



Brittany Ferries BREXIT Requirements Track & Trace User Guide

UK to France / France to UK

TABLE OF CONTENTS

1.0 Introduction

2.0 Track and Trace Homepage and Navigation

2.1 Track & Trace

2.1.1 Traceable Vehicle Details

2.1.2 Updates Your booking

Booking Overview

Vehicle details

Goods Overview

Customs Import Declaration for accompanied freight from UK to France

Customs Import Declaration for accompanied or unaccompanied freight from France to UK



Dear Customers,

The departure of the United Kingdom from the European Union on January 1, 2021, resulted in changes to the procedures for importing and exporting goods to/from the United Kingdom.

In order to comply with the new regulations, we have updated our website (www.brittanyferriesfreight.co.uk) to enable customers to supply pre-shipment information via the 'Track and Trace' platform.

This platform can be found in the "**Account Holders**" section of our freight website.

Also, in this document, you will find a detailed guide on the different steps to follow on the Track & Trace platform in order to meet these new requirements.

2.0 TRACK AND TRACE HOMEPAGE AND NAVIGATION

Upon successfully logging in, you will be presented with the homepage screen.

From the 'Track & Trace' option, you can:

- Track your vehicle's movement
- Supply pre-shipment information

The screenshot shows the Brittany Ferries website interface for an account holder. At the top left is the Brittany Ferries logo. In the top right corner, there are links for 'Log out | Site Search | Site Map'. Below the logo is a navigation menu with the following items: 'Account Holders' (highlighted in blue), 'Our Fleet', 'Routes & Timetables', 'Specialised traffic', 'Information', and 'Contact Us'. Below the navigation menu, there is a breadcrumb trail: 'Account Holders // Log in'. On the left side, there is a sidebar with the heading 'Account Holders' and several links: 'Log in', 'Register for online access', 'The benefits of online access', 'Bunker Adjustment Factor (BAF)', and 'Application Forms & Fact Sheets'. The main content area is enclosed in a red border and contains a welcome message: 'Welcome back Mr F R Eight'. Below the welcome message, there is a paragraph explaining the Track and Trace facility and the Axs One accounting service. A 'Status' section indicates that the user has access to the Accounts and Operations functions. A list of options is provided, including 'Track & trace', 'Accounts', 'Edit personal details', 'Change your password', and 'Log out'.

Brittany Ferries

Log out | Site Search | Site Map

Account Holders Our Fleet Routes & Timetables Specialised traffic Information Contact Us

Account Holders // Log in

Account Holders

[Log in](#)
[Register for online access](#)
[The benefits of online access](#)
[Bunker Adjustment Factor \(BAF\)](#)
[Application Forms & Fact Sheets](#)

Welcome back Mr F R Eight

From here you can track your vehicle's movements using our Track and Trace facility or gain access to Axs One, an online accounting service enabling you to view, check, discuss and authorise freight shipment invoices.

Status: You have access to the Accounts and Operations functions of the site.

- ❑ **Track & trace**
- ❑ **Accounts**
- ❑ **Edit personal details**
- ❑ **Change your password**
- ❑ **Log out**

2.1 TRACK AND TRACE

In this section, you can track your vehicle's movement following the step below;

2.1.1 Traceable Vehicle Details

To track your vehicle movement :

1. Click **Track & Trace** from the homepage

You will be presented with the below screen

2. Enter the following details

- Client Account Number
- Departure Date
- Route and Registration Number

3. Then Click **Submit**

Search Results

Traceable Vehicle Details

Client Account Number: 123235

Departure Date: 20 May 2021

Route: Any

Registration Number:

Search within 5 Days: Yes No

Submit

4. The below screen will appear which will show a list of bookings associated with your client account number.

Search Results

Found 6 results

View Booking	Booking Ref.	Dep. Date & Time	Route	Tractor Reg.	Trailer Reg.	Client Ref.	No Drv	Status	Wt Ist	Status Time
Edit	FG33980	2021-05-20 22:15	Portsmouth to Santander	1245			1	BOOKED		
Edit	FG33997	2021-05-20 22:15	Portsmouth to Santander	1233			1	BOOKED		
Edit	FG34005	2021-05-20 22:15	Portsmouth to Santander	1236			1	BOOKED		
Edit	FG34011	2021-05-20 22:15	Portsmouth to Santander	9874			0	BOOKED		
Edit	FG34028	2021-05-20 22:15	Portsmouth to Santander	1478			0	BOOKED		
Edit	FG34034	2021-05-20 22:15	Portsmouth to Santander	112365	111TEST		0	BOOKED		

New Search

5. Click **Edit** and you will be presented with the "**Edit Your Booking**" page where you can edit your booking and provide the required information for both ENS and Customs declarations.

2.1 TRACK AND TRACE

2.1.2 Update Your Booking

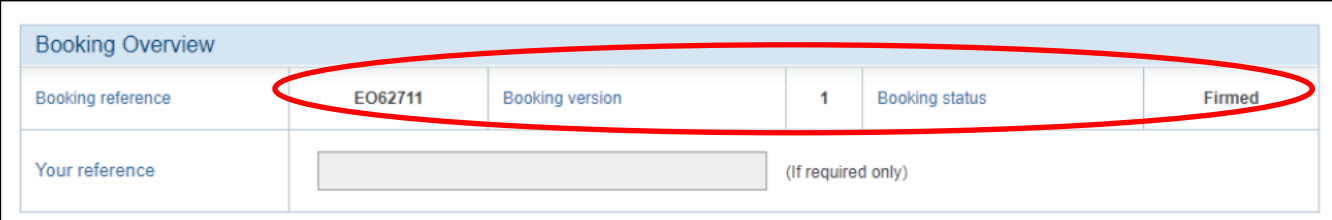
Find below a step-by-step guide to provide us with information on Track and Trace in order to meet the new post-BREXIT requirements.

** Note - the deadline to amend details via the Track and Trace system is 4 hours before the scheduled sailing time **

Booking Overview

In this section you will be able to view:

- Your booking reference
- Your booking status



The screenshot shows a 'Booking Overview' form. A red oval highlights the 'Booking reference' field containing 'E062711', the 'Booking version' field containing '1', and the 'Booking status' field containing 'Firmed'. Below these fields is a 'Your reference' field with a text input box and the note '(If required only)'.

Booking Overview					
Booking reference	E062711	Booking version	1	Booking status	Firmed
Your reference	<input type="text"/> (If required only)				

An example is highlighted in the screenshot above (e.g. Booking reference **E062711** and Booking status "**Firmed**"). You can also use the **Your reference** field to provide us with your own reference, if required.

2.1 TRACK AND TRACE

Vehicle Details

1. Enter your **Tractor registration** or **Trailer registration** details
2. Ensure the pre-defined sections **Dimensions**, **Power requirements** and **Cargo details** are correct
3. Contact Freight Reservations to change any incorrect details that are not editable

Vehicle details							
Please contact Freight Reservations to change any incorrect details that are not editable. Any difference could affect the status of this booking when you arrive at port for shipment.							
Type	Artic						
Tractor registration	<input type="text"/>						
Trailer registration	<input type="text"/>						
Dimensions							
Length	1650	Width	260	Height	400		
Power requirements							
To be plugged	No	Plugged temperature			°C		
Cargo details							
Hazardous	No	Abnormal	No	Explosive	No	Livestock	No

Goods Description

1. Use the drop down to provide your Goods description
2. Enter the Goods Weight

Goods overview		
Description	<input type="text" value="FRESH FISH"/>	Weight <input type="text" value="1000"/> Kilograms

2.1 TRACK AND TRACE

Customs Import Declaration for **accompanied** freight from UK to France

1. Select **Yes** or **No** to specify if the vehicle is **Empty/postal**

2. If you select **No**, you need to specify Yes or No for SPS (=SIVEP), CTC/TIR/ATA and complete the below section

- **Pre-import MRN/Transit or Envelop MRN #1**. This will be scanned upon arrival of the driver at the port of departure
- Answer **Yes** or **No** to "Do you have an ENS" (Entry Summary Declaration)
- Provide your **Customs agent ID** to help the liaison officer/commis en douane to find the information quickly (**Not Mandatory but recommended**)

After completing all sections of the form

3. Accept our **Freight Terms and Conditions**

4. Click **Update** your booking to complete your booking

Customs import declaration	
Empty/Postal	Yes <input checked="" type="radio"/> No <input type="radio"/>
SPS	Yes <input type="radio"/> No <input type="radio"/>
CTC/TIR/ATA	Yes <input type="radio"/> No <input type="radio"/>

Customs import declaration	
Empty/Postal	Yes <input type="radio"/> No <input checked="" type="radio"/>
SPS	Yes <input type="radio"/> No <input type="radio"/>
CTC/TIR/ATA	Yes <input type="radio"/> No <input type="radio"/>

Pre-import MRN/ Transit MRN/ or Envelope MRN #1
(this has to be 18 digits)

Do you have an ENS?
Your vehicle will be delayed in France and your company will receive a fine if you fail to complete an ENS (Safety & Security) Declaration
Yes No

Customs agent ID

Please tick this box to indicate you agree with our Freight Booking Terms and Conditions

[New Search](#)

[Back to search](#)

[Update your booking](#)

2.1 TRACK AND TRACE

Customs Import Declaration for **accompanied or unaccompanied** freight from France to UK

1. Use the highlighted field to provide us with your **Goods Movement Reference (GMR)**
2. Select **Yes** or **No** to specify if the vehicle is **Empty/postal**
3. If you select **No**, you need to specify **Yes** or **No** for **SPS, CTC/TIR/ATA** and complete the below section
 - **Pre-import MRN/Transit or Envelop MRN #1**. This will be scanned upon arrival of the driver at the port of departure
 - Answer **Yes** or **No** to "Do you have an ENS" (Entry Summary Declaration)

After completing all sections of the form

3. Accept our **Freight Terms and Conditions**
4. Click **Update** your booking to complete your booking

Goods movement reference	
Please enter your goods movement reference	<input type="text"/>
Customs import declaration	
Empty/Postal	Yes <input type="radio"/> No <input checked="" type="radio"/>
SPS	Yes <input type="radio"/> No <input checked="" type="radio"/>
CTC/TIR/ATA	Yes <input type="radio"/> No <input checked="" type="radio"/>
Pre-import MRN/ Transit MRN/ or Envelope MRN #1	<input type="text" value="000000070000000000"/> (this has to be 18 digits)
Do you have an ENS? Your vehicle will be delayed in France and your company will receive a fine if you fail to complete an ENS (Safety & Security) Declaration	Yes <input type="radio"/> No <input checked="" type="radio"/>
Please tick this box to indicate you agree with our Freight Booking Terms and Conditions <input type="checkbox"/>	
<input type="button" value="New Search"/>	<input type="button" value="Back to search"/>
<input type="button" value="Update your booking"/>	



For Further Enquiry, please contact Brittany Ferries sales team on

Freight.sales@brittanyferries.co.uk