

PRESENTATION NOTIFICATION QUICK GUIDE

1. ACCESS

User authorisation before you start:

- NL: [Rollen administratie | FOD Financiën \(belgium.be\)](#)
- FR: [Administration des rôles | SPF Finances \(belgium.be\)](#)

Role:

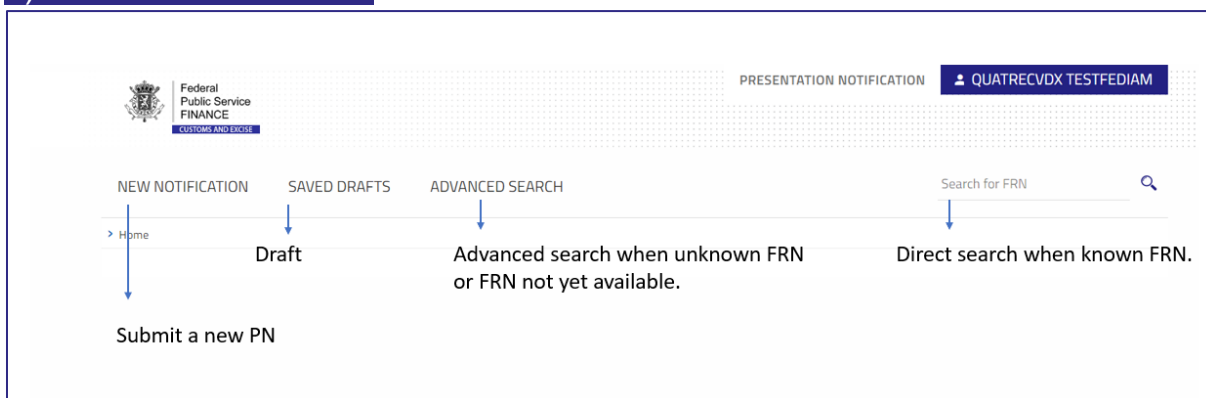
- EN: “FPS FIN Customs & Excise Internal Company Designation”
- NL: “FOD Fin Aanstelling Eigen Onderneming Douane en Accijnzen”
- FR: “SPF Fin Désignation Propre Entreprise Douanes & Accises”

Designation:

- EN: “Custom formalities”
- NL: “Douaneformaliteiten”
- FR: “Formalités douanières”

Go to link <https://presentnot.minfin.fgov.be>

2) USER INTERFACE



- NEW NOTIFICATION: to start a new PN
- SAVED DRAFTS: a list of all saved PN drafts.
- ADVANCED SEARCH: to search for a previously submitted PN
- Search box: to search for a previously submitted PN using its FRN

Guidelines:

- For Non-Union goods only
- Do not use **Related pre-logged declaration**.
- Parties: if acting as a representative, check the **Representative** box and fill in the necessary data.
- Consignments: PN must contain at least one master consignment or house consignment. A combination of both consignment types is allowed if the house consignment(s) is (are) related to the provided master consignment.
- Consignments: the **Transport document** must be unique for all used Master and House consignments.
- The system will automatically delete a draft after 30 calendar days.
- Printing a PN: the system will only print the first 100 consignment items.