Palletways Portal Entry Guide V1 November 2020.

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Palletways
We Deliver

Preparing For Brexit.

Whilst Palletways has done everything possible to support you and your shipper's business with whatever type of Brexit trade deal we eventually get with the EU, there will be some preparation that all parties will have to do, with this in mind we have also created a handy step by step guide to help you through the process.
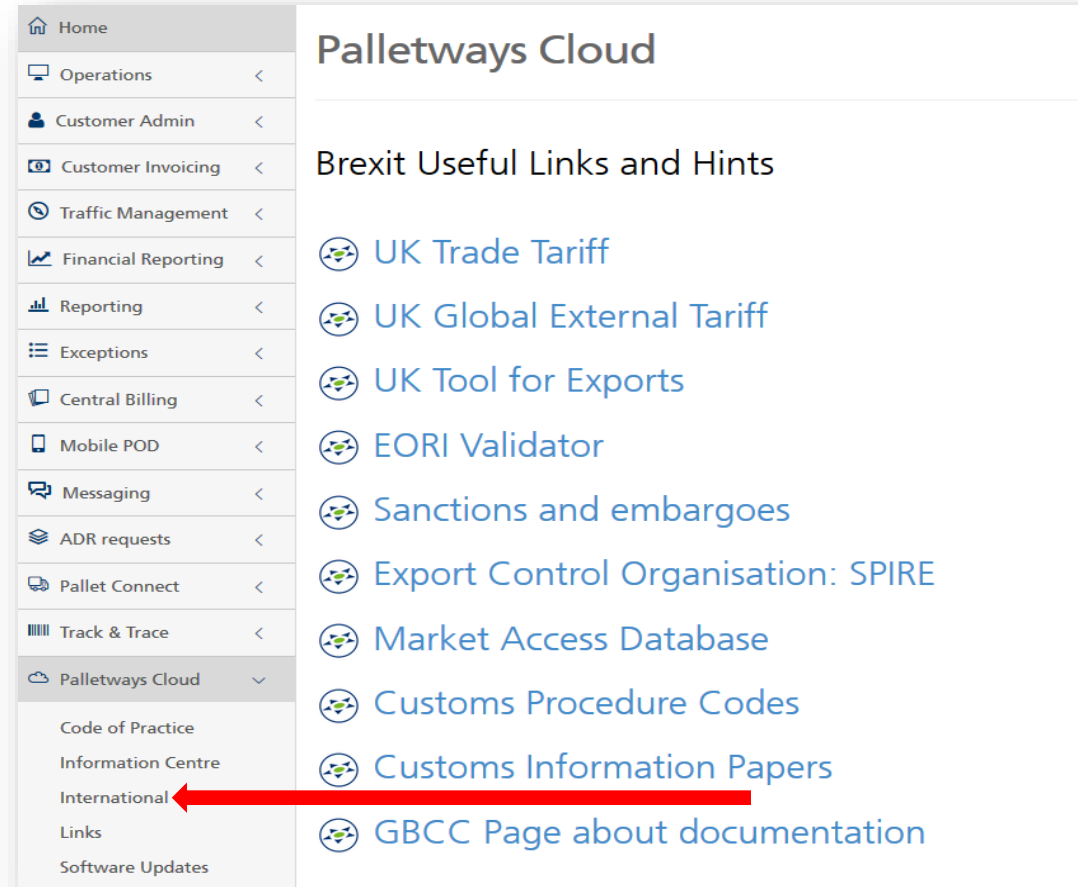
The UK Government has provided a Website where you can clarify the requirements and check if you are ready to trade; https://www.gov.uk/transition

1. Register for a UK and EU EORI number

2. Establish the correct CPC code (Customs Procedure Code)- Why are the goods being Exported/Imported

3. Agree Incoterms with your own customers (Commercial trading terms)

4. Learn how to describe and classify goods (Commodity codes)

5. Learn how to complete invoices, apply for any licences and certificates (If Applicable)

6. Prepare to submit your commercial invoices electronically

7. Understand customs & clearance requirements

8. Notify any of your receivers/importers about the potential changes

9. Set up a Deferment Account (If Applicable)

Helpful Links.

Below are useful links, these are also available in the Palletways Portal under the Palletways Cloud International section

- UK Trade Tariff
- UK Global External Tariff
- UK Tool for Exports
- EORI Validator
- Sanctions and embargoes
- Export Control Organisation: SPIRE
- Market Access Database
- Customs Procedure Codes
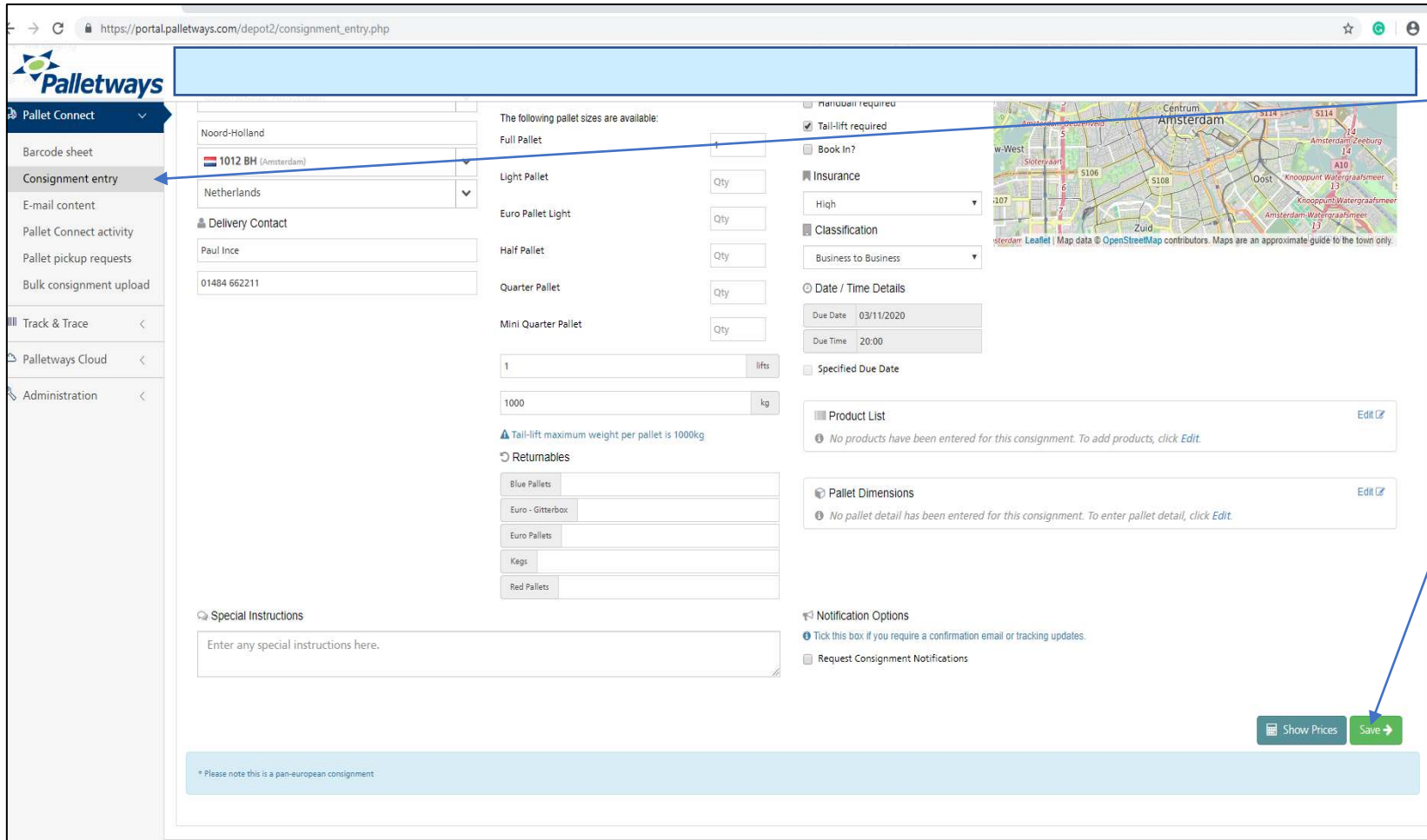- Customs Information Papers
- GBCC Page about documentation
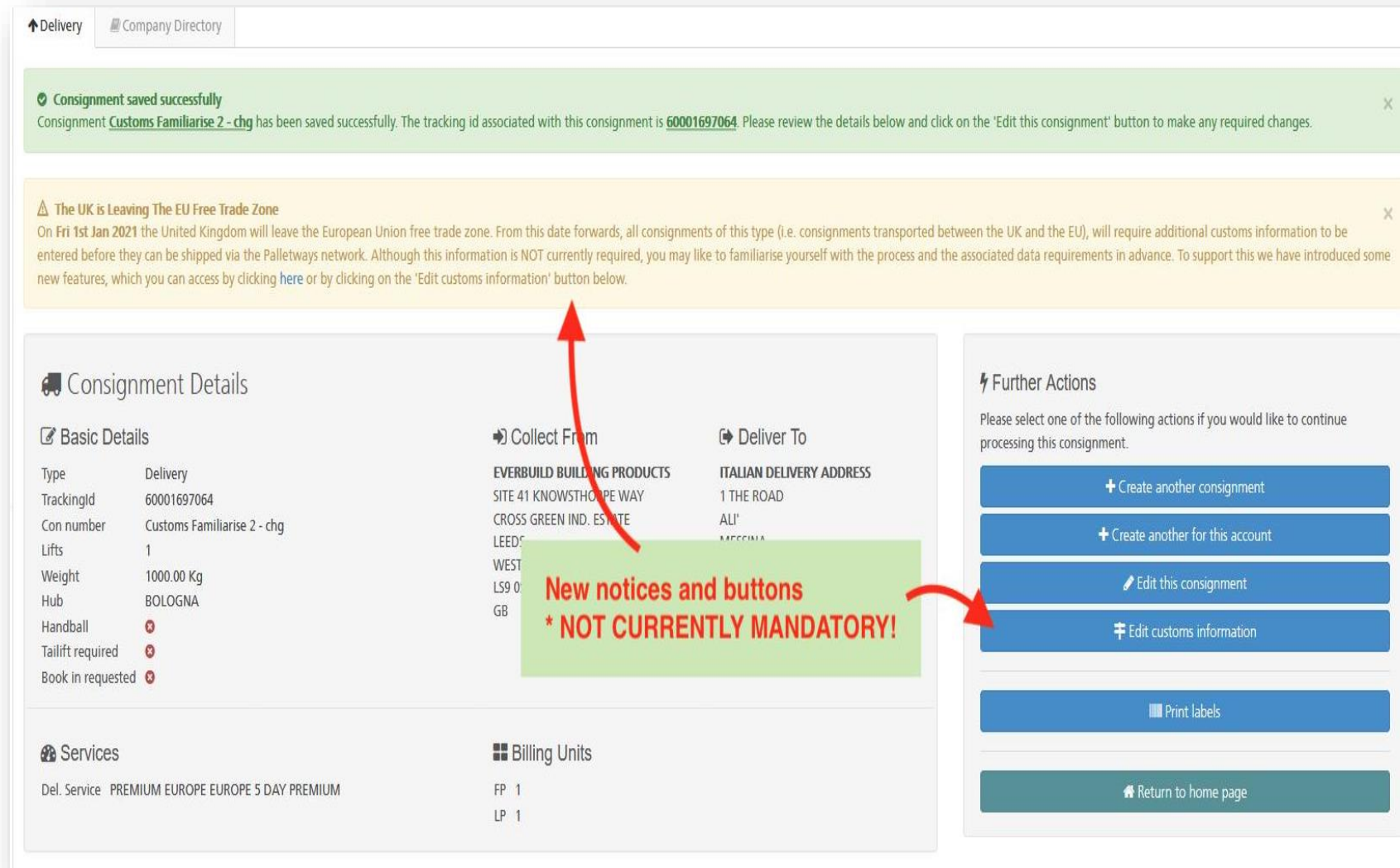
Palletways Portal Entry.

- Input the consignment as normal into the consignment entry screen, this can be done manually or by EDI.

- Once ALL details have been entered correctly then Save the consignment as normal

PORTAL – Mandatory Fields from 1ˢᵗ Jan

- Screen highlights the need for customs information for the product/s to be exported or imported

- Click on the blue button to input relevant customs information

- Please note after 31ˢᵗ December 2020 it will not be possible to print the labels or manifest the shipment until all of the required fields are completed successfully.

Palletways Portal Entry.

- The first tab covers the Exporter and Importer, this data should match what is provided on the commercial invoice, Correct contact detail **MUST** entered.

- The Exporter and Importer EORI Numbers and VAT Details should be provided (** CPC Codes**)

- The Incoterms need to be specified (Terms of Trading)

- The details of the Commercial Invoice also needs to be provided – (Invoice number)

- Once completed press apply to move on.

Palletways Portal Entry.

- Pallet size/weight details required for all pallets dispatched.

- Information must be correct including pallet weight (this cannot be guessed).

- Multiple pallets will have to be detailed separately

- Once completed press apply to move on.

Palletways Portal Entry.

Edit Customs Information

Consignment Number: CustomsConsignment, Lifts: 1

Exporter/Importer	Pallet Dimensions	Products

Pallet	TARIC Code	Description	Units	Currency	Total Value	Country of Origin	
1	3215907020	Heat sensitive ink on plastic film	5	EUR - Euro	150	United Kingdom	🗑
1	4401310000	Wood pellets	20	EUR - Euro	450	United Kingdom	🗑

+ Add Product

Add Invoice Image   **Browse** No file selected.

ⓘ Permitted file extensions are gif, jpg, jpeg, png, pdf

✖ Cancel   **🖫 Apply**

- Products in each pallet will need to be detailed on this page including the country of origin.

- The (Commodity/Taric code) for the product needs to be input for each product.

- The number of units plus the value of each product needs to be assigned – this can be taken from your invoice.

- A copy of the invoice needs to be assigned to the consignment, this is done by uploading it into the portal. (Browse and upload button).

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** Please note there will be further updates made to this section before 1st January 2021**

Sample of a commercial invoice.

- This is a sample of a Commercial Invoice, This contains the information required to complete the customs data entry.

Palletways API.

```xml
<?xml version="1.0" encoding="UTF-8"?>
<Manifest>
  <Date>2020-11-11</Date>
  <Time>15:40:00</Time>
  <Confirm>no</Confirm>
  <Depot>
    <Account>
      <Consignment>
        <Type>D</Type>
        <ImportID>CustomsTest</ImportID>
        <Number>CustomsTest</Number>
        <Reference>CustomsTest</Reference>
        <Lifts>2</Lifts>
        <Weight>750</Weight>
        <Handball>true</Handball>
        <TailLift>false</TailLift>
        <BookInRequest>true</BookInRequest>
        <BookInInstructions>Booking In Required</BookInInstructions>
        <ManifestNote>Special Instructions</ManifestNote>
        <CollectionDate>2020-11-11</CollectionDate>
        <DeliveryDate>2020-11-12</DeliveryDate>
        <DeliveryTime>23:59:59</DeliveryTime>
        <Service>
          <Type>Delivery</Type>
          <Code>A</Code>
          <Surcharge>A</Surcharge>
        </Service>
        <Address>
          <Type>Delivery</Type>
          <ContactName>Test Person</ContactName>
          <Telephone>+441543418000</Telephone>
          <Fax>+441543418000</Fax>
          <CompanyName>Customs Company</CompanyName>
          <Line>Customs Road</Line>
          <Line>Customs District</Line>
          <Town>Lichfield</Town>
          <County>Staffordshire</County>
          <PostCode>WS13 8NE</PostCode>
          <Country>GB</Country>
        </Address>
        <Pallet>B08491753</Pallet>
        <BillUnit>
          <Type>FP</Type>
          <Amount>2</Amount>
        </BillUnit>
      </Consignment>
    </Account>
  </Depot>
</Manifest>
```

- The Palletways API is in the process of being updated to accept all customs data. The details will be communicated by middle of November 2020 latest when an updated version of this guide will be provided.