

Northern Ireland

- Trader (Consignor) must start a **declaration** on the **Trader Support Service (TSS)** System: www.tradersupportservice.co.uk
- Both the Trader (Consignor) and the Buyer (Consignee) must have an **XI EORI Number** to ensure successful completion of the form, however if the destination is a private individual the address will suffice
- Please complete the first section as advised by Woodsides, within the attached TSS Pallet-Track Process PDF document. The **trailer ID** should always be **DPT150** and the **carrier EORI reference** should always be **Woodsides EORI number - XI353152772005**.
- The consignor must complete the **consignment** and **item** details as instructed by Woodsides within the attached TSS Pallet-Track Process PDF document.
- An **Entry Notification Summary (ENS Number)** will be generated upon completion of the declaration and this **MUST** be entered in the Manifest Notes of the consignment, preferably Line 1 alongside the **Movement Reference Number (MRN)**. If registered with TSS, a **SFD reference** will also be generated and required to be declared in the manifest notes the same as the **ENS number**.
- **14:00hrs** Consignment Entry **Cut Off** Time.
- All items must be palletised and secured to **Heat Treated (HT) Pallets, Wooden Frames, Crates etc...** that display the **IPPC Stamp**.
- The IPPC Stamp **MUST** be outward facing on the Inbound to Hub Trunk along with the pallet label



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) no later than **22.30hrs** to meet the service connection.
- 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 will be applied no later than 17:00hrs if official papers are required

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 and will be returned to the collecting depot.