IMPORT VERIFICATION SYSTEM REPORTING PROCEDURES

(A) **GENERAL**

The Import Verification System (IVS) was introduced on 15 August 2011 to enable Authorised Dealers to authenticate electronic or printed versions of SARS Customs import declaration forms received from their customers. The IVS will be linked to the FinSurv Reporting System by supplying either a Movement Reference Number (MRN) or a transaction reference number.

(B) **DETAILS REQUIRED PER TRANSACTION REPORTED VIA THE FINSURV REPORTING SYSTEM.**

To ensure correct reporting, all transactions related to an import transaction by using categories and sub-categories 101/01 to 101/10 or 103/01 to 103/10 or 105 or 106 the transactions must be reported with either an invoice number or a Movement Reference Number (MRN) in the import export control number field. In the case of a customer with an Imports Undertaking, the MRN is not mandatory if categories and sub-categories 102/01 to 102/11or 104/01 to 104/11 are used.

In respect of goods already received in the Republic where a release notification with a MRN has been issued by Customs, the MRN is in the following format:

AAACCYYMMDD1234567 where

- AAA refers to a valid Customs Office Code
- CC refers to the century
- YY refers to the year
- MM refers to the month of the year
- DD refers to the day of the month
- 1234567 refers to the 7-digit number issued by Customs

In cases where a Customs release notification is not available since the goods have not been cleared by Customs, the invoice number which represents the payment offshore must be supplied. A prefix INV must be supplied followed by the invoice number related to the payment effected, i.e. INV0000123. The invoice number supplied by the importer to the Authorised Dealer must also be supplied to Customs to be reflected on the SARS Customs import declaration form. In the case of bulk payments against multiple invoices, only one invoice number must be consistently supplied to Customs and the Authorised Dealer.

In addition, the Customs Client Number ("CCN") is mandatory to be completed with import transactions and a valid CCN of the relevant importer must be reported in an 8-digit format in the Customs Client

number field. If the CCN is less than 8-digits, zeros must be inserted in front of the number.

Resident importers making import payments under the single discretionary allowance (SDA) dispensation must have a valid customs client number (CCN) which must be recorded in the Customs Client Number field of the Reporting System. However, it is not required to submit an Import Control Number. If an Import Control Number is available, it can be recorded in the Import Control Number field, subject to the normal validations. The subject in the Subject field must be SDA.

(C) PROCESSES AVAILABLE TO AUTHENTICATE THE CUSTOMS RELEASE NOTIFICATION.

A web service or a web site is available to submit data to the IVS to authenticate SARS Customs import declaration forms or to conduct enquiries on specific import transactions.

The web service is an inter-active service, which communicates electronically and automatically with the SARB in respect of import transactions via XML files per transaction.

The web site is a web site supplied by the SARB to authenticate or conduct enquiries in respect of import transactions.

(D) PROCEDURES TO FOLLOW IN THE EVENT OF THE NON-AVAILABILITY OF THE WEB SITE OR WEB SERVICE.

In the event of a communication error between the SARB and the Authorised Dealer to authenticate or to enquire about a Customs release notification, Authorised Dealers may not delay payments as a result of the non-availability of the web service or web site.

Authentication of a Customs release notification may be delayed until the IVS is accessible via the web server or web site. The reporting of the BOPCUS transaction may however not be delayed as a result of the non-availability of the web service or web site since the transaction will not be rejected as a result of the non-availability of the IVS authentication process.

(E) THE SARB IMPORT VERIFICATION SYSTEM WEB SITE

Authorised Dealers, who have opted to use the SARB web site to authenticate the SARS Customs Declaration Form, must follow the following steps:

(i)   Open the website https://bsd.resbank.co.za/ivs2/faces/login.jsp

(ii) Complete the Username. The Username is not case sensitive.

(iii) Complete the assigned Password.

(iv) Complete the Authorised Dealer code in the Institution field.

(v) Once the web site has opened, the type of transaction must be selected, which could be one of the following:

(a) Enquiry; or
(b) Verification of a Customs import declaration form

(vi) If Verification is selected, a further option must be selected, which could be one of the following:

(a) No MRN
    (aa) No MRN; or
    (a) No MRN – Data not received from SARS
(b) Non Resident Rand Account
(c) Advance Payment

(vii) If Enquiry is selected, a further option must be selected, which could be one of the following:

(a) Movement Reference Number (MRN); or
(b) Customs Client Number (CCN); or
(c) Customer Name; or
(d) BOP category totals; or
(e) All Outstanding documents; or
(f) Totals for the Authorised Dealer; or
(g) Transport Document Number; or
(h) Description; or
(i) BOP Transaction Reference for an Authorised Dealer; or
(j) LRN; or
(k) IVS Reference Number; or
(l) MRN Confirmation Reference Number.

(viii) An IVS Reference will always be issued by the web site to confirm that an enquiry or verification has been executed, which will be used as an audit trail.

(ix) A MRN Confirmation Reference will always be issued by the web site to confirm that a MRN has been verified and accepted on the IVS database, which will be used as an audit trail

(F) **VERIFICATION OF SARS CUSTOMS DECLARATION FORMS VIA THE WEB SITE**

(i) No MRN

     (a)   In cases where goods have been paid for in advance, but the goods will not be received in the Republic due to circumstances beyond the control of the importer, such transactions must also be recorded in the IVS to update the reminder system of the IVS. Since the goods will not be received, no Customs release notification will be issued and no MRN will be available. With regard to transport documents, it is possible that the documents are available to the importer and must then be captured. If it is not available, the field may left be empty. A MRN Confirmation Reference will be issued if the transaction is successful.

     (b)   A valid Customs Client Number must be supplied in the correct format.

     (c)   The transport document number, if available, must be completed without any spaces or special characters including ", -, +, =, _, /, \, [,], {, }, &, *,#, @, etc.

     (d)   The BOP transaction Reference Number, generated by the Authorised Dealer's FinSurv Reporting System, in respect of the actual advance payment effected to import the goods, must be completed.

     (e)   The BOP Sequence number, generated by the Authorised Dealer's FinSurv Reporting System, in respect of the actual advance payment transaction, must be completed.

     (f)   The BOP Sub-sequence number, generated by the Authorised Dealer's FinSurv Reporting System, in respect of the actual advance payment transaction, must be completed.

     (g)   A description giving details why the goods will not be received in South Africa, must be completed.

     (h)   Once all the mandatory fields have been completed, the IVS transaction must be submitted, and if accepted, a MRN Confirmation reference will be supplied by the IVS to the Authorised Dealer.

(ii) MRN – Data not received from SARS

     (a)   In cases where the MRN is not stored on the IVS due to incorrect data received from SARS, Authorised Dealers must still update the IVS with the available information. Financial Surveillance Department will follow these transactions up with SARS and once the outstanding data has been received, the transaction will automatically be linked with the transaction reported via the FinSurv Reporting System. A MRN Confirmation Reference will be issued if the transaction is successful.

     (b)   A valid MRN must be supplied in the correct format.

     (c)   A valid Customs Client Number must be supplied in the correct format.

     (d)   The transport document number must be completed without any spaces or special characters including ", -, +, =, _,/, \, [,], {, }, &, *,#, @, etc.

(e) The Description "MRN NOT ON IVS" will be applicable.

(f) The BOPCUS message must be submitted with an indicator "Y" in the NoMRNonIVS field be accepted by the SARB database.

(iii) Non-Resident Rand Accounts

(a) Since no FinSurv Reporting takes place when an importer effects a payment to a non resident account conducted in Rand, no BOP Transaction reference Number is available, however, a Customs Release Notification will be issued to the importer. To update the IVS, the data must be captured in the IVS.

(b) A valid MRN must be supplied in the correct format.

(c) A valid Customs Client Number must be supplied in the correct format.

(d) The transport document number must be completed without any spaces or special characters including ", -, +, =, _,/, \, [,], {, }, &, *,#, @, etc.

(e) If the MRN, Customs Client Number and Transport document number combination is correct, a MRN Confirmation Reference will be issued as evidence to the Authorised Dealer that the document is valid and has been updated in the IVS.

(iv) Advance payment verification

(a) In cases where goods have been paid for in advance, such transactions must be recorded in the IVS once the goods have been received in South Africa. A MRN Confirmation Reference will be issued if the transaction is successful.

(b) A valid MRN must be supplied in the correct format.

(c) A valid Customs Client Number must be supplied in the correct format.

(d) The transport document number must be completed without any spaces or special characters including ", -, +, =, _,/, \, [,], {, }, &, *,#, @, etc.

(e) The BOP transaction Reference Number, generated by the Authorised Dealer's FinSurv Reporting System, in respect of the actual advance payment effected to import the goods, must be completed.

(f) The BOP Sequence number, generated by the Authorised Dealer's FinSurv Reporting System, in respect of the actual advance payment transaction, must be completed.

(g) The BOP Sub-sequence number, generated by the Authorised Dealer's FinSurv Reporting System, in respect of the actual advance payment transaction, must be completed.

(h) If the MRN, Customs Client Number and Transport document number, BOP transaction Reference Number and BOP Sequence and Sub-sequence number combination is correct, a MRN Confirmation Reference will be issued as evidence to

the Authorised Dealer that the document is valid and has been updated in the IVS.

(G) ENQUIRY VIA THE WEB SITE

(i) Movement Reference Number (MRN)

    (a) A valid MRN must be supplied in the correct format.

    (b) If the MRN is valid, the web site will indicate that the MRN is valid.

    (c) If transactions applicable to the MRN are available, the data can be downloaded in Excel format. Only the enquiring Authorised Dealer will be able to view their own transaction reference and sequence numbers. Transactions reported by other Authorised Dealers will reflect N/A as the transaction reference number and sequence number in the report.

    (d) The result can be downloaded in Excel format.

(ii) Customs Client Number (CCN)

    (a) An enquiry per Customs Client Number for a specific period can be requested. All transactions will be available as an excel download. Only the enquiring Authorised Dealer will be able view their own transaction reference and sequence numbers. Transactions reported by other Authorised Dealers will reflect N/A as the transaction reference number and sequence number.

    (b) A valid Customs Client Number must be supplied in the correct format.

    (c) The date from must be selected.

    (d) The date to must be selected.

    (e) The result can be downloaded in Excel format.

(iii) Customer Name

    (a) A customer name or a permutation thereof, must be captured in this field. A fuzzy search of the name will be conducted on the database.

    (b) The date from must be selected.

    (c) The date to must be selected.

    (d) The result can be downloaded in Excel format.

(iv) BOP category totals

    (b) The date from must be selected.

    (c) The date to must be selected.

    (d) The Category from must be captured.

    (e) The Category to must be captured.

    (f) The result can be downloaded in Excel format.

(v)   All outstanding documents of the Authorised Dealer.

    (a)   The purpose of this enquiry is to inform the Authorised Dealer which transactions are recorded on the BOPCUS database, but have not been verified in the IVS. This is the reminder system of all outstanding Customs Release Notifications, which must still be followed up with the importer.

    (b)   The date from must be selected.

    (c)   The date to must be selected.

    (d)   The result can be downloaded in Excel format.

(vi)   Totals for the Authorised Dealer.

    (a)   The purpose of this enquiry is to provide the Authorised Dealer access to Totals available on the IVS for a specific period for the enquiring Authorised Dealer.

    (b)   The date from must be selected.

    (c)   The date to must be selected.

    (d)   The result can be downloaded in Excel format.

(vii)   Transport Document Number

    (a)   The purpose of this enquiry is to obtain all transactions with a specific Transport Document Number.

(viii)   All Description

    (a)   The purpose of this enquiry is to inform the Authorised Dealer which transactions are recorded with a Description as well as the type of Description. The date from must be selected.

    (b)   The date from must be selected.

    (c)   The date to must be selected.

    (d)   The result can be downloaded in Excel format.

(ix)   Transport Document Number.

    (a)   The purpose of this enquiry is to identify the MRN or MRN's with the same Transport Document Number.

    (b)   The result can be downloaded in Excel format.

(H)   **ADMINISTRATOR**

Authorised Dealers must control access to the IVS. Each employee, who will be responsible to verify or do enquiries on the IVS must be allocated with a Username and Password. This information will be used to keep an audit trail of all transactions via the IVS.