland mode of transport</b>		<b>27 Place of loading</b> ARRECFE DE LANZAROTE ESACE											
<b>28 Financial and banking data</b> Bank: ABAY BANK S.C. Branch: ADM		<b>29 Terms of payment</b> 1		<b>24 Invoice Details</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Currency</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Freight</td> <td>USD 80</td> </tr> <tr> <td>Insurance</td> <td>USD 40</td> </tr> <tr> <td>Other</td> <td>USD 20</td> </tr> <tr> <td><b>Total</b></td> <td><b>USD 434</b></td> </tr> </tbody> </table>		Currency	Amount	Freight	USD 80	Insurance	USD 40	Other	USD 20	<b>Total</b>	<b>USD 434</b>
Currency	Amount														
Freight	USD 80														
Insurance	USD 40														
Other	USD 20														
<b>Total</b>	<b>USD 434</b>														
<b>25 Office of entry/exit</b> AA00 AA Airport		<b>30 Location of goods</b> null null		<b>B. A. number and date</b> ABBACM1000/2017											



### 2.3.5. Export

The last option, is called “export XML”. This is in the case of a recurrent declaration, to save you the time of filling every time the same information when you submit a declaration. Indeed, you can export this declaration as an XML file saved onto your computer, and will be able to load it, when you will need to submit a new declaration. Let us export one XML and save it to the desktop, to demonstrate later how to upload it.

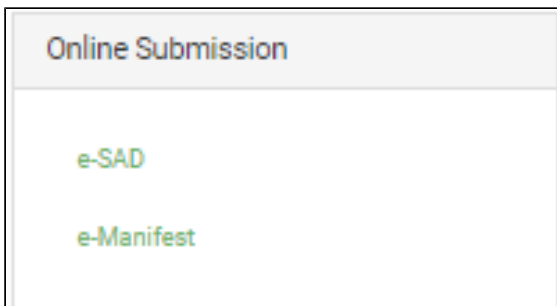


First click on Export XML, then select where you wish to save it, and then click save.

## 2.4. FILL A SAD

Now that you have seen how to retrieve and view an existing declaration, let’s have a look at the submission operation, and how to achieve it.

Once logged into the portal, you can click on the "e-SAD" link under the quadrant "Online Submission"



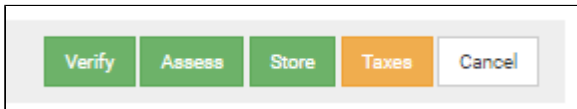
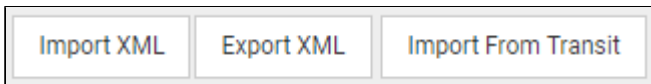
You now see a page very similar to what you see when you look at an existing declaration, only this time, there are many editable fields for you to fill, with the mandatory fields underlined in red. Mind you that these mandatory fields might change depending on the information you will provide, for instance, if it is an import or an export declaration, or depending on the procedure code.



There are many criteria to validate the information entered in the SAD, you will find in part 2.4.3 the details of these fields.

### 2.4.1. The header buttons

You will also notice more available operations on the top of the declaration than when you were viewing an existing one, with import/export XML, but also, “Verify”, “Assess”, “Store”, “Taxes” and “Cancel”.



#### 2.4.1.1. Export/Import XML

The first two buttons are here to allow you either to import an existing XML file, to resume your work on a declaration you have exported before, or in the case of a recurrent declaration, where most of the information doesn't change, allowing you to save time, or, to export a XML. The export function can be seen as a way to save your work, so you can resume it later by importing the XML file.



#### 2.4.1.2. Import from Transit

An additional option was added to the portal to allow for the importation of the data directly from the IM8 from which T1s were generated. To do so the user will need to click on the Import from Transit button



Import XML    Export XML    Import From Transit

This will load a pop-up window requesting details on the T1 for which the declaration will be assessed.

Please enter T1 details


Departure Office    GAL00    GAL00

Registration Serial    T

Registration Number    [ ]

Registration Date    [ ]

Import From Transit

On this window, the user will need to provide the departure office, the registration serial (T), the registration number and the registration date, then the user will click on  button to validate.

Fill SAD

Import XML    Export XML    Import From Transit    Verify    Assess    Store    Taxes    Cancel

Container 1: Invalid container type code 45G1  
Container 2: Invalid container type code 45G1  
Container 3: Invalid container type code 45G1  
Container 4: Invalid container type code 45G1  
Container 5: Invalid container type code 45G1

Toggle European Union SAD box numbers

Header    Names & Parties    Transport    Financial    Items    Attached Documents    Containers    Assessment Notice

Model of Declaration    IM    4

Office    GAL00    GALAFI (GAL)

Manifest Number    [ ]

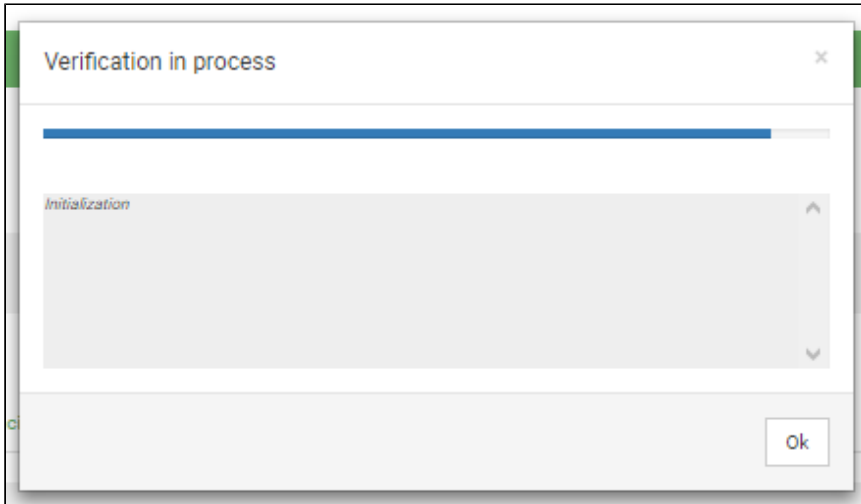
The system will display many errors since not all the information required for a declaration is available on an IM8, however, many fields will already be filled, which will save a great amount of time for the user.



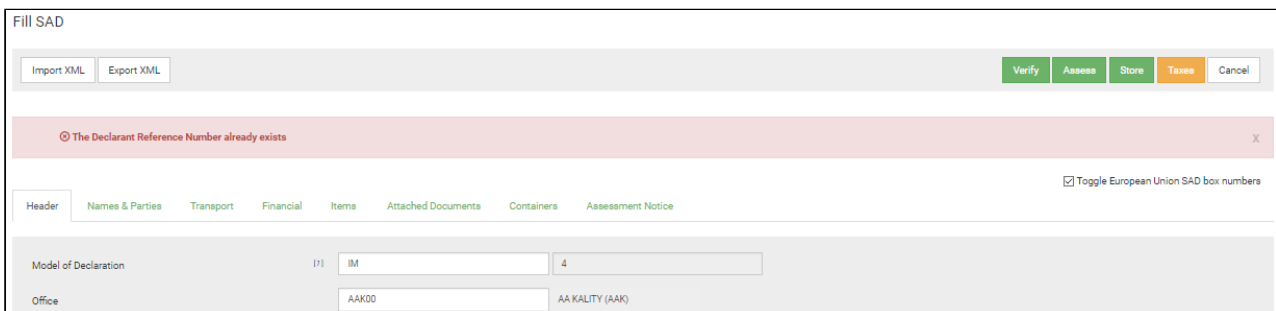
### 2.4.1.3. Verify

We can start by looking at the verify button, to show what it does. As the declaration is empty, it will display an error message, and display all the mandatory field where information is missing, or where the information isn't correct.

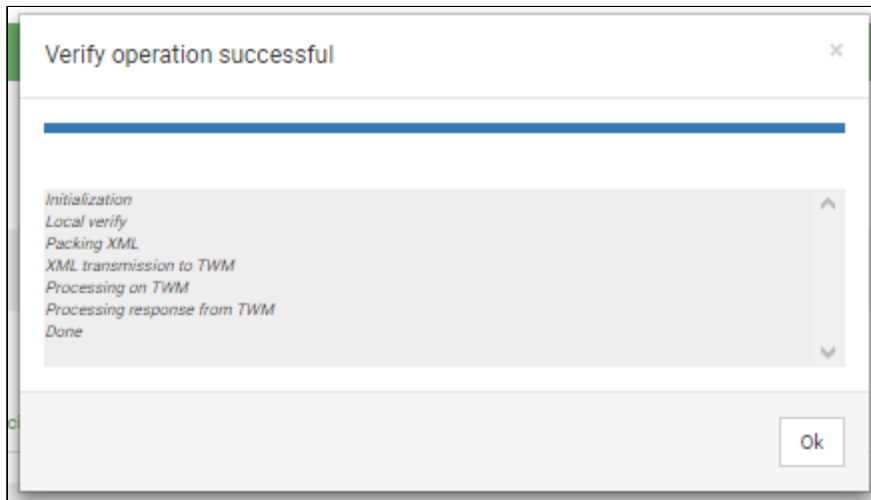
This button can become very handy when the declaration seems to be completed, as it will pinpoint the exact fields where the information is wrong, or missing.



Once you click on "Verify", a pop-up window will open, showing the progresses of the verification, and will stop at "local verification" step if there's one. Then, you have to click on "Ok" to see what is the error.



The system will display in red the error(s), and when you click on the error, will take you to the page where there is a problem. Once the error is corrected, when you verify again, then the message should look like the following:

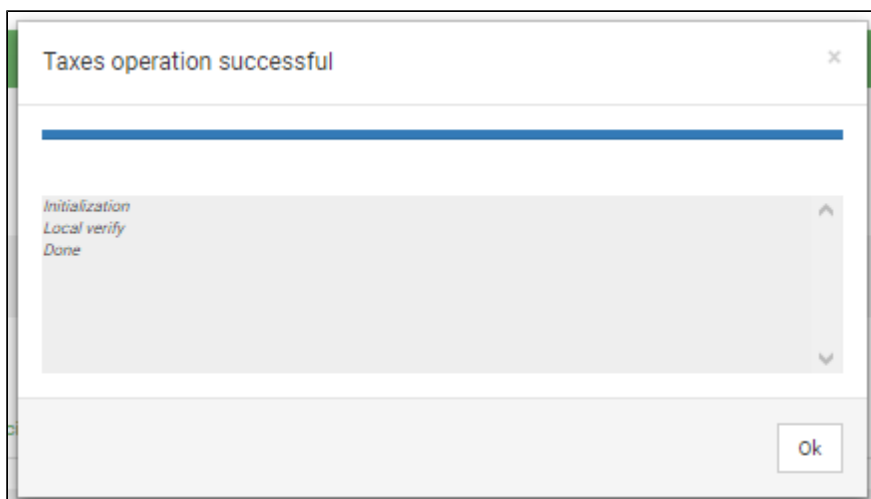


#### 2.4.1.4. Store

The store button will save your declaration on the server, without performing the assessment, and allows you to retrieve it later, to complete it, to assess it or even to delete it, if it is not needed any longer. This operation is not a commitment, and isn't considered as a pre-assessment. You can edit as many times as you need a stored declaration, and only assess it once you feel that all the information is correct or complete.

#### 2.4.1.5. Taxes

This button will launch the taxes calculation according to the information provided within the declaration. By clicking on it, it will open a pop-up window which will check the data entered. Then, it will take you to the assessment notice, with the calculated amount of taxes to be paid for this declaration.



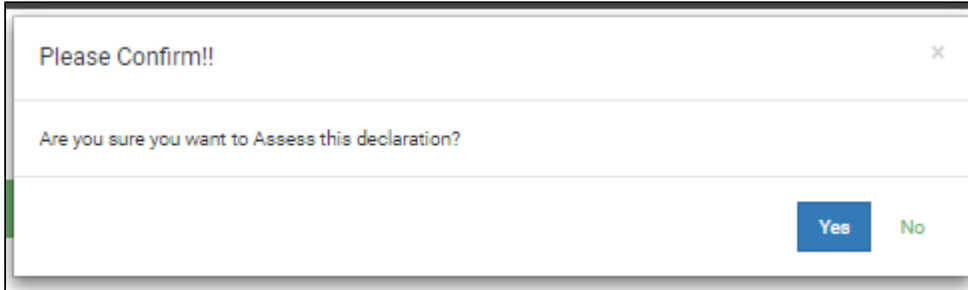
#### 2.4.1.6. Cancel

This button will delete all information typed in the declaration and bring you back to the search page

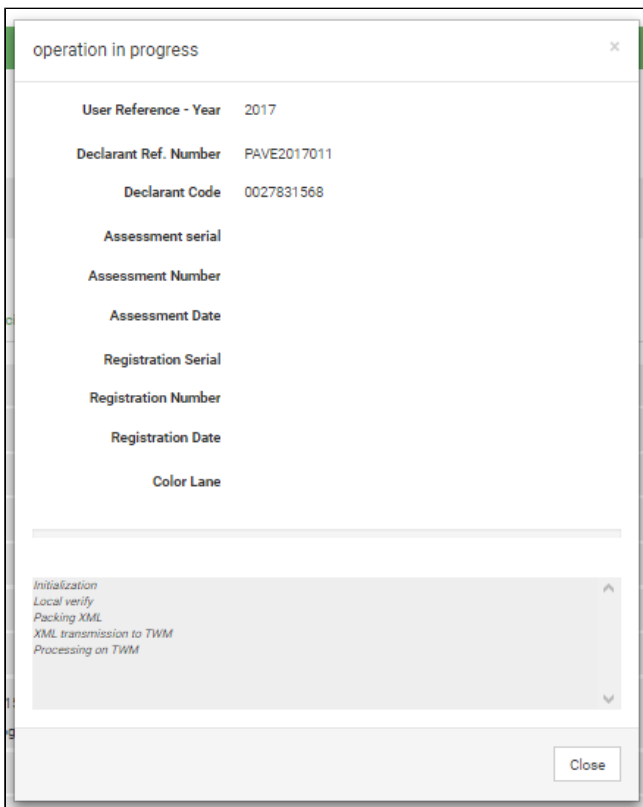


### 2.4.1.7. Assess

This button will perform the assessment of the declaration once you have completed it. It will first prompt you to confirm whether you are sure or not about assessing the declaration,



then it will open a pop-up window showing the progresses of the assessment,



and then, once confirmed, will provide you with all the information regarding your assessed declaration.





## 2.4.2. Importing an XML file and completing the information

If you have saved a prefilled declaration, by exporting the XML file, you can resume your work by importing the same file.

You first have to click on "import XML", and then select the file you have saved. Once loaded, you can resume editing your declaration.

## 2.4.3. Tabs and Fields controls

### 2.4.3.1. Header

This tab contains the fields 1, 5 and 6, from the paper based SAD, with all generic segment information.

- The fields "Model of declaration" and "Office" will not let you enter any information, only the one selected from the reference lists.
- The field "Declarant reference number" is a free text field, however, this reference cannot be common to two declarations (even with "stored" status), as it is used to identified a declaration, even before its assessment.

### 2.4.3.2. Names and Parties

This tab contains the segments 2, 8, 9, and 14 from the SAD, with information regarding importer, exporter, declarant and beneficiary.

- The field "exporter code" can only be entered in the case of an **export declaration**, and the code has to be identified in the reference list
- The field exporter "name and address" is either filled automatically from the reference associated with the exporter code, in the case of an export declaration, or, is a free text field in the case of an **import declaration**
- "Business activity details" isn't required in the case of an import, however, this will be mandatory in the case of an export.
- Consignee details works the same way as "exporter details", only the other way around, it is mandatory in the case of an import, and free text when it is an export.
- "Declarant details" is always mandatory, and only valid declarant code can be used. This is filled automatically according to your user's details as a declarant.
- "Beneficiary details" is a free text



### 2.4.3.3. Transport

This tab contains the segments 10, 11, 13, 15, 16, 17, 18, 20, 21, 25, 26, 29, 30, 44, 49, 50, 51, 52, 53, and 54 regarding transport details, either from exporting country or within the country (transit for instance)

- In the case of an import declaration, if the country of export is mandatory, the region isn't
- In the case of an import declaration, the country of destination is always Ethiopia, and the region has to match the ones attached to the "business activity" of the consignee
- The place of loading has to be only one in the given list, filtered by the field "country of export".

### 2.4.3.4. Financial

This tab contains the segments 24, 28, 48, regarding all financial details, such as Bank code, bank branch, mode of payment, valuation note.

- Terms of payment is mandatory, and, if bank permit is selected it will enable bank fields.
- Bank permit is not enabled, as the bank permit number will be automatically taken from attached document reference. Validation for this field is [BankCode][BranchCode][01][5-digits][YYYY], any other format will lead to an error preventing assessment.

### 2.4.3.5. Items

Header											<input checked="" type="checkbox"/> Toggle European Union SAD box numbers
Header	Names & Parties		Transport		Financial		Items	Attached Documents		Containers	Assessment Notice
List of Items											
<input style="border: 1px solid black; padding: 2px 5px;" type="button" value="+"/>	Item No	Commodity code	Commodity Description	Extd. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value	

Once you click on the "items" tab, you will see the list of items attached to this declaration. At first it will be empty, you can then add items, using the  on the left of the list. This will open a new window where you will be able to enter the information regarding the item you need to add.



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Item No	1		
B/L Ref. No	[40]	<input type="text"/>	
<b>Description of Goods</b>			
Commodity code	[37]	<input type="text" value="SUGGEST (MIN 2)"/>	<input type="text" value="SUGGEST"/>
Commodity Description	<input type="text"/>		
Commercial Description	<input type="text"/>		
Marks and Numbers	<input type="text"/>		
Package Number and Kind	[37]	<input type="text"/>	<input type="text" value="SUGGEST"/>
Gross Mass (Kg)	[35]	<input type="text"/>	
Net Mass (Kg)	[38]	<input type="text"/>	
Supplementary Unit	[47]	<input type="text"/>	<input type="text"/>
<a href="#">Hide Details</a>			
Supplementary Value 1	<input type="text"/>		
Supplementary Value 2	<input type="text"/>		
Write Off Unit	<input type="text" value="SUGGEST"/>	<input type="text"/>	<input type="text"/>

This window is divided in several parts, each requiring a specific set of information. The first one is focusing on the type of goods, based on the commodity code (HS Code), which can be entered, or can be found using the finder window (similar to the finder used for declarant list -see part 2.3. of this tutorial-). The other elements required here are the type of package and the quantities, as well as the weight of the goods (both gross and net mass in Kg).

<b>Procedure</b>			
Country Of Origin   Region	<input type="text" value="SUGGEST"/>		
Preference	<input type="text" value="SUGGEST"/>		
Procedure Code	[37]	<input type="text" value="SUGGEST"/>	<input type="text" value="SUGGEST"/>
V.M. Code	<input type="text"/>		
Quota	<input type="text"/>		
Required Documents list	<input type="text"/>		
License No   D.Val   D.Qty	[44]	<input type="text"/>	<input type="text"/>
Previous Document Reference	[40]	<input type="text"/>	
<a href="#">Show Details</a>			
Additional Information	<input type="text"/>		
Processing Program	[45]	<input type="text"/>	<input type="text" value="SUGGEST"/>

The second part is focusing on the procedure code and origin of the goods as seen above.



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**Item Valuation Note**

Value Details

Invoice Value  SUGGEST

External Freight  SUGGEST

Internal Freight  SUGGEST

Insurance  SUGGEST

Other Costs  SUGGEST

Deductions  SUGGEST

Total Costs

CIF Value

Coeff. adjustment

Statistical Value

**Market Value**

[Hide Details](#)

Market Price   per

Basis | M.V. Amount

Once this information has been provided, you need to enter the valuation information regarding the goods. This information doesn't have to be in local currency, as the system allows you to enter other currencies, and will automatically convert it in local currency.

**Item Valuation Note**

Value Details

Invoice Value

External Freight

Internal Freight

Insurance

Other Costs  SUGGEST

Deductions  SUGGEST

Total Costs

CIF Value

Coeff. adjustment

Statistical Value

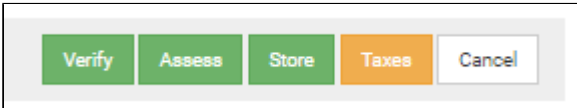
**Market Value**


[Hide Details](#)

Market Price   per

Basis | M.V. Amount





Once the item has been added, the system will display it in the list as seen below. If you need to add another item, you just need to click on the  and perform again the same operation as for the first item.

List of Items										
	Item No	Commodity code	Commodity Description	Extd. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value
	1	04090000000	Natural honey	4000	000	CN	100	BX	1,000	50,000

### 2.4.3.6. Attached documents

This section allows the upload and filling of attached documents. No declaration can be submitted without, but the documents list might change depending on the declaration elements. There are also field controls depending on the document.

- Bank permit reference number, as explained above, has to follow [BankCode][BranchCode][01][5-digits][YYYY], ex.: ADBHOB01123452017
- Transit document reference, has to be as defined: [OfficeCode]/T[T1ref], ex.: GAL00/T16

### 2.4.3.7. Containers


In the case you have container information, this tab is where you will provide the data, i.e. container number and references.

### 2.4.3.8. VINs

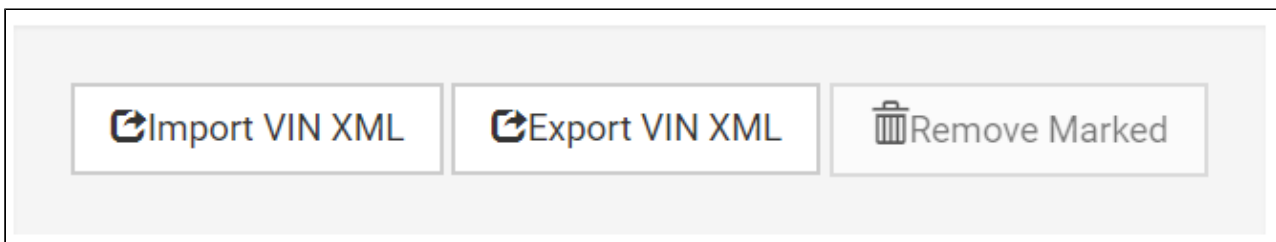
In the case the items you are mentioning in your SAD are vehicles, then you are required to provide VIN data, this is the tab where you will have to do so.

List of VINs												
	Item No	Item Number	Customs References	Assessment References	VIN	Brand Code	Brand Name	Model	Color	Engine Serial	Engine Capacity	Year
<input type="checkbox"/>	1	1			MD625NF54H1L90335	MD6	TVS Motorcycle	TEST TOTO	TOTO	FF5LH17 85316	3000	2018



As you would do for items, you can simply click on the  button, to add manually each VIN. Same as per item page, this will open a window where you'll be able to provide VIN details.

In the case where you have many VINs to key in, and you have the information already in an excel file, you can simply upload it as an XML using the import buttons :



As it is for the SAD, you can export the XML of an existing declaration, edit it on your computer to update the data (change references, numbers, etc) and import it back into the system to add the VINs. **Mind you, import VIN XML only adds the VINs from the XML file into your declaration, it will not replace the existing ones.**

You can also find on the customs trade portal, in the "Downloads" section, an excel template file which you can simply fill with all the information you have, then you just need to "save as" or "save a copy" and select "XML" as an extension format.

**It is important to note that this template only works if you copy the values only or type in directly the details, and don't change any of the formatting. Changing any of the parameters of this file will result in either the impossibility to generate a XML or to generate a corrupted file leading to an error when verifying the SAD.**



### 2.4.3.9. Assessment Notice

This is informative only, once you have assessed a declaration, you can view in this tab the assessment notice. You can also print it from there if you need it.


### 2.4.4. Manifest and BOL information

When filling a SAD for import in the airport, manifest information is mandatory. This part of the guide will describe how to use and key-in manifest information.

#### 2.4.4.1. Manifest reference


When keying in manifest information for the SAD, several criteria are required.

- Office should allow manifest (i.e. only Addis Ababa Airport)
- Manifest reference should follow the appropriate format (voyage number + space + date YYYY-MM-DD, eg: ET303 2018-05-18)
- Manifest should exist in the system

Model of Declaration	<input type="text" value="IM"/>	<input type="text" value="4"/>
Office	<input type="text" value="AAA00"/>	AA Airport
Section	<input type="text" value="SUGGEST"/>	
Manifest Number	<input type="text" value="E.G. ET11 2017-01-11"/>	



Once the correct manifest number is provided, the  icon becomes available,

Model of Declaration	<input type="text" value="IM"/>	<input type="text" value="4"/>
Office	<input type="text" value="AAA00"/>	AA Airport
Section	<input type="text" value="SUGGEST"/>	
Manifest Number	<input type="text" value="ET639 2018-03-15"/>	

This icon is a button allowing to view the information regarding the manifest, as seen below:



Manifest Information	
Manifest Customs Office Code	AAA00 AA Airport
Manifest Registration Year	2018
Manifest Registration Number	2
Manifest Voyage Number	ET639
Manifest Departure Date	15/03/2018
Manifest Registration Date	16/03/2018
Manifest Registration Time	06:03:07
Carrier Code	ET Ethiopian
Identity	ET
Nationality	ET Ethiopia

Manifest Number: ET639 2018-03-15

### 2.4.4.2. BOL reference

Once manifest information has been provided, you are required to provide corresponding BOL number in the item information page

Item No	1
B/L Ref. No	<input type="text" value="071-30981683"/>

As for the manifest, once provided, the system will allow to view the details from the bill of lading.



Ethiopia ERCA eCMS Project

**Bol Information** Print

Manifest Customs Office Code	AAA00	AA Airport
Manifest Voyage Number	ET639	
Manifest Departure Date	15/03/2018	
Estimated Arrival Date	15/03/2018	
Estimated Arrival Time		
Manifest Registration	2018 / 2	
Mode of Transport	4	AIR TRANSPORT
Nationality	ET	Ethiopia
Identity	ET	
Waybill Reference Number	071-30981683	
Waybill Line	1	
Sub-line		
Waybill Nature	23	
Type of Waybill	AWB	Airway Bill
Kind of Waybill	HSE	
Number of Degrouage Waybills	0	
BOL Previous Document		
Unique Carrier Reference		
Place of Loading Code	MYKUL	Kuala Lumpur
Place of Discharging	NGKAN	Kano
Co-loader		
Exporter/Shipper		
Exporter/Shipper Name	MR NURUDDEN	
Exporter/Shipper Address	SELANGOR SELANGOR MY 68000	
Notify Code	0000975017	
Notify Name	MOHAMMED GEREMEW AHMED	

Including the number of packages and weight as seen below:

Notify Name	MOHAMMED GEREMEW AHMED									
Notify Address	016109/94 RE AA WO GULELE KEBELE 14 HN 1776									
Consignee Code (TIN)										
Consignee Name	TM YOLA IMPORT AND EXPORT NIG LTD									
Consignee Address	KANO NIGERIA KANO NG 700213									
Total Containers	0									
Package Code	BK	Basket								
Marks and Numbers										
Manifested Packages	112									
Remaining Packages	112									
Manifested Gross Weight	948									
Remaining Gross Weight	948									
Volume(CMB)	4.04									
Description of Goods	PERSONAL EFFECTS									
Location										
Location Additional Information										
List of Containers										
#	CTN Ref.	NB Pkgs	CTN Type	E/F	Seals Nb	Mark 1	Mark 2	Party	Empty Wgt	Goods Wgt
No data available in table										

This information is important, since it will relate to controls in place preventing from submitting SAD when there are discrepancies.



### 2.4.4.3. Errors in writing-off manifest

When all the details at item level are provided and the user tries to verify the document, several error can occur depending on the issue. We will use in this example the case of this BOL containing 112 packages, for a gross weight of 948Kg.

#### 2.4.4.3.1. Packages completed, weight remaining

Package Number and Kind	<input type="text" value="112"/>	<input type="text" value="BK"/>	Basket
Gross Mass (Kg)	<input type="text" value="900.00"/>		
Net Mass (Kg)	<input type="text" value="900.00"/>		

In this first example, the user specifies that all packages will be "consumed" by this SAD, however, not all the weight will be. This will result in the following error:

ⓘ Item 1: Number of packages will be totally written-off on waybill 071-30981683 but remaining gross mass will be positive: 48 x

Indeed, the user needs to make sure that the manifest will not end with no more packages but not all weight "consumed" by the declaration.

#### 2.4.4.3.2. Packages complete, overweight

Package Number and Kind	<input type="text" value="112"/>	<input type="text" value="BK"/>	Basket
Gross Mass (Kg)	<input type="text" value="1,000.00"/>		
Net Mass (Kg)	<input type="text" value="1,000.00"/>		

In this second case, the number of remaining packages is still 112, and the user still requires to declare all of them, however, the weight is more than the remaining weight.

This will lead to this warning message:

• Item 1: Insufficient remaining Gross Mass on waybill 071-30981683: 948, total declared: 1,000 (Ignore warning) x

#### 2.4.4.3.3. all weight, not enough packages

Package Number and Kind	<input type="text" value="50"/>	<input type="text" value="BK"/>	Basket
Gross Mass (Kg)	<input type="text" value="948.00"/>		
Net Mass (Kg)	<input type="text" value="948.00"/>		

In this last example, the user is writing-off all the remaining weight, however, not all packages are written-off. This will lead to another error message:



© Item 1: Gross mass will be totally written-off on waybill 071-30981683 but remaining number of packages will be positive: 62

### 2.4.4.4. Impact on subsequent SADs

To conclude, it is always very important from the user to verify several times the quantities and weight declared on a SAD, indeed, if not done properly, this can lead to blocking errors in a subsequent SAD from the same BOL.

For example, in the case of 3 SADs are to be declared on the previous BOL, and a mistake is done in the first SAD:

- Working scenario

SAD	Packages	Weight	Remaining Pkg	Remaining Kg
1	60Pkg	500 Kg	52Pkg	448Kg
2	30Pkg	300Kg	22Pkg	148Kg
3	22Pkg	148Kg	0Pkg	0Kg

In this scenario, the last SAD will write-off the exact remaining quantities and weight

- Problematic scenario

SAD	Packages	Weight	Remaining Pkg	Remaining Kg
1	70Pkg	500 Kg	42Pkg	448Kg
2	30Pkg	400Kg	12Pkg	48Kg
3	22Pkg	148Kg	-10Pkg	-100kg

In this scenario, the system allowed the first two SADs as their quantities and weight were less than the remaining ones, however, after the second SAD, the quantities will not allow the SAD 3 with current values.

This is why it is very important to always verify quantities to allow blockages by the system.

## 2.5. ASSESS A DECLARATION (STEP BY STEP GUIDE)

This part will take you step by step in the assessment of an IM4 declaration

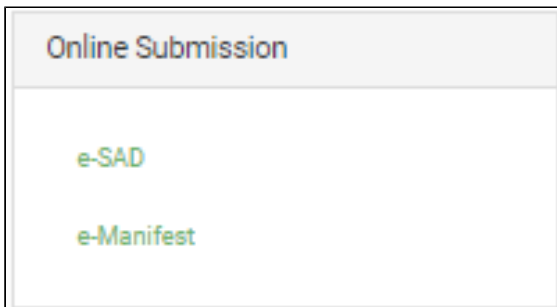


## 2.5.1. Login

The first step in order for you to be able to assess a declaration is to first access the portal, and then, to login using the username and password you have been given by ERCA.

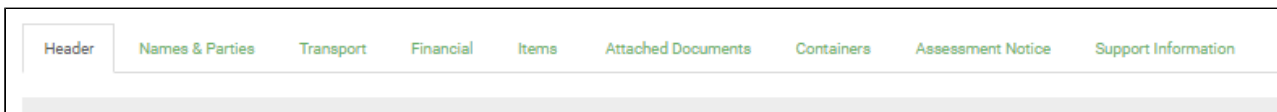
## 2.5.2. Online submission

Click on the e-SAD link under "online submission" quadrant.



Once on the SAD submission page, you will start to fill each tab one after the other.

### 2.5.2.1. Header tab



- The first information to provide here is the model of declaration. In our example, we will use IM4.
- The second step is to provide the clearance office, and in our case we'll select Kality, i.e. AAK00
- The next mandatory information to provide is the declarant reference number. Indeed, even if you can see a field for manifest number, this is not mandatory. The reference number is defined by the declarant, and has to be unique, i.e. this reference can only be used once.

The other fields are not to be filled as they will be automatically filled by the system.

Header	Names & Parties	Transport	Financial	Items	Attached Documents	Containers	Assessment Notice
Model of Declaration	IM	4					
Office	AAK00	AA KALITY (AAK)					
Manifest Number							
Declarant Reference Number	AB124433221	2017					
Customs Reference Number							
Assessment serial							
Receipt Number							



### 2.5.2.2. Names and Parties

Header	<b>Names &amp; Parties</b>	Transport	Financial	Items	Attached Documents	Containers	Assessment Notice
--------	----------------------------	-----------	-----------	-------	--------------------	------------	-------------------

Now, in this second tab, we will have to provide the details regarding names and parties for this declaration.

The first information to provide will be the name and address of the exporter. Because we're looking at an import declaration, there is no code available for the exporter, only a free text field. This declaration would be an export declaration, in this case, you would have to provide the TIN number of the company. For this example we'll use a company named "Toyoto", based in Okinawa in Japan.

**Exporter Details**

Exporter Code

Exporter Name & Address

**Business Activity Details**

Business Activity Code

Business Activity Description

Because this is an import, the business activity information isn't required either, as this only concerns local companies.

The next element to provide is the consignee details.

**Consignee Finder**

Code

Description

Active

Code	Description	Active
6666666666	** TOYOTA Imports PLC **	true

In our example, we have a company named "TOYOTA imports PLC", we have then to select the associated business activity code, from the list (this is coming automatically from the system) and we'll use as declarant one with a code 123123123.



<b>Consignee Details</b>	
Consignee Code	656666666
Consignee Name & Address	** TOYOTA Imports PLC **
<b>Business Activity Details</b>	
Business Activity Code	02
Business Activity Description	Import
<b>Declarant Details</b>	
Declarant Code	123123123
Declarant Name & Address	Aram mer tun@

All the required information for this tab have now been provided, we can go to the next tab.

### 2.5.2.3. Transport

<b>Header</b>	<b>Names &amp; Parties</b>	<b>Transport</b>	<b>Financial</b>	<b>Items</b>	<b>Attached Documents</b>	<b>Containers</b>	<b>Assessment Notice</b>
---------------	----------------------------	------------------	------------------	--------------	---------------------------	-------------------	--------------------------

In this third tab, we will provide all the transport details for this declaration.

The first information to provide is the country of export for this declaration.

<b>Shipping Information</b>	
Country of last Cons.	
Trading Country	
Country of Export   Region	JP SUGGEST Japan
Country of Destination   Region	ET ET Ethiopia   FEDERAL
C.A.P.   Country of Origin	
Place of Loading	JPAJX AJA, OKINAWA
Terms of Delivery	CIF Cost, Insurance and Freight
Place of Delivery   Situation	

In our example, the goods are coming from Japan, and destined for Ethiopia (since it is an import declaration, there is no need to specify the region of the country of export). The country of destination will require as additional information to provide the region. This information is coming from the consignee information. Indeed, each company in the country has a list of business activities, allowed for given regions.

In this example, the goods are destined for FEDERAL, because for our company, under business activity "Import", the associated region is ET|FEDERAL.

The next information to enter is the place of loading, here, to be consistent, we put Okinawa in Japan, but it could be any place of loading listed under the country of export.



For this part of the header, the last element to select is the terms of delivery, whether it is FOB, CIF, etc. for our example, we'll use CIF.

Border Information	
Identity of Means of Transport at Border	<input type="text" value="CMA CGM VOY534"/>
Nationality of Means of Transport at Border	<input type="text" value="FR"/> France
Mode of Transport at Border	<input type="text"/>
Office of Entry	<input type="text" value="GAL00"/> GALAFI (GAL)

Inland Information	
Inland Mode of Transport	<input type="text"/>
Identity of Means of Transport at Arrival	<input type="text" value="ESL"/>
Nationality of Means of Transport at Arrival	<input type="text" value="ET"/> Ethiopia

Transport information isn't complete at this stage yet, and more details have to be provided.

The next box is related to transport all the way to the border. For our example, we'll use CMA CGM, identified as a french company, and the office of entry of the goods will be Galafi. Indeed, we are going to make an import declaration which will clear goods coming to Addis Ababa through Djibouti.

To finalise this part of the declaration, we need to add the nationality of transports to arrival, i.e. from Galafi to Kality. In our example, ESL, which is an Ethiopian company

### 2.5.2.4. Financial

Header	Names & Parties	Transport	Financial	Items	Attached Documents	Containers	Assessment Notice
--------	-----------------	-----------	-----------	-------	--------------------	------------	-------------------

Fourth tab is the "financial" tab. Here you will have to enter financial information regarding your declaration.

The first elements to provide will be the terms of payments, and if it required a bank permit, then the bank and branch details.

Bank Code	<input type="text" value="ABB"/>	ABAY BANK S.C.
Banks Branch	<input type="text" value="ADM"/>	Adama branch
B.A. Number	<input type="text"/>	
Terms of Payment	<input type="text" value="1"/>	BANK PERMIT(L/C,CAD...)
Credit or Prepayment Account Code	<input type="text"/>	

For this demonstration, we will use ABB bank, and the Adama branch.

Next step in this tab is to provide the general cost information.



Valuation Note View/Print complete valuation note

Working mode: Regular apportionment

Total Gross Mass: 0.00  
 Total Gross Mass in valuation note should be greater than 0

Invoice Value	100,000.00	USD	23.17710	2,317,710.00
External Freight	10,000.00	USD	23.17710	231,771.00
Internal Freight	20,000.00	ETB	1.00000	20,000.00
Insurance	1,000.00	ETB	1.00000	1,000.00
Other Costs		SUGGEST		
Deductions		SUGGEST		
Total Costs	252,771.00			
CiF Value	2,570,481.00			

An error will display, but this will eventually disappear once you have provided the information regarding the items. In the meantime, we will use the following costs for our example.

Invoice value, USD50'000

External freight: USD10'000

Internal freight: ETB20'000

Insurance: ETB 1'000

You will notice that if the currency selected isn't the local currency, then the system will automatically calculate the amount in local currency using official exchange rates.

### 2.5.2.5. Items

Header | Names & Parties | Transport | Financial | **Items** | Attached Documents | Containers | Assessment Notice

The fifth tab is dedicated to the items information.

As you select it, you will see at first that the page is empty, this is because you have not added any item yet.

The process of creation of an item is described in part 2.4.3.5. of this document. We will only here look at our test values.

For this example, we're importing a USD 50'000 jeep.


List of Items

	Item No	Commodity code	Commodity Description	Extd. Proc.	Add. Code	Country of Origin Code	Package Number	Package Kind	Gross Mass (Kg)	Invoice Value
	1	87033390000	--- VEHICLES WITH DIESEL/SEMI-D ENGINE CYLINDER CAPACITY > 2500CC, NES	4081	800	JP	1	VH	2,300	50,000

Because we're importing a car, this will generate an additional requirement, and add a new "VINs" tab, where VINs for each vehicle will have to be provided.



Header   Names & Parties   Transport   Financial   Items   Attached Documents   Containers   **VINs**   Assessment Notice

To do so, click on the  sign, to add a VIN to your declaration. In our example, we'll use the following :

### New VIN ✕

Item	<input type="text" value="1"/>
Customs References	<input type="text"/> <input type="text"/> <input type="text"/>
Assessment References	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
VIN	<input type="text" value="1HGBH41JXMN109186"/>
Brand Code	<input type="text" value="2T"/> Toyota
Model	<input type="text" value="OTHER"/>
Color	<input type="text" value="Black"/>
Engine Serial	<input type="text" value="123456573312y44"/>
Engine Capacity	<input type="text" value="4200"/>
Year	<input type="text" value="2015"/>

Mind you that the system will check the validity of the VIN format against the brand code and other information, so you cannot enter any random number as VIN.



### 2.5.2.6. Attached documents

The last step is to provide the list of attached documents and their references. Although no check is done on Import licence reference, invoice reference, BOL reference at the moment, the system will check that the bank permit code is correct as well as the Transit form (in the case of transit).

+	Item	Document Code	Document name	Document Ref. No.	Date	File
	1	001	IMPORT LICENCE	*LICENCE REF*	04/06/2017	
	1	003	INVOICES & PACKING LIST	*INVOICE REF*	04/06/2017	
	1	004	BILL OF LADING / AIRWAY BILL	*BOL*	04/06/2017	
	1	010	BANK PERMIT/DEBIT/CUSTOMER/ADV	ABBADM01123452017	04/06/2017	
	1	068	TRANSIT FORM	GAL00/T85	04/06/2017	

For this example, for instance, we need a valid transit document to attach to this declaration, otherwise, we will not be able to assess it.

Modify Attachment

Item: 1

Code: 068

Document name: TRANSIT FORM

Document Ref. No.: GAL00/T85

Document Date: 04/06/2017

File: Upload File

Modify Cancel

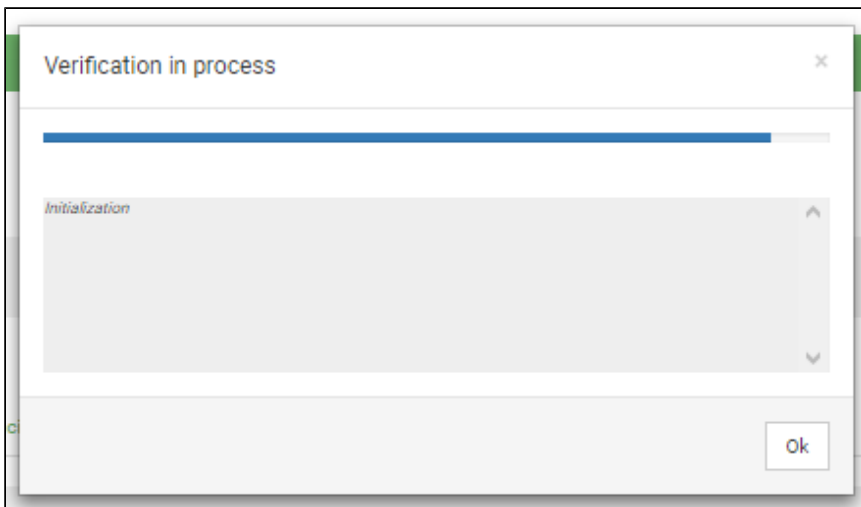


### 2.5.3. Verification and assessment of the declaration

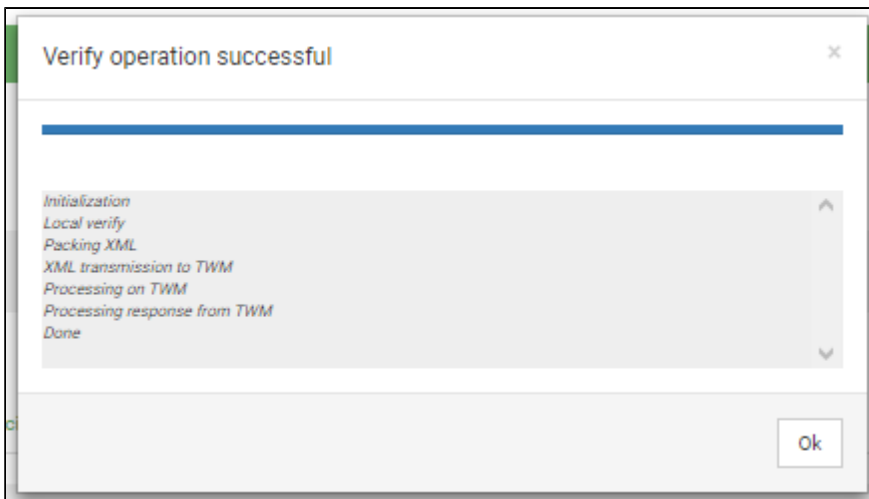
Once you have filled the declaration, you need to verify if you have not missed anything. In order to do so, you can click on the "verify" button at the top of the screen.



A pop-up window will open to notify you that the operation is on-going, and will give you a result.



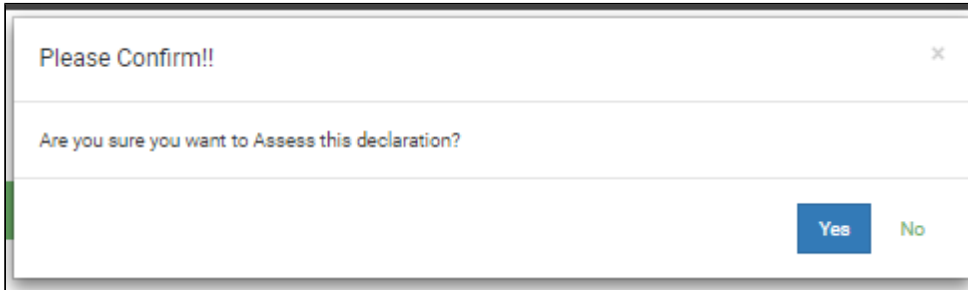
Once the verification is completed and a success you should see the following window:



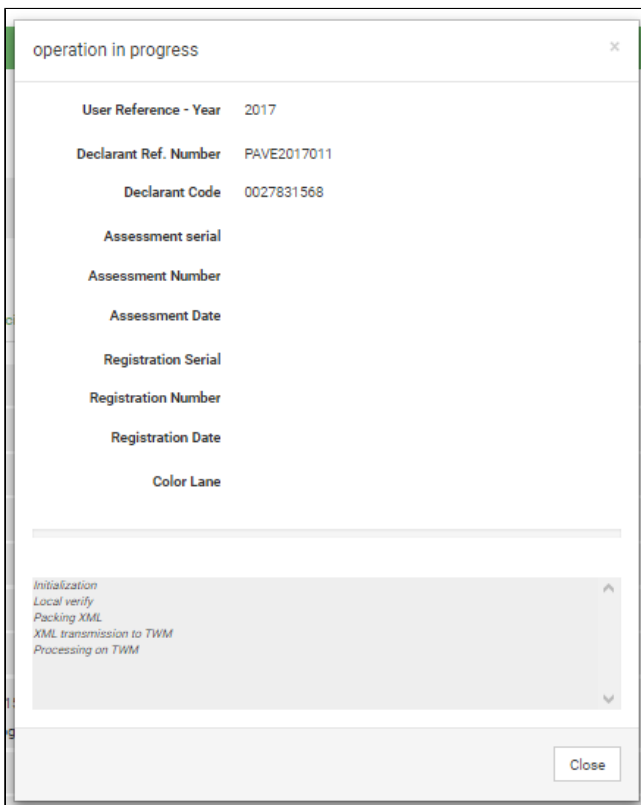
Once your declaration has been verified, you only need to assess it once you are ready.



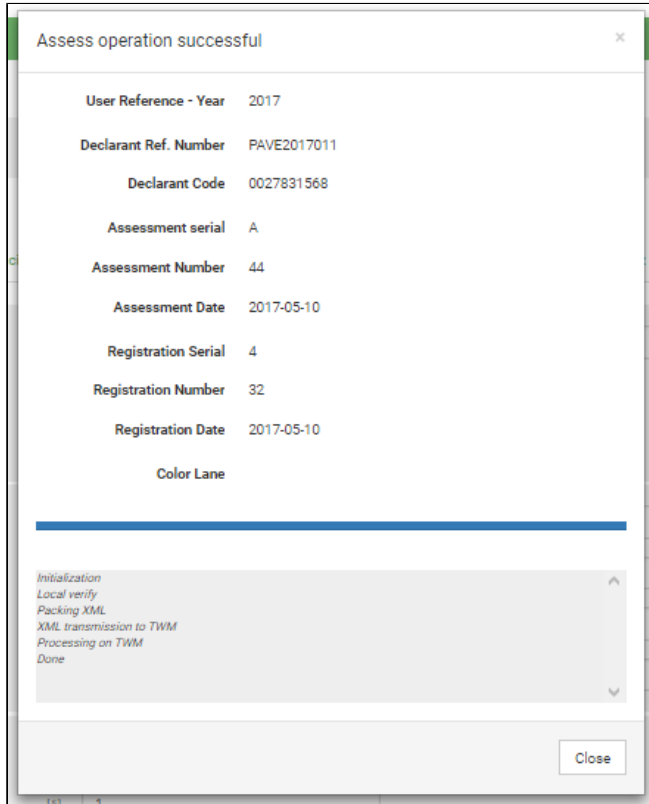
The system will prompt you to confirm whether you are ready to assess or not.



Once confirmed, the system will check the declaration both locally and on the server (to check references)



The the system will confirm assessment and give you all the required details for you to track your declaration afterwards.



The declaration is now assessed, the process is over.