



# How to input ESI for ICS2

## What is ICS2?

Import Control System 2 (ICS2) is a cargo information system aimed to screen shipments for security and safety prior to their arrival into or across the European Union.



We will be deploying the changes for ICS2 in our system on the **3rd of September.**

We are looking to start sending ICS2 ENS fillings from the **8th of October.**

# Commodity Descriptions

## List of examples of acceptable and unacceptable descriptions of goods

Unacceptable	Acceptable
Accessories	Bathroom fittings, Lighting and electrical accessories,
Adapter	(See other specific examples in the table)
Agricultural products	Oranges, Fish, Rice, Bread
Aid consignment	Blankets, Medications
Alcohol	Denatured industrial ethyl alcohol, undenatured industrial ethyl alcohol of an alcoholic strength by volume of 80 % vol., Whiskey, Rum
All kind of Cargo	(See other specific examples in the table)
All kind of Goods	(See other specific examples in the table)
Animals	Horse, Poultry, Bovine
Apparel	Men's Shirts, Lingerie, Girls' Vests, Boys' Jackets

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Here are just some of the examples of the acceptable and unacceptable descriptions of goods published by the European Commission. This can be found in much more detail [online](#).

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This is the full list of the unacceptable characters in descriptions of goods provided by the European Commission.

## List of examples of unacceptable characters in descriptions of goods

1004, 1005, etc. (numbers)	Not accepted to be <u>only</u> numbers
WPX, .wpX (file extension)	File extensions not accepted
XXX, ... (three or more equal symbols or letters)	Not accepted to be <u>only</u> 3 or more equal symbols or letters
“ ”, “-”, “ ” (empty characters)	Not accepted to be <u>only</u> empty characters
\$%^&<>: " / \   ? * (special characters)	Not accepted to be <u>only</u> special characters
!£12 (special characters and numbers)	Not accepted to be <u>only</u> special characters and numbers

# eCommerce - Quick Booking

## EU Customs Information

### EU Filer Type

[EU Customs Information](#) 

Select



Select

F10 - Carrier Filing (Straight BL + Buyer/Seller)

F11 - Carrier Filing (Master BL + House BL + Buyer/Seller)

F12 - Customer Filing (Master BL + House BL + Buyer/Seller)

F13 - Customer Filing (Straight BL + Buyer/Seller)

## EU Customs Information

### EU Filer Type

[EU Customs Information](#) 

F12 - Customer Filing (Master BL + House BL + Buyer/Seller)



### EORI Number Supplementary Declarant

Input Supplementary Declarant

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**EU Filer Type** dropdown & **EORI Number Supplementary Declarant** (applicable for F12 + F13) added as optional fields

# eCommerce - Shipping Instructions

Shipper	Consignee	Notify Party <input type="checkbox"/> Same as Consignee
* Name (23/70) DIRECT REEFER (PTY) LTD	* Name (24/70) ORIGIN FRUIT DIRECT B.V.	* Name (0/70)
* Address (103/105) UNIT 37, 6TH FLOOR NORTH BLOCK, , UP PER EAST SIDE, 31 BRICKFIELD ROAD, SUITE 503, PVT BAG X16 CONSTANTIA	* Address (72/105) ALBERT PLESMAANWEG 250, PORT NO. 245 0, 3088 GD ROTTERDAM, THE NETHERLAN DS	Address (0/105)
Country/District	Country/District	Country/District
City/State	City/State	City/State
Street/P.O.Box (0/50)	Street/P.O.Box (0/50)	Street/P.O.Box (1/50)
ZIP Code	ZIP Code	ZIP Code
EORI No. (0/17)	EORI No. (0/17)	EORI No. (1/17)
* Type of Person Legal Person Legal Person Natural Person Association of Persons	* Type of Person Legal Person	* Type of Person Legal Person
<input checked="" type="radio"/> Straight B/L		

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Select **Type of Person** for the Shipper, Consignee, and Notify  
 \*The Type of Person is defaulted to Legal Person

# eCommerce - Shipping Instructions

▶ EU Customs Information

+ EU Filer Type	F12 - Customer Filing (Master BL + House BL + buyer/seller) ▼	
+ Supplementary Declarant	F10 - Carrier Filing (Straight BL + buyer/seller)	
+ Method of Payment Master BL	F11 - Carrier Filing (Master BL + House BL + buyer/seller)	
	F12 - Customer Filing (Master BL + House BL + buyer/seller)	
	F13 - Customer Filing (Straight BL + buyer/seller)	
Partial ENS Filing Information	Routing of subject shipment	Carrier Bill of Lading
	ZA NL	ONEYCPT00051800
	Ocean Network Express (Europe) Ltd	
	EORI Number	BEGB000109

Note: Applicable to Ocean Freight only

## info

### EU Filer Type Mandatory

4 options base on customer selection.

- F10 - Carrier Filing (Straight BL + Buyer/Seller)
- F11 - Carrier Filing (Master BL + House BL + Buyer/Seller)
- F12 - Customer Filing (Master BL + House BL + Buyer/Seller)
- F13 - Customer Filing (Straight BL + Buyer/Seller)

# eCommerce - Shipping Instructions

## ▶ EU Customs Information

+ EU Filer Type	F10 - Carrier Filing (Straight BL + buyer/seller) ▼	<a href="#">EU Customs Information</a>
EORI Number Supplementary Declarant	<input type="text"/>	
+ Method of Payment Master BL	<input type="text"/> ▼ Note: Applicable to Ocean Freight only Note: Any agreement with ONE will precede your selected Method of Payment	
<input type="button" value="Address Book"/>  + Buyer <input type="checkbox"/> Same as Consignee <input type="checkbox"/> Same as Notify Party	Company	<input type="text"/>
	Address	<input type="text"/> Zip Code <input type="text"/>
	City / State	<input type="text"/> <input type="text"/> Country Code <input type="text"/>
	Type of Person	Legal Person ▼ EORI No. <input type="text"/>
+ Seller <input type="checkbox"/> Same as Shipper	Company	<input type="text"/>
	Address	<input type="text"/> Zip Code <input type="text"/>
	City / State	<input type="text"/> <input type="text"/> Country Code <input type="text"/>
	Type of Person	Legal Person ▼ EORI No. <input type="text"/>

### info

#### **F10 - Carrier Filing (Straight BL + Buyer/Seller)**

- Buyer/ Seller only required if Master BL DEL = in EU
- Buyer/ Seller Company Name, Address, City/State, Country code, Type of Person mandatory
- Zip Code dependent on Country Code
- EORI Number optional

# eCommerce - Shipping Instructions

Click for input HBL details

▶ House B/L



House B/L No.	Actual Shipper	Actual Consignee	Actual Notify

Total	<input type="text" value="0"/>	PACKAGE	<input type="text" value="0.000"/>	KGS	<input type="text" value="0.000"/>	CBM
Transport Charges Method of Payment	<input type="text"/>					

▶ Routing House BL

Place of Acceptance	UNLOCODE	<input type="text" value="ZACPT"/>
	Description	<input type="text"/> Country Code <input type="text"/>
POL	<input type="text" value="CAPE TOWN, SOUTH AFRICA"/>	
POD	<input type="text" value="ROTTERDAM, NETHERLANDS"/>	
Place of Delivery	UNLOCODE	<input type="text" value="NLRTM"/>
	Description	<input type="text"/> Country Code <input type="text"/>

Mark	Description
<input type="text"/>	<input type="text"/>

Save Save as Template Close

info

## F11 - Carrier Filing (Master BL + House BL + Buyer/Seller)

- House BL must mention:
  - Total
  - Transport Charges Method of Payment
  - Routing House BL
  - Marks & Description

# eCommerce - Shipping Instructions

## House B/L Information

Customer Information

Actual Shipper	Company	<input type="text"/>				
	Address	<input type="text"/>	Zip Code	<input type="text"/>		
	City / State	<input type="text"/>	<input type="text"/>	Country Code <input type="text"/>		
	Type of Person	Legal Person <input type="button" value="v"/>				
Actual Consignee	Company	<input type="text"/>				
	Address	<input type="text"/>	Zip Code	<input type="text"/>		
	City / State	<input type="text"/>	<input type="text"/>	Country Code <input type="text"/>		
	Type of Person	Legal Person <input type="button" value="v"/>				
Actual Notify	Company	<input type="text"/>				
	Address	<input type="text"/>	Zip Code	<input type="text"/>		
	City / State	<input type="text"/>	<input type="text"/>	Country Code <input type="text"/>		
	Type of Person	Legal Person <input type="button" value="v"/>				
Buyer	Company	<input type="text"/>				
	Address	<input type="text"/>	Zip Code	<input type="text"/>		
	City / State	<input type="text"/>	<input type="text"/>	Country Code <input type="text"/>		
	Type of Person	Legal Person <input type="button" value="v"/>				
Seller	Company	<input type="text"/>				
	Address	<input type="text"/>	Zip Code	<input type="text"/>		
	City / State	<input type="text"/>	<input type="text"/>	Country Code <input type="text"/>		
	Type of Person	Legal Person <input type="button" value="v"/>				
Total	<input type="text" value="0"/>	PACKAGE <input type="button" value="v"/>	<input type="text" value="0.000"/>	KGS <input type="button" value="v"/>	<input type="text" value="0.000"/>	CBM <input type="button" value="v"/>

info

### F11 - Carrier Filing (Master BL + House BL + Buyer/Seller)

- House BL must mention:
  - Actual Shipper
  - Actual Consignee
  - Actual Notify
  - Actual Buyer
  - Actual Seller

# eCommerce - Shipping Instructions

## ▶ EU Customs Information

* EU Filer Type	F12 - Customer Filing (Master BL + House BL + buyer/seller) ▼		<a href="#">EU Customs Information</a>
* EORI Number Supplementary Declarant	ZA123456789		
* Method of Payment Master BL	<input type="text"/> ▼ Note: Applicable to Ocean Freight only Note: Any agreement with ONE will precede your selected Method of Payment		
Partial ENS Filing Information	Routing of subject shipment	ZA-NL	Carrier Bill of Lading ONEYCPT00081400
	Ocean Network Express (Europe) Ltd EORI Number	BEGB000109	

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### **F12 - Customer Filing (Master BL + House BL + Buyer/Seller)**

- Partial ENS Filing Information
  - Routing of subject shipment
  - Carrier Bill of Lading
  - Ocean Network Express (Europe) Ltd EORI Number

***\*EORI format: 2 letter country code followed by up to 15 alphanumeric character***

## eCommerce - Shipping Instructions

▶ EU Customs Information	
+ EU Filer Type	F13 - Customer Filing (Straight BL + buyer/seller) <input type="button" value="EU Customs Information"/>
+ EORI Number Supplementary Declarant	ZA123456789
+ Method of Payment Master BL	<input type="text"/> <input type="button" value="v"/> Note: Applicable to Ocean Freight only Note: Any agreement with ONE will precede your selected Method of Payment
Partial ENS Filing Information	Routing of subject shipment <input type="text" value="ZA-NL"/> Carrier Bill of Lading <input type="text" value="ONEYCPTE00081400"/>
	Ocean Network Express (Europe) Ltd EORI Number <input type="text" value="BEGB000109"/>

info

### F13 - Customer Filing (Straight BL + Buyer/Seller)

- Partial ENS Filing Information
  - Routing of subject shipment
  - Carrier Bill of Lading
  - Ocean Network Express (Europe) Ltd EORI Number

**\*EORI format: 2 letter country code followed by up to 15 alphanumeric character**

# eCommerce - Shipping Instructions

## ► EU Customs Information

• EU Filer Type	F12 - Customer Filing (Master BL + House BL + buyer/seller) ▼		<a href="#">EU Customs Information</a>
• EORI Number Supplementary Declarant	ZA123456789		
• Method of Payment Master BL	<input type="text"/> ▼ Note: Applicable to Ocean Freight only Note: Any agreement with ONE will precede your selected Method of Payment		
Partial ENS Filing Information	Routing of subject shipment	ZA-NL	Carrier Bill of Lading ONEYCPT00081400
	Ocean Network Express (Europe) Ltd EORI Number	BEGB000109	

### info

#### **EORI Number Supplementary Declarant:**

- Required for F12 + F13
- Format: 2 letter country code followed by up to 15 alphanumeric character

# eCommerce - Export Shipment Overview

ONE TEST ONE Solutions Support English

Search

## Shipment Overview

Visualize your shipment data in one single page.

[+ Create Booking](#) [Download](#) [User Guide](#)

Export Import

Booking Ref Search by Booking Ref [Search](#)

Saved Filters 2024-06-30 - 2024-07-30 Status Advanced/ Delayed Shipment + More Filters Reset Filters My Bookings

Show 10 items Total 11 results

Booking Ref	Origin	POL/ Vessel Departure	Vessel/ Voyage	POD/ Vessel Arrival	Destination	Status	To do	Action
<input type="checkbox"/> <a href="#">JKTE00435500</a> <small>via WEB</small>	JAKARTA ID	JAKARTA, ID 2024-08-04 14:00	<a href="#">LADY OF LUCK</a> <a href="#">245N(LUCT)</a>	ROTTERDAM, NL 2024-09-13 11:00	ROTTERDAM NL	<span>SI PROCESSING</span>	No action required	

Summary Document Container History

**Booking**

Booking Number: [JKTE00435500](#)  
Request No.: [JKTE00435500](#)

Booking SH Ref: [WEB](#)  
Booking Channel: [WEB](#)

Status: BOOKED  
Request Date: 2024-07-29 22:07

[Booking Receipt Notice](#)

**SI/ Shipping Instruction**

SI Channel: WEB  
SI Request Date: 2024-07-29 22:14

Status: SI PROCESSING

[EU Customs Information](#)

[Preview SI](#)

**BL/ Bill of Lading**

BL Number: JKTE00435500

**Invoice**

**Contract**

Contract Number

<input type="checkbox"/> <a href="#">JKTE00436600</a> <small>via WEB</small>	JAKARTA ID	JAKARTA, ID 2024-08-04 14:00	<a href="#">LADY OF LUCK</a> <a href="#">245N(LUCT)</a>	ROTTERDAM, NL 2024-09-13 11:00	ROTTERDAM NL	<span>BOOKED</span>	<a href="#">Submit SI</a>	
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For bookings with ICS2 data, hyperlink to EU Customs Information is added

# eCommerce – EU Customs Information

## EU Customs Information

As of 3rd of June, 2024, with a transition period until 4th of December, 2024, cargo to or traveling through an EU port is subject to European Union advance manifest regulations. ONE will require customers to start sending ICS2 data from September 2024.

- This includes cargo which remains on board a vessel calling a port in an EU Member State en route to a non EU Member State. For example cargo traveling from USELZ to GBSOU is subject to an ENS filing in DEHAM when the rotation of the vessel is USELZ - DEHAM - GBSOU  
 - This includes cargo originating in an EU Member State which remains on board a vessel traveling to a port in a non-EU Member State before calling another EU port. For example cargo traveling from DEHAM to CNSHA is subject to an ENS filing in GRPIR when the rotation of a vessel is DEHAM - GBSOU - GRPIR - CNSHA

Compliance with ICS2 requires a ENS filing prior to loading of the cargo on board the vessel which consists of:

- Carrier Bill of Lading filing
- House Bill of Lading filing (if any)
- Buyer and Seller filing (if DEL is in EU)

During Booking Submission, you can inform the EU Filer type and EORI Number Supplementary Declarant, in case you already know. Otherwise, please supply all relevant details to perform such ENS filing during SI Submission.

### EU Filer Types:

#### F10

- \* Type of Person Master BL
- \* Method of Payment Master BL
- \* Buyer & Seller information (if DEL is EU)

#### F11

- \* Type of Person Master BL / House BL
- \* Method of Payment Master BL / House BL
- \* House BL details & routing
- \* Buyer & Seller information (if DEL is EU)

#### F12

- \* Type of Person Master BL
- \* EORI Number Supplementary Declarant
- \* Method of Payment Master BL

#### F13

- \* Type of Person Master BL
- \* EORI Number Supplementary Declarant
- \* Method of Payment Master BL

Economic Operators have the freedom to file House Bill of Lading and or Buyer and Seller information to EU customs authorities themselves. Please use below search function to find the applicable information for your partial ENS filing.

Please enter only the last 12 characters of ONE BL number, **without the prefix "ONEY"**.

Master B/L No.

Search

Total : 0

Master B/L No	Routing of subject shipment	Origin	Destination	Vessel	Ocean Network Express (Europe) Ltd EORI Number

Download

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Informational page about ICS2

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Search tool for finding ENS Partial Information (F12 + F13)

# eCommerce - Shipping Instructions

## ▶ EU Customs Information

* EU Filer Type	<input type="text"/>	<a href="#">EU Customs Information</a>
* EORI Number Supplementary Declarant	<input type="text"/>	
* Method of Payment Master BL	<input type="text"/>	<p>Note: Applicable to Ocean Freight only</p> <p>Note: Any agreement with ONE will precede your selected Method of Payment</p>

## ▶ EU Customs Information

* EU Filer Type	<input type="text"/>
* EORI Number Supplementary Declarant	<input type="text"/>
* Method of Payment Master BL	<input type="text"/> <ul style="list-style-type: none"> <li>Payment in cash</li> <li>Payment by credit card</li> <li>Payment by cheque</li> <li>Electronic funds transfer</li> <li>Account holder by carrier</li> <li>Not pre-paid</li> <li>Other (e.g. direct debit to cash account)</li> </ul>
▶ B/L Information	
B/L Type	<input checked="" type="radio"/> Original

### info

#### Method of Payment Master BL:

- Based on Office Setup in OPUS
- Mandatory
- Options:
  - Payment in cash
  - Payment by credit card
  - Payment by cheque
  - Electronic Funds Transfer
  - Account holder by carrier
  - Not prepaid
  - Other

# eCommerce - House BL Check

DOCUMENTATION > BL Processing > House BL Check

## House BL Check

Please enter only the last 12 characters of ONE BL number, *without the prefix "ONEY"*.

Master B/L No.

Total : 1

	House B/L No	Master B/L No	Origin	Destination	Vessel	ENS Filing No.	On Board Date
<input checked="" type="checkbox"/>	CPTE00100300HB1	CPTE00100300	CAPE TOWN	HOUSTON, TX	<u>HELLA_014W</u>	ONEYCPTE00100A01	

### House B/L Information

House B/L No. CPTE00100300HB1      ENS File No. ONEYCPTE00100A01

▶ Customer Information

	Company	Address
Actual Shipper	DIRECT REEFER (PTY) LTD	31 BRICKFIELD ROAD
Actual Consignee	CARGO IMPORT BROKERS INC.	5510 NORMENTS STREET
Actual Notify	CARGO IMPORT BROKERS INC.	5510 NORMENTS STREET
Buyer		
Seller		

Transport Charges Method of Payment:

▶ Routing House BL

Place of Acceptance	CAPE TOWN
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View House BL details for F11 shipments