

2.2

EXPORT DECLARATIONS – AMEND AND WITHDRAW

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CONTENTS

Amending an export declaration	3
Adding a line.....	4
Deleting a line.....	6
Resetting unsubmitted line details	7
Amending permit details.....	9
Adding permit details.....	9
Deleting permit details	10
Amending assay details	10
Adding assay details	11
Deleting assay details	12
Withdrawing an export declaration.....	12
Related topics	13
Further assistance	13

AMENDING AN EXPORT DECLARATION

The Export Declaration Amend screen enables users with the appropriate access to amend the details of an export declaration in the ICS.

Export declarations may be amended at any time after the declaration has been submitted, but amendments to declarations reported at a cargo terminal or listed on a manifest are flagged. Significant amendments, particularly those involving goods subject to a permit, may be subject to further investigation. Declarations containing customable/excisable goods may not allow some amendments if the goods have been released from a warehouse.

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

To amend an existing export declaration:

Step 1. From the Export Declaration View screen, click on the **Amend** button.

The **Export Declaration Amend** screen displays.

The screenshot shows the 'Export Declaration Amend' screen. The 'Header Details' section contains fields for Reporting Party Id (66015286036), Type (OWNER), EDN (AAAANK6RJ), Senders Ref (TESTREF), Intended Date of Export (20/OCT/2005), Unique Consignment Ref No, Prescribed Goods Ind (NO), Warehouse Estab Id, Goods Owner Party Id, Confirming Export Type (NON-CONFIRMING), Consignee Name (MR SMITH), Consignee City (SINGAPORE), Branch Id, Export Goods Type (OTHER), Consignor City (SINGAPORE), First Port of Discharge (SGSIN), Final Destination Country Code (SG), Port of Loading (AUSYD), Mode of Transport (AIR), Vessel Id, Voyage No, Flight No, Total Packages (1000), Total Containers, Total FOB Value (100000), Cargo Type (NON CONTAINERISED), Invoice Currency Code (AUD), FOB Currency Code (AUD), and Current Page Lines 1 to 1.

The 'Line Details' section includes fields for Line No 1, Line Action (AMEND), AHECC Code (26012000), Goods Description (MAGAZINES), Goods Origin Code (AU-NS - NSW), Temporary Import No, and buttons for Submit, Cancel, Permit Details 1, and Assay Details 1.

The Export Declaration Amend screen enables users to change export declaration header and line information.

The Permit Details and Assay Details hyperlink display only if the line displayed has permit or assay details.

The following fields are read-only:

- Reporting Party Id

- Type
- EDN
- Senders Ref
- Unique Consignment Ref No
- Line No.

All other fields can be amended if required.

Step 2. In the header details section, make the required changes.

To amend the line details, refer to **Step 3** or to save the header changes, refer to **Step 6**.

Step 3. Locate the line that requires amendment.

Step 4. In the **Line Action** field, click on the drop down button and select **AMEND**.

Step 5. Make the required changes.

Note: to amend other lines, refer to Step 3.

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

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

A confirmation box displays.



Step 7. Click on the **OK** button.

The **Export Declaration Line Summary** screen displays with the updated details.

ADDING A LINE

Lines of cargo can be added to an export declaration if required.

Tip: only ten lines can be added before the export declaration must be submitted. Once submitted, it is possible to add further lines (up to a maximum of 999 lines) to the declaration by repeating this process.

Tip: when submitting an export declaration, full validation of the information contained on the export declaration will occur. Therefore, the Total FOB value MUST equal the total of the line FOB Values already entered in the ICS. For example, if you are entering an export declaration with 25 lines, after entering

lines 11 to 20 you must submit the export declaration. At this point the Total FOB Value entered in the header must be the total FOB value of lines 1 to 20, NOT the total FOB value of lines 1 to 25.

To add a line:

Step 1. Ensure the Export Declaration Amend screen is displayed.

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

The line number will increase to the next available number and the entry fields will be displayed for population.

Step 3. In the **AHECC Code** field, enter the Australian Harmonized Export Commodity Classification (AHECC) code for the goods.

Step 4. In the **Goods Description** field, enter a plain-English description of the goods.

Step 5. 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 more than one state, a new line must be created for each state.

Step 6. (Optional) In the **Temporary Import No** field, enter the temporary import number.

Step 7. (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 8. (Optional) In the **Net Quantity** field, enter the net quantity of goods.

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

Step 9. In the **Net Quantity Unit** field, enter the unit of net quantity of goods.

Step 10. 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 11. In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

Step 12. In the **Gross Weight Unit** field, click on the drop down button and select **G** (Grams), **KG** (Kilograms) or **T** (Tonnes).

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

Step 13. Click on the **Submit** button.

A confirmation box displays.



Step 14. Click on the **OK** button.

An information box displays.



Step 15. Click on the **OK** button.

The **Export Declaration Line Summary View** screen displays with the updated details.

DELETING A LINE

Lines of cargo can be deleted from an export declaration if required.

To delete a line:

Step 1. Ensure the Export Declaration Amend screen is displayed.

Step 2. Locate the line that requires deletion.

Step 3. In the **Line Action** field, click on the drop down button and select **DELETE**.

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

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

A confirmation box displays.



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

An information box displays.



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

The **Export Declaration Line Summary View** screen displays with the updated details.

RESETTING UNSUBMITTED LINE DETAILS

Cargo line amendments/deletions that have not been submitted can be restored if required. This means you can undo changes made in error, so long as the changes have not been submitted.

Step 1. Ensure the Export Declaration Amend screen is displayed.

Step 2. In the **Line Action** field, click on the drop down button and select **RESET**.

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

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

A confirmation box displays.



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

An information box displays.



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

The **Export Declaration Line Summary View** screen displays with the updated details.

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

Option	Action	Result
To navigate to a particular line. Note: if the line number does not exist and is not greater than the last line number, the next available Line number displays. Enter 999 to display the last line.	In the Goto Line 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 cargo line. Note: only available if more than one cargo line 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 to the export declaration.	Click on the Add Line button.	The Export Declaration Amend screen redisplays with a blank cargo line added.
To amend the permit details for an export declaration line.	Click on the Permit Details hyperlink.	The Export Declaration Amend Permit screen displays.

Option	Action	Result
To amend the assay details for an export declaration line.	Click on the Assay Details hyperlink.	The Export Declaration Amend Assay screen displays.

AMENDING PERMIT DETAILS

If the permit details entered in the export declaration are incorrect or have changed, they can be easily amended.

To amend the permit details for an export declaration line:

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

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

No	Permit No	Permit Error/Warning
1	876445186451	

Save Permit Details Cancel

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

Step 2. In the **Permit No** field, make the required changes.

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

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

The **Export Declaration Amend** screen displays.

ADDING PERMIT DETAILS

Permit lines can be added to an existing export declaration if required.

To add a permit:

Step 1. Ensure the Export Declaration Permit Amend screen displays.

Step 2. Click on the **Add Permit No** button.

Step 3. In the **Permit No** field, enter the permit number obtained from the relevant Permit Issuing Authority (PIA).

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

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

The **Export Declaration Amend** screen displays.

DELETING PERMIT DETAILS

Permit details can be deleted if required.

To delete a permit:

Step 1. Ensure the Export Declaration Permit Amend screen displays.

Step 2. In the **Permit No** field, highlight the permit number you wish to remove.

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

The **Export Declaration Permit Amend** screen redisplays with the selected permit removed.

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

The **Export Declaration Amend** screen displays.

AMENDING ASSAY DETAILS

If the assay details entered in the export declaration are incorrect or have changed, they can easily be amended.

To amend the assay details for an export declaration line:

Step 1. From the Export Declaration Amend screen, located the line that requires amendment and click on the **Assay Details** hyperlink.

The **Export Declaration Amend Assay** screen displays.

No	Element	Concentration	Unit
1	AG - SILVER	97651.0	GPT

Save Assay Details | Cancel

The Export Declaration Amend Assay screen enables users to change details of assays required for export declaration cargo lines.

Step 2. In the **Element** and **Concentration** fields make the required changes.

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

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

The **Export Declaration Amend** screen displays.

ADDING ASSAY DETAILS

Assays can be added to an existing export declaration if required.

To add an assay:

Step 1. Ensure the Export Declaration Assay Amend screen displays.

Step 2. Click on the **Add Assay** button.

Step 3. 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)

- WO₃ (Tungsten)
- ZN (Zinc).

Step 4. In the **Concentration** field, enter the concentration value of the element.

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

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

The **Export Declaration Amend** screen displays.

DELETING ASSAY DETAILS

Assay details can be deleted if required.

To delete an assay:

Step 1. Ensure the Export Declaration Assay Amend screen displays.

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 amount you wish to remove.

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

The **Export Declaration Assay Amend** screen redisplays with the assay removed.

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

The **Export Declaration Amend** screen displays.

WITHDRAWING AN EXPORT DECLARATION

Export declarations can be withdrawn if required.

Note: withdrawing an export declaration is performed from the Export Declaration View screen. The Export Declaration View screen describes a particular line, however, if the withdrawn button is selected, the entire export declaration will be withdrawn, not just the line.

To withdraw an export declaration:

Step 1. From the Export Declaration View screen, click on the **Withdraw** button.

A confirmation box displays.



Step 2. Click on the **OK** button.

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

Note: to confirm the declaration has been withdrawn, check the status in the Export Declaration View screen.

RELATED TOPICS

For more information on Warehouse Release and Return Notices, refer to [Module 3](#).

For more information on Depot Receival and Release Notices, refer to [Module 4](#).

For more information on CTO Receival 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.