Electronic Customs Clearance in Import procedures – Entry Operations

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Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.2 of 19

Content

1. Introduction

The document "Electronic Customs Clearance in e- Import – Entry Operations" describes the interface created for parties communicating with the Customs Office of Entry. The scenarios of the data exchanges reflect procedures described in the document Customs Clearance in e-Import.

The methods and forms of communication are identical as in the systems NCTS (Transit) and ECS (Export). This way the customs clearance technology and communication will be unified throughout all customs procedures.

In this document, the permitted scenarios for data exchanges in the ICS (Import Control System) are defined, between the persons involved in goods transport over the customs territory of the Communities, and the Customs Office of Entry (COE). In the annexes, the list of messages and details

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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.3 of 19

of the structure of all messages exchanged between parties is published. In case of necessary changes, the definitions may be changed by ECR KELs (KEL=Known Error List), which are published on the WEB pages of the Customs (www.cs.mfcr.cz section "clo online", under the individual projects subsections). Each ECR KEL published by the Customs is binding, and automatically becomes part of this document.

1.1. Conventions used in the diagrams

To illustrate communication between parties, the sequential diagrams are used. They visualize the customs procedures (i.e. the sequences of messages) step-by-step.

The rectangle placed in upper part or the icon of an actor denotes the subjects taking part in an activity. The vertical line represents unmarked time line. Horizontal lines between objects show their mutual communication (interaction) in time.
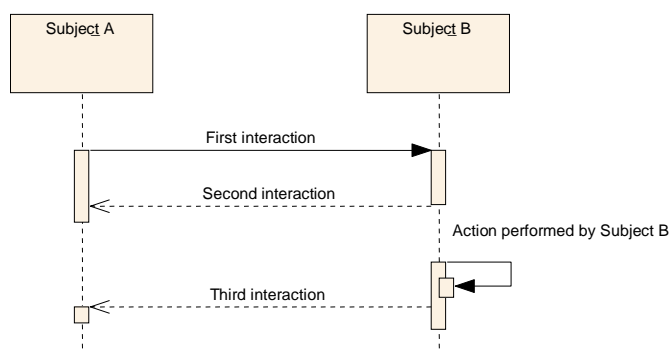
Fig. 1 Sequential diagram

1.2. Terms and acronyms

Term/acronym	Description
COE	Customs Office of Entry
Declared first COE	Declared Customs Office, in the territorial range of which the goods entry on the territory of the Communities is planned
Actual first COE	Customs Office, in the territorial range of which the goods actually entered the territory of the Communities
ESD	Entry Summary Declaration
Arrival Notification	The message by which the person at Entry notifies submission of goods to the first COE
SD	Summary declaration; the declaration of goods by which the authorized person proposes placement of goods to the temporary storage or assign goods other customs-approved treatment
KEL	Known error list
LRN	Local Reference Number (normally used by trader)
MRN	Movement Reference Number (the main identifier assigned by the Customs system)
SBR	Common Safety/Security Risk

Aquasoft	file	saved.: 16.12.2015	Company/authors	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.4 of 19

CSU	Customs-approved treatment (of goods)
DS=TS	Temporary Storage (of goods)
CC	Council Regulation (EEC) No 2913/92 establishing the Community Customs Code
CCIP	Commission Regulation (EEC) No 2454/93 laying down provisions for the implementation of Council Regulation (EEC) No 2913/92 establishing the Community Customs Code

1.3. History of changes in the document

- Correction of a figure in chap. 2.2.2
- C_R_DUZO --> C_I_DUZO in chap 2.1.2
- C_R_DUZO --> C_I_DUZO in chap 2.1.3
- Correction of C_R_DUZO in Fig. SD 3.1.3 in chap 2.1.3

Aquasoft	file		saved.: 16.12.2015	**Company/authors**	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**		project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations				ver. 1.52
					p.5 of 19

2. Description of the electronic customs clearance at the Office of entry

The procedure preceeding the actual submission of goods at the first COE has three main steps which may be performed by three independent persons or all the steps may be performed by one person:

1. "Lodging ESD" on imported goods from third countries at the CO of lodgment or at the first declared COE. Other possibilities are Request for change of the ESD or Notification of an international diversion.

2. "Lodging Arrival Notification" at the actual first COE on all goods entering the customs territory of the Communities in the means of transport. The reason for it is the possibility to evaluate the SBR which might have been indicated in the ESD. Based on that the actual first COE may decide the permission of goods entry at the territory (art. 184g CCIP).

3. "Lodging SD" on the goods to be unloaded, to which the CSU - temporary storage or other (art. 186 CCIP) - at the actual first COE or at any of the subsequent COE is to be assigned.

At the subsequent COE only the activity according step 3 is performed.

The necessary precondition before starting the communication with the CO is that the trader is a holder of the "Permission to communicate electronically with the Customs Office of lodgment and with the COE". He/she must also use a customs-authorized trader's software for ICS (e-Dovoz). From the point of view of the ICS system the Permission covers both options – the lodgment of the declaration directly at the first COE, and the lodgment at the Office of lodgment (whose role is to pass the data to the declared first COE).

The requirements to obtain the permit to communicate, as well as the method of identification of the persons, and the technical means used for ensuring the non-repudiation of content of the messages sent, may differ country-to-country.

In the procedures connected with the ESD, SD or Arrival notofications lodgment there are no simplified procedures defined. The only alleviations which the legislation permits (CCIP) allow using the reduced data set, according to the par. 2.5, annex 30A of CCIP, by the AEO (AEOS or AEOF categories) certificate holder. Some other alleviation may be defined for the specific modes of transport.

Each data exchange scenario describes the behavior of the Customs-Trader interface. The trader's system is concerned only in this behavior. Whereever other parts of the system behavior are described, the intention was just to illustrate the whole process to contribute to its better understanding. The messages exchanged between Customs offices are not sent to the trader's system.

In chapters 2.1 to 2.3 only correct exchanges are described. Chapter 2.4 describes the system reaction to a message which does not conform technical or formal definitions.

The Trader's system must correctly implement both the scenarios as described in the following chapters and the set of conditions and rules which determine interactions between the data elements. The mandatory conditions and rules form part of the data message documentation and are listed in an annex to this document.

The objective of this document is technical description of the Customs-Trader communication and not description of legal aspect implemented by the system.

Persons who import goods defined by the security legislation

Hereby, the list of persons is given who can be, according to the Annex 30A of CCIP named in ESD. Other persons listed may lodge the SD or Arrival notification.

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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.6 of 19

Person lodging the ESD or his/her agent - the person listed in art. 36b par. 3 or his/her representative according to the par. 4 of CC if the ESD is lodged by another person than defined in par. 3.

Trader at entry – carrier – the person under art. 181b CCIP i.e.:

- person who carries the goods or the person who took the responsibility for the goods transport on the territory of the Communities under art. 36b par. 3 CC,

- in case of combined transport under art.183b CCIP, the person who operates the means which after the entry at the territory of the Communities will be the active means of transport, will be assumed the carrier ,

- in case of maritime or air transport under art. 183c CCIP, carrier is the person who signed the agreement and issued the connosament or the airwaybill for actual goods transport on the customs territory of the Communities.

Party to which the goods arrival should be notified (Notify party) – Party to be notified on the goods arrival; the information must be put in ESD in case that in time of ESD lodgment the goods consignee is not known (Condition C583) If the goods are carried under a negotiable bill of lading that is "to order blank endorsed" (identified by the code of Special mentions="10600"), where the consignee is not mentioned, the Notify party must be introduced. There is no obligation defined for the Customs to inform that person.

Trader consignor – Person sending the goods as defined by the party ordering the transport in the Transport agreement.

Trader consignee – Person to whom the goods are actually sent.

Trader notifying arrival – the Operator of the active means of transport entering the territory of the Communities or his/her agent.

Person lodging SD – Person or his/her agent who submits the goods to the Customs, puts the goods into the Temporary storage, and who is responsible for the goods till the moment of assignment further CSU according to the art. 186 CCIP.

Person requesting diversion – the operator of the active means of transport or his/her agent according to art. 183d CCIP.

Aquasoft	file	saved.: 16.12.2015	Company/authors	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52 p.7 of 19

Persons who ICS communicates with:

Aquasoft	file		saved.: 16.12.2015	Company/authors	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**		project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations				ver. 1.52
					p.8 of 19

act ICS Communication survey

Aquasoft	file	saved.: 16.12.2015	**Company/authors**	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.9 of 19

Fig. ICS Communication survey shows the roles of all persons communicating with the ICS, from the technical point of view.

Person lodging the ESD – may lodge ESD or propose ESD amendments. Receives the responses from the Customs. In case the lodging person is represented by an agent, than the agent is indicated in the ESD data, and the person represented is not visible in the data.

Trader representative at entry – the person who is indicated in the ESD as a Person to be informed about bans and measures. It is the person who was authorized by the Person lodging the ESD to receive the informartion about bans and measures at the first COE; he/she is also authorized to submitting of the proposals for ESD amendments. The Person lodging the ESD would use this option especially if he/she is not able to process data efficiently e.g. because of lack of IT capabilities.

Trader at entry - carrier – the person who is, at the moment of registration of the ESD, mentioned as a Person who is to carry on the formalities at the first COE or who is informed about the bans and measures at the first COE.

Trader Requesting Diversion – the Person who submits requests for diversions upon the information that the goods will enter at another first COE.

Trader at arrival – the Person who submits the Arrival Notification and also the person responsible for submitting the goods at the first COE. He/she is informed by the Customs system about the registration of the Arrival Notification, about the control/inspection at entry and finally, about the permit/ban of entry on the territory of the Communities.

Person lodging SD – the Person or his/her representative/agent who submits goods to the Customs. He/she announces the goods arrival by the message D_N_SD. The message is sent by a person who has a relation to the goods. This Person is subsequently informed about the goods being temporary stored by the message C_R_DUSK, about the goods being discharged from the temporary storage by the message C_R_VYSD or possibly about not meeting the time deadline for goods discharging by the messager C_I_DOSD. If the person is different from the person who owns temporary storage facility, he/she must submit an agreement of the owner of the temporary storage facility with the placement of goods.

2.1. Lodgment and registration of ESD at the Office of lodgment

The Person lodging the ESD would lodge the declaration at the Office of lodgment or at the COE or he/she may amend the declaration already lodged at the first COE. The ICS system informs back about the ESD registration, about reception of the proposal for amendment, about the reception of request for deviation. If the risk analysis finds a significant security risk, the persons mentioned in the declaration would receive the information about the preliminary measures and bans.

If the Person at entry or the Person lodging the declaration holds the AEO certificate (AEOS or AEOF), the system informs him/her about all categories of the SBR identified (i.e. "A", "B", or "C").

Aquasoft	file	saved.: 16.12.2015	**Company/authors**	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.10 of 19

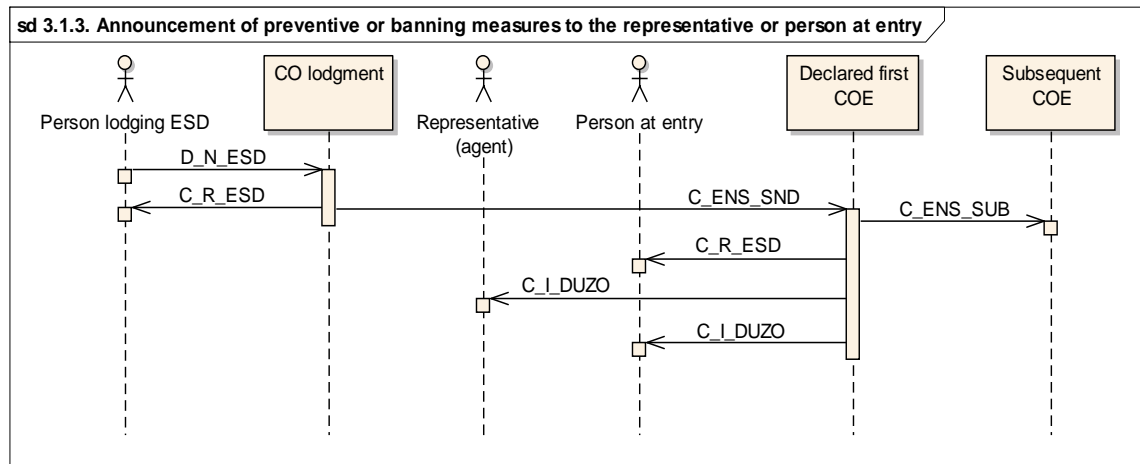## 2.1.1. The lodgment and registration of the ESD at the CO lodgment
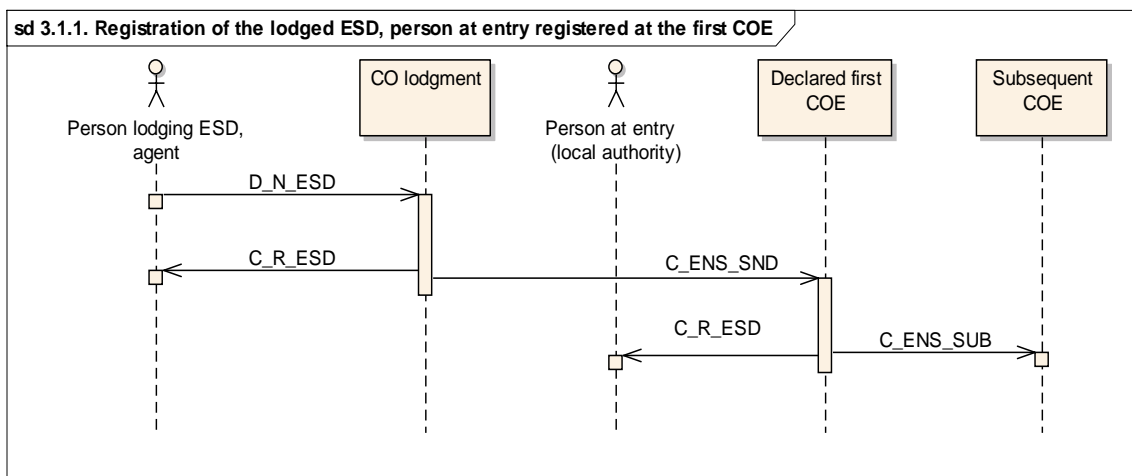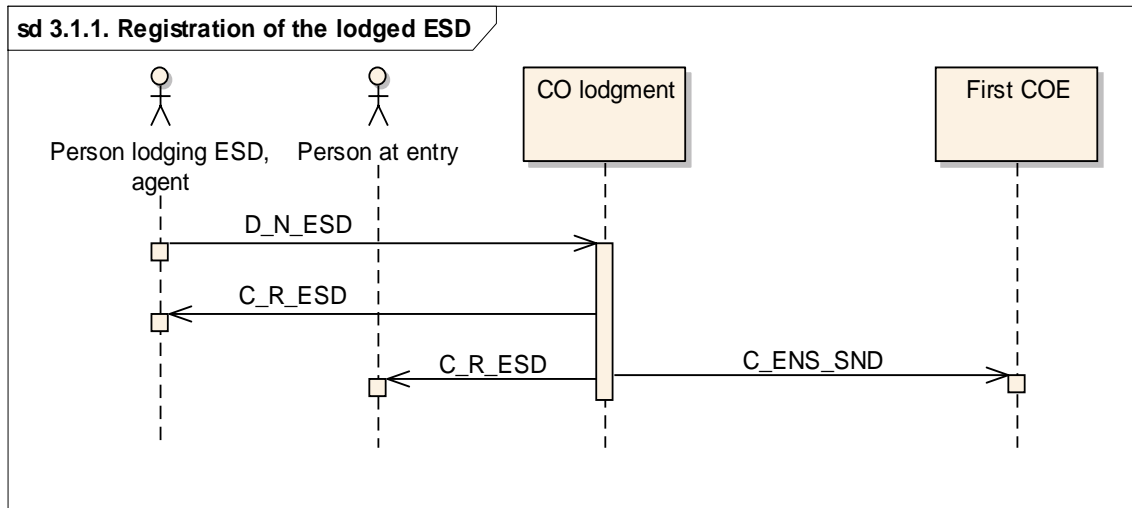
1. The Person lodges ESD at the CO lodgment in the form of the electronic message D_N_ESD.

2. The Customs system processes the message, if the message is in formal order it is registered, and the message C_R_ESD will be sent to the Person who lodged ESD, as a confirmation. Within that confirmation the MRN number is contained, under which the ESD was registered. In case an error was detected in D_N_ESD, the processing goes on in accordance to chapter 2.4 and the scenario is finished.

3. If the Person at entry was introduced in the ESD, and if that Person is a holder of the Permission to communicate with the Customs for the ICS system in Czech Republic, than the Person at entry will be informed by the system about the ESD registration (by the message C_R_ESD). The Person at entry receives the MRN reference number, and the ESD data. The internal system of the Person at entry must be able to inform the user that the Person who lodged the ESD indicated the Person at entry as responsible for the goods entry described in the ESD.

4. The registered ESD will be sent to the first COE.

This scenario describes the situation where the system did not identify any SBR. The scenario with SBR identified is described in the following chapter.

Aquasoft	file	saved.: 16.12.2015	Company/authors	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.11 of 19

2.1.2. The lodgment and registration of the ESD at the CO lodgment and announcement of preventive or banning measures to the representative or person at entry

sd 3.1.3. Announcement of preventive or banning measures to the representative or person at entry

The data exchange between national systems depends on the readiness of individual Member state countries.

1. The Person lodges ESD at the CO lodgment in the form of the electronic message D_N_ESD.

2. The Customs system processes the message, if the message is in formal order it is registered, and the message C_R_ESD will be sent to the Person who lodged ESD, as a confirmation. Within that confirmation the MRN number is contained under which the ESD was registered. In case an error was detected in D_N_ESD, the processing goes on in accordance to chapter 2.4 and the scenario is finished.

3. The Customs system detected SBR.

4. The data of the ESD are passed to the declared first COE, including the SBR information. The data contain identification of the carrier at entry. If the carrier is to be informed, he/she needs to be registered in the country of entry in the Customs system.

5. The ICS system at the declared first COE has accepted the ESD, has identified that the declared Trader at entry was registered for communication with the Customs. The ICS system will send the message C_R_ESD to the Trader at entry including the MRN and the ESD data.

6. The Customs Administration in the country of declared first COE has taken into account the SBR sent by the CO lodgment or another SBR of the "A" category was identified by the first COE. The ICS system informs the Person lodging ESD or his/her agent and the carrier by the message C_I_DUZO about possible SBR according to their status in the AEO (S or F).
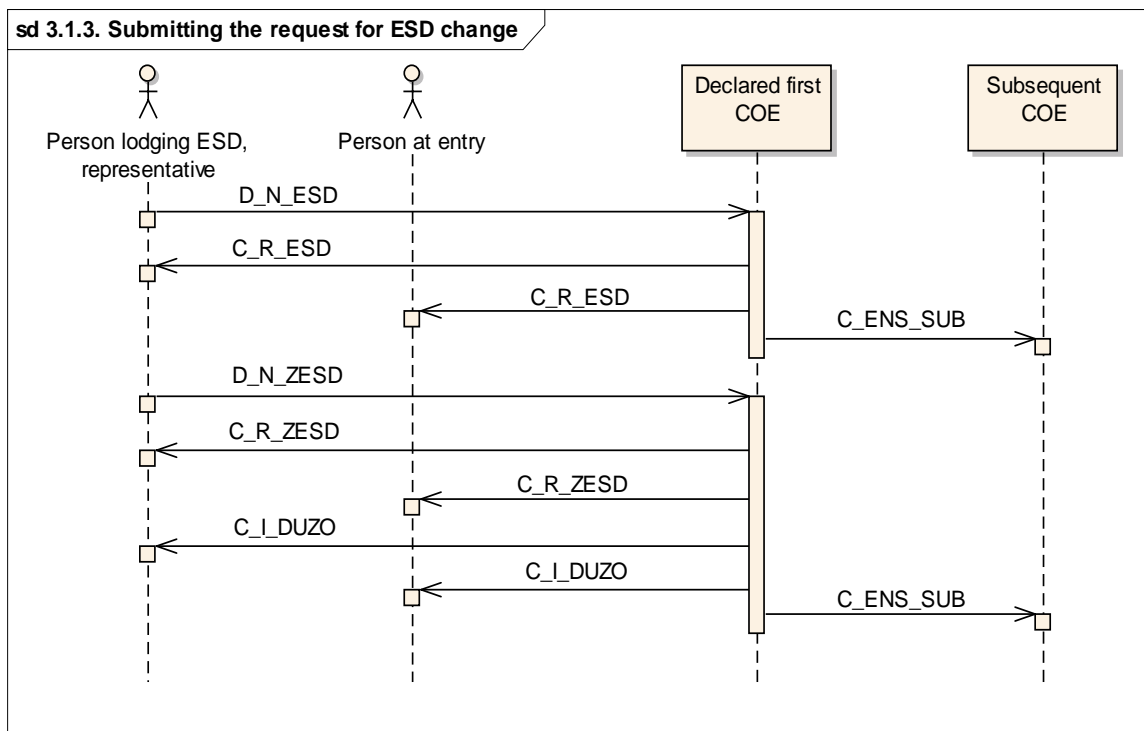
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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.12 of 19

2.1.3. Lodging and registration of the ESD at the COE
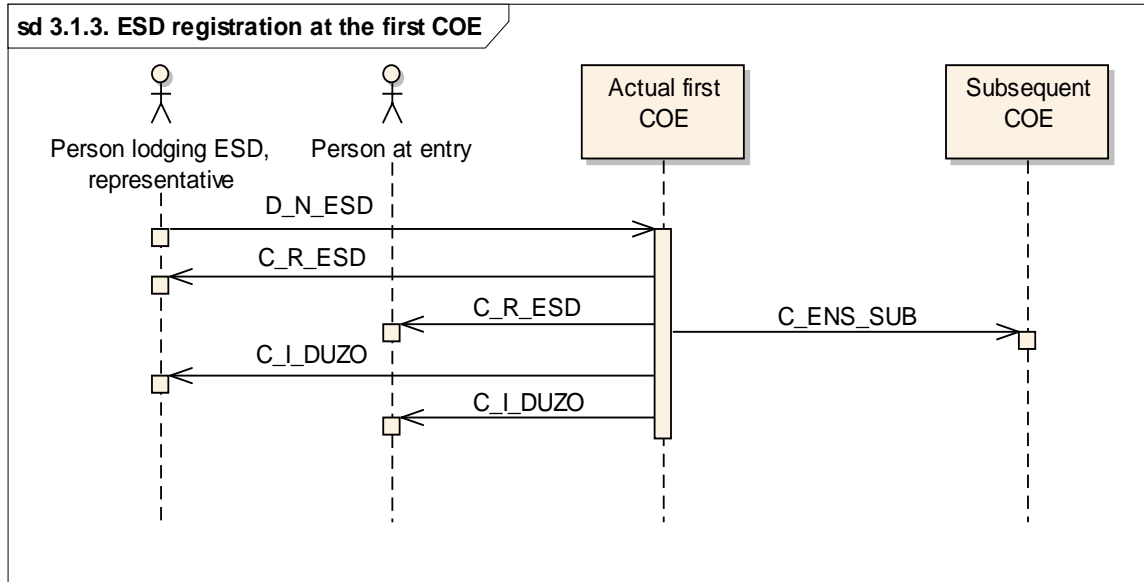
If a Person or his/her representative/agent lodges an ESD at the declared first COE, the ICS system communicates with the system of the Person identically as in the case of using the CO lodgment (see chap. 2.1.1). This scenario, however, describes, as a difference to chap. 2.1.1, the case of SBR identified. Thus also the "warning" message, C_I_DUZO, is part of it. The "warning" message is sent to Person carrying the goods on the territory of the Communities and to the carrier at entry, depending on the category of the risk identifiedm, and on the AEO status.

2.1.4. Amendment of a lodged ESD

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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52 p.13 of 19

The Person lodging lodges the ESD the same way as in chap. 2.1.1. The Person finds out during the loading operation that the data need to be changed (an item to add or delete, change quantity, etc.). Any data in ECS may be changed.

1. The Person amends data in his/her IT system, and sends the changes (identified by the appropriate MRN of the registered ESD) by the message D_N_ZESD. The only difference between D_N_ZESD and D_N_ESD is that the ZESD already contains MRN.

2. The Customs system processes new data – if formally OK, and the actual ESD status permits amendment (no SBR on the MRN, no arrival at the first COE notified, and validity timer not expired), the System accepts changes, amends its data and informs the Person or the carrier at entry by the message C_R_ZESD.

3. If , due to the goods added/changed, new SBR are identified, the Persons involved would get the message C_R_DUZO.

2.1.5. Notification of an international diversion

sd 3.1.2. Submitting the notification about an international diversion
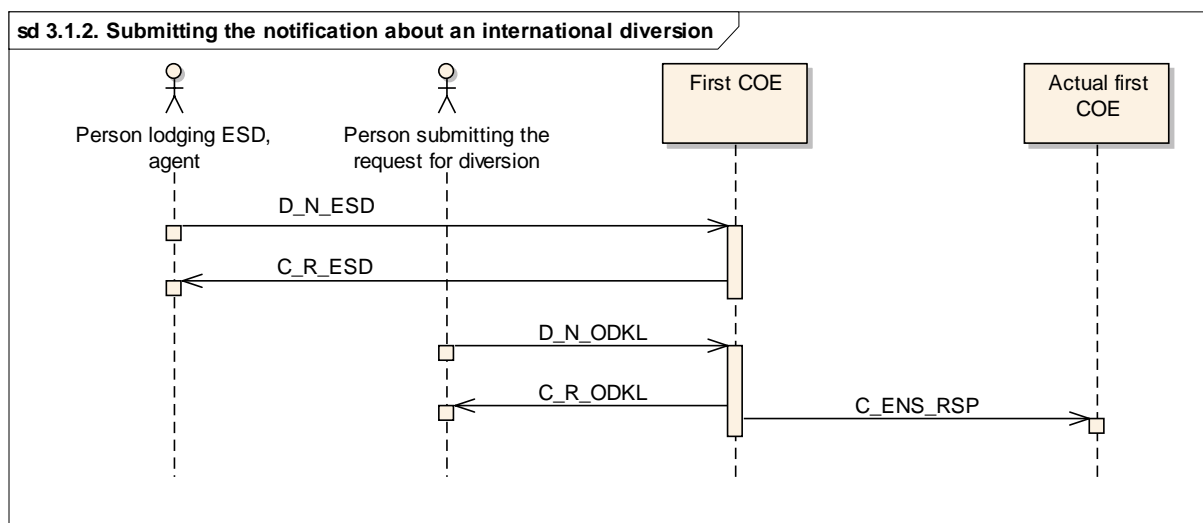
Lodging and informing of the Persons involved was performed according to one of the scenarios described above.

If the Person lodging ESD or the carrier finds out that the goods will be transported to the first COE which belongs to another Customs Administration than the declared COE, the obligation to announce diversion to the declared COE arises, by the message D_N_ODKL.

The notification is performed by the Person requesting diversion. It can be either the Person lodging ESD, his/her agent, or the Carrier at entry. The precondition is that the Person must hold the Permission to communicate with the Customs.

1. The goods are to be transported to another country's CO. The Person mentioned in the ESD as the Person lodging ESD, his/her agent, or the carrier at entry, sends the message D_N_ODKL to the declared first COE.

2. The ICS system processes the message, if formally correct, it registers the data and informs (including SBR) the actual COE. The Person requesting diversion is informed by the message C_R_ODKL. If the D_N_ODKL was incorrect, the error message C_R_CHB (IE906) would be sent to the requesting person.

2.2. Lodging Arrival Notification at the actual first COE

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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52 p.14 of 19

Arrival Notification lodges, according to art. 184g CCIP either the Carrier on arrival or his/her agent. The Carrier on arrival may be different from the declared "Carrier at entry" who is mentioned in ESD. The Carrier on arrival is the operator who brings goods to the territory of the Communities, and who submits the goods to the first COE. The Arrival Notification contains references to the ESD, covering all transported goods. The references may be done by the MRN, by the Item number and the country of first COE of the infividual ESD or by combination of data – mode of trasport, transport vehicle ID, declared date of arrival, and the country of first COE (Entry key).

In case when the Carrier announces the arrival of goods by an Entry key, the ICS system finds all ESD conforming to the key, no matter if the goods are present. When using the Entry key method, the Carrier must be sure that the Notification covers all the goods imported.

2.2.1. Arrival Notification and Permission of entry without checking the SBR

sd 3.1.6. Arrival Notification without SBR
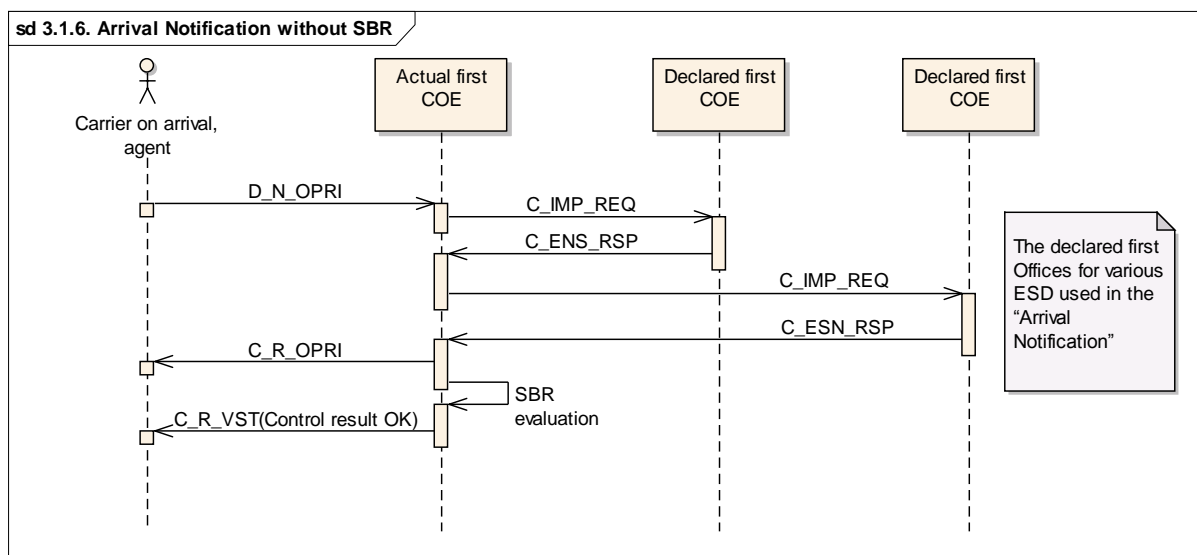
1. The Carrier on arrival or his/her agent submits to the first COE the Arrival Notification in the form of the message D_N_OPRI, in the moment of the goods carrying vehicle arrival at the latest. The message contains references on all ESD covering the whole shipment on board of the vehicle. It may be in the form of the list of MRNs with the items, or of the form of "Entry key".
2. The ICS system processes the message (if formally correct), finds the items, and checks their status. If all ESD were found (or SBRs requested from other Member states successfully obtained), and if all ESD states permit discharge, the System sends the transport vehicle operator the message C_R_OPRI which confirms the Arrival Notification registration. In case of formal errors or a declared ESD not found or found but in invalid state, the operator gets an error message (chap. 2.4). It is highly recommended that the operator's IT system detects the problem (using the error codes) and helps to correct (new OPRI submission).
3. The Customs officers evaluate the results of the risk analysis. If no SBR, thay will permit entry of the goods on the territory of the Communities by the message C_R_VST to the operator. The goods may be unloaded or go on to the subsequent COE.

Aquasoft	file	saved.: 16.12.2015	Company/authors	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52 p.15 of 19

2.2.2. Arrival Notification, controls, and notification of permit/ban of goods entry
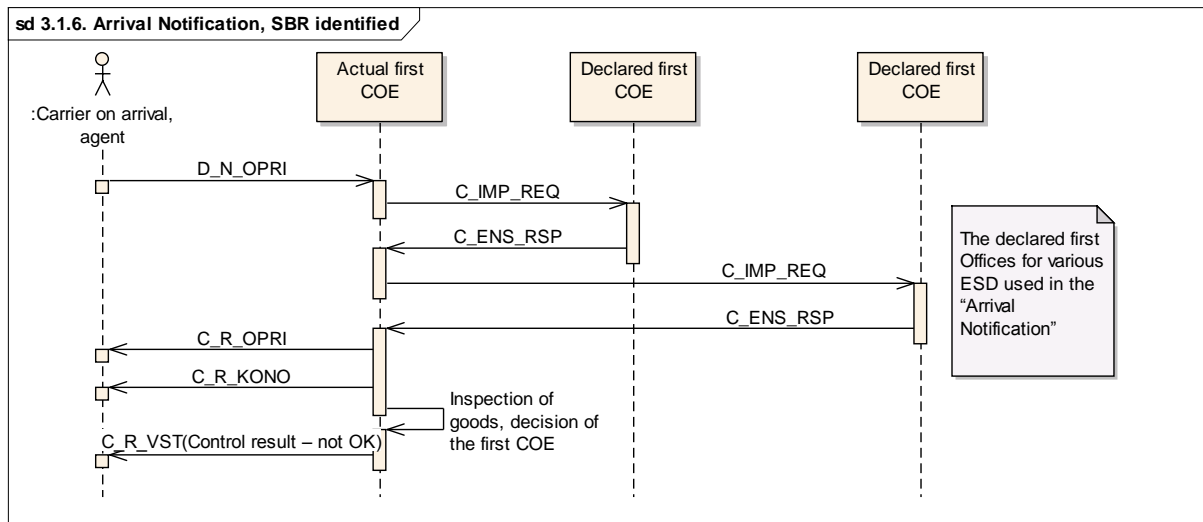
The scenario starts bt submission of the Arrival Notification D_N_OPRI, the COE informs the operator of the transport vehicle about the registration (C_R_OPRI) same way as in the preceeding scenario 2.2.1.

1. The Customs officers at the first COE evaluate SBR and decide about the inspection of the goods on the vehicle.
2. The Operator is informed by the message C_R_KONO about the inspection. He/she cannot unload the goods or otherwise manipulate it and must wait on the arrival of the Inspectors.
3. The Inspectors will check the SBR, mainly making sure that the high-risk items are indeed present in the payload area, will evaluate the severity of the risk and decide further process. As a result, the whole load may be either banned or permitted entry at the territory of the Communities.
4. The Operator is informed by the message C_R_VST (negative control result) which items are undesirable at the territory. The Operator accepts the conditions of further dealing with the undesirable goods, e.g. the whole load leaves the territory of the Communities.

2.3. Registration of goods in the temporary storage at the COE

From the moment of issuing the Permission of entry by the decision of the first COE, the goods may be transported to the subsequent COE or unloaded at the first COE. At each COE the unloading is connected with the registration of goods to the Temporary storage and subsequent monitoring of the goods in the Temporary storage.

The goods are registered in the temporary storage to the moment the goods are assigned the CSU or the status of EU goods. On the goods which arrived at the Customs office of destination under the transit proccedure, no SD is required (the data from the NCTS system will be automatically used for that purpose). The necessary changes of the interface will be published separately in NCTS documentation (ECR communication with the Customs Office of destination).

On the goods transited within the territory of the Communities under other than NCTS registration systems (e.g. AWB – auxiliary air transport, CIM – railway transport) the SD submission is required. During the registration to the Temporary storage at the Office of destination, as a difference from the

Aquasoft	file	saved.: 16.12.2015	**Company/authors**	date: 23.02.2009
	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.16 of 19

direct transport of goods on board of the vehicle, the check of the SBR is not performed, as it was already performed at the transshipment from the airplain to the "auxiliary vehicle".

Lodging of the SD, its form and the exceptional cases are defined in art. 186 CCIP.

### 2.3.1. Lodging SD, temporary storage, management of goods in TS
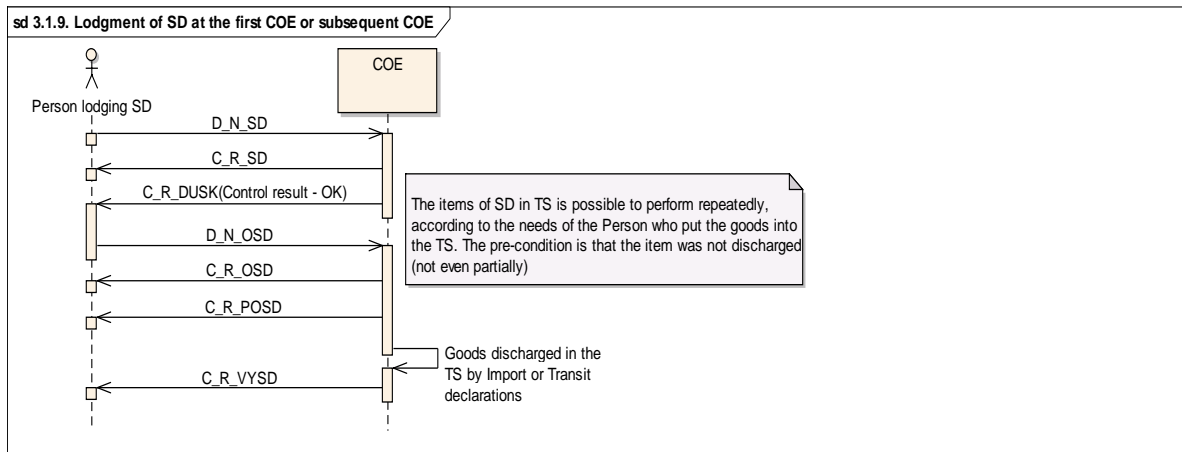
1. The Person who transported the goods to the COE or the Person who receives the goods lodges SD at the COE, in the form of the electronic message D_N_SD. The content of the SD can either have the form of a reference to the MRN of the ESD (art. 186(2a) CCIP) which was lodged at the first COE or of a reference to the MRN of the Customs declaration which was, at the first COE used instead of the ESD (art. 36cCC and art. 186(9) CCIP, or the List of goods items (art. 186(2b, 2c) CCIP) which are to be put into the temporary storage.

2. The ICS system checks the formal correctness of the D_N_SD message, finds the MRN ESD of the references used. If the SD message was correct, and the ESD's used are in states permitting it, the SD will be registered. As a confirmation, the System sends to the Person who lodged the SD the C_R_SD message with the assigned MRN.

3. The System evaluates the risks. In case the Customs does not decide that the goods should be inspected, the Person who lodged the SD, receives the C_R_DUSK message, informing him that all goods was registered for Temporary storage. Since that moment the goods are under the Temporary storage and it is possible to submit Customs declarations to propose clearance of goods into another Customs regime, to request the assignment of another CSU or to amend the SD data.

4. The Person who stored the goods in the Temporary storage may propose the CO to change the data of the temporarily stored goods. The Person submits the message D_N_OSD (Request to amend). The ICS system confirms by D_N_OSD. The data of the Request are visualized to the Customs officer, who checks it. If the D_N_OSD was incorrect, the System reacts by the error message C_R_CHB (IE906) – see chap. 2.4.

   If the Customs officer approves the Request, the changed SD data are registered. If he/she does not approve it (finds discrepances in the Request), the data are not changed and stay as they are. The decision is communicated accordingly, by the messages C_R_POSD (change approved) and C_R_ZOSD (change not approved).

   The amendment may be requested repeatedly but always after the previous request was decided. The condition is that the item has not been (even partially) discgarged or another CSU has not been assigned.

5. The ICS system manages goods in the Temporary storage. The goods are gradually discharged by subsequent registrations for clearance. The System guards the 20-day deadline allowed for

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Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.17 of 19

Temporary storage. As soon as all the goods stored has been discharged or passed into another CSU, the System informs the Person lodging the SD by the message C_R_VYSD. The Person who lodged SD must follow the timing of the temporary storage, and propose the clearance into another CSU before the time has run out.

2.3.2. Lodging SD, checking of goods upon storing it in TS, rejecting the request for amendment of SD, storing in the temporary storage, managing the goods in TS, solving the goods not discharged in time
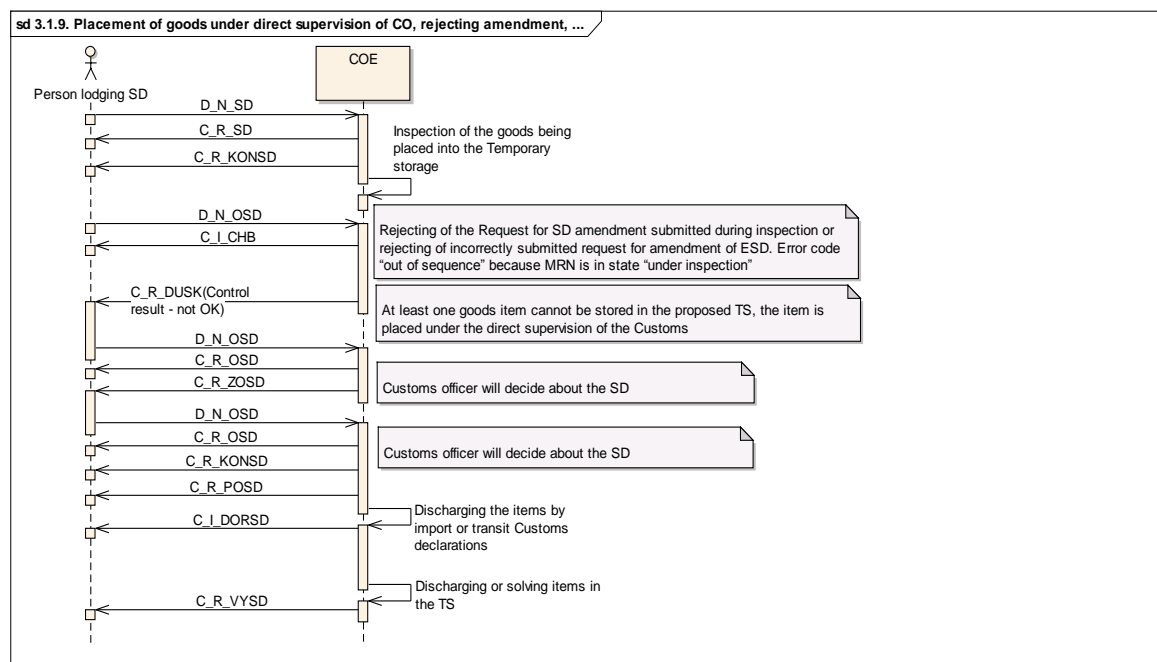

1. Lodging SD by the D_N_SD message, evaluation and registration according to the preceeding chapter
2. The ICS system checks and registers SD (message C_R_SD) or sends an error message (C_I_CHB – IE906)
3. The Customs officer evaluates risks of the goods being stored and decides about inspection. The Person lodging SD is informed about the inspection by the message C_R_KONSD, and must provide support to the inspecting officers
4. During the inspections changes of SD data are prohibited. If requested by the D_N_OSD message, it will be rejected by C_I_CHB, error code "Out of sequence".
5. The control results are registered into the System. The goods are either stored in proposed TS completely or some items were found risky and placed under the direct CO supervision.
6. The System informs the Person lodging the SD by the message C_R_DUSK about the end of inspection and about the placement of goods either to the proposed TS or under the direct CO supervision. The options are distinguished in the code of control results on the level of header; the method of temporary storage is indicated at the item level.
7. The Person who stored the goods in the TS may electronically propose changes of SD data.
8. The Person submits the message D_N_OSD (Request for change), and the System checks its formal validity. The System registers the Request, and sends back the message C_R_OSD.
9. If the Customs Officer does not approve the Request for SD change, the Person gets the message C_R_ZOSD (negative result).

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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.18 of 19

10. If the Request was approved, the System overrides data, and informs the requesting Person by the message C_R_POSD.

11. If the goods was not cleared or passed into another CSU within the legally requested time period (art 49 CC, 20days), the System informs the Person by the message C_I_DORSD that it is necessary to solve discrepances in the TS register.

12. The Person is obliged to submit immediately the proposal for clearence of the goods or for passing it into another CSU. Or the Person must come to the CO to solve (explain) the discrepances.

13. After solving all discrepancces and discharging all the goods , the System informs the Person by the message C_R_VYSD that the goods registered on the SD under given MRN has been all removed from the Temporary storage, and completely discharged.

2.4. Error messages
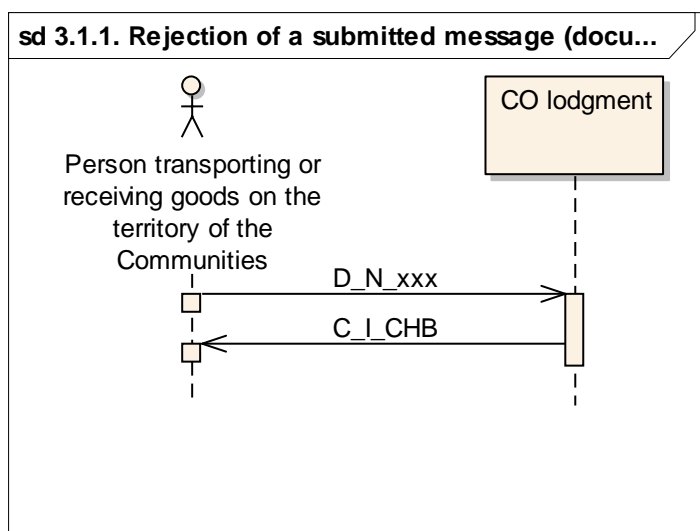
The ICS system checks each message received through the ECR Gateway. To receive data from the Persons on entry the messages D_N_ESD, D_N_ZESD, D_N_ODKL, D_N_OPRI, D_N_SD, and D_N_OSD are being used.

Each message may contain technical or logic errors or it may be sent out of expected sequence. The Customs System indicates such errors to the System of a Person (trader) in the message C_R_CHB.

The error codes are part of the message documentation, attached as an annex to this document.

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	Doc. ID: **ZB-001-08-A**	project: ICS (e-Dovoz)	**Aquasoft, s.r.o.** Petr Venclík	
Status doc.	**Name:** Electronic Customs Clearance for Import procedures – Entry Operations			ver. 1.52
				p.19 of 19

Annexes:

- Message export
- Conditions and Rules
- List of error codes