

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:

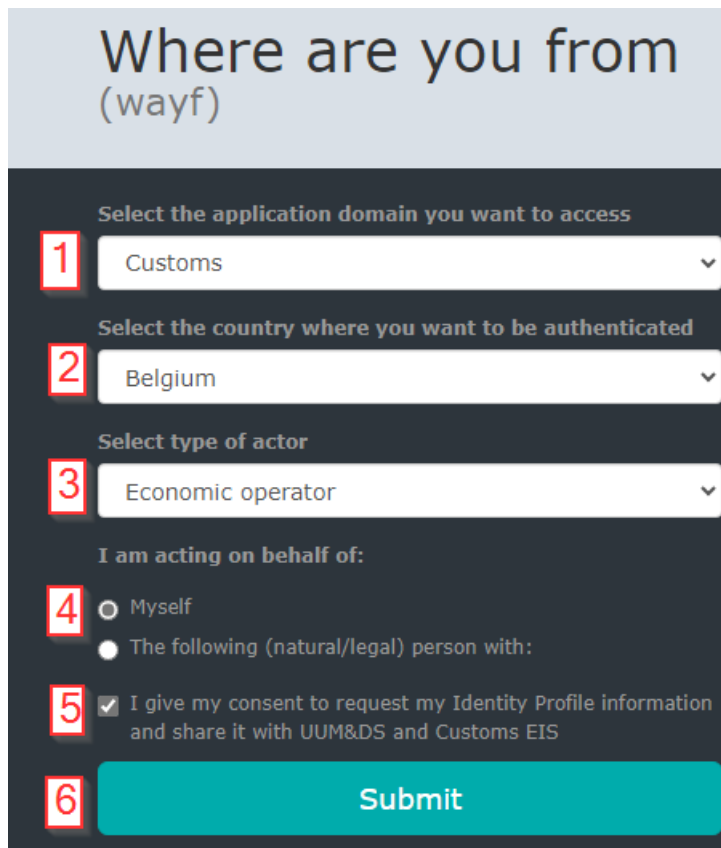
ENG: [Documentation | RMA \(belgium.be\)](#)

1. Creating a delegation by DELEGATOR

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

Step 1 / Step 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.



Where are you from
(wayf)

Select the application domain you want to access

1 Customs

Select the country where you want to be authenticated

2 Belgium

Select type of actor

3 Economic operator

I am acting on behalf of:

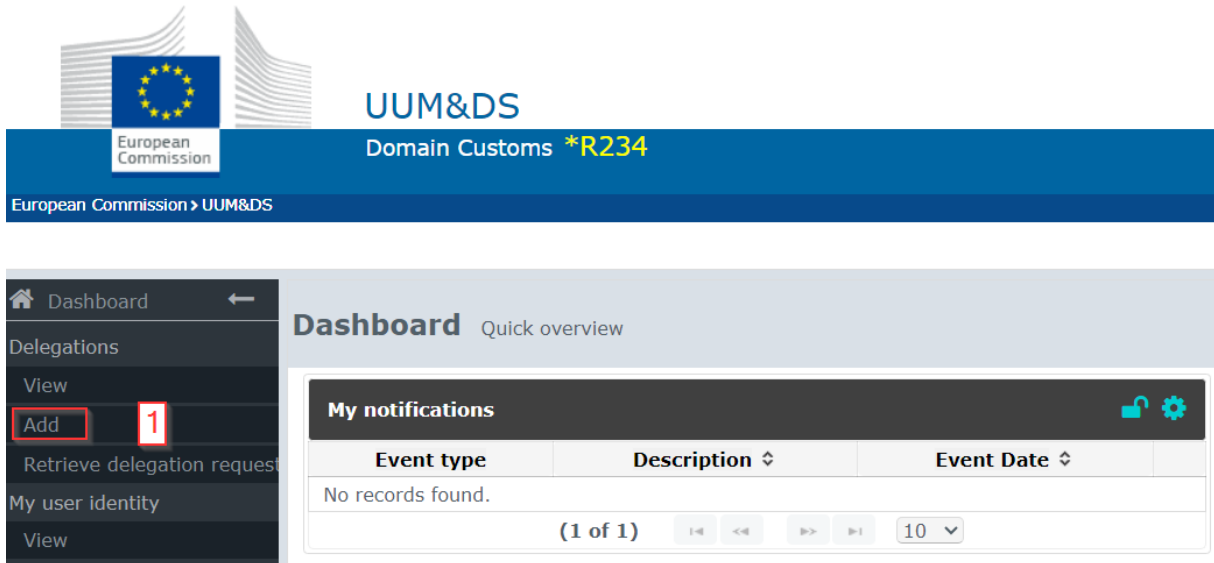
4 Myself
 The following (natural/legal) person with:

5 I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

6 Submit

Step 2 — Add the delegation

In the Dashboard, select Delegations > Add.



The screenshot shows the UUM&DS interface. At the top, there is a header with the European Commission logo and the text "UUM&DS Domain Customs *R234". Below this is a navigation bar with "European Commission > UUM&DS". On the left, a sidebar menu is open, showing "Dashboard" at the top, followed by "Delegations" with sub-options: "View", "Add" (highlighted with a red box and a red '1'), "Retrieve delegation request", "My user identity", and "View". The main content area is titled "Dashboard Quick overview" and contains a "My notifications" section. This section has a table with columns "Event type", "Description", and "Event Date". The table is currently empty, displaying "No records found." and a pagination control showing "(1 of 1)" and a dropdown menu set to "10".

Step 3 – complete the details of the delegation

Delegation:
✓ ✕

Name: * 1

Contractual reliability: * 2 Standard

Type of delegation: * 3 Direct

Delegation scope: * 4 All

Description: * 5 We would like to grant you permission to submit T2L(F) declarations in our name.

Delegator: legally representing EORI BE0400095702 Machtelynck Th. et Fils

Delegator subdomain: BE

Valid from: (GMT) * 6 11-07-2024

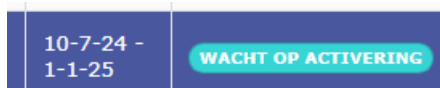
Valid to: (GMT) * 6 31-12-2024

Applications not protected by policies
^

Delegated business profiles
Add business profile: 7 Select a business profile +

[1 valid delegation authorisations](#) Generate retrieve criterion 8

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 criterion to generate a code.
9. Send us this code.
10. Now, on the dashboard, you will see the following (scroll completely to the right):

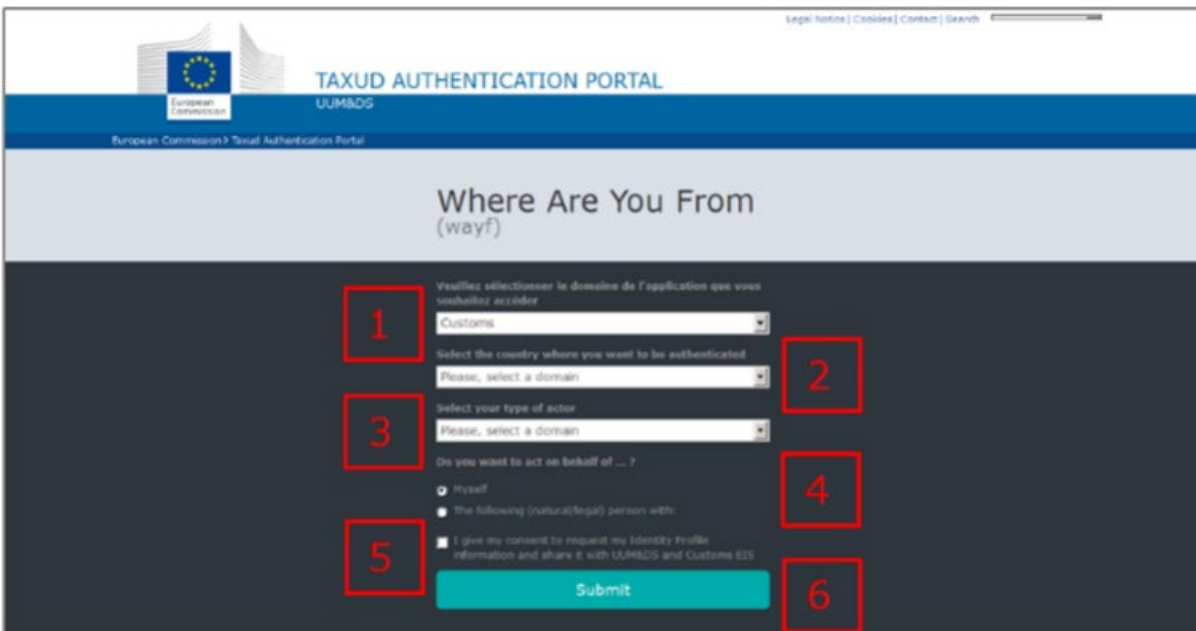


2. Delegation Acceptance by DELEGATE


URL: <https://customs.ec.europa.eu/taxud/uums/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.



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 TAXUD AUTHENTICATION PORTAL
UUMADS

European Commission > Taxud Authentication Portal

Where Are You From (wayf)

Veuillez sélectionner le domaine de l'application que vous souhaitez accéder

1 Customs

Select the country where you want to be authenticated

2 Please, select a domain

Select your type of actor

3 Please, select a domain

Do you want to act on behalf of ... ?

4 Myself

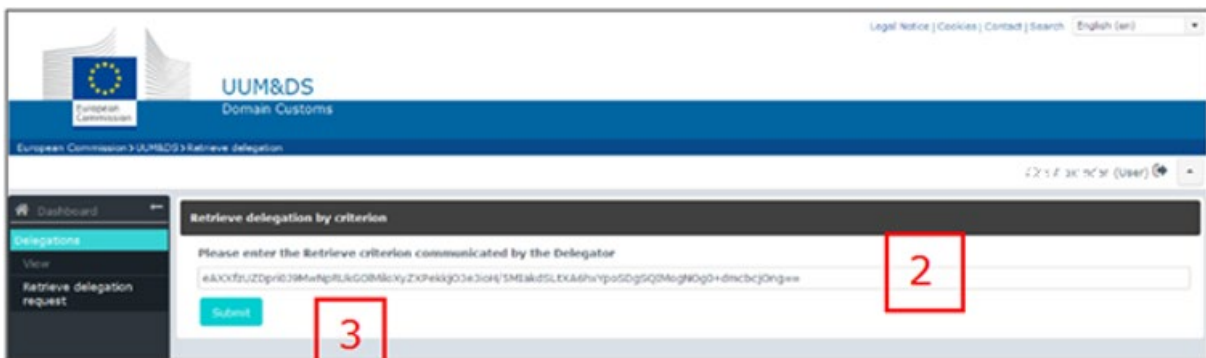
The following (natural/legal) person with:

5 I give my consent to request my Identity Profile information and share it with UUMADS and Customs SIS

6 Submit

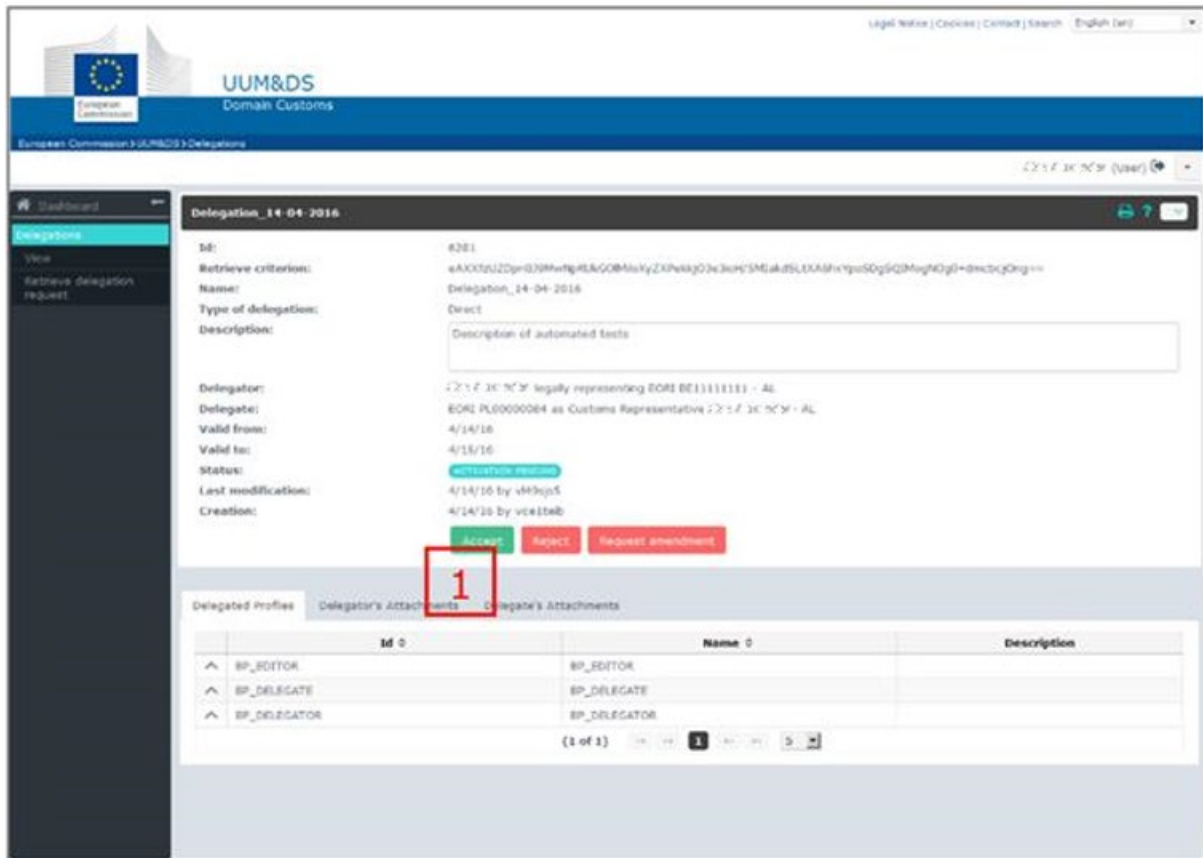
Step 2 — User retrieves delegation

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

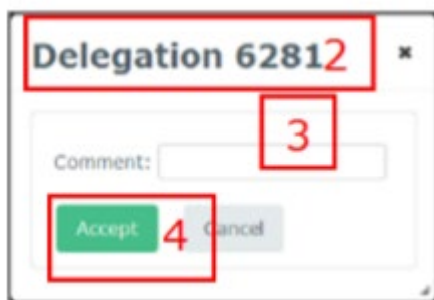


Step 3 — User accepts delegation

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**

UUM&DS
Domain Customs *R184
Delegations

Delegation_14-01-2020

ID: 24334
Retrieve criterion: mN8MZAipWyVnDITO+9FntgKlQKrETDGqpG56J86vFCw8NV76StsvZZwZX0R9+za/GmLv9EDC4I9xqh7wEY90Nw==
Name: Delegation_14-01-2020
Type of delegation: Direct
Scope of delegation: All
Description:
Delegator: legally representing EORI BE0806153934 HDZ - BE
Delegate: EORI BE0806154033 as Customs Representative - - BE
Valid from: 14 January 2020
Valid to: 14 February 2020
Status: READY 
Applications not protected by policies:
Last modification: 14 January 2020 10:43:02 GMT by vmbfaxif
Creation: 14 January 2020 10:38:19 GMT by vutrpwp7
Approval reason: ok

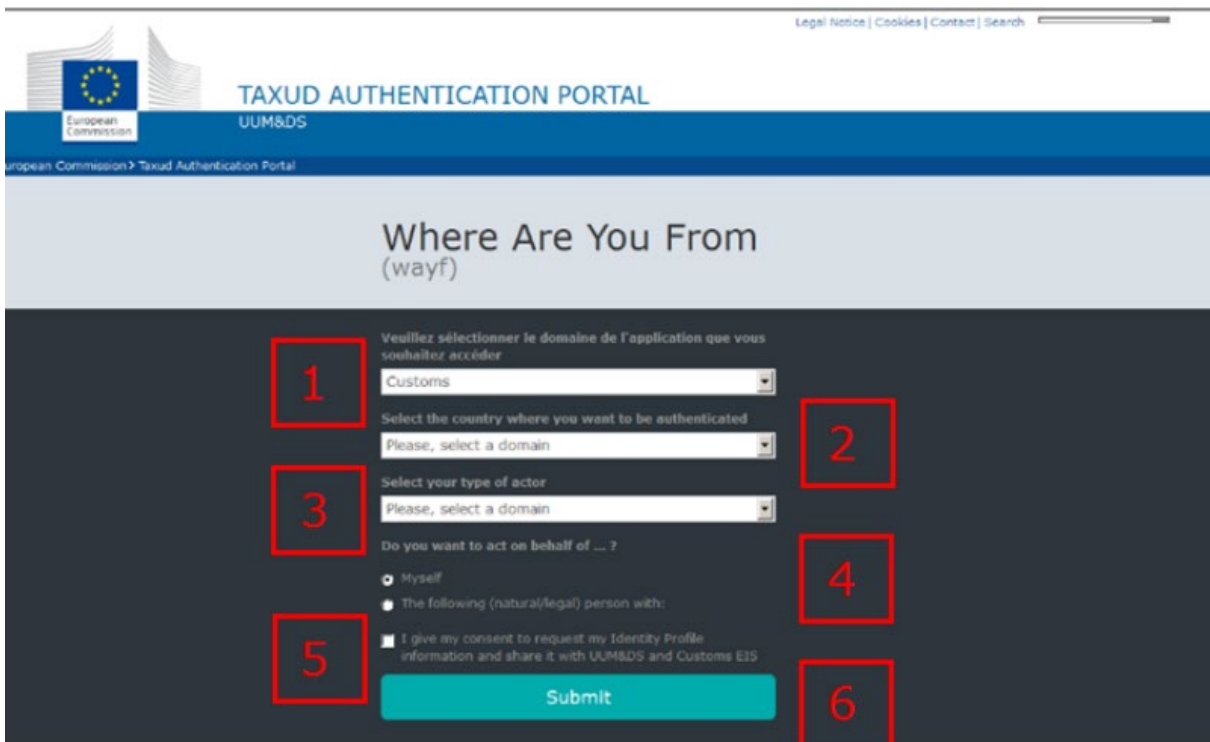
→ The DELEGATOR now needs to accept the delegation.

3. Delegation Acceptance by DELEGATOR

URL: <https://customs.ec.europa.eu/taxud/uums/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.



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European Commission
UUM&DS
European Commission > Taxud Authentication Portal

Where Are You From (wayf)

Veuillez sélectionner le domaine de l'application que vous souhaitez accéder

1 Customs

Select the country where you want to be authenticated

2 Please, select a domain

Select your type of actor

3 Please, select a domain

Do you want to act on behalf of ... ?

Myself

The following (natural/legal) person with:

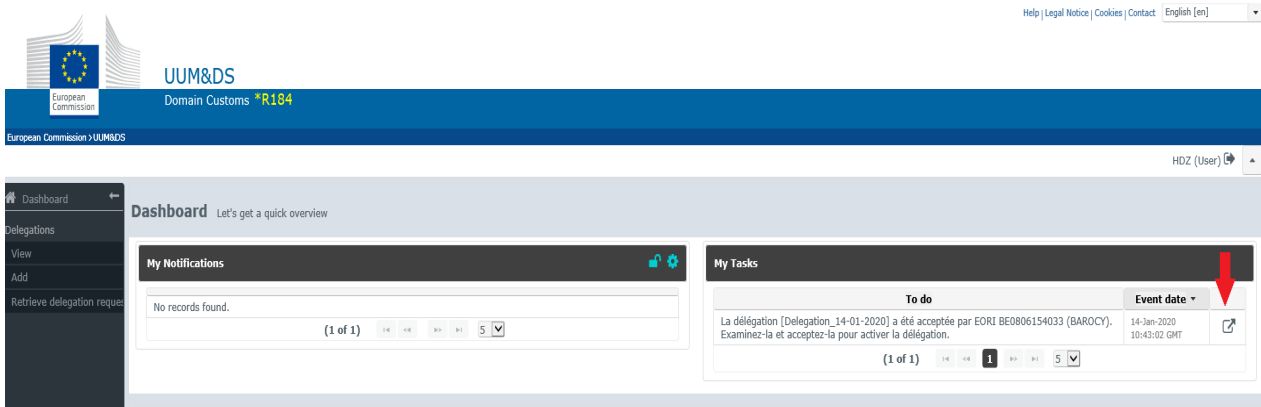
4

5 I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

6 Submit

Step 2 — User retrieves delegation

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



The screenshot shows the UUM&DS Dashboard interface. The top navigation bar includes the European Commission logo, UUM&DS, and Domain Customs *R184. The main content area is divided into two sections: "My Notifications" and "My Tasks".

My Notifications: Shows "No records found." with pagination "(1 of 1)".

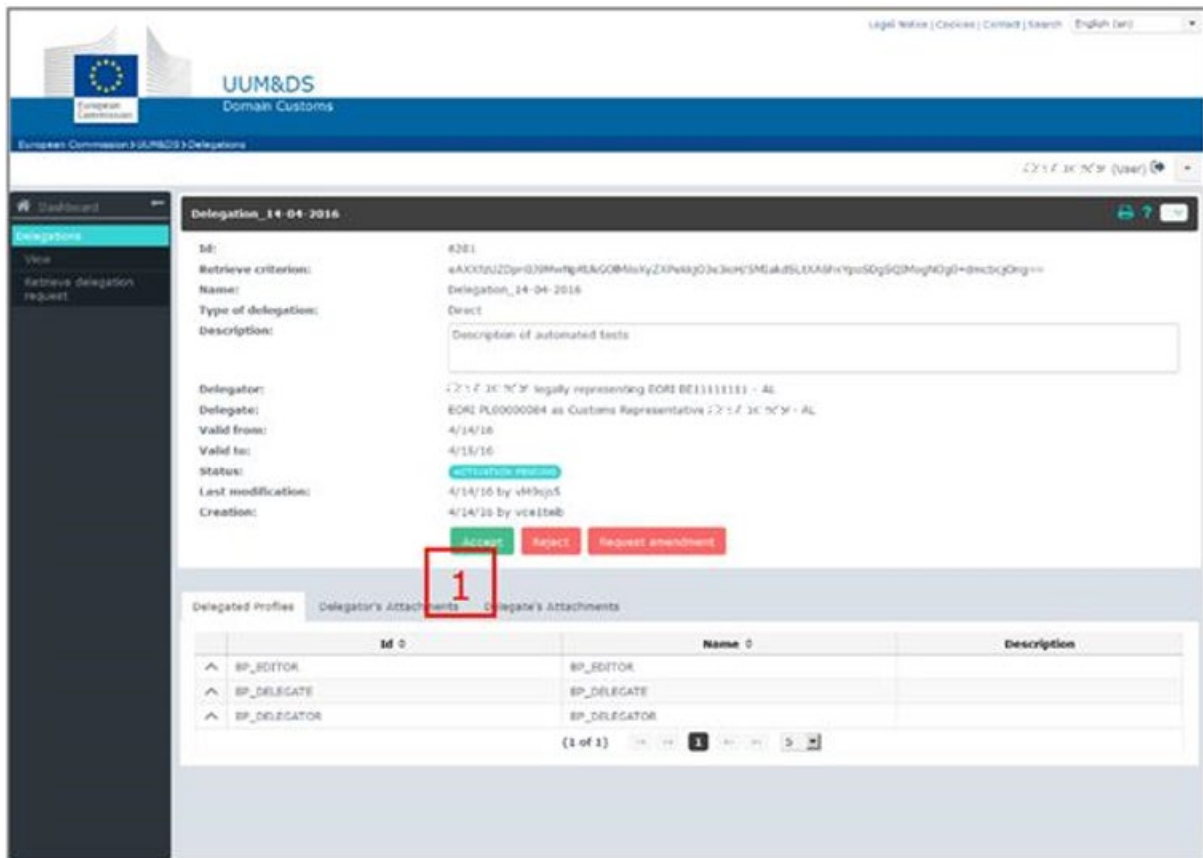
My Tasks: Shows a "To do" task with the following details:

To do	Event date
La délégation [Delegation_14-01-2020] a été acceptée par EORI BE0806154033 (BAROCY). Examinez-la et acceptez-la pour activer la délégation.	14-Jan-2020 10:43:02 GMT

A red arrow points to the external link icon in the "Event date" column.

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](#).