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EU Customs ICS2 Manifest Declaration User Guide (2.0)

With effective from June 3, 2024, the European Union (EU) will be implementing a new Customs pre-arrival security and safety program: Import Control System 2 (ICS2), all cargo transported to or through the EU, plus Norway, Switzerland, and Northern Ireland must submit an Entry Summary Declaration (ENS). To ensure compliance with this new regulation, along with existing customs declaration requirements and our operational procedures, please follow the guidelines below:

Contents

1. Declaration data requirements	1
2. Direct Customer Declaration	2
3. Freight forwarder and NVOCC	6
4. Entry Summary Declaration (ENS) Result	10

1. Declaration data requirements

The new regulations require mandatory risk assessment before the loading of goods, and the following new data must be provided based on the original Entry Summary Declaration (ENS) declaration rules:

1.1 Detailed Cargo Information:

- Provide at least 6 digits HS CODE, detailed and accurate goods description, not general product name.

1.2 EORI (Economic Operator Registration and Identification) number:

- When a company registers as an importer or exporter within the European Customs Union, it is assigned an Economic Operator Registration and Identification (EORI) number. This EORI number is required when making an ENS filing, provided the company has already been assigned one.

1.3 Buyer and Seller information:

- When the shipment's place of delivery (final destination) is in EU member states, Norway, Switzerland, or Northern Ireland, the Buyer and Seller information must be included in the ICS2 ENS filing.

1.4 House Bill information:

- When there is any House Bill(s) associated with the Master Bill, all the lowest House Bill information must be declared to EU Customs.

1.5 Full address of parties (Shipper, Consignee, Buyer, Seller, etc.):

- Country, city name, street name + House number or P.O. Box number, and postal code if applicable.

2. Direct Customer Declaration

2.1 Direct customers can choose to declare the (**Buyer**) and (**Seller**) information to EU Customs themselves (self-filer) or request OOCL to submit the declaration on their behalf.

2.2 Customers can complete the required information in the shipping instructions through the My OOCL Center in OOCL. (www.oocl.com)

2.2.1 Log in to "[My OOCL Center](#)", select "**Documentation**" at the top menu, and select "**Shipping Instructions**" then "**Shipping Instruction Submission**", and complete the basic information in the "**Details**" and "**Containers & Cargo**" tab

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Shipping Instructions Submission

Details* Container and Cargo* Preview

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☐

Buyer & Seller information filing: * *Tip* ☐ Self-Filer ☐ Request OOCL as Filer

Container and Cargo Details

Summary Cargo Description:

Container
Container 1 ☐ Submit SOLAS Verified Gross Mass (VGM)

Associated Booking #: * Container Size Type: Seal Type:

2.2.2 Supplementary Declarant EORI (for Self-File of Buyer & Seller information)

- If customer prefer to file the Buyer & Seller information themselves (as self-filers), go to the '**R24 Customs Filing Information**' – '**EU**' section. Click the checkbox "**Self-File**", input the EORI number next to "Supplementary Declarant EORI", and then click the checkbox "**By inputting the EORI#, I accept the TOU**".

Shipping Instructions Submission

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☐

Buyer & Seller information filing: * *Tip* ☒ Self-File ☐ Request OOCL as Filer

Please provide Supplementary Declarant EORI: * ☒ By inputting the EORI#, I accept the TOU.

- Customer needs to ensure they use the same EORI provided in the "**Supplementary Declarant EORI**" text box as the "Declarant EORI" in their own partial ENS filing. EU Customs uses this matching EORI as one of the unique linking keys to connect the ENS filings from the customer and the carrier.
- Also, please ensure the box next to "**House Master Shipment**" is leave blank (not clicked).

Shipping Instructions Submission

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☐

Buyer & Seller information filing: * *Tip* ☒ Self-File ☐ Request OOCL as Filer

Please provide Supplementary Declarant EORI: * ☒ By inputting the EORI#, I accept the TOU.

2.2.3 Buyer and Seller information (for request OOCL as filer on Buyer & Seller information)

- If customer prefer OOCL to file the Buyer & Seller information on their behalf, go to the 'R24 Customs Filing Information' – 'EU' section. Select "**Request OOCL as Filer**", click the checkbox "**Disclaimer**", and choose between the two options under the "**EU24 Buyer and Seller information**".

Shipping Instructions Submission

The screenshot shows the 'R24 Customs Filing Information' section for 'EU'. It includes tabs for 'Details*', 'Container and Cargo*', and 'Preview'. A red asterisk indicates required fields. The 'EU Cut off' is set to '22 Feb 2022, 18:30 ACST'. The 'House Master Shipment' checkbox is unchecked. Under 'Buyer & Seller information filing:', there is a tip icon and two radio buttons: 'Self-Filer' (unchecked) and 'Request OOCL as Filer' (checked). To the right, a checkbox 'I accept the disclaimer.' is checked. Under 'EU24 Buyer and Seller information:', there are two radio buttons: 'Use Consignee info as Buyer info, and Shipper info as Seller info for EU customs filing.' (checked) and 'Provide Full Information of Buyer and Seller.' (unchecked).

- When you select the radio button labeled "**Use Consignee info as Buyer info, and Shipper info as Seller info for EU24 customs filing,**" you are giving OOCL permission to use the Consignee's details as the Buyer's information and the Shipper's details as the Seller's information for the EU24 customs filing.
- When you select the radio button labeled "**Provide Full Information of Buyer and Seller,**" underneath will appear below for you to enter the detailed Buyer and Seller information.

Shipping Instructions Submission

Details* Container and Cargo* Preview

My Favorite Templates: Select

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☐

Buyer & Seller information filing: * [Tip](#)

☐ Self-File ☒ Request OOCL as Filer ☒ I accept the [disclaimer](#).

EU24 Buyer and Seller information: *

☐ Use Consignee info as Buyer info, and Shipper info as Seller info for EU customs filing.
☒ Provide Full Information of Buyer and Seller.

Buyer information: [Tip](#)

Name: *

EORI Number:

Type of Person: *

Address: *

Street Number:

Street:

P.O. Box:

City:

Country / Region: *

Zip Code / Postal Code:

Contact Type: ☐ Phone ☐ Email

Seller information: [Tip](#)

Name: *

EORI Number:

Type of Person: *

Address: *

Street Number:

Street:

P.O. Box:

City:

Country / Region: *

Zip Code / Postal Code:

Contact Type: ☐ Phone ☐ Email

- *Please note for Buyer & Seller information, the following fields are mandatory: **Name, Type of Person, Street Number + Street or P.O. Box, City, Country, and Postal Code (if applicable to that country).**
- Also, please ensure the box next to “House Master Shipment” is leave blank (not clicked).

Shipping Instructions Submission

Details* Container and Cargo* Preview

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☐

Buyer & Seller information filing: * [Tip](#)

☐ Self-File ☒ Request OOCL as Filer ☒ I accept the [disclaimer](#).

EU24 Buyer and Seller information: *

2.2.4 Fill in the cargo information

- Fill in the detailed and accurate cargo description in the "Cargo Description" field, and fill in at least 6 digits HS Code in the "Harmonized Code" field

Container

Container 1 ☐ Submit SOLAS Verified Gross Mass (VGM)

Associated Booking #: *

Container #:

☐ Shipper owned

Container Size Type:

Total Cargo Gross Weight: Metric Tons

Seal Type: (Please specify)

Seal #:

Cargo

Marks and Numbers	Quantity	Cargo Nature / Description	Weight / Volume	House B/L	Actions
Marks and Numbers: Select	Quantity: *	Cargo Nature: * General Harmonized Code:	Gross Weight: Kilograms	Select	Copy Cargo to
	Package Type: * Select	Cargo Description:	Net Weight: Kilograms		
			Volume: Cubic Meters		

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3. Freight forwarder and NVOCC

- 3.1** The deployment window for “**Maritime and Inland Waterway House Level Filers**” will be begin on 04 December 2024 and will become mandatory from 01 April 2025. NOVCCs and Freight Forwarders will be required to declare their House Bill of lading information to EU Customs.
- 3.2** Carriers are required to indicate the EORI number of any House Bill issuing party they contract with. This obligation remains even if the House Bill issuers have requested a later deployment window and will not submit any House Bill information until their own ICS2 deployment during the transition period.
- 3.3** Customers can complete the required information in the shipping instructions through My OOCL Centre in OOCL. (www.oocl.com)
- 3.3.1** Log in to My OOCL Center website, select “**Documentation**” at the top menu, and select “**Shipping Instructions**” then “**Shipping Instruction Submission**”, and complete the basic information in the “**Details**” and “**Containers & Cargo**” tab

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Shipping Instructions Submission

Details* Container and Cargo* Preview

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☐

Buyer & Seller information filing: * [Tip](#) ☐ Self-Filer ☐ Request OOCL as Filer

Container and Cargo Details

Summary Cargo Description:

Container
Container 1 ☐ Submit SOLAS Verified Gross Mass (VGM)

Associated Booking #: * Container Size Type: Seal Type:

3.3.2 Supplementary Declarant EORI (for Self-Filer of House BL information)

- If customer prefer to file the House BL information themselves (as self-filers), go to 'R24 Customs Filing Information' – 'EU' section, click the box "House Master Shipment" (to indicate there is House BL), select "Self-Filer" and then input the 'EORI number of Declarant who will file the House BL information' in the text box next to the "Please provide Supplementary Declarant EORI" and click the checkbox "By inputting the EORI#, I accept the TOU".

Shipping Instructions Submission

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☒

House BL information filing: * *Tip* ☒ Self-Filer ☐ Request OOCL as Filer

Please provide Supplementary Declarant EORI: * ☒ By inputting the EORI#, I accept the TOU.

- Please refer to the table below for the EORI number of OOCL*

Carrier Brand	EORI Number
OOCL	NL821606931
OEUL	NL825860003

* [definition of carrier](#)

3.3.3 House BL information (for request OOCL as filer on House BL information)

- If customer prefer OOCL to file the House BL information on their behalf, go to the 'R24 Customs Filing Information' – 'EU' section, click the box "House Master Shipment" (to indicate there is House BL), select "Request OOCL as Filer", click the checkbox "I accept the disclaimer", and click "Add" at the bottom of the House B/L table.

Shipping Instructions Submission

* Required.

R24 Customs Filing Information

Master B/L

EU

EU Cut off: 22 Feb 2022, 18:30 ACST

House Master Shipment: ☒

House BL information filing: * *Tip* ☐ Self-Filer ☒ Request OOCL as Filer ☒ I accept the disclaimer.

House B/L

NVOCC House B/L No	Actual Shipper	Actual Consignee	Actual 1st Notify Party	Actual 2nd Notify Party	Method of Payment

- Once clicked the **"Add"** at the bottom of the House B/L table, there is a pop-up form which allow customer to provide an individual House BL information, including House BL numbers, Method of Payment, and House BL parties' information. After filling out the form, please click **"Save"** to save the House BL record.

House B/L

NVOCC House B/L No: * Method of Payment: *

EU

You must provide all lowest House BL information (including final seller and buyer information if the Final Destination in the European Union, Northern Ireland, Norway, or Switzerland). When House BL's parties information is provided for both EU and US filing, system will use below Actual Shipper, Consignee, 1st Notify Party, and 2nd Notify Party information.

Actual Shipper * Name: * Address: * R.O. Box: City: * (City must select from list.) Phone: - - [Country/Region] - [Area] - [Local] Telex: Postal Code: * EORI Number: Type of Person: * Select E-mail Address:	Actual Consignee * ☐ To Order Name: * Address: * R.O. Box: City: * (City must select from list.) Phone: - - [Country/Region] - [Area] - [Local] Telex: Postal Code: * EORI Number: Type of Person: * Select E-mail Address:
Actual 1st Notify Party Name: Address: R.O. Box: City: (City must select from list.) Phone: - - [Country/Region] - [Area] - [Local] Telex: Postal Code: EORI Number: Type of Person: Select E-mail Address:	Actual 2nd Notify Party Name: Address: R.O. Box: City: (City must select from list.) Phone: - - [Country/Region] - [Area] - [Local] Telex: Postal Code: EORI Number: Type of Person: Select E-mail Address:

- Customer can add additional House BL entries by clicking on the **"Add"** at the bottom of the House B/L table. Additionally, if the Final Destination is within the European Union, Northern Ireland, Norway, or Switzerland, EU customs mandate the inclusion of Buyer & Seller information. Consequently, the form will include sections for Buyer & Seller information at the bottom, which the customer must complete.

*For Final Destination in the European Union, Northern Ireland, Norway, or Switzerland, Buyer & Seller information is required by EU customs.

Final Buyer *

Name: *

EORI Number:

Type of Person: *

Select ▼

Address: *

Street Number:

Street:

P.O. Box:

City: *

Country / Region: *

Select ▼

Zip Code / Postal Code:

Contact Type:

☐ Phone ☐ Email

Final Seller *

Name: *

EORI Number:

Type of Person: *

Select ▼

Address: *

Street Number:

Street:

P.O. Box:

City: *

Country / Region: *

Select ▼

Zip Code / Postal Code:

Contact Type:

☐ Phone ☐ Email

- Next, customers should associate the House BL to the cargo item under the **"Container and Cargo Details"** section. Within this section, there's a column labeled **"House B/L"** where customers can select the House BL they created in the House B/L table.

Container and Cargo Details

Summary Cargo Description:

Container

☐ Container 1 ☐ Submit SOLAS Verified Gross Mass (VGM)

Associated Booking #: *

4120522260 ▼

Container #:

OOLU153155

☐ Shipper owned

Container Size Type:

40' General Purpose Container ▼

Total Cargo Gross Weight:

1 Metric Tons ▼

Seal Type:

High Security ▼

Seal #:

11111114

Marks and Numbers	Quantity	Cargo Nature / Description	Weight / Volume	House B/L	Actions
Marks and Numbers: Select ▼	Quantity: * 24 Package Type: * Box ▼	Cargo Nature: * General ▼ Cargo Description: Plastic cups	Gross Weight: 18 Kilograms ▼ Net Weight: 18 Kilograms ▼ Volume: 5 Cubic Meters ▼	House B/L MBL15151532 ▼ MBL15151533 ▼	Copy Cargo to ▼

[Add Cargo](#)

3.3.4 Fill in the cargo information

- Fill in the detailed and accurate cargo description in the **"Cargo Description"** field, and fill in at least 6 digits HS Code in the **"Harmonized Code"** field

The screenshot shows the 'Container' form in the ICS2 system. At the top, there's a section for 'Container 1' with a checkbox for 'Submit SOLAS Verified Gross Mass (VGM)'. Below this, there are fields for 'Associated Booking #', 'Container Size Type' (set to '20' General Purpose Container'), 'Seal Type' (set to 'High Security'), and 'Seal #'. There's also a 'Total Cargo Gross Weight' field set to '2' Metric Tons. A 'Shipment owned' checkbox is present. Below these fields is a table for 'Cargo' information. The table has columns: 'Marks and Numbers', 'Quantity', 'Cargo Nature / Description', 'Weight / Volume', 'House B/L', and 'Actions'. The 'Cargo Nature / Description' column has a 'Harmonized Code' field set to 'General' and a 'Cargo Description' field. The 'Weight / Volume' column has 'Gross Weight', 'Net Weight', and 'Volume' fields. The 'House B/L' column has a 'Select' dropdown. The 'Actions' column has a 'Copy Cargo to' dropdown. There are 'Add to Favorites' buttons at the bottom of the 'Marks and Numbers' and 'Cargo Description' columns.

4. Entry Summary Declaration (ENS) Result

4.1 The new regulation sets different levels of risk assessment and feedback:

1) Assessment Complete (AC):

- The information is valid and risk-free, and the goods can be loaded on the ship.

2) Request for further Information (RFI):

- Incorrect/missing information, but does not affect the shipment. The goods will be arranged on board; however, complete information needs to be supplemented as soon as possible to avoid any issues with customs clearance at the port of destination.

3) Do Not Load (DNL):

- There is a significant risk and cannot be loaded. The cargo will not be arranged on board.

We will continue to update the user guide to reflect any changes to ICS2 regulations. The most recent updates are also available on the OOCL website. Please do not hesitate to contact us if you have any questions or need further assistance.