

Dear All,

You can find all related information, factsheets, FAQs, etc. about ICS2 on the European Commission website [https://taxation-customs.ec.europa.eu/customs/customs-security/import-control-system-2\\_en](https://taxation-customs.ec.europa.eu/customs/customs-security/import-control-system-2_en).

Economic operators can submit an Entry Summary Declaration (ENS) to ICS2 via:

- System to System (S2S) - Economic operators must develop their own IT system for this purpose or use the services of an IT Service Provider (ITSP).
- User to System (U2S) - ENS filings can be submitted through the Shared Trader Portal (STP)

In both cases, economic operators must have an EORI number and registration in the national UUM&DS system.

**Economic operators WHO have an EORI number issued in Bulgaria can access the STI-STP Trade Portal (STI-STP) via the Electronic Portal of the Bulgarian Customs Administration <https://ep.customs.bg/eportal/>**

**If you are not registered** on the Electronic Portal of the Bulgarian National Customs Agency, you must complete the following steps:

*Registration in the Electronic Portal of the Bulgarian National Customs Agency is carried out in accordance with Order No. ZAM-1495/19.09.2023 of the Director of the National Customs Agency (The Order), published on the E-Portal of the National Customs Agency in the Documents/Current Documents/Registration section. On the basis of the same order, for the exchange of information using electronic data processing means under this order, the person is required to possess a valid qualified electronic signature prior to registration in accordance with the requirements of Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and authentication services for electronic transactions in the internal market and repealing Directive 1999/93/EC and the Law on Electronic Documents and Electronic Signatures. The qualified electronic signature must be issued by qualified trust service providers in accordance with the eIDAS Regulation from the following Trusted List: <https://eid.ec.europa.eu/efda/tl-browser/#/screen/home>.*

*In case you wish to register a legal entity, it is a mandatory condition that the qualified certificate for a qualified electronic signature of the manager/employee of the registered legal entity contains the identification number of the legal entity, according to the national legislation of the respective country on whose behalf information will be submitted electronically, and the identifier of the manager/employee. Mobile and cloud QES, as well as work via mobile devices, are not allowed.*

*In order to complete the registration of economic operators, after passing the 3rd step of registration, legal entities from third countries (outside the EU) should submit registration*

*documents issued by the competent authorities of the relevant country, which provide the necessary identification data and current status, issued no later than 6 months before submitting the registration documents. The documents must be drawn up in a manner that meets the legalization requirements arising from the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, drawn up on 5 October 1961 in The Hague, or in accordance with the requirements of existing bilateral legal assistance treaties between the Republic of Bulgaria and the relevant country. In case the documents originating from another country do not have or cannot be provided with an apostille in order to be valid on the territory of the Republic of Bulgaria, they must be certified (legalized) in accordance with the generally accepted practice applied by the Ministry of Foreign Affairs. The hard copy documents for the registered legal entity are submitted to the registry of the National Customs Agency at 47 Georgi S. Rakovski Str., Sofia 1202 in person or by sending them as a registered postal item through a registered or licensed postal operator.*

*In case the registration is carried out by an authorized person (other than the company manager), registration documents issued by the competent authorities of the respective country, which provide the necessary identification data and current status, issued no later than 6 months before submitting the registration documents, must be submitted again. The documents must be drawn up in a manner that meets the legalization requirements arising from the Convention Abolishing the Requirement of Legalization for Foreign Public Documents, drawn up on October 5, 1961. in The Hague or in accordance with the requirements of existing bilateral legal assistance treaties between the Republic of Bulgaria and the respective country. In case the documents originating from another country do not have or cannot be provided with an apostille in order to be effective on the territory of the Republic of Bulgaria, they must be certified (legalized) in accordance with the generally accepted practice applied by the Ministry of Foreign Affairs. It is mandatory to present a notarized power of attorney in original or a notarized copy of the original, proving that the person is authorized to perform this action. The authorized person must possess a qualified electronic signature of the relevant legal entity (containing the identification number of the legal entity, according to the national legislation of the relevant country) and its personal data.*

To gain access to the information systems of the National Customs Agency and the Directorate General for Taxation and Customs Union (DG TAXUD), you need to go through the full IP registration process at <https://ep.customs.bg/eportal/>.

For your convenience, we also provide you with detailed instructions regarding the **registration process** and the next basic steps you need to complete.

Registration is done by going to <https://ep.customs.bg/eportal/> and entering the “Registration” section, which is located in the upper right corner of the page. Once you enter the section, at the bottom you will find the three steps that you need to go through sequentially to register. After each of the steps below, you need to completely close the browser and open it again. The steps for completing the registration are described in detail in the “Guide for External Users” which is located on the E- Portal, in the “Registrations” section.

- "Step 1: Create a User Account" - the address from which you can access step 1 is "https://ep.customs.bg/eportal/public/index?pageId=29". Instructions can be found in section 3.2 of the External Users Guide.

- "Step 2: Associating an electronic signature with the user created in step 1", first you need to install the correct driver for your card reader. The address from where you can access step 2 is "https://ep.customs.bg/eportal/public/index?pageId=29". Instructions can be found in item 3.3 of the manual for external users. In case the registration in the AM E-Portal is carried out by a foreign person, you need to inform us by email: servicedesk@customs.bg, so that we can send you instructions for the specific registration, as the intervention of a customs officer is required for the signature to be successfully associated. In the request, you must indicate the identifier of the person with whom step 1 was carried out.

- "Step 3: Registration of the person (economic operator)" - the address from which you can access step 3 is "https://ep.customs.bg/eportal/public/index?pageId=29". Here you can also add your EORI number, in case you already have one. Instructions can be found in section 3.4 of the manual for external users.

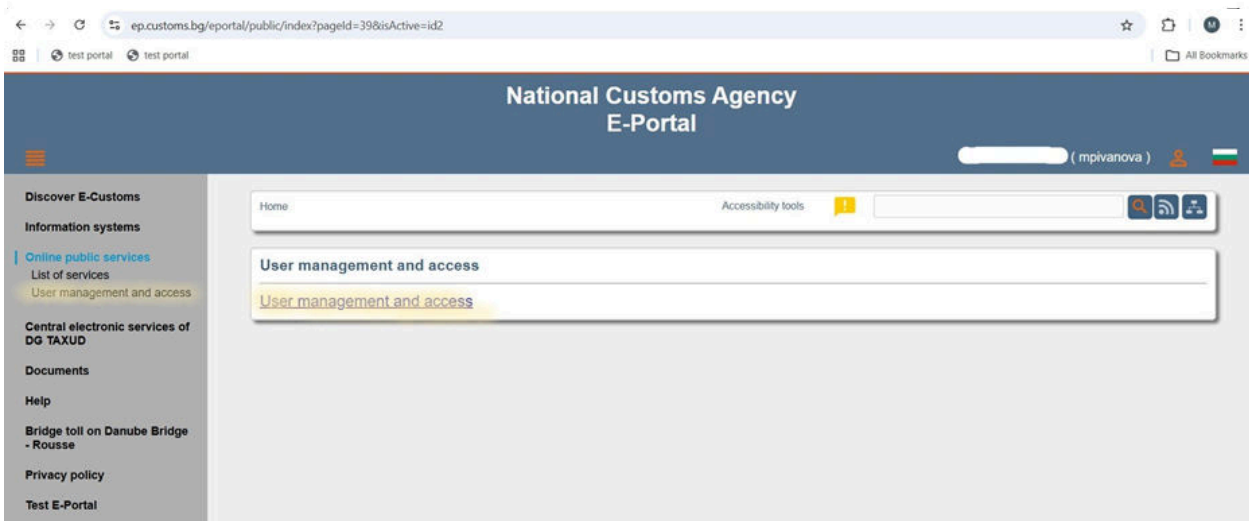
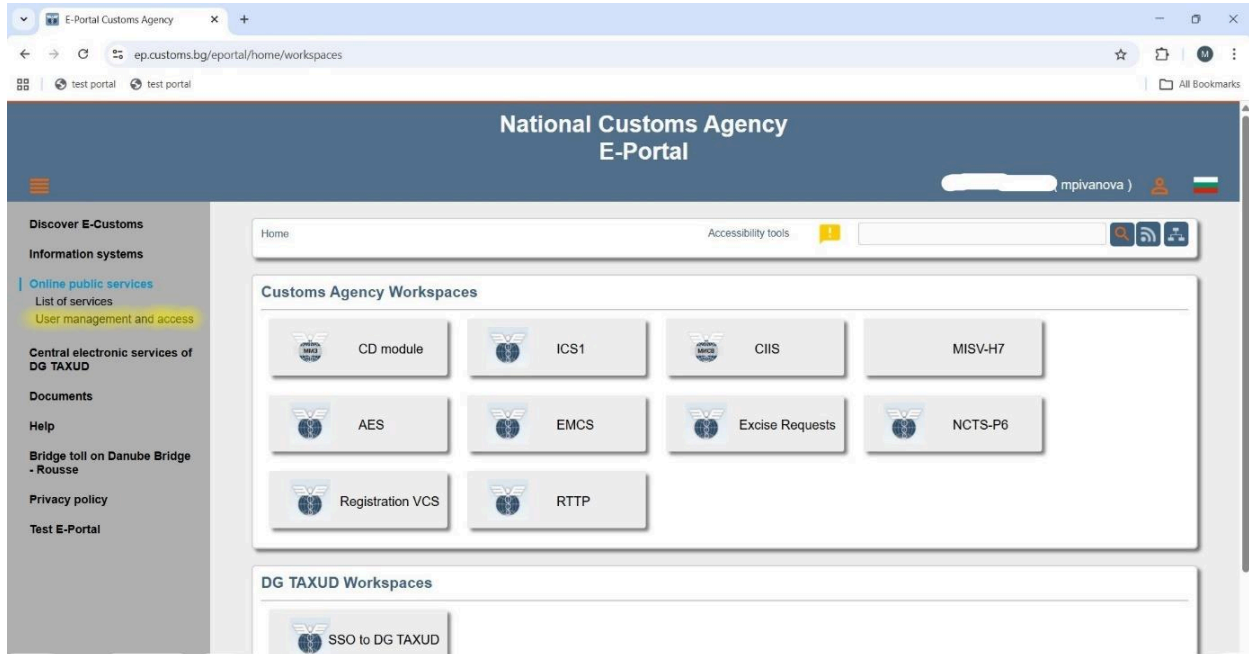
**Please note that you cannot register on the National Customs Agency's electronic portal with a cloud-based electronic signature.**

**In addition, you need to have an electronic signature issued by qualified trust service providers in accordance with the eIDAS Regulation from the following trusted list: <https://webgate.ec.europa.eu/tl-browser/#/>.**

**After completing the registration process, to submit ENS to ICS2 traders should apply the following profiles in the first process: 01. Request for access to the systems (national/central EK):**

- *STISTP\_EXECUTIVE - Profile for access to U2S to STI-STP for submitting data to ICS2. Can view, enter and submit information to STI-STP*
- *STISTP\_CONFIGURATOR - Profile for U2S access to STI-STP for data submission to ICS2. Can configure preferences in STI-STP*
- *STISTP\_CONSULTATIVE - Profile for U2S access to STI-STP for submitting data to ICS2. You can consult information in STI-STP*
- *STISTP\_EXECUTIVE\_LIMITED - U2S access profile to STI-STP for submitting data to ICS2. Can view, enter and submit limited information in STI-STP*

The following screens show the steps for registration and access to STI – STP



Step 2 of 3: Select the process from the list.

Resource	Process Request Category	Description
01. Requesting access to the systems (national / EK central)	Entitlements	Request profiles for access to national systems and/or central services of the EC
02. Adding employees of the person and Superuser (when the Registrar is an employee of the person)	Accounts	Creation of user accounts of employees and Superuser of an economic operator (when the Registrar is an employee of the person)
03. Adding a Superuser (when the Registrar is not an employee of the person)	Accounts	Creation of Superuser user accounts (when the Registrar is not an employee of the person)
04. a. Edit rights of the person's registered employees	Entitlements	Editing rights to work with the customs information systems of the person's registered employees
04. b. Group granting of rights for registered users	Entitlements	Group granting of rights to work with customs information systems to registered users
05. Editing data about the registered employees of the person	Accounts	Edit data about the person's registered employees
06. Editing of the person's registration	Accounts	Editing data of the person's registration - entering/editing contact information, VAT number, excise number and EORI number
07. Change of legal representative of the person	Entitlements	Joining a legal representative of the person to the registration of an economic operator
08. Adding data to build a system-to-system connection	Accounts	Entering a new system/editing data to establish a system-to-system relationship
09. Registration Status	Accounts	Information of status of Economic Operator and EO's Employees
10. Request to delegate a profile for working with customs information systems	Entitlements	Request to delegate a profile for working with customs information systems from one economic operator to other
11. Request to withdraw for delegated profile for customs information systems	Entitlements	Request to withdrawal for delegated profile for customs information systems from one economic operator to other
12. Request to undemable delegated profile for customs information systems or delegation request for digital signature to a service provider when sending messages on behalf of EO	Entitlements	Request to undemable delegated profile for customs information systems or delegation request for digital signature to a service provider when sending messages on behalf of EO
13. Economic Operator Terminate/Restore	Economic Operator	Economic Operator Terminate/Restore
14. Checking delegation of profiles for customs information systems	Administrative	Checking delegation of profiles for customs information systems from one economic operator to other

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Step 3 of 3: Confirm and complete process request.  
\*- indicates required.

**Process:** 01. Requesting access to the systems (national / EK central)

**Recipient:**

**Process Request Category:** Entitlements

**Description:** Request profiles for access to national systems and/or central services of the EC

**Form Detail**

**Request for usage of central service or system**  
Press 'Submit' to request the entitlement.

Economic Operator: [Name] [Address] [VAT Number] [EORI Number]

**Available profiles:**

- NCTS - Import
- POUS\_STP\_CONSULTATIVE
- POUS\_STP\_EXECUTIVE
- REXSTP\_CONSULTATIVE
- REXSTP\_EXECUTIVE
- STISTP\_CONFIGURATOR
- STISTP\_CONSULTATIVE
- STISTP\_EXECUTIVE
- STISTP\_EXECUTIVE\_LIMITED
- SALVAC Request presentation

**Description:**

**Roles:**

- AEO\_MANAGE\_APPL
- AEO\_MANAGE\_AUTH
- AEO\_MANAGE\_SUBM\_APPL

Once ICS 2 profiles have been added to access the STI-STP Trade Portal you must select "Central electronic services of DG TAXUD"

**National Customs Agency E-Portal**

Discover E-Customs  
Information systems  
Online public services  
Central electronic services of DG TAXUD  
Documents  
Help  
Bridge toll on Danube Bridge - Rousse  
Privacy policy  
Test E-Portal

Welcome to the updated E-Portal of the Bulgarian Customs Agency

The E-Portal is the place where you can find the needed information explaining how to communicate with Bulgarian customs entirely electronically – here is the access to the information systems of the Customs Agency and the Directorate-General for Taxation and Customs Union (DG TAXUD), as well as up-to-date information and documentation concerning those systems and their performance.

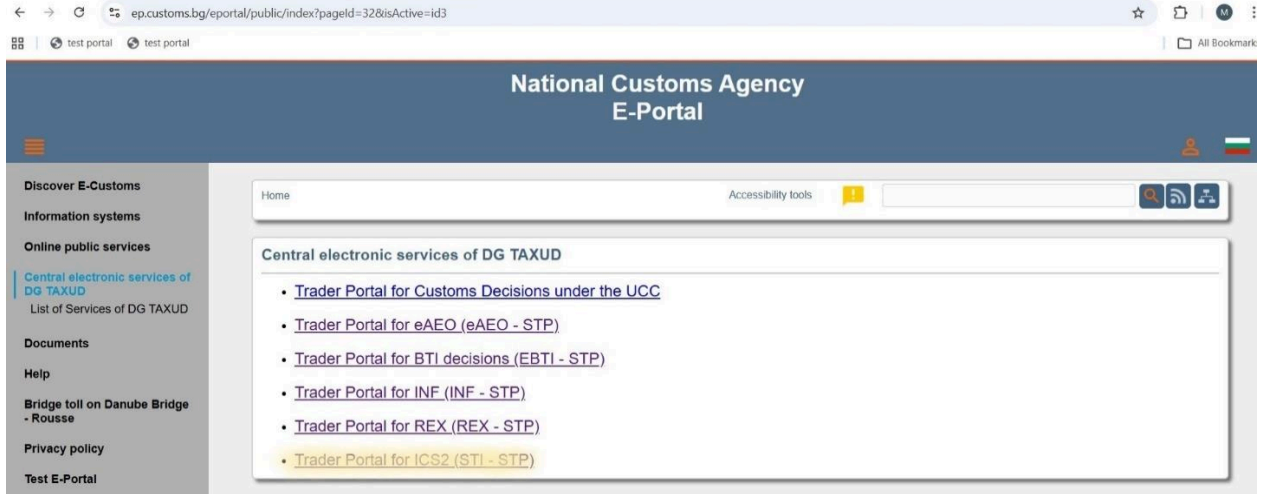
You can get acquainted with the new features that our portal offers you in the "External users' User guide".

If you are visiting the Customs Agency's E-Portal for the first time, we recommend you to look through the "Getting to E-Portal" section in advance.

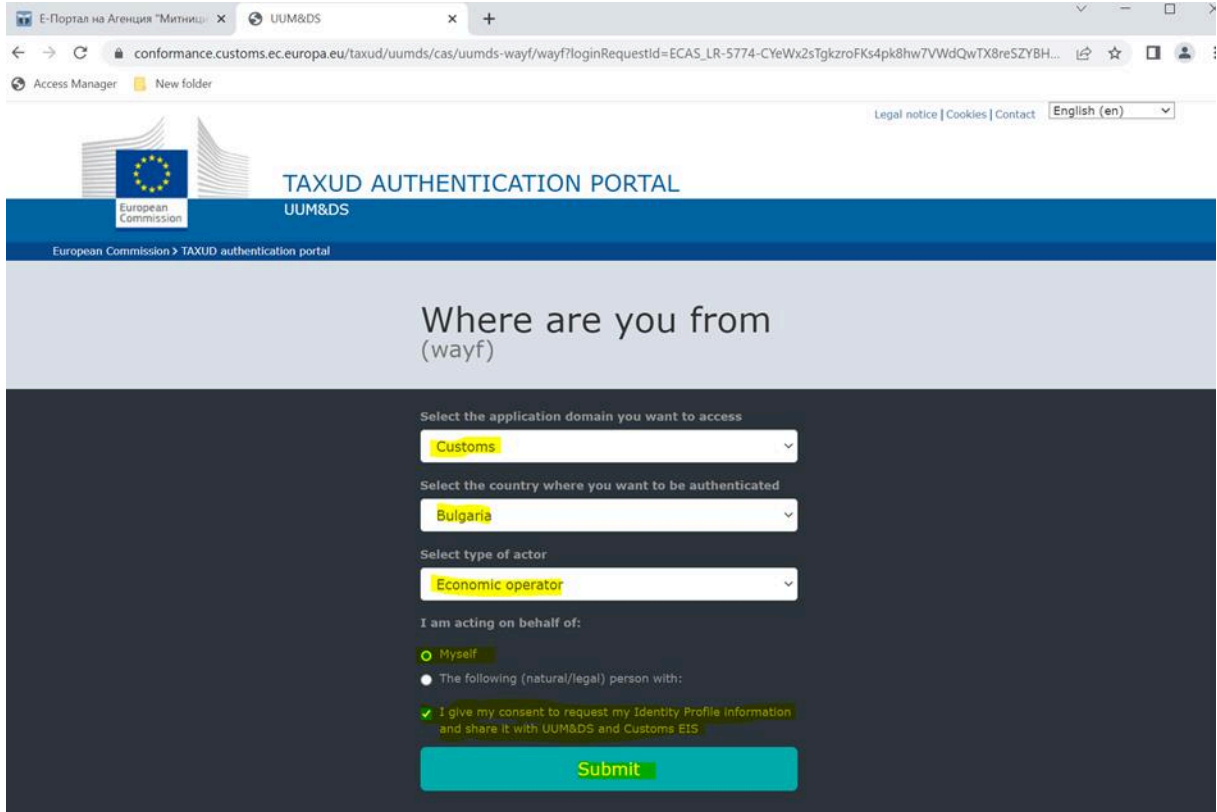
You have a question? You want to know how to use a certain service on the E-Portal? Everything that interests you and is important to you concerning your electronical interaction with Bulgarian Customs is collected and interactively presented to you in the sections "What is ...?" And "How to ...?" Don't miss them!

In "Help" section, you'll find answers to frequently asked questions, as well as contact information.

Select “Trader Portal for ICS2 (STI – STP)”



You will then be redirected to the TAXUD CERTIFICATION PORTAL



To create an ENS, you must select “Create ENS Submission”

The screenshot displays the 'Create ENS Filing' page on the European Commission Taxation and Customs Union portal. The page features a blue header with the European Commission logo and the text 'TAXATION AND CUSTOMS UNION'. Below the header, a navigation menu includes 'European Commission', 'DG TAXUD', and 'EU Customs Trader Portal'. The main content area is titled 'Create ENS Filing' and contains two input fields: 'LRN' and 'Type of ENS Filing'. The 'LRN' field is a text input with a '22' character count indicator. The 'Type of ENS Filing' field is a dropdown menu. A 'Next' button is located at the bottom right of the form. The footer of the page indicates 'version 1.10.0.0 - 14/04/2025'.

If you have any additional questions or need assistance, you can register a new request at the Service Desk of the Bulgarian National Customs Agency by sending an email to [ServiceDesk@customs.bg](mailto:ServiceDesk@customs.bg).