

The Declaration Unique Consignment Reference (DUCR) and why it is important (for imports of plants, flowers, fresh fruit and vegetables).

1. Introduction

The declaration UCR and the optional part suffix is the main reference key to any CHIEF declaration, and will also be the primary data item for matching import consignments containing plants, flowers, fresh fruit and vegetables on the CHIEF Import Declaration and any PEACH Advance Notification.

As a particular example, where the Declaration UCR and Part are created by separate individuals i.e. Advanced Notifications by the importer and import declarations by the agent, the communication of the precise format of declaration UCR, as outlined below, including any part suffix (optionally completed) will be of paramount importance to ensure an exact match can be achieved. The importance of achieving a match is that ALVS can transmit decisions to CHIEF in near real time resulting in automatic clearance for consignments granted green (release) decisions from the matching PEACH Advance Notification.

2) Format of the Declaration UCR

The format of the declaration UCR should conform with the UCR structure recommended by the World Customs Organisation (WCO). The format of a trader generated Declaration UCR is <year> <country><TURN><-><traders reference> where:

<year> = the year in which the DUCR was allocated, for example '9' if allocated in 2009, '0' if allocated in 2010 and '1' if allocated in 2011 etc.

Therefore for the year 2009, ensure the year component of the DUCR entered onto the PEACH advance notification contains the single '9' digit and not '09'. In 2010, enter the year as a single '0' digit and not '10'.

<country> = the country where the DUCR was allocated.

<TURN> = the identity of the trader as known to HMRC. In the UK this is the 12 character TURN.

<-> = a dash.

<reference> = a unique series of characters that the trader, whose TURN is included in the DUCR, devises, and which provides an audit trail with traders commercial records. This component of the DUCR is restricted to numbers, upper case letters and certain special characters viz. '0' to '9', 'A' to 'Z', '-', '(', 'and'). Forward slashes (/) and colons (:) must **NOT be used**.

To ensure a positive outcome from DUCR and optionally completed, part suffix matching is achieved, the DUCR reference quoted within the PEACH advance notification and the CHIEF import declaration will need to be identical to meet the requirements of the ALV matching algorithm.

Equally failure to complete the Declaration UCR on the CHIEF Import declaration will mean that CHIEF will generate a DUCR reflecting the entry number details resulting in a mismatch situation and ultimately, **incurring delays in Customs clearance**. If CHIEF generates a DUCR because a genuine DUCR has not been completed on the Import declaration, the corresponding PEACH application will require amending to match the same DUCR reference created on CHIEF.

3) The DUCR Part Suffix

Whilst it is recommended that unique declaration UCRs are specified from your own commercial records, (this can be anything unique to the trader) the use of the DUCR part suffix allows two or more SAD import declarations to have the same core declaration UCR.

On CHIEF, up to 4 characters have been made available for the part suffix that, in combination with a (up to) 35 character declaration UCR, must be unique.

Whilst the optionally completed DUCR part suffix can contain a 3 numeric 'part' number and an optional alpha check letter e.g. '001A', PEACH will not permit you to enter the alpha check letter into the optional Part number field. The alpha character check letter is ignored by ALVS in matching. In the above example, the Part number would be entered in the PEACH Advance Notification Part field as '001'.

Part Numbers can be entered with leading zero's in both CHIEF and PEACH. Where a Part Number is used the same exact Part Number must be entered, unless you wish to take advantage of Bulk Matching, see paragraph below. For example, if you enter a Part of '03' into PEACH, then the CHIEF Part must be entered as '03' and not '3' or '003'.

4) The ALVS Matching Process

Flexibility has been built into the ALVS matching solution, to ensure that where identical DUCRs are entered on multiple PEACH applications, ALVS can handle 'one' to 'many' and 'many' to 'many' relationships between Advance Notifications and import declarations. This paper will not document all the matching capability that ALVS provides to match PEACH consignment lines to CHIEF Import Declaration items.

ALVS offers two types of matching, known as Single rule matching and Bulk rule matching. ALVS will attempt to match your PEACH consignment lines to CHIEF Import Declaration items initially using Single rule matching and then Bulk rule matching.

Details of further aspects of ALVS matching are shown in the Annex attached to this paper.

5) Containers with mixed products

For multiple or single containers where each of the Advance Notifications contain mixed commodities/varieties that subsequently obtain a green (release) decision from DEFRA or RPA, under the Bulk matching rule a multi item import declaration can be submitted to CHIEF (same DUCR but entering a part suffix) that reflects on each item of the declaration, the different commodities/varieties. Remember the same Bulk matching rules apply as outlined in the Annex to this paper.

6) Refused Decisions

Dependant upon the type of issue notified to you by the inspection bodies, you will need to work with them to resolve the situation. To obtain clearance for any 'Green ball' consignments held alongside those actioned, it is possible that you will have to make or amend submissions already made. A brief summary of the correction options available on PEACH and CHIEF are outlined below.

Where a second CHIEF Import declaration is subsequently required to clear a refused PEACH application, e.g. in respect of a documentary check failure for one of the multiple containers, the PEACH application with the refused consignment will either;

- require amendment to the DUCR on the application line with the refused consignment or;
- the PEACH application cancelled altogether and two new PEACH applications created to separate out released consignments from any refused ones.

The new PEACH application can either have the same DUCR as the original PEACH application but with a DUCR part suffix entered or a completely new DUCR with no part suffix. To achieve a match whenever ALVS receives an amended or new import declaration to resolve a refused decision, the DUCR and Part Suffix entered on PEACH must be identical to the DUCR and part suffix entered on the second CHIEF Import declaration covering the refused consignment.

ALVS will not receive or match scenarios involving; re-processing (including movement for correction – HCG4), seized, destroyed or re-exported consignments. These will be handled under existing manual processes.

7) In Summary

To increase the likelihood that a timely and successful matching process takes place you are encouraged to submit the Advance Notification to PEACH, at least four working hours notice for arrivals by air, and at least three working days notice in all other instances, in advance of the import declaration including any pre-lodged import declarations. This sequence will enable you to establish the results of the HMI/PHSI decisions in advance and allow you to reflect how you submit your customs declarations to reflect differing types of PEACH decisions i.e. separate out green (release) decisions from any red/white failures.

Annex: Detailed options and explanations regarding DUCR Matching

Single Rule Matching

Single rule matching requires

- DUCR and Part combination provided on the CHIEF Import Declaration and PEACH Advance Notification to be exactly the same.
- Where no Part is to be used then the Part must not be entered on both the PEACH Advance Notification(s) and CHIEF Import Declaration.
- More than one Advance Notification can have the same repeated DUCR and Part to facilitate individual item to consignment line matching where more than 4 items are required to be matched (a single PEACH Advance Notification contains a maximum of 4 consignment lines).

Bulk Rule Matching

Bulk rule matching has been provided to facilitate traders who complete PEACH applications on the basis of one application per container as a result of the commercial invoice, packing list and phytosanitary certificate being documented separately.

Bulk rule matching requires that

- a DUCR and a Part combination must be provided on the CHIEF Import Declaration.
- Each PEACH Advance Notification should only contain a single consignment line with the same exact DUCR as the CHIEF Import Declaration but no Part must be recorded.

Multiple Containers on a Single Vessel

When dealing with multiple containers on a single vessel/voyage, there are two approaches to the creation of the containers to RPA HMI and Plant Health in the PEACH Advance Notification.

- **Option 1:** Create a separate PEACH Advance Notification for each container. Ensure that only one consignment line is in the PEACH Advance Notification)
- **Option 2:** Create a single PEACH Advance Notification, enter each container as a consignment line up to a maximum of 4 consignment lines. If necessary continue entering additional consignments on further PEACH Advance Notifications as required.

Choosing to handle Defra/RPA 'released' consignments before other 'held' consignments.

Obtaining a CHIEF release on Defra released Consignments.

If for commercial reasons, you wish to obtain a CHIEF release for those consignments that already have release decisions and you do not wish to wait for remaining release decisions, then;

- this can only be done by creating separate CHIEF Import Declarations.

If you decide to do this, where multiple ALVS released consignments involve different TARIC codes;

- a CHIEF Import Declaration should be created containing an item for each PEACH consignment line that has all its necessary release decisions.
- Each item must be created with a weight to match the total weight of each released consignment.

Multiple PEACH consignments for a Single CHIEF Declaration.

Alternatively where you have multiple ALVS released consignment lines which all map to the same TARIC code then;

- you can create a single corresponding item on the CHIEF Import declaration with a weight matching to the summed total weight of those consignment lines.

Having created the import declaration, in most circumstances this will result in;

- ALVS matching the item(s) to the consignments and sending the release decisions through to CHIEF.
- The import declaration will be automatically released and those consignments on the PEACH advance notification(s) will become finalised.
- If this does not happen then refer to the section below entitled 'Additional steps required for early release'

When the remaining 'held' consignments have received their release decisions in PEACH then;

- an additional CHIEF import declaration will need to be created.
- The additional import declaration can contain the same DUCR as the previously released import declaration, but remember CHIEF will not

permit two import declarations to co-exist with the same exact DUCR and Part combination.

Same DUCR but new Part Suffix in the new import declaration

If you use the same DUCR but new Part Suffix in the new import declaration then;

- no PEACH DUCR amendment should be required to facilitate the ALVS release.
- Create the import declaration with only the item(s) that now have release decisions.
- ALVS should match those items to those consignments and cause that import declaration to be released.
- Once released in CHIEF, those consignments on the PEACH advance notification(s) will be finalised.
- If this second Import Declaration is not released then see section 'Additional steps required for early release'

If you decide to use a new DUCR in your new import declaration then you will have to use the PEACH DUCR Amend function to change the DUCR on the PEACH advance notifications contain the now newly released consignments.

You need to be aware that amendment of the DUCR/Part on advance notifications;

- may not be possible if the PEACH advance notification(s) you wish to amend have already been finalised, as they contain consignments already released.
- In such cases you should consider using the same DUCR and a new Part Suffix in the new CHIEF Import Declaration.

Additional steps required for early release

There can be some unique circumstances where ALVS is not able to automatically supply the release decisions to CHIEF to facilitate automated release of the import declaration. This can happen where;

- there are PEACH consignments that share the same exact DUCR and Part combination and;
- all have the same TARIC mapping and some of those consignments you wish to release, whilst others still have hold decisions.

For example if you have multiple PEACH consignment of Apples of variety Cox Pippin with release decisions and also a PEACH consignment of variety Braeburn which is still being held.

In such a case you should first

- attempt to create the CHIEF import declaration with each item representing each consignment line with matching individual weights. This should allow the Import Declaration to be released.

If however you wish to create the CHIEF import declaration with a single item representing the total summed weight of the released consignment lines then

- an additional PEACH DUCR Amend step will be required.

The PEACH DUCR Amend function must be used to change either the Part number or the DUCR of the advance notifications containing the non released consignments. The type of DUCR amendment you make will depend on your decision as to whether the new CHIEF Import Declaration you will create for the non released consignments will contain the same DUCR and a Part combination not already used or whether a new different DUCR will be used.

Once the appropriate DUCR amendment(s) have been made to those PEACH advance notification(s) then

- ALVS should be able to match the initial released consignment lines to the CHIEF Import declaration and
- an automated release of the Import Declaration will occur.

When the remaining held consignments have received their release decisions then

- an additional CHIEF import declaration will have to be created.
- Create the import declaration with the item(s) that now have release decisions.
- This new import declaration must contain the DUCR (and Part if applicable) that you amended on the PEACH advance notification(s).