

ENS Creation Guide

How to create ENS Filings in Shared Trader Interface (STI-STP)

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1 Introduction

This guide is available in English. It is based on the EU's Online Help for [ICS2 Shared Trader Interface - Specific Trader Portal Application](#).

1.1 Purpose

This guide describes how to create an ENS filing and provides both a technical as well as a customs-related explanation for the individual fields in the filings.

1.2 Prerequisite

It is a prerequisite for using this guide that the company has access to the online solution STI-STP.

1.3 Other guides

You can find all guides for ICS2 on the MTCA website.

1.4 Good to know when using STI-STP

- **Postal code** is almost always required, even if the field is not marked as mandatory (indicated by a red asterisk *). There are very few countries where this field is not required. Therefore, always fill in the Postal code field when it is known/can be obtained.
- The 7-digit number under **Identification Number** must always be preceded by "IMO" for shipping (example: IMO1234567).
- It is always recommended to download the contents of the completed ENS using the **Save to Template** button before submitting the ENS. In this way, all the content of the ENS can be quickly re-uploaded using the **Upload from Template** function.
Syntactic or semantic errors may occur in the ENS, which means that it must be corrected and the ENS must be resubmitted. In those cases, you must create a new ENS and create a new unique LRN (cannot be the same as in the ENS that failed). You can then use the Upload from Template function and upload all the data from the ENS that you have saved locally on the computer and correct the errors. After this, you can submit the ENS again. Remember to save this version on your computer as well via Save to Template.
- It is a good idea to save the ENS as a DRAFT if the ENS does not need to be submitted immediately.
- Currently, Denmark has only one **customs office code** in ICS2: DK007900.
- The **UNLOCODE** field sometimes causes problems in the system and can affect the system's response time. It is recommended to use the **Location** and **Country** fields instead.
- In most cases, it is required to add a **Consignee** at both master and house level, although the field must be actively turned on.
- In some **drop-down menus** in STI-STP, there is a lack of explanation of the individual options.

Example where explanations are present:

Type of Identification *	
Identification Number *	10 - IMO-skibsidentifikationsnummer
Type of Means of Transport *	20 - Vognens nummer
Nationality *	21 - Togets nummer
	30 - Vejkøretøjets registreringsnummer
	31 - Anhængerens registreringsnummer
	44 - Luftfartstøjs registreringsnummer

Example where explanations are not present:

Type of Means of Transport *	
Nationality *	150 - 150
ual date and time of departure *	1501 - 1501
ted date and time of departure	1502 - 1502
	1503 - 1503
imated date and time of arrival *	1504 - 1504
	1505 - 1505

If you experience this, it is recommended to download the code list from EU's online library [here](#). The document is called: *7. ICS2-HTI-CL-(2024-11-15)-v3.00*. Note: Newer versions may be available when you read this.

1.5 Abbreviations

Abbreviation	Meaning	Explanation
CFSS	Common Functional System Specifications	
CN	Combined Nomenclature	
CRS	Customer Reference Services	
CUS	Customs Union and Statistics	Identifier of chemicals in the European Customs Inventory of Chemical Substances tool.
ENS	Entry Summary Declaration	
EORI	Economic Operator Registration and Identification	
EUCTP	EU Customs Trader Portal	
HRCM	High Risk Cargo and Mail	
HS	Harmonized System	
ICS2	Import Control system 2	
LRN	Local Reference Number	
MAWB	Master Air Way Bill	
MBL	Master Bill of Lading	
MWB	Master Way Bill	
N/A	Not Applicable	
PLACI	Pre-loading Advanced Cargo Information	

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Abbreviation	Meaning	Explanation
STI	Shared Trader Interface	
STI-STP	Shared Trader Interface - Shared Trader Portal	
UCR	Unique Consignment Reference number	UCR is used in combination with the transport document reference number to uniquely identify the house consignment.
UNDG	The United Nations Dangerous Goods identifier	UNDG is the serial number assigned within the United Nations to substances and articles contained in a list of the dangerous goods most commonly carried.
UNLOCODE	United Nations Code for Trade and Transport Locations	

Find more abbreviations on [EU's Glossary list](#).

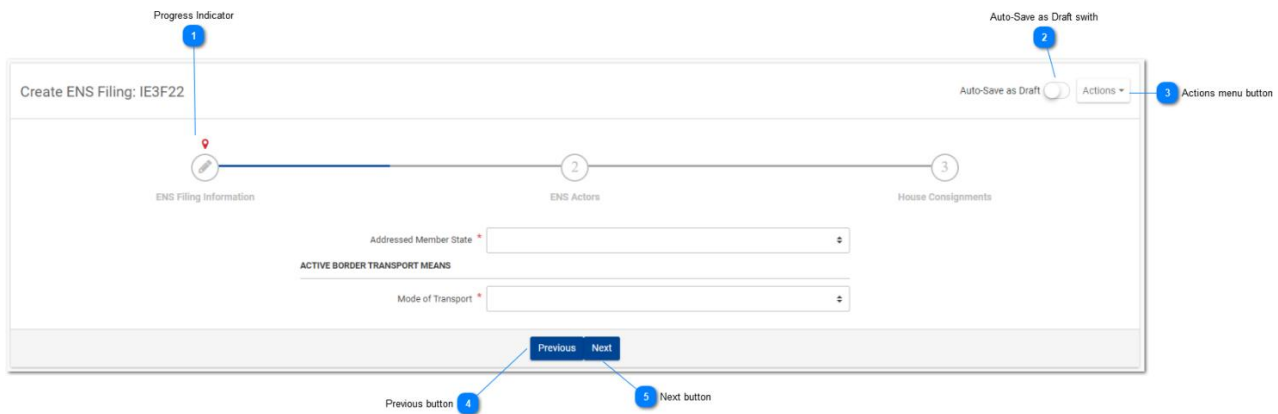
2 Create ENS Filing

The Create ENS Filing page is accessible from the Navigation Menu and Page Header.

This section is the area where the user can fill in the fields of an ENS Filing and submit it to STI, or save it as draft to complete it and submit it later.

Since ENS filings tend to be very long, the process of creating an ENS filing is presented to the user in different pages:

- The first page, [Selection of ENS Filing](#), determines the number and the content of the following pages, depending on the ENS filing selected. This manual aims to discuss all the possible pages avoiding, where possible, references to specific filing types. In order to get exact information about Data Groups and Data Elements applying to a certain ENS filing, please refer to the [CFSS package](#) in EU Advance Cargo Information System (ICS2) library.
- Following pages have a common header with a progress bar listing all these pages and their statuses, and the user can navigate to the next or to the previous page in order to fully complete the ENS Filing:





Common features of all the ENS filing creation pages are:


- Fields with the red star indicator (*) are mandatory.
- Where appropriate, data entry fields contain an indicator () in the top right corner of the field showing the number of characters available.
- The values shown on the open drop-down menus are for illustrative purposes only.

1 Progress Indicator

The pages of an ENS filing creation contain an indicator at the top of the page.


The progress indicator  shows the page the user is currently editing.

The indicator  shows that the specific step contains errors (e.g. not all mandatory fields were filled in).


The indicator  shows that the specific step is correctly fulfilled and contains no syntactic errors.

2 Auto-Save as Draft switch

Auto-Save as Draft switch

Click  to enable or disable the automatic draft saving.

3 Actions menu button

Click  to see the available actions on the page.

In the Create ENS Filing pages, the following actions are available:

- Submit
- Save as Draft
- Print
- Upload from Template
- Save to Template

The **Submit** action is enabled when all steps are fulfilled. The ENS will be submitted.

The **Save as Draft** action is the manual draft saving.

The **Print** action uses the browser print capability to print the current web page.

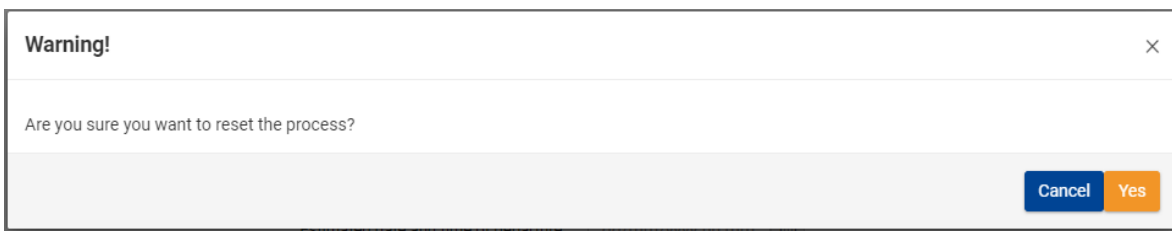
By selecting the **Upload from template** action, the user is able to upload an already saved ENS filing form contents by a template.

By selecting the **Save to template** action, the user is able to save ENS filing form contents to a template, locally on the user's machine.

4 Previous button

Click  to go back to the previous page of the ENS filing process.


If the user is on the first page of the ENS filing, a warning message will be displayed explaining that all information entered will be lost; if the user selects Yes, they will be returned to the [Selection of ENS Filing](#) page.



By clicking Cancel, the pop-up is closed, and the user remains on the same page with no data loss.

By clicking Yes, the user is taken back to the previous page and the information entered on this page is lost.

5 Next button

Click  to navigate to the next page in the progress bar. If the user is on the last page of the progress bar, the Next button is disabled.

2.1 Selection of ENS Filing

The first page of the [Create ENS Filing](#) allows the user to indicate the ENS filing type. The subsequent pages will depend on the expected information in each type of ENS filing.

LRN

1

Create ENS Filing

LRN 123456789

Type of ENS Filing F20 - Air cargo (general) - Complete dataset lod...

2

Type of ENS Filing

3 Proceed to Next page

Next

1 LRN

Enter the LRN of the ENS filing, with a unique value for each declarant. LRN has to be unique every time, even when there is an error in the declarations and it has to be re-submitted.

2 Type of ENS Filing

Select the type of ENS filing among the available values in the current ICS2 release:
See: "[Guide on selection of ENS-filing type](#)".

F20 - Air cargo (general) – Complete dataset lodged pre-loading
F21 - Air cargo (general) – Partial dataset – Master air waybill lodged pre-arrival
F22 - Air cargo (general) – Partial dataset – House air waybill lodged pre-arrival
F23 - Air cargo (general) – Partial dataset – Minimum dataset lodged pre- loading
F24 - Air cargo (general) – Partial dataset – Minimum dataset lodged pre- loading with master air waybill reference number
F25 - Air cargo (general) – Partial dataset – Master air waybill reference number lodged pre-loading
F26 - Air cargo (general) – Partial dataset – House air waybill lodged pre- loading
F27 - Air cargo (general) – Complete dataset lodged pre-arrival
F28 - Air cargo (general) - Complete dataset lodged pre-loading - Direct air waybill
F29 - Air cargo (general) – Complete dataset lodged pre-arrival – Direct air waybill
F30 - Express consignments – Complete dataset lodged pre-arrival
F31 - Express consignments on air cargo (general) – Complete dataset lodged pre-arrival
F32 - Express consignments – Partial dataset – Minimum dataset lodged pre- loading
F33 - Express consignments on air cargo (general) – Partial dataset – House air waybill lodged pre-arrival
F42 - Postal consignments – Partial dataset - Master air waybill
F43 - Postal consignments – Partial dataset – Minimum dataset lodged pre- loading
F44 - Postal consignment – Partial dataset – Receptacle identification number lodged pre-loading

3 Proceed to Next page

Click **Next** to proceed to the next page. The next pages for the creation of an ENS filing depend on the type of ENS filing selected and are organized through a progress bar.

2.2 ENS Filing Information

The content of this page depends on the ENS Filing Type selected on the [Selection of ENS Filing](#) page, as it is explained in the [Create ENS Filing](#) section of this manual.

For illustrative purposes, three different screen layouts are shown below to describe all the possible fields of this page:

Screen Layout 1

- 1 Re-entry indicator
- 2 Split Consignment indicator
- 3 Customs Office of First Entry
- 4 Mode of transport
- 5 Type of Identification
- 6 Identification Number
- 7 Conveyance Reference Number
- 8 Estimated date and time of departure
- 9 Estimated date and time of arrival
- 10 Countries of routing of means of transport

Screen Layout 2

- 11 Addressed Member State

Screen Layout 3

- 12 Previous MRN
- 13 Actual date and time of departure

Screen Layout 4

- 14 Type of Means of Transport
- 15 Nationality

1 Re-entry indicator

Switch to 'on' to indicate ENS Filing Re-entry as YES or to 'off' to indicate ENS Filing Re-entry as NO. A description of re-entry can be found in the document [ICS2 Operational Guidance](#) in the EU Advance Cargo Information System (ICS2) library.

2 Split Consignment indicator

Switch to 'on' to indicate ENS Filing Split Consignment as YES or to 'off' to indicate ENS Filing Split Consignment as NO. A description of Split Consignment can be found in the document [ICS2 Operational Guidance](#) in the EU Advance Cargo Information System (ICS2) library.

3 Customs Office of First Entry

Click anywhere in the field to select one Customs Office of First Entry from the drop-down list. The only usable code for Denmark is DK007900.



A screenshot of a web form showing a drop-down menu. The input field at the top contains a vertical bar. Below it, a list of options is displayed, each on a separate line: AT330100 - AT330100, AT330200 - AT330200, AT330400 - AT330400, AT420100 - AT420100, and AT520100 - AT520100.

4 Mode of transport

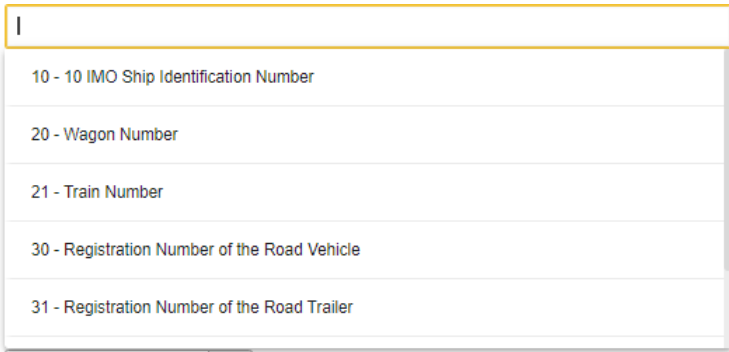
Click anywhere in the field to select one Mode of Transport from the drop-down list.



A screenshot of a web form showing a drop-down menu. The input field at the top contains a vertical bar. Below it, a list of options is displayed, each on a separate line: 1 - Sea transport, 2 - Rail transport, 3 - Road transport, 4 - Air transport, and 5 - Postal Consignment.

5 Type of Identification

Click anywhere in the field to select one Type of Identification from the drop-down list.



The image shows a drop-down menu with a search bar at the top containing the letter 'I'. Below the search bar, there are five options listed in a scrollable list:

- 10 - IMO Ship Identification Number
- 20 - Wagon Number
- 21 - Train Number
- 30 - Registration Number of the Road Vehicle
- 31 - Registration Number of the Road Trailer

Either Type of Identification and Identification Number or Conveyance Reference Number should be filled in. If *1 – Sea transport* is selected in the field 'Mode of transport', the 'Type of Identification' will be auto-selected to *10 – IMO Ship Identification Number*.

6 Identification Number

Text field to enter the identification number of means of transport.

Either Type of Identification and Identification Number or Conveyance Reference Number should be filled in. If Mode of transport is *1 – Sea transport*, the identification number has to be the IMO-number. The IMO identification number has to start with "IMO" followed by 7 digits. Ex.: IMO1234567

7 Conveyance Reference Number

Text field to provide the Conveyance Reference Number.

If the switch is 'off' , Type of Identification and Identification Number are mandatory and Conveyance Reference Number is disabled. If the switch is 'on', Conveyance Reference Number should be filled in and the fields Type of Identification and Identification Number are disabled.

8 Estimated date and time of departure


Click  to pick the estimated date and time of departure.

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'Estimated date and time of arrival' cannot be earlier than the 'Actual date and time of departure' or 'Estimated date and time of departure'.

9 Estimated date and time of arrival

Click  to pick the estimated date and time of arrival.



'Estimated date and time of arrival' cannot be earlier than the 'Actual date and time of departure' or 'Estimated date and time of departure'.

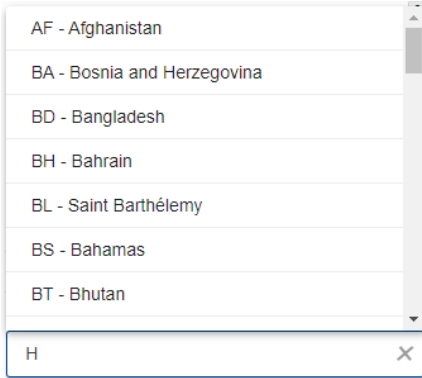
Use 'Estimated date and time of arrival' if the ship has not departed from the 3rd country yet. If the ship has departed, use 'Actual date and time of departure'.

10 Countries of routing of means of transport

Click on the Countries of routing of means of transport field to select country of loading as a first country, one or more countries of routing of means of transport and country of unloading as the last country.


A value can be entered in the field to filter the countries displayed in the drop-down:

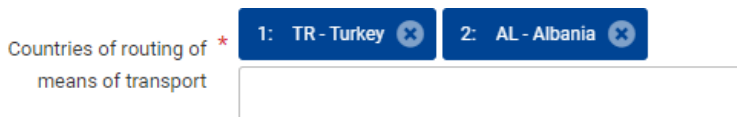
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The Countries selected are listed with a sequential number and an icon:

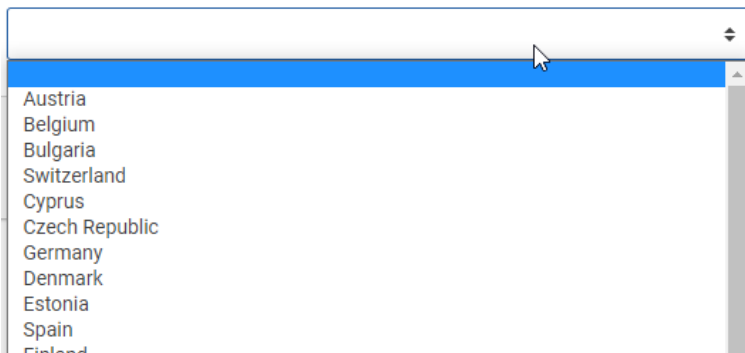
- the first country that is an EU Member State must be the country of the 'CUSTOMS OFFICE OF FIRST ENTRY'
- first country in the sequence must be the same as [Master Consignment Place of Loading](#)
- last country in the sequence must be the same as [Master Consignment Place of Unloading](#)

Click on the  to remove a country from the ones selected.



11 Addressed Member State

Click  to choose the Addressed Member State from the drop-down list.




12 Previous MRN

Text field to provide the MRN of a previous ENS filing.
When present, Previous MRN should be provided only for the ENS filings with the Split consignment switch ON.

13 Actual date and time of departure

When the Switch is 'on' , the field is enabled.

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Click  to pick the actual date and time of departure.

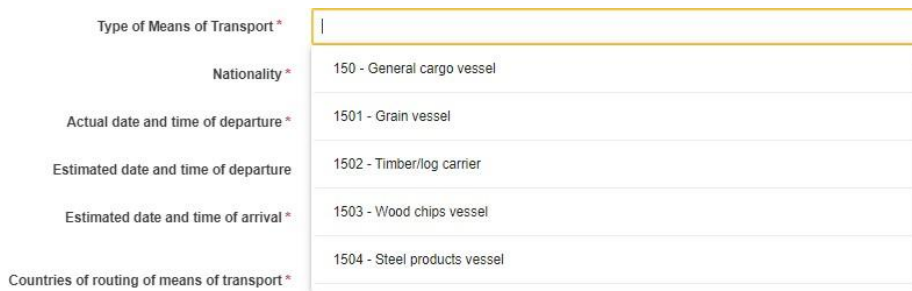


The 'Estimated date and time of arrival' cannot be earlier than the 'Actual date and time of departure'. Use 'Actual date and time of departure' in cases where the ship has left 3rd country before the ENS is submitted.

14 Type of Means of Transport

Type of Means of Transport *

Click anywhere in the field to open the drop-down list and to select one type of means of transport.



In case the option is not correct, please click on "x", positioned in the right part of the field, in order to remove the option chosen previously.

Type of Means of Transport * x

15 Nationality

Nationality *

Click anywhere in the field to open the drop-down list and to select one nationality.

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Nationality *

Actual date and time of departure *

Estimated date and time of departure

Estimated date and time of arrival *

Countries of routing of means of transport *

- AT - Austria
- BE - Belgium
- BG - Bulgaria
- CH - Switzerland
- CY - Cyprus
- CZ - Czech Republic
- DE - Germany
- DK - Denmark
- EE - Estonia
- ES - Spain
- FI - Finland
- FR - France
- GR - Greece
- HR - Croatia
- HU - Hungary
- IE - Ireland
- IT - Italy
- LT - Lithuania
- LU - Luxembourg

If the option is not correct, click one more time in the field to open the drop-down and to select one new option.

2.3 ENS Actor

The following page allows users to fill in the ENS filing actors information. The same descriptions and instructions apply to the fields of both the Declarant and Representative sections.

The screenshot shows a web form for entering ENS Actor information. It is divided into two main sections: 'Declarant' and 'Representative'. The 'Declarant' section includes fields for Name (1), EORI (2), Address (Street (3), Street additional line (4), Number (5), P.O. Box (6), Postcode (7), City (8), Sub-division (9), Country (10)), and Communication (Type (11), Identifier (12)). The 'Representative' section includes a switch for 'Representative Information switch' (15), and fields for Name, EORI, Status, Address (Street, Street additional line, Number, P.O. Box, Postcode, City, Sub-division, Country), and Communication (Type, Identifier). At the top, there are navigation tabs: 'ENS Filing Information', 'ENS Actors', 'Master consignment', 'House Consignments', and 'HSICM Screening Results'. A 'Save Actor's information icon' (14) is located above the 'ENS Actors' tab, and a 'Fetch Actor's Information' button (13) is located above the 'Representative' section. A warning message at the top left states: 'At least one actor must have the EORI of the user (BE200000)'. The form also includes 'Previous' and 'Next' buttons at the bottom right.

1 Name

Fill in the actor's name. If you have saved an actor in STI-STP, all saved fields are filled in automatically and you avoid having to enter the information of the actor again. See point 14 for more information.

2 EORI

Enter the EORI number of the actor. Check the validity of the EORI number here: https://ec.europa.eu/taxation_customs/dds2/eos/eori_validation.jsp?Lang=en

3 Street

Fill in the actor's street name. This field is mandatory only if P.O. Box is empty, otherwise it is disabled.

4 Street additional line

Fill in the Street additional information only if there is insufficient space in the Street name field. This field is optional only if P.O. Box is empty, otherwise it is disabled.

5 Number

Fill in the actor's address number.
This field is mandatory only if P.O. Box is empty, otherwise it is disabled.

6 P.O. Box

Fill in the actor's P.O. Box. When the switch is enabled , the P.O. Box of an address is mandatory and the fields Street, Street Additional Line and Number are disabled. When disabled , the fields Street, Street Additional Line and Number are enabled.

7 Postcode

Fill in the actor's postcode.
Postcode is mandatory for Country address with postal code different to 'C'. Practically this means that the Postcode is mandatory for most countries.


8 City

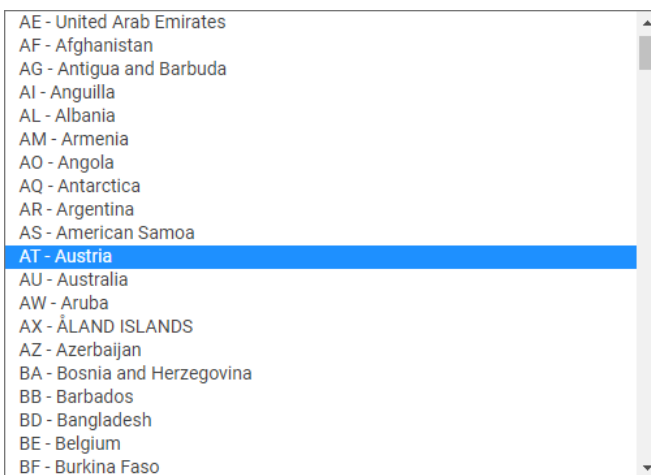
Fill in the actor's city.

9 SubDivision

Fill in the actor's SubDivision if relevant.

10 Country


Click  to select the actor's Country from the drop-down:

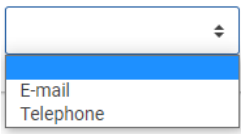


A dropdown menu showing a list of countries with their ISO 3166-1 alpha-2 codes. The list is scrollable and currently shows countries from AE to BF. 'AT - Austria' is highlighted in blue.

AE - United Arab Emirates
AF - Afghanistan
AG - Antigua and Barbuda
AI - Anguilla
AL - Albania
AM - Armenia
AO - Angola
AQ - Antarctica
AR - Argentina
AS - American Samoa
AT - Austria
AU - Australia
AW - Aruba
AX - ÅLAND ISLANDS
AZ - Azerbaijan
BA - Bosnia and Herzegovina
BB - Barbados
BD - Bangladesh
BE - Belgium
BF - Burkina Faso

11 Communication type

Click  to select the type of communication:



A dropdown menu with a blue header bar. The menu is open, showing two options: 'E-mail' and 'Telephone'. The 'E-mail' option is currently selected and highlighted in blue.

12 Communication detail

Enter the communication detail with the format according to the communication type selected:



A form for entering an email address. It consists of a dropdown menu on the left with 'E-mail' selected, and a text input field on the right. Below the input field, the text 'example@example.com' is displayed as a placeholder or example.


or



A form for entering a telephone number. It consists of a dropdown menu on the left with 'Telephone' selected, and a text input field on the right. Below the input field, the text '+xxxxxxxxxxx' is displayed as a placeholder or example.

Telephone must have an international phone number format as defined in the ITU-T recommendation E.123 (02/2001). The format must be compliant with the pattern `"\+([0-9] ?){6,14}[0-9]$" e.g. +4512345678.`

13 Add Communication

Click  to add up to nine contact information entries.


This icon is only enabled when Communication type and Communication detail are filled in with correct format. The communications already added are listed below the Add communication:




A form for adding a new communication entry. It features a dropdown menu on the left, a text input field in the middle, and a blue square button with a white plus sign on the right. Below the dropdown, the text 'E-mail' is shown. Below the input field, the text 'example@example.com' is shown. Below the plus button, a small black square with a white plus sign is visible.

Click  icon to remove an entry from the communication list.



14 Save Actor's information icon

The  icon will be enabled when the Name field and all other mandatory fields are filled in and by selecting it, you can save an actor's information in Actors' data management. Use this feature to save the most used actors so you won't have to fill in all the details of the specific actor every time.

15 Fetch Actor's Information

The  button is enabled when the field EORI/Identification number is filled in, and by selecting it you can fetch an actor's information from CRS.

16 Representative Information switch

Representative panel is optional, and it is enabled only when the switch is 'on' . Slide the switch off  if you have filled in some fields in the Representative panel but don't want to provide a representative for the ENS filing. By doing so, all fields on the Representative section are erased.

Representative identification number cannot be the same as Declarant identification number.

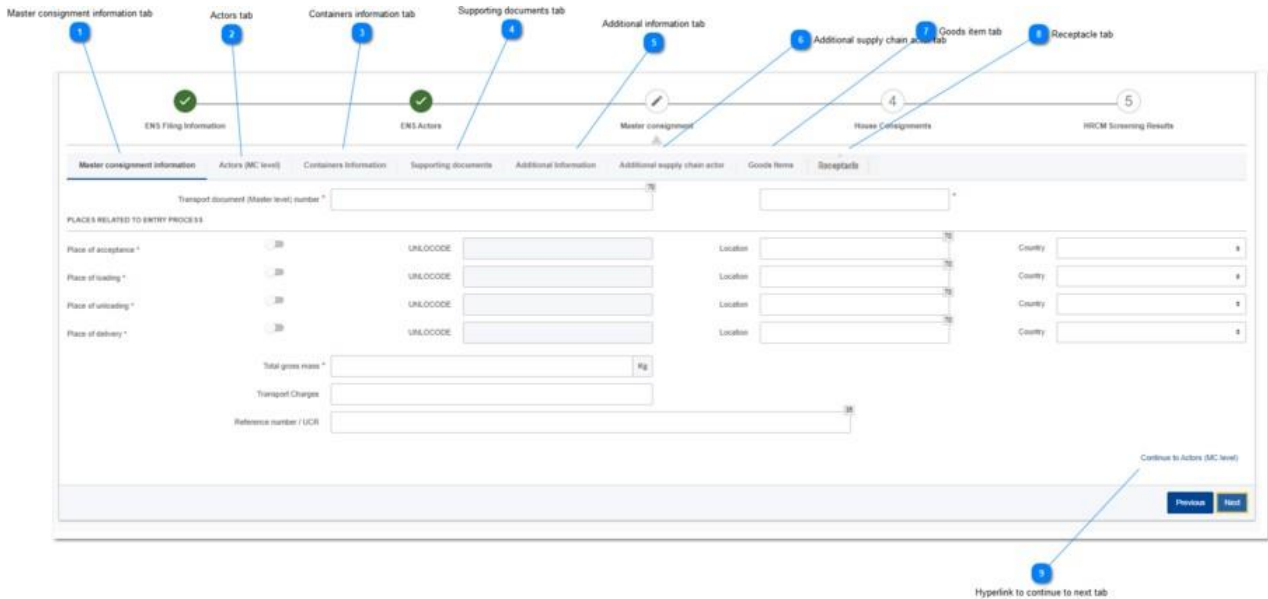
2.4 Master Consignment

The content of this page (tabs and fields on each tab) depends on the ENS Filing Type selected on the [Selection of ENS Filing](#) page, as it is explained in the [Create ENS Filing](#) section of this manual.

For illustrative purposes, the screen layout below contains all the possible tabs without referring to any ENS filing type.

The Master Consignment information is organized in different tabs.

The user can navigate to each tab to complete the required fields by clicking directly on the tab or sequentially clicking the "Continue to..." hyperlink on the right bottom of each tab:



1 Master Consignment Information tab

Click this tab to navigate to Master Consignment Information page.

2 Actors tab

Click this tab to navigate to Actors (MC level) page.

3 Containers information tab

Click this tab to navigate to Containers Information page.

4 Supporting documents tab

Click this tab to navigate to Supporting documents page.

5 Additional information tab

Click this tab to navigate to Additional information page.

6 Additional supply chain actor tab

Click this tab to navigate to Additional supply chain actor page.

7 Goods item tab

Click this tab to navigate to Goods Item page.

8 Receptacle tab

Click this tab to navigate to Receptacle page.

9 Hyperlink to continue to next tab

Click this hyperlink to navigate to next Master Consignment tab as per your ENS filing type selection.

2.4.1 Master Consignment Information


The Master Consignment page, when selecting the Master consignment information tab, allows the user to fill in the following fields:

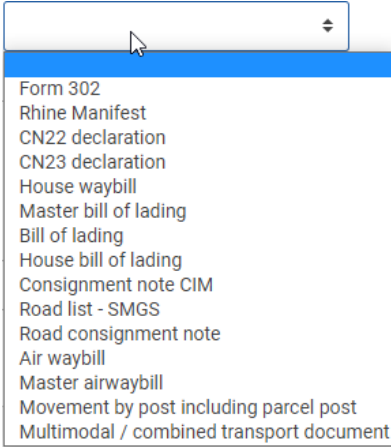
The screenshot shows a web form for 'Master Consignment Information'. At the top, there are five tabs: 'ENS Filing Information' (checked), 'ENS Actors', 'Master consignment', 'House Consignments', and 'HRCM Screening Results'. Below the tabs, there are sub-tabs: 'Master consignment information', 'Actors (M/C level)', 'Containers information', 'Supporting documents', 'Additional information', 'Additional supply chain actor', and 'Goods items'. The 'Master consignment information' sub-tab is active. The form contains several input fields and dropdown menus. Numbered callouts (1-9) point to the following fields: 1. 'Transport document (master level) number *' (text input); 2. 'Transport document type' (dropdown menu); 3. 'Place of acceptance *' (UNLOCODE dropdown); 4. 'Place of loading *' (UNLOCODE dropdown); 5. 'Place of unloading *' (UNLOCODE dropdown); 6. 'Place of delivery *' (UNLOCODE dropdown); 7. 'Total gross mass *' (text input with 'Kg' unit); 8. 'Transport Charges' (text input); 9. 'Reference number / UCR' (text input). At the bottom right, there is a 'Continue to Actors (M/C level)' link and 'Previous' and 'Next' buttons.

1 Transport document

Fill in the transport document (master level) number.

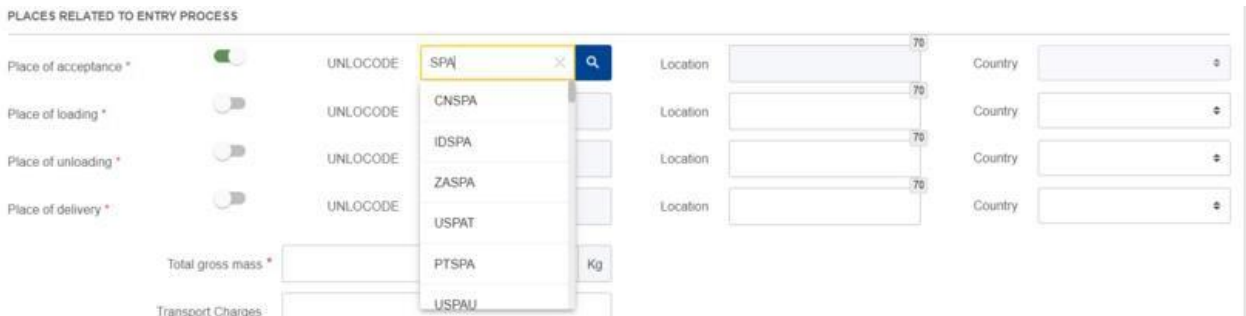
2 Transport document type

Click  to select the type of the transport document (master level).



3 UNLOCODE

Due to the high number of possible values, this drop-down has a search feature, and it is mandatory to fill in at least 3 characters to filter the list of possible values:



When UNLOCODE Switch is 'on', Location and Country are disabled, because either UNLOCODE can be entered or Location and Country, but not all 3 fields.


Some have experienced problems when using the UNLOCODE due to the high number of possible values. Instead fill in "Location" and "Country".

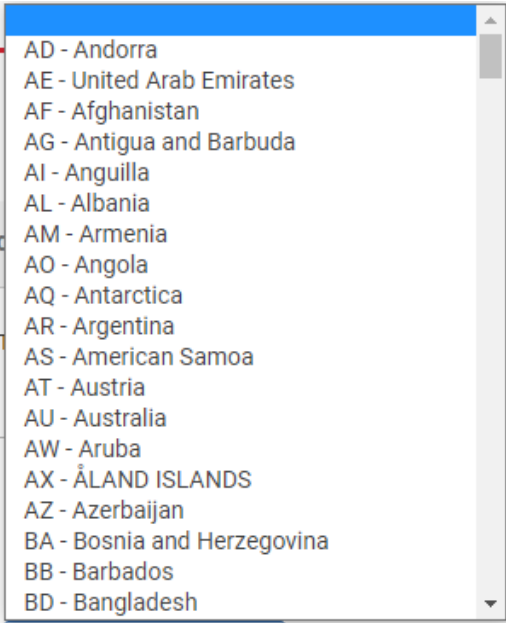
4 Location

Fill in the location of the place.

When UNLOCODE switch is 'on', Location and Country are disabled because either UNLOCODE can be entered or Location and Country.

5 Country

Click  to select the country of the place from the drop-down:




6 UNLOCODE Switch

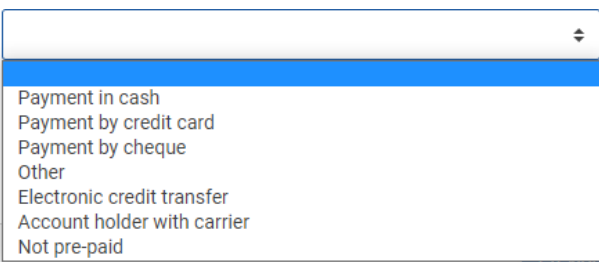
The switch enables and disables the UNLOCODE field. When enabled , the fields Location and Country are disabled. When disabled , the fields Location and Country are enabled.

7 Total gross mass

Fill in the total gross mass using decimal point (.)

8 Transport Charges

Click  to select a transport charges value from the drop-down:



9 Reference number / UCR

Fill in the Reference number / UCR value.

2.4.2 Actors (MC level)

The actors of the Master Consignment page, when selecting the Actors (MC level) tab, depend on the ENS filing type selected on the [Selection of ENS Filing](#) page, as it is explained in the [Create ENS Filing](#) section of this manual. For illustrative purposes, the screen layout below contains all the possible Actors:

The screenshot displays the 'Actors (MC level)' tab in the Master Consignment system. It features five numbered callouts pointing to specific sections:

- 1 Consignor information:** Points to the 'Consignor' form, which includes fields for Name, Identification Number, Type of Person, and a detailed ADDRESS section (Street, Street additional line, Number, P.O. Box, Postcode, City, Sub-division, Country). It also has a 'COMMUNICATION (if UP TO B)' section with Type and Identifier fields.
- 2 Consignee information:** Points to the 'Consignee' form, which has the same structure as the Consignor form.
- 3 Notify Party information:** Points to the 'Notify Party' section, which includes a 'Notify Party' checkbox and a Name field.
- 4 Carrier information:** Points to the 'Carrier' section, which includes a Name field.
- 5 Type of Person:** Points to the 'Type of Person' dropdown menu in the Consignor form.

1 Consignor information

Fill in the relevant information about consignor actor.

For details of the elements not described in this page please refer to [ENS Actor](#) section.

2 Consignee information

Fill in the relevant information about consignee actor.

For details of the elements not described in this page please refer to [ENS Actor](#) section.

3 Notify Party information

Fill in the relevant information about notify party actor.


For details of the elements not described in this page please refer to [ENS Actor](#) section.

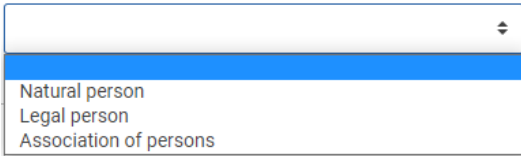
4 Carrier information

Fill in the relevant information about carrier actor.

For details of the elements not described in this page please refer to [ENS Actor](#) section.

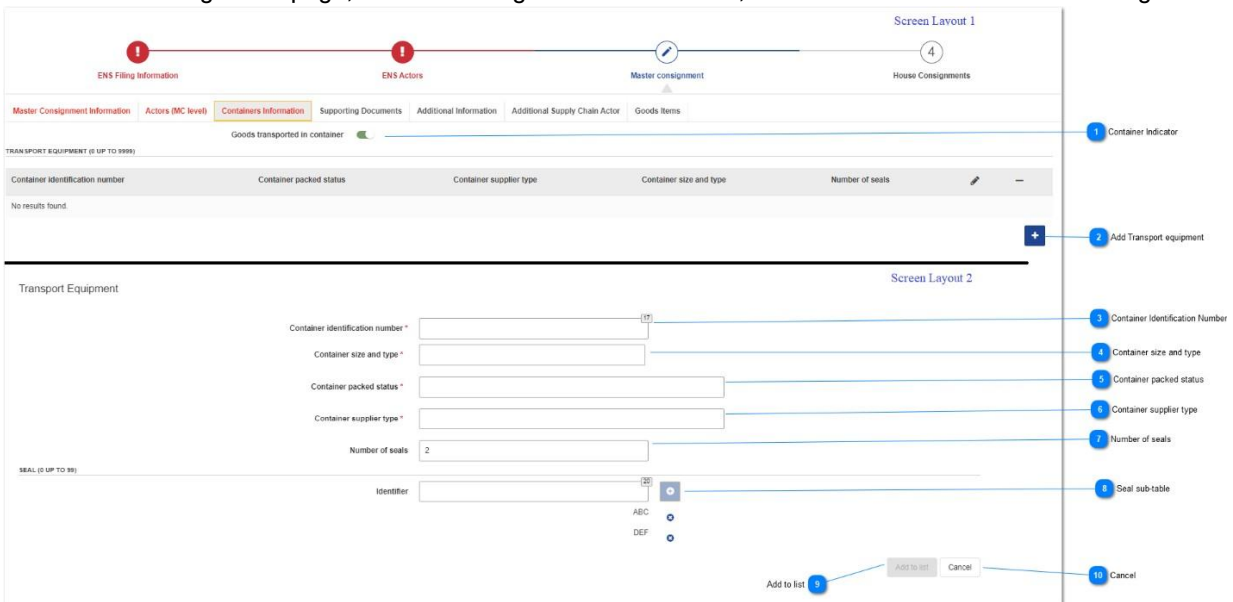
5 Type of Person

Click  to select the type of person of the actor from the drop-down:





2.4.3 Containers Information

The Master Consignment page, when selecting the Containers tab, allows the user to fill in the following fields:




1 Container Indicator

Switch  to 'on'  to indicate if the goods are delivered in a container.

If you switch 'on', the button "Add Transport equipment button" is enabled and you may provide the information needed about the transport equipment at the Master Consignment (please see screen layout 2) or in the [Goods items](#).

2 Add Transport equipment

Click  button to add a transport equipment entry.

This button is only enabled when the Container Indicator is 'on' and up to 99 Transport Equipment rows can be added.

After clicking, the Screen Layout 2 will be open.

3 Container Identification Number

This is the text field to provide the container size. The user must insert the identification number of the container in a specific format ZZZZ9999999, otherwise an inline error will appear as you can see below.

Container identification number* 14
Container identification number must conform to ZZZZ9999999 format

4 Container size and type

Click anywhere in the field to select the container size and type from the drop-down list:

- 1 - Dime coated tank
- 10 - Non-working reefer container 40 feet
- 12 - Europallet – 80 x 120 cm
- 13 - Scandinavian pallet – 100 x 120 cm
- 14 - Trailer

5 Container packed status

Click anywhere in the field to select the container status from the drop-down list:

- A - Empty
- B - Not empty

6 Container supplier type

Click anywhere in the field to select the supplier type from the drop-down list:

- 1 - Shipper supplied
- 2 - Carrier supplied

7 Number of seals

This is the text field to provide the number of seals. Only numbers can be inserted.


Number of seals

8 Seal sub-table

The section Seal sub-table is enabled if the user fills in the field "Number of seals", otherwise the field remains disabled, as you can see below.


Number of seals

Identifier

When the user fills in the field "Number of seals", this section is enabled. The user must insert the identifier and press the add button 

Identifier

- ABC
- DEF
- XYZ

Click  to remove the entry from the list.

9 Add to list

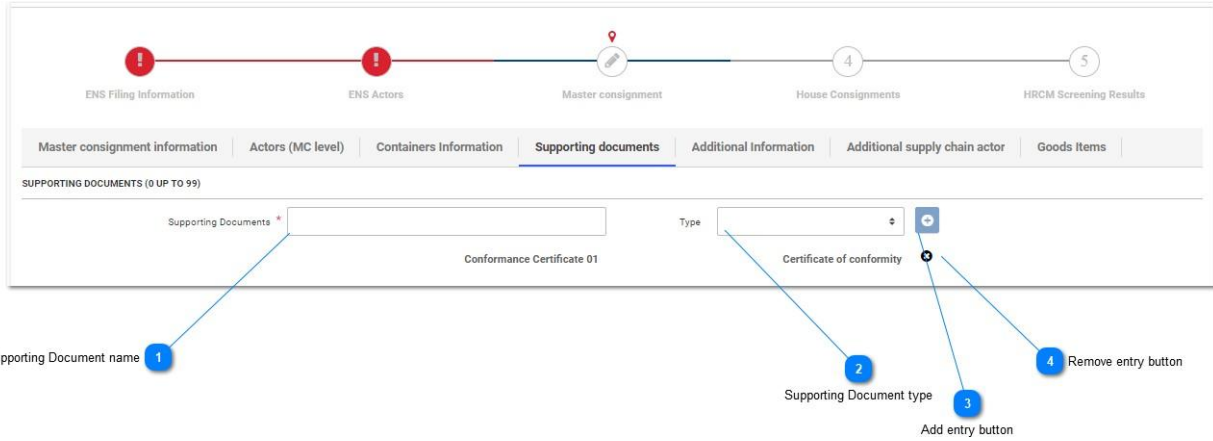
Click to add a transport equipment to the [Goods Item table](#) and close the pop-up. This button is available only when all the mandatory fields are filled in with no errors.

10 Cancel

Click to close the pop-up without adding a new transport equipment.

2.4.4 Supporting documents

The Master Consignment page, when selecting the Supporting documents tab, allows the user to fill in the following fields:

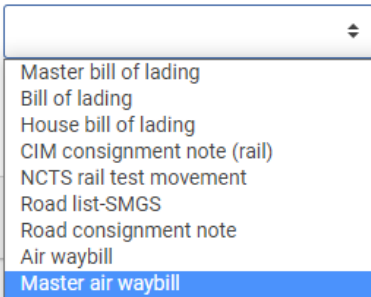


1 Supporting Document name

Fill in the name of the supporting document.


2 Supporting Document type

Click  to select the type of the supporting document from the drop-down list:



3 Add entry button

You can declare up to 99 supporting documents with their reference numbers and document type.

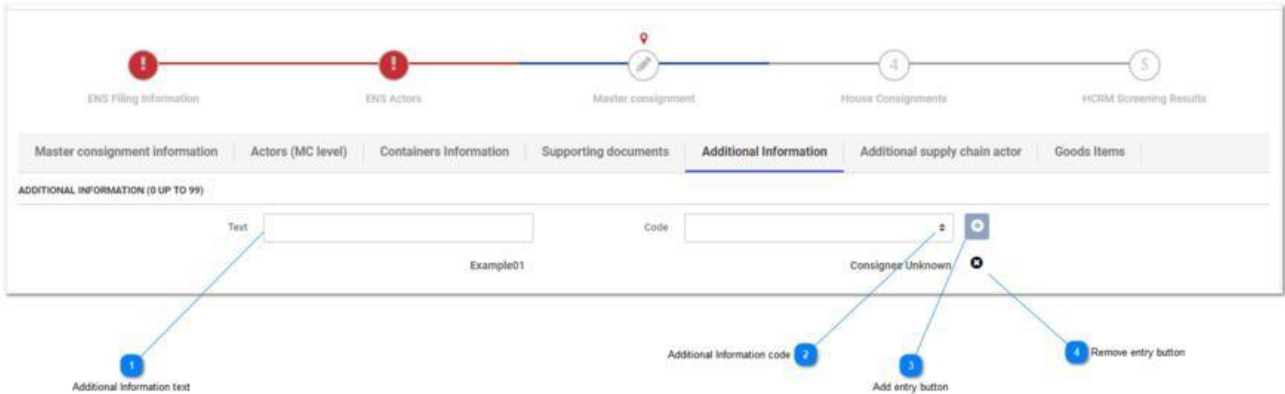
Capture the document information and click  to add it to the list. This button is only enabled when Supporting Document name and type are filled in.

4 Remove entry button

Click  to remove a Supporting Document entry previously added.

2.4.5 Additional Information


The Master Consignment page, when selecting the Additional information tab, allows the user to fill in the following fields:

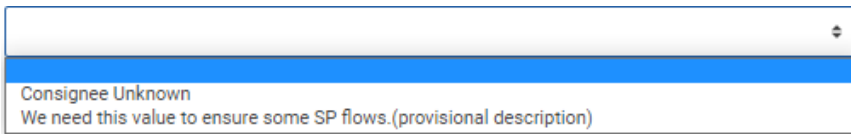


1 Additional Information text


Fill in the text of the additional information.

2 Additional Information code


Click  to select the code of the additional information from the drop-down list:



3 Add entry button

Click  to add an additional information entry. Up to 99 additional information rows can be added.

4 Remove entry button

Click  to remove an additional information entry previously added.

2.4.6 Additional Supply Chain Actor


The Master Consignment page, when selecting the Additional Supply Chain Actor tab, allows the user to fill in the following fields:

The screenshot shows a tabbed interface with the following tabs: Master consignment information, Actors (MC level), Containers Information, Supporting documents, Additional Information, **Additional supply chain actor**, and Goods Items. Below the tabs, the text 'ADDITIONAL SUPPLY CHAIN ACTOR (0 UP TO 99)' is displayed. The form contains two input fields: 'EORI *' and 'Role *'. The 'EORI *' field has a callout '1' pointing to it. The 'Role *' field is a dropdown menu with a callout '2' pointing to it. To the right of the 'Role *' field is a blue square button with a white plus sign, with a callout '3' pointing to it. Below the form, the labels 'EORI 1', 'Role 2', and 'Add entry button 3' are positioned with lines connecting them to their respective callouts.

1 EORI

Enter the EORI of the additional supply chain actor.


2 Role

Click  to select the role of the additional supply chain actor from the drop-down list:

- Consolidator
- Freight Forwarder
- Manufacturer
- Warehouse Keeper

3 Add entry button

You can declare up to 99 additional supply chain actors with their identification numbers and role.

Capture the information and click  to add it to the list. This button is only enabled when EORI and Role are filled in.

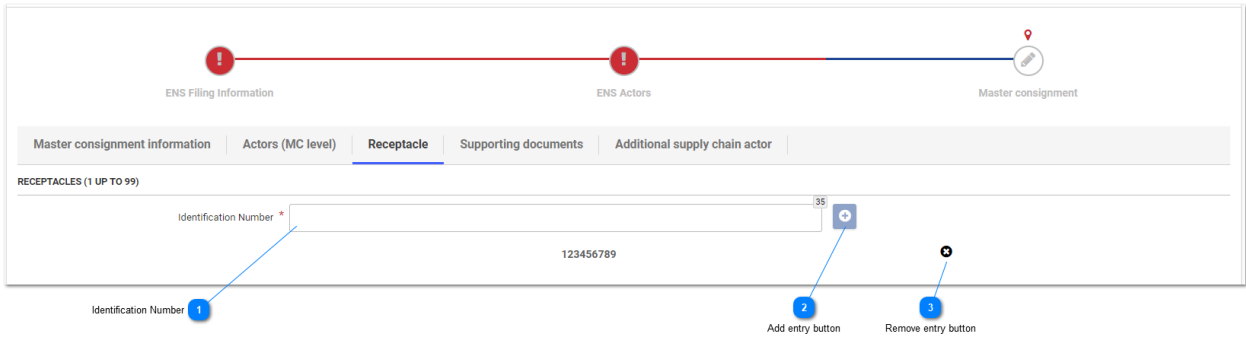
After clicking, the new entry is listed below:

The screenshot shows the form after an entry has been added. The 'EORI *' field now contains the value '12345'. The 'Role *' dropdown menu is set to 'Freight Forwarder'. The blue square button with a white plus sign is still present to the right of the 'Role *' field.

Click  icon to remove item from the list.

2.4.7 Receptacle


The Master Consignment page, when selecting the Receptacle tab, allows the user to fill in the following fields:




1 Identification Number

Enter a receptacle identification number.

2 Add entry button

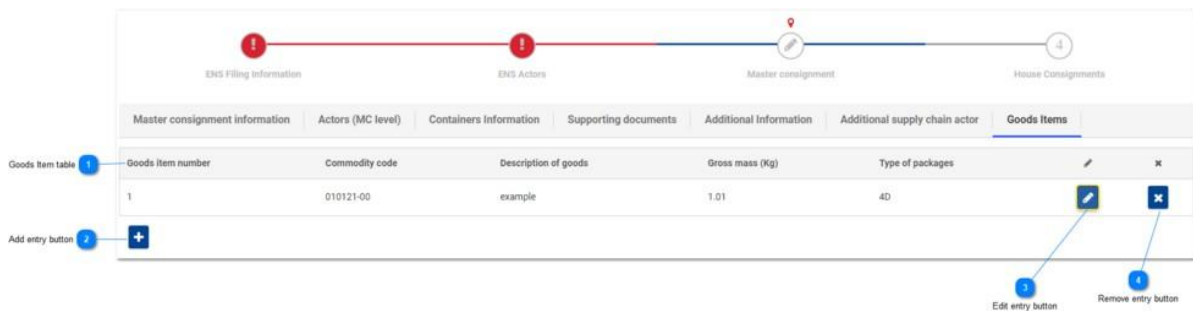
Up to 99 receptacles rows can be added. You can declare up to 99 receptacles by their identification numbers. Capture a receptacle identification number and click  to add it to the list. This button is only enabled when Identification Number is filled in.

3 Remove entry button

Click  to remove a receptacle entry previously added.

2.4.8 Goods Item

The Master Consignment page, when selecting the Goods Item tab, allows the user to fill in the following fields:




1 Goods Item table

The Goods Item table contains the goods items already added to the Master Consignment.

2 Add entry button

Click  to open the [Add Goods Item](#) pop-up and add a new goods item.

3 Edit entry button

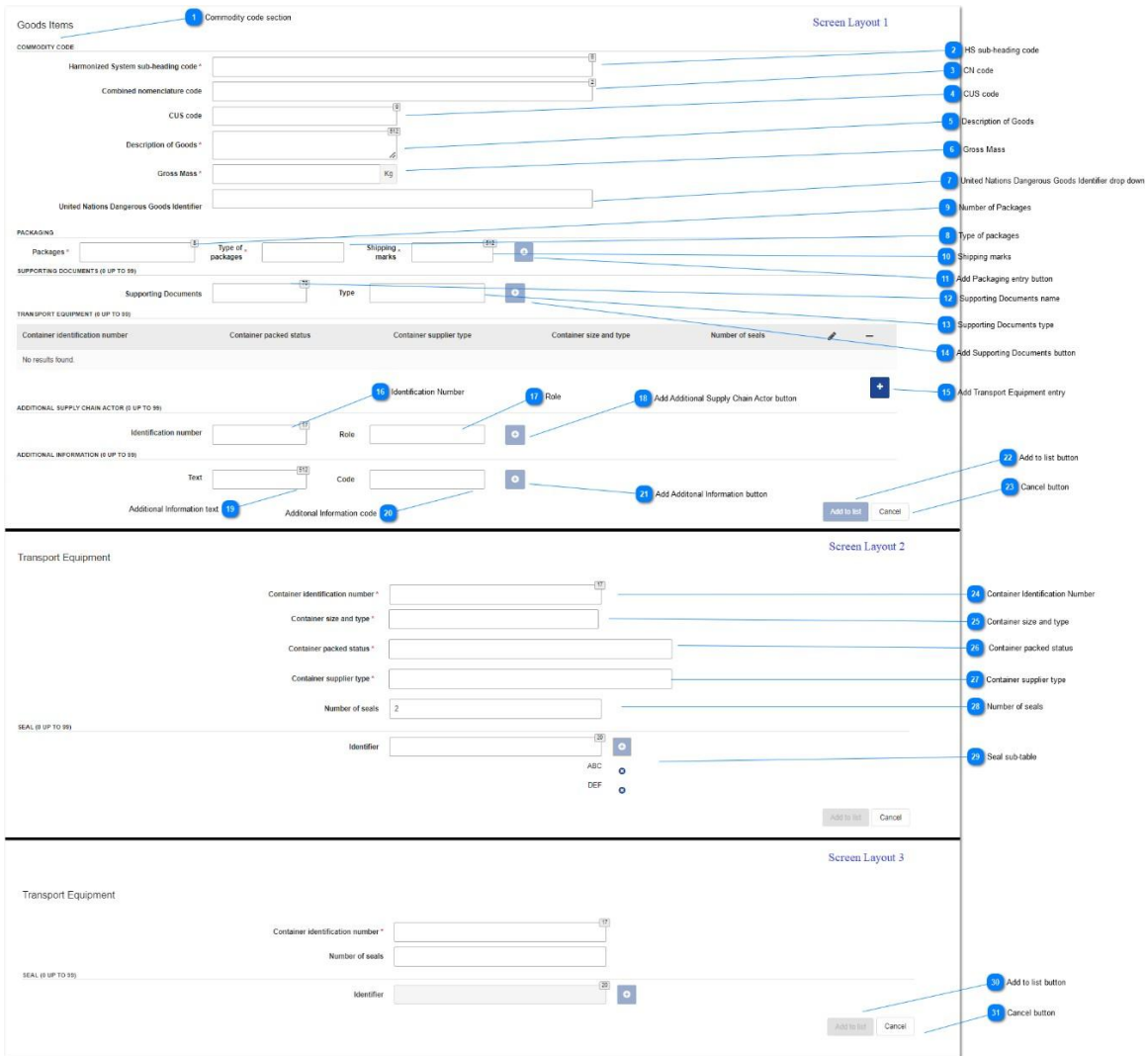
Click , on any of the entries of the Goods Item table, to view the details of a goods item already added and to update it.

4 Remove entry button

Click , on any of the entries of the Goods Item table, to remove this entry previously added.

2.4.8.1 Add Goods Item

The following pop-up allows the user to fill in the fields to add a goods item at master consignment level.



1 Commodity code section

This section is optional when [Consignor and Consignee](#) have Type of person = Natural person (this is only the case when both the consignor and consignee are private individuals).

2 HS sub-heading code

Enter a valid Harmonized System sub-heading code.

3 CN code

Enter a valid Combined Nomenclature code.

4 CUS code

Enter a valid CUS code, with the format 9999999-9; wild cards: '_' or '%'

5 Description of Goods

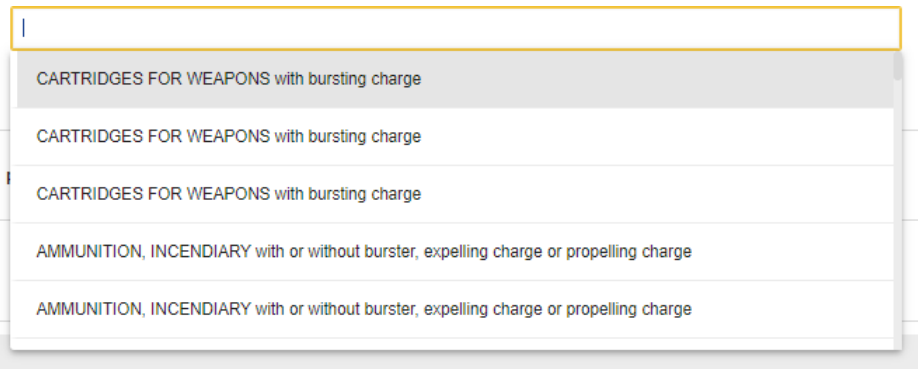
Enter a description of the goods.

6 Gross Mass

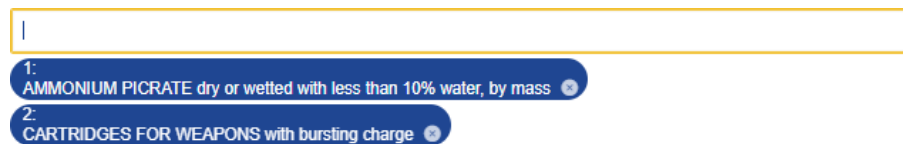
Enter the gross mass, with the format #####.##

7 United Nations Dangerous Goods Identifier drop-down

Click anywhere in the field to select a United Nations Dangerous Goods Identifier from the drop-down:



After selecting a value, it will be listed below:

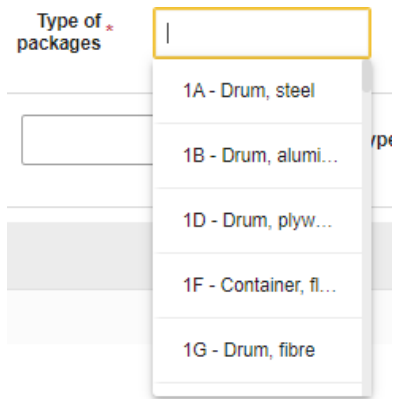


Up to 99 values can be added.

Click  to remove previous selected values.

8 Type of packages

Click anywhere in the field to select a type of packages from the drop-down:



Depending on the value selected, Number of Packages and Shipping marks will be mandatory or disabled.

9 Number of Packages

Enter the number of packages.


This field is not used when Type of packages' is 'VQ', 'VG', 'VL', 'VY', 'VR', 'VS', 'VO', 'NE', 'NF', 'NG'.

10 Shipping marks

Enter the shipping marks.

This field is not used when Type of packages is 'VQ', 'VG', 'VL', 'VY', 'VR', 'VS', 'VO', 'NE', 'NF', 'NG'.

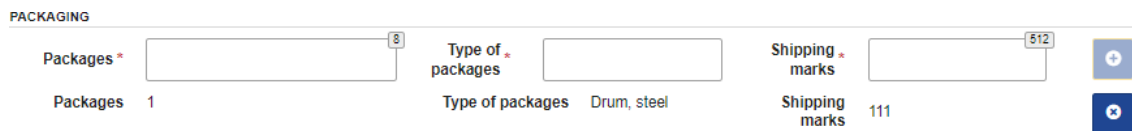
11 Add Packaging entry button


Click  to add a packaging entry.

This button is enabled only when Type of packages is selected, and, in case that type requires so, Number of Packages and Shipping marks are filled in.

Up to 99 packaging rows can be added.

After clicking, the new entry is listed below:



Click  icon to remove the entry from the list.

12 Supporting Documents name


Enter the name of the supporting document.

13 Supporting Documents type


Click anywhere in the field to select the type of the supporting document from the drop-down list:

A dropdown menu with a search bar at the top. Below the search bar, there are five items listed: "380 - Commercial invoice", "3FR5 - Vendor (IOSS)", "703 - House waybill", "704 - Master bill of lading", and "705 - Bill of lading".


14 Add Supporting Documents button

Click  button to add a supporting document entry. This button is enabled only when supporting documents name and type are filled in. Up to 99 packaging rows can be added. After clicking, the new entry is listed below:

Supporting Documents * 70 Type  

Click  to remove the entry from the list.

15 Add Transport Equipment entry

Click  button to add a transport equipment entry. This button is enabled if the button [Goods transported in container](#) is "on" and up to 99 transport equipment rows can be added. After clicking, a new pop-up window Transport equipment will open. This screen can have different fields depending on the ENS filing type (please see Screen Layout 2 and Screen Layout 3).

16 Identification Number


Enter the identification number of the additional supply chain actor.

17 Role


Click anywhere in the field to select the role of the additional supply chain actor from the drop-down:

A dropdown menu with four items listed: "Consolidator", "Freight Forwarder", "Manufacturer", and "Warehouse Keeper".

18 Add Additional Supply Chain Actor button

Click  button to add an additional supply chain actor entry. This button is enabled only when Identification Number and Role are filled in. Up to 99 additional supply chain actor rows can be added. After clicking, the new entry is listed below:

Identification Number *	<input type="text" value="12345"/>	Role *	<input type="text" value="Consolidator"/>	
	12345		Consolidator	

Click  to remove the entry from the list.

19 Additional Information text


Enter the text of the additional information.

20 Additional Information code


Click anywhere in the field to select the code of the additional information from the drop-down:

- 10600 - Consignee Unknown
- 10900 - We need this value to ensure some SP flows.(pro...


21 Add Additional Information button

Click  button to add an additional information entry. This button is enabled only when additional information code or text are filled in. Up to 99 additional information rows can be added. After clicking, the new entry is listed below:


Text	<input type="text" value="example"/>	Code	<input type="text" value="We need this value to ensure some SP flows.(provisional description)"/>	
Text	example	Code	We need this value to ensure some SP flows.(provisional description)	

Click  to remove the entry from the list. When the same additional information is applicable to all goods items in the same consignment, it should be provided at the consignment level.

22 Add to list button

Click  to assign a sequential goods items number, add the goods item to the [Goods Item table](#) and close the pop-up.
This button is available only when all the mandatory fields are filled in with no errors.

23 Cancel button

Click  to close the pop-up without adding a new goods item.

24 Container Identification Number

This is the text field to provide the container size. The user must insert the identification number of the container in a specific format ZZZZ999999, otherwise an inline error will appear as you can see below.

Container identification number * 14

Container identification number must conform to ZZZZ999999 format

25 Container size and type

Click anywhere in the field to select the container size and type from the drop-down list:

- 1 - Dime coated tank
- 10 - Non-working reefer container 40 feet
- 12 - Europallet – 80 x 120 cm
- 13 - Scandinavian pallet – 100 x 120 cm
- 14 - Trailer

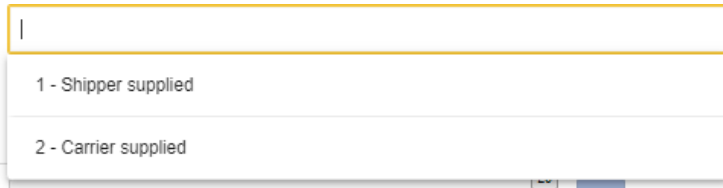
26 Container packed status

Click anywhere in the field to select the container status from the drop-down list:

- A - Empty
- B - Not empty

27 Container supplier type

Click anywhere in the field to select the supplier type from the drop-down list:



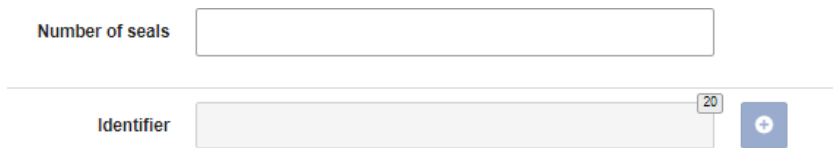
28 Number of seals


This is the text field to provide the number of seals. Only numbers can be inserted.

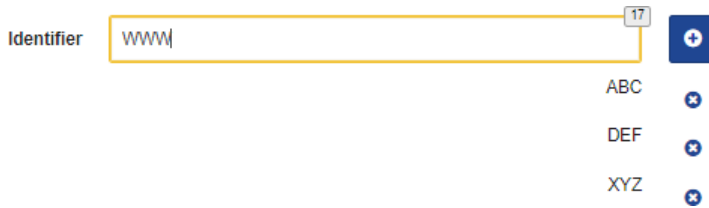



29 Seal sub-table

The section Seal sub-table is enabled if the user fills in the field Number of seals, otherwise the field remains disabled, as you can see below.




When the user fills in the field Number of seals, this section is enabled. The user must insert the identifier and press the add button 



Click  to remove the entry from the list.

30 Add to list button

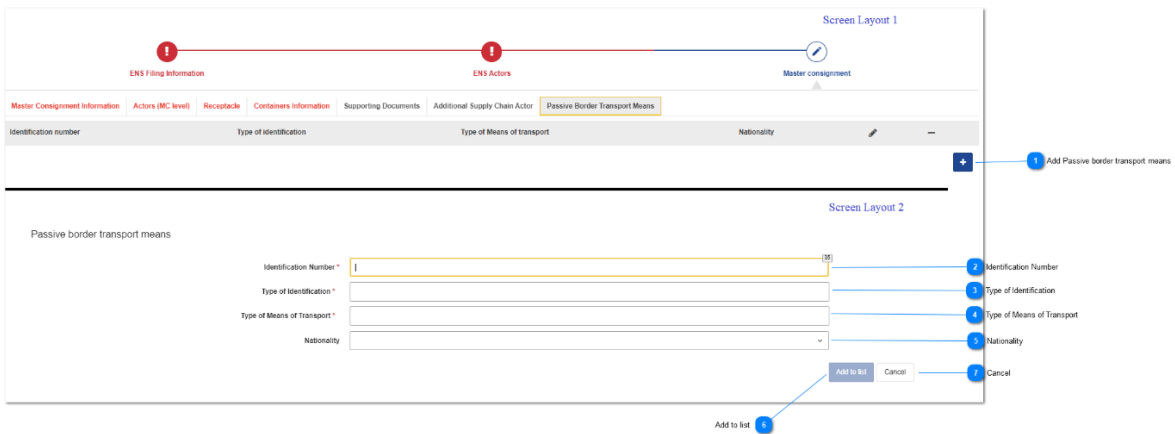
Click  to add a transport equipment to the [Goods Item table](#) and close the pop-up. This button is available only when all the mandatory fields are filled in with no errors.

31 Cancel button

Click to close the pop-up without adding a new transport equipment.

2.4.9 Passive border Transport means

The Master Consignment page/pop-up, when selecting the Passive Border Transport Means tab, allows the user to fill in the following fields:



1 Add Passive border transport means

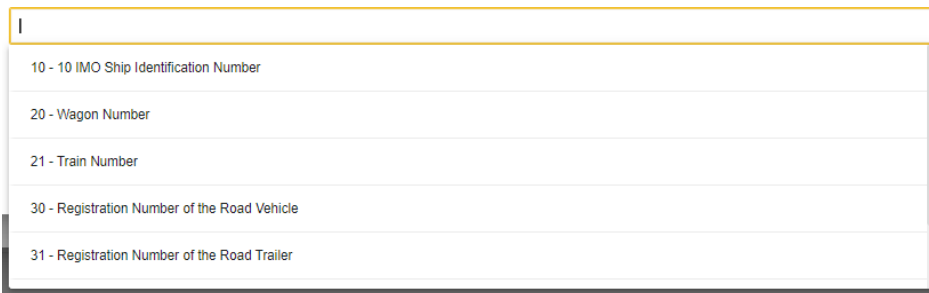
Click to add a passive border transport means. This button is enabled all the time and up to 99 records can be added. After clicking, a new pop-up window Passive border transport means will open, (please see Screen Layout 2).

2 Identification Number

Text field to add the identification number.

3 Type of Identification

Click anywhere in the field to select the type of identification from the drop-down list:



Once an option is selected, an button will appear in the right part of the field to remove the option previously chosen. Click on it and the option will be removed.

Type of Identification * 10 - 10 IMO Ship Identification Number x

4 Type of Means of Transport

Click anywhere in the field to open the drop-down list and to select one type of means of transport.

Type of Means of Transport * |

Nationality * 150 - General cargo vessel

Actual date and time of departure * 1501 - Grain vessel

Estimated date and time of departure 1502 - Timber/log carrier

Estimated date and time of arrival * 1503 - Wood chips vessel

Countries of routing of means of transport * 1504 - Steel products vessel

In case the option is not correct, click on **x**, positioned in the right part of the field, to remove the option chosen previously.

Type of Means of Transport * 150 - General cargo vessel x

5 Nationality

Click anywhere in the field to open the drop-down list and to select one nationality.

Nationality * |

Actual date and time of departure * AT - Austria

Estimated date and time of departure BE - Belgium

Estimated date and time of arrival * BG - Bulgaria

Countries of routing of means of transport * CH - Switzerland

CY - Cyprus

CZ - Czech Republic

DE - Germany

DK - Denmark

EE - Estonia

ES - Spain

FI - Finland

FR - France

GR - Greece

HR - Croatia

HU - Hungary

IE - Ireland

IT - Italy

LT - Lithuania

LU - Luxembourg

If the option is not correct, click one more time in the field to open the drop-down and select one new option.

6 Add to list

Click **Add to list** to add the information to the "Passive border transport means" table (Screen layout 1) and close the pop-up.

This button is available only when all mandatory fields are filled in with no errors. See the example below:

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In case the user wants to edit the information provided initially, he should press the edit button (the small pencil). The screen Passive border transport means (layout 2) will open, and the user is able to edit the fields.

7 Cancel

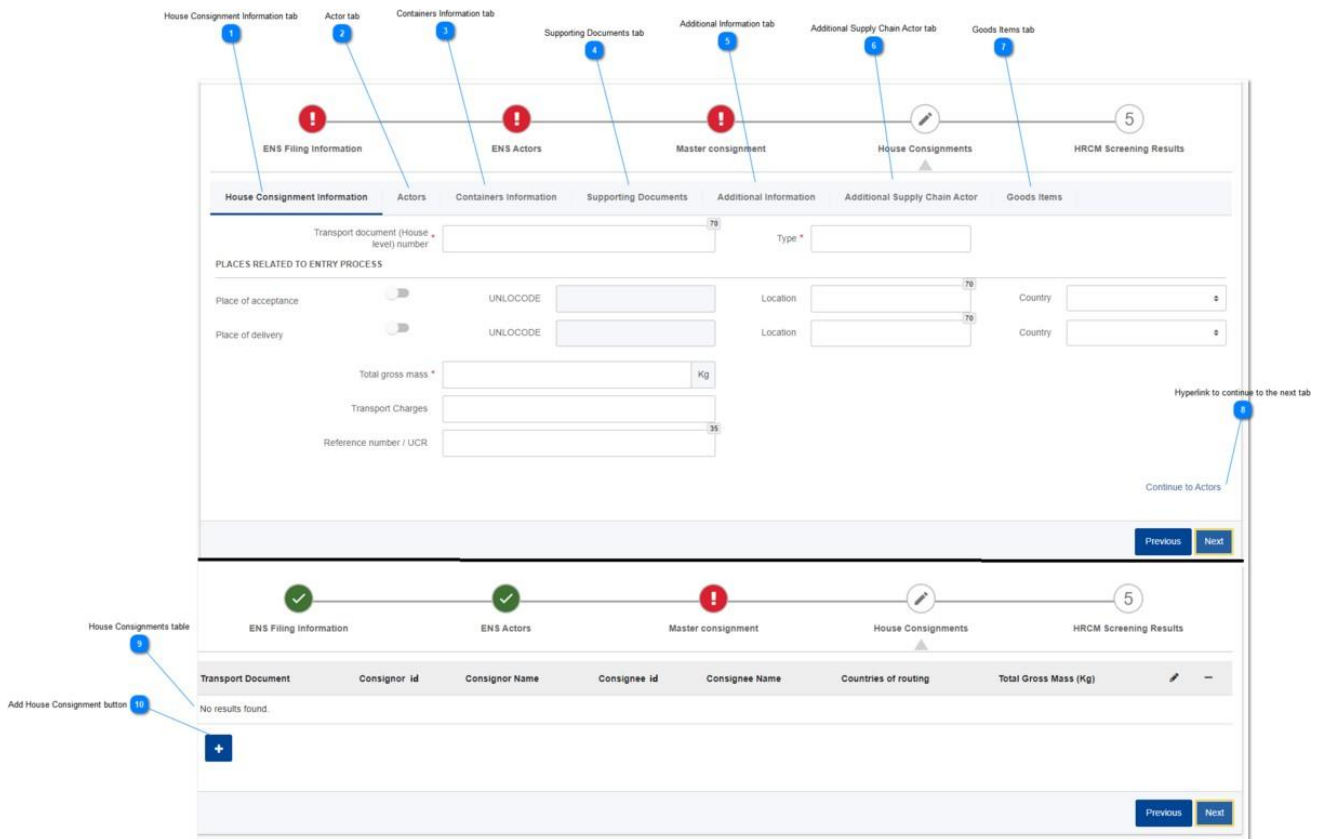
Click to close the pop-up without adding a new passive border transport means.

2.5 House Consignment

The content of this page depends on the ENS filing type selected on the [Selection of ENS Filing](#) page, as it is explained in the [Create ENS Filing](#) section of this manual.

For illustrative purposes, two different screen layouts are shown below to describe the two possible configurations of this page:

- The House Consignment page for an ENS filing with a single house consignment. In this case, the information is organized in different tabs. All the possible tabs without referring to any ENS filing type are present. The user can navigate to each tab to complete the required fields, just clicking directly on the tab or sequentially clicking the "Continue to..." hyperlink on the right bottom of each tab.
- The House Consignment page for an ENS filing with multiple house consignments. In this case, the page presents a table with the list of house consignments and the Add button opens a pop-up with the house consignment tabs applying to the ENS filing selected.



1 House Consignment Information tab

Click this tab to navigate to [House Consignment Information](#) page.

2 Actor tab

Click this tab to navigate to [Actors](#) page.

3 Containers Information tab

Click this tab to navigate to [Containers Information](#) page.

4 Supporting Documents tab

Click this tab to navigate to [Supporting Documents](#) page.

5 Additional Information tab

Click this tab to navigate to [Additional Information](#) page.

6 Additional Supply Chain Actor tab

Click this tab to navigate to [Additional Supply Chain Actor](#) page.

7 Goods Items tab



Click this tab to navigate to [Goods Items \(HC level\)](#) page.

8 Hyperlink to continue to the next tab


Click this hyperlink to navigate to next house consignment tab as per your ENS filing type selection.

9 House Consignments table

The House Consignment table contains the house consignments already added.
The columns of this table may vary from the columns of the screen layout, depending on the ENS filing selected.
For instance, a Total Net mass column may be present instead of a Total Gross mass column.
For each house consignment already added:

- click  to view the details of the entry and to update it.
- click  to remove that entry.

10 Add House Consignment button

Click  to add a new house consignment entry.
A pop-up will present the tabs applying for your ENS filing selected, following the same approach as for the House Consignment page for ENS filings with a single house consignment:

- Click **Add to list** to add the house consignment to the House Consignments table and close the pop-up. This button is available only when all mandatory fields of all the tabs are filled in with no errors.
- Click **Cancel** to close the pop-up without adding a new goods Item.

2.5.1 House Consignment Information

The House Consignment page/pop-up, when selecting the House Consignment Information tab, allows the user to fill in the following fields:

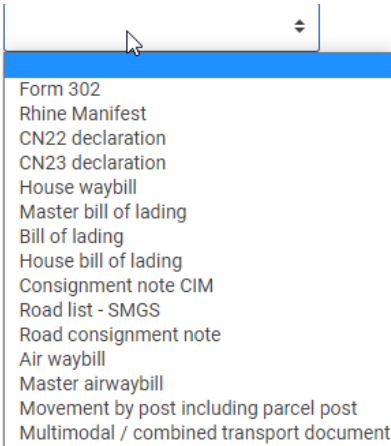
1 Transport document (House level)

Enter the number of the transport document at the house consignment level. This transport document must be unique through the ENS filing.

2 Transport document type

Click **▼** to select the type of the transport document at the house consignment level from the drop-down:

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3 Places related to entry process

Enter Places related to entry process following the same rules for UNLOCODE, Location and Country as described in the [Master Consignment Information](#) page.

4 Countries of routing of House consignment

Enter the Countries of routing of House consignment following the procedure described in the [ENS Filing Information](#) page.

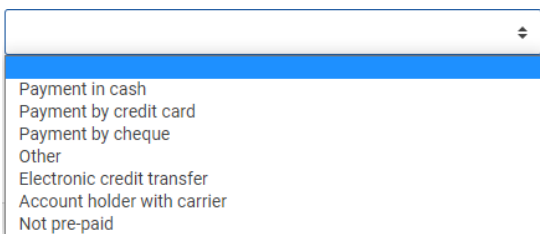
The countries selected must contain Place of acceptance and Place of delivery.

5 Total gross mass

Enter the total gross mass using decimal point (.).
This field may be replaced by Total net mass for certain ENS filings.

6 Transport charges

Select the transport charges from the drop-down list:



7 Reference number / UCR

Enter the value of the reference number / UCR.

2.5.2 Actors (HC level)

The actors of the House Consignment page/pop-up, when selecting the Actors tab, depend on the ENS filing type selected on the [Selection of ENS Filing](#) page, as it is explained in the [Create ENS Filing](#) section of this manual. For illustrative purposes, the screen layout below contains all the possible actors:

The screenshot shows the 'House Consignments Details' form with the 'Actors' tab selected. The form is divided into several sections, each with callouts indicating where specific actor information is entered:

- Consignor information (1):** Points to the 'Consignor' section, which includes fields for Name, Identification Number, Type of Person, and ADDRESS (Street, Street additional line, Number, P.O. Box, Postcode, City, subDivision, Country).
- Consignee information (2):** Points to the 'Consignee' section, which has the same structure as the Consignor section.
- Notify Party information (3):** Points to the 'Notify Party' section, which includes fields for Name, EORI, Type of Person, and ADDRESS.
- Carrier (5):** Points to the 'Carrier' field.
- Supplementary declarant (4):** Points to the 'SUPPLEMENTARY DECLARANT' section, which includes an 'EORI' field.
- Filing type (6):** Points to the 'Filing Type' field, which includes an 'Add filing type' button.

1 Consignor information

Fill in the relevant information about the consignor actor. For details of the elements not described in this page, please refer to the [ENS Actor](#) section.

2 Consignee information

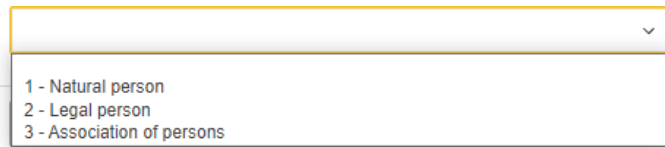
Fill in the relevant information about the consignee actor.
For details of the elements not described in this page, please refer to the [ENS Actor](#) section.

3 Notify Party information

Fill in the relevant information about the notify party actor.
For details of the elements not described in this page, please refer to the [ENS Actor](#) section.

4 Type of Person

Click anywhere in the field to select the type of person of the actor from the drop-down:



A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: "1 - Natural person", "2 - Legal person", and "3 - Association of persons". The dropdown is contained within a rectangular box with a yellow border and a small downward arrow in the top right corner.

5 Carrier



A screenshot of a web form showing an empty text input field with a thin grey border.

The text field to insert the identification number of the carrier.

6 Supplementary declarant

In this section, the EORI and the filling type of the supplementary declarant can be inserted.



A screenshot of a web form showing two input fields. The first field is labeled "EORI" and has a small "17" in a grey box above it. The second field is labeled "Filing Type" and has a dropdown arrow on its right side. To the right of the "Filing Type" field is a blue button with a white plus sign.

7 EORI

The text field where the economic operator identification number can be inserted.


8 Filling type



A screenshot of a web form showing an empty dropdown menu with a thin grey border and a small downward arrow in the bottom right corner.

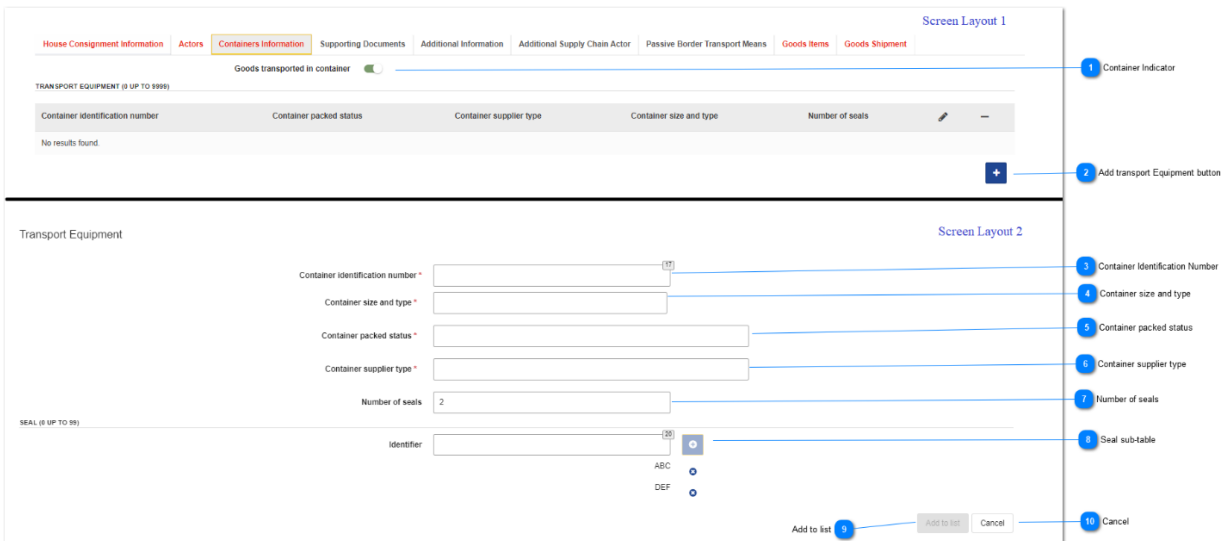
The drop-down list from where the filling types corresponding to the supplementary declarant can be selected. Select “1” if it’s a house filing and “2” if it’s a sub-house filing. A sub-house filing is when an actor buys remaining space in a container and files the necessary ENS for that part of the cargo.

9 Add filing type



Click  button to add a filling type.

2.5.3 Containers Information


The House Consignment page/pop-up, when selecting the Containers tab, allows the user to fill in the following fields:



1 Container Indicator

Switch  to 'on'  to indicate if the goods are delivered in a container. If you switch 'on', the button "Add transport Equipment button" is enabled and you may provide the information needed about the transport equipment at the house consignment (please see screen layout 2) or in the [Goods items](#).

2 Add transport Equipment button

Click  button to add a transport equipment entry. This button is only enabled when the Container indicator is 'on', and up to 99 Transport Equipment rows can be added. After clicking, Screen Layout 2 will be open.

3 Container Identification Number

This is the text field to provide the container size. The user must insert here the identification number of the container in a specific format ZZZZ9999999, otherwise an inline error will appear as you can see below.

Container identification number* 14

Container identification number must conform to ZZZZ9999999 format

4 Container size and type

Click anywhere in the field to select the container size and type from the drop-down list:

- 1 - Dime coated tank
- 10 - Non-working reefer container 40 feet
- 12 - Europallet – 80 x 120 cm
- 13 - Scandinavian pallet – 100 x 120 cm
- 14 - Trailer

5 Container packed status

Click anywhere in the field to select the container status from the drop-down list:

- A - Empty
- B - Not empty

6 Container supplier type

Click anywhere in the field to select the supplier type from the drop-down list:

- 1 - Shipper supplied
- 2 - Carrier supplied

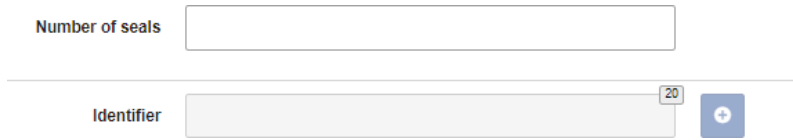
7 Number of seals


This is the text field to provide the number of seals. Here can be inserted numbers only.

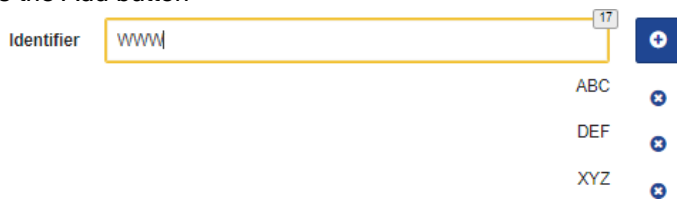
Number of seals


8 Seal sub-table

The section Seal sub-table is enabled if the user fills in the field Number of seals, otherwise the field remains disabled, as you can see below.




When the user fills in the field "Number of seals", this section is enabled. The user must insert the identifier and press the Add button .



Click  to remove the entry from the list.

9 Add to list

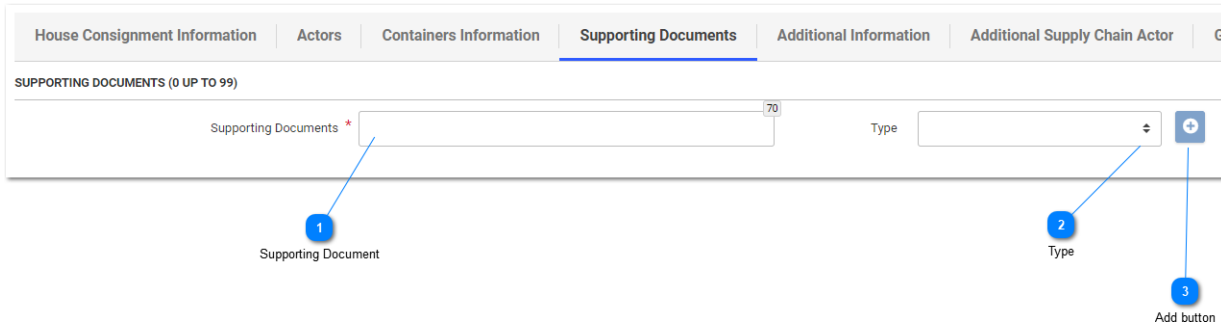
Click  to add a transport equipment to the [Goods Item table](#) and close the pop-up. This button is available only when all the mandatory fields are filled in with no errors.

10 Cancel

Click  to close the pop-up without adding a new transport equipment.

2.5.4 Supporting Documents

The House Consignment page/pop-up, when selecting the Supporting documents tab, allows the user to fill in the following fields:

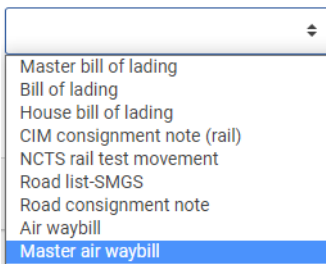


1 Supporting Document


Fill in the name of the supporting document.

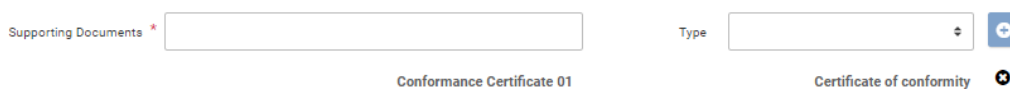
2 Type


Click  to select the type of the supporting document from the drop-down list:



3 Add button

Click  to add a supporting document entry.
Up to 99 supporting document rows can be added.
This button is only enabled when supporting document name and type are filled in.
After clicking, the new entry is listed below:



Click  icon to remove item from the list.

2.5.5 Additional Information

The House Consignment page/pop-up, when selecting the Additional information tab, allows the user to fill in the following fields:

ADDITIONAL INFORMATION (0 UP TO 99)

Text Code +

1 Text 2 Code 3 Add button

1 Text

Fill in the text of the additional information.

2 Code

Click to select the code of the additional information from the drop-down list:

Consignee Unknown
We need this value to ensure some SP flows.(provisional description)

3 Add button

Click to add an additional information entry.
Up to 99 additional information rows can be added.
After clicking, the new entry is listed below:

Text Code +

Example01 Consignee Unknown -

Click icon to remove item from the list.

2.5.6 Additional Supply Chain Actor

The House Consignment page/pop-up, when selecting the Additional Supply Chain Actor tab, allows the user to fill in the following fields:

House Consignment Information Actors Supporting Documents Additional Information **Additional Supply Chain Actor** Goods Items

ADDITIONAL SUPPLY CHAIN ACTOR (0 UP TO 99)


EORI Role +

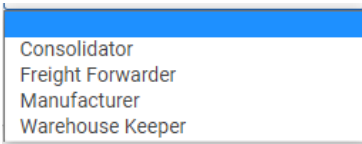
1 Identification Number 2 Role 3 Add button

1 Identification Number


Enter the identification number of the additional supply chain actor.

2 Role

Click  to select the role of the additional supply chain actor from the drop-down list:



3 Add button

Click  to add an additional supply chain actor entry. Up to 99 additional supply chain actor rows can be added. This button is only enabled when EORI and Role are filled in.

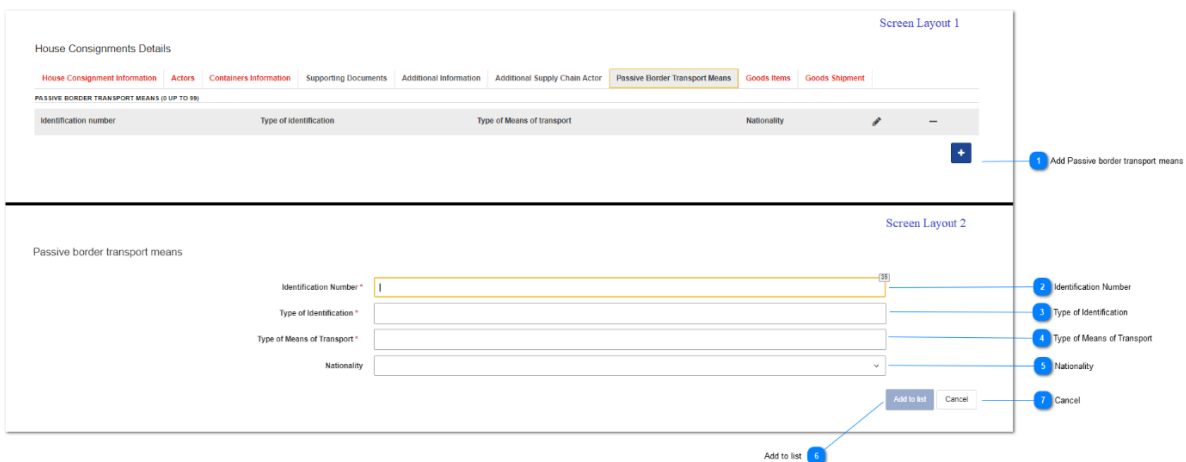
After clicking, the new entry is listed below:



Click  icon to remove item from the list.

2.5.7 Passive Border Transport Means

The House Consignment page/pop-up, when selecting the Passive Border Transport Means tab, allows the user to fill in the following fields:



1 Add Passive Border Transport Means

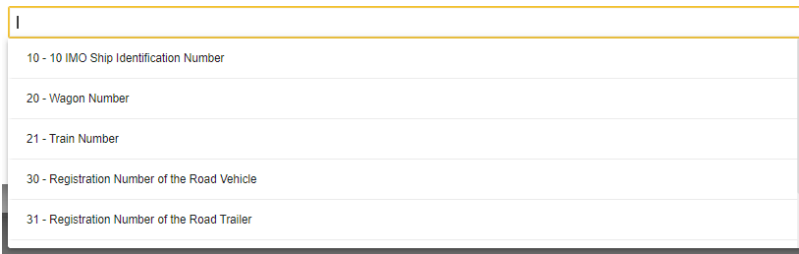
Click **+** button to add a passive border transport means. This button is enabled all the time and up to 99 records can be added. After clicking, a new pop-up window Passive border transport means will open (please see Screen Layout 2).

2 Identification Number

Text field to add the identification number.

3 Type of Identification

Click anywhere in the field to select the type of identification from the drop-down list:

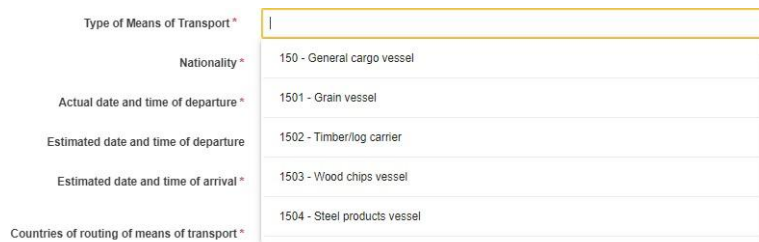


Once an option is selected, an **x** button will appear in the right part of the field to remove the option previously chosen. Click on it and the option will be removed.



4 Type of Means of Transport

Click anywhere in the field to open the drop-down list and select one type of means of transport.



In case the option is not correct, click on **x**, positioned in the right part of the field, to remove the option chosen previously.



5 Nationality

Click anywhere in the field to open the drop-down list and select one nationality.

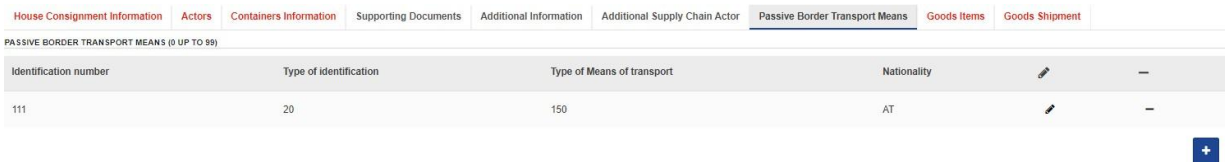



If the option is not correct, click one more time in the field to open the drop-down and select one new option.

6 Add to list

Click **Add to list** to add the information to the Passive border transport means table (Screen layout 1) and close the pop-up.

This button is available only when all the mandatory fields are filled in with no errors. See the example below:



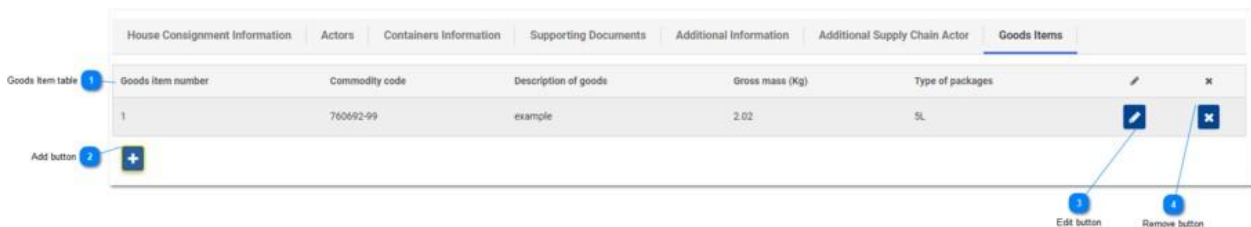
To edit the information provided initially, press the  button. The screen Passive border transport means (layout 2) will open, and the user is able to edit the fields.

7 Cancel

Click **Cancel** to close the pop-up without adding a new passive border transport means.

2.5.8 Goods Item

The House Consignment page/pop-up, when selecting the Goods Item tab, allows the user to fill in the following fields:




1 Goods Item table

The Goods Item table contains the goods items already added to the house consignment. The columns of this table may vary from the columns of the screen layout, depending on the ENS filing selected. For instance, the Total Net mass column may be present instead of the Total Gross mass column.


2 Add button

Click  to open the [Add Goods Item](#) pop-up and add a new goods item.

3 Edit button

Click  on any of the entries of the Goods Item table to view the details of a goods item already added and to update it.

4 Remove button

Click  on any of the entries of the Goods Item table to remove an entry previously added.

2.5.8.1 Add Goods Item

The following pop-up allows the user to fill in the fields to add a goods item at house consignment level.

Screen Layout 1

1 Commodity code section

2 HS sub-heading code

3 CN code

4 CUS code

5 Description of Goods

6 Gross Mass

7 United Nations Dangerous Goods Identifier drop-down

8 Harmonized System sub-heading code *

9 Combined nomenclature code

10 CUS code

11 Description of Goods *

12 Gross Mass *

13 United Nations Dangerous Goods Identifier

14 Number of Packages

15 Type of packages

16 Shipping marks

17 Add Packaging entry button

18 Supporting Documents name

19 Supporting Documents type

20 Add Supporting Documents button

21 Identification Number

22 Role

23 Add Additional Supply Chain Actor button

24 Add Transport Equipment entry

25 Additional Information text

26 Additional Information code

27 Add Additional Information button

28 Add to list button

29 Cancel button

Screen Layout 2

30 Container Identification Number

31 Container size and type

32 Container packed status

33 Container supplier type

34 Number of seals

35 Seal sub-table

36 Container identification number *

37 Container size and type *

38 Container packed status *

39 Container supplier type *

40 Number of seals

41 Identifier

42 Add to list

43 Cancel

Screen Layout 3

44 Passive border transport means

45 Harmonized System sub-heading code *

46 Combined nomenclature code

47 CUS code

48 Description of Goods *

49 Gross Mass *

50 United Nations Dangerous Goods Identifier

51 Packages *

52 Type of packages

53 Shipping marks

54 Supporting Documents

55 Supporting Documents type

56 Container identification number

57 Container packed status

58 Container supplier type

59 Container size and type

60 Number of seals

61 Identification number

62 Role

63 Text

64 Code

65 Identification number

66 Type of Identification

67 Type of Means of transport

68 Add to list

69 Cancel

1 Commodity code section

This section is optional when [Consignor and Consignee](#) are Natural person.

2 HS sub-heading code

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Enter a valid Harmonized System sub-heading code.

3 CN code

Enter a valid Combined Nomenclature code.

4 CUS code

Enter a valid CUS code, with the format 9999999-9; wild cards: '_' or '%'

5 Description of Goods

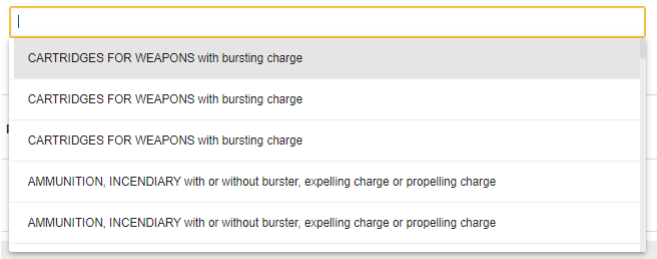
Enter a description of the goods.

6 Gross Mass

Enter the Gross mass, with the format #####.##
This field may be replaced by Total net mass for certain ENS filings.

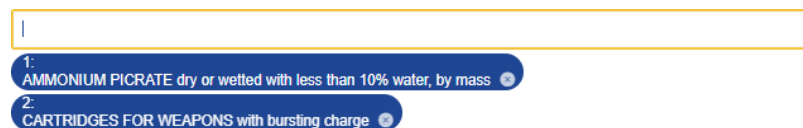
7 United Nations Dangerous Goods Identifier drop-down

Click anywhere in the field to select a United Nations Dangerous Goods Identifier from the drop-down:



A screenshot of a web form field with a drop-down menu. The field is empty. The drop-down menu is open, showing five options: 'CARTRIDGES FOR WEAPONS with bursting charge' (three times) and 'AMMUNITION, INCENDIARY with or without burster, expelling charge or propelling charge' (two times).

After selecting a value, it will be listed below:



A screenshot of a web form field with a multi-select list. The field is empty. Below the field, two items are listed: '1: AMMONIUM PICRATE dry or wetted with less than 10% water, by mass' and '2: CARTRIDGES FOR WEAPONS with bursting charge'. Each item has a small 'x' icon to its right, indicating it can be removed.

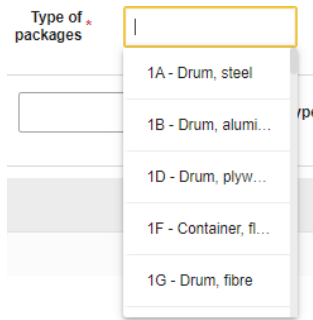
Up to 99 values can be added.

Click  to remove previous selected values.

8 Type of packages

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Click anywhere in the field to select the type of packages from the drop-down:



The image shows a form field labeled 'Type of packages' with a dropdown menu. The dropdown menu is open, displaying five options: '1A - Drum, steel', '1B - Drum, alumi...', '1D - Drum, plyw...', '1F - Container, fl...', and '1G - Drum, fibre'. The field is currently empty.

Depending on the value selected, Number of Packages and Shipping marks will be mandatory or disabled.

9 Number of Packages

Enter the number of packages.


This field is not used when Type of packages' is 'VQ', 'VG', 'VL', 'VY', 'VR', 'VS', 'VO', 'NE', 'NF', 'NG'.

10 Shipping marks

Enter the shipping marks.

This field is not used when Type of packages' is 'VQ', 'VG', 'VL', 'VY', 'VR', 'VS', 'VO', 'NE', 'NF', 'NG'.

11 Add Packaging entry button

Click  to add a packaging entry.


This button is enabled only when Type of packages is selected, and, in case that type requires so, Number of Packages and Shipping marks are filled in.

Up to 99 packaging rows can be added.

After clicking, the new entry is listed below:



The image shows a form with three fields: 'Packages', 'Type of packages', and 'Shipping marks'. The 'Shipping marks' field has a plus icon button next to it. The 'Packages' field has a small '8' in a box below it. The 'Type of packages' field has a dropdown arrow. The 'Shipping marks' field has a small '15' in a box below it.

Click the  icon to remove the entry from the list.

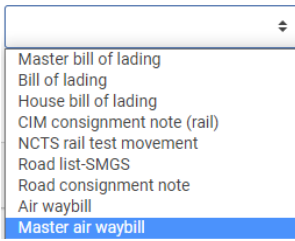
12 Supporting Documents name

Enter the name of the supporting document.


13 Supporting Documents type

Click anywhere in the field to select the type of the supporting document from the drop-down list:


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14 Add Supporting Documents button

Click the  button to add a supporting document entry. This button is enabled only when Supporting Documents name and type are filled in. Up to 99 packaging rows can be added. After clicking, the new entry is listed below:

A screenshot of the 'Supporting Documents' form. It has two input fields: 'Supporting Documents' with a red asterisk and a '70' character count, containing the text 'example'; and 'Type' with a dropdown arrow and a plus icon, containing the text 'Certificate of conformity' and a plus icon.

Click  to remove the entry from the list.

15 Add Transport Equipment entry

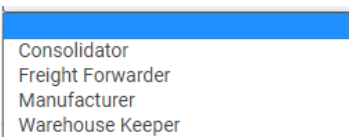
Click  button to add a transport equipment entry. This button is enabled if the button [Goods transported in container](#) is "on", and up to 99 transport equipment rows can be added. After clicking, a new pop-up window Transport equipment will open. This screen can have different fields depending on the ENS filing type (please see Screen Layout 2 and Screen Layout 3).

16 Identification Number


Enter the identification number of the additional supply chain actor.

17 Role

Click anywhere in the field to select the role of the additional supply chain actor from the drop-down:



18 Add Additional Supply Chain Actor button

Click the  button to add an additional supply chain actor entry. This button is enabled only when Identification Number and Role are filled in.

GUIDE

Up to 99 additional supply chain actor rows can be added.
After clicking, the new entry is listed below:

Identification Number *	<input type="text" value="12345"/>	Role *	<input type="text"/>	<input type="button" value="+"/>
	17		Consolidator	<input type="button" value="✕"/>

Click to remove the entry from the list.

19 Additional Information text

Enter the text of the additional Information.

20 Additional Information code

Click anywhere in the field to select the code of the additional information from the drop-down:

<input type="text"/>	<input type="button" value="⌵"/>
Consignee Unknown	
We need this value to ensure some SP flows.(provisional description)	

21 Add Additional Information button

Click the button to add an additional information entry.
This button is enabled only when additional information code or text are filled in.
Up to 99 additional information rows can be added.
After clicking, the new entry is listed below:

Text	<input type="text" value="example"/>	512	Code	<input type="text" value="We need this value to ensure some SP flows.(provisional description)"/>	<input type="button" value="+"/>
					<input type="button" value="✕"/>

Click to remove the entry from the list.
When the same additional information is applicable to all goods items in the same consignment, it should be provided at the [Consignment level](#).

22 Add to list button

Click to assign a sequential goods items number, add the goods item to the [Goods Item table](#) and close the pop-up.
This button is available only when all the mandatory fields are filled in with no errors.

23 Cancel button

Click to close the pop-up without adding a new goods item.

24 Container Identification Number

This is the text field to provide the container size. The user must insert here the identification number of the container in a specific format ZZZZ9999999, otherwise an inline error will appear as you can see below.

Container identification number *

Container identification number must conform to ZZZZ9999999 format

25 Container size and type

Click anywhere in the field to select the container size and type from the drop-down list:

- 1 - Dime coated tank
- 10 - Non-working reefer container 40 feet
- 12 - Europallet – 80 x 120 cm
- 13 - Scandinavian pallet – 100 x 120 cm
- 14 - Trailer

26 Container packed status

Click anywhere in the field to select the container status from the drop-down list:

- A - Empty
- B - Not empty

27 Container supplier type

Click anywhere in the field to select the supplier type from the drop-down list:

- 1 - Shipper supplied
- 2 - Carrier supplied

28 Number of seals

This is the text field to provide the number of seals. Only numbers can be inserted here.


Number of seals

29 Seal sub-table

The section Seal sub-table is enabled if the user fills in the field "Number of seals". Otherwise the field remains disabled, as you can see below.


Number of seals

Identifier 20

When the user fills in the field "Number of seals", this section is enabled. The user must insert the identifier and press the add button 

Identifier 17

- ABC
- DEF
- XYZ

Click  to remove the entry from the list.

30 Add to list

Click to add a transport equipment to the [Goods Item table](#) and close the pop-up. This button is available only when all the mandatory fields are filled in with no errors.

31 Cancel

Click to close the pop-up without adding a new transport equipment.

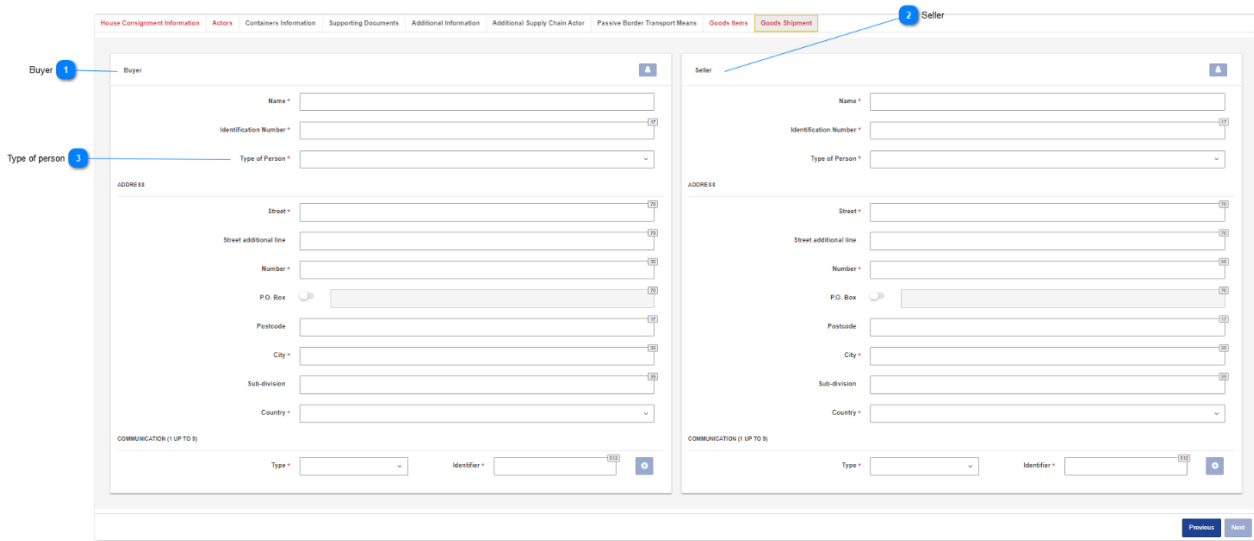
32 Passive border transport means

Fill in the relevant information about passive border transport means. For details of the elements, please refer to the [Passive border transport means](#) section.

2.5.9 Goods shipment

The Actors of the House Consignment page/pop-up, when selecting the Goods Shipment tab, depend on the ENS filing type selected on the [Selection of ENS Filing](#) page, as it is explained in the [Create ENS Filing](#) section of this manual.

For illustrative purposes, the screen layout below contains all the possible actors for the Goods shipment tab:



1 Buyer

Fill in the relevant information about the buyer actor.

For details of the elements not described in this page, please refer to the [ENS Actor](#) section.

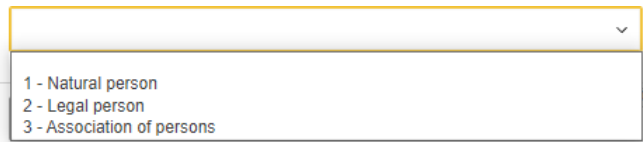
2 Seller

Fill in the relevant information about the seller actor.

For details of the elements not described in this page, please refer to the [ENS Actor](#) section.

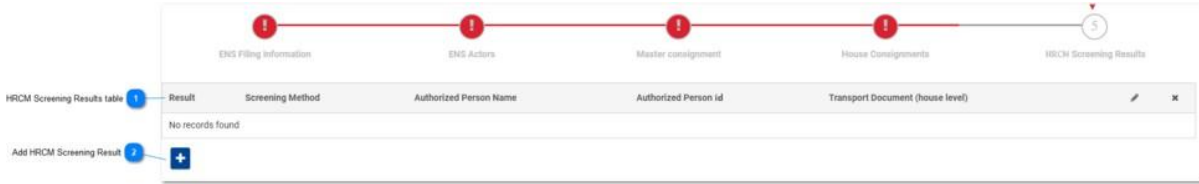
3 Type of person

Click anywhere in the field to select the type of person of the actor from the drop-down:



2.6 HRCM Screening Results

The following page allows the user to add multiple HRCM screening results.



1 HRCM Screening Results table

The HRCM Screening Results table contains the HRCM screening results already added:

Result	Screening Method	Authorized Person Name	Authorized Person id	Transport Document (house level)		
1	EDD, XRY					

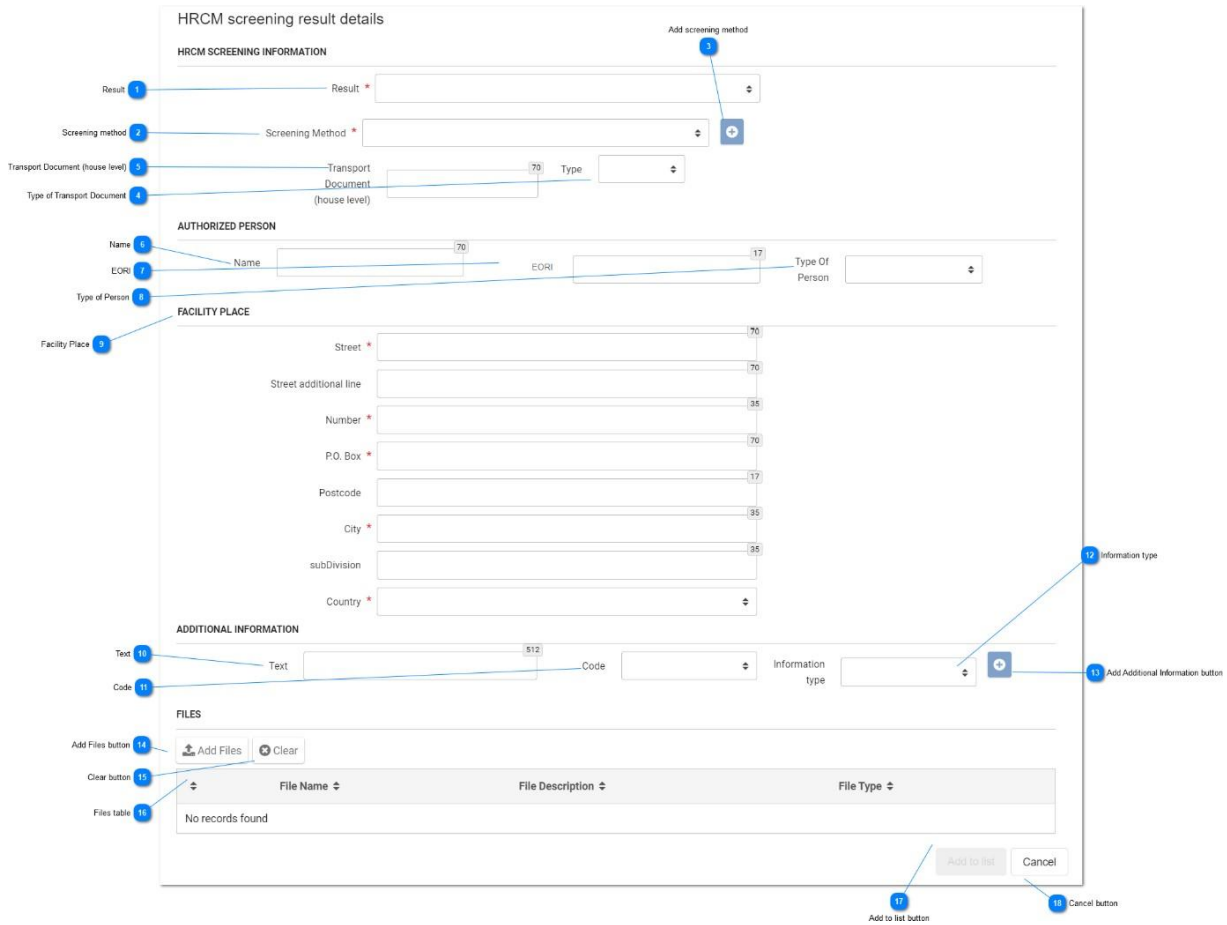
For each record added to the table, click to view and edit the details or to remove from the table.

2 Add HRCM Screening Result

Click to open the [HRCM screening result details](#) pop-up and add a new entry to the table.

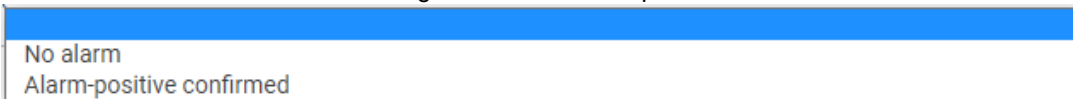
2.6.1 HRCM screening result details

The following pop-up allows the user to fill in the fields to add an HRCM screening result.



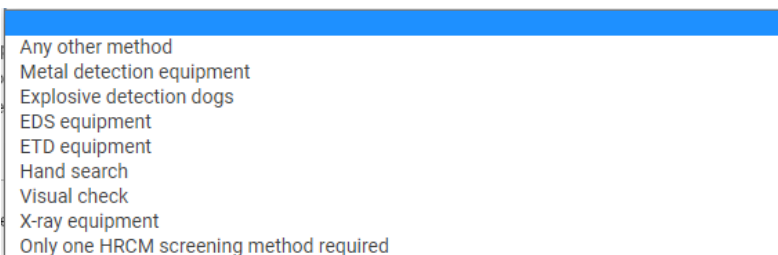
1 Result

Click to select the HRCM screening result from the drop-down list.



2 Screening method


Click to select the screening method from the drop-down list and, once selected, click the Add screening method button to confirm the selection.





At least two Screening methods must be selected, and the maximum number is nine. After the selection the values are listed below:

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Screening Method * 

Explosive detection dogs 


X-ray equipment 

Click  to remove a value previously selected.

3 Add screening method

Click  to confirm the selection of a screening method.

4 Type of Transport Document

Click  to select the type of the transport document from the drop-down:

- C624 - Form 302
- C625 - Rhine Manifest
- C664 - CN22 declaration
- C665 - CN23 declaration
- N703 - House waybill
- N704 - Master bill of lading
- N705 - Bill of lading
- N714 - House bill of lading
- N720 - Consignment note CIM
- N722 - Road list - SMGS
- N730 - Road consignment note
- N740 - Air waybill
- N741 - Master airwaybill
- N750 - Movement by post including parcel post
- N760 - Multimodal / combined transport document

5 Transport Document (house level)

Enter the number of the transport document at the house consignment level.


6 Name

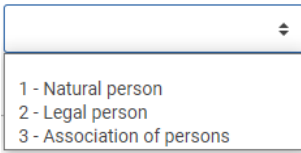
Enter the name of the authorized person.

7 EORI

Enter the EORI of the authorized person.

8 Type of Person

Click  to select the type of person of the authorized person from the drop-down:



1 - Natural person
2 - Legal person
3 - Association of persons

9 Facility Place

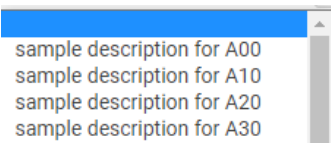
Enter the facility place information.
The address detail fields of this section are described in the [ENS Actor](#) section.

10 Text

Enter the additional information text.


11 Code

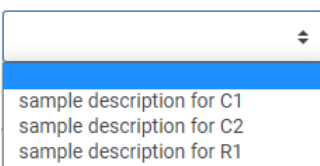
Click  to select the additional information code from the drop-down:



sample description for A00
sample description for A10
sample description for A20
sample description for A30


12 Information type


Click  to select the type of the additional information from the drop-down:




sample description for C1
sample description for C2
sample description for R1


13 Add Additional Information button

Click  to add an additional information entry.
Up to 99 additional information rows can be added.
This button is only enabled when Identification Text, Code and Information type are filled in.


After clicking, the new entry is listed below with an  button.

Click the  icon to remove an item from the list.

14 Add Files button

Click  to open the Attachments pop-up to select a file and include it in the Files table. This pop-up is a common EUCTP functionality for all the Specific Trader Portals, and it is described in the [EUCTP Online help](#).

15 Clear button


Click  to remove the files from the Files table.

16 Files table


This table contains the files added. Click  to sort the table by a column.

	File name	File description	File type

17 Add to list button

Click  to add the HRCM screening result to the [HRCM Screening Results table](#) and close the pop-up. This button is available only when all the mandatory fields are filled in with no errors.

18 Cancel button

Click  to close the pop-up without adding a new HRCM screening result

