



User Manual for

E-Doc WEB Customs Archive

Version 20.16.2 English

(Revised 05.09.2016 by Emma Systems AS and 12.12.2016 by Bring)

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1. Login.

- <https://> or <http://>

Start the program within your web browser (eg. Internet Explorer, Firefox or Google Chrome).

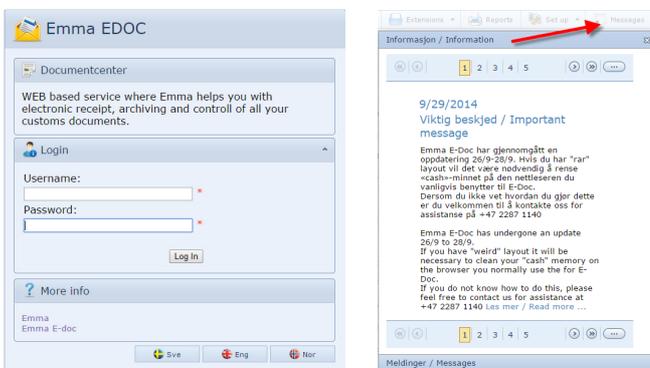
Be sure to keep the browser updated and Microsoft Silverlight must be installed.

E-Doc now supports <https://> a more secure version of <http://>. Both will work for now, but we will after some time, only allow secure connections through <https://> Notification will be given.

Make sure that you allow pop-ups for the www.emmaedoc.no domain.

Enter <https://emmaedoc.no/> or <http://emmaedoc.no/> in the address field and press Enter.

Your login page will appear.



- **Username and passwords**

E-Doc now has functionality supporting creation of multiple users, created below master level.

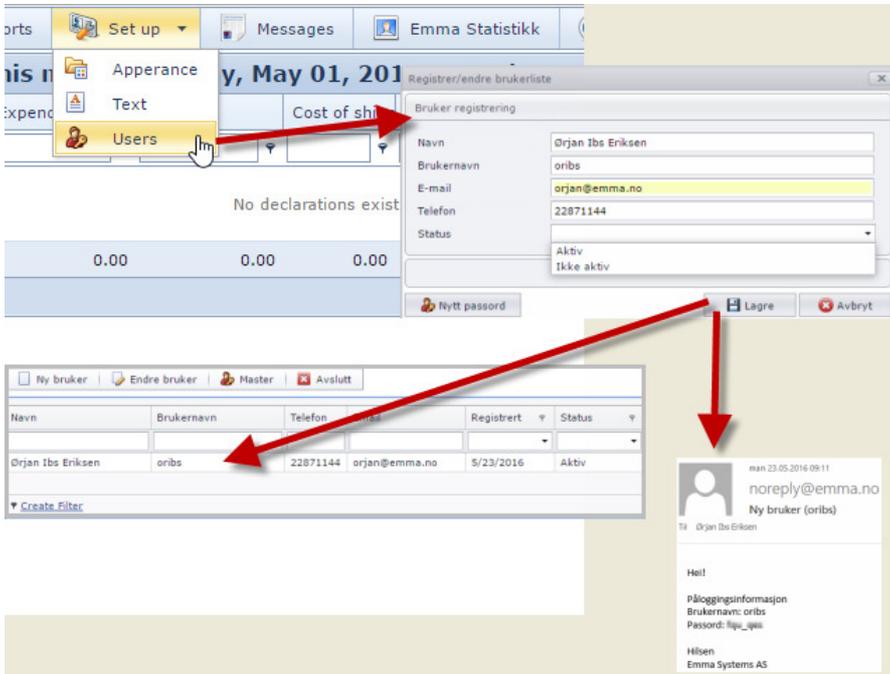
- o **Master:**
 - Username: VAT number
 - Password: Provided by Bring at startup
 - May reset/change master password
 - May create new users, generate/reset user passwords or set users inactive.
 - **WARNING** when resetting a new password for an existing user, write down the password as it will not be automatically sent to the user.
- o **User:**
 - Username: Set by admin with master login rights
 - Password: Generated by master on creation of user. User receives confirmation by e-mail including username/password.

Login with your username and password. You will be automatically logged off after 180 minutes inactivity in the main module/screen. We will in certain cases provide information on login regarding important events.

Such information appears only once at the first login, but can be retrieved and read again by clicking on "Messages" in the menu bar.

In need of a new master password, or if you get locked out by entering the wrong username or password 3 times, contact us at e-doc@bring.com or call +47 23 14 77 10

- Example creating new user



The screenshot shows the 'Bruker registrering' (User registration) dialog box with the following details:

- Navn: Ørjan Ibs Eriksen
- Brukernavn: oribs
- E-mail: orjan@emma.no
- Telefon: 22871144
- Status: Aktiv

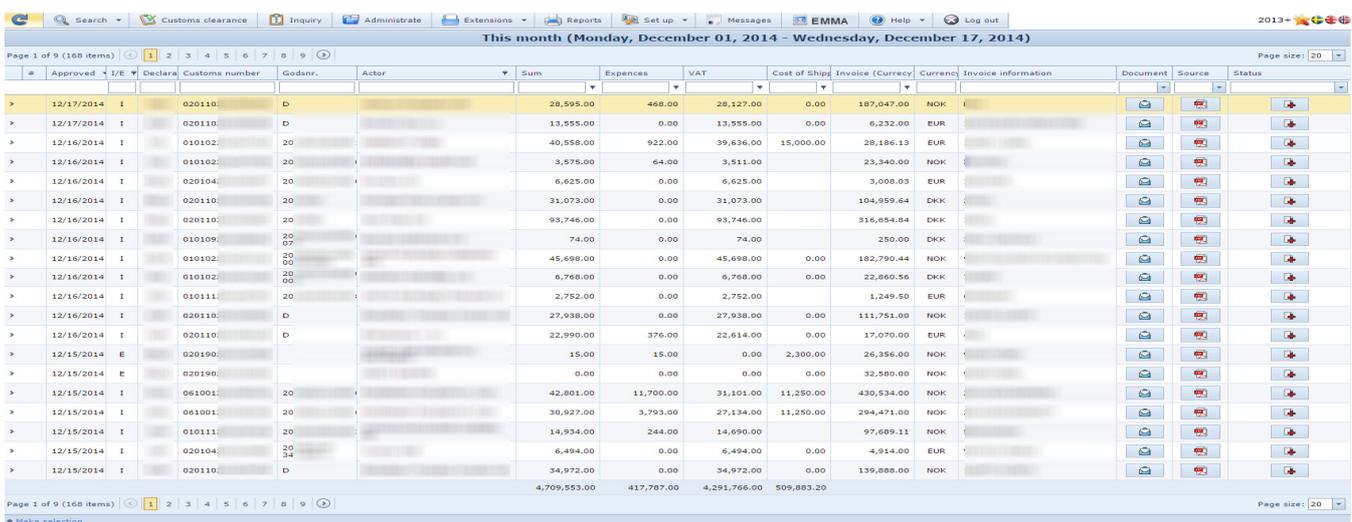
Below the dialog box, the 'Ny bruker' table shows the newly created user:

Navn	Brukernavn	Telefon	E-post	Registrert	Status
Ørjan Ibs Eriksen	oribs	22871144	orjan@emma.no	5/23/2016	Aktiv

To the right, an email notification preview is shown for 'noreply@emma.no' with the subject 'Ny bruker (oribs)' and the body text: 'Hei! Påloggingsinformasjon Brukernavn: oribs Passord: [redacted] Hilsen Emma Systems AS'.

2. Customize your Bring E-Doc main screen

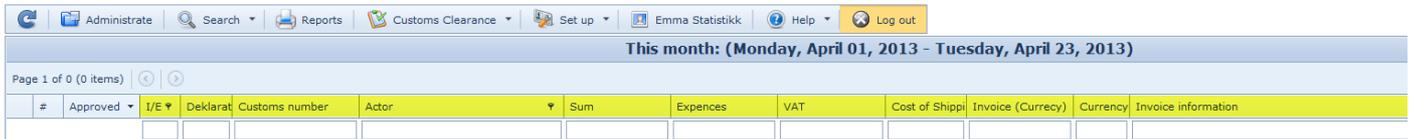
When you have logged in, declarations for the current month will be listed, sorted ascending by clearance date.



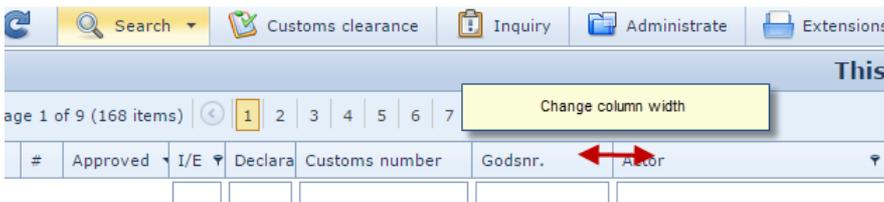
The screenshot shows the main screen of the Bring E-Doc system with a table of customs declarations for the month of December 2014. The table is sorted by clearance date. The columns include: Approved, I/E, Declara, Customs number, Godsnr., Actor, Sum, Expenses, VAT, Cost of Ship, Invoice (Currency), Currenc, Invoice information, Document, Source, and Status.

Approved	I/E	Declara	Customs number	Godsnr.	Actor	Sum	Expenses	VAT	Cost of Ship	Invoice (Currency)	Currenc	Invoice information	Document	Source	Status
>			020110	D		28,595.00	468.00	28,127.00	0.00	187,047.00	NOK				
>			12/17/2014	I		13,555.00	0.00	13,555.00	0.00	6,232.00	EUR				
>			12/16/2014	I		40,558.00	922.00	39,636.00	15,000.00	28,186.13	EUR				
>			12/16/2014	I		3,575.00	64.00	3,511.00		23,340.00	NOK				
>			12/16/2014	I		6,625.00	0.00	6,625.00		3,008.03	EUR				
>			12/16/2014	I		31,073.00	0.00	31,073.00		104,959.64	DKK				
>			12/16/2014	I		93,746.00	0.00	93,746.00		316,654.84	DKK				
>			12/16/2014	I		74.00	0.00	74.00		250.00	DKK				
>			12/16/2014	I		45,698.00	0.00	45,698.00	0.00	182,790.44	NOK				
>			12/16/2014	I		6,768.00	0.00	6,768.00	0.00	22,860.56	DKK				
>			12/16/2014	I		2,752.00	0.00	2,752.00		1,249.50	EUR				
>			12/16/2014	I		27,938.00	0.00	27,938.00	0.00	111,751.00	NOK				
>			12/16/2014	I		22,990.00	376.00	22,614.00	0.00	17,070.00	EUR				
>			12/15/2014	E		15.00	15.00	0.00	2,300.00	26,356.00	NOK				
>			12/15/2014	E		0.00	0.00	0.00	0.00	32,580.00	NOK				
>			12/15/2014	I		42,801.00	11,700.00	31,101.00	11,250.00	430,534.00	NOK				
>			12/15/2014	I		30,927.00	3,793.00	27,134.00	11,250.00	294,471.00	NOK				
>			12/15/2014	I		14,934.00	244.00	14,690.00		97,609.11	NOK				
>			12/15/2014	I		6,494.00	0.00	6,494.00	0.00	4,914.00	EUR				
>			12/15/2014	I		34,972.00	0.00	34,972.00	0.00	139,888.00	NOK				
						4,709,553.00	417,787.00	4,291,766.00	509,883.20						

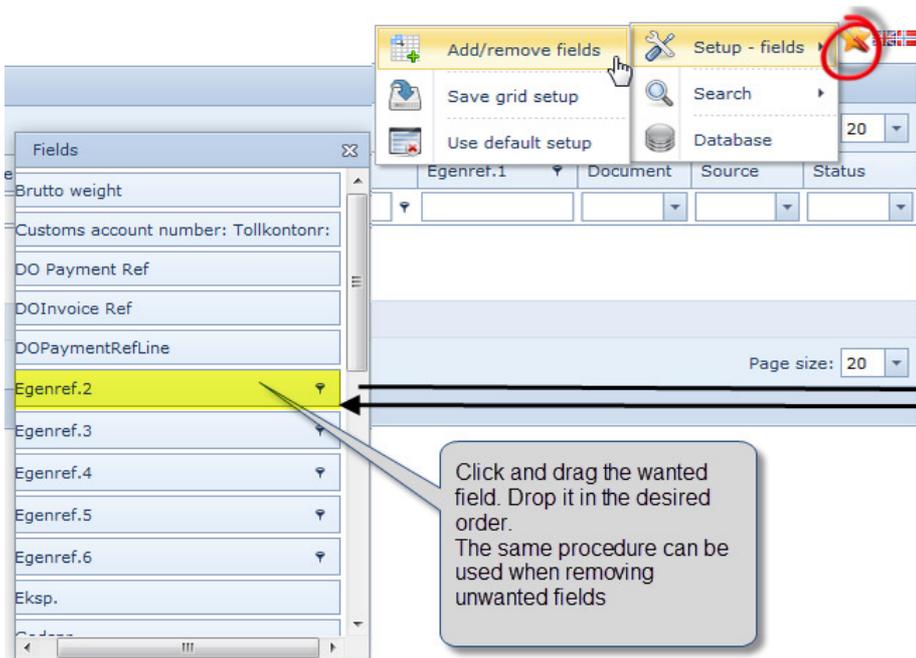
- **Customize your main screen, change column width, add/remove columns**



- Click and hold between columns, slide left/right to adjust column width



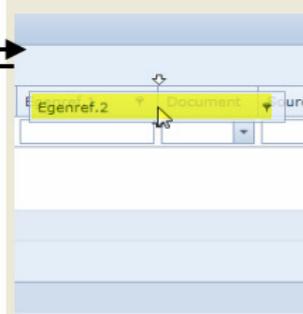
- Customize column setup for the company (pr. vat number)
- Add / remove columns
- Save company default grid setup
- Revert to E-Doc default grid setup.



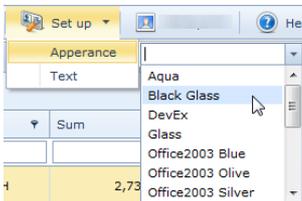
Click and drag the wanted field. Drop it in the desired order. The same procedure can be used when removing unwanted fields

Click on the tool, top right corner:

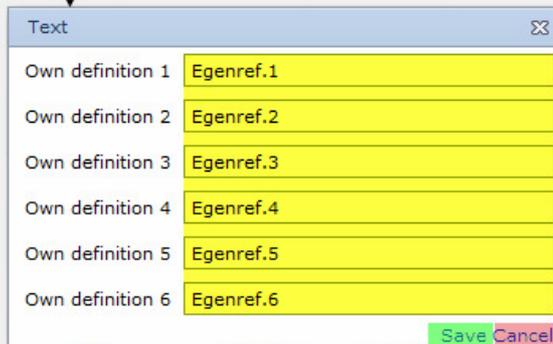
- Customize which columns will be visible.
- You can also save your setup and set the standard that will appear for all that login.
- You can also reset back to default setup
- You cannot delete search fields, only choose to have them visible or not.



- **Change color theme**
 - o Choose from a variety of color themes



- **Change text/name on the free/personal reference columns Egenref.1-6**



- Here you can rename column headers 1-6
- Changes made here is applies for all users.
- Select logical and good header names that makes it easy to understand what information is found or to be entered in the column.
- Information entered in "egenref. 1-6 is stored on the declaration and will be searchable in the archive period.
- Remember to "save" when you are finished.
- Own definition fields 1-6 must be added to the main screen, see description later in the manual.

3. Date/ period search and selection of database pr. year.

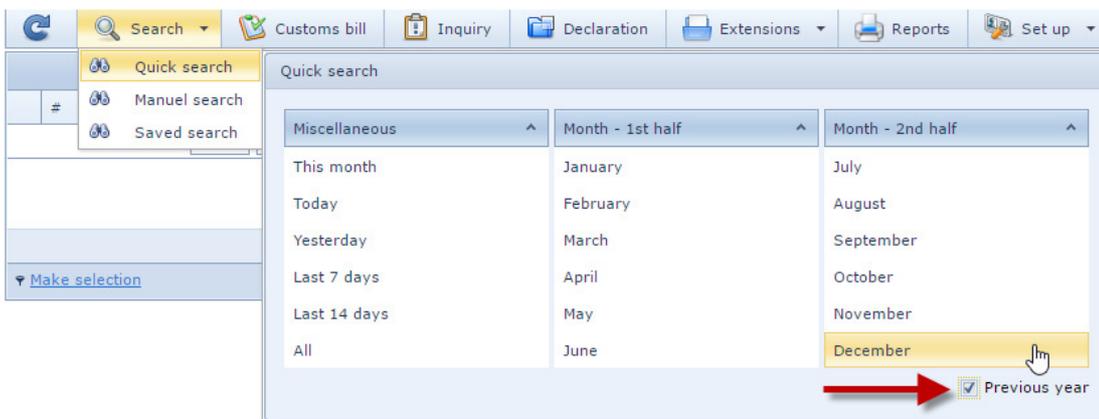
There are two ways to search for date/period: Quick search and manual search.
E-Doc will sort all declarations within the selected period.

Quick search: for the current year

Select the desired preset time period.

You can check the box for Previous year to use quick selections for last year.

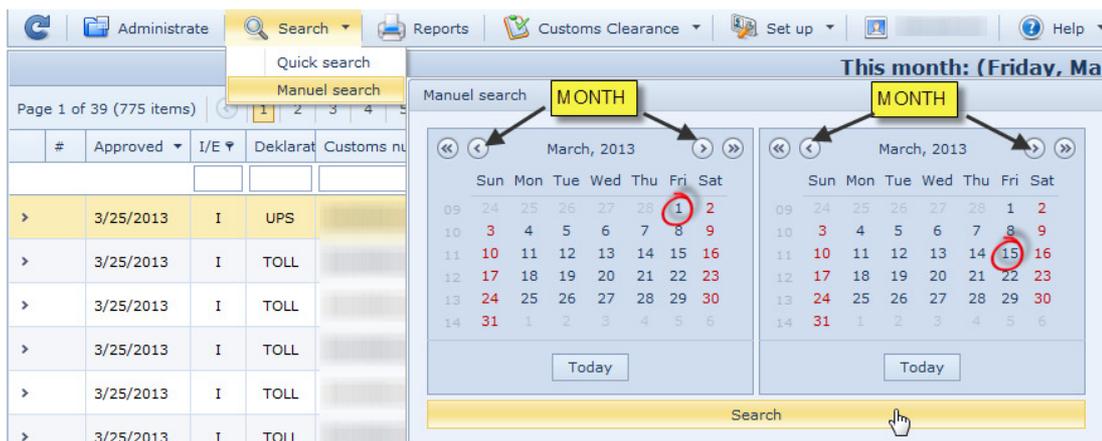
Close the search window by clicking outside the search window.



Manual search: From and to date

Here you can select from and to dates and click search.

Close the search window by clicking outside the search window.



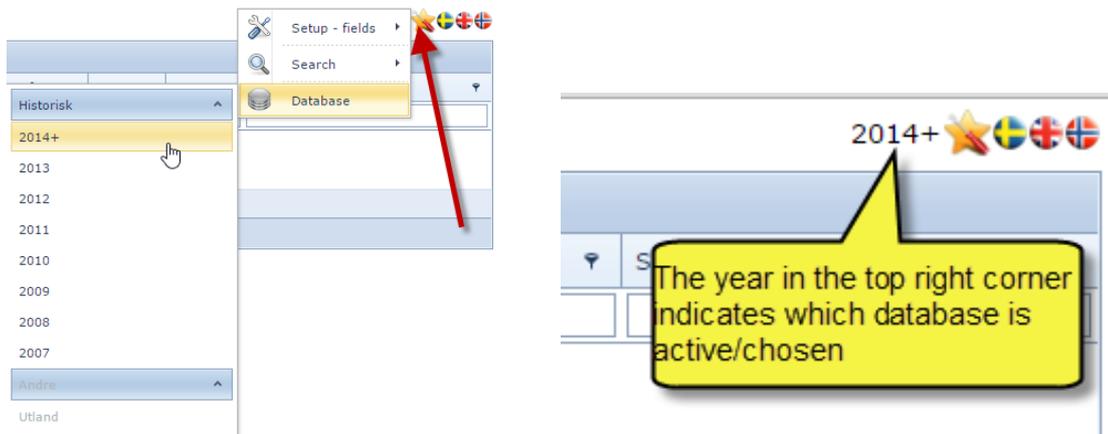
Retrieving database for previous years:

Click on the star/tool. Select the database you want to work with.

The one marked + is the main active up to today.

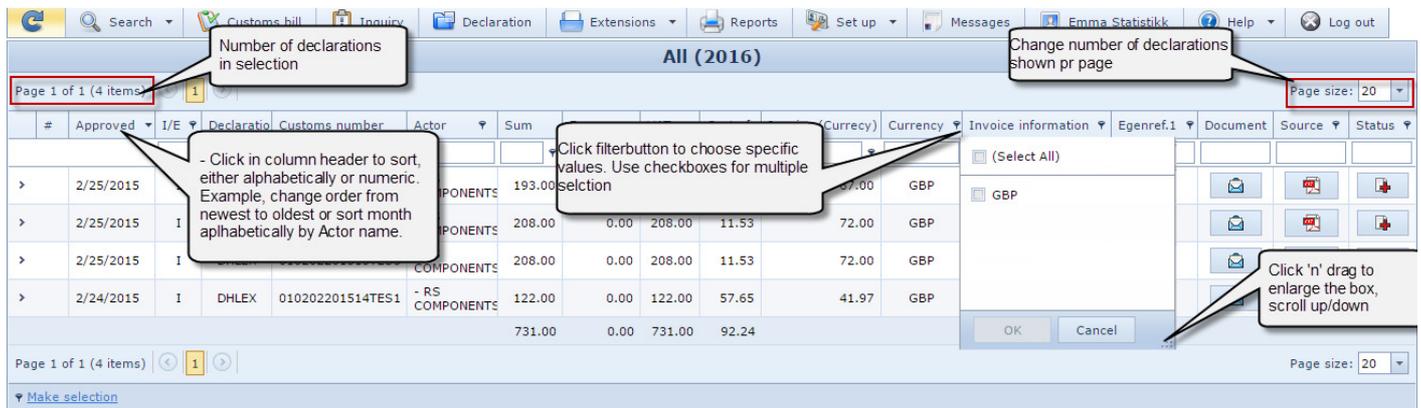
Both quick search and manual search will function within the selected year/database.

New 2016 – Database Utland -Foreign Countries. Contact Bring if you have the need to archive customs declarations from other countries than Norway.



4. Fields/ column headers.

- Number of declarations shown in the selection/search pr. Page.
- Sort selection, alphabetic or numeric order.
- Use filter “pin” to select specific values/data in your filter.



Annotations in the screenshot:

- Number of declarations in selection (points to 'Page 1 of 1 (4 items)')
- Change number of declarations shown pr page (points to 'Page size: 20')
- Click filterbutton to choose specific values. Use checkboxes for multiple selection (points to the 'Invoice information' filter dropdown)
- Click 'n' drag to enlarge the box, scroll up/down (points to the filter dropdown)
- Click in column header to sort, either alphabetically or numeric. Example, change order from newest to oldest or sort month alphabetically by Actor name. (points to the 'Declaratio' column header)

#	Approved	I/E	Declaratio	Customs number	Actor	Sum	Currency	Currency	Invoice information	Egenref.1	Document	Source	Status
>	2/25/2015	I			COMPONENTS	193.00		GBP	(Select All)				
>	2/25/2015	I			COMPONENTS	208.00	0.00	208.00	11.53	72.00	GBP		
>	2/25/2015	I			COMPONENTS	208.00	0.00	208.00	11.53	72.00	GBP		
>	2/24/2015	I	DHLEX	010202201514TES1	- RS COMPONENTS	122.00	0.00	122.00	57.65	41.97	GBP		
						731.00	0.00	731.00	92.24				

5. Make a selection/ search declarations

- Search is started by pressing «ENTER»
- Default filter in search fields are «contains»
- Possible to change filter manually for advanced search.
- Filter «pin» opens up for specific searches based on data the selection

February 2013

Approved	I/E	Deklarat	Customs number	Actor	Sum	Expences	VAT	Cost of Shippi	Invoice (Currency)	Currency	Invoice information
clear		ups									367
>	2/28/2013	I	UPS		1,332.00	0.00	1,332.00		5,328.00	NOK	367
>	2/28/2013	I	UPS						9,792.00	NOK	367
>	2/28/2013	I	UPS						10,848.00	NOK	367
>	2/27/2013	I	UPS						4,795.20	NOK	367
					0.00						

Page 1 of 1 (10 items)

Beginns with{(Deklarations), 'ups'} And Begins with{(Invoice information), '367'}

- Some search fields has specific pin to change filter directly
 - This has been added to fields normally containing numbers and «Own reference fields».
 - Remember to press «ENTER» to start the search after a selection has been made.
 - How to change filter/ search method in a specific column:
 - o Enter information in a search column, and to change filter, click on the line at the bottom of the screen.
-
- o Click on the filter you want to change
 - o In the example below I want to change the filter for invoice search from "begins with" to "contains".

Example filter «pin»

Sum	Expences	VAT	Cost of s	Invoice
150				
193.0				
208.0				
208.0				
122.0				
731.00	0.00	731.00	92.24	

Example manual filter builder

Filter Builder

And

Sum Is greater than or equal to 150.00

- = Equals
- ≠ Does not equal
- > Is greater than
- ≥ Is greater than or equal to
- < Is less than
- ≤ Is less than or equal to
- Is between
- Is not between
- Is blank
- Is not blank
- Is any of
- Is none of

6. Manually register declarations or edit comments and upload documents

You got the following options

Register new:

- You can manually register a missing declaration
 - o Use this option if forwarding agent is not able to deliver the valid format directly to E-Doc, or if the clearance is a result of a recalculation/correction done by the customs.
 - o The company is responsible to make sure that they have all mandatory documentation archived.

Details customs clearance ✕

Key fields	Number	Own reference
Customs nr: <input style="background-color: red;" type="text"/> Declcode: <input style="background-color: red;" type="text"/> <input style="background-color: red;" type="text"/> Reference: <input type="text"/> Actor: <input style="background-color: yellow;" type="text"/> Customs date: <input style="background-color: red;" type="text"/> Terms/place: <input style="background-color: yellow;" type="text"/> <input style="background-color: yellow;" type="text"/> Goods number: <input type="text"/> <input type="text"/>	Packages: <input type="text"/> Gross weight: <input type="text"/> Nett weight: <input type="text"/> Freight cost: <input style="background-color: yellow;" type="text"/> Total: <input style="background-color: yellow;" type="text"/> VAT: <input style="background-color: yellow;" type="text"/> Expo./proc.: <input style="background-color: yellow;" type="text"/> <input type="text"/>	Egenref.1 <input type="text"/> Egenref.2 <input type="text"/> Egenref.3 <input type="text"/> Egenref.4 <input type="text"/> Egenref.5 <input type="text"/> Egenref.6 <input type="text"/> Status / CC: <input type="text"/> <input type="text"/>

Invoice

Invoice information: SAD = 28 (eventuelt tilhørende fakturaliste) Currency: Value (CUR): Dato:

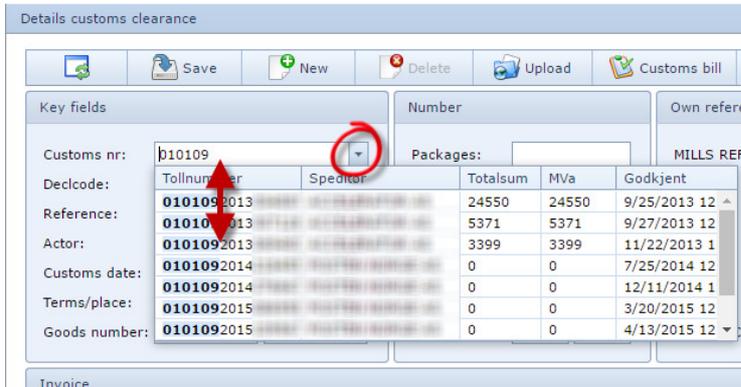
Documents - attachments

1	A	Note	Document
Documents does not exist!			

Nyregistrering

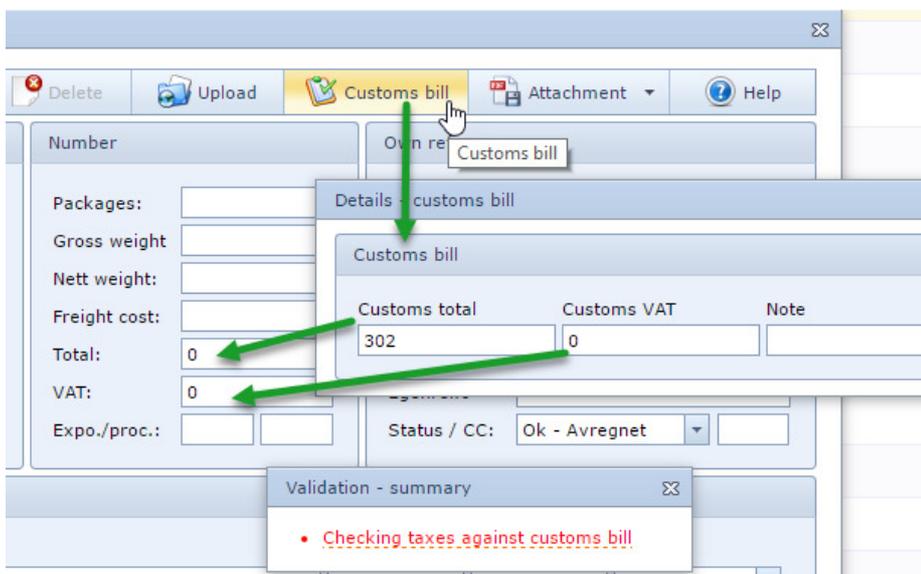
Create new / change/ upload custom clearance

- Click, New
- Fill in fields with information from the actual declaration (mandatory fields marked red, recommended minimum highlighted with yellow)
 - o Customs id number must be entered complete with ekspedition and "løpenummer", with no other characters or space, eg.. 0101022012123456
 - o If the customs bill has been uploaded and the missing declaration is represented on the warranty list, enter the customsnumber and chos the corresponding number from the list to get some details automatically. Just complete the registration with the extra fields and upload the document and save.



Tollnummer	Speditor	Totalsum	Mva	Godkjent
0101092013		24550	24550	9/25/2013 12
0101092013		5371	5371	9/27/2013 12
0101092013		3399	3399	11/22/2013 1
0101092014		0	0	7/25/2014 12
0101092014		0	0	12/11/2014 1
0101092015		0	0	3/20/2015 12
0101092015		0	0	4/13/2015 12

- Customs number and declaration date is mandatory.
- The more complete the entered data is, the more benefit you can get out at a later time, in form of reports, searchable fields and so on.
- Optional, add your own references in fields 1-6.
- If the declaration covers several invoices, inter these continuously, separated by ;
 - Must be registered with the same currency code, and total value.
- Upload the scanned declaration and any supporting documents.
- Remember to save before closing.
- You may continue to register a new declaration by clicking "new" after saving.
- You may use the publications from the Norwegian Customs to better understand the meaning of each field in the clearance: http://emma.no/norsk/support/ressurser/lenker/tollvesenet_no/
- If you get an error message when saving – «Checking taxes against customs bill», then your registered total amount or vat amount, does not equal the billed amount in the customs bill.
 - Click Customs bill to see the billed amounts and correct your registration and save.



Customs total	Customs VAT	Note
302	0	

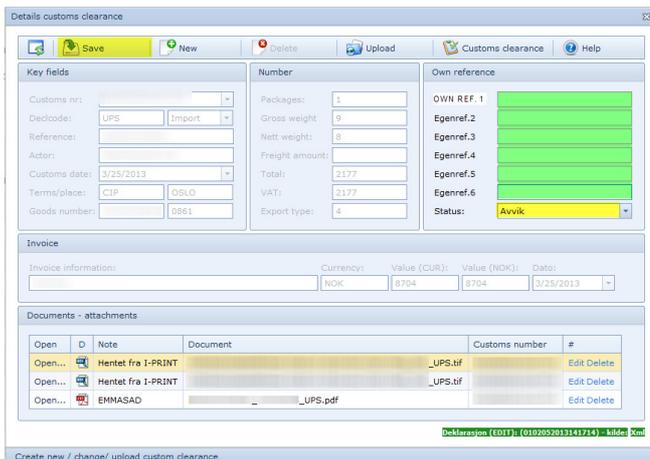
Validation - summary

- **Checking taxes against customs bill!**

Edit:

Edit declarations. Depending on the received format, what can be changed will vary.

Note, remember that error in the actual customs declaration, may not be rectified here. That must be done via an official application sent to the customs by the clearing agent.



In order to enter edit mode, in the main screen, double-click on the customs declaration you need to edit or add information on.

Edit is intended to be used for correction of manually registered declarations or to add your own references in fields 1-6, or to upload additional documents.

If you need to edit a clearance that has been balanced ok, or other instances where the fields are locked, manually set status to deviating (avvik) and save. When you are finished, remember to set the correct status and save again.

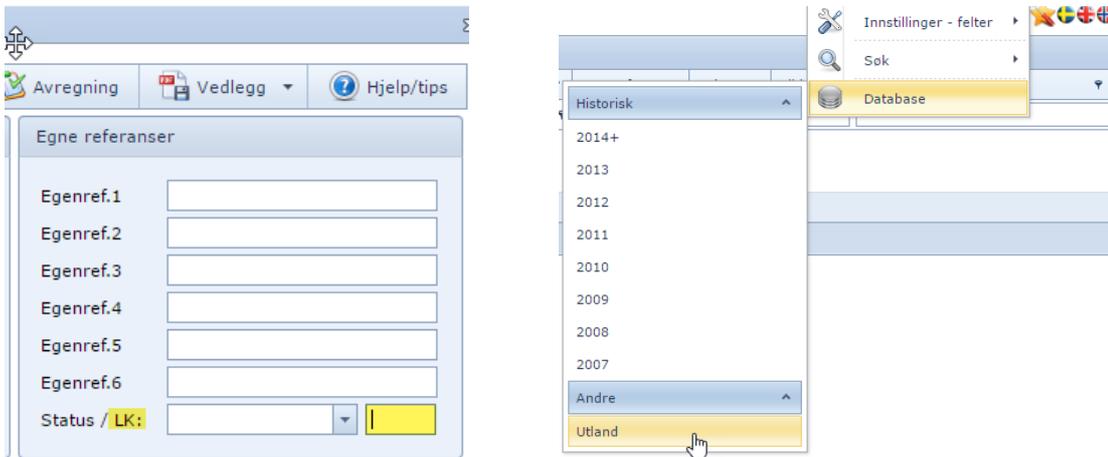
Delete:

Only manually registered declarations may be deleted. Eg. If you by mistake register an incorrect customs number.



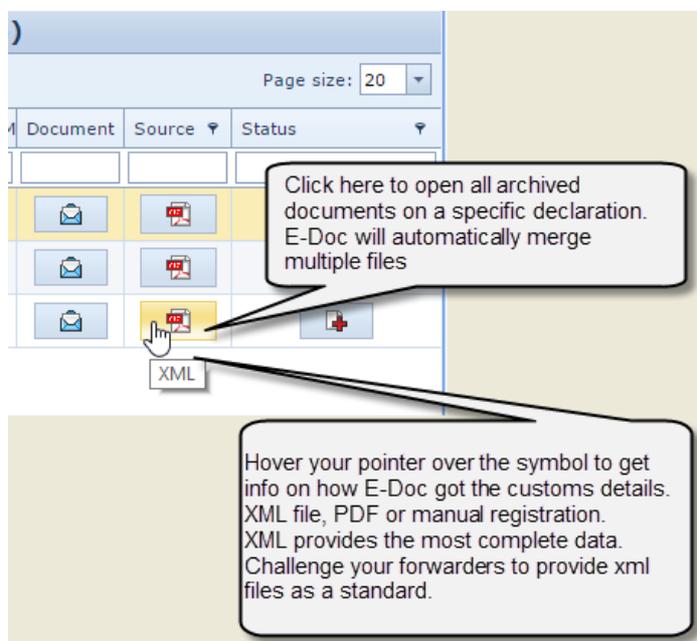
E-Doc Utland: Tilleggsmodul

- Other countries / Utland is an optional add-on in the E-Doc subscription, that enables you to register customs declarations from other countries beside Norway and Sweden.
- The module gives you access to manually register declaration details and upload customs documents made in othe countries.
- When registering you will have to add the country code for the country where the clearance has been approved.
- Once registered, the customs documents will be searchable based on the main details entered.



7. Print – customs declaration

- All printing will be done through your Acrobat software or similar program
- How a pdf file opens is defined by you. Some choose to open as a pane directly in the web browser, others may choose to open in Acrobat Reader.



- If you can't open all archived documents as one merged pdf file in the main screen, then try to open each specific document, one by one.

- It may happen that the archived document has been protected or secured, so that E-Doc cannot merge it with other pdf's
- If you can't open a single document, then try to open it by clicking the link under «Note». This tries to open the document directly using your Acrobat Reader without any E-Doc logics. If this too is unsuccessful, then you must contact whoever has issued and created the pdf originally.

This month (Sunday, May 01, 2016 - Tuesday, May 24, 2016)

Page 1 of 11 (213 items) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | ... | 9 | 10 | 11

#	Approved	I/E	Declarat	Customs number	Godsnr.	Actor	Document	Source
>	5/24/2016	I		0206012				
>	5/23/2016	I		0201042				
▼	5/23/2016	I		0201042				

Access the archived files or tariff information by clicking on the envelope or the greater than sign on the left of the screen.

A closed envelope indicates that no file have been saved.

Has document

Documents | Lines

1	A	Note	Customs number	#
		EMMASAD		
		Hentet fra		

Open one specific document by clicking on 1. Merge all documents into one PDF by clicking A.

Change filename or delete file.

Change Delete

8. Reports

The standard reports that are included at startup are described below.

Remember that we can produce customized reports for your specific needs, based on the data provided in the declarations and customs bill. Contact us for more information.

Click print icon to run the chosen report

New 2016 – click star icon to run report with a new and faster functionality – easier export to excel or pdf.

#	#	Description	Information	Code
		Statistikk	Antall oppdrag pr deklarat fortollet i YYYY	System
		Fakturamatch	Fakturamatch	System
		Oversikt handelsfaktura	Handels fakturaer på oppdrag godkjent i tidsrommet DD.MM.YYYY til DD.MM.YYYY	System
		Oversikt handelsfaktura (Excel)	Handels fakturaer på oppdrag godkjent i tidsrommet DD.MM.YYYY til DD.MM.YYYY (Excel)	System
		Oppdrag med vedlegg	Oppdrag med vedlegg for periode YYYYMM	System
		Mangler i tollavregning	Oppdrag som er fortollet men mangler tollavregning i periode: YYYYMM	System
		Oversikt over speditorer	Oversikt over speditorer som kan levere data til EDoc	System
		Tollavregnings kontroll	Tollavregning for periode: YYYYMM	System
		Tollavregning til Excel	Tollavregning på oppdrag fortollet i YYYYMM for export til Excel	System

Example new functionality – Overview invoices (Oversikt handelsfaktura)

- More fields available – Use the tools to click and drag
- Choose month or interval
- Export selection directly to excel, pdf or text format

Velg periode

Oversikt handelsfaktura

Eksporter
 Excel - (xlsx)

Choose month or interval

Add fields to the grid

Export to excel

Oversikt handelsfaktura
May 2016
Antall pr.side 20

Page 1 of 12 (240 items)

Drag a column header here to group by

I/E	Aktor	Tollnummer	Dato	Refnr.	Fakturanr.	Dato	Levviik.	Belop	Valuta	Toll	Moms	Total
I		0101112016	5/4/2016			4/26/2016	DAP	81900.00	NOK	205	12316	12521
I		0201042016	5/12/2016			5/11/2016	DAP	81900.00	NOK	205	12316	12521
E		0201902016	5/2/2016		PROFORMA	5/2/2016	EXW	400.00	SEK	0	0	0

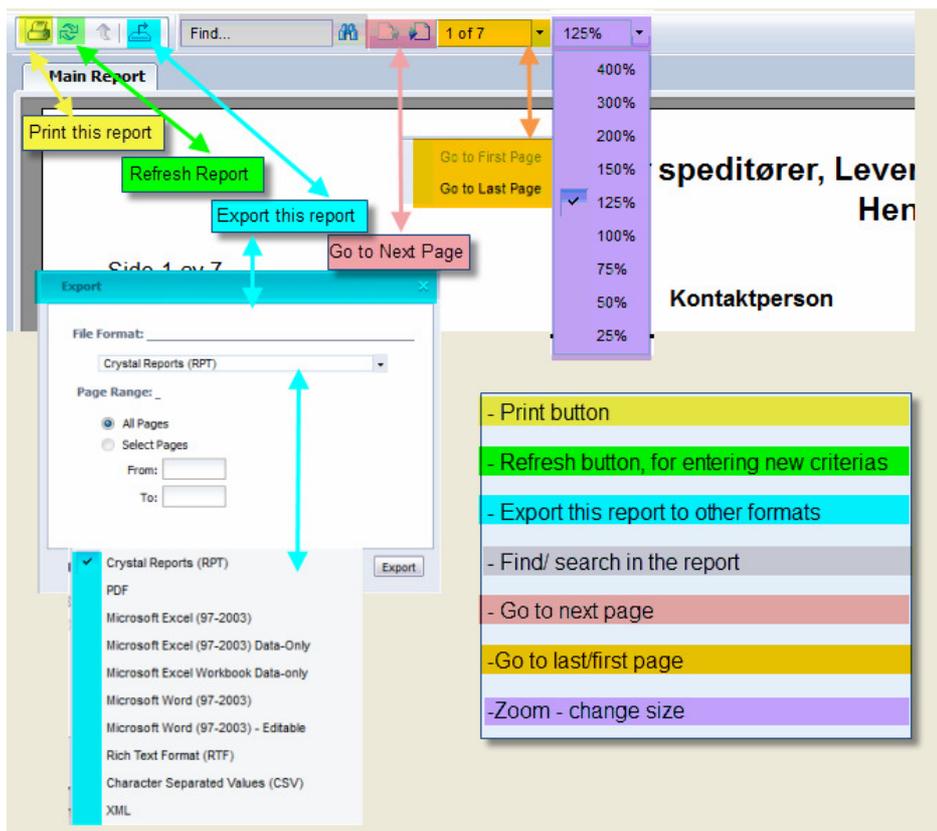
Standard report (reports with new functionality marked *)

Click the printer (or star icon if applicable) to run the report.

- **Statistics ***: Number of declarations pr. Clearing agent, year and month
- **Invoice match**: Only apply if you have the additional module Invoice Match.
- **Overview of Commercial Invoice ***: Presents the financial information used on declarations within a specified time period. Run new version for improved functionality.
- **Clearences with documents/files**: May be used to control whether supporting documents has been archived.
- **Non balanced declarations**: Displays declarations in the archive that is not included on the customs bill, eg. Cash settlements, temporary imports.

- **Overview of forwarders ***: Alphabetical list of freight forwarder with contact info, and status on whether they can deliver electronically to E-Doc, and whether they deliver supporting documents in addition to the declaration..
- **Customs Bill Balance**: Shows missing declarations represented on the customs bill, and deviations in the amount.
- **Customs Bill Balance for Excel output**: Optimized for export to Excel., with amounts pr. Commodity line. (subject to received SAD as xml from the clearing agent).

The chosen report opens in a new tab with the following tools:



9. Balancing the customs bill

Upload and balance the customs bill

It is essential for this tool that you have the customs bill in xml format, downloaded from Altinn to local computer. The bill should be ready for download from Altinn, the 2nd every month.

Hold the mouse pointer over Customs Bill in the menu to see an overview of recently balanced periods.

Invoice date	Invoice number	Period	Loaded in
01.05.2016	1650	APRIL - 2016	02.05.2016
01.04.2016	1650	MARS - 2016	04.04.2016
01.03.2016	1650	FEBRUAR - 2016	02.03.2016
01.02.2016	1650	JANUAR - 2016	02.02.2016
01.01.2016	1650	DESEMBER - 2015	19.01.2016
01.12.2015	1550	NOVEMBER - 2015	11.12.2015
01.11.2015	1550	OKTOBER - 2015	02.11.2015
01.10.2015	1550	SEPTEMBER - 2015	02.10.2015
01.09.2015	1550	AUGUST - 2015	02.09.2015
01.08.2015	1550	JULI - 2015	03.08.2015

Page 1 of 7 (70 items) < 1 2 3 4 5 6 7 >

 Upload the customs bill 

 Taxes - details

Click "upload the customs bill" to balance a new bill.

The bill from the customs can be found in the Altinn message box.

Download/save the xml file to your computer, without changing the name or file extension, so that it is available for upload to E-Doc.

Tax and VAT summary – details from the customs bill.

- It is possible to see details per tax code on what has been included in the monthly customs bill.
- See the specific duty/tax code and amount per code.
- Choose «Customs bill» and click «Taxes – details»



Invoice date	Invoice number	Period	Loaded in
01.05.2016	165	APRIL - 2016	02.05.2016
01.04.2016	165	MARS - 2016	04.04.2016
01.03.2016	165	FEBRUAR - 2016	02.03.2016
01.02.2016	165	JANUAR - 2016	02.02.2016
01.01.2016	165	DESEMBER - 2015	19.01.2016
01.12.2015	155	NOVEMBER - 2015	11.12.2015
01.11.2015	155	OKTOBER - 2015	02.11.2015
01.10.2015	155	SEPTEMBER - 2015	02.10.2015
01.09.2015	155	AUGUST - 2015	02.09.2015
01.08.2015	155	JULI - 2015	03.08.2015

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Upload the customs bill

Taxes - details

- Sort per year with totals pr month
- Use filters to show specific duty/tax/vat amounts
- Export selection directly to excel or pdf

The grid will be translated to English at a later date. Sorry for any inconvenience.



Filter: År: 2016 Sø

Eksport: Eksporter til: Excel - vanlig Lagre

Drop Filter Fields Here: Sum avgifter

Drop Column Fields Here: Sum avgifter Total

Faktur.nr.	Periode	Sum linjer	Sum kred.godtgjørelse	Sum moms	Sum total	Avgift	Sum avgif	Sum avgifter Total					
165i	JANUAR - 2016	6 360 075	100	6 193 714	6 360 175	15	4 039 285	4 039 285					
						25	2 154 429	2 154 429					
						FA	63 571	63 571					
						FF	1 441	1 441					
						KG	100	100					
						RT	34 706	34 706					
						SJ	59	59					
						TL	66 584	66 584					
						6 360 175 Total							6 360 175
						1650	FEBRUAR - 2016	9 256 439	100	8 800 142	9 256 539	15	5 138 713
25	3 661 429	3 661 429											
FA	79 749	79 749											
FF	3 825	3 825											
KG	100	100											
RT	100 554	100 554											
TL	272 169	272 169											
9 256 539 Total													9 256 539

Use filters to show specific duty/tax/vat codes and amounts

Export report directly to excel or pdf - click save

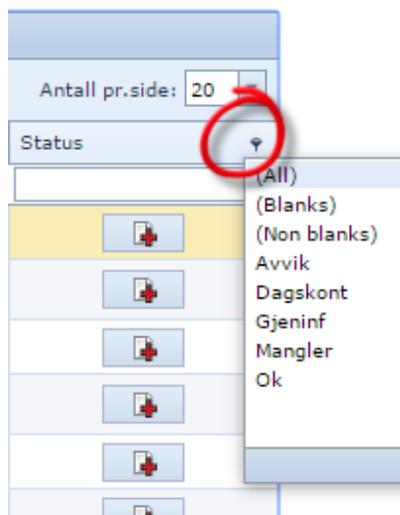
Summary pr duty/tax/vat code

10. Recommended monthly minimum routine

1. Download the customs bill from Altinn as soon as it is available and upload it to E-Doc and run the balancing routine.
2. Choose the balanced period by "Search-Quick search"
3. Sort the declarations by "Status"
 - o First, sort by "Avvik" (difference). Check and if possible correct incorrect values on the declaration that is caused by incorrect interpretation in the software. Only correct values after making sure the values on the pdf (declaration) and bill are the same
 - o Second, sort by "Mangler" (non balanced). Check why they are not balanced and if possible set the correct status. Eg temporary import or cash clearance.
4. Manually register declarations, that has been received by mail or e-mail. Inform your new forwarders that you want declarations sent directly to Bring E-Doc in the proper format.
5. Request missing declarations (ref. the guide's pkt.8)
6. When the period/month is complete, run the report "Tollavregningskontroll", and save this as a supporting document together with the paid customs bill (ref. the guide section 4)

File status:

Choose status

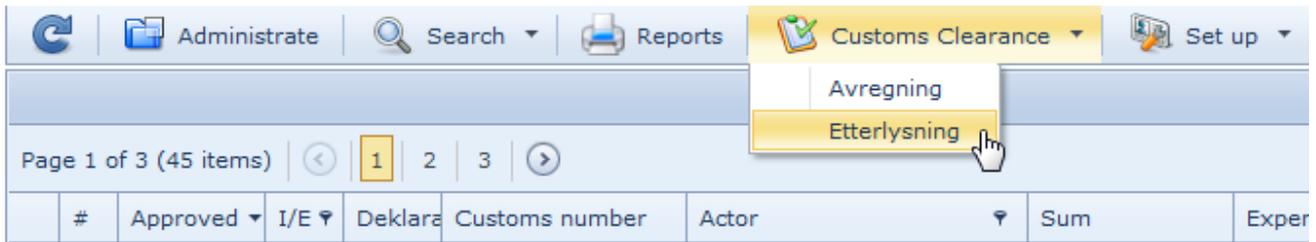


11. Requesting missing declarations

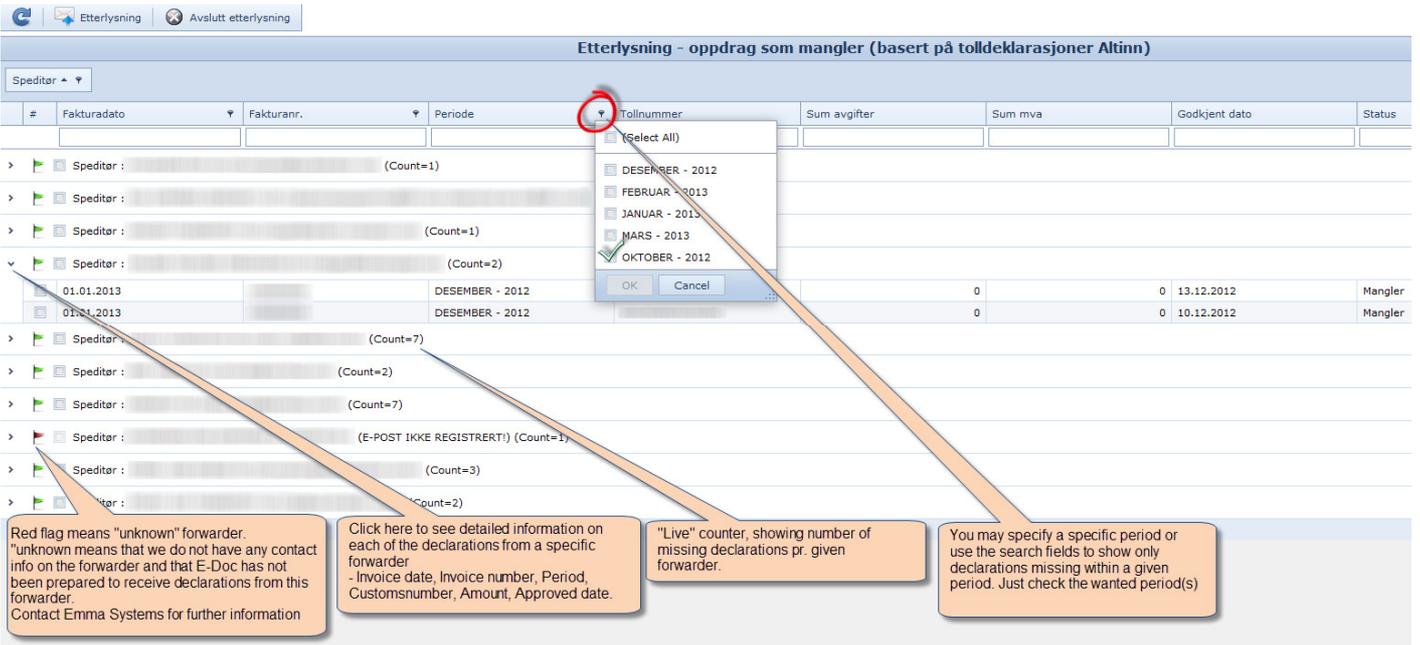
After you have balanced a customs bill, you can use the system to request missing declarations:

- First, remember to manually register declarations, that has been sent directly to you by mail or e-mail, from forwarders that cannot send directly to E-Doc.

When requesting missing declarations from forwarders that cannot send directly to E-Doc in the proper format, they must send it directly to you for manual registration. This is explained in the message sent with the request.



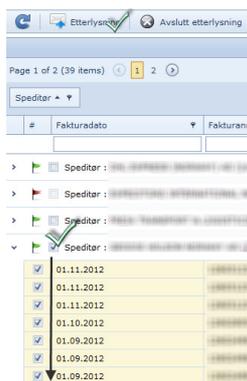
The following overview will open in a new pane:.



The screenshot shows the 'Etterlysning - oppdrag som mangler (basert på tolldokumenter Altinn)' overview pane. It features a table with columns: '#', 'Fakturadato', 'Fakturanr.', 'Periode', 'Tollnummer', 'Sum avgifter', 'Sum mva', 'Godkjent dato', and 'Status'. A dropdown menu for 'Tollnummer' is open, showing options for months in 2012 and 2013. Callouts provide the following information:

- Red flag:** means "unknown" forwarder. "unknown" means that we do not have any contact info on the forwarder and that E-Doc has not been prepared to receive declarations from this forwarder. Contact Emma Systems for further information.
- Click here:** to see detailed information on each of the declarations from a specific forwarder - Invoice date, Invoice number, Period, Customsnumber, Amount, Approved date.
- "Live" counter:** showing number of missing declarations pr. given forwarder.
- You may specify:** a specific period or use the search fields to show only declarations missing within a given period. Just check the wanted period(s).

Checkbox options:



- Keep the entire selection for the archive, or make a period based selection
- Check specific declarations, or check the box for all or specific declarations pr. Forwarder.
- Leave the checkboxes blank to request all missing declarations. This is NOT recommended.

- Click "Etterlysning" in the top menu to send request by email.

When you click "Etterlysning" the following window will open:



Select inquiry manner from dropdown menu:

- Etterlysning – alle: Sending an e-mail requesting all missing declarations. NOT recommended.
- Etterlysning – Avkryssing: Sending e-mail, requesting only from checked forwarders or specific declarations.
- E-mail to Emma Systems AS (Bring`s system developer/supplier), requesting missing contact info on the forwarder. Please check that the forwarder exists by that name in www.brreg.no
 - o Note, these forwarders and their declarations are "unknown" to Bring E-Doc and you might need to contact the forwarder to ask if and what they are able to send electronically. If they are capable to send an interpretable generated pdf, send examples of this to support@emma.no so we can use this to establish an interpretation routine for this specific forwarder. Until this routine is in order, the forwarder may not send directly to the system.
 - o If such forwarders e-mail directly to E-Doc before they have been approved, the declarations will NOT be added to your customs archive, and you will have to registrere them manually.

Close the e-mail function by clicking the cross in the top right corner.

Click "Avslutt etterlysning" to return to the main screen.

12. Extensions – Optional add-on modules

- For those that have add-on modules, these will be accessible from a dropdown menu under “Extensions”.
 - Invoicematch , Analyzis and Accounting
 - Add-ons are explained in specific user guides. Contact Bring for more information.

13. Exit

Exit the program by clicking “Log out”. You will be automatically logged out after 180 minutes of inactivity in the main screen.

14. Letter with information that should be sent new forwarders (in Norwegian)

ATT. Speditører/fortollere

Oslo 23.04.2013

FIRMANAVN ønsker å motta tolldeklarasjoner elektronisk.

FIRMANAVN benytter det elektroniske lagringssystemet Bring E-Doc for å arkivere tolldokumenter og avstemme tollregning.

Kan dere for fremtiden vennligst sende alle tolldeklarasjoner som tolkbar PDF eller XML fil via e-mail. /FTP. (for xml fil spesifikasjon og hvordan sende tolkbare PDF, kontakt deres programvare leverandør)

Kun en deklarasjon pr. pdf fil. OBS må ikke være printet og så skannet inn igjen.

Husk også på at eksportdeklarasjoner skal knyttes til kundens tollkonto.

E-mail adressen er webserver@emma.no

Dere kan også sende fortollingsbilag (eks. faktura, proforma, cmr) direkte til systemet. Enten som vedlegg til tolldeklarasjonen, eller sendes som eget vedlegg.

Dersom underbilag vedlegges samme epost som deklarasjonen må emnefeltet være:
Tolldokument:tollnummer Eksempel: Tolldokument:0101102013123456

Dersom underbilag ettersendes i egen melding, skann inn vedlegget (handelsfakturaen) som en PDF fil og gi den navnet som hele tollnummeret, eksempel filnavn: 0101102013123456.pdf
Skriv Automatch i emnefeltet og send vedleggene til webserver@emma.no

Dersom dere har spørsmål angående dette, kan dere ta kontakt med Emma Systems AS

Frode Larsen / Ørjan Ibs Eriksen

Tlf: 2287 1142 /2287 1144

frode@emma.no / orjan@emma.no

www.bring.no/edoc / www.emma.no

På vegne av FIRMANAVN/KONTAKTPERSON

Mvh.

Ordningen gjelder: **Org. No.:**