



# **The WCO Time Release Study**

## **- WCO TRS Online Software -**

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# WCO TRS Source

Procedures and Facilitation main page - Windows Internet Explorer

http://www.wcoomd.org/members/members\_proceduresfacilitationmainen.htm

Procedures and Facilitation main page

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**Procedures and Facilitation**

**Contacts**

- List of contacts

**Publications**

- Publication, Manuals, and documents available for download

**Tools and Instruments**

**Revised Kyoto Convention**

- The International Convention on the Simplification and Harmonization of Customs Procedures (Revised Kyoto Convention)
- NEW** Questionnaire to be completed by non-Contracting Parties to the RKC (Spanish version - PDF)

**WCO Data Model - DMR**

- WCO Data Model maintenance procedures
- WCO Data Model data harmonisation

**Time Release Study**

- Guide to Measure the Time Required for the Release of Goods
- User Manual - Internet Software for the Time Release Study

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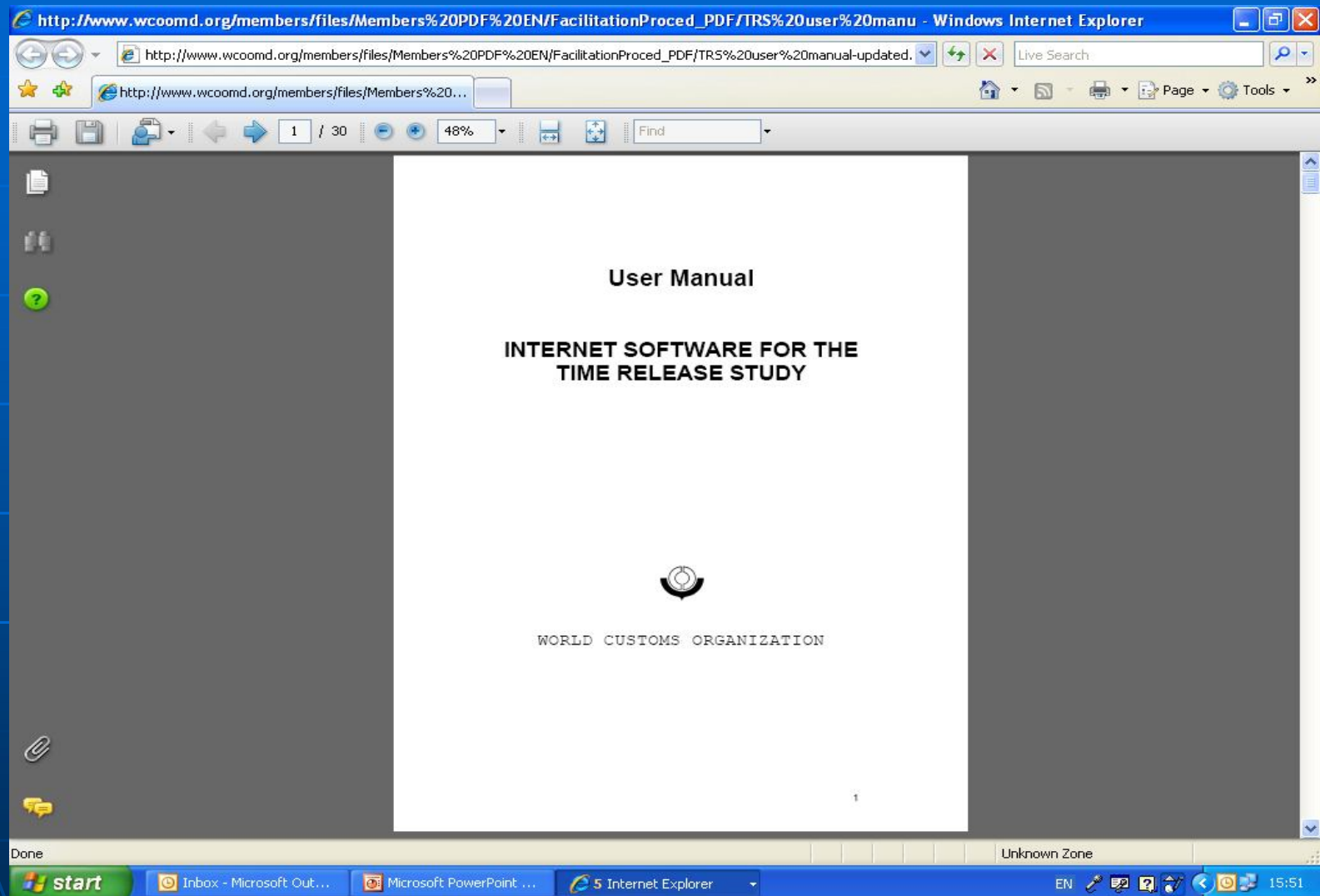
51<sup>st</sup> Fellowship Programme, 8 February - 19 March 2010

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# TRS Software



<http://members.wcoomd.org/trs/index.asp>

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# TRS Software

## Steps for TRS Software

### 1. User ID & Password from the WCO

To use the software first you have to obtain a user ID from the WCO. When requesting an ID, Members will be asked to provide the WCO with the title they wished to use for the surveys. The password would be provided by the WCO following receipt of a request from the Member administration.

### 2. Log in to the TRS Software

Go to the <http://members.wcoomd.org/trs/index.asp> and input your user ID & passwords\*.

\* If you wish to develop more than one survey, you need to create a unique ID and password for each survey to be developed.

# TRS Software

## Steps for TRS Software

### *3. User ID & Password to the user in your administration*

To enable Survey Administers & End Users in your nation to access the system, you need to assign passwords to those.

⇒ see page 4-6 “User Manual”

### *4. Creating a Survey form (Questionnaire)*

To create Questionnaire in accordance with survey conditions you set up, you need to work with “Survey Administration”.

⇒ see page 6-18 “User Manual”

### 5. Select sample Customs declaration

If you decide to use only selected sample for TRS, you need to take random sampling method such as using last two digits of the Customs declaration number.

# TRS Software

## Steps for TRS Software

6. Print blank Questionnaires as many as the number of Samples and input “Customs declaration Number”.

7. Write down data to Questionnaire which Customs HQ can identify  
If only Regional Customs houses can identify necessary data\*,  
Questionnaires need to be send to them to write down necessary data.

\* It is totally up to your administration. If you have introduced e-Customs declaration IT system then, you can easily trace the necessary data. For Manual Declaration, you need to get back to each paper Customs declarations.



# TRS Software

## Steps for TRS Software

### 8. Ask the carriers/forwarders/brokers/warehouse operators to write down data

Identifying the carriers/forwarders/brokers/warehouse operators through Customs declarations, you need to send Questionnaires to write down necessary data.

- \* This means carriers and/or ..... have to keep records of all their Customs related transaction during designated period.
- \* In accordance with information on Customs declaration, the questionnaire should be sent to those.

# TRS Software

## Steps for TRS Software

### 9. Ask the trade related agencies to write down the data

Identifying the trade related agencies which intervened the goods through Customs declarations, you need to send Questionnaires to them to write down necessary data\*.

\* This means trade related agencies have to keep records of all their interventions during designated period.

### 10. Input data to TRS software

Collecting all necessary data, you as survey administrator need to input all data into the TRS software through “New Data Input” on “Data collection”. You can also allocate this task to end user for example to the officer in each regional Customs house. In this case, make sure you have allocated password to him/her as described 3.

⇒ see page 20-22 “User Manual”



# TRS Software

## Steps for TRS Software

### *11. Developing a Report*

Go to “Quick Report” and decide all the necessary data for your report, then you can get “Average”, “Standard Deviation” and “Largest Deviation” in each pattern.

Go to “Full data excel”, you will get all data as excel format so that you can use it in various purposes.

⇒ see page 23-30 “User Manual”



# Thank you for your kind attention

For more information, please visit  
the WCO Web site: [www.wcoomd.org](http://www.wcoomd.org)

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WCO, Brussels