

SASP web client app.

USER Guide

(SASP = Single Authorisation for Simplified Procedures, that involves customs administrations of more EU Member States)



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1. ABOUT DOCUMENT

1.1. REVISION HISTORY

Revision number	Name	Revision date	Description of changes	Changes tracked
0.0	Jan Kalík	31. 1. 2015	Initial version	No
1.0	Jan Kalík	20. 3. 2015	Final version	No

1.2. ABBREVIATIONS AND GLOSSARY

Abbr.	Meaning
ASEO	Procedures With Economic Impacts, Simplified procedures and Electronic communication evidence
CA	Customs administration
DAN	Detail Analysis
DB	Database
GDC	General Directorate of Customs
HW	Hardware
IS	Information system
SASP	Single Authorization for Simplified Procedure, which involves the customs administrations of several EU Member States
SW IC	Information Centre of Single Window application

2. DOCUMENT PURPOSE

The purpose of this document is to describe the functionality of the application SASP Client.

On the basis of the international single authorization for the simplified procedure (hereinafter referred to as "SASP") and in accordance with Article 253h up to 253m of Commission Regulation (EEC) no. 2454/93 Implementing Regulations to Council Regulation (EEC) no. 2913/92 establishing the Community Customs Code, the goods may be released based on the existing customs procedure in one Member State, while the goods at the time of dismissal is located in the Czech Republic. In view of the fact that the reporting of statistical data within the scope of Extrastat and VAT in terms of the authorization SASP is the Czech Republic competence, it was necessary to set up a secure method of electronic communication between the licensee of the SASP and the Czech Customs Administration regarding the transmitting of necessary data for statistical and tax purposes.

The application SASP Client exists for this purpose. The application allows the holder of an authorization SASP to transmit the data generated from Customs declaration submitted through the customs system issuing by the Czech Customs Administration securely via the internet (as part of participating member state for the authorization for simplified procedures), which is then also securely transferred to the Czech Statistical Office and Czech Financial Administration.

2.1. HOW TO READ THIS DOCUMENT

User manual is divided into these chapters:

Application startup (reference [HERE](#))

This chapter describes startup of the application.

Application navigation (reference [HERE](#))

This chapter describes the general behavior of the application.

Namely, it describes using of the [NAVIGATION BAR](#), [REPORTS](#) that includes [SORTING](#) and [FILTERING](#) list of data (or features of buttons for navigating list of data.

Reports (reference [HERE](#))

In this chapter, the manual is focused on sending Reports for further processing in SW IC and evaluating the response message from SW IC.

Profile setup (reference [HERE](#))

This chapter describes what data is possible / necessary to register in order to post a report.

Access rights (reference [HERE](#))

This chapter describes the principle of granting access rights.

2.2. TECHNICAL DETAILS

2.2.1 APPLICATION STARTUP

To run the application, it is necessary to go to this link in an internet browser:
[HTTPS://WWW.CELNISPRAVA.CZ/CZ/STRANKY/LOGIN.ASPX?RETURNURL=%2FCZ%2FAPLIKACE%2FSTRANKY%2FSASPCLIENT.ASPX](https://www.celnisprava.cz/cz/stranky/login.aspx?RETURNURL=%2FCZ%2FAPLIKACE%2FSTRANKY%2FSASPCLIENT.ASPX)

[HTTPS://WWW.CELNISPRAVA.CZ/EN/PAGES/LOGIN.ASPX?RETURNURL=%2FEN%2FAPPLICATIONS%2FPAGES%2FSASPCLIENT.ASPX](https://www.celnisprava.cz/en/pages/login.aspx?RETURNURL=%2FEN%2FAPPLICATIONS%2FPAGES%2FSASPCLIENT.ASPX)

Authentication and authorization

Authentication and authorization is done by logging in using your username and password.

3. APPLICATION ENVIRONMENT

SASP Client Application is a web application that can be run in a web browser.

ATTENTION: If communication with ECR gate is secured by the signature of an electronic certificate, Internet Explorer version 8 or higher is required.

3.1. APPLICATION STARTUP

To run the application, it is necessary to go to this link in a web browser:

<HTTPS://WWW.CELNISPRAVA.CZ/CZ/APLIKACE/STRANKY/SASPCLIENT.ASPX>, or run the application through the top bar menu using menu Item “Application” on the website of GDC (reference [HERE](#)).

Type your login credentials for access.

Email:

Password:

Remember my login information

[New User](#)

[Get a new or reset a forgotten password.](#)

If the user does not have login credentials, click on “New user” and follow the instructions.

If you forget your password, click on the link “Get a new or reset forgotten password” and follow the instructions.

You can ensure that the Internet browser will always fill in entered username by selecting “Remember my login information”.

To log into the application you have to specify the credentials and press the “Login”.

3.2. APPLICATION NAVIGATION

SASP Client - Main page Logged: AD2003 Admin
Version: 1.0.7

New SASP Profile Settings About application

Status	Report year	Report month	Submit date ↓	Report version (CSV file)	Action
---		From --- To ---	From To		

After logging into the application, window displays basic information about the user logged in, the current version, the navigation bar and list of reports.

3.2.1 NAVIGATION BAR

New SASP Profile Settings About application

The navigation bar allows you to create a new report, set up a user profile and view information about the application. More detailed information is included in chapters [REPORTS](#) and [PROFILE SETUP](#).

3.2.2 LIST OF DATA REPORTS



Status	Report year	Report month	Submit date	Report version (CSV file)	Action
---		From --- To ---	From To		

The list of data can be sorted, filtered, and the rows can be edited using the function keys. More information about list of data can be found in the relevant [CHAPTER](#).

3.2.2.1 Sorting the list of data






Sorting the data's column in ascending order is done by clicking on its column name. Re-clicking on the column name is applied descending order. A list of letters abc, or zyx in the column names symbolizes the direction of sorting.

3.2.2.2 Filtering the list of data

Filtering the list is possible by entering key words of the column. Typing values into the column name and clicking on this button  is performed filtering according to the entered values. List of data is refreshed by clicking on this button .

3.2.2.3 Functional buttons

The list of data has its own specific possibilities to work with the row. These options are represented by the function keys placed in the right-most row.





























- Displaying the list of sent/received messages (data exchange) is performed by clicking on 
- Report can be edited by clicking on the 
- Display detail of report by clicking on the 
- Displaying report errors is performed by clicking on 
- The report, that has not been sent, can be deleted by clicking on 

3.3. REPORTS

3.3.1 LIST OF REPORTS

SASP Client - Main page Logged: AD2003 Admin
Version: 1.0.7

New SASP Profile Settings About application

Status	Report year	Report month	Submit date ↓	Report version (CSV file)	Action
---		From --- To ---	From To		 
Invalid	2015	January	19.03.2015 10:10	2	   
Invalid	2014	October	19.03.2015 09:28	2	   
Valid	2014	February	10.12.2014 15:12	1	 
Invalid	2014	March	10.12.2014 14:44	1	   
Invalid	2014	February	10.12.2014 14:43	1	   
Submitted	2012	January	01.12.2014 14:04	1	 
Submitted	2012	January	01.12.2014 13:55	1	 
Submitted	2012	March	28.11.2014 10:37		 
Valid	2014	February	04.11.2014 10:54	1	 

The main page that appears after logging in, shows [NAVIGATION BAR](#) a [LIST](#) of all reports that are in preparation or has already been sent.

The navigation bar allows you to submit a new report (see [FOLLOWING CHAPTER](#)) and set up a user profile (see the chapter [PROFILE SETTINGS](#)).

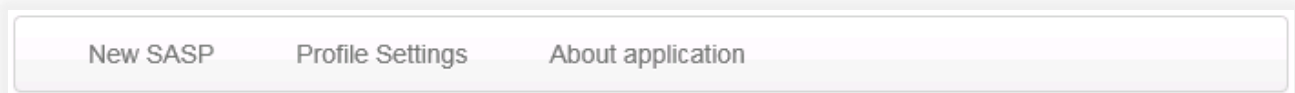
The list of report represents each individual report for a specific time period, i.e. per month + year. This list displays only those reports that has been sent by the logged user. So that the reports of other users (EORI), or other affiliates (Communication authorization) do not appear here.

The list shows the following columns:

- **Status** - displays the status in which the report currently is. It can have values “In preparation”, “Submitted”, “Valid” and “Invalid”.
- **Report year** - displays the year for which the report is filed.
- **Report month** - displays the month for which the report is filed.
- **Submit date** - displays the date of filing the report.

- **Action** - contains [OPERATIONAL BUTTONS](#) used to display sent/received messages (data exchange), edit, and view reports, view all errors of submitted reports and the deleted reports that have not been sent.

3.3.2 NEW LODGEMENT OF REPORT



New report submission is done by clicking on the "New SASP" in the [NAVIGATION BAR](#).

SASP Client - Acquisition / change reports
Logged: AD2003 Admin
Version: 1.0.7

Basic figures

EORI (number of participant or representative)
Report year
Report month

CZDIPLOMATI

--- ▼

File figures

Report version (CSV file)
 Negative report

--- ▼

File Details

File name

File type

File size [kB]
0

Displayed form represents EORI number that the user enters in the [PROFILE SETTINGS](#). Without an EORI number and Communication authorization number report can't be sent!

The user fills in the year and month of the report and selects either a negative report or the version of the file and clicks Load file to attach the file.

Load file

Browse...

Load file
Cancel

File selection is done by clicking on the Browse button. After selecting the file, continue with clicking on the Load file.

To verify the accuracy of the data entry it is possible to click Check and Save button.

The following errors you need to fix in order to send a message!

Typ chyby	Identifikace elementu	Pravidlo
Porušeno pravidlo	[File] File Details	RULE001

If the form contains erroneous data, the user is notified about it. This dialog is also invoked by clicking on the “Further processing” button or “Further processing without signing” button.

If the data is valid and the user wants to send the report, he clicks on the “Further processing” button. If the user does not own signing certificate, he clicks on the “Further processing without signing” button.

The contents of the sent message (can not be changed, for information only)

```
<SW_SASP_ReportRequest
xmlns=""><EORI>CZ62061453</EORI><ReportYear>2015</ReportYear><ReportMonth>1</ReportMonth><
LangID>EN</LangID><Revision><User>CSTEST\B001037</User><ReportVersion>2</ReportVersion><Neg
ativeReport>>false</NegativeReport><File><FileContent>JVBERi0xLjQKJcfsj6IKNSAwIG9iago8PC9MZW5nd
GggNiAwIFlvRmlsdGVyIC9GbGF0ZURlY29kZT4+CnN0cmVhbQp4nO1dCVhV1fbflwsXvODEM5DUvM/hKQ
5wz52vEziQQ6k4peWEiaJPRcXZFFBzTiXBfIrTK3PIVLRyeKKSZpnmlFIWZGapLxwTTVHA/9n3HM7ZnLs3na
vrUt7/rfvQ/18ju/tc8e1157rd8eazBGcCaDEf9X8sPgUfqxeqPBbuRsETa7YZTe4rQ6pD+OFF5ojLDZ7E6bk/+z
kfzDMH3vRoZEPwfAyUI8P9ocv2j3VCCYjEKDdEPbaTvxv9be/5/CfzTHBFm/HE9nvx58ChDm576yO52gz3C
yTmsNkPPoXouwmjkrFbXFziDyWiLcPDADgv+v56j9H0bdg5varFEWJ1cw+Hh1gibxW11N0zkf7LbLFYn8Xfjwj
kuwuTavzc+HfTvNFrtDYdlf5nEw0RYiGazif7NieFNOUeE026vNxztQrdZza0NEvoY6e+Sws0OZ/+enXhDHKQ
```

Sign and send
Go back


Form displays XML data of sent message. The user continues by clicking the Send button, or more precisely clicking the Sign and Send button and selecting the appropriate certificate.

3.3.3 DATA EXCHANGE

Evidence ECR reports

Show	Message type	Submitted / Adopted
Show	SW_SASP_ReportRequest	12/4/2014 10:47:50 AM
Show	SW_SASP_ReportResponse	12/4/2014 10:48:39 AM

[Go back](#)

Click this button  to display the list of sent/received messages (data exchange).

Each message can be opened in the detail, displaying XML data by clicking the Show button.

3.3.4 ERRORS OF REPORT

Errors detected by the central application

The following errors repair and **send the report**, to verify the accuracy of the central applications and allow further processing!

Error code	Error description	Report error pointer
MaxLengthViolation	Max length violation	/csv/row[1]/@c0 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c1 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c2 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c4 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c5 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c6 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c7 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c9 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c10 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c11 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c12 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c13 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c14 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c18 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c19 - line 1
RequiredElementMissing	Required element missing	/csv/row[1]/@c21 - line 1

Errors of sent report can be displayed by clicking this button .

The form displays an error code, description, and points the place where the error occurred.

3.3.5 VIEW DETAIL REPORT

SASP Client - View SASP message
Logged: AD2003 Adm
Version: 1.0

EORI (number of participant or representative)	: CZDIPLOMATI
Report year	: 2015
Report month	: January

Revision report

Report version (CSV file)	: 2
Negative report	: No

File

File content	: Download file
File name	: SASP_Test.csv
File type	: application/vnd.ms-excel

Revision report response

Revision number	: 4
Evidence date	: 19.3.2015 10:10:59

Report request error

	Item no. 1
Error code	: VAL04
Error description	: Field directivity violated
Report error pointer	: Goods issue date - line 1

Displaying the detail of the report is done by clicking this button .

The form displays non-editable data of sent report and possible errors of the report. Downloading of sent report file can be done by clicking on the "Download file" text.

3.3.6 ERROR CODES AND DESCRIPTIONS

Displayed errors consist of three information components - Error code, description and error pointer.

- Error code represents an internal error code.
- Error description informs what kind of problem occurred. A complete list of possible errors can be found at the end of this chapter.
 - Report error pointer usually identifies the line on which an error occurred. If the appropriate line is not identified, the error is linked to the entire CSV file / the whole report. Indicators can take the following values (examples):
 - Corrupted CSV file is identified as follows:
 - **"line 0"**
 - In this case CSV file is fault as whole - CSV file header is not recognized.
 - Error occurred during processing CSV file is identified as follows:
 - **"/ csv / row [20] / @ c19 - line 20"**
 - In this case, the error is in the line 20 (row [20]) and column 20 (@ C19).
Attention, columns are numbered from 0, and so it is always necessary to add one!
 - Error occurred during validation of the version CSV file is identified as follows:
 - **"Administrative reference reception date - line 2"**
 - This is the error that occurred during validation process which executes conversion to CSV file. In this case, there is an error in the "Administrative reference reception date" on the second line.
 - Error occurred in ASEO is identified as follows:
 - **"CommAuth"**
 - In this case the error occurred during Communication authorization check in ASEO application.

The list of possible errors:

- File is not valid
- Invalid data type
- Value out of range
- Required value field was violated
- Electronic communication authorization not found
- Electronic communication authorization is not valid
- Electronic communication authorization is not valid for requested role
- Electronic communication authorization not found
- General error
- Invalid XML document
- missing Required group
- missing Required element
- No definition for element
- No definition for group
- Child element in element
- More repeats then supported
- Less repeats then supported
- Value is not integer
- Value is not float
- Value is not decimal
- Value is not amount of money
- Value is not Boolean (0/1, Yes/No)
- Value is not string
- Value is not GUID
- Value is not Date

- Value is not Time
- Value is not DateTime
- Value is not binary
- Value is not in enumeration
- Min length violation
- Max length violation
- Min value violation
- Max value violation
- Precision violation
- Pattern violation
- Text in group
- Unsupported Xml node in group
- Unsupported Xml node in element
- Empty value
- CodeList violation
- Condition violation - missing element
- Condition violation - missing group
- Condition violation - element excess
- Condition violation - group excess
- Rule violation
- Out of sequence
- External schema violation

3.4. PROFILE SETUP

SASP Client - Profile Settings

Logged: AD2003 Admin
Version: 1.0.7

Basic figures

Unified communications permit (EC)

EORI (number of participant or representative)

Paging table

The form is accessible from the [NAVIGATION BAR](#) by clicking the Profile setup button.

Form allows to record the number of communication authorization and EORI number and the number of rows that will be displayed in the list.

If communication authorization and EORI number is not filed, the report will not be possible to sent for processing to the IC SW.

4. ACCESS RIGHTS

Application SASP Client uses only one user role, which is used by each logged user.

More about logging into the application is described in relevant [CHAPTER](#).