

# Palletways Portal Entry Guide V1

## November 2020.



# 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.

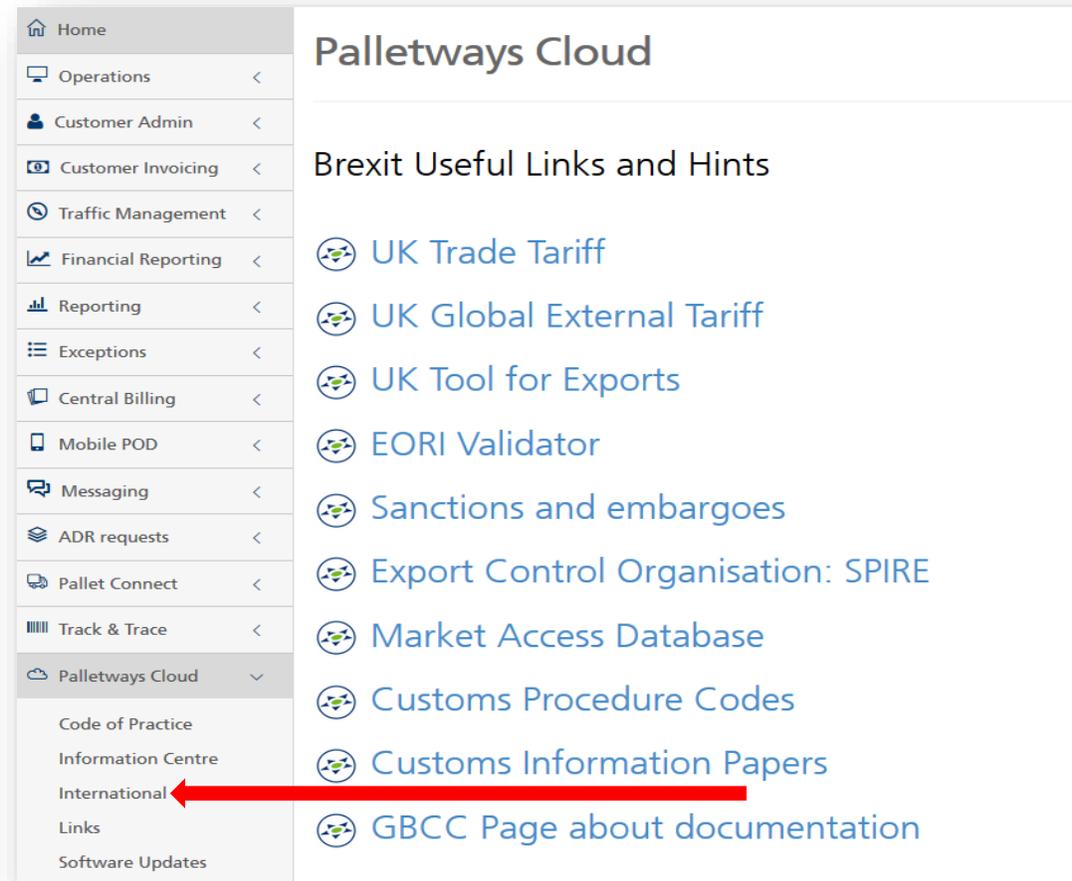
The UK Government has provided a Website where you can clarify the requirements and check if you are ready to trade; <https://www.gov.uk/transition>

- 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](#)

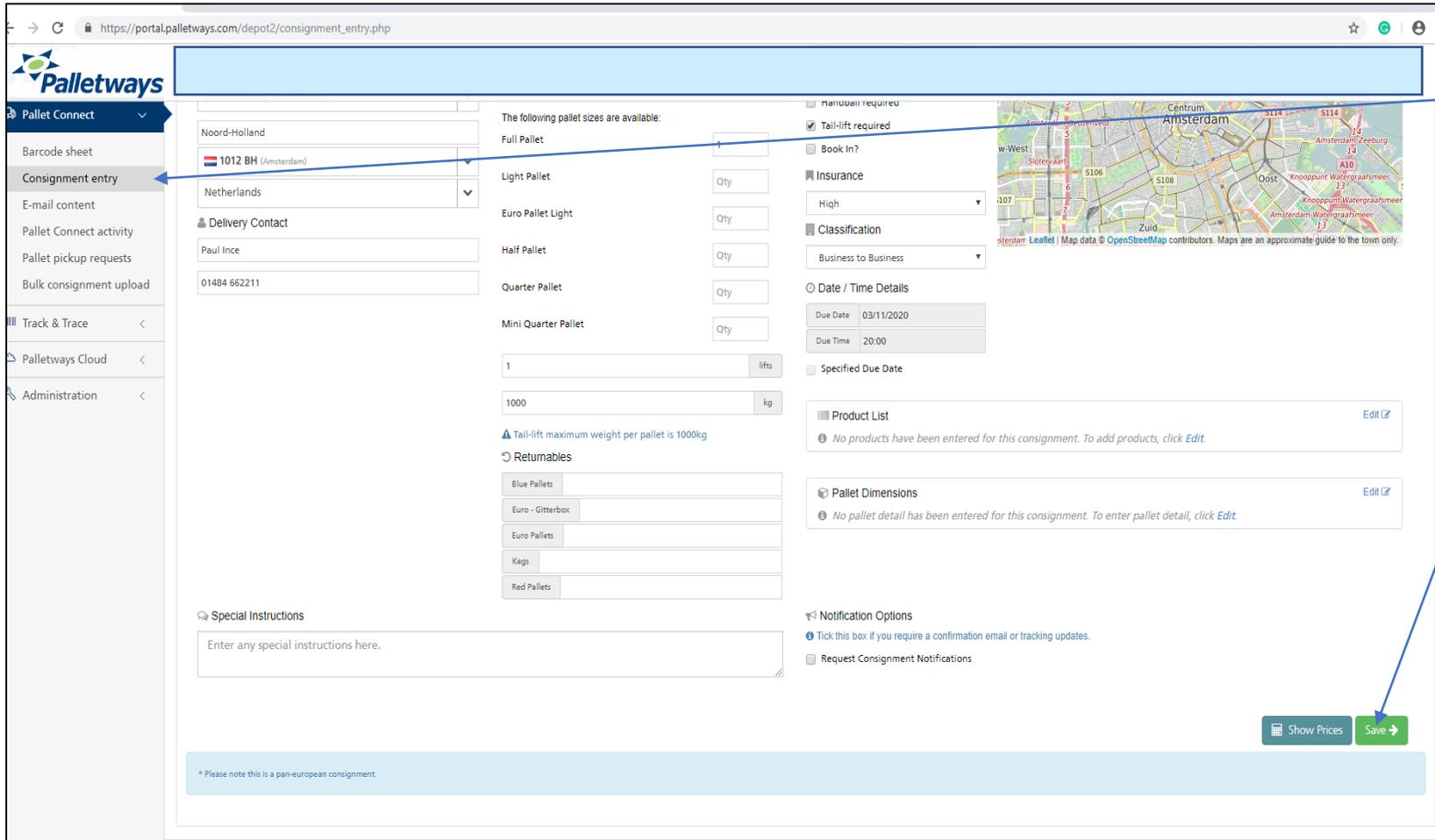


**Palletways Cloud**

Brexit Useful Links and Hints

- [UK Trade Tariff](#)
- [UK Global External Tariff](#)
- [UK Tool for Exports](#)
- [EORI Validator](#)
- [Sanctions and embargoes](#)
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# Palletways Portal Entry.



The screenshot shows the Palletways portal entry form. The browser address bar displays [https://portal.palletways.com/depot2/consignment\\_entry.php](https://portal.palletways.com/depot2/consignment_entry.php). The Palletways logo is in the top left corner. A navigation menu on the left includes: Pallet Connect, Barcode sheet, Consignment entry (highlighted), E-mail content, Pallet Connect activity, Pallet pickup requests, Bulk consignment upload, Track & Trace, Palletways Cloud, and Administration. The main form area is divided into several sections: 

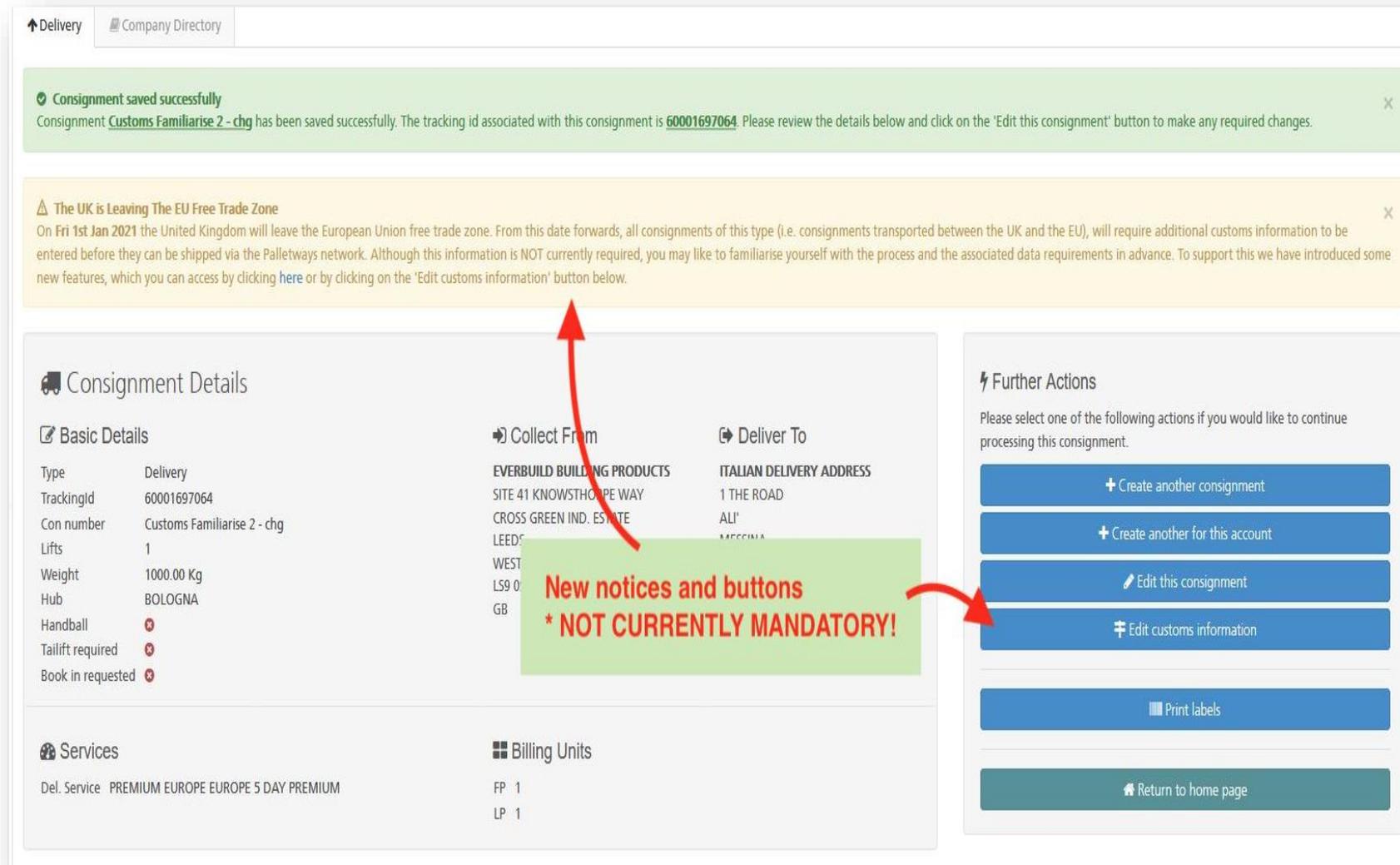
- Location:** Noord-Holland, 1012 BH (Amsterdam), Netherlands.
- Delivery Contact:** Paul Ince, 01484 662211.
- Pallet Sizes:** Full Pallet, Light Pallet, Euro Pallet Light, Half Pallet, Quarter Pallet, Mini Quarter Pallet. Each has a quantity input field.
- Options:** Tail-lift required (checked), Book in?, Insurance (High), Classification (Business to Business).
- Date / Time Details:** Due Date (03/11/2020), Due Time (20:00), Specified Due Date (unchecked).
- Product List:** No products have been entered for this consignment. To add products, click Edit.
- Pallet Dimensions:** No pallet detail has been entered for this consignment. To enter pallet detail, click Edit.
- Returnables:** Blue Pallets, Euro - Gitterbox, Euro Pallets, Kegs, Red Pallets.
- Special Instructions:** Enter any special instructions here.
- Notification Options:** Tick this box if you require a confirmation email or tracking updates. Request Consignment Notifications (unchecked).

At the bottom right, there are buttons for 'Show Prices' and 'Save'. A footer note states: '\* Please note this is a pan-european consignment'.

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 1<sup>st</sup> Jan



↑ Delivery Company Directory

✔ Consignment saved successfully  
Consignment **Customs Familiarise 2 - chg** has been saved successfully. The tracking id associated with this consignment is **60001697064**. Please review the details below and click on the 'Edit this consignment' button to make any required changes.

⚠ The UK is Leaving The EU Free Trade Zone  
On **Fri 1st Jan 2021** the United Kingdom will leave the European Union free trade zone. From this date onwards, all consignments of this type (i.e. consignments transported between the UK and the EU), will require additional customs information to be entered before they can be shipped via the Palletways network. Although this information is NOT currently required, you may like to familiarise yourself with the process and the associated data requirements in advance. To support this we have introduced some new features, which you can access by clicking [here](#) or by clicking on the 'Edit customs information' button below.

### Consignment Details

#### Basic Details

Type	Delivery
TrackingId	60001697064
Con number	Customs Familiarise 2 - chg
Lifts	1
Weight	1000.00 Kg
Hub	BOLOGNA
Handball	⊗
Tailift required	⊗
Book in requested	⊗

Collect From	Deliver To
EVERBUILD BUILDING PRODUCTS	ITALIAN DELIVERY ADDRESS
SITE 41 KNOWSTHORPE WAY	1 THE ROAD
CROSS GREEN IND. ESTATE	ALI'
LEEDS	MECCINA
WEST	
LS9 0	
GB	

**New notices and buttons  
\* NOT CURRENTLY MANDATORY!**

#### Further Actions

Please select one of the following actions if you would like to continue processing this consignment.

- + Create another consignment
- + Create another for this account
- ✎ Edit this consignment
- ⚙ Edit customs information
- 🖨 Print labels
- 🏠 Return to home page

#### Services

Del. Service PREMIUM EUROPE EUROPE 5 DAY PREMIUM

#### Billing Units

FP 1  
LP 1

- 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 31<sup>st</sup> 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.

Edit Customs Information

Consignment Number: CustomsConsignment, Lifts: 1

☰ Exporter/Importer   Pallet Dimensions   🛒 Products

Exporter Details		Importer Details	
Company	<input type="text"/>	Company	<input type="text"/>
Line 1	<input type="text"/>	Line 1	<input type="text"/>
Line 2	<input type="text"/>	Line 2	<input type="text"/>
Line 3	<input type="text"/>	Line 3	<input type="text"/>
Line 4	<input type="text"/>	Line 4	<input type="text"/>
Line 5	<input type="text"/>	Line 5	<input type="text"/>
Town	<input type="text"/>	Town	<input type="text"/>
Country	<input type="text" value="Please select a country"/>	Country	<input type="text" value="Please select a country"/>
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Contact Name	<input type="text"/>	Contact Name	<input type="text"/>
Contact Telephone	<input type="text"/>	Contact Telephone	<input type="text"/>
Contact Email	<input type="text"/>	Contact Email	<input type="text"/>
Exporter EORI	<input type="text"/>	Importer EORI	<input type="text"/>
Exporter VAT	<input type="text"/>	Importer VAT	<input type="text"/>
Commercial Information		Invoice Number	<input type="text"/>
Incoterms	<input type="text" value="Please specify incoterms"/>		

✕ Cancel   **Apply**

- 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.

**\*\* Please note there will be further updates made to this section before 1<sup>st</sup> January 2021\*\***

# Palletways Portal Entry.

Edit Customs Information

Consignment Number: Content Presentation, Lifts: 1

☰ Exporter/Importer   📦 Pallet Dimensions   🛒 Products

Pallet	Type	Length (mm)	Width (mm)	Height (mm)	Weight (kg)
1	STD	1200	1000	0	0

✕ Cancel   📄 Apply

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  No file selected  
Permitted file extensions are gif, jpg, jpeg, png, pdf

• 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).

# Sample of a commercial invoice.

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

Appendix A3



**ABC International Ltd.,**  
Business Park, Station Road,  
Cambridge, CB1 1AA, United Kingdom  
Tel: (0044) 1223-444222  
Fax: (0044) 1223-444223

INVOICE No.	DATE	PAGE
1234	07-JAN-2018	1

**COMMERCIAL INVOICE**

**INVOICE ADDRESS**

BUYER:  
MUMBAI COMPANY,  
300 NORTH STREET,  
MUMBAI,  
INDIA

**CONSIGNEE**

BY AIR  
CONSIGNED TO ORDER OF  
STATE BANK OF INDIA  
MUMBAI,  
INDIA.  
  
NOTIFY BUYER

Customer Order No. : KTT-08834  
Date : 14-DEC-2015

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Customer A/c No. : 22613

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Payment Terms : Documentary Collection  
D/P : Documents Against Payment (SIGHT)

SUBJECT TO ABC INTERNATIONAL LTD. TERMS AND CONDITIONS OF SALE. CONTACT AVAILABLE ON REQUEST. CURRENCY OF INVOICE IS GBP UNLESS OTHERWISE INDICATED. IN FREE INCOTERMS 2010

LINE ITEM	DESCRIPTION OF GOODS	HS CODE	UNIT PRICE	QTY	UNIT PRICE	TOTAL PRICE
01	LABORATORY EQUIPMENT Double Laser Laboratory FMG Framework Plus Standard Accessories—as follows:	23889	9027 30	UK	1	Box No. 1 4,213.28 4,213.28
02	UV Light	68234	9027 90	UK	1	Box No. 2 254.68 254.68
03	Beam 200W	68235	9027 90	UK	1	Box No. 2 345.20 345.20
04	Tray 6cm	68238	9027 90	UK	1	Box No. 2 80.20 80.20
05	Holder 20 x 40	68233	9027 90	UK	1	Box No. 2 45.00 45.00
06	Container with Lid 17 cm Diam	68232	9027 90	UK	1	Box No. 2 62.00 62.00
07	Treble Alto Switch	68231	9027 90	UK	1	Box No. 2 25.00 25.00
08	Cable Black	68239	9027 90	UK	1	Box No. 2 18.50 18.50
Charges up to Mumbai Airport by airfreight						600.00
<b>TOTAL VALUE CPT MUMBAI AIRPORT AS PER INCOTERMS 2010</b>						<b>GBP 5,643.96</b>

Marking of Goods (Standard Markings) included  
Packing of Goods (Standard Packing Materials) included  
Labelling of Goods (Standard Labels) included  
Note : Insurance, Import Customs Clearance, Payment of Duties & Local Taxes not included

**PACKING SPECIFICATION**

TOTAL QUANTITY : 2 CARTONS  
TOTAL GROSS WEIGHT: 77 KGS.  
TOTAL NET WEIGHT: 71 KGS.

BOX NO.	GROSS WEIGHT (KGS.)	NET WEIGHT (KGS.)	DIMENSIONS (CMS)	CUBE M3	VOLUMETRIC (AIRFREIGHT) (KGS)
1	45	41	44 X 38 X 38	0.064	11.0
2	32	30	36 X 29 X 20	0.021	03.5

PACKING MATERIAL IS CARDBOARD CARTONS  
NO WOOD PACKAGING MATERIAL USED

SHIPPING MARKS : FULLY ADDRESSED  
ORDER NO: KTT-08834  
ORIGIN OF GOODS: UNITED KINGDOM

SHIPMENT FROM: UK AIRPORT  
SHIPMENT TO: MUMBAI AIRPORT, INDIA

WE, ABC INTERNATIONAL LTD., DO HEREBY CERTIFY THIS INVOICE TO BE TRUE AND CORRECT, AND FURTHER CERTIFY ORIGIN OF GOODS IS E.C. (EUROPEAN COMMUNITY : UNITED KINGDOM)

Signed: \_\_\_\_\_  
FOR AND ON BEHALF OF:  
ABC INTERNATIONAL LTD.

Company Registration No: 2223333 Registered Office: as above. VAT No. GB 123 4567 89

# Palletways API.

```

<?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>
      </Account>
    </Depot>
  </Manifest>
  <BillUnit>
    <Type>FP</Type>
    <Amount>2</Amount>
  </BillUnit>

```

- 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.