C.WEB

VERSION 3 – OCTOBER 2019

The content of this manual is based on CLdN's understanding of the current mandatory provisions and Brexit contingency plans possibly coming into force in the EU and the UK. The manual will require to be amended from time to time due to changes in laws and regulations. Each of us will bear its own cost to implement this manual and any further changes required. The information contained herein is for information only and no warranty as to the correctness or the interpretation thereof of the relevant authorities is given. This manual does not amount to advice and you are invited to seek your own professional advice.

Please always refer to the most recent version of this manual.

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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 allows the Line to make the mandatory Safety and Security Declarations (EXS where relevant and ENS) before vessel departure and vessel arrival.
- In order to complete a booking, all Consignment info and confirmation of the Export Declaration (MRN / MUCR /DUCR) for Outbound shipments must be added to the booking prior to arrival at the port of loading.
- Please note that the default terminal policy only provides physical access to the outbound terminal for units with completed booking info.
- To enable a terminal release at the continental port of discharge, Inbound related consignment info
  (e.g. Import MRN/MUCR/DUCR & applicable procedure) must be added to the booking prior to your arrival at the gate for pickup. On current guidance of the UK authorities, terminal release of imported units in the UK is likely to be possible immediately upon vessel arrival whilst import customs formalities can be finalised at a later date.
- There are no consignment details required for the shipment of empty units.
- Full 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?

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

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

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 intending to access this screen need to activate the **Webbook Customs Agent role**.
- This can only 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 enables 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:

> Besides 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 consignments on your behalf. With your permission, this limited role will 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 given to this role in order to keep your commercially sensitive information confidential. As of today, it also remains possible to give broader administration rights to this C.WEB account on your behalf. The authorisation granted by this role is extended on the customer administrator's responsibility.

2.   CREATE NEW BOOKING REQUEST AND ADD EXPORT CONSIGNMENTS

- Click 'create new booking request' in the blue ribbon on top your screen.
- Click Clear Input **(1)** to ensure all fields are blank before starting input.
- Fill in the booking request and click on the consignment tag to open the consignments screen.
- Choose **Entry procedure type: 'I'** = '**Inventory linked' or 'T'= 'TSP'**. (*Click on the Tooltip **(2)** for more info*).

  The required fields vary per Entry procedure type.   (see topic 3 for details).
- Click 'Add consignments' **(3)** and fill in the required information as described further in this manual.

You can add the consignments before submitting to agent:

- During the creation of a booking request.
- Click 'Clear Input' after you clicked 'Create'. This prevents copying erroneous 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 shipping only**:
> - When all consignments of your shipment are complete.
> - When you choose an Entry procedure type for your booking. I = 'Inventory Linked' or P = 'TSP'.
> - When you confirm that all consignment info is correct and complete.   (see 4B)

3.   CONSIGNMENT INFORMATION

3.1   INVENTORY LINKED

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 Consignment items.

Not all information may be available during creation of a booking.

Therefore, it is possible to create a consignment prior to having a valid customs document.

Following fields are mandatory during consignment creation: *(Entry procedure Type I - Full inventory shipments)*

1) Document type (choose from drop down list)
2) Consignor EORI number **OR** full address details including VAT number &
   Consignee EORI number **OR** full address details including VAT number
3) Item details for one item* at minimum (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 (6) **delete** them by clicking .

4.   COMPLETE EXPORT CONSIGNMENT

A consignment is considered complete when (A) all the mandatory information shown on the custom document is given and (B) the consignment info is confirmed as complete and correct.

A)   CONSIGNMENT INFORMATION (Full Inventory)

Mandatory details Export Customs document.

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 Transit documents.
Office of Destination	NCTS Location code (as shown on transit document).

Conditional details Export Customs document

Receipt place:	Destination (UN location code) of the consignment.
Consigned place:	Location (UN location code) where the consignment is created.

Mandatory details Consignee & Consignor
Valid EORI Number for the Consignor (exporter) **OR** VAT Number + full address details.
Valid EORI Number for the consignee (importer) **OR** VAT Number + full address details.

Conditional information:
Notify details including email.

Detail consignment Items	All item details as declared on the customs document.	
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 (Imdg):	As described on dangerous goods declaration	(Optional)

B)   CONSIGNMENT CONFIRMATION

When creating or editing a booking request you will be prompted to confirm that the information is correct and complete.

Please note that C.RO ports will not accept units, booked on Custom required destinations, on their terminals if they do not have this confirmation.
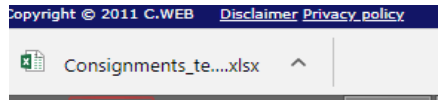
5. UPLOAD EXCEL

It is also possible to upload consignments via Excel. This eases the input of multiple consignments.

⇨ Click on 'Load consignment Template' in the Consignments tab to download the Excel Template.
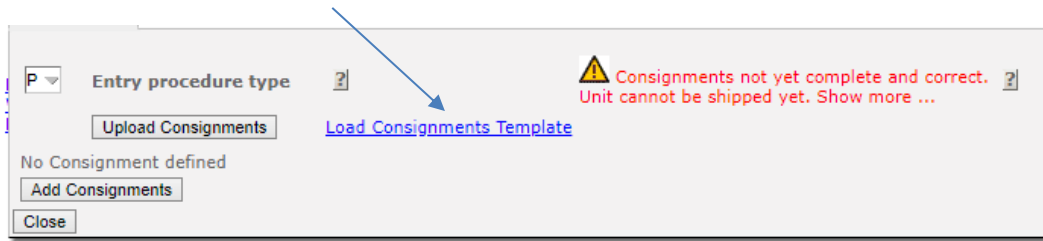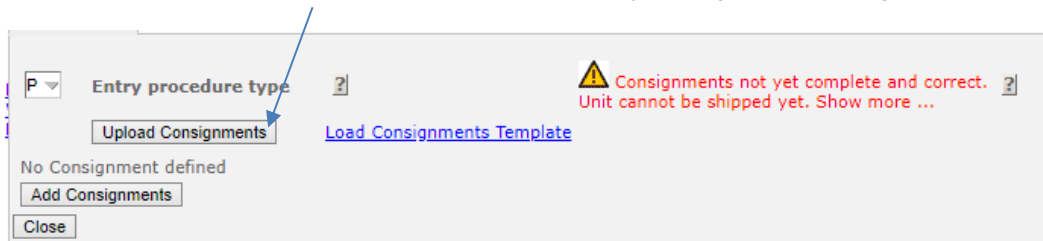

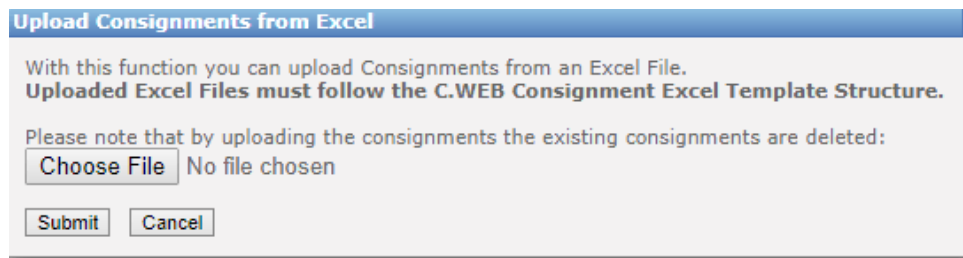⇨ Open the template by clicking on it at the bottom of your screen.

⇨ Save the template to disk (for example to your desktop, it will be read-only otherwise).
⇨ Fill in the fields: All consignment info entered in the same way as on C.WEB.
⇨ Go back to C.WEB and upload the modified Excel file by clicking 'Upload consignments'.

⇨ Once Clicked, the Upload consignments screen opens::

⇨ Click Choose file and browse to the location.
⇨ Click Submit, this uploads the information in your consignment.

Please note that, by uploading the consignments, the existing consignments are deleted. It is not possible to combine manual input and excel upload within the same booking.

It is not possible to upload consignments over different bookings.
The upload is only used for consignments within the same booking.

6.   INTRODUCTION OF NEW HOLDS

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

CUSTOMS GATE IN HOLD	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, complete the MRN information of all these consignments.	**Gate-in is not allowed**
CONSIGNMENT COMPLETE HOLD	The consignment is not yet confirmed as 'Correct and Complete'.	**Gate-in is not allowed**
MISSING CONSIGNMENT HOLD	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'.	**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 an ENS number for each consignment. This ENS number is required for customs 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**

7.   HOLDS STATUS OF YOUR BOOKING

Once our agents approved the booking request you can find the hold status on the booking details in CWEB.
(Use Search booking info)

(or Edit bookings)

Booking details: Click on Details to find more information on the holds. (Tab Shipment Details -1).

8.   COMPLETE IMPORT CONSIGNMENT

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

Once approved by customs, the consignment reference number will be available in the

consignment screen. With this information, cargo can be claimed via the Port Community platforms.

- **UK:** For Inventory Linked entries, the UVI + Unit number is to be utilised when claiming cargoes in Destin8.
- **NL:** Zendingsnummer Portbase MID melding.
- **BE:** Cuscar Afschrijfnummer.

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.