



MULTISHED CDS

QUICK START GUIDE

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Document Control

Date	Who	Description
23/07/2021	Anthony McClements	Initial version

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Increase Accuracy, Gain Complete Visibility and Grow Faster

Introduction

This document is designed for new CDS users to help them familiarise themselves with the new MultiShed screens that enable them to submit and maintain CDS declarations.

The screens are based on the old MultiShed CHIEF screens so the basic workflow should be familiar. This document will only point out new features or functionality that has changed since the last version.

Only import declarations are covered at this stage – exports are still under development and not currently available for testing. The guide currently only looks at frontier declarations – CFSP declarations will be covered in a later version of this document. Examples used throughout this document will assume that the declaration is being processed via a CSP (CCS, CNS or MCP).

This document does not contain any information on how to complete a Customs declaration in CDS. This is documented by HMRC via the online tariff which can be found at:

[UK Trade Tariff: volume 3 for CDS](#)

If you have any queries on the contents of this document, please contact Support at:

support@multifreight.com

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Getting Started

The initial configuration will have been setup and tested by MultiFreight when you start using the software, so you should be good to go from the offset. This section will look at how you will create new CDS entries and go over the general look and feel of the interface. Note: the screens featured in this document might have a slightly different look depending on which version of Progress / Windows you are running, but the functionality is the same.

Creating a new CDS customs declaration works the same way that the CHIEF interface works. Either click the 'Customs' button from the MultiFreight job:

The screenshot displays the MultiFreight software interface. At the top, a window title bar reads "(User: SCS fpjob.cls) SCS DEMO FXT/AX : BLANK - SIJ000414". Below this is a "Job Grid" with a toolbar and a table. The table has columns: Analysis 4, Job, Dept, Customer Ref, ATS, ATA Dest, Customer, Analysis 1, and Vehicle reg. A single row is visible with Job SIJ000414, Dept SI, and Customer 1400124.

Below the Job Grid is a navigation bar with tabs: Booking, Transport, Cargo, Journey, Charges, Address, and Duty. The "Booking" tab is active, showing a detailed form for Job Reference SIJ000414. The form includes fields for Customer (1400124), Department (SI), Consol (SI), and various other details like Route, Consignor, Consignee, Loading Port, Receipt, Pieces, Payload, Vessel, Carrier, House Bill, Marks and Numbers, Carrier Terms, and Customs. The "Customs" button in the right-hand menu is highlighted with a red box.

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Or create a new entry manually in MultiShed from the 'Import Consignments' screen:

Depending on how your environment is configured, you may be given the choice to use CHIEF or CDS for the declaration you are creating:

Clicking 'No' on this message will select the CHIEF interface, launching the existing screens you are familiar with, with nothing changing from the current process you follow. Selecting the CDS interface will launch the new CDS screens, and declarations created this way will only interact with the new CDS service.

If you are past the configured cut-off date as shown above, you will not be given this prompt and all declarations will be routed via CDS.

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If you are in a MultiFreight job associated with multiple customs entries, clicking the Customs button will launch a browse containing a list of all declarations attached to the job. The relevant screens will be launched, depending on whether you select a CHIEF or CDS entry:

vw-cds-dec-list.w V2.80-73 - Browse / create declarations for job SIJ000414

References

MultiFreight Job: SIJ00041

Airline Prefix / Airway Bill: House Bill / Split Ref:

Declarations

Reference	Category	Type	Trader's Reference	Transmission Status	Movement Reference (MRN)	R
00000738	H1	IMA	SIJ000414-05-AM	Cleared	21GB75Z603Y14HSER0	0
00000737	H1	IMA	SIJ000414-04-AM	Cleared	21GB75W07H33XDHR4	0
00000736	H1	IMA	SIJ000414-03-AM	Cleared	21GB75W015IC0DDUR1	0
00000728	H1	IMA	SIJ000414-02	Cleared	21GB74HSX37BLT1RR7	0
00000711	SAD	IMA	SIJ000414-01			
00000708	H1	IMD	SIJ000414			0

New Amend/View Unallocated Cancel

The rest of this document assumes that you have selected the CDS interface to process your declaration.

Upon selecting the CDS interface, you will be prompted to select a declaration category ([Import declaration categories](#)):

b-cds-category-lookup.w - V2.80-73 - Declaration category selection

Please select the category to use for the new declaration:

Category	Description
C21	Customs Clearance Request
C21 EIDR NOP	Customs Clearance Request released using EIDR
H1	Release to free circulation / end use
H2	Customs warehousing
H3	Temporary admission
H4	Inward processing
H5	Special Fiscal Territories
I1	Import Simplified Declaration

OK Cancel

The category you select determines which fields are available for editing, depending on the type of movement you are processing. Only data you are able to update will be sent to CDS. It is not possible to submit data to CDS that is not required for the category you have selected. You will also be prompted to state whether or not the goods have arrived:

Question

Have the goods arrived at the port?

Yes No

This will help MultiShed to determine which initial declaration types are available for selection.

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At this point, the main declaration screen will be launched:

The basic layout of this screen should be self-explanatory, with the edit buttons at the top-right working the same way as they currently do in MultiShed for CHIEF. You will be able to enter and save data that is relevant to the category you have chosen. If you decide to change the category for a saved declaration you will receive the following prompt:

You may also be prompted to change the declaration type if it is no longer available for the category you have selected. If you click 'Yes' to the above question, any entered data that does not match the new category will be deleted, so be careful when using this function.

The fields that are available for each category are configured by MultiFreight, so if you are unable to edit a field that you believe should be available for the selected category, then please contact support.

Each field submitted to CDS has a 'Data Element' number associated with it (eg [8/5]). This replaces the 'box number' terminology used by CHIEF. Clicking on a Data Element number will launch your default web browser and open the relevant page of the online tariff to assist with understanding what needs to be entered.

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Some fields are underlined; this means they have a lookup available. If you press F9 in the field or click on the field name (whilst in update mode), you will be able to look up a list of valid entries for that data element. An example is shown below:

b-cds-mop-lookup.w - V2.80-73 - Method of Payment Code lookup

Results

Press 'Apply' to return to Multished with the currently selected record. Press 'Cancel' to return to Multished without selecting a record.

Code	Description
<u>A</u>	Immediate payment in cash
B	Immediate payment by corporate credit card
C	Immediate payment by cheque
D	Other
E	Deferred payment (deferment account)
G	Postponed payment: VAT system (Article 211 of EU Directive 2006/112/EC)
H	Immediate payment by electronic credit transfer (faster payment, CHAPS, BACS)
M	Security deposit: immediate payment (cash deposit)
N	Security deposit: immediate payment (CDS cash account deposit)
O	Export refunds and/ or CAP licence, security held by RPA
P	Immediate payment from CDS Cash Account
R	Security deposit: deferred payment (deferment account deposit)
S	Security Importers general guarantee account (self-representation)
T	Security Agent's general guarantee account
U	Security: Importers guarantee account - standing authority (direct/indirect representation)
V	Security: Importers guarantee account - individual/specific authority (direct/indirect representation)
X	SASP

Code: A

Description: Immediate payment in cash

Apply

Cancel

Clicking 'Apply' will fill in the field with the selected value.

There are 4 tabs in total: The 'Declaration' and 'Shipment' tabs allow you to maintain header level information, the 'Items' tab allows you to enter data specific to individual items on the declaration, and the 'Clearance' tab allows to you to submit the declaration messages and check its status.

For entries created via MultiFreight, the declaration will be prefilled with some of the information from the MultiFreight job as currently with the CHIEF interface.

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The Declaration Tab

The 'header' level information for the declaration is split across the 'Declaration' and 'Shipment' tabs. This data is submitted once per declaration. The declaration tab focuses on summary data and parties to give you most of the 'at-a-glance' information you will need. An example of this screen is shown in the previous section.

Most of the fields on this screen are self-explanatory, with the following exceptions:

- The 'Local Reference Number' [2/5] is a calculated field that cannot be updated by the user. It is based off the Declarant ID and an internal database sequence to ensure the value is unique. If the Declarant ID has not yet been entered and saved, it will contain a unique placeholder value.
- The 'Inventory Reference' or UCN can be entered as it currently is in the CHIEF interface, but when saving this data, it will create a 'Previous Document' record in the 'Previous Docs' screen. The same is true for the DUCR/Part as these are declared as previous documents to CDS, but the interface is designed to make entering these commonly-used values less awkward.
- The 'Goods Arrived' flag is not sent to CDS; it is used to control which additional declaration types can be entered.
- 'Total Number of Items' and 'Total Number of Packages' cannot be updated here. They are calculated from the items/packages that have been entered on the Items tab.
- The buttons next to 'Total Net Mass (kg)' and 'Total Invoice Value' are used to apportion these values across any items on the declaration. If you want to apportion total net mass across your items, it will use the total invoice value and individual item prices to work out the appropriate weighting. Likewise, apportioning the invoice value requires the total net mass to be entered at header level and across all items.
- The Method of Payment is not submitted to CDS at header level, but populating it here allows it be populated against each item that does not already have a MOP. It also determines whether you need to enter a deferment account (Method of Payment is 'E').
- The CDS tariff requires the 'Deferment Account No.' to be entered as an additional document, but MultiShed takes care of that for you and allows you to enter it as a standard field on the header record.
- Each address at the bottom of the screen has a button next to it which allow you to enter full address details. For these addresses, you can enter either an ID (EORI), or full address details, but not both.
- If you look up an existing MultiFreight address and change any of the details on the declaration, a blue '!' will appear next to the address to indicate that it is out of line with the stored record. It is not possible to update MultiFreight address records from within a declaration.

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There is a button next to the address 'Check EORIS'. This will allow you to query CDS, and for each EORI on the declaration (at header or item level), it will tell you whether or not the EORI is valid (and who it belongs to, if that data is available):

EORI	Valid?	Registered Company	Date checked
GB553202734852	yes	Shand Bank Scotland	23/07/2021 12:12:25
GB603202734852	yes	Bergy Shandongfeng	23/07/2021 12:12:25

Company Address: 149 Sidebotham Street
Preston
PR71 6AK

There is also a 'Copy' function on the Declaration tab that allows you to copy pre-existing declarations to save on manual data entry:

Filters

Enter any of the following search fields and press 'Search' to filter the search results. Press 'Clear' to remove the current filters.

Category: [dropdown] Local Port: [dropdown]
 Type: [dropdown] Trader's Own Reference: [text]
 Reference: [text] DUCR / Part: [text]
 Declarant: [text]
 Exporter: [text]
 Importer: [text]

Results

Press 'Apply' to copy the currently selected record. Press 'Cancel' to return to Multiship without selecting a record.

Category	Type	Port	Reference	Trader's Reference	Declarant	Exporter	Importer	Items	Packages Transmitted	Status
H1	IMA	CDS	00000827					1	0	
H1	IMA	CDS	00000826					1	0	
H1	IMA	FXT	00000825	MCP_TEST_17		ROBINSON LUMBER COM		3	233 22/07/21	Acknowledged
H1	IMA	FXT	00000824	MCP_TEST_16		ROBINSON LUMBER COM		3	233 22/07/21	Acknowledged
H1	IMA	SOU	00000823	CNS_TEST_38		ROBINSON LUMBER COM		3	233 22/07/21	Cleared
H1	IMA	SOU	00000822	CNS_TEST_37		ROBINSON LUMBER COM		3	233 22/07/21	Cleared
H1	IMA	CDS	00000821	CDS_TEST_123		ROBINSON LUMBER COM		1	50 22/07/21	Cleared
H1	IMA	FXT	00000820	MCP_TEST_15		ROBINSON LUMBER COM		3	233 22/07/21	Acknowledged
H1	IMA	SOU	00000819	CNS_TEST_36		ROBINSON LUMBER COM		3	233 22/07/21	Cleared
H1	IMD	LHR	00000817	CCS_TEST_24		ROBINSON LUMBER COM		1	50 22/07/21	Pre-arrived

Copy Data

Select which data should be copied to the new declaration in addition to the basic data.

☒ Header

☒ Authorisations ☒ Transport ☒ Charges
☒ Guarantees ☒ Containers ☒ Delivery Terms
☒ Parties ☒ Location
☒ Fiscal Refs ☒ Previous Docs

☒ Items

☒ Packages ☒ Procedures ☒ Parties ☒ Charges
☒ Containers ☒ Valuation ☒ Fiscal Refs ☒ Tax Lines
☒ Documents ☒ AI Statements ☒ TARIC Codes
☒ Previous Docs ☒ Location ☒ National Codes

You can select exactly which data gets copied across to the current record. The current record will be overwritten so take care to ensure that you only use this on fresh declarations. This feature can be controlled via a CDS parameter, so please contact support if you want to remove access to it.

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The Shipment Tab

The Shipment tab contains further header level data, focussed more on the shipment / transport side of the declaration:

Again, most of these fields are self-explanatory, with the following exceptions:

- The AWB, house, split references are only shown for air freight movements, and are there purely for information as they are not submitted to CDS.
- The 'Location of Goods' section is broken up into several parts. Most of the time you will be selecting a Full Location Code by using the F9 lookup, but the fields below it contain the constituent parts of this code and can be edited individually. Any changes to Country, Location Type, Location Type Qualifier, or Identification of Location will be reflected in the full location code.
- The right-hand side of the Location of Goods section only needs to be filled in if the tariff rules require it and a full location code has not been entered.
- The 'Goods in Containers' box is a separate box that gets declared to CDS. It is up to the user to ensure that this is consistent with what has been declared in the Containers screen, but MultiShed will warn you if it thinks the current selection is inconsistent.

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The Item Tab

The Item tab allows you to browse / add / delete individual items on a declaration and declare information that is only relevant to that specific item:

This screen contains the following features:

- A summary is shown beneath the item browse, containing totals for the package count, net mass and price across all items. The remaining balance is calculated based on what has been input at header level, and if the remaining balance is positive you can double-click on the total whilst in update mode the apportion the remaining balance to the current item.
- If a declaration has been submitted and some items contain errors, you can click on the 'All / Errors' toggle at the bottom-left of the item list to filter which items are displayed.
- There is a Quick Add facility that allows you to quickly add items that were declared on previous declarations for the same Importer / Exporter / Declaration Type combination.
- Please note that the commodity code lookup is still under development and may contain incomplete information. It will currently allow you to search by commodity code and view various information on the tariff measures associated with them.
- The '+' buttons next to 'TARIC', 'National' and 'Procedure' allow you to enter additional TARIC, National and Procedure codes as needed.

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Sundry Records

On the Declaration, Shipment and Items tabs there are buttons on the right-hand side that allow you to manage sub-records on the declaration. Some data elements can be declared multiple times at header level (for example, authorisation holders), some can be declared multiple times at item level (for example, documents), and some can be declared at both header and item level (for example, charges).

An example screen is shown below:

b-cds-doc.w V2.80-73 - Browse Documents (Read-only)

Code	Reference	Status	Reason
C506	GBDPO1108654		
N935	12345/19.02.2019	AC	
1207	20190219 WALLASEA ISLAND-BALTIC WHA	AG	
C505	GBCGUGUARANTEENOTREQUIRED	CC	

[2/3] Document Code: C506 DPO - Authorisation for the defement of payment

[2/3] Document ID and Part: GBDPO1108654 -

[2/3] Document Status:

[2/3] Document Reason:

Licence(s):

[8/7] Date of Validity: [8/7] Issuing Authority:

[8/7] Quantity / Unit: 0.00

New
Update
Delete
Save
Cancel
Exit

This is the Documents screen which allows you to specify all the documents for a particular goods item. The edit buttons can only be used when the tab is in update mode. The details entered for sundry records will be saved to the database only when the save button is clicked in the parent tab.

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The Clearance Tab

Once you have entered all of the data as required by the tariff, you will go to the Clearance tab to submit the declaration:

w-cds-import.w - V2.80-73 - CDS Import Entry (Update) - CDS_TEST_121

Declaration | Shipment | Items | Clearance

Status
 Declaration Status:
 Amendment Status:
 Tax Total: 0.00

Consignment
 Inventory Reference (UCN):
 DUCR / Part:
 Trader's Reference: CDS_TEST_121

Responses
☐ Show historic errors

Issue Date/Time	Response Code	Description	Submission Type	MRN	Outbound data	Inbound data	Response Time

Status:
 Bank Reference / ID:
 Additional Information:

Type	Code	Limit Date/Time	Statement

Send
☒ Declaration

Submit

The options for the Submit button are context sensitive. If this is a new declaration your only option will be 'Declaration'.

When clicking 'Submit' MultiShed will perform validation on all the data you have entered and will warn you if it thinks you are trying to submit invalid data. You can ignore these warnings, but this will usually result in a rejected by CDS. Once the submission is confirmed, the screen will close, and you will need to wait for response from CDS.

Going back into the Clearance tab after a response is received will show you the details of the response and allow you to act accordingly. Depending on the status of the declaration you may be able to submit additional messages (which will be covered later).

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There are some extra features on this tab designed to help with processing and troubleshooting.

If you click the 'History' button, you will see a sequence of actions that have been performed on this declaration:

b-cds-history.w - V2.80-73 - CDS Declaration History

History			
Date / Time	User	Action	Description
22/07/2021 13:44:41	MagSrv	RESPONSE	CDS response received (DMSCLE)
22/07/2021 13:44:41	MagSrv	DOCUMENT	CDS document produced
22/07/2021 13:44:38	MagSrv	RESPONSE	CDS response received (DMSTAX)
22/07/2021 13:34:37	MagSrv	RESPONSE	CDS response received (DMSACC)
22/07/2021 13:34:37	MagSrv	ARRIVAL	Goods have arrived
22/07/2021 13:34:35	MagSrv	RESPONSE	CDS response received (DMSTAX)
22/07/2021 13:34:35	MagSrv	RESPONSE	CDS response received (DMSRCV)

Detail:

Declaration is now cleared

This might be useful if a mistake has been made or you want to check everything that has happened with this declaration (as the responses browse only shows notifications from CDS).

For support purposes, there are buttons to view the XML in/ XML out for a given response. It contains the exact message that was sent to CDS and will aid CDS / MultiFreight Support in troubleshooting any problems you are having. The help button takes this further and allows a support email to be sent to CDS – this will be covered in the rejections section below.

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For a new declaration, the types of response you can receive are:

Exception

This usually means there was a problem on the MultiShed side that stopped the message being sent to CDS correctly:

The screenshot shows the 'w-cds-import.w - V2.80-73 - CDS Import Entry (Update) - CDS_TEST_34' window. The 'Status' section indicates 'Declaration Status: Exception' and 'Amendment Status:'. The 'Consignment' section shows 'Inventory Reference (UCN):', 'DUCR / Part:', and 'Trader's Reference: CDS_TEST_34'. The 'Responses' table shows a single row with 'Issue Date/Time: 14/06/2021 08:08:53', 'Response Code: ERROR', 'Description: Exception raised whilst processing message', 'Submission Type: MRN', 'Outbound data: 8KB', 'Inbound data: 0KB', and 'Response Time: 00:00:00'. The 'Additional Information' section shows a table with 'Type: java.lang.Exception', 'Code: 400 | BAD_REQUEST', and 'Limit Date/Time:'. The 'Statement' section shows an XML error message: '<?xml version="1.0" encoding="UTF-8"?><errorResponse><code>BAD_REQUEST</code><message>Payload is not valid according to schema</message></errorResponse>'. The 'Send' section has a radio button for 'Declaration' and a 'Submit' button.

The Additional Information section will attempt to display whatever information it has regarding the problem, to give an idea of what went wrong. These errors should be very rare, they are either caused by an invalid combination of data being sent to CDS, or the CDS service being currently unavailable, or rejecting our message for some other reason.

If you get an exception, please contact MultiFreight support for assistance.

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Rejection

A rejected declaration means that the declaration was successfully sent to CDS but failed their business rules validation. When first using CDS these responses are likely to be quite common until you become familiar with the requirements of the CDS tariff:

The validation errors will show towards the bottom of the screen, each error can point to multiple data elements, and there can be multiple errors per rejection. This section of the Clearance tab tries to present the data from CDS in a way that is readable, but quite often the errors returned by CDS are obscure and it may be difficult to interpret what specific data elements they are referring to.

If valid pointers are returned by CDS it will describe which data element triggered the error, and the data element will be highlighted in red on the relevant tab:



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Commodity Description

Commodity Description	Procedure	Packages	Net Mass	Item Price	Trader's Own Reference
85109000 Parts for shavers, hair clippers and hair-removing appliances, with self-contained electric motor	4000	50	100.00	1000.00	
67000000		0	0.00	0.00	
		0	0.00	0.00	

Package Total: 50 Net Mass Total: 100.00 Remaining: 0.00 Price Total: 1,000.00 Remaining: 0.00 Item # 1 of 3

Goods

[6/14] Commodity Code: 85109000 TARIC: 00 National CUS [4/17] Preference: 100 [8/1] Quota Number: [Quick Add]

[6/8] Description of Goods: Parts for shavers, hair clippers and hair-removing appliances, with self-contained electric motor [2/4] Trader's Own Reference:

[1/10] Procedure: 4000 Release to free circulation

Valuation

[8/5] Nature of Transaction: 0 [6/5] Gross Mass (kg): 100.00

[4/8] Method of Payment: E Deferred payment (deferment account) [6/1] Net Mass (kg): 100.00

[4/16] Valuation Method: 1 - Transaction value [4/14] Item Price / Currency: 1000.00 GBP Sterling

[4/13] Valuation Indicators: [8/6] Statistical Value / Currency: 0.00

[6/2] Supplementary Units: 0.00

Location and Parties

[5/8] Country of Destination: [5/15] Country of Origin: US UNITED STATES

[5/14] Country of Dispatch / Export: [5/16] Country of Preferential Origin:

[3/1] Exporter: test exporter test city GB UNITED KINGDOM

[3/24] Seller:

[3/26] Buyer:

Once rejected, a declaration must be corrected and resent until no more rejection messages come through.

If you are unable to decipher a rejection message, your first port of call should be the CDS support team. To aid with this we have created a 'Help' button that opens a support email template that you can use to send your issue to the CDS team:

d-cds-email.w V2.80-73 - Submit email

This response has been generated by CDS and not MultiShed. If you require help please contact the CDS support team using the form below.

The MRN and a copy of the input/output files will be automatically attached to the email.

From: anthony.mcclements@multifreight.com ☒ Copy sender

To: anthony.mcclements@multifreight.com ☐ Copy Multifreight support

Subject: MRN: 21GB81DVMY096I99R3

Attachments: GB603202734852-0000262-out.xml
GB603202734852-0000262-in.xml

Body:

Send

Cancel

It will automatically attach the required files so that the CDS team have the information they require to assist you. You also have the option of copying in MultiFreight support if you wish to keep us in the loop.

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Acceptance / Pre-arrival

If no errors are received, then CDS should accept the declaration. For arrived goods this generates an acceptance message, otherwise this generates a pre-arrival.

A tax response will also be received detailing the tax amount due:

The screenshot shows the 'w-cds-import.w - V2.80-73 - CDS Import Entry (Update) - CNS_TEST_39' window. It has tabs for Declaration, Shipment, Items, and Clearance. The 'Declaration' tab is active.

Status

Declaration Status: Pre-logged
 Amendment Status:
 Tax Total: 224.00

Consignment

Inventory Reference (UCN):
 DUCR / Part:
 Trader's Reference: CNS_TEST_39

Responses

Issue Date/Time: 23/07/2021 13:13:35
 Response Code: DMSTAX
 Description: Duty liability information
 Submission Type: Declaration
 MRN: 21GB82SLA6EU213QR1
 Outbound data: 8KB
 Inbound data: 3KB
 Response Time: 00:00:08

Bank Reference / ID: CITIGB2LLON GB25CITI08320011963155

Additional Information:

Type	Code	Limit Date/Time

Tax Due: 224.00

Tax lines:

Item	Type	Description	Preference	Base	Rate	Tax Total	Deduction
1	B00	VAT	100	1,020.00	20.00	204.00	0.00
1	A00	Customs duties	100	1,000.00	2.00	20.00	0.00

Payable Tax Amount: 204.00
Payment Reference:

Send

☒ Amendment
☐ Cancellation
☐ Arrival

Buttons: OK, Refresh, History, Amendments, XML Out, XML In, Help, Query, Upload, Submit.

For accepted (arrived) declarations, there is a 10-minute dwell period in which you can cancel or amend your declaration. After 10 minutes, a clearance response will be received which prevents any further action being taken on the declaration.

For pre-arrived declarations, the arrival of the vessel will trigger an acceptance and start the 10-minute dwell timer. For inventory-linked declarations this arrival message will be handled externally, but for non-inventory-linked declarations you can send an arrival message manually (this will be covered later).

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Clearance

A clearance response is received 10 minutes after an acceptance message. It is the point at which it is no longer possible to amend the declaration and the goods are legally granted clearance:

w-cds-import.w - V2.80-73 - CDS Import Entry (View Only) - CDS_TEST_123

Declaration | Shipment | Items | Clearance

Status

Declaration Status: **Cleared** 22/07/2021 13:34:31

Amendment Status:

Tax Total: 672.00

Consignment

Inventory Reference (UCN):

DUCR / Part:

Trader's Reference: CDS_TEST_123

Responses

☐ Show historic errors

Issue Date/Time	Response Code	Description	Submission Type	MRN	Outbound data	Inbound data	Response Time
22/07/2021 13:44:36	DMSCLE	Declaration is now cleared	Declaration	21GB81DVMY096199R3	2KB	2KB	00:10:17
22/07/2021 13:44:35	DMSTAX	Duty liability information	Declaration	21GB81DVMY096199R3	2KB	3KB	00:10:16
22/07/2021 13:34:32	DMSACC	Declaration has been legally accepted	Declaration	21GB81DVMY096199R3	2KB	2KB	00:00:13
22/07/2021 13:34:32	DMSTAX	Duty liability information	Declaration	21GB81DVMY096199R3	2KB	3KB	00:00:13
22/07/2021 13:34:31	DMSRCV	Message has been registered	Arrival	21GB81DVMY096199R3	2KB	2KB	00:00:12
22/07/2021 13:33:57	DMSTAX	Duty liability information	Declaration	21GB81DVMY096199R3	8KB	3KB	00:00:08

Status:

Bank Reference / ID:

Additional Information:

Type	Code	Limit Date/Time	Statement:
Customs Position Motivation	Considered satisfactory		

Buttons: Refresh, History, Amendments, XML Out, XML In, Help, Query, Upload

Another tax notification will be generated at this point, finalising the total amount due.

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Additional Messages

This section outlines the other types of message you can send to CDS.

Query

Using the 'Query' button on the Clearance tab allows you to send a message to CDS requesting information on the current declaration. This may be useful if you want to check the IVL status or check what information CDS has on the declaration:

w-cds-import.w - V2.80-73 - CDS Import Entry (View Only) - CDS_TEST_123

Declaration | Shipment | Items | Clearance

Status
 Declaration Status: **Cleared** 22/07/2021 13:34:31
 Amendment Status:
 Tax Total: 672.00

Consignment
 Inventory Reference (UCN):
 DUCR / Part:
 Trader's Reference: CDS_TEST_123

Responses ☐ Show historic errors

Issue Date/Time	Response Code	Description	Submission Type	MRN	Outbound data	Inbound data	Response Time
23/07/2021 13:36:04	QUERY	Query Result	Query		1KB	2KB	00:01:45
22/07/2021 13:44:36	DMSCLE	Declaration is now cleared	Declaration	21GB81DVMY096199R3	2KB	2KB	00:10:17
22/07/2021 13:44:35	DMSSTAX	Duty liability information	Declaration	21GB81DVMY096199R3	2KB	3KB	00:10:16
22/07/2021 13:34:32	DMSACC	Declaration has been legally accepted	Declaration	21GB81DVMY096199R3	2KB	2KB	00:00:13
22/07/2021 13:34:32	DMSSTAX	Duty liability information	Declaration	21GB81DVMY096199R3	2KB	3KB	00:00:13
22/07/2021 13:34:31	DMSRCV	Message has been registered	Arrival	21GB81DVMY096199R3	2KB	2KB	00:00:12

Status:
 Bank Reference / ID:
 Additional Information:

Type	Code	Limit Date/Time	Statement

Query results:

UCR	DUCR	MUCR	Type	Items	Packages
CDS_TEST_123			IMA	1	50

Submitter: GB5557691514 MRN: 21GB81DVMY096199R3
 Received Date: 22/07/2021 13:34:31 ROE: 6 No control required
 Acceptance Date: 22/07/2021 13:34:31 ICS: 22 Declaration completed successfully
 Goods Released: 22/07/2021 13:44:36 IRC:

Buttons: Refresh, History, Amendments, XML Out, XML In, Help, Query, Upload

Once a query is sent, the screen will auto-refresh until a response is received.

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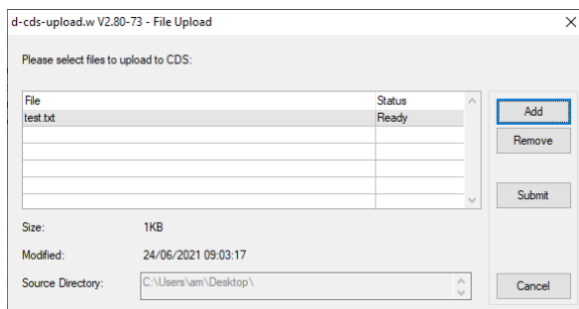
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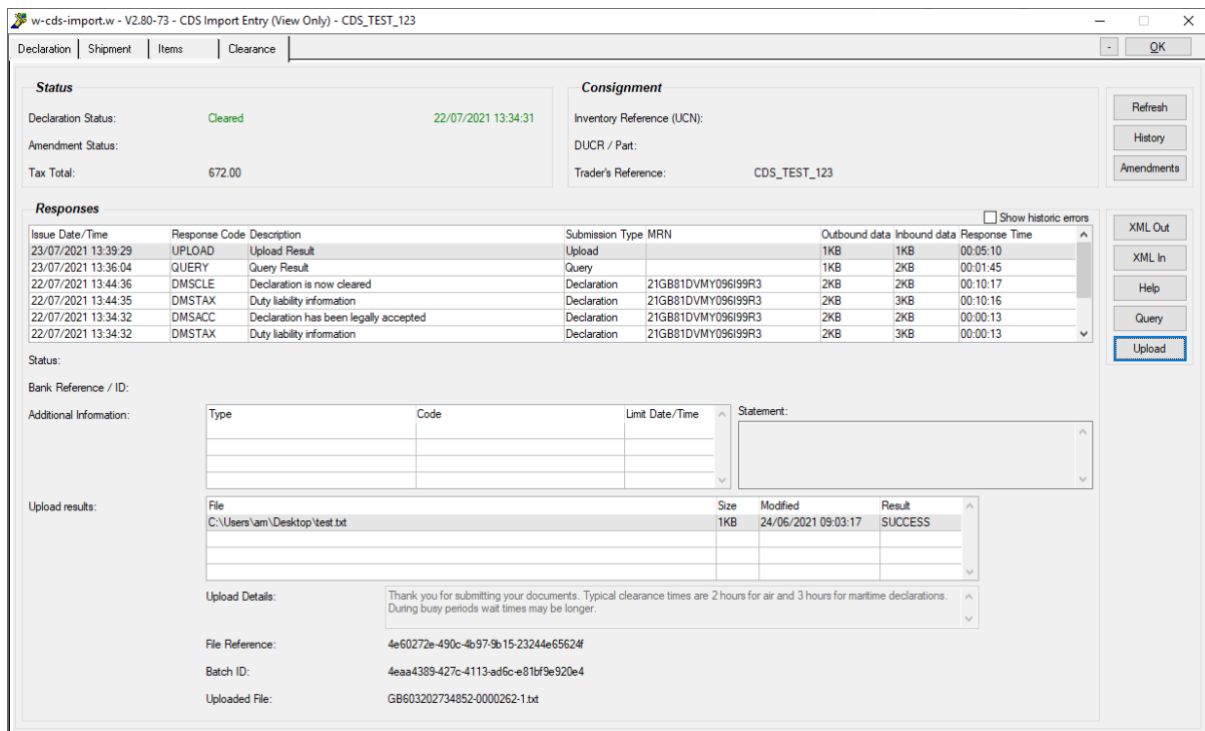
File Upload

There may be situations in which you need to upload a file to CDS, this can be done by clicking the 'Upload' button:

You will be prompted to use the MultiShed file upload or the CDS web UI, if you choose the MultiShed version you will be able to browse and add files:



Once these are sent you will get a response shortly after, advising whether the upload was successful:



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Cancellation

If a declaration is pre-arrived or accepted and within the 10-minute dwell period, you may cancel the declaration via the option next to the submit button. You will be prompted for a reason for cancellation:

Shortly after you will receive a response and the declaration status will be set to cancelled if this was successful:

Issue Date/Time	Response Code	Description	Submission Type	MRN	Outbound data	Inbound data	Response Time
23/07/2021 13:43:40	DMSREJ	Message has been rejected	Declaration	21GB82SLA6EU213QR1	2KB	2KB	00:00:16
23/07/2021 13:43:39	DMSREQ	Additional message decision	Cancel	21GB82SLA6EU213QR1	2KB	2KB	00:00:15
23/07/2021 13:43:39	DMSRCV	Message has been registered	Cancel	21GB82SLA6EU213QR1	2KB	1KB	00:00:15
23/07/2021 13:13:35	DMSTAX	Duty liability information	Declaration	21GB82SLA6EU213QR1	8KB	3KB	00:00:08
23/07/2021 13:13:35	DMSRCV	Message has been registered	Declaration	21GB82SLA6EU213QR1	8KB	1KB	00:00:08

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Amendments

If a declaration is pre-arrived or accepted and within the 10-minute dwell period, you may amend the declaration via the option next to the submit button. You make changes to the declaration as you normally would, and if the declaration has already been accepted by CDS, the amendment dialog will show for each data element you are updating:

The following data has been amended since acknowledgement by CDS:

Data Element:	[6/5] Gross Mass (Kg)
Old Value:	100.00
New Value:	200.00

Change reason: 21 - Amend value

Notes: Error correction

Buttons: OK, Cancel

You can create/delete/update goods items and sundry records as required. Once you have made your changes, use the 'Amendment' option of the Submit button to send these amendments to CDS. The amendment status of the declaration will update to reflect whether these changes were accepted or rejected. If your changes are rejected, then use the 'Undo Amend' option of the submit button to send a message to CDS and revert to the previous version of the declaration. To see which changes have been made to the declaration since acceptance, click the 'Amendments' button on the Clearance tab to see which amendments are pending (i.e., not yet sent to CDS):

Amendments

Below is a list of changes that have been made to this declaration that have not yet been sent to CDS.

If you would like to restore the previous version of this declaration, use the restore button on the Declaration tab.

Location	Data Element	Change Type
Item #1	[6/5] Gross Mass (Kg)	Update
Item #1, Container #1	[7/10] Container	Create

Old Value: 100.00

New Value: 200.00

XML Path: Declaration/GoodsShipment/GovernmentAgencyGoodsItem/Commodity/GoodsMeasure/GrossMassMeasure

If you have made changes to the declaration in error and do not wish to send these changes to CDS, you can revert them by clicking the 'Restore' button on the Declaration tab.

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It is worth noting that whilst you delete goods items as part of an amendment, the item sequence can no longer be used. Therefore, for accepted/pre-arrived declarations, the item is marked as deleted rather than removed completely:

Declaration	Shipment	Items	Clearance						
Commodity	Description	Procedure	Packages	Net Mass	Item Price	Trader's Own Reference			
85109000	Item 1	4000	51	100.00	1000.00				
85109000	*** DELETED ***	4000	132	100.00	1000.00				
85109000	Item 3	4000	50	100.00	1000.00				
<input checked="" type="radio"/> All <input type="radio"/> Errors		Package Total: 101	Net Mass Total: 200.00	Remaining: 0.00	Price Total: 2,000.00	Remaining: 0.00	Item #	2	of 3

If you deleted an item this way in error, you could click the 'Restore' button to undelete it. This feature can only be used before the item deletion amendment has been sent to CDS – once CDS acknowledges an item deletion, it can no-longer be used.

Arrival

If a declaration is not inventory-linked, and is at 'Pre-arrived' status, you may manually send an arrival message using the 'Arrival' option of the submit button. This will bring up a prompt asking for the new location details (in case they have changed):

d-cds-arrival-submit.w V2.80-73 - Submit goods arrival

Please ensure the arrived consignment location details are entered correctly below:

[5/23] Full Location Code:	<input type="text" value="GBAUWLONBTW"/>	[5/23] Address:	<input type="text"/>
[5/23] Country:	<input type="text" value="GB"/> UNITED KINGDOM	[5/23] City/Town:	<input type="text"/>
[5/23] Location Type:	<input type="text" value="A"/> Designated location	[5/23] Postcode:	<input type="text"/>
[5/23] Location Type Qualifier:	<input type="text" value="U"/> UN/LOCODE		
[5/23] Identification of Location:	<input type="text" value="WLALONBTW"/>		
[5/23] Additional Identifier:	<input type="text"/>		

[7/15] Border Transport Nationality: UNITED STATES

OK Cancel

Once you have confirmed the up-to-date location details, a message will be sent to CDS (much like an amendment) to update their records and flag the goods as arrived. If this is successful, an acceptance will be received which will start the 10-minute dwell timer.



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Confirm FEC check

Sometimes, a declaration will be accepted but the notification will contain a front-end credibility (FEC) error. These errors are used to alert the declarant that a mistake may have been made with one of the values entered:

Issue Date/Time	Response Code	Description	Submission Type	MRN	Outbound data	Inbound data	Response Time
23/07/2021 14:09:17	DMSRCV	Message has been registered	Declaration	21GB82UKWACX6F27R9	8KB	3KB	00:00:15
23/07/2021 14:09:17	DMSTAX	Duty liability information	Declaration	21GB82UKWACX6F27R9	8KB	3KB	00:00:15

☐ Show historic errors

Status:

Bank Reference / ID:

Additional Information:

Type	Code	Limit Date/Time
General Validation Result	smartErrorMsg	

Statement:

Value per kilo appears too high for this commodity

Validation errors:

Code	Category	Description
CDS13000	CredibilityValidationResults	Credibility check: incredible value found

Data Elements:

CDS XML Path
1 Declaration/GoodsShipment/GovernmentAgencyGoodsItem

If you get one of these warnings, the declaration will still clear as normal without intervention. However, if you wish to confirm that the entered data is correct, you can use the 'Confirm FEC' option on the submit button to confirm to CDS that the declared data is correct.

Retrigger IVL

This option is used for IVL declarations to force CDS to recheck the inventory-linked status, for example if a vessel has arrived but CDS is not aware of it yet. This will be rarely used but may be useful when the CSP/CDS systems get out of synch, and you are waiting for clearance.

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