ICS Web Client

User's Manual

Last update: 25. 09. 2012

CONTENTS

History 3

Introduction 5

Starting the WebClient 6

Preparatory procedures for electronic communication 6

Checking the HW and SW requirements 6

Creating the Net user account on the CZ Customs Administration Portal 6

Internet explorer settings 7

Installation of the ActiveX element for signing messages 9

User Configuration 10

Basic principles of the WebClient use 12

Data entry, sign+send, get answer 12

Lists of the declarations 14

Checks and controls 14

ESD – Entry Summary Declaration 17

ESD – Information for other Interested traders 19

Arrival notification (AN) 21

SD – Summary declaration 24

Working with messages 28

HISTORY

Version 1.9.2 – in operation since 25.09.2012

- Updated chapter “Basic principles of the WebClient use”

Version 1.8.4 – in operation since 21.6.2012

- ECR KEL ICS 1.42
- Updated chapter “Starting the WebClient” – “Internet explorer settings”

Version 1.3.2 – in operation since 19.1.2011

- Customs debt report
- Amendment of ICD
- Bug Fixes

Version 1.3.1 – in operation since 1.12.2010

- New sign ActiveX component support SHA-2 algorithm

Version 1.2.10 – in operation since 15.11.2010

- New functions for CD (Custom declaration) – AIS
- Templates
- Better support of ECR error
- Better support for centrally validated rules and conditions.
- Other corrections in ESD and SD

Version 1.1.6.0 – in operation since 12.7.2010

- Error in SD amendment

Version 1.1.3.0 – in operation since 3.5.2010

- ECR KEL ICS 1.16
- ECR KEL ICS 1.14 a 1.15
- New function - ECRGATE – registration for automatic receiving of messages from ECR gate
    - XML messages for other economic operators at custom office of entry
    - Receiving of XML messages CZ304A, CZ328A and CZ351A
- New function – Diversion of ESD
- New function – delete submitted and rejected documents

Version 1.0.11.0 – in operation since 9.12.2009

- ECR KEL ICS 1.12 and 1.13 implementation

Version 1.0.10.0 – in operation since 23.9.2009

- English version added

- Amendment of registered ESD added
- “Print ESD” added
- “Refresh SD” added
- “Get SD data from CO” added
- Link to user guide added
- ECR KEL 1.09, 1.10 and 1.11 implementation

Version 1.0.8.0 – in operation since 5.8.2009

- Error in SD header manipulation in Amendment SD form corrected
- Error in Print SD corrected (item number was printed incorrect)
- ECR KEL 1.08 implementation

Version 1.0.6.0 – in operation since 3.8.2009

- ECR KEL 1.07 implementation
    - Start of online following-up of the ORT guarantees
    - New guarantee types „94CJ“, "9NCK", "9N01" + data element “Guarantee type” made mandatory. (If no guarantee, one of the values "9NCK" or "9N01" must be used)
    - element „TIN“ changed to „EORI“
    - element Rate deleted from SD
    - further little amendments in Conditions and Rules for SD key-in
- the function added for the amendment of the SD lodged through the WEB-client
- changes towards bi-lingual version of the Client

Version 1.0.4.0 – in operation since 13.7.2009

- Error during the acceptance of CZ389A corrected
- 2 new elements added to the user configuration (No of the temporary storage facility and Customs Office)
- Additional columns into the lists of declarations – for easier searching by the trader – Note, Date+time,
- Better error reporting in the error message

Version 1.0.3.0 – in operation since 2.7.2009

- Error reporting when checking of the XSD templates corrected

Version 1.0.2.0 – in operation since 30.6.2009

- Original version

INTRODUCTION

ICS WK application is intended for:

- Entry Summary declaration = ESD lodgment
- Lodgment of the Arrival Notification
- Lodgment of the Summary declaration = SD
- Following up the lifecycle of the above mentioned documents (especially by reception of the electronic messages sent by the Czech Customs Administration)

Customs procedures which use the documents referred to are described in greater detail in the document “ECR eDovoz vstup” which can be downloaded here: http://www.celnisprava.cz/cz/clo/e-customs/ics/Stranky/default.aspx - see section “Dokumentace pro výrobce SW“.

This application (or rather its service) is provided free of charge. Its goal is not to serve as a fully professional solution fully satisfying the needs of the big companies which submit large number of Customs declarations daily – it is rather intended to the small companies or as a backup solution for larger companies – to cover the periods when their main SW or communication (VAN) service is down.

The Application WebClient is a Single-user application – each user works for him/her/selves having access only to the files which he/she owns. This is to be said right at the beginning to predict further disappointment.

In case of problems, please contact the HelpDesk service of the Czech Customs: tel. 261 331 998 (Mo-Fr 7-17 CET) or 724 013 914 out of the working hours. Also please see: http://www.celnisprava.cz/cz/o-nas/kontakty/Stranky/HelpDesk-kontakty.aspx

As the service is provided for free, the users should understand that it works on “best effort principle” not providing any form of guarantees (availability, quality, etc.)

STARTING THE WEBCLIENT

PREPARATORY PROCEDURES FOR ELECTRONIC COMMUNICATION

a. Authorization to communicate with the CO of entry
It is issued by the CO entry which the User (trader, declarant) intends to use for his entry operations. One of the conditions is establishing the "parameters of communication" – their part is (are) the qualified certificate(s) to be used for electronic signatures of the declarations. The number of the Authorization must be known by any User (from the trader's company) who will submit declarations. He/she will be asked for entering the number at the beginning of the first session, and since, it will be part of his/her User profile.

> If you want to use WebClient only for amendment of Summary declaration created from NCTS declaration and you do not hold a nauthorization to communicate with the CO of entry, then authorization to communicate with the CO of destionation (NCTS) is sufficient..

b. Qualified certificate
Qualified certificate to be used by the specific worker to sign the XML Messages sent to the Customs, must be installed correctly at the workstation from which the User will be working on the WebClient. At present, the certificates issued by the 1st Certification Authority (www.ica.cz) or by the Czech Postal service (www.postsignum.cz) are applicable. The detailed description how to obtain and install the certificate can be found on each Certification Authority web pages.

CHECKING THE HW AND SW REQUIREMENTS

a. OS Microsoft XP, SP2 (minimum)
b. MS Internet Explorer ver. 6 or higher
c. MS SilverLight environment (will be downloaded automatically, for free, at the first session on the WebClient Application or you may download it before from: http://www.microsoft.com/silverlight/resources/install.aspx)
d. Pdf reader (e.g. Acrobat Reader) obtainable free of charge from: http://get.adobe.com/reader/otherversions/
e. Resolution of the screen recommended – 1024x768 (or higher)
    i. Especially vertical resolution is important
    ii. Various "tools panels" used in the internet explorer may cause the window size for the WebClient is dramatically lower – one possible remedy is using the "FullScreen mode" – key F11

CREATING THE NET USER ACCOUNT ON THE CZ CUSTOMS ADMINISTRATION PORTAL

a. The ICS WK is integrated into the Portal of the Czech Customs. For user authentication the functionality of the Portal is being used, therefore it is necessary to create an account on the Portal, on this url: http://www.celnisprava.cz/cz/Stranky/CreateUser.aspx

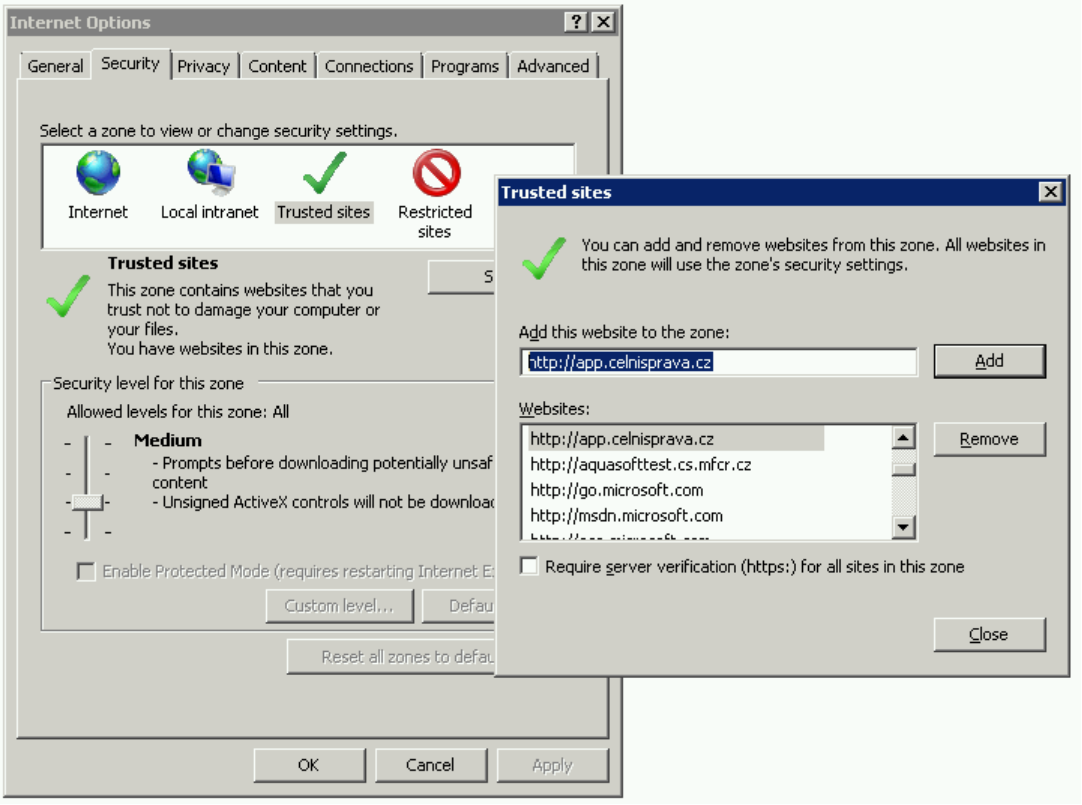
b. For subsequent accesses to the WebClient you need to use the username (your e-mail) and password established during the process; other user configuration is part of the WebClient itself. The password can be changed any time (it is recommended to change the password regularly but not imposed).

c. After inserting the url to the Explorer you will get the registration window on your screen, requesting:
Jméno/Firma = Name/Company (not a mandatory field)
e-mailová adresa = e-mail address (will be used as your username)
Heslo = Password (you need to choose your own and copy it once more)
Vložte text z obrázku = Enter the text from the graphics (the graphics field is just below).
The valid password must be at least 8 characters long. The password must contain at least one character from the following groups:
   - Capital letters A-Z
   - Letters a-z
   - Numbers 0-9
   - Special characters: !,*,&,...

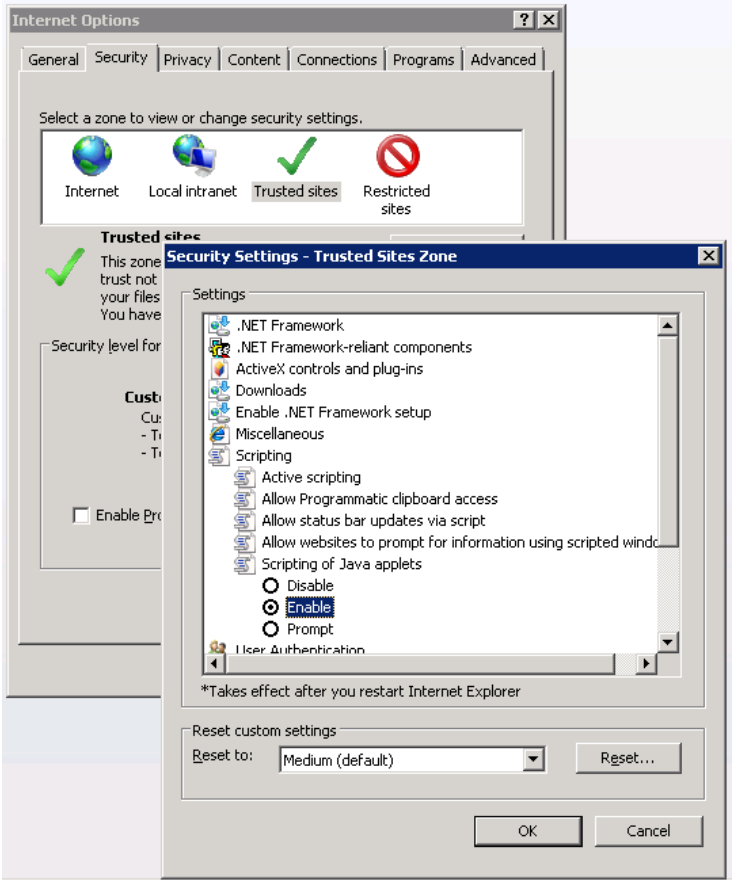
d. If the account established in such a manner is inactive for more than 365 days, it expires, and is automatically deleted.

INTERNET EXPLORER SETTINGS

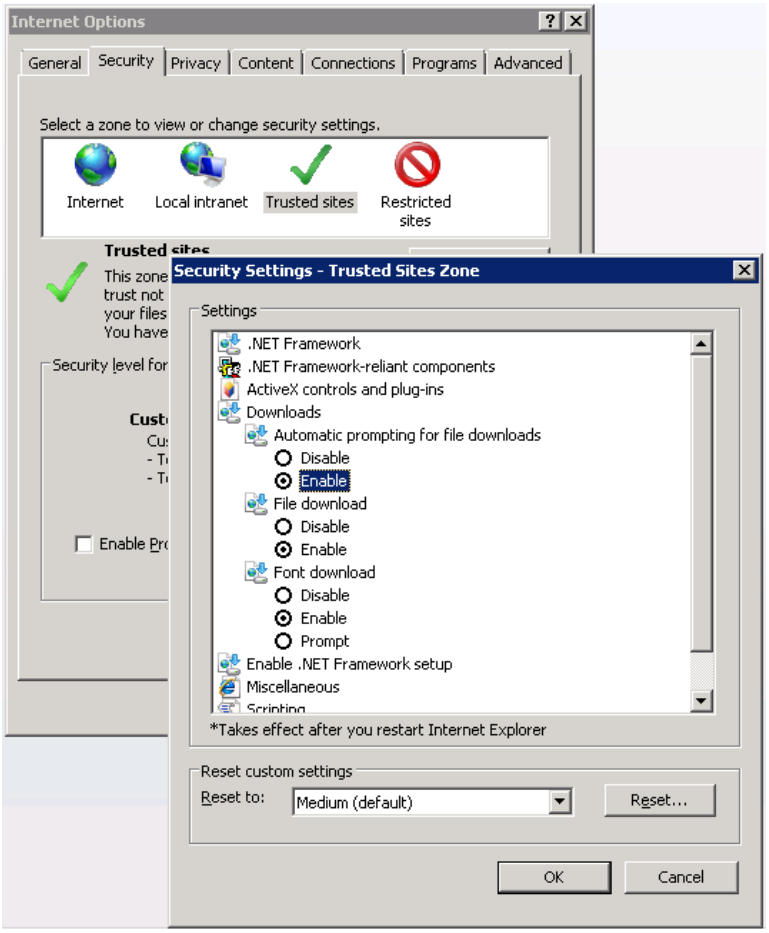
a. ICS WK requires MS Internet Explorer ver. 6 or higher. The correct setting is as follows (from the roll-down menu Setting/ Internet options/ Security):
   i. Add server app.celnisprava.cz among Trusted servers
   ii. For High security level of connection to the internet it is necessary to add server www.celnisprava.cz



iii. permit java scripts (again in the section „Trusted servers“)



iv. permit automatically downloaded files (to be able to send the signed messages on the harddisk) - section „Trusted servers“

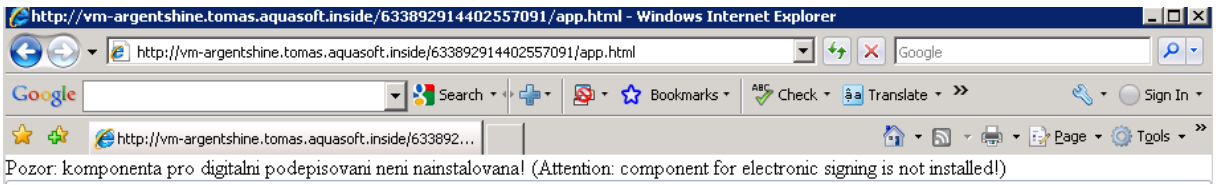


INSTALLATION OF THE ACTIVEX ELEMENT FOR SIGNING MESSAGES

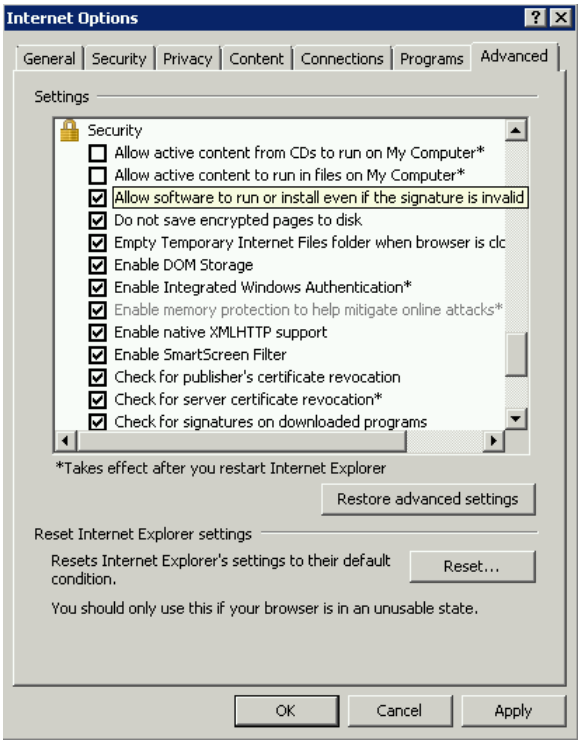
During the first session on the WebClient the User is offered to download the element for signing the messages. It is important to perform, otherwise the electronic signatures won't work.

First installation may require that user has privileges to install applications. If he doesn't have these rights, he has to ask his IS/IT administrator to help him.

In case of troubles, clean web browser cache (Ctrl+F5) may help.



Exclamation for MS Windows XP SP3 users - It may happen that installed component looks like signature is invalid and installation is not possible. In that case you can allow installation of invalid signed components on the tab "Advanced". You change this setting back after installation of component.



USER CONFIGURATION

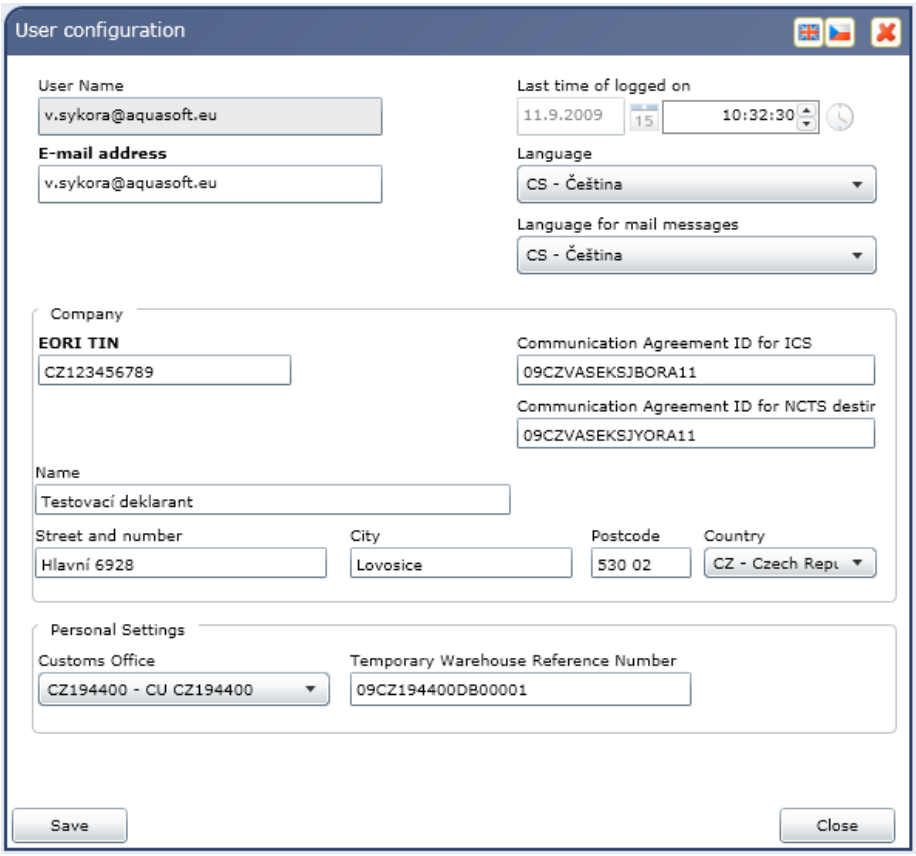
During the first session on the WebClient the User is asked to fill-in certain data which will be used in further operations. Namely:

a. E-mail address
   i. To the address filled the notifications will be sent about receiving a message from the Customs.
b. Languages
   i. Default language for WebClient GUI
   ii. Default language for mail messages sent from WebClient (can be different from language for WebClient GUI
c. Numbers of the Authorization to communicate electronically
   i. It will be used when sending the signed XML message to the Customs. If the Authorization does not, in its communication parameters, contain the valid Certificate used for the message signature, the ECR Gateway will reject the message. Therefore the correct setting of this element is of paramount importance. More information you will find in the chapter “Authorization to communicate with the CO entry”.
   ii. Two numbers of authorization to communicate electronically are available:
      1. For ICS: It have to be used if you want to submit new Entry Summary declarations /Arrival Notifications / Summary declarations. If it is empty, functions for entering new declarations will not be available!
      2. For NCTS (communicate with CO of destination): this possibility is only for traders who are trader at NCTS destination (transit declaration after transit is automatically moved to ICS as a summary declaration). If amendment of Summary declaration created from transit declaration is needed and trader is not a holder of “Authorization to communicate with the CO entry”, amendment can be made by use of “Authorization to communicate with the CO destination”. In this case only functions for summary declaration

amendment will be available (entering new ICS declarations will not be possible!!)

iii. If both Numbers of the Authorization to communicate electronically are filled, ICS number will be always used

d. ID data to identify the company (Name, Address)
   i. The data are used (automatically fed) in the new declarations
e. Other data to be fed into the documents created
   1. ID of the CO
   2. Number of the Authorization of the temporary storage – for the SD



BASIC PRINCIPLES OF THE WEBCLIENT USE

DATA ENTRY, SIGN+SEND, GET ANSWER

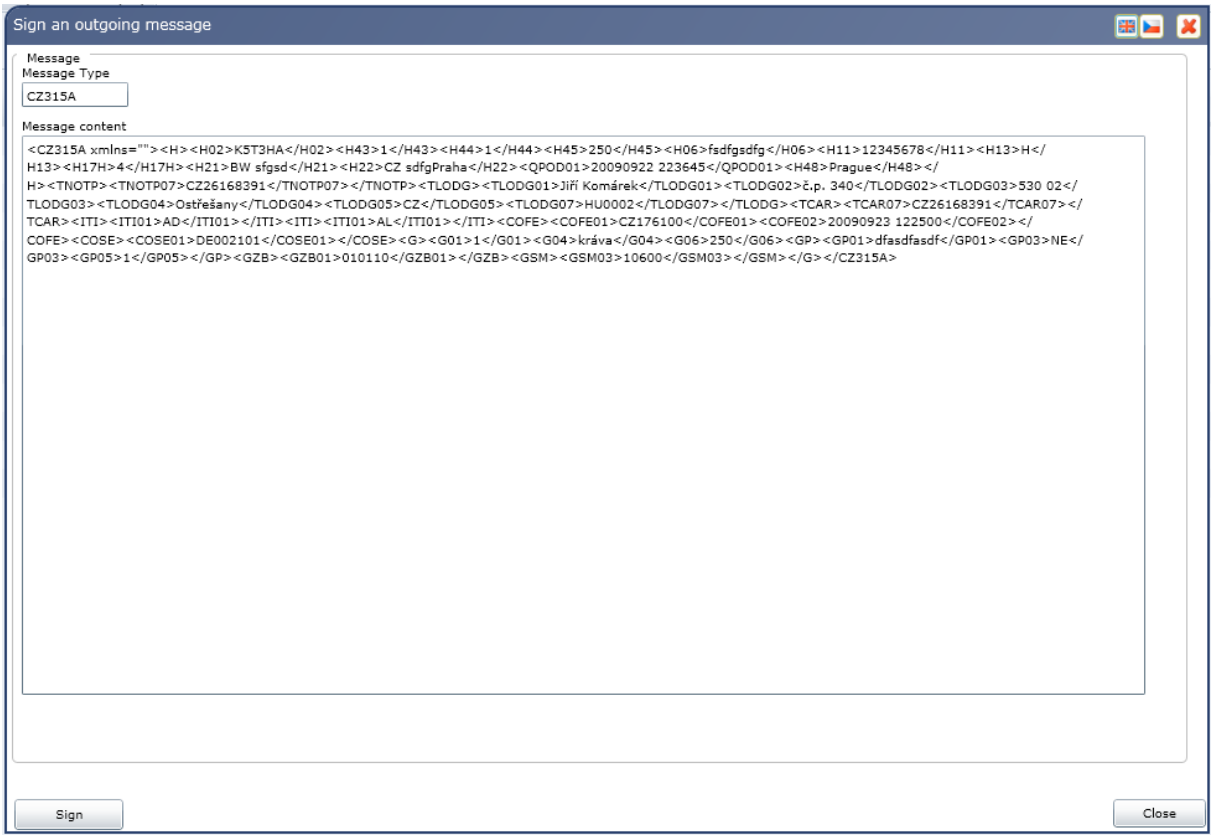
Standard scenario (a user wants to submit the declaration)

- More in the following chapters:
  - ESD - Entry Summary Declaration
  - Arrival Notification
  - SD – Summary Declaration
  - CD – Custom Declaration

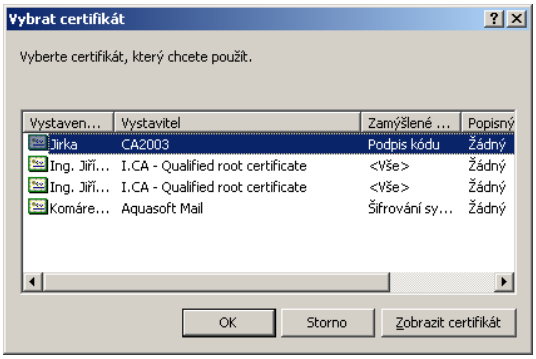
- After filling-in the declaration form (by loading data from file[1] or by the User), and clicking at the button “Accept / Register” the WebClient checks the formal correctness and completeness of the data,
  - The WebClient assigns and shows (see below) the LRN (Local Reference Number)

  - The LRN format: a 6-character (cap.letters+digits) unique, random-generated. The LRN is to be used in any communications with the Customs (before MRN is communicated from customs office), concerning the specific declaration.
- The WebClient displays the XML message which will be sent to the Customs. The User has to click on the button “Sign” to validate the contents of the message and append the electronic signature (the dialog is started to choose the certificate).

[1] For correct processing is necessary to use utf-8 encoding.



- After being signed, the message is sent on the ECR gateway of the Customs



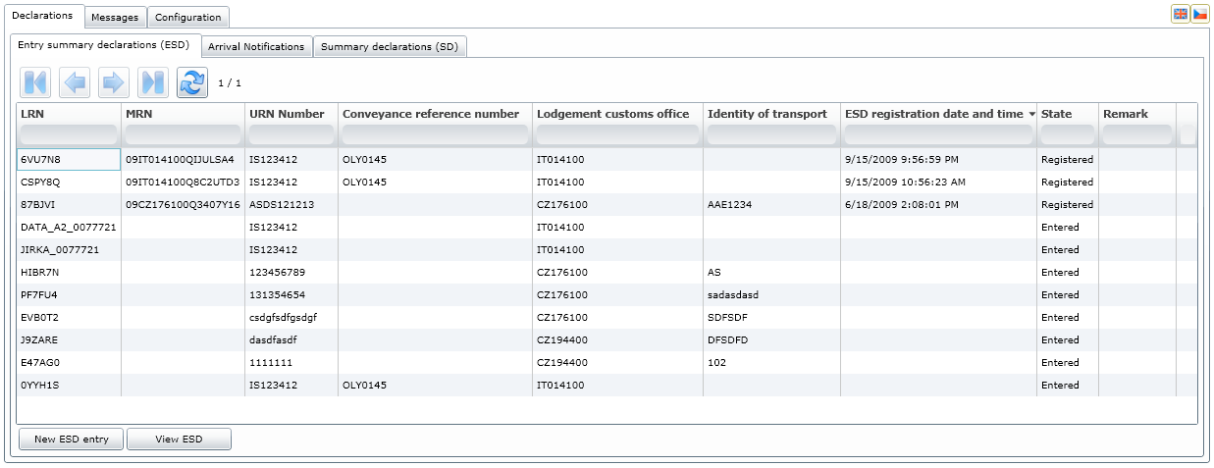
- The Customs System responds:
  - By sending the appropriate message confirming acceptance/registration of the specific declaration
    - ESD: message CZ328A – registration of ESD
    - OPRI: message CZ361A – registration of the Arrival Notification
    - SD: message CZ381A – registration of SD
  - Or by sending the error message CZ906A
    - Contains information about the errors due to violation of the Rules and Conditions or Reference data mismatches
  - Or by sending the ECR_ERROR message
    - Contains information about errors on the communication level like the Certificate or Authorization, to communicate problems.

The User is notified about any message sent to him/her by the Customs by an e-mail message to the address entered during the User set-up process.

- The message received from the Customs can be displayed or stored on disk (functions found in the bookmark “Messages”)

LISTS OF THE DECLARATIONS

The declarations submitted by the User are displayed in the lists, according to the declaration type. The lists are visible in the bookmark “Declarations” in the appropriate sub-bookmarks “SD”, “ESD” or “Arrival Notifications”.



LRN	MRN	URN Number	Conveyance reference number	Lodgement customs office	Identity of transport	ESD registration date and time	State	Remark
6VU7N8	09IT014100QIJULSA4	IS123412	OLY0145	IT014100		9/15/2009 9:56:59 PM	Registered	
CSPY8Q	09IT014100Q8C2UTD3	IS123412	OLY0145	IT014100		9/15/2009 10:56:23 AM	Registered	
87BJVI	09CZ176100Q3407Y16	ASDS121213		CZ176100	AAE1234	6/18/2009 2:08:01 PM	Registered	
DATA_A2_0077721		IS123412		IT014100			Entered	
JIRKA_0077721		IS123412		IT014100			Entered	
HIBR7N		123456789		CZ176100	AS		Entered	
PF7FU4		131354654		CZ176100	sadasdasd		Entered	
EVB0T2		csdgfsdfgsdgf		CZ176100	SDFSDF		Entered	
J9ZARE		dasdfasdf		CZ194400	DFSDFD		Entered	
E47AG0		1111111		CZ194400	102		Entered	
0YYH1S		IS123412	OLY0145	IT014100			Entered	

On bottom part of the lists there are buttons representing additional functions: “New ..... entry”=enter a new document, “View ....”=show document, “Print ...”=print document (so far only SD and ESD), “Amend a rejected ...” (only for the documents rejected as containing errors). To activate a function, a declaration must be selected first.

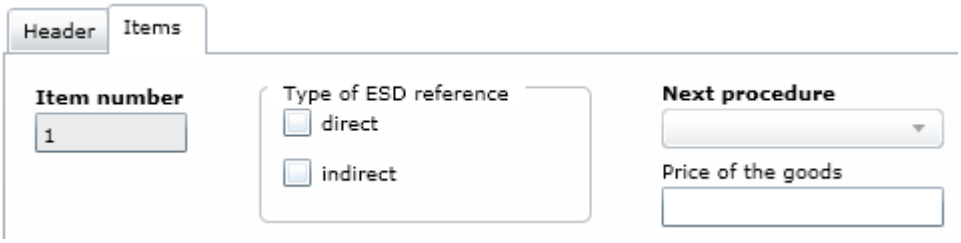
It is also possible to sort, filter and page the lists:

- Sorting the list by a selected column – to select a column you need to click on the column head; the next click will change the direction of the sort.
- To activate the filtering window, click at the bottom part of the column head, fill-in the filter parameters and start filtering by pushing the ENTER key. To delete a filter you must delete the parameters and again push ENTER.
- Paging is automatic; there are buttons available for moving between pages.

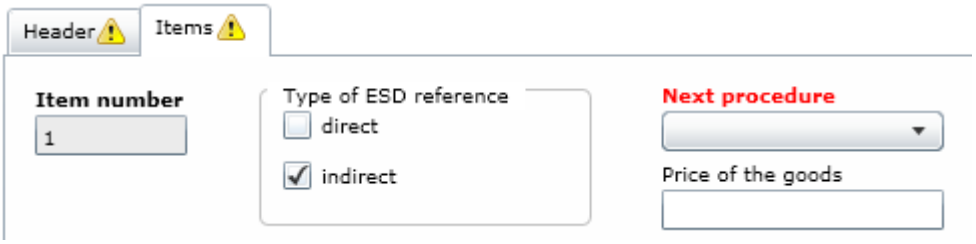
CHECKS AND CONTROLS

The WebClient provides following functions to help the User to fill-in the declaration correctly.

- Denoting the mandatory elements – their description is in bold letters. Boxes “Item number” and “Next procedure” are **mandatory,** “Price of goods” is optional.

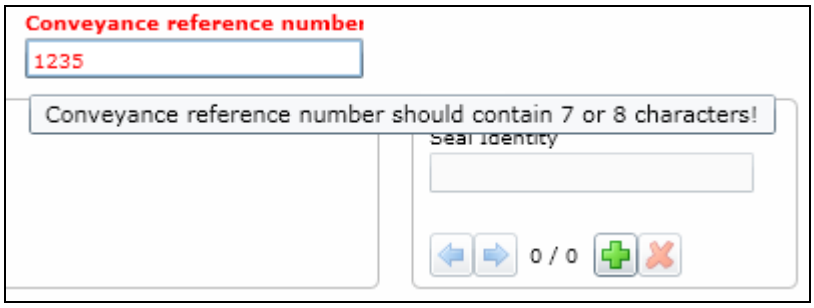


- Warning that a mandatory element was not filled – the description changes color into red

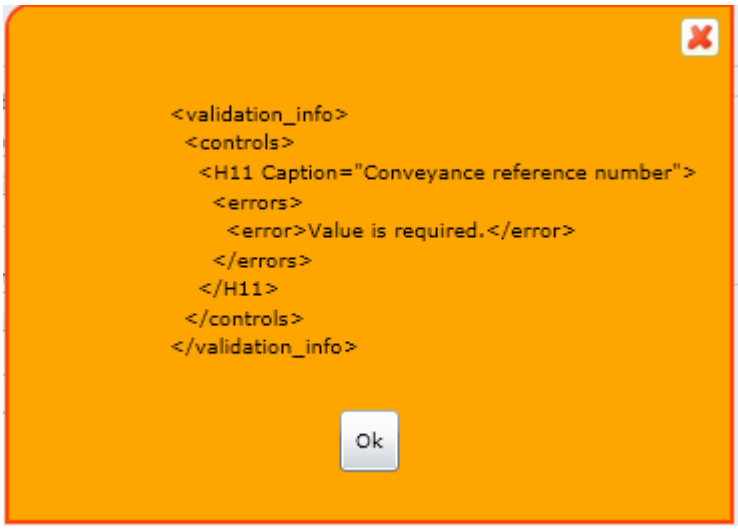


The required box “Next procedure” was left unfilled.

- Warning of Rules and Conditions (e.g. format) violation



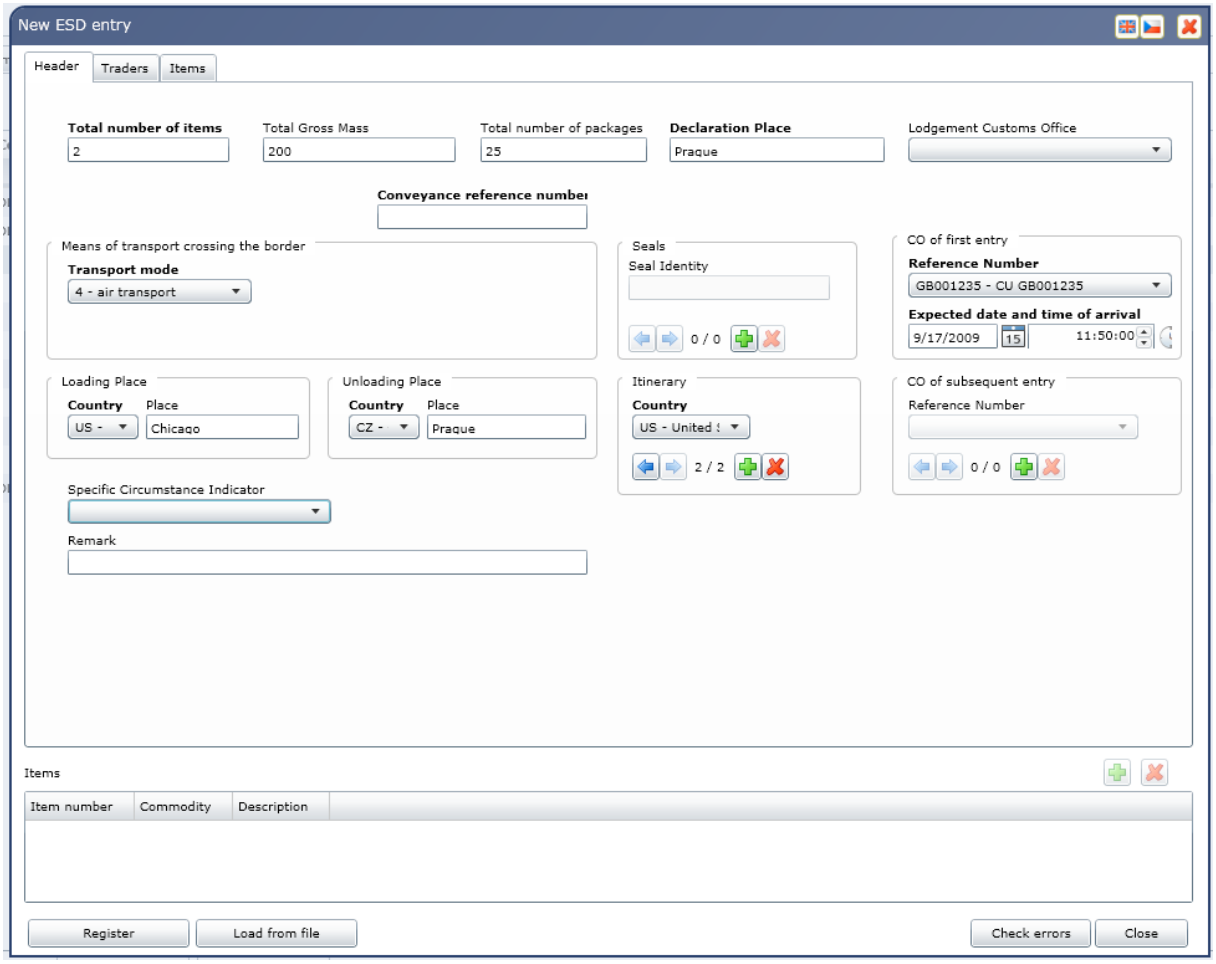
For cases when the WebClient does not react on clicking at the buttons “Accept” or “Register”, not allowing to send the form, there is a button “Check errors” available. Even if the information displayed may not always be fully comprehensible to the User, it might be useful for the discussions with the Customs HelpDesk.



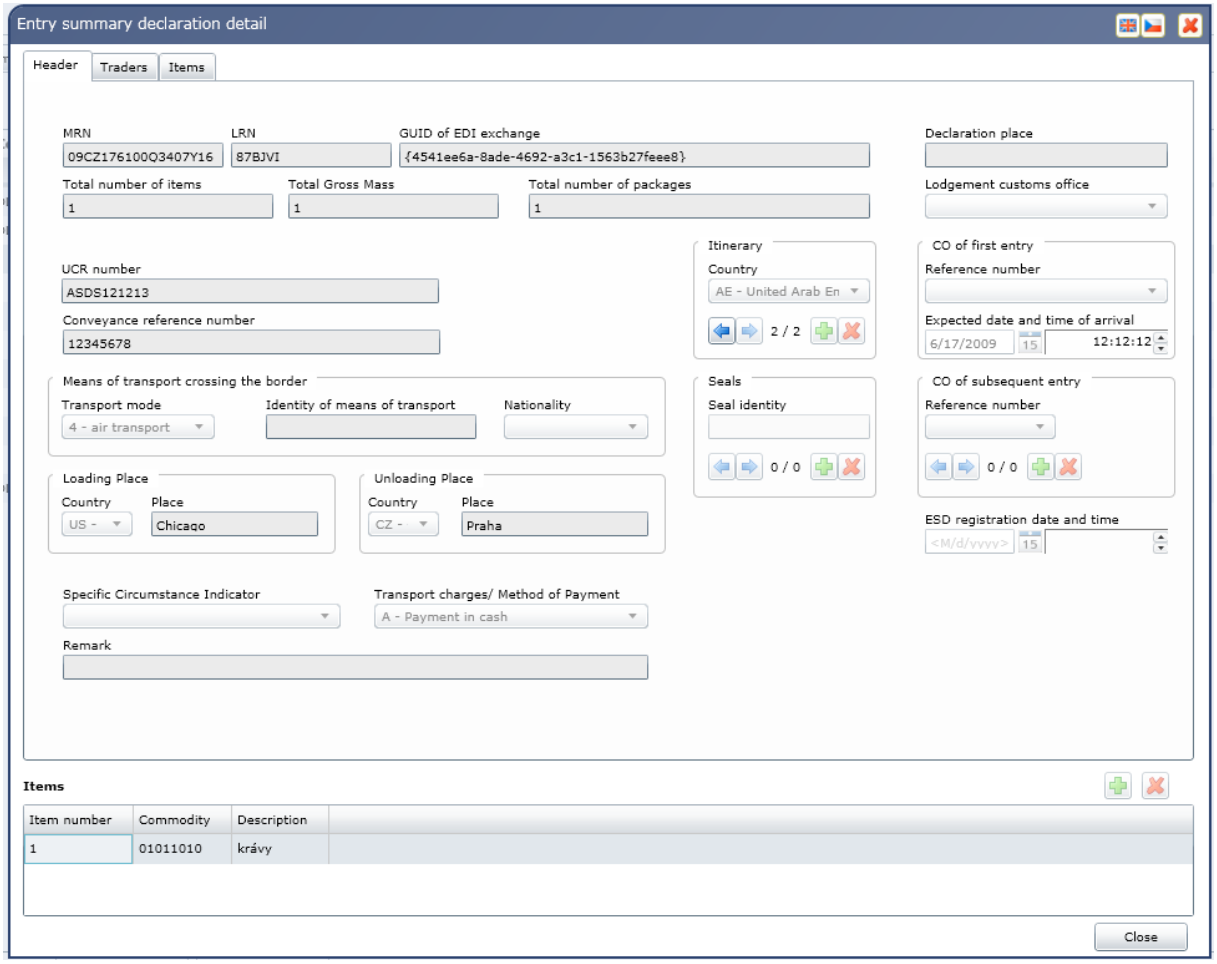
ESD – ENTRY SUMMARY DECLARATION

The ESD bookmark is providing the following functions:

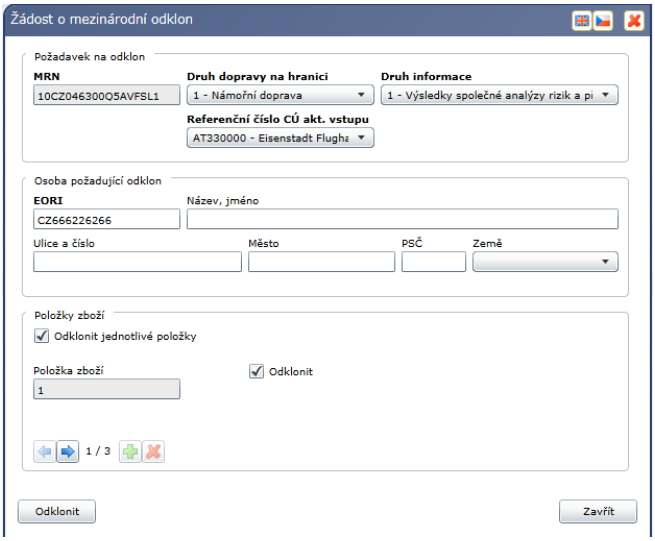
- New ESD entry:



- Existing ESD display:



- Amendment of the non-accepted declaration (only for ESD in the status “Rejected”; the form is identical as for the new entry.
- Submitting of international divert of ESD (by message CZ323A).



During its lifecycle, the ESD may appear in the following state:

State	Description
Entered	The ESD was keyed-in but not yet registered or rejected by the Customs
Registered	The Customs successfully registered the ESD and assigned the MRN
Preventive measure/ Block	The ESD was registered and the Customs informed the Trader about the measures and blocks If the intervention code “A001” was sent, the goods should not be loaded on the means of transport If the intervention code “P001” was sent, the goods will be inspected upon the arrival at the first entry CO. The information is only sent to the valid AEO certificate holders.
Rejected	The ESD was rejected by Customs (see incoming message CZ906A)
Amendment proposed	Amendment of the ESD was proposed by Trader.
Diversion proposed	Proposition of diversion has been sent to the Customs
Diverted	Proposition of diversion has been approved by the Customs.

ESD – INFORMATION FOR OTHER INTERESTED TRADERS

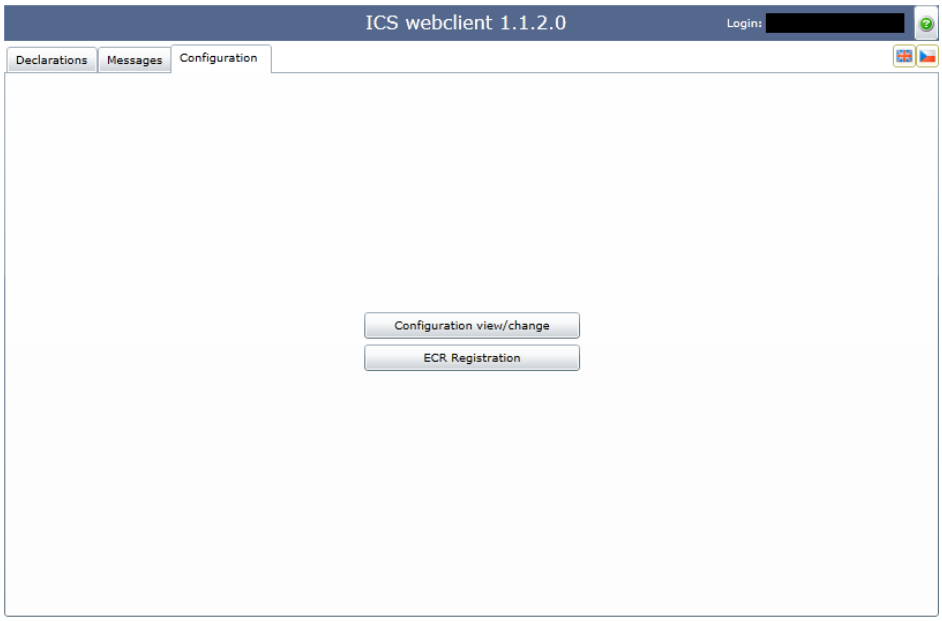
ICS WebKlient also implements functionality „Information for other interested traders“. It involves delivering of XML messages that notify about ESD registration, ESD amendment and Preventive measure / block. The documents notified by this way are visible within the tab **ESD** and they can acquire states listed below.

State	Description
Registered - REM	The Customs successfully registered the ESD and assigned the MRN
Preventive measure/ Block - REM	The ESD was registered and the Customs informed the Trader about the measures and blocks

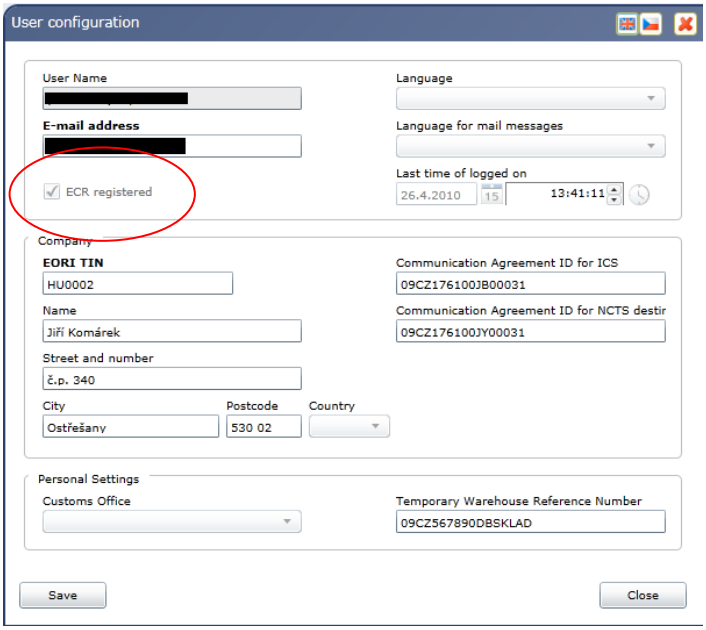
If we look little closer to this, we will get this list of typical business cases

- At custom office of Lodgement - CZ328A after registration of ESD not only to submitting person, but also to the transporter (only if the transporter and submitting person are different)
- At custom office of entry – after receiving of IE301 - CZ328A to the transporter, depends on flag N014 and again only if the transporter and submitting person are different
- At custom office of entry – CZ351A after RA (and appropriate risks are discovered) not only to submitting person, but also to the transporter and to the trader representative (only 1 message if the transporter and the trader representative are the same)
- At custom office of entry – CZ304A after ECR amendment – not only to submitting person, but also to the transporter (only if the transporter and submitting person are different)

To meet preposition for sending above listed messages user has to be registered on the ECR gate for that purpose. To do this he has to use button **ECR registration**.



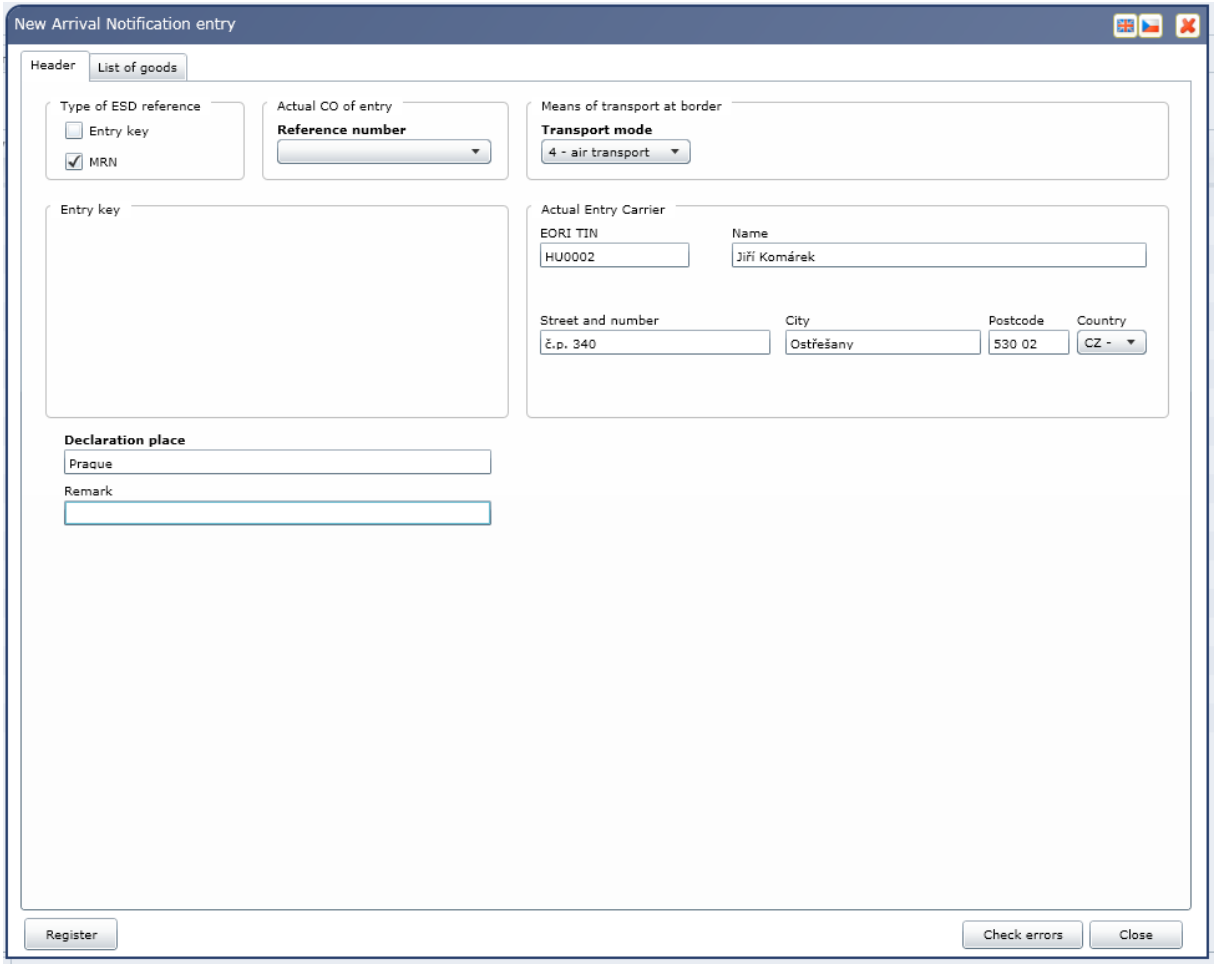
Successful registration can be recognized under checked **ECR registered** on the **User configuration** form.



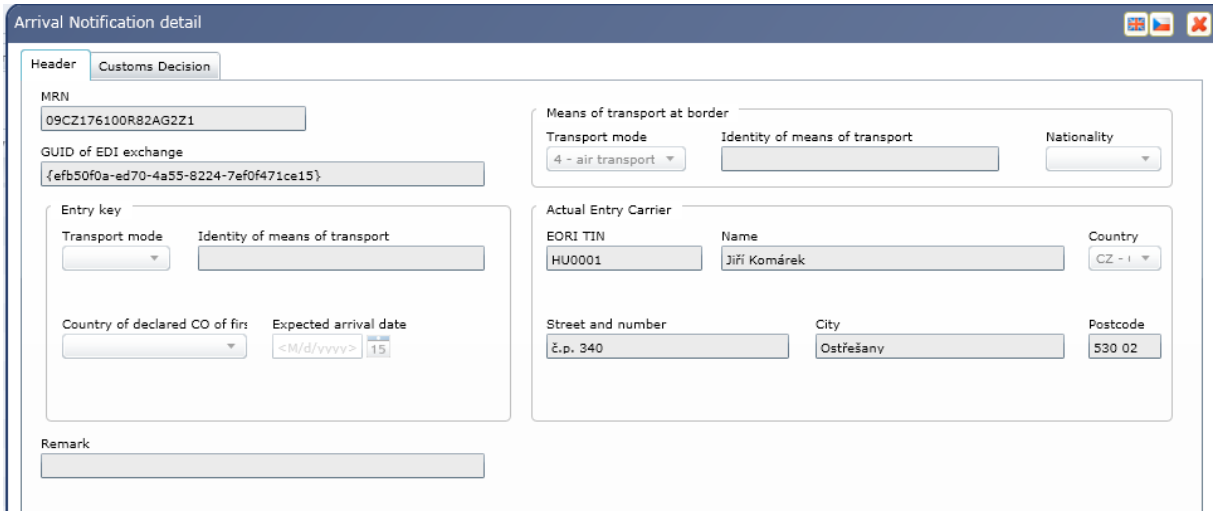
ARRIVAL NOTIFICATION (AN)

The bookmark “Arrival notification” provides the following functions:

- New Arrival notification entry



- Existing Arrival notification display



- Amendment of the non-accepted Arrival notification – the same form as for the new entry is used.

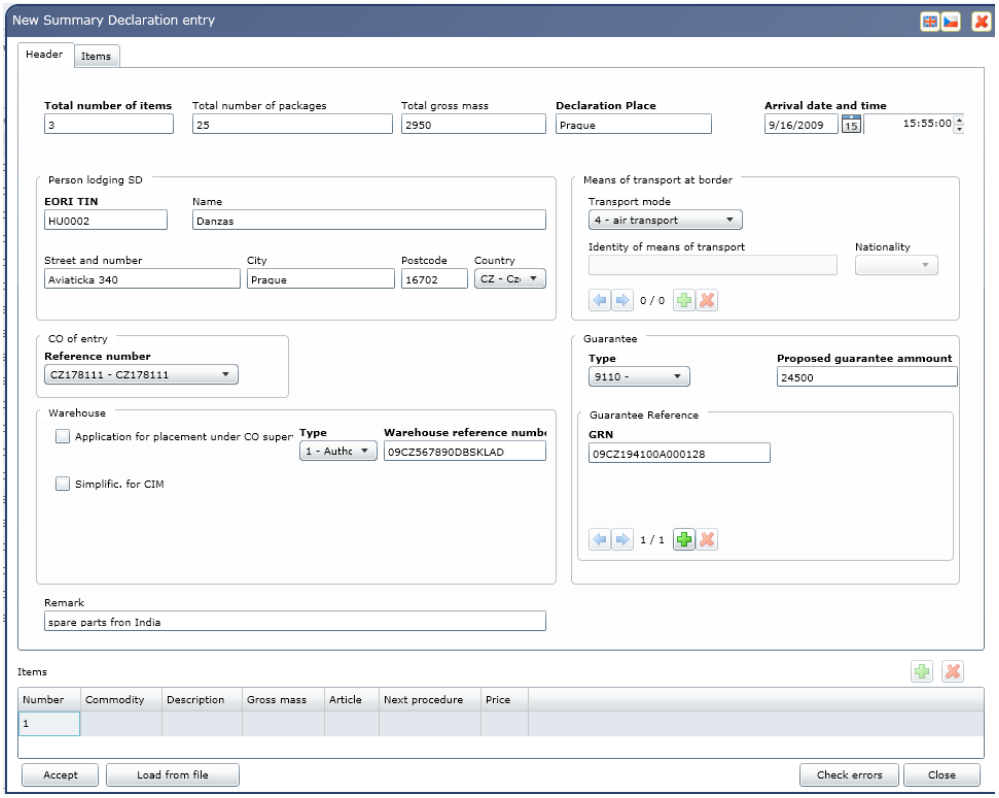
The Arrival notification may appear in the following state:

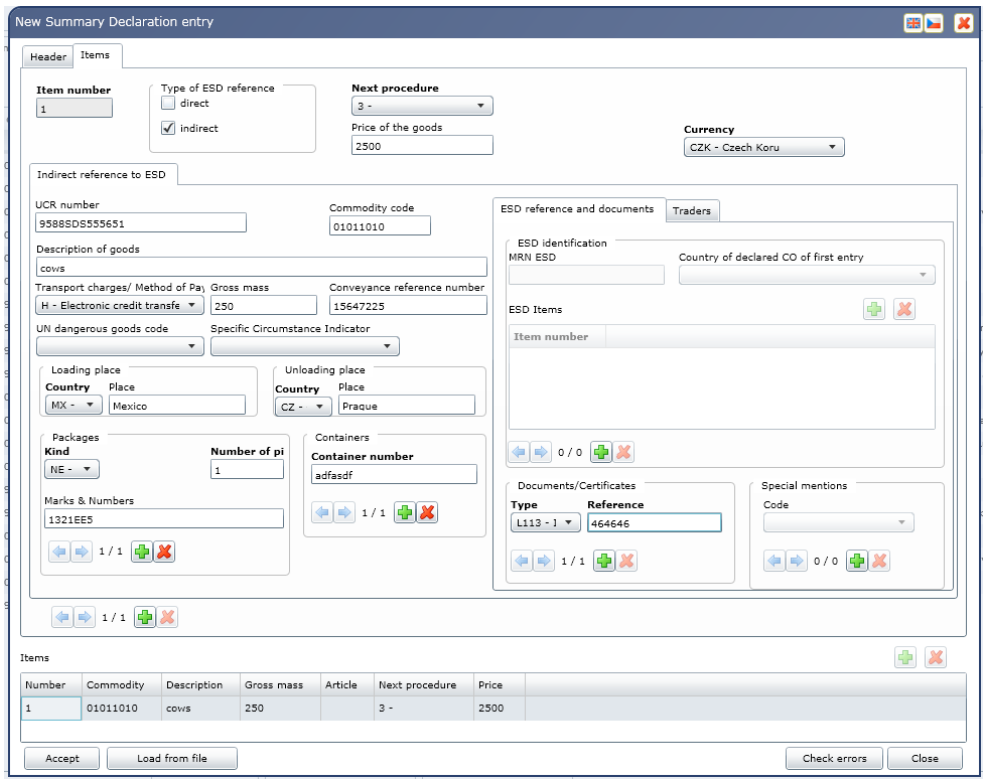
State	Description
Entered	AN has been keyed-in but not yet registered or rejected by the Customs
Registered	The Customs has registered the AN successfully and assigned MRN
Rejected	The Customs has rejected the AN because of formal errors. The user may amend it and submit again
Entry allowed	The Customs has allowed the entry of goods/transport vehicle
Inspection	The Customs has ordered the inspection of the transport vehicle

SD – SUMMARY DECLARATION

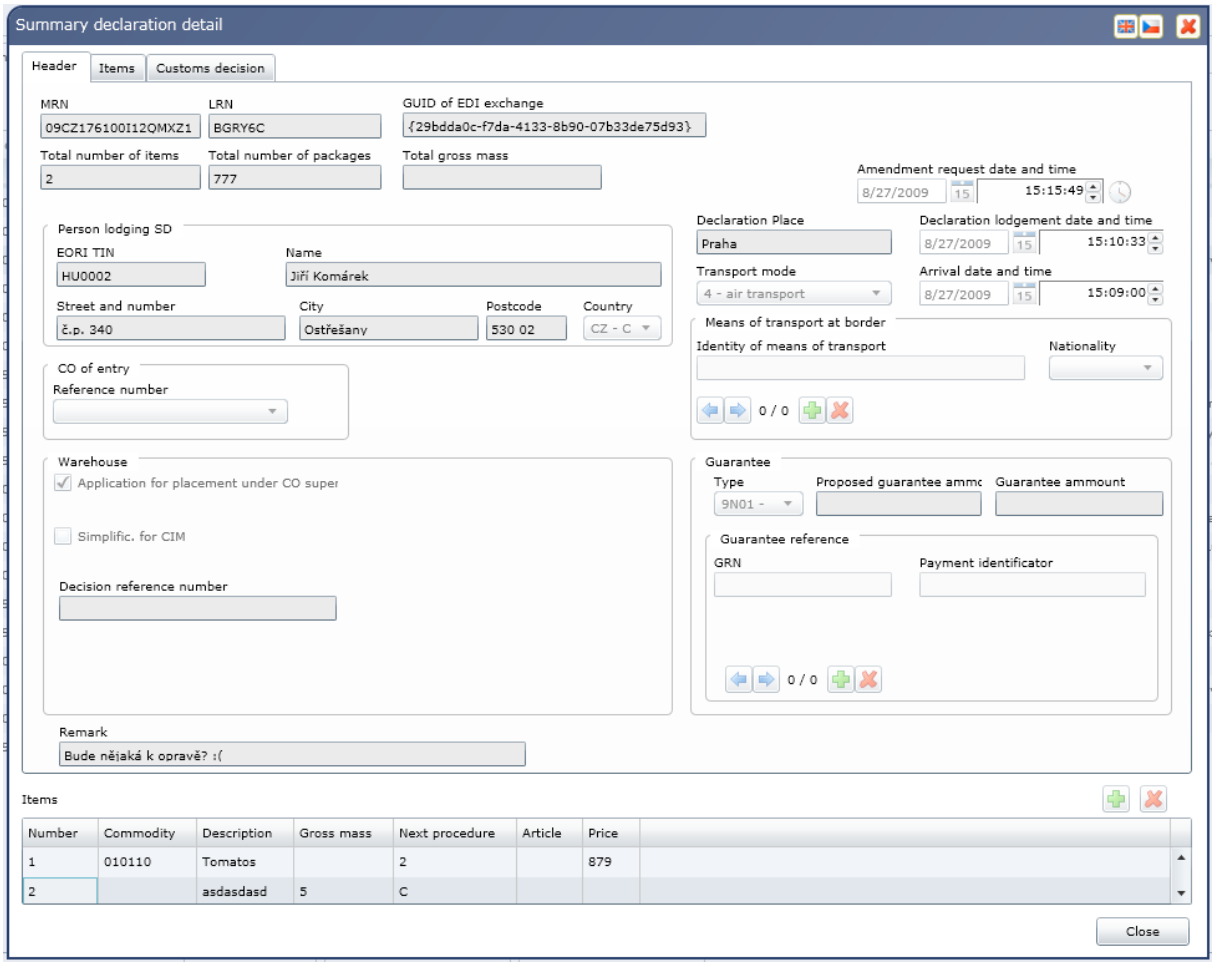
The bookmark SD provides the following functions:

- New SD entry



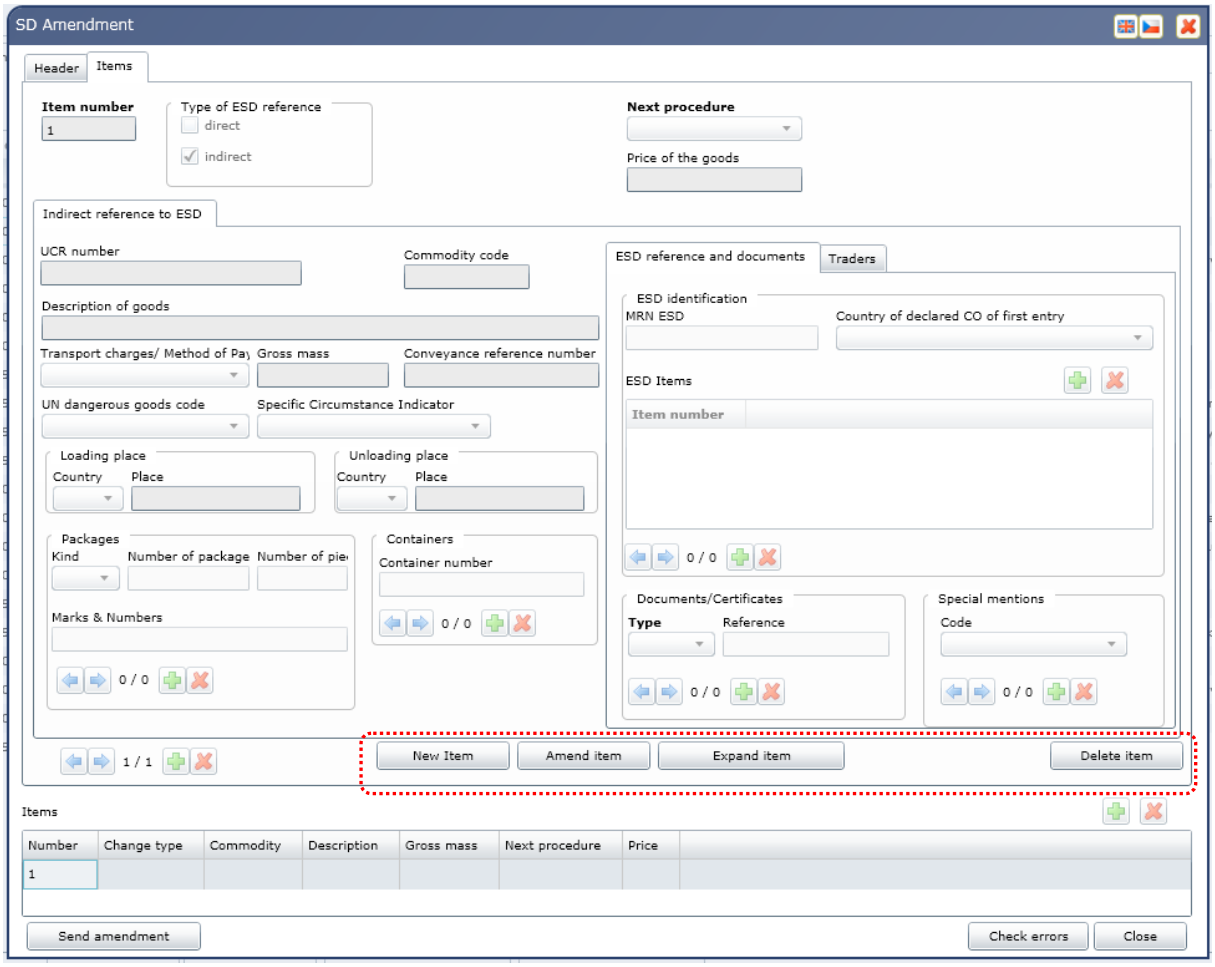


- Existing SD display:



(In the bookmark "Customs decision" you will find the details of the decision of placement of the goods to the temporary storage. On the bottom of the bookmark "Items", in the group "Customs decision", it is possible, in case of Decision C, to find the information whether the given item was placed under the direct CO supervision or if it was allowed to the proposed temporary storage facility).

- Amendment of the non-accepted SD – the same form as for the new entry is used.
- SD amendment:
    - It is possible to amend the data of the SD after the CO authorized temporary storage of the goods
    - It is only allowed to correct the data of goods items and not the data of the header
    - It is only allowed to correct the data of the items which were not yet started to be written-off
    - Under the correction of the goods item it is understood:
        - Change of data of an existing goods item (Change A)
        - Addition of a new item (Change B)
        - Expansion of an item into several sub-items (change C)
            - One of the new sub-items will keep the original item number
            - Further sub-items will get a new number
            - The WebClient correctly fills the element "Number of original item" into all of the new sub-items
        - Item delete (Change D)
            - After the amendments at least one item must remind.



- Amendment procedures in the WebClient:
  - In the SD list please select (click) the document you wish to amend
  - Click on the “Amend SD” button
  - Perform actual changes in the bookmark “Items”
    - Select by clicking an Item
    - Use functional buttons (see the buttons in the red-dashed frame in the screen above); New Item, Amend item, Expand item, Delete item
    - New item – add new, fill-in same way as during the first SD filling-in (Change B)
    - Amend item (Change A) – opens the existing item, you only need change the elements which need to be changed
    - Expand item (change C) – opens the existing item, new button appears “Add new item of expansion”, its clicking opens new item which still references to the original (mother) one
    - Delete item (Change D) – deletes the item’s data but the item is still visible
      - In the bookmark ”Header” fill in the reason of the change
    - Click on the button ”Send amendment”
    - By the correction of an item no direct reference to the ESD data is possible – only an indirect reference with all item’s element filled-in
    - If you already entered some change for a given item, and still before sending the change you decided to recall, delete or transform the change or its type, you should not send the change, close the screen (button “Close”) and start the operation again. In the “Header” bookmark you will need to indicate the reason for the change of

- As soon as the amendment is finished and the filled-in screen sent, the message D_N_OSD to be sent to the Customs is compiled and displayed to the User for confirmation and signature.
- The CO confirms registration of the change proposal by the message C_R_OSD (or returns an error message C_I_CHB)
- If the CO authorizes the change proposal, the User gets the message C_R_POSD (CZ387A) which contains new version of the SD – after the processing
- If the CO does not authorize the change proposal, the User gets the message C_R_ZOSD (CZ386A) which contains the reasons why the changes were not approved. In that case the SD stays in the original version – no changes.
- The CO decision needs the manual intervention of a Customs Officer in charge (is not automatic). Before the decision (positive or negative) is not dispatched to the User, he/she is not allowed to propose other changes to the same SD.

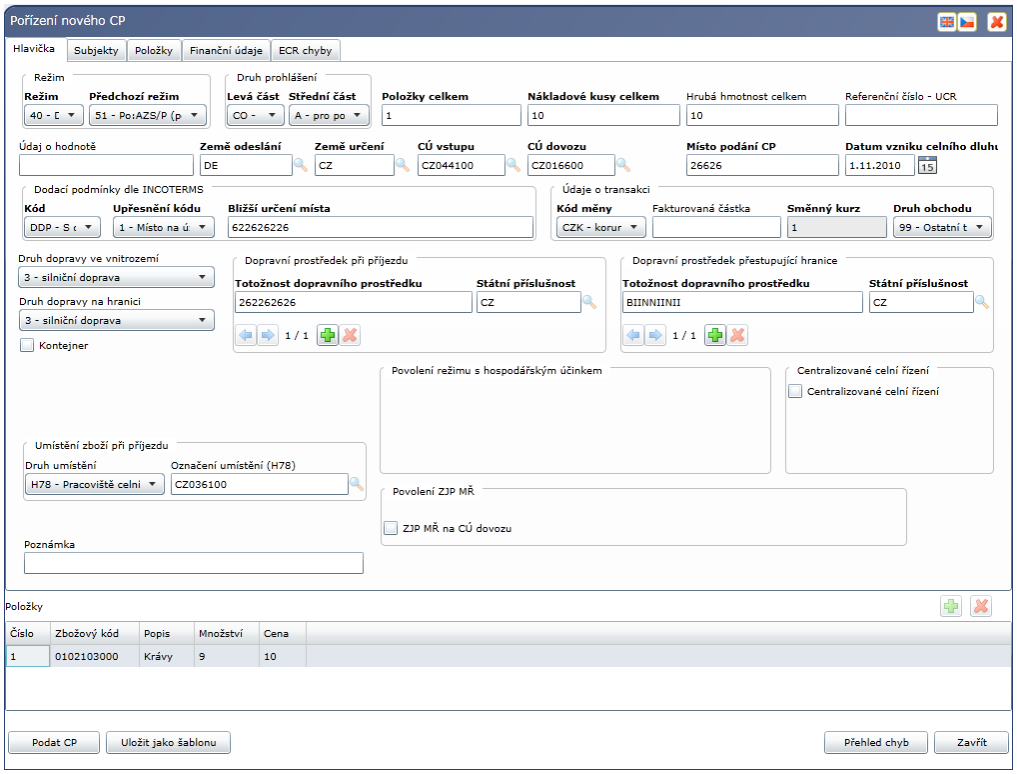
SD may, during its lifecycle, stay in one of the following states:

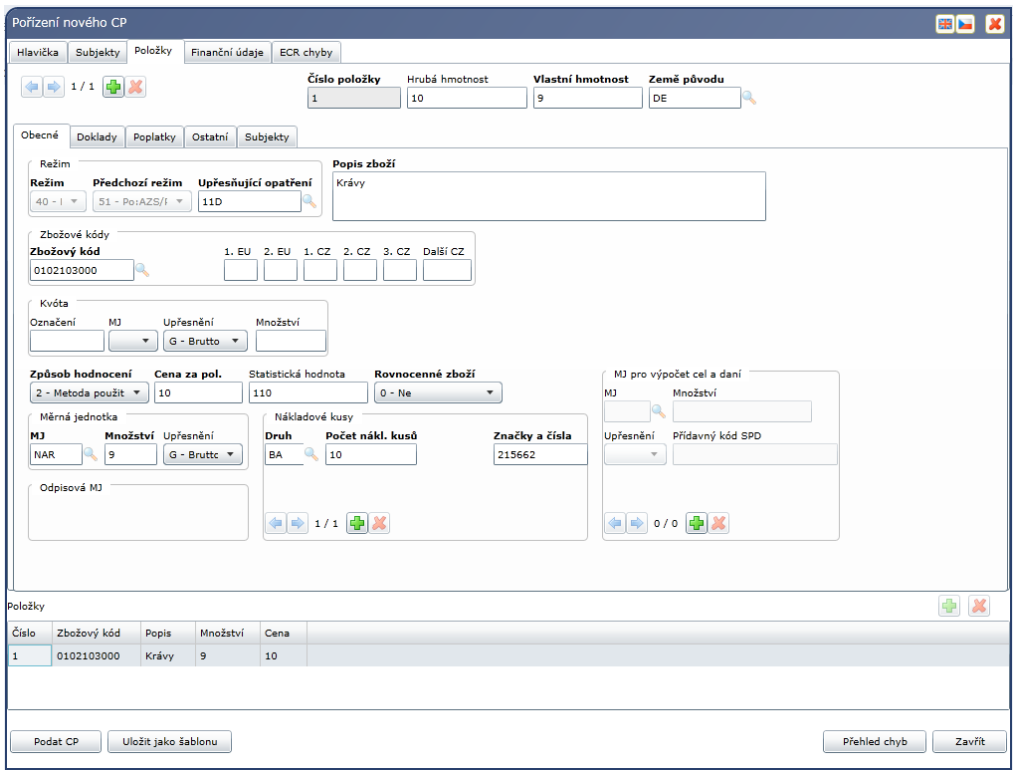
State	Description
Entered	SD was keyed-in but not yet registered by the Customs or rejected
Accepted	The Customs has registered the SD successfully, and assigned the MRN
Rejected	The Customs has rejected the SD because of formal errors. The user may amend it and submit again
Inspection	The Customs has ordered inspection of the SD
Temporary storage	The Customs has allowed temporary storage of the goods **CAUTION!** The Decision code contained in the message C_R_DUSK (CZ363A) needs to be taken into account A = All the goods permitted to be stored in the proposed temporary storage facility B = All the goods was placed under the direct supervision of the CO C = Part of the goods was placed under the direct supervision of the CO; in that case the Decision code (A, B) has to be put on the goods item level so that it is clear which items were placed under the CO control and which are to be stored in the proposed temporary storage facility..
Amendment proposed	The proposal for changes was submitted to the CO
Amendment registered by CO	The CO confirmed registration of the proposal for changes; after approval/disapproval of the changes proposed, the SD passes back into the state “Temporary stored” or “To solve finally”
Date limit expired	The timer of the temporary storage has expired – please contact CO to solve Discharging from the given SD
Discharged	All the goods of the given SD was already discharged – the SD is regarded as processed (discharged)

CD – CUSTOM DECLARATION

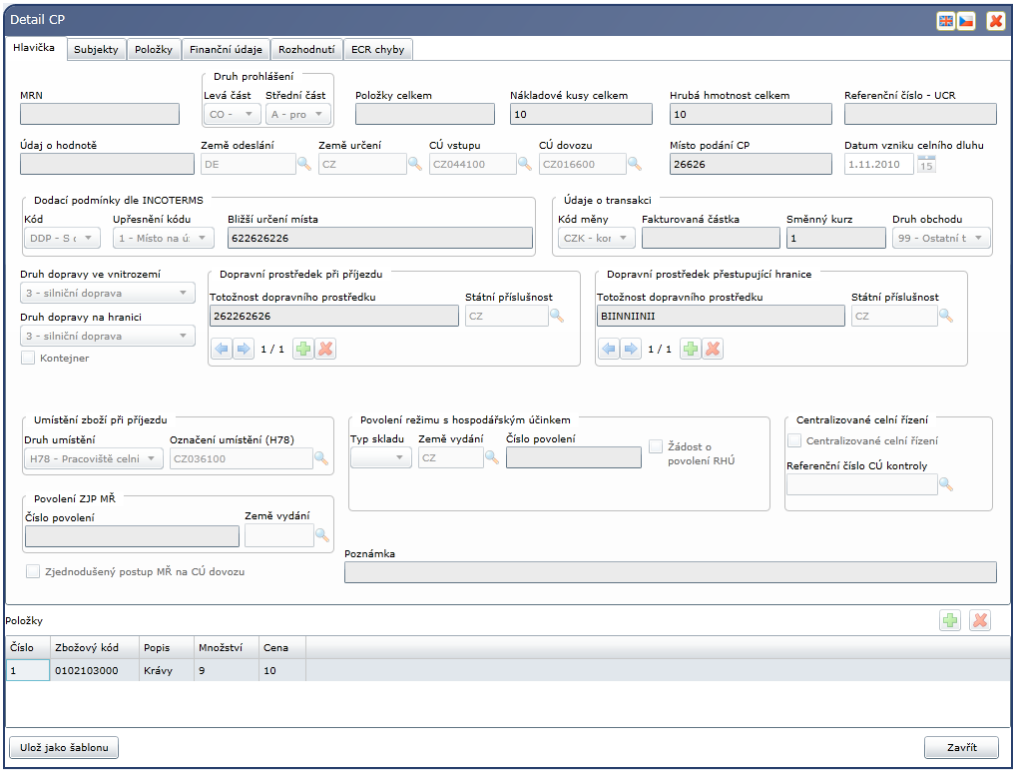
The bookmark CD provides the following functions:

- New CD entry:





- View CD:



- Amendment of rejected CD (it is possible only in state “Rejected”).
- Amendment of Accepted CD:
  - Amendment of CD before or after acceptance of CD by custom office.
  - Change is possible for almost all data elements
- Cancelation of CD
  - Cancelation of CD before or after acceptance of CD.
- Print CD
  - Displays PDF form for printing
- Confirmation of release
- Amendment of ICD (Incomplete CD)
- Delete rejected CD

CD may, during its lifecycle, stay in one of the following states:

State	Description
Submitted	CD was keyed-in but not yet registered by the Customs or rejected
Registered	The Customs has registered the CD successfully, and assigned the MRN
Rejected	The Customs has rejected the CD because of formal errors. The user may amend it and submit again
Accepted	The Customs has approved produced documents (box 44).
Rejected after registration	The Customs has rejected CD because of errors in produced documents (box 44).
Amendment proposed	Draft of change of CD has been sent to the Customs.
Cancelation proposed	Cancelation request has been sent to the Customs.
Canceled	CD was canceled.
Released	The Customs placed CD under custom procedure.
Not released	The Customs refused to release CD.
Release	Delivery confirmation has been sent to the Customs.

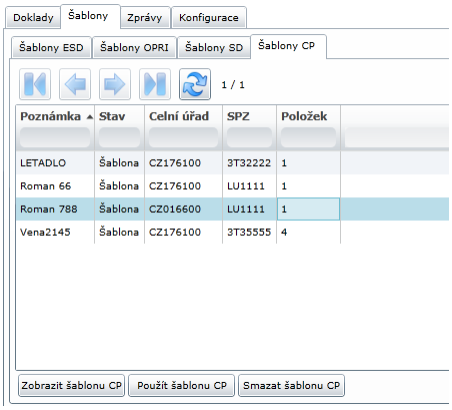
confirmed	
Control	The Customs directed control of CD.
Impeached	The Customs sent a direction to submit the disputed documents.
Finished	Conditions of custom procedure have been met. CD is finished.

WORKING WITH TEMPLATES

ICS WK offers templates functionality. User can create, edit and manage five templates of each kind of business document (ESD, OPRI, SD, and CD).

Template can be create from just edited document or from previously submitted ones. Open the detail of document and use “Save as template” button there.

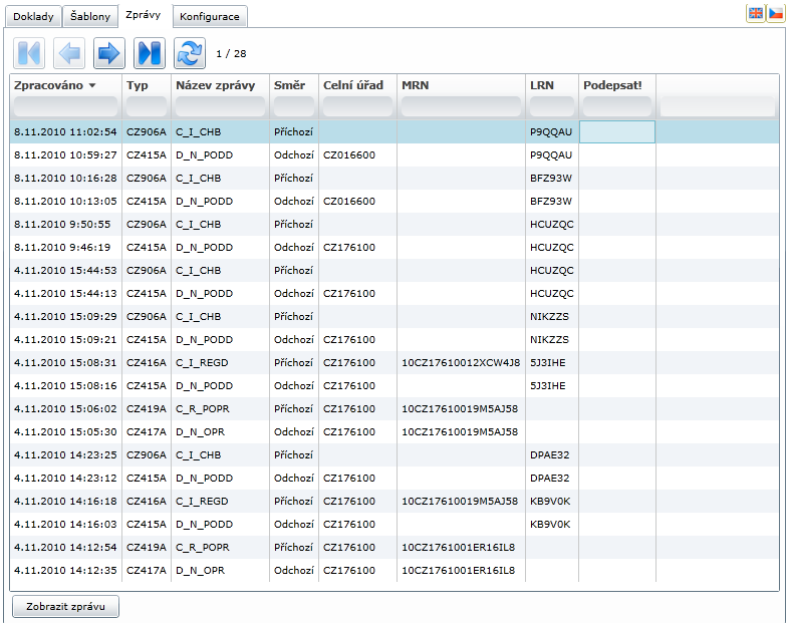
Created templates can be managed on the tab “Templates”.



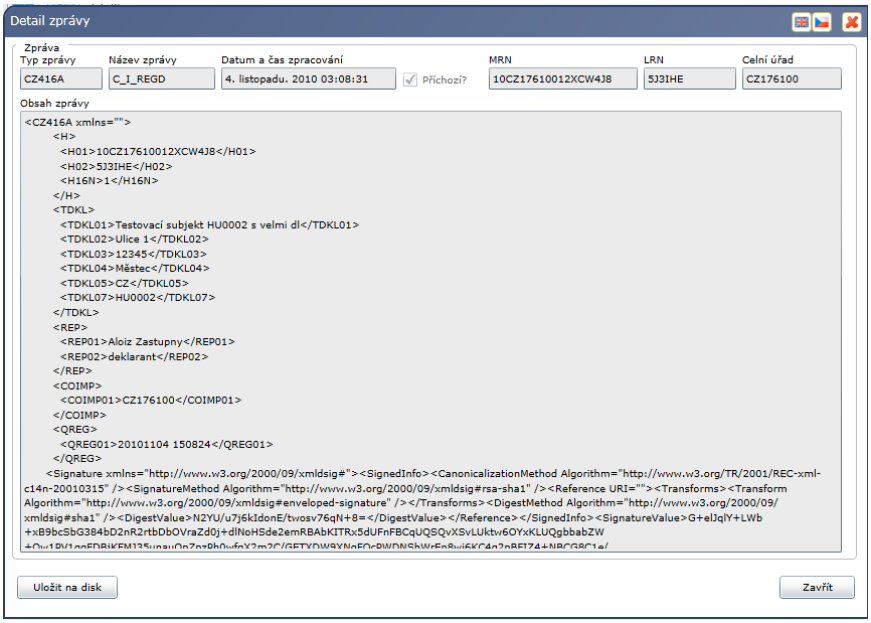
User can display template, edit template and save changes. Template can be used for creating of new document. Finally user can delete template to free space for new templates.

WORKING WITH MESSAGES

All messages exchanged between the User and the Customs can be found under the bookmark “Messages“.



Any selected message can be displayed (in pure XML format):



The digital signature is an inseparable integral part of each XML message – it is contained in the concluding part of the message, in the element “Signature”.

The displayed message can be stored on a local hard disk using the button “Save to disc”. The WebClient Application does not guarantee long-term archiving of messages. It is recommended that the User archives the messages which he/she regards important.

Note: The XML messages sent to the User/Trader by the Customs contain the electronic signature of the Customs, and may be used as a proof during any possible legal dispute. Such a proof is fully equivalent to the decision made/sent on paper.