



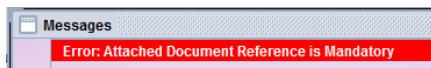
## How to write-off ODS Import Permits

### Background information

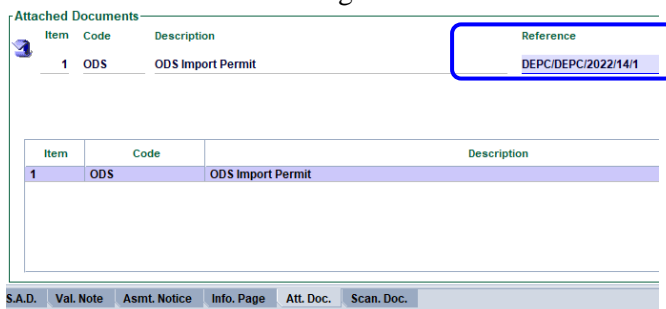
To further strengthen the control for the importation of Ozone Depleting Substances (ODS) and equipment, or appliances containing ODS refrigerants, the Vanuatu electronic Single Window (VeSW) System has been enhanced to control the importation of these regulated substances and equipment. This is done by electronically linking the Department of Environment (DEPC) Import Permits (ODS), which were generated in the VeSW system, to Customs declarations.


This document covers how to link approved ODS' Permits to Customs declarations as well as the different errors that a Customs Broker may encounter during this process.

1. When verifying a Customs declaration that has a regulated substance or equipment, the user will get this error to capture the approved ODS permit.



2. Double click on the error to go to the Att. Doc. Tab to insert the approved ODS, example:



- a. **Item:** This is the item number of declaration that requires an ODS permit.
  - b. **Code:** This is the code of the permit; in this case it is ODS.
  - c. **Reference:** This is the reference of the ODS permit to be linked.
  - d. Capture the ODS permit Reference in this format:  
**Agency/Office/Year/Permit registration number/Item number**, where
    - **Agency**, is the Department of Environment agency code (**DEPC**)
    - **Office**, is the DEPC Office where the ODS permit was registered:
      - **DEPC** for Vila
      - **DEPCS** for Santo
    - **Year**, is the year when the ODS permit was registered (e.g. **2022**)
    - **Reg. number**, is the registration number of the ODS permit (e.g. **14**)
    - **Item number**, is the item number of the ODS permit to be linked (e.g. **14**)
3. Once the ODS permit details are captured, click on the “Add Attached Document” button  to insert the document to the Customs declaration.
  4. Repeat steps 2 – 3 for all the items on the declaration that requires an approved ODS Permit. Once completed, the declaration can now be submitted provided that all other requirements are completed.



### Additional notes to assist with linking ODS Permits to Customs declarations

5. There are situations where **multiple declaration items** can be linked to a **single ODS permit item**. In such circumstances, the reference of the permit item must be differentiated with /1, /2, /3 etc. for each of the declaration items:

Item	Code	Description	Reference
1	ODS	ODS Import Permit	DEPC/DEPC/2022/17/1/1
2	ODS	ODS Import Permit	DEPC/DEPC/2022/17/1/2

6. There are also situations where a **single HS item** may be linked to **different ODS permit items**. In such circumstances, the same HS code can be used in multiple declaration items but linked to the corresponding items on the ODS permit.
7. To “Modify”, “Delete” or “View” an RCA document, select the document in the “Att. Doc.” tab, right click on it and select the appropriate operation:

Item	Code	Description	Reference
1	ODS	ODS Import Permit	DEPC/DEPC/2022/17/1/1
2	ODS	ODS Import Permit	DEPC/DEPC/2022/17/1/2

Note: Viewing the ODS permit prior to submitting the Customs declaration is recommended to ensure that the correct ODS permit and item(s) are linked to the Customs declaration.

8. Once the Customs declaration is assessed, the details of the declaration will appear on the ODS permit document “Write-off” tab.
9. To view the linked declaration, select the declaration in the “Write-off” tab of the RCA document, right click on it and select “View Declaration”:

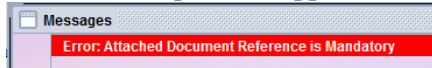
#	Doc Type	Doc Reference	Operation	Weight	Quantity	Date
1	SAD	VPOST/2022/C18/1	Release		2.0	2022-01-28
1	SAD	VPOST/2022/C19/1	Release			2022-01-28
2	SAD	VPOST/2022/C20/1	Release			2022-01-28

10. If a Customs declaration is deleted it will be recorded in the “Write-off” tab of the linked ODS permit.
11. The status of the ODS permit will remain as “Approved” when they are linked to Customs declaration(s), until all the permit item(s) are written off, in which the status will change to “Cleared”. Once the permit is cleared, no declaration can be linked to this permit.
12. Once the ODS permit has expired, the status will change to “Expired” after which no declaration can be linked to this permit.
13. ODS permits for refrigerants are valid during the registration year unless all the refrigerants are all written off before the year ends.
14. ODS permits for equipment are valid until all of the equipment are written off in the permit.

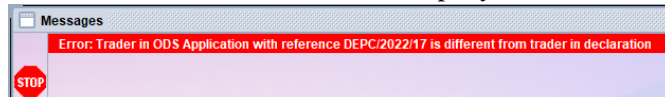


### Messages related to processing a declaration linked to regulated ODS products

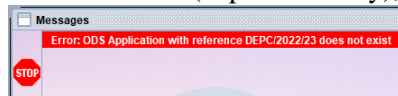
- A. This error occurs when **verifying** the Customs declaration because the commodity code on the declaration requires an approved ODS permit:



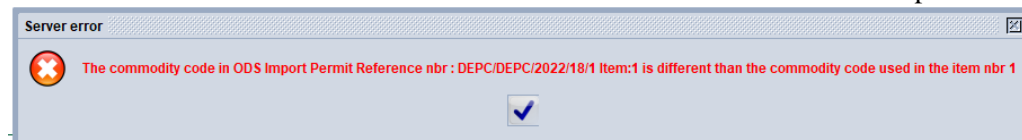
- B. This error occurs when **verifying** the Customs declaration because the company code on the declaration is different from the company code on the linked RCA document:



- C. This error occurs when **verifying** the Customs declaration because the linked ODS permit is either not valid (expired already), is written-off, or simply does not exist:



- D. This error occurs when **assessing** the Customs declaration because the “HS Commodity Code” on the declaration is different from the Tariff code on the linked ODS permit item:



Note: To consult the HS code on the ODS items, go to Single Window→Configuration→ODS Configuration→<Right Click>Document Commodities→View, locate the ODS Commodity and the Tariff Code, example, the Tariff code for the Air Condition item containing HFC-32 is 841510:

Product	Commodity	Type	Commodity Description
C-0001	841510	APP	Air conditions - containing HFC-32
C-0002	841520	APP	Air conditions used in motor vehicles - containing HFC-32
C-0003	841581	APP	Heat pump units - containing HFC-32
C-0004	841582	APP	Heat pump units incorporating a refrigerant unit - containing HFC-32
C-0005	8702	APP	Motor vehicle for transporting 10 or more persons - containing HFC-32
C-0006	8703	APP	Motor vehicle for transporting of persons - containing HFC-32
C-0007	8704	APP	Motor vehicle for transporting of goods - containing HFC-32

**End of document**