EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Digital delivery of Customs and Taxation Policies
Processes & Data, Customer Relationship and Planning

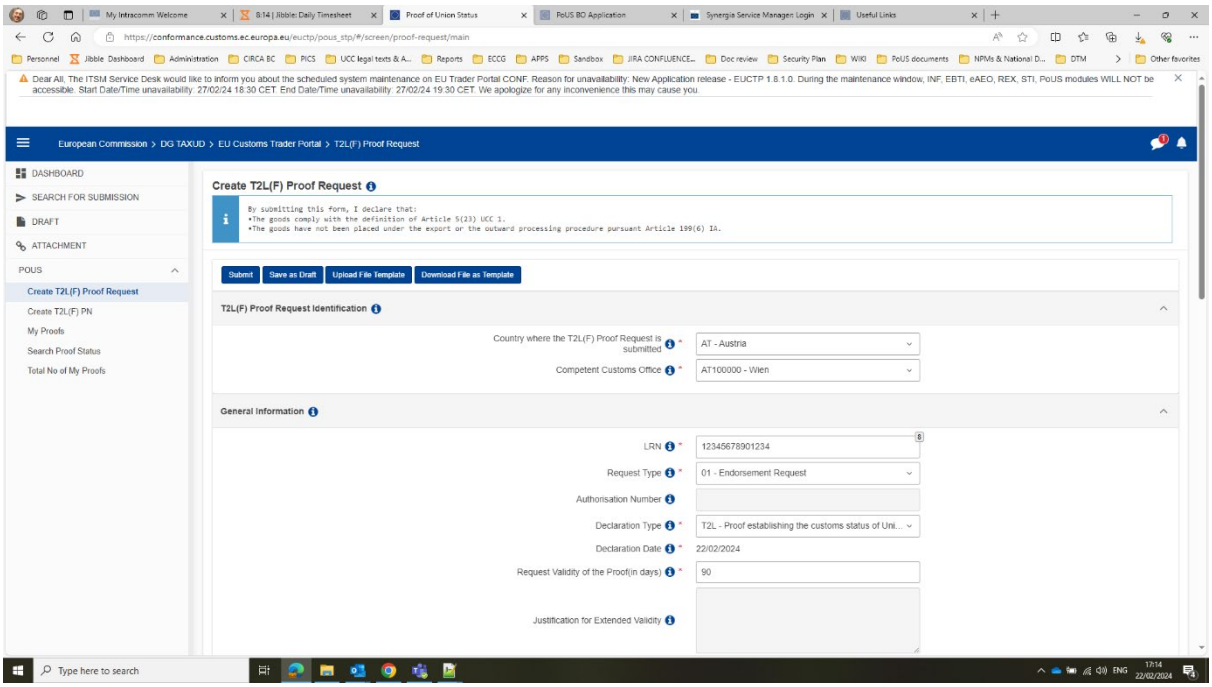
Guidance on using EUCTP templates and on goods packaged together

1. TEMPLATE FOR FREQUENTLY USED "HEADER" INFORMATION

This function relies on using a template that you can adapt. That template is not based on a fixed predefined XML structure, but on the on-the-spot conversion of a **specific** proof request that a user has filled-in into the corresponding (and thus **not generic**) XML structure. This is a functionality offered by the EUCTP portal, not by PoUS STP, and it is accessible from the "Create T2L(F) Proof Request" page via the button "Download File as template". You can use it to generate multiple similar proof requests as below explained:

(1) Create a request for proof and fill-it in making sure all the fields you will need to later manually edit have a value; when done, do not submit the request for proof.

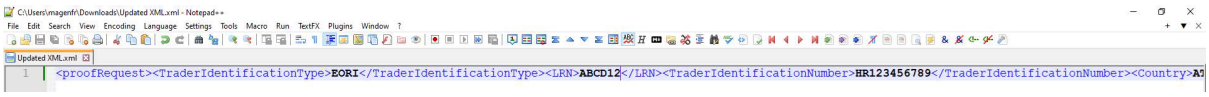
(2) Click on the button "Download File as Template":

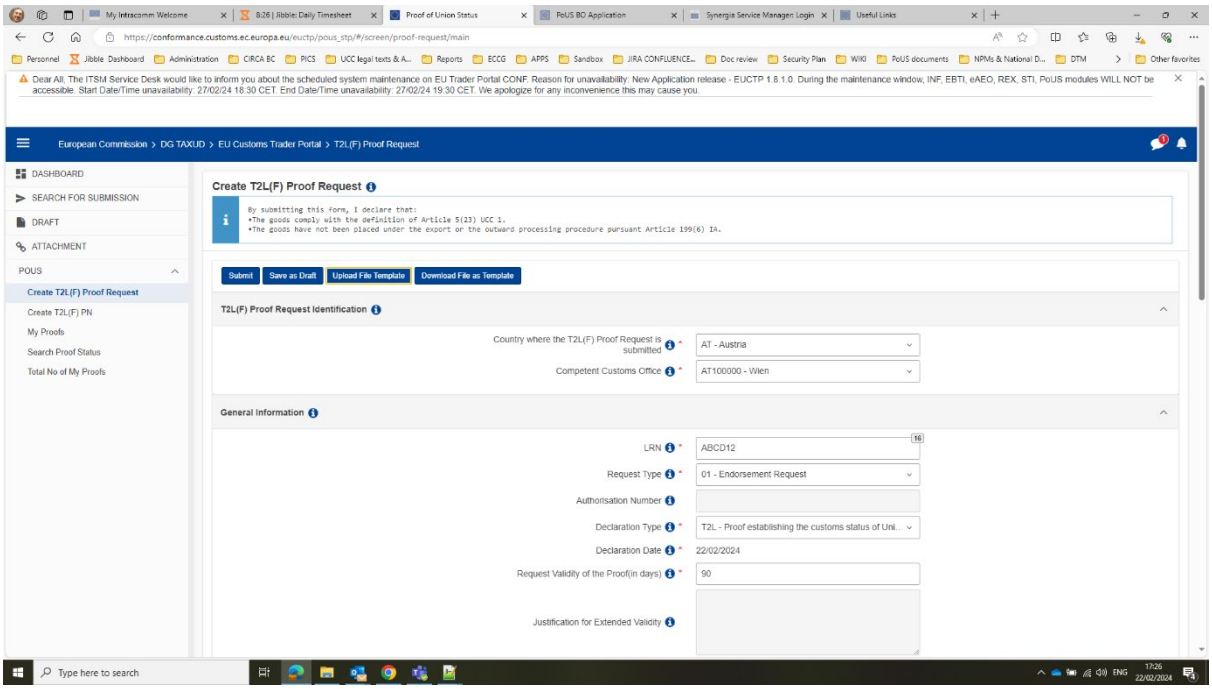


(3) Open the downloaded file with an XML editor (Excel does not do a good job with XML files, you want to use Notepad ++, a free tool to manipulate XML files). It will look like below: a one line of information

which shows the exact content of the form you have filled-in in PoUS STP: for example you can see the LRN appearing in the XML version is the same as the one entered in the screen above:

(4) You recognise the name of each one of the fields <u>where you did enter a value</u> (only those appear in this XML) and their associated values; the associated values (in darker blue above) can be edited as you please, and then you can save the XML file and upload it into PoUS STP using the button that reads “Upload File Template”; in this XML example above, if you edit the LRN number to be “ABCD12”, you will see that new LRN value in a new proof request in PoUS STP: see below the change in XML (see the corresponding XML file attached) and how it looks in PoUS STP after you press the “Upload File Template” button and view the corresponding proof:

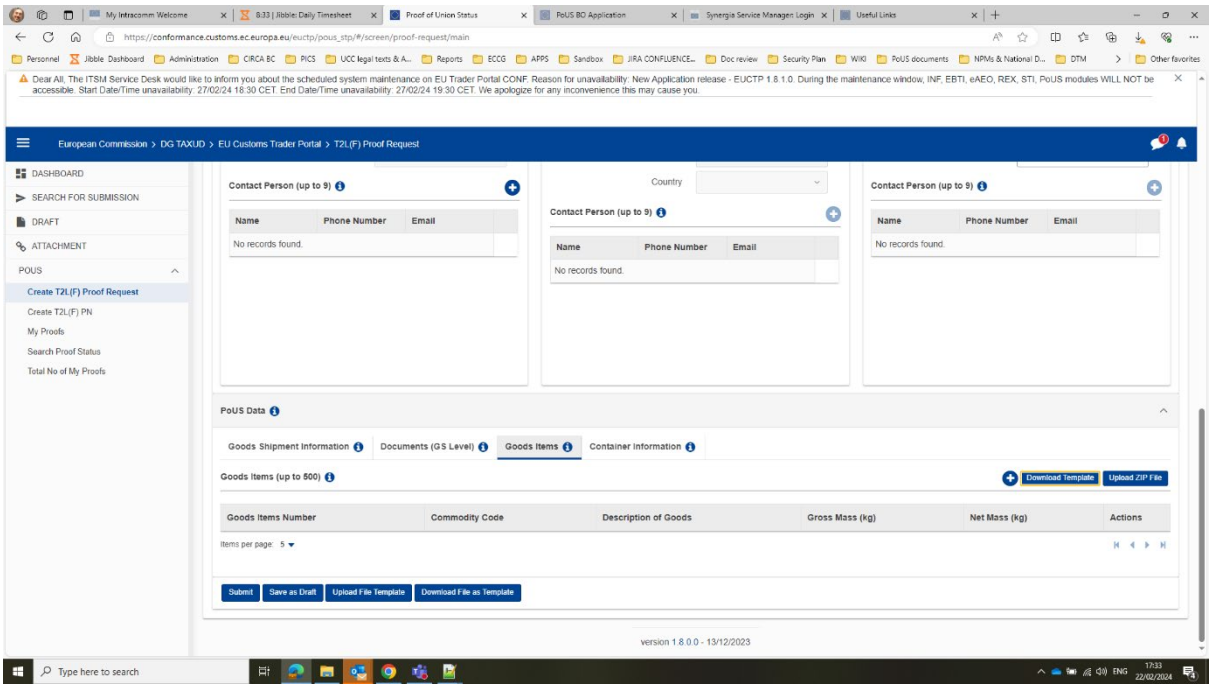




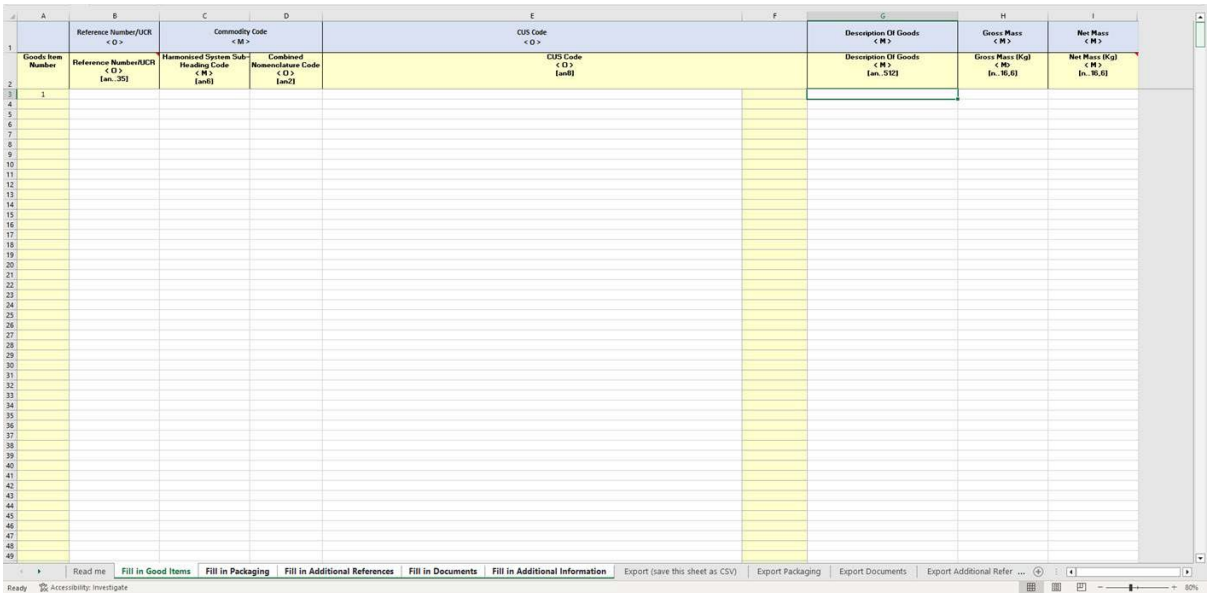
That way, you could create your standard XML files with the values you often use, and edit only a few changes, before uploading them in PoUS STP and Submit the corresponding proof requests.

2. EXCEL TEMPLATE FOR GOODS ITEMS DATA

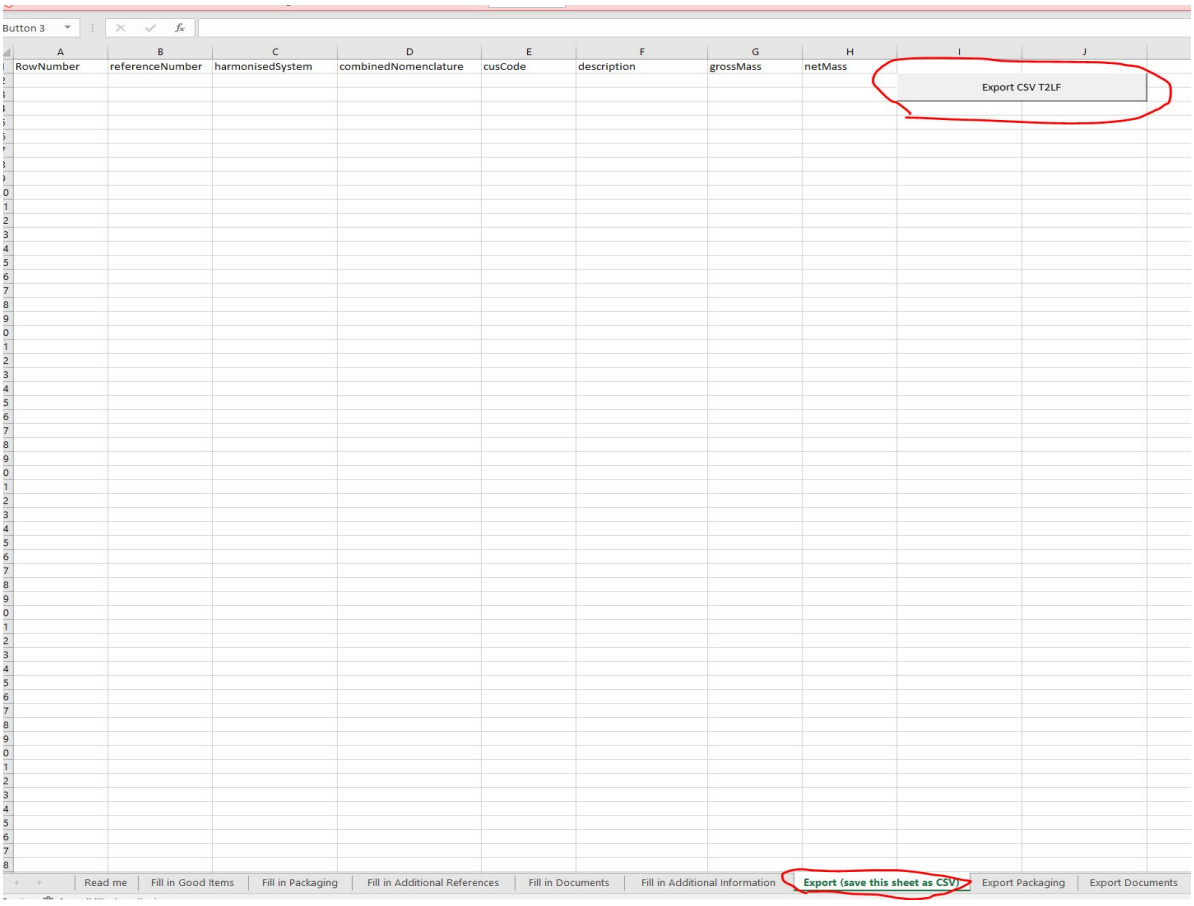
When it comes to goods, you could enter them in PoUS STP before downloading the XML, or after, directly in PoUS STP while creating the proof request. Whichever way you choose, if you have many goods to include in a proof request, the PoUS STP offers a possibility to upload them all at once in an Excel file. This option is accessible in the "Goods Items" tab at the bottom of the "Create T2L(F)" page by pressing the button "Download template":



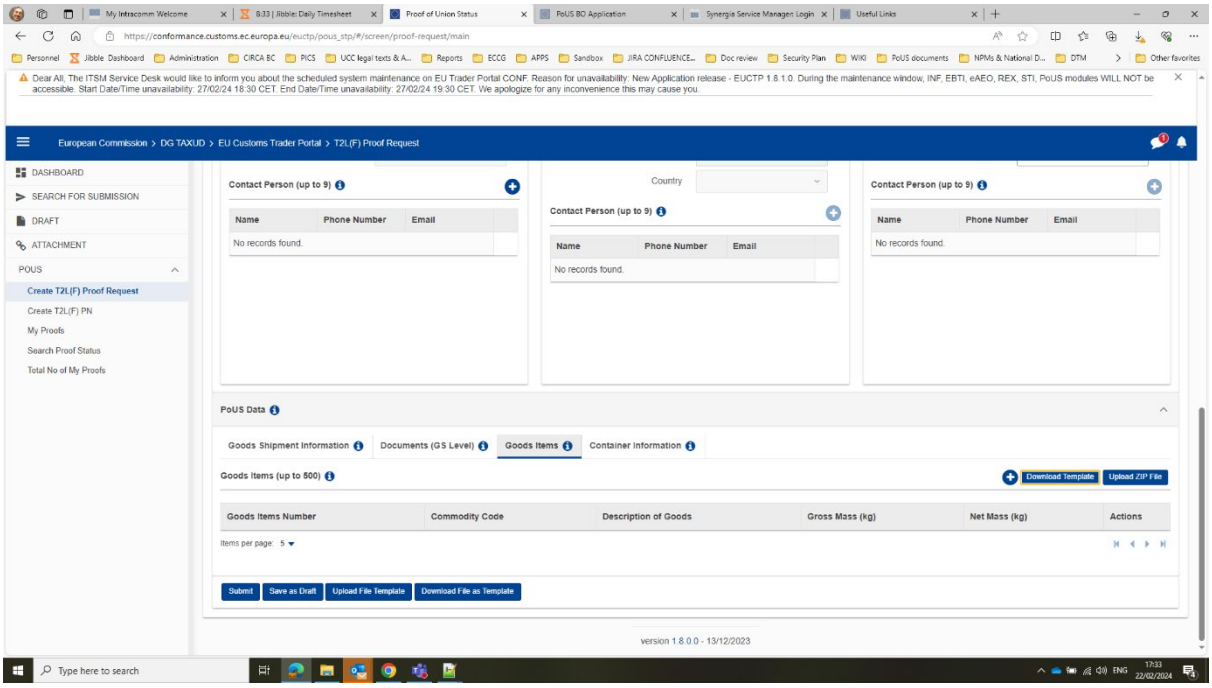
The downloaded template is a preformatted Excel file (attached). The first worksheet is a READ-ME to explain how to use it. You can enter the information about your goods by filling-in values (in the editable white cells) **only into "Fill in Goods Items", "Fill in Packaging", "Fill in Documents", "Fill in Additional References" and "Fill in Additional Information" worksheets:**



Then by clicking on the **"Export CSV T2LF"** button in the **"Export (save this sheet as CSV)"** worksheet, you will be able to create a ZIPPED CSV file.



This ZIP file can be imported back into PoUS STP by using the "Upload ZIP file" button next the download button – see screenshot below:


Dear All, The ITSM Service Desk would like to inform you about the scheduled system maintenance on EU Trader Portal CONF. Reason for unavailability: New Application release - EUCTP 1.8.1.0. During the maintenance window, INF, EBTI, eAEO, REX, STI, PoUS modules WILL NOT be accessible. Start Date/Time unavailability: 27/02/24 18:30 CET. End Date/Time unavailability: 27/02/24 19:30 CET. We apologize for any inconvenience this may cause you.
European Commission > DG TAXUD > EU Customs Trader Portal > T2L(F) Proof Request
DASHBOARD
SEARCH FOR SUBMISSION
DRAFT
ATTACHMENT
POUS
Create T2L(F) Proof Request
Create T2L(F) PN
My Proofs
Search Proof Status
Total No of My Proofs
Contact Person (up to 9)
Name
Phone Number
Email
No records found.
Country
PoUS Data
Goods Shipment Information
Documents (GS Level)
Goods Items
Container Information
Goods Items (up to 500)
Download Template
Upload ZIP File
Goods Items Number
Commodity Code
Description of Goods
Gross Mass (kg)
Net Mass (kg)
Actions
Items per page: 5
Submit
Save as Draft
Upload File Template
Download File as Template
version 1.8.0.0 - 13/12/2023
Type here to search

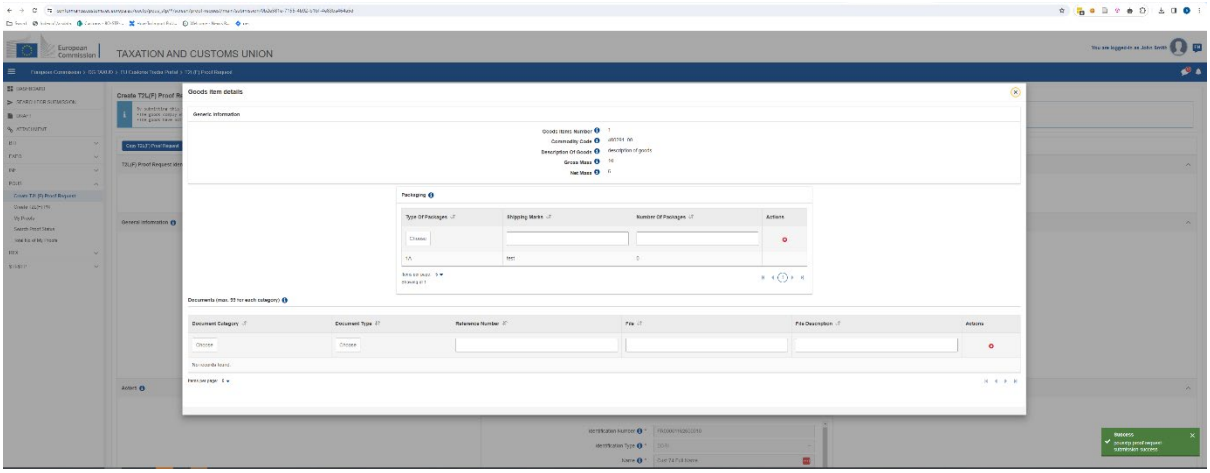
3. HOW TO HANDLE CASES WHEN MORE THAN ONE TYPE OF GOODS ITEMS IS SHIPPED TOGETHER IN ONE SINGLE PACKAGE.

At the moment if you have more than one goods item packaged together, it is not possible to depict it in that way in the proof request. An RfC has already been registered to fix this problem.

As a workaround until the RfC is implemented, the excel template to upload a list of goods items can be used as follows:

(a) Open the downloaded Excel template.

(b) Fill in the information about the goods, as explained above in the section 2.

(c) For all goods items indicate '0' for number of packages except for one goods items (any one of them), for which you can indicate as many packages as there are.

(d) You must indicate the same shipping marks for all goods items packaged together.