

Sea Cargo Outturn Reports – A Quick Guide

OVERVIEW

A Sea Cargo Outturn (SCO) is used to report details of bulk and break bulk sea cargo that has arrived in Australia and has been discharged from a vessel. An SCO is also used to report details of all sea cargo that has moved underbond to a section s77G premises. The discharge of containerised cargo is reported to Customs on a Progressive Discharge Report (PDR). PDRs are not further discussed in this QRG.

An SCO must be lodged in accordance with the following timeframes:

- where the report is for the discharge of cargo, within 5 days following the day of the discharge
- where the report is for the receipt but not unpacking of cargo, within 24 hours of the receipt of the cargo
- where the report is for the unpacking of cargo, within 24 hours of the completion of the unpacking.

Separate receipt and unpack outturns are NOT required for the same cargo line. Depots receiving cargo for the purpose of unpacking should first lodge a receipt outturn and then amend that report by adding lines with the additional information relating to the unpack.

All cargo must be outturned. SCO's must be made against the commercial documents or, if available, the abbreviated cargo information sent by Customs. There are four possible outturn results:

NIL - NIL - used to indicate that an establishment has received the total number of packages expected in the consignment. If a consignment has been split into part shipments, once the total number packages have been received, NIL must be recorded in the last Outturn Result Code.

SC – SURPLUS CONSIGNMENT - used to indicate that a consignment has been received that has not yet been reported to Customs. If the ocean or house bill information is known, this is provided in the outturn report. If the ocean or house bill information is not known, then an artificial bill number has been allowed within the Integrated Cargo System (ICS). In all cases where SC is used, the establishment lodging the sea cargo outturn report will be required to provide a goods description)

SH - SHORTAGE - used to indicate that the establishment has not received all the packages expected in a consignment. The actual number of packages received is included in the message. If zero packages are received, an outturn report is still required but SH is recorded as the outturn result code and zero '0' is recorded as the number of packages)

SU – SURPLUS PACKAGES - used to indicate that there were more packages received by the establishment than were expected in the consignment. The actual number of packages received is included in the message. In all cases where SU is used, the establishment supplying the outturn will be required to provide a goods description.

LOGGING A SEA CARGO OUTTURN REPORT

1. From the main menu, click on **Imports**, click on **Sea Cargo Outturn** and then click on **Create**.

The **Sea Cargo Outturn Create** screen displays.

2. Complete the required details (refer to Table 1 for field descriptions).

Table 1 - Header fields (shaded fields are mandatory)

Field	Action/input required
Vessel ID	Enter the identifier of the vessel on which the cargo arrived. This may be either a Lloyds' number or a Customs ship number.
Voyage No	Enter the voyage number. This is the number that identifies a particular voyage for a vessel as assigned by the vessel operator.
Receiving Establishment ID	Enter the establishment identifier of the establishment responsible for outturning the cargo. This is the premises receiving the cargo.
Responsible Party ID	Enter the identifier of the responsible party that performed the outturn. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID).

3. Click on the **Add Line** button.

The **Sea Cargo Outturn Line Create** screen displays.

4. Complete the line details (refer to Table 2 for field descriptions).

Table 2 - Line fields (shaded fields are mandatory)

Field	Action/input required
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Field	Action/input required
Cargo Receipt/Unload Date	For a discharge outturn report enter the date the cargo was discharged from the vessel. For a receipt outturn report enter the date the cargo was received at the premises.
Cargo Receipt/Unload Time	For a discharge outturn report enter the time the cargo was discharged from the vessel. For a receipt outturn report enter the time the cargo was received at the premises. Note: all times should be reported in local port time.
Vessel Discharge/Underbond Indicator	Click on the drop down button and select either V for vessel (at time of discharge from a vessel) or U for underbond (for cargo that has been moved underbond).
Cargo Unpack Completion Date	Enter the date the cargo unpack was completed.
Cargo Unpack Completion Time	Enter the time the cargo unpack was completed. Note: all times should be reported in local port time.
Receipt/Unpack Indicator	Click on the drop down button and select either U for unpack or R for receipt.
Cargo Type	Click on the drop down button and select the type of cargo that is being reported.
Outturn Result	Select the appropriate outturn result from the drop-down list.
Container No	Enter the number of the container the cargo was transported in.
Ocean Bill of Lading	Enter the ocean bill of lading for the cargo. This is a unique identifier of the document detailing the goods received for shipment by the shipping company.
House Bill of Lading	Enter the house bill of lading.
Quantity Value	Bulk (BLK) cargo only. Enter the quantity of goods).
Quantity Unit	Bulk (BLK) cargo only. Enter the code for the unit applicable for the cargo (eg, Bulk Liquid - ZH).
No of Packages	Enter the number of packages. This is the number of packages per consignment packed in such a way that they cannot be divided without first undoing the packing.
Package Type	Enter the type of packaging used to transport the goods. Eg, barrels, cartons or pallets.
Damage Indicator	Click on the drop down button and select YES (if the consignment has been damaged) or NO (if the consignment has not been damaged).
Pillage Indicator	Click on the drop down button and select YES (if part of the consignment has been stolen or is missing) or NO (if the consignment is intact).

Field	Action/input required
Seal Intact Indicator	Click on the drop down button and select YES (if the seal is intact) or NO (if the seal has been broken).
Seal No	Enter the seal number.
Goods Description	Enter a description of the goods. This is a plain language description of the nature of the cargo received. This field is mandatory in cases where the outturn result is SC - surplus consignment.
Marks & Numbers	Enter any marks and/or numbers appearing on the packaging of the cargo.

5. (Optional) To add more lines, click on the **Add More Line(s)** button.

6. Click on the **OK** button.

The **Sea Cargo Outturn View** screen displays.

SEARCHING FOR A SEA CARGO OUTTURN REPORT

1. From the main menu, click on **Imports**, click on **Sea Cargo Outturn** and then click on **Search**.

The **Sea Cargo Outturn Search** screen displays.

2. In the **Select a Search Combination** field, click on the drop down button and select one of the options on which to base the search.

3. Enter the relevant details in the mandatory fields, based on the search combination selected.

4. Click on the **Search** button.

If more than one record is found, the **Sea Cargo Outturn List** screen displays.

5. Click on a hyperlink in the **Vessel Name** column.

If one record is found, or you selected a hyperlink in the **Vessel Name** column on the **Sea Cargo Outturn List** screen, the **Sea Cargo Outturn View** screen displays.

6. Click on a hyperlink in the **Cargo Type** column.

The **Sea Cargo Outturn Line View** screen displays.

AUSTRALIAN CUSTOMS SERVICE

For more information email cargosupport@customs.gov.au or call 1300 558 099

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ADDING LINES TO A SEA CARGO OUTTURN REPORT

Note: Depots receiving cargo for the purpose of unpacking should first lodge a receipt outturn and then amend that report by **adding lines** with the additional information relating to the unpacking.

1. From the Sea Cargo Outturn View screen, click on the **Add Line** button.

The **Sea Cargo Outturn Amend** screen displays.

Cargo Type	Container No	Ocean Bill of Lading	House Bill of Lading	Outturn Result Type	Receipt Dispack Ind	Vessel Discharge Underbond Ind	Remove Line
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2. Click on the **Add Line(s)** button.

The **Sea Cargo Outturn Line Create** screen displays.

Cargo Receipt/Unload: Date, Time, Vessel Discharge/Underbond Indicator

Cargo Unpack Completion: Date, Time, Receipt/Unpack Indicator

Cargo Type: B/B - BREAK BULK, Outturn Result: NIL - NIL

Container No, Ocean Bill of Lading, House Bill of Lading

Quantity Value, No of Packages, Damage Indicator, Seal Intact Indicator, Seal No, Goods Description

Marks & Numbers

Ok, Cancel, Add More Line(s)

3. Complete the line details (refer to Table 2 for field descriptions).
4. To add more lines, click on the **Add More Line(s)** button.
5. Click on the **OK** button.

The **Sea Cargo Outturn Amend** screen displays with the updated details.

6. Click on the **Submit** button.

The **Sea Cargo Outturn View** screen displays with the updated details.

Note: If any changes are required to the header section, the sea cargo outturn report must be withdrawn and resubmitted.

AMENDING A SEA CARGO OUTTURN REPORT

Note: Depots receiving cargo for the purpose of unpacking should first lodge a receipt outturn and then amend that report by **adding lines** with the additional information relating to the unpacking.

1. From the Sea Cargo Outturn View screen, click on the **Amend** button.

The **Sea Cargo Outturn Amend** screen displays.

Cargo Type	Container No	Ocean Bill of Lading	House Bill of Lading	Outturn Result Type	Receipt Unpack Ind	Vessel Discharge Underbond Ind	Remove Line
B/B	OBL123456			NIL	R	V	<input checked="" type="checkbox"/>

All fields are read-only.

2. To delete a line, select the checkbox in the **Remove Line** column.
3. Click on the **OK** button.

The **Sea Cargo Outturn View** screen displays with the updated details.