



Important changes are coming our way with the start of the new year 2021. We would like to inform you herewith on the future way of working for import and export to the UK.

1. Booking request

A booking can be requested with a simple email to bookings@imotionshipping.com. We only need the container type (eg. 20ft, 30ft, 45ft,..) and a specific description of the goods or commodity code. Please note that if the goods are qualified as dangerous, the UN code is mandatory.

2. Information chain

As we are aware, not all details are immediately known. We're giving you the possibility to add all other information that is required in a later stage of the process. Being the following; container number, consignee's EORI/VAT number, MRN/UCR number of the custom document, VGM and a copy of the commercial invoice. This can also be emailed to bookings@imotionshipping.com.

3. Port system

We chose to work with RX Seaport for a smooth communication between all involved parties. This software allows us to input and consult the most important information regarding customs, such as booking number, MRN/UCR number and container number.

4. Container on terminal

Containers can be dropped off with or without documents. All booked containers will be accepted at on our terminal. Drivers will not be turned away if custom procedures are not completed yet (!).

- If the container is not accompanied with documents, we will surely ask for them. We will link the container number to your booking, and make contact to determine which document is needed and who will be responsible for its creation. We can offer you both the service of export and import.
- If the container is accompanied with an export document (which will be type EUA as from 01/01/2021), which the driver hands over physically to our staff at the terminal, we can consequently input the

MRN/UCR number into the port system. This can also be done by you in advance. Please note RX Seaport is only available for paying customers.

5. Import in the UK

Goods can be custom cleared upon arrival in Hull.

To sum up, all the necessary information that is needed to process all containers smoothly, for import and export:

INITIAL BOOKING INFORMATION:

- Container type
- Goods description/commodity code
- UN codes

OTHER NECESSARY INFORMATION VIA EMAIL:

- MRN/UCR number
- EORI number/VAT number
- Container number
- VGM
- Commercial invoice

VISIBLE IN RX SEAPORT:

- MRN/UCR number
- Container number
- Bookings number

In order for our customs agency De Baerdemaecker to create an export document from any European Union country to the UK, it's important to have the commercial invoice(s) of the goods. Please note that following information should be foreseen on the invoice:

- EORI/VAT number
- Incoterms
- Country of origin
- Commodity code
- Number of packages
- Gross and net weight
- Currency and price
- Invoice number

We want to thank you for your trust in us.

Please don't hesitate to contact us when something is unclear or if you have **more questions about the procedures or services** we can provide through our sister company and inhouse customs agency on customs@imotionshipping.com.