



Brexit project

UK GMV – step by step

From EORI to GMR

User guide – step by step

17 dec 2020



2 actions to do and then create GMR

Create first a GATEWAY ID

https://www.tax.service.gov.uk/customs/register-for-cds/isle-of-man?_ga=2.33895265.1316600923.1607352432-965265470.1607352432

Record EORI NUMBER

<https://www.gov.uk/eori>

Create a GMR

<https://www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service#after-youve-registered>

GATEWAY ID

1

Start the process to get GATEWAY ID

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English | [Cymraeg](#)

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Are you or your organisation based in the Isle of Man?

Yes

No

Continue

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Select the correct answer

Get an EORI number

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English | [Cymraeg](#)

[◀ Back](#)

Is your organisation part of a VAT group in the UK?

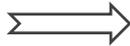
VAT groups are when two or more companies or limited liability partnerships register as one taxable 'person' for VAT purposes in the UK.

Yes

No

[Continue](#)

[Get help with this page.](#)



Select create sign in details

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

Sign in



[Create sign in details](#)

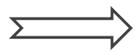
Email of the person in charge to receive the notification / registration GATEWAY ID

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address



Continue

Compose your password

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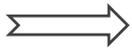
Create a password

Your password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

Password



Confirm your password



Continue

[Get help with this page](#)

Can be compagny name

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[◀ Back](#)

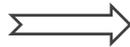
Set up a recovery word

Make a note of this word in case you need it in the future.

The word must:

- be between 6 and 12 characters
- not contain spaces or special characters
- not contain numbers

Recovery word



[Continue](#)

[Get help with this page](#)

Continue the process

Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

[Continue](#)

[Get help with this page](#)

Save the information and check the email received

**Your Government Gateway
user ID is:**

number

We have sent it to

You will need your user ID and your password each time you sign in to Government Gateway.

[Continue](#)

[Get help with this page](#)

Save the email

Gateway ID can be used for others electronic service into HRMC

Government Gateway <no-reply@access.service.gov.uk>
Lun 07/12/2020 14:52
À : Vous





To

Your name

Your new Government Gateway user ID is:

number

Keep this email or make a note of your user ID. You'll need it to sign in.

If you are not sharing this email account and did not request a Government Gateway user ID contact HMRC.

This is an automatic email - please don't reply.

From Government Gateway

Get a GB EORI

2

Select the information

Choose the type of account you need

- Individual
Includes personal tax account, tax credits, Self Assessment and Child Benefit
-  Organisation
Includes limited companies, partnerships, charities, trusts and estates
- Agent
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

[Continue](#)

[Get help with this page.](#)

Confirm the email for the EORI notification

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English | [Cymraeg](#)

[◀ Back](#)

What is your email address?

We'll use this to send you:

- the result of your EORI application
- updates on changes to CDS declarations and services
- financial notifications, including new statements and direct debit advance notices
- exports notifications

Continue

[Get help with this page.](#)

Confirmation of the email for EORI process

Get an EORI number

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[En](#)

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Check your email address

Email address

We'll send you a link to confirm your email address.

Is this the email address you want to use?

Yes, this is the email address I want to use

No, I need to change this email

[Get help with this page.](#)

Check the reception of the email for HMRC digital, and click into the link received



HMRC digital <noreply@tax.service.gov.uk>
Lun 07/12/2020 14:54
À : Vous



HM Revenue & Customs

Verify your email address

Dear Customer

You've chosen to get electronic communications from HMRC.

Click on the link below to verify your email address.

<https://www.tax.service.gov.uk/email-verification/verify?token=ak1MRkJJYnZvQk95Y056RHpZS0JTV3M0N2hb2YzMnozRzNDZnFYaE11bENoN2xHU0c3c2NWcDIXL1RLMUEyeCtoRVNJK2JXaTJuMHVEbGtUUmPyODV3QnA2eGhTU0gzaDICjdITGRpL1JSL1JRaEdncV>

From HMRC Digital

If you're unsure an email is from HMRC:

- Do not reply to it or click on any links
- Report the suspicious email to HMRC - to find out how, go to GOV.UK and search for 'Avoid and report internet scams and phishing'

Répondre | Transférer

Continue the selection

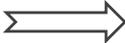
 **GOV.UK** Get an EORI number Sign out

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English | [Cymraeg](#)

[◀ Back](#)

Where is your organisation established?

- UK
- The Isle of Man
- The Channel Islands
-  A country in the EU other than the UK
- Outside the EU

[▶ Countries in the EU](#)

[Continue](#)

[Get help with this page.](#)

Select into the list proposed

 **GOV.UK** Get an EORI number Sign out

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What do you want to apply as?

 an organisation

a sole trader

an individual

[Continue](#)

[Get help with this page.](#)

Record the full correct name of the registration

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[◀ Back](#)

What is your registered organisation name?

Continue

[Get help with this page.](#)

Select the answer

English | [Cymraeg](#)

[◀ Back](#)

Does your organisation have a Unique Taxpayer Reference (UTR) number issued in the UK?

You will have a UTR number if your organisation pays corporation tax in the UK.

Yes



No

[▶ Can't find your Corporation Tax UTR number?](#)

[Continue](#)

[Get help with this page.](#)

Complete the elements of the company subscribing

 **GOV.UK** Get an EORI number Sign out

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[English](#) | [Cymraeg](#)

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Enter your organisation address

Address line 1

Address line 2 (optional)

Town or city

Region or state (optional)

Postcode (optional)

Country

[Continue](#)

Record the creation date

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English | [Cymraeg](#)

[◀ Back](#)

When was the organisation established?

Enter the date your organisation was established

For example, 31 3 1980

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Continue](#)

[Get help with this page.](#)

Confirm the contact information with email and address to confirm

 **GOV.UK** Get an EORI number Sign out

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[English](#) | [Cymraeg](#)

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Who can we contact?

We will use these details to contact you about your EORI number. We will also use them to contact you if there are any issues with your customs activities.

Full name

Email address
ingrid_team@hotmail.com

Telephone
Only enter numbers, for example 01632 960 001

Fax (optional)
Only enter numbers, for example 01632 960 001

Is this the right contact address?

We will use this address to contact you

13 rue de l'aérodrome
GRANDPUITS BAILLY CARROIS
77720
France

Yes

No

Record the information required

Does your organisation use a shortened name?

For example, Her Majesty's Revenue and Customs is known as HMRC.

Yes

No

[Continue](#)

[Get help with this page.](#)

Record the information required

 **Get an EORI number** [Sign out](#)

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[English](#) | [Cymraeg](#)

[Back](#)

What is the Standard Industrial Classification (SIC) code for your organisation?

A SIC code is a 5 digit number that helps HMRC identify what your organisation does. In some countries it is also known as a trade number. If you do not have one, you can search for a relevant SIC code on [Companies House](#) ([opens in a new window or tab](#)).

SIC code

[Continue](#)

[Get help with this page.](#)

<https://siccode.com/>

Range of SIC Codes ↕	Division ↕
0100-0999	Agriculture, Forestry and Fishing
1000-1499	Mining
1500-1799	Construction
1800-1999	not used
2000-3999	Manufacturing
4000-4999	Transportation, Communications, Electric, Gas and Sanitary service
5000-5199	Wholesale Trade
5200-5999	Retail Trade
6000-6799	Finance, Insurance and Real Estate
7000-8999	Services
9100-9729	Public Administration
9900-9999	Nonclassifiable

Select the answer

 **GOV.UK** **Get an EORI number** **Sign out**

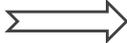
BETA This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

[← Back](#)

Is your organisation VAT registered in the UK?

Yes

 No

[Continue](#)

[Get help with this page.](#)

Select the answer and complete VAT EU number of the compagny

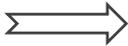
 **GOV.UK** **Get an EORI number** [Sign out](#)

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[← Back](#)

Is your organisation VAT registered in other EU member countries?

 Yes

No

[Continue](#)

[Get help with this page.](#)

Next slide could be different and you need to record the EU VAT number

Select the information

 **GOV.UK** Get an EORI number Sign out

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English | [Cymraeg](#)

[← Back](#)

Do you want to include your organisation name and address on the EORI checker?

HMRC will add your EORI number to a public checker kept by the European Commission. You can also agree to include your organisation name and address. This can help customs and freight agents identify you and process your shipments.

Yes - I want my organisation name and address on the EORI checker

 No - Just show my EORI number on the EORI checker

[Continue](#)

[Get help with this page.](#)

Confirm or change the elements

 **Get an EORI number**

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E

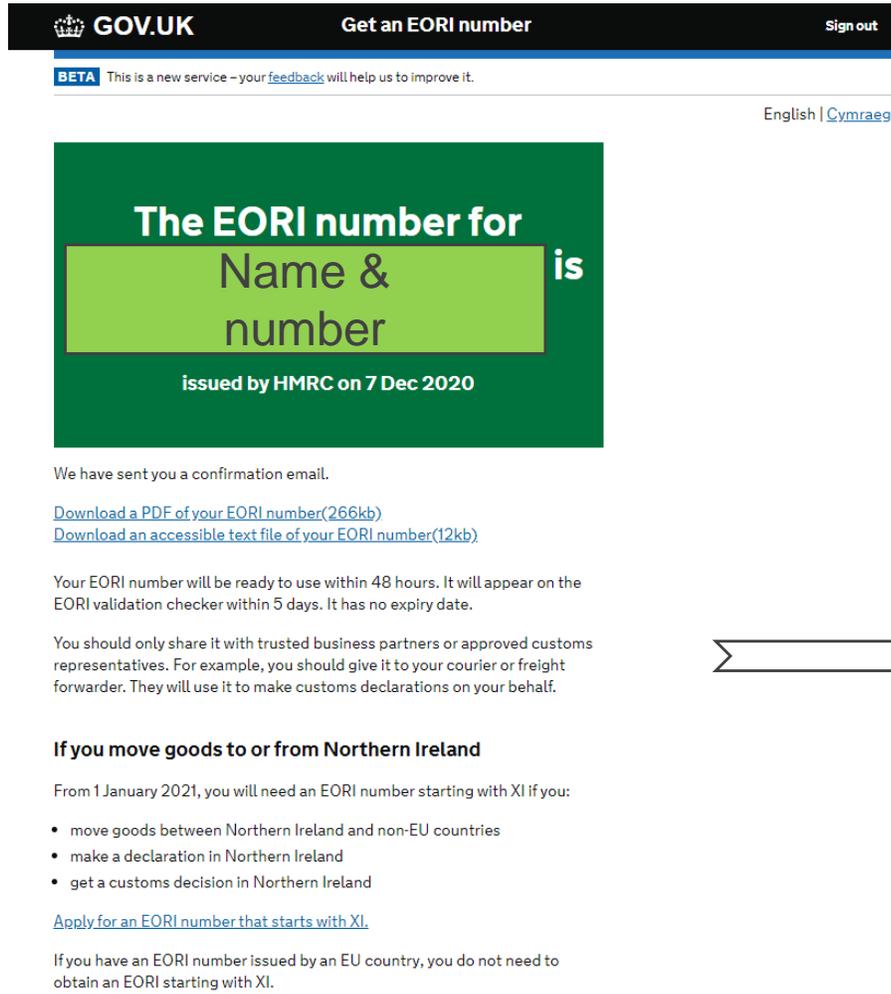
Check your answers

[Start again](#)

Organisation name	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 20px; text-align: center;">Your elements to check</div>	Change
Corporation Tax UTR number		Change
Organisation address		Change
Date of establishment		Change
Contact		Change
Shortened name	Not entered	Change
UK VAT Number	Not entered	Change
Postcode of your UK VAT registration address	Not entered	
UK VAT effective date	Not entered	
EU VAT numbers	Not entered	Change
Standard Industrial Classification (SIC) code	7997	Change
Organisation details included on the EORI checker	No - Just display my EORI number on the EORI checker	Change

Confirmation on the screen

The approval will arrive soon after per email



The screenshot shows the GOV.UK website interface for 'Get an EORI number'. At the top, there is a navigation bar with the GOV.UK logo, the page title 'Get an EORI number', and a 'Sign out' link. Below the navigation bar, a blue banner indicates 'BETA This is a new service – your feedback will help us to improve it.' and a language selector for 'English | Cymraeg'. The main content area features a large green box with white text that reads: 'The EORI number for [Name & number] is issued by HMRC on 7 Dec 2020'. Below this box, there is a confirmation message: 'We have sent you a confirmation email.' followed by two links: 'Download a PDF of your EORI number(266kb)' and 'Download an accessible text file of your EORI number(12kb)'. Further down, it states: 'Your EORI number will be ready to use within 48 hours. It will appear on the EORI validation checker within 5 days. It has no expiry date.' and 'You should only share it with trusted business partners or approved customs representatives. For example, you should give it to your courier or freight forwarder. They will use it to make customs declarations on your behalf.' A large white arrow points from this section to the right. Below the arrow, there is a section titled 'If you move goods to or from Northern Ireland' which explains that from 1 January 2021, an EORI number starting with XI is required for certain movements. It lists three conditions: moving goods between Northern Ireland and non-EU countries, making a declaration in Northern Ireland, and getting a customs decision in Northern Ireland. A link 'Apply for an EORI number that starts with XI.' is provided. Finally, it notes that if you have an EORI number issued by an EU country, you do not need to obtain an EORI starting with XI.

Your EORI number will be ready to use within 48 hours. It will appear on the EORI validation checker within 5 days. It has no expiry date.

You should only share it with trusted business partners or approved customs representatives. For example, you should give it to your courier or freight forwarder. They will use it to make customs declarations on your behalf.

If you move goods to or from Northern Ireland

From 1 January 2021, you will need an EORI number starting with XI if you:

move goods between Northern Ireland and non-EU countries

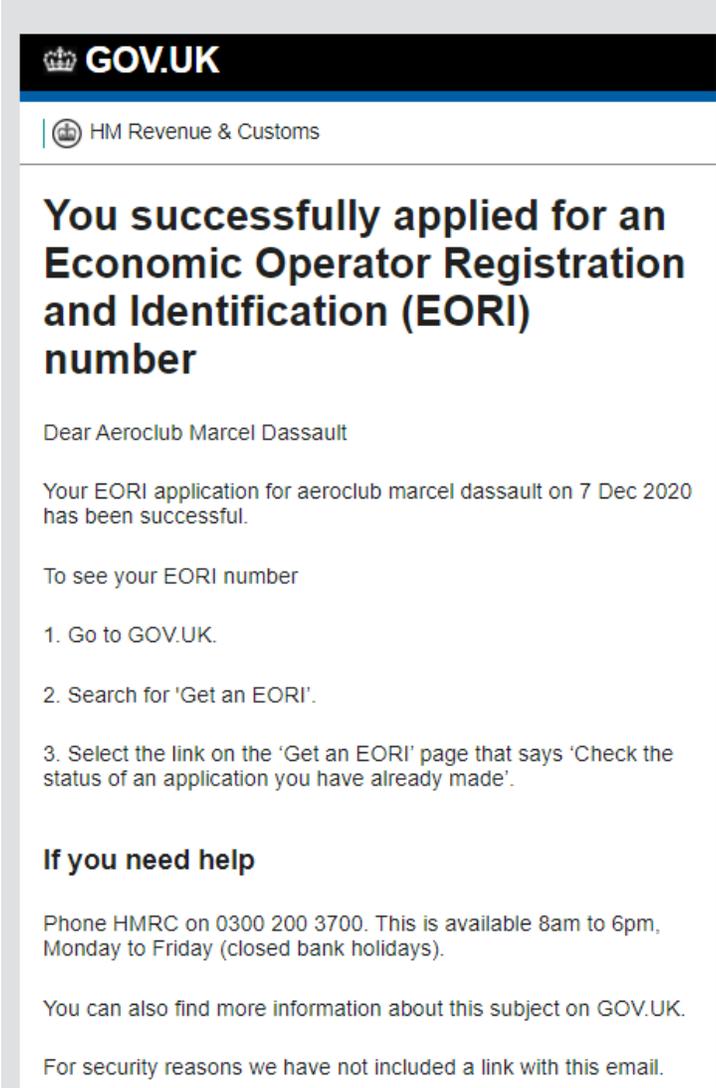
make a declaration in Northern Ireland

get a customs decision in Northern Ireland

[Apply for an EORI number that starts with XI.](#)

If you have an EORI number issued by an EU country, you do not need to obtain an EORI starting with XI.

Approval per email



GOV.UK

HM Revenue & Customs

You successfully applied for an Economic Operator Registration and Identification (EORI) number

Dear Aeroclub Marcel Dassault

Your EORI application for aeroclub marcel dassault on 7 Dec 2020 has been successful.

To see your EORI number

1. Go to GOV.UK.
2. Search for 'Get an EORI'.
3. Select the link on the 'Get an EORI' page that says 'Check the status of an application you have already made'.

If you need help

Phone HMRC on 0300 200 3700. This is available 8am to 6pm, Monday to Friday (closed bank holidays).

You can also find more information about this subject on GOV.UK.

For security reasons we have not included a link with this email.

Create GMR

3

If you login Before 23 december 2020, the service is not available

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

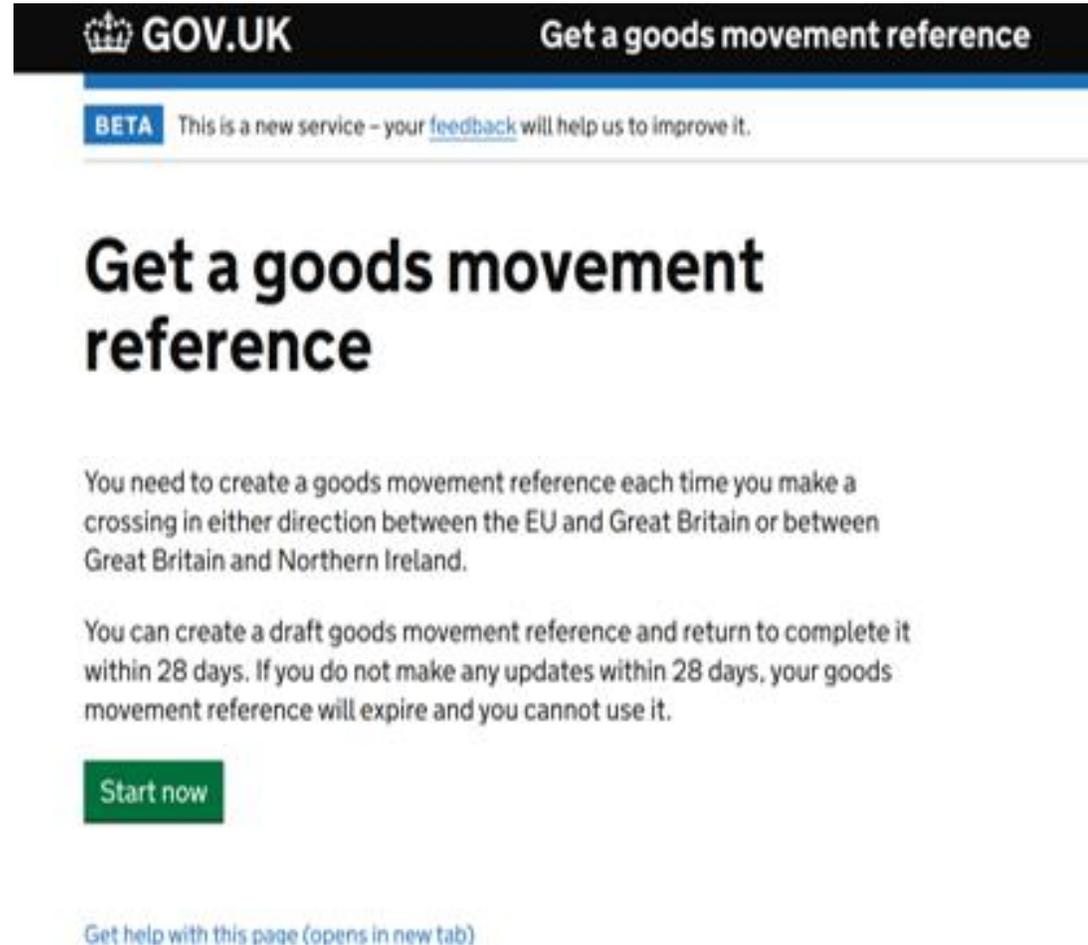
Sign in

Sorry, the service is unavailable

You will be able to use the service from Wednesday 23 December 2020.

After login in via GATEWAY ID, the service will allow to get a GMR

press “start” and select the correct crossing



The screenshot shows the top of the GOV.UK page with the title 'Get a goods movement reference'. A blue banner indicates it is a BETA service. The main heading is 'Get a goods movement reference'. Below this, there is explanatory text about the requirement to create a GMR for crossings between the EU and Great Britain or Northern Ireland, and a note about the 28-day draft validity. A green 'Start now' button is visible at the bottom left, and a link for help is at the bottom.

GOV.UK Get a goods movement reference

BETA This is a new service – your [feedback](#) will help us to improve it.

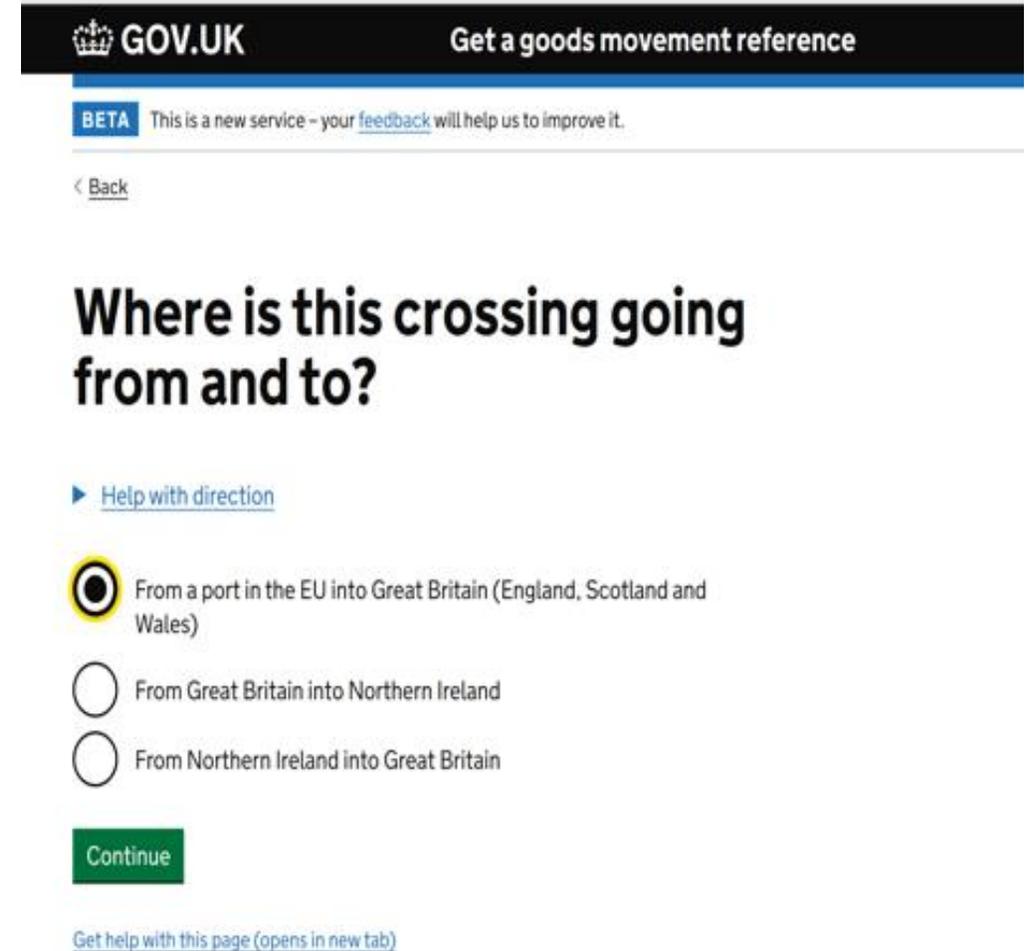
Get a goods movement reference

You need to create a goods movement reference each time you make a crossing in either direction between the EU and Great Britain or between Great Britain and Northern Ireland.

You can create a draft goods movement reference and return to complete it within 28 days. If you do not make any updates within 28 days, your goods movement reference will expire and you cannot use it.

[Start now](#)

[Get help with this page \(opens in new tab\)](#)



The screenshot shows the 'Where is this crossing going from and to?' page on GOV.UK. It features a 'Back' link, a 'Help with direction' link, and three radio button options for crossing directions. A green 'Continue' button is at the bottom, along with a link for help.

GOV.UK Get a goods movement reference

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[Back](#)

Where is this crossing going from and to?

[Help with direction](#)

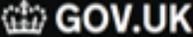
- From a port in the EU into Great Britain (England, Scotland and Wales)
- From Great Britain into Northern Ireland
- From Northern Ireland into Great Britain

[Continue](#)

[Get help with this page \(opens in new tab\)](#)

Check and create (or correct via change button)

And select « update your draft with more information » to continue

 **GOV.UK** Get a goods movement reference

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[< Back](#)

Check the direction

Direction From a port in the EU into Great Britain (England, Scotland and Wales) [Change](#)

Creating a draft goods movement reference (GMR)

Selecting **Create GMR** will create your goods movement reference which you can use to make transport bookings.

! You will not be able to change the direction once you create a draft goods movement reference. You can add and update the origin and destination ports at any time before you travel.

[Create GMR](#)

Draft created

Your draft goods movement reference
GMR | 8ZCX 3CKC

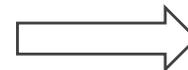
What happens next

You can use this draft goods movement reference to make transport bookings.

You must update it before you travel with all of the mandatory information.

You can update it at any time before you travel.

The status of a goods movement reference can change, you must check the status on the dashboard and correct any errors before travelling to the port.



[Update your draft with more information](#)

[Go back to the dashboard](#)

[Get help with this page \(opens in new tab\)](#)

Record section by section

Section 1 : select route and continue to select carrier

GOV.UK Get a goods movement reference

BETA This is a new service – your [feedback](#) will help us to improve it.

Update GMR I 8ZCX 3CKC direction: EU to GB

- 1. About your crossing**
 - [Select the planned route](#) Not started
- 2. About your vehicle**
 - [Confirm if the driver will travel with the vehicle](#) Not started
 - [Enter the vehicle registration number](#) Not started
 - [Enter unit numbers](#) Not started
- 3. About your declarations**
 - [Confirm if the vehicle contains goods](#) Not started
 - [Enter declaration reference numbers](#) Cannot start yet

Completing your goods movement reference

You must complete all of the sections relevant to this crossing before you go to the port.

[Delete this goods movement reference](#)

[Get help with this page \(opens in new tab\)](#)



GOV.UK Get a goods movement reference

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[Back](#)

Section 1: About your crossing

Select the planned route

Select the ports for the crossing that this goods movement reference applies to.

Select a port of departure

Calais

Select a port

- Dover
- Folkestone (Eurotunnel)
- Tilbury

[Continue](#)

[Get help with this page \(opens in new tab\)](#)

GOV.UK Get a goods movement reference

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[Back](#)

Section 1: About your crossing

Select a carrier

- DFDS Seaways
- P&O Ferries
- Unknown

[Continue](#)

[Get help with this page \(opens in new tab\)](#)

Select Eurotunnel
for DPD network

Record section by section

Go to section 2 – 1st step (you will have section 1 completed)

GOV.UK Get a goods movement reference

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Update GMR I 8ZCX 3CKC direction: EU to GB

1. About your crossing

Select the planned route	Completed
--	-----------

2. About your vehicle

Confirm if the driver will travel with the vehicle	Not started
Enter the vehicle registration number	Not started
Enter unit numbers	Not started

3. About your declarations

Confirm if the vehicle contains goods	Not started
Enter declaration reference numbers	Cannot start yet

Completing your goods movement reference

You must complete all of the sections relevant to this crossing before you go to the port.

[Delete this goods movement reference](#)

[Get help with this page \(opens in new tab\)](#)



GOV.UK Get a goods movement reference

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[< Back](#)

Section 2 - About your vehicle

Confirm if the driver will travel with the vehicle on the crossing

Yes, the driver will travel with the vehicle

No, the trailer will be left at the port

[Continue](#)

[Get help with this page \(opens in new tab\)](#)

Record section by section

Continue the section 2 – 2nd step

GOV.UK Get a goods movement reference

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Update GMR I 8ZCX 3CKC direction: EU to GB

1. About your crossing

Select the planned route	Completed
--	-----------

2. About your vehicle

Confirm if the driver will travel with the vehicle	Not started
Enter the vehicle registration number	Not started
Enter unit numbers	Not started

3. About your declarations

Confirm if the vehicle contains goods	Not started
Enter declaration reference numbers	Cannot start yet

Completing your goods movement reference

You must complete all of the sections relevant to this crossing before you go to the port.

[Delete this goods movement reference](#)

[Get help with this page \(opens in new tab\)](#)



GOV.UK Get a goods movement reference

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[< Back](#)

Section 2 - About your vehicle

Enter the vehicle registration number

You can find this on the number plate, or licence plate of the vehicle bringing the goods to the port.

[Continue](#)

[Get help with this page \(opens in new tab\)](#)

Record section by section

Finish the section 2 – 3rd step

GOV.UK Get a goods movement reference

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Update GMR I 8ZCX 3CKC direction: EU to GB

1. About your crossing

Select the planned route	Completed
--	-----------

2. About your vehicle

Confirm if the driver will travel with the vehicle	Not started
Enter the vehicle registration number	Not started
Enter unit numbers	Not started

3. About your declarations

Confirm if the vehicle contains goods	Not started
Enter declaration reference numbers	Cannot start yet

Completing your goods movement reference

You must complete all of the sections relevant to this crossing before you go to the port.

[Delete this goods movement reference](#)

[Get help with this page \(opens in new tab\)](#)



GOV.UK Get a goods movement reference

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[Back](#)

Section 2: About your vehicle

Enter unit numbers

Enter a trailer number (optional)

You can add up to two trailers to this movement. You must add all trailers associated with this crossing.

Trailer 1:

Trailer 2:

Enter a container reference number (optional)

You can add up to two container reference numbers. Leave this field empty if you are not moving containers.

Container 1:

Container 2:

[Continue](#)

[Get help with this page \(opens in new tab\)](#)

Record section by section

Section 2 complete, go to section 3 for step 1 and 2

GOV.UK Get a goods movement reference

BETA This is a new service - your feedback will help us to improve it.

Update GMR I 8ZCX 3CKC direction: EU to GB

1. About your crossing

Select the planned route	Completed
--------------------------	-----------

2. About your vehicle

Confirm if the driver will travel with the vehicle	Completed
Enter the vehicle registration number	Completed
Enter unit numbers (optional)	Completed

3. About your declarations

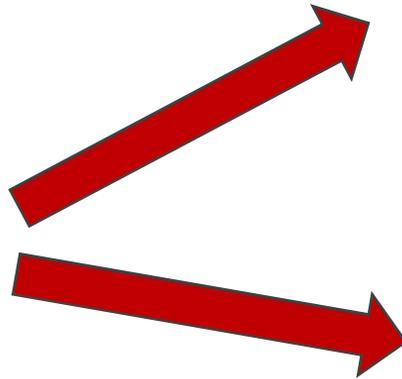
Confirm if the vehicle contains goods	Not started
Enter declaration reference numbers	Cannot start yet

Completing your goods movement reference

You must complete all of the sections relevant to this crossing before you go to the port.

[Delete this goods movement reference](#)

[Get help with this page \(opens in new tab\)](#)



GOV.UK Get a goods movement reference

BETA This is a new service - your feedback will help us to improve it.

[Back](#)

Section 3 - About your declarations

Confirm if the vehicle contains goods

Yes, the vehicle contains goods

No, the vehicle is empty

[Continue](#)

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GOV.UK Get a goods movement reference

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Section 3: About your declarations

Enter a transit MRN

WWW123456789123456

Confirm the type of document

Transit Accompanying Document (TAD)

Transit Security Accompanying Document (TSAD)

[Continue](#)

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Record section by section

All steps are completed , select continue and add all MRN

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Update GMR I 8ZCX 3CKC direction: EU to GB

- 1. About your crossing**

Select the planned route	Completed
--	-----------
- 2. About your vehicle**

Confirm if the driver will travel with the vehicle	Completed
Enter the vehicle registration number	Completed
Enter unit numbers (optional)	Completed
- 3. About your declarations**

Confirm if the vehicle contains goods	Completed
Enter declaration reference numbers	Completed

Completing your goods movement reference

You have completed all of the sections relevant to this crossing. Select continue to check your answers before you go to the port.

[Continue](#)



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Section 3: About your declarations

You have added 1 declaration

[Help with errors](#)

WWW123456789123456	Transit declaration	Change Remove
--------------------	---------------------	---

You must add declarations for all goods on this crossing.

[Add another declaration](#)

[Continue](#)

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Confirmation to get GMR and print

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Check your answers

Goods movement reference	GMR 8ZCX 3CKC
Direction	From a port in the EU into Great Britain (England, Scotland and Wales)

About your movement

Planned route	Departing: Calais Arriving: Dover Carrier: DFDS Seaways	Change
---------------	---	------------------------

About your vehicle

Driver travelling with the vehicle	Yes	Change
Vehicle registration number	P88 6234	Change
Trailer and container numbers	123456	Change

About your declarations

Vehicle contains goods	Yes	Change
------------------------	-----	------------------------

Declaration reference	Type	Safety & security reference	
WW123456789123456	Transit declaration		Change

Finish your goods movement reference

You are confirming that, to the best of your knowledge, the details you are providing are correct.

[Finish](#)

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Present this goods movement reference at the port

GMR | 8ZCX 3CKC

Planned route	Calais to Dover
Vehicle registration number	P88 6234
Trailer numbers	123456

What happens next

The driver needs to present this goods movement reference at the port.

[Print this page](#)

You should check the status of your goods movement reference on the dashboard. You will be able to see any errors or inspection requests there.

If there are errors on your goods movement reference you will need to correct them before travelling to the port.

You can change any of the information in this goods movement reference at any time before you check in. The barcode and reference will stay the same, so you only need to print or share this once.

[Return to dashboard](#)

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