



***Distributing  
Electronic Data Interchange (EDI) files  
and  
PDF Cargo Manifest  
for  
Entry Summary Declaration  
(ENS)***



The instructions contained herein are making reference to previous communications on the subject of European Union adoption of advance cargo declaration.

Effective November 2<sup>nd</sup>, 2010 the below procedure is available to all Agents and Offices in order to transmit, within the deadlines established by the Management of each Line, the PDF Manifest and EDI data file containing ENS-related information on cargo to be loaded (deepsea shipping) or loaded (shortsea shipping) aboard Messinaline's vessel.

**As a reminder, in order to be able to meet the enforced obligations, we are compelled to request**

**All mediterranean ports offices and agents** to collect from shippers all required details at least 24 hrs before loading and to submit relevant information about cargo to be loaded aboard Messina Lines' Vessels by **latest upon departure of the Vessel from their port.**

**All other offices and agents** are to send the information required to obtain EU Customs clearance to load by **latest 48hrs before scheduled commence of loading operations at their port.**

Where required by Line Management, **in case of vessel departure on Saturdays, Sundays or Italian Holidays**, the deadline to comply with is **72 hours** before scheduled commence of loading operations.

Messina Headquarters will have to pre-process and submit these information in the prescribed format named *Entry Summary Declaration* (or *ENS*) to the concerned EU Customs office and receive the necessary responses within the enforced deadlines.

The changes are summarized in the next pages of this document which, while providing guidelines for transmitting data files and PDF documents related to ENS clearance, is leaving untouched any standing rules and regulations established by each Line for the correct and timely transmission of usual EDI data files and PDF copies of Messina Line's Bills of Lading and Cargo/Freight Manifests.

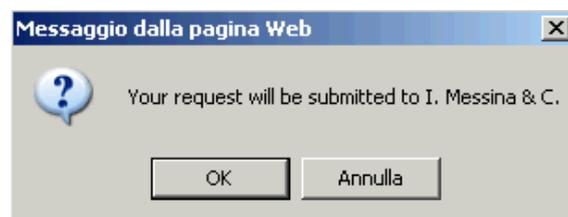


## Transmitting ENS version of Cargo Manifest PDF files and related EDI records

EDI records must be sent within the established deadline to comply with the mandatory pre-loading clearance requirements. The procedure contained herewith shows how to access the ENS-related modules of our Corporate web applications. The below circled button has been added to the summary page of transmission area, accessed through clicking the “Send to” link:

By clicking the “New ENS” button, user will access the form shown here below, whose detail must identify the Document type (EDI or PDF Manifest) and the Vessel call that Agent is willing to upload documents/EDI files about:

Once all details are supplied, one can select the file to be uploaded by clicking on the “Browse..” button. Press submit, to upload the selected file to the documental database. This confirmation panel will be displayed:





Note: In case the PDF document had already been uploaded for same Vessel/Voyage, a warning message will appear:

**A pdf document for this voy/vessel is already stored. Submit to replace it or Exit.**

Once upload is completed, the user will display the below confirmation

**File Transfer Confirmed** Exit

---

Your file **test.pdf** has been submitted to I. Messina.

The log of each upload done will be available in the summary page of transmission area as per below sample :

Vessel	Voy	Call	File Type	Status
Jolly Nero	10/0201}	0	EDI ENS Cargo	Uploaded
Jolly Nero	10/0201}	0	PDF ENS Cargo	Uploaded *
Jolly Nero	10/0201}	0	EDI ENS Cargo	* FAILED *
Jolly Nero	10/0201)	0	PDF Freight	Uploaded *
Jolly Nero	10/0201)	0	PDF Freight	Uploaded *
Jolly Nero	10/0201)	0	PDF Freight	Uploaded *

NOTE:

**One should refer to Manifest Data Interchange Manual Version 2, release 4 issued on October 18<sup>th</sup> 2010 and subsequent updates for any references to the EDI new requirements of ENS.**

### **Sending Cargo Manifest for ENS.**

A PDF copy of Cargo Manifest must be sent within the established deadline to comply with the mandatory pre-loading clearance requirements. This document version, along with the information usually contained in the Manifest must list, below each detail about Shipper, Consignee and Notify Party the corresponding formatted detail required for Entry Summary Declaration.

All Agents are hereby reminded that failure to comply with regulations in force as from **January 1<sup>st</sup>, 2011** will result in penalties imposed by EU Member States to those Carriers which do not meet the requirements.

Furthermore, in case of deepsea shipping, Carriers are obliged to obtain clearance to load prior to Vessels' departure from port of Loading. Loading will be possible only for those shipments which have a corresponding, compatible clearance from European Union Customs.

All Agents/Offices not complying with above instructions will be held responsible for any problems deriving thereof and consequently charged of any fines imposed by EU Member States