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| **SE “ODESSA COMMERCIAL SEA PORT”** | **STATE CUSTOMS SERVICE OF UKRAINE** |
| **22.05.2012 # 18-4/338** | **22.05.2012 # 11.1/1.2-12.1/5764** |
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| **On Improvement of Information Technologies Application in Customs Clearance in Ports**  |  |

In pursuance of Clause 5, Decision of the Meeting of the Interagency Working Group for Implementation the “Single Window – Local Solution” Technology in the Operations Area of Pivdenna Customs House and Odessa Region Ports dated 26.04,2012, under implementation of the “Single Window – Local Solution” Pilot Project Concept and in consideration of Clauses 4 and 16 of “Standard Process Scheme of Admittance through State Border of Persons, Motor, Water, Railway and Air Transportation Vehicles, Carriers and Goods that are Transported by them” approved by Resolution of the Cabinet of Ministers of Ukraine dated 24.12.2003 # 1989 (as amended),

The Port Services of the State Enterprise “Odessa Commercial Sea Port” (hereinafter referred to as “SE OCSP”) and the Sections of Pivdenna Customs House in pursuance of the “Procedure of Customs Clearance of the Water Transportation Vehicles of Carriers and Goods that are Transported by them at the State Border Checkpoints” approved by the Cabinet of Ministers of Ukraine on 24.12.2003 # 1989 (as amended) shall comply with the following recommendations concerning the use of the electronic information and documents relating to the goods accepted for transportation in containers to the port of destination in the customs territory of Ukraine:

1. The electronic information and documents relating to the goods accepted in the customs territory of Ukraine for transportation in containers to the port of destination shall be used with the help of the Unified Port Community Information System (hereinafter referred to as “UIS).

2. The following abbreviations will be used herein below:

 **ACAS** – Customs Clearance Automated System;

**EP** – Electronic Pass;

**EDS** – Electronic Digital Signature;

**UAIS** of the State Customs Service of Ukraine – the Unified Automated Information System of the State Customs Service of Ukraine, a multifunctional integrated automated system which provides for information support and tracking of customs business in Ukraine and comprises an aggregate of several interrelated information systems including the “Centre” Automated Information System, Customs Clearance Automated System, “Electronic Mail” Information and Telecommunication System, other systems and program and information complexes;

**PIC** – Program and Information Complex;

**TFT** – Transit Freight Terminal of SE OCSP;

**TV** – Transportation Vehicle;

**CDB** – Central Database of the State Customs Service of Ukraine.

3. The electronic information and documents, which relate to the goods accepted in the customs territory of Ukraine for carriage in containers to their port of destination by means of UIS shall be used in trial mode until special decision.

Pending a period of testing the documents shall be submitted both in electronic form and as hard copies (excepting the documents required for granting “free pratique” to a ship).

4. The Forwarder shall enter the information in UIS on a day-and-night basis (subject to SE OCSP approval). The control services shall issue the documents filed by the Forwarder within the standing work schedule of the control services.

5. UIS and UAIS of the State Customs Service of Ukraine (UIS and UAIS of the State Customs Service of Ukraine are interconnected on no level) exchange data in the agreed format upon the following events arise:

 a. first appearance of information on a container in UIS;

b. operations with the container including:

 i. discharge from the ship;

 ii. warehouse operations;

 iii. endorsement of the Order by Maritime Agent;

 iv. endorsement of the Order by the customs body;

 v. loading on TV;

c. control results;

d. any other actions concerning the container and goods in the Port territory;

e. bringing the container out of the Port.

EDS shall certify the data entered in UIS by all participants of the process.

SE OCSP and Department of Customs Information Technologies and Statistics of the State Customs Service of Ukraine shall separately agree the format and list of documents entered in UIS.

6. TV loaded with container may leave the SE OCSP territory subject to availability in UIS of permitting notes put by the corresponding officials of Pivdenna Customs House and territorial body of the State Border Service of Ukraine.

7. When the cargoes are discharged from the ship into warehouses of SE OCSP, the following shall be taken into consideration:

 Procedure of filing and issuance of the documents required for acceptance of a ship by the Port and discharging containers into the warehouse determined by Resolutions of the Cabinet of Ministers of Ukraine dated 24.12.2003 # 1989 (as amended), dated 02.04.2009 # 320 (as amended) and by the Process Scheme of Admittance through State Border of Ukraine of Persons, Transport Vehicles and Cargoes at the International Checkpoint for Maritime Communication “Odessa Commercial Sea Port”;

 Representatives of control bodies, Members of the Commission, after the filed documents are processed shall make notes in UIS, which permit or prohibit the cargo discharge into the warehouses of SE OCSP.

8. For the purpose of issuing an Order to bring cargoes out of SE OCSP, the following procedure shall be followed:

8.1. The Forwarder shall enter in UIS the electronic Order for cargo acceptance filled in according to the sample established by SE OCSP.

Besides:

The Order may only be altered by the Forwarder before the Maritime Agent (container line representative) endorse the same;

After the Maritime Agent’s endorsement of the Order UIS will automatically block the possibility of correcting the information specified in Cl. 8.2;

Upon the Customs Official endorsement of the Order UIS will automatically block the possibility of entering other alterations (except for the data entered by the Customs Official). Changes may be made by cancellation of the Order available in UIS and issuance of new Order. The Order shall be cancelled by the Forwarder after UIS receives a corresponding approval of the Customs; prior to registration of the Order which shall be withdrawn the Forwarder shall enter the information on such cancellation reasons.

In addition to the Order the Forwarder enter B/L and Invoice copies in UIS.

From the moment of the Forwarder’s entering the information in UIS such information will become accessible for the Customs body, Port Administration, stevedore companies and Maritime Agents.

8.2. After the Order is entered in UIS, the Maritime Agent shall check the filed Order, Maritime Agent services’ payment by the Forwarder and the documents for a container (containers) clearance submitted by the Forwarder. Any remarks being absent the Maritime Agent shall put its note in UIS permitting to release the container and apply the stamp to the Order hard copy provided by the Forwarder.

When the Maritime Agent’s visa is put in the electronic Order UIS will block the possibility to alter the information on the following:

 Order number;

 Consignee;

 Consignee’s code (EDRPOU, ITN, etc.)

 Consignee’s address;

 B/L number;

 Cargo description;

 Container number;

 Number of packages;

 Gross weight;

 Special conditions;

 Payer of loading operations;

 Storage payer; and

 Infrastructure usage.

Besides, UIS will block further processing of other Orders issued for the same container/cargo and bearing no permissive note of the Maritime Agent.

8.3. After the Maritime Agent’s endorsement the information will automatically be transferred to UPCIS in accordance with the designated formats.

The Customs Official shall:

Process the information submitted by the Forwarder within a period not exceeding two hours of receipt of the information on the Maritime Agent’s endorsement obtained by UPCIS of the State Customs Service of Ukraine (before that time the period required for control procedures is not counted out); and

Using the possibilities of ACAS ensure receiving the information from UPCIS CDB of the State Customs Service of Ukraine and conduct risk control procedures.

In accordance with the check results the Customs Official shall:

Determine in UIS the forms of control (application of X-ray facilities, weighing, visual inspection, etc.), if any remarks are available; and

Enter a note in UIS on the possibility of the container/cargo loading on TV provided the remarks are absent. The above note may only be withdrawn by the Chief of the Checkpoint or the person acting for the former (with specification of the reasons for such withdrawal).

8.4. After receiving the Customs body note in UIS the Forwarder shall submit a paper copy of the Order with the customs for its processing.

The Customs Official shall check with UIS for the availability of the note permitting the loading of the container/cargo on TV or the information about the assigned forms of control; the Official shall copy the notes from UIS onto the Order hard copy and certify them by an imprint of the stamp “Under customs control”.

Should there be any information in UIS about the assigned forms of control, the Forwarder, with the help of UIS, shall submit the application for such control conductance to the work executer.

9. Applications shall be submitted and TV entrance to the Port shall be cleared in accordance with the standing Port’s Process Schemes. At this, the Forwarder/Transport Agency shall enter the following information in UIS, which is compulsory for permission of TV entrance in the Port:

 Truck registration number;

 Trail registration number;

 Driver’s Passport series and number;

 Name, patronymic and surname of the Driver; and

 Details of delivery control document.

 At the set time the Forwarder shall apply to the TCT Accounting Group, produce (if required) Registration Certificate and Specifications of TV and obtain EP for TV to enter the Port. As the whole information in UIS has earlier been entered by the Forwarder, the Accounting Group shall only initialise EP a copy of the Order being not required.

On the basis of the Order bearing the notes of the Maritime Agent and Customs Official the Forwarder shall apply to the Stevedore Company Accounting Group in order to obtain Release Order.

10. The following steps shall be taken to enable TV with the container to leave the Port.

10.1. On completion of the designated forms of control, the Customs Official shall enter the corresponding information of the control results in UIS. Some results of control (e.g. those of weighing) may automatically arrive at UIS in the electronic form and agreed format.

10.2. The further customs procedures shall be conducted by the Customs Official in accordance with the established procedure with the use of information resources (those of ACAS and other UPCIS PIC of the State Customs Service of Ukraine).

When the customs procedures are finished the Customs Official shall enter in UIS the details of the document on whose grounds the customs clearance was effected and the containerised goods were permitted to exit the Port territory (number and date of Cargo Customs Declaration and previous Cargo Customs Declaration, etc.); and

Enter in UIS the note on issuing the permit for bringing the container out of the Port territory.

10.3. The Official of the body of the State Border Service of Ukraine at the exit from the Port shall check UIS for the availability of the Customs Official’s permitting note and absence of remarks and enter in UIS the note permitting the container to be moved beyond the Checkpoint territory.

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| *Signed*Yu. Yu. Vaskov,Chief, SE “Odessa Commercial Sea Port” | *Signed*O. M. Dorokhovskyi,Acting Head,State Customs Service of Ukraine |
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| *Round seal of SE “Odessa Commercial Sea Port”* | *Official round seal of the State Customs Service of Ukraine* |
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