



ventanilla única

SCANNING

1. What is it?

Saving scanned documents needed for customs clearance of goods, which will contact the Integral Customs Automated System and customs clearance systems for the purpose of eliminating paper.

2. Achievement.

Achieve the office of foreign trade goods without the physical movement of paper and eliminate customs document files, importers / exporters, custom agents and customs agents.

3. What benefits will we get?

- Delete the physical files currently stored custom agents, shippers, importers or exporters.
- Lower storage costs and maintenance.
- Reduction in paper handling customs.
- Eliminate risk of destruction of documents.

4. What document presented to the customs clearance?

Just the print must be submitted simplified declaration.

5. Where can I check the scanned documents?

Within the One-Stop portal will be an option to view scanned documents. Whether for the individual, moral or RFC consultation.

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6. When should I declare an E-Document to a declaration?

Whenever you want to attach a document to a foreign trade transaction, for example: Certificate of Origin permits, etc.

7. If you opt for the Single Window procedure is exempt from compliance with Article 36 of the Customs Act?

This legal system because it states that must accompany the petition and other documents, regulations and restrictions, which normally must be submitted in original.

This, given that under the conditions of use of the Single Window provides as follows:

Seventh. - Means that users conduct their transactions through the "Ventanilla Digital", to enter and do their transactions through the same accept: That the proceedings are conducted entirely through the "Ventanilla Digital", except that the legal provisions applicable to the respective process requiring the submission of original documents, printed documents with handwritten signature or an act or practice of physical inspection, in both cases will be in the form prescribed in the respective applicable regulations.

8. What are the technical specifications to scan a document?

The techniques specifications are:

- The maximum size of the file is 3MB.
- Only PDF files, without forms, passwords, in zip, embedded OLE objects or javascript code.
- Grayscale 8-bit depth.
- In resolution of 300 dots per inch
- No blank sheets
- No OCR applied.

9. How to send scanned documents, all in a file or document file?

It will send a document file regardless of whether the document is 10 or 100 pages, and in turn receive an e-document for each file.

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10. *The "List of Documents" which is now an annex to the petition: Will need to be scan or presented physically to the customs office?*

The List of Documents is a file that will be delivered physically to Customs Office. It is not necessary scanning.

11. *Is it possible to transmit scanned documents via Web Service?*

The documents will be scanned and loaded into the system through the Ventanilla Única. There is a section that is named scanning, choose the option to load the necessary and required documents for the service to be performed.

There is a Web Service to transmit scanned documents. For more information please see Fact Sheet No. 46, 49, 52, 55, 57, 58, 71, 74 and 82, in addition to the Web Service inputs for scanning and scanning user's manual which can be found in the download section of the Ventanilla Única website.

12. *Can I use the same scanned document to make different operations? Or I have to scan each time that I want to use it?*

One advantage of the VU is that documents are scanned only once. An e-document can be linked to different operations, as long as it is required and valid.

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