

Sea Cargo Reports – A Quick Guide

OVERVIEW

A Sea Cargo Report (SCR) is a report of all cargo that a cargo reporter has arranged to be carried to, or through, Australia. This means that in addition to reporting cargo that is to be discharged in Australia, transit cargo (cargo not being discharged in Australia) must also be reported on an SCR.

An SCR is made by the cargo reporter who arranged the transport of the cargo to Australia. An SCR must be lodged with Customs not less than 48 hours prior to the arrival of the carrying vessel at its first Australian port. Shorter reporting times may be prescribed in the Customs Regulations for voyages of less than 48 hours' duration.

Section 64AAB of the *Customs Act 1901* requires cargo reporters to tell Customs the details of other cargo reporters on whose behalf they are carrying cargo. This is the basis of cascade reporting and allows Customs to identify all parties with an obligation to report sea cargo. Absence of an SCR from the cascade may impede the delivery of cargo.

A consolidated cargo status of clear requires all documents in a cargo report cascade to be correctly linked.

Linking fields for sea cargo include:

- Port of Arrival/Discharge
- Vessel Id
- Voyage number
- Ocean Bill number
- Container Number (containerised cargo only).

LOADING A SEA CARGO REPORT

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

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

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

Table 1 - Header fields (shaded fields are mandatory)

Field	Action/input required
Vessel ID	Enter the unique 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 vessel operator's voyage number for the current journey to Australia.
Port Code Discharge	Enter the United Nations location code (UNLocode) for the Australian port where the cargo is to be discharged.
Port Code Destination	Enter the UNLocode of the final destination port of the goods.
First Australian Port Code	Enter the UNLocode of the first Australian port of call for the journey. Note: Mandatory for transit cargo, otherwise not allowed.
Original Loading Port Code	Enter the UNLocode of the first sea port where the consignment was loaded on to a vessel.
Bill of Lading Origin Port Code	Enter the UNLocode of the port of origin of the bill of lading.
Ocean Bill of Lading	Enter the ocean bill of lading number.
House Bill of Lading	Enter the house bill of lading number.
Parent Bill of Lading	Enter the parent bill of lading number.
Country of Origin of Goods	Enter the country of origin of the goods. Note: the country of origin must be found using a search. Click on the book icon and select the relevant country from the list.
Responsible Party ID	Enter the identifier of the party for whom the cargo is being reported. The identifier can be either an Australian Business Number (ABN) or Customs Client ID (CCID).
Principal Agent ID	Enter the identifier of the principal agent. The identifier can be either an Australian Business Number (ABN) or Customs Client ID (CCID).
Consignee	Click on the hyperlink to enter the details of the party that the consignment will be delivered to.
Consignor	Click on the hyperlink to enter the details of the party who sent the consignment.
Notify Party	Click on the hyperlink to enter the details of the party to be notified in regards to the cargo.
Freight Forward Indicator	Select the checkbox if this is a co-load / consolidation bill.
Freight Method of Payment	Enter the method used to pay for the goods. Note: the method of payment must be found using a search. Click on the book icon and select a payment method from the list.
Overseas Routing Port Code(s)	Enter the UNLocodes for all ports of call visited by the vessel on the voyage to Australia.

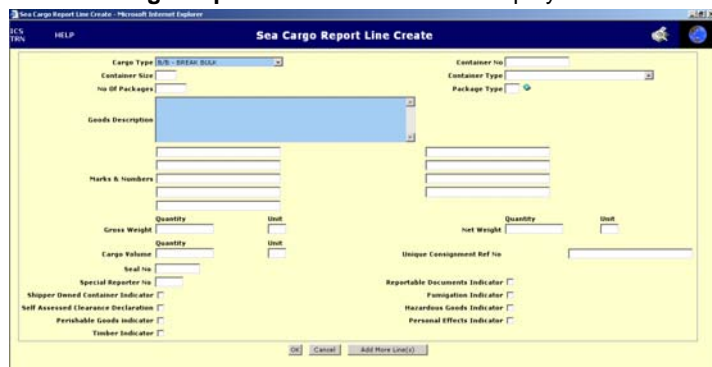
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3. Click on the **Add Line** button.

The **Sea Cargo Report 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
Cargo Type	Click on the drop down button and select the relevant cargo type from the list.
Container No	Enter the container number.
Container Size	Enter the size of the container. The container size entered must be one of the internationally standardised container sizes.
Container Type	Click on the drop down button and select the relevant container type from the list.
No of Packages	Enter the number of packages as given on the commercial documentation.
Package Type	Enter the type of the package. Note: The Package Type must be found using a search. Click on the book icon and select the relevant two character alphanumeric code from the list. Mandatory for Break Bulk (B/B) cargo.
Goods Description	Enter a description of the goods exactly as described on the bill of lading being reported.
Marks & Numbers	Enter the marks and numbers including the manufacturers and packers identifiers used to differentiate between individual units of cargo.
Gross Weight Quantity	Enter the gross weight of the cargo.
Gross Weight Unit	Enter the unit of gross weight, for example, kilograms (KG), pounds (LB) or tonnes (T).
Net Weight Quantity	Enter the net weight of the cargo.
Net Weight Unit	Enter the units of net weight, for example, kilograms (KG), pounds (LB) or tonnes (T).
Cargo Volume Quantity	Enter the volume of the cargo.
Cargo Volume Unit	Enter the units of measurement of the cargo volume, for example, cubic metres.

Field	Action/input required
Unique Consignment Ref No	Enter the unique reference number used to identify the consignment in commercial documents and messages.
Seal No	Enter the container seal number. There is no specific format for the seal number.
Special Reporter No	Enter the unique Customs identifier used to identify the special reporter.
Reportable Documents Indicator	Select this checkbox if the consignment consists entirely of documents of low commercial value.
Shipper Owned Container Indicator	Select the checkbox if this container is owned by the importer and is not owned by or leased from a shipping company.
Fumigation Indicator	Select the checkbox if the consignment has been fumigated prior to being imported into Australia.
Self Assessed Clearance Declaration Indicator	Select the checkbox if the reporting party considers that the self assessed clearance conditions have been met. Note: See module 8 page 6 for more information about Cargo Reported SAC Declarations.
Hazardous Goods Indicator	Select the checkbox if the consignment contains goods that are defined within international standards as being hazardous (eg, acids, poisons etc).
Personal Effects Indicator	Select the checkbox if the consignment is personal effects
Timber Indicator	Select the checkbox if the consignment, which includes the packaging, contains timber or timber products.

5. Click on the **OK** button.

The **Sea Cargo Report Create** screen displays with the updated details.

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

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

SEARCHING FOR A SEA CARGO REPORT

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

The **Sea Cargo Report 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 Report List** screen displays.

5. Click on a hyperlink in the Vessel ID column.

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

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

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

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ADDING A LINE TO A SEA CARGO REPORT

1. From the Sea Cargo Report View screen, click on the **Add Line(s)** button.

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

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

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

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

The Sea Cargo Report View screen displays with the updated information.

AMENDING A SEA CARGO REPORT

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

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

The following header fields can be amended:

- Discharge Port Code
 - Destination Port Code
 - First Australian Port Code
 - Original Loading Port Code
 - Bill of Lading Origin Port Code
 - Country of Origin of Goods
 - Consignee
 - Consignor
 - Notify Party
 - Freight Forwarder Indicator
 - Method of Payment
 - Overseas Routing Port Codes.
2. To delete a line, locate the relevant line. Select the checkbox in the Remove Line column (to indicate delete)
 3. To amend the line details, from the **Sea Cargo Report Amend** screen, click on the Cargo Type hyperlink for the line requiring amendment.

The **Sea Cargo Report Line Amend** screen displays.

4. Make the required changes on the Sea Cargo Report Line Amend screen. All fields can be amended
5. Click on the **Submit** button.

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

Note: to amend line fields, add a line with the correct details, then check the Remove Line checkbox to delete the initial line.