



ExportNet

User Guide **Version 2.33**

**CMR Export Declarations, Consolidations,
Pre-Receipt Advices and Forwarding Instructions**

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PART A – GENERAL

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Introduction

Tradegate has developed a new version of ExportNet to meet the CMR requirements as well as the electronic Pre Receival Advice (PRA), which has now become electronic.

The new version of ExportNet has the following features:

- CMR compliant, users will not require a digital certificate;
- New technology giving greater reliability;
- Provides CMR declarations, PRAs and consolidations
- Forwarding Instructions

Help

- For general problems encountered while using the ExportNet service, contact the Tradegate help desk on **1300 552 393** for support or alternatively email support@tradegate.org.au.
- If you are unclear on any of the fields and their meaning, select the HELP option in the system for descriptions or check the field explanations in this user guide.
- If you have any difficulties in accessing the Internet or frequently lose your connection, contact your Internet Service Provider (ISP) to see if there is a connection problem.

Accessing ExportNet

To use the ExportNet service, you must be registered and have an active TG account number, username and password. Activation of your account would not have occurred unless you have posted the ExportNet User Relationship agreement to Tradegate and have been advised by a Tradegate administrator that your account has been activated.

- Visit www.tradegate.org.au and click on 'Login' underneath ExportNet.

<p>Home About Us Products & Services Members Contact Us</p> 			
<p>Payments</p> <p>Make secure online payments to shipping companies, freight forwarders and other releasing parties.</p> <p>Login Register About</p>	<p>ExportNet</p> <p>Request Export Declaration Numbers (EDNs) and send Pre-Receipt Advices (PRAs) to container terminals.</p> <p>Login Register About</p>	<p>Smartimports</p> <p>Request and receive electronic delivery orders.</p> <p>Login Register About</p>	<p>ImportNet CMR</p> <p>Lodge Import Manifests and request underbond movements.</p> <p>Login Register About</p>
 <p>ExportNet</p> <p>Produce export documentation and PRAs from one system with ExportNet. It's cost-effective, powerful and easy to use.</p>	<p>Microsofts Internet Explorer 8 and ICS</p> <p>Customs and Border Protection does not currently support the newly released Internet Explorer 8 for use with the Integrated Cargo System (ICS).</p> <p>An update from Customs and Border Protection of when IE8 can be used will be published on the 30th of June 2009.</p> <p style="text-align: right;">read more</p>		
 <p>Smartimports</p> <p>Smartimports is an industry initiative designed to reduce cost and improve operational processes.</p>	<p>PortBIS Update No 3 – 19 March 2009</p> <p>PortBIS has been further enhanced to support provision of actual arrival and departure information direct from Sydney Ports Corporation. This arrival and departure information is the latest and most up to date for the Port of Sydney. The Sydney Ports Corporation and Tradegate have an agreement to share data which is supplied for the wider community benefit. Tradegate would like to thank Sydney Ports Corporation for its co-operation in the supply of this service.</p> <p>In addition to the arrival and departure information, PortBIS also supports empty container return information for 10 shipping companies and 22 container parks across Australia. This underlines one of the key objectives of PortBIS – the provision of a national port community information system. Registered Smartimports users can login to their account at www.tradegate.org.au and explore these new features.</p> <p style="text-align: right;">read more</p>		
 <p>TransCode</p> <p>Provides access to codes commonly used in Australian e-commerce.</p>	<p>PortBIS Update No 2 – 12 December 2008</p> <p>In September 2008, Shipping Australia announced that it was participating with Tradegate in a pilot of a port community system. The pilot, called PortBIS, is designed to be used nationally with the</p>		
 <p>Support</p> <p>Contact Tradegate Support on</p>			

PART A – GENERAL



PART A – GENERAL

- Enter your Account Number (TG No), your login and password. Login details are case sensitive.

Unregistered ExportNet Users

If you are NOT yet registered with ExportNet please carry out the following steps:

1. Central registration with the MaxeTrade
2. Register for MaxeTrade Payments
3. Register with ExportNet

To begin the process please [click here](#)

Registered Users

Please proceed by entering your login details below:

Account	<input type="text" value="TG80"/>
Login	<input type="text" value="tradegate"/>
Password	<input type="password" value="*****"/>
	<input type="button" value="Login"/>

- Once logged into your ExportNet account, you can begin to use the service.

The screenshot shows the top navigation bar of the ExportNet application with the following items: Home, Consignments, Consolidations, EXIT, PRA/ERA, Status, Import Messages, History, Trading Partnerships, Help, and Logoff. Below the navigation bar, the 'Home' page is displayed with a list of menu items and their descriptions:

- Home**
- Consignments**
Search, create, edit and delete consignments.
- Consolidations**
Search, create, edit and delete consolidations. Users will be advised as new features become available in the run up to CMR.
- EXIT**
Search, create, edit and delete export declarations to Customs.
- PRA/ERA**
Search, create, edit and delete pre-receival advices to the terminals.
- Status**
Search, view and request status messages.
- Import Messages**
Allows the user to upload message files for incorporation into the database and/or messaging system. Users will be advised as new features become available in the run up to CMR.
- History**
View historical records of consignments and consolidations.
- Trading Partnerships**
Allows users to apply for and confirm trading partnerships. Users will be advised as new features become available in the run up to CMR.
- Help**
Help Text and other information.
- Logout**
Closes the user's session.

PART A – GENERAL

PART B – CMR EXPORT DECLARATION

Create a new CMR Export Declaration

- To create a new Export declaration, click on 'Consignments' on the orange menu bar.
- Then click on the 'NEW' button.

The screenshot shows the 'Consignments' menu bar in orange with the following items: Home, Consignments, Consolidations, EXIT, PRA/ERA, Status, Import Messages, History, Trading Partnerships, Help, and Logoff. Below the menu bar, the 'Consignments' section is active, displaying a 'Reference Type *' dropdown menu set to 'EXPORTER'S REFERENCE No.' and a 'New' button. Other buttons include 'Lookup', 'Delete Selected', 'Clear Selection', and 'Query Status Of Selected'. Below these are input fields for 'Reference', 'Vessel/Voyage', 'Final Destination', 'Date', and 'Export Date' (set to 'ALL'). There are also dropdown menus for 'Document Type' and 'Condition', both set to 'SELECT ALL DOCUMENTS' and 'SELECT ALL CONDITIONS' respectively.

- Start off by entering a unique reference for this consignment and continue to enter all the required fields in the Export Declaration header. Then click on 'SAVE' to save the details.

Note: Any field that has an orange asterisk next to the label is a required field for a CMR Export Declaration. (See section B-4 for more information on the fields)

The screenshot shows the 'New Consignment' form. At the top right, there are two orange asterisks: '* Required For CMR Exports' and '* Required For PRAs'. Below the menu bar, there are buttons for 'Save', 'Send', 'New', 'Clone', 'Delete', 'Print', 'History', 'Get Status', and 'Save Layout'. The 'Export Declaration' section is expanded, showing various fields with orange asterisks indicating they are required. The fields include: Reference (AS-180105), Invoice Currency (Australian Dollar), Total FOB Value (0), Excisable (Prescribed Goods), Warehouse, Mode (Sea), Goods Type (General Export), Flight/Voyage No, Carrier Code, VesselIMO, Cargo Type (Containerised), EDN, Date of Export (31/01/2005), Port of Loading (AUSYD), Port of Discharge (SGSIN), Final Destination (HKHKG), Terminal ID, Country of Destination (HONG KONG), User Is (Owner), Exporter Customs Client Code, Consignee Name (APEX MERCHANDISE), Consignee City (HONG KONG), and Total No of Containers.

PART B – CMR EXPORT DECLARATION

- Once you have filled out the Export declaration header details then open up the 'Goods Items' section by clicking on the arrow, if not already open. Then click on the 'New Goods Item' button.

The screenshot shows a header 'Goods Items' with a dropdown arrow. Below it, the text 'No Goods Items' is displayed. At the bottom of the section is a button labeled 'New Goods Item'.

- Enter the details for that particular goods item. If the AHECC code entered requires a Permit, please ensure that a valid permit number is entered otherwise you will receive an error response from Customs.

Export Declaration - Goods Item

Reference: AS-2209 EDN No: CRN No: Latest Status: SAVED

New Goods Item

- * Required for CMR Exports
- * Required for PRAs

* Move Type:

 * AHECC Code: (Tennis shoes, basketball shoes, gym shoes, training shoes and similar sports footwear, with outer soles of rubber or plastics)

 No of Packs:

 * Pack Type:

 * Goods Description:

 * Origin Country: (AUSTRALIA)

 * Goods Origin:

 * FOB:

 * Net Qty: PR

 * Gross Wt: KG

 Temporary Import No:

 Permits: Enter multiple permits separated with spaces.

 * Goods Item Equipment

 EquipmentNo:

- Once you click on 'SAVE ITEM' you will be taken back to the Goods Items section and your goods item will be listed as follows. *Click on the pencil symbol if you need to edit the goods item or the cross to delete the goods item. You can also continue to add more Goods Items.*

The screenshot shows a header 'Goods Items' with a dropdown arrow. Below it, the text 'Total No of Packs: 0' is displayed. A table lists the goods item with columns for Goods Description, Origin Country, Net Qty, Gross Wt, AHECC Code, Permit No, Temp Imp No, FOB Value, and Actions. The 'Actions' column contains a pencil icon and a cross icon. At the bottom of the section is a button labeled 'New Goods Item'.

Goods Description	Origin Country	Net Qty	Gross Wt	AHECC Code	Permit No	Temp Imp No	FOB Value	Actions
Tennis shoes, basketball shoes, gym shoes, training shoes and similar sports footwear, with outer soles of rubber or plastics	AUSTRALIA	500 PR	450 KG	64041100			1500	

- Once all goods items are entered, the Export Declaration can be sent to Customs. (See section B-2)

Sending a CMR Export Declaration

- Once all details for the Export declaration have been completed, click on the 'SEND' button to send to Customs.
- You cannot send the declaration to Customs if any required fields are missing.
- Also for every new message created, it **must be sent as an ORIGINAL**.
Only send the message with a REPLACE or WITHDRAW action if you have received an EDN number back from Customs. Otherwise any changes need to be sent with an ORIGINAL status again.

CMR Export Declaration

Reference: AS-2209 EDN No: CRN No: Latest Status: SAVED

Send Message

Last Action:
Action: 

Declaration: Non-Confirming
 Confirming
 Confirmed

Note! Confirming and Confirmed Declarations can only be made if a user has been registered as a Confirming Exporter with Australian Customs

- Click on SEND MESSAGE to deliver the declaration to Customs. You will receive a confirmation message that your declaration has been sent.

CMR Export Declaration

Reference: AS-2209 EDN No: CRN No: Latest Status: SENT Latest Message: EXD

Your message has been sent to Customs.

Note: Most users are set up as a Non-Confirming user. Confirming and Confirmed users require special authorisation from Customs. If you are not registered as a confirming or confirmed user with Customs you cannot use these options to get a response back from Customs.

PART B – CMR EXPORT DECLARATION

Lookup CMR Export Declarations

- To search for a consignment or look up an EDN number, click on the 'LOOKUP' button to display all records or enter the criteria in the fields such as the reference number or status.

Consignments

Reference Type * EXPORTER'S REFERENCE No.

Reference

Vessel/Voyage / Document Type

Final Destination Condition

Date: -

Export Date:

Search has found 95 matching records

Reference	Export Date	Date/Time	Document Type	CANNo	Status	Vessel/Voyage	Final Destination	Select/Unselect All Page: 1 2 3 4
AB-3S	30/12/2004	29/11/2004 16:31	ORIGINAL	AAAAM7FGX	CLEAR	/123	Singapore SINGAPORE	<input type="checkbox"/>
SNG010	01/01/1970	29/11/2004 16:20	REPLACE	AAAAM3EH4	SAVED	9232577/SNG010		<input type="checkbox"/>
test_msg_order	31/12/2004	29/11/2004 16:18		AAAAM6WN7	SAVED	9007374		<input type="checkbox"/>
OP2	30/11/2004	29/11/2004 15:25	ORIGINAL	AAAAM7FF4	CLEAR		Singapore SINGAPORE	<input type="checkbox"/>
AB-2S	30/11/2004	29/11/2004 14:48	ORIGINAL	AAAAM7E7T	REJECTED	9232577		<input type="checkbox"/>
AB-1	30/11/2004	29/11/2004 14:47	ORIGINAL		REJECTED	/123	Singapore SINGAPORE	<input type="checkbox"/>
STORES_3	30/11/2004	25/11/2004 11:22	ORIGINAL	AAAAM7AE4	CLEAR	/QF100		<input type="checkbox"/>
STORES_2	30/11/2004	25/11/2004 11:18	ORIGINAL	AAAAM7AC9	CLEAR	9232565/101		<input type="checkbox"/>
op-1	30/11/2004	23/11/2004 11:49	ORIGINAL	AAAAM63WL	IDLE			<input type="checkbox"/>

- If there is an error response, you must go to STATUS (see section E -1) to view the error.

Field Explanations

*Indicates a required field for a CMR Export Declaration

General

- Save button** » Saves the details entered
- Send button** » Sends the Export Declaration to Customs
- New button** » Creates a new Export Declaration
- Clone button** » Allows you to duplicate an Export Declaration which has already been created and/or sent
- Delete button** » Deletes the current Export Declaration, which was created and/or sent. If a message has been deleted after receiving a response from Customs, the message response will still appear under 'Status'
- Print button** » Prints out a summary page of your Export Declaration
- History button** » Shows each action taken for that particular message transaction including EDI messages
- Get Status** » Allows you to obtain the latest status from Customs for this particular message

PART B – CMR EXPORT DECLARATION

- **Save Layout button** » Will save the screen layout the way you want it to remain e.g. all groups expanded or collapsed

Export Declaration Header

- ***Reference** » Enter a unique reference
- ***Invoice Currency** » Select the currency in which the FOB value relates to
- **Total FOB value** » This is the total value of all goods items and will be auto-calculated
- **Excisable** » Indicates whether the goods are excisable e.g. alcohol and tobacco
- **Prescribed** » Prescribed goods are a subset of Customable/Excisable goods. These are goods that are subject to Customs duty and are contained in a list in the Customs Regulations e.g. Imported cigarettes released from a Customs warehouse
- **Warehouse** » Customs ID for location of excisable goods prior to export.
- ***Mode** » The mode of transport being either sea, air or post
- *** Goods Type** » The type of goods may be either 'General Export', 'Stores' (Ship/Aircraft), 'Spares' (Ship/Aircraft), 'Postal' (Postal is automatically selected if Mode is set to Postal), Accompanied Baggage or Own Power.
- **Flight/Voyage No** » Only required if the Goods Type is 'Stores' or 'Spares'. Enter a flight number if the mode of transport is air or enter a voyage number if the mode of transport is sea. (Required when creating a PRA see section D-1).
- **Carrier Code** » Only required if the Goods Type being exported is either "Stores" or "Spares". Either the airline carrier or the ocean carrier (shipping line) code depending on mode of transport. Click on the lookup to type in the name of the carrier or enter the code if known. Please note that the carriers are listed under their full name and not their abbreviations e.g. OOCL is listed as ORIENT O'SEAS C/. (Required when creating a PRA see section D-1).
- **VesselIMO** » The vessel IMO (lloyds no) number is only required if the goods are being exported as ship's stores i.e. duty free goods to be consumed on the vessel itself. Click on the lookup to search for the vessel name or enter the number if known. (Required when creating a PRA see section D-1).
- ***Cargo Type** » Select either 'Containerised', 'Non-containerised' (loose goods), 'Combination' (some goods containerised, some loose) or Bulk.
- **EDN** » This is the Export Declaration Number which is sent by Customs once they have received the Export Declaration request that is not in error.
- ***Date of Export** » The date the goods are intending to leave the country
- ***Port of Loading** » Place where the goods are to be loaded for export. Click on the lookup to search for the port name or enter the code if known

PART B – CMR EXPORT DECLARATION

- ***Port of Discharge** » Place where the goods are to be discharged from the vessel, aircraft or post. Click on the lookup to search for the port name or enter the code if known
- ***Final Destination** » Place where the goods leave the control and the responsibility of the carrier. Click on the lookup to search for the port name or enter the code if known
- ***Country of destination** » This defaults from the final destination. Click on the lookup to search for the country or enter the code if known
- ***Terminal ID** » Choose from the drop down list which terminal the container is being delivered to. (Required when creating a PRA see section D-1).
- ***Owner** » Select owner if the user is declaring goods they are exporting themselves
- ***Agent** » Select agent if the user is reporting goods on their client's behalf
- ***Exporter Customs Client Code** » Only used if 'Agent' is flagged. The client code of the exporter is normally the Exporter's ABN. If they do not have an ABN, they must have a CCID number.
- ***Consignee Name** » The person/company to whom the goods are consigned to
- ***Consignee City** » The city in which the consignee is located

Goods Item Details

- ***Move Type** » If the cargo is containerised select from one of the 'FCL' or 'LCL' move types. If the cargo is not containerised then select 'Loose Goods'. If the cargo is loaded in a piece of equipment other than a container e.g. trailer, select 'Equipment other than a container'.
- ***AHECC Code** » Australian Harmonised Export Commodity Codes. Click on the lookup to search for the type of commodity or enter the code if known
- ***No. of Packs** » For sea consignments, input 0(zero) if the consignment is FCL, bulk shipments or live animals. For all other instances place a number greater than 0. For air consignments, input the number of packages greater than 0.
- ***Package Type** » Select the type of package in which the cargo is packed
- ***Goods Description** » Will default from the AHECC code but may be overwritten
- ***Origin Country** » The country from which the goods originated. The default is AU for Australia. Click on the lookup to search for the country or enter the code if known. (UN LOCODE – 2 character country code)
- ***Goods Origin** » The state of origin of the goods. Also includes the option for 'foreign' goods. If the origin country was selected as a country other than Australia, then the goods origin will default to Foreign.

PART B – CMR EXPORT DECLARATION

- ***FOB** » The total value of this particular goods item only. This is not the value of the whole consignment
- ***Net Qty** » The net quantity is dependent on the AHECC code. Will default to the correct unit once the AHECC code has been selected
- ***Gross Wt** » The total weight for this particular goods item, not the whole consignment
- **Temporary Import No** » When goods are transiting Australia – i.e. they have been imported from overseas and will be held in bond awaiting shipment elsewhere, Customs will grant a Temporary Import No. If applicable this should be inserted here.
- **Permits** » Enter the relevant permit issuing agency prefix and permit number (no spaces). More than one permit can be entered by separating with a space. In some instances a permit may not be required and you can just leave the field empty.

Goods Item - Equipment

- **Equipment No (Container No)** » Identifies the specific piece of equipment. (Required when creating a PRA see section D-1).
- **Seal No** » The number of the seal attached to the container. (Required when creating a PRA see section D-1).

CMR Export Declaration Hints

- The EDN number is also known as a CAN number "
- Only send messages with a REPLACE or WITHDRAWAL action if you have received an EDN number back from Customs. Otherwise any changes need to be sent with an ORIGINAL status again. I.e., always send ORIGINAL unless you have received an EDN/CAN from Customs.
- The Exporter Client ID field, replaces the Owner details from the old EXIT system. Instead of putting in ABN=62672727111, you just need to put the ABN number in directly. If the ABN number is not registered with Customs, it must be registered. Register the number at Customs if you have your own PKI or call the help desk if you don't have your own PKI.
For any client that doesn't have an ABN number, they must have a CCID number. Call the help desk to arrange for one otherwise if you have your own PKI, you can do this yourself in the Customs Interactive.
- If the goods are containerised regardless of whether they are LCL or FCL, the total amount of containers needs to be included in the declaration header.

PART B – CMR EXPORT DECLARATION

- If the goods being exported are 'Stores' or 'Spares', you need to change the 'Goods Type' option from 'General Export' to 'Stores' or 'Spares'. The details for the aircraft or vessel must also be entered.
- For 'Accompanied Baggage' declarations, there are a few rules that apply.
If the mode of transport = AIR, then the following fields must be entered:
 - Carrier Code (Airline IATA Code) e.g. QF=Qantas
 - Flight Number

If the mode of transport = SEA, then the following fields must be entered:

 - Vessel IMO Number (Lloyds Number)
 - Voyage No
- If an export declaration is indicated as 'excisable', they might also need to be flagged as 'prescribed'. Excisable goods are used to identify that the goods are subject to Customs and/or excise duty. Prescribed goods are a subset of Excisable goods. These are goods that are subject to Customs duty and are contained in a list of Customs Regulations. Here are some examples:

AHECC Code	Generic Description
Spirits	
2207.10.00	Undenatured ethyl alcohol, 80% or higher
2207.20.00	Ethyl alcohol and other spirits
2208.20.10	Brandy (grape)
2208.20.90	Other brandy
2208.30.00	Whiskies
2208.70.00	Liqueurs and cordials
Cigarettes & Tobacco	
2401.10.00	Unmanufactured tobacco, not stemmed/stripped
2401.20.00	Unmanufactured tobacco stemmed
2401.30.00	Unmanufactured tobacco refuse
2402.10.01	Cigars, cheroots and cigarillos containing tobacco (not exceeding 0.8 g per stick)
2402.10.02	Cigars, cheroots and cigarillos containing tobacco (exceeding 0.8 g per stick)
2403.10.10	Smoking tobacco / cut tobacco

PART C – CONSOLIDATIONS

Create a new CMR Export Sub Manifest

- To create a new CMR Export Sub Manifest click on 'Consolidations' on the orange menu bar
- Then click on 'NEW'

The screenshot shows the 'Consolidations' menu bar with options: Home, Consignments, Consolidations, EXIT, PRA/ERA, Status, Import Messages, History, Trading Partnerships, Help, Logoff. Below the menu bar, the 'Consolidations' section contains search filters: Reference Type* (Consolidation Ref), Reference (text input), Date (text input), Departure Date (ALL), Condition (ALL), and buttons for Lookup, New, Delete Selected, Clear Selection, and Query Status Of Selected.

- Start off by entering a unique reference for this consignment and continue to enter all the required fields in the consolidation header. Then click on 'SAVE' to save the details.

Note: Any field that has an orange asterisk next to the label is a required field for a CMR Consolidation (See section C-4 for more information on the fields)

New Consolidation.

The screenshot shows the 'New Consolidation' form with buttons: Save, Send, New, Import Consignment(s), Import Consolidation(s), Print, History, Clone, Delete, Save Layout. The 'Consolidation Header' section contains fields: *Reference (AS-2210), *Mode (Sea/Air), *Flight/Voyage No, *Carrier Code, *VesselIMO, **Date of Departure (21/10/2004), *Port of Loading, *Port of Discharge, *Final Destination, *Terminal ID, and *Ocean Carrier's Ref No.

- Adding consolidation items to this sub manifest can be done in a number of different ways. You can key the information directly as a new consolidation item, you can import Export Declarations that have been approved by Customs or you can import other Consolidations that have been approved by Customs.
- To type in the details for a new consolidation item, for example if you have details from another consolidator, click on the 'New Goods Item' button.

The screenshot shows the 'Consolidation Items' section with the text 'No Consolidation Items' and a 'New Consolidation Item' button.

PART C – CONSOLIDATIONS

- Enter the details for that particular consolidation item making sure that all required fields are entered. If the Type is selected as 'CAN', then the Exporter ID is not required.

Export Sub Manifest - Consolidation Item

Reference: AS-2210 CRN No: Latest Status: SAVED as at 30/09/2004 20:01

Consolidation Item: 1

* Required for CMR Exports
* Required for PRAs

* Type:

** CAN No:

No of Packs:

No of Containers:

* Goods Description:

* Destination Country: (HONG KONG)

Exporter:

* Goods Item Equipment

EquipmentNo:

- However if the type is selected as 'Exempt', then you will need to specify the exemption type such as goods under the value of \$2000 and also enter the Exporter's ID.

Consolidation Item: 1

* Required for CMR Exports
* Required for PRAs

* Type:

** Exemption:

No of Packs:

No of Containers:

* Goods Description:

* Destination Country: (HONG KONG)

Exporter:

* Goods Item Equipment

EquipmentNo:

- Once you click on 'Save Item', you will be taken back to the Consolidation Items and your item will be listed as follows:

Consolidation Items

Total No of Packs: 0
Total No of Containers: 0

Goods Description	Destination Country	Type	Exempt/CAN	Actions
tennis shoes	HONG KONG	CAN	AAAAACECC	<input type="button" value="edit"/> <input type="button" value="delete"/>

- You can then add to the consolidation list by importing Export Declarations which have been cleared by Customs. Click on the 'Import Consignment(s)' button to add more consolidation items.

PART C – CONSOLIDATIONS

- You can select multiple consignments by selecting them and then clicking on 'Import Selected Consignments'. Be warned that if you select the option to copy the header details from the first consignment, it will overwrite the consolidation header details with the header details from that consignment.

Export Sub Manifest - Import Consignments

Reference: AS-2210 CRN No: Latest Status: SAVED as at 30/09/2004 20:01

Import Consignments

Your Reference	CAN No	Description	Select/UnselectAll
AS_October2304	AAAAA37NG	Goods Desc	<input checked="" type="checkbox"/>
AS-Oct0104	AAAAA37LF	Goods Desc	<input checked="" type="checkbox"/>
12lis_1	AAAAACECC	Goods Desc	<input type="checkbox"/>
9lis_1	AAAAACA64	Goods Desc	<input type="checkbox"/>
2209_1	AAAAAIWPL	Goods Desc	<input type="checkbox"/>

Copy header from the first Consignment selected.

Other consolidation messages, which have been cleared by customs can also be included. Click on the 'Import Consolidation(s)' button to add more items.

- Again you can select multiple consolidations by selecting them and clicking on 'Import Selected Consolidations'.

Export Sub Manifest - Import Consolidations

Reference: AS-2210 CRN No: AAAAA37R9 Latest Status: ERROR - VALIDATION as at 30/09/2004 20:46

Import Consolidations

Your Reference	CAN No	Description	Select/UnselectAll
AS-2210	AAAAA37R9	Goods Desc	<input checked="" type="checkbox"/>
test_2		Goods Desc	<input type="checkbox"/>
test_1		Goods Desc	<input type="checkbox"/>

Copy header from the first Consolidation selected.

- Once all the consolidation items have been entered, the Export Sub Manifest can be sent to Customs. (See section C-2)

Sending a CMR Export Sub Manifest

- Once all the details for the consolidation message have been completed, click on the 'SEND' button to send to Customs.
- You cannot send the message to Customs if any required fields are missing.
- Also for every new message created, it **must be sent as an ORIGINAL**.

Note: If there have been amendments to the header details, you must send the consolidation with a 'REPLACE' action. If you are amending any line items, you must also send the consolidation with a 'REPLACE' action. (See section C-5 for Consolidation hints)



The screenshot shows a web interface for sending a CMR Export Sub Manifest. At the top, the title "CMR Export Sub Manifest" is displayed in red. Below the title, the reference information is shown: "Reference: AS-2210 CRN No: AAAAA37R9 Latest Status: SAVED as at 30/09/2004 21:06". A section titled "Send Message" in red contains the following elements: "Last Action: original", "Action: Original" (with a dropdown arrow), and two buttons: "Send Message" and "Back".

- Click on 'Send Message' to deliver the consolidation message to Customs. You will receive a confirmation message that your declaration has been sent.

PART C – CONSOLIDATIONS

Lookup Consolidations

- To search for a consolidation or look up a CRN number, click on the 'LOOKUP' button to display all records or enter the criteria in the fields such as the reference number or date range.

Consolidations

Reference Type*: Consolidation Ref

Reference:

Date: -

Departure Date: ALL Condition: ALL

Search has found 55 matching records

Reference*	System Reference	Date/Time	CRNNo	Status	Carrier/Flight/Voyage	Final Destination	Select/Unselect All Page: 1 2 3
100	2710_1	26/11/2004 15:17	AAAAM3EPA	REJECTED		Hamburg HH GERMANY	<input type="checkbox"/>
102	test2311_2	26/11/2004 10:20		SAVED		Anchorage AK UNITED STATES	<input type="checkbox"/>
101	TEST2311_1	23/11/2004 12:11		ERROR		Anchorage AK UNITED STATES	<input type="checkbox"/>
69	eric_del_test	23/11/2004 12:06	AAAAL4KLA	REJECTED		Anchorage AK UNITED STATES	<input type="checkbox"/>
65	AS-test210904	23/11/2004 12:03	AAAALJY7T	SENT		Hamburg HH GERMANY	<input type="checkbox"/>
2	myref	18/11/2004 17:08	AAAALJ6MY	CLEAR - EXPIRED:REPORTED	ANL/131N	Hong Kong HONG KONG	<input type="checkbox"/>

- If there is an error response, you must go to STATUS (see section E -1) to view the error. There will be an error message and then each consolidation item will be listed as cleared or in error.

Consolidation Field Explanations

**Indicates a required field for an Export Sub Manifest*

General

- **Save button** » Saves the details entered
- **Send button** » Sends the consolidation to Customs
- **New button** » Creates a new consolidation
- **Import Consignments** » Import an ExportNet consignment that has an EDN issued by Customs
- **Import Consolidations** » Import an ExportNet consolidation that has a CRN issued by Customs
- **Print button** » Prints out a summary page of your Consolidation
- **History button** » Shows each action taken for that particular message transaction including EDI messages
- **Clone button** » Allows you to duplicate a consolidation sub manifest which has already been created and/or sent
- **Delete button** » Deletes the current consolidation which was created and/or sent
- **Get Status** » Allows you to obtain the latest status from Customs for this particular message
- **Save Layout button** » Will save the screen layout the way you want it to remain e.g. all groups expanded or collapsed

Consolidation Sub Manifest Header

- ***Reference** » Enter a unique reference
- ***Mode** » The mode of transport being either sea or air
- **Flight/Voyage No** » Enter a flight number if the mode of transport is air or enter a voyage number if the mode of transport is sea. (Required when creating a PRA see section D-1).
- **Carrier Code** » Either the airline carrier or the ocean carrier (shipping line) code depending on mode of transport. Click on the lookup to type in the name of the carrier or enter the code if known. Please note that the carriers are listed under their full name and not their abbreviations e.g. OOCL is listed as ORIENT O'SEAS C/. (Required when creating a PRA see section D-1).
- **VesselIMO** » Click on the lookup to search for the vessel name or enter the number if known. (Required when creating a PRA see section D-1).
- ***Date of Departure** » The date the goods are intending to leave the country

PART C – CONSOLIDATIONS

- ***Port of Loading** » Place where the goods are to be loaded for export. Click on the lookup to search for the port name or enter the code if known
- **Port of Discharge** » Place where the goods are to be discharged from the vessel, aircraft or post. Click on the lookup to search for the port name or enter the code if known (Required when creating a PRA see section D-1).
- **Final Destination** » Place where the goods leave the control and the responsibility of the carrier. Click on the lookup to search for the port name or enter the code if known (Required when creating a PRA see section D-1).
- **Terminal ID** » Choose from the drop down list which terminal the container is being delivered to. (Required when creating a PRA see section D-1)
- **Ocean Carrier's Ref No** » Reference number for the shipping line/carrier. Can be the shipping line booking number or release number (Required when creating a PRA see section D-1)

Consolidation Items

- ***Type** » Either 'CAN' (Customs Allocated Number – EDN or CRN), 'Exempt Goods' or a 'Contingency CAN'.
- ***Exemption** » Only appears if the type is selected as 'Exempt'. Choose the exempt type from the list such e.g. Goods under the value of \$2000
- **No. of Packs** » The number of packages if the goods are not containerised or less than a full container load
- **No. of Containers** » The number of containers if the goods are containerised
- ***Goods Description** » The description of the goods.
- ***Destination Country** » The country in which the goods are consigned to. Enter the code if known or click on the lookup to search for the country. (UN LOCODE 2 character country code)
- **Exporter ID** » The Customs ID of the exporter (normally the ABN). Only used if the goods are Personal Effects or Low Value Items.

Goods Item - Equipment

Equipment No (Container No) » Identifies the specific piece of equipment. (Required when creating a PRA see section D-1)

Consolidation Hints

Note: Due to issues not yet resolved in the design of CMR any of the following actions should be performed one at a time, allowing a few minutes between each action. We are currently waiting for clarification from Customs. For example if you wish to delete two or more consolidation items, after the first deletion, wait a few minutes before you do the next deletion. This should be resolved around December 2004.

- If either the 'Date of Departure' or 'Mode of transport' is amended at the header details, you must send the message to Customs and select 'REPLACE' as the message action in the send screen.
- If any of the details of the consolidation items are to be changed, you must send the message to Customs and select 'REPLACE' as the message action in the send screen.
- If any of the line items within a consolidation are to be deleted, you must wait a few minutes between each deletion.
- To withdraw a consolidation altogether, you must ensure that all line items have been deleted before you send the message to Customs. Then you can send the message and select 'WITHDRAW' as the message action in the send screen.
- For any client that doesn't have an ABN number, they must have a CCID number particularly for client with Personal Effects. Call the help desk to arrange for one. Otherwise if you have your own PKI certificate, you can obtain a CCID yourself through the Customs Interactive System.

PART D – PRE-RECEIVAL ADVICE

In ExportNet, a Pre-Receipt Advice (PRA)/Export Receipt Advice (ERA) can be created in three ways:

- Can be created from a completed CMR Export Declaration, which has been sent to Customs and returned an approved EDN number (please note that this method is not charged extra for the PRA)
- Can be created from a completed CMR Consolidation manifest, which has been sent to Customs and returned an approved CRN number (please note that this method is not charged extra for the PRA)
- A PRA can be created on its own (please note that this way is charged per PRA/Container)

Note: The ExportNet service only includes EQUIPMENT PRAs to P&O, Patrick and CSX terminals around Australia.

Create a new PRA from a CMR Export Declaration

- Open an existing CMR Export Declaration, which has been approved by Customs and returned a clear EDN number.
- Open the Export Declaration and go to 'Message Date and References'.
- Enter the Ocean Carriers Ref as this is a required field for the PRA. This is also known as the shipping company booking number/release number.

Save Send New Clone Print History Delete Save Layout...

Message Date and References

Latest Message: REPLAC
Latest Status: CLEAR
as at 27/07/2004 09:56

ExportNet Ref. #: 92
Exporter's Ref. #: EXP0001
Bill of Lading #:

Ocean Carriers Ref No: OCREF1
Waybill No:
Freight Forwarder's Ref No:
Broker's Ref No:
House Bill No:
Bill of Lading:
Packer's Ref No:

- Go to the 'Export Declaration' section and ensure that all the fields with a blue asterisk have been entered. These fields are required for the PRA.

PART D – PRE-RECEIVAL ADVICE

CMR Export Declaration

Reference: AS-2209 EDN No: AAAALN6NY CRN No: Latest Status: CLEAR Latest Message: EXD

* Required For CMR Exports
* Required For PRAs

Save Send New Clone Delete History Save Layout

Message Date and References

Export Declaration

* Reference: AS-2209	EDN: AAAALN6NY
* Invoice Currency: Australian Dollar	* Date of Export: 20/10/2004
Total FOB Value: 1500 (Australian Dollar)	
Excisable: <input type="checkbox"/>	* Port of Loading: AUSYD (Sydney)
Warehouse: <input type="text"/>	* Port of Discharge: SGSIN (Singapore)
* Mode: <input checked="" type="radio"/> Sea	* Final Destination: HKHKG (Hong Kong)
<input type="radio"/> Air	* Terminal ID: Sydney - Patricks Port Botany
<input type="radio"/> Postal	Country of Destination: HONG KONG
* Goods Type: General Export	* User Is: <input checked="" type="radio"/> Owner
* Flight/Voyage No: 131	<input type="radio"/> Agent
* Carrier Code: OOL (Orient Overseas Container Line)	Exporter Customs Client Code: <input type="text"/>
* VesselIMO: 7526493 (OOCL EXPORTER)	* Consignee Name: APEX MERCHANDISE
Only required if the goods being exported are ship's stores	* Consignee City: HONG KONG
* Cargo Type: Containerised	* Total No of Containers: 1

- To complete the PRA, you need to enter the container details. Go to the goods item which was created and click on the pencil to edit that goods item.
- You will then need to add the container number in the Equipment No field and then click on ADD.
Note: Please ensure you enter the correct container number as you cannot amend it. You will need to delete the entry and re-key the container details if it is incorrect. This is because the container number is the key in creating the PRA.

Export Declaration - Goods Item

Reference: AS-2209 EDN No: AAAALN6NY CRN No: Latest Status: SAVED Latest Message: EXD

Goods Item: 1

* Required for CMR Exports
* Required for PRAs

* Move Type	FCL/FCL
* AHECC Code	64041100 (Tennis shoes, basketball shoes, gym shoes, training shoes and similar sports footwear, with outer soles of rubber or plastics)
No of Packs	50
* Pack Type	CARTON
* Goods Description	Tennis shoes, basketball shoes, gym shoes, training shoes and
* Origin Country	AU (AUSTRALIA)
* Goods Origin	New South Wales
* FOB	1500
* Net Qty	500 PR
* Gross Wt	450 KG
Temporary Import No	<input type="text"/>
Permits	<input type="text"/> Enter multiple permits seperated with spaces.
* Goods Item Equipment	
EquipmentNo: GSTU1234567	<input type="button" value="Add"/>
<input type="button" value="Save Item"/>	<input type="button" value="Back"/>

- Enter the container details that are required for the PRA (everything with a blue asterisk) and then click on the SAVE EQUIPMENT button. It will take you back to 'Goods Item Details'.

PART D – PRE-RECEIVAL ADVICE

Edit Equipment: GSTU123456

*Required For ERAs

Equipment No	GSTU123456
* Type	Container <input type="button" value="v"/>
* Size Type	2EG1 <input type="button" value="Q"/> ([20x8x9.5] General High Cube)
* Status	Export <input type="button" value="v"/>
* Full Or Empty	Full <input type="button" value="v"/>
* Terminal Commodity Code	GENL <input type="button" value="Q"/> (GENERAL)
* Pre-Carriage	Road <input type="button" value="v"/>
* Goods Description	Tennis Shoes
* Gross Wt	22000 KG
Humidity	<input type="text"/> Percent
Air Flow Type	Percentage <input type="button" value="v"/>
Air Flow	<input type="text"/>
Wagon Slot	<input type="text"/>
Reefer Trans Temp	<input type="text"/> °C
Attached Equipment Type	Flat Rack <input type="button" value="v"/>
Attached Equipment No	<input type="text"/>
* Seal No	SEAL123
* Issuer	Shipper <input type="button" value="v"/>
* Condition	Right Condition <input type="button" value="v"/>
HazGoods	
IMDG Class No:	<input type="text"/> <input type="button" value="Add"/>

- You can continue to add containers if you have more than one container on this shipment.
- Once you have finished adding the containers, click on 'Pre-Receive Advice' on the smaller menu – next to 'CMR Export Declaration'. This will change the document type into a PRA and will list all the containers created.



- You can then select your container(s) and then click on 'Send Selected ERAs'. If you need to edit the details, click on the pencil icon.

Export Declaration - ERA List

Reference: AS-test210904 EDN No: AAAALJYFH CRN No: Latest Status: SAVED Latest Message: EXD

Equipment No	ERA Reference	ERA Date Sent	ERA Status	Actions	All
GSTU123456	ERA91		SAVED	<input type="button" value="Pencil"/> <input type="button" value="X"/>	<input type="checkbox"/>

- You will then see a status of sent. If a response has come back from the terminal, it will change from SENT to CLEAR if your PRA has been accepted. This means that your container will be accepted at the terminal (providing all the information you have entered is not false). If your status has changed to ERROR, this means the terminal has not accepted your PRA and you would

PART D – PRE-RECEIVAL ADVICE

need to correct your PRA and resend it. To find out what the error is, you must go to the STATUS option in the top menu.

*Note: Always send a PRA with an ORIGINAL status even if you have already sent the PRA but have amended some details. **The only time you would send the PRA with a status of WITHDRAW is if you have sent the PRA to the wrong terminal (i.e. wrong terminal ID).***

PART D – PRE-RECEIVAL ADVICE

Create a new PRA from a CMR Consolidation

- Open an existing CMR Consolidation, which has been approved by Customs and returned a clear CRN number.
- In the consolidation header, ensure that all the fields with a blue asterisk have been entered. These fields are required for the PRA. Then save the details.

Consolidation Header

* Reference: myref

** Mode: Sea Air

* Flight/Voyage No: 131N

* Carrier Code: ANL (Australian National Line)

* VesselMO: 7526493 (OOCL EXPORTER)

** Date of Departure: 12/12/2004

* Port of Loading: AUSYD (Sydney NS AUSTRALIA)

* Port of Discharge: SSSIN (Singapore SINGAPORE)

* Final Destination: HKHKG (Hong Kong HONG KONG)

* Terminal ID: ()

* Ocean Carrier's Ref No: ANLBOOK1

- To complete the PRA, you need to enter the container details. Go to a consolidation item which was created and click on the pencil to edit that item.
- You will then need to add the container number in the 'Equipment No' field and then click on ADD.
Note: Please ensure you enter the correct container number as you cannot amend it. You will need to delete the entry and re-key the container details if it is incorrect. This is because the container number is the key in creating the PRA.

Export Sub Manifest - Consolidation Item

Reference: AS-test210904 CRN No: AAAALJY7T Latest Status: SAVED as at 24/09/2004 10:50

Consolidation Item: 1

* Required for CMR Exports
* Required for PRAs

* Type: CAN No

** CAN No: AAAALJGPT

No of Packs: 500

No of Containers: 1

* Goods Description: shoes

* Destination Country: FJ (FIJI)

Exporter: ID

* Goods Item Equipment
EquipmentNo: CHLU1234567 Add

Save Item Back

- Enter the container details that are required for the PRA (everything with a blue asterisk) and then click on the SAVE EQUIPMENT button. It will take you back to the 'Consolidation Item' details.

PART D – PRE-RECEIVAL ADVICE

Edit Equipment: CHLU1234567

*** Required For ERAs**

Equipment No: **CHLU1234567**

* Type: Container

* Size Type: 22G2 ([20x8.5] Non-Vented Full Open Both Sides)

* Status: Export

* Full Or Empty: Full

* Terminal Commodity Code: GENL (GENERAL)

* Pre-Carriage: Road

Goods Description: shoes

* Gross Wt: 25000 KG

Humidity: Percent

Air Flow Type: Percentage

Air Flow:

Wagon Slot:

Reefer Trans Temp: °C

Attached Equipment Type: Flat Rack

Attached Equipment No:

* Seal No: SEAL123

* Issuer: Shipper

* Condition: Right Condition

HazGoods

IMDG Class No: Add

Save Equipment Back

- You can continue to add containers if you have more than one container on this shipment.
- Once you have finished adding the containers, click on 'Pre-Receiveival Advice' on the smaller menu – next to 'CMR Export Sub Manifest'. This will change the document type into a PRA and will list all the containers created.



- You can then select your container(s) and click on 'Send Selected ERAs'. If you need to edit the details, click on the pencil icon.

Export Sub Manifest - ERA List

Reference: AS-test210904 CRN No: AAAALJY7T Latest Status: SAVED as at 01/10/2004 08:25

Equipment No	ERA Reference	ERA Date Sent	ERA Status	Actions
CHLU1234567				

Send Selected ERAs

- You will then see a status of sent. If a response has come back from the terminal, it will change from SENT to CLEAR if there are no errors and your PRA has been accepted. This means that your container will be accepted at the terminal (providing all the

PART D – PRE-RECEIVAL ADVICE

information you have entered is not false). If your status has changed to ERROR, this means the terminal has not accepted your PRA and you would need to correct your PRA and resend it. To find out what the error is, you must go to the STATUS option in the top menu.

*Note: Always send a PRA with an ORIGINAL status even if you have already sent the PRA but have amended some details. **The only time you would send the PRA with a status of WITHDRAW is if you have sent the PRA to the wrong terminal (i.e. wrong terminal ID).***

PART D – PRE-RECEIVAL ADVICE

Create a new PRA (on its own)

- Create a new Export Receival Advice by clicking on 'PRA/ERA' in the menu.

Welcome, tradegate!
Last login: Tuesday, 7th September 2004

Home Consignments Consolidations EXIT PRA/ERA Status Import Messages History Trading Partnerships Help Logoff

Home

Consignments
Search, create, edit and delete consignments. Available for CMR due 22.09.04

Consolidations
Search, create, edit and delete consolidations. Available for CMR due 22.09.04

EXIT
Search, create, edit and delete export declarations to Customs.

PRA/ERA
Search, create, edit and delete pre-receival advices to the terminals.

Status
Search, view and request status messages.

Import Messages
Allows the user to upload message files for incorporation into the database and/or messaging system. Available for CMR due 22.09.04

History
View historical records of consignments and consolidations. Available for CMR due 22.09.04

Trading Partnerships
Allows users to apply for and confirm trading partnerships. Available for CMR due 22.09.04

Help
Help Text and other information.

- Click on 'NEW'.

PRAs/ERAs

Reference Type*: ERA Ref

Reference:

Date: -

WARNING!

All PRAs/ERAs can be viewed, edited and sent from this location as many times as required at no cost to the user provided they have been created from within an EXIT Declaration, CMR Consignment or CMR Consolidation. However, the creation of new ERAs from this location that are not associated with one of the documents listed above will incur a separate one-off charge after which they too can be sent as many times as required.

- Fill out the PRA details and click on SAVE. Any field which has a blue asterisk is a requirement from the terminals.

ERA

New ERA. *Required for ERA

ERA

*CAN No: SF04190100120C *Port of Loading: AUSYD (Sydney)

*Equipment No: GSTU1234567 *Port of Discharge: SGIN (Singapore)

Exporter's Ref: EXP0001 *Final Destination: HKHKG (Hong Kong)

*Mode: Road Rail *Terminal ID: Sydney - P&O Ports Port Botany

*Voyage No: 131 Transporter's Ref No:

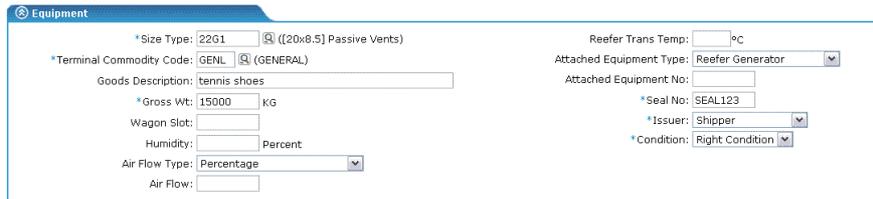
*Carrier Code: OOL (Orient Overseas Container Line) Pre-Carrier ID:

*VesselIMO: 7526493 (OOCL EXPORTER) Truck/Train No:

*Ocean Carrier's Ref No: OCREF1

- Continue to the Equipment section and enter the container details.

PART D – PRE-RECEIVAL ADVICE



- If the goods being shipped are hazardous, enter the details for the hazardous cargo by entering the IMDG Class number.
Note: Also make sure that if the goods are hazardous, that the terminal commodity code reflects this i.e. HAZ – Dangerous Goods




- When all details have been entered and saved, click on the SEND button to send the message.
- If a response has come back from the terminal, it will change from SENT to CLEAR if there are no errors and your PRA has been accepted. This means that your container will be accepted at the terminal (providing all the information you have entered is not false). If your status has changed to ERROR, this means the terminal has not accepted your PRA and you would need to correct your PRA and resend it. To find out what the error is, you must go to the STATUS option in the top menu.

*Note: Always send an ERA with an ORIGINAL status even if you have already sent the ERA but have amended some details. **The only time you would send the ERA with a status of WITHDRAW is if you have sent the ERA to the wrong terminal (i.e. wrong terminal ID).***

Lookup PRAs

To search for a PRA/ERA, click on the 'LOOKUP' button to display all records or enter the criteria in the fields such as the ERA number, Load Port, Discharge Port and date range.

PRAs/ERAs

Reference Type*:

Reference:

Date: -

Search has found 15 matching records

Reference*	System Reference	Date/Time	Status	Carrier/Flight/Voyage	Final Destination	Select/Unselect All
AUSYD	3811/GSTU1234567	13/09/2004 09:26	SAVED	OOL/131	Hong Kong	<input type="checkbox"/>
AUSYD	2918/GSTU1234567	03/09/2004 16:41	ERROR	CSA/101E	Hamburg	<input type="checkbox"/>
AUSYD	908/GSTU1234567	06/08/2004 14:55	CREATED	ANZ/131	Singapore	<input type="checkbox"/>
AUSYD	574/GSTU123456	30/07/2004 09:25	CREATED	OOL/131	Hong Kong	<input type="checkbox"/>
AUSYD	293/	22/07/2004 10:38	CLONED	CSL/101e	Singapore	<input type="checkbox"/>
AUSYD	96/SCXU9089786	22/07/2004 10:37	ERROR	CSL/101e	Singapore	<input type="checkbox"/>
AUSYD	291/GSTU01010101010	22/07/2004 10:27	CLONED	CSL/101e	Singapore	<input type="checkbox"/>
AUSYD	91/scxu1234567	15/07/2004 16:15	ERROR	CSL/101E	Hamburg	<input type="checkbox"/>
AUSYD	90/TRIU1234567	08/07/2004 23:42	ERROR	CSL/101E	Hamburg	<input type="checkbox"/>
AUSYD	89/scxu1234567	08/07/2004 23:35	ERROR	CSL/101E	Hamburg	<input type="checkbox"/>

- If there is an error response, you must go to STATUS (see section E -3) to view the error.
- Remember that if you are making amendments, then you will need to resend as an ORIGINAL. Only use withdraw if you have sent it to the incorrect terminal.

Field Explanations

**Indicates a required field for a Pre-Receipt Advice*

General

- **Save button** » Saves the details entered
- **Send button** » Sends the PRA to Customs
- **New button** » Creates a new PRA
- **Clone button** » Allows you to duplicate a PRA which has already been created and/or sent
- **Print button** » Prints out a summary page of your PRA
- **History button** » Shows each action taken for that particular message transaction including EDI messages
- **Delete button** » Deletes the current PRA which was created and/or sent
- **Save Layout button** » Will save the screen layout the way you want it to remain e.g. all groups expanded or collapsed

PRA/ERA

- ***CAN No** » Enter a valid Export Declaration Number (EDN) or Consolidated Clearance Number (CRN). Valid exemption codes are accepted.
- ***Equipment No (Container No)** » Identifies the specific piece of equipment
- **Exporter's Ref** » Enter the Exporter's reference
- ***Mode** » Pre-carriage transport. Select either 'Road' or 'Rail'
- ***Voyage No** » Enter the voyage number of the vessel
- ***Carrier Code** » 1-Stop identification code for the shipping line/carrier. Click on the lookup to type in the name of the carrier or enter the code if known. Please note that the carriers are listed under their full name and not their abbreviations e.g. OOCL is listed as ORIENT O'SEAS C/L
- ***VesselIMO (Lloyds No)** » IMO/Lloyds No number identifying the vessel. Click on the lookup to search for the vessel name or enter the number if known
- ***Ocean Carrier's Ref No** » Reference number for the shipping line/carrier. Can be the shipping line booking number or release number
- ***Port of Loading** » Place where the goods are to be loaded for export. Click on the lookup to search for the port name or enter the code if known

PART D – PRE-RECEIVAL ADVICE

- ***Port of Discharge** » Place where the goods are to be discharged from the vessel. Click on the lookup to search for the port name or enter the code if known
- ***Final Destination** » Place where the goods leave the control and the responsibility of the carrier. Click on the lookup to search for the port name or enter the code if known
- ***Terminal** » The terminal/wharf to which the goods are to be delivered by pre-carriage. Choose the correct terminal from the drop down list.
- **Transporter's Ref No** » The road or rail operator's reference
- **Pre-Carrier ID** » The road or rail operator's ID e.g. ABN number registered with 1-Stop
- **Truck/Train No** » Pre-carriage vehicle identification dependant on mode of transport. Truck number if road and train number if rail

PRA/ERA EQUIPMENT

- ***Size Type** » International Standards Organisation (ISO) coded description of container size and type. The exact code of the container is required by the terminals which can usually be found underneath the container number on the container
- ***Terminal Commodity Code** » 1-Stop identification of terminal commodity. Click on the lookup to search for the commodity or type in the code if known
- **Goods Description** » Free text description of the goods
- ***Gross Wt** » The tare weight of the equipment plus the gross weight of the goods
- **VBS/Wagon Slot** » The rail wagon on which the equipment is loaded or the VBS booking number if mode of transport is road
- **Humidity** » Humidity percentage for this piece of equipment
- **Air Flow Type** » Can be percentage or cubic meters per hour
- **Air Flow** » Volume of air flow required for this piece of equipment
- **Full/Empty** » Indicates whether the container is full or empty. If creating a PRA for an empty container, you must also select the commodity code as one of the EMPTY Codes

PART D – PRE-RECEIVAL ADVICE

- **Reefer Trans Temp** »The temperature at which the goods are to be transported
- **Attached Equipment Type** »Can be either Reefer Generator, Flat Rack or Forked Support/Tynes
- **Attached Equipment No** »Identifying number of the attached equipment
- ***Seal No** »The number of the seal attached to the equipment (container)
- ***Issuer** »The issuer of the seal number. Can be either unknown, consolidator, carrier, customs, quarantine, ship per or terminal operator
- ***Condition** »The condition of the seal. Either Right Condition or Damaged.
- **Overhang length/width/height** » The dimensions for Out of Gauge cargo

ERA HAZGOODS

- ***UNDG Class No** »Unique serial # assigned within the United Nations to substances and articles contained in a list of dangerous goods most commonly carried
- **IMDG Class No** »The International Maritime Dangerous Goods Class assigned by the International Maritime Organisation, e.g. '4.1' (Flammable Solids)
- **Flashpoint** »Temperature in centigrade at which vapour may be ignited according to ISO 1532/73
- ***Pack Group** » If the specific UNDG Number and Class have a Packing Group then it must be supplied.

- ***Tech Name** »The International Maritime Dangerous Goods Technical Name assigned by the International Maritime Organisation. Also known in IMO as 'Recognised chemical name'
- ***Contact** »The hazardous goods contact
- ***Phone** »Phone number for this hazardous goods contact

PART D – PRE-RECEIVAL ADVICE

- **Fax** »Fax number for this hazardous goods contact
- **Email** »Email address for this hazardous goods contact
- ***Weight** »The weight of the hazardous goods item

PRA Hints

» To make sure you have the correct weights for the gross weight (tare weight of container plus goods), here is a guideline:

- If 20' foot container then GrossContainerWeight > 2300 kg
- If 40' foot container then GrossContainerWeight > 4000 kg
- If 20' Reefer container then GrossContainerWeight > 3000kg
- If 40' Reefer Container then GrossContainerWeight >4500kg

» If you are looking up a carrier code or any of the other lookups, you must be spelling the name correctly otherwise it won't find the code. Usually you will only need to put in the first few letters for a match to be found.

» To avoid errors, the size type of the container should be the four character ISO code found on the container below the container number.

» If you are exporting Hazardous Cargo or Reefer containers, then the terminal commodity code needs to reflect this. Choosing the general commodity, will return an error response. i.e. If you have temperature settings in your container, make sure you use the relevant code such as REEF – OTHER REFFER CARGOES.

» The Hazardous goods commodity code is HAZ – Dangerous Goods

» If you are exporting in an open top container which is over height or a flat rack unit or similar with over height, over length and/or over width dimensions, you must use the commodity code OOG – Out of Gauge. You must also specify the overhang length, width or height.

» If you have arranged for a late receival i.e. arranged for delivery of containerised cargo after vessel cut off time, you must ensure that the PRA is lodged and accepted prior to cut off. The terminal systems will reject a PRA if the vessel has cut off for receivals. For any scenarios or circumstances outside the above procedure, you will need the shipping company to make special arrangements with the terminals as electronically PRAs cannot be processed after vessel cut off.

» PRAs need a CAN (EDN or CRN). However there are some exemptions which don't need a CAN. Valid exemption codes are as follows:

- EXTI - Carnet or Tryptique.
- EXML - Australia Post or Diplomatic Bags
- EXDC - Australian Domestic Cargo
- EXSP - Australian Aircraft Spares
- EXDD - Military goods. (Owned by Aust, Govt)'
- EXCC - Contingency CAN

Please note that the exempt Code for Personal Effects (EXPE) or Exempt Low Value Goods (EXLV) cannot be accepted on a PRA. The Freight

PART D – PRE-RECEIVAL ADVICE

Forwarder or Shipping Line responsible for the goods must apply to Customs for a Consolidated Reference Number (CRN). The CRN is used on the PRA.

» A number of users have had problems with gate receivals of export containers.

These occur when the container number in the PRA does not precisely match the container number delivered. For example a user may insert OCLU1234567 in the PRA and then deliver OCLU1234567 (zeros mistakenly entered in the PRA when they should have been letter Os). Whilst standards for container numbers exist and the majority of containers comply with the standards, they are not universal which is why neither 1-Stop nor ExportNet2 validates against them. Users must therefore check carefully what they enter in the PRAs. Neither Tradegate nor 1-Stop can accept any liability for user input errors.

» When creating a PRA for an EMPTY container, there are a few rules that need to be applied.

The CAN and SEAL number are left empty and the 'Full/Empty' indicator must be selected as EMPTY. Also the terminal commodity code must have one of the EMPTY codes selected.

PART E – LATEST STATUS

Looking up responses from Customs

- Latest status in CMR Exports is determined by the response received from Customs to the last message sent.
- When you have received a response from Customs, the message status will change from SENT to either CLEAR or one of several ERROR conditions.

To find out what the error is, go to the STATUS option to find the description of the error.

- Clicking on the LOOKUP button will list all responses received. You can limit your search by selecting the criteria in the search fields. For example if you would like to lookup all CMR declaration transactions change the Original Msg Type to 'EXD – Export Declaration'. Or if you would like to search for all Consolidation responses, change the Original Msg Type to 'ESM – Export Sub Manifest'.
- You can also search for a particular reference by typing in the reference and then changing the reference type to 'Orig Record'

Search has found 4 matching records

StatusID	MsgType	Date/Time	CANNo	StatusType	StatusDesc	ReasonStmt	OrigMsgNo	OrigDocType	Orig Record No
1581	ISSACK	26-07-2004 07:00	SF0418910012GE	ERROR		0 : 363, ENTRY NOT VALID, DUPLICATE SENDERS REFERENCE. THIS IS THE OLD ECN		EXIT	ANNA54687987
76	ISSACK	09-07-2004 12:00	SF0419010012OE	ERROR		0 : 17, INVALID COUNTRY CODE		EXIT	
79	ISSACK	09-07-2004 08:59	SF0419010012OC	CLEAR				EXIT	
78	ISSACK	09-07-2004 06:46	SF0419110012VE	ERROR		0 : 17, INVALID COUNTRY CODE		EXIT	

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- Clicking on the Status ID link will take you back into the message to fix up any errors.

Status Request Option (Customs messaging only)

- In CMR Exports, it is also possible to obtain the latest status of consignments and consolidations from Customs by requesting it. This does not require resending the consignment or consolidation messages themselves, merely sending Status Request messages.

(A) Request Latest Status

- **To request latest status of a single consignment or consolidation**, click on the 'Get Status' button in the record itself.
- **To request latest status of multiple consignments or consolidations**, open the Consignment/Consolidation lookup table and then use the checkboxes to select the records. Click on 'Query Status of Selected' button.
- When either of the above actions is performed, status request messages will be sent to Customs for the corresponding records.

(B) Using Lookup Filters

- Both the consignment and consolidation lookups have filters that can be applied to limit the records that are displayed according to various criteria.
- **Consignments** may be selected by using any combination of the following filters:
 - Vessel/Voyage
 - Final Destination
 - Date From – Date To
 - Export Date
 - Document Type – e.g. Export Declaration
 - Condition – e.g. CLEAR/REJECTED/ERROR/EMBARGOED
- **Consolidations** may be selected by using any combination of the following filters:
 - Date From – Date To
 - Departure Date
 - Condition – e.g. CLEAR/REJECTED
- If a user wishes to know which Consignments need attention, they may do as follows:
 1. Select Consignments
 2. Select first Filter using Export Date = "FUTURE" (which includes 'today's' date)

PART E – LATEST STATUS

3. Select second Filter using Condition = ERROR/REJECTED/EMARGOED
4. Click on "Select/Unselect All" (the last column of the Lookup table"
5. Click on "Query Status of Selected"
6. This will cause Status Requests to be sent to Customs.

Consignments

Reference Type * EXPORTER'S REFERENCE No.

Reference

Vessel/Voyage / Document Type

Final Destination Condition

Date: -

Export Date:

Search has found 4 matching records

Reference	Export Date	Date/Time	Document Type	CANNo	Status	Vessel/Voyage	Final Destination	Select/Unselect All	Page: 1
ski12345	12/12/2007				ERROR			<input checked="" type="checkbox"/>	
ok	12/07/2005				ERROR	9145279/12345j		<input checked="" type="checkbox"/>	
ok1	12/07/2005		ORIGINAL		ERROR	/12345		<input checked="" type="checkbox"/>	
Not Supplied	12/07/2005				ERROR	/12345j		<input checked="" type="checkbox"/>	

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Note: Please note that only Consignments (or Consolidations) that have been issued with a CAN (EDN/CRN) will be processed.

(C) View Latest Status

- On receipt of the Status Request messages, Customs will process them and return Status Response messages. Latest Status will be visible both in Status Lookup and the Lookup of either Consignments or Consolidations and can then be re-filtered to determine which records require attention.

PART E – LATEST STATUS

Looking up responses from the terminals (PRAs)

- When you have received a response from the terminals, the message status will change from SENT to either CLEAR (Message received without error) or ERROR.
Note: The PRAs are validated by the requested terminal, which will in turn issue a response. The responses do not involve Tradegate.
- To find out what the error is, go to the STATUS option to find the description of the error.

- Clicking on the LOOKUP button will list all responses received. You can limit your search by selecting the criteria in the search fields. For example if you would like to lookup all PRA transactions change the Original Msg Type to 'ERA – Export Receipt Advice'
- You can also search for a particular ERA reference by typing in the reference and then changing the reference type to 'Orig Record'

Search has found 14 matching records

StatusID	MsgType	Date/Time	CANNo	StatusType	StatusDesc	ReasonStmnt	OrigMsgNo	OrigDocType	Orig Record No
10950	APERAK	03-09-2004 16:38		ERROR		VOYAGE 101E LLOYDS 9128180 AT PATRICK - PORT BOTANY NOT IN CURRENT;		ERA	ERA2891
10923	APERAK	03-09-2004 16:08		ERROR		VOYAGE 101E LLOYDS 9128180 AT PATRICK - PORT BOTANY NOT IN CURRENT;		ERA	ERA2891
10455	APERAK	02-09-2004 17:34		ERROR		INCORRECT VESSEL VOYAGE NUMBER; SPECIFIED LINE OPERATOR NOT PRESENT ON SPECIFIED VESSEL/VOYAGE; SPECIFIED DISCHARGE PORT NOT ON VOYAGE ROTATION LIST;		ERA	ERA617
10432	APERAK	02-09-2004 17:08		ERROR		INCORRECT VESSEL VOYAGE NUMBER; SPECIFIED LINE OPERATOR NOT PRESENT ON SPECIFIED VESSEL/VOYAGE; SPECIFIED DISCHARGE PORT NOT ON VOYAGE ROTATION LIST;		ERA	ERA617
8385	APERAK	27-08-2004 17:33		ERROR		INCORRECT VESSEL VOYAGE NUMBER; SPECIFIED LINE OPERATOR NOT PRESENT ON SPECIFIED VESSEL/VOYAGE; SPECIFIED DISCHARGE PORT NOT ON VOYAGE ROTATION LIST;		ERA	ERA617

- Clicking on the Status ID link will take you back into the message to fix up any errors.

PART F – FORWARDING INSTRUCTIONS

How to create a Forwarding Instruction

Forwarding Instructions provide information required for shippers, carriers and freight forwarders to ship goods either inland, overseas or both.

The Forwarding Instruction is created as a Consignment. Consignments can be viewed as either a CMR Export Declaration, PRA or a Forwarding Instruction. All document types share data that is interchangeable between them.

Additional information that is contained in the Forwarding Instruction is as follows:

Header Level:

- External Reference No (refers to a reference within a different system e.g. a back office database)
- Waybill No/Bill of Lading No
- Place of Receipt
- Clauses and Remarks
- Full Consignor, Consignee and Notify Party details including contact name, phone, fax and email

Export Declaration

*Reference: test_msg_order

External Reference No: ext ref

Bol/AWB No: AUSYD76374

*Invoice Currency: Australian Dollar

Total FOB Value: 45 (Australian Dollar)

*Mode: Sea
 Air
 Postal

*Flight/Voyage No: 131

*Carrier Code: ANL (Australian National Line)

*VesselIMO: 9159854 (OOCL ACCLAIM)

*Port of Loading: AUSYD (Sydney NS AUSTRALIA)

*Port of Discharge: SGSIN (Singapore SINGAPORE)

*Final Destination: HKHKG (Hong Kong HONG KONG)

Place of Receipt: AUSYD (Sydney NS AUSTRALIA)

*Terminal ID: Sydney - P&O Ports Port Botany

Country of Destination: HONG KONG

*Total No of Containers: 2

Clauses/Remarks: Freight prepaid
Shipped on Board

*Date of Export: 31/12/2004

Consignor: APEX Pty Ltd
12 TeMain St
Hong Kong

Consignee: Rebel Pty Ltd
256-258 New Line Rd
Dural
NSW
Australia

Notify: Simon's Truck Co
4 Street Lane
Twin Peaks
NSW
Australia

Goods Item Level:

- Cubic measurement of the goods
- Allocation of packages to equipment/ containers
- Additional Info (e.g. letter of credit requirements)
- Marks and Numbers

PART F – FORWARDING INSTRUCTIONS

Goods Item: 1

- * Required for CMR Exports
- * Required for PRAs

* Move Type	<input type="text" value="FCL/FCL"/>
* AHECC Code	<input type="text" value="64041100"/> <input type="button" value="Q"/> (Tennis shoes, basketball shoes, gym shoes, training shoes and similar sports footwear, with outer soles of rubber or plastics)
No of Packs	<input type="text" value="100"/>
* Pack Type	<input type="text" value="PACKAGE"/>
Reefer Trans Temp	<input type="text"/>
* Goods Description	<input type="text" value="Tennis shoes, basketball shoes, gym shoes, training shoes and"/>
* Origin Country	<input type="text" value="AU"/> <input type="button" value="Q"/> (AUSTRALIA)
* Goods Origin	<input type="text" value="New South Wales"/>
* FOB	<input type="text" value="2500"/>
* Net Qty	<input type="text" value="100"/> PR
* Gross Wt	<input type="text" value="3500"/> KG
Cubic Measure	<input type="text"/> M³
Temporary Import No	<input type="text"/>
Permits	<input type="text"/> Enter multiple permits seperated with spaces.
Additional Info	<input type="text" value="Letter of credit....."/>
Marks And Nos	<input type="text" value="RBL01 to RBL100"/>

* Goods Item Equipment
EquipmentNo: No of Packs: