

# ICS Web Client

## User's Manual

Actual version of application: 1.29.0

Last update: 3. 12. 2020

## CONTENTS

History .....	3
Introduction .....	7
Starting the WebClient.....	8
Preparatory procedures for electronic communication .....	8
Checking the HW and SW requirements .....	8
Creating the Net user account on the CZ Customs Administration Portal .....	8
Internet explorer settings .....	9
Installation of the ActiveX element for signing messages.....	11
User Configuration.....	12
Basic principles of the WebClient use .....	14
Data entry, sign+send, get answer .....	14
Lists of the declarations .....	16
Checks and controls.....	16
ESD – Entry Summary Declaration .....	19
ESD – Information for other Interested traders.....	21
Arrival notification (AN) .....	23
SD – Summary declaration .....	26
CD – Customs declaration .....	31
Working with Templates .....	35
Working with messages.....	36

## HISTORY

Version 1.29.0 – in operation since 21. 4. 2020

- ECR KEL ICS 1.91

Version 1.28.3 – in operation since 17. 12. 2019

- No effect in User's Manual

Version 1.28.2 – in operation since 10. 12. 2019

- ECR KEL ICS 1.90
- New states added: "Waiting for presentation of goods notification", "Sign presentation of goods notification", "Presentation of goods notification submitted"
- New button "Submit presentation of goods notification" added to chapter "CD – Customs declaration"
- This button opens a new screen "Presentation of goods notification submission", which loads the declaration data, but converts all GPAs to X type

Version 1.27.0 – in operation since 23. 7. 2019

- ECR KEL ICS 1.89
- Chapter „User configuration“ modified
- Chapter „CD – Customs declaration“ modified
- Chapter „SD – Summary declaration“ modified

Version 1.26.4 – in operation since 4. 6. 2019

- ECR KEL ICS 1.88

Version 1.26.3 – in operation since 23. 4. 2019

- ECR KEL ICS 1.87

Version 1.25.4 – in operation since 1.3.2019

- Data element SKL01 renamed from "Číslo povolení schváleného dočasného skladu" to "Číslo povolení"

Version 1.25.3 – in operation since 28.2.2019

- ECR KEL ICS 1.86

Version 1.25.2 – in operation since 4.12.2018

- ECR KEL ICS 1.85
- Abbreviation "RHÚ" replaced by "zvl. režim".

Version 1.25.1 – in operation since 5.11.2018

Version 1.24.1 – in operation since 4.10.2018

- ECR KEL ICS 1.84

Version 1.23.0 – in operation since 24.4.2018

- ECR KEL ICS 1.80

Version 1.22.0 – in operation since 5.12.2017

- ECR KEL ICS 1.76

Version 1.21.0 – in operation since 7.12.2016

- ECR KEL ICS 1.73

Version 1.20.0 – in operation since 1.9.2016

- ECR KEL ICS 1.71

Version 1.19.4 – in operation since 1.05.2016

Version 1.18.1 – in operation since 23.02.2016

- Updated chapter “User configuration”

Version 1.9.2 – in operation since 25.09.2012

- Updated chapter “Basic principles of the WebClient use”

Version 1.8.4 – in operation since 21.6.2012

- ECR KEL ICS 1.42
- Updated chapter “Starting the WebClient” – “Internet explorer settings”

Version 1.3.2 – in operation since 19.1.2011

- Customs debt report
- Amendment of ICD
- Bug Fixes

Version 1.3.1 – in operation since 1.12.2010

- New sign ActiveX component support SHA-2 algorithm

Version 1.2.10 – in operation since 15.11.2010

- New functions for CD (Custom declaration) – AIS
- Templates
- Better support of ECR error
- Better support for centrally validated rules and conditions.
- Other corrections in ESD and SD

Version 1.1.6.0 – in operation since 12.7.2010

- Error in SD amendment

Version 1.1.3.0 – in operation since 3.5.2010

- ECR KEL ICS 1.16
- ECR KEL ICS 1.14 a 1.15
- New function - ECRGATE – registration for automatic receiving of messages from ECR gate
  - XML messages for other economic operators at custom office of entry
  - Receiving of XML messages CZ304A, CZ328A and CZ351A
- New function – Diversion of ESD
- New function – delete submitted and rejected documents

Version 1.0.11.0 – in operation since 9.12.2009

- ECR KEL ICS 1.12 and 1.13 implementation

Version 1.0.10.0 – in operation since 23.9.2009

- English version added
- Amendment of registered ESD added
- “Print ESD” added
- “Refresh SD” added
- “Get SD data from CO” added
- Link to user guide added
- ECR KEL 1.09, 1.10 and 1.11 implementation

Version 1.0.8.0 – in operation since 5.8.2009

- Error in SD header manipulation in Amendment SD form corrected
- Error in Print SD corrected (item number was printed incorrect)
- ECR KEL 1.08 implementation

Version 1.0.6.0 – in operation since 3.8.2009

- ECR KEL 1.07 implementation
  - Start of online following-up of the ORT guarantees
  - New guarantee types „94CJ“, "9NCK", "9N01" + data element “Guarantee type” made mandatory. (If no guarantee, one of the values "9NCK" or "9N01" must be used)
  - element „TIN“ changed to „EORI“
  - element Rate deleted from SD
  - further little amendments in Conditions and Rules for SD key-in
- the function added for the amendment of the SD lodged through the WEB-client
- changes towards bi-lingual version of the Client

Version 1.0.4.0 – in operation since 13.7.2009

- Error during the acceptance of CZ389A corrected
- 2 new elements added to the user configuration (No of the temporary storage facility and Customs Office)
- Additional columns into the lists of declarations – for easier searching by the trader – Note, Date+time,
- Better error reporting in the error message

Version 1.0.3.0 – in operation since 2.7.2009

- Error reporting when checking of the XSD templates corrected

Version 1.0.2.0 – in operation since 30.6.2009

- Original version



## INTRODUCTION

ICS WK application is intended for:

- Entry Summary declaration = ESD lodgment
- Lodgment of the Arrival Notification
- Lodgment of the Summary declaration = SD
- Following up the lifecycle of the above mentioned documents (especially by reception of the electronic messages sent by the Czech Customs Administration)

Customs procedures which use the documents referred to are described in greater detail in the document “ECR eDovoz vstup” which can be downloaded here: <http://www.celnisprava.cz/cz/clo/e-customs/ics/Stranky/default.aspx> - see section “Dokumentace pro výrobce SW”.

This application (or rather its service) is provided free of charge. Its goal is not to serve as a fully professional solution fully satisfying the needs of the big companies which submit large number of Customs declarations daily – it is rather intended to the small companies or as a backup solution for larger companies – to cover the periods when their main SW or communication (VAN) service is down.

The Application WebClient is a Single-user application – each user works for him/her/selves having access only to the files which he/she owns. This is to be said right at the beginning to predict further disappointment.

In case of problems, please contact the HelpDesk service of the Czech Customs: tel. 261 331 998 (Mo-Fr 7-17 CET) or 724 013 914 out of the working hours. Also please see: <http://www.celnisprava.cz/cz/o-nas/kontakty/Stranky/HelpDesk-kontakty.aspx>

As the service is provided for free, the users should understand that it works on “best effort principle” not providing any form of guarantees (availability, quality, etc.)

## STARTING THE WEBCLIENT

### PREPARATORY PROCEDURES FOR ELECTRONIC COMMUNICATION

- a. Authorization to communicate with the CO of entry  
It is issued by the CO entry which the User (trader, declarant) intends to use for his entry operations. One of the conditions is establishing the “parameters of communication” – their part is (are) the qualified certificate(s) to be used for electronic signatures of the declarations. The number of the Authorization must be known by any User (from the trader’s company) who will submit declarations. He/she will be asked for entering the number at the beginning of the first session, and since, it will be part of his/her User profile.

If you want to use WebClient only for amendment of Summary declaration created from NCTS declaration and you do not hold a nauthorization to communicate with the CO of entry, then authorization to communicate with the CO of destination (NCTS) is sufficient..

- b. Qualified certificate  
Qualified certificate to be used by the specific worker to sign the XML Messages sent to the Customs, must be installed correctly at the workstation from which the User will be working on the WebClient. At present, the certificates issued by the 1<sup>st</sup> Certification Authority ([www.ica.cz](http://www.ica.cz)) or by the Czech Postal service ([www.postsignum.cz](http://www.postsignum.cz)) are applicable. The detailed description how to obtain and install the certificate can be found on each Certification Authority web pages.

### CHECKING THE HW AND SW REQUIREMENTS

- a. OS Microsoft XP, SP2 (minimum)
- b. MS Internet Explorer ver. 6 or higher
- c. MS SilverLight environment (will be downloaded automatically, for free, at the first session on the WebClient Application or you may download it before from:  
<http://www.microsoft.com/silverlight/resources/install.aspx>)
- d. Pdf reader (e.g. Acrobat Reader) obtainable free of charge from:  
<http://get.adobe.com/reader/otherversions/>
- e. Resolution of the screen recommended – 1024x768 (or higher)
  - i. Especially vertical resolution is important
  - ii. Various “tools panels” used in the internet explorer may cause the window size for the WebClient is dramatically lower – one possible remedy is using the “FullScreen mode” – key F11

### CREATING THE NET USER ACCOUNT ON THE CZ CUSTOMS ADMINISTRATION PORTAL

- a. The ICS WK is integrated into the Portal of the Czech Customs. For user authentication the functionality of the Portal is being used, therefore it is necessary to create an account on the Portal, on this url:  
<http://www.celnisprava.cz/cz/Stranky/CreateUser.aspx>



- b. For subsequent accesses to the WebClient you need to use the username (your e-mail) and password established during the process; other user configuration is part of the WebClient itself. The password can be changed any time (it is recommended to change the password regularly but not imposed).
- c. After inserting the url to the Explorer you will get the registration window on your screen, requesting:
 

*Jméno/Firma* = Name/Company (not a mandatory field)

*e-mailová adresa* = e-mail address (will be used as your username)

*Heslo* = Password (you need to choose your own and copy it once more)

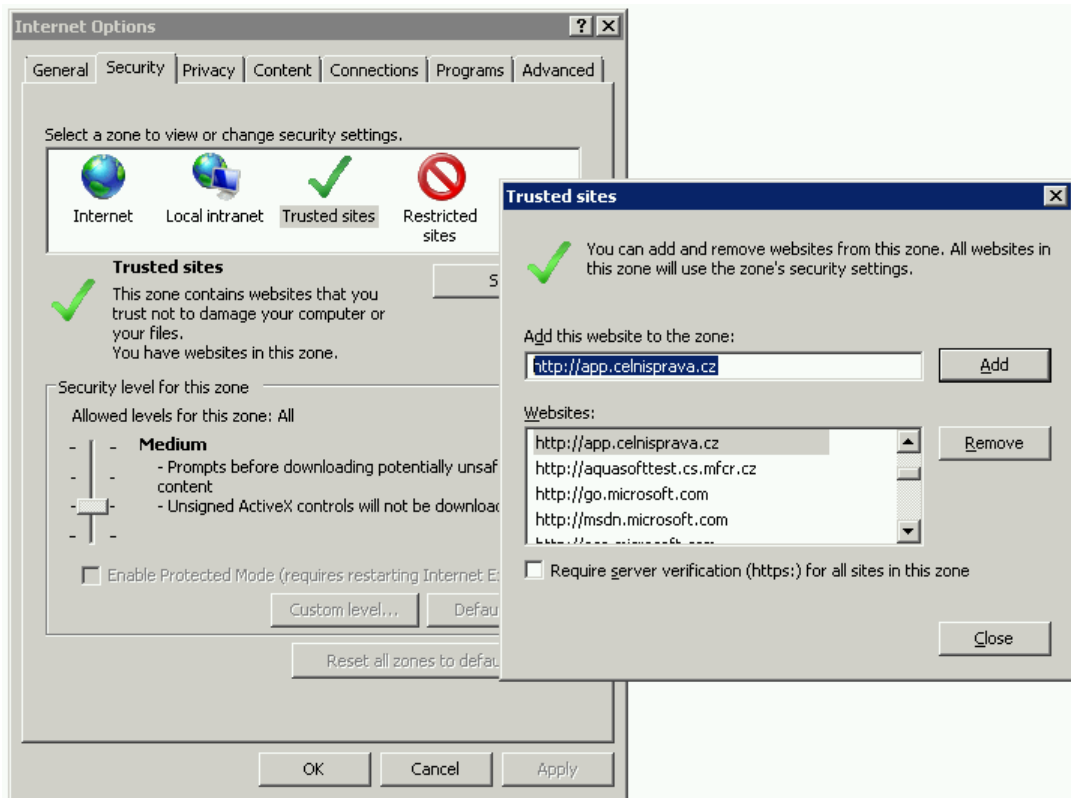
*Vložte text z obrázku* = Enter the text from the graphics (the graphics field is just below).

The valid password must be at least 8 characters long. The password must contain at least one character from the following groups:

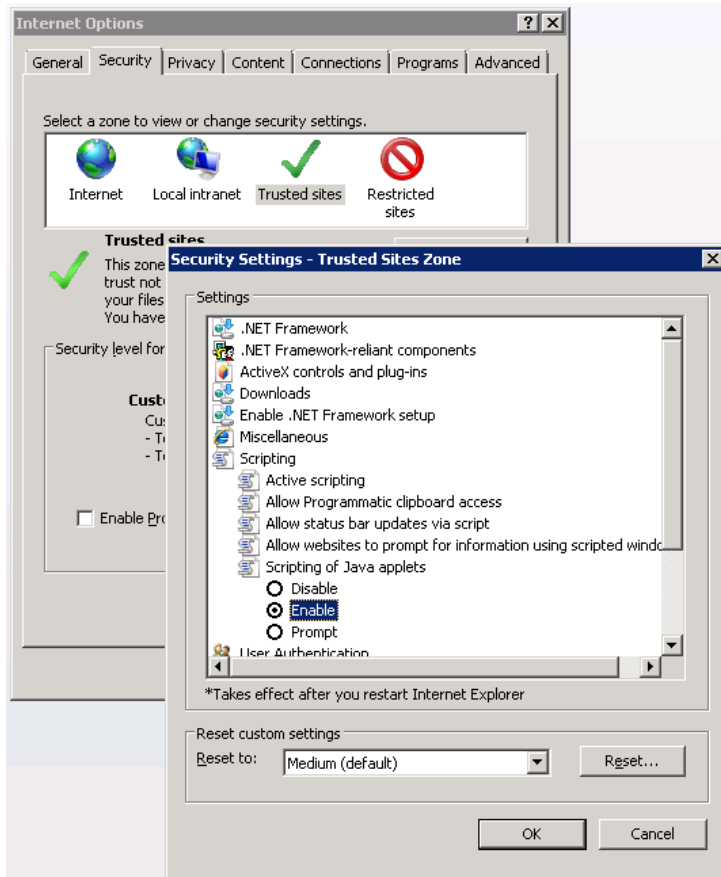
  - Capital letters A-Z
  - Letters a-z
  - Numbers 0-9
  - Special characters: !,\*,&,...
- d. If the account established in such a manner is inactive for more than 365 days, it expires, and is automatically deleted.

## INTERNET EXPLORER SETTINGS

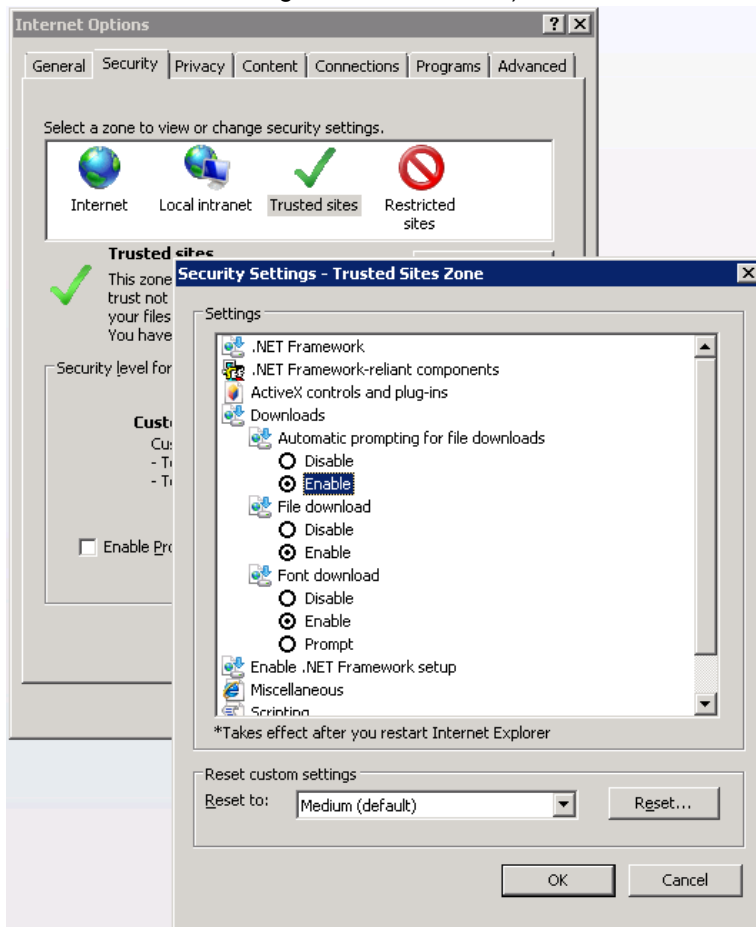
- a. ICS WK requires MS Internet Explorer ver. 6 or higher. The correct setting is as follows (from the roll-down menu Setting/ Internet options/ Security):
  - i. Add server [app.celnisprava.cz](http://app.celnisprava.cz) among Trusted servers
  - ii. For High security level of connection to the internet it is necessary to add server [www.celnisprava.cz](http://www.celnisprava.cz)



iii. permit java scripts (again in the section „Trusted servers“)



- iv. permit automatically downloaded files (to be able to send the signed messages on the harddisk) - section „Trusted servers“

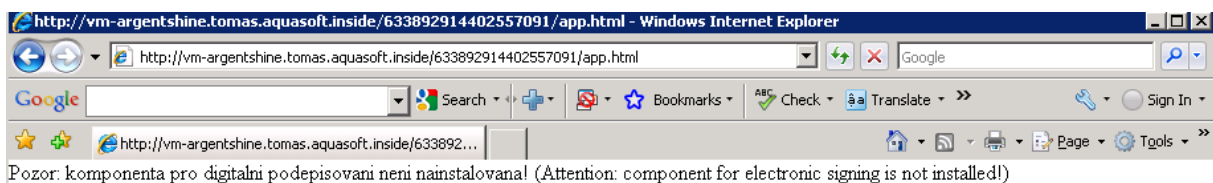


## INSTALLATION OF THE ACTIVEX ELEMENT FOR SIGNING MESSAGES

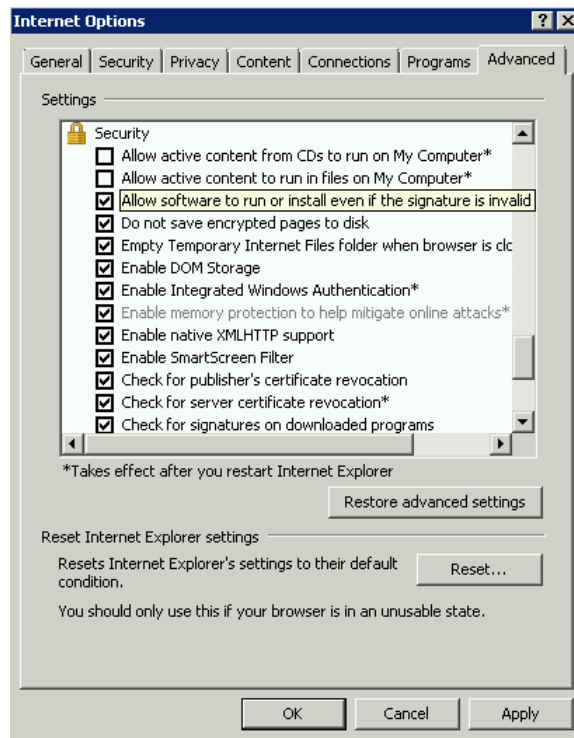
During the first session on the WebClient the User is offered to download the element for signing the messages. It is important to perform, otherwise the electronic signatures won't work.

First installation may require that user has privileges to install applications. If he doesn't have these rights, he has to ask his IS/IT administrator to help him.

**In case of troubles, clean web browser cache (Ctrl+F5) may help.**



**Exclamation for MS Windows XP SP3 users - It may happen that installed component looks like signature is invalid and installation is not possible.** In that case you can allow installation of invalid signed components on the tab "Advanced". You change this setting back after installation of component.



## USER CONFIGURATION

During the first session on the WebClient the User is asked to fill-in certain data which will be used in further operations. Namely:

- a. E-mail address
  - i. To the address filled the notifications will be sent about receiving a message from the Customs.
- b. Languages
  - i. Default language for WebClient GUI
  - ii. Default language for mail messages sent from WebClient (can be different from language for WebClient GUI)
- c. Numbers of the Authorization to communicate electronically
  - i. It will be used when sending the signed XML message to the Customs. If the Authorization does not, in its communication parameters, contain the valid Certificate used for the message signature, the ECR Gateway will reject the message. Therefore the correct setting of this element is of paramount importance. More information you will find in the chapter "Authorization to communicate with the CO entry".
  - ii. Numbers of authorization to communicate electronically:
    1. Either have to be used "Unified Communication Agreement ID" (letters „EC“ on 11 and 12 position number of authorization) for submit all of declarations.
    2. Or have to be used separate numbers of authorization:
      - a. Only for ICS: Have to be used "Communication Agreement ID for ICS" (letters „JB“ on 11 and 12 position number of authorization) if you want to submit new Entry Summary declarations /Arrival Notifications / Summary declarations.
      - b. Only for AIS: Have to be used "Communication Agreement ID for AIS" (letters „JD“ on 11 and 12 position number of

- authorization) if you want to submit new Custom declarations.
- c. Only for NCTS (communicate with CO of destination): Have to be used "Communication Agreement ID for NCTS" (letters „JY“ on 11 and 12 position number of authorization). This possibility is only for traders who are trader at NCTS destination (transit declaration after transit is automatically moved to ICS as a summary declaration). If amendment of Summary declaration created from transit declaration is needed and trader is not a holder of "Authorization to communicate with the CO entry", amendment can be made by use of "Authorization to communicate with the CO destination". In this case only functions for summary declaration amendment will be available (entering new ICS declarations will not be possible!)
  - d. ID data to identify the company (Name, Address)
    - i. The data are used (automatically fed) in the new declarations
  - e. Other data to be fed into the documents created
    1. ID of the CO
    2. Authorization Number (temporary storage or equivalent)– for the SD

User configuration

User Name

j.komarek@aquasoft.cz

E-mail address

jiri.komarek@solitea.cz

☒ ECR registered

Language

CS - Čeština

Language for mail messages

CS - Čeština

Last time of logged on

25. 8. 2019 15:22:43:24

Company

EORI TIN

HU0002

Name

Solitea

Street and number

Rubeška 215

City

Praha 9

Postcode

19000

Country

CZ - Če

Unified Communication Agreement ID

14CZ510000EC00066

Communication Agreement ID for ICS

Communication Agreement ID for AIS destina

Communication Agreement ID for NCTS destir

Personal Settings

Customs Office

CZ510201 - Celní, Praha 10

Temporary Warehouse Reference Number

12CZ860000TS00020

Save

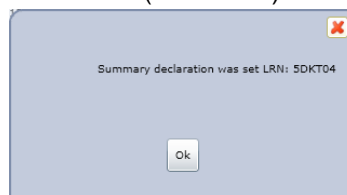
Close

## BASIC PRINCIPLES OF THE WEBCLIENT USE

### DATA ENTRY, SIGN+SEND, GET ANSWER

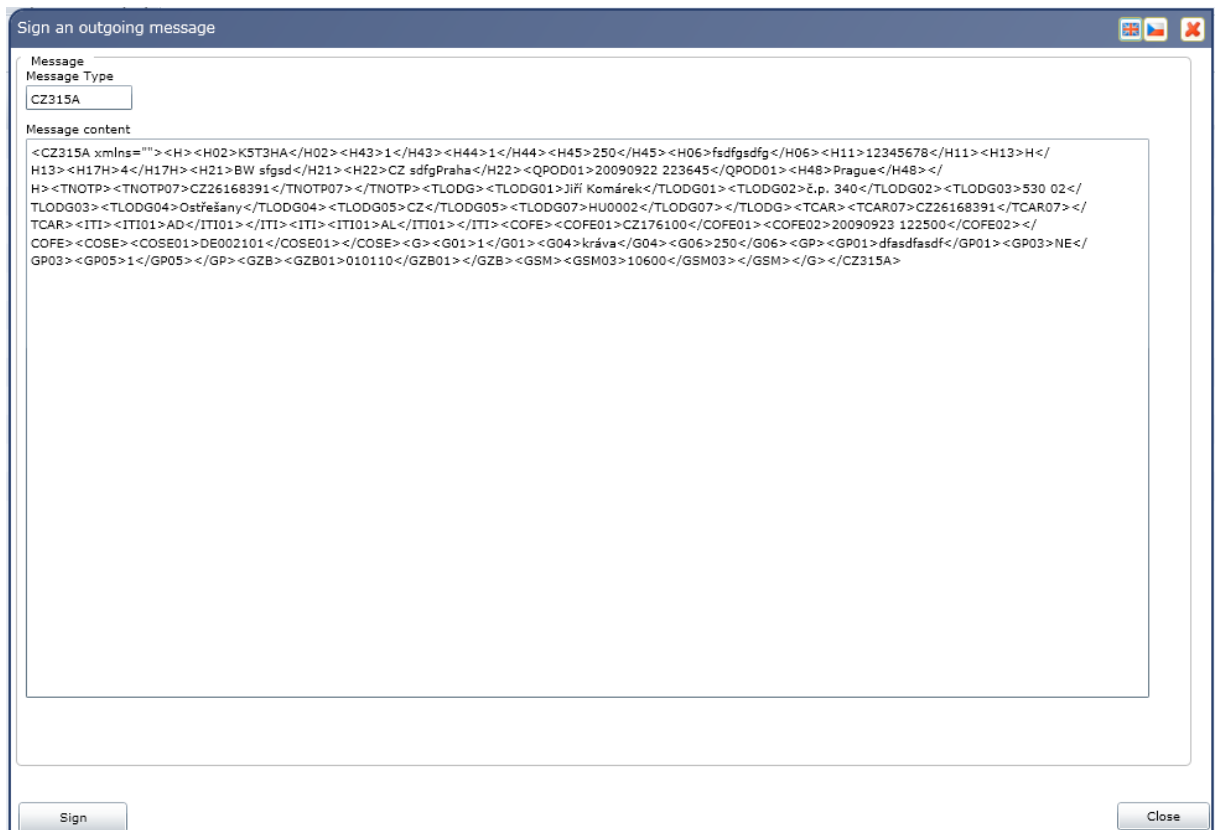
Standard scenario (a user wants to submit the declaration)

- More in the following chapters:
  - [ESD - Entry Summary Declaration](#)
  - [Arrival Notification](#)
  - [SD – Summary Declaration](#)
  - [CD – Custom Declaration](#)
- After filling-in the declaration form (by loading data from file<sup>1</sup> or by the User), and clicking at the button “Accept / Register” the WebClient checks the formal correctness and completeness of the data,
  - The WebClient assigns and shows (see below) the LRN (Local Reference Number)

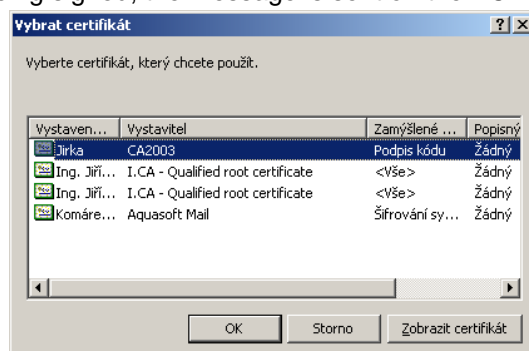
A screenshot of a web browser dialog box. The dialog box has a light blue background and a thin border. In the top right corner, there is a small red 'X' icon. The main text in the center reads 'Summary declaration was set LRN: 5DKT04'. At the bottom center, there is a button labeled 'Ok'.
  - The LRN format: a 6-character (cap.letters+digits) unique, random-generated. The LRN is to be used in any communications with the Customs (before MRN is communicated from customs office), concerning the specific declaration.
- The WebClient displays the XML message which will be sent to the Customs. The User has to click on the button “Sign” to validate the contents of the message and append the electronic signature (the dialog is started to choose the certificate).

---

<sup>1</sup> For correct processing is necessary to use utf-8 encoding.



- After being signed, the message is sent on the ECR gateway of the Customs



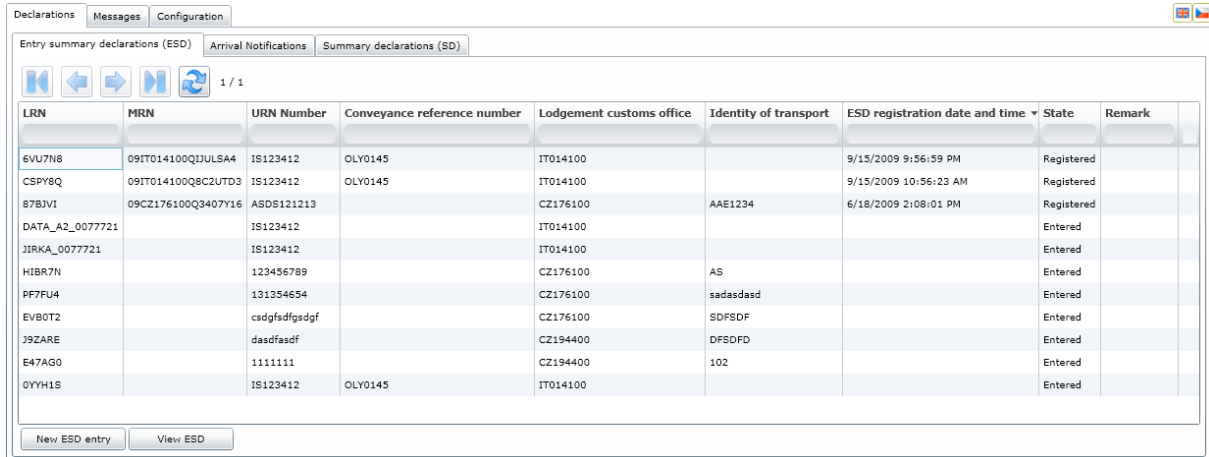
- The Customs System responds:
  - By sending the appropriate message confirming acceptance/registration of the specific declaration
    - ESD: message CZ328A – registration of ESD
    - OPRI: message CZ361A – registration of the Arrival Notification
    - SD: message CZ381A – registration of SD
  - Or by sending the error message CZ906A
    - Contains information about the errors due to violation of the Rules and Conditions or Reference data mismatches
  - Or by sending the ECR\_ERROR message
    - Contains information about errors on the communication level like the Certificate or Authorization, to communicate problems.

The User is notified about any message sent to him/her by the Customs by an e-mail message to the address entered during the User set-up process.

- The message received from the Customs can be displayed or stored on disk (functions found in the bookmark "Messages")

## LISTS OF THE DECLARATIONS

The declarations submitted by the User are displayed in the lists, according to the declaration type. The lists are visible in the bookmark “Declarations” in the appropriate sub-bookmarks “SD”, “ESD” or “Arrival Notifications”.



LRN	MRN	URN Number	Conveyance reference number	Lodgement customs office	Identity of transport	ESD registration date and time	State	Remark
6VU7N8	09IT014100Q1JULSA4	IS123412	OLY0145	IT014100		9/15/2009 9:56:59 PM	Registered	
CSPY8Q	09IT014100Q8C2UTD3	IS123412	OLY0145	IT014100		9/15/2009 10:56:23 AM	Registered	
87BJVI	09CZ176100Q3407Y16	ASDS121213		CZ176100	AAE1234	6/18/2009 2:08:01 PM	Registered	
DATA_A2_0077721		IS123412		IT014100			Entered	
JIRKA_0077721		IS123412		IT014100			Entered	
HIBR7N		123456789		CZ176100	AS		Entered	
PF7FU4		131354654		CZ176100	sadasdasd		Entered	
EV80T2		csdgfsdfgsdgd		CZ176100	SDFSDF		Entered	
J9ZARE		dasdfasdf		CZ194400	DFSDFD		Entered	
E47AG0		11111111		CZ194400	102		Entered	
OYYH1S		IS123412	OLY0145	IT014100			Entered	

On bottom part of the lists there are buttons representing additional functions: “New ..... entry”=enter a new document, “View ....”=show document, “Print ...”=print document (so far only SD and ESD), “Amend a rejected ...” (only for the documents rejected as containing errors). To activate a function, a declaration must be selected first.

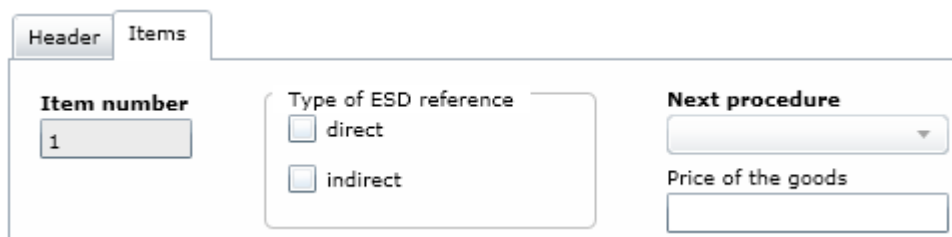
It is also possible to sort, filter and page the lists:

- Sorting the list by a selected column – to select a column you need to click on the column head; the next click will change the direction of the sort.
- To activate the filtering window, click at the bottom part of the column head, fill-in the filter parameters and start filtering by pushing the ENTER key. To delete a filter you must delete the parameters and again push ENTER.
- Paging is automatic; there are buttons available for moving between pages.

## CHECKS AND CONTROLS

The WebClient provides following functions to help the User to fill-in the declaration correctly.

- Denoting the mandatory elements – their description is in bold letters. Boxes “Item number” and “Next procedure” are **mandatory**, “Price of goods” is optional.



HeaderItems

Item number

1

Type of ESD reference

☐ direct
 ☐ indirect

Next procedure

Price of the goods

- Warning that a mandatory element was not filled – the description changes color into red



Header Items

**Item number**  
1

Type of ESD reference  
☐ direct  
☒ indirect

**Next procedure**

Price of the goods

The required box “Next procedure” was left unfilled.

- Warning of Rules and Conditions (e.g. format) violation

**Conveyance reference number**  
1235

Conveyance reference number should contain 7 or 8 characters!

Search identity

0 / 0

For cases when the WebClient does not react on clicking at the buttons “Accept” or “Register”, not allowing to send the form, there is a button “Check errors” available. Even if the information displayed may not always be fully comprehensible to the User, it might be useful for the discussions with the Customs HelpDesk.

```

<validation_info>
  <controls>
    <H11 Caption="Conveyance reference number">
      <errors>
        <error>Value is required.</error>
      </errors>
    </H11>
  </controls>
</validation_info>
  
```

Ok



## ESD – ENTRY SUMMARY DECLARATION

The ESD bookmark is providing the following functions:

- New ESD entry:

New ESD entry

Header

Traders

Items

Total number of items

2

Total Gross Mass

200

Total number of packages

25

Declaration Place

Praque

Lodgement Customs Office

Conveyance reference number

Means of transport crossing the border

Transport mode

4 - air transport

Seals

Seal Identity

0 / 0

CO of first entry

Reference Number

GB001235 - CU GB001235

Expected date and time of arrival

9/17/2009 15 11:50:00

Loading Place

Country

US -

Place

Chicago

Unloading Place

Country

CZ -

Place

Praque

Itinerary

Country

US - United t

2 / 2

CO of subsequent entry

Reference Number

0 / 0

Specific Circumstance Indicator

Remark

Items

Item number

Commodity

Description

Register

Load from file

Check errors

Close

- Existing ESD display:

Entry summary declaration detail

Header Traders Items

MRN: 09CZ176100Q3407Y16 LRN: 87BJVI GUID of EDI exchange: {4541ee6a-8ade-4692-a3c1-1563b27fee8}

Declaration place:

Total number of items: 1 Total Gross Mass: 1 Total number of packages: 1

Lodgement customs office:

UCR number: ASDS121213

Conveyance reference number: 12345678

Itinerary: Country: AE - United Arab En 2 / 2

CO of first entry: Reference number:

Expected date and time of arrival: 6/17/2009 15:12:12

Means of transport crossing the border: Transport mode: 4 - air transport Identity of means of transport:

Nationality:

Seals: Seal identity: 0 / 0

CO of subsequent entry: Reference number:

ESD registration date and time: <M/d/yyyy> 15:

Loading Place: Country: US - Place: Chicago

Unloading Place: Country: CZ - Place: Praha

Specific Circumstance Indicator:

Transport charges/ Method of Payment: A - Payment in cash

Remark:

Items

Item number	Commodity	Description
1	01011010	krávy

Close

- Amendment of the non-accepted declaration (only for ESD in the status "Rejected"; the form is identical as for the new entry).
- Submitting of international divert of ESD (by message CZ323A).

Žádost o mezinárodní odklon

Požadavek na odklon: MRN: 10CZ046300Q5AVFSL1 Druh dopravy na hranici: 1 - Námořní doprava Druh informace: 1 - Výsledky společné analýzy rizik a pi

Referenční číslo CÚ akt. vstupu: AT330000 - Eisenstadt Flughafen

Osoba požadující odklon: EORI: CZ666226266 Název, jméno:

Ulice a číslo: Město: PSČ: Země:

Položky zboží: ☒ Odklonit jednotlivé položky

Položka zboží: 1 ☒ Odklonit

1 / 3

Odklonit Zavřít

During its lifecycle, the ESD may appear in the following state:

State	Description
Entered	The ESD was keyed-in but not yet registered or rejected by the Customs
Registered	The Customs successfully registered the ESD and assigned the MRN
Preventive measure/ Block	<p>The ESD was registered and the Customs informed the Trader about the measures and blocks</p> <p>If the intervention code "A001" was sent, the goods should not be loaded on the means of transport</p> <p>If the intervention code "P001" was sent, the goods will be inspected upon the arrival at the first entry CO. The information is only sent to the valid AEO certificate holders.</p>
Rejected	The ESD was rejected by Customs (see incoming message CZ906A)
Amendment proposed	Amendment of the ESD was proposed by Trader.
Diversion proposed	Proposition of diversion has been sent to the Customs
Diverted	Proposition of diversion has been approved by the Customs.

#### ESD – INFORMATION FOR OTHER INTERESTED TRADERS

ICS WebKlient also implements functionality „Information for other interested traders“. It involves delivering of XML messages that notify about ESD registration, ESD amendment and Preventive measure / block. The documents notified by this way are visible within the tab **ESD** and they can acquire states listed below.

State	Description
Registered - REM	The Customs successfully registered the ESD and assigned the MRN
Preventive measure/ Block - REM	The ESD was registered and the Customs informed the Trader about the measures and blocks

If we look little closer to this, we will get this list of typical business cases

- At custom office of Lodgement - CZ328A after registration of ESD not only to submitting person, but also to the transporter (only if the transporter and submitting person are different)
- At custom office of entry – after receiving of IE301 - CZ328A to the transporter, depends on flag N014 and again only if the transporter and submitting person are different
- At custom office of entry – CZ351A after RA (and appropriate risks are discovered) not only to submitting person, but also to the transporter and to the trader representative (only 1 message if the transporter and the trader representative are the same)
- At custom office of entry – CZ304A after ECR amendment – not only to submitting person, but also to the transporter (only if the transporter and submitting person are different)

To meet preposition for sending above listed messages user has to be registered on the ECR gate for that purpose. To do this he has to use button **ECR registration**.

ICS webclient 1.1.2.0 Login: [redacted]

Declarations Messages Configuration

Configuration view/change

ECR Registration

Successful registration can be recognized under checked **ECR registered** on the **User configuration** form.

User configuration

User Name [redacted] Language [dropdown]

E-mail address [redacted] Language for mail messages [dropdown]

☒ ECR registered Last time of logged on 26.4.2010 15:13:41

Company

EORI TIN HU0002 Communication Agreement ID for ICS 09CZ176100JB00031

Name Jiří Komárek Communication Agreement ID for NCTS destir 09CZ176100JY00031

Street and number [redacted]

City Ostřetín Postcode 530 02 Country [dropdown]

Personal Settings

Customs Office [dropdown] Temporary Warehouse Reference Number 09CZ567890DBSKLAD

Save Close

## ARRIVAL NOTIFICATION (AN)

The bookmark “Arrival notification” provides the following functions:

- New Arrival notification entry

New Arrival Notification entry

Header | List of goods

Type of ESD reference  
☐ Entry key  
☒ MRN

Actual CO of entry  
Reference number

Means of transport at border  
Transport mode  
4 - air transport

Entry key

Actual Entry Carrier  
EORI TIN: HU0002  
Name: Jiří Komárek

Street and number: Č.p. 340  
City: Ostřešany  
Postcode: 530 02  
Country: CZ

Declaration place  
Prague

Remark

Register | Check errors | Close

- Existing Arrival notification display

Arrival Notification detail

Header | Customs Decision

MRN  
09CZ176100R82AG2Z1

GUID of EDI exchange  
{efb50f0a-ed70-4a55-8224-7ef0f471ce15}

Entry key  
Transport mode  
Identity of means of transport

Country of declared CO of fir  
Expected arrival date  
<M/d/yyyy> 15

Remark

Means of transport at border  
Transport mode  
4 - air transport  
Identity of means of transport  
Nationality

Actual Entry Carrier  
EORI TIN  
HU0001  
Name  
Jiří Komárek  
Country  
CZ

Street and number  
Č.p. 340  
City  
Ostřešany  
Postcode  
530 02

- Amendment of the non-accepted Arrival notification – the same form as for the new entry is used.

The Arrival notification may appear in the following state:

State	Description
Entered	AN has been keyed-in but not yet registered or rejected by the Customs
Registered	The Customs has registered the AN successfully and assigned MRN
Rejected	The Customs has rejected the AN because of formal errors. The user may amend it and submit again
Entry allowed	The Customs has allowed the entry of goods/transport vehicle
Inspection	The Customs has ordered the inspection of the transport vehicle





## SD – SUMMARY DECLARATION

The bookmark SD provides the following functions:

- New SD entry

New Summary Declaration entry

Header Items

Total number of items: 3 Total number of packages: 25 Total gross mass: 2950 Declaration Place: Praha Arrival date and time: 9/16/2009 15:55:00

Person lodging SD  
 EORI TIN: HU0002 Name: Danzas  
 Street and number: Aviatcka 340 City: Praha Postcode: 16702 Country: CZ - Cz

Means of transport at border  
 Transport mode: 4 - air transport  
 Identity of means of transport: Nationality:

CO of entry  
 Reference number: CZ178111 - CZ178111

Guarantee  
 Type: 9110 - Proposed guarantee amount: 24500  
 Guarantee Reference: GRN: 09CZ194100A000128

Warehouse  
☐ Application for placement under CO super: Type: 1 - Authc Warehouse reference number: 09CZ567890DBSKLAD  
☐ Simplific, for CIM

Remark  
 spare parts from India

Items

Number	Commodity	Description	Gross mass	Article	Next procedure	Price
1						

Accept Load from file Check errors Close

New Summary Declaration entry

Header Items

Item number: 1 Type of ESD reference: ☐ direct ☒ indirect Next procedure: 3 - Price of the goods: 2500 Currency: CZK - Czech Koru

Indirect reference to ESD  
 UCR number: 9588SD5555651 Commodity code: 01011010  
 Description of goods: cows  
 Transport charges/ Method of Pay: Gross mass: 250 Conveyance reference number: 15647225  
 H - Electronic credit transfe  
 UN dangerous goods code: Specific Circumstance Indicator:  
 Loading place: Country: MX - Place: Mexico Unloading place: Country: CZ - Place: Praha  
 Packages: Kind: NE - Number of pi: 1 Containers: Container number: adfasdf  
 Marks & Numbers: 1321EE5

ESD reference and documents Traders  
 ESD identification: MRN ESD: Country of declared CO of first entry:  
 ESD Items: Item number:  
 Documents/Certificates: Type: LI13 - J Reference: 464646 Special mentions: Code:  
 1 / 1

Items

Number	Commodity	Description	Gross mass	Article	Next procedure	Price
1	01011010	cows	250		3 -	2500

Accept Load from file Check errors Close

- Existing SD display:

Summary declaration detail

Header Items Customs decision

MRN: 09CZ176100112QMXZ1 LRN: BGRY6C GUID of EDI exchange: {29bdda0c-f7da-4133-8b90-07b33de75d93}

Total number of items: 2 Total number of packages: 777 Total gross mass:

Amendment request date and time: 8/27/2009 15:15:49

Declaration Place: Praha Declaration lodgement date and time: 8/27/2009 15:10:33

Transport mode: 4 - air transport Arrival date and time: 8/27/2009 15:09:00

Means of transport at border: Identity of means of transport: Nationality:

CO of entry: Reference number:

Warehouse: ☒ Application for placement under CO super ☐ Simplific. for CIM Decision reference number:

Guarantee: Type: 9N01 - Proposed guarantee ammc: Guarantee amount:

Guarantee reference: GRN: Payment identifier:

Remark: Bude nějaká k opravě? :(

Items

Number	Commodity	Description	Gross mass	Next procedure	Article	Price
1	010110	Tomatos		2		879
2		asdasdasd	5	C		

Close

(In the bookmark "Customs decision" you will find the details of the decision of placement of the goods to the temporary storage. On the bottom of the bookmark "Items", in the group "Customs decision", it is possible, in case of Decision C, to find the information whether the given item was placed under the direct CO supervision or if it was allowed to the proposed temporary storage facility).

- Amendment of the non-accepted SD – the same form as for the new entry is used.
- SD amendment:
  - It is possible to amend the data of the SD after the CO authorized temporary storage of the goods
  - It is only allowed to correct the data of goods items and not the data of the header
  - It is only allowed to correct the data of the items which were not yet started to be written-off
  - Under the correction of the goods item it is understood:
    - Change of data of an existing goods item (Change A)
    - Addition of a new item (Change B)
    - Expansion of an item into several sub-items (change C)
      - One of the new sub-items will keep the original item number
      - Further sub-items will get a new number
      - The WebClient correctly fills the element "Number of original item" into all of the new sub-items
    - Item delete (Change D)
      - After the amendments at least one item must remind.

**SD Amendment**

**Header** | **Items**

**Item number**  
1

Type of ESD reference  
☐ direct  
☒ indirect

**Next procedure**  
 Price of the goods

Indirect reference to ESD

UCR number  
 Commodity code

Description of goods

Transport charges/ Method of Pay Gross mass Conveyance reference number

UN dangerous goods code Specific Circumstance Indicator

Loading place Unloading place  
 Country Place Country Place

Packages  
 Kind Number of package Number of pie

Containers  
 Container number

Marks & Numbers

ESD reference and documents Traders

ESD identification  
 MRN ESD Country of declared CO of first entry

ESD Items  
 Item number

Documents/Certificates  
 Type Reference

Special mentions  
 Code

1 / 1

New Item Amend item Expand item Delete item

**Items**

Number	Change type	Commodity	Description	Gross mass	Next procedure	Price
1						

Send amendment Check errors Close

- Amendment procedures in the WebClient:
  - In the SD list please select (click) the document you wish to amend
  - Click on the "Amend SD" button
  - Perform actual changes in the bookmark "Items"
    - Select by clicking an Item
    - Use functional buttons (see the buttons in the red-dashed frame in the screen above); New Item, Amend item, Expand item, Delete item
    - New item – add new, fill-in same way as during the first SD filling-in (Change B)
    - Amend item (Change A) – opens the existing item, you only need change the elements which need to be changed
    - Expand item (change C) – opens the existing item, new button appears "Add new item of expansion", its clicking opens new item which still references to the original (mother) one
    - Delete item (Change D) – deletes the item's data but the item is still visible
      - In the bookmark "Header" fill in the reason of the change
    - Click on the button "Send amendment"
    - By the correction of an item no direct reference to the ESD data is possible – only an indirect reference with all item's element filled-in
    - If you already entered some change for a given item, and still before sending the change you decided to recall, delete or transform the change or its type, you should not send the change, close the screen (button "Close") and start the operation again. In the "Header" bookmark you will need to indicate the reason for the change of

- As soon as the amendment is finished and the filled-in screen sent, the message D\_N\_OSD to be sent to the Customs is compiled and displayed to the User for confirmation and signature.
  - The CO confirms registration of the change proposal by the message C\_R\_OSD (or returns an error message C\_I\_CHB)
  - If the CO authorizes the change proposal, the User gets the message C\_R\_POSD (CZ387A) which contains new version of the SD – after the processing
  - If the CO does not authorize the change proposal, the User gets the message C\_R\_ZOSD (CZ386A) which contains the reasons why the changes were not approved. In that case the SD stays in the original version – no changes.
  - The CO decision needs the manual intervention of a Customs Officer in charge (is not automatic). Before the decision (positive or negative) is not dispatched to the User, he/she is not allowed to propose other changes to the same SD.
- Arrival Notification:

- has to be used for notifying Customs office about moving goods from temporary warehouses into another temporary warehouse

SD may, during its lifecycle, stay in one of the following states:

State	Description
Entered	SD was keyed-in but not yet registered by the Customs or rejected
Accepted	The Customs has registered the SD successfully, and assigned the MRN
Rejected	The Customs has rejected the SD because of formal errors. The user may amend it and submit again

Inspection	The Customs has ordered inspection of the SD
Temporary storage	<p>The Customs has allowed temporary storage of the goods</p> <p><b>CAUTION!</b> The Decision code contained in the message C_R_DUSK (CZ363A) needs to be taken into account</p> <p>A = All the goods permitted to be stored in the proposed temporary storage facility</p> <p>B = All the goods was placed under the direct supervision of the CO</p> <p>C = Part of the goods was placed under the direct supervision of the CO; in that case the Decision code (A, B) has to be put on the goods item level so that it is clear which items were placed under the CO control and which are to be stored in the proposed temporary storage facility..</p>
Amendment proposed	The proposal for changes was submitted to the CO
Amendment registered by CO	The CO confirmed registration of the proposal for changes; after approval/disapproval of the changes proposed, the SD passes back into the state "Temporary stored" or "To solve finally"
Date limit expired	The timer of the temporary storage has expired – please contact CO to solve Discharging from the given SD
Discharged	All the goods of the given SD was already discharged – the SD is regarded as processed (discharged)

## CD – CUSTOMS DECLARATION

The bookmark CD provides the following functions:

- New CD entry:

**New CP**

Header Economic operators Items Financial data

Customs procedure  
 Regime: 40 - C Current: 00 - Po:   
 Type of declaration  
 Left part: IM - c Middle part: A - pro bě Total number of items: 2 Total number of packages: 15 Total Gross Mass: 150 UCR number:   
 Value info: 41000 Dispatch country: AR - Argentina Destination coun: CZ - Česká n CO of import: CZ510201 - C Place of submission: PRAHA   
 Terms of delivery INCOTERMS  
 Code: CFR - Nál Code detail: 1 - Místo na ú Place specification: Praha Transaction info  
 Currency: EUR - euro Invoiced amount: 1600 Exchange rate: 25.635 Type: 1 - Transakce   
 Inland transport mode: 3 - silniční doprava Means of transport on arrival  
 Identity of transport unit: 1A74645 Country: CZ - Česká republ Location of goods upon arrival  
 Mode of transport at border: 4 - letecká doprava Type of location: H78 - Pracoviště celní Identity of location (H78):   
☐ Container 1 / 1   
 Authorizing custom procedure with economic effect  
☐ Bude použito konečné užití Centralised clearance  
 Číslo povolení:   
 Enabling ZJP LC  
☐ Enabling ZJP LC at CO of import ☐ Zboží nepředloženo na základě povolení   
 Note: testovací deklarace   
 Items  

Number	Commodity Code	Description of goods	Quantity	Price
1		Krávy	1	26000
2		kotle	15	15000

 Submit SD Save as new template Load from file Save to XML Validate form Close

New CP

Header

Economic operators

Items

Financial data

1 / 2

Item number

Gross weight

Net weight

Country of origin

1

150

150

AR - Argentina

Common

Documents

Fees

Other

Economic operators

Customs procedure

Current

Previous

Advanced actions

40 - 1

00 - Po:

000 -

Goods description

Krávy

Goods codes

Zbožový kód

0101299000

1. EU

2. EU

1. CZ

2. CZ

3. CZ

Other CZ

Quota

Identification

UM

Specification

Amount

Preferences

100 - Egra Omne:

Method of evaluation

Price per item

Statistical value

26000

25000

Unit of measure

UM

Amount

Specification

NAR - P

1

Packages

Type

Quantity

Marks and numb

NE - B

13213213999

UM for the calculation of duties and taxes

UM

Amount

Specification

Additional code ExD

Depreciation UM

1 / 1

0 / 0

Items

Number	Commodity Code	Description of goods	Quantity	Price
1		Krávy	1	26000
2		kotle	15	15000

Submit SD

Save as new template

Load from file

Save to XML

Validate form

Close



- View CD:

Detail of CD

Header Economic operators Items Financial data Statements

MRN: 18CZ51000015ATXA59

Type of declaration: Left part: IM - c, Middle part: A - pro

Total number of items: 2, Total number of packages: 1600, Total Gross Mass: 30160, UCR number: B107210

Value info: , Dispatch country: CN - Čína, Destination country: CZ - Česká rep., CO of import: CZ510201 - Ck, Place of submission: Karviná, Date of customs debt: <M/d/yyyy> 15

Terms of delivery INCOTERMS: Code: CIF - Nák, Code detail: 2 - Místo na ú., Place specification: Hamburg

Transaction info: Currency: CZK - kor, Invoiced amount: 49000, Exchange rate: 1, Type: 1 - Transakce

Inland transport mode: 1 - námořní doprava, Means of transport on arrival: Identity of transport unit: 815445405849, Country: , Location of goods upon arrival: Identity of location (H78): CZ510201 - Celní, Praha

Mode of transport at border: 2 - železniční nákladní dopra, Container: ☒

Authorizing custom procedure with economic effect: Type of warehouse: , Number of authorization: , Country of 2nd authorization: , Number of 2nd authorization: , Deadline for RHU: <M/d/yyyy> 15, Deadline for AZS/N: <M/d/yyyy> 15, Deadline for AZS/N Repayment: <M/d/yyyy> 15, Lhůta pro vyřízení konečného užití: <M/d/yyyy> 15, Povoleno vyřízení režimu podle čl. 170: ☐

Centralised clearance: Číslo povolení: , CO of control: , Enabling ZJP LC: ☐ Enabling ZJP LC at CO of import, ☐ Zboží nepředloženo na základě povolení, Number of authorization:

Note:

Items

Number	Commodity Code	Description of goods	Quantity	Price
1	3806100090	Kvota1	20000	866026
2	3806100090	Kvota 2	10000	866026

Save as template Save to XML Close

- Amendment of rejected CD (it is possible only in state “Rejected”).
- Amendment of Accepted CD:
  - Amendment of CD before or after acceptance of CD by custom office.
  - Change is possible for almost all data elements
- Cancellation of CD
  - Cancellation of CD before or after acceptance of CD.
- Print CD
  - Displays PDF form for printing
- Submit presentation of goods notification
  - Opens the screen “Presentation of goods notification submission”, which loads all the declaration data, but converts all GPAs to X type
- Confirmation of release
- Amendment of ICD (Incomplete CD)
- Delete rejected CD

CD may, during its lifecycle, stay in one of the following states:

State	Description
Submitted	CD was keyed-in but not yet registered by the Customs or rejected
Registered	The Customs has registered the CD successfully, and assigned the MRN
Rejected	The Customs has rejected the CD because of formal errors. The user may amend it and submit again
Accepted	The Customs has approved produced documents (box 44).
Rejected after registration	The Customs has rejected CD because of errors in produced documents (box 44).

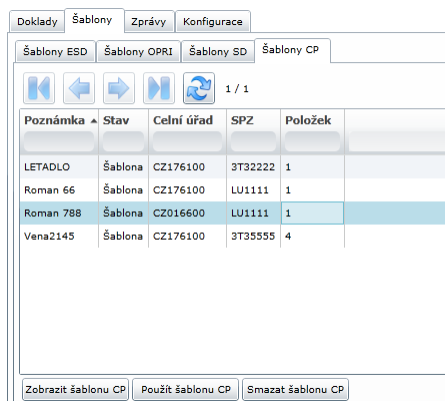
Amendment proposed	Draft of change of CD has been sent to the Customs.
Cancellation proposed	Cancellation request has been sent to the Customs.
Canceled	CD was canceled.
Waiting for presentation of goods notification	Only in this state the button "Submit presentation of goods notification" is accessible.
Sign presentation of goods notification	Appears if the Presentation of goods notification submission wasn't signed yet.
Presentation of goods notification submitted	Presentation of goods notification submission has been processed successfully.
Released	The Customs placed CD under custom procedure.
Not released	The Customs refused to release CD.
Release confirmed	Delivery confirmation has been sent to the Customs.
Control	The Customs directed control of CD.
Impeached	The Customs sent a direction to submit the disputed documents.
Finished	Conditions of custom procedure have been met. CD is finished.

## WORKING WITH TEMPLATES

ICS WK offers templates functionality. User can create, edit and manage five templates of each kind of business document (ESD, OPRI, SD, and CD).

Template can be create from just edited document or from previously submitted ones. Open the detail of document and use “Save as template” button there.

Created templates can be managed on the tab “Templates”.



Doklady Šablony Zprávy Konfigurace				
Šablony ESD Šablony OPRI Šablony SD Šablony CP				
1 / 1				
Poznámka	Stav	Celní úřad	SPZ	Položek
LETADLO	Šablona	CZ176100	3T32222	1
Roman 66	Šablona	CZ176100	LU1111	1
Roman 788	Šablona	CZ016600	LU1111	1
Vena2145	Šablona	CZ176100	3T35555	4

Zobrazit šablonu CP Použít šablonu CP Smazat šablonu CP

User can display template, edit template and save changes. Template can be used for creating of new document. Finally user can delete template to free space for new templates.

## WORKING WITH MESSAGES

All messages exchanged between the User and the Customs can be found under the bookmark “Messages”.

Doklady Šablony Zprávy Konfigurace							
1 / 28							
Zpracováno	Typ	Název zprávy	Směr	Celní úřad	MRN	LRN	Podepsat
8.11.2010 11:02:54	CZ906A	C_I_CHB	Přichozi			P9QQUAU	
8.11.2010 10:59:27	CZ415A	D_N_PODD	Odchozi	CZ016600		P9QQUAU	
8.11.2010 10:16:28	CZ906A	C_I_CHB	Přichozi			BFZ93W	
8.11.2010 10:13:05	CZ415A	D_N_PODD	Odchozi	CZ016600		BFZ93W	
8.11.2010 9:50:55	CZ906A	C_I_CHB	Přichozi			HCUZQC	
8.11.2010 9:46:19	CZ415A	D_N_PODD	Odchozi	CZ176100		HCUZQC	
4.11.2010 15:44:53	CZ906A	C_I_CHB	Přichozi			HCUZQC	
4.11.2010 15:44:13	CZ415A	D_N_PODD	Odchozi	CZ176100		HCUZQC	
4.11.2010 15:09:29	CZ906A	C_I_CHB	Přichozi			NIKZZS	
4.11.2010 15:09:21	CZ415A	D_N_PODD	Odchozi	CZ176100		NIKZZS	
4.11.2010 15:08:31	CZ416A	C_I_REGD	Přichozi	CZ176100	10CZ17610012XCW4J8	SJ3IHE	
4.11.2010 15:08:16	CZ415A	D_N_PODD	Odchozi	CZ176100		SJ3IHE	
4.11.2010 15:06:02	CZ419A	C_R_POPR	Přichozi	CZ176100	10CZ17610019MSAJ58		
4.11.2010 15:05:30	CZ417A	D_N_OPR	Odchozi	CZ176100	10CZ17610019MSAJ58		
4.11.2010 14:23:25	CZ906A	C_I_CHB	Přichozi			DPAE32	
4.11.2010 14:23:12	CZ415A	D_N_PODD	Odchozi	CZ176100		DPAE32	
4.11.2010 14:16:18	CZ416A	C_I_REGD	Přichozi	CZ176100	10CZ17610019MSAJ58	KB9VOK	
4.11.2010 14:16:03	CZ415A	D_N_PODD	Odchozi	CZ176100		KB9VOK	
4.11.2010 14:12:54	CZ419A	C_R_POPR	Přichozi	CZ176100	10CZ1761001ER16IL8		
4.11.2010 14:12:35	CZ417A	D_N_OPR	Odchozi	CZ176100	10CZ1761001ER16IL8		

Any selected message can be displayed (in pure XML format):

Detail zprávy

Zpráva

Typ zprávy

Název zprávy

Datum a čas zpracování

Přichozi?

MRN

LRN

Celní úřad

CZ416A

C\_I\_REGD

4. listopadu, 2010 03:08:31

☒

10CZ17610012XCW4J8

SJ3IHE

CZ176100

Obsah zprávy

<CZ416A xmlns="">
<H>
<H01>10CZ17610012XCW4J8</H01>
<H02>SJ3IHE</H02>
<H16N>1</H16N>
</H>
<TDKL>
<TDKL01>Testovací subjekt HU0002 s velmi dl</TDKL01>
<TDKL02>Ulice 1</TDKL02>
<TDKL03>12345</TDKL03>
<TDKL04>Městec</TDKL04>
<TDKL05>CZ</TDKL05>
<TDKL07>HU0002</TDKL07>
</TDKL>
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<REP02>deklarant</REP02>
</REP>
<COIMP>
<COIMP01>CZ176100</COIMP01>
</COIMP>
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<QREG01>20101104 150824</QREG01>
</QREG>
<Signature xmlns="http://www.w3.org/2000/09/xmldsig#"><SignedInfo><CanonicalizationMethod Algorithm="http://www.w3.org/TR/2001/REC-xml-c14n-20010315"/><SignatureMethod Algorithm="http://www.w3.org/2000/09/xmldsig#rsa-sha1"/><Reference URI=""><Transform>
Algorithm="http://www.w3.org/2000/09/xmldsig#enveloped-signature"/></Transforms><DigestMethod Algorithm="http://www.w3.org/2000/09/xmldsig#sha1"/><DigestValue>N2YU/u7j6kIdonE/tvosv76qN+8=</DigestValue></Reference></SignedInfo><SignatureValue>G+eIjQY+LWb
+xB9bcSgG384bD2nR2tbDbOvraZdOj+dIhNoHsDe2emRBAbKITRxsduFnFBCqUQSqvXSvLUktv6OYxKLUQgbbabZW
4nui1DU1nnENRkWEM13%imauCn7n5h0u0nY7m?C/GETYVW5VNErD9WfNNSWfEnBuiKKF4n7nBE174+nB7G8r1a/

Uložit na disk

Zavřít

The digital signature is an inseparable integral part of each XML message – it is contained in the concluding part of the message, in the element “Signature”.

The displayed message can be stored on a local hard disk using the button “Save to disc”. The WebClient Application does not guarantee long-term archiving of messages. It is recommended that the User archives the messages which he/she regards important.

Note: The XML messages sent to the User/Trader by the Customs contain the electronic signature of the Customs, and may be used as a proof during any possible legal dispute. Such a proof is fully equivalent to the decision made/sent on paper.