CommercePlus

ExportNet

Quick Start Guide (EDN and PRA)

Version 0.1

Export Declarations and Pre-Receival Advices

Copyright © 2015 Commerce Plus Pty Ltd

General Information

Introduction

Exportnet was the first web-based application on the market to offer the ability of exporters to communicate with Australian Customs with the added benefit of not requiring a digital certificate.

The current 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
- CCID Registration

Getting Help

- For general problems encountered while using the ExportNet service there are number of paths to obtaining support including access to a knowledge base, contacting the Commerce Plus help desk on 1300 552 393 or alternatively emailing support@commerceplus.net.au.

- Click the "Get Help" button in ExportNet

- 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 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.

Copyright © 2015 Commerce Plus Pty Ltd

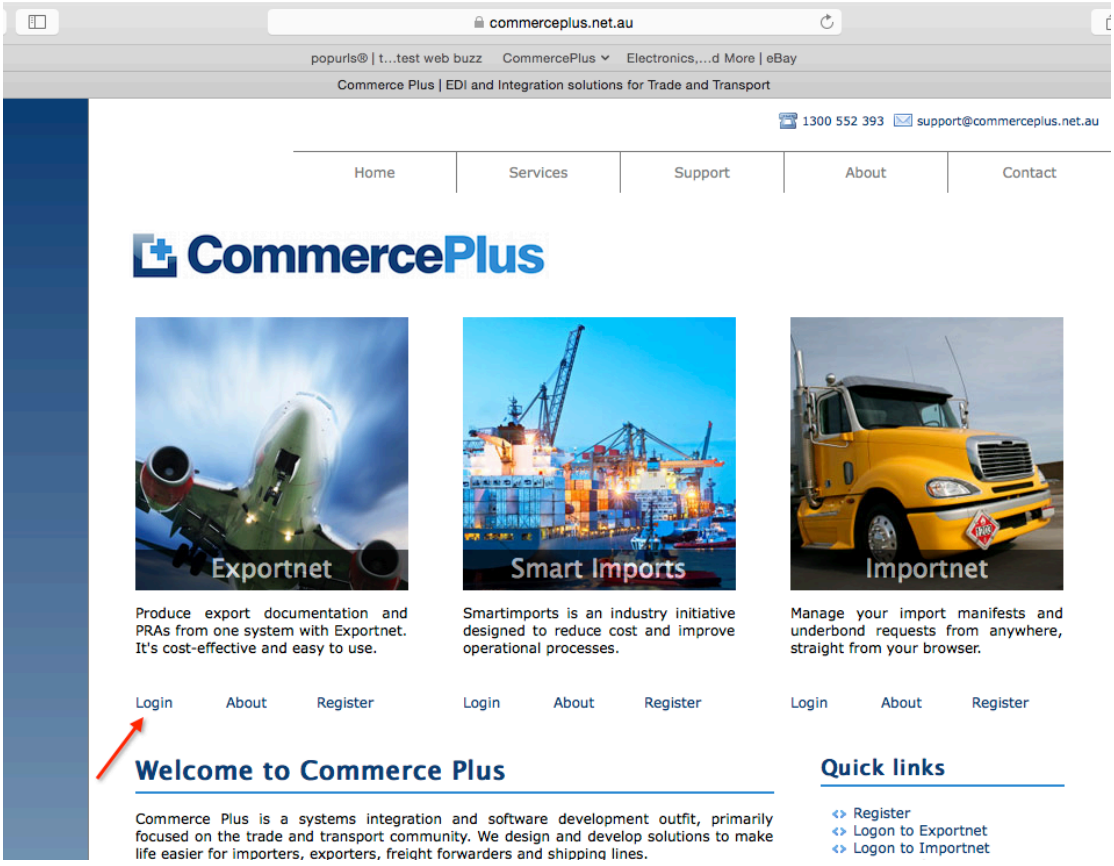
General Information 2
Introduction 2
Getting Help 2
Accessing ExportNet 4
Menu Overview 5
Example Assumptions 5
Work Flow 6
Creating the Export Declaration (EDN) 7
Completing the EDN Header Section 7
Adding Line Items to the EDN 9
Adding Containers to the EDN 11
Sending the Export Declaration (EDN) 14
Sending the EDN 14
Reading the Response 15
Sending the Pre-Receival Advice (PRA) 16
Sending the PRA 16
Reading PRAs 17

Copyright © 2015 Commerce Plus Pty Ltd

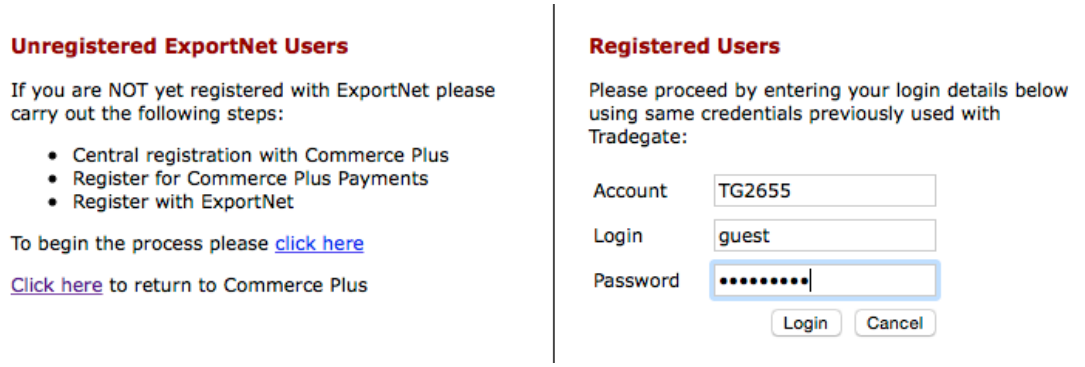
Accessing ExportNet

To use the ExportNet service, you must be registered and have an active TG account number, username and password. If you have forgotten your account details contact support on 1300 552 393 or support@commerceplus.net.au.

- Visit www.commerceplus.net.au and click on the "login" underneath ExportNet.



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



Copyright © 2015 Commerce Plus Pty Ltd

Menu Overview

Once logged in there are menu items in the orange bar across the top of the page.

- **Home** – this is the first page that appears when you log into ExportNet and shows the notice board. News regarding new feature or issues with Customs and the terminals will be displayed here.
- **Consignments** – used to access or create your Export Declarations (EDNS)
- **Consolidations** - used to access or create your Export Consolidations
- **PRA** – used to access or create your Pre Receival Advices
- **ABN/CCID** – used to register ABNs or CCID with Australian Customs
- **Schedule** – used to see vessel schedules listed
- **History** – used my advance users to find the details on messages to and from either Customs or Terminals
- **Registration** – used to update your company details as well as change your password and add new users
- **Help** – will take you to a support pages.
- **Logoff** – logs you off the ExportNet.

Example Assumptions

This quick start guide is to get you up and running with your first EDN and PRA however please read the comprehensive user guide to understand all the functionality and requirements.

In this quick start guide the assumptions that have been made are;

- Cargo is Sea Freight
- Cargo is FCL
- Cargo does not require a permit
- Is not excisable or prescribed goods
- You are not the owner of the goods and a
- PRA is required

Copyright © 2015 Commerce Plus Pty Ltd

What the Icons Mean

Commerce Plus uses the same icons across all our applications and their meaning is:

Icon	Meaning
*	Field is required by Australian Customs
*	Field is required for the Terminal (PRAs)
	Search for a code using the name, examples being Port Codes, Vessel IMOs etc
	Edit this line item or section
	Delete this line item or section
	Click this icon to get more help on the reason the message is being rejected.

Work Flow

Based on the requirements to complete an EDN and PRA the recommended work flow is:

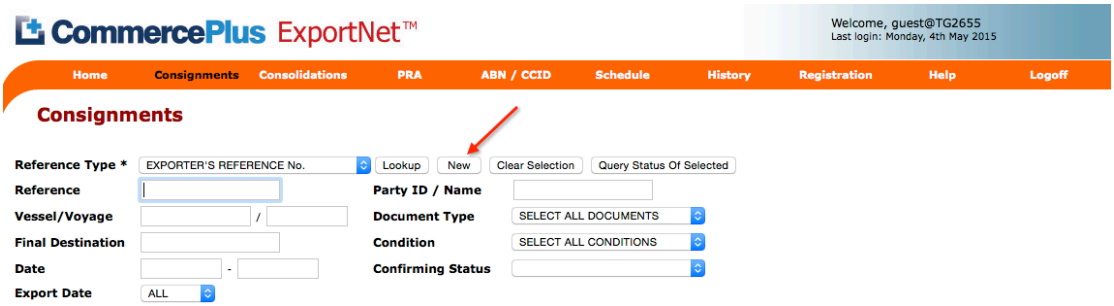
1. Complete your EDN (Export Declaration)
2. Send the EDN to Customs and wait for it to be returned CLEAR then
3. Complete the PRA
4. Send the PRA to the terminal

Following these steps will keep both time and costs to a minimum.

Copyright © 2015 Commerce Plus Pty Ltd

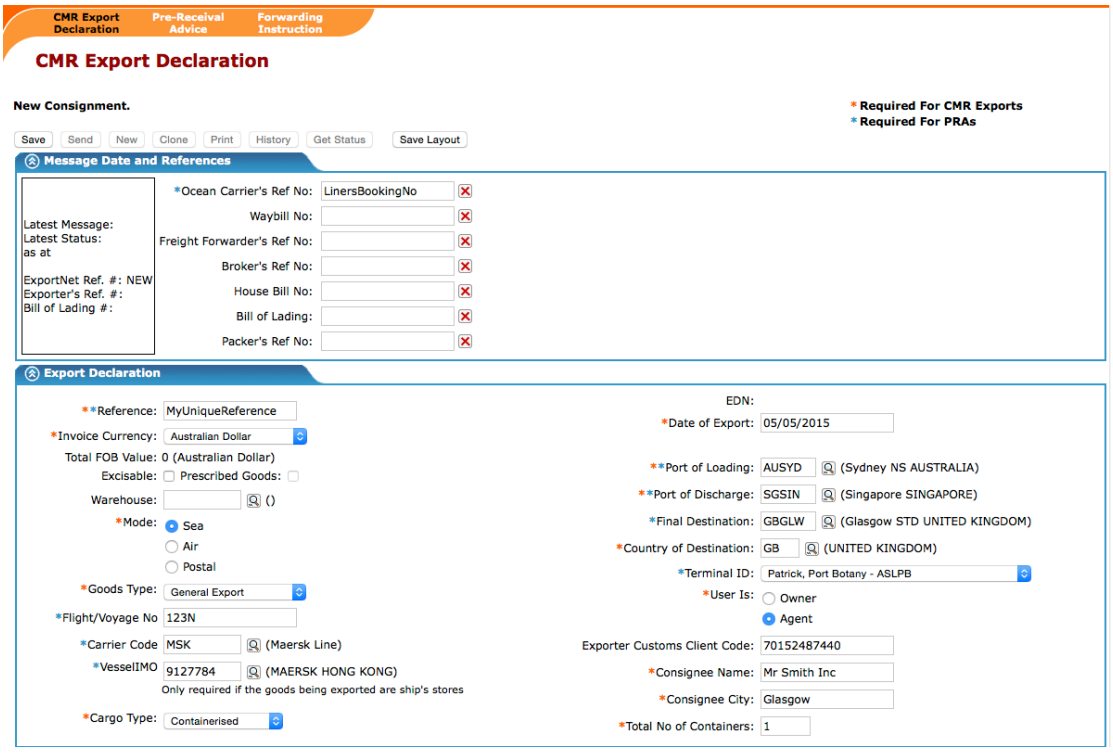
Creating the Export Declaration (EDN)

- Log on to ExportNet
- Click on the 'Consignments' menu item and click on 'New'



Note: As both an EDN and a PRA is required in this example fields with * (required for Customs) and * (required for the PRA) will be completed at the same time

Completing the EDN Header Section



- The following fields need to be completed:

  ✓ **Ocean Carrier's Ref No –** This is the booking number that has been provided to you either by the Shipping Line or Freight Forwarder and is needed for the PRA.

Copyright © 2015 Commerce Plus Pty Ltd

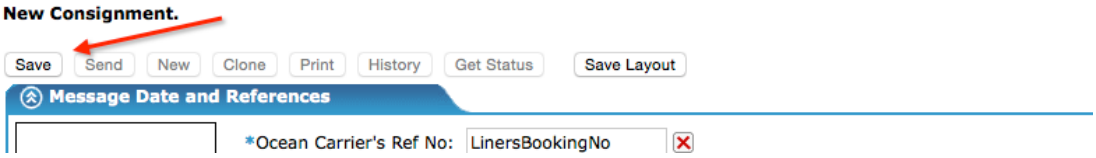
- ✓ **Reference –** Enter a reference number that is unique to you
- ✓ **Invoice Currency** – Select the current that is listed on the Commercial Invoice or Australian Dollars
- ✓ **Mode** – Select 'Sea' as the goods are sea freight
- ✓ **Goods Type** – Select General Export as the cargo is "normal" cargo within a container
- ✓ **Flight/Voyage No** – Enter the voyage number listed on your booking, it will look like 123N
- ✓ **Carrier Code** – Enter the carrier code, eg MSK or click on the to search by the carrier's name eg Maersk
- ✓ **VesselIMO** – This is the Lloyds number and is a seven digit number or click on the to search by the vessel's name
- ✓ **CargoType** – In this example it is Containerised
- ✓ **Date of Export** – Enter the date the cargo will leave Australia; this can't be in the past.
- ✓ **Port of Loading** – Enter the code for the port of loading eg AUSYD or click on the to search by the port's name
- ✓ **Port of Discharge** – Enter the code of this port and note that this port is the port the cargo will come off the first vessel. For example it can be transshipped in Singapore on the way to Glasgow.
- ✓ **Final Destination** – Enter the port code for where the cargo is no longer under the responsibility of the carrier or click on the to search by the port's name
- ✓ **Country of Destination** – This is the two letter UN code for the country, eg AU.
- ✓ **Terminal Id** – Use the dropdown to choose the terminal at the Port of Loading
- ✓ **User Is** – You can either be owner or agent. In this example you are acting as an agent so select 'Agent'
- ✓ **Exporter Customs Client Code** – In this example the ABN of the owner of the goods needs to be entered with no spaces. If the owner has not got an

Copyright © 2015 Commerce Plus Pty Ltd

ABN a CCID is required for the owner (read the manual on how to obtain the CCID)

- ✓ **Consignee Name** – Enter the company or individual name of the Consignee
- ✓ **Consignee City** – Enter the city of the consignee
- ✓ **Total No of Containers** – Enter the total number of containers

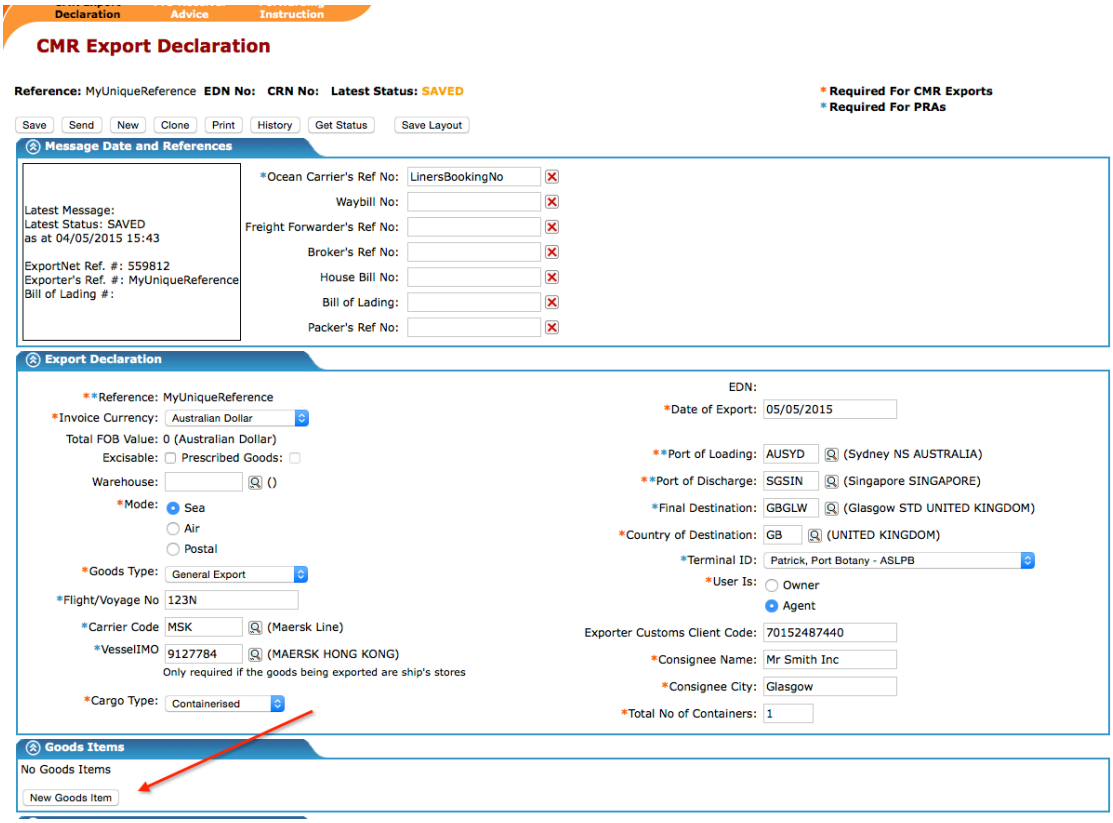
- Save the Export Declaration header by clicking on the 'save' button



Adding Line Items to the EDN

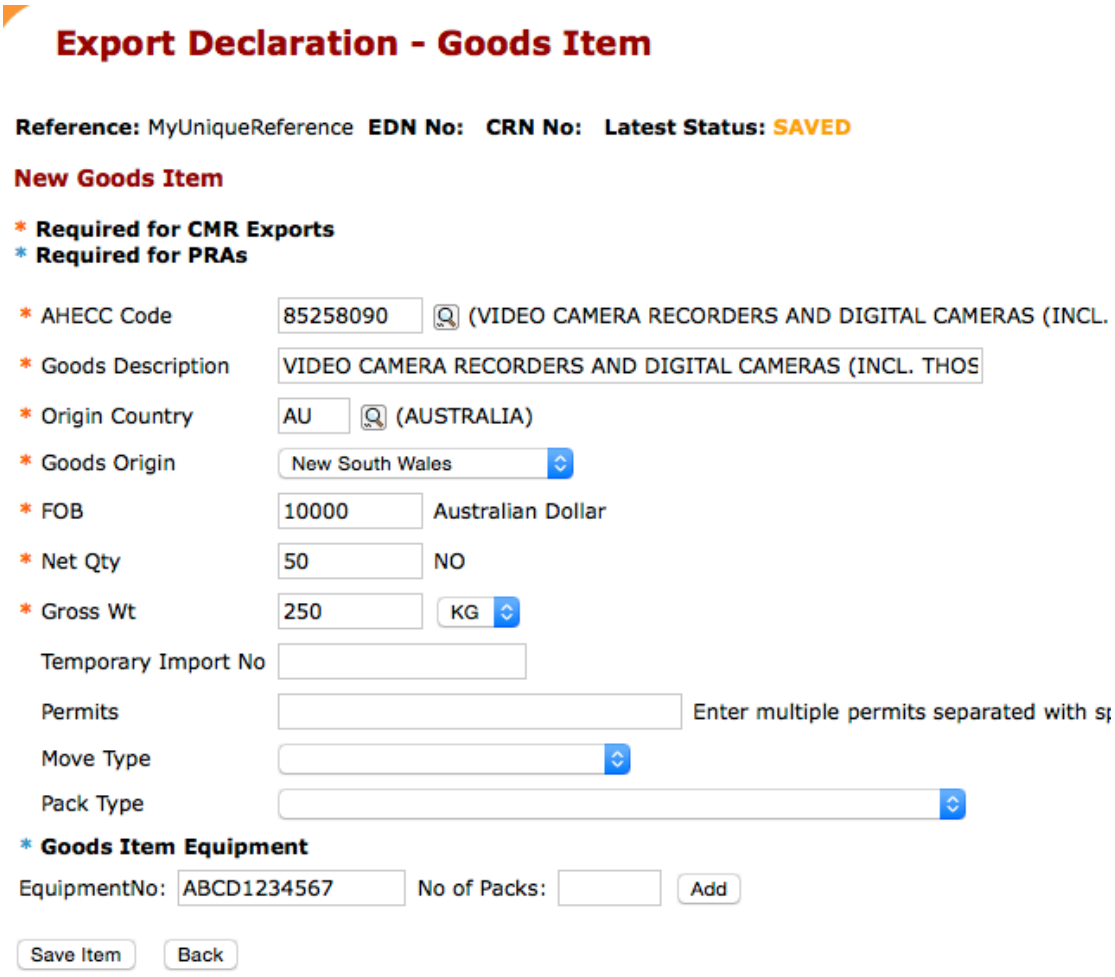
Once the header is done you need to list all the cargo being exported, this is done here. A separate line item is needed for each of the different products in the declaration.

- Click on 'New Goods Item'



Copyright © 2015 Commerce Plus Pty Ltd

- Now the following fields need to be entered for the specific goods:



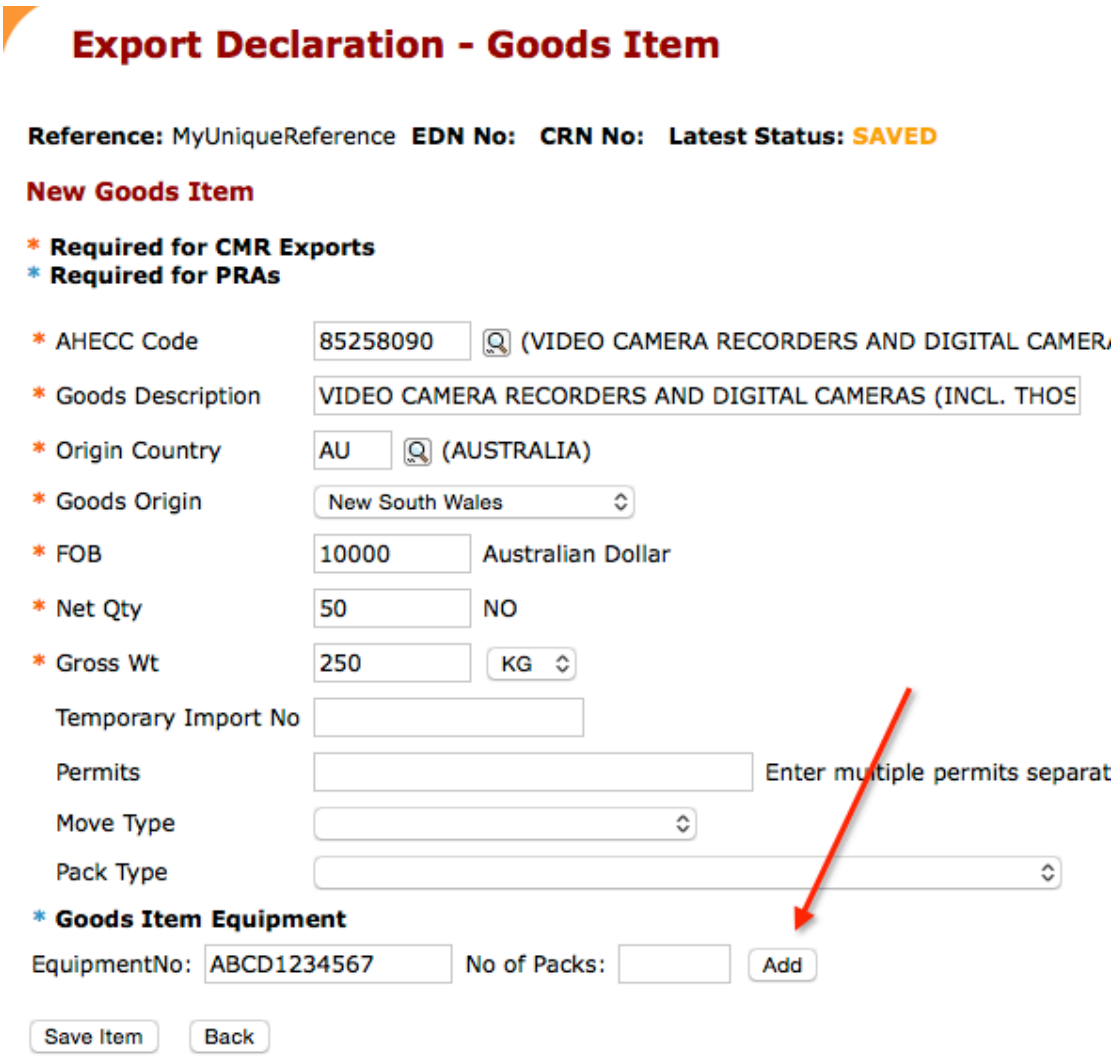
- ✓ **AHECC Code** – Either enter the code required or click on the to search by the product you are exporting.
- ✓ **Goods Description** – Free text field that allows you to enter a description of the goods
- ✓ **Origin Country** - Enter the two letter code for the country of origin or click on the to search by the country name.
- ✓ **Goods Origin** – Enter either Foreign or if Australian made the state of origin
- ✓ **FOB** – Enter the value of the goods
- ✓ **Net Qty** – In this example the quality is NO (Number of) however for your goods it maybe in Tons, KG, L etc
- ✓ **Gross Wt** – Enter the gross weight and select the unit of measure that is suitable

Copyright © 2015 Commerce Plus Pty Ltd

✓ **Goods Item Equipment** – Enter the container number that the goods are being transported in. This can be more than one but in this example it is one.

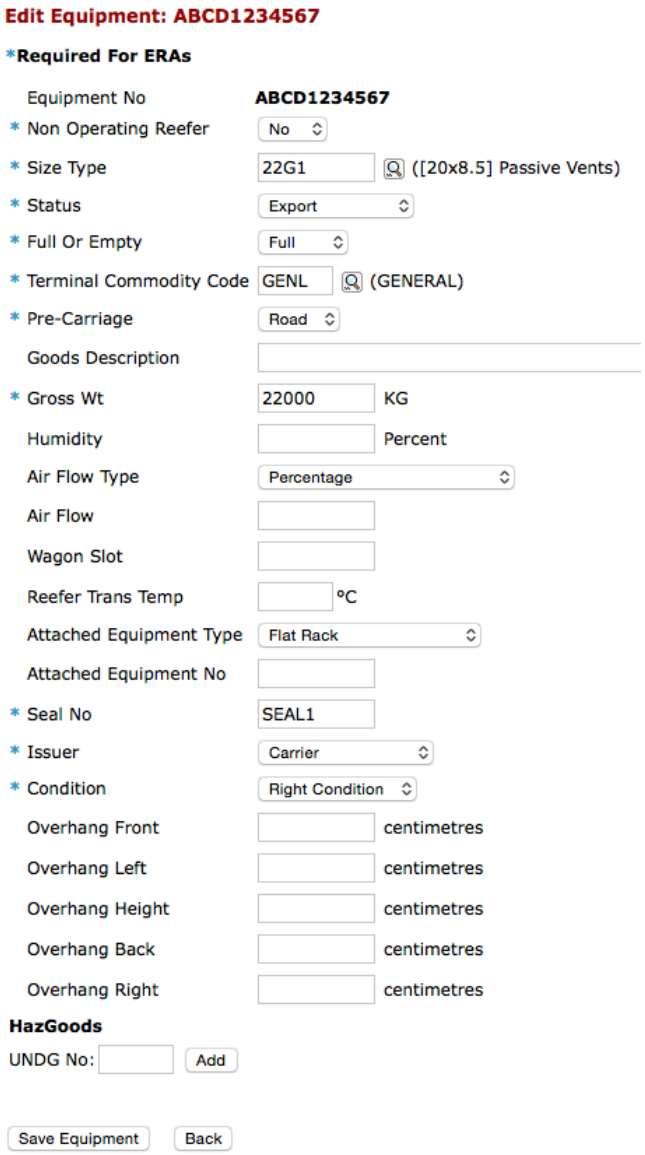
Adding Containers to the EDN

- Enter the container number and click 'Add'



- Now the container information fields need to be completed

Copyright © 2015 Commerce Plus Pty Ltd



- The following fields need to be completed in this example:

  - ✓ **Non Operating Reefer –** Select No unless you are using a reefer container that is not switched on

  - ✓ **Size Type –** Enter the code of the container or search by name click on the (**if you are not sure call your transport company as it is written on the side of the container**)

  - ✓ **Status –** Select Export in this example

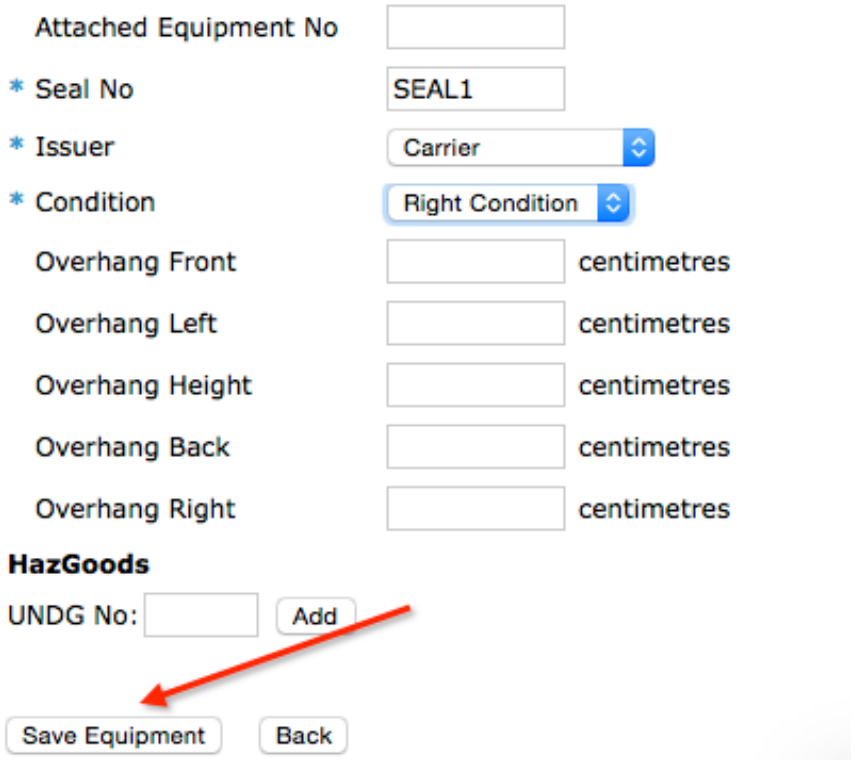
  - ✓ **Full or Empty –** Select Full as this is not an empty container

  - ✓ **Terminal Commodity Code –** this code is to advice the terminal how to handle your goods, in this example it is General. Enter the code or to search by name click on the

Copyright © 2015 Commerce Plus Pty Ltd

- ✓ **Pre-Carriage** – Enter Road or Rail depending on how the container is delivered to the terminal
- ✓ **Gross Wt** – this is the total weight of the container and its contents.
- ✓ **Seal No** – Enter the seal number, if it is unknown enter Unknown
- ✓ **Issuer** – Enter the issuer of the Seal from the dropdown
- ✓ **Condition** – Enter the condition of the container from the drop down.

- Click 'Save Equipment' and then 'Save Item' to get back to the main page.



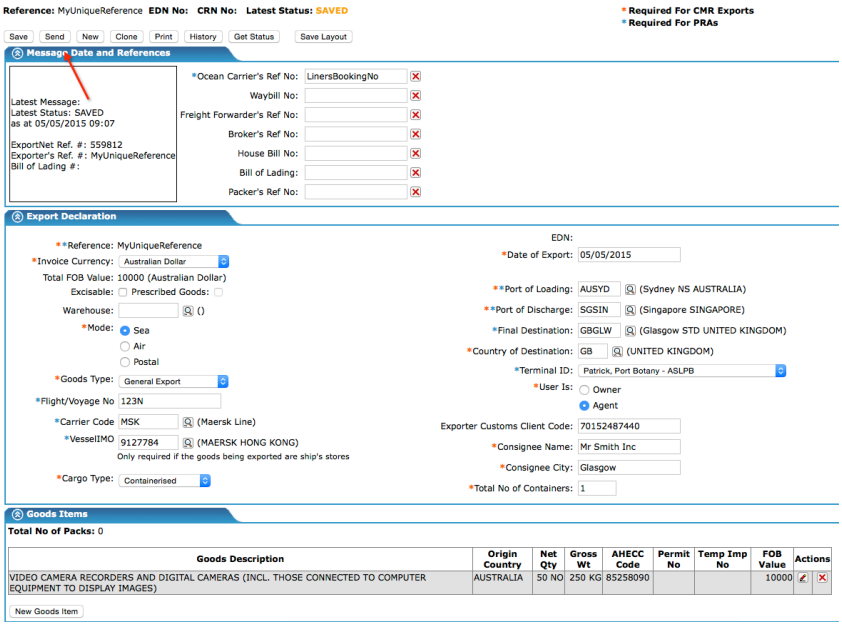
Copyright © 2015 Commerce Plus Pty Ltd

Sending the Export Declaration (EDN)

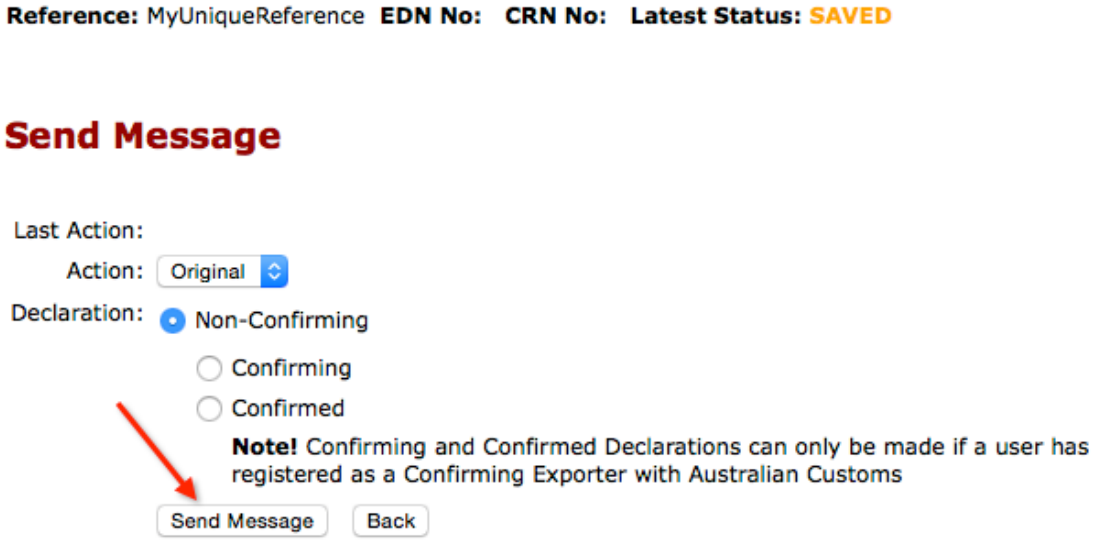
Sending the EDN

Now that you have completed all the information required it is time to send the EDN to Customs.

- Click on the 'Sent' button



- Click on 'Send Message', leaving the action as Original and the declaration as 'Non-Confirming'. *(Confirming / Confirmed declarations are used for cargo where the quantity is not known at the time of export and needs prior approval from Customs*)

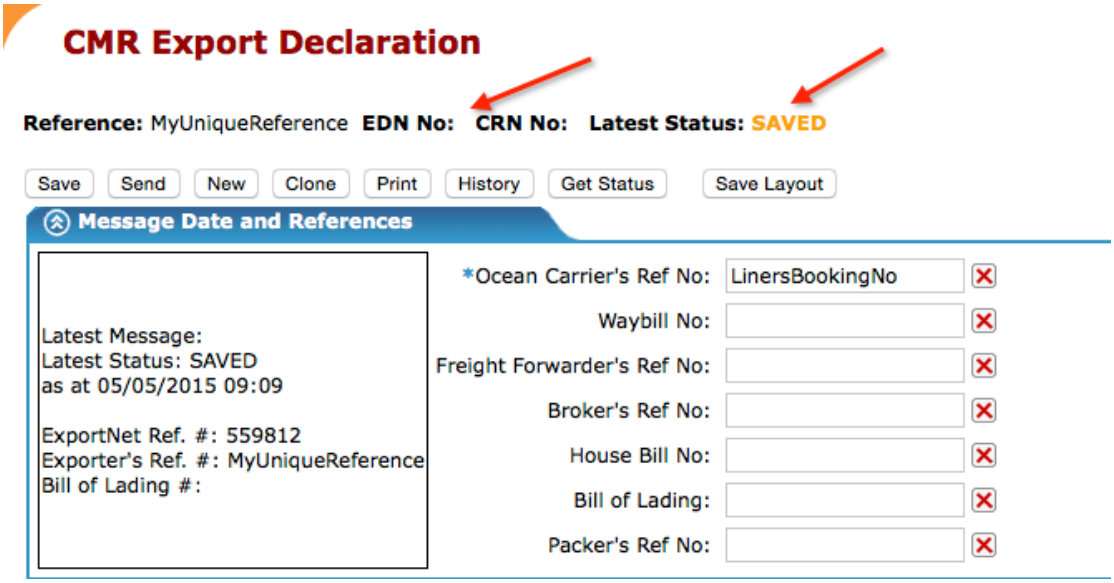


Copyright © 2015 Commerce Plus Pty Ltd

Reading the Response

Once you have sent the message you will need to wait about 10 minutes for Customs to respond. The status of the EDN is shown at the top of the screen.

- When the EDN is Clear the EDN number will appear after the 'EDN No:'



- The 'latest status' will change from Sent to either Clear or Rejected.

Response	Action
SENT	Customs are yet to reply to the EDN, wait another 20 minutes and if the status does not change contact the Support center
SAVED	The message has been sent since the last action, to confirm the status open the EDN and check the Customs status section at the bottom of the page.
CLEAR	Customs has accepted the EDN and the EDN number can be seen in the top of the page or in the CANNo column.
REJECTED	Customs have rejected the EDN, click on the next to the status (screenshot below) to obtain further assistance
ERROR	Customs have rejected the EDN, click on the next to the status (screenshot below) to obtain further assistance

- In this guide it is assumed the message is clear, more detail on how to handle rejections are in the user guide.

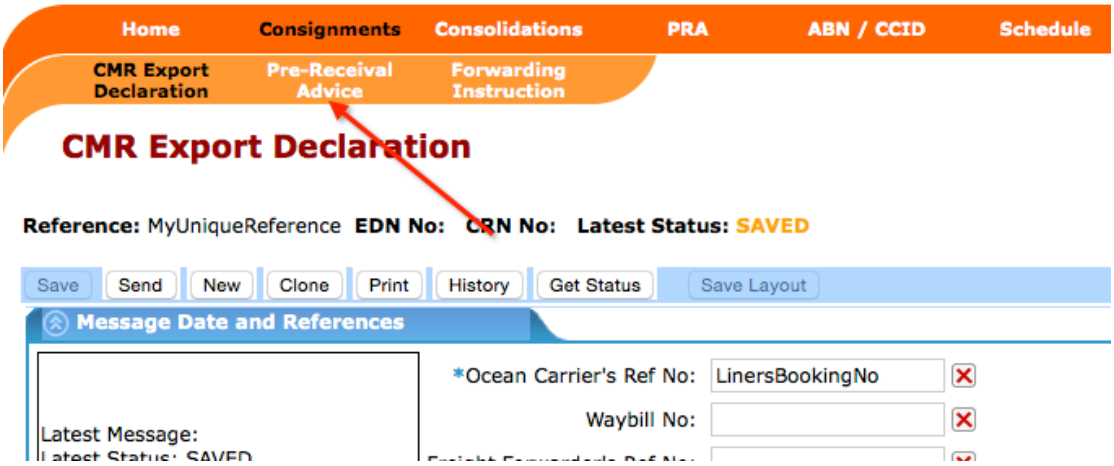
Copyright © 2015 Commerce Plus Pty Ltd

Sending the Pre-Receival Advice (PRA)

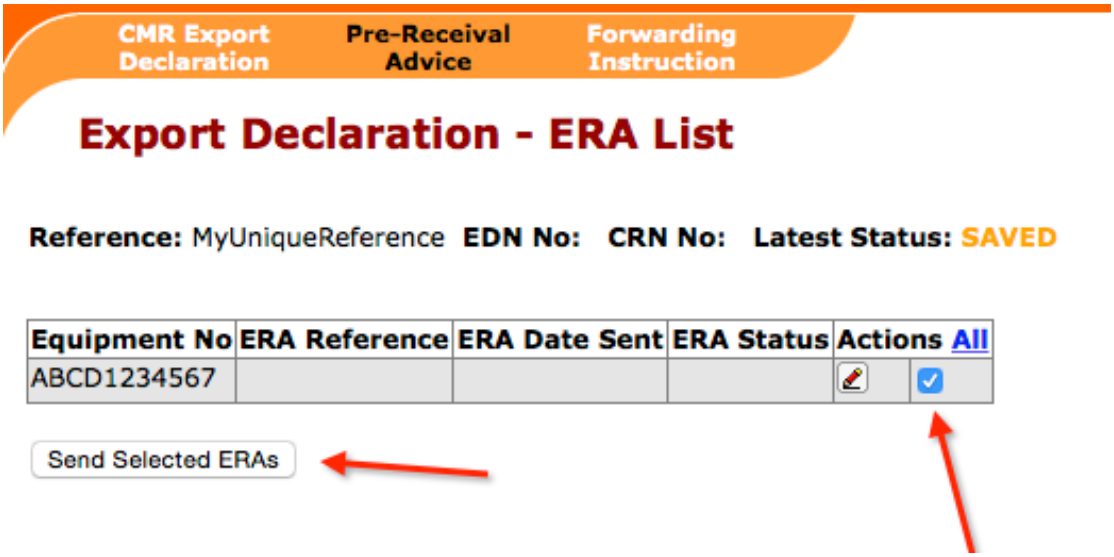
Sending the PRA

Once the EDN is clear it is time to send the PRAs.

- Open the EDN, click on the consignment menu and then 'Lookup'
- Click on Pre-Receival Advice on the small orange menu
-



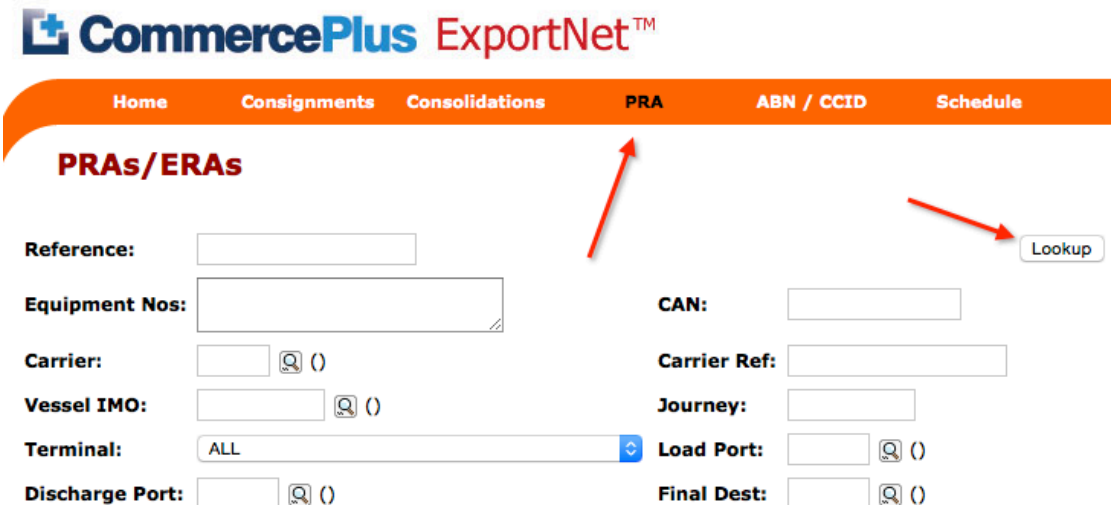
- Select the containers you wish to send using the tick box
- Send the PRAs using 'Send Selected ERA's' button



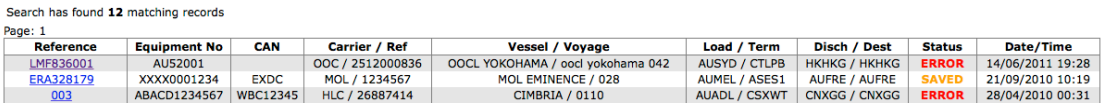
Copyright © 2015 Commerce Plus Pty Ltd

Reading PRAs

- To read the status of the PRAs click on the PRA menu item



- The latest PRAs will be shown at the top, if the status is CLEAR the PRAs are done and the container can be delivered to the wharf. If an error messages are returned you need to fix them, more details in the user guide.



Search has found **12** matching records

Page: 1

Reference	Equipment No	CAN	Carrier / Ref	Vessel / Voyage	Load / Term	Disch / Dest	Status	Date/Time
LMF836001	AU52001		OOC / 2512000836	OOCL YOKOHAMA / oocl yokohama 042	AUSYD / CTLPB	HKHKG / HKHKG	ERROR	14/06/2011 19:28
ERA328179	XXXX0001234	EXDC	MOL / 1234567	MOL EMINENCE / 028	AUMEL / ASES1	AUFRE / AUFRE	SAVED	21/09/2010 10:19
003	ABACD1234567	WBC12345	HLC / 26887414	CIMBRIA / 0110	AUADL / CSXWT	CNXGG / CNXGG	ERROR	28/04/2010 00:31

Well done! You have done for first EDN and PRA.

Copyright © 2015 Commerce Plus Pty Ltd