ICS2 Entry summary declaration 1.9

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Applicable documents and sources

in the currently valid version

[1] the online help of the application

[2] *www.zoll.de*

Trademarks

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1 Import Control System 2 (ICS2)

This chapter describes the Import Control System 2.

Since 15/03/2021, the European Union has been introducing a new customs system for safety and security. The system is based on a comprehensive freight information system with goods pre-declaration, the Import Control System 2 (ICS2). For all goods transported to the EU, Switzerland, Norway or Northern Ireland, the data is entered before the goods arrive and reported to ICS2 via the Entry Summary Declaration (ENS):

Important: ICS2 is for safety and security purposes. It is not an import procedure and is not used to process the customs declaration for the transfer of goods into free circulation.

Further information can be found at the *homepage of the European Commission*.

FAQs on multiple filing can also be found on *our homepage*.

2 ENS (ICS2)

This chapter describes the entry summary declaration (ICS2).

ICS2 is the new freight information system for the predeclaration of goods which are brought into the European Union. ICS2 is used to enter the data for all goods that are to be imported into the EU or that pass European territory as freight remain on board. The data is entered before the goods arrive at the EU's external border.

The following economic operators must provide security data for ICS2:

- Operators of postal services inside and outside the EU
- Operators of courier services
- Operators of airfreight services
- Forwarders and logistics companies
- Final consignees based in the EU (for goods arriving by sea)
- Sea, rail and road transport companies
- Representatives of the parties listed

Important: If an economic operator does not provide the required ICS2 data, the goods will not be placed under a subsequent customs procedure until completion of the entry summary formalities.

ICS2 is used for the import of goods into the EU via the following transport routes:

- Seaway
- Airway
- Roads (in 2025)
- Railways (in 2025)
- Inland waterways
- Bulk cargo, courier and postal delivery

2.1 ICS2 - Create an ICS2 entry summary declaration

This chapter describes how to create an ENS.

Restriction: To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationICS2** > **personInChargeICS2**
- **Customer** > **show**

You have agreed with the airline/carrier which data the airline/carrier will send and which data you will send. (Single Filing or Multiple Filing based on which data available to the filer.)

1. Select the menu entry **Start** > **ICS, ECS, ICS2**.
2. In the **Overviews** area click on the ↔ **EAS customs declarations** entry.
3. In the **Related actions** area click on the + **Create customs declaration** entry.
   The **New Customs Declaration** window opens.
4. Select the customs procedure **ICS2**.
5. Select the country.
6. Select the customs declaration type **ICSC - ICS Entry Summary Declaration**.
7. Enter a unique **Reference Number/LRN**.

Tip:

- To automatically generate a consecutive number, click the + button. The number can be embedded in a sequence of digits and/or letters.
- Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
- In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

8. Click on **OK**.
The **Customs Declaration [Country code]: ICS2, RefNo/LRN: [Reference number]** tab opens.
9. First, select a value in the **Message type** field on the **General** tab.

Important: The mandatory fields change depending on the selection made in the **Message type** field. Start with selecting a message type. Select a value from the European Commission's CL742 code list. The list can be found in the chapter *ICS2 message types* on page 12.

10. Fill in at least the mandatory fields. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Customs office of first entry	Office number of the border customs office where the goods cross the border into the EU. You can enter an office number or search for a customs office.
Country	Addressed member state. Country in which the active border means of transport will enter the European Union. Normally House filing messages are sent to the addressed member state to best knowledge at the time of declaration.
Message type	Select the ICS2 message type. Choose the mark that matches the means of transport. For example, for airfreight choose the value **F21** for pre-arrival with master and houses or **F22** for pre-arrival with houses.
Re entry indicator	Do you need to send an ENS as a re-entry notification? Example: The goods are routed from the United States to the Netherlands and stay on board of an airplane or vessel as freight remain on board. Afterwards the means of transport is heading to Great Britain and thereby leaves the European Union. If the goods re-enter the European Union afterwards, a new ENS with a re-entry must be send if the goods re-enter under the same master transport reference. (For carrier/airline and their representative)
Split consignment	Is this a split consignment? Examples: • The goods of a master AWB were split between different flights. • Not all containers on a master B/L were loaded as planned.
Previous MRN	MRN of the first ENS if it is a split consignment
Agent of Declarant, TIN/EORI	TIN/EORI of the representative of the declarant of the goods
Representative status	Status of the direct (2) or indirect (3) representative of the declarant

Field	Description
Declarant, TIN/EORI	TIN/EORI of the declarant of the goods
Type of Identification	Type of means of transport for the **Border conveyance license no.** field
Means of transport type	Type of means of transportation. Enter a means of transport or use the search function.
Border conveyance nationality	Nationality of the active crossing border means of transport
Border Transport Mode	Mode of transport of the active crossing border means of transport
Actual departure date time	Date and time on which the means of transport actually departs or flies.
Estimated departure date time	Date and time on which the means of transport is expected to depart.
Estimated arrival date time	Date and time at which the means of transport is expected to arrive or country.
Conveyance Reference Number	If the field **Border Transport Mode** has the value **4 - Air transport**, enter the transport number.

Tip: To select a date and time in the **Actual departure date time**, **Estimated departure date time** and **Estimated arrival date time** fields, click on the icon in the corresponding field.

11. To acquire screening results for high-risk goods in airfreight, proceed as follows:
    a) In the **HRCM Screening results** area, click on the icon +.
    The **HRCM Screening result** window opens.
    b) In the field **Result** field, select the value **1 - No alarm** or **2 - Alarm**.
    c) Fill in additional fields if required.

    Important: Acquire at least 2 screening methods.

    d) To acquire a screening method, click on the icon + in the **Screening method** area.
    e) Fill in the **Code** field or use the search function to select a screening method.
    f) To add another screening method, click on the **Add** button.
    g) To save the screening method, click on the **OK** button.
    The screening method is displayed in the table.
    h) To add another screening result, click on the **Add** button.
    i) To save the screening result, click on the **OK** button.
    The screening result is displayed in the table.
12. To acquire the transport route, passive border traffic or airfreight routing, proceed as follows:
    a) Click on the **Transport data** tab.
    b) Click on the icon + in the corresponding area.
    c) Fill in at least the mandatory fields.
    d) To add further data, click on the **Add** button.
    e) To save the data, click on the **OK** button.
13. Click on the **Master data** tab and fill in the fields if required. To acquire a container, proceed as follows:
    a) In the area **Receptacles** area, click on the icon +.
    b) Fill in the **Receptacle** field.

   c) To add another container, click on the **Add** button.
   d) To save the container, click on the **OK** button.

14. To acquire additional information or additional actors in the supply chain, proceed as follows:
   a) Click on the **Additional data** tab.
   b) Click on the icon + in the corresponding area.
   c) Fill in at least the mandatory fields.
   d) To add further data, click on the **Add** button.
   e) To save the data, click on the **OK** button.

15. To acquire containers or supporting documents, proceed as follows:
   a) Click on the **Transport equipment/Supporting document** tab.
   b) Click on the icon + in the corresponding area.
   c) Fill in at least the mandatory fields.
   d) To add further data, click on the **Add** button.
   e) To save the data, click on the **OK** button.

16. To enter goods at master level, click on the **Goods item** tab.
The overview of all goods in the master consignment for this dossier is displayed.

17. To create a goods item, click on the icon .
A new goods item is created.

18. Fill in at least the mandatory fields on the **Good item/General** tab. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Goods description	Description of the goods item
KN8	8-digit commodity code of the combined nomenclature (CN8). At least the 6-digit commodity code of the Harmonized System (HS code) is required.
Gross weight (in kgm)	Gross weight (gross weight/weight of the goods including packaging) of the goods item in kilograms
First package type	Type of the 1st package. You can select further packages on the **Packages/Transport equipment** tab.
First number of packages	Number of the 1st package. You can enter additional packages on the **Packages/Transport equipment** tab.
First package marks	Marking of the 1st package. You can enter further packages on the **Packages/Transport equipment** tab.
Container type, number	• Type of the 1st container. You can add further containers on the **Packages/Transport equipment** tab. • Number of the 1st container, format: ABCD1234567. You can enter additional containers on the **Packages/Transport equipment** tab.
Container supplier type, packed status	• Supplier type of the 1st container. You can enter additional containers on the **Packages/Transport equipment** tab. • Packing status of the 1st container. You can enter additional containers on the **Packages/Transport equipment** tab.

19. To acquire supporting documents or UN numbers, click on the **Good item/Supporting document/ UN numbers** tab. Proceed as follows:
   a) Click on the icon + in the corresponding area.
   b) Fill in at least the mandatory fields.
   c) To add further data, click on the **Add** button.

d) To save the data, click on the **OK** button.

20. To acquire additional packages or containers, click on the **Good item/Packages/Transport equipment** tab. Proceed as follows:

a) Click on the icon + in the corresponding area.
b) Fill in at least the mandatory fields.
c) To add further data, click on the **Add** button.
d) To save the data, click on the **OK** button.

21. To acquire additional information or additional actors in the supply chain, click on the **Good item/Additional data** tab. Proceed as follows:

a) Click on the icon + in the corresponding area.
b) Fill in at least the mandatory fields.
c) To add further data, click on the **Add** button.
d) To save the data, click on the **OK** button.

22. To acquire passive border traffic, click on the **Good item/Passive border transport** tab. Proceed as follows:

a) Click on the icon +.
b) Fill in the fields.
c) To acquire another means of transport, click on the **Add** button.
d) To save the means of transport, click on the **OK** button.

23. To enter goods at house level, click on the **House consignments** tab.
The overview of all assigned house consignments for this dossier is displayed.

24. To create a house consignment, click on the icon +.
A new house consignment is created.

25. Fill in at least the mandatory fields on the **House consignment/General** tab. Not all of the fields described are mandatory. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Container indicator	Status of the container. Possible values are: • **0 - Goods not transported in containers** • **1 - Goods transported in containers**
Total gross weight	Gross weight (gross weight/weight of the goods item including packaging) of all goods in kilograms
Payment Method	Method of payment of transport costs of the respective message sender
Consignee	Address of the consignee of the goods item
Consignor	Address of the consignor of the goods. The consignor is the party dispatching the goods in accordance with the contract of carriage.
Carrier	Address of the carrier
Place of acceptance place	UN/LOCODE of the place of acknowledgement. You can find valid values using the search function.
Place of delivery place	UN/LOCODE of the place of delivery. You can find valid values using the search function.
House transport document type	Type of the transport documents of the house shipment. You can find valid values using the search function.
House transport document number	Number of the transport documents of the house shipment

Field	Description
Master transport document type	Type of the transport document of the master consignment. You can find valid values using the search function.
Master transport document number	Number of the transport document of the master consignment

Important:
- Fill in the fields **Master transport document type** and **Master transport document number** and **Carrier, TIN/EORI** for linking the house consignments to the master ENS.
- The possible number of house consignments is dependent on the value in the field **Message type** (**General** tab).

26. To create a goods item, click on the icon.
A new goods item is created.

Tip: A goods item at house level is acquired in the same way as a goods item at master level. Proceed as described in the previous steps for good items at master level.

27. To acquire additional references, open the **References** tab and click on the icon +.
28. In the ··· **Actions** area click on the **Save** entry.
The customs declaration is displayed in the **Customs declarations** overview.

Tip: The customs declaration is automatically saved when it is sent.

29. To send the customs declaration, click on the **Send** entry in the ··· **Actions** area.

Tip: Depending on the **Message type** field (**General** tab), only the fields required by the European Union for communication are sent. Fields filled in beyond this are not sent.

30. Close the customs declaration.
31. Check the customs declaration for responses. The current status is displayed in the **Status** column of the **Customs declarations** overview. You can find further information on the **Messages & Status** tab of the customs declaration.

Important:
- If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter *Edit errors (customs)* on page 29.
- Further information on error codes and their meaning can be found in the chapter *"Annex C - Codes used in error messages" of the ICS2 Operational guidance of the European Commission*.

Tip: The view does not refresh itself. To update the view, click on the icon C.

Once the risk analysis has been successfully completed by customs, the status changes to **Assessment complete notification**.

2.2 I2AN - Create an ICS2 arrival notification

This chapter describes how to create an ICS2 arrival notification.

Restriction: To create a customs declaration, you need at least the following permissions:

- **CustomsDeclarationICS2** > **personInChargeICS2**
- **Customer** > **show**

You can report an arrival notification at one of the following levels:

- Transport level (entry key = flight number/imo vessel number + ETA as per ENS filings (date & time))
- Document level (list of MAWB + ETA as per ENS filings (date & time))
- MRN level (list of all master MRNs)

Tip: In contrast to the ICS procedure, there is no redirection message in the ICS2 procedure. The arrival notification is used to report the arrival at the actual customs office of entry.

1. Select the menu entry **Start** > **ICS, ECS, ICS2**.
2. In the area **Overviews** click on the entry ↔ **EAS customs declarations**.
3. In the area **Related actions** click on the entry + **Create customs declaration**.
   The window **New Customs Declaration** window opens.
4. Select the customs procedure **ICS2**.
5. Select the country.
6. Select the customs declaration type **Arrival Notification (ICS2)**.
7. Enter a unique **Reference Number/LRN** enter.

   Tip:

   - To automatically generate a consecutive number, click the + button. The number can be embedded in a sequence of digits and/or letters.
   - Only the following characters and special characters are allowed in a reference number: capitals (A-Z), digits (0-9), space, dash (-), colon (:), equal sign (=), dot (.), slash (/) and underscore (_).
   - In the **Template** field, you can select a template from which the data is transferred to your customs declaration.

8. Click on **OK**.
   The tab **Customs Declaration [Country code]: I2AN, RefNo/LRN: [Reference number]** tab opens.
9. Fill in the fields on the tab **General**. Not all of the fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

   Tip:

   - Depending on the value in the **Border Transport Mode** field, the **Identification** and **Type of Identification** or **Conveyance Reference Number** fields must also be filled.
   - If you are reporting at the shipment or document level, fill in the **Estimated arrival date time** field. Enter the estimated time of arrival according to the ENS.

Field	Description
Actual customs office of first entry	Office number of the border customs office where the goods cross the border into the EU. You can enter an office number or search for a customs office.
Border Transport Mode	Mode of transport of the active crossing border means of transport
Actual arrival date time	Date and time when the means of transport arrived or landed.

Field	Description
Estimated arrival date time	Date and time at which the means of transport is expected to arrive or country.

> **Tip:** To enter a date and time in the fields **Actual arrival date time** and **Estimated arrival date time** fields, click on the icon in the corresponding field.

10. To acquire a notification subscriber, proceed as follows:
   a) In the area **Notify parties** click on the icon +.
   b) Fill in at least the mandatory fields.
   c) To add another notification subscriber, click on the button **Add**.
   d) To save the notification subscriber, click on the button **OK**.

11. To acquire associated transport documents or MRNs, proceed as follows:
   a) Click on the tab **Related Transport documents/MRNs**.
   b) In the corresponding area, click on the icon +.
   c) Fill in at least the mandatory fields.
   d) To add further data, click on the button **Add**.
   e) To save the data, click on the button **OK**.

12. To acquire additional references, open the References tab and click on the icon +.

13. In the area ··· **Actions** click on the entry **Save**.
The customs declaration is displayed in the overview **Customs declarations** displayed.

> **Tip:** The customs declaration is automatically saved when it is sent.

14. To send the customs declaration, click in the area ··· **Actions** click on the entry **Send**.

15. Close the customs declaration.

16. Check the customs declaration for responses. The current status is displayed in the column **Status** of the overview **Customs declarations** column. You can find further information on the tab **Messages & Status** tab of the customs declaration.

> **Important:** If you have received an error status for your customs declaration, you must correct the error. You can find instructions in the chapter *Edit errors (customs)* on page 29.

> **Tip:** The view does not refresh itself. To update the view, click on the icon C.

If the customs declaration is error-free, the status changes to **Registration**. After sending an arrival notification for the ESumA, the status of the ESumA changes to **Arrived**.

2.3 Send reply to a referral

This chapter describes how to send a response to an ICS2 request.

You have received and checked an RFI or RFS request from customs.

> **Tip:** If you have received an AMD request from customs, send an amendment to the associated ICS2 customs declaration in response.

1. Select the menu entry **Start** > **ICS, ECS, ICS2**.

2. In the area **Overviews** click on the entry **ICS2 Referrals**.

3. To search for an ICS2 request, fill in the search criteria.

4. Click on the button **Search**.
The requests found are displayed.

Tip: The type of request is displayed in the **Referral request type** column:

- **AMD - Request to amend ENS filing**
- **RFI - Request for information**
- **RFS - Request for HRCM screening**

5. Select a request in the table.
6. In the area **Related actions** click on the entry **Send reply**.
   A window opens.

Important: To answer an AMD request, edit the associated ICS2 customs declaration. In the area ··· **Actions** click on the entry **Open customs declaration**.

7. Fill in the fields on the tab **General**.

Field	Description
Representative TIN/ EORI	TIN/EORI of the declarant's representative
Master transport document type	Type of the master's transport document. Valid values can be found via the search.
Master transport document number	Number of the master's transport document.
Declarant, TIN/EORI	TIN/EORI of the declarant

8. To acquire screening results for risk goods in airfreight, click on the tab **HRCM Screening results**.
9. Click on the icon .
   The window **HRCM Screening result** window opens.
10. Fill in at least the mandatory fields.

Field	Description
Result	Result of the HRCM screening. Possible values are: • **1 - No alarm** • **2 - Alarm**
Transport dokument type	Type of transport document. You can find valid values via the search.
Transport dokument number	Number of the transport document

11. In the area **Screening method** area, click on the icon .
12. Correct the value in the field **Code**. If required, use the search function.
13. Click on the button OK.

Important: Acquire at least 2 screening methods.

14. To acquire another screening method, click on the icon +.
15. Fill in the field **Code** or use the search function to select a screening method.
16. To add another screening method, click on the button **Add**.
17. To save the screening method, click on the button **OK**.
    The screening method is displayed in the table.
18. To save the screening result, click on the button **OK**.
    The screening result is displayed in the table.
19. To add another screening result, click on the icon +.

20. To save and send the response to the ICS2 request, click on the button Send.
21. Check the ICS2 request for responses. The current status is displayed in the **Status** of the overview **ICS2 Referrals** column.

> **Tip:** The view does not refresh itself. To update the view, click on the icon.

2.4 Sending a status request (ICS2)

This chapter describes how to send a status request for ICS2.

1. Select the menu entry **Start** > **ICS, ECS, ICS2**.
2. In the area **Overviews** area, click on the entry **ICS2 Status Requests**.
3. In the area **Related actions** click on the entry **Send status request**.

> **Tip:** Alternatively, you can send a status request from an ICS2 customs declaration. Click in the area ··· **Actions** area, click on the entry **Send status request**.

A window opens.

4. Fill in at least the mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Request notification	Should a notification be consignedor to the request?
MRN	Unique customs reference/MRN from customs
Requester EORI	TIN/EORI of the requester
Master transport document type	Type of the master's transport document. Valid values can be found via the search.
Master transport document number	Number of the master's transport document.
House transport document type	Type of the house's transport documents. You can find valid values via the search.
House transport document number	Number of the house's transport documents.

5. To save and send the status request, click on the button Send.
6. Check the status request for responses. The current status is displayed in the **Recent Status** of the overview **ICS2 Status Requests** column.

> **Tip:** The view does not refresh itself. To update the view, click on the icon.

3 ICS2 message types

This chapter lists the values for the field **Message type** field of the ICS2 customs declaration.

The following list contains the ICS2 message types from the European Commission's CL742 code list. Further information can be found at *Homepage der Europäischen Union*.

Tip: For more information on how to use the message types and on filing combinations, see the following chapters:

- *Decision tree for airfreight* on page 14
- *Filing combinations for seafreight* on page 16

F10
Sea and inland waterways - Complete dataset - Straight bill of lading (Non Consol)
F11
Sea and inland waterways - Complete dataset - Master-Bill of Lading with underlying House-Bill of Lading (Consol)
F12
Sea and inland waterways - Partial dataset - Master bill of lading only - Master-Bill of Lading (Consol); **F12** is to send the part of the master bill of lading (Consol) as a carrier
F13
Sea and inland waterways - Partial dataset - Straight bill of lading only - Straight-Bill of Lading (Non Consol); **F13** is to send a so called straight bill of lading (Non Consol) as a carrier
F14
Sea and inland waterways - Partial dataset - House bill of lading only - House-Bill of Lading (Consol); **F14** is to send the part of the House bill of lading (Consol) as a house filing party or as a carrier
F15
Sea and inland waterways - Partial dataset - House bill of lading with information at the lowest level of transport contract - House-Bill of Lading with consignee information (Non Consol); **F15** is to send the part of the house bill of lading (Non Consol) with information about the consignee as a house filing party
F16
Sea and inland waterways - Partial dataset - Information at the lowest level of transport contract - Consignee information from House-Bill of Lading (Consol); **F16** is to send the part of the house bill of lading (Consol) with information about the consignee as a house filing party
F17
Sea and inland waterways - Partial dataset - Straight bill - Information at the lowest level of transport contract - Consignee information from Straight-Bill of Lading (Non Consol); **F17** is to send a so called straight bill of lading (Non Consol) with information about the consignee as a house filing party
F20
Air cargo (general) - Complete dataset lodged pre-loading (Consol)

F21
Air cargo (general) - Partial dataset - Master air waybill lodged pre-arrival, Entry summary declaration - Airfreight (general) - incomplete dataset - MAWB lodged pre-arrival. In combination with **F26** thus MAWB to the HAWB from the **F26**.
F22
Air cargo (general) - Partial dataset - House air waybill lodged pre-arrival
F23
Air cargo (general) - Partial dataset - Minimum dataset lodged pre-loading without master air waybill reference number (Houses without master reference)
F24
Air cargo (general) - Partial dataset - Minimum dataset lodged pre-loading with master air waybill reference number (Houses with master reference)
F25
Air cargo (general) - Partial dataset - Master air waybill reference number lodged pre-loading
F26
Air cargo (general) - Partial dataset - House air waybill lodged pre-loading - Pre-loading, containing additional house air waybill information
F27
Air cargo (general) - Complete dataset lodged pre-arrival (Consol)
F28
Party identifier type - Complete dataset lodged pre-loading - Direct air waybill (Non Consol)
F29
Air cargo (general) - Complete dataset lodged pre-arrival - Direct air waybill (Non Consol)
F30
Express consignments - Complete dataset lodged pre-arrival
F31
Express consignments on air cargo (general) - Complete dataset lodged pre-arrival
F32
Express consignments - Partial dataset - Minimum dataset lodged pre-loading
F33
Express consignments on air cargo (general) - Partial dataset - House air waybill lodged pre-arrival
F34
Express consignments - Complete dataset - Road mode of transport

F40
Postal consignments - Partial dataset - Road master bill of lading
F41
Postal consignments - Partial dataset - Rail master transport document information
F42
Postal consignments - Partial dataset - Master air waybill
F43
Postal consignments - Partial dataset - Minimum dataset lodged pre-loading
F44
Postal consignments - Partial dataset - Receptacle identification number lodged pre-loading
F45
Postal consignments - Partial dataset - Sea and inland waterways
F50
Road mode of transport
F51
Rail mode of transport

3.1 Decision tree for airfreight

This chapter describes the single filing and multiple filing decision trees for ICS2 in airfreight.

Single filing

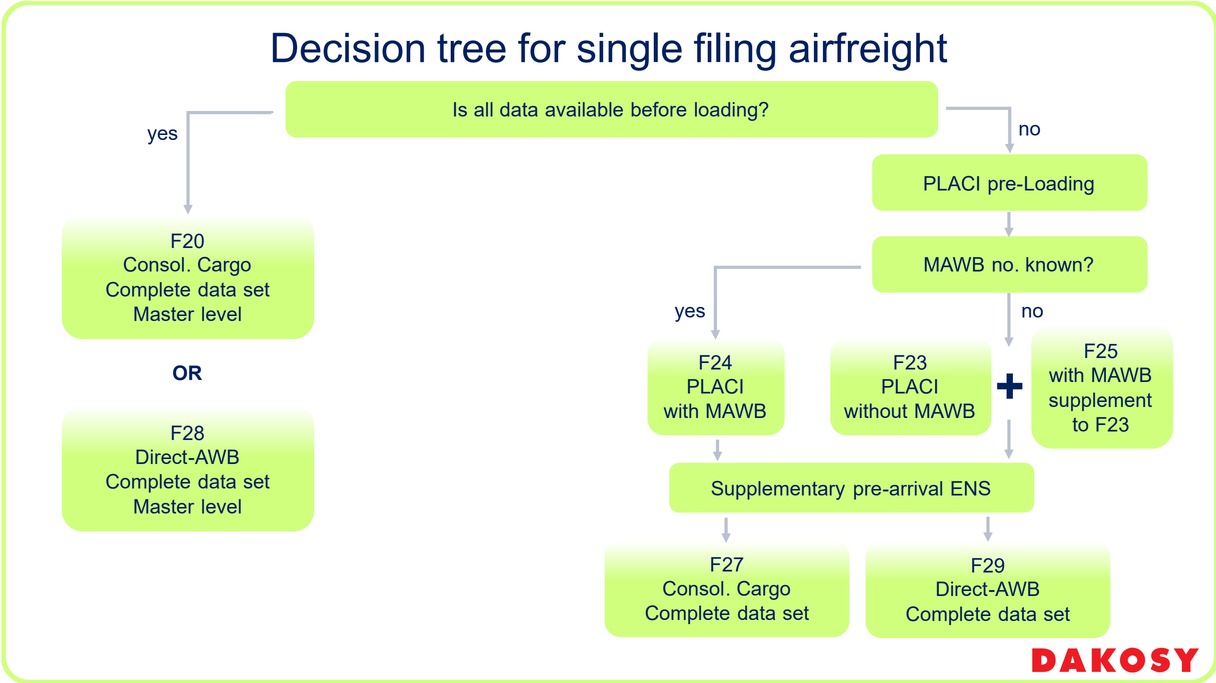

Figure 1: Decision tree for single filing airfreight

Multiple filing

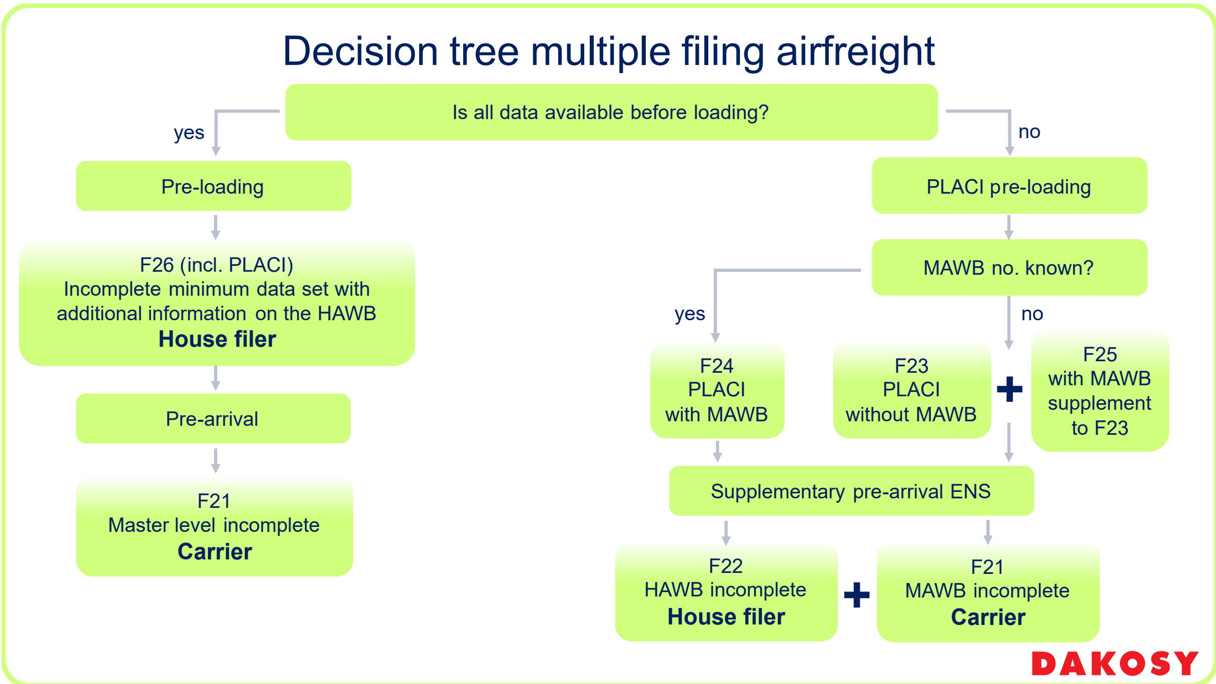

Figure 2: Decision tree for multiple filing airfreight

3.2 Filing combinations for seafreight

This chapter describes the filing combinations for ICS2 in seafreight.

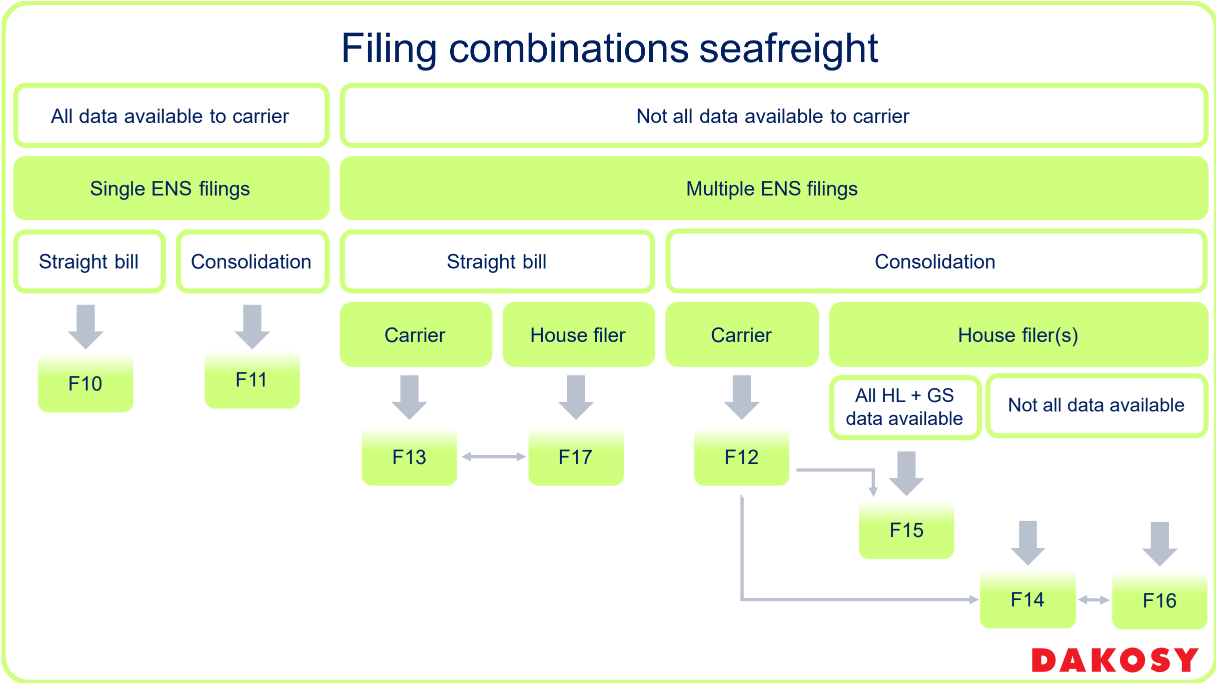

Figure 3: Filing combinations for seafreight

Message types Carrier

Type	Declarant	Filing	Description
F10	Carrier	Single	Complete data set Straight bill of lading (named B/L): contains all necessary information at house and goods shipment level
F11	Carrier	Single	Complete data set Consol master bill of lading with all subordinate house bill(s) of lading: contains all necessary information at house and goods shipment level
F12	Carrier	Multiple	Incomplete data set Consol master bill of lading data
F13	Carrier	Multiple	Incomplete data set Straight bill of lading data

Message types house and goods shipment filer

Type	Declarant	Filing	Description
F14	House filer	Multiple	Incomplete data set House bill of lading data

Type	Declarant	Filing	Description
F15	House filer	Multiple	Incomplete data set House bill of lading: contains all necessary informationen at house and goods shipment level. **Important:** Only one house shipment is allowed per message.
F16	House filer	Multiple	Incomplete data set Contains all the necessary information at goods shipment level. The master B/L is a consol B/L.
F17	House filer	Multiple	Incomplete data set Contains all the necessary information at goods shipment level. The master B/L is a straight bill of lading.

4 Creating an address

This chapter describes how to create an address.

Restriction:

- To create an address, you need at least the permission **Customer** > **create**.
- To be able to edit a credit limit in the master address data, you need the permission **Customer** > **editCreditLimit**.

Important: If you want to define a place of loading instead of a customer, enter the place of loading code assigned to you by customs in the text field **Customercode** on the **General** tab. In addition, assign the role **LoadingLocation** to the address on the **Assignment** tab.

1. Open the overview **Customer/Addresses**. You have the following options:
   - Select the menu entry **Start** > **Customer/Addresses**.
   - On the start page in the area **Applications** click on the entry **Customer/Addresses**.
2. In the area **Related actions** click on the entry **+ New Customer/Address**. Alternatively, you can create a new address from the economic operator:

   Tip: For an address with EORI, it is recommended that you enter it via the economic operator.

   a) Select the menu entry **Maintenance** > **Economic Operators (Customs)**.
   b) Open an economic operator with a double-click.
      The **Economic Operator** tab opens.
   c) Click on the tab **Addresses**.
   d) Click on the button **+**.
   e) If the address has several branches, a window opens. Fill in the field **Branch number** and click on the button **OK**.

   The **Edit Customer/Address:** tab opens.
3. Fill in at least the mandatory fields on the tab **General**. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Code	Unique identification number. The customer number identifies an address or a customer.
Name	Name of the customer

   Tip: To automatically generate a consecutive number in the **Code** field, click on the button +. The number can be included in a sequence of digits and/or letters.

4. To assign the address to an economic operator, fill in the fields **TIN/EORI/UID** and **Branch number**.

   Tip: To generate a new EORI number from the **TIN/EORI/UID** field, right-click in the field and select the entry **TIN/EORI/UID erstellen** from the context menu. Fill in the fields **EORI** and **Description**. Click on the button **OK**.

Field	Description
TIN/EORI/UID	Customs identification number of the economic operator to which the customer is assigned.
Branch number	Branch to the customs identification number of the economic operator to which the customer is assigned.
EORI Type	EORI type for Swiss addresses. The EORI type is required to use the correct data of the economic operator in Swiss customs declarations. By default, the value **EORI** is displayed by default. For addresses with the country code CH, select one of the following values if required: • **3rd Country Unique ID No** (TCUI number) • **EORI** • **Swiss Business Partner ID (GP-ID)** • **Swiss Business ID (UID)**

Important: If the address is assigned to an economic operator, the authorizations or custom places can be selected via the address code in a customs declaration, for example.

Tip: If the address was created from the economic operator, the fields **TIN/EORI/UID** and **Branch number** are filled in automatically.

5. To enter a universally valid telephone number, a universally valid email address or a contact, click on the tab **Communication**. You can find instructions on storing a contact or contact person in the chapter *Creating a contact*.

Tip:

- Enter telephone numbers for ICS2 in international format, for example +49401234567.
- You must specify a customs contact in an export declaration. If you store the contact in an address, you can enter the address code in the customs declaration and select the contact from a list.

6. To enter a VAT identification number, a REX number, additional duty references or other tax IDs, click on the tab **Tax**.
7. If required, fill in the field **VAT Number** or **REX Number**.

Field	Description
VAT Number	VAT ID number of the customer. Example: DE123456789. Since ATLAS 9.1, the VAT ID number must be entered in the **Reference number** field.
REX Number	Number of the registered exporter (REX number). Example: DEREX58631234

Tip: The VAT ID and the reference number (tax references) are used in the ATLAS procedure Import (Germany), for example in procedures 42 or 63.

8. To enter additional duty references, fill in the field **Reference number**.

Field	Description
Reference number	The reference number specifies additional duty references, for example the VAT identification number of the importer, the fiscal representative, the acquirer or the IOSS reference number in the IOSS (Import-One-Stop-Shop) procedure. It contains the function code for the role of the person involved. Example: FR1DE123456789 (FR1 = importer, DE123456789 = VAT number)
Function code	The function code indicates the role of the tax operator, which is specified in the reference number. Possible values are: • FR1 = importer • FR2 = acquirer • FR3 = fiscal representative • FR5 = Seller (for IOSS)

Important: The reference number can only be entered once per address. If an address has multiple roles (for example importer and IOSS), you must enter a second address.

9. To enter additional tax IDs, proceed as follows:

a) Click on the icon + in the table **TaxIds**.
The **TaxId** window opens.

b) Fill in the fields **Country** and **TaxId**.

c) To enter another tax ID, click on the button **Add**.

d) To save the tax ID, click on the button **OK**.
The tax ID is displayed in the table.

Important: On 01.06.2018, China Customs (CCAM) Regulation Order No. 56 came into force for B/L transfers to China, for which an additional company code must be transmitted in the bill of lading. This company code can be a VAT number or a USCC number.

To enter a company code, enter the value CN in the field **Country** enter the value `CN`. In the **TaxId** field, enter the VAT or USCC number with the corresponding qualifier and a `+ character` in front of it. Examples

- OC+DE 1234567
- USCI+47110000831940123F

Click on the button **OK**. The company code is displayed in the **TaxIds** table.

10. To enter another address, click on the tab **Further Addresses**. Proceed as follows:

a) Click on the icon +.
The **Address** window opens.

b) Fill in at least the fields **Role** and **Name**.

c) To enter another address, click on the button **Add**.

d) To save the address, click on the button **OK**.
The address is displayed in the table.

11. To assign one or more roles to the address, click on the tab **Assignment**. To assign a role, you must move the role from the **Unselected customer roles** column to the **Selected customer roles** column. To remove an assigned role, you must move the role from the **Selected customer roles** column back to the **Unselected customer roles** column.

- To move an individual role, select the role. Click on the button > or <.
- To move multiple roles, hold down the CTRL button and select several roles. Click on the button > or <.
- To move several consecutive roles, select the first role, hold down the Shift button and select the last roll. Click on the > or < button.
- To move all roles, click on the button » or «.

Tip:

- You can also move roles by clicking on a role, holding down the mouse button and moving the mouse.
- You can find a description of the roles in the chapter *Role assignment*.

12. To enter a remark, click on the tab **Remarks**. You have several options:
    - Enter a text.
    - To transfer a saved text from the database, enter a # followed by the coding of the remark code in capital letters and exit the field with the tab key. You can find instructions on entering a remark code in the chapter *Creating a remark code*.
    - You can combine both options by supplementing text or adding further text modules.
13. To enter general accounting data, click on the tab **Accounting/General**.
14. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Currency	Currency
Due Date	Payment term in number of days
Corporate Group	Corporate group. Enter a name or an address code. If the address is a controlled company of a tax group, enter the controlling company in this field.
Debit account	Debtor
Debit account	Creditor
Impersonal account	G/L account
Credit limit	Available credit limit in euros
Voucher Delivery Type	Type of invoice dispatch to be processed
Print customs document	Should the customs document be printed automatically or created as a PDF document when the invoice is created?
Payment terms	Free text field for payment terms. Enter a text or a # followed by the coding of a remark code in capital letters and exit the field with the tab key. To open a window for entering more extensive text, right-click in the text field. Select the entry **Open text dialog** from the context menu.
Copy count	Number of copies
TAX	If the check box is activated, tax liability exists.
Company	If the check box is activated, the customer is a company.
Cash	If the check box is activated, this is a cash payment.
Branch	If the check box is activated, this is a branch.

Field	Description
Reverse Charge	Is the reverse charge procedure used? Depending on the value selected, the **Reverse Charge** check box is pre-filled in incoming and outgoing vouchers.
export relevant	If the check box is activated, the address is relevant for the export.
Default cost centre	Default value for the cost center that is transferred to the dossier.

Tip: If you enter the value **EMail** in the **Voucher Delivery Type** field, the following email addresses are pre-filled in the print dialog:

- Email address from the field **Email** on the tab **Communication**
- Email addresses of all contacts with the role **Rechnungsversand** (tab **Communication**)

For automatic bookings, the invoice is sent directly to the email addresses.

15. To enter a cost center, proceed as follows:

a) Click on the icon + in the area **Cost centres**.
The **Cost Centre** window opens.

b) Fill in the fields **Cost centre** and **Product type**.

Field	Description
Cost centre	Cost center
Product type	Product type. Enter a product type or use the search function.

c) To save the cost center, click on the button **OK**.
The cost center is displayed in the table.

16. To enter a credit limit, click on the tab **Accounting/Länder Credit limit**. Proceed as follows:

a) Click on the icon + in the area **Länder Kreditlimit**.
The **Land Kreditlimit** window opens.

b) Fill in the fields **Country** and **Credit limit**.

Field	Description
Country	Country abbreviation of the country to which the credit limit applies
Credit limit	Absolute credit limit in euros

c) To enter another credit limit, click on the button **Add**.

d) To save the credit limit, click on the button **OK**.
The credit limit is displayed in the table.

17. To enter data for automatic invoicing, click on the tab **Accounting/Invoice creation**.

Tip: Basically DAKOSY GE all services are invoiced to the booking party (field **Invoice receiver** in the order or shipment). You can enter discrepant voucher recipients for the automatic billing of customs declarations on the **Accounting/Invoice creation** tab. You can find instructions on how to define voucher recipients in the chapter *Defining voucher recipients for an address*.

18. If required, fill in additional fields for automatic invoicing.

Field	Description
EuSt Adressrolle	Address role of the order or shipment. If an address for the specified address role has been entered in the order or shipment, the import tax costs are billed to this address.

Field	Description
Zoll Adressrolle	Address role of the order or shipment. If an address for the specified address role has been entered in the order or shipment, the customs duties are billed to this address.
Andere Dienstleistungen Adressrolle	Address role of the order or shipment. If an address for the specified address role has been entered in the order or shipment, the other services will be billed to this address.
Anzahl Rechnungen	Number of invoices to be created for the booking party. If the field is filled, the fields **EuSt Adressrolle**, **Zoll Adressrolle** and **Andere Dienstleistungen Adressrolle** must remain empty. • If you leave the field empty or enter the value `1`, an invoice will be created. • If you enter the value `2`, an invoice for customs and VAT and an invoice for other services will be created. • If you enter the value `3`, an invoice will be created for VAT, customs and other services.
Automatic invoice	Should the billing process be automated?
Invoice type	Type of billing. Possible values are: • **Invoice** • **Bourns Collective Invoice**
General period type	Period in which the general settlements are processed. Possible values are: • **Once a month** • **Once a week** • **Zweiwöchentlich**
General day in period	Day in the billing period for general billing. For a weekly or bi-weekly billing, enter a value from 1-7, for example 3 for Wednesday. For monthly billing, enter the date.
Zoll/EuSt Abrechnungszeitraum	Period in which the customs and VAT invoices are processed. Possible values are: • **Once a month** • **Once a week** • **Zweiwöchentlich**
Tag im Zoll/EuSt Abrechnungszeitraum	Day in the invoicing period for customs and EU VAT invoices. For a weekly or bi-weekly statement, enter a value from 1-7, for example 3 for Wednesday. For a monthly statement, enter the date.
Dienstleistungen Abrechnungszeitraum	Period in which the settlements for services are carried out. Possible values are: • **Once a month** • **Once a week** • **Zweiwöchentlich**
Tag im Diensl. Abrechnungszeitraum	Day in the billing period for service billing. For weekly or bi-weekly billing, enter a value from 1-7, for example 3 for Wednesday. For a monthly billing, enter the date.

Field	Description
Custax booking option	Posting option for automatic processing when receiving a CUSTAX message. Possible values are: • **Book** • **Create** • **Send**

19. To define handling instructions or default values, click on the tab **Further**. Fill in the fields if required.

Field	Description
Handling instructions	Free text field for handling instructions. Enter a text. To transfer a saved text from the database, enter a # followed by the remark code in capital letters and exit the field with the tab key. You can combine both options by supplementing text or adding further text modules.
Default Airport	Default value for the airport of departure that is transferred to the dossier.
Default Seaport	Default value for the port of departure that is transferred to the dossier.
Profit share percentage	Profit share of the customer in percent
Accounting Info	Free text field for accounting information. Enter a text. To transfer a saved text from the database, enter a # followed by the remark code in capital letters and exit the field with the tab key. You can combine both options by supplementing text or adding further text modules.
Regulated agent	Regulated booking party
Creation allowed	Is B/L creation allowed?

20. To enter another reference, click on the tab **References**. Proceed as follows:

a) Click on the icon +.
The **Edit the reference** window opens.

b) Fill in the fields **Type** and **Reference**.

c) To enter another reference, click on the button **Add**.

d) To save the reference, click on the button **OK**.
The reference is displayed in the table.

21. To enter a function code for ICS2 or customs attributes, click on the tab **Customs attributes**.

22. If required, fill in the field **ICS2 Function code**.

Field	Description
ICS2 Function code	Function code for ICS2. If the field is filled and the address is selected in an ICS2 customs declaration, the function code is transferred to the corresponding **Function code** field. Possible values are • **1 - Natürliche Person** • **2 - Juristische Person** • **3 - Personenvereinigung**

23. To enter customs attributes, proceed as follows:

> **Tip:** You can use customs attributes to simplify the completion of customs declarations. You can currently store the following values:
>
> - A predefined customs office for the NCTS procedure Germany.
> - A percentage amount for calculating the transport insurance for the import customs procedure Germany.

a) Click on the icon +.
The **Customs attribute** window opens.

b) Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Procedure	Customs procedure in which the customs attribute is used
Customs Declaration Type	Customs declaration type in which the customs attribute is used
Role	Technical role of the address in the customs declaration
Attribute type	The field to be filled in the customs declaration.
Value	The value that should be displayed in the field to be filled.
Customs office	Customs office. If a customs office is specified, the data is only transferred to a customs declaration that is addressed to the specified customs office.

> **Tip:** To have the insurance sum automatically calculated in the D.V.1 data of the item in a German import customs declaration, enter the attribute **Transport insurance GER** for the corresponding customs declaration type. Enter the percentage amount in the **Value** field in the same format as in the D.V.1. The **Role** field must remain empty. If you enter the address as the customs value declarant and activate the **Calculate insurance** check box, the value is pre-filled accordingly.

c) To enter another customs attribute, click on the button **Add**.

d) To save the customs attribute, click on the button **OK**.

24. To enter print texts, click on the tab **Print Notes**. Proceed as follows:

a) Click on the icon +.
The **Print Notes** window opens.

b) Fill in the field **Text**.

c) To enter another print text, click on the button **Add**.

d) To save the print text, click on the button **OK**.
The print text is displayed in the table.

25. To save the address, click in the area ··· **Actions** on the entry **Save**.
The address is displayed in the overview.

The address is displayed on the **Trader/Addresses** tab if one of the following requirements is met:

- You have created the address from the economic operator.
- You have assigned the address to an economic operator via the **TIN/EORI/UID** field.

5 Creating an article

This chapter describes how to create an article.

1. Select the menu entry **Maintenance** > **Commodity codes**.
   The **Commodity codes** overview opens.
2. Click on the entry+ **New** in the area ··· **Actions**. Alternatively, you can create an article from the data of a customs position:
   a) Right-click in the **Article Code** field.
   b) From the context menu, select the entry + **Edit Article Complete**.
   The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.
3. Fill in at least the mandatory fields on the **General** tab. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they may change depending on your entries.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the **Article Code** field.
Volume per package	Volume per package

4. Enter optional translations for the goods description. To add a new translation, proceed as follows:
   a) In the area **Goods description (Translations)** click on the icon +.
   The **Edit translation** window opens.
   b) Fill in the **Language** and **Translation** fields.
   c) Click on the **OK** button.
   The translation is displayed in the area **Goods description (Translations)**.
5. To enter dangerous goods data for the article, click on the **Dangerous** tab and fill in the fields.
6. To enter data for the shipment, click on the **Cargo** tab and fill in the fields.
7. To enter data for customs declarations, click on the **Customs** tab.

   Tip: If you fill in the **Customs goods description** field, the goods description for customs declarations is taken from this field. If you do not fill in the field, the goods description is taken from the **General** tab.

8. To enter commodity codes for customs procedures from different countries, proceed as follows:
   a) In the **Customs tariff numbers** area, click on the flag of the desired country. Depending on the settings, not all countries are visible.

The **Edit a Tariff number** window opens.
b) Fill in at least the mandatory fields.
c) Click on the **OK** button.
The commodity code is displayed with the corresponding country code in the **Customs tariff numbers** area.

9. Optionally, enter translations for the customs goods description. To add a new translation, proceed as follows:
a) In the **Customs goods description (Translations)** area, click on the icon +.
The **Edit translation** window opens.
b) Fill in at least the **Language** and **Translation** fields.
c) Click on the **OK** button.
The translation is displayed in the area **Customs goods description (Translations)**.

10. You can enter documents for customs declarations per article. To enter documents, proceed as follows:
a) Click on the tab of the corresponding country.
b) Click on the **Documents** tab.
c) Click on the icon +.
The **Edit a Document** window opens.
d) Fill in at least the mandatory fields.

- To enter another document, click on the **Add** button.
- To end the entry, click on the **OK** button.

The document is displayed in the table.
You can find an overview of all entered documents on the **Customs/Documents** tab.

> **Tip:** If you select the article in a customs declaration, the stored documents are transferred to the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill in the fields.

12. To enter additional taxes for import Switzerland, proceed as follows:
a) Click on the **Switzerland** tab.
b) Click on the **Import** tab.
c) In the **Additional Taxes** area, click on the icon +.
The **Edit Additional Tax** window opens.
d) Fill in at least the mandatory fields.

- To enter additional taxes, click on the **Add** button.
- To end the entry, click on the **OK** button.

The additional taxes are displayed in the table.

> **Tip:** If you select the article in a customs declaration IMGE, the additional taxes stored are transferred to the corresponding position in the customs declaration.

13. To display a list of the users of the article, click on the **Info center** tab.

14. To save the article, click on the **Save** entry in the area ··· **Actions** area.
The article is displayed in the **Commodity codes** overview.

5.1 Creating an article (fast entry)

This chapter describes how to create an article using fast entry.

1. Select the menu entry **Maintenance** > **Commodity codes**.
The **Commodity codes** overview opens.

2. Click on the entry + **New (Quick)** in the area ··· **Actions**. Alternatively, you can create an article from the data of a customs position. Proceed as follows:

a) Right-click in the **Article Code** field.
b) From the context menu, select the + **Artikel erstellen** entry.

The **Edit article** window opens. If you have created the article from a customs position, the values of the filled fields are transferred to the window. You can overwrite the values.

3. Fill in at least the mandatory fields. Not all fields described are mandatory fields. You can recognize mandatory fields by the validation messages; they can change depending on your entries.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	To identify an item, you can use the item number in addition to the article code. However, articles are only referenced using the article code. The item number is a mandatory field in some customs declarations.
Owner of goods	The customer (owner) of the item. Referenced to the master data customer/address.
Valid from	Date from which the item can be used.
Valid to	Date up to which the item can be used. If the date is before the current date, the item will not be displayed when selecting via the **Article Code** field.
Nature of goods	Description of an article. The description is used on certain documents, for example customs declarations.
Inventory unit	Unit of measurement under which the item is listed in the customs warehouse inventory.
Batch management required	If the check box is activated, the item is subject to batch duty.
Tariff no.	8-digit customs tariff number of the Combined Nomenclature/Tares
Taric	The 9th and 10th digit of the customs tariff number (TARIC)
National	The 11th, purely national digit of the total customs tariff number
Valid from	Date from which the commodity code can be used.
Valid to	Date up to which the commodity code can be used.
Supplement	The supplement code depends on the commodity code. Supplementary codes can be trade policy or customs measures that are dependent on *EZT*.

4. You have several options:

- To save the article and enter another article, click on the **Save & New** button.
- To save the article, click on the **Save** button.
- To cancel the creation of the article, click on the **Cancel** button.

The created article is displayed in the **Commodity codes** overview.

6 Edit errors (customs)

This chapter describes how to detect and correct errors using the example of a customs declaration.

You can recognize incorrect customs declarations in the **Customs declarations** overview by the status in the **Status** column and the icon ⊗. The statuses have different names depending on the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
   The customs declaration opens in a new tab.
2. Click on the **Messages & Status** tab.
3. In the table below the **Show Messages, Direction** field, select the line with the incoming message.
   The messages are displayed in the **Message Preview** area.

   There are differences in the weighting of the responses.

   - Error (**Error**) - Customs has rejected the declaration because it is incorrect.
   - Warning (**Warning**) - Customs reports an error that has not led to a rejection of the declaration.
   - Information (**Information**) - Customs has sent a notification.

   In the **Text** column details of the message are displayed. Depending on the type of response, the column can also remain empty.
4. Double-click on the line with the message text.
   Depending on the type of error, a window with additional information about the error opens.
5. You have the following options:

   - Correct the error, save the customs declaration and resend.
   - Correct the error at a later date.

7 Contact information

You will find contact information in this chapter.

If you have any technical questions, please contact your local customs office. Further contact options:

Questions about DAKOSY GE

- Contact: DAKOSY-Servicedesk
- Phone: *+49 40 37860990*
- Email: *servicedesk@dakosy.de*
- *Contact form*

Technical questions customs

- Contact: Customs Information Center
- Phone: *+49 351 44834-520*
- Email: *info.gewerblich@zoll.de*

Technical questions ATLAS

- Contact: Service Desk ITZBund
- Telephone from within Germany (DE): *0800 8007-5451*
- Telephone from abroad: *+49 69 20971-545*
- Email: *servicedesk@itzbund.de*