



e-Desk v3.4

User Manual

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1. Introduction

With the e-Desk application, declarants throughout Europe can quickly and efficiently send information to the container and RO/RO terminal operators in the *ports of Antwerp and Zeebrugge*.

Thanks to e-Desk, declarants no longer have to submit hardcopy documents to the terminal operators, and they can also easily track the status of their cargoes.

Terminal operators can use the information in the e-Desk EXPORT module to comply with their obligation to notify customs about MRN data of cargo delivered to a terminal and exported by ship.

Terminal operators can use the information in the e-Desk IMPORT module to find out if the RO/RO cargo that was delivered to their terminal by ship has already been cleared, and if the cargo may leave the terminal.

As soon as the United Kingdom leaves the European Union, import and export cargo of ferries can be specified in e-Desk as well.

2. Export module

2.1. Context

In the framework of its e-Customs processes, the European Union drew up the Multi Annual Strategic Plan (MASP). One of the steps in this MASP is the introduction of the Export Control System (ECS). This system is intended to completely automate the monitoring of export declarations. In Belgium, the export declaration is made in PLDA (PaperLess Douane & Accijnzen).

PLDA/ECS states that the terminal operators must submit an electronic notification of arrival of goods at the customs office of exit (= place where goods leave the EU). In order to complete this mandatory notification to customs, the terminal operator must be aware of the MRN numbers of the cargo in a container or a vehicle.

This is where an electronic desk, the 'e-Desk', is beneficial.

E-Desk is a central application where exporters, freight forwarders and shippers across Europe can electronically register the MRN and cargo data needed by terminal operators for mandatory customs reports.

Benefits:

- By registering data electronically in e-Desk, MRN data can be submitted to the terminal operator before the cargo arrives at the terminal.
- The hardcopy documents no longer need to be sent to the terminal operator,
- The terminal clerk no longer has to retype data, which reduces the risk of errors.
- Before delivering vehicles, containers or units (ferry) by barge or rail, where the carrier cannot manually submit data, the barge or rail operator can submit the data electronically.
- The information can be provided by various parties: the declarant, agent or carrier, irrespective of where they are in the EU.

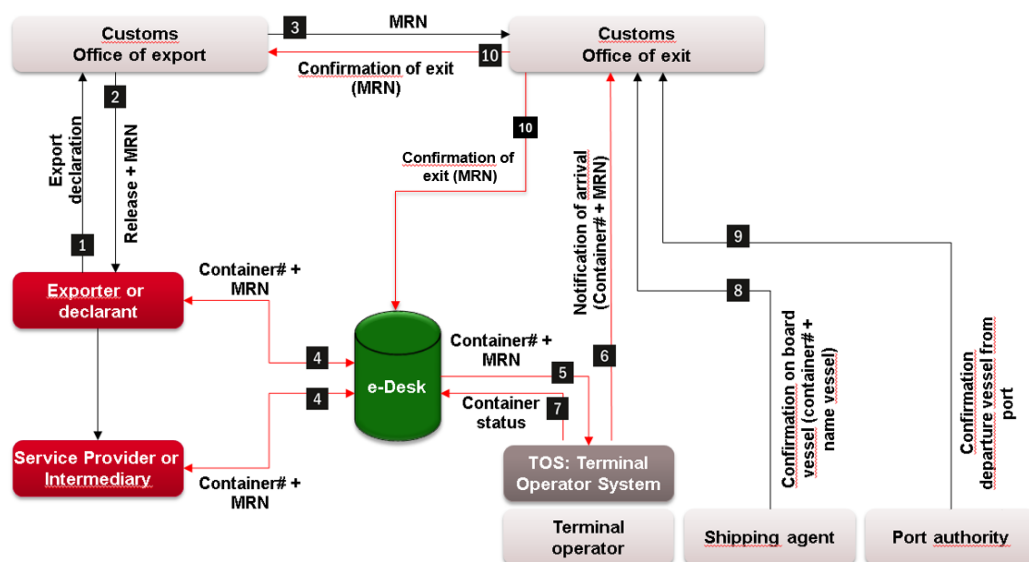
Using the e-Desk export module, customs documents can be submitted covering all:

- export cargo delivered to the terminal (containers, RO/RO and ferry units)
- transit cargo delivered to the terminal (containers and ferry units)

The participating terminal operators in Antwerp and Zeebrugge can be consulted on the C-Point website: www.c-point.be.

2.2. Concept and operation

The diagram below shows how e-Desk functions within the ECS:



E-Desk thus acts as a communication channel between the declarants and the terminal operators in Antwerp and Zeebrugge.

The declarant can enter data in e-Desk in two ways:

- Via the e-Desk web application, at <https://my.portofantwerp.com>. Data can be entered in the web application either manually or by copying and pasting text from Excel or Word files.
- Via an XML message (EBADEC message) generated by the declarant's own software. The EBADEC message specifications can be found via the download centre at www.portofantwerp.com/apcs.

Data can also be changed or cancelled using the same two methods. Depending on the status of the data, this option is limited. For instance, it is logical that data

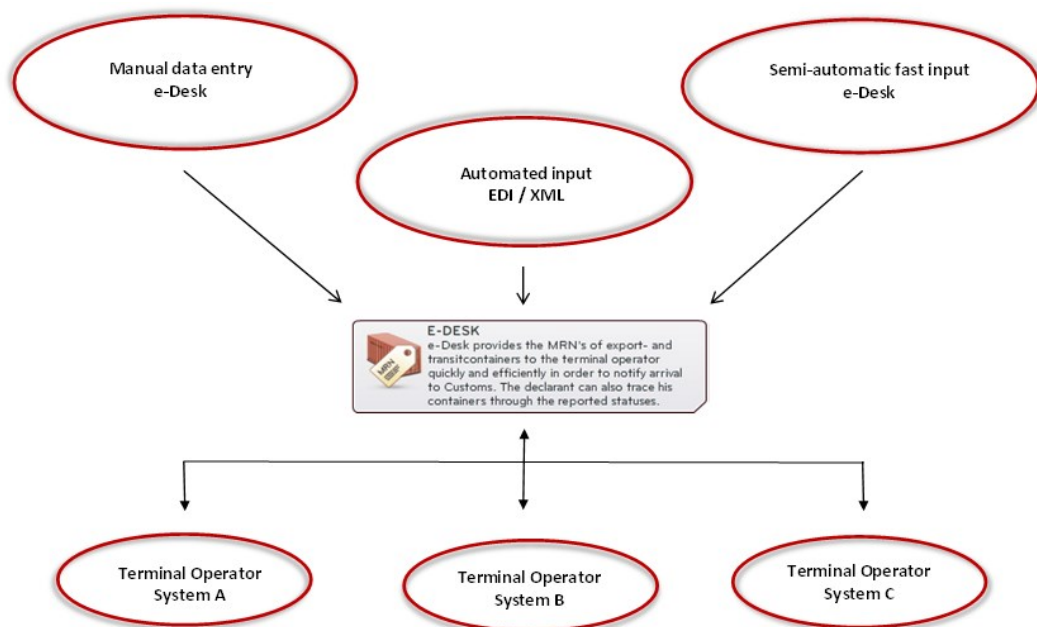
cannot be changed if all the containers, vehicles or ferry units on an MRN document have already been shipped. See also section 2.3 'Current Status'.

The recorded data is forwarded by e-Desk to the terminal operator's Terminal Operator System (TOS). The terminal operator provides mandatory notifications to the customs authorities from its TOS. Terminal operators thus remain responsible for sending an arrival notification to the customs authorities.

The terminal operator also sends data to e-Desk: whenever a container, vehicle or unit arrives at or leaves the terminal, a notification is sent to e-Desk. These terminal messages are used to determine the status of containers, vehicles, units and MRN documents in e-Desk. It also provides the declarant with clear information about the status of its goods; the declarant can consult the web application to see if its goods have arrived or left the terminal.

In addition, the declarant may also consult e-Desk to check if the customs authorities have confirmed exit of the goods.

A general diagram of e-Desk and how it interacts with the TOS is shown below:



2.3. Current status

The container, vehicle or unit status is determined from the reports of the terminal operators about arrival or departure of a container, vehicle or unit at the terminal:

STATES OF CONTAINERS, RO/RO & FERRY




PROVISIONAL	Container, vehicle or unit has not yet arrived at the terminal.
ANNOUNCED	Container, vehicle or unit transported to another terminal or the customs scanner.
ACTIVE	Container, vehicle or unit is at the terminal.
EXECUTED	Container, vehicle or unit left the terminal via the land side (by truck, barge or rail).
FINALISED	Container, vehicle or unit left the terminal via the land side more than 5 days ago or was shipped.
CANCELLED	<p>Container, vehicle or unit cancelled by the declarant, or was transported to another terminal or the customs scanner but did not arrive within 5 days at the next terminal.</p> <p>A container, vehicle or unit is automatically cancelled if, within 20 days after registration, e-Desk does not receive a notification from a terminal operator concerning arrival or departure at the terminal.</p>

The status of the documents associated with the container, the vehicle or the unit is determined according to the status of the container, the vehicle or the unit. The following exceptions apply:





- A type T (Transit) document is immediately given 'FINALISED' status after the arrival of all containers, vehicles or units associated with the document at the terminal. The reason behind this is that transit documents are only valid until cargo has arrived at the destination specified in the transit document.
- Once a container, vehicle or unit associated with a 'FINALISED' Transit Document exits the terminal via the land side, the transit document is given 'REPORTED' status. This means that the operator of the next terminal where the container, vehicle or ferry arrives no longer needs to report the transit document to the customs authorities.

2.4. Buttons and icons

For declarants:

	The logged-in declarant is the owner
	The logged-in declarant is not an owner or former owner
	The logged-in declarant used to be the owner but a terminal clerk has made a correction



For terminal operators:

	The logged-in terminal operator is the owner
	No terminal operator is owner yet
	A terminal operator other than the logged-in terminal operator is owner
	The logged-in terminal operator has been indicated as indicative terminal operator by the declarant

2.5. Expand and reduce size of detail screens

The export module of e-Desk contains various detail screens that provide specific information about a container, vehicle, unit, container, vehicle or unit management and/or associated documents.

Would like to expand these detail screens to cover the (full) width of your monitor? You can expand or reduce the size of each detail screen if desired.

First of all, you can close the navigation on the left of your screen by clicking on . This frees up additional space for the detail information. [\[1\]](#) Still not enough space? You can also expand the detail screen to cover the full width of your screen by clicking on  at the top right of your screen. [\[2\]](#)

e-Desk

Dashboard

Assign Change

Containers export

Container	Document
CARRIERTYPE	QSGEEEEEEEEEEEE
CARRIERTYPE	CARRIERTYPE00000001
COMBASE0001	COMBASE000000000003
COMBASE0001	COMBASE000000000001
CARINFTEST2	CARINFTEST2TERMINA
TEST7711771	CARINFTEST000000
MSJUZ206001	TESTEN000000000001
ROBU1234566	17FRD029966666662
ROBU1234566	17FRD029966666662
TESTAN0001	DOCTESTAN00000001
ANTEST0001	DOCTESTAN00000001
TEST0000004	TEST00000000000001
EBAREPTEST0	EBAREPTEST00000000
TESTDPW0001	TESTDPWORLD00000000
TESTAN0001	TESTAN00000000000009
BRRR5253033	168EE000008189293
VIV0000002	158EE2503891472583

Containerdocument

Containerdocument log

Containerdocument

Owner company

AGENT CANTJE

Created by

SYSTEM

Ex owner company

Created on

29-02-2016 13:42

Container

Container number

BRRR5253033

Indicative terminal

PSA ANTWERP 05869

Terminal

MSC PSA EUROPEAN TERMINAL (K 1742)

Carrier

Truck

Container status

Active

Indicative reference

TEST

Reference

Document

Document number

168EE000008189293

Document status

Active

Customs office

BE343000

ZEEBRUGGE D DOUANEKANTOOR

Reference

MRN

Type

EX

Direction

EXPORT

Exit customs confirmed

Exit customs office

To exit this full screen mode, click on  in the expanded detail screen. [3]

e-Desk

Dashboard

Assign Change

Containerdocument

Containerdocument log

Containerdocument

Owner company

AGENT CANTJE

Created by

SYSTEM

Ex owner company

Created on

29-02-2016 13:42

Container

Container number

BRRR5253033

Indicative terminal

PSA ANTWERP 05869

Terminal

MSC PSA EUROPEAN TERMINAL (K 1742)

Carrier

Truck

Container status

Active

Indicative reference

TEST

Reference

Document

Document number

168EE000008189293

Document status

Active

Customs office

BE343000

ZEEBRUGGE D DOUANEKANTOOR

Reference

MRN

Type

EX

Direction

EXPORT

Exit customs confirmed

Exit customs office

2.6. Registration of MRN documents

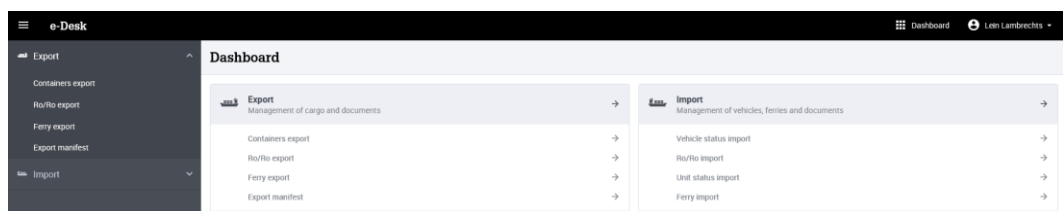
2.6.1. CONTAINERS EXPORT, VEHICLES EXPORT and FERRY EXPORT screen

Declarants can register MRN documents for containers, RO/RO or ferry units with the e-Desk EXPORT module.

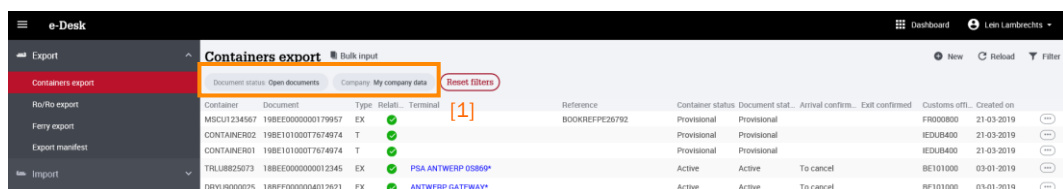
- MRN documents for containers are registered via the CONTAINERS EXPORT screen.

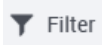
- MRN documents for RO/RO are registered via the VEHICLES EXPORT screen.
- MRN documents for ferry units are registered via the FERRY EXPORT screen.

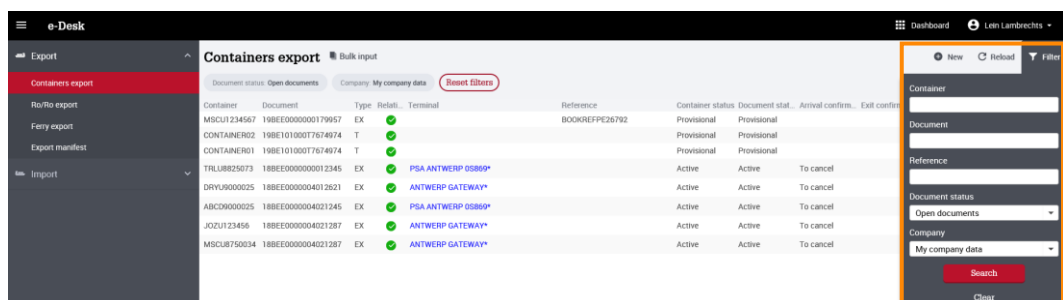
Select the EXPORT module in the menu bar and then click on CONTAINERS EXPORT, RO/RO EXPORT or FERRY EXPORT to open one of these screens, or click directly on CONTAINERS EXPORT, RO/RO EXPORT or FERRY EXPORT on the dashboard:



The CONTAINERS EXPORT, RO/RO EXPORT or FERRY EXPORT status report is displayed and is sorted by the CREATED ON column, whereby the oldest logs are listed at the bottom and the newest at the top. Only your company's OPEN DOCUMENTS are displayed by default. [1]



You can filter the CONTAINERS EXPORT, RO/RO EXPORT or FERRY EXPORT status report by clicking on the  Filter button, which opens a dropdown menu [2].



You can filter the CONTAINERS EXPORT, VEHICLES EXPORT or FERRY EXPORT list on:

- Container number, vehicle number or unit identification: enter the first few characters of the requested cargo
- Document number: enter the first few characters of the document number you are looking for
- Reference
- Document Status: Select from: OPEN DOCUMENTS, ALL DOCUMENTS, PROVISIONAL, ACTIVE, EXECUTED, ANNOUNCED, FINALISED, REPORTED and CANCELLED:
 - a. If OPEN DOCUMENTS is selected, you will be shown all documents with the statuses PROVISIONAL, ACTIVE, EXECUTED or ANNOUNCED.
 - b. If ALL DOCUMENTS is selected, you will also be shown FINALISED, REPORTED and CANCELLED documents.
- Company. You can also view all the documents that have been registered in e-Desk via the COMPANY filter.

Click the **SEARCH** button. A filtered list appears.

e-Desk


Export

Containers export

Containers export Bulk input

Document: 1BEE Document status: Open documents Company: All data Reset filters

Container	Document	Type	Relate	Terminal	Reference	Container stat.	Document stat.	Arrival confirm.	Exit confirmed	Customs off.	Created on
MNBUJ506287	1BEE0000000MANUAL58	EX	X			Provisional	Active			BE101000	07-11-2018
TILRU825073	1BEE00000000012345	EX	✓	PSA ANTWERP OSB99*		Active	Active	To cancel		BE101000	03-01-2019
DRIYU000025	1BEE0000000004012621	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101000	03-01-2019
ABCQ9000025	1BEE0000000004021245	EX	✓	PSA ANTWERP OSB99*		Active	Active	To cancel		BE101000	03-01-2019
JOUZU23456	1BEE0000000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101000	02-01-2019
MSCUR750034	1BEE0000000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101000	02-01-2019
CBIJUB374884	1BEE00000000000MLA1	EX	X	PSA ANTWERP OSB99*		Active	Active	To cancel		BE101000	19-12-2018
TEST1231234	1BEE0000000005738281	EX	✓	PSA ANTWERP OSB99*		Active	Active	To cancel		BE101000	17-12-2018

Click on a row in the summary to view the details for a document and container, vehicle or unit combination. The details for the selected row will appear on the right side of the status report. [1] Click on the  to the right of the details to close the detail screen. [2]

Containers export

Container	Document	
MNBU0506287	18BEE0000000012345	
TRLU8825073	18BEE0000000012345	
DRYU9000025	18BEE0000004012621	
ABCD9000025	18BEE0000004021245	
JOZU123456	18BEE0000004021287	
MSCU8750034	18BEE0000004021287	
CBHU8374884	18BEE000000000MLA1	
TEST1231234	18BEE0000005738281	
MLA20180005	18BEE2018211700001	
MLA20180006	18BEE2018121100003	
GESU9280801	18BEE00000047178098	
GESU9280801	18BEE00000047178071	
GESU9280801	18BEE00000047178063	
GESU9280801	18BEE00000047178055	
GESU9280801	18BEE000000MANUAL68	
MVSTEST0020	18BEE0000002776732	
DOUA1234567	18BEE1234567891123	
ACATEST0001	18BEE0000002776732	
MVSTEST0010	18BEE0000002776724	
MVSTEST0009	18BEE0000002776732	
MVSTEST0006	18BEE0000002776732	
MVSTEST0007	18BEE0000002776724	
MVSTEST0006	18BEE0000002776724	

Containerdocument

Containerdocument

Containerdocument log

Containerdocument

Owner company

ML TESTING

Created by

Lein Lambrechts

Ex owner company

Created on

03-01-2019 09:20

Container

Container number

DRYU9000025

Indicative terminal

Terminal

ANTWERP GATEWAY

Carrier

Truck

Container status

Active

Indicative reference

Reference

Document

Document number

18BEE0000004012621

Document status

Active

Customs office

BE101000

ANTWERPEN D DOUANEKANTOOR

Reference

MRN

Type

EX

Direction

EXPORT

Exit customs confirmed

Exit customs office

Consult customs authorities' confirmation of exit

In e-Desk, you can find out if the customs authorities have confirmed exit of your goods:

- Once the customs authorities have confirmed departure of your container or RO/RO cargo, a check mark will appear in the "Exit confirmed" column in the CONTAINERS EXPORT, VEHICLES EXPORT or FERRY EXPORT screen. [1]

Containers export Bulk input									
Document status: Open documents		Company: My company data		Reset filters					
Container	Document	Type	Relati...	Terminal	Reference	Container status	Document stat...	Arrival confirm.	Exit confirmed
MSCU1234567	19BEE0000000179957	EX			BOOKREFPE26792	Provisional	Provisional		
CONTAINER02	19BET10100077674974	T				Provisional	Provisional		
CONTAINER01	19BET10100077674974	T				Provisional	Provisional		
TRLU8825073	18BEE0000000012345	EX		PSA ANTWERP OS869*		Active	Active	To cancel	
DRYU9000025	18BEE00000004012621	EX		ANTWERP GATEWAY*		Active	Active	To cancel	
ABCD9000025	18BEE0000004021245	EX		PSA ANTWERP OS869*		Active	Active	To cancel	
JOZU123456	18BEE0000004021287	EX		ANTWERP GATEWAY*		Active	Active	To cancel	

- In the detailed screen of the container, vehicles or units document, the 'Customs exit office' field displays the customs office which confirmed the exit of the goods, and the 'Exit confirmed by customs' field displays the date of exit.

Containerdocument

Containerdocument

Owner company

ANTWERP STEINWEG TERMINAL NV

Created by

N/A

Ex owner company

Created on

11-06-2015 13:50

Container

Container number

SUDU6948975

Indicative terminal

Terminal

Carrier

Barge

Container status

Active

Indicative reference

201506040001

Reference

Document

Document number

15BEE0000023361008

Document status

Active

Customs office

BE101000

ANTWERPEN D DOUANEKANTOOR

Reference

MRN

Type

EX

Direction

EXPORT

Exit customs confirmed

02-11-2015


Exit customs office

BE101000

ANTWERPEN D DOUANEKANTOOR

2.6.2. Adding a new document

To add a new document:

- Click the  **New** button
- The screen NEW CONTAINER DOCUMENT, NEW RO/RO DOCUMENT or NEW FERRY DOCUMENT appears:

New container document

Document information

Reference

MRN

Type *

Document number *

Customs office *

Container information

Container number *

Indicative terminal

Indicative reference

Carrier

- Fill in the required fields (*):
 - a. TYPE: type of document: COA, EX, T2L, TN, 226, EXS of T
 - b. DOCUMENT NUMBER
 - c. CUSTOMS OFFICE
 - d. CONTAINER CODE, VEHICLE IDENTIFICATION NUMBER (VIN) of UNIT IDENTIFICATION NUMBER.
- If desired, fill in the remaining fields:
 - a. INDICATIVE TERMINAL: if you specify an indicative terminal, MRN and cargo information will be sent to this terminal, even if the cargo has not yet arrived at the terminal.
 - b. INDICATIVE REFERENCE: you can enter the booking reference of the cargo here.
 - c. MEANS OF TRANSPORT: here you can specify the means of transport used to deliver the cargo to the terminal.
- Click the **SAVE** button^[1]:

New container document

Document information

Reference

MRN

Type *

EX (Export)

Document number *

140319510014031952

Customs office *

BE101000

ANTWERPEN D DOUANEKANTOOR

Container information

Container number *

TRLU4284744

Indicative terminal

Indicative reference

Carrier

[1]

?


Save

Save and new container

Save and new document

Cancel

The newly-added line appears in the list.

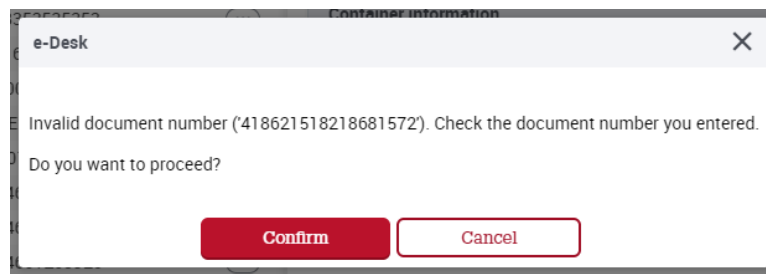
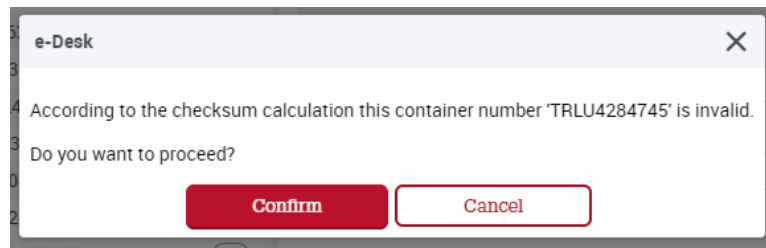


TIP

The following documents can be registered in e-Desk:

- COA: Overseas fiscal area declaration (including T2LF)
- EX: A normal export declaration (including EXZ)
- T2L Declaration of Community sea transport (free format)
- TN: Transshipment Notification (free format)
- 226: Oral declaration (free format)
- EXS: Export summary notification declaration by the shipping company
- T: Transit declaration

When making a manual entry, a warning may appear. A check is made on both the container number, vehicle number or unit identification number and the MRN document number. If you are sure the document number, container number, vehicle number or unit identification number you've entered is correct, you can proceed by clicking 'Yes':



2.6.3. Cancelling a document

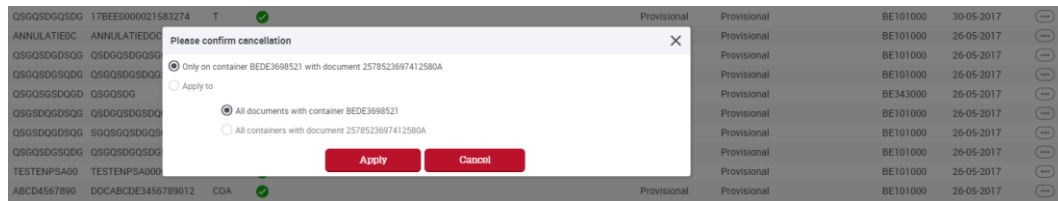
To cancel a container document, RO/RO or ferry document:

- select the row in the status report you wish to cancel
- click on the button [1] and then on CANCEL[2].

Container	Document	Type	Relati...	Terminal	Reference	Container status	Document stat...	Arrival confirm...	Exit confirmed	Customs offi...	Created on	
MSCU1234567	198EE0000000179957	EX	✓		BOOKREFPE26792	Provisional	Provisional			FR000800	21-03-2019	...
CONTAINER02	198E10100077674974	T	✓			Provisional	Provisional			IEDUB400	21-03-2019	...
CONTAINER01	198E10100077674974	T	✓			Provisional	Provisional			IEDUB400	21-03-2019	...
TRLU8825073	188EE0000000012345	EX	✓	PSA ANTWERP GS869*		Active	Active	To cancel		BE101000	03-01-2019	...
DRYU9000025	188EE00000004012621	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101		...
ABCD9000025	188EE00000004021245	EX	✓	PSA ANTWERP GS869*		Active	Active	To cancel		BE101		...
JOZU123456	188EE00000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101		...
MSCU8750034	188EE00000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101		...

[1] [2]

- the confirmation screen appears:



- as selected:
 - the container/vehicle/unit and document in question is cancelled (default)
 - all documents with the container/vehicle/unit identification number in question are cancelled
 - all containers/vehicles/units with the document number in question are cancelled
- click the **APPLY** button
- The document, container, vehicle or unit status changes to **CANCELLED**

2.6.4. Adding an additional container, vehicle or unit to a document

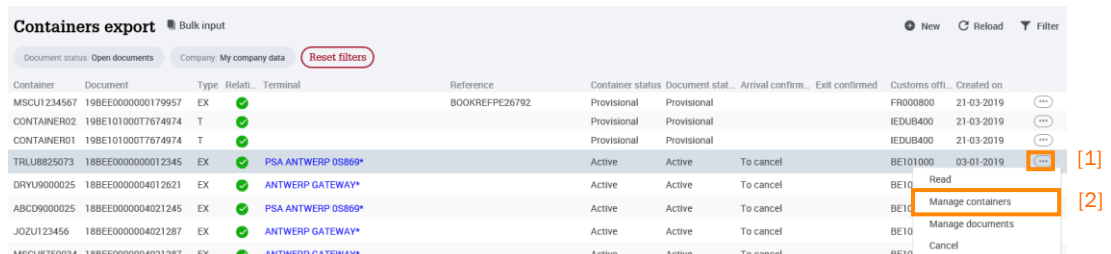


TIP


A container, vehicle or unit cannot be added to a document belonging to a different owner.

To add an additional container, vehicle or unit to a document:

- select the row of the document in the summary where you wish to add a container, vehicle or unit
- click on the button [1] and then on **MANAGE CONTAINERS, MANAGE VEHICLES** or **MANAGE UNITS** [2]






- click on **ADD CONTAINER**, **ADD VEHICLE** or **ADD UNIT** in the detail screen of a document [1]
- the detailed container, vehicle or unit screen appears below:

Manage the containers of document '18BEE000000012345' 


Document information

Document number	Reference	Direction	Type	Customs office	Document status
18BEE000000012345	MRN	EXPORT	EX	BE101000	Active

Containers  **Add container**  Refresh [1]

Container number	Rel...	Reference	Terminal	Container status
TRLU8825073			PSA ANTWERP OS869	Active 

Container number *

Indicative terminal 





Terminal

Carrier Container status


Indicative reference


Reference


Created by Created on Changed by Changed on

  **Save**  **Save and new**  **Cancel**

- fill in the required (*) and optional details
- click the **Save** button
- the additional container, vehicle or unit will appear in the **Containers**, **Vehicles** or **Ferries** status report as follows:

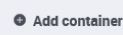

 **Success**



 Container successfully added


Manage the containers of document '18BEE000000012345' 

Document information

Document number	Reference	Direction	Type	Customs office	Document status
18BEE000000012345	MRN	EXPORT	EX	BE101000	Active

Containers  **Add container**  Refresh


Container number	Rel...	Reference	Terminal	Container status
MSCU1234567		BOOKREFPE26792	PSA ANTWERP OS869	Provisional 
TRLU8825073			PSA ANTWERP OS869	Active 

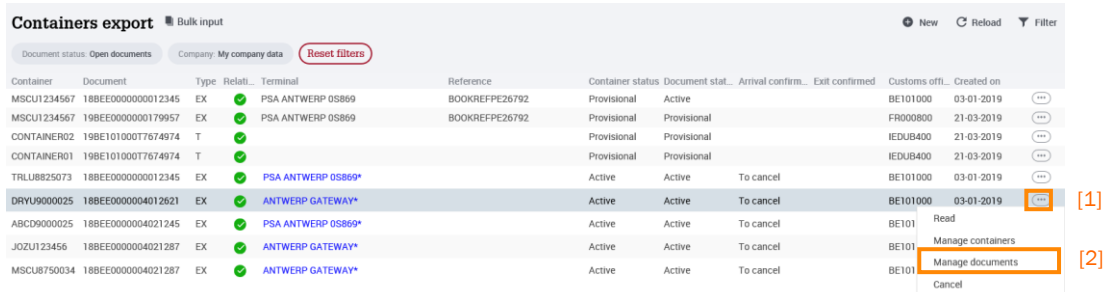
To view, change, or remove a container, vehicle or unit in Document information, select the line and click the  button and **READ**, **UPDATE** or **CANCEL**.

To refresh or update the **Document information** list, click the  button .

2.6.5. Add an additional document to a container, vehicle or unit

To add an additional document to a container, vehicle or unit:

- select the row of the container, vehicle or unit where you wish to add a document
- click on the  button [1] and then on **MANAGE DOCUMENTS** [2]



The screenshot shows the 'Containers export' interface. At the top, there are tabs for 'Document status' and 'Open documents', and a 'Company' dropdown set to 'My company data'. A 'Reset filters' button is also present. Below this is a table with columns: Container, Document, Type, Relati..., Terminal, Reference, Container status, Document stat..., Arrival confirm..., Exit confirmed, Customs offi..., and Created on. The table contains several rows of data. The row for 'DRYU9000025' is highlighted. To the right of this row, a context menu is open, showing options: 'Read', 'Manage containers', 'Manage documents' (which is highlighted with an orange box and labeled [2]), and 'Cancel'. The 'three dots' menu icon on the 'DRYU9000025' row is also highlighted with an orange box and labeled [1].

- click on the **ADD DOCUMENT** button [1] on the detail screen of a container, vehicle or unit,
- the document detail screen is displayed:

Manage the documents of container 'DRYU9000025'



Container information

Container number	Indicative terminal	Indicative reference	Container status
DRYU9000025			Active
	Terminal	Reference	Carrier
	ANTWERP GATEWAY		Truck

Documents

[Add document](#)

[Refresh](#)

[1]

Document number	Rel...	Document status	Reference	Type	Customs offi...	Created on
18BEE000004012621	✓	Active	MRN	EX	BE101000	03-01-2019 09:20

MRN

Document number * Customs office *

Reference Type * Document status

Created by Created on Changed by Changed on

[Save](#) [Save and new](#) [Cancel](#)

- fill in the required (*) and optional details
- click the **SAVE** button

The extra document appears in the **CONTAINER INFORMATION**, **VEHICLE INFORMATION** or **FERRY INFORMATION** list:

Manage the documents of container 'DRYU9000025'



Success

Document successfully added



Container information


Container number	Indicative terminal	Indicative reference	Container status
DRYU9000025			Active
	Terminal	Reference	Carrier
	ANTWERP GATEWAY		Truck


Documents

[Add document](#)

[Refresh](#)

Document number	Rel...	Document status	Reference	Type	Customs offi...	Created on
18BEE0000001234567	✓	Active	MRN	EX	BE101000	26-03-2019 11:46
18BEE0000004012621	✓	Active	MRN	EX	BE101000	03-01-2019 09:20

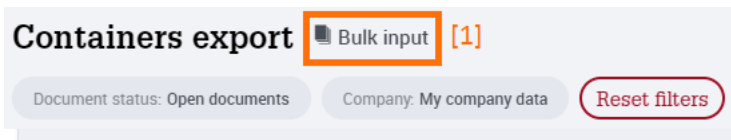
To view, change, or remove a container, vehicle or unit in Container information, Vehicle information or Ferry information, select the line and click the  button and **READ**, **UPDATE** or **CANCEL**.

To refresh or update the **Container, Vehicle or Ferry information** list, click the  **Refresh** button.

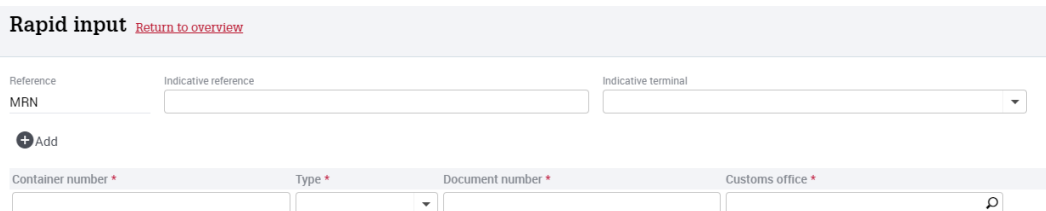
2.6.6. Fast input - manual

To quickly add one or more documents:

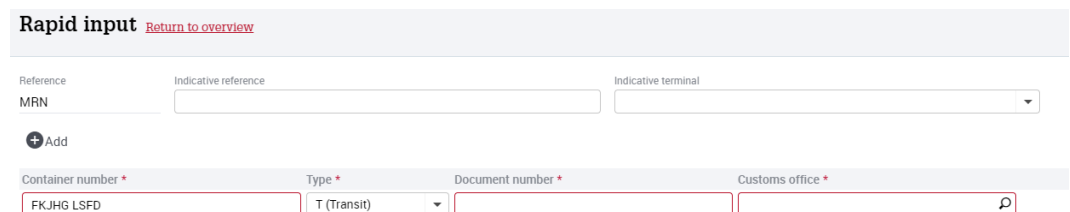
- Click the **BULK INPUT** button




- the **Fast input** screen appears:



- The grid can now be quickly completed (optionally with the tab key):



- fill in the required information (*) Container number, vehicle identification number or unit identification, type, document number, and custom office for one or more lines

- click on the  **Add** button or on the tab key to add another container, vehicle or ferry document
- click on the **SAVE** button

To return to the list after making a fast input, click [Return to overview](#).


2.6.7. Fast input via copy paste from Excel or Word

- Click the **BULK INPUT** button
- The **BULK INPUT** screen appears
- Activate the grid by clicking the left mouse button in the field **CONTAINER NUMBER**

Rapid input [Return to overview](#)

Reference Indicative reference Indicative terminal

MRN

 **Add**

Container number *	Type *	Document number *	Customs office *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- the grid can now be quickly filled in from an MS Excel file using **copy paste** (copy = ctrl-c, paste = ctrl-v).
- then click the **SAVE** button

To return to the list after making a fast input, click [Return to overview](#).



TIP

The columns copied in the Excel file must be in the same order as those in the 'fast input' screen.

The type of document and custom office must contain valid values, as recognised by e-Desk.

The copied columns may not contain blanks or spaces.

2.7. Subscribe to receive status messages

From December 2015, every declarant has had the option to be automatically notified if one of the following status changes take place to one of its reported containers or vehicles cargoes. When subscribing, one or more of the statuses listed below can be selected:

- Arrival of a container or vehicle at the terminal
- Departure of a container or vehicle from the terminal
- Confirmation by customs authorities of exit from the EU

The declarant can opt to receive these status changes via e-mail or an XML message.

This is a paid service. The fees can be found at www.c-point.be/en/services/e-desk.

A subscription can be requested by sending an e-mail to support@c-point.be.

In this e-mail, state if you want to receive the status change via email or XML, specifying your e-mail address, and which of the 3 status messages you want to receive:

- arrival of cargo at terminal

and/or

- departure of cargo from the terminal

and/or

- confirmation by customs authorities of exit from the EU

2.8. Subscribe to send charge report messages

Terminals are required to send an arrival notification to customs when cargo arrives at their terminal. Since September 2018, terminals are obliged to forward this arrival notification of export containers (charge report) electronically to customs. Since January 7, 2019 this also applies to RO/RO.

After the United Kingdom has left the European Union, arrival notifications will also have to be sent for ferries.

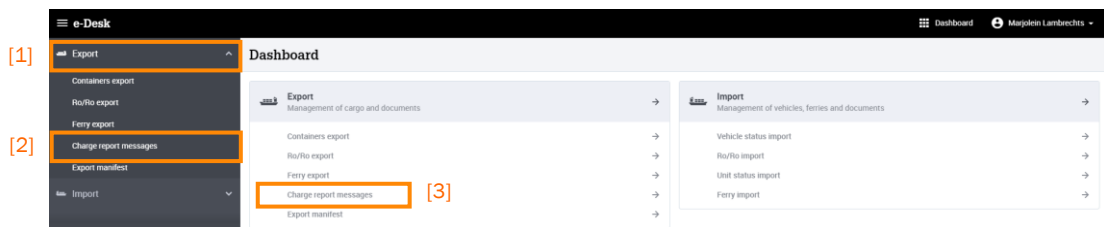
Since all required information for forwarding the arrival notification of containers, vehicles and units (ferries) is present in e-Desk, it is possible to send the charge reports directly from the application to customs.

Sending charge report messages from e-Desk is a paying service from NxtPort. More information about this functionality, rates or subscriptions is available at <https://www.nxtport.eu/market/live-apis/arrival-at-exit>.

2.8.1. CHARGE REPORT MESSAGES screen

With the CHARGE REPORT MESSAGES module from e-Balie terminals can view for which containers, vehicles and ferry units an arrival notification was sent to customs, and what the status of that charge report message is.

Select the EXPORT [1] module in the menu bar and then click on CHARGE REPORT MESSAGES [2] to open the screens, or click directly on CHARGE REPORT MESSAGES in the dashboard [3]:



The CHARGE REPORT MESSAGES list appears and is sorted by the LAST MESSAGE SENT ON column, the most recent being at the top.


e-Desk		Dashboard					
Export		Charge report messages					
Cargo type	Cargo number	Reference	Message function	Last message status	Last message send on	Terminal	
Container	MLA20030008		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)	
Container	MLA20030010		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)	
Container	MOCU4990364		CREATE	Rejected	08-03-2019 10:51	NOVA NATIE TERMINALS (K 420)	
Vehicle	SADHA2A11K1F74176		CREATE	Wait for customs clearance	04-03-2019 07:32	PSA ANTWERP 00420	
Container	DFSU7366470		CREATE	Rejected	04-03-2019 07:26	PSA ANTWERP 00420	
Container	OOLU9521497		CREATE	Rejected	27-02-2019 13:42	CSP ZEEBRUGGE (K 120)	
Container	JOCU1234567	APCS123	CREATE	Rejected	25-02-2019 18:10	CSP ZEEBRUGGE (K 120)	
Ferry	TESTMLA190211	MLATEST	CREATE	Rejected	25-02-2019 13:26	P&O FERRIES ZEEBRUGGE (K105-110)	
Ferry	TESTLUN1011-JOX700	POFRRY21012019-3333	CREATE	Rejected	25-02-2019 11:31	P&O FERRIES ZEEBRUGGE (K105-110)	
Container	FSCU1164963		CREATE	Rejected	18-02-2019 10:34	PSA ANTWERP 00999	
Container	FSCU0072358		CREATE	Rejected	18-02-2019 10:13	PSA ANTWERP 00999	
Container	ACATEST0001		CREATE	Rejected	15-02-2019 13:11	ANTWERP GATEWAY	

You can filter the list by clicking on the  button. You can then filter on:

- CARGO NUMBER: enter the exact cargo number
- MRN NUMBER: enter the exact MRN number
- PARTY: party that has to undertake action in case of rejection by customs, nl, AADA, SYSTEM or TERMINAL
- LAST MESSAGE STATUS. Choose from WAITING FOR CUSTOMS CLEARANCE, ACCEPTED or REJECTED.

Then click on **SEARCH**. A filtered list appears now.


2.8.2. CHARGE REPORT detail screen

To view the detailed information of a charge report message, click on a line in the overview. The detailed information about the selected line then appears to the right of your screen. [1](#) Click on  in the detail screen to close the detailed information.

[2]

[1]


Charge report messages				
Charge number	Message	Last message s...	Terminal	
MLA20030003	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MLA20030004	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MLA20030005	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MLA20030006	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MLA20030007	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MLA20030008	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MLA20030010	CREATE	20-03-2019 10:14	MSC PSA EUROPEAN TERM...	
MOCU4990364	CREATE	08-03-2019 10:51	NOVA NATIE TERMINALS (K...	
SADHAZA11KI...	CREATE	04-03-2019 07:32	PSA ANTWERP 00420	
DFSU7366470	CREATE	04-03-2019 07:26	PSA ANTWERP 00420	
JOLU9521497	CREATE	27-02-2019 13:42	CSP ZEEBRUGGE (K 120)	
JOCU1234567	CREATE	26-02-2019 18:10	CSP ZEEBRUGGE (K 120)	
TESTMLA1902...	CREATE	25-02-2019 13:26	P&O FERRIES ZEEBRUGGE (...)	
TESTUNIT011...	CREATE	25-02-2019 11:31	P&O FERRIES ZEEBRUGGE (...)	
FSCU1164663	CREATE	18-02-2019 10:24	PSA ANTWERP OS869	
FSCU0072368	CREATE	18-02-2019 10:13	PSA ANTWERP OS869	
ACATEST0001	CREATE	15-02-2019 13:11	ANTWERP GATEWAY	
FSCU0017157	CREATE	15-02-2019 12:48	ANTWERP GATEWAY	
FSCU7918360	CREATE	13-02-2019 20:00	ANTWERP GATEWAY	
HLXU0854996	CREATE	13-02-2019 19:58	ANTWERP GATEWAY	
HJCO4209877	CREATE	12-02-2019 13:42	PSA ANTWERP OS869	
MSCU7891234	CREATE	12-02-2019 13:37	PSA ANTWERP OS869	
MSCU7894321	CREATE	12-02-2019 13:36	PSA ANTWERP OS869	
MLA20190125...	CREATE	12-02-2019 12:40	P&O FERRIES ZEEBRUGGE (...)	
MLA20190125...	CREATE	12-02-2019 12:39	P&O FERRIES ZEEBRUGGE (...)	








If a charge report message has been rejected, you can expand the RESPONSES tab by clicking on the button . [3] Then, based on the response message from customs, it is indicated which error is the cause of the refusal and which action must be taken by the terminal to resolve the error. [4]

Responses		
Error type	Party	Action
MR4	Terminal	Contact opnemen met aangever
<div> <div>Position</div> <div>ChargeReport.mrn[0].mrnReference</div> </div> <div> <div>Description</div> <div>19BEE0020190320003: MRN is niet bekend</div> </div> <div> <div>Action</div> <div>Contact opnemen met aangever</div> </div>		

2.8.3. Resending a rejected charge report message

When a charge report message was rejected, the agent or terminal has to make the necessary adjustments in the export module before it can be resent to customs.

Open the CHARGE REPORT MESSAGES screen and select the charge report message that needs to be resend, then press the button  [1] and click RESEND MESSAGE [2].

Charge report messages							Reload	Filter
Cargotype	Cargo number	Reference	Message function	Last message status	Last message send on	Terminal		
Container	MLA20030003		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)		[1]
Container	MLA20030004		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)		
Container	MLA20030005		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)		
Container	MLA20030006		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)		
Container	MLA20030007		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)		
Container	MLA20030008		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)		[1]
Container	MLA20030010		CREATE	Rejected	20-03-2019 10:14	MSC PSA EUROPEAN TERMINAL (K 1742)	Read	
Container	MOCU4990364		CREATE	Rejected	08-03-2019 10:51	NOVA NATIE TERMINALS (K 420)	Resend message	[2]
Vehicle	SADHA2A11K1F74176		CREATE	Wait for customs clearance	04-03-2019 07:32	PSA ANTWERP 00420		

2.9. Subscribe to send export manifest messages

As from 29 April 2019 the shipping agent is obliged to electronically report all his containers and vehicles, leaving the port by sea-going vessel, and the customs destination of these goods to customs.

By combining the available MRN data in e-Desk with loading data from terminals (COARRI/Discharge) via the Export Manifest API of NxtPort, export manifests can be generated in the application automatically. The shipping agent can then check his export manifest, adjust if necessary and send it to customs.

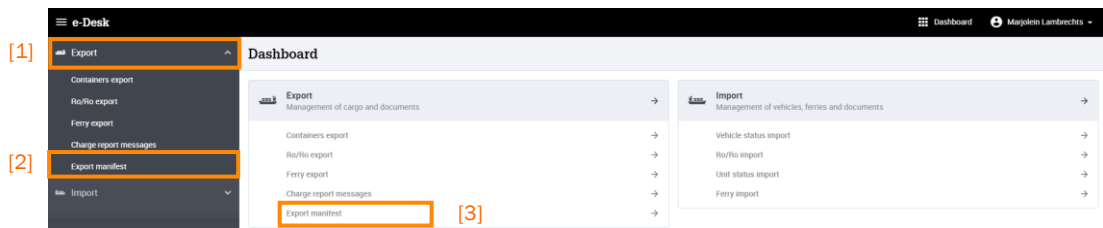
It is possible as an agent to act on behalf of another shipping agent.

Sending export manifest messages from e-Balie is a paying service from NxtPort and Port +. More information about this functionality, rates or subscriptions is available at <https://www.nxtport.eu/market/live-apis/export-manifest>.

2.9.1. EXPORT MANIFEST screen

Via the EXPORT MANIFEST module from e-Desk shipping agents can send a departure notification (export manifest) to customs for their cargo.

Select the EXPORT [1] module in the menu bar and then click on EXPORT MANIFEST [2] to open the screens, or click directly on EXPORT MANIFEST in the dashboard [3]:



The overview EXPORT MANIFEST appears and is sorted by the column DEPARTURE DATE, the most recent being at the top.


Export manifest									
Staynumber	IMO number	Ship	Departure date	Shipping company	SCAC	Customs office	Status latest message	Status manifest	
V201802	9783461	COSCO SHIPPING VIRGO	23-03-2019 00:00	EVERGREEN LINE	EMCU	BE101000	New	New	...
V201803	9440825	HOBBY HUNTER	20-03-2019 00:00	EVERGREEN LINE	EMCU	BE101000	New	New	...
V184016	9795622	COSCO SHIPPING NEBULA	18-03-2019 09:58	ML TESTING	FSCU	BE101000	Accepted	Closed	...
V201889	9631993	APL VANDA	26-02-2019 11:58	EVERGREEN LINE	EMCU	BE101000	New	New	...
V201350	9789647	COSCO SHIPPING PISCES	25-02-2019 02:18	EVERGREEN LINE	EMCU	BE101000	New	New	...
V201888	9454412	CMA CGM LAPEROUSE	24-02-2019 14:56	EVERGREEN LINE	EMCU	BE101000	New	New	...
V202850	9448815	COSCO VIETNAM	20-02-2019 00:14	EVERGREEN LINE	EMCU	BE101000	New	New	...
V201893	9813993	CONTAINERSHIPS NORD	19-02-2019 09:08	EVERGREEN LINE	EMCU	BE101000	New	New	...
V201798	9301794	SEASPAN JAKARTA	17-02-2019 11:00	EVERGREEN LINE	EMCU	BE101000	New	New	...
V201702	9728942	TAURUS	17-02-2019 05:42	EVERGREEN LINE	EMCU	BE101000	New	New	...
V194887	9130949	GRANDE AFRICA	17-02-2019 00:00	ML TESTING	FSCU	BE101000	Rejected	Closed	...

You can filter the overview by clicking the button  Filter. You can then filter on:

- STAYNUMBER: enter the exact staynumber you are looking for
- IMO NUMBER: enter the exact IMO number of the ship you are looking for
- SHIPPING COMPANY: select a shipping company for which your company can act
- STATUS LATEST MESSAGE. Choose from WAITING FOR CUSTOMS CLEARANCE, ACCEPTED or REJECTED.
- DEPARTURE DATE FROM - UNTIL
- STATUS MANIFEST. Choose from:
 - a. NEW: export manifests that haven't been sent to customs
 - b. OPEN: export manifests that already have been sent to customs but changes can still be made
 - c. CLOSED: export manifests that have been closed, which means that they can't be changed

Click on the button **SEARCH**, then a filtered list appears.

2.9.2. Checking, changing and sending an export manifest

You can open a new export manifest by selecting the desired stay, pressing the button  [1] and then clicking OPEN EXPORT MANIFEST [2].

Export manifest								
Staynumber	IMO number	Ship	Departure date	Shipping company	SCAC	Customs office	Status latest message	Status manifest
V201802	9783461	COSCO SHIPPING VIRGO	23-03-2019 00:00	EVERGREEN LINE	EMCU	BE101000	New	New
V201803	9440825	HOBBY HUNTER	20-03-2019 00:00	EVERGREEN LINE	EMCU	BE101000	New	
V184016	9795622	COSCO SHIPPING NEBULA	18-03-2019 09:58	ML TESTING	FSCU	BE101000	Accepted	Closed
V201889	9631993	APL VANDA	26-02-2019 11:58	EVERGREEN LINE	EMCU	BE101000	New	New

[1]
[2]

The detailed information about the selected stay then appears to the right of your screen.

Export manifest for V201802

Bookings

Reason rejection

Logs

Staynumber	IMO number	Ship	Departure date
V201802	9783461	COSCO SHIPPING VIRGO	23-03-2019 00:00

Customs office	Shipping company	Amount of cargo numbers	Status last message	Last message send sent on
BE101000	EVERGREEN LINE	10	New	

Bookings

Number	Status	Source
520900026631	New	System

Cargo number	Cargotype	Customs status *	Port of discharge	MRNs
EMCU6093158	Container	Outside EU	CNSHA	

1 - 1 of 1 items

530900007471	New	System
530900007544	New	System
530900013170	New	System
540900024179	New	System
540900032643	New	System

?

Create and send

Cancel

2.9.2.1. Consulting an export manifest

You can check the content of the export manifest by selecting one or more booking numbers [1], after which all cargo numbers and their customs status of the selected booking numbers appear. [2]

The customs status of the goods (i.e. inside EU or outside EU) is determined by the document type of the MRN data for the relevant cargo number, known in the e-Desk export module:

- If MRN data for the container or vehicle is known in e-Desk, this data is displayed on the screen. You can consult detailed information by hovering over the MRN numbers. [3]
- If no MRN data for the container or vehicle is known in e-Desk, the customs status is automatically determined based on the destination of the goods.

Export manifest for V202650

[Bookings](#)
[Reason rejection](#)
[Logs](#)

[Export manifest](#)

Staynumber V202650	IMO number 9448815	Ship COSCO VIETNAM	Departure date 20-03-2019 00:00
Customs office BE101000	Shipping company AMERICAN PRESIDENT LINES LTD (APL)	Amount of cargo numbers 9	Status last message Accepted
			Last message send sent on 21-03-2019 10:19

Bookings

Number	Status	Source
AKQ0106095	Accepted	Agent

Cargo number	Cargotype	Customs status *	Port of discharge	MRNs
MLA20030002	Container	Outside		19BEE0020190320001
MLA20030003	Container	Outside		19BEE0020190320001
MLA20030008	Container	Outside EU		19BEE0020190320003
MLA20030011	Container	Outside EU		19BEE0020190320007
MLA20030014	Container	Outside EU		19BEE0020190320009
TGHU9362944	Container	Outside EU	USORF	

1 - 6 of 6 items

BEV0102920	Accepted	Agent
------------	----------	-------

Cargo number	Cargotype	Customs status *	Port of discharge	MRNs
TCLU4113678	Container	Outside EU	USNYC	

1 - 1 of 1 items

BEV0103040	Accepted	Agent
BEV0103044	Accepted	Agent

2.9.2.2. Changing, deleting or adding a booking

In the detailed information you can change a booking number by clicking the button












. [1] Then you have to confirm [2] or undo [3] the change.

To delete a booking number you have to press the button





. [4]















Bookings			
Number	Status	Source	
CBH0106958	New	System	 
CBH0107003	New	System	  [1]
CBH0107007	New	System	  [2] [3]
CBH0107285	New	System	 

Adding a booking number is only possible if the export manifest was sent at least once to customs and if a customs response is received. Then you can add one or more booking numbers by clicking the button  in the BOOKINGS tab.




2.9.2.3. Changing, deleting or adding a container or vehicle


You can change the customs status for a container or a vehicle by clicking the  [1] in the relevant cargo number.

To change the cargo number or cargo type, you need to open the editor screen by clicking the button  in the selected booking number [2].

Bookings					
Number	Status	Source			
530900004448	Accepted	Agent			 
Cargo number	Cargotype	Customs status *	Port of discharge	MRNs	 [2]
DRYU2737598	Container	Outside EU	SAJED		  [1]
EGHU3602030	Container	Outside EU	SAJED		 
EGHU3618762	Container	Outside EU	SAJED		 
1 - 3 of 3 items					
530900009113	Accepted	Agent			 
530900009989	Accepted	Agent			 

The editor screen appears and then you can make the necessary changes in the export manifest.

Modify booking cargos				
Number	Status	Source		
530900004448	ACCEPTED	AGENT		
Cargo number *	Cargotype *	Customs status *	MRNs	
DRYU2737598	Container	Outside EU		
EGHU3602030	Container	Outside EU		
EGHU3618762	Container	Outside EU		
1 - 3 of 3 items				
				

In this screen you can add new containers or vehicles to the booking by clicking the button  **Add** .

Modify booking cargos

Number


530900004448

Status

ACCEPTED

Source

AGENT

Cargo number *	Cargotype *	Customs status *	MRNs
ACATEST0001	Container	Inside EU	
DRYU2737598	Container	Outside EU	
EGHU3602030	Container	Outside EU	
EGHU3618762	Container	Outside EU	

<<

<


1 - 4 of 4 items

>

>>

Save

MRN documents that have been registered for the added containers or vehicles are retrieved from the export module as soon as you confirm the cargo number with a click at any point on the screen.

Add a container or vehicle by clicking the button  .

Press the button **SAVE** to confirm additions or changes.




TIP

The data from the export manifest can easily be exported to an Excel file by clicking on the EXPORT MANIFEST button in the detail screen.

That way you can quickly check the content of the export manifest and request additional information from the parties involved.

2.9.2.4. Sending an export manifest

















The export manifest can be sent to customs by clicking CREATE AND SEND (in case of new export manifests) or UPDATE AND SEND.


Export manifest for V201803 

Bookings Reason rejection Logs


Staynumber	IMO number	Ship	Departure date
V201803	9440825	HOBBY HUNTER	20-03-2019 00:00
Customs office	Shipping company	Amount of cargo numbers	Status last message
BE101000	EVERGREEN LINE	10	New


Bookings

Number	Status	Source	
520900020063	New	System	 
530900010472	New	System	 
530900010901	New	System	 
530900012033	New	System	 
530900012441	New	System	 
530900012548	New	System	 
560900060684	New	System	 
560900068375	New	System	 

 **Create and send** **Cancel**

If the export manifest is rejected by customs, you can check the reason of rejection in the REASON REASON tab [1]. There information can be found about who's responsible to action and correct the error.


Export manifest for V202398 

Bookings **Reason rejection** Logs  Export manifest

Staynumber	IMO number	Ship	Departure date
V202398	9777606	CALLAO EXPRESS	23-02-2019 00:13
Customs office	Rederij company	Amount of cargo numbers	Status last message
BE101000	HAMBURG SÜD	133	Rejected

Reason rejection

Error type	Description	Action	Party
HA2	Onbekend handelaar (verantwoordelijk trader exportmanifest)		

A sent export manifest can be changed and sent again within 5 days by clicking the button .

3. Import module

3.1. Context

The introduction of the Union Customs Code on 1 May 2016 altered a number of duties and responsibilities in the port industry. For example, terminal operators are now required to apply for an RTO (temporary storage) permit. The RTO regulation requires that goods which are unloaded from a seagoing ship are automatically placed in temporary storage at the unloading terminal. From the moment of unloading, the terminal is responsible for any customs fees for up to 90 days, until a customs-approved treatment of the goods is issued (an import, transit or warehousing declaration).

Because of this responsibility, it is extremely important that the terminal operator knows that a customs-approved treatment for the goods is issued before the goods are released (release = authorisation to remove goods from the terminal). For containers, the customs status is sent to the terminal operators from the CCRM customs application (Customs Container Release Management).

The e-Desk import module resolves this issue for vehicles and ferries.

Declarants can use the e-Desk import module to indicate that a customs-approved treatment was issued for a vehicle or a ferry unit unloaded from a seagoing ship in Antwerp and Zeebrugge. In addition to specifying the customs-approved treatment, the declarant must also record whether the vehicle or ferry unit:

- Was released: meaning the vehicle or the ferry unit may leave the terminal
- Was blocked: meaning the vehicle or the ferry unit must remain at the terminal

Benefits:

- Provides the terminal operator with transparency about the status of its goods unloaded on its dockside.
- Simple notification of the subsequent declaration to the terminal operator by the declarant.
- The declarant may send customs documents in PDF format. A transit document sent at the same time can be printed out at the terminal operator, and given to the next shipping forwarder.

You can consult the participating terminals in Antwerp and Zeebrugge on the C-Point website: www.c-point.be

3.2. Concept and operation

Once a vehicle or unit has been issued customs-approved treatment, the shipper or its customs agent records this treatment in the e-Desk import module, together with the VIN number or unit identification number, the unloading terminal and an indication that the vehicle or the unit may leave the terminal. The e-Desk import module sends this record to the relevant terminal operator.

The terminal operator, in turn, notifies the import module about the unloading and departure of vehicles or units at its terminal. On the basis of these reports, the shipper or its customs agent can monitor the status of the goods at the terminal. This feature for monitoring vehicles or units via the e-Desk import module will only be put into operation during 2017, in phase 2 of the import module.

The declarant may add details in 2 ways:

- Manually, via the e-Desk web application, at my.portofantwerp.com
- Via an XML message (IMPDEC message) generated by the declarant's own customs software. The IMPDEC message specifications can be found at the download centre at www.c-point.be/en/download-center/

Data can also be changed or cancelled using the same two methods. Depending on the status of the vehicles or units and documents, restrictions apply, it being logical that data cannot be changed or cancelled if a vehicle or a unit has already left the terminal. See also section 3.3 'Current Status'.

The recorded data is forwarded by e-Desk to the terminal operator's Terminal Operator System (TOS).

The software is being implemented in two phases:

1. Phase 1: reporting subsequent declarations by declarants and forwarding of these declarations to the terminals
2. Phase 2: reporting of vehicle or unit statuses through the terminals and feedback from these states to the declarant. Phase 2 will start during 2017.

3.3. Current status

3.3.1. Statuses of vehicles or units

In the first phase of the import module, vehicles or units can have the following statuses:

PROVISIONAL	Vehicle or unit has not yet arrived at the terminal
FINALISED	A vehicle or a ferry document with the customs status 'Released' was registered more than three days ago
CANCELLED	The declarant has cancelled all documents for this vehicle or unit

In the second phase of the e-Desk import module, which is planned to be introduced during 2017, there will be more vehicle or unit statuses. From this point on, terminal operators will be able to send messages that a vehicle or a unit has arrived at the terminal, or left it. On the basis of these reports, additional vehicle or unit statuses will be possible:

- ARRIVED: vehicle or unit is at the terminal
- DEPARTED: vehicle or unit has left the terminal

3.3.2. Statuses of cargodocs

The following are possible in the e-Desk import module:

- Link multiple vehicles or units to a document (for example, IMAH is drawn up for multiple vehicles or units)
- Multiple documents can be registered for one vehicle or one unit (for example, a vehicle is first put in a customs warehouse at the unloading terminal with a IMAJ document (customs status 'Blocked'). Then the vehicle is released with an IMAH document (customs status 'Released'))



TIP

- A single document can be linked to different vehicles or units.
- A single vehicle or unit can be linked to different documents.
- In the import module, the combination of a vehicle or a unit and a

document is called a 'cargodoc'.

Cargodocs can have the following statuses:

ACTIVE	<p>The document in an ACTIVE cargodoc is the latest document for a vehicle or a unit.</p> <p>The document in an ACTIVE cargodoc determines the status of a vehicle or a unit.</p>
INACTIVE	<p>The document in an INACTIVE cargodoc is not the latest document for a vehicle or a unit</p> <p>If the ACTIVE cargodoc for a vehicle or a unit is cancelled by the declarant, the last reported INACTIVE cargodoc can become ACTIVE again.</p> <p>Example.</p> <ul style="list-style-type: none">• A vehicle or a unit is first placed in a customs warehouse at the unloading terminal with a IMAJ document. The status of the Cargodoc combined vehicle or unit and IMAJ document is ACTIVE.• Then, the vehicle or unit is released with an IMAH document. The status of the Cargodoc combined vehicle or unit and IMAJ document changes to INACTIVE. The status of the cargodoc combined vehicle or unit and IMAH document is now ACTIVE.• The declarant cancels the IMAH document. The status of the Cargodoc combined vehicle or unit and IMAJ document becomes ACTIVE.
CANCELLED	<p>The declarant has cancelled the cargodoc by removing a vehicle or a unit from a document or cancelling a document.</p>

3.3.3. Statuses of documents


The status of a document is determined by the status of the vehicles or units associated with the document.


OPEN	<p>Vehicles or units with the status PROVISIONAL are linked to the document</p>
CLOSED	<p>Only vehicles or units with the statuses FINALISED or CANCELLED are linked to the document</p>

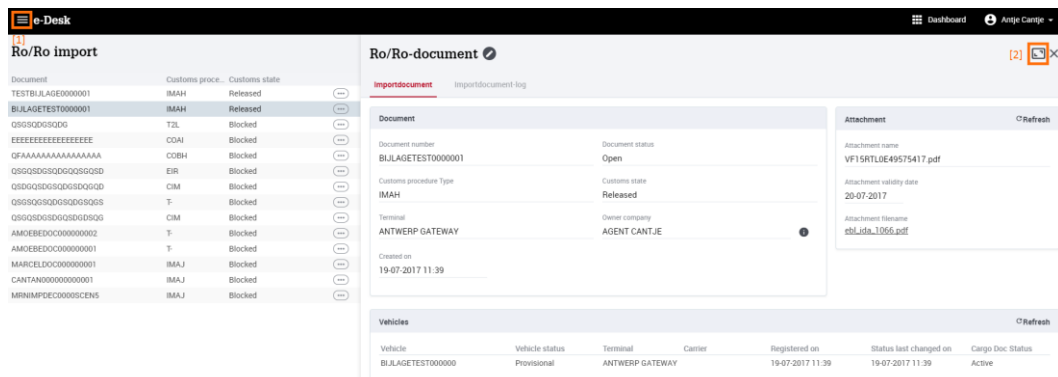
CANCELLED	The declarant has cancelled the document
------------------	--

3.4. Expand and reduce size of detail screens

The import module of e-Desk contains various detail screens that provide specific information about a vehicle or unit, vehicle and unit management and/or corresponding documents. Would you like to expand these screens to cover the (whole) width of your monitor? That is no problem. You can expand or reduce the size of each detail screen if desired.

To start, you can close the navigation menu on the left side of your screen by clicking on  at the top left of your screen. This will free up additional space for the details.

[1] Is that still not enough space? You also have the option to expand your detail screen to cover the full width of your monitor by clicking on  at the top right of the detail screen. [2]



Document	Customs proc...	Customs state
TESTBJLAGEST0000001	IMAH	Released
BJLAGEST0000001	IMAH	Released
Q50R0000000	TIL	Blocked
EEEEEEEEEEEEEEEE	COA	Blocked
QFAAAAAA	COBH	Blocked
Q50Q000000000000	IR	Blocked
Q50Q000000000000	CM	Blocked
Q50Q000000000000	T	Blocked
Q50Q000000000000	CM	Blocked
AMOEEDOC00000000	T	Blocked
AMOEEDOC00000000	T	Blocked
MARCELOC00000000	IMAJ	Blocked
CANTAN0000000000	IMAJ	Blocked
MINIMPDEC00000000	IMAJ	Blocked

Document number	Document status
BJLAGEST0000001	Open

Customs procedure Type	Customs state
IMAH	Released

Terminal	Owner company
ANTWERP GATEWAY	AGENT CANTJE

Created on 19-07-2017 11:39

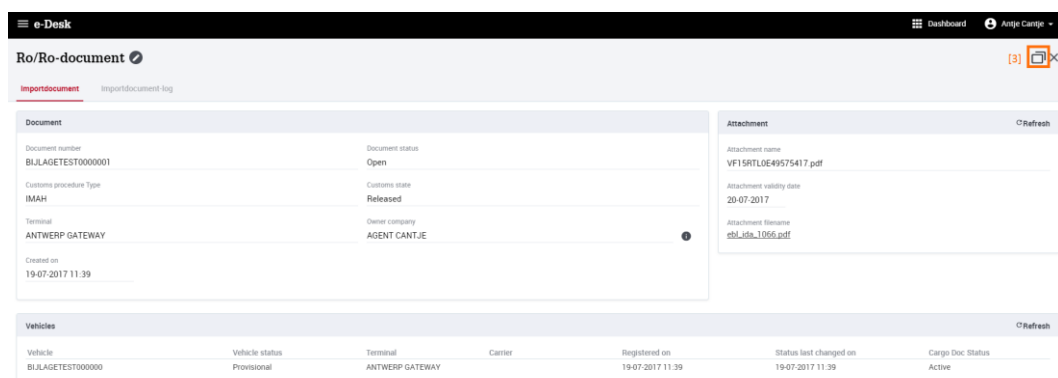
Attachment name
VF15RTL0E49575417.pdf

Attachment validity date 20-07-2017

Attachment filename ebl_ida_1066.pdf

Vehicle	Vehicle status	Terminal	Carrier	Registered on	Status last changed on	Cargo Doc Status
BJLAGEST000000	Provisional	ANTWERP GATEWAY		19-07-2017 11:39	19-07-2017 11:39	Active

Click on  in the expanded detail screen to exit this full screen mode. [3]



Document	Document status
BJLAGEST0000001	Open

Customs procedure Type	Customs state
IMAH	Released

Terminal	Owner company
ANTWERP GATEWAY	AGENT CANTJE

Created on 19-07-2017 11:39

Attachment name
VF15RTL0E49575417.pdf

Attachment validity date 20-07-2017

Attachment filename ebl_ida_1066.pdf

Vehicle	Vehicle status	Terminal	Carrier	Registered on	Status last changed on	Cargo Doc Status
BJLAGEST000000	Provisional	ANTWERP GATEWAY		19-07-2017 11:39	19-07-2017 11:39	Active

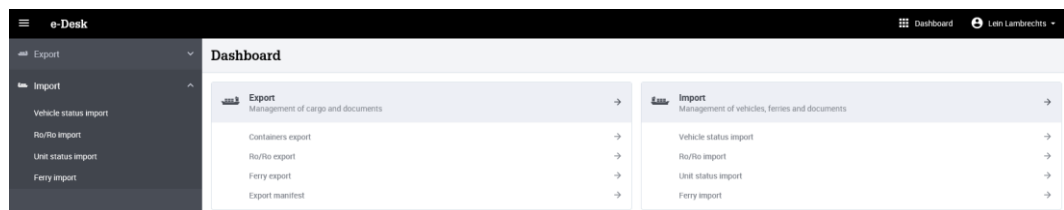
3.5. Registration of MRN documents

3.5.1. RO/RO IMPORT and FERRY IMPORT screen

Declarants can register MRN documents for vehicles or ferry units via the e-Desk IMPORT module.

- The RO/RO IMPORT screen is used to register MRN documents for vehicles.
- The FERRY IMPORT screen is used to register MRN documents for ferry units.

In the menu bar, select the IMPORT module. Then click RO/RO IMPORT or FERRY IMPORT or click RO/RO IMPORT or FERRY IMPORT directly on the dashboard.




The RO/RO or ferry documents status report is displayed and is sorted by the CREATED ON column, whereby the most recently uploaded documents appear at the top. The standard report only shows OPEN DOCUMENTS that a user has registered within that user's company: [1]

The screenshot shows the 'Ro/Ro import' status report. It includes a table with columns: Document, Customs procedure Type, Customs state, Terminal, Owner, Document status, Attachment, and Created on. There are also buttons for 'Document state: Open documents', 'Reset filters', 'New', 'Reload', and 'Filter'.

Document	Customs procedure Type	Customs state	Terminal	Owner	Document status	Attachment	Created on
TESTBLULAGE0000001	IMAH	Released	PSA ANTWERP 00703	AGENT CANT.JE	Open	✓	19-07-2017 11:46
BIJLAGETEST0000001	IMAH	Released	ANTWERP GATEWAY	AGENT CANT.JE	Open	✓	19-07-2017 11:39
QSGSQDGSQDG	T2L	Blocked	ICO VRASENE TERMINAL (K1241)	AGENT CANT.JE	Open	✓	22-06-2017 12:26

You can filter the RO/RO IMPORT or FERRY IMPORT status report by clicking on the

 **Filter** button, which will open the dropdown menu. [2]

+ New ↻ Reload ⌵ Filter

Document

Document state

Customs state

Company

My company data

Terminal

Search

Clear

[2]

You can filter the list on:

- **DOCUMENT NUMBER:** enter the first few characters of the document number you are looking for
- **DOCUMENT STATUS:** select between OPEN, CLOSED, CANCELLED or ALL DOCUMENTS. see also section 3.3 ‘Current Status’.
- **CUSTOMS STATUS:** select between RELEASED and BLOCKED
- **TERMINAL:** select one of the terminals connected to the e-Desk IMPORT module

Click on the **SEARCH** button to display the filtered overview. Reset the filters by clicking on the **Reset filters** button.

Ro/Ro import New Reload Filter

Document: A x Document state: Open documents Customs state: Blocked x **Reset filters**

Document	Customs procedure Type	Customs state	Terminal	Owner	Document status	Attachment	Created on	
AMOEEDOC000000002	T	Blocked	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANT.JE	Open	✓	20-12-2016 15:31	⋮
AMOEEDOC000000001	T	Blocked	APM TERMINALS ZEEBRUGGE (K 120)	AGENT CANT.JE	Open	✓	20-12-2016 15:23	⋮

3.5.2. Add a new import document



TIP


















Registration of an import declaration for a vehicle or a unit is always carried out by registering an import document with the vehicles or units to which the document applies underneath.

If a vehicle or a unit is first blocked and then released, registration must be carried out as follows:


1. Registration of a new document with customs status **BLOCKED**
2. Registration of a new document with customs status **RELEASED**

In the RO/RO IMPORT or FERRY IMPORT screen, a new import document can be added:

- Click the  button
- The detailed NEW IMPORT DOCUMENT screen appears:

Ro/Ro import				
Document	Customs p...	Customs state		
MVU201812280000003	IMAH	Blocked		
MVU201812280000002	IMAH	Blocked		
QSGSQSGQSGQSGDDDD	IMAJ	Blocked		
FDHSDFHSDFHSDHSDHSD	IMAJ	Blocked		
17BE12585236974125	COAI	Blocked		
17BE000002432TEST	T1	Blocked		
QSGSQSGSQSGQ	T2L	Blocked		
EEEEEEEEEEEEEEEEEE	COAI	Blocked		
QFAAAAAAAAAAAAAA	COBH	Blocked		
QSGSQSGSQSGQSGQSGD	EIR	Blocked		
QSGSQSGSQSGQSGSQSGD	COAI	Blocked		
QSGSQSGSQSGQSGSQSGQ	CIM	Blocked		
QSGSQSGSQSGQSGQSGQSG	T-	Blocked		
QSGSQSGSQSGQSGQSGQSG	CIM	Blocked		
MVU201705290000001	COAH	Blocked		
EBALIEWWLMRN000005	EUJF	Blocked		
12BE00000000012466	COAI	Blocked		

- Fill in the required fields (*):
 - a. DOCUMENT NUMBER
 - b. CUSTOMS REGIME. Depending on the customs regime, the document number might have to consist of 18 characters.
 - c. CUSTOMS STATUS. Select between RELEASED (i.e., the vehicle may leave the terminal) or BLOCKED (i.e., the vehicle must remain in the terminal: for example, put in a customs warehouse)
 - d. TERMINAL. Selection of a terminal operator connected to the e-Desk IMPORT module.

- e. VEHICLE or UNIT IDENTIFICATION. One or more vehicles or units linked to the document number. In this field, the VIN number with exactly 17 characters or the unit identification with maximum 17 characters must be entered. You can specify additional vehicle of unit identification numbers using the  Add button
- Fill in the optional fields:
 - a. You can upload a PDF attachment with the import document.
 - b. VALIDITY OF ATTACHMENT. Optionally, you can specify the validity of the attachment. With a Transit document, for example, it is useful for the terminal operator if the validity of the attachment is registered.
- Click the SAVE button^[1]:

New Ro/Ro-document

Document info

Reference

MRN

Document number *

17BEI2585236974125

Customs procedure Type *

COAI X

Customs state *

Released

Terminal *

ICO BASTENAKEN TERMINAL ZEEB...

Attachment

SELECT

Vehicle info

+ Add

Vehicle *

VF15RTL0E49575417

Vehicle status

Provisional

?


Save

Cancel

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If 'Oral declaration/Other' is selected under CUSTOMS REGIME, it is best to add extra documentation as an attachment. This allows the terminal operator to know exactly which customs regime is in force.

To view more information about a selected document, select the row of the document you wish to view and click on the  button [1] and then on READ [2].

[2]

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Ro/Ro-document

Importdocument
Importdocument-log

Document

Document number
17BE12585236974125

Document status
Open

Customs procedure Type
COAI

Customs state
Released

Terminal
ICO BASTENAKEN TERMINAL ZEEBRUGGE (K

Owner company
AGENT CANTJE

Created on
19-07-2017 16:26

Attachment

Attachment name

Attachment validity date

Attachment filename

Vehicles

Refresh

Vehicle	Vehicle status	Terminal	Carrier	Registered on	Status last changed ...	Cargo Doc Status
VF15RTL0E49575417	Provisional	ICO BASTENAK...		19-07-2017 16:26	19-07-2017 16:26	Active

In this detailed screen, you can view which vehicles or units have been registered for the document and the status of the cargodocs (the combinations of the document with the vehicles or the units).

You can also view a log of all actions performed on the document via the tab IMPORTDOCUMENT-LOG [1]. To view all details of the RO/RO-DOCUMENT or FERRY DOCUMENT, click the button in the overview [2].

Ro/Ro-document

Importdocument
Importdocument-log [1]

Refresh

Action	Document status	Vehicle	Terminal	Vehicle status	Handled on
Vehicle-document created	Active	FV15RTL0E49575417	ANTWERP GATEWAY	Provisional	20-07-2017 08:38

Created by
Antje Cantje

Company
AGENT CANTJE


Document
17BE12585236974125

Combase ID/outgoing ref.

[2]

3.5.3. Change an import document

To change an import document, go to the DOCUMENTS IMPORT screen.

Select the import document you want to change, click the  button [1] and click UPDATE [2].

Ro/Ro import							New	Reload	Filter
Document state: Open documents							Reset filters		
Document	Customs procedure Type	Customs state	Terminal	Owner	Document status	Attachment	Created on		
MVU201812280000003	IMAH	Blocked	PSA ANTWERP 00703	PSA ANTWERP	Open	✓	28-12-2018 07:44	(...)	
MVU201812280000002	IMAH	Blocked	PSA ANTWERP 00703	PSA ANTWERP	Open		28-12-2018 07:15	(...)	
QSGSQSQSGSQSGSDDDO	IMAJ	Blocked	ICO NOORDELIJK INSTEEK TERMINAL ZEEBRUGGE (...)	AGENT CANT.JE	Open		18-08-2017 09:20	(...)	
FDSHSDFHSDHFHSDHS	IMAI	Blocked	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANT.JE	Open	✓	28-07-2017 13:49	(...)	
17BE12585236974125	COAI	Blocked	ANTWERP GATEWAY	AGENT CANT.JE	Open		20-07-2017 08:38	(Read)	
17BEI000002432TEST	T1	Blocked	ANTWERP EUROTERTIAL (AET K 1333)	ANTWERP EUROTERTIAL NV	Open	✓		Read	
QSGSQSQSQSQG	T2L	Blocked	ICO VRASNE TERMINAL (K 1241)	AGENT CANT.JE	Open	✓		Update	
EEEEEEEEEEEEEEEEEEE	COAI	Blocked	ICO VRASNE TERMINAL (K 1241)	AGENT CANT.JE	Oopen	✓		Cancel import document	

You can then:

- Change all the data in the import document: DOCUMENT NUMBER, CUSTOMS PROCEDURE, CUSTOMS STATUS, TERMINAL
- Remove the attachment to the document, or add or change an attachment.
- You can remove vehicles or units from the document, change vehicle or unit identification numbers and add vehicles or units.

3.5.4. Cancel an import document

You can cancel a previously-registered import document in the DOCUMENTS IMPORT screen.

Select the import document you want to change, click [4] and then CANCEL IMPORTDOCUMENT [2].

Ro/Ro import

Document state

Open documents

Reset filters

Document

Customs procedure

Type

Customs state

Terminal

Owner

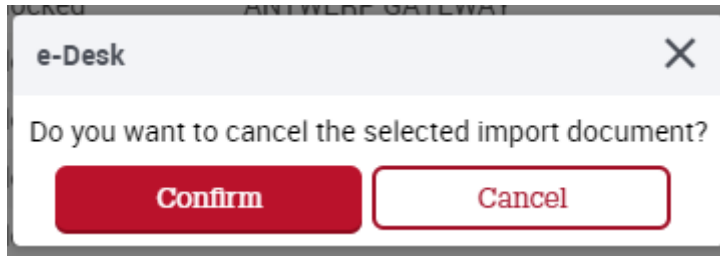
Document status

Attachment

Created on

MVU201812280000003	IMAH	Blocked	PSA ANTWERP 00703	PSA ANTWERP	Open	✓	28-12-2018 07:44	...
MVU201812280000002	IMAH	Blocked	PSA ANTWERP 00703	PSA ANTWERP	Open		28-12-2018 07:15	...
QSGSQSQSGSGSDDDDD	IMAJ	Blocked	ICO NOORDELIJK INSTEEK TERMINAL ZEEBRUGGE (AGENT CANT JE	Open		18-08-2017 09:20	...
FDSHDSFDSFDSFDSHDS	IMAI	Blocked	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANT JE	Open	✓	28-07-2017 13:49	...
17BE12585236974125	COAI	Blocked	ANTWERP GATEWAY	AGENT CANT JE	Open		20-07-2017 08:38	...
17BEI000002432TEST	T1	Blocked	ANTWERP EUROTERTIAL (AET K 1333)	ANTWERP EUROTERTIAL NV		✓	Read	
QSGSQSQSQSQ	T2L	Blocked	ICO VRASENE TERMINAL (K 1241)	AGENT CANT JE	Open	✓	Update	
EEEEEEEEEEEEEEEEEE	COAI	Blocked	ICO VRASENE TERMINAL (K 1241)	AGENT CANT JE	Open	✓	Cancel import document	

The following warning appears:



If you select CONFIRM, the status of the selected document will change to CANCELLED. The status of all cargodocs associated with the document will also change to CANCELLED.

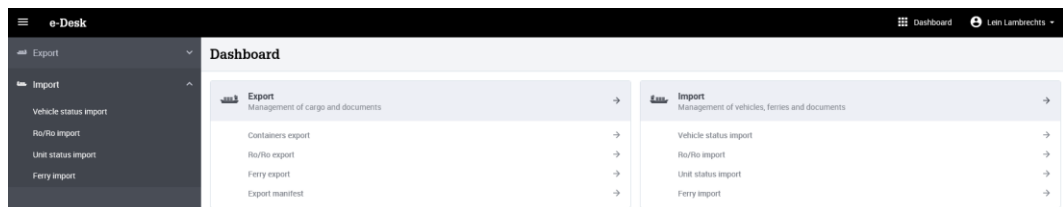
The actions for the vehicles or units linked to the document vary, depending on whether any cargodocs exist for vehicle or unit with the status INACTIVE:

- If there are no cargodocs for the vehicle or unit with the status INACTIVE, the vehicle or unit status changes to CANCELLED.
- If there is a cargodoc for the vehicle or unit with the status INACTIVE, the status of the last recorded INACTIVE cargodoc changes to ACTIVE. The vehicle or unit status of the vehicle or unit remains unchanged.

3.5.5. VEHICLE STATUS IMPORT or UNIT STATUS IMPORT screen

In the VEHICLE STATUS IMPORT or UNIT STATUS IMPORT screen, you can view all the vehicles or units for which your company has registered an import document.


In the menu bar, select the IMPORT module and then click VEHICLE STATUS IMPORT or UNIT STATUS IMPORT or click VEHICLE STATUS IMPORT or UNIT STATUS IMPORT directly on the dashboard.



The vehicle or unit status report is displayed where you can view all combinations of a vehicle or unit identification number and a terminal. The status report is sorted by

the CREATED ON column, which shows the most recently registered vehicles or units at the top. The standard view only shows the OPEN VEHICLE or UNIT STATUSES.

Unit status import								
Unit state: Open unit statuses		Reset filters						
Unit	Booking reference	Terminal	Unit state	Document	Customs procedure Type	Customs state	Attachment	Created on
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	19BEE0000000123456	COAJ	Blocked	✓	11-02-2019 13:43
MLATEST190211001	MLATEST	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	18BEE00000002776732	COAI	Blocked	✓	11-02-2019 11:41

You can filter the list by clicking  [Filter](#) . [1]

Unit status import
Unit state: Open unit statuses
[Reset filters](#)

Unit	Booking reference	Terminal	Unit state	Document	Customs procedure Type	Customs state	Attachment	Created on
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	19BEE0000000123456	COAJ	Blocked	✓	11-02-2019 13:43
MLATEST190211001	MLATEST	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	18BEE00000002776732	COAI	Blocked	✓	11-02-2019 11:41

Unit
Unit state
Open unit statuses
Customs state
Document
Company
Terminal
Search
Clear

[1]

You can filter by:

- VEHICLE or UNIT IDENTIFICATION: enter the first few characters of the vehicle or unit identification number you are looking for.
- VEHICLE or UNIT STATUS. Select from:
 - PROVISIONAL, ARRIVED, DEPARTED, FINALIZED and CANCELLED vehicles or units
 - OPEN VEHICLE or UNIT STATUSES: These are vehicles or units with the statuses PROVISIONAL, ARRIVED and DEPARTED
 - ALL VEHICLE or UNIT STATUSES
- CUSTOMS STATUS: select between RELEASED and BLOCKED
- DOCUMENT: enter the first few characters of the document number you are looking for
- TERMINAL: choose from one of the terminal operators connected to the e-Desk IMPORT module
- Click on the **SEARCH** button to display a filtered status report. To remove the filters click on [Reset filters](#) .

Unit status import								
Unit: MLA123 x		Unit state: Open unit statuses Reset filters						
Unit	Booking reference	Terminal	Unit state	Document	Customs procedure Type	Customs state	Attachment	Created on
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	19BEE0000000123456	COAJ	Blocked	✓	11-02-2019 13:43

To view more information about a selected vehicle or unit. The detailed VEHICLE TERMINAL COMBINATION screen appears:

Unit status import

Unit	Terminal	Unit state
MLA123456789	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional

Unit status

Vehicle-Terminal combination

Importdocument log


Unit

Unit	Booking reference	Terminal
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)
Unit status	Carrier	Owner company
Provisional		HAVENBEDRIJF ANTWERPEN

Documents

Document number	Customs proc...	Customs state	Document sta...	Cargodoc stat...	Attachment	Registered on	Registered by
19BEE000000123456	COAJ	Blocked	Open	Active	✓	11-02-2019 13:43	Marjolein Lambre...

In this detailed screen, you can view which import documents were recorded for the vehicle or unit, and the status of the cargodoc.

You can also view a log of all actions that have been carried out for the vehicle via IMPORTDOCUMENT-LOG [1]. To view all specific details, click on the  button, which will open a detail screen [2].

Unit status

Vehicle-Terminal combination

Importdocument-log [1]

Action

Action	Document number	Unit state	Processed on	Created by
Document attachment created	19BEE000000123456	Provisional	11-02-2019 13:43	Marjolein Lambrechts

Unit

MLA123456789


Terminal

P&O FERRIES ZEEBRUGGE (K105-110)

Company

HAVENBEDRIJF ANTWERPEN

Combase ID/outgoing ref.


TIP

Documents can only be registered for a vehicle in the DOCUMENTS IMPORT screen, and not in the VEHICLE IMPORT STATUS screen.