

# 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*

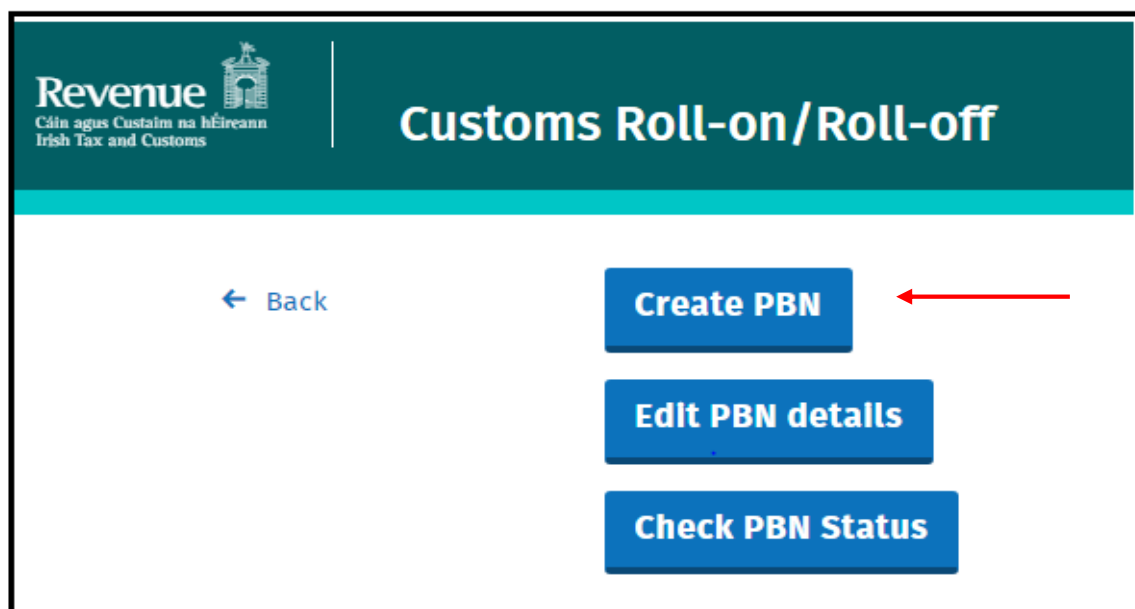
#### **Authorisation number format**

***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](http://www.revenue.ie/roro)) page click on **"Create PBN"**



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



# Customs Roll-on/Roll-off

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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.

### 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



20IEDUB100B123A1R2

[+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

Cíos agus Cártaí na Míneolaíochta

Irish Tax and Customs

Customs Roll-on/Roll-off

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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	<a href="#">Remove</a>
20IEDU1IM123456789	Import	<a href="#">Remove</a>
20IE12345678912345	ENS	<a href="#">Remove</a>

☐

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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### PNB Status Check

PNB Status and details

<b>PNB Status</b>	Good to proceed to check-in
<b>Details</b>	All MRNs must be in the PBN
<b>PNB ID</b>	AG39VL99



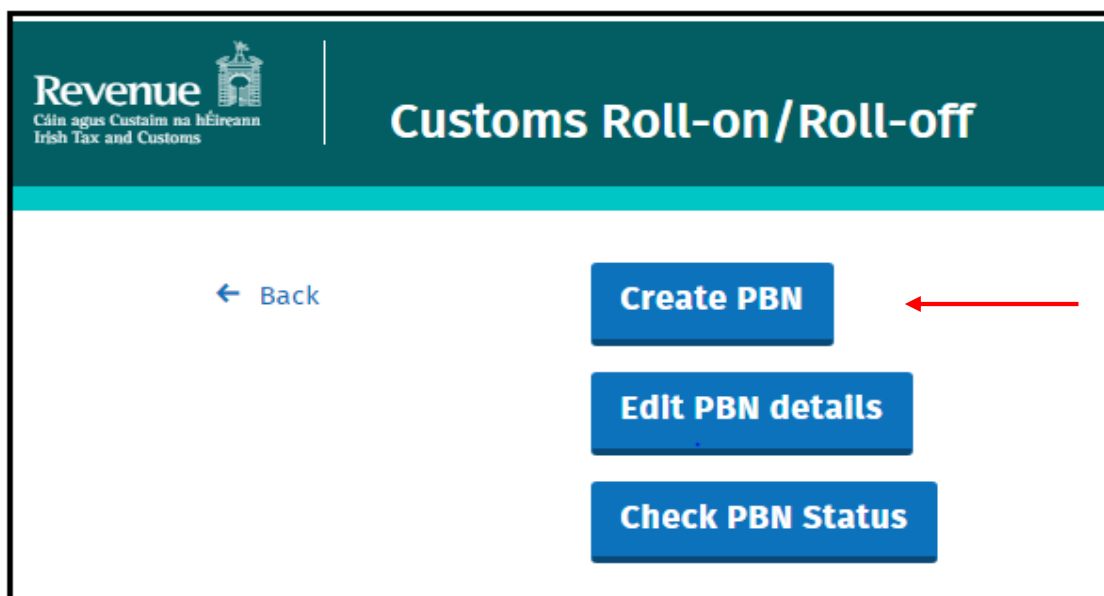
[Edit PBN](#)

[↕ 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.

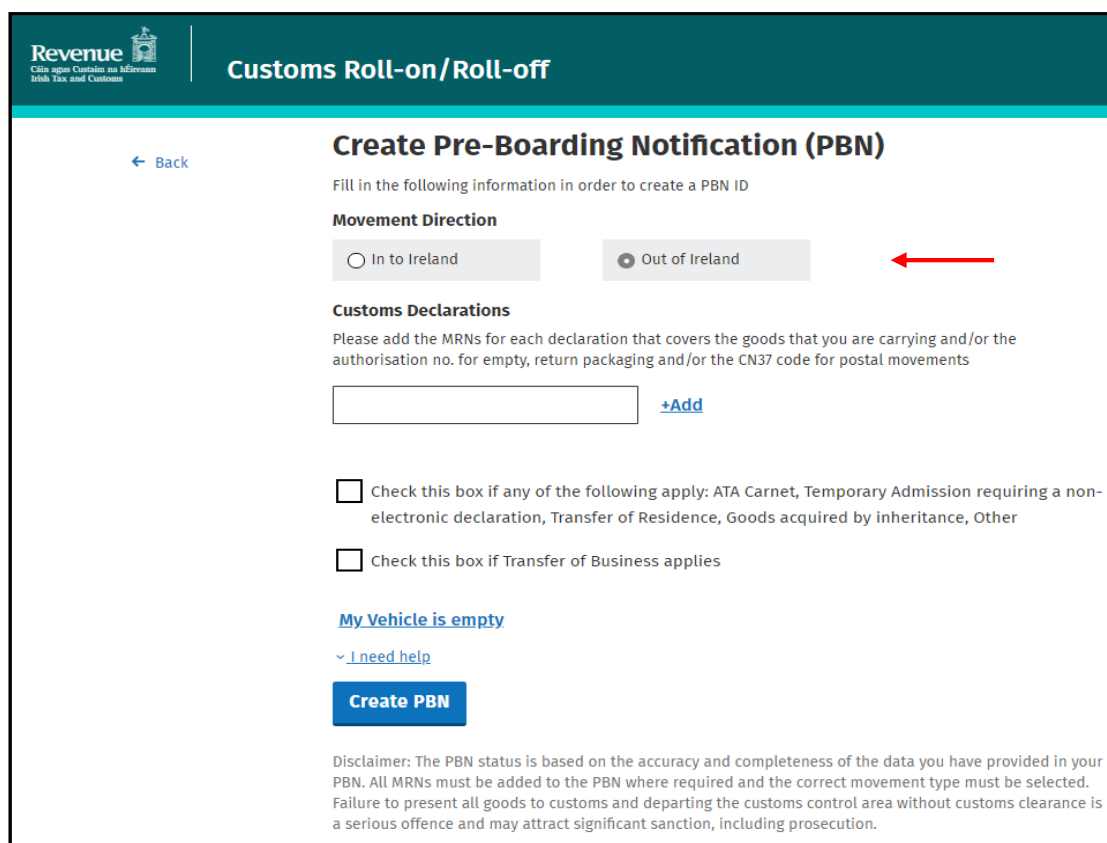
## How to create a PBN for an export covered by an electronic declaration

1. On the RoRo ([www.revenue.ie/ro-ro](http://www.revenue.ie/ro-ro)) page Click “Create PBN”



The screenshot shows the Revenue Customs Roll-on/Roll-off interface. At the top left is the Revenue logo with the text 'Cúla agus Cústaim na hÉireann Irish Tax and Customs'. To the right of the logo is the title 'Customs Roll-on/Roll-off'. Below the title, there are three buttons: 'Back' (with a left arrow), 'Create PBN', 'Edit PBN details', and 'Check PBN Status'. A red arrow points to the 'Create PBN' button.

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



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. At the top left is the Revenue logo. To the right of the logo is the title 'Customs Roll-on/Roll-off'. Below the title, there is a 'Back' button (with a left arrow) and the main heading 'Create Pre-Boarding Notification (PBN)'. Below the heading, there is a sub-heading 'Movement Direction' and two radio buttons: 'In to Ireland' and 'Out of Ireland'. A red arrow points to the 'Out of Ireland' radio button. Below the radio buttons, there is a section titled 'Customs Declarations' with a text box and a '+Add' button. Below the text box, there are two checkboxes: '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' and 'Check this box if Transfer of Business applies'. Below the checkboxes, there is a link 'My Vehicle is empty' and a link 'I need help'. At the bottom, there is a 'Create PBN' button. A disclaimer is at the very bottom: '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 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

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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

20IEDU1EX123456789 [+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	<a href="#">Remove</a>

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.



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Cian agus Custaim na hÉireann  
Irish Tax and Customs


Customs Roll-on/Roll-off

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## PBN Created

You have successfully created a PBN

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



Edit PBN

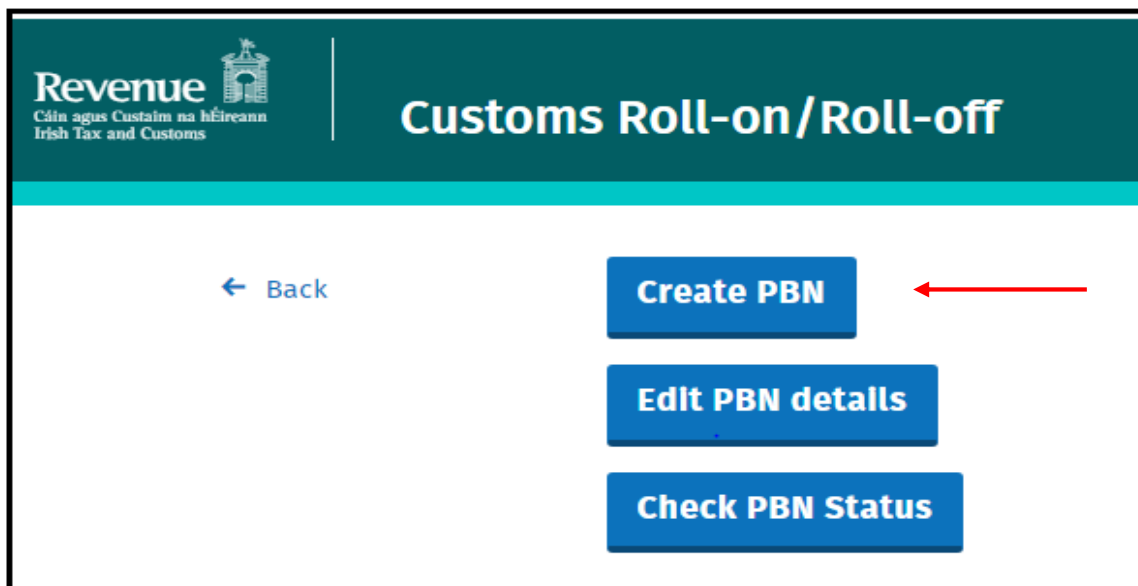
[~ I need help](#)

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.

## 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

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## 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**

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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

20IEDUB100B123A1R2 [+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.



Revenue

Cheer up Customs

no Molluscs

Irish Tax and Customs

Customs Roll-on/Roll-off

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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	<a href="#">Remove</a>
20IEDU11M123456789	Import	<a href="#">Remove</a>
20IE12345678912345	ENS	<a href="#">Remove</a>
20GB12345678912345	Transit	<a href="#">Remove</a>

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.




# 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”**



# 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





## Customs Roll-on/Roll-off

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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.

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**

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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.

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One stop Customs and Excise

With Tax and Customs

Customs Roll-on/Roll-off

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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	<a href="#">Remove</a>
20IEDU11M123456789	Import	<a href="#">Remove</a>
20IE12345678912345	ENS	<a href="#">Remove</a>
20GB12345678912345	Transit	<a href="#">Remove</a>

☐ 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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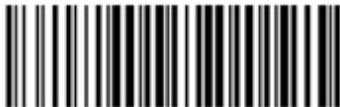
# Customs Roll-on/Roll-off

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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.

## Outbound Transit T2

1. On the RoRo page Click “Create PBN”



# 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

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**Customs Roll-on/Roll-off**


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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.

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.

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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.



# Customs Roll-on/Roll-off

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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	<a href="#">Remove</a>

☐ 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.

[I need help](#)

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

<b>PBN Status</b>	Good to proceed to check-in
<b>Details</b>	All MRNs must be in the PBN
<b>PBN ID</b>	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

[← Back](#)

**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.

Revenue  
Cáin agus Custaí na hÉireann  
Irish Tax and Customs

Customs Roll-on/Roll-off

[← 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

→ 20IEDU1EX123456789

[+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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## Customs Roll-on/Roll-off

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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	<a href="#">Remove</a>

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.



## 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



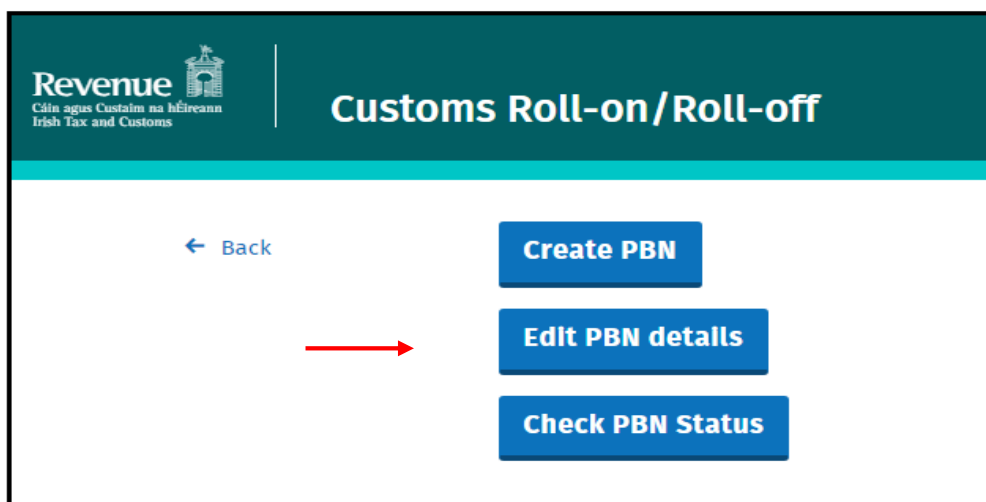
Edit PBN

[↕ 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.

## 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.

The screenshot shows the 'Edit PBN' form. It has a 'Back' link with a left arrow. The title is 'Edit PBN'. Below the title, it says 'Enter the PBN ID to edit details'. There is a label 'PBN ID' above a text input field containing 'AG39VL99'. A red arrow points from the input field to the 'Edit PBN' button. Below the button, there is 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.'

3. Within the “Edit PBN” screen the user will have the option to add additional MRNS/Authorisation Numbers or remove MRNS/Authorisation Numbers.



# 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	<a href="#">Remove</a>
20IE12345678912345	ENS	<a href="#">Remove</a>
20GB12345678912345	Transit	<a href="#">Remove</a>

☐ 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.

- 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.



Cáin agus Custaim na hÉireann  
Irish Tax and Customs


Customs Roll-on/Roll-off

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### 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”**



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 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](#)

☐ 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	<a href="#">Remove</a>

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.






## Customs Roll-on/Roll-off

[← Back](#)

### PBN Created

You have successfully created a PBN

<b>PBN Status</b>	Good to proceed to check-in
<b>Details</b>	All MRNs must be in the PBN
<b>PBN ID</b>	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”



## Customs Roll-on/Roll-off

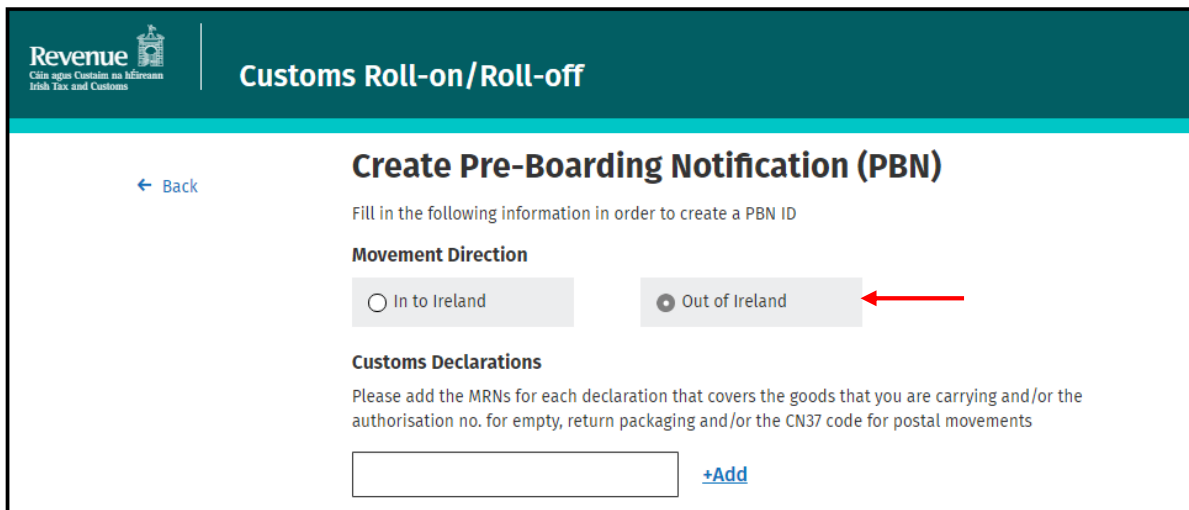
[← Back](#)

[Create PBN](#)

[Edit PBN details](#)

[Check PBN Status](#)

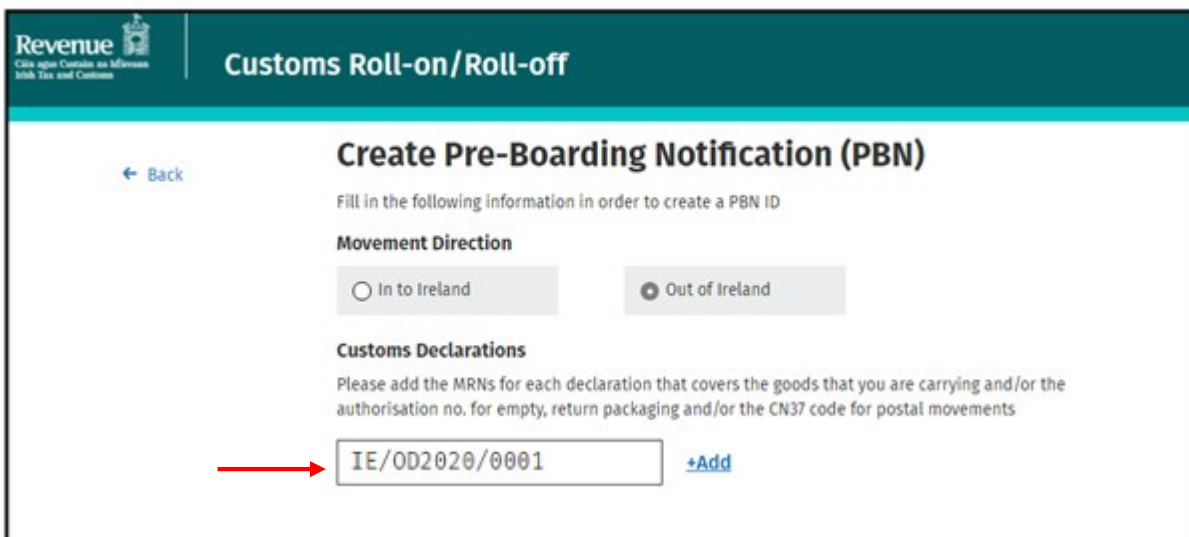
2. Select required “Movement Direction” - “Out of Ireland” for outbound movements



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. At the top, there is a 'Revenue' logo and the text 'Cúla agus Cúistiam na hÉireann Irish Tax and Customs'. The main heading is 'Customs Roll-on/Roll-off'. Below this, there is a 'Back' link. The form 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, indicated by a red arrow. Below this, the 'Customs Declarations' section has a text box and a '+Add' link. The text box is empty.

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

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



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. At the top, there is a 'Revenue' logo and the text 'Cúla agus Cúistiam na hÉireann Irish Tax and Customs'. The main heading is 'Customs Roll-on/Roll-off'. Below this, there is a 'Back' link. The form 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, indicated by a red arrow. Below this, the 'Customs Declarations' section has a text box and a '+Add' link. The text box contains the text 'IE/OD2020/0001', indicated by a red arrow.

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	<a href="#">Remove</a>

☐ 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.




## Customs Roll-on/Roll-off

[← Back](#)

### PBN Created

You have successfully created a PBN

<b>PBN Status</b>	Good to proceed to check-in
<b>Details</b>	All MRNs must be in the PBN
<b>PBN ID</b>	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”**



## Customs Roll-on/Roll-off

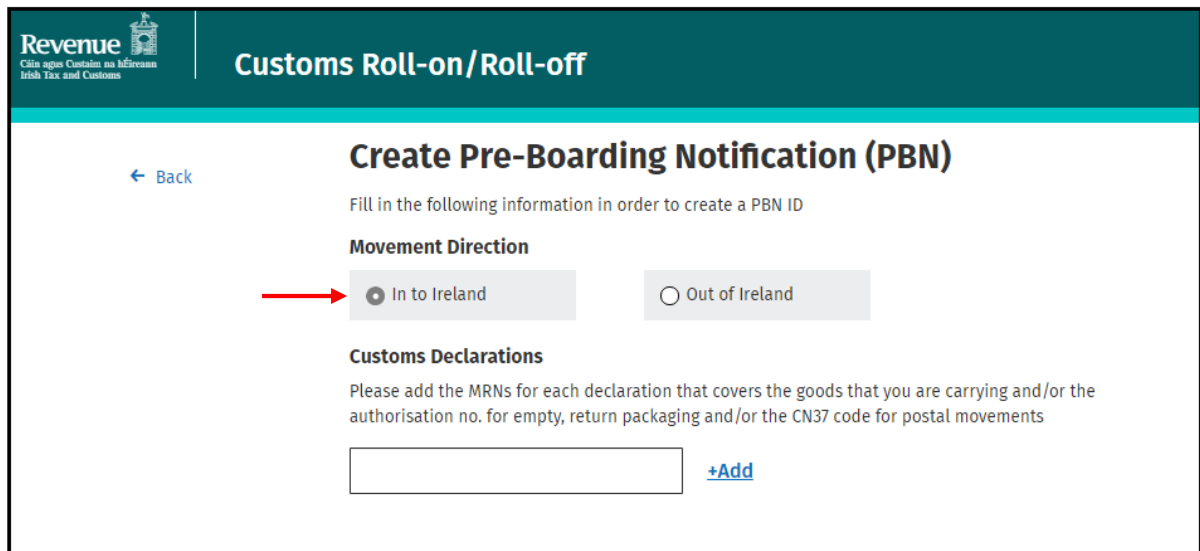
[← Back](#)

Create PBN

Edit PBN details

Check PBN Status

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



Revenue  
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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**

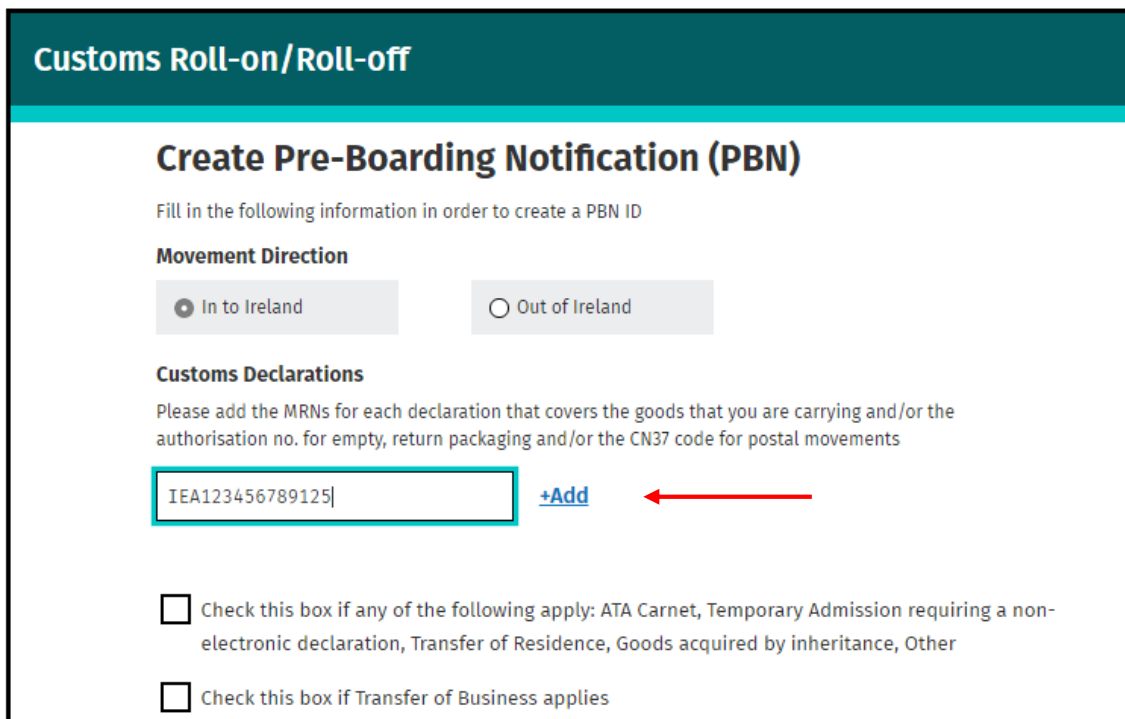
☒ In to Ireland ☐ Out of Ireland

**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](#)

3. Enter **unique per movement** 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](#)

☐ 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

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	<a href="#">Remove</a>

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

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

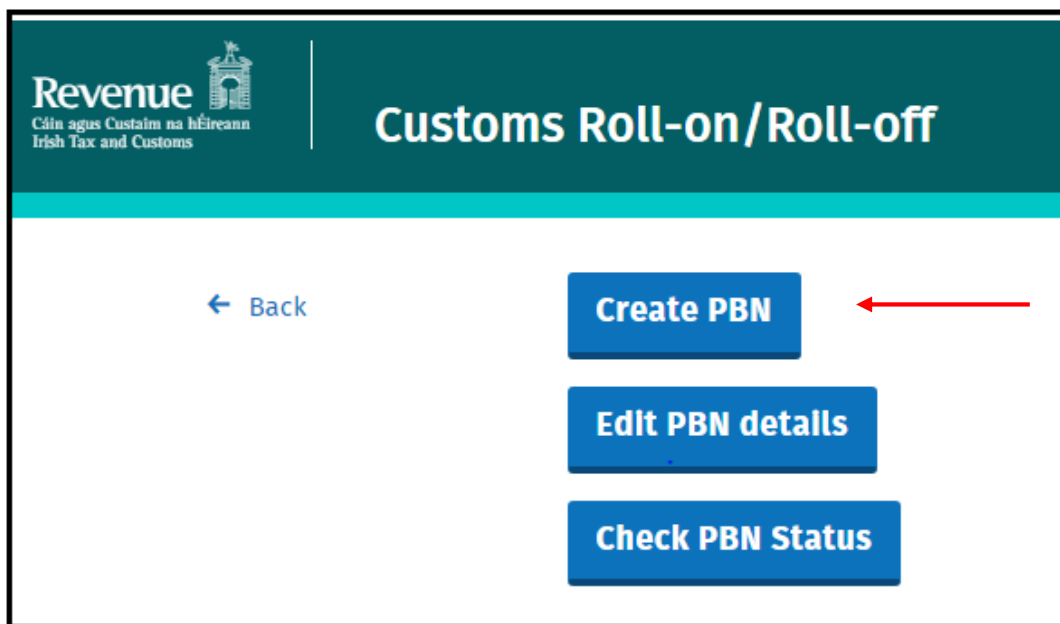
[~ I need help](#)

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 Postal Movement

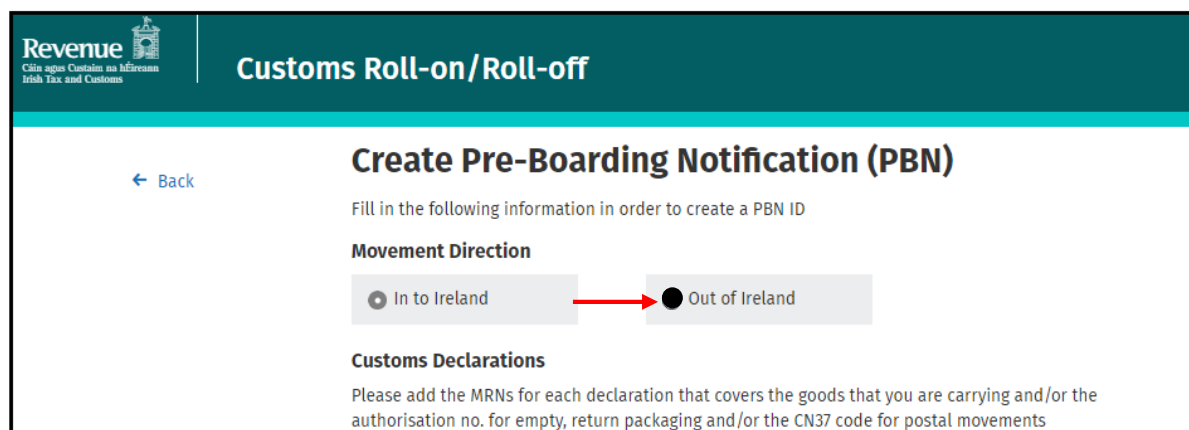
In the case of postal goods, you will require a **unique per movement** CN37 reference number. If you do not have a CN 37 reference number, you should contact An Post.

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



The screenshot shows the Revenue Customs Roll-on/Roll-off interface. The header includes the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main title is 'Customs Roll-on/Roll-off'. Below the title, there is a 'Back' link with a left arrow. Three blue buttons are stacked vertically: 'Create PBN', 'Edit PBN details', and 'Check PBN Status'. A red arrow points to the 'Create PBN' button.

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



The screenshot shows the 'Create Pre-Boarding Notification (PBN)' form. The header includes the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main title is 'Customs Roll-on/Roll-off'. Below the title, there is a 'Back' link with a left arrow. The form title is 'Create Pre-Boarding Notification (PBN)'. Below the title, there is a instruction: '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, indicated by a red arrow. The 'Customs Declarations' section has a text box for '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'.

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

IEA123456789125 [+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	<a href="#">Remove</a>

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.

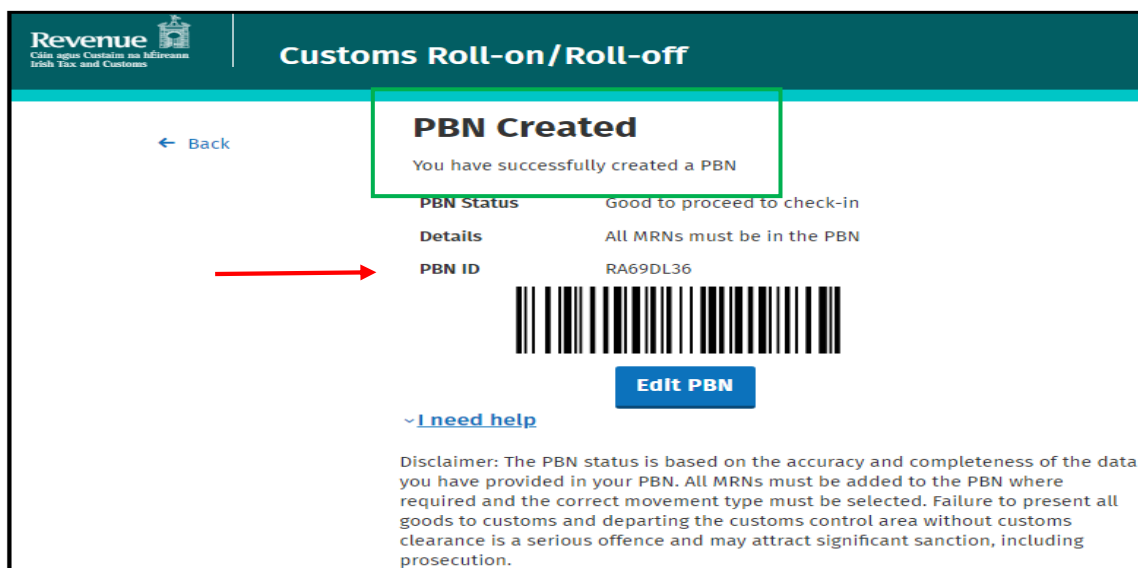
4. Click “Create PBN”



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](mailto: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.

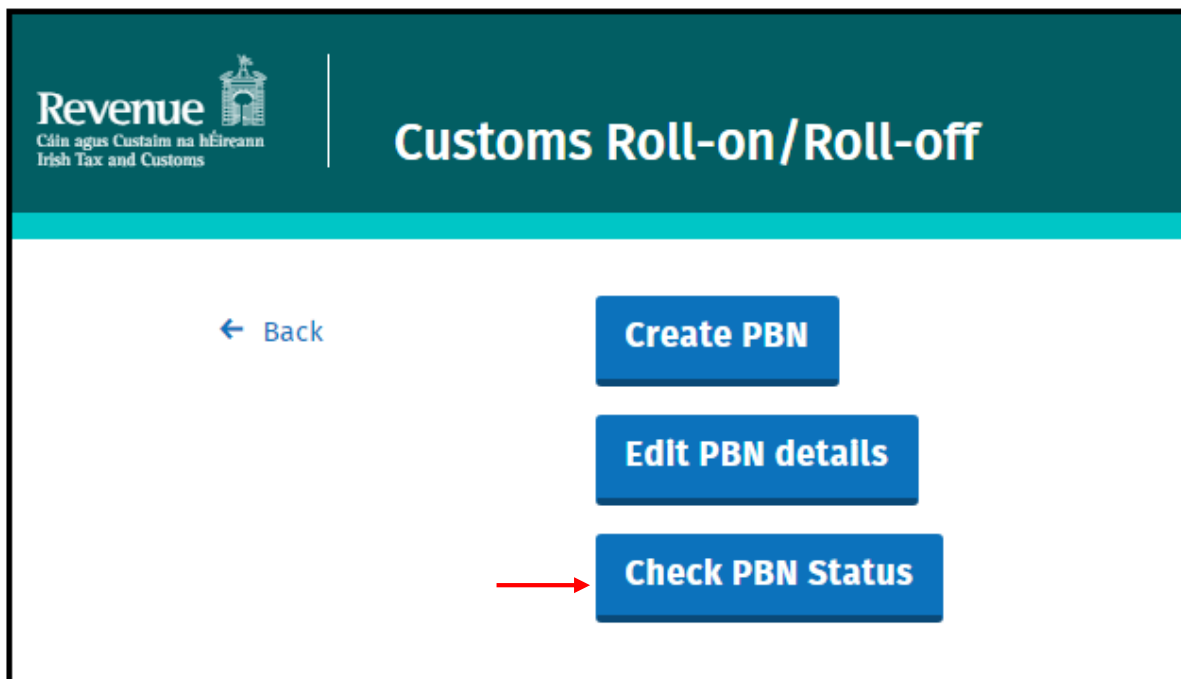
## Can I edit my PBN after check in at the ferry terminal?

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](mailto: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”

The screenshot shows the 'Check PBN Status' form. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. To the right of the logo is the title 'Customs Roll-on/Roll-off'. Below the title, there is a 'Back' link with a left arrow. The main heading is 'Check PBN Status'. Below the heading is the instruction 'Enter the PBN ID to check status'. Underneath is the label 'PBN ID' followed by a text input field containing 'AG39VL99'. A red arrow points from the input field to a blue 'Check Status' button. Below the button is 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.'


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

	<b>PBN Status</b>	Good to proceed to check-in
	<b>Details</b>	All MRNs must be in the PBN
	<b>PBN ID</b>	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.

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### PBN Created

You have successfully created a PBN

 <b>PBN Status</b>	Incomplete
<b>Details</b>	ENS MRN is missing
<b>PBN ID</b>	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



Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs


Customs Roll-on/Roll-off

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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.

## 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

Revenue

Coinnigeas Cúistiam na hÉireann

Irish Tax and Customs

Customs Roll-on/Roll-off

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## 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](#)

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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

2IEDU1IM13245678977

[+Add](#)

**Invalid MRN format**

MRN/Authorisation	Type	Action
20IEDUB100B123A1R2	Import	<a href="#">Remove</a>
20IEDU1IM123456897	Import	<a href="#">Remove</a>

☐ 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"

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### 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](#)