

Instructions for creating an F15 ENS declaration

Updated January 2025



Good to know

– before you start

Purpose

The purpose of this guide is to show how to complete an F15 declaration in STI-ST.

Prerequisite

To be able to form an F15, you need to be logged in to STI-STP.

The guide for this can be found on the Danish Customs Agency's [website](#).

Please note that some of the information on the website are only available in Danish.

Please note

- Fields with a red asterisk (*) must be filled in. In general, only these fields are mentioned in the guidelines.
- If a field appears in red font, it means that the field has either not been filled in or has been filled in with an illegal value.
- You cannot use the "Next" button until an area is completely filled in. Therefore, you must instead click on the tabs to navigate between the individual parts of an ENS.
- All data in the guide is test data.



Good to know

- when using STI-STP

- **Postcode** is almost always required, even if the field is not marked as mandatory (indicated by a red asterisk (*)). There are only very few countries where this field is not required. Therefore, always fill in the Postcode field when this is known/can be obtained. There is a code list on the EU's [online library](#), where you can find a list of which countries require Postcode. For the countries that use Postcode, it must be entered. The document is called: 7. ICS2-HTI-CL-(2024-11-15)-v3.00. Here you should find tabs "CL733 - Postcode availability" and "CL732 - Postcode data level" for an explanation of the code. Note: Newer versions of the document may be available at the time of reading.
- Currently, Denmark only has one **customs office code** in ICS2: DK007900.
- The 7-digit number Identification Number must always be preceded by the 7-digit number **Identification Number** for shipping (example: IMO1234567).
- In most cases, it is required to add a **Consignee** at both master and house level, although the field must be actively turned on.
- Before entering an EORI number, you can check here if the EORI number is valid: https://ec.europa.eu/taxation_customs/dds2/eos/eori_validation.jsp?Long=one.
- The **UNLOCODE** field sometimes causes problems in the system and can affect the system's response time. It is recommended to use the **Location** and **Country** fields instead.
- **Place of Acceptance** is defined as the place where the goods are taken over from the sender by the person issuing the bill of lading. Identification of the seaport, cargo terminal or other place where the goods are taken over from the shipper, including the country in which the place is located. Where available, coded information must be provided to identify the location. If a UN/LOCODE is not available for the place in question, the name of the place together with the country code should be given with the greatest possible precision.



Good to know

- when using STI-STP

- It is a good idea to save the ENS as a **DRAFT** if the ENS does not need to be submitted immediately.
- It is always recommended to save the contents of the completed ENS using the **Save to Template** button before submitting the ENS (Submit). In this way, all the content of the ENS can be quickly re-uploaded using the **Upload from Template** function.
- Syntactic or semantic errors may occur in the ENS, which means that it must be corrected and the ENS must be resubmitted. In those cases, you must create a new ENS and create a new unique **LRN** (cannot be the same as on the ENS that failed). You can then use the **Upload from Template** function and upload all data from the ENS you have saved locally on the computer and correct the errors. After this, you can submit the ENS again. Also remember to save this version to your computer via **Save to Template**
- The Supplementary Filing Type can take on two different values:
 1. Forwarder filing (house level filing) - used e.g., when F12 is combined with F14 or F15.
 2. Sub-house level filing - used for consolidation involving more than one freight forwarder, and the second freight forwarder needs to submit their own F15 or F14 + F16.



Good to know

- when using STI-STP

- In some **dropdown menus** in STI-STP, there is a lack of explanation of what the individual options mean

Example where explanations are present:

Type of Identification *	10 - IMO-skibsidentifikationsnummer
Identification Number *	20 - Vognens nummer
Type of Means of Transport *	21 - Togets nummer
Nationality *	30 - Vejkøretøjets registreringsnummer
	31 - Anhængerens registreringsnummer
	44 - Luftfartøjs registreringsnummer

If an explanation is not present, you can download the code list from the EU's [online library](#). The document is called: 7. ICS2-HTI-CL-(2024-11-15)-v3.00.

Please note: Newer versions may be available at the time of using this guide.

Example where explanation is not present:

Type of Means of Transport *	150 - 150
Nationality *	1501 - 1501
ual date and time of departure *	1502 - 1502
ted date and time of departure	1503 - 1503
ted date and time of departure	1504 - 1504
imated date and time of arrival *	1505 - 1505



Good to know

Fictional story based on the workflow to create an ENS statement

In this example, an ENS declaration is made for the *Fictitious Freight Forwarding Company*.

In this example, the freight forwarder *Fictitious Freight Forwarding Company* must make a partial ENS declaration that supplements the shipping company *Safe Sea Transport's* declaration.

Various freight forwarding companies book space on board *Safe Sea Transport's* ships when they have cargo that is going across the Atlantic. Some freight forwarders leave all the information about the shipments to be transported to the shipping company, which then takes care of submitting all the information in ICS2 ENS declarations. Other freight forwarders do not want to leave all the information to the shipping company but instead prefer to submit ICS2 ENS declarations themselves at house and goods item level. This is the kind of situation we will describe in this example.

For this guide, we have chosen to use the combination of F12 and F15. F12 is a master and F15 is a house level type. F12 and F15 are used in a combination where the carrier submits master information (F12), and the freight forwarder submits house information (F15) in which the consignment information is included. The combination of the F12 and the F15 filing constitutes a complete ENS filing.

Fill in an F15 ENS declaration

Step by step 1/31

Step 1

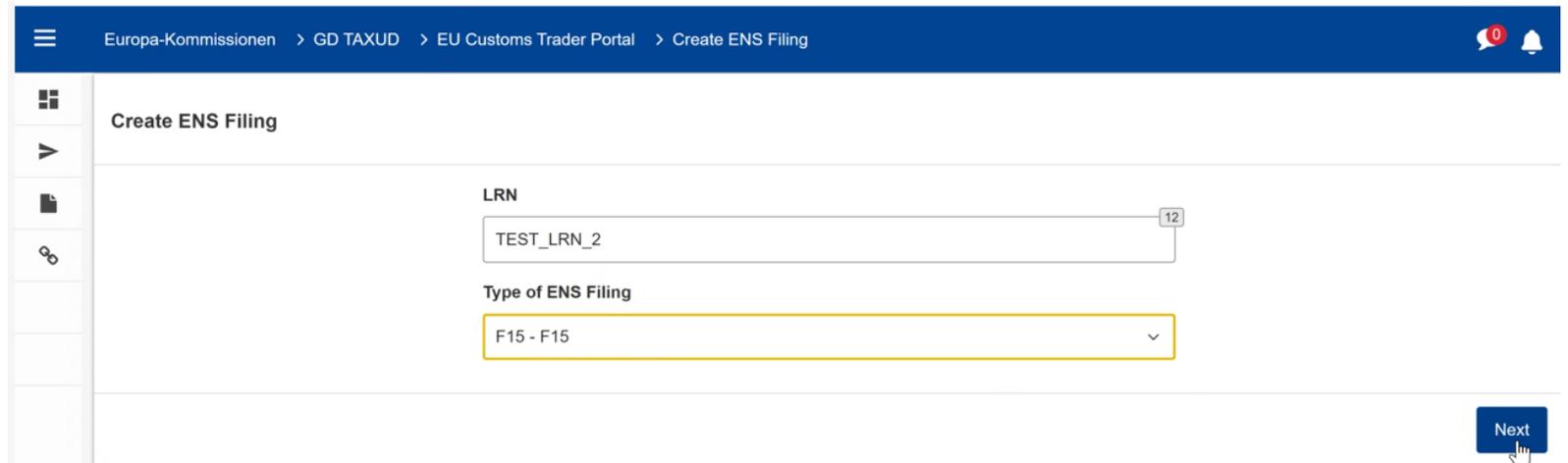
Enter the LRN number and select F15 using the dropdown menu for Type of ENS entry. The format of the LRN number can be freely chosen, but the number must be unique every time - even if an entry fails and needs to be re-entered.

F15 is a house declaration on sea freight, in which the consignment information is included together with the necessary information from the consignee. It is typically submitted by the freight forwarder.

To move on, press Next.

Please note:

Because this is a test creation, test data is used. In the production environment, correct values must be entered.



The screenshot shows a web interface for creating an ENS filing. The breadcrumb trail at the top reads: Europa-Kommissionen > GD TAXUD > EU Customs Trader Portal > Create ENS Filing. The main heading is 'Create ENS Filing'. There are two input fields: 'LRN' with the value 'TEST_LRN_2' and a character count '12' in a small box to the right; and 'Type of ENS Filing' with a dropdown menu showing 'F15 - F15'. A blue 'Next' button is located at the bottom right of the form area.

Fill in an F15 ENS declaration

Step by step 2/31

Step 2

Now the ENS Filing Information (ENS entry information) for an F15 must be filled in.

Check that F15 is indicated in the Specific circumstance indicator field. If not, the wrong F-type has been selected, and you will have to start over.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▼

1 **ENS Filing Information** 2 ENS Actors 3 Master consignment 4 House Consignments

Specific circumstance indicator F15 - F15

Addressed Member State *

ACTIVE BORDER TRANSPORT MEANS

Mode of Transport *

[Previous](#) [Next](#)

Fill in an F15 ENS declaration

Step by step 3/31

Step 3

The Addressed Member State field indicates the country where the goods are expected to first enter the EU.

Select the country via the dropdown menu. Under the ACTIVE BORDER TRANSPORT MEANS section, the Mode of Transport must be selected via the dropdown menu.

Press Next or press '2 - ENS Actors' to continue.

Specific circumstance indicator	F15 - F15
Addressed Member State *	DK - Danmark <input type="text"/>
ACTIVE BORDER TRANSPORT MEANS	
Mode of Transport *	1 - Skib/færge <input type="text"/>

Fill in an F15 ENS declaration

Step by step 4/31

Step 4

The information about the ENS Filing Information (ENS Declaration Information) has now been filled in and the information about ENS Actors (ENS Actors) must be filled in.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▼

✔ ✎ 3 4

ENS Filing Information ENS Actors Master consignment House Consignments

▲ At least one actor must have the EORI of the user(DK13116482)

Declarant 🔔

Actor Identification

Name *

EORI * 🔄

ADDRESS

Street *

Representative 🔔

Actor Identification

Name

EORI 🔄

Status

ADDRESS

Street

Fill in an F15 ENS declaration

Step by step 5/31

Step 5

Declarant information must now be entered.

Enter the Name of the actor and the EORI number.

It is not necessary to fill in Actor Identification.

The blue icon with the little man will be activated when the Name field and all required fields are filled in. When this icon is selected, the actor's information can be stored locally. That is, the actors that are used most often can be saved so that you do not have to enter all the information every time a new ENS is created.

If you have previously saved an actor in STI-STP, this actor can be selected in Actor Identification. This means that all saved fields are filled in automatically, and you avoid having to enter the information on the actor again.

Declarant 

Actor Identification 70

Name * 45

EORI * 7 

Fill in an F15 ENS declaration

Step by step 6/31

Step 6

Now the address information on the declarant must be filled in.

Enter

- Street
- Number
- Postcode
- City
- Select Country via the dropdown menu.

Although Postcode is not a mandatory field, it should almost always be stated. Read more at the beginning of this guide in the section "Good to know – when using STI-STP".

ADDRESS

Street *	Speditørvej	59
Street additional line		70
Number *	1	34
P.O. Box	<input type="checkbox"/>	70
Postcode	8900	13
City *	Randers	28
Sub-division		35
Country *	DK - Danmark	

Fill in an F15 ENS declaration

Step by step 7/31

Step 7

You must now state how you want to communicate.

Go to the Type field and tap the arrow to select Email or Phone. Enter the communication information in the format that suits the selected communication type.

Tap the blue icon with "+" to save the entered information. After clicking on the blue "+" icon, the entered fields will appear below, as seen on the bottom screen of this page.

Please note:

The phone number must have an international phone number format, e.g., +4512345678.

Press Next or '3 – Master consignment' to continue.

The image shows two screenshots of a mobile application form titled "COMMUNICATION (1 UP TO 9)".

The top screenshot shows the form with the following fields:

- Type ***: A dropdown menu with "E-mail" selected.
- Identifier ***: A text input field containing "speditoer@eksempel.dk".
- A blue icon with a white "+" sign is visible on the right side of the form.
- A dark grey button labeled "Add communication" is positioned above the "+" icon.
- A small grey box with the number "491" is located near the top right of the form.

The bottom screenshot shows the form after the information has been saved:

- Type ***: A dropdown menu with "E-mail" selected.
- Identifier ***: A text input field containing "speditoer@eksempel.dk".
- A blue icon with a white "+" sign is visible on the right side of the form.
- A blue icon with a white "x" sign is visible on the right side of the form.
- A small grey box with the number "512" is located near the top right of the form.

Fill in an F15 ENS declaration

Step by step 8/31

Step 8

Now the information about ENS Actors is filled in, and the information about Master consignment must be filled in.

Please note:

The field ADDITIONAL INFORMATION currently behaves as a mandatory field even though it is not. Type "TEST" in the Text field and 10600 in the Code field and press '+'. Then press the blue 'x' (Remove). This is a work-around until the error is corrected. 'Master consignment' will then turn green.

Press Next or '4 – House Consignment' to continue.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▾

Progress: ENS Filing Information ENS Actors Master consignment 4 House Consignments

Additional Information

ADDITIONAL INFORMATION (0 UP TO 99)

Text 512 Code X +

Previous Next

Additional Information

ADDITIONAL INFORMATION (0 UP TO 99)

Text 512 Code X +

Text TEST Code X +

Previous Next

Fill in an F15 ENS declaration

Step by step 9/31

Step 9

On the House Consignment Information tab, the Master Level Transport Document Number must now be entered. Then select the Transport document type via the dropdown menu that appears by clicking in the field.

Please note:

The Transport Document Type and the Transport Document Number at Master level must be the same as provided by the carrier.

Then the Transport Document Number at House level must be entered. Here, too, the Transport Document Type must be selected via the dropdown menu, which appears by clicking in the 'Type' field.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▾

Progress: ENS Filing Information ✓, ENS Actors ✓, Master consignment ✓, House Consignments (active)

Navigation: < House Consignment Information **Actors** Containers Information Supporting Documents Additional Information Additional Supply Chain Actor Passive Border Transport Means **Goods Items** Good >

Transport document (Master level) number	<input type="text"/>	Type *	<input type="text"/>
Transport document (House level) number	<input type="text"/>	Type *	<input type="text"/>

Fill in an F15 ENS declaration

Step by step 10/31

Step 10

Once the information about the transport documents has been entered, proceed to the information under the section PLACES RELATED TO THE ENTRY PROCESS, here

- Place of acceptance, and
- Place of delivery as shown in the picture.

Please note: Expect a very long wait time if the UNLOCODE field is used. Alternatively, you can use Location + Country.

PLACES RELATED TO ENTRY PROCESS

Place of acceptance *



UNLOCODE

Location

Port of Halifax

20

Country

CA - Canada



Place of delivery *



UNLOCODE

Location

35

Country



Fill in an F15 ENS declaration

Step by step 11/31

Step 11

You must now select Countries of routing of House Consignment (House Consignment transit countries), i.e., the countries through which the house consignment passes from the place of origin to the place of delivery. The different countries are shown in the dropdown menu when you are in the field: Countries of routing of House Consignment. Write the first letter of the country's name, and the list will jump down to countries that start with that letter, e.g. D for Denmark.

Select the country where the goods are shipped from, one or more transit countries for the goods, if known, and the country where the goods are destined.

At least 2 countries must be added to the field.

You can see the added countries below the field.

PLACES RELATED TO ENTRY PROCESS

Place of acceptance *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Port of Hal... ²¹	Country	CA - Canada
Place of delivery *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Aarhus ²⁹	Country	DK - Danmark
Countries of routing of House consignment *	<input type="text"/>						
	Canada <input type="checkbox"/> Danmark <input type="checkbox"/>						
Total gross mass *	<input type="text" value="1,000"/>					Kg	
Method of Payment *	<input type="text" value="Y - Konto hos transporter"/> <input type="button" value="X"/>						
Reference number / UCR *	<input type="text" value="Unikt_reference_nummer_123"/> ⁹						

Fill in an F15 ENS declaration

Step by step 12/31

Step 12

It is now time to enter

- Total gross mass
- Method of Payment (must be selected via the dropdown menu)
- Reference number/UCR

UCR (Unique Consignment Reference number) is used in combination with the transport document's reference number to uniquely identify a house consignment.

It is a bug that UCR is mandatory, but it is not yet known when this will be fixed. If necessary, use the house transport document number or another unique number in this field.

Tap 'Actors' to move on.

PLACES RELATED TO ENTRY PROCESS

Place of acceptance *



UNLOCODE

Location

Country

Place of delivery *



UNLOCODE

Location

Country

Countries of routing of House consignment *

Canada Danmark

Total gross mass *

Kg

Method of Payment *

X

Reference number / UCR *

Fill in an F15 ENS declaration

Step by step 13/31

Step 13

Information about Consignor (Sender) must now be filled in.

Enter the sender's name and select Type of Person from the dropdown menu.

The Sender at the house level is the exporter (the actual shipper – not the freight forwarder).

The meaning of the values 1, 2 and 3 for Type of Person is as follows:

1. Natural person
2. Legal person
3. Association of persons (Association of persons who do not have legal personality but who are recognized as having legal capacity under EU or national law).

The blue icon with the little man works as described earlier in this guide.

The screenshot shows the 'Consignor' section of the F15 ENS declaration form. It includes a blue user icon in the top right corner. The form fields are as follows:

- Actor Identification**: An empty text input field with a character count of 70.
- Name ***: A text input field containing 'Afsender 1' with a character count of 60.
- Identification Number**: An empty text input field with a character count of 17.
- Type of Person ***: A dropdown menu showing '2 - 2' with a downward arrow and a character count of 17.

The **ADDRESS** section is located below the 'Type of Person' field:

- Street ***: A text input field containing 'Toronto Road' with a character count of 58.
- Street additional line**: An empty text input field with a character count of 70.
- Number ***: A text input field containing '1' with a character count of 34.
- P.O. Box**: A toggle switch is currently turned off, followed by an empty text input field with a character count of 70.

Fill in an F15 ENS declaration

Step by step 14/31

Step 14

Then fill in the address information of the sender.

Remember that even though Postcode is not a mandatory field, it should almost always be stated. Read more at the beginning of this guide in the section "Good to know – when using STI-STP".

Finally, it must be stated how to communicate with the sender - Communication. This is done in the same way as described earlier in this guide.

After clicking on the blue "+" icon, the entered information will appear below the fields as seen in the screenshot.

ADDRESS

Street * 58

Street additional line 70

Number * 34

P.O. Box 70

Postcode 10

City * 28

Sub-division 35

Country * 5

COMMUNICATION (0 UP TO 9)

Type * 512

Identifier * 512

E-mail 512

Fill in an F15 ENS declaration

Step by step 15/31

Step 15

Turn on the 'Consignee' button.
Information about Consignee (Recipient) is filled in in the same way as for Consignor (Sender).

The recipient at house level is the recipient of the goods.

The same applies to address and communication information on the recipient.

Consignee

Actor Identification

Name * Modtager 1

Identification Number

Type of Person * 2 - 2

ADDRESS

Street * Aarhusvej

Street additional line

Number * 1

P.O. Box

Postcode 8000

City * Aarhus

Sub-division

Country * DK - Danmark

COMMUNICATION (0 UP TO 9)

Type *

Identifier *

E-mail modtager@example.com

Fill in an F15 ENS declaration

Step by step 16/31

Step 16

Then scroll all the way to the bottom of the screen.

In the Carrier EORI field, enter the carrier's EORI number.

Supplementary Declarant information can be entered.

Enter the EORI number and select Filing Type 2 from the dropdown menu.

The meaning of the values 1 and 2 for Supplementary Filing Type is described in the "Good to know" section at the beginning of this guide.

It is important to tap the blue "+" icon to authenticate! Once the "+" button is clicked, the information entered will appear below the fields.

Tap Goods Item to move on.

The screenshot shows the top part of the F15 ENS declaration form. At the top, there is a field labeled "Carrier EORI" with a red asterisk and a question mark icon, containing the value "DK13116482". Below this is a section titled "SUPPLEMENTARY DECLARANT". Inside this section, there is a field labeled "EORI" with a red asterisk and a question mark icon, containing the value "DK13116482". To the right of this field is a dropdown menu labeled "Supplementary Filing Type" with a red asterisk and a question mark icon, showing the value "2". A blue "+" icon is located to the right of the dropdown menu.

Step 16

Please note:

Supplementary Declarant information is not mandatory even though the fields are marked with "*". These fields should only be used if there is more than one freight forwarder involved. For example, if Freight Forwarder A sells space in a container to Freight Forwarder B. If used, the Supplementary Filing Type must always have a value of "2" at F15 (and F14).

The screenshot shows the bottom part of the F15 ENS declaration form. It displays the "SUPPLEMENTARY DECLARANT" section. There are two rows of fields. The first row has an "EORI" field with a red asterisk and a question mark icon, which is currently empty. The second row has an "EORI" field with a red asterisk and a question mark icon, containing the value "DK13116482". To the right of the first row is a dropdown menu labeled "Supplementary Filing Type" with a red asterisk and a question mark icon, which is currently empty. To the right of the second row is a dropdown menu labeled "Supplementary Filing Type" with a red asterisk and a question mark icon, showing the value "2". Blue "+" icons are located to the right of both dropdown menus.

Fill in an F15 ENS declaration

Step by step 17/31

Step 17

On the Goods Items tab, add information about the item ledger entries.

Click on the blue "+" icon on the right side of the screen. A popup image will now appear, which can be seen on the next page of the guide.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▾

Progress: ENS Filing Information ✓, ENS Actors ✓, Master consignment ✓, House Consignments (active)

Navigation: Consignment Information, Actors, Containers Information, Supporting Documents, Additional Information, Additional Supply Chain Actor, Passive Border Transport Means, **Goods Items**, Goods Shipment

Goods item number	Commodity code	Description of goods	Gross mass (Kg)	Type of packages	
					+

Fill in an F15 ENS declaration

Step by step 18/31

Step 18

Under the COMMODITY CODE section, the following fields must be entered:

- HS sub-heading code
- Description of Goods
- Gross Mass

Please note:

This section is optional when Consignor and Consignee (Recipient and Sender) have Type of person = Natural person (this is only the case when both sender and recipient are private individuals).

Goods Items x

COMMODITY CODE

Harmonized System sub-heading code * 1

Combined nomenclature code 2

CUS code 9

Description of Goods * 496

Gross Mass * Kg

United Nations Dangerous Goods Identifier

Fill in an F15 ENS declaration

Step by step 19/31

Step 19

Under the section Packaging, the following fields must be filled in:

- Packages,
- Type of packages,
- Shipping marks.

This is saved by clicking on the blue icon with "+". Once clicked, the entered information will appear below the input fields.

Please note:

The Packages and Shipping marks fields are not used when the Type of packages is 'VQ', 'VG', 'VL', 'VY', 'VR', 'VS', 'VO', 'NE', 'NF', 'NG'.

The screenshot shows the 'PACKAGING' section of the F15 ENS declaration form. It includes the following fields and elements:

- Packages ***: A text input field containing the number '4', highlighted with a yellow border.
- Type of packages ***: A dropdown menu with the selected option '1B - tromle, aluminiums-' and a close button 'X'.
- Shipping marks ***: A text input field containing 'MARK123456789'.
- Supporting Documents**: A section below the main fields with the text 'SUPPORTING DOCUMENTS (0 UP TO 99)'.
- Add Packages**: A blue button with a white plus sign icon, located on the right side of the form.

Fill in an F15 ENS declaration

Step by step 20/31

Step 20

Press ok. The entered information about the Goods Item will now be displayed at the bottom of the screen, as shown in the next image in this guide.

Goods Items

COMMODITY CODE

Harmonized System sub-heading code * 760200

Combined nomenclature code

CUS code

Description of Goods * Aluminium scrap

Gross Mass * 200 Kg

United Nations Dangerous Goods Identifier

PACKAGING

Packages *		Type of packages *	1F - beholder, fleksibel	Shipping marks *	
Packages	1	Type of packages	beholder, fleksibel	Shipping marks	MARK5555555

SUPPORTING DOCUMENTS (UP TO 20)

Cancel OK

Fill in an F15 ENS declaration

Step by step 21/31

Step 21

Here you will see the information you have entered about the Goods Item.

Goods item number	Commodity code	Description of goods	Gross mass (Kg)	Type of packages		-
1	760612	Aluminium sheets	800	1B		-
2	760200	Aluminium scrap	200	1F		-

Add



Fill in an F15 ENS declaration

Step by step 22/31

Step 22

Now select the Goods Shipment tab.
Here you must fill in the information about Buyer and Seller.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▾

Progress: ENS Filing Information ✓ | ENS Actors ✓ | Master consignment ✓ | House Consignments (edit)

Navigation: < Shipment Information | Actors | Containers Information | Supporting Documents | Additional Information | Additional Supply Chain Actor | Passive Border Transport Means | Goods Items | **Goods Shipment** | >

Buyer		Seller	
Actor Identification	<input type="text"/>	Actor Identification	<input type="text"/>
Name *	<input type="text"/>	Name *	<input type="text"/>
Identification Number	<input type="text"/>	Identification Number	<input type="text"/>

Fill in an F15 ENS declaration

Step by step 23/31

Step 23

Information about Buyer and Seller is filled in with the same information, and in the same way as Consignee and Consignor, UNLESS the sender and recipient are not buyer and seller.

Buyer 

Actor Identification

Name *

Identification Number

Type of Person *

ADDRESS

Street *

Street additional line

Number *

P.O. Box

Postcode

City *

Sub-division

Country *

Type *

Identifier *

E-mail

Fill in an F15 ENS declaration

Step by step 24/31

Step 24

Information about the Buyer and Seller is filled in with the same information, and in the same way as Consignee and Consignor, UNLESS the sender and recipient are not the buyer and seller.

Seller 

Actor Identification 70

Name * 62

Identification Number 17

Type of Person * ▼

ADDRESS

Street * 57

Street additional line 70

Number * 34

P.O. Box 70

Postcode 10

City * 28

Sub-division 35

Country * ▼

COMMUNICATION (1 UP TO 9)

Type * ▼ **Identifier *** 512 

E-mail seller@example.com 

Fill in an F15 ENS declaration

Step by step 25/31

Step 25

Now you can submit the declaration. This is done via the Actions button at the top right of the page by pressing Submit.

We always recommend clicking Save to Template before submitting. By doing so, you can save a copy of your filing locally on your computer so that you can reuse it.

Create ENS Filing: IE3F15 Auto-Save as Draft Actions ▾

Progress bar: ✓ ENS Filing Information ✓ ENS Actors ✓ Master consignment ✎ House Consignment

Navigation tabs: House Consignment Information | Actors | Containers Information | Supporting Documents | Additional Information | Additional Supply Chain Actor | Passive Border Transport Means | Goods Items

Actions menu: Submit, Save as Draft, Print, Upload from Template, Save to Template

Fill in an F15 ENS declaration

Step by step 26/31

Step 26

It is not possible to click Submit until everything is green, and this only happens when there is no required information missing.

The screenshot displays the 'Create ENS Filing: IE3F15' interface. At the top right, there is an 'Auto-Save as Draft' toggle switch and an 'Actions' dropdown menu. The main area features a progress bar with four green checkmarks, indicating that all steps are completed. Below the progress bar, there are several tabs: 'House Consignment Information', 'Actors', 'Containers Information', 'Supporting Documents', 'Additional Information', 'Additional Supply Chain Actor', 'Passive Border Transport Means', and 'Goods Items'. The 'Actions' dropdown menu is open, showing options: 'Submit', 'Save as Draft', 'Print', 'Upload from Template', and 'Save to Template'. A mouse cursor is hovering over the 'Submit' option.

Fill in an F15 ENS declaration

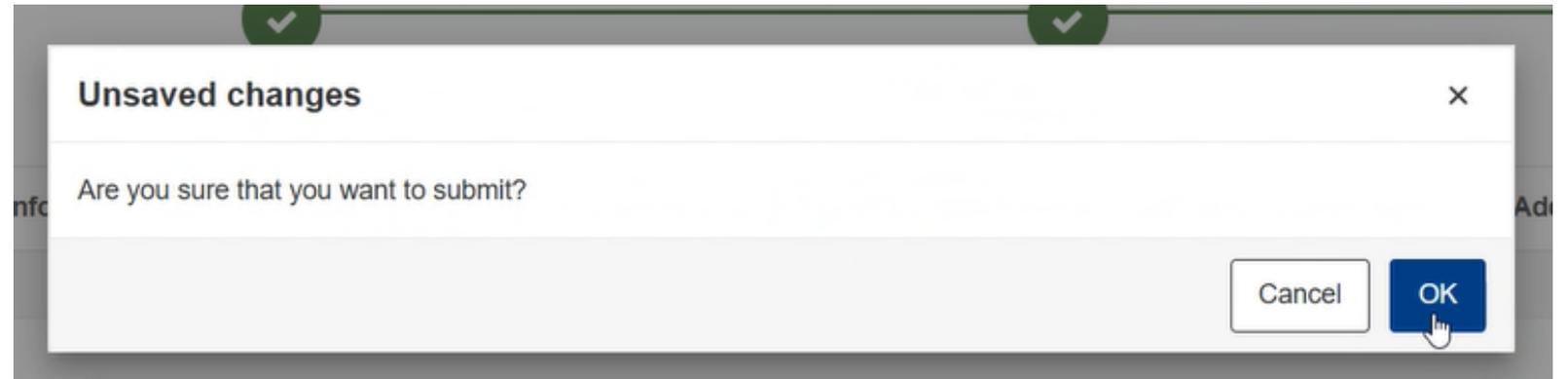
Step by step 27/31

Step 27

Once you click Submit, a popup window will appear confirming that you wish to submit the ENS.

Click OK.

The first screen will then appear again and a new ENS can be entered..



Fill in an F15 ENS declaration

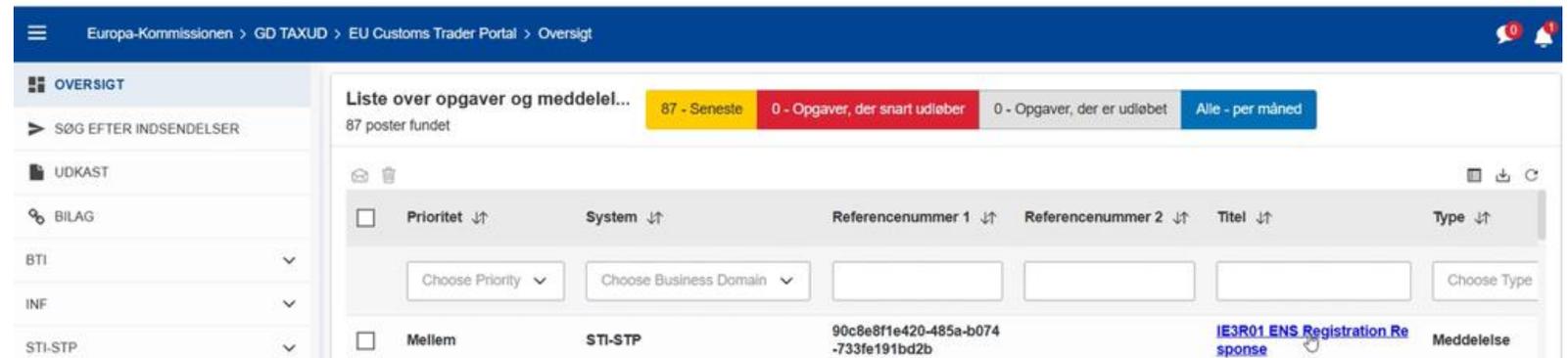
Step by step 28/31

Step 28

It is possible to find your submitted F15 under the tab OVERVIEW, which can be seen on the far left.

If you see a message starting with "IE3R01" in the Title column, it is a registered ENS entry.

If you see a message in the Title column starting with "IE3N99", it is an error message. The ENS declaration is not registered.



The screenshot shows the 'EU Customs Trader Portal' interface. The breadcrumb navigation is 'Europa-Kommissionen > GD TAXUD > EU Customs Trader Portal > Oversigt'. The main content area is titled 'Liste over opgaver og meddelel...' and shows '87 poster fundet'. There are three status bars: '87 - Seneste' (yellow), '0 - Opgaver, der snart udløber' (red), and '0 - Opgaver, der er udløbet' (blue). Below the status bars is a table with columns: 'Prioritet', 'System', 'Referencenummer 1', 'Referencenummer 2', 'Titel', and 'Type'. The table contains one row with the following data: 'Mellem', 'STI-STP', '90c8e8f1e420-485a-b074-733fe191bd2b', 'IE3R01 ENS Registration Response', and 'Meddelelse'. There are also filters for 'Choose Priority', 'Choose Business Domain', and 'Choose Type'.

Fill in an F15 ENS declaration

Step by step 29/31

Step 29

This is a status indicating that the process in the system is underway.

IE3R01 ENS Registration Response

[Meddelelse](#) [Supplerende oplysninger](#)

[Udskriv](#)

Referencenummer	90c8e8f1e420-485a-b074-733fe191bd2b
Status	Læst
Meddelelses titel	IE3R01 ENS Registration Response
Modtagelsesdato	10/12/2024 12:53
Frist	
Notifikation om meddelelse	ENS Registration Response

Fill in an F15 ENS declaration

Step by step 30/31

Step 30

Under the tab Supplementary information, you can find the MRN number that the F15 filing has been assigned.

Meddelelse	Supplerende oplysninger																				
	<table><tr><td>Registration Date</td><td>15/01/2025 10:56</td></tr><tr><td>Specific Circumstance Indicator</td><td>F15</td></tr><tr><td>LRN</td><td>TEST_LRN_3</td></tr><tr><td>MRN</td><td>25DK010000ANNAHAT9</td></tr><tr><td>Declarant EORI</td><td>DK13116482</td></tr><tr><td>Representative EORI</td><td></td></tr><tr><td>Carrier EORI</td><td></td></tr><tr><td>Addressed Member State</td><td>DK - Danmark</td></tr><tr><td>Transport document (Master level) number</td><td></td></tr><tr><td></td><td>Type</td></tr></table>	Registration Date	15/01/2025 10:56	Specific Circumstance Indicator	F15	LRN	TEST_LRN_3	MRN	25DK010000ANNAHAT9	Declarant EORI	DK13116482	Representative EORI		Carrier EORI		Addressed Member State	DK - Danmark	Transport document (Master level) number			Type
Registration Date	15/01/2025 10:56																				
Specific Circumstance Indicator	F15																				
LRN	TEST_LRN_3																				
MRN	25DK010000ANNAHAT9																				
Declarant EORI	DK13116482																				
Representative EORI																					
Carrier EORI																					
Addressed Member State	DK - Danmark																				
Transport document (Master level) number																					
	Type																				

Fill in an F15 ENS declaration

Step by step 31/31

Step 31

Once the ENS declaration is approved, the declarant will receive an IE3N03 Assessment complete notification.

<input type="checkbox"/>	Mellem	STI-STP	365917ef43d4-4827-b56d-5ee54600209f	IE3N03 Assessment Complete Notification	Meddelelse
<input type="checkbox"/>	Mellem	STI-STP	69e023bcd3d-4786-a7a2-f429e46af0aa	IE3N02 ENS Not Complete Notification	Meddelelse

IE3N03 Assessment Complete Notification

Actions

Meddelelse [Supplerende oplysninger](#)

Completion Date	22/01/2025 18:20
MRN	25DE010000AQK0QAT9
Responsible Member State	DE - Tyskland
Declarant EORI	DK13116482
Representative EORI	
Carrier EORI	
Transport document (Master level) number	111
Type	N704 - Masterkonnossement

How to get help

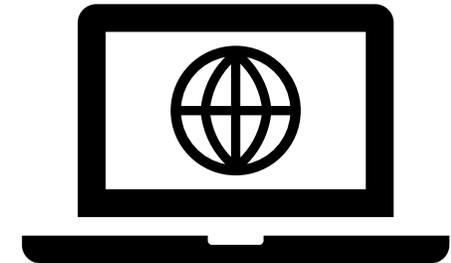
You can get further help from the Danish Customs Agency's Service Desk and on the Danish Customs Agency's website.



+45 70 15 73 01



ics2support@toldst.dk



[The Danish Customs Agency's ICS2 website.](#)