

Orders (and templates) with Customs details

Created: 21/05/2026

1.1. Start from Customer portal

1.1.1. Order creation

Select the Order template on customer portal:

ID	Vehicle category	Consignm...	Order start	Location	Order end	Requested date	Location	Route	Resources	Cargo	Customer Reference	Created
GB > EU Temporary storage	Container	Template	Th 21/05		The Cooky St...	Sa 23/05		The bakery NV	BE-9000 Gent	Ø 24 B 24000 PK - Package 24		Th 21/05 2023

Create order from template:

Order creation date: Th 21/05/2026 | Transport service: Transport | Created using this template: 0 Orders

Buttons: Customise, Create order from template

General info

- Route: Distance: 74 km (0 km empty + 74 km loaded); Total: 1d 22h 17m
- Vehicle category: Container
- Consignment info validated: -
- Contact emails: -
- Customer Reference: -
- Seal number: -

Order documents

Consignment 1

- Collect: The Cooky Store Ltd, East 4th Street 1234, GB-40741 London, 21/05
- Delivery: The bakery NV, Vlaanderenstraat 1234, BE-9000 Gent, 23/05
- Cargo: Ø 24000, B 34000 Cookies
- Export: to United Kingdom of Great Britain, Declaration type: EX
- Import: to Belgium, Declaration type: IM
- 01. Seller: Name: Seller company name
- 02. Seller: Street: down street
- 03. Seller: House number: 11
- 04. Seller: Postal code: EN11 8LU
- 05. Seller: City: Enfield

Distance: 74 km | Duration: 11h 5m | Total: 1d 22h 17m

Complete the details as per manual "Create a new order",
 and additionally add the customs details, according to the applicable Customs process + SAVE.

Stops

Consignment information

01. Seller Name Seller company name	02. Seller Street down street	03. Seller House number 11
04. Seller Postal code EN11 8LU	05. Seller City Enfield	06. Seller Country GB
07. Seller EORI	08. Seller VAT number GB12345678	09. Buyer Name Buyer company name
10. Buyer Street hoggstraat	11. Buyer House number 22	12. Buyer Postal code 2222
13. Buyer City Henkstad	14. Buyer Country BE	15. Buyer EORI BE12345678
16. Buyer VAT number BE12345678	+ Add consignment information	

+ Add customs information

Export

Country of export United Kingdom	Declaration type EX	Additional border processes
Export DUCH	ESG MRN	Email mail@example.com

Import

Country of import Belgium	Declaration type IM	Additional border processes
Import MRN	ESG MRN	Temporary storage UCN
Temporary storage DUV	Email mail@example.com	

Cargo

Item 1

Quantity 24	Packaging PK - Package	Product
ADR No dangerous goods	Goods description Cookies	
Waste Producer & Country code	+ Add note/reference number	

Dimensions

+ Add piece dimensions

Total dimensions

Total weight (kg)
24000.000

Packaged items

Packaged item 1	+
HS code 190000000 - PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK; PASTRYCOOKS' PRODUCTS	+ Add note/reference number
Add item	

Cancel Save

1.1.2. Update order with customs details

Once your order is accepted at CLdN Cargo side, it will change from status “Waiting for approval” to “To Plan” and can be updated:

The screenshot shows the QARGO dashboard with a navigation bar at the top. Below the navigation bar, there are tabs for 'Orders' and 'Templates'. A search bar is present with the text 'Type to filter' and a dropdown for 'Last 90 days + future'. A table of orders is displayed with columns: ID, Status, Vehicle category, Consignm..., Order start, Order end, Route, Cargo, Customer Reference, and Created. The order with ID 26000103 is highlighted in orange, and a red arrow points to its 'To plan' status.

Select “edit order”:

The screenshot shows the 'edit order' page for order ID 26000103. The page has a navigation bar at the top with 'Dashboard', 'Orders', 'Locations', and 'Printer configuration'. Below the navigation bar, there are tabs for 'General info', 'Order documents', and 'Consignment 1'. A red arrow points to the 'Edit order' button in the top right corner. The page displays various details including route, vehicle category, consignment info, and a map showing the route from London to Amsterdam.

Update consignment information per consignment:

- **Seller + Buyer** = mandatory, for deliveries into EU, the EORI must be an EU-EORI, for deliveries into GB, the EORI must be an GB-EORI.
- Adding a **notifier** is optional.

Consignment information		
01. Seller Name Seller company name	02. Seller Street down street	03. Seller House number 11
04. Seller Postal code EN11 8LU	05. Seller City Enfield	06. Seller Country GB
07. Seller EORI	08. Seller VAT number GB12345678	09. Buyer Name Buyer company name
10. Buyer Street hoogstraat	11. Buyer House number 22	12. Buyer Postal code 2222
13. Buyer City Herktad	14. Buyer Country BE	15. Buyer EORI BE12345678
16. Buyer VAT number BE12345678	+ Add consignment information	

Export / Import / Transit details, as per customs process, examples described in this document.

Export		
Country of export United Kingdom	Declaration type EX	Additional border processes
Export DUCR	ENS MRN	Email mail@example.com

Import		
Country of import Belgium	Declaration type IM	Additional border processes
Import MRN	ENS MRN	Temporary storage UCN
Temporary storage CEN	Email mail@example.com	

In transit		
Transit type	Additional border processes	Transit LRN
Transit MRN	Start office code	End office code
Validity date Select date or type (DD/MM/YYYY)		

Cargo details:

- In case you have multiple items per consignment, use the “Add cargo item”.
- DO NOT “add piece dimensions” nor “Add item”

Cargo

Item 1


Quantity: 24 | Packaging: PK - Package | Product:

ADR: No dangerous goods

Goods description: Cookies

Waste Producer 4, Country code: + Add note/reference number

Dimensions

+ Add piece dimensions 


Total dimensions


Total weight (kg): 24000.000

Packaged items

Packaged item 1

HS code: 1900000000 • PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK; PASTRYCOOKS' PRODUCTS + Add note/reference number

Add item 

Add cargo item 

- Always add **HS code**.
- If the cargo contains sanitary or phytosanitary goods, indicate using the **SPS flag**. If sailing from GB to NL, the **GGB** reference becomes mandatory:

Edit goods

Packaging: PK - Package | Product: | ADR: No dangerous goods

Goods description: Cookies

Waste Producer 4, Country code: + Add note/reference number

Dimensions

+ Add piece dimensions

Ordered dimensions: Quantity: 24, Total weight (kg): 24000.000 | Actual dimensions:

Packaged item 1

GB reference: GBreference | S code: 900000000 • PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK; PASTRYCOOKS... | SPS flag: SPS flag

+ Add note/reference number

Add item

Cancel Save

Customs **documents** can be uploaded in the order on order level:

Detail view

← 26000109 To plan

Order creation date: Th 21/05/2026 | Transport service: Transport | Created using template: EU > GB GVMS

General info

Route: Distance: 74 km (0 km empty + 74 km loaded) | Total: 2d 22h 13m

Vehicle category: Container

Imported from: Customer Portal (last update yesterday at 23:31)

Consignment info validated: -

Contact emails: -

Customer Reference: gvms 2

Seal number: -

Goods Movements Reference: -

Order documents

+ Add documents

Consignment 1

Collect: The bakery NV, Vla... 21/05

Delivery: The Cooky Store L... 23/05

Cargo: 8 24000 | 8 24000 Cookies

Export: Belgium | Declaration type: EU

Context menu:

- Add document
- Customs document
- Add order invoice group
- Dangerous goods declaration
- Order confirmation from customer
- T1 document
- VGM container (Verified gross mass)

- T1: mandatory to be uploaded as "T1"
- Customs invoice, packing list and other customs documents can be uploaded as "customs document"

QARGO Dashboard Orders Locations Printer configuration CkN - Preproduction - The Cooky factory

← Edit order

Transport service

Transport

Order confirmation from customer

Drag your files here or click the area to upload documents.

General details

Additional collect/delivery step: None

Vehicle category (*): Container

Reference numbers

Consignment info validated:

Consignment info validated

Customer Reference: invoice ref 123

+ Add information

If you require **additional consignments** to enter a second or more sets of customs paperwork, please ask your customer service contact to add a consignment.
For GB export, always add **MUCR** on first consignment and **DUCR** on 2nd+ consignments

1. GB > EU

1.1. Temporary Storage

Consignment info validated ✓

Enter DUCR from export. If multiple consignments enter MUCR on 1st consignment and DUCR on 2nd+ consignment(s).

Edit import/export

Export

Country of export United Kingdom	Declaration type EX	Additional border processes
Export DUCR 6GB727040458000-42123111111	EXS MRN	Emails shipref@mail.com

Import

Country of import Belgium	Declaration type IM	Additional border processes
Import MRN	ENS MRN	Temporary storage UCN
Temporary storage CRN	Emails tempsto_mrn@mail.com	

Cancel Save

Emails:

- Export emails will receive details on sailing booked and ship ref
- Import emails will receive details on temporary storage MRN/CRN when sailed

Seller + Buyer = mandatory, for deliveries into EU, the EORI must be an EU-EORI.

01. Seller: Name	Seller company name
02. Seller: Street	down street
03. Seller: House number	11
04. Seller: Postal code	EN11 8LU
05. Seller: City	Enfield
06. Seller: Country	GB
07. Seller: EORI	-
08. Seller: VAT number	GB12345678

09. Buyer: Name	Buyer company name
10. Buyer: Street	hoogstraat
11. Buyer: House number	22
12. Buyer: Postal code	2222
13. Buyer: City	Herkstad
14. Buyer: Country	BE
15. Buyer: EORI	BE12345678
16. Buyer: VAT number	BE12345678

Add cargo details as per chapter 1.1

After sailing, you can trace the [Temporary Storage MRN](#), and for sailings from GB to BE also the [CRN](#) in the Export/Import section:

1.1.1. Import release

You can now add the **import MRN** so unit can be released from port:

Edit import/export

Export

Country of export: United Kingdom

Declaration type: EX

Additional border processes:

Export DUCR: 6GB727040458000-4212311111

EXS MRN:

Emails: mail@example.com

Import

Country of import: Belgium

Declaration type: IM

Additional border processes:

Import MRN: 26GB12345678911111

ENS MRN:

Temporary storage UCN: Temporary storage MRN

Temporary storage CRN: CRN number

Emails: mail@example.com

Cancel Save

1.1.2. Transit from Zeebrugge/Rotterdam port to destination

Consignment 1 Add info/doc

Collect

Delivery

Add information > Ltd, East 4th Street

Add document > 10 0 0

Add customs > Add transit it 12:

or open the Transit in the consignment:

Consignment 1		Add info/doc	Cancel consignment
Collect	The Cooky Store Ltd, East 4th Street 1234, GB-40741 London 21/05 15:00-15:00		
Delivery	The bakery NV, Vlaanderenstraat 1234, BE-9000 Gent 23/05 15:00-15:00		
Cargo	24000 24000 Cookies		
In transit	T1 Transit MRN: 26BE00000174321111 Start office code: BE343000 End office code: XX123456 Validity date: 2026-05-31		
Export	gb United Kingdom of Great Britain Export DUCR: 6GB727040458000-4212311111 Declaration type: EX		
Import	be Belgium Import MRN: 26GB12345678911111 Declaration type: IM		

Important to add start office code and end office code.

- If EU port of entry is Zeebrugge, T1 is expected to start in BE343000
- If EU port of entry is Rotterdam, T1 is expected to start in NL000510

Add transit ✕

In transit

Transit type T1	Additional border processes	Transit LRN
Transit MRN 26BE00000174321111	Start office code BE343000	End office code XX123456
Validity date 31/05/2026		

Cancel
Save

Upload your Transit documents:

Detail view

← **26000109** To plan

Order creation date: **Th 21/05/2026** Transport service: **Transport** Created using template: **EU > GB GVMS**

▼ **General info**

Route	Distance: 74 km (0 km empty + 74 km loaded) Total: 2d 22h 13m
Vehicle category	Container
Imported from	Customer Portal (last update yesterday at 23:31)
Consignment info validated	-
Contact emails	-
Customer Reference	gvms 2
Seal number	-
Goods Movements Reference	-

▼ **Order documents** Add documents ✓

▼ **Consignment 1**

Collect	The bakery NV, Vlaas 21/05
Delivery	The Cooky Store Ltd 23/05
Cargo	8 24000 8 24000 Cookies
Export	of Belgium Declaration type: EU

Add document >

- Customs document
- Dangerous goods declaration
- Order confirmation from customer
- T1 document**
- VGM container (Verified gross mass)

1.2. Transit CLdN to Arrive Export (Border process 1)

Consignment info validated ✓

Enter DUCR from export. If multiple consignments enter MUCR on 1st consignment and DUCR on 2nd+ consignment(s).

Edit import/export

Export

Country of export: United Kingdom
Declaration type: EX
Additional border processes:
Export DUCR: 6GB727040458000-42123111111
EKS MRN:
Emails: shipref@mail.com

Import

Country of import: Belgium
Declaration type: IM
Additional border processes:
Import MRN:
ENS MRN:
Temporary storage UCN:
Temporary storage CRN:
Emails: tempstor_mrn@mail.com

Cancel Save

Emails:

- Export emails will receive details on sailing booked and ship ref
- Import emails will receive details on temporary storage MRN/CRN when sailed

Enter Transit with start office code in GB and end office code in EU + validity date:

Edit transit

In transit

Transit type: T1
Additional border processes:
Transit LRN:
Transit MRN: 26GB151194288000-C
Start office code: GB001111
End office code: EU001111
Validity date: 31/05/2026

Cancel Save

Upload your Transit documents:

Goods Movements Reference

Order documents Add documents

Consignment 1 Add document

- Collect The bakery NV, Vlaas 21/05
- Delivery The Cooky Store Ltd 23/05

Customs document
Dangerous goods declaration
Order confirmation from customer
T1 document
VGM container (Verified gross mass)

Seller + Buyer = mandatory, for deliveries into EU, the EORI must be an EU-EORI.

01. Seller: Name	Seller company name	09. Buyer: Name	Buyer company name
02. Seller: Street	down street	10. Buyer: Street	hoogstraat
03. Seller: House number	11	11. Buyer: House number	22
04. Seller: Postal code	EN11 8LU	12. Buyer: Postal code	2222
05. Seller: City	Enfield	13. Buyer: City	Herkstad
06. Seller: Country	<input type="text" value="GB"/>	14. Buyer: Country	<input type="text" value="BE"/>
07. Seller: EORI	-	15. Buyer: EORI	BE12345678
08. Seller: VAT number	GB12345678	16. Buyer: VAT number	BE12345678

Add cargo details as per chapter 1.1

1.2.1. Import release or transit

If Transit has end office on EU port of entry, continue as per (2.1.1 or 2.1.2).

1.3. Transit – Incl. Office of Departure function & CLdN to arrive Export (Border process 4)

Consignment info validated ✓

Enter DUCR from export. If multiple consignments enter MUCR on 1st consignment and DUCR on 2nd+ consignment(s).

Edit import/export

Export

Country of export: United Kingdom
Declaration type: EX
Additional border processes:
Export DUCR: 6GB727040458000-42123111111
EVS MRN:
Emails: shippref@mail.com

Import

Country of import: Belgium
Declaration type: IM
Additional border processes:
Import MRN:
ENS MRN:
Temporary storage UCN:
Temporary storage CRN:
Emails: tempstor_mrn@mail.com

Cancel Save

Emails:

- Export emails will receive details on sailing booked and ship ref
- Import emails will receive details on temporary storage MRN/CRN when sailed

Enter Transit with start office code in GB and end office code in EU + validity date and indicate additional border process “LRN”:

Edit transit

In transit

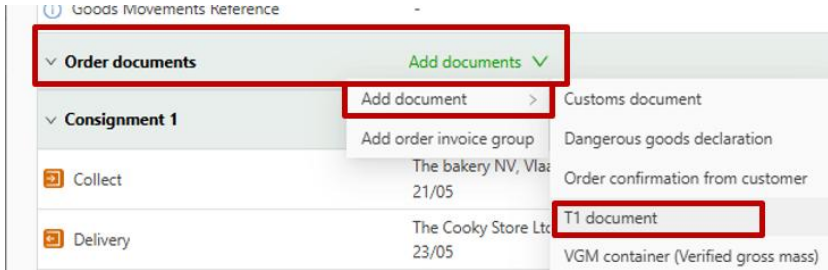
Transit type: T1
Additional border processes: LRN
Transit LRN: 6GB151194288000-CD1C571012444B2
Transit MRN:
Start office code: GB001111
End office code: EU001111
Validity date: 31/05/2026

Cancel Save

Transit MRN:

- if cleared before arrival in port: enter in “Transit MRN”
- if cleared in port of CLdN: will be provided by CLdN

Upload your Transit documents:



Seller + Buyer = mandatory, for deliveries into EU, the EORI must be an EU-EORI.

01. Seller: Name	Seller company name
02. Seller: Street	down street
03. Seller: House number	11
04. Seller: Postal code	EN11 8LU
05. Seller: City	Enfield
06. Seller: Country	GB
07. Seller: EORI	-
08. Seller: VAT number	GB12345678

09. Buyer: Name	Buyer company name
10. Buyer: Street	hoogstraat
11. Buyer: House number	22
12. Buyer: Postal code	2222
13. Buyer: City	Herkstad
14. Buyer: Country	BE
15. Buyer: EORI	BE12345678
16. Buyer: VAT number	BE12345678

1.3.1. Import release or transit

If Transit has end office on EU port of entry, continue as per (2.1.1 or 2.1.2).

1.4. Return packaging

Similar as chapter 2.1

- Goods descriptions starts with "RETURN"

1.5. Empty units

For empty CLdN Container or Trailers

- Export doc type: EX
- No export DUCR
- Buyer-Seller: blank (defaults added)
- Consignment info validated: ticked yes

2. EU > GB

2.1. Temporary Storage

2.1.1. No transit

📄 Consignment info validated ✓

Enter MRN from export. If multiple consignments enter MRN per consignment.

Edit import/export ✕

Export

Country of export Belgium ▼	Declaration type EU ▼	Additional border processes ▼
Export MRN 26BE12345678912345	EKS MRN	Emails shipref@mail.com ✕ ▼

Import

Country of import United Kingdom ▼	Declaration type ▼	Additional border processes ▼
Import DUOR	ENS MRN	Temporary storage UCN
Emails tempstor_mrn@mail.com ✕ ▼		

Cancel Save

Emails:

- Export emails will receive details on sailing booked and ship ref
- Import emails will receive details on temporary storage MRN when sailed

Seller + Buyer = mandatory, for deliveries into GB, the EORI must be a GB-EORI.

01. Seller: Name	Seller company name	09. Buyer: Name	Buyer company name
02. Seller: Street	hoogstraat	10. Buyer: Street	hoogstraat
03. Seller: House number	11	11. Buyer: House number	22
04. Seller: Postal code	2222	12. Buyer: Postal code	EN11 8LU
05. Seller: City	Herkstad	13. Buyer: City	Enfield
06. Seller: Country	BE	14. Buyer: Country	GB
07. Seller: EORI	-	15. Buyer: EORI	GB12345678
08. Seller: VAT number	BE12345678	16. Buyer: VAT number	GB12345678

Add cargo details as per chapter 1.1

After sailing, you can trace the [Temporary Storage MRN](#) in the Export/Import section:

Edit import/export ✕

Export

Country of export Belgium ▼	Declaration type EU ▼	Additional border processes ▼
Export MRN 268E12345678912345	EXS MRN	Emails shipref@mail.com ✕ ▼

Import

Country of import United Kingdom ▼	Declaration type ▼	Additional border processes ▼
Import DUCR	ENS MRN	Temporary storage UCN STRK0074735111001
Emails tempstor_mrn@mail.com ✕ ▼		

Cancel Save

2.1.2. With Transit to port of departure

Similar as per 3.1.1, but add a Transit

If transit has end office code in port of Zeebrugge BE34300 or port of Rotterdam NL000510, Transit will be used as gate in MRN.

Add transit

In transit

Transit type: T1

Additional border processes: [dropdown]

Transit LRN: [input]

Transit MRN: 26BE12345678912345

Start office code: BE122222

End office code: BE343000

Validity date: 24/05/2026

Cancel Save

Edit import/export

Export

Country of export: Belgium

Declaration type: EU

Additional border processes: [dropdown]

Export MRN: [input]

EKS MRN: [input]

Emails: shipref@mail.com

Import

Country of import: United Kingdom

Declaration type: [dropdown]

Additional border processes: [dropdown]

Import DUCR: [input]

ENS MRN: [input]

Temporary storage UCN: [input]

Emails: tempstor_mrn@mail.com

Cancel Save

Emails:

- Export emails will receive details on sailing booked and ship ref
- Import emails will receive details on temporary storage MRN when sailed

Upload your Transit documents:

Goods Movements Reference

Order documents Add documents

Consignment 1

Add document

- Customs document
- Dangerous goods declaration
- Order confirmation from customer
- T1 document**
- VGM container (Verified gross mass)

2.2. GVMS

📄 Consignment info validated ✓

Enter MRN from export and DUCR from import. If multiple consignments, enter MRN per consignment. Indicate GVMS in additional border processes:

Edit import/export
✕

Export

Country of export Belgium	Declaration type EU	Additional border processes
Export MRN 26BE12345678912345	EXS MRN	Emails shipref@mail.com ✕

Import

Country of import United Kingdom	Declaration type	Additional border processes GVMS ✕
Import DUCR 26GB12345678912340-112326	ENS MRN	Temporary storage UCN
Emails tempstor_mrn@mail.com ✕		

Cancel Save

Emails:

- Export emails will receive details on sailing booked and ship ref
- Import emails will receive details on temporary storage MRN when sailed

Seller + Buyer = mandatory, for deliveries into GB, the EORI must be a GB-EORI.

📄 01. Seller: Name Seller company name	📄 09. Buyer: Name Buyer company name
📄 02. Seller: Street hoogstraat	📄 10. Buyer: Street hoogstraat
📄 03. Seller: House number 11	📄 11. Buyer: House number 22
📄 04. Seller: Postal code 2222	📄 12. Buyer: Postal code EN11 8LU
📄 05. Seller: City Herkstad	📄 13. Buyer: City Enfield
📄 06. Seller: Country (BE)	📄 14. Buyer: Country (GB)
📄 07. Seller: EORI -	📄 15. Buyer: EORI GB12345678
📄 08. Seller: VAT number BE12345678	📄 16. Buyer: VAT number GB12345678

Add cargo details as per chapter 1.1

Alternative: share the Goods Movement Reference on customer portal:

General info	
Route	Distance: 74 km (0 km empty + 74 km loaded) Total: 2d 19h
Vehicle category	Container
Consignment info validated	✓
Contact emails	-
Customer Reference	
Seal number	-
Goods Movements Reference	GMR reference