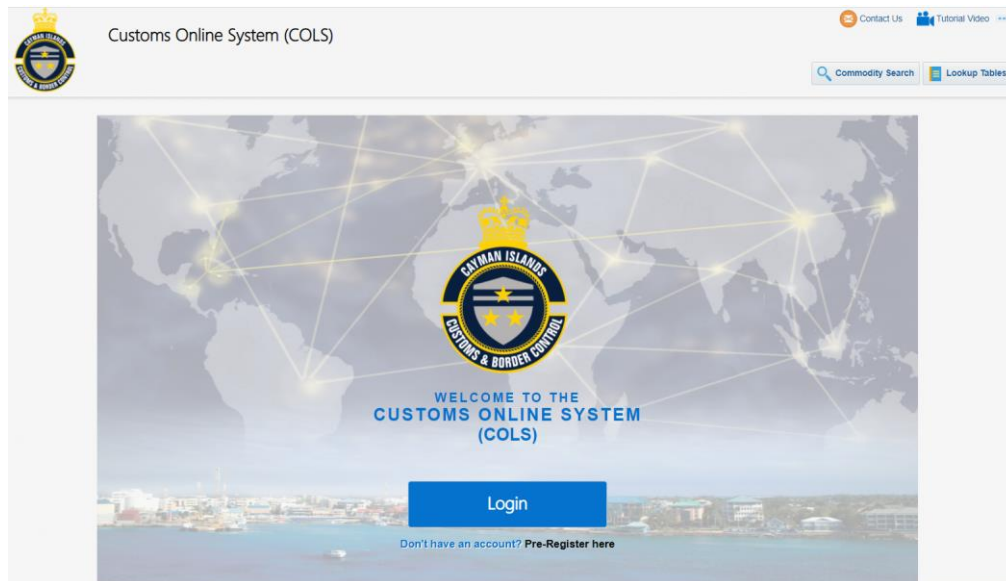


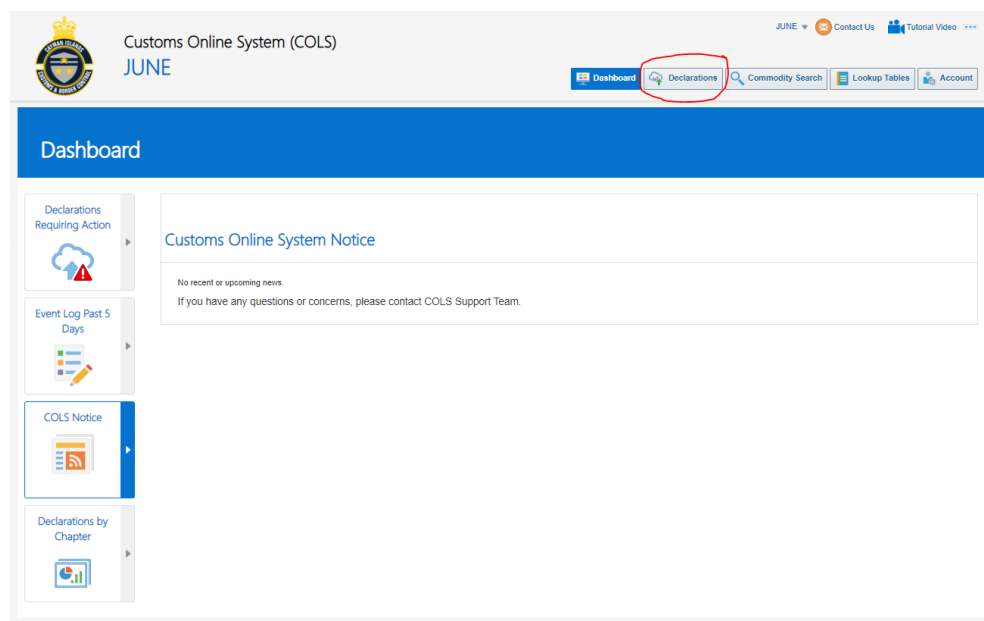
COLS 101

How to Delegate a Duty Relief

Access the COLS website and login.



Once logged in, the Dashboard page is seen and defaulted to the "COLS Notice" board. This screen shows any notification from CBC to all users of COLS. Select "Declarations" from the top right menu options.



Setting up a Delegation

After selecting “Declarations” from the top right menu options, Seen on the left side of the screen is the Main menu for the Declarations page.

Click the “Procedure Delegations” option.

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Dashboard Declarations Commodity Search Lookup Tables

Enter Declaration

0% 100%

TIN 20573568 Name TRADER TWENTYONE

Information

Please ensure that you have scanned all of the required documents for the commodities you are declaring. You will be prompted to upload the bill of lading or air waybill and any invoices associated with your goods, but may also be required to provide additional documents depending on the type of products you are importing. Help information is provided on a number of screens and can be accessed by clicking the information icon.

Cancel Next

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Procedure Delegations Page

The Procedure Delegations page will show all delegations that have ever been actioned.

To add a new Delegation click the “Add” button.

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Dashboard Declarations Commodity Search Lookup Tables

Delegation Of Procedure to a Third Party

View Add Export Detach

Identification Number (TIN)	Person or Organisation	Effective Date	Expiry Date	Remarks	CBC Remarks	Status	View	Procedure
20573557	THRTEEN	7/9/2024	07-Sep-2024	one degree sep...		Accepted	Edit	ONE DEGREE SEPARATION
20573555	EIGHTEEN	7/9/2024	07-Sep-2024	TESTING THE ...		Accepted	Edit	BIDMAT R-TEST
20573579	twentyeight	5/14/2024	13-Jul-2024	testing to see in ...		Accepted	Edit	delegate test
20573575	TWENTYFIVE	5/7/2024	08-Jul-2024	REJECTION TE...		Accepted	Edit	REJECTION TEST

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The requirements to action the delegation now appears.

Procedure

Identification Number (TIN)

Person or Organisation

Effective Date

Remarks

Steps:

1. Click the Magnifying glass to produce a list of all Duty Reliefs that apply to the Account. Select Duty Relief and click the “OK” button at the bottom.

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Dashboard Declarations Commodity Search Lookup Tables

Enter Declaration
XML Upload
View Declarations
View Historical Declarations
Agent Authorisation
Procedure Delegations

Delegation Of Procedure to a Third Party

Procedure

Identification Number (TIN)

Person or Organisation

Effective Date

Remarks

Cancel

Search and Select: Procedure

Search

Match ☒ All ☐ Any

Code

Title

Search Reset

Title
8274 JIRA RETEST 1
8311 N 8312
BLD MAT
BLD MAT CODE TEST 6
BLD MAT CODE TEST 6
BLD MAT CODE TEST 6
BLDMAT R-TEST
BLDMAT2
CNCSN TEST 2B
Card 8233 Test. Waiver on COST only not CIF.

OK Cancel

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2. Enter the TIN of the trader who will be receiving the Delegation.
3. Type in the Name of the Trader receiving the Delegation.
4. Set the Effective date by clicking the Calendar and choosing the date. **Note: The Effective date must be within the effective and expiry date of the Duty Relief.**
5. Enter the Reason for the Delegation in the “Remarks” area.

Once all of this information has been entered, click the “Submit” button at the bottom of the screen.

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Dashboard Declarations Commodity Search Lookup Tables

Enter Declaration
XML Upload
View Declarations
View Historical Declarations
Agent Authorisation
Procedure Delegations

Delegation Of Procedure to a Third Party

Procedure: 8311 N 8312

Identification Number (TIN): 20573579

Person or Organisation: TWENTYEIGHT

Effective Date: 30-May-2024

Remarks: Delegation Set for Training Purposes.

Cancel Submit Save

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Once the submit button has been pressed the Procedure Delegations page will appear and now show the new delegation added.

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Dashboard Declarations Commodity Search Lookup Tables

Enter Declaration
XML Upload
View Declarations
View Historical Declarations
Agent Authorisation
Procedure Delegations

Delegation Of Procedure to a Third Party

View Add Export Detach

Identification Number (TIN)	Person or Organisation	Effective Date	Expiry Date	Remarks	CBC Remarks	Status	View	Procedure
20573579	TWENTYEIGHT	5/30/2024	29-Sep-2024	Delegation Set f...		Submitted	Edit	8311 N 8312
20573557	THRITTEEN	7/9/2024	07-Sep-2024	one degree sep...		Accepted	Edit	ONE DEGREE SEPARATION
20573555	EIGHTEEN	7/9/2024	07-Sep-2024	TESTING THE ...		Accepted	Edit	BDMAT R-TEST
20573579	twentyeight	5/14/2024	13-Jul-2024	testing to see in ...		Accepted	Edit	delegate test
20573575	TWENTYFIVE	5/7/2024	06-Jul-2024	REJECTION TE...		Accepted	Edit	REJECTION TEST

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The “Edit” button is the only button available at this point and it can only be used to adjust the Expiry Date.

Simply adjust the Expiry date and click the “Submit” button at the bottom of the screen.



Customs Online System (COLS)
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 Dashboard  Declarations  Commodity Search  Lookup Tables

 Enter Declaration
 XML Upload
 View Declarations
 View Historical Declarations
 Agent Authorisation
 Procedure Delegations

Delegation Of Procedure to a Third Party

Procedure8311 N 8312

Identification Number (TIN)20573579

Person or OrganisationTWENTYEIGHT

Effective Date30-May-2024

Expiry Date29-Sep-2024

RemarksDelegation Set for Training Purposes.

back

Submit

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