CLICK GUIDE January 26, 2024, V1.0



# STI-STP Access Point for Conformance-Testing



Click guide



You are currently at step 4, Configuration, in the onboarding process for the Shared Trader Interface (STI) system-to-system solution.

## Preface

#### Purpose

The purpose of this click guide is to provide a guide for ordering an Access Point in STI-STP as a part of Conformance testing during ICS2 System-to-System onboarding.

#### Prerequisite

As a requirement to this guide, the reader should be able to log on to the STI-STP Conformance Test Environment by using a unique Token-URL and password.

#### Note

- The images shown in this guide are based on test data.
- In the click guide, all actions are highlighted. In the 'Step' column, all actions are marked in bold, and in the 'Screendumps' column, all actions are marked with orange boxes.

#### Abbreviations

- **STI-STP:** Shared Trader Interface (STI) / Shared Trader Portal (STP)
- **S2S:** System-to-System

### **Table of Contents**

Preface	2
Order Access Point in STI-STP Conformance Test Environment	5

### **Order Access Point in STI-STP Conformance Test Environment**

Follow this click guide to initiate the process of ordering an access point in the STI-STP Conformance Test Environment. Log on to the STI-STP Conformance test environment.



3. Select the option <b>I am an</b> <b>EO declarant/presentative</b> <b>acting also as a sender.</b>	European Commission	TAXATION AND CUSTOMS UNION > EU Customs Trader Portal > Manage Preferences Manage Preferences		••••• •● ▲
Click on <b>Continue</b>	B GRAFT 9 <sub>6</sub> ATTACHMENT RN <sup>F</sup> ✓ STI-STP ✓	I am an EO declarantirepresentative acting als     Please select the option that best suits your needs     I am an EO declarantirepresentative not acting     I am acting as a sender.	o as a sender.	Continue
4. Further down on the page 'Manage Preferences' you will be able to adjust notifications to your needs by turning them on or off.	European Commission	TAXATION AND CUSTOMS UNION           KUD > EU Customs Trader Portal > Manage Preferences           Presences as 1 am bit EU caldarant/representative adding as as 3 sender.           Versions		The strangent of Trans. Book
on ordering an Access Point.	%     ATTACHMENT       INF     ∨       STLSTP     ∨	OPTIONAL NOTIFICATIONS IE3R01 ENS Registration Response IE3R02 ENS Not Complete Notification IE3N03 Assessment Complete Notification IE3N04 Additional information request notification IE3N05 High Risk Cargo & Mail screening request notification OPTIONAL DUPLICATE STI STP NOTIFICATIONS IE3Q02 Receive Additional Information request IE3Q03 Receive High Risk Cargo & Mail screening request	AS PERSON FILING	AS CARRIER

5. At the bottom section of the page, you will find 'Default Communication Path' and 'Access Point Configuration'. It is important to fill out Access Point	European Commission European Commission European Commission > DG TAXL Commission > DG TAXL Commission > DG TAXL Commission Commissio	TAXATION AND CUSTOMS UNION UD > EU Cestores Tasker Portal > Manage Preferences EE3003 Receive High Risk Cargo & Mail screening request Default Communication Path	0
Configuration first. Click on <b>Add Party ID</b>	STI-STP v	Business Domain     Communication Path     Party ID     Action       No results found	
		Party ID Message Exchange Patern Endpoint (URL) TLS Client Certificate Supported STI service version Contact Name Contact Email Contact Phone Action No results found  Add free  Servi: Tackor Producer	y D Haces
6. Start by entering your <b>Party ID</b> . Your Party ID is the EORI number of your company.	European Europe		
		OPTIONAL NOTFICATIONS       TLS Client Certificate       000000000000000000000000000000000000	



9. Enter the certificate you want to use for Transport	European Commission	TAXATION AND CUST	TOMS UNION		No. on Appendix of State		
Laver Security in the field <b>T</b>	European Commission > DG T	European Commission > DG TAXUD > EU Customs Trader Portal > Manage Preferences					
Client Certificate.	<ul><li>DASHBOARD</li><li>SEARCH FOR SUBMISSION</li></ul>	Manage Preferences	Access Point Configuration - Add Party ID				
The format must be a	CRAFT	Preferences as I am an EO declarant/repres	PARTY ID CONFIGURATION Party ID *				
base64 coded string	INF ~		Message Exchange Pattern *	ν.			
Deginning with "BEGIN CERTIFICATE" and	S11-S1P V	Notifications	Endpoint (URL) *				
ending with "FND		OPTIONAL NOTIFICATIONS	TLS Client Certificate	(400)	AS CARRIER		
CERTIFICATE".		IE3R01 ENS Registration Response IE3N02 ENS Not Complete Notification	Supported STI service . version	× 1			
NOTE: For Conformanco		IE3N03 Assessment Complete Notification	Name		<u></u>		
testing it is recommended t		IE3N04 Additional information request notific	Email				
use the MitID Certificate		OPTIONAL DUPLICATE STI STP NOTIFICATION	Phone				
created for you. You will als	0	IE3Q01 Do Not Load request		Cancel Clear Save Save and Notify	(J)).		
be using it for signing AS4 messages. However, any SS certificate can be used if the Certificate Authority is on the EU's list of approved CAs (Certificate Authorities).	SL e e	IE3Q02 Receive Additional Information requi	eening request	¢			
(Certificate Authorities).							

sorvice version' <b>you should</b>	Commission TAXATION AND CUST	TOMS UNION	
always choose the latest	European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer	zrences	
version of service available	Image Dasheoard         Manage Preferences	Access Point Configuration - Add Party ID	
	DRAFT	PARTY ID CONFIGURATION	
	ATTACHMENT     Preferences as 1 am an EO declarant/represe	Party ID *	
	INF V	Message Exchange Pattern *	
	Notifications	Endpoint (URL) *	
	OPTIONAL NOTIFICATIONS	TLS Client Certificate	AS CARRIER
	IE3R01 ENS Registration Response	Supported STI service	
	IE3N02 ENS Not Complete Notification		
	IE3N03 Assessment Complete Notification	None	
	IE3N04 Additional information request notifica	Name	
	IE3N05 High Risk Cargo & Mail screening rec	Email	
	OPTIONAL DUPLICATE STI STP NOTIFICATIONS	Phone	
	IE3Q01 Do Not Load request	Cancel Clear Save Save and Notify	
	IE3Q02 Receive Additional Information reque		
	IE3Q03 Receive High Risk Cargo & Mail scree	eening request	
11. Under 'Technical Contac you must provide contact			
11. Under 'Technical Contac you must provide contact information on the Company's technical contac	European Commission TAXATION AND CUST	FOMS UNION	1
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes:	European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer Commission > DG TAXUD > EU Customs Trader Portal > Manage Preferences	FOMS UNION stences Access Point Configuration - Add Party ID	1
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: <b>Name</b>	European Commission  TAXATION AND CUST  European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer DASHBOARD  SEARCH FOR SUBMISSION  Manage Preferences  DRFT	TOMS UNION Stences Access Point Configuration - Add Party ID ARTY ID ARTY ID ONFIGURATION	to a super-
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: Name Email		COMS UNION  sterices  Access Point Configuration - Add Party ID  P	
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Preter         DASHBOARD         SEARCH FOR SUBMISSION         ORAFT         % ATTACHMENT         INF	FOMS UNION  Prences  Access Point Configuration - Add Party ID  Party ID CONFIGURATION  Party ID *  Message Exchange Pattern *	
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer         ID DASHEDOARD       SEARCH FOR SUBMISSION         ID RAFT       Manage Preferences         NF       V         STI-STP       V         Notifications	COMS UNION  Vences  Access Point Configuration - Add Party ID  Party ID CONFIGURATION  Party ID *  Message Exchange Pattern *  Endpoint (URL) *	
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer         CASHBOARD         SEARCH FOR SUBMISSION         DRAFT         % ATTACHMENT         INF         STI-STP         V         Otfications         OPTONAL NOTIFICATIONS	COMS UNION  Exerces  Access Point Configuration - Add Party ID  Party ID  Party ID  Party ID  Party ID  Endpoint (URL)  TLS Client Certificate	AS CARRIER
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer         CASHBOARD         SEARCH FOR SUBMISSION         DRAFT         % ATTACHMENT         INF         STI-STP         V         Notifications         OPTONAL NOTIFICATIONS         LEXRD 1ENS Registration Response	COMS UNION  Vences  Access Point Configuration - Add Party ID  Party ID Configuration  Party ID  Party ID  Party ID  TLS Client Certificate  Supported \$T1 service*	AS CARRIER
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Tader Portal > Manage Prefer         Image DashBDARD         SEARCH FOR SUBMISSION         Image Preferences         Image Preferences         STLSTP         Votifications         Image Preferences         Image Preferen	COMS UNION  Vertices  Access Point Configuration - Add Party ID  PARTY ID CONFIGURATION  Party ID  Party ID  Party ID  TLS Client Certificate  Supported ST service,  Composited ST service,  Composi	AS CARIER
11. Under 'Technical Contac you must provide contact information on the Company's technical contac This includes: <b>Name Email</b> <b>Phone number</b>	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer         ID DASHBOARD         SEARCH FOR SUBMISSION         DRAFT         Manage Preferences as I am an EO declarant/represe         NrF         STI-STP         V         Notifications         OPTONAL NOTIFICATIONS         LESN03 Assessment Complete Notification	COMS UNION Service  Access Point Configuration - Add Party ID  Party ID CONFIGURATION  Party ID *  Party ID *  Endpoint (URL) *  T. S Client Certificate  Supported STI service *  Version  TECHNICAL CONTACT	AS CARRIER
11. Under 'Technical Contact you must provide contact information on the Company's technical contact This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Preter         DASHBOARD         SEARCH FOR SUBMISSION         ORAFT         ATTACHMENT         INF         STI-STP         V         OPTIONAL NOTIFICATIONS         IESROI ENS Registration Response         IESN02 ENS Not Complete Notification         IESN03 Assessment Complete Notification         IESN04 Additional information request notification	COMS UNION  Services  Access Point Configuration - Add Party ID  Party ID CONFIGURATION  Party ID *  Party ID *  Party ID *  TLS Client Certificate  Supported STI service *  Version  TECHNICAL CONTACT  Name	AS CARRIER
11. Under 'Technical Contact you must provide contact information on the Company's technical contact This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Preter         I DASHEDARD         SEARCH FOR SUBMISSION         IDRAFT         ATTACHMENT         INF         STI-STP         V         OPTIONAL NOTIFICATIONS         IESN02 ENS NOT Complete Notification         IESN03 Assessment Complete Notification         IESN04 Additional information request notification         IESN04 Additional information request notification	COMS UNION  Series  Access Point Configuration - Add Party ID  Party ID  Party ID  Party ID  Party ID  Party ID  TL S Client Certificate  Supported STI service, Version  TECHNICAL CONTACT  Name Email	AS CARRIER
11. Under 'Technical Contact you must provide contact information on the Company's technical contact This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DGTAXUD > EU Customs Trader Portal > Manage Preter         In ASHBOARD       SEARCH FOR SUBMISSION         INF       Manage Preferences         ATTACHMENT       Preferences as 1 am an EO declarant/represe         INF       V         STI-STP       V         OptionAL NOTIFICATIONS       IE3N02 ENS Not Complete Notification         IESN02 Additional Information request notification       IESN03 Assessment Complete Notification         IESN04 Additional Information request notification       IESN05 High Risk Cargo & Mail screening resorted	Technical Contract	AS CARRIER
11. Under 'Technical Contact you must provide contact information on the Company's technical contact This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prede         CASHBDARD       SEARCH FOR SUBMISSION         SEARCH FOR SUBMISSION       Manage Preferences         ATTACHMENT       Preferences as 1 am an EO declarant/represe         INF       V         STI-STP       V         Notifications       Definitions         IESROI ENS Registration Response       IESNO3 Assessment Complete Notification         IESNO4 Additional information request notification       IESNO4 Additional information request notification	COMS UNION  EXERCIS  Access Point Configuration - Add Party ID  P	AS CARRIER
11. Under 'Technical Contact you must provide contact information on the Company's technical contact This includes: Name Email Phone number	European Commission       TAXATION AND CUST         European Commission > DG TAXUD > EU Customs Trader Portal > Manage Prefer         In DASHBOARD         SEARCH FOR SUBMISSION         INF         STATACHMENT         INF         STI-STP         V         Notifications         OPTIONAL NOTIFICATIONS         IESN02 ENS Not Complete Notification         IESN03 Additional information request         IESN04 Additional information request         IESN05 High Risk Cargo & Mail screening region         OPTIONAL DUPLICATE STI STP NOTIFICATIONS         IESN05 High Risk Cargo & Mail screening region         OPTIONAL DUPLICATE STI STP NOTIFICATIONS         IESN05 High Risk Cargo & Mail screening region         IESN04 Do Not Load request         IESN02 Receive Additional Information request         IESN02 Receive Additional Information request         IESN02 Receive Additional Information request	Servers     Access Point Configuration - Add Party ID     PARTY ID CONFIGURATION     Party ID *	ASCARRIER



13. Now you need to set up your Default Communication Path. This is done to establish communication to	European Commission	TAXATION AN	D CUSTOMS UNION Manage Preferences		1	0 = •
the System-to-System solution.	SEARCH FOR SUBMISSION CRAFT CATTACHMENT	Default Communication P	ath			
Click <b>Add Communication</b> <b>Path</b> to set up a communication path.	RF v STI-STP v	Business Domain Access Point Configuratio	n	Communication Path No results found	Party ID	Action
		Message Party ID Exchange Pattern	Endpoint TLS Client Certificate (URL)	Party Id Definition	Supported STT Contact service Name version	Contact Email Contact Action Phone Action
14. First you must choose the <b>Business Domain</b> . The options consist of Postal, Maritime, Air, Rail, Road and	Manage Preferer	ICOS EO declarant/represe	ntative acting also as a sender.	Change type of Preferences		
Express. Choose the Business Domain relevant for	Notifications		Access Point Configura	ation - Add Communication Path	$\overline{\mathbf{x}}$	
your company.	OPTIONAL NOTIFICATIO IE3R01 ENS Registrati IE3N02 ENS Not Comp IE3N03 Assessment Co IE3N04 Additional infor IE3N05 High Risk Carg OPTIONAL DUPLICATE	INS on Response plete Notification omplete Notification mation request notifica jo & Mail screening rec sti STP NOTIFICATIONS	Business Domain Communication Path Party ID	*	<ul> <li></li> <li></li> <li>Cancel Save</li> </ul>	AS

15. Next, choose <b>S2S</b> in the dropdown menu	Manage Preferences				
'Communication Path'.	Preferences as 1 am an EO declarant/representative acting also as a sender. Change type of Preferences				
	Notifications Access Point Configuration - Add Communication Path				
	Business Domain *				
	IE3N02 ENS Not Complete Notification Party ID*				
	IE3N03 Assessment Complete Notification Cancel Save IE3N04 Additional information request notifica				
	IE3N05 High Risk Cargo & Mail screening request notification				
	OPTIONAL DUPLICATE STI STP NOTIFICATIONS				
16. Choose your <b>Company's</b> <b>EORI number</b> from the	Manage Preferences				
dropdown menu <b>Party ID</b> .	Preferences as I am an EO declarant/representative acting also as a sender. Change type of Preferences				
Click <b>Save</b>	Notifications Access Point Configuration - Add Communication Path				
	OPTIONAL NOTIFICATIONS				
	IE3R01 ENS Registration Response				
	IE3N03 Assessment Complete Notification				
	IE3N04 Adduitional information request notification				
	OPTIONAL DUPLICATE STI STP NOTIFICATIONS				

