



CommercePlus

ImportNet User Guide

Air and Sea Underbond Movements

Version 1.0, May 2022 (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.

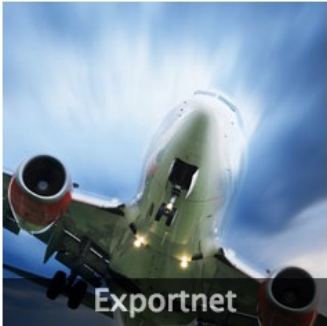
The screenshot shows the Commerce Plus website interface. At the top, there is a navigation menu with links for Home, Services, Support, About, and Contact. Below the menu is the Commerce Plus logo. The main content area features three service tiles: Exportnet (with an airplane image), Smart Imports (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 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.

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"/>

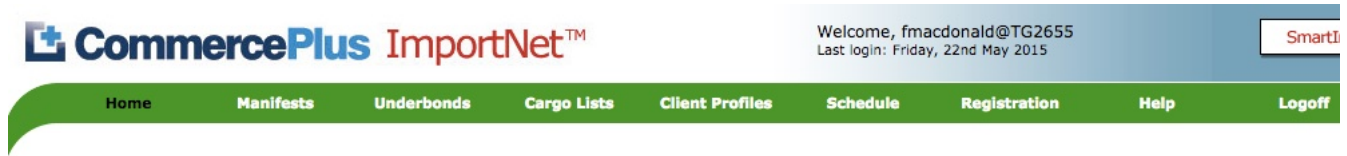


Login details are case sensitive.

- 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

Creating an Air Underbond Movement

- To create a new air underbond movement request, click on the **Underbond** on the green menu bar.

The screenshot shows the 'Underbonds' search interface. It includes a search form with fields for Reference, Vessel IMO, Flight/Voyage No., Date, Discharge Establishment ID, Originating Establishment ID, Destination Establishment ID, Master Bill, House Bill, Equipment No., and Condition. A 'Lookup' button is present. Below the form, a table displays search results with columns for Reference, Flight / Vessel & Voyage, Discharge, Origin, Destination, Status, Type, and Last Modified. The table contains five rows of data, with the last row highlighted in orange.

Reference	Flight / Vessel & Voyage	Discharge	Origin	Destination	Status	Type	Last Modified
12345	() /				CREATED	Sea Underbond	16/01/2014 10:40
a3	939S () / 9341122				CREATED	Sea Underbond	06/10/2010 20:59
112	/ 2001-12-12				CREATED	Air Underbond	06/10/2010 20:53
1234	123 () / 123	1234	1234	1234	CREATED	Sea Underbond	16/06/2010 17:37
8757	939S () / 9341122				CLONED	Sea Underbond	

- Click on the **New** button
- Choose **Air**

The screenshot shows the 'New Underbond' page. It features a heading 'New Underbond' and a prompt: 'Please Select a new underbond using the buttons below.' Below this prompt are two buttons: 'Air Underbond' and 'Sea Underbond'.

- Enter all the required header information, remember to look for the red star as these are the mandatory fields.
- Complete details on the meaning of each field is at the end of this guide.
- Click on the **Save** button



If you don't know a code you can search by name clicking on the magnifying glass.

commerceplus.net.au/imports/cmr/underbond_air.php?NewFlag

CommercePlus ImportNet™

Welcome, fmacdonald@TG819
Last login: Saturday, 5th March 2022

SmartImports

Home Manifests Underbonds Cargo Lists Client Profiles Schedule Registration Help Logoff

Air Underbond Movement Request

New Underbond. * Required For Underbond

Save Send New Clone History

Details

*Flight No: QF01 *Estimated Arrival Date: 07/03/2022

Details

*Reference: ExampleUnderBond *Responsible Party Client ID: 56003861201

Discharge Establishment ID: () *Request Reason: AQIS

*Originating Establishment ID: EG51J (AUSYD 01D - DHL SYDNEY BOND) *Mode of Movement: Air

*Destination Establishment ID: 8522B (AUSYD 01D - A. HARTRODT SYD DEPOT) Transshipment Overseas Dest Port Code: ()

Underbond Items

No Underbond Items

Customs Status

Customs clearance has not been requested.

- Now the line items need to be added, click on the **New Item** button under the Underbond Items section.

commerceplus.net.au/imports/cmr/ubitems_air.php

CommercePlus ImportNet™

Welcome, fmacdonald@TG819
Last login: Saturday, 5th March 2022

SmartImports

Home Manifests Underbonds Cargo Lists Client Profiles Schedule Registration Help Logoff

Air Underbond Item

New Underbond.

New Air Underbond Item

*** Required for CMR Imports**

* Action

* Master Air WayBill

House Air WayBill

UCN

* No of Packs

- Enter all the required line item information.
- Click **Save**
- You will be taken back to the Goods Item section where you can continue to add, amend or delete goods items as required.
- When all items have been completed and you have provided all the required data you can SEND the Underbond Request.

Creating a Sea Underbond Movement

- To create a new sea underbond movement request, click on the **Underbond** on the green menu bar.

The screenshot shows the 'Underbonds' search interface. It includes a search form with fields for Reference, Vessel IMO, Flight/Voyage No., Date, Discharge Establishment ID, Originating Establishment ID, Destination Establishment ID, Master Bill, House Bill, Equipment No., and Condition. A 'New' button is visible. Below the form, a search result table is displayed with 5 matching records.

Reference	Flight / Vessel & Voyage	Discharge	Origin	Destination	Status	Type	Last Modified
12345	() /				CREATED	Sea Underbond	16/01/2014 10:40
a3	939S () / 9341122				CREATED	Sea Underbond	06/10/2010 20:59
112	/ 2001-12-12				CREATED	Air Underbond	06/10/2010 20:53
1234	123 () / 123	1234	1234	1234	CREATED	Sea Underbond	16/06/2010 17:37
8757	939S () / 9341122				CLONED	Sea Underbond	

- Click on the **New** button
- Choose **Sea**

The screenshot shows the 'New Underbond' page. It features a message: 'Please Select a new underbond using the buttons below.' Below this message are two buttons: 'Air Underbond' and 'Sea Underbond'.

- Enter all the required header information, remember to look for the red star as these are the mandatory fields.
- Complete details on the meaning of each field is at the end of this guide.
- Click on the **Save** button



If you don't know a code you can search by name clicking on the magnifying glass.

Home Manifests Underbonds Cargo Lists Client Profiles Schedule Registration Help Logoff

Underbond

Reference: 12345 Latest Status: **CREATED** * Required For Underbond

Save Send New Clone History

Details

*Inbound Voyage No: 140s Underbond By Sea Voyage No:
 *Inbound Vessel IMO: 9062984 (SYDNEY EXPRESS) Underbond By Sea Vessel IMO:

Details

*Reference: 12345 *Responsible Party Client ID: 36004763526
 Discharge Establishment ID: FM32E (AUSYD SEA - PATRICK STEVEDORES OPERATIONS PTY LIMITED) *Request Reason: AQIS
 *Originating Establishment ID: FM32E (AUSYD SEA - PATRICK STEVEDORES OPERATIONS PTY LIMITED) *Mode of Movement: Road
 *Destination Establishment ID: FA35K (AUSYD 07D - SDV SYDNEY DEPOT) Transshipment Overseas Dest Port Code:

Additional Routing Ports

No Routing Items

Underbond Items

Total No of Items, Packs: 1, 0

Cargo Type	Equipment No	Ocean Bill of Lading	House Bill of Lading	Status	Actions
FCL	XYZU1234567			INSERT	<input type="button" value="edit"/> <input type="button" value="delete"/>

Customs Status

Customs clearance has not been requested.

- Now the line items need to be added, click on the **New Item** button under the Underbond Items section.

Home Manifests Underbonds Cargo Lists Client Profiles Schedule Registration Help Logoff

Sea Underbond Item

Reference: 12345 Latest Status: **CREATED**

Sea Underbond Item: 2 - INSERT

* Required for CMR Imports

* Action: Insert
 * Cargo Type: FCL - Full Container Load
 * Equipment No: XYZU1234567
 Ocean Bill of Lading:
 House Bill:
 UCN:
 No of Packs:
 Package Type:

- Enter all the required line item information.
- Click **Save**
- If the vessel on which the consignment is travelling calls at ports other than those listed in the details, select 'New Routing Item' in the Additional Routing Ports section
- You will be taken back to the Goods Item section.
- When all items have been completed and you have provided all the required data you can **SEND** the Underbond Request.

Sending an Underbond Request

- Open the underbond you wish to send to ABF. To do this if you are not already in the underbond,
 - Click on Underbond in the green menu;
 - Click on the **Lookup** button
 - Click on the **Reference** - the name you gave your job
- Once all details for the Underbond Movement Request have been completed, click on the **SEND** button to send to ABF.

Home Manifests Underbonds Cargo Lists Client Profiles Schedule Registration Help Logoff

Air Underbond Movement Request

Reference: ExampleUnderBond Latest Status: **CREATED** * Required For Underbond

Send Message

Last Action:
Action: Original
Send Message Back



You will have noticed that the above has a drop down menu where you can select different types of messages, typically Importnet will choose the correct one for you.

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

Amending and Withdrawing Underbond Movement Requests

- If you want to make any changes to an air underbond request, you must report the changes (including withdrawing) to ABF by sending the message an update to the underbond.
- Please note that the following fields can not be amended for Air Underbonds. 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;
 - Import Cargo Type (Air | Sea)
 - Reference
 - Airline Code
 - Flight Number
 - Date of Arrival
- The following fields can not be amended for Sea Underbonds. 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;
 - Import Cargo Type
 - Vessel Identifier (IMO)
 - Voyage Number
- Open the underbond you need to update.
- Make the necessary changes and click **SAVE**

What Needs to Change	How do you advice ABF
Change header details	Edit the details in the header, SAVE , click SEND and then use the drop down to send the underbond as Replace Header
Add or alter items	Add, Delete amend the line items, SAVE , click SEND and then use the drop down to send the underbond as Change Line Items
Delete the complete Underbond	To delete the complete underbond,click SEND and then use the drop down to send the underbond as Withdraw

- To delete or amend a line item;
 - Open the underbond
 - Open the line item, click on the pencil icon.
 - Make the necessary changes, set the action to;

Action Dropdown	Meaning
No Action	No update or change will be sent to ABF
Insert	Add this line, click SAVE and then send to ABF as Change Line Items
Delete	Delete this line, click SAVE and then send to ABF as Change Line Items

Underbond Field / Buttons Explanation

General Fields

Field	Description
Save button	Saves the details entered
Send button	Sends the underbond request to Customs
New button	Creates a new underbond request
Clone button	Used to clone an existing underbond to save retyping
History button	Shows each action taken for that particular message transaction including EDI messages

Air Underbond Header Fields

Field	Description
Flight No	The identification number of the flight
Estimated Arrival Date	The date of aircraft arrival
Reference	Enter a unique reference
Discharge Establishment ID	Customs Establishment ID of the premises at which the goods were first unloaded. Click on lookup to search for the name of the terminal or enter the code if known.
Originating Establishment ID	Customs Establishment ID of the Underbond depot from which the goods are to be delivered. Click on the lookup to search for the name of the terminal or enter the code if known.
Destination Establishment ID	Customs Establishment ID of the Underbond depot to which the goods are to be delivered. Click on the lookup to search for the name of the terminal or enter the code if known.
Client ID	The Customs Client ID (eg ABN) of the declarant, ie the user's ABN/CCID.
Request Reason	Select from AQIS, Delivery to final destination, Unpack LCL at Destination, Other movement, Time up-Send to warehouse and Transhipment
Mode of Movement	Select from Air, Rail, Road, Sea International Vessel and Sea Domestic Vessel
Transhipment Overseas Port Code	The port where the goods are to be transhipped. Click on the lookup to search for the port name or enter the code if known.

Air Underbond Item Fields

Field	Description
Action	Choose the action type sent to Customs. Either Insert, Amend, Delete or No Action.
Master Air Waybill	The Master Airway bill issued by the Carrier
House Air Waybill	The House Airway bill issued by the holder of the Parent Waybill to the Air Cargo Reporter.
UCN	Unique Consignment Number. A single reference assigned to the consignment to guarantee unique identification.
No of Packs	The number of packages.

Sea Underbond Header Fields

Field	Description
Inbound Voyage No	The voyage number of the ship on which the goods arrive in Australia
Inbound Vessel IMO	The vessel ID (IMO/Lloyds No) of the ship on which the goods arrive in Australia. Click on the lookup to search for the vessel name or enter the code if known.
Underbond by Sea Voyage No	Required if the Mode of Transport is set to “Sea International Vessel” or “Sea Domestic Vessel” then enter the Voyage Number of the on-carrying vessel.
Underbond by Sea Vessel IMO	Required if the Mode of Transport is set to “Sea International Vessel” or “Sea Domestic Vessel” then enter the Vessel ID of the on-carrying vessel.
Reference	Enter a unique reference
Discharge Establishment ID	The Customs Establishment ID of the place where the goods were unloaded in Australia
Originating Establishment ID	The Customs Establishment ID of the place from which the goods are to be moved underbond.
Destination Establishment ID	The Customs Establishment ID of the place to which the goods are to be moved underbond.
Client ID	The Customs Client ID (eg ABN) of the declarant, ie the user’s ABN/CCID.
Request Reason	Select from AQIS, Delivery to final destination, Unpack LCL at Destination, Other movement, Time up-Send to warehouse and Transhipment
Mode of Movement	Select from Air, Rail, Road, Sea International Vessel and Sea Domestic Vessel

Field	Description
Transshipment Overseas Dest Port Code	If the Request Reason is set to “Transshipment”, the overseas destination port (UNLODE) to which the goods are consigned.
Additional Routing Port	Enter if the vessel on which the consignment is travelling calls at seaports other than those

Sea Underbond Item Fields

Field	Description
Action	Choose the action type sent to Customs. Either Insert, Amend, Delete or No Action.
Ocean Bill of Lading	The ocean bill of lading issued by the Carrier
House Bill	The House bill issued by the holder of the Parent Waybill
Cargo Type	Choose LCL (Less than Container Load), FCL(Full Container Load), FCX(FCL with multiple bills), Break Bulk or Bulk
Equipment No	Identifies the specific piece of equipment
UCN	Unique Consignment Number. A single reference assigned to the consignment to guarantee unique identification.
No Packs	No of packages
Package Type	Type of package

Underbond Status

- The latest status is determined by the response received from ABF to the last message sent.
- When you have received a response from ABF, the message status will change from SENT to either ACCEPTED or one of several ERROR conditions.



Underbonds

Reference:

IMO:

Voyage No.: -

Discharge Establishment ID:

Originating Establishment ID:

Destination Establishment ID:

Bill:

Bill:

Movement No.:

Filter:

has found **838** matching records

[2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#)

Reference	Flight / Vessel & Voyage	Discharge	Origin	Destination	Status	Type	Last Modified
JS-2201-0003	9597501 (APL PHOENIX) / MA201A	GJ86A	GJ86A	GL82B	APPROVED	Sea Underbond	04/03/2022 10:36
S-2201-0001	9362401 (SPIRIT OF SHANGHAI) / 203S	FM27N	GD29N	GN71E	APPROVED	Sea Underbond	03/03/2022 14:41
S-2201-0026	9336048 (MSC SINDY) / MA202A	FL55P	FL55P	FS36N	SAVED	Sea Underbond	03/03/2022 11:41
S-2201-0003	9597501 (APL PHOENIX) / MA201A	GJ86A	GJ86A	FS36N	APPROVED	Sea Underbond	28/02/2022 11:10
JS-2112-0005	9478494 (NAVIOS DOMINO) / 2052S	GJ86A	GJ86A	GC84C	APPROVED	Sea Underbond	14/02/2022 15:00
S-2201-0055	9435234 (HANSA BITBURG) / 2202	GB52P	GB52P	GC84C	ERROR	Sea Underbond	11/02/2022 12:49

- To view the status details, open the underbond.
- Scroll to the bottom and look at the Customs Status section.

Details

*Reference: AUA828523

Discharge Establishment ID:

*Originating Establishment ID: (AUHBS 14W - LIQUOR NATIONAL BOND)

*Destination Establishment ID: (AUSYD SEA - AUSTRALIAN CONTAINER FREIGHT SERVICES PTY LTD)

*Responsible Party Client ID:

*Request Reason:

*Mode of Movement:

Transshipment Overseas Dest Port Code: (Ho Chi Minh City VIET N)

Underbond Items

Total No of Packs: 396

Master Air WayBill	House Air WayBill	No of Packs	Status	Actions
21792022755		396	SENT	<input type="button" value="edit"/> <input type="button" value="delete"/>

Customs Status

Date	Status	Description
13/04/2011 15:49	ERROR	THIS TRANSACTION WAS REJECTED CANNOT MOVE CARGO UNDERBOND FROM A S79 WAREHOUSE UNDERBOND MOVEMENT REQUEST REJECTED - ERRORS REPORTED IN HEADER

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.

The screenshot shows the CommercePlus ImportNet user interface. At the top, there is a header with the logo on the left, user information (Welcome, guest@TG2655, Last login: Friday, 22nd May 2015) in the center, and a SmartImports button on the right. Below the header is a green navigation bar with menu items: Home, Manifests, Underbonds, Cargo Lists, Client Profiles, Schedule, Registration, Help, and Logoff. The 'Registration' menu item is highlighted with a red arrow. Below the navigation bar, the 'Registration' page is displayed, featuring a section titled 'Account Details'. This section lists various account information fields such as AccountID, Business Name, Address, City, State, Postcode, ABN, Phone Number, Fax Number, and Email Address. At the bottom of the Account Details section, there is an 'E-IDO Email Address:' field with an 'Edit' button. A red arrow points to the 'Edit' button.

- 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**



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