

# **Import Control System**

## **Trader Guide**

### **August 2019**

## **1.1 The Import Control System (ICS)**

The ICS is an electronic system developed by the European Commission and Member States for the lodging and processing of ENS, and for the exchange of messages between national customs administrations, between them and economic operators, and with the European Commission. The objective of which is to ensure that import operations starting in one Member State can be completed in another Member State without resubmission of the same information.

When goods enter into the European Union (EU) for the first time, they do so via the Office of First Entry. If goods remain on the same mode of transport and are imported into another Member State, they do so via an Office of Subsequent Entry. For ICS purposes, Ireland can act as both Office of First Entry and Office of Subsequent Entry.

Using EU agreed common risk rules, the Entry Summary Declaration (ENS) will undergo risk analysis and any appropriate safety and security data will be passed to other Member States where they are identified as being included in the itinerary of the means of transport.

The main functionality to be provided in ICS is the following: -

- As Office of First Entry, accept Entry Summary Declarations from traders.
- Record information such as diversions and amendments
- Notify the Office of Subsequent Entry that goods for which risks have been identified will be arriving in their office
- As Office of Subsequent Entry, act on data received from other Member States to control goods coming into Ireland
- Allow Entry or Reject Entry of goods into the EU or Ireland
- Provide for requests of ENS data from mother Member States.

## **1.2 Scope of this document**

This document provides details of the implementation of the Import Control System (ICS) Phase 1 in Ireland. It covers

- the legal requirements
- the timetable;
- the IT systems; and
- the processes to be followed in Ireland by traders/carriers and the Revenue Commissioners.

## **1.2 Legislation**

ICS is being introduced across the European Union (EU) as part of the safety and security amendment. The key articles in the Union Customs Code and its associated supporting legislation are as follows: -

<b>Title</b>	<b>Reference</b>
<b>Responsibility for submitting an ENS</b>	<b>Article 127(4) Union Customs Code Regulation 952/2013</b>
<b>Amending an ENS</b>	<b>Article 129 Union Customs Code Regulation 952/2013</b>
<b>Entry Summary Declarations (ENS) – Coverage</b>	<b>Article 5(4) Union Customs Code Regulation 952/2013</b>
<b>Entry Summary Declarations (ENS) – Exemptions</b>	<b>Article 104 Delegated Act Regulation 2015/2446</b>
<b>Deadlines for submitting an ENS</b>	<b>Article 105-111 Delegated Act Regulation 2015/2446</b>
<b>Data elements required for ENS (by mode of transport and other classifications).</b>	<b>Commission Delegated Regulation (EU) 2016/341 TDA Annexes</b>

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## **1.3 Connecting to other Member States’ systems**

Where a Member State other than Ireland is OoFE, traders will need to connect to the ICS Systems of those Member States. Specifications will be issued by each Member State and details for their implementation of ICS will be available on each administrations website.

## **1.4 Timetable for the Implementation of ICS Phase 1**

The legislation required ICS to be introduced across the EU on 1 July 2009. However, in recognition that its implementation date was not achievable by the majority of trade sectors and in a number of Member States a transition period to the end of December 2010 was agreed by the Commission. Ireland implemented ICS on 14 June 2010.

## **2. ICS Declaration**

### **2.1 The Role of ICS**

In accordance with ICS Phase 1, the economic operator will be expected to provide an Entry Summary Declaration to Revenue in the following situation:-

When goods are being brought directly into Ireland from outside the European Community, the Entry Summary Declaration must be lodged to the Office of First Entry (the Irish port/airport where the goods will arrive) within specified time frames. This is to ensure that the customs office can carry out risk analysis on the goods prior to them entering the territory of the European Community. For goods that are brought indirectly into Ireland, the Entry Summary Declaration will already have been made to the Office of First Entry in another Member State.

## **2.2 Definition of Key Terms used in ICS**

### **2.2.1 Entry Summary Declaration (ENS)**

An Entry Summary Declaration is an electronic safety and security declaration from the Carrier to the Customs Authorities. It must be lodged in advance of arrival of the aircraft/vessel and must contain the data set out in Annex B Delegated Act Annex Regulation 2015/2446.

### **2.2.2 Customs Office of First Entry (OoFE)**

The Office of First Entry is the first (air)port in the Community at which the aircraft/vessel is scheduled to call when coming from a (air)port outside the Community.

### **2.2.3 Customs Office of Subsequent Entry (OoSE)**

The Office of Subsequent Entry is any (air)port in the Community on the aircraft/vessel's itinerary that the aircraft/vessel will call after its call at the first (air)port in the Community, without an intervening call at any (air)port outside the Community.

### **2.2.4 Movement Reference Number (MRN)**

The Movement Reference Number is the number issued by a Member State's ICS once the ENS has been successfully validated, accepted and registered. The MRN will be notified to the declarant and, where different, the carrier.

### **2.2.5 IE315 (or any other number)**

IE stands for 'Information Exchange'. All messages exchanged between ICS, traders and other Member States are allocated an IE number. For example the message to submit an ENS (from trader to National ICS) is the IE315.

### **2.2.6 Trader at Entry (Carrier)**

This is the carrier, the person responsible for submitting the ENS. The carrier can name a representative to allow them to make amendments on their behalf. In addition, the representative can submit the ENS for the carrier as well.

### **2.2.7 Person Lodging the ENS**

This is the person sending the ENS. It can be a representative or the trader (carrier). If the trader (carrier) is sending the ENS, then the Trader at Entry (carrier) field can be empty. Otherwise the Person Lodging the ENS is a representative.

### **2.2.8 Trader Representative**

This is a named representative. In the case where a representative sends the ENS, the Trader Representative field represents an extra representative. In the case where the trader is sending the ENS himself i.e. the trader (carrier) details are empty, then it represents the single mentioned representative.

### 3. Submitting ICS Declarations to Irish Customs

All messages exchanged between ICS, traders and other Member States for import control are allocated an IE number. For example, the message to submit an ENS (from trader to national ICS) is the IE315. The table below gives a list and descriptions of all ICS messages.

#### 3.1 ICS Messages Description

##### Messages Received from Traders

Message	Description
IE315	Entry Summary Declaration – Message that Trader submits to notify customs that goods are coming in to the EU customs territory.
IE313	Entry Summary Declaration Amendment – Message that Trader submits to notify customs of changes to the original ENS that was submitted.
IE323	Diversion Request – Message that Trader sends in to notify customs of changes to the declared Office of First Entry.

##### Messages Exchanged with other Member States

Message	Description
IE302	Declaration Request (Import) – Message sent from an actual Office of First or Subsequent Entry to the declared Office of First Entry to request details of an ENS (normally in a case of diversion when goods arrive and there is not ENS on the system).
IE303	Entry Summary Declaration Response or Diversion Notification Message sent from a declared Office of First Entry to the actual Office of First or Subsequent Entry in response to the IE302 or message sent from a declared Office of First Entry to the actual Office of First Entry to notify them of the diverted ENS to their office.
IE319	Transmission to Subsequent Office of Entry – Message sent to Subsequent Offices of Entry to notify them of the identified positive risk analysis results.
IE906	Functional Error Message – Message sent to and received from other Member States when there is a functional error with the original message that this is a response to.

##### Message Sent to Traders

Message	Description
IE316	Entry Summary Declaration Rejected – Rejection message sent to trader when there are errors with the IE315.
IE328	Entry Summary Declaration Acknowledgement – Acknowledgement message when the IE315 is successfully accepted and being processed (includes MRN).

IE351	Advanced Intervention Notification – Notification message sent to traders to notify trader not to load the goods onto the means of transport OR to AEO traders to notify them of a control prior to arrival.
IE361	Import Control Decision Notification – Notification message sent to traders when customs officer has decided to control the goods.
IE305	Entry Summary Declaration Amendment Rejection – Rejection message when there are errors with the IE313.
IE304	Entry Summary Declaration Amendment Acceptance – Acknowledgement message when the IE313 is successfully accepted and being processed.
IE324	Diversion Request Rejected – Rejection message when there are errors with the IE323
IE325	Diversion Request Acknowledgement – Acknowledgement message when the IE323 is successfully accepted and being processed.
IE322	Entry Release Rejection – Message sent to trader when goods on an ENS are rejected for entry into the Community.
IE330	Entry Release – Message sent to trader when goods on an ENS are allowed to enter into the Community.
IE329	Entry Details Data – Message sent to the trader if minor data details are updated by the customs officer but goods still allowed to enter into the Community.

### 3.2 Connecting to ICS in Ireland

A Digital Certificate is required for connecting to ICS in Ireland. Messages are submitted to Revenue Online Services (ROS) using web services. Traders will use their ROS digital certificate to sign the messages they send to ICS through ROS (IE315, IE313, IE323). ROS will check that the digital certificate is valid. If it is, the message will be passed to ICS and ICS will then validate all of the information submitted by the trader.

If ICS successfully processes the information, a response message is sent to the Revenue Customer Mailbox (RCM). If ICS does not successfully process the information, the corresponding rejection message is sent to the Revenue Customer Mailbox. All messages sent to the trader can be retrieved from the RCM using a web service.

### 3.3 Submitting Declaration to Irish Customs

Messages communicated throughout the Common Domain (Member States of the EU) will be in Extensible Mark-up Language (XML) format only.

Messages communicated between ICS and the External Domain (traders/trader representatives) in Ireland can be in XML or EDIFACT format.

Any messages received in EDIFACT format from traders or trader representatives, are translated to XML format for processing in ICS. Any response messages that are sent as a result of incoming EDIFACT messages must be translated from XML to EDIFACT before they are sent back to the trader or trader representatives.

## **4. Entry Summary Declarations**

### **4.1 Responsibility for submitting the ENS**

The legal responsibility for ensuring an ENS is submitted lies with the carrier or ‘operator of the active means of transport on or in which the goods are brought into the customs territory of the Community’. – this will be the shipping line or airline that actually carries the goods to Ireland. The operator is the person who brings, or who assumes responsibility for the carriage of the goods, into the customs territory of the Community and who issues the bill of lading/airway bill for the actual carriage of the goods on the vessel/aircraft.

But remember, the ENS is only required to be lodged in Ireland in the case of goods arriving directly into Ireland from outside the EU.

### **4.2 Who else may submit the ENS?**

A representative may lodge the ENS on the Carrier’s behalf, providing it is done with the knowledge and consent of the Carrier. However, even in situations where a Carrier has asked an agent to act on his/her behalf, in the event of any difficulty with the content of an ENS, or in cases where the ENS has not been lodged, the legal responsibility for the information provided or the absence of a declaration continues to lie with the Carrier.

### **4.3 Unintentional Dual Filing of an ENS**

If the carrier has contractually agreed that a third party will file the ENS instead of it, the carrier should not make his own ENS filing for the same shipment and visa versa. In cases where dual filing does occur, i.e. the carrier and third party both file an ENS for the same shipment, customs authorities may decide to use both for their safety and security risk analysis. However, in the case of Irish Customs, the ENS lodged by the carrier will take precedence and be validated. The third party filing will be invalidated.

### **4.6 Movement Reference Number (MRN)**

The MRN is a unique number that is automatically allocated by the customs office that receives the Entry Summary Declaration. Once the ENS (IE315) has passed all levels of validations, an MRN is issued to the person who submitted the ENS and the carrier (if different).

## **5. Submitting an amendment to an ENS (IE313)**

Amendments may be lodged by the same person that lodged the original ENS or his representative. However, amendments can only be lodged at the customs Office of First Entry. For safety and security risk analysis, the ENS should not, due to restrictions resulting from IT systems, be amended after the notification of arrival or a diversion notification.

Once a vessel or aircraft has left for a subsequent EU port or airport, no amendment of the ENS can be made.

## **6. Submitting a Diversion Request (IE323) for vessel/aircraft**

Where the active means of transport is to be diverted to; 1) a Member State different from the MS where the declared Office of First Entry is located and 2) a Member State different from where any of the declared Offices of Subsequent Entry are

located, the operator of the active means of transport must lodge a 'Diversion Notification' with the initially declared Office of First Entry.

## **7. Data Requirements for an ENS**

The data elements required for an ENS are set out in Table format at the end of this document. The information is derived from Commission Delegated Regulation (EU) 2016/341 TDA Annexes.

The data to be provided on an ENS for risk assessment at the OoFE includes information on:

- The vessel/conveyance bringing the goods into the EU;
- The route the conveyance takes to enter and move through the EU;
- The persons/companies involved in the transaction (i.e. consignor, consignee, carrier, agent etc.); and
- The goods being brought into the EU.

Information submitted in the ENS will then be subjected to various levels of validation before the MRN is issued. The MRN is sent to the submitting trader and also the carrier (where different).

The data elements for an ENS are set out in Commission Delegated Regulation (EU) 2016/341 TDA Annexes but in all circumstances the carrier's EORI number and the carrier's transportation document number must always be included in any third party ENS Declarations.

Among other required data elements are several that the third party would need to obtain from the carrier prior to lodging the ENS. These include:

- Mode of transport at the border;
- Expected date and time at first place of arrival/entry in the Community;
- First place of arrival/entry code;
- Country code of the declared first office of arrival/entry;
- The IMO vessel number (in the case of maritime shipments); the flight number (for air);
- The Truck Registration Number or Trailer Number if travelling by RoRo;
- The nationality of the active means of transport entering the customs territory;
- Subsequent ports of call in the Community.

## **8. Accuracy of the ENS filing**

All the data elements prescribed in Commission Delegated Regulation (EU) 2016/341 TDA Annexes for the particular mode of transport or for express consignments that are covered by the ENS filing must be contained in the ENS. The ENS must be completed in accordance with Explanatory Notes in Annex B.



The declarant is obliged to provide the information known to him at the time of lodgement of the ENS. Thus, the declarant is entitled to base his ENS filing on data provided by its trading or contracting parties.

If the declarant learns later that one or more particulars contained in the ENS have been incorrectly declared or have changed, the provisions on amendments apply. In cases where an amendment is no longer possible, any discrepancies between the goods declared and those presented to customs should be notified at presentation or in the context of the declaration for temporary storage. Additionally, the declarant should inform customs if he becomes aware that a person initiating cargo shipments to be carried to the customs territory of the Community systematically provides incorrect cargo shipment information

## 7. Questions and Answers

### 7.1 When is an ENS required?

The EU legislation requires that all goods brought into the customs territory of the Community, regardless of their final destination, shall be covered by an Entry Summary Declaration (ENS), which should be lodged at the customs Office of First Entry. This means that all cargo, whether or not consigned to the EU, must be declared, including Freight Remaining On Board (FROB).

### 7.2 When must the ENS be lodged?

The time limits for the lodging of the ENS vary according to the transportation mode and duration of transportation carrying the goods into the customs territory of the Community:

TRANSPORTATION MODE	TIME LIMITS
Containerised maritime cargo (except short sea containerised shipping)	At least 24 hours before commencement of loading in each foreign load port
Bulk/break bulk maritime cargo (except short sea bulk/break bulk shipping)	At least 4 hours before arrival at the first port in the customs territory of the Community
Short sea shipping: Movements <b>between</b> Greenland, Faroe Islands, Ceuta, Melilla, Iceland, ports on the Baltic Sea, ports on the North Sea, ports on the Black Sea or ports on the Mediterranean, all ports of Morocco <b>and</b> the customs territory of the Community except French overseas department, Azores, Madeira and Canary Islands	At least 2 hours before arrival at the first port in the customs territory of the Community
Short sea shipping: Movements with a duration of less than 24 hours <b>between</b> a territory outside the customs territory of the Community <b>and</b> the French overseas departments, Azores, Madeira and Canary Islands	At least 2 hours before arrival at the first port in the customs territory of the Community

Short haul flights (less than 4 hours duration)	At least by the time of the actual take off of the aircraft
Long haul flights (more than 4 hours duration)	At least 4 hours before arrival at the first airport in the Community
Rail and inland waterways	At least 2 hours before arrival at the customs office of entry in the Community
Road traffic	At least 1 hour before arrival at the customs office of entry in the Community Where the goods are brought into the customs territory of the Union on a means of transport which is, itself, transported on an active means of transport, the time-limit for lodging the entry summary declaration shall be the time-limit applicable to the active means of transport.

## ENTRY SUMMARY DECLARATION DATA ELEMENTS

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
CONSIGNOR TIN	an..17	Conditional	<p>If only one Trader Consignor is declared for all goods items on the Summary Declaration, then the Consignor's EORI Number is entered at <b>HEADER LEVEL</b> on the Declaration.</p> <p>If multiple Trader Consignors are declared for the goods items, their EORI Number's or names and addresses are <b>ONLY</b> entered at <b>GOODS ITEM LEVEL</b> on the Declaration.</p>	<p>The Consignor is the Trader who is sending the goods.</p> <p>The EORI number is the Trader Consignors unique reference number advised to him/her by Customs and to be used in all correspondence with Customs Administrations of the EU.</p> <p>If the Consignor is from a 3<sup>rd</sup> Country he may not have an EORI Number. If so leave this field blank and input the name and address instead.</p>
CONSIGNOR NAME & ADDRESS	See comment across	Conditional	<p>If Consignor TIN is blank, then the Consignor's/ Exporter's name and address is <b>REQUIRED</b> in the format identified.</p> <p>If the Trader Consignors EORI Number is entered then this field is <b>not required</b></p>	<p>Name: an..35 (free text) Conditional</p> <p>Address Line 1 an..35 Conditional</p> <p>Address Line 2 an..35 Conditional</p> <p>Postal Code an..9 Conditional</p> <p>Country Code a2 Conditional</p>

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
CONSIGNEE TIN	an..17	Conditional	<p>When the goods are carried under a negotiable bill of lading that is "to order blank endorsed", the Consignee is unknown and <b>CANNOT</b> be entered. Instead his particulars shall be replaced by the code "10600" in <b>SPECIAL MENTIONS - ADDITIONAL INFORMATION ID.</b></p> <p>If the Trader Consignee details are entered at <b>HEADER LEVEL</b> then they <b>CANNOT</b> be entered at <b>GOODS ITEM LEVEL.</b> Otherwise Trader Consignee details are <b>REQUIRED</b> at <b>GOODS ITEM LEVEL.</b></p>	<p>The Consignee is the Trader to whom the goods are being delivered.</p> <p>The EORI number is the Trader's unique reference number advised to him/her by Customs and to be used in all correspondence with Customs Administrations of the EU.</p> <p>Where an economic operator does not have an EORI number leave this blank and see below.</p>
CONSIGNEE NAME & ADDRESS	See comment across	Conditional	<p>If Consignee TIN is blank, then the Consignee's name and address is <b>REQUIRED</b> in the format identified.</p> <p>If the Consignee's EORI Number is entered then this field is <b>not required</b></p>	<p>Name: an..35 (free text) Conditional</p> <p>Address Line 1 an..35 Conditional</p> <p>Address Line 2 an..35 Conditional</p> <p>Postal Code an..9 Conditional</p> <p>Country Code a2 Conditional</p>

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
NOTIFY PARTY TIN	an..17	Conditional	<p>Notify Party can only be entered when the goods are carried under a negotiable bill of lading that is "to order blank endorsed" when "10600" is entered in <b>SPECIAL MENTIONS - ADDITIONAL INFORMATION ID.</b></p> <p>In this scenario, if Notify party is entered at Header Level, it <b>CANNOT</b> be entered at Goods Item Level also. Otherwise it is <b>REQUIRED</b> at Goods Item Level.</p>	<p>The EORI number is the Party's unique reference number advised to him/her by Customs and to be used in all correspondence with Customs Administrations of the EU.</p> <p>Where an economic operator does not have an EORI number leave this data entry blank and see below.</p> <p><b>NB. If Special Mentions is not used then Notify Party is to be left blank.</b></p>
NOTIFY PARTY NAME & ADDRESS	See comment across	Conditional	<p>If Notify Party TIN is blank, then the name and address is <b>REQUIRED</b> in the format identified.</p> <p>If Notify Party's EORI Number is entered then this field is <b>not required</b></p>	<p>Name: an..35 (free text) Conditional</p> <p>Address Line 1 an..35 Conditional</p> <p>Address Line 2 an..35 Conditional</p> <p>Postal Code an..9 Conditional</p> <p>Country Code a2 Conditional</p>

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
PERSON LODGING THE SUMMARY DECLARATION TIN	an..17	Required	Enter the EORI Number of the Declarant/ Representative.	The EORI number is the trader's unique reference number advised to him/her by Customs and to be used in all correspondence with Customs Administrations of the EU.
PERSON LODGING THE SUMMARY DECLARATION NAME & ADDRESS	See comment across	Optional		Name: an..35 (free text)  Address Line 1 an..35  Address Line 2 an..35  Postal Code an..9  Country Code a2
CARRIER TIN	an..17	Conditional	This is <b>REQUIRED</b> if different from 'PERSON Lodging the summary declaration'	
CARRIER NAME & ADDRESS	See comment across	Conditional	If Carrier's EORI Number is entered then this field is <b>not required.</b>	Name: an..35 (free text)  Address Line 1 an..35  Address Line 2 an..35  Postal Code an..9  Country Code a2

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
ITINERARY		Conditional	If the Specific Circumstance Indicator is <b>A</b> then this attribute must occur at least once. Otherwise it must occur at least twice.	The country of Original Departure must be present in all cases. When the "Specific Circumstance Indicator" is not 'A' then at least the country of final destination must be included in addition.
COUNTRY OF ROUTING CODE	a2	Required	Input the Country Code of Original Departure. If the Specific Circumstance Indicator is <b>NOT A</b> , then the Country Code of Final Destination must also be present.	
CONTAINER (S)		Optional	When Container Number is present for one Goods Item, it must also be declared for all Goods Items on the ENS.	To be completed for containerised goods.
CONTAINER NUMBERS	an..11	Required		Enter the identification number of the container(s) where relevant.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
IDENTITY OF MEANS OF TRANSPORT AT BORDER		Conditional	<p>If the <b>IDENTITY CROSSING BORDER</b> is present at <b>HEADER LEVEL</b> or if the Transport Mode at Border is <b>AIR</b> then this Data Group <b>CANNOT</b> be used.</p> <p>Else if Specific Circumstance Indicator = <b>A</b> then this data field is <b>OPTIONAL</b>.</p> <p>Otherwise this data field is <b>REQUIRED</b>.</p>	
NATIONALITY CROSSING BORDER	a2	Conditional	<p>If Transport Mode at Border is <b>RAIL, POST, FIXED TRANSPORT INSTALLATIONS</b> or <b>OWN PROPULSION</b> then Nationality Crossing Border at <b>GOODS ITEM LEVEL</b> is <b>OPTIONAL</b>.</p> <p>Otherwise, Nationality Crossing Border at <b>GOODS ITEM LEVEL</b> is <b>REQUIRED</b>.</p>	<p><b>GOODS ITEM LEVEL</b> This is part of the Data Group <b>IDENTITY OF MEANS OF TRANSPORT AT BORDER</b></p>
	a2	Conditional	<p>If Transport Mode at Border is <b>ROAD</b> and if Identity Crossing Border is present at <b>HEADER LEVEL</b> then Nationality Crossing Border is <b>REQUIRED</b> at <b>HEADER LEVEL</b>.</p> <p>Otherwise, Nationality Crossing Border <b>CANNOT</b> be used at <b>HEADER LEVEL</b>.</p>	<p><b>HEADER LEVEL</b></p>



DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
IDENTITY CROSSING BORDER	an..31	Required	<p>The following restrictions are present dependent on the Mode of Transport at Border:</p> <p><b>SEA &amp; INLAND WATERWAY TRANSPORT</b> – Consists of the International Maritime Organisation (IMO) Ship Identification Number (format n7, leading '0' allowed) or of the European Vessel Identification (ENI) Number (format n8, leading '0' allowed).</p> <p><b>RAIL</b> – Consists of the wagon number and has no format restrictions.</p> <p><b>ROAD</b> – Consists of the IMO Number {Format (n7)/ENI(n8)}, #registration plate number (Format N7#an..16 (minimum 4 digits) or N8#an..16 (minimum 4 digits).</p>	<p><b>GOODS ITEM LEVEL</b></p> <p>This is part of the Data Group IDENTITY OF MEANS OF TRANSPORT AT BORDER</p>
	an..31	Conditional	<p>If Transport Mode at Border is <b>SEA</b> or <b>INLAND WATERWAY TRANSPORT</b> then Identity Crossing Border is <b>REQUIRED</b> at <b>HEADER LEVEL</b>.</p> <p>If Transport Mode at Border is <b>AIR</b> then Identity Crossing Border <b>CANNOT</b> be entered at <b>HEADER LEVEL</b>.</p> <p>In all other scenarios, Identity Crossing Border is <b>OPTIONAL</b> at <b>HEADER LEVEL</b>.</p>	<p><b>HEADER LEVEL</b></p> <p>NOTE: The same restrictions as Goods Item relating to Mode of Transport at Border are present.</p>
CONVEYANCE REFERENCE NUMBER	an..35	Conditional	<p><b>RORO</b> – Unaccompanied RoRo - Consists of the IMO Number {Format (n7)/ENI(n8)} followed by Conveyance Ref Number {Format XFERreg Number of at least 4 characters}.</p>	<p>If the "Transit Mode at Border" is "1" (sea), the Conveyance Reference Number may contain the RoRo Trailer Registration Number. If so, it must start with XFER followed by a Registration number of at least 4 characters.</p>

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
PACKAGES		Conditional	If the Specific Circumstance Indicator = <b>A</b> , this data group is <b>OPTIONAL</b> . Otherwise this data group is <b>REQUIRED</b> .	
MARKS AND NUMBERS OF PACKAGES	an..140 (free text)	Conditional	If Kind of Packages indicates <b>BULK</b> or <b>UNPACKED</b> then this field is <b>OPTIONAL</b> .  If Specific Circumstance Indicator is not used then this field is <b>REQUIRED</b> otherwise it is <b>OPTIONAL</b> .	Enter the identifying marks and numbers of the packages.  This is required for each item on the declaration.
KIND OF PACKAGE (S)	an2	Required	Enter the code for the type of package.	This is required for each item.
NUMBER OF PACKAGES	n..5	Conditional	If Kind of Packages indicates either <b>BULK</b> or <b>UNPACKED</b> , then this field cannot be used.  Otherwise this field is <b>REQUIRED</b> .  When this field is <b>0</b> , then there should exist at least one Goods Item with the same Marks & Numbers of Packages and Number of Packages with value greater than <b>0</b> .	Enter the total number of packages. The total number of packages for each goods item must equal the number shown in Total Number of Packages.  This is required for each item on the declaration.  Zero " <b>0</b> " will be considered as a valid number in this field.
NUMBER OF PIECES	n..5	Conditional	This field is <b>REQUIRED</b> only when Kind of Packages indicates <b>UNPACKED</b> .  Otherwise this field <b>CANNOT</b> be used.	

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
COMMODITY CODE		Conditional	The Commodity Code is <b>REQUIRED</b> when "Goods Item – Textual Description is <b>NOT GIVEN</b> .  Otherwise this data group is <b>OPTIONAL</b> .	
COMBINED NOMENCLATURE	an..8	Required	If the Commodity Code is used, the Combined Nomenclature is <b>REQUIRED</b> .	This attribute's minimum length is 4 digits.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
PRODUCED DOCUMENTS/ CERTIFICATES		Conditional		At least one Document Type pointing to a transport document must be present in the declaration.
DOCUMENT TYPE	an..4	Required		Enter the Document Type.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
DOCUMENT REFERENCE	an..35	Required		Enter the reference number of the Document Produced, Certificates and Authorisations.
EIDR (Entry in Declarants Records)			<p>Box 44/1 code to be used is N988 and Box 44/2 contains the EIDR authorisation number.</p> <p>EIDR authorisation number format will be up to 34 characters in the format described below. Example: IEEIRIEDUB200-2017-AXR1124. Characters can be upper case <u>or</u> lower case.</p> <p>Country Code – a2 – Must be EU Country Code Decision Type – an3 – EIR (if N988) or TST (if C509) Customs Office – an8 – Must be EU Customs Office Code. Then enter a separator - . Year – n.4 – Must be <math>\geq</math> 2016 and <math>\leq</math> current system year Then enter a separator - . Random characters – a3 – Must be alpha Incremental number starting at “1” and not at “000000000001” – n..12 – must be &gt; 0, with no leading zeros.</p>	<p>To indicate if goods are moving under “EIDR”, a code and value will be declared in Box 44. Where the consignee field is completed at IMPORT OPERATION level, “EIDR” should be declared in Box 44 on 1<sup>st</sup> item, otherwise Box 44 should be completed at the related ITEM LEVEL.</p> <p>For EIDR, the consignee must have the authorisation.</p> <p>Where the Consignee Field is completed at IMPORT OPERATION level, then if “EIDR” is being declared in Box 44, it must be declared on the 1<sup>st</sup> item as Box 44 cannot be declared at IMPORT OPERATION level on ENS.</p>
TSF (Temporary Storage Facility)			<p>Box 44/1 code to be used is C509 and Box 44/2 contains the TSF authorisation number.</p> <p>TSF authorisation number format will be up to 34 characters in the format described above for EIDR. Example: IETSTIEDUB200-2017-AXR1124. Characters can be upper case <u>or</u> lower case.</p>	<p>To indicate if goods are in a <b>TSF</b>, a code and value will be declared in Box 44. Where the Consignee Field is completed at IMPORT OPERATION level, TSF should be declared in Box 44 on 1<sup>st</sup> item, <b>otherwise</b> Box 44 should be completed at the related ITEM level.</p> <p>For TSF, the person holding the authorisation may not be one of the party’s on the ENS Declaration.</p> <p>Where the Consignee Field is completed at IMPORT OPERATION level, then if “TSF” is being declared in Box 44, it must be declared on the 1<sup>st</sup> item as Box 44 cannot be declared at IMPORT OPERATION level on ENS.</p>

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
SPECIAL MENTIONS		Optional		
ADDITIONAL INFORMATION ID	an..5	Required	Only Special Mentions that are marked as <b>COMMON</b> in the reference data will be sent across the Common Domain.	
ADDITIONAL INFORMATION TEXT	an..255	Optional		
SEALS ID	an..20	Optional	Enter the identification numbers of the seals affixed to the transport equipment where applicable.	
CUSTOMS OFFICE OF FIRST ENTRY		Required		The Office of First Entry is the destination where the goods enter the EU Community for the first time.
REFERENCE NUMBER	an8	Required		Provide the details of the Customs Office of First Entry.
EXPECTED DATE AND TIME OF ARRIVAL	n12	Required		The scheduled date & time of arrival of the means of transport at the declared first Office of Entry shall be provided. It shall be the local date and time of the first place of arrival.
CUSTOMS OFFICE OF SUBSEQUENT ENTRY		Optional	If the means of transport continues with goods to a Subsequent Office of Entry, this field is then <b>REQUIRED</b> .	After arriving at an Office of First Entry in the EU Community, if goods remain on board the same mode of transport and are then imported into another Member State in the EU, this is the Office of Subsequent Entry.
REFERENCE NUMBER	an8	Required		Provide the details of the Customs Office of Subsequent Entry.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
TOTAL NUMBER OF ITEMS	n..3	Required	The maximum number of items that can be entered on a declaration is 999. This must be the sum of the number of items declared.	Enter the total number of items covered by the Declaration.
TOTAL NUMBER OF PACKAGES	n..7	Conditional	When the Data Group <b>PACKAGES</b> is used at <b>GOODS ITEM LEVEL</b> , then Total Number of Packages is <b>REQUIRED</b> at <b>HEADER LEVEL</b> .  Otherwise, it <b>CANNOT</b> be used.	Enter the total number of packages in the consignment.  The total number of packages consists of the sum of the following:  the number of packages; the number of pieces; a value of 1 for each entry declared as bulk.
COMMERCIAL REFERENCE NUMBER	an..35	Conditional	When the Specific Circumstance Indicator = <b>"A"</b> , this field is <b>OPTIONAL</b> at both <b>HEADER &amp; GOODS ITEM LEVEL</b> .	Enter the Commercial Reference Number that uniquely identifies the goods.
TRANSPORT MODE AT BORDER	n..2	Required	If the Specific Circumstance Indicator is <b>A</b> then the Transport Mode at Border <b>CANNOT</b> be <b>7</b> or <b>9</b> .  If the Specific Circumstance Indicator is <b>C</b> then the "Transport Mode at Border" <b>1, 2, 4, 7</b> and <b>9 CANNOT</b> be used.  If the Specific Circumstance Indicator is <b>D</b> then the Transport Mode at Border <b>1, 3, 4, 7, 8,</b> and <b>9 CANNOT</b> be used.  If the Specific Circumstance Indicator is <b>E</b> or it is <b>BLANK</b> , Transport Mode at Border is <b>REQUIRED</b> .	Enter the appropriate code for the mode of transport by which the goods entered the Customs Territory of the Community.  When air cargo is transported with modes of transport other than air, the other mode of transport shall be declared.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
LOADING PLACE	an..35	Conditional	<p>If the Specific Circumstance Indicator is <b>A</b>, then Loading Place is <b>OPTIONAL</b> at <b>HEADER LEVEL</b> and <b>CANNOT</b> be entered at <b>GOODS ITEM LEVEL</b>.</p> <p>If the Specific Circumstance Indicator is <b>NOT A</b> and Loading Place is entered at Header Level then Loading Place <b>CANNOT</b> be entered at <b>GOODS ITEM LEVEL</b>.</p> <p>If Loading Place is <b>NOT</b> entered at <b>HEADER LEVEL</b> it is <b>REQUIRED</b> at <b>GOODS ITEM LEVEL</b>.</p>	Please refer to the European Commission Regulation 1833/2006 for the first two digits of the LOADING PLACE
UNLOADING PLACE	an..35	Optional	<p>If the Specific Circumstance Indicator is <b>E</b> and Unloading Place is entered at Header Level then Unloading Place <b>CANNOT</b> be entered at <b>GOODS ITEM LEVEL</b>. Otherwise it is <b>OPTIONAL</b> at <b>GOODS ITEM LEVEL</b>.</p> <p>If the Specific Circumstance Indicator is not <b>E</b> and the Unloading Place is used at Header Level then Unloading Place <b>CANNOT</b> be entered at <b>GOODS ITEM LEVEL</b>. Otherwise it is <b>REQUIRED</b> at <b>GOODS ITEM LEVEL</b>.</p> <p>If Container Numbers is present at Goods Item level and Unloading Place is not entered at Header Level then the first two digits of Unloading Place at Goods Item level for all goods in a given container must refer to the European Commission Regulation 1833/2006.</p>	Please refer to the European Commission Regulation 1833/2006 for the first two digits of the UNLOADING PLACE.



DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
TOTAL GROSS MASS  GROSS MASS	n..11.3	Optional  Conditional	<p><b>HEADER LEVEL:</b></p> <p>Total Gross Mass is <b>OPTIONAL</b>.</p> <p><b>GOODS ITEM LEVEL:</b></p> <p>It is <b>OPTIONAL</b> if the Specific Circumstance Indicator = <b>E</b></p> <p>It is <b>OPTIONAL</b> if Total Gross Mass has been entered at <b>HEADER LEVEL</b>. Otherwise Gross Mass is <b>REQUIRED</b> at <b>GOODS ITEM LEVEL</b>.</p>	<p>Enter the Gross Mass in kilograms.</p> <p>Gross mass is the aggregate mass of the goods with all their packing, excluding containers and other transport equipment.</p> <p>A value must be input before the decimal point even if the value is 0 (e.g. – 0.8)</p>
SPECIFIC CIRCUMSTANCE INDICATOR	a1	Optional	<p>If the AEO Database is available, it will check the following:</p> <p>The Specific Circumstance Indicator with a value of <b>E</b> can only be used if the Person Lodging the ENS and all Consignees declared in the Entry Summary Declaration have a valid AEO Certificate of type AEOF or AEOS.</p> <p>If a Representative submits an Amendment Request (IE313), the Representative shall have a valid AEO Certificate of type AEOF or AEOS as well.</p>	
TRANSPORT CHARGES - METHOD OF PAYMENT	a1	Optional		<p>A – Payment in Cash B – Payment by Credit Card C – Payment by Cheque D – Other (e.g. direct debit to cash account) H – Electronic Credit Transfer Y – Account Holder with Carrier Z – Not pre-paid</p>

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
DECLARATION DATE & TIME	n14	Required	The declaration date and time is given in the format as identified across.	The declaration date and time should be entered in the following format –  YYYYMMDDHHMMSS  where  YYYY – Year  MM – Month  DD – Date  HH – Hour  MM – Minute  SS – Second
DECLARATION PLACE	an..35	Required	Enter the place of declaration.	
GOODS ITEM NUMBER	n..3	Required	This field is always completed even if “Total Number of Items” is 1.  Each Item Number is unique throughout the Declaration.  The items shall be numbered in sequential fashion, starting at 1 (i.e. – 1, 2, 3, 4...).	The final item number on the declaration should equal the number of items shown in “Total Number of Items”.
TEXTUAL DESCRIPTION	an..280	Optional	Enter the normal trade description of the goods. The description must be expressed in terms sufficiently precise to enable immediate and unambiguous identification and classification of the goods.	Guidelines on acceptable and unacceptable terms are available on TAXUD/1402/2007.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
UN DANGEROUS GOODS CODE	an4	Optional	The United Nations Dangerous Goods Identifier is the serial number assigned within the United Nations to dangerous substances and articles.	This element should be provided where it is relevant.

**N.B. In relation to Diversion Requests, where the Entry Summary Declaration is not in a state which can be diverted, or where the entry key details provided in the “Diversion Request” are not on file, any “Diversion Request (IE323)” will be rejected.**

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
Transport Mode at Border (Box 25)	n..2	Required	For Air Cargo transported with modes of transport other than air, the other mode of transport shall be declared (e.g. for air cargo transported on road, the mode of transport “3” (road) shall be declared Mode of Transport Codes: 1 – Sea 3 - Road 4 - Air	
IDENTITY OF MEANS OF TRANSPORT AT BORDER	An..35	Conditional	If the transport mode at border = 1, 4, or 8 then this field is <b>Optional</b> otherwise this field cannot be used. If Transport mode at border = 1 or 8 then this field must contain either the International Maritime Organisation (IMO) ship identification no. (format n7) or of the European Vessel Identification No. (ENI) (format n8)	In the case of air, sea and inland waterway transportation the MRN may be replaced by following other data elements identifying the diverted/arriving means of transport i.e. The ‘Identification of the means of transport’ and the ‘Transport mode at border (box 25)’ and the ‘Expected date of arrival’. The identification of the means of transport shall, depending on the declared ‘Transport mode at border (box 25), correspond to following values:-
	n12	Conditional	If the Transport mode at border = 4 then this field must contain the flight number (format an..8) (an..3: mandatory prefix identifying the airline/operator; n..4: mandatory number of the flight; a1: optional suffix	1 and 8 (sea and inland waterway transport) = the International Maritime Organisation (IMO) ship identification number or the European Vessel Identification Number (ENI). 4 (air transport) = The (IATA) flight number.
EXPECTED DATE AND TIME OF ARRIVAL			If the Identification of the means of transport is entered then this field is <b>REQUIRED</b> . Otherwise this field is <b>OPTIONAL</b> .  The scheduled date and time of arrival of the means of transport at the declared first Office of Entry shall be provided	The time has to be given in the format YYYYMMDDHHMM where:-  YYYY = Year MM = Month DD = Day HH = Hour MM = Minute

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
COUNTY CODE OF OFFICE OF FIRST ENTRY DECLARED	a2	Conditional	If the field 'Customs Office of First Entry' is used then this field cannot be used.  Otherwise this field is <b>REQUIRED</b> .	The country code is required to enable the Import Control System (ICS) to request the ENS data and the safety and security risk analysis results at the declared Office of First Entry.  The country code shall be declared if it is different to the third and fourth characters of the MRN.  It shall correspond to the first and second digit of the 'Customs Office of First Entry' declared in the ENS. It is only required if the Diversion Request is sent to a Member State which is different from that country.
TRADER REQUESTING DIVERSION TIN	an..17	Required	The EORI Trader Identification Number (TIN) shall be declared.	The Trader is the 'person' who is sending the diversion request.  The EORI number is the trader's unique reference number advised to him/her by Customs and to be used in all correspondence with Customs Administrations of the EU.
TRADER NAME & ADDRESS	See comment across	Optional		Name an..17 Address Line 1 an..35 Address Line 2 an..35 Postal Code an..9 Country Code a2
MRN	an18	Required	If the field 'Diversion Request. Identification of the means of transport' (IE323) is used then this field is <b>REQUIRED</b> .  Otherwise this field is <b>OPTIONAL</b> .	The Diversion Request will be rejected if an MRN is invalid or not on file.

DESCRIPTION	FORMAT	STATUS	VALIDATION / RULE	COMMENT
CUSTOMS OFFICE OF FIRST ENTRY		Conditional	If this field is used then the 'Country Code of Office of First Entry declared' cannot be used.  Otherwise, the 'Country code of Office of First Entry declared' is <b>REQUIRED.</b>	The Office of First Entry is the destination where the goods enter the EU Community for the first time.
REFERENCE NUMBER	an8	Required		Provide the details of the Customs Office of First Entry.
CUSTOMS OFFICE ACTUAL OFFICE OF ENTRY		Required		A Diversion Request can only be accepted when the "Actual Office of Entry" is in a different Member State to the declared Office of First Entry and Office of Subsequent Entry in the Entry Summary Declaration.
REFERENCE NUMBER	an8	Required		Provide the details of the Actual Office of Entry.

## **List of valid Country Codes for use in ICS**

The valid country codes applicable for use in ICS are those listed in Commission Regulation (EU) No 1106/2012 available at the link below. This regulation entered into force on 01/01/2013.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:328:0007:0015:EN:PDF>