



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



pofreight.com Welcome ▾ Contact us

BOOKINGS ▾ BOOKING MANAGEMENT ▾

FIND MY BOOKINGS

Note: Supplementary Information is not currently required for Imports into the UK from Belgium and the Netherlands

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.

If you need support with navigating through the Portal please download our user guides below:

[Download PDF Portal User Guide - Belgium or Watch Our Video Guide](#)

[Download PDF Portal User Guide - The Netherlands or Watch Our Video Guide](#)

[P&O Brexit Portal User Guide - France](#)

[P&O Brexit Portal User Guide - Northern Ireland](#)

[P&O Brexit Portal User Guide - Republic of Ireland](#)

Enter Waybill :

HU00956005

✖

Q

RETRIEVE BOOKING

Instructions

Safety & Security Information data entry is pending for your selected 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.

- 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

Enter Waybill :
 ✖

Instructions

Safety & Security Information data entry is pending for your selected 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 : HU00956005 Route: Hull - Zeebrugge, 15-03-2021 Container Id : ECBU5011568 Cumulative Booking Weight: 19000
Job Reference : T123456789

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	<input type="text" value="BOTTLED WATER"/>	<input type="checkbox"/>	<input type="checkbox"/>	✎ 🗑

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



- 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 ticking each box 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 & 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

Enter Waybill :

HU00967782

RETRIEVE BOOKING

Instructions

Mandatory Safety & Security Information missing for Consignment Group 001

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 : HU00967782
Route: Hull - Zeebrugge, 15-09-
Trailer ID : RV01140921J
Cumulative Booking Weight: 0

Job Reference : POFM Generic
2021

Ref 001

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

Consignment Group 001

Load Line	Load Description	Load Weight	Customs Declaration
1	EMPTY		Remove

Add Additional Information

- 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".

Missing Fields

- Empty Load Type

Booking Summary

Waybill : HU00967782

Route: Hull - Zeebrugge, 15-09-2021

Trailer ID : RV01140921J

Job Reference : POFM Generic Ref 001

Booking

[Click to expand](#)

All fields marked with * are mandatory.

[Frequently Asked Questions](#)

Waybill HU00967782

Unit Id RV01140921J

Is the Booking for an Empty Load?

Type of Empty*

This field is required.

Goods description

DUCR ⓘ

[Go Back](#)

[Save](#)

[Save for Later](#)

- 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

Booking Summary

Waybill : HU00967782
Job Reference : POFM Generic Ref 001

Route: Hull - Zeebrugge, 15-09-2021

Trailer ID : RV01140921J

Booking
Click to expand

All fields marked with * are mandatory. [Frequently Asked Questions](#)

Waybill

HU00967782

Unit Id

RV01140921J

Is the Booking for an Empty Load?

Yes

Type of Empty*

▼

Please choose type
Empty
Empty Ex Hazardous
Empty Packaging
Empty Pallets
Empty Racks
Empty Stillage

Goods description

Empty Ex Hazardous

DUCR ⓘ

DUCR

Go Back

Save

Save for Later

- 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”.

Type of Empty*

Empty Ex Hazardous

Goods description

Empty Ex Hazardous

DUCR ⓘ

DUCR

IMDG UN Number*

IMDG UN Number

This field is required.

1.4 Transporting Consignments that Require Inspection

Booking Summary

Waybill : HU00953325
Job Reference : GAYNOR1

Route: Hull - Zeebrugge, 05-02-2021

Trailer ID : HSF1001

Booking
Click to expand

All fields marked with * are mandatory. [Frequently Asked Questions](#)

Waybill

HU00953325

Unit Id

HSF1001

Do the Goods require Inspection?

No ▼

Is the Booking for an Empty Load?

Please choose ▼

Consignment(1-n per booking)
Click to expand


Goods Item(1-n per Consignment)
Click to expand

Go Back

Save

Save for Later

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- 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”:

Booking Summary

Waybill : HU00953325
Job Reference : GAYNOR1

Route: Hull - Zeebrugge, 05-02-2021

Trailer ID : HSF1001

Booking

[Click to expand](#)

All fields marked with * are mandatory.

[Frequently Asked Questions](#)

Waybill HU00953325

Unit Id HSF1001

Do the Goods require Inspection? Yes

Type of Inspection* Please choose

This field is required.

Source*

Please choose type

Animals
Animal Products
Other

City

This field is required.

This field is required.

Please choose country

Destination*

Name

This field is required.

City

This field is required.

This field is required.

Please choose country

Is the Booking for an Empty Load? Please choose

Street

This field is required.

Postcode

This field is required.

Street

This field is required.

Postcode

This field is required.

Consignment(1-n per booking)

[Click to expand](#)

Goods Item(1-n per Consignment)

[Click to expand](#)

- 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

Consignment(1-n per booking)
[Click to expand](#)

All fields marked with * are mandatory. [Frequently Asked Questions](#)

Shipment Id	HU00953325000		
Declaration Type*	IM	▼	Import
Customs Status*	Blank	▼	
UK Export Document Type i *	DUCR	▼	
DUCR i *	DUCR		
Import Document Reference i	Import Document Reference		
Transit Document Reference i	Transit Document Reference		
Original location to dispatch	GBHUL		
Final location to discharge	BEZEE		
In capacity as*	Please choose		
	This field is required.		
Shipper Name and address*	Name	Street	
	City	Postcode	
	This field is required.		
	Please choose country		
In capacity as*	Please choose		
	This field is required.		
Recipient Name and address*	Name	Street	
	City	Postcode	
	This field is required.		
	Please choose country		
Seal Number	Seal Number		

- Declaration Type **OR** 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.

Consignment(1-n per booking)

Click to expand

All fields marked with * are mandatory. [Frequently Asked Questions](#)

Shipment Id	HU00953325000	
Declaration Type*	Blank	
Customs Status*	T1	External Community Transit
UK Export Document Type ⓘ	<div> Please choose customs status Blank T T1 T2 ATA TIR Army </div>	
DUCR ⓘ		
Import Document Reference ⓘ		
Transit Document Reference ⓘ*	Transit Document Reference <div>This field is required.</div>	

- 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.

Consignment(1-n per booking)

[Click to expand](#)

All fields marked with * are mandatory.

[Frequently Asked Questions](#)

Shipment Id	HU00953325000	
Declaration Type*	<div>Please choose declaration type ▼</div>	
	<i>This field is required.</i>	
Customs Status*	<div>T1 ▼</div>	External Community Transit
UK Export Document Type ⓘ	<div>Please choose ▼</div>	
Import Document Reference ⓘ	<div>Import Document Reference</div>	
Transit Document Reference ⓘ	<div>Transit Document Reference</div>	
Original location to dispatch	GBHUL	
Final location to discharge	BEZEE	
Destination Customs Office ⓘ*	<div>GB000121</div>	Stansted Airport FCT

- 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 AND 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 **M**ovement **R**eference **N**umber 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 completed. 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.
 - 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 **NOT** 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 [European Commission](#) website.
- If you have selected Declaration Type as “Blank” and a Customs Status of “ATA”, “TIR” or “Army” the following applies:
 - 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:

Consignment (1-n per booking)

[Click to expand](#)

All fields marked with * are mandatory.

[Frequently Asked Questions](#)

Shipment Id HU00953325000

Declaration Type* IM Import

Customs Status* Blank

UK Export Document Type* DUCR

DUCR* DUCR

Import Document Reference Import Document Reference

Transit Document Reference Transit Document Reference

Original location to dispatch GBHUL

Final location to discharge BEZEE

In capacity as* Please choose

This field is required.

Shipper Name and address* Name

This field is required.

City

This field is required.

This field is required.

Please choose country

Street

This field is required.

Postcode

This field is required.

In capacity as* Please choose

This field is required.

Recipient Name and address* Name

This field is required.

City

This field is required.

This field is required.

Please choose country

Street

This field is required.

Postcode

This field is required.

Seal Number Seal Number

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

1.6 Update Supplementary Information – Goods Item

Booking		Click to expand
Consignment(1-n per booking)		Click to expand
Goods Item(1-n per Consignment)		Click to expand
All fields marked with * are mandatory. Frequently Asked Questions		
Sequence Number	1	
Type of packages (UN Code) ⓘ *	<input type="text" value="Type of packa"/> <i>This field is required.</i>	
Number of packages ⓘ *	<input type="text" value="No. of packag"/> <i>This field is required.</i>	
Goods description*	<input type="text" value="Goods description"/> <i>This field is required.</i>	
Gross mass (KG) ⓘ *	<input type="text" value="Gross mass"/> <i>This field is required.</i>	
Marks and Labels*	<input type="text" value="Shipping marks and labels"/> <i>This field is required.</i>	
Harmonisation System Code ⓘ	<input type="text" value="HS code"/>	
Hazardous	<input checked="" type="checkbox"/>	
IMDG UN Number*	<input type="text" value="IMDG UN Nur"/> <i>This field is required.</i>	
Hazard class	4.1	
Flashpoint ⓘ	<input type="text" value="Flashpoint"/>	
Packaging Group	3	

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

Waybill : HU00948172

Route: Hull - Zeebrugge, 09-11-2020

Trailer ID : SHAZZDG1

Job Reference : T65635667

Load Line	Load Description	Load Weight	UN number	Same Customs Declaration?
1	CORROSIVE LIQUID, N.O.S.	10000	1760c	<input type="checkbox"/>

Add Additional Information

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

Booking

[Click to expand](#)

Consignment(1-n per booking)

[Click to expand](#)

Goods Item(1-n per Consignment)

[Click to expand](#)

All fields marked with * are mandatory.

[Frequently Asked Questions](#)

Sequence Number 1

Type of packages
(UN Code) ⓘ *

Type of packa

This field is required.

Number of
packages ⓘ *

No. of packag

This field is required.

Goods description*

Goods description

This field is required.

Gross mass (KG) ⓘ *

Gross mass

This field is required.

Marks and Labels*

Shipping marks and labels

This field is required.

Harmonisation
System Code ⓘ

HS code

Hazardous 

IMDG UN Number*

IMDG UN Nur

This field is required.

Hazard class 4.1

Flashpoint ⓘ

Flashpoint

Packaging Group 3

[Go Back](#)

[Save](#)

[Save for Later](#)


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

1.9 Appendix 2 – Destination Customs Office

EUROPESE GEMEENSCHAP		1 REGELING		MRN 21BE	
A	2 Afzender/Exporteur No. NLE	3 Formulier 1	4 Ladingbiljet 1		
		5 Artikelen 1	6 Totaal Cofit 987		
	8 Goederencode No.	Terzendingsexemplaar terugzenden aan het kantoor:			
		15 Land van verzending/uitvoer BE	17 Land van Bestemming GB		
A	18 Identiteit en nationaliteit van het vervoersmiddel (4) vertrek ZE18801310 BE	50 Andere voorvallen tijdens vervoer Vermelding van de feiten en getroffen maatregelen		G. VISUM VAN DE BEVOEGDE AUTORITEITEN	
A	31 Cofit en omschrijving van de goederen	32 Artikel 1	33 Goederencode No. 39012090	35 Binstomassa (kg) 25327.720	36 Nettomassa (kg) 24680.00
		40 Samenvatting/Voorafgaand document CU			
A	44 Bijzondere vermeldingen/voorgelegde stukken/Certificaten				
A	35 Overladingen	Plaats en land Ident. en Nat. nieuw vervoersmiddel		Plaats en land Ident. en Nat. nieuw vervoersmiddel	
		Cofit (1) Ident. nieuwe container (1) Vermerk 1 indien JA of 0 indien NEE		Cofit (1) Ident. nieuwe container (1) Vermerk 1 indien JA of 0 indien NEE	
A	F. VISUM VAN DE BEVOEGDE AUTORITEITEN	Nieuwe verzegeling: Aantal merken:		Nieuwe verzegeling: Aantal merken:	
		Handtekening: Stempel: <input type="checkbox"/> Reeds in het systeem opgenomen gegevens		Handtekening: Stempel: <input type="checkbox"/> Reeds in het systeem opgenomen gegevens	
A	50 Aangewezen contactpersoon douanevoort BE04	G. KANTOOR VAN VERTRUK		G. KANTOOR VAN VERTRUK	
		BE		BE	
A	51 Voorziena kantoren van door-gang (in land)	53 Kantoor van bestemming (en land) (BE) ZEEBRUGGE D		53 Kantoor van bestemming (en land) (BE) ZEEBRUGGE D	
	52 Ziekerheid niet geldig voor	BESTEMMING		BESTEMMING	
A	D. CONTROLE DOOR HET	Terzendingsexemplaar verzonden		Terzendingsexemplaar verzonden	
	Uitslag	Datum van aankomst:		Datum van aankomst:	
A	Verzending: Aantal	Onderzoek van de verzending:		Onderzoek van de verzending:	
	Merken: ---	Opmerkingen:		Opmerkingen:	
A	Termin (als anders datum): 09/04/2021	Handtekening: Stempel:		Handtekening: Stempel:	
Waarneming (art. 199, 142, Udv. Verh./art. 4, 142; Aanhangsel III Overeenkomst)					

1.10 Appendix 3 – Marks and Labels

<div data-bbox="178 392 316 499">31 Packages and description of goods</div> <div data-bbox="178 748 316 799">44 Additional information/</div>	<div data-bbox="336 392 847 418">Marks and numbers — Container No(s) — Number and kind</div> <div data-bbox="399 465 997 640"> 1 X BOX CONTAINING 12 BOXES CONTAINING FEMALE LEATHER FOOTWEAR IN PAIRS BOX MARKED "LF32 PARIS" </div>
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Within this sample Export Declaration, **LF32 PARIS** 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 [UK Government Guidance](#)