

PBN USER GUIDE

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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 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.

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.

Details of the import and export scenarios where a Pre-Boarding Notification is required are outlined below. A PBN will be required even where a commercial vehicle or trailer is 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 MRNs 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, 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 done in advance of the vehicle/trailer being checked in at the ferry port of departure in the third country (UK) for inbound movements into Ireland or the ferry port of departure in Ireland in the case of outbound movements from Ireland.

What type of MRNS are accepted in the PBN?

The following MRNs may be included in the PBN:

- AEP Import Declaration for goods being cleared at the port
- AIS Import Declaration for goods being cleared at the port
- ENS Declaration
- Transit Declaration
- Unique movement CN37 reference number (Postal Movements only)

What type of Authorisation numbers are accepted in the PBN?

Authorisation numbers provided by Revenue in relation to the use of oral declarations for empty/returned packaging may be included in the PBN. Please access this link ([Import and re-export packaging](#)) for further information on the authorisation process.

MRN/Authorisation formats

The following MRN or authorisation formats may be included in a PBN:

MRN format for import, export, safety and security and transit declarations

AIS Import Declaration format is as follows;

18 Characters starting with 20IEDUB100 followed by 1 alpha character, 3 numeric characters, 1 alpha character, 1 numeric character, alpha character "R" and 1 numeric character

AEP Import declaration format is as follows;

18 Characters starting with 20IEDU1IM followed by 9 numeric characters

AEP Export declaration format is as follows;

18 Characters starting with 20IEDU1EX followed by 9 numeric characters

For Rosslare input RO1 or ROS100 where necessary to above sequence.

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

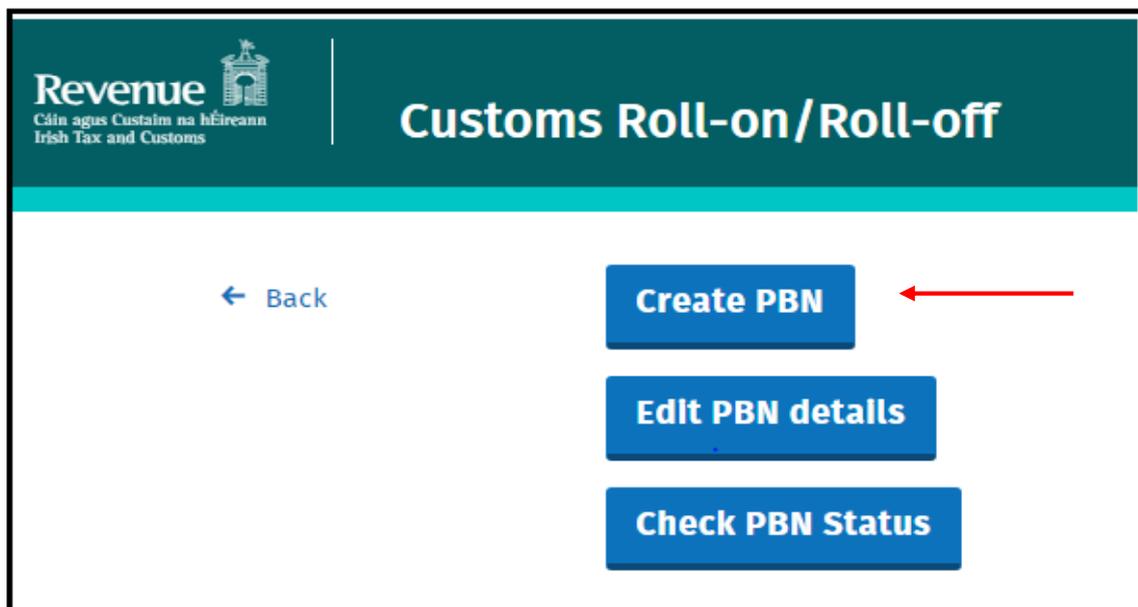
Authorisation number format

Authorisation number to use oral declaration for empty/return packaging

12 Characters starting with IE followed by / 2 alpha characters and the year of issue / 4 numeric characters. Please access this link ([Import and re-export packaging](#)) for further information on the authorisation process.

How to create a PBN for an import covered by an electronic declaration

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



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

Revenue
Cúis agus Cúistim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

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](#)

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.

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. 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 of all the Import declaration(s)

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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

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

→

[+Add](#)

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

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.

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.

Revenue
Clárú agus Cúrsaí na Míneolaíochta
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

MRN/Authorisation	Type	Action
20IEDUB100B123A1R2	Import	Remove
20IEDU1IM123456789	Import	Remove
20IE12345678912345	ENS	Remove

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](#)

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.

[I need help](#)

[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.

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PBN Status Check

PBN Status and details

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



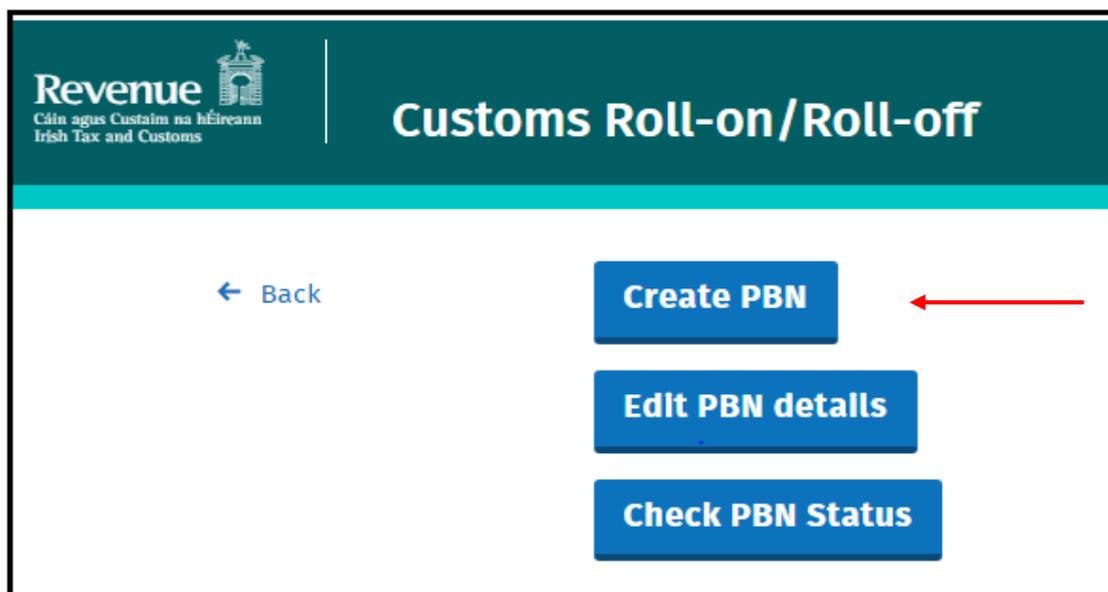
[Edit PBN](#)

[v I need help](#)

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 create a PBN for an export covered by an electronic declaration

1. On the RoRo (www.revenue.ie/ro-ro) page Click "Create PBN"



2. Select required "Movement Direction" - "Out of Ireland" for outbound movements (Exports).

The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. The title is 'Create Pre-Boarding Notification (PBN)'. Below the title, it says 'Fill in the following information in order to create a PBN ID'. The 'Movement Direction' section has two radio buttons: 'In to Ireland' and 'Out of Ireland'. The 'Out of Ireland' button is selected and highlighted with a red arrow. Below this is the 'Customs Declarations' section, which includes a text input field and a '+Add' button. There are two checkboxes: one for 'ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other' and another for 'Transfer of Business applies'. At the bottom, there is a 'My Vehicle is empty' link, a 'I need help' link, and a 'Create PBN' button. A disclaimer is at the very bottom.

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

Revenue
Ciste agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+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.

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

[+Add](#)

MRN/Authorisation	Type	Action
20IEDU1EX123456789	Export	Remove

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”

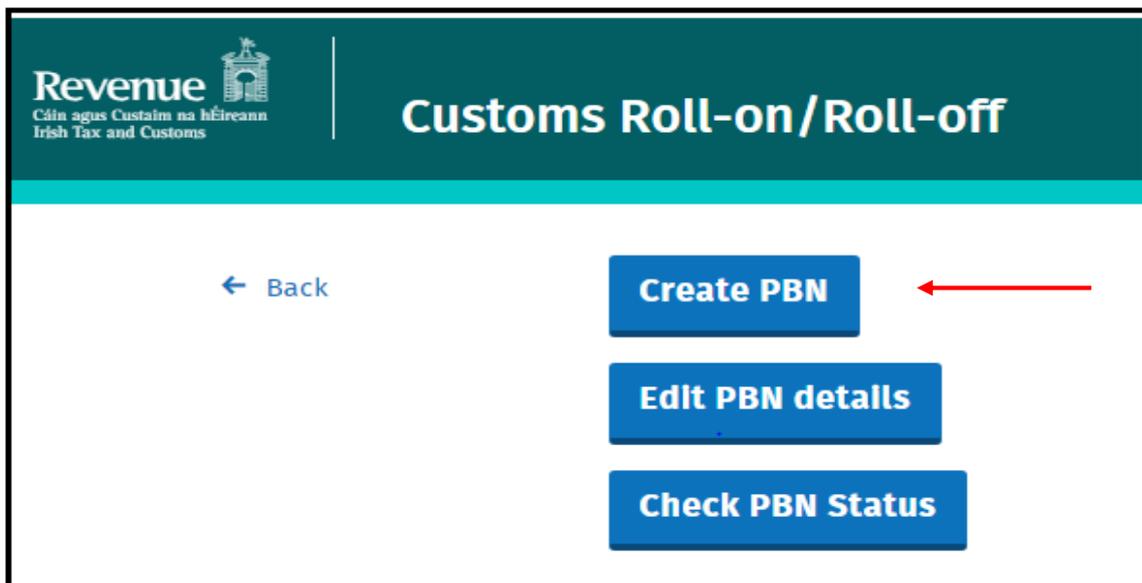
The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

The screenshot shows the Revenue Customs Roll-on/Roll-off interface. At the top left is the Revenue logo with the text 'Cúin agus Cúistáin na hÉireanna Irish Tax and Customs'. The main header is 'Customs Roll-on/Roll-off'. The page title is 'PBN Created'. Below the title, it says 'You have successfully created a PBN'. There are three rows of information: 'PBN Status' is 'Good to proceed to check-in', 'Details' is 'All MRNs must be in the PBN', and 'PBN ID' is 'RA69DL36'. A red arrow points to the PBN ID. Below the PBN ID is a barcode. There is a blue 'Edit PBN' button. At the bottom, there is a link for '~ I need help' and a disclaimer: '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 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

Revenue
Cúis agus Cúisim an hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+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.

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**

Revenue
Cúis agus Cúisim an hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+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.

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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

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

[+Add](#)

MRN/Authorisation	Type	Action
20IEDUB100B123A1R2	Import	Remove
20IEDU11M123456789	Import	Remove
20IE12345678912345	ENS	Remove
20GB12345678912345	Transit	Remove

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.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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PBN Created

PBN Status and details

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

[Edit PBN](#)

[I need help](#)

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.

Inbound transit T1 (non-Union goods)

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

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

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

Revenue
Cúis agus Cúistáin na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

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](#)

[need help](#)

Create PBN

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.

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**

Revenue
Cúla agus Cúistiam na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+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.

Revenue
One stop Contact in Merseyside
With Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

MRN/Authorisation	Type	Action
20IEDUB100B123A1R2	Import	Remove
20IEDU11M123456789	Import	Remove
20IE12345678912345	ENS	Remove
20GB12345678912345	Transit	Remove

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](#)

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.

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PBN Created

PBN Status and details

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



[Edit PBN](#)

[~ I need help](#)

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.

Outbound Transit T2

1. On the RoRo page Click "Create PBN"

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[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

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

Revenue
Cúla agus Cúistias na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

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](#)

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.

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.

Revenue
Cúla agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

→ [+Add](#)

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](#)

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.

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.

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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

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

[+Add](#)

MRN/Authorisation	Type	Action
20IEDU1EX123456789	Export	Remove 

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

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.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

PBN Created

You have successfully created a PBN

PBN Status	Good to proceed to check-in
Details	All MRNs must be in the PBN
PBN ID	RA69DL36

[Edit PBN](#)

[↪ I need help](#)

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.

Outbound Transit T1 (including export)

1. On the RoRo page Click "Create PBN"

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

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

Revenue
Cúla agas Cústaín na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

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](#)

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.

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.

[← Back](#)

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

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

 [+Add](#)

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](#)

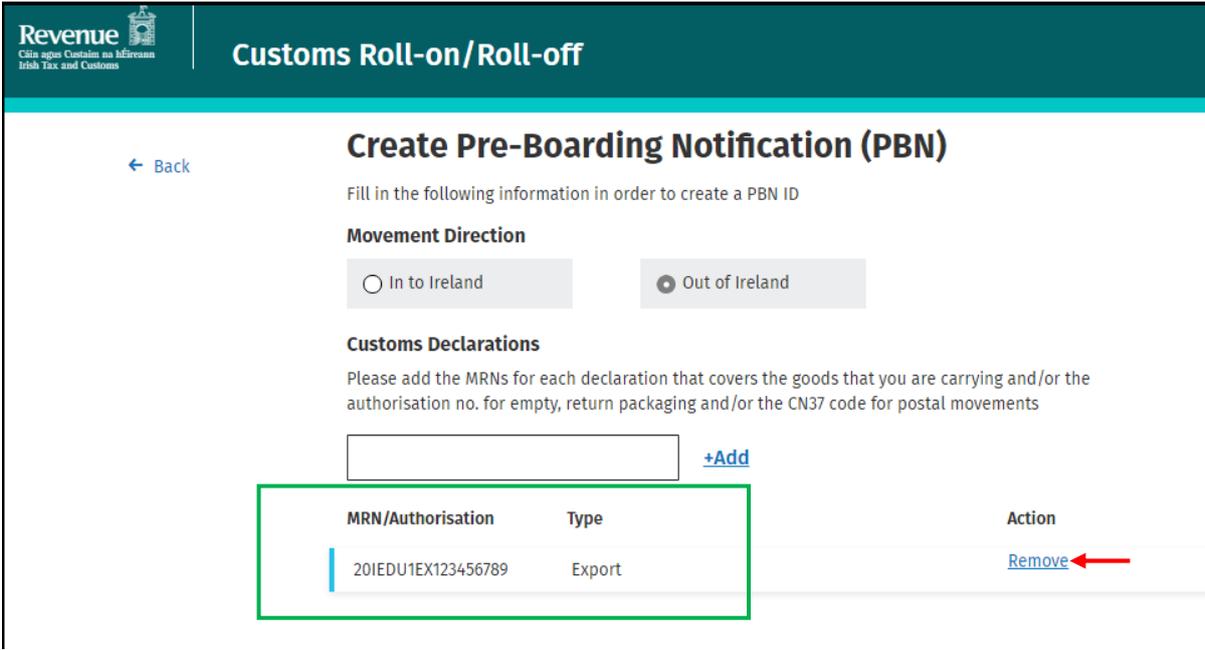
[Need help](#)

[Create PBN](#)

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.

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.



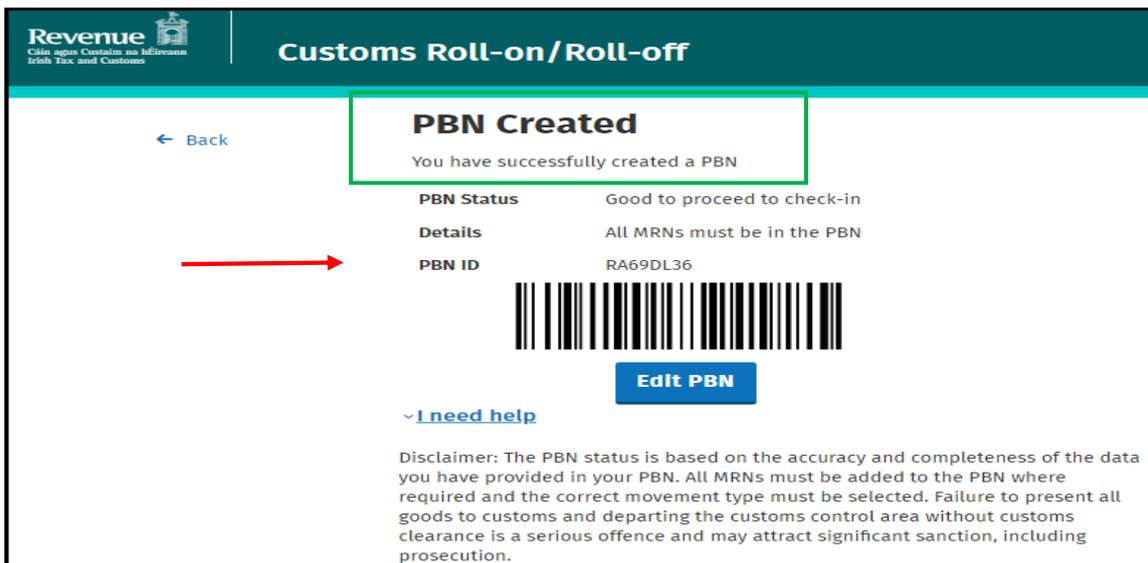
The option to “Remove” an MRN will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

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.

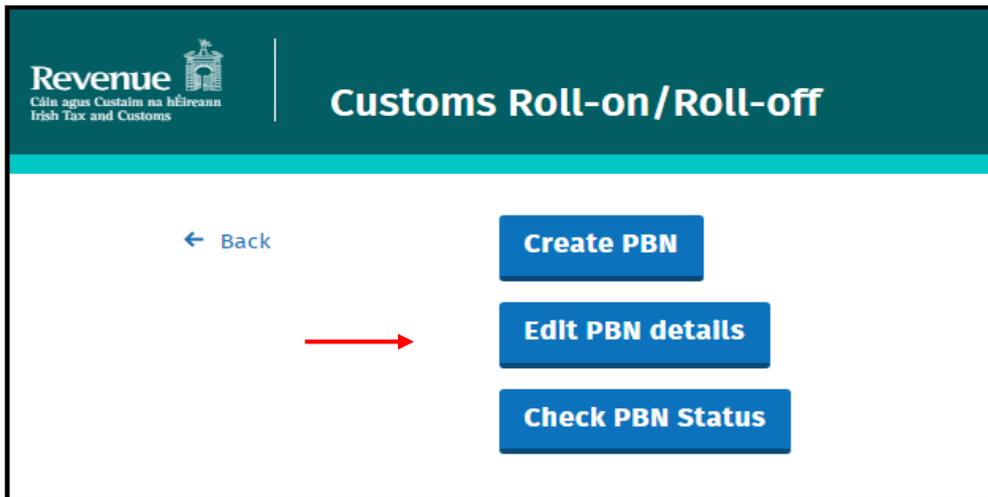


The unique PBN ID relating to the consignments to be carried in the vehicle or trailer will then be created. The following screenshot displays an example of a PBN that has been successfully created.

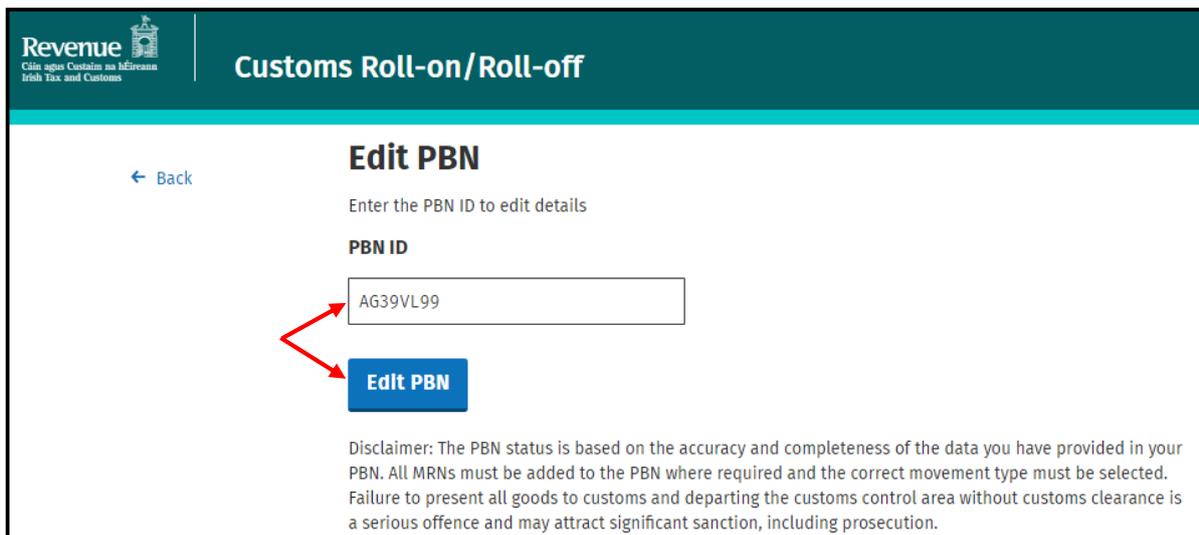


How do I edit a PBN?

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.

Revenue
Cúis agus Cúistáin na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

Edit PBN

PBN ID AG39VL99

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

[+Add](#) ←

MRN/Authorisation	Type	Action
20IEDUB100B123A1R2	Import	Remove
20IE12345678912345	ENS	Remove
20GB12345678912345	Transit	Remove ←

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](#)

Save

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.

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

∨ [I need help](#)

→ **Save**

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.

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

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

PBN Updated

Your PBN has been updated

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



[Edit PBN](#)

[I need help](#)

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.

Inbound Empty Packaging

If you are carrying empty packaging, you will require a Customs Authorisation number. Please access this link ([Import and re-export packaging](#)) for further information on the authorisation process.

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

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

[Create PBN](#) ←

[Edit PBN details](#)

[Check PBN Status](#)

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

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

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](#)

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.

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

3. Enter Authorisation number click **+Add**

Customs Roll-on/Roll-off

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

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

IE/0D2020/0001 [+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.

Customs Roll-on/Roll-off

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

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

[+Add](#)

MRN/Authorisation	Type	Action
IE/OD2020/001	Empty Return Packaging	Remove

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.

[I need help](#)

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.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

PBN Created
You have successfully created a PBN

PBN Status	Good to proceed to check-in
Details	All MRNs must be in the PBN
PBN ID	RA69DL36

[Edit PBN](#)

[~ I need help](#)

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.

Outbound Empty packaging

If you are carrying empty packaging, you will require a Customs Authorisation number. Please access this link ([Import and re-export packaging](#)) for further information on the authorisation process.

1. On the RoRo page Click “Create PBN”

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

← Back

[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

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

Revenue
Cúla agus Cúistín na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+Add](#)

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

3. Enter Authorisation number click **+Add**

Revenue
Cúla agus Cúistín na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

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

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

[+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.

Customs Roll-on/Roll-off

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

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

[+Add](#)

MRN/Authorisation	Type	Action
IE/OD2020/0001	Empty Return Packaging	Remove 

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

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.

[I need help](#)

[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.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

PBN Created
You have successfully created a PBN

PBN Status	Good to proceed to check-in
Details	All MRNs must be in the PBN
PBN ID	RA69DL36


[Edit PBN](#)

[~ I need help](#)

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.

Inbound Postal Movement

Where you are carrying postal goods the **unique per movement** 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”**

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Customs Roll-on/Roll-off

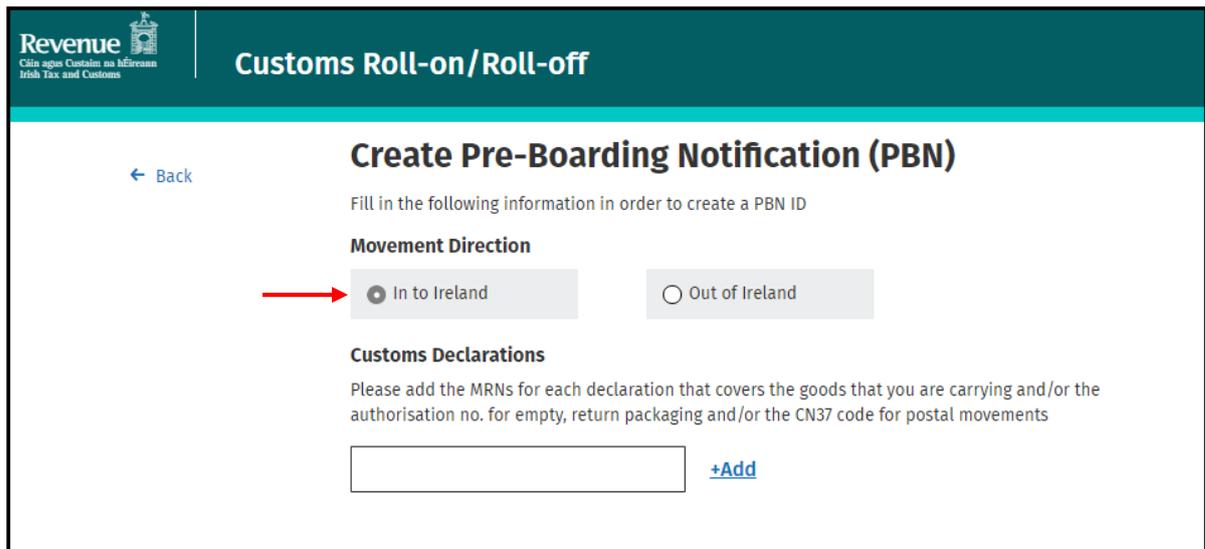
[← Back](#)

[Create PBN](#)

[Edit PBN details](#)

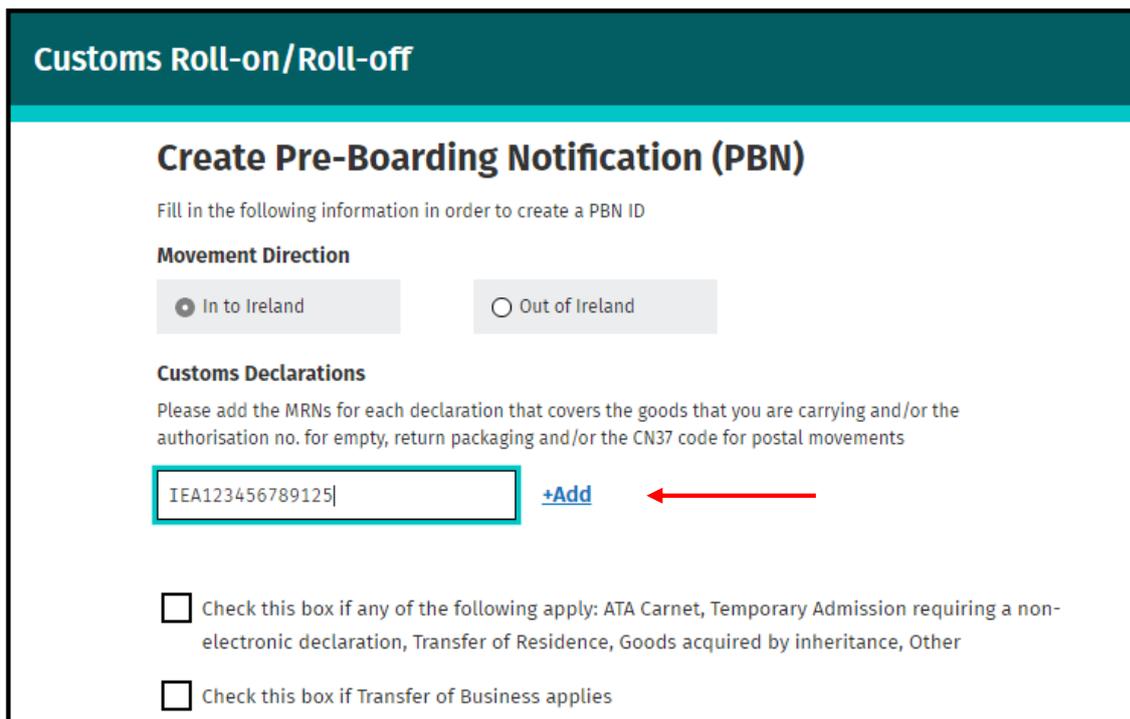
[Check PBN Status](#)

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



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. At the top left is the Revenue logo with the text 'Cáta agus Custaim na hÉireann Irish Tax and Customs'. The main header is 'Customs Roll-on/Roll-off'. Below this is a 'Back' link. The title is 'Create Pre-Boarding Notification (PBN)'. The instruction says 'Fill in the following information in order to create a PBN ID'. Under 'Movement Direction', there are two radio buttons: 'In to Ireland' (selected, indicated by a red arrow) and 'Out of Ireland'. Under 'Customs Declarations', there is a text input field and a '+Add' button.

3. Enter **unique per movement** CN37 reference number and click **+Add**



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. The 'Movement Direction' section is the same as in the previous screenshot. In the 'Customs Declarations' section, the text input field now contains the reference number 'IEA123456789125' and is highlighted with a green box. A red arrow points to the '+Add' button next to it. Below this are two checkboxes with their respective labels.

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.

Customs Roll-on/Roll-off

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

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

[+Add](#)

MRN/Authorisation	Type	Action
IEA123456789125	Postal	Remove

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.

[~ I need help](#)

[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.

Revenue
 Cúin agus Custaim na hÉireann
 Irish Tax and Customs

Customs Roll-on/Roll-off

[← Back](#)

PBN Created

You have successfully created a PBN

PBN Status	Good to proceed to check-in
Details	All MRNs must be in the PBN
PBN ID	RA69DL36

[Edit PBN](#)

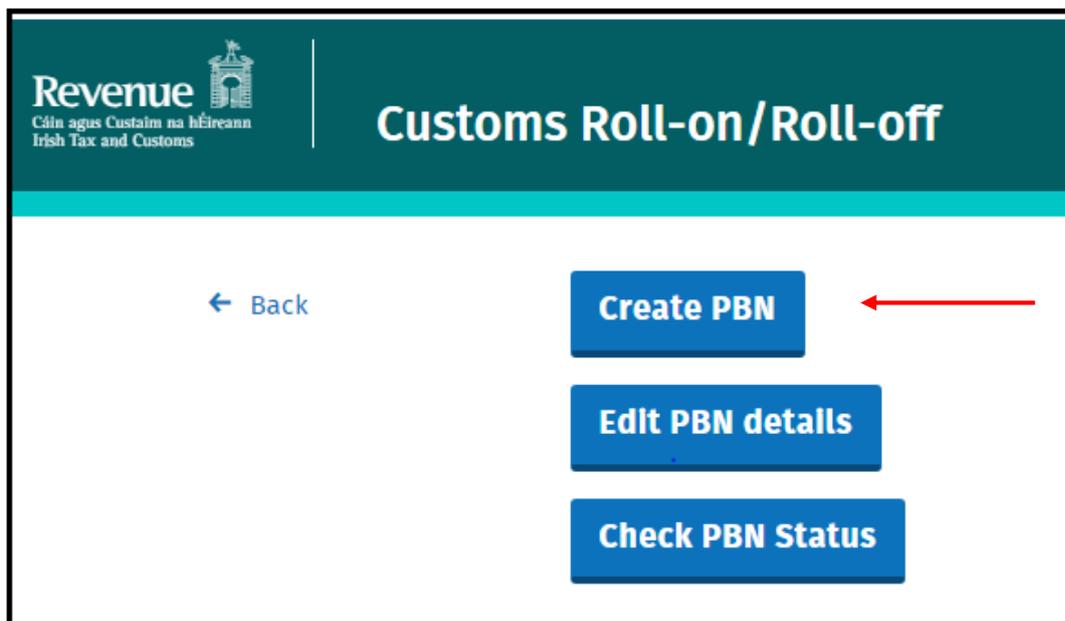
[~ I need help](#)

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.

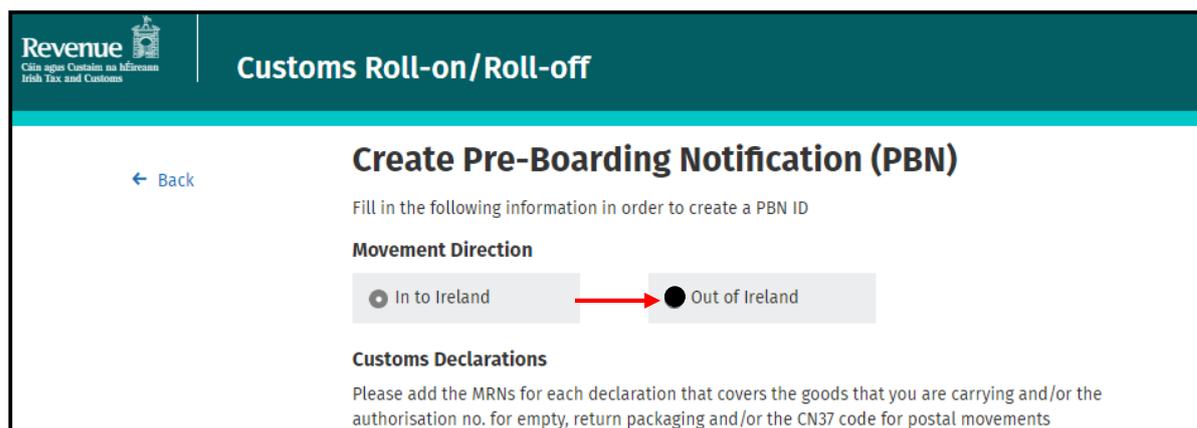
Outbound Postal Movement

In the case of postal goods, you will require a **unique per movement** 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**

Customs Roll-on/Roll-off

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

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

[+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.

Customs Roll-on/Roll-off

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

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

[+Add](#)

MRN/Authorisation	Type	Action
IEA123456789125	Postal	Remove

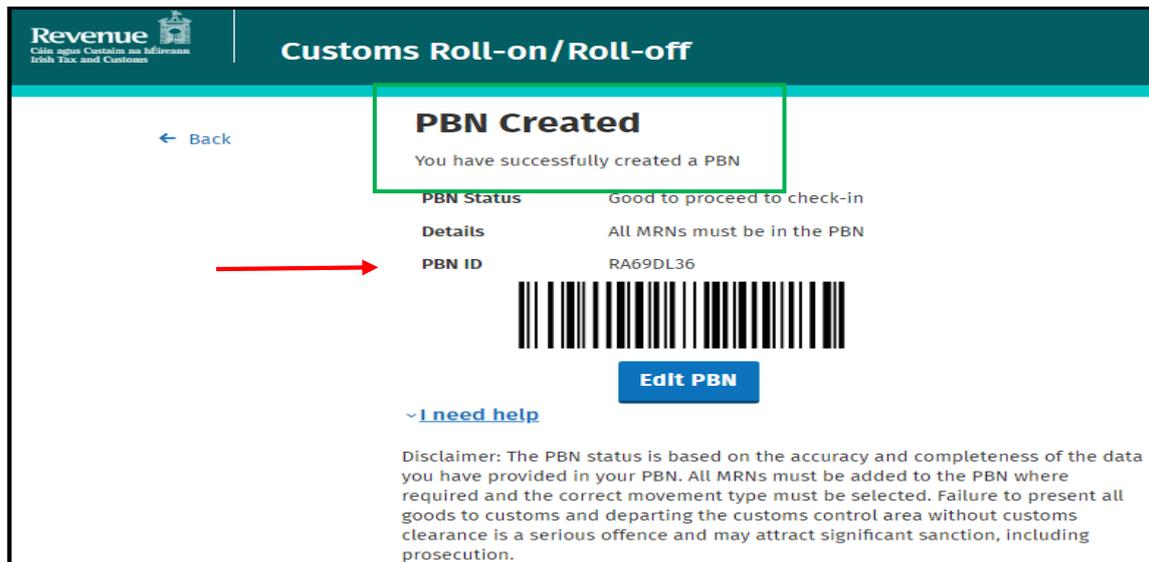
The option to “Remove” a CN37 will also be available where it has been included in error. Once remove is selected the details will immediately be removed from the PBN.

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.



Other movement types

Where goods moving inbound where no electronic declaration is required to be submitted, therefore no MRN is available for insertion into the PBN, you should contact Revenue via email to CustomsPBN@revenue.ie who will provide you with the required PBN and PBN ID.

The list below refers to these specific movement types:

- Inbound ATA Carnet, Temporary Admission requiring a non-electronic declaration, Transfer of Residence, Goods acquired by inheritance, Other movement types

Where such goods are being moved on the vehicle/trailer along with goods requiring customs declarations, you should contact Revenue via email as above and you will be provided with the PBN ID. The MRNs of the declarations covering the other goods being moved can then be inserted by you into the PBN.

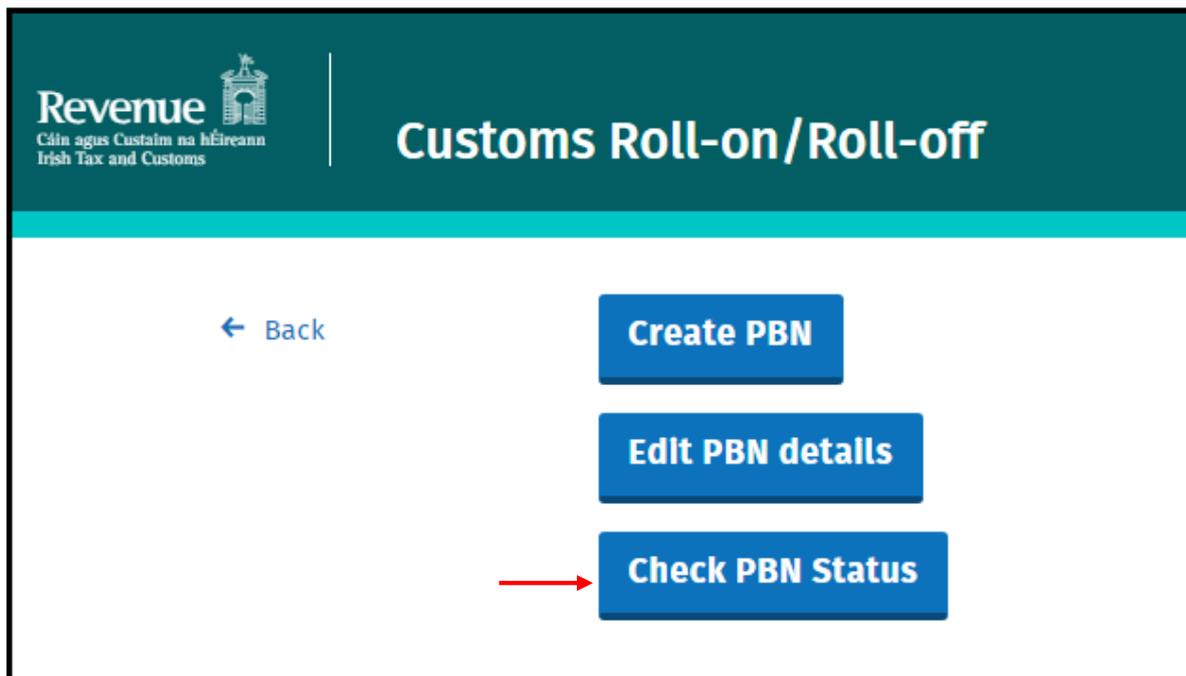
Can I edit my PBN after check in at the ferry terminal?

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.

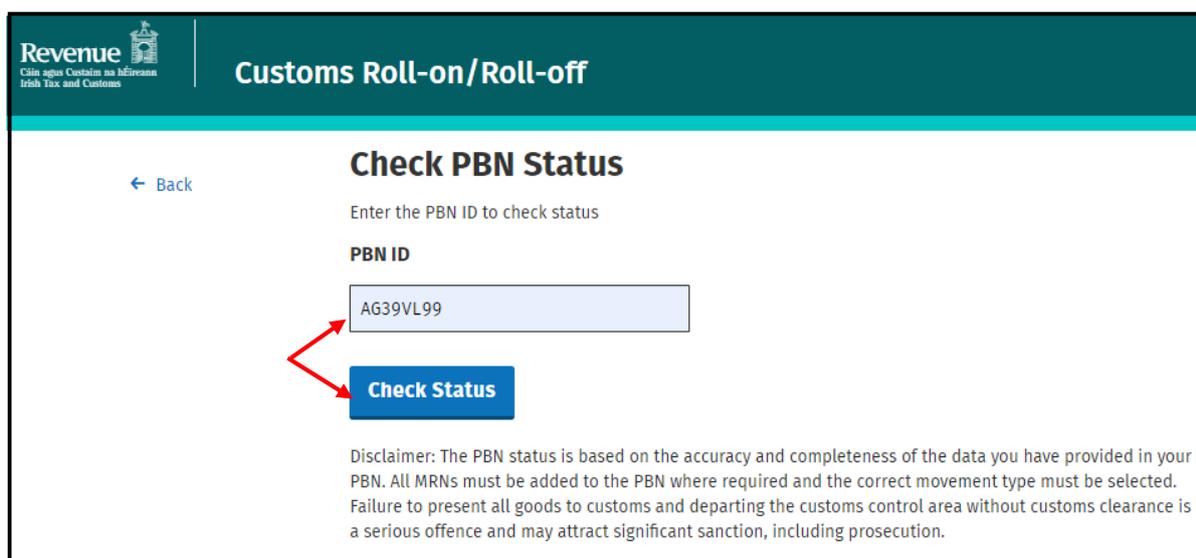
How do I check my PBN Status?

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 “CheckStatus”



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.

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PBN Status Check

PBN Status and details

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



[Edit PBN](#)

[~ I need help](#)

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.

PBN status “**Incomplete**” indicates the user has **not** created a valid PBN ID.

[← Back](#)

PBN Created

You have successfully created a PBN

 PBN Status	Incomplete
Details	ENS MRN is missing
PBN ID	MH27RK79



[Edit PBN](#)

[∨ I need help](#)

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.

Always confirm that you have “Good to proceed to check in” status for all Outbound Journey and Inbound Journeys before proceeding to the port for check in with the Ferry Operator

The screenshot shows the Revenue website interface for a PBN Status Check. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main header is 'Customs Roll-on/Roll-off'. Below this is a 'PBN Status Check' section with a 'Back' link. The status is 'Good to proceed to check-in'. Details include 'All MRNs must be in the PBN' and 'PBN ID: AG39VL99'. A barcode is displayed below the PBN ID, followed by an 'Edit PBN' button. A help link is also present. A disclaimer at the bottom states that the PBN status is based on the accuracy and completeness of the data provided and that failure to present all goods to customs is a serious offence.

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

[Edit PBN](#)

[I need help](#)

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.

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

[← Back](#)

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

[+Add](#)

Declarations are mandatory

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

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.

Invalid MRN format

Where the MRN number is not in the correct format the following message of “**Invalid MRN format**” will be returned. [MRN/Authorisation formats](#)

[← Back](#)

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

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

2IEDU1IM13245678977

[+Add](#)

Invalid MRN format

MRN/Authorisation	Type	Action
20IEDUB100B123A1R2	Import	Remove
20IEDU1IM123456897	Import	Remove

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

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.

MRN not found

MRN not found message will appear where for example an MRN for an Import Declaration is entered and the "Movement direction" is "Out of Ireland"

[← Back](#)

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

[+Add](#)

MRN/Authorisation	Type		Action
 20IEDUB100B234T7R1	Export	MRN not found	Remove

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