



## **P&O Brexit Portal User Guide**

### **Northern Ireland**

Table of Contents

1.1 FIND MY BOOKING. ENTER WAYBILL ..... 3

1.2 RETRIEVE BOOKING DETAILS AND VIEW BOOKING SUMMARY ..... 4

1.3 SELECT LOAD LINE..... 5

1.4 ENTER GMR ID ..... 6

1.5 SAVE GMR ID ..... 7


1.6 SELECT ‘ADD ADDITIONAL INFORMATION’ TO VIEW GMR ..... 8

1.7 VIEW GMR ID IN SUPPLEMENTARY INFORMATION..... 10

- Cairnryan to Larne and Larne to Cairnryan. If a customer has raised a GMR they are required to add the GMRid to a booking before they arrive at Port.

## 1.1 Find My Booking. Enter waybill

- Enter the Waybill Number for your booking and press “Retrieve Booking”



pofreight.com Welcome ▾ Contact us

BOOKINGS ▾ RTO ▾ CUSTOMS INFORMATION BOOKING MANAGEMENT ▾


### 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

[Partners](#)


[P&O Freight](#)

[Contact Us](#)

T : +44(0) 1304 863875

E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)


[More contact details](#)



P&O Freight 2020

[Terms and Conditions](#) [Accessibility](#)

## 1.2 Retrieve booking details and view booking summary



pofreight.com Welcome ▾ Contact us

BOOKINGS ▾ RTO ▾ CUSTOMS INFORMATION BOOKING MANAGEMENT ▾


### 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

### 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 : CR00547799

Route: Cairnryan - Larne, 26-11-2020

Trailer ID : A23NOVTC01

Job Reference : C2C Lines

Load Line	Load Description	Load Weight	UN number	Same Customs Declaration?
1	PAPER	20000		<input type="checkbox"/>


Add Additional Information

[Partners](#)  
[P&O Freight](#)

[Contact Us](#)  
T : +44(0) 1304 863875  
E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)  
[More contact details](#)



## 1.3 Select Load Line



[pofreight.com](#)
[Welcome](#)
[Contact us](#)

[BOOKINGS](#)
[RTO](#)
[CUSTOMS INFORMATION](#)
[BOOKING MANAGEMENT](#)

### 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

### 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 : CR00547799

Route: Cairnryan - Larne, 26-11-2020

Trailer ID : A23NOVTC01

Job Reference : C2C Lines

Load Line	Load Description	Load Weight	UN number	Same Customs Declaration?
1	PAPER	20000		<input checked="" type="checkbox"/>


Add Additional Information

[Partners](#)  
[P&O Freight](#)

[Contact Us](#)  
T : +44(0) 1304 863875  
E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)  
[More contact details](#)



## 1.4 Enter GMR id



pofreight.com Welcome ▾ Contact us

BOOKINGS ▾ RTO ▾ CUSTOMS INFORMATION BOOKING MANAGEMENT ▾

### 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 : CR00547799	Route: Cairnryan - Larne, 26-11-2020	Trailer ID : A23NOVTC01
Job Reference : C2C Lines		

GMR Id


BACK

SAVE

SAVE LATER

[Partners](#)  
[P&O Freight](#)

[Contact Us](#)  
T : +44(0) 1304 863875  
E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)  
[More contact details](#)



P&O Freight 2020

[Terms and Conditions](#) [Accessibility](#)

## 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 : CR00547799  
Job Reference : C2C Lines

Route: Cairnryan - Larne, 26-11-2020

Trailer ID : A23NOVTC01

GMR Id

BACK

SAVE


SAVE LATER

[Partners](#)  
[P&O Freight](#)

[Contact Us](#)  
T : +44(0) 1304 863875  
E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)  
[More contact details](#)



## 1.6 Select 'Add Additional Information' to view GMR



[pofreight.com](#) [Welcome](#) [Contact us](#)

[BOOKINGS](#) [RTO](#) [CUSTOMS INFORMATION](#) [BOOKING MANAGEMENT](#)

### 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 :

CR00547799

 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 : CR00547799  
Job Reference : C2C Lines

Route: Cairnryan - Larne, 26-11-2020

Trailer ID : A23NOVTC01

### Consignment Group 001

Load Line	Load Description	Load Weight	UN number	Customs Declaration
1	PAPER	20000		<a href="#">Remove</a>

[Add Additional Information](#)


[Partners](#)  
[P&O Freight](#)

[Contact Us](#)  
T : +44(0) 1304 863875  
E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)  
[More contact details](#)









pofreight.com Welcome ▾ Contact us

BOOKINGS ▾ RTO ▾ CUSTOMS INFORMATION BOOKING MANAGEMENT ▾

### 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 : CR00547799  
Job Reference : C2C Lines

Route: Cairnryan - Larne, 26-11-2020

Trailer ID : A23NOVTC01

GMR Id

GMRI00002KW5

BACK

SAVE

SAVE LATER

[Partners](#)  
[P&O Freight](#)

[Contact Us](#)  
T : +44(0) 1304 863875  
E : [freightsupport@poferries.com](mailto:freightsupport@poferries.com)  
[More contact details](#)

