

Process for TS, OPSS Borders Team and NCH for managing consignments subject to Trading Standards holds where goods are refused release to the free market.

Background:

Trading Standards carries out assessments and examinations at UK border points in order to provide a high level of consumer protection from unsafe and non-compliant goods. Where goods have been identified as posing a serious risk, they may be refused release onto the free market.

In order to achieve consistency in how to manage these consignments and to reduce the unnecessary administrative burden on both Trading Standards and the National Clearance Hub (NCH) the following document has been agreed between Trading Standards and the NCH.

TRADING STANDARDS REFUSAL: [DESTIN8 LOCATIONS](#)

TRADING STANDARDS REFUSAL: [CNS COMPASS LOCATIONS](#)

TRADING STANDARDS REFUSAL: [CNS AIR LOCATIONS](#)

TRADING STANDARDS REFUSAL: [LONDON GATEWAY PORT only - CNS](#)

TRADING STANDARDS REFUSAL: [CCS-UK LOCATIONS](#)

TRADING STANDARDS REFUSAL: [MANAGING SPLIT/REFUSAL BEFORE CUSTOMS ENTRY IN CHIEF](#)

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NATIONAL CLEARANCE HUB: TECHNICAL INFORMATION 19-42

PORT INVENTORY - DESTIN8

- A. **FULL LOAD DESTRUCTION**
- B. **PART LOAD RELEASE AND PART LOAD DESTRUCTION**
- C. **FULL LOAD RE-EXPORT**
- D. **PART LOAD RELEASE AND PART LOAD RE-EXPORT**

DESTIN8 – FULL LOAD DESTRUCTION

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. The **National Clearance Hub (NCH)** Shed team will reset UCN (**ACS 99**).
NCH staff should refer to section 7 of Technical information 17-15 for full instructions.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the trader to complete a RRO (Removal Request Other) and to email their request to the opss.borders@beis.gov.uk and copy in TS as well.
7. The OPSS Borders Team will email the details of the RRO to nch.shedcompliance@hmrc.gov.uk
8. When the RRO is received, the **NCH shed team** will action the request, updating DESTIN8 by using ACS code **85**.
NCH staff should refer to Technical information 17-26 for full RRO instructions.
9. The **NCH** will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk that the RRO has been approved.
10. The OPSS Borders Team will advise TS that the RRO has been approved.

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11. When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
*(TS do not need send in finalisation request for **Route 6** entries)*
12. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format **ADTE & ICS 09**).
*NCH staff should refer to Technical information **19-41** for full ADTE instructions.*
13. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

DESTIN8 – PART LOAD RELEASE AND PART LOAD DESTRUCTION

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. The National Clearance Hub (NCH) will reset UCN (**ACS 99**).
NCH staff should refer to section 7 of Technical information 17-15 for full instructions.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the Shipper/Agent to create split records on DESTIN8.
In simplest terms, one record for REFUSED goods, ONE for ACCEPTABLE goods.
7. TS will instruct the Shipper/Agent to complete RRO (Removal Request Other) for the **REFUSED goods**, using the appropriate split record UCN.
8. TS will instruct the Shipper/Agent to complete a **NEW ENTRY for the ACCEPTABLE goods**, using the appropriate split record UCN, applicable values, packages etc.
*NB: If the entry for the **ACCEPTABLE goods** is subject to **Route, 1, 2 or 3** checks following acceptance on CHIEF, this should be sent emailed by the trader to the NCH/OPSS Borders Team as per normal entry clearance procedures.*
9. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.

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10. TS will instruct Shipper/Agent to email opss.borders@beis.gov.uk that the RRO has been requested and copy in TS as well.
 11. The OPSS Borders Team will email the details of the RRO to nch.shedcompliance@hmrc.gov.uk
 12. When the RRO is received, the **NCH** will action the request.
NB: In the Destin8 comment box, the NCH will record - **For removal from Port under TS CONTROL ONLY.**
NCH staff should refer to Technical information 17-26 for full RRO instructions.
 13. The **NCH** will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk that the RRO has been approved.
 14. The OPSS Borders Team will advise TS that the RRO has been approved.
 15. When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
(TS do not need send in finalisation request for **Route 6** entries)
 16. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 9, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.**
17. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

DESTIN8 – FULL LOAD RE-EXPORT

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full refusal & confirmation of re-exportation agreement.
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.

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3. The National Clearance Hub (NCH) will reset UCN (**ACS 99**).
NCH staff should refer to section 7 of Technical information 17-15 for full instructions.
4. The NCH will advise the OPSS Borders Team via the email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk that the UCN has been reset.
5. The OPSS Borders Team will advise TS Mailbox that the UCN has been reset.
6. TS will instruct the trader as follows:
 - Consignments must be split to 12 digit level with the intended export container number showing in the 'Marks & Numbers' field.
 - The Nominated Agent should then input the Removal Request (RROs) against the relevant 12 digit splits using Removal Code 1 and the Destination Code for the local port where the goods are (e.g. FXT).
 - The Nominated Agent should then input a DEVAN request using transaction DEV.
 - The exporting shipping line is to create an export booking showing "ex (relevant import container)" in the 'Description' field, input 06 in the 'ETC' field and then generate an Export Clearance List (XCL) selecting the Sundry Documents box.
7. Trader will e-mail OPSS Borders Team Mailbox opss.borders@beis.gov.uk with the details of the RRO and the Export Clearance list, also copy in TS.
8. The OPSS Borders Team will then notify **NCH shed team** at nch.shedcompliance@hmrc.gov.uk with details of the RRO and Export Clearance list
NCH staff should refer to Technical information 17-26 (RRO) & 17-31 (XCL).
9. The **NCH** will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk that the R.R.O. and XCL have been approved.
10. The OPSS Borders Team will advise TS that the R.R.O. and XCL have been approved.
11. When the RE-EXPORTATION of the goods has been completed, TS will notify the OPSS Borders Team.
*(TS do not need send in finalisation request for **Route 6** entries)*
12. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
13. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

DESTIN8 – PART LOAD RELEASE AND PART LOAD RE-EXPORT

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. The National Clearance Hub (NCH) will reset UCN (ACS 99).
NCH staff should refer to section 7 of Technical information 17-15 for full instructions.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the Shipper/Agent to create split records on DESTIN8.
*In simplest terms, one record for **REFUSED goods** that are being re-exported and ONE for **ACCEPTABLE goods**.*
7. TS will instruct the Shipper/Agent to complete a **NEW ENTRY for the ACCEPTABLE goods**, using the appropriate split record UCN, applicable values, packages etc.
*NB: If the entry for the **ACCEPTABLE goods** is subject to **Route, 1, 2 or 3** checks following acceptance on CHIEF, this should be sent emailed by the trader to the NCH/OPSS Borders Team as per normal entry clearance procedures.*
8. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
9. In relation to the refused goods that are permitted re-exportation - TS will instruct the trader as follows:

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- Consignments must be split to 12 digit level with the intended export container number showing in the 'Marks & Numbers' field.
 - The Nominated Agent should then input the Removal Request (RROs) against the relevant 12 digit splits using Removal Code 1 and the Destination Code for the local port where the goods are (e.g. FXT).
 - The Nominated Agent should then input a DEVAN request using transaction DEV.
 - The exporting shipping line is to create an export booking showing "ex (relevant import container)" in the 'Description' field, input 06 in the 'ETC' field and then generate an Export Clearance List (XCL) selecting the Sundry Documents box.
10. Trader will e-mail OPSS Borders Team Mailbox opss.borders@beis.gov.uk and also copy TS in with the details of the RRO and the Export Clearance list.
11. The OPSS Borders Team will then notify **NCH shed team** at nch.shedcompliance@hmrc.gov.uk with details of the RRO and Export Clearance list **NCH staff should refer to Technical information 17-26 (RRO) & 17-31 (XCL).**
12. The **NCH** will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk that the RRO and XCL have been approved.
13. The OPSS Borders Team will advise TS that the RRO and XCL have been approved.
14. When the **RE-EXPORTATION** of the refused goods has been completed, TS will notify the OPSS Borders Team .
(*TS do not need send in finalisation request for **Route 6** entries*)
15. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 8, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.**
16. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

PORT INVENTORY – CNS COMPASS

- A. [FULL LOAD DESTRUCTION](#)
- B. [PART LOAD RELEASE AND PART LOAD DESTRUCTION](#)
- C. [FULL LOAD RE-EXPORT](#)
- D. [PART LOAD RELEASE AND PART LOAD RE-EXPORT](#)
- E. [PART LOAD RELEASE AND PART LOAD RE-EXPORT FOR GOODS AT – ETSF](#)

CNS COMPASS - FULL LOAD DESTRUCTION

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
4. The NCH will advise the OPSS Borders Team via email that the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by CNS.
6. TS will instruct the OPSS Borders Team to request release of the refused goods for destruction purposes.

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7. The OPSS Borders Team will send notification to the **NCH shed team** at nch.shedcompliance@hmrc.gov.uk to request that the NCH electronically gate pass the refused goods on CNS.
8. When the **NCH** receive instruction from the OPSS Borders Team, they will update the CNS Inventory system to generate an electronic gate pass for the REFUSED GOODS.
9. **To generate a gate pass for the refused goods, NCH staff should refer to the guide below:**

NCH Process:

- a. Access CNS COMPASS (Refer to Technical information 17-16 for further CNS guidance).
- b. Input the UCN to view record:
 - In the example below the goods are stored in an **ETSF (External Transit Shed Facility)**.
 - In the example the UCN is **SPF1BOKBY01001**
 - Select **ETSF** from the menu bar & **Unit search**.



- Input the **ETSF code (SPF1)** and the **UVI (BOKBY)** as shown below and press search.

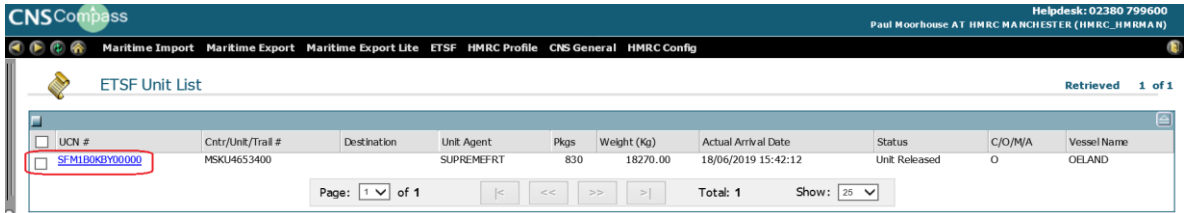
The image shows the 'ETSF Unit Search' form in the CNS Compass application. The form fields are as follows:

- ETSF:** SPF1
- UUI:** SPF1 BOKBY 00000
- UCN #:** (empty)
- Originating Site:** (empty)
- Port Of Origin:** (empty)
- Vessel Name:** (empty)
- Expected Arrival Date:** (empty)
- Actual Arrival Date:** (empty)
- Status:** (empty)

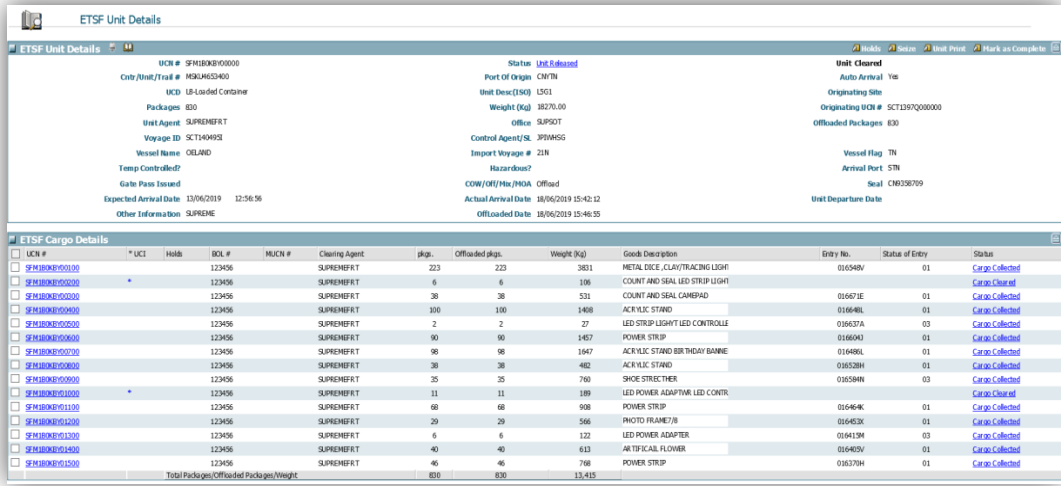
A red box highlights the 'ETSF' and 'UUI' fields. A 'Search' button is located at the bottom right of the form.

- The MASTER record is now visible.

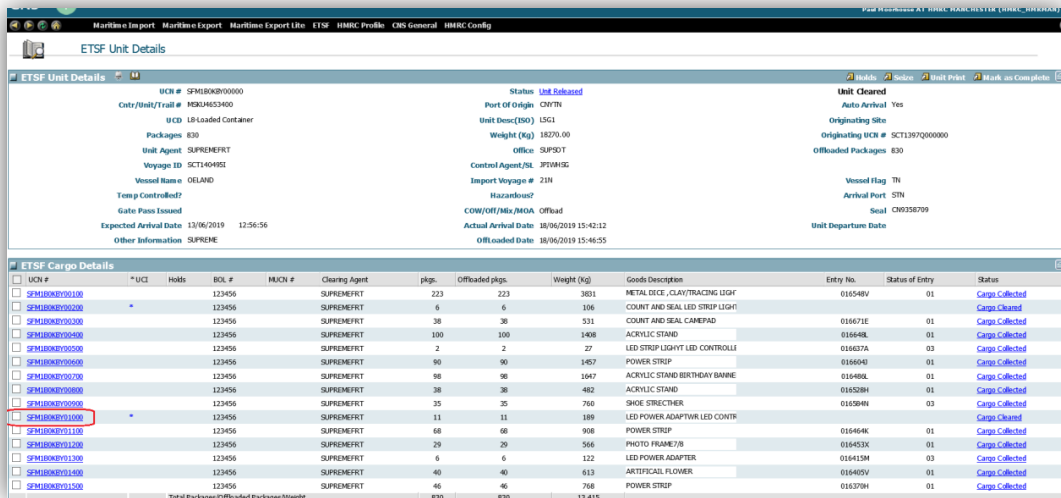
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- Double click on the UCN (BLUE HYPERLINK)
- This will display all the records associated to the master record.



- Select the UCN from the list.
 In this example the UCN is SPF1B0KBV01000



- Select the applicable record.

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In this example SFM1B0KBY01001

ETSF Cargo Details

Cargo UCN # SFM1B0KBY01000 Ops Ref
 Port of Origin CNYTN BOL # 123456 Status Car
 Clearing Agent SUPREMEFRT Office SUPSOT Location F3M
 MUCN # Agents Ref LCL1905766527061 Package Type CTN
 Packages 11 Weight (Kg) 189.00 Volume(cum) 0.58
 Offloaded Packages 11 Offloaded Date 18/06/2019 15:46:56 Collected Packages 0
 EPU 290 Entry No. Entry Date
 Route of Entry Status of Entry Declarant Badge SAC
 Gate Pass Issued COW/Off/MOA Offload Outward Load List #
 Goods Description LED POWER ADAPTWR LED CONTROLLER Marks & Numbers FBA15CD6CB24 FBA15CD72Z2G
 Consignee
 Shipper
 OtherInfo
 Depot Notes 1 XPX

UCN #	Holds	BOL #	MUCN	Clearing Agent	pgs.	Offloaded pgs.	Weight (Kg)	Goods Description	Entry No.	Status of Entry
SFM1B0KBY01001		XX88S		SUPREMEFRT	10	10	178	LED POWER ADAPTERS		
SFM1B0KBY01002		XX88S		SUPREMEFRT	1	1	11	LED CONTROLLERS	008961M	01
Total Packages/Offloaded Packages/Weight					11	11	189			

ETSF Deleted Consignments

- Double click on the hyperlink.
- Then select Customs clearance.

ETSF Cargo Details Customs Clearance Holds Seize

Consignment UCN # SFM1B0KBY01001 Ops Ref LCL19057665
 Port of Origin CNYTN BOL # XX88S Status Cargo Off-loaded
 Clearing Agent SUPREMEFRT Office SUPSOT Location DEFAULT
 MUCN # Agents Ref LCL1905766527061 Package Type CTNS
 Packages 10 Weight (Kg) 178.00 Volume(cum) 0.558
 Offloaded Packages 10 Offloaded Date 18/06/2019 15:46:56 Collected Packages 0
 EPU 290 Entry No. Entry Date
 Route of Entry Status of Entry Declarant Badge SAC
 Gate Pass Issued COW/Off/MOA Offload Outward Load List #
 Goods Description LED POWER ADAPTERS Marks & Numbers LCL19057665 FBA15CD6CB24
 Consignee
 Shipper
 OtherInfo

ETSF Unit Details

UCN # SFM1B0KBY00000 Status Unit Released
 Cntr/Unit/Trail # MEKJ4653400 Unit Agent SUPREMEFRT Vessel Name OELAND
 Packages 830 Weight (Kg) 18270.00 Unit Desc(ISO) L5G1
 Expected Arrival Date 13/06/2019 12:56:56 Actual Arrival Date 18/06/2019 15:42:12 COW/Off/Mix/MOA Offload
 Import Voyage # 21N Vessel Flag TN Unit Departure Date
 Arrival Port STN

Removal Details

Removal Type LRN Destination ETSF Unit Agent
 FCL/LCL Named Signatory Agents Ref LCL19057665270614ND
 Revenue Indicator Timeband(days)

- In the Reason code select 'Other' from the drop down menu.

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CNS Compass 1-- Web page Dialogue

https://www.cnsonline.net/yantra/yfc/popupframe.jsp?URL=%2Fyantra%2

Modification Reason

Reason Code

Reason Text

OK Cancel

- In the **Reason text box** type:
Goods refused by Trading Standards. Release to facilitate destruction only.

CNS Compass 1-- Web page Dialogue

https://www.cnsonline.net/yantra/yfc/popupframe.jsp?URL=%2Fyantra%2

Modification Reason

Reason Code

Reason Text

Other

Goods refused by Trading Standards. Release to facilitate destruction only.

OK Cancel

- When the **NCH shed team** has updated CNS to generate a gate pass for the refused goods they will advise the OPSS Borders Team via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk
- The OPSS Borders Team will advise TS that the goods have been issued with a gate pass.
- Following the above action - when TS remove their hold on the inventory system - a Gate pass will be issued, and the goods can be removed for destruction purposes only.
- When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
*(TS do not need send in finalisation request for **Route 6** entries)*
- The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

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CNS COMPASS - PART LOAD RELEASE AND PART LOAD DESTRUCTION

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
4. The NCH will advise the OPSS Borders Team via email that the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the Shipper/Agent to complete a NEW ENTRY for the ACCEPTABLE goods, using the appropriate split record UCN, applicable values, packages etc.
7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
8. TS will instruct the OPSS Borders Team to request release of the refused goods for destruction purposes.
9. The OPSS Borders Team will send notification to **NCH** at nch.shedcompliance@hmrc.gov.uk to request that the NCH electronically gate pass the refused goods on CNS.
10. **To generate a gate pass for the refused goods, NCH staff should refer to the guide below:**

NCH Process:

- a. Access CNS COMPASS (Refer to Technical information 17-16 for further CNS guidance).
- b. Input the UCN to view record:
 - *In the example below the goods are stored in an **ETSF (External Transit Shed Facility)**.*
 - *In the example the UCN is **SPF1BOKBY01001***
 - *Select **ETSF** from the menu bar & **Unit search**.*

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- Input the **ETSF code (SPF1)** and the **UUI (BOKBY)** as shown below and press search.

- The MASTER record is now visible.

UCN #	Cntr/Unit/Trail #	Destination	Unit Agent	Pkgs	Weight (Kg)	Actual Arrival Date	Status	C/O/M/A	Vessel Name
SFM1BOKBY00000	MSKU4653400		SUPREMEFRT	830	18270.00	18/06/2019 15:42:12	Unit Released	O	OELAND

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- Double click on the UCN (BLUE HYPERLINK)
- This will display all the records associated to the master record.

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ETSF Unit Details

UCN # SFM1B0KB00000
 Status Unit Released
 Unit Cleared
 Auto Arrival Yes
 Port of Origin CNTN
 Unit Desc(ISO) LSG1
 Originating Site
 Weight (kg) 18270.00
 Originating UCN # SCT1397000000
 Office SUPDOT
 Offloaded Packages 830
 Control Agent/SL JPMWSSG
 Import Voyage # 21N
 Vessel Flag TN
 Vessel Name OELAND
 Hazardous? Offload
 Arrival Port STN
 Gate Pass Issued 13/06/2019 12:56:56
 COW/OFF/Mix/NOA Offload
 Seal CN9358709
 Other Information SUPREME
 Actual Arrival Date 18/06/2019 15:42:12
 Offloaded Date 18/06/2019 15:46:55
 Unit Departure Date

ETSF Cargo Details

UCN #	*UCI	Holds	BOL #	MUCN #	Clearing Agent	pkgs.	Offloaded pkgs.	Weight (kg)	Goods Description	Entry No.	Status of Entry	Status
SFM1B0KB00100			123456		SUPREMEFRT	223	223	3831	METAL DICE ,CLAY/TRACING LIGHT	016548V	01	Cargo Collected
SFM1B0KB00200	*		123456		SUPREMEFRT	6	6	106	COUNT AND SEAL LED STRIP LIGHT			Cargo Cleared
SFM1B0KB00300			123456		SUPREMEFRT	38	38	531	COUNT AND SEAL CAMEPAD	016671E	01	Cargo Collected
SFM1B0KB00400			123456		SUPREMEFRT	100	100	1408	ACRYLIC STAND	016648L	01	Cargo Collected
SFM1B0KB00500			123456		SUPREMEFRT	2	2	27	LED STRIP LIGHT LED CONTROLL	016637A	03	Cargo Collected
SFM1B0KB00600			123456		SUPREMEFRT	90	90	1457	POWER STRIP	016660J	01	Cargo Collected
SFM1B0KB00700			123456		SUPREMEFRT	98	98	1647	ACRYLIC STAND BIRTHDAY BANNE	016486L	01	Cargo Collected
SFM1B0KB00800			123456		SUPREMEFRT	38	38	482	ACRYLIC STAND	016528H	01	Cargo Collected
SFM1B0KB00900			123456		SUPREMEFRT	35	35	760	SHOE STRETCHER	016584N	03	Cargo Collected
SFM1B0KB01000	*		123456		SUPREMEFRT	11	11	189	LED POWER ADAPTWIR LED CONTR			Cargo Cleared
SFM1B0KB01100			123456		SUPREMEFRT	68	68	908	POWER STRIP	016464K	01	Cargo Collected
SFM1B0KB01200			123456		SUPREMEFRT	29	29	566	PHOTO FRAME7/8	016453X	01	Cargo Collected
SFM1B0KB01300			123456		SUPREMEFRT	6	6	122	LED POWER ADAPTER	016415M	03	Cargo Collected
SFM1B0KB01400			123456		SUPREMEFRT	40	40	613	ARTIFICIAL FLOWER	016405V	01	Cargo Collected
SFM1B0KB01500			123456		SUPREMEFRT	46	46	768	POWER STRIP	016370H	01	Cargo Collected
Total Packages/Offloaded Packages/Weight						830	830	13,415				

- Select the UCN from the list.
In this example the UCN is SFM1B0KB01000

ETSF Unit Details

UCN # SFM1B0KB00000
 Status Unit Released
 Unit Cleared
 Auto Arrival Yes
 Port of Origin CNTN
 Unit Desc(ISO) LSG1
 Originating Site
 Weight (kg) 18270.00
 Originating UCN # SCT1397000000
 Office SUPDOT
 Offloaded Packages 830
 Control Agent/SL JPMWSSG
 Import Voyage # 21N
 Vessel Flag TN
 Vessel Name OELAND
 Hazardous? Offload
 Arrival Port STN
 Gate Pass Issued 13/06/2019 12:56:56
 COW/OFF/Mix/NOA Offload
 Seal CN9358709
 Other Information SUPREME
 Actual Arrival Date 18/06/2019 15:42:12
 Offloaded Date 18/06/2019 15:46:55
 Unit Departure Date

ETSF Cargo Details

UCN #	*UCI	Holds	BOL #	MUCN #	Clearing Agent	pkgs.	Offloaded pkgs.	Weight (kg)	Goods Description	Entry No.	Status of Entry	Status
SFM1B0KB00100			123456		SUPREMEFRT	223	223	3831	METAL DICE ,CLAY/TRACING LIGHT	016548V	01	Cargo Collected
SFM1B0KB00200	*		123456		SUPREMEFRT	6	6	106	COUNT AND SEAL LED STRIP LIGHT			Cargo Cleared
SFM1B0KB00300			123456		SUPREMEFRT	38	38	531	COUNT AND SEAL CAMEPAD	016671E	01	Cargo Collected
SFM1B0KB00400			123456		SUPREMEFRT	100	100	1408	ACRYLIC STAND	016648L	01	Cargo Collected
SFM1B0KB00500			123456		SUPREMEFRT	2	2	27	LED STRIP LIGHT LED CONTROLL	016637A	03	Cargo Collected
SFM1B0KB00600			123456		SUPREMEFRT	90	90	1457	POWER STRIP	016660J	01	Cargo Collected
SFM1B0KB00700			123456		SUPREMEFRT	98	98	1647	ACRYLIC STAND BIRTHDAY BANNE	016486L	01	Cargo Collected
SFM1B0KB00800			123456		SUPREMEFRT	38	38	482	ACRYLIC STAND	016528H	01	Cargo Collected
SFM1B0KB00900			123456		SUPREMEFRT	35	35	760	SHOE STRETCHER	016584N	03	Cargo Collected
SFM1B0KB01000	*		123456		SUPREMEFRT	11	11	189	LED POWER ADAPTWIR LED CONTR			Cargo Cleared
SFM1B0KB01100			123456		SUPREMEFRT	68	68	908	POWER STRIP	016464K	01	Cargo Collected
SFM1B0KB01200			123456		SUPREMEFRT	29	29	566	PHOTO FRAME7/8	016453X	01	Cargo Collected
SFM1B0KB01300			123456		SUPREMEFRT	6	6	122	LED POWER ADAPTER	016415M	03	Cargo Collected
SFM1B0KB01400			123456		SUPREMEFRT	40	40	613	ARTIFICIAL FLOWER	016405V	01	Cargo Collected
SFM1B0KB01500			123456		SUPREMEFRT	46	46	768	POWER STRIP	016370H	01	Cargo Collected
Total Packages/Offloaded Packages/Weight						830	830	13,415				

- Select the applicable split record.
In this example SFM1B0KB01001

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ETSF Cargo Details

Cargo UCN # SFM1B0KBY01000
 Port of Origin CNYTN
 Clearing Agent SUPREMEFRT
 MUCN #
 Packages 11
 Offloaded Packages 11
 EPU 290
 Route of Entry
 Gate Pass Issued

Ops Ref
 BOL # 123456
 Office SUPSOT
 Agents Ref LCL1905766527061
 Weight (Kg) 189.00
 Offloaded Date 18/06/2019 15:46:56
 Entry No.
 Status of Entry
 COW/Off/MOA Offload

Status [Cargo](#)
 Location F3M
 Package Type CTN
 Volume(cu.m) 0.58
 Collected Packages 0
 Entry Date
 Declarant Badge SAC
 Outward Load List #

Goods Description LED POWER ADAPTWR LED CONTROLLER
 Marks & Numbers FBA15CD6CB24 FBA15CD72ZG
 Consignee
 Shipper
 OtherInfo

Depot Notes 1 XPX

ETSF Consignments

UCN #	Holds	BOL #	MUCN	Clearing Agent	pkgs.	Offloaded pkgs.	Weight (Kg)	Goods Description	Entry No.	Status of Entry
SFM1B0KBY01001		XX88S		SUPREMEFRT	10	10	178	LED POWER ADAPTERS		
SFM1B0KBY01002		XX88S		SUPREMEFRT	1	1	11	LED CONTROLLERS	008961M	01
Total Packages/Offloaded Packages/Weight					11	11	189			

ETSF Deleted Consignments

- Double click on the hyperlink.
- Then select Customs clearance.

<https://www.cnsonline.net/yantra/yfc/popupframe.jsp?URL=%2Fyantra%2Fconsole%2Fcgocershipment.detail%3FPopUp%3DY%26CurrentDetailV>

ETSF Cargo Details

Consignment UCN # [SFM1B0KBY01001](#)
 Port of Origin CNYTN
 Clearing Agent SUPREMEFRT
 MUCN #
 Packages 10
 Offloaded Packages 10
 EPU 290
 Route of Entry
 Gate Pass Issued

Ops Ref LCL19057665
 BOL # XX88S
 Office SUPSOT
 Agents Ref LCL1905766527061
 Weight (Kg) 178.00
 Offloaded Date 18/06/2019 15:46:56
 Entry No.
 Status of Entry
 COW/Off/MOA Offload

Status [Cargo Off-loaded](#)
 Location DEFALIT
 Package Type CTNS
 Volume(cu.m) 0.558
 Collected Packages 0
 Entry Date
 Declarant Badge SAC
 Outward Load List #

Goods Description LED POWER ADAPTERS
 Marks & Numbers LCL19057665 FBA15 CD6 CB24
 Consignee
 Shipper
 OtherInfo

ETSF Unit Details

UCN # [SFM1B0KBY00000](#)
 Ontr/Unit/Trail # MENL4653400
 Packages 830
 Expected Arrival Date 13/06/2019 12:56:56
 Import Voyage # 21N

Status [Unit Released](#)
 Unit Agent SUPREMEFRT
 Weight (Kg) 18270.00
 Actual Arrival Date 18/06/2019 15:42:12
 Vessel Flag TN

Vessel Name CELAND
 Unit Desc(ISO) L5G1
 COW/Off/Mix/MOA Offload
 Unit Departure Date
 Arrival Port STN

Removal Details

Removal Type LRN
 FCL/LCL

Destination
 Named Signatory
 Revenue Indicator

ETSF Unit Agent
 Agents Ref LCL19057665270614ND
 Timeband(days)

- In the Reason code select 'Other' from the drop down menu.

RESTRICTED**NATIONAL CLEARANCE HUB: TECHNICAL INFORMATION 19-42**

- In the **Reason text box** type:

Goods refused by Trading Standards. Release to facilitate destruction only.

- When the **NCH** team has updated CNS to generate a gate pass for the refused goods they will advise the OPSS Borders Team via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk
- Following the above action - when TS remove their hold on the inventory system - a Gate pass will be issued, and the goods can be removed for destruction purposes only.
- When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
(TS do not need send in finalisation request for **Route 6** entries)
- The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.

NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 7, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.

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15. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

CNS COMPASS - FULL LOAD RE-EXPORT

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full refusal & confirmation of re-exportation agreement.
 - d. Location/Inventory system.
2. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
3. The NCH will advise the OPSS Borders Team via email that the UCN has been reset.
4. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
5. TS will instruct the trader as follows:
 - **The shipping line is to be instructed to setup the container in the system as a transshipment.** *This will invoice them selecting the destination and outbound voyage for the unit.*
 - This process will create the export record in the system.
 - Only the shipping line / unit agent can perform this action.
 - The trader is to notify TS when the re-export has been completed.
6. When the RE-EXPORTATION of the goods has been completed, TS will notify the OPSS Borders Team.
*(TS do not need send in finalisation request for **Route 6** entries)*
7. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
8. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

CNS COMPASS - PART LOAD RELEASE AND PART LOAD RE-EXPORT

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1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk the following details will be provided:
 - e. UCN
 - f. Entry details (EPU/Entry number/Entry date)
 - g. Confirmation of Full or Partial refusal
 - h. Location/Inventory system.
 2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
 3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
 4. The NCH will advise the OPSS Borders Team via email that the UCN has been reset.
 5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
 6. TS will instruct the Shipper/Agent to complete a NEW ENTRY for the **ACCEPTABLE goods**, using the appropriate split record UCN, applicable values, packages etc.
 7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
 8. **RE-Export**, TS will instruct the trader as follows:
 - **The shipping line is to be instructed to setup the container in the system as a transshipment.** *This will invoice them selecting the destination and outbound voyage for the unit.*
 - This process will create the export record in the system.
 - Only the shipping line / unit agent can perform this action.
 - The trader is to notify TS when the re-export has been completed.
 9. When the RE-EXPORTATION of the goods has been completed, TS will notify the OPSS Borders Team.
*(TS do not need send in finalisation request for **Route 6** entries)*
 10. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 7, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.**
11. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

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CNS COMPASS - PART LOAD RELEASE AND PART LOAD RE-EXPORT FOR GOODS AT ETSF

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk the following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
4. The NCH will advise the OPSS Borders Team via email that the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the Shipper/Agent to complete a NEW ENTRY for the **ACCEPTABLE goods**, using the appropriate split record UCN, applicable values, packages etc.
7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
8. **RE-Export**, TS will instruct the trader as follows for the goods at a **ETSF**:
 - To facilitate the export of the refused goods, agent is to complete an NCTS Inventory write-off request.
 - Once approved on the system, the refused goods can be moved from the ETSF.
 - Export declaration to be completed at the Port to allow export.
 - The trader is to notify TS when the re-export has been completed.
9. When the RE-EXPORTATION of the goods has been completed, TS will notify the OPSS Borders Team.
(*TS do not need send in finalisation request for **Route 6** entries*)
10. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.

NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 7, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.

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11. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

PORT INVENTORY – CNS AIR LOCATIONS

(This instruction is only for **CNS AIR** consignments)

- A. [CNS AIR - FULL LOAD RE-EXPORTATION](#)
- B. [CNS AIR - PART RE-EXPORT AND PART RELEASE TO FREE MARKET](#)

CNS AIR – FULL REFUSAL/RE-EXPORTATION

1. Trading Standards to instruct the Agent to Re-manifest the REFUSED goods.
2. Trading Standards will instruct the Agent to send details of the REFUSED goods 'CNS AIR record' to OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk
3. The OPSS Borders Team will email the details to nch.shedcompliance@hmrc.gov.uk and the NCH shed team will manual clear the REFUSED goods on CNS AIR to facilitate release for EXPORT ONLY

NCH Process:

Manual clearance

- Log into CNS Compass
- Select HMRC from the menu bar.
- Then click on (4) – Import HMRC clearance
- Select Manual clearance and enter.
- This will generate permission to remove the consignment under TS control only.

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Consignment Number:

Agents Ref:

Clearing Agent:

Shed:

Flight:

E.T.A. Date:

AoD:

No pkgs:

Weight:

AoD:

Description:

Value:

Holds:

Transfer status:

Total line items for Est:

Flight Arrived:

Entry Number:

Route:

HMRC Status:

Release codes:

- RD - Issue duplicate release note(s)
- RE - Authorise removals
- RD - Manual clearance override
- RL - Seize transit shed goods

Action

- The NCH Compliance, Technical & Learning team will then instruct the OPSS Borders Team to that the refused goods have been gate passed for re-export purposes only.
- TS will then instruct the Agent to create an export declaration for rejected goods and associate to the MUCR (The rejected goods to be manifested against MUCR to relevant export flight).
- Couriers Facilities Ltd (CFL) arrive goods and they depart per normal process. *(TS do not need send in finalisation request for **Route 6** entries)*
- The OPSS Borders Team will notify NCH at nch.shedcompliance@hmrc.gov.uk, when the refused goods have been sent back to origin and request that the NCH finalise the original declaration (providing the appropriate entry details).
- The **NCH** will FINALISE the original Customs declaration in CHIEF (using format **ADTE & ICS 09**) for audit purposes and notify the OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk
NCH staff should refer to Technical information 19-41 for full ADTE instructions.

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CNS AIR - PART RE-EXPORT AND PART RELEASE TO FREE MARKET

1. Trading Standards to instruct the Agent to create two records:
 - a. Re-manifest the ACCEPTABLE goods and to submit Customs declaration to permit release from Couriers Facilities Ltd (CFL) as per normal procedure.
 - b. Re-manifest the REFUSED goods.
2. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
3. Trading Standards will instruct the Agent to send details of the REFUSED goods 'CNS AIR record' details to OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk
4. The OPSS Borders Team will email the details to nch.shedcompliance@hmrc.gov.uk and the **NCH** shed team will manual clear the REFUSED goods on CNS AIR to facilitate release for EXPORT ONLY.

NCH Process:

Manual clearance

- Log into CNS Compass
- Select HMRC from the menu bar.
- Then click on (4) – Import HMRC clearance
- Select Manual clearance and enter.
- This will generate permission to remove the consignment under TS control only.

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5. The NCH team will then instruct the OPSS Borders Team to that the refused goods have been gate passed for re-export purposes only.
6. TS will then instruct the Agent to create an export declaration for rejected goods and associate to the MUCR (The rejected goods to be manifested against MUCR to relevant export flight).
7. Couriers Facilities Ltd (CFL) arrive goods and they depart per normal process.
(TS do not need send in finalisation request for **Route 6** entries)
8. The OPSS Borders Team will notify NCH, at nch.shedcompliance@hmrc.gov.uk when the acceptable goods have been cleared on a new declaration and the refused goods have been sent back to origin and request that the NCH finalise the original declaration (providing the appropriate entry details).
9. The NCH will FINALISE the original Customs declaration in CHIEF (using format ADTE & ICS 09) for audit purposes and notify the OPSS BORDERS TEAM Mailbox.
opss.borders@beis.gov.uk
NCH staff should refer to Technical information 19-41 for full ADTE instructions.

NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 2, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.

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LONDON GATEWAY PORT - CNS COMPASS

(This instruction is only for goods located in London Gateway Port)

- A. [CNS COMPASS – LGP FULL REFUSAL](#)
- B. [CNS COMPASS - LGP PARTIAL REFUSAL](#)
- C. [CNS COMPASS – LGP FULL LOAD RE-EXPORTATION](#)
- D. [CNS COMPASS – LGP PART RE-EXPORT AND PART RELEASE TO FREE MARKET](#)

CNS COMPASS – LGP Only FULL REFUSAL

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
4. The NCH will advise the OPSS Borders Team via email when the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will also inform the Shipping line that a **DEVAN** is required in relation to the REFUSED cargo.
7. TS will instruct the OPSS Borders Team to request release of the refused goods for destruction purposes.
8. The OPSS Borders Team will send notification to the **NCH shed team** at nch.shedcompliance@hmrc.gov.uk to request that the NCH electronically gate pass the refused goods on CNS.
(Refer to Technical information 17-16, for further CNS guidance - [NCH Process for gate pass](#))
9. When the **NCH shed team** has updated CNS to generate a gate pass for the refused goods they will advise the OPSS Borders Team via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk
10. The OPSS Borders Team will advise TS that the goods have been issued with a gate pass.

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11. Following the above action - when TS remove their hold on the inventory system - a Gate pass will be issued and the goods can be removed for destruction purposes only.
12. When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
(TS do not need send in finalisation request for **Route 6** entries)
13. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
14. The NCH will advise the OPSS Borders Team when the original entry has been finalised.

CNS COMPASS – LGP Only PARTIAL REFUSAL

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
4. The NCH will advise the OPSS Borders Team via email when the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the Shipper/Agent to create split records on CNS.
In simplest terms, one record for REFUSED goods, ONE for ACCEPTABLE goods.
7. TS will also inform the Shipping line that a **DEVAN** is required in relation to the split pertinent to the REFUSED cargo.
8. TS will instruct the Shipper/Agent to complete a NEW ENTRY for the ACCEPTABLE goods, using the appropriate split record UCN, applicable values, packages etc.
9. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
10. TS will instruct the OPSS Borders Team to request release of the refused goods for destruction purposes.

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11. The OPSS Borders Team will send notification to the **NCH** at nch.shedcompliance@hmrc.gov.uk to request that the NCH electronically gate pass the refused goods on CNS.
(Refer to Technical information **17-16**, for further CNS guidance - [NCH Process for gate pass](#))
 12. When the **NCH team** has updated CNS to generate a gate pass for the refused goods they will advise the OPSS Borders Team via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk
 13. The OPSS Borders Team will advise TS that the goods have been issued with a gate pass.
 14. Following the above action - when TS remove their hold on the inventory system - a Gate pass will be issued and the goods can be removed for destruction purposes only.
 15. When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
(*TS do not need send in finalisation request for **Route 6** entries*)
 16. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 9, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.**
17. The NCH will advise the OPSS Borders Team when the original entry has been finalised.

CNS COMPASS – LGP Only FULL LOAD RE-EXPORT

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net
4. The NCH will advise the OPSS Borders Team via email when the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.

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6. TS will also inform the Shipping line that a **DEVAN** is required in relation to the REFUSED cargo.
7. TS will instruct the trader as follows:
 - **The shipping line is to be instructed to setup the container in the system as a transshipment.** *This will invoice them selecting the destination and outbound voyage for the unit.*
 - This process will create the export record in the system.
 - Only the shipping line / unit agent can perform this action.
 - The trader is to notify TS when the re-export has been completed.
8. When the RE-EXPORTATION of the goods has been completed, TS will notify the OPSS Borders Team .
(*TS do not need send in finalisation request for **Route 6** entries*)
9. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
10. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

CNS COMPASS – LGP Only PART LOAD RELEASE AND PART LOAD RE-EXPORT

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk the following details will be provided:
 - a. UCN
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the UCN to be reset.
3. On receipt of OPSS Borders Team instruction, the NCH will approve an Inventory record reset request and send an email to CNS helpdesk@csonline.net.
4. The NCH will advise the OPSS Borders Team via email that the UCN has been reset.
5. The OPSS Borders Team will advise TS that the UCN has been reset by the NCH.
6. TS will instruct the Shipper/Agent to create split records on CNS.
In simplest terms, one record for REFUSED goods, ONE for ACCEPTABLE goods.
7. TS will also inform the Shipping line that a **DEVAN** is required in relation to the split pertinent to the REFUSED cargo.

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8. TS will instruct the Shipper/Agent to complete a NEW ENTRY for the **ACCEPTABLE goods**, using the appropriate split record UCN, applicable values, packages etc.
 9. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
 10. **RE-Export**, TS will instruct the trader as follows:
 - **The shipping line is to be instructed to setup the container in the system as a transshipment.** *This will invoice them selecting the destination and outbound voyage for the unit.*
 - This process will create the export record in the system.
 - Only the shipping line / unit agent can perform this action.
 - The trader is to notify TS when the re-export has been completed.
 11. When the RE-EXPORTATION of the goods has been completed, TS will notify the OPSS Borders Team .
(*TS do not need send in finalisation request for **Route 6** entries*)
 12. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 9, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.**
13. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

PORT INVENTORY: CCS-UK

- A. **CCS - UK – FULL REFUSAL**
- B. **CCS - UK - PARTIAL REFUSAL**
- C. **CCS – UK – FULL LOAD RE-EXPORT**
- D. **CCS-UK – PART RELEASE AND PART RE-EXPORT**

CCS-UK - FULL LOAD DESTRUCTION

1. TS will issue an email to the Shed confirming that TS has refused to allow release of the goods onto the free market.
2. The destruction of the goods will be undertaken by the Agent under TS control/management.
3. When the destruction of the goods has been completed, TS will notify the OPSS Borders Team.
(TS do not need send in finalisation request for **Route 6** entries)
4. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE the ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
5. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

CCS-UK - PART LOAD RELEASE AND PART LOAD DESTRUCTION

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. Air Waybill details (AWB)
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the permission to create a DUMMY RECORD to be issued to the Shipper/Agent/ETSF.
3. The NCH Shed team will approve the DUMMY RECORD request by sending an email to the **Shipper/Agent/ETSF** asking them to arrange for the creation of a DUMMY record in the Inventory system.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk that permission to create a Dummy record has been granted.
5. The OPSS Borders Team will advise TS that permission to create a DUMMY RECORD has been issued.

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6. TS will instruct the Shipper/Agent to complete a **NEW ENTRY for the ACCEPTABLE goods**, using the DUMMY record, applicable values, packages etc.
*NB: If the entry for the **ACCEPTABLE goods** is subject to **Route, 1, 2 or 3** checks following acceptance on CHIEF, this should be sent emailed by the trader to the NCH/OPSS Borders Team as per normal entry clearance procedures.*
 7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
 8. TS will notify the OPSS Borders Team when REFUSED goods have been sent for destruction.
*(TS do not need send in finalisation request for **Route 6** entries)*
 9. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE** the **ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
- NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 7, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.**
10. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

CCS-UK - FULL LOAD RE-EXPORTATION

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk the following details will be provided:
 - a. Air Waybill details (AWB)
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of full load re-export
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the permission to create a DUMMY RECORD to be issued to the Shipper/Agent/ETSF.
3. The NCH Shed team will approve the **DUMMY RECORD** request by sending an email to the **Shipper/Agent/ETSF** asking them to arrange for the creation of a DUMMY record in the Inventory system.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk that permission to create a Dummy record has been granted.
5. The OPSS Borders Team will advise TS that permission to create a DUMMY RECORD has been issued.

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6. TS will instruct the Shipper/Agent to complete a **NEW ENTRY for the Re-Export**, using the DUMMY record, applicable values, packages etc.
*NB: If the entry for the **Re-export** is subject to **Route, 1, 2 or 3** checks following acceptance on CHIEF, this should be sent emailed by the trader to the NCH as per normal entry clearance procedures.*
7. TS will notify the OPSS Borders Team when REFUSED goods have been exported under TS control/management.
(TS do not need send in finalisation request for **Route 6** entries)
8. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE** the **ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.
9. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

CCS-UK - PART LOAD RELEASE AND PART LOAD RE-EXPORT

1. Trading Standards will notify the OPSS Borders Team following refusal of goods via the OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk The following details will be provided:
 - a. Air Waybill details (AWB)
 - b. Entry details (EPU/Entry number/Entry date)
 - c. Confirmation of Full or Partial refusal
 - d. Location/Inventory system.
2. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk asking for the permission to create **2 DUMMY RECORDS** (first dummy would be used to link to the new import entry for the acceptable goods, the second dummy would be used to link to a new re-export entry) to be issued to the Shipper/Agent/ETSF.
3. The NCH Shed team will approve both **DUMMY RECORDS** request by sending an email to the **Shipper/Agent/ETSF** asking them to arrange for the creation of a DUMMY records in the Inventory system.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk that permission to create a Dummy record has been granted.

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5. The OPSS Borders Team will advise TS that permission to create a DUMMY RECORDS has been issued.
6. TS will instruct the Shipper/Agent to complete a **NEW ENTRY for the ACCEPTABLE goods**, using the first DUMMY record and to complete a **NEW RE-EXPORT entry for Refused goods** using second DUMMY record.
*NB: If the entries for the **ACCEPTABLE goods/Re-export** is subject to **Route, 1, 2 or 3** checks following acceptance on CHIEF, this should be sent emailed by the trader to the NCH/OPSS Borders Team as per normal entry clearance procedures.*
7. TS will also instruct the Shipper/Agent to amend the ORIGINAL CHIEF entry to show the **REFUSED** goods only on this entry.
8. TS will notify the OPSS Borders Team when REFUSED goods have been exported under TS control/management.
*(TS do not need send in finalisation request for **Route 6** entries)*
9. The OPSS Borders Team will send notification to nch.shedcompliance@hmrc.gov.uk to ask the NCH to **FINALISE** the **ORIGINAL ENTRY** (using format ADTE & ICS 09).
NCH staff should refer to Technical information 19-41 for full ADTE instructions.

NOTE: If the original entry has not been amended to reflect REFUSED goods only as per point 7, NCH will reply to OPSS Borders Team to advise that finalisation has not been actioned.

10. The NCH will advise the OPSS Borders Team via email OPSS BORDERSTEAM Mailbox opss.borders@beis.gov.uk when the original entry has been finalised.

MANAGING SPLIT/REFUSAL BEFORE CUSTOMS ENTRY IN CHIEF

- A. [DESTIN8](#)
- B. [CNS COMPASS](#)
- C. [CNS AIR](#)
- D. [LONDON GATEWAY – CNS](#)
- E. [CCS-UK](#)

RESTRICTED

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PORT INVENTORY - DESTIN8

1. Trading Standards will instruct the Shipper/Agent to create split records on DESTIN8.
In simplest terms, one record for REFUSED goods, one for ACCEPTABLE goods.
2. Trading Standards will instruct the Shipper/Agent to complete a RRO (Removal Request Other) for the **REFUSED goods**, using the appropriate split record UCN.

Trading Standards will instruct the trader to email RRO request to the opss.borders@beis.gov.uk, and copy in TS as well. The following details will be provided:

- a. UCN (RRO removal request)
 - b. Confirmation of Full or Partial refusal
 - c. Location
3. The OPSS Borders Team will email the details of the RRO to nch.shedcompliance@hmrc.gov.uk
 4. When the RRO is received, the **NCH** will action the request.
NB: In the Destin8 comment box, the NCH will record - **For removal from Port under TS CONTROL ONLY.**
NCH staff should refer to Technical information 17-26 for full RRO instructions.
 5. The **NCH** will advise the OPSS Borders Team via email OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk that the RRO has been approved.
 6. The OPSS Borders Team will advise TS that the RRO has been approved.

PORT INVENTORY – CNS COMPASS

1. Trading Standards will instruct the Shipper/Agent to create split records on CNS.
In simplest terms, one record for REFUSED goods, one for ACCEPTABLE goods.

TS will instruct the OPSS Borders Team to request release of the refused goods for destruction purposes. The following details will be provided:

- a. UCN (Gate pass request)
- b. Confirmation of Full or Partial refusal
- c. Location

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2. The OPSS Borders Team will send notification to the **NCH shed team** at nch.shedcompliance@hmrc.gov.uk to request that the NCH electronically gate pass the refused goods on CNS.
3. When the **NCH** receive instruction from the OPSS Borders Team , they will update the CNS Inventory system to generate an electronic gate pass for the REFUSED GOODS.

To generate a gate pass for the refused goods, NCH staff should refer to the guidance on CNS refusals.

4. When the **NCH shed team** has updated CNS to generate a gate pass for the refused goods they will advise the OPSS Borders Team via the OPSS BORDERS TEAM opss.borders@beis.gov.uk
5. The OPSS Borders Team will advise TS that the goods have been issued with a gate pass.
6. Following the above action - when TS remove their hold on the inventory system - a Gate pass will be issued, and the goods can be removed for destruction purposes only.

CNS AIR –REFUSAL

1. Trading Standards to instruct the Agent to Re-manifest the REFUSED goods.
2. Trading Standards will instruct the Agent to send details of the REFUSED goods 'CNS AIR record' to OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk
3. The OPSS Borders Team will email the details to nch.shedcompliance@hmrc.gov.uk and the NCH shed team will manual clear the REFUSED goods on CNS AIR to facilitate release.

NCH Process:

Manual clearance

- Log into CNS Compass
 - Select HMRC from the menu bar.
 - Then click on (4) – Import HMRC clearance
 - Select Manual clearance and enter.
 - This will generate permission to remove the consignment under TS control only.
4. The NCH shed team will then instruct the OPSS Borders Team to that the refused goods have been gate passed.

LONDON GATEWAY PORT - CNS COMPASS

1. TS will instruct the Shipper/Agent to create split records on CNS.

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In simplest terms, one record for REFUSED goods, ONE for ACCEPTABLE goods.

2. TS will also inform the Shipping line that a **DEVAN** is required in relation to the REFUSED cargo.
3. TS will instruct the OPSS Borders Team to request release of the refused goods for destruction purposes. The following details will be provided:
 - a. UCN
 - b. Confirmation of Full or Partial refusal
 - c. Location
4. The OPSS Borders Team will send notification to the **NCH shed team** at nch.shedcompliance@hmrc.gov.uk to request that the NCH electronically gate pass the refused goods on CNS.
(Refer to Technical information 17-16, for further CNS guidance - NCH Process for gate pass)
5. When the **NCH team** has updated CNS to generate a gate pass for the refused goods, they will advise the OPSS Borders Team via the OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk
6. The OPSS Borders Team will advise TS that the goods have been issued with a gate pass.
7. Following the above action - when TS remove their hold on the inventory system - a Gate pass will be issued, and the goods can be removed for destruction purposes only.

PORT INVENTORY: CCS-UK

1. Trading Standards will issue an email to the Shed confirming that TS has refused to allow release of the goods onto the free market.
2. Trading Standards will instruct the agent to raise a C21 entry in Chief with **CPC 0009090** and forward details to OPSS BORDERS TEAM .
3. The OPSS Borders Team will email the details to nch.shedcompliance@hmrc.gov.uk with approval from TS to finalise the entry in Chief for removal purpose.
4. The NCH will advise the OPSS Borders Team via email OPSS BORDERS TEAM Mailbox opss.borders@beis.gov.uk when the C21 entry has been finalised.