

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.

Direct & Indirect Exports to Third Countries



Where goods are exported **directly** 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 **indirectly** to a place outside the Customs territory an export declaration on CAESAR will not be required, **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

The screenshot shows the gov.je website header with the following elements:

- gov.je** logo and text on the left.
- Information and public services for the Island of Jersey / L'information et les services publyis pour l'Île dé Jèri in the center.
- [CAESAR login](#) and [Register](#) links on the right.
- Home | [Contact us](#) navigation links below the header.
- Main heading: **Pay your Goods and Services Tax (GST) and customs duties**
- Two options for users:
 - I want to clear my goods through customs (with a green Continue button)
 - I want to claim relief (with a grey Continue button)

Two red arrows point upwards from the bottom right towards the [CAESAR login](#) and [Register](#) links in the header.



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.

The screenshot shows a web application interface with a red navigation bar at the top. The navigation bar contains the following links: [Manifests](#), [Consignments](#), [Import Declarations](#), [Export Declarations](#), [Clearance Agent](#), [Small Commercial Carrier](#), [Payments](#), [Refunds](#), and [My Info](#). Below the navigation bar, there is a header area with [Home](#) | [Contact us](#) and a welcome message: "Welcome, Shirley Brossman - account number B6622". The main content area is titled "Statement of Account" and contains text explaining how to use the tabs above to look at consignments and how to add consignments to the Statement of Account. A red box highlights the "Add Consignment to This Account" section, which includes a text input field for "Enter CLC number" and a button. A dropdown menu is open under the "Export Declarations" link, showing the following options: [Create Declaration](#), [My Declarations](#), [Search Declared Items](#), [Add Export Duty Notification to This Account](#), [Add Export Declaration as Carrier](#), [Search Export Declaration as Carrier](#), [Detained Export Items](#), and [Upload My Export Declaration](#). Three white arrows point to the "Add Export Declaration as Carrier", "Search Export Declaration as Carrier", and "Detained Export Items" options. A yellow box labeled "Options" contains the link [Apply for Approved Status](#).

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.



Consignments **Import Declarations** **Export Declarations** **Clearance Agent**

Export Declaration

Search Export Declaration as Carrier

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: [N] No

Detained

Declared Item Status

Is Export Duty Notification

Sort By: Number

Show Records: 100

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.

Welcome, Emily Grossman - account number 10022

Search Export Declaration Result

Sort By

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

Options
[Add another export declaration as carrier](#)



Add Another Export Declaration as Carrier

Number

Comment





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.

Search Export Declaration Result

Sort By

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

Search Export Declaration Result

Sort By

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



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 Grossman - account number 00022

Search Export Declaration Result

Sort By

Group Actions	Declaration number	Departure date	Manifest	Country of destination	Detained	Consignor	Consignee	Shipper/Courier
Actions <input type="checkbox"/>	JE20191231-1	20/01/2020	(none)	Germany	-	Creative Art	Joe Bloggs	(B6622) Creative Art
Actions <input type="checkbox"/>	JE20191231-5	20/01/2020	(none)				Bloggs	(B6622) Creative Art
Actions <input type="checkbox"/>	JE20200106-2	31/01/2020	(none)				Bloggs	(B6622) Creative Art
Actions <input type="checkbox"/>	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](#)

Options

[Add another export declaration as carrier](#)

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

Create Export Manifest

Grade

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	<input type="text" value="06/01/2020"/>
Carrier	<input type="text" value="[B6622] Creative Art"/>
Groupage/Consol Identifier	<input type="text"/>
Foreign Port	<input type="text" value="[FTW] Fort Worth Mea"/>



Totals

Final Totals

Total Gross Mass	<input type="text" value="1"/>
Total Net Mass	<input type="text" value="1"/>
Total Number of Units	<input type="text" value="1"/>
Total Number of Items	<input type="text" value="1"/>
Total Value	<input type="text" value="300.00"/>
Total Value Currency	<input type="text" value="[GBP] Pound Sterling"/>
Notes	<input type="text"/>

Running Totals

Total Gross Mass	<input type="text" value="1"/>
Total Net Mass	<input type="text" value="1"/>
Total Number of Units	<input type="text" value="1"/>
Total Number of Items	<input type="text" value="1"/>
Total Value	<input type="text" value="300.00"/>
Total Value Currency	<input type="text" value="[GBP] Pound Sterling"/>

[<< Copy Totals](#)
[Reload declarations](#)

Upload Manifest Lines

Select CSV file to upload	<input type="text"/>
Lines Upload Mode	<input type="text" value="[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	Go Des Comme
	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



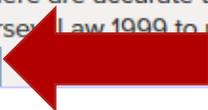
Manifest Lines

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	Go 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.

[Manifests](#) [Consignments](#) [Import Declarations](#) [Export Declarations](#) [Clearance Agent](#)

[Home](#) | [Contact us](#)

Welcome, Shirley Brossman - account number **B6622**

Export Declaration Details

Declared Header

Number JE20200106-4

[Create Declaration](#)

[My Declarations](#)

[Search Declared Items](#)

[Add Export Duty Notification to This Account](#)

[Add Export Declaration as Carrier](#)

Add Another Export Declaration as Carrier

Number JE20191217-1

Comment

Add

Option 3



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.



The screenshot shows the Jersey Customs website interface. At the top, there is a red navigation bar with the following menu items: [Manifests](#), [Consignments](#), [Import Declarations](#), [Export Declarations](#), [Clearance Agent](#), [Small Commercial Carrier](#), [Payments](#), [Refunds](#), and [My Info](#). Below the navigation bar, the main content area is divided into two columns. The left column contains a welcome message for Shirley Brossman (account number B6622) and a 'Statement of Account' section. The right column contains a list of menu items: [Create Declaration](#), [My Declarations](#), [Search Declared Items](#), [Add Export Duty Notification to This Account](#), [Add Export Declaration as Carrier](#), [Search Export Declaration as Carrier](#), [Detained Export Items](#), and [Upload My Export Declaration](#). A white arrow points to the 'Detained Export Items' link. In the bottom right corner, there is an 'Options' box with a link to [Apply for Approved Status](#). The text 'L'information et les services publics pour l'île de Jersey' is visible at the top of the page.

Search Export detained list as follows;

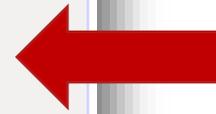
Or from the Manifest page itself.



Search Export Declaration

Show Export Consignments	I am responsible for	▼
Declaration number	<input type="text"/>	
Reference	<input type="text"/>	
Departure Date	<input type="text"/>	
	<input type="text"/>	
Consignor name	<input type="text"/>	
Consignor address	<input type="text"/>	
Consignor postcode	<input type="text"/>	
Consignee name	<input type="text"/>	
Consignee address	<input type="text"/>	
Consignee postcode	<input type="text"/>	
Country of final destination	<input type="text"/>	▼
Attached To Manifest	<input type="text"/>	▼
Detained	[D] Detained	▼
Declared Item Status	<input type="text"/>	▼
Is Export Duty Notification	<input type="text"/>	▼

Sort By	Number	▼
Show Records	100	▼





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.



The screenshot shows a vertical menu with the following items:

- [Clearance Agent](#)
- [Small Commercial Carrier](#)
- [Statement Of Account](#)
- [Add Consignment to This Account](#)
- [Search Consignments](#)
- [Create Consignment Declaration](#)
- [Create Declaration](#)
- [Upload Declaration](#)
- [Search Declarations](#)
- [Search Refunds](#)
- [Search Drawbacks](#)
- [Search Invoices](#)
- [Search Credits](#)
- [Search Payments](#)
- [Create Export Declaration](#)
- [Upload Export Declaration](#)
- [Search Export Declarations](#)
- [Search Declared Items](#)
- [Add Export Duty Notification to This Account](#)
- [Clearance Agent Instructions](#)



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

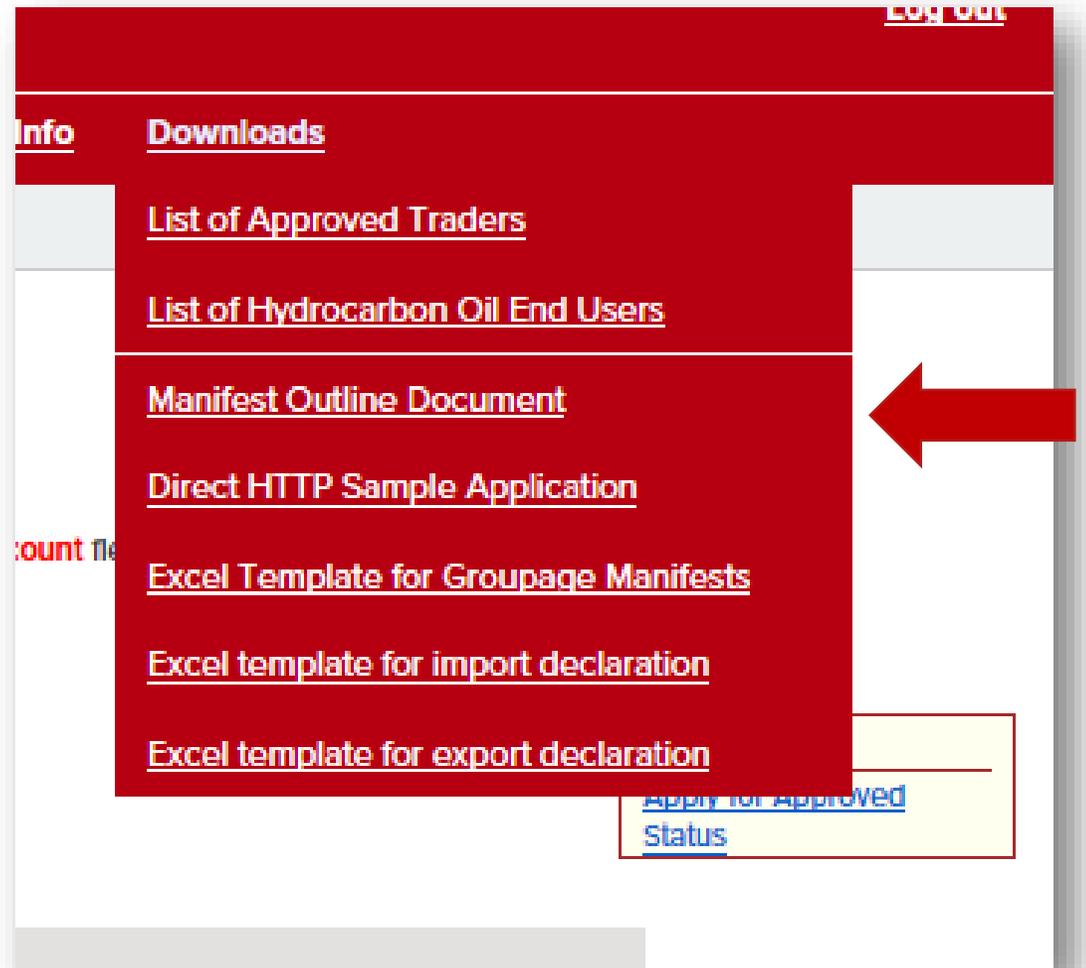
Expected documents – Licence / Transit documentation / Certificate of Origin / Health Cert / Sanitary Doc / Carnet / Preference Certificates / Export licences / CITES

Restrictions on technologies to listed countries.

Declaration Items							
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