Manual

Notification Import Documentation Dutch Ports *(declarants)*

In accordance with the customs authorisation of the (ferry) terminal, containers and trailers unloaded in a Dutch port are to be placed in the Temporary Storage Facility (in Dutch: Ruimte voor Tijdelijke Opslag, or RTO). Upon removal or upon collecting a container, the (ferry) terminal, as a RTO holder, is required to keep records showing how the goods in question have been shipped and accompanied by which customs declaration(s).

To comply with this requirement, the party in the hinterland, for example a customs agent, carrier, shipping agent or importer, is expected to provide the necessary data electronically.

This manual aims to assist the relevant party in submitting the correct RTO document code + document number so that the container can easily be collected.

Description of type further customs declaration, notification or customs status	To be filled in on position		Delivering container at Customs at the terminal	Declarations system
	1 to 3: Document code	4 to …: Document number		
1 **Procedure import following permission for removal** Status customs declaration 'Cleared' (CLE) Status customs declaration 'Release of Goods' (ROG)	I M 4	(+18 positions) Year - Country Code - Document number *Note: Without spaces, dots or dashes.* RTO document code IM4 covers the IMA, EUA, COA and the simplified declaration amongst others.	No	DMS or AGS
2 **Procedure import, goods selected by the Customs Administration for inspection** Status customs declaration 'Control' (CTL) = physical check & providing supporting documents	I M 4	(+18 positions) Year - Country Code - Document number *Note: Without spaces, dots or dashes.* Shift physical check to hinterland / recipient. And transportation to customs scan / customs control warehouse over external track.	No	DMS or AGS
3 **Procedure import, goods to be approved by NVWA at inspection station** Status customs declaration 'Documents' (DOC) = providing supporting documents	I M 4	(+18 positions) Year - Country Code - Document number *Note: Without spaces, dots or dashes.*	No	DMS or AGS
4 **External Union transit procedure (T1-transport)** Standard procedure (Status IE28 = no permission until departure)	N T 1	(+18 positions) MRN from NCTS5 (DVA) of the declaration (e.g. 16NL000511168226E0) Goods must be presented at the customs office of departure or the Customs Administration at the terminal.	Yes	DVA
5 **External Union transit procedure (T1-transport)** Authorised consignor (ACR) (Status IE29 = permission to depart received)	M R N	(+18 positions) MRN from NCTS5 (DVA) of the declaration (e.g. 16NL00051016820D67) The 'Authorisation authorised consignor (ACR)' may be used for goods to be approved (NVWA) transported by road (truck). Provided one is in possession of an extension of the 'Authorisation authorised consignor (ACR)' with individual conditions.	No	DVA

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6	**T1-procedure, goods to be approved by NVWA at inspection station**	N T 1	(+18 positions) MRN from NCTS5 (DVA) of the declaration (e.g. 16NL000511168226E0) Veterinary goods.	Yes	DVA
7a	**Transporting EU goods from one EU member state to another with proof of Union Status (PoUS) T2L or T2LF. Intra-Union transaction, no import**	ICT	(+18 positions) MRN from the PoUS Only possible if the shipping company has specified C status in the Customs manifest. ICT and the MRN of the T2L or T2LF may only be used by the shipping company or shipping agent.	No	PoUS
		FWV	(+18 positions) MRN from the PoUS No C status is indicated in BUP or DMF. A transit authorisation stamped and countersigned by Customs must be shown in case of transit with T2L or T2LF.	Yes	PoUS
			(+18 positions) MRN from the PoUS The carrier or customs agent knows that the goods have C status. Customs checks this in PoUS.	Yes	PoUS
7b	**Transporting EU goods from one EU member state to another with proof of Union Status (PoUS) other than T2L or T2LF. Intra-Union transaction, no import**	ICT	The Call Reference Number (CRN) of the incoming vessel Only possible if the shipping company has specified C status in the Customs manifest. ICT may only be used by the shipping company or shipping agent. For the electronic Administrative Document (e-AD) and the electronic Simplified Administrative Document (e-SAD), both ICT and the Administrative Reference Code (ARC) of the e-AD and e-SAD must be mentioned.	No	BUP or DMF or EMCS
		FWV	ICT-CRN (e.g. ICT-NLRTM123456) No C status is indicated in BUP or DMF. A transit authorisation stamped and countersigned by Customs must be shown in case of transit with proof of Union Status other than T2L or T2LF. For the electronic Administrative Document (e-AD) and the electronic Simplified Administrative Document (e-SAD), both ICT and the Administrative Reference Code (ARC) of the e-AD and e-SAD must be mentioned.	Yes	In writing or EMCS
			ICT-CRN (e.g. ICT-NLRTM123456) The carrier or customs agent knows that the goods have C status. Customs checks this in BUP or DMF. For the electronic Administrative Document (e-AD) and the electronic Simplified Administrative Document (e-SAD), both ICT and the Administrative Reference Code (ARC) of the e-AD and e-SAD must be mentioned.	Yes	No documents
8	**Import by entry in the declarant's records**	I A I	(+18 positions) MRN from DMS 4.1 of the presentation notification	No	DMS
9	**Placement under a customs warehouse procedure by entry in the declarant's records**	I A E	(+18 positions) MRN from DMS 4.1 of the presentation notification	No	DMS
10	**Placement under a customs warehouse procedure (usually a private customs warehouse) (standard procedure)**	P I E	(+18 positions) Year - Country Code - Document number *Note: Without spaces, dots or dashes.* The movement of goods to a customs warehouse.	No	DMS or AGS
11	**Transit, with Carnet TIR**	F W V	TIR-Carnet Country Code and number (e.g. TIR-NL123456)	Yes	In writing
12	**Temporary import with Carnet ATA**	F W V	ATA-Carnet Country Code and number (e.g. ATA-NL123456)	Yes	In writing
13	**Military consignments**	N A R	Number of the 'Authorisation authorised consignor' of the Department of the Army Headquarters Military Traffic Management (DAHMT) This RTO document code may only be used by a shipping agent with the permission of DAHMT. Consent must be given in writing.	No	In writing
		F W V	302-document (e.g. 302-123456)	Yes	In writing

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14 **Empty packaging / carriers convenience**	I C T	The Call Reference Number (CRN) of the arriving vessel Only possible if the shipping company has specified C status in the Customs manifest. ICT can only be used by a shipping company or shipping agent, and only for returning empty packaging.	No	BUP or DMF
15 **Postal items**	P P Z	Post-CRN (e.g. Post-NLRTM123456) This RTO document code may only be used by PostNL.	No	In writing
	F W V	Post-CRN (e.g. Post-NLRTM123456)	Yes	In writing
16 **D39, procedure import of goods for diplomatic and consular missions and their staff**	F W V	Douane 39 number (e.g. D39-123456789)	Yes	In writing
17 **Removal RTO and deposit public customs warehouse type II** *Not intended for collecting container*	I M 7	DMS or AGS (+18 positions) Year - Country Code - Document number *Note: Without spaces, dots or dashes.*	N/A	DMS or AGS
		Manually: The declaration number in full.	N/A	In writing
18 **Business continuity procedure (BCP) DMS (NPDMS) or AGS (NPAGS)**	F W V	NPDMS or NPAGS container number (e.g. NPDMS-ABCD1234567). Upon collecting the container, submit both the emergency declaration and the e-mail message from douane.nederland.dms@douane.nl including digital authorisation for removal due to the emergency procedure.	Yes	In writing
19 **Business continuity procedure (BCP) NCTS5 (DVA)**	F W V	NPDVA document number (e.g. NPDVA-1600001234)	Yes	In writing
20 **Tank containers with residue**	T N K	EORI number shipping agent This RTO document code may only be used by the shipping agent.	No	BUP or DMF
21 **Notifications of transhipment consignments transferred document-free between 2 designated RTO's**	E N L	RTO authorisation number of the receiving RTO This RTO document code may only be used by an RTO authorisation holder who has been approved by Customs.	No	No documents
22 **Notifications of DVA consignments transferred document-free between 2 designated RTO's**	R N L	RTO authorisation number of the receiving RTO This RTO document code may only be used by an RTO authorisation holder who has been approved by Customs.	No	No documents
23 **External Union transit procedure (T1-transport)** Transit	B X I	(+18 positions) MRN from DVA of the declaration (e.g. 16NL000511168226E0) The carrier should present the document to Customs for signing off as an office of transit. This RTO document code may only be used by the shipping agent.	Yes	DVA
24 **Re-exports (sea in, sea out) within 14 days of entry**	R E N	(+18 positions) MRN from BUP of the notification This RTO document code may only be used by the shipping agent.	Yes	BUP
25 **Re-exports (sea in, sea out) within 14 days of entry, ATO and outbound manifest from different shipping agents**	Z W X	(+18 positions) MRN from BUP of the notification This RTO document code may only be used by the shipping agent.	Yes	BUP