

CHIEF GLOSSARY AND ABBREVIATIONS

Abstract

Provides a glossary of the terms and abbreviations which users of CHIEF may encounter in the user guides and trade interfaces.

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1. INTRODUCTION

This glossary provides definitions of the terms and abbreviations used in the user interfaces to CHIEF for both customs and trade users and in the EDIFACT message definitions for trade.

END OF SECTION 1

2. TERMS

Abort The facility of a user to terminate the current transaction without either changing the database or storing the current Document.

Access Control Parameters Information providing the security classification of a data object.

Access Mode The reason for which access is requested to a data object: read, update or delete.

Access Rights Generic term for the rights of access to system facilities and data resulting from the operating clearance gained by signing on.

Accountability A security principle in which each individual user of a system is uniquely and unequivocally identified and his significant actions logged for subsequent investigation by authorised roles.

Accounting Data Records of import duty and other charges that have been collected or secured at clearance, in the case of CHIEF ADP entries, or on input of a Manual System document. Data is passed from CHIEF to the Departmental Accounting System and Duty Deferment System for use by the Accounting and Comptroller General's Office (A&CG).

Accounting Day Used in CHIEF's daily Accounts processing, it is the sequence number allocated to an Accounting Day from a national yearly series. Accounting days are numbered from 001 from the first working day in April until the last working day of March of the following year. Together with the year as at 1st April, this item forms the identifier of a Departmental Accounting Day. Valid working days are decided annually in advance and exclude Saturdays, Sundays and English Bank Holidays.

Accounting Transaction The creation or updating of a financial record.

Action Box The field provided on the screen Action line during a transaction. This allows input of secondary command codes to control transactions.

Action Line An area of an interactive screen which indicates to the user what actions are available to him at the current point in his dialogue with the system.

Ad-hoc Enquiry An unscheduled request to display or print information of a particular kind, using a facility which may allow variation in certain criteria such as the timespan to be covered by the enquiry.

Additional Code A (4 character) code which is used in addition to the 8 or 10 digit commodity code to identify certain complex VCs, MCAs, ACAs, anti-dumping duties and wine reference prices. Up to two Additional Codes may be specified.

Advance Payment A system enabling the export refund to be paid, before proof is provided of the departure from the EC or arrival at a declared destination. Not to be confused with prefinancing.

Application A general term used to refer to a collection of software that implements a functional requirement to satisfy a range of users.

Archived Data Data that has been removed to storage from the working database and is no longer accessible to users by on-line methods.

Article 41 Procedure Article 41 of Regulation (EEC) 222/77 provides special arrangements to replace the full CT procedure, for Community goods (T2 status) crossing one internal frontier of the Community. The procedure has the advantage that no guarantee is required.

ATR1/ATR3 A Movement Certificate for imported goods which are subject to a claim for Turkish preference.

Audit Used in a more specific sense than its general financial interpretation. Refers to a record of a significant event or change within a system, particularly (but not solely) one with security implications. Details of the incident or change are logged, including the date-time and originating subject. Interrogative facilities are supported for authorised users.

Authentication The procedures that check the right of an individual to use the network and its systems, typically by means of a badge code and password. See also Network Access.

Authorised Premises Authorised Premises include the various types of authorised warehouses (i.e. Customs, Excise, Fiscal, VAT, Victualling, Prefinance), Free Zones, Approved Depositories, ERTS.

Authority A generic term for access rights.

Backdrop The protected part of a screen display typically containing title and label information.

Badge Code A personal identification code which is used to authenticate the individual user of CHIEF. Depending on the local system configuration, the code is input either from the keyboard or by inserting a physical badge into the terminal's badge reader where fitted. A password is associated with the badge code and must also be input to gain access to the system.

Bonded Warehouse A place of security approved by HMRC for the deposit, keeping and securing of goods liable to excise duty without payment of duty. This term is often applied to a customs warehouse but incorrectly since no bond is usually required for these.

Broadcast See System Message.

Bulk A number of consignments from various Exporters covered by a single declaration. The consignments then move together as for a consolidation.

Cancel

- a. (Using the Cancel action) to abandon a stored generation of a data object, reverting to the current committed generation if any.
- b. (Using the Delete transaction) to mark a data object as no longer available to be referenced for current Entry processing; that is, for an Import or Export Entry with a current Entry date.

Ceiling A mechanism for limiting the amount of goods imported into the Community under preference arrangements.

Classification The security level given to a data object as an accumulation of specific security marks.

Clawback A charge payable to IBAP by exporters from Great Britain of sheep and sheepmeat and goats and goatmeat. The amount payable is equivalent to the variable slaughter premium payable in the week of export.

Clearance

- a. The security level given to a subject: user, location, device. See also Operating Clearance.
- b. Notification by Customs that goods are released from Customs control from any Office of Import or Export and may be delivered to the declared procedure. (For Exports see also Permission to Progress). For import computer processing Clearance is the point in time when the system debars further amendment of data for an import document (SAD or C21/CCR). Data may be extracted after Clearance for specified processing requirements.

Client A process acting on behalf of a system or a human user that accesses a server in order to make use of the processing services it provides.

Client Session A sequence of interactions between a client and a server initiated by an authentication procedure to identify the system or human user and establish access permissions for the duration of the client session.

Collaboration A security principle in which no individual is able to perform sensitive functions alone. The active involvement of a second user can be achieved through two-man working or by the cross-referencing of data structures having different custodians.

Collective An access security grouping of transactions, locations, or roles that can be assigned to an individual user.

Combined Declaration A declaration that includes both 'fiscal' data and Safety and Security data. There is no requirement to support 'fiscal-only' declarations.

Combined Nomenclature The Combined Tariff and Statistical nomenclatures of the Community, represented by the first 8 digits of the Commodity Code.

Command Line An area of an interactive screen in which the user enters a primary command (with optional parameters) to initiate a transaction.

Committed Valid data which the user has added to the system database.

Commodity Any item or collection of goods as defined in the HMRC Tariff.

Commodity Code The term used to denote the code (either at 8 digit or 10 digit level) which identifies a line of tariff nomenclature. The term replaces Tariff/Trade Code Number.

Common Agricultural Policy (CAP) The system managed by the EC to maintain common prices for agricultural products within the Community.

Community Any or all of the European Community (EC), European Coal and Steel Community (ECSC), and European Atomic Energy Community (Euratom).

Community Goods Goods which originate or are in free circulation in the EC.

Community Transit (CT) An agreement for facilitating the movement of goods passing through more than one member state of the Community.

Compensatory Amount A charge which may be made in the oils and fats sector of the CAP.

Compensatory Levy A payment which exporters can make to HMRC on products manufactured from non-Community goods under IPR (or PFC) to enable those products to enter an accessionary state at a reduced intra-Community rate of duty. The compensatory levy system applies only during the transitional period while there are differences between the import duties of the accessionary state and those of the rest of the Community.

Configuration The arrangement of a computer system or network as defined by the number, interconnection, and principal characteristics of its functional units. This term may refer to a hardware configuration or a software configuration.

Consignment An Import or Export Entry is used to declare a single consignment of goods.

Consolidation A number of Export Entries to be moved together are grouped into a Consolidation. The Consolidation may comprise both Export Entries and other Consolidations.

Container An article of transport equipment as defined in HMRC Public Notice No. 309.

Credibility Check An automatic check made on particular items of input Entry data, highlighting possible misdeclarations. Where data is suspect the system generates a warning message in the Document and the user must either confirm or amend the input value.

Currency Code A 3-alpha code on the customs entry identifying the currency in which the customs value is being declared.

Custodian A role having day-to-day responsibility for the security of a data object, and access rights which enable him to control the rights of others to gain access to the object.

Customs and Excise Central Accounting System (CECAS) An accounting system used by the Accounting and Comptroller General's Office (A&CG) and operated by Information Technology Directorate (ITD). CECAS processes details of immediate charges supplied from CHIEF and EPU local accounting. (Replaced DAS)

Customs Duty An indirect tax which, inter alia, provides protection for Community industry, raised on imported goods under the Combined Nomenclature of the Community.

Customs Procedure Code (CPC) A code defining the treatment to be applied in accordance with the Customs/Statistical laws and regulations of the country in which the goods are declared.

A CPC (other than a C21-CPC) consists of three pairs of codes:

- a. Customs regime the goods are entering.
- b. Customs regime the goods are leaving.
- c. National codes whose meanings vary from regime to regime.

Customs Territory of the Community The single customs area to which Community legislation, particularly customs legislation, expressly refers. For the UK, includes the Channel Islands and the Isle of Man.

Customs Value The value of imported goods for customs purposes.

Customs Warehouse A warehouse approved by HMRC for storing (free of duty and VAT) goods liable to import duty.

Data Item The smallest named unit of data.

Data Object A collection of data that has a unique identifying key and a security classification which defines access to it. Security of a data object is the responsibility of a particular role known as the custodian, who can grant access to other roles in particular modes.

Data Processing The process of amending, augmenting, deleting or rearranging data, or extracting the information that constitutes the data.

Database A repository of structured data. The CHIEF IES database includes only data that has been validated and committed. It does not include data that has been stored temporarily; see Store.

Deferment Period The accounting period over which Trade's Deferment accounts are maintained. Two periods exist on CHIEF: Excise and Non-Excise. The Excise period runs from the 15th of one month to the 14th of the next month. The Non-Excise period runs from the first day of a month until the last day of the month.

Delete To render a data object unavailable to the CHIEF update and/or enquiry processes. See also Terminate.

Direct Export Goods exported out of the EU from the UK are said to be Direct Exports if they leave the EU without travelling through another EU country. See also Indirect Export.

Direct Trader Input (DTI) An arrangement under which traders key customs declarations direct to the customs entry processing system.

Discretionary Security Those security marks of a data object's classification which represent the access rights granted to other roles by the object's custodian on the basis of their need to know. The rules of data access however always ensure that these remain subject to the mandatory security marks.

Document

- a. The form in which a data object or collection of data is presented to the user. Each actual Document is of a type which defines its structural characteristics. Document data is presented in the form appropriate to the display media and user requirements.
- b. Used to communicate between the outside world and CHIEF/IES applications; and for applications to communicate between successive phases of a transaction. Each actual Document is of a 'type' – sharing a common structure with other Documents of that same type. Applications are only concerned with the variable data in a Document whereas users in the outside world are presented the data formatted and annotated as appropriate to the display media and user requirements (e.g. as screens or an EDI message).

Document Display Area Lines 3-22 of the screen display, in which Document details appear during a transaction.

Document Errors Errors which the system has found in Document data. While errors are outstanding the Document can be stored but the data cannot be committed to the database.

Domain A security classification of organisations which determines the types of data that may be available to their roles. The major domains are Customs and Trade.

Downward Selection During an enquiry or update transaction, the ability to gain access to the full details of a data object whose key appears in a particular field of the current Document.

Duty Deferment System (DDS) The A&CG system that processes details of deferred import duties and other charges for collection, supplied from CHIEF and the Manual System offices.

Electronic Data Interchange (EDI) The transfer of data structured in messages between a Trader's computer system and the CHIEF IES, conforming to the ISO EDIFACT standard.

Element Component field of an EDIFACT segment. Elements are simple or composite – composite elements being made up of component simple ones.

Entry A declaration made in respect of goods intended for import or export.

Entry Item A set of information in an Entry relating to particular goods in the consignment and including details of quantities, value, and claims to quota or relief.

Equivalence In the context of IPR, equivalence is the amount of (potentially different) goods which result from the manufacture of the imported goods - e.g. imported butter and cakes, imported plastic and sheathed electrical cable.

Excise Duty A charge on goods for raising revenue at rates which are the same for both home-produced and imported goods.

Excise Warehouse A warehouse approved by HMRC for goods liable to excise duty to be deposited without payment of duty.

Exit Summary Declaration A declaration type that contains only Safety and Security data.

Expenditure The cash value of a payment.

Export Levy A charge imposed under the Common Agricultural Policy upon agricultural products exported from the Community.

Export Refund A payment made under the Common Agricultural Policy to encourage exports from the Community of certain goods originating in the Community or in free circulation, by bridging the difference between prices in the Community and these on the world market.

Facility A collection of related transactions available to a user.

Force Majeure Circumstances outside the control of an importer/exporter, which prevent him from complying with the Community Regulations relating to import and export transactions, and are accepted as excusing him from such compliance.

Free Circulation (FC) Goods imported from countries waiting for full EC status or from a non-Community country are said to be in free circulation if all import procedures have been completed and all duties, levies or equivalent charges have been paid and not refunded.

Free Zone (FZ) An enclosed area into which goods may be moved and remain without payment of customs duty, agricultural levies (including MCAs), and VAT charges at importation.

Full Pre-Entry (Full Export Entry) A full export declaration which is made to Customs with the goods before shipment. Traders can make the declaration direct to CHIEF or submit it in paper SAD form, in which case the CHIEF Entry is made by Customs staff.

Full Sign-Off Final termination of a user's session.

General Valuation Statement (GVS) Registration of a GVS with Customs HQ allows an importer to enter goods from a specific supplier without completing a valuation declaration for each importation.

Generation An original or updated variant of a data object. A generation may be either committed to the database, or stored temporarily if for any reason it is not ready to be committed.

Government Open Systems Interconnection Profile (GOSIP) A set of functional standards for procurement which define how central Government implements products conforming to the standards promulgated by the International Standards Organisation (ISO) for Open Systems Interconnection (OSI).

Highlighting A technique for making one area of a display distinct from its surrounding areas. Methods used for highlighting include changes of colour or intensity, inversion of display or drawing an outline around the area.

Historical CAP Rates Standing Data related to rates of the Common Agricultural Policy that are no longer in force.

Historical Data Post-clearance Data, Export Data or logically deleted Standing Data.

Human Computer Interface (HCI) The audiovisual interface through which a human user interacts with the systems of a network.

Import Duty The customs duties and charges having equivalent effect as well as agricultural levies, and other import charges under the CAP, or under specific arrangements applicable to certain goods resulting from the processing of agricultural products. The term "import duty" does not include excise duty. See also Customs Duty.

Inactivity Timeout A configurable period of time after which if no detectable user input has occurred, the security mechanisms will take action to ensure that information on display is cleared and re-authentication is required before further input is accepted.

Indirect Export Goods exported out of the EU from the UK are said to be Indirect Exports if they leave the EU after first travelling through another EU country. See also Direct Export.

Individual A person acting on his/her own behalf or on behalf of an organisation. Each individual is identified by a badge code and password.

Inland Clearance Depot (ICD) A place approved by HMRC to which goods imported in containers/vehicles may be removed for entry, examination and clearance, and at which goods intended for export in container/vehicles may be made available for export control before being moved to a place of export.

Inland Rail Depot (IRD) Similar to inland clearance depot but handles only rail traffic, either in train-ferry, wagon or containers.

Interchange A structured set of EDIFACT messages and service segments bounded by an interchange control header and trailer. Replaced on CHIEF by functionally equivalent information on session establishment.

Intervention Price The price at which national intervention agencies buy commodities offered to them. It is a form of guaranteed price to the producer.

Intervention Stocks Agricultural products under Common Agricultural Policy which have been brought off the market as part of the Community market support arrangements.

Inward Processing Relief (IPR) The system of duty relief for goods imported from accessionary states (that is, countries waiting for full EC status) and non-EC countries for process and re-export.

Item See Data Item; Entry Item.

Job A security object representing a set of functions which may be performed by specific roles on behalf of their organisations. Each Job is assigned access to appropriate data and transactions.

Legally Accepted This term applies to an Entry that is not prelodged, that includes Goods Arrival details, and that passes through all validation checks without resulting in any errors, and has been committed to the database. For CIE entries, legal acceptance is effective from the date and time of paper entry submission.

Location

- a. The physical location of goods or the place of loading/unloading, as declared to CHIEF. A location may be one of the following: Port; Airport; Inland Clearance Depot; Inland Rail Depot; Freezone; Irish Land Boundary; or other approved Depot.
- b. A security location containing one or more terminal devices giving access to the system. Locations are used to identify where a user is operating or hardcopy output will appear. Locations can be given overriding security constraints, and roles and individuals are restricted to particular locations.

Low-Value (LV) Entry A simplified export entry scheme for goods whose total value and net weight are below the regulation thresholds. The declaration consists of a single Item and can be input to CHIEF by Trade users.

Low-Value Sample (LV) A CHIEF facility used by Customs staff for statistical purposes, allowing the declaration of a representative sample of all Low-Value Entries received.

Mandatory Security Those security marks of a data object's classification which represent the object's inalienable security constraints to be applied to all access requests. See also Discretionary Security.

Message A set of EDIFACT segments in the order specified in a message directory and bounded by message header and trailer service segments.

Monetary Coefficient A coefficient expressing the extent of depreciation or appreciation of the currency of a member state which is to apply MCAs. It is used to adjust levies and refunds in trade with non-Community countries when the goods are subject to MCAs.

Monetary Compensatory Amount (MCA) A charge or payment applied at import and export to compensate for the difference between the market rate of exchange for the currency used in a particular member state and the representative rate used in calculating prices under the CAP (in order to prevent currency fluctuations from distorting agricultural trade).

Month Calendar month.

National Transit A procedure for moving goods under customs control when import or export formalities are carried out away from the place of importation or exportation.

Need to Know A security principle in which a subject's individual trustworthiness is offset against the needs of his role.

Nesting A dialogue sequence in which a new transaction is started taking its context from the current transaction. Upon termination of the new transaction, the original transaction is resumed - with its context intact as at the point of interruption.

Network An interconnected or interrelated group of computer systems.

Network Access The initial stage in sign-on in which an individual user is authenticated by the network prior to connection to one or more systems to perform the desired roles.

Non-Stat (NS) Entry An export entry scheme for goods on which there is no requirement to collect statistics for the purposes of Trade Statistics.

Not Accepted Data - whether valid or not - which has not yet been committed.

Not Substantive Data which has never been accepted at any stage in its life-cycle.

Not Valid Data in which the system has detected errors.

Object See Data Object.

Office of Declaration This is the Customs Unit that controls the Trader responsible for the Entry. The responsible Trader is the Submitting Trader except for Supplementary Declarations submitted by an Authorised Agent representing the Trader for whom the Entry is being submitted. The Office of Declaration is also known as the Office of Lodgement.

Office of Exit The Customs office at the EU frontier from which the goods exit the EU. For Direct Exports this is the UK Customs office where export anti-smuggling and goods substitution checks are undertaken. The Office of Exit Customs unit and related EPU/EPS are derived from the goods location notified as Place of loading on departure. CHIEF handles every arrival of a cleared Export Entry at a new location as if it might be the Office of Exit.

Office of Export The first Customs office where goods for Export are taken under official control. This is the Customs office where documentary and/or physical checks are undertaken for fiscal purposes. The Office of Export Customs unit and related EPU/EPS is derived from the first controlled location (goods location) at which the goods arrive. For particular entries an Office of Export may also function as the Office of Exit when departure takes place from the Office of Export.

Office of Import This is the Customs Unit associated with the Location at which an Import Entry comes under Customs control in the UK, i.e. where the Import Entry arrives and becomes legally accepted. For an Import Entry this is also the Office of Declaration.

Office of Lodgement See Office of Declaration.

Operating Clearance Actual clearance given to an authenticated user. May differ from the individual's clearance on account of the role which he is performing and the location from which he is working.

Organisation The institution for which an individual operates in one or more roles.

Outward Processing Relief (OPR) The system of giving relief on goods temporarily exported and re-imported after process or repair in a country outside the Community.

Packing Any item used for the transport or storage of goods which does not meet the definition of 'container' or 'pallet'.

Page The information that can be displayed at any one time in the Document display area of the screen.

Pallet Transport platform on which goods can be stacked for ready handling.

Parameter Information included with a command, identifying the data to be worked on or defining the operation to be performed. See also Access Control Parameters.

Password A string of characters used by an individual for authentication. The password enables the computer system to ensure that the individual is really who he/she claims to be as identified by a badge code.

Permission A general reference to access rights.

Permission to Progress (P2P) Notification by Customs that goods being exported are either released from or moved under Customs control and may be loaded for export or moved to another location as appropriate. An Export is cleared when Permission to Progress is granted for the Office of Export.

Phase A unit of interactive processing bounded by an input from the user and the return of a reply from the system.

Post-clearance Data All Customs Import Entry input data processed up to and including clearance, and which has been amended after clearance.

Preference An agreement between the Community and a non-Community country that allows goods originating in that country to be imported at a preferential (often nil) rate of duty. The quantity of goods allowed to be imported at preferential rates may be restricted by tariff quotas or ceilings. Note that the Preference Agreements between the Community and Turkey are based on free circulation and not on origin.

Prefinancing A system whereby the export refund can be paid before export takes place, the goods being under customs control either in an approved warehouse, or for processing, and to be exported within a prescribed period. Not to be confused with Advance Payment.

Primary Command A command that is entered on the Command line of the screen to initiate a transaction. The command may require parameters to establish the context of the transaction.

Provisionally Accepted The status of an Import Entry that is prelodged and passes through all validation checks without resulting in any errors.

Purpose An aspect of a user's operating clearance reflecting his reason for signing on to the system; for example, for Training. Data objects created by the user carry a corresponding integrity mark in their classification.

Queue An ordered list of data objects of a particular type, which is defined for a specific purpose and for either individual or public access. Examples are the Stored Documents queue for each user, and the Print queue for each user location.

Quotas A mechanism for restricting the amount of goods imported into a member state which may benefit from a preference.

Rebated A reduced rate of duty, subject to conditions (e.g. rebated fuel oil (red diesel)).

Registered Premises Commercial premises approved by Customs for the deposit of goods liable to excise duty, under the same conditions as would apply to an HMRC warehouse.

Regulatory Amount (RA) This is a charge applied to certain tariff subheadings in the wine sector from accessionary states.

Related Organisation For each role used by the Trade, a related Customs organisation must be nominated. This organisation has access to the role's entry data and receives all reports on its processing.

Remission The waiving of import or export duties which have not yet been paid. See also Repayment.

Repayment The total or partial refund of import or export duties which have been paid.

Reply Line An area of an interactive screen on which applications can display messages in response to user actions.

Reply Message A message from an application indicating the outcome of the user's requested action and displayed to the Reply Line.

Representative Rate Rate of exchange used to convert agricultural prices expressed in Euros into national currencies of those states that are not in the Euro zone.

Return The facility to end a nested transaction (for example, a Help enquiry) and continue the original transaction. Return can also be used to complete the Display phase of an update or enquiry transaction.

Revert The facility of a user to discard a sequence of stored Document images to revert to the latest accepted version of a data object.

Role A user identity, defined as the combination of a particular job done for a particular organisation.

Secondary Command A command that is entered on the Action line of the screen to continue or end the current transaction, or to start a related transaction.

Security Privacy and protection of data from unauthorised user access.

Security Object Any or all of the access security data objects: Collective, Individual, Job, Location, Organisation, Role, and Session.

Segment

- a. On CHIEF a structural component of a Document, containing one or more fields. Depending on the data object type, a Document may consist of a single segment or segments of various types. Segments may be structured hierarchically and/or in sequence; segments of a recurring type are said to occur in segment sets.
- b. In EDIFACT a defined ordered set of functionally related elements bounded by a tag and a terminator. It is either a data or a service segment.

Server The provider of a service to one or more clients. In most cases CHIEF acts as the server to Trade clients.

Service

- a. On CHIEF, in the context of interactive users, a service is a set of functions within a system available to a user operating in a particular role at a particular location. These functions can be distributed across the network in different TP services. See also TP Service.
- b. In OSI the formally defined facilities provided by one layer to the layer above it.

Service Segment A segment used for message control, with a UNx tag and defined in the EDIFACT standard.

Session

- a. For a CHIEF user, the period of time between sign-on and full sign-off during which the user has access to a CHIEF service.
- b. Within a network context, the use of an end-to-end connection to perform a sequence of application related activities. Rules for the set up and use of sessions between CSPs and CHIEF are defined in the TIS. The following types of session are identified:
 - user session
 - client session
 - OSI session

Session Connection A connection between two communicating OSI session entities.

Sign-On/Off The act of gaining or relinquishing access to the system.

Simplified Clearance Procedure (SCP) A procedure which allows approved exporters and agents to declare goods, not requiring special control, for export before shipment using commercial documents or SADs containing a minimum of information and to provide full statistical information after shipment. The pre-shipment advice can be submitted on paper to Customs, for entry to CHIEF; or submitted directly to CHIEF from the trader's inventory system. The full post-shipment declaration must be input either by the trader, or by Customs staff from information submitted on paper. See also Abbreviated Entry (AE). Under New Exports electronic submission is required.

Simplified Procedure for Import Clearance (SPIC) Simplified procedure for import clearance of goods worth less than a certain value. Also known as Simplified Procedure for Import.

Simplified Procedure Value (SPV) A scheme for fresh fruit and vegetables to derive a value for customs purposes based on the quantity of the goods rather than an invoiced amount.

Single Administrative Document (SAD) An eight-part customs document developed by the Commission to simplify and harmonise customs information requirements, facilitate trade and the computerised communication of customs data within the Community.

Special Clearance (FAS) When certain conditions prevail, it is a means by which HMRC can 'clear' FAS entries, and other FAS Transactions, without resorting to the normal Accounting checks. Without Special Clearance switched on, those 'cleared' would normally have been placed into the FAS 'suspense' queue.

Specific Duty Duty based on the unit quantity (for example kilogram, or litre) of goods.

Split When goods declared by a single Export Entry are moved by separate movements then the consignment is said to have been 'split'.

Standard Exchange Relief (SER) The system of giving relief on replacement goods imported in exchange for goods exported or to be exported from the UK for repair outside the Community.

Standing Data Reference data held on the CHIEF IES to enable the business transactions to be processed.

Store The facility of a user to suspend an update transaction, for example because of outstanding Document errors. Not to be confused with the act of "Committing" a data object (or amendments to a data object) to the database.

Stuffed Data is said to be "stuffed" into an element when a UN Standard Message (UNSM) does not include a suitable element for the data and the data is mapped into an element in the UNSM defined for another purpose. This avoids the need to specify a bespoke message.

Substantive Data which has been accepted at some stage in its life-cycle.

Supervising Office The Customs Office responsible for Authorised Premises.

System Access The second stage of sign-on in which an authenticated individual is granted access rights to a system on the basis of his requested role and operating location. The result is an operating clearance within the system which persists for the duration of the system session. The user may dynamically initiate further system sessions with the same or other systems of the network.

System Message An unsolicited message addressed to a range of active destinations (terminals, users, locations) concerning some event or topic. The manner in which the message is brought to their attention is a function of the local system supporting the particular destination device. The term "broadcast" is sometimes descriptively used to refer to a system message having wide distribution.

System Session A more specific use of the term "session" and limited to the period of time for which the user is connected to a system.

T1 A Community Transit document for goods moving under the full CT T1 procedure but which are either: not in free circulation (including goods which are subject to a claim for remission on repayment of customs duty, for example IPR); or subject to a claim for export refund under the CAP and are being exported from the Community.

T2 A Community Transit document for goods in free circulation moving under the full CT procedure.

T2L A Community Transit document for goods in free circulation not moving under the full CT procedure but the document is being used to provide evidence of the Community status of the goods.

Tag Identifier for an EDIFACT segment, composite or simple element (XXX, Cnnn or nnnn respectively) used to reference it in segment definitions and directories.

Tariff The HMRC Integrated Tariff of the United Kingdom, which sets out information on tariff and other revenue-related measures that affect the import, export and transit of goods. The Tariff includes details of prohibitions and restrictions, requirements for DoTI and CAP licensing, and the commodity codings which are used in compiling trade statistics.

Technical Interface Specifications These define the applications related interfaces between CHIEF and other systems.

Temporary Sign-Off The state into which a user's session is placed following a period of inactivity, or (if the terminal is fitted with a badge reader) upon removal of the user's badge. From this state, re-authentication will be required before further inputs are accepted.

Terminate In the context of a Tariff commodity, to delete the commodity. See Delete.

Third Countries Countries which are outside the customs territory of the Community, also referred to as non-Community countries.

TP Service Transaction processing service, an environment in which both interactive and off-line work is processed by application programs.

Transaction A series of interactions between a user and a CHIEF service which perform a particular task. A transaction is initiated and terminated in accordance with rules defined by the application and HCI. See also Accounting Transaction.

Transaction Group An identifier for a set of primary commands for the purposes of controlling facility access. A command may be declared within several transaction groups.

Transfer of Residence (TOR) The permanent transfer into a customs territory of a person's personal and household effects including vehicles, subject to certain conditions.

Transports Internationaux Routiers (TIR) A system involving the issue of a carnet to road hauliers which allows loaded vehicles to cross national frontiers with minimal customs formalities.

Triangulation The system whereby goods are despatched from the Community by being exported from one member state and returned to the Community by being imported into another member state.

Two-stage Release A security arrangement by which amendments to Standing Data are subject to authorisation. The information entered by one Customs official must be checked by a supervisor before it can result in an approved change to the system's reference data.

User Any person with access to facilities on the network. A user of a system within the strategic architecture is an individual performing a role. The terms individual and role are used to reflect precisely the attribute of the user that is of concern. For example user authentication is responsible for identifying the user as an individual who will be accountable for actions taken by the user whereas the users who need to access particular data will usually be identified by role (job function).

User Session A sequence of interactions between a user and a system bounded by an authentication procedure (sign on) and a termination procedure (sign off). In the case of a trader accessing CHIEF via a CSP, his user session may be with the CSP system rather than CHIEF with the CSP system providing the client of the CHIEF service and being responsible for establishing the client session with CHIEF on behalf of the trader.

Valid Data in which the system has detected no errors.

Validation The checking of input data to ensure that it meets pre-defined rules. There are two recognised types of validation: Primary Validation and Secondary Validation. Primary validation is without reference to the database and includes such checks as static range validation, permitted character classes (eg alphabetic or numeric) and format validation (eg dates and time formats). Secondary validation is performed within the application and includes validation against the database of allowable data values (eg country codes) together with cross field validation. Secondary validation includes all validation not encompassed by Primary validation.

Valuation Declaration A form on which an importer (or other eligible person) declares the method of valuation and the elements involved in calculating the value for import duty purposes.

Valuation Method The basis of valuation of an Import Entry item, as declared on the Single Administrative Document.

Variable Charge (VC) A special charge, comprising a fixed and a variable element, applicable to goods processed from certain basic agricultural products.

Violation An attempt - whether malicious or not - to breach the security of a system facility or data object. Any such attempt will be detected and prevented and the incident logged for investigation by authorised roles.

Warehouse A location or registered premises approved by Customs for storage, processing, or production of goods without payment for some or all of the duties or other charges to which the goods are potentially liable.

END OF SECTION 2

3. ABBREVIATIONS

A&CG	Accountant & Comptroller General (HMRC)
ACA	Accession Compensatory Amount
ACSS	Accessionary States
ADD	Anti-Dumping Duty
ADJTD	Adjusted
ADP	Automatic Data Processing
AER	Anticipated Export Report
AEO	Authorised Economic Operator
AFC	Advanced Fixing Certificate
AI	Additional Information
ALVS	Automatic Licence Verification System
AOCT	Associated Overseas Countries and Territories
APPORT	Apportionment
ASAP	As soon as possible
ASUS	Authorised system user
ATCF	Air Transport Charge Factor
AWB	Air Way-bill
BACS	Bankers Automated Clearing System
BCAA	Border Clearance Agents Association
BFWD	Brought Forward
BERR	Department for Business, Enterprise & Regulatory Reform
BM	Berthing Master
BT	British Telecommunications plc
BTI	Binding Tariff Information
CAC	Computer Assisted Clearance
CACS	Customs Additional Codes (Exports)
CACX	Computer Assisted Clearance Exclusion
CANC	Cancel
CAP	Common Agricultural Policy
CAR	Common Access Reference. An element in the UNH service segment used to link related EDIFACT messages to the same data record.
CC	Customs Check; Countervailing Charge
CCS	Customs Clearance Status
CCCN	Customs Co-operation Council Nomenclature
CCDT	Customs Check Details

CCPR	Customs check profile
CCR	Customs Clearance Request
CCT	Common Customs Tariff
CCTA	Central Computer and Telecommunications Agency
CD	Customs Directorate
CECAS	Customs and Excise Central Accounting System
CFCT	Conversion factor
CFST	Customs Freight Simplified Procedures
CFWD	Carried Forward
CG	Country Group
CGRP	Commodity group
CHAP	Chapter
CHIEF	Customs Handling of Import and Export Freight
CHIEF/IES	CHIEF Import and Export System.
CHQD	Customs Headquarters Department
CIE	Customs Input Entry (as opposed to DTI).
CIF	Cost, Insurance and Freight
CITES	Convention on International Trade in Endangered Species of Wild Flora and Fauna
CITOPS	Customs & International Trade Operations
CLCT	Customs Location
CLRNC	Clearance
CNCL	Cancel
CNSGE	Consignee
CNSGR	Consignor
CNSGT	Consignment
CNTRL	Control
CNTRY	Country
COD	Country of Destination; Country of Dispatch
COO	Country of Origin
CPC	Customs Procedure Code
CR	Credit
CRED	Credibility
CRN	Customs Registered Number
CRRN	Currency
CS	Continental Shelf

CSMC	Client Session Management Commands. Information passed by HCI or EDI users to the session service in order to set up sessions (and hence connections) with the server system.
CSP	Community Systems Provider. Operator providing the trade with DTI access to CHIEF and other services, such as, inventory control at a location. CSP may be use to refer to a system providing such facilities, including the email service provided by HMRC (EDCS).
CT	Community Transit
CTI	Community Transit Identifier
CTRL	Control
CUSDEC	The Customs Declaration UNSM. Defined subsets of its 1990 version are used to enter Trade import and export declarations to CHIEF.
CUSRES	The Customs Response UNSM. Defined subsets of its 1990 version are used by CHIEF to respond to Trade import and export CUSDEC declarations with acceptance, clearance and/or error information.
CVC	Countervailing Charge
DAN	Deferment Approval Number
DAVIS	Delayed Accounting for VAT at Import Scheme
DCF	Discounted Cash Flow
DD	Duty Deferment
DDS	Duty Deferment Suite
Defra	Department of the Environment, Food and Rural Affairs
DEP	Designated Export Place
DES	Designation for the CHIEF formal design and interface specification document series.
DESC	Description
DEST	Destination
DETN	Detain(ed)
DISCH	Discharge; Discharged
DISP	Dispatch
DIV	Division
DOBJ	Data Object
DOC	Document
DOTI	Department of Trade & Industry. This government department is now known as BERR.
DPO	Documentary Proof of Origin
DR	Debit
DTI	Direct Trader Input (as opposed to CIE).

DTY	Duty
DUCR	Declaration Unique Consignment Reference
EAD	Export Accompanying Document
EC	European Community
ECE	Economic Commission for Europe
ECI or ECIS	Export Consignment Identifier(s)
ECN+	EDI/CSI Node Plus
ECS	Export Control System
ECOSOC	Economic and Social Committee
ECSC	European Coal and Steel Community
ECU	European Currency Unit
ECWW	Ex-Customs Warehouse Warrant
EDCS	Electronic Data Capture Services. HMRC system providing the email interface to CHIEF.
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport. The ISO reference standard (ISO 9735) for CHIEF EDI.
EEC	European Economic Community
EEDT	Earliest Effective Date & Time
EEIT	Export Entry item
EEWA	Ex-Excise Warehouse Advice
EFDT	Effective Date & Time
EFTA	European Free Trade Association
EORI	Economic Operator Registration and Identification
EPP	Entry Processing Point
EPS	Entry Processing Station
EPU	Entry Processing Unit
ERN	Export Reference Nomenclature
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EU	End Use
EWTYP	Entry or Warrant type
EX	Export(s)
EXC	Excise
EXCH	Exchange
EXCL	Exclude or Excluded

EXCLN	Exclusion
EXCSTMS	Ex-Customs
EXH	Ex-Hold
EXS	Exit Summary Declaration
FAF	Free at Frontier
FAS	Flexible Accounting System
FC	Free Circulation
FEC	Front End Credibility
FEDT	First Effective Date
FLEC	Forwarders Local Export Control
FOB	Free On Board
FRO	Freight Report Outbound. The IATA message for export declarations converted by a CSP to a CHIEF CUSDEC export message.
FZ	Free Zone
GATT	General Agreement on Tariffs and Trade
GD	Government Department
GDN	Government Data Network
GOSIP	(UK) Government OSI Profile. Defines OSI and EDI compliance rules for UK public sector procurement.
GOSIP-T	Government Open Systems Interconnection Profile - Transport Model (CCTA)
GRP	Group
GRT	Gross Registered Tonnage
GSP	Generalised System of Preferences
GTEE	Guarantee
GTOT	Grand Total
GVS	General Valuation Statement
HCI	Human Computer Interface – used on CHIEF to describe the complementary interface to EDI for screen based interactions with human users.
HDR	Header
HMI	Horticultural Marketing Inspectorate
HMRC	H.M. Revenue and Customs
HQ	Headquarters
HS	Harmonised System
I/O	Input/Output
IA	EDIFACT Interchange Agreement – defines all aspects of the relationship between EDIFACT trading partners.

IATA	International Air Transport Association
IBAP	Intervention Board for Agricultural Produce (now RPA)
ICAB-02	The Fujitsu proprietary standard which defines the syntax for screen presentation used on the HCI.
ICAW-02	The Fujitsu proprietary standard which defines the syntax for printing over the transport service.
ICD	Inland Clearance Depot
ICS	(Import) Clearance Status
ID	Identity or Identifier
IEIT	Import Entry Item
IENT	Import Entry
IERA	Import Entry Reason for Amendment
IEVR	Import entry version
IM or IMS	Import(s)
IMMED	Immediate
IMP or IMPS	Import(s)
INSRNC	Insurance
INTRGN	Interrogation
INV	Inventory
IPR	Inward Processing Relief
IRD	Inland Rail Depot
ISC	Import Security Certificate
ISO	International Standards Organisation
ITD	Information Technology Directorate
IT	Information Technology
ITE	Item
ITLN	Item Tax Line
KEL	Known Error List
LAI	Listing Action Indicator
LCNC	Licence
LCO	Local Control Office
LCP	Local Clearance Procedure
LDCS	Local Data Capture System
LDDC	Least Developed Developing Countries
LDNG	Loading
LEC	Local Export Control
LEDT	Latest Effective Date & Time

LI	Licence Identifier
LIAB or LIABS	Liability or Liabilities
LIBOR	London Inter-Bank Borrowing Offer Rate
LIC	Local Import Control
LOCG	Location of Goods
LOCN	Location
LV	Low Value
LVO	Local VAT Office
MAX	Maximum
MCA	Monetary Compensatory Amount
MCD	Miscellaneous Cash Deposit (type)
MCP	Maritime Cargo Processing
MIC	Management Information Code
MIN	Minimum or Minimus
MIP	Minimum Import Price
MIS	Management Information System
MISC	Miscellaneous
MOP	Method Of Payment
MS	Manual System
MS	Member State
MSG	Message
MSS	Management Support Service
MTHLY	Monthly
MUCR	Master Unique Consignment Reference
N/A	Not applicable
NAT	National or Nationality
NBD	Noticeboard
NCH	National Clearance Hub
NCTS	New Computerised Transit System.
NECA	National Export Control Application (for the UK this is ECN+)
NEI	Notification of Entry Input
NES	National Exports System
NIDAC	National Import Duty Adjustment Centre
NIRU	National Imports Relief Unit
NM	Name
NO or NUM	Number
NOAMT	Nationality of Active Means of Transport

NON-STAT or NS or NSTAT	Non-Statistical
NOTFN	Notification
O/R	Originator/Recipient
OCT	Overseas Countries and Territories
OGD	Other Government Department
OMGS	Other Materials, Goods and Services
OMS	Other Member State
ODEP	Office of Departure (HMRC)
ODES	Office of Destination (HMRC)
OPR	Outward Processing Relief
OR	Operational Requirement
ORG	Organisation
ORIG	Original
OS	Outstanding
OSI session	The duration of an OSI session connection is referred to as an OSI session. A client session can use different OSI sessions at different times.
OTF	Outfield
OVR	Override
PAR or PARS	Parameter(s)
PARAM or PARAMS	Parameter(s)
PAS	Postponed Accounting System
PAYAGT	Paying Agent
PAYT	Payment
PC	Personal Computer
PCA	Post Clearance Action
PCAC	Post Clearance Action Code
PCKGS	Packages
PCT	Percentage
PFC	Processing for Free Circulation
PHSI	Plant Health & Seeds Inspectorate
PID	Personal Identification Device
PIN	Personal Identification Number
POI	Port of Importation
POSTSHIP	Post-shipment

PR	Prohibitions and Restrictions
PRD	Period
PREF	Preference
PRESHIP	Pre-Shipment
PROC	Procedure
PRTY	Priority
PSA	Pre-Shipment Advice.
P2P	Permission to Progress
QA	Quality Assurance.
QTA	Quota
QTY	Quantity
QV	Quantity and Value
QW	Queen's Warehouse
RA	Regulatory Amount
RAR or RARS	Reason for Accounting Rejection(s)
RC	Registered Consignee
RECD	Received
RECON	Reconciliation
REF	Reference
REG	Registered
REJN	Rejection
REP or REPS	Report(s)
REPAY	Repayment
REQ	Request
REQD	Required
RESP	Response
REST	Restriction
RESTD	Restricted (Security classification)
RESTR	Restricted
REV	Revenue
RFA	Reason For Amendment
RFS	Reason For Security
ROE	Route of Examination
RPA	Rural Payments Agency
RUA	Remote User Agent
S/W	Software
SAD	Single Administrative Document

SATU	Statistics and Analysis of Trade Unit
SDP	Simplified Declaration Procedure
SCTY	Security
SHPT	Shipment
SOE	Status Of Entry
SOM	Start of Message Marker.
SPCL	Special
SPDU	Session Protocol Data Unit
SPV	Simplified Procedure Values
SRD	System Requirements Definition
SSDU	Session Service Data Unit
STD	Standard
STMNT	Statement
STN	Station
STRD	Stored
SUPP	Supplementary
SUSP	Suspense
TARIC	Tarif Integre Communautaire
TBA	To be advised
TDI-AP	Trade Data Interchange Application Protocol. A term defined in UNCID to describe specified application-to-application EDI dialogues.
TDR or TRDR	Trader
TECS	Trace Escape Computer System
TFR	Transfer
TGL	Temporary Guarantee Limit
TI	Temporary Importation
TIR	Transports Internationaux Routiers
TIS	Technical Interface Specification. The BT contractual deliverable defining the application interface between CHIEF and Trade systems.
TL	Tax Line
TOR	Transfer of Residence
TOT	Total
TPMS	Transaction Processing Monitoring System
TRED	Trader Retention of Entry Documentation
TRI	Tax Rate Identifier
TRPT	Transport

TSAP	Transport Service Access Point. The address identifying the end point of one or more transport connections. TSAPs are assigned for the different CHIEF services.
TTYP or TTYPE	Tax Type
TURN	Trader's Unique Reference Number
TXN	Transaction
TXNS	Transactions
UA	User Agent
UBDG	User Badge
UCR	Unique Consignment Reference.
UK	United Kingdom
UN/ECE WP4	United Nations Economic Commission for Europe Working Party 4 – responsible for EDIFACT.
UNCID	UNiform rules of Conduct for Interchange of trade Data by teletransmission – International Chamber of Commerce document which specifies recommended procedures for EDI.
UNSM	UN Standard Message – given a 6 alpha character name.
UNTDED	UN Trade Data Elements Directory (ISO 7372).
UOQ	Unit of Quantity
VA	Value Assessment
VAD	Value Added Data
VAL	Value
VAT	Value Added Tax
VAX	VAT Exception
VC	Variable Charge
VDI	Valuation Declaration Identifier
VDU	Visual Display Unit
VFV	Value for VAT
VMFC	Validation Method for Country
VQFC	Valid Quantity for Commodity
WARR	Warrant
WHSE	Warehouse
WT	Weight
XFER	Transfer

END OF SECTION 3

4. GLOSSARY AND REFERENCES**4.1. Glossary****4.2. References**

Ref No.	Title	Document reference
1.		
2.		
3.		
4.		
5.		
6.		
7.		

END OF SECTION 4

5. DOCUMENT CONTROL

5.1. Document History

Issue No.	Date of Change	IC No.	Details of changes
4.0	29/10/93		Formal issue for agreement
4.1	01/01/94		Syntegra Corporate re-issue
5.0	23/03/95		Re-issue due to MDS Validation activity
5.1	31/08/95		Re-issue due to incorporation of minor changes to facilitate conversion to Electronic Documentation
6.0	13/06/02	CR 228	Converted to Word. Updated to include New Exports terms
6.1	13/05/09	CN 313 IC6313 CN 342/01 IC6342	Merged glossary from DES 110 into this one. General changes to formatting to make document more consistent with other CHIEF user manuals. Removed obsolete references. Changed name of document to "CHIEF GLOASSARY AND ABBREVIATIONS" <u>Changes for release 31</u>
6.2	04/12/09		Removed BT logo and BT specific details

5.2. Revision Record

Revision Number	Date	Name	Signature

The above table is to be used for recording the incorporation of minor revisions into the document; that is, revisions issued as changed pages only. This page must be retained in the document until such time as the complete document is re-issued.

5.3. Configuration Management

5.3.1. Document Configuration

a) Title:	CHIEF GLOSSARY AND ABBREVIATIONS
b) Reference:	USM 102
c) Privacy marking:	X<>
d) Status:	Agreed for use
e) Owner	Jenny Arentsen
f) Change Authority:	CHIEF Document Controller
g) Location of master copy:	
Paper:	CHIEF Library
Electronic:	System: http://aspireportal/sites/CHIEFTRANS/Knowledge%20Management%20%20Transfer Directory: \Redocumentation Project\USM\ Filename: USM102 - CHIEF User Guide Glossary.doc Format: Word 2003
h) Suggested Distribution:	Project Library HMRC

5.3.2. Document Signatories

Approver:		Author:	
Signature:		Signature:	
Name:	Jenny Arentsen	Name:	Pradeep Agarwal
Date :		Date :	

END OF DOCUMENT