



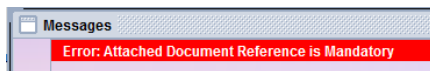
How to write-off DOE Import Certificates

Background information

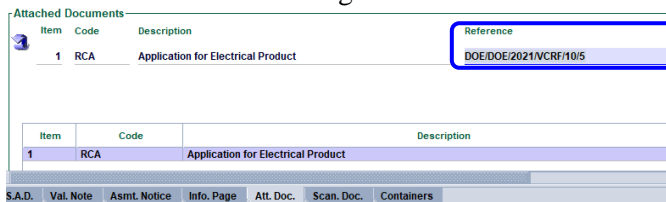
To further strengthen Energy Security controls at our borders, the Vanuatu electronic Single Window (VeSW) System has been enhanced to ensure only regulated Energy Efficient appliances are imported into Vanuatu. This is done by linking the Department of Energy (DOE) Import Certificates (RCA), which were generated in the VeSW system to Customs declarations.


This document covers how to link approved RCA's 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 electrical appliance, the user will get this error to capture the RCA(s).



2. Double click on the error to go to the Att. Doc. Tab to insert the approved RCA(s), example:



- a. **Item:** This is the item number of declaration that requires an RCA document.
 - b. **Code:** This is the code of the RCA document.
 - c. **Reference:** This is the reference of the RCA document to be linked.
 - d. Capture the RCA document Reference in this format:
Agency/Office/Year/Appliance certificate reference/Reg. number/Item number, where
 - **Agency**, is the Department of Energy agency code (**DOE**)
 - **Office**, is the DOE Office where the RCA document was registered:
 - **DOE** for Vila
 - **DOES** for Santo
 - **Year**, is the year when the RCA document was registered (e.g. **2021**)
 - **Appliance certificate reference:**
 - **VCAC** – Air Condition
 - **VCL** – Lighting products
 - **VCRF** – Refrigerators, Freezers
 - **Reg. number**, is the registration number of the RCS document (e.g. **10**)
 - **Item number**, is the item number of the RCA document to be linked (e.g. **5**)
3. Once the RCA document 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 RCA document. Once completed, the declaration can now be submitted.



Additional notes to assist with linking RCA documents to Customs declarations

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

| Item | Code | Description | Reference |
|------|------|------------------------------------|--------------------------|
| 1 | RCA | Application for Electrical Product | DOE/DOE/2021/VCRF/10/5/1 |
| 2 | RCA | Application for Electrical Product | DOE/DOE/2021/VCRF/10/5/2 |
| 3 | RCA | Application for Electrical Product | DOE/DOE/2021/VCRF/10/5/3 |

6. Similarly, there may also be situations where a single HS code may be linked to multiple RCA items. In such circumstances, the same HS code can be used in multiple declaration items but linked to the corresponding items on the RCA document.
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 | RCA | Application for Electrical Product | DOE/DOE/2021/VCRF/10/5/1 |
| 2 | RCA | Application for Electrical Product | DOE/DOE/2021/VCRF/10/5/2 |
| 3 | RCA | Application for Electrical Product | DOE/DOE/2021/VCRF/10/5/3 |

Note: Viewing the RCA documents prior to submitting the Customs declaration is recommended to ensure that the right RCA document(s) 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 RCA 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”:

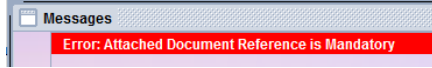
| # | Doc Type | Doc Reference | Date | Package | Weight | Quantity |
|---|----------|-----------------|------------|---------|--------|----------|
| 4 | SAD | VPOST/2021/C6/1 | 2021-05-05 | | | |
| 4 | SAD | VPOST/2021/C7/1 | 2021-05-05 | | | |
| 5 | SAD | VPOST/2021/C8/1 | 2021-05-05 | | | |

10. If a Customs declaration is deleted it will be recorded in the “Write-off” tab of the linked RCA document.
11. The status of the RCA documents will remain as “Paid” when they are linked to Customs declaration(s), until the documents expire.
12. Once the RCA document has expired, the status will change to “Expired” after which no declaration can be linked to this document.
13. RCA documents are valid up to three years.

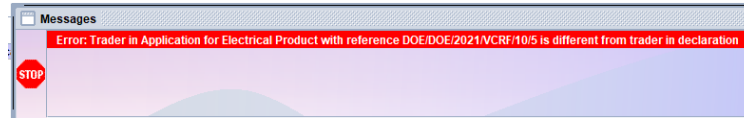


Take note of these messages when preparing a declaration linked to an RCA document

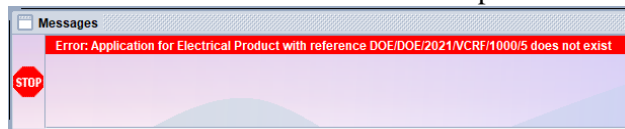
- A. This error occurs when **verifying** the Customs declaration because the commodity code on the declaration requires an approved RCA document:



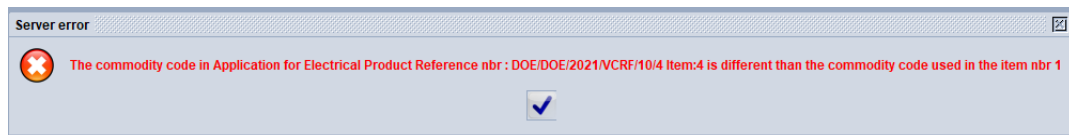
- B. This error occurs when **verifying** the Customs declaration because the company code on the declaration is different from the company code on the linked RCA document:



- C. This error occurs when **verifying** the Customs declaration because the linked RCA document is either not paid, not valid (expired already or valid in the future), is written-off, or a wrong RCA document reference format was captured on the declaration:



- 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 RCA item:



Note: To consult the HS code on the RCA items, go to Single Window→Configuration→DOE Configuration→<Right Click>DOE Product group→View, locate the DOE Commodity and the Tariff Code inserted to it, example, the Tariff code for the Air Condition item *Multi split* is 84181040:

| Type description | Product description | Product group | Applicable AU/NZ Standards | Letters | HS code |
|------------------|------------------------------|------------------|----------------------------|---------|----------|
| Ducted | Air conditioner- Ducted | Air conditioners | 3823 | VAC | 84181030 |
| Multi-split | Air conditioner- Multi-split | Air conditioners | 3823 | VAC | 84181040 |

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