



Guidance for Correct Export Documentation: ICS2 Compliance

To ensure compliance with ICS2 regulations and minimize the risk of rejected declarations or customs delays, each item line in your export documentation must be specific, accurate, and follow a standardized format. Below is an example of a correct line entry and detailed guidance on the required information.

Example of a Correct Line Entry for ICS2 Compliance

- Commodity Description: 10 men's cotton shirts, size L
- HS Code: 6105.10 (for men's or boys' shirts, of cotton)
- Number of Packages: 1 box
- Packaging Type: Cardboard box
- Total Weight: 5 kg
- Seller: ABC Clothing Co.
- Buyer: XYZ Retail Ltd.
- EORI Number: EU123456789 (for EU legal entities)

Required Information for Each Item Line

- 1. Commodity Description**
Provide a clear, specific description of the goods being shipped. Avoid vague terms such as "clothing" or "electronics." Instead, describe the exact items (e.g., "10 men's cotton shirts, size L").
- 2. HS Code (Harmonized System Code)**
Include the correct HS Code for *each item*. This ensures proper classification of goods for customs purposes. You can verify the HS Code with your local customs authority or online resources.
- 3. Number of Packages**
State the exact number of packages containing the listed item(s). Each entry should reflect the precise packaging details.
- 4. Packaging Type**
Specify the type of packaging used, such as "cardboard box," "wooden crate," or "plastic wrap."
- 5. Total Weight**
Provide the accurate total weight of the item(s) in the specified package(s). Ensure the weight aligns with the number of goods listed.



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6. Seller and Buyer Details

Include the names of the seller and buyer to ensure clarity in the transaction and customs processes.

7. EORI Number/VAT registration number

For EU-based entities, include a valid EORI (Economic Operators Registration and Identification) number. This is mandatory for customs clearance within the EU. In Norway, Switzerland and Northern Ireland a VAT registration number may be provided.

Additional Tips for Compliance

- **Accuracy is Key:** Double-check all entries for typos, incorrect HS Codes, or mismatched descriptions and weights.
- **Consistency:** Ensure the information matches across all documents, including invoices, packing lists, and export declarations.
- **Timely Submission:** Provide all required data to NTEX or relevant parties well in advance to avoid delays.

By following this guidance, you help streamline the process, reduce risks, and ensure your shipments comply with ICS2 regulations.



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