Functioning of Electronic Sequence Management Module

Work Order Filing

Forwarder

The forwarder enters the work order in PCIS:

- From its working place;
- Submits a set of paper documents with the authorised person who is the worker of SE ASPU and enters the information in PCIS.

The forwarder may apply for priority issuance and indicate the reasons chosen from the PCIS auxiliry list (menu).

Automatic Formation of Sequence

PCIS

All work orders filed by the forwarder are sorted out by the date and time of entering in PCIS.
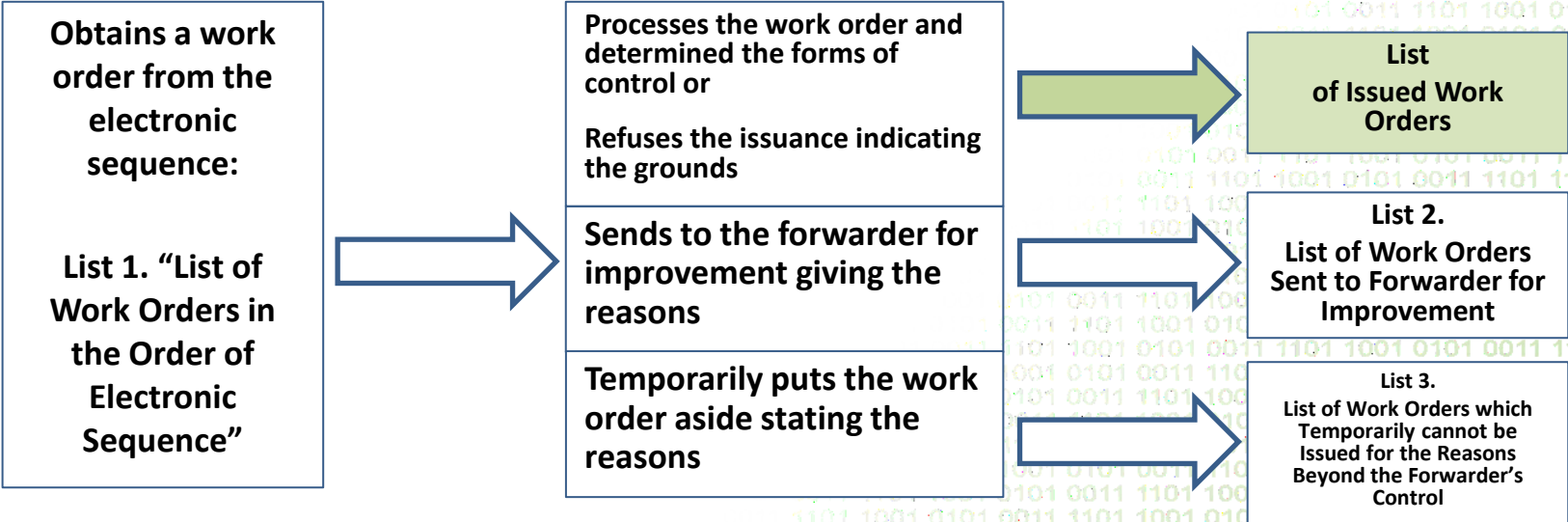
Formation

List 1.

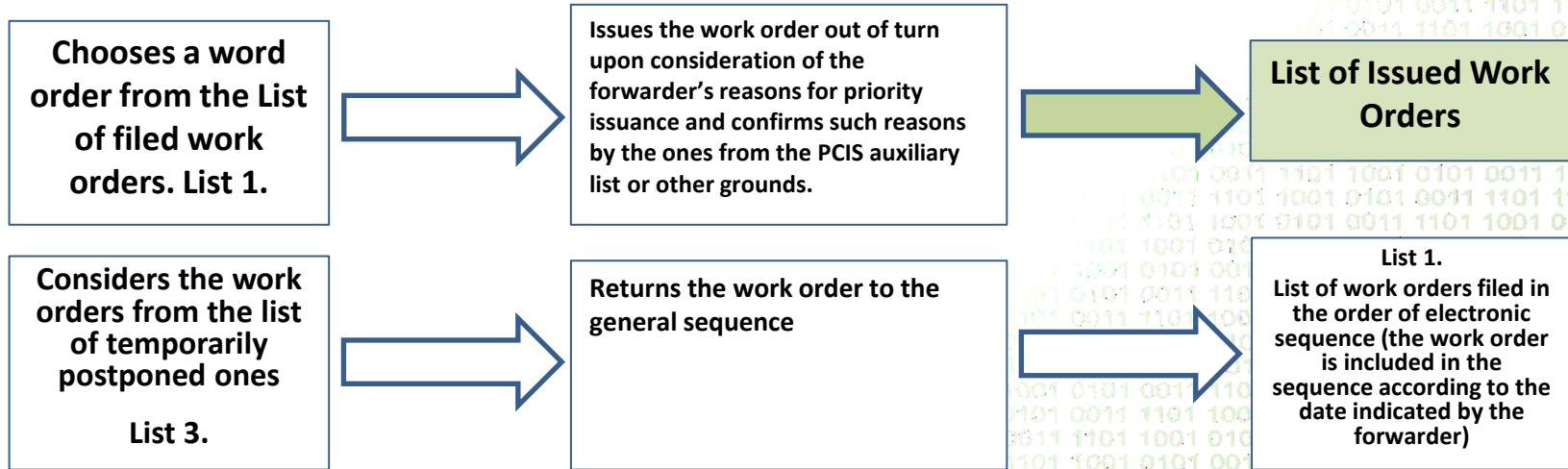"List of Work Orders Issued in accordance with Electronic Sequence"

Work Order Issuance

Customs Officer

| Obtains a work order from the electronic sequence:

List 1. "List of Work Orders in the Order of Electronic Sequence" | Processes the work order and determined the forms of control or

Refuses the issuance indicating the grounds | List of Issued Work Orders |
| | Sends to the forwarder for improvement giving the reasons | List 2. List of Work Orders Sent to Forwarder for Improvement |
| | Temporarily puts the work order aside stating the reasons | List 3. List of Work Orders which Temporarily cannot be Issued for the Reasons Beyond the Forwarder's Control |

Priority Issuance of Work Orders

Customs Authorised Officer

Chooses a word order from the List of filed work orders. List 1.	**Issues the work order out of turn upon consideration of the forwarder's reasons for priority issuance and confirms such reasons by the ones from the PCIS auxiliary list or other grounds.**	**List of Issued Work Orders**
Considers the work orders from the list of temporarily postponed ones **List 3.**	**Returns the work order to the general sequence**	**List 1.** **List of work orders filed in the order of electronic sequence (the work order is included in the sequence according to the date indicated by the forwarder)**

Issuance of Work Order sent for Improvement

Forwarder
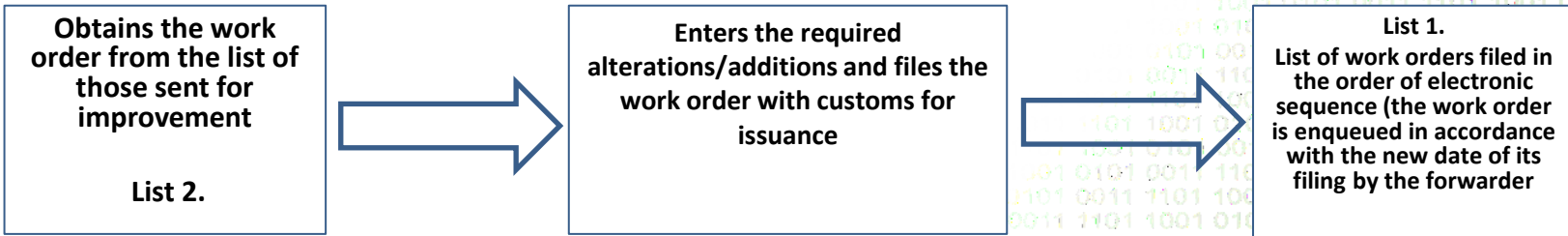
Obtains the work order from the list of those sent for improvement List 2.	→	Enters the required alterations/additions and files the work order with customs for issuance	→	List 1. List of work orders filed in the order of electronic sequence (the work order is enqueued in accordance with the new date of its filing by the forwarder

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List of Reasons for Priority Issuance

1. Inspection of live animals and perishable goods
2. Inspection of cargoes with assistance
3. Inspection of goods imported into Ukraine as the contribution of a foreign investor to the authorised capital of the enterprise with foreign investments
4. Inspection of goods required for overcoming the consequences of natural calamities, accidenta, catastrophes or epidemics
5. Inspection of live animals
6. Inspection of organs and other anatomic materials of man for the purpose of transplantation
7. Inspection of goods possessing a limited shelf life or requiring special storage conditions
8. Inspection of goods of military design
9. Inspection of radioactive materials
10. Inspection of Photo and audio materials intended for mass media
11. Inspection of goods of the international technical and humanitarian assistance
12. Inspection of goods transported within the framework of agreements of production cooperation
13. Inspection of goods transported in accordance with ITG procedure
14. Inspection of express pieces of mail (transported by air or by road)

Conclusions

1. All work orders filed by the forwarder with PCIS for processing by the customs are put by the system in good order depending on the date and time of filing.
2. The forwarder may apply for priority issuance with reference to normative act.
3. The customs officer may only process the work orders in order of precedence.
4. The authorised officer of the customs may only process the work order out of turn with reference to the reasons grounded by normative act.

Thank you for your attention!