



ICS entry summary declaration 1.14

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Applicable documents und sources

in the respective valid versions

[1] the application's online help

[2] www.zoll.de

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1 Import Control System (ICS)

This section describes the Import Control System.

Under Article 3(3) of Regulation (EC) No 1875/2006 and Articles 1 and 2 of Regulation (EC) No 273/2009 as of 1 January 2011 economic operators are required to lodge electronic summary declarations of entry and exit for goods entering (import) or leaving (export) the customs territory of the Union.

1.1 Entry summary declaration (ICSC)

This chapter describes the entry summary declaration (ICSC).

The periods pursuant to Art. 105-111 UZK-DA apply to the submission of the entry summary declaration.

Mode of transport	Submission periods
Maritime transport	<ul style="list-style-type: none"> • In overseas container traffic: at least 24 hours before the start of loading in the port of departure. • Bulk and general cargo: at least 4 hours before entering the first port in the customs territory of the Union. • For transport between Greenland, the Faroe Islands, Iceland, the ports of the North Sea, the Baltic Sea, the Mediterranean Sea, the Black Sea, all ports of Morocco and the territory of the EU: at least 2 hours before entering the first port in the customs territory of the Union. • For transport between the French overseas departments, the Azores, Madeira, the Canary Islands and areas outside the customs territory of the Union for journeys of less than 24 hours to the territory of the EU: at least 2 hours before entering the first port in the customs territory of the Union.
Air traffic	<p>For air transport, the entry summary declaration must be delivered as soon as possible. Submit the minimum data set of the entry summary declaration at the latest before the goods are loaded onto the aircraft, intended to bring the goods into the customs territory of the Union. In addition the following periods apply:</p> <ul style="list-style-type: none"> • With a flight duration of less than 4 hours at the latest when the aircraft takes off. • For a longer flight duration: at least 4 hours before arriving at the first airport in the customs territory of the Union.
Railway transport	<ul style="list-style-type: none"> • For transports taking less than 2 hours from the last train formation station to the customs office of entry: at least 1 hour before arrival of the goods at the place for which the customs office of entry is responsible. • In all other cases: at least 2 hours before arrival of the goods at the place for which the customs office of entry is responsible.
Road transport	At least 1 hour before arrival of the goods at the place for which the customs office of entry is responsible.
Inland waterway transport	At least 2 hours before arrival of the goods at the place for which the customs office of entry is responsible.
Emergency procedure	not available

According to Art. 104 UZK-DA, no entry summary declaration is required for the following goods/customs declaration types:

- Electricity

- Goods in pipelines
- Letters, postcards, printed matter
- Goods carried under the Universal Postal Treaty
- Household goods, unless transported within the framework of a forwarding contract
- Goods for which an oral customs declaration in accordance with Articles 135 and 136 is permissible, insofar as they are not carried under a forwarding contract
- Travel luggage
- Special forms of customs declarations and consignments with a value of up to 22 euros
- Carnet ATA, Carnet CPD, Form 302
- Goods transported on regular services in accordance with Art. 155 (2) UZK
- Goods on board of vessels or aircraft travelling between two port(s)/airports within the EU
- Engine parts and accessories of ships or aircraft, as well as food and other items for free circulation or sale on board
- Diplomatic and consular property
- Arms and military equipment carried by the armed forces of the Member States
- Goods from drilling and production platforms when operated by a person established in the customs territory of the Union
- Goods transported from Ceuta and Melilla, Gibraltar, Helgoland, the Republic of San Marino, the Vatican City State and the municipalities of Livigno and Campione d'Italia or from the part of Lake Lugano belonging to Italian territory between the shore and the political border of the zone between Ponte Tresa and Porto Ceresio into the customs territory of the Union.
- oral or implied customs declaration

Results of a risk analysis can be:

- Prohibition on loading containers in maritime traffic
- paper-based assessment
- Inspection
- cap monitoring

Option	Description
Change	Possible by change notification. Changes are no longer possible if the person who submitted the entry summary declaration has been informed of the following: <ul style="list-style-type: none"> • An inspection has been announced. • The customs office has realised that false information has been provided. • The removal of the goods from the place of presentation has been authorized.
Diversion	If the actual office of entry is in a different Member State than that indicated in the entry summary declaration, a diversion is required. In the following cases, no diversion is required: <ul style="list-style-type: none"> • The customs office of entry is located in the same Member State. • The actual customs office of entry is one of the planned subsequent customs offices.
Arrival notification	On first arrival in the customs territory, the customs office of entry must be notified of the arrival. The arrival notification is to be made by the operator or his representative of the active means of transport entering the customs territory. The arrival notification must contain details enabling the entry summary declaration to be found for all goods transported by the transport means.

The arrival of the transport means must be notified by arrival notification within a period of 200 days after the submission of the entry summary declaration. If the arrival notification is not submitted in due

time or if the goods are not presented within the same period, the arrival notification is considered not submitted.

For non-Community goods to be presented, a summary declaration with reference to the MRN of the entry summary declaration must be submitted following the entry summary declaration. A summary declaration for temporary storage is also required in the free-zone.


For the interface ATLAS EAS and ATLAS summary declaration the following applies: If a control is ordered in the entry summary declaration, it is transferred to the summary declaration. The summary declaration cannot be completed. If the control is carried out, it is documented in the entry summary declaration. Via the interface it can be notified that the summary declaration can be completed. In the free-zone the summary declaration is completed automatically, if no control have been arranged or if the controls have been carried out.

1.2 ICSC - Create ICS entry summary declaration

This section describes how to create an entry summary declaration for Germany.

1. Select the menu entry **Home > customs declaration**.
2. In the area **Related actions**, click on the entry **Create new customs declaration**. This opens the window **New Customs Declaration**.
3. Select the customs procedure **ICS**.
4. Select the country **DE - Germany**.
5. Select the type of customs declaration **ICSC - ICS Entry Summary Declaration**.
6. Enter a clear **Reference Number**.



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

7. Click on **OK**. This opens the **Customs Declaration DE: ICSC - ICS Entry Summary Declaration** tab.
8. Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.




Important: For a new creation, select the value **New** in the field **Modus**. To send an update to the ICS message, select the value **Modification**.



Tip:

- If it is an entry summary declaration for a consignor, enter the consignor and the EORI number of the consignor on the tab **General**. For different consignor in an entry summary declaration enter the fields on the tab **Item Details/General**.
- If there is a transport means limit for the entry summary declaration, enter the transport means on the tab **General**. If there are various transport means limits for the entry summary declaration, enter the transport means on the tab **General Item Details/General**.


9. Click on the tab **Further Details**.


 **Tip:**

- Fill in the field **First customs office** or the field **Customs office of lodgement**.
- If there is an entry summary declaration identification number, enter it on the tab **Further Details**. If there are various identification numbers, enter the identification number on the tab **Item Details/General**.


Field	Description
Shipment ID	Unique identification of the consignment, for instance the UCR (unique consignment reference number) or the consignment note master data number. If the identification number is the same for all positions, fill the field out in the header.


10. Enter the **Route** via the icon **+**.
The window for entering the country abbreviation opens. With the button **Add** you can enter several countries in succession. Use the button **OK** to add the countries entered to the list.

 **Important:** Note the sequence of countries on the transport itinerary. Move the countries with the icons **↑** and **↓**.


 **Tip:**



- The last country of the transport itinerary is automatically determined from the value in the field **First customs office**.
- A diversion only needs to be created if the new import country is not on the transport itinerary. If possible, enter all countries on the transport itinerary.

11. Click on the tab **Goods Items**.
An overview of all positions in this dossier is displayed.
12. Click on the icon .
A new position is created.
13. Fill out the mandatory fields for this position.

 **Tip:** You can create an article from the field **Article Code**. You can find instructions in section [Create article \(shortcut\)](#) on page 9.

14. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.
15. To send the customs declaration, click on the entry **Send** in the area **Actions**.
16. Close the customs declaration.
17. Check the customs declaration for responses.

 **Important:** If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 11.

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



1.3 ICND - Create ICS diversion

This section describes how to create an diversion for Germany.

A diversion only needs to be entered if the new importing country is not included in the entry summary declaration.



1. Select the menu entry **Home > customs declaration**.
2. Double-click the entry summary declaration for which you want to enter an diversion.


3. Click in the area **Appliance** on the entry **ICS Diversion (ICND)**. This opens the **Customs Declaration DE: ICND - ICS Diversion** tab.
4. If an entry summary declaration has been entered in an external system, you can enter the diversion as a new customs declaration.
 - a) In the area **Related actions**, click on the entry **Create customs declaration**.
 - b) Select the customs procedure **ICS**.
 - c) Select the country **DE - Germany**.
 - d) Select the type of customs declaration **ICND - ICS Diversion**.
 - e) Enter a unique reference number in the field **Reference Number**.

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


- f) Click on **OK**.
5. Fill out the fields of the tab **General**. The mandatory fields can change with the entries you make.



Field	Description
actual cus. off.	Actual customs office of entry
Original 1st cust.office, Original 1st cust.office country	<ul style="list-style-type: none"> Customs office originally declared as customs office of entry. Country in which the original customs office of entry is located.

6. Click on the tab **Goods Items**.
7. Edit the position data depending on the context.
 - To add positions, click on the icon .
 - To delete positions, click on the icon .
8. In the area **Actions**, click on the entry **Save**. The customs declaration appears in the overview **Customs declarations**.

 **Tip:** If you have created the diversion from an entry summary declaration, a new customs declaration is automatically created.

9. To send the customs declaration, click on the entry **Send** in the area **Actions**.
10. Close the customs declaration.
11. Check the customs declaration for responses.

 **Important:** If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 11.

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

1.4 ICNA - Create ICS arrival notification



This section describes how to create an arrival notification for Germany.

1. Select the menu entry **Start > customs declaration**.
2. Double-click the entry summary declaration for which you want to enter an arrival notification.
3. Click in the area **Appliance** on the entry **ICS Arrival Notification (ICNA)**. The window **ICSC Customs Items** opens.
4. Click the button **With all items**, **With chosen items** or **With the means of transport** to specify which customs positions should be taken over.

Field	Description
With all items	All customs positions from the entry summary declaration are transferred to the arrival display.
With choosen items	The window lscs Customitems opens, in which all customs positions of the entry summary declaration are displayed. Highlight the positions you want to copy. To highlight several positions, hold down the key Ctrl and click on various positions. To select a number of consecutive positions, click the first position, hold down the Shift button and click the last position. Click on OK .
With the means of transport	No customs positions from the entry summary declaration is transferred to the arrival display.

This opens the **Customs Declaration DE: ICNA - ICS Arrival Notification** tab.

5. If an entry summary declaration has been entered in an external system, you can enter the arrival notification as a new customs declaration.
 - a) In the area **Related actions**, click on the entry **Create new customs declaration**.
 - b) Select the customs procedure **ICS**.
 - c) Select the country **DE - Germany**.
 - d) Select the type of customs declaration **ICNA - ICS Arrival Notification**.
 - e) Enter a clear **Reference Number**.

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



f) Click on **OK**.


6. On the **General** tab, fill out the fields **actual cus. off.** and **Exp. Date of Arrival**.

Field	Description
actual cus. off., Declared cus. off. country	<ul style="list-style-type: none"> • Actual customs office of entry • Country where the registered customs office of entry is located.


7. Click on the tab **Goods Items**.
The Positions tab displays the positions that have been taken over from the entry summary declaration.
8. For the transferred positions, fill in the fields **Type** and **Reference**.


Field	Description
Type, Reference	Type/qualifier Reference

9. Enter further references for a position with the icon  or further positions with the icon .
10. In the area **Actions**, click on the entry **Save**.
The customs declaration appears in the overview **Customs declarations**.

 **Tip:** If you have created the arrival notification from an entry summary declaration, a new customs declaration is automatically created.

11. To send the customs declaration, click on the entry **Send** in the area **Actions**.
12. Close the customs declaration.
13. Check the customs declaration for responses.

 **Important:** If you have received an error status for your customs declaration, you must remedy the error. You can find instructions in section [Edit error \(customs\)](#) on page 11.

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

2 Create article

This section describes how to create an article.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **Create commodity code**.
This opens the **Commodity codes** tab.
3. Fill at least all of the mandatory fields out on the **General** tab.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Volume per package	Volume per parcel

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




Tip: If you fill out the **Customs goods description** field, the goods description for customs declarations will be taken from this field. If you do not fill out this field, the commodity description will be taken from the tab **General**.

8. To enter goods numbers for customs procedures in different countries, proceed as follows:
 - a) Click on the flag of the relevant country in the **Customs tariff numbers** area. Depending on the settings, not all countries are visible.
The window **Edit a Tariff number** opens.
 - b) Fill out at least the mandatory fields.
 - c) Click on the button **OK**.
The goods number is shown in the **Customs tariff numbers** area with the relevant country code.

9. You have the option to enter translations for the customs goods description. To add a new translation, proceed as follows:
 - a) Click on the + icon in the **Customs goods description (Translations)** area.
The **Edit translation** window opens.
 - b) Fill out at least the fields **Language** and **Translation**.
 - c) Click on the button **OK**.
The translation is shown in the **Customs goods description (Translations)** area.
10. You can enter documents for customs declarations. To enter documents, proceed as follows:
 - a) Click on the tab of the relevant land.
 - b) Click on the tab **Documents**.
 - c) Click on the icon +.
The window **Edit a document** opens.
 - d) Fill out at least the mandatory fields.
 - To enter further documents, click on the **Add** button.
 - To complete the entry, click on the button **OK**.

The document is shown in the table.

You can find an overview of the documents entered on the **Customs/Documents** tab.

 **Tip:** If you select the article in a customs declaration, the documents stored will be adopted in the customs declaration.

11. To enter data for the import or the customs warehouse Germany, click on the **Germany** tab and fill out the fields.
12. In the area **Actions**, click on the entry **Save**.
The article is shown in the overview **Commodity codes**.

2.1 Create article (shortcut)

This section describes how to create an article using the shortcut.

1. Select the menu entry **Maintenance > Commodity codes**.
This opens the overview **Commodity codes**.
2. In the area **Actions**, click on the menu entry **New (Quick)**. Alternatively, you can select an article from the data of a customs position.
 - a) Right click in the **Article Code** field.
 - b) Select the menu entry **Create article** from the context menu.
The window **Edit article** opens. If you created the article from a customs position, the values in the fields filled out are adopted in the window. You can overwrite the values.
3. Fill out at least the mandatory fields.

Field	Description
Article Code	The article code identifies an article. The same article code may not be used for different articles.
Item number	You may use the article number in addition to the article code in order to identify an article. Only the article code is used to reference articles. The article number is a compulsory field in some customs declarations.
Owner of goods	The customer (owner) of the article. Referenced to the master data customer/address.
Valid from	Date from which the article may be used.

Field	Description
Valid to	Date until which the article can be used. If the date is before the current date, the article is not displayed when making the selection via the Article Code field.
Nature of goods	Description of an item. The description is used on certain documents, for instance on customs declarations.
Inventory unit	Measurement units in which the items are kept in the inventory of the customs warehouse.
Batch management required	If the check box is activated, the article must be handled as a batch.
Tariff no.	8-digit customs tariff number of the combined nomenclature/tares
Tarice	The 9th and 10th Digit in the customs tariff number (TARIC)
National	11th, purely national digit in the overall customs tariff number
Valid from	Date from which the goods number may be used.
Valid to	Date until which the goods number may be used.
Supplement	The additional code depends on the commodity number. Additional codes may refer to current trade policies or technical customs procedures that are missing in the <i>Electronic Customs Tariff</i> .

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 abort the creation of an article, click on the **Cancel** button.

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

3 Edit error (customs)

This section describes how you can find and remedy errors using the example of a customs declaration.

Erroneous customs declarations are recognisable in the overview **Customs declarations** by the status in the column **Status**. The statuses have different names according to the type of customs declaration.

1. To open the incorrect customs declaration, double-click on the customs declaration.
The customs declaration is opened in a new tab.

2. Click on the tab **Customs System Messages&Status**.

3. Highlight the row of the table with the incoming message.

The messages are shown in the area **Message Preview**.

The responses have different weightings.

- Errors (**Error**) – Customs has refused the declaration because it contains errors.
- Warning (**Warning**) – Customs informs you of an error that has not resulted in the declaration being refused.
- Information (**Information**) – Customs has sent a message.

The details of the message are shown in the column **Text**.

4. Double-click on the row with the message text.


Depending on the type of error, a window with additional information on the error will open.


5. You now have the following options:

- Remedy error, save customs declaration and resend.
- Remedy errors at a later point.

4 Print/fax/mail document

This section describes how you print or fax a document or create it as a pdf file. You can request several documents at the same time; these are then combined to form one file when creating the pdf.

1. Click on the entry **Actions** in the area  **Actions print**
The window **Reprint** will open.


 **Tip:** You can also print older messages for a customs declaration. For instructions on how to print a message, see section [Print/fax/mail message](#) on page 12.

2. Highlight the form or document in the area **Available Document Types**.

Field	Description
Available Document Types	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.


3. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.

 **Tip:** Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

4. Highlight a further document type and repeat the previous step.
5. In order to create the documents, click on the button **OK**.

 **Tip:** If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

4.1 Print/fax/mail message

This section describes how you print a message, for example a processing message (CUSREC). You can also fax the message or create it as a pdf file.

The print dialog *Print/fax/mail document* auf Seite 12 is based on the current database of the customs declaration. To print multiple incoming messages, a print per message receipt can be created on the **Messages & Status** tab.

Following messages can be printed:

- **CUSREC - information on declaration**
- **CURREL - decision of customs office for customs declaration**
- **CUSTAX - decision/result**
- **CUSTST - Verwahrungsmitteilung**
- **CUSFIN - summary declaration completion information**

1. Open the tab **Messages & Status** of the customs declaration.
2. Highlight the message receipt.
3. Right-click with the mouse.
4. Select the menu item **print**.
This opens the window **Reprint:Documents**.
5. Highlight the form in the area **Unassigned DocumentTypes**.

Field	Description
Unassigned DocumentTypes	<p>The table is only shown if there are several types of document for the highlighted document.</p> <ul style="list-style-type: none"> • Forms are manually created documents, for example shipments, customs declarations and customs responses, such as findings. • Documents are automatically created documents, for example export accompanying documents. Documents created previously are also listed. The time of creation of the document is shown in the column Timestamp. The documents can also be found in the document filing.

6. Highlight the check box for the issue and enter the necessary data, such as an email address.

Field	Description
Preview	Prints or opens the document as a pdf document.
Save document	The document is stored.
print	If one (or several) printers have been defined and set up for the company by DAKOSY, the selection print will be displayed. The document is printed directly on the relevant printer.
Fax	The document is being sent as a fax.
Email	The document is sent as a pdf file in an attachment to an email.



Tip: Alternatively, open the form or document as a pdf file by double clicking on it.

The appropriate columns **Name**, **Copies**, **Fax number** and/or **Email to** are automatically filled out in the table for the highlighted document type. You can see what you have already selected.

7. Highlight a further document type and repeat the previous step.
8. In order to create the documents, click on the button **OK**.



Tip: If you print a customs form, please pay attention to the size of the form on the print-out. Some customs offices do not accept any print-outs which are not identical to the original form. To print out a PDF file of the correct size from Adobe Acrobat Reader, activate the **Custom Scale** option with the value **100 %** in the **Page Sizing & Handling** area of the print dialogue.

5 Contact information

You will find contact information in this section.

In case of specific questions, please contact the customs office competent for you. Further contact possibilities:

Questions on DAKOSY GE

- Contact partner: DAKOSY service desk
- Telephone: [+49 \(0\)40 3786 0990](tel:+49(0)4037860990)
- Email: servicedesk@dakosy.de
- [Contact form](#)

Specific questions on customs

- Contact partner: Central information customs
- Telephone: [+49 \(0\)351 4483 4520](tel:+49(0)35144834520)
- Email: info.gewerblich@zoll.de

Specific questions ATLAS

- Contact partner: Service Desk ITZBund
- Telephone from within Germany: [0800 8007 5451](tel:080080075451)
- Telephone from outside Germany: [+49 \(0\)69 2097 1545](tel:+49(0)6920971545)
- Email: servicedesk@itzbund.de