



P&O Brexit Portal User Guide

Republic of Ireland

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1. Dublin to Liverpool and Liverpool to Dublin

1.1 Log into the Portal

- Enter username and password credentials.




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SAFETY & SECURITY DATA PORTAL


This login will be active to capture safety and security customs information on Brexit go live.

To make a booking, please continue to visit www.poferriesfreight.com

Email

 chantal.matthews@poferries.com


Password



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1.2 Enter waybill reference



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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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1.3 Select Retrieve booking to view booking details



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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 : DU01317848



Route: Dublin - Liverpool, 25-11-2020

Trailer ID : 1

Cumulative Booking Weight: 8000

Vehicle Unit Id: MONTY1

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	BEER	<input type="checkbox"/>	<input type="checkbox"/>	 

Add Load Line

Add Additional Information


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1.4 Select load line

- by selecting the box under 'Same Customs Declaration?' and Select 'Add Additional Information'.



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FIND MY BOOKINGS

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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 : DU01317848



Route: Dublin - Liverpool, 25-11-2020

Trailer ID : 1

Cumulative Booking Weight: 8000

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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	BEER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 

Add Load Line

Add Additional Information

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1.5 Add a PBN id. Add GMR id if a Transit Movement from Dublin. Select save.

- GMR id and PBN id will be saved



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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 : DU01317848

Route: Dublin - Liverpool, 25-11-2020
Vehicle Unit Id: MONTY1

Trailer ID : 1

GMR Id

abc123def5789

PBN Id

GMRI00000003


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SAVE

SAVE LATER

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1.6 View saved GMR id and PBN

- Select 'Add Additional Information'



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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 : DU01317848

Route: Dublin - Liverpool, 25-11-2020

Trailer ID : 1

Vehicle Unit Id: MONTY1

Consignment Group 001

Load Line	Load Description	Load Weight	UN number	Customs Declaration
1	BEER	8000		




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1.7 View GMR id and PBN that you have 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 : DU01317848

Route: Dublin - Liverpool, 25-11-2020
Vehicle Unit Id: MONTY1

Trailer ID : 1

GMR Id

abc123def5789

PBN Id

GMRI00000003


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