

Migration Guide



Customs Management

CHIEF to CDS Export Declarations

May, 2023

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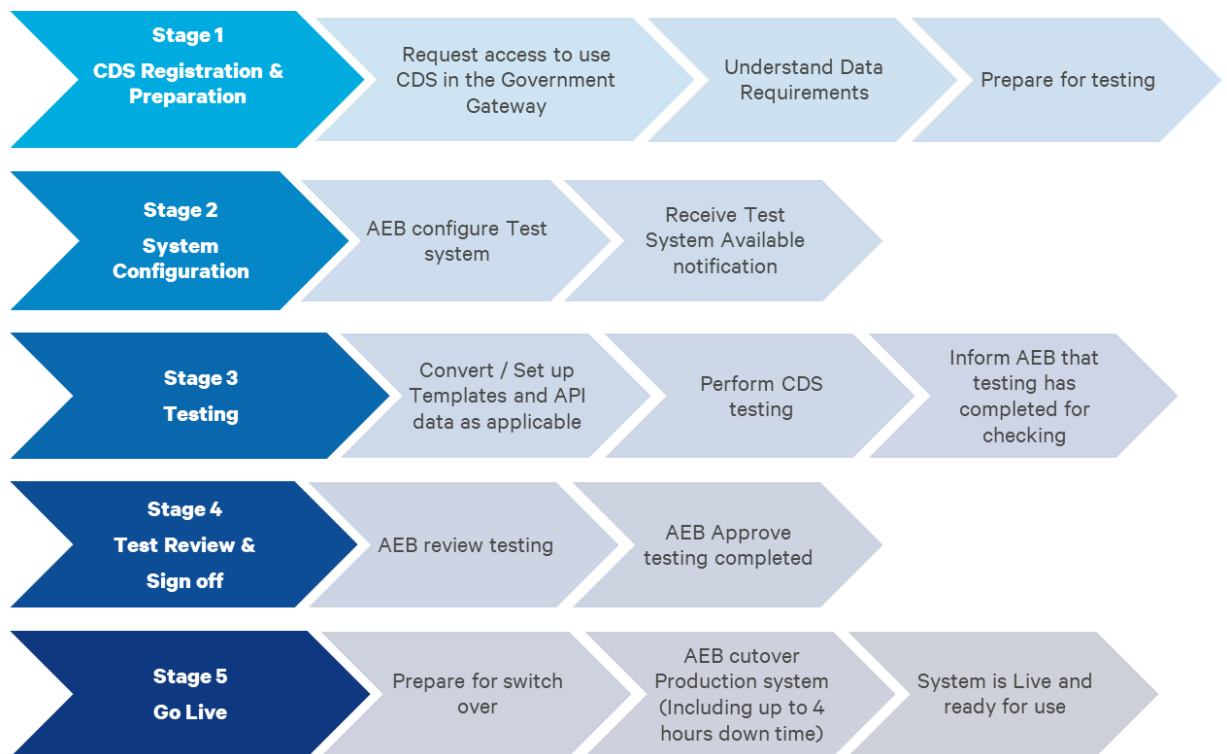
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This guide covers the migration from UK CHIEF Export to UK CDS Export within the AEB Customs Management solution.

1 Migration Plan

Below shows the 5 stages and key points for the migration of your AEB Customs Management solution from CHIEF Export to CDS Exports.




1.1 Stage 1: CDS Registration & Preparation



1.1.1 Request access to use CDS in Government gateway

In preparation for the migration, please request access to CDS through your government gateway account. This will enable you to send CDS declarations to customs.

 If you have already completed CDS registration for Imports, you will not need to repeat this step.

The link below contains information on this.

<https://www.gov.uk/guidance/get-access-to-the-customs-declaration-service>

1.1.2 Understand data requirements

Differences exist between CHIEF and CDS 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 CDS export declarations.

» AEB do not provide customs consultancy or advice.

You can find information on the differences at the government website using the link below.

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

<https://www.gov.uk/government/publications/customs-declaration-service-communication-pack/key-differences-between-chief-and-the-customs-declaration-service>

API

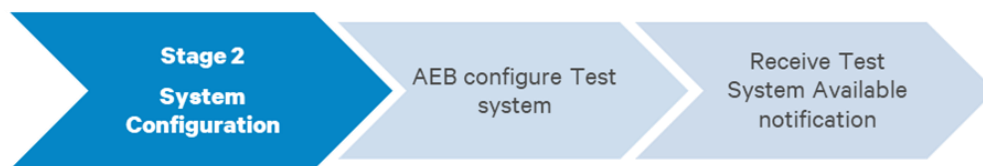
If you have written an API to send data to the AEB Customs Management solution for CHIEF Exports, you may wish to modify the API to change data values or send extra information if available. You can find information on the AEB help centre at the link below.

<https://service.aeb.com/hc/en-us/articles/10280724866705-Which-CDS-export-specific-fields-can-be-used-in-the-API->

1.1.3 Prepare for Testing

AEB have prepared materials in the form of knowledge articles and videos to help explain how Customs Management for CDS Exports functions and the differences between Customs Management with CHIEF and CDS. Please use the link at the end of this document to review such material prior to testing.

1.2 Stage 2: Test System Configuration



1.2.1 Test Customs Management System

AEB will configure your test Customs Management client to connect to the CDS TDR (Trader Dress Rehearsal) system and will send you information on the URL, client and user names and passwords to use for testing (if you do not already have a test client and users set up).

If you already have a Customs Management test system set up for your organisation, as part of this migration we will change this test system to point to CDS TDR and will disable the CHIEF test mode.

1.3 Stage 3: Testing



After receiving the link to your test system, you can start to prepare and perform testing of CDS declarations within Customs Management. It is your responsibility to perform appropriate testing and submit test results (see below for information on what needs to be submitted to AEB for checking) before you can move to production and live use.

1.3.1 Templates

AEB provides a template converter that changes your CHIEF-templates to CDS-templates.

It will transfer values that have not changed from CHIEF to CDS, it will remove values that are not applicable for CDS and where possible it will change “CHIEF-values” to “CDS-values”.

After the conversion, you can download a csv-file which will list what the tool converted.

AEB will transfer all your existing CHIEF templates and template selectors from your Production System to your CDS TDR system so they will be available for you to convert for CDS purposes as part of your preparation and testing.

Information on templates and conversion of templates can be found on the AEB Help Center (see links at end of the document).

1.3.2 API

If you are using an API to send information to Customs Management, please make sure that this is included in your testing process of sending data to CDS TDR. AEB will supply you with the appropriate API end point URL, and API user, to your test client as required.

1.3.3 Testing requirements

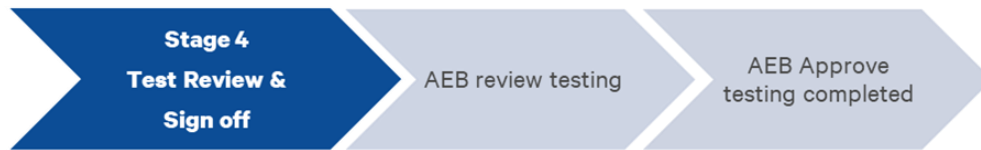
As part of the testing of CDS prior to moving to productive use, you are required by HMRC to carry out appropriate testing against CDS TDR (Trade Dress Rehearsal) system. Your Customs Management test system will be configured to connect to CDS TDR for you to test accordingly.

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

In order for testing to be signed off, and a move to productive use approved, you need to have created a minimum of 5 test declarations in the system for CDS Export, with the correct information as follows.

- Must reach a status of Registered ‘not arrived’ / Accepted.
- Use a variety of commodity codes (i.e. commodity codes that you use within your business)

1.4 Stage 4: Test Review & Sign off



1.4.1 What to check and send to AEB

Once you have a minimum of 5 declarations that meet the criteria as above in section 1.3.3, and you are happy that you have completed enough testing of your business processes you should send an e-mail to CDSMigration@aeb.com. The mail should contain your Customs Management Client name and a list of the 5 LRN numbers for the 5 declarations that meet the criteria above.

1.4.2 What we will check for

AEB will take the request, checking the data on the 5 LRN numbers sent to us. We will look for.

- status of Registered 'not arrived' / Accepted
- variety of commodity codes have been used

1.4.3 Testing Sign off

After checking the submitted data, if further checks and tests are needed, we will contact you to ask for further tests to be conducted.

Once completed you will be ready to cutover to production on your selected date, once CDS Exports is available.

1.5 Stage 5: Go Live



1.5.1 Cutover / Down time

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 (to CHIEF or CDS) or to view the status of any in-flight declarations you may have made within Customs Management to CHIEF.

We will cut over your production system to CDS, once available you will need to copy any templates you may have set up in test that you wish to use within production for CDS. (Information on this can be found in the AEB Help Center, link available at the end of this document).

1.5.2 Preparation- existing CHIEF declarations

Any in-flight CHIEF declarations will be processed, and the Customs Management system will continue to receive updates on such declarations from CHIEF, so you do not need to wait until all declarations have been accepted and closed before migrating to CDS.

However, once the migration takes place, you cannot send any new declarations to CHIEF. Please make sure that you do not have any CHIEF declarations in the system that have not yet been submitted, at the point of migration.

1.5.3 Go Live registration

Once the system is cutover by AEB, you will be informed that you can now use the production Customs Management system for CDS Export declarations.

Before you can submit a declaration from Customs Management to CDS, you need to grant authority to the Customs Management system to submit declarations for you via CDS. Information on how to do this can be found in the following link. <https://service.aeb.com/hc/en-us/articles/4570243780369-How-do-I-grant-authority-for-the-AEB-software-to-interact-with-CDS->

You are now live with CDS Exports, all new export declarations will go via the CDS export route.

2 Responsibilities and what AEB will provide

2.1 Migration project duration

You will have 3 weeks to complete your testing from the start date that you have agreed with AEB.

2.2 Your Responsibility

As part of the migration to CDS from CHIEF, 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 CDS declarations via appropriate means (HMRC website, training / consultancy options) in order to be able to migrate from CHIEF to CDS.
- Review and understand the stages within your migration journey as documented in this guide.
- Commitment to following the actions required to complete the testing in a 3-week timeframe from migration start date.
- Perform appropriate testing of Customs Management with CDS TDR that covers the needs for your individual business in terms of the data and processes used.

2.3 What AEB will provide

- Set up of a test system linked to CDS TDR (Trade Dress Rehearsal) system
- Link to Help Centre articles covering Customs Management and CDS
- Cutover of your production system for Customs Management with CDS
- An email address (CDSMigration@aeb.com) that you can use to confirm actions and communicate with the AEB CDS Migration team during testing and cutover.

2.4 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 HMRC Links

<https://service.aeb.com/hc/en-us/articles/5108012976657-Where-can-I-find-Government-guidance-for-declaration-entry-information->

3.2 AEB Help Center

<https://service.aeb.com/hc/en-us/sections/4494302144785-CDS>

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