

2.2

EXPORT DECLARATIONS – AMEND AND WITHDRAW

Australian Customs Service
5 Constitution Avenue
Canberra ACT 2601
Telephone: 1300 558 099
Facsimile: 02 6122 5534

© Commonwealth of Australia 2004

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Australian Customs Service. Requests and enquiries concerning reproduction rights should be addressed to the Director, Corporate Communication, Australian Customs Service, 5 Constitution Avenue, Canberra, ACT, 2601.

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.

Export Declaration Amend - Microsoft Internet Explorer

ICS TRN HELP **Export Declaration Amend**

Header Details

Reporting Party Id 66015286036
EDN AAAANK6RJ
Senders Ref TESTREF
Intended Date of Export 20 / OCT / 2005
Customable Excisable Ind NO
Goods Owner Party Id
Confirming Export Type NON-CONFIRMING
Consignee Name MR SMITH
Port of Loading AUSYD
Mode of Transport AIR
Cargo Type NON CONTAINERISED
Invoice Currency Code AUD
Type OWNER
Customs File Reference C05/13579
Unique Consignment Ref No
Prescribed Goods Ind NO
Warehouse Estab Id
Branch Id
Export Goods Type OTHER
Consignee City SINGAPORE
First Port of Discharge SSSIN
Final Destination Country Code SG
Voyage No
Flight No
Total Packages 1000
Total Containers
FOB Currency Code AUD
Total FOB Value 100000

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

Line Details

Line No 1
Line Action AMEND
AHECC Code 26012000
Goods Description MAGAZINES
Goods Origin Code AU-NS - NSW
Temporary Import No

Submit Cancel [Permit Details 1](#) [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 redisplay 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.

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 redisplay 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

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 redisplay 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 redisplay.

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.