
3

VALUATION ADVICES

BROKERS USER MANUAL

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VALUATION ADVICE OVERVIEW

What is a valuation advice and who enters them?

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

How is a valuation advice entered?

A valuation 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 valuations important?

Establishing the valuation of imported goods is an important part of assessing the business ramifications of importing a particular product.

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

Valuation advice process

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

When Customs receive a paper copy of the valuation advice application and all required information is correctly entered, the valuation advice application is lodged by Customs. If further information is required, Customs may request additional information.

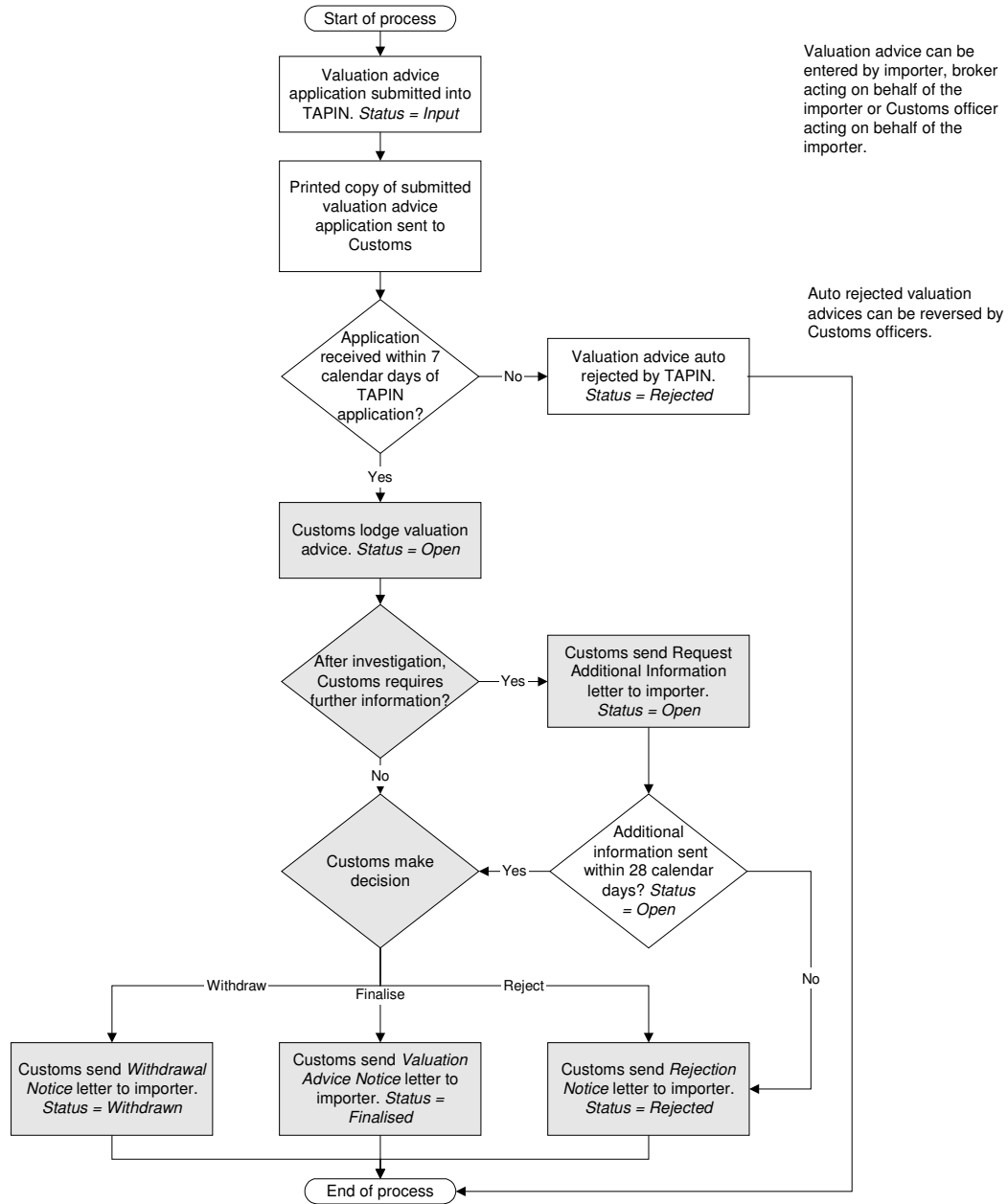
Customs will now make one of the following decisions on the application:

- additional information required – Customs requires further information to process the application
- withdraw – the applicant has decided to withdraw the application
- rejected – the application is rejected by Customs
- finalise – valuation advice is issued to the client. A valuation advice is a commercial-in confidence response to the applicant, based on the information the client provides to Customs in the application.

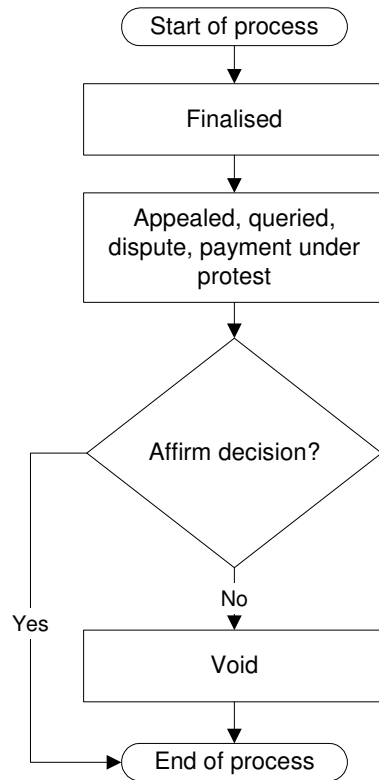
Any change in status to the valuation advice after it has been finalised is recorded.

There are cases where valuation advices need to be voided. Possible reasons include an amendment is made to legislation or where a specific valuation advice is being voided due to a review of that valuation advice.

Common flow of a valuation advice



Possible valuation advice statuses



Voiding a valuation advice makes the advice invalid.

INPUTTING A VALUATION ADVICE

The Valuation Advice Input screen enables users with the appropriate access to input a valuation advice application into the Tariff and Precedents Information Network (TAPIN). A valuation advice is a request to learn or confirm the correct method for valuing goods an 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 valuation advice:

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

The **Valuation Advice Input** screen displays.

The screenshot shows the 'Valuation Advice Input' web application. The interface is organized into three main sections:

- Valuation Advice Details:** Contains fields for 'Prev Valuation Advice Number', 'Type' (set to 'FORMAL VALUATION ADVICE'), 'State for Lodgement' (set to 'NSW'), 'Input Date' (5 AUG 2005), 'Lodge Date', 'Acquit Date', and 'Void Date'.
- Company and Contact Details:** Contains fields for 'Importer', 'Supplier', 'Applicant', 'Applicant Contact Name' (JOHN BENNETT), 'Applicant Reference' (BROKER'S INPUT SCREEN), 'Broker Box No' (23T), 'ABN' (20000050340), 'CAC', 'Customs Client Id', 'Ph' (1235236), and 'Fax' (56789).
- Goods Details:** Contains fields for 'Country of Origin' (CONGO (THE DEMOCRATIC REP)), 'Overseas Agent Name', 'Goods Description' (tyres), 'Claimed Issue' (IMPORT SALES TRANSACTION), and 'Claimed Reasons' (import sales transaction).

Navigation links include HOME, HELP, TAPIN, Tariff Advice, Search, Input, Valuation Advice, Search, Input, and Logoff. At the bottom right, there are 'Submit' and 'Cancel' buttons.

The Valuation Advice Input screen allows users to enter a valuation advice application. A valuation advice is a request to learn or confirm the correct method for valuing goods an importer intends to import into Australia.

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

The Valuation Advice Input screen is divided into three sections:

- Valuation Advice Details – contains details of the valuation advice including previous valuation advice number, type, relevant dates and state for lodgement
- 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 country of origin, overseas agent name, applicant's own goods description, claimed issue code and reasons.

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

Step 3. The Type field defaults to FORMAL VALUATION ADVICE.

Step 4. In the **State for Lodgement** field, click on the drop down button and select VIC.

Note: formal valuation advices must be lodged in Victoria.

Note: any Australian Business Numbers (ABNs) or Client Activity Centres (CACs) entered in Steps 5-7 must be registered in the ICS.

Step 5. 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, enter the 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 6. In the **Supplier** fields, enter the Customs Client Identifier of the party supplying the goods.

Step 7. 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 8. In the **Applicant Contact Name** field, enter the name of the contact for the party completing this application.

Step 9. In the **Ph** field, enter the phone number of the contact for the party completing this application.

Step 10. (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.

Step 11. (Optional) In the **Fax** field, enter the fax number for the party completing this application.

Step 12. (Optional) In the **Broker Box No** field, enter the box number of the broker making the application on behalf of the importer.

Step 13. In the **Country of Origin** field, enter the name of the country where the goods will originate.

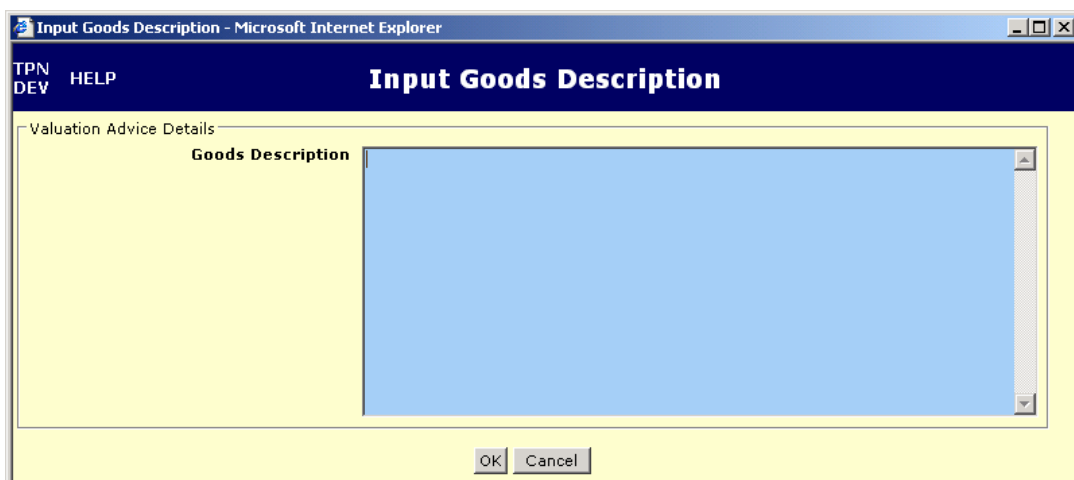
Note: the Country of Origin can be found using a search. Click on the Find hyperlink. The Country Search screen displays. In the Name field, enter the name of the country and click on Search. From the list displayed, select the relevant

country code hyperlink. The selected country's name populates the Country of Origin field.

Step 14. (Optional) In the **Overseas Agent Name** field, enter the name of the overseas agent who is acting on behalf of the importer.

Step 15. Click on the **Input** hyperlink under Goods Description.

The **Input Goods Description** screen displays.

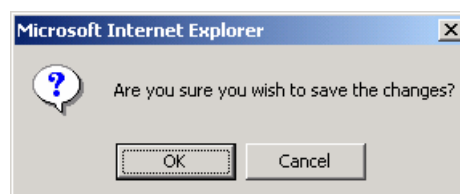


The Input Goods Description screen allows users to enter a full description of the goods being submitted for valuation.

Step 16. In the **Goods Description** field, enter a full and accurate description of the goods being submitted for valuation. 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 generally satisfactory and may result in the application being rejected.

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

A confirmation box displays.



Step 18. Click on the **OK** button.

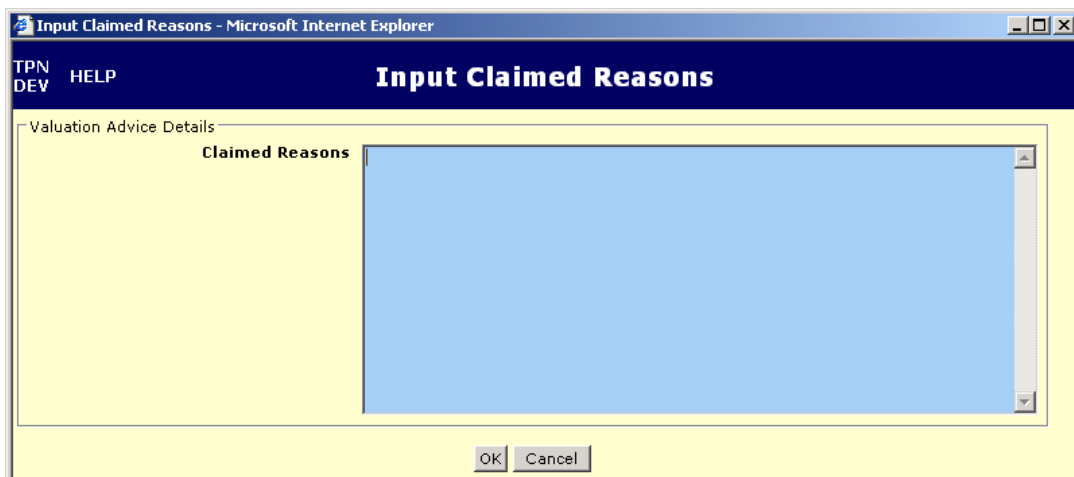
The **Valuation Advice Input** screen redisplay with the first 200 characters of the goods description.

Step 19. In the **Claimed Issue Code** field, enter the issue code the applicant considers applies to the goods description entered (in Step 16). The Claimed Issued Code must be 2 characters in length.

The issue code entered must exist and must be active.

Step 20. Click on the **Input** hyperlink under Claimed Reasons.

The **Input Claimed Reasons** screen displays.

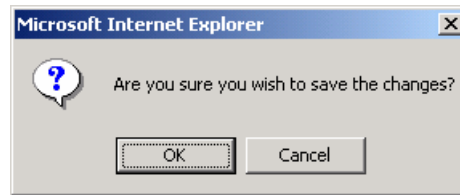
The screenshot shows a web browser window titled "Input Claimed Reasons - Microsoft Internet Explorer". The page has a dark blue header with "TPN DEV" on the left and "HELP" on the right. The main title "Input Claimed Reasons" is centered in the header. Below the header, there is a section titled "Valuation Advice Details" which contains a sub-section "Claimed Reasons". This sub-section is a large, empty text area with a light blue background and a vertical scrollbar on the right. At the bottom of the page, there are two buttons: "OK" and "Cancel".

The Input Claimed Reasons screen allows users to enter reasoning in relation to a claimed issue code entered on the Valuation Advice Input screen.

Step 21. In the **Claimed Reasons** field, set out full particulars relative to this advice request including the roles and status of the parties and the circumstances surrounding the transactions on which advice is sought. All supporting documents should also be lodged with this application.

Step 22. Click on the **OK** button.

A confirmation box displays.



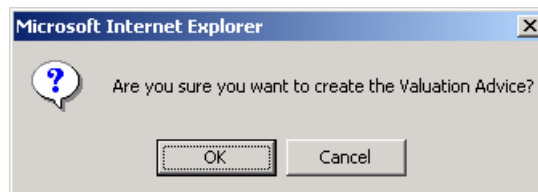
Step 23. Click on the **OK** button.

The **Valuation Advice Input** screen redisplay with the first 200 characters of the claimed reasons.

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

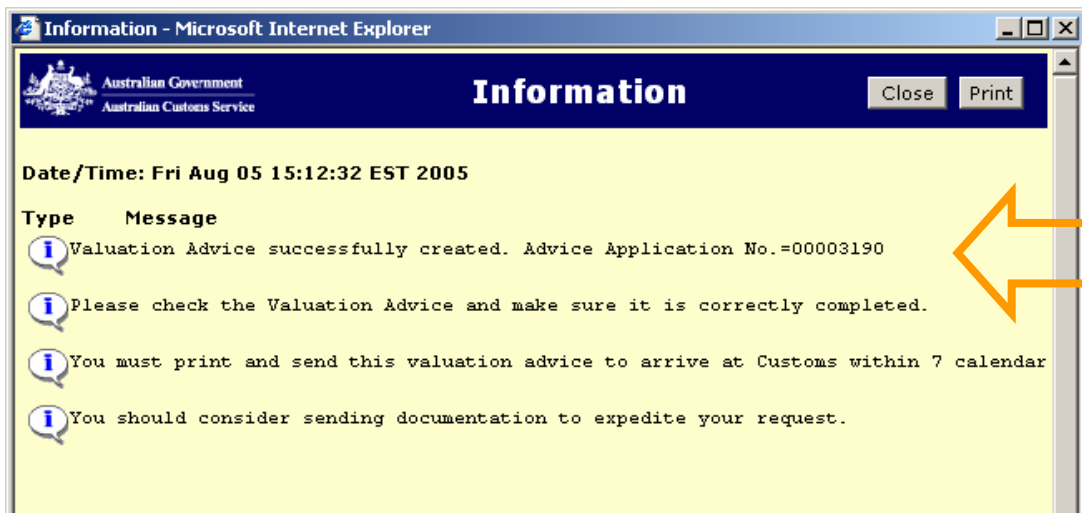
Step 24. Click on the **Submit** button.

A confirmation box displays.



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

The **Information** screen displays.



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

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

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

The **Valuation Advice View** screen displays. Refer to page **3.17**.

SEARCHING FOR A VALUATION ADVICE

The Valuation Advice Search screen allows users with the appropriate access to search for valuation advices.

Note: only Valuation 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 valuation advice:

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

The **Valuation Advice Search** screen displays.

The Valuation Advice Search screen enables users to search for a number of valuation advices or a single valuation advice. The default search criteria in the Select Combination field will be Valuation 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:

- Valuation Advice Number
- ABN & Client Type
- CCID & Client Type
- Claimed Issue Code & Status
- Advised Issue Code & Status
- Lodge Date (from) & Lodge Date (to) & Status
- Acquit Date (from) & Acquit Date (to) & Status
- Status & State.

Awaiting Additional Info Check Box

Checking the Awaiting Additional Info Check Box 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 **Valuation Advice View** screen displays. Refer to page **3.17**.

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

| Valuation Advice Number | Status | Advised Issue Code | Importer ABN | Importer CAC | Importer CCID | Input Date | Lodge Date | State |
|-------------------------|-----------|--------------------|--------------|--------------|---------------|-------------|-------------|-------|
| 3191 | FINALISED | A2 | 66015286036 | | | 10 AUG 2005 | 10 AUG 2005 | VIC |
| 3190 | INPUT | | | | 2222222B | 05 AUG 2005 | | NSW |
| 3189 | FINALISED | A1 | 11000257303 | | | 28 JUL 2005 | 28 JUL 2005 | NSW |
| 3188 | OPEN | | | | AAA7633943F | 28 JUL 2005 | 28 JUL 2005 | NSW |
| 3187 | FINALISED | A1 | 66015286036 | | | 28 JUL 2005 | 28 JUL 2005 | NSW |
| 3184 | REJECTED | | 68706814312 | | | 28 JUN 2005 | 28 JUN 2005 | VIC |
| 3183 | WITHDRAWN | | 66015286036 | | | 28 JUN 2005 | 28 JUN 2005 | VIC |
| 3182 | REJECTED | | 16009661901 | | | 28 JUN 2005 | | VIC |
| 3179 | FINALISED | A1 | 11000257303 | | | 02 JUN 2005 | 02 JUN 2005 | NSW |
| 3178 | FINALISED | A5 | 11000257303 | | | 02 JUN 2005 | 02 JUN 2005 | NSW |
| 3174 | VOID | A1 | 11000257303 | | | 31 MAY 2005 | 31 MAY 2005 | VIC |

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

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

The following table lists the options available on the Valuation 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 Valuation 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 Valuation Advice Search screen displays with the default search criteria. |

| Option | Action | Result |
|---|--|-------------------------------------|
| To view the previous or next page. Note: only available if more than one page exists. | Click on the Page Prev or Next button. | The previous or next page displays. |

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

The **Valuation Advice View** screen displays.

The screenshot shows the 'Valuation Advice View' screen with the following details:

- Valuation Advice Details:** Valuation Advice Number 4716, Status FINALISED, Prev Valuation Advice Number 0, Type FORMAL VALUATION ADVICE, State NSW, Input Date 27 MAY 2010, Lodge Date 27 MAY 2010, Acquit Date 27 MAY 2010, Void Date.
- Company and Contact Details:** Importer, Supplier, Applicant: PP ED PTY LTD (ABN 20000000546); Applicant Contact Name: IMPORTER; Applicant Reference: Broker Box No; Ph: 024564564.
- Goods Details:** Country of Origin: IRELAND; Goods Description: Description; Claimed Issue: IMPORT SALES TRANSACTION; Claimed Reasons: Reasons.
- Lodgement Details:** Additional Info Requested: YES; Additional Info Received: YES; Requested On: 27 MAY 2010; Received On: 27 MAY 2010.
- Acquittal Details:** Increase in Value: NO; Advised Issue: IMPORT SALES TRANSACTION; Advised Reasons: Reasons; Decision Officer Name: ALEXANDRA NOON.

The Valuation Advice View screen enables users to view the details of a valuation advice.

The Valuation Advice View screen is divided into six sections:

- Valuation Advice Details – contains details of the valuation advice including valuation advice number, status and relevant dates
- 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 valuation details and reasons
- Lodgement Details – contains details of 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 Valuation 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 valuation advice and use it as a basis for inputting a new valuation advice. | Click on the Copy button. | The Valuation Advice Input screen displays. Relevant fields will be prepopulated with the current valuation advice details. Refer to page 3.6 . |
| To edit the valuation advice. Note: only available if the current status is Input. | Click on the Edit button. | The Valuation Advice Edit screen displays. Refer to page 3.23 . |
| To print a report of the valuation advice. | Refer to page 3.22 . | |

VIEWING THE FULL IMPORTER, SUPPLIER OR APPLICANT DETAILS

The full importer, supplier or applicant details can be viewed if required. The following steps can be used to view the full importer, supplier or applicant details as the process is very similar.

To view the full importer, supplier or applicant details:

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

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

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

Valuation Advice View Importer - Microsoft Internet Explorer

TPN DEV HELP **Valuation Advice View Importer** Print Preview

Valuation Advice Details

Valuation Advice Number 3191

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 **Valuation Advice View Supplier** screen displays.

Valuation Advice View Supplier - Microsoft Internet Explorer

TPN DEV HELP **Valuation Advice View Supplier** Print Preview

Valuation Advice Details

Valuation Advice Number 3191

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 **Valuation Advice View Applicant** screen displays.

| Valuation Advice Details | |
|--------------------------------|------|
| Valuation Advice Number | 3191 |

| Applicant Details | |
|-----------------------|---------------------|
| Applicant Name | MASCOT BOWLING CLUB |
| Address | 84 A WENTWORTH AVE |
| Locality | MASCOT |
| State | NSW |
| Postcode | 2020 |
| Country | AUSTRALIA |

The Valuation Advice View Importer/Supplier/Applicant screen allows users to view the full details of an importer/supplier/applicant.

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

The **Valuation Advice View** screen displays.

VIEWING THE FULL GOODS DESCRIPTION, CLAIMED REASONS OR ADVISED REASONS

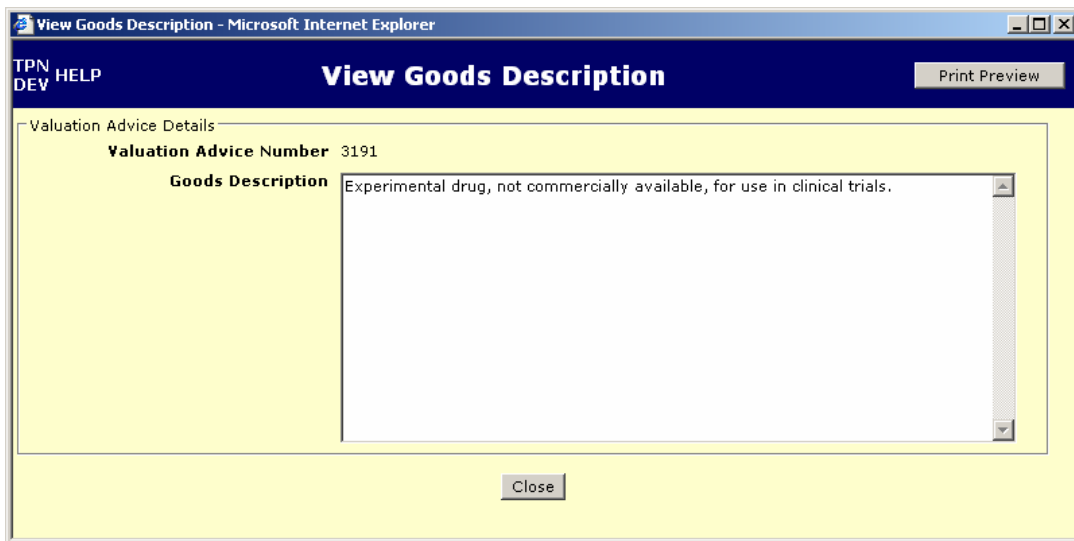
The full goods description, claimed reasons or advised reasons can be viewed if required. The following steps can be used to view the full goods description, claimed reasons or advised reasons as the process is very similar.

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

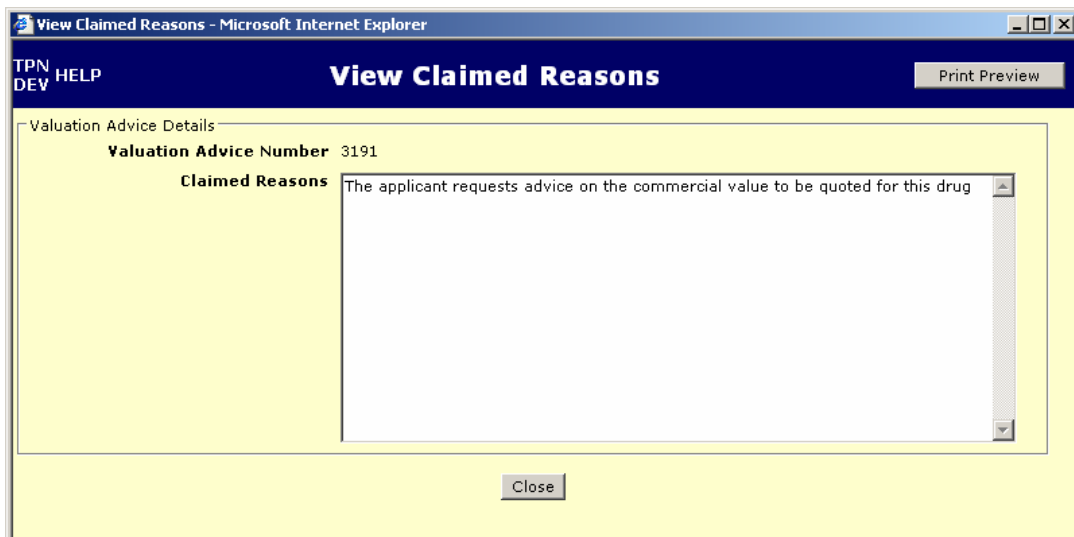
Step 1. Ensure the Valuation Advice View screen is displayed.

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

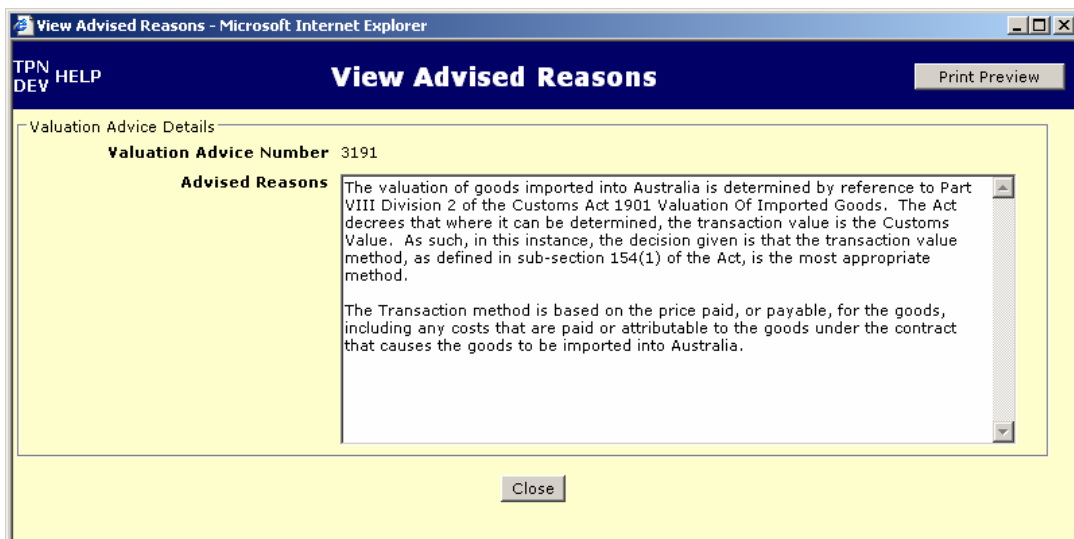
The **View Goods Description** screen displays.



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



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



The View Goods Description/Claimed Reasons/Advised Reasons screen allows users to view the full goods description/claimed reasons/advised reasons.

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

The **Valuation Advice View** screen displays.

PRINTING A VA REPORT

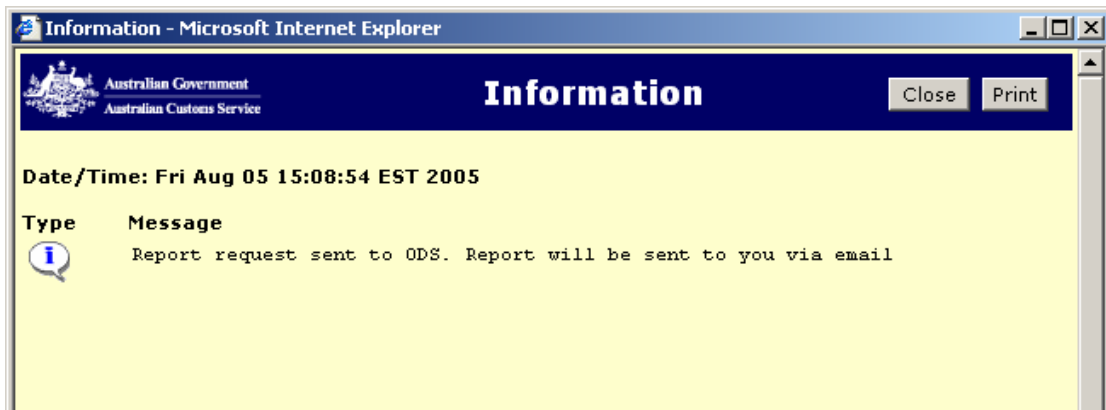
The Email VA Report button is available for all VA statuses. This function allows you to receive an e-mail with a pdf report of the VA being displayed.

To print a VA report:

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

Step 2. Click on the **Email VA 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 VALUATION ADVICE

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

User access

The following users have access to this screen:

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

Prerequisites

Valuation advice must have status of Input.

To edit a valuation advice:

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

The **Valuation Advice Edit** screen displays.

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

The following fields are read only:

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

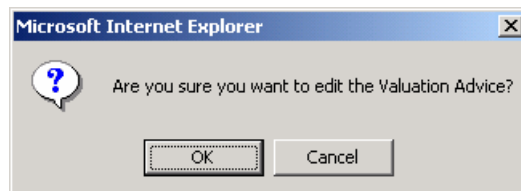
All other fields can be amended if required.

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

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

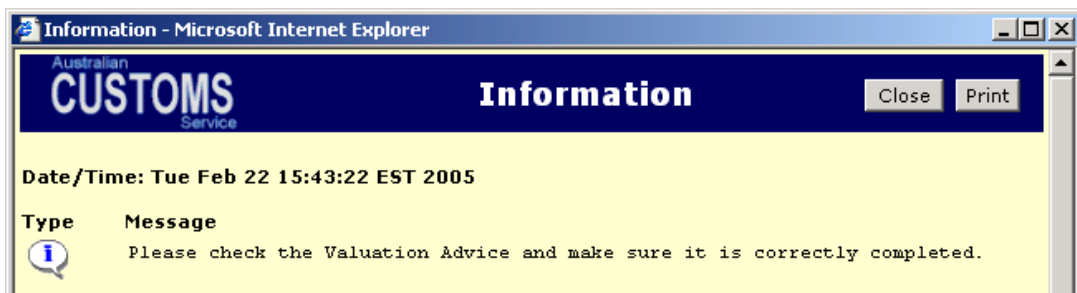
Step 3. Click on the **Submit** button.

A confirmation box displays.



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

The **Information** screen displays.



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

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

EDITING A GOODS DESCRIPTION

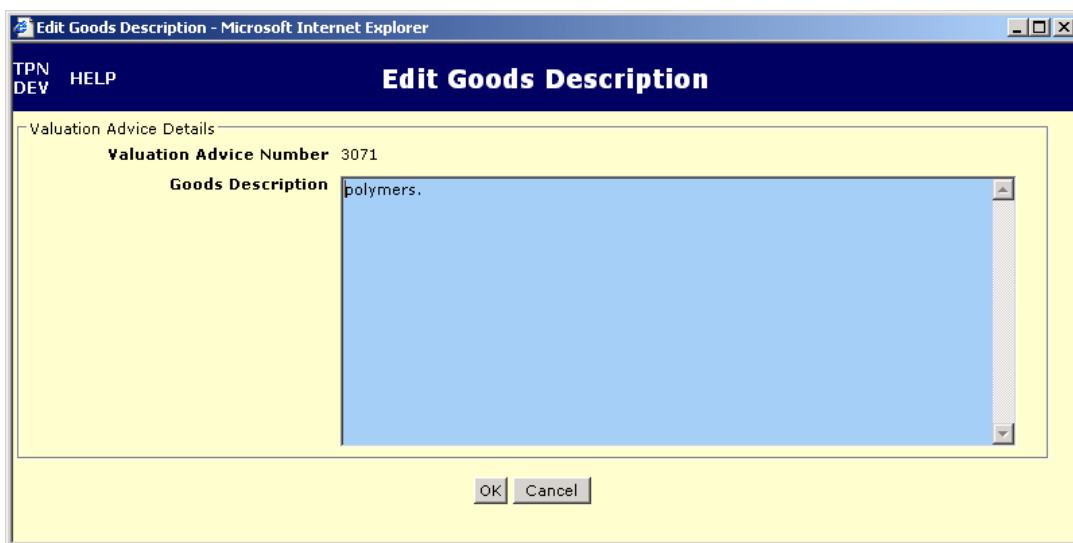
The goods description can be amended if required.

To edit a goods description:

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

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

The **Edit Goods Description** screen displays.



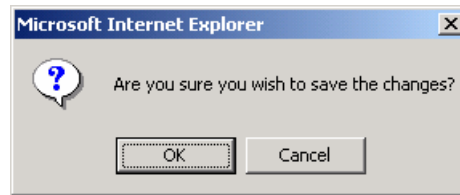
The Edit Goods Description screen allows users to make changes to the goods description already entered.

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 **Valuation Advice Edit** screen displays with the updated details.

EDITING CLAIMED REASONS

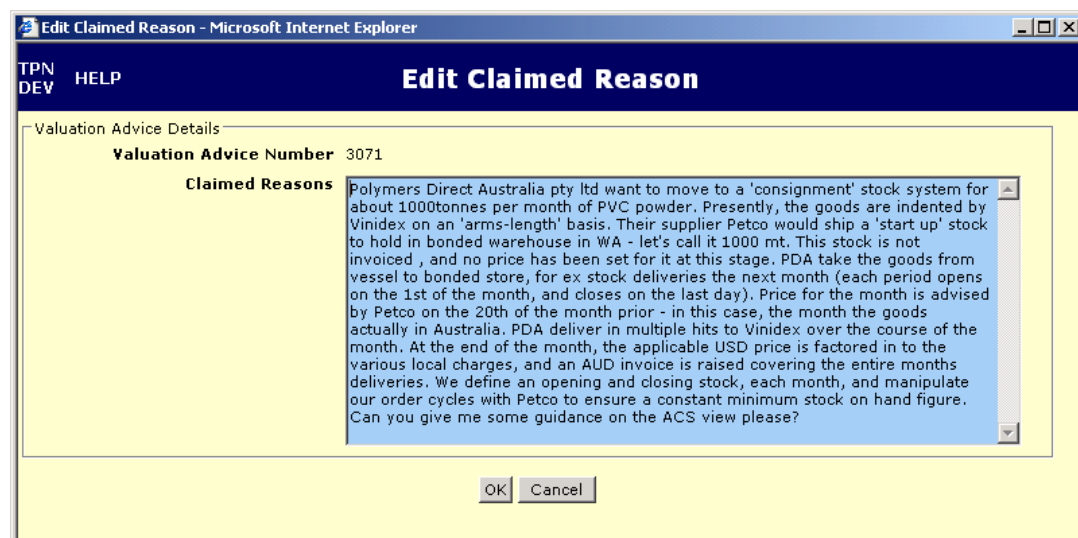
The claimed reasons can be amended if required.

To edit claimed reasons:

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

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

The **Edit Claimed Reasons** screen displays.



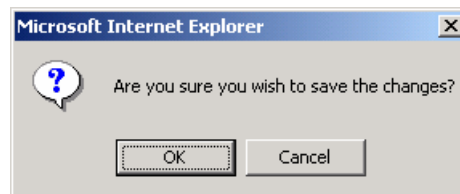
The Edit Claimed Reasons screen allows users to make changes to the claimed reasons already entered.

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.

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

RELATED TOPICS

- Tariff advices module 2

FURTHER INFORMATION

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

NOTES...