

Export Process

Table of contents

- [Table of contents](#)
- [Scope](#)
- [Summary](#)
- [Flowchart - Standard export Process](#)
- [Step by step - Standard Export Process](#)
- [Case of road export groupage flows](#)
- [Case of samples/Ad Hoc shipments](#)
- [Other Specific Export Flows](#)
- [Amendments to entries](#)
- [Appendices](#)

The export activity is managed in the SAP tool “GTS” (Global Trade Services), since May 2011.

Scope

All export declarations done on behalf of Solvay Solutions UK in the UK are made in GTS by the customs broker selected, apart from road groupage shipments which are cleared by the relevant freight forwarder (see dedicated section).

Summary

Role	Task	Responsible
Customs broker	• complete and send the export entry in GTS	Customs broker
Supply Chain	• assure quality of export data when shipping the goods	Supply chain assistant
CTC	• follow up issues related to the GTS tool	CTC process expert
Customer specialist (CS) EMEA	• create sales orders	CS
Delivery coordinator	• create a delivery from the SO and a transport request • send transport request to customs broker	Delivery coordinator

Flowchart - Standard export Process

Scope

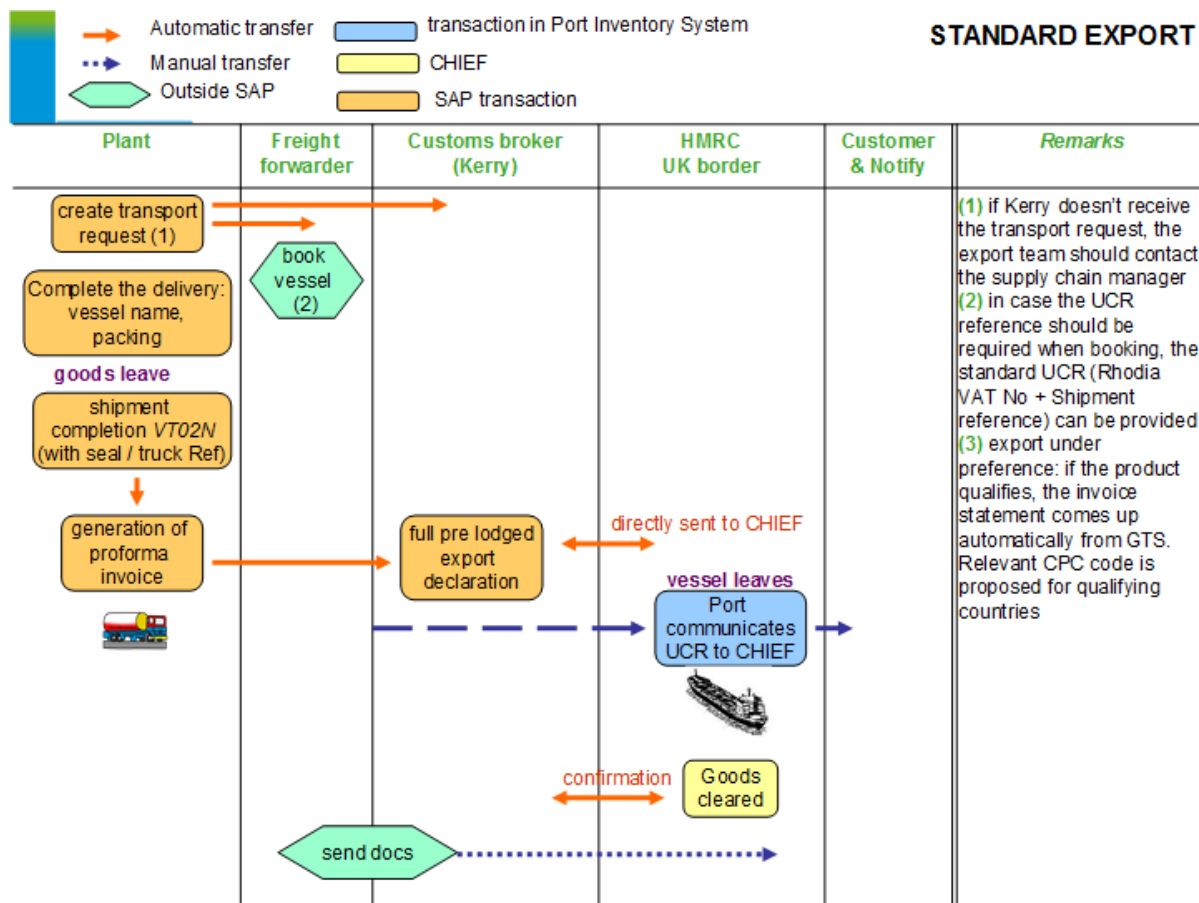


ERP



References

Attachments



Step by step - Standard Export Process

The SO is created by the CS.

The delivery coordinator creates a delivery from the SO and a transport request.

If the customs broker doesn't receive the transport request, he informs the supply chain assistant of the concerned plant to set it up in the SO.

Some data became mandatory due to GTS roll out because they are mandatory in the export declaration: vessel name, packaging.

When the goods leave the plant, the weighbridge operator processes the shipment completion.

Key point: the shipment completion must be processed as soon as possible



Troubleshooting

The customs broker cannot see an entry in the work list whereas he knows the goods have been collected.

Most likely reason: the shipment completion has not been done.

The customs broker checks which plant is concerned and send an email to: Jill Bucki/Louise Mardling for Oldbury and Francoise Gardon /Andy Connell/Emma Oates for Halifax.

The person in charge on site completes the shipment or informs the customs broker if he cannot do so.

Export entry

Once the entry appears in the work list in GTS, the customs broker checks the declaration that has automatically been sent to CHIEF. He is responsible for monitoring the answer from HMRC in case there is additional documentary requirement.

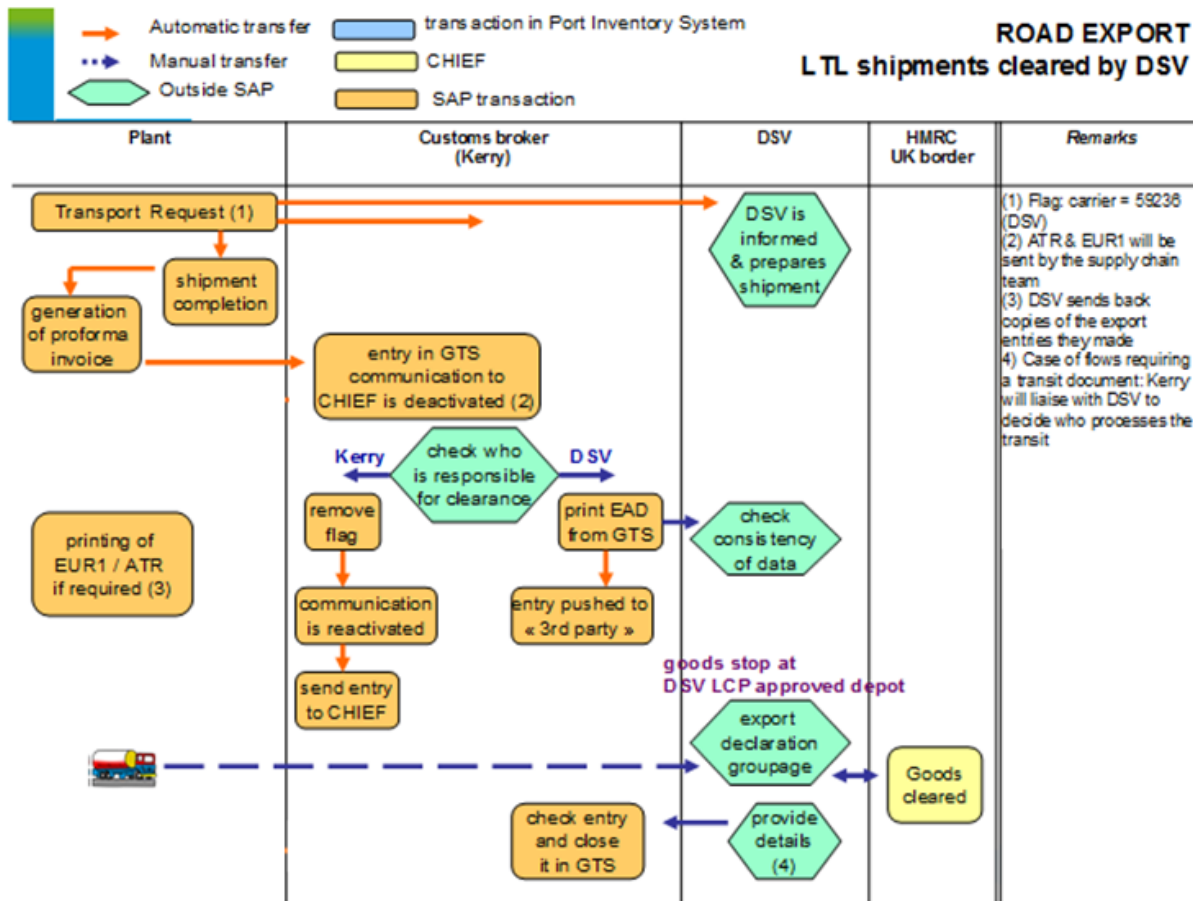
Remark: in case of shipments that leave the EU territory via a country other than the UK, the customs broker liaises with the freight forwarder to get the "customs office of exit" and add it in GTS.

Case of road export groupage flows

May 2011: the selected customs broker is Kerry Logistics and the freight forwarder for road export is DSV.

Summary

1) Both freight forwarder and customs broker receive the transport request	
2) When the proforma invoice is created for the shipment, the export entry appears in GTS work list	
3) The customs broker checks the carrier (« partner » tab in the export entry)	
4) If the carrier = DSV, then the customs broker contacts DSV and both parties agree on who will clear the flow. Need for a written confirmation.	
In case the freight forwarder for road export clears the goods:	In case the customs broker clears the goods:
5) The customs broker sends to the freight forwarder a copy of the SAD generated by GTS. The customs broker deactivates the EDI communication for the entry, it won't be sent to CHIEF from GTS.	5) The freight forwarder provides the customs broker with the customs office of exit of the EU
6) The freight forwarder must use the same data as stated in the SAD • quantity • CPC • tariff code	6) The customs broker provides the freight forwarder with a copy of the export declaration generated by GTS - either by sending it to the plant, to the freight forwarder or to the customs office
7) The freight forwarder sends the export entry to CHIEF. When the export clearance has been confirmed by CHIEF, the freight forwarder sends back a copy of the declaration to the customs broker	
8) The customs broker checks it and files it	
9) The customs broker enters the MRN number in the GTS declaration and closes it in order to remove it from the work list.	



Case of samples/Ad Hoc shipments

There are 2 types of samples shipment:

1. Standard product (with a material code and a tariff code) and standard Business Partner (with a code) => the flow is standard

However there might not be an entry in GTS work list because the usual triggers ("shipment completion" on the export side and "Purchase Order" and "Goods Receipt" on the import side) do not necessarily exist for those flows.

The customs broker contacts GTS maintenance team. If a shipment has been created in RCS by the delivery coordinator, they will be able to push an invoice manually in GTS. Then standard export entry in GTS.

- 2) The material or the Business Partner doesn't exist in RCS => one off flow / off system

Manual declaration in GTS

The customs broker refers to the user guide EXPORT to process the manual declaration in GTS.

- Material: the material description can be maintained directly in GTS
- Tariff code: the customs broker requests it by email to douane-rhodia-operations@solvay.com (generic email address of CTC).
- Partner: if the partner doesn't exist as such in RCS, the customs broker needs to use the "GENERIQUE" Business Partner. In this case, he sends an email to GTS maintenance team (SBS-IS-APPLI-HELP@solvay.com) indicating:
 - Function: vendor or customer or forwarder, etc
 - Name of the partner
 - Address of the partner

The GTS maintenance team updates the generic Business Partner with the information provided.

Other Specific Export Flows

1. Export under preference

Solvay Solutions UK Ltd has been granted the Approved Exporter Status.

An invoice statement comes up automatically if the product and the country qualify for trade preference. It is determined in GTS.

For shipments to Switzerland, Norway the dedicated CPC (1000 018) is in this case proposed in the export entry.

See dedicated process: Trade preference Management.

2. Export of controlled goods.

Solvay Solutions UK Ltd manufactures and trades products submitted to Dual-Use Regulation. The compliance manager is responsible for checking all products used by Solvay Solutions UK Ltd and providing an export control list number if applicable. The compliance manager is responsible for checking the sales and transfer orders linked to the controlled products, using the screening functionality of GTS, compliance module. The compliance manager liaises with the supply chain team to apply for the relevant export licenses, parallel to getting the End Use Certificate via the commercial assistant. The compliance manager finally creates a GTS license that include the license number, the quantity and value agreed and the validity date. It is only valid for one product and one customer.

A sales order for a controlled product is this way systematically screened and only released once there is a valid license. At the time of the export (necessarily after the corresponding sales order has been released), the license number and the export control list number come up automatically in the export declaration.

HMRC requires for some tariff codes the additional statement "LIC99", in order to have the exporter certifying that the goods are not controlled. An investigation has been made to identify these goods and the additional statement has been added in the GTS master data of the product so that the code is automatically proposed if the product is exported.

In case a new product should be included in the list, the customs broker contacts the compliance manager and CTC (See process in Annex).

Amendments to entries

If someone notices an error has been made; the following person must be immediately informed:

- the customs broker
- the supply chain manager of the concerned plant if needed
- CTC
- IT team if there is a technical issue/action

1. Amendment / Cancellations when the declaration still has the "pre-lodged" or "arrived at port" status:

the customs broker re sends the declaration to CHIEF in GTS

2. Amendment / Cancellations once the goods have departed the UK territory:

- Error in the CPC, all other data are correct.

no need to notify HMRC but the error must be recorded

- Error in other data (packaging, value, weight...)

Amendment must be made for statistical purpose, using form C81.

https://public-online.hmrc.gov.uk/lc/content/xfaforms/profiles/forms.html?contentRoot=repository:///Applications/Customs_A/1.0/C81&template=C81.xdp



Remark

It is not possible to modify the packaging information once the entry has been created in GTS. In case there is an error in the packaging, the customs broker and the supply chain of the concerned plant liaise with GTS helpdesk. The supply chain manager has to cancel the outbound process in RCS and redo it with the correct data.

Appendices

[customs information paper.doc](#)

[Proposal for handling LIC99.doc](#)