

TransitNet

ICS 2

General user guide

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Introduction

- › SGS TransitNet offers a full ICS 2 service including;
 - › as a part of a transit declaration
 - › as a standalone declaration
- › This user guide provide guidelines of how to create both types of declarations.
- › **Important points to consider for ICS 2 declarations;**
 - › Only one master transport document per ICS 2 declaration (in road transport this is the CMR)
 - › Transport document number must be unique – it cannot be repeated in subsequent declarations
 - › EORI of carrier is mandatory
 - › EORI of consignor/consignee is optional, however, users are encouraged to include it

ICS 2 – Transport Document management

- › ICS 2 declarations require unique transport document numbers (CMR, Bill of Lading etc.,)
- › Transport document numbers used in previous ICS 2 declarations cannot be reused (unless the declaration is a reentry declaration) – declarations will be rejected.
- › TransitNet has implemented a functionality which allows users to generate a unique transport document number.
- › This number can be used on the actual transport document (CMR) so all documentation matches.
- › Check the box to generate the unique number – the number is a combination of the country of departure of the transit, SGS, the clients TransitNet party number and a date, time and numerical algorithm.
- › Each time the check box is activated, a new number will be generated.
- › The number is also visible on TransitNet's own editable CMR.

Edit Document

Class
Transport Document

Type
N730 - Road consignment note

i Any transport document provided for this item will apply to all items with the same Consignor and Consignee. Only one Document Type with an identical Reference number may be included for these items

☐ Generate Transport Document Number

Reference

Press Shift + Enter to add another

✕ CANCEL ✓ DONE

Edit Document

Class
Transport Document

Type
N730 - Road consignment note

i Any transport document provided for this item will apply to all items with the same Consignor and Consignee. Only one Document Type with an identical Reference number may be included for these items

☒ Generate Transport Document Number

Reference
GBSGS195131820251119150929390

Press Shift + Enter to add another

✕ CANCEL ✓ DONE

TransitNet

ICS 2 as an Extra Service

Conditions for ICS 2

- › ICS 2 as an extra service is visible for all customs offices which are identified as containing the role “ENT” - Office of (first or subsequent) Entry
- › In the selected scenario, the user needs ICS 2 for entry in France.

ROUTE

Favorites

SHOW MAP

1

Country of departure
Great Britain

Customs offices of departure *

GB000060

2

Country of routing
France

Customs offices

TRA FR620001

~~Dover/Folkestone Eurotunnel Freight~~

3

Country of routing
Belgium

Customs offices

~~Calais port tunnel bureau~~

+

Country of routing

4

Country of termination
Germany

Customs offices of termination *

DE005102

Hannover-Nord

Conditions for ICS 2

- › In the selected scenario, the transit declaration is starting in Great Britain and entering France via Calais, customs office of transit is FR620001.
- › ICS 2 is visible as an extra service for Calais FR620001.
- › A subsequent ICS 2 declaration may be required if the truck leaves the EU and reenters again.
- › **Check the ICS 2 service to continue.**

SGS IRELAND TEST 1951318

VALIDATE AND SUBMIT

40-1951318-25-1964-CT-01M

CREATE DECLARATION

COLLAPSE

DECLARATION

VALIDATE

TSN

40-1951318-25-1964-CT-01M

LRN

MRN

Type

T1

Status

Draft

Date

11/19/2025 12:29

VIEW DETAILS

GOODS ITEMS

TOTAL

Goods Items

0

Net mass

0

Packages *

0

Gross mass

0

Tax due

0

Invoice Value

£0.00

DOCUMENTS

No documents

EXTRA SERVICES

	Type	Info
<input type="checkbox"/>	ENS-ICS2_FR	FR620001
<input type="checkbox"/>	ENS-ICS2_DE	DE005102
<input type="checkbox"/>	GMR	

ICS 2 - creation



- › The ICS 2 extra service window will open – complete the fields to continue.
- › **Re-entry indicator** – check this if the declaration is for a unit which had previously entered the EU, left the EU and reentered the EU (for example, GB-FR-CH-IT)
- › **Unaccompanied Loading Unit** - check this if the unit is unaccompanied
- › **Mode of transport at the border** – indicate whether the unit will cross the border by;
 - › **Sea** – choose when unit is accompanied or unaccompanied but travels by sea
 - › **Rail**
 - › **Road** - for GB to FR, choose for Eurotunnel

Service Type
ENS-ICS2_FR



☒ Re-entry indicator
☐ Unaccompanied Loading Unit

Mode of transport at the border



Passive Type of transport (first plate)
--Truck, with trailer Automotive vehicle designed to pull ...

Estimated Departure date *  

Estimated Departure time

Estimated Arrival at border date *  

Estimated Arrival at border time

 CANCEL  DONE

ICS 2 – mode of transport is SEA

- › **Vessel IMO (Ferry Line)** – choose the ferry the unit will sail on (list available for IE and north of France only) – if no list, enter IMO manually in Vessel IMO section
- › **Country flag at border** – automatically completed based on chosen ferry if ferry chosen from list – if not, complete manually
- › **Active Type of transport at border** – default value chosen for user – change if applicable
- › **Passive Type of transport (first plate)** – default value chosen for user – change if applicable
- › **Estimate Departure date and time (UTC)** – enter the date and time the unit departed its loading place
- › **Estimated Arrival at border data and time (UTC)** – enter the date and time the unit will arrive at EU entry
- › Press **DONE** to continue

Service Type
ENS-ICS2_FR

Re-entry indicator

☐ Unaccompanied Loading Unit

Mode of transport at the border
SEA

Vessel IMO

Country flag at border

Active Type of transport at border
--General cargo vessel Vessel designed to carry general ...

Passive Type of transport (first plate)
--Truck, with trailer Automotive vehicle designed to pull ...

Estimated Departure date *

Estimated Departure time

Estimated Arrival at border date *

Estimated Arrival at border time

CANCEL

DONE

ICS 2 – mode of transport is RAIL

- › **Country flag at border** – indicate the nationality of the train
- › **Train voyage number at the border** – enter the train voyage number
- Active Type of transport at border** – default value chosen for user – change if applicable
- › **Passive Type of transport (first plate)** – default value chosen for user – change if applicable
- Estimate Departure date and time (UTC)** – enter the date and time the unit departed its loading place
- › **Estimated Arrival at border date and time (UTC)** - enter the date and time the unit will arrive at EU entry
- Press **DONE** to continue

Service Type
ENS-ICS2_FR

☒ Re-entry indicator

☐ Unaccompanied Loading Unit

Mode of transport at the border
RAIL



Country flag at border

Train voyage number at the border



Active Type of transport at border
--Train, railroad One or more rail wagons pulled or pushed by one or more locomoti...

Passive Type of transport (first plate)
--Truck, with trailer Automotive vehicle designed to pull a trailer, with a trailer attac...

Estimated Departure date *



Estimated Arrival at border date *



Estimated Departure time

Estimated Arrival at border time

ICS 2 – mode of transport is ROAD

- › **Vehicle identity at border (Active)** – choose the vehicle registration numbers (tractor/truck) which will pull the goods across the border
- › **Active Type of transport at border** – default value chosen for user – change if applicable
- › **Passive Type of transport (first plate)** – default value chosen for user – change if applicable
- › **Passive Type of transport (second plate)** – appears when two vehicle registration numbers are added -default value chosen for user – change if applicable
- › **Estimate Departure date and time (UTC)** – enter the date and time the unit departed its loading place
- › **Estimated Arrival at border data and time (UTC)** - enter the date and time the unit will arrive at EU entry
- › Press **DONE** to continue

Service Type
ENS-ICS2_FR



☒ Re-entry indicator
☐ Unaccompanied Loading Unit



Mode of transport at the border
ROAD

Vehicle identity at border (Active) *

Active Type of transport at border
--Truck, with trailer Automotive vehicle designed to pull a trailer, with a tra... ▼

Passive Type of transport (first plate)
--Truck, with trailer Automotive vehicle designed to pull a trailer, with a tra... ▼

Estimated Departure date *  

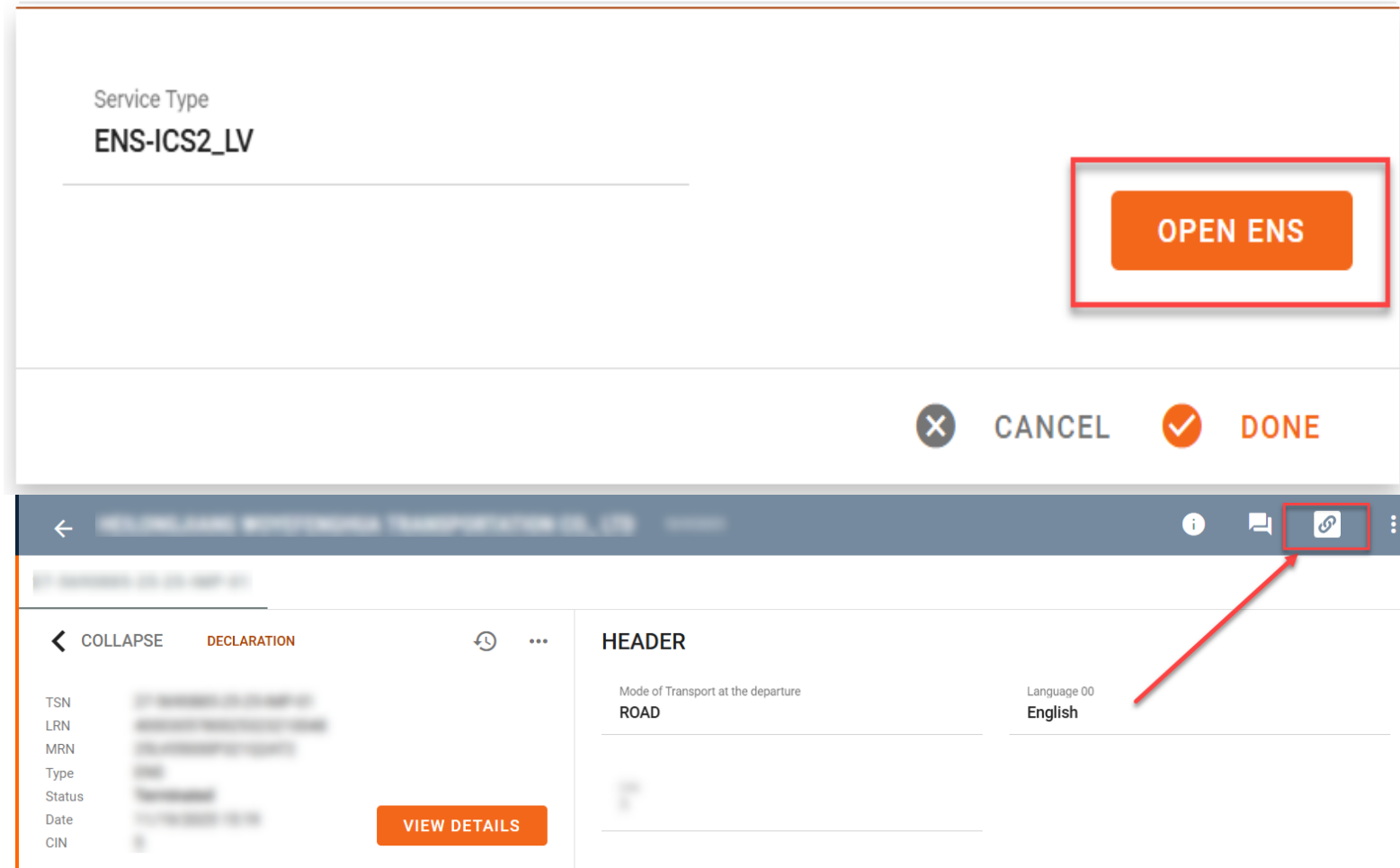
Estimated Arrival at border date *  

Estimated Departure time

Estimated Arrival at border time

ICS 2 – submission process

- › When transit declaration group is Validated and Submitted, ICS 2 declaration is submitted.
- › When ICS 2 declaration is correctly submitted, a separate ICS 2 TSN group will be created – users can access the group by clicking **OPEN ENS** within the extra service panel for ICS 2 (Browser refresh may be required to see this button).
- › Users can follow the status there.
- › Amendments and cancellation of ICS 2 declarations should be managed in the ICS 2 TSN group.
- › Within the ICS 2 TSN group, users can also navigate back to the transit declaration group by clicking the chain icon as shown.



ICS 2 – statuses

- › After submission, ICS 2 declaration should receive status **Accepted by Customs**
- › MRN will be visible in TransitNet – MRN is also sent by no reply email
- › Other possible statuses are;
 - › Rejected by Customs – declaration requires correction
 - › Transit Terminated (risk analysis is completed by customs – MRN is still valid for use)
 - › Cancelled – cancellation request was sent by user and accepted

The screenshot shows a web interface for an ICS 2 Declaration. At the top, there is a header bar with a back arrow, the text 'COLLAPSE', the title 'DECLARATION', a refresh icon, and a menu icon. Below the header, the declaration details are listed in a table-like format:

TSN	[REDACTED]
LRN	SGSFR2511211951001812
MRN	25FR050000DEQKFAT8
Type	ENS
Status	Accepted by Customs
Date	11/21/2025 11:29

To the right of the status 'Accepted by Customs' is an orange button labeled 'VIEW DETAILS'. Below the declaration details, there is a section titled 'GOODS ITEMS' with a menu icon to its right.

ENS with [REDACTED] received Response type: R01- Accepted




noreply@sgs.com

To

MRN :25FR050000DEQKFAT8 with Response R01

ICS 2 – statuses – Rejected by Customs

- › ICS 2 declarations may be rejected for several reasons.
- › The rejection reason will be visible at declaration header level – a red box will be shown.
- › Declarations can be edited and resubmitted.
- › Most common rejection reasons;
 - › Duplicate transport documents (the same transport document reference cannot be used once)
 - › Lack of complete routing (loading to unloading country)



Message
Rejection from office of departure

VIEW XML


Errors (2)

Description
[filingAction=REGISTER] Duplicate Transport Document Reference UDC01

Error:
/ENS filing/Master Consignment[transportDocumentNumber=1 br]/

DISPLAY ALL ERRORS

CANCEL



Message
Rejection from office of departure

VIEW XML

Errors (1)

ActiveBorderTransportMeans.CountriesOfRoutingOfMeansOfTransport should contain at least two countries

DISPLAY ALL ERRORS

CANCEL

ICS 2 – declaration amendment

- › ICS 2 declarations in status **Accepted by Customs** may be amended.
- › Click on **Request modification** to activate modification process.
- › On the right-hand side of the screen, amendment section will open – users should complete the **reason** for amendment (incorrect gross weight, etc.,)
- › And press **SUBMIT** at the bottom of the screen.
- › A **Status Changed** notification will appear at bottom of screen – declaration is now open for amendment.
- › Make any changes and **SAVE**.

DECLARATION

TSN
LRN
MRN
Type
Status
Date

SGSFR2511211951001812
25FR050000DEQKFAT8
ENS
Accepted by Customs
11/21/2025 11:29

VIEW DETAILS

GOODS ITEMS

TOTAL

Goods Items 1 Net mass

Request Cancellation
Request modification

AMENDMENT REASON

IDENTIFIERS

TSN

Add a Reason
Add a Reason

ICS 2 – declaration amendment

- › Once all amendments are made, under the three dots, users should press **Submit to customs**
- › The amendment is now submitted to customs.

The screenshot displays a web interface for managing a declaration. At the top, there is a header bar with a left arrow, the text 'COLLAPSE', and 'DECLARATION' in orange. To the right of 'DECLARATION' are icons for a refresh and a three-dot menu. Below the header, a table lists declaration details: TSN, LRN (SGSFR2511211951001812), MRN (25FR050000DEQKFAT8), Type (ENS), Status (Accepted by Customs), and Date (11/21/2025 11:29). An orange 'VIEW DETAILS' button is positioned below the table. A dropdown menu is open from the three-dot icon, showing 'Request Cancellation' and 'Submit to customs', with the latter highlighted by a red box and a red arrow pointing to it. The background is slightly blurred.

TSN	LRN	MRN	Type	Status	Date
	SGSFR2511211951001812	25FR050000DEQKFAT8	ENS	Accepted by Customs	11/21/2025 11:29

VIEW DETAILS

Country of routing

Request Cancellation

Submit to customs

ICS 2 – declaration cancellation

- › ICS 2 declarations in status **Accepted by Customs** may be cancelled.
- › Click **Request Cancellation** which is located under the three dots.
- › On the right-hand side of the screen, cancellation section will open – users should complete the **reason** for cancellation.
- › And press **SUBMIT** at the bottom of the screen.
- › A **Status Changed** notification will appear at bottom of screen – cancellation request has been submitted.

DECLARATION

TSN
LRN
MRN
Type
Status
Date

SGSFR2511211951001812
25FR050000DEQKFAT8
ENS
Accepted by Customs
11/21/2025 11:29

VIEW DETAILS

GOODS ITEMS

TOTAL		
Goods Items	1	Net mass
Packages *	10	Gross mass

CANCELLATION REASON

IDENTIFIERS

TSN
40-1951318-25-1989-IMP-01

Add a Reason

ICS 2 – declaration cancelled

- › When cancellation is accepted, status in TransitNet will update to **Cancelled**.

DECLARATION

COLLAPSE

DECLARATION

⌕

⋮

TSN	
LRN	SGSFR2511211951001812
MRN	25FR050000DEQKFAT8
Type	ENS
Status	Cancelled
Date	11/21/2025 12:23

VIEW DETAILS

GOODS ITEMS

TransitNet

ICS 2 as a standalone
declaration

ICS 2 standalone – create declaration

- › Create declaration as normal
- › Choose country of departure (country of entry for ICS 2)
- › Choose **ENS** for ICS 2 service
- › Press **CREATE** to continue

The screenshot shows a 'Create declaration' form with the following fields and values:

- CLIENT**: [Redacted]
- COUNTRY OF DEPARTURE**: Ireland (with 'IE' in a small box to the right)
- PROCEDURE**: A dropdown menu is open, showing a search bar 'Type to filter procedures' and a list of options: EXP, EXTERNAL, ENS (highlighted with a red box), T-, T1, and T2. A red arrow points from the 'ENS' option to the 'CREATE' button at the bottom right.

At the bottom of the form, there is a checkbox for 'From template', a 'CANCEL' button, and a 'CREATE' button (highlighted with a red box).

ICS 2 standalone data entry- Header level

- › Choose mode of transport (road, rail or sea)
- › Enter means of transport details depending on type of transport
- › In ENS section, complete as per slides 9-11
- › Complete routing section by choosing **Customs office of entry** and adding complete routing
- › For **Countries of routing**, hover over the numbers to show + icon to add countries before or after **Country of entry**
- › For routing, the countries which are **country of loading** and **unloading** must also be included in the routing

The screenshot displays the 'ROUTE' section of the ICS 2 standalone data entry interface. The section is titled 'ROUTE' in orange. It contains a vertical list of routing steps, each with a numbered circle on the left and a dropdown menu on the right. The first two steps are highlighted with a red box: Step 1 shows 'Country of routing' with 'France' selected, and Step 2 shows 'Country of routing' with 'Great Britain' selected. Step 3 shows 'Country of entry' with 'Ireland' selected. Below these, there is a '+' icon in a circle followed by another 'Country of routing' dropdown, also highlighted with a red box. To the right of the routing steps, there is a 'Favorites' dropdown menu and a 'SHOW MAP' button with a map icon. Below the routing steps, there is a 'Customs offices of entry *' section with a dropdown menu showing 'IEDUB100' and a close icon. At the bottom right, the text 'DUBLIN PORT' is visible.

ICS 2 standalone data entry - Header level

- › Complete Place and Country of loading and unloading
- › Add documents
- › Press **SAVE** to continue
- › Press **ADD** in goods items section to begin adding items

LOADING & UNLOADING

Place of loading
Paris

Country of loading
France

Place of unloading
Dublin

Country of unloading
Ireland

ICS 2 standalone data entry – Goods Items level

- › Complete **Country of dispatch** and **destination**
- › Choose **HS code** and complete **description** in language of country of entry for ICS 2
- › Complete **Gross** and **Net mass**
- › Complete **Value**
- › Complete **Packages** section – type, number of packages and shipping marks

GOODS ITEM #1

Country of dispatch France	Country of destination Ireland	HS Code 4404 20 00 90	Advanced Search
-------------------------------	-----------------------------------	--------------------------	-----------------

☐ Apply to all goods items ☐ Apply to all goods items

▼ OPEN COMPOSER

Irish Description (sent to customs as per country of departure) ^{31F}
WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL

41 / 260 Characters

English Description ^{31F}
WOOD AND ARTICLES OF WOOD; WOOD CHARCOAL

41 / 260 Characters

MASS

Gross 1000	kg	Net 950	kg
---------------	----	------------	----

VALUE

Value 1,000.00€	Currency Euro
--------------------	------------------

PACKAGES *

<input type="checkbox"/> Type Shipping Marks	No. of Packages
<input type="checkbox"/> Pallet no marks	10

ICS 2 standalone data entry - Goods Items level

› Add Documents

- › Add Transport Document and reference number

› Choose Consignor and Consignee

- › Choose from list
- › Add new
- › Edit existing consignor/consignee

DOCUMENTS

+ ADD

Filter

<input type="checkbox"/>	Class Document Type	Reference Complement of Information	Type of Packages	Other
<input type="checkbox"/>	Transport Document N730 - Road consignment note	TEST1		

Items per page: 15 1 - 1 of 1

TRADE PARTIES

IRISH ENGLISH

Consignor

TEST Consignor FR

Consignee

IE_test1

Address

Address

02A	TIN	FR11112222	02A	TIN	TESTTIN123321
02B	Country	France	02B	Country	Ireland
02C	Street	Main	02C	Street	Main
02D	Street no.	1	02D	Street no.	street1
02E	City	Paris	02E	City	Dublin
02F	Post code	1234	02F	Post code	20000

ICS 2 standalone data entry – Transport Equipment

- › If goods are transported in a container, press **ADD** to add container in **Transport Equipment** section.
- › Complete **Container ID**
- › Indicate **Container Supplied By** (either shipper or carrier)
- › Add **Seals**
- › Indicate **Container Size** (choose value from dropdown menu)
- › Press **APPLY** to continue

Container

Container ID *
Container ID

Seals

Container Supplied By
Shipper supplied

Container Size

Press Shift + Enter to add another



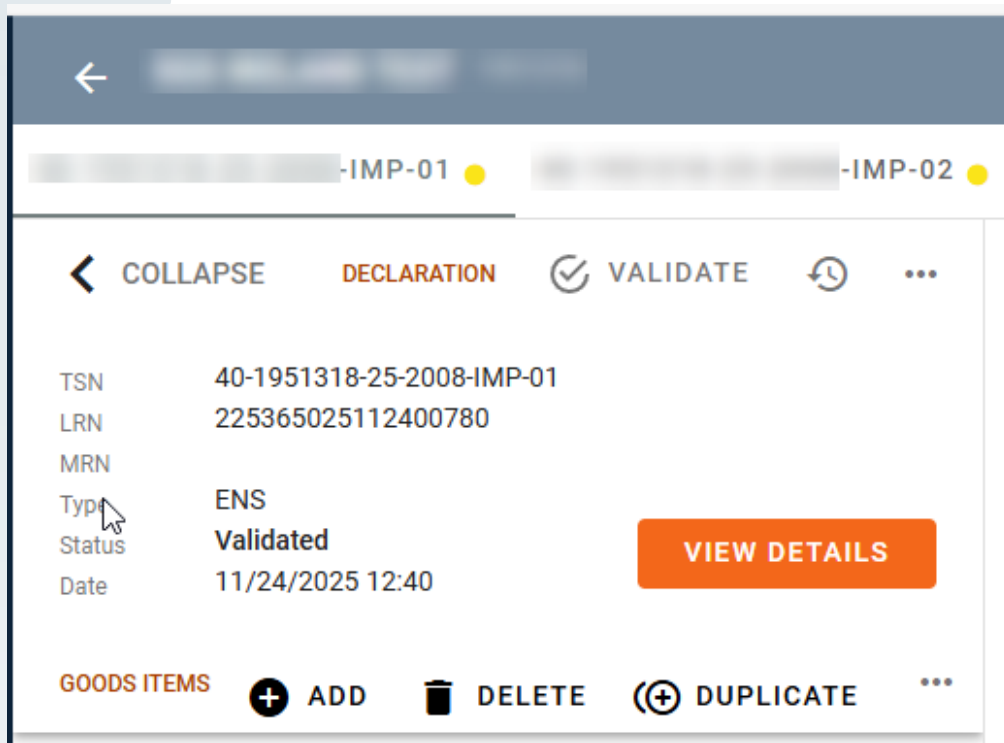
CANCEL



APPLY

ICS 2 standalone – split functionality

- › In the case of multiple consignors or consignees and multiple unique transport document references, the system will split the ICS 2 declarations (only one CMR is permitted per ICS 2 declaration)
- › At validation, system will generate a warning (as shown) – press **SPLIT** to continue
- › The ICS 2 declaration will be split into multiple declarations (as shown)
- › Proceed with submission as normal



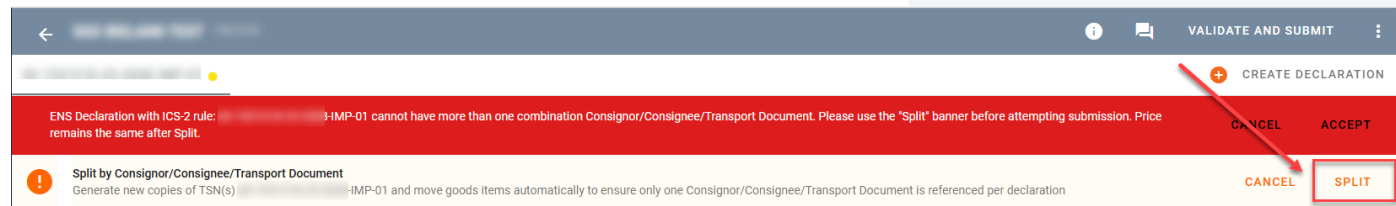
ICS 2 Declaration Detail View

Navigation: COLLAPSE | DECLARATION | VALIDATE

TSN	40-1951318-25-2008-IMP-01
LRN	225365025112400780
MRN	
Type	ENS
Status	Validated
Date	11/24/2025 12:40

VIEW DETAILS

GOODS ITEMS | ADD | DELETE | DUPLICATE



ICS 2 Declaration Warning and Split Confirmation

Warning: ENS Declaration with ICS-2 rule: HIMP-01 cannot have more than one combination Consignor/Consignee/Transport Document. Please use the "Split" banner before attempting submission. Price remains the same after Split.

Split by Consignor/Consignee/Transport Document

Generate new copies of TSN(s) HIMP-01 and move goods items automatically to ensure only one Consignor/Consignee/Transport Document is referenced per declaration

CANCEL | SPLIT

When you need to be sure