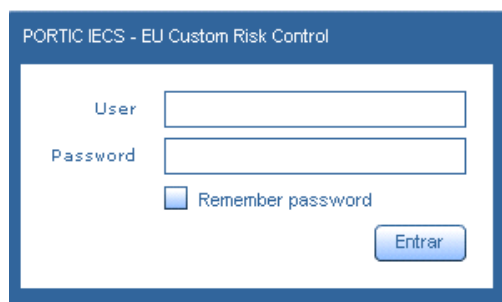


# ***ICS***

Portic Barcelona S.A.  
V. 0.2

## Acces



## Icons



This icon always appears in the information bar and, when pressed, displays current information about how to contact with the Customer Service Department and, direct access to manuals.



The magnifying glass icon reports a field whose content can be recovered from the user's database.



Ereser's icon allows to eliminate selections realized in a dropdown list.



Calendar's icon indicates that the field on the left has to be completed whit a date. Clicking on this icon displays a calendar and lets you choose the date in a graphic form.



The asterisk next to a field indicates this is necessary for the correct process of the operation that is being carried out.



The pencil means that the selected document is under construction



Displays the fields stored within a record.



The exclamation point informs about incidents in the ENS (the latest message of a previously accepted ENS has been rejected)



The next icon informs that a message was sent but it has not a response yet.

## Documents list

Once validated the username and password can access to the Documents list page, from where we can recover documents created by our company.

To facilitate searching and viewing documents, the Documents list section provides two tools: filters and navigation.

Search filters

Content

Navigation bar

Incidence	Ship	Trip	Arrival Date	EU Port of Entry	Origin Country	Means of Transport	Entry Carrier	BL No.	Status	MRN
	AJAMA	2	01/12/2010	00BARCELONA	CANADA					
	AJAMA	2	01/12/2010	00BARCELONA	CANADA	Ship	ARMADOR	1	Rejected	/
	AJAMA	2	01/12/2010	00BARCELONA	CANADA	Ship	ARMADOR	2	Rejected	/
	AJAMA	2	01/12/2010	00BARCELONA	CANADA	Ship	CSCS		In preparation	/
	AJAMA	2	01/12/2010	00BARCELONA	CANADA	Ship	CSCS	5	In preparation	/
	AJAMA	2	01/12/2010	00BARCELONA	CANADA	Ship	CSCS	AS	In preparation	/
	ADRIANA		21/01/2011	00BARCELONA	CONGO					
	ADRIANA		21/01/2011	00BARCELONA	CONGO	Ship	CSCS	ARBUE-2971	In preparation	/
	ADRIANA		21/01/2011	00BARCELONA	CONGO	Ship	CSCS	ARBUE-2972	In preparation	/
	ADRIANA		21/01/2011	00BARCELONA	CONGO	Ship	CSCS	ARBUE-2973	In preparation	/

## Search filters

Remove filters

Search using the selected filters

The filter bar can narrow the results of the search from all ENS, that we have already created.

In order of appearance, the filters are:

**Search fields:** allows searching by Ship, Trip number, ETA, EU port of Entry, Country Of Loading, Means of Transport, Shipowner of the goods, Haulier, BL, Container, Lorry, MRN number.

**Circuit:** the results of the query can be split for Import or Export.

**NOTA:** For the ICS procedure, we will always use Import.

**Status:** this filter allows to delimit the search results depending on their status (All, In preparation, Pending send, Pending response, Accepted, Rejected, With issues, Accepted do not load, Diversion Accepted).

“**All**”: ENS are not filtered by status.

“**In preparation**”: ENS have been created, but they haven’t been sent yet.

“**Pending send**”: Really the query doesn’t filter by status, they are the ENS with the mark “Pending send” activated. Will be those that are “in preparation” plus the modified ones (ENS or Header) and have not been sent yet, plus those for which we have received a rejection or an acceptance do not load.

“**Pending response**”: the query doesn’t filter by status, the ENS has not received replay yet to the last message sent.

“**Accepted**”: ENS has been accepted.

“**Rejected**”: ENS has been rejected.

“**Accepted do not load**”: ENS has been accepted, with any item affected by not loading.

“**With issues**”: the query search all ENS with “incidences mark” activated. Are ENS that have been previously accepted, whose last message sent has been rejected.

“**Diversion Accepted**”: ENS with diversion request accepted.

**Last change date:** all this can be delimited by the “Last change date” filter. We can choose: Last hour, Today, Yesterday, Last week, Last two weeks, Last three weeks, Last month, Last two months or Last three months.

## Content

Shows ENS and Headers created.

### *Navigation bar*

The navigation bar helps to move through the content when there are too many documents and is not possible show them on only one screen or page.

On the left side there are the navigation buttons that can be used to move through the pages. On the right side, there is a counter that displays the page you are viewing and the total of pages received from the search results.

## Documents list

After one search, the results will appear on the page *Documents list* in chronological order starting with the most recent. After scoring one of them there are new management options in a menu on the right side, between the search bar and the documents list.

PORTIC IECS v1.00 User: Company: MARITIMA DEL MEDITERRANEO S.A. Begin Session 04/02/2011 09:35										
List documents New ICS header New ECS header Preferences										
Circuit Import Status Diversion LastChan... Last three Buscar										
New Clone Change View Delete Send Documentation										
Incidence	Ship	Trip	Arrival Date	EU Port of Entry	Origin Country	Means of Transport	Entry Carrier	BL No.	Status	MRN
	AGROS	2	29/12/2010	00BARCELONA	CANADA					
	AGROS	2	29/12/2010	00BARCELONA	CANADA	Ship	CCSL	1	Diversion accepted	10ES000811
	AGROS	2	29/12/2010	00BARCELONA	CANADA	Ship	CCSL	2	Diversion accepted	10ES000811
	PILSUM		01/01/2011	00BARCELONA	CANADA					
	PILSUM		01/01/2011	00BARCELONA	CANADA	Ship	ARMADOR PORTIC	1	Diversion accepted	11ES000811
	PILSUM		01/01/2011	00BARCELONA	CANADA	Ship	ARMADOR PORTIC	2	Diversion accepted	11ES000811
	ROMEA	14N	31/01/2011	11BARCELONA	CANADA					
	ROMEA	14N	31/01/2011	11BARCELONA	CANADA	Ship	ARMADOR PORTIC	CAB1	Diversion accepted	11ES000811
	ROMEA	14N	31/01/2011	11BARCELONA	CANADA	Ship	ARMADOR PORTIC	BLVACIO	Diversion accepted	11ES000811
	ROMEA	14N	31/01/2011	11BARCELONA	UNITED STATES					

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## Delete

ENS “*in preparation*” that have been sent can be eliminated with this option. Doing this, the ENS will disappear from the documents list and can not be recovered.

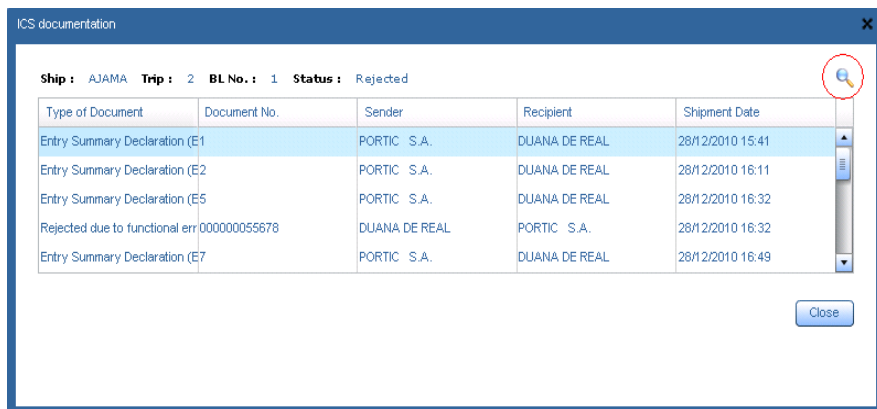
It is also possible to delete ENS rejected because there are no documents to Customs.

## View

The *View* option shows a summary of all data contained in the document.

## Documentation

The *Documentation's* page shows a history of the documents generated by a record. *Documentation* homepage indicates the number and type of document, the sender and receiver, the state and date.



← Data sheet

### Data sheet



Clicking on the Tracking No. Of the Data sheet window, we can see the file delivered in XML format

## ENS search

### Description

Allows the User to find ENS through various search criteria.



1.Defaults; State:All, From:Today. The User informs fields search criteria1, value1, search criteria2, value2, state and last change as needed.

Search criteria and their corresponding values are:

**Circuit:** Import or Export. For the ICS procedure, use Import.

**Status:** All, In preparation, Pending send, Pending response, Accepted, Accepted do not load, Rejected, With issues, Diversion Accepted.

Searching documents by status:

“**All**”: ENS are not filtered by status.

“**In preparation**”: ENS has been created, but it has not been sent yet

“**Pending send**”: the query doesn't filter by status, are the ENS with the mark Pending send activated. Will be those that are “in preparation” plus the modified ones (the ENS or the header) and not sent yet, plus those for which it has received a rejection or acceptance with do not load.

“**Pending response**”: the query doesn't filter by status, the ENS has not received yet replay to the last message sent. Should be a temporary condition.

“**Accepted**”: ENS has been accepted.


“**Accepted do not load**”: ENS whit Accepted state but there are some items affected by high-risk (no load).

“**Rejected**”: ENS has been rejected. Previous messages of this ENS have not been accepted.

“**With issues**”: the query searches all ENS with “incidents mark” activated. Are ENS that have been previously accepted, whose **last message** sent to Customs has been rejected.

“**Diversion Accepted**”: ENS with Diversion Request Accepted. Final status for Customs. This is repeated in the “Search Filters”.

Ship (search field), Trip number (free field), ETA [From (calendar), To (calendar)], EU Port of Entry (search field), Country of Loading (search field), Means of Transport (combo: Ship/Lorry on Ship), Shipowner of the goods (combo preferences), Haulier (combo with preferences), BL (free text, turn it off “From” button), Container (free text, turn it off “From” button), Lorry (free text, turn it off “From” button), MRN Number (free text, turn it off “From” button).

2. If the User clicks the Rubber's icon  (tooltip = “Clean filters”), all the values entered will be removed.

3. The User clicks the “Search button”.

4. The System searches ENS following the criterias entered by the User and displays them in the top grid results.

The System shows the ENS' Headers, and under the ENS associated with that Header.

Columns detail:

Incidence (if there are incidents, its corresponding icon will be shown), Ship, Trip, arrival date, EU port of entry, Means of transport, Entry carrier, Country of Loading, BL No, Status, MRN.

**Records of ENS Header will be display with red color, and have only informed the fields: Ship, Trip, Arrival date, EU port of Entry**

5. This grid does not allow multi - selection.

5.1. If the User does not select any ENS, all buttons are disabled.

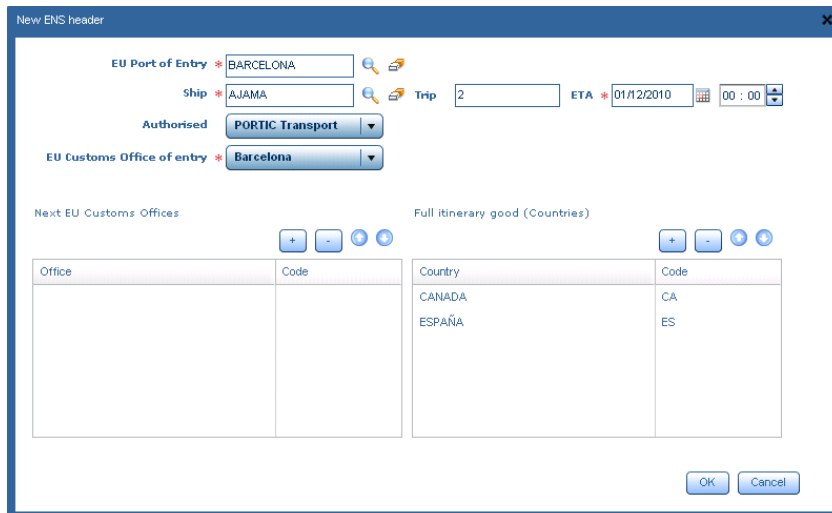
5.2. If the User selects an ENS, all buttons are enabled. If the ENS condition is “Pending response”, it disables the “Send button”. If the status is not “In preparation” or “Rejected” disables the “Delete button”.

5.3. If the User selects a ENS Header, only enabled the buttons “New” and “Change”.

## New ENS Header

### Description

The User can create a new Header. This entity allows to define a single common data (ship, itinerary, EU offices ...), and then create multiple ENS with the same common data.



### Process

1. System displays the pop up “ENS Header”, with default report fields:

EU Entry Port: Barcelona

Entry EU Customs office:  
Barcelona port

2. The User informs the others fields.

By adding an EU Custom office, is possible to choose it from the Preferences or enter it manually, NOT automatically added to Preferences. To help the User to obtain the desired office code, the application shows a button that lets him acces to the EU Customs web page.

3. The User clicks the OK button to create the new ENS header.

4. In the list Complete itinerary Goods (Countries) should be informed at least two countries (origin and destination).

5. If there are any validation error, a pop up will inform the User and the new ENS Header will not create.

6. Is verified that does not exist a header of the same ship / trip with ETA (+/- 2 days)

### Delete ICS Header

Allows the User to delete an ICS Header and all its ENS, but if the Header contains Ens, that have already been accepted by Customs can not be removed.

## How to modify ENS Header

### Description

The User can modify an ENS Header instead to modify every single ENS.

### Process

1. The application picks the information up of the ENS Header selected and displays it on the screen “ENS Header”, and will open it in modification mode with all fields editable.

2. The application lets edit freely some Header fields, but there are some other validations / restrictions, namely:

If there are accepted ENS of this Header (there is some ENS with MRN):

Modify the Authorized message is not possible.

Is not possible to modify EU Admission Customs Office to another Office of a different country (but it is possible if the Office is from the same country).

These validations are necessary because Customs will not allow these changes of a previous accepted ENS.

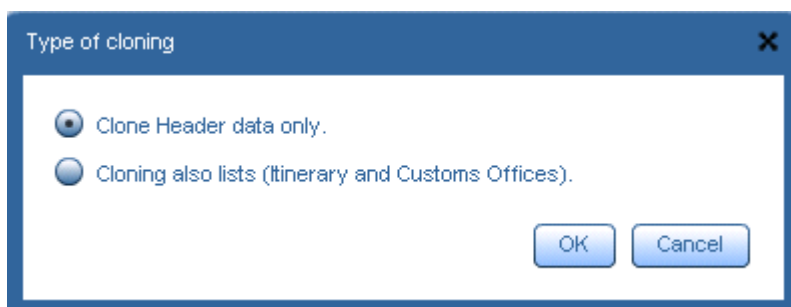
If the User attempts to modify these datas, the application will show a pop up.

If the User has done appropriate changes, the country can be deleted.

3. Changing screen, the application validates that the required fields have been informed. The function “Pending send” will be activated to all Header ENS that ARE NOT with “Diversion Accepted”. If they are not, a pop up will be shown to the User.

### Cloning Header

Replicates data from a selected header, providing with 2 modes of cloned (Clone Header data only and Cloning also lists “Itinerary and Customs Offices”)



## ENS Excel upload

### Description

Allows to add BLs and Items to an existing ENS Header uploading an Excel doc.

The application will send an ENS for each BL.

### Process

1. The System will show a pop up to the User to choose an Excel file to upload BLs and Items, and all the ENS details which are not in the Header (Means of Transport, Shipowner of the goods/haulier, Country of Loading).

To correctly calculate the routing of goods, the Country of Loading must be the first country of the itinerary of the Header.

2. The User reports that data, selects the file and clicks the "Upload" button from the pop up.

3. The System will process the Excel file, performing the validations for each row:

#### B/L

Orden Nr: BL sequence number ENS Header

B/L number: required.

Type: "" or "H"

B/L Master: if type = "", ""; If type = "H", Required.

Negotiable: "YES", "NO", "". When inserting DATA BASE, "" is considered = "NO".

Payment form: Not fill, o use a value from Excel template (Annex I). Corresponds to the payment of freight.

Country origin + Origin place: Required (Maximum length = 35). Validate by algorithm:

IF Country = "" AND Place = ""-> Error

IF Country = ""AND Place <> ""-> check DATA BASE if Place is a valid LOCODE

IF Country <> ""AND Place = ""-> Error

IF Country <> ""AND Place <> ""-> check DATA BASE if Place is a valid LOCODE

Country destination place + Destination: the same as Origin

Shipper: Report name is Obligatory + EORI or (Name + Address + Postal Code + City + ISO Country), or everything (are not mutually exclusive).

Consignee: If B/L Negotiable, can NOT be reported.

If B/L is Not Negotiable, Opcional (same validations that Shipper).

Notify: If B/L Negotiable, Required (same validations that Shipper).

If B/L is Not Negotiable, NO may reported.

#### Item data

Item Number: Item sequential number whitin the BL

Packages number (n...5):

If package type is bulk ("VQ", "VG", "VL", "VY", "VR", "VO"), in the ENS message can NOT sent Package number and Piece number. So only allow values "", 0 or 1; a different value would be a data inconsistency, and the error will be show to the User

If package type is NOT a bulk, Required > 0.

Packages type: Required.

Weight (n...11,3): Required. Expressed in kgs

Tariff (Maximum length = 8): Required, the minimum length allowed in ENS messages is 4.  
 Good description (Maximum length = 280): Optional.  
 Marks (Maximum length =140): If package type is bulk or unpacked (“NE”), Optional. Otherwise, Required  
 Nº ONU (Maximum length = 4) : Optional. If informed, it is the ONU Code of the dangerous good.

**Document data**

Document type: View Annex III of Excel template.  
 Reference: If the Document type has been informed, Required.

**Equipment data**

Equipment type: If package type is bulk, do NOT use. Otherwise, Required  
 Values: “CN”, “VG”, “RE”, “CA”.  
 ID (Maximum length = 17): If package type is bulk, do NOT use. Otherwise, Required.  
 Free text.  
 Seals: If package type is bulk, do NOT use. Otherwise, Optional. Equipment seals list, separated by comas.

- 4. For rows that pass all validations, the System inserts or updates records in the application.
- 4. For rows that do NOT pass all validations, nothing will be changed in the application, and a pop up will appear, showing general error text, containing detailed information and errors location, so that the User can modify / correct the Excel file and reload it.

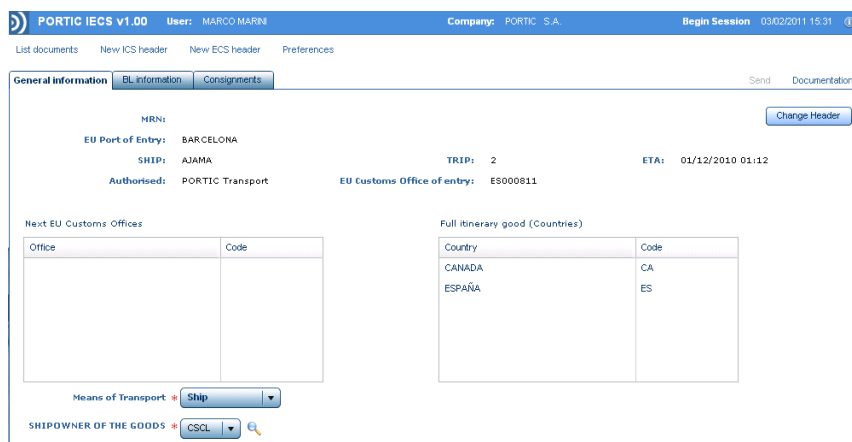
**New ENS**

**Description**

Allows the User to add an ENS to an ENS Header existing.  
 The application will send an ENS for each BL.

**Preconditions**

The User, on the “Header ENS” pressed the button “New ENS”; or, on the Documents list screen, pressed the button “New”  
 Both cases lead to this use:



**Process**

1.The System creates, recovering for them: Means of transport, Shipowner of the goods, Country of loading From the last ENS with the same Header. If this is the first ENS Header, such data will be blank.

2. The System shows the ENS screen, “General Data” tab, upload the following Header data:  
Full goods itinerary and subsequent EU Customs Offices.  
EU Port of Entry, Ship, Trip number, ETA, first EU Custom Office  
Authorized, following Customs Offices, full goods itinerary.  
All these fields are blocked (read only)

The MRN field is blank and blocked.

The System loads the following details of the ENS just created:

Means of transport, Shipowner of goods, Country of Loading.

These fields are editable.

3. The User modifies (if desired) some editable field, whereas:

If Means of transport = “Ship”, next field shall name = “Shipowner of goods” and the combo will load with the preferences of owners

If Means of transport = “Lorry on Ship”, next field shall name = “haulier” and the combo will load with the preferences of hauliers.

The combo Country of loading is loaded with the countries of Header’s itinerary.

4. Changing tab, the application validates that the three editable fields are informed. If they are not, a pop up will advise the User.

## **ENS modify – General information**

### **Description**

Allows the User to modify all general information of one existing ENS.

### **Preconditions**

The status of the ENS is not “Diversion Accepted”, because Customs does not allow modification of ENS where a diversion request has been accepted.

### **Process**

1. The System validates the following conditions:

If the ENS has a MRN, a pop up will inform the User: “Remember, each time you sent a remendment, the period of the analysis risk restarts”. If it will not be finalized at the Vessel’s arrival, the goods may be retained.

2. Just like creating an ENS

The only difference is that the Environmental data, Shipowner of the goods/haulier and country of loading are not recovered from previous Header ENS, but of the ENS just selected.

The combo country of loading is loaded with itinerary countries of Header.

## View ENS

### Description

Allows the User to view all data from existing ENS.  
The only difference is that all fields are locked (read only).

### Postconditions

Being a single consultation, process does not produce any change in the System.

## Delete ENS

### Description

Allows the User to delete an existing ENS.  
In the ICS procedure, there is NO possibility to cancel an ENS. For this reason is not possible delete ENS already sent and accepted for the Customs.

### Preconditions

The User, on the screen "Documents list", with one selected, pushed the button "Delete".  
The ENS state is "In preparation" or "Rejected".

### Process

1. The System display a pop up asking for a confirmation: "Are you sure to delete the selected ENS? It also remove its items, equipments and seals".
2. If the User clicks "NO" the pop up closes and does not delete the ENS.
3. If the User clicks "YES" the pop up closes and removes the ENS selected, and as well its items, equipments and documents.

## New ENS-BL

### Description

Allows User to add information about a BL to an existing ENS (the relationship between ENS – BL is 1 - 1)

### Preconditions

Some examples:

The User, on the "ENS Header" screen, pressed the button "NEW ENS"

The User, on the "ENS LIST" screen, pressed the button "New", or the button "Edit" where BL's ENS data has not been informed yet.

If it has been open from "New", the User has recorded the BL general data correctly (this step is not required if accessed from "Edit"), and entered to BL's tab of ENS screen.

## Process

1. The System loads BL's data (recovered from the ENS table), at the BL's data of ENS screen. In the present case (new BL), BL data does not exist for this ENS, all the fields are blank.

2. If Knowledge type = "H" (House), the Master BL field will be visible (and required), and recovered from the last previous ENS of the same ENS Header, with House BL. If type BL = (Empty) will automatically create an item to report data of empties

Order No.	Tariff	Goods	Packages	Gross Weight	Customs Intervention
1	8609A	CONTENEDORES	1	0	

If the BL is of empties, can not add or delete the item created, the only option is modify.

If a BL has items, is NOT possible to change from "Normal" or "House" type to "Empty Equipment".

### Origin

Will be required to inform the population / port (according BL's terms) for ISO codes (with magnifying glass) or Country + Name to allow the User to report an Origen Country which does not exist in the Data Base. Is NOT permitted to inform them at the same time

### Destination

The same of Origin

Data entry screen of Origin / Destination

Is possible to inform the City or Port of Origin / Destination by ISO code or the Name and Country of the City

The Shipper is required

If BL is negotiable:

Notify Required, Consignee can NOT be informed.

If BL is not negotiable:

Consignee Optional, Notify can NOT be informed.

Shipper's entities, Consignee and Notify are a search field on Preferences. The application can search between corresponding favorites entities.

## **Edit ENS-BL**

### **Description**

This case allows the User to modify the BL information in existing ENS (the relationship ENS – BL is 1 - 1).

### **Process**

The same case of a New ENS – BL; with the only difference that fields will be loaded with the existing BL data.

## **View ENS-BL**

### **Description**

Allows the User to consult the BL information in an existing ENS (the relationship ENS – BL is 1 - 1).

### **Preconditions**

The User, on the ENS List screen, pressed the button “*View*” on ENS that has already BL data informed.

The User, on the ENS screen, accesses to “BL data” tab.

### **Process**

Same process of EDIT ENS – BL; the only difference is that all fields are locked (read only).

## **New ENS - Item**

### **Description**

Allows the User to add an Item to an existing ENS (the relationship ENS – Item is 1 - N).

### **Preconditions.**

Some examples:

The User, on the “ENS Header” screen, pressed button “*New ENS*”.

The User, on the “ENS list” screen, pressed button “*New*”, or button “*Edit*”.

If entered from “*New*”, the User has recorded the general data and BL correctly (this step is not necessary if accessed from “*Edit*”), and finally accesses to “Items” tap of ENS screen.

PORTIC ICS v1.00 User: Company: PORTIC S.A. Begin Session 03/02/2011 15:31

List documents New ICS header New ECS header Preferences

General information BL information **Consignments** Send Documentation

Order No.	Tariff	Goods	Packages	Gross Weight	Customs Intervention

## Proces

1. The Items list shows Items of selected ENS.

2. The User presses the button "+" of Items list.

Consignment ENS

BL No. AS MRN

Consignment ... 1 Tariff-Goods \*

No. of Packages  Type of Packa... \*  Weight

Marks

Information DD... UN Code

Documents + - Equipment + - Change

Type	Reference	Type	Identifier	Seals
CN	CAXU1234567			1234

OK Cancel

3. The System displays the "Item" tab. The data BL number, MRN, Customs intervention and Item number are blocked (MRN and Custom Intervention will recover from Customs response messages)

Item number: maximum number of Item number of ENS selected is retrieved, and adds 1.

4. The User informs the other fields, as:

Search Tariff goods by magnifying glass, and can manually change the description of the goods.

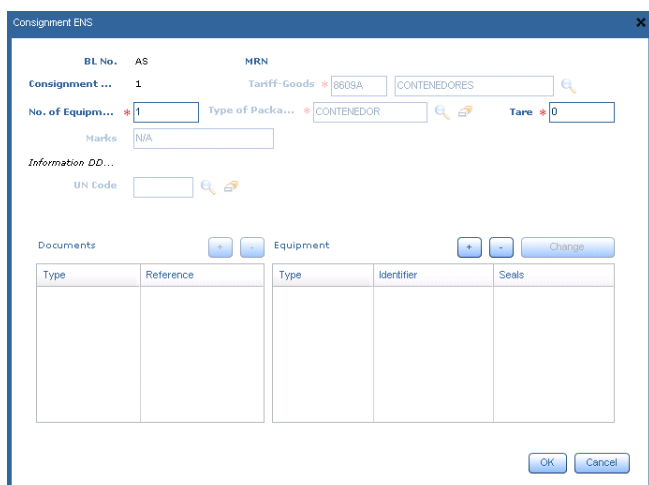
For bulk packages type ("VQ", "VG", "VL", "VY", "VR" o "VO"), packages number must be = 0 or 1, and equipment may NO be added.

For unpacked packages ("NE", "NF" o "NG"), packages number must be > 0

For other types of bulk, Item number must be > 0 and marks are Required.

5. Pressing the "OK" button, the System validates that the fields are properly informed. If they are not, a pop up will appear.

## Empties Items



Equipment number: as many as empty equipment reported

Gross weigh: gross weight of empty equipment

\*Must add as many ítems as the number of ítems informed

## Edit ENS - Item

### Description

Allows the User to edit an existing ENS part.

### Preconditions

The User, on the "ENS list" screen, pressed the button "Edit", and acceded to the "Items" tab of ENS screen.

The selected ENS already has Items.

### Process

1. Items list shows selected Items of selected ENS.

2. The User selects an item from the list and clicks the "Edit" button.

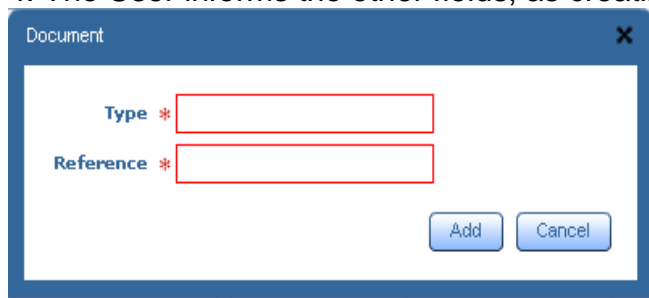
If the Item has the alarm "Do not load" modification is not allowed. A pop up is displayed informing the User.

3. The System displays the "Item" screen. Datas of BL's number, MRN, Customs Intervention and Item number are locked, and recovered from:

BL's number and MRN: recovered from the ENS table.

Customs Intervention and Item number: recovered from ENS – Items (for the selected Items).

4. The User informs the other fields, as creating a new Item

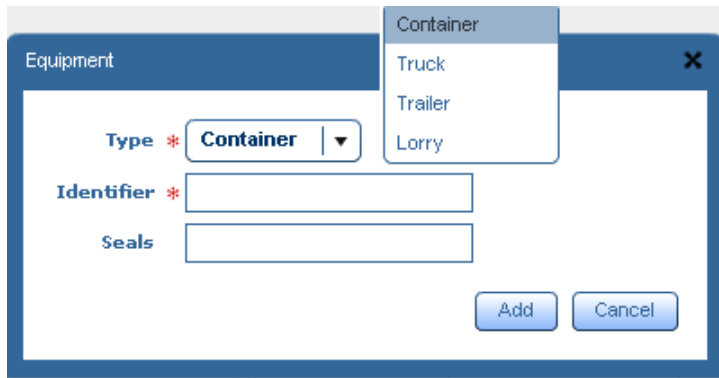


5. The User can add, optionally, docs to the Item.

The button "+" of the Docs list shows a pop up to add a document, with 2 required fields: Type (use Customs code) and Reference.

If both fields are properly informed and clicks “OK”, the document will be inserted.

The User can delete documents of the Item (previously accepting the confirmation’s pop up).



6. The User may add, optionally, equipments to the Item (only if is NOT a bulk).

The button “+” of the equipments list shows “Equipment” screen to add equipment, with the fields (all empties):

**Type** (Required): Drop-down list with: “Container”; “Wagon”; “Trailer”; “Truck”

**ID** (Required).

**Seals** (Optional): Seals list of equipment, separated by coma.

The User can modify equipments, pressing button “*Edit*” on the Equipments list. In this case, the fields of “Equipment” screen appears loaded with information about the selected equipment.

If the fields are correctly reported, pressing “OK”, are added (or modify, as appropriate).

7. Pressing the “OK” button, the System validades that the fields are properly informed. If they are not, a pop up will appear. If they are, data will be modified.

## View ENS - Item

### Description

Allows the User to check an existing part of ENS.

### Preconditions

The User, on the ENS list screen, pressed the button “View”, and has entered to the “Items” tab of ENS screen.

The selected ENS has already Items.

### Process

1. The Items list shows Items of ENS selected.

2. The User selects one item of the list and presses “View” button.

3. It works as Edit item

The only difference is that all fields (including documents lists and equipments) are locked (read only), and “OK” button is not visible.

## Delete ENS - Item

### Description

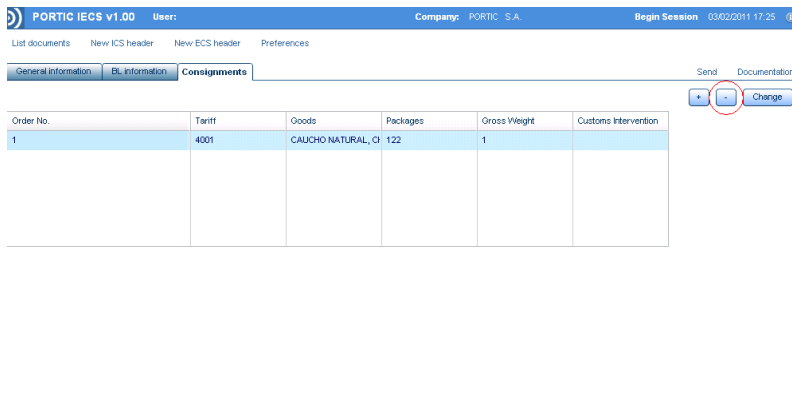
Allows the User to delete one Item of an existing ENS.

### Preconditions:

The User, on the “ENS list” screen, pressed the “*Edit*” button, and has entered to the “Items” tab of ENS screen.

The selected ENS has already Items.

The selected END has not been submitted and accepted by Customs (it has not MRN associated). If it has been submitted and accepted (it has MRN associated), is not allowed to delete items; button “-” is disabled from the Items list, so this use case would be meaningless.



Order No.	Tariff	Goods	Packages	Gross Weight	Customs Intervention
1	4001	CAUCHO NATURAL, CI	122	1	

### Process

1. Items list shows selected ENS items.
2. The User selects one item of the list and presses “-” button.
3. The System shows a pop up asking for a confirmation: “¿Are you sure that you want to delete the item?, its equipments and documents will be also deleted.”.

4. If the User clicks “No”, the pop up closes and the item is not deleted.
5. If the User clicks “Yes”, the pop up closes and the System deletes the selected Item.

## Documentation

### Description

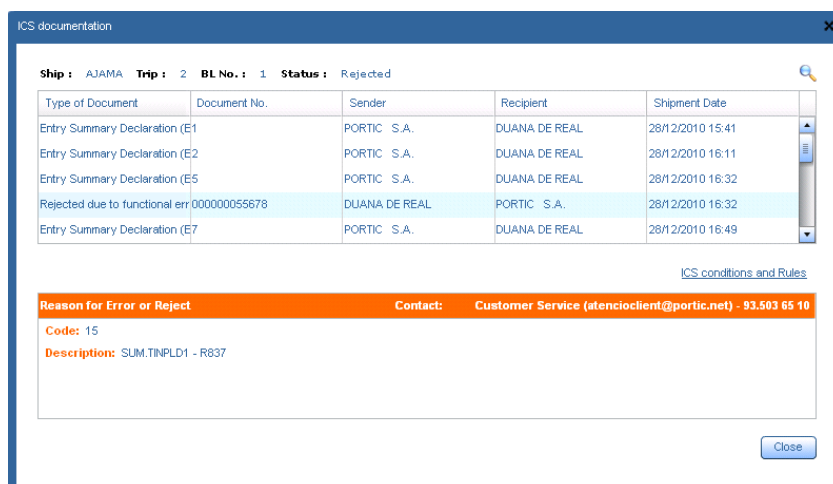
Allows the User to view the Message History (not the detail or content) of all messages sent / received to / from the Customs of the selected ENS.

### Preconditions

Some examples:

The User, on the “ENS list”, has selected one ENS and has pressed the “Documentation” button.

The User, on the ENS screen (consulting mode or modification), pressed the “Documentation” button.



ICS documentation

Ship : AJAMA Trip : 2 BL No. : 1 Status : Rejected

Type of Document	Document No.	Sender	Recipient	Shipment Date
Entry Summary Declaration (E1)		PORTIC S.A.	DUANA DE REAL	28/12/2010 15:41
Entry Summary Declaration (E2)		PORTIC S.A.	DUANA DE REAL	28/12/2010 16:11
Entry Summary Declaration (E5)		PORTIC S.A.	DUANA DE REAL	28/12/2010 16:32
Rejected due to functional error	000000055678	DUANA DE REAL	PORTIC S.A.	28/12/2010 16:32
Entry Summary Declaration (E7)		PORTIC S.A.	DUANA DE REAL	28/12/2010 16:49

ICS conditions and Rules

**Reason for Error or Reject** Contact: Customer Service (atencioclient@portic.net) - 93.503 85 10

Code: 15  
Description: SUM.TINPLD1 - R837

Close

### Process

1. The System displays all sent and received messages of selected ENS.

Header information: Vessel, Trip number , BL number, Status

Messages list / Columns: Document type, Document number, Sender, Recipient, Shipment date.

### Process

1.The System shows all sent and received messages of selected ENS.

Header information: Ship, Trip, BL number, Status.

Messages list / Columns: Document type, Document number, Sender, Recipient, Shipment date.

Lower area, only visible if a message has been selected and it has been rejected.

2. If the User selects a reject message, either by construction or validation error, the detail will be display in the bottom of the screen.

### Conditions and Rules ICS

Displays a help’s document to interpret conditions and rules of ICS procedure messages.

## Download MRNs

### Description

Allows the User to obtain a list of MRN allocated by Customs to the ENS previously sent.

### Process

1. The System runs all ENS and Items ENS of the Headers of the same Ship Trip.
2. For each ENS found BL and MRN data will be stored. For each Item found, Number order will be stored, Tariff heading and the do not load indicator
3. The System generates an Excel doc with the following structure and opens the Excel application so the User can download it:

	CALA
Barco:	PARANA
Viaje:	53/W
Descarga:	BARCELONA
ETA:	17/01/2011

BL	Tipo	BL Master	MRN	Fecha registro	MRN-Partida
Arancel	No carga				

Report Header's BL (up to Date record) only on the first item, do NOT repeat for the remaining items of the same BL.

MRN - Item = MRN number assigned to the ENS (BL) + Orden number of the Item inside the ENS (BL) formatted to "00000".

If MRN = "empty", paint the row with background's color = "yellow"

If do NOT load = "1" (this Item can NOT load), paint the row with background's color = "red"

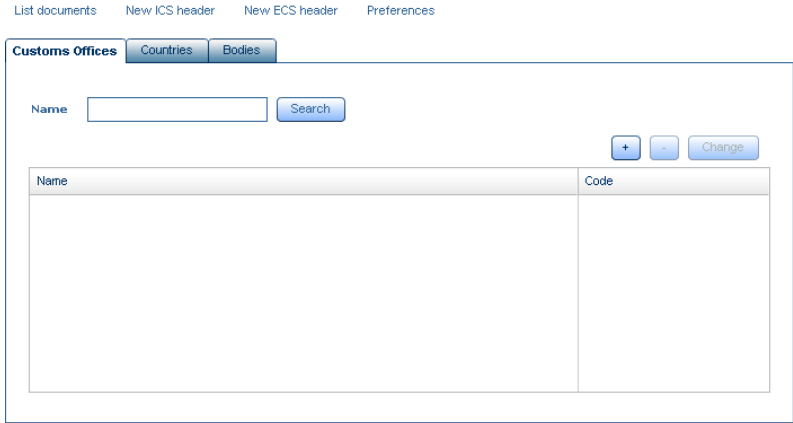
### Postconditions

The User obtains an Excel file with MRN of all ENS of ENS Header.

# Preferences

## Description

Allows the User to save preferences to work comfortably with the ICS application.



**Customs offices:** Allows the User to inform nimbly the Customs office of the ENS message:

First office of vessel at TAC Next offices where some good is discharged

**Countries:** Allows the User to inform nimbly the country code of the vessel itinerary merchandise.

**Entities:** Allows the User to inform nimbly the required entities in the ENS (Shipper, Consignee, Notify, Shipperowner of goods, Haulier, Authorised).

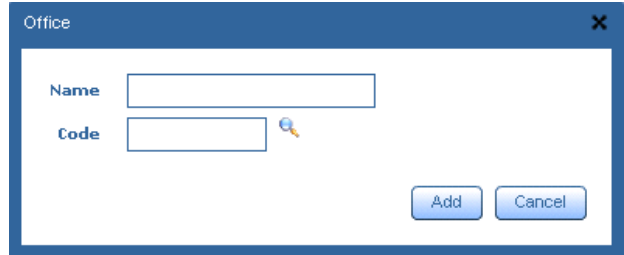
Specifically, Customs Offices, Countries and Entities.

## Customs Offices

### Add

### Process

1. The User presses the “+” button.
- 2.The System shows the pop up “Add EU Custom Office”, with blank fields.
- 3.The User informs the required fields Name and Code, and presses “Add” button.
4. The System validates that both camps are informed, and that the format Code is correct:  
The first two characters correspond to the ISO code of a EU country member.
5. If the data is correct, the System adds the Custom office to preferences. If not, a pop up will appear.



The magnifyin glass is a link to the EU Customs list

## Edit

### Process

1. The User selects one Office and presses the “*Edit*” button.
2. The System displays the pop up “Edit EU Custom Office”, with the fields retrieved from the selected Office.
3. The User modifies and clicks the “*Edit*” button.
4. The System validates that both camps are informed, and that the Code format is correct.
5. If the data are correct, the System modifies the Customs Office in the grid and application. If not, pop up informs the User.

### Pos conditions

The office is modified in the grid of preferences and application.

## Erase

### Process

1. The User selects one Office and presses the “-” button.
2. The System displays a confirmation pop up to delete.
3. The User presses “*Erase*”

## COUNTRIES

The System loads on the preferences grid the countries that are saved, on that moment, on the User preferences. The search grid is blank.

List documents    New ICS header    New ECS header    Preferences

Customs Offices    **Countries**    Bodies

Name  Search

Name	Code		Name	Code
		>	CANADA	CA
		<	CONGO	CG
		>>	ESPAÑA	ES
		<<	ESTADOS UNIDOS	US
			PORTUGAL	PT

## Add

### Process

1. The User enters text to search countries, and presses INTRO or “*Search*” button.
2. The System displays on the grid the countries found with this text.

3. The User selects, on the search grid, the country / ies desired and clicks the “>” button, or does not select any country and presses the “>>” button (to add all countries found).

## Erase

### Process

1. The User selects, on the preferences grid, the country / ies desired and clicks the “<” button, or does not select any country and presses the “<<” button (to eliminate all countries).

## ENTITIES

### Preconditions

The System loads from the preferences grid the entities recorded, on that moment, on the Data Base preferences.

The User can search entities by Type and Name.

### Add

List documents   New ICS header   New ECS header   Preferences

Customs Offices   Countries   **Bodies**

Type:  Name:

Type	Name	Address	Post Code	City	Country	EORI
Armador	CSCL				CANADA	ES000000001
Shipper	DGFDGF	A	2	S	CANADA	
Notify	Notify					ES000000003
Consignee	Portic consignee					ES000000002
Autorizado	PORTIC Transpor					ES000000001
Shipper	SONTRAC	FDSFDS	DSFDS	DSFSF	CANADA	
Shipper	Toronto Export	WTCB	08915	BARCELOMA	ESPAÑA	ESA08005688

### Process

1. The User presses the “+” button.

2. The System displays the pop “Add Entities”, with blank fields.

3. The User reports required fields Name and Code, and clicks the “Add” button.

4. The System validates the information entered:

Type and Name always Required

If Type = Authorised, Shipowner of goods or Haulier; EORI is Required.

If Type = Shipper, Consignee or Notify; is Required EORI or (name + address + Postal Code + City + Country).

5. If the data is correct, the System adds the Entity to the preferences. If not, a pop up will appear and nothing is done.

### Edit

#### Process

1. The User selects an Entity and clicks the “Edit” button.

2. The System displays the pop up “Edit entity”, with the fields recorded from the selected Entity.

3. The User modifies any of the information, and clicks the “Edit” button.

4. Idem process Add.

5. If the data is correct, the System modifies the Entity on the grid and application. If not, a pop up will appear and nothing is done.

## Erase

### Process

1. The User selects any Entity and clicks the “-” button.
2. The System displays a confirmation pop up to erase.
3. The User clicks “Erase”.

## Send ENS

### Description

This use case details the ENS sending message to Customs.

### Preconditions

The User is in the ENS screen and clicks the “Send” button

or

The User is in the ENS Header screen and clicks the “Send all ENS” button

### Process

1. The System detects if ENS can be sent:

If the status is “In preparation”, “Rejected”, or “Accepted do not load”, original ENS must be sent.

If the status is “Accepted”, an ENS modification must be sent.

If the status is “Diversion Accepted”, no modification can be sent. Pop up displays information to the User.

2. The System performs the required data validation and ENS data consistency, and ENS - Items.

3. If a data inconsistency is detected, or a required field is missed, the User is notified by a pop up, about all the prolems existing in data, and no message will sent. If the data is correct, proceed to step 4.

4. The System collects data from the ENS to create the message. **Only Items with do not load indicator deactivated** will sent.

5. The System stores the information and content of the message in the application, and it will be available from “Documentation”.

6. The System sends the ENS to Customs, with **Portic as Sender, and User’s Company as person lodging ENS.**

7. The System processes the Customs response, which can be:  
Rejected for XML error.  
Rejected for functional error.  
Accepted.  
Accepted with high risk level at some items (Do not load).  
If the state is "In preparation" or "Rejected" -> "Rejected"  
If the state is "Accepted do not load" -> "Accepted do not load"  
If we receive IE328 -> "Accepted"  
If we receive IE351 -> "Aceptado do not load"

8. Pop up is displayed informing the User that the message has been sent.

## **Send ENS massively**

### **Description**

Allows User to send massively all ENS of one Header to Customs.

### **Preconditions**

The User is on the ENS list screen and clicks the "Send all ENS" button.

or

The User is on the ENS list screen, clicks the "*Submit*" button and selects Send type = "Send all remaining ENS Header".

### **Process**

1. The System displays a pop up confirmation to the User. "Are you Sure you want to send all pending ENS of this Header?"

2. If the User clicks "No", pop up closes and nothing is done.  
If clicks "YES" continue with step 3.

### ***Step 1 and 2 only occur if entered from the ENS Header screen.***

3. The System covers all ENS of Header selected with do not load indicator activated, and performs the corresponding action for each one:

If the ENS has NO associated MRN (the status must be "In preparation", or "Rejected"), an original ENS will send.

If the ENS has a MRN associated, and the status is "Accepted do not load", an original ENS will send.

If the ENS has a MRN associated, and the status is "Accepted", an ENS modification will be send.

If the ENS has a MRN associated, and the status is "Diversion Accepted", NO changes of ENS can be send (the Customs does NOT allow). A pop up will show to the User, with a list of all ENS (showing BL), which could NOT sent for this reason.

Normally, this case should not affect some ENS of the Header; should affect all of them (diversion request is sent to all ENS of Header / Vessel), or no one.

## Post conditions

All ENS without MRN condition “Rejected”, “Accepted” or “Accepted do not load”

All ENS with MRN and its condition was “Accepted do not load”, remains in condition “Accepted” or “Accepted do not load”

All ENS which already had MRN and its state was “Accepted”, remains in condition “Accepted” or “Accepted do not load”.

ENS which already had MRN and its condition was “Diversion Accepted” are not changed.

## Send Diversion Request

### Description

This use case describes how to send a “Diversion Request” message to Customs.

### Preconditions

The User is in the ENS Header screen and has changed the data of the EU Customs Office to another Country Office different from the original, and is not included on the followers Offices; and has pressed the button (only visible under these conditions) “*Send request for diversion*”

### Process

1. The diversion request is sent for all ENS previously declared for the vessel. The System, before sending the message, performs the following validation:

If there are any ENS associated to this Header without MRN a pop up will show to the User: “There are ENS which have not been accepted by Customs” (detailing ENS BL list without MRN), must removed them or send them before send diversion request”. End first case.

If all ENS of the Header have MRN, follow step 2.

2. The System performs the required data validation and data consistency; of ENS, and ENS - Items.

3. If a data inconsistency is detected, or a required field is missing, the User is notified by a pop up about all problems detected, and no message will send. End first case. If the data is correct, proceed to step 4.

4. The application sends the message digitally signed to Customs, with **Portic as Sender, and User’s Company as person lodging the diversion request.**

5. Pop up is displayed informing that the message has been sent.

6. The System processes the Customs response, that can be:

Rejected for XML error

Rejected for functional error

Accepted

7. To check the status of the Diversion Request, see Header's documentation.

ICS documentation ✕

**Ship :** PILSUM **Trip :** **Request for diversion Status :** Diversion accepted

Type of Document	Document No.	Sender	Recipient	Shipment Date
Request for diversion	1	MARITIMA DEL MEDITERRANE	DUANA DE REAL	28/01/2011 10:28
Accepted	000000003136	DUANA DE REAL	MARITIMA DEL MEDITERRANE	28/01/2011 10:28

[Close](#)