Economic operator e-mail address configuration in STI STP to receive ICS2 unavailability and BCP information
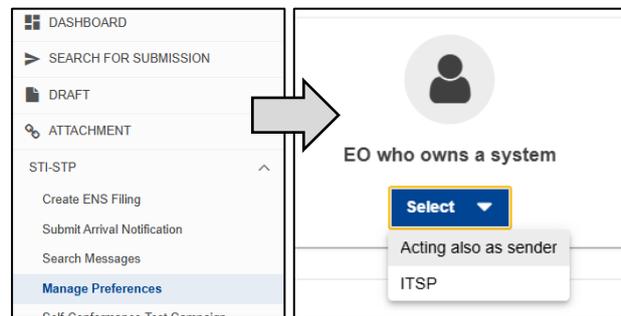
1. Adding new e-mail address to the "Unavailability mailing list"

1.1. Follow the link https://customs.ec.europa.eu/gtp/ and log-in into Shared Trader Interface Shared Trader Portal (STI STP);

1.2. On the left-hand side under "STI-STP" go to "Manage preferences" tab;

1.3. Select "Acting also as sender" or "ITSP" under the "EO who owns a system" and press "Continue";

!!! This step should be done also by "EO who does not own a system" – configuration of "Unavailability mailing list" is not duplicated for this role!!!
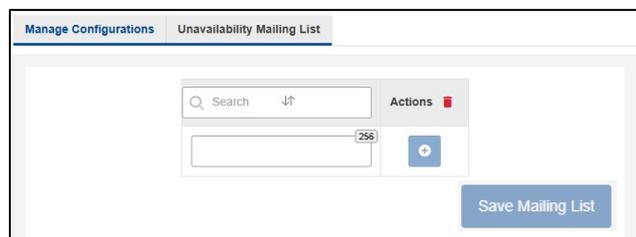
1.4. In the "Unavailability mailing list" tab:

   1.4.1. Enter EO e-mail address in the "E-mail" field;

   1.4.2. Press "Add E-mail" button to add the e-mail to the "Unavailability mailing list"

   1.4.3. Repeat the steps 1.4.1 and 1.4.2 until you have added all the e-mail addresses you want to be notified;

   1.4.4. Press "Save mailing list" to save the changes in the "Unavailability mailing list".

1.5. As of this moment e-mail notification on ICS2 unavailabilities and activations/deactivations of ICS2 BCP will be sent to the added e-mail addresses.

2. Removal of e-mail address from the "Unavailability mailing list"

2.1. Go to "Unavailability mailing list" tab following the steps described in sections 1.1, 1.2 and 1.3;

2.2. In the "Unavailability mailing list" tab:

   2.2.1. Find an e-mail address you want to remove. This can be done by using "Search" field or by checking e-mail addresses in the list;
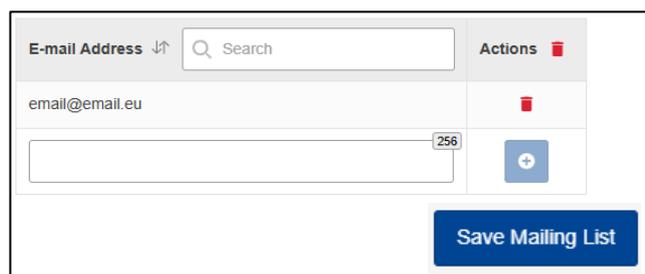
   2.2.2. Press "Bin" icon to delete the e-mail address from the "Unavailability mailing list"

   2.2.3. Repeat the steps 2.2.1 and 2.2.2 until you have deleted all the unnecessary e-mail addresses from the list or press "Bin" icon on the top-right corner to delete all e-mail addresses being configured in the "Unavailability mailing list";

   2.2.4. Press "Save mailing list" button to save the changes in the "Unavailability mailing list"

2.3. As of this moment economic operator won't get e-mail notification on ICS2 unavailabilities and activations/deactivations of ICS2 BCP to the deleted e-mail addresses.

3. Update e-mail address in "Unavailability mailing list"

E-mail addresses cannot be updated in the STI STP – the only option is to delete e-mail address as per section 2 and add new one as per section 1.

!!! E-mails to economic operators are sent out only in the production environment !!!