Government of JERSEY

Manifest Guide for Exports to a Third Country

Following Britain's exit from the EU there is now a Transition period until the end of 2020

On completion of the transition period Export requirements on goods being shipped to the EU from Jersey will commence, as the EU will be classed as a Third Country.

Gouvèrnément d'JÈRRI

Direct & Indirect Exports to Third Countries

Where goods are exported **<u>directly</u>** from the Channel Islands to a place outside of the Customs territory a digital export declaration will need to be submitted by the exporter or a clearance agent on CAESAR in advance of the corresponding export manifest. It will be necessary to attach the export declarations to the manifest.

Where the carrier acts as clearance agent the export declarations will already be available to create the manifest and therefore the manifest can be generated to automatically attach the declarations.

Where the export declaration has been submitted independently by the exporter (or its agent) the exporter will need to provide the Export Declaration Number (generated by CAESAR) to the groupage transporter / carrier together with supporting documentation for the consignment.

Where goods are exported **<u>indirectly</u>** to a place outside the Customs territory an export declaration on CAESAR <u>will not be required</u>, unless the measure application on a commodity code generates an export declaration for completion, or an export duty notification. However, additional information (namely commodity codes) will need to be supplied in corresponding export manifest lines.

(Note that there is a possibility that a CAESAR export declaration may also be required for indirect exports in future).

Please note that it will be necessary for all groupage manifests to be submitted **before** the **"parent"** can be finalised.

To create an 'Export Declaration' the exporter should visit www.customs.gst.gov.je and create an account by registering.

If you are already registered with JCIS as a Shipping Agent, Clearance Agent, Groupage Operator, or Small Commercial Carrier – please login to your registered account

Once you have logged in, there is now an 'Export Declarations' drop down menu, as shown below. Click on this drop down menu and choose the correct options. There are a number of options to choose from and each option will be explained further in this document.

Option 1

Search Export Declaration as Carrier

This is used when the carrier is creating the Export Manifest from the Export Declarations, or to identify if an Exporter has submitted an Export Declaration to be added to the CSV file or software used.

Once selected - you will see the screen shown on the right below. At the bottom of this screen where it is states Attached to Manifest – select **No** from the drop down, as you are searching for New Export Declarations and from these an Export Manifest can be created, then click Search.

Once you have clicked on search you will see a screen with the Export Declarations submitted by the Exporter.

- At this stage you can also **add another export declaration**, select the Options – as shown below and add the declaration number.

Search Export Declaration Result

Sort By [Number ▼]

Options
Add another export declaration as carrier

Group Actions	Declaration number	Departure date	Manifest	Country of destination	Detained	Consignor	Consignee	Shipper/Courier
Actions ☐	JE20191231-5	20/01/2020	(none)	Germany	Detained	Creative Art	Joe Bloggs	(B6622) Creative Art
Actions ☐	JE20200106-4	31/01/2020	(none)	USA	Detained	Joe Bloggs	Joe Bloggs	(B6622) Creative Art
Actions ☐	JE20200106-6	06/01/2020	(none)	USA	Detained	Creative Art	Todd	(B6622) Creative Art

Add Another Export Declaration as Carrier

Number [JE20191217-1]
Comment [   ]

Add

Now select the relevant export declarations which have been submitted by the Exporter for the correct shipment.

You can select numerous lines by ticking the boxes and selecting Group Action at the top.

If selecting only one declaration, just click on Action [do not tick the box] then proceed.

Once you click on Action' or Group Action – this box will appear, click on 'Create Export Manifest'.
There will be two options to select from – Groupage, or Final, select the appropriate Manifest, then press OK

Welcome, Shirley Brossman - account number B6622

Search Export Declaration Result

Search

Sort By | Number |

Group Actions	Declaration number	Departure date	Manifest	Country of destination	Detained	Consignor	Consignee	Shipper/Courier
Actions ☐	JE20191231-1	20/01/2020	(none)	Germany	-	Creative Art	Joe Bloggs	(B6622) Creative Art
Actions ☐	JE20191231-5	20/01/2020	(none)				Bloggs	(B6622) Creative Art
Actions ☐	JE20200106-2	31/01/2020	(none)				Bloggs	(B6622) Creative Art
Actions ☐	JE20200106-4	31/01/2020	(none)				Bloggs	(B6622) Creative Art

[Export to Excel]

Select action to be done for following document: JE20200106-4
Revert To Draft
Cancel
Create Export Manifest
Change Carrier
Add Comment
Print Export Declaration
Cancel

	2020	(none)		Germany	Detained	Creative Art	Joe Blog
	2020	(none)					Blog
	2020	(none)					Blog

Create Export Manifest

Grade   [G] Groupage ▾

OK   Cancel

The Export Manifest is now generated – example shown below – the empty fields should be completed.
In the scenario below the goods are going direct to Forth Worth in the US. You can also add any additional lines before you save and submit.

Create New Export Groupage Manifest

Estimated Departure Date	06/01/2020
Carrier	[B6622] Creative Art
Groupage/Consol Identifier	
Foreign Port	[FTW] Fort Worth Mea

Totals

Final Totals

Total Gross Mass	1
Total Net Mass	1
Total Number of Units	1
Total Number of Items	1
Total Value	300.00
Total Value Currency	[GBP] Pound Sterling
Notes	

Running Totals

Total Gross Mass	1
Total Net Mass	1
Total Number of Units	1
Total Number of Items	1
Total Value	300.00
Total Value Currency	[GBP] Pound Sterling

<< Copy Totals
Reload declarations

Upload Manifest Lines

Select CSV file to upload	
Lines Upload Mode	[A] Append

Upload

- **If you wish to bring this manifest to the attention of an Officer, click the Save & Close button and follow the on screen instructions.**

Save and submit the Manifest and enter your password before confirming.

- If you wish to bring this manifest to the attention of an Officer, click the Save & Close button and follow the on screen instructions.

Manifest Lines

| Line No Line Identifier	Container/Trailer Inward Processing Ref	Option Groupage Manifest	MRN Community Status	Consignor	Forwarding Agent	Final Consignee	Units Items	Gross Mass Net Mass	Goo Des Comm
1 (none)	(none) (none)	Declaration	(none) (none)	Creative Art 10 Artist Way Palette Road JE3 1SB JE	(none) (none) (none)	Todd Phoenix US	1 1	1 1	£300.00 Watch 91011900
(none) (none)	(none) (none)	(none)	(none) (none)	(none) (none) (none)	(none) (none) (none)	(none) (none) (none)	(none) (none)	(none) (none)	(none) (none) (none)

Save | Save & Close | Save & Submit

Manifest Lines

Line No Line Identifier	Container/Trailer Inward Processing Ref	Option Groupage/Declaration	MRN Community Status	Consignor	Forwarding Agent	Final Consignee	Units Items	Gross Mass Net Mass	G D Com
1 120200106	(none) (none)	Declaration JE20200106-6	(none) (none)	Creative Art 10 Artist Way Palette Road JE3 1SB JE	(none) (none) (none)	Todd Phoenix US	1 1	1 1	£300.0 Watch 9101190

[Export to Excel]

I, Shirley Brossman, declare that the details entered here are accurate to the best of my knowledge. I understand it is an offence under Article 59 of the Customs & Excise (Jersey) Law 1999 to make an untrue declaration.

Verify using your password [   ]
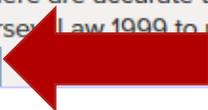
Confirm | Edit

Option 2

Adding an Export Declaration as the Carrier

1. If the Exporter has not selected 'the carrier' on their export declaration – 'the Carrier' can add the export declaration to their account via the drop down menu, as shown below.

2. Select - Add 'Export Declaration as Carrier – and enter the number which the exporter will provide. The number will begin with JE as shown below.

Upload Manifest via a CSV File, or other software

The CSV files for Export will have extra fields for the **export declaration numbers**, **foreign port field and commodity codes**.

Commodity codes will be mandatory for **indirect** Exports to a Third Country and where a consignment includes multiple commodity codes they must all be listed separately with a blank space, comma or semicolon.

Once uploaded it will create the Export Manifest.

Option 4

Detained Export Items

The system will maintain a searchable list of detained export items. As soon as an export manifest has been processed the list of detained items will be available on the corresponding manifest details page for review and download.

Officers from Health, Environment, Customs maybe required to examine the goods before they are Exported from the Island. Items may also be restricted on Export without a licence. Goods which are detained must not be shipped from the Island until clearance has been issued via the declaration.

Search Export detained list as follows;

Or from the Manifest page itself.

Search Export Declaration

Show Export Consignments	I am responsible for
Declaration number	
Reference	
Departure Date	
Consignor name	
Consignor address	
Consignor postcode	
Consignee name	
Consignee address	
Consignee postcode	
Country of final destination	
Attached To Manifest	
Detained	[D] Detained
Declared Item Status	
Is Export Duty Notification	

Sort By	Number
Show Records	100

Search
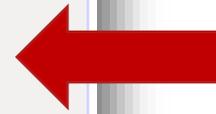
Option 5

Clearance Agents

If you are declaring goods on behalf of the Exporter, this can be done by:

1. Creating an Export Declaration under the clearance agent drop down menu.

If Measures are applied at Export – the declaration will flag as being 'Under Customs Control' until authorised, or refused export permissions.

The example below shows a couple of Export Declarations where the status shows Officer Intervention Required and Under Customs Control. This means it cannot be exported until clearance has been authorised.

To prevent this scenario, please ensure the Exporter has presented the correct paperwork and permissions to export the goods from Jersey.

Examples of Export Measures
Health / CITES / Controls on Fish exports / Luxury Goods / Waste / Cat or Dog fur / Dangerous chemicals / Dual Use / Mercury / Ozone- depleting substances / Cultural Goods
Expected documents – Licence / Transit documentation / Certificate of Origin / Health Cert / Sanitary Doc / Carnet / Preference Certificates / Export licences / CITES
Restrictions on technologies to listed countries.

Item No.	Status	Declared item number	Goods description Commodity code UNDG code	Packages	Gross mass Net mass	Price Export duty
1	Pending resolve - Officer Intervention Required - Under Customs Control	00189	shampoo 3305100000 1454 View tariff measures	1, Crate	50 50	£1,500.00 £0.00
2	Pending resolve - Officer Intervention Required - Under Customs Control	00190	Shampoo 3305100000 1454 View tariff measures	1, Box	100 100	£1,400.00 £0.00

For further Guidance - please see the manifest outline document for the list of mandatory fields. This document can be downloaded under downloads on your account.
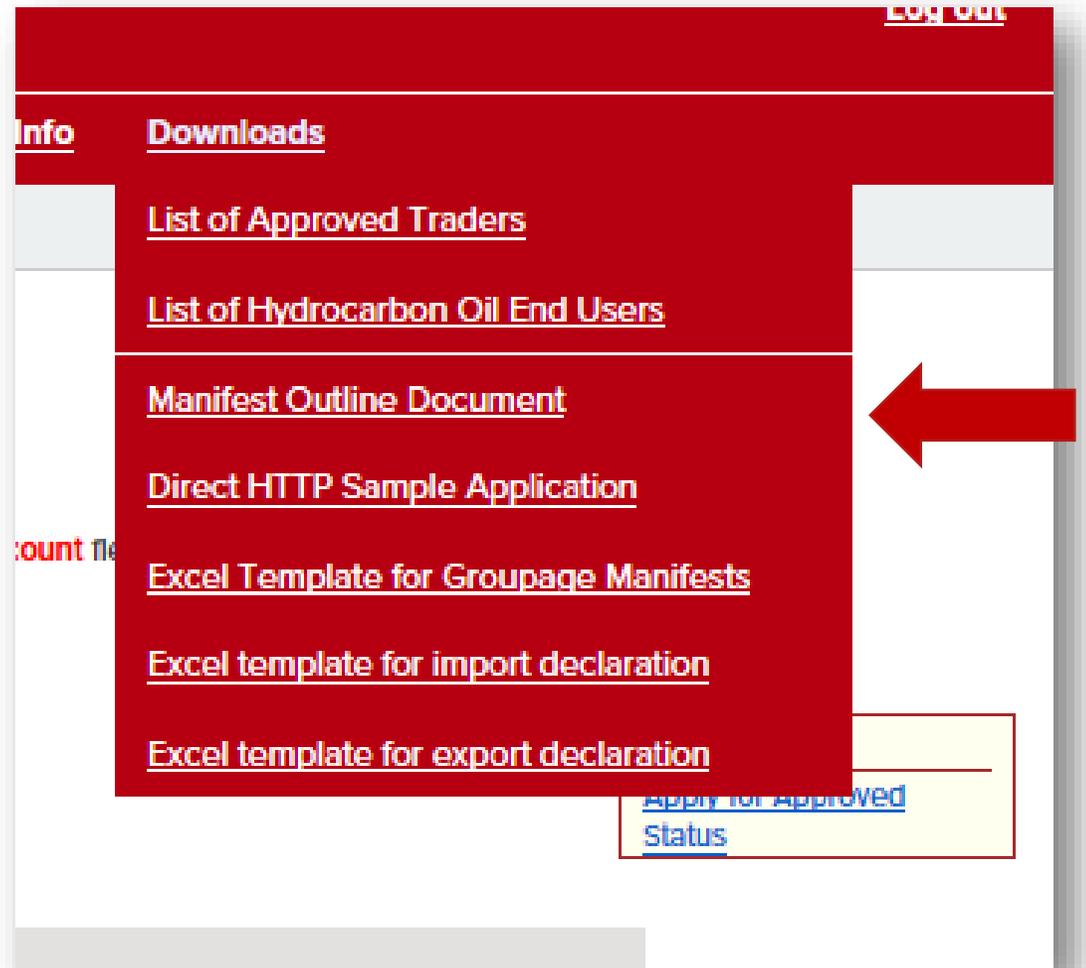
Information on Customs procedures for Import & Export can be found on gov.je