

Customs procedure (version 2: 18/03/2014)

SNS Pool Outbound Manifest procedure

The outbound manifest has to be sent to SNS Pool Customs by the latest **two hours before start loading** to ensure timely departure of the vessel. Any changes after this time, outside office hours and/or after forwarding the final manifest also have to be announced to the Customs team by email and telephone.

- Manifest number (unique)
- Operator name
- Date
- Vessel name or if not available “Pool Vessel”
- Location of loading (Port of Loading)
- Location of discharge (Offshore installation)
- Amount, serial numbers of the colli
- Description of the materials
- Container number
- Gross weight in kg (a weight per container/unit is sufficient)
- Value of the materials
- UN number and dangerous goods classification (please attach IMO documents)
- The Proper Shipping Name (PSN) for dangerous goods
- Seal number (if applicable)
- The PO number of the items (if possible)
- If “as per attached (packing) list” is used on the manifest, the packing list has to be attached



SNS Pool Customs
customs@onepeterson.com
0223-685 120 (duty number on dutylist)

SNS Pool Inbound Manifest procedure

At all times an inbound manifest has to be sent to the Pool Vessel and SNS Pool Customs. If no cargo is to be back loaded a nil manifest has to be created. Without an inbound manifest the vessel cannot be discharged in port.

The inbound manifest has to be sent **before commencement** of back loading at the offshore installation. Vessels are **not allowed** to accept any cargo that is not manifested. Inaccurately manifested items cannot be transported off the quayside in Den Helder.

E-mail addresses of Pool vessels can be found at:

<https://www.snspool.com/Marine/Restricted/Library/VesselSpecs/VesselSpecs.aspx>

- Manifest number (unique)
- Operator name
- Voyage number
- Date
- Vessel name
- Location of loading (Offshore installation)
- Location of discharge (Port of discharge)
- Amount, serial numbers of the colli
- Description of the materials
- Container number
- Gross weight in kg (a weight per container/unit is sufficient)
- UN number and dangerous goods classification (please attach IMO documents)
- The Proper Shipping Name (PSN) for dangerous goods
- Seal number (if applicable)
- The PO or manifest number on which the items were sent offshore (if possible)
- All waste has to be clearly marked by the word "Waste"
- If "as per attached (packing) list" is used on the manifest, the packing list has to be attached



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