

Beginners guide to using the Excise Movement and Control System (EMCS)

Before you can use Excise Movement and Control System (EMCS) you must register and enrol for the EMCS online service on the HMRC website. If you haven't done this yet follow the link below for an overview of EMCS including how to register and enrol. You need to register and enrol for EMCS even if you choose to use commercially available, or in-house designed software, to record your movement of duty suspended excise goods.

[Overview of Excise Movement and Control System](#)

This guide is divided in to sections as follows.

- Part 1 [EMCS – an introduction](#)
- Part 2 [Using EMCS](#)
- Part 3 [Manage your progress when creating a movement](#)
- Part 4 [Create a movement](#)
- Part 5 [Create an import](#)
- Part 6 [Create an export](#)
- Part 7 [Change a movement destination](#)
- Part 8 [Cancel a movement](#)
- Part 9 [Send a Report of Receipt \(RoR\)](#)
- Part 10 [Create an alert or rejection message](#)

Part 1 - EMCS - an introduction

From 1 January 2011 you must use EMCS for all movements of duty suspended excise goods within the EU. You also have to use EMCS for all intra-UK movements of duty suspended excise goods except for movements of energy products and those meeting the criteria for simplified procedures as defined in Part 9 of The Excise Goods (Holding, Movement and Duty Point) Regulations 2010. Further information about EMCS can be found on the HMRC website using the EMCS link shown above.

You should use this guide only if you are using the free HMRC online filing software. If you are using other commercial or in-house software you'll need to use the guidance provided with it.

The HMRC EMCS guide gives you more information about how to:

- manage your progress when creating movements
- create a movement
- create an import
- create an export
- change a movement destination
- cancel a movement
- send a report or receipt (RoR)
- create an alert or rejection message

Part 2 - Using EMCS

Getting started

Before you can create a movement you need to log on to HMRC Online Services by following the link below.

[HMRC Online Services](#)

Then take the following steps:

- Enter your User ID and password on the 'Welcome' page
- Click 'Login' to get to 'Your HMRC services' page
- Follow the 'Access service' link against 'Excise Movement and Control System (EMCS)' in the 'Services you can use' section to reach the 'At a glance' page

There are a couple of things you should note when using EMCS:

- If you see a question mark in a circle (?) you'll see more information if you click on it
- If you see a red asterisk (*) you need to enter some information. You cannot leave the field blank

Part 3 - Manage your progress when creating a movement

You can view the '[Manage your progress](#)' pages at any time to check where you are up to and what you have already completed, or still need to complete. It will also tell you when you've made a mistake or error.

To see the pages follow the link on the bottom left hand side of each page or you can follow the '[Manage your progress](#)' link from the '[Create movement](#)' section of the left hand navigation menu.

The sections listed in the '[Manage your progress](#)' page are based on the information you provided when you selected your '[Movement type](#)' and destination details. If you don't have all the information available when you create a movement you can leave sections blank and complete it later when the information is available.

The information on the '[Manage your progress](#)' page is divided into sections and each section lists the actions which need to be completed. At the side of each action, in a separate column, you'll see a status marking to help you to manage your progress. This will be one of the following:

- ✓ a tick where the information has been entered
- an arrow where you still have to enter information
- ✗ a cross where there is an error with the information entered

The sections that are displayed on the '[Manage your progress](#)' page are as follows:

- Movement details
- Delivery details - consignor details and place of dispatch and the consignee details and place of delivery
- Movement transport – transport arranger and first transporter
- Movement guarantor – guarantor type and owner/transporter of goods (remember this person will be liable to pay any duty if money is not forthcoming)
- Add items – item summary, item details and package details
- Document certificate – document certificate details
- Dispatch details – transport unit details and movement dispatch details

EMCS

- ▶ [At a glance](#)
- ▶ [View messages](#)
- ▶ [Search movements](#)
- ▶ [View undischarged movements](#)
- ▶ [View all movements](#)
- ▶ [View draft movements](#)
- ▶ [View reference codes](#)
- ▼ **Create movement**
 - ▶ [Movement details](#)
 - ▶ [Delivery details](#)
 - ▶ [Movement transport](#)
 - ▶ [Movement guarantor](#)
 - ▶ [Add items](#)
 - ▶ [Document certificate](#)
 - ▶ [Dispatch details](#)
 - ▶ **Manage your progress**
- ▶ [Pre-validate traders](#)
- ▶ [FAQs](#)
- ▶ [Feedback](#)

Manage your progress

Movement summary

This section provides an overview of the details that make up your movement.

- ✔ A tick means you have visited and entered information into this page.
- ➔ An arrow means you are yet to enter information into this page.
- ✘ A cross means you have sections within the movement that are in error.

To complete a section please follow the relevant link in the 'status' column.

Movement details

Movement type:

Destination type:

Origin type:

Local Reference Number (LRN):

Consignee details

Not provided

| Section | Status |
|-----------------------------|--|
| Movement Details | ✔ Movement details |
| Delivery Details | <ul style="list-style-type: none"> ➔ Consignor details ➔ Consignor place of dispatch ➔ Consignee details ➔ Consignee place of delivery |
| Movement Transport | <ul style="list-style-type: none"> ➔ Transport arranger ➔ First transporter |
| Movement Guarantor | ➔ Guarantor type |
| Add Items | <ul style="list-style-type: none"> ➔ Item(s) summary ➔ Item details ➔ Package details |
| Document Certificate | ➔ Document certificate details |
| Dispatch Details | <ul style="list-style-type: none"> ➔ Transport unit details ➔ Movement dispatch details |

Delete
Next

Part 4 - Create a movement

There are eight sections you need to complete when creating a movement, these are as follows:

- Movement type
- Delivery details
- Movement transport
- Movement guarantor
- Add items
- Document certificate
- Dispatch details
- Submit movement

You start by following the 'Create movement' link in the 'Create movement' section.

The screenshot shows the EMCS 'At a glance' dashboard. On the left is a navigation menu with the following items: 'At a glance', 'View messages', 'Search movements', 'View undischarged movements', 'View all movements', 'View draft movements', 'View reference codes', 'Create movement', 'Pre-validate traders', 'FAQs', and 'Feedback'. The main content area is titled 'At a glance' and contains several sections:

- View messages:** To view a list of your messages, please follow the 'View messages' link below. You currently have no messages to view. [View messages](#)
- View reference codes:** To view all code options, including reference and product and CN codes, please follow the 'View reference codes' link below. [View reference codes](#)
- Commercial software:** To view a list of commercial software products that can be used for the Excise Movement Control System, please follow the 'View a list of available third party products' link below. [View a list of available third party products](#)
- View movements:** To search for, or view movements, please follow the relevant link below. [Search movements](#), [View undischarged movements](#), [View all movements](#)
- Create movement:** To pre-validate traders, view draft movement or create a movement, please follow the relevant link below. [Pre-validate traders](#), [View draft movements](#), [Create movement](#)
- News:** There are no news items at this time.

On the 'Create movement' page choose the type of movement from the following list:

- United Kingdom (UK) to United Kingdom (UK)
- United Kingdom (UK) to European Union (EU)
- Direct export (UK) to (UK)
- Import for European Union (EU)
- Import for United Kingdom (UK)
- Indirect export
- Import for direct export
- Import for indirect export
- Import for unknown destination

You do this by selecting the type of movement from the drop down menu.

Create movement

Select movement type

* indicates required information

Please select the type of movement you wish to create below, then click the 'Next' button to proceed.

By selecting your movement type you will automatically be directed to the relevant sections that require completion.

Movement type: *

i Below are the eight sections associated with creating a movement.

Movement details

- Select movement type

Delivery details

- Consignor details
- Consignor place of dispatch
- Consignee details
- Consignee place of delivery
- Member state - Exempted organisation
- Import details
- Export details

Movement transport

- Transport arranger
- Transport arranger - Owner of goods or Other
- First transporter

Movement guarantor

- Guarantor type
- Owner/transporter of goods

Add items

- Item details
- Package details

Document certificate

- Document certificate details

Dispatch details

- Transport unit details
- Movement dispatch details

Submit movement

- Submit movement

The pages that follow depend on the type of movement you have selected. Click 'Next' to go to the next page, 'Movement details'.

On the 'Movement details' page the 'Destination type' and 'Origin type' are completed automatically as follows:

Destination type

If you select 'Direct' or 'Indirect' export the destination type shows as 'Export'.

If you select 'UK to UK' or 'Import for UK' the destination type shows as 'Tax warehouse'.

If you select 'UK to EU' or 'Import for EU' you need to select one of the options from the list you see on the page. The one you select will depend on where you want to send the goods to. The options are:

- Direct Delivery
- Exempted Organisation
- Registered Consignee
- Tax Warehouse
- Temporary Registered Consignee
- Unknown Destination

Origin type

If you select the origin type as 'UK to UK', 'UK to EU', 'Direct export' or 'Indirect export' from the 'Movement Type' menu, on the 'Movement details' page the origin type will be shown as 'Tax warehouse'.

If you choose any other movement type the type of origin will be shown as 'Import'.

Local Reference Number (LRN)

You need to enter a number which you choose. It should be a number that suits your business and is unique to the movement.

Competent authority dispatch office reference number

You'll find this number on your customs documents, and you should enter it in this field.

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▼ Create movement
 - ▶ Movement details
- ▶ Pre-validate traders
- ▶ FAQs
- ▶ Feedback

Movement details

Select movement type

Consignor details

Name:

Excise Registration Number (ERN):

Movement details

* indicates required information

The information below shows details of the destination and origin type you have selected. Please complete the Reference number details below, then click the 'Next' button to proceed. Clicking the 'Next' automatically saves your data.

Destination type: Export

Origin type: Tax warehouse

Local Reference Number (LRN):*

Competent authority dispatch office ⓘ

Reference number:*
eg GB134098

Once all the fields have been completed click 'Next' to go to the next page where you need to check the movement details you entered are correct.

It's your last opportunity to check and correct the information you have provided before a movement is created so you should take extra care to make sure the information is correct before you go to the next page. If you do need to delete or change any details just click 'Back' to go to previous page where you can change the information.

When you're ready and sure the information is correct click 'Next' and this will then create a draft movement.

EMCS allows you to create up to 90 movement details in draft. Once you reach this limit you must either complete the movement in full or delete a draft in order to create a new movement.

Once you've created the draft movement if you realise that the information you've given about the movement type is incorrect you'll have to delete this movement and start again with a new one.

You'll find out more about deleting movements later in the ['Cancel a movement'](#) section of this guide.

Create a movement - Adding delivery details

Please note: Although we have described a step by step process you may complete these pages in any order. If you choose to do this you will be asked to tick the checkbox to 'skip' this page and provide the information later.

Now the next step is to give details about where the goods are going to in the ['Delivery details'](#) section.

First you'll need to enter your details on the ['Consignor details'](#) page then click ['Next'](#) to go the next page.

On the ['Consignor place of dispatch'](#) page enter the details for the premises where the movement is going from (bearing in mind this could be a different address from the one you entered on the previous page). When you've entered the required information click ['Next'](#).

On the ['Consignee details'](#) you enter the information about the business you are sending the goods to, complete the fields and click ['Next'](#).

On the next page ['Consignee place of delivery'](#) you enter details for the premises where the movement will be delivered to (which could be different from the address you have already entered on the previous page). You enter the required information and click ['Next'](#) to move to the next page.

Create a movement - Movement transport

On the ['Movement transport'](#) page there are four fields you need to complete before you click ['Next'](#). These are:

- Select transport arranger – you have four options; consignor, consignee, owner of goods, other
- Journey type time – the options are days or hours
- Journey time – the length of time
- Mode of transport – the options available are, air transport, fixed transport installation, inland waterway, other, postal consignment, rail, road, sea transport

If you are a consignor or consignee, click ['Next'](#).

If you are not a consignor or consignee you will need to complete more details about the transporter including name, address and VAT Registration Number.

The next page, ['First transporter'](#), is a compulsory page in the ['Movement transport'](#) stage that you must complete.

If you don't have these details to hand you can select the option 'I will provide the details above at a later date'. Then click the 'Next' button to go to the 'Movement guarantor' page.

Create a movement - Movement guarantor

In this section you will need to select a guarantor type from the options available, these are 'consignor', 'owner of goods', 'transporter of goods' or 'guarantor not required'.

You can only use the 'guarantor not required' for 'UK to UK' movements.

Once completed click 'Next' to go to the 'Add items' section.

Create a movement - Adding items to the movement

On the first 'Add items' page you will need to give the 'Customs Nomenclature (CN) product category code'. Follow the 'View reference codes' link from the left hand navigation menu to view a full list of codes.

Enter the correct code and click 'Next' to move to the 'Item details' page.

Depending on the product code you entered, you may be asked for additional information, for example gross and net weight or alcoholic strength. You should enter the details in the fields when prompted.

Please note: If your product is fiscally marked or has a brand name, then you must complete the relevant fields.

EMCS

- ▶ [At a glance](#)
- ▶ [View messages](#)
- ▶ [Search movements](#)
- ▶ [View undischarged movements](#)
- ▶ [View all movements](#)
- ▶ [View draft movements](#)
- ▶ [View reference codes](#)
- ▼ **Create movement**
 - ▶ [Movement details](#)
 - ▶ [Delivery details](#)
 - ▶ [Movement transport](#)
 - ▶ [Movement guarantor](#)
 - ▼ **Add items**
 - **Item details**
 - ▶ [Document certificate](#)
 - ▶ [Dispatch details](#)
 - ▶ [Manage your progress](#)
- ▶ [Pre-validate traders](#)
- ▶ [FAQs](#)
- ▶ [Feedback](#)

Add items

Item Details

The information below shows details of the product you have selected. Please complete the item details below. If your product is fiscally marked or has a brand name, then you must complete the relevant field(s) below then click the 'Next' button to proceed. Clicking 'Next' automatically saves your data.

Product details

Excise product code: _____

Excise product description: _____

Unit of measure: _____

CN product category code: _____

CN product description: _____

Item number: _____

Enter item details

* indicates required information

Quantity: * ?

Gross weight: * ?

Net weight: * ?

Alcoholic strength: * ?

Fiscal used mark: * Please Select ?

Please note: You must provide details of the fiscal mark if one exists

Fiscal Mark: ?
(a maximum of 350 characters is allowed)

Designation of origin: ?
(a maximum of 350 characters is allowed)

Size of producer: ?

Commercial description:
(a maximum of 350 characters is allowed)

Please note: You must provide a brand name if one exists.

Brand name of product:
(a maximum of 350 characters is allowed)

Wine details

Please select and complete the wine details below.

Category of Wine Product: Please Select

Manage your progress
Back
Next

Once all the relevant fields have been completed click 'Next'. The next page will show the details you have entered and a request to enter the 'Package Details code', follow the 'View reference codes' link on the left hand navigation menu page to view a full list of codes. Enter the relevant code and click 'Next'.

Now enter additional information about the package, complete the relevant fields and click 'Next' to see a summary page showing the item you have added.

If you have any further packages to add to this movement follow the 'Add package details' link on the right hand side of the page under the list of items, and repeat the process.

If you need to remove an item click 'Delete' in the 'Action' column on the right hand side of the page. When you've added all the items, you need to click 'Next' to see a final summary page.

On the final [‘Add items’](#) summary page you can either:

- add or amend details for an item by selecting the item number in the column headed [‘Item number’](#)
- delete an item by clicking [‘Delete’](#) in the column headed [‘Action’](#)
- add a new item by following the [‘Add new item’](#) link on the right hand side of the page under the list of items

Once you have finished click [‘Next’](#) to enter the [‘Document Certificate’](#) details.

Create a movement - Document Certificate

On the [‘Document Certificate’](#) page there are two fields which are optional to complete. If you don't want to give any additional information tick the checkbox at the foot of the page and click [‘Next’](#). Only tick the checkbox if you don't want to give information about the document certificate otherwise the information you enter in either of the two fields will not be saved.

Otherwise complete the information requested about the document:

- Document description
- Reference of document

Each field allows you to enter additional information up to a maximum of 350 characters.

When you have completed the page click [‘Next’](#) to go to the [‘Dispatch details’](#) section.

Create a movement - Adding dispatch details to the movement

On the [‘Dispatch details’](#) page you need to give details of the type of transport unit that the movement will move on. You have four choices: container, vehicle, trailer or fixed transport installation.

Completing details about the [‘Identity of the transport unit’](#) for example the vehicle registration number, [‘Identity of commercial seal’](#), [‘Complementary seal’](#) and [‘Seal information’](#) fields is optional.

Please Note: If you have selected the [‘Fixed transport installation’](#) option as the [‘Transport unit code’](#) you do not have to provide an entry in the [‘Identity of the Transport unit’](#) field.

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▼ Create movement
 - ▶ Movement details
 - ▶ Delivery details
 - ▶ Movement transport
 - ▶ Movement guarantor
 - ▶ Add items
 - ▶ Document certificate
 - ▼ Dispatch details
 - Transport unit details
 - Movement dispatch details

Dispatch details

Transport unit details

Please ensure the details below have been completed, then click the 'Next' button to proceed. Clicking 'Next' automatically saves your data.

* indicates required information

Transport unit code: *

Identity of transport units:

Identity of commercial seal:

Complementary information:
(a maximum of 350 characters is allowed)

Seal information:
(a maximum of 350 characters is allowed)

Once you have completed all your entries click 'Next' to go to the 'Transport unit details' summary.

From here you can add more transport units, by following the 'Add transport units' link on the right hand side of the page. If you want to delete any transport details click 'Delete' in the 'Action column'. When you have finished click 'Next' to continue entering details.

The next page is the last page that needs details about the movement. You need to give the following information:

- Consignor invoice number
- Consignor invoice date
- Date of dispatch
- Time of dispatch

The 'Consignor invoice date' is an optional field for completion. The other three fields must be completed.

Important note: There is a checkbox at the bottom of this page called 'Deferred movement'. This checkbox **must only** be used under the 'fallback and recovery' procedures when technical problems with either EMCS or your own IT equipment meant you were unable to use EMCS at the time you originally dispatched the goods.

You **must** have received prior approval from HM Revenue & Customs before the consignment was originally sent with paper documentation under the 'fallback and recovery' procedures. When you are able to access EMCS again you **must** use the deferred movement checkbox to record any movement you have already sent under the fallback procedures.

When you've entered the relevant information click 'Next' to see an overview of the movement details 'Manage your progress - movement summary' page.

You will also see a list of the sections that you have worked through that make up the movement (please see the 'Managing your progress' section of this guide for more information about how to manage your progress through EMCS and the different status indicators).

You now have three options:

- Cancel the movement by clicking 'Delete' in the action column
- Submit the movement by clicking the 'Next' button
- Go back to add details to a section or to amend anything marked with a **X** which means there is an error

Click 'Next' to go to a security page where you must enter additional security information.

Creating a movement - Security check prior to final submission

Before you can finally complete the movement online you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password and click 'Submit' to send your movement details online.

You'll receive confirmation of receipt, see below. However, whilst your submission has been successful further checks still need to be made. To confirm that the movement can go ahead and to get your Administrative Reference Code (ARC) you will need to check your messages by following the 'View messages' link from the left hand navigation menu.

You should keep a copy of the receipt as it will show your submission reference number and Local Reference Number (LRN). The LRN is the unique number you entered on the movement details page. You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

Submit movement

Submission confirmation

✔ You have submitted your movement.

Please check your 'View messages' via the 'At a glance' page to see whether your submitted movement has been successful and to view the allocated Administrative Reference Code (ARC) for your movement.

i It is important that you keep a record of the Submission reference number shown below. You may need to quote this reference if you contact HM Revenue & Customs in the future.

If you want to print a copy of the references for your records, please use the print facility in your browser.

Submission reference number:
Local Reference Number (LRN):

[Return to At a glance ▶](#)

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▼ Create movement
- ▶ Pre-validate traders
- ▶ FAQs
- ▶ Feedback

Part 5 - Create an import

To create an import follow the ['Create movement'](#) link in the ['Create movement'](#) section of the ['At a glance'](#) page. You then follow the same process as set out in the ['Create a movement'](#) section of this guide. There are only a few small differences.

On the ['Create movement'](#) page you will see a drop down menu list called ['Movement type'](#) where you choose the type of movement you want to make. The choices you have for ['Import'](#) are as follows:

- Import for European Union (EU)
- Import for United Kingdom (UK)
- Import for direct export
- Import for indirect export

On the ['Movement details'](#) page the information that you need to provide about the movement you're making is in four sections. These sections are as follows and the options are slightly different for imports:

Destination type

If you select ['UK to UK'](#) or ['Import for UK'](#) the destination type shows as ['Tax warehouse'](#).

If you select ['UK to EU'](#) or ['Import for EU'](#) you need to choose one of the options from the list on the page. The one you select will depend on where you want to send the goods to. The options are:

- Direct delivery
- Exempted organisation
- Registered consignee
- Tax warehouse
- Temporary registered consignee
- Unknown destination

Origin type

The origin type will show as ['Import'](#).

Local Reference Number (LRN)

You need to enter a number which you choose. It should be a number that suits your business and is unique to the movement.

Competent authority dispatch office reference number

You'll find this number on your customs documents, and you should enter it in this field.

Once all the fields have been completed click ['Next'](#) to move to the next page in this section, also called ['Movement details'](#), where you will be able to check the information you have entered is correct.

It's your last opportunity to check and correct the information you have provided before a movement is created so you should take extra care to make sure the

information is correct before you go to the next page. If you do need to delete or change any details just click '[Back](#)' to go to previous pages where you can change the information.

When you're ready and sure the information is correct click '[Next](#)' and this will then create a draft movement.

Once you've created this if you realise that the information you've given about the movement type is incorrect you'll have to delete this movement and start again with a new one.

You'll find out more about deleting movements later in this guide.

Creating an import - Adding delivery details to an import

On this page you need to add your delivery details to the movement. These details include:

- The import Single Administrative Document (SAD) number(s) – which you can find on the customs document for the goods being moved. At least one SAD number is required
- The import office details - this is the import office reference number

If you don't have this information to hand when you complete this page you can supply it later by ticking the checkbox '[I will provide the details above at a later date](#)'.

If you can't provide these details and don't tick the '[I will provide the details above at a later date](#)' checkbox, you will not be able to move forward through the process.

You must provide the SAD details before you submit the final movement. The SAD details will be provided in the customs documentation for the goods being moved.

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▼ Create movement
 - ▶ Movement details
 - ▼ Delivery details
 - Consignor details
 - Import details
 - ▶ Movement transport
 - ▶ Movement guarantor
 - ▶ Add items
 - ▶ Document certificate
 - ▶ Dispatch details
 - ▶ Manage your progress
- ▶ Pre-validate traders
- ▶ FAQs
- ▶ Feedback

Delivery details

Import Details

Please ensure the details below have been completed, then click the 'Next' button to proceed. Clicking 'Next' automatically saves your data.

* indicates required information

Import office details

Reference number: * eg GB23456

Single Administrative Document (SAD) details ?

*You must provide at least one Import SAD number.

Import SAD number

eg EB234567QY1573M13P15

| | |
|--|--|
| 1 <input style="width: 80%;" type="text"/> | 2 <input style="width: 80%;" type="text"/> |
| 3 <input style="width: 80%;" type="text"/> | 4 <input style="width: 80%;" type="text"/> |
| 5 <input style="width: 80%;" type="text"/> | 6 <input style="width: 80%;" type="text"/> |
| 7 <input style="width: 80%;" type="text"/> | 8 <input style="width: 80%;" type="text"/> |
| 9 <input style="width: 80%;" type="text"/> | |

? If you are unable to provide details at this time, please tick the box below and then click the 'Next' button to proceed. You must complete these details before you can submit the movement.

I will provide the details above at a later date.

Creating an import - Movement transport

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating and import – Movement guarantor

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an import - Adding items to the movement

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an import - Document certificate

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an import - Adding dispatch details to your import

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an import - Security check prior to final submission

Before you can finally complete the movement online you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password and click '[Submit](#)' to send your movement details online.

You'll then receive confirmation of receipt. However, whilst your submission has been successful further checks still need to be made. To confirm that the movement can go ahead and to get your Administrative Reference Code (ARC) you will need to check your messages by following the '[View messages](#)' link from the left hand navigation menu.

You should keep a copy of the receipt as it will show your submission reference number and Local Reference Number (LRN). The LRN is the unique number you entered on the movement details page. You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

Part 6 - Create an export

To create an export, click ['Create movement'](#) in the ['Create movement'](#) section of the ['At a glance'](#) page. You then follow the same process as set out in the ['Create a movement'](#) section of this guide. There are only a few small differences.

On the ['Create movement'](#) page you will see a drop down menu called ['Movement type'](#) where you choose the type of movement you want to make. The choices you have for ['Export'](#) are as follows:

- Direct export
- Indirect export
- Import for direct export
- Import for indirect export

On the ['Movement details'](#) page the information you need to provide about the movement you're making is in four sections. These sections are as follows and the options are slightly different for exports:

Destination type

If you select ['Direct'](#) or ['Indirect export'](#) the destination type shows as ['Export'](#).

Origin type

The origin type will show as ['Tax Warehouse'](#).

Local Reference Number (LRN)

You need to enter a number which you choose. It should be a number that suits your business and is unique to the movement.

Competent authority dispatch office reference number

You'll find this number on your customs documents, and you should enter it in this field.

Once all the fields have been completed click ['Next'](#) to move to the next page in this section, also called ['Movement details'](#), where you will be able to check the information you have entered is correct.

It's your last opportunity to check and correct the information you have provided before a movement is created so you should take extra care to make sure the information is correct before you go to the next page. If you do need to delete or change any details just click ['Back'](#) to go to previous pages where you can change the information.

When you're ready and sure the information is correct click ['Next'](#) and this will then create a draft movement.

Once you've created this if you realise that the information you've given about the movement type is incorrect you'll have to delete this movement and start again with a new one.

You'll find out more about deleting movements later in this guide.

Creating an export - Adding delivery details to your export

You now need to enter your Customs office reference number located on the Customs documentation for this movement.

Once you've entered the information click 'Next' to move to the next section, 'Movement transport'.

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▼ Create movement
 - ▶ Movement details
 - ▼ Delivery details
 - Consignor details
 - Consignor place of dispatch
 - Consignee details
 - Export details
 - ▶ Movement transport
 - ▶ Movement guarantor
 - ▶ Add items

Delivery details

Export details

Please ensure the details below have been completed, then click the 'Next' button to proceed. Clicking 'Next' automatically saves your data.

* indicates required information

Customs office reference number: * ?
eg GB123456

Creating an export - Movement transport

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating and export - Movement guarantor

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an export - Adding items to the movement

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an export - Document certificate

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an export - Adding dispatch details to your export

The action to take on this page is the same as set out in the 'Create a movement' section of this guide.

Creating an export - Security check prior to final submission

Before you can finally complete the movement online you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password and click '[Submit](#)' to send your movement details online.

You'll then receive confirmation of receipt. However, whilst your submission has been successful further checks still need to be made. To confirm that the movement can go ahead and to obtain your Administrative Reference Code (ARC) you will need to check your messages by following the '[View messages](#)' link from the left hand navigation menu.

You should keep a copy of the receipt as it will show your submission reference number and Local Reference Number (LRN). The LRN is the unique number you entered on the movement details page. You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

Part 7 - Change a movement destination

From the 'At a glance' page click 'Search movements' in the 'View movements' section.

Change of destination - Search movements

On this page you can search for a specific movement, or a number of movements, by using any of the following options shown on the page:

- Administrative Reference Code (ARC)
- Trader identification
- Excise product code
- Local reference number (LRN)
- Transporter trader name
- Trader role
- Country of origin
- Status
- Date

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▶ Create movement
- ▶ Pre-validate traders
- ▶ FAQs
- ▶ Feedback

Search movements

Enter search criteria

You can search for a specific movement by using any of the options below, then click the 'Search' button to proceed.

Search by

Administrative Reference Code (ARC):

Trader identification:

Excise product code:

Local Reference Number (LRN):

Transporter trader name:

Trader role:

Country of origin:

Status:

Undischarged movements

Date

From:
eg dd/mm/yyyy

To:
eg dd/mm/yyyy

Search date: Please make a selection below
 Date of dispatch
 Date of receipt

Complete the fields you'd like to start your search with and click 'Search'.

The search results will now appear at the bottom of the page. If the search results don't show a movement or the movement(s) shown is not the one you need you should try a further search entering different information in the search fields. You can also refine your search if too many results are produced.

Search results

Your search results are shown below. To view a specific movement, please follow the relevant link in the 'Administrative Reference Code (ARC)' column.

If you wish to print this information for your records, please use the print facility on your browser.

Displaying 1 - 1 of 1 movements

| Administrative Reference Code (ARC) | Trader identification | Date of dispatch | Status |
|-------------------------------------|-----------------------|------------------|--------|
| | | | |

[Back](#)

Follow the '[Administrative Reference Code \(ARC\)](#)' link for the relevant movement. This will take you to the '[Movement history](#)' page where you can select the entry in the '[Type of event](#)' column or view the latest movement by following the '[View latest movement](#)' link below the table. You will then move to the '[Movement details](#)' page.

EMCS

- ▶ [At a glance](#)
- ▶ [View messages](#)
- ▶ [Search movements](#)
- ▶ [View undischarged movements](#)
- ▶ [View all movements](#)
- ▶ [View draft movements](#)
- ▶ [View reference codes](#)
- ▶ [Create movement](#)
- ▶ [Movement history](#)
- ▼ [Movement details](#)

Movement details

View movement details

The information below shows details of the selected movement.

If you wish to print this information for your records, please use the print facility on your browser.

Language

Code: _____

Description: _____

Consignee details

Name: _____

Address: _____

Excise Registration Number (ERN): _____

Member state code: _____

- [View items](#) ▶
- [View transport details](#) ▶
- [View supporting documents](#) ▶
- [View Single Administrative Document \(SAD\)](#) ▶
- [Submit change of destination](#) ▶
- [Explain delay to delivery](#) ▶
- [Create printer version](#) ▶

[Back](#)

The '[Movement details](#)' page shows details of the movement that you have selected to view. To change the destination for this movement follow the '[Submit change of destination](#)' link from the list of activities in the bottom right hand corner of the page.

Change of destination - Submit change of destination

The '[Submit change of destination](#)' page provides you with an overview of the movement you have selected. To change the details click the '[Change details](#)' button. On the next page change the movement type from the list of options shown in the

drop down menu or keep the original movement type. You should then click [‘Next’](#) to move to the [‘Select Destination Type’](#) page.

From here you can change the destination type from the list of options shown in the drop down menu or keep the original destination type. Choose the appropriate option and click [‘Next’](#).

On the [‘Submit change of destination’](#) page you will see the details of the current consignee and/or details of the place of delivery. If you need to change these details, make the changes on this page and click [‘Next’](#) to display the [‘Submit change of destination summary’](#) page where you will see a summary of the details including the changes you have made. You need to check that this is accurate before you accept the changes.

If you change the destination you may also need to change details about the transport arrangements. A summary of these details will be shown next and if you need to make changes click [‘Change details’](#). If you don’t need to make any changes click [‘Next’](#) to move to the transporter arranger details page.

On this page you can enter/change the details shown. Click [‘Next’](#) to move to the transport unit details page where you will see details of your current transport unit.

On this page you can:

- add new transport details by following the [‘Add transport details’](#) link
- change details by selecting the relevant link in the [‘Action’](#) column
- delete details by ticking the relevant checkbox in the [‘Transport unit code’](#) column and then clicking the [‘Delete details’](#) button at the bottom of the page

Once completed you will move to the submission summary page which displays the information you have entered. On this page you can make further changes by following the relevant link in each section, or confirm that the details are correct by clicking [‘Next’](#).

When you're ready and sure the information is correct click [‘Next’](#) to move to the security page.

Change of destination - Security check prior to final submission

Before you can finally complete the change of destination you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password and click [‘Submit’](#) to send your movement details online.

You’ll then receive confirmation of receipt. However, whilst your submission has been successful further checks still need to be made. To confirm that the change has been successful you will need to check your messages by following the [‘View messages’](#) link from the left hand navigation menu.

You should keep a copy of the receipt as it will show your submission reference number and Administrative Reference Code (ARC). You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

Part 8 - Cancel a movement

From the 'At a glance' page follow the 'View all movements' link in the 'View movements' section or to search for a specific movement follow the 'Search movements' link (the action to take on this page is the same as set out in the 'Create a movement' section of this guide).

If the search results don't show a movement or the movement(s) shown is not the one you need you should try a further search entering different information in the search fields. You can also refine your search if too many results are produced.

Follow the 'Administrative Reference Code (ARC)' link for the relevant movement. This will take you to the 'Movement history' page where you can select the entry in the 'Type of event' column or view the latest movement by following the 'View latest movement' link below the table. You will then move to the 'Movement details' page.

This page shows details of the movement you have selected to view. To cancel this movement you need to follow the 'Cancel movement' link from the list of activities in the bottom right hand corner of the page.

Canceling a movement

The next page shows a summary of the movement to be cancelled. Select a reason for the cancellation from the drop down menu from the following options:

- Commercial transaction interrupted
- Duplicate e-AD
- Other
- Typing error

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▶ Create movement
- ▶ Movement history
- ▼ Movement details
 - ▶ **Cancel movement**
 - ▶ Submit change of destination
 - ▶ Explain delay to delivery
 - ▶ View items
 - ▶ View supporting documents
 - ▶ View transport

Cancel movement

Summary of selected movement to be cancelled

The information below shows details of the movement you wish to cancel.
If you wish to print this information for your records, please use the print facility on your browser.

Summary of selected movement

Administrative Reference Code (ARC):
Date of dispatch:
Destination type:
Origin type:

Consignee details

Name:
Address:
Trader ID:

Please select a reason for the cancellation of the movement from the list below, then click the 'Next' button to proceed. Alternatively, please click the 'Back' button and your movement will not be cancelled.
* indicates required information

Provide a reason for cancellation: *

- Please Select
- Commercial transaction interrupted
- Duplicate e-AAD
- Other
- Typing error

When you've selected a reason click '[Next](#)' to see a summary of the cancellation. Click '[Next](#)' again to move to the security checks prior to confirming your cancellation.

Cancelling a movement - Security check prior to confirming

Before you can finally complete the cancellation you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password and click '[Submit](#)' to send your movement details online.

You'll then receive confirmation of receipt. However, whilst your submission has been successful further checks still need to be made. To confirm that the cancellation has been successful you will need to check your messages by following the '[View messages](#)' link from the left hand navigation menu.

You should keep a copy of the receipt as it will show your submission reference number and Administrative Reference Code (ARC). You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

Part 9 - Send a Report of Receipt (RoR)

You have five working days from the 'date of goods received' to submit a report of receipt before you are sent an online reminder. However, you can let us know if the goods are going to be delayed by completing the 'Explain delay to delivery' in the 'Movement details' section.

The following sections explain how to submit a report of receipt.

Report of Receipt - Submit Report of Receipt

From the 'At a glance' page follow the 'View undischarged movements' link in the 'View movements' section. Here you will see all the movements where a consignor has not received a report of receipt. Select the item you need to send a report of receipt for to see an overview of the movement (including the consignor and delivery details) and a number of options to choose from.

The available options to choose from on this page are:

- Receipt accepted and satisfactory
- Receipt accepted although unsatisfactory
- Receipt refused
- Partially refused

From this page confirm, from the 'Acceptance of movement' drop down menu, that you have received the goods and whether or not they are satisfactory. Enter the date of arrival and click 'Next' to move to the next page.

The screenshot shows the 'Submit Report of Receipt' form. On the left is a navigation menu for 'EMCS' with options like 'At a glance', 'View messages', 'Search movements', 'View incomplete movements', 'View all movements', 'Movement details' (expanded to show 'Explain delay to delivery', 'View history', 'Submit Report of Receipt', 'View body items', 'View supporting documents', 'View transport details'), 'View reference codes', 'FAQs', and 'Feedback'. The main form area is titled 'Submit Report of Receipt' and has a sub-header 'Acceptance of movement'. It includes a legend for required information (*), fields for 'Administrative Reference Code (ARC)', 'Consignor details' (Name, Address, Excise Registration Number), and 'Delivery details' (Name, Address, Destination ID, Date of dispatch). The 'Indicate acceptance of movement' section contains a dropdown menu set to 'Receipt accepted and satisfactory', a text box for 'Additional details' (350 characters max), and a 'Date of arrival' field with a format example 'eg dd/mm/yyyy'. 'Back' and 'Next' buttons are at the bottom right.

You may have to complete additional pages to support the reason for your decision, particularly if you are rejecting the movement. When you have entered all the required information, click the 'Next' button to see a summary of the movement.

On this page you will see the summary details of the movement you are accepting based on the information you entered on the previous pages. Check the information is correct and make any changes before you submit your report of receipt using the

'Submit' button at the bottom right hand side of the page. This takes you to the security checks you need to complete before submitting the report of receipt.

Report of Receipt - Security check prior to submission

Before you finally send your report of receipt you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password then click 'Submit' to send your movement details online.

You'll then receive confirmation of receipt. However, whilst your submission has been successful further checks still need to be made. To confirm that the report of receipt has been successful you will need to check your messages using the 'View messages' link on the left hand side of the page.

You should keep a copy of the receipt as it will show your submission reference number and Administrative Reference Code (ARC). You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

Part 10 Create an alert or rejection message

From the 'At a glance' page follow the 'View all movements' link in the 'View movements' section. On the 'View all movements' screen select the Administrative Reference Code (ARC) for the item you need to create an alert or rejection for.

From the 'View history' screen within the 'Movement history' section of EMCS, select the 'View latest movement' option at the bottom of the screen. This option takes you to the 'View movement details' screen where details of the selected movement will be shown.

▲ Your HMRC services

EMCS

- ▶ At a glance
- ▶ View messages
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▶ Create movement
- ▶ Movement history
- ▼ Movement details
 - ▶ Cancel movement
 - ▶ Submit change of destination
 - ▶ Explain delay to provide information
 - ▶ Submit Report of Receipt
 - ▶ View items
 - ▶ View supporting documents
 - ▶ View transport details

Movement details

View movement details

The information below shows details of the selected movement. To view further details of your movement, please follow the relevant link below.

If you wish to print this information for your records, please use the print facility on your browser.

- Explain delay to provide information ▶
- View items ▶
- View transport details ▶
- View supporting documents ▶
- Submit change of destination ▶
- Cancel movement ▶
- View Single Administrative Document (SAD) ▶
- Split this movement ▶
- Alert or rejection of movement ▶**

Back

Create an alert or rejection message – select alert or rejection

To create an alert or rejection for this movement follow the 'Alert or rejection of movement' option at the bottom of the 'View movement details' screen.

EMCS

- At a glance
- View messages
- Search movements
- View undischarged movements
- View all movements
- View draft movements
- View reference codes
- Create movement
- Movement history
- Movement details**
 - Cancel movement
 - Submit change of destination
 - Explain delay to provide information
 - Submit Report of Receipt
 - View items
 - View supporting documents
 - View transport details
 - View Import SAD
 - Alert or rejection of movement
 - Pre-validate traders

Alert or rejection of movement

Alert or rejection details

The information below shows details of the movement that requires an alert or a rejection.

Administrative Reference Code (ARC):
Date of dispatch:

Consignor details

Name:
Address:
Excise Registration Number (ERN):

Alert or rejection details

Please provide the details below then, click 'Next' button to proceed.
* indicates required information

Alert or rejection type: * ?
Alert
Rejection

You **must** provide at least one reason for the alert or rejection: *

The received electronic administrative document (e-AD) does not concern the recipient
 The excise product(s) does not match with the order
 The quantity(ies) does not match with the order

Destination office: * ?

Date of alert or rejection: < dd Mmm yyyy >

Back Next

The 'Alert or rejection details' page provides further information about the movement you have selected and you must complete three sections.

Alert or rejection type

The options to choose from are:

- Alert
- Rejection

Reason for the alert or rejection

The options to choose from are:

- The received electronic administrative document does not concern the recipient
- The excise product(s) does not match with the order
- The quantity(ies) does not match with the order

Destination office

For the UK there is only one destination office, 'Glasgow GB004098'.

Enter the above information and click the 'Next' button to view a summary of the 'Alert or rejection of movement' screen.

Create an alert or rejection message – confirmation of submission

Check the information on the 'Alert or rejection of movement' screen is correct and make any changes needed. Use the 'Next' button to send your message. This takes you to the security checks you need to complete before submitting your message.

Before you finally send your message you need to enter your User ID and password again. This is a final security check to protect the information you provide.

Enter your User ID and password then click 'Submit' to send your movement details online.

You'll then receive confirmation of receipt. However, whilst your submission has been successful further checks still need to be made.

The screenshot shows a web interface for the EMCS system. On the left is a navigation menu with the following items: 'At a glance', 'View messages', 'Search movements', 'View undischarged movements', 'View all movements', 'View draft movements', 'View reference codes', 'Create movement', 'Movement history', 'Movement details' (expanded to show 'Cancel movement' and 'Submit change of destination'). The main content area is titled 'Alert or rejection of movement' and contains a green success message: 'You have submitted your < Rejection type>.' Below this is a note: 'Please check your 'View messages' via the 'At a glance' to see whether your submitted alert or rejection has been successful.' An information icon (i) is followed by text: 'It is important that you keep a record of the Submission reference number shown below. You may need to quote this reference if you contact HM Revenue & Customs in the future.' Below this is another note: 'If you want to print a copy of the references for your records, please use the print facility in your browser.' Three reference numbers are listed: 'Administrative Reference Code (ARC):', 'Local Reference Number (LRN):', and 'Submission reference number:'. A 'Return to At a glance' button is at the bottom right.

You should keep a copy of the receipt as it will show your submission reference number and Administrative Reference Code (ARC). You may have to quote these reference numbers if you need to contact HMRC in future about any queries you may have about the movement.

To confirm that the message has been successful you will need to check your messages from the 'At a glance' page.

You can return to the 'At a glance' page using the button at the bottom of the screen.

Create an alert or rejection message – check submission status

To confirm that the submission has been successful select the 'View messages' link on the left hand side of the 'At a glance' page.

On the 'View messages' screen select the 'Alert or rejection of movement successful submission' message in the 'Message type' section to view confirmation that the alert or rejection submission was successful.

View messages

EMCS

- ▶ At a glance
- ▶ **View messages**
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▶ Create movement
- ▶ Pre-validate traders
- ▶ FAQs
- ▶ Feedback

Your messages are shown below.

To perform an action to a specific message, please follow the relevant link in the 'Message type' column. If you want to 'Delete' a message, please follow the relevant link in the 'Action' column. All messages will be automatically deleted after 90 days, however the movement details will still be available to view.

If you wish to print this information for your records, please use the print facility on your browser.

Displaying 1 - 30 of 270 messages

| Messages status | Message type | Date received | Movement identification number | Action |
|-----------------|--|---------------|--------------------------------|------------------------|
| ✉ | First notification of movement | dd Mmm yyyy | XXXXXXXXXXXXXXXXXXXXXXXXXX | Delete |
| ✉ | Alert or rejection of movement in error | dd Mmm yyyy | XXXXXXXXXXXXXXXXXXXXXXXXXX | Delete |
| ✉ | Alert or rejection of movement successful submission | dd Mmm yyyy | XXXXXXXXXXXXXXXXXXXXXXXXXX | Delete |

[Back](#)

On the 'Message details – Alert or rejection of movement successful' page you can view the details of the movement and/or delete the message.

View messages

EMCS

- ▶ At a glance
- ▶ **View messages**
- ▶ Search movements
- ▶ View undischarged movements
- ▶ View all movements
- ▶ View draft movements
- ▶ View reference codes
- ▶ Create movement
- ▶ Pre-validate traders

Message details - Alert or rejection of movement successful

The information below shows details of the Alert or Rejection successful submission. To delete this message or view the movement, please follow the relevant link below.

Message type:
Administrative Reference Code (ARC):
Local Reference Number (LRN):
Date received:

[View movement ▶](#)
[Delete message ▶](#)

[Back](#)

Select 'Back' to return to the 'View messages' screen.