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Direção-Geral das Alfândegas e  
dos Impostos Especiais sobre o  
Consumo

Projecto co-financiado por:



DGITA & DGAIEC

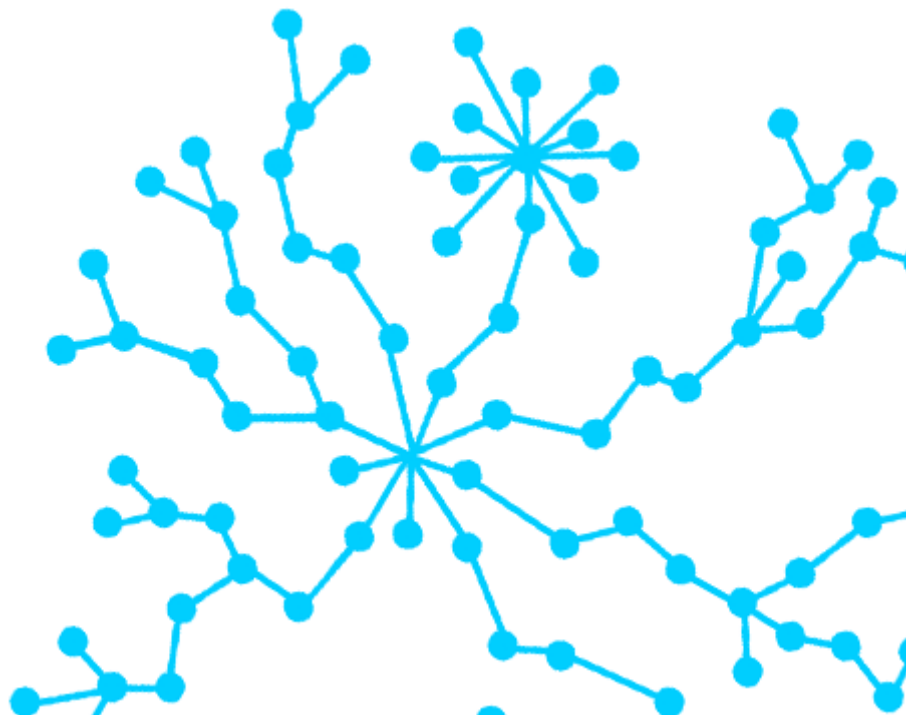
## ICS-SP

# PROCEDURE FOR MEMBERSHIP AND ACCESS TO THE OPERATORS

ICS-SP – Import Control System – Security and Protection

Ref. Indra AJP050

DATE: 21/06/2010 Version: 0.1



## DOCUMENT CONTROL PAGE



### DOCUMENT

Title: PROCEDURE FOR MEMBERSHIP AND ACCESS TO THE OPERATORS	File Name: AJP050-000-DOC-010- Procedimento_Adesao_e_Acesso_Operadores_ICSP-EN.doc
Code: AJP050-000-DOC-010	Logic Support: MS Word 2003
Date: 22/04/2010	Physic Location:
Version: 130	

### CHANGE REGISTRY

Version	Pages	Change Reason
1.0	All	Initial Version

### DOCUMENT DISTRIBUTION

Name	Area
DGITA project team	DGITA
DGAIEC project team	DGAIEC
Indra project team	Indra

### DOCUMENT CONTROL

PREPARED	REVIEW	APPROVED	ACCEPTED
Marcelo Porto 21/06/2010	Nuno Borges 21/06/2010	Nuno Borges 21/06/2010	

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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

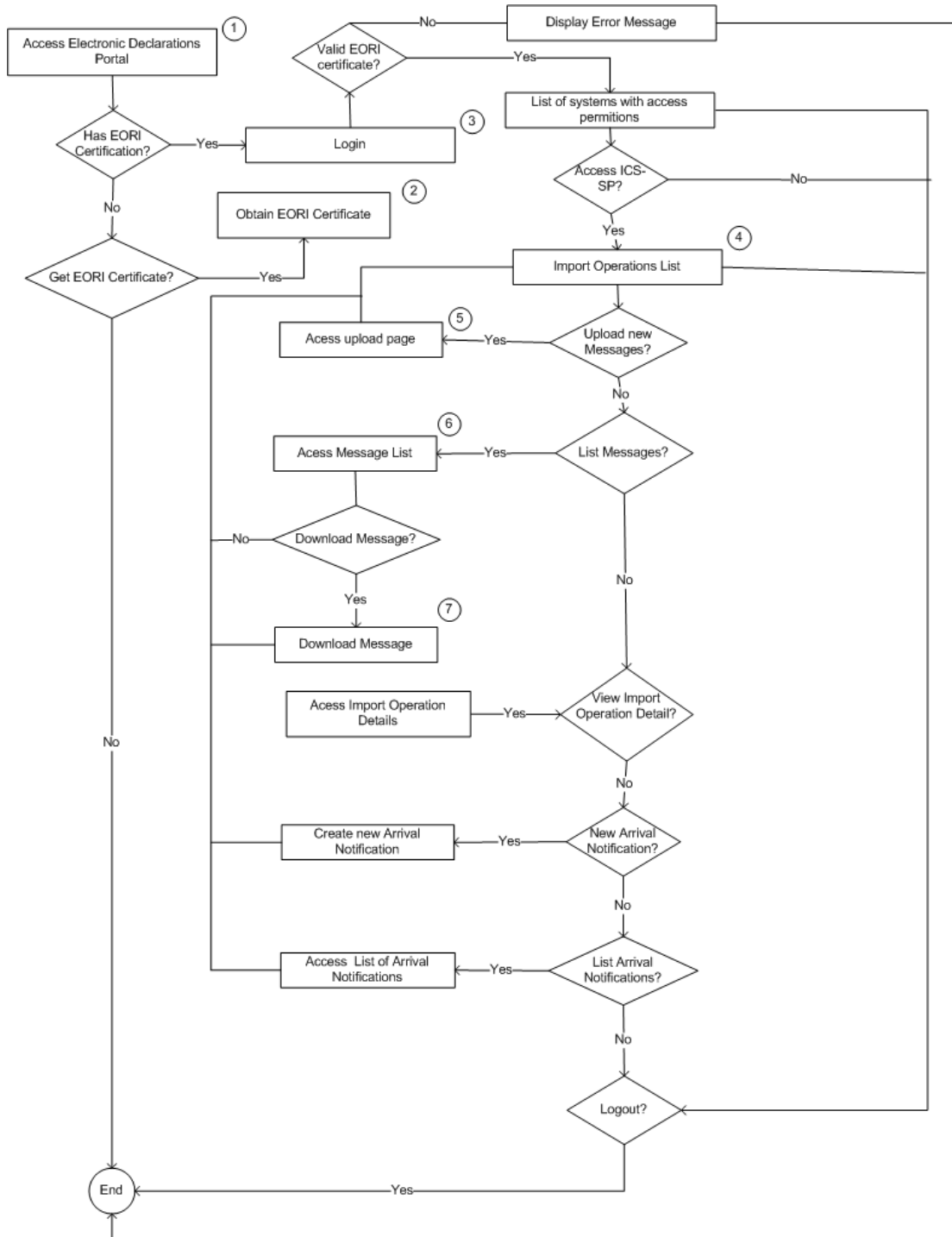


Figure 1 - Flowchart of access to the ICS-SP with valid EORI certificate

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

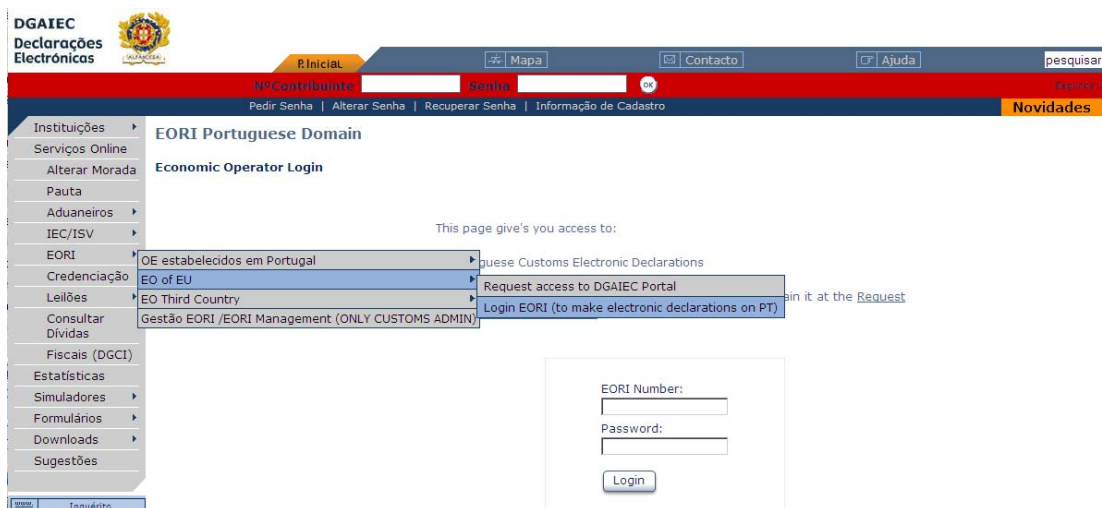


Figure 2 - Access to the EORI Login page

4. List Import Operations

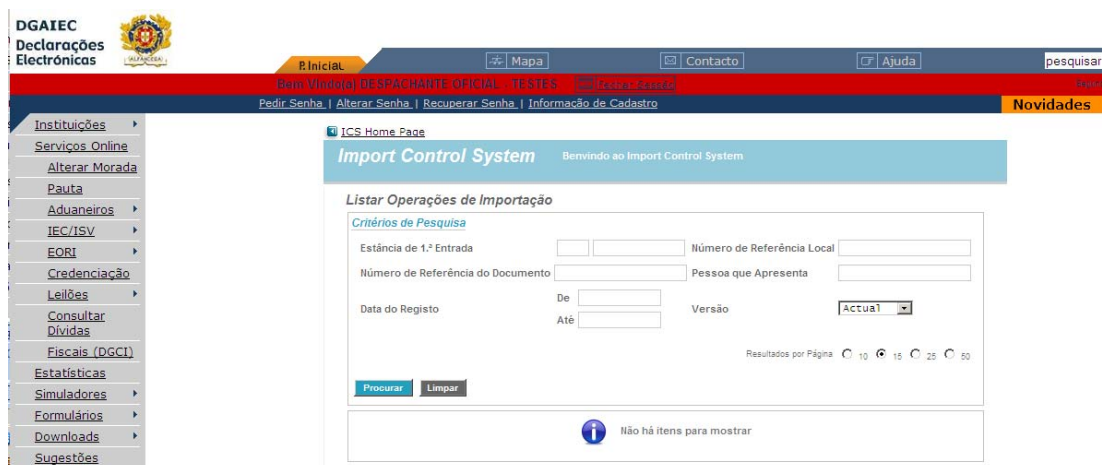


Figure 3 –Import Operations list



5. Menu option to access the message upload

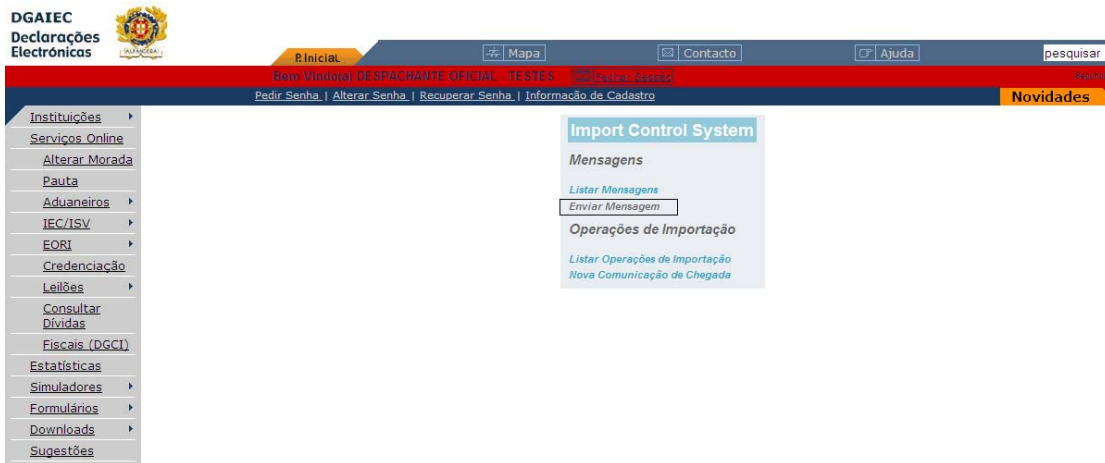


Figure 4 – Message Upload

6. Menu option to access the upload messages

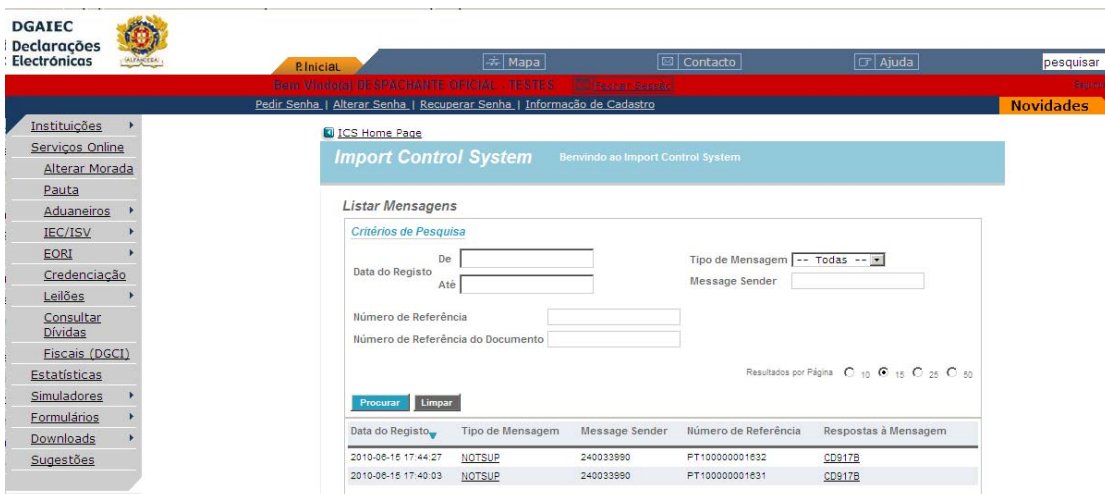


Figure 5 – Messages List

## 7. Messages Download

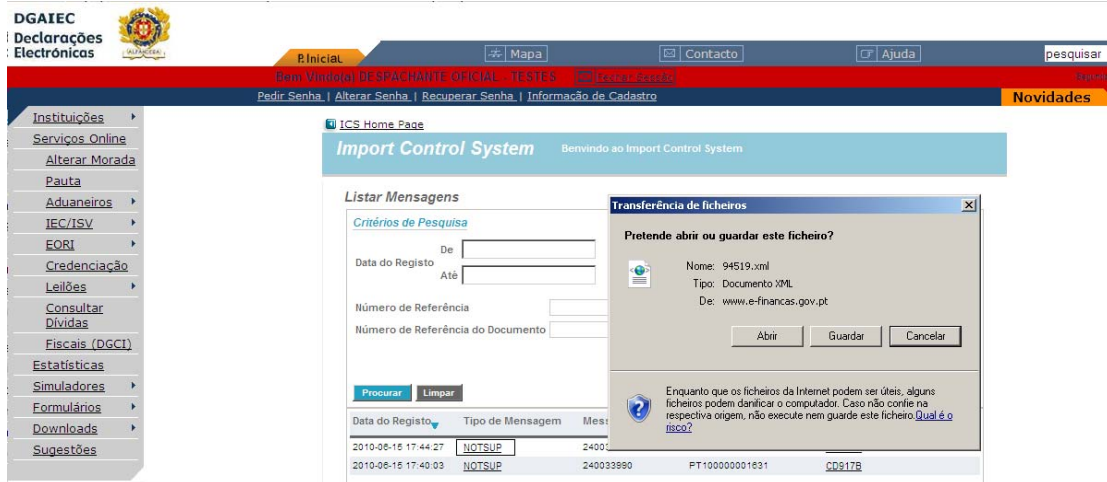


Figure 6 – Message Download

## 3.2 EORI certification

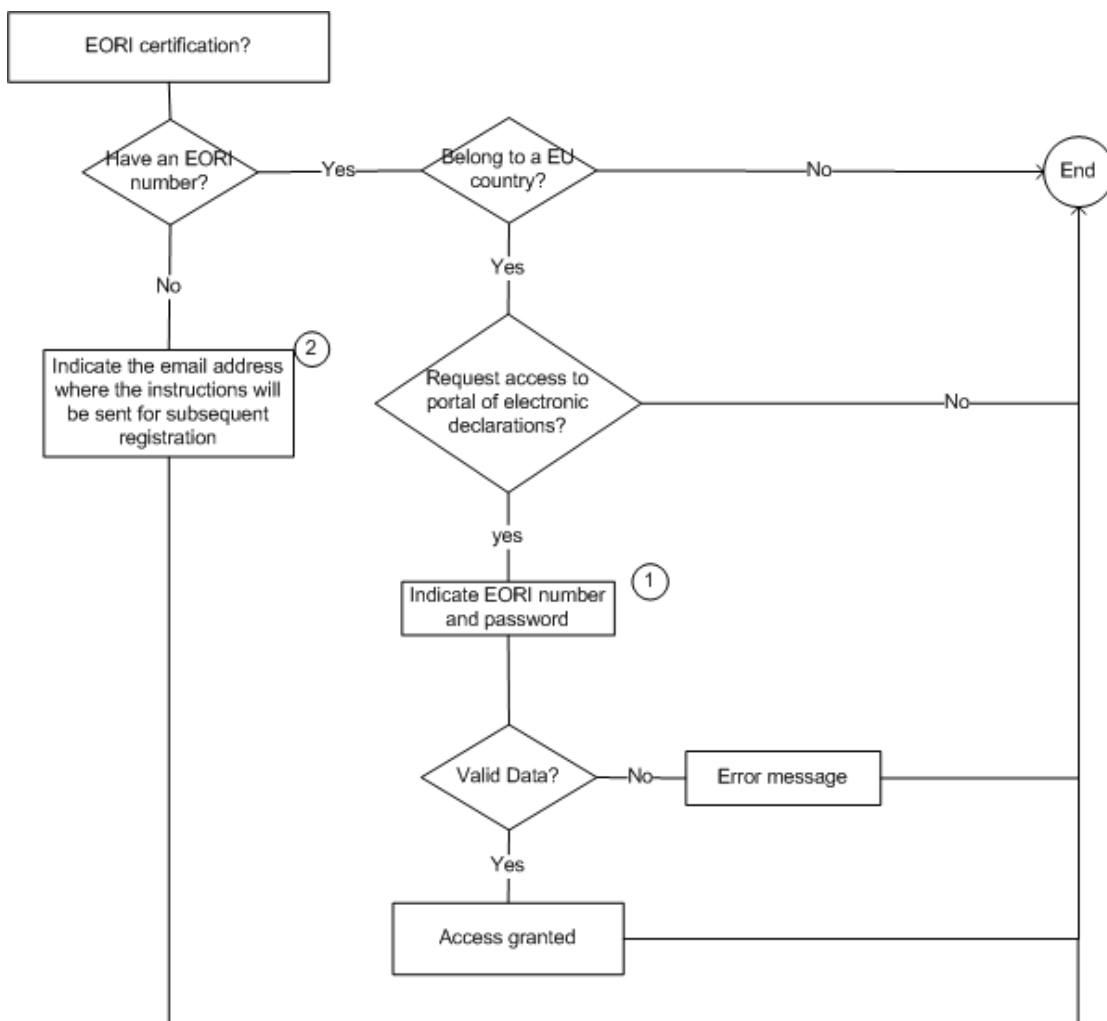


Figure 7- Flowchart of EORI certification

## 1. EORI certification access page

**DGAIEC**  
Declarações  
Electrónicas

Inicio Mapa Contacto Ajuda

Nº Contribuinte Senha

Pedir Senha | Alterar Senha | Recuperar Senha | Informação de Cadastro

**EORI Portuguese Domain**

**EO of EU - Request access to DGAIEC Portal**

This form allows you to request access to the DGAIEC Portal.

Purpose you must:

- Request access to DGAIEC Portal
- Login EORI (to make electronic declarations on PT)

Notice: This registration is exclusive for EU Economic Operators.

EORI Number:

Password:  Confirm Password:

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

**DGAIEC**  
Declarações  
Electrónicas

Inicio Mapa Contacto Ajuda

Nº Contribuinte Senha

Pedir Senha | Alterar Senha | Recuperar Senha | Informação de Cadastro

**EORI Portuguese Domain**

**EO Third Country - Register non EU Economic Operator**

This form allows you to pre-register for an EORI identification.  
An email with the registration instructions will be sent to the address you specify.

This registration is exclusive for Economic Operators *outside the EU*.

Register non EU Economic Operator page to access the

Login EORI (to make electronic declarations on PT)

Email address:

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

### 3.3 Access to the ICS-SP through WebServices

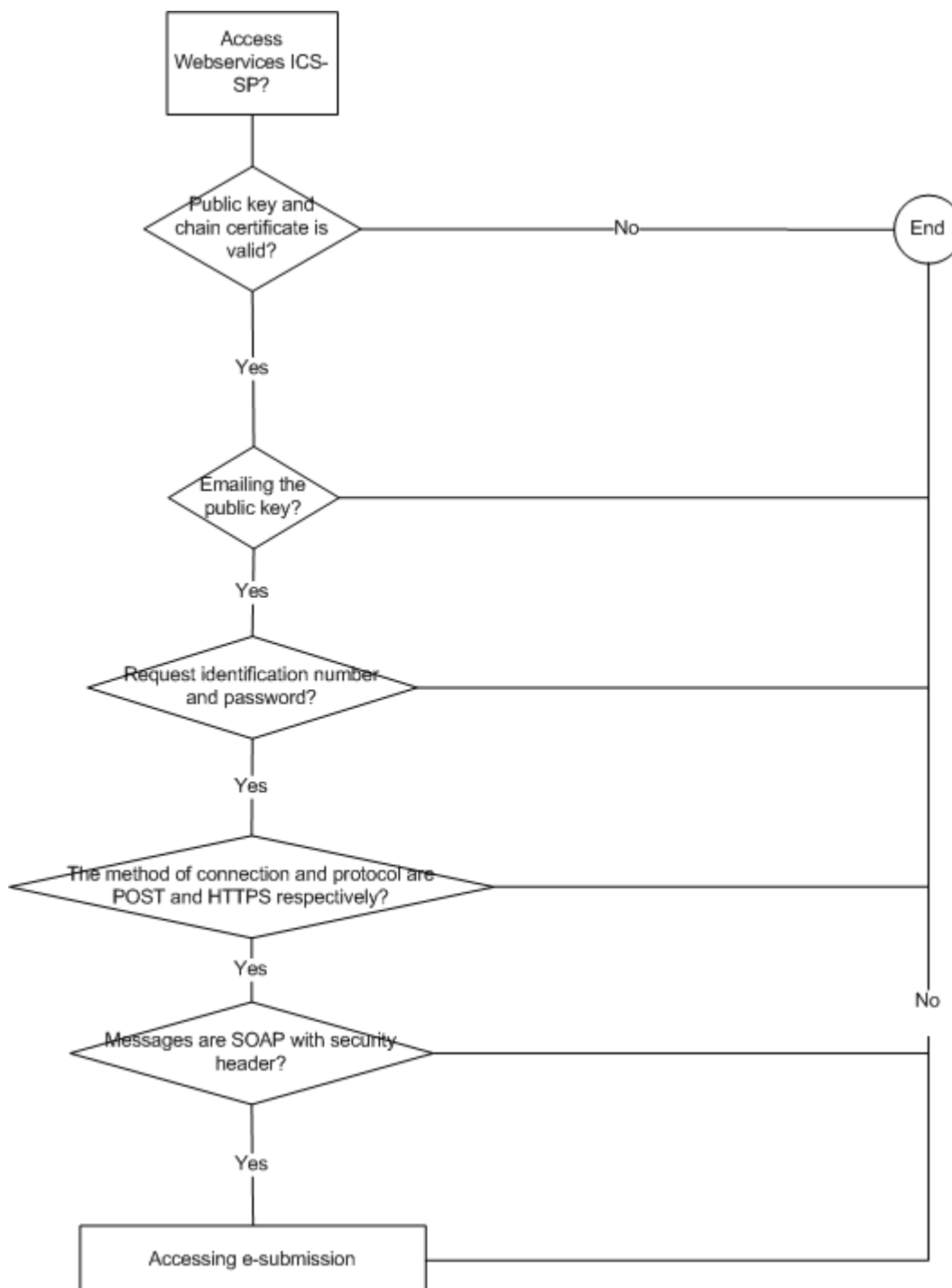


Figure 10- Flowchart of access to the ICS-SP through WebServices

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