

Guide for logging in to Customs Decisions System (CDS)

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1. Access permissions for CDS

The central Customs Decisions (customs authorisations) System (**CDS**) of the European Union can be used by Estonian economic operators that hold the EORI number.

For authentication in the system, you can use **ID-card, Mobile-ID, Smart-ID, EU e-ID** or **Internet bank**.

Representatives of economic operators must have CDS access permissions as separate permissions in the e-MTA:

- „Viewing applications and customs authorisations and inserting applications in the Customs Decisions System (CDS)“ (code: UUMDS.CUST_ADMINISTRATIVE);
- „Viewing applications and customs authorisations in the Customs Decisions System (CDS)“ (code: UUMDS.CUST_CONSULTATIVE);
- „Viewing applications and customs authorisations and inserting and submitting applications in the Customs Decisions System (CDS)“ (code: UUMDS.CUST_EXECUTIVE)

or

- the Customs services package of access permissions (TOLL) or the Customs services package for a private person (TOLL-E), which contain access permissions for using customs services, including the separate permission „Viewing applications and customs authorisations and inserting and submitting applications in the Customs Decisions System (CDS)“.

Private persons, sole proprietors or board members who have packages of access permissions given automatically do not have to add CDS access permissions separately. The access permission „Viewing applications and customs authorisations and inserting and submitting applications in the Customs Decisions System (CDS)“ is already included in the automatically given packages A-FI, A-FIE, A-JI; and the access permission „Viewing applications and customs authorisations in the Customs Decisions System (CDS)“ is included in the automatically given viewer packages A-FI-V, A-FIE-V, A-JI-V.

2. Granting access permissions

A member of the management board or a representative holding the right to administer access permissions can grant access permissions or packages of access permissions to the representatives of their company.

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Image 1. Log into the e-MTA and select a represented person (1).

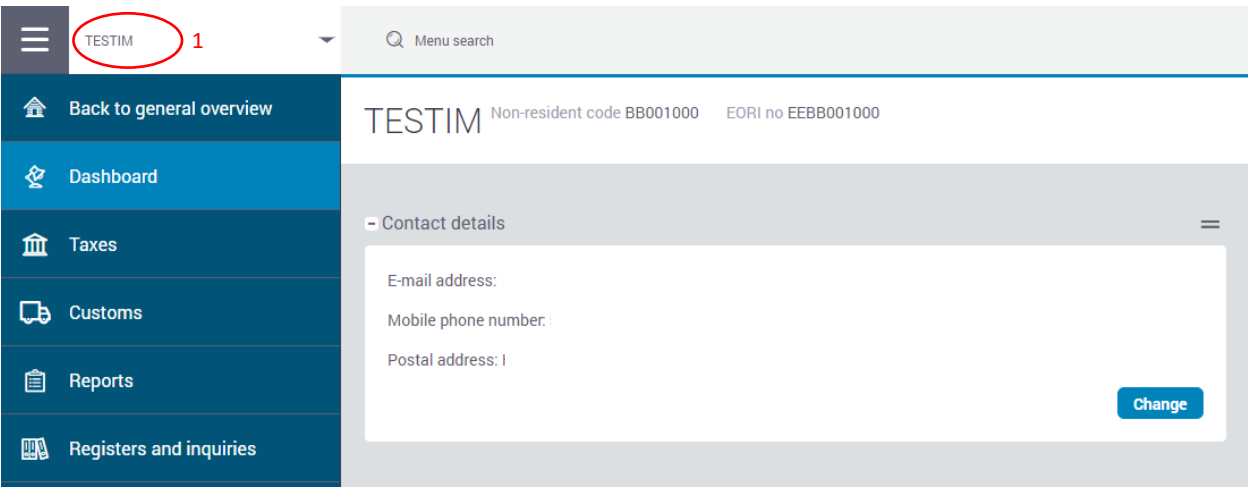
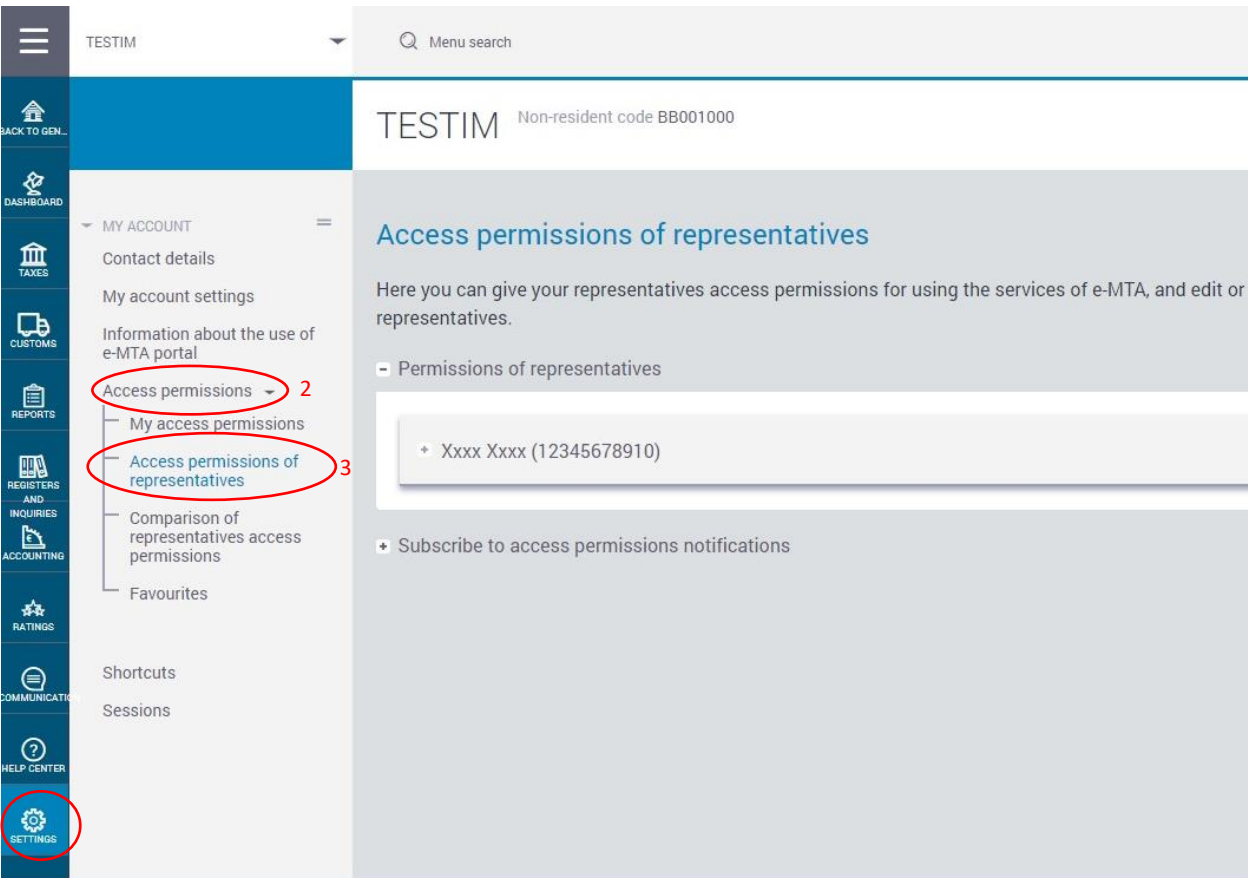


Image 2. From the menu, select „Settings“>„Access permissions“(2) >” Access permissions of representatives“(3).



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Image 3. To add an access permission, click on „New access permission“ (4).

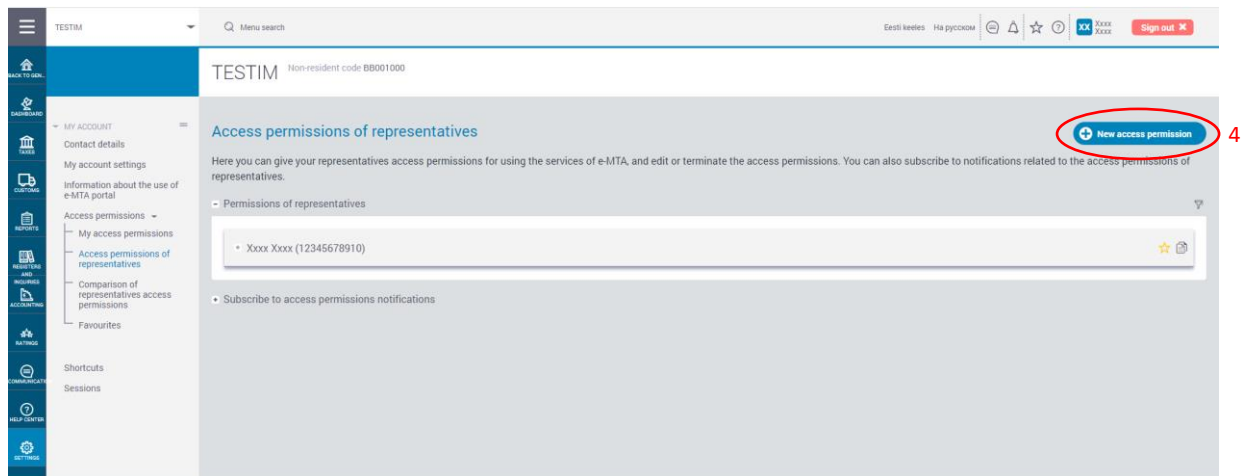


Image 4. Insert the representative's personal identification code (5), click on „Search“ (6), and once the person has been found, click on „Next“ (7).

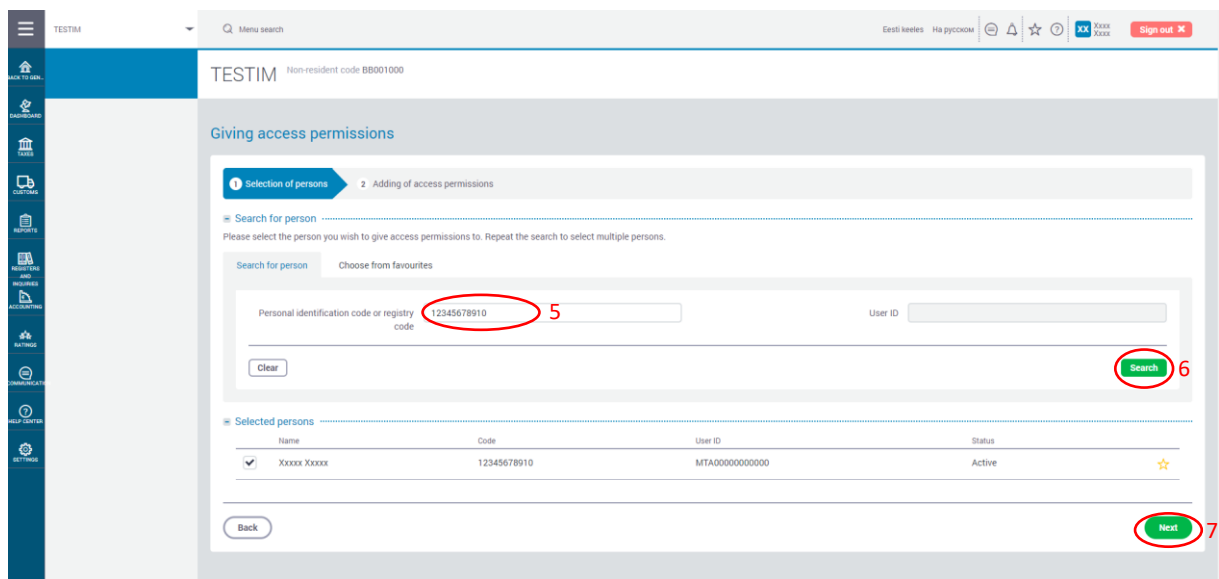


Image 5. In the section „Additional information“, click on the calendar icon and select a start date of the validity of access permission (you may add the end date later) (8) and determine if the representative can delegate the access permission, i.e. the access permission can be passed on to another person (9). In the section „Permissions“, when searching for a separate permission you may fill in the “Name” field (10) or click on „Search“ right away (11). Add the access permission or package of access permissions needed by the representative (12):

- „Viewing applications and customs authorisations and inserting applications in the Customs Decisions System (CDS)“ (code: UUMDS.CUST_ADMINISTRATIVE);
- „Viewing applications and customs authorisations in the Customs Decisions System (CDS)“ (code: UUMDS.CUST_CONSULTATIVE);

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- „Viewing applications and customs authorisations and inserting and submitting applications in the Customs Decisions System (CDS)“ (code: UUMDS.CUST_EXECUTIVE)

or

- The Customs services package TOLL (contains the access permissions for the use of customs services, including the separate access permission for CDS „Viewing applications and customs authorisations and inserting and submitting applications in the Customs Decisions System (CDS)“);
- The Customs services package for a private person TOLL-E (contains the access permissions for the use of customs services, including the separate access permission for CDS „Viewing applications and customs authorisations and inserting and submitting applications in the Customs Decisions System (CDS)“).

Then click on „Add“ (13).

The screenshot shows the 'Giving access permissions' page in the EU Customs Decisions System. The interface includes a sidebar with navigation options and a main content area. Key elements are highlighted with red circles and numbers:

- 8**: A dropdown menu for selecting a person.
- 9**: A date field for 'Valid from' set to 14.10.2020.
- 10**: A search field for 'Name' containing 'customs decision'.
- 11**: A 'Search' button.
- 12**: A table of permissions with three rows checked:

Package of access permissions	Code	Area
Administering settings of a represented person in the Customs Decisions System (CUST)	UUMDS.CUST_ADMINISTRATIVE	Customs
Submitting and viewing customs decisions in the Customs Decisions System (CUST)	UUMDS.CUST_EXECUTIVE	Customs
Viewing customs decisions in the Customs Decisions System (CUST)	UUMDS.CUST_CONSULTATIVE	Customs

- 13**: An 'Add' button at the bottom right.

3. Logging in to CDS

If a representative has obtained access permissions, he/she can log in to **CDS through the EU Trader Portal at: <https://customs.ec.europa.eu/tpui-cdms-web/>** or in the e-MTA under the menu item „Customs“->“Customs Decisions (CDS) “.

Image 6. On the opened webpage, select the language from the drop-down menu in the top right corner of the page.

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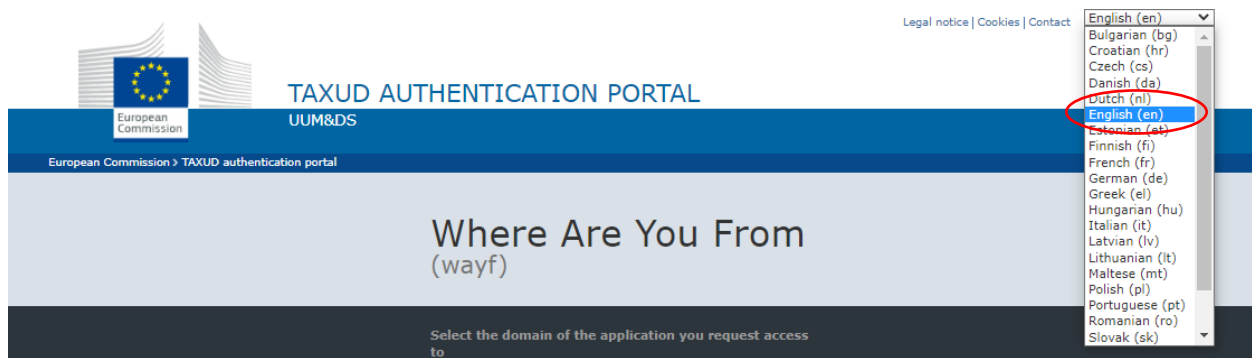


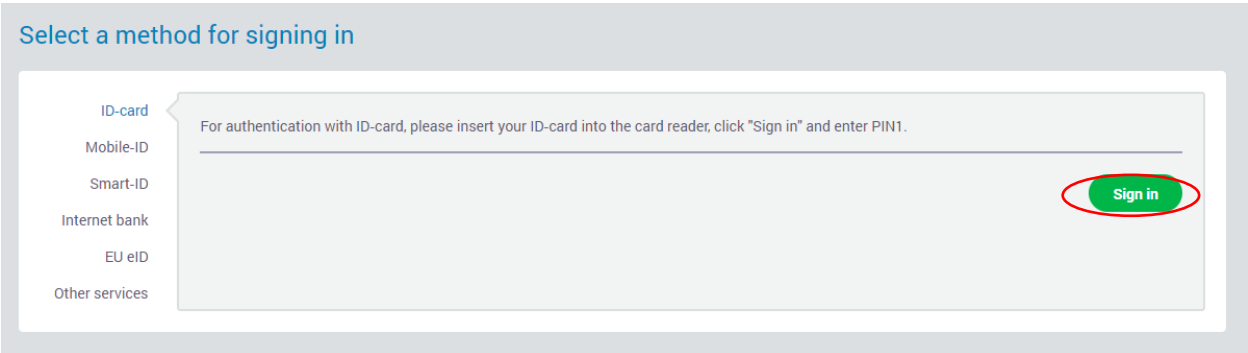
Image 7. Fill in the fields and click on „Submit“.

The screenshot shows the login form on the TAXUD AUTHENTICATION PORTAL. The form is titled "Where Are You From (wayf)". It contains several fields and options, numbered 1 through 9:

1. Select the domain of the application you request access to: Customs
2. Select the country where you want to be authenticated: Estonia
3. Select type of actor: Employee
4. I am acting on behalf of: Myself, The following (natural/legal) person with:
5. Type of actor: Economic Operator
6. Type of ID: EORI
7. ID: <EORI NUMBER> (with a Validate button)
8. I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS
9. Submit button

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Image 8. Select a method for signing in and click on „Sign in“.



NB! If you are simultaneously logged in the e-MTA in your browser, you are automatically logged into the application without asking for PIN codes.

Image 9. The dashboard of the European central Customs Decisions System (CDS) will open on the EU Trader Portal.

