

CVB – STEP-BY-STEP GUIDE

Step 1: Create documentation for shipment

The exporter in the UK creates a commercial invoice, packing list and other relevant documentation relating to their shipment. This documentation is the basis for all customs procedures throughout the chain.

Step 2: Create UK export declaration

The exporter in the UK or their customs agent files a UK export declaration based on the documentation mentioned in Step 1. This produces an export document, also known as an EAD (Export Accompanying Document). Each EAD has a unique reference number, called an MRN as well as a MUCR/DUCR. The exporter or their customs agent sends the documentation mentioned in Step 1 together with the EAD to the haulier.

Step 3: Provide supplementary ferry booking information

The customer enters the MUCR/DUCR from the EAD into the P&O Ferries Customs Portal alongside all the necessary safety and security information about the shipment(s), paying particular attention to the gross weight and number of packages. Entering this data generates the shipment number or consignment reference number. This is a 17-digit number starting with "PONF" and ending in 001, 002 or a consecutive number. The haulier provides the shipment number to the importer in the EU or their customs agent, and also informs them about the gross weight and number of packages entered into the P&O Ferries Customs Portal.

Step 4: Create EU import or transit declaration

The importer in the EU or their customs agent files an import or transit declaration with Dutch Customs. This declaration needs to reference the shipment number obtained from the customer. Filing an import or transit declaration at Dutch Customs produces an IMA or IMD (for import) or a T1 (for transit), both identified by an MRN consisting of 18 characters and starting with 21NL.

As of 4 October 2021, due to the CVB, the IMA cannot be submitted before the ferry arrives in Europoort. There are therefore two options for doing this:

Option A: Standard Declaration (IMA)

The declaration can be submitted after the ship has arrived in Europoort. The import MRN will be issued immediately. For the early morning Hull-Europoort crossing, the time of arrival is normally around 08.30 CET. For Teesport-Europoort the time of arrival is usually 16.00 CET. To prevent delays, the standard declaration followed by the NID ([Notification Import Document](#)) notification has to be done directly after the arrival of the ship (accompanied) or before the unit is picked-up at the terminal (unaccompanied).

Option B: Advance Declaration followed by presentation notification (IMD)

The declaration can be submitted in advance when the supplementary ferry booking information is added to the P&O Ferries Customs Portal and the shipment number is known. The import MRN will be issued immediately. For Hull-Europoort and Teesport-Europoort this can be done as soon as the shipment number is known, allowing Dutch customs to begin their import control procedures.

The NID notification is required to release the unit immediately after arrival. Please be aware that non-matching advance declarations will be rejected, and that advance declarations have to be followed by a presentation notification. Failure to send a presentation notification within the prescribed period will invalidate the advance notification.

Step 5: Ensure NID (Notification Import Documentation) has been sent

The importer or their customs agent sends a NID notification to the Europoort ferry terminal through Portbase. The NID notification informs the terminal that an EU customs declaration has been made and the shipment can be released upon arrival. In the NID notification the importer or their customs agent includes the MRN for the IMA or IMD and the shipment number obtained from the customer. When using an advance declaration, the NID notification can be submitted before the ferry arrives.