**Brochure: Shipment notification system BE004**

# 1. General

Here you will find information on using the online notification system for waste shipments transiting Belgium. This application allows you to electronically submit shipment notifications and enter into an undertaking that will entitle you to a discount on the fee for processing your official transit notification file.

It is **not** possible to use this application to submit official transit notifications. These must still be sent to the IRPC.

# 2. Summary of fees

The fees are shown below:

| Standard fee | €400 |
|---|---|
| Online submission by both parties (with undertaking provided on time) | €200 |
| Maritime shipment through the same port | €0 |

# 3. User registration

Once the IRPC starts processing your official transit notification file, we will send you an e-mail concerning the fees and registration. You will be able to register by clicking on a link in this e-mail. You cannot automatically register simply by submitting a notification.

Registration is required if you wish to make use of the online shipment notification system.

PLEASE NOTE: The shipment notification system registers shipment data only with the IRPC, not with the other authorities involved.

To register as a new user, follow the instructions in the e-mail sent to you:

To enter into an undertaking to submit your shipping declarations online, please comply with the following instructions:

1. Register a user via the following link: Register. This link will remain valid for three days, or until you receive a new registration e-mail.
2. Once the notification has been finally approved by **all the authorities involved**, the user can log in via the website and submit pre-declarations or post-declarations.

Clicking on "Register" will take you to the following screen:

# IVCIE

**Commission interrégionale de l'Emballage**
**Interregionale Verpakkingscommissie**

Any user who registers below must be authorised to notify shipments (pre- or post-notification) on behalf of the company.

> UserName

> Email

> FirstName

> LastName

> en ⌄

The notifier can benefit from a discount of €200 on the administrative fee if **both** the notifier **and** the consignee undertake to provide pre- and post-notifications of shipments online. You can do this for only this notification or for all future notifications.

Registration for:

◉ I want to enjoy the reduction in file costs and commit myself to the electronic execution of these transport notifications. I am aware that both the notifier and recipient must enter into the same commitment to be able to enjoy this reduction.

| Notification number | Valid until | Electronic engagement |
|---|---|---|
| KEVTEST101 | 02-12-2020 | ☐ |

◯ online submission of shipping declarations **for this and all future notifications**

The discount will not be granted until the IRPC (BE004) has received an undertaking from **both parties**. The IRPC can ask for the discount to be refunded if one or both parties fail to comply with their undertaking.

A notifier or consignee/facility can always choose to submit shipping declarations online, subject to making an undertaking, regardless of whether the other party does so. If only one party chooses this option, there is no entitlement to a discount.

This message is not a request for actual payment of the fee due.

This message may **not be regarded** as a decision regarding a notification.

> **Create a user**

The e-mail address provided here is linked to the user (the person who submits the shipment notifications). It does not need to be the same e-mail address as the one in the official transit notification document. If you use the "forgotten your password?" option, the link to change your password will be sent to this e-mail address.

Registration for:

◉ I want to enjoy the reduction in file costs and commit myself to the electronic execution of these transport notifications. I am aware that both the notifier and recipient must enter into the same commitment to be able to enjoy this reduction.

| Notification number | Valid until | Electronic engagement |
|---|---|---|
| KEVTEST101 | 02-12-2020 | ☐ |

◯ online submission of shipping declarations **for this and all future notifications**

The discount will not be granted until the IRPC (BE004) has received an undertaking from **both parties**. The IRPC can ask for the discount to be refunded if one or both parties fail to comply with their undertaking.

Indicate here whether your undertaking relating to online submission concerns specific official transit notifications, or this notification and all future notifications that do not yet exist.

If you send the IRPC multiple notifications where you are the notifier or consingee, you will receive several registration e-mails, since one registration e-mail per notification is always issued. However, you can only register using the last e-mail sent by the IRPC. The other notifications (for which the registration e-mail has expired and is therefore no longer active) can also be included at this point.

> Please note that the registration e-mail always expires three working days after being sent, in which case it will no longer be possible to use the online shipment notification system for this/these official transit notification(s).

After clicking on "Create user", the user is registered in our system. You will then receive another e-mail inviting you to create your password.



Clicking on the link to create your password takes you to the following screen:



Please note that your password must contain at least 1 capital letter, 1 number and 1 special character (other than a … z, A … Z or 0 … 9).

## 4. Access to the application

Once you have successfully completed registration, you can log in to the online shipment notification system (https://transit.ivcie.be/) with your username and password.

## 5. Forgotten your password?

If you have forgotten your password, you can reset it using the "Forgotten your password?" button.

Enter the user's e-mail address and click on "Request new password".



We will then send you an e-mail to enable you to create a new password:



**Interregional Packaging Commission**
**CA transit Belgium BE004**

Dear,

A new password has been requested for your email address on the IVC - transit website. If you wish to enter a new password, you can click on this link.

Yours sincerely,

IVC - Transit

Gaucheretstraat 92-94 Rue Gaucheret · 1030 Brussel / Bruxelles · T. +32 (0)2 209 03 60 · f. +32 (0)2 209 03 98 · info@ivcie.be      www.ivcie.be

Enter your new password.

## 6.  Inputting shipment notifications

You can use our application to input your pre-notifications (notifiers) and post-notifications (consignees). When you log in, you will see the following screen:



You may only input shipment notifications relating to an official transit notification that has been fully approved. If you do not find the relevant official notification, please contact the IRPC by e-mail at askwsr@ivcie.be.

## 7.  Searching for an official transit notification

You can conduct a specific search by adding search terms to the various fields and clicking on "Search", or simply click on "Search" to get a list of all possible notifications.



Click on "Select" to input the required shipment notifications for this official transit notification.



## 8. Inputting a pre-notification

All fields must be completed, with the exception of the quantity. If this is left blank, the average quantity will be taken into account, i.e. the total approved quantity divided by the total number of approved shipments.

If you wish to input more than one shipment, click on the "+" symbol to enter the next shipment notification.

To save the shipment notifications, click on "Save changes". As long as you have not clicked on this button, you can still delete rows. This will no longer be possible once you have saved.

If a shipment that has already been notified does not take place, you can cancel it by clicking on the "Cancel" checkbox.

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## 9. Inputting a post-notification



To input a post-notification, enter the serial number, the shipment arrival date and the quantity.

If you have refused an entire shipment, enter "0" as the quantity.

If you wish to input more than one post-notification, click on the "+" symbol to enter the next post-notification.

As long as you have not clicked on "Save changes", you can still delete rows. This will no longer be possible once you have saved.

If a saved post-notification contains incorrect information, please contact the IRPC by e-mail at askwsr@ivcie.be.