



**Port of
Antwerp**
Community System

e-Desk v3.0

User Manual

Table of Contents

1. Introduction	3
2. Export module	3
2.1. Context.....	3
2.2. Concept and operation	5
2.3. Current status.....	7
2.4. Buttons and icons	8
2.5. Expand and reduce size of detail screens.....	8
2.6. Registration of MRN documents.....	9
2.6.1. CONTAINERS EXPORT and VEHICLES EXPORT screen	9
2.6.2. Adding a new document	13
2.6.3. Cancelling a document	15
2.6.4. Adding an additional container or vehicle to a document.....	16
2.6.5. Add an additional document to a container or vehicle.....	18
2.6.6. Fast input - manual	20
2.6.7. Fast input via copy paste from Excel or Word	21
2.7. Subscribe to receive status messages.....	22
3. Import module.....	23
3.1. Context.....	23
3.2. Concept and operation	24
3.3. Current status.....	25
3.3.1. Statuses of vehicles	25
3.3.2. Statuses of cargodocs	25
3.3.3. Statuses of documents.....	26
3.4. Expand and reduce size of detail screens.....	27
3.5. Registration of MRN documents.....	28
3.5.1. RO/RO IMPORT screen	28
3.5.2. Add a new import document	30
3.5.3. Change an import document.....	34
3.5.4. Cancel an import document.....	34
3.5.5. VEHICLE STATUS IMPORT screen.....	35

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.

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 or containers 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.

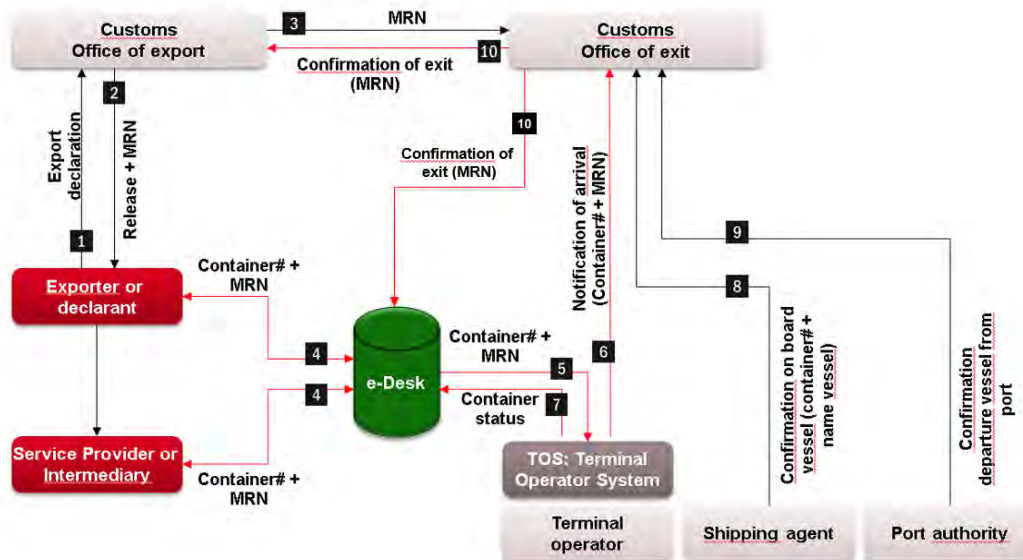
Using the e-Desk export module, customs documents can be submitted covering all:

- export cargo delivered to the terminal (containers and RO/RO)
- transit cargo delivered to the terminal (containers only)

The participating terminal operators in Antwerp and Zeebrugge can be consulted on the APCS website: www.portofantwerp.com/apcs

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 or vehicles on an MRN document have already been shipped. See also section 2.3 'Current Status'.

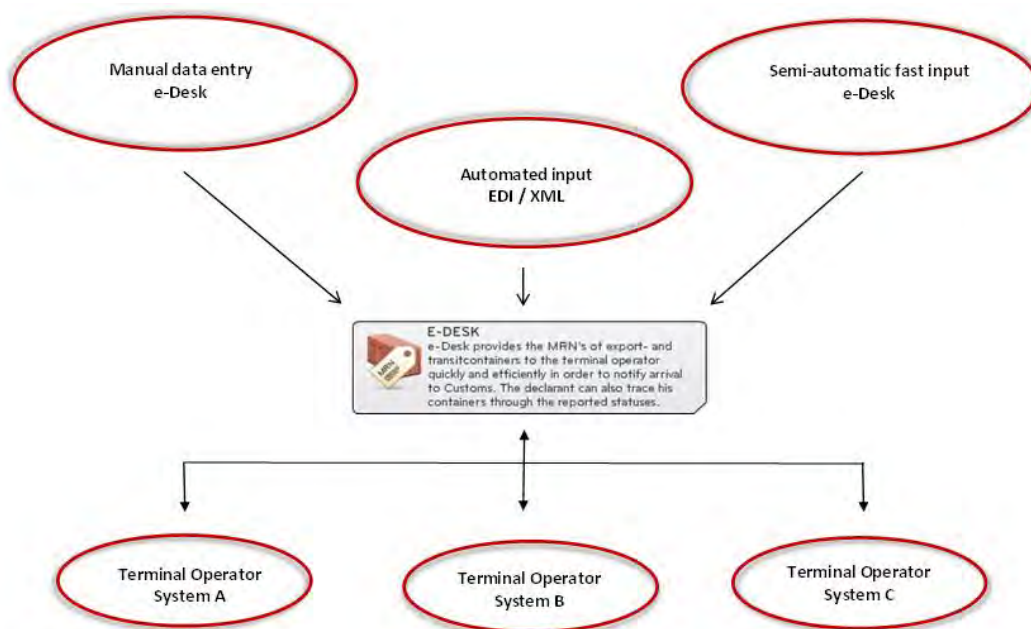
The recorded data is forwarded by e-Desk to the terminal operator's Terminal Operator System (TOS). The terminal operator provides mandatory notifications to

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

STATES OF CONTAINERS AND RO/RO




PROVISIONAL	Container or vehicle has not yet arrived at the terminal.
ANNOUNCED	Container or vehicle transported to another terminal or the customs scanner.
ACTIVE	Container or vehicle is at the terminal.
EXECUTED	Container or vehicle left the terminal via the land side (by truck, barge or rail).
FINALISED	Container or vehicle left the terminal via the land side more than 5 days ago or was shipped.
CANCELLED	<p>Container or vehicle 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 or vehicle 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 or the vehicle is determined according to the status of the container or the vehicle. The following exceptions apply:





- A type T (Transit) document is immediately given 'FINALISED' status after the arrival of all containers or vehicles 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 or vehicle 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 or vehicle 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:

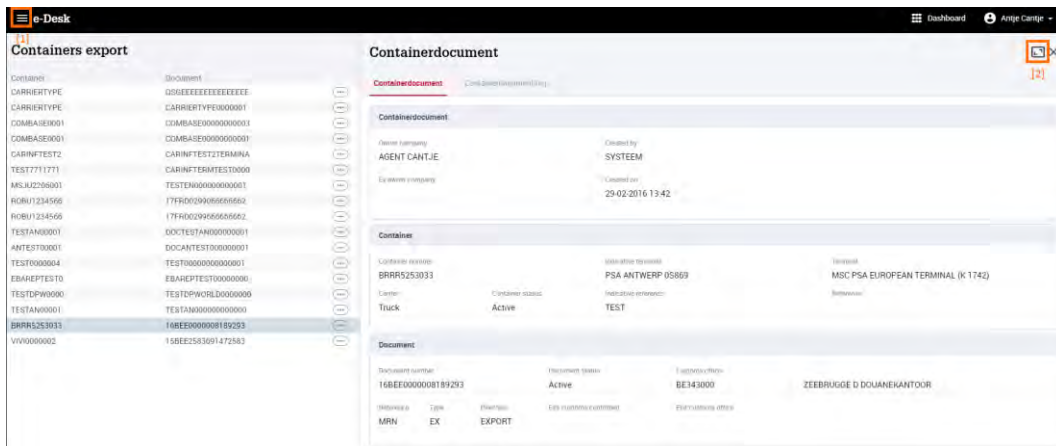
	The logged-in terminal operator is the owner
	No terminal operator is owner yet
	A terminal operator other than the logged-in terminal operator is owner
	The logged-in terminal operator has been indicated as indicative terminal operator by the declarant

2.5. Expand and reduce size of detail screens

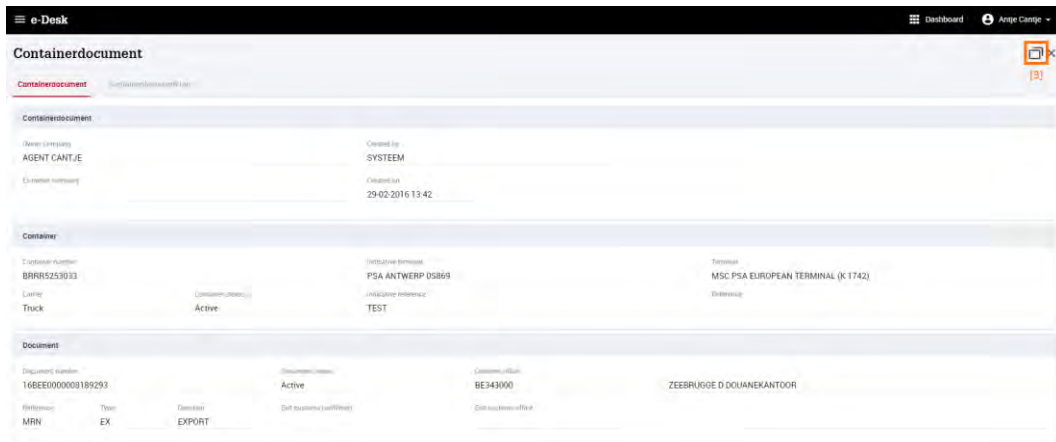
The export module of e-Desk contains various detail screens that provide specific information about a container, vehicle, container and vehicle management and/or associated documents.

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]



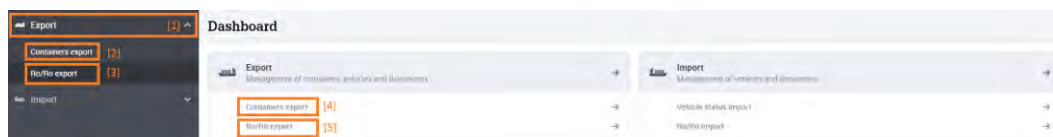
2.6. Registration of MRN documents

2.6.1. CONTAINERS EXPORT and VEHICLES EXPORT screen

Declarants can register MRN documents for containers and RO/RO 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.

Select the EXPORT module in the menu bar [1] and then click on CONTAINERS EXPORT [2] or RO/RO EXPORT [3] to open one of these screens, or click directly on CONTAINERS EXPORT [4] or RO/RO EXPORT [5] on the dashboard:



The CONTAINERS EXPORT or RO/RO 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]

Container	Document	Type	Status	Reference	Container status	Document status	Cell container	Customs office	Created on
BEDE398821	TZEST0000000000000	EX	Green	BELGIAN NEW FRUIT WHARF (BNFW K190)	Provisional	Provisional		BE101000	02-06-2017
BEDE398821	2578523697412580A	226	Green	BELGIAN NEW FRUIT WHARF (BNFW K190)	Provisional	Provisional		BE101000	01-06-2017
AGDE399821	14785236974120580A	T	Green	APM TERMINALS ZEEBRUGGE (K 120)	Provisional	Provisional		BE101000	01-06-2017
TEST000002	1403185100140319151	EX	Green	PSA ANTWERP 05856	Provisional	Provisional		BE105000	01-06-2017
TRLU4284744	1403185100140319151	EX	Green		Provisional	Provisional		BE105000	01-06-2017
QSG0200002	178EE83990021583274	T	Green		Provisional	Provisional		BE101000	30-05-2017
ANKALATIEC	ANKALATIEC0000004	T	Green		Provisional	Provisional		BE101000	25-05-2017

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

[2]

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

- Container number or vehicle number: enter the first few characters of the requested cargo [1]
- Document number: enter the first few characters of the document number you are looking for [2]
- Reference [3]
- Document Status [4]: 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 [5]. You can also view all the documents that have been registered in e-Desk via the COMPANY filter.

The screenshot shows a search filter interface with the following fields and callouts:

- [1] Container: Input field containing 'A'
- [2] Document: Empty input field
- [3] Reference: Empty input field
- [4] Document status: Dropdown menu with 'Provisional' selected
- [5] Company: Dropdown menu with 'My company data' selected

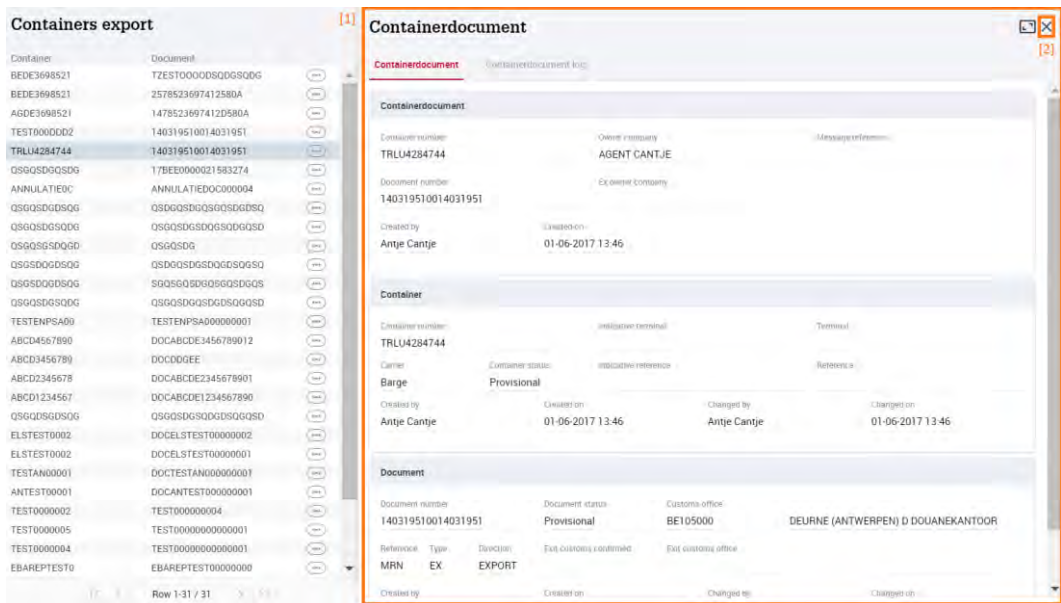
Buttons for 'Search' and 'Clear' are located at the bottom of the form.

Click the  button. A filtered list appears.

The screenshot shows a table titled 'Containers export' with the following columns and data:

Container	Document	Type	Relation	Terminal	Reference	Container status	Document status	Exit confirmed	Customs office	Crossed on
AGDE3698521	1478523697412D580A	T	✓	APM TERMINALS ZEEBRUGGE (K 120)	OSGSDOC	Provisional	Provisional		BE101000	01-06-2017
ANNULATIEGC	ANNULATIEDOC000004	T	✓			Provisional	Provisional		BE101000	26-05-2017
ABCD4567890	DOCABCE3456789012	COA	✓			Provisional	Provisional		BE101000	26-05-2017
ABCD3456789	DOCDGEE	226	✓			Provisional	Provisional		BE343000	26-05-2017
ABCD2345678	DOCABCE2345678901	T	✓			Provisional	Provisional		BE101000	26-05-2017
ABCD1234567	DOCABCE1234567890	EX	✓			Provisional	Provisional		BE101000	26-05-2017

Click on a row in the summary to view the details for a document and container or vehicle 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]



Consult customs authorities' confirmation of exit

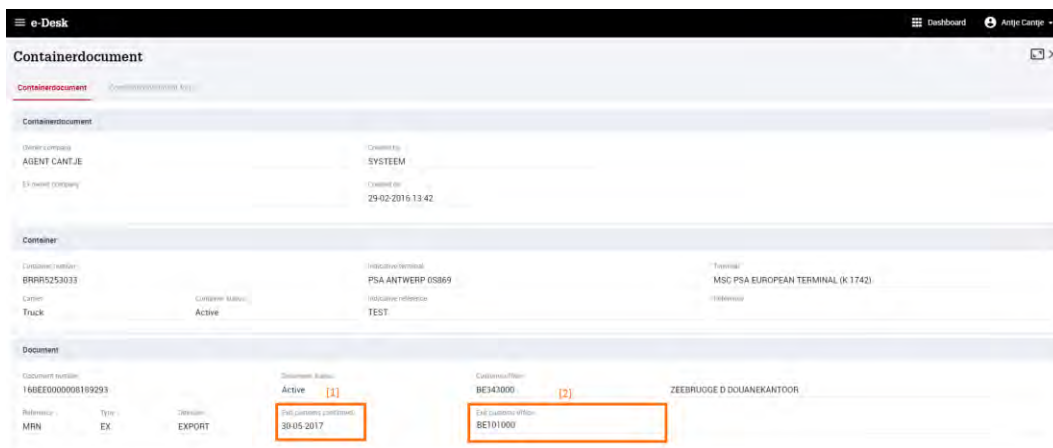
In e-Desk, you can find out if the customs authorities have confirmed exit of your goods:

- 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 or VEHICLES EXPORT screen. [1]

The screenshot shows the 'Containers export' screen with a table of containers. The table has columns for 'Container', 'Document', 'Type', 'Religion', 'Terminal', 'Reference', 'Container status', 'Document status', 'Exit confirmed', 'Customs office', and 'Created on'. The 'Exit confirmed' column is highlighted with a red box and a [1] label, showing checkmarks in several rows. The 'Customs office' column shows 'N/A' for most rows and 'BE105000' for others.

Container	Document	Type	Religion	Terminal	Reference	Container status	Document status	Exit confirmed	Customs office	Created on
CMAU6002052	647946440494111111	T	✗	N/A	N/A	Active	Finalized	✓	N/A	21-02-2017
CMAU8401787	469491319494999999	T	✗	N/A	N/A	Active	Finalized	✓	N/A	21-02-2017
CMAU9106908	4016494949999999	T	✗	N/A	N/A	Active	Finalized	✓	N/A	21-02-2017
CMAU9106908	4616419991194949-9	T	✗	N/A	N/A	Active	Finalized	✓	N/A	21-02-2017
CMAU5711264	981619191661491631	T	✗	N/A	N/A	Finalized	Finalized	✓	N/A	21-02-2017
CMAU5295742	981619191661491631	T	✗	N/A	N/A	Finalized	Finalized	✓	N/A	21-02-2017
CMAU5242249	961619191661491631	T	✗	N/A	N/A	Finalized	Finalized	✓	N/A	21-02-2017
CMAU4487020	5388388353535353	EK	✗	N/A	N/A	Finalized	Finalized	✓	N/A	21-02-2017
CAU9009382	5388388353535353	EK	✗	N/A	N/A	Finalized	Finalized	✓	N/A	21-02-2017
CMAU4216780	464619191636316161	T	✗	N/A	N/A	Finalized	Finalized	✓	N/A	21-02-2017
CXRU133283	17BEE000003229236	T	✗	N/A	N/A	Finalized	Finalized	✓	N/A	09-02-2017

- In the detailed screen of the container or vehicles document, the 'Customs exit office' [3] field displays the customs office which confirmed the exit of the goods, and the 'Exit confirmed by customs' [2] field displays the date of exit.



2.6.2. Adding a new document


To add a new document:

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

- 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 or VEHICLE IDENTIFICATION NUMBER (VIN).
- 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]:

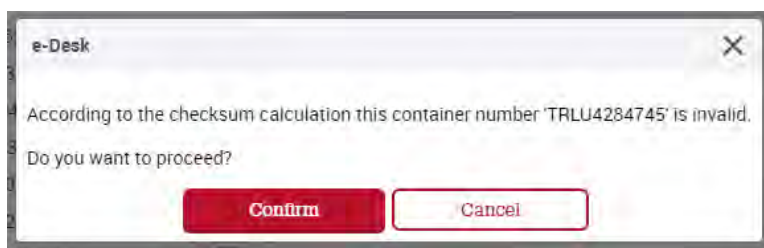
The newly-added line appears in the list.

 **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 or vehicle number and the MRN document number. If you are sure the document number, container number or vehicle number you've entered is correct, you can proceed by clicking 'Yes':



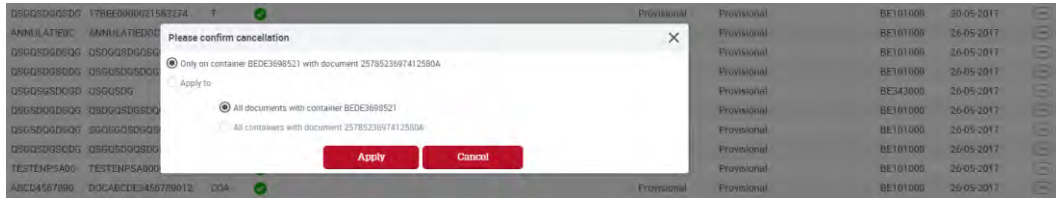
2.6.3. Cancelling a document

To cancel a container document or RO/RO 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	Residence	Terminal	Reference	Container status	Document status	Exit container	Customs office	Created on	
TRLU4284745	140319510014031951	EX				Provisional	Provisional		BE105000	01-06-2017	
BEDE3698521	TZES100000SDGSDG	EX				Provisional	Provisional		BE101000	02-06-2017	
BEDE3698521	2578523697412580A	226				Provisional	Provisional		BE101600	01-06-2017	
AGDE3698521	14785236974120580A	T				Provisional	Provisional		BE101000		
TEST000DD2	140319510014031951	EX				Provisional	Provisional		BE105000		
TRLU4284744	140319510014031951	EX				Provisional	Provisional		BE105000		
QSGSDGSDG	178EE000021583274	T				Provisional	Provisional		BE101000		
ANNULATIEXC	ANNULATIEXC000004	T				Provisional	Provisional		BE101000		
QSGSDGSDG	QSGSDGSDGSDGSDGSDG	T				Provisional	Provisional		BE101000	26-05-2017	
QSGSDGSDG	QSGSDGSDGSDGSDGSDG	T				Provisional	Provisional		BE101000	26-05-2017	
QSGSDGSDG	QSGSDG	TN				Provisional	Provisional		BE343000	26-05-2017	
QSGSDGSDG	QSGSDGSDGSDGSDGSDG	T				Provisional	Provisional		BE101000	26-05-2017	

- the confirmation screen appears:



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

2.6.4. Adding an additional container or vehicle to a document



TIP

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

To add an additional container or vehicle to a document:

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



- click on **ADD CONTAINER** or **ADD VEHICLE** in the detail screen of a document [1]

Manage the containers of document '2578523697412580A' [?] X

Document information

Document number	Reference	Direction	Type	Customs office	Document status
2578523697412580A	MRN	EXPORT	E226	BE101000	Provisional

Containers [1] **Add container** Refresh

Container number	Rela. Reference	Terminal	Container status
BEDE3698521	✔ FHDFHDF	BELGIAN NEW FRUIT WHARF (BNFW K...	Provisional

- the detailed container or vehicle screen appears below:

Manage the containers of document '2578523697412580A' [?] X

Document information

Document number	Reference	Direction	Type	Customs office	Document status
2578523697412580A	MRN	EXPORT	E226	BE101000	Provisional

Containers Add container Refresh

Container number	Rela. Reference	Terminal	Container status
BEDE3698522	✔ [1]	ANTWERP GATEWAY	Provisional

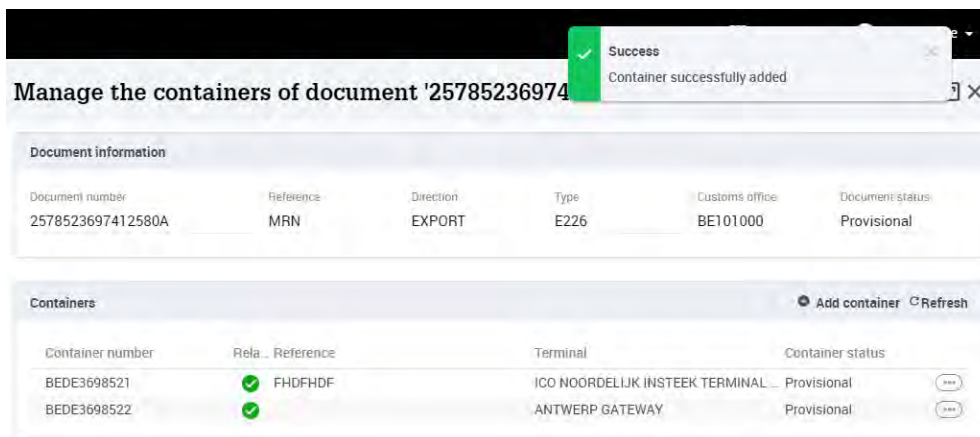
Container number * Indicative terminal Terminal

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 or vehicle will appear in the **Containers** or **Vehicles** status report as follows:



To view, change, or remove a container or vehicle 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 Refresh button .

2.6.5. Add an additional document to a container or vehicle

To add an additional document to a container or vehicle:

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



- click on the **ADD DOCUMENT** button on the detail screen of a container or vehicle [1]

Manage the documents of container 'COMBASE0001' 🔍 ✕

Container information

Container number	Indicative terminal	Indicative reference	Container status
COMBASE0001			Active
	Terminal	Reference	Carrier
	PSA ANTWERP 0S869		Truck

Documents [1] ➕ Add document 🔄 Refresh

Document number	Rel.	Document status	Reference	Type	Customs office	Created on	
COMBASE00000000003	✓	Active	MRN	EX	BET01000	19-07-2017 11:21	⋮
COMBASE00000000001	✓	Active	MRN	EX	BET01000	19-07-2017 10:51	⋮

- the document detail screen is displayed: [1]

Manage the documents of container 'COMBASE0001' 🔍 ✕

Container information

Container number	Indicative terminal	Indicative reference	Container status
COMBASE0001			Active
	Terminal	Reference	Carrier
	PSA ANTWERP 0S869		Truck

Documents ➕ Add document 🔄 Refresh

Document number	Rel.	Document status	Reference	Type	Customs office	Created on	
COMBASE00000000003	✓	Active	MRN	EX	BET01000	19-07-2017 11:21	⋮
COMBASE00000000001	✓	Active	MRN	EX	BET01000	19-07-2017 10:51	⋮

MRN [1]

Document number * Customs office *

Reference Type *

Document status

Created by Created on Changed by Changed on

? Save Remove document Cancel

- fill in the required (*) and optional details
 - click the SAVE button
- The extra document appears in the **CONTAINER INFORMATION** or **VEHICLE INFORMATION** list:

Manage the documents of container 'COMBASE0001' 🔍 ✕

Container information

Container number	Indicative terminal	Indicative reference	Container status
COMBASE0001			Active
	Terminal	Reference	Carrier
	PSA ANTWERP 0S869		Truck

Documents ➕ Add document 🔄 Refresh

Document number	Rel.	Document status	Reference	Type	Customs office	Created on	
TESTCOMBASE0000002	✓	Active	MRN	T2L	AT100900	19-07-2017 15:32	⋮
COMBASE0000000003	✓	Active	MRN	EX	BE101000	19-07-2017 11:21	⋮
COMBASE0000000001	✓	Active	MRN	EX	BE101000	19-07-2017 10:51	⋮

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

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

2.6.6. Fast input - manual

To quickly add one or more documents:

- Click the **BULK INPUT** button

Containers export 📄 Bulk input [1]

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

- the **Fast input** screen appears:

Rapid input [Return to overview](#)

Reference: MRN Indicative reference: Indicative terminal: ▼

➕ Add

Container number * Type * Document number * Customs office *

▼ 🔍

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

The screenshot shows the 'Rapid input' form with the following fields:

- Reference: MRN
- Indicative reference: [empty]
- Indicative terminal: [empty]
- + Add button
- Container number *: FKJHG LSPD
- Type *: T (Transit)
- Document number *: [empty]
- Customs office *: [empty]

- fill in the required information (*) Container number or vehicle identification number, type, document number, and custom office for one or more lines
- click on the **+ Toevoegen** button or on the tab key to add another container or vehicle 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**

The screenshot shows the 'Rapid input' form with the following fields:

- Reference: MRN
- Indicative reference: [empty]
- Indicative terminal: [empty]
- + Add button
- Container number *: [active cursor]
- Type *: [empty]
- Document number *: [empty]
- Customs office *: [empty]

- 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 <http://www.portofantwerp.com/apcs/nl/e-desk>.

A subscription can be requested by sending an e-mail to apcs@portofantwerp.com.

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

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.

Declarants can use the e-Desk import module to indicate that a customs-approved treatment was issued for a vehicle 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:

- Was released: meaning the vehicle may leave the terminal
- Was blocked: meaning the vehicle 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 APCS website: www.portofantwerp.com/apcs

3.2. Concept and operation

Once a vehicle 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, the unloading terminal and an indication that the vehicle 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 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 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 <https://webapps.portofantwerp.com/secured/eservices>
- 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.portofantwerp.com/apcs

Data can also be changed or cancelled using the same two methods. Depending on the status of the vehicles and documents, restrictions apply, it being logical that data cannot be changed or cancelled if a vehicle 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 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

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

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

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

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

3.3.2. Statuses of cargodocs

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

- Link multiple vehicles to a document (for example, IMAH is drawn up for multiple vehicles)
- Multiple documents can be registered for one vehicle (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.
- A single vehicle can be linked to different documents.
- In the import module, the combination of a vehicle 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.</p> <p>The document in an ACTIVE cargodoc determines the status of a vehicle.</p>
INACTIVE	<p>The document in an INACTIVE cargodoc is not the latest document for a vehicle.</p> <p>If the ACTIVE cargodoc for a vehicle 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 is first placed in a customs warehouse at the unloading terminal with a IMAJ document. The status of the Cargodoc combined vehicle and IMAJ document is ACTIVE. • Then, the vehicle is released with an IMAH document. The status of the Cargodoc combined vehicle and IMAJ document changes to INACTIVE. The status of the cargodoc combined vehicle and IMAH document is now ACTIVE. • The declarant cancels the IMAH document. The status of the Cargodoc combined vehicle and IMAJ document becomes ACTIVE.
CANCELLED	<p>The declarant has cancelled the cargodoc by removing a vehicle 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 associated with the document.

OPEN	Vehicles with the status PROVISIONAL are linked to the document
CLOSED	Only vehicles with the statuses FINALISED or CANCELLED are linked to the document
CANCELLED	The declarant has cancelled the document

3.5. Registration of MRN documents

3.5.1. RO/RO IMPORT screen

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

The RO/RO IMPORT screen is used to register MRN documents for vehicles.

In the menu bar, select the IMPORT^[1] module. Then click RO/RO IMPORT^[2] or click RO/RO IMPORT^[3] directly on the dashboard.




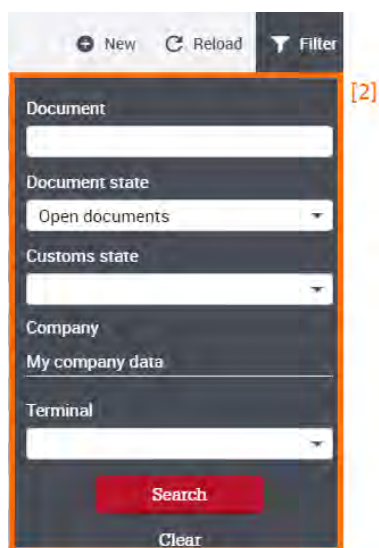
The RO/RO documents status report is displayed and is sorted by the CREATED ON column, whereby the most recently uploaded documents appear at the top. The standard report only shows OPEN DOCUMENTS that a user has registered within that user's company: ^[1]



The screenshot shows a table with the following data:

Document	Customs procedure Type	Customs state	Terminal	Driver	Document status	Attachment	Created on
TESTBILLAGE0000001	IMAH	Released	PSA ANTWERP 00703	AGENT CANTJE	Open	✓	19-07-2017 11:46
BIJLAGETEST0000001	IMAH	Released	ANTWERP GATEWAY	AGENT CANTJE	Open	✓	19-07-2017 11:39
QSGSQDQSDG	T2L	Blocked	ICD VRASENE TERMINAL (R 1241)	AGENT CANTJE	Open	✓	22-06-2017 12:26

You can filter the RO/RO IMPORT status report by clicking on the  Filter button, which will open the dropdown menu. ^[2]



The screenshot shows a dropdown menu with the following fields:

- Document
- Document state: Open documents
- Customs state
- Company: My company data
- Terminal

There is a red 'Search' button and a 'Clear' button at the bottom.



You can filter the list on:

- DOCUMENT NUMBER^[1]: enter the first few characters of the document number you are looking for
- DOCUMENT STATUS^[2]: select between OPEN, CLOSED, CANCELLED or ALL DOCUMENTS. see also section 3.3 'Current Status'.
- CUSTOMS STATUS^[3]: select between RELEASED and BLOCKED
- TERMINAL^[4]: select one of the terminals connected to the e-Desk IMPORT module

The screenshot shows a filter interface with the following fields and callouts:


- [1]** Document: A text input field containing the letter 'A'.
- [2]** Document state: A dropdown menu with 'Open documents' selected.
- [3]** Customs state: A dropdown menu with 'Blocked' selected.
- [4]** Terminal: A dropdown menu that is currently empty.

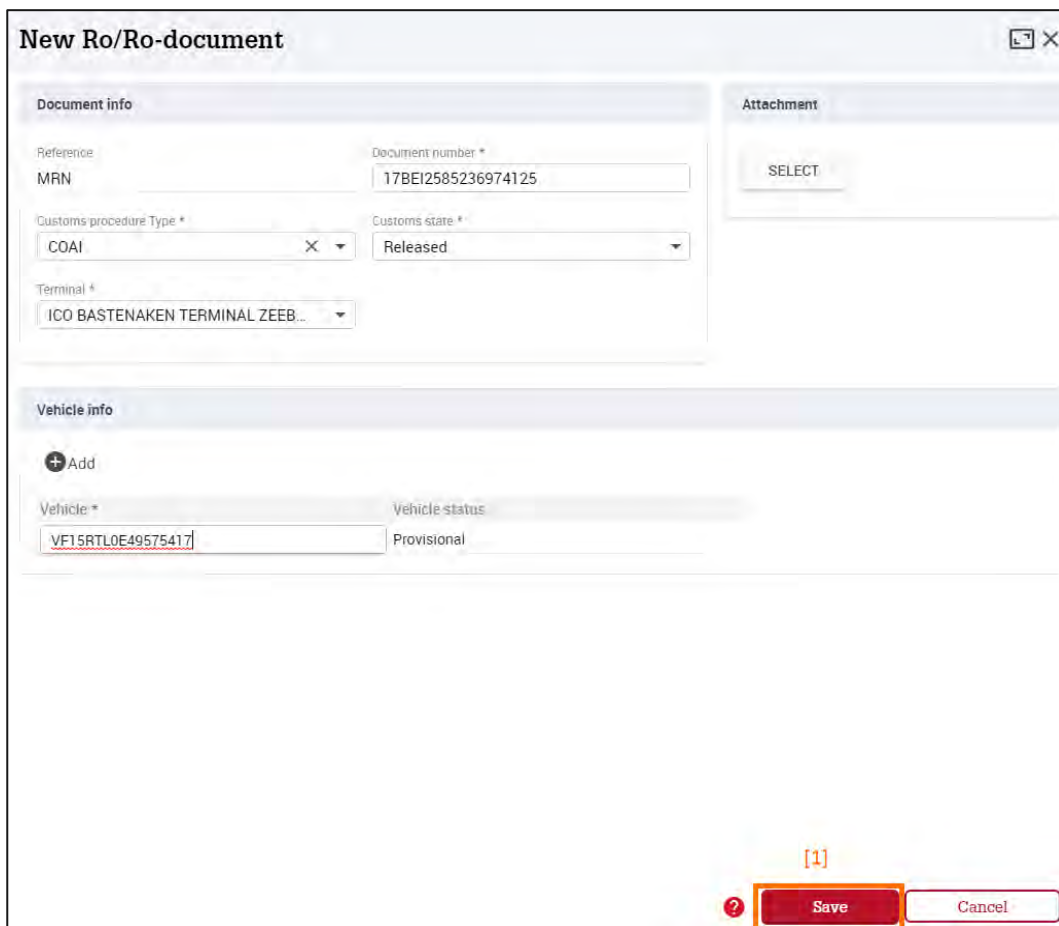
At the bottom of the filter panel are two buttons: 'Search' (red) and 'Clear' (white).

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

The screenshot shows the 'Ro/Ro import' document overview table. The filters at the top are: Document: A, Document state: Open documents, Customs state: Blocked, and Terminal: (empty). The 'Reset filters' button is circled in red. The table contains two rows of data:

Document	Customs procedure Type	Customs state	Terminal	Dirnis	Document status	Attachment	Created on	
AM0EBED0C000000002	F	Blocked	100 BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANTJE	Open	✓	20-12-2016 15:31	⋮
AM0EBED0C000000001	F	Blocked	APM TERMINALS ZEEBRUGGE (K 120)	AGENT CANTJE	Open	✓	20-12-2016 15:23	⋮

- e. VEHICLE. One or more vehicles linked to the document number. In this field, the VIN number with exactly 17 characters must be entered. You can specify additional vehicle 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

Document info

Reference: MRN
 Document number *: 17BEI2585236974125
 Customs procedure Type *: COAI
 Customs state *: Released
 Terminal *: ICO BASTENAKEN TERMINAL ZEEB...

Attachment

SELECT

Vehicle info

+ Add

Vehicle *: VF15RTL0E49575417
 Vehicle status: Provisional

[1]
 Save Cancel



TIP

If a transit document is attached to a transit declaration, the terminal operator can print the document and give to the carrier when the vehicle is collected.

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.

When making a manual entry, a warning may appear. Both the vehicle number and the MRN document number are checked:



If you are sure that the registered vehicle number or document number have actually been entered correctly, despite the warning, click CONFIRM. The import document is saved.

The list now displays the newly added line [1]. To view more information about a selected document, select the row of the document you wish to view and click on the button [2] and then on READ [3].

Ro/Ro import New Reload Filter

Document status: Open documents Reset filters

Document	Customs procedure Type	Customs state	Terminal	Owner	Document status	Attachment	Created on	
AMOEEDOC000000001	T	Blocked	APM TERMINALS ZEEBRUGGE (K 120)	AGENT CANTJE	Open	✓	20-12-2016 15:23	
MARCELD0C000000001	IMAJ	Blocked	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANTJE	Open	✓	20-12-2016 15:04	
CANTAN000000000001	IMAJ	Blocked	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANTJE	Open		20-12-2016 14:01	
MRNIMPDEC0000SCENS	IMAJ	Blocked	ICO VRIASENE TERMINAL (K 1241)	AGENT CANTJE	Open		13-12-2016 13:36	
17BEI2585236974125 [1]	COAI	Released	ICO BASTENAKEN TERMINAL ZEEBRUGGE (K 501)	AGENT CANTJE	Open		19-07-2017 16:26	[2]

[3] Read
Update
Cancel import document

The detailed VEHICLE DOCUMENT screen appears on the right:

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 🔄 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 have been registered for the document and the status of the cargodocs (the combinations of the document with the vehicles).

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, click the button 🔍 in the overview [2].

Ro/Ro-document 🔍 🗨️ ✕

Importdocument **Importdocument-log** [1]

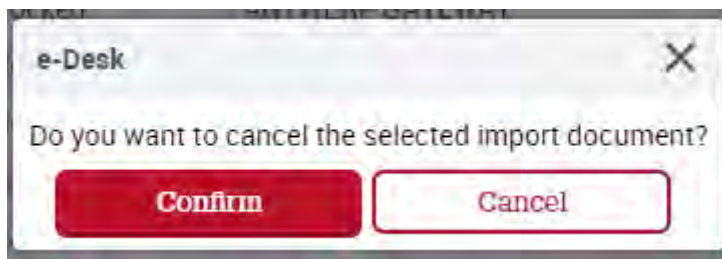
🔄 Refresh

Action	Document status	Vehicle	Terminal	Vehicle status	Handled on	
Vehicle-document created	Active	VF15RTL0E49575417	ICO BASTENAKEN TERMIN...	Provisional	19-07-2017 16:26	[2]

Created by: Antje Cantje

Company: AGENT CANTJE

Document: 17BEI2585236974125



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.

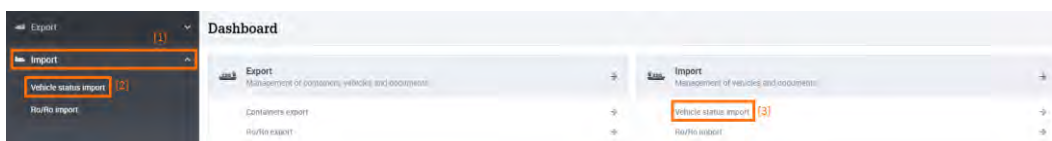
The actions for the vehicles linked to the document vary, depending on whether any cargodocs exist for vehicle with the status INACTIVE:

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

3.5.5. VEHICLE STATUS IMPORT screen

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

In the menu bar, select the IMPORT module [1] and then click VEHICLE STATUS IMPORT [2] or click VEHICLE STATUS IMPORT [3] directly on the dashboard.



The vehicle status report is displayed where you can view all combinations of a vehicle number and a terminal. The status report is sorted by the CREATED ON column, which shows the most recently registered vehicles at the top. The standard view only shows the OPEN VEHICLE STATUSES.[1]

Vehicle status import Reload Filter

Search: Open vehicle statuses Reset filters

VEHICLE	Terminal	Vehicle status	Document	Customs procedure type	Customs state	Attachment	Created on
VF1M7L649575A17	ICD BASTENAKEN TERMINAL ZEEBRUGGE (K.S.)	Provisional	17EE2SR523074125	CGA	Released		19-07-2017 16:26
TESTBUJLAGE000001	PSA ANTWERP (0070)	Provisional	TESTBUJLAGE0000001	IMAH	Released		19-07-2017 11:46
BULAGETEST000000	ANTWERP-GATEWAY	Provisional	BULAGETEST0000001	IMAH	Released		19-07-2017 11:39
0000000000000000	ICD VRIASENE TERMINAL (K 1241)	Provisional	0000000000000000	TZL	Blocked		22-06-2017 12:20
AE00000000000000	ICD VRIASENE TERMINAL (K 1241)	Provisional	EEEEEEEEEEEEEEEEEE	CGA	Blocked		22-06-2017 12:20
0000000000000000	ICD VRIASENE TERMINAL (K 1241)	Provisional	0FAAAAAAAAAAAAAA	COBH	Blocked		22-06-2017 12:24

You can filter the list by clicking  **Filter** . [2]

Reload
Filter

Vehicle [2]

Vehicle state

Open vehicle statuses
▼

Customs state

▼

Document

Company

My company data

Terminal

▼

Search

Clear

You can filter by:

- VEHICLE[1]: enter the first few characters of the vehicle number you are looking for
- VEHICLE STATUS[2]. Select from:
 - a. PROVISIONAL, ARRIVED, DEPARTED, FINALIZED and CANCELLED vehicles
 - b. OPEN VEHICLE STATUSES: These are vehicles with the statuses PROVISIONAL, ARRIVED and DEPARTED
 - c. ALL VEHICLE STATUSES
- CUSTOMS STATUS[3]: select between RELEASED and BLOCKED
- DOCUMENT[4]: enter the first few characters of the document number you are looking for
- TERMINAL[5]: 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**.

Vehicle status import Reload Filter

Vehicle state: Open vehicle statuses Customs state: Blocked Terminal: APM TERMINALS ZEEBRUGGE (K 120) **Reset filters**

Vehicle	Terminal	Vehicle state	Document	Customs procedure Type	Customs state	Attachement	Created on
AMOEEDOC00000003	APM TERMINALS ZEEBRUGGE (K 120)	Provisional	AMOEEDOC000000001	T	Blocked	✓	26-05-2017 13:55

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

Vehicle status import Vehicle status

Vehicle: AMOEEDOC00000000 Terminal: APM TERMINALS ZEEBRUGGE (K 120) Vehicle state: Provisional


Vehicle-Terminal combination Import documents

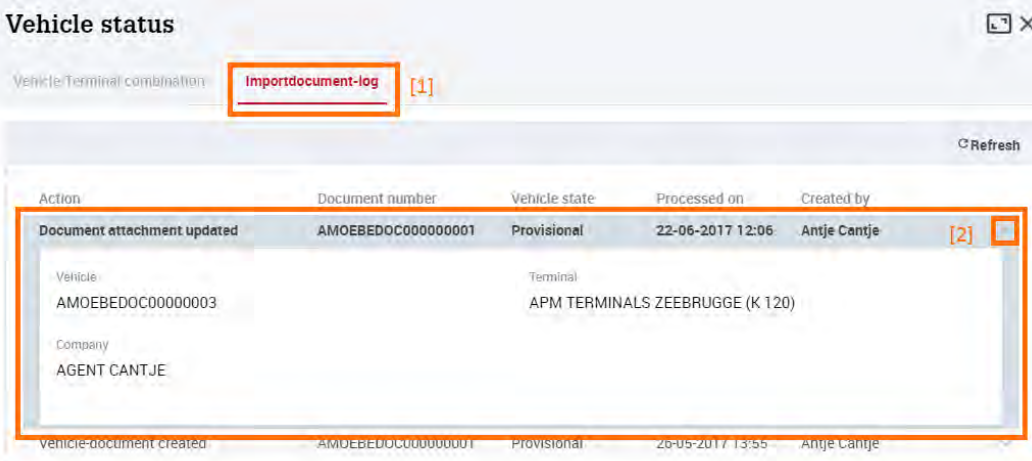
Vehicle	Terminal
AMOEEDOC00000003	APM TERMINALS ZEEBRUGGE (K 120)
Vehicle status: Provisional	Driver company: AGENT CANTJE

Documents Refresh

Document number	Customs proc.	Customs state	Document sta.	Cargodoc stat.	Attachement	Registered on	Registered by
AMOEEDOC00000000	T	Blocked	Open	Active	✓	26-05-2017 13:55	Antje Cantje

In this detailed screen, you can view which import documents were recorded for the vehicle, 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].



The screenshot shows a 'Vehicle status' window with a search bar containing 'Vehicle/Terminal combination'. A button labeled 'Importdocument-log' [1] is highlighted with a red box. Below the search bar is a table with columns: Action, Document number, Vehicle state, Processed on, and Created by. The first row is highlighted with a red box [2] and contains: 'Document attachment updated', 'AMOEBEDOC000000001', 'Provisional', '22-06-2017 12:06', and 'Antje Cantje'. A dropdown arrow is visible to the right of this row. Below the table, a detail view is shown for the selected row, displaying 'Vehicle: AMOEBEDOC000000003', 'Terminal: APM TERMINALS ZEEBRUGGE (K 120)', and 'Company: AGENT CANTJE'. At the bottom of the table, another row is partially visible: 'Vehicle-document created', 'AMOEBEDOC000000001', 'Provisional', '26-05-2017 13:55', and 'Antje Cantje'.



TIP

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