

# Guideline for Reporter ID Issuance System

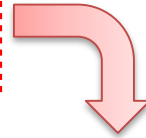
As of Oct. 2017

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/naccs/dfw/web/afr/>]



▶ Reporter ID Issuance System ◀



Reporter ID Issuance System  
〈main page〉

AFR

Advance Filing Rules

Japan +0900(JST)  
2013/05/07 13:12:09

[Home](#)

### Apply for Reporter ID

To apply for Reporter ID, please click the button below.  
When you apply for Reporter ID, you must enter the 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	<input type="text"/>
Password	<input type="password"/>

[SignIn](#)

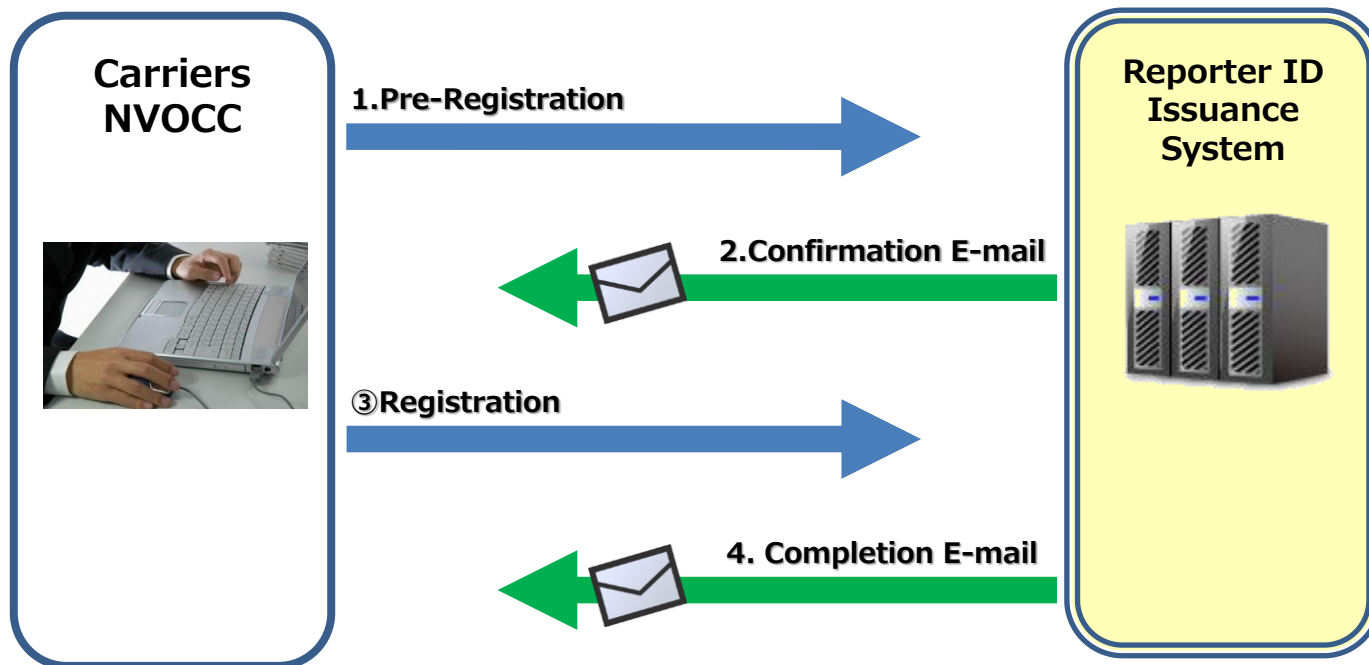
[Forgot your ID/password?](#)



✓ Reporter ID Issuance System has functions such as below.

1. Issue Reporter ID
2. Inquire registered Reporter ID Information
3. Delete/ Update registered Reporter ID Information
4. Issue house B/L Carrier code(For NVOCC)

✓ Basic Flow



# 1. Basic Issuance Route

# 1. Basic Issuance Route

## ✓ Issuing Reporter ID 1. Pre-registration

Apply for Reporter ID




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

### Pre-registration

Please enter the applicant information below.  
Click "Next" when finished entering information.

Required fields are marked with an asterisk(\*).

E-mail address *	<input type="text" value="example) john.smith@example.com"/>	
Confirm E-mail address *	<p>Please re-enter your E-mail address.</p> <input type="text" value="example) john.smith@example.com"/>	
Company name*	<input type="text" value="example) ABC CORPORATION"/>	
Name*	Family Name	<input type="text" value="example) Smith"/>
	First(Given) Name	<input type="text" value="example) John"/>
Enter the verification code shown in the image*	<div> <a href="#">Refresh the image</a></div> <input type="text" value="example) 79361"/>	

✓ Confirmation will be emailed to this address.

✓ Please fill in CAPITAL letters.

✓ Please enter the name of the applicant.

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# 1. Basic Issuance Route



## Issuing Reporter ID

### 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.



### 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	
Name	Family Name	Smith
	First(Given) Name	John

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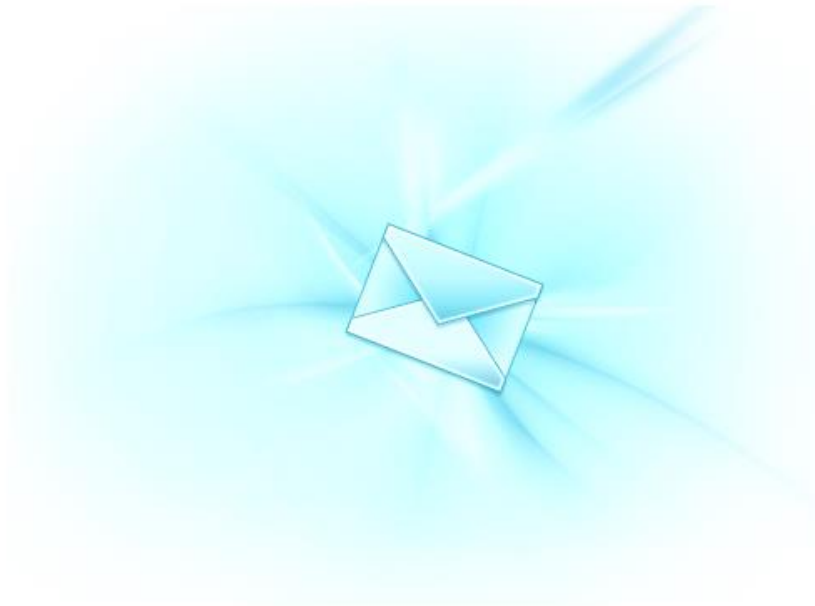
Confirm Pre-registration >

# 1. Basic Issuance Route

- ✓ Issuing Reporter ID
- ③ Pre-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.



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

## ✓ 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.

NACCS Center  
E-mail: [afr-c@naccs.jp](mailto:afr-c@naccs.jp)

URL for registration

※In the event that you can not receive this e-mail, please check if your PC can receive e-mail from [afr@global-prod-naccs6.com](mailto:afr@global-prod-naccs6.com) without any problems.



# 1. Basic Issuance Route



## Issuing Reporter ID

- 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.

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# 1. Basic Issuance Route



## Issuing Reporter ID

### ⑥ Terms and Conditions

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



#### Terms and Conditions

Please read the following Terms and Conditions carefully.  
To download in PDF format, click "PDF" button below.

PDF



This must be scroll to the bottom.

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



I understand and agree to the Terms and Conditions.

Check box will appear after "Terms and Conditions" page was scrolled to the bottom.

Next >

# 1. Basic Issuance Route



## Issuing Reporter ID

### 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.



#### Corporate information

Company name*	<input type="text" value="ABC CORPORATION"/> <small>example) ABC CORPORATION</small>	
Company address	Address Line1*	<input type="text" value=""/> <small>example) 0123 VEGAS ST.</small>
	Address Line2	<input type="text" value=""/> <small>example) ZZBLDG</small>
	City name*	<input type="text" value=""/> <small>example) LAS VEGAS</small>
	State name	<input type="text" value=""/> <small>example) NEVADA</small>
	Country name*	<input type="text" value="Andorra"/>
	ZIP(Postal) Code	<input type="text" value=""/> <small>example) 123-4567</small>

Corporate Phone number	<input type="text" value="+"/> <small>example) +81-44-520-62xx</small>	
The establishment date	<input type="text" value=""/> <small>example) 20130808</small>	
Website	<input type="text" value=""/> <small>example) http://www.aaaa.aaaa.com</small>	
Type of industry*	<input type="text" value="Shipping Company"/>	
Service Provider you plan to use	1	<input type="text" value=""/>
	2	<input type="text" value=""/>
	3	<input type="text" value=""/>
NVOCC Code for house B/L	<input checked="" type="checkbox"/> Apply for a NVOCC Code for house B/L <small>You can check this box only when "NVOCC" is chosen in "Type of industry".</small>	

If you need NVOCC Code for house B/L, please check the box.

# 1. Basic Issuance Route



## Issuing Reporter ID

### 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”.



#### Applicant (the person in charge) information

Please enter the contact information of the applicant which Japan Customs can use to inquire.

Name*	Family Name	<input type="text" value="Smith"/>
	First(Given) Name	<input type="text" value="John"/>
Title and Section	<input type="text"/> <small>example) Section manager of IT sector</small>	
Phone number*	+ <input type="text"/> <small>example) +81-44-520-62xx</small>	
E-mail address	<input type="text" value="john.smith@example.com"/>	

E-mail address which registered in “pre-registration”.

#### Security information

Password*	<input type="password"/>
Confirm Password*	<input type="password"/> <small>Please Re-enter the password.</small>

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# 1. Basic Issuance Route



## Issuing Reporter ID

### ⑨ Confirm Applicant information

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



#### Corporate information

Company name	ABC CORPORATION	
Company address	Address Line1	0123 VEGAS ST.
	Address Line2	ZZBLDG
	City name	LAS VEGAS
	State name	NEVADA
	Country name	United States
	ZIP(Postal) code	123-4567
Corporate Phone number	+81-44-520-62xx	
The establishment date	2013/08/08	
Website	http://www.aaaa.aaaa.com	
Type of industry	NVOCC	
Service provider you plan to use	1	Service provider 1
	2	Service provider 2
	3	Service provider 3
I need Carrier code for house B/L	Yes	

#### Applicant (the person in charge) information

Name	Family Name	Smith
	First(Given) Name	John
Title and Section	Section manager of IT sector	
Phone number	+81-44-520-62xx	
E-mail address	john.smith@example.com	

#### Security information

Password	*****
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#### Confirm Applicant information

##### Reporter ID issuance process is completed.

Reporter ID : JJ123  
Carrier code for house B/L : JJ123

The information is also sent to registered E-mail address.  
Reporter ID issuance process is completed. You may close the window now.

Issuance is completed.

#### Corporate information

Company name	ABC CORPORATION	
Company address	Address Line1	0123 VEGAS ST.
	Address Line2	ZZBLDG
	City name	LAS VEGAS
	State name	NEVADA
	Country name	United States
	Zip(Postal) code	123-4567
Corporate Phone number	+81-44-520-62xx	
The establishment date	2013/08/08	
Website	http://www.aaaa.aaaa.com	
Type of industry	NVOCC	
Service provider you plan to use	1	Service provider 1
	2	Service provider 2
	3	Service provider 3
I need Carrier code for house B/L	Yes	

#### Applicant (the person in charge) information

Name	Family Name	Smith
	First(Given) Name	John
Title and Section	Section manager of IT sector	
Phone number	+81-44-520-62xx	
E-mail address	john.smith@example.com	

#### Security information

Password	*****
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[Close](#)

# 1. Basic Issuance Route



## Issuing Reporter ID

### 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 [REDACTED], Esq.

Thank you for applying for NACCS Reporter ID.  
Your Reporter ID issuance has been successfully completed as shown below.

Reporter ID: [REDACTED]  
NVOCC Code for house B/L: [REDACTED]  
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 date of use.  
\*\*Please keep your ID and password carefully.

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.

NACCS Center

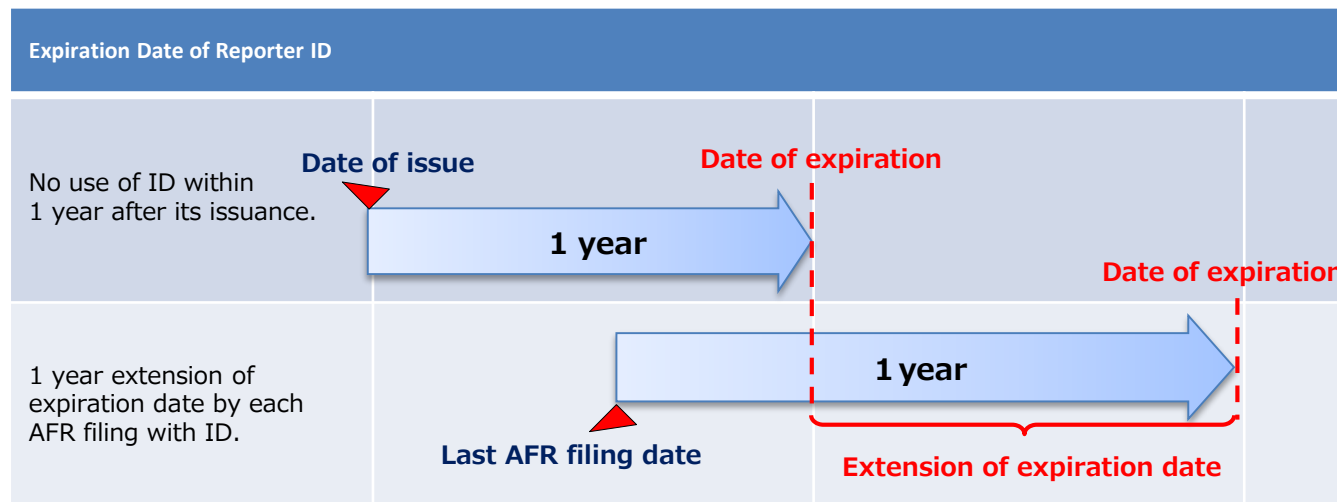
## 2. Management of Reporter ID

## 2.Management of Reporter ID

### 1.Expiration of Reporter ID

- Reporter ID not in use will be expired/deleted after a certain period.
  - Conditions and expiration dates are as listed below.
    - After Reporter ID Issuance and no use(no AFR filing with the Reporter ID), ID will be expired in **1year \*1**.
    - As a special setting, expiration date of all IDs issued BEFORE 2017/09/24 9:00 p.m. are set as **"2018/10/06"**.
    - With each AFR filing, the expiration date of Reporter ID will be extended for **1year \*2**.
    - When Reporter ID is expired, Code for house BL/NVOCC code issued with that ID will also be expired.
- 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

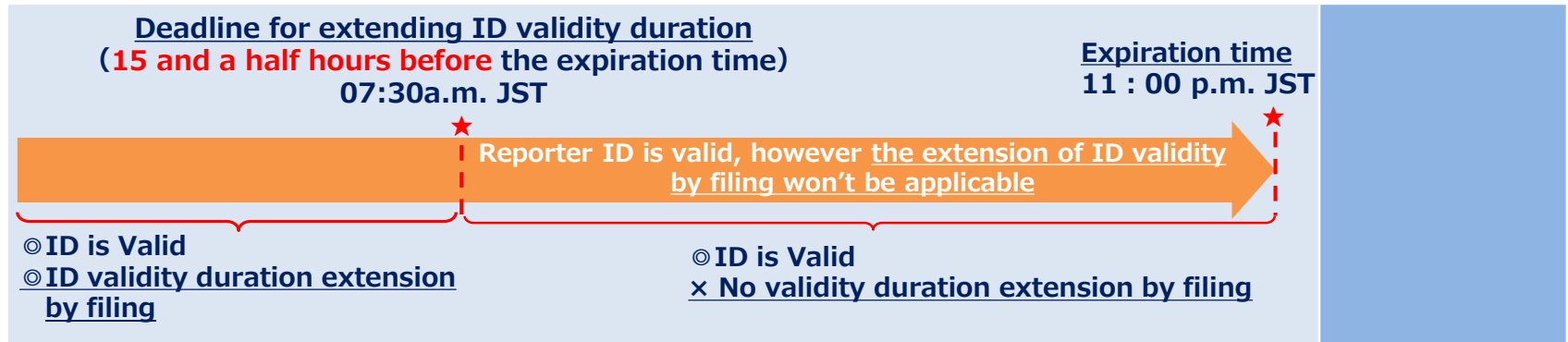
- Timing of issued Reporter ID reflected to production environment is as follows.
  - IDs issued **before 9 : 00 p.m.** of the day → will be available at **next day 00 : 00 a.m.**
  - IDs issued **after 9 : 00 p.m.** of the day → will be available after **the day after next day 00 : 00 a.m.**

\*All time shown above is Japan Standard Time.

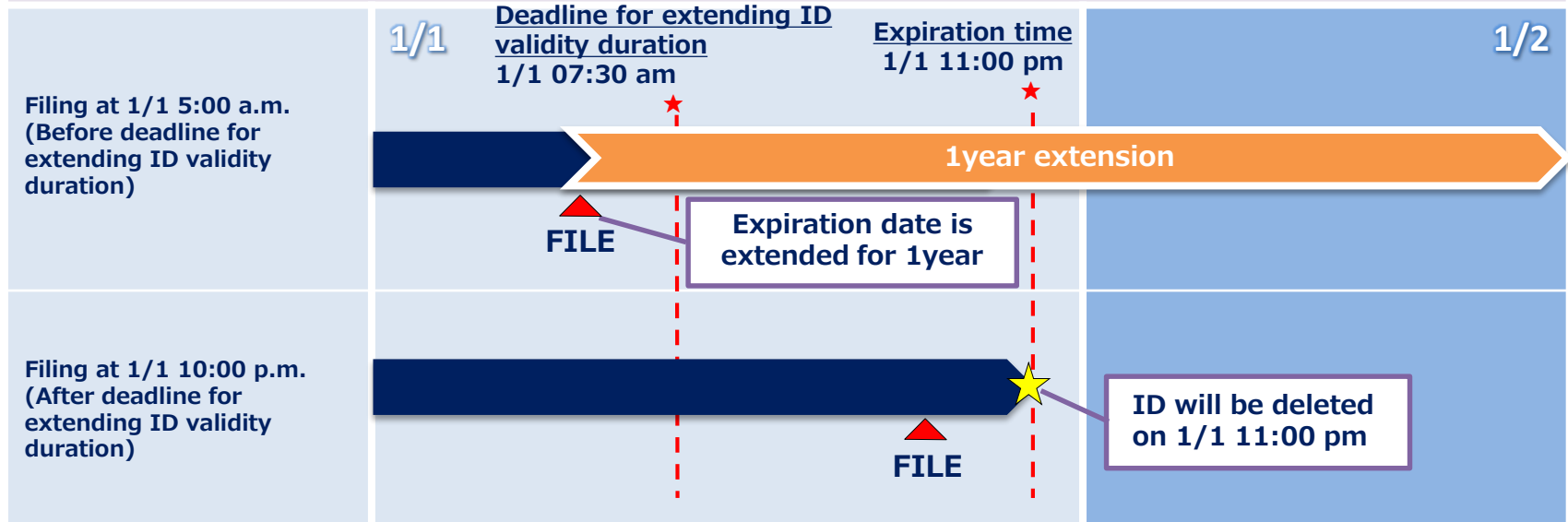


### 3. Limitation for extending ID validity duration

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.