

Migration Guide

Customs Management

PLDA to AES Export Declarations

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www.aeb.com

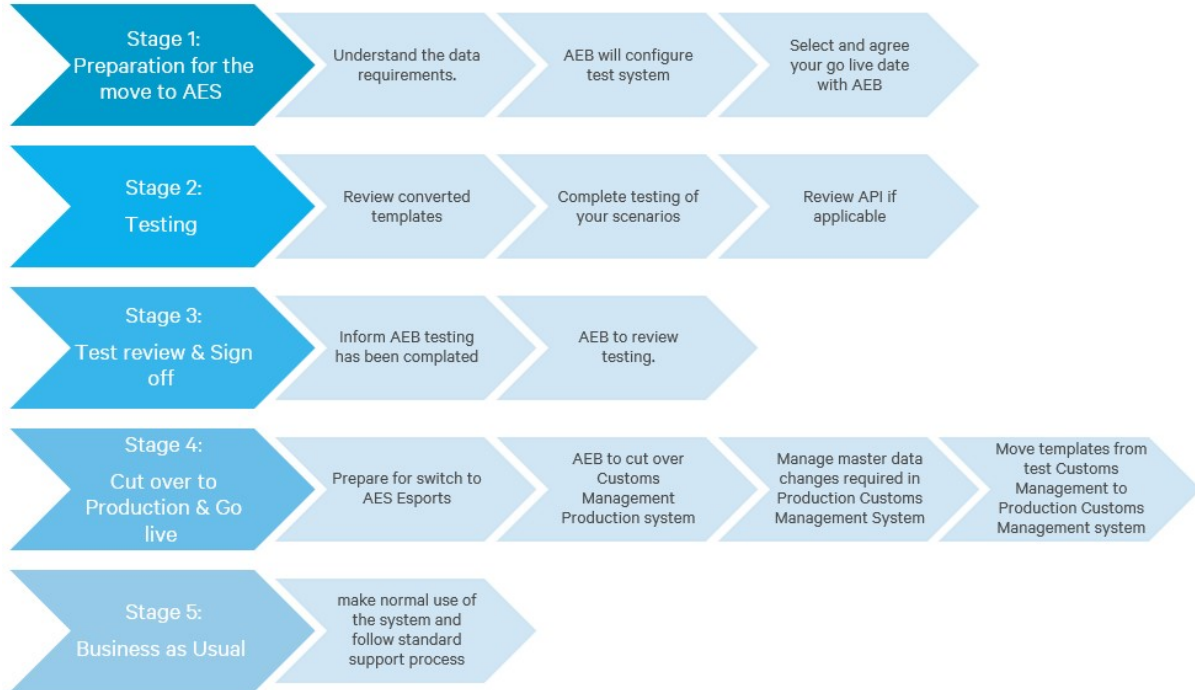
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This guide covers the migration from PLDA to AES Exports within the AEB Customs Management solution.

1 Migration Plan

Below shows the 5 stages and key points for the migration of your AEB Customs Management solution to AES Exports.



1.1 Stage 1: Preparation for the move to AES



1.1.1 Review the AEB Help Center articles and prepare your resources.

In preparation for the migration, please review the articles within the AEB Help Center. You will also need to ensure you have the appropriate resources within your business available for testing, any changes required, and to support during the cutover and go-live phases.

1.1.2 Registration form

We previously sent out a registration form to all customers migrating to AES Exports. If you have not completed and returned this to us, please urgently do so.

1.1.3 Understand data requirements

Understand the differences that exist between PLDA and AES in terms of data requirements and allowed values within data elements. It is important that you understand these differences and what you will need to do, both within Customs Management and in your wider business, in order to successfully submit AES declarations.

AEB do not provide customs consultancy or advice.

You can find information on the differences using the link below.

If required, you should also seek external advice and support.

https://financien.belgium.be/nl/douane_accijnzen/ondernemingen/douane/aangiften-kennisgeving-douanestatus/datums

1.1.4 Test Customs Management System

AEB will configure your test Customs Management client to adopt the changes for AES, import any templates from your production Customs management system to your test Customs management system and run these through our conversion tool.

1.1.5 Agree a go live date

You will be asked by email to select a go live date from Monday 2nd September to Friday 13th September 2024. This will be given on a first come first served basis so we recommend you select your date as soon as it is offered. If the date you select has been fully booked, we will contact you to select another day.

1.2 Stage 2: Testing



1.2.1 Template review and modification

As part of stage one and preparing your system for the migration, AEB will have run your templates through our conversion tool. It is your responsibility to check all templates and the data within them. You may wish to modify and add to your templates based on the new requirements.

Please note that the mapping tables are not covered by the template conversion. If you have mapping tables, e.g. for document types, please make sure to check and adapt them manually.

1.2.2 Testing of your scenarios and data

You must now start to prepare and perform testing of AES Export declarations within Customs Management. It is your responsibility to perform appropriate testing and inform AEB when you have done so, before you can move to production and live use of AES.

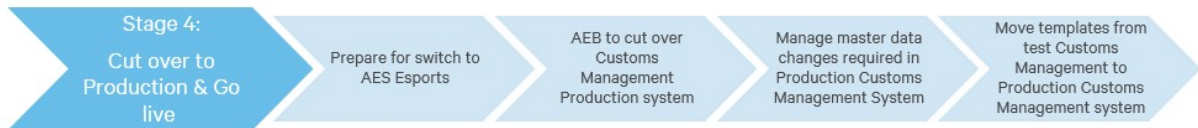
Please make sure that you perform sufficient testing, to include testing any new or changed templates you have created and if applicable API changes.

1.3 Stage 3: Test review & Sign off



Once you have completed your testing, you must inform AEB at BE-CustomsMigration@aeb.com so that we can conduct a review.

1.4 Stage 4: Cut over to Production & Go live



1.4.1 Cut over of your Production Customs Management System

On the date agreed, your production Customs Management solution will be unavailable for up to 4 hours. During this time, you will not be able to access the system to submit any declarations or to view the status of any in-flight declarations you may have made.

1.4.2 Migration of templates

It is your responsibility to move the templates you require from your Test Customs Management system to your Production Customs Management system. You can find guidance on how to do this here:

<https://service.aeb.com/hc/en-us/articles/22998498641553-How-do-I-export-and-import-templates>

1.5 Stage 5: Business as Usual



1.5.1 Post go live

You are now live with AES Exports and all new Export declarations will go via this route. You can use the system and receive support via the AEB Help Center and support portal in the usual way as per your Standard Support Agreement.

2 Responsibilities and what AEB will provide

2.1 Your Responsibility

As part of the migration to AES, it is your responsibility to carry out appropriate steps and actions to make the migration successful.

- Gain knowledge, if you do not already have it, on requirements for AES Export declarations via appropriate means.
- Review all templates required for AES Exports once they have been converted.
- Review and understand the stages within your migration journey as documented in this guide.
- Commitment to following the actions required to complete the migration within the agreed timeframe from migration project start date.
- Perform appropriate testing of AES Exports that covers the needs for your individual business in terms of the data and processes used.

2.2 What AEB will provide

- Set up of a test Customs Management system and conversion of templates.
- Link to Help Center articles covering Customs Management and AES
- Cutover of your production system for Customs Management with AES
- An email address (BE-CustomsMigration@aeb.com) that you can use to confirm actions and receive stage progress updates from the AEB Migration team.

2.3 Available extras from AEB

Should you need any extra assistance, AEB can provide a quotation for the following services as part of the migration. These are not included as part of the free migration project described in the stages above.

- General Customs Management training
- Customs Management Template creation / usage training

- API support (should you require any meetings to review or support with API modifications)
- Testing support

3 Appendix

3.1 Links

https://financien.belgium.be/nl/douane_accijnzen/ondernemingen/douane/aangiften-kennisgeving-douanestatus/datums

3.2 AEB Help Center

<https://service.aeb.com/hc/en-us/articles/15554354412433-Switch-of-Belgian-customs-systems-exports-imports-transit>