



**Brittany Ferries BREXIT Requirements  
Track & Trace User Guide**

**UK to Spain / Spain to UK**

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Export Declaration for accompanied or unaccompanied freight from Spain 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](http://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 NAGIVATION

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 'Account Holders' highlighted in blue, followed by 'Our Fleet', 'Routes & Timetables', 'Specialised traffic', 'Information', and 'Contact Us'. Under the 'Account Holders' menu, there is a sub-menu with 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 titled 'Welcome back Mr F R Eight' and contains a welcome message: '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.' Below this is a 'Status' section stating 'You have access to the Accounts and Operations functions of the site.' and a list of options: 'Track & trace', 'Accounts', 'Edit personal details', 'Change your password', and 'Log out'. The entire content area is enclosed in a red rectangular border.

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:

Departure Date:

Route:

Registration Number:

Search within 5 Days:  Yes  No

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
<input type="button" value="Edit"/>	FG33980	2021-05-20 22:15	Portsmouth to Santander	1245			1	BOOKED		
<input type="button" value="Edit"/>	FG33997	2021-05-20 22:15	Portsmouth to Santander	1233			1	BOOKED		
<input type="button" value="Edit"/>	FG34005	2021-05-20 22:15	Portsmouth to Santander	1236			1	BOOKED		
<input type="button" value="Edit"/>	FG34011	2021-05-20 22:15	Portsmouth to Santander	9874			0	BOOKED		
<input type="button" value="Edit"/>	FG34028	2021-05-20 22:15	Portsmouth to Santander	1478			0	BOOKED		
<input type="button" value="Edit"/>	FG34034	2021-05-20 22:15	Portsmouth to Santander	112365	111TEST		0	BOOKED		

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

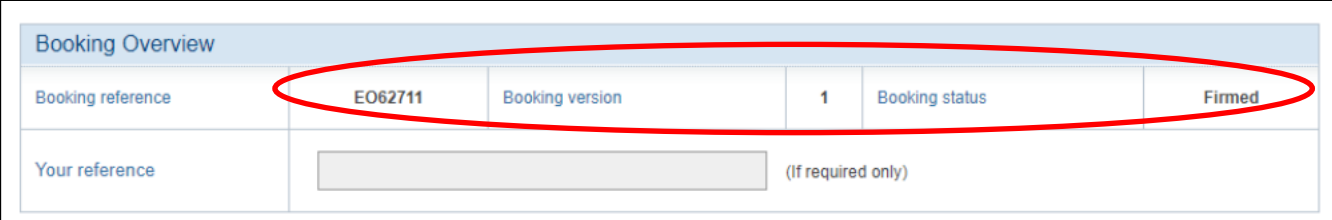
Find below a step-by-step guide to provide us with information on Track and Trace in order to meet the new post-BREXIT requirements.

*\*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 Carried

1. Select **Yes** or **No** to specify if the vehicle is empty or 'postal'

### Goods Description

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

Goods carried	
Empty/Postal	Yes <input type="radio"/> No <input checked="" type="radio"/>
Goods overview	
Description	<input type="text"/>
Weight	5000 <input type="text"/> Kilograms

## 2.1 TRACK AND TRACE

### Southbound Freight From UK to Spain Pre-Import Declaration

This section of the form applies to UK to Spain routes for **accompanied** and **unaccompanied** movements

1. Select **Yes** or **No** to indicate if the goods are travelling under transit.
2. Provide **the MRN of the Pre-import declaration** or the **MRN of the Transit declaration**, plus the **issue dates**
3. Click  to add an additional MRN of the pre-import declaration or MRN of the Transit Declaration.

Southbound freight from UK to Spain pre-import declaration check

Are you travelling under transit? Yes  No

MRN of the pre-import declaration or MRN of the transit declaration (this has to be 18 digits)

MRN issue date

MRN of the pre-import declaration or MRN of the transit declaration (this has to be 18 digits)

MRN issue date

+ Add an MRN



## 2.1 TRACK AND TRACE

### ENS declaration for accompanied freight from UK to Spain

**\*\*An ENS MRN must be provided in addition to the Pre-import or Transit declaration information\*\***

1. The details required are :

- MRN of the ENS declaration (please note this is different from the pre-import or Transit MRN declaration and must begin with 21ES (the 11<sup>th</sup> digit must be 7))
- ENS issue date
- Sub MRN number if applicable
- Goods code
- Goods description
- Number of packages
- Package type
- Net weight
- Gross weight

2. To add further SUB-MRNs for an ENS declaration, Click **ADD A SUB-MRN** and repeat above procedure

**Important guidance on ENS declarations**  
Please ensure that you have provided individual declarations if there are more than one consignor and/or consignee

### 1. ENS declaration for southbound freight from UK to Spain

MRN of the ENS declaration  
The ENS MRN number is different from the pre-import MRN declaration. (it cannot be the same as the above)

  
(this has to be 18 digits)

ENS issue date

### 1. Sub-MRN of the ENS declaration

Goods code   
Please provide the first 4 digits of the Taric code

Goods description   
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque gravida, lacus et dictum pulvinar, augue eros mattis erat, quis viverra purus tellus sed diam. Ut molestie ornare gravida.

Number of packages

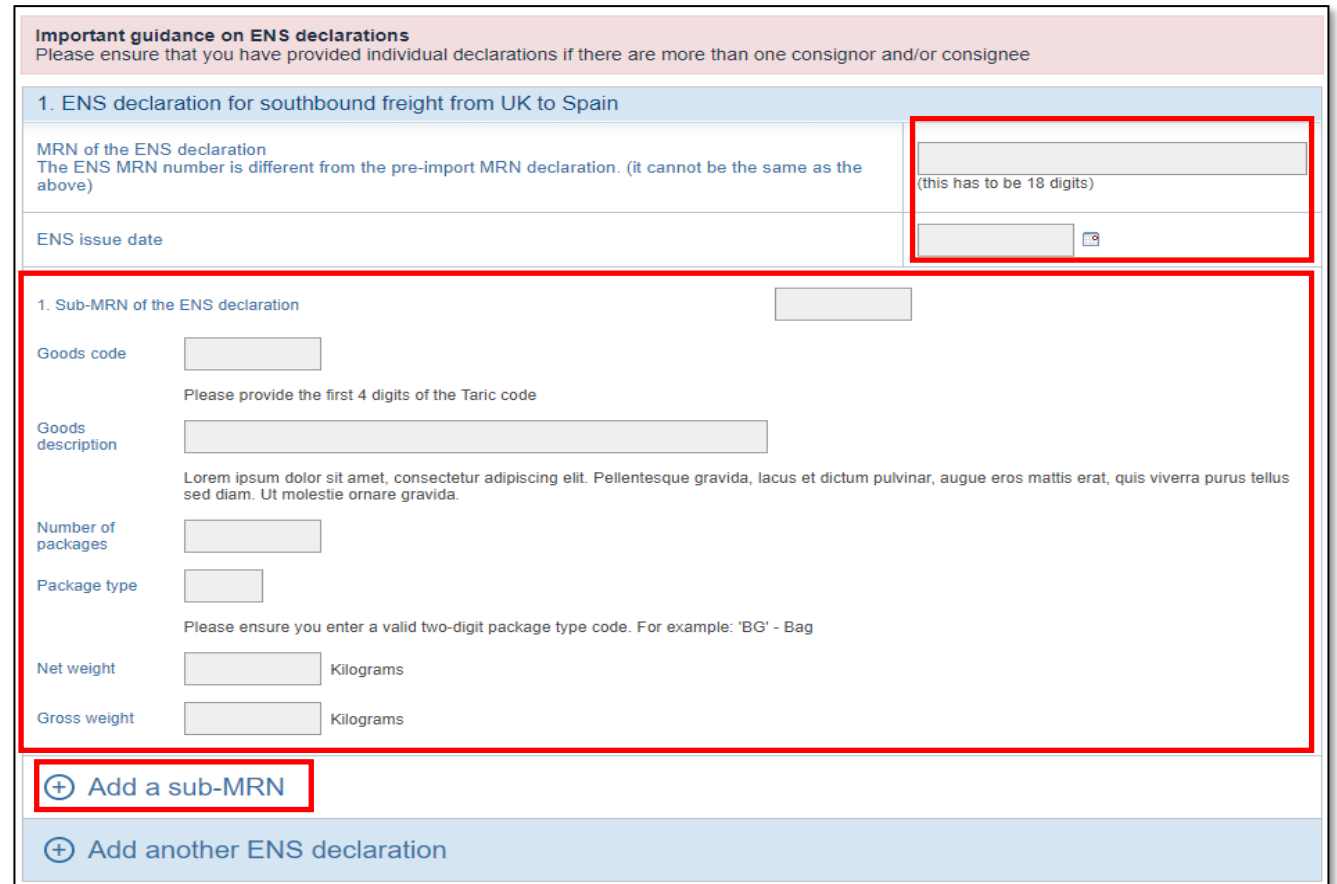
Package type   
Please ensure you enter a valid two-digit package type code. For example: 'BG' - Bag

Net weight  Kilograms

Gross weight  Kilograms

**+ Add a sub-MRN**

+ Add another ENS declaration



## 2.1 TRACK AND TRACE

### ENS declaration for unaccompanied freight from UK to Spain

1. Use the **Highlighted fields** to provide us with details required for ENS submission. Provide the details for both the Consignor and the Consignee
  - EORI number
  - Name
  - Address
  - Post Code
  - City, Country
  - Goods code
  - Goods description
  - Number of packages
  - Package type
  - Net weight,
  - Gross weight

**Important guidance on ENS declarations**  
Please ensure that you have provided individual declarations if there are more than one consignor and/or consignee

#### 1. ENS declaration for southbound freight from UK to Spain

Consignor Details		Consignee Details	
EORI	<input type="text"/>	EORI	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>

MRN of the ENS declaration (optional)  
The ENS MRN number is different from the pre-import MRN declaration. (it cannot be the same as the above)

ENS issue date

1. Goods code   
Please provide the first 4 digits of the Taric code

Goods description   
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque gravida, lacus et dictum pulvinar, augue eros mattis erat, quis viverra purus tellus sed diam. Ut molestie ornare gravida.

Number of packages

Package type   
Please ensure you enter a valid two-digit package type code. For example: 'BG' - Bag

Net weight  Kilograms

Gross weight  Kilograms

Sub-MRN of the ENS declaration (optional)

[+ Add a sub-MRN](#)

[+ Add another ENS declaration](#)

**Important note: \* MRNs of the ENS declaration are optional \***

There can be multiple ENS declarations if there is more than one Consignor and/or Consignee\*.

## 2.1 TRACK AND TRACE

ENS declaration for unaccompanied freight from UK to Spain

2. To add an additional Sub-MRN, Click on **ADD A SUB-MRN**.

3. To add an ENS declaration Click on **ADD ANOTHER ENS DECLARATION**.

After completing all sections of the form

5. Accept our **Freight Booking Terms and Conditions**

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

1. Goods code   
Please provide the first 4 digits of the Taric code

Goods description   
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque gravida, lacus et dictum pulvinar, augue eros mattis erat, quis viverra purus tellus sed diam. Ut molestie ornare gravida.

Number of packages

Package type   
Please ensure you enter a valid two-digit package type code. For example: 'BG' - Bag

Net weight  Kilograms

Gross weight  Kilograms

Sub-MRN of the ENS declaration (optional)

2. Goods code   
Please provide the first 4 digits of the Taric code

Goods description   
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque gravida, lacus et dictum pulvinar, augue eros mattis erat, quis viverra purus tellus sed diam. Ut molestie ornare gravida.

Number of packages

Package type   
Please ensure you enter a valid two-digit package type code. For example: 'BG' - Bag

Net weight  Kilograms

Gross weight  Kilograms

Sub-MRN of the ENS declaration (optional)

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

## 2.1 TRACK AND TRACE

### Export Declaration for **accompanied or unaccompanied** freight from Spain to UK

Please provide us with the below details for Spain to UK (Accompanied and Unaccompanied freight)

#### Goods Movement Reference

1. Use the highlighted field to provide us with Your **Goods Movement Reference (GMR)**

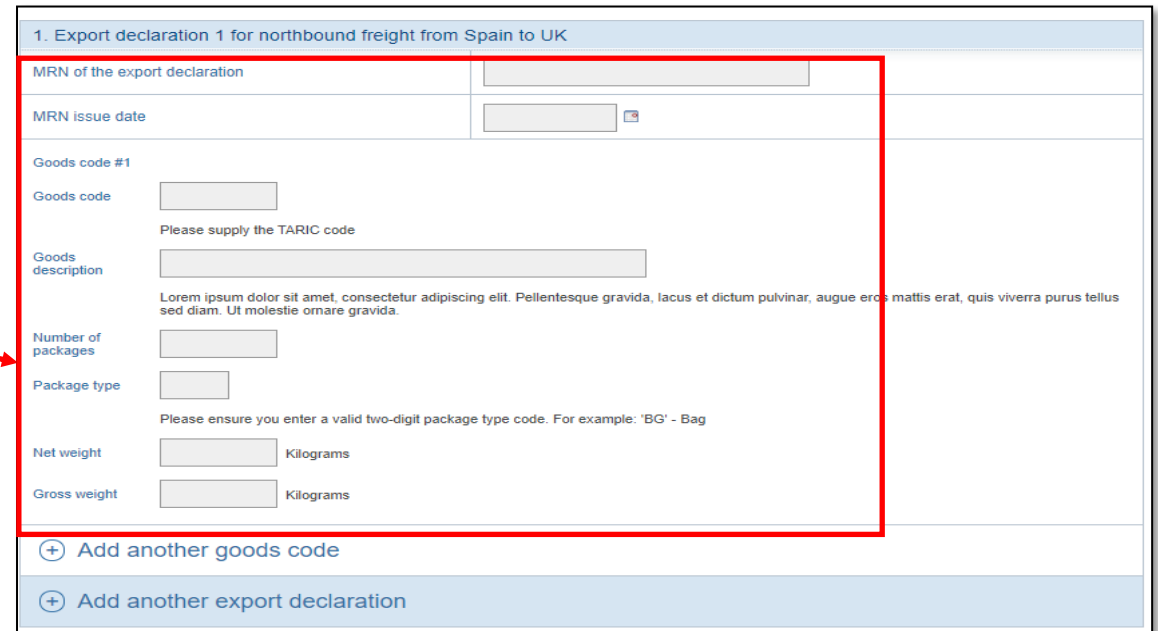


A screenshot of a web form titled "Goods movement reference". Below the title is a text input field with the placeholder text "Please enter your goods movement reference". The input field is highlighted with a red rectangular border.

#### Export declaration 1 for freight from Spain to UK

1. Use the **highlighted fields** to provide us with the Export declaration details :

- MRN of the Export Declaration
- MRN issue date
- Goods Code
- Goods Description
- Number of packages
- Package type
- Net Weight
- Gross Weight



A screenshot of a web form titled "1. Export declaration 1 for northbound freight from Spain to UK". The form contains several input fields, all of which are highlighted with a red rectangular border. The fields are: "MRN of the export declaration", "MRN issue date", "Goods code #1" (with a sub-field "Goods code" and the instruction "Please supply the TARIC code"), "Goods description" (with a placeholder text "Lorem ipsum dolor sit amet..."), "Number of packages", "Package type" (with a sub-field and the instruction "Please ensure you enter a valid two-digit package type code. For example: 'BG' - Bag"), "Net weight" (with a sub-field and the unit "Kilograms"), and "Gross weight" (with a sub-field and the unit "Kilograms"). At the bottom of the form, there are two buttons: "+ Add another goods code" and "+ Add another export declaration". A red arrow points from the text "highlighted fields" in the previous block to the highlighted input fields in this form.

## 2.1 TRACK AND TRACE

### Export Declaration for **accompanied or unaccompanied** freight from Spain to UK

Goods can have multiple export declarations. Furthermore, there can be multiple Goods codes within multiple export declarations.

2. To add another Goods code for an export declaration, click **ADD ANOTHER GOODS CODE**.

3. To add another export declaration, click **ADD ANOTHER EXPORT DECLARATION**

1. Export declaration 1 for northbound freight from Spain to UK

MRN of the export declaration

MRN issue date

Goods code #1

Goods code

Please supply the TARIC code

Goods description

Number of packages

Package type

Net weight  Kilograms

Gross weight  Kilograms

[+ Add another goods code](#)

[+ Add another export declaration](#)

2. Export declaration 2 for northbound freight from Spain to UK

MRN of the export declaration

MRN issue date

Goods code #1

Goods code

Please supply the TARIC code

Goods description

Number of packages

Package type

Net weight  Kilograms

Gross weight  Kilograms

[+ Add another goods code](#)

[- Remove this export declaration](#)



For Further Enquiry, please contact the Brittany Ferries sales team on

[Freight.sales@brittanyferries.co.uk](mailto:Freight.sales@brittanyferries.co.uk)