

P&O Brexit Portal User Guide Belgium



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1. UK to Belgium

All supplementary information must be completed in the P&O Customs Portal before any unit arrives at port. If supplementary information is not completed, then a unit will not be checked in.

All fields marked with * are mandatory.

Once a unit is checked in no changes to supplementary information will be possible.

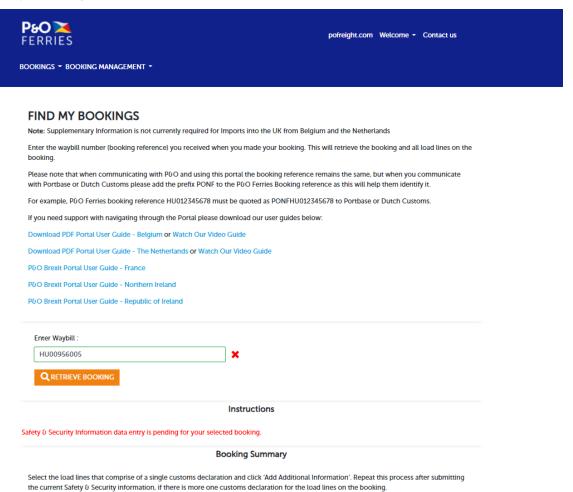
Please note Supplementary Information for Imports into the UK from Belgium is not required until 1st January 2022.

For any further Brexit Advice please visit:

https://rxseaport.eu/en/
Brexit | P&O Freight



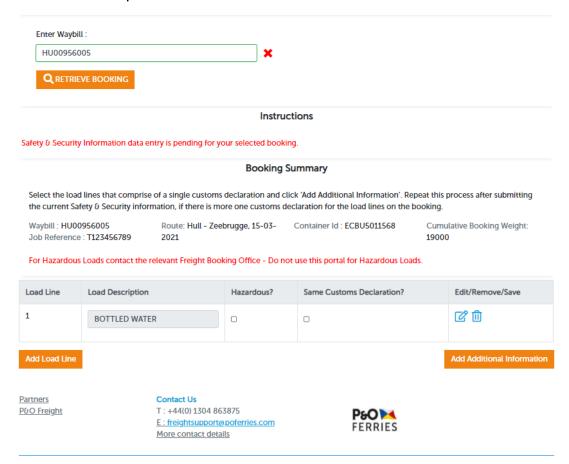
1.1 Find My Booking



- Enter the Waybill Number for your booking and press "Retrieve Booking".
- If mandatory Safety & Security data is missing for the selected booking a warning message in red will display as shown above.



1.2 Select Load lines To Update



- Select the Load line/s to be updated by ticking the box under "Same Customs Declaration?".
- If there are 2 or more Load lines requiring the same Customs Declaration data, then select each of these by <u>ticking each box</u> under "Same Customs Declaration?".
- Press "Add Additional Information".
- If Hazardous goods, please contact the relevant Freight Booking office.



- Missing mandatory data fields will be listed in red under 'Missing Fields' and will be removed from the list as the data is completed.
- The Missing Fields indication is visually helpful to show which data is missing, it will **not** indicate if the data values entered are correct or in the right format.
- Please note, you will not be able to click 'Save' for final submission, until all the Missing Fields have been completed.

Frequently Asked Questions

SUPPLEMENTARY INFORMATION

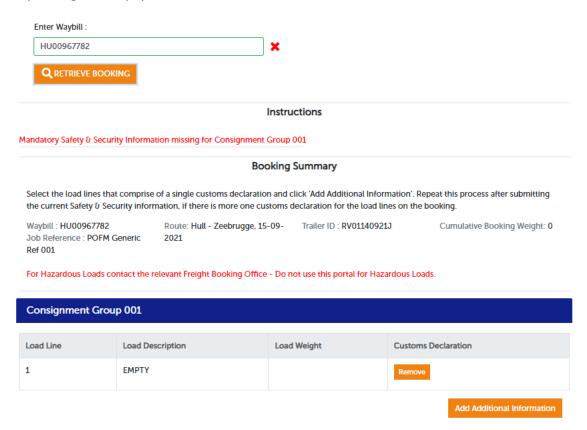
Provide the Safety \hat{v} Security Information for the load lines selected. Where you have more than one Customs Declaration for the booking repeat the process on the Find My Booking page for the other customs declarations.

Missing Fields

- · Declaration Type
- Customs Status
- Shipper Capacity
- Shipper Name
- Shipper Street
- Shipper City
- Shipper Postcode
- Shipper Country
- · Recipient Capacity
- · Recipient Name
- Recipient Street
- Recipient City
- Recipient Postcode
- Consignee Country
- · Type of package
- Number of package
- Goods description
- Gross mass

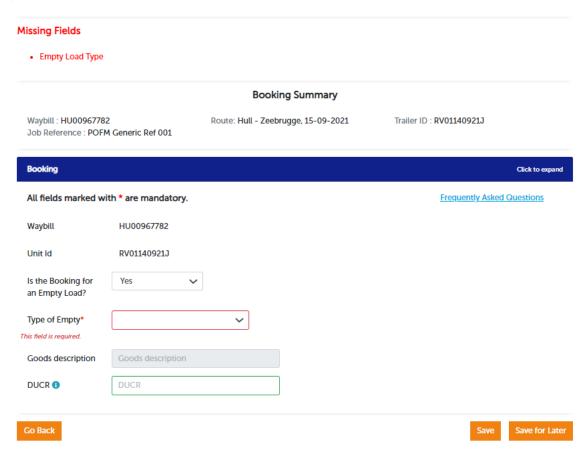


1.3 Transporting an Empty Unit



• If an empty unit is being transported, the above screen will appear, and the Empty Load line must be selected before pressing "Add Additional Information".



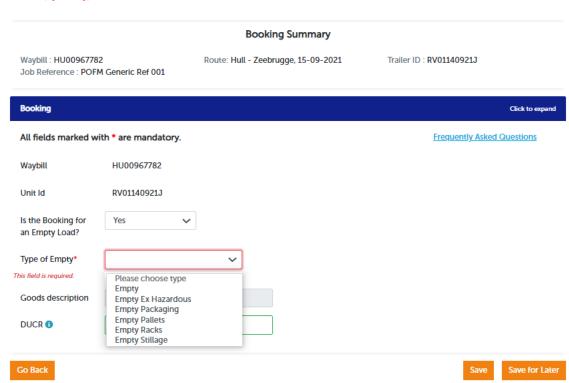


• If an Empty Unit is being transported, select the "Is the Booking for an Empty Load?" drop down, and choose the "Yes" option.



Missing Fields

· Empty Load Type



- Next, select the appropriate option for the type of Empty unit that is being transported from the "Type of Empty" dropdown that will appear.
- Enter the Declaration Unique Consignment Reference (DUCR) supplied by CHIEF into the required field.
- Press "Save" and this will submit the data. Once the DUCR is saved in this scenario, it cannot then be amended via the Portal, so it is essential that the correct information is input here.

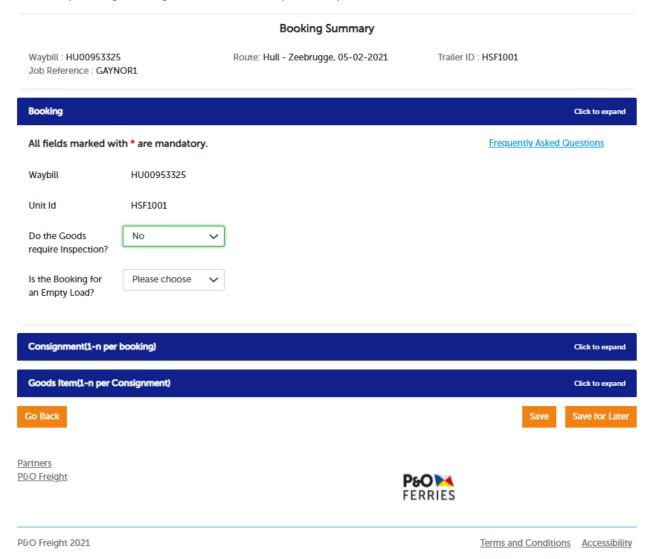
Note: that if an Empty unit is being transported, detailing the type of Empty and the DUCR is the only information that is required, **with one exception**. The exception is if 'Empty Ex Hazardous' has been selected.

If 'Empty Ex Hazardous' is selected, then the "IMDG UN Number" field is active to allow the entry of the IMDG UN Dangerous Goods Code for the product that was previously in the container. Enter this code and select "Save".



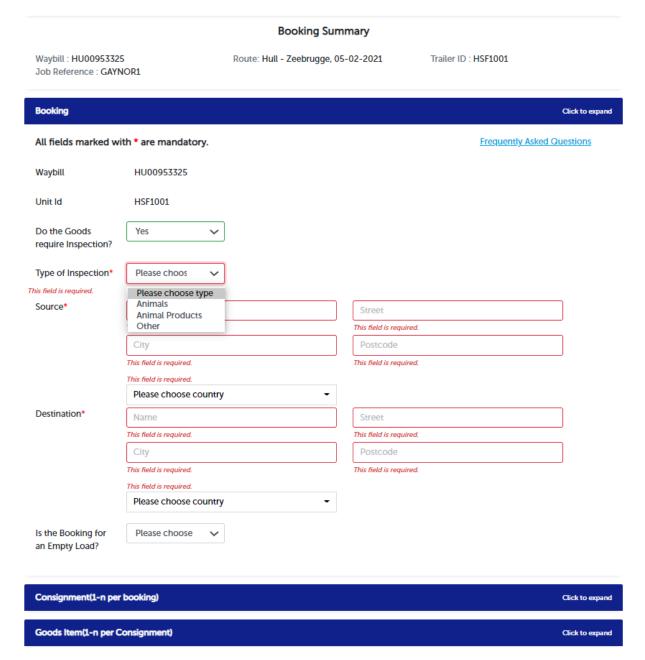


1.4 Transporting Consignments that Require Inspection



• If the goods require inspection on Arrival in Zeebrugge then the "Do the Goods require inspection?" dropdown must be selected and the "Yes" option chosen. After making this selection, the next selection is to identify the type of inspection required, and one of the following options must be selected from the dropdown for "Type of Inspection":

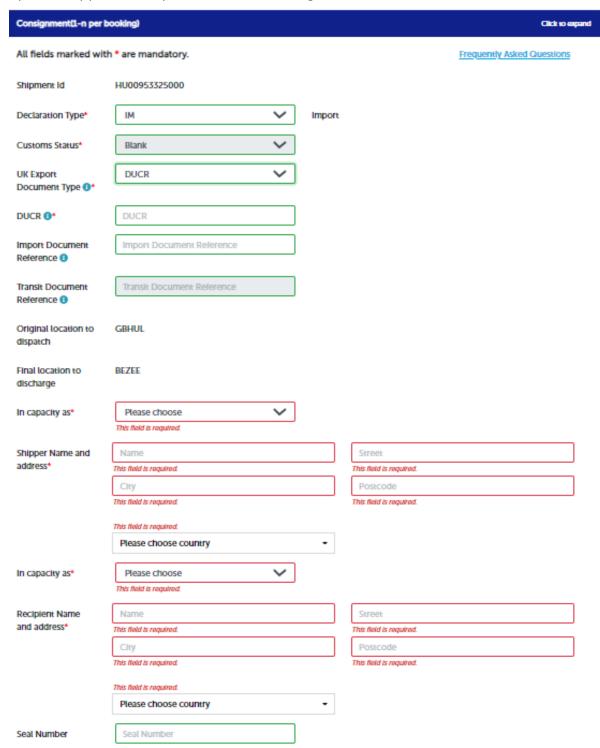




- After the selection of type of Inspection has been made, the remaining data required for Customs must be completed detailing the source and destination of the goods.
- For these consignments, once the above has been completed, the remaining data items under the "Consignment" and the "Goods Item" sections must also be completed as indicated.



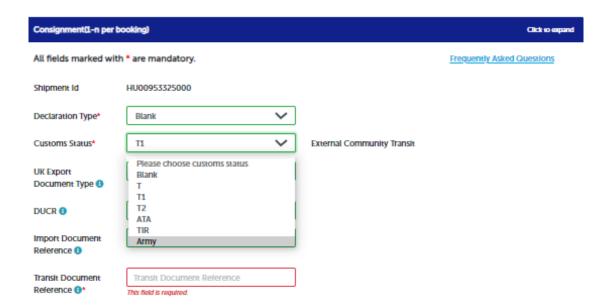
1.5 Update Supplementary Information - Consignment



• Declaration Type <u>OR</u> Custom Status is required. These fields are used to establish the type of Customs status that is being used for Transportation. Your Customs Agent will be able to advise the most appropriate method of transportation.

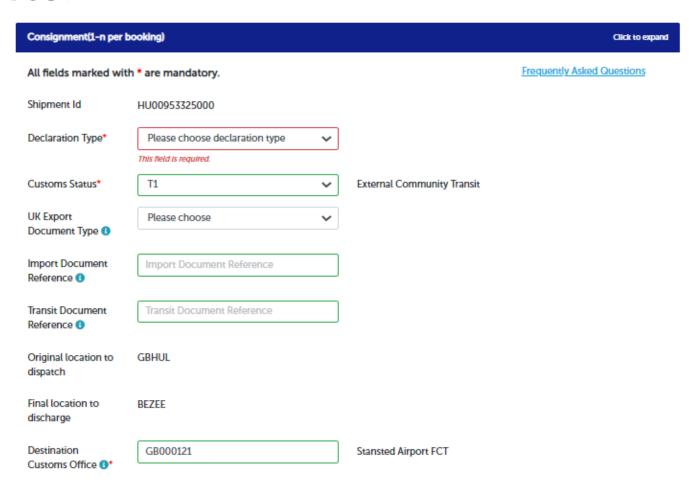


- The Declaration Type "IM" should be selected when the goods being moved are "Non-Union goods under import customs procedure".
- The Declaration Type "Blank" should be selected when goods being moved are "Goods moved under a Customs Status or empty". When "Blank" is selected the Customs Status drop down is enabled, and the type of Customs Procedure that the goods are being moved under can be selected.



 The combination of Declaration Type or Customs Status selected determines which of the Export Document References (MUCR/DUCR/MRN), Import Document Reference and Transit Document Reference fields must be completed.



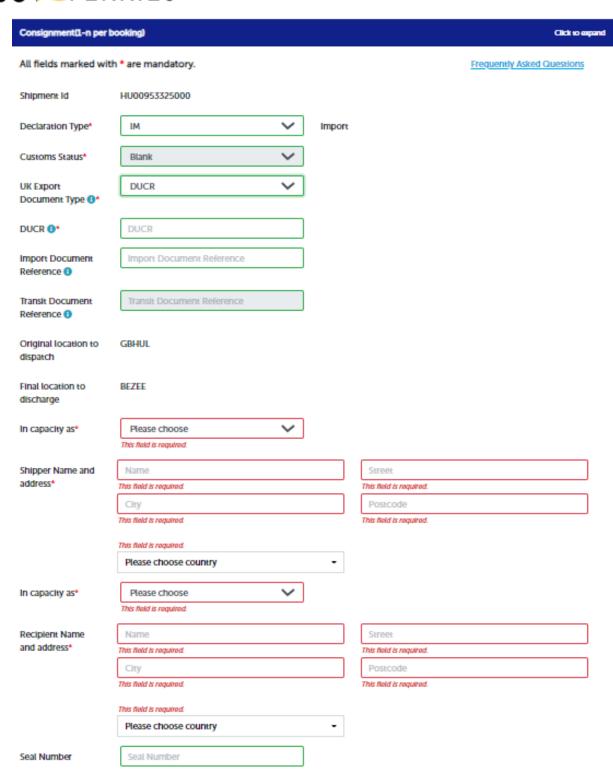


- In all Declaration Type & Customs Status combinations, the "UK Export Document Type" selection is shown. Choose either DUCR, MUCR or MRN depending on the kind of document reference you have.
- If you have both a DUCR/MUCR <u>AND</u> an MRN, please select DUCR or MUCR and enter the number on your CHIEF declaration.
- DUCR is the **D**eclaration **U**nique **C**onsignment **R**eference supplied by CHIEF for a single consignment. Required for Export from the UK. A DUCR is formatted as: 2GB123456789012-ABC1234... (up to 35 characters) If this is not available, please provide the UK Export MRN.
- MUCR is the **M**ultiple **U**nique **C**onsignment **R**eference supplied by CHIEF for multiple consignments. Only one MUCR can be provided per booking. A MUCR is formatted as follows: GB/DH8-CPF05617I.. (up to 35 characters). Required for Export from the UK.
- MRN is the Movement Reference Number and formatted as follows: 21GB123ABC456DEF78 (18 characters made up of letters and numbers)
- If you have selected Declaration Type "IM", one of DUCR/MUCR/MRN MUST be completed.
- The "Import Document Reference" is an optional field and can be entered if the data is available, otherwise it should be left blank.
- If you have selected Declaration Type as "Blank" and a Customs Status of "T," "T1" or "T2" the following applies:



- The Transit Document Reference must be competed. If you do not have a Transit MRN (which may
 be the case if you are completing Office of Departure activities at the Port of Departure), please
 provide a Transit LRN in this field.
- Either a DUCR/MUCR/MRN may be completed and is required by P&O if your journey begins in the UK. Note that failing to supply a DUCR, MUCR or MRN as well as the Transit Document Reference for journeys which begin in the UK will slow down the processing of your booking and may result in a delay to shipping.
- o It is not possible to add an Import Document Reference for these types of transportation.
- Destination Customs Office must be entered. This must always refer to the Customs Office Of Destination (Box 53 see the example within 1.9 Appendix 2), and <u>NOT</u> the customs office of the port. The code for Zeebrugge can only be used when the Transit document ends at Zeebrugge. To help identify the correct code for the Destination Customs Office, please refer to the <u>European Commission</u> website.
- If you have selected Declaration Type as "Blank" and a Customs Status of "ATA", "TIR" or "Army" the following applies:
 - o Provide any combination of DUCR/MUCR/MRN or Import Document Reference or Transit Document Reference.
- Once the document reference has been provided, proceed to complete the remaining mandatory fields shown in red relating to the Consignor (Shipper) and Consignee (Recipient).
- Please see section 1.8 Appendix 1 for list of Declaration Types and Customs status.
- Once the document reference has been provided, proceed to complete the remaining mandatory information related to the Consignor and Consignee as indicated in the screen below:

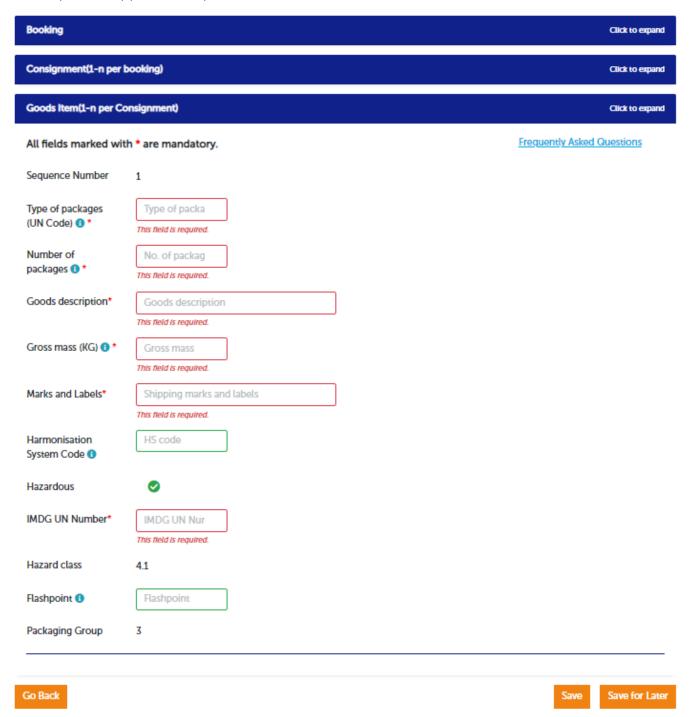




• The Seal Number field is Optional and should be provided if you have the information.



1.6 Update Supplementary Information – Goods Item



- The above mandatory data must be entered for goods within the consignment.
- Package count must match package count in the customs declaration, or the UK customs clearance will reject.
- Marks and Labels are the identifying marks or labels recorded on the consignment. This information is mandatory. Please see 1.10 Appendix 3 for information on what to enter here.



- Harmonisation code is not mandatory. If you are going to enter harmonisation code please visit this site for the correct one: https://www.gov.uk/trade-tariff
- Once completed, press "Save for Later" if the information is incomplete, as this will allow the input data to be saved even if there are missing items of data. Once the input is completed, press "Save" to finalise the submission.



1.7 Update Supplementary Information – Hazardous Items

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 ϑ Security information, if there is more one customs declaration for the load lines on the booking.

Waybill : HU00948172 Job Reference : T65635667 Route: Hull - Zeebrugge, 09-11-2020

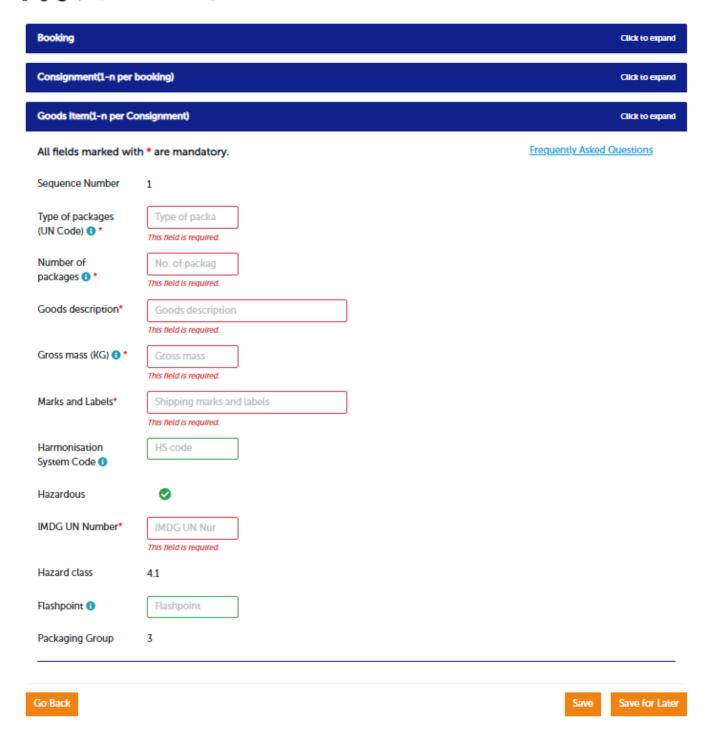
Trailer ID: SHAZZDG1

Load Line	Load Description	Load Weight	UN number	Same Customs Declaration?
1	CORROSIVE LIQUID, N.O.S.	10000	1760c	

Add Additional Information

• For bookings that include consignments with Hazardous Goods, the data entry process is the same with the following exception.





- Within Goods Item, for these consignments the data for the IMDG UN number field and Flashpoint must be entered.
- If flashpoint is mandatory with customs this must be entered.
- Once completed, press "Save for Later" if the information is incomplete, as this will allow the input data
 to be saved even if there are missing items of data. Once the input is completed, press "Save" to finalise
 the submission.



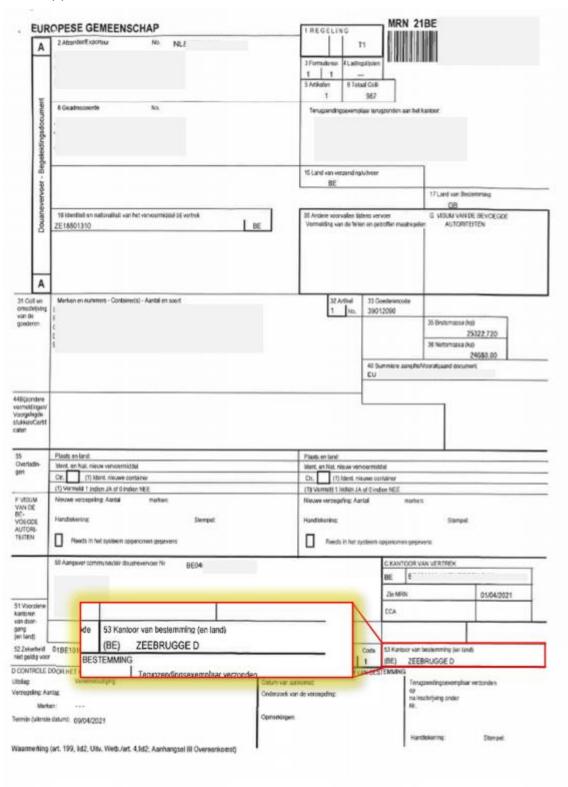
1.8 Appendix 1

Declaration Types and Custom Status

Declaration Type	Safety and Security is only required for goods entering the EU. The full list from the EU Guidance has the values: IM - Non-Union goods under import customs procedure
	Blank - Goods moved under a Customs Status or empty.
	Customs Procedure under which the consignment is transported. T1 = External Community Transit;
	T2 = Internal Community Transit;
Customs Status	T = Mixed T1 and T2;
	TIR = TIR Carnet;
	ATA = ATA Carnet;
	Army = Army Transit.

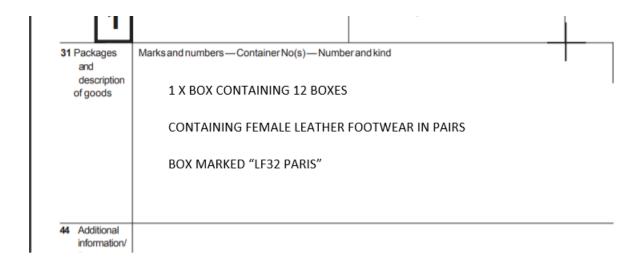


1.9 Appendix 2 – Destination Customs Office





1.10 Appendix 3 – Marks and Labels



Within this sample Export Declaration, <u>LF32 PARIS</u> would be the data to provide within Marks and Labels. For more a detailed description of what should be provided here, please refer to section "11.18 Box 31: packages and description of goods" of the <u>UK Government Guidance</u>