C.WEB

VERSION 2 – 11 March 2019

ENTERING CONSIGNMENT INFO IN C.WEB (ONLINE)

Principles

- A Consignment is a collection of goods from a specific Exporter and Importer requiring a Customs Declaration.
- Every booking to or from the UK will require the details of all Consignments in the Unit. This is to allow the Line to make the mandatory Safety and Security Declarations (EXS where relevant and ENS) before vessel departure and before vessel arrival.
- To be able to complete a booking, all Consignment info and confirmation of the Export Declaration (MRN / MUCR /DUCR) for <u>Outbound</u> shipments must be entered in the booking <u>prior</u> to arrival at the port of loading. Please note that the default terminal policy will be that only Units with a completed booking will be granted physical access to the outbound terminal.
- To enable a terminal release at the <u>continental </u>port of discharge, <u>Inbound</u> related consignment info (e.g. Import MRN/MUCR/DUCR & applicable procedure) must be added to the booking <u>prior</u> to presenting yourselves at the gate. On current guidance of the UK authorities, terminal release of units in the UK is likely to be possible immediately upon vessel arrival whilst import customs formalities can be finalised until later.
- No consignment details required for shipments of empty units.
- Full procedure and consignment details are required for shipments of packaging material and certain empty residue units.

Where can you enter the required consignment information for shipments to/from the UK?

It will not be possible to provide this information by telephone or by e-mail to CLdN.

This can only be done in C.WEB & C.WEB EDI:
- While entering your booking request.
- While editing your booking request or booking.

Important note:

- A single booking in C.WEB consists of one transport unit.
- This transport unit can contain several consignments each having several items.
- C.WEB does not handle consignments spread over multiple transport units.

HOW CAN I ADD CONSIGNMENT(S) TO MY BOOKING?

1.   MANAGE ACCESS TO THE CONSIGNMENTS SCREEN

-   Access to the consignments screen is restricted by default.
-   C.WEB users willing to access this screen need to activate the **Webbook Customs Agent role**.
-   This is to be done by the C.WEB Customer administrator of your company in the Security Manager menu of C.WEB.
-   Go to Security Manager / Manage User / Edit.   Enable the **Webbook Customs Agent** role and click ok.
-   This functionality makes it possible to manage access to consignment information on user level.

☐ SecurityManager_CUSTOMERADMIN
☐ cwebedi_CLIENT
☐ cwebedi_CUSTOMS_AGENT
☐ mclient_LOOKUP_YREF
☐ webbook_BYPASS_MAXREQUESTS
☐ webbook_CLIENT
☐ webbook_CPIN
☑ webbook_CUSTOMS_AGENT
☐ webbook_INVOICES
☐ websearch_BASIC
☐ websearch_RESENDPIN

Important note:

> Beside the security management for internal C.WEB users we have made it possible to assign the **Webbook Customs Agent role** to a **third party**. This may be your customer or the customs broker handling the export/import of the consignments you transport on your behalf. With your permission, this limited role will only allow your delegate in this role to find and update consignment info based upon a specific booking reference. No other access to your account info in the C.WEB bookings system is allowed for this role in order to keep your commercially sensitive information confidential. It also remains possible as today to give broader administration rights to this C.WEB account on your behalf. The authorisation granted by this role is given on the customer administrator's responsibility.

2.   CREATE NEW BOOKING REQUEST AND ADD EXPORT CONSIGNMENTS

BOOKING INFO	MY SETTINGS	VALIDATE BOOKING REQUESTS	SECURITY MANAGER	C.PIN	BUSINESS HOURS	INVOICES	CONTACT INFO	HELP
SAILING & BOOKING NEWS	SEARCH BOOKING INFO
CREATE NEW BOOKING REQUEST	EDIT BOOKINGS	BOOKING REQUEST FEEDBACK

Clear input	Upload Excel	Template	Load... Reload Save... Save as Excel Delete...										Colour / Icon legend
Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full	Goods description	Len	Ta.Wt.	C.Wt.	Haz?	Actions
HEADBIRD	ZEEPUR	☐											create ▼

Consignments | Temperature | Shipper, Consignee, Notify | Other Requirements | Pre/On Carriage | Seal & Customs | Selfdrive | IMDG | Waste | Attachments | Mail Response

▼ Entry procedure type

☐ I confirm all consignment info is correct and complete. I'm aware that my goods can ONLY enter the terminal if I do confirm.

No Consignment defined

Add Consignments

Close

-   Click 'create new booking request' in the blue ribbon on top your screen.
-   Fill in the booking request and click on the consignment tag to open the consignments screen.
-   Choose the '**Entry procedure type'**: 'Full inventory linked' or 'Pre-lodging'.
-   Click 'Add consignments' and fill in the required information as described further in this manual.
-   **Confirm** that all consignment info is correct and complete.

You can add the consignments before submitting to agent:

-   During creation of a booking request.
-   Click 'Clear Input' after you clicked 'Create'.
    This prevents copying wrong information to the next booking request.

After submitting to agent:

-   By editing your booking request or booking. (before or after approval by an agent).

Important note:

> **A booking is accepted for operations only**:
> - When all the consignments of your shipment have been completed.
> - When you choose an Entry procedure type for your booking. I = 'Full Inventory Linked' or P = 'Pre lodging'.
> - When you confirm that all consignment info is correct and complete.

3. CONSIGNMENT INFORMATION

Each consignment consists of three information blocks:

1) Details referring to the outbound (export) or inbound (import) customs procedure.
   (Consignment ID, details custom document..).
2) Details referring to the exporter (consignor), the importer (consignee) and Notify.
3) Details about the Consignment items.

Not all information may be available during creation of a booking.
Therefore, it is possible to create a consignment before you have a valid customs document.

Following fields are mandatory during consignment creation:

1) Document type
2) Consignor EORI number OR ful address details including VAT number &
   Consignee EORI number OR full address details including VAT number
3) Item details for minimum one item* (see below for specification of fields)
4) Add additional consignments by clicking the 'Add consignments' button or delete them by clicking.(5)
6) Add additional items by clicking **'Add Items'** or (7) **delete** them by clicking .

4. COMPLETE EXPORT CONSIGNMENT

A booking can be seen as complete for operations when all the consignments of your shipment have been entered.

A consignment is considered as completed when following information is given:

Detail Customs document

Mandatory information:
Doc. type:	Select the customs document type for this consignment.
Doc. number:	Fill in the MRN or MUCR / DUCR for UK that refers to the consignment.
Expiry date:	Mandatory for specific customs documents.

Conditional information:
Valid to:	When a customs document is valid up to a certain location.
Receipt place:	Location (UN location code) to where the consignment will be sent.
Consigned place:	Location (UN location code) where the consignment is created.

Detail consignment

Mandatory information:
	Consignor (exporter) and consignee declared on the customs document. Valid EORI Number or VAT Number + full address details.
Optional information:	Notify details including email.

Detail consignment Items All item details as declared on the customs document.

Field information:
Number of coli:	Number of packages	(Mandatory)
Package code:	UN coded type of package	(Mandatory)
Item description:	Description of goods	(Mandatory)
Shipping Marks:	Marks & Numbers of the goods	(Optional)
Commodity code:	HS code (minimum 6 digits)	(Mandatory)
Nett Weight (kgs):	Net weight of goods in kg	(Optional)
Gross weight (kgs):	Total weight of goods + packaging	(Mandatory)

For IMDG:
UN Number:	Four-digit identification number of dangerous goods	(Conditional)
Primary class:	'class' or 'division' without prefix	(Conditional)
Technical name:	As described on dangerous goods declaration	(Optional)

5. INTRODUCTION OF NEW HOLDS

Due to the new regulations, we have introduced new hold types.

CUSTOMS GATE IN	The booking is missing mandatory consignment info. (At least 1 consignment with 1 item and completed MRN-information) In case a booking has multiple consignments, the MRN-information of all these consignments must be complete.	Gate-in for this unit is not allowed
MISSING CONSIGNMENT	The booking is missing consignment info.	Loading not allowed
EXIT	The booking still has at least one consignment for which customs did not send a 'permission to proceed' yet.	Loading not allowed
ENTRY SUMMARY DECLARATION	Once unit is loaded and sailed, we sent the Entry summary declaration to customs. The unit receives an 'ENS-Hold'. Once released by the customs we receive a ENS number for each consignment. This ENS number is required for customer clearance and is show in C.WEB on the consignment info page.	Gate-out of this unit not allowed
ENTRY	Temporary storage & next customs regime unknown.	Gate-out of this unit not allowed
BONDEDWAREHOUSE	Bonded warehouse & next customs regime unknown	Gate-out of this unit not allowed

6.   HOLDS STATUS OF YOUR BOOKING

The hold status of a booking can be found on the booking details in CWEB.

(Use Search booking info)

(or Edit bookings)

Click on Details to find more detailed information on the holds:

6.   COMPLETE IMPORT CONSIGNMENT

The shipping line will provide all manifest and consignment information to the customs after departure.

Once approved by customs, the ENS (Entry Summary Declaration reference) will be available in the consignment screen.

You can enter the custom clearance information (Doc Type and Document Number) in the consignment screen.

Without this information, the unit will not be released from the terminal.

Important note:

The input of import Custom Document Type and Number is currently not required for Import U.K.

The importer needs to provide the custom document information (MUCR/DUCR) via the MCP platform.

This way, we receive the Import customs document information from MCP.

It is imperative that your inbound customs arrangements are performed in line with sailing schedules to ensure that cargo release can be performed effectively.