

Guideline for Reporter ID Issuance System

As of Oct. 2017

NACCS Center

Reporter ID Issuance System is the system to issue "Reporter ID" for overseas AFR filers to submit data to NACCS through authorized Service Providers. You can access the system from following AFR website. AFR website URL [https://bbs.naccscenter.com/afr/]

	▶ Reporter ID Issuance System ◀		orter ID Issuance S	System
		V (main	page〉	
A and a second sec	AFR Advance Filing Rules		Japan +0900(JST) 2013/05/07 13:12:09	
	Home			
_	Apply for Reporter ID			
Text Control of Contro	To apply for Reporter ID, please click the button belov When you apply for Reporter ID, you must enter t	<i>ı.</i> he applicant's information.		

Apply for Reporter ID

Update Reporter ID information/ Delete Reporter ID

If you already have your Reporter ID and would like to change information or delete the ID, please start here.

ID	
Password	

SignIn

Forgot your ID/password?





Reporter ID Issuance System has functions such as below.

1.Issue Reporter ID2.Inquire registered Reporter ID Information3.Delete/ Update registered Reporter ID Information4.Issue house B/L Carrier code(For NVOCC)



Basic Flow





1. Basic Issuance Route



✓ Issuing Reporter ID 1. Pre-registration





②Confirm 〈Confirm entered information〉

A page to confirm a information entered in the previous page.

Please check if information is correct. If there was a mistake, please click

the "Back" button and correct the data.

If information is all correct, click "Confirm Pre-registration" and go to next page.

1.Pre-registration	2.Confirm	3.Registration Code	4.Terms and Conditions	5.Application	6.Confirm Reporter ID
Confirm					

Please review the information displayed below.

If information is correct, click "Confirm Pre-registration",

To correct the information , click the "Back" button .

E-mail address	john.smith@example.com				
Company name	ABC CORPORATION	ABC CORPORATION			
Name	Family Name	Smith			
Name	First(Given) Name	John			

< Back	Confirm Pre-registration >



③Pre-registration is accepted 〈Confirmation E-mail〉

"Registration code" is issued on a page and confirmation E-mail will be sent to the registered E-mail address.

Please remember "Registration code" because it will be required in the next step.

1.Pre-registration	2.Confirm	3.Registration Code	4.Terms and Conditions	5.Application	6.Confirm Reporter ID
Pre-registration	is accepted.				



To apply for Reporter ID, please see the E-mail sent to your E-mail address, go to the link in the message and confirm with the Registration code below **WITHIN ONE HOUR.**

PLEASE MAKE SURE TO MAKE A NOTE OF REGISTRATION CODE BEFORE CLOSING SCREEN.

Registration code: AA1234

1. Basic Issuance Route

Pre-registration of Reporter ID is accepted

For registration, the following e-mail will be sent to the applicant. Within 1 hour, please make access the URL written in the e-mail and proceed to the next step.

Your Pre-registration of Reporter ID is accepted.

To continue the Reporter ID application, please go to the following URL and enter the Registration code* WITHIN ONE HOUR. *Registration Code is the 6 characters code appeared on the screen when you finished the Pre-registration.

https://afr.global-naccs.com/dfw/main/widapp/REAB/EntryREASC04.do?UUID=cf5f2a3d-3c14-4fef-bbc0-f5e57c9236bd Sincerely,

NACCS Center

<Notice>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any inquiries, please use contact information below.

URL for registration

NACCS Center E-mail: <u>afr-c@naccs.jp</u>

XIn the event that you can not receive this e-mail, please check if your PC can receive e-mail from <u>"afr@global-prod-naccs6.com</u>" without any problems.





(5) Enter "Registration code" and then click "Next" button.

1.Pre-registration	2.Confirm	3.Registration Code	4.Terms and Conditions	> 5.Application	6.Confirm Reporter ID			
Registration code								

Please enter the Registration code. Then click the "Next" button.

Registration code

Registration code is the 6 digits code appeared on the screen when your Pre-registration is completed.

Registration code	example) AA1234	If you fail to pass the Registration code check, please go back to the top page and start from pre-registration again after one hour.





⑥ Terms and Conditions

After read terms and conditions check the box. Then click "Next" button.



By clicking the box below, you are confirming that you have read and agreed to be bound by this Terms and Conditions.



Next >



⑦ Corporate information

Enter corporate information.

NVOCC can apply for NVOCC Code for house B/L by checking the box at the end of the page, as needed.

1.Pre-registration	2.Confin	m 3.Registration Code	4.Terms and Conditions	5.Ap	olication) 6.Confirm Rej	oorter ID	
Corporate informat	ion				-			
Company name*	ABC CORPO example) ABC	DRATION CORPORATION			Corporate	e Phone	+	-44-520-62yy
	Address Line1*	example) 0123 VEGAS ST.			The estab	ilichmont		
Company address	Address Line2	example) ZZBLDG			date		example) 20130808	
	City name *	example) LAS VEGAS			Website		example) http://www.aaaa.aaaa.com	
	State name	example) NEVADA		Type of Industry*	1	mpany 💌		
	Country name*	Andorra	•		Service Provider you plan to use			
	ZIP(Postal) Code	example) 123-4567				2		
	If yo hous	u need NVOCC Co e B/L, please che	ode for ck the box.		NVOCC Co for house	ode B/L	Apply for You can check	a NVOCC Code for house B/L this box only when"NVOCC" is chosen in "Type of industry".



⑧ Applicant (the person in charge) information

In addition to corporate information, please enter information of the person in charge of practical filing. This will be the contact point for Japan Customs. Then click "Next".

1.Pre-registration	2.Confirm	3.Registration Code	4.Terms and Conditions	5.Application	6.Confirm Reporter ID	
Applicant (the perso	on in charge	e) information				
Please enter the contact in	nformation of th	e applicant which Japan C	Customs can use to inquire			
Name*	Family Name	Smith				
Name .	First(Given) Name	John				
Title and Section	example) Secti	on manager of IT sector				
Phone number*	+ example) +81-	44-520-62xx				
E-mail address	john.smith@	example.com			E-mail addres	ss which registered
Security information	n				in "pre-regist	ration".
Password*						
Confirm Password*	Please Re-en	ter the password.				
< Back			Next >			

1. Basic Issuance Route



- Issuing Reporter ID
- Onfirm Applicant information
 One of the second second

•••••••

Confirm information and then click "Next" button then Issuance is completed. Information will be sent by E-mail.

1.Pre-registration	2.Cor	nfirm 3.Registration Code	4.Terms and Conditions	5.Application	6.Confirm Re	eporter ID
orporate information						
company name	ABC CORPORATION	4				
	*					
	Address Line1	0123 VEGAS ST.		Confirm Applicant in	formation	
	Address Line2	ZZBLDG		Reporter ID i	ssuance pr	rocess is c
	City name	LAS VEGAS		Reporter ID : JJ123 Carrier code for house I The information is also Reporter ID issuance and	B/L : J123 sent to registered I	E-mail address.
Company address	State name	NEVADA		Reporter 10 Instance pr	locess is completed	o. Fou may close u
	Country	United States		Corporate information	ABC CORPORATIO	ION
	name				Address Line1	0123 VEGAS ST.
	ZIP(Postal) code	123-4567			Address Line2	ZZBLDG
Corporate Phone number	+81-44-520-62xx			Company address	City name	LAS VEGAS
The establishment date	2013/08/08			Company address	State name	NEVADA
Website	http://www.aaaa.a	.aaa.com			Country	United States
Type of industry	NVOCC				Zip(Postal) code	123-4567
	1	Service provider 1		Corporate Phone number	r +81-44-520-62xx	CX
ervice provider you plan o use	2	Service provider 2		The establishment date	2013/08/08	
	3	Service provider 3		Type of industry	http://www.aaaa.	a.aaaa.com
need Carrier code	Yes	1		Type of madality	1	Service provider 1
house B/L				Service provider you plan	n 2	Service provider 2
licant (the person in	charge) inform	nation		U USC	3	Service provider 3
	Family Name	Smith		I need Carrier code Applicant (the person i	in charge) inform	mation
ne	First(Girse) N				Family Name	Smith
	First(Given) Name	Jonn		Name	First(Given) Name	e John
itle and Section	Section manager of	5 IT sector		Title and Section	Section manager of	of IT sector
hone number	+81-44-520-62xx			Phone number	+81-44-520-62xx	x
-mail address	john.smith@examp	ble.com		E-mail address	john.smith@exam	nple.com
curity information				Security information Password	*****	
Password	****					



10 Email from NACCS; "Reporter ID issuance is completed."

When Reporter ID registration completed successfully, applicant will get a confirmation e-mail like below from NACCS Center. Since important information such as the Expiration date is written on the e-mail, please make sure to keep it.

Dear ,Esq.	
Thank you for applying for NACCS Reporter ID. Your Reporter ID issuance has been successfully completed as shown below.	
Reporter ID: NVOCC Code for house B/L: The Activation date: The Expiration date: 2018/09/01 00:00 Reporter ID will become invalid at this time and date. So this ID is available until 2018/08/31 23:59	
*In each use of ID in report, expiration date of ID is automatically extended one year from the **Please keep your ID and password carefully.	date of use.
Sincerely, NACCS Center	
<notice> Please do not reply to this message. Replies to this message are routed to an unmonitored m If you have any inquiries, please use contact information below.</notice>	ailbox.
NACCS Center	



2. Management of Reporter ID

1.Expiration of Reporter ID

- Reporter ID not in use will be expired/deleted after a certain period.
- $\boldsymbol{\cdot}$ Conditions and expiration dates are as listed below.
- 1. After Reporter ID Issuance and no use(no AFR filing with the Reporter ID), ID will be expired in <u>1year *1</u>.
- 2. As a special setting, expiration date of all IDs issued BEFORE 2017/09/24 9:00 p.m. are set as "2018/10/06".
- 3. With each AFR filing, the expiration date of Reporter ID will be extended for <u>1year *2</u>.
- 4. When Reporter ID is expired, Code for house BL/NVOCC code issued with that ID will also be expired.
- \rightarrow In case your customers' ID/House BL code expired, please simply apply for new Reporter ID.

More detailed explanation for *1, *2 can be found in the next page.



2.Reporter ID data reflection on NACCS system after March

- Timing of issued Reporter ID reflected to production environment is as follows.
 - -IDs issued **before** 9 : 00 p.m. of the day \rightarrow will be available at **next day 00 : 00 a.m.**
 - -IDs issued after 9 : 00 p.m. of the day \rightarrow will be available after the day after next day 00 : 00 a.m.

3. Limitation for extending ID validity duration

As mentioned above, the expiration date of Reporter ID can be extended for 1 year with each AFR filing. However, there is a limitation for the ID validity extension as follows.



e.g.) Expiration date and time was 1/1 11 : 00 pm (JST)



*All time shown above is Japan Standard Time.