

# Instructions for creating an F12 ENS declaration

Updated February 2025



# Good to know

– before you start

## Purpose

The purpose of this guide is to show how to complete an F12 declaration in STI-STP.

## Prerequisite

To be able to form an F12, 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

- 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 either has not been filled in or has been filled in with an illegal value.
- You cannot use the "Next" button until an area is filled in completely. 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 [here](#), 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 IMO followed 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](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. You can then submit the ENS again. Also remember to save this version to your computer via Save to Template



# Good to know

- when using STI-STP

- In some **drop-down 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 - Luftfartøjets registreringsnummer

If an explanation is not present, you can download the code list from the EU's online library [here](#). 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 shipping company Safe Sea Transport.

The shipping company Safe Sea Transport sails freight between North America and Europe - sometimes even to Denmark.

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 filing 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 goods shipment information is included.

# Fill in an F12 ENS declaration

## Step by step 1/52

### Step 1

Enter the LRN number and select Type of ENS indication using the arrow.

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.

### Create ENS Filing

LRN

22

Type of ENS Filing

Next

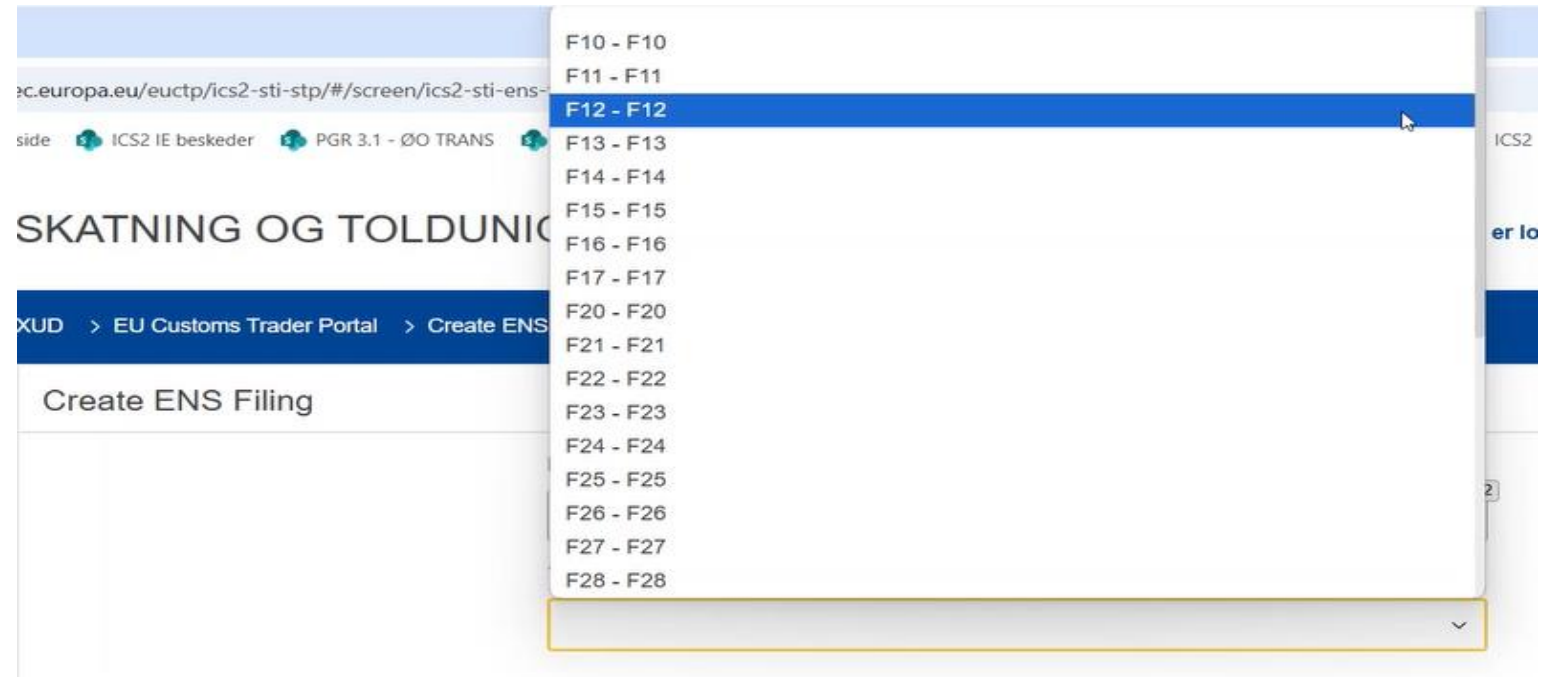
# Fill in an F12 ENS declaration

Step by step 2/52

## Step 2

Select F12 from the dropdown menu.

F12 is a master declaration for sea freight. It is submitted by the carrier.





# Fill in an F12 ENS declaration

Step by step 3/52

## Step 3

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.

Create ENS Filing

LRN

TEST\_LRN\_1

12

Type of ENS Filing

F12 - F12

Next

# Fill in an F12 ENS declaration

Step by step 4/52

## Step 4

Now the ENS Filing Information (ENS entry information) for an F12 must be filled in.

Check that F12 is indicated as the Specific circumstance indicator. If it is not, the wrong F-type has been selected, and you will have to start over.

Create ENS Filing: IE3F12

Auto-Save as Draft

The screenshot shows a three-step process for creating an ENS filing. Step 1, 'ENS Filing Information', is the active step, indicated by a pencil icon and a blue line. Step 2 is 'ENS Actors' and Step 3 is 'Master consignment'. The form for Step 1 includes the following fields and options:

- Specific circumstance indicator:** F12 - F12
- Customs Office of First Entry:** [Empty text box]
- Re-entry:**
- Split Consignment:**
- ACTIVE BORDER TRANSPORT MEANS:**
- Mode of Transport:** [Empty text box]

# Fill in an F12 ENS declaration

Step by step 5/52

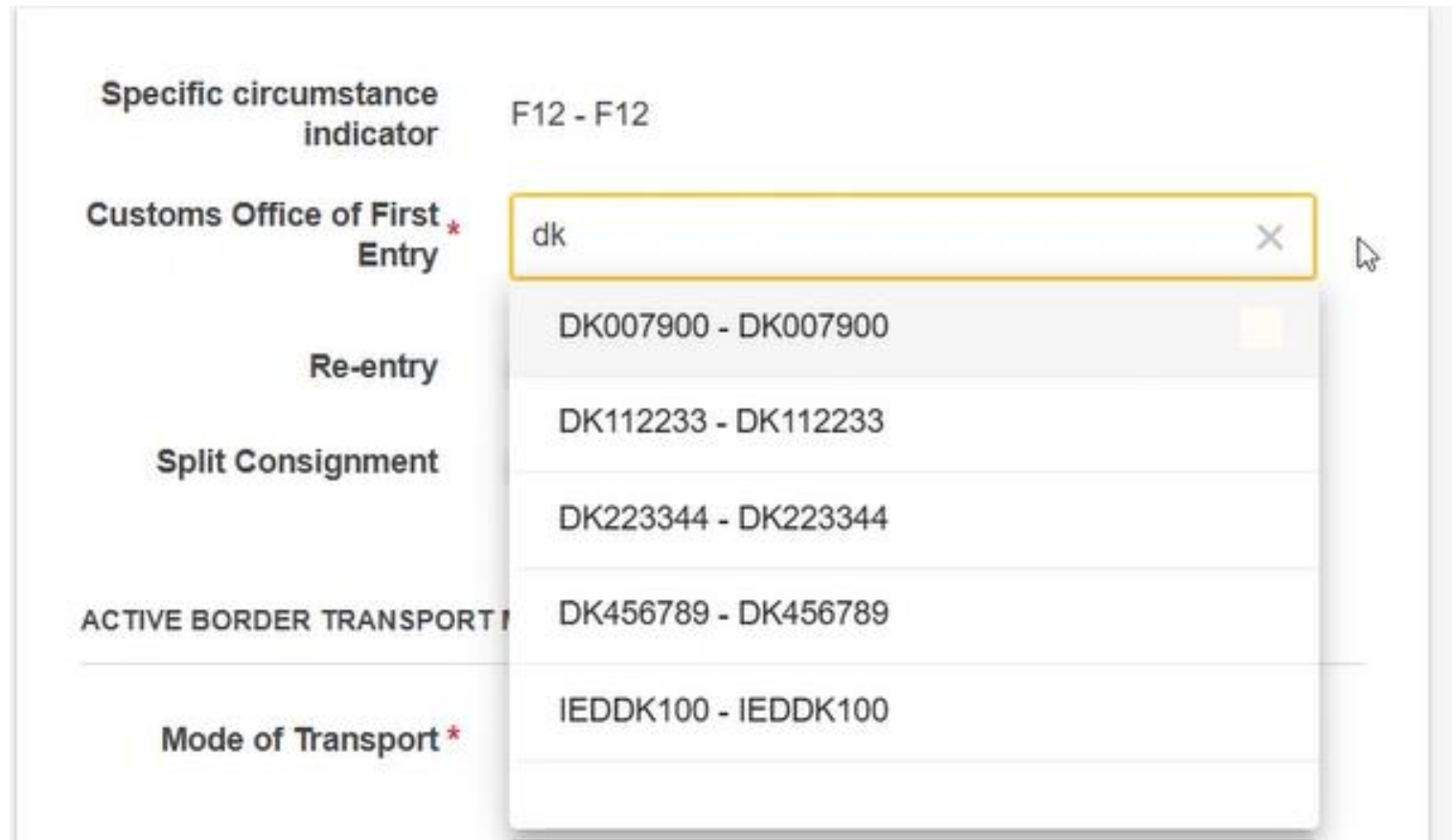
## Step 5

Type dk in the Customs Office of First Entry field.

A dropdown menu will now appear, select DK007900.

Please note:

In Denmark, so far only DK007900 can be used. Anything else will fail.



The screenshot shows a form with several fields. The 'Specific circumstance indicator' field contains 'F12 - F12'. The 'Customs Office of First Entry' field is highlighted with a yellow border and contains 'dk'. A dropdown menu is open below this field, showing a list of options: 'DK007900 - DK007900' (selected), 'DK112233 - DK112233', 'DK223344 - DK223344', 'DK456789 - DK456789', and 'IEDDK100 - IEDDK100'. The 'Re-entry' field is empty. The 'Split Consignment' field is empty. The 'ACTIVE BORDER TRANSPORT' field is empty. The 'Mode of Transport' field is empty.

Specific circumstance indicator	F12 - F12
Customs Office of First Entry *	dk
Re-entry	
Split Consignment	
ACTIVE BORDER TRANSPORT	
Mode of Transport *	

# Fill in an F12 ENS declaration

Step by step 6/52

## Step 6

You must now select Mode of Transport. Go to Mode of Transport and click on the blank box. A dropdown menu will appear.

Select Skib/færge (Ship/ferry).

Specific circumstance indicator	F12 - F12
Customs Office of First Entry *	1 - Skib/færge
Re-entry	2 - Jernbanetransport
Split Consignment	3 - Lastbil
ACTIVE BORDER TRANSPORT I	4 - Fly
Mode of Transport *	8 - Flodtransport

# Fill in an F12 ENS declaration

Step by step 7/52

## Step 7

Identification number must be filled in.

Please note:

The identification number must always start with “IMO” when it is sea freight. Then you need to write a 7 digits code (ex.: *IMO1234567*)

Specific circumstance indicator	F12 - F12
Customs Office of First Entry *	<input type="text" value="DK007900 - DK007900"/>
Re-entry	<input type="checkbox"/>
Split Consignment	<input type="checkbox"/>
<b>ACTIVE BORDER TRANSPORT MEANS</b>	
Mode of Transport *	<input type="text" value="1 - Skib/færge"/>
Type of Identification *	10 - IMO-skibsideifikationsnummer
Identification Number *	<input type="text" value="IMO1234567"/> <span>25</span>

# Fill in an F12 ENS declaration

Step by step 8/52

## Step 8

You must now select Type of Means of Transport.

The different options are shown when you enter the Type of Means of Transport field. In this example, select 150 = General Cargo vessel.

You can find an explanation of the Code List at the EU's online library [here](#). The document is called: 7. ICS2-HTI-CL-(2024-11-15)-v3.00.

Specific circumstance indicator	F12 - F12
Customs Office of First Entry *	<input type="text" value="DK007900 - DK007900"/>
Re-entry	<input type="checkbox"/>
Split Consignment	<input type="checkbox"/>
<b>ACTIVE BORDER TRANSPORT MEANS</b>	
Mode of Transport *	<input type="text" value="1 - Skib/færge"/>
Type of Identification *	10 - IMO-skibsidifikationsnummer
Identification Number *	<input type="text" value="IMO1234567"/>
Type of Means of Transport *	<input type="text" value="150 - 150"/>

# Fill in an F12 ENS declaration

Step by step 9/52

## Step 9

Choose nationality.

The different country codes are shown in the dropdown menu when you are in the Nationality field.

Type dk in the field and the system jumps down to "DK - Denmark".

Press enter to select that option.

The screenshot shows a web form for an F12 ENS declaration. The 'Nationality' field is active, and a dropdown menu is open, listing various countries with their codes. The option 'DK - Danmark' is highlighted in blue. Below the dropdown, the form fields are as follows:

- Nationality \***: DK - Danmark
- Actual date and time of departure \***: A toggle switch is turned on, followed by a text input field containing 'dd/mm/yyyy hh:mm' and a calendar icon.
- Estimated date and time of departure**: A text input field containing 'dd/mm/yyyy hh:mm' and a calendar icon.
- Estimated date and time of arrival \***: A text input field containing 'dd/mm/yyyy hh:mm' and a calendar icon.
- Countries of routing of means of transport \***: An empty text input field.

# Fill in an F12 ENS declaration

Step by step 10/52

## Step 10

The date and time of departure must be entered.

Click the calendar icon and select a date. Use the arrow keys to select the desired time.

You must enter either Actual date and time of departure or Estimated date and time of departure.

Please note:

Estimated date and time of arrival can not be earlier than Actual date and time of departure or Estimated date and time of departure.

NION

ENS Filing

Identification Number \*

IMO1

Type of Means of Transport \*

150 -

Nationality \*

DK -

Actual date and time of departure \*



Estimated date and time of departure

dd/mm

Estimated date and time of arrival \*

dd/mm/yyyy hh:mm



Countries of routing of means of transport

12/12/2024 12:00 ▾ < > Du er l

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12 00



# Fill in an F12 ENS declaration

## Step by step 11/52

### Step 11

The date and time of arrival must be provided.

Click the calendar icon and select a date.  
Use the arrow keys to select the desired time.

Use Estimated date and time of arrival if the ship has not departed from the 3rd country yet.

If the ship has departed, use Actual date and time of departure.

Please note:

Estimated date and time of arrival must not be earlier than Actual date and time of departure or Estimated date and time of departure.

The screenshot shows a web form for an F12 ENS declaration. The form is titled "ION" and "ENS Filing". It contains several fields with red asterisks indicating they are required:

- Identification Number \*
- Type of Means of Transport \*
- Nationality \*
- Actual date and time of departure
- Estimated date and time of departure \*
- Estimated date and time of arrival \*
- Countries of routing of means of transport \*

A calendar pop-up is open, showing the date 19/12/2024 00:00. The calendar is for December 2024, and the date 19 is selected. The time is set to 12:00. The calendar also shows the date 25 and a close button (X). The form also shows a dropdown menu for "Actual date and time of departure" and a dropdown menu for "Estimated date and time of arrival".

# Fill in an F12 ENS declaration

Step by step 12/52

## Step 12

Here are the selected values for both

- Estimated date and time of departure
- Estimated date and time of arrival.

Identification Number *	IMO1234567 <span>25</span>
Type of Means of Transport *	150 - 150 <span>×</span>
Nationality *	DK - Danmark <span>↓</span>
Actual date and time of departure	<input type="checkbox"/> dd/mm/yyyy hh:mm <span>📅</span>
Estimated date and time of departure *	12/12/2024 12:00 <span>×</span> <span>📅</span>
Estimated date and time of arrival *	19/12/2024 12:00 <span>×</span> <span>📅</span>
Countries of routing of means of transport *	<input type="text" value="I"/>

# Fill in an F12 ENS declaration

Step by step 13/52

## Step 13

You must now select the Countries of routing of means of transport, i.e. the countries through which the transport passes from the place of origin to the place of destination. The different countries are shown in the dropdown menu when you are in the field: Countries of routing of means of transport. 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.

The country where the means of transport is loaded must be chosen as the first country, then one or more transit countries for the route of the means of transport, and the country where the means of transport is piloted as the last country.

At least two countries must be added to the field.

Type of Means of Transport *	150 - 150 <span>✕</span>
Nationality *	DK - Danmark <span>▾</span>
Actual date and time of departure	Danmark
Estimated date and time of departure *	Jordan
Estimated date and time of arrival *	Sudan
	Syd Sudan
Countries of routing of means of transport *	dan <span>I</span> <span>✕</span>
	Canada <span>✕</span>

At least two countries must be selected

# Fill in an F12 ENS declaration

Step by step 14/52

## Step 14

You can see the added Countries of routing of means of transport below the field.

Type of Means of Transport *	150 - 150	X
Nationality *	DK - Danmark	▼
Actual date and time of departure	<input type="checkbox"/> dd/mm/yyyy hh:mm	
Estimated date and time of departure *	12/12/2024 12:00	X
Estimated date and time of arrival *	19/12/2024 12:00	X
Countries of routing of means of transport *	<input type="text"/>	
	Canada X	Danmark X

# Fill in an F12 ENS declaration

Step by step 15/52

## Step 15

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

Declarant information *must* be entered, and information about a Representative can be entered.

In this example, we do not use a representative.

Please note:

Declarant and Representative can not be the same.

Create ENS Filing: IE3F12 Auto-Save as Draft  **Actions** ▼

✓ — ✎ — 3  
ENS Filing Information — ENS Actors — Master consignment

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

Declarant	Representative
<b>Actor Identification</b> <input type="text" value=""/>	<b>Actor Identification</b> <input type="text" value=""/>
<b>Name *</b> <input type="text" value=""/>	<b>Name</b> <input type="text" value=""/>
<b>EORI *</b> <input type="text" value=""/>	<b>EORI</b> <input type="text" value=""/>
	<b>Status</b> <input type="text" value=""/>

# Fill in an F12 ENS declaration


Step by step 16/52

## Step 16

Enter the Name of the operator.  
It is not necessary to fill out Actor Identification.


The blue icon with the little man is activated when the Name field and all required fields are filled in. When this icon is selected, the operator's information can be stored. In this way, the actors that you use most often can be saved in order not to have to enter all the information every time a new ENS is created.


If you have previously saved an actor in STI-STP, the 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 

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Actor Identification

Name \*  

EORI \*  

# Fill in an F12 ENS declaration


Step by step 17/52

## Step 17

Enter the EORI number and tap the blue icon to the right of the field. This will fill in all the information about the operator.

Please note:


This function does not currently work!  
February 2025.

Declarant 

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Actor Identification  70

Name \*  52

EORI \*  7 

# Fill in an F12 ENS declaration

Step by step 18/52

## Step 18

Enter:

- Street
- Number
- Postcode
- City
- Country

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 *	<input type="text" value="Havnevej"/>	62
Street additional line	<input type="text"/>	70
Number *	<input type="text" value="1"/>	34
P.O. Box	<input type="checkbox"/> <input type="text"/>	70
Postcode	<input type="text" value="8000"/>	13
City *	<input type="text" value="Aarhus"/>	29
Sub-division	<input type="text"/>	35
Country *	<input type="text" value="DK - Danmark"/>	



# Fill in an F12 ENS declaration

## Step by step 19/52

### Step 19

It must be stated how to communicate with the declarant.

Go to the Type field and tap the arrow to choose whether it should be 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.

Please note:

Declarant and Representative can not be the same. In our example, we do not use a representative.

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

Tap either Next at the bottom right of the screen or 3 Master consignment at the top right of the screen.

The screenshot shows a form titled "COMMUNICATION (1 UP TO 9)". It contains two main fields: "Type\*" and "Identifier\*". The "Type\*" field is a dropdown menu currently set to "E-mail". The "Identifier\*" field is a text input containing "SFT@example.com". To the right of the "Identifier\*" field is a blue square icon with a white plus sign and a hand cursor, which is used to save the information. Above this icon is a small grey box with the number "497". In the top right corner of the form area, there is a dark grey button labeled "Add communication".

# Fill in an F12 ENS declaration

Step by step 20/52

## Step 20

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

On the Master consignment Information tab, enter the Transport Document Number.

Then select the Transport document type from the dropdown menu that appears by clicking in the field.

The screenshot displays a progress bar at the top with three steps: 'ENS Filing Information' (checked), 'ENS Actors' (checked), and 'Master consignment' (active). Below the progress bar is a tabbed interface with the following tabs: 'Master Consignment Information' (active), 'Actors (MC level)', 'Containers Information', 'Supporting Documents', 'Additional Information', and 'Additional Supply Chain A'. The active tab contains two input fields: 'Transport document (Master level) number \*' with the value 'MBL123456789' and a character count of 58, and 'Transport document (Master level) type \*' with a dropdown menu showing 'N704 - Masterkonossement' and a close button (X).

# Fill in an F12 ENS declaration

Step by step 21/52

## Step 21

PLACES RELATED TO THE ENTRY PROCESS must now be provided.

Please note:

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

The switch to the left of UNLOCODE field must be activated or deactivated depending on whether you want to use UNLOCODE or not.

### PLACES RELATED TO ENTRY PROCESS

Place of acceptance *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	<input type="text"/>	Country	<input type="text"/>
Place of loading *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	<input type="text"/>	Country	<input type="text"/>
Place of unloading *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	<input type="text"/>	Country	<input type="text"/>
Place of delivery *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	<input type="text"/>	Country	<input type="text"/>
Total gross mass *	<input type="text"/>			Kg			
Method of Payment *	<input type="text"/>						

# Fill in an F12 ENS declaration

Step by step 22/52

## Step 22

Location/City Name is typed in manually and Country is selected from the dropdown menu.

Fill in these fields for:

- Place of acceptance
- Place of loading
- Place of unloading
- Place of delivery

Please note:

The definition of Place of Acceptance is described in the section "Good to know - when using STI-STP" at the beginning of this guide.

If the Place of unloading is in Denmark, the field must be filled in with the Unloading location code used on the Arrival Declaration in Manifest.

PLACES RELATED TO ENTRY PROCESS

Place of acceptance *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Århus <sup>30</sup>	Country	DK - Danmark
Please provide a valid location and country							
Place of loading *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>				
Place of unloading *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>				
Place of delivery *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>				
Total gross mass *			<input type="text"/>				
Method of Payment *			<input type="text"/>				

- CH - Schweiz
- CI - Elfenbenskysten
- CK - Cookøerne
- CL - Chile
- CM - Cameroun
- CN - Kina
- CO - Colombia
- CR - Costa Rica
- CU - Cuba
- CV - Kap Verde
- CW - Curaçao
- CX - Juleøen
- CY - Cypern
- CZ - Tjekkiet
- DE - Tyskland
- DJ - Djibouti
- DK - Danmark

# Fill in an F12 ENS declaration

Step by step 23/52

## Step 23

When the four places are filled in, it can look like this.

### PLACES RELATED TO ENTRY PROCESS

Place of acceptance *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Port of Hal... <sup>21</sup>	Country	CA - Canada	▼
Place of loading *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Port of Hal... <sup>21</sup>	Country	US - USA	▼
Place of unloading *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Aarhus havn <sup>24</sup>	Country	DK - Danmark	▼
Place of delivery *	<input type="checkbox"/>	UNLOCODE	<input type="text"/>	Location	Aarhus <sup>28</sup>	Country	DK - Danmark	▼

# Fill in an F12 ENS declaration

Step by step 24/52

## Step 24

Now you need to enter Total gross mass and Method of Payment.

Total gross mass is written manually.

Method of Payment is selected via the dropdown menu.

The screenshot shows a form with several fields and a dropdown menu. The fields are:

- Place of loading \***: UNLOCODE (empty), Location (Port of Hal...), Country (CA - Canada)
- Place of unloading \***: UNLOCODE (empty), Location (havn), Country (DK - Danmark)
- Place of delivery \***: UNLOCODE (empty), Country (DK - Danmark)
- Total gross mass \***: (empty)
- Method of Payment \***: (empty)

The dropdown menu for Method of Payment is open, showing the following options:

- A - Kontant betaling
- B - Betaling med kreditkort
- C - Betaling med check
- D - Andet
- H - Betaling ved bankoverførsel
- Y - Konto hos transportør

The dropdown menu is highlighted with a yellow border, and a mouse cursor is pointing at the 'H - Betaling ved bankoverførsel' option.

# Fill in an F12 ENS declaration

Step by step 25/52

## Step 25

The information on the Master Configuration Information tab is now entered.

Next is the information on the Actors tab (MC level), i.e., Actors at Master Consignment level.

The first part is Consignor (Sender).

Create ENS Filing: IE3F12 Auto-Save as Draft  Actions ▼

✓ ————— ✓ ————— ✎  
ENS Filing Information                      ENS Actors                      Master consignment

< Master Consignment Information   **Actors (MC level)**   Containers Information   Supporting Documents   Additional Information   **Additional Supply Chain A** >

**Consignor** ✎

Actor Identification  70

Name \*  70

Identification Number  17

**Consignee**  ✎

Actor Identification  70

Name \*  70

Identification Number  17

# Fill in an F12 ENS declaration

Step by step 26/52

## Step 26

Fill in the Consignor name and select Type of Person via the dropdown menu.

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

- Natural person
- Legal person
- 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 image shows two side-by-side screenshots of the F12 ENS declaration form. The left screenshot shows the 'Consignor' section with a dropdown menu open for 'Type of Person \*'. The dropdown menu lists three options: '1 - 1', '2 - 2' (which is highlighted in blue), and '3 - 3'. The 'Name \*' field contains 'Afsender 1'. The right screenshot shows the 'Consignee' section, which is currently disabled (indicated by a greyed-out toggle switch). The 'Type of Person \*' dropdown menu is also present but closed.

Field	Value / Option
Actor Identification	[Empty]
Name *	Afsender 1
Identification Number	[Empty]
Type of Person *	1 - 1, 2 - 2, 3 - 3
Street *	[Empty]
Street additional line	[Empty]



# Fill in an F12 ENS declaration

Step by step 27/52

## Step 27

Next, fill in the address information under ADDRESS:

- Street
- Number
- Postcode
- City is written manually
- Country is selected from 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 *	<input type="text" value="Toronto Road"/>	58
Street additional line	<input type="text"/>	70
Number *	<input type="text" value="1"/>	34
P.O. Box	<input type="checkbox"/> <input type="text"/>	70
Postcode	<input type="text" value="M3C 0C3"/>	10
City *	<input type="text" value="Toronto"/>	28
Sub-division	<input type="text"/>	35
Country *	<input type="text" value="CA - Canada"/>	

# Fill in an F12 ENS declaration

Step by step 28/52

## Step 28

Finally, communication details must be filled in under COMMUNICATION:

E-mail or Telephone is selected via the dropdown menu.

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

In our example, we've chosen email.

Press the blue icon with "+" to add your entries to the list of communication details shown below the entry fields.

It is now possible to enter another set of communication information if you wish.


The screenshot displays a web form for filling in an F12 ENS declaration. At the top, there is a 'Country \*' dropdown menu with 'CA - Canada' selected. Below this, the form is divided into two sections, each titled 'COMMUNICATION (0 UP TO 9)'. The first section shows a 'Type \*' dropdown menu with 'E-mail' selected, an 'Identifier \*' text input field, and a blue '+' icon. A 'Notify Party' toggle switch is visible below the first communication entry. The second section shows a 'Type \*' dropdown menu with 'E-mail' selected, an 'Identifier \*' text input field containing 'afsender@example.com', and a blue '+' icon. A blue 'x' icon is visible below the second communication entry. A small '512' label is present next to the identifier fields in both sections.

# Fill in an F12 ENS declaration

Step by step 29/52

## Step 29

Since there is a freight forwarder involved, information about Consignee (Consignee) must now be filled in. It is the same process as for Consignor (Sender).

**Consignor** 

Actor Identification  70

Name \*  60

Identification Number  17

Type of Person \*  17

**ADDRESS**

Street \*  58

Street additional line  70

Number \*  34

P.O. Box   70


Postcode  10


City \*  28


Sub-division  35

Country \*  35

**COMMUNICATION (0 UP TO 9)**

Type \*  512 Identifier \*  512 

E-mail  

**Consignee**  

Actor Identification  70

Name \*  60

Identification Number  17

Type of Person \*  17

**ADDRESS**

Street \*  70

Street additional line  70

Number \*  34

P.O. Box   70


Postcode  13


City \*  29

Sub-division  35

Country \*  35

**COMMUNICATION (0 UP TO 9)**

Type \*  512 Identifier \*  512 

E-mail  

# Fill in an F12 ENS declaration

Step by step 30/52

## Step 30

Filling in the Notify Party details is voluntary, but the Carrier details are required.

The screenshot displays the 'Create ENS Filing' interface in the EU Customs Trader Portal. The form is split into two columns. The left column is for the 'Notify Party' (Country: CA - Canada) and the right column is for the 'Carrier' (Country: DK - Danmark). Both columns have a 'COMMUNICATION (0 UP TO 9)' section with 'Type' and 'Identifier' fields, and an 'E-mail' field. Below these are the 'Notify Party' and 'Carrier' sections, each with 'Actor Identification', 'Name', and 'EORI' fields. The 'Notify Party' section has a toggle switch and a person icon, while the 'Carrier' section has a person icon. Character counts are shown next to the input fields.

Field	Notify Party (CA - Canada)	Carrier (DK - Danmark)
Country *	CA - Canada	DK - Danmark
COMMUNICATION (0 UP TO 9)		
Type *	[Dropdown]	[Dropdown]
Identifier *	[Input]	[Input]
E-mail	afsender@example.com	modtager@example.dk
Notify Party / Carrier	Toggle: Off, Person icon	Person icon
Actor Identification	[Input]	[Input]
Name	[Input]	[Input]
EORI *	[Input]	[Input]

# Fill in an F12 ENS declaration


Step by step 31/52

## Step 31

The details for Carrier are filled in:

- Name
- EORI number
- Street
- Number
- Postcode
- City is written manually
- Country is selected from the dropdown menu.


Remember that by clicking on the little blue man, the information is saved and can be used again later.

**Carrier** 

---

**Actor Identification**  70

**Name \***  52

**EORI \***  7 

**ADDRESS**

---

**Street \***  62

**Street additional line**  70

**Number \***  34

# Fill in an F12 ENS declaration

Step by step 32/52

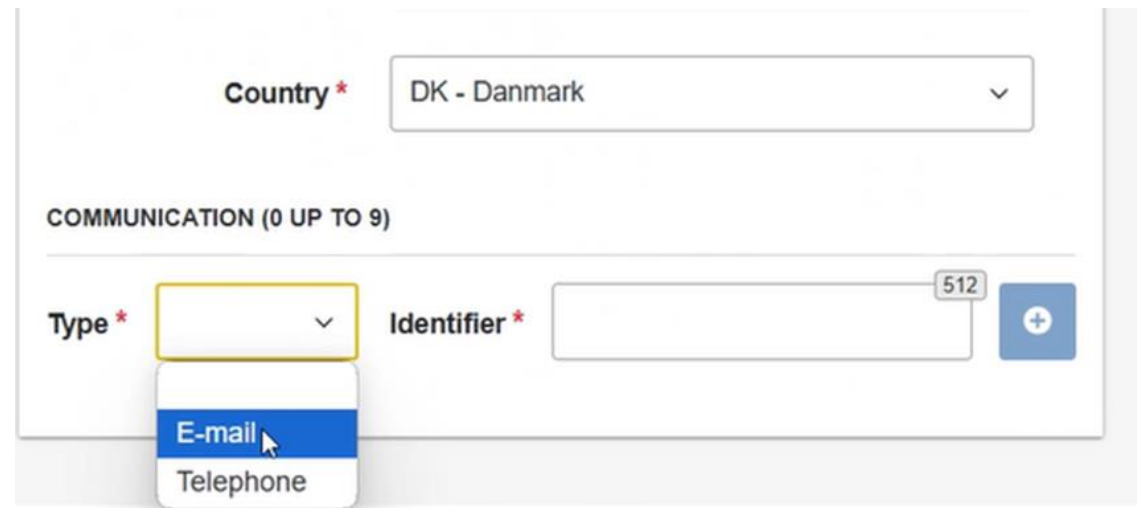
## Step 32

E-mail or Telephone is selected via the dropdown menu.

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

Press the blue icon with "+" to add your entries to the list of communication details shown below the entry fields.

It is now possible to enter another set of communication information if you wish.



The screenshot shows a web form for entering communication details. At the top, there is a dropdown menu for "Country \*" with "DK - Danmark" selected. Below this is a section titled "COMMUNICATION (0 UP TO 9)". Under this section, there is a "Type \*" dropdown menu with a yellow border, currently showing "E-mail" selected. To the right of the "Type" dropdown is an "Identifier \*" text input field. A blue button with a "+" sign is located to the right of the "Identifier" field. A small grey box with the number "512" is positioned above the "Identifier" field. The "E-mail" option in the dropdown menu is highlighted in blue, and a mouse cursor is pointing at it.

# Fill in an F12 ENS declaration

Step by step 33/52

## Step 33

If you need Container information, click on:  
Continue to Containers Information – bottom  
left.

Or select the Container Information tab.

UD > EU Customs Trader Portal > Create ENS Filing

City

Sub-division

Country

COMMUNICATION (0 UP TO 9)

Type  Identifier

City \* Aarhus

Sub-division

Country \* DK - Danmark

COMMUNICATION (0 UP TO 9)

Type \*  Identifier \*

E-mail SFT@example.com

Continue to Containers Information

Previous Next

# Fill in an F12 ENS declaration

Step by step 34/52

## Step 34

Container Information tab.

Activated by turning on the switch Goods transported in container.

Fill in the information and add it to the list by tapping on the blue icon with "+".

EU Customs Trader Portal > Create ENS Filing

Create ENS Filing: IE3F12

Auto-Save as Draft  Actions

ENS Filing Information ENS Actors Master consignment

Master Consignment Information Actors (MC level) Containers Information Supporting Documents Additional Information Additional Supply Chain A

Goods transported in container

TRANSPORT EQUIPMENT (0 UP TO 9999)

Container identification number	Container packed status	Container supplier type	Container size and type	Number of seals
No results found.				

+



# Fill in an F12 ENS declaration

Step by step 35/52

## Step 35

The Supporting documents tab.

Here you can enter information on up to 99 Supplementary Documents.

Create ENS Filing: IE3F12

The screenshot displays the 'Create ENS Filing: IE3F12' interface. At the top, a progress bar shows two completed steps: 'ENS Filing Information' and 'ENS Actors', each marked with a green checkmark. Below the progress bar is a horizontal navigation menu with five tabs: 'Information', 'Actors (MC level)', 'Containers Information', 'Supporting Documents', and 'Additional Information'. The 'Supporting Documents' tab is currently selected and highlighted in blue. A mouse cursor is pointing at this tab. Below the navigation menu, the main content area is titled 'SUPPORTING DOCUMENTS (0 UP TO 99)'. It features a table with two columns: 'Supporting Documents' and 'Type'. The 'Supporting Documents' column contains a text input field with a '70' character count indicator. The 'Type' column contains an empty text input field. To the right of the 'Type' input field is a blue square button with a white plus sign, used for adding new documents.

# Fill in an F12 ENS declaration

Step by step 36/52

## Step 36

The Additional Information tab.

Up to 99 additional information can be entered here.

Please note:

The field 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.

Create ENS Filing: IE3F12

The screenshot shows a progress bar at the top with two green checkmarks in circles, labeled 'ENS Filing Information' and 'ENS Actors'. Below the progress bar is a horizontal menu with five tabs: 'Information', 'Actors (MC level)', 'Containers Information', 'Supporting Documents', and 'Additional Information'. The 'Additional Information' tab is highlighted with a yellow border and a mouse cursor is pointing at it. Below the menu, the main content area is titled 'ADDITIONAL INFORMATION (0 UP TO 99)'. It contains a form with two input fields: 'Text' and 'Code'. The 'Text' field has a small box above it containing the number '512'. To the right of the 'Code' field is a blue button with a white plus sign (+).

# Fill in an F12 ENS declaration

## Step by step 37/52

### Step 37

The Additional Supply Chain Actor tab.

Information on up to 99 Additional Actors in the Supply Chain can be provided here.

The EORI number of the freight forwarder who is to submit the ENS at the house consignment level (e.g., F15) must be entered, and Supplementary Filing Type must be selected from the dropdown menu.

Meaning of values 1 and 2 for Supplementary Filing Type:

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 - only applicable when submitting an F14 or F15.

Create ENS Filing: IE3F12

Auto-Save as Draft  Actions

ADDITIONAL SUPPLY CHAIN ACTOR (0 UP TO 99)

Identification number  <sup>17</sup> Role  +

SUPPLEMENTARY DECLARANT

EORI \*  <sup>17</sup> Supplementary Filing Type  +

# Fill in an F12 ENS declaration

Step by step 38/52

## Step 38

To add information about Goods Items, click:  
Continue to Goods Items.

Or select the Goods Items tab.

< Information Actors (MC level) Containers Information Supporting Documents Additional Information **Additional Supply Chain Actor** Goods Items

ADDITIONAL SUPPLY CHAIN ACTOR (0 UP TO 99)

Identification number  <sup>17</sup> Role

SUPPLEMENTARY DECLARANT

EORI\*  <sup>17</sup> Suppl emen tary F iling Type

EORI DK13116482 Supplementary Filing Type 1

[Continue to Goods Items](#)

# Fill in an F12 ENS declaration

Step by step 39/52

## Step 39

The Goods Item tab.

The last part is now being completed. Activate Goods Items by clicking on the blue icon with "+".

The screenshot displays the F12 ENS declaration interface. At the top, a progress bar shows three steps: 'ENS Filing Information' (completed with a green checkmark), 'ENS Actors' (completed with a green checkmark), and 'Master consignment' (in progress with a pencil icon). Below the progress bar is a navigation menu with tabs: 'Information', 'Actors (MC level)', 'Containers Information', 'Supporting Documents', 'Additional Information', 'Additional Supply Chain Actor', and 'Goods Items' (selected). The 'Goods Items' tab is active, showing a table with columns: 'Goods item number', 'Commodity code', 'Description of goods', 'Gross mass (Kg)', and 'Type of packages'. A blue '+ Add' button is visible in the bottom right corner of the table area.

# Fill in an F12 ENS declaration

Step by step 40/52

## Step 40

Under the Commodity Code section, the following fields must be filled in:

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

You can also choose to fill in the fields

- CN code
- CUS code (CUS code) manually
- United Nations Dangerous Goods Identifier via the dropdown menu.

**Goods Items** ✕

---

COMMODITY CODE

Harmonized System sub-heading \*  6

Combined nomenclature code  2

CUS code  9

Description of Goods \*  512

Gross Mass \*  Kg

United Nations Dangerous Goods Identifier

---

PACKAGING

Packages \*  8    Type of packages \*     Shipping marks \*  512 +

Cancel OK

# Fill in an F12 ENS declaration

Step by step 41/52

## Step 41

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

- Packages
- Type of packages
- Shipping marks.

Save the information by clicking on the blue icon with "+". The entered information will then 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'.

Goods Items ×

COMMODITY CODE

Harmonized System sub-heading code \* 760612 0

Combined nomenclature code 2

CUS code 9

Description of Goods \* Aluminium sheets 496

Gross Mass \* 800 Kg

United Nations Dangerous Goods Identifier

PACKAGING

Packages \* 2 8 Type of packages \* 1B - tromle, aluminiums- × Shipping marks \* MARK123456789 499 +

Cancel OK

Add Packages

# Fill in an F12 ENS declaration

Step by step 42/52

## Step 42

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** ×

**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 (0 UP TO 99)**

**Supporting Documents**  **Type**  +

---

**TRANSPORT EQUIPMENT (0 UP TO 99)**

Container identification number	Container packed status	Container supplier type	Container size and type	Number of seals	
No results found.					✎ -



# Fill in an F12 ENS declaration

Step by step 43/52

## Step 43

Here you will see the information you have entered about the Goods Item at the bottom of the screen.

You cannot click Next, because there are no more fields to fill in.

EU Customs Trader Portal > Create ENS Filing

ENS Filing Information    ENS Actors    Master consignment

Information    Actors (MC level)    Containers Information    Supporting Documents    Additional Information    Additional Supply Chain Actor    **Goods Items**

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		—


Previous    Next


# Fill in an F12 ENS declaration

Step by step 44/52




## Step 44


Instead, scroll to the top of the page and click on the arrow next to Actions.

Create ENS Filing: IE3F12 Auto-Save as Draft  **Actions** 

✓ ————— ✓ —————   
ENS Filing Information                      ENS Actors                      Master consignee

[Information](#) | [Actors \(MC level\)](#) | [Containers Information](#) | [Supporting Documents](#) | [Additional Information](#) | [Additional Supply Chain Actor](#)

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		—

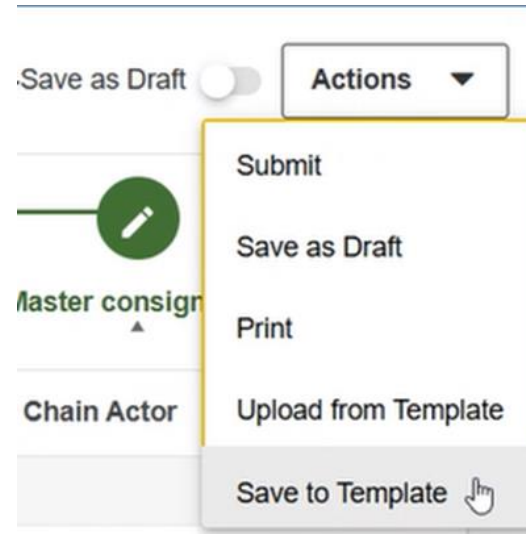


# Fill in an F12 ENS declaration

Step by step 45/52

## Step 45

By selecting "Save to Template" you can save a copy of your F12 entry locally on your computer. In this way, you can quickly upload all data entered and correct it if there are errors in the information.

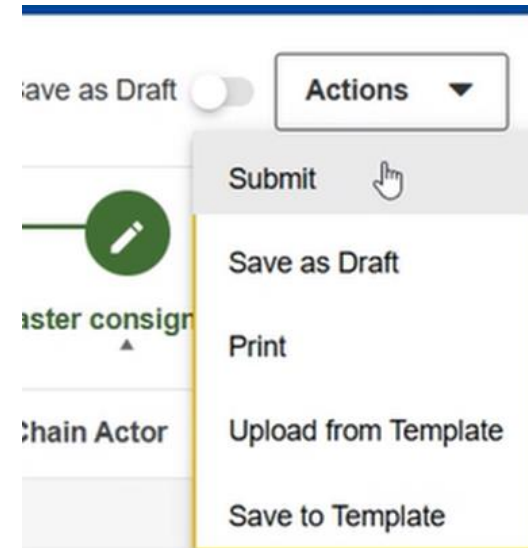


# Fill in an F12 ENS declaration

Step by step 46/52

## Step 46

Then go to Submit.



# Fill in an F12 ENS declaration

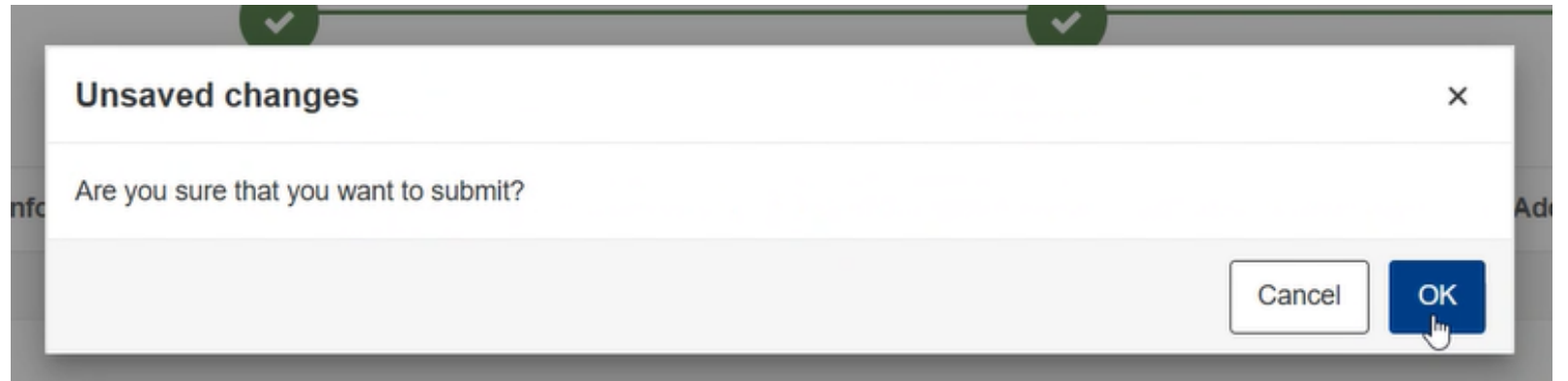
Step by step 47/52

## Step 47

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 F12 ENS declaration

Step by step 48/52

## Step 48

You can find your submitted F12 under the tab OVERVIEW, which is 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.

If an error is found in the ENS, you must create a new ENS filing with a unique LRN, correct it and re-submit it.

The screenshot shows the 'EU Customs Trader Portal' interface. The breadcrumb navigation is 'Europa-Kommissionen > GD TAXUD > EU Customs Trader Portal > Oversigt'. The left sidebar has a menu with 'OVERSIGT' (selected), 'SØG EFTER INDSÆNDELSER', 'UDKAST', 'BILAG', 'BTI', 'INF', and 'STI-STP'. The main content area is titled 'Liste over opgaver og meddelel...' and shows '87 poster fundet'. There are filters for '87 - Seneste', '0 - Opgaver, der snart udløber', '0 - Opgaver, der er udløbet', and 'Alle - per måned'. Below the filters is a table with columns: 'Prioritet', 'System', 'Referencenummer 1', 'Referencenummer 2', 'Titel', and 'Type'. A row is visible with the following data: 'Mellem', 'STI-STP', '90c8e8f1e420-485a-b074-733fe191bd2b', 'IE3R01 ENS Registration Response', and 'Meddelelse'. There are also input fields for 'Choose Priority', 'Choose Business Domain', and 'Choose Type'.

Prioritet	System	Referencenummer 1	Referencenummer 2	Titel	Type
Mellem	STI-STP	90c8e8f1e420-485a-b074-733fe191bd2b		IE3R01 ENS Registration Response	Meddelelse

# Fill in an F12 ENS declaration

Step by step 49/52

## Step 49

This is a status 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 F12 ENS declaration

Step by step 50/52

## Step 50

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

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 F12 ENS declaration

Step by step 51/52

## Step 51

After submission of the ENS, the additional declarant entered in Step 37 will receive a message of the type "IE3N02, ENS not complete notification" notifying that they need to file a supplementary ENS filing, i.e. F15 or F14 + F16.

<input type="checkbox"/>	Mellem	STI-STP	365917ef43d4-4827-b56d-5ee54600209f	<a href="#">IE3N03 Assessment Complete Notification</a>	Meddelelse
<input type="checkbox"/>	Mellem	STI-STP	69e023bced3d-4786-a7a2-f429e46af0aa	<a href="#">IE3N02 ENS Not Complete Notification</a>	Meddelelse

### IE3N02 ENS Not Complete Notification

Actions ▼

Meddelelse [Supplerende oplysninger](#)

Notification Date 03/02/2025 09:45

MRN 25DE010000AXEDBAT0

Declarant EORI DK13116482

Representative EORI

Transport document (Master level) number 11112

Type N704 - Masterkonnossement

Customs Office of First Entry DE001345

SUPPLEMENTARY DECLARANT INFORMATION

# Fill in an F12 ENS declaration

Step by step 52/52

## Step 52

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

Remember that when presenting the goods in the Manifest system, the Transport document type and Transportation document number must be the same as the information provided by the ENS.

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

### IE3N03 Assessment Complete Notification

Actions

Meddelelse [Supplerende oplysninger](#)

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

# How to get help

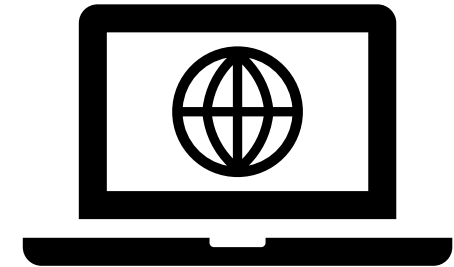
You can get further help from the Danish Customs Agency's Service Desk and on the Danish Customs Agency's website.



**+45 70 15 73 01**



**[ics2support@toldst.dk](mailto:ics2support@toldst.dk)**



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