P&O ENS Portal guide – North Sea Routes

We trust you find the following Portal User Guide helpful and if you have any further questions please contact us.

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Scenario 1: Temporary storage opting for P&O to submit ENS

Step 1: Leave default value of 'No' for the question 'Do you have an ENS MRN?'

Step 2: Add customs status and consignee and consignor name and address

Step 3: Add goods item information, including type and number of packages, goods description, gross mass and marks and labels.

The UN number field is conditional and is required in the event the goods item is hazardous

Scenario 2: Temporary storage with ENS provided by 3rd Party

Step 1: Select 'Yes' to 'Do you have an ENS MRN?' and add the ENS MRN

Booking	Click to expand

All fields marked with * are mandatory.

Frequently Asked Questions

Waybill

ZE14070892

Unit Id

5ENS3

Do you have an ENS MRN?*   Yes

ENS MRN   25GB3G9HV7N8BVDYT0

Is this booking for an Empty with no   No
commercial value?

Step 2: Add customs status and optional document references

Consignment(1-n per booking)	Click to expand

All fields marked with * are mandatory.

Frequently Asked Questions

Shipment Id   ZE14070892001

Customs Status*   Please choose customs status
This field is required.

EU Export   Please choose document type
Document Type

Destination   Code
Customs Office
Code ⓘ

Transit Document   Transit Document Reference
Reference ⓘ

Original location to   BEZEE
dispatch

Final location to   GBTIL
discharge

Seal Number   Seal Number

Step 3: Add number of packages, goods description and gross mass of goods

Goods Item(1-n per Consignment)   Click to expand

All fields marked with * are mandatory.   Frequently Asked Questions

Sequence Number   1

Number of   [No. of packag   ]
packages ⓘ *   *This field is required.*

Goods description*   [Goods description   ]
                         This field is required.

Gross mass (KG) ⓘ *   [Gross mass   ]
                         This field is required.

UN Number   [UN Number   ]

Scenario 3: GVMS opting for P&O to submit ENS

Step 1: Add the GMR under the Pre-Lodgement /GMR details section

Booking Summary

Waybill : ZE14070892
Job Reference : 5ENS3

Route: Zeebrugge - Tilbury, 24-01-2025

Trailer ID : 5ENS3

Pre-Lodgement / GMR Details	Click to expand

All fields marked with * are mandatory.

Frequently Asked Questions

Booking Type	Un-accompanied
Do you have a GMR for the booking?*	Yes
GMR Id*	GMRNMA100002
Unit Id*	5ENS3

Verify

Step 2: Leave default value of 'No' for the question 'Do you have an ENS MRN?'

Booking	Click to expand

All fields marked with * are mandatory.

Frequently Asked Questions

Waybill

ZE14070892

Unit Id

5ENS3

Do you have an ENS MRN?*	No
Is this booking for an Empty with no commercial value?	No

Step 3: Add customs status and consignee and consignor name and address

Consignment(1-n per booking)   Click to expand

All fields marked with * are mandatory.   Frequently Asked Questions

Shipment Id	ZE14070892001

Customs Status* | Please choose customs status ▾ |
This field is required.

EU Export Document Type | Please choose document type ▾ |

Destination Customs Office Code ⓘ | Code |

Transit Document Reference ⓘ | Transit Document Reference |

Original location to dispatch   BEZEE

Final location to discharge   GBTIL

In capacity as | Consignor ▾ |

Consignor Name and address | Consignor Name | | Consignor Street |
This field is required.   *This field is required.*
| Consignor City | | Consignor Postcode |
This field is required.   *This field is required.*

This field is required.
| Please choose country ▾ |

In capacity as | Consignee ▾ |

Consignee Name And Address | Consignee Name | | Consignee Street |
This field is required.   *This field is required.*
| Consignee City | | Consignee Postcode |
This field is required.   *This field is required.*

This field is required.
| Please choose country ▾ |

Seal Number | Seal Number |

Step 4: Add goods item information, including type and number of packages, goods description, gross mass and marks and labels.

The UN number field is conditional and is required in the event the goods item is hazardous

Goods Item(1-n per Consignment)   Click to expand

All fields marked with * are mandatory.   Frequently Asked Questions

Sequence Number	1

Type of packages (UN Code) ⓘ | Type of packa |
This field is required.

Number of packages ⓘ * | No. of packag |
This field is required.

Goods description* | Goods description |
This field is required.

Gross mass (KG) ⓘ * | Gross mass |
This field is required.

UN Number | UN Number |

Marks and Labels | Shipping marks and labels |
This field is required.

Scenario 4: GVMS with ENS provided by 3ʳᵈ party

Step 1: Add the GMR under the Pre-Lodgement /GMR details section

Booking Summary

Waybill : ZE14070892   Route: Zeebrugge - Tilbury, 24-01-2025   Trailer ID : 5ENS3
Job Reference : 5ENS3

Pre-Lodgement / GMR Details	Click to expand

All fields marked with * are mandatory.   **Frequently Asked Questions**

Booking Type	Un-accompanied
Do you have a GMR for the booking?*	Yes ⌄
GMR Id*	GMRNMA100002
Unit Id*	5ENS3

Verify

Step 2: Select 'Yes' to 'Do you have an ENS MRN?' and add the ENS MRN

Booking	Click to expand

All fields marked with * are mandatory.   **Frequently Asked Questions**

Waybill

ZE14070892

Unit Id

5ENS3

Do you have an ENS MRN?*	Yes ⌄
ENS MRN	25GB3G9HV7N8BVDYT0
Is this booking for an Empty with no commercial value?	No ⌄

Step 3: Add customs status and optional document references

Consignment(1-n per booking)	Click to expand

All fields marked with * are mandatory.

Frequently Asked Questions

Shipment Id   ZE14070892001

Customs Status*
> Please choose customs status ⌄

This field is required.

EU Export
Document Type
> Please choose document type ⌄

Destination
Customs Office
Code ⓘ
> Code

Transit Document
Reference ⓘ
> Transit Document Reference

Original location to
dispatch   BEZEE

Final location to
discharge   GBTIL

Seal Number
> Seal Number

Step 4: Add number of packages, goods description and gross mass of goods

Goods Item(1-n per Consignment)	Click to expand

All fields marked with * are mandatory.

Frequently Asked Questions

Sequence Number   1

Number of
packages ⓘ *
> No. of packag

This field is required.

Goods description*
> Goods description

This field is required.

Gross mass (KG) ⓘ *
> Gross mass

This field is required.

UN Number
> UN Number