**ENS Declaration Data Submission Guide
in the e.Krovinys System**

Purpose of this Guide

This guide is intended for customers who submit Entry Summary Declaration (ENS) data via the e.Krovinys system for transmission to the European Union Import Control System (ICS2). It has been prepared to clearly and simply explain the ENS data submission process and to help avoid the most common mistakes.

This guide provides information on:

- when and how you will receive a notification about a new SMGS consignment note;
- how to submit ENS data in the e.Krovinys system;
- what information must be completed;
- which documents must be attached;
- where to view the status of submitted ENS data;
- errors and how to correct them.

Submission of ENS data to ICS2 is necessary so that European Union customs authorities receive advanced information on transported goods. Timely and accurate data submission helps ensure smooth import of cargo into the EU and avoids possible delays or additional inspections.

How to Submit ENS Data

When your company is indicated in the SMGS consignment note in the field "Payer in the Territory of Lithuania", the system automatically assigns the consignment note to you and sends a notification to your company's general email address.

The notification includes:

- the company for which the cargo is intended;
- the SMGS consignment note number (active link) – by clicking it, the consignment note opens in the e.Krovinys system;
- the deadline for ENS data submission: within 12 hours from receiving the e-mail, but no later than 1 hour before the train arrives at the Lithuanian border station.

Sample Notification

Hello,

A new SMGS consignment note No. **12345678** for your shipment with consignee "**Trys pušelės**" has been assigned to you in the e.Krovinys self-service system. To ensure smooth customs processing, please enter the required ENS data:

- Click on the interactive link with the SMGS number in this message. If you are not logged in, please sign in to e.Krovinys using your account.
- In the opened SMGS document, click "Add ENS data". You will find detailed instructions in **this guide.**

Important: ENS data must be submitted no later than **2025-12-27 01:14.** If the data is not submitted on time, Lithuanian Customs may refuse the entry or transit of the goods.

If you have any questions, feel free to contact us by phone +370 5 202 1515 or by e-mail muitine@ltgcargo.lt

Thank you for choosing LTG Cargo.

This is an automated message, please do not reply.

JSC „LTG Cargo"
Part of „Lithuanian Railways" group
10 Pelesos street, Vilnius, LT-02100
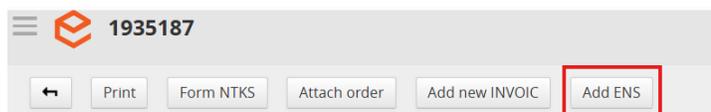ltgcargo.lt, LTG Cargo Linkedin

Recommendations for Completing ENS Data

- Always select countries, CN codes and package types from the lists provided by the system.
- Prepare in advance – have the buyer's and seller's addresses and contact details, VAT invoices for the goods, their descriptions and other documents (if required).
- Before submitting the data, check whether all required documents have been attached to the declaration.
- If there is more than one cargo item, each must be entered in a separate line.

ENS Data Entry Instructions

1. Click the active link with the SMGS number in the received e-mail. If you are logged out, log in to the e.Krovinys system using your account.
2. After the SMGS consignment note data opens, click "Add ENS data".

3. The ENS declaration data form will open – complete the fields listed below.

Seller and Buyer Data Field (completed in Latin characters)

- **Name:** company name or individual's name and surname.
- **Entity type** (select from the list): natural, juridical, association.
- **Address:** street, house number, city, postal code, country (country must be selected from the system list).

Phone number and e-mail are not mandatory; however, the phone number must be entered in international format (e.g. +370, +48, +49). If the country code is missing, the system will not allow saving the ENS.

Exception: Transit to / from Kaliningrad

Buyer and seller data do not need to be completed when the destination of the cargo in the SMGS consignment note is outside the EU customs territory.

Cargo Data Field

The first cargo item is filled in automatically from the SMGS if the cargo is homogeneous. If there are several cargo items, enter additional lines (the system automatically opens a new line after each completed one).

To be completed:

- CN code – selected from the system list (possible options appear when you start typing);
- Cargo description – filled automatically based on the CN code;
- Gross weight – entered manually.

Important: cargo data must always be verified and, if necessary, adjusted according to the invoice

.**Packaging Data Field**

- CN code – same as in the goods section; filled automatically.
- Shipping marks – enter in free text; if none, enter "None".
- Number of packages – entered in units.
- Package type – – for the first cargo it is filled in automatically; for additional cargo, select from the system list (e.g. PX – pallet, BX – box, PK – package).

Dangerous Cargo Data Field

If the cargo is marked as dangerous in the SMGS consignment note, the dangerous goods name and code are transferred automatically.

If the cargo is not dangerous, this section does not need to be completed.

If There Is More Than One Dangerous Cargo Item

The system automatically assigns dangerous goods data only to the first cargo item. For all other dangerous cargo items, the dangerous goods data must be entered manually by selecting the appropriate CN code from the dangerous goods list.

What are considered dangerous goods?

Dangerous goods are substances or articles that have been assigned a UN (United Nations) dangerous goods identification number. The UN number is a four-digit code assigned to materials included in the classification of the carriage of dangerous goods (ADR / RID).

Declaration Documents Data Field

Here you upload documents on the basis of which the ENS declaration is formed. These documents are required so that LTG Cargo can correctly prepare the ENS and transmit it to the ICS2 system. Mandatory document:

Invoice – the main document used to determine the goods, their quantity, value, buyer and seller.

If necessary, additional documents may also be uploaded, such as:

- certificate of conformity,
- quality certificate,
- other documents containing additional information about the goods or transaction parties.

Important: if documents are not attached, the ENS may not be accepted in the ICS2 system and the Lithuanian customs authorities may refuse entry of the cargo into the EU. Therefore, we recommend uploading all available documents to avoid inconvenience at the border.

Document Upload

1. Select the document type from the list.
2. The SMGS description field fills automatically.
3. Enter the document number. If the document has no number, enter "None".
4. Click "Upload document" and select the file from your device.
5. Click "Import".
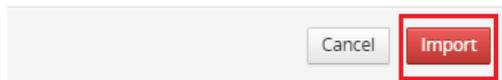
- Allowed formats: PDF (pdf), JPG (.jpg), JPEG (.jpeg). Other formats (e.g. .docx, .xlsx, .zip) are not accepted.
- Maximum size of one document: 500 KB

Data Submission

After completing the ENS data, three actions are possible:

1. Save – the data is saved in the system and the message "Operation executed successfully" appears, but the data is not yet submitted to LTG Cargo. The data can still be edited.

2. Save and close – the data is saved and the form is closed, but the data is not yet submitted to LTG Cargo. The data can be edited later.

3. Approve – the data is officially submitted to LTG Cargo and forwarded for further processing and transmission to ICS2. The message "Operation executed successfully" also appears.

Important: after clicking "Approve", the data can no longer be edited.

If you notice inaccuracies or missing information after confirmation, please contact LTG Cargo staff who will be able to make the required changes.

Errors and Their Corrections

If, after clicking "Save", "Save and close" or "Approve", the system detects inaccuracies, a red error bar is displayed at the top of the screen.

Incorrectly or incompletely filled fields are highlighted in red.

What to Do?

1. Check the fields highlighted in red.
2. Correct the indicated errors (add missing data, select values from lists, etc.).
3. Click "Save" or "Confirm" again.
4. Only after all errors are corrected will the system allow successful submission of ENS data.

Amendments to Data

After the ENS data is approved, it can no longer be edited. If, after clicking "Approve", you notice inaccuracies or missing information, the ENS data can only be corrected by LTG Cargo staff by phone +370 5 202 1515 or email muitine@ltgcargo.lt

Where to Find Submitted ENS Data and Their Statuses
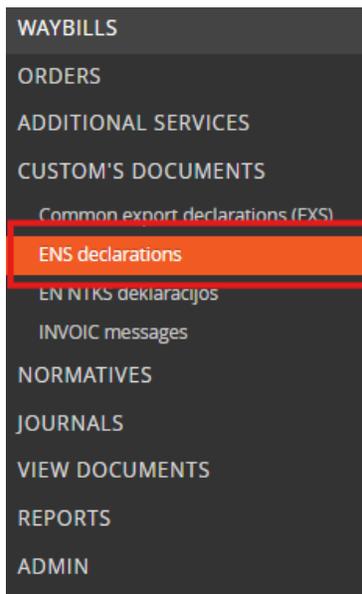
In the left-hand menu, select "Customs Documents" → "ENS Declarations". Here you will see all your submitted ENS data and their statuses.

Status meanings:

Not approved – ENS data has not yet been submitted to LTG Cargo and therefore has not been transmitted to ICS2. You must return to the declaration data and click "Confirm".

Approved – ENS data has been successfully submitted to LTG Cargo for further transmission to ICS2.

Annulled – ENS data has been annulled. You will be informed about this by email. After receiving such a notification, the ENS data must be submitted again.

Contact Information

If you have any questions, please contact us by phone: +370 5 202 1515 or email muitine@ltgcargo.lt