



P&O Brexit Portal User Guide


France

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1. UK to France and France to UK

1.1 Find My Booking.



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FIND MY BOOKINGS

Enter the waybill number (booking reference) you received when you made your booking. This will retrieve the booking and all load lines on the booking.

Please note that when communicating with P&O and using this portal the booking reference remains the same, but when you communicate with Portbase or Dutch Customs please add the prefix PONF to the P&O Ferries Booking reference as this will help them identify it.

For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

 RETRIEVE BOOKING

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1.2 Enter Waybill reference

- Select Retrieve Booking. View Booking Summary.



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FIND MY BOOKINGS

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For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

 RETRIEVE BOOKING

Booking Summary

Select the load lines that comprise of a single customs declaration and click 'Add Additional Information'. Repeat this process after submitting the current Safety & Security information, if there is more one customs declaration for the load lines on the booking.



Waybill : DO00020516
Job Reference : BREXIT01

Route: Dover - Calais, 23-11-2020
Vehicle Unit Id: TT2301

Trailer ID : TEST

Cumulative Booking Weight: 10000

For Hazardous Loads contact the relevant Freight Booking Office - Do not use this portal for Hazardous Loads.

Load Line	Load Description	Hazardous?	Same Customs Declaration?	Edit/Remove/Save
1	COFFEE	<input type="checkbox"/>	<input type="checkbox"/>	 

Add Load Line

Add Additional Information


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1.3 Confirm custom declaration for the load line.

- Select 'Add Additional Information'.



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FIND MY BOOKINGS

Enter the waybill number (booking reference) you received when you made your booking. This will retrieve the booking and all load lines on the booking.

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For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

 RETRIEVE BOOKING

Booking Summary

Select the load lines that comprise of a single customs declaration and click 'Add Additional Information'. Repeat this process after submitting the current Safety & Security information, if there is more one customs declaration for the load lines on the booking.



Waybill : DO00020516
Job Reference : BREXIT01

Route: Dover - Calais, 23-11-2020
Vehicle Unit Id: TT2301

Trailer ID : TEST

Cumulative Booking Weight: 10000

For Hazardous Loads contact the relevant Freight Booking Office - Do not use this portal for Hazardous Loads.

Load Line	Load Description	Hazardous?	Same Customs Declaration?	Edit/Remove/Save
1	COFFEE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 

Add Load Line


Add Additional Information

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1.4 View MRN field



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SUPPLEMENTARY INFORMATION

Provide the Safety & Security Information for the load lines selected. Where you have more than one Customs Declaration for the booking repeat the process on the Find My Booking page for the other customs declarations.

Booking Summary

Waybill : DO00020516	Route: Dover - Calais, 23-11-2020	Trailer ID : TEST
Job Reference : BREXIT01	Vehicle Unit Id: TT2301	

MRN

ADD MRN


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1.5 Enter MRN

- Select 'Add MRN' if there are additional MRNs to add.
- Select 'Save' to save MRN entered.



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SUPPLEMENTARY INFORMATION

Provide the Safety & Security Information for the load lines selected. Where you have more than one Customs Declaration for the booking repeat the process on the Find My Booking page for the other customs declarations.

Booking Summary

Waybill : DO00020516	Route: Dover - Calais, 23-11-2020	Trailer ID : TEST
Job Reference : BREXIT01	Vehicle Unit Id: TT2301	

MRN

ADD MRN


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1.6 View booking summary when saved MRN



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FIND MY BOOKINGS

Enter the waybill number (booking reference) you received when you made your booking. This will retrieve the booking and all load lines on the booking.

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For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

 RETRIEVE BOOKING

Booking Summary


Select the load lines that comprise of a single customs declaration and click 'Add Additional Information'. Repeat this process after submitting the current Safety & Security information, if there is more one customs declaration for the load lines on the booking.

Waybill : DO00020516
Job Reference : BREXIT01

Route: Dover - Calais, 23-11-2020
Vehicle Unit Id: TT2301

Trailer ID : TEST

Consignment Group 001

Load Line	Load Description	Load Weight	UN number	Customs Declaration
1	COFFEE	10000		




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2. If a Transit import to GB

2.1 Enter waybill reference and view booking summary



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FIND MY BOOKINGS

Enter the waybill number (booking reference) you received when you made your booking. This will retrieve the booking and all load lines on the booking.

Please note that when communicating with P&O and using this portal the booking reference remains the same, but when you communicate with Portbase or Dutch Customs please add the prefix PONF to the P&O Ferries Booking reference as this will help them identify it.

For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

CA12464243

Q RETRIEVE BOOKING

Booking Summary

Select the load lines that comprise of a single customs declaration and click 'Add Additional Information'. Repeat this process after submitting the current Safety & Security information, if there is more one customs declaration for the load lines on the booking.



Waybill : CA12464243
Job Reference : BREXIT01

Route: Calais - Dover, 24-11-2020
Vehicle Unit Id: GU56AAA

Trailer ID : 1

Cumulative Booking Weight: 23000

For Hazardous Loads contact the relevant Freight Booking Office - Do not use this portal for Hazardous Loads.


Load Line	Load Description	Hazardous?	Same Customs Declaration?	Edit/Remove/Save
1	BUTTER	<input type="checkbox"/>	<input type="checkbox"/>	 

Add Load Line

Add Additional Information

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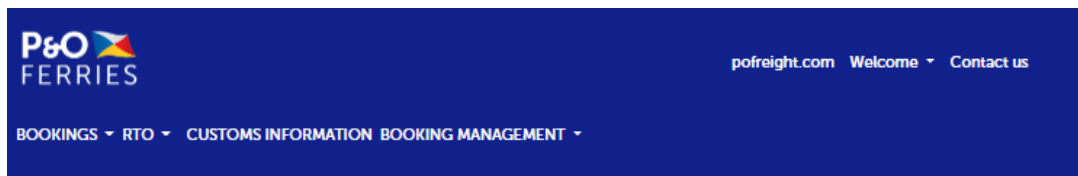
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2.2 Confirm customs declaration for the load line

- And Select 'Add Additional Information'



FIND MY BOOKINGS

Enter the waybill number (booking reference) you received when you made your booking. This will retrieve the booking and all load lines on the booking.

Please note that when communicating with P&O and using this portal the booking reference remains the same, but when you communicate with Portbase or Dutch Customs please add the prefix PONF to the P&O Ferries Booking reference as this will help them identify it.

For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

CA12464243



 RETRIEVE BOOKING

Booking Summary

Select the load lines that comprise of a single customs declaration and click 'Add Additional Information'. Repeat this process after submitting the current Safety & Security information, if there is more one customs declaration for the load lines on the booking.

Waybill : CA12464243 Route: Calais - Dover, 24-11-2020 Trailer ID : 1 Cumulative Booking Weight: 23000
Job Reference : BREXIT01 Vehicle Unit Id: GU56AAA

For Hazardous Loads contact the relevant Freight Booking Office - Do not use this portal for Hazardous Loads.

Load Line	Load Description	Hazardous?	Same Customs Declaration?	Edit/Remove/Save
1	BUTTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 

Add Load Line

Add Additional Information

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2.3 Add GMRIId for Transit import to GB and MRN.

- Can only add one GMR. Can add multiple MRNs if applicable.

SUPPLEMENTARY INFORMATION

Provide the Safety & Security Information for the load lines selected. Where you have more than one Customs Declaration for the booking repeat the process on the Find My Booking page for the other customs declarations.

Booking Summary

Waybill : CA12464243
Job Reference : BREXIT01

Route: Calais - Dover, 24-11-2020
Vehicle Unit Id: GU56AAA

Trailer ID : 1

GMR Id

MRN

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SUPPLEMENTARY INFORMATION

Provide the Safety & Security Information for the load lines selected. Where you have more than one Customs Declaration for the booking repeat the process on the Find My Booking page for the other customs declarations.

Booking Summary

Waybill : CA12464243	Route: Calais - Dover, 24-11-2020	Trailer ID : 1
Job Reference : BREXIT01	Vehicle Unit Id: GU56AAA	

GMR Id

GMRI00000001

MRN

1234567890

ADD MRN


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2.5 View booking summary when saved GMRI and MRN



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For example, P&O Ferries booking reference HU012345678 must be quoted as PONFHU012345678 to Portbase or Dutch Customs.

Enter Waybill :

 RETRIEVE BOOKING

Booking Summary

Select the load lines that comprise of a single customs declaration and click 'Add Additional Information'. Repeat this process after submitting the current Safety & Security information, if there is more one customs declaration for the load lines on the booking.

Waybill : CA12464243

Route: Calais - Dover, 24-11-2020

Trailer ID : 1

Job Reference : BREXIT01

Vehicle Unit Id: GU56AAA


Consignment Group 001

Load Line	Load Description	Load Weight	UN number	Customs Declaration
1	BUTTER	23000		<div>Remove</div>

Add Additional Information

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