



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

### **Netherland**

## Table of Contents

<b>1.</b>	<b>UK TO NETHERLANDS</b>	<b>3</b>
1.1	FIND MY BOOKING	4
1.2	SELECT LOAD LINES TO UPDATE	5
1.3	TRANSPORTING AN EMPTY UNIT	7
1.4	TRANSPORTING AN EMPTY RETURNS PACKAGING CONSIGNMENT (WITH NO COMMERCIAL VALUE)	10
1.5	TRANSPORTING CONSIGNMENTS THAT REQUIRE VETERINARY OR PHYTOSANITARY INSPECTION	14
1.6	UPDATE SUPPLEMENTARY INFORMATION - CONSIGNMENT	15
1.7	UPDATE SUPPLEMENTARY INFORMATION – GOODS ITEM	19
1.8	UPDATE SUPPLEMENTARY INFORMATION – HAZARDOUS ITEMS	20
1.9	APPENDIX	22

## 1. UK to Netherlands

**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 a \* are mandatory.**

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

**Please note that Safety & Security Information is not currently required for Imports into the UK from the Netherlands until 1<sup>st</sup> January 2022.**

**For any further Brexit Advice please visit:**

[Get Ready for Brexit](#)

[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 :

✖

 RETRIEVE 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 :

HU00956006 ✘

[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.

Waybill : HU00956006      Route: Hull - Europoort, 15-03-2021      Trailer ID : 2XL505      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	ROOF TILES	<input type="checkbox"/>	<input type="checkbox"/>	

[Add Load Line](#) [Add Additional Information](#)

---

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

- Select the Load lines 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 the boxes under “Same Customs Declaration?”
- Press “Add Additional Information”
- For Hazardous loads, 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 and 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

### Booking Summary

Waybill : HU00956006  
Job Reference : T123456789

Route: Hull - Europoort, 15-03-2021

Trailer ID : 2XL505

### Booking

[Click to expand](#)

All fields marked with \* are mandatory.

[Frequently Asked Questions](#)

Waybill HU00956006

### 1.3 Transporting an Empty Unit

Enter Waybill :

HU00967781 ✘

**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 : HU00967781      Route: Hull - Europort, 15-09-2021      Trailer ID : RV011409211      Cumulative Booking Weight: 0  
 Job Reference : POFM Generic 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	0	<span style="background-color: #e67e22; color: white; padding: 2px 5px;">Remove</span>

Add Additional Information

---

Load Line	Load Description	Hazardous?	Same Customs Declaration?	Edit/Remove/Save
<span style="background-color: #e67e22; color: white; padding: 5px 10px; margin-right: 100px;">Add Load Line</span> <span style="background-color: #e67e22; color: white; padding: 5px 10px; float: right;">Add Additional Information</span>				

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”.

### Booking Summary

Waybill : HU00967781

Route: Hull - Europoort, 15-09-2021

Trailer ID : RV01140921I

Job Reference : POFM Generic Ref 001

#### Booking

[Click to expand](#)

All fields marked with \* are mandatory.

[Frequently Asked Questions](#)

Waybill HU00967781

Unit Id RV01140921I

Is the Booking for  
Empty load or  
Empty Returns  
Packaging (with no  
commercial value)?

No

Does the load  
contain goods that  
requires either a  
Sanitary or a  
Veterinary Check?

Please choose

If an Empty Unit is being transported, select the “Is the Booking for an Empty Load or Empty Returns Packaging (with no commercial value)?” drop down, and choose the “Yes” option.

Next, select the appropriate option for the type of Empty unit that is being transported from the “Type of Empty” dropdown list.

**Missing Fields**

- Empty Load Type

**Booking Summary**

Waybill : HU00967781      Route: Hull - Europoort, 15-09-2021      Trailer ID : RV01140921I  
 Job Reference : POFM Generic Ref 001

**Booking** Click to expand

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

Waybill	HU00967781
Unit Id	RV01140921I
Is the Booking for Empty load or Empty Returns Packaging (with no commercial value)?	<input type="text" value="Yes"/>
Type of Empty*	<input type="text" value="Please choose type"/>
Goods description	<input type="text" value="Please choose type"/>
DUCR ⓘ	<input type="text" value=""/>

Enter the Declaration Unique Consignment Reference (DUCR) supplied by CHIEF into the required field.

Press “Save” and this will submit the data. **Once saved in this scenario, the change cannot then be amended so it is essential that the correct option is chosen here.**

**Note:** If an Empty unit (Empty, Empty Packaging, Empty Pallets, Empty Racks & Empty Stillage) are being transported, detailing the type of Empty and the DUCR is the only information that is required.

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*	<input type="text" value="Empty Ex Hazardous"/>
Goods description	<input type="text" value="Empty Ex Hazardous"/>
DUCR ⓘ	<input type="text" value="DUCR"/>
IMDG UN Number*	<input type="text" value="IMDG UN Number"/>

This field is required.

‘Empty Returns Packaging (with no commercial value)’ should be selected for units that are returning to the Netherlands with packaging only. These are units that would otherwise require full a Customs export submission but can be exempted from completing this by selecting this option. Details of how to complete the Portal for this selection are detailed in the following section.

## 1.4 Transporting an Empty Returns Packaging Consignment (with no commercial value)

Enter Waybill :

HU00946779 ✘

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.

Waybill : HU00946779  
Job Reference : T123456789

Route: Hull - Europort, 22-10-2020

Trailer ID : SHAZAD1

Cumulative Booking Weight: 0

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	EMPTY RETURNS PALLETS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Add Load Line

Add Additional Information

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



- In most cases Empty Returns Packaging will be a single consignment within a unit. However, it is possible that there is a mixture of consignments where some are Empty Returns Packaging and others are not. Select the Consignment that is being shipped as Empty Returns Packaging and press "Add Additional Information".

Missing Fields

- Empty Load Type

### Booking Summary

Waybill : HU00967781      Route: Hull - Europoort, 15-09-2021      Trailer ID : RV01140921I  
 Job Reference : POFM Generic Ref 001

---

**Booking**
Click to expand

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

Waybill	HU00967781
Unit Id	RV01140921I
Is the Booking for Empty load or Empty Returns Packaging (with no commercial value)?	<input type="text" value="Yes"/>
Type of Empty* <small>This field is required.</small>	<input type="text" value="Please choose type"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                 Please choose type                  Empty Returns Packaging (with no commercial value)                  Empty                  Empty Ex Hazardous                  Empty Packaging                  Empty Pallets                  Empty Racks                  Empty Stillage             </div>
Goods description	
DUCR ⓘ	

Go Back
Save
Save for Later

- Within the Booking Section, select ‘Yes’ from the “Is the Booking for Empty Load or Empty Returns Packaging (with no commercial value)?” dropdown.
- Next, select ‘Empty Returns Packaging (with no commercial value)’ from the dropdown list in “Type of Empty”.

### Booking Summary

Waybill : HU00967781      Route: Hull - Europoort, 15-09-2021      Trailer ID : RV01140921I  
 Job Reference : POFM Generic Ref 001

---

**Booking**
Click to expand

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

Waybill	HU00967781
Unit Id	RV01140921I
Is the Booking for Empty load or Empty Returns Packaging (with no commercial value)?	<input type="text" value="Yes"/>
Type of Empty*	<input type="text" value="Empty Returns Packaging"/>

**Consignment(1-n per booking)**
Click to expand

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

<b>Booking</b>		<a href="#">Click to expand</a>
<b>Consignment(1-n per booking)</b>		<a href="#">Click to expand</a>
All fields marked with * are mandatory.		<a href="#">Frequently Asked Questions</a>
Shipment Id	PONFHU00946779001	
Original location to dispatch	GBHUL	
Final location to discharge	NLEUR	
In capacity as*	<input type="text" value="Please choose"/>	
	<i>This field is required.</i>	
Shipper Name and address*	<input type="text" value="Name"/>	<input type="text" value="Street"/>
	<input type="text" value="City"/>	<input type="text" value="Postcode"/>
	<input type="text" value="Please choose country"/>	
	<i>This field is required.</i>	
In capacity as*	<input type="text" value="Please choose"/>	
	<i>This field is required.</i>	
Recipient Name and address*	<input type="text" value="Name"/>	<input type="text" value="Street"/>
	<input type="text" value="City"/>	<input type="text" value="Postcode"/>
	<input type="text" value="Please choose country"/>	
	<i>This field is required.</i>	
Seal Number	<input type="text" value="Seal Number"/>	

- Click to expand the Consignment section and enter details related to the Consignor and Consignee for the consignment as indicated.
- The Seal Number is Optional and should be provided if you have the information.

### Booking Summary

Waybill : HU00946779  
Job Reference : T123456789

Route: Hull - Europoort, 22-10-2020

Trailer ID : SHAZAD1

**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 4

Type of packages (UN Code) \*  Pallet

Number of packages \*

Goods description\*

Gross mass (KG) \*

Marks and Labels

Hazardous

[Go Back](#)

[Save](#)

[Save for Later](#)

- Within the Goods Item section, ‘Type of Packages’, ‘Number of Packages’, ‘Goods Description’ and ‘Gross mass (KG)’ must be entered to describe the Empty Returns Packaging.
- 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 data items. Once the input is completed, press “Save” to finalise the submission.

## 1.5 Transporting Consignments that Require Veterinary or Phytosanitary Inspection

### Booking Summary

Waybill : HU00956006      Route: Hull - Europoort, 15-03-2021      Trailer ID : 2XL505  
 Job Reference : T123456789

---

**Booking**
[Click to expand](#)

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

Waybill	HU00956006
Unit Id	2XL505
Is the Booking for an Empty Returns Packaging	<input style="border: 1px solid #ccc; width: 100%;" type="text" value="No"/>
Does the load contain goods that requires either a Sanitary or a Veterinary Check?	<input style="border: 1px solid #ccc; width: 100%;" type="text" value="Yes"/>
Type of SPSVetCheck*	<input style="border: 1px solid #ccc; width: 100%;" type="text" value="Please choose type"/> <ul style="list-style-type: none"> <li>Please choose type</li> <li>Veterinary</li> <li>Phyto Sanitary</li> </ul>

---

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

---

**Goods Item(1-n per Consignment)**
[Click to expand](#)

[Go Back](#)
[Save](#)
[Save for Later](#)

- If the goods require either Sanitary or Veterinary checks, then the “Does the load contain goods that requires either a Sanitary or Veterinary Check?” 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 options must be selected from the dropdown for “Type of SPSVetCheck”.

## 1.6 Update Supplementary Information - Consignment

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

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

Shipment Id	PONFHU00956006000		
Declaration Type*	<input style="width: 100%;" type="text" value="Please choose declaration type"/> <small>This field is required.</small>		
Customs Status*	<input style="width: 100%;" type="text" value="Please choose customs status"/> <small>This field is required.</small>		
UK Export Document Type ⓘ	<input style="width: 100%;" type="text" value="DUCR"/>		
DUCR ⓘ	<input style="width: 100%;" type="text" value="DUCR"/>		
Import Document Reference ⓘ	<input style="width: 100%;" type="text" value="Import Document Reference"/>		
Transit Document Reference ⓘ	<input style="width: 100%;" type="text" value="Transit Document Reference"/>		
Original location to dispatch	GBHUL		
Final location to discharge	NLEUR		
In capacity as*	<input style="width: 100%;" type="text" value="Please choose"/> <small>This field is required.</small>		
Shipper Name and address*	<input style="width: 100%;" type="text" value="Name"/>	<input style="width: 100%;" type="text" value="Street"/>	
	<input style="width: 100%;" type="text" value="City"/>	<input style="width: 100%;" type="text" value="Postcode"/>	
	<small>This field is required.</small>		
	<input style="width: 100%;" type="text" value="Please choose country"/>		
In capacity as*	<input style="width: 100%;" type="text" value="Please choose"/> <small>This field is required.</small>		
Recipient Name and address*	<input style="width: 100%;" type="text" value="Name"/>	<input style="width: 100%;" type="text" value="Street"/>	
	<input style="width: 100%;" type="text" value="City"/>	<input style="width: 100%;" type="text" value="Postcode"/>	
	<small>This field is required.</small>		
	<input style="width: 100%;" type="text" value="Please choose country"/>		
Seal Number	<input style="width: 100%;" type="text" value="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.

The screenshot shows a form titled "Consignment(1-n per booking)". It includes a "Booking" header and a "Click to expand" button. Below the header, it states "All fields marked with \* are mandatory." and provides a link to "Frequently Asked Questions". The form contains the following fields:

- Shipment Id: PONFHU00956006000
- Declaration Type\*: A dropdown menu with "Blank" selected.
- Customs Status\*: A dropdown menu with "T1" selected. To its right, the text "External Community Transit" is displayed.
- Import Document Reference: A text input field with a help icon.
- Export Document Reference: A text input field with a help icon.
- Transit Document Reference: A text input field with a help icon and a red asterisk, indicating it is mandatory. Below this field, a red error message reads "This field is required."

The dropdown menu for Customs Status is open, showing options: Blank, TV, T1 (highlighted), T2, T, TIR, ATA, and Army.

- 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.

The screenshot shows the same form as above, but with different selections. The "Declaration Type\*" dropdown is set to "Please choose declaration type" (with a red error message "This field is required." below it). The "Customs Status\*" dropdown is set to "Please choose customs status" (with a red error message "This field is required." below it). The "UK Export Document Type" dropdown is set to "DUCR". The "DUCR" text input field contains "DUCR". The "Import Document Reference" and "Transit Document Reference" text input fields are empty.

- 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.
- If you have selected Declaration Type as “Blank” and a Customs Status of “TV” the following applies:
  - A DUCR/MUCR/MRN must be completed, additionally you are able to provide an Import Document Reference if you have it available.
- 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 for list of Declaration Types and Customs status.

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

All fields marked with \* are mandatory.

[Frequently Asked Questions](#)

Shipment Id	PONFHU00956006000		
Declaration Type*	Please choose declaration type <input type="button" value="v"/> <i>This field is required.</i>		
Customs Status*	Please choose customs status <input type="button" value="v"/> <i>This field is required.</i>		
UK Export Document Type	DUCR <input type="button" value="v"/>		
DUCR	<input type="text" value="DUCR"/>		
Import Document Reference	<input type="text" value="Import Document Reference"/>		
Transit Document Reference	<input type="text" value="Transit Document Reference"/>		
Original location to dispatch	GBHUL		
Final location to discharge	NLEUR		
In capacity as*	Please choose <input type="button" value="v"/> <i>This field is required.</i>		
Shipper Name and address*	<input type="text" value="Name"/> <i>This field is required.</i>	<input type="text" value="Street"/> <i>This field is required.</i>	
	<input type="text" value="City"/> <i>This field is required.</i>	<input type="text" value="Postcode"/> <i>This field is required.</i>	
	<i>This field is required.</i>		
	Please choose country <input type="button" value="v"/>		
In capacity as*	Please choose <input type="button" value="v"/> <i>This field is required.</i>		
Recipient Name and address*	<input type="text" value="Name"/> <i>This field is required.</i>	<input type="text" value="Street"/> <i>This field is required.</i>	
	<input type="text" value="City"/> <i>This field is required.</i>	<input type="text" value="Postcode"/> <i>This field is required.</i>	
	<i>This field is required.</i>		
	Please choose country <input type="button" value="v"/>		
Seal Number	<input type="text" value="Seal Number"/>		

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

## 1.7 Update Supplementary Information – Goods Item

### Booking Summary

Waybill : HU00956006      Route: Hull - Europoort, 15-03-2021      Trailer ID : 2XL505  
 Job Reference : T123456789

---

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) ⓘ \*      
This field is required.

Number of packages ⓘ \*      
This field is required.

Goods description\*      
This field is required.

Gross mass (KG) ⓘ \*      
This field is required.

Marks and Labels   

Hazardous    ✘

---

Go Back

Save

Save for Later

- 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.
- Goods description is required and for an up-to-date list of goods descriptions accepted by Customs refer to [Get Ready for Brexit \(www.getreadyforbrexit.eu\)](http://www.getreadyforbrexit.eu)
- Gross mass (KG) weight of the consignment is required and care should be taken to enter the Gross weight, **NOT** the nett mass of the consignment.
- Marks and Labels are the Marks recorded on the consignment and the field is optional.
- 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 all required fields are completed, press “Save” to finalise the submission.

## 1.8 Update Supplementary Information – Hazardous Items

Enter Waybill :

HU00956461 ✘

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.

Waybill : HU00956461

Route: Hull - Europoort, 24-03-2021

Trailer ID : 2XL678

Cumulative Booking Weight: 16000

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	CONTAINS ISOPROPYL ALOCHOL FP33C	0	
2	COATING SOLUTION FP27C	0	

Load Line	Load Description	Hazardous?	Same Customs Declaration?	Edit/Remove/Save
1	<input type="text" value="FLAMMABLE LIQUID, N.O.S."/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="text" value="DANGEROUS GOODS IN LIMITEE"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="text" value="GROUPAGE"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

### Booking Summary

Waybill : HU00956461  
Job Reference : T123456789

Route: Hull - Europoort, 24-03-2021

Trailer ID : 2XL678

<b>Booking</b>	<a href="#">Click to expand</a>
<b>Consignment(1-n per booking)</b>	<a href="#">Click to expand</a>
<b>Goods Item(1-n per Consignment)</b>	<a href="#">Click to expand</a>

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"/>
Hazardous	<input checked="" type="checkbox"/>
IMDG UN Number*	<input type="text" value="IMDG UN Nur"/> <i>This field is required.</i>
Hazard class	3
Flashpoint ⓘ	<input type="text" value="Flashpoint"/>
Packaging Group	3

[Go Back](#)

[Save](#)

[Save for Later](#)

- Marks and Labels are the Marks recorded on the consignment and this field is optional.
- The IMDG UN Number is mandatory and must be entered.
- If flashpoint is mandatory with customs this must also 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 of all mandatory fields is completed, press “Save” to finalise the submission.

## 1.9 Appendix

### Declaration Types and Custom Status

<p>Declaration Type</p>	<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>
<p>Customs Status</p>	<p>Customs Procedure under which the consignment is transported.</p> <p>TV = Goods from EFTA Countries;</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>