

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

1 Country of departure
Great Britain

2 Country of routing
France

3 Country of routing
Belgium

4 Country of termination
Germany

Favorites ▾

Customs offices of departure *

GB000060 ×

Dover/Folkestone Eurotunnel Freight

Customs offices

TRA FR620001 ×

Calais port tunnel bureau

Customs offices

Customs offices of termination *

DE005102 ×

Hannover-Nord

SHOW MAP

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.**



The screenshot shows the SGS Ireland Test declaration interface. The top navigation bar includes 'SGS IRELAND TEST' (1951318), 'VALIDATE AND SUBMIT', 'CREATE DECLARATION', and a 'More' menu. The main content area displays a declaration for TSN 40-1951318-25-1964-CT-01M, marked as 'Draft'. The 'EXTRA SERVICES' section lists three services: ENS-ICS2_FR (Info: FR620001), ENS-ICS2_DE (Info: DE005102), and GMR. The ENS-ICS2_FR service is highlighted with a red box. The left sidebar shows 'GOODS ITEMS' and 'TOTAL' sections with zero values.

Type	Info
ENS-ICS2_FR	FR620001
ENS-ICS2_DE	DE005102
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 Arrival at border date *

Estimated Departure time

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

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 Arrival at border date * 🕒 📅

Country flag at border

Estimated Departure time

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 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
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 locomotives--

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

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 *

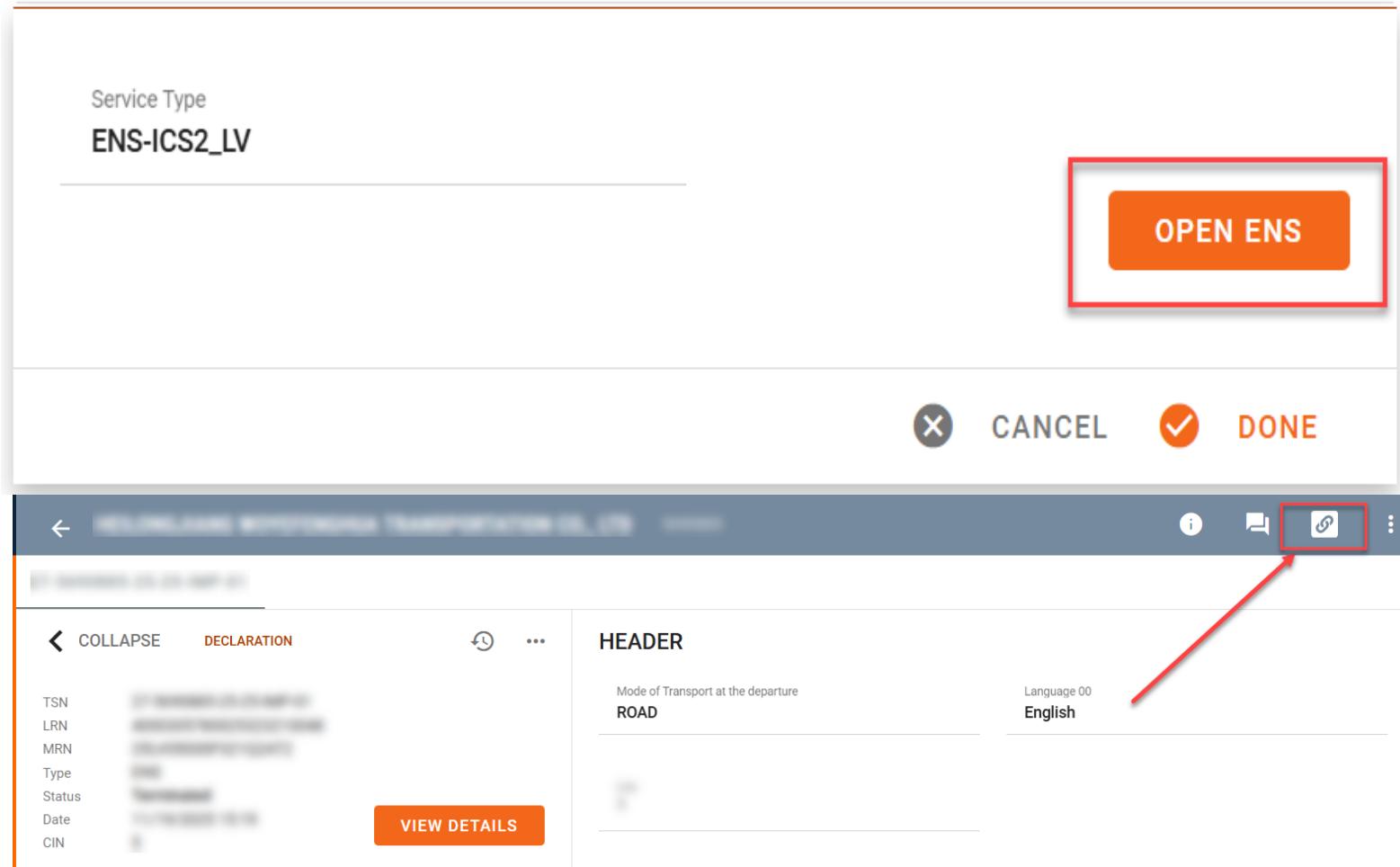
Estimated Departure time

Estimated Arrival at border date *

Estimated Arrival at border time

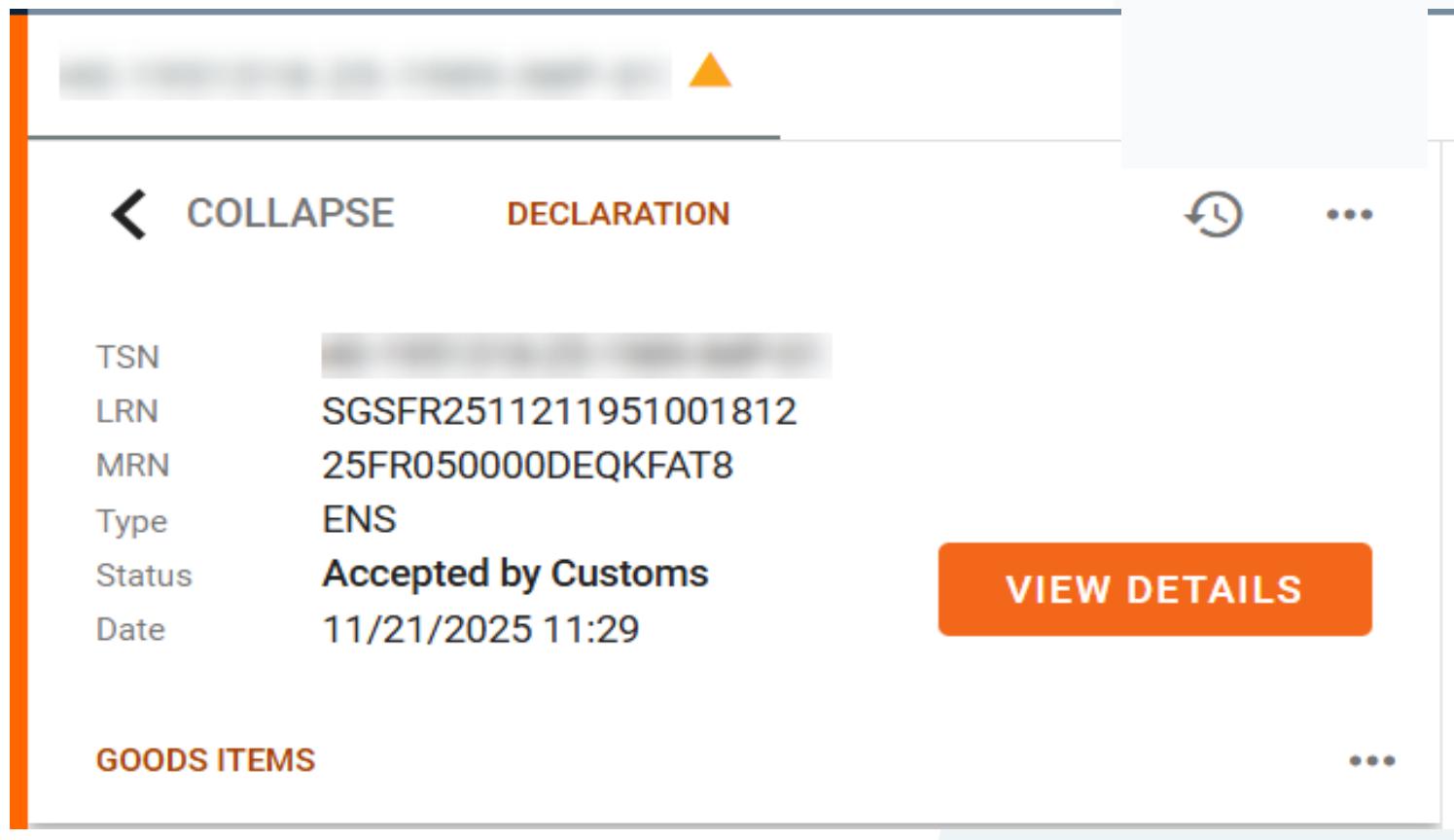
ICS 2 – submission process

- 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

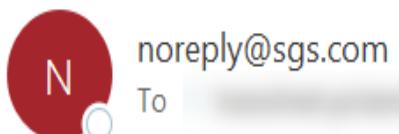


The screenshot shows a declaration status page with the following details:

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

VIEW DETAILS button is present.

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

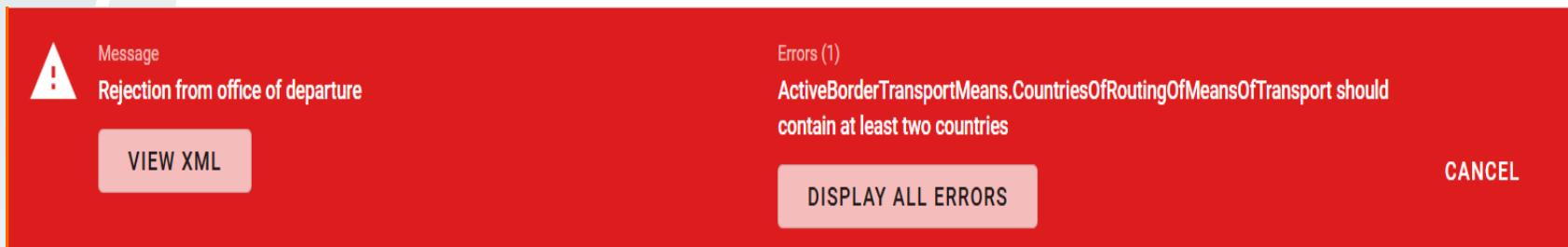
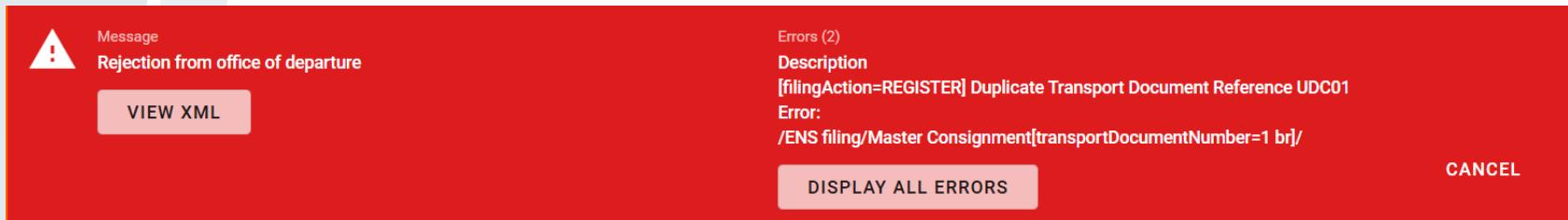


MRN :25FR050000DEQKFAT8 with Response R01

ICS 2 – statuses – Rejected by Customs

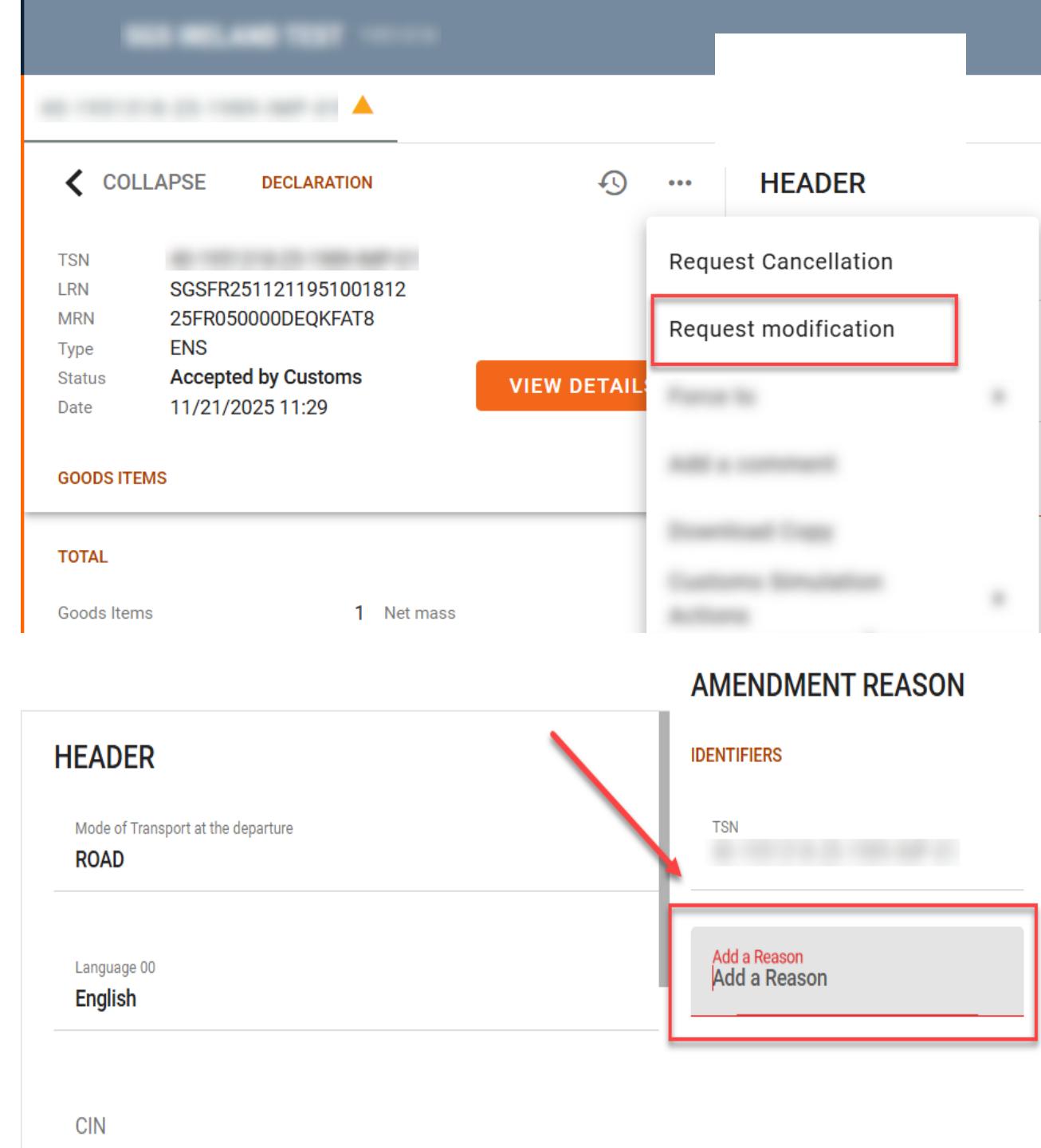
- › ICS 2 declarations may be rejected for several reasons.
- › The rejection reason will be visible at declaration header level – a red box will be shown.
- › Declarations can be edited and resubmitted.

- › Most common rejection reasons;
 - › Duplicate transport documents (the same transport document reference cannot be used once)
 - › Lack of complete routing (loading to unloading country)



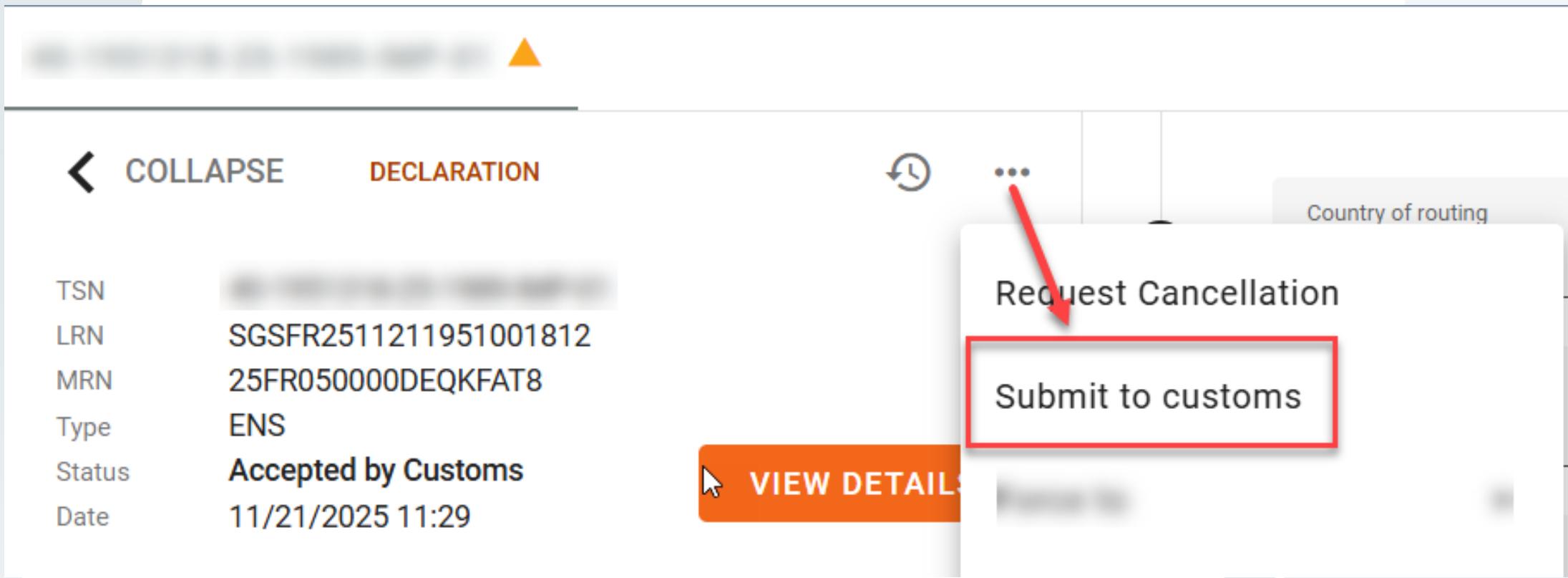
ICS 2 – declaration amendment

- 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**.



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 shows a declaration amendment interface. On the left, there is a table with the following data:

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

On the right, there is a button labeled "VIEW DETAILS" and a dropdown menu with the following options:

- Request Cancellation
- Submit to customs** (This option is highlighted with a red box and a red arrow points to it from the top-left of the image.)

At the top right of the interface, there is a "Country of routing" field.

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.

COLLAPSE DECLARATION

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

VIEW DETAILS

GOODS ITEMS

TOTAL

Goods Items	1	Net mass
Packages *	10	Gross mass

HEADER

Mode of Transport at the departure
ROAD

Language 00
English

Request Cancellation

Request modification

CANCELLATION REASON

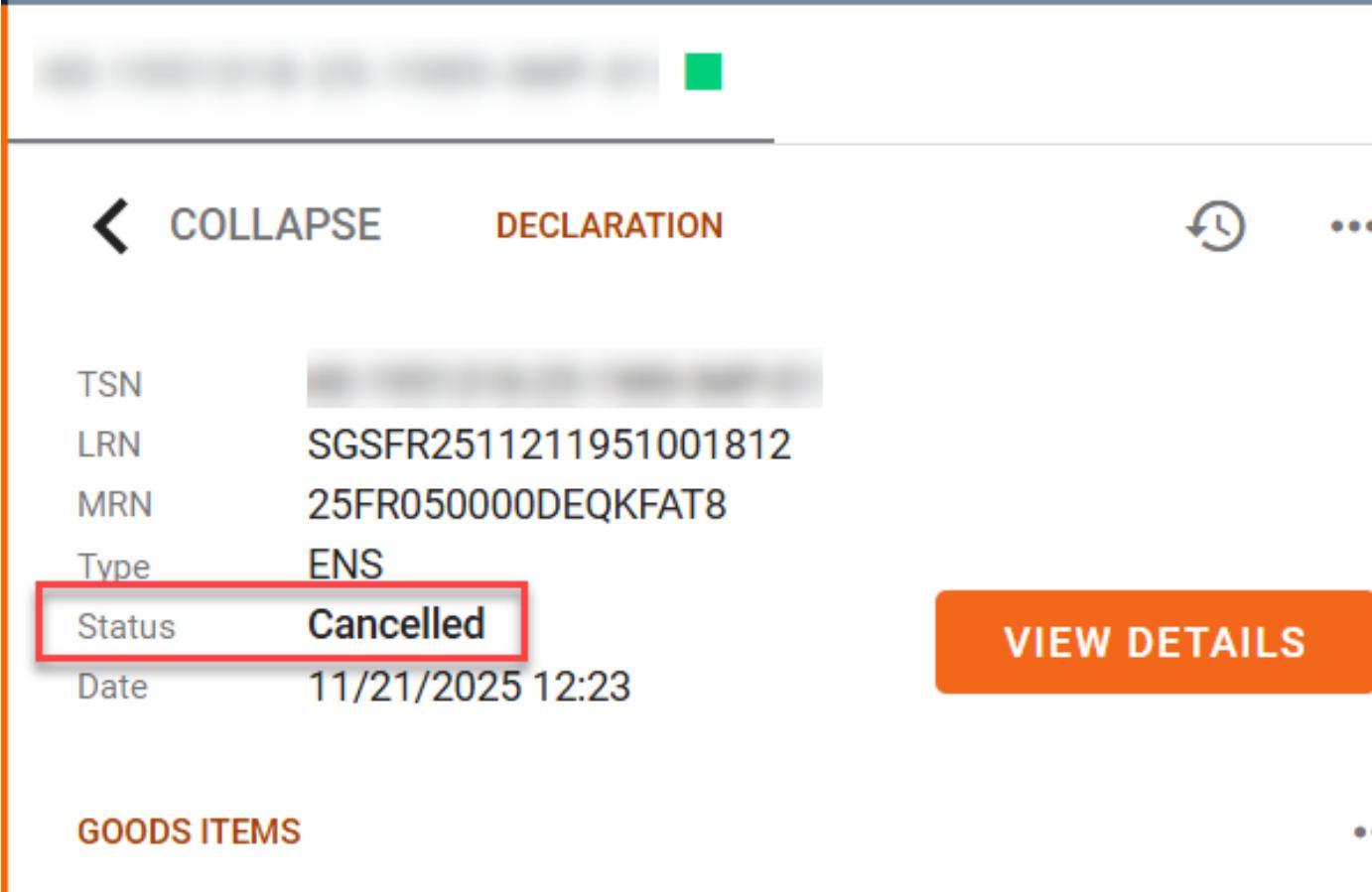
IDENTIFIERS

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**.



The screenshot shows a declaration status update interface. At the top, there are buttons for 'COLLAPSE' and 'DECLARATION', a refresh icon, and a three-dot menu icon. Below this, a table displays declaration details:

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

A large orange 'VIEW DETAILS' button is positioned to the right of the status row. At the bottom, there is a section labeled 'GOODS ITEMS' and a three-dot menu icon.

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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

Create declaration

CLIENT

COUNTRY OF DEPARTURE

Ireland

PROCEDURE



Type to filter procedures

x

1

IE

2

3

EXP

EXTERNAL

ENS

T-

T1

T2



From template



CANCEL



CREATE

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 shows the ICS 2 standalone data entry interface. On the left, the 'ROUTE' section is displayed with three numbered steps:

1. Country of routing: France
2. Country of routing: Great Britain
3. Country of entry: Ireland

Step 1 and 2 are highlighted with a red box. Step 3 is below them. At the bottom of the route section is a red box containing a '+' icon and the text 'Country of routing'.

On the right, a sidebar shows the following information:

- Favorites dropdown
- Show Map button
- Customs offices of entry: IEDUB100 (with a delete icon)
- DUBLIN PORT

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 despatch France Country of destination Ireland HS Code 4404 20 00 90 Advanced Search OPEN COMPOSER

Apply to all goods items Apply to all goods items

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 *

Type Shipping Marks No. of Packages

Pallet no marks 10

+ ADD

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

Filter

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	Consignee
TEST Consignor FR	IE_test1

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

Container Supplied By
Shipper supplied

Seals

Container Size

Press Shift + Enter to add another



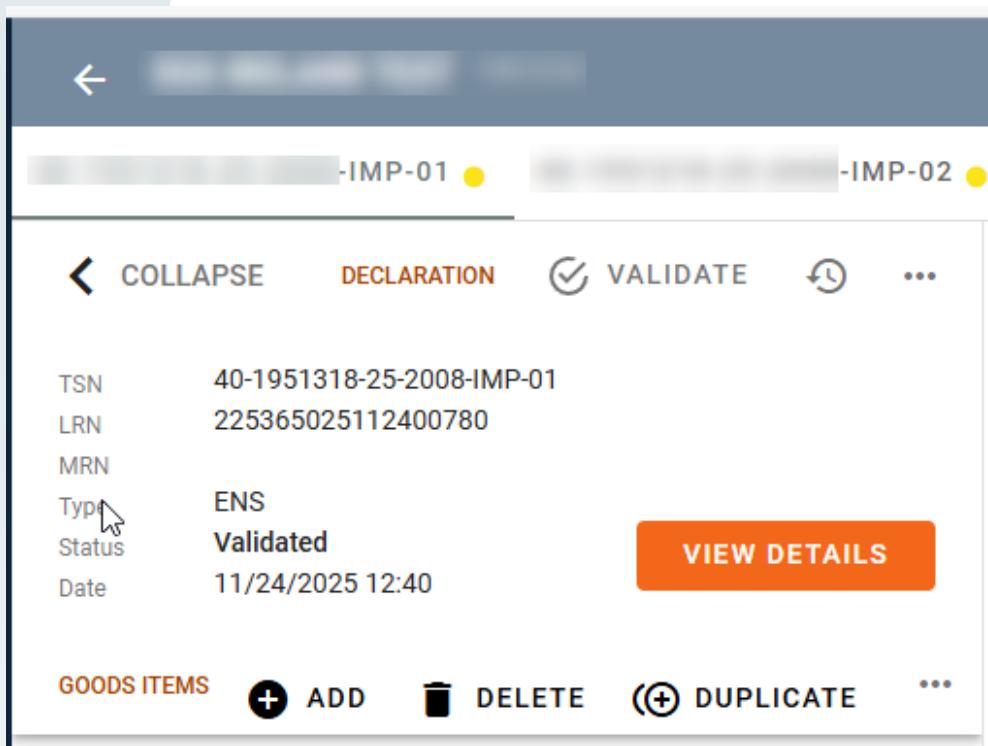
CANCEL



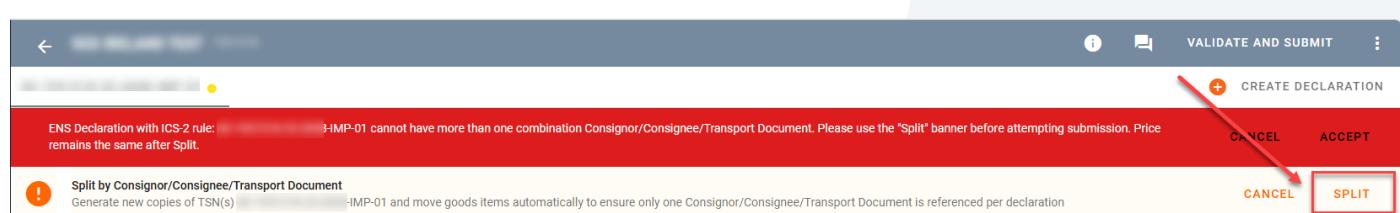
APPLY

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



The screenshot shows the ICS 2 declaration interface. At the top, there are two entries: "-IMP-01" and "-IMP-02", each with a yellow circular status indicator. Below this, there are buttons for "COLLAPSE", "DECLARATION" (which is selected), "VALIDATE", and "..." (three dots). Under the "DECLARATION" section, there are fields for TSN (40-1951318-25-2008-IMP-01), LRN (225365025112400780), and MRN (ENS). The "Type" field is highlighted with a cursor, showing "ENS". The "Status" field is "Validated" and the "Date" is 11/24/2025 12:40. A large orange "VIEW DETAILS" button is at the bottom right. At the very bottom, there are buttons for "GOODS ITEMS" (with "+ ADD", "- DELETE", and "DUPLICATE"), and three dots.



The screenshot shows a validation warning dialog box. It contains the following text:
ENS Declaration with ICS-2 rule:
-IMP-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)
-IMP-01 and move goods items automatically to ensure only one Consignor/Consignee/Transport Document is referenced per declaration

At the bottom right of the dialog, there are buttons for "CANCEL" and "ACCEPT", with a red arrow pointing to the "ACCEPT" button.

When you need to be sure