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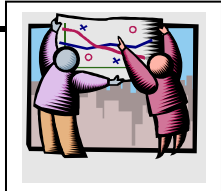
ICS USER REPRESENTATIVE

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INTEGRATED CARGO SYSTEM (ICS) – IMPLEMENTATION CHECK LIST

All businesses must complete their ICS technical assessment :

- **Establish use of Internet Service Provider** – please note that any change to an email address will affect your digital certificate and ICS registration.
- **Establish use of software** – if utilising Electronic Data Interchange (EDI) software, obtain *EDI Site Name, Text E-mail Address & EDI E-mail Address* from software provider for ICS and digital certificate registration purposes.

All businesses communicating electronically direct to Customs must have digital certificates :

- **Obtain Authorised Officer (AO) ABN-DSC Certificate(s)** – www.verisign.com.au/gatekeeper/customs/ allow up to *four weeks* to complete associated processes.
- **Identify the number of Individual ABN-DSC and Type 3 Server digital certificates required** – *ready reckoner* provided at www.customs.gov.au/site/page.cgm?u=4930
- **AO to purchase additional certificates through Access Gatekeeper Account Management** – <https://mygatekeeper.verisign.com.au/account/>
- **Establish policies and procedures for issuing, back-up, storage and use of digital certificates.**

All businesses communicating electronically direct to Customs must register details :

1. **PREPARING FOR CMR IMPORTS** booklet on CD **CARGO MANAGEMENT RE-ENGINEERING Import Information**
 2. **Electronic Communicator Registration** guide available at <http://www.customs.gov.au/site/page.cfm?u=4918>
- **Download CSI software** – available on CD **COMMON USE SIGNING – INTERFACE CSI INSTALLER** to allow access to Customs Interactive from browser.
 - **Register in Customs Connect Facility (CCF)** – nominate “signing authority” and complete the legal agreement document titled *USER AGREEMENT FOR ELECTRONIC DEALINGS THROUGH THE CUSTOMS CONNECT FACILITY* <http://www.customs.gov.au/site/page.cfm?u=5332>,
 - **Register all digital certificates through the Customs Interactive.**
 - **Register in ICS** – businesses must be registered (with roles added as required) in Customs Interactive.

ADDITIONAL STEPS for business completing IMPORT DECLARATIONS :

- **Check whether suppliers / importers are pre-registered** - <http://www.customs.gov.au/site/page.cfm?u=4916>
- **Register suppliers / importers as required through the Customs Interactive.**
- **Establish branches** – if more than one branch is required, complete *Establishment of Branches* form available at <http://www.customs.gov.au/site/page.cfm?u=5332>
- **AQIS Compliance Agreements link to branches** – provide AQIS the *ICS Branch ID Notification* form. Refer to ICCAN 2005/14 at <http://www.aqis.gov.au/iccan>
- **EFT Payments process by 12 September 2005** – *Direct Debit Request* and *EFT Client Authorisation* forms available at <http://www.customs.gov.au/site/page.cfm?u=5332> . Check that details in Customs Interactive are correct and contact Customs second level support on 02 62756100 for any necessary changes.
- **GST Authorisations** – to access the GST deferral report, obtain authorisation from the importer on their letterhead and send to *User Support, Cargo Systems Australian Customs Service, Customs House 5 Constitution Ave Canberra City ACT 2601.*

**FOR SUPPORT ON ANY ICS IMPLEMENTATION ISSUE,
PLEASE EMAIL THE CUSTOMS INFORMATION & SUPPORT CENTRE ON cargosupport@customs.gov.au**