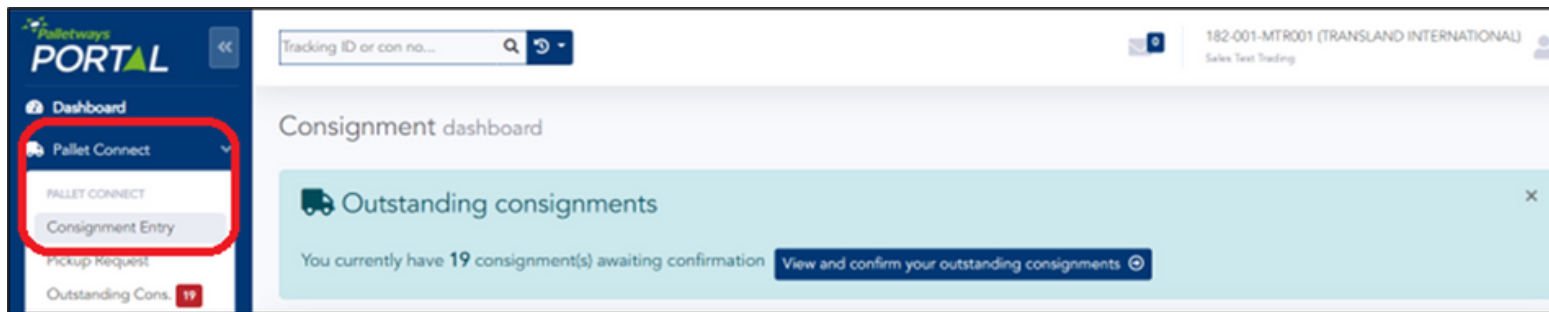


HOW TO ENTER A CONSIGNMENT FOR THE UK AND UPLOAD CUSTOMS INFORMATION

1. After logging into the Palletways Portal, click on “Pallet Connect” on the left-hand menu, then “Consignment Entry” to create a new consignment.





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2. Complete the consignment entry as normal, entering collection and delivery details, pallet size, number of lifts and weight, and making sure to enter any additional information such as consignment number, customer reference number, collection reference, etc. – see sample screenshot below.

When you have completed this information, click on the “Save” button in the bottom right-hand corner.

The screenshot shows the 'Palletways UK' Consignment Entry form. The left sidebar contains navigation links: 'Consignment Entry' (active), 'Pickup Request', 'Outstanding Cons.' (19), 'Reprint Manifests', 'Bulk Consignment Import', 'Invoices', 'Messaging', 'Palletways Cloud', and 'Useful Tools'. The main form is divided into several sections:

- Delivery address:** Sales Trading, Huntstown Business Park Cappagh Road, DUBLIN 11, IE, D11HFP4
- Collection Address:** Palletways UK Ltd, Wood End Lane, Fradley, FRADLEY, LICHFIELD, STAFFORDSHIRE, WS13 8NE (LICHFIELD), United Kingdom
- Consignment Details:** Con No: test1, Cust Ref: test2
- Service:** PREMIUM COLLECTION NEXT DA
- Collection:** PREMIUM FOUR DAY BY 1700
- Delivery:** PREMIUM FOUR DAY BY 1700
- Optional Services:** Handball required, Tail-lift required, Book In?
- Insurance:** High
- Classification:** Business to Business
- Product List:** No products have been entered for this consignment. To add products, click Edit.
- Pallet Dimensions:** No pallet detail has been entered for this consignment. To enter pallet detail, click Edit.

The form also includes a map of the Lichfield area and a table for pallet sizes:

Pallet Size	Qty
Full Pallet	1
Light Pallet	Qty
Half Pallet	Qty
Quarter Pallet	Qty
Mini Quarter Pallet	Qty

At the bottom, there are input fields for '1 lifts' and '800 kg'.

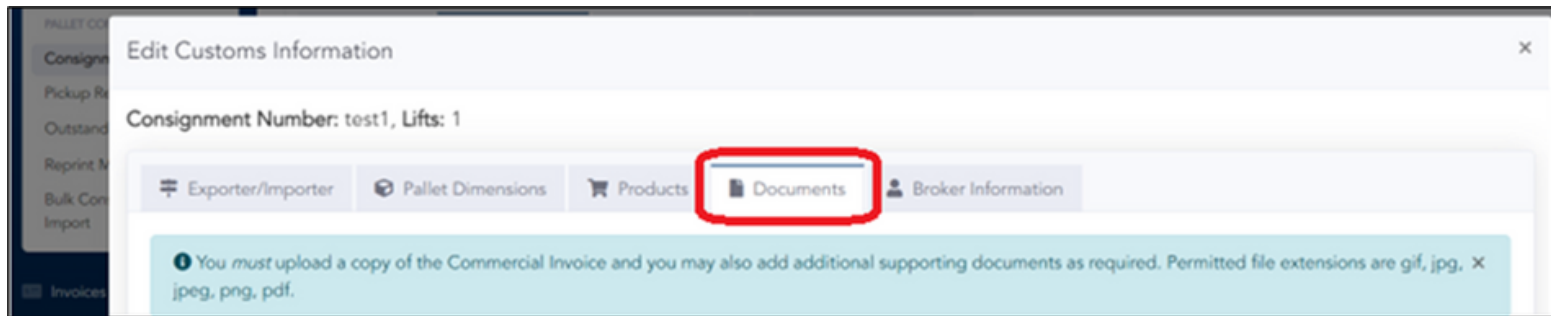
3. The next screen will advise your consignment entry is complete, but that Customs Information is now required. Click on the red link “Edit Customs Information” (circled on sample screenshot below) to enter the Customs Information section, where you will upload the required document/s.

The screenshot displays the Palletways PALLET CONNECT web interface. On the left is a dark blue sidebar with navigation links: PALLET CONNECT, Consignment Entry (highlighted), Pickup Request, Outstanding Cons. (with a red badge showing '19'), Reprint Manifests, Bulk Consignment, Import, Invoices, Messaging, Palletways Cloud, and Useful Tools. The main content area has a top navigation bar with tabs: Delivery, Collection (selected), Third Party, and Company Directory. A red alert banner at the top of the main area reads: 'Customs Information Required. This international consignment requires customs documentation to be provided as there is more than one customs zone involved. Without this customs information, the consignment cannot be processed by the depot. [Edit Customs Information](#) for this consignment.' Below the alert, a green success box states: 'Success. Consignment entry complete. Please choose from one of the following options;'. It contains five buttons: Print Details, Edit Customs Information (circled in red), Add another consignment, Main Menu, and List Outstanding Consignments. To the right of the success box, consignment details are listed in a table-like format.

Collection from:	Consignment Number:	Lifts:
Palletways UK Ltd	test1	1
Wood End Lane	Customer Reference:	Weight:
	test2	800 kg
LICHFIELD	Collection Service:	
STAFFORDSHIRE	PREMIUM - COLLECTION	
WS13 8NE	NEXT DAY	
GB	Delivery Service:	
	PREMIUM - FOUR DAY BY	
	1700	

At the bottom of the page, it says '2023 Palletways Europe GmbH - Language: English'.

4. In the “Customs Information” section, the only tab that is now mandatory is “Documents” – see tab circled in red on screenshot below. Here you must upload the relevant Customs documentation.



Commercial Invoice (Mandatory)

A Commercial Invoice is required for all shipments between the Republic of Ireland and the UK. The Commercial Invoice is completed by the exporter and must contain all the relevant information to obtain export and import Customs Clearance. Any missing or incorrect information on the invoice may result in delays due to Customs authorities rejecting the entry.

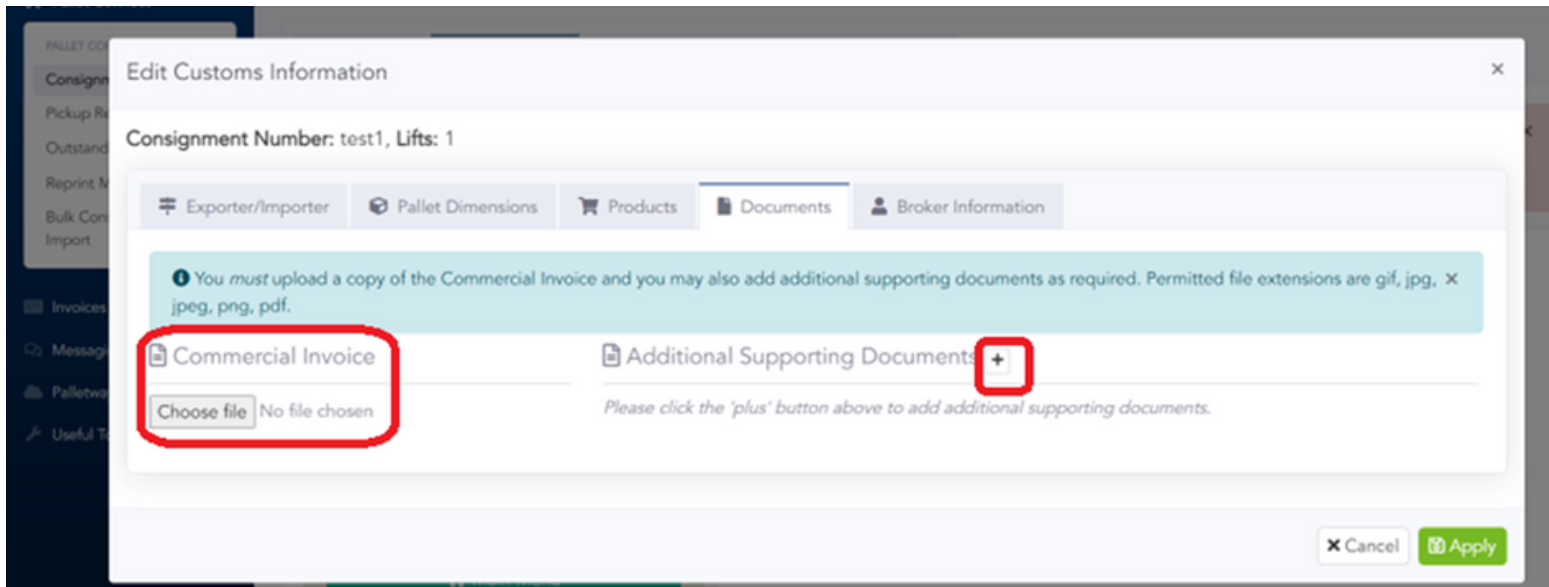
Additional Supporting Documents

Customs authorities may require additional documentation for your consignment, especially if this is your first time shipping to/from the UK – if so, Transland will make contact and guide you through this process. Examples include the following:

- Packing List
- Certificate of Origin
- Health Certificate
- GB Direct Representation Form
- IE Direct Representation Form
- AEP5a Form

5. To add the Commercial Invoice, click on the “Choose file” button on the left and select the file to be uploaded.

If you have other documents to upload, click on the “+” button beside “Additional Supporting Documents”, and choose the file to be uploaded. For more than one supporting documents, click on the “+” button again and repeat the process.



PALETTE CODE

Consignment

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Import

Invoices

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Edit Customs Information

Consignment Number: test1, Lifts: 1

Exporter/Importer Pallet Dimensions Products Documents Broker Information

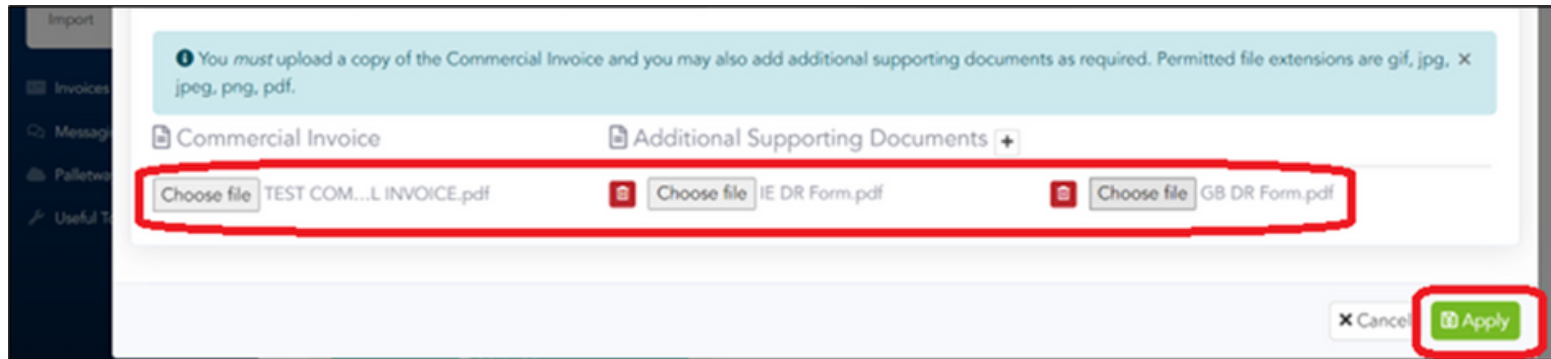
Information: You must upload a copy of the Commercial Invoice and you may also add additional supporting documents as required. Permitted file extensions are gif, jpg, jpeg, png, pdf.

Commercial Invoice
Choose file No file chosen

Additional Supporting Documents +
Please click the 'plus' button above to add additional supporting documents.

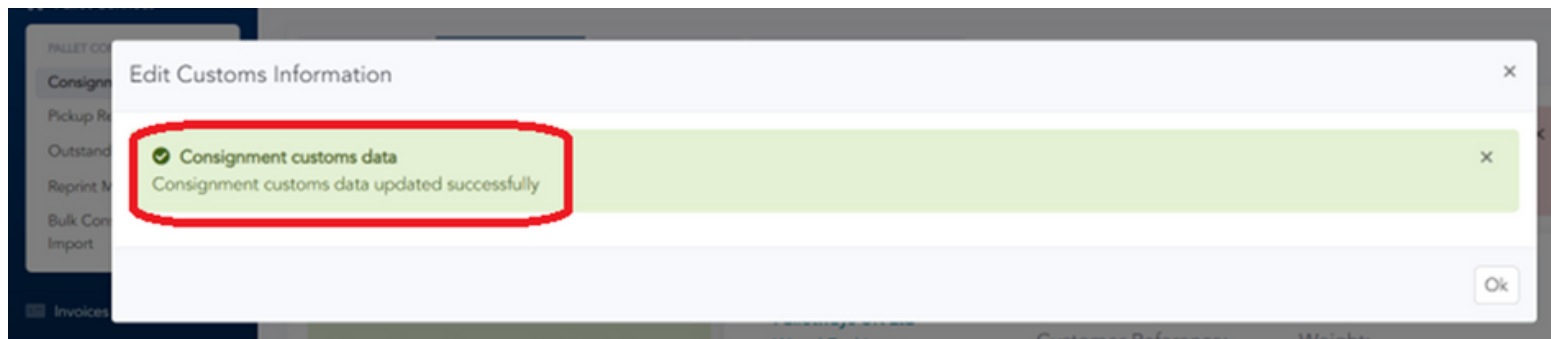
Cancel Apply

6. When all relevant documents are uploaded, click on the “Apply” button at the bottom right-hand corner.



The screenshot shows a web interface for uploading documents. A light blue banner at the top contains an information icon and the text: "You must upload a copy of the Commercial Invoice and you may also add additional supporting documents as required. Permitted file extensions are gif, jpg, jpeg, png, pdf." Below this, there are two sections: "Commercial Invoice" and "Additional Supporting Documents". Each section has a "Choose file" button followed by the filename. In the "Commercial Invoice" section, the filename is "TEST COM...L INVOICE.pdf". In the "Additional Supporting Documents" section, there are two "Choose file" buttons with filenames "IE DR Form.pdf" and "GB DR Form.pdf". A red rectangle highlights the "Choose file" buttons and the filenames. At the bottom right, there are two buttons: "Cancel" and "Apply". The "Apply" button is highlighted with a red rectangle.

The subsequent screen will then advise you that the Customs Information has uploaded successfully.



The screenshot shows a dialog box titled "Edit Customs Information". Inside the dialog, there is a green message box with a checkmark icon and the text: "Consignment customs data" and "Consignment customs data updated successfully". A red rectangle highlights the green message box. At the bottom right of the dialog, there is an "Ok" button.

7. When you return to the Dashboard on the Portal, you will see that the Status of your consignment is “TO REQUEST” (circled in red on the sample screenshot below). This means that your consignment entry and the Customs Information you have uploaded has been transmitted to the Portal. If there is any issue with the information submitted, Transland’s Operations or Customs teams will make contact to request further clarification.

The screenshot shows the Palletways Portal dashboard. On the left is a dark blue sidebar with navigation links: Dashboard, Pallet Connect, Invoices, Messaging, Palletways Cloud, and Useful Tools. The main content area is titled 'Consignment dashboard' and includes a search bar for 'Tracking ID or con no...'. Below this is a section for 'Outstanding consignments' stating 'You currently have 19 consignment(s) awaiting confirmation' with a button to 'View and confirm your outstanding consignments'. Further down is a section for 'Your consignments' with filters for 'Entered date' and 'Due date', and buttons for 'View map by collection location' and 'View map by delivery location'. At the bottom is a table of consignments. The first row shows a consignment with status 'TO REQUEST', which is circled in red.

Date Entered	Due Date	Consignment Number	Customer Ref	Tracking ID	Type	Delivery Address	Status	ETA	Date Completed	Billing Units	Col Postcode	Del Postcode	Col Service
18/07/2023	25/07/2023	test1	test2	60024758219	C	Sales Trading, D11HFP4	TO REQUEST			FP-1	WS13 8NE	D11HFP4	COLLECT NEXT DA (PREMIUM)



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CUSTOMS ROI	Import/Export Clearance Charge (GB to ROI) From Jan 1st 2026	£67.50
CUSTOMS NI	Import/Export Clearance Charge (GB to NI) From Jan 1st 2026	£22.50

CUSTOMS ROI	Import/Export Clearance Charge (GB to ROI - Additional lines, charged per commodity code in excess of 3) From Jan 1st 2026	£13
CUSTOMS NI	Import/Export Clearance Charge (GB to NI) - Additional lines, charged per commodity code in excess of 3) From Jan 1st 2026	£7