Electronic Public Road Trade Control System (EKAER)

EKAER
WEB Users’ Guide

Applicable from 1st March 2015
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I. Document history

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<th>Date</th>
<th>Version</th>
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II. Aim of the document

The document aims to explain how to use the WEB user interface of the EKAER system and to show the web functions supporting business processes.

III. Glossary

**Primary user:** the person who makes the registration in EKAER, acting as the representative of the economic actor.

**Secondary user:** the person whom the primary user, representing an economic actor, assigns to his already existing registration. By this the secondary user will also be able to act as representative of the economic actor regarding EKAER submissions.

**Carrier:** the person / economic actor who acts as carrier during the transport affected by an EKAER data submission.

**Intermodal transport:** a combined mode of transport where the longest stretch of distance is covered by train, inland or sea shipping and the road transport is the shortest from the various modes of transport.

**Authorized carrier:** a carrier who is already registered in EKAER as a carrier, he is put on the list of authorized carriers by a primary user representing an economic actor. Following this, only these carriers can act in the handling of EKAER submissions of the given client. The authorized carrier can have certain access rights (for changing the registration plate number of the vehicle, or the value / weight of the product) given by the primary user.
IV. Registration

The www.ekaer.nav.gov.hu interface supports two types of registration, demonstrated as follows:

1. Registration subject to the reporting obligation
   1. Registration with an existing EKAER user
   2. Entering data of the economic entity
   3. Aborting registration

2. Registration for carriers

The process can be initiated by clicking on the Registration button on the main page. On the next screen you can choose the type of registration.

*Registration subject to the reporting obligation*

*Registration of the carrier*

1. **Registration subject to the reporting obligation**

   This type of registration can only be initiated by a private individual verified by the Client Gateway. When clicking on the button, the system automatically redirects the user to the website of the Client Gateway where he needs to log in with his Client Gateway log-in data. After a successful log-in the Client Gateway redirects the user to the EKAER registration page.

   When entering basic data it is necessary to give the personal data of the person doing the registration. There is an example in the grey data field for ‘Time of birth’ and ‘Tax identification number’.
When pushing the ‘Verify basic data’ button, the system performs verification with the help of Client Gateway. After successful verification the system directs the user to the next page, where the data of the economic enterprise which the person doing the registration wishes to represent have to be entered.

1.1 Using an already existing EKAER user for registration

When the person doing the registration already has a registration (type: subject to the reporting obligation) in the system, the system informs him about this upon entering personal data. The following information appears on the screen: ‘A user already exists with these personal data’.

When one person represents multiple economic entities in the course of handling EKAER submissions, it is possible to continue the registration process. This practically means that an existing user is assigned to the new registration as well, so the system does not create a new user.

It is not possible to use an existing user with carrier type registration for initiating a registration subject to reporting obligation.
The person doing the registration can decide whether he wants to use the username of his previous registration to this new registration or he picks another username. If you decide not to change the existing EKAER username, you have to check ‘Yes’ to the question ‘Registration with an existing user?’ and enter the existing username in the data field.

When the person doing the registration wishes to create a new user with the given personal data, a ‘No’ answer is needed to the above question and a new username has to be entered with which the economic entity will be represented.

If you click on ‘Check username’ you can check if the username is unique or if it is identical with the existing one that you chose to use.

1.2 Entering data about the economic entity

After verification of the data of the taxpayer during registration, first the type of the client has to be entered on the next page, which can be ‘Business organization’ or ‘Private entrepreneur’.
In the case of business organization the tax number, in the case of private entrepreneur the tax number and the tax identification number have to be given.

After entering the data the system performs verification whether the person doing the registration is authorized to represent the economic actor to be registered. If yes, the full registration sheet appears and is automatically filled in by the system, based on the available data. If the person is not authorized to represent the given economic actor, an error message appears.

Referring to point 1.1 of the Users’ Guide, if the person doing the registration has chosen to use an existing user in the previous step of the procedure then the ‘Chosen EKAER username’ will appear accordingly and it will not be necessary to enter further data of the user.

If registration is done by entering a new username, the username and password have to be entered here. E-mail address will be filled in automatically by indicating the e-mail address registered for the Client Gateway but it can be modified optionally.

<table>
<thead>
<tr>
<th>DATA OF THE ENTITY PERFORMING THE REGISTRATION AND ACTING ON BEHALF OF THE FIRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected EKAER username *</td>
</tr>
<tr>
<td>Password *</td>
</tr>
<tr>
<td>Confirm password *</td>
</tr>
<tr>
<td>User’s e-mail address *</td>
</tr>
<tr>
<td>Confirming the user’s e-mail address *</td>
</tr>
</tbody>
</table>
After entering data and clicking on the Registration button the system verifies the data and creates the new client and the new user connected to it (or in the case of an existing user only assigned to it). After successful registration the system redirects the user to the EKAER main page.

1.3 Aborting registration

An orderly abortion of the registration process can be done by clicking on the red ‘Abort registration’ button in the upper right corner of the page. When clicking on the button the system terminates the process and concludes the actual session.

2. Registration of carriers

No Client Gateway verification is needed for this type of registration. The ‘Registration of carriers’ has to be chosen as the type of registration and the system will redirect to the correct page.
When registering a carrier it is possible to do the registration with an existing EKAER user. In this case the data of the existing user must be entered in the respective fields. In this case the system will not create a new user but it will connect the existing user to the newly registered client.

It is not possible to use an existing user linked to a registration subject to reporting obligation for initiating a carrier type registration.

There is an example in the grey fields on how to fill ‘Tax number’ and ‘Phone number of contact person’ fields.

REGISTRATION OF THE CARRIER

After entering data and clicking on the Registration button the system verifies the data and creates the new client and the new user connected to it (or in case of an existing user only assigned to it). After successful registration the system redirects to the Log-in page where it informs the client about the successful registration and also that an activation e-mail has been sent to the e-mail address given during registration. The user can activate the registration by clicking on the link contained in the e-mail. After clicking on the link the user can automatically arrive at the EKAER log-in interface.
After activation and login into EKAER the carrier can view the ‘carrier’s EKAER number’, which is a code of 7 digits generated automatically at the carrier’s registration, in the green line in the upper area of the EKAER main page. Primary users can put the carrier on the authorized carriers’ list by using this 7 digit code.

V. Log-in

The log-in screen is accessible by clicking on the ‘Log-in’ button on the main page.

At the ‘Method of log-in’ the user has to state to which type of client he wants to log in. For ‘Business organization’ and ‘Carrier’ the first 8 digits of the tax number, for ‘Private entrepreneur’ the tax identification number has to be given. Besides, the EKAER user name and password need to be filled in.
Primary users can log in to the system only by having Client Gateway verification!

VI. User interface

It is possible to navigate between the various pages by using the submenus of the header. The submenus will be discussed below.

SUBMISSIONS ACCESSES ADDRESSES RISKY TRADE XML UPLOAD REPORTING RECEIPT

If the user logs in as carrier then he can access only ‘Data submission’ and ‘Handling of users’ submenus.

1. ‘Data submission’ screen

After logging-in the starting page will always be the page connected to ‘Data submission’.

The actual username, tax number and name of the client are displayed in the upper right corner of the screen. The exit button is also found here, upon the use of which the system aborts the current session and exits to the starting page.

In the green line of the heading information about the guarantees is displayed: available risk guarantee (an amount put on a guarantee account as security by the client, which has not been frozen because of the obligation for submission of data), and the amount of guarantee frozen as a result of previous submissions.
The button ‘New submission for requesting an EKAER number’ can be used for manually entering transport data of the EKAER submission. After clicking on the button the interface for entering data will appear – it will be explained in detail later on.

On this screen a list of transport data appears listed by their existing EKAER identification or their previously saved ‘draft’ status. Based on ‘Status’ the following types of data submissions are distinguishable:

- **Active**: a registered transport, the arrival of which has not been confirmed yet, or it has not expired after 15 days.
- **Closed**: those transports that have been confirmed arrived, or they have surpassed the 15-day expiry limit defined by legislation.
- **Inactive**: all data submissions that already have EKAER identification but have been deleted.
- **Draft**: transport data saved as draft, they don’t have EKAER identification yet.
- **Deleted**: only those transports that had been saved previously as draft but were deleted later, without asking for EKAER identification.

The user may filter / start a query from these registered data submissions based on actual EKAER number, status, date of submission, etc.

The following functions are available in connection with the listed data submissions:

1. Viewing and editing data of submissions
2. Deleting submissions (this function is not valid for carriers)
3. Downloading list of submissions and printing

You can find more detailed description of the available functions later on.

2. ‘Handling of users’ screen

On this screen it’s possible only for primary users to take up a new primary user or several secondary users and create a list of authorized carriers.

Taking up a secondary user can be initiated by clicking on the ‘New access’ button, after which the registration screen appears automatically where the primary user must enter basic data of the new primary or secondary users.
If the primary user doing the registration does not state the tax identification number of the person he wishes to register, the system will automatically create a secondary user, regardless of the fact that the person to be registered is the legal representative or proxy of the taxpayer. It is important that a new user becomes primary user only when his tax identification number is recorded and he has Client Gateway authorization too.

After verifying basic data a new screen appears where the EKAER username and password of the secondary user has to be entered. Furthermore, the primary user can set the access rights of the secondary user here, too.
The right to ‘Log-in’ is set as default. When creating a secondary user the ‘Handling of users’ check-box can be marked as well but this setting will automatically cease when saving data because only the primary user has rights to handle users.

When having ‘View financial data’ rights the user is able to view value data of the EKAER submissions. When a user doesn’t have this right then he cannot request an EKAER number so it is necessary to have this access right for submitting EKAER data.

After saving data the secondary user will appear in the list of users in submenu ‘Handling of users’. The secondary user can view and modify only his own user data. He cannot view the data of other primary and secondary users representing the same economic entity in EKAER submissions.

2.2 Handling authorized carriers

After his login to EKAER, the primary user can start creating the list by clicking on the “Handling the authorized users” button in the “Handling of users” menu. Upon clicking on the button a new screen pops up which shows the list of carriers – in case a carrier had already been accepted to the list.

Only a primary user is authorized to handle the list of carriers, including the taking up of a new, or the deleting of an old carrier in the list, or changing the data of a carrier which had previously been accepted. A secondary user is only authorized to view the list.
The primary user can accept a new carrier on the list by clicking the “New carrier” button. The user can move back to the main page of “Handling users” by clicking on the “Handling users” button. A secondary user only sees this button on the screen.

A new screen appears when a carrier is recorded in which the primary user must add the carrier’s tax identification number which is a code of 7 characters (and the name of the carrier is automatically added on the basis of the ID number), and any of the following access rights may be assigned to the carrier accepted to the list:

- changing the registration plate number in a submission,
- changing the weight of goods in a submission,
- changing the value of goods in a submission.

Several of these access rights may be simultaneously assigned to a carrier. The assigned access rights are equally valid for any submission, it is not possible to assign different access rights for specific submissions; the type of access rights previously granted by the primary user will be valid for any subsequent submissions!

The transporter will be entered in the list of authorized carriers after the data have been saved.
3. ‘Favourite addresses’ screen

The user has the option to save the names and addresses of those business partners which are frequently involved in transports. The manual registration of EKAER consignment data is made easier and faster by means of this list and option.

A new screen titled “Saving an address” pops up when the “New address” button is clicked in which the user can save the information related to the particular company. The company data are uploaded to the “Favourite addresses” after the data are saved.

4. ‘Trade of risky goods’ screen

EKAER submissions containing risky goods are shown on this screen. The screen makes it possible to filter the consignment list on the basis of information regarding the period of time and guarantee management.

5. ‘XML upload’ screen

This screen makes it possible to manually upload the XML file which contains the consignment data and also to make a preliminary checkup of these data.

6. ‘Reporting receipt” screen

On 28 February 2015 the ‘authorization to close the submission’ field was deleted in the framework of a development installation in the live environment of the EKAER system with respect to transports from Hungary to Hungary. In case of pending submissions initiated before the date above and where the authorization to report receipt was selected, the operation can still be performed.

In this menu item, a consignee – which had been authorized to close the submission by the consignor who submitted the consignment data – can verify the receipt of consignments in respect of transports from Hungary to Hungary. The screen with the title “Report” shows the list of consignments in the receipt of which the particular consignee is involved.

There is a possibility to filter the list shown here in a way similar to the one in the menu item for “Submissions”.

Verifying receipt can take place by clicking on the green pencil icon featuring in the line of the particular EKAER identifier. A new screen appears after this option is selected in which the basic data of the consignment are shown.

After clicking on the 'Reporting the arrival of goods' button, the following information/warning appears on the screen:
After the click on the ‘OK’ button the user is given the option to provide the date of unloading on the ‘Reporting the arrival of the goods’ screen – as a result of which the EKAER submission receives the ‘Closed’ status.
VII. Making a new submission

A new EKAER submission is created by clicking the “New submission to apply for an EKAER number” button under the menu item “Submissions”. This function is unavailable for a Carrier!

After clicking on the button, the “New submission to apply for an EKAER number” screen automatically appears where the user selects the origin and destination of the trade of goods as a first step.

After the direction of the trade is selected, the entire form appears and – depending on the type of the selected direction – the system automatically uploads the information already available (e.g. when the option “From Hungary to Community” had been selected, the system automatically fills out the data of loading and of the consignor, which, evidently, cannot be different from the client making the submission).

A field for the date only appears in the ‘Data of loading’ section in the case of trade from Hungary to Community, and not in any other directions of trade. The date of unloading for a particular EKAER number cannot be entered as default information and is only given when the consignment arrives to its destination.
### List of Goods

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>Example Item</td>
<td>10</td>
<td>$10</td>
<td>$100</td>
</tr>
<tr>
<td>456</td>
<td>Example Item</td>
<td>20</td>
<td>$5</td>
<td>$100</td>
</tr>
<tr>
<td>789</td>
<td>Example Item</td>
<td>5</td>
<td>$20</td>
<td>$100</td>
</tr>
</tbody>
</table>

### Data of Loading

- **Address:**
  - **City:**
  - **Country:**
- **Name:**
- **Tax Number:**
- **Telephone Number:**
- **Email:**
- **Country / Postal Code:**
- **Name of City:**
- **Street Name:**
- **Street Number:**
- **Lot Number:**
- **Other address data:**

### Data of Unloading

- **Address:**
  - **City:**
  - **Country:**
- **Name:**
- **Tax Number:**
- **Telephone Number:**
- **Email:**
- **Country / Postal Code:**
- **Name of City:**
- **Street Name:**
- **Street Number:**
- **Lot Number:**
- **Other address data:**

### Consignor's Data

- **Country Code of Consignor:**
- **Consignor's Tax Number:**
- **Name:**
- **Address:**

### Consignee's Data

- **Country Code of Consignee:**
- **Consignee's Tax Number:**
- **Name:**
- **Address:**

### Carrier's Data

- **Can the carrier modify:**

### Data of the Vehicle

- **Vehicle Number / Registration Plate Number:**
- **Model:**
- **Type:**
1. Recording intermodal transports

Intermodal transport: if the carried goods are entirely transported in vehicles not using Hungarian public roads, the check-box for intermodal transport can be selected to save Hungarian loading and unloading addresses in methods different from the one applied according to the general rules.

**NEW SUBMISSION TO REQUEST AN EKAER NUMBER**

EXAMPLE: When the trade direction “from Community to Hungary” is selected, the default situation is that the address of loading may not be a Hungarian address. However, in the case of intermodal transport, the goods may not be arriving through public Hungarian roads, but, for instance, through an airplane or a train and the goods are reloaded to a public road transport vehicle in the airport. In this case the place of loading will be the Hungarian airport/station where this is taking place.

2. Options for items of goods

At least 1 item of goods must be saved when a new submission is made! Filling out the fields for the ‘Reason of the transport’, the ‘Customs Tariff Number’, the ‘Commercial name of goods’, the ‘Gross weight (kg)’ and ‘Value (HUF)’ is mandatory! However in the case of non-risky goods, filling out the 'Value (HUF)' field is optional.

When a customs tariff number is saved (Customs Tariff Number - CTN), and if the user enters the first 4 characters of the Customs Tariff Number, a drop down menu appears for the given type of goods which contains subclassifications until 8 characters. The person making the submission may select the required tariff number from that list. The commercial name related to specific tariff numbers does not appear automatically, but the text can be entered manually.

The person making the submission has the opportunity to make a preliminary check of tariff numbers by clicking on the “CTN Help” (TARIC Nomenclature)’ option under the item line. This link redirects the user to an external database with a registry of TARIC codes.
When the risky product checkbox is selected the 'Risky goods: UN' field automatically appears. The user is obliged to provide these data in the system when risky goods are transported!

The article number is an optional field for the article number of the goods recorded in the submitter's own registry. Filling it out is not necessary.

In case the user wishes to save several item lines, the “Add a new item” button is available under the item line.

If it comes to be necessary to delete an item line added already, this can be done by clicking on the red “X” sign at the right side of the particular item line.

3. Loading and unloading data

Providing data of unloading in the case of importation, as well as the data of loading in the case of exports and both loading and unloading data in case of the domestic transport of goods are mandatory!

The user has the option to use the addresses saved among the “Favourite Addresses” when selecting loading and unloading data to speed up the manual recording process. Every favourite address is listed by the system in the field for saved addresses, and when any one of those are selected, the data of that particular address are automatically uploaded.
In case of a Hungarian address, the tax number is verified so as to make sure that a genuine, existing company was provided!

4. Saving the consignor and consignee data / Authorizing the closure of a submission
These groups of data are automatically filled out with the data of the client making the submission depending on the direction of the trade.
5. Saving address data among the favourites

When address data are manually recorded, the address data provided will be stored among the “Favourite addresses” when the submission is saved. The option will be available only when the necessary address data has been recorded already!

Favourite addresses saved previously will be thus available when a new submission is made among the loading and unloading data.

6. Authorizing carrier operations in the submission

The user has the option to add a carrier to a particular submission who can adopt changes on submissions. The default answer set to the question 'Can the carrier modify?' is a 'No'.

In case “Yes” is selected from the drop down menu next to the question ‘Can the carrier modify?’, the subgroup “Data of the carrier” is automatically added new fields and an interface appears so as to make the selection of a carrier possible.

Only those carriers are listed in the field of authorized carriers which had been previously added to the List of authorized carriers.

The system automatically fills out the fields necessary when a particular carrier is selected, the carrier cannot be added manually!

In case a carrier is added to the submission, that particular carrier will be able to see the submission data and may initiate changes of data on the basis of the kinds of access rights granted to them by the primary user on the authorized carriers page. That is to say, access rights are not assigned on the level of submissions but are given to particular carriers, and the rights adjusted will be universally valid for any submission where the carrier is added!
7. Vehicle data

The person making the submission has the option to indicate the registration plate number and the nationality sign of both the main vehicle and the trailer. The characters of the registration number must be saved without spaces and hyphens. When the registration number is saved, the adding of the nationality sign of the vehicle is mandatory in any case.

Reporting an EKAER number – and its issue – can also be performed without adding a registration plate number, since the registration plate number may as well be modified by the person making the submission until unloading at the latest.

Registration plate number previously saved for trailers can be deleted, but as soon as the registration plate number of the main vehicle is registered, it may only be modified later on.

8. General information regarding submissions

After the data are recorded, the user has the option to save them as draft for future use or even for the purpose of applying for an EKAER identifier. When the data are saved, the system shows the fields which are left empty but the filling of which is still mandatory by means of both a colour and a text.

Clicking on the ‘Cancel’ button will result in the data not being saved and the system redirects to the main page of the “Submissions” menu.
VIII. Operations which can be performed in the Submissions list

The following client functions can be performed in respect of the client submissions listed in the “Submissions” menu:

1. Viewing and editing submission data.
2. Deleting submissions (a function which the carrier does not have).
3. Loading and printing the list of submissions.

1. Viewing and editing the data of submissions

The items listed contain the most important pieces of information for the identification of submissions, but the green pencil button also makes it possible to view the entire range of data related to the submission.

The summary view of the submission form contains every major piece of information that had been saved for the submission. Information concerning the data can be seen at the bottom of the screen.

This screen also makes it possible for the user to modify these items of goods. This can be initiated by the use of the green pencil icon to be seen in the Column “Operations” of the item line. The fields of the particular line come to be editable when the icon is clicked upon. The fields for the grounds of transport, the Customs Tariff Number and the name of goods may not be changed, these fields are in a read-only status in this operation as well!

The changed values can be finalized with the Save icon. When the value of the goods is modified, the system counts the aggregate value of the submission again, and the amount of frozen guarantees arising from the submissions is recalculated, and the frozen values are modified when necessary.

The carrier may only apply modifications to the “Gross weight” and 'Value (HUF)' fields but only if these authorizations had been granted to the carrier by the person responsible for submissions.
A new item can only be added by the person responsible for submissions. A new line appears as a result of clicking on this button where all necessary data must be given in order for the goods to be recorded, and finally, the new item is made final when the Save button is used.

Regarding the basic data, if the user has no access right to “View financial data”, the “Value (HUF)” information always features a zero (0) regarding both the guarantee for the submission and in respect of the data of the item of goods. Without the financial data, the item of goods information cannot be changed.

Only those active submissions are listed to a carrier, where the person who made the submission had added the particular carrier to the submission.

The right to “View financial data” is not granted to a carrier. The carrier can see (and may modify) the value of goods at the items of goods only if such right had been granted to the carrier by the person responsible for submissions. In the lack of this access right, the carrier sees a zero (0) at the value of items and this field cannot be edited by them either.

The user has the opportunity to change saved data by clicking on “Edit basic data”. The system loads the entire submission form where the fields – depending on the status of the submission – are shown in an editable form! In such cases the opportunity for changing data is available, and these changes can be finalized by means of the Save button; whereas the Cancel button discards all changes. The option for editing basic data is only possible in case of submissions in either the Draft or the Active status! The carrier may only apply changes to the registration plate number from among the basic data, if this right was granted to them by the person responsible for submissions!
2. **Deleting submissions**

A red dustbin icon appears beside the submission items in draft and active statuses in the list of submissions. This is the icon which initiates deletions. Deleting a particular submission does not amount to “physically” deleting the item but its reclassification of status. When a submission in the status of “Draft” is deleted, the status is changed to “Deleted” and a submission with the “Active” status is reclassified as “Inactive” when deleted. Guarantee freezing related to the deleted item is released when a submission with an “Active” status is deleted.

A user with the status of carrier can never initiate a deletion!

3. **Downloading a submission and printing**

The user has the option to export data into the excel file format in the “Submissions” menu when the information regarding a particular consignment is viewed. This can be done by clicking on the “Download submission” button in the right hand corner of the screen.

There is also an opportunity to print particular submissions by hitting the “Print” icon.
IX. Reporting the arrival of goods

The arrival of a consignment can be reported by selecting the data of a particular consignment for view in the “Submissions” menu item and then clicking on the button “Report the arrival of goods”. In the case of transport from Hungary to another Member State of the EU this operation cannot be performed.

The simplified closure form appears when the button is clicked where the data necessary for the closure can be provided (registration plate number, data of unloading and loading). The submission is rendered in “Closed” status when the Save button is clicked. No further modification is allowed!

There is no opportunity to modify the items of goods when their arrival is reported; therefore, if the data of an item of goods needs to be updated before closure, this can be done at the list of the items of goods in the form that contains the basic data of the submission.