

UK Bookings

Customs Requirements Manual

This manual refers to UK Services only (including the Santander \rightarrow Dublin \rightarrow Liverpool service)

For information regarding EU \rightarrow EU services: "Customs Status of Goods" manual

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1 CREATING A BOOKING – GENERAL CONCEPT

1.1 Before arrival at the Port of Loading – Providing Customs Related Information

- 1. Click on Create New Booking Request and select a UK route
- 2. Enter Sailing Time
- 3. Indicate whether you are shipping a Full or Empty unit (please observe guidance below when shipping new trailers)
- 4. The CSTOFG field is not editable, and it will auto populate with the code 'R' as shown in Figure 1

Figure: 1 – CWEB Create Booking

	ING & BOOKING	NEWR I		3 INFO INGS BOOKIN	G REQUES	T FEEDBACK	¢							
Clear input	Upload Excel	Template					1						<u>C</u>	lour / Icon legen
Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG	DERP	Goods description	Len	Ta.Wt.	C.Wt.	Haz?	Actions

5. Click on the Consignments Tab as shown in Figure: 2

If the consignments tab is not functioning, the WEBBOOK_CUSTOMS AGENT Role will need to be enabled by the customer administrator of your company.

6. To add the consignments immediately, click on **Add consignments**. Alternatively, you can create and submit the booking request and add the consignment later (prior to arrival).

Figure: 2 – Add Consignment



7. Complete Consignment information (all **red** fields) for every Consignment (customs declaration) within the unit as shown in Figure 3

Figure: 3 – Consignment Tab







- **Doc. Type:** Provide the document type of your consignment
- Doc. Number: Provide the MRN number of your accompanying document
- <u>To EU only</u> <u>Consignor & Consignee</u>: Provide Consignor & Consignee details (EORI or Full details)
- Nr Of Colli: The number of packages for each Item within the particular consignment
- Package Code: The UN package code of each Item within the particular consignment
- **Description:** A detailed and clear description of the Item
- **<u>Gross Weight</u>**: The gross weight of the Items

<u>Note:</u> CLdN only requires the minimum, legally required dataset of your consignments to be able to fulfil our obligations as Carrier and Terminal Operator.

1.2 Following vessel departure – Obtaining release from the Terminal

Following vessel departure, CLdN will submit the **Entry Summary and Temporary Storage Declarations** to the Customs systems at the Port of Destination based on the data you provided in the booking, which will generate the necessary details that allows your clearing agent to create Import (or equivalent) declarations (Notwithstanding the possibilities to submit declarations in advance in various operating countries).

These details will be sent via email in the form of a "**Customs Cargo Details Report**" to the addresses configured in your profile and can also be retrieved from C.WEB as well as via EDI (as per latest EDI manual version on <u>www.cweb.lu</u>).

CLdN requires the Import (or equivalent) information before it can allow a unit to be picked up from the Port of Destination.

- $EU \rightarrow UK$
 - Releases are exclusively generated via the Destin8 Inventory System
 - Your Client / Clearing Agent will need to Claim and assign each UCN to their badge and perform the clearance
 - Once done, this will generate a Release Note and your unit will be available for collection
 - When using GVMS, the release note will be generated based on the pre-lodged entry
- $UK \rightarrow EU$
 - Releases are generated either via direct input in C.WEB by adding respective document type and number (as shown in **Figure: 4**) or by providing these via the respective Port Community Systems (Portbase for NL and RX/Seaport for BE)
 - Once the Import (or equivalent) references have been added to C.WEB, a release from the port is possible
 - GB documents are **never** valid to obtain release at the EU port of entry.





Figure: 4 – Release via Document Type

Consignment ID: CON67888 etail custom document ype of Goods:	I	Consignment reference Detail Consignment	e number: 610471	460049				
IGVM5-ND ED Doc. 1 Doc. Number 2 Expiry date destination	Receipt Consigned Place Place	EORI Consignor Consignee Notify	Name	Address C	Country Zip	City	VAT En	nail
Ir of Coll Package Item Shipp Code Description	ping Marks Commod code 00000000	lity Nett Weight (Kgs) 0 0	Gross Weight Un (Kgs) 24500	Number Primary Class	y Technical Name (Imdg)		
n Cancel Note: not all fields are editable because booking status is 'Discharged'								

2 SPECIFIC POINTS OF ATTENTION

2.1 EXS Declarations for movements ex UK

2.1.1 Removal of requirement to lodge EXS declarations for Empty units ex UK

CLdN is currently adjusting the C.WEB application to remove all aspects of the previously applicable EXS requirements. Once this is implemented, the manual will be updated accordingly. Until that time, please apply the **"CLdN to raise EXS for you"** booking options.

2.1.2 Removal of requirement to lodge EXS declarations for Units containing Return Packaging ex UK

CLdN is currently adjusting the C.WEB application to remove all aspects of the previously applicable EXS requirements. Once this is implemented, the manual will be updated accordingly. Until that time, please apply the **"CLdN to raise EXS for you"** booking options.



2.2 Temporary Storage VS "Pre-Lodged" Border Locations

2.2.1 Bookings from EU to Killingholme / Purfleet / Teesport

CLdN operates the "Temporary Storage Border Model" at Purfleet and Killingholme, with optional integration to GVMS. This allows for 2 ways to clear your goods at the border:

"Conventional" Inventory Linked Entry:

Bookings (except "through" Transit) will be entered onto Destin8 as a "**TX**" consignment, which needs to be claimed and cleared by you/your customs broker in order for a release note to be generated. In order to utilize this process, no new or additional steps are required. Please provide your consignment information (document type/number and goods details) as today.

• Pre-lodged Entry / GVMS:

As per the <u>Border Operating Model</u> CLdN allows entries that were **Pre-lodged** and loaded into a **GMR**. This will still create Inventory records. However, these will be released automatically upon arrival (pending customs control) at the UK Port of Entry, thus allowing immediate collection.

In order to utilize this option, please provide the **GMR** in your booking **prior to arrival at the EU port** and indicate each Consignment by setting/ticking the GVMS Indicator ("GVMS-IND" – as shown in Figure 11 below).

As soon as a GMR is provided, or any consignment is marked as GVMS, the entire unit is considered as booked under GVMS and all Consignments required to be pre-lodged are added to the GMR.

It is of critical importance the GMR is provided as well as the GVMS indicator is set before arrival at the EU port of Exit. If this does not happen, it CANNOT be corrected at a later time and a conventional Inventory Linked clearance will be needed.

20mmanue	Rou	ite S	.0.	Sailing time	Your Re	Equ	uip.	Unit Nr.	Full	CSTOFG	DERP	Goods description	Len	Ta.Wt. C.Wt.	Haz?			
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hipment	t Details -	1 Ship	пчел	t Details - 2	Selfdrive Inf	1mdj	g Wa	asta Cor	nsignm	ents R	teque	t History Movements	Contac	t ENS confi	mation info	1		
Uk Bord	er Process:	τ	fo	r EU -> UK bookings,	this field is de	lauited to "	"T" and r	no longer ne	cessary									
3mrId:		GMR	A123	45678 wi	hen you want y	our PreLod	dged ent Con Sho	tries to clear nsignments	confirm	atically, you ned. comple	ete an	rovide a valid GMR with the I correct.	Import enti	ies preloaded				
Upload (Consignmen	ts		Ge	t Consignme	nts Templa	ate											
XPORT	É.	Co	nsig	nment ID: CON3	7219						Cor	signment reference nu	mbers					
XPORT	r ustom do	Co cument	nsig	nment ID: CON3	7219						Cor	signment reference nu ail Consignment	mbers					
EXPORT Detail c Type of	ustom do Goods: C	Co cument	nsig	nment ID: CON3	7219						Cor	signment reference nu ail Consignment	mberi					
EXPORT Detail c Type of GVMS	Goods: C S-IND Use	Co cument	nsig bex to	nment ID: CON3	7219	covered by	y the GN	MR provided			Cor Def	signment reference nu ail Consignment	mberi					
XPORT Detail c lype of GVMS	Goods: C S-IND Doc.	Co cument this check wide custor Doc. Numb	bex to	nment ID: CON3 a indicate that the o cument informatio	7219 consignment is n and consignm	covered by sent inform	y the GN mation a Office	MR provided as usual a of	Receipt	t Consigne	Cor Det	signment reference nu ail Consignment EORI N	mber: ame	Address	Countr	ry Zip	City	VAT
XPORT Detail c Type of GVMS	Geods: C S-IND Doc. type	Co cument this checkt wide custor Doc. Numb	box to ms do	nment ID: CON3 9 indicate that the o cument informatio	7219 consignment is n and consignm Er	covered by tent inform (piry date	y the GN mation a Office destin	MR provided as usual a of nation	Receipt Place	t Consigne Place	Cor Det ed Cor	signment reference nu ail Consignment EORI N signor	mber: ame	Address	Count	ry Zip	City	VAT
EXPORT Detail c Type of GVMS JED 7	Goods: C S-IND Doc. type EU	Co cument i this checkl wide custor Doc. Numb 12345678	box to mi do	nment ID: CON3 9 indicate that the c cument informatio	7219 consignment is n and consign E	covered by tent inform piry date	y the GN nation a Office destin	MR provided as usual a of nation	Receipt Place	t Consigne Place	Cor Def ed Cor Cor	signment reference nur ail Consignment EORI N signer	mber: amo	Address	Count	ry Zip	City	VAT
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Figure: 5 – GVMS indicator



2.2.2 Bookings from Killingholme / Purfleet / Teesport to EU

CLdN operates the "**Temporary Storage Border Model**" at Purfleet and Killingholme, which imposes a requirement to arrive and obtain P2P upon Gate In at the UK port of exit for all Export declarations. Please ensure you submit your Export declarations as standard EX-D declarations.

The use of "Arrived" (EX-A – Transport Mode at the Border 6) declarations is **NOT** allowed.

Generally, for UK – EU bookings, it is better to provide the **DUCR** of the export declarations instead of the **MRN**. This is due to a DUCR being a fixed value, even when updates are made to the declaration whereas an MRN changes each time the declaration is updated. Additionally, for bookings with multiple "Consignments" (ie. Multiple export formalities), we require a **MUCR** entered in the **first** consignment to allow us to process all Export Formalities within the booking. If no MUCR is provided, your export formalities will remain unclosed and you will need to resolve this with HMRC.

2.3 Concept of "Border Process" in C.WEB Bookings

CLdN supports a wide range of scenarios to handle your customs formalities to / from the UK. To effectively operationalise this, CLdN has introduced the concept of "**UK Border Process**" in C.WEB. The UK Border Process is defined by the type of documents you have raised for your movement. The various options as detailed below:

2.3.1 EU \rightarrow UK (Purfleet / Killingholme/Teesport) Movements:

To simplify the booking protocol, CLdN has changed C.WEB to enable us to deduce the correct handling of your documents through the dataset that you provide. This means that for EU \rightarrow UK bookings, the fields "**UK Border Process**" and "**Type of Goods**" are **obsolete** for all bookings from 01/01/22 onwards.

When using C.WEB, the values will be removed. For EDI users, the values need to be defaulted to "T" and "C" respectively.

Standard exports require no further action to be taken and in case of **Transit** bookings to the UK, there are 2 options available:

- Ending Transit movement at the EU Port of Exit (with a view to clear immediately at the UK Border inventory linked on Destin8 / GVMS)
 - Provide document type (T1/T2) and MRN
 - Provide Office of Destination code NL000510 for RTM or BE343000 for ZEE
 - Provide expiry date of Transit document (document may not be expired at gate-in)

CLdN will discharge the T form at the EU port of exit and declare the consignments as TX on Destin8, with or without GMR ID.

- Transit to final destination (i.e., authorized consignee, inland location, Republic of Ireland)
 - Provide document type (T1/T2) and MRN
 - Provide Office of Destination (which may not be GB000149 or GB005170)
 - Provide expiry date of Transit document (document may not be expired at gate-in)
 - Provide valid GMR

The T form will **not** be discharged by CLdN and must be performed by you / receiver at final destination.



2.3.2 UK (Purfleet / Killingholme/Teesport) \rightarrow EU Movements:

- Temporary Storage: CLdN will "arrive" the DUCR in Destin8 in order to obtain a Permission to Progress.
 - Consolidate DUCR's into a MUCR in case of multiple Export Declarations
 - Enter the MUCR in the Document Number field of the first Consignment
 - Populate the Document Number for the other Consignments with a unique reference within the booking (such as the individual DUCRs)

In case of units containing multiple consignments, these must be consolidated into a MUCR reference

• Transit Option 1: UK Export and Full Transit Formalities

Use this option if your booking is subject to the following formalities

- A UK Export that is required to be arrived / p2p cleared at Port by CLdN and
- A valid Transit declaration including an MRN number
- Transit Option 2: Transit Formalities only, where Export clearance not required

Use this option if your booking is subject to the following formalities

- A valid Transit declaration only and
- No UK combined Export / Safety & Security declaration are required / available

• Transit Option 4: UK Export and Transit LRN

Use this option if your booking is subject to the following formalities

- A UK Export that is required to be arrived / p2p cleared at Port by CLdN and
- A Transit declaration for which you only have an LRN, and would like to utilize the Office of Departure function

• Transit Option 5: Transit LRN only

Use this option if your booking is subject to the following formalities

- A Transit declaration for which you only have an LRN, and would like to utilize the Office of Departure function
- No UK combined Export / Safety & Security declaration or No standalone EXS declaration was raised

Doc	Temporary Storage (T)	Transit option 1	Transit option 2	Transit option 4	Transit option 5
EX doc	x	x		x	
T1		x	X		
LRN				Х	x

Table 1: Requirement of Documents as per Border Processes

Please ensure to submit GB Export declarations as standard EX-D (Transport Mode 1) declarations. Arrived (Ex-A Transport Mode 6) Declarations are not allowed when sailing from Purfleet / Killingholme.



3 Purfleet / Killingholme / Teesport \rightarrow EU Booking Scenarios

- 3.1 UK → EU: Export only (Temporary Storage) Laden Units Single Consignment
- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Select UK Border Process: T
- 4. Create a **Consignment**
- 5. Complete Consignor / Consignee
- 6. Document Type: EX
- 7. Document Number: DUCR / MRN
- 8. Add at least 1 Item

Figure: 6 – Export Laden Units: Single Consignments

1. SELECT ROUTE AND SAILING TIME	2. SELECT FULL AT BOOKING LEVEL	
Contract Route S.O. Sailing time Your Ref. Equip. Unit Nr.	Full CSTOFG DERP Goods description Len T	Ta.Wt. C.Wt. Haz? Actions
HEADBIRD - PURZEE - 04-01-2022 18:00 -	Y v R v ? detailed description 13.80 2	2500 15000 N - create -
Consignments Temperature Shipper, Consignee, Notify Other Requirements Pre/On Carria	ge Seal & Customs Selfdrive IMDG Waste Attachmen	ats Mail Response
Uk Border Process: T v 3. CHOOSE UK BORDER PROCESS Please be aware that either providing a 4 Gmrtd: d v 4 State of the s	SMR, or marking at least 1 consignment with oking to be treated as a GVMS shipment for all ensure the relevant declarations are added to	
Upload Consignments	Get Consi	2 ignments Template
CANORT Consignment ID: C01/2754 4. ADD A CONSIGNMENT FOR Detail custom document Type of Goods: C C C C C C C C C C C C C	EACH EXPORT Consignment reference Detail Consignment 5. PROVIDE CONSIG	e number:
UED Doc. type Doc. Number Expiry date Office of destinat	tion Receipt Place Consigned Place Consignor	CONSIGNOR ADDRESS GB POST CITY VAT
? EX V DUCR HERE	Consigner EU EORI CON	
transport	Notify	
Detail Consignment Items Nr of Colli Package Trem 8. ADD ITEM DETAILS Shipping 1 Code Description IS IFX DETAILED ITEM DESCRIPTION Add Items Add Consignment Over	Marks Commodity Nett Weight Gross Weight Un code (Kgs) 00000000 [15000	Number Primary Technical Class Name (Imdg)

<u>Note</u>: Empty Units subject to a sales transaction (i.e. New trailers being sold) <u>must</u> be booked as "FULL". Use description "<u>New empty trailer</u>", 'empty' <u>must not be</u> at the end of the description.



3.2 UK -> EU: Export - Laden Units from Purfleet / Killingholme - Multiple Consignments

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Select UK Border Process: T
- 4. Create Consignments
- 5. Complete Consignor / Consignee
- 6. Document Type: EX
- 7. Document Number Consignment 1: MUCR
- 8. Document No. Other Consignments: DUCR/MRN
- 9. Add at least 1 Item per Consignment

Figure: 7 – Export Laden Units: Multiple Consignments

	1. SELECT RO	UTE AN	D SAILING TIME				2. SELECT FULL A	T BOOKING LEVE	L									
Contract	Route	\$.0.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG DERP	Goods descript	tion Len	Ta.Wt. C.Wt.	Haz?	Actions						
HEADBIRD-	PURZEE	- 04	-01-2022 18:00 -		-		Y - R - ?	detailed description	13.80	2500 15000	N	create (*						
Consignmen	ts Temperatu	e Shipp	er, Consignee, Not	ify Other Regi	irements	Pre/On Carriag	e Seal & Customs	Selfdrive IMDG V	Vaste Attachm	ents Mail R	sponse	11117						
Uk Border Gmrld: Upload C EXPORT Detail cu Type of G GVMS- 6, 8 UED 2	Process:	Consign t COUMEN Number	3. CHOOSE UK I	BORDER PRO Please be awar GVMS Indicator consignments, the GMR for all 754 4. ADD A	CESS e that eithe r, will cause it is your n consignme consignme consignme beconsign b	r providing a G the entire bo- seponsibility to nts. WMENT FOR ICR IN CASE (fice of destination	MR, or marking at le king to be treated a ensure the relevant EACH EXPORT OF MULTIPLE CON on Receipt Place Cor	ast 1 consignment w s a GVMS shipment fi declarations are adde Consig Detail ISIGNMENTS ⁵ . PR signed Place Consig	th or all d to <u>Get Co</u> consignment toVIDE CONS EURI nor	isignments Tr ice number: IGNOR / CC Name CONSIG	NSIGNE	2i EINFORMATII ddress (DDRESS)	DN Jountr	/ Zip POST	UIY	VA1 VAT	Email	
?	EX 🛛 MUC	RHERE						Consig	nee BE0418294	79				I		1		1
transport								Notify			1	1		1		1		
Nr Of Co	olli Package It Code D PX V D B	em 9. Scription	ADD ITEM DET	AILS		Shipping M	larks Commodity code	Nett Weight ((Kgs) (Gross Weight (Kgs) [7500	In Number F	rimary lass	Technical Name (In	idg)					
EXPORT		Consian	ment ID: CON731	138				Consid	inment refere	ce number:	2							
Detail cu Type of G	stom documer oods: 0	it.						Detail	Consignment									
GVMS-	OTHER COM	SIGNME	INTS DOCUMEN			AIN ANY VA	LUE BUT MUST B	E UNIQUE WITHIN		IG				-	-			
UED	Doc, type Doc.	Number		Expi	ry date Of	fice of destinati	on Receipt Place Cor	signed Place	nor	consione	1	ddress d	38 -	oost	city	VAT	Cittan	
7	EX 🐨 CON	SIGNMENT	2					Consid	nee BE0418294	79	10		-	(P		1000		1
transport								Notify						-				(1664)
Detail Co Nr Of Co 15	nsignment Ite Ili Package Ite Code De PX v DE	n. 9. /	ADD ITEM DETA	AILS		Shipping M	orks Commodity code	Nett Weight G (Kgs) (1	ross Weight U Kgs) 7500	n Number P C	imary ass	Technical Name (Im	dg)					
Add Item Add Consig	nments																	

<u>Note</u>: Empty Units subject to a sales transaction (i.e. New trailers being sold) <u>must</u> be booked as "FULL". Use description "<u>New empty trailer</u>", 'empty' <u>must not be</u> at the end of the description.



3.3 UK → EU: Transit – Option 1: GB Export or Standalone EXS + Full Transit Declaration (MRN)

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Select UK Border Process: 1
- 4. Create a Consignment
- 5. Document Type: T1
- 6. Document No.: DUCR/MRN of Export declaration (MUCR required if multiple consignments)
- 7. Transport Document Type: T1
- 8. Transport Document No.: MRN of Transit
- 9. Complete Consignor / Consignee
- 10. Provide Expiry date & Office of Destination
- 11. Add at least 1 Item
- 12. Ensure the TAD travels with the goods
- 13. Upload a PDF copy to C.WEB

Figure: 8 – GB Export or Standalone EXS + Full Transit Declaration

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3.4 UK → EU: Transit – Option 2: <u>No GB Export - CLdN to raise EXS for you + Full Transit (MRN)</u>

Use this option when no GB Export formalities apply, and you would like CLdN to raise the mandatory EXS declaration on your behalf. A typical use case would be for a unit originating in Ireland and moving to the EU via Purfleet/Killingholme.

- 1. Select Route & Sailing Time
- 2. Select **Full** at Booking Level
- 3. Select UK Border Process: 2
- 4. Create a Consignment
- 5. Document Type: T1
- 6. Document No.: Transit MRN
- 7. Provide Expiry date & Office of Destination
- 8. Complete Consignor / Consignee
- 9. Add at least 1 Item
- 10. Ensure the TAD travels with the goods
- 11. Upload a PDF copy to C.WEB

Figure: 9 – No GB Export - CLdN to raise EXS for you + Full Transit

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- 3.5 UK EU: Transit Option 4: GB Export or Standalone EXS + Transit LRN
- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Select UK Border Process: 4
- 4. Create a Consignment
- 5. Document Type: T1
- 6. Document No.: DUCR/MRN of Export declaration (MUCR required if multiple consignments)
- 7. Transport Document Type: LRN
- 8. Transport Document No.: LRN of Transit
- 9. Complete Consignor / Consignee
- 10. Provide Expiry date & Office of Destination
- 11. Add at least 1 Item

Upon arrival at Purfleet/Killingholme, CLdN will issue the LRN to UK Border Force who will validate the Transit movement and provide the MRN. CLdN will subsequently process this in the booking.

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Figure: 10 – GB Export or Standalone EXS + Transit LRN



3.6 UK \rightarrow EU: Transit – Option 5: No GB Export + Transit LRN

Use this option when no GB Export formalities apply and you would like CLdN to raise the mandatory EXS declaration on your behalf, and the Transit needs to be processed at the UK Office of Departure.

A typical use case would be for a unit having moved from another controlled area and moving to the EU via Purfleet/Killingholme.

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Select UK Border Process: 5
- 4. Create a Consignment
- 5. Document Type: T1
- 6. Document No.: Transit LRN
- 7. Complete Consignor / Consignee
- 8. Provide Expiry date & Office of Destination
- 9. Add at least 1 Item

Upon arrival at Purfleet/Killingholme, CLdN will issue the LRN to UK Border Force who will validate the Transit movement and provide the MRN. CLdN will subsequently process this in the booking.

Figure: 11 – No GB Export - CLdN to raise EXS for you + Transit LRN

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3.7 UK – EU: Empty & Empty Uncleaned Units

- 1. Select **Empty** at Booking Level
- 2. Select UK Border Process: EXS
- 3. Create a **Consignment**
- 4. Document No.: Leave blank
- 5. Document Type: EX
- 6. Provide Consignor / Consignee
- 7. Item is not allowed

Figure: 12 – Empty and Empty Uncleaned Units

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3.8 UK \rightarrow EU: Return Packaging utilizing the Oral Declaration

For eligible cargoes / traders only: Any Returnable Packaging must meet the necessary conditions of the applicable legislation that such Returnable Packaging does not require formal paper-based customs declarations and can be validly declared for both import and export, in both the United Kingdom and the European Union, by virtue of an oral declaration or by virtue of a declaration by conduct.

Reusable packaging are goods that meet all the following criteria:

- Be useable for transport of other goods
- Not part of a sales transaction or intended to be sold
- Be filled on at least one leg of the import/export journey
- Have a relief from import duty
- Contain clear and irremovable marks and numbers
- Additional criteria for NL:
 - Should be in the same state as when exported
 - Export was no longer than 3 years ago

When utilizing this process, you confirm and will ensure that the goods meet all required criteria to be able to apply the Oral / Conduct Declaration process in both Loading and Destination Countries. Additionally, you confirm that you/the importer holds the necessary authorizations for this (such as but not limited to an art. 23 WOB authorization in The Netherlands) as and when required.

- 1. Begin goods description with "RETURN"
- 2. Select UK Border Process: EXS (E)
- 3. Select Full at Booking Level
- 4. Create a **Consignment**
- 5. Document Type: EX
- 6. Document No.: Leave blank
- 7. Complete Consignor / Consignee
- 8. Add at least 1 Item

Figure: 13 - Return Packaging utilizing the Oral Declaration - CLdN performs the EXS

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3.9 UK \rightarrow EU ATA Carnet/NATO 302 Movement

3.9.1 Export Side of the Movement from UK to EU

Use this option if your unit or cargo is covered by an ATA/TIR/302 NATO Carnet document.

At all times Carnets needs to be correctly completed and wet stamped as otherwise the authorities will refuse to endorse it, risking your unit to be stuck. In case of incorrectly completed carnets, the carnet holder/agent/named person on a letter of authority from the Carnet holder will need to correct/complete the document to allow processing.

If the Carnet has expired, authorities will refuse to endorse it and it is up to the holder to request a new Carnet to replace the expired one. The goods will not be permitted to travel until the correct documentation is in place and approved.

Note: An Export declaration (C88) is only required for licensable goods.

- 1. Select Route & Sailing
- 2. Select Full at Booking Level
- 3. Select UK Border Process: 1 or 2
 - a. **Option 1** if an export declaration is accompanying this shipment
 - b. Option 2 if there is no export declaration required
- 4. Create a Consignment
- 5. Document Type: ATA/302
- 6. Document No.: Export Document(Option 1)/ ATA NUMBER / 302 NUMBER
- 7. Transport Doc Type (Option 1): ATA/302
- 8. Transport Doc No. (Option 1): ATA NUMBER / 302 NUMBER
- 9. Complete Consignor / Consignee
- 10. Add at least 1 Item

Figure: 14 – ATA Carnet Movement

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• Shipping from Purfleet

- The UK Border Force should be informed about the ATA/TIR/302 Arrival minimum 2 days in advance
- The ATA Carnet will have to be wet stamped After the unit has been dropped off;
 - Our Terminal Gate staff will send an email to <u>thames.gateway@homeoffice.gov.uk</u> to request their presence on the terminal to stamp the ATA. Your driver/agent can also contact Border Force for information on their arrival (+44 (0)1375 853228).

Opening times: Monday - Thursday: 08:30 - 16:00 / Friday: 08:30 - 15:30

- o The unit and driver will be held in a 'holding area' next to the Border Force facility on site.
- Our Terminal Gate staff will manually place a hold on the unit to prevent loading until after the ATA has been stamped
- When the unit arrives on quay it will send message to inventory link system (Destin8) to receive Permission to Progress (P2P).
- Border Force will set a hold on Destin8 which they will only release after the endorsement of the ATA.
- After the ATA has been stamped, the driver can then present the document to our Terminal Gate staff to release the manual hold for shipment.

If an export declaration is required due to movement of licensable goods (Transit option 1):

• The export UCR will be transmitted to Destin8 for P2P.

<u>Note</u>: If the C21 goes as route 1, your clearing agent will need to contact NCH on 0300 322 7900. Email the copy of C21 and ATA Carnet for HMRC to withdraw the route of entry 1 status.

Shipping from Killingholme

- The UK Border Force must be informed about the ATA/TIR Arrival minimum 2 days in advance
- The ATA Carnet will have to be wet stamped before the unit can be dropped off
- This can be done by producing Carnet to Border Force:
 - Monday to Friday between 06:00-21:00 Access Control Centre, Humber Sea Terminal Killingholme. Visitor pass given to driver to access BCP
- Outside of the above-mentioned hours Customs House Immingham Dock (All drivers MUST follow the signs marked Custom House HGV Access when attending Custom House), please phone ahead on 0 3000 738 017 to notify of arrival time
- When the unit arrives with stamped Carnet, after it is gated in it will send message to inventory link system (**Destin8**) to receive permission to progress

If an export declaration is required due to movement of licensable goods:

- Border Force to be provided with emailed copy of the entry (clearing agent should forward all customs entries ready for processing) ahead of impending export minimum one day beforehand
- Ensure that C21 entry details are sent via mail email to <u>BFIMM-Transit@homeoffice.gov.uk</u> with the subject header in the following format ***CARNET*** (and insert Carnet number) CHIEF/C21 declaration (insert as applicable) date the goods will be at the port

<u>Note</u>: If the C21 goes as route 1, your clearing agent will need to contact NCH on 0300 322 7900. Email the copy of C21 and ATA Carnet for HMRC to withdraw the route of entry 1 status.



3.9.2 Import Side of the Movement from UK to EU

Importing Unit to Zeebrugge

- Once the unit is discharged it will remain on hold
- When the driver arrives at the terminal, they must collect the ATA Carnet from the unit and go to Minister Beernaertstraat 3 8380 Zeebrugge to get the Carnet Wet stamped. The driver must provide the following to Customs:
 - o ATA Carnet
 - o Our ENS reference
- Ensure that ENS reference is cleared and that customs sends us the confirmation
- Once stamped, send a copy of the stamped ATA to <u>customs@cldn.com</u> to release the hold

Importing Unit to Rotterdam

For the Entry hold to be released, customs compliance department needs to see proof of the wet stamp; the stamped copy (by the Dutch Customs red stamp on yellow "re-importation" paper) as shown in Figure 21 below.

There are two possibilities when the ATA/TIR/NATO302 are wet stamped by the customs in Netherlands.

- 1. If Customs are available when the vessel arrives in Rotterdam and ATA Carnets are available for them, they can stamp the Carnets provided they are satisfied with all the information. If the booking desk is made aware of the ATA/TIR/NATO302, we can arrange to have customs on site upon vessel arrival.
- If Customs is not available upon arrival, please ensure that you contact via email either bookings desk (freight.uk@cldn.com) or customs compliance team (customs@cldn.com) as Customs needs to be informed by telephone for them to arrive and wet stamp the Carnet.



Figure: 15 – ATA Carnet Stamp requirement

The paperwork can be presented to the office located in the Gate building by the driver between 08:00 and 16:30 hours Monday to Friday so that Customs Compliance team can check the stamp and release the unit.

If the unit needs to be collected outside of those hours and it is still on hold, a clear copy of the ATA Carnet with the stamp in colour can be send to the <u>customs@cldn.com</u> email address and the hold will be released.

On rare occasions when the customs compliance team is not in the office, Dutch customs can send an email confirming that ATA Carnet has been stamped and cleared, as a result Entry hold can be lifted.



4 EU \rightarrow Purfleet / Killingholme / Teesport booking scenarios

- 4.1 EU → UK: Export Formalities Laden Units Option 1: Temporary Storage (Without GVMS)
- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Create a Consignment
- 4. Document Type: EX / EU
- 5. Document Number: MRN
- 6. (optional) Complete Consignor / Consignee
- 7. Add at least 1 Item

Figure: 16 – Temporary Storage Booking (Without GVMS)

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Obtain a release from UK Port of Entry by Claiming and Clearing your consignment on Destin8
 Goods description may not contain the word "empty"

Empty Units subject to a sales transaction (i.e., Trailers being sold) must be booked as "FULL"



4.2 EU – UK: Export Formalities - Laden Units – Option 2: With Pre-lodged Import using GVMS

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Create a Consignment
- 4. Document Type: EX / EU
- 5. Document Number: MRN
- 6. (optional) Complete Consignor / Consignee
- 7. Add at least 1 Item
- 8. Provide GMR
- 9. Tick GVMS Indicator

Figure: 17 – Temporary Storage Booking (GVMS)

	1. SELECT	ROUTE AN	ID SAILING TIM	E			2. SELECT FULL AT	BOOKING LEVEL									
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Goods description may not contain the word "empty"

Empty Units subject to a sales transaction (i.e. Trailers being sold) must be booked as "FULL"

Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer / Container Number, Unaccompanied/Accompanied. Any mismatch between GVMS and C.WEB will prevent us from validating your GMR and risks delaying your shipment.

To create a GMR you require the **import entry number** which will start with the **EPU** which is 3 digits, followed by the entry number which will be in the format 123456G (One letter) then the date in the format DDMMYYYY. Please ensure your clearing agent has performed the declaration correctly, including the correct declaration headers, etc... to ensure your units can be processed and released immediately upon arrival in the UK.

4.3 EU → UK: SCDP/CFSP EIDR – Option 1: Temporary Storage (without GVMS):

Utilization of EIDR is subject to an appropriate CFSP authorization. In order to use this in a **Temporary Storage context**, please submit your booking as per 4.1.

Following arrival in the UK, please **claim your consignment on Destin8** and **submit a C21 to the National Clearance Hub** to obtain the release from the port. If you wish to avoid utilizing a C21 process, please opt for scenario 5.4.



4.4 EU \rightarrow UK: SCDP/CFSP EIDR – <u>Option 2: With GVMS</u>:

Utilization of EIDR is subject to an appropriate CFSP authorization. In order to use this in a GVMS context with automatic release upon arrival, please submit your booking as per 4.2 by creating a GMR referring to **Entry in Declarant's Records (see)**. You will need to provide the Consignee's (person authorized to use the Simplified Customs Declaration Process) GB EORI number upon which GVMS will validate the SCDP/CFSP authorization.

Following arrival in the UK, the consignment will be released automatically through GVMS.



Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer / Container Number, Unaccompanied/Accompanied. Any mismatch between GVMS and C.WEB will prevent us from validating your GMR.





4.5 EU → UK: Transit from EU to UK – Option1: "Through Transit" Clearance at Final Destination:

Please use this option when you want to move a unit into or through the UK, covered by the NCTS formalities **for the entire journey**. CLdN will perform the Office of Transit function with UK Border Force at the UK Port of Entry and release the hold once Border Force confirms.

A **<u>GVMS GMR ID is mandatory</u>** for this purpose and needs to be added to the booking prior to gate-in on the EU side. Please ensure the GMR is "Ready for Check-In".

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Create a Consignment
- 4. Document Type: T1 / T2
- 5. Document Number: Transit MRN
- 6. Provide Document expiry date (must be valid)
- 7. Provide Office of Destination Cannot be GB000149 or GB005170
- 8. (Optional) Complete Consignor / Consignee
- 9. Add at least 1 Item
- 10. Provide GMR ID
- 11. Tick GVMS Indicator

Figure: 19 -	Transit	Clearance a	t Final	Destination
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- CLdN will <u>NOT</u> discharge the T forms at the Port in this scenario. Please refer to Option 2 or 3 if you want to
 perform clearance at the UK Port of Entry
- Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer / Container Number, Unaccompanied/Accompanied. Any mismatch between GVMS and C.WEB will prevent us from validating your GMR





4.6 EU \rightarrow UK: Transit from EU to UK – Option2: Clearance at the UK Port of Entry without GVMS

Please use this option when you want to move a unit into the UK, covered by the NCTS formalities **until EU Port of Exit** or if you wish to **perform clearance immediately at the UK Border**. In this case, CLdN will discharge the T form in the EU Port of Loading and will subsequently create the appropriate "**TX**" entries in Destin8, ready for clearance at the UK Port of Entry.

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Create a Consignment
- 4. Document Type: T1 / T2
- 5. Document Number: Transit MRN
- 6. Provide Document expiry date (must be valid)
- 7. Provide Office of Destination Must be NL000510 for RTM and BE343000 for ZEE
- 8. (Optional) Complete Consignor / Consignee
- 9. Add at least 1 Item

Figure: 20 – Transit Clearance without GVMS

	1. SELECT RO	UTE AN	D SAILING TIM	E			2. SELECT	FULL A	T BOOKIN	G LEVEL										
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Obtain a release from UK Port of Entry by Claiming and Clearing your consignment on Destin8
 Goods description may not contain the word "empty"
 Empty Units subject to a sales transaction (i.e., Trailers being sold) <u>must</u> be booked as "FULL"



4.7 EU \rightarrow UK: Transit from EU to UK – Option3: Clearance at UK Port of Entry with GVMS

Please use this option when you want to move a unit into the UK, covered by the NCTS formalities until EU Port of Exit or if you wish to **perform a Pre-lodged clearance immediately at the UK Border**. In this case, CLdN will discharge the T form in the EU Port of Loading, and will subsequently process the GMR to obtain a release immediately upon arrival.

A **<u>GVMS GMR ID is required</u>** for this purpose and needs to be added to the booking prior to gate-in on the EU side. Please ensure the GMR is "Ready for Check-In".

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Create a Consignment
- 4. Document Type: T1 / T2
- 5. Document Number: Transit MRN
- 6. Provide Document expiry date (must be valid)
- 7. Provide Office of Destination Must be NL000510 for RTM and BE343000 for ZEE
- 8. (Optional) Complete Consignor / Consignee
- 9. Add at least 1 Item
- 10. Provide GMR
- 11. Tick GVMS Indicator

Figure: 21 – Transit Clearance with GVMS

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Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer / Container Number, Unaccompanied/Accompanied.

Any mismatch between GVMS and C.WEB will prevent us from validating your GMR.



4.8 EU \rightarrow UK Movements – Empty and Empty Uncleaned Units

- 1. Select Route & Sailing Time
- 2. Select Empty at Booking Level
- 3. No Consignments are required

Figure: 22 – Empty and Empty Uncleaned Units

Contract	Route	s.o.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full	CSTOP	G DER	P Goods description	Len	Ta.Wt.	C.Wt.	Haz?	Actions
HEADBIRD	ZEEPUR 🚽		04-01-2022 23:00 🔍		v		N 🤝	R	2 ?	empty	13.00		0	N 🗢	create 💌
Consignmen	ts Temperature	Ship	per, Consignee, Notify	Other Require	ements	Pre/On Carriage	1 50	al & Cu	toms	Selfdrive IMDG Waste Atta	achmer	nts Ma	ail Resp	onse	

Note: Empty Units subject to a sales transaction (i.e. Trailers being sold) must be booked as "FULL"

4.9 EU \rightarrow UK: Return Packaging utilizing the Oral / by Conduct Declaration

For eligible cargoes / traders only: Any Returnable Packaging must meet the necessary conditions of the applicable legislation that such Returnable Packaging does not require formal paper-based customs declarations and can be validly declared for both import and export, in both the United Kingdom and the European Union, by virtue of an oral declaration or by virtue of a declaration by conduct.

Reusable packaging are goods that meet all of the following criteria:

- Be useable for transport of other goods
- Not part of a sales transaction or intended to be sold
- Be filled on at least one leg of the import/export journey
- Have a relief from import duty
- Contain clear and irremovable marks and numbers

When utilizing this process, you confirm and ensure that the goods meet all required criteria to be able to apply the Oral / Conduct Declaration process in both Loading and Destination Countries.

- 1. Select Route & Sailing Time
- 2. Select Full at Booking Level
- 3. Create a Consignment
- 4. Document Type: EX / EU
- 5. Document Number: MRN (Mandatory for NL* / Optional for BE / UK)
- 6. (optional) Complete Consignor / Consignee
- 7. Add at least 1 Item

<u>Note</u>: For NL, as per Customs notice 'WdV 01/03/2019: Return Packaging being exported from The Netherlands' requires an electronic export declaration.



Figure: 23 – Return Packaging

1. SELECT ROUTE AND SAILING TIME	2. SELECT FULL AT BOOKING LEVEL			
Contract Route S.O. Sailing time Your Ref. Equip. Unit Nr.	Full CSTOFG DERP Goods description	Len Ta.Wt. C.Wt. Haz? Actions		
HEADBIRD - RTMPUR - 105-01-2022 19:00 -	Y - R - ? RETURN ENGINE RACKS	13.00 5000 N v create *	-	
Consignments Temperature Shipper, Consignee, Notify Other Requirements Pre/On Carria	e Seal & Customs Selfdrive IMDG Waste	Attachments Mail Response		
Uk Border Process: Please be aware that either providing a CVMS Indicator, will cause the entire be GMrd: Gmrdd:	* ENSURE GOODS DE: DO NOT USE THE WOI MR, or marking at least 1 consignment with aking to be treated as a GVMS shipment for all ensure the relevant declarations are added to	SCRIPTION COMMENCES WITH "RETUI	1	
Upload Consignments		Get Consignments Template		
EXPORT Consignment ID: CON5846 3. ADD CONSIGNMENT Detail custom document Type of Goods: C v	Consignment Detail Consig	reference number: Inment		
GVMS-IND	4 COMPLE		INTION AS APPLICABLE	
5. & 6. PROVIDE DOC. TYPE, DOC. NUMBER (MANDATORY FOR NL - OPTIO	IAL FOR BE) EO	RI Name Address	Country Zip City	VAT Email
UED Doc. type Doc. Number Expiry date Office of destinat	on Receipt Place Consigned Place Consignor			
	Consignee			
dansport	Notify			
Detail Consignment Items Nr Of Colli Package Item 7. ADD ITEMS AS APPLICABLE Code Description 15 PX PENGINE RACKS Add Items Add Consignment	Iarks Commodity Nett Weight Gross code (Kgs) (Kgs) 00000000 5000 5000	Veight Un Number Primary Techni Class Name	cal (Imdg)	

- Goods description may NOT contain the word "empty"
- For Return units, start the goods description with 'RETURN'. Do not combine GVMS + Return Logic

Following arrival in the UK, a release note will be generated on the basis of **a Declaration by Conduct performed by your collecting driver**. Your driver will, upon collection, drive through a lane **designated for the purpose of making a Customs Declaration as per Reg 25(2) of the Import Duty Regulations** and subsequently make the Declaration by driving through the exit lane of the Port.

<u>Note</u>: As per the Managed Transition arrangements in place for the Declaration by Conduct at Temporary Storage locations, the Importer of the Return goods Declared by Conduct must ensure HMRC is electronically made aware of the date the declaration has been made and description of the goods.





4.10 EU \rightarrow UK: ATA/TIR/NATO 302 Documents

Use this option if your unit or cargo is covered by an ATA/TIR/302 NATO Carnet document.

At all times Carnets needs to be correctly completed and wet stamped as otherwise; the authorities will refuse to endorse it, risking your unit to be stuck. In case of incorrectly completed carnets, the carnet holder/agent/named person on a letter of authority from the Carnet holder will need to correct/complete the document to allow processing.

If the Carnet has expired, authorities will refuse to endorse it and it is up to the holder to request a new Carnet to replace the expired one. The goods will not be permitted to travel until the correct documentation is in place and approved.

- 1. Select Route and Sailing
- 3. Select Full at Booking Level
- 4. Select UK Border Process: Temporary Storage
- 5. Create a Consignment
- 6. Document Type: ATA/302
- 7. Document No.: ATA CARNET/NATO 302 NUMBER
- 8. Complete Consignor / Consignee*
- 9. Add at least 1 Item
- (Optional but preferred):
- 10. Provide GMR
- 11. Tick GVMS Indicator

Figure: 24 – ATA / TIR / NATO 302

	1. SELECT ROU	TE AND	SAILING TIME															
Clear input	Upload Excel	Templa	ite				2. SELECT FULL AT	T BOOKING LEVEL			9	Colour / Icon le	gend					
Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG DERP	Goods description	Len Ta.	Wt. C.Wt.	Haz?	Actions						
HEADBIRD	ZEEPUR	- 0	3-01-2022 06:00	VOUR REF	TRLR 🚽	UNITNUMBER	Y ⇒ R ⇒ ?	DETAILED DESCRIPTION	13.60 260	0 1500	N 🔝	create *						
Consignmen	ts Temperatu	e Ship	per, Consignee, I	Notify Other Reg	uirements	Pre/On Carria	ge Seal & Customs	Selfdrive IMDG Wast	e Attachments	Mail Re	sponse							
	- 6	_																
Uk Border	Process:	7		Dianco ha awa	o that aith	or providing a t	7MD, ex marking at la	ant 1 consistent with										
Gmrld	Ē			GVMS Indicato	r, will caus	e the entire bo	ooking to be treated a	as a GVMS shipment for a	11									
GHILLOT				 consignments. the GMR for al 	It is your consignm	esponsibility to ents.	ensure the relevant	declarations are added to										
												2						
Upload C	onsignments								Get Consign	ments Ter	nplate							
																		_
EXPORT		Consig	nment ID: CON	45630 3. ADD A C	ONSIGM	INT FOR EACH	EXPORT DOCUMEN	T Consignm	ent reference n	umber:								
Detail cu	stom documer	t -						Detail Con	isignment									
Type of G	oods: C 🛛 🤝		58	6														
GVMS-	IND PROV	DE DOC	TYPE (ATA/TIR), CARNET DOCU		MBER			4. COMPLETE	CONSIG	NOR/CO	NSIGNEE INF	ORMATI	ON AS APP	LICABLE			
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2		ARNET	UMBER	Exp	ry date C	moe or desuna	Lion Receipt Place Col	Consignor					~					-
transport			Tombert					Consignee										
cranopore	L L							Notify					~					
Detail C	onsignment It	ms																
Nr Of Co	lli Package It	m 7.	ADD ITEMS AS /	APPLICABLE		Shipping I	Marks Commodity	Nett Weight Gros	s Weight Un N	umber Pr	rimary	Technic	al					
	Code De	scriptio	n				code	(Kgs) (Kgs	5)	CI	ass	Name ()	mdg)					
15	PX 🔍 Ex	nibitions	goods				00000000	150	0									
Add Item	5																	
Add Consig	nments																	
Close																		
		_																



Shipping from Rotterdam

- The ATA Carnet will have to be wet stamped by Dutch Customs before the unit can be dropped off.
 - o Douanekantoor Reeweg, Reeweg 16, 3088 KA Rotterdam. opposite Distripark 1
 - o Opening hours Monday Friday 06.00- 23.00 hours
 - o Saturday 07.00- 15.00 hours / Sunday Closed

• Shipping from Zeebrugge

- The ATA Carnet will have to be wet stamped by Belgian Customs before the unit can be dropped off.
 - o Douanekantoor ZEEBRUGGE D, MINISTER BEERNAERTSTRAAT 3, 8380 Zeebrugge
 - o Opening hours Monday Friday: 08:00 12:00 & 12:30 16:30

<u>Note</u>: <u>If the Carnet is not wet stamped, the unit will not be allowed on the terminal and the driver will be sent back.</u>

- When the driver arrives at the gate, the document will be validated by the gate operative.
 - The document needs to be left with the unit/document sleeve directly accessible from the outside by the driver

• Arrival in Purfleet

- UK Border Force must be informed about the ATA Arrival by yourselves minimum 2 days in advance at the email address below.
- Following vessel departure, the unit will be manifested in Destin8 with the GMR id or as TX if none was provided, in which case the clearing agent must perform a C21/RRE to release
- Before the unit can be collected the CARNET will have to be wet stamped
 - To process the Carnet at Purfleet, front counter Border Force Presence must be arranged by calling Border Force office on 0300 106 44 03. Driver or Clearing agent to arrange the Border Force presence. Email <u>Purfleet.Thames@homeoffice.gov.uk</u>
 - o Drivers can obtain visitors pass to access the paperwork from the unit
 - Carnets will be processed within opening hours (630-1800 Mon-Fri, 0630-1500 Saturday and Sunday)

• Arrival in Killingholme

- Following vessel departure, the unit will be manifested in Destin8 with the GMR id or as TX if none was
 provided, in which case the clearing agent must perform a C21/RRE to release
- Before the unit can be collected the CARNET will have to be wet stamped
- Drivers can obtain visitors pass to access the paperwork from the unit
- There are 2 options for stamping the ATA Carnet in Killingholme:
 - Monday to Friday between 06:00-21:00 Access Control Centre, Humber Sea Terminal Killingholme. Visitor pass given to driver to access ATA Carnet and BCP to be stamped by Border Force, no pre-arrival notice required. Email <u>BFIMM-Transit@homeoffice.gov.uk</u>
 - 24/7 Customs House Immingham Dock, please phone ahead on 0 3000 738 017 to pre-notify Border Force of driver's arrival. Visitor pass given to driver to access ATA Carnet to be taken to Immingham and stamped by Border Force. The driver can then return to collect the unit.



5 Santander \rightarrow Dublin \rightarrow Liverpool Booking Scenarios

5.1 Customs aspects for bookings on the <u>Santander \rightarrow Dublin \rightarrow Liverpool and vice versa</u> service

CLdN operates the Santander → Dublin → Liverpool service as a multi-leg service with Seatruck Ferries.

• Santander → Dublin and vice versa: Operated by CLdN

The **Santander** \rightarrow **Dublin service** is an authorised **Regular Shipping Service**. This means that Union Goods do not lose their Union Status and any shipment of non-Union goods must be mandatorily accompanied by a **Transit (T1)** procedure.

• Dublin -> Liverpool and vice versa: Operated by Seatruck Ferries

The **Dublin** \rightarrow **Liverpool service** is classed as a **RoRo service** in Ireland and calls a Pre-Lodgement berth at Liverpool. This means that all goods travelling on this service are subject to the requirements of these respective Border Models:

- o **PBN** in Ireland and
- **GMR** in the UK.

5.2 Booking requirements for goods booked on <u>Santander \rightarrow Dublin \rightarrow Liverpool service</u>

- Ensure all GB Import or Transit declarations are pre-lodged and added to a GMR
- Ensure the GMR is provided in C.WEB as part of the booking
- The GMR must be made from **Dublin to Liverpool**
- **Carrier** will be Seatruck Ferries (Carrier ID = 4)

EU export formalities are to be raised with Office of Exit Dublin (IEDUB100)

• An Irish PBN is mandatory, which CLdN will raise automatically on your behalf

Figure: 31 Booking Example on Santander \rightarrow Dublin \rightarrow Liverpool Service

Contract	Route	\$.0.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full C	STOFG D	DERP	Goods description	Len	Ta.W	t. C.Wt.	Haz?	Actions						
COBCON 🚽	SDRDUBLPL	- D 2	3-01-2023 10:00	VOUR REF	TRLR -	UNITNUMBER	Y - R	v	? 0	ETAILED DESCRIPTION	13.30	4500	15000	N V	create *						
Consignmen	ts	-	-																		
Uk Border	Process:	Ψ																			
GmrId:		GMRA0000	0000	Please be awa GVMS Indicate consignments the GMR for a	re that eith or, will caus . It is your i Il consignm	er providing a G a the <i>entire</i> boo responsibility to rests	MR, or king to ensure	narking be treati the relev	at leas ed as a ant de	t 1 consignment with GVMS shipment for all clarations are added to											
Releasee:				2																	
Upload Co	nsignments										Get Co	nsiana	ients Ten	olate	2						
																					_
EXPORT	Consi	ignment II	D: CON44932			N	ominat	ed Agen	it :	Consignm	ent refer	ence	number:								
Detail cu	stom docum	ent								Detail Cor	signmen	t									
Type of G	oods:	V								GGB-Nun	ber:			?							
GVMS-IN																					
	-								-		EORI		Name		Address	Countr	y Zip	City	VAT	Email	
UED	Doc. type Do	C. Number	MIMPED	Ext	orry date O	flice of destinati	on Rece	ipt Place	Consi	Consignor			NAME		ADDRESS	ES 👳	ZIP	CITY	VAT		10001
		PORT MINI	NUMBER				-		-	Consignee			NAME		ADDRESS	GB ⇒	ZIP	CITY	VAT]	
transport										Notify											
Detail C	onsignment I	Items																			
Nr Of Co	Ili Package	Item				Shipping N	arks C	ommodi	ity	Nett Weight Gross	Weight	Jn Nu	mber Pri	imary	Technic	al		SPS			
	Code	Descriptio	n			1.000	0	ode		(Kgs) (Kgs)			Cla	ass	Name ()	(mdg)					
1	PX 👻	DETAILED D	ESCRIPTION OF	TEM			0	0000000		1500								0 🏢			
Add Item	5																				
Add Consig	nments																				
Close																					



5.3 Booking requirements for goods booked on <u>Liverpool \rightarrow Dublin \rightarrow Santander service</u>

- An Irish PBN is mandatory, which CLdN will raise automatically on your behalf
- As an Irish Pre-Lodged declaration is required, for the time being, only bookings for loaded units that are covered by a T1 declaration from GB to final destination in Spain or beyond can be accepted
- Ensure all GB Export declarations are submitted as Arrived and have P2P prior to coming to Port
- Provide the GMR in C.WEB

Figure: 32 Booking Example on Liverpool \rightarrow Dublin \rightarrow Santander Service

Contract Route S.O. Ultimate sailing time Your Ref. Equ	ip. Unit Nr. Full CSTOFG DERP Goods	description Len Ta.Wt. C.Wt.	Haz? Actions		
COBCON 🚽 LPLDUBSDR 🔍 🗹 25-01-2023 00:00 YOUR REF TRLI	R w UNITNUMBER Y w R w ? DETAILED DE	SCRIPTION 13.00 2600 15000	N 🛩 create 💌		
Consignments Uk Border Process: Uk Border Process: Contral: Contrad: Contrad: Contra: Contral: Contral: Contra:	either providing a GMR, or marking at least 1 consign cause the <i>entire</i> booking to be treated as a GVMS ship our responsibility to ensure the relevant declarations a priments.	nent with ment for all e added to Get. Consignments Te	길 molate		
EXPORT Consignment ID: C0N3012 Detail custom document Type of Goods: Image: Compared to the second sec	Nominated Agent : 🧾 쿨	Consignment reference number Detail Consignment GG8-Number:	:		
UED Doc. type Doc. Number Expiry da	e Office of destination Receipt Place Consigned Place	EORI Name	Address Count	try Zip City VAT	Email
? T1 V TRANSIT MRN	OOD	Consignor	ADDRESS UK V	ZIP CITY VAI	
transport		Consignee	ADDRESS ES V	ZIP CITY VAT	
Detail Consignment Items Nr of Colli Package Item Code Description 1 AE DESCRIPTION OF ITEM Add Items Add Consignments Gose	Shipping Marks Commodity Nett V code (Kgs)	Notify eight Gross Weight Un Number P (Kgs) C 15000	rimary Technical lass Name (Imdg)	sps	

5.4 Booking requirements for goods booked on <u>Santander \rightarrow Dublin</u> service

The Santander \rightarrow Dublin Service is an Authorised Regular Shipping Service.

- <u>Union Goods</u>: No additional information is required to be provided above the standard booking requirements.
- <u>Non-Union Goods</u>: Any shipment of non-Union goods must be mandatorily accompanied by an appropriate Customs Declaration when shipped on a service that holds a "Regular Shipping Service" authorisation. This is usually a **Transit procedure** for which Customs details must be provided in C.WEB prior to the goods arriving at the terminal.

In C.WEB, the Input of Transit document info is done in the tab Seal & Customs documents.

Seal & Custon	Seltáriye i 1993 i Waste i Attachmenta i Mail Kesponse
• Customs (routes o • For EU –	details in this location to be used for shipments under Transit status, mandatorily accompanied by an NCTS declaration, on our EU — EU services only sperating a Regular Shipping Service authorisation). - Non-EU services, please use the "consignments" tab to enter your customs details.
Doc.Nbr.	Doc.Type Valid To
Add Customs D	looument

<u>Note</u>: CLdN does not provide a service to discharge/end Transit movements at the Port of Loading/Destination. A T1 document should be valid for the entire journey.



6 <u>Dublin → Santander</u> Scenarios

The **Dublin** \rightarrow **Santander service** is an Authorised Regular Shipping Service.

- <u>Union Goods</u>: no additional information is required to be provided above the standard booking requirements.
- <u>Non-Union Goods</u>: Any shipment of non-Union goods must be mandatorily accompanied by an appropriate Customs Declaration when shipped on a service that holds a "Regular Shipping Service" authorisation. This is usually a **Transit procedure** for which Customs details must be provided in C.WEB prior to the goods arriving at the terminal.

In C.WEB, the Input of Transit document info is done in the tab Seal & Customs documents.

ACHT IN LUDION	an Seliditye 1993 Maste Attachmenta Mail.Keaponae
Customs (routes)	details in this location to be used for shipments under Transit status, mandatorily accompanied by an NCTS declaration, on our EU — EU services only operating a Regular Shipping Service authorisation).
• For EU -	- Non-EU services, please use the "consignments" tab to enter your customs details.
Doc.Nbr.	Doc.Type Valid To

<u>Note</u>: CLdN does not provide a service to discharge/end Transit movements at the Port of Loading/Destination. A T1 document should be valid for the entire journey.

For any questions related to the local clearance procedure at Santander, please engage with the booking's office: roro.freightspain.lux@cldn.com





6.1 UK \rightarrow EU: Export – Laden Units from Liverpool to Santander

- An Irish PBN is mandatory, however CLdN will raise this automatically on your behalf.
- As an Irish Pre-Lodged declaration is required, for the time being, only bookings for loaded units that are covered by a T1 declaration from GB to final destination in Spain or beyond can be accepted
- Ensure all GB Export declarations are submitted as Arrived and have P2P prior to coming to Port
- Provide the GMR in C.WEB
- 1. Select Route LPLDUBSDR & Sailing Time
- 2. Select **Full** at Booking Level
- 3. Create a Consignment
- 4. Complete Consignor / Consignee / Office of Destination
- 5. Document Type: T1
- 6. Document Number: T1 MRN
- 7. Add at least 1 Item
- 8. Provide GMR
- 9. Tick GVMS Indicator

Figure: 33 Laden Booking Example on Liverpool – Dublin – Santander Service

DN 🚽 🛛	PLDUBSDR		1-2023 00:00	YOUR REF	TRLR -	UNITNUMBER	Y = R =	? DETAIL	ED DESCRIPTION	V 13.	.00 2600	15000	NV	create *						
ment			9 X 23				· · · · · · ·													
rder	Process:	T																		
				Please be awar	e that eith	er providing a	GMR, or marking	at least 1 co	nsignment with											
		GMRA000000	00 3	GVMS Indicato consignments.	r, will caus It is your i	e the <i>entire</i> by responsibility b	ooking to be treat o ensure the relev	ed as a GVM ant declarat	S shipment for a ons are added t	all :0										
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ee:			3																	
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J Con	signments									Get	Consignm	ents Temp	olate							
-								_	- 2200											
RT	Consi	gnment ID:	CON3012			1	Nominated Age	nt :	Consign	nment ref	ference r	umber:								
cus	tom docume	ent							Detail C	Consignm	ent									
of Go	ods: C	2							GGB-N	umber:			?							
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-IND	8						_			EORI		Name		Address	Country	Zip	City	VAT	Email	
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-IND	Doc. type Doc T1 TR/	Number ANSIT MRN		Expi	iry date O	ffice of destina	ition Receipt Place	e Consigned	Place Consign Consign Notify	EORI nor		Name NAME NAME		Address ADDRESS ADDRESS	Country UK v ES v	Zip ZIP ZIP	City CITY CITY	VAT VAT VAT	Email	
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Please ensure that your export declarations are created correctly:

- Box 1: The third character of DECLN_TYPE must indicate the entry is declared "Arrived"
- Box 25: Transport mode 6
- Box 30: GVMS location code LIV
- Box 44: AI statement: RRS01



- 6.2 UK \rightarrow EU: Export Empty Units from Liverpool to Santander
 - An Irish PBN is mandatory, however CLdN will raise this automatically on your behalf.
 - Provide the **GMR** in C.WEB
- 1. Select Route LPLDUBSDR & Sailing Time
- 2. Select Empty at Booking Level
- 3. Select UK Border Process: T
- 4. Create a **Consignment**
- 5. Complete Consignor / Consignee
- 6. Document Type: EX
- 7. Document Number: Leave blank
- 8. Item is not allowed
- 9. Provide GMR
- 10. Tick GVMS Indicator

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Address County 72p City		the GMR for all consignments.								
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7 Specific Process Requirements for SPS Goods

7.1 GB -> NL – Requirement for provision of GGB number for bookings between GB & NL

The Dutch NVWA has made the use of the GGB number in the booking mandatory for shipments entering the EU containing goods of animal origin.

This process ensures:

- Reduced administrative requirements at the EU port of entry
- Reduced delays at the EU port of entry

European law places a legal obligation on the importer to make a formal declaration notifying the authorities (NVWA) of the pending importation of SPS goods before they enter EU territory. By making this declaration to the NVWA the customer obtains a GGB number which can be shared with CLdN at the booking stage.

Within the CLdN C.WEB booking portal a field has been created to indicate a consignment contains SPS goods as well as to insert the GGB number. CLdN is subsequently able to immediately validate the GGB number which will allow us to release the goods upon arrival in the NL.

<u>Please note</u>: When you mark a consignment as containing SPS goods, the unit will not be able to gatein if the GGB number is not present. It is your responsibility to ensure units containing Goods of Animal Origin do not ship without a valid GGB number

The following steps need to be taken:

- 1. Pre-registration of the shipment needs to be done in the system of the NVWA (VGC).
- 2. Send the official certificate stating the GGB number to the Dutch customs UK mailbox: (douane.drh.veterinair.vk@douane.nl)
- 3. Enter the GGB number for each consignment containing SPS goods in your booking
- 4. Upon arrival in the Netherlands, provided Customs release has been performed, the unit can depart for the BCP immediately.



Figure: 257 – C.Web GGB Number

7.2 BE/NL -> GB

CLdN is working on implementing the Target Border Operating Model and will update this guide in due course, once all requirements are known.



8 Frequently Asked Questions / Explanatory Guidance

8.1 CldN Ports Locations codes – Box 30 of SAD

Belgium: Zeebrugge Brittannia dock PLDA	BEZEEGV00018002
Belgium: Zeebrugge Brittannia doc NCTS	TO801702
Netherlands: Rotterdam Rozenburg	3197KG70
Purfleet	GBPUF
Killingholme	GBKIL

8.2 CLdN Ports NCTS Office Codes

Belgium: Zeebrugge	BE343000
Netherlands: Rotterdam	NL000510
Purfleet	GB000149 (Never allowed as Office of Destination)
Killingholme	GB005170 (Never allowed as Office of Destination)

8.3 Entry Summary Declaration / ENS

- $\bullet \quad \mathsf{EU} \to \mathsf{UK}$
 - o Lodging of an ENS is not yet mandatory
 - CLdN will perform this on your behalf for all bookings and will require additional data elements from this date onward
- $UK \rightarrow EU$
 - CLdN performs the ENS declaration on your behalf, for all bookings (also for Accompanied bookings)

8.4 Use of Community Systems in BE / NL

Besides direct input in C.WEB, CLdN optionally allows for the provision of Customs Documents (MRN's) via community systems **RX/Seaport** (e-balie) and **Portbase**. Please ensure, when making a booking, that you only utilize **1 option**, and **do not** provide duplicate information by submitting this to both systems as this may cause issues with double processing of documents resulting in delays.

RX / SEAPORT:

Please complete following elements accurately as also shown in Figure: 5

- 1. Document number: MRN of subsequent customs procedure
- 2. Customs Procedure type: Choose subsequent customs procedure (customs clearance or transit are most common)



- 3. Customs state: Choose Blocked or Released
- 4. Terminal code: C.RO PORTS BRITTANIADOK (K608-609)
- 5. Unit number: Same as used in our booking, excluding slash
- 6. Reference: Our full booking ref, including slash

ew ferry-terminal-de	ocument		. ×
Document info		Attachment	
Reference MRN	Document number *	SELECT	
Customs procedure Type *	X	•	
Terminal *			
Unit info			
Add			

Figure: 35 – RX / Seaport

PORTBASE:

Please complete following elements accurately as also shown in Figure 36

- 1. Document type: as shown on the customs document
- 2. Document number: MRN of subsequent customs procedure
- 3. Transport equipment ID: unit number as used in our booking, excluding slash
- 4. Booking number: **CLVW00, followed by our booking ref, excluding the slash and check digit**, for example CLVW0064242849

otification export documentation	rack & trace			ŀ
<pre>cport shipment overview. > Export shipme</pre>	nt details			
Shipment details	1			
Document type *	(EX) Goods declaration for exportation	Notify party (e-mail)		
Document number * 💿		Registration date	16-08-2022	
Shipment gross weight (kg)		Status		
Transport equipment ID * 📀	Boo	king number * 🤉	Total shipment weight per transport equipment (kg)	
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Figure: 266 - Portbase



8.5 Clarification on use of EORI Numbers in a booking

Details of Consignor and Consignee are required for ENS purposes on UK – EU bookings, and in due course also for EU – UK. These details can be provided by either providing the EORI number of the respective Consignor/Consignee or by providing full Name/Address (NAD) details.

As ENS declarations are submitted to the Country of **Destination** and when using EORI numbers instead of NAD details, please ensure these exist in the respective EORI database of the Destination country. This means that when sailing to the UK, only GB EORI numbers can used and when sailing to the EU, only EU EORI numbers can be entered.

Most bookings will therefore be a combination of NAD details for Consignor and EORI details for Consignee, as a Consignor will rarely have an EORI number on the other side.

8.6 Mandatory use of MUCR for UK – EU bookings with multiple consignments

CLdN operates the "**Temporary Storage Border Model**" at Purfleet and Killingholme which imposes a requirement to arrive and **obtain P2P** upon Gate In at the UK port of exit for all Export declarations.

In order to be able to obtain P2P at the border for units containing multiple export declarations, we require the individual DUCR's to be consolidated into a MUCR reference, and this MUCR must be added to the first consignment of your booking.

If this does not happen, we will not be able to obtain P2P for all consignments in your unit and you are at risk of Exports not being finalised.

The use of "Arrived" (EX-A – Transport Mode at the Border 6) is **NOT** allowed.

8.7 Clearance process in Belgium – Correctly "writing off" from PLDA

It is of paramount importance to correctly clear the Manifest items from PLDA correctly, to prevent issues with non-clearances later on. CLdN therefore issues "ENS Confirmation" notices which contain all data required to perform this.

Below you can find an overview of the relevant fields and how to use these.

Please pay particular attention to the correct references in Box 40 of your declaration and the correct package count.

- Stay number (verblijfsnummer): Conveyance ref number (1)
- Lloyds number: Lloyds number (2)
- Agent code: COBELF (3)
- ENS Ref/BoL/UCR + Article number: Last 4 digits of consignment reference number (4)
- Release document: Transit document or to be completed after clearance (5)
- Item details: Containing the following as entered in the booking: (6)
 - o Item number
 - Number of packages
 - Package code
 - o Gross weight
 - o Description
 - Shipping Marks
 - o HS Code



Figure: 277 – Customs Cargo / Booking details

Transport Details

S: PAULINE		Lloyds Nr.:	L9324473 2	Flag:	Maltese	ĺ
ETS:	13/09/2023 6:00	ETA:	13/09/2023 16:00	Agent:	COBELF	3
Conveyance Ref./UVI:	555994	POL:	PURFLEET	POD:	ZEEBRUGGE	
LoCode:	BEZEEA000608	LoCode NCTS:	T0801702		09	

Booking Details - 67841824/0

Date & Time of issue:	13/09/2023 07:20:56		
Y/Ref:		Unit Nr.:	
O/Ref:	67841824/0	KLMEMO:	

Cargo Details - 1 of 1

UCR: 6784182400	22 Article Number: 00	122 4					
Release document: T1 - 23GB00008115563CF9 5							
item(s):							
Item Number	No of Packages	Package Code	Gross weight (kg)	Description	Shipping Marks	HS Code	6
1	4640	CS	6690				
2	4640	CS	6690				

8.8 IMO Numbers of CLDN Vessels

The IMO numbers of the CLdN Vessels are included in the Customs Cargo Details report, provided for each sailing.

8.9 CLdN – Seatruck GVMS Carrier ID's

Seatruck GVMS Carrier id: 4

CLdN GVMS Carrier id:

8.10 Clearance process in The Netherlands – Correctly clearing in AGS

It is of paramount importance to correctly clear the Manifest items from AGS correctly, to prevent issues with nonclearances later on. CLdN therefore issues "**ENS Confirmation**" notices which contain all data required to perform this.

Please pay particular attention to the correct references in Box 40 of your declaration as well as the package quantities and weights. **These must match exactly**.

- Previous document (Box 40): Consignment reference number (full number: 17 digits)
- Gross weight: Gross weight as provided in the booking
- Number of packages: Number of packages as provided in the booking

See Figure 37 for where this information can be found on the ENS confirmation

8.11 Shipping of "new" Trailers / Containers being sold

When shipping Trailers / Containers etc. that are being sold (mostly but not exclusively for newly produced units) the freight unit itself becomes the Consignment. It is therefore **not allowed** to set the Empty indicator for your booking, as that is only to be used when repositioning Empty units.

Note: 'empty' must not be at the end of the description as the unit will be treated as empty



Whenever you make a booking for a freight unit being sold, mark it as "Full" and provide the applicable consignment information to ensure the unit is declared correctly.

8.12 Shipping of "Return" packaging for which you wish to apply an Oral or By Conduct Declaration

When shipping durable Return packaging, not subject to a sales transaction, it is possible to utilize a simplification in the form of an Oral or By Conduct Declaration.

When you make a booking for cargo that is eligible, you can indicate this by:

Commencing the Goods Description at Booking level with the word: "RETURN". (i.e. RETURN Engine racks)

<u>Note</u>: The description can be "RETURN empty packaging" but <u>should not end with the word "empty"</u> as the unit will be treated as empty and RETURN logic will be ignored.

- Setting Full indicator to "Yes"
- Provide Export (Mandatory for $NL \rightarrow UK$)

The use of this simplification is only possible at unit level. It is not possible to combine this when the unit contains other cargo subject to full declarations. It is your responsibility to ensure/verify that the cargo being moved is eligible for this process.

Please refer to the Booking Scenario's for full details.

8.13 Bookings using "Mini CUSCAR"

Each 'Mini CUSCAR' will have its own number (MRN), this number must be entered into the consignment so that it can be sent to Customs Authorities in Zeebrugge after the vessel has sailed.

In this case, the booking should be created as normal, but ensure the document type is set as 'T1' and the Office of Destination is Zeebrugge (BE343000). The document number must be the MRN as mentioned above.

8.14 Booking of "Through Shipments" / Multiple legs

CLdN holds a Regular Shipping Service (RSS) permit for its intra EU routes. Following the UK's exit from the EU, these permits do not cover shipments to and from the UK anymore. For this reason and for the time being, all through shipments must be booked in two separate legs. One leg to cover the UK-EU journey and a second booking for the EU-EU journey, the latter will be covered by the RSS permit.

Please align your customs procedures accordingly:

Table 2: – UK \rightarrow EU

UK – EU	First leg booking	Second leg booking	
UK Export formalities Only, Clearance at transhipment port	Provide Export DUCR and following shipment enter Import MRN in the booking	Book as Union status - Do NOT add Customs documents	
UK Export formalities only, T1 raised at transhipment port	Provide Export DUCR and following shipment enter Transit MRN in the booking	Enter Transit MRN in the C.WEB tab "Seal	
UK Transit formalities to final destination	Provide Export DUCR and Transit MRN in the booking	Customs and send in to bookings desk	



EU – UK	First leg booking	Second leg booking
EU Export formalities (not to be used ex Leixoes)	Book as Union status, do not add customs documents. Ensure Office of Exit on your Export document is Zeebrugge/Rotterdam.	Enter Export MRN to the booking. CLdN will present to customs office of Exit and close Export
For shipments ex Leixoes only	Book as Union status, complete field "Final destination" in Pre-On- carriage tab. Ensure office of Exit on your Export document is Zeebrugge/Rotterdam. Send Export MRN to Bookings desk prior to arrival at the port.	Enter Export MRN to the booking. CLdN will present to customs office of Exit and close Export

