



VERSION 1 – 1 February 2019

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

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

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ENTERING CONSIGNMENT INFO IN C.WEB (ONLINE)

Principles

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

Each consignment consists of four information blocks:

- Details referring to the outbound customs procedure.
- Details referring to the exporter (consignor), the importer (consignee) and Notify.
- Details about the consignment items.
- Details referring to the inbound customs procedure.

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

This can only be done in C.WEB & C.WEB EDI:

- While entering your booking request.
- While editing your booking request or booking.

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

Important note:

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

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

1. CREATE NEW BOOKING REQUEST.

The screenshot shows the C.WEB interface for creating a new booking request. At the top, there is a blue ribbon with navigation links: BOOKING INFO, MY SETTINGS, VALIDATE BOOKING REQUESTS, SECURITY MANAGER, C.PIN, BUSINESS HOURS, INVOICES, CONTACT INFO, and HELP. Below this, there are more navigation links: BAILING & BOOKING NEWS, SEARCH BOOKING INFO, CREATE NEW BOOKING REQUEST, EDIT BOOKINGS, and BOOKING REQUEST FEEDBACK. The main area contains a table with columns: Contract, Route, S.O., Sailing time, Your Ref., Equip., Unit Nr., Full, Goods description, Len, Ta.Wt., C.Wt., Haz?, and Actions. The first row shows 'HEADBIRD' in the Contract column and 'ZEEPUR' in the Route column. Below the table, there are several tabs: Consignments, Temperature, Shipper, Consignee, Notify, Other Requirements, Pre/On Carriage, Seal & Customs, Selfdrive, IMDG, Waste, Attachments, and Mail Response. The 'Consignments' tab is active, showing a dropdown for 'Entry procedure type', a checkbox for 'I confirm all consignment info is correct and complete. I'm aware that my goods can ONLY enter the terminal if I do confirm.', and a button labeled 'Add Consignments'. There is also a 'Close' button at the bottom left of the dialog box.

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

You can add the consignments before submitting to agent:

- During creation of a booking request.
The consignment info is not saved until you actually click the **'Create'** button!
- Click 'clear Input' after you clicked 'Create'.
This prevents copying wrong information to the next booking request.

After submitting to agent:

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

Important note:

A booking is accepted for operations only:

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

2. CREATE OR ADD EXPORT CONSIGNMENTS

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

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

EXPORT Consignment ID: CON68414

Detail custom document

Doc. type	Doc. Number	Expiry date	Valid to (place)	Receipt Place	Consigned Place	EORI	Name	Address	Country	Zip	City	VAT	Email
EXA	18E05	28-02-2019		BECRA		BE1626378385	Jodah Casqter	Caxtonweg	BE	8380	ZEEBRUGGE	BE0056077228	
						BE1282807474	Cobb, James O	Urganboy RO	BE	4600	Eben-Email	BE001647022	
						BE1736323574	Andrews, J Rob	Flush Park 22	BE	0264	Conway	BE758223655	

Detail Consignment Items

Nr. Of Coli	Package	Item	Code	Description	Shipping Marks	Commodity code	Nett Weight (Kgs)	Gross Weight (Kgs)	Un Number	Primary Class	Technical Name (Imdg)
84	BX	Spare parts			PRM365TYRU	2111833	400	500			

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

Therefore, it is possible to create a consignment before you have a valid customs document.

Following fields are mandatory during consignment creation:

- Document type
- Consignor EORI number OR full address details including VAT number
- Consignee EORI number OR full address details including VAT number
- Item details for minimum one item* (see below for specification of fields)

⇒ Add additional consignments by clicking the 'Add consignments' button.

⇒ Add additional items by clicking 'Add Items' or delete them by clicking .



3. MANAGEMENT OF CONSIGNMENT INFORMATION BY THIRD PARTIES

Important note:

We will introduce a specific delegated role where you can authorise a third party, e.g. your customer or the customs broker handling the export/import of the consignments you transport, to fill and change the consignment info required for a specific booking on your behalf. With your permission, this limited role will only allow your delegate in this role to find and update consignment info based up a specific booking reference. No other access to your account info in the C.WEB bookings system is allowed for this role in order to keep your commercially sensitive information confidential. It also remains possible as today to give broader administration rights to your C.WEB account on your behalf.

How to create users with this role:

- This can be done by a user with the Customer Admin. Profile.
- Go to Security Manager, Manage Users and click 'create new User'.
- Fill in the required information and choose the webbook_Customs_Agent role.

- SecurityManager_CUSTOMERADMIN
- cwebedi_CLIENT
- cwebedi_CUSTOMS_AGENT
- mclient_LOOKUP_YREF
- webbook_BYPASS_MAXREQUESTS
- webbook_CLIENT
- webbook_CPIN
- webbook_CUSTOMS_AGENT
- webbook_INVOICES
- websearch_BASIC
- websearch_RESENDPIN

*The authorisation granted by this role is given on the customer administrators responsibility.

4. COMPLETE EXPORT CONSIGNMENT

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

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

Detail Customs document

Mandatory information:

- Doc. type: Select the customs document type for this consignment.
- Doc. number: Fill in the MRN (customs document number) that refers to the consignment.
- Expiry date: Mandatory for specific customs documents.

Conditional information:

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

Detail consignment: Consignor (exporter) and consignee declared on the customs document.

Mandatory information (Required for Consignor and Consignee):

- Valid EORI Number or
- VAT Number + full address details (Company Name, address, country, Zip and City)

Optional information:

- Notify details including email: Shipping confirmation will also be sent to the Notify mail address.

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

Field information:

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

For IMDG:

- | | | | |
|---|----------------|--|---------------|
| - | Un Number | Four-digit identification number of dangerous goods
(If IMDG goods are present) | (Conditional) |
| - | Primary class | 'class' or 'division' without prefix
(If IMDG goods are present) | (Conditional) |
| - | Technical name | As described on dangerous goods declaration | (Optional) |

5. COMPLETE IMPORT CONSIGNMENT

After customs clearance in the port of discharge, you or the agent in the delegated role can enter the customs clearance information. This is required to obtain the release of the cargo in the continental port of discharge. In the current state of U.K. planning, this should not be required in the U.K. terminals to release a Unit as it will be possible to fulfil customs formalities also after the transport unit has left the U.K. terminal.

- Find your booking
- Click on the consignment import tab and add the required information in the fields:
Document type and Document number (MRN)

IMPORT						Consignment ID: CWEBAA1412							
Detail custom document						Detail Consignment							
Doc. type	Doc. Number	Expiry date	Valid to (place)	Receipt Place	Consigned Place	EORI	Name	Address	Country	Zip	City	VAT	Email
EXA	18BE05	30-12-0000				BE1626378385	Judah Caster &	MELLIFONT PAR	BE	5626	Crawley	BE005607228	
						BE1282807474	Cobb, James O	LURGANBOY RO	BE	4600	Eben-Emael	BE001647022	
						BE1736323574	Andrews, J Robt	FLUSH PARK 22	BE	0264	Conwy	BE758223655	

Detail Consignment Items										
Nr. Of Coli	Package Code	Item Description	Shipping Marks	Commodity code	Nett Weight (Kgs)	Gross Weight (Kgs)	Un Number	Primary Class	Technical Name (Imdg)	
84	SU	sem ut dolor da	PRM385TYRU	2111833	400	500				

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

6. CUSTOMS HOLD – BOOKING STATUS INFORMATION

C.WEB will inform about:

- Feedback of the import reference needed for Customs clearance.
- Set and release of Customs Hold information.