SGS TransitNet: The Custom House, Ashford

Step by step guide for drivers

1 Collect goods and Export declaration

DRIVER

EX

2 Scan and send documents to SGS TransitNet client centre (if possible)

Doc

TransitNet

3 Scan the code to generate a KAP via the **Check an HGV is ready to cross the border service** required to access the Kent region where Ashford is located

4 Drive to Ashford location

The Custom House

Unit 21, Arrowhead Road
Waterbrook Park,
Ashford, Kent, TN24 0FL
Phone: +44 (0) 7960 531221
+44 (0) 7761 485825
enquiries@thecustomhouse.co.uk

OR

Scan the QR code for GPS location details

ASHFORD

5

If you have declaration prepared, provide TransitNet **TSN** if available. If not please provide **client party number/subcontractor party number and/or registration plate numbers.**

T1

Custom House staff will take your phone number and inform when declaration is ready. Drivers may avail of facilities in the International Truck Stop right next door while they wait

DRIVER

If no declaration has been prepared, fill in short order form.

T1

Custom House staff will send order for creation of declaration

THE CUSTOM HOUSE LTD

6

TAD

MRN

DRIVER

When declaration is released for transit, Custom House Staff will provide copy of TAD and MRN.

French Smart Border System

7 Don't forget to register in French Smart Border System. Will you do it? If not, the Custom House staff can do this for you.

8 Collect envelope number and barcode and continue journey to exit point of UK.

9 Board ferry, your registration details will be paired with the French envelope.

DRIVER

10 Watch the screens for information about how to proceed at French port

INFO

11 Green lane, leave the ferry and follow the signage to leave the port

DRIVER

12 Continue to destination to close the transit

WHEN YOU NEED TO BE SURE

SGS