

Call script terminals to activate hauliers

INTRODUCTION

On the 31st of December 2020, the transition period agreed after the Brexit will end. We will then immediately have to deal with customs formalities for cargo originating from and bound for the UK. This changes the way that we work with each other.

What will change after Brexit?

- First you make the booking with us (as always). From 1 January 2021 you must enter additional details for this booking when importing.
- From the 1st of January 2021 It will also be mandatory to pre-notify customs documents at our terminal via the Port Community System of Portbase. This pre-notification can be performed by your client(s) or by you.

QUESTIONS

1. Will your company pre-notify customs documents at our terminal via Portbase after Brexit?

No ->

- a. Then who will be doing this? [<note down name on excel sheet Portbase>](#)
- b. Do you know whether this party has/these parties have registered with Portbase? [<note yes/no on excel sheet Portbase>](#)
 - i. If yes: fine
 - ii. If no: inquire about contact person and email/phone number of the party/parties that will pre-notify the customs documents at our terminal for them. Ask for their consent for Portbase to approach them for additional information. [<note details on excel sheet Portbase>](#)

Yes -> Has your company registered with Portbase? Use the service Notification Import Documentation for the pre-notification of import documents. To pre-notify export documents, use the service Notification Export Documentation.

- a. If yes: [<check on excel sheet Portbase>](#)
- b. If no: [<note details on excel sheet Portbase>](#) Appeal to them to immediately register with Portbase. Without customs documents that have been correctly pre-notified via Portbase, you will NOT be granted access to or departure from our ferry terminal after the 31st of December 2020. You will irrevocably miss the boat and will have to divert to a temporary parking lot that is available round-the-clock. At that time, you will however be too late to register for the appropriate Portbase services. Therefore, make sure to register today for the Portbase services you require. Use the service Notification Import Documentation for the pre-notification of import documents. To pre-notify export documents, use the service Notification Export Documentation.

2. What should you always do?

- a. PREVENT THAT YOU COME TO A STANDSTILL and always check in Portbase whether the customs documents have been pre-notified to us before you start driving to our terminal.
- b. Has your company registered for the Portbase services which you can use to check in advance whether the required customs documents are known at our terminal? For import cargo, you use the service Import Status. For export cargo, you make use of the service Track & Trace Export.
 - i. If yes: fine [<check on excel sheet Portbase>](#)
 - ii. If no: [<note details on excel sheet Portbase>](#) Appeal to them to immediately register with Portbase. If the customs documents are not present at the terminal or are incomplete, you will NOT be granted access to or departure from our ferry terminal after the 31st of December 2020. You will irrevocably miss the boat and will have to divert to a temporary parking lot. Registration at Portbase takes at least 24 hours.

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ADDITIONAL INFORMATION

Take note!

- It takes at least 24 hours to get you connected following your registration with Portbase. In the run-up to a no-deal Brexit on the 1st of January 2021, this is quickly increasing due to the expected high number of registrations. So do not wait. Otherwise you will then come to a standstill. Register right now!
- Point out to the haulier that – also if clients indicate that they will pre-notify customs documents at your terminal themselves – they should be on the safe side in this respect. Tell them that they too need to register with Portbase for the services that allow them to pre-notify customs documents. In emergency situations, they can take control of the pre-notification process themselves and they can prevent themselves/their driver from missing the boat.

More information: www.getreadyforbrexit.eu