



CommercePlus

Importnet

Air and Sea Cargo Reports

Version 1.1, June 2023 (c) Commerce Plus Pty Ltd

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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.
- 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.
- Visit www.commerceplus.net.au and click on the 'Login' underneath ImportNet.

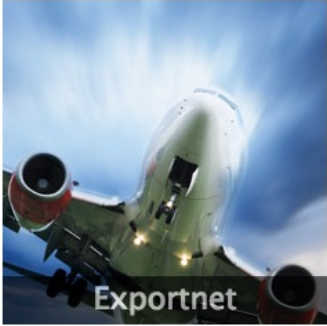
The screenshot shows the CommercePlus website interface. At the top, there is a navigation bar with links for Home, Services, Support, About, and Contact. Below this is the CommercePlus logo. Three service tiles are displayed: Exportnet (with an airplane image), Smart Imports (with a port image), and Importnet (with a truck image). Each tile includes a brief description and a set of links: Login, About, and Register. A red arrow points to the 'Login' link under the Importnet tile. Below the service tiles is a 'Welcome to Commerce Plus' section with introductory text. To the right of this section is 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.

Getting Started Imported From Safari Cp Admin

1300 552 393 support@commerceplus.net.au

Home Services Support About Contact


CommercePlus



Exportnet

Produce export documentation and PRAs from one system with Exportnet. It's cost-effective and easy to use.


Login About Register



Smart Imports

Smartimports is an industry initiative designed to reduce cost and improve operational processes.

Login About Register



Importnet

Manage your import manifests and underbond requests from anywhere, straight from your browser.

Login About Register

Welcome to Commerce Plus

Commerce Plus is a systems integration and software development outfit, primarily focused on the trade and transport community. We design and develop solutions to make life easier for importers, exporters, freight forwarders and shipping lines.

Commerce Plus was established in 2011 to service the information and communication needs of the trade and transport community within Australia, and to fill the void left by Tradegate's decision to shut down. All of our staff are former Tradegate employees, with over 40 years combined experience developing IT solutions for the electronic supply chain.

A copy of the letter sent to Tradegate's customers welcoming them to Commerce Plus is available [here](#)

Quick links

- ↔ Register
- ↔ Logon to Exportnet
- ↔ Logon to Importnet
- ↔ Logon to Smart Imports
- ↔ Logon to Haz
- ↔ 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"/>

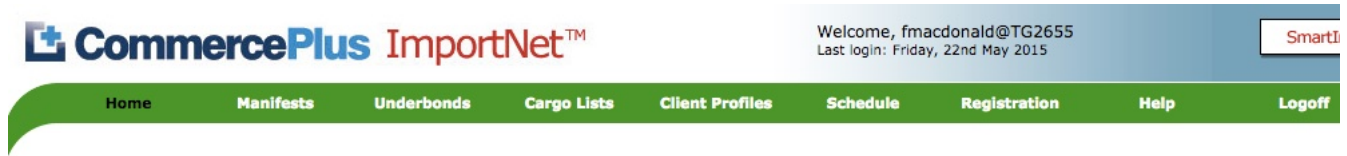


Login details are case sensitive.

- 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 Report Introduction

To access the Cargo Report page within Importnet;

- Click on the Manifests menu in the green bar

Search has found 11 matching records
Page: 1

Reference	Flight / Vessel & Voyage	Master / House Bill	Load Port	Dis Port	Dest	Status	Manifest Type	Last Modified
FUF22	/ 9336347					CREATED	Sea Manifest	14/01/2022 12:34
CPWSTEST	9336347 (VEGA GOTLAND) / 001N	CPWSTEST	SGSIN	AUSYD	AUSYD	ACCEPTED	Sea Manifest	24/10/2021 18:38

- The three buttons along the top;
 - **Lookup** - To search and show the previous reports.
 - **New** - To create new cargo reports.
 - **Clear Selection** - To remove any filters created.



If you have no filters and click **lookup** all your previous jobs are shown with the latest at the top.

- The fields on the left allow for specific reports to be searched, including;
 - **Reference** - The reference is a unique name given by you to each cargo report, it can be anything from your invoice number to today's date.
 - **Vessel IMO** - This is the Lloyds number for the vessel (if a ship) and can be typed either directly as the 7 digit number or you can search by name using the magnifying glass.
 - **Flight/ Voyage No** - The flight or voyage number.
 - **Date** - Search based on a date range using the format dd/mm/yyyy
 - **Discharge Port & Destination Port** - The ports are show as UNLocodes, eg AUSYD for Sydney however you can search by name using the magnifying glass.
 - **Master Bill** - Entering one or more Master (Ocean) bills you can search for multiple jobs.
 - **House Bill** - Entering the House bills to search for the specific job.
 - **Equipment** - Search for one or more containers.
 - **Accept** - Used to filter jobs previously accepted by Customs / ABF.
 - **Condition** - Used to search for a the latests status of a job, for example jobs in error.

Once the Cargo Report has been found you can view the report by clicking on the reference.

Cargo Report Page Layout

Once you have clicked on the reference the manifest will look something like the following with a number of sections;

CommercePlus ImportNet™ | Welcome, fmacdonald@TG4415 | Last login: Thursday, 10th March 2022 | SmartImports

Home | Manifests | Underbonds | Cargo Lists | Client Profiles | Schedule | Registration | Help | Logout

CMR Import Cargo Report | UnderBond Request

CMR Import Sea Cargo Report

Reference: 9278088-1605-A221006150 | Latest Status: **ACCEPTED** | Latest Message: SEACR | * Required For CMR Imports

Save | Send | New | Clone | History

1. Header

Message Date and References

Latest Message: SEACR
Latest Status: ACCEPTED
as at 14/03/2022 10:22

ImportNet Ref. #: 1780376
Importer's Ref. #: 9278088-1605-A221006150
Master Bill #: A221006150

*Reference: 9278088-1605-A221006150
*Master Bill: A221006150
Parent Bill:
House Bill:

*Responsible Party Client ID: 18155311676

*Consignor
Consignor
Consignor Address

*Consignee
Consignee
Consignee Address

*Notify
Notify
Notify Address

2. Vessel Details

Import Routing

*Principal Agent: Yang Ming Australia - YML (18 155 311 676)
*Voyage No: 160S
*VesselIMO: 9278088 (YM WEALTH)
Freight Forwarder:

*Original Port of Loading: CNSHK (Shekou Pt Guangdong Sheng CHINA)
First Australian Port: ()
*Port of Discharge: AUBNE (Brisbane QLD)
*Destination: AUBNE (Brisbane QLD)
*Waybill Origin: CNSHK (Shekou Pt Guangdong Sheng CHINA)
*Origin Country: CN (CHINA)
*Payment Method: Prepaid (by seller)

3. Line Items

Additional Routing Ports
No Routing Items

Goods Items
Total No of Items, Packs: 2, 26

Cargo Type	Equipment No	Goods Description	Net Wt	Gross Wt	Volume	Status	Actions
FCL	TEMU1918607	GALVANISED STEEL PRODUCTS		21180.00 KG	15.00 CU	CHANGED	<input type="button" value="E"/> <input type="button" value="X"/>
FCL	CAIU6493729	GALVANISED STEEL PRODUCTS		20202.00 KG	13.00 CU	CHANGED	<input type="button" value="E"/> <input type="button" value="X"/>

4. History

Customs Status

Date	Status	Description
14/01/2022 13:09	ACCEPTED	THIS TRANSACTION WAS ACCEPTED WITHOUT ERRORS AND WARNINGS
16/12/2021 18:43	UPLOADED	
15/11/2021 14:58	ACCEPTED	No changes made THIS TRANSACTION WAS ACCEPTED WITHOUT ERRORS AND WARNINGS
15/11/2021 11:58	UPLOADED	Status: Bill Created

- **1. Header** - Defines the header information for the cargo report including
 - Master (Ocean) Bill / Airway Bill
 - House Bill
 - Parent Bill
 - Responsible Party
 - Consignee, Consignor and Notify Party.
- **2. Vessel Details** - Defines the vessel details for the import.
- **3. Line Items** - Defines the goods that are being imported under the cargo report.
- **4. History** - Shows the historical actions that have occurred for the cargo report.

Creating Cargo Reports

Air Cargo Reports

- Click on **Manifest** on the green bar.
- Click on **New**
- Click on **Air Manifest**
- Complete the header details and click **Save**, remember fields with a * are mandatory.



The Consignee, Consignor and Notify Party can be save for future reference by clicking on the **Update** button, more details under the Client Profile of this manual.

- Add the goods items
- Click **Save**

Sea Cargo Reports

- Click on **Manifest** on the green bar.
- Click on **New**
- Click on **Sea Manifest**
- Complete the header details and click **Save**, remember fields with a * are mandatory.



The Consignee, Consignor and Notify Party can be save for future reference by clicking on the **Update** button, more details under the Client Profile of this manual.

- To add the goods items, click on **New Goods Item** button
- All fields with the * need to be completed
 - **Cargo Type** - must be FCL, LCL or FCX
 - **Equipment** - is your container number, for example XYZU1234567
 - **Size** - is 20 foot, 20 foot high cube or 40 foot
 - **No of packages** - number of packages
 - **Package type** - from the drop down
 - **Goods Description** - brief description of the goods for ABF
 - **Net Weight** - weight of the goods
 - **Gross Wt** - weight of goods and the container
- Click **Save Item**
- Multiple items can be added to one Cargo Report

Sending Cargo Reports

- Once all the details for the cargo report have been completed click **Save**
- Click on the **Send** button
- Confirm the message type is "Original" as this is the first time the message has been sent to ABF.
- Click **Send Message**
- The status on the Cargo Report list will now show as **SENT**, click on the Manifest menu and then Lookup to view the job.

CMR Import Sea Cargo Report

Reference: CPWSTEST Latest Status: **ACCEPTED** Latest Message: SEACR * Required For CMR Imports

Save Send New Clone History

Message Date and References

Latest Message: SEACR
Latest Status: **ACCEPTED**
as at 23/03/2022 10:18

ImportNet Ref. #: 80195
Importer's Ref. #: CPWSTEST
Master Bill #: CPWSTEST

*Reference: CPWSTEST
*Master Bill: CPWSTEST
Parent Bill:
House Bill:

*Responsible Party Client ID: 56003861201

*Consignor: Tom

6/131 York St
Sydney 2000.

*Consignee: Dick

6/131 York St
Sydney 2000

*Notify: Harry

6/131 York St
Sydney 2000

Import Routing

*Principal Agent: 48003750696
*Voyage No: 001N
*VesselIMO: 9336347 (VEGA GOTLAND)
Freight Forwarder:

*Original Port of Loading: SGSIN (Singapore SINGAPORE)
First Australian Port: AUBNE (Brisbane QLD)
*Port of Discharge: AUSYD (Sydney NSW)
*Destination: AUSYD (Sydney NSW)
*Waybill Origin: SGSIN (Singapore SINGAPORE)
*Origin Country: SG (SINGAPORE)
*Payment Method:

CMR Import Sea Cargo Report

Reference: CPWSTEST Latest Status: **ACCEPTED** Latest Message: SEACR * Required For CMR Imports

Send Message

Last Action: **Original**

Action: Change Withdraw Merge Blank



Amending / Withdrawing Cargo Reports



Wait for Customs to respond before sending an updated message.

Air Cargo Reports

- If you want to make any changes to an air cargo report, you must report the changes to Customs by sending a updated message as either a "Change" or "Withdraw" action.
- The following fields can not be amended. If any of the following have been entered incorrectly and the message has already been sent to Customs, then you will need to withdraw the message and then re-create it;
 - Airline Code
 - Flight Number
 - Date of Arrival
 - Master Air Waybill
 - House Airway Bill

Sea Cargo Report

- If you want to make any changes to an air cargo report, you must report the changes to Customs by sending a updated message as either a "Change" or "Withdraw" action.
- If any of the header details are changed, the changes must be reported back to Customs by sending the message back with a 'Change' action.
- When goods items have been reported to Customs, the action code for that line item is set to NO ACTION so that it will not be reported to Customs again unless the user resets the action to:
 - Amend – Indicates that line item details have been changed
 - Delete – Indicates that the line item is to be deleted
 - Insert – Used to re-instate a line item that has been deleted or if Customs reject a line item insert or an entire original message
- Once the line item details have been changed, the changes must be reported to Customs by sending the message back with a 'Change' action.
- The following fields can not be amended. If any of the following have been entered incorrectly and the message has already been sent to Customs, then you will need to withdraw the message and then re-create it;
 - Vessel IMO
 - Voyage Number
 - Ocean Bill of Lading
 - House Bill of Lading
 - Principal Agent



If the field is "greyed out" you need to withdraw the cargo report and clone it to change those` details.

Cargo Report Fields Explanations

General

- **Save button** - Saves the details entered
- **Send button** - Sends the Cargo Report to Customs
- **New button** - Creates a new Air Cargo or Sea Cargo report
- **History button** - Shows each action taken for that particular message transaction including EDI messages
- **Save Layout button** - Will save the screen layout the way you want it to remain e.g. all groups expanded or collapsed

Message Date and References – Air Cargo Report

- **Reference** - Enter a unique reference
- **Client ID** - The Customs Client ID (*eg ABN) of the party on whose behalf the report is lodged
- **Master Bill No** - The Master Airway bill issued by the Carrier.
- **Parent Bill No** - The Airway bill issued to the Air Cargo consolidator
- **House Bill No** - The House Airway bill issued by the holder of the Parent Waybill to the Air Cargo Reporter. This is required only if the cargo is carried on a House Bill.
- **Consignor** - The party overseas who has dispatched the goods to Australia.
- **Consignee** - The party in Australia who will be receiving the goods
- **Notify Party** - A party involved in the import transaction who requires notification of the goods arrival, eg a bank.
- **Contacts** - You may nominate a contact person and international telephone no for each of the parties Consignor, Consignee and Notify. This information may not be sent to ABF.

Header Information – Air Cargo Report

- **Arrival Date** - The date on which the goods are due to arrive at the discharge port.
- **Flight No** - The identification number of the flight
- **Airline Code** - The identification code of the airline. Click on the lookup to search for the name of the airline or enter the code if known.
- **Freight Forwarder (Indicator)** - Check this box if the consignee is a freight forwarder or co-consolidator.
- **Original Port of Loading** - Overseas port where the subject goods were loaded. Click on the lookup to search for the name of the terminal or enter the code if known.
- **First Australian Port** - the first port at which the airline calls on arrival in Australia. Used only when the cargo is transit cargo, that is the Port of Discharge and Destination are not in Australia

or Australian Territories. Click on the lookup to search the name of the terminal or enter the code if known.

- **Port of Discharge** - Port where the subject cargo is unloaded. Click on the lookup to search the name of the terminal or enter the code if known.
- **Destination** - Final Destination of subject cargo, eg inland destination. Click on the lookup to search for the name of the terminal or enter the code if known.
- **Waybill Origin** - Place where waybill was issued
- **Origin Country** - The place where the goods originated from. Click on the lookup to search for the name of the country or enter the code if known.
- **Payment Method** - Select from code list.

Goods Details – Air Cargo Report

- **UCN** - Unique Consignment Number. A single reference assigned to the consignment to guarantee unique identification.
- **Self Assessed Clearance Indicator** - Used to indicate that the goods are the subject of a self assessed import declaration.
- **Personal Effects Indicator** - Used to indicate that the goods are personal effects.
- **No of Packs** - The number of packages
- **Goods Description** - The description of the goods
- **Gross Weight** - The total weight of this goods item and the unit of measure
- **Has Declared Value** - Select the appropriate button.
- **Declared Value/Declared Value Currency/Mode** - These items only appear if Declared Value is selected. Insert the value and currency.

Message Date and References -Sea Cargo Report

- **Reference** - Enter a unique reference
- **Client ID** - The Customs Client ID (*eg ABN) of the declarant, ie the user's ABN/CCID.
- **Master Bill No** - The Master Airway bill issued by the Carrier.
- **Parent Bill No** - The Airway bill issued to the Air Cargo consolidator
- **House Bill No** - The House Airway bill issued by the holder of the Parent Waybill to the Air Cargo Reporter. This is required only if the cargo is carried on a House Bill.
- **Consignor** - The party overseas who has dispatched the goods to Australia.
- **Consignee** - The party in Australia who will be receiving the goods
- **Notify Party** - A party involved in the import transaction who requires notification of the goods arrival, eg a bank.
- **Contacts** - You may nominate a contact person and international telephone no for each of the parties Consignor, Consignee and Notify.

Header Information – Sea Cargo Report

- **Principal Agent** - The carrier or carrier's agent responsible for the operation of the vessel.
- **Voyage No** - The voyage number of the vessel.
- **Vessel IMO** - Registered No (eg Lloyds No) of the carrying vessel. Click on the lookup to search for the vessel's name or enter the code if known.
- **Freight Forwarder (Indicator)** - Check this box if the consignee is a freight forwarder or co-consolidator.
- **Original Port of Loading** - Overseas port where the subject goods were loaded. Click on the lookup to search for the port name or enter the code if known.
- **First Australian Port** - the first port at which the airline calls on arrival in Australia. Used only when the cargo is transit cargo, that is the Port of Discharge and Destination are not in Australia or Australian Territories Click on the lookup to search for the port name or enter the code if known.
- **Port of Discharge** - Port where the subject cargo is unloaded. Click on the lookup to search for the port name or enter the code if known.
- **Destination** - Final Destination of subject cargo, eg inland destination. Click on the lookup to search for the port name or enter the code if known.
- **Waybill Origin** - Place where waybill was issued. Click on the lookup to search for the port name or enter the code if known.
- **Origin Country** - Two character country code to indicate the origin of the goods. Click on the lookup to search for the country name or enter the code if known.
- **Payment Method** - Select from code list

Goods Details – Sea Cargo Report

- **Action** - Choose the action type sent to Customs. Either Insert, Amend, Delete or No Action.
- **Cargo Type** - Choose FCL(Full Container Load), FCX(FCL with multiple bills), LCL(Less than Container Load), Break Bulk or Bulk

The following information is entered only if the cargo type is either FCL/FCX/LCL.

- **Equipment No** - Identifies the specific piece of equipment.
- **Size** - The CMR coded size of the container. Select from list.
- **Equipment Type** - The CMR coded equipment type. Select from list
- **Seal No** - The number of the seal attached to the equipment.
- **UCN** - Unique Consignment Number. A single reference assigned to the consignment to guarantee unique identification.
- **Fumigation** - Indicates whether the equipment will require fumigation
- **Hazardous** - Indicates whether the goods are hazardous/dangerous goods
- **Perishable** - Indicates whether the goods are perishable

- **Timber** - Indicates whether the cargo or its packing contains timber
- **Self Assessed Clearance Indicator** - Indicates that the goods are the subject of a self assessed import declaration.
- **Personal Effects Indicator** - Indicates that the goods are personal effects.
- **Shipper Owned Container Indicator** - Shipper owned equipment
- **Special Reporter No** - A unique system generated number given to a special reporter to be used when reporting abbreviated cargo reports.
- **No of Packs** - The number of packages
- **Package Type** - Type of package
- **Goods Description** - The description of the goods
- **Marks** - Marks and numbers, Only required if goods are LCL or break bulk
- **Net Weight** - The net weight of this goods item and the unit of measure
- **Gross Weight** - The total weight of this goods item and the unit of measure
- **Volume** - The volume of this goods item and the unit of measure.

User Administration

This section allows users to amend or add the following;

- Company Name
- Company Address
- Company Email
- Change Passwords
- Add / Remove Users
- Alert Email Addresses

Updating Company Details

To update your company details, name, address etc click on the **Registration** menu item on the green bar.

CommercePlus ImportNet™ Welcome, guest@TG2655
Last login: Friday, 22nd May 2015 SmartImports

Home Manifests Underbonds Cargo Lists Client Profiles Schedule **Registration** Help Logoff

Registration

Account Details

AccountID: TG2655
Business Name: Commerce Test Account
Address: 1 York Street
City: Sydney
State: NSW
Postcode: 2000
ABN: 99123456789
Phone Number: 1300 552 393
Fax Number:
Email Address: support@commerceplus.net.au

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

E-IDO Email Address:

- The click on **Edit**.
- Make the changes and press **Save**



If the ABN needs to change please email support@commerceplus.net.au as your account will need to be updated with ABF.

Updating Passwords

- Click on **Registration** and scroll down to the User Access.
- Click on the username needing updated.

User Access

Username	Name	Type	Last Seen
guest	Commerce Plus Test Account	Admin	2015-05-04 14:06:45

New

- Edit the password and **Save**.

Adding Users

- Click on **Registration** and scroll down to the User Access
- Click **Add**
- Choose Client or Admin, only Admin users are able to create new users and change passwords for others.
- Click **Save**

Registration

New User:

* **User Name:**

* **Name:**

Type: ▾

New Password:

Retype Password:



Commerce Plus recommends that each user has their own account for both security and workflow

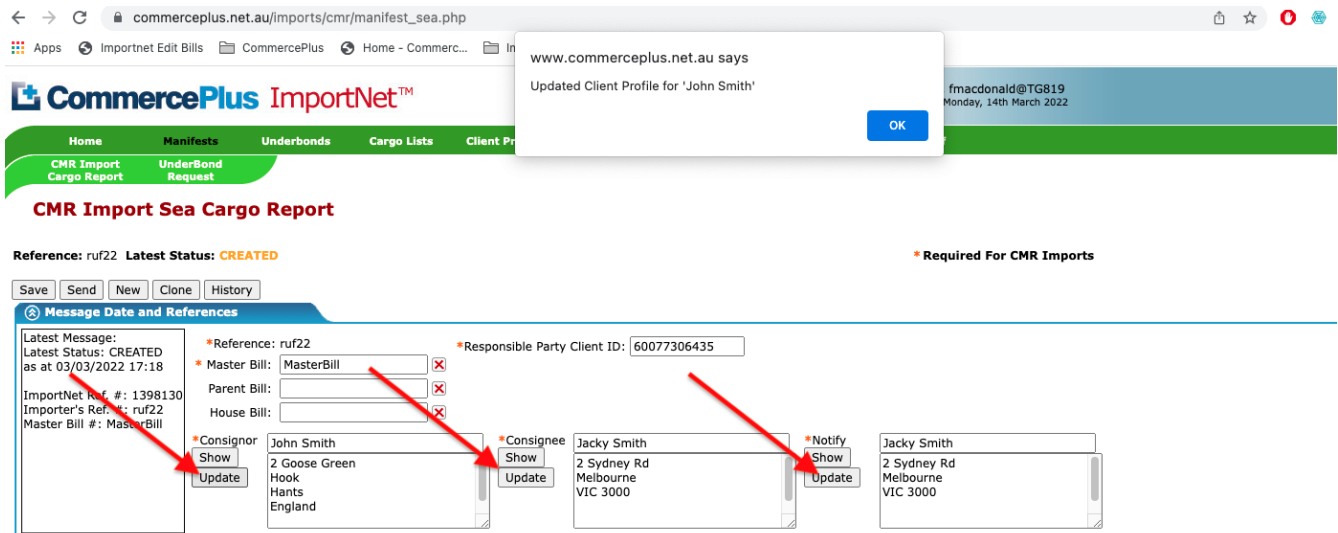
Client Profiles

Introduction

To lodge a cargo report you are required to include the details for the consignee, consignor and notify party. This can be entered manually for each party or you can search for each party.

Adding Clients via the Cargo Report

- Click on **Manifests** on the green bar.
- Open the Cargo Report.
- Enter consignee, consignor and notify party.
- If you want to add them for later use click on the **Update** button and click **OK**
- This client is now added to your list of clients



Finding Clients via the Cargo Report

- Click on **Manifests**.
- Open the Cargo Report.
- Start typing the name of the party and once the client you need appears click on them. For example in this case you would start typing "John" and "John Smith" would appear as an option.

Editing Clients via the Cargo Report

- Click on **Manifests**.
- Open the Cargo Report.
- Start typing the name of the party and once the list appears click on them. For example in this case you would start typing "John" and "John Smith" would appear as an option.

- Updated the details, eg Address
- Click **Update** and in the future the new details will be shown

Adding Clients via the Client Profiles

- Click on **Client Profile** on the green bar.
- Click **Lookup** to see if the client is already registered, if not
- Click on **New**

The screenshot shows the 'Client Profiles' section of the CommercePlus ImportNet application. The navigation bar includes Home, Manifests, Underbonds, Cargo Lists, Client Profiles, Schedule, Registration, Help, and Logoff. The page title is 'Client Profiles'. Below the title, there are input fields for Name, Address, Internal Code, On Account (with a dropdown menu set to 'All'), Contact Name, Phone, and Email. To the right of these fields are buttons for 'Lookup', 'New', and 'Clear Selection'. A red arrow points to the 'New' button. Below the form, a message states 'Search has found 5 matching records' and 'Page: 1'. A table displays search results with columns: Name, Internal Code, On Account, Email, Address, and Last. The first row shows a client named 'Barry Smith Inc' with an internal code of 'N', on account 'N', and address '6/131 York St Sydney 2000 123'.

- Add the client details, the client list does not differentiate between consignee, consignor and notify parties.
- Click on **Save**

The screenshot shows the 'New Contact' form in the CommercePlus ImportNet application. The navigation bar is the same as in the previous screenshot. The page title is 'Client Profiles'. Below the title, there is a 'New Contact:' section with the following fields:

- * Name: Barry Smith Inc
- * Address: 80 Market Street, Sydney, NSW 2000
- Internal Code: bsmith1
- On Account:
- Contact Name: (empty)
- Phone: (empty)
- Email: (empty)

 At the bottom of the form, there are 'Save' and 'Back' buttons.

- You will notice additional fields such as contact name, email address and phone number. These are useful to record however they are not sent to ABF.

Editing Clients via the Client Profiles

- Click on **Client Profile** on the green bar.

- Click **Lookup** to find the customer
- Click on the "Name", eg Dick Smith Ply Ltd

Client Profiles

Name:
Address:
Internal Code:
On Account:
Contact
Name:
Phone:
Email:

Search has found 5 matching records

Page: 1

Name	Internal Code	On Account	Email	Address	Last
Dick Smith Pty Ltd		N		6/131 York St Sydney 2000	2022-03
Harry's Ples Pty		N		Harrys Address	2022-03
Jacky Smith Shipping		N		2 Sydney Rd Melbourne VIC 3000	2022-03
John Smith Inc		N		2 Goose Green Hook Hants England	2022-03
Tom Dick and Harry Freight Fowarder		N		6/131 York St Sydney 2000	2022-03

Page: 1

- Edit the details and click on **SAVE**

Client Profile Fields

- **Name** - The company name of the consignee, consignor or notify party
- **Address** - The physical address of the client
- **Internal Code** - A unique code for your client, this field is not reported to ABF.
- **On Account** - Tick box if the client is "on account", this field is not reported to ABF.
- **Contact Name** - Contact name of the client, this field is not reported to ABF.
- **Contact Phone** - Contact phone number of the client, this field is not reported to ABF.
- **Contact Email** - Contact email address of the client, this field is not reported to ABF.

Trouble Shooting

Reading Cargo Report Errors

- Click on **Manifests** menu in the green bar
- Find the cargo report in question and open it
- Scroll to the bottom of the page to view the ABF status
- An error description from ABF is shown at the bottom of the page.

CommercePlus ImportNet™ Welcome, fmacdonald@TG819
Last login: Monday, 14th March 2022 SmartImpx

Home Manifests Underbonds Cargo Lists Client Profiles Schedule Registration Help Logoff

CMR Import Cargo Report UnderBond Request

CMR Import Sea Cargo Report

Reference: CPWSTEST2 Latest Status: **ERROR** Latest Message: SEACR * Required For CMR Imports

Message had Errors

Save Send New Clone History

Message Date and References

Latest Message: SEACR
Latest Status: ERROR
as at 17/06/2010 22:20

ImportNet Ref. #: 80196
Importer's Ref. #: CPWSTEST2
Master Bill #: CPWSTEST2

*Reference: CPWSTEST2 *Responsible Party Client ID: 56003861201

*Master Bill: CPWSTEST2

Parent Bill:

House Bill:

*Consignor: CUSTOMER UNKNOWN, AUSTRALIA
ADDRESS UNKNOWN

*Consignee: CUSTOMER UNKNOWN, AUSTRALIA
ADDRESS UNKNOWN

*Notify: CUSTOMER UNKNOWN, AUSTRALIA
ADDRESS UNKNOWN

Import Routing

*Principal Agent:

*Voyage No: 001N

*VesselIMO: 9336347 (VEGA GOTLAND)

Freight Forwarder:

*Original Port of Loading: SGSIN (Singapore SINGAPORE)

First Australian Port: AUBNE (Brisbane QLD)

*Port of Discharge: AUSYD (Sydney NSW)

*Destination: AUSYD (Sydney NSW)

*Waybill Origin: SGSIN (Singapore SINGAPORE)

*Origin Country: SG (SINGAPORE)

*Payment Method: Not specified

Additional Routing Ports

No Routing Items

Goods Items

Total No of Items, Packs: 2, 30

Cargo Type	Equipment No	Goods Description	Net Wt	Gross Wt	Volume	Status	Actions
FCL	ABCD1234567	CPWS TEST	20000 KG	23000 KG	20 CU	INSERT	<input type="button" value="edit"/> <input type="button" value="delete"/>
FCL	HYJU123345	CPWS TEST 2	1000 KG	5000 KG	1 CU	INSERT	<input type="button" value="edit"/> <input type="button" value="delete"/>

Customs Status

Date	Status	Description
17/06/2010 22:18	ERROR	THIS TRANSACTION WAS REJECTED CARGO TYPE=FCL,CONTAINER NO=ABCD1234567 - CONTAINER REPORTED ON ANOTHER OCEAN BILL CARGO TYPE=FCL,CONTAINER NO=HYJU123345 - CONTAINER REPORTED ON ANOTHER OCEAN BILL SCR MUST HAVE AT LEAST ONE VALID LINE OR HAVE HEADER CHANGES MESSAGE REJECTED - ERRORS DETECTED IN SEA CARGO REPORT

Common Sea Cargo Errors

Error Message from ABF	How to fix it
CARGO HAS A LINKED UNDERBOND MOVEMENT	Changes to a cargo report are not able to be made while an underbond is active. Either remove the underbond and change the cargo report or wait for the underbond to be actioned.
THERE ARE NO CHANGES TO THE DATA FOR THIS SCR	Resending a cargo report with no changes, check if you need the headed or the line items to be updated or add a "." to the consignee and resend the report as a change
LOWER LEVEL BILL REPORTED WHEN PARENT BILL MATCHES TO AN IMPORT DECL	The customs broker has done their import declaration with only the Master Bill not the Master and House Bill
ICS HAS NOT YET FINISHED PROCESSING THE ORIGINAL CARGO REPORT	Wait one hour and try resending the change requested
PRINCIPLE AGENT ID IS INVALID	Double check you have the correct principle agent for the vessel in the cargo report
MESSAGE ALREADY EXISTS	Trying to send the same message twice as an original, make a small change to the header and resent as "change".
CONSIGNOR - ADDRESS MUST CONTAIN AN ALPHA CHARACTER CLIENT TYPE	The consignor, consignee and notify party must not have invalid characters such as "tabs", remove it and resend.
PORT OF DESTINATION CODE IS INVALID	The port codes used by Customs are UNLOCODES, eg AUBNE, double check the one you are using is correct and resend it.
CONTAINER NUMBER HAS BEEN REPORTED MORE THAN ONCE ON THIS	Trying to add the same container twice as either FCL.
ORIGINAL PORT OF LOADING MUST NOT BE AN AUSTRALIAN PORT CODE	The load port for the cargo must be overseas.