



## VERSION SEPTEMBER 2020

The content of this manual is based on CLdN's understanding of the current mandatory provisions. 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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As a Regular Shipping Service operator, CLdN has certain obligations when shipping Non-Unions Goods such as, but limited to, ensuring that these goods are accompanied by a valid and complete Transit Declaration.

For this reason, we will soon implement some changes in the management of Customs Document information.

The introduction of these changes will also allow you to benefit from major simplifications to the Customs Handling of Through Shipments following the end of the Transition period.

## 1. CUSTOMS STATUS OF GOODS

A new mandatory field 'Customs Status of goods' will be introduced in the Create Booking Request screen.

(\*For EDI we refer to the C.WEB EDI manual also published on the C.WEB Logon page).

Choosing the correct Customs Status will decide if a shipment becomes Customs required or not. These will be the options (1):

- |   |                               |
|---|-------------------------------|
| - Union Goods - Free circulation (C)                              | Non-Customs required shipment |
| - Union Goods already under Export Procedure* (X)                 | Customs required shipment     |
| - Non-European goods which already have a customs regulation* (T) | Customs required shipment     |
- \* (These are to be mandatorily accompanied by a valid export / Transit Declaration).

As a second step, it will become mandatory to add Customs information (called Consignment information) for Customs required shipments. Practically this is the same type of information currently supplied.

- Consignment information becomes **mandatory** for Customs required shipments and can be added during booking creation or modification but prior to delivery at our terminal.
- Input of consignment information is optional for Non-Customs required shipments and allows you to familiarise yourselves with this process as preparation for EU-UK shipments post Brexit.

We foresee to accommodate a transition period where you can book Non-Union goods in both:  
The existing method, as well as the new method.

The time span of this transition phase for production is expected to commence beginning of October and run until mid-November.

## 1.2 TRANSITION PERIOD FOR NON-COMMUNITY SHIPMENTS:

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 are given in C.WEB prior to the goods arriving at the terminal.

**In C.WEB, the Input of Transit document info is currently done in the tab Seal & Customs documents. This option remains available during the transition period. After the transition period, this screen will disappear in C.WEB and input of consignment info will become mandatory**

Seal & Customs | Selfdrive | IMDG | Waste | Attachments | Mail Response

- 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).
- For EU — Non-EU services, please use the "consignments" tab to enter your customs details.

Doc.Nbr. Doc.Type Valid To

Add Customs Document

## 2. CONSIGNMENTS IN C.WEB

### Principles

- A Consignment is a collection of goods from a specific Exporter and Importer requiring a Customs Declaration.
- **In order to complete a Customs required booking, all Consignment information of the Transit Declaration (MRN) for Outbound shipments must be added to the booking prior to arrival at the port of loading.**
- Physical access to the outbound terminal is only granted for units with completed booking and consignment info.
- There are no consignment details required for the shipment of empty units.

### Where can you enter the required consignment information?

This can only be done in C.WEB or by EDI\*:

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

*\*(for EDI we refer to the C.WEB Edi manual published on the C.WEB login page)*

**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.
- A single booking in C.WEB can have only one Customs Status of goods.
- A booking can contain several consignments but each having the same Customs Status.
- C.WEB does not handle consignments spread over multiple transport units.

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

### 3.1 MANAGE ACCESS TO THE CONSIGNMENTS SCREEN

- Access to the consignments screen is restricted by default.
- C.WEB users intending to access this screen need to activate the **Webbook Customs Agent** role.
- This can only be done by the C.WEB Customer administrator of your company.
- **Go to Security Manager / Manage User / Edit.** Enable the **Webbook Customs Agent** role and click ok.
- This functionality enables access to consignment information on user level.

☐ SecurityManager\_CUSTOMERADMIN  
☐ cwebedi\_CLIENT  
☐ cwebedi\_CUSTOMS\_AGENT  
☐ mclient\_LOOKUP\_YREF  
☐ webbook\_BYPASS\_MAXREQUESTS  
☐ webbook\_CLIENT  
☐ webbook\_CPIN  
☒ webbook\_CUSTOMS\_AGENT  
☐ webbook\_INVOICES  
☐ websearch\_BASIC  
☐ websearch\_RESENDPIN

#### Important note:

Besides the security management for internal C.WEB users we have made it possible to assign the **Webbook Customs Agent** role to a **third party**. This may be your customer or the Customs broker handling the consignments on your behalf. With your permission, this limited role will allow your delegate in this role to find and update consignment info based upon a specific booking reference. No other access to your account info in the C.WEB bookings system is given to this role in order to keep your commercially sensitive information confidential. As of today, it also remains possible to give broader administration rights to this C.WEB account on your behalf. The authorisation granted by this role is extended on the customer administrator's responsibility.

### 3.2 CREATE NEW BOOKING REQUEST

- Click 'create new booking request (1) in the blue ribbon on top your screen.

BOOKING INFO | MY SETTINGS | VALIDATE BOOKING REQUESTS | SECURITY MANAGER | C.PIN | BUSINESS HOURS | INVOICES | CONTACT INFO | HELP

SAILING & BOOKING NEWS | SEARCH BOOKING INFO

CREATE NEW BOOKING REQUEST | EDIT BOOKINGS | BOOKING REQUEST FEEDBACK

Clear input | Upload Excel | Template

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
	RTMLEI														create

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

Upload Consignments | Get Consignments Template

No Consignment defined.

Add Consignments

Close

Consignments not yet complete and correct. Unit cannot be shipped yet. Show more ...

- Click **Clear Input (2)** to ensure all fields are blank before starting input.
- Fill in the booking request, **choose the appropriate Customs status of goods (3)** - as described on page 1, and click on the consignment tag **(4)**. Click 'Add consignments' **(5)** and fill in the required information as described further in this manual.

#### You can add the consignments before submitting to agent:

- During the creation of a booking request.
- Click 'Clear Input' after you clicked 'Create'. This prevents copying erroneous information to the next booking request.

#### After submitting to agent:

- Modify your booking request or booking. (Before or after approval by an agent).

## Important note:

### A Customs required booking is accepted for shipment only:

- When all consignments of your shipment are complete.
- When you confirm that all consignment info is correct and complete. see 3.4b)

## 3.3 ENTRY OF CONSIGNMENT INFORMATION

The screenshot shows a web application for creating consignments. At the top, there are tabs for 'Clear input', 'Upload Excel', 'Template', 'Load...', 'Reload', 'Save...', 'Save as Excel', and 'Delete...'. Below these are various filters and a table of consignments. The main area is divided into three numbered sections:

- EXPORT** (1): Consignment ID: CON11323. Detail custom document. Fields include UED, Doc. type, Doc. Number, Expiry date, Office of destination, Receipt Place, Consigned Place, Consignor, Consignee, and Notify.
- Consignment reference number: Detail Consignment** (2): Fields include EORI, Name, Address, Country, Zip, City, VAT, and Email.
- Detail Consignment Items** (3): Table with columns: Nr Of Colli, Package Item, Code, Description, Shipping Marks, Commodity code, Nett Weight (Kgs), Gross Weight (Kgs), Un Number, Primary Class, and Technical Name (Imdg).

### Each consignment consists of three information blocks:

- 1) Details referring to the outbound (export) or inbound (import) Customs procedure.  
(Consignment ID, details Customs document).
- 2) Details referring to the exporter (consignor), the importer (consignee) and Notify.
- 3) Details about Consignment items.

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

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

**It is not possible to change the Customs state of the goods once consignments are added to a booking.**

**Please keep in mind to update the status prior to adding a consignment.**

### Following fields are mandatory during consignment creation:

The screenshot shows the same web application with numbered callouts highlighting mandatory fields:

- 1) UED (Document type)
- 2) Consignor EORI number
- 3) Description of the consignment item
- 4) Add Items button
- 5) Notify field
- 6) Technical Name (Imdg)

- 1) Document type (choose from drop down list). The available choices will depend on the Customs status of goods.
- 2) Consignor EORI number **OR** full address details including VAT number & Consignee EORI number **OR** full address details including VAT number

- 3) Item details for one item\* at minimum (see below for specification of fields)
- 4) Add additional consignments by clicking the '**Add consignments**' button or delete them by clicking.(5)
- 6) Add additional items by clicking '**Add Items**' or (6) **delete** them by clicking .



### 3.4 COMPLETE CONSIGNMENT

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

#### A) CONSIGNMENT INFORMATION

##### Mandatory details Export Customs document.

Doc. type:	Select the Customs document type for this consignment. (depends on Customs status)
Doc. number:	Fill in the MRN (MUCR / DUCR for UK) that refers to the consignment.
Expiry date:	Mandatory for Transit documents.
Office of Destination	NCTS Location code. Mandatory for Transit documents.

##### Conditional details Export Customs document

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

##### Mandatory details Consignee & Consignor

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

**Conditional information:** Notify details including email.

##### Detail consignment Items

Number of coli:	Number of packages	<b>(Mandatory)</b>
Package code:	UN coded type of package	<b>(Mandatory)</b>
Item description:	Description of goods	<b>(Mandatory)</b>
Shipping Marks:	Marks & Numbers of the goods	(Optional)
Commodity code:	HS code (minimum 6 digits)	(Optional)
Nett Weight (kgs):	Net weight of goods in kg	(Optional)
Gross weight (kgs):	Total weight of goods + packaging	<b>(Mandatory)</b>
<b>For IMDG:</b>		
UN Number:	Four-digit identification number of dangerous goods	(Conditional)
Primary class:	'class' or 'division' without prefix	(Conditional)
Technical name (Imdg):	As described on dangerous goods declaration	(Optional)

## B) CONSIGNMENT CONFIRMATION

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

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

Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full	Goods desc
EADBIRD	VLIDAG	<input type="checkbox"/>	08-10-2019 15:00	FULL INVENTOR	TRLR	MT2108	Y	cb-lh mat

Shipment Details - 1 | Shipment Details - 2 | Selfdrive Info | Imdg | Waste | **Consignments** | Request H

Entry procedure type: ☐ Consignments not yet complete and correct. Unit cannot be shipped yet. Show more ...

[Upload Consignments](#) [Load Consignments Template](#)

**Confirmation of consignments**

I confirm that I have entered complete and correct Consignment Information for each Consignment comprised in this Unit's booking request.

I accept it is my risk that the Unit will not be permitted to enter the Terminal of Departure and/or will not be permitted to ship and/or will not be permitted to be released from the Terminal of Arrival if this Consignment Information is not complete or correct.

I also undertake to arrange any mandatory visit of the Unit to a Border Inspection Post within 24 hours from scheduled vessel arrival

Please make your choice.

[Confirm consignments correct and complete](#) [Consignments not yet complete](#)

[Add Consignments](#)

**Detail Consignm**

EORI:

Consignor: GB246

Consignee: GB246

Notify:

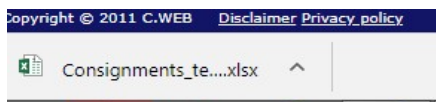
Commodity code: 800800

### 3.5 UPLOAD EXCEL

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

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

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



⇒ Save the template to disk (for example to your desktop, it will be read-only otherwise).

⇒ Fill in the fields: All consignment info entered in the same way as on C.WEB.

⇒ Go back to C.WEB and upload the modified Excel file by clicking 'Upload consignments'.

⇒ Once Clicked, the Upload consignments screen opens:



**Upload Consignments from Excel**

With this function you can upload Consignments from an Excel File.  
**Uploaded Excel Files must follow the C.WEB Consignment Excel Template Structure.**

Please note that by uploading the consignments the existing consignments are deleted:

**Choose File** No file chosen

**Submit** **Cancel**

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

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

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

## 4. INTRODUCTION OF NEW HOLDS

Due to the regulations for Customs required shipments, we have introduced new hold types.

<b>CUSTOMS GATE IN HOLD</b>	The booking is missing mandatory consignment info. (At least 1 consignment with 1 item and completed MRN-information) In case a booking has multiple consignments, complete the MRN information of all these consignments.	<b>Gate-in is not allowed</b>
<b>CONSIGNMENT COMPLETE HOLD</b>	The consignment is not yet confirmed as 'Correct and Complete'.	<b>Gate-in is not allowed</b>
<b>MISSING CONSIGNMENT HOLD</b>	The booking is missing consignment info.	<b>Loading not allowed</b>
<b>EXIT</b>	The booking still has at least one consignment for which Customs did not send a 'permission to proceed'.	<b>Loading not allowed</b>
<b>ENTRY SUMMARY DECLARATION</b>	Once unit is loaded and sailed, we sent the Entry summary declaration to Customs. The unit receives an 'ENS-Hold'. Once released by the Customs we receive an ENS number for each consignment. This ENS number is required for Customs clearance and is shown in C.WEB on the consignment info page.	<b>Gate-out of this unit not allowed</b>
<b>ENTRY</b>	Temporary storage & next Customs regime unknown.	<b>Gate-out of this unit not allowed</b>
<b>BONDED WAREHOUSE</b>	Bonded warehouse & next Customs regime unknown	<b>Gate-out of this unit not allowed</b>

## 4.1 HOLDS STATUS OF YOUR BOOKING

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

**BOOKING INFO** | MY SETTINGS | VALIDATE BOOKING REQUESTS | SECURITY MANAGER | C.F.P.

SAILING & BOOKING NEWS | **SEARCH BOOKING INFO**  
CREATE NEW BOOKING REQUEST | EDIT BOOKINGS | BOOKING REQUEST FEEDBACK

**BOOKING INFO**  
Most recent bookings with status Booked and sailing from Rotterdam to Purfleet  
Report generated on 07-03-2019 17:14 for Customer ID HEADBIRD

Rows 1 - 20 of 70    < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 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