CUSTOMS SUPPORT DELEGATION MANUAL

Flow:

ACTIE 1: the delegator creates a delegation --> this manual

ACTIE 2: the delegate accepts the delegation --> not part of this manual

ACTIE 3: the delegator confirms/accepts the accepted delegation --> not part of this manual

Prerequisite:

Delegator and delegate must have the role TAXUD (or at least the corresponding role(s) to the business profile(s) to be delegated: FIN_EBTI_EXECUTIVE, FIN_AEO_MANAGE_APPL,…) in the application “My eGov role management”: **https://iamapps.belgium.be/rma**

Manuals:

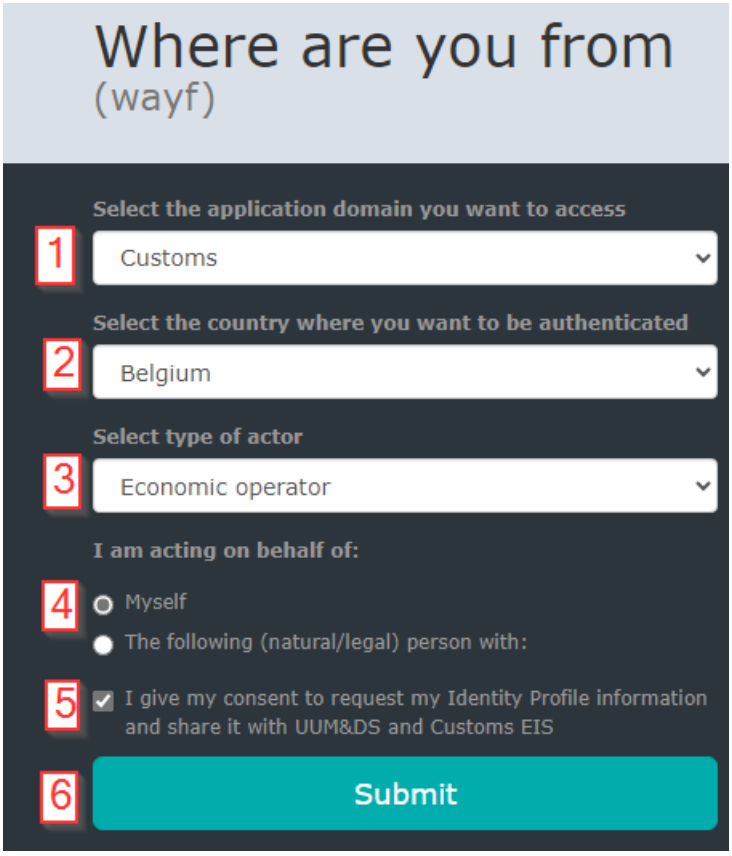
ENG: Documentation | RMA (belgium.be)

1. Creating a delegation by DELEGATOR

URL: https://customs.ec.europa.eu/taxud/uumds/admin-ext/

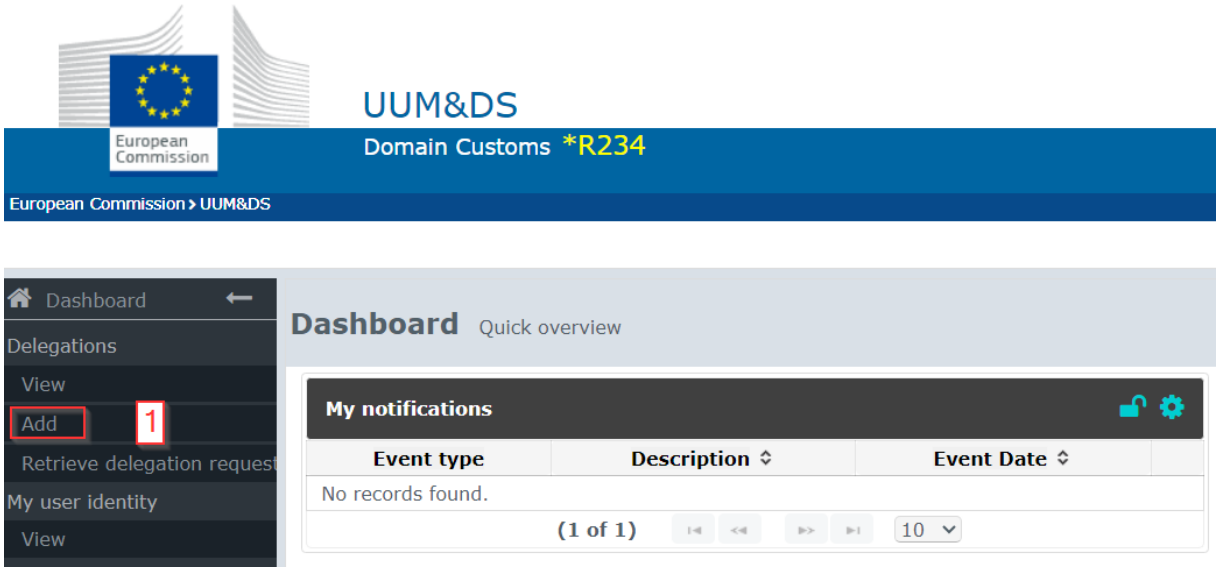
Step 1 / Stap 1 — login

1. Select the Customs Domain → Customs
2. Select your country → Belgium
3. Select your correct type of actor → **Economic operator**
4. Select who you want to act on behalf of → **Myself**
5. Tick the box to confirm that you give consent to share your Identity Profile information
6. Click Submit.

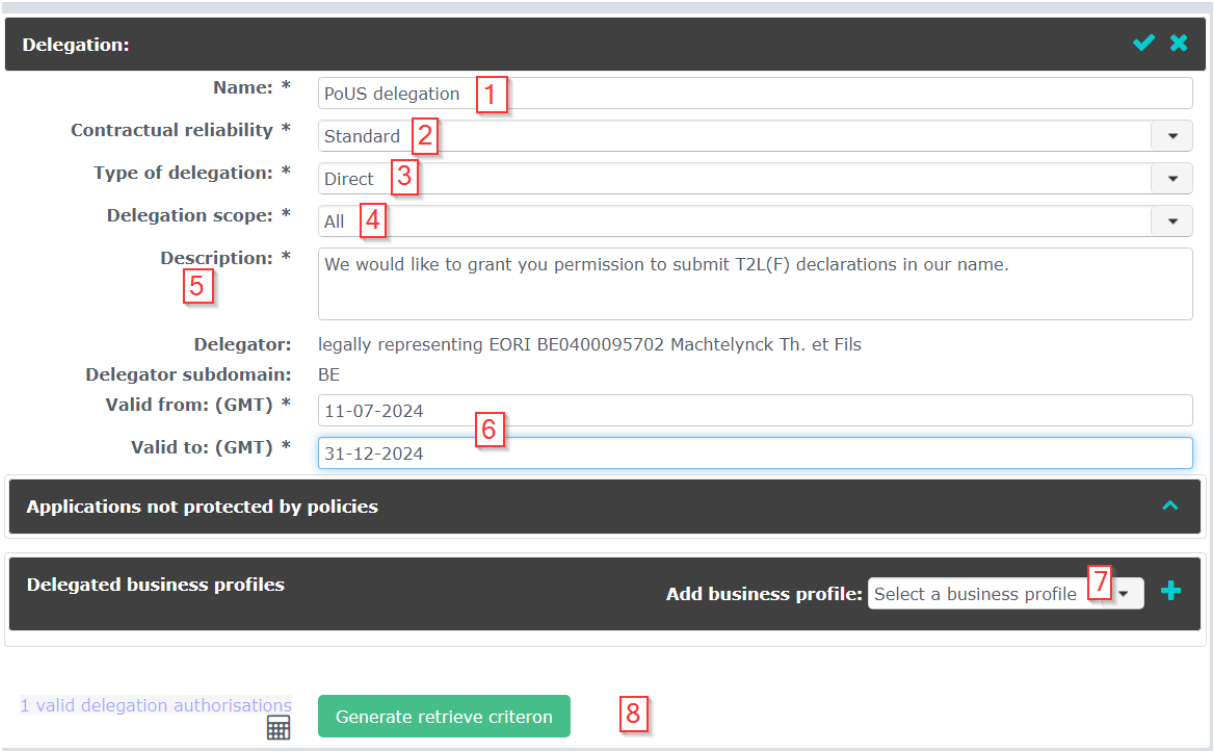


Step 2 — Add the delegation

In the Dashboard, select Delegations > Add.

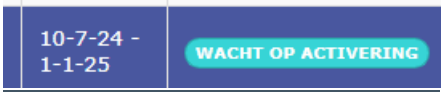


Step 3 – complete the details of the delegation



1. Give the delegation a name.
2. Contractual reliability = Standard
3. Type of delegation = Direct
4. delegationScope = ALL
5. Add a description.
6. Enter the validity period.

   ⚠ Maximum 1 jaar mogelijk (bvb. van 01-01-2024 t.e.m. 31-12-2024)
   We prefer a validity until the end of the year. This would make it easier to generate an automatic mailing at the end of the year to remind you about the prolongation.
7. Select the correct business profiles and click ➕ .
   (here: POUS_STP_CONSULTATIVE **and** POUS_STP_EXECUTIVE,…)
8. Click on Generate retrieve criteron to generate a code.
9. Send us this code.
10. Now, on the dashboard, you will see the following (scroll completely to the right):

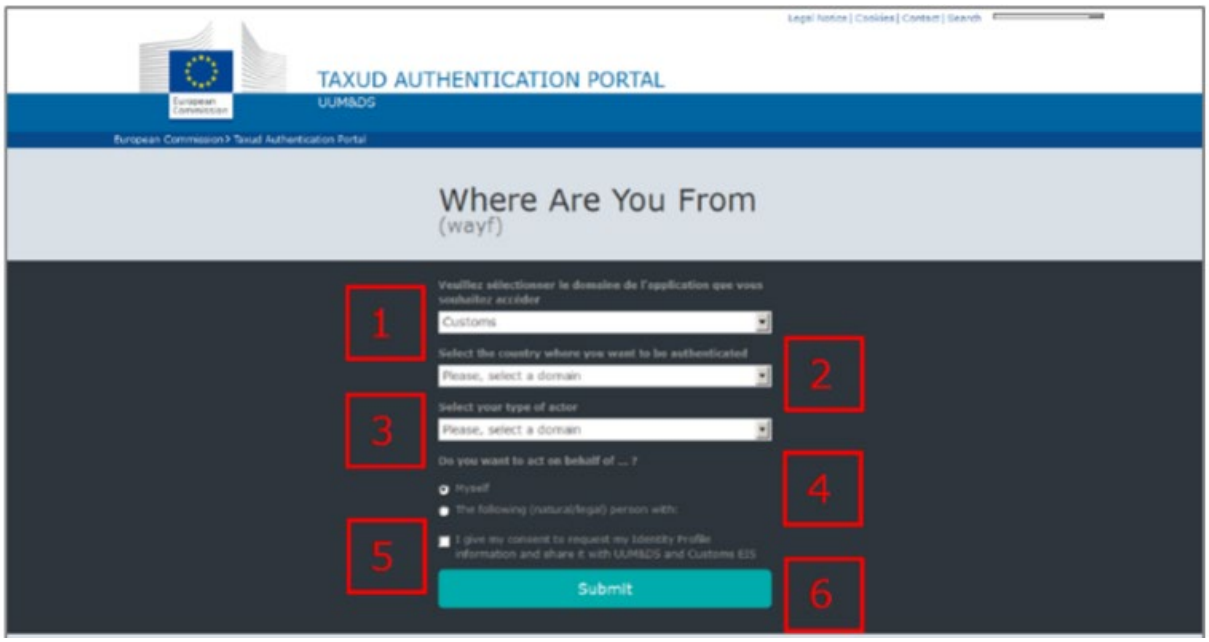


2. Delegation Acceptance by DELEGATE

URL: https://customs.ec.europa.eu/taxud/uumds/admin-ext/

Step 1 — Enter WAYF user details

1. Select the Customs Domain → Customs
2. Select your country → Belgium
3. Select your correct type of actor → **Customs representative**
4. Select who you want to act on behalf of → **Myself**
5. Tick the box to confirm that you give consent to share your Identity Profile information
6. Click Submit.

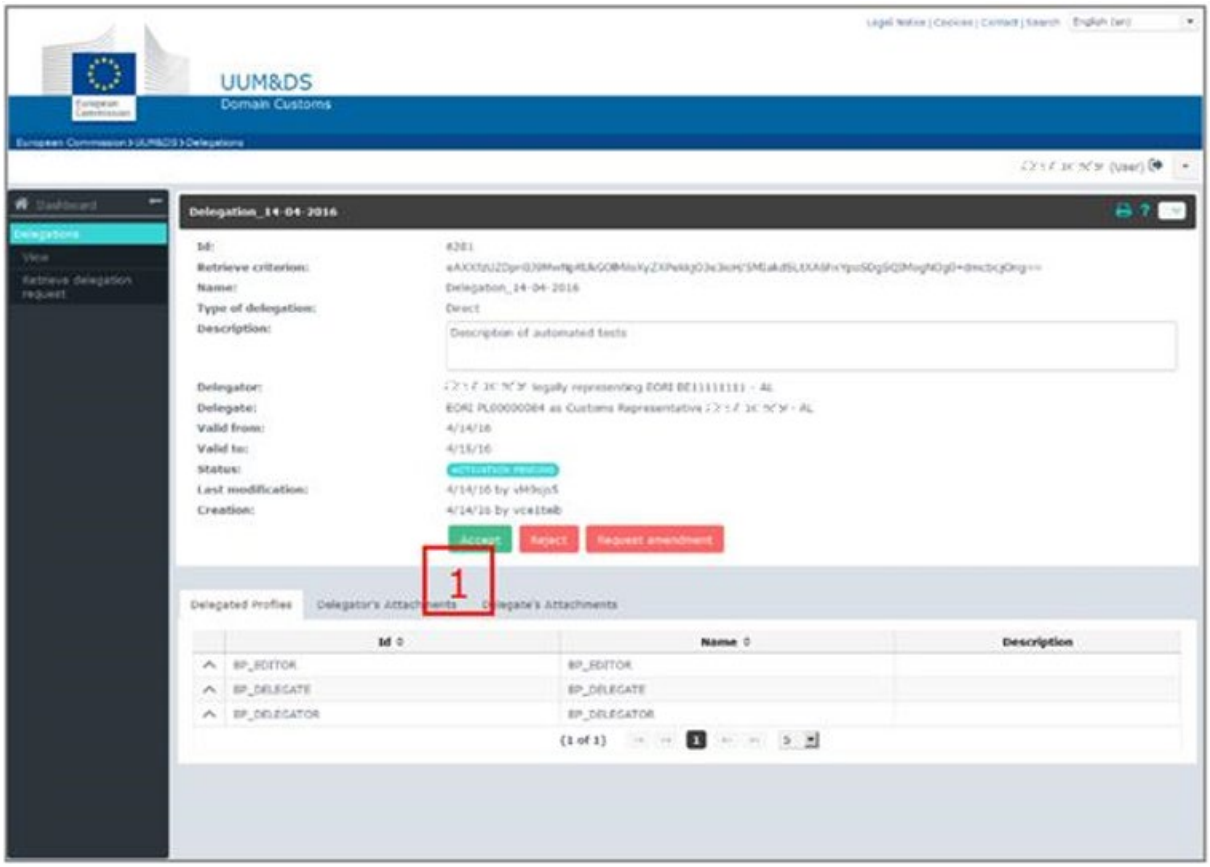


Step 2 — User retrieves delegation

1. In the Dashboard, select **Delegations > Retrieve** delegation request.
2. Enter the token as received from the delegator.
3. Click Submit.

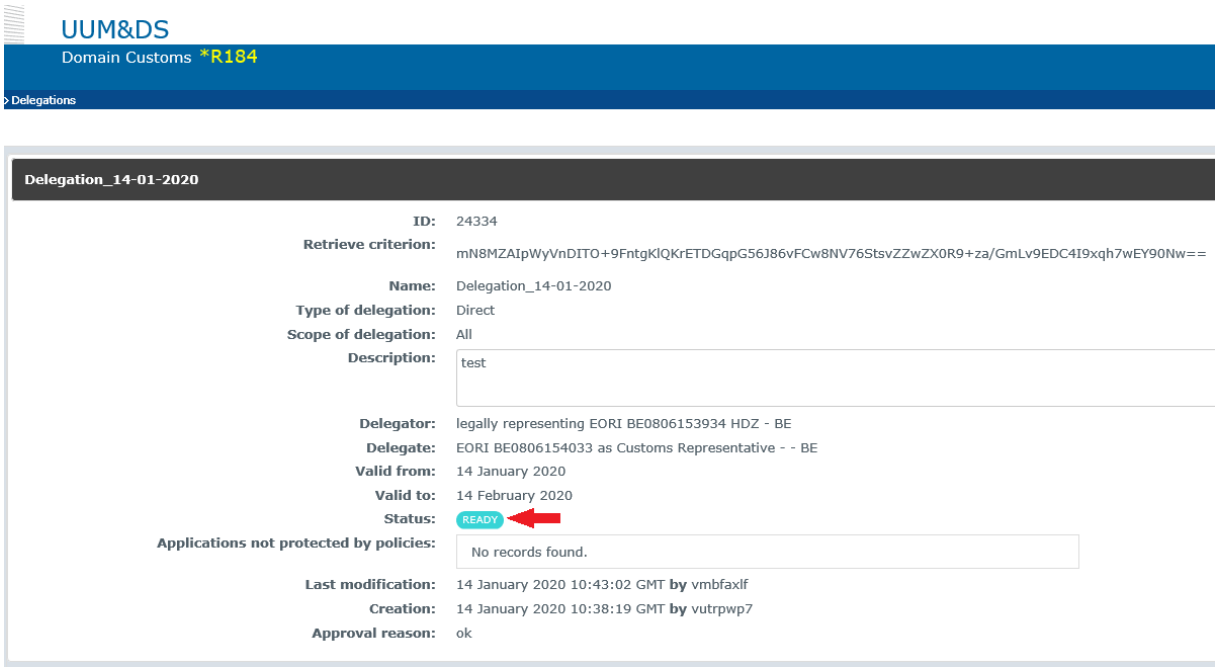
Step 3 — User accepts delegation

1. Examine the delegation and click **Accept**.



2. A comment box opens; verify the Delegation number.
3. Enter a Comment.
4. Click Accept.

The status of the delegation is **READY**



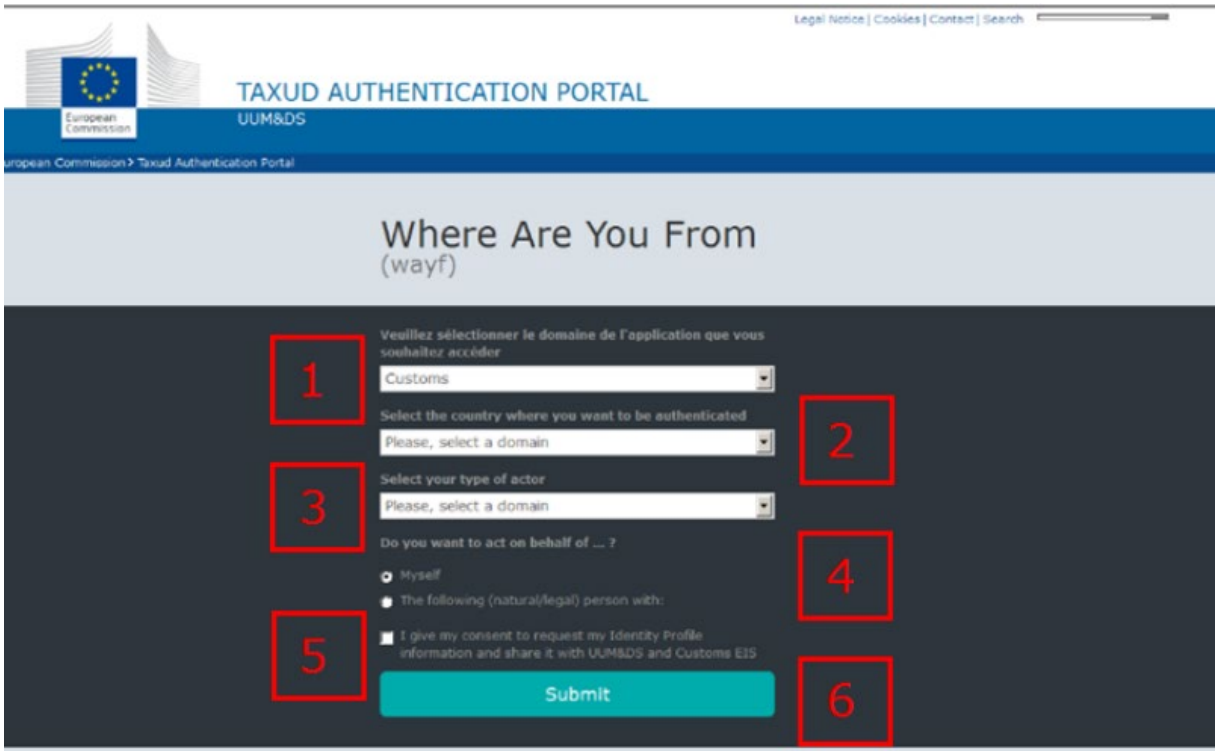
→ The DELEGATOR now needs to accept the delegation.

3. Delegation Acceptance by DELEGATOR

URL: https://customs.ec.europa.eu/taxud/uumds/admin-ext/

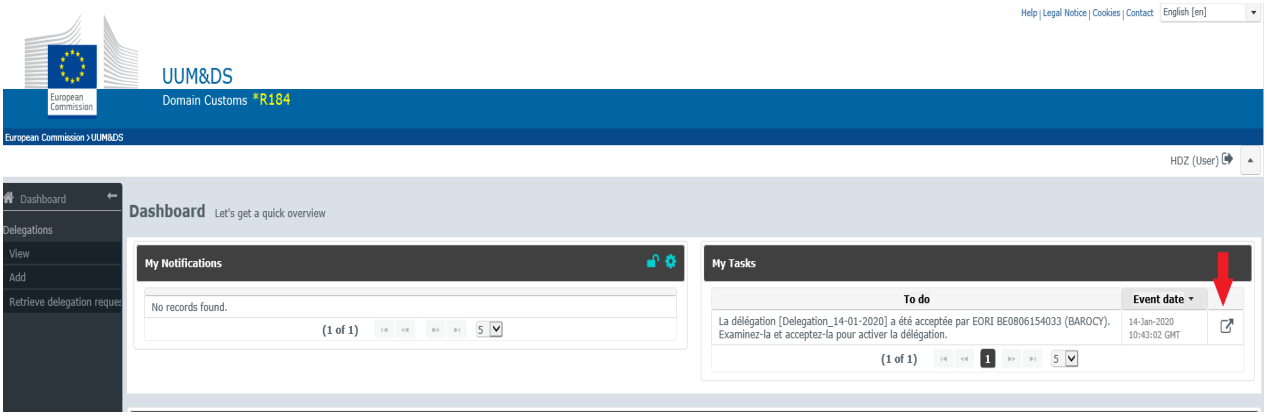
Step 1 — Enter WAYF user details

1. Select the Customs Domain → Customs
2. Select your country → Belgium
3. Select your correct type of actor → **Economic operator**
4. Select who you want to act on behalf of → **Myself**
5. Tick the box to confirm that you give consent to share your Identity Profile information
6. Click Submit.



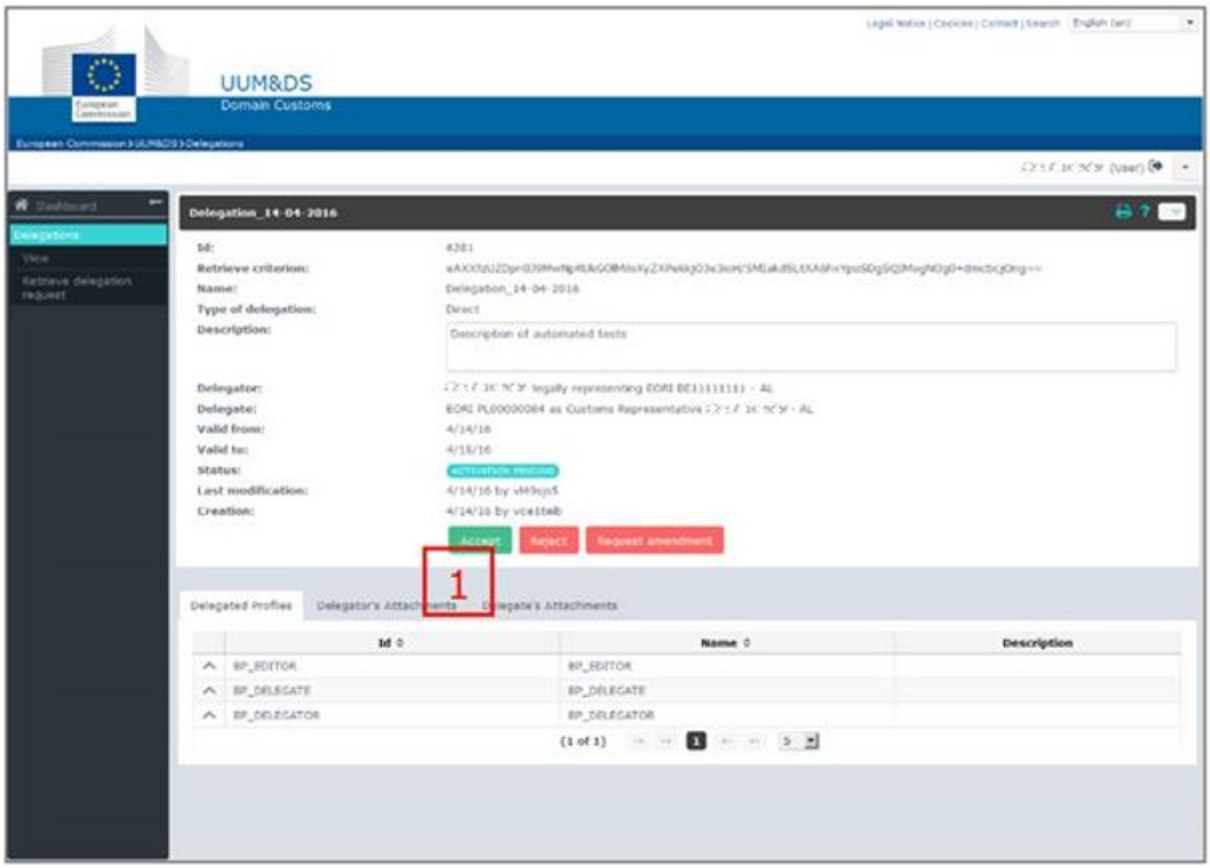
Step 2 — User retrieves delegation

In the Dashboard, **My Tasks** section, click to “View entity related to this event”.



Step 3 — User accepts delegation

1. Examine the delegation and click **Accept**.



2. A comment box opens; verify the Delegation number.
3. Enter a Comment.
4. Click Accept.

The status of the delegation is **ACCEPTED**

Customs Support BELGIUM

- For any assistance, contact us at MASP@customssupport.com.
- For more details, visit our website.