



**CommercePlus**

# Importnet *Cargo Lists*

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# General Information

## Introduction

ImportNet was developed over ten years ago to provide Importers, Shipping Lines, Freight Forwards and Customs Brokers a simple web based application to communicate with Customs (Australian Border Force) using either our digital certificate or your own. ImportNet offers a means to lodge and manage your Sea and Air Cargo Reports, Cargo Lists and Underbond Movements with ABF, offering;

- PKI compliant, with the exception of Shipping Lines, you are able to use our digital certificate for all cargo reporting;
- Multiple users can access Importnet at the same time enhancing work flow;
- Provides a common web based layout to complete the Sea and Air Cargo Reports, Underbond Movements and Cargo Lists

## General Help

- For general problems encountered while using Importnet 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).
- 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.



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

# Accessing ImportNet

To use the ImportNet 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 ImportNet.

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. Three service tiles are displayed: Exportnet (with an airplane image), Smart Imports (with a port image), and Importnet (with a truck image). Each tile includes a brief description and a set of links for Login, About, and Register. A red arrow points to the 'Login' link under the Importnet tile. Below the tiles is a 'Welcome to Commerce Plus' section with introductory text and a 'Quick links' section with a list of links: Register, Logon to Exportnet, Logon to Importnet, Logon to Smart Imports, Logon to Haz, and Logon to Eswitch.

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

### Unregistered ImportNet Users

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

- Central registration with Commerce Plus
- Register for Commerce Plus Payments
- Register with ImportNet CMR

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" value="tg2655"/>  |
| Login    | <input type="text" value="quest"/>   |
| Password | <input type="password" value="*****"/>                                     |
|          | <input type="button" value="Login"/> <input type="button" value="Cancel"/> |

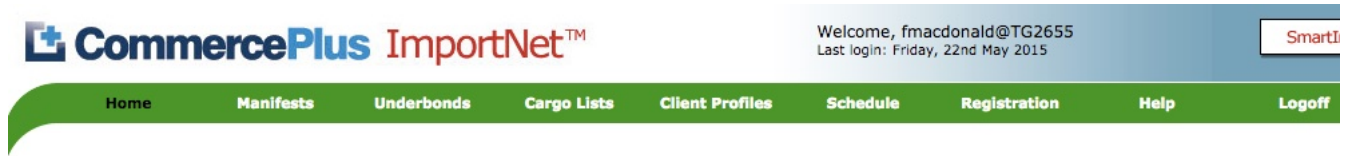


Login details are case sensitive.

- Once logged into your ImportNet 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.

# ImportNet Menu

The core menu items are within the green bar across the top of the page.







## Notice Board

### Simple instructions on fixing your BPA problems

- **Home** – this is the first page that appears when you log into ImportNet and shows the noticeboard.
- **Manifests** – used to access or create your air and sea cargo reports
- **Underbonds** - used to access or create your underbond movements
- **Cargo Lists** – used to access or create your cargo lists
- **Client Profiles** – used to access or create your client profiles such as consignee, consignor and notify parties
- **Schedule** – used to see vessel schedules
- **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 ImportNet.

## ImportNet Icons

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

| Icon  | Meaning   |
|---|---|
| *   | Field is required by ABF / Customs  |
|  | 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                          |

# Cargo List Introduction

A Cargo List is a report by a Shipping Line about certain types of cargo being discharged from a vessel on an international voyage. The types of cargo reported:

- shipping line owned empty containers,
- cabotage and
- export cargo being repositioned prior to export.

The Cargo List is required by ABF to obtain a "release of cargo" where that cargo will not have an associated import declaration. The initial report must be lodged with ABF not less than 48 hours prior to the arrival of a vessel at its first Australian port. Additional lines must be added to a Cargo List, as required, not less than 24 hours before the estimated time of arrival at each subsequent Australian port of discharge. If the journey from the previous Australian port is less than 24 hours, the Cargo List must be submitted before the estimated time of arrival of the vessel at the next Australian port of discharge.

The key fields required by ABF include;

- Vessel identifier (Lloyd's or Customs Ship Register number);
- Voyage number
- Original port of loading
- Port of discharge
- Port of destination
- Cargo code (cabotage / empty or export)
  - cargo identifier (Container Number, Bill of Lading or Booking Reference Number)
  - break bulk indicator
  - number of packages.

# Creating Cargo Lists

To create a Cargo List a header is completed followed by the items with the report.

## Header Details

- Click on **Cargo Lists** on the green menu bar
- Click **New**
- The **Reference** is a unique id for the Cargo List, it is best practice to use a meaningful name like Vessel Voyage Port, eg 931235 17N AUBNE
- Enter the **IMO** or click on the magnifying glass to search by name
- Enter the **Voyage No**, remembering these details should match the impending arrival in ICS
- The **Discharge Port** code, for example AUSYD or click on the magnifying glass to search by name
- The **Responsible Party** will default to your ABN.

The screenshot shows the 'New Cargo List' form in the Cargolist application. The form is divided into several sections: 'Details', 'Cargo List Items', and 'Customs Status'. The 'Details' section contains mandatory fields for Reference, Vessel IMO, Voyage No., Discharge Port, and Responsible Party Client ID. The 'Cargo List Items' section is currently empty, and the 'Customs Status' section indicates that customs clearance has not been requested. Red arrows in the image point to the 'New' button and the 'New Cargo List Item' button.



Fields with a \* are mandatory

- Click **Save**

## Cargo List Items

- Click **New Cargo List Item**
- Set action to **Insert**
- Select **Cargo Code**;
  - **Cabotage** - break bulk or containerised coastal cargo
  - **Empty** - empty containers
  - **Export** - cargo to be transhipped within Australia before being exported
- Select **Cargo Type**;
  - **FCL** - Containerised Cargo
  - **Bulk**



- **Break Bulk**

- Enter the Cargo Id, typically this is a list of containers



Copy and paste a list of containers to save time!

- Enter the **Original Port of Loading** - the UNLocode of the first seaport where the consignment was loaded on to a vessel.
- Enter the **Destination** - the UNLocode of the final destination port of the cargo.
- Enter the **No of Packs** if non containerised
- Select a **Package Type** if non containerised
- Click **Save Item**



Check the discharge indicator in the ABF / ICS Impending Arrival Report, this is a common cause of issues.

## Additional Cargo List Items

For each different combination of cargo type a new item needs to be created using the above process. In the example below you can see there are four containers,

- Two export containers coming Hong Kong and heading to London and
- Two empty containers from Singapore and going to Sydney

**Cargolist**

Reference: FirstCargoReport Latest Status: CREATED \* Required For Cargo List

Save Send New Clone History

---

**Details**

\*Reference: FirstCargoReport  
 \*Vessel IMO: 9127540 (MAERSK NOVAZZANO)  
 \*Voyage No.: 123S

\*Discharge Port: AUSYD (Sydney NSW)  
 \*Responsible Party Client ID: 56003861201

---

**Cargo List Items**

Total No of Items, Packs: 4, 0

| Cargo Type | Cargo Code | Cargo ID    | Orig Load Port | Destination | Status | Actions   |
|------------|------------|-------------|----------------|-------------|--------|---|
| FCL        | Empty      | MTAU1234567 | SGSIN          | AUSYD       | INSERT | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| FCL        | Empty      | MTAU1234568 | SGSIN          | AUSYD       | INSERT | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| FCL        | Export     | EXPU1234567 | HKHKG          | GBLON       | INSERT | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| FCL        | Export     | EXPU1234568 | HKHKG          | GBLON       | INSERT | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |

[New Cargo List Item](#)

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**Customs Status**

Customs clearance has not been requested.



Cargo deemed as Export must has a overseas destination port

# Sending Cargo Lists

Once all the line items have been added it is now time to send the Cargo List to ABF.

- Click on **Save**
- Click on **Send**
- Confirm the message is an Original as it has not been sent to ABF beforehand
- Click on **Send Message**

---

**Cargolist**

Reference: FirstCargoReport Latest Status: **CREATED** \* Required For Cargo List

**Send Message**

Last Action:

Action:

- The status of the Cargo List will now change to "Send".



A CLEAR status from ABF may take 24 hours, the initial status will be ACCEPTED

# Checking Cargo List Status

- Click on **Cargo Lists** on the green menu bar
- Filter for the specific Cargo List or view all as the latest will be at the top of the table, click **Lookup**
- Click on the reference for the specific Cargo List

**Cargolists**

Reference:

Vessel IMO:

Flight/Voyage No.:

Date:  -

Discharge Port:

Cargo ID:

Condition:

Search has found **3075** matching records

Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [Next](#)

| Reference                      | Vessel & Voyage              | Discharge Port | Status | Last Modified    |
|--------------------------------|------------------------------|----------------|--------|------------------|
| <a href="#">APLBO206FRESYD</a> | 9597496 (APL BOSTON) / 2065  | AUSYD          | CLEAR  | 23/03/2022 10:40 |
| <a href="#">APHOU208FREMEL</a> | 9597537 (APL HOUSTON) / 2085 | AUMEL          | CLEAR  | 22/03/2022 17:04 |

- The status for each item can be;
  - **Insert** - Not yet provided to ABF
  - **Clear** - Approved by ABF
  - **Error** - Rejected by ABF
  - **Withdrawn** - Withdraw from ABF

**Cargolist**

Reference: GUBRI204BNEADL Latest Status: **CLEAR** Latest Message: CARLST \* Required For Cargo List

**Details**

- \*Reference: GUBRI204BNEADL
- \*Vessel IMO: 9461491 (GULF BRIDGE)
- \*Voyage No.: 2045
- \*Discharge Port: AUBNE (Brisbane QLD)
- \*Responsible Party Client ID: 24000807858

**Cargo List Items**

Total No of Items, Packs: 6, 0

| Cargo Type | Cargo Code | Cargo ID    | Orig Load Port | Destination | Status | Actions   |
|------------|------------|-------------|----------------|-------------|--------|---|
| FCL        | Export     | PONU7792857 | AUADL          | CNTAO       | CLEAR  | <input type="button" value="🔍"/> <input type="button" value="✖"/> |
| FCL        | Export     | MRSU3744213 | AUADL          | CNTAO       | CLEAR  | <input type="button" value="🔍"/> <input type="button" value="✖"/> |
| FCL        | Export     | MSKU0200684 | AUADL          | CNTAO       | CLEAR  | <input type="button" value="🔍"/> <input type="button" value="✖"/> |
| FCL        | Export     | MSKU0728100 | AUADL          | CNTAO       | CLEAR  | <input type="button" value="🔍"/> <input type="button" value="✖"/> |
| FCL        | Export     | MRKU9344042 | AUADL          | CNTAO       | CLEAR  | <input type="button" value="🔍"/> <input type="button" value="✖"/> |

# Amending Cargo Lists

## Altering Cargo List Header

The header details in a Cargo List can't be altered in any way, if they need to be changed the complete Cargo List must be withdrawn.

- Click on **Cargo Lists** on the green menu bar
- Filter for the specific Cargo List or view all as the latest will be at the top of the table, click **Lookup**
- Click on the reference for the specific Cargo List
- Click on **Send**
- Select **Withdraw** from the dropdown
- Click on **Send Message**, once it has been withdraw the complete message will change staus to withdrawn

Search has found 124 matching records

Page: 1 2

| Reference                      | Vessel & Voyage                  | Discharge Port | Status    | Last Modified    |
|--------------------------------|----------------------------------|----------------|-----------|------------------|
| <a href="#">COSTO207BNESYD</a> | 9200706 (CONTI STOCKHOLM) / 2075 | AUSYD          | WITHDRAWN | 22/03/2022 09:57 |

## Altering Cargo List Items

- Click on **Cargo Lists** on the green menu bar
- Filter for the specific Cargo List or view all as the latest will be at the top of the table, click **Lookup**
- Click on the reference for the specific Cargo List
- Click ih pencil icon next to the item needing to be changed
- Change the action to **Delete** if you need to delete the line or edit the changes to the fields.
- Click **Save Item**
- Click **Back**
- Click **Send**
- Select action as **Change**
- Click **Send Message**

# Trouble Shooting

- If the Cargo List remains as "Accepted" and does not change to "Clear" this typically occurs if the Impending Arrival has not been submitted or it does not match the Cargo List.