

# Are you a Loader?

## Who should read this paper?

Those parties responsible for receiving, presenting and loading goods for export from the UK.

## Actions so far

We have set out basic information that we feel should be provided by exporters and freight agents to enable Loaders to accurately record goods presented for export at UK ports and airports. We have recently, in a series of flyers, reminded exporters to supply accurate and timely information to their freight agents and, consequently, those paying agents to correctly advise port loaders.

Following the declaration being made, we have recommended that you are informed (by the agent) of the official Customs reference for shipping goods. References such as the actual Declaration Unique Consignment Number (DUCR) used or official entry reference number would create a good auditable record. What Customs need to be able to do is trace shipments through a trader's books and also CHIEF records. We believe accurate CHIEF messaging and use of official references is the key to achieving our ultimate goal.

Whilst exports is now a largely paperless system, we have recommended which NES details agents ought supply to enhance the export system, especially when sending goods forward to Transit Sheds, Designated Export Places (DEPs), Inland Clearance Depots (ICDs) and ports.

This will hopefully improve any transposition of the Master UCR (MUCR) or DUCR made by you, the NES approved loader. Many arrivals are notified through use of inventory-booking references so these are also worth confirming with agents in order to successfully link them to the correct CHIEF record.

## What we need you to do

Most exports are delivered to inventory linked, electronic port systems or ports with approved loaders, who in turn have electronic links into our central computer system, CHIEF (Customs Handling of Import Export Freight) (see 1 & 2 below).

**Where you are responsible for inputting the electronic arrival message, this completes the act of legal presentation of the goods for export.**

For those ports with no electronic links to CHIEF any goods for export must be presented independently to Customs who will access CHIEF on the traders behalf (see 3 below).

Below is a **mandatory** check-list which will help Customs Approved Loaders in avoiding Customs Civil Penalties (CCPs) (Public Notice 301).

# 1. For electronic arrival messages at inventory or web-linked locations

For successful arrival messages at the port or airport

- A timely and accurate arrival message should be made to CHIEF with the following information.
- CHIEF Reference (EPU, Entry No & Date) or UCR (MUCR or DUCR).
- Location of goods.
- Ensure that the correct DUCR reference number, inventory reference or MUCR is input. Any mis-keying may result in Customs holds.

# 2. For electronic departure messages at inventory or web-linked locations

If a Departure message is required for the shipment(s) all of the following 6 items must be entered. These are:

- DUCR / MUCR
- Location of Goods
- Name of vessel
- The actual date of export
- Flag code of vessel, and
- Mode of transport

# 3. For arrivals and departures at manual locations

Where ports or export locations are not controlled through electronic means, goods for export must be presented to Customs.

Loaders should supply Customs with a completed C1601 form, obtainable from our web-site along with a completed C130EX. Customs will perform the actions similar to the loader found at inventory ports or Customs approved web loaders. Customs input the details mention in paragraphs 1 and 2 above. Once cleared for shipment the C130EX will allow goods to be loaded and shipped. Once shipped the C130EX should be stamped by the loader and be presented again to Customs to complete the required departure message.

Goods **must not** be shipped, or be loaded to be shipped, without Permission to Progress (P2P) having been granted from Customs.

## **What do I do if the supplied reference is invalid?**

If the reference number covering the goods is entered to CHIEF and CHIEF does not accept the details, a new entry should be considered so as to allow the export to take place. Any duplication must brought to the attention of Customs as soon as possible.

## **Conclusion**

All the information above is a guide to assist you, the NES Loader at the Port of Export, in submitting accurate arrival and departure messages. We value your part in the export chain as your timely actions complete export procedures, help assure the business and allow UK exporters to zero rate their goods for VAT, obtain CAP refunds and complete other export formalities.

If you have any query regarding this paper please contact the NES Helpdesk on 029 20386254/55.