



## **VERSION 3 – OCTOBER 2019**

*The content of this manual is based on CLdN's understanding of the current mandatory provisions and Brexit contingency plans possibly coming into force in the EU and the UK. The manual will require to be amended from time to time due to changes in laws and regulations. Each of us will bear its own cost to implement this manual and any further changes required. The information contained herein is for information only and no warranty as to the correctness or the interpretation thereof of the relevant authorities is given. This manual does not amount to advice and you are invited to seek your own professional advice.*

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# **ENTERING CONSIGNMENT INFO IN C.WEB (ONLINE)**

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## **Principles**

- A Consignment is a collection of goods from a specific Exporter and Importer requiring a Customs Declaration.
- Every booking to or from the UK will require the details of all Consignments in the Unit. This allows the Line to make the mandatory Safety and Security Declarations (EXS where relevant and ENS) before vessel departure and vessel arrival.
- In order to complete a booking, all Consignment info and confirmation of the Export Declaration (MRN / MUCR /DUCR) for Outbound shipments must be added to the booking prior to arrival at the port of loading.
- Please note that the default terminal policy only provides physical access to the outbound terminal for units with completed booking info.
- To enable a terminal release at the continental port of discharge, Inbound related consignment info (e.g. Import MRN/MUCR/DUCR & applicable procedure) must be added to the booking prior to your arrival at the gate for pickup. On current guidance of the UK authorities, terminal release of imported units in the UK is likely to be possible immediately upon vessel arrival whilst import customs formalities can be finalised at a later date.
- There are no consignment details required for the shipment of empty units.
- Full consignment details are required for shipments of packaging material and certain empty residue units.

## **Where can you enter the required consignment information for shipments to/from the UK?**

This can only be done in C.WEB & C.WEB EDI:

- While entering your booking request.
- While editing your booking request or booking.

**It will not be possible to provide this information by telephone or by e-mail to CLdN.**

## **Important note:**

- A single booking in C.WEB consists of one transport unit.
- This transport unit can contain several consignments each having several items.
- C.WEB does not handle consignments spread over multiple transport units.

# HOW CAN I ADD CONSIGNMENT(S) TO MY BOOKING?

## 1. MANAGE ACCESS TO THE CONSIGNMENTS SCREEN

- Access to the consignments screen is restricted by default.
- C.WEB users intending to access this screen need to activate the **Webbook Customs Agent role**.
- This can only be done by the C.WEB Customer administrator of your company in the Security Manager menu of C.WEB.
- Go to Security Manager / Manage User / Edit. Enable the **Webbook Customs Agent** role and click ok.
- This functionality enables access to consignment information on user level.

- SecurityManager\_CUSTOMERADMIN
- cwebedi\_CLIENT
- cwebedi\_CUSTOMS\_AGENT
- mclient\_LOOKUP\_YREF
- webbook\_BYPASS\_MAXREQUESTS
- webbook\_CLIENT
- webbook\_CPIN
- webbook\_CUSTOMS\_AGENT
- webbook\_INVOICES
- websearch\_BASIC
- websearch\_RESENDPIN

### Important note:

Besides the security management for internal C.WEB users we have made it possible to assign the **Webbook Customs Agent role** to a **third party**. This may be your customer or the customs broker handling the export/import consignments on your behalf. With your permission, this limited role will allow your delegate in this role to find and update consignment info based upon a specific booking reference. No other access to your account info in the C.WEB bookings system is given to this role in order to keep your commercially sensitive information confidential. As of today, it also remains possible to give broader administration rights to this C.WEB account on your behalf. The authorisation granted by this role is extended on the customer administrator's responsibility.

## 2. CREATE NEW BOOKING REQUEST AND ADD EXPORT CONSIGNMENTS

The screenshot shows the 'CREATE NEW BOOKING REQUEST' screen in the C.WEB system. The interface features a blue ribbon at the top with navigation options: BOOKING INFO, MY SETTINGS, VALIDATE BOOKING REQUESTS, SECURITY MANAGER, C.PIN, BUSINESS HOURS, INVOICES, CONTACT INFO, and HELP. Below the ribbon, there are tabs for SAILING & BOOKING NEWS, SEARCH BOOKING INFO, CREATE NEW BOOKING REQUEST, EDIT BOOKINGS, and BOOKING REQUEST FEEDBACK. The main area contains a table with columns for Contract, Route, S.O., Sailing time, Your Ref., Equip., Unit Nr., Full DERP, Goods description, Len, Ta.Wt., C.Wt., Haz?, and Actions. A 'Consignment' tag is visible in the table. Below the table, there is a section for 'Entry procedure type' with a dropdown menu and a tooltip that reads 'Consignments not yet complete and correct. Unit cannot be shipped yet. Show more ...'. There are also buttons for 'Upload Consignments', 'Load Consignments Template', 'Add Consignments', and 'Close'.

- Click 'create new booking request' in the blue ribbon on top your screen.
- Click Clear Input (1) to ensure all fields are blank before starting input.
- Fill in the booking request and click on the consignment tag to open the consignments screen.
- Choose **Entry procedure type**: 'I' = 'Inventory linked' or 'T' = 'TSP'. (Click on the **Tooltip (2)** for more info). The required fields vary per Entry procedure type. (see topic 3 for details).
- Click 'Add consignments' (3) and fill in the required information as described further in this manual.

### You can add the consignments before submitting to agent:

- During the creation of a booking request.
- Click 'Clear Input' after you clicked 'Create'. This prevents copying erroneous information to the next booking request.

### After submitting to agent:

- By editing your booking request or booking. (Before or after approval by an agent).

**Important note:**

**A booking is accepted for shipping only:**

- When all consignments of your shipment are complete.
- When you choose an Entry procedure type for your booking. I = 'Inventory Linked' or P = 'TSP'.
- When you confirm that all consignment info is correct and complete. (see 4B)

**3. CONSIGNMENT INFORMATION**

**3.1 INVENTORY LINKED**

**Each consignment consists of three information blocks:**

- 1) Details referring to the outbound (export) or inbound (import) customs procedure. (Consignment ID, details custom document).
- 2) Details referring to the exporter (consignor), the importer (consignee) and Notify.
- 3) Details about Consignment items.

Not all information may be available during creation of a booking.

Therefore, it is possible to create a consignment prior to having a valid customs document.

**Following fields are mandatory during consignment creation: (Entry procedure Type I - Full inventory shipments)**

- 1) Document type (choose from drop down list)
- 2) Consignor EORI number **OR** full address details including VAT number & Consignee EORI number **OR** full address details including VAT number
- 3) Item details for one item\* at minimum (see below for specification of fields)
- 4) Add additional consignments by clicking the 'Add consignments' button or delete them by clicking. (5)
- 6) Add additional items by clicking 'Add Items' or (6) delete them by clicking .

**4. COMPLETE EXPORT CONSIGNMENT**

A consignment is considered complete when (A) all the mandatory information shown on the custom document is given and (B) the consignment info is confirmed as complete and correct.

**A) CONSIGNMENT INFORMATION (Full Inventory)**

**Mandatory details Export Customs document.**

- Doc. type: Select the customs document type for this consignment.
- Doc. number: Fill in the MRN or MUCR / DUCR for UK that refers to the consignment.
- Expiry date: Mandatory for Transit documents.
- Office of Destination: NCTS Location code (as shown on transit document).

**Conditional details Export Customs document**

- Receipt place: Destination (UN location code) of the consignment.
- Consigned place: Location (UN location code) where the consignment is created.

**Mandatory details Consignee & Consignor**

- Valid EORI Number for the Consignor (exporter) **OR** VAT Number + full address details.
- Valid EORI Number for the consignee (importer) **OR** VAT Number + full address details.

**Conditional information:**

Notify details including email.

**Detail consignment Items**

- All item details as declared on the customs document.
- Number of coli: Number of packages **(Mandatory)**
- Package code: UN coded type of package **(Mandatory)**
- Item description: Description of goods **(Mandatory)**
- Shipping Marks: Marks & Numbers of the goods (Optional)
- Commodity code: HS code (minimum 6 digits) **(Mandatory)**
- Nett Weight (kgs): Net weight of goods in kg (Optional)
- Gross weight (kgs): Total weight of goods + packaging **(Mandatory)**

**For IMDG:**

- UN Number: Four-digit identification number of dangerous goods (Conditional)
- Primary class: 'class' or 'division' without prefix (Conditional)
- Technical name (Imdg): As described on dangerous goods declaration (Optional)

**B) CONSIGNMENT CONFIRMATION**

When creating or editing a booking request you will be prompted to confirm that the information is correct and complete.

**Please note that C.RO ports will not accept units, booked on Custom required destinations, on their terminals if they do not have this confirmation.**

Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full	Goods desc
EADBIRD	VLDAG	<input type="checkbox"/>	08-10-2019 15:00	FULL INVENTOR	TRLR	MT2108	Y	cb-lh mat

[Shipment Details - 1](#) | [Shipment Details - 2](#) | [Selfdrive Info](#) | [Imdg](#) | [Waste](#) | **[Consignments](#)** | [Request H](#)

Entry procedure type [?](#)
⚠ Consignments not yet complete and correct. Unit cannot be shipped yet. Show more ... [?](#)

[Upload Consignments](#) | [Load Consignments Template](#)

**Confirmation of consignments**

**?** I confirm that I have entered complete and correct Consignment Information for each Consignment comprised in this Unit's booking request.

I accept it is my risk that the Unit will not be permitted to enter the Terminal of Departure and/or will not be permitted to ship and/or will not be permitted to be released from the Terminal of Arrival if this Consignment Information is not complete or correct.

I also undertake to arrange any mandatory visit of the Unit to a Border Inspection Post within 24 hours from scheduled vessel arrival

Please make your choice.

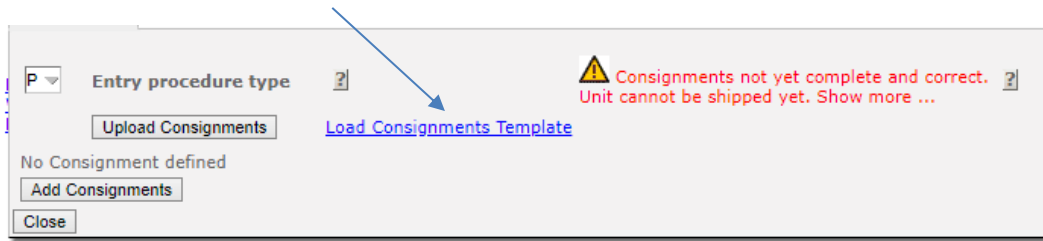
Detail Consignm	
EORI	
Consignor	GB248
Consignee	GB248
Notify	<input type="text"/>
Commodity code	
	800800

[Add Consignments](#)

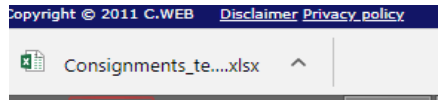
## 5. UPLOAD EXCEL

It is also possible to upload consignments via Excel. This eases the input of multiple consignments.

⇒ Click on 'Load consignment Template' in the Consignments tab to download the Excel Template.



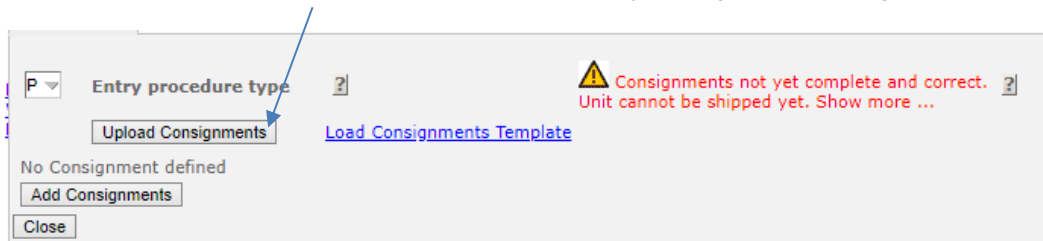
⇒ Open the template by clicking on it at the bottom of your screen.



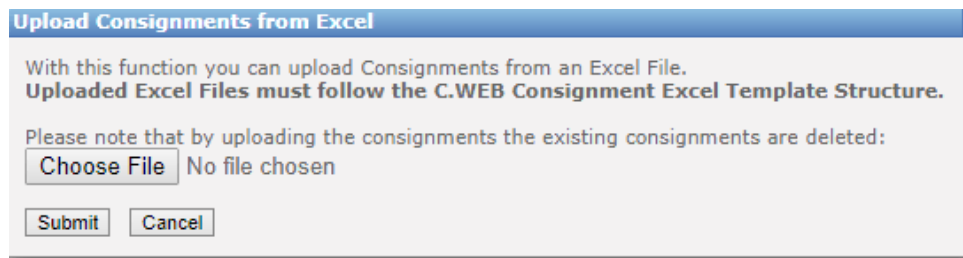
⇒ Save the template to disk (for example to your desktop, it will be read-only otherwise).

⇒ Fill in the fields: All consignment info entered in the same way as on C.WEB.

⇒ Go back to C.WEB and upload the modified Excel file by clicking 'Upload consignments'.



⇒ Once Clicked, the Upload consignments screen opens::



⇒ Click Choose file and browse to the location.

⇒ Click Submit, this uploads the information in your consignment.

Please note that, by uploading the consignments, the existing consignments are deleted. It is not possible to combine manual input and excel upload within the same booking.

It is not possible to upload consignments over different bookings.  
The upload is only used for consignments within the same booking.

## 6. INTRODUCTION OF NEW HOLDS

Due to the regulations, we have introduced new hold types.

<b>CUSTOMS GATE IN HOLD</b>	The booking is missing mandatory consignment info. (At least 1 consignment with 1 item and completed MRN-information) In case a booking has multiple consignments, complete the MRN information of all these consignments.	<b>Gate-in is not allowed</b>
<b>CONSIGNMENT COMPLETE HOLD</b>	The consignment is not yet confirmed as 'Correct and Complete'.	<b>Gate-in is not allowed</b>
<b>MISSING CONSIGNMENT HOLD</b>	The booking is missing consignment info.	<b>Loading not allowed</b>
<b>EXIT</b>	The booking still has at least one consignment for which customs did not send a 'permission to proceed'.	<b>Loading not allowed</b>
<b>ENTRY SUMMARY DECLARATION</b>	Once unit is loaded and sailed, we sent the Entry summary declaration to customs. The unit receives an 'ENS-Hold'. Once released by the customs we receive an ENS number for each consignment. This ENS number is required for customs clearance and is show in C.WEB on the consignment info page.	<b>Gate-out of this unit not allowed</b>
<b>ENTRY</b>	Temporary storage & next customs regime unknown.	<b>Gate-out of this unit not allowed</b>
<b>BONDEDWAREHOUSE</b>	Bonded warehouse & next customs regime unknown	<b>Gate-out of this unit not allowed</b>

## 7. HOLDS STATUS OF YOUR BOOKING

Once our agents approved the booking request you can find the hold status on the booking details in CWEB.  
(Use Search booking info)

**BOOKING INFO** | MY SETTINGS | VALIDATE BOOKING REQUESTS | SECURITY MANAGER | C.F

SAILING & BOOKING NEWS | **SEARCH BOOKING INFO**  
CREATE NEW BOOKING REQUEST | EDIT BOOKINGS | BOOKING REQUEST FEEDBACK

**BOOKING INFO**  
Most recent bookings with status Booked and sailing from Rotterdam to Purfleet  
Report generated on 07-03-2019 17:14 for Customer ID HEADBIRD

Rows 1 - 20 of 70

Our Ref	Route	S.O.	Sailing Time	Your Ref	Unit Number	Equip	Description	Full	Len	C.Wt.	Ta.Wt.	Status	Hold	Contract	Tarif	Details
40857558/2	RTMPUR		03-06-2019 13:00		MAXJ4331691	TRLR	STEEL BARS	Y	13.60	23700	2000	Booked	MG	HEADBIRD		
40857559/3	RTMPUR		03-06-2019 13:00		MAXJ6641310	TRLR	IRON BARS	Y	13.60	25200	2000	Booked	MG	HEADBIRD		
40857560/5	RTMPUR		03-06-2019 13:00		MAXJ2773562	TRLR	PLATINUM BARS	Y	13.60	21500	2000	Booked	MG	HEADBIRD		
40857561/6	RTMPUR		03-06-2019 13:00		MAXJ8472319	TRLR	WOODEN PLATES	Y	13.60	12000	2000	Booked	MG	HEADBIRD		

(or Edit bookings)

**BOOKING INFO** | MY SETTINGS | VALIDATE BOOKING REQUESTS | SECURITY MANAGER |

SAILING & BOOKING NEWS | **SEARCH BOOKING INFO**  
CREATE NEW BOOKING REQUEST | **EDIT BOOKINGS** | BOOKING REQUEST FEEDBACK

[Edit specific bookings on-line](#) or [Upload booking changes via an Excel file](#)

Please locate the bookings you wish to modify.  
You can search using any combination of search parameters.  
Note: Bookings that cannot be modified (e.g. because the cargo is already checked-in) will not be displayed.

Our Ref. Your Ref. Unit Nr. Route Sailing time Contract

40856926/0      HEADBIRD

Our Ref	Route	S.O.	Sailing Time	Your Ref	Unit Number	Equip	Description	Full	Len	C.Wt.	Ta.Wt.	Status	Hold	Contract	Tarif	Details
40856926/0	PURRTM	N	20-02-2019 17:00	28802411	MAXJ23149087	TRLR	Thermal Blankets	Y	13.60	3000	2500	Sailed	Q	HEADBIRD		

Entry

Booking details: Click on Details to find more information on the holds. (Tab Shipment Details -1).

**Details for booking 50941499 (request ID 4684276)**

Request status: Booking Request (Approved) Booking status: Booked Last modified: 08-11-2019 10:31 by kvostaey

Contract	Route	S.O.	Sailing time	Your Ref.	Equip.	Unit Nr.	Full	DERP	Goods description	Len	Ta.Wt.	C.Wt.	Haz?
HEADBIRD	ZEEPUR	N	06-11-2019 15:00	MANUAL	TRLR	TRLR11111	Y	?	100 SPARE PARTS	13.60	4000	8000	N

Shipment Details - 1 | Shipment Details - 2 | Selfdrive Info | Imdg | Waste | **Consignments** | Request History | Movements | Contact

Unit type:  
 One Cell  
 Two Cells, one plug  
 Two Cells, two plugs  
 Temperature Info:  
 Temperature:  °C Min:  °C Max:  °C  
 Plug / Monitor...  
 Port of Loading  Vessel  Port of Discharge

File Number: 9.57.680  
 Vessel: VALENTINE  
 Operated By: Cobelfret Ferries nv  
 Departure Date/Time: 06-11-2019 15:00  
 Arrival Date/Time: 06-11-2019 23:00  
 Holds:

Type	Remark	Date
Customs Gate In		08-11-2019 10:31
Missing Consignment		08-11-2019 10:31
Consignment Complete		08-11-2019 10:31

## 8. COMPLETE IMPORT CONSIGNMENT

The shipping line will provide all manifest and consignment information to the customs after departure. Once approved by customs, the consignment reference number will be available in the consignment screen. With this information, cargo can be claimed via the Port Community platforms.

- **UK:** For Inventory Linked entries, the UVI + Unit number is to be utilised when claiming cargoes in Destin8.
- **NL:** Zendingnummer Portbase MID melding.
- **BE:** Cuscar Afschrijfnummer.

Shipment Details - 1	Shipment Details - 2	Selfdrive Info	Imdg	Waste	Consignments	Request History	Movements	Contact						
IMPORT		Consignment ID: NET4094097820191105140833531			Consignment reference number: 57700-40940978001									
Detail custom document		Detail Consignment												
UED	Doc. type	Doc. Number	Expiry date	Office of destination	Receipt Place	Consigned Place	EORI	Name	Address	Country	Zip	City	VAT	Email
?														
Detail Consignment Items														
Nr Of Colli	Package	Item	Shipping Marks	Commodity code	Nett Weight (Kgs)	Gross Weight (Kgs)	Un Number	Primary Class	Technical Name (Imdg)					
100	PK	PARTS	MARKS	800800	0	4000								

You can enter the custom clearance information (Doc Type and Document Number) in the consignment screen. Without this information, the unit will not be released from the terminal.

### Important note:

The input of import Custom Document Type and Number is currently not required for Import U.K. The importer needs to provide the custom document information (MUCR/DUCR) via the **MCP platform**. This way, we receive the Import customs document information from MCP.

It is imperative that your inbound customs arrangements are performed in line with sailing schedules to ensure that cargo release can be performed effectively.