

WHAT DO YOU NEED TO DO AS AN EXPORTER, IMPORTER OR FORWARDER?

The requirements on your part depend on the role you play in the logistics chain, the agreements you have with your chain partners and your experience as an importer or exporter. In its most extensive form, you may need to complete 5 steps:

Step 1: Register with Customs

No relationship with Customs yet? Request an EORI number with them as soon as possible. Every company in Europe involved in import or export requires such a unique identification number. Also if you are an importer or exporter who uses a forwarder or customs agent for your import and export declarations.

Step 2: Decide who takes care of the import and export declarations

As an importer or exporter, determine whether you want to submit import and/or export declarations to Customs yourself or whether you will use a forwarder or customs agent for this.

If you submit the declarations yourself, you will need separate software and licences. Perhaps agreements with the Netherlands Food and Consumer Product Safety Authority (NVWA) and/or ILT are needed as well.

Full details on how to arrange these matters are available on the websites of Customs and the NVWA.

Step 3: Determine who is responsible for the pre-notification of customs documents

Once the import or export declaration has been completed, the customs documents in question will need to be immediately pre-notified at the shortsea terminal via Portbase.

The importer/exporter can do this, but also the forwarder, customs agent or, on occasion, the transport company. Make clear agreements about this! Without pre-notification, the transporter will not be granted access to the terminal and your cargo will come to a standstill.

Step 4: Subscribe to the Portbase services

If you are responsible for pre-notifying the import and export documents, you will need the following Portbase services:

For import: Notification Import Documentation 2.0

Use Notification Import Documentation 2.0 to send all your import documents to the shortsea terminal prior to the ship's arrival. Only containers that have been correctly pre-notified via Portbase are allowed to leave the terminal.

Action required!

Even if you are currently already using this service for pre-notification at deepsea container terminals, separate action is required for the usage at shortsea terminals. All information is available on the Portbase website. Here, you can also read more about the necessary supplementary terminal contract.

Costs and participation

You can use this application form to directly register with Portbase.

The use of Notification Import Documentation 2.0 for the pre-notification of import documents at shortsea terminals involves a one-off connection fee of € 249.50 (excluding VAT) until the 14th of March 2019. As of the 14th of March, this will be € 499.00 (excluding VAT). For the day-to-day use, there is a monthly subscription fee (€ 6.12 for the web service and € 20.43 for a system link-up) plus a transaction fee of € 0.18 per message.

For export cargo: Notification Export Documentation

Use Notification Export Documentation to send all your export documents to the shortsea terminal prior to your visit. Doing so means your cargo can board the ship without delay.

Containers that have not been properly pre-notified will not be granted access to the terminal.

Costs and registration

You can use this application form to directly register for Notification Export Documentation. The one-off connection costs are € 249.50 (excluding VAT) until the 14th of March 2019. As of the 14th of March, this will be € 499.00 (excluding VAT). The day-to-day usage is free of charge. If you are already a participant, no further action is required on your part. More information is available on the Portbase website.

Step 5: Check beforehand whether the terminal has the customs document

Before your transporter departs for the shortsea terminal, always make sure he verifies via Portbase whether the customs document of the container in question is known at the terminal. He can do this via the Portbase services below. For real-time insight into your cargo, you can also subscribe to these services yourself:

For import cargo: Import Status

Import Status offers real-time insight into the customs status of incoming cargo at shortsea terminals. You can immediately see whether the required customs obligations have been met and whether Customs might want to inspect the container.

As a result, the transporter knows whether the container can leave the terminal and, in most cases, will no longer need to deal with Customs.

If the pre-notification has not been made, then the terminal is prohibited from releasing the container by Customs and the container is stuck here.

Import Status is a free service. More information is available on the Portbase website. Here, you will also find an application form for immediate registration.

For export cargo: Track & Trace Export

Track & Trace Export offers insight into the status of your export container: from the moment of arrival at the shortsea terminal until the ship departs.

Via Track & Trace Export the transporter verifies whether the customs document accompanying your container is known at the terminal before departing for said terminal.

If the pre-notification has not been made, he will not be granted access to the terminal.

Track & Trace Export is part of Notification Export Documentation and is a web-based service. No extra costs are attached to the use of this service.

More information is available on the Portbase website. Here, you will also find an application form for immediate registration.