



Version 17 December 2020

This manual refers to UK Services only.

For information regarding EU – EU services, please refer to the earlier published [“Customs Status of Goods” manual](#).

On December 31, 2020, the transitional period of Brexit will end and controls will be placed on the movement of goods between the UK and the EU.

We therefore would like to inform you of **changes on UK routes scheduled to take place in C.WEB from 21 December 2020.**

UK BORDER PROCESS

- CLdN operates a **Mixed Model** at Purfleet and Killingholme enabling to process units via **Temporary Storage**, as well as via **Pre-Lodgement**. For this purpose, we will introduce the field **UK Border Process** that enables you to indicate your preferred UK Border model. This field becomes mandatory for all bookings on **UK routes** from 01/01/2021.
- Bookings under **Temporary Storage** will create appropriate **Inventory Records** in the **Destin8** community system in use at Purfleet and Killingholme
- Bookings under **Pre-Lodgement** will require an appropriate **UK Import Declaration** or Entry into the Importer's records **prior to arrival at the EU Port of Loading**

CUSTOMS STATUS

- Until 31/12/2020, UK services are operated with a **“Regular Shipping Service”** authorisation. Therefore, all bookings are presumed to contain **Union goods**, unless indicated otherwise.
- Until 31/12/2020, shipments of **Non-Union goods** can be booked in the following way:
 - o Entering the customs document information in the tab **‘Seal & Customs’**
 - o Using the **Customs Status of Goods** indicator by selecting **“T”** and providing full Consignment details
- From 01/01/2021 onwards, input of Customs Status of Goods on booking level becomes obsolete and the field will be defaulted to **“R”**. Input of **consignment info** therefore becomes **mandatory** on all UK bookings.

TYPE OF GOODS

- As part of the **Staged Introduction of Customs** Controls, UK Authorities distinguish between shipments of **Standard Goods and Controlled Goods**. During consignment input on a UK service, it becomes mandatory to choose the **type of goods** for each consignment.
- Standard Goods are eligible for **Delayed Import Declarations / EIDR** unless (i) they have not been cleared in the EU immediately prior to being moved to the UK **or** (ii) if the importer has been notified by HMRC they are not eligible. In case of the Temporary Storage model, the Inventory Records will be created using **CSD status “C”**
- Controlled Goods must be cleared immediately upon Arrival. In case of the Temporary Storage model, the Inventory Records will be created using **CSD status “TX”**

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Choosing the UK Border Process and Type of Goods in C.WEB

EU – UK Movements

1. Determine UK Border Model and align with your client
 - **Temporary Storage:** Entry records are created in Destin8
 - **Pre-Lodgement:** Import declarations are to be pre-lodged, before check in at the EU port. Please also provide the GB EORI number of the Importer.
 - **Transit movement*:** Unit travels under cover of an NCTS declaration into the UK. Requires a valid **GMRID** to be provided prior to arrival at the EU port.

** If the Office of Destination is the EU Port of Loading, then CLdN will end the Transit Movement upon arrival at the EU Port. In this case, please choose either the Temporary Storage or Pre-Lodgement option. Please ensure the Transit Document is not expired upon arrival or entry will be refused.*

2. Determine the Type of Goods and whether your client wishes to defer Import declarations
 - **Standard Goods:**
 - o **For Temporary Storage:** Inventory records will be created with “C” status CSD in Destin8 and will be cleared immediately upon arrival.
 - o **For Pre Lodgement:** Ensure appropriate Entry into records or declarations lodged prior to arrival at the EU Port.
 - **Controlled Goods:**
 - o **For Temporary Storage:** Inventory records will be created with “TX” status CSD in Destin8 and will require to be cleared before units can be collected.
If you do not want to use Deferred Declarations / EIDR, or are not eligible, then please choose Controlled Goods.
 - o **For Pre-Lodgement:** Ensure appropriate Customs declarations are lodged prior to arrival at the EU Port.

UK – EU Movements

1. Determine the UK Border Model and align with the Exporter when not using Transit for the Sea passage
 - **Temporary Storage:** CLdN will “arrive” the DUCR in Destin8 in order to obtain a Permission to Progress. (mode of transport at the border = Sea)

In case of units containing **multiple consignments**, these need to be consolidated into a **MUCR reference**

- o Consolidate DUCR's into a MUCR reference
 - o Enter the **MUCR reference in the DocumentNumber field of the first Consignment**
 - o Populate the DocumentNumber for the **other Consignments with a unique reference** within the booking (e.g. you can use the DUCR of this consignment)
- **Pre-Lodgement:** The Exporter is to ensure all consignments have obtained a Permission to Progress **prior** to coming to the port of Exit (mode of transport at the border = RORO)

2. If you want to move goods under a **Transit** procedure for the **Sea passage**, choose the applicable scenario
 - **1 – Transit procedure, CLdN to Arrive Export Declaration**
 - o Add a consignment and Choose **DocumentType: EX**
 - o Provide **DUCR in DocumentNumber**
 - o Provide **Office of Destination** and **Validity date** of Transit declaration
 - o Enter the supplementary **Transit MRN** into the **Remarks** field under the **Other Requirements** tab
 - o Provide a **PDF copy of the Transit TAD in C.WEB**. Without a copy of the TAD, we will not be able to ship
 - o Ensure the paper TAD travels with the unit and is readily accessible from the outside

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- **2 – Transit procedure**, Export DUCR has already been Arrived and P2P granted before coming to Port
 - o Add a consignment and Choose **DocumentType: T1/T2**
 - o Provide **Transit MRN** in **DocumentNumber**
 - o Provide **Office of Destination** and **Validity date** of Transit declaration
 - o Provide a PDF copy of the Transit TAD in CWEB. Without a copy of the TAD, we will not be able to ship.
 - o Ensure the paper TAD travels with the unit and is readily accessible from the outside

- **3 – Transit procedure**, Office of Destination Purfleet/Killingholme **
 - o Add a consignment and Choose **DocumentType: T1/T2**
 - o Provide **Transit MRN** in **DocumentNumber**
 - o Provide **Office of Destination** and **Validity date** of Transit declaration
 - o Provide a PDF copy of the Transit TAD in CWEB. Without a copy of the TAD, we will not be able to ship.
 - o Ensure the TAD travels with the unit and is accessible

**** Charges apply, only allowed after prior consultation and agreement from CLdN to utilise the process. Please contact your usual point of contact to obtain authorisation to use this feature**

- **4 – Transit procedure**, Office of Departure Purfleet/Killingholme, CLdN to obtain P2P **
 - o Add a consignment and Choose **DocumentType: EX**
 - o Provide **DUCR** or **MUCR** in **DocumentNumber**
 - o Provide **Office of Destination** and **Validity date** of Transit declaration
 - o Enter the supplementary **Transit LRN** into the **Remarks** field under the **Other Requirements** tab
 - o Upon arrival, CLdN will issue the LRN to UK Border Force who will validate the Transit movement and provide the MRN
 - o CLdN will update the booking with the Transit MRN

**** Charges apply, only allowed after prior consultation and agreement from CLdN to utilise the process. Please contact your usual point of contact to obtain authorisation to use this feature**

- **5 – Transit procedure**, Office of Departure Purfleet/Killingholme, P2P already granted **
 - o Add a consignment and Choose **DocumentType: T1/T2**
 - o Provide **Transit LRN** in **DocumentNumber**
 - o Provide **Office of Destination** and **Validity date** of Transit declaration
 - o Upon arrival, CLdN will issue the LRN to UK Border Force who will validate the Transit movement and provide the MRN
 - o CLdN will update the booking with the Transit MRN

**** Charges apply, only allowed after prior consultation and agreement from CLdN to utilise the process. Please contact your usual point of contact to obtain authorisation to use this feature**

The screenshot shows a software interface with several tabs: 'Other Requirements', 'Pre/On Carriage', 'Seal & Customs', 'Selfdrive', 'IMDG', and 'Waste'. The 'Other Requirements' tab is active. It contains several fields with checkboxes: 'Urgent:', 'Late Arrival:', and 'Don't Stack in Port of Discharge:'. To the right are fields for 'Non-standard width: [] m', 'Non-standard height: [] m', and 'Delivery Date: []'. The 'Remarks:' field contains the text 'Transit LRN: xxxxxxxxxxxx' and is circled in red. A 'Close' button is at the bottom left.

Providing the supplementary document number for Eastbound Transit process 1 & 4

Please consult the following pages for practical application into C.WEB
 For operational enquiries and unit status, please contact your usual booking agent
 For questions on customs regulations and formalities, please contact customs@cldn.com

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HOW TO CREATE A BOOKING REQUEST ON A UK ROUTE

Go to 'create new booking request' and select a UK route.

- The CSTOFG field will no longer be editable. Booking will become Customs required and Customs Status of Goods code 'R' is shown. **(1)**.
- Open the consignment tab and choose the appropriate UK Border Process **(2)**.
If the tab consignments is not visible, the **WEBBOOK_CUSTOMS_AGENT** role needs to be enabled by the customer administrator of your company. *Please consult the 'Consignments in C.WEB Manual'* for more info on security in C.WEB. The UK Border Process is defined on booking level and mandatory during input of a booking request.
- If you select Movement under CTC – Office of Transit (Westbound only), please provide the GmrId. **Units without GmrId (3) will not be allowed on terminal.** (more information on GVMS [here](#)). Both UK Border Process **(2)** and GmrID **(3)** are unique within a single booking.
- Add a consignment: the minimum dataset for consignments is different depending on the choice of UK Border Process and Port of Loading (see next page). You can create and submit the booking request and add the consignment later (prior to arrival) or add it immediately.
- For each consignment, choose the type of goods **(4)** (Standard or Controlled).

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 | Load... | Reload | Save... | Save as Excel | Delete... | 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 |
|----------|--------|--------------------------|--------------|-----------|--------|----------|------|--------|------|-------------------|-----|--------|-------|------|---------|
| COBCON | ZEEPUR | <input type="checkbox"/> | | | | | | R | ? | | | | | | create |

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

Uk Border Process: **(2)**

GmrId: **(3)**

Upload Consignments | Get Consignments Template

No Consignment defined

Add Consignments **(4)**

Close

Consignments | Temperature | Shipper, Consignee, Notify | Other Requirements | Pre/On Carriage | Seal & Customs | Selfdr

Uk Border Process: **(3)**

GmrId: **(3)**

Upload Consignments | Get Consignments Template

EXPORT Consignment ID: CON64615

Detail custom document **(4)**

Type of Goods: **(4)**

Standard & SCC EIDR Eligible Goods

Controlled Goods, ROW Goods not previously cleared in EU, HRPOAO, HRFNOAO & Clearance via C21/S

UED Doc. type

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Booking request walkthrough:

- Enter booking request details and choose UK route.
- Click on the Consignments tab.
- Select the appropriate UK Border Process.
- For Westbound Movement under CTC into the UK (Office of Transit), please provide GmrId.
- Click add consignment (can be done at a later stage but prior to arrival at the POL).
- Enter the minimum required dataset (depends on UK Border Process)..
- Choose type of goods (Standard / Controlled).
- Submit the booking request or save the booking modification.
- A pop-up will be shown: Confirm the Consignment as complete and correct.

Consignment Mandatory dataset for UK

WESTBOUND

Temporary Storage

| | |
|----|--|
| BE | Type of Goods, Doc. type, Doc. Number, Nr of Colli, Description, Gross weight. |
| NL | Type of Goods, Doc. type, Doc. Number, Nr of Colli, Description, Gross weight. |

PreLodgement (6mnd)

| | |
|----|---|
| BE | Type of Goods, Doc. type, Doc. Number, Nr of Colli, Description, GB Eori (for consignee). |
| NL | Type of Goods, Doc. type, Doc. Number, GB Eori (for consignee). |

Movement under CTC – Office of Transit (GVMS)

GmrID becomes mandatory

| | |
|----|--|
| BE | Type of Goods, Doc type, Doc Number, Expiry date, Office of destination, GB Eori (consignee) |
| NL | Type of Goods, Doc type, Doc Number, Expiry date, Office of destination, GB Eori (consignee) |

EASTBOUND

Full consignment dataset is required as described in the 'Consignments in C.WEB manual'.

Please provide MUCR in the field documentNr of the first consignments*.

* For consolidation shipments:

- Consolidate DUCR's into a MUCR Reference
- Enter the MUCR reference in the Document Number Field of the first Consignment
- Populate the Document Number for the other Consignments with a unique reference within the booking (e.g. you can use the DUCR of this consignment)

New hold type: GVMS Hold

Movements under CTC (common transit convention) are declared to HMRC using the GVMS system in order to perform the office of transit function. This is done using the GmrID.

All units arriving in the UK will be placed on GVMS hold until HMRC releases the unit. This hold is visible alongside the current holds you can receive using booking feedback.

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