

2.1

EXPORT DECLARATIONS - LODGE

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LODGING AN EXPORT DECLARATION

The Export Declaration Lodge screen enables users with the appropriate access to submit an export declaration.

An export declaration consists of two parts: a single header section and multiple cargo line sections. The header details section displays detailed information about the whole consignment. Header information includes the following fields:

- Consignee Name
- Mode of Transport
- Prescribed Goods Indicator
- Cargo Type
- Total FOB value
- Total Packages and Total Containers
- Port of Loading.

The cargo line sections display detailed information about an individual type of cargo in the consignment. Cargo line information includes the following fields:

- AHECC Code
- Goods Origin Code
- Goods Description
- FOB value
- Net Quantity
- Gross Weight.

At least one line of cargo must be included before the export declaration can be submitted.

Tip: before attempting to lodge an export declaration, ensure that you have all required information and codes. It is NOT possible to use the reference search function (eg, for an AHECC code) and lodge an export declaration simultaneously.

Conditional field validation

The Export Declaration Lodge screen contains a number of conditional validation rules. Conditional validation is where a field that meets certain condition(s), affects another field's validation rules. The following table should be used when completing the Export Declaration Lodge screen to assist with completing all details required. The first row of the following table should be read as "If **Type** (field) = **AGENT** (condition) then **Goods Owner Party ID** (impacted field) is **Required** (effect)".

Field values	Effect
Type = AGENT	Goods Owner Party ID required
Type = OWNER	Linked CRN must be BLANK
Custom able Excisable Indicator = YES	Linked CRN must be BLANK
Linked CRN not BLANK	Custom able Excisable Indicator must equal NO
Cargo type = CONTAINERISED	Mode of Transport must equal SEA
	Export goods type must not equal STORES, SPARES, OTHER
	Total packages must be BLANK Total containers required
Cargo type = COMBINATION	Mode of Transport must equal SEA
	Export goods type must not equal STORES, SPARES, OTHER
	Total packages required Total containers required
Cargo type = BULK	Mode of Transport must equal SEA
	Export goods type must equal OTHER
	Total packages must be BLANK Total containers must be BLANK
Cargo type = NON-CONTAINERISED	Mode of Transport required Total containers must be BLANK
Cargo type = NON-CONTAINERISED and Export goods type not UNDER OWN POWER	Total packages required
Export goods type not STORES or SPARES	Consignee name required
	Consignee city required
	Final destination country required
Export goods type not STORES, SPARES or POSTAL	First port of discharge required
Export goods type not POSTAL	Mode of transport required
Export goods type = POSTAL	Mode of transport must equal BLANK
Export goods type = ACCOMPANIED, POSTAL, STORES or UNDER OWN POWER	Linked CRN must be BLANK

Export goods type = ACCOMPANIED, STORES or SPARES and Mode of transport = SEA	Vessel ID required Voyage number required
Export goods type = ACCOMPANIED, STORES or SPARES and Mode of transport = AIR	Airline code required Flight number required
Mode of Transport = AIR	Vessel ID must be BLANK Voyage number must be BLANK
Mode of Transport = SEA	Flight No must be BLANK Airline code must be BLANK
Mode of Transport is BLANK	Vessel ID must be BLANK Voyage number must be BLANK Flight No must be BLANK Airline code must be BLANK
Vessel ID not BLANK	Voyage No required
Voyage number not BLANK	Vessel ID required
Invoice currency code listed in <i>Exchange Rate List</i>	FOB currency code must equal Invoice currency code
Net quantity unit not NR	Net quantity required

To lodge an export declaration:

Step 1. From the main menu, click on **Exports**, click on **Export Declaration** and then click on **Lodge**.

The **Export Declaration Lodge** screen displays.

Export Declaration Lodge - Microsoft Internet Explorer

Australian Government EXT TEST
Australian Customs Service

Export Declaration Lodge

HOME HELP

- + Reference
- + Client
- + Reports
- + Exports
 - + Warehouse Release Notice
 - + Warehouse Return Notice
 - + Export Document Status
 - + Sub Manifest Report
 - + Export Declaration
 - Search
 - Lodge
- + Imports
- + Outbound Messages
- Logout

Header Details Clear Header

Reporting Party Id 20000091725 Type

Senders Ref

Intended Date of Export

Customable Excisable Ind NO

Warehouse Estab Id

Goods Owner Party Id

Confirming Export Type NON-CONFIRMING

Consignee Name

Port of Loading

Mode of Transport

Vessel Id

Cargo Type

Invoice Currency Code

Unique Consignment Ref No

Prescribed Goods Ind

Branch Id

Linked CRN

Export Goods Type

Consignee City

First Port of Discharge

Country Code

Voyage No

Flight No

Total Packages

Total Containers

FOB Currency Code

Total FOB Value

Current Page Lines 1 to 1 Goto Line Prev Line Next Add Line Clear Line

Line No 1

AHECC Code

Goods Description

Goods Origin Code

Goods Origin Country Code

Net Quantity

Gross Weight

Net Quantity Unit

Gross Weight Unit

FOB Value

Temporary Import No

Submit Cancel Permit Details 0 Assays Details 0

The Export Declaration Lodge screen enables users to submit an export declaration.

Note: the Reporting Party Id field will default to the ABN/CCID (Australian Business Number/Customs Client Identifier) of the reporting party and is read-only.

Step 2. In the **Type** field, click on the drop down button and select **Owner** or **Agent**. If the owner of the goods is the party reporting the declaration to Customs, select Owner. If the party reporting the declaration to Customs is not the owner of the goods, select Agent.

Step 3. In the **Senders Ref** field, enter the sender's unique reference for the declaration, assigned by the person lodging the export declaration.

Step 4. In the **Intended Date of Export** field, enter the date the goods are to be exported.

Step 5. (Optional) In the **Unique Consignment Ref No** field, enter the consignment reference number for the declaration.

Note: this field is also where the Contingency CAN is input where relevant.

Step 6. In the **Customable Excisable Ind** field, click on the drop down button and select either **Yes** or **No**.

Step 7. In the **Prescribed Goods Ind** field, click on the drop-down button and select either **Yes** or **No**.

Note: if the goods are prescribed warehoused goods, select **Yes** on the **Prescribed Goods Ind** drop-down list (the Warehouse Establishment Id will become mandatory). If the goods are subject to excise or Customs duty, but are not prescribed warehoused goods, select **No** on the **Prescribed Goods Ind** drop-down list (the Warehouse Establishment Id must still be reported). If the goods are not prescribed warehoused goods or subject to excise or Customs duty, select **No** on the **Prescribed Goods Ind** drop-down list.

Step 8. (Conditional) In the **Warehouse Estab Id** field, enter the warehouse establishment identifier for the warehouse releasing the goods.

Note: the Warehouse Estab Id field is mandatory if the goods are prescribed warehoused goods or if they are subject to excise or Customs duty.

Step 9. (Optional) In the **Branch Id** field, enter the branch identifier. The branch identifier is mandatory when the confirming export type is set to confirming and the client has a registered branch.

Step 10. (Conditional) In the **Goods Owner Party Id** field, enter the ABN or CCID for the owner of the goods.

Note: the Goods Owner Party Id field is mandatory if an agent is lodging the declaration on behalf of the owner.

Step 11. In the **Confirming Export Type** field, click on the drop down button and select either **Confirming** or **Non-Confirming**. A confirming exporter is a client that has been approved by Customs to confirm previously reported details after the exportation of the goods.

Step 12. In the **Export Goods Type** field, click on the drop down button and select one of the following options:

- Other
- Stores
- Spares
- Own Power
- Accompanied Baggage
- Postal.

Note: unless the goods fall into one of the specific categories, the category of Other should be used.

Step 13. (Conditional) In the **Consignee Name** field, enter the name of the party to whom the goods are to be delivered.

Step 14. (Conditional) In the **Consignee City** field, enter the name of the city to which the goods are to be finally delivered.

Step 15. In the **Port of Loading** field, enter the United Nations location code (UNLocode) for the port where the goods will be loaded.

Note: the Port of Loading code can be found using a search. Click on the 'find' hyperlink next to the Port of Loading field and enter the name of the desired port in the search window and initiate the search. The selected value will populate the Port of Loading field.

Step 16. (Conditional) In the **First Port of Discharge** field, enter the UNLocode for the first port where the goods will be unloaded.

Note: the First Port of Discharge code can be found using a search. Click on the 'find' hyperlink next to the First Port of Discharge field and enter the name of the desired port in the search window and initiate the search. The selected value will populate the First Port of Discharge field.

Step 17. (Conditional) In the **Final Destination Country Code** field, enter the UN country code for the final destination of the goods.

Step 18. (Conditional) In the **Mode of Transport** field, click on the drop down button and select either **Air** or **Sea**.

Step 19. (Conditional) In the **Vessel Id** field, enter the vessel identifier for the vessel carrying the goods. This may be either a Lloyds' number (an internationally recognised register of unique numbers issued primarily to commercial vessels) or a Customs ship number (a unique alpha-numeric identifier assigned by Customs for vessels that do not have a Lloyd's number).

Step 20. (Conditional) In the **Voyage No** field, enter the unique voyage number for the vessel carrying the goods. This number is assigned by the principal agent of the vessel and may include alpha characters.

Note: the Voyage No field is mandatory if the Vessel Id field is populated.

Step 21. (Conditional) In the **Flight No** field, enter the flight number if the goods are to be carried by air.

Step 22. In the **Cargo Type** field, click on the drop down button and select one of the following options:

- Bulk
- Containerised
- Combination
- Non-Containerised.

Tip: for break-bulk cargo, select Bulk. If the mode of transport is air then Non-Containerised must be selected.

Tip: for goods consigned as LCL (less than container load):

-select Cargo Type as Non-Containerised

-enter Total Packages (Step 23).

-do NOT enter Total Containers (Step 24).

Step 23. (Conditional) In the **Total Packages** field, enter the total number of packages for the goods reported on this declaration.

Step 24. (Conditional) In the **Total Containers** field, enter the total number of shipping containers the goods are packed into.

Step 25. In the **Invoice Currency Code** field, enter the currency type for the transaction invoice involved in the transaction (eg, 'AUD' for Australian dollars).

Note: the value of the Invoice Currency Code field must be one of the codes contained in the exchange rate list, which can be found by clicking on the book icon next to the field. If the actual currency on the invoice is not one of these codes, the exporter will be required to convert the actual currency to one that is included in the exchange rate list (usually Australian dollars) before the entry will be accepted. This will then mean that the value of the FOB Currency Code field must be changed and the free on board value will need to be adjusted to reflect the actual currency being used in the transaction.

Step 26. In the **FOB Currency Code** field, enter the currency code for the currency involved in the transaction (for example, AUD).

Step 27. In the **Total FOB Value** field, enter the total cost of the goods (including domestic freight costs and other charges, but excluding international freight and insurance) reported on this declaration.

Note: the header details for this declaration are now complete. The following fields relate to the line details for the declaration.

Step 28. In the **AHECC Code** field, enter the Australian Harmonized Export Commodity Classification (AHECC) code for the goods.

Step 29. In the **Goods Description** field, enter a plain-English description of the goods.

Step 30. In the **Goods Origin Code** field, click on the drop down button and select the state of origin for the goods:

- AU-CT (ACT)
- AU-NS (NSW)
- AU-NT (NT)
- AU-QL (QLD)
- AU-SA (SA)
- AU-TS (TAS)
- AU-VI (VIC)
- AU-WA (WA)
- YY-FO (FOREIGN)

Note: if the consignment is of the one commodity (AHECC) but originates from many states, a new line must be created for each state.

Step 31. (Optional) In the **Temporary Import No** field, enter the temporary import number.

Step 32. (Conditional) In the **Goods Origin Country Code** field, enter the UN country code for the country where the goods were produced or manufactured.

Note: the Goods Origin Country Code for the goods country of origin is only required when the goods are of foreign origin (i.e., the goods were not produced/manufactured in Australia).

Step 33. (Optional) In the **Net Quantity** field, enter the net quantity of goods.

Step 34. In the **Net Quantity Unit** field, enter the unit of net quantity of goods.

Note: the Net quantity unit is determined by the AHECC code used.

Step 35. In the **FOB Value** field, enter the cost of the goods (including domestic freight costs and other charges, but excluding international freight and insurance).

Step 36. In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

Step 37. In the **Gross Weight Unit** field, click on the drop down button and select **G** (Grams), **KG** (Kilograms) or **T** (Tonnes).

Note: to add a line, click on the Add Line button.

Tip: only ten lines can be added before the export declaration must be submitted. Once submitted, it is still possible to add further lines to the export declaration, up to a maximum of 999 lines. Refer to Amending an Export Declaration.

If ten lines have been entered and you click on the Add Line button, a dialog box will display explaining that you have reached the maximum number of lines.

Tip: when submitting an export declaration, full validation of the information contained on the export declaration will occur. Therefore, the Total FOB value (entered in Step 27) **MUST** equal the total of the line FOB Values already entered in the ICS (individually entered in Step 35). For example, if you are entering an export declaration with 15 lines, after entering the first ten lines you must submit the export declaration. The Total FOB Value entered in the header must be the total FOB value of lines 1 to 10, **NOT** the total FOB value of lines 1 to 15.

Tip: if required, permit and assay details can be added to the export declaration. Refer to permits or assays.

Note: to exit this screen without saving, click on the Cancel button.

Step 38. Click on the **Submit** button.

A confirmation box displays.



Step 39. Click on the **OK** button.

The **Export Declaration Line Summary** screen displays with the lodged export declaration data.

The following table lists the options available on the Export Declaration Lodge screen.

Option	Action	Result
To clear the export declaration header details.	Click on the Clear Header button.	The Export Declaration Lodge screen redisplay with blank header fields.
To view a previous or next page of cargo line details. Note: only available if more than one page exists.	Click on the Line Prev or Next button.	The previous or next page of cargo line details displays.
To add an additional cargo line.	Click on the Add Line button.	The Export Declaration Lodge screen redisplay with an additional blank cargo line.
To clear the export declaration line details.	Click on the Clear Line button.	The Export Declaration Lodge screen redisplay with blank line fields.
To add permit details for	Click on the Permit	The Export Declaration

Option	Action	Result
the export declaration line.	Details hyperlink.	Permit Lodge screen displays.
To add assay details for the export declaration line.	Click on the Assay Details hyperlink.	The Export Declaration Assay Lodge screen displays.

ADDING PERMIT DETAILS TO AN EXPORT DECLARATION

The Export Declaration Permit Lodge screen enables users with the appropriate access to lodge details of permits required for export declaration cargo lines.

Tip: before entering permit details, it is advisable to search for AHECC details using the ICS reference files to ensure the correct permit/s are being used. This should be done before beginning to lodge the export declaration.

To add permit details to an export declaration line:

Step 1. From the Export Declaration Lodge screen, locate the line that requires a permit and click on the **Permit Details** hyperlink.

The **Export Declaration Lodge Permit** screen displays.

The Export Declaration Lodge Permit screen enables users to lodge details about permits that are required for certain export goods.

Step 2. In the **Permit No** field, enter the permit number obtained from the relevant Permit Issuing Authority (PIA).

Note: the permit entered must consist of a permit agency prefix and then the relevant number.

Note: to exit this screen without saving, click on the Cancel button.

Step 3. Click on the **Save Permit Details** button.

The **Export Declaration Lodge** screen displays.

DELETING PERMIT DETAILS

Permit details can be deleted while lodging an export declaration line if required.

Step 1. Ensure the **Export Declaration Lodge Permit** screen is displayed.

Step 2. In the **Permit No** field, highlight the permit to be deleted.

Step 3. Press the **Delete** key on the keyboard.

The Export Declaration Lodge Permit screen redisplay with the permit number deleted.

Note: to exit this screen without saving, click on the Cancel button.

Step 4. Click on the **Save Permit Details** button.

The **Export Declaration Lodge** screen displays.

The following table lists the option available on the Export Declaration Lodge Permit screen.

Option	Action	Result
To add another permit number.	Click on the Add Permit No hyperlink.	The Permit Lodge screen redisplay with another permit number line.

ADDING ASSAY DETAILS TO AN EXPORT DECLARATION

The ABS requires that some AHECCs be described with additional information, called an assay. An assay is a chemical test to determine the content of a particular element. An assay consists of three data elements, assay element code, assay element concentration, assay element concentration units, which themselves may be repeated up to 15 times for a single AHECC. When assay information is required for the AHECC quoted, it must be supplied.

The following table lists the chemical element symbols and element names in relation to the concentration units used.

Symbol	Element	Concentration
AU	Gold	Grams per Tonne
AG	Silver	Grams per Tonne
CU	Copper	Percentage
PB	Lead	Percentage
PT	Platinum	Percentage
NI	Nickel	Percentage

Symbol	Element	Concentration
SN	Tin	Percentage
WO	Tungsten	Percentage
ZN	Zinc	Percentage

Tip: before entering assay details, it is advisable to search for AHECC details using the ICS reference files to ensure the correct assays are being used. This should be done before beginning to lodge the export declaration.

To add assay details to an export declaration:

Step 1. From the Export Declaration Lodge screen, locate the line that requires assay details and click on the **Assay Details** hyperlink.

The **Assay Lodge** screen displays.

The Export Declaration Lodge Assay screen enables users to lodge details of assays required for export declaration lines.

Step 2. In the **Element** field, click on the drop down button and select one of the following options:

- AU (Gold)
- AG (Silver)
- CU (Copper)
- PB (Lead)
- PT (Platinum)
- NI (Nickel)
- SN (Tin)
- WO (Tungsten)

- ZN (Zinc).

Step 3. In the **Concentration** field, enter the concentration value of the element.

Note: to exit this screen without saving, click on the Cancel button.

Step 4. Click on the **Save Assay Details** button.

The **Export Declaration Lodge** screen displays.

DELETING ASSAY DETAILS

Assay details can be deleted from an export declaration line if required.

Step 1. Ensure the **Export Declaration Lodge Assay** screen is displayed.

Step 2. In the **Element** field, click on the drop down button and select the blank value.

Step 3. In the **Concentration** field, highlight the concentration value to be deleted.

Step 4. Press the **Delete** key on the keyboard.

The Export Declaration Lodge Assay screen redisplay with the assay details deleted.

Note: to exit this screen without saving, click on the Cancel button.

Step 5. Click on the **Save Assay Details** button.

The **Export Declaration Lodge** screen displays.

The following table lists the options available on the Assay Lodge screen.

Option	Action	Result
To add another assay.	Click on the Add Assay hyperlink.	The Assay Lodge screen redisplay with another assay line.

SEARCHING FOR AN EXPORT DECLARATION

It may be necessary to search for an export declaration that you have lodged to find information or amend the details of the declaration. You search for an export declaration by entering search criteria into a search screen.

It is possible to ascertain the status of the export declaration by performing a search, and navigating to the Export Declaration View screen.

Note: an exporter, or their agent, can only search for export documents that they lodged.

To search an for export declaration:

Step 1. From the main menu, click on **Exports**, click on **Export Declarations** and then click on **Search**.

The **Export Declaration Search** screen displays.

The Export Declaration Search screen enables users to search for an export declaration. The default search criteria in the Select a Search Combination field are Reporting Party Id and Senders Ref. The search combination selected determines which fields become mandatory. All other fields are disabled.

Note: the Reporting Party Id field will default to the ABN/CCID (Australian Business Number/Customs Client Identifier) of the reporting party and is read-only.

Step 2. In the **Select a Search Combination** field, click on the drop down button and select one of the following options:

- Reporting Party Id and Senders Ref (default)
- Reporting Party Id and Goods Owner Party Id
- Reporting Party Id and EDN
- Reporting Party Id and Transaction Date

Tip: choosing an appropriate search option will make searching more efficient.

When a broad search option is used, a list will usually be returned. From this screen a specific document can be chosen. The broadest search option available is the Reporting Party Id and Transaction Date option. The most specific search options are the Reporting Party Id and Senders Ref, Reporting Party ID and EDN or the EDN option.

Step 3. Enter the relevant values in the mandatory fields.

Note: the transaction date range must be no more than 30 days duration.

Note: to clear the search criteria entered, click on the Clear button.

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

If one record is found, the **Export Declaration Line Summary** screen displays.

If more than one record is found, the **Export Declaration List** screen displays.

Export Declaration List - Microsoft Internet Explorer

Australian Government INT
Australian Customs Service TEST

Export Declaration List

HOME HELP

Search Criteria Reporting Party Id=66015286036; Trans Date=01 SEP 2004-30 SEP 2004;

EDN	Senders Ref	Export Goods Type	Transaction Date	ICS Vers	Status
AAAAMFPHH	CRA 1 30092004	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFPJR	CRA 2 30092004	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFPM9	CRA 3 30092004	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFR3T	200409302000	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFRWM	200409302001	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFTNN	200409302002	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFR9K	200409302003	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFTF3	200409302004	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFTAM	200409302005	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFTGF	200409302006	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFTKJ	200409302007	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED
AAAAMFTP9	200409302008	OTHER, GENERAL CONSIGNED CARGO IE: NOT ST, SP, OP or AB	30 SEP 2004	1	REVOKED

Records 1- 50 of 899

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The Export Declaration List screen enables users to view a list of export declarations found by a search.

Note: once a declaration is lodged, it is possible to obtain the EDN and the status from this screen.

Once the client has the EDN (also known as the CAN) they can also obtain the document status by using the Export Document Status option in the main menu. For more information, refer to page **2.19**.

The list is sorted by transaction date and then by sender's reference.

The following table lists the options available on the Export Declaration List screen.

Option	Action	Result
To view further details of an export declaration.	Click on a hyperlink in the EDN column.	The Export Declaration Line Summary screen displays.
To view further status details.	Click on a hyperlink in the Status column.	The Export Document Status View screen displays.
To view the previous or next page of results. Note: only available if more than one page exists.	Click on the Page Prev or Next button.	The previous or next page of results displays.
To perform another search (with existing search values retained).	Click on the Back hyperlink.	The Export Declaration Search screen displays with the previously entered search criteria.

Option	Action	Result
To perform another search (with default search values).	Click on the New Search hyperlink.	The Export Declaration Search screen displays with the default search parameters.

Step 5. Click on a hyperlink in the EDN column.

The **Export Declaration Line Summary** screen displays.

Export Declaration Line Summary - Microsoft Internet Explorer

INT TEST HELP **Export Declaration Line Summary**

Version < 1 >

EDN AAAAMFRWM ICS Version 1 Reporting Party 66015286036 AUSTRALIAN CUSTOMS SERVICE
Senders Ref 200409302001 Goods Owner Party

Current Page Lines 1 to 1 Total Lines 1 Prev Page Next

Line No	AHECC Code	Goods Description	Prescribed Goods Ind	Net Qty	Net Qty Unit	FOB Currency Code	FOB Value	Permit Error/Warning	Goods Origin Code
1	26012000	MAGAZINES	N	100000.00000	T	AUD	500000		AU-NS

Prev Declaration Next

The Export Declaration Line Summary View screen enables users to view details of an export declaration.

The latest version of the export declaration displays.

The Errors/Warnings hyperlink displays only if they exist for the export declaration.

The following table lists the options available from the Export Declaration Line Summary screen.

Option	Action	Result
To view the previous or next version of the export declaration. Note: only available if more than one version exists.	Click on the Version < or > button.	The previous or next version of the export declaration displays.

Option	Action	Result
To view the individual cargo details within an export declaration.	Click on a hyperlink in the Line No column.	The Export Declaration View screen displays.
To view the previous or next page of lines within the current export declaration. Note: only available if more than one page exists.	Click on the Page Prev or Next button.	The previous or next page of lines displays.
To view the previous or next export declaration from the Export Declaration List screen. Note: only available if you accessed this screen from the Export Declaration List screen.	Click on the Declaration Prev or Next button.	The previous or next export declaration displays.
To view any errors or warnings associated with the export declaration.	Click on the Errors/Warnings hyperlink.	The Export Declaration Errors/Warning View screen displays.

Step 6. Click on a hyperlink in the Line No column.

The **Export Declaration View** screen displays.

Export Declaration View - Microsoft Internet Explorer

ICS TRN HELP **Export Declaration View**

Header Details

Reporting Party 66015286036 AUSTRALIAN CUSTOMS SERVICE	ICS Version 1	Type OWNER
EDN AAAANK6RJ	Senders Ref TESTREF	Status ERROR
Senders Version 1	Customs File Reference C05/13579	Transaction Date 17 OCT 2005
Unique Consignment Ref No	Customable Excisable Ind N	Transaction Type ORIGINAL
Intended Date of Export 20 OCT 2005		Prescribed Goods Ind N
Goods Owner Party	Warehouse Estab Id	Linked CRN
Confirming Export Type NON-CONFIRMING	Consignee City SINGAPORE	Branch
Export Goods Type OT OTHER, GENERAL CONSIGNED CARGO IE, NOT ST, SP, OP OR AB	First Port of Discharge SGSIN	Final Destination SG Country Code
Consignee Name MR SMITH	Vessel Id	Flight No
Port of Loading AUSYD	Total Packages 1000	Total Containers
Mode of Transport AIR	FOB Currency AUD	Total FOB Value 100000
Cargo Type NON CONTAINERISED	AUSTRALIAN DOLLARS	
Invoice Currency AUD	AUSTRALIAN DOLLARS	

Current Page Lines 1 to 1 **Goto Line** [Prev](#) [Line](#) [Next](#)

Line Details

Line No 1	Goods Description MAGAZINES	
AHECC Code 26012000		
Prescribed Goods Ind N	Temporary Import No	
Goods Origin Code AU-NS NSW	Net Quantity Unit T - TONNE	FOB Value 100000
Goods Origin Country Code	Gross Weight Unit T - TONNE	Calculated Unit
Net Quantity 50.00000		FOB Value (AUD) 2000.00
Gross Weight 100.00000		

[Amend](#) [Withdraw](#) [Permit Details 1](#) [Assay Details 1](#)

The Export Declaration View screen is divided into two sections. The header section at the top of the screen displays information that relates to the whole export declaration. The lower section of the screen displays the individual cargo lines of an export declaration in detail.

The following table lists the options available from the Export Declaration View screen.

Option	Action	Result
To view the Status details.	Click on the Status hyperlink.	The Export Document Status View screen displays.
To navigate to a particular line of cargo. Note: if the line number does not exist, the next available line number will display. Enter 999 to display the last line.	In the Goto Line No field, enter the line item number and press the 'Enter' key on the keyboard.	The details for the line number entered displays.
To view the previous or next line of cargo. Note: only available if more than one line exists.	Click on the Line Prev or Next button.	The previous or next line of cargo displays.
To amend the current export declaration.	Click on the Amend button.	The Export Declaration Amend screen displays.
To withdraw the export declaration.	Click on the Withdraw button.	A confirmation message displays. Refer to Withdrawing an Export Declaration
To view the permit details for the cargo line displayed.	Click on the Permit Details hyperlink.	The Export Declaration Permit View screen displays.
To view the assay details for the cargo line displayed.	Click on the Assay Details hyperlink.	The Export Declaration Assay View screen displays.

SEARCHING FOR EXPORT DOCUMENT STATUS

A status query request can be generated by:

- EDI clients using the status request message
- Customs Interactive clients using Export Document Status Query feature.
- Customs officers using the Export Document Status Query feature of the ICS.

In the first two examples above (status request message via EDI or Customs Interactive), the level of detail given to the enquirer will depend on both who

the enquirer is, and their involvement with the goods whose status is being sought.

Can I check document status?

The ICS allows users to check the document status of export declarations. The amount of detail provided depends on the user's relationship to the cargo.

User	Information available
<ul style="list-style-type: none"> Reporting party of the document being queried Accredited client of the ACEAN being queried Customs officer (with appropriate access) 	<p>The full status including the amplifying conditions, allowing the following values:</p> <ul style="list-style-type: none"> Clear Clear – expired: <value> Withdrawn Cancelled Revoked Error - plus any combination of embargoed suspended, expired: <value> and validation).
Any other ICS user	<p>The following values:</p> <ul style="list-style-type: none"> Clear Clear – expired: <value> Withdrawn Cancelled Revoked Error Error – expired: <value>.

Required data

A Customs Authority Number (CAN) is required in order to conduct a status query.

To search for the status of an export document:

Step 1. From the main menu, click on **Exports**, click on **Export Document Status** and then click on **Search**.

The **Export Document Status Query** screen displays.

The Export Document Status Query screen enables a user to enter a CAN for the export document of which you wish to query the status.

Step 2. In the **Customs Authority Number** field, enter the appropriate CAN on which to base the query.

The valid CANs that can be used are:

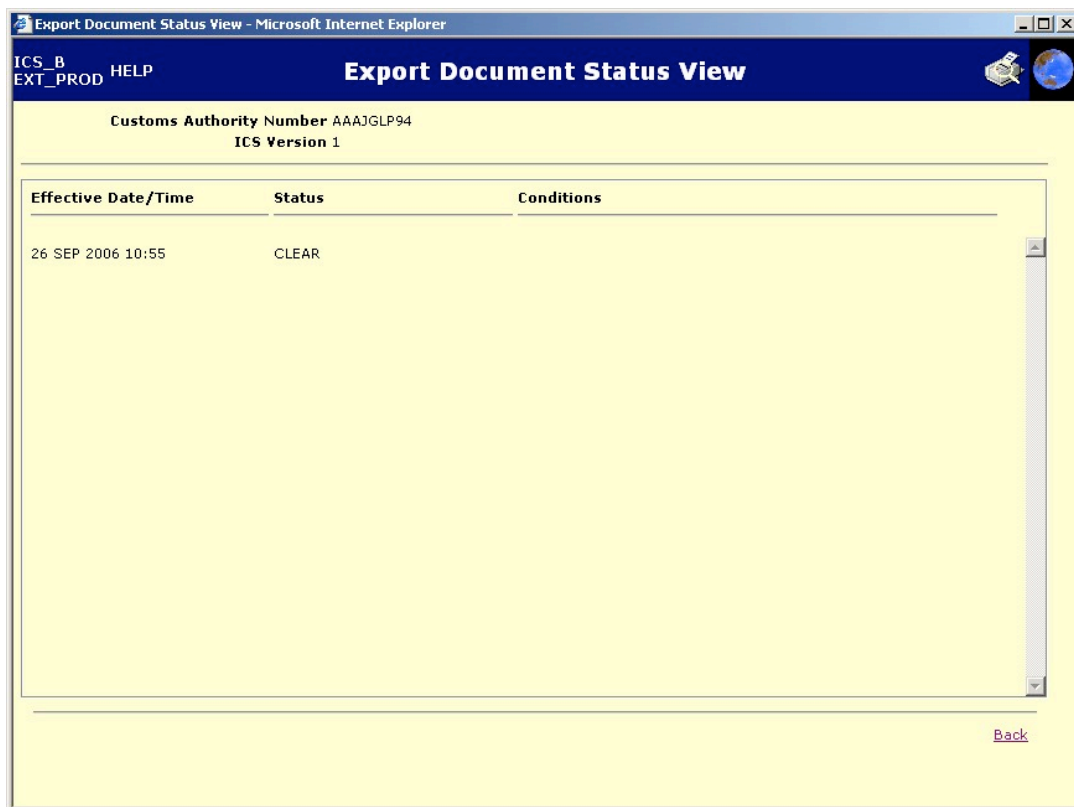
- Export Declaration Numbers (EDN)
- Sub-Manifest Numbers (CRN)
- Main Manifest Numbers (MMN)
- Periodic Declaration Numbers
- Accredited Client Export Approval Numbers (ACEAN)
- Transshipment Numbers.

Tip: a CAN is made up of nine alphanumeric characters (eg, A1B2C3D4E).

Note: to clear the search criteria entered, click on the Clear button.

Step 3. Click on the **Search** button.

If the CAN entered is valid, the **Export Document Status View** screen displays.



The Export Document Status View screen displays the latest status details of the current version of the export document.

The following table lists the options available on the Export Document Status View screen.

Option	Action	Result
To perform another search (with existing search values retained).	Click on the Back hyperlink.	The Export Document Status Search screen displays with your search parameters retained.

RELATED TOPICS

For more information on Warehouse Release and Return Notices, refer to Module 3.

For more information on Depot Receipt and Release Notices, refer to Module 4.

For more information on CTO Receipt and Removal Notices, refer to Module 5.

For more information on Sub Manifests, refer to Module 6.

For more information on Departure Reports, refer to Module 7.

For more information on Main Manifests, refer to Module 8.

FURTHER ASSISTANCE

The quick reference guide **Export Declarations** is available from www.customs.gov.au

For export-related technical support email cargosupport@customs.gov.au or phone 1300 558 099.