

Cargo List Reports – A Quick Guide

OVERVIEW

A Cargo List report (CLR) is a report by a shipping company about certain types of cargo being discharged from a vessel on an international voyage. The types of cargo reported on a CLR are:

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

A CLR is never applicable for airfreight.

A CLR is required to obtain release of cargo where that cargo will not have an associated import declaration.

An initial CLR must be lodged with Customs not less than 48 hours prior to the arrival of a vessel at its first Australian port. Shorter reporting times may be prescribed in the Customs Regulations for voyages of less than 48 hours duration.

Additional lines must be added to a CLR, 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 CLR must be submitted before the estimated time of arrival of the vessel at the next Australian port of discharge.

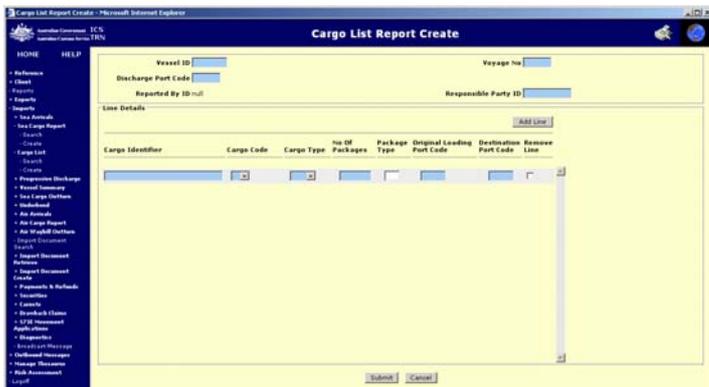
A CLR must provide:

- vessel identifier (Lloyd's or Customs Ship Register number);
- voyage number
- original port of loading
- port of discharge
- port of destination
- cargo code (C= cabotage, E= empty or X= export)
- cargo identifier (Container Number, Bill of Lading or Booking Reference Number)
- break bulk indicator
- number of packages.

LOADING A CARGO LIST REPORT

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

The **Cargo List Report 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 arriving vessel. This may be either a Lloyds' number or a Customs ship number.
Voyage No	Enter the voyage number. The voyage number is the number that identifies a particular voyage for a vessel as assigned by the vessel operator.
Discharge Port Code	Enter the United Nations Location Code (UNLocode) for the port where cargo will be discharged.
Responsible Party ID	Enter the identifier of the party for whom the cargo is being reported. This is the ABN or Customs Client ID (CCID).

3. Complete the line details for the first line. Refer to Table 2 for field descriptions.

Table 2 - Line fields (shaded fields are mandatory)

Field	Action/input required
Cargo Identifier	Enter the cargo identifier for the line. For empty containers, only the container number is required. For all other cargo, the container number, booking reference number or bill number is required.
Cargo Code	Click on the drop-down button and select C for cabotage, E for empty or X for export cargo.
Cargo Type	Click on the drop-down button and select BLK for bulk, B/B for break bulk or FCL for Full Container Load.
No of Packages	For break bulk cargo enter the number of packages as described on the commercial documents. For all other cargo, enter 0 .
Package Type	Enter the two-letter code for the type of package. This field is mandatory for break bulk cargo. Leave this field blank for bulk cargo.
Original Loading Port Code	Enter the UNLocode of the first seaport where the consignment was loaded on to a vessel.
Destination Port Code	Enter the UNLocode of the final destination port of the cargo.
Remove Line	Select this checkbox to remove the line when the CLR is submitted.

4. To add more lines, click on the **Add Line** button.

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

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

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

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SEARCHING FOR A CARGO LIST REPORT

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

The **Cargo List 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 **Cargo List Report 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 Cargo List Report List screen, the **Cargo List Report View** screen displays.

ADDING LINES TO A CARGO LIST REPORT

1. From the Cargo List Report View screen, click on the **Add Lines** button.

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



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

Note: Additional lines must be added to a CLR, as required, not less than 24 hours before the estimated time of arrival at each subsequent Australian port of discharge.

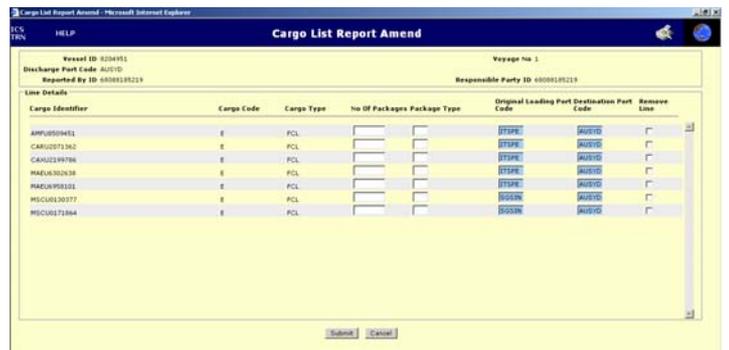
3. To add further lines, click on the **Add Line** button.
4. Complete the line details (refer to Table 2 for field descriptions).
5. To delete a line, select the appropriate checkbox for the line to be removed from the Remove Line column
6. Click on the **Submit** button.

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

AMENDING A CARGO LIST REPORT

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

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



Cargo Identifier	Cargo Code	Cargo Type	No Of Packages	Package Type	Original Loading Port Code	Destination Port Code	Remove Line
AMPL000461	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>
CARU0071362	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>
CARU0094796	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>
HAFU0024238	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>
HAFU0098101	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>
MSCU0130377	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>
MSCU0171884	E	PCL	<input type="text"/>	<input type="text"/>	BTSPF	BTSPF	<input type="checkbox"/>

The following fields can be amended:

- No of Packages
- Package Type
- Original Loading Port Code
- Destination Port Code

2. Make the required changes to the Cargo List Report.
3. To delete a line, locate the relevant line. Select the checkbox in the Remove Line column (to indicate delete).
4. Click on the **Submit** button.

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