UK Bookings

Customs Requirements Manual

This manual refers to CLdN RoRo SA's UK Services only

(including Santander → Dublin → Liverpool)

For information regarding units under Customs Supervision on CLdN RoRo SA's EU → EU services:

"Consignments for EU -> EU Services (RSS)" manual

For information regarding CLdN's Irish Sea Services:

https://cconnect.cldnroro.co.uk/

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1 Creating a Booking – General Concept

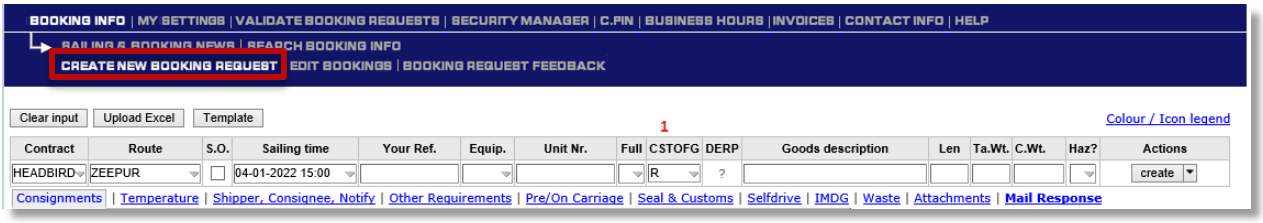
1.1 Before arrival at the Port of Loading

Bookings need to be made and contain all legally required data to allow the process at the Port of Loading and Sea Passage to be completed prior to the unit arriving at the Port of Loading.

For a general CWEB manual on making bookings, please refer to "https://www.cweb.lu/static/c_web_info.pdf" or the Help section after you login

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 or shipping durable return packaging)
4. The CSTOFG field is not editable, and it will auto populate with the code 'R' as shown in Figure 1

Figure: 1 – CWEB Create Booking

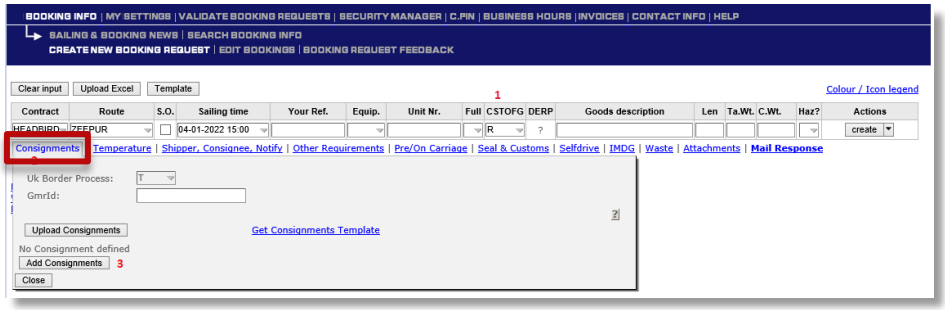


5. Click on the **Consignments Tab** as shown in Figure: 2

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

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

Figure: 2 – Add Consignment



7. Complete Consignment information (all **red** fields are mandatory) for **every Consignment** (shipment with its own customs declaration) within the unit as shown in Figure 3

Figure: 3 – Consignment Tab

- **Doc. Type**: Provide the Customs document (procedure) type of your consignment
- **Doc. Number:** Provide the MRN / UCR number of your accompanying document
- **Expiry Date & Office of Destination:** When you ship units covered by a NCTS (Transit) Declaration, these fields also need to be provided (see scenario's later in this document)
- **Parties**: Seller & Buyer:
    - To EU:
    - Name, Street, Nr, Country, Zip, City
- **Type of Person:** Please provide whether the **Seller** and **Buyer** are a Legal Entity, Natural Person or Association of Persons. This would usually be a "Legal Entity"
- **EORI**: this field is not mandatory however if the Buyer or Seller is an entity based in the EU, official guidance specifies this should be provided.
    - When travelling to the EU, only EU EORI numbers can be provided
    - To GB:
        - Optional
        - When travelling to GB, only GB EORI numbers can be provided
- **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 – please refer to Official guidelines on Acceptable Goods Descriptions
- **Gross Weight:** The gross weight of the Items
- **Commodity Code**
    - To EU: Mandatory, minimum 6 characters
    - To GB: Optional

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, exclusively based on the information you have provided, at the Port of Destination, which will generate the necessary references that allows your clearing agent to create Import (or equivalent) declarations.

These details will be sent for your perusal via:

- **Email** in the form of a "**Customs Cargo Details Report**" to the addresses configured in your profile,
- Available in **C.WEB**
- via an **EDI GET method** (as per latest EDI manual version on www.cweb.lu)

Please take the necessary care to ensure the information in your booking is complete and accurate and this matches exactly the information used by the customs agent to perform the clearance.

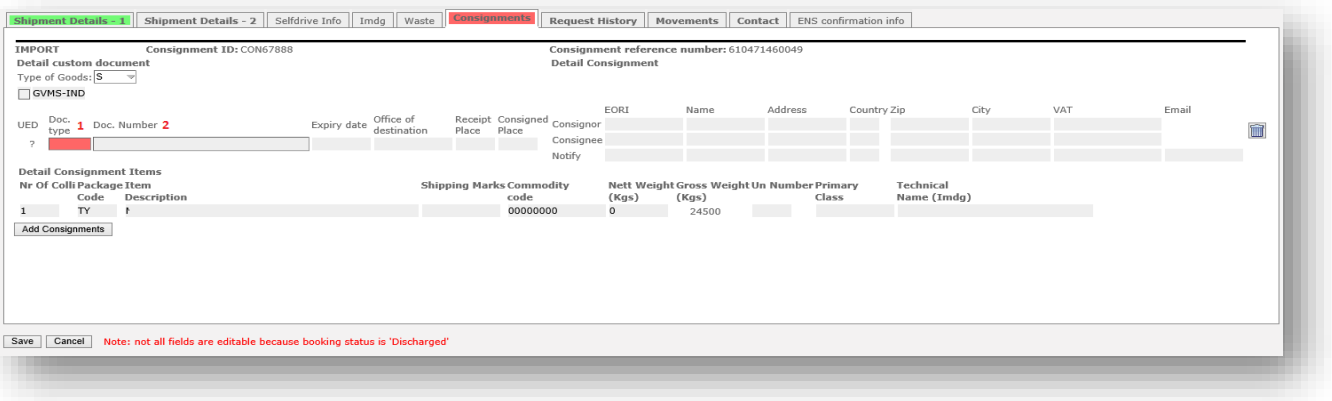
1.2.1 Release from the GB Port of Entry

- Releases are exclusively generated via the **Destin8** Inventory System, this also applies to units moving with GVMS entries.
- 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.

1.2.2 Release from the EU Port of Entry

- 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
- Once the Import (or equivalent) references have been added to C.WEB, a release from the port is possible.
- GB documents are never valid to obtain release at the EU port of entry and should not be attempted to be provided.

Figure: 4 – Release via Document Type



CLdN requires the Import (or equivalent) information before it can allow a unit to be picked up from the Port of Destination. It is extremely important that Declarations are lodged in the Country of Arrival and not in a different territory.

For example: if units are shipped to Belgium, then clearance must be performed in Belgian Customs Systems. Failure to do so will result in Clearance Issues which are at your risk and responsibility.

2 Specific Points of Attention

2.1 EXS Declarations for movements from GB to EU

2.1.1 Removal of requirement to lodge EXS declarations for Empty units

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.

This requirement is also subject to the changes announced for 31/01/2025 for which we will communicate in due course

2.1.2 Removal of requirement to lodge EXS for Return Packaging

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.

This requirement is also subject to the changes announced for 31/01/2025 for which we will communicate in due course

2.2 S&S GB

GB authorities have now set the introduction of S&S requirements to 31/01/2025. This manual will be updated to reflect those changes in due course.

3 Port & Maritime Customs processes to / from GB

This section summarises various pieces of important information on UK Border strategy, consequences on the supply chain and how to operationalise this for shipping between GB and the EU as well as guidance notes on Customs requirements general.

Further down the document, examples are provided on how to effectively enter these in the Booking platform for most of the scenario's you can encounter.
This section, and the examples provided, are particularly useful for developers looking to setup an EDI booking interface with CLdN.

3.1 UK Border Strategy – Different types of Border Locations and impact on you

The UK's Border Strategy differentiates between two key systems: **GVMS** (Goods Vehicle Movement Service) and **Temporary Storage** locations.

GVMS in concept allows hauliers to move goods quickly through ports, as clearance happens before and while goods are in transit. In contrast, **Temporary Storage** requires goods to be held at the border until customs formalities are completed allowing more flexibility when arranging Import documentation. Each system impacts logistics and planning differently.

CLdN offers the "best of both worlds" where our Border Locations at Purfleet, Killingholme and Teesport operate the **Temporary Storage** model **including GVMS facilitations**. This allows you the clearance method that suits best your own logistical needs.
Once you have chosen which model suits the needs of your movement best, it is of paramount importance you align with your own client (Importer) on this to ensure declarations are made accordingly.

3.1.1 Temporary Storage Movement to GB

All units will be automatically entered on the **Destin8** inventory system upon vessel departure from the EU. When you choose this process, which does not require you to perform any action in the booking, you will need a Customs Agent with access to the relevant Port Badge who can perform the "**claiming and clearing**" of the records in destin8.

Upon departure of the vessel, you receive a "**Customs Cargo Details**" report which contains the necessary info for your Customs Agent to find the record (UCN) in Destin8, allocate to their own badge and finally perform the clearance. This report can also be retrieved via EDI.

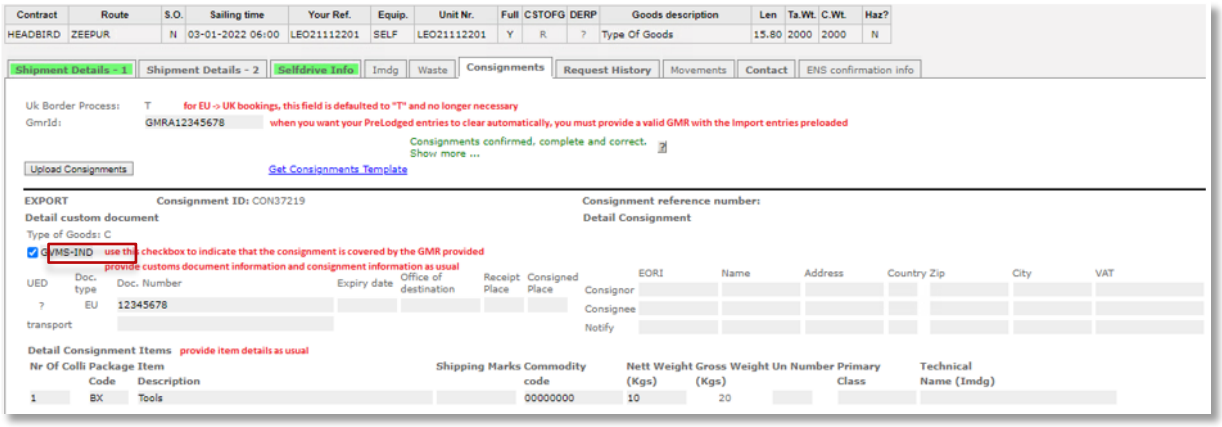
3.1.2 Pre-lodged Entry / GVMS Movement to GB

When you arrange for **Pre-lodged Import clearances** or move units under the **NCTS Transit procedure into GB**, you can add these entries to a **GMR** which you are able to add to your booking. This will still create Inventory Records in Destin8 where, if correctly cleared, a release note will be generated **immediately** upon arrival of the unit.

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 5** below).

As soon as a GMR is provided, or any consignment in the booking is marked as GVMS, the entire unit is considered as booked under GVMS and all Consignments are required to be pre-lodged and added to the GMR!

Figure: 5 – GVMS indicator



It is of critical importance the GMR is provided as well as the GVMS indicator 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.

3.1.3 Temporary Storage Movement to EU

A "**Temporary Storage**" Border Location is required to "**Arrive**" and "**Obtain P2P**" (Permission 2 Progress) upon Gate-In at the UK Port of Exit for all movements. In order to allow CLdN to perform this, all Export declarations need to be added to your booking prior to arrival at Port. Upon departure of the vessel, these Exports will subsequently be "closed/finalised".

Please ensure you submit your Export declarations as standard EX-D declarations.

For UK – EU bookings, it is required to provide the DUCR of the EAD instead of the MRN as CDS does not support MRN's.

3.1.4 Pre-Lodged Arrived / GVMS movement to EU

HMRC does not currently support GVMS for movements leaving the UK through Temporary Storage locations. It is as such not allowed to use "**Arrived**" (EX-A – Transport Mode at the Border 6) **declarations**. Consequently, GVMS can not be used for these movements either.

As soon as HMRC does start to support this option, CLdN will investigate whether this can be incorporated in the Booking protocol.

3.2 Specific Booking Scenario's and requirements GB to EU

As GB Customs Systems are not integrated with NCTS and each Customs Procedure needs to be handled separately, there exists a multitude of scenario's for correctly handling the customs formalities depending on how you have arranged the clearance and onward transport (Export only, with Transit, etc…)

Additionally, CLdN supports a **Transit Office of Departure** function at Purfleet, Killingholme and Teesport for when your customer doesn't have an Authorised Consignor authorisation to give you the maximum amount of flexibility.

To effectively operationalise the multitude of options, CLdN uses a concept called "**UK Border Process**" in C.WEB. This is defined by the type of documents you have raised for your movement. The various options are briefly explained in this section and are included in detail below.

Table 1: Matching Customs Documents with the "Border Process" in C.WEB

Doc	Temporary Storage T	Transit option 1	Transit option 2	Transit option 4	Transit option 5
Export Doc	X	X		X	
Transit MRN		X	X		
Transit LRN				X	X

3.2.1 Export formalities only

When your unit contains only shipments covered by **GB Export declarations**, then please use the **"Border Process: T"** option.

3.2.2 Export and released Transit Formalities

Use this option if your booking is subject to the following formalities

- UK Export formalities **and**
- A valid Transit declaration including an MRN number

Use **"Border Process: 1"** for this scenario.

3.2.3 Transit Formalities only – no Export formalities

Use this option when your goods are **not** subject to UK Export formalities (for instance when they originate in the Republic of Ireland and are moving through GB only) and consists of Transit Formalities only.

- A valid Transit declaration only **and**
- No UK combined Export / Safety & Security declaration is required / available.

Use "**Border Process: 2**" for this scenario

3.2.4 Export formalities and Transit LRN using Office of Departure

Use this option if your booking is subject to the following formalities:

- UK Export formalities **and**
- A Transit declaration for which you only have an LRN, and would like to utilise the Office of Departure function

Use "**Border Process: 4**" for this scenario.

3.2.5 Transit LRN only using Office of Departure – no Export formalities

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 utilise the Office of Departure function
- No UK combined Export / Safety & Security declaration or No standalone EXS declaration

Use "**Border Process: 5**" for this scenario.

3.2.6 Units containing more than 1 export declaration

If your unit contains multiple shipments with their respective Export declarations, you have 2 options to provide these:

- You can consolidate your individual DUCR's into a single **MUCR** reference and add this MUCR to the **first consignment** of your booking.
- Alternatively, you can enter each individual DUCR into their respective consignments **before arrival**.

Please note the latter must happen prior to arrival at Port. If not, we will not be able to obtain P2P for all consignments in your unit and you are at risk of Exports not being finalised.

3.2.7 SPS Goods between GB and NL

The Dutch NVWA has made the use of the **GGB number** in the booking mandatory for shipments entering the EU containing goods of animal origin. This process ensures:

- Reduced administrative requirements at the EU port of entry
- Reduced delays at the EU port of entry

European legislation places a legal obligation on the importer to make a formal declaration notifying the authorities (NVWA) of the pending importation of SPS goods before they enter EU territory. By making this declaration to the NVWA the customer obtains a GGB number which can be shared with CLdN at the booking stage.

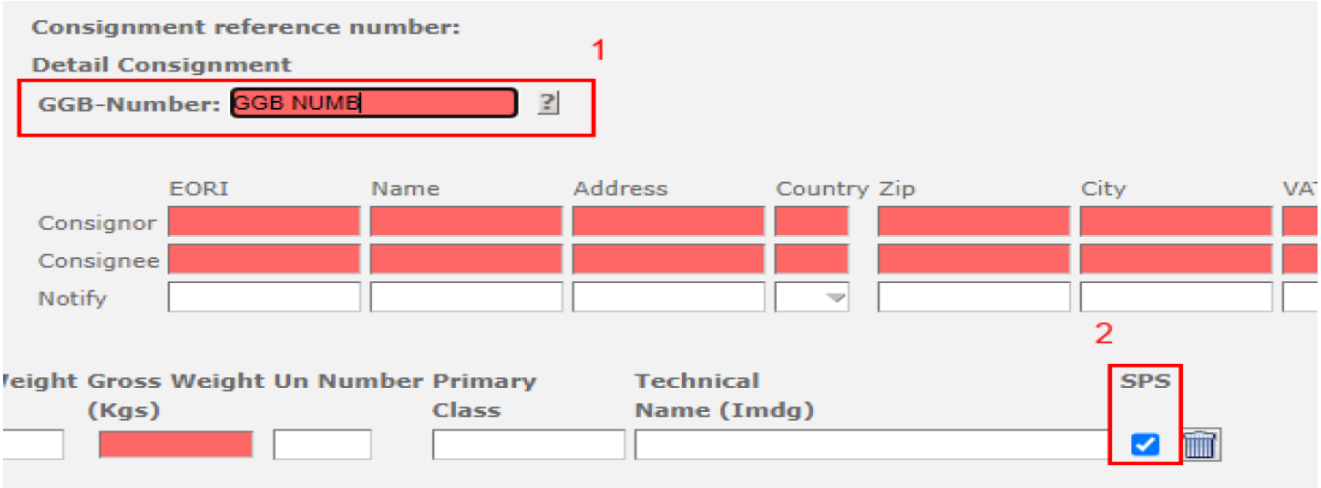
Within the CLdN C.WEB booking portal a field has been created to indicate whether a consignment contains SPS goods as well as to insert the GGB number. CLdN is subsequently able to immediately validate the GGB number with the Dutch Authorities which will allow us to release the goods upon arrival in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

Please note: When you mark a consignment as containing SPS goods, the unit will not be able to gate-in if the GGB number is not present. It is your responsibility to ensure units containing Goods of Animal Origin do not ship without a valid GGB number.

The following steps need to be taken:

- Pre-registration of the shipment needs to be done in the system of the NVWA (**VGC**).
- Send the official certificate stating the **GGB number** to the Dutch customs UK mailbox: (douane.drh.veterinair.vk@douane.nl)
- Enter the GGB number for each consignment containing SPS goods in your booking.
- Upon arrival in the Netherlands, and provided Customs release has been performed, the unit can depart for the BCP immediately.

Figure: 29 – C.Web GGB Number



3.3 Specific Booking Scenario's EU to GB

Besides the standard Export / Import flow, quite often units not originating within Europe are moved from the EU to GB. These often move covered by Transit formalities, which could sometimes cause confusion between the agent on the continent and the one in the UK. Generally speaking, guidance on how to proceed is as follows:

- The unit should ship into the GB Port of Entry and will be cleared immediately at the Border -> please refer to "Ending Transit at EU Port of Exit".
- The unit should travel straight to final destination and Import clearance will be performed there -> please refer to "Transit to GB Inland Destinations".

3.3.1 Ending Transit movement at the EU Port of Exit

If it is the intention to immediately clear your goods at the UK Border / Port of Entry then please book as follows:

- 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)

By booking like this, you instruct CLdN to discharge T form at the EU Port of Exit and declare the consignments as TX on Destin8, with or without GMR ID. Your Transit form will as such be closed, and the goods will move under manifest into GB.

Should you wish for the T form to be valid until final destination in GB or beyond, then please refer to the "Transit Movements to GB Inland Destinations" section.

3.3.2 Transit movements to GB inland destinations or beyond

Should you wish to move your units covered by a Transit declaration immediately to the final destination and resolve clearance there, then please book as follows:

- Provide **document type** (T1/T2) and **MRN** in C.WEB
- 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)

Purfleet, Killingholme and Teesport operate a **Digital Office of Transit**. Whenever units move from the EU to GB covered by a Transit declaration, these need to be announced by the carrier to Border Force for recording at the "Office of Transit".

The digital office of transit function is **mandatory** and **functions via GVMS** meaning that whenever you make a booking with Transit Formalities with Office of Destination into GB or beyond, these MRN's **must** be added to the GMR by yourself.

- Provide valid **GMR** which includes all Transit MRN's

The T form will be processed at the Office of Transit however will NOT be discharged by CLdN, which must be performed by you / receiver at destination.

If you want to perform **Import clearance at the UK Port of Entry** for units for which the pre-carriage to the EU Port of Exit was performed under Transit formalities, please refer to section detailing the "**Discharge of T forms at the EU Port of Exit"**

3.4 Customs Clearance in EU Ports of Entry

Upon departure of the vessel in GB, all Consignments within your booking are recorded in the respective destination country's Customs system, to allow your Customs agent to raise declarations (or link pre-lodged declarations).
To allow your Customs Agent to perform their duties, CLdN issues a "**Customs Cargo Details**" report **based exclusively on the information you have provided in your booking**, enhanced with the necessary reference numbers your agent requires to add to the declaration. (alternatively, you can use C.WEB or EDI to retrieve this information)

Below you can find an overview of the relevant fields and how to use these in the respective Destination countries.

It is extremely important that Declarations are lodged in the Country of Arrival and not in a different territory.

Dutch systems cannot release units recorded in Belgium and vice versa.

It is of paramount importance to correctly clear the Manifest items to prevent issues with non-clearances later with particular care to package quantities, weight and references for Box 40 of the declaration.

We underline that under the **applicable CLdN General Terms and Conditions for Carriage by Sea and CLdN General Terms and Conditions for Terminals:**

- You are responsible for your contractual obligation to organize, procure, pay for or otherwise fulfil (correctly and on time) any customs procedures, formalities and obligations required, as well as to pay for all duties, levies, VAT, fines and penalties related thereto.
- You are to ensure that your goods (in general, on a rolling basis as and when goods arrive/are collected) are at any given time whilst being at CLdN Ports' temporary storage placed under a customs procedure or re-exported under the appropriate customs procedure and this without breaching any of these procedures.
- You are obliged, under contractual terms, to indemnify us in respect of any cost, fine, damage, loss, expense suffered as a result of your failure to perform your customs obligations.

3.4.1 Clearance process in Belgium

Information required for your declaration and where this can be found on the Customs Cargo Details report:

- **Stay number** (verblijfsnummer): Conveyance ref number (1)
- **Lloyds number**: Lloyds number (2)
- **Agent code**: COBELF (3)
- B/L number: UCR (4)
- **Article number**: Last 4 digits of consignment reference number (4)
- **Release document**: Transit document used or to be completed after clearance (5)
- **Item details**: Containing the following as entered in the booking: (6)

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

Figure: 33– Customs Cargo / Booking details

Transport Details

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

Booking Details - 67841824/0

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

Cargo Details - 1 of 1

UCR: 678418240022 Article Number: 0022

Release document: T1 - 23GB00008115563CF9

Item(s):

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

3.4.2 Clearance process in The Netherlands

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): UCR
- **Gross weight**: Gross weight as provided in the booking
- **Number of packages**: Number of packages as provided in the booking

See Figure 33 for where this information can be found on the Customs Cargo Details

3.4.3 CLdN Ports Location codes – Box 30 of SAD

These codes are also included on the Customs Cargo Details report.

Belgium - Zeebrugge Brittannia dock PLDA	BEZEEGV00018002
Belgium - Zeebrugge Brittannia doc NCTS	TO801702
The Netherlands - Rotterdam Rozenburg	3197KG70
Purfleet - CDS Import	PFTLONPFT
Killingholme - CDS Import	NKHIMMNKH
Purfleet - CDS Export	GBAUPFTLONPFT
Killingholme - CDS Export	GBAUNKHIMMNKH

3.4.4 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)

3.5 Entry Summary Declaration / ENS / ICS declarations

The lodging of Safety and Security (ENS) declarations for all movements to the EU is done through ICS2. The maritime carrier is required to submit this no later than two hours prior to arrival.

We use the information provided in your booking to make this submission, the client remains fully responsible for ensuring that all details are complete and accurate, accepting any associated risks. Furthermore, for accompanied transport, we will also submit the declaration on your behalf, and by providing the necessary information, you explicitly authorise us to do so.

4 GB → EU North Sea Booking Scenarios

This section contains information on how to complete the Consignment section of your bookings for the majority of scenario's when shipping from GB to the EU and provides an **overview of mandatory date elements in each**.

As GB Customs border systems and NCTS are not linked, it is of critical importance to consider which documents the unit will be moved on as this affects how to book your unit

- does the unit contain only export formalities, with clearance to be performed at the EU port of Entry or
- does the unit have a T1 declaration raised in GB or
- both

4.1 Export Declaration only - 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**
    a. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    b. Document Type: **EX**
    c. Document Number: **DUCR**
5. Add at least **1 Item**
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight

Figure: 6 – Export Laden Units: Single Consignments

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

4.2 Export Declaration only – Laden Units – Multiple Consignments

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Select UK Border Process: **T**
4. Create **Consignments** for every shipment in your unit
    a. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    b. Document Type: **EX**
    c. Document Number **first** consignment: **DUCR or MUCR** [1]
    d. Document Number other consignments: **DUCR**
5. Add at least **1 Item** for each Consignment
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight

Figure: 7 – Export Laden Units: Multiple Consignments

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

[1] **Please refer to "3.2.6 - Units containing more than 1 Export declaration"**

4.3 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**
    a. Document Type: **T1**
    b. **Document No.:** DUCR or MUCR if multiple consignments
    c. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    d. **Transport Document Type**: **T1**
    e. **Transport Document No**.: **MRN** of Transit Declaration
    f. Provide **Expiry date** & **Office of Destination (NCTS office code in EU)**
5. Add at least **1 Item** for each Consignment
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight
6. Ensure the TAD travels with the goods
7. Upload a PDF copy to C.WEB

Figure: 8 – GB Export or Standalone EXS + Full Transit Declaration

4.4 No GB Export or EXS formalities + Full Transit (MRN)

Use this option when no GB Export formalities apply.

A typical use case would be for a unit originating in Ireland and moving to the EU via Purfleet/Killingholme/Teesport.

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Select UK Border Process: **2**
4. Create a **Consignment**
    a. Document Type: **T1**
    b. **Document No.:** DUCR or MUCR if multiple consignments
    c. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    d. **Transport Document Type**: **T1**
    e. **Transport Document No**.: **MRN** of Transit Declaration
    f. Provide **Expiry date** & **Office of Destination (NCTS office code in EU)**
5. Add at least **1 Item** for each Consignment
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight
6. Ensure the TAD travels with the goods
7. Upload a PDF copy to C.WEB

Figure: 9 – No GB Export + Full Transit

4.5 GB Export or EXS Formalities + Transit LRN

Use this option when the goods are to be exported from GB and you would like to utilise the Office of Departure function to activate the Transit movement at the GB Port of Exit

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Select UK Border Process: **4**
4. Create a **Consignment**
    a. Document Type: **T1**
    b. **Document No.:** DUCR or MUCR if multiple consignments
    c. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    d. **Transport Document Type**: **LRN**
    e. **Transport Document No.**: **LRN** of Transit Declaration
    f. Provide **Expiry date** & **Office of Destination (NCTS office code in EU)**
5. Add at least **1 Item** for each Consignment
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight

Upon arrival at **Purfleet/Killingholme**, CLdN will issue the LRN to UK Border Force on your behalf who will validate the Transit movement and provide the MRN. CLdN will subsequently process this in the booking.

Upon arrival at **Teesport**, your driver is required to attend the UKBF facility to present the transit LRN. UKBF will subsequently hand over the TAD to your driver and provide the MRN to CLdN. CLdN will process this in your booking to allow your unit to proceed.

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

4.6 No GB Export formalities + Transit LRN

Use this option when no GB Export formalities apply 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/Teesport.

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Select UK Border Process: **5**
4. Create a **Consignment**
    a. Document Type: **T1**
    b. **Document No.:** DUCR or MUCR if multiple consignments
    c. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    d. **Transport Document Type**: **LRN**
    e. **Transport Document No.**: **LRN** of Transit Declaration
    f. Provide **Expiry date** & **Office of Destination (NCTS office code in EU)**
5. Add at least **1 Item** for each Consignment
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight

Upon arrival at **Purfleet/Killingholme**, CLdN will issue the LRN to UK Border Force on your behalf who will validate the Transit movement and provide the MRN. CLdN will subsequently process this in the booking.

Upon arrival at **Teesport**, your driver is required to attend the UKBF facility to present the transit LRN. UKBF will subsequently hand over the TAD to your driver and provide the MRN to CLdN. CLdN will process this in your booking to allow your unit to proceed.

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

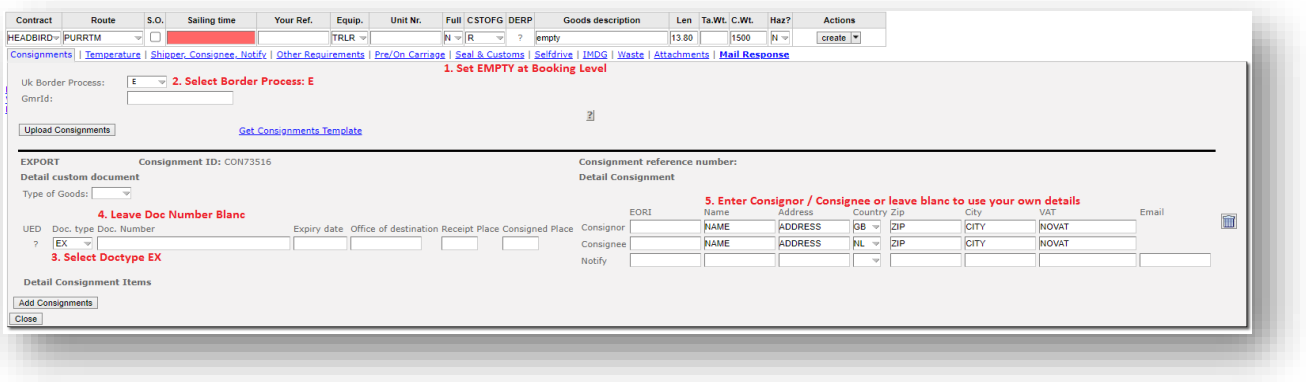
4.7 Empty & Empty Uncleaned/Residue Units

For Empty tank units containing residue, please ensure the residue content meets the required legal definition

1. Select **Empty** at Booking Level
2. Select UK Border Process: **EXS**
3. Create a **Consignment**
    a. Complete Seller and Buyer Information
        i. Name & Address fields are mandatory
        ii. EU EORI number should be provided if Seller or Buyer is established in the EU
    b. **Document No**.: **Leave blank**
    c. Document Type: **EX**
4. Item is **not** allowed

Seller and Buyer information in this scenario means: details of the owner of the unit as these units are not being sold.

Figure: 12 – Empty and Empty Uncleaned Units



This scenario must not be used for empty units that are part of a sales transaction!

4.8 Return Packaging utilizing the Oral Declaration Process

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.

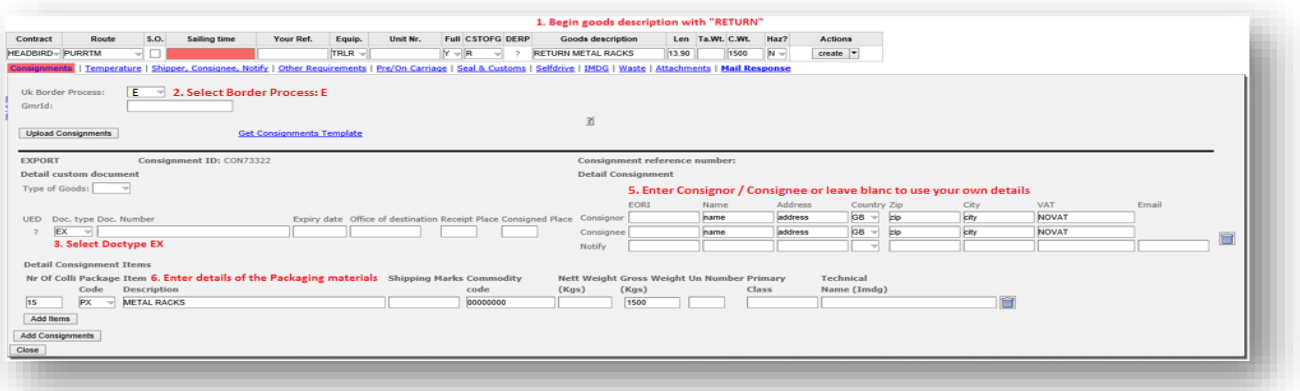
Reusable packaging are goods that meet all the following criteria:

- 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
- Should be in the same state as when exported
- Export was no longer than 3 years ago

When utilising 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" followed by an accurate description of the packaging
2. Select UK Border Process: EXS (E)
3. Select **Full** at Booking Level
4. Create a **Consignment**
    a. **Document Type:** EX
    b. **Document No.:** Leave blank
    c. **Complete Seller / Buyer** (in this case: details of the owner of the goods)
5. Add at least **1 Item**
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight

Figure: 13 - Return Packaging utilizing the Oral Declaration - CLdN performs the EXS



4.9 ATA Carnet / NATO 302 Movement

4.9.1 Export Side of the Movement

Use this option if your unit or cargo is covered by an ATA / 302 NATO Carnet document.

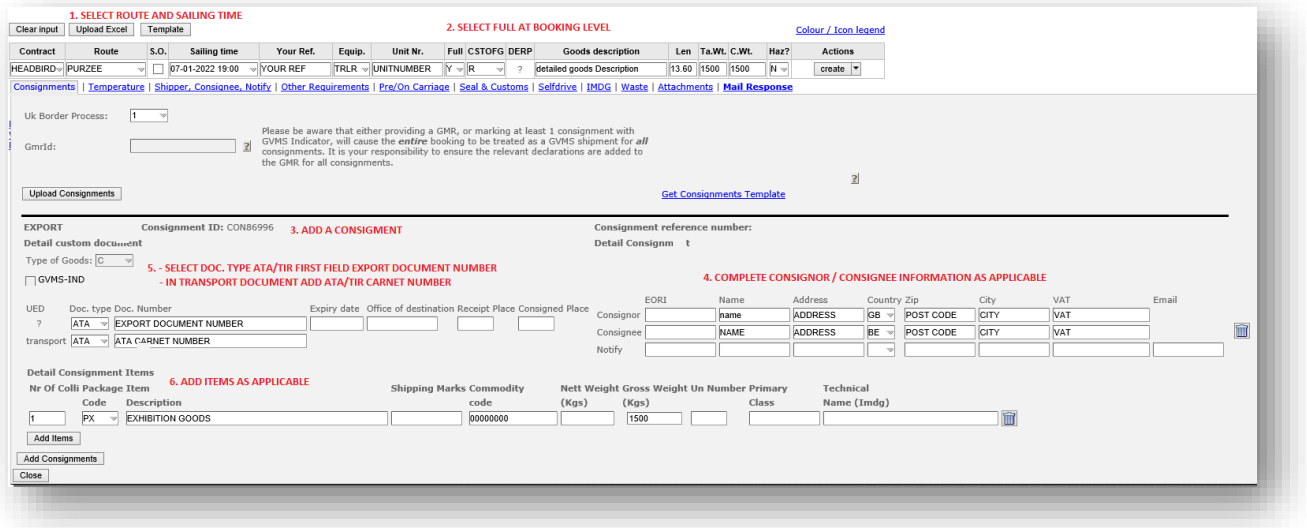
At all times Carnets needs to be correctly completed and wet stamped as otherwise the authorities will refuse to endorse it, risking your unit to be stuck. In case of incorrectly completed carnets, the carnet holder/agent/named person on a letter of authority from the Carnet holder will need to correct/complete 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**
    a. Document Type: ATA/302
    b. **Document No**.: Export Document**(Option 1)/** ATA NUMBER / 302 NUMBER
    c. **Transport Doc Type** (Option 1): ATA/302
    d. **Transport Doc No**. (Option 1): ATA NUMBER / 302 NUMBER
5. Complete Seller / Buyer (in this case usually details of the owner of the goods)
6. Add at least **1 Item**
    a. Number of Colli
    b. Package Code
    c. Description
    d. Commodity Code (minimum 6 digits)
    e. Gross weight

Figure: 14 – ATA Carnet Movement



4.9.2 Shipping from Purfleet

1. The UK Border Force should be informed about the ATA/TIR/302 Arrival minimum 2 days in advance
2. The ATA Carnet will have to be wet stamped **After the unit has been dropped off;**
3. Our Terminal Gate staff can, upon your instruction support by contacting **thames.gateway@homeoffice.gov.uk** to request their presence on the terminal to stamp the ATA.
    a. Your driver/agent can also contact Border Force for information on their arrival (+44 (0)1375 853228).
4. Opening times: **Monday - Thursday: 08:30 - 16:00 / Friday: 08:30 - 15:30**
5. The unit and driver will be held in a '**holding area'** next to the Border Force facility on site.
6. Border Force will set a hold on Destin8 which they will only release after the endorsement of the ATA.
7. After the ATA has been stamped, the driver can then present the document to our Terminal Gate staff to release the unit for shipment.

If the C21 goes 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.

4.9.3 Shipping from Killingholme

1. The UK Border Force must be informed about the ATA/TIR Arrival minimum 2 days in advance
2. The ATA Carnet will have to be wet stamped before the unit can be dropped off
3. 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.
4. If an export declaration is required due to movement of licensable goods:
    a. 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**
    b. Ensure that C21 entry details are sent via mail email to **BFIMM-Transit@homeoffice.gov.uk** with the subject header in the following format ***CARNET*** **(and insert Carnet number) – CHIEF/C21 declaration (insert as applicable) – date the goods will be at the port**

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.

4.9.4 Import Side of the Movement - Zeebrugge

1. Once the unit is discharged it will remain on hold
2. 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.
3. The driver must provide the following to Customs:
    a. ATA Carnet
    b. Our Customs Cargo Details UCR reference
    c. Ensure that UCR reference is cleared and that customs authorities sends us the confirmation
4. Once stamped, send a copy of the stamped ATA to customs@cldn.com to release the hold

4.9.5 Import Side of the Movement - Rotterdam

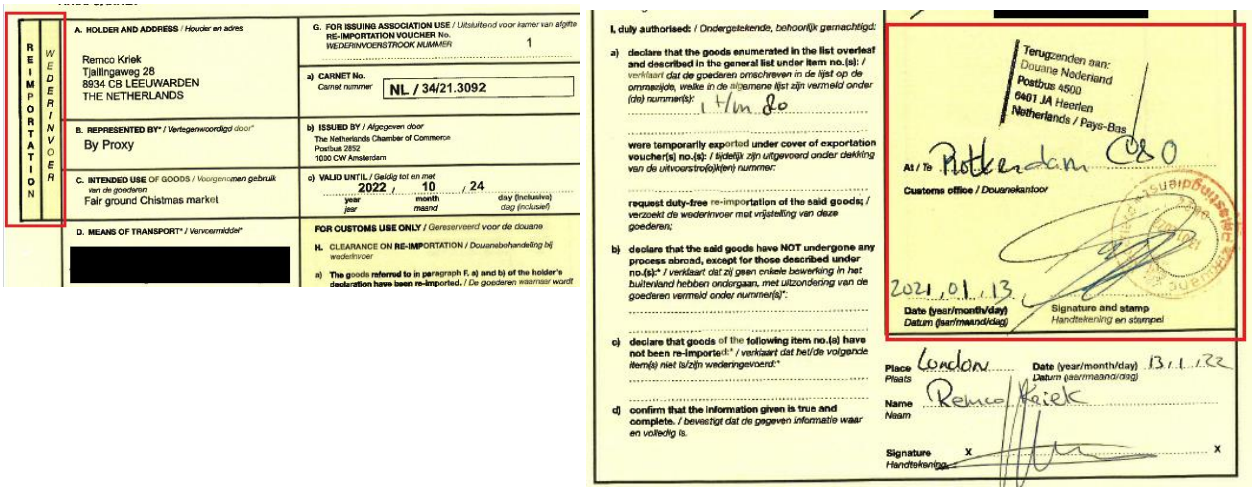
1. For the Entry hold to be released we require proof of the wet stamp; the stamped copy (by the Dutch Customs red stamp on yellow "re-importation" paper) as shown in Figure 21 below.

There are two possibilities when the ATA/TIR/NATO302 are wet stamped by the customs in Netherlands.

1. If Customs authorities 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 attempt to arrange to have customs on site upon vessel arrival.

2. If Customs authorities are not available upon arrival, please ensure that you contact via email the booking desk (roro.freightuk.lux@cldn.com) to be informed by telephone for them to arrive and wet stamp the Carnet.

Figure: 15 – ATA Carnet Stamp requirement



The paperwork can be presented to the office located in the Gate building by the driver between 08:00 and 16:30 hours Monday to Friday.

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 sent to customs@cldn.com and roro.freightuk.lux@cldn.com

5 EU → GB North Sea Booking scenarios

This section covers the most common shipping scenarios for movements between EU and GB.

5.1 Export Formalities - Laden Units – Temporary Storage border method

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Create at least 1 **Consignment**
    a. Document Type: EX / EU
    b. Document Number: MRN
4. (**optional**) Complete **Seller / Buyer**
5. Add at least **1 Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight

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

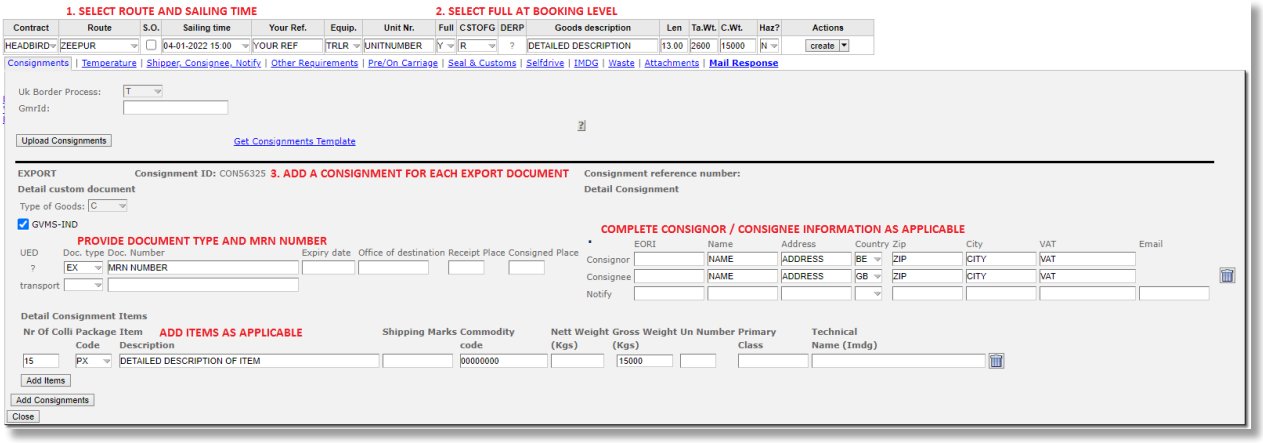
Figure: 16 – Temporary Storage Booking (Without GVMS)

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

5.2 Export Formalities - Laden Units – Pre-lodged Import using GVMS

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Create at least 1 **Consignment**
    a. Document Type: EX / EU
    b. Document Number: MRN
    c. (optional) Complete Seller / Buyer
4. Add at least **1 Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight
5. Provide **GMR**
6. **Tick GVMS Indicator**

Figure: 17 – Temporary Storage Booking (GVMS)



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

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

5.3 SCDP EIDR – Temporary Storage (without GVMS)

Utilisation of EIDR is subject to an appropriate authorization. In order to use this in a **Temporary Storage context**, please submit your booking as per 5.1.

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.

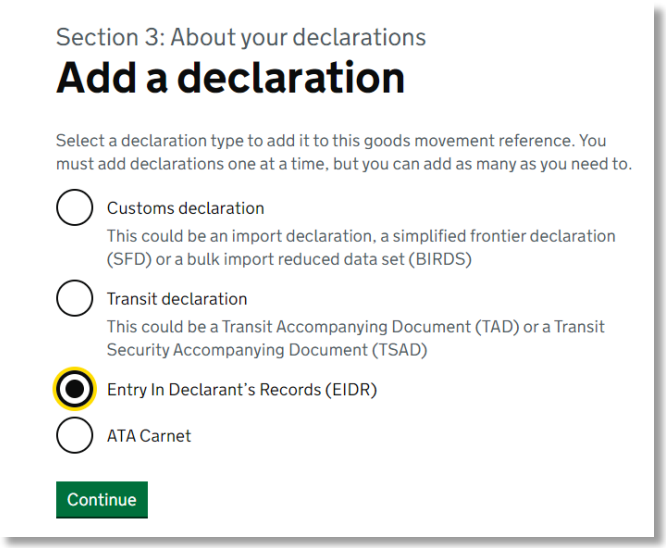
5.4 SCDP EIDR – With GVMS

Utilisation of EIDR is subject to an appropriate authorization.

In order to use this in a GVMS context with automatic release upon arrival, please submit your booking as per 5.2 by creating a GMR referring to **Entry in Declarant's Records**. 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 authorization.

Following arrival in the UK, the consignment will be released automatically through GVMS.

Figure: 18 - EIDR



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

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

5.5 Transit from EU to UK – "Through Transit" Clearance at Final Destination

Please use this option when you want to move a unit into or through the UK, covered by the NCTS formalities **for the entire journey**. CLdN will perform the Office of Transit function with UK Border Force at the UK Port of Entry and release the hold once Border Force confirms.

A GVMS GMR ID is mandatory for this purpose and needs to be added to the booking prior to gate-in on the EU side.

Please ensure the GMR is "**Ready for Check-In**".

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Create at least 1 **Consignment**
    a. Document Type: T1 / T2
    b. Document Number: Transit MRN
    c. Provide **Document expiry date** (must be valid)
    d. Provide **Office of Destination** - Cannot be GB000149 or GB005170
    e. (Optional) Complete Seller / Buyer
4. Add at least 1 **Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight
5. Provide **GMR ID and ensure all MRN's are added to the GMR**
6. **Tick GVMS Indicator**

Figure: 19 – Transit Clearance at Final Destination

CLdN will NOT discharge the T forms at the Port in this scenario. Please refer to 5.6 or 5.7 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

5.6 Transit from EU to UK – 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 at least 1 **Consignment**
    a. Document Type: T1 / T2
    b. Document Number: Transit MRN
    c. Provide Document expiry date (must be valid)
    d. Provide Office of Destination - **Must be NL000510 for RTM and BE343000 for ZEE**
    e. (Optional) Complete Seller / Buyer
4. Add at least 1 **Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight

Figure: 20 – Transit Clearance without GVMS

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

Empty Units subject to a sales transaction (i.e. New trailers being sold) must be booked as "FULL".

5.7 Transit from EU to UK – Clearance at UK Port of Entry with GVMS

Please use this option when you want to move a unit into the UK, covered by the NCTS formalities **until EU Port of Exit** or if you wish to **perform a Pre-lodged clearance immediately at the UK Border**.

In this case, CLdN will discharge the T form in the EU Port of Loading, and will subsequently process the GMR to obtain a release immediately upon arrival.

A **GVMS GMR ID is required** for this purpose and needs to be added to the booking prior to gate-in on the EU side. Please ensure the GMR is "Ready for Check-In".

1. Select Route & Sailing Time
2. Select **Full** at Booking Level
3. Create at least 1 **Consignment**
    a. Document Type: T1 / T2
    b. Document Number: Transit MRN
    c. Provide Document **expiry date** (must be valid)
    d. Provide Office of Destination - Must be NL000510 for RTM and BE343000 for ZEE
    e. (Optional) Complete Seller / Buyer
4. Add at least **1 Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight
5. Provide **GMR and ensure all Import ERN's are added to the GMR**
6. **Tick GVMS Indicator**

Figure: 21 – Transit Clearance with GVMS

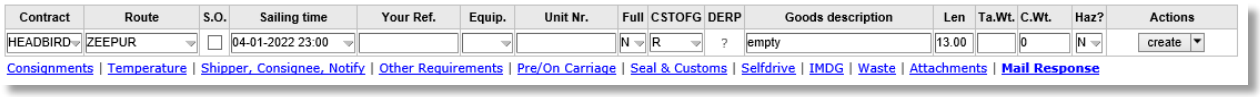
Ensure the details entered in the Booking, match the details entered in the GVMS system. Particular focus should be on: Unit Type, Trailer / Container Number, Unaccompanied/Accompanied.

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

5.8 Empty and Empty Uncleaned Units

1. Select Route & Sailing Time
2. Select **Empty** at Booking Level
3. **No Consignments** are required

Figure: 22 – Empty and Empty Uncleaned Units



Note: Empty Units subject to a sales transaction (i.e. New trailers being sold) must be booked as "FULL".

For Empty tank units containing residue, please ensure the residue content meets the required legal definition

5.9 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:

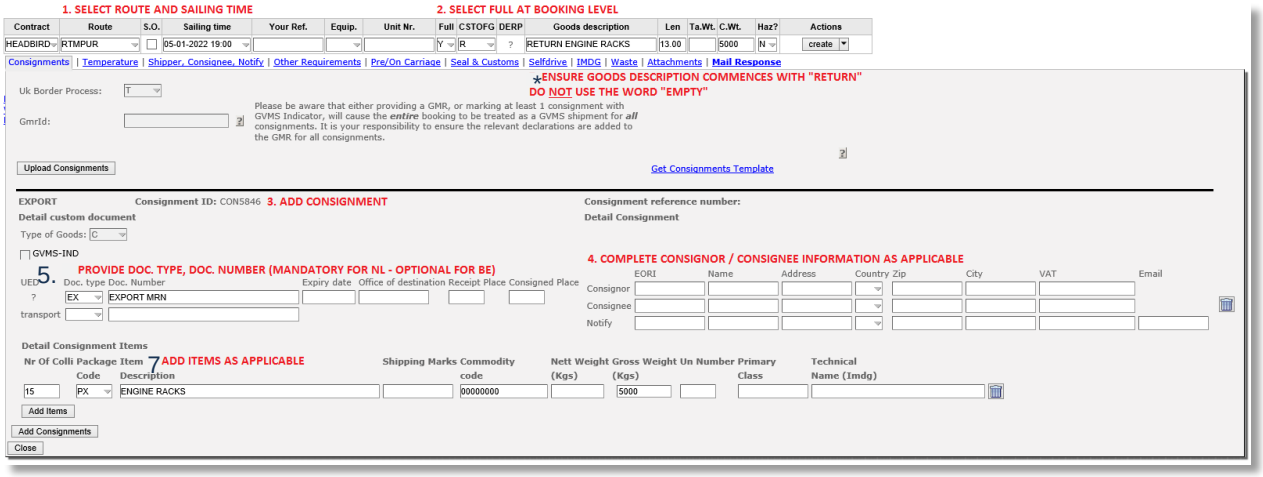
- Be useable for transport of other goods
- Not part of a sales transaction or intended to be sold
- Be filled on at least one leg of the import/export journey
- Have a relief from import duty
- Contain clear and irremovable marks and numbers

When utilising 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. **Begin** goods description with "RETURN" followed by an accurate description of the packaging
2. Select Route & Sailing Time
3. Select **Full** at Booking Level
4. Create a **Consignment**
    a. Document Type: EX / EU
    b. Document Number: MRN (Mandatory for NL* / Optional for BE / UK)
    c. (optional) Complete Seller / Buyer
5. Add at least **1 Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight

For NL, as per Customs notice 'WdV 01/03/2019: Return Packaging being exported from The Netherlands' requires an electronic export declaration.

Figure: 23 – Return Packaging



Goods description may NOT end with the word “empty”

Do not combine GVMS + Return procedure

Following arrival in the UK, a release note will be generated on the basis of **a Declaration by Conduct performed by your collecting driver**. Your driver will, upon collection, drive through a lane **designated for the purpose of making a Customs Declaration as per Reg 25(2) of the Import Duty Regulations** and subsequently make the Declaration by driving through the exit lane of the Port.

Note: As per the Managed Transition arrangements in place for the Declaration by Conduct at Temporary Storage locations, the Importer of the Return goods Declared by Conduct must ensure HMRC is electronically made aware of the date the declaration has been made and description of the goods.

5.10 ATA / NATO 302 Documents

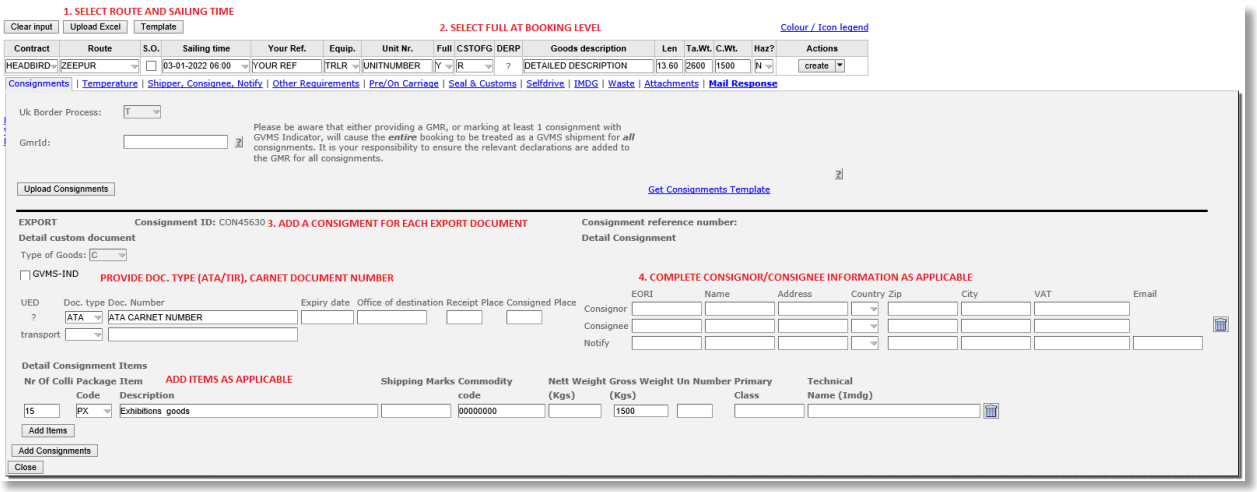
Use this option if your unit or cargo is covered by an ATA/TIR/302 NATO Carnet document.

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
2. Select **Full** at Booking Level
3. Create a Consignment
    a. Document Type: ATA/302
    b. **Document No**.: ATA CARNET/NATO 302 NUMBER
    c. Complete Seller / Buyer (optional)
4. Add at least **1 Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight
5. **Optional but recommended**
    a. Provide **GMR**
    b. Tick **GVMS** Indicator

Figure: 24 – ATA / TIR / NATO 302



5.10.1 Shipping from Rotterdam

- The ATA Carnet will have to be wet stamped by Dutch Customs **before the unit can be dropped off.**
    - Douanekantoor Reeweg, Reeweg 16, 3088 KA Rotterdam. opposite Distripark 1
    - Opening hours Monday - Friday 06.00- 23.00 hours
    - Saturday 07.00- 15.00 hours / Sunday Closed

5.10.2 Shipping from Zeebrugge

- The ATA Carnet will have to be wet stamped by Belgian Customs before the unit can be dropped off.
    - Douanekantoor ZEEBRUGGE D, MINISTER BEERNAERTSTRAAT 3, 8380 Zeebrugge
    - Opening hours Monday - Friday: 08:00 - 12:00 & 12:30 - 16:30

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

The document needs to be left with the unit/document sleeve - directly accessible from the outside by the driver

5.10.3 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 no GMR provided, in which case the clearing agent must perform a C21/RRE to release

Before the unit can be collected the CARNET will have to be wet stamped

- To process the Carnet at Purfleet, front counter Border Force Presence must be arranged by calling Border Force office on 0300 106 44 03. Driver or Clearing agent to arrange the Border Force presence. Email Purfleet.Thames@homeoffice.gov.uk
- Drivers can obtain visitors pass to access the paperwork from the unit
- Carnets will be processed within opening hours (630-1800 Mon-Fri, 0630-1500 Saturday and Sunday)

5.10.4 Arrival in Killingholme

Following vessel departure, the unit will be manifested in Destin8 with:

- the **GMR id** or
- As **TX** if no GMR 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

The ATA Carnet must be stamped in Killingholme as follows: Monday to Friday between 06:00-21:00 – Access Control Centre, Humber Sea Terminal Killingholme. Visitor pass given to driver to access ATA Carnet and BCP to be stamped by Border Force, no pre-arrival notice required. Email BFIMM-Transit@homeoffice.gov.uk

6 Santander → Dublin → Liverpool Booking Scenarios

CLdN RoRo SA operates the **Santander → Dublin → Liverpool** service as a multi-leg service with CLdN RoRo Ltd.

- **Santander → Dublin and vice versa**: Operated by CLdN RoRo SA

  The **Santander → Dublin service** is an authorised **Regular Shipping Service**. This means that Union Goods do not lose their Union Status and any shipment of non-Union goods must be mandatorily accompanied by a **Transit (T1)** procedure.

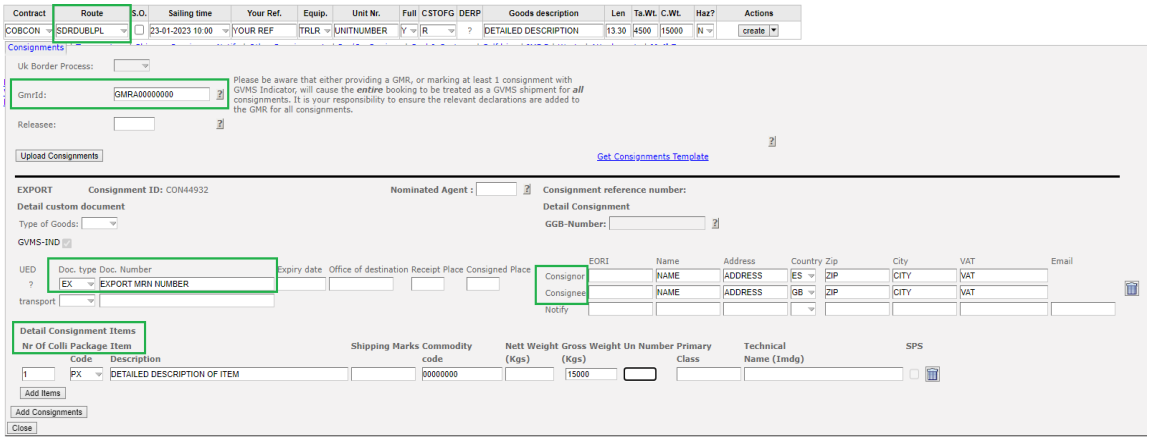
- **Dublin → Liverpool** and vice versa: Operated by CLdN RoRo LTD

  The **Dublin → Liverpool service** is classed as a **RoRo service** in Ireland and calls a **Pre-Lodgement** berth at Liverpool. This means that all goods travelling on this service are subject to the requirements of these respective Border Models: **PBN** in Ireland and **GMR** in the UK

6.1 Booking requirements Santander → Dublin → Liverpool

- 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 CLdN RoRo Ltd (Carrier ID = 4)
- **EU export formalities** are to be raised with **Office of Exit Dublin** (IEDUB100)
- An **Irish PBN** is mandatory, which CLdN will raise automatically on your behalf based on your input

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



6.2 Booking requirements Liverpool → Dublin→ Santander

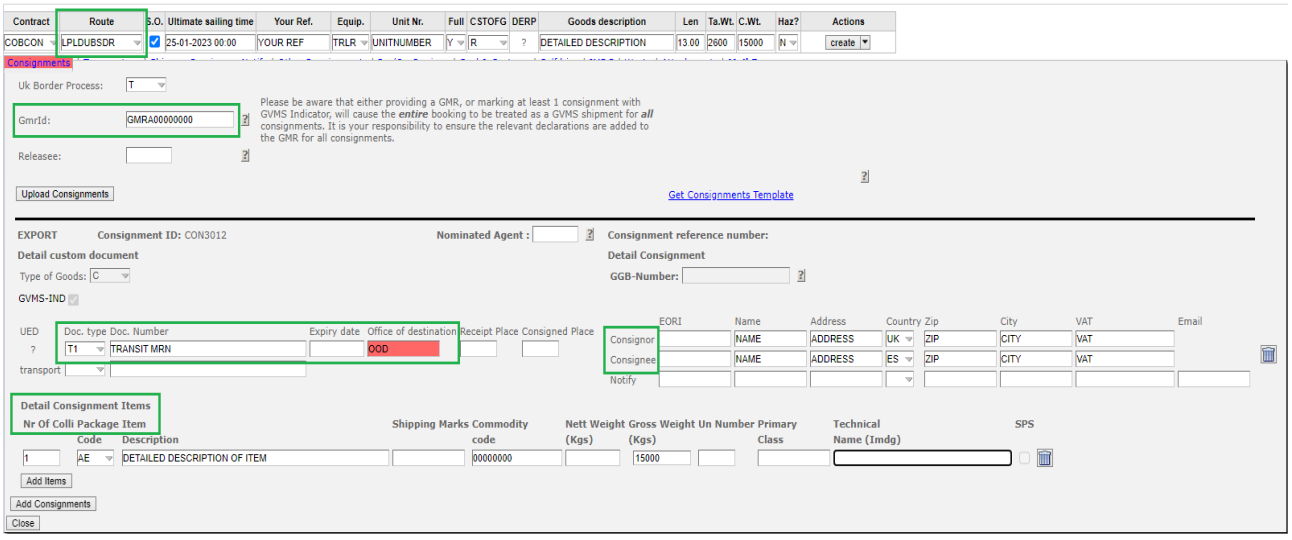
- An **Irish PBN** is mandatory, which CLdN will raise automatically on your behalf based on your input
- As an Irish Pre-Lodged declaration is required, for the time being, **only bookings that are covered by a T1 declaration from GB to final destination in Spain or beyond can be accepted**
- Ensure all GB Export declarations are submitted as **Arrived** and have P2P prior to coming to Port

1. Select Route LPLDUBSDR & Sailing Time
2. Select **Full** at Booking Level
    a. Create a **Consignment**
    b. Complete Seller / Buyer / Office of Destination
    c. Document Type: T1
    d. Document Number: T1 MRN
3. Add at least **1 Item**
    a. Nr of Colli
    b. Package Code
    c. Description
    d. Gross Weight
4. Provide **GMR**
5. Tick **GVMS** Indicator

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

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

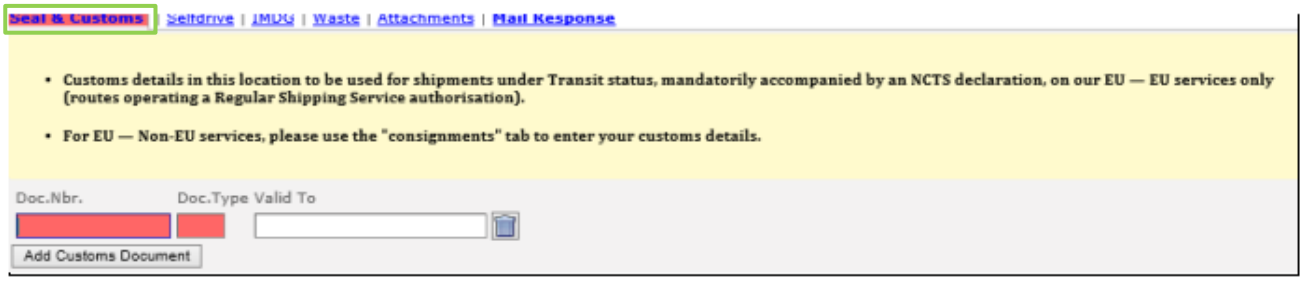


6.3 Booking requirements Santander → Dublin service

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

- **Union Goods**: No additional information is required to be provided above the standard booking requirements.
- **Non-Union Goods**: Any shipment of **non-Union goods** must be mandatorily accompanied by an appropriate Customs Declaration when shipped on a service that holds a “Regular Shipping Service” authorisation. This is usually a **Transit procedure** for which Customs details must be provided in C.WEB prior to the goods arriving at the terminal.

In **C.WEB**, the Input of **Transit document info** is done in the tab **Seal & Customs** documents.



CLdN does not provide a service to discharge/end Transit movements at the Port of Loading/Destination.

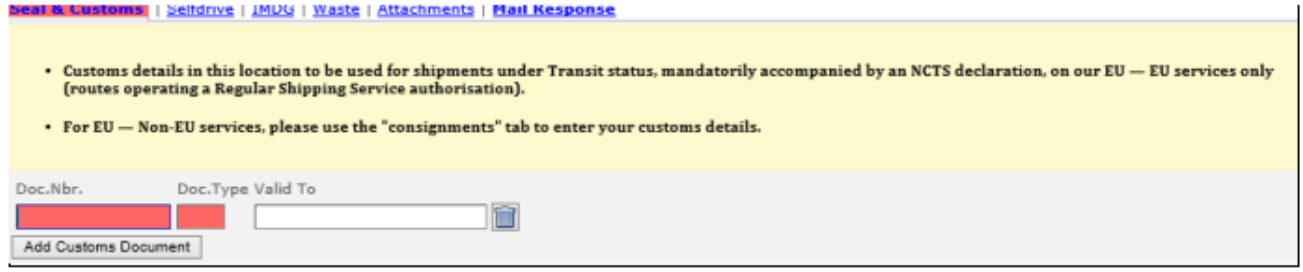
A T1 document should be valid for the entire journey.

6.4 Dublin → Santander Scenarios

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

- **Union Goods**: no additional information is required to be provided above the standard booking requirements.
- **Non-Union Goods**: Any shipment of **non-Union goods** must be mandatorily accompanied by an appropriate Customs Declaration when shipped on a service that holds a "Regular Shipping Service" authorisation. This is usually a **Transit procedure** for which Customs details must be provided in C.WEB prior to the goods arriving at the terminal.

In **C.WEB**, the Input of **Transit document info** is done in the tab **Seal & Customs** documents.



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

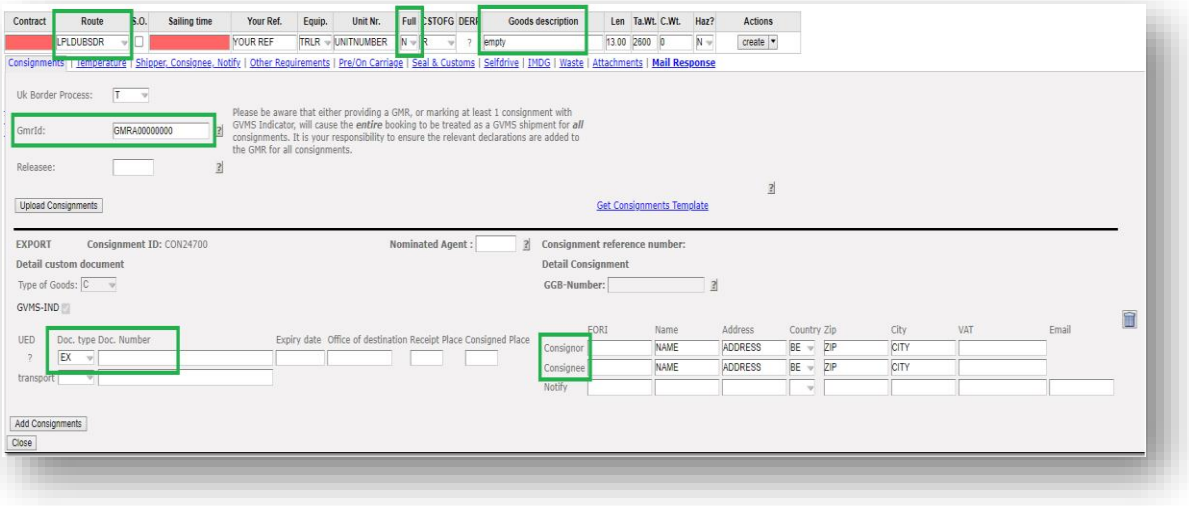
For any questions related to the local clearance procedure at Santander, please engage with the booking's office:
roro.freightspain.lux@cldn.com

6.5 Empty Units from Liverpool to Santander

An **Irish PBN** is mandatory, however CLdN will raise this automatically on your behalf.

1. Select Route LPLDUBSDR & Sailing Time
2. Select **Empty** at Booking Level
3. Select UK Border Process: T
    a. Create a Consignment
    b. Complete Seller / Buyer (details of the owner of the unit)
    c. Document Type: EX
    d. Document Number: Leave blank
4. Item is **not** allowed
5. Provide **GMR**
6. Tick **GVMS** Indicator

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



7 Frequently Asked Questions / Explanatory Guidance

7.1 Correcting incorrect information in your booking after shipping

It is of critical importance that the information you provide in your booking is complete, accurate and fully matches the trade documents as this is what the Customs clearance will be based on. Additionally, this information is also used to perform Safety & Security declarations as well as Temporary Storage declarations by CLdN on your behalf and at your risk.

When an administrative mistake does occur. The below sets out the **procedure how to request amendments** to your booking. Please consider that any non-conformity must be reported to CLdN within the applicable legal term of the country of destination in order to enable CLdN to adjust the records **PRIOR** to raising a customs declaration or planning the movement of the consignment.

Booking details can only be changed in the physical presence of the freight unit AND, for certain countries, following withdrawal of the incorrect clearance.

7.1.1 Port of Destination GB

Complete the below table **for every change** you want to make and send the request to roro.bookinguk.pft@cldn.com

Subject: "Manifest Details Amendment request" – followed by the booking reference

Booking Reference	Enter CLdN ref here	**Consignment**	Provide which consignment needs changing		
		Item Line	Indicate which Item line needs changing		
Amendments	**No of Colli**	**Package Code**	**Commodity Code**	**Gross Weight**	**Item Description**
Old - Incorrect Value					
New – Correct Value					

7.1.2 Port of Destination The Netherlands

Complete the below table for every change you want to make and send the request to roro.freightuk.lux@cldn.com

Subject: "Manifest Details Amendment request" – followed by the booking reference

Booking Reference	Enter CLdN ref here	**Consignment**	Provide which consignment needs changing		
		Item Line	Indicate which Item line needs changing		
Amendments	**No of Colli**	**Package Code**	**Commodity Code**	**Gross Weight**	**Item Description**
Old - Incorrect Value					
New – Correct Value					

7.1.3 Port of Destination Belgium

Complete the below table for every change you want to make and send the request to customs@cldn.com

Subject: "Manifest Details Amendment request" – followed by the booking reference

Booking Reference	Enter CLdN ref here	**Consignment**	Provide which consignment needs changing		
		Item Line	Indicate which Item line needs changing		
Amendments	**No of Colli**	**Package Code**	**Commodity Code**	**Gross Weight**	**Item Description**
Old - Incorrect Value					
New – Correct Value					

Please ensure that you attach copies of the applicable trade documents. Without these we are not able to make the amendment. These are at a minimum: Invoice, Packing List, Weighing Slips or other evidence

7.2 Correcting incorrect information in your booking before shipping

Please ask the relevant booking office to apply a “Change Consignment Hold” to your booking. This will allow you to make the amendments directly in CWEB.

7.3 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.

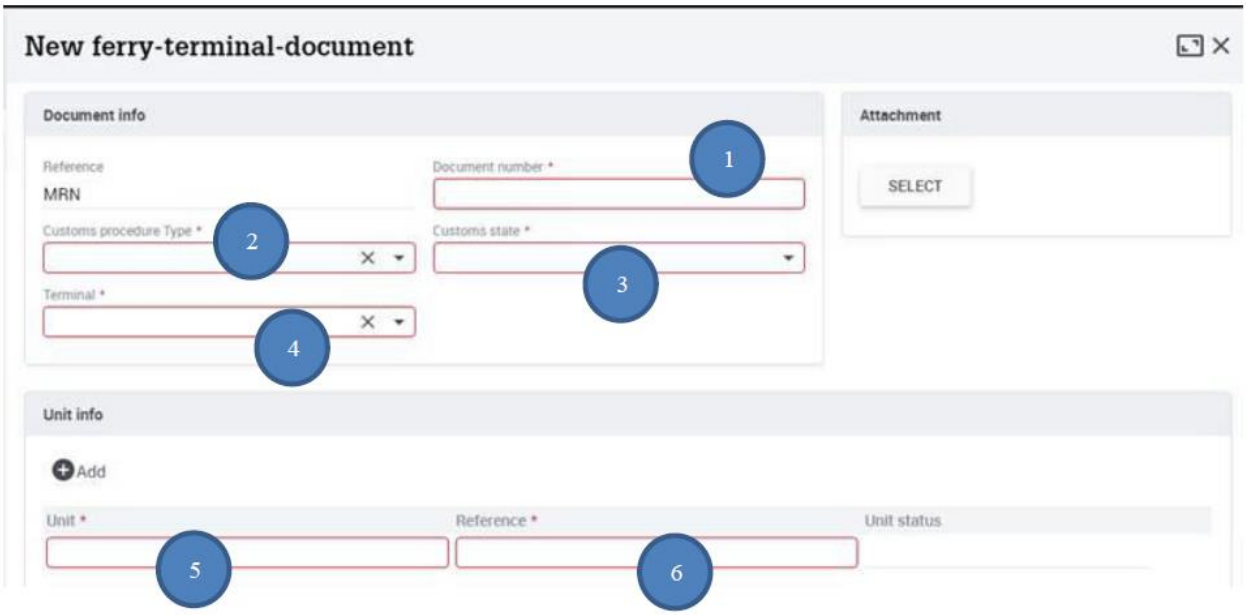
7.3.1 RX / SEAPORT:

Please complete following elements accurately as also shown in Figure: 5

- Document number: **MRN** of subsequent customs procedure
- Customs Procedure type: Choose subsequent customs procedure (customs clearance or transit are most common)
- Customs state: Choose Blocked or **Released**
- Terminal code: **C.RO PORTS BRITTANIADOK** (K608-609)

1. Unit number: Same as used in our booking, excluding slash
2. Reference: Our full booking ref, including slash

Figure: 31 – RX / Seaport



7.3.2 Portbase:

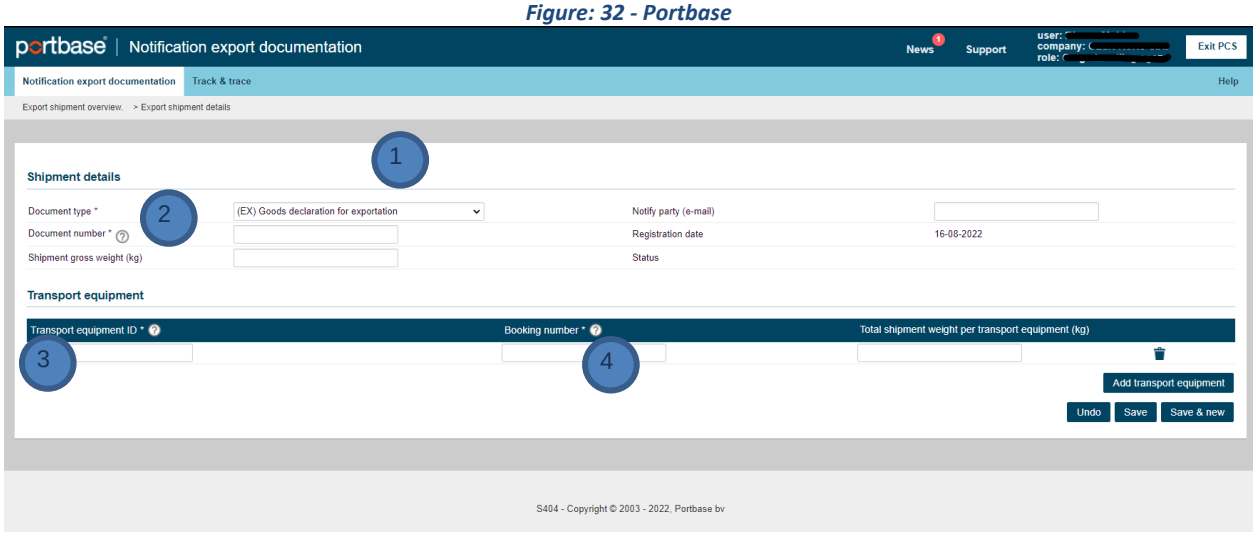
Please complete following elements accurately as also shown in Figure 36

- Document type: as shown on the customs document

- Document number: **MRN** of subsequent customs procedure

1. Transport equipment ID: unit number as used in our booking, excluding slash
2. Booking number: CLVW00, followed by our booking ref, excluding the slash and check digit, for example CLVW0064242849

Figure: 32 - Portbase



7.4 Use of EORI Numbers in a booking

Details of **Seller** and **Buyer** are required for ENS (ICS2) purposes on UK – EU bookings, and by **31/01/2025** also for EU – UK movements.

These details can be provided as follows:

- **To EU:** Always provide full Name/Address details (NAD). When parties are established in the EU, the EU EORI number should also be provided, however is not technically enforced. This being absent will however increase the risk profile of the booking which may result in the unit being selected for inspection.
- **To GB:** Provide either the GB 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**, 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 Buyer, as a Seller will rarely have an EORI number on the other side.

7.5 Shipping of Trailers / Containers that are part of a Sales Transaction

When shipping Trailers / Containers or other Transport equipment 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 not part of a sales transaction.

Note: the word 'empty' may **never** be at the end of the description on booking level as that will cause the unit to 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.

7.6 Shipping of “Return” packaging for which you wish to apply an Oral or By Conduct Declaration

When shipping durable Return packaging, not subject to a sales transaction, it is possible to utilize a simplification in the form of an Oral or By Conduct Declaration.

When you make a booking for cargo that is eligible, you can indicate this by commencing the **Goods Description** at Booking level with the word: “**RETURN**”. (i.e. RETURN Engine racks)

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

- Setting Full indicator to “Yes”
- Provide Export (Mandatory for NL → UK)

The use of this simplification is only possible at unit level. It is not possible to combine this when the unit contains other cargo subject to full declarations.

It is your responsibility to ensure/verify that the cargo being moved is eligible for this process.

Please refer to the Booking Scenario’s for full details.

7.7 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.

7.8 Booking of “Through Shipments” / Multiple legs

CLdN holds a Regular Shipping Service (RSS) permit for its intra EU routes. Following the UK’s exit from the EU, these permits do not cover shipments to and from the UK anymore.

For this reason and for the time being, all through shipments must be booked in two separate legs:

- One leg to cover the UK-EU journey and
- a second booking for the EU-EU journey, the latter will be covered by the RSS permit.

Please align your customs procedures accordingly:

Table 2: – UK → EU

UK – EU	First leg booking	Second leg booking
UK Export formalities Only, **Clearance at transhipment port**	Provide Export DUCR and following shipment enter Import MRN in the booking	Book as Union status - Do NOT add Customs documents
UK Export formalities only, **T1** raised at transhipment port	Provide Export DUCR and following shipment enter Transit MRN in the booking	Enter Transit MRN in the C.WEB tab "Seal & Customs" and send T1 to bookings desk
UK Transit formalities to final destination	Provide Export DUCR and Transit MRN in the booking	

Table 3: – EU → UK

EU – UK	First leg booking	Second leg booking
EU Export formalities (not to be used ex Leixoes)	Book as Union status, do not add customs documents. Ensure Office of Exit on your Export document is Zeebrugge/Rotterdam.	Enter Export MRN to the booking. CLdN will present to customs office of Exit and close Export
For shipments ex Leixoes only	Book as Union status, complete field “Final destination” in Pre-On-carriage tab. Ensure office of Exit on your Export document is Zeebrugge/Rotterdam. Send Export MRN to Bookings desk prior to arrival at the port.	Enter Export MRN to the booking. CLdN will present to customs office of Exit and close Export