Migration Guide

Customs Management

CHIEF to CDS Import Declarations

April 5, 2022

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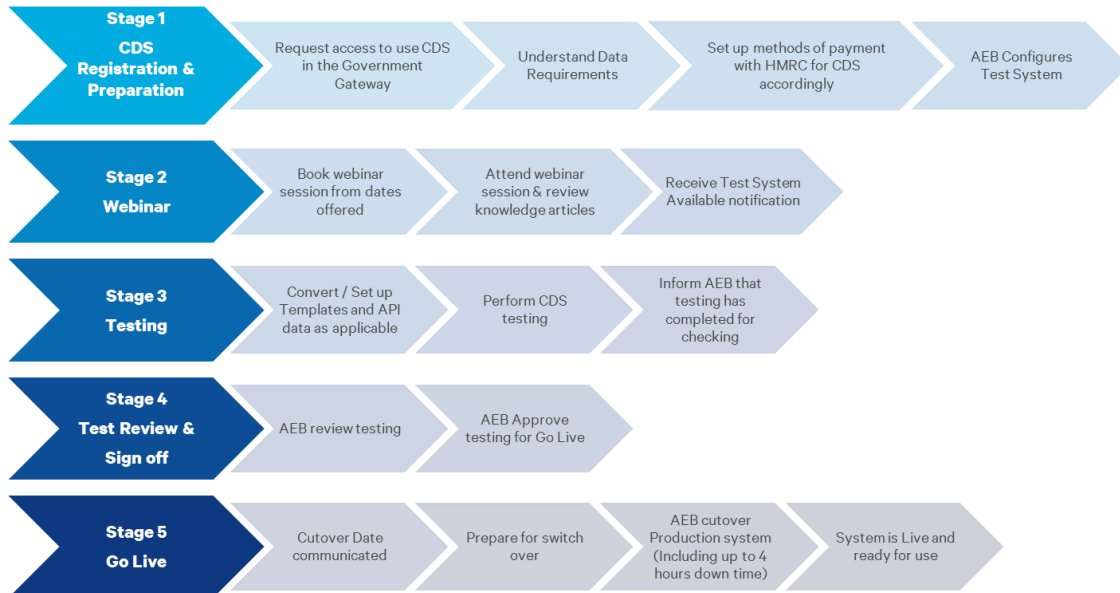This guide covers the migration from UK CHIEF Import to UK CDS Import within the AEB ICI solution.

1   Migration Plan

Below shows the 5 stages and key points for the migration of your AEB ICI solution from CHIEF Imports to CDS Imports.

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 and gain access to your financial dashboard.

The link below contains information on this.

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

1.1.2   Methods of Payment

You will need to set up your methods of payment for use with CDS accordingly. Once registered for CDS you will automatically be issued a cash account. If you use a duty deferment account, you will need to create a Direct Debit Instruction (DDI).

CDS uses a separate HMRC bank account to CHIEF and a new CDS Direct Debit Instruction (DDI) is required.

>> Any existing CHIEF DDI should not be cancelled, as this is needed to settle outstanding CHIEF payments.

You can find more information on this with the link below.

https://www.gov.uk/guidance/set-up-a-direct-debit-for-a-duty-deferment-account-on-the-customs-declaration-service

1.1.3   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 ICI and in your wider business, in order to successfully submit CDS import declarations.

>> AEB do not provide customs consultancy or advice. As part of the AEB webinar sessions, we will demonstrate the changes within the ICI product for CDS Imports.

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 ICI solution for CHIEF Imports, you may wish to modify the API to change data values or send extra information if available. For further information on possible changes please contact the AEB CDS Migration team at CDSMigration@aeb.com.

1.1.4   Test ICI System

AEB will configure your test ICI client to connect to the CDS TDR (Trader Dress Rehearsal) system, import any templates from your production ICI system and 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 an ICI 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.

1.2   Stage 2: Webinar

Once you have selected your preferred start date for the migration project, and it has been confirmed by AEB, we will configure your test system as described in stage 1 above. We will then send you a link to allow you to book and attend a webinar session.

In the session AEB will demonstrate the changes to ICI for CDS Imports.

The session will cover:

- Key differences between CHIEF and CDS requirements for Import within ICI

- Templates and required template changes

- Testing requirements and expectation of your testing as part of the migration to CDS

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 ICI. 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 Data Elements

Information on CDS declaration entry information can be found here:

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

It contains various links to HMRC materials that contain information on CDS data requirements.

1.3.2 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 exisitng 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).

1.3.3 API

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

1.3.4 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 ICI 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 Import, with the correct information as follows.

- Must reach a status of Registered 'not arrived'

- Use a variety of commodity codes (i.e. commodity codes that you use within your business)

- Payment details must be present (e.g. deferment account information)

- GVMS Port codes

- RRS01 field should be populated

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 1.3.4, and you are happy that you have completed enough testing of your business processes to be ready to move to production you should send an e-mail to CDSMigration@aeb.com. The mail should contain your ICI 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'

- variety of commodity codes have been used

- Payment details are present

- GVMS Port codes are used

- RRS01 field is populated

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.

If the checks pass, we will sign off the testing and contact you to arrange a cutover to production use of CDS Imports.

1.5   Stage 5: Go Live

When the testing has been signed off, we will communicate with you a cutover date for moving CDS imports to production.

1.5.1   Cutover / Down time

On the date agreed, your production ICI 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 ICI to CHIEF.

We will cut over your production system to CDS, as well as copying any templates you may have set up in test that you wish to use within production for CDS.

1.5.2   Preparation- existing CHIEF declarations

Any in-flight CHIEF declarations will be processed, and the ICI 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 ICI system for CDS import declarations.

Before you can submit a declaration from ICI to CDS, you need to grant authority to the ICI 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 Imports, all new import declarations will go via the CDS Import route. You can use the system and receive support via the AEB Help centre and support portal in the usual way and should no longer send requests to CDSMigration@aeb.com.

2 Responsibilities and what AEB will provide

2.1 Migration project duration

You will have 6 weeks to complete the migration from the start date that you have agreed with AEB. The time is broken down as follows.

Week 1 – Stage 1: Registration & Preparation

Week 2 – Stage 2: Attend webinar and receive links to test system

Week 3 – 5 – Stage 3 & Stage 4: Perform testing, creating, and submitting to CDS TDR appropriate tests, send request to review tests to AEB for sign off

Week 6 – Stage 5: Go Live

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 migration in a 6-week timeframe from migration project start date.

- Perform appropriate testing of ICI 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

- Webinar to demonstrate ICI system differences for CDS

- Link to Help Centre articles covering ICI and CDS

- Cutover of your production system for ICI with CDS

- An email address (CDSMigration@aeb.com) that you can use to confirm actions and receive stage progress updates from the AEB CDS Migration team.

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 ICI training

- ICI 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 Centre

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