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Introduction

From 01 January 2021, all goods arriving in Ireland by RoRo ferry from a place outside the customs territory of the EU, must be imported in accordance with Section 12B of the Customs Act 2015, as inserted by Section 88 Withdrawal of the United Kingdom from the European Union (Consequential Provisions) Bill 2020.

This means that for inbound movement, all safety and security, customs declarations and transit declarations must be lodged prior to arrival at the ferry port of departure in the third country. Additionally, the Movement Reference Number (MRN) of the aforementioned declarations for all goods carried on a vehicle or trailer, must be included in a Pre-Boarding Notification to be submitted to Revenue prior to the arrival of the goods at the ferry port of departure in the third country. For outbound movements the MRN(s) for all of the goods carried on a vehicle must be included in the PBN submitted and cleared by Revenue prior to the departure of the goods from the ferry port in Ireland.

Failure to comply with this requirement is an offence, punishable on summary conviction of a fine of €5000 or imprisonment for a term not exceeding 12 months or both.

A PBN will be required even for all commercial vehicles or trailers even where they are empty.

What is a Pre-Boarding Notification (PBN)?

A PBN is an electronic envelope into which details of all the declarations or movement types for all the goods on the vehicle are input to ensure:

- that no goods are landed in Ireland from a third country without being in a customs procedure.
- to enable allocation of a channel to this vehicle on disembarkation from the ferry in Ireland: or
- to verify the exit of goods from Ireland.

Who must complete a PBN?

A PBN must be created and completed by the carrier in respect of each commercial vehicle or trailer. For the purposes of completing the PBN ‘carrier’ means a person who has assumed responsibility for carriage of a relevant shipment or an empty vehicle, or the effecting of a relevant movement in relation to goods, into or out of the State by ferry and includes a person who provides haulage services or logistical services in relation to any of the foregoing matters.

What must be included in the PBN?

The PBN must contain the MRN(s) for the declarations related to the goods being carried on that vehicle or the details of the relevant movement types where an MRN is not relevant. To note, there is only one PBN per vehicle or trailer is permitted even where multiple consignments are carried in the vehicle or trailer. It is possible to include multiple MRNs in the PBN.

When must the PBN be completed?

The completion of the PBN must be completed in advance of the vehicle/trailer being checked in at the ferry port of departure in the third country (GB) for inbound movements into Ireland or the ferry port of departure in Ireland in the case of outbound movements from Ireland.

For ease of reference this guide has been split into three sections:
• Section 1 outlines the scenarios for Inbound PBNs/RoRo movements?
• Section 2 outlines the scenarios for Outbound PBNs/RoRo movements
• Section 3 outlines the scenarios that are common to both inbound and outbound RoRo movements.

Section 1
Creating a PBN for goods coming into or going through Ireland from GB (Inbound PBN)

What type of MRNs are accepted in an inbound PBN?
The following MRNs may be included in an inbound PBN:

• AIS Import Declaration for goods being cleared at the port
• ENS Declaration
• Transit Declaration

The following MRN formats may be included in a PBN:

• **AIS Import Declaration format is as follows;**
  18 Characters starting with starting with the year country code and office of entry for example 20IEDUB100 followed by 1 alpha character, 3 numeric characters, 1 alpha character, 1 numeric character, alpha character “R” and 1 numeric character

• **ENS Declaration format is as follows;**
  18 Characters starting with 20IE followed by 14 numeric characters

• **Transit MRN**
  18 Characters starting with Two-digit year code, two character country code 20GB followed by 14 alpha numeric characters
How to create a PBN for an import declared on an electronic import declaration

1. On the RoRo (www.revenue.ie/roro) page click on “Create PBN”

1. Select required “Movement Direction” - “In to Ireland” for inbound movements
2. Enter MRN(s) and click +Add

Add the MRN(s) for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added. A Vehicle carrying goods for direct import/clearance at the port will require a minimum of:

- MRN(s) of all the ENS declaration(s)
- MRN(s) of all the Import declaration(s)

Repeat this step for each declaration associated with each consignment being carried in the vehicle.
Once the MRN(s) has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

The option to “Remove” an MRN will also be available where it has been included in error.

Once remove is selected the details will immediately be removed from the PBN.
3. Click “Create PBN”

When you have added all of the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

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**PBN Status Check**

- **PBN Status**: Good to proceed to check-in
- **Details**: All MRNs must be in the PBN
- **PBN ID**: AG39VL99

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Disclaimer: The PBN status is based on the accuracy and completeness of the data you have provided in your PBN. All MRNs must be added to the PBN where required and the correct movement type must be selected. Failure to present all goods to customs and departing the customs control area without customs clearance is a serious offence and may attract significant sanction, including prosecution.
How to complete a PBN for Inbound transit declarations

Inbound transit T2 (Union goods)

1. On the RoRo page click on “Create PBN”

2. Select required “Movement Direction” - “In to Ireland” for inbound movements

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle with a T2 Transit ending in the Port or ending at an Inland TSF must contain the following:

- MRN of all the ENS declaration(s)
- MRN of all the transit declaration(s)
3. Enter MRN and click +Add

Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

The option to “Remove” an MRN/Authorisation number will also be available as displayed above.

Once remove is selected the details will immediately be removed from the PBN.
4. Click “Create PBN”

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.
Inbound transit T1 (non-Union goods)

1. On the RoRo page click on “Create PBN”

2. Select required “Movement Direction” - “In to Ireland” for inbound movements
Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

For T1 Transit there may be either of the following situations.

1. A Vehicle with T1 Transit (Non-Union goods only) where the transit is ending in the Port and customs clearance is conducted at the port. In this scenario the PBN should contain the following information:
   - MRN of all the ENS declaration(s)
   - MRN of all the transit declaration(s)
   - MRN of all the Import declarations

2. A Vehicle with a T1 Transit (Non-Union goods only) where the transit is ending at an authorised Temporary Storage Facility (TSF) and the goods are moving into another customs procedure should have at least the following information in the PBN.
   - MRN of all the ENS declaration(s)
   - MRN of all the transit declaration(s)

   **Note:** The MRNs of import declarations are not to be included in the PBN in this scenario.

3. Enter MRN and click +Add

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.
The option to “Remove” an MRN will also be available where it has been included in error.

Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.
Communication of Vehicle channel for inbound movements—insertion of contact details when creating PBN

- Applicable for inbound PBNs only
- Improved communication of Vehicle Channel

At creation of an inbound PBN, the ‘creator’ will be prompted to:

- Insert mobile phone number(s); and
- Insert email address
At 30 minutes out from arrival of the vessel into Ireland, when the vehicle channel becomes available, Revenue will
• Issue a text message with the channel to the mobile phone number(s) in the PBN; and
• Issue an email with the channel to the email address in the PBN

When the channel for a vehicle is updated from ‘Call to Customs’ to ‘Exit the Port’, Revenue will notify this updating of the channel to:
• The mobile phone number(s) by text and
• The email address(es) by email.

This text messaging is in addition to the messaging that will issue by Revenue to the driver’s mobile number when they are parked up and have used the Revenue Parking Self-Check-In. The text messaging associated with this function is mainly used to advise the driver electronically of where to go for inspection.

Section 2
Creating a PBN for goods leaving Ireland to go to or through GB (Outbound PBNs)
What type of MRNs are accepted in an Outbound PBN?
The following MRNs may be included in an outbound PBN:

• AES export Declaration from 21st March 2023
• EXS declaration
• Transit declaration
MRN formats accepted into an outbound PBN

- **AES Export declaration format is as follows:**
  18 Characters starting with 23IEDUB4 with the penultimate character indicating the declaration type.

- **EXS declaration format is as follows:**
  18 Characters starting with 20IEDU1ES followed by 9 numeric characters

- **Transit declaration format is as follows:**
  18 Characters starting with Two-digit year code, two-character country code 20GB followed by 14 alpha numeric characters

How to create a PBN for an export declared on an export electronic declaration

1. On the RoRo (www.revenue.ie/roro) page Click “Create PBN”

2. Select required “Movement Direction” - “Out of Ireland” for outbound movements (Exports).
Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle carrying goods for direct export/clearance for export at the port should contain at least:

- The MRN of all Export declaration(s) containing S&S data; or
- The MRN of all Export Declaration(s) (where the S&S data is not included) and the MRN of all EXS declarations

3. Enter MRN and click +Add
Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

The option to “Remove” an MRN will also be available as displayed on the next screenshot.

Once ‘remove’ is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created where the declarations have been cleared for export and the PBN has a good to check-in status.
How to complete a PBN for Outbound transit declarations

Outbound Transit T2

1. On the RoRo page Click “Create PBN”
2. Select required “Movement Direction” - “Out of Ireland” for outbound movements
Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle carrying goods for outbound transit/clearance at the port should include the following information in the PBN:

- MRN of the Combined Transit/EXS declaration(s) (STAD); or
- MRN of the Transit declaration(s) (TAD) and the MRN of the Safety and Security EXS declaration.

3. Enter MRN and click +Add

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.
Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.
The option to “Remove” an MRN will also be available where it has been included in error.

Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.
Outbound Transit T1 (including export)

1. On the RoRo page Click “Create PBN”
2. Select required “Movement Direction” - “Out of Ireland” for outbound movements

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.

A Vehicle carrying goods for direct export/clearance at the port should contain at least the following information in the PBN:

- MRN of all Transit Declaration(s); or
- MRN of all Transit Declarations and EXS(s) where the EXS data was not declared in the export declaration

3. Enter MRN and click +Add

Add the MRNs for each declaration for the goods that you are carrying. If you are carrying multiple consignments, then multiple MRNs will need to be added.
Repeat this step for each declaration associated with each consignment being carried in the vehicle.

Once the MRN has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.
The option to “Remove” an MRN will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the MRNs for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.
Section 3: Scenarios common to both Inbound and Outbound PBNs

What type of Authorisation numbers/Reference Numbers are accepted in the PBN?

Authorisation numbers provided by Revenue in relation to the use of oral declarations for empty/returned packaging and piggyback trailers may be included in the PBN. Please access this link Import and Re-import packaging for further information on the authorisation process for empty packaging.

The CN37 reference number for postal movements can also be inserted into the designated field to create a PBN for a postal movement.

A valid ATA Carnet number can be inserted into the designated field to create a PBN for a movement covered by an ATA carnet.

How to create a PBN for an empty vehicle/trailer

A PBN ID is required for all empty vehicles checked in on a RoRo ferry as commercial freight. This can include all the following:

- Empty trailer
- Empty vehicle
- Empty van
- Cab
- Caravan
- Piggyback trailers (empty/stacked trailers, where a trader is not authorised by Revenue)

The steps to take to create a PBN ID for an empty vehicle are outlined below:

4. On the RoRo (www.revenue.ie/ro) page click on “Create PBN”
5. Select required “Movement Direction” - “In to Ireland” for inbound movements or ‘Out of Ireland’ for outbound movements.

3. Select the option ‘my vehicle is empty’
4. Once this option is selected, you are required to tick a box to confirm that you are making a declaration that your vehicle/trailer is empty

5. Once the box is ticked, you can select the ‘create PBN’ button

6. The unique PBN ID relating to the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created

How to create a PBN for a piggyback trailer using an authorisation number

1. On the RoRo (www.revenue.ie/ro) page click on “Create PBN”
6. Select required “Movement Direction” - “Into Ireland” for inbound movements or ‘Out of Ireland’ for outbound movements.
7. Enter the authorisation number issued by Revenue into MRN field and click "Add".

Once the authorisation number has been successfully added the reference number(s) and the type of declaration field, as shown in the green box on the screenshot below, will be displayed automatically.
Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

Movement Direction

- In to Ireland
- Out of Ireland

Add Contact Details

Customs Declarations

Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements or authorisation for Piggyback trailer

MRN/Authorisation | Type       | Action
-------------------|------------|--------
IE/P2021/           | Piggyback  | Remove

Where movement under any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Business, Transfer of Residence, Goods acquired by inheritance, Other; email: CustomsPBN@revenue.ie

My Vehicle is empty

Create PBN

8. Click “Create PBN”
PBN ID will be created with a “Good to proceed to check in” status
Inbound Empty Packaging

If you are carrying empty packaging, there are two options available to you, outlined below.

**Option 1: Authorisation for Oral Declaration**

Businesses who frequently move empty packaging and containers into Ireland are advised to apply for an authorisation to move these items without having to present a declaration form to customs for each movement. The application form available at this link ‘application form for oral declaration authorisation’ should be completed and sent to customsreliefs@revenue.ie for approval. Once authorised, the applicant will be issued with an Authorisation Number.

Once authorised:

- the business should, when creating a PBN, declare the authorisation number in the relevant field on the ‘Create PBN’ screen.
- these PBNs are given an automatic ‘Exit the Port ’channel

**Option 2: Use of an Oral Declaration**

Where a business does not hold an ‘Authorisation for Oral Declaration’ then an ‘oral declaration’ is required for each consignment, this requirement can be fulfilled at the time of requesting a PBN ID for the consignment.

The request for the PBN ID must include details of the goods being imported or exported i.e., the details supplied in the e-mail to Revenue can act as an Oral Declaration. It is important to check your channel to see if it is necessary to ‘Call to Customs’ to have your consignment checked and cleared for import. In the case of outbound PBNs created for oral export declarations you should check the status of the PBN. If the status displays ‘Good to proceed to check-in’ the driver can proceed to check in with the Ferry Operator.
Prior to boarding the ferry, the business must:

- email customsPBN@revenue.ie and request a PBN ID for the movement of empty packaging by oral declaration
- All relevant details of the consignment are to be included in the email to customsPBN@revenue.ie
- thirty minutes prior to arrival in the port, the channel should be reviewed on the ‘Customs Channel look up’ on the Revenue website

Creating a PBN ID for empty packaging under Option 1:

1. On the RoRo page click on “Create PBN”

2. Select required “Movement Direction” - “In to Ireland” for inbound movements
If you are carrying empty packaging please add the Customs Authorisation number, if applicable, in the customs declaration text box.

3. Enter Authorisation number click +Add
Once the Authorisation number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

The option to “Remove” an Authorisation number will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the Authorisation numbers for all of the empty packaging in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.
Outbound Empty packaging

If you are carrying empty packaging, there are two options available to you, outlined below.

**Option 1: Authorisation for Oral Declaration**

Businesses who frequently move empty packaging and containers out of Ireland are advised to apply for an authorisation to move these items without having to present a declaration form to customs for each movement. The application form available at this link ‘application form for oral declaration authorisation’ should be completed and sent to customsreliefs@revenue.ie for approval. Once authorised, the applicant will be issued with an Authorisation Number.

Once authorised:

- the business should, when creating a PBN, declare the authorisation number in the relevant field on the ‘Create PBN’ screen.

**Option 2: Use of an Oral Declaration**

Where a business does not hold an ‘Authorisation for Oral Declaration’ then an ‘oral declaration’ is required for each consignment, this requirement can be fulfilled at the time of requesting a PBN ID for the consignment.

The request for the PBN ID must include details of the goods being exported i.e. the information provided in the e-mail to Revenue can act as an Oral Declaration.

Prior to boarding the ferry, the business must:

- email customsPBN@revenue.ie and request a PBN ID for movement of empty packaging by oral declaration
- All relevant details regarding the consignment are to be included in the email to customsPBN@revenue.ie
1. On the RoRo page Click “Create PBN”

2. Select required “Movement Direction” - “Out of Ireland” for outbound movements

If you are carrying empty packaging please add the Customs Authorisation number. If applicable, in the customs declaration text box.

3. Enter Authorisation number click +Add
Once the Authorisation number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

The option to “Remove” an authorisation number will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.
4. Click “Create PBN”

When you have added all of the Authorisation numbers for all of the empty packaging in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

Inbound Postal Movement

Where you are carrying postal goods the unique CN37 reference number which should accompany the load must be included in the PBN. The following steps should be followed:

1. On the RoRo page click on “Create PBN”
2. Select required “Movement Direction” - “In to Ireland” for inbound movements

3. Enter unique CN37 reference number and click +Add
Once the CN37 reference number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.
The option to “Remove” a CN37 will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the reference numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

![Create PBN Button]

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

![Customs Roll-on/Roll-off]

Outbound Postal Movement

In the case of postal goods, you will require a unique CN37 reference number. If you do not have a CN 37 reference number, you should contact An Post.

1. On the RoRo page click on “Create PBN”
2. Select required “Movement Direction” - “Out of Ireland” for outbound movements

3. Enter CN37 reference number and click +Add
Once the CN37 reference number has been successfully added, the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.

The option to “Remove” a CN37 will also be available where it has been included in error. Once remove is selected, the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the CN37 reference numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.
The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

**Inbound ATA Carnet**

You can create a PBN for an inbound ATA Carnet with a valid ATA Carnet number by competing the following steps:

1. On the RoRo page click on “Create PBN”
2. Select required “Movement Direction” - “In to Ireland” for inbound movements.

3. Enter the letters **ATA** followed by a **valid ATA Carnet number** and click **+Add**.

Once the ATA Carnet number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.
The option to “Remove” an ATA Carnet will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. Click “Create PBN”

When you have added all of the ATA Carnet numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.
Outbound ATA Carnet

You can create a PBN for an outbound ATA Carnet with a valid ATA Carnet number by completing the following steps:

1. On the RoRo page click on “Create PBN”

2. Select required “Movement Direction” - “Out of Ireland” for outbound movements
3. Enter the letters **ATA** followed by a valid **ATA Carnet** and click **+Add**

Once the ATA Carnet number has been successfully added the reference number(s) and the type of declaration(s) fields, as shown in the green box on the screenshot below, will be displayed automatically.
The option to “Remove” an ATA Carnet will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

4. **Click “Create PBN”**

When you have added all of the ATA Carnet numbers for all of the consignments in the vehicle or trailer, click on the “Create PBN” button.

The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created.

**Please note:** An outbound PBN with an ATA Carnet will have a PBN status of ‘Not good to proceed to check-in’. The driver will need to call to the Customs Export Office to have the ATA Carnet processed. Once it has been processed by the Customs Trade Facilitation team the PBN status will update to ‘Good to proceed to check-in’ and the driver can proceed to the outbound ferry check-in.

**Other movement types**

Where goods are moving inbound or outbound and no electronic declaration is required, therefore no MRNs/Reference numbers are available for insertion into the PBN, you should contact Revenue via email by sending an email to CustomsPBN@revenue.ie and they will provide you with details of...
the information that is required to create a PBN. Once this information is supplied and is satisfactory a PBN ID will be provided to you.

The list below refers to these specific movement types:

- Oral declarations, Transfer of Residence, Goods acquired by inheritance, Outbound Low Value Consignments, Other movement types

Where such goods are being moved on the vehicle/trailer along with goods requiring customs declarations, you should create your PBN ID by inserting MRN(s). You should then email customsPBN@revenue.ie to advise Revenue of the other consignments on board the vehicle.

How do I edit a PBN?

1. On the RoRo page click “Edit PBN details”

2. Enter the “PBN ID” details you wish to edit in the PBN ID field and click the “Edit PBN” button.
3. Within the “Edit PBN” screen the user will have the option to add additional MRNS/Authorisation Numbers or remove MRNS/Authorisation Numbers.

The PBN will then be updated as highlighted in the screenshot below.

4. When you have made all of your changes you must click the “Save” button in order to update the PBN details.

The PBN will then be updated as highlighted in the screenshot below.
Can I edit my PBN after check-in at the ferry terminal?

Once the PBN has been provided to the Ferry Operator at check-in at the ferry terminal it is locked for editing by the trade. This means that you will not be permitted to make any amendments to the information in the PBN after this point. In exceptional circumstances you may email CustomsPBN@revenue.ie for further assistance.

How do I check my PBN Status?

All vehicles/trailer will need to have a good to proceed to check-in status before going to check-in at the ferry terminal. To check the status of a PBN ID you should follow these steps:

1. On the RoRo page click “Check PBN Status”
2. Enter “PBN ID” details and click “Check Status”

3. The following screen will show the PBN status and details.
PBN status “**Good to proceed to check – in**” indicates the user has created a valid PBN ID.
PBN status “Incomplete” indicates the user has **not** created a valid PBN ID.

Check the status of Outbound PBN to avoid delays at the Ferry Terminal

It is important to check the status of your PBN before proceeding to the Outbound Ferry Terminal as you will not be permitted to board the ferry by the Ferry Operator at check-in if your PBN does not have a ‘Good to proceed to check-in status’.
Outbound PBN with a status of ‘Not good to proceed to check-in’

The following screen displays the status not good to proceed to check-in where the MRN(s) are at an invalid status.

The MRN may be at a status of Invalided or Exported or may not been released for Export. You should check with the declarant and where necessary create a new MRN for the consignment.
The following screen displays the status not good to proceed to check-in when the consignment requires customs clearance.

You will need to call to the customs export office for assistance in clearing your consignment for export before you board the Ferry.
Common errors

Declarations are Mandatory

If the user does not input, the customs declarations or does not select the required fields the following error “Declarations are mandatory” will be returned requesting declarations.

Invalid MRN format

Where the MRN number is not in the correct format the following message of “Invalid MRN format” will be returned.
MRN not found

‘MRN not found’ message will appear where for example an MRN for an Import Declaration is entered and the “Movement direction” selected is “Out of Ireland” or the message may occur for other reasons. Assistance can be provided by contacting customspbn@revenue.ie
Create Pre-Boarding Notification (PBN)

Fill in the following information in order to create a PBN ID

There are errors below

Movement Direction
- In to Ireland
- Out of Ireland

Customs Declarations
Please add the MRNs for each declaration that covers the goods that you are carrying and/or the authorisation no. for empty, return packaging and/or the CN37 code for postal movements

MRN/Authorisation: 20E0DUB10082347R1
Type: Export
Action: MRN not found

☐ Check this box if any of the following apply: ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other

☐ Check this box if Transfer of Business applies

My Vehicle is empty

I need help

Create PBN