To Book with Stena Line: North Sea

For North Sea shipments, register with Portbase urgently

- For North Sea shipments, Portbase is the port community system in the Dutch ports which will be used after Brexit to pre-lodge and track import- and export shipments
- To ship on the North Sea, usage of Portbase is mandatory.
- To ensure your account request with Portbase is processed in time prior Brexit, please contact Portbase urgently: https://www.portbase.com/contact/

Extranet login required

- Extranet is Stena Line's online booking platform for customers.
- To ship on North Sea after Brexit, you will require a login for Extranet to send us additional information on booking and consignments, especially for UK to NL shipments.
- On Day 1, you will need Extranet, regardless in what country you are based in and regardless through which Stena Line booking channel you send your bookings today (e-mail/Extranet/EConnect).
- If you use Stena Connect, you will find the same additional fields there.
- Please ensure you have at least 1 active Extranet login per account with Stena Line.
- On the last page you will find a first indication of how Extranet will look like.
- We will provide a more detailed guide on how to use it soon.

Booking procedure North Sea

1) **Arrange the required Export declaration(s) with customs per consignment <u>prior check-in</u>**
   For groupage this could mean several declarations per transporting unit.
   You have decided who will be responsible beforehand.

2) **Submit and complete the required information to Portbase by consignment**
   You have previously decided who will be responsible.
   For NL to UK this is <u>prior check-in.</u> For UK to NL this is <u>prior arrival of the vessel</u> in Holland.

3) **Make your booking with Stena line**
   Make your booking with Stena Line as you are used to today.

4) **Send the required additional booking & consignment information <u>prior to check-in</u> to Stena Line**
   Please see the table on next page which information you need to submit additionally compared to today <u>prior check-</u>in and how you will need to do this.

5) **Arrange the required Import declaration(s) with customs per consignment <u>prior arrival of the vessel</u>**
   For groupage this could mean several declarations per transporting unit.
   You have decided who will be responsible beforehand.

Required additional booking & consignment information <u>prior to check-in</u>

<table>
<tr><td colspan="2" align="center">NORTH SEA:
Hoek van Holland / Europoort - Harwich / Killingholme (vv)</td></tr>
<tr><td>From NL to UK</td><td>From UK to NL</td></tr>
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What do you need to do?

You need to complete the information in Portbase <u>prior check-in.</u>

When the required information has been completed with Portbase in time prior check-in, Stena Line will receive the relevant MRN number(s) from Portbase for that specific transporting unit. We will then be able to check-in the unit.

What happens if Portbase is not updated prior check-in?

If the required information has <u>not</u> been completed with Portbase prior check-in, Stena Line will <u>not</u> receive the MRNs from Portbase.

In that case, unfortunately, the unit will <u>not </u>be able to enter the terminal . You are responsible to take action and ensure the required information to Portbase has been completed.

Is there any other information you will send to Stena Line?
No, you do not need to submit more booking and consignment details to Stena Line than you currently do today, subject to any changes on the HMRC requirements for Safety & Security declarations.

What happens after check-in?

When the unit has entered the terminal, customs will do a final check. When we receive approval from customs, the unit is allowed on the vessel.

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You will need to submit much more information about the booking, consignments and goods to Stena Line than you are used to today.

What information do we need from you?

Please check the below link where you can find an overview of what data per booking we need from you. The data you will submit to us by completing certain extra fields in Extranet. Link

How will you send us the information?

You will submit this information via Extranet, regardless where you are based and regardless which booking channel you use today. In Extranet on the booking details you will follow a link. We will provide a guide on how to work with this.

Stena Line will <u>not</u> be able to process e-mails with this information. Extranet and in a later stage some other online booking channels will be the only way sending this information.
Please note: you can't update this information once the unit is checked-in on our terminal.

When do you need to send the information?

This information you will need to complete <u>prior</u> check-in. Without this information we will <u>not</u> be able to check in the unit.

What happens prior arrival in Holland?

Before the vessel arrives in Holland, we receive information from Dutch customs if any units will not be allowed to leave the terminal. If the required information has not been completed with Portbase prior arrival time of the vessel, the unit will automatically get a blockade. It is therefore very important to complete the required information with Portbase as soon as possible.

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Further North Sea specific information:

1) **Check-in**
Unaccompanied units can only be delivered to the terminal of departure maximum 24 hours prior scheduled departure time.
Accompanied units can only be delivered to the terminal for the next scheduled departure.

2) **Pre-lodge import declarations**
Please note that Harwich and Killingholme are on the list of approved UK Ro-Ro locations.
This will provide substantial day 1 no deal (D1ND) benefits in respect of immediate release of the units upon arrival in the UK, without requirement for temporary storage and customs hold release. It will however require to pre-lodge an import declaration with the UK customs authorities prior to loading the vessel at the port of departure. Stena Line does not require that you communicate a confirmation of such pre-lodging to us, but we will rely on the fact that the customer or the party legally involved to avoid units will be in customs hold on the terminal in the UK for this reason.

3) **Cut off times**
We foresee that we will be forced to update the check-in cut-off times in a 'no-deal' Brexit situation.
The below table is a first indication; however Stena Line will retain the right to update the cut-off times at any time. Unless specifically agreed otherwise, the below cut off times need to be respected at all times until further notice.

Type of units	Before scheduled dep. Time
Unaccompanied cargo	90 minutes
Accompanied cargo	45 minutes
Containers	120 minutes
Hazardous cargo	150 minutes
Hazardous FP $\leq 23°$ c and class 2.1	180 minutes
Live Stock	120 minutes

4) **Arrival at an UK terminal**
The Day 1 'No-Deal' Brexit (D1ND) planning in the UK foresees that units can be picked up immediately after vessels arrival from the terminal of arrival (Harwich or Killingholme), subject to border force security checks. This equates the today's situation. Stena Line would like to remind you that this is because both Harwich and Killingholme are on the list of approved UK roro locations and that it is required to make a pre-lodgement of the UK import declaration before the vessel departs from Hoek van Holland or Rotterdam (Europoort). After the unit has left the terminal of arrival any UK customs requirements must be finalized.

5) **Arrival at an EU terminal (Hoek van Holland and Rotterdam "*Europoort*"):**
All units will be mandatory be placed in temporary storage under a custom hold at the terminal of arrival. In order to lift the customs-hold and to procure the release the unit, the customer must first provide Stena Line with proof of the subsequent customs status of the consignments and goods in the unit. This must be done by completing and confirming the unit booking information in our booking systems, typically with the import MRN, which will be immediately lift the customs hold in our system and make the unit available for release.

6) Seals

Stena Line will not be able to carry out any seal check or to register any seal numbers on documents at any time whatsoever.

7) Authorization to load units on the vessel (NL to UK)

For NL to UK, upon you deliver the booked unit into the terminal of departure Stena Line will use the export Movement Reference Number (MRN) provided to confirm with the Dutch Customs authorities the arrival at exit (ARX) of the unit. Once authorization to proceed is obtained by us, we will be able to load the unit on the vessel.

Extranet – UK to NL additional fields

Below screenshots will give you a first indication of how Extranet will look like.
StenaConnect will look similar.

This applies for UK to NL shipments only.

You will make the booking request as you are used to.
Via Extranet you will look up the booking via SEARCH.
When you open this booking you can select a new link where you will find additional fields.

We will provide a more detailed guide on how to use this soon.