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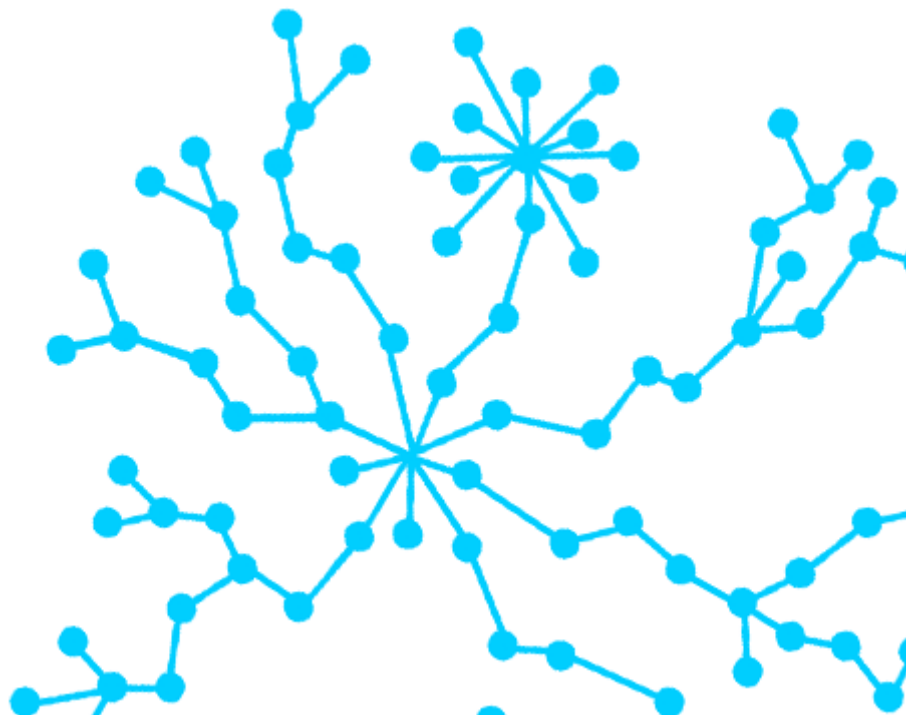dos Impostos Especiais sobre o
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DGITA & DGAIEC

ICS-SP

PROCEDURE FOR MEMBERSHIP AND ACCESS TO THE OPERATORS

ICS-SP – Import Control System – Security and Protection

Ref. Indra AJP050

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1   Introduction

1.1   Objective

The present document contains the steps that Operators should perform to become member or to access to the ICS-SP.

1.2   Scope

In this document are identified all the steps of membership and authentication of the ICS-SP system.

2 Abbreviations

ICS-SP – Import Control System - Segurança e Protecção

EORI – Economic Operator Registration and Identification

3 Access to ICS-SP
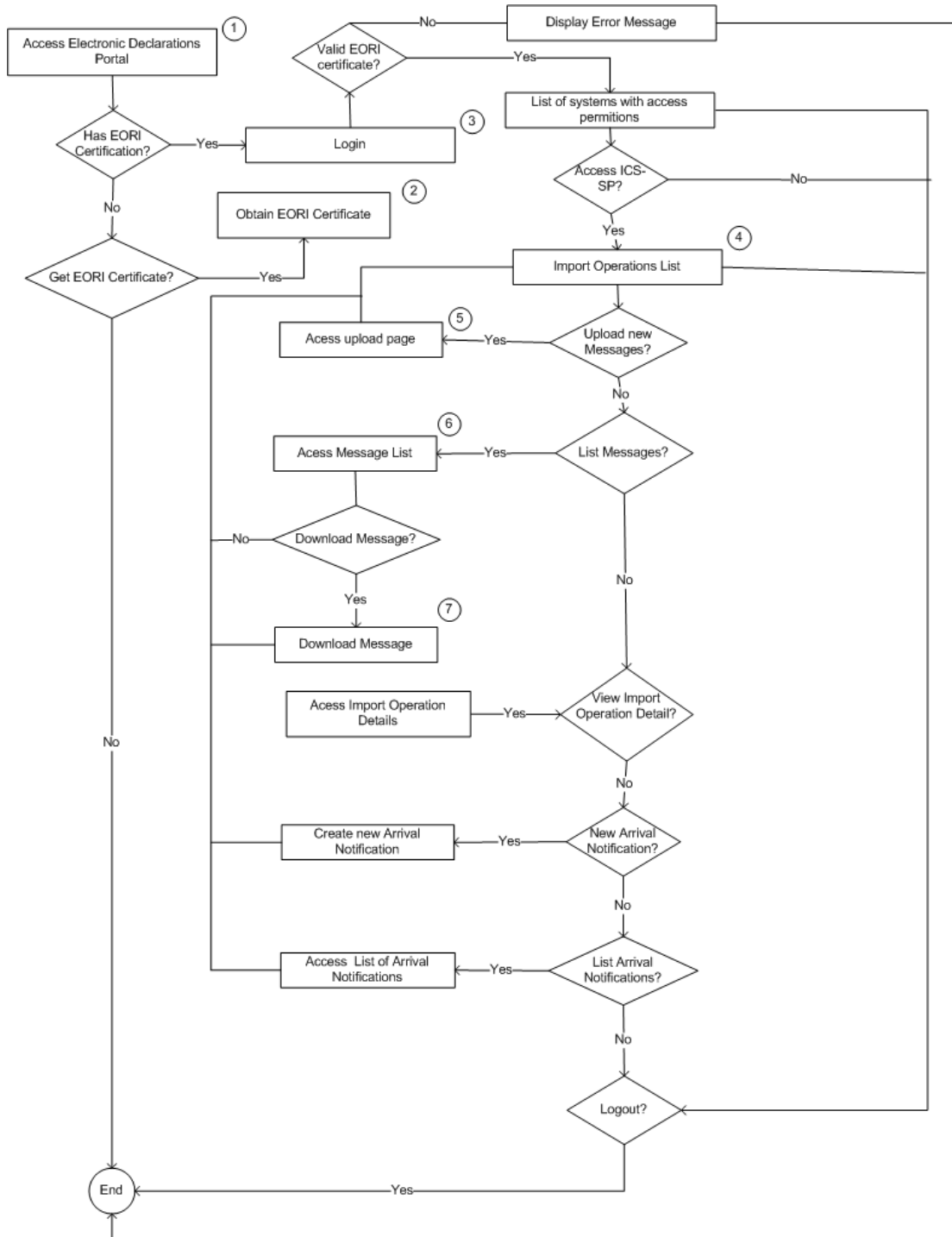
3.1 Access to the ICS-SP with valid EORI certification

Figure 1 - Flowchart of access to the ICS-SP with valid EORI certificate

1. Access the portal of Electronic Declarations at the address:

   o Tests: http://www.e-financas.gov.pt/testes-dgaiec/jsp-dgaiec/main.jsp
   o Production: http://www.e-financas.gov.pt/de/jsp-dgaiec/main.jsp

2. If you do not have a valid EORI certificate you need to obtain a valid license (see chapter 3.2).

3. *Login*
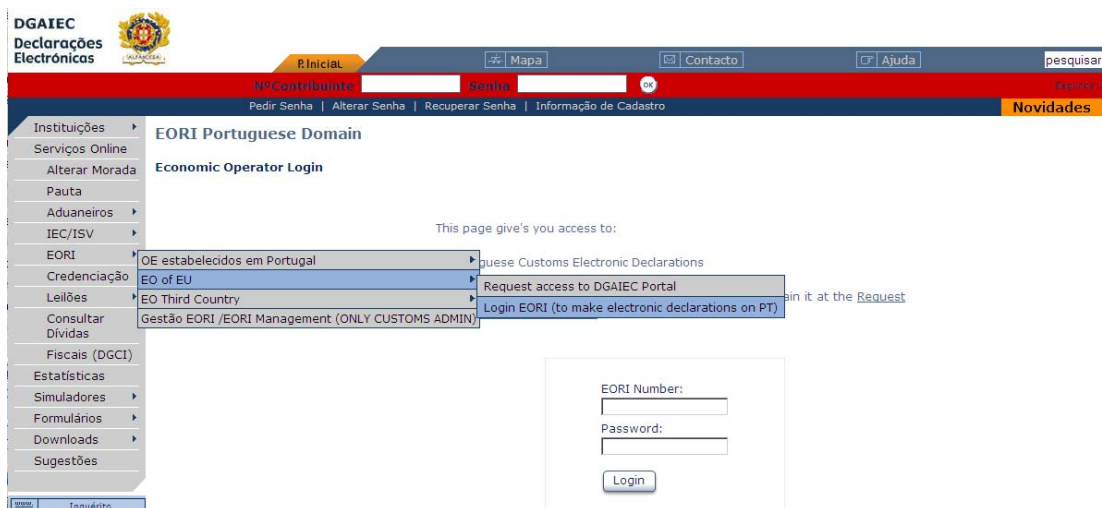
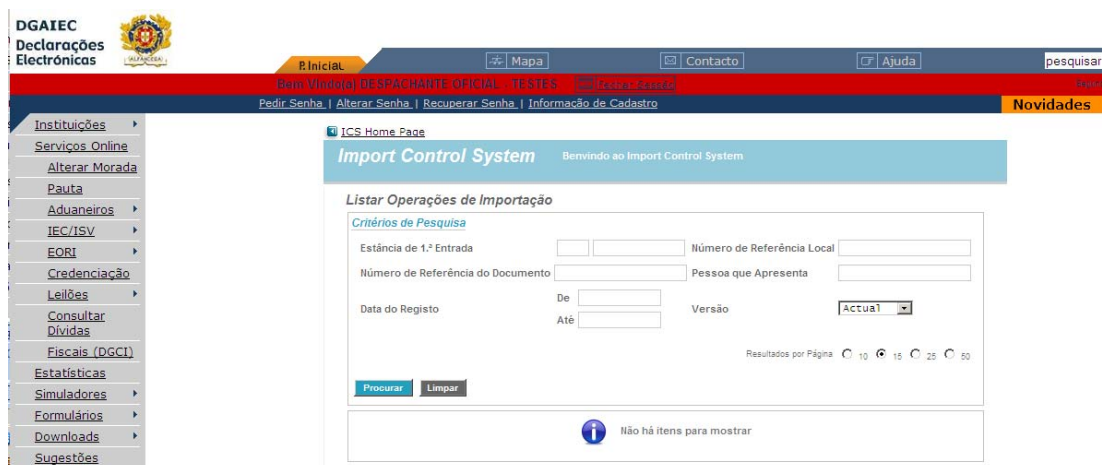**Figure 2 - Access to the EORI Login page**

4. List Import Operations

Figure 3 –Import Operations list

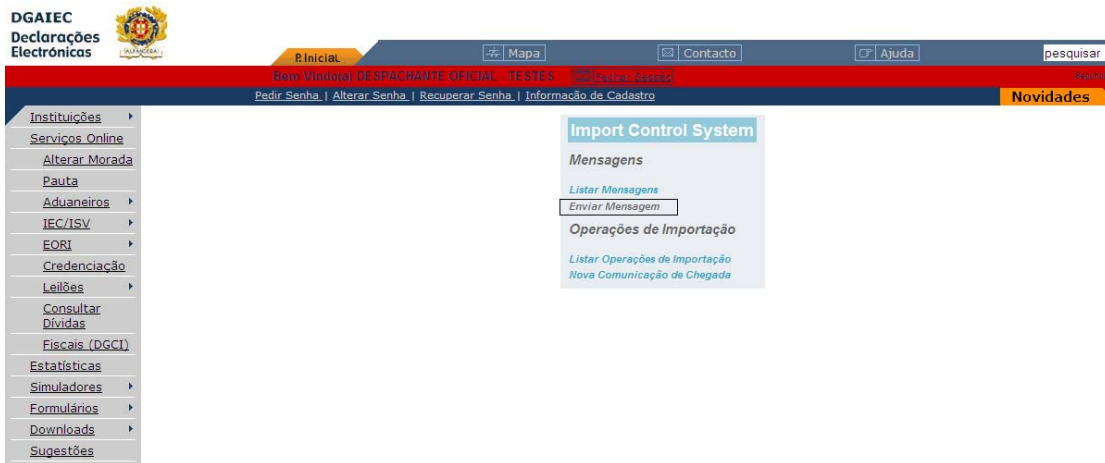5. Menu option to access the message upload

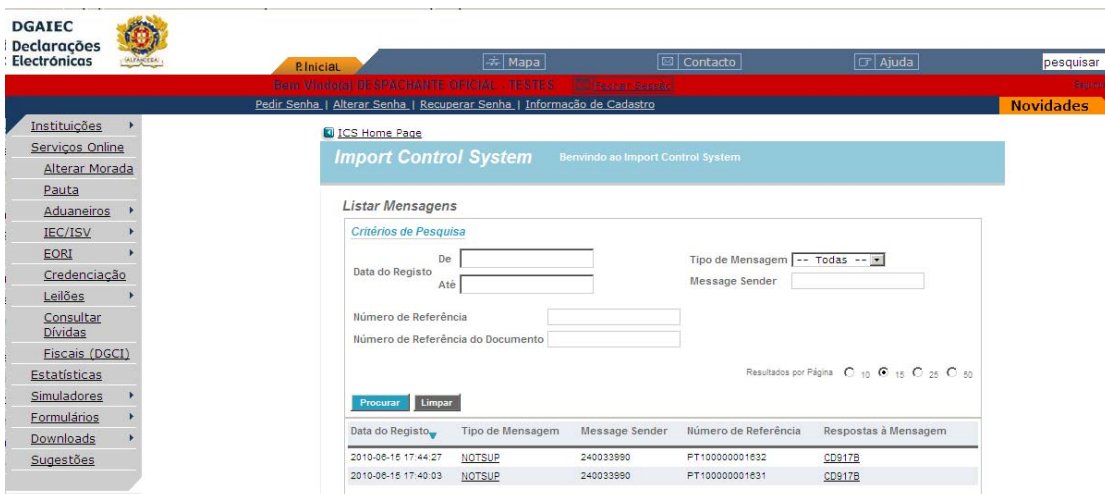**Figure 4 – Message Upload**

6. Menu option to access the upload messages
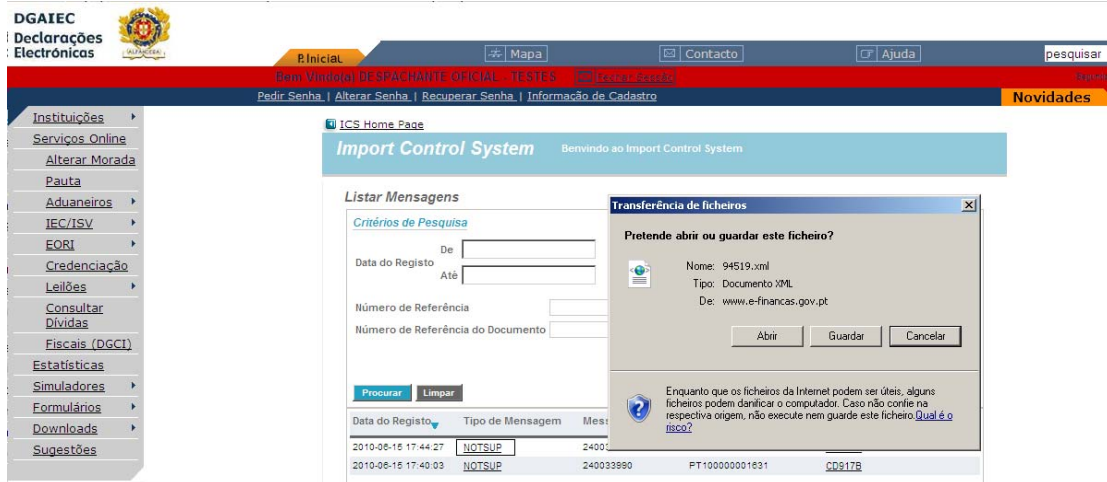

Figure 5 – Messages List

7. Messages Download

Figure 6 – Message Download
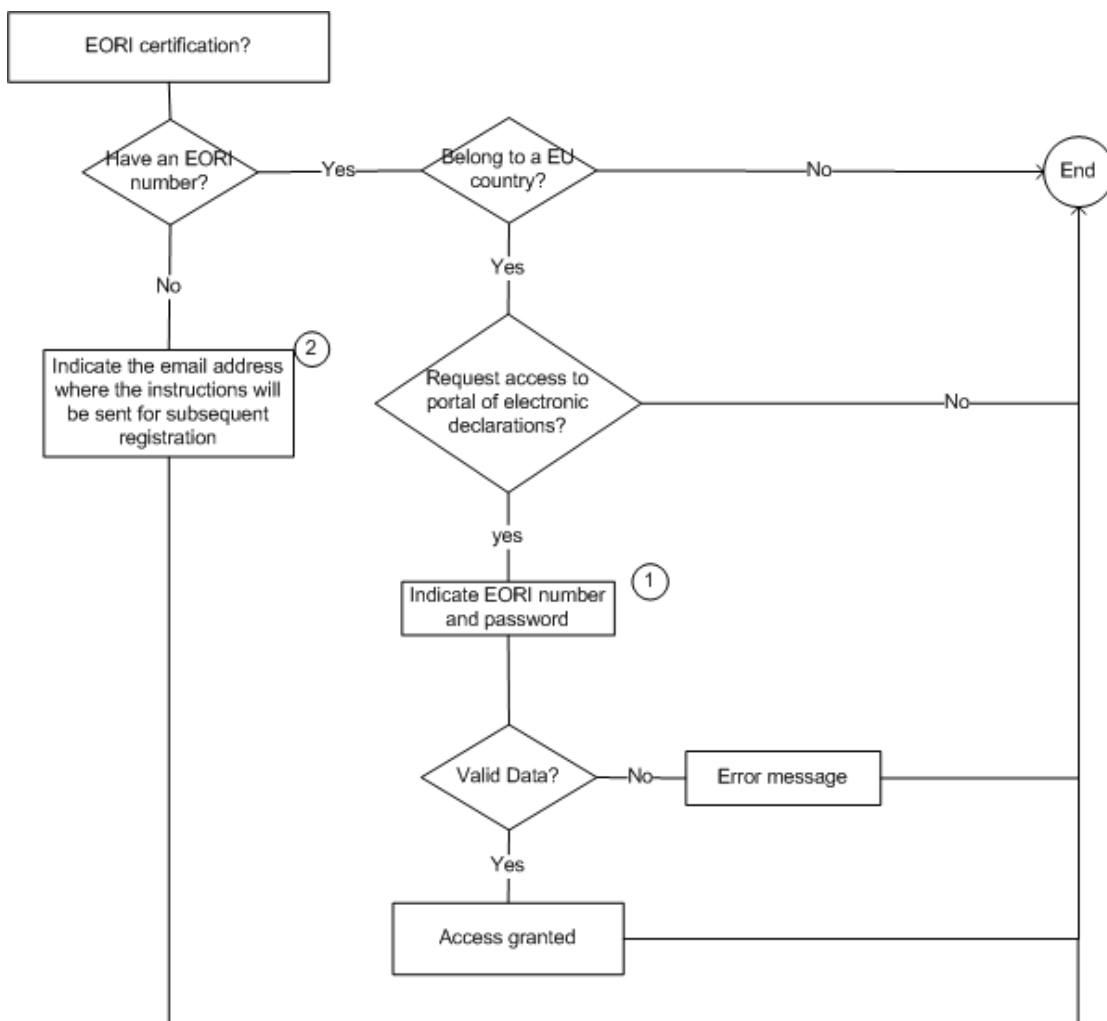
3.2 EORI certification

Figure 7- Flowchart of EORI certification

1. EORI certification access page

Figure 8- Page to request access to the portal of Electronic Declarations

2. Page to insert email to receive instructions for requesting EORI certification in Portugal

Figure 9 - Page to insert email to receive instructions for requesting EORI certification in PT

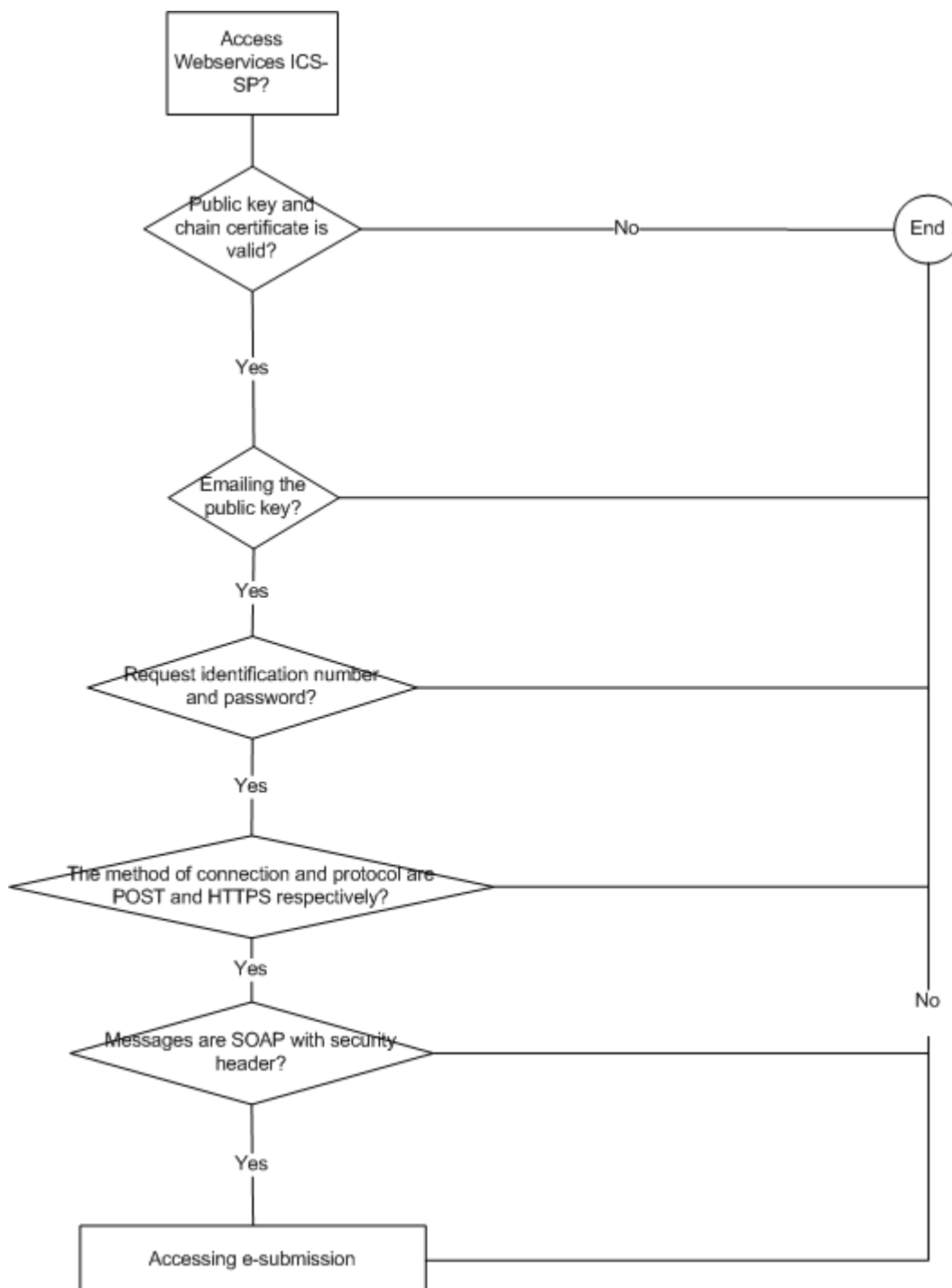## 3.3 Access to the ICS-SP through WebServices

Figure 10- Flowchart of access to the ICS-SP through WebServices

Above flowchart specification is detailed in document *Electronic Declarations (DGAIEC) - Web Services - Manual Utilização.doc.*

4   Frequently Asked Questions

Do I need an EORI number to access the ICS-SP?

A: Yes you must have an EORI assigned number in a EU country

Having a EORI number, what are the steps to access the Electronic Declarations Portal?

A: You should request access to the portal, as shown in Figure 8 of this document.

How can I get an EORI number in Electronic Declarations Portal?

A: You should perform the steps represented in the Chapter 3.2 of this document