



27/Nov/2024

Import Control System 2 (ICS2) release 3 Operational Guidelines # 2

Dear Valued Customer,

We would like to share an update on the Import Control System 2 regulations as a follow up to our previous communication sent on 12th November 2024 which can be [Read here](#)

We are pleased to inform you that Maersk has successfully onboarded and completed the mandatory Phase 1 requirements on ICS1. All the Advance Manifest Declaration under ICS2 Phase 1 are being made to the Single Trader Interface System of European Customs Commission.

We would now like to share an update on the upcoming Phase 2 Release under ICS2 regulations. The Phase 2 deployment window will start from 4th December 2024, and it is spanned over till 1st April 2025. During this window, European Customs Commission will start accepting the layered filing from the Customers and Carriers interms of House Bill of lading for the forwarders and declaration of actual buyer and seller for the direct customers.

There are two options available for you under Phase 2 regulations –

1. **Direct Customers** – In case there are any other parties involved in a shipment which are other than Shipper and Consignee listed on bill of lading, there is a need to layered filing. This can be made in 2 ways:
 - a. The Other party details – Buyer and Seller information can be shared with Maersk. We will include that along with Master BOL information and share it in ENS Manifest.
 - b. Buyer and Seller information can be shared directly with EU Customs system via F17 (Self-filing). In this case, we require you to provide the **EORI-Next Filing party** in EU who will be responsible for doing the self-filing.
2. **Forwarders** – Submission of House BOLs are required when a forwarder is listed on the bill of lading as Shipper or Consignee. The House BOL declarations to EU Customs can be made in 2 ways:
 - a. Submission of House Shipper and Consignee details to Maersk. We will include that House information with Master BOL information and share it in ENS Manifest.
 - b. House BOL can be shared directly with EU Customs system via F17 (Self-filing). In this case, we require you to provide the **EORI-Next Filing party** in EU who will be responsible for doing the self-filing.

The Customers having shipments with final delivery as EU but having Consignee from Non-EU Countries such as Great Britain, Ukraine, etc are not required to perform for House BOL filing hence while submitting the SI, they need to select – House BOL required as “No” and Buyer and Seller identical as “Yes”. This way, we will not require even the EORI information of these customers.

Note - submission of Buyer and Seller information or HBL starts only for the vessels arriving at Compliance load port on and after **4th December 2024**. Any submissions made earlier than this date will not be transmitted to EU Customs.

Also, House BOL submission with Maersk is a Value-add service at a cost of **USD 120 per house bill of lading**.

We would like to share the operational guidelines which would help you to provide the layered filing details with Maersk for the shipping instructions submitted via different channels.



“Declaration of Buyer and Seller information to Maersk for Direct Customers”

a. Shipping Instructions submitted via Maersk.com

On the Shipping Instructions feature on Maersk.com under Parties Page, we have added 2 new party roles – Buyer and Seller

You need to enter the information for Buyer and Seller which should mandatory includes – Name, Steet address, City, County/Region and Postal Code

The screenshot shows two side-by-side form sections for 'Buyer' and 'Seller'. Each section has a header with the role name and an 'Add' button. Below the header, there is a message 'You must add a buyer' or 'You must add a seller'. To the right, a detailed form for the Buyer is shown with fields for Name, Street address, City, Country/Region, and Postal code, each with a 'Max 35 characters' limit. A 'Done' button is at the bottom of this detailed form.

b. Shipping Instructions submitted via Intrtra

Intrtra have also enabled the dedicated fields to provide Buyer and Seller information on their portal.

Request you to use the Buyer and Seller fields as displayed in the below screenshot to provide the Buyer and Seller information.

The screenshot shows a form with two main sections for 'Seller' and 'Buyer'. Each section has a 'Lookup' button. Below the lookup button, there are fields for Name, Address, and Tax ID. There are also radio buttons for 'Goods Delivered in EU, Norway, Northern Ireland or Switzerland' and 'Carrier Does Not File Full ENS' or 'Carrier Files the Full ENS'. An 'Add to Favorites' button is at the bottom of each section.

c. Shipping Instructions submitted via EDI

Our EDI teams are working closely with EDI partners to enable dedicated fields to provide the Buyer and Seller information. In the interim, you are required to provide a keyword on the shipping instructions – **Actual Buyer and/or Actual Seller along with** the mandatory details like – Name, Steet address, City, County/Region and Postal Code. This information can be entered in the free text - Notes to carrier section.

“Declaration of House Bill of lading to Maersk for Forwarders”

a. Shipping Instructions Submitted via Maersk.com

On the last page of Shipping Instructions journey on Maersk.com, you can enter the information on House Shipper and House Consignee under the header “House Bill Parties” in the below format. Please note, please provide the same header information along with colon (:)

8. House Bill Parties

Actual Shipper

Name: XXXX

Street address: XXXX

City, County/Region: XXXX

Postal Code: XXXX

Actual Consignee

Name: XXXX

Street address: XXXX

City, County/Region: XXXX

Postal Code: XXXX



b. Shipping Instructions submitted via Intra

Intra have also enabled the dedicated fields to provide House BOL information to Maersk. You can use the dedicated fields provided by Intra to provide the actual shipper and consignee details.

The screenshot shows a web form for shipping instructions. At the top, there are radio buttons for 'House Bill Issued for this Shipment?' with options: 'No House Bill', 'One House Bill' (selected), and 'Multiple House Bills'. To the right, there are radio buttons for 'Filed by NVOCC' and 'Filed by Carrier' (selected). Below these, there is a 'House Bill Number' field with a placeholder 'Enter Number...'. The form is divided into two main columns. The left column is for 'Actual Shipper' and the right column is for 'Actual Consignee'. Each column has a 'Lookup' button, a 'Name' field (placeholder 'Enter Name...'), an 'Address' field (placeholder 'Enter Address...'), and a 'Tax ID' field (placeholder 'Enter Actual Shipper Tax ID...' or 'Enter Actual Consignee Tax ID...'). At the bottom of each column is an 'Add to Favorites' button.

c. Shipping Instructions submitted via EDI

Our EDI teams are working closely with EDI partners to enable dedicated fields providing the house bill information. In the interim, house bill party information can be shared with Maersk in the below format. This information can be entered in the free text - Notes to carrier section.

Actual Shipper	Actual Consignee
Name: XXXX	Name: XXXX
Street address: XXXX	Street address: XXXX
City, County/Region: XXXX	City/Country/Region: XXXX
Postal Code: XXXX	Postal Code: XXXX

As communicated earlier, Maersk has rolled out a **No Manifest No Load policy**. This policy will be in rolled out from **2nd December 2024**. In case of a ENS declaration missing for a container, the container will not be loaded and will be shifted to the next available vessel. We request you to provide a complete shipping instructions with all the above details included atleast **48 hours prior vessel arrival at Compliance load port**.

We will also be sharing a dedicated guide for our Intra customers to share the all the details related to ICS2 on the shipping instructions.

In case you have any questions or require any assistance regarding this new regulation, please do not hesitate to contact your local Maersk representative.

Best regards,
Maersk