ICS2 USER GUIDE FOR OPERATORS (COMMON REPOSITORY)
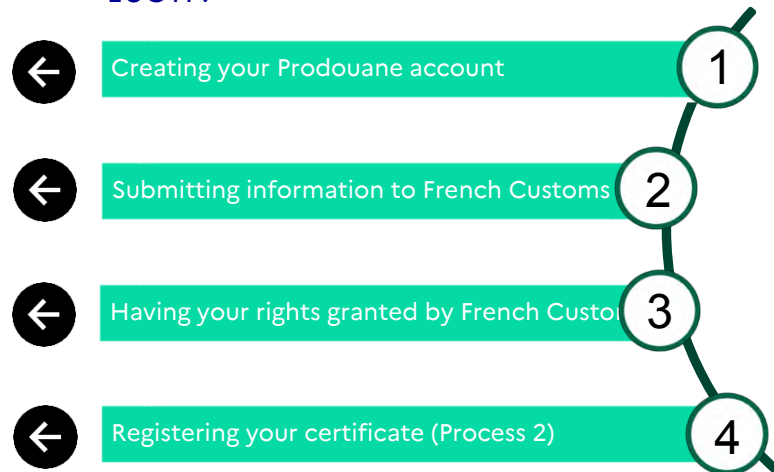
SEPTEMBER 2023

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1. A PROCESS SPECIFIC TO YOU

YOU ARE

An operator who is required to register his certificate in the Uniform User Management and Digital Signatures (UUM&DS) system to access the EU Customs Trader Portal (EUCTP).

An operator whose certificate is held by a provider and who needs to access the EUCTP.

1	Creating your Prodouane account →
2	Acquiring your certificate →
3	Submitting information to French Customs →
4	Having your rights granted by French Customs →
5	Registering your certificate (Process 1) →

click on the corresponding button to access the guide for each section

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2. PROJECT DESCRIPTION & ISSUES AT HAND

Introduction

The second release of the European Union's customs pre-arrival security and safety programme – Import Control System 2 (ICS2) – is now effective.

The programme affects all goods transported by air.
Economic Operators (EOs) will be required to submit security and safety data via an entry summary declaration (ENS) in ICS2.

A digital certificate for message sealing is required to access ICS2.
This certificate must be registered in the national/central system of the UUM&DS system, which grants users secure authorized access to the EU's electronic customs systems.
This document is intended for EOs seeking to register via France with the EU UUM&DS portal.

2. PROJECT DESCRIPTION & ISSUES AT HAND

System diagram
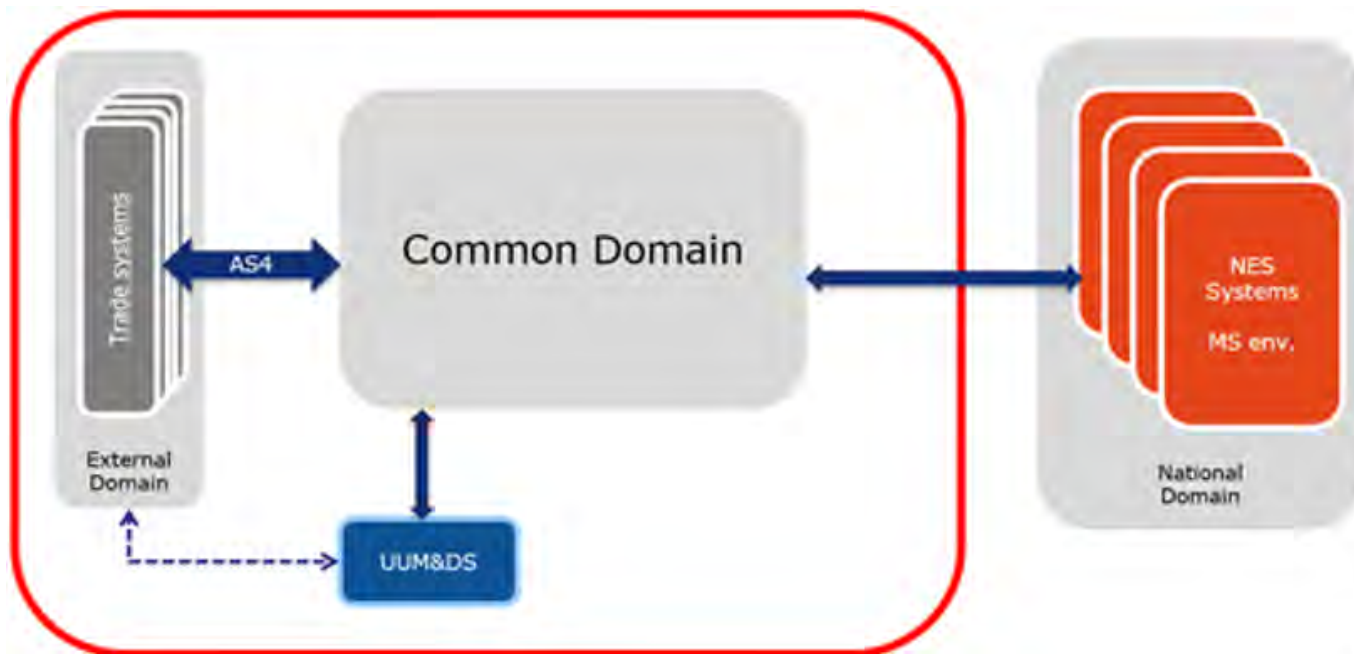
2. PROJECT DESCRIPTION & ISSUES AT HAND

Overview of system components:

- Common Repository – CR (lifecycle management of ENS, web user interface, monitoring and statistics module)

- National Entry Systems – NESs (national systems used to manage the entry process and national risk analysis) = ICS2 FR

- UUM&DS (system-to-system interface) for identification and authentication of economic operator systems (EOSs)

- Shared Trader Interface – STI (system-to-system interface between EOs and national customs via the common domain)

2. PROJECT DESCRIPTION & ISSUES AT HAND

<u>Spotlight on UUM&DS</u>
(Uniform User Management and Digital Signatures system)

- Purpose: to verify that the sender has the authorization to send and receive messages to and from the STI.

- The authorization will be performed through the use of a certificate.

- The EOs that will be authorized for exchanging messages with the STI need to register their identification number (EORI) and the certificate that will be used for sealing messages.

- The DG TAXUD AS4 Access Point will interface with UUM&DS to validate the association between the EORI number and the certificate embedded in the message.

2. PROJECT DESCRIPTION & ISSUES AT HAND

<u>Eos</u>
(Only applicable to Process 1)

- EOs are responsible for sending and receiving ICS2 messages to and from the STI. This communication between the EO and STI is performed over a secure HTTPS connection on the public internet by using AS4 as a business message exchange protocol which ensures the security and reliability requirements.

- For this communication, a mandatory component is the AS4 Access Point software, which should be implemented by the senders (the EO itself or by the IT service provider) in order to communicate with the DG TAXUD AS4 Access Point.

3. CREATING YOUR PRODOUANE ACCOUNT

Introduction

You need to register with Prodouane to use most of the online services provided by French Customs and to request technical support.

A douane.gouv.fr account provides you with a personal account area to directly access your online services where you can also sign up to receive information tailored to your areas of interest (news, features).

NOTE : Security requirements for user IDs and passwords have been tightened.

• User IDs: between 8 and 20 alphanumeric characters (the characters - and _ are not permitted).

• Passwords: formed of alphanumeric characters with at least one special character, a number and an upper-case letter.

3. CREATING YOUR PRODOUANE ACCOUNT

1) Go to the account creation section on the Prodouane portal (in French only):

   For Conformance (Test): https://moa.douane.gouv.fr/mon-compte/creer

   For Production : https://www.douane.gouv.fr/mon-compte/creer

2) Set your login details:

   a) User ID : between 8 and 20 alphanumeric characters (the characters - and _ are not permitted)

   b) Mot de passe : formed of alphanumeric characters with at least one special character, one number and one upper-case letter

   c) Email address

3) Enter your personal information:

   a) Surname

   b) First name

   c) Your contact details (optional): phone numbers and postal address

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3. CREATING YOUR PRODOUANE ACCOUNT

4)   Tick the box "I accept the general terms and conditions of use" once you have read them by clicking on the link "Read the general terms and conditions of use".

5)   Click "CREATE MY ACCOUNT".

6)   An email will be sent to the email address (as per 2) c)): once you have received it, click on the confirmation link to activate your account.

If you did not receive a confirmation email, you can:
•   Check your spam folder in your email inbox;
•   Receive another confirmation link;
•   Seek assistance, if none of the above resolves the issue

The confirmation link is only valid for 24 hours; after this, you will need to restart the process

3. CREATING YOUR PRODOUANE ACCOUNT

<u>Logging in to your account</u>

7) Click "Log in" at the top of the home page to be directed to the login page (in French only):
    - For Conformance (Test): https://moa.douane.gouv.fr/
    - For Production: https://www.douane.gouv.fr/

8) Enter your user ID and password and press confirm: you should now be signed in to the portal and your user ID will appear in the top right-hand corner of the webpage.

9) When you click on your user ID, you will have access to:
    a) My dashboard: This section gives you quick access to your online services. By default it includes a certain number of online services.
    b) My personal information: In this section you can manage your account information and <u>link a company to your account if you are a professional.</u>
    c) My preferences: In this section you can subscribe to news and features on your topics of interest.

3. CREATING YOUR PRODOUANE ACCOUNT

Linking your account to a company

If you are a professional, you will need to link your account to a company to use certain online services provided on the www.douane.gouv.fr portal.

1) Log in to your account with your user ID and password.

2) Click on your user ID in the top right-hand corner of the screen and go to the "My personal information" section.

3) At the bottom of the "My personal information" page, click on "ADD" in the "My company" box.

4) Select SIRET as the "Type code" in the first drop-down list. The SIRET number must be French.

5) In the second drop-down list, enter the 14-digit SIRET number.

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3. CREATING YOUR PRODOUANE ACCOUNT

<u>Linking your account to a company</u>

1) Click "VERIFY CODE".

2) A summary page with all your information will appear: if there are no errors, click "CONFIRM".

3) A green dialog box will appear, confirming that your account has been successfully linked to an establishment.

4. ACQUIRING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

If you are an operator who is required to access an STI, you will need to purchase a certificate from an approved supplier:

You can order the certificate online at: https://webgate.ec.europa.eu/tl-browser/#/.

Follow the steps below:

  a) Select a country
  b) Select a trust service provider
  c) Select an eIDAS certificate

You can choose any supplier from the list published by the Directorate-General for Taxation and Customs Union (DG TAXUD). The only requirement is that it is eIDAS certified.

5. SUBMITTING INFORMATION TO FRENCH CUSTOMS

Once you have set up your French Customs account and obtained a certificate, send the following information to fr-ics2@douane.finances.gouv.fr:

- EORI number

- Company name

- Prodouane user ID

Please put as the subject of your email "*Company name* Request for rights_*environment* UUM&DS", and in the body of your email state the desired date for granting the rights so that we can prioritise requests in order of time-sensitivity.

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6. HAVING YOUR RIGHTS GRANTED BY FRENCH CUSTOMS

Once the information has been sent to French Customs, a customs officer will be tasked with authorizing your access to UUM&DS and subsequently inform you thereof via direct message so that you can proceed with the aid of one of the two chapters depending on which process is applicable to you.

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

Prerequisite: Configuring Adobe Acrobat

Registering the certificate requires Adobe Acrobat – it must be configured as follows before you begin this step:

1) Open Adobe Acrobat Reader.

2) Click "Edit" and then "Preferences".

3) Click on "Signatures" in the left-hand panel and then "Other" in the "Creation & Appearance" box.

4) In the "Default Signing Format" drop-down list, select "CAdES-Equivalent" and press OK.

5) Click "OK" in the "Preferences" window.

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

Logging in

Now that you are authorized to access the central European database (UUM&DS) for the chosen environment, follow the steps below to proceed:

Log in using one of two links:

- For Conformance (Test):

https://conformance.customs.ec.europa.eu/taxud/uumds/admin-ext/pages/delegation/dashboard.xhtml

- For Production:

https://customs.ec.europa.eu/taxud/uumds/admin-ext/

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

Where Are You From (wayf)

Select the domain of the application you request access to

> Customs

Select the country where you want to be authenticated

> France

Select type of actor

> Employee

I am acting on behalf of:

○ Myself
● The following (natural/legal) person with:

Type of actor

> Opérateur économique

Type of ID

> Numéro EORI

ID

> FRXXXXXXXXX | Validate

● Directly
○ Having a mandate from

☑ I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

You will then be directed to a landing page where you must fill out the information as follows:

1) Domain of application = Customs

2) Country = France (this opens up point 4)

3) Type of actor = Employee

4) Answer "I am acting on behalf of … ?" by ticking "the following (natural/legal) person with:".

5) Type of actor = Economic operator ("Opérateur économique")

6) Type of ID = EORI number ("numéro EORI")

7) ID = FR + SIRET number

8) Select "Directly".

9) Tick the box "I give my consent to request my Identity Profile information…".

10) Click "Submit".

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

The pro.douane.gouv.fr authentication page will now appear.

1) Enter the user ID ("identifiant") and password ("mot de passe") for your Prodouane account created on
   - douane.gouv.fr for Production or
   - https://moa.douane.gouv.fr/ for Conformance (Test).

2) Click "Confirm" ("valider")

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

You will now be signed in to UUM&DS and the "Dashboard" page will be displayed.
Click "View" ("voir").

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

Your user ID page will be displayed – click the "+" button.

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

The page "Create a new certificate registration" ("créer un nouvel enregisrement de certificat") will be displayed:

1) Enter a name ("nom") and a description.
2) Select "Signature" for the "Purpose" ("finalité") field.
3) Click "Key holder" ("détenteur de la clé").
4) Click "Next" ("suivant").

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7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

You have now reached the second step of creating a certificate registration.

1) Click button 1 "Download certificate registration PDF file" ("télécharger le fichier PDF d'enregistrement du certificat"), which will generate a PDF document.

2) Open the document and sign it using your digital ID by clicking on the "OWNER" box and save the signed PDF file.

3) Click button 2 "Upload signed certificate registration file" ("télécharger le fichier PDF d'enregistrement du certificate signé"), .

4) Click "Upload signed PDF" to upload the signed document that you just saved previously.

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

You have now reached step 3.

Once you have uploaded the signed PDF, the certificate's validity status changes to "Signing pending".
Click "Next".

7. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 1)

Your certificate has now been activated and the certificate details are displayed.

The certificate's status is "Active" at this point.

8. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 2)

<u>Logging in</u>

Now that you are authorized to access the central European database (UUM&DS) for the chosen environment, follow the steps below to proceed:

<u>Log in using one of two links:</u>
For Conformance (Test): https://conformance.customs.ec.europa.eu/euctp/
For Production: https://customs.ec.europa.eu/gtp/

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8. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 2)

Where Are You From (wayf)

Select the domain of the application you request access to

Customs

Select the country where you want to be authenticated

France

Select type of actor

Employee

I am acting on behalf of:

○ Myself
● The following (natural/legal) person with:

Type of actor

Opérateur économique

Type of ID

Numéro EORI

ID

FRXXXXXXXXX | Validate

● Directly
○ Having a mandate from

☑ I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

You will then be directed to a landing page where you must fill out the information as follows:

1) Domain of application = Customs

2) Country = France (this opens up point 4)

3) Type of actor = Employee

4) Answer "I am acting on behalf of … ?" by ticking "the following (natural/legal) person with:".

5) Type of actor = Economic operator ("Opérateur économique")

6) Type of ID = EORI number ("numéro EORI")

7) ID = FR + SIRET number

8) Select "Directly".

9) Tick the box "I give my consent to request my Identity Profile information…".

10) Click "Submit".

8. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 2)

The pro.douane.gouv.fr authentication page will now appear.

1) Enter the user ID ("identifiant") and password ("mot de passe") for your Prodouane account created on
   - douane.gouv.fr for Production or
   - https://moa.douane.gouv.fr/ for Conformance (Test).

2) Click "Confirm" ("valider")

8. REGISTERING YOUR CERTIFICATE (ONLY APPLICABLE TO PROCESS 2)

You are now signed in to the portal.

Your service provider should post your to-do tasks on this page.