# Document Entry System (DES)

## Guidance of how to complete an IUU Notification

### Consignment



A. **Reference**
The reference number is read-only and is automatically completed upon the successful submission of the document.

B. **BCP**
The Border Control Post (BCP) refers to the list of ports maintained by the UK Government that are able to receive and handle certain imports. The entries in the list shown on the form consist of Port Health Authorities that have signed up to use PHILIS.

1. **Company accepting charges for the consignment**
Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

2. **Company responsible for the consignment**
Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the address book of the organisation currently logged in to the system.

3. **Importer**
Start typing the name of the organisation into the Search box. If any matching organisations are found, they will be shown in a list which can be selected from. If the organisation does not appear in the list, click on the 'New' button to add the organisation into the database. Any organisations added will be only added to the

# Document Entry System (DES)

address book of the organisation currently logged in to the system.

4. Date of declaration
   Enter the date of declaration in the format of DD/MM/YYYY.

5. Certificates



Add a certificate by completing the fields shown in the yellow area and then click on the 'Add' button.

The Reference number box will change colour if the formatting of the reference number does not match a known example.



Once the entered information does match a known example, the colour will be removed and the cross will change to a tick.



Note: This is only a hint and will not prevent the certificate from being added. Catch Certificates can still be added with a reference number in an unknown format.

The Species box is enabled for automated searching. By entering the start of the name of the species into this box, a list will show below of any matching species.

The up and down cursor keys will move the pink selection bar up and down. Pressing either the enter / return key or the tab key will accept the selected species and add it to the Species box. Alternatively, clicking on the species name with a mouse button will select the species.

**Species**

thun

Allothunnus fallai

Thunnus alalunga

Thunnus albacares

Thunnus maccoyii

Thunnus obesus

Thunnus orientalis

Thunnus spp

Thunnus thynnus

Thunnus tonggol

To add multiple species, place a comma (,) on the end of the text and start typing in the new species name and select a new species from the list.

**Species**

Thunnus maccoyii, thun

Allothunnus fallai

Thunnus alalunga

Thunnus albacares

Thunnus maccoyii

Thunnus obesus

Thunnus orientalis

Thunnus spp

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## Container information



Select the container tab to enter the container number(s) covered by this notification. Additional containers can be added where necessary. The seal number is not required for IUU notifications.

When using the container field to record trailer details for IUU pre-notifications imported through Felixstowe and Harwich, please use the format **Unit ID** space **Trailer ID**, excluding any special characters.



## Upload supporting documents
This tab can be used to submit any relevant scanned images / PDFs



To add a document, drag it onto the blue section marked 'Drop zone'. The document will then be uploaded and attached to the notification. The file name will have the

# Document Entry System (DES)

current date and time added to it and then be shown in a list. An example is shown as follows:

| Consignment | Containers | **Upload supporting documents** | Help |

**Documents -** Use this page to upload any supporting documentation. Please include a copy of the original catch certificates, a copy of the bill of lading and the packing list.
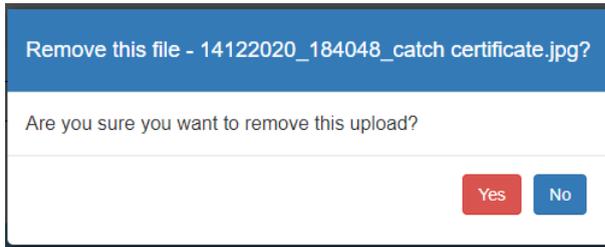
| File name | File size | |
|---|---|---|
| 14122020_184048_catch certificate.jpg | 302kb | 🗑 |

Drop zone - Drop files here or click to select files manually to add them to this category

To remove a document, click on the waste bin icon on the end of the row. A confirmation message will appear:

**Remove this file - 14122020_184048_catch certificate.jpg?**

Are you sure you want to remove this upload?

Yes    No

Click the 'Yes' button to remove the document.

To add multiple files, simply drag and drop them on to the blue drop zone. The progress of the upload will be shown:

| File name | File size | Status |
|---|---|---|
| IMG-20200619-WA0001.jpg | 79kb | Uploaded |
| IMG-20200514-WA0003.jpg | 141kb | Uploaded |
| IMG-20200514-WA0002.jpg | 164kb | Uploaded |
| IMG-20200506-WA0003.jpg | 145kb | Uploaded |
| IMG-20200506-WA0002.jpg | 113kb | Uploaded |
| IMG-20200506-WA0001.jpg | 163kb | Uploaded |
| IMG-20200506-WA0000.jpg | 123kb | 0% |
| IMG-20200429-WA0000.jpg | 135kb | 0% |
| catch certificate.jpg | 302kb | 0% |
| IMG-20200920-WA0006.jpg | 263kb | 0% |
| IMG-20200920-WA0004.jpg | 194kb | 0% |
| IMG-20200920-WA0002.jpg | 241kb | 0% |
| IMG-20200920-WA0000.jpg | 192kb | 0% |
| IMG-20200619-WA0006.jpg | 80kb | 0% |

Click on the 'Save' button to store the notification details.

**Submitting the notification**

Once the notification has been saved, a Submit button will appear next to the Save button. If all of the validation checks have passed a reference number for the notification will be generated and will appear in box A on the screen.

If the submit was successful, a 'Print' button will be shown which, when clicked, will open a PDF version of the declaration that needs to be printed off and sent to the offices of the selected BCP. The declaration should be signed and stamped by the signatory completing the notification.

The notification needs to be accompanied by any original catch certification relevant to the consignment:

**Direct imports** - If the consignment has been exported by the flag state issuing the Catch Certificate, we will still require submission of the original Catch Certificate.

**Indirect imports** - If the consignment has been exported by a third country other than the flag state, we will require submission of the original processing statement issued by the exporting country only. All copies of Catch Certificates for these imports can be submitted electronically through DES.