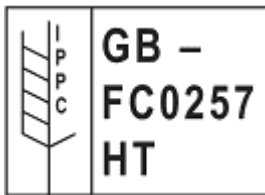


Europe and Rest of the World

- **14:00hrs** Consignment Entry Cut Off Time
- **14:00hrs** A Customs Declaration **MUST** be uploaded to the Consignment before this time
- A Customs Declaration consists of a Commercial Invoice and must include the following:
 - Exporter Name, VAT Number, EORI Number and Address
 - Importer Name, VAT Number, EORI Number and Address
 - Invoice Date and Invoice Number
 - Goods Description
 - Commodity Codes
 - Quantity and Weight
 - Price
 - Currency
 - Incoterms – ***Incoterms charges may need to be paid by the consignee in advance***
- **EORI Number** is a mandatory requirement for all consignments destined to Europe and must be obtained prior to despatch
- **EORI Number MUST** be clearly entered in the **Manifest Notes**, preferably Line 1
- All items **MUST** be palletised and secured to **Heat Treated (HT) Pallets, Wooden Frames, Crates etc...** that display the **IPPC Stamp**



If a customer or depot fail to follow this procedure the consignment will not be transhipped at the Hub(s) and will be returned to the collecting depot.

- Maximum Height Restriction for pallets remains the same however this will be reviewed early 2021 and is subject to change
- Collecting Depot must present consignments at the Hub(s) in accordance with normal inbound to Hub Trunk Times
- Multi Pallet Consignments – All Pallets **MUST** be loaded on the same Inbound to Hub Trunk Vehicle
- Multi Pallet Consignments – All Pallets **MUST** be loaded any shortage will result in rejection at the Hub(s)

Delivery Depot will manage all entries:

ACC - Accepted for Transportation status will be applied to the consignment if the information supplied is correct

REJ – Rejected Consignment – DO NOT LOAD will be applied no later than 17:00hrs if information is incorrect

DOC – Documents Required - This status will be applied to a consignment if official papers are missing

RFI – Request for Further Information Status will be used if more information is required prior to acceptance

Collecting Depots Please Note: ONLY Load Consignments with an ACC Status onto the Outbound to Hub Trunk. Any Consignment without an authorised ACC Status will not be transhipped at the Hub(s) and will be returned to the collecting depot.