

# CUSTOMS MODELS PROCESS FLOWS

*Initial arrangements*

**1<sup>st</sup> January - 30<sup>th</sup> June 2021**

North Sea





This publication includes information you need to know about all custom models and process flows.

Please refer regularly to our website for updated versions of these notes.

Covered in this document  
Applicable 1<sup>st</sup> January to 30<sup>th</sup> June 2021

### OVERVIEW PROCESS FLOW

North Sea services  
from Great Britain to the Netherlands  
all units

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An updated version of this document covering detailed processes applicable from 1st July 2021, will be published shortly.

*These notes are for guidance only and are based on our current understandings of the Post-Transition period at time of publication.  
Please refer back to our [website](#) on a regular basis to ensure you have our latest process guidance.*

*Customers must ensure that they take advice on their own processes and responsibilities.*

# From 1<sup>st</sup> January 2021 customs processes apply to EU/UK trade, whether or not a trade deal is secured

This means that from 1<sup>st</sup> January, full process applies to

All EU import, export and SPS/agrifood processes.

All movements under CTC Transit, in all administrations, including UK.

All Northern Ireland processes.

Processes in Great Britain for EU trade are subject to staged implementation from January – full implementation and port controls 1<sup>st</sup> July 2021. (See UK Border Operating Model <https://www.gov.uk/government/publications/the-border-operating-model>)

What should customers be doing now?

Apply for an EORI (Economic Operator Registration and Identification) number in your home administration - it is very possible you will need both an EU EORI and a UK EORI and if you are trading to and from Northern Ireland, a specific NI ('XI') EORI.

Ensure that for all goods you are moving, it is clear who will make export and import declarations and that they will be ready for 1<sup>st</sup> January 2021.

If you are the party deemed responsible for the declaration you may want to consider appointing a customs intermediary to act on your behalf.

You (or an agreed party as above) will be responsible for completing all safety and security declarations, for both accompanied and unaccompanied shipments.

Depending on the shipping routes you utilise, as a haulier you will need to be registered (or have agreements with qualified parties to register and act on your behalf) for a number of state customs and/or agriculture computer systems in order to lodge declarations and get routing decisions, etc - please seek advice on your exact requirements and plan early in case software development is needed. If you ship on Stena Line routes between Great Britain and the Netherlands you or your nominated party will also need access to Portbase, the port community system for Dutch ports and Destin8 (if shipping unaccompanied non transit movements), the port community system in GB East coast ports.

If shipping under transit arrangements through the Common Transit Convention (CTC) mechanism, consider applying for or encouraging your main partners to apply for Authorised Consignor / Authorised Consignee status at their premises to avoid congestion and delays at customs facilities, especially if these are at a port location.

We understand that some original hard copy documentation may be required to travel with a vehicle or be available at its point of entry at the time it arrives (for example Export Health Certificates, Transit Accompanying Documents or TADs); please check full requirements with authorities. Stena Line will not be able to accept such documents into our care or operate a 'Ship's Bag' arrangement – if you ship unaccompanied trailers, please ensure that you have made suitable arrangements for the secure transfer of such documents with the load they relate to – for example in a lockable document box attached to the trailer – allowing for inspection by the authorities if required.

Stena Line's Terms and Conditions will be amended to reflect responsibilities in this new environment; please ensure that you review all updates in detail.



# Safety and Security declarations, in addition to Customs declarations, must be lodged for most shipments

## Pre-arrival / pre-departure information and risking of all consignments entering or exiting a customs territory

- Imports – Entry Summary Declaration (ENS)
- Exports – Exit Summary Declaration (EXS) - normally combined with an export customs declaration

## Channels for lodging safety and security declarations (both accompanied and unaccompanied movements)

### Netherlands

- ENS - customer declares through Stena Line booking screens, into Portbase (applicable 1/1/21)
- EXS - (if applicable) customer declares directly into NL customs system; customer updates Portbase with MRNs

### Great Britain

- ENS - customer declares directly into 'Safety & Security GB' system (applicable 1/7/21)
- EXS - (if applicable) customer declares directly into CHIEF (NES)/S&SGB (applicable 1/1/21)

## ENS / EXS data sets include (but not limited to):

For movements into NL, some of these fields are completed automatically as part of the entry of ENS data via Stena Line booking system.

- Consignee / Consignor
- Details of Declarant (EORI or name / Address)
- Details of Carrier - The Carrier is defined as the person in control of the Active Means of Transport. For driver accompanied movements this is the haulier. For unaccompanied movements the Carrier is technically defined as the ferry operator, but to maintain consistency with accompanied shipments and to simplify information handling, this role is upstreamed to the haulier through Stena Line's Terms and Conditions; Stena Line will NOT act as declarant and this function needs to be carried out by the haulier, or a representative the haulier has appointed to act on their behalf.
  - Driver accompanied shipments - declarants should specify the haulier's name and appropriate EORI number in the Carrier field.
  - Unaccompanied shipments - declarants should specify 'Stena Line' as the Carrier and use the appropriate Stena Line EORI number, as below:  
EORI numbers to use for unaccompanied movements  
Declarations in Great Britain customs systems GB623159258
- Journey routing
- Mode of transport
  - Vessel IMO (i.e. Stena Britannica (IMO 9419175). Full list of Stena Line vessels IMO numbers is available on our website: <https://www.stenalinefreight.com/routes/vessels>
  - Departure
- Arrival place, date, time
- Place of unloading
- Goods description
  - Packages
  - Commodity code
  - Weight
  - UN DG code
- Unit Seal ID
- Declarants should check complete data requirements

## Timescales for lodging S&S declarations carried on short sea ro-ro services

- ENS - Officially 2 hours before vessel arrival, but for all movements to NL and accompanied (and unaccompanied transit) movements to UK, ENS declarations and updates to Stena Line booking system or GVMS must be lodged prior to check in at port of departure.
- EXS - latest 2 hours before vessel departure

## Updates

- If actual shipment takes place on a different vessel than notified in an ENS or the arrival place, date or time changes after lodging the declaration, the Declarant must update the ENS with revised details
- Movements to NL will be automatically updated by Stena Line / Portbase interface
- The extent of any flexibility from the authorities around the need for changes in the event of service disruption, for example, is yet to be clarified

## For information

- Empty units movements - we understand that ENS/EXS declarations are required
- Return empty packaging movements (i.e. pallets, stillages, roll cages, garment rails) - are understood NOT to be exempt and ENS/EXS declarations are required.

# Sanitary and Phyto-Sanitary Checks

Products where food safety and animal or plant health regulations apply.

Many products currently in free circulation will require 24 hours pre-notification of entry to EU and UK.

Customers should research exact requirements and implications for their supply chain lead times.

Some original documentation must be presented with goods at time of import inspection, for example Export Health Certificates

Stena Line is not able to operate a 'ship's bag' or take control of documentation.

Unaccompanied trailer operators need to prepare for this.

Seek guidance from the traders you are working on behalf of and refer to the state agriculture authorities involved for further clarification.







# North Sea services between Great Britain and the Netherlands & v/v

There are two main styles of Customs model:

### Temporary Storage

- Goods imported are placed under customs control until they are cleared or otherwise processed
- Normally goods can be stored for up to 90 days and Customs declarations can be lodged at any time up to the 90 day limit, but due to port space constraints this will not apply to Stena Line North Sea services (see below)
- Control of goods is via a port inventory system / Community Service Provider
  - In NL this is Portbase
  - In GB East Coast ports this is Destin8

### Pre-Lodgement

- A UK procedure for RoRo ports designed to preserve the free flow of fast moving traffic through ports with limited space to store goods awaiting clearance
- Utilises a single 'Envelope' reference under which all individual consignment references are grouped - through the UK Goods Vehicle Movement Service (GVMS)
- All declarations - export and import, including Safety and Security - must be completed before check in at the port of departure

### North Sea Customs models up to 30<sup>th</sup> June 2021

- Netherlands ports (Hoek van Holland and Rotterdam)
  - All traffic - Temporary Storage model (with the provision that import declarations must be lodged before vessel arrival)
- Great Britain ports (Killingholme and Harwich)
  - GB port customs control systems (i.e. Temporary Storage via Destin8 / Pre-Lodgement via GVMS) will not be in use at Killingholme or Harwich for Stena Line services, other than for the digital Office of Transit function through GVMS on entry to GB - a requirement with effect from 1/1/21. It is your responsibility to add the relevant GMR to GB import bookings moving under Transit arrangements. It is also necessary in our booking system to declare GB import movements that will not be entering GB under a delayed customs declaration. In all circumstances during this period, by booking/checking in for a sailing that will depart from or enter GB, you acknowledge that all necessary UK customs formalities will be/have been completed.

### North Sea Customs models from 1<sup>st</sup> July 2021 (Stena Line will work with a combination of models):

- Netherlands ports (Hoek van Holland and Rotterdam)
  - All traffic - Temporary Storage model (with the provision that import declarations must be lodged before vessel arrival)
- Great Britain ports (Killingholme and Harwich)
  - Driver accompanied non-transit movements and both driver accompanied and unaccompanied transit movements - Pre-Lodgement model
  - Unaccompanied (non-transit) and 'trade' traffic - Temporary Storage model (with the provision that import declarations must be lodged before vessel arrival)

Systems access requirements (it may be possible to appoint an intermediary to complete some tasks that otherwise require access to these systems). Act now to ensure you have the access you need

- If making declarations to systems in both UK and NL, you will require both a UK and an EU EORI number
  - NL - Portbase
  - NL - ICS
  - NL - AGS
  - UK - Goods Vehicle Movement Service
  - UK - Safety and Security GB
  - UK - (if completing customs declarations) CHIEF/CDS
  - UK - Destin8
  - (if shipping under CTC Transit) - NCTS

### Useful websites

UK Border Operating Model  
UK GVMS service guide  
UK Destin8  
Portbase  
Get Ready for Brexit  
Customs NL

<https://www.gov.uk/government/publications/the-border-operating-model>  
<https://developer.service.hmrc.gov.uk/guides/gvms-end-to-end-service-guide/>  
<https://www.mcpplc.com/Products-&Services/Destin8.aspx>  
<https://www.portbase.com/>  
<https://www.getreadyforbrexit.eu/en/>  
<https://www.belastingdienst.nl>



# Systems and responsibilities Jan-Jun 2021

Direction: Eastbound, ex UK

Export from: UK (no port customs control system) All movements

	SYSTEM	WHO INPUTS	WHEN	COMMENT
Export Declarations	CHIEF/NES	Exporter/declarant	Min 2 hours before check in	By checking in for your booking you acknowledge that you have lodged all necessary declarations and have arranged attendance for customs/SPS inspection if required.
Export Dec MRNs/UCR's	N/A			
EXS (if applicable)	S&SGB	Haulier/exporter/declarant	Min 2 hours before check in	
EXS MRNs (if applicable)	N/A			
GMR	N/A			

Import to: NL (control system Portbase) All movements

	SYSTEM	WHO INPUTS	WHEN	COMMENT
Import Declarations	AGS	Importer/declarant	Prior to vessel arrival	Generates MRNs
Import Dec MRNs	Portbase	Haulier/importer/declarant	Prior to vessel arrival	Using MID/NID message
ENS	SL bkg	Haulier	Before check in at GB port	Stena Line will pass on to Portbase
ENS MRNs		Automatically taken care of by Stena Line's booking system / Portbase interface		
GMR	N/A			

# Systems and responsibilities Jan-Jun 2021

Direction: Westbound, ex NL

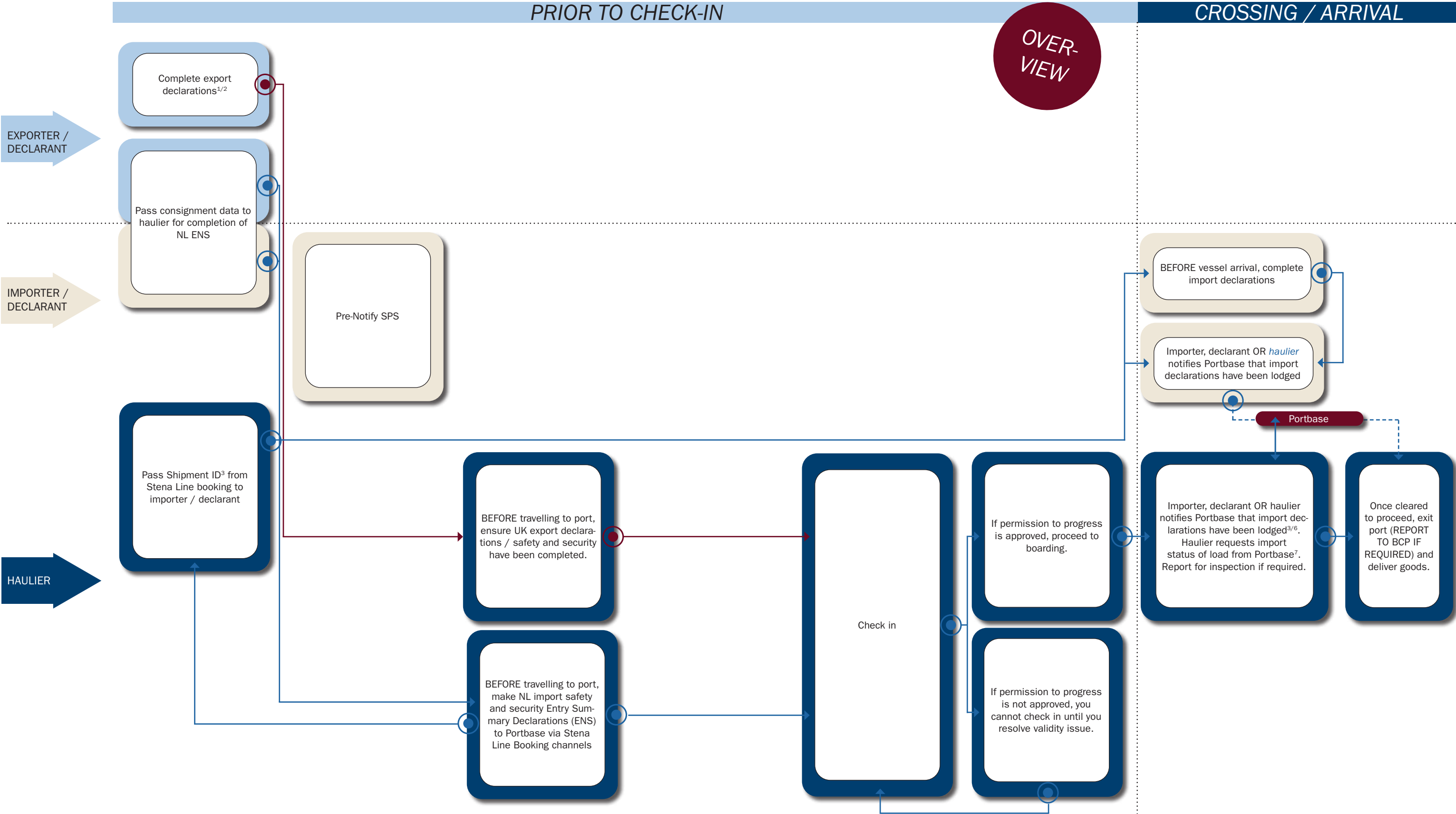
Export from: NL (control system Portbase) - All movements

	SYSTEM	WHO INPUTS	WHEN	COMMENT
Export Declarations	AGS	Exporter/declarant	Before check in	Generates MRNs
Export Dec MRNs	Portbase	Haulier/exporter/declarant	Before check in	Using MED/NED message
EXS (if applicable)	AGS	Exporter/declarant	Before check in	Generates MRNs
EXS MRNs (if applicable)	Portbase	Haulier/exporter/declarant	Before check in	Using MED/NED message
GMR	N/A			

Import to: UK (no port customs control system) - All movements

	SYSTEM	WHO INPUTS	WHEN	COMMENT
Declare goods not using delayed declarations	SL bkg	Haulier	Before check-in at NL port	If goods are not using delayed UK import declarations you must confirm at this point
Import Declarations	CHIEF	Importer/declarant	Before vessel arrival unless using delayed declarations (see BOM)	
Transit / TAD dec MRNs	GVMS	Halier	Before check-in at NL port	Only for transit movements (Driver accompanied + Unaccompanied)
ENS	N/A			
ENS MRNs	N/A			
GMR	SL bkg	Haulier	Before check-in at NL port	Only for transit movements (Driver accompanied + Unaccompanied). It is your responsibility to complete this field in order for digital Office of Transit to take place.





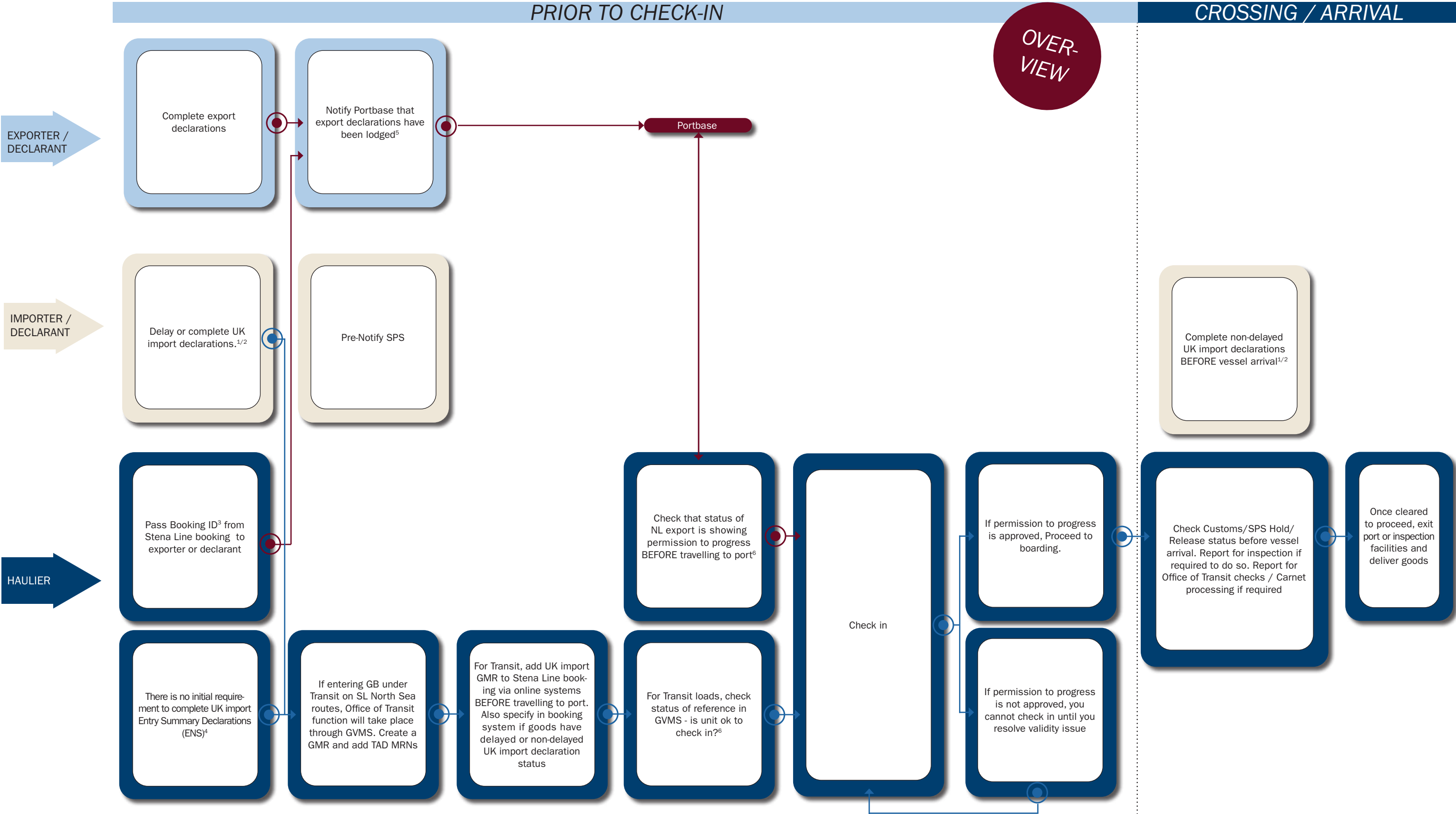
<sup>1</sup> In CHIEF (NES)/CDS/S&SGB

<sup>2</sup> UK Govt has announced a staged introduction of customs processes and checks (see Border Operating Model). Export declarations / EXS are required from 1/1/21 but port customs control systems will not be in use at Killingholme or Harwich for Stena Line services until 1/7/21.

<sup>3</sup> Shipment ID format: STNL0061234567001,002,003 (STNL00 prefix / NNNNNNNN Booking no / NNN suffix per consignment (no suffix export))

<sup>6</sup> Using 'Notification/Melding Import Documentation' message (NID/MID). This is for all import documents (every consignment), except Transit (T1/T2) or empty movements, for which Stena Line will send NID/MID to Portbase.

<sup>7</sup> If called for inspection report to relevant facility; If shipping under CTC Transit, report for scanning of TAD bar codes on arrival



<sup>1</sup> In CHIEF/CDS, NTCS, etc

<sup>2</sup> 2 UK Govt has announced a staged introduction of customs processes and checks. Declarations for Standard Goods can be deferred for up to six months, until 30/6/21. There is no requirement to use GVMS for UK imports until 1/7/21, with the exception of import CTC transit movements which must be entered to GVMS

<sup>3</sup> Booking ID format: STNL0061234567 (STNL00 prefix / NNNNNNNN Booking no)

<sup>4</sup> There is no requirement to complete UK import ENS's for EU>GB imports until 1/7/21 (movements GB>N. Ireland wef 1/1/21)

<sup>5</sup> Using 'Notification/Melding Export Documentation' message (NED/MED). This is for all export documents (every consignment), except empty movements.

<sup>6</sup> Status of load will also be accessible via Stena Line Freight Portal from 1/1/21. The Planner and Driver apps will have this possibility as well from spring 2021



# DEFINITIONS AND GLOSSARY OF KEY TERMS AND ABBREVIATIONS

AEO-C	EU/UK - Authorised Economic Operator - Customs simplification
AEO-S	EU/UK - Authorised Economic Operator - Safety and Security
AEP	ROI - Automated Entry Processing (export customs declarations)
AGS	NL - NL customs system
AIS	ROI - Automated Import System (import customs declarations)
ATA Carnet	Intl - Admission Tempoire / Temporary Admission - used for exhibition goods, samples, musical equipment, etc
BCP/BIP	EU/UK - Border Control/Inspection Point
Border Force	UK - provide customs and immigration services at points of entry
BPDG	UK - Border and Protocol Delivery Group
CDS	UK - Customs Declaration Service (replacement for CHIEF...to be phased in)
CFSP	UK - Customs Freight Simplified Procedure
CHIEF	UK - Customs Handling of Import and Export Freight (customs declarations)
COPRAR	A message to a container terminal that the containers specified have to be discharged from a seagoing vessel or have to be loaded into a seagoing vessel.
CSP	Intl - Community Service Provider of Port Community Systems (i.e. Portbase, Destin8)
CUSCAR	Customs Cargo inventory message sent by carrier to Customs
Customs Roll On Roll Off Service	ROI - Web service incorporating Pre-Boarding Notification system, facility to book inspection appointments and driver customs/SPS channel routing look-up service
DAERA	NI - Dept for Agriculture, Environment and Rural Affairs
DAFM	ROI - Dept for Agriculture, Food and the Marine
Declarant	Intl - The person with responsibility for an import. They must ensure the goods are legitimate, correctly valued and declared upon import
DEFRA	UK - Dept for the Environment, Food and Rural Affairs
Destin8	UK - Port Community System primarily covering East coast ports, incl Killingholme and Harwich. Provided by MCP PLC
DTI	UK - Direct Trader Input (traders accessing CHIEF for inputs directly)
DUCR	UK - Declaration Unique Consignment Reference (export reference number in NES/CHIEF)
ECS	EU - Export Control System (safety and security)
ENS	EU/UK - Entry Summary Declaration (Import safety and security)
EORI	EU/UK - Economic Operator Registration Identification (required to trade goods outside EU or UK)
EXS	EU/UK - Exit Summary Declaration (export safety and security). Often combined with export customs declaration
Free circulation	EU - Goods wholly originating in EU or where full import/duty process to EU has been undertaken on goods or components
GMR	UK - Goods Movement Reference (GVMS envelope reference...similar to ROI PBN)
Goods - Non Union	EU - Goods originating outside or not in free circulation in the EU
Goods - Union	EU - Goods originating in or in free circulation in the EU. Also known as Community Goods
GVMS	UK - Goods Vehicle Movement Service (pre lodgement envelope system)
HMRC	UK - Her Majesty's Revenue Commissioners; responsible for customs policy
ICS	EU - Import Control System (safety and security)
ICS (NI)	UK - Import Control System (NI) - entry of safety and security information for imports to Northern Ireland
INCOTerms	Intl - International Commercial Terms, published by the International Chamber of Commerce, are used to define the legal responsibilities on the buyer and seller in international transactions
LCP	UK - Local Customs Procedure (under CFSP, releases goods from designated premises to a customs procedure)
MRN	EU/UK - Movement or Master Reference Number (consignment reference)
NCTS	EU - New Computerised Transit System (Control system for transit movements)
NED / MED	NL - Notification Export Documentation (in Portbase)
NES	UK - National Export System (links to CHIEF)
NID / MID	NL - Notification Import Documentation (in Portbase)
PBN	ROI - Pre-Boarding Notification ID (Irish envelope reference...similar to UK GMR)
POAO	Intl - Products Of Animal Origin
Portbase	NL - Port Community System for Rotterdam / NL ports
Pre-Lodgement model	UK - An alternative for ports that may not have the space and infrastructure to operate temporary storage, where goods arriving will be required to have submitted a customs declaration in advance of boarding on the EU side

Revenue - ROI	ROI - responsible for customs policy
RX/Seaport	BE - Port Community System for Zeebrugge
S&S GB	UK - Safety and Security GB system
SAD	EU - Single Administrative Document (harmonised customs document)
SPS	Intl - Sanitary and Phyto-Sanitary; products where food safety and animal and plant health regulations applyEU/UK -
Temporary Storage	Temporary storage is when goods imported can be temporarily stored (up to 90 days) under customs control before they are placed under a special procedure, released to free circulation or re-exported.
Transit - Common Transit	EU+ - Enables the movement of goods between the EU and Common Transit countries and also between the Common Transit countries
Transit - CTC	EU+ - Common Transit Convention
Transit - Office of Departure	EU+ - Approved site where a Transit process is opened (also at site of Authorised Consignor)
Transit - Office of Destination	EU+ - Approved site where a Transit process is closed (also at site of Authorised Consignee)
Transit - Office of Transit	EU+ - Transit movements must go to office every time they cross a border into a new customs territory (EU is one territory, each Common Transit country is a separate territory)
Transit - TAD	EU+ - Transit Accompanying Document (statuses - T1 non union goods to, from or within EU / T2 union goods to common transit country or within EU via Common Transit country)
Transit - TIR	Intl - Transports Internationaux Routiers (transit under customs control between EU or common transit countries and third countries)
Transit - TSAD	EU+ - Transit/Security Accompanying Document (combined TAD and Safety and Security document)
Transit - Union Transit	EU - Enables movement of non-union goods within the EU
UCC	EU - Union Customs Code (the framework for customs rules and procedures in the EU customs territory)