



**CommercePlus**

# Exportnet

## *Sub and Main Manifests User Guide*

Version 1.2, September 2022 (C) Commerce Plus Pty Ltd

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# Shipping Lines

While Shipping Lines are able to complete EDNs and PRAs using Exportnet this guide focuses on the Sub and Main Export manifest and these are the typical messages sent.

Please refer to the general Exportnet Userguide for the other message types.

# Work Flow

The suggested workflow for a handling the export manifests;

## Vessel Operator

1. For each port, create a Sub Manifest
2. Use the terminal load report to generate the line items
3. Obtain the CAN (CRN)
4. Create a Main Manifest
5. Enter the CAN from your Sub Manifest into the Main
6. Enter the CANs from the "slot charterers".

## Slot Charterers

1. For each port, create a Sub Manifest
2. Use the terminal load report to generate the line items
3. Obtain the CAN (CRN)
4. Provide the CAN to the vessel operator.

# Introduction

Exportnet was the first web-based application on the market to offer the ability for exporters to communicate with Australian Customs with the additional 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;
- Generate Export declarations (EDN), Export consolidations (CRN), PRAs, Main and Sub Export Manifests
- ABN and Customs Client IDs (CCID) Registration
- Data integration for larger business

## General Help

- For general problems encountered while using Exportnet there are a number of paths to obtaining support including;
  - Access to a knowledge base,
  - Contacting the Commerce Plus help desk on 1300 552 393 or
  - Emailing [support@commerceplus.net.au](mailto:support@commerceplus.net.au).
  - Click **Get Help** button within 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 the 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.



If you can't access Exportnet from your PC, trying using your phone as that will confirm if the issue is a problem with your office internet.

# 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](mailto:support@commerceplus.net.au).
- Visit [www.commerceplus.net.au](http://www.commerceplus.net.au) and click on the 'Login' underneath Exportnet.

The screenshot shows the CommercePlus website interface. At the top, there is a navigation menu with links for Home, Services, Support, About, and Contact. Below the menu is the CommercePlus logo. The main content area features three service tiles: Exportnet (with an image of an airplane), Smart Imports (with an image of a port), and Importnet (with an image of a truck). Each tile includes a brief description and links for Login, About, and Register. Below the tiles is a 'Welcome to Commerce Plus' section with a paragraph of text and a 'Quick links' section with links to Register, Logon to Exportnet, Logon to Importnet, Logon to Smart Imports, Logon to Haz, and Logon to Eswitch. The footer contains the text 'Commerce Plus Pty Ltd © 2011. All Rights Reserved. ABN: 70 152 487 440'.

- Enter your Account Number (TG No), your User Name (Login) and password



#### Unregistered ExportNet Users

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

- Central registration with Commerce Plus
- Register for Commerce Plus Payments
- Register with ExportNet

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

[Click here](#) to return to Commerce Plus

#### Registered Users

Please proceed by entering your login details below using same credentials previously used with Tradegate:

|          |  |
|----------|--|
| Account  | <input type="text"/>   |
| Login    | <input type="text" value="fmacdonald"/>                                    |
| Password | <input type="password" value="*****"/>                                     |
|          | <input type="button" value="Login"/> <input type="button" value="Cancel"/> |

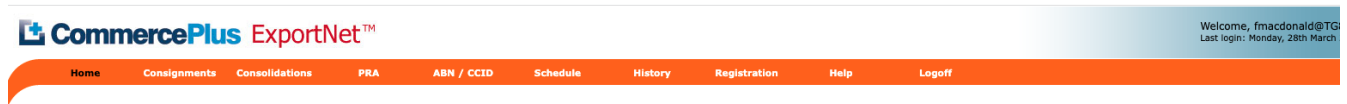


Login details are case sensitive.

- Once logged into your Exportnet account, you can begin to use the service.
- The homepage shows the noticeboard where new information will be shared, such as new product features and industry news.

# Exportnet Menu

The core functions / menu items are within the orange bar across the top of the page.



## Notice Board

### New Feature - Client Management within ImportNet

One feature that has been requested was the ability for ImportNet to store Consignee, Consignor and Notify Party details to save having to type the address information in for each entry.





Once you enter the contacts details you can save them to allow for auto complete in the future.

For more information on the service please read [Client Management](#) or call our Support desk.

- **Home** – this is the first page that appears when you log into Exportnet and shows the notice board.
- **Consignments** - used to generate Exportnet Declarations (EDN).
- **Consolidations** - used to generates Consolidations (CRNs), Sub and Main Export Manifests.
- **PRA** - used to generated PRAs / ERAs
- **ABN / CCID** - used to register ABNs and CCIDs
- **Schedule** – used to see vessel schedules
- **History** - offers a complete report of past transactions however there are easier methods discussed later in this guide
- **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 Exportnet.

## ExportNet Icons

Commerce Plus uses the same icons across all our applications and their meanings are;

| Icon  | Meaning   |
|---|---|
| *   | Field is required by ABF / Customs  |
| *   | Field is required for PRAs  |
|  | Search for a code using the name, examples being Port Codes, Vessel IMOs etc by clicking on this icon |
|  | Click on the "pencil" to 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 or in error              |



# User Administration

## Updating Company Details

To update your company details, name, address etc

- Click on the 'Registration' menu item
- Click on Edit

**Registration**

**Account Details**

**AccountID:** TG819  
**Business Name:** Commerce Plus Test Account  
**Address:** PO Box 148  
**City:** Kenthurst  
**State:** NSW  
**Postcode:** 2156  
**ABN:** 00000000000  
**Phone Number:** 1300 552 393  
**Fax Number:**  
**Email Address:** support@commerceplus.net.au

**Contact Name:** Commerce Plus Support  
**Contact Phone:** 1300 552 393  
**Contact Email:** support@commerceplus.net.au

**Verified Gross Mass**

**Calculation Method:** Method 1 (Combined)  
**Company Name:** Commerce Plus Test Account  
**Street:**  
**City:**  
**Country:**  
**Contact Name:**  
**Contact Address:**

**Hazardous Goods**

**Haz Contact Name:** John Smith  
**Haz Contact Phone:** 0414 248 641

- Update the Verified Gross Mass section if you wish to set a default for future PRAs, you can still override each PRA.
- Make the changes and press 'Save'



If the ABN needs to change please email [support@commerceplus.net.au](mailto:support@commerceplus.net.au)

## Changing Passwords

- Click on 'Registration' and scroll down to the User Access
- Click on the username

**User Access**

| Username              | Name                       | Type  | Last Seen           |
|-----------------------|----------------------------|-------|---------------------|
| <a href="#">guest</a> | Commerce Plus Test Account | Admin | 2015-05-04 14:06:45 |

- Update the password and save.

# Adding Additional Users

- Click on 'Registration' and scroll down to the User Access section
- Click 'Add'
- Choose 'client' or 'admin', only 'admin' users are able to create new users and change other users passwords
- Click 'save'

## Registration

### New User:

\* **User Name:**

\* **Name:**

**Type:**

**New Password:**

**Retype Password:**



CommercePlus recommends that each user have their own account as that way you are able to track who made changes.

## Alerts

Exportnet allows you to receive email alerts when an EDN, Consolidation or PRA changes status or goes into error.

- Click on 'Registration' and scroll down to the Alerts
- Click Edit
- Select the type of alert
  - **Client Registration** - If clients are added or modified

- **Confirmation Reminders** - Informs you that ABF have sent a Confirmation reminder (for confirming/confirmed EDNs)
- **Consolidation** - Changes to a Consolidation
- **Consignments** - Changes to a EDN
- **Idle Notices** - Informs you that ABF have sent an Idle message for an EDN
- **PRA** - Changes to a PRA
- **Manifest** - Change to a Sub or Main Manifest
- Select when the alert/email should occur
  - **Disabled** - Never inform me
  - **Alert on errors only** - Error messages from ABF or the terminals
  - **Alter on all events** - All changes that occur to your message
- Enter an email address or multiple separated with commas
- Click Save

# Sub Manifest

## Create Header Details

- Click on Consolidations on the orange menu
- Click on New

CommercePlus ExportNet™

Welcome, fmacdo  
Last login: Wednesd

Home Consignments **Consolidations** PRA ABN / CCID Schedule History Registration Help Logoff

### Consolidations

Reference:

CRN No:

Carrier Reference:

Vessel IMO:

Journey / Flight No:

Item CAN:

Load Port:

Discharge Port:

Final Dest:

Date:  -

Departure Date:

Status:

- Enter a unique reference



A common practical is it used a standard reference to assist finding jobs in the future, for example to use "export type, IMO and voyage number port". eg SUB 2345678 202N AUSYD

- Select Mode = **Sea**
- Select Manifest Type = **Sub**
- Enter the voyage number, this is not required for ABF however it is useful for the work flow
- Enter the vessel IMO, if you can't remember the IMO click on the magnifying glass to find the vessel by name, this is not required for ABF however it is useful for the work flow
- Port of Loading, this is not required for ABF however it is useful for the work flow
- Number of empty containers
- Click Save

Home Consignments Consolidations PRA ABN / CCID Schedule History Registration Help Logoff

CMR Export Sub Manifest Pre-Receipt Advice

## CMR Export Manifest

New Consolidation. \* Required For CMR Exports  
\* Required For PRAs

Save Send New Import Consignment(s) Import Consolidation(s) Print History Clone Get Status Get Help

**Consolidation Header**

\*Reference: SUB 9256224 123N SYD

\*Mode:  Sea  
 Air

\*Manifest Type:  Sub  
 Main

\*Report Type:  Consolidation  
 Slot

\*Voyage No: 123N

\*Vessel IMO: 9256224 (YM SINGAPORE)

\*Carrier Code: MSC (Mediterranean Shipping)

Nil Cargo

\*Date of Departure: 01/04/2022

\*Port of Loading: AUSYD (Sydney NS AUSTRALIA)

\*Port of Discharge: ()

\*Final Destination: ()

\*Terminal ID: Please select a terminal

\*Ocean Carrier's Ref No:

\*Empty Containers: 100

## Create Consolidation Items

While you can add the line items manually it is best to use the load report provided by each terminal, below is an example of a load report.

```
eLINK Report Selection Criteria - Vessel Outbound List,
*****
Report Parameters,,,Line Operator: YML Vessel Reference: CRD8001 (FRT) Freight Kind: IGNORE Is 00G: IGNORE Is Reefer: IGNORE Is Hazardous: IGNORE Facility:
FRT,
*****
Report ID,VSLBLIST,
Report Name,Vessel Outbound List,
Terminal Name,PAT SYD,
Report Date/ Time,4/01/2022 6:23,
Lloyds Number,9256224,
Vessel,YM SINGAPORE,
Voyage ,123N,
*****
Container,ISO,Gr Wt,VGM,ST,Cat,LOP,Service,Vessel,Voyage,Vessel Ref,Curr Loc,Vessel Stow,Loc,Origin,LoadP,DischP,2DischP,Destn,Trans Mode,Trans Carrier,Rec/Disch TS,Del/Load
TS,Customs,AQIS,Term Hold,Dwell,CAN,SL Bkg,Comm,Damage,Seal,Cntrl Temp>Last Temp,Vent,OH,OWL,OWR,OLF,OLB,IMDG,UNNO,Technical Name,Qty,Wt,Pckg Grp,FP,BL
BMOU5721779,4500,19284,Y,F,E,MSC,AAAN,COSCO ROTTERDAM,170N,CRD8001,DEPARTED,V-CRD8001-600986,VESSEL,,,SGSIN,AEJEA,,TRUCK,79
(WEST),16:28,6,33:57,CLEAR,CLEAR,CLEAR,8,AEPMY34HS,A013003643,GENL,,H5559489,,,,,,,,,GENERAL,,16200,
```

- Click on the **Import Consolidation** button

Reference: SUB 9256224 123N SYD CRN No: Latest Status: **SAVED** as at 13/04/2022 10:57 \* Required For CMR Exports  
\* Required For PRAs

Save Send New Import Consignment(s) **Import Consolidation(s)** Print History Clone Get Status Get Help

**Consolidation Header**

\*Reference: SUB 9256224 123N SYD

\*Mode:  Sea  
 Air

\*Manifest Type:  Sub  
 Main

\*Report Type:  Consolidation  
 Slot

\*Voyage No: 123N

\*Vessel IMO: 9256224 (YM SINGAPORE)

\*Carrier Code: MSC (Mediterranean Shipping)

Nil Cargo

\*Date of Departure: 01/04/2022

\*Port of Loading: AUSYD (Sydney NS AUSTRALIA)

\*Port of Discharge: ()

\*Final Destination: ()

\*Terminal ID: Please select a terminal

\*Ocean Carrier's Ref No:

\*Empty Containers: 100

- Select the file
- Click the **Upload** button

**Import Terminal Load Report**

Filename:  BTP\_Terminal...ad\_Report.csv

- Click **Back** after the pop up showing the file was accepted for uploading.
- Wait a couple of minutes for the file to be processed
- Refresh the page or click on the Consolidations menu
- Click Lookup, the latest message will be at the top

- Open the Consolidation (Sub Manifest)
- The load report will include the following information:
  - CAN's loaded on vessel
  - Number of full containers
  - Number of empty containers

### CMR Export Manifest

Reference: SUB 9256224 123N SYD CRN No: Latest Status: **UPLOAD** as at 13/04/2022 11:21 \* Required For CMR Exports  
\* Required For PRAs

Save Send New Import Consignment(s) Import Consolidation(s) Print History Clone Get Status Get Help

#### Consolidation Header

\*Reference: SUB 9256224 123N SYD  
 \*\*Mode:  Sea  Air  
 \*Manifest Type:  Sub  Main  
 \*Report Type:  Consolidation  Slot  
 \*Voyage No: 123N  
 \*Vessel IMO: 9256224 (YM SINGAPORE)  
 \*Carrier Code: MSC (Mediterranean Shipping)  
 Nill Cargo

\*\*Date of Departure: 01/04/2022  
 \*Port of Loading: AUSYD (Sydney NS AUSTRALIA)  
 \*Port of Discharge: ()  
 \*Final Destination: ()  
 \*Terminal ID: Please select a terminal  
 \*Ocean Carrier's Ref No:  
 \*Empty Containers: 7

#### Consolidation Items

Total No of Packs: 0  
Total No of Containers: 13

| Line | Type | Exempt/CAN | No Cntrs / No Packs | Goods Description | Destination Country | Status    | Actions |
|------|------|------------|---------------------|-------------------|---------------------|-----------|---------|
| 1    | CAN  | AEPMT4YWE  | 3 / 0               |                   |                     | INSERTING |         |
| 2    | CAN  | AEPNY34HG  | 1 / 0               |                   |                     | INSERTING |         |
| 3    | CAN  | AEPNLFN3S  | 1 / 0               |                   |                     | INSERTING |         |
| 4    | CAN  | AEN9RGMG3  | 3 / 0               |                   |                     | INSERTING |         |
| 5    | CAN  | AEPHGA9RR  | 5 / 0               |                   |                     | INSERTING |         |

Total No of Lines: 5  
New Consolidation Item

#### Customs Status

| Response Date    | Status        | Description          | Reason  |
|------------------|---------------|----------------------|---|
| 13/04/2022 11:21 | <b>UPLOAD</b> | Terminal Load Report | Report Type: Patrick eLink Load report<br>CANs Found: 5<br>Full Containers Found: 13<br>Empty Containers Found: 7 |

## Send to ABF

- Once the header and line items are completed the Export Sub Manifest can be sent to Customs / ABF
- Click on the Send button
- Click Send message, action will default to "Original"

### CMR Export Sub Manifest

Reference: AS-2210 CRN No: AAAAA37R9 Latest Status: **SAVED** as at 30/09/2004 21:06

### Send Message

Last Action: **original**  
 Action:

# Review Message

- Typically the response from ABF will take 15 minutes, once it comes back the status of the message will change from **SENT** to **CLEAR** or an error of some form.
- To view the status click on the Consolidations menu item
- Click lookup
- In the below example the search is specific to a single vessel and as you can see;
  - One manifest is yet to be sent to ABF
  - One has been cleared and allocated an CRN (AAAF6AAFL)
  - One has been rejected by ABF
- If the manifest is CLEAR it can be provided to the vessel operator for the Main Manifest

The screenshot shows the 'Consolidations' search interface. The search criteria are as follows:

- Reference: (empty)
- CRN No: (empty)
- Carrier Reference: (empty)
- Vessel IMO: 9278088 (YM WEALTH)
- Journey / Flight No: (empty)
- Item CAN: (empty)
- Load Port: (empty)
- Discharge Port: (empty)
- Final Dest: (empty)
- Date: (empty) - 18/11/2021
- Departure Date: ALL
- Status: ALL

Search has found 3 matching records

| Reference                      | Carrier Ref | Date/Time        | CRNNo     | Status   | Mode | Vessel / Flight No         | Load Port | Discharge Port | Final Dest | Select/Unselect All      |
|--------------------------------|-------------|------------------|-----------|----------|------|----------------------------|-----------|----------------|------------|--------------------------|
| <a href="#">MAINCAT137NSYD</a> |             | 18/11/2021 14:47 |           | SAVED    | SEA  | 9278088 (YM WEALTH) / 159N | AUSYD     |                | TWKHH      | <input type="checkbox"/> |
| <a href="#">Test Slot 1</a>    |             | 18/11/2021 13:59 | AAAF6AAFL | CLEAR    | SEA  | 9278088 (YM WEALTH) / 123S |           |                |            | <input type="checkbox"/> |
| <a href="#">CAT137NSYD</a>     |             | 18/11/2021 13:50 |           | REJECTED | SEA  | 9278088 (YM WEALTH) / 159N | AUSYD     |                |            | <input type="checkbox"/> |

## Manifest Error Message

- If the manifest has been rejected you need to assess why, fix the error and resend to ABF.
- Open the consignment in question
- Scroll to the bottom under "Customs Status"
- In the below example an invalid CANs have been used

| Response Date    | Status   | Description  | Reason  |
|------------------|----------|--|---|
| 18/11/2021 13:49 | REJECTED | THE TRANSACTION HAS BEEN REJECTED DUE TO ERRORS. PLEASE CORRECT AND RE-SEND THE MESSAGE. | REPORT REJECTED : LINE QUOTED AN EXPORT DOCUMENT CAN=AEMXCRJR7 NOT FOUND IN ICS |
| 18/11/2021 13:42 | REJECTED | THE TRANSACTION HAS BEEN REJECTED DUE TO ERRORS. PLEASE CORRECT AND RE-SEND THE MESSAGE. | REPORT REJECTED : LINE QUOTED AN EXPORT DOCUMENT CAN=AEMXCRJR7 NOT FOUND IN ICS |

- Once the error has been fixed resend the message to ABF.

# Main Manifest

## Create Header Details

- Click on Consolidations on the orange menu
- Click on New

CommercePlus ExportNet™

Welcome, fmacdo  
Last login: Wednesd

Home Consignments **Consolidations** PRA ABN / CCID Schedule History Registration Help Logoff

**Consolidations**

Reference:

CRN No:

Carrier Reference:

Vessel IMO:

Journey / Flight No:

Item CAN:

Load Port:

Discharge Port:

Final Dest:

Date:  -

Departure Date:

Status:

- Enter a unique reference



A common practical is it used a standard reference to assist finding jobs in the future, for example to use "export type, IMO and voyage number port". eg SUB 2345678 202N AUSYD

- Select Mode = **Sea**
- Select Manifest Type = **Main**
- Enter the voyage Number
- Enter the vessel IMO
- Carrier Code, this will be your three letter code
- Date of Departure in the format dd/mm/yyyy or click use the calender pop up
- Port of Loading, use the UNlocode or search by clicking on the magnifying glass
- Final Destination, this is the last port the vessel / voyage will stop at
- Number of empty containers
- Click Save

## Create Consolidation Items

The consolidation line items for a Main Manifest will be made up from the following;

- Your own Sub Manifest CAN



- Sub Manifest CANs from other lines (slots)
- Total number of the empty containers on the vessel



The process needs to be repeated for each sub manifest CAN on the vessel loading at this port.

- Click on New Consolidations Button

\*Carrier Code  (American President Line)  
 Nihil Cargo  \*Empty Containers:

---

**Consolidation Items**  
 No Consolidation Items  
 Total No of Lines: 0

---

**Customs Status**  
 Customs clearance not requested.

- Select Type = CAN
- Enter the CAN from the sub manifest(s)
- Enter the number of container reported on the CAN
- Click Save Item

\*Carrier Code  (American President Line)  
 Nihil Cargo  \*Empty Containers:

---

**Consolidation Items**  
 No Consolidation Items  
 Total No of Lines: 0

---

**Customs Status**  
 Customs clearance not requested.

## Send to ABF

- Once the header and line items are completed the Export Main Manifest can be sent to Customs / ABF
- Click on the Send button
- Click Send message, action will default to "Original"

**CMR Export Sub Manifest**

Reference: AS-2210 CRN No: AAAAA37R9 Latest Status: SAVED as at 30/09/2004 21:06

**Send Message**

Last Action: **original**  
 Action:

## Review Message

- Typically the response from ABF will take 15 minutes, once it comes back the status of the message will change from **SENT** to **CLEAR** or an error of some form.

- To view the status click on the Consolidations menu item
- Click lookup

### Manifest Error Message

- If the manifest has been rejected you need to assess why, fix the error and resent to ABF.
- Open the consignment in question
- Scroll to the bottom under "Customs Status"
- In the below example invalid CANs have been used

| Customs Status      |          |  |   |
|---------------------|----------|--|---|
| Response Date       | Status   | Description  | Reason  |
| 18/11/2021<br>13:49 | REJECTED | THE TRANSACTION HAS BEEN REJECTED DUE TO ERRORS. PLEASE CORRECT AND RE-SEND THE MESSAGE. | REPORT REJECTED : LINE QUOTED AN EXPORT DOCUMENT CAN=AEMXCRJR7 NOT FOUND IN ICS |
| 18/11/2021<br>13:42 | REJECTED | THE TRANSACTION HAS BEEN REJECTED DUE TO ERRORS. PLEASE CORRECT AND RE-SEND THE MESSAGE. | REPORT REJECTED : LINE QUOTED AN EXPORT DOCUMENT CAN=AEMXCRJR7 NOT FOUND IN ICS |

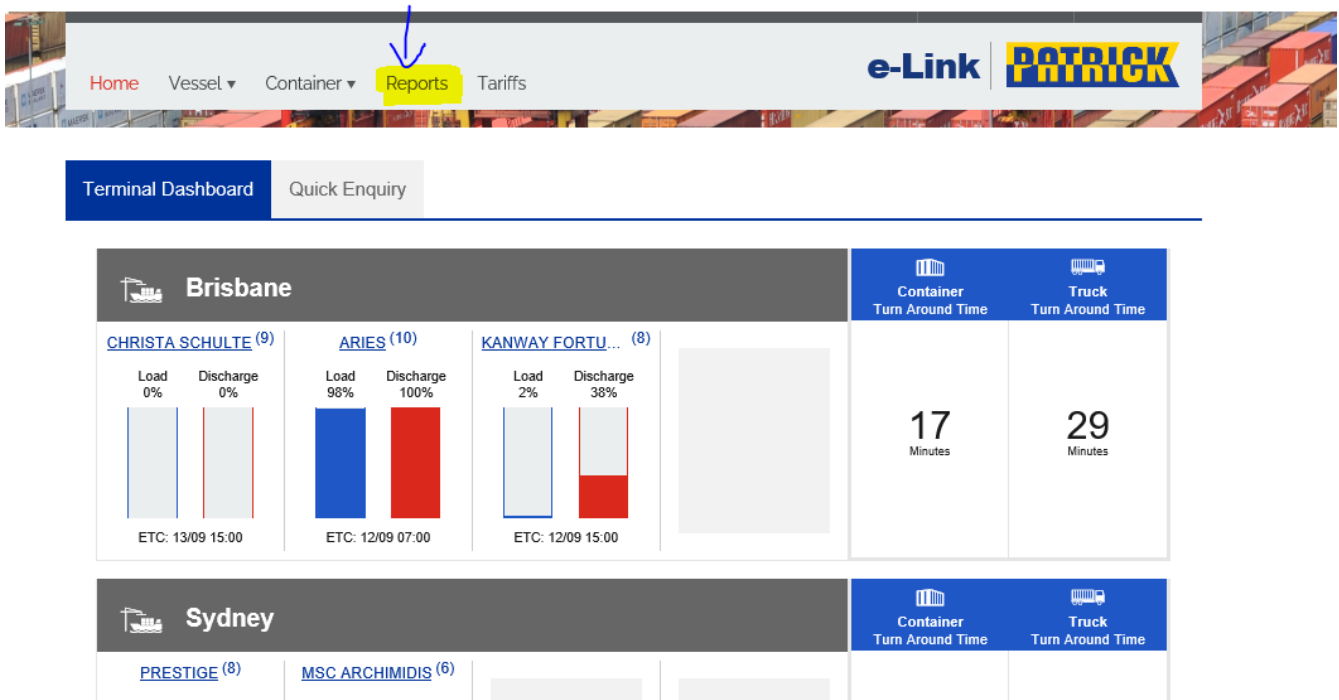
- Once the error has been fixed just resend the message to ABF.

# Terminal Load Report - File Formats

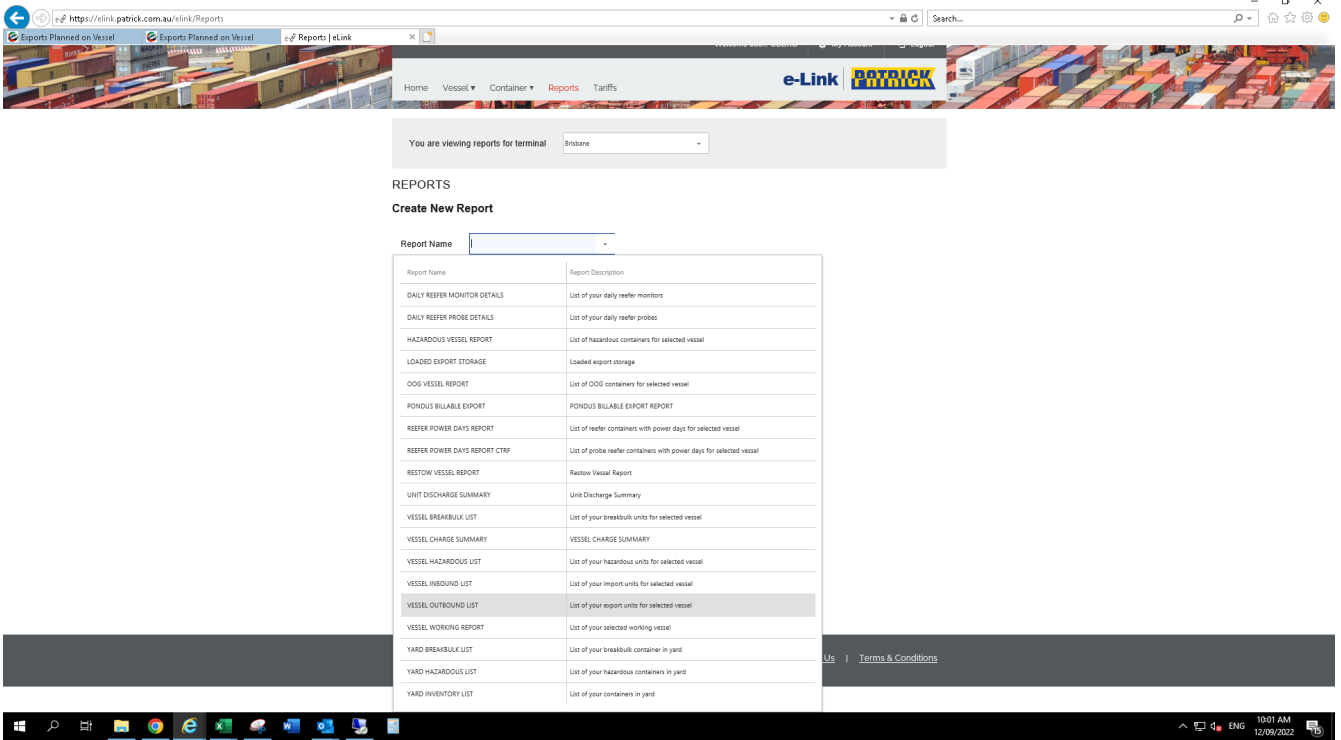
Each terminal offers a number of reports and in different formats, it is important that you use the correct report for the upload process to work correctly.

## Patrick's Load Report

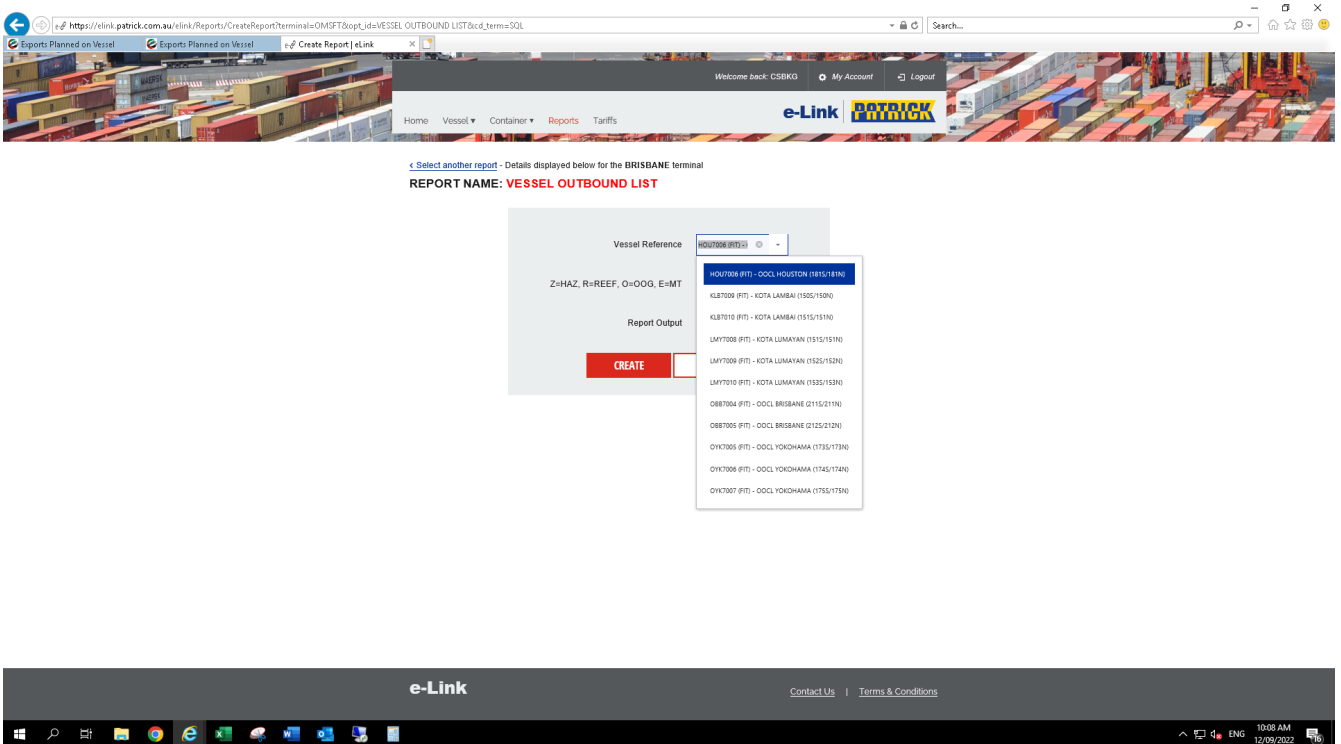
- Go to the Patrick's website
- Click on Reports



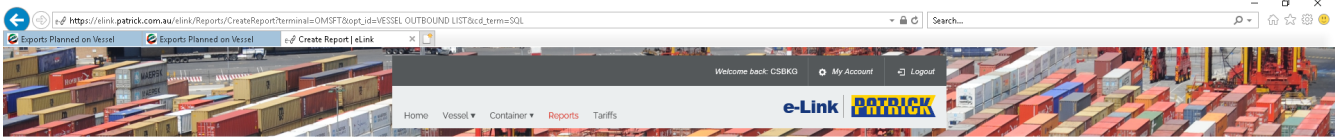
- Select the Terminal
- Click on "Vessel Outboard List" as the report type



- Select the vessel at VESSEL REFERENCE



- Select the format as CSV with the "REPORT OUTPUT"



[Select another report](#) - Details displayed below for the BRISBANE terminal

REPORT NAME: **VESSEL OUTBOUND LIST**

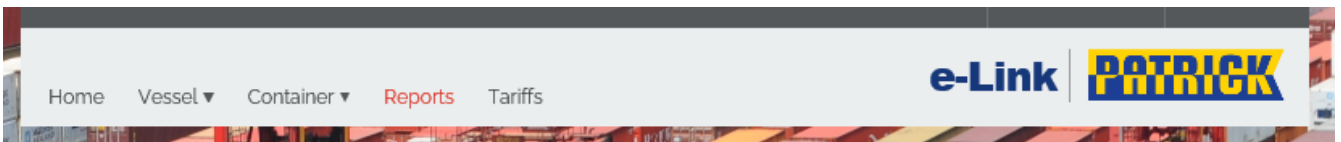
Vessel Reference

Z=HAZ, R=REEF, O=OOG, E=MT

Report Output



- Click the CREATE button and the report will be generated




[Select another report](#) - Details displayed below for the BRISBANE terminal

REPORT NAME: **VESSEL OUTBOUND LIST**

Vessel Reference

Z=HAZ, R=REEF, O=OOG, E=MT

Report Output



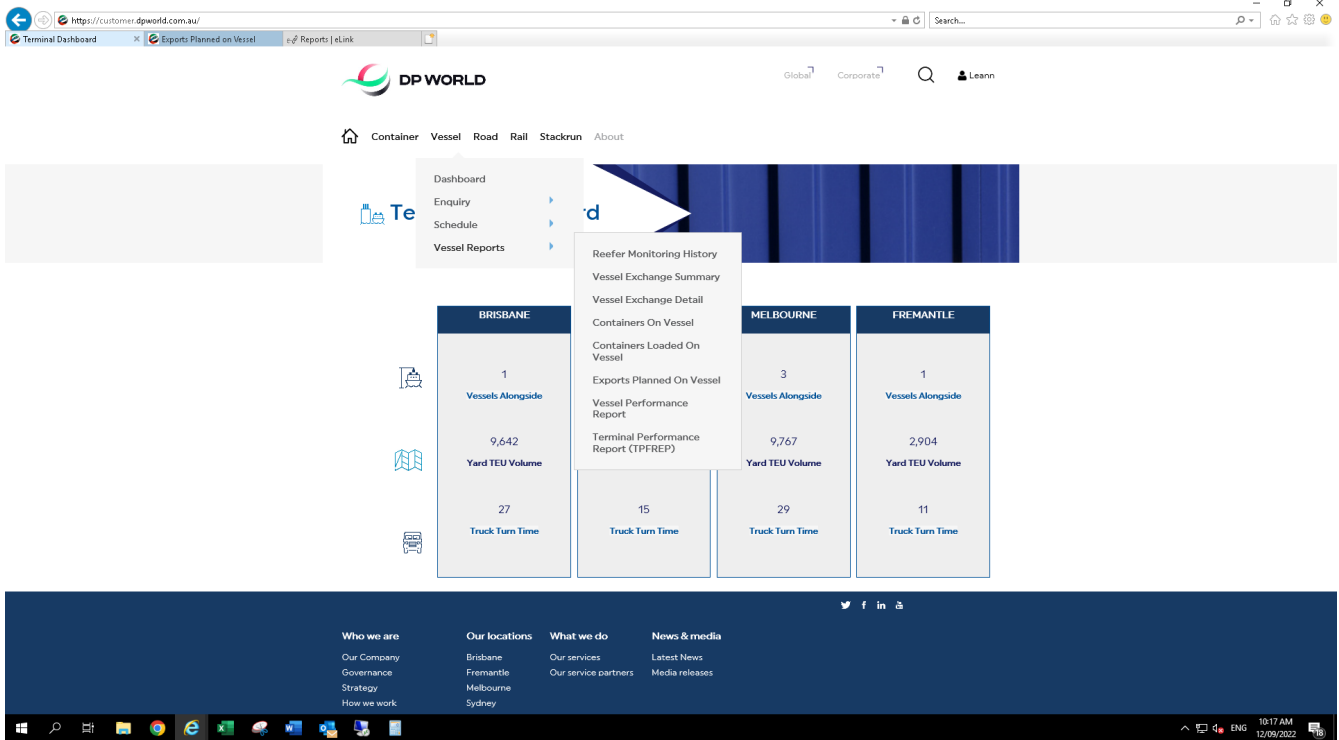
## Example Patricks File

eLINK Report Selection Criteria - Vessel Outbound

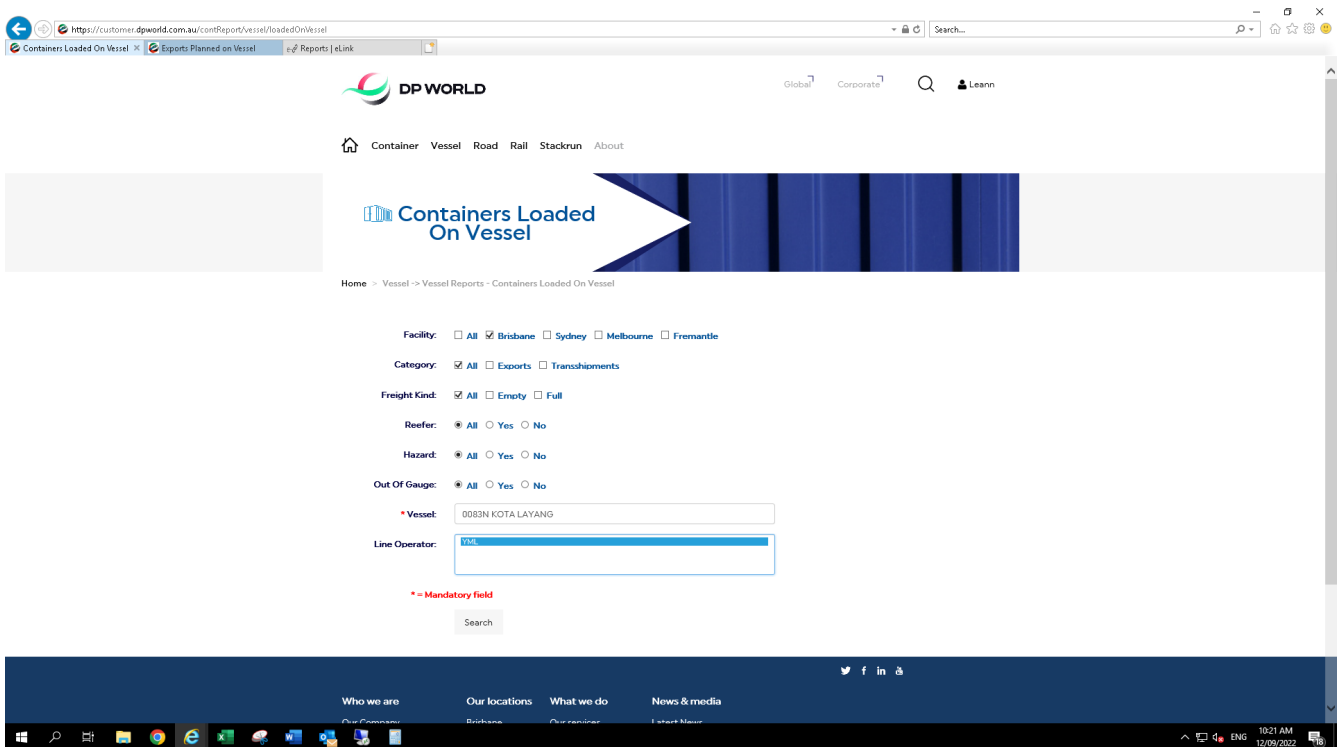
```
List,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
*****  
Report Parameters,,,Line Operator: ABC Vessel Reference: OBB3006 (ESD) Freight Kind:  
IGNORE Is OOG: IGNORE Is Reefer: IGNORE Is Hazardous: IGNORE Facility:  
ESD,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
*****  
Report ID,VSLOBLIST,,,,,,,,,,,,,,,,,,,,,,,,,,,,,  
Report Name,Vessel Outbound List,,,,,,,,,,,,,  
Terminal Name,PAT ESD,,,,,,,,,,,,,,,,,,,,,  
Report Date/ Time,8/31/22 10:13 AM,,,,,,,,,,,,,  
Lloyds Number,9445502,,,,,,,,,,,,,,,,,,,,,  
Vessel,OOCL BRISBANE,,,,,,,,,,,,,,,,,,,,,  
Voyage ,212N,,,,,,,,,,,,,,,,,,,,,  
*****  
Container,ISO,Gr Wt,VGM,ST,Cat,LOP,Service,Vessel,Voyage,Vessel Ref,Curr Loc,Vessel  
Stow,Loc,Origin,LoadP,DischP,2DischP,Destn,Trans Mode,Trans Carrier,Rec/Disch  
TS,Del/Load TS,Customs,AQIS,Term Hold,Dwell,CAN,SL Bkg,Comm,Damage,Seal,Cntrl  
Temp,Last Temp,Vent,OH,OWL,OWR,OLF,OLB,IMDG,UNNO,Technical Name,Qty,Wt,Pckg Grp,FP,BL  
BEAU26321234,22G1,25342,Y,F,E,YML,AAA1,OOCL BRISBANE,212N,OBB3006,DEPARTED,V-OBB3006-  
350704,VESSEL,,,SGSIN,SAJED,,TRUCK,XV35YM (SHANON),26/08/2022 6:36,29/08/2022  
21:39,CLEAR,CLEAR,CLEAR,6,AEREEE3G3,A012055082,GRAI,-,33072,,, ,,,,,,GRAIN,,23442,,,
```

## DP World Load Report

- Go to the DPW’s website
- Click on Vessel
- Click on Vessel Reports
- Click on Containers Loaded on Vessel



- Select the respective port
- Tick all the other options
- Select the vessel and line
- Click search



- Click on CSV then you see the report

## Containers Loaded On Vessel

Home > Container -> Container Reports - Containers Loaded On Vessel

Showing 1 to 10 of 242 entries

Search:  [CSV](#) [Excel](#) [PDF](#) [Copy](#)

| FACILITY | CONTAINER    | CATEGORY | FREIGHT | ISO  | LENGTH | WEIGHT (kg) | I/B ID    | O/B ID    | COMMODITY | IMDG CODES | REEFER TEMPERATURE (C) | VENT |
|----------|--------------|----------|---------|------|--------|-------------|-----------|-----------|-----------|------------|------------------------|------|
| BRISBANE | YMMU6542080  | EXPORT   | EMPTY   | 45G1 | 40     | 4,000       | GEN_TRUCK | EMP2223N1 | MT        |            |                        |      |
| BRISBANE | DFSU1611630  | EXPORT   | FULL    | 22G1 | 20     | 27,220      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |
| BRISBANE | OTPLU6503430 | EXPORT   | FULL    | 45R1 | 40     | 33,127      | GEN_TRUCK | EMP2223N1 | FMT       |            | -20                    |      |
| BRISBANE | TGCU5038944  | EXPORT   | FULL    | 45G1 | 40     | 29,416      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |
| BRISBANE | SEKU4071897  | EXPORT   | FULL    | 45G1 | 40     | 29,348      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |
| BRISBANE | YMLU3379458  | EXPORT   | FULL    | 22G1 | 20     | 29,140      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |
| BRISBANE | BEAU2473268  | EXPORT   | FULL    | 22G1 | 20     | 29,350      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |
| BRISBANE | YMLU3541574  | EXPORT   | FULL    | 22G1 | 20     | 27,600      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |
| BRISBANE | SEGU4571202  | EXPORT   | EMPTY   | 45G1 | 40     | 4,000       | GEN_TRUCK | EMP2223N1 | MT        |            |                        |      |
| BRISBANE | TRHU3555207  | EXPORT   | FULL    | 22G1 | 20     | 27,360      | GEN_TRUCK | EMP2223N1 | GEN       |            |                        |      |

10 records per page Previous **1** 2 3 4 5 ... 25 Next

### Example DP World Report

```
Containers Loaded On Vessel,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Facility:,,Brisbane,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Category:,,All,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Freight Kind:,,All,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Reefer:,,All,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Hazard:,,All,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Out Of Gauge:,,All,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Vessel:,,LGT 0050N,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Line Operator:,,ABC,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
S No., FACILITY,CONTAINER,CATEGORY,FREIGHT,ISO,LENGTH,WEIGHT (kg),I/B ID,O/B
ID,COMMODITY,IMDG CODES,REEFER TEMPERATURE (C),VENT (C),OOG,OOG BACK (cm),OOG FRONT
(cm),OOG LEFT (cm),OOG RIGHT (cm),OOG TOP (cm),LINE,PORT OF LOAD,PORT OF
DISCHARGE,TIME IN,TIME OUT,LOAD/ DISCHARGE TIME,LOAD HOLD,DELIVERY HOLD,LINE HOLD,US
HOLD,OTHER HOLD,EXPORT CLEARANCE NUMBER,BOOKING REFERENCE NUMBER,LAST FREE
DAY,SEAL,STOW,DWELL,FINAL DESTINATION,VGM
1, BRISBANE,CAIU6571234,EXPORT,FULL,22G1,20,"25,160",GEN_TRUCK,LGT0050N1,GRN,,,,,NO,,,,,
,YML,AUBNE,CNTAO,13/08/2022 6:00,,29/08/2022
4:32,RELEASED,,RELEASED,RELEASED,RELEASED,AETCCCLTR,A010041243,,940142,550212,17,CNTAO
,YES
```



# Hutchinson Load Report

- Go to the Hutchinson's website
- Click on Reports
- Click on Vessel Voyage Details
- Click on Outbound

The screenshot shows the Hutchinson Ports Customer Portal interface. At the top, there is a navigation bar with 'HOME', 'ENQUIRIES', 'REPORTS', and 'ABOUT'. Below this is a sub-navigation bar with 'VESSEL VOYAGE SUMMARY', 'OUTBOUND', and 'INBOUND'. The main content area is titled 'Vessel Outbound Summary' and contains several sections: 'Enter report criteria' with fields for 'Report Format\*' (set to PDF), 'Service Code\*' (a dropdown menu), 'Vessel Name\*', 'Voyage Reference\*', and 'Line Operator\*'. To the right, there are checkboxes for 'Locations\*' (On Vessel, In Community, In Yard), 'Movement Types\*' (Exports, General, OOG, Reefers), and 'Container Types\*' (Transshipments, Empty, Hazardous). A 'Report' button is located at the bottom right of the form.

- Select all movement types
- Select all container types
- Select CSV as Report Format
- Click on Report.

This is a second screenshot of the 'Vessel Outbound Summary' form, enclosed in a blue border. It shows the same form fields and checkboxes as the first screenshot. The 'Report' button is visible at the bottom right. At the bottom of the page, there is a footer with the text: 'HPA PORTAL - VERSION 1.11.9.0 HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

## Example Hutchinson Load Report

```
Report_Header,TERMINALCODE;
"Vessel Voyage Outbound Container List
Report criteria:
Vessel Name: CHARLOTTE SCHULTE   Service: NEAX   Voyage Reference: B1197
Outbound Voyage: CHS092N   Lloyds: 9665657   Line: HLC
Includes: Exports, Tranships, OnVessel, Full, Empty, OOG, Rfr, Haz, Held,
NotHeld,Terminal: HPAFI";
;
CONTAINER,LINEOPERATOR,POD,POL,ISO,WEIGHT,BAY,ROW,TIER,ETI,FE,CARGO,TEMP,VENT,OOG,IMO_
CODE,STOPS,SEAL_NUMBER,RECDATETIME,DWELL,LOADDATETIME,ARR,CARRIER,FINALDESTINATION,SL_
BOOKING,CAN,CURR_LOC;
BHCU2230135,HLC,CNSHA,AUBNE,22U1,2.3, 05, 08, 86,EXPORT,E,Mty,,,N,,N,,02-SEP-2022
20:52,3,05-SEP-2022 21:36,Truck,QUB,,12000208,,VSL;
```

## VICTM Load Report

- Go to <https://www.vict.com.au/> and log in
- Click on Vessel Data
- Click on Vessel Visits

The screenshot shows the website's navigation bar with the following items: Dashboard, Container Search, VBS Booking Search, Container Data, Vessel Data (highlighted with a red box and a '1'), and Road Data. Below the navigation bar, the 'Vessel Visits' option is highlighted with a red box and a '2'. The main content area features a 'Vessel Schedule Search' form with fields for 'Service' and 'Arrival From' (set to 01/09/2019). There are 'Submit' and 'Reset Search' buttons at the bottom of the form. Below the search form, there is a 'Search Vessel Schedule Result' section with a '2' in a red circle and an 'Export' button.

- Find the vessel and click exports from Reports dropdown list

Victoria International Container Terminal  
An ICTSI Group Company

Search for Container

Dashboard Container Search VBS Booking Search Container Data Vessel Data Road Data

### Vessel Schedule Search

Hide Search ▲

Service:

Vessel Details:

Arrival From:

Arrival To:

Submit Reset Search

### Search Vessel Schedule Result 2

Export

| Vessel         | Voyage    | Service                 | ATA             | ETA             | ATD             | ETD              | Begin Receive  |
|----------------|-----------|-------------------------|-----------------|-----------------|-----------------|------------------|----------------|
| MP THE EDELMAN | 011S/011N | China Australia Express | 06/09/19@2:37AM | 06/09/19@4:00AM | 07/09/19@1:24PM | 07/09/19@12:00PM | 30/08/19@3:45A |
| CHI            | 203S/203N | A3 CENTRAL              | 03/09/19@3:15AM | 03/09/19@4:00AM | 04/09/19@9:42PM | 04/09/19@9:59PM  | 28/08/19@3:45A |

Reports  
TDR  
Imports  
Exports

- On the next page click on Export to download the file

Victoria International Container Terminal  
An ICTSI Group Company

Search for Container

Dashboard Container Search VBS Booking Search Container Data Vessel Data Road Data

### Dwell Time

### Cargo Type

### Unit Size

### Consolidated Load Container Report Result 91

Export

| Unit                     | Booking No  | Category  | Line   | Inbound | Outbound  | POD     | POL   | Time In | Time Out |
|--------------------------|-------------|-----------|--------|---------|-----------|---------|-------|---------|----------|
| <input type="checkbox"/> | MNBU0267794 | A59026701 | EXPORT | MSK     | GEN_TRUCK | EDE011N | CNSHA | AUMEL   |          |

### Example VICTM Load Report

## Container Report

```
Container,Category,Line,Inbound,Outbound,POD,POD2,POL,Time In,Time
Out,Transit,Freight,Position,Size,Commodity,Weight,VGM WT,Hazard,IMDG Cls.,Reefer,Req
Vent,Req Temp,Lastest Temp,Last Free Day,Load Hold,Delivery Hold,Line Hold,EDN,Booking
Ref.,OOG,OD B|F|L|R|T in cm,Scale WT,
BEAU2179886,EXPORT,HLC,,V-APL BOSTON-232N,MYPKG,,AUMEL,2022-08-31 06:56:34,2022-09-05
14:55:59,LOADED,FCL,V-ABT232N-
391606,22G1,WHET,27280.0,27280.0,,,,,,,,,AETC7JH77,14684487,,,26000.0,
BEAU2218827,EXPORT,HLC,,V-APL BOSTON-232N,SGSIN,,AUMEL,2022-08-31 22:43:45,2022-09-06
15:08:41,LOADED,FCL,V-ABT232N-
351114,22G1,WINE,18110.0,18110.0,,,,,,,,,AETER4CR3,95066834,,,16000.0,
```

## Flinders (Adelaide) Load Report

- Go to the Flinders website and log in
- Click on Vessel

FLINDERS ADELAIDE CONTAINER x +

online.flindersact.com.au/#/home

Apps Maersk - Home BOXI CM CODS Commerce Plus Exp... Commerce Plus Im... CSED GSIS ESS TERMINAL SHIPS

Flinders Adelaide Container Terminal 1 **Vessel** Terminal Empty Park VBS Pre-Receival Liner Resources Contacts

Master Schedule Container Search msk1

**Security Level**  
This Terminal is currently operating under Maritime Security Level 1. There are no restrictions.


## Welcome msk1 to the FLINDERS ADELAIDE CONTAINER TERMINAL Online Customer Service Portal

### Announcements

- New VBS Charges** 30-Jun-19  
As per the previously published Notice to Terminal VBS Clients please note charges for turning containers with incorrectly booked door direction and processing bookings with errors by the Yard Clerk such as linking are subject to charges.
- Web Portal Update** 03-Jun-19  
From June 3rd 2019, you will be prompted to Supply an Email Address for your User Account when you login to the Web Portal.
- Depot- MSK de-hires** 04-Mar-19  
Please be advised the depot will only accept MSK de-hires if the DO states Flinders. All containers must be directed to the correct place of return.

[See All News & Announcements](#)

### Vessels Alongside



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- Choose and click on the vessel required
- Click Export to download the file.

FLINDERS ADELAIDE CONTAINER x +

online.flindersact.com.au/#/generic-vessel-schedule

Apps Maersk - Home BOXI CM COPS Commerce Plus Exp... Commerce Plus Im... CSED GSIS ESS TERMINAL SHIPS

Flinders Adelaide Container Terminal

Vessel Terminal Empty Park VBS Pre-Receival Liner Resources Contacts

Master Schedule Container Search msk1

Home / Vessel Export Print

### Vessel Schedule

Vessel Forward Program

Following is a list of all ships that are scheduled to arrive at the Terminal in the next 30 days. All times are indicative only and may change without notice.

**Search Options**

ETA From: 23/08/2019 To: 14/10/2019 Search Clear

| Vessel Detail |               |                 |      |           |        |      | Exports |                              |                       | Imports               |                      |               |               |
|---------------|---------------|-----------------|------|-----------|--------|------|---------|------------------------------|-----------------------|-----------------------|----------------------|---------------|---------------|
| Service Line  | Voyage        | Ship Name       | Code | Lloyds No | Length | Beam | TEU     | Outbound ETA                 | Receivals             | Cut-Off               | Inbound ETD/ATD      | Availability  | Storage From  |
| EAX           | CMA BXF9126   | BUXCLIFF        | BXF  | 9221815   | 299    | 40   | 6712    | 9126 Fri 23-Aug-19 (02:00)   | Wed 14-Aug-19 (00:01) | Tue 20-Aug-19 (22:00) | 9026 Sat 24-Aug-19   | Sat 24-Aug-19 | Thu 29-Aug-19 |
| MSC           | MSC CECMA934R | CATHERINE C     | CEC  | 9229300   | 299.8  | 40.1 | 6178    | MA934R Fri 23-Aug-19 (13:15) | Mon 19-Aug-19 (00:01) | Thu 22-Aug-19 (21:00) | MA928A Sat 24-Aug-19 | Mon 26-Aug-19 | Thu 29-Aug-19 |
| VSA           | HSD CCI933N   | CAP CAPRICORN   | CCI  | 9649835   | 228    | 37.3 | 3884    | 933N Sat 24-Aug-19 (02:00)   | Tue 13-Aug-19 (22:00) | Tue 20-Aug-19 (22:00) | 9285 Sun 25-Aug-19   | Mon 26-Aug-19 | Thu 29-Aug-19 |
| AAA           | COS CSI135N   | COSCO SINGAPORE | CSI  | 9221102   | 280    | 39.8 | 5618    | 135N Tue 27-Aug-19 (04:00)   | Mon 19-Aug-19 (09:00) | Mon 26-Aug-19 (14:00) | 1355 Wed 28-Aug-19   | Thu 29-Aug-19 | Tue 03-Sep-19 |
| MBSE          | MSK CAT934E   | CSL ATLANTIC    | CAT  | 9289544   | 294    | 32.2 | 5075    | 934E Tue 27-Aug-19 (04:00)   | Mon 19-Aug-19 (14:00) | Mon 26-Aug-19 (14:00) | 9215 Wed 28-Aug-19   | Wed 28-Aug-19 | Sat 31-Aug-19 |
| AAX           | ANL GE3407N   | CMA CGM GEORGIA | GE3  | 9351127   | 294    | 32   | 5095    | 407N Wed 28-Aug-19 (06:00)   | Mon 19-Aug-19 (00:01) | Tue 27-Aug-19 (05:00) | 4075 Wed 28-Aug-19   | Thu 29-Aug-19 | Tue 03-Sep-19 |
| ASAL          | OOL OOT162N   | OOCL TEXAS      | OOT  | 9329552   | 260    | 32.3 | 4578    | 162N Wed 28-Aug-19 (22:00)   | Tue 20-Aug-19 (13:00) | Tue 27-Aug-19 (14:00) | 1625 Thu 29-Aug-19   | Fri 30-Aug-19 | Wed 04-Sep-19 |
| MBSW          | MSK COD927N   | CONTI DARWIN    | COD  | 9200689   | 278.2  | 40   | 6078    | 927N Thu 29-Aug-19 (14:00)   | Tue 20-Aug-19 (22:00) | Tue 27-Aug-19 (22:00) | 927W Fri 30-Aug-19   | Mon 02-Sep-19 | Thu 05-Sep-19 |
| EAX           | HLC ALB9127   | AL BAHIA        | ALB  | 9349514   | 306    | 40   | 6921    | 9127 Sat 31-Aug-19 (22:00)   | Wed 21-Aug-19 (00:01) | Tue 27-Aug-19 (22:00) | 9027 Sun 01-Sep-19   | Mon 02-Sep-19 | Thu 05-Sep-19 |

Total Vessels Found: 61

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## Example Flinders Load Report

```

Container #,S/T,Line,Seal,PRA,Port Of Discharge,Destination,Gate In,Loaded,Stow
Pos,Size,Height,ISO,Commodity,VGM,Booking,ECN #,Temp,Vent,CMR Status,Haz,UN
#,EDO,Trans. Co
BMOU1141643,E,YML,MLAU1670781,2395504,SGSIN,SAJED,31/08/2022 6:42,6/09/2022
23:26,310402,20,86,22G1,SEED,20.4,A012055526,XXTCFEGCA,,LOAD,,,McCARTHY TRANSPORT
CAIU6319070,E,YML,FJ10969364,2397297,SGSIN,TWKEL,5/09/2022 15:04,7/09/2022
0:03,290704,20,86,22G1,WINE,19.18,A014001241,XXTEY9L4M,,LOAD,,,QUBE TRANSPORT

```

## Generic Load Report

From time to time there maybe a need to upload a non standard load report, in this case the format is a CSV file. This format works for any terminal.

- Create a list of containers
- Add the booking reference if desired, it can be left blank

- In the third column the options are
  - CAN number or
  - EXTI (transshipment) or
  - "Blank" for an empty container

### Example Generic Load Report

```
Container,Booking,CAN
''
''
Container,Booking Ref.,EDN
BMOU2735212,2SYD006984,XXRYT933W
CAIU2191530,,EXTI
CAIU2426240,,
CAIU2566998,,
```

# Common Errors and How to Fix

- To view the status click on the Consolidations menu item
- Click lookup and a list from newest to oldest message will be shown, the possible status options are;

| Status    | Meaning   |
|-----------|---|
| SENT      | The message as been sent to ABF but nothing has been returned yet   |
| CLEAR     | Sub or Main Manifest has been approved and allocated a new CRN  |
| REJECTED  | The message has been rejected and more details on the issue will be show at the bottom of the message.  |
| ERROR     | The message has been rejected before sending to ABF and more details on the issue will be show at the bottom of the message. This will be caused due to an invalid load report. |
| WITHDRAWN | The message has been deleted from ABF or the terminal   |

To view the details or a Rejected or Error message;

- To view the details click on the Consolidations menu item
- Click lookup and a list from newest to oldest message will be shown
- Open the Consignment
- Scroll to the bottom of the page, to the "Customs Status" section
- The below example shows an invalid load reports has been used.

| Customs Status   |        |                      |   |
|------------------|--------|----------------------|---|
| Response Date    | Status | Description          | Reason  |
| 20/04/2022 11:08 | ERROR  | Terminal Load Report | Error: Unable to determine type of Terminal Load Report<br>Error: No Valid CANS Found |

Some common reason ABF will REJECTED are;

- SUB-MANIFEST DOCUMENT STATUS IS PROCESSING AND CAN NOT BE VERSIONED
  - ABF are still processing the first submission, wait 30 minutes and try agin to send your update.
- ATTEMPTED TO LODGE A DOCUMENT WHERE ONE ALREADY EXISTS WITH THE SAME MESSAGE...
  - You have sent an original message twice, clicking on the Get Status button will send a message to ABF asking for the current status and should return a CLEAR message.
- TOTAL NUMBER OF PACKAGES MUST BE PROVIDED WHERE MODE OF TRANSPORT IS AIR OR WHERE MODE OF TRANSPORT IS SEA AND TOTAL NUMBER OF CONTAINERS IS 0
  - The consolidation items within a Sub or Main manifest must have at least one container or if bulk cargo the number of packages.