

# **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

September 2023

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1



1		CREATING A BOOKING – GENERAL CONCEPT	4
1	.1	Before arrival at Port of Loading – Providing Customs Related Information	4
1	.2	Following vessel departure – Obtaining release from the Terminal	5
2		SPECIFIC POINTS OF ATTENTION	6
2	.1	EXS Declarations for movements ex UK	6
2	.2	Introduction of GGB Number for bookings containing goods of veterinary origin on UK $\rightarrow$ NL routes.	7
2	.3	Temporary Storage VS "Pre-Lodged" Border Locations	8
2	.4	Concept of "Border Process" in C.WEB Bookings	9
3		Purfleet / Killingholme / Teesport $ ightarrow$ EU Booking Scenarios1	.1
3	.1	UK $\rightarrow$ EU: Export only (Temporary Storage) - Laden Units – Single Consignment1	.1
3	.2	UK $\rightarrow$ EU: Export – Laden Units from Purfleet / Killingholme – Multiple Consignments1	.2
3	.3	UK $\rightarrow$ EU: Transit – Option 1: GB Export or Standalone EXS + Full Transit Declaration (MRN)1	.3
3	.4	UK $\rightarrow$ EU: Transit – Option 2: No GB Export - CLdN to raise EXS for you + Full Transit (MRN)1	.4
3	.5	UK – EU: Transit – Option 4: GB Export or Standalone EXS + Transit LRN1	.5
3	.6	UK $\rightarrow$ EU: Transit – Option 5: No GB Export + Transit LRN1	6
3	.7	UK – EU: Empty & Empty Uncleaned Units1	.7
3	.8	UK $ ightarrow$ EU: Return Packaging utilizing the Oral Declaration1	.8
3	.9	UK $\rightarrow$ EU ATA Carnet/NATO 302 Movement1	9
4		EU $\rightarrow$ Purfleet / Killingholme / Teesport booking scenarios2	2
4	.1	EU $\rightarrow$ UK: Export Formalities - Laden Units – Option 1: Temporary Storage (Without GVMS)2	2
4	.2	EU – UK: Export Formalities - Laden Units – Option 2: With Pre-lodged Import using GVMS2	3
4	.3	$EU \rightarrow UK: SCDP/CFSP EIDR - Option 1: Temporary Storage (without GVMS):2$	3
4	.4	$EU \rightarrow UK: SCDP/CFSP EIDR - Option 2: With GVMS:2$	4
4	.5	EU $\rightarrow$ UK: Transit from EU to UK – Option1: "Through Transit" Clearance at Final Destination:2	5
4	.6	EU $\rightarrow$ UK: Transit from EU to UK – Option2: Clearance at the UK Port of Entry without GVMS2	6
4	.7	EU $\rightarrow$ UK: Transit from EU to UK – Option3: Clearance at UK Port of Entry with GVMS2	7
4	.8	EU $\rightarrow$ UK Movements – Empty and Empty Uncleaned Units2	8
4	.9	EU $\rightarrow$ UK: Return Packaging utilizing the Oral / by Conduct Declaration2	8
4	.10	EU $\rightarrow$ UK: ATA/TIR/NATO 302 Documents	0
6		Santander $\rightarrow$ Dublin $\rightarrow$ Liverpool Booking Scenarios	2
6	.1	Customs aspects for bookings on the Santander $\rightarrow$ Dublin $\rightarrow$ Liverpool and vice versa service3	2
6	.2	Booking requirements for goods booked on Santander $\rightarrow$ Dublin $\rightarrow$ Liverpool service	2
6	.3	Booking requirements for goods booked on Liverpool $\rightarrow$ Dublin $\rightarrow$ Santander service	3



	6.4	Booking requirements for goods booked on Santander $\rightarrow$ Dublin service
7		Dublin $\rightarrow$ Santander Scenarios
	7.1	UK $\rightarrow$ EU: Export – Laden Units from Liverpool to Santander35
	7.2	UK $\rightarrow$ EU: Export – Empty Units from Liverpool to Santander
8		Frequently Asked Questions / Explanatory Guidance
	8.1	CldN Ports Locations codes – Box 30 of SAD37
	8.2	CLdN Ports NCTS Office Codes
	8.3	Entry Summary Declaration / ENS
	8.4	Use of Community Systems in BE / NL
	8.5	Clarification on use of EORI Numbers in a booking
	8.6	Mandatory use of MUCR for UK – EU bookings with multiple consignments
	8.7	Clearance process in Belgium – Correctly "writing off" from PLDA40
	8.8	IMO Numbers of CLDN Vessels41
	8.9	CLdN – Seatruck GVMS Carrier ID's41
	8.10	Clearance process in The Netherlands – Correctly clearing in AGS41
	8.11	Shipping of "new" Trailers / Containers being sold42
	8.12	Shipping of "Return" packaging for which you wish to apply an Oral or By Conduct Declaration42
	8.13	Bookings using "Mini CUSCAR"42
	8.14	Booking of "Through Shipments" / Multiple legs42



# **1 CREATING A BOOKING – GENERAL CONCEPT**

#### 1.1 Before arrival at 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

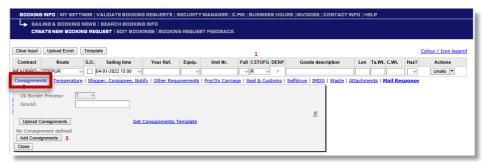
BOOKING INFO   MY BETTINGS   VALIDATE BOOKING REQUESTS   8	ECURITY MANAGER   C.I	FIN   BUSINESS HOURS   INVOICES   CONTACT INF	O   HELP
CREATE NEW BOOKING REQUEST EDIT BOOKINGS   BOOKING	3 REQUEST FEEDBACK		
Clear input Upload Excel Template		1	Colour / Icon legend
Contract Route S.O. Sailing time Your Ref.	Equip. Unit Nr.	Full CSTOFG DERP Goods description	Len Ta.Wt. C.Wt. Haz? Actions
HEADBIRD ZEEPUR V 04-01-2022 15:00 V	<b>_</b>	▼ <b>R</b> ▼ ?	create 💌
Consignments   Temperature   Shipper, Consignee, Notify   Other Requ	irements   Pre/On Carriag	e   <u>Seal &amp; Customs</u>   <u>Selfdrive</u>   <u>IMDG</u>   <u>Waste</u>   <u>Att</u>	achments   Mail Response

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





- **<u>Doc. Type</u>**: 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 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 an "ENS Confirmation" 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.

- $EU \rightarrow UK$ 
  - 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



# Figure: 4 – Release via Document Type

IPORT Consignment ID: CON67888 etail custom document pe of Goods: S V GVMS-IND					nent reference Insignment	number: 610471	460049						
D Doc. 1 Doc. Number 2 Expiry	date Office of destination	Receip on Place	t Consigne Place	<sup>d</sup> Consigno Consigne Notify	EORI e	Name	Address	Country	Zip	City	VAT	Email	
etail Consignment Items r Of Colli Package Item Code Description TY P dd Consignments		Shipping Ma	rks Comm code 000000			Gross Weight Un (Kgs) 24500	Number Prim Clas		Technical Name (Imdg)				
Cancel Note: not all fields are editable because booking	status is 'Disch	arged'											

# **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 Introduction of <u>GGB Number</u> for bookings containing goods of veterinary origin on UK $\rightarrow$ NL routes

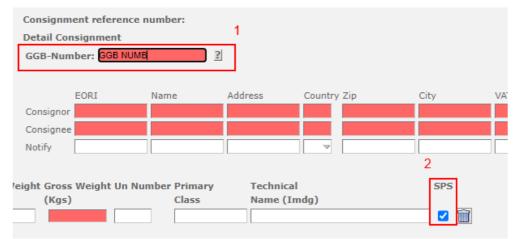
Together with the NVWA (Netherlands Food & Consumer Product Safety Authority), CLdN operates a pilot project since the 15th of November 2022 to significantly improve the process of importing goods containing goods of animal origin into the EU area. The aim of this project is to facilitate direct communication between the NVWA, the Customer and your logistics service provider CLdN to ensure a faster release of your goods.

Currently the veterinary processes frequently take a long time, risking unnecessary delays at the terminals in NL.

The new process will make it possible to arrange all administration in advance of shipment from GB so that the goods can immediately leave the terminal upon arrival in the Netherlands.

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 for the insertion of the GGB number to indicate that the shipment contains SPS goods. CLdN is subsequently able to immediately validate the GGB number which will allow us to release the goods upon arrival in the NL.



# Figure: 5 – C.Web GGB Number



## 2.3 Temporary Storage VS "Pre-Lodged" Border Locations

#### 2.3.1 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.

#### Figure: 6 – GVMS indicator

Contract	Ro	ite	\$.O.	Sailing time	Your R	lef. Eq	uip.	Unit Nr.	Full	CSTOFG	DEF	RP	Goods des	ription	Len	Ta.Wt	C.WL	Haz?				
HEADBIRD	ZEEPUR		N	03-01-2022 06:00	LE021112	201 SEL	F LEC	021112201	Y	R	?	Туре	Of Goods		15.80	2000	2000	N				
Shipme	nt Details ·	1 Shi	pme	nt Details - 2	ielfdrive Ir	nfo Imd	g Wa	Ste	signm	ents	Requ	uest His	tory Mo	vements	Contac	t E	NS confirm	nation in	nfo			
Uk Bor	der Process	т		or EU -> UK bookings,	this field is d	lefaulted to	"T" and n	o longer nei	essary													
GmrId		GMF	RA12	345678 wh	en you want	your PreLo								R with the	Import enti	ies pre	loaded					
							Cons	signments o v more	onfirm	ed, comp	lete	and corr	ect. 🦻									
Upload	i Consignmer	ts		Ge	t Consignme	ents Templ	ate															
EXPOR	IT	C	onsi	gnment ID: CON37	7219						0	Consign	ment refer	ence nur	nber:							
Detail	custom do	cument									0	Detail Co	onsignmen	t								
Type o	f Goods: C																					
GVI GVI				to indicate that the c																		
	Dec			locument information			Office		eceipt	Consign	ed		EORI	Na	ame	Ac	idress	Co	untry	Zip	City	VAT
UED	type	Doc. Num				Expiry date	destina		lace	Place		Consigno	r									
?	EU	12345678	8									Consigne	e									
transp	ort											Notify										
Detai	Consignm	ent Item	is p	rovide item details as	usual																	
Nr Of	Colli Pack							Shipping			dity		Nett Weigh		Weight Ur	Num				echnical		
	Code	Desc	ripti	on						code			(Kgs)	(Kgs)			Class		1	Name (Imdg)		
1	BX	Tools								0000000	00		10	20								



#### 2.3.2 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.

#### 2.4 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:

#### 2.4.1 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.



# 2.4.2 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	х	x		X	
T1		X	х		
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  $\rightarrow$  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: 7 – Export Laden Units: Single Consignments

1. SELECT ROUTE AND SAILING TIME	2. SELECT FULL AT BOOKI	NG LEVEL							
Contract Route S.O. Sailing time Your Ref. Equip. Unit Nr.	Full CSTOFG DERP Goo	ds description L	n Ta.Wt. C.Wt. Haz	? Actions					
HEADBIRD V PURZEE V 04-01-2022 18:00 V	Y w R w ? detailed des	scription 13.	0 2500 15000 N 🤜	create 🔻					
Consignments   Temperature   Shipper, Consignee, Notify   Other Requirements   Pre/On Carrie	age   Seal & Customs   Selfdrive	IMDG   Waste   Attac	ments   Mail Respons	e					
Uk Border Process: T v 3. CHOOSE UK BORDER PROCESS Please be aware that either providing a	GMR, or marking at least 1 consi	anment with							
Gmr1d: GMr1N Indicator, will cause the entire to consignments. It is your responsibility the GMR for all consignments.	ooking to be treated as a GVMS s o ensure the relevant declarations	hipment for all s are added to							
				2					
Upload Consignments		Get (	onsignments Template						
EXPORT Consignment ID: CON72754 4. ADD A CONSIGNMENT FO	R EACH EXPORT	Consignment refe	ence number:						
Detail custom document		Detail Consignmer	t						
Type of Goods: C 🛛									
GVMS-IND		5 PROVIDE COL	SIGNOR / CONSIGI						
6. & 7. ENTER DOCUMENT TYPE AND NUMBER		FORI	Name	Address	Country	/ Zip	City	VAT	Email
VED Doc. type Doc. Number Expiry date Office of destin ? EX VDUCR HERE	ation Receipt Place Consigned Place	Consignor	CONSIGNOR	ADDRESS	GB 🔝	POST	CITY	VAT	]
		Consignee EU EORI	ONSIG		-				<b></b>
transport v		Notify		][	-				
Detail Consignment Items									
	Marks Commodity Nett	Weight Gross Weigh	Un Number Primary	Technica	d				
Code Description	code (Kgs	s) (Kgs)	Class	Name (I	mdg)				
15 PX V DETAILED ITEM DESCRIPTION	00000000	15000					<u> </u>		
Add Items									
Add Consignments									
Close									

<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: 8 – Export Laden Units: Multiple Consignments

	1. SELECT RO	UTE AN	D SAILING TIME				2. SELECT	FULL A		G LEVEL										1
Contract	Route	\$.0.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOP	G DERP	Goods	description	Len Ta.	WL C.WL	Haz?	Actions						
HEADBIRD	PURZEE	- 04	-01-2022 18:00 🔍		-		Y – R	~ ?	detailed descr	iption	13.80 250	0 15000	N	create 💌						
Consignmen	ts   Temperatu	e   Shipp	er, Consignee, Noti	y   Other Reg	virements	Pre/On Carria	ge   Seal & C	ustoms	Selfdrive   ]	MDG   Wast	te   Attachments	Mail Res	ponse							
Uk Borde	Process: [1	V	3. CHOOSE UK B	lease be awar	e that eith	er providing a ( e the <i>entire</i> bo	SMR, or mark	cing at le	ast 1 consign	ment with	-11									
GmrId:	L			onsignments. he GMR for all	It is your r	esponsibility to	ensure the r	elevant	declarations a	are added to	2			2						
Upload C	onsignments										Get Consign	ments Ten	<u>plate</u>	L.						_
EXPORT		Consign	ment ID: CON727	54 4. ADD A	CONSIG	NMENT FOR	EACH EXP	ORT		Consignm	ent reference r	umber:								
Detail cu	stom documer	t								Detail Cor	nsignment									
Type of G	ioods: C 🛛 🔍																			
GVMS-	IND									5 880V					-					
6.8	7. ENTER DO	CUMEN	T TYPE AND NU	MBER MUST	BE A MU	JCR IN CASE	OF MULTIP	LE CON	ISIGNMEN	rs <sup>5. PROV</sup>	EORI	Name	SIGNE	Address (	Jountr	y ∠ip	City	VAL	Email	
UED	Doc. type Doc.			Expi	ry date O	ffice of destina	ion Receipt F	Vace Cor	signed Place	Consignor		CONSIGN	DR A	DDRESS	38 -	POST	CITY	VAT		
. <sup>*</sup> .	EX V MUC	K HERE							_	Consignee	BE0418294979				v					
transport										Notify					-			1		
Detail C	onsignment It	ms ·																		
	olli Package It	•	ADD ITEM DETA	ILS		Shipping I	4arks Comn	nodity	Nett V	Veight Gro	ss Weight Un N	umber Pri	mary	Technical						
	Code D	scription					code		(Kgs)	(Kg	s)	Cla	55	Name (In	idg)					
15	PX 🗵 DI	TAILED IT	EM DESCRIPTION				00000	000		750	00									
Add Iten	IS																			.
EXPORT		Consign	ment ID: CON731	38						Consignm	ent reference r	umber:								-
Detail cu	stom documer	e.								Detail Cor	nsignment									
Type of G																				
GVMS-	OTHER CON	SIGNME	NTS DOCUMEN	NUMBER C	AN CON	TAIN ANY VA	LUE BUT N	<b>NUST B</b>		WITHIN TH										
UED	Doc. type Doc.	Number		Expi	ry date O	ffice of destina	ion Receipt F	lace Cor	signed Place	Carrie	EORI	Name			Countr		City	VAT	Email	
?	EX 🚽 CON	SIGNMENT	2							Consignor		consignor		adress	38 -	post	city	VAT		<b></b>
transport	~										BE0418294979				~					
										Notify					~				L	1
	nsignment Ite Ili Package Ite	•	ADD ITEM DETA	LS		Shippina M	larks Comm	odity	Nett W	eight Gros	s Weight Un Nu	umber Prin	nary	Technical						
		scription					code	.,	(Kgs)	(Kgs		Cla		Name (Im	dg)					
15	PX 🔍 DE	TAILED ITE	M DESCRIPTION				000000	00		750	0				-					
Add Item																				
Add Consi	inments																			
_		_						_				_	_		_					_

<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: 9 – GB Export or Standalone EXS + Full Transit Declaration

Contract	Route	S.O.	Sailing time Y	our Ref.	Equip. Unit Nr.	Full CSTOFG DE	RP	Goods description	n Len	Ta.Wt. C.W	t. Haz?	Actions						
ADBIRD	PURZEE	7 1 0	4-01-2022 18:00 -	i	~	Y - R -		d description		2500 1500	0 N -	create 💌						
nsianme	ts   Temperat		per, Consignee, Notify   (	Other Require	ements   Pre/On Ca		ns I Selfd	rive   IMDG   War										
											_							
Jk Borde	r Process:	1	3. CHOOSE UK BORD	DER PROCE	SS													
			Pleas	se be aware t	hat either providing	a GMR, or marking a booking to be treate	t least 1 c	onsignment with										
GmrId:			i consi	ignments. It	is your responsibilit	to ensure the releva	int declara	itions are added t	0									
			the G	GMR for all co	insignments.													
												2						
Upload C	onsignments								Get Co	insignments 1	emplate							
EVDODT				4 400 4 6				C										
EXPORT Datail c	istom docume	-	nment ID: CON72754	4. ADD A C	ONSIGN/VIENT P	UN EACH EXPORT		-	nent refere nsignment	nce number								
	Goods: C							Detail Co	insignment									
GVMS			T TYPE AND NUMBE					9. PRO	VIDE CONS	SIGNOR / C	ONSIGNE		ION					
UED UED	Doc. type Doc		TITLE AND NOMBE			ination Receipt Place	Consigner	Dace	EORI	Name		Address	Countr		City	VAT	Email	
?			ORT HERE		022 FR000001			Consigno		CONSI	GNOR	ADDRESS	GB 🔝	POST	CITY	VAT		
transpor		OF TRAN	SIT HERE			D OFFICE OF DEST	INATIO	- V	e BE0418294	979								1
								Notify										
	onsignment I	tems																
Detail C	olli Package I	tem 11. /	ADD AT LEAST ONE I	TEM	Shippii	ıg Marks Commodit	y	Nett Weight Gro	ss Weight	Un Number	Primary	Technica	al					
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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: 10 – No GB Export - CLdN to raise EXS for you + Full Transit

	1. SELECT R		ID SAILING TIME			2	SELECT FULL A		LEVEL										
Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr. F	ull CSTOFG DERP	Goods	description	Len	Ta.Wt. C.	Nt. Hazî	Actions						
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Consignme	nts   Temperat	ure   Ship	per, Consignee, No	tify   Other Reg	uirements   Pr	e/On Carriage	Seal & Customs	Selfdrive   II	1DG   Wast	e   Attachn	nents   Mai	Respons	e						
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	ustom docume								Detail Con	signment									
ATG of	Goods: C 🤜							7.											
GVM:																			
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UED	Doc. type Doc	. Number		8. Exp	ry date Offic	e of destination	Receipt Place Cons	signed Place	Consignor	LUNI		SIGNOR	ADDRESS	GB 🚽	2 1	CITY	VAT	Lindi	
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transpo	rt 🔍			6b.	ENTER EXP	IRY AND OF	FICE OF DESTINA	TION		BE0418294	979								
		9.							Notify				][						
Detail	Consignment I																		
Nr Of	Colli Package I	tem 7.	ADD AT LEAST C	DNE ITEM		Shipping Ma	rks Commodity	Nett W	eight Gros	s Weight	Un Numbe	r Primary	Techni	cal					
	Code [	escriptio	n				code	(Kgs)	(Kgs	;)		Class	Name	(Imdg)					
15	PX 🔍 E	ETAILED I	TEM DESCRIPTION				00000000		750	0						1			
Add Ite	ms																		
Add Con:	agnments																		
Close																			



- 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.

# Figure: 11 – GB Export or Standalone EXS + Transit LRN

ontract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG DE	RP	Goods descript	tion L	en Ta.Wt. (	.Wt.	Haz?	Actions						
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	_	-																		
Uk Border	Process:	<u>'4</u> –	3. CHOUSE U	IK BORDER PRO		nrovidina a Gl	MP or marking a	t lazet	1 consignment wi	th										
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				the GMR for all			ensure the releva	nt dec	arations are adde	d to										
					-									2						
Upload Co	onsignments									Get	Consignmen	ts Temp	late							
XPORT			Inment ID: COM	N72754 4. ADD A	CONSIGN	MENT FOR E	EACH EXPORT		Consig	nment refe	rence num	ber:								
	stom docum									Consignme	nt									
<b>8.</b> of G	oods: C	~							9.											
GVMS-									E 00		NEIGNOR									
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Add Item	s .																			
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lose	minents																			



## 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: 12 – No GB Export - CLdN to raise EXS for you + Transit LRN

DBIRD       PLAZZE         PL41-3222:10:0       Image: PL41-322:10:0       Image: PL41-32:10:0	Integration       Image: Integrati	1. SELECT ROUTE AND SAILING TIME 2. SELECT	FULL AT BOOKING LEVEL						
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Beace be saves that either providing a GMR, or making at least 1 consignment with consignments.	Here be avare that either providing a GMR, or marking at least 1 consignment with consignments.  Here be avare that either providing a GMR, or marking at least 1 consignment with consignments.  Here be avare that either providing a GMR, or marking at least 1 consignment with consignments.  Here be avare that either providing a GMR, or marking at least 1 consignment with consignments.  Here be avare that either providing a GMR, or marking at least 1 consignments added to consignments.  Here be avare that either providing a GMR, or marking at least 1 consignments added to consignments.  Here be avare that either providing a GMR, or marking at least 1 consignments added to consignments.  Here be available at the relevant declarations are added to the GMR and the set of the GMR and the set of the GMR address the formation and the set of the GMR address the formation and the set of the GMR address the formation add								
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		GVMS Indicator, will cause the entire booking to be tr	reated as a GVMS shipment for all						
Get Consignment       Upload Consignment     Consignment ID: C0N72754     4. ADD A CONSIGNMENT FOR EACH EXPORT     Consignment reference number: Detail Consignment       Vetail Consignment     Detail Consignment     Detail Consignment       Vetail Consignment     T.       Vetail Consignment     S. PROVIDE CONSIGNOR / CONSIGNER INFORMATION       6. ENTER DOCUMENT TYPE AND NUMBER     S. Exviry date office of destination Receipt Place Consigned Place Consignment     Consignment       7     Tim     UNO T FRANSIT HERE     B640-1322     FROUDE COD FIGE EXPLOYED NOT	dead Consignments       Get Consignments Template         read Consignments       Consignment Template         read Consignments       Deal Consignment reference number: Deal Consignment         read Consignment Template       Deal Consignment reference number: Deal Consignment         read Consignment       7.         S. FORVIDE CONSIGNOR / CONSIGNOR / CONSIGNOR MONTON 0       5. FORVIDE CONSIGNOR /	<ul> <li>consignments. It is your responsibility to ensure the respons</li></ul>	elevant declarations are added to						
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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: 13 – Empty and Empty Uncleaned Units

Contract Route S.O. Sailing time Your Ref. Equip. Unit Nr. Full CSTOFG DERP Go	oods description	Len Ta.	Nt. C.Wt.	Haz? Act	ions					
ADBIRD V PURRTM V C empty		13.80	1500	N 🤝 crea	ite 💌					
onsignments   Temperature   Shipper, Consignee, Notify   Other Requirements   Pre/On Carriage   Seal & Customs   Selfdrive		Attachments	Mail Res	onse						
1. Set EMPTY at Booking	g Level									
Uk Border Process: E 2. Select Border Process: E										
Gmrld:										
	5									
Upload Consignments Get Consignments Template										
EXPORT Consignment ID: CON73516	Consignment ref	ference num	her							_
	Detail Consignme		iberri							
Type of Goods:										
	FORT						o use your ow		Email	
4. Leave Doc Number Blanc	EORI	Na	me	Address	Countr	y Zip	City	VAT	Email	
4. Leave Doc Number Blanc UED Doc. type Doc. Number Expiry date Office of destination Receipt Place Consigned Place	Consignor	Na	me	Address ADDRESS	Countr GB 👻	y Zip ZIP	City	VAT NOVAT	Email	
4. Leave Doc Number Blanc UED Doc: type Doc. Number Expiry date Office of destination Receipt Place Consigned Place	Consignor Consignee	Na	me ME	Address	Countr	y Zip ZIP	City	VAT	Email	
4. Lave Doc Number Blanc           UED         Doc. Nyne Doc. Number         Expiry date         Office of destination Receipt Place Consigned Place           2         EX	Consignor	Na	me ME	Address ADDRESS	Countr GB マ NL マ	y Zip ZIP	City	VAT NOVAT	Email	Î
4. Leave Doc Number Blanc UED Doc. Nyne Doc. Number Expiry date Office of destination Receipt Place Consigned Place     7 EX     8. Select Doctype EX	Consignor Consignee	Na	me ME	Address ADDRESS	Countr GB マ NL マ	y Zip ZIP	City	VAT NOVAT	Email	1
4. Leave Doc Number Blanc UED Doc. Nyne Doc. Number Texpiry date Office of destination Receipt Place Consigned Place     2 [EX      3. Select Doctype EX Detail Consignment Items	Consignor Consignee	Na	me ME	Address ADDRESS	Countr GB マ NL マ	y Zip ZIP	City	VAT NOVAT	Email	
4. Leave Doc Number Blanc UED Doc. type Doc. Number     Expiry date Office of destination Receipt Place Consigned Place     Tex	Consignor Consignee	Na	me ME	Address ADDRESS	Countr GB マ NL マ	y Zip ZIP	City	VAT NOVAT	Email	
4. Leave Doc Number Blanc UED Doc. type Doc. Number Expiry date Office of destination Receipt Place Consigned Place     7 EX     5. Select Doctype EX Detail Consignment Items Add Consignments	Consignor Consignee	Na	me ME	Address ADDRESS	Countr GB マ NL マ	y Zip ZIP	City	VAT NOVAT	Email	



# 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: 14 - Return Packaging utilizing the Oral Declaration - CLdN performs the EXS

									1. Begin goods d	lescription	with "I	FTUR	N <sup>-</sup>							
tract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG	FRP	Goods descript	· ·	en Ta.W			Action		1				
	PURRTM		Sumg une		TRLR		Y - R -		RETURN METAL RAC			1500		create						
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	c. type Doc. Nu	mber		Expiry	date Off	ice of destination	Receipt Place C	onsig	ned Place Consignor		nan				G8 -	zip	city	NOVAT		
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3.	Select Docty	pe EX							Notify						~					
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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: 15 – ATA Carnet Movement

ar input	Upload Excel	Template	AILING TIME				2. SELECT FUI	L AT BOO	KING LEVEL				Colour / Icor	legend					
ontract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG	DERP	Goods description	Len	Ta.Wt. C.W	/t. Haz?	Action	8					
DBIRD	PURZEE	▽ 🗌 07-0	01-2022 19:00	VOUR REF	TRLR		Y - R	? deta	iled goods Description	13.60	1500 150	0 N -	create	•					
signmen	s   <u>Temperatu</u>	re   <u>Shippe</u>	r, Consignee,	Notify   Other Re	quirement	s   <u>Pre/On Carri</u>	age   Seal & Cust	oms   Self	drive   IMDG   Wast	e   <u>Attachm</u>	ents   <u>Mail</u>	Respons	•						
k Borde	Process:	-																	
ic boraci				Please be aw	are that ei	ther providing a	GMR, or marking	at least 1	consignment with										
nrId:			1	GVMS Indica	tor, will can	use the entire b	ooking to be trea	ited as a G	WMS shipment for a rations are added to	//									
				the GMR for															
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pload C	insignments									Get Con	signments	Template							
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										sianm t									
	stom docuar								Detail Cor	isignm t									
ype of G	oods: C 🔍	5 SELE		E ATA/TIR FIRS					Detail Cor	isignm t	4. COMP	LETE CON	ISIGNOR / CO	NSIGNEE	INFORMATION	AS APPLIC	ABLE		
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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

- 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

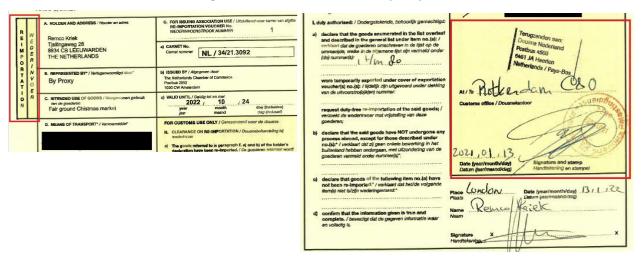
- Once the unit is discharged it will remain on hold
- When the driver arrives at the terminal, they must collect the ATA Carnet from the unit and go to Minister Beernaertstraat 3 8380 Zeebrugge to get the Carnet Wet stamped. The driver must provide the following to Customs:
  - o ATA Carnet
  - Our 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 <a href="mailto:customs@cldn.com">customs@cldn.com</a> 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: 16 – 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: 17 – Temporary Storage Booking (Without GVMS)

	Route	S.O.	Sailing time You	ur Ref. Equi	p. Unit Nr.	Full CSTOFG DER	Goods	description	Len Ta.Wt.	C.Wt. Haz?	Actions						
BIRD	ZEEPUR	04-0	1-2022 15:00 - YOUR	REF TRLP	- UNITNUMBER	Y <i>▼</i> <b>R</b> <i>▼</i> ?	DETAILED DE	SCRIPTION	13.00 2600	15000 N 🗵	create	-					
anmer	ts   Temperatur	e   Shipper	Consignee, Notify   Ot	ther Requiremen	ts   Pre/On Carriad	e   Seal & Customs	Selfdrive   IM	DG   Waste   At	achments   Ma	il Response							
Jorde	r Process: T	V															
Id:																	
							?										
oad Ci	onsignments		Get Consig	nments Templa	<u>e</u>												
ORT		-	ent ID: CON56325 3.	ADD A CONS	IGNMENT FOR	EACH EXPORT DO	CUMENT	Consignment r	eference num	ber:							
	stom document	t					6.	Detail Consign	nent								
5. <sup>f G</sup>	Goods: C 🔍						υ.										
VMS	IND							4. COMPLETE				IATION		ABLE			
			IT TYPE AND MRN I					EORI	Nar	ne	Address	Countr	y Zip	City	VAT	Email	
)	Doc. type Doc. I			Expiry date	e Office of destinat	tion Receipt Place Co	nsigned Place	Consignor	NA	ИE	ADDRESS	BE 🗵	ZIP	CITY	VAT		
		UMBER						Consignee	NAI	ИE	ADDRESS	GB 🔝	ZIP	CITY	VAT		<b></b>
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	7. onsignment Ite																
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Of C																	
Of C																	
Of C	15																
Of C																	

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: 18 – Temporary Storage Booking (GVMS)

ontract	Route	\$.0.	ND SAILING TI Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOF		Goods descrip		Ta.Wt. C.Wt.	Haz?	Actions						
DBIRD	ZEEPUR	- 01	04-01-2022 15:00	- YOUR REF		UNITNUMBER	Y - R -	~ ?	DETAILED DESCRIP	TION 13.00	2600 15000	NV	create 💌						
nsignmen	ts   Temperat	ure   Ship	per, Consignee, I	Notify   Other Requ	irements	Pre/On Carriag	e   Seal & Cu	stoms	/ Selfdrive   IMDG   )	Waste   Attachm	nts   Mail Res	ponse							
Jk Border GmrId:		T V GMRA0		. PROVIDE G	MR														
Upload Co	insignments		9	Set Consignments 1	Template				2										
XPORT		Consig	jnment ID: CON	56325 3. ADD A	CONSIGN	IMENT FOR E	ACH EXPO	RT DO	CUMENT Consi	gnment refere	ce number:								
∕etail cu	stom docum	ent							Detail	l Consignment									
ype of G	oods: C	~																	
GVMS-	IND 9. TICI	K GVM	S INDICATO	R					6. cc	OMPLETE CON	SIGNOR / CO	ONSIGN	E INFORMATI			BLE			
				D MRN NUMBE						EORI	Name			ountry		City	VAT	Email	
JED	Doc. type Do			Expi	iry date Of	fice of destinat	on Receipt Pl	ace Con	signed Place Consig	gnor	NAME	A	DRESS BE	E 🐨	ZIP	CITY	VAT		
?	EX 🔝 MR	N NUMBER	۲.						Consid	gnee	NAME	A	DRESS GI	8 👻	ZIP	CITY	VAT		1
transport									Notify				i	~			1		
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Nr Of Co		Item <b>7.</b> A Descripti	DD ITEMS AS	APPLICABLE		Shipping N	arks Comm code	odity		Gross Weight ( (Kgs)		imary ass	Technical Name (Imo	dg)					
15	PX 🔍	DETAILED	DESCRIPTION OF	ITEM			000000	00		15000						1			
Add Item	5																		
	omente																		
dd Consig																			

#### 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 $\rightarrow$ UK: SCDP/CFSP EIDR – <u>Option 1: Temporary Storage (without GVMS)</u>:

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.

Figure: 19 - EIDR
Section 3: About your declarations Add a declaration
Select a declaration type to add it to this goods movement reference. You must add declarations one at a time, but you can add as many as you need to.
Customs declaration This could be an import declaration, a simplified frontier declaration (SFD) or a bulk import reduced data set (BIRDS)
Transit declaration This could be a Transit Accompanying Document (TAD) or a Transit Security Accompanying Document (TSAD)
Entry In Declarant's Records (EIDR)
ATA Carnet
Continue

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 $\rightarrow$ UK: Transit from EU to UK – <u>Option1: "Through Transit" Clearance at Final Destination</u>:

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: 20 – Transit Clearance at Final Destination

			ND SAILING T				2. SELECT FULL AT											
ract	Route		Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG DERP	Goods descript			.Wt. Haz		•					
IRD⇒	ZEEPUR	- 0 0	4-01-2022 15:00	YOUR REF	TRLR 🗵	UNITNUMBER	Y <b>⊽ R ⊸</b> ?	DETAILED DESCRIPTI	ON 13.00	2600 1	5000 N 🤜	create	•					
Inmer	ts   <u>Temperatu</u>	re   <u>Ship</u>	per, Consignee, I	Notify   Other Reg	uirements	Pre/On Carriad	ge   Seal & Customs	Selfdrive   IMDG   W	aste   <u>Attachme</u>	nts   Mai	l Respons							
		T V		10. PROVIDE	CMP													
rId:	l.	GMRA00	000000	IU. FROVIDE	Givin													
								?										
ad C	insignments		2	Set Consignments	Template													
ORT		-	nment ID: CON	156325 3. ADD 4	CONSIG	NMENT FOR	EACH EXPORT DO		nment referen	ce numb	er:							
	stom docume							Detail (	Consignment									
	oods: C 🛛 🖙																	
	IND 11.	TIC						4. :0	MPLETE CON	SIGNOR					BLE			
			OC. TYPE,	DOC. NUM	BER, E)	(PIRY DAT	E & OFFICE O	F	EORI	Nam	· · · · ·	Address	Countr		City	VAT	Email	
	Doc. type Doc.						tion Receipt Place Con	signed Place Consign	nor	NAN	IE	ADDRESS	BE 👻	ZIP	CITY	VAT		
		IN NUME	EK	μ5	-01-2022	GB000001		Consign	nee	NAN	IE	ADDRESS	GB 👻	ZIP	CITY	VAT		<b>m</b>
sport								Notify										[Same]
								,										
	onsignment It																	
Of C		tem 9.A escriptio	DD ITEMS AS	APPLICABLE		Shipping 1	Marks Commodity code	Nett Weight G (Kgs) (I	ross Weight U Kas)	n Numb	er Primary Class		ical (Imdg)					
			ESCRIPTION OF	177.44			00000000		15000		Class	Name	(Imag)		1			
		ETAILED	ESCRIPTION OF	TIEW			0000000		15000									
id Item	5																	
Consig	nments																	
1																		

- 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: 21 – Transit Clearance without GVMS

	1. SELECT R	OUTE A	ND SAILING TI	ME			2. SELECT FU	LL AT BO		VEL										
Contract	Route	S.O.	Sailing time	Your Ref.	Equip.		Full CSTOFG		Goods des		Len	Ta.Wt. C.Wt.	Haz?	Actions						
HEADBIRD	ZEEPUR	70	4-01-2022 15:00	VOUR REF	TRLR - U	NITNUMBER	Y - R	? DET/	AILED DESCI	RIPTION	13.00	2600 15000	N -	create 💌						
Consignmen	ts   Temperatu	re   Ship	per, Consignee, N	otify   Other Requ	irements   F	Pre/On Carriage	Seal & Custo	ms   Selfd	Irive   IMDG	Waste	Attachme	nts   Mail Re	sponse							
Uk Border	Process:	F ⇒																		
GmrId:	Į																			
·									?											
Upload Co	nsignments		Ge	et Consignments	Template															
EXPORT		Canali	nment ID: CON5	6205 2 ADD A	CONISION			DOCUM				e number:								— II
	stom docume		milent ID: CONS	10323 5. ADD A	CONSIGN	WENT FOR E	ACHEAFORI	DOCOM		tail Consid		le number:								
	oods: C v								50	tun consig	Juncin									
GVMS-																				
			OC. TYPE, I		ER EYE				4.	COMPLE EC		Name	ONSIGNEE Add		ATION Countr		CABLE	VAT	Email	
UED	Doc. type Doc	Number	00. 111 2, 1	Exp	iry date Off	ice of destinati	on Receipt Place	e Consigne	d Place	nsignor	жі	NAME		RESS	BE -		City	VAT	Email	
?	T1 - MR	N NUM	BER	05-	01-2022 BE	343000				nsignee		NAME		RESS	GB 🚽	ZIP	CITY	VAT		
transport										tify										
									110	in y										
	nsignment I													Technic						
NP OT CO		em 9. p escripti	DD ITEMS AS A	APPLICABLE		Snipping M	arks Commod code	ity	(Kqs)	(Kqs)	weight u	n Number P	rimary lass	Name (						
15			DESCRIPTION OF I	TEM			00000000		(	15000							<b>m</b>			
Add Item																				
Add Consig	_																			
Close	Interns																			
01036		_						_			_			_	_					

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: 22 – Transit Clearance with GVMS

1. SELECT ROUTE AND SAILING TIME 2. SELECT FUI	LL AT BOOKING	LEVEL									
Contract Route S.O. Sailing time Your Ref. Equip. Unit Nr. Full CSTOFG D	DERP Goods	description	Len Ta.V	Vt. C.Wt. Haz	? Actions						
HEADBIRD = ZEEPUR = 04-01-2022 15:00 = YOUR REF TRLR = UNITNUMBER Y = R =	? DETAILED DE	SCRIPTION	13.00 260	0 15000 N	create 💌						
Consignments   Temperature   Shipper, Consignee, Notify   Other Requirements   Pre/On Carriage   Seal & Custo	ms   Selfdrive   IM	IDG   Waste	Attachments	Mail Respons	e						
Uk Border Process: T 👒											II
GmrId: GMRA00000000 10. PROVIDE GMR											II
	2										II
Upload Consignments Get Consignments Template											II
											- 11
EXPORT Consignment ID: CON56325 3. ADD A CONSIGNMENT FOR EACH EXPORT Detail custom document		Consignmen Detail Consi	t reference n	umber:							II
Type of Goods: C v		Detail Consi	gnment								II
											II
GVMS-IND 11. TICK GVMS					SNEE INFORM						II
5. to 8. PROVIDE DOC. TYPE, DOC. NUMBER, EXPIRY DATE & OFFICE UED Doc. type Doc. Number Expiry date Office of destination Receipt Place	Consigned Place			Name	Address	Country		City	VAT	Email	II
7 T1 MRN NUMBER 05-01- BE343000		Consignor		NAME	ADDRESS	BE 🔻		CITY	VAT		
transport		Consignee		NAME	ADDRESS	GB 👻	ZIP	CITY	VAT		
		Notify									
Detail Consignment Items											
Nr Of Colli Package Item 9. ADD ITEMS AS APPLICABLE Shipping Marks Commodi			Weight Un Nu	umber Primary							II
Code Description code	(Kgs)	(Kgs)		Class	Name (	imdg)					II
15 PX V DETAILED DESCRIPTION OF ITEM 00000000		15000						1			
Add Items											
Add Consignments											
Close											

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: 23 – Empty and Empty Uncleaned Units

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		04-01-2022 23:00 🤍		-		N 🗢	R 👻	?	empty	13.00		0	Ν 🔝	create 💌
Consignment	ts   <u>Temperature</u>	Shipp	er, Consignee, Notif	V   Other Require	ements	Pre/On Carriage	<u>Se</u>	al & Cust	oms	Selfdrive   IMDG   Waste   Atta	chmer	<u>nts   M</u> a	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: 24 – Return Packaging

1.	SELECT RO		ID SAILING TIME	E			2. SELECT FULL	AT BOOKING LEV	/EL									
Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full CSTOFG DER	P Goods desc	ription	Len Ta	.Wt. C.Wt.	Haz?	Actions					
HEADBIRD- RT	APUR	900	5-01-2022 19:00 🤝				Y <i>→</i> <b>R</b> <i>→</i> ?	RETURN ENGINE F	RACKS	13.00	5000	N 🗢	create 💌					
Consignments	Temperatu	re   Ship	per, Consignee, No	tify   Other Requ	irements   f	Pre/On Carria	ge   Seal & Customs											
								* ENSURE GO				NCES V	VITH "RETUR	N"				
Uk Border Pr	ocess: []	~						DO <u>NOT</u> USE T		RD "EMPT	("							
GmrId:			3	GVMS Indicator	r, will cause	the entire be	GMR, or marking at ooking to be treated	as a GVMS shipmen	t for all									
Gilling.	L		2	consignments. the GMR for all			ensure the relevant	t declarations are ad	lded to									
				the orner of un	consignmen								?					
Upload Consi	gnments									Get Consig	nments Ter	nplate	-					
																		- 11
EXPORT		Consig	nment ID: CON58	46 3. ADD CO	NSIGNME	NT		Con	signmen	t reference	number:							_
Detail custo	m documer	ıt						Deta	ail Consi	gnment								
Type of Goo	is: C 🔍																	
GVMS-ING	>								OMPLE					TION AS APPL				
			PE, DOC. NUME							DRI	Name		Address	Country Zip	City	VAT	Email	
	c. type Doc.			Expi	ry date Offi	ce of destina	tion Receipt Place Co	onsigned Place Con	signor									
? E	EXPC	ORT MRN						Con	signee		1	- i						
transport	~							Noti	ify		1		[					
Detail Cons																		
			DD ITEMS AS A	PPI ICABLE		Shinning	Marks Commodity	Nett Weigh	t Gross	Weight Un	Jumber Pi	rimary	Technic	al.				
		escriptio				Dilipping	code	(Kqs)	(Kgs)	freight on		ass	Name ()					
15	PX - Et	IGINE RA	скя				00000000		5000						<b>m</b>			
Add Items																		
Add Consignm	ante																	
Close	onto																	
0.000		_																

- 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: 25 – ATA / TIR / NATO 302

1. SELECT ROUTE AND SAILING TIME				
Clear input Upload Excel Template	2. SELECT FULL AT BOOKING LEVEL	Colour / Icon legend		
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 - 103-01-2022 06:00 - YOUR REF TRLR - UNITNUMBER	Y v R v 7 DETAILED DESCRIPTION	13.60 2600 1500 N - create -		
Consignments   Temperature   Shipper, Consignee, Notify   Other Requirements   Pre/On Carri	iage   Seal & Customs   Selfdrive   IMDG   Waste   A	tachments   Mail Response		
				l
Uk Border Process: T V				
CIME Indicator, will cause the entire h	GMR, or marking at least 1 consignment with booking to be treated as a GVMS shipment for all			
consignments. It is your responsibility t	to ensure the relevant declarations are added to			
the GMR for all consignments.				
Upload Consignments		et Consignments Template		
energe constrainente	2	et consignments remplate		
EXPORT Consignment ID: CON45630 3. ADD A CONSIGMENT FOR EACH	H EXPORT DOCUMENT Consignment r	eference number:		
Detail custom document	Detail Consign	ment		
Type of Goods: C 🔍				
5. & 6.		OMPLETE CONSIGNOR/CONSIGNEE INFORMA		
PROVIDE DOC. TTPE (ATA/TIN), CARNET DOCOMENT NOWBER	EORI		ry Zip City VAT	Email
	ation Receipt Place Consigned Place Consignor	Hunde Address Court		
? ATA	Consignee			
transport v	Notify			i "
				·
Detail Consignment Items Nr Of Colli Package Item 7. ADD ITEMS AS APPLICABLE Shipping	Marks Commodity Nett Weight Gross We	ight Un Number Primary Technical		
Code Description	code (Kgs) (Kgs)	Class Name (Imdg)		
15 PX V Exhibitions goods	00000000 1500			
Add Items			- ( 1999)	
Add Consignments				
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
  - 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</u> 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 <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.



# 6 Santander $\rightarrow$ Dublin $\rightarrow$ Liverpool Booking Scenarios

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

CLdN operates the **Santander**  $\rightarrow$  **Dublin**  $\rightarrow$  **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:

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

#### 6.2 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 <u>CLdN will raise automatically on your behalf</u>

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





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

- An Irish PBN is mandatory, which <u>CLdN will raise automatically on your behalf</u>
- 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.	Equip.	Unit Nr.	Full CS	OFG DER	P Goods	description	Len	Ta.Wt.	C.Wt.	Haz?	Actions						
COBCON V	LPLDUBSDR	25-01-2023 00:00	YOUR REF	TRLR 👻	JNITNUMBER	(		DETAILED DE	SCRIPTION	13.00	2600	15000	N 🗢	create 🔻	1					
Consignmen	its -	and the second			'															
Uk Borde	r Process: T	-																		
			Please be awar	e that eith	er providing a Gl	IR, or n	arking at I	east 1 consigni	nent with											
GmrId:	G	MRA0000000	GVMS Indicator consignments.	It is your r	e the <b>entire</b> boo responsibility to (	nsure t	e treated ne relevant	as a GVMS snip : declarations a	ment for <b>all</b> re added to											
Releasee:		2	the GMR for all	consignme	ents.															
Releasee:		2												?						
Upload C	onsignments									Get Cor	sianme	nts Temp	olate	-						
EXPORT	Consig	ment ID: CON3012			No	minate	d Agent :	?	Consignme	nt refer	ence nu	umber:								_
Detail cu	istom documen	t							Detail Cons	ignmen	t									
Type of G	Goods: C 🔍								GGB-Numb	er:			?							
GVMS-IN	D																			
						<b>.</b> .			E	ORI		Name		Address	Countr	/ Zip	City	VAT	Email	
UED	Doc. type Doc.		Expi	·	ffice of destination	n Recei	ot Place Co	onsigned Place	Consignor			NAME		ADDRESS	UK 🤜	ZIP	CITY	VAT		
transport		SIT MRN			UD	_			Consignee			NAME		ADDRESS	ES 🗵	ZIP	CITY	VAT		
transport									Notify											
Detail C	onsignment Ite	ms																		
Nr Of C	olli Package Ite				Shipping M				eight Gross \	Neight (	Jn Num			Technie			SPS			
		scription				co		(Kgs)	(Kgs)			Clas	55	Name (	Imdg)					
1		TAILED DESCRIPTION OF IT	EM			00	00000		15000											
Add Item																				
Add Consig	gnments																			
Close																				

#### 6.4 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.

Bear & Customs   Selfdrive   IMUS   Waste   Attachments   Mail Kesponse
<ul> <li>Customs details in this location to be used for shipments under Transit status, mandatorily accompanied by an NCTS declaration, on our EU — EU services only (routes operating a Regular Shipping Service authorisation).</li> </ul>
<ul> <li>For EU — Non-EU services, please use the "consignments" tab to enter your customs details.</li> </ul>
Doc.Nbr. Doc.Type Valid To
Doc.Npr. Doc.Type Valid To
Add Customs Document

<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.



# 7 <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.

Seal & Lustons   Selfdrive   JM25   Waste   Attachments   Mail Kesponse
<ul> <li>Customs details in this location to be used for shipments under Transit status, mandatorily accompanied by an NCTS declaration, on our EU — EU services only (routes operating a Regular Shipping Service authorisation).</li> <li>For EU — Non-EU services, please use the "consignments" tab to enter your customs details.</li> </ul>
Doc.Nbr. Doc.Type Valid To Add Customs Document

<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



# 7.1 $UK \rightarrow EU$ : 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

Contract	Route	S.O. Ultimate sailing time	Your Ref. E	Equip. Unit Nr.	Full CSTOFG DERP	Goods descrip	tion Len 1	a.Wt. C.Wt.	Haz? Actions					
BCON 🤜	LPLDUBSDR	- 25-01-2023 00:00	YOUR REF		Y 🔻 R 🔍 ? D	ETAILED DESCRIPT	ION 13.00 2	600 15000	N 🔝 create 💌					
ignme	nts													
k Bord	r Process: T	~		na sa sa sa										
nrId:	0	MRA00000000 ?!	GVMS Indicator, w	ill cause the entire bo	SMR, or marking at leas oking to be treated as a	GVMS shipment f	or all							
	-	2	consignments. It i the GMR for all co	s your responsibility to nsignments.	ensure the relevant de	clarations are adde	d to							
eleased	:	?												
									?					
pload (	onsignments						Get Consi	<u>gnments Templ</u>	ate					
XPORT		ment ID: CON3012				? Con:	ignment referen							_
	Consigr istom documen			r	Iominated Agent :		ignment referen il Consignment	ce number:						
	Goods: C 🔍	L .					-Number:		2					
WMS-II							Humberr							
	- 1.1						EORI	Name	Address	Country Zip	City	VAT	Email	
UED	Doc. type Doc.		Expiry		tion Receipt Place Consig	ned Place Con	ignor	NAME	ADDRESS	UK 🔍 ZIP	CITY	VAT		_
? transpoi	T1 V TRAN	SILMEN		OOD		Con	ignee	NAME	ADDRESS	ES 🗵 ZIP	CITY	VAT		
ranspor						Noti	y							
)etail (	onsignment Ite	ms												
Nr Of (	olli Package Ite			Shipping I	arks Commodity		Gross Weight Un				SPS			
4		scription TAILED DESCRIPTION OF IT	E14		code 00000000	(Kgs)	(Kgs)	Clas	s Name (I	mdg)		a la		
Add Ite		TAILED DESCRIPTION OF IT	CM .		0000000		15000							
Add Ite														
	gnments													
dd Cons ose														

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



# 7.2 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

Ontract         Route         S.O.         Sailing time         Your Ref.         Equip.         Unit Nr.         Full         STOFG         DER           LPLDUBSDR		Ta.Wt. C.Wt. Ha							
signments   Iemperature   Shipper, Consignee, Notify   Other Requirements   Pre/On Carriage   Seal & Customs   Selfdr			- Epiconetto						
K Border Process:           T           Please be aware that either providing a GMR, or marking at least 1 or GMR for all cause the entitle booking to be treated as a GVP considerments. It is your reconstrainty to ensure the relevant declarative GMR for all consignments.            steesee:         2	15 shipment for all								
load Consignments	Get Cor	nsignments Templati	2	1					
PORT Consignment ID: CON24700 Nominated Agent :	2 Consignment refer								_
ail custom document	Detail Consignmen GGB-Number:	t	3						
IS-IND			-	_	_				1
D Doc. type Doc. Number Expiry date Office of destination Receipt Place Consigned	Place Consignor	Name	Address ADDRESS	Countr		City	VAT	Email	_
	Consignee	NAME	ADDRESS	BE v		CITY	_		
sport	Notify			-					
Consignments									

# Figure: 34 Empty Booking Example on Liverpool – Dublin – Santander Service



# 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

- $EU \rightarrow UK$ 
  - 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-o	document	
Document info		Attachment
Reference	Document number *	SELECT
Customs procedure Type * 2	Customs state *	•
Terminal *	4 × •	
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

		Figure: 266 - Portbase			
	n export documentation		News Support	user: Company: Compan	E
Notification export documentation	ack & trace				
Export shipment overview. > Export shipment	details				
Shipment details					
Document type *	(EX) Goods declaration for exportation	Notify party (e-mail)			
Document number* ⑦		Registration date	16-08-2022		
Shipment gross weight (kg)		Status			
Transport equipment ID * ?		Booking number * 0	Total shipment weight per transport	equipment (kg)	t equip
				Undo Save	Save &
		S404 - Copyright © 2003 - 2022, Portbase bv			
				38	3



## 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
  - o Number of packages
  - o Package code
  - o Gross weight
  - o Description
  - Shipping Marks
  - o HS Code

# Figure: 277 – ENS / Booking details

#### **Transport Details**

M/S:	PAULINE	Lloyds Nr.:	L9324473 2	Flag:	Maltese
ETS:	13/09/2023 6:00	ETA:	13/09/2023 16:00	Agent:	COBELF 3
Conveyance Ref./UVI:	555994 1	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:		Unit Nr.:	
O/Ref:	67841824/0	KLMEMO:	

#### Cargo Details - 1 of 1

Release documer	022 Article Number: 00 nt: T1 - 23GB00008115					
Item(s): Item Number	No of Packages	Package Code	Gross weight (kg)	Description	Shipping Marks	HS Code
1	4640	CS	6690			
2	4640	CS	6690			



# 8.8 IMO Numbers of CLDN Vessels

Adeline	9539092	Cadena 3	9234094
Alf Pollak	9848467	Catherine	9209453
Amandine	9424871	Celandine	9183984
Belgia Seaways	9188233	Celestine	9125372
Celine	9789233	Opaline	9424869
Clementine	9125384	Palatine	9376701
Delphine	9789245	Pauline	9324473
Faustine	9889708	Peregrine	9376725
Hermine	9831177	Sixtine	9831165
Laureline	9823352	Vespertine	9376713
Maria Grazia Onorato	9848479	Victorine	9184029
Maxine	9188245	Wilhelmine	9539080
Mazarine	9376696	Yasmine	9337353
Melusine	9166637	Ysaline	9823364

# Table 2: – IMO numbers

# 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 3: – UK $\rightarrow$ EU

UK – EU	First leg booking	Second leg booking	
oroaranoo at tranompriorit	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, Provide Export DUCR and following T1 raised at transhipment shipment enter Transit MRN in the port		Enter Transit MRN in the C.WEB tab "Seal &	
	Provide Export DUCR and Transit MRN in the booking	Customs" and send T1 to bookings desk nsit	

# Table 4: – $EU \rightarrow UK$

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