UK Bookings

Customs Requirements Manual

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

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

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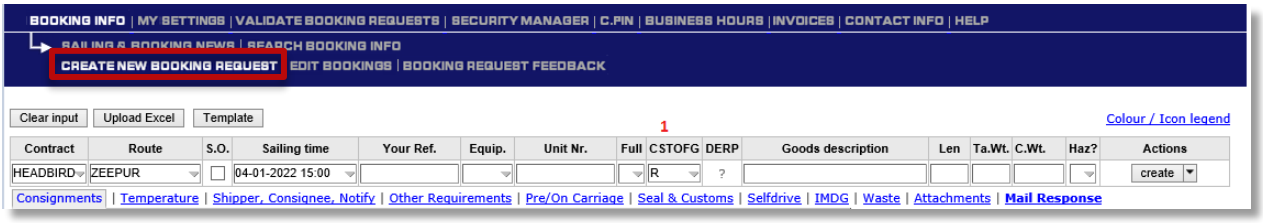
1 CREATING A BOOKING – GENERAL CONCEPT

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

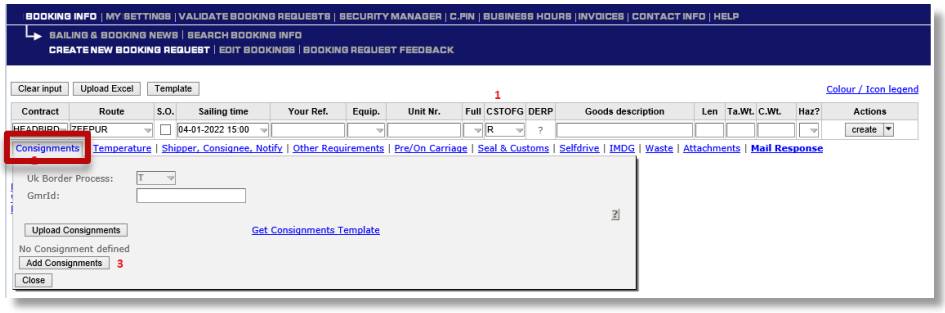


5. Click on the Consignments Tab as shown in Figure: 2

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

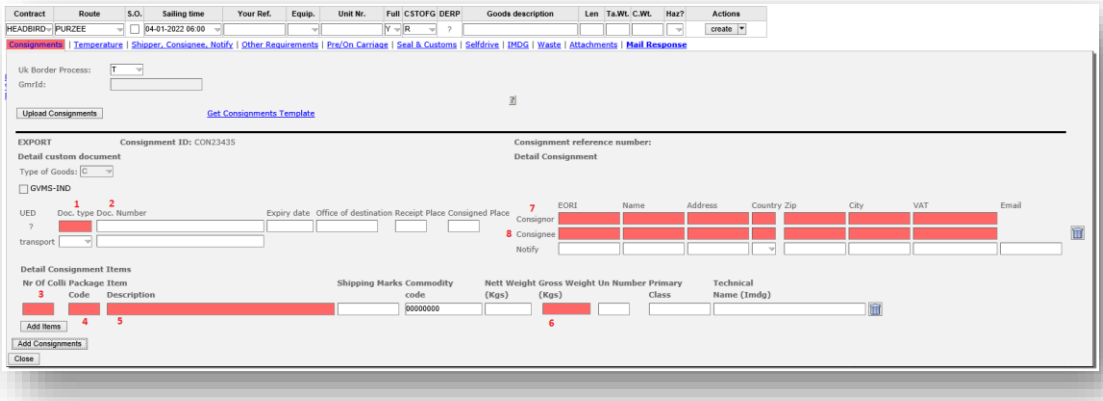
6. To add the consignments immediately, click on **Add consignments**. Alternatively, you can create and submit the booking request and add the consignment later (prior to arrival).

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
- **To EU only – Consignor & Consignee:** 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
- **Gross Weight:** The gross weight of the Items

Note: 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

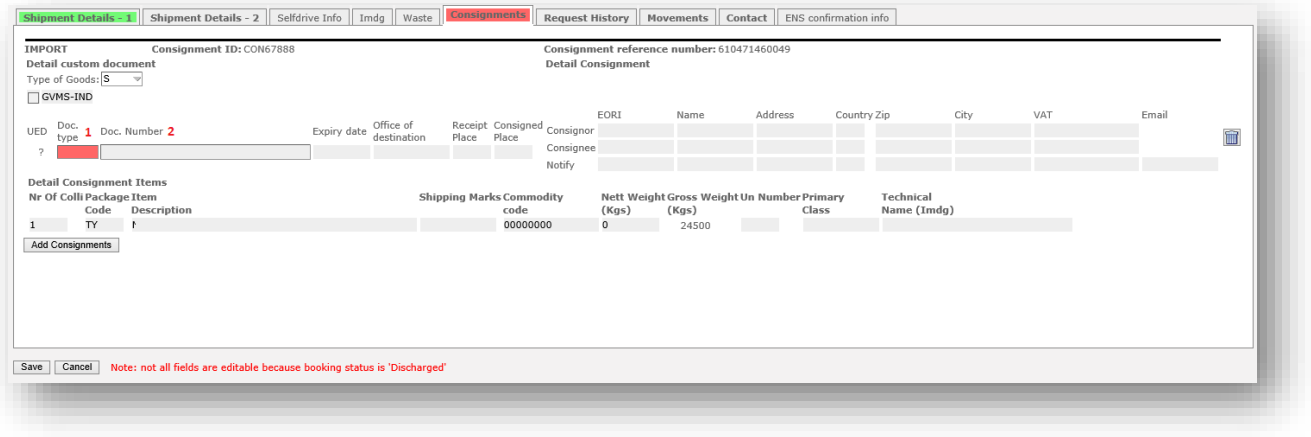
Following vessel departure, CLdN will submit the **Entry Summary and Temporary Storage Declarations** to the Customs systems at the Port of Destination based on the data you provided in the booking, which will generate the necessary details that allows your clearing agent to create Import (or equivalent)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

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

- **EU → 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 → 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



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:**

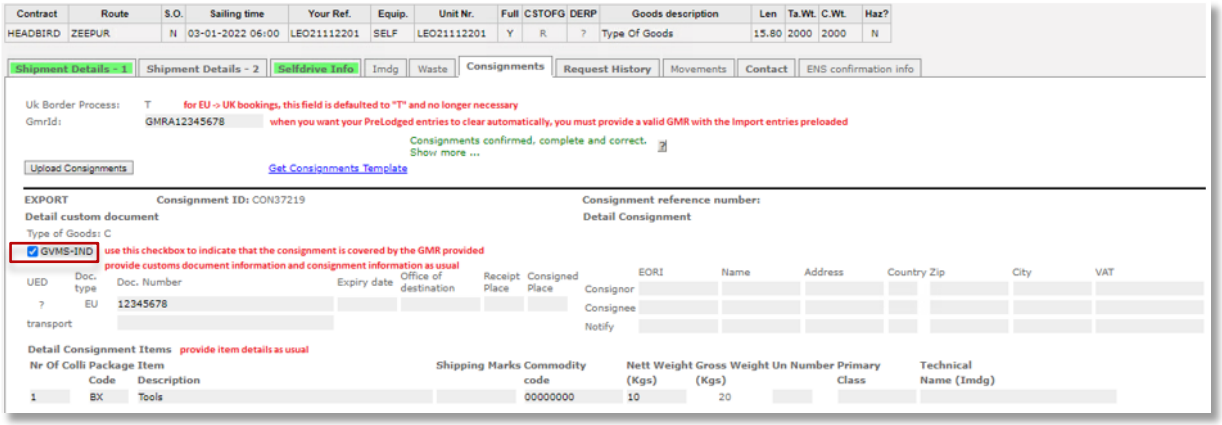
As per the Border Operating Model CLdN allows entries that were **Pre-lodged** and loaded into a **GMR**. This will still create Inventory records. However, these will be released automatically upon arrival (pending customs control) at the UK Port of Entry, thus allowing immediate collection.

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.

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.

For UK – EU bookings, it is required to provide the **DUCR** of the export declarations instead of the **MRN**. For multiple consignments you can provide either an MUCR in the first consignment or enter all individual DUCR's in their respective consignments.

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 → 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 → 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) → EU Movements:

- **Temporary Storage:** CLdN will "arrive" the DUCR in Destin8 in order to obtain a Permission to Progress.
    - **(Optional)** Consolidate DUCR's into a MUCR in case of multiple Export Declarations and enter it in the First Consignment

      or
    - Populate the Document Number for all Consignments with the individual DUCR's

- **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

Table 1: Requirement of Documents as per Border Processes

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				**X**	**X**

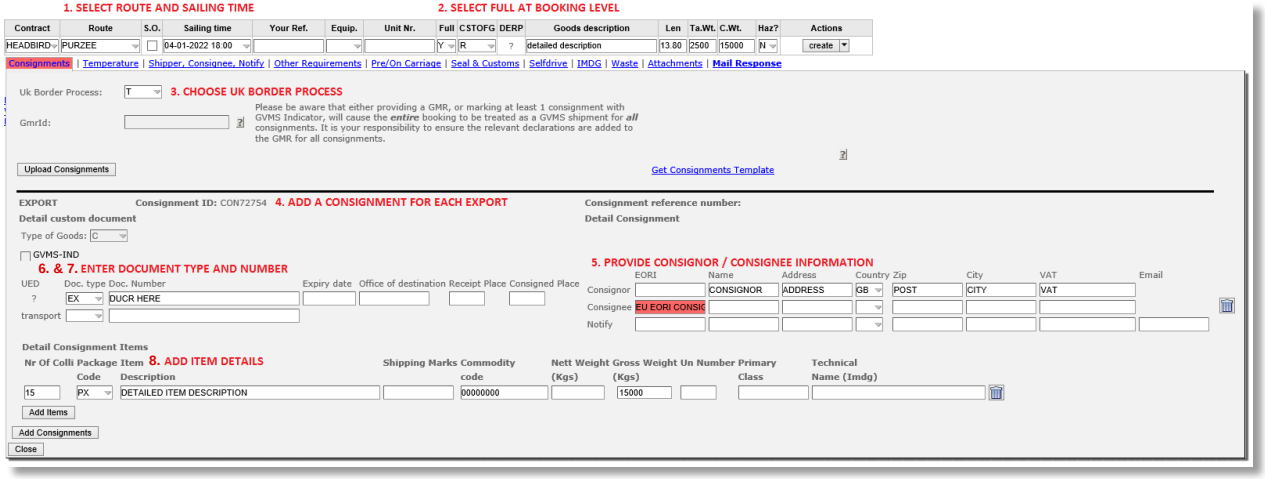
Please ensure to submit GB Export declarations as standard EX-D (Transport Mode 1) declarations. Arrived (Ex-A Transport Mode 6) Declarations are not allowed when sailing from Purfleet / Killingholme.

3 Purfleet / Killingholme / Teesport → 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

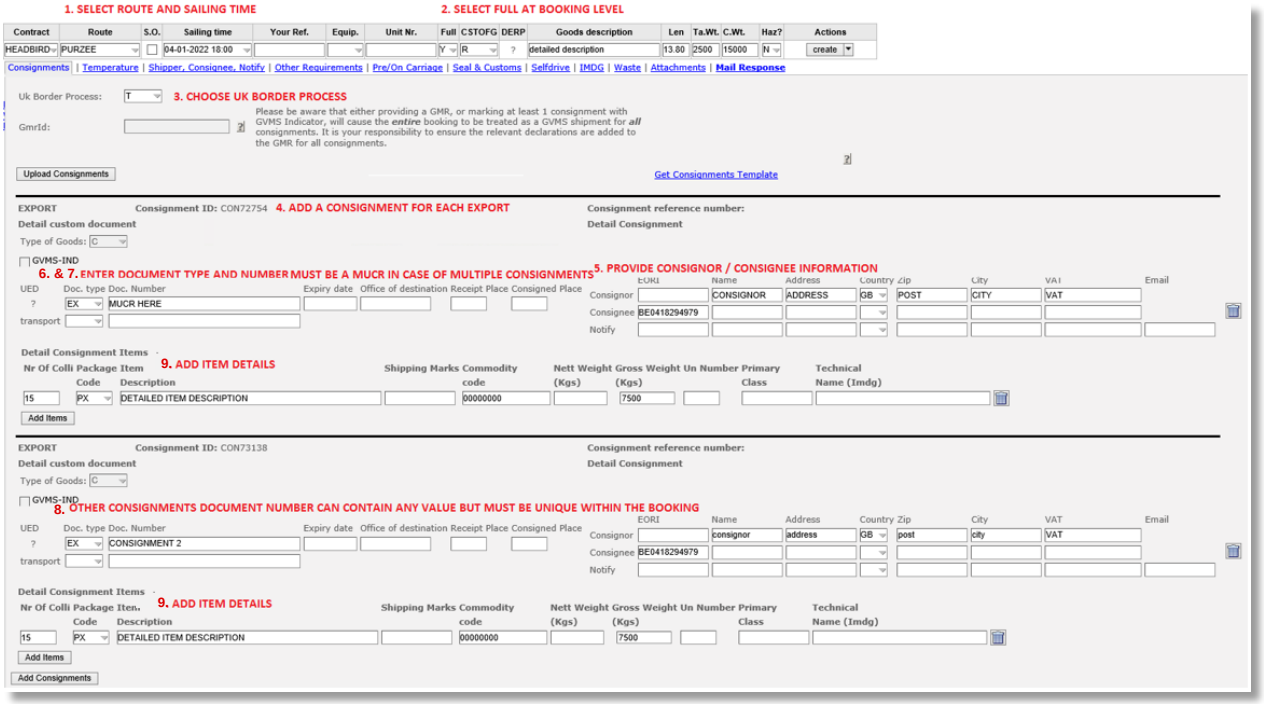


Note: Empty Units subject to a sales transaction (i.e. New trailers being sold) must be booked as "FULL". Use description "New empty trailer", 'empty' must not be at the end of the description.

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**: DUCR/MUCR
8. **Document No. Other Consignments**: DUCR
9. Add at least **1 Item per Consignment**

Figure: 7 – Export Laden Units: Multiple Consignments

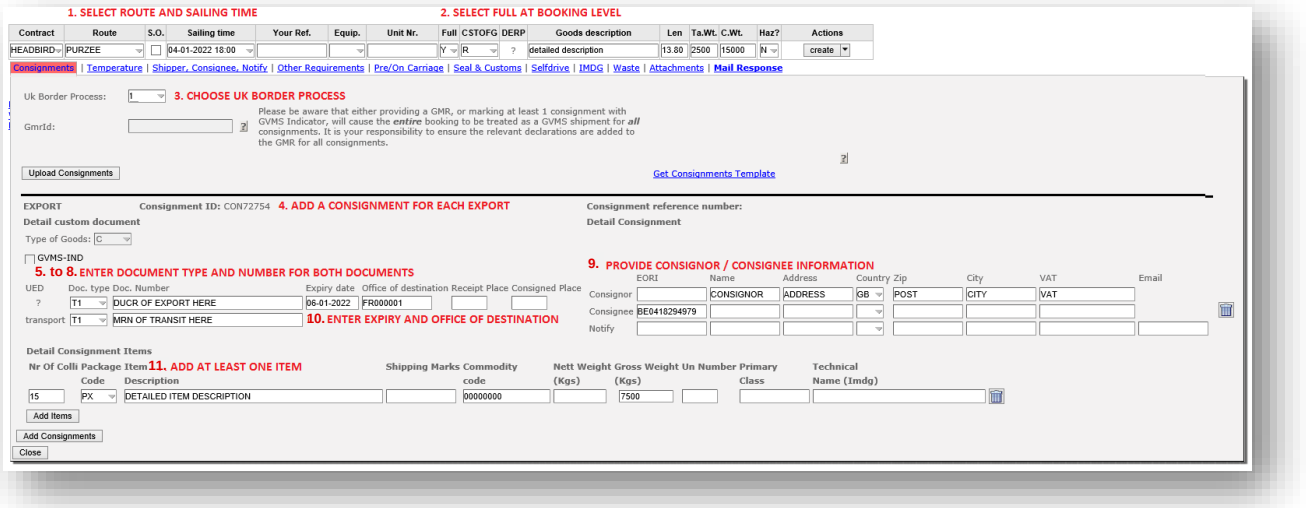


Note: Empty Units subject to a sales transaction (i.e. New trailers being sold) must be booked as "FULL". Use description "New empty trailer", 'empty' must not be at the end of the description.

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/MUCR optionally 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

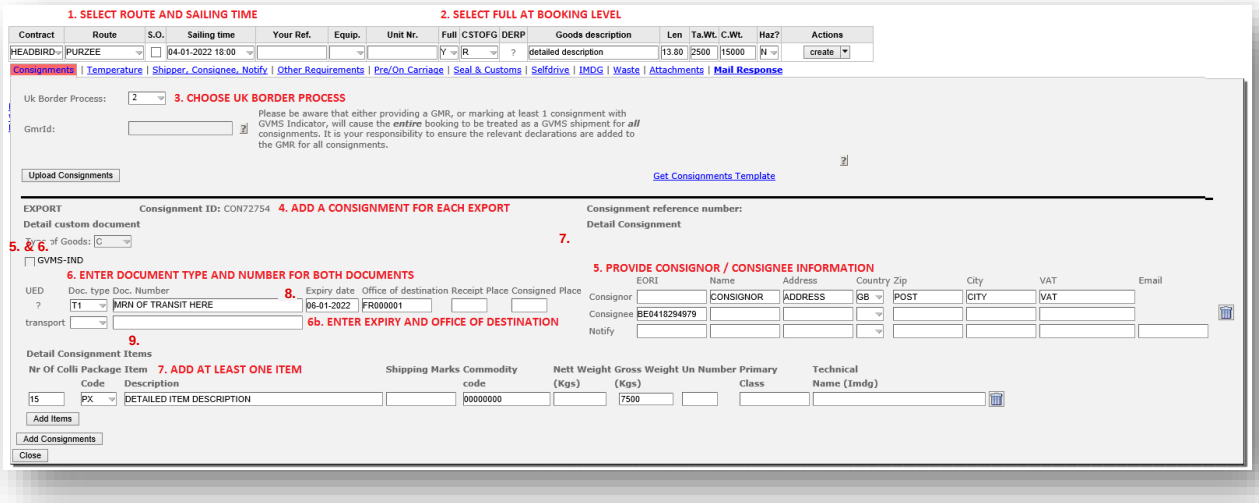


3.4 UK → EU: Transit – Option 2: No GB Export - CLdN to raise EXS for you + Full Transit (MRN)

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

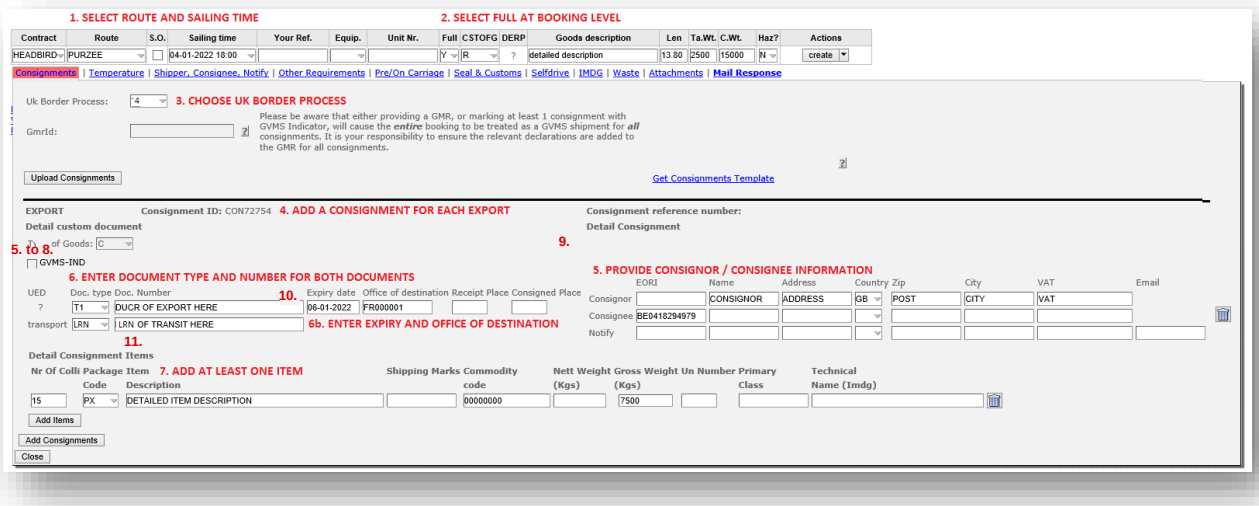


3.5 UK – EU: Transit – Option 4: GB Export or Standalone EXS + Transit LRN

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/MUCR optionally 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.

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



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

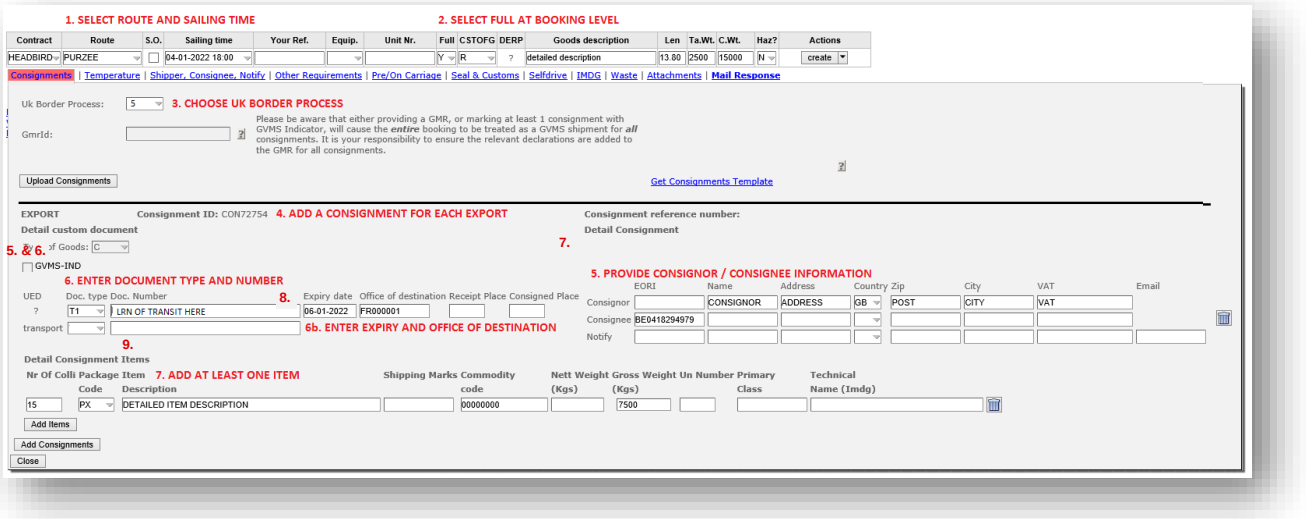
Use this option when no GB Export formalities apply and you would like CLdN to raise the mandatory EXS declaration on your behalf, and the Transit needs to be processed at the UK Office of Departure.

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.

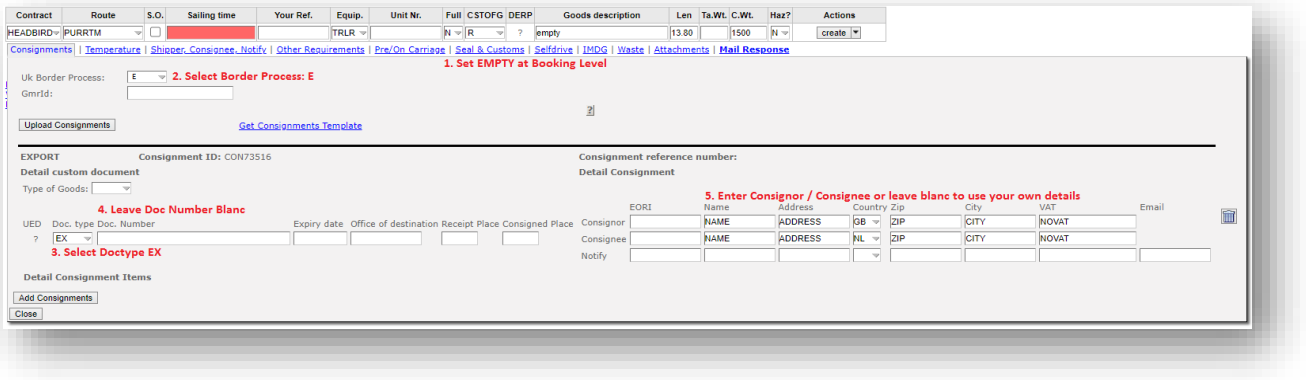
Figure: 11 – No GB Export - CLdN to raise EXS for you + Transit LRN



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



3.8 UK → 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.

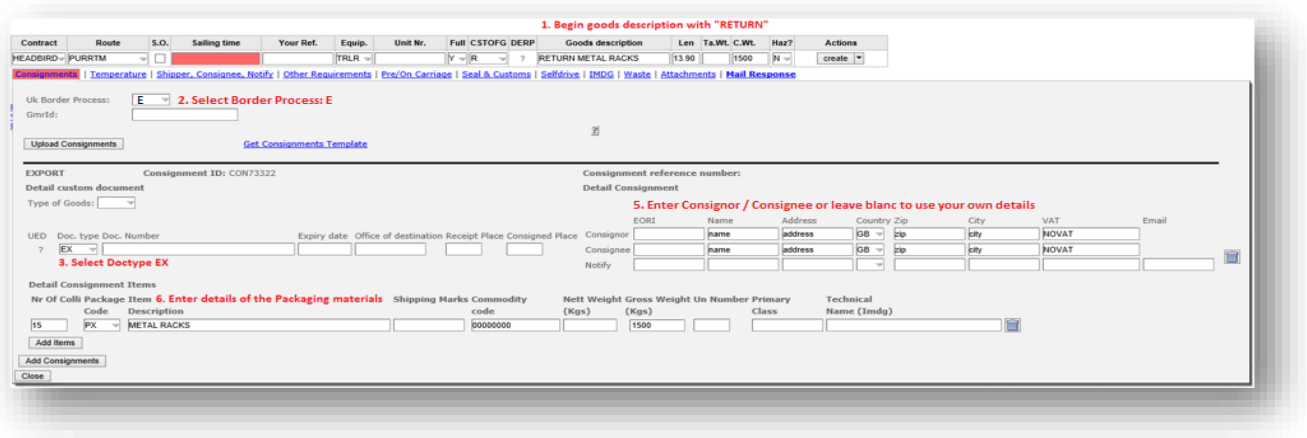
Reusable packaging are goods that meet all the following criteria:

- 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



3.9 UK → 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.

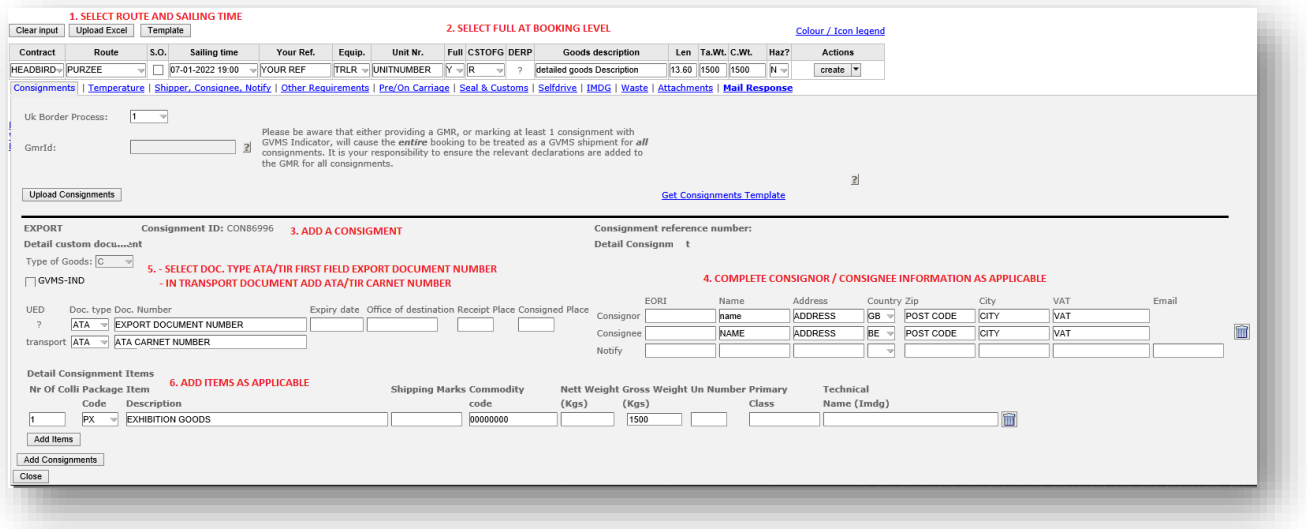
At all times Carnets needs to be correctly completed and wet stamped as otherwise the authorities will refuse to endorse it, risking your unit to be stuck. In case of incorrectly completed carnets, the carnet holder/agent/named person on a letter of authority from the Carnet holder will need to correct/complete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



- **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 **thames.gateway@homeoffice.gov.uk** 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
    - 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.

Note: 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 **BFIMM-Transit@homeoffice.gov.uk** 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**

Note: 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:
    - ATA Carnet
    - 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 customs@cldn.com to release the hold

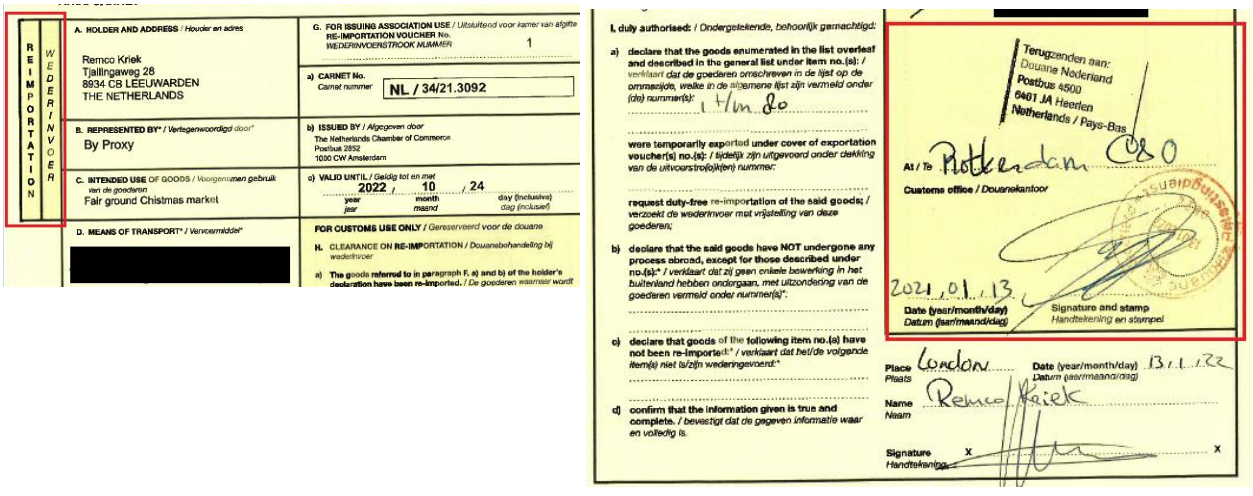
- **Importing Unit to Rotterdam**

  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.
2. 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 customs@cldn.com email address and the hold will be released.

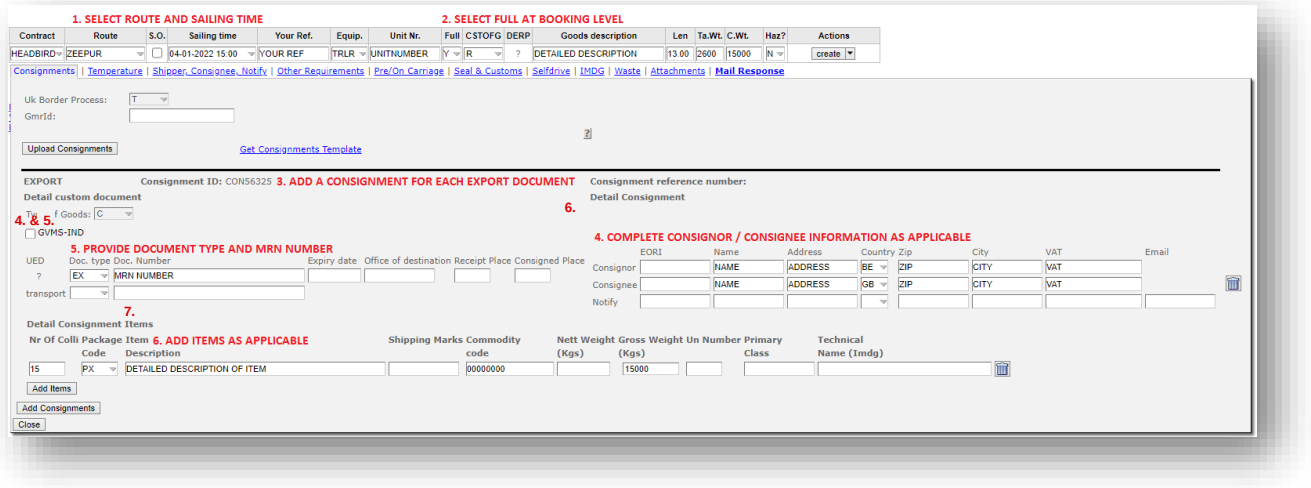
On rare occasions when the customs compliance team is not in the office, Dutch customs can send an email confirming that ATA Carnet has been stamped and cleared, as a result Entry hold can be lifted.

4 EU → 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)



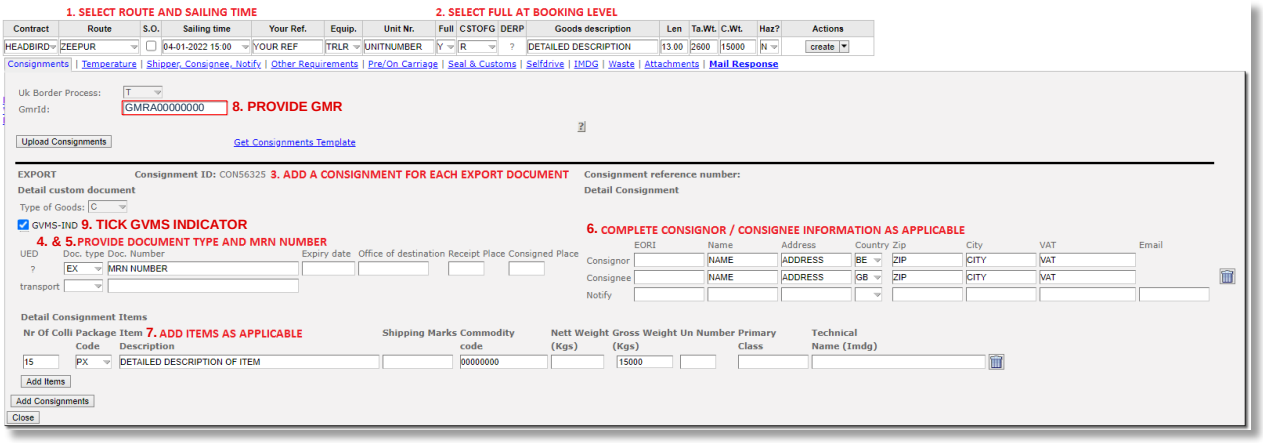
- Obtain a release from UK Port of Entry by Claiming and Clearing your consignment on Destin8

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

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)



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

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.

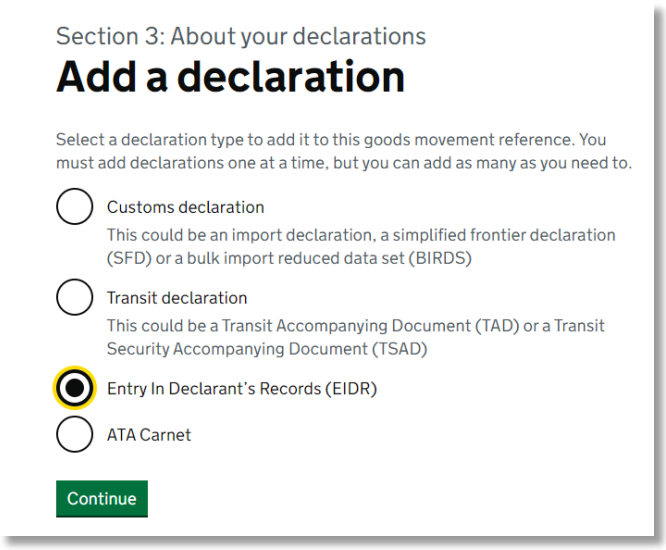
Following arrival in the UK, please **claim your consignment on Destin8** and **submit a C21 to the National Clearance Hub** to obtain the release from the port. If you wish to avoid utilizing a C21 process, please opt for scenario 5.4.

4.4 EU → UK: SCDP/CFSP EIDR – Option 2: With GVMS:

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.

Figure: 18 - EIDR



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.

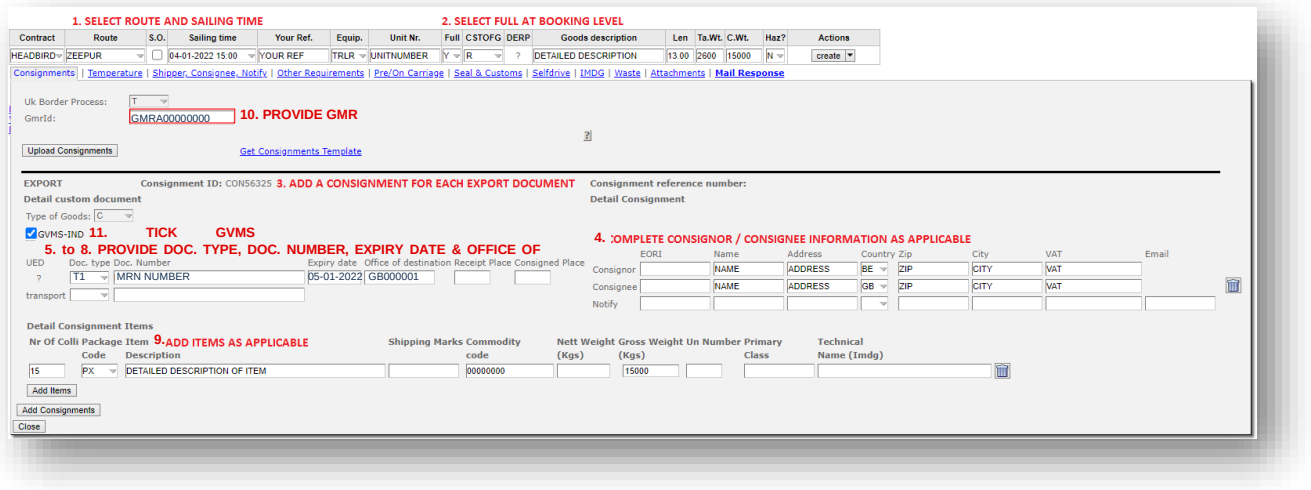
4.5 EU → UK: Transit from EU to UK – Option1: "Through Transit" Clearance at Final Destination:

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 **GVMS GMR ID is mandatory** 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 at Final Destination



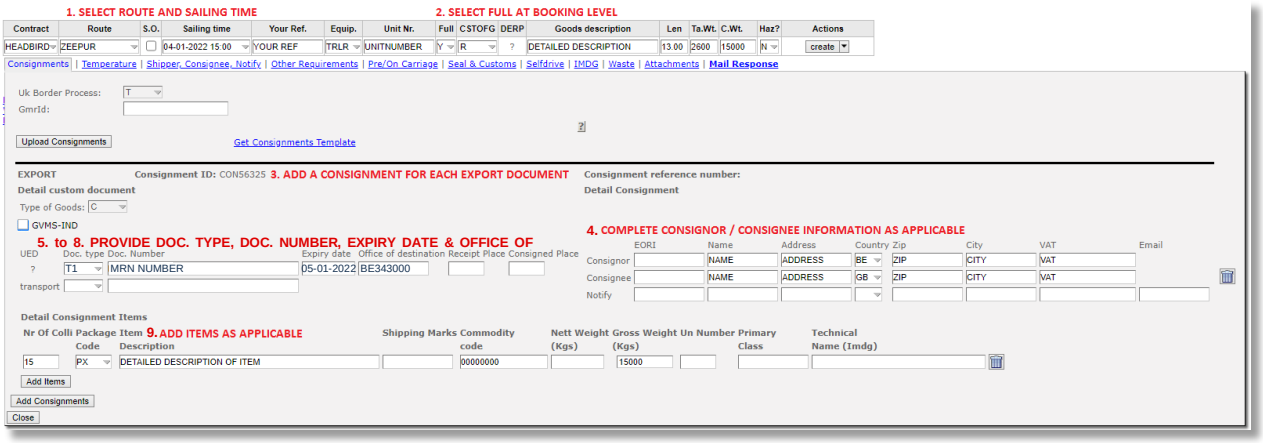
- CLdN will **NOT** discharge the T forms at the Port in this scenario. Please refer to Option 2 or 3 if you want to perform clearance at the UK Port of Entry
- Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer /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

4.6 EU → 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



- Obtain a release from UK Port of Entry by Claiming and Clearing your consignment on Destin8

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

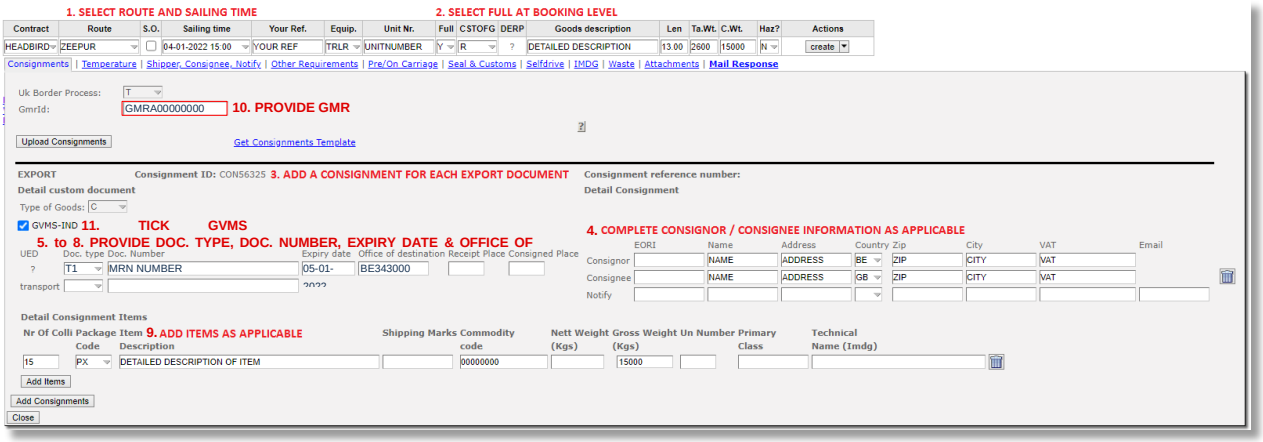
4.7 EU → UK: Transit from EU to UK – Option3: Clearance at UK Port of Entry with GVMS

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 **GVMS GMR ID is required** 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



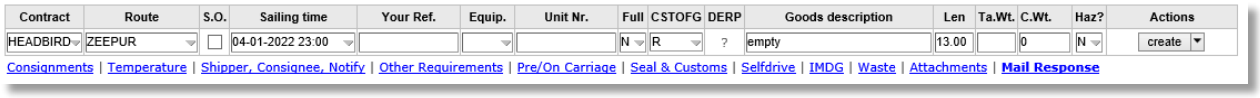
Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer / Container Number, Unaccompanied/Accompanied.

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

4.8 EU → 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



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

4.9 EU → 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:

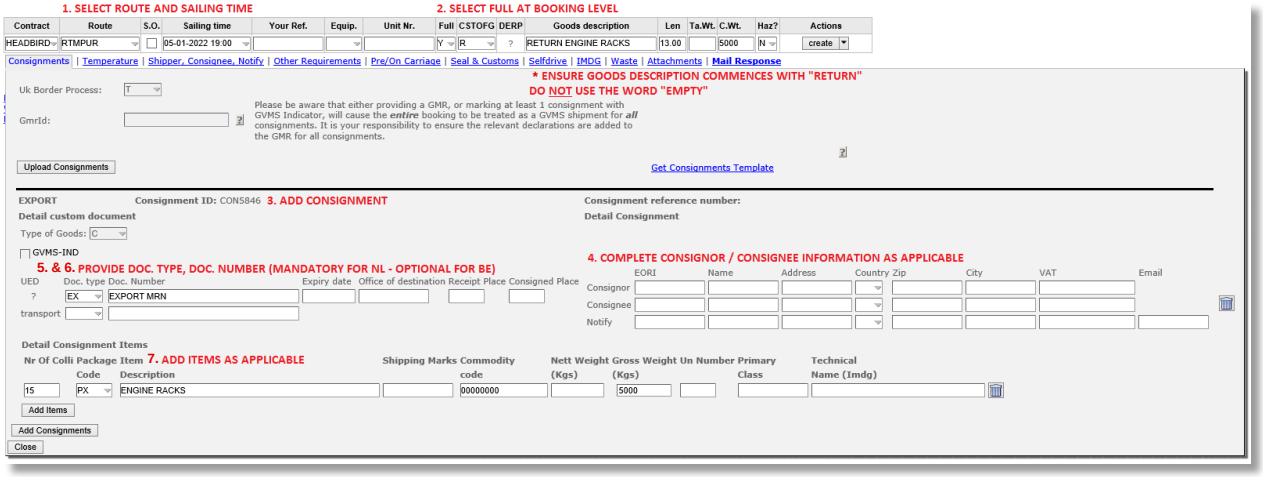
- Be useable for transport of other goods
- Not part of a sales transaction or intended to be sold
- Be filled on at least one leg of the import/export journey
- Have a relief from import duty
- Contain clear and irremovable marks and numbers

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**

Note: 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



- Goods description may NOT end with 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.

Note: 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 → 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.

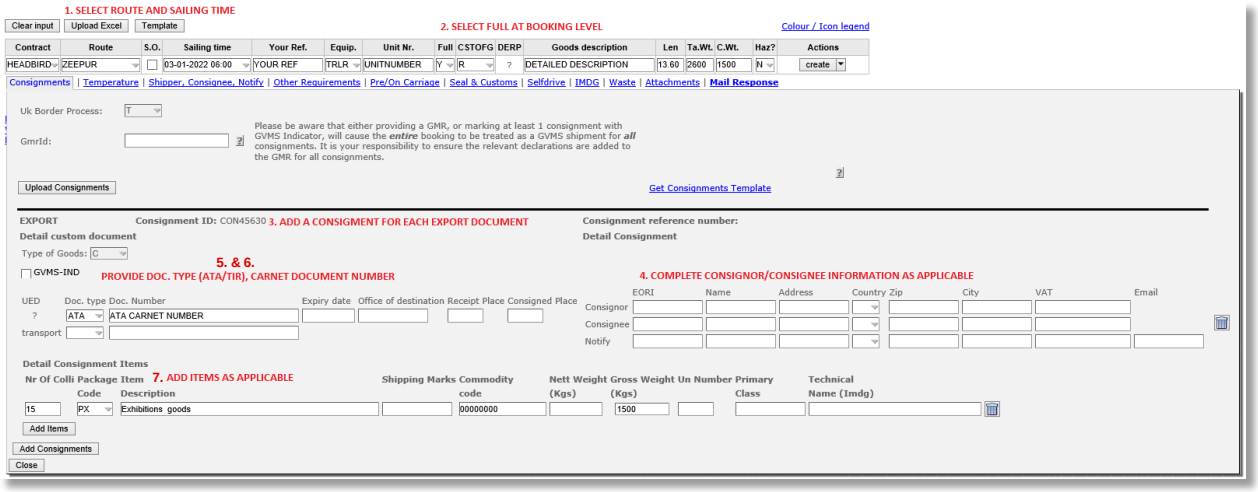
If the Carnet has expired, authorities will refuse to endorse it and it is up to the holder to request a new Carnet to replace the expired one. The goods will not be permitted to travel until the correct documentation is in place and approved.

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



- **Shipping from Rotterdam**
  - The ATA Carnet will have to be wet stamped by Dutch Customs before the unit can be dropped off.
    - Douanekantoor Reeweg, Reeweg 16, 3088 KA Rotterdam. opposite Distripark 1
    - Opening hours Monday - Friday 06.00- 23.00 hours
    - 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.
    - Douanekantoor ZEEBRUGGE D, MINISTER BEERNAERTSTRAAT 3, 8380 Zeebrugge
    - Opening hours Monday - Friday: 08:00 - 12:00 & 12:30 - 16:30

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

- 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 **Purfleet.Thames@homeoffice.gov.uk**
    - 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 **BFIMM-Transit@homeoffice.gov.uk**
    - 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 → Dublin → Liverpool Booking Scenarios

5.1 Customs aspects for bookings on the Santander → Dublin → Liverpool and vice versa 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 → 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 → 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:

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

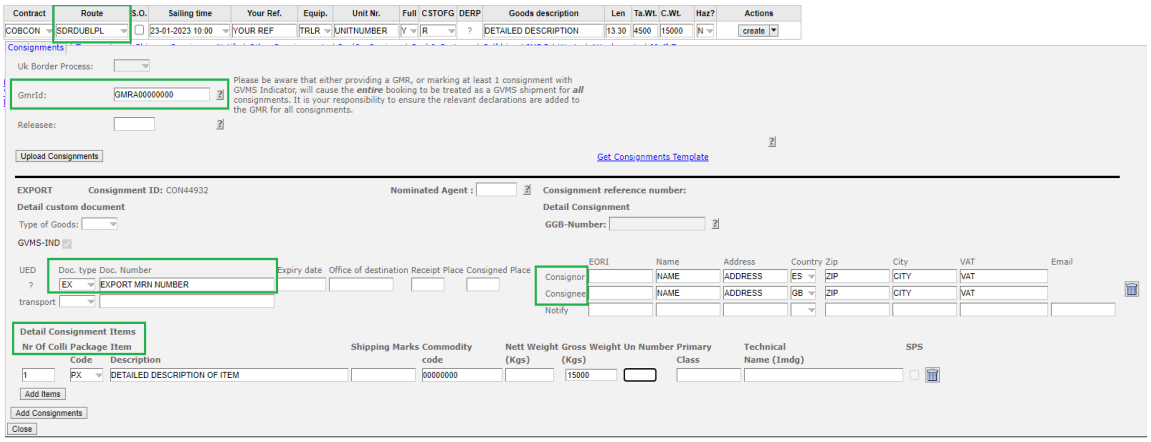
5.2 Booking requirements for goods booked on Santander → Dublin → Liverpool service

- 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

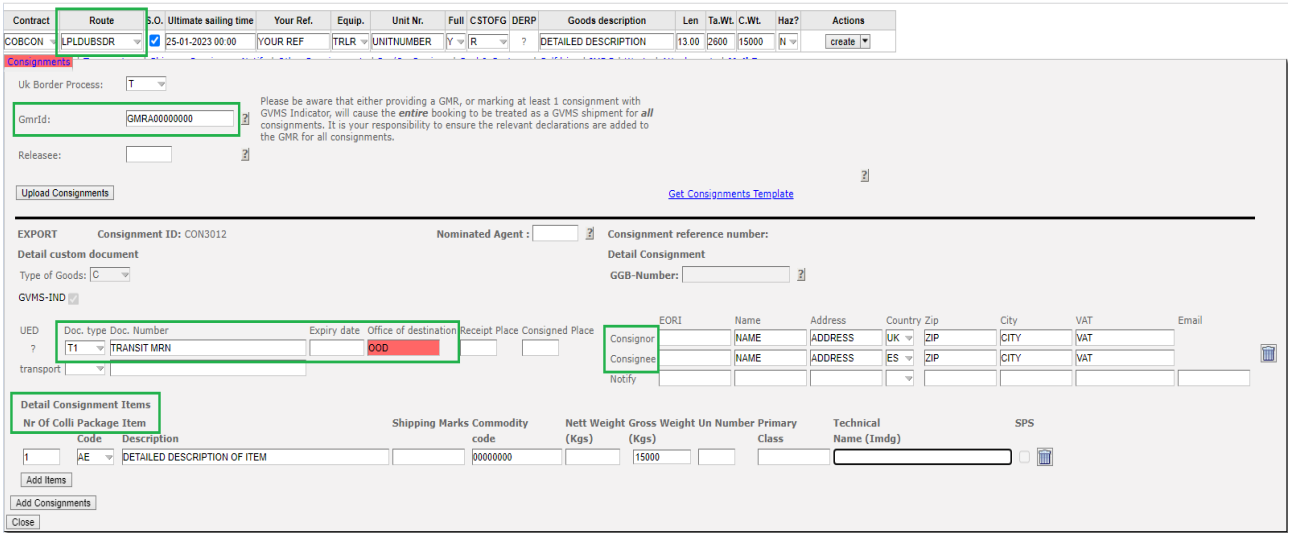
Figure: 25 Booking Example on Santander → Dublin → Liverpool Service



5.3 Booking requirements for goods booked on Liverpool → Dublin→ Santander service

- 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: 26 Booking Example on Liverpool → Dublin → Santander Service

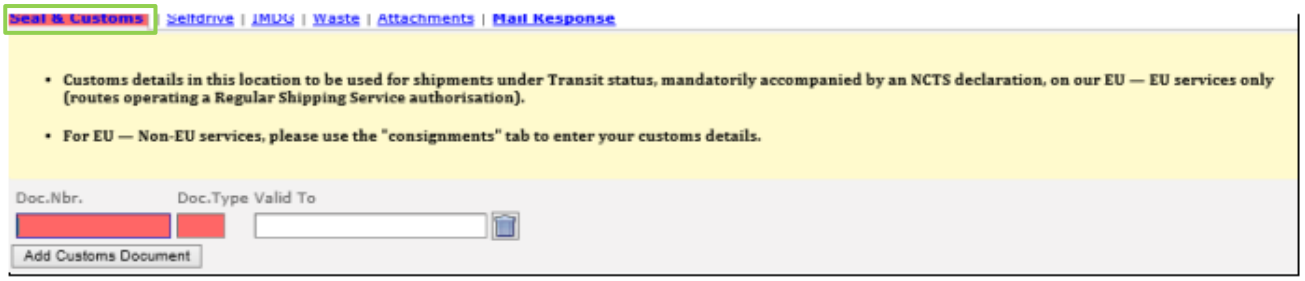


5.4 Booking requirements for goods booked on Santander → Dublin service

The **Santander → Dublin Service** is an Authorised **Regular Shipping Service**.

- **Union Goods**: No additional information is required to be provided above the standard booking requirements.
- **Non-Union Goods**: 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.



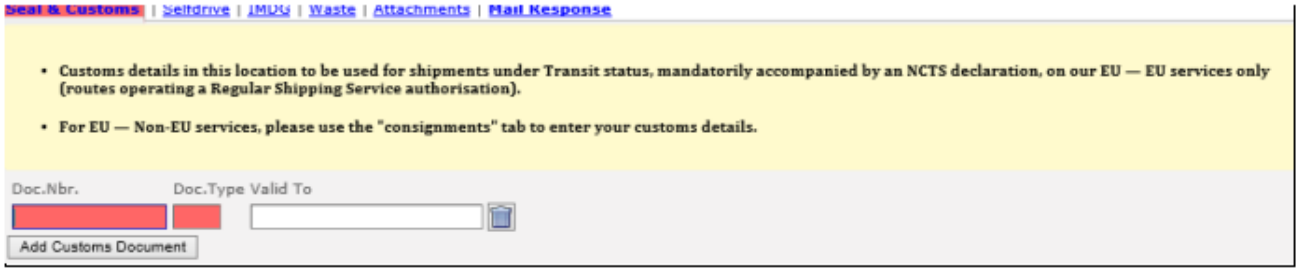
Note: CLdN does not provide a service to discharge/end Transit movements at the Port of Loading/Destination. A T1 document should be valid for the entire journey.

6 Dublin → Santander Scenarios

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

- **Union Goods**: no additional information is required to be provided above the standard booking requirements.
- **Non-Union Goods**: 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.



Note: 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.

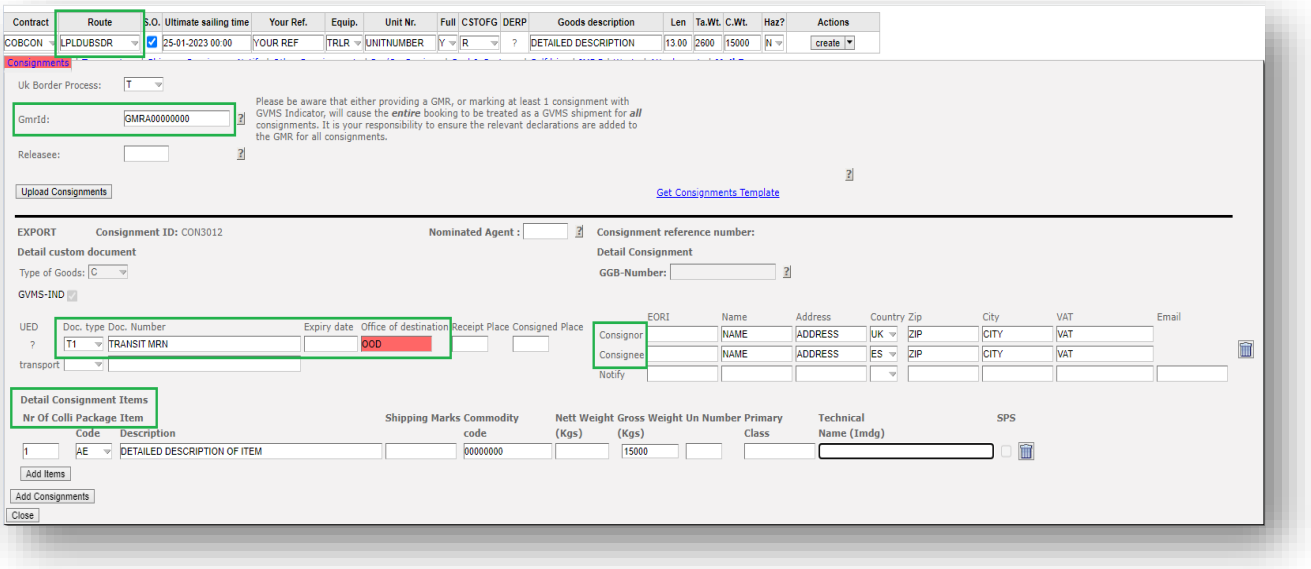
For any questions related to the local clearance procedure at Santander, please engage with the booking's office: roro.freightspain.lux@cldn.com

6.1 UK → 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: 27 Laden Booking Example on Liverpool – Dublin – Santander Service



Please ensure that your export declarations are created correctly:

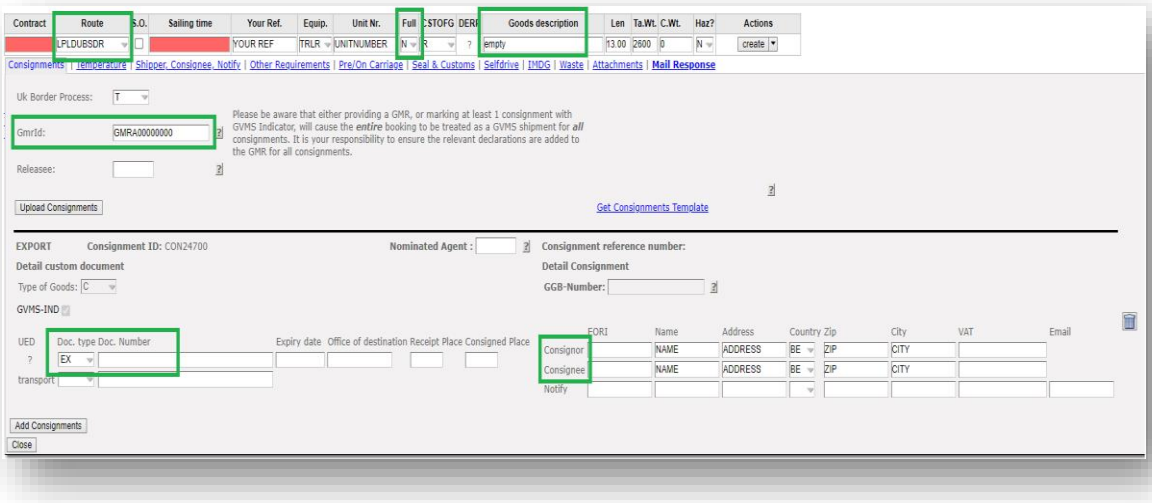
- Box 1: The third character of DECLN_TYPE must indicate the entry is declared “Arrived”
- Box 25: Transport mode 6
- Box 30: GVMS location code LIV
- Box 44: AI statement: RRS01

6.2 UK → 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**

Figure: 28 Empty Booking Example on Liverpool – Dublin – Santander Service



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.

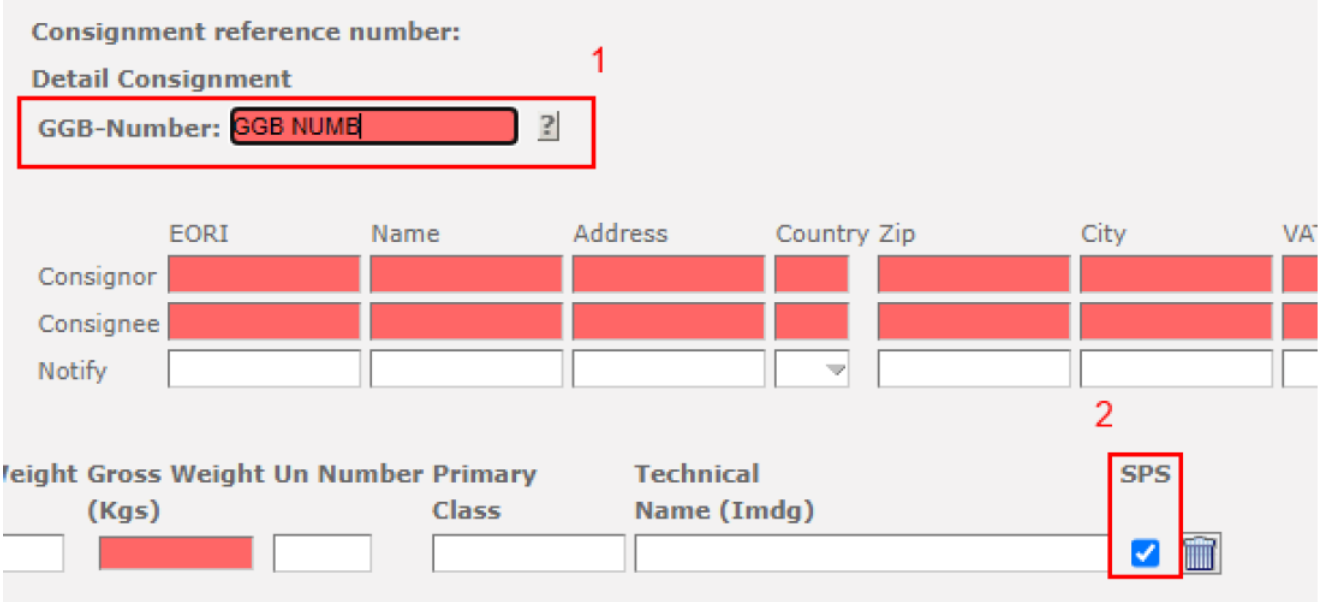
Within the CLdN C.WEB booking portal a field has been created to indicate a consignment contains SPS goods as well as to insert the GGB number. CLdN is subsequently able to immediately validate the GGB number which will allow us to release the goods upon arrival in the NL.

Please note: When you mark a consignment as containing SPS goods, the unit will not be able to gate-in 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: 29 – 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

- EU → UK
  - 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 → 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.

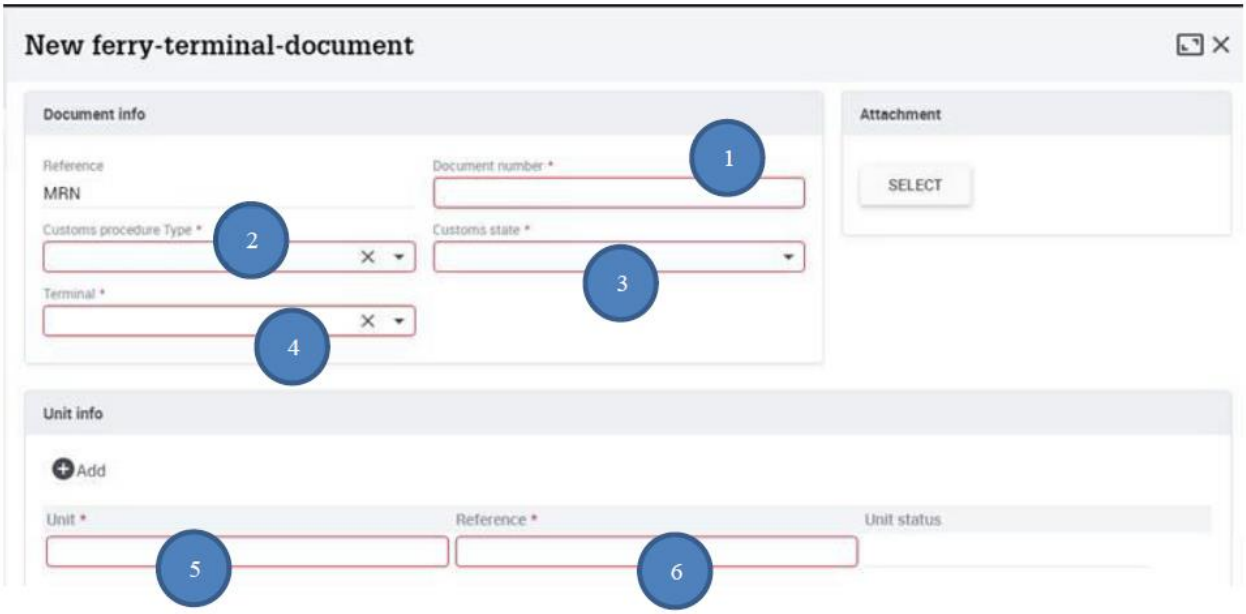
RX / SEAPORT:

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**

Figure: 30 – RX / Seaport

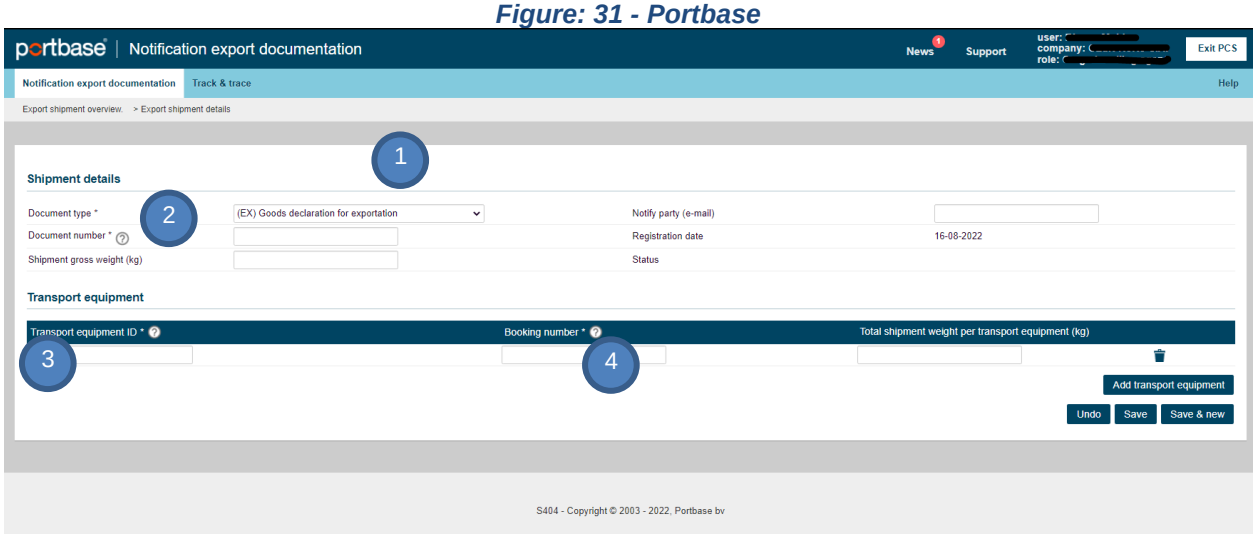


PORTBASE:

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

Figure: 31 - 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 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, you have the option to consolidate your individual DUCR's into a MUCR reference, and this MUCR must be added to the first consignment of your booking.

Alternatively, you can enter each individual DUCR into their respective consignments for arrival.

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

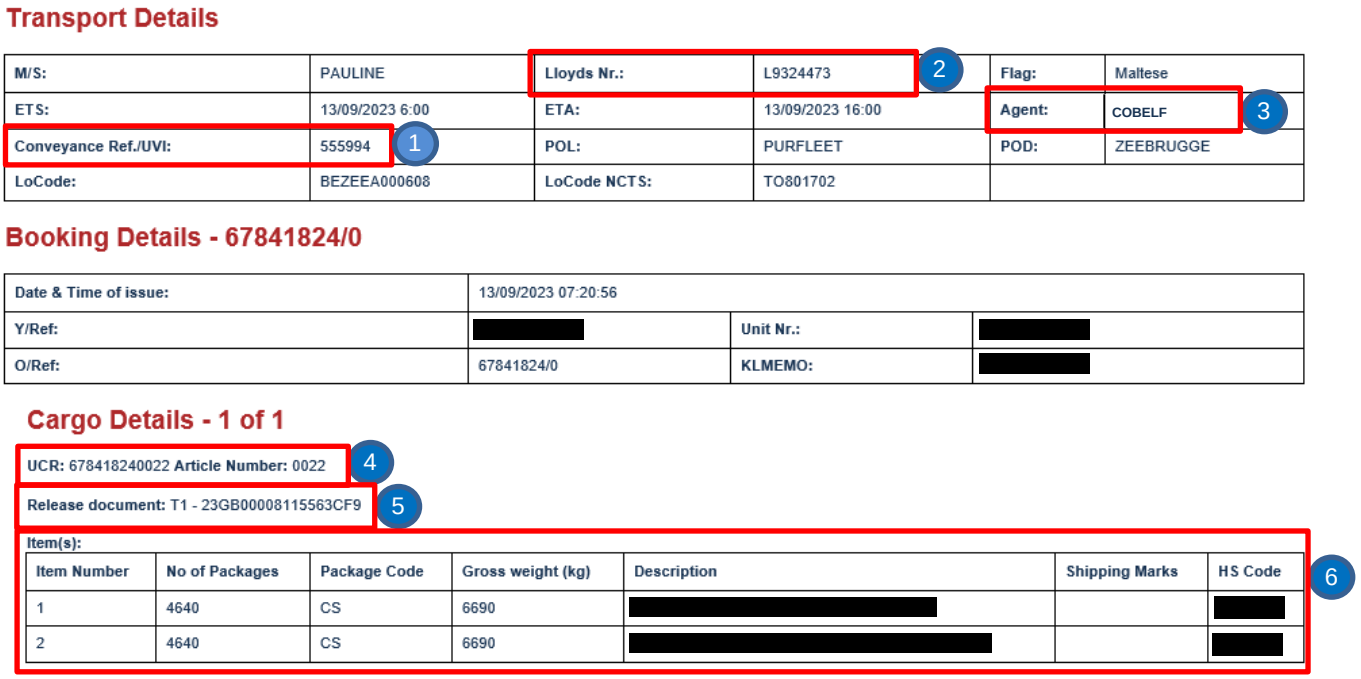
It is of paramount importance to correctly clear the Manifest items from PLDA correctly, to prevent issues with non-clearances later on. CLdN therefore issues "ENS Confirmation" notices which contain all data required to perform this.

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)**
    - Item number
    - Number of packages
    - Package code
    - Gross weight
    - Description
    - Shipping Marks
    - HS Code

Figure: 32– Customs Cargo / Booking details



Transport Details

M/S:	PAULINE	Lloyds Nr.:	L9324473	Flag:	Maltese
ETS:	13/09/2023 6:00	ETA:	13/09/2023 16:00	Agent:	COBELF
Conveyance Ref./UVI:	555994	POL:	PURFLEET	POD:	ZEEBRUGGE
LoCode:	BEZEEA000608	LoCode NCTS:	TO801702		

Booking Details - 67841824/0

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

Cargo Details - 1 of 1

UCR: 678418240022 Article Number: 0022

Release document: T1 - 23GB00008115563CF9

Item(s):

Item Number	No of Packages	Package Code	Gross weight (kg)	Description	Shipping Marks	HS Code
1	4640	CS	6690	[redacted]		[redacted]
2	4640	CS	6690	[redacted]		[redacted]

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 non-clearances 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)

Note: The description can be “RETURN empty packaging” but should not end with the word “empty” as the unit will be treated as empty and RETURN logic will be ignored.

- Setting Full indicator to “Yes”
- Provide Export (Mandatory for NL → 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 → 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 & Customs" and send T1 to bookings desk
UK Transit formalities to final destination	Provide Export DUCR and Transit MRN in the booking	

Table 3: – EU → UK

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