



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.

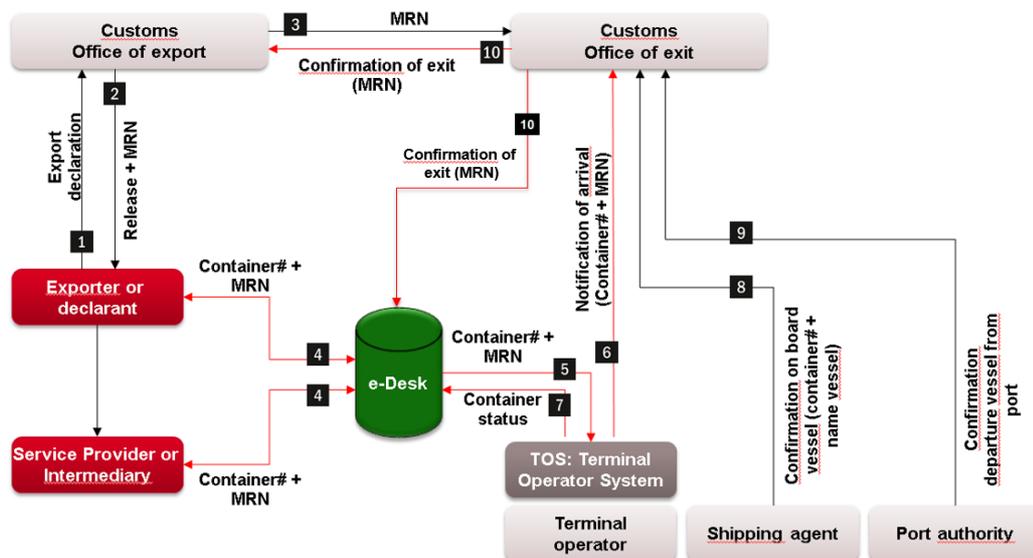
Using the e-Desk export module, customs documents can be submitted covering all:

- 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

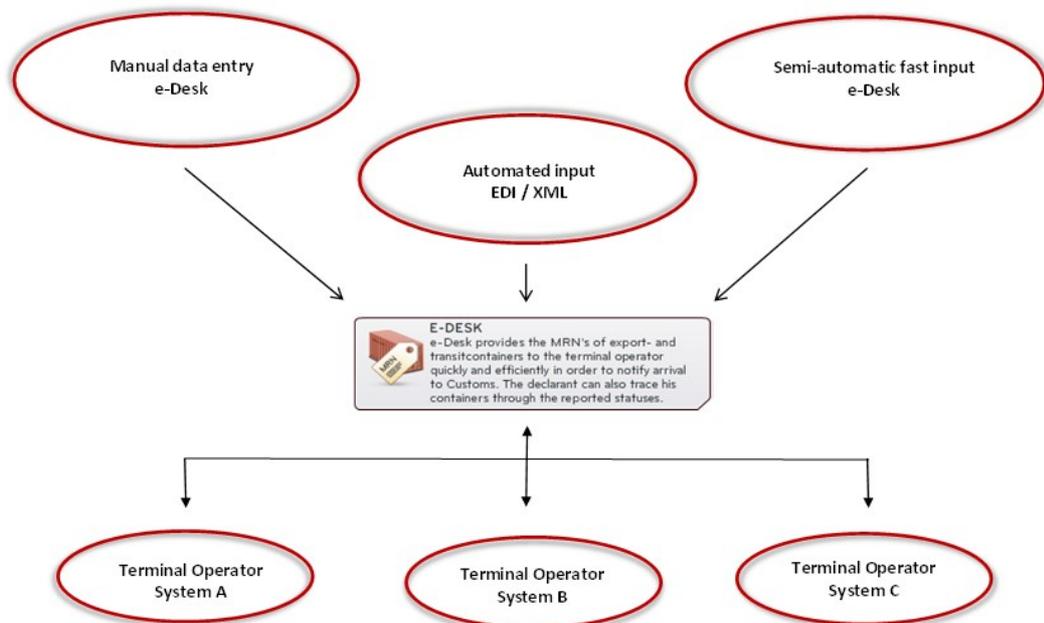
cannot be changed if all the containers, vehicles or ferry units on an MRN document have already been shipped. See also section 2.3 'Current Status'.

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:

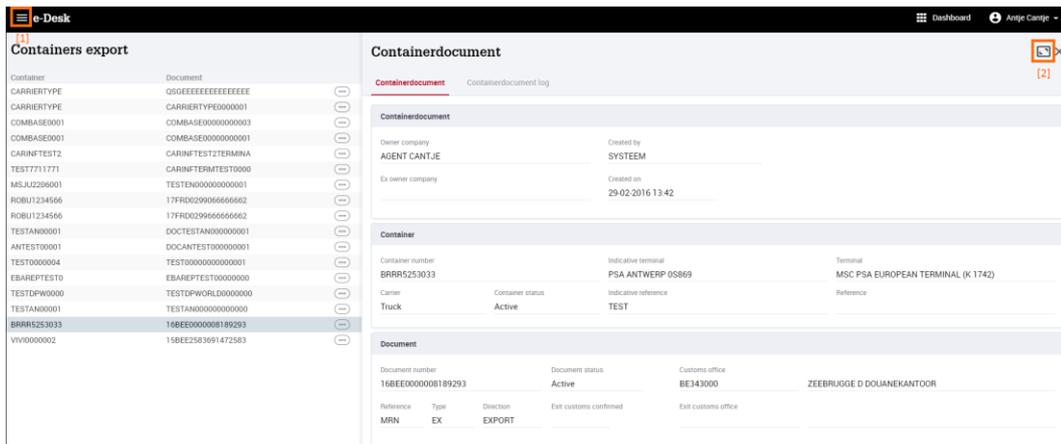
	The logged-in terminal operator is the owner
	No terminal operator is owner yet
	A terminal operator other than the logged-in terminal operator is owner
	The logged-in terminal operator has been indicated as indicative terminal operator by the declarant

2.5. Expand and reduce size of detail screens

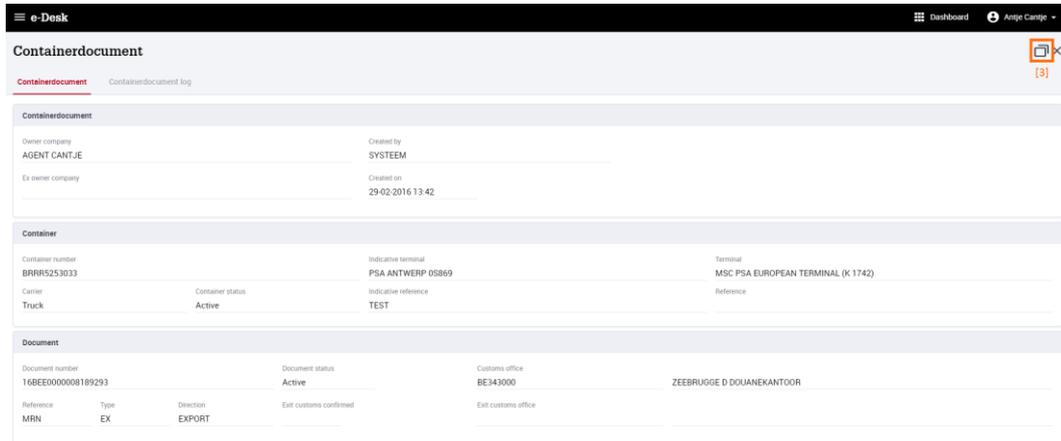
The export module of e-Desk contains various detail screens that provide specific information about a container, vehicle, unit, container, vehicle or unit management and/or associated documents.

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]



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



2.6. Registration of MRN documents

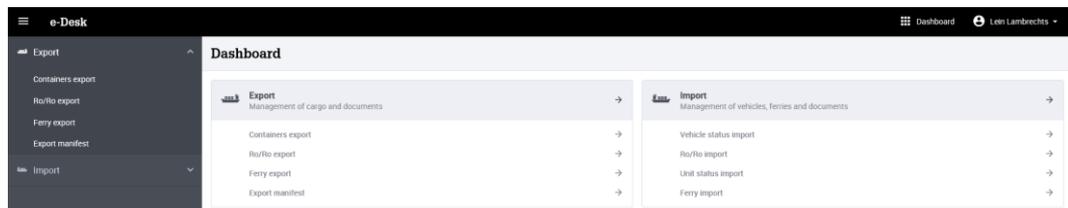
2.6.1. CONTAINERS EXPORT, VEHICLES EXPORT and FERRY EXPORT screen

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.

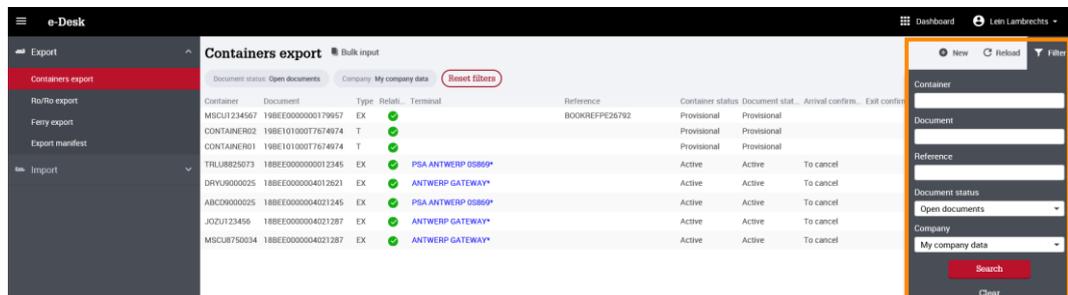
Select the EXPORT module in the menu bar and then click on CONTAINERS EXPORT, RO/RO EXPORT or FERRY EXPORT to open one of these screens, or click directly on CONTAINERS EXPORT, RO/RO EXPORT or FERRY EXPORT on the dashboard:



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].



Containers export

Container	Document	
MNB0506287	18BEE00000MANUAL68	...
TRLU825073	18BEE0000000012345	...
DRYU9000025	18BEE000004012621	...
ABCD9000025	18BEE000004021245	...
JOZU123456	18BEE000004021287	...
MSCU8750034	18BEE000004021287	...
CBHU8374884	18BEE00000000MLA1	...
TEST1231234	18BEE000005738281	...
MLA20180005	18BEE2018211700001	...
MLA20180006	18BEE2018121100003	...
GESU9280801	18BEE0000047178098	...
GESU9280801	18BEE0000047178071	...
GESU9280801	18BEE0000047178063	...
GESU9280801	18BEE0000047178055	...
GESU9280801	18BEE00000MANUAL68	...
MVSTEST0020	18BEE0000002776732	...
DOUA1234567	18BEE1234567891123	...
ACATEST0001	18BEE0000002776732	...
MVSTEST0010	18BEE0000002776724	...
MVSTEST0009	18BEE0000002776732	...
MVSTEST0006	18BEE0000002776732	...
MVSTEST0007	18BEE0000002776724	...
MVSTEST0006	18BEE0000002776724	...

Containerdocument [2]

Containerdocument log

Containerdocument

Owner company: **ML TESTING** Created by: **Lein Lambrechts**

Ex owner company: Created on: **03-01-2019 09:20**

Container

Container number	Indicative terminal	Terminal
DRYU9000025		ANTWERP GATEWAY

Carrier	Container status	Indicative reference	Reference
Truck	Active		

Document

Document number	Document status	Customs office
18BEE000004012621	Active	BE101000 ANTWERPEN D DOUANEKANTOOR

Reference	Type	Direction	Exit customs confirmed	Exit customs office
MRN	EX	EXPORT		

[1]

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 New Reload Filter

Document status: Open documents Company: My company data Reset filters [1]

Container	Document	Type	Relati...	Terminal	Reference	Container status	Document stat...	Arrival confirm.	Exit confirmed	Customs offi...	Created on
MSCU1234567	18BEE0000000179957	EX	✓		BOOKREFPE26792	Provisional	Provisional			FR000800	21-03-2019
CONTAINER02	19BE10100077674974	T	✓			Provisional	Provisional			IEDUB400	21-03-2019
CONTAINER01	19BE10100077674974	T	✓			Provisional	Provisional			IEDUB400	21-03-2019
TRLU825073	18BEE0000000012345	EX	✓	PSA ANTWERP OS869*		Active	Active	To cancel		BE101000	03-01-2019
DRYU9000025	18BEE0000004012621	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101000	03-01-2019
ABCD9000025	18BEE000004021245	EX	✓	PSA ANTWERP OS869*		Active	Active	To cancel		BE101000	03-01-2019
JOZU123456	18BEE000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101000	02-01-2019

- 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 15BEE000023361008	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 * <input type="text"/>
Document number * <input type="text"/>	Customs office * <input type="text"/>

Container information

Container number * <input type="text"/>	Indicative terminal <input type="text"/>
Indicative reference <input type="text"/>	Carrier <input type="text"/>

- 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

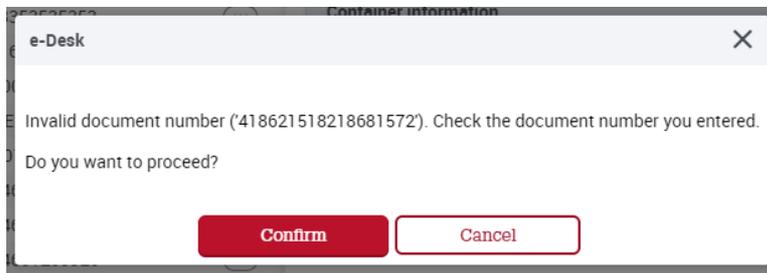
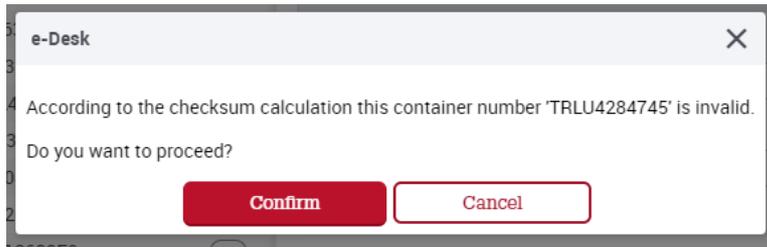
The newly-added line appears in the list.

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:

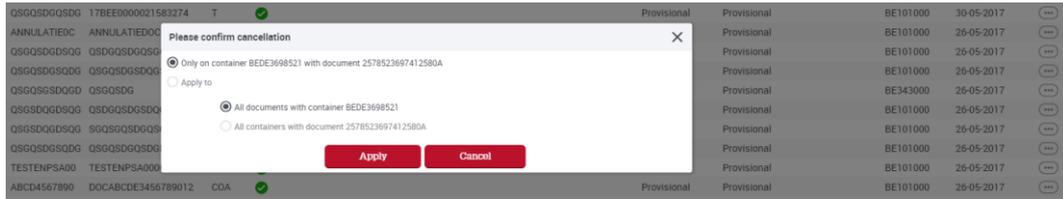
- select the row in the status report you wish to cancel
- click on the  button [1] and then on CANCEL [2].

Containers export Bulk input New Reload Filter

Document status: Open documents Company: My company data Reset filters

Container	Document	Type	Relati...	Terminal	Reference	Container status	Document stat...	Arrival confirm...	Exit confirmed	Customs offi...	Created on	
MSCU1234567	19BEE000000179957	EX			BOOKREFPE26792	Provisional	Provisional			FR000800	21-03-2019	
CONTAINER02	19BE10100077674974	T				Provisional	Provisional			IEDUB400	21-03-2019	
CONTAINER01	19BE10100077674974	T				Provisional	Provisional			IEDUB400	21-03-2019	
TRLU8825073	18BEE0000000012345	EX			PSA ANTWERP OS869*	Active	Active	To cancel		BE101000	03-01-2019	 [1]
DRYU9000025	18BEE0000004012621	EX			ANTWERP GATEWAY*	Active	Active	To cancel		BE101		Read
ABCD9000025	18BEE0000004021245	EX			PSA ANTWERP OS869*	Active	Active	To cancel		BE101		Manage containers
JOZU123456	18BEE0000004021287	EX			ANTWERP GATEWAY*	Active	Active	To cancel		BE101		Manage documents
MSCU8750034	18BEE0000004021287	EX			ANTWERP GATEWAY*	Active	Active	To cancel		BE101		Cancel [2]

- the confirmation screen appears:



- as selected:
 - a. the container/vehicle/unit and document in question is cancelled (default)
 - b. all documents with the container/vehicle/unit identification number in question are cancelled
 - c. 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

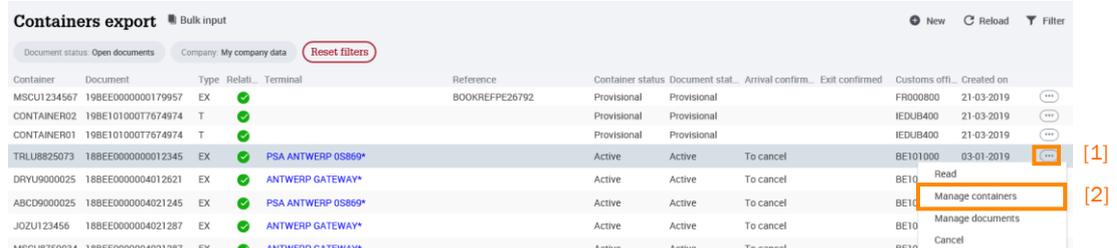


TIP

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 0S869	Active

Container number *

Indicative 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:

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 0S869	Provisional
TRLU8825073	✓		PSA ANTWERP 0S869	Active

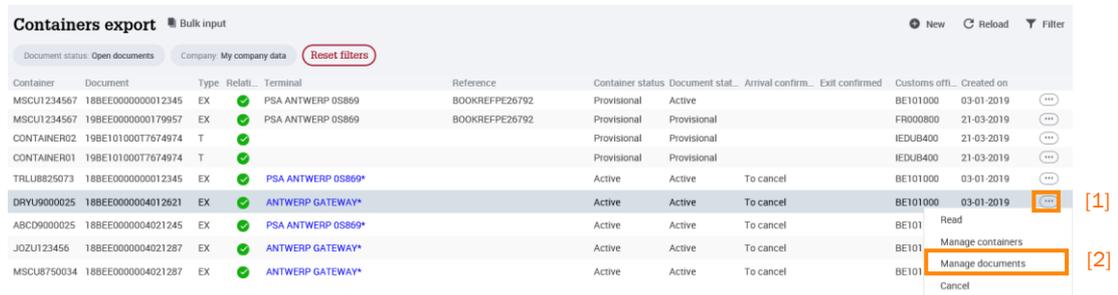
To view, change, or remove a container, vehicle or unit in Document information, select the line and click the  button and **READ**, **UPDATE** or **CANCEL**.

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 a table titled 'Containers export' 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. A context menu is open over the 'ADD DOCUMENT' button (highlighted with an orange box [1]) in the row for container 'DRYU9000025'. The menu options are 'Read', 'Manage containers', 'Manage documents' (highlighted with an orange box [2]), and 'Cancel'.

Container	Document	Type	Relati.	Terminal	Reference	Container status	Document stat.	Arrival confirm.	Exit confirmed	Customs offi.	Created on
MSCU1234567	188EE000000012345	EX	✓	PSA ANTWERP OS869	BOOKREFPE26792	Provisional	Active			BE101000	03-01-2019
MSCU1234567	198EE0000000179957	EX	✓	PSA ANTWERP OS869	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
TRLUB825073	188EE0000000012345	EX	✓	PSA ANTWERP OS869*		Active	Active	To cancel		BE101000	03-01-2019
DRYU9000025	188EE0000004012621	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101000	03-01-2019
ABCD9000025	188EE0000004021245	EX	✓	PSA ANTWERP OS869*		Active	Active	To cancel		BE101	
JOZU123456	188EE0000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101	
MSCU8750034	188EE0000004021287	EX	✓	ANTWERP GATEWAY*		Active	Active	To cancel		BE101	

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

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

Documents

Add document Refresh

Document number	Rel...	Document status	Reference	Type	Customs offi...	Created on
18BEE000001234567	✓	Active	MRN	EX	BE101000	26-03-2019 11:46
18BEE000004012621	✓	Active	MRN	EX	BE101000	03-01-2019 09:20

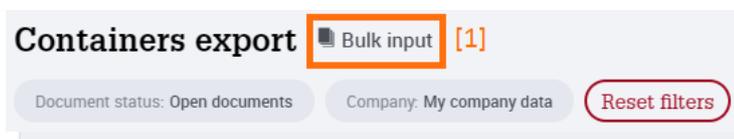
To view, change, or remove a container, vehicle or unit in Container information, Vehicle information or Ferry information, select the line and click the  button and **READ**, **UPDATE** or **CANCEL**.

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

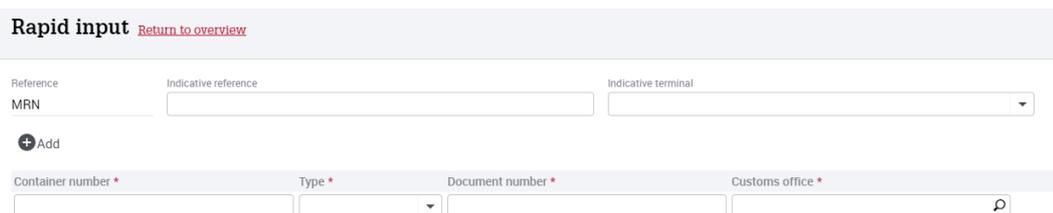
2.6.6. Fast input - manual

To quickly add one or more documents:

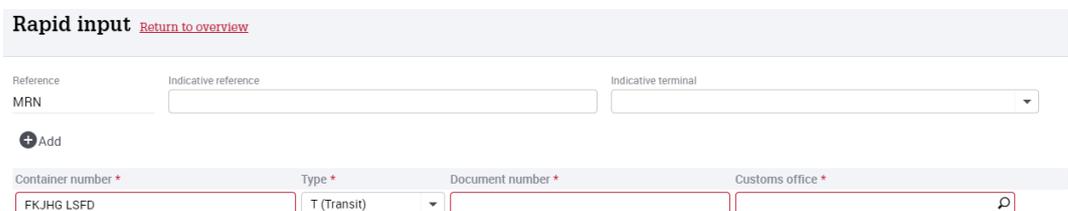
- Click the **BULK INPUT** button



- 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

 **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.

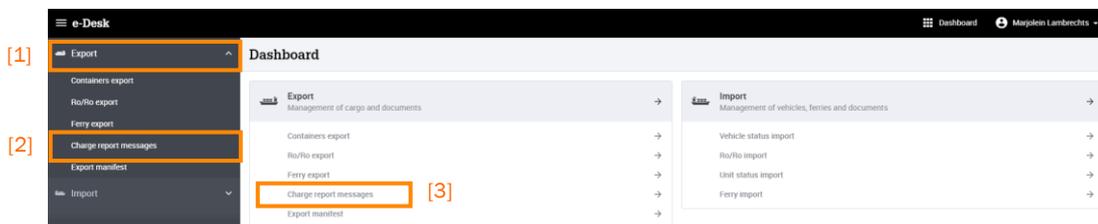
Since all required information for forwarding the arrival notification of containers, vehicles and units (ferries) is present in e-Desk, it is possible to send the charge reports directly from the application to customs.

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.

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	MOCL4890364		CREATE	Rejected	08-03-2019 10:51	NOVA NATIE TERMINALS (K 420)
Vehicle	SADH42A11K1F74176		CREATE	Wait for customs clearance	04-03-2019 07:32	PSA ANTWERP 00420
Container	DFSUJ7366470		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	26-02-2019 18:10	CSP ZEEBRUGGE (K 120)
Ferry	TESTMLA190211	MLATEST	CREATE	Rejected	25-02-2019 13:26	P&O FERRIES ZEEBRUGGE (K106-110)
Ferry	TESTLUN101-XX0700	POFR9Y21012019-3333	CREATE	Rejected	25-02-2019 11:31	P&O FERRIES ZEEBRUGGE (K106-110)
Container	FSCU1164963		CREATE	Rejected	18-02-2019 10:34	PSA ANTWERP 00899
Container	FSCU0072358		CREATE	Rejected	18-02-2019 10:13	PSA ANTWERP 00899
Container	ACATEST0001		CREATE	Rejected	15-02-2019 13:11	ANTWERP GATEWAY

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

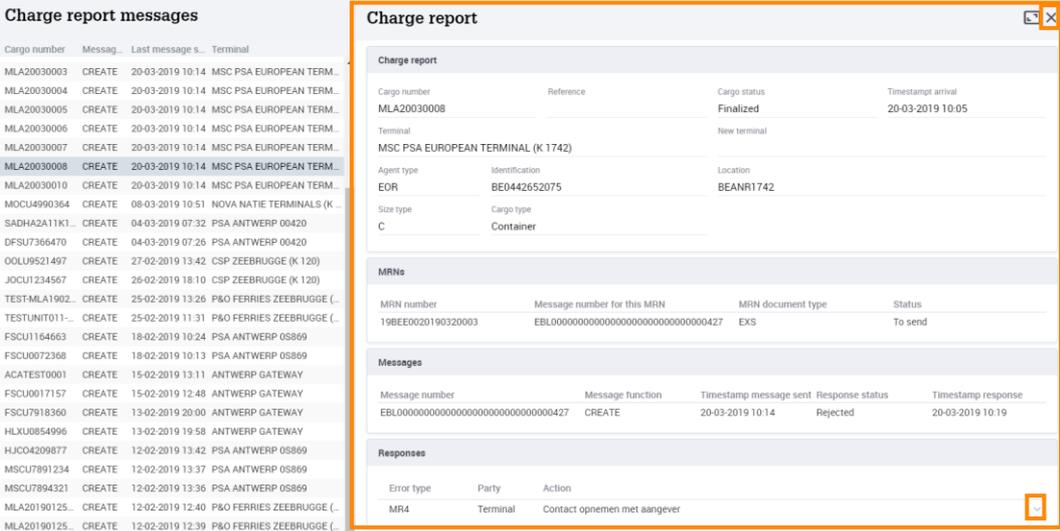
- CARGO NUMBER: enter the exact cargo number
- MRN NUMBER: enter the exact MRN number
- PARTY: party that has to undertake action in case of rejection by customs, nl, AADA, SYSTEM or TERMINAL
- LAST MESSAGE STATUS. Choose from WAITING FOR CUSTOMS CLEARANCE, ACCEPTED or REJECTED.

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

Cargo 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...
SADHAZA11K1	CREATE	04-03-2019 07:32	PSA ANTWERP 00420
DFSU7366470	CREATE	04-03-2019 07:26	PSA ANTWERP 00420
OOLU9521497	CREATE	27-02-2019 13:42	CSP ZEEBRUGGE (K 120)
JOCU1234567	CREATE	26-02-2019 18:10	CSP ZEEBRUGGE (K 120)
TEST-MLA1902	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 05869
FSCU0072368	CREATE	18-02-2019 10:13	PSA ANTWERP 05869
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 05869
MSCU7891234	CREATE	12-02-2019 13:37	PSA ANTWERP 05869
MSCU7894321	CREATE	12-02-2019 13:36	PSA ANTWERP 05869
MLA20190125	CREATE	12-02-2019 12:40	P&O FERRIES ZEEBRUGGE (...)
MLA20190125	CREATE	12-02-2019 12:39	P&O FERRIES ZEEBRUGGE (...)

Charge report

Cargo number	Reference	Cargo status	Timestamp arrival
MLA20030008		Finalized	20-03-2019 10:05

Terminal: MSC PSA EUROPEAN TERMINAL (K 1742)

Agent type	Identification	Location
EOR	BE0442652075	BEANR1742

Size type: C, Cargo type: Container

MRNs

MRN number	Message number for this MRN	MRN document type	Status
19BEE0020190320003	EBL0000000000000000000000000000427	EXS	To send

Messages

Message number	Message function	Timestamp message sent	Response status	Timestamp response
EBL0000000000000000000000000000427	CREATE	20-03-2019 10:14	Rejected	20-03-2019 10:19

Responses

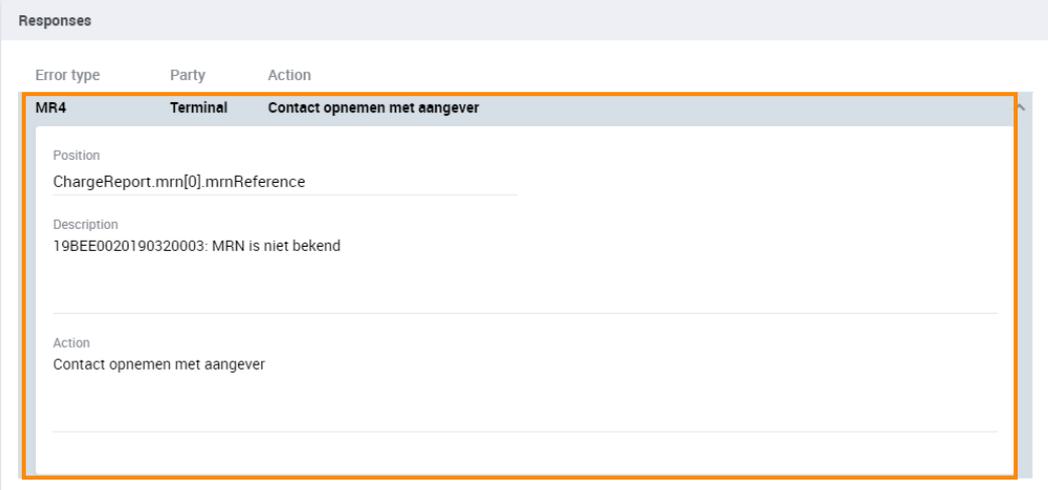
Error type	Party	Action
MR4	Terminal	Contact opnemen met aangever

[2]

[3]

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]

[4]



Responses

Error type	Party	Action
MR4	Terminal	Contact opnemen met aangever

Position
ChargeReport.mrn[0].mrnReference

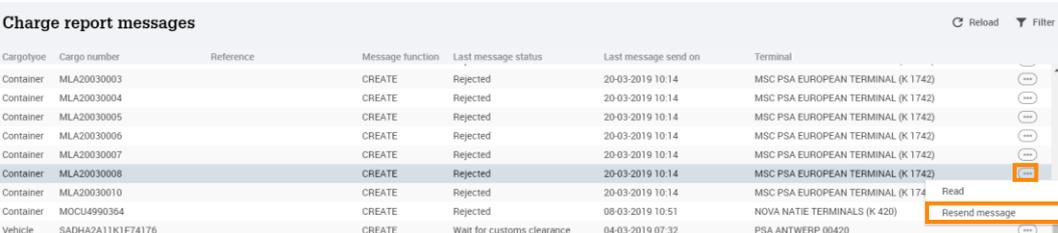
Description
19BEE0020190320003: MRN is niet bekend

Action
Contact opnemen met aangever

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].



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)	
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 174)	Read
Container	MOCU4990364		CREATE	Rejected	08-03-2019 10:51	NOVA NATIE TERMINALS (K 420)	 [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.

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	9448225	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].

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	Closed
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
BE101000	EVERGREEN LINE	10	New

Bookings

Number	Status	Source										
520900026631	New	System										
<table border="1"> <thead> <tr> <th>Cargo number</th> <th>Cargotype</th> <th>Customs status *</th> <th>Port of discharge</th> <th>MRNs</th> </tr> </thead> <tbody> <tr> <td>EMCU6093158</td> <td>Container</td> <td>Outside EU</td> <td>CNSHA</td> <td></td> </tr> </tbody> </table>			Cargo number	Cargotype	Customs status *	Port of discharge	MRNs	EMCU6093158	Container	Outside EU	CNSHA	
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 [?] X

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 EX	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

Number	Status	Source
BEV0102920	Accepted	Agent

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

1 - 1 of 1 items

Number	Status	Source
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	[4]   [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.

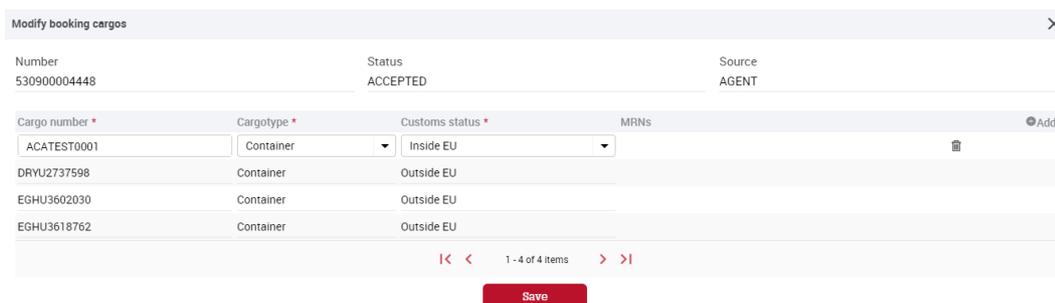
To change the cargo number or cargo type, you need to open the editor screen by clicking the button  in the selected booking number [2].

Bookings					
Number	Status	Source			
53090004448	Accepted	Agent			 
Cargo number	Cargotype	Customs status *	Port of discharge	MRNs	
DRYU2737598	Container	Outside EU	SAJED		 
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		
53090004448	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  .



Number	Status	Source
530900004448	ACCEPTED	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	Rederij 9440825	HOBBY HUNTER	20-03-2019 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		
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	Last message send sent on
BE101000	HAMBURG SÜD	133	Rejected	19-03-2019 13:37

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>

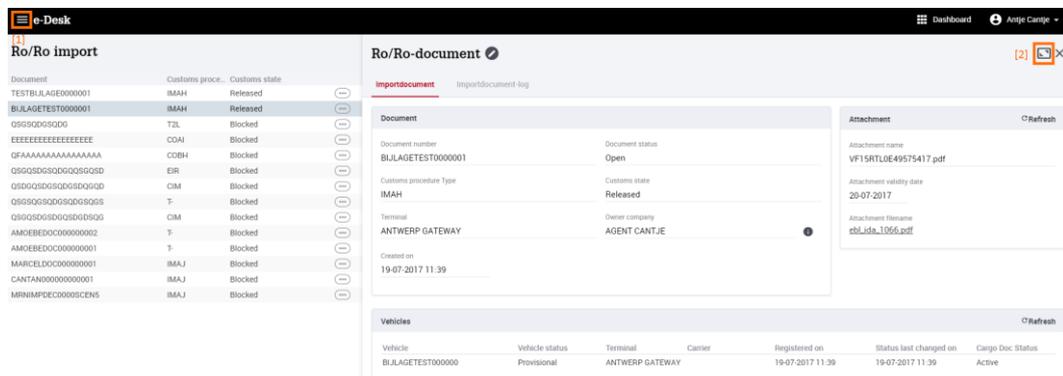
CANCELLED	The declarant has cancelled the document
------------------	--

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]



The screenshot shows the e-Desk interface. On the left, there is a table titled 'Ro/Ro import' with columns for Document, Customs procedure, and Customs state. The main area displays the 'Ro/Ro-document' detail screen for document number BIJLAGEST0000001. The detail screen is partially expanded. A red box [2] highlights the expand icon at the top right of the detail screen.

Document	Customs procedure	Customs state
TESTBIJLAGE0000001	IMAH	Released
BIJLAGEST0000001	IMAH	Released
050909090909	TAL	Blocked
EEEEEEEEEEEEEEEE	COAH	Blocked
QFAAAAAAAAAAAAAA	COBH	Blocked
0509090909090909	ER	Blocked
0509090909090909	CM	Blocked
0509090909090909	T	Blocked
0509090909090909	CM	Blocked
AMOEEREDOC00000002	T	Blocked
AMOEEREDOC00000001	T	Blocked
MARCELDCC000000001	IMAJ	Blocked
CANTAN000000000001	IMAJ	Blocked
MRNIMPEDCC000000SCENS	IMAJ	Blocked

Document number	Document status
BIJLAGEST0000001	Open

Customs procedure Type	Customs state
IMAH	Released

Terminal	Owner company
ANTWERP GATEWAY	AGENT CANTJE

Created on: 19-07-2017 11:39

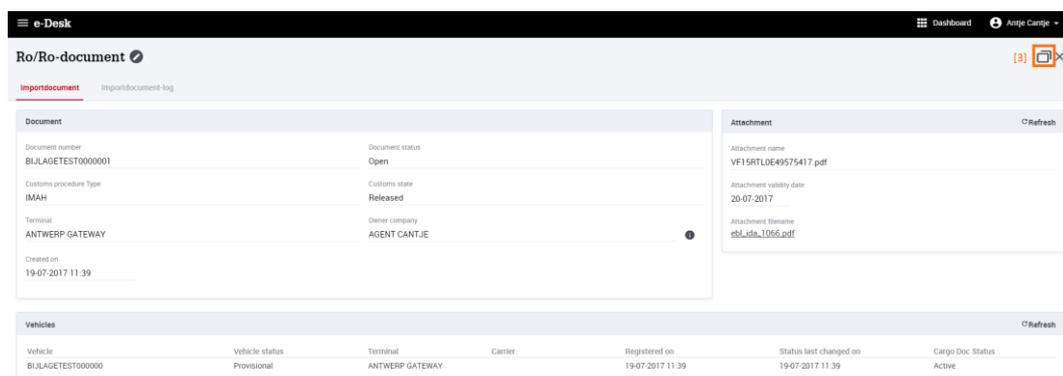
Attachment name
VF15RTL0E49575417.pdf

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
BIJLAGEST000000	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]



The screenshot shows the e-Desk interface with the 'Ro/Ro-document' detail screen fully expanded. A red box [3] highlights the close icon at the top right of the detail screen.

Document number	Document status
BIJLAGEST0000001	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
BIJLAGEST000000	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 a table titled 'Ro/Ro import' with a filter icon and a 'Reset filters' button. The table has columns for Document, Customs procedure, Type, Customs state, Terminal, Owner, Document status, Attachment, and Created on. The first row is highlighted in orange.

Document	Customs procedure	Type	Customs state	Terminal	Owner	Document status	Attachment	Created on
TESTBLJLAGE0000001	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 (K 1241)	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]

The screenshot shows a filter form with the following elements:

- Buttons: + New, Reload, Filter
- Document: Text input field
- Document state: Dropdown menu
- Customs state: Dropdown menu
- Company: Section header
- My company data: Section header
- Terminal: Dropdown menu
- Search: Red button
- Clear: Text link

[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	
AMOEBEDOC000000002	T	Blocked	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANT.JE	Open	✓	20-12-2016 15:31	⋮
AMOEBEDOC000000001	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  **New** button
- The detailed **NEW IMPORT DOCUMENT** screen appears:

Document	Customs p...	Customs state
MVU201812280000003	IMAH	Blocked
MVU201812280000002	IMAH	Blocked
QSGQSGQSGQSGQSDDDDD	IMAJ	Blocked
FDSHSDFHSDFHSDFHSD	IMAJ	Blocked
17BE12585236974125	COAJ	Blocked
17BE000002432TEST	T1	Blocked
QSGSQDGSQDG	T2L	Blocked
EEEEEEEEEEEEEEEE	COAJ	Blocked
QFAAAAAAAAAAAAAA	COBH	Blocked
QSGQSDGSQDGSQDGSQD	EIR	Blocked
QSGQSDGSQDGSQDGSQD	COAJ	Blocked
QSDQSDGSQDGSQDGSQD	CIM	Blocked
QSGQSDGSQDGSQDGSQD	T-	Blocked
QSGQSDGSQDGSQDGSQD	CIM	Blocked
MVU201705290000001	COAH	Blocked
EBALIEWWLMRN0000005	EUFJ	Blocked
17BE0000002912466	COAJ	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  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 [?] X

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
--------------------------------	-------------------------------

[1]

 Save Cancel

Ro/Ro-document 

Importdocument Importdocument-log

Document

Document number: 17BEI2585236974125
 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 

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]

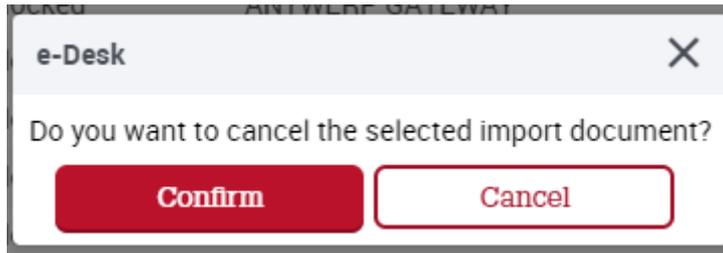
Vehicle-document created 

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  Document: 17BEI2585236974125

Company: AGENT CANTJE  Combase ID/outgoing ref.:

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.

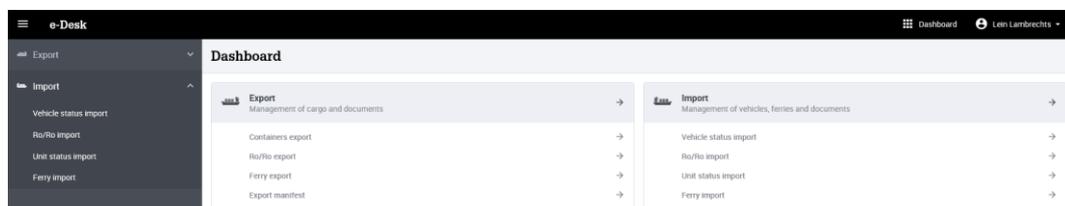
The actions for the vehicles or units linked to the document vary, depending on whether any cargodocs exist for vehicle or unit with the status INACTIVE:

- 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	Booking reference	Terminal	Unit state	Document	Customs procedure Type	Customs state	Attachment	Created on	
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	19BEE000000123456	COAJ	Blocked	✓	11-02-2019 13:43	
MLATEST190211001	MLATEST	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	18BEE0000002776732	COAI	Blocked	✓	11-02-2019 11:41	

You can filter the list by clicking  . [1]

Unit status import									
Unit	Booking reference	Terminal	Unit state	Document	Customs procedure Type	Customs state	Attachment	Created on	
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	19BEE000000123456	COAJ	Blocked	✓	11-02-2019 13:43	
MLATEST190211001	MLATEST	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	18BEE0000002776732	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:
 - a. PROVISIONAL, ARRIVED, DEPARTED, FINALIZED and CANCELLED vehicles or units
 - b. OPEN VEHICLE or UNIT STATUSES: These are vehicles or units with the statuses PROVISIONAL, ARRIVED and DEPARTED
 - c. 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  .

Unit status import									
Unit	Booking reference	Terminal	Unit state	Document	Customs procedure Type	Customs state	Attachment	Created on	
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)	Provisional	19BEE000000123456	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	Booking reference	Terminal
MLA123456789	TESTMLA20190211	P&O FERRIES ZEEBRUGGE (K105-110)
Unit status	Carrier	Owner company
Provisional		HAVENBEDRIJF ANTWERPEN

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].

[1] **Importdocument-log**

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

Unit	Terminal
MLA123456789	P&O FERRIES ZEEBRUGGE (K105-110)
Company	Combase ID/outgoing ref.
HAVENBEDRIJF ANTWERPEN	

[2]

Vehicle-document created	19BEE000000123456	Provisional	11-02-2019 13:43	Marjolein Lambrechts
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TIP

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