
2

TARIFF ADVICES

BROKERS USER MANUAL

Australian Customs and Border Protection Service
5 Constitution Avenue
Canberra ACT 2601
Telephone: 02 6275 6666
Facsimile: 02 6275 6999

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TARIFF ADVICE OVERVIEW

What is a tariff advice and who enters them?

A tariff advice is an application to Customs to provide a tariff classification on a good or goods being imported into Australia. An importer, a broker acting on behalf of an importer or Customs officer entering a tariff advice on behalf of an importer may apply for a tariff advice to learn or confirm the correct classification for goods they intend to import into Australia.

How is a tariff advice entered?

A tariff advice application is entered using the Tariff and Precedents Information Network (TAPIN). TAPIN is accessed by industry and Customs officers via the Customs Connect Facility (CCF).

Why are tariff classifications important?

Different classifications attract different rates of duty and different concessional treatments. Establishing the classification of import goods is an important part of assessing the business ramifications of importing a particular product.

Tariff advices are also referred to by Customs officers in their daily duties, however, specific advices are only externally available through the tariff advice component of the TAPIN system to the applicant who requested them.

Tariff advice process

When submitted, the tariff advice application will be issued with a tariff advice number by TAPIN and will have a status of Input. The tariff advice application must be printed and sent to Customs (within seven calendar days) with any relevant supporting material (eg, samples or illustrative descriptive material). This can be done at by FAX, post or at a Customs counter.

When Customs receives a paper copy of the tariff advice application and all the required fields are correct, the tariff advice application is lodged by Customs. Alternatively, if the form is not complete, Customs may request further information.

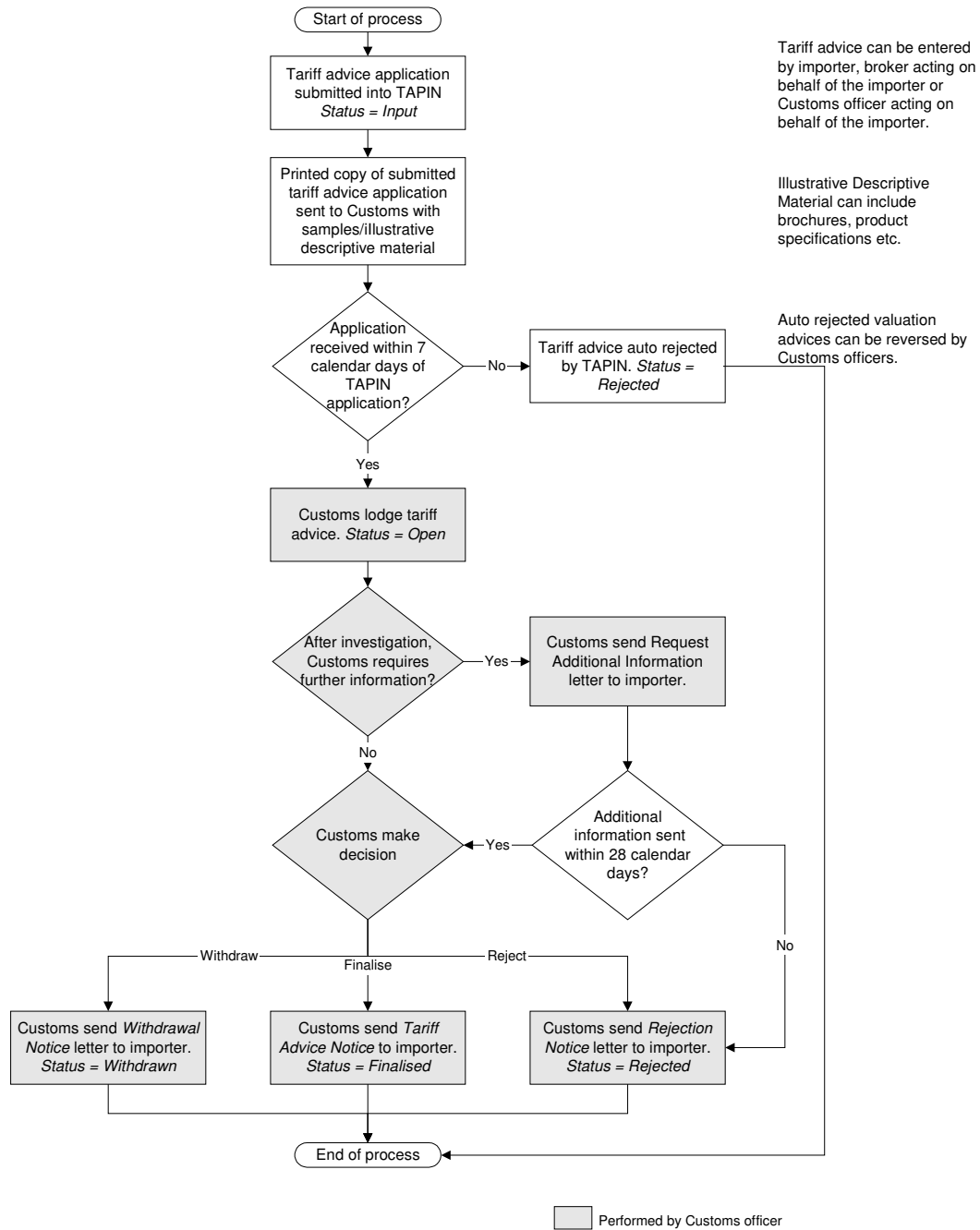
Customs will now make one of the following decisions on the application:

- additional information required – Customs requires more information to make a decision
- withdraw – the applicant has decided to withdraw the application
- reject – the application is rejected by Customs
- finalise (single or multiple) – tariff advice notice(s) is/are issued to the client. A tariff advice notice is a commercial-in-confidence response to the applicant, based on the information the client provides to Customs in the application.

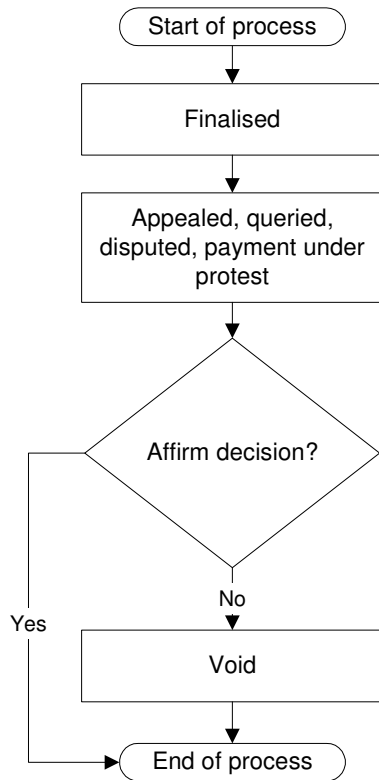
Any change in status to the tariff advice after it has been finalised is recorded.

There are cases where tariff advices need to be voided. Possible reasons include the expiry of a tariff classification or where a specific tariff advice is being voided due to a review of that tariff advice.

Common flow of a tariff advice



Options when tariff advice is finalised



Voiding a tariff advice makes the advice invalid.

INPUTTING A TARIFF ADVICE

The Tariff Advice Input screen enables users with the appropriate access to input a tariff advice into the Tariff and Precedents Information Network (TAPIN). A tariff advice is a request to learn or confirm the correct classification for goods the importer intends to import into Australia.

User access

The following users have access to this screen:

- Customs Officers
- external users with the role of Broker.

Prerequisite

The supplier, importer and applicant must be registered as a client in the Integrated Cargo System (ICS).

To input a tariff advice:

Step 1. From the main menu, click on **TAPIN**, click on **Tariff Advice** and then click on **Input**.

The **Tariff Advice Input** screen displays.

The screenshot shows the 'Tariff Advice Input' web application running in Microsoft Internet Explorer. The page has a dark blue header with the Australian Government logo and 'TPN DEV' text. The main content area is yellow and divided into three sections: 'Tariff Advice Details', 'Company and Contact Details', and 'Goods Details'. A left-hand navigation menu is visible, showing options like 'HOME', 'HELP', 'TAPIN', 'Tariff Advice', 'Search', 'Input', 'Valuation Advice', and 'Logout'. The 'Tariff Advice Details' section includes fields for 'Previous Tariff Advice Number', 'Type' (set to 'TARIFF ADVICE'), 'Input Date' (5 AUG 2005), 'State for Lodgement' (NSW), 'Lodge Date', 'Confidential' (NO), 'Acquit Date', and 'Void Date'. The 'Company and Contact Details' section has fields for 'Importer', 'Supplier', 'Applicant' (with ABN 20000050340), 'Applicant Contact Name', 'Ph', 'Applicant Reference', 'Fax', and 'Broker Box No'. The 'Goods Details' section includes 'Goods Description' (with an 'Input' link), 'Claimed Tariff Classification', 'Claimed Instrument Number', 'Claimed Schedule 4 Item Number', and 'Claimed Reasons' (with an 'Input' link). At the bottom, there are 'Submit' and 'Cancel' buttons.

The Tariff Advice Input screen allows users to enter a tariff advice application. A tariff advice application is used to learn or confirm the correct classification for goods that an importer intends to import.

Input Date, Lodge Date, Acquit Date and Void Date fields are read only.

The Tariff Advice Input screen is divided into three sections:

- Tariff Advice Details – contains details of the tariff advice including previous tariff advice number, type, state for lodgement, relevant dates and confidential indicator
- Company and Contact Details – contains the details of the importer, supplier and applicant, including contact details, the applicant's own reference and broker box number
- Goods Details – contains the applicant's own goods description, claimed classification details and reasons.

Step 2. (Optional) In the **Previous Tariff Advice Number** field, if a tariff advice has been issued for these goods since 1996, enter tariff advice number previously used. If there have been multiple Tariff Advices for these goods, the most recent should be input.

Step 3. The **Type** field, defaults to TARIFF ADVICE.

Note: once the advice has been submitted, the system will automatically generate the Type according to the information entered in the Claimed Tariff Classification, Claimed Instrument Number and Claimed Schedule 4 Item Number fields.

Step 4. In the **State for Lodgement** field, click on the drop down button and select one of the following states to lodge the tariff advice in:

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC

- WA.

Step 5. In **Confidential** field, click on the drop down button and select **NO** (default) or **YES**.

This is used to indicate if the goods description and/or reasons for the decision are of a confidential nature. An applicant may choose this so that a goods description and/or claimed reasons are not used in a tariff precedent.

Note: any Australian Business Numbers (ABNs) or Client Activity Centres (CACs) entered in Steps 6-8 must be registered in the ICS.

Step 6. In the **Importer** fields, perform one of the following:

- in the **ABN** field, enter the ABN of the party importing the goods
- in the **ABN** and **CAC** fields, ABN and CAC of the party importing the goods
- in the **Customs Client Id** field, enter the Customs Client Identifier of the party importing the goods.

Note that the importer is not the broker.

Step 7. In the **Supplier** fields, enter the Customs Client Identifier of the party supplying the goods.

Step 8. In the **Applicant** fields, perform one of the following:

- in the **ABN** field, enter the ABN of the party completing this application
- in the **ABN** and **CAC** fields, enter the ABN and CAC of the party completing this application
- in the **Customs Client Id** field, enter the Customs Client Identifier of the party completing this application.

Step 9. In the **Applicant Contact Name** field, enter the name of the contact for the party completing this application.

Step 10. In the **Ph** field, enter the phone number of the contact for the party completing this application.

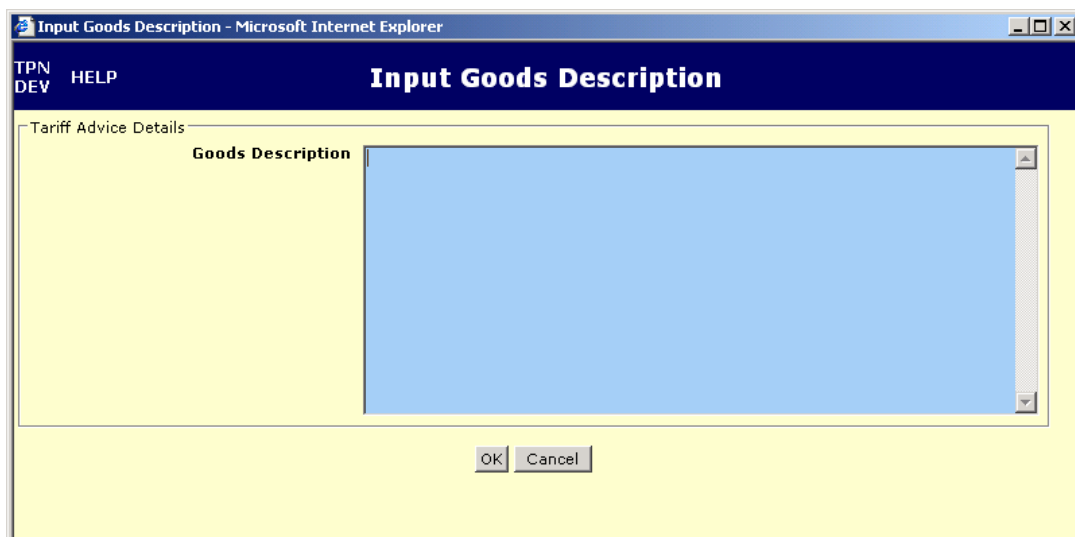
Step 11. (Optional) In the **Applicant Reference** field, enter the unique reference number as issued by the applicant. This can be used by applicants to track an application. Please note that this may also be used to give a contact email address if desired.

Step 12. (Optional) In the **Fax** field, enter the fax number for the party completing this application.

Step 13. (Optional) In the **Broker Box No** field, enter the box number of the broker making the application on behalf of the importer.

Step 14. Click on the **Input** hyperlink under Goods Description.

The **Input Goods Description** screen displays.

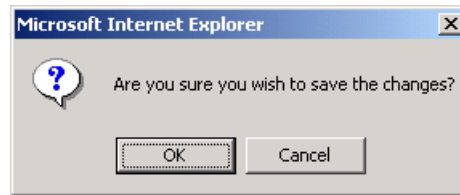


The Input Goods Description screen allows users to enter a full description of the goods being submitted for classification.

Step 15. In the **Goods Description** field, enter a full and accurate description of the goods being submitted for classification. The description should include, where relevant, composition, quality, packaging, manufacturing process, end use etc. A description that consists of only part numbers, patent and registered names, for example, is not satisfactory and may result in the application being rejected.

Step 16. Click on the **OK** button.

A confirmation box displays.



Step 17. Click on the **OK** button.

The **Tariff Advice Input** screen redisplay with the first 200 character of the Goods Description.

Step 18. In the **Claimed Tariff Classification** fields, enter the tariff classification that the applicant considers applies to the goods description entered (in Step 15). The claimed tariff classification must be four, six or eight characters in length.

Step 19. (Optional) In the **Claimed Instrument Number** field, if this application is in relation to the applicability of a tariff concession order or by-law, enter the number of the instrument that the applicant considers relevant.

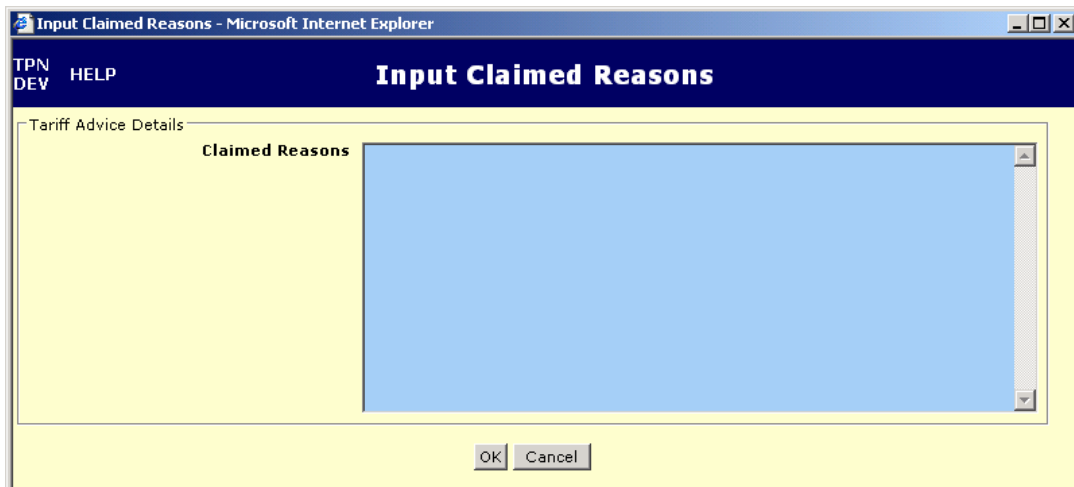
The claimed instrument number entered must exist and be active. If a tariff concession order is entered, it must relate to the claimed tariff classification as entered (in Step 18).

Step 20. (Optional) In the **Claimed Schedule 4 Item Number** field, if the application is in relation to a schedule 4 item number, enter the Item Number that the applicant considers relevant.

The claimed schedule 4 item number must exist and be active. If a claimed instrument number is entered, the claimed schedule 4 item number field will be automatically generated when the advice is saved.

Step 21. Click on the **Input** hyperlink under Claimed Reasons.

The **Input Claimed Reasons** screen displays.

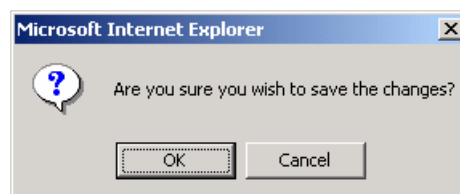


The Input Claimed Reasons screen allows users to enter reasoning in relation to a claimed tariff classification, claimed instrument number or claimed schedule 4 item number entered on the Tariff Advice Input screen.

Step 22. In the **Claimed Reasons** field, enter a clear, concise statement giving complete details, with reasons, for either acceptance or rejection of the tariff classification, instrument or schedule 4 item entered in Steps 17 – 19. This statement should also indicate references consulted, for example, explanatory notes, dictionary, encyclopaedia, etc.

Step 23. Click on the **OK** button.

A confirmation box displays.



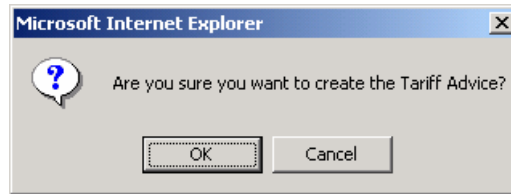
Step 24. Click on the **OK** button.

The **Input Tariff Advice** screen redisplay.

Note: to exit this screen without saving, click the Cancel button.

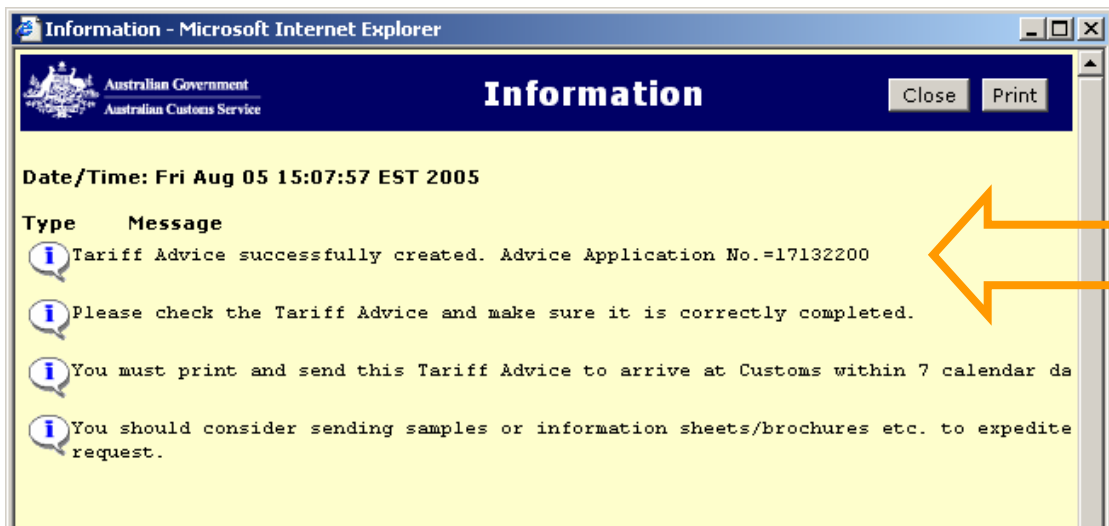
Step 25. Click on the **Submit** button.

A confirmation box displays.



Step 26. Click on the **OK** button.

The **Information** screen displays.



The Information screen displays information messages relevant to the action that has just been performed. Information messages are not error messages.

Note: the Advice Application Number for tariff advice entered is displayed in the first message, make a record of this number for future reference.

Step 27. Click on the **Close** button.

The **Tariff Advice View** screen displays. Refer to page **2.17**.

SEARCHING FOR A TARIFF ADVICE

The Tariff Advice Search screen allows users with the appropriate access to search for tariff advices.

Note: only Tariff Advice applications that are registered against the users ABN will be retrieved.

User access

The following users have access to this screen:

- Customs officers
- external users with the role of BROKER.

To search for a tariff advice:

Step 1. From the main menu, click on **TAPIN**, click on **Tariff Advice** and then click on **Search**.

The **Tariff Advice Search** screen displays.

The screenshot shows a web browser window titled "Tariff Advice Search - Microsoft Internet Explorer". The page header includes the Australian Government logo and "TPN DEV Australian Customs Service". The main heading is "Tariff Advice Search". On the left is a navigation menu with "HOME", "HELP", and "TAPIN" (containing "Tariff Advice", "Search", "Input", "Valuation Advice", and "Logoff"). The main content area has a "Select Combination" dropdown menu set to "Tariff Advice Number". Below this is a "Search Criteria" section with the following fields: "Tariff Advice Number" (text input), "Status" (dropdown menu set to "INPUT"), "Client Type" (dropdown menu), "ABN" (text input), "Customs Client Id" (text input), "Claimed Tariff Classification" (text input), "Given Tariff Classification" (text input), "Lodge Date (from)" and "Lodge Date (to)" (date pickers), "Acquit Date (from)" and "Acquit Date (to)" (date pickers), and "State" (dropdown menu set to "ACT"). A "Show Multiples" checkbox is checked. At the bottom are "Search" and "Clear" buttons.

The Tariff Advice Search screen enables users to search for a number of tariff advices or a single tariff advice. The default search criteria in the Select Combination field will be Tariff Advice Number. Depending on the search combination selected, mandatory fields for that select combination will be highlighted. All other fields are disabled.

Step 2. In the **Select Combination** field, click on the drop down button and select one of the following options:

- Tariff Advice Number
- ABN & Client Type
- CCID & Client Type
- Claimed Tariff Classification & Status
- Lodge Date (from) & Lodge Date (to) & Status
- Given Tariff Classification & Status
- Acquit Date (from) & Acquit Date (to) & Status
- Status & State.
-

Awaiting Additional Info Check Box

If the Awaiting Additional Info Check Box is checked, it selects those records for which additional information has been requested, but not yet received. The Awaiting Additional Info Check Box is only enabled when Open status is selected from the status field.

Step 3. Enter the relevant values in the mandatory fields.

Note: to clear the search criteria entered, click on the Clear button.

Step 4. Click on the **Search** button.

If one record is found, the **Tariff Advice View** screen displays. Refer to page **2.17**.

If more than one record is found, the **Tariff Advice List** screen displays.

Tariff Advice Number	Status	Given Tariff Classification	Importer ABN	Importer CAC	Importer CCID	Input Date	Lodge Date	State
17132500	INPUT		66015286036			10 AUG 2005		NSW
17132400	INPUT		66015286036			10 AUG 2005		NSW
17132300	INPUT		66015286036			10 AUG 2005		NSW
17132200	INPUT				2222222B	05 AUG 2005		NSW
17132100	INPUT		66015286036			05 AUG 2005		NSW
17131822	FINALISED	8471.50.00	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131821	FINALISED	8462.29.10	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131820	FINALISED	8460.90.00	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131819	FINALISED	8441.20.00	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131818	FINALISED	8438.90.90	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131817	FINALISED	8438.60.00	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131816	FINALISED	8438.30.00	66015286036			28 JUL 2005	28 JUL 2005	NSW
17131815	FINALISED	8418.21.00	66015286036			28 JUL 2005	28 JUL 2005	NSW

The Tariff Advice List screen enables users to view a list of tariff advices found by a search.

The list is sorted by Tariff Advice Number in descending order.

The following table lists the options available on the Tariff Advice List screen.

Option	Action	Result
To refresh the screen.	Click on the Refresh hyperlink.	The content of the current screen is refreshed with updated values.
To perform another search (with existing search criteria retained).	Click on the Back hyperlink.	The Tariff Advice Search screen displays with the previously entered search criteria retained.
To perform another search (with default search criteria).	Click on the New Search hyperlink.	The Tariff Advice Search screen displays with the default search criteria.
To view the previous or	Click on the Page Prev	The previous or next

Option	Action	Result
next page. Note: only available if more than one page exists.	or Next button.	page displays.

Step 5. Click on a hyperlink in the **Tariff Advice Number** column.

The **Tariff Advice View** screen displays.

The screenshot shows the 'Tariff Advice View' screen in a web browser. The page is titled 'Tariff Advice View' and the URL is 'https://162.145.19.63/ - Tariff Advice View - Windows Internet Explorer'. The page is divided into several sections:

- Tariff Advice Details:**
 - Tariff Advice Number: 18645700
 - Previous Tariff Advice Number: 0
 - Type: TARIFF ADVICE
 - State: NSW
 - Confidential: NO
 - Status: FINALISED
 - Input Date: 27 MAY 2010
 - Lodge Date: 27 MAY 2010
 - Acquit Date: 27 MAY 2010
 - Void Date:
- Company and Contact Details:**
 - Importer: PP ED PTY LTD (ABN: 20000000546)
 - Supplier: PP ED PTY LTD (ABN: 20000000546)
 - Applicant: PP ED PTY LTD (ABN: 20000000546)
 - Applicant Contact Name: SMITH
 - Applicant Reference:
 - Broker Box No:
 - ABN: 20000000546
 - CAC:
 - Customs Client Id:
 - Ph: 0212345678
 - Fax:
- Goods Details:**
 - Goods Description: Goods
 - Claimed Tariff Classification: 6302
 - Claimed Instrument:
 - Claimed Schedule 4 Item:
 - Claimed Reasons: Reasons
- Lodgement Details:**
 - Sample Provided: NO
 - Additional Info Requested: YES
 - Additional Info Received: YES
 - Illustrative Descriptive Material: NO
 - Requested On: 27 MAY 2010
 - Received On: 27 MAY 2010
- Acquittal Details:**
 - Given Tariff Classification: 6302.10.00
 - Given Instrument:
 - Given Schedule 4 Item:
 - Given Reasons: Reasons

At the bottom of the page, there are two buttons: 'Copy' and 'Email TA Report'.

The Tariff Advice View screen enables users to view the details of a tariff advice.

The Tariff Advice View screen is divided into six sections:

- Tariff Advice Details – contains details of the tariff advice including tariff advice number, status, relevant dates and confidential indicator
- Company and Contact Details – contains details of the importer, supplier and applicant, including contact details, the applicant's own reference and broker box number
- Goods Details – contains details of the applicant's own description and claimed classification details and reasons
- Lodgement Details – contains details of whether sample or illustrative descriptive materials have been provided, whether additional information has

been requested and the requested date, and whether additional information has been received and the received date

- Acquittal Details – contains details of the Customs decision and who made the decision

Note: access to various elements of this screen will vary depending on the role(s) your username is linked to.

The following table lists the options available on the Tariff Advice View screen.

Option	Action	Result
To refresh the screen.	Click on the Refresh hyperlink.	The content of the current screen is refreshed with updated values.
To view the previous or next record. Note: only available if more than one record exists.	Click on the Record Prev or Next button.	The previous or next record displays.
To copy the current tariff advice and use it as a basis for inputting a new tariff advice.	Click on the Copy button.	The Tariff Advice Input screen displays. Relevant fields will be prepopulated with the current tariff advice details. Refer to page 2.6 .
To edit the tariff advice. Note: only available if the current status is Input.	Click on the Edit button.	The Tariff Advice Edit screen displays. Refer to page 2.24 .
To print a report of the tariff advice.	Refer to page 2.22 .	

VIEWING ALL OF THE IMPORTER, SUPPLIER OR APPLICANT DETAILS

All of the importer, supplier or applicant details can be viewed if required.

To view all of the importer, supplier or applicant details:

Step 1. Ensure the Tariff Advice View screen is displayed.

Step 2. Click on the relevant hyperlink to the right of Importer, Supplier or Applicant.

The **Tariff Advice View Importer** screen displays.

Tariff Advice View Importer

TPN DEV HELP

Print Preview

Tariff Advice Details

Tariff Advice Number 17132600

Importer Details

	ABN	CAC	Customs Client Id
Importer Name	AUSTRALIAN CUSTOMS SERVICE	66015286036	
Address	5-12 CONSTITUTION AVE		
Locality	CANBERRA		
State	ACT		
Postcode	2601		
Country	AUSTRALIA		

Close

Or the **Tariff Advice View Supplier** screen displays.

Tariff Advice View Supplier

TPN DEV HELP

Print Preview

Tariff Advice Details

Tariff Advice Number 17132600

Supplier Details

	ABN	CAC	Customs Client Id
Supplier Name	AUSTRALIAN CUSTOMS SERVICE	66015286036	
Address	5-12 CONSTITUTION AVE		
Locality	CANBERRA		
State	ACT		
Postcode	2601		
Country	AUSTRALIA		

Close

Or the **Tariff Advice View Applicant** screen displays.

Tariff Advice View Applicant - Microsoft Internet Explorer

TPN DEV HELP **Tariff Advice View Applicant** Print Preview

Tariff Advice Details

Tariff Advice Number 17132600

Applicant Details

	ABN	CAC	Customs Client Id
Applicant Name MASCOT BOWLING CLUB	20000050340		
Address 84 A WENTWORTH AVE			
Locality MASCOT			
State NSW			
Postcode 2020			
Country AUSTRALIA			

Close

The Tariff Advice View Supplier/Importer/Applicant screen allows users to view all details of a supplier/importer/applicant.

Step 3. Click on the **Close** button.

The **Tariff Advice View** screen displays.

VIEWING THE FULL GOODS DESCRIPTION, CLAIMED REASONS OR GIVEN REASONS

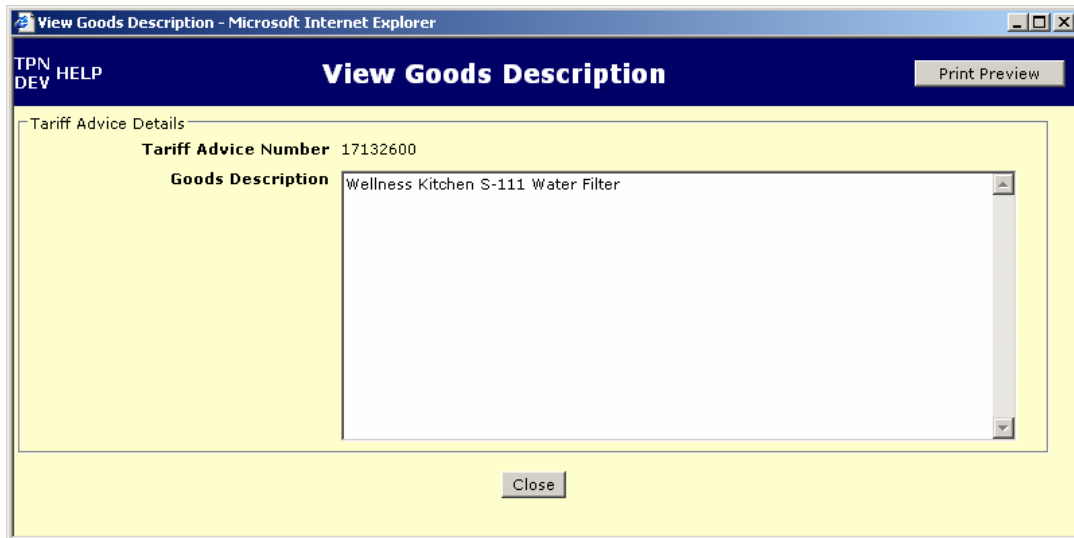
The full goods description, claimed reasons or given reasons can be viewed if required.

To view the full goods description, claimed reasons or given reasons:

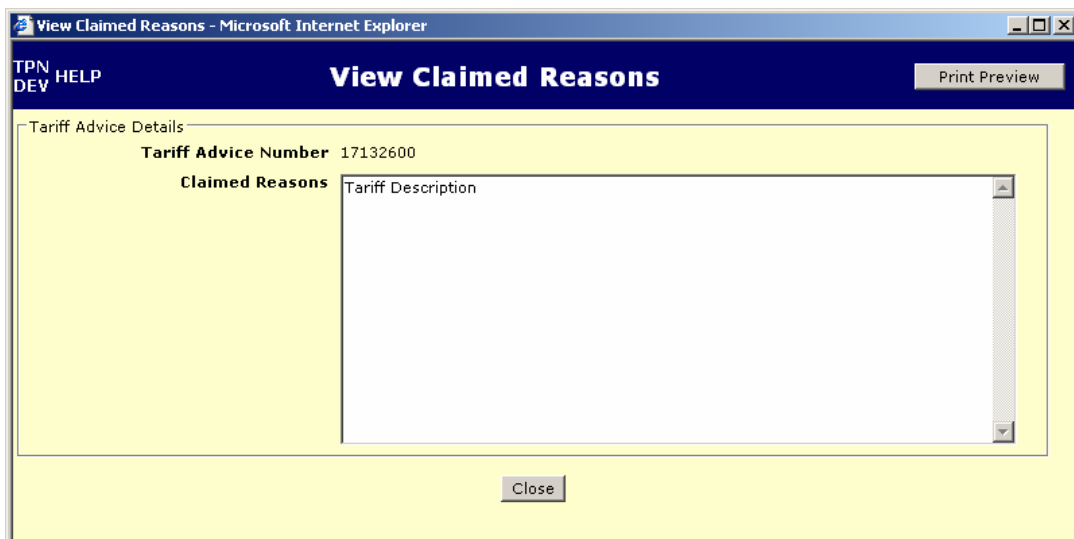
Step 1. Ensure the Tariff Advice View screen is displayed.

Step 2. Click on the relevant **Show Full** hyperlink under Goods Description, Claimed Reasons or Given Reasons.

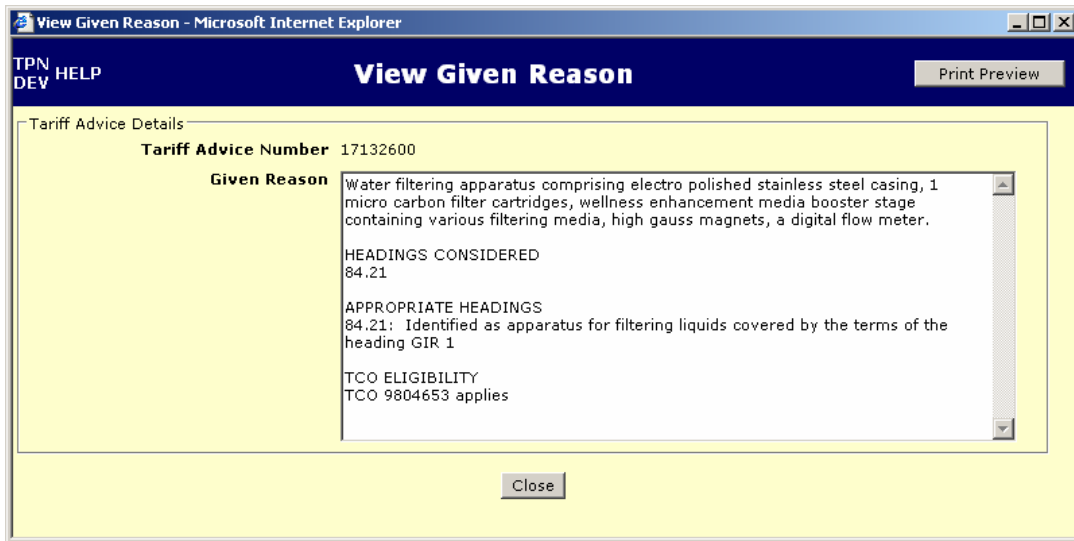
The **View Goods Description** screen displays.



Or the **View Claimed Reasons** screen displays.



Or the **View Given Reason** screen displays.



The View Goods Description/Claimed Reasons/Given Reasons screens allow users to view the full goods description/claimed reasons/given reasons.

Step 3. Click on the **Close** button.

The **Tariff Advice View** screen redisplay.

PRINTING A TA REPORT

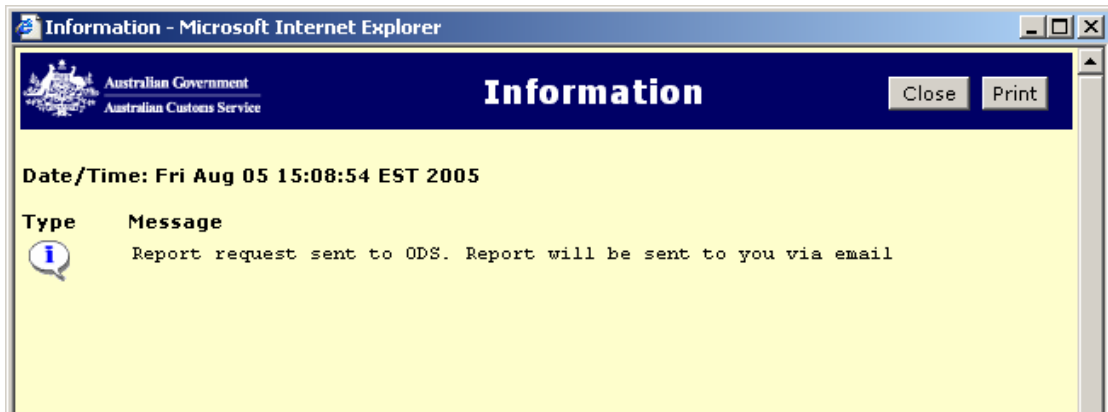
The Email TA Report button is available for all TA statuses. This function allows you to receive an e-mail with a pdf report of the TA being displayed.

To print a TA report:

Step 1. Ensure the Tariff Advice View screen is displayed.

Step 2. Click on the **Email TA Report** button.

The **Information** screen displays.



The Information screen displays information messages relevant to the action that has just been performed. Information messages are not error messages.

EDITING A TARIFF ADVICE

The Tariff Advice Edit screen enables users with the appropriate access to make changes to a tariff advice application.

User access

External users with the role of Licensed Brokerage, Accredited Importer, Importer, Nominee Broker and Accredited Broker.

Prerequisites

Tariff advice must have status of Input.

To edit a tariff advice:

Step 1. From the Tariff Advice View screen, click on the **Edit** button.

The **Tariff Advice Edit** screen displays.

The screenshot shows the 'Tariff Advice Edit' screen with the following data:

Tariff Advice Details			
Tariff Advice Number	17132200	Status	INPUT
Previous Tariff Advice Number	0	Changed Status	
Type	TARIFF ADVICE	Input Date	05 AUG 2005
State for Lodgement	NSW	Lodge Date	
Confidential	NO	Acquit Date	
		Void Date	

Company and Contact Details			
Importer	ABN	CAC	Customs Client Id
			2222222B
Supplier			3333333V
Applicant	20000050340		
Applicant Contact Name	JOHN BENNETT	Ph	2362373298
Applicant Reference	BROKER INPUT SCREEN	Fax	45869780
Broker Box No	23T		

Goods Details	
Goods Description	New Pneumatic Tyres
Claimed Tariff Classification	4011 . . .
Claimed Instrument Number	
Claimed Schedule 4 Item Number	
Claimed Reasons	GIR 1 in TOH

Buttons: Submit, Cancel

The Tariff Advice Edit screen allows users to make changes to a tariff advice application whose status is Input.

The following fields are read only:

- Tariff Advice Number
- Status
- Changed Status
- Input Date
- Lodge Date
- Acquit Date
- Void Date.

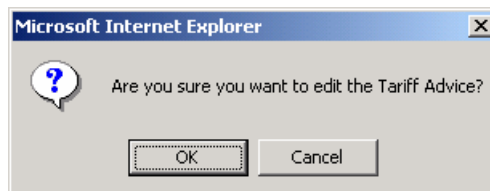
All other fields can be amended if required.

Step 2. Make the required changes to the available fields.

Note: to exit this screen without saving, click the Cancel button.

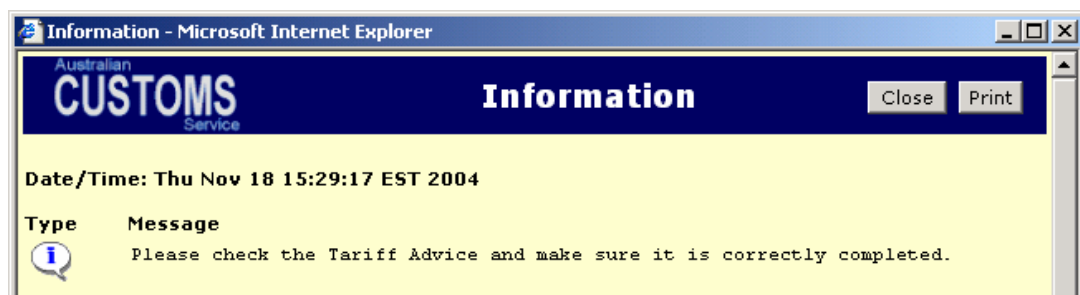
Step 3. Click on the **Submit** button.

A confirmation box displays.



Step 4. Click on the **OK** button.

The Information screen displays.



Step 5. Click on the **Close** button.

The **Tariff Advice View** screen displays with the updated details.

EDITING A GOODS DESCRIPTION

The goods description can be amended if required.

To edit a goods description:

Step 1. Ensure the Tariff Advice Edit screen is displayed.

Step 2. Click on the **Edit** hyperlink under Goods Description.

The **Edit Goods Description** screen displays.

TPN DEV HELP **Edit Goods Description**

Tariff Advice Details

Tariff Advice Number 16584000

Goods Description Seabotix LBV remotely operated vehicle camera units.
These units are designed for underwater inspection and surveillance of ships hulls, dams, navigational bouys etc. and incorporates camera, controller, thrusters, umbilical transmission cable. The units are connected to a monitor on the surface to view the camera images.

OK Cancel

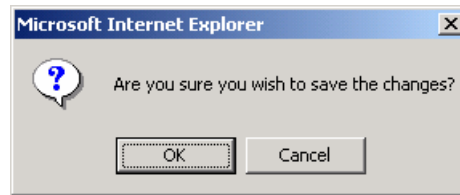
The Edit Goods Description screen allows users to make changes to the goods description already entered.

Step 3. Make the required changes.

Note: to exit this screen without saving, click on the Cancel button.

Step 4. Click on the **OK** button.

A confirmation box displays.



Step 5. Click on the **OK** button.

The **Edit Tariff Advice** screen displays with the updated details.

EDITING CLAIMED REASONS

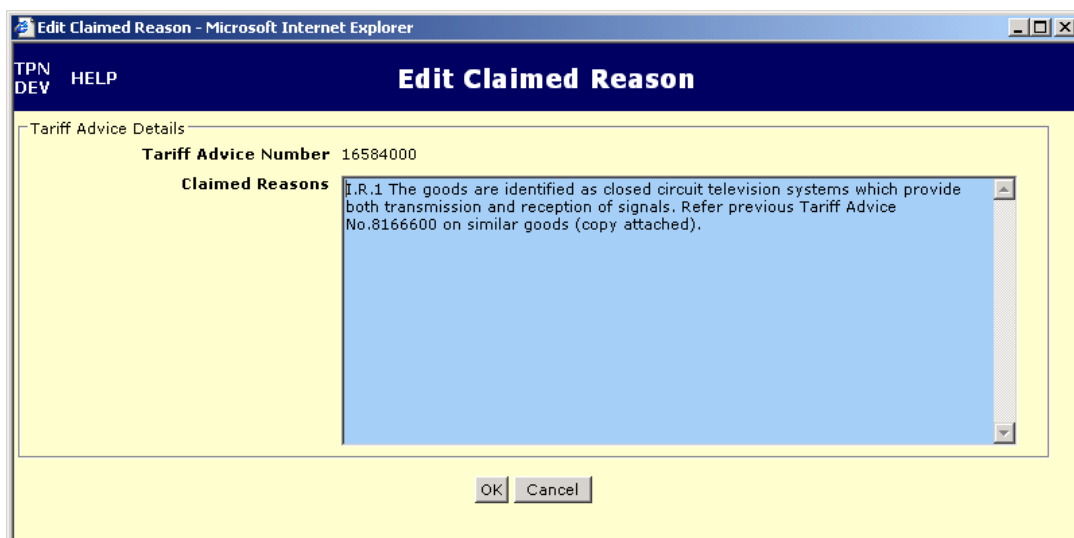
The claimed reasons can be amended if required.

To edit claimed reasons:

Step 1. Ensure the Tariff Advice Edit screen is displayed.

Step 2. Click on the **Edit** hyperlink under Claimed Reasons.

The **Edit Claimed Reasons** screen displays.



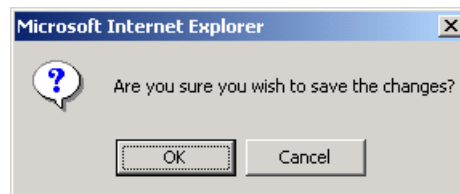
The Edit Claimed Reasons screen allows users to make changes to the claimed reasons already entered.

Step 3. Make the required changes.

Note: to exit this screen without saving, click on the Cancel button.

Step 4. Click on the **OK** button.

A confirmation box displays.



Step 5. Click on the **OK** button.

RELATED TOPICS

- Valuation advices module 3

FURTHER INFORMATION

Further information regarding the TAPIN system is available from tapinadmin@customs.gov.au or phone 02 6275 6534.

NOTES...