

## HOW TO SUBMIT ICS2 FILING THROUGH MSC

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## ICS2 FILING THROUGH MSC

### ➤ 当贵司选择由MSC代向欧盟海关申报

1, 以下情况: 我司直接根据SI/舱单内容将申报信息发至欧盟海关

House Bill(s) included in the shipment	Goods delivered in EU	Buyer and seller information equal to shipper and consignee	ENF Segment	ICS2 declared by who	是否需要至MYMSC.COM中提交“补充申报信息”	SI 中是否需要提供EORI NO.
N	Y	Y	NYN	ICS2 declared by MSC (MSC submitted full declaration to EU Customs)	no need	no need
N	N	Y	NNY			
N	N	N	NNN			

2, 以下情况: 客户需自行至MYMSC.COM中EU Customs模块提交“补充申报信息” (包括House BL info / Seller/Buyer )

House Bill(s) included in the shipment	Goods delivered in EU	Buyer and seller information equal to shipper and consignee	ENF Segment	ICS2 declared by who	是否需要至 MYMSC.COM中提交“补充申报信息”	SI 中是否需要提供EORI NO.
Y	N	Y	YNY	ICS2 declared by MSC	need	no need
Y	N	N	YNN			
Y	Y	N	YYN			
Y	Y	Y	YYY			
N	Y	N	NYN			

**注:** 贵司仍需在SI 指定位置提供ENF Segment信息, 即 ( House Bill(s) included in the shipment: Y or N /Goods delivered in EU: Y or N/Buyer and seller information equal to shipper and consignee: Y or N)



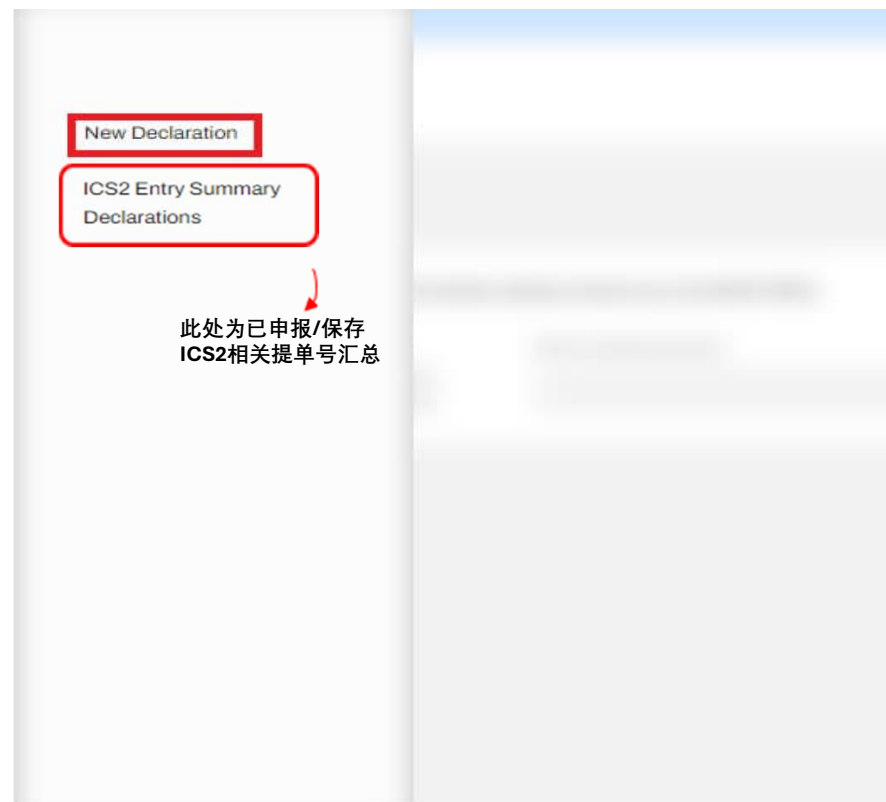
## ICS2 FILING THROUGH MSC

To create a new declaration in MyMSC

在Dashboard界面下选择  
≡EU Customs  
→ 选择“New Declaration”



- Dashboard
- Quotes & tariffs
- eBooking
- Shipping instruction
- Free Time, Detention & Demurrage
- Documents
- Tracking
- Schedules & cut-off
- Financial
- Solas VGM
- EU Customs**



## ICS2 FILING THROUGH MSC

### 进入EU customs

→ 录入需要申报的提单号

→ 点击“Next”进入下一步进一步录入所需要申报的所有信息

EU Customs

MSC

**Bill of Lading Number**

A MSC Bill of Lading Number is mandatory to proceed with the declaration. If you have not received the BL Number, please contact your local MSC Office.

Document Type: ICS2 Entry Summary Declaration

Bill of Lading Number: MEDUF7013404

Next

### 温馨提示:

一个提单号只能进行申报一次，且客户和local DOC都无法进行更正。

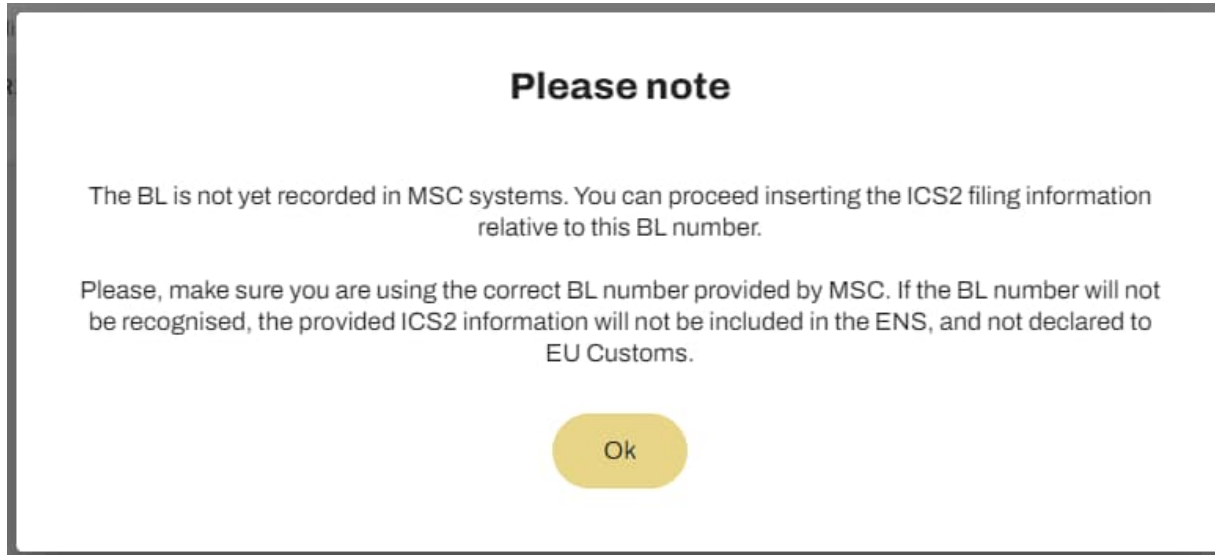
如果您录入的是已被提交过的提单号，系统将拒绝任何进一步的操作。这是因为申报信息已经发送到后台系统进行处理，并转发到ICS2系统。



## ICS2 FILING THROUGH MSC

**NOTE:**

录入提单号后，如果遇到以下弹框，请重新检查提单号是否正确，然后继续提交ICS2备案信息。如果提单号不正确，ICS2信息将视为无效且无法发送到欧盟海关。



THE CLIENT SHOULD SELECT AND DECLARE INFORMATION ACCORDING TO THE  
DIFFERENT SCENARIOS

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# ICS2 FILING THROUGH MSC--- YNY & YNN

## Scenarios 1 & 2

- House Bill(s) included in the shipment: Y
- Goods delivered in EU: N
- Buyer and seller information equal to shipper and consignee: Y Or N

The screenshot displays the MSC ICS2 filing interface. It is divided into three main sections:

- General Information:** Contains two toggle switches. The first, 'House Bill of Lading issued for this shipment', is set to 'Yes'. The second, 'Goods delivered in EU, Norway, Northern Ireland or Switzerland', is set to 'No'. Both are highlighted with red boxes.
- Declaration Choice:** Explains that the new ICS2 system requires additional information for BL n° **MEDUQW863276**. It offers two options: **Through MSC** (selected with a radio button and highlighted with a red box) and **I prefer to declare it myself**. The 'Through MSC' option states that users will be redirected to a form for required information. The 'I prefer to declare it myself' option states that users must provide their EORI number.
- Declarant EORI Number:** A yellow box highlights this section, which includes the text 'EORI Number: (optional)' and a text input field containing '17976589d'. A yellow arrow points down from this box to the word 'Optional' in red text.

At the bottom right, there are three buttons: a close button (X), a 'Save as Draft' button, and a 'Next' button.



# ICS2 FILING THROUGH MSC--- YYY & YYN

## Scenarios 3 & 4

- House Bill(s) included in the shipment: Y
- Goods delivered in EU: Y
- Buyer and seller information equal to shipper and consignee: Y OR N

The screenshot displays a web interface for ICS2 filing. It is divided into three main sections: 'General Information', 'Declaration Choice', and 'Declarant EORI Number'.  
1. **General Information:** Contains two toggle switches. The first is 'House Bill of Lading issued for this shipment' with a 'Yes' toggle. The second is 'Goods delivered in EU, Norway, Northern Ireland or Switzerland' with a 'Yes' toggle. Both toggle labels are highlighted with a red box.  
2. **Declaration Choice:** Explains that the new ICS2 system requires additional information for shipment BL n° MEDUF7013404. It offers two options: 'Through MSC' (highlighted with a blue box) and 'I prefer to declare it myself'. The 'Through MSC' option states the user will be redirected to a form. The 'I prefer to declare it myself' option requires the user to provide their EORI number.  
3. **Declarant EORI Number:** Shows a field for the EORI number (optional) and a purple arrow pointing down to the word 'Optional'.  
At the bottom right, there are three buttons: a close button (X), a 'Save as Draft' button, and a 'Next' button (highlighted with a red box).





# ICS2 FILING THROUGH MSC--- NYN

## Scenarios 5

- House Bill(s) included in the shipment: N
- Goods delivered in EU: Y
- Buyer and seller information equal to shipper and consignee: N

The screenshot displays a web form for ICS2 filing. It is divided into three main sections:

- General Information:** Contains two fields: 'House Bill of Lading issued for this shipment' with a toggle switch set to 'No', and 'Goods delivered in EU, Norway, Northern Ireland or Switzerland' with a radio button set to 'Yes'.
- Declaration Choice:** Provides instructions about the new Import Control System (ICS2) and offers two options: 'Through MSC' (selected, with a red box around it) and 'I prefer to declare it myself'. The 'Through MSC' option states that the user will be redirected to a form.
- Declarant EORI Number:** Features a text input field labeled 'EORI Number: (optional)' with a red box around it.

At the bottom right of the form, there are three buttons: a close button (X), a 'Save as Draft' button, and a 'Next' button.

### 温馨提示:

MYMSC.COM EU Customs模块11月4日已经上线, 客户可通过该模块提交补充申报信息。



# ICS2 FILING THROUGH MSC

- Fill out the House Consignments information
- General Details

- (1) 在 “Reference Number “中录入 House BL number
- (2) “Method of Payment” – 在下拉列表中选择与House BL相关的费用付费方式

Note: 如果您有额外需求可通过“Add”填写相关文件。

The screenshot displays the MSC ICS2 Filing interface. The top navigation bar includes 'EU Customs', the MSC logo, and utility icons for 'Instant Quote', 'eBooking', 'Dashboard', 'Notifications', and 'Help'. The main content area is divided into two panels. The left panel, titled 'ICS2 Entry Summary Declaration', contains a 'House Consignments' section with a list of items: '6543210' (Status: Validated with errors), 'General', 'Locations and Routing', 'Parties', 'Goods Shipment', 'Transport Equipment', and 'Goods'. The right panel, titled 'General', contains several sections: 'Transport Document (House Level)' with a 'Reference Number' field containing '6543210' and a 'Type' dropdown set to 'House bill of lading'; 'Transport Charges' with a 'Method of Payment' dropdown set to 'Account holder with carrier'; and 'Reference Number / UCR (optional)' with a text input field. To the right of these sections are 'Supporting Documents (optional)' and 'Additional Information (optional)', each with an 'Add' button.



# ICS2 FILING THROUGH MSC

## → Locations and Routing

(1) Place of Acceptance -- 货物接收地。

(2) Place of Delivery – 交货地。

注，您可通过选择“Add Country” 添加此货物在原始出发国和最终目的地国之间所经过的国家。(需按顺序填写)

ICS2 Entry Summary Declaration

House Consignments

Status: Draft

General

**Locations and Routing**

Parties

Goods Shipment

Transport Equipment

Goods

### Locations and Routing

**Place of Acceptance**  
UNLOCODE or Location+Country fields are mandatory.

UNLOCODE:  
Please type UNLOCODE

Country:  
Please type Country

Location:  
Please provide Country first

**Place of Delivery**  
UNLOCODE or Location+Country fields are mandatory.

UNLOCODE:  
Please type UNLOCODE

Country:  
Please type Country

Location:  
Please provide Country first

**Countries of Routing of Consignment**

First Country:  
Automatically populated by Place of Acceptance

**Add Country**

Automatically populated by Place of Delivery

**Passive Border Transport Means (optional)**

**Add**

如果是多式联运，可单击此处“Add”明确所涉及到的运输方式

标明货物在原始出发国和最终目的地之间所经过的国家



# ICS2 FILING THROUGH MSC

→ Parties(consignor/consignee/notify)  
录入 (发货人/收货人/通知人信息)

**Parties**

Consignor	Address	Communication (optional)
Type of Person: Association of persons	Country: CN-China	Type: Please select Type
Name: abc	City: QINGDAO, 37	Identifier: Please type Identifier
EORI Number: (optional) Please type EORI Number	Street: hongkong middle road	Electronic mail
	Street additional line: (optional) Please type Street additional line	Telephone
	Number: 59	
	Postcode: 266000	
	P.O. Box: (Not Required) Please type P.O. Box	

Street/Number or P.O. Box fields are mandatory, but mutually exclusive

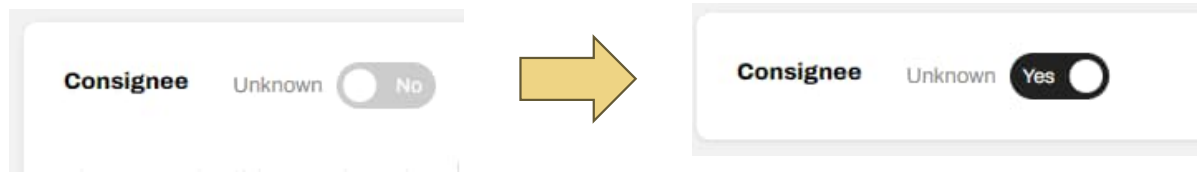
此处截图以发货人为例



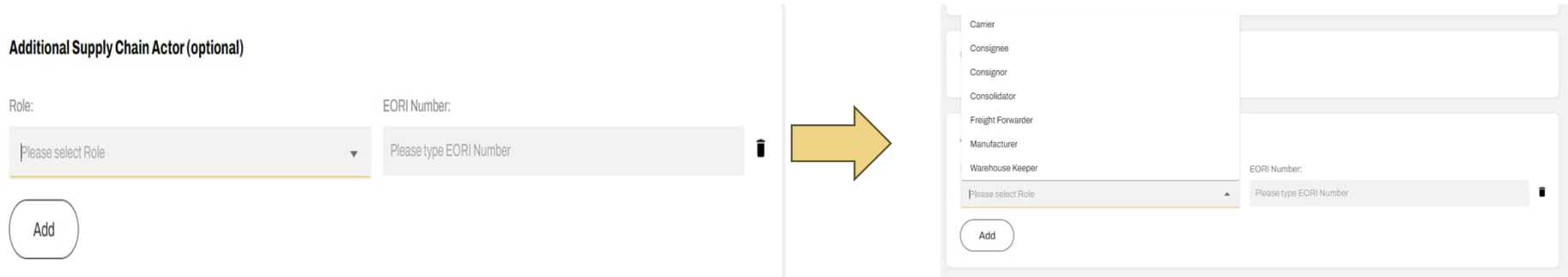
## ICS2 FILING THROUGH MSC

### ➤ 温馨提示:

- 1, 若是“To order”提单, 您可将Consignee 切换至Unknown。但是此情况下, **强制**填写通知人相关信息。  
若是记名提单, 贵司可根据实际情况选填通知人信息, 若不填写, 请将Notify 切换至Unknown



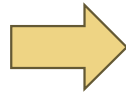
- 2, 若与其他涉及的供应链方, 可通过在如下“Additional Supply Chain Actor(optional)” 栏位中添加其信息并选择它的类型



# ICS2 FILING THROUGH MSC

→ Goods shipment

此处录入买方信息



**Goods Shipment**

Please note Buyer and Seller data is optional for consignment delivered outside EU, Norway, Northern Ireland and Switzerland.

Would you like to provide this information?  Yes

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**Buyer** ⓘ

Type of Person:  
Please select Type ▼

Name:  
Please type Name

EORI Number: (optional)  
Please type EORI Number

**Address**  
Street/Number or P.O. Box fields are mandatory, but mutually exclusive

Country: Please type Country ▼ City: Please provide Country first ▼

Street: Please type Street

Street additional line: (optional)  
Please type Street additional line

Number: Please type Number Postcode: Please type Postcode

P.O. Box:

**Communication (optional)** ⓘ

Add

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**Seller** ⓘ

Type of Person:  
Please select Type ▼

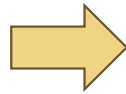
**Address**  
Street/Number or P.O. Box fields are mandatory but mutually exclusive

Country: Please type Country ▼ City: Please provide Country first ▼

**Communication (optional)** ⓘ

Add

此处录入卖方信息.



## ICS2 FILING THROUGH MSC

➤ **温馨提示:**

当交货地点在欧盟，挪威，北爱尔兰和瑞士时，**强制**提供买方和卖方的详细信息  
当交付地在欧盟，挪威，北爱尔兰和瑞士以外，此信息可选择性填写

The screenshot displays the MSC ICS2 filing interface. On the left, under 'House Consignments', a list item is shown with ID '123456' and status 'Validated with errors'. Below this is a 'General' tab. On the right, the 'Goods Shipment' panel is active, displaying a note: 'Please note Buyer and Seller data is optional for consignment delivered outside EU, Norway, Northern Ireland and Switzerland.' Below the note is a toggle switch for 'Would you like to provide this information?' which is currently set to 'No'.

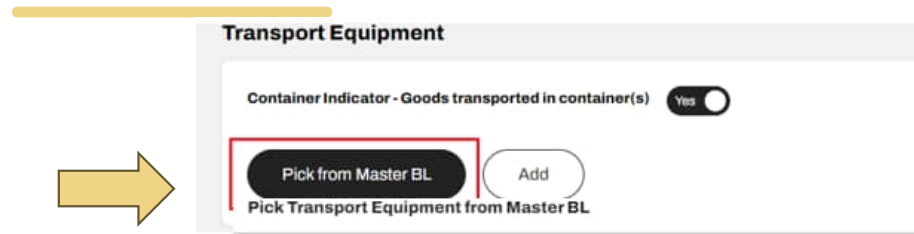


# ICS2 FILING THROUGH MSC

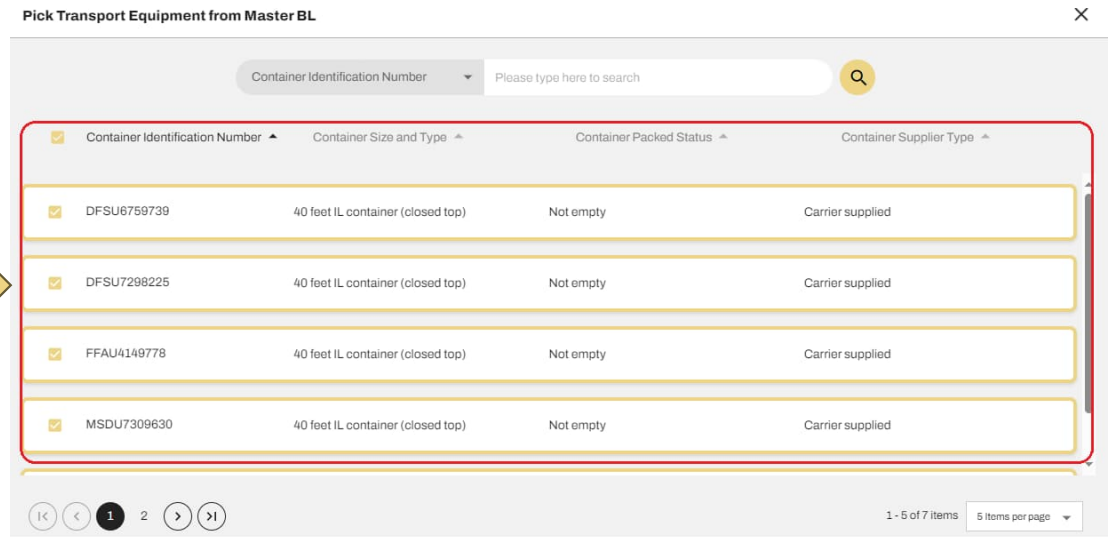
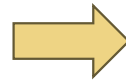
→Transport Equipment (2种录入方式)

## The 1<sup>st</sup> Method

(1)从Master BL.中提取相关信息.



(2)选项所需箱子并单击“Confirm”继续





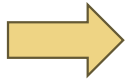
# ICS2 FILING THROUGH MSC



→Transport Equipment

The 2<sup>nd</sup> Method

(1) 单击 Add

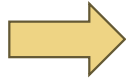


**Transport Equipment**

Container Indicator - Goods transported in container(s)  Yes

Pick from Master BL

(2) 录入 Container Identification Number, the Size & Type, Packed Status and Supplier Type 并单击“Confirm”继续



**Edit Transport Equipment** ×

Container Identification Number: <input type="text" value="Please type Identification Number"/>	Container Size and Type: <input type="text" value="Please select Size and Type"/>
Container Packed Status: <input type="text" value="Please select Packed Status"/>	Container Supplier Type: <input type="text" value="Please select Supplier Type"/>

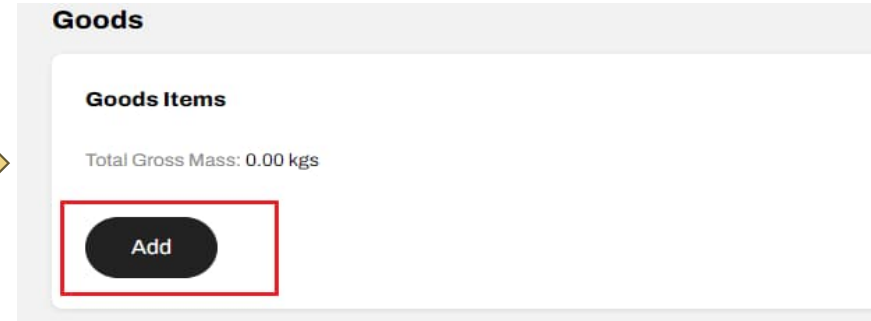
Seals (optional)



# ICS2 FILING THROUGH MSC

→ Goods Items

(1) 单击“Goods items”下的“Add”，添加House BL中包含的货物信息。



**Goods**

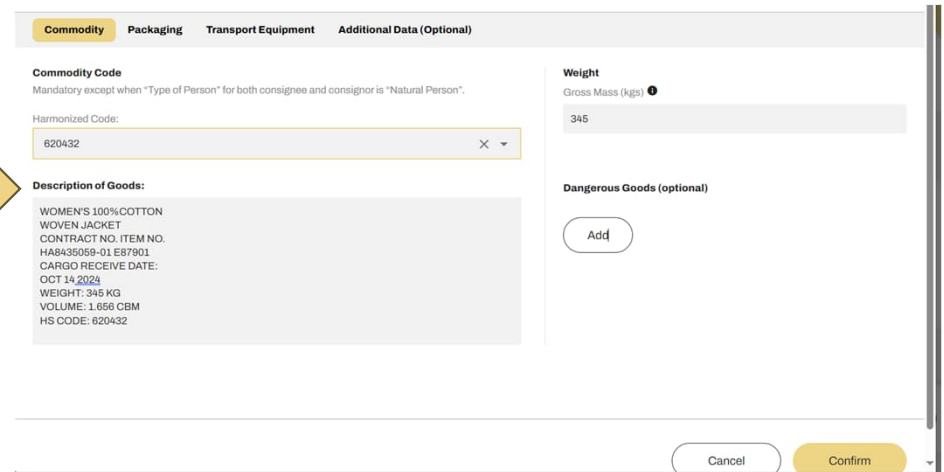
**Goods Items**

Total Gross Mass: 0.00 kgs

Add

(2) 在“Commodity”页

- A. 需录入至少6位的HS 编码，“Description of Goods”中会根据HS编码对应的信息自动填写，但是这栏位可进一步根据实际内容编辑并更正。
- B. Weight 处录入Gross weight



**Commodity** Packaging Transport Equipment Additional Data (Optional)

**Commodity Code**  
Mandatory except when "Type of Person" for both consignee and consignor is "Natural Person".  
Harmonized Code:  
620432

**Description of Goods:**  
WOMEN'S 100% COTTON  
WOVEN JACKET  
CONTRACT NO. ITEM NO.  
HA8435059-01 E87901  
CARGO RECEIVE DATE:  
OCT 14 2024  
WEIGHT: 345 KG  
VOLUME: 1.656 CBM  
HS CODE: 620432

**Weight**  
Gross Mass (kgs) ①  
345

**Dangerous Goods (optional)**  
Add

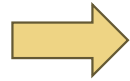
Cancel Confirm

注: 若涉及危险品, 可在“Dangerous Goods”添加the UN number.



## ICS2 FILING THROUGH MSC

(3) 在“Packaging”页  
录入包装种类, 件数 和唛头

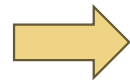


**Add Goods** X

Commodity **Packaging** Transport Equipment Additional Data (Optional)

Type of Packages:  Number of Packages:  Shipping Marks:  🗑️

(4) 在“Transport Equipment”页。选择与其关联  
的箱号



Commodity Packaging **Transport Equipment** Additional Data (Optional)

**Transport Equipment** Please type here transport equipment number 🔍

Please select transport equipments associated to the inserted goods:

Select all

TGBU8010016



# ICS2 FILING THROUGH MSC

→ Summary

单击“Save as Draft”保存数据。  
或者，通过单击“Next”进行验证

**Goods Items**

Total Gross Mass: 16184.00 kgs

**732490 - VM Frame like drawing 67391(66355ED3)**

Gross Mass: 16184 kg(s)    UN Number(s): -    Total Packages: 20    Container Identification Number: UETU5601310

Add

<   X   Save as Draft   Next



## ICS2 FILING THROUGH MSC

当点击“Next”弹出“Warning”提示框时，用户需自行复查

- 如果确认填写信息正确无误，可单击“No, Proceed with warnings”进入至下一步条款确认页面。
- 如果所填写的申报信息需要进一步更正，请单击“Yes, edit Consignment(s)”回到填写界面。

### Warning

House Consignment validated with warnings

Do you want to edit your consignment(s) before proceeding?

No, proceed with warningsYes, edit Consignment(s)



# ICS2 FILING THROUGH MSC

当用户选择 “Yes, edit Consignment(s)”, 可通过菜单栏侧边的红色问题/黄色警示图标进一步核实填写信息。信息更正完成后可再次验证

单击“OK”进入到下一步 “Teams & Conditions”



**Validated**

House Consignment validated successfully

Ok

## ICS2 FILING THROUGH MSC

A summary page will be displayed for checking all the specified data

(1) 展开“House Consignment” (如右图) 可再次复查所填写的相关信息.

(2) 复查无误后, 请选中复选框以确认条款和条件.

### 温馨提示:

请仔细检查您填写的信息, 如果没有问题, 请点击提交。一旦提交后客户和local DOC 无法做任何删除/更正。需上报我司总部进行后台操作。

**House Consignments**

12346	Status: Validated	Consignor: abc	Consignee: bdd	Notify: .
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**Terms & Conditions**

- I've checked the data provided and I declare that they're correct.
- I commit to inform MSC of any changes to the provided information so that MSC can submit them to the ICS2 system.

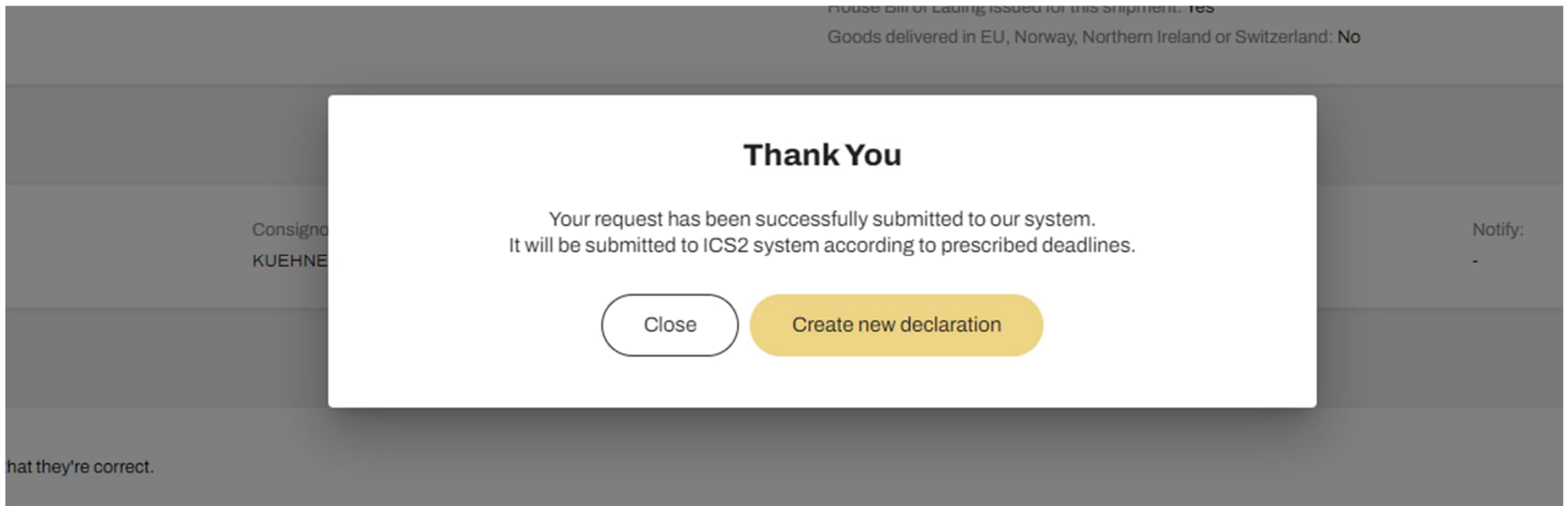
< X Save as Draft Submit



## ICS2 FILING THROUGH MSC



- 提交完成。申报单将提交并发送给海关





## ICS2 FILING THROUGH MSC

### 如何查询到已保存/提交的申报信息

在Dashboard界面下选择

≡EU Customs

→ 选择“ICS2 Entry Summary Declarations”

- Dashboard
- Quotes & tariffs
- eBooking
- Shipping instruction
- Free Time, Detention & Demurrage
- Documents
- Tracking
- Schedules & cut-off
- Financial
- Solas VGM
- EU Customs**



# ICS2 FILING THROUGH MSC

- 可在“BL Number”通过录入指定提单号精确查找该提单补充申报的提交状态
  - ✓ Declaration Status状态显示为“Draft” 即此申报已填写未提交，贵司可点击编辑选项进一步完成填写并提交
  - ✓ Declaration Status状态显示为“Submitted” 即此申报信息已提交（无法再进行任何编辑）

EU Customs

MSC

Instant Quote eBooking Dashboard Notifications Help EN Nick

ICS2 Entry Summary Declarations

BL Number Please type here to search

04 Sep 2024 04 Nov 2024 Filters

BL Number	HC Declaration Date	HC Declaration Status	BL Declaration Status	Declaration Choice	Arrival Date	Port of Load	Port of Discharge
MEDUVP489945	28 Oct 2024	Draft		Through MSC		SHANGHAI [CNSHA]	SANTOS [BRSSZ]
MEDUVP445905	23 Oct 2024	Submitted		Through MSC		SHANGHAI [CNSHA]	PHILADELPHIA [USPHL]

录入提单号  
精确查询

点击此处进  
一步编辑



## ICS2 FILING BY MYSELF

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## ICS2 FILING BY MYSELF

### ➤ 当贵司选择自行代向欧盟海关申报

贵司需选择 'I prefer to declare it myself,' 并录入申报方的EORI Number, 然后单击'Next' 进入申报页面.

**Declaration Choice**

The new Import Control System (ICS2) for EU Countries requires additional information for the shipment associated with BL n° **MEDUHN106099**. You have the possibility to declare this information either through MSC or on your own behalf. Please select one of the options below:

**Through MSC**  
You will be redirected to fill a form with the required information.

**I prefer to declare it myself**  
You must provide your EORI number, which will be used by EU Customs to link your declaration

**Declarant EORI Number**

EORI Number:  
XXXXXXXXXXXXXXXXXX

mandatory

X Save as Draft Next



# ICS2 FILING BY MYSELF

➤ 进入申报信息汇总页面，核实申报信息无误后请选中复选框以确认条款和条件。→ 单击“Submit”提交申报信息

### Summary

#### General Information

Bill of Lading Number: MEDUHL004221	EORI Number: DK26366313
Declaration Choice: I prefer to declare it myself	House Bill of Lading issued for this shipment: Yes
	Goods delivered in EU, Norway, Northern Ireland or Switzerland: Yes

#### Terms & Conditions

- I've checked the data provided and I declare that they're correct.
- I commit to submit by myself the necessary additional information to the ICS2 system.  
In my declaration I'll use the EORI number FR39054982200083 as Carrier Identification Number.

温馨提示：

[←](#) [×](#) [Save as Draft](#) [Submit](#)

贵司**必须**用申报人的EORI 号码和承运人EORI号码，自行通过其他平台完成ICS2的申报。



## 常见问题答疑

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## 常见问题答疑

Question 1, 通过MSC 申报ICS2, SI中是否需要提供EORI of the supplementary declarant?

➤ Answer-1 : (Complete filing through MSC) 如果客户通过MSC向EU customs申报, 则不提供申报方EORI号码。

温馨提示: MBL Consignee未必是申报方, 因此申报方EORI号码不一定等同于MBL Consignee的EORI号码。

Question 2, 使用Direct EDI, INTRA 的客户,如何通过MSC提交ICS2申报?

➤ Answer-2 :Direct EDI 和 INTRA客户可通过API提交补充申报信息, 具体需与GVA IT联系

Question 3, 如何验证下一申报方 (补充申报人) 的 EORI NO.?

➤ Answer-3 :在录入 EORI NO. 之前, 建议您可以通过如下链接在欧盟门户网站上验证 EORI 号码。避免由于在装运指示中提供了无效的 EORI 号码, 从而被欧盟海关的拒绝的情况。

- [EORI number validation](#)



## 常见问题答疑

Question 4, 是否都需要到MY MSC上填写补充申报信息? MH8上能申报吗?

- Answer-4 :若贵司选择通过MSC向EU customs补充申报, **必须**在MYMSC上提交补充申报信息的情况请详见第五页。  
若贵司选择自行申报, 提单补料SI上需明确填写 (3个Y/N问题以及申报方的EORI NO.)即可, 无需在MYMSC申报。  
MH8 是提单补料(SI)递交平台, 不涉及申报功能, 请勿混淆

Question 5, 当收到印度单证中心要求提供EORI NO.的邮件时应该如何处理?

- Answer-5 :申报方的EORI为选填项, 当贵司收到我司单证中心提醒邮件时, 需仔细核查ICS2的申报方式。  
若是自行向EU customs补充申报, 则需要提供申报方的 EORI号码。  
若是通过MSC向EU customs做 complete filing , 则不需要提供申报方EORI号码。可将此信息反馈至印度单证中心并抄送我司文件部, 以便及时介入并解决相关问题。

Team	Specific pre-booking code
<a href="mailto:cn177-mscshablsitde@msc.com">cn177-mscshablsitde@msc.com</a>	177 A, 177D , 177E , 177F , 177I , 177M , 177N , 177R , 177T , 177Y
<a href="mailto:cn177-mscshabl_pago@msc.com">cn177-mscshabl_pago@msc.com</a>	177B, 177C , 177G , 177P , 177Q , 177S , 177U , 177W , 177Z





## 常见问题答疑

Question 6, 如果并单/拼箱下面的HBL有很多客户自行申报,需要把所有自行申报方的EORI给到MSC吗?

➤ Answer-6 :一个Master BL 只能对应一个补充申报人的EORI NO., 若涉及不同申报人分别申报HBL的情况, 则需出多个MBL。

Question 7, 船期表现在已有ICS2栏, 是否可参考船期表ICS2栏要求为准?

➤ Answer-7 :可以, ICS2申报包含SI要求的信息 (即3个Y/N问题和EORI of the supplementary declarant) 。如果船期表中告知不需要ICS2申报, 则表示都不需要。

