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# 16.1

## LODGING IMPORT DECLARATIONS – NATURE 10

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## Contents

Overview.....	4
What is an import declaration? .....	4
When is an import declaration used?.....	4
Lodging import declarations – process flow .....	5
Legislation.....	7
Offences .....	8
Further Information .....	9
Creating a Header .....	10
Retrieving an import declaration.....	21
The Navigation options Create screen .....	23
Creating transport details .....	26
Creating line defaults.....	41
Creating tariff lines.....	52
Creating tariff line – additional information .....	66
Creating AQIS information.....	78
Submitting an import declaration .....	82
Viewing Errors.....	83
Duty, taxes and Charges .....	84
Lodging an import declaration .....	88
Searching for a lodged import declaration.....	92
Viewing the header.....	100
Viewing the transport details .....	102
Viewing the tariff lines.....	106
Viewing the tariff line valuation .....	109
Viewing the tariff line – additional information .....	110
Viewing the AQIS lines .....	112
The combined import/warehouse declaration (N10/20).....	113

Creating tariff lines for a combined declaration .....	114
Self assessed clearance (full dec format).....	128
<b>Related topics.....</b>	<b>129</b>
<b>Further assistance .....</b>	<b>129</b>

## OVERVIEW

### WHAT IS AN IMPORT DECLARATION?

All goods imported into Australia must be cleared by Customs. Importers are responsible for obtaining a formal Customs clearance for goods above a set threshold.

A Nature 10 import declaration is a document lodged with Customs to enter goods imported directly for home consumption. An import declaration (N10) must be lodged by the importer or their representative licensed Customs broker.

Import declarations can be lodged electronically through the Integrated Cargo System (ICS) using either:

- Customs Interactive
- Electronic Data Interchange (EDI).

Import declarations can also be lodged as a physical document at Customs premises or an authorised external agency. An Evidence Of Identity (EOI) check is required when lodging a documentary declaration. When import declarations are lodged at authorised external agency outlets, a charge will be levied for each EOI check. EOI charges are not levied at Customs premises.

### WHEN IS AN IMPORT DECLARATION USED?

An import declaration is required for all imported goods that are to be delivered directly into home consumption, with a value that exceeds the entry threshold and that are not otherwise exempt from entry requirements.

The import declaration contains information that relates to the goods being imported, including:

- importer/broker details
- value of the goods
- transport details of how the goods arrived in Australia
- tariff classification of the goods, including tariff classification, instrument, dumping, preference and valuation details
- additional tax associated with the goods
- Australian Quarantine and Inspection Service (AQIS) processing information, including types/codes, permits, container details, document and package details
- community protection information associated with the goods
- lodgement declarations.

The import declaration may be lodged at any time before the ship or aircraft carrying the goods first arrives at a port or airport in Australia and must be lodged once the ship or aircraft has arrived.

For an overview of all types of Import Declarations, refer to [Module 15](#).

## LODGING IMPORT DECLARATIONS – PROCESS FLOW

Creation of an import declaration involves three processes:

- save
- submit
- lodge

### Saving an import declaration

When the Header section of a declaration is **saved**, a temporary identification number is assigned to that declaration. A saved declaration can be accessed for up to ten days, in order to add or amend information. If an import declaration is not submitted within ten days of the date it was originally saved, it will no longer be accessible and must be re-entered.

### Submitting an import declaration

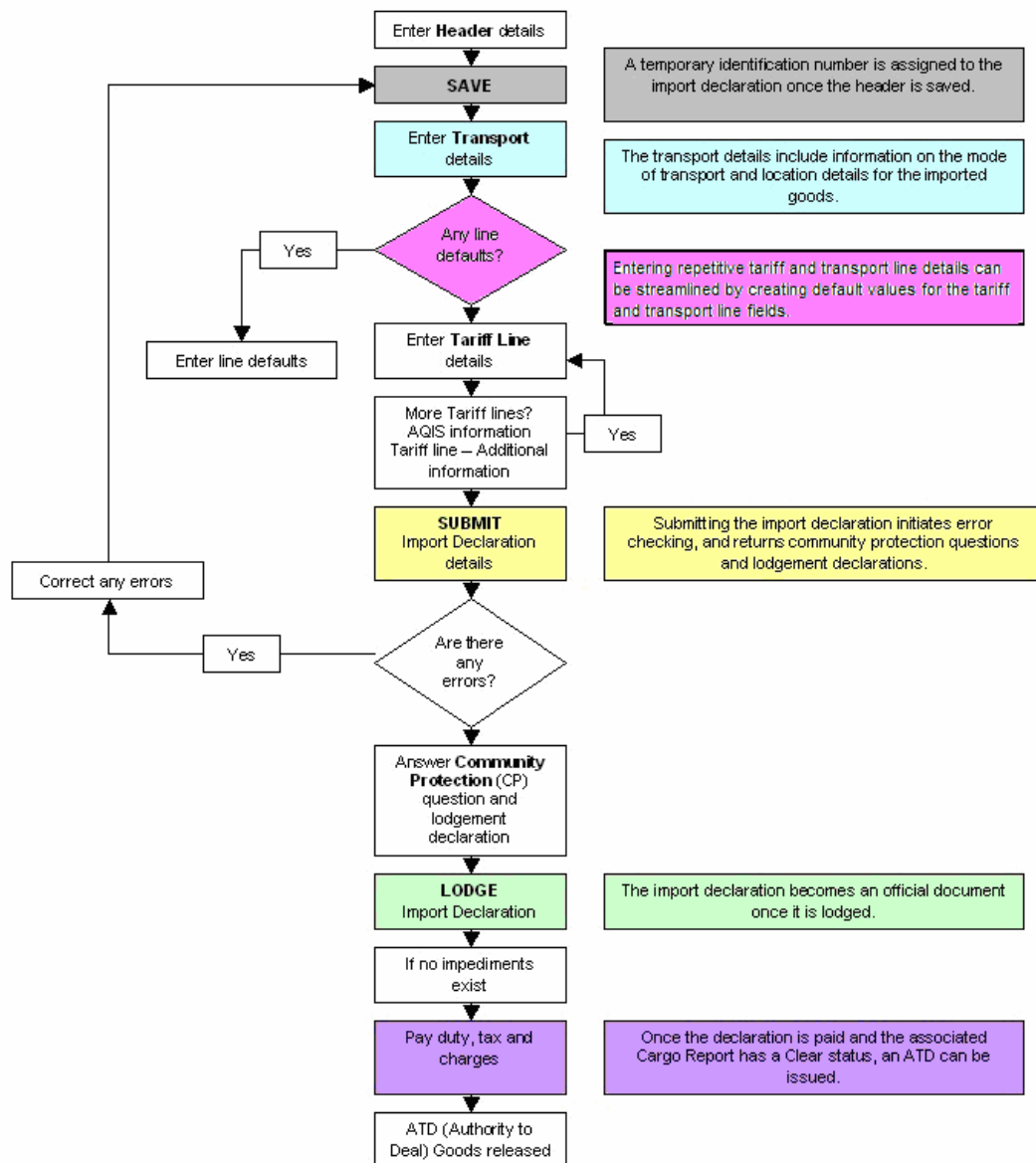
When an import declaration is **submitted**, it is processed in the system. At this stage, any applicable Community Protection questions are generated, along with lodgement questions. A submitted declaration can be accessed for up to ten days, in order to add or amend information. If the import declaration is not lodged within ten days of the date it was originally submitted, it will no longer be accessible and must be re-entered.

### Lodging an import declaration

The Community Protection and Lodgement Questions must be answered before an import declaration can be **lodged**. The declaration must be lodged the same day as it is submitted, otherwise it will need to be re-submitted in order to re-generate the lodgement questions.

The following diagram shows the process flow for saving, submitting and lodging an import declaration.

**\*\*Note** – there may also be errors at lodge. Different validations are performed at different times.



Legislation

## **Customs Act 1901**

**Section 68** requires all imported goods to be entered for home consumption or warehousing and lists the goods not subject to this requirement (including those that do not meet the entry threshold value).

**Section 71A** sets out the requirements for making an import declaration either by document or electronically.

**Section 71C** specifies that Customs must give an import declaration advice relating to the goods entered on an import declaration. The import declaration advice must state whether the goods are cleared for home consumption or are to be held or directed for further examination. Customs must give an authority to deliver the goods in to home consumption if:

- all duty, taxes and charges in relation to the goods the subject of the import declaration have been paid (other than deferred GST); AND
- if the goods were directed for further examination, Customs has verified the particulars of the import declaration or is satisfied of any other matter relevant to granting of the authority to deliver the goods.

The authority will specify any conditions relating to obtaining permissions under other Commonwealth laws.

**Section 71F** specifies that, if a person changes any information on a declaration at any time after that declaration has been communicated to Customs, and before the goods are dealt with in accordance with the declaration, the person is taken to have withdrawn the declaration as it previously stood and any authority to deal with the goods is revoked.

**Section 71L** specifies the manner and effect of communicating electronically with Customs.

**Section 181** specifies that only the owner of the goods, an employee of the owner, or an authorised licensed Customs broker acting on the owner's behalf can lodge import declarations.

## **A New Tax System (Goods and Services Tax) Act 1999**

The Goods and Services Tax (GST) is levied under this Act.

Administrative penalties apply under the *Taxation Administration Act (1985)* for indirect tax shortfalls caused by false or misleading statements.

## OFFENCES

The *Customs Act 1901* (the Act) contains a range of offence provisions. Many of these offences are specifically described as 'strict liability' offences.

Division 5 of Part XIII of the Act contains an infringement notice scheme that applies to some, but not all, of those strict liability offences. In relation to import declarations, the infringement notice scheme applies to sections 71G, 243T and 243U.

Further information on the infringement notice scheme can be located on the Customs website, [www.customs.gov.au](http://www.customs.gov.au).

**Subsection 71G(1)** applies when goods have been entered for home consumption using an import declaration and a person communicates a further import declaration or warehouse declaration in respect of those goods without first withdrawing the original import declaration.

The penalty under the infringement notice scheme for section 71G is 3 penalty units. The maximum penalty a court could issue for section 71G is 15 penalty units.

**Subsection 243T(1)** relates to statements (other than statements in a cargo report or an outturn report) that are false or misleading in a material particular and that result in a loss of duty. Subsections 243T(4), 243T(5) and 243T(6) provide exceptions to the offence.

The penalty under the infringement notice scheme for section 243T is 20% of the amount of duty short paid, or, the amount of refund or drawback paid erroneously.

The maximum penalty a court could apply is the full amount of the duty short paid or the amount of refund or drawback paid erroneously

**Subsection 243U(1)** relates to statements (other than statements in a cargo report or an outturn report) that are false or misleading in a material particular and that do not result in a loss of duty. Subsection 243U(4) provides exceptions to the offence.

The penalty under the infringement notice scheme for an offence under section 243U is 1/2 a penalty unit per false or misleading particular or omission, up to a maximum of 10 penalty units per statement.



The maximum penalty that a court could impose for an offence under section 243U is 50 penalty units.

A penalty unit is defined in section 4Aa of the *Crimes Act (Cwlth) 1914*.

### **FURTHER INFORMATION**

Further information about clearing imports including valuation, rules of origin, concessions and associated charges can be found at the Customs website at <http://www.customs.gov.au> (follow the links from Import/Export).

## CREATING A HEADER

The Import Declaration Header Create screen enables users with the appropriate access to create header details for the import declaration. The import declaration header details include:

- importer/broker details
- the port where the goods are destined to arrive
- valuation details.

The Import Declaration (N10) Header Create screen also enables users to create Paid Under Protest (PUP) and amber statements.

The creation of the header initiates the creation process for the import declaration. The Import Declaration (N10) Header Create screen automatically opens on initial entry to the Import Declaration (N10) Navigation Options Create screen. Once the header is initially saved, all components of the import declaration, including the header, are accessed using the Import Declaration (N10) Navigation Options Create screen.



**Tip:** on saving the header, the ICS allocates a temporary identification number to the import declaration. The temporary identification number is the only means by which an import declaration can be retrieved for further processing prior to lodgement – **this number must be recorded.**

The declaration must be submitted/ lodged within ten days of originally being saved. If the import declaration is not submitted/ lodged within ten days then all entered information is no longer accessible and will have to be re-entered.



**Tip:** before creating an import declaration header, all the required information and codes should be found. The following table lists the codes that may be required in creating an import declaration header and the fields to which they apply.

Field name	Type of code/identifier
Importer ID	Australian Business Number (ABN) or Customs Client Identifier (CCID) To register a new client, refer to Module 2.1
Unaccompanied Personal Effects ID	Unique identifier for any unaccompanied personal effects to be included in the import declaration
Header Valuation Advice No	Unique identifier issued by Customs that indicates that an advice on valuation has been sought by the importer.

To create an import declaration header:

**Step 1.** From the main menu, click on **Imports**, click on **Import Document Create**, and then click on **Import Declaration (N10)**.

For express dec see module 16.3

The **Import Declaration (N10) Navigation Options Create** screen displays.

On initial entry the Import Declaration (N10) Header Create screen displays over the Import Declaration (N10) Navigation Options Create screen. On subsequent entry through the search option, click on the Header hyperlink to create further header details.

The **Import Declaration (N10) Header Create** screen displays.

The screenshot shows the 'Import Declaration (N10) Header Create' screen. The interface includes the following sections and fields:

- Importer Details:**
  - ABN, CAC, CCID (radio buttons)
  - Importer ID: [text box]
  - OR: [text box]
  - Importer Reference: [text box]
  - Destination Port Code: [text box] [find](#)
  - Invoice Term Type: [dropdown menu]
  - Valuation Date: [date picker]
  - Effective Duty Date: [date picker]
  - Header Valuation Advice No: [text box]
- Broker Details:**
  - Branch ID: [text box]
  - Broker Reference: [text box]
  - Contact/Broker Phone No: [text box]
  - Nominee Broker Licence No: [text box]
  - AQIS Inspection Location: [dropdown menu]
  - AQIS Concern Type: [dropdown menu]
  - Unaccompanied Personal Effects ID: [text box]
  - EFT Payment Ind: ☐
- Valuation Elements:**

Type	Amount	Currency
Invoice Total	[text box]	[text box] <a href="#">find</a>
Overseas Freight	[text box]	[text box]
Overseas Insurance	[text box]	[text box]
- Header Details:**
  - Free On Board: [text box] [find](#)
  - Cost, Insurance & Freight: [text box] [find](#)
  - Section 70 Return Ind: ☐
  - Paid Under Protest?: [NO] [find](#)
  - Amber Reason Type: [dropdown menu] [Amber Statement](#)

Buttons: [Save](#) [Cancel](#)

The Import Declaration (N10) Header Create screen enables users to create header details for the import declaration.

If the screen has been accessed via the Import Document Search screen or the Import Document Retrieve screen, the bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

On entry, the Temporary Declaration ID field does not display and the Invoice Total field is the only enabled field in the Valuation Elements section.

On entry, the Paid Under Protest hyperlink does not display. On subsequent entry the Paid Under Protest Details hyperlink displays only when the value of the Paid Under Protest field is YES.

**Step 2.** (Optional) In the **Branch ID** field, enter the branch identifier for the importer/broker.




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**Note:** a branch identifier must be supplied if the party lodging the import declaration has more than one branch registered. If only one branch exists the branch identifier will be automatically derived.

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**Step 3.** (Conditional) In the **Importer ID** fields, enter one of the following values:

- Australian Business Number (ABN),
- Australian Business Number and Client Activity Centre (CAC) numbers
- Customs Client Identifier (CCID) number of the importer.




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**Note:** either an ABN or CCID must be provided. The Client Activity Centre (CAC) number must also be provided if the entity with the ABN has more than one associated CAC. If no CAC is entered and only one CAC exists, the system will use 001 as the default CAC number.

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**Note:** An ABN must be registered in the ICS to be a valid identifier. When an importer does not have an ABN, they must use a CCID. If they do not have a CCID they must register in the ICS. Refer to Module 2.1.

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**Step 4.** In the **Importer Reference** field, enter the reference number that the importer is using to identify this importation.

**Step 5.** (Optional) In the **Broker Reference** field, enter the broker's reference number associated with this declaration.

**Step 6.** (Optional) In the **Contact/Broker Phone No** field, enter the telephone number for the person Customs should contact with respect to this declaration if needed. This could be the broker or another contact person within the company or an importer.

**Step 7.** (Conditional) In the **Nominee Broker Licence No** field, enter the licence number of the broker acting on behalf of the importer. The licence number is the number issued to the broker by Customs.




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**Note:** the nominee broker licence number must be provided when the import declaration is being created and lodged by a licenced broker.

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**Step 8.** In the **Destination Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be cleared from Customs control.




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

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**Step 9.** (Optional) In the **AQIS Location Inspection** field, enter the location of the site where the AQIS inspection will take place. This is a free text field.

**Step 10.** In the **Invoice Term Type** field, enter the description of the terms under which goods were sold. Click on the drop down button and select one of the following options:

- CFR–COST & FREIGHT
- CIF–COST, INSURANCE & FREIGHT
- CIP–CARRIAGE & INSURANCE PAID TO
- CPT–CARRIAGE PAID TO

- DAF–DELIVERED AT FRONTIER
- DDP–DELIVERED DUTY PAID
- DDU–DELIVERED DUTY UNPAID
- DEQ–DELIVERED EX QUAY
- DES–DELIVERED EX SHIP
- EXW–EX WORKS
- FAS–FREE ALONGSIDE SHIP
- FCA–FREE CARRIER
- FOB–FREE ON BOARD.

**Step 11.** (Optional) In the **AQIS Concern Type** field, enter the code(s) for the type of concern(s) the broker/importer may have regarding their goods and AQIS regulation.



**Note:** the AQIS concern type must be selected from a table of options. Click on the book icon next to the AQIS Concern Type field and select the options for the appropriate type(s) of concern from the reference table. The selected value will populate the AQIS Concern Type field.

**Step 12.** In the **Valuation Date** fields, enter the valuation date, usually the date of export of the goods from the originating country, as stated on the freight documentation.



**Note:** the valuation date cannot be later than the current date.

**Step 13.** (Optional) In the **Effective Duty Date** fields, enter the manual override date for the duty calculation.



**Note:** this is only used in exceptional circumstances.

**Step 14.** (Optional) In the **Unaccompanied Personal Effects ID** field, enter the identifier for the *electronically lodged* UPE statement if unaccompanied effects are being entered on the import declaration.

**Step 15.** (Optional) In the **Header Valuation Advice No** field, enter the Customs supplied number that identifies that valuation advice has been sought.

**Step 16.** (Optional) Select the **EFT Payment Ind** checkbox to indicate that this declaration is to be paid utilising Electronic Funds Transfer.




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**Note:** If this box is checked the bank account details for the broker/importer who is paying for the declaration must be registered in Client.

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**Step 17.** In the **Invoice Total** fields, enter the amount and currency code for the sum total of all invoices for goods reported on this declaration.




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**Note:** the currency type can be found using a search. Click on the 'find' hyperlink next to the Currency field for Invoice Total and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 18.** (Conditional) In the **Overseas Freight** fields, enter the amount and currency code for the value of the freight.




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**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency type can be found using a search. Click on the 'find' hyperlink next to the Currency field for Overseas Freight and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 19.** (Conditional) In the **Overseas Insurance** fields, enter the amount and currency code for the value of the insurance.




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**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency type can be found using a search. Click on the 'find' hyperlink next to the Currency field for Overseas Insurance and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 20.** (Conditional) In the **Packing Costs** fields, enter the amount and currency code for the value of the cost of packing.




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**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Packing Costs and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 21.** (Conditional) In the **Foreign Inland Freight** fields, enter the amount and currency code for value of the inland freight.




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**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Foreign Inland Freight and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 22.** (Optional) In the **Commission** fields, enter the amount and currency code for the value of the commission associated with the goods on this declaration.




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**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Commission and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 23.** (Optional) In the **Discount** fields, enter the amount and currency code for the value of any applicable discount.




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**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Discount and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

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**Step 24.** (Conditional) In the **Landing Charges** fields, enter the amount and currency code for the value of the charges for landing the goods in Australia.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Landing Charges and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 25.** (Optional) In the **Other (Deduction)** fields, enter the amount and currency code for any other deductions that need to be taken into account.



**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Other (Deduction) and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 26.** (Optional) In the **Other (Addition)** fields, enter the amount and currency code for any other additional costs that need to be taken into account for the calculation of liability.



**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Other (Addition) and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 27.** (Conditional) In the **Transport & Insurance** fields, enter the amount and currency code for transport and insurance costs to override the transport and insurance amounts calculated by the ICS.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Transport & Insurance and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 28.** (Conditional) In the **Free On Board** fields, enter the amount and currency code for the actual cost of the goods including all costs incurred to bring the goods to the place of export but excluding any overseas freight and insurance costs.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Free On Board and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 29.** (Conditional) In the **Cost, Insurance & Freight** fields, enter the amount and currency code for the total value of the goods including the cost of transporting and insuring the goods to bring them to Australia.



**Note:** depending on the invoice term type selected this field becomes mandatory, optional or not allowed. The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Cost, Insurance and Freight and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Header Create screen, the currency code will be populated.

**Step 30.** (Optional) In the **Amber Reason Type** field, enter the reason that the declaration has been referred for amber processing.



**Note:** the amber reason type must be selected from the table of types. Click on the book icon next to the Amber Reason Type field and select the appropriate type(s) from the reference table.

A maximum of ten amber reason types is permitted.



**Note:** if a value has been entered into the Amber Reason Type field the Amber Statement hyperlink displays and must be completed.

**Step 31.** (Optional) Select the **Section 70 Return Indicator** checkbox to indicate that this declaration is a return for goods previously released under section 70.

**Step 32.** (Optional) In the **Paid Under Protest** field, click on the drop down button and select **YES** if the amount of duty assessed by Customs is to be disputed, otherwise select **NO**.



**Note:** when the value of the Paid Under Protest field is YES, the Paid Under Protest Details hyperlink displays and must be completed.



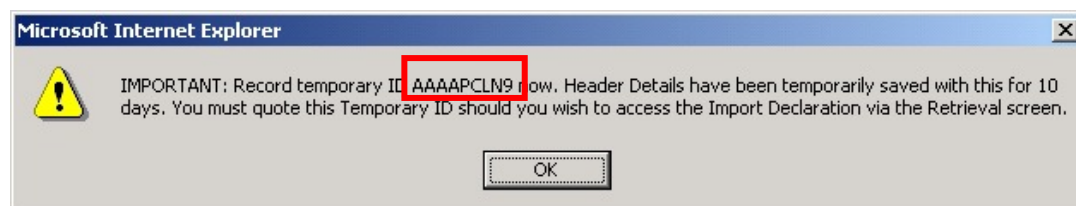
**Note:** the Paid Under Protest indicator must be set to YES at both the header level and the applicable line(s) level.



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

**Step 33.** Click on the **Save** button.

A message displays.



**Warning!** The temporary identification number (boxed in red above) must be recorded now. The temporary identification number is the only way to retrieve an import declaration for further processing prior to lodgement.

**Step 34.** Click on the **OK** button.

The **Import Declaration (N10) Navigation Options Create** screen displays.

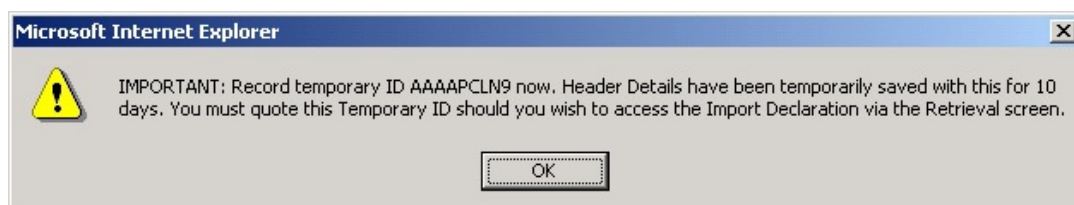
The following table lists the actions available on the Import Declaration (N10) Header Create screen.

Action	Result
Click on the <b>Amber Statement</b> hyperlink.	The Import Declaration Amber Statement Create screen displays.
Click on the <b>Paid Under Protest Details</b> hyperlink.	The Import Declaration (N10) Paid Under Protest Create Details screen displays.

## RETRIEVING AN IMPORT DECLARATION

The Import Document Retrieval screen enables users with the appropriate access to retrieve import/warehouse declarations that have been saved or submitted but not lodged.

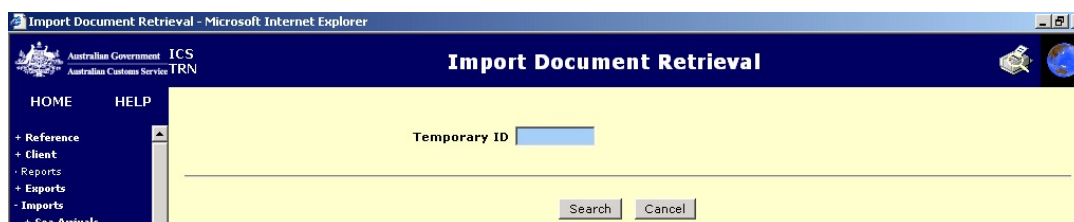
It is necessary to use the temporary identification number allocated to the import declaration when the header was first saved.



To retrieve an import declaration:

**Step 1.** From the main menu, click on **Imports**, click on **Import Document Retrieve**, and then click on **Import Declaration**.

The **Import Document Retrieval** screen displays.



The Import Document Retrieval screen enables users to retrieve an import declaration that has been created, saved or submitted (but not lodged).

**Step 2.** In the **Temporary ID** field, enter the temporary identifier issued when the import declaration header was created.



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**Note:** to return to the ICS home page, click on the **Cancel** button.

---

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

The **Import Declaration Navigation Options Create** screen displays.

A declaration can also be 'retrieved' using the diagnostic Import Declaration search/list search screen.

Import Declaration Search/List - Microsoft Internet Explorer

Australian Government ICS A  
Australian Customs Service INT\_PROD

### Import Declaration Search/List

HOME HELP

- Reference
- Client
- Reports
- Imports
  - Sea Arrivals
  - Sea Cargo Report
  - Cargo List
  - Progressive Discharge
  - Vessel Summary
  - Sea Cargo Outturn
  - Underland
  - Air Arrivals
  - Air Cargo Report
  - Air Waybill Outturn
  - Import Document Search
  - Import Document Retrieve
  - Import Document Create
  - Payments & Refunds
  - Securities
  - Comets
  - Drawback Claims
  - STAB Movement Applications
  - Diagnostics
    - Sea Cargo Report Search
    - Air Cargo Report Search
    - Ext/Depot List
    - Import Document Search
    - Import Declaration List
    - Vessel Summary Search
    - Sea Cargo Manifest List
    - Air Cargo Manifest List
    - Sea Arrivals Search
    - Air Arrivals Search
    - Messages Search
    - Broadcast Messages
  - Outbound Messages
  - Manage Thesaurus
  - Risk Assessment
  - Logout

**Search Criteria**

Note: If entered, Declaration ID automatically overrides all other criteria

Declaration ID

Include ☐ Incomplete/Submitted ☐ Lodged

Document Owner ID  [find](#)

Use Customs ABN ☒

Broker Reference  ☐ Matches Exactly ☐ Starts With

Importer ABN/CCID  [find](#)

Branch ID

Nature Type

Mode of Transport

Arrival Date From  To

[Search](#) [Clear](#)

## THE NAVIGATION OPTIONS CREATE SCREEN

The Import Declaration (N10) Navigation Options Create screen enables users with the appropriate access to navigate through the creation options for an import declaration using a list of hyperlinks. At different stages of the process additional hyperlinks will be added to the display on the Import Declaration Navigation Options Create screen:

- Header
- Transport Details
- Line Defaults
- Tariff/AQIS lines
- Errors (only if the declaration is submitted and errors exist)
- Lodgement/Community Protection Questions (only if the declaration is submitted and no errors exist)
- Duty, Taxes & Charges (displays once tariff/AQIS lines are entered, but only includes data after the declaration has been submitted).

Import Declaration (N10) Navigation Options Create - Microsoft Internet Explorer

Australian Government ICS  
Australian Customs Service TRN

**Import Declaration (N10) Navigation Options Create**

HOME HELP

+ Reference  
+ Client  
+ Reports  
+ Exports  
+ Imports  
+ Sea Arrivals  
+ Sea Cargo Report  
+ Cargo List  
+ Progressive Discharge  
+ Vessel Summary  
+ Sea Cargo Outturn  
+ Underbond  
+ Air Arrivals  
+ Air Cargo Report  
+ Air Waybill Outturn  
+ Import Document Search  
+ Import Document Retrieve

**Incomplete**

Declaration Details

Temporary Declaration ID AAAANH96R  
Importer Reference SGZR Broker Reference

Navigation Options

All Mandatory Information Provided?	Section
<input checked="" type="checkbox"/>	<a href="#">Header</a>
<input type="checkbox"/>	<a href="#">Transport Details</a>
<input type="checkbox"/>	<a href="#">Line Defaults</a>
<input type="checkbox"/>	<a href="#">Tariff/AQIS Lines</a>

Submit Return to Home Page

The details for each section can be saved at any time. The All Mandatory Information Provided checkboxes are updated by the ICS as each section is completed. Once all of the mandatory information has been entered for each section, the import declaration can be submitted.

Once a declaration has been submitted the ICS checks the information and any errors are returned to the importer. Errors must be corrected before the declaration is resubmitted.

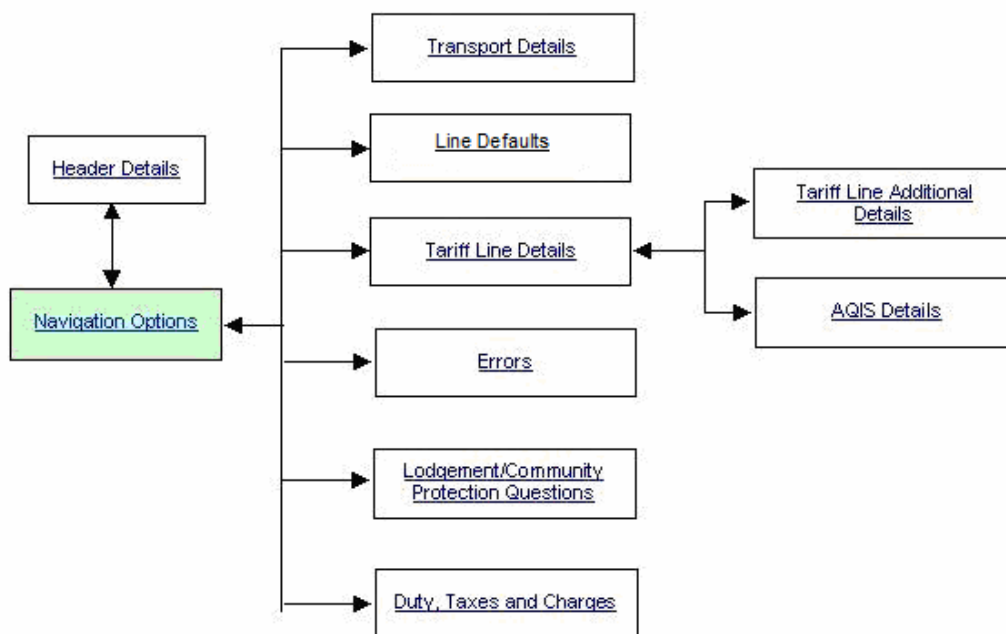


**Note:** A declaration can only be successfully submitted once all errors are resolved.

When all details are submitted correctly the ICS will return a 'quote' for duty, taxes and charges. This is accessible through the Duty, Taxes and Charges hyperlink. This quote is only valid until the end of the day on which it was created.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

This diagram shows the relationship between the screens on an import declaration. This diagram will be displayed throughout this module to indicate the relevant part of the process.



To navigate through the import declaration creation process:

**Step 1.** Perform one of the following actions:

- from the Import Document Retrieve screen, enter the Temporary ID and click on Search
- from the Import Declaration (N10) Header Create screen, click on the **Save** button.

The **Import Declaration Navigation Options Create** screen displays.



Import Declaration (N10) Navigation Options Create - Microsoft Internet Explorer

Australian Government ICS  
Australian Customs Service TRN

**Import Declaration (N10) Navigation Options Create**

HOME HELP

**Incomplete**

Declaration Details

Temporary Declaration ID AAAANH96R  
Importer Reference SGZR Broker Reference

Navigation Options

All Mandatory Information Provided?	Section
<input checked="" type="checkbox"/>	<a href="#">Header</a>
<input type="checkbox"/>	<a href="#">Transport Details</a>
<input type="checkbox"/>	<a href="#">Line Defaults</a>
<input type="checkbox"/>	<a href="#">Tariff/AQIS Lines</a>

Submit Return to Home Page



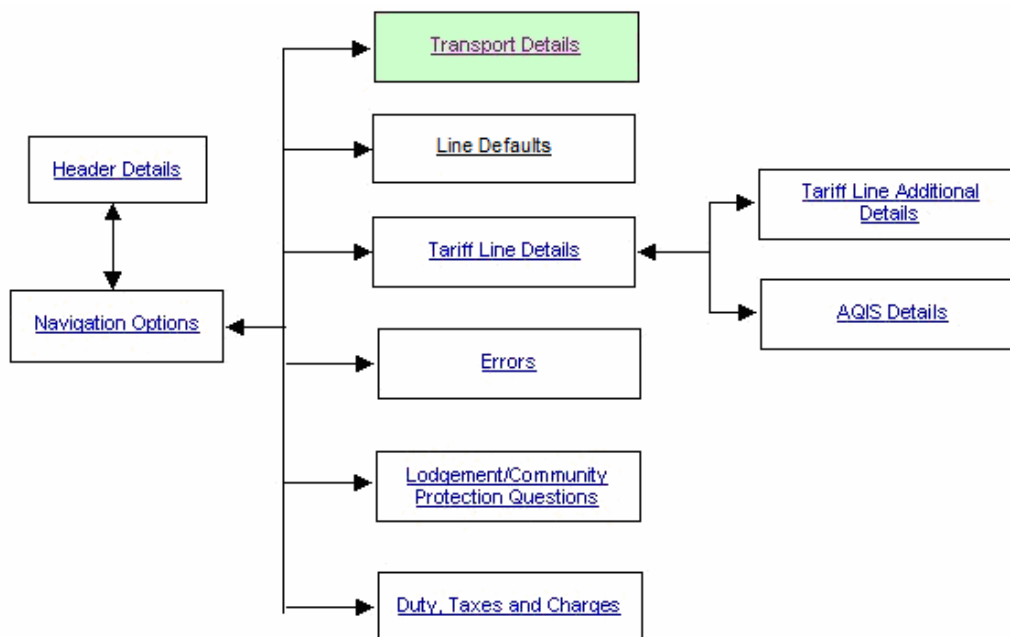
**Note:** on initial creation of a new import declaration the Import Declaration Header Create screen displays over the top of the Import Declaration Navigation Options Create screen. The Import Declaration Header Create screen must be completed before the Import Declaration Navigation Options Create screen displays.

**Step 2.** To create/update the import declaration use the hyperlinks to enter the relevant create screens for the header, transport, tariff line default and tariff line details.



**Note:** to return to the ICS Home Page without creating new import declaration details, click on the Return to Home Page button.

## CREATING TRANSPORT DETAILS



The Import Declaration (N10) Transport Details Create screen enables users with the appropriate access to create transport information for an import declaration.

The information required for the Import Declaration (N10) Transport Details Create screen differs depending on the mode of transport:

- sea
- air
- post
- other.



**Note:** the mode of transport 'other' includes goods imported in accompanied passenger baggage, goods transported by pipeline, or vessels and aircraft imported under own power.



**Note:** When the line Default field is completed on the Import Declaration Line Defaults Create screen the entered value will automatically be applied to the same field on all Transport Lines. Default values can be overwritten on individual Transport Lines if required. Line defaults only apply to the declaration currently being created.



**Tip:** before creating transport details for an import declaration, ensure that you have all required information and codes.

The following table lists the codes that may be required in creating transport details for an import declaration and the fields to which they apply.

Field name	Type of code/identifier
Container No	The unique identifier assigned to the container holding the goods.
Ocean Bill of Lading	The unique identifier assigned to the goods by the shipping company.
House Bill of Lading	The unique identifier issued by the shipping company for the document that details the goods.
Airline Code	The code issued by the IATA to identify the airline. To find an airline code, go to the Reference files and use the Airlines Code hyperlink
Master Air Waybill No	The unique identifier assigned to the goods by the airfreight carrier.
House Air Waybill No	The unique identifier issued by the freight company for the document that details the goods.
Parcel Post Card No(s)	The unique identifier that identifies the parcel arriving by post, issued by Australia Post.
Customs Receipt for Goods No	The unique receipt number issued by Customs when goods have been detained pending action by Customs or the importer.

To create transport details for an import declaration:

**Step 1.** From the Import Declaration (N10) Navigation Options Create screen, click on the **Transport Details** hyperlink.

The **Import Declaration (N10) Transport Details Create** screen displays.

The Import Declaration (N10) Transport Details Create screen enables users to create transport information for an import declaration.

The Declaration Details are pre-populated from the header.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

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

- SEA (refer to p 16.28)
- AIR (refer to p 16.32)
- POST (refer to p 16.35)
- OTHER (refer to p 16.38).



**Note:** once a mode of transport has been selected for an import declaration it cannot be amended. If an incorrect mode of transport is selected a new import declaration will need to be created and lodged.

## Creating N10 Transport Details for Sea Cargo

The **Import Declaration (N10) Transport Details Create** screen redisplay with fields relevant to the sea environment.

**Import Declaration (N10) Transport Details Create**

**Declaration Details**

Temporary Declaration ID AAAAM7J73  
 Importer Reference 1234  
 Broker Reference

Mode of Transport SEA  
 Vessel ID  [find](#)  
 Voyage No   
 Loading Port Code  [find](#)  
 First Arrival Port Code  [find](#)  
 Discharge Port Code  [find](#)  
 Arrival Date     
 First Arrival Date     
 Gross Weight  0.0  
 Gross Weight Unit   
 Delivery Address

**Line Details**

Lines 1 to 1 of 1  
 Go To Container No  [Prev](#) [Page](#) [Next](#)

[Add Line](#)

Line No	Cargo Type	Container No	Ocean Bill of Lading	House Bill of Lading	No of Packages	Packing Unit Count
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Cancel](#)



**Note:** when the selected mode of transport is sea, the Import Declaration (N10) Transport Details Create screen includes a scroll bar along the bottom edge which enables all fields to be accessed.

**Step 3.** In the **Vessel ID** field, enter the unique identifier of the arriving vessel. 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).




---

**Note:** the vessel identifier can be found using a search. Click on the 'find' hyperlink next to the Vessel ID field and enter the name of the desired vessel in the search window and initiate the search.

---

**Step 4.** In the **Voyage No** field, enter the unique voyage number of the identified vessel. This number is assigned by the principal agent or operator of the vessel and may include alpha characters.

**Step 5.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.




---

**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

---

**Step 6.** In the **First Arrival Port Code** field, enter the UNLocode for the first Australian port of call for the vessel.




---

**Note:** the first arrival code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Code field and enter the name of the desired port in the search window and initiate the search.

---

**Step 7.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded.




---

**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search.

---

**Step 8.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive/arrived in Australia for unloading.

**Step 9.** In the **First Arrival Date** fields, enter the date the goods will first arrive or first arrived in an Australian location.

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

**Step 11.** In the **Gross Weight Unit** field, click on the drop down button and select the appropriate unit option.

**Step 12.** In the **Delivery Address** field, click on the associated **Delivery Address** hyperlink and enter the destination address for the goods.



**Note:** the delivery address must be entered using the Delivery Address hyperlink.

**Step 13.** In the **Cargo Type** field, click on the drop down button and select one of the following options:

- B/B – BREAK BULK - cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self contained units/packages, for example cars or timber packs
- BLK – BULK - goods that conform to the shape of the vessel hold in which the cargo is being transported and does not have any external packaging, for example, gas, grain or petroleum
- FCL – FULL CONTAINER LOAD - Containers where all the contents are consigned to one entity. There is only one consignment in the container
- FCX – FULL CONTAINER MULTIPLE H/BILL - Where all the cargo in a container is consigned to one entity in Australia and there are consignments from two or more consignors within the container
- LCL – LESS THAN CONTAINER LOAD - a consignment that does not occupy the full space available in a container. The consignment has been consolidated, i.e., packed into a single container, with one or multiple other LCL consignments. These consignments must have at least two different consignees in Australia.

**Step 14.** (Optional) In the **Container No** field, enter the container number. The container number is a unique identifier assigned by the marine industry to a receptacle used in the sea cargo industry to group individual items or packages into a single larger unit load.

**Step 15.** In the **Ocean Bill of Lading** field, enter the Ocean Bill of Lading number. A shipping company, or their agent, issues an Ocean Bill of Lading. A Bill of Lading is a receipt for goods received for shipment, it sets out the terms and conditions on which goods will be carried and is a document of title to the goods.

**Step 16.** (Optional) In the **House Bill of Lading** field, enter the House Bill of Lading number. A freight-forwarder issues a House Bill of Lading.

**Step 17.** In the **No of Packages** field, enter the number of packages per consignment.

**Step 18.** In the **Packing Unit Count** field, enter the number of different packing units per consignment.

**Step 19.** (Optional) In the **Marks and Nos Description** field, enter free text description of all packages associated with the import such as identifying marks and brands. This includes the manufacturers and packers identifiers used to differentiate between individual units of cargo.

**Step 20.** (Optional) Select the **Visual Exam Ind** checkbox to indicate a visual examination has taken place. A visual examination may be requested under section 71D of the Customs Act, when insufficient information about the consignment is known, for example when a consignment is unsolicited. The importer/broker requests Customs to examine or be present for an examination of the goods so basic details can be determined including whether a full import declaration is required.

The next step is to save these details. Refer to **Step 58**.

## Creating N10 Transport Details for Air Cargo

The **Import Declaration (N10) Transport Details Create** screen redisplay with fields relevant to the air environment.

**Import Declaration (N10) Transport Details Create**

**Incomplete**

**Declaration Details**

Temporary Declaration ID AAAAM7KA6  
 Importer Reference 9876  
 Broker Reference

Mode of Transport AIR  
 Airline Code  
 Loading Port Code [find](#)  
 First Arrival Port Code [find](#)  
 Discharge Port Code [find](#)  
 Arrival Date  
 First Arrival Date  
 Gross Weight 0.0  
 Gross Weight Unit  
 Delivery Address

**Line Details**

Lines 1 to 1 of 1  
 Go To Master Air Waybill No  
 Add Line

Line No	Master Air Waybill No	House Air Waybill No	No of Packages	Marks & Nos Description	Visual Exam Ind	Remove Line
1					<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

**Step 21.** In the **Airline Code** field, enter the two-character IATA airline identifier.

**Step 22.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 23.** In the **First Arrival Port Code** field, enter the UNLocode where the flight will first arrive in Australia.






---

**Note:** the first arrival port code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Port Code field and enter the name of the desired port in the search window and initiate the search.

---

**Step 24.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded.




---

**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search.

---

**Step 25.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive or arrived in Australia for unloading.

**Step 26.** In the **First Arrival Date** fields, enter the date the aircraft will first arrive or first arrived at an Australian airport.

**Step 27.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 28.** In the **Gross Weight Unit** field, click on the drop down button and select the appropriate unit option.

**Step 29.** In the **Delivery Address** field, click on the associated **Delivery Address** hyperlink and enter the destination address for the goods.




---

**Note:** the delivery address must be entered using the Delivery Address hyperlink. Details are entered into the Delivery Address Details screen and on return to the Self Assessed Clearance Declaration Header Create screen the Delivery Address field is populated.

---

**Step 30.** In the **Master Air Waybill No** fields, enter the Master Air Waybill number. An Air Waybill is a receipt for the carriage of goods. Airlines, or their agents, issue Master Air Waybills.




---

**Note:** The Master Air Waybill No field must have three characters in the first part (the air waybill prefix) and eight in the second and must conform to the International Air Travel Association (IATA) check-digit algorithm.

---

**Step 31.** (Optional) In the **House Air Waybill No** field, enter the House Air Waybill number. Freight forwarders issue house air waybills.




---

**Note:** Both the master air waybill number and the house air waybill number are required to identify a house waybill consignment.

---

**Step 32.** In the **No of Packages** field, enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.

**Step 33.** In the **Marks & Numbers Description** field, enter free text description of all packages associated with the import such as identifying marks and brands. This includes the manufacturers and packers identifiers used to differentiate between individual units of cargo.

**Step 34.** (Optional) Select the **Visual Exam Ind** checkbox to indicate a visual examination has taken place. A visual examination may be requested under section 71D of the Customs Act, when insufficient information about the consignment is known, for example when a consignment is unsolicited. The importer/broker requests Customs to examine or be present for an examination of the goods so basic details can be determined including whether a full import declaration is required.

The next step is to save these details. Refer to **Step 58**.

## Creating N10 Transport Details for Post

The **Import Declaration (N10) Transport Details Create** screen redisplay with fields relevant to the postal environment.

**Import Declaration (N10) Transport Details Create**

**Declaration Details**

Temporary Declaration ID: AAAAM7KA6  
 Importer Reference: 9876  
 Broker Reference:

**Mode of Transport:** POST

Loading Port Code:  [find](#)  
 First Arrival Port Code:  [find](#)  
 Discharge Port Code:  [find](#)

Arrival Date:     
 First Arrival Date:

Gross Weight:   
 Gross Weight Unit:

Delivery Address:

Parcel Post Card No(s):  
 No:  Remove Add

**Line Details**

Lines 1 to 1 of 1

Line No	No of Packages	Packing Unit Count	Marks & Numbers Description	Visual Exam Ind	Remove Line
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

**Step 35.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 36.** In the **First Arrival Port Code** field, enter the UNLocode for the first Australian port where the packages will arrive/arrived.



**Note:** the first arrival code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Code field and enter the name of the desired port in the search window and initiate the search.

**Step 37.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded.




**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field, enter the name of the desired port in the search window and initiate the search.

**Step 38.** (Optional) In the **Arrival Date** fields, enter the date the goods will arrive/arrived in Australia for unloading.

**Step 39.** In the **First Arrival Date** fields, enter the date the goods will first arrive or first arrived in an Australian port.

**Step 40.** (Optional) In the Parcel Post Card No(s) **No** field, enter the unique reference number that identifies the parcel arriving by post, as issued by Australia Post. This is found on the card sent by Australia Post advising of the arrival of a parcel and informing the consignee that Customs clearance is required.

Example of Parcels Post Card (PPC) 6 with reference number circled.

 <b>AUSTRALIAN CUSTOMS SERVICE</b>		<b>CUSTOMS ASSESSMENT NOTICE</b>	
Assessment Number	314460	Date of Issue	11 August 2005
TEST 272 GOUGER ST ADELAIDE SA 5000		Sent By: MR SMITH	
1	Postal articles have arrived in Australia addressed to you and are available for collection and payment of Customs Duty and Goods and Services Tax.		

Example of Parcels Post Card (PPC) 1 with reference number circled.

<b>FIRST NOTICE</b>  Issue Date : 11 Aug 2005 Reference No. S111469		Commercial goods requiring Customs clearance are held at : <b>Adelaide Mail Centre (Customs)</b> 272 Gouger Street Adelaide SA 5000  Customs Tel : 08 8110 2400 Fax : 08 8110 2444 Aust Post Tel : 13 13 18 Fax : 08 8402-6606 Business Hours 8:30am - 12:30pm Monday to Friday	
ADDRESSEE 12 GOUGER ST. ADELAIDE SA 5000		<b>Article Details</b> Total No. of articles 1 Article No. (if any) -- Order/Invoice No. -- Declared contents ANYTHING Declared value \$100.00 Sender UNKNOWN Item type EMS Date demurrage begins 18 Aug 2005	

**Step 41.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 42.** In the **Gross Weight Unit** field, click on the drop down button and select the appropriate unit option.

**Step 43.** In the **Delivery Address** field, click on the associated **Delivery Address** hyperlink and select/enter the destination address for the goods.




---

**Note:** the delivery address must be entered using the Delivery Address hyperlink. Details are entered into the Delivery Address Details screen and on return to the Self Assessed Clearance Declaration Header Create screen the Delivery Address field is populated.

---

**Step 44.** In the **No of Packages** field, enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.

**Step 45.** (Optional) In the **Packing Unit Count** field, enter the number of different packing units per consignment.

**Step 46.** In the **Marks & Numbers Description** field, enter free text description of all packages associated with the import such as identifying marks and brands. This includes the manufacturers' and packers' identifiers used to differentiate between individual units of cargo.

**Step 47.** (Optional) Select the **Visual Exam Ind** checkbox to indicate a visual examination has taken place. A visual examination may be requested under section 71D of the Customs Act, when insufficient information about the consignment is known, for example when a consignment is unsolicited. The importer/broker requests Customs to examine or be present for an examination of the goods so basic details can be determined including whether a full import declaration is required.

The next step is to save these details. Refer to **Step 58**.

## Creating N10 Transport Details for Other Modes of Transport

The **Import Declaration (N10) Transport Details Create** screen redisplay with fields relevant to other methods of importing goods (for example, goods imported in accompanied passenger baggage or via pipeline).

**Step 48.** (Optional) In the **Customs Receipt for Goods No** field, enter the unique Customs-supplied receipt number if the goods have been detained pending further action by Customs or the importer.

**Step 49.** (Optional) In the **No of Packages** field, enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.

**Step 50.** In the **Loading Port Code** field, enter the United Nations location code (UNLocode) for the port where the goods will be/were loaded.



**Note:** the loading port code can be found using a search. Click on the 'find' hyperlink next to the Loading Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 51.** In the **First Arrival Port Code** field, enter the UNLocode for the first Australian port where the goods will arrive/arrived.



**Note:** the first arrival code can be found using a search. Click on the 'find' hyperlink next to the First Arrival Code field and enter the name of the desired port in the search window and initiate the search.

**Step 52.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be/were unloaded or received.



**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search.

**Step 53.** (Optional) In the **Arrival Date** fields, enter the date the goods will first arrive/arrived in Australia for unloading.

**Step 54.** In the **First Arrival Date** fields, enter the date the vessel or goods will first arrive/arrived in an Australian location.

**Step 55.** In the **Gross Weight** field, enter the weight of the goods including packing but excluding the carrier's equipment.

**Step 56.** In the **Gross Weight Unit** field, click on the drop down button and select the appropriate unit option.

**Step 57.** In the **Delivery Address** field, click on the associated **Delivery Address** hyperlink and select/enter the destination address for the goods.



**Note:** the delivery address must be entered using the Delivery Address hyperlink. Details are entered into the Delivery Address Details screen and on return to the Self Assessed Clearance Declaration Header Create screen the Delivery Address field is populated.



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

**Step 58.** Click on the **Save** button.

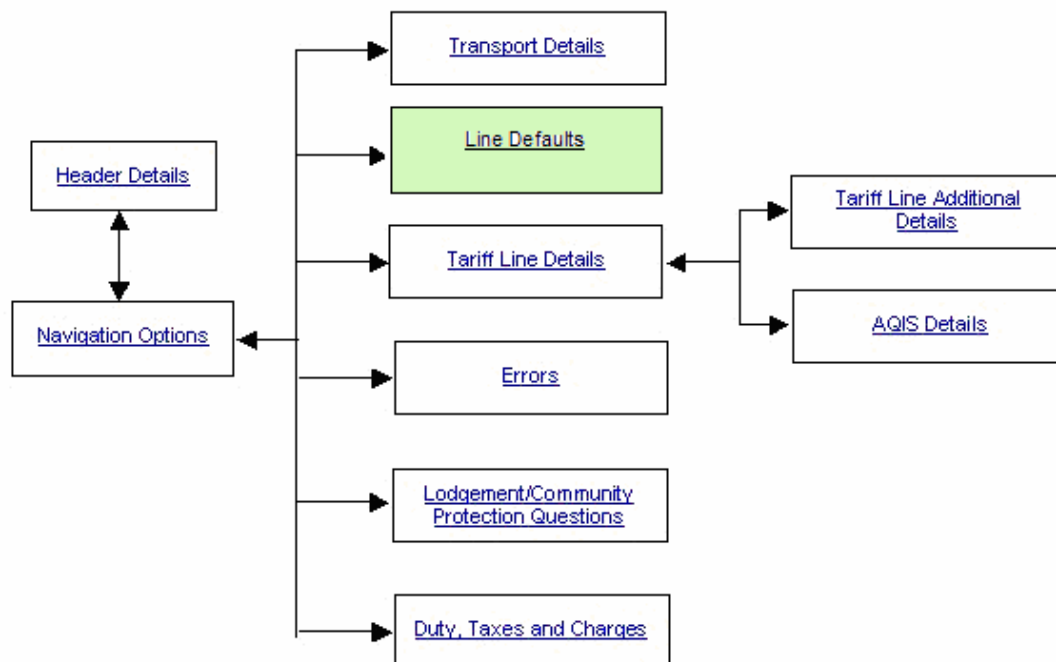
The **Import Declaration (N10) Navigation Options Create** screen displays.

The following table lists the actions available on the Import Declaration (N10) Transport Details Create screen.

Action	Result
Click on the Page <b>Prev</b> or <b>Next</b> button.	The Import Declaration (N10) Transport Details Create screen redisplay with the previous or next page of lines.
Enter the line identifier in the <b>Go To Container No.</b> field.	The Import Declaration Transport Details Create screen is refreshed with the line summary starting from the entered container number.
Enter the master air waybill identifier in the <b>Go To Master Air Waybill No</b> field.	The Import Declaration Transport Details Create screen is refreshed with the line summary starting from the entered master air waybill number.
Click on the <b>Add Line</b> button.	The Import Declaration Transport Details Create screen redisplay with a new blank transport details line.
Click on the Parcel Post Card No(s) <b>Add</b> button.	The Import Declaration (N10) Transport Details Create screen redisplay with a new blank parcel post card number details line.
Select the <b>Remove Line</b> option for the line to be removed.	When the transport details are next saved the selected line(s) will be removed.



## CREATING LINE DEFAULTS



The Import Declaration (N10) Line Defaults Create screen enables users with the appropriate access to create default values that pre-populate new import declaration tariff and transport lines.

Line defaults can be changed as the import declaration is being created. For example, users may wish to change the defaults as they add lines for goods from a different country of origin.

The information required for the Import Declaration (N10) Line Defaults Create screen differs depending on the mode of transport:

- Sea
- Air
- Post
- Other



**Tip:** before creating line defaults for an import declaration, ensure that you have all required information and codes.

The following table lists the codes that may be required in creating line defaults and the fields to which they apply.

Field Name	Type of code/identifier
Supplier ID	The Australian Business Number (ABN) or Customs Client Identifier (CCID) for the supplier, as recorded in the client register.
GST/LCT/WET Exemption Codes	Code/s for claiming an exemption to GST/LCT/WET for imported goods. For further explanation of the Exemption Codes, go to the Reference files and use the Common Codes hyperlink. Reference group = All, and choose from the drop-down list.
Container No	The unique identifier assigned to the container holding the goods
Ocean Bill of Lading	The unique identifier assigned to the goods by the shipping company
House Bill of Lading	The unique identifier issued by the shipping company for the document that details the goods
Master Air Waybill No	The unique identifier assigned to the goods by the airfreight carrier.

## TARIFF LINE DEFAULTS

To create Tariff line defaults for an import declaration:

**Step 1.** From the Import Declaration (N10) Navigation Options Create screen, click on the **Line Defaults** hyperlink.

The **Import Declaration (N10) Line Default Create** screen displays.

The Declaration Details displayed at the top of the page are read-only.



**Note:** When a Line Default field is completed on the Import Declaration Line Defaults Create screen the entered value will be automatically applied to the same field on all Lines. Default values can be overwritten on individual Lines if required. Line defaults only apply to the declaration currently being created.

**Step 2.** In the **Origin Country Code** field, enter the two-character United Nations country code for the country where the goods were made or produced.



**Note:** the origin country code can be found using a search. Click on the 'find' hyperlink next to the Origin Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 3.** In the **Supplier ID** field, enter the identification number of the party who supplied the goods. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID).



**Note:** If the supplier does not have a CCID then they will need to be registered in the ICS. Refer to Module 2.1.

An ABN must be registered in the ICS to be a valid identifier.

**Step 4.** Select the **Related Transaction Ind** checkbox to existing transactions where there is a relationship between the importer and the supplier, for example the consignor is the parent company and the consignee is a subsidiary.

**Step 5.** In the **Valuation Basis Type** field, click on the drop down button and select one of the following options to indicate the method of valuation used:

- **COMPUTED VALUE**  
Computed value method must only be used if the goods to be valued have been exported directly by the producer or manufacturer in the exporting country. The value is determined by working through the producer's records of the costs of production.
- **DEDUCTIVE VALUE**  
The deductive value methods include deductive (contemporary sales) value, deductive (later sales) value and deductive (derived goods sales) value. The first two of these methods arrive at a customs value by working backwards from the price realised by the sale in Australia of 'comparable' goods by deducting costs added after exportation. The remaining method applies only to request goods, and is achieved by working backward from the sale of 'comparable' goods that have been derived from imported good by assembling, packing or further processing of those goods in Australia.
- **FALL-BACK VALUE**  
The fall-back method is employed when all other methods have failed to arrive at an acceptable customs value. This method requires Customs to revisit all valuation methods to find a value by reasonable means, using all available information.
- **IDENTICAL GOODS VALUE**  
The identical goods value method involves finding a shipment of identical goods imported at around the same time (plus or minus 45 days) as the shipment in question. The transaction value of the identical shipment may be used.
- **SIMILAR GOODS VALUE**  
The similar goods value method involves finding a shipment of similar (rather than identical) goods imported at around the same time (plus or minus 45 days) as the shipment in question. The transaction value of the similar shipment may be used.
- **TRANSACTION VALUE**  
The transaction value method is the most common method used. The transaction method assumes that a transaction has occurred causing the export of goods from another country and the importation of those same goods into Australia. The transaction is called the import sales transaction. One of the remaining valuation options should only be used when the transaction method cannot be applied.



**Note:** the order of valuation methods in the drop down menu is alphabetical, not in the order of valuation as outlined by the World Trade Organisation.



**Tip:** further information about valuation methods can be found in volume 8A of the Customs Manual, found at [www.customs.gov.au](http://www.customs.gov.au) (follow the links 'media, publications and forms' and then 'manuals'. Customs also provides a Valuation Advice Service to assist with specific issues relating to the assessment of the customs value. Requests can be made by through the Customs Tariff Advice and Precedent Information Network (TAPIN) or by completing a Valuation Advice Application, Form B174.

**Warning:** penalties may apply where incorrect Customs values are declared

**Step 6.** In the **AQIS Premises ID** field, enter the code(s) indicating the preferred location for AQIS activities.



**Note:** the AQIS premises identifier must be selected from a table of codes. Click on the book icon next to the AQIS Premises ID field and select the appropriate code from the reference table. A maximum of ten premises is permitted.

**Step 7.** In the **Preference Origin Country Code**, if a preferential duty rate is being claimed enter the country code for the country in which the goods were made or produced in accordance with the preferential rules of origin.



**Note:** the preference origin country code can be found using a search. Click on the 'find' hyperlink next to the Preference Origin Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 8.** In the **Preference Scheme Type** field, click on the drop down button and select one of the following options:

- GEN (General)
- CA (Canada – Australia Trade Agreement CANATA)
- DC (Developing Countries DC Rate)
- DCS (Developing Countries DCS Rate)
- DCT (Developing Countries DCT Rate)
- EXT (External Territories)

- FI (Forum Islands – South Pacific Regional Trade and Economic Cooperation Agreement SPARTECA)
- LDC (Least Developed Countries Rate)
- MY (Malaysia – Australia Trade Agreement MATA)
- NZ (Australia - New Zealand Closer Economic Relations Trade Agreement ANZERTA)
- PG (Papua New Guinea – Australia Trade and Commercial Relations Agreement PATCRA II)
- SG (Singapore – Australia Free Trade Agreement SAFTA).
- US (Australia – United States Free Trade Agreement AUSFTA)
- TH (Thailand – Australia Free Trade Agreement TAFTA)
- THSS (Thailand- Australia Free Trade Agreement TAFTA en route Special Safeguard goods)

**Step 9.** In the **Preference Rule Type** field, click on the drop down button and select one of the following options representing the preferential rule of origin that is met by the goods:

- A30A (30% content accumulation rule – tariff classification)
- A30B (30% content accumulation rule – tariff concession order)
- A50 (50% content accumulation rule)
- P25 (25% content rule)
- P30A (30% content rule – tariff classification)
- P30B (30% content rule – tariff concession order)
- P40 (40% content rule – Western Samoa)
- P50 (50% content rule)
- P75 (75% content rule)
- PS (Product specific rules of origin)
- PWO (Goods produced wholly from originating materials)
- TCF (South Pacific Regional Trade Economic Cooperation Agreement - SPARTECA – Textiles, Clothing, Footwear)
- URP (Un-manufactured raw products)
- WMD (Manufactured goods with determined manufactured raw materials)
- WMN (Manufactured goods without determined manufactured raw materials)

- WO (Wholly obtained goods).



**Note:** to find the Preferential Rules valid for the Preference Scheme selected, refer to the Preference Scheme reference file. For legislation governing preferential rules of origin refer to Divisions 1A –1D of Part VIII of the *Customs Act 1901*.

When Preference Rule Type is entered, Preference Scheme Type and Preference Origin Country Code must also be provided. The ELAC No, Local Content% or Preference Instrument Type and No fields may also need to be populated for a limited number of Preference Rule Types.

**Step 10.** In the **GST Exemption Code** field, enter the code(s) for the exemption of Goods and Services Tax (GST) for the goods.



**Note:** the GST exemption code must be selected from a table of codes. Click on the book icon next to the GST Exemption Code field and select the appropriate code(s) from the reference table.

**Step 11.** In the **Wine Equalisation Tax Exemption Code** field, enter the reference code that exempts the wine from the wine equalisation tax.



**Note:** the exemption code must be selected from a table of codes. Click on the book icon next to the Wine Equalisation Tax Exemption Code field and select the appropriate code from the reference table.

**Step 12.** In the **Luxury Car Tax Exemption Code** field, enter the reference code that exempts the vehicle from luxury car tax.



**Note:** the exemption code must be selected from a table of codes. Click on the book icon next to the Luxury Car Tax Exemption Code field and select the appropriate code from the reference table.

**Step 13.** Select the **Wine Equalisation Tax Quote Ind** checkbox if you are entitled to quote for wine equalisation tax.

**Step 14.** Select the **Luxury Car Tax Quote Ind** checkbox if you are entitled to quote for luxury car tax.

**Step 15.** Select the **Luxury Car Tax Payable Ind** checkbox to indicate that luxury car tax is to be paid.

**Step 16.** Select the **Security Calculate Ind** checkbox to indicate that the amount of security required should be calculated.

**Step 17.** Select the **Paid Under Protest Ind** checkbox to indicate there is a paid under protest statement associated with the declaration line.

**Step 18.** In the **Security ID** field, enter the system-generated number for the security.



**Note:** the unique security identifier that is generated by Customs and returned to the security applicant must be quoted on an import declaration when security is applicable to a transaction. A security to the value of the goods (documentary or cash) must be lodged with Customs prior to lodgement of the import declaration.

**Step 19.** In the **Instrument Security Code** field, enter your unique code.



**Note:** the unique code for instruments like quotas that are issued to an owner to use.

**Step 20.** In the **Import Credit No** field, enter your unique identifier for the Import Credit Scheme.



**Note:** An importer can quote this number when they wish to offset duty amounts that would normally be payable on an importation. The ICN relates to a balance in A\$ which is the total amount of credits available for offset



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



## TRANSPORT LINE DEFAULTS

The information required for the Import Declaration (N10) Line Defaults Create screen differs depending on the mode of transport:

- Sea
- Air
- Post (not applicable)
- Other (not applicable)

### Creating N10 Transport Line Defaults for Sea Cargo

The Import Declaration (N10) Line Defaults create screen transport line defaults Sea is displayed

**Step 1.** In the **Cargo Type** field, click on the drop down button and select one of the following options:

- B/B – BREAK BULK - cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self contained units/packages, for example cars or timber packs
- BLK – BULK - goods that conform to the shape of the vessel hold in which the cargo is being transported and does not have any external packaging, for example, gas, grain or petroleum

- **FCL – FULL CONTAINER LOAD** - Containers where all the contents are consigned to one entity. There is only one consignment in the container
- **FCX – FULL CONTAINER MULTIPLE H/BILL** - Where all the cargo in a container is consigned to one entity in Australia and there are consignments from two or more consignors within the container
- **LCL – LESS THAN CONTAINER LOAD** - a consignment that does not occupy the full space available in a container. The consignment has been consolidated, i.e., packed into a single container, with one or multiple other LCL consignments. These consignments must have at least two different consignees in Australia.

**Step 2.** In the **Container No** field, enter the container number. The container number is a unique identifier assigned by the marine industry to a receptacle used in the sea cargo industry to group individual items or packages into a single larger unit load.

**Step 3.** In the **Ocean Bill of Lading** field, enter the Ocean Bill of Lading number. A shipping company, or their agent, issues an Ocean Bill of Lading. A Bill of Lading is a receipt for goods received for shipment, it sets out the terms and conditions on which goods will be carried and is a document of title to the goods.

**Step 4.** (Optional) In the **House Bill of Lading** field, enter the House Bill of Lading number. A freight-forwarder issues a House Bill of Lading.

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



**Note:** When a Line Default field is completed on the Import Declaration Line Defaults Create screen the entered value will be automatically applied to the same field on all Tariff Lines. Default values can be overwritten on individual Tariff Lines if required. Line defaults only apply to the declaration currently being created.



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

## Creating N10 Transport Line Defaults for Air Cargo

The Import Declaration (N10) Line Defaults create screen transport line defaults  
Air is displayed

**Step 1.** In the **Master Air Waybill No** fields, enter the Master Air Waybill number. An Air Waybill is a receipt for the carriage of goods. Airlines, or their agents, issue Master Air Waybills.



**Note:** The Master Air Waybill No field must have three characters in the first part (the air waybill prefix) and eight in the second and must conform to the International Air Travel Association (IATA) check-digit algorithm.

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

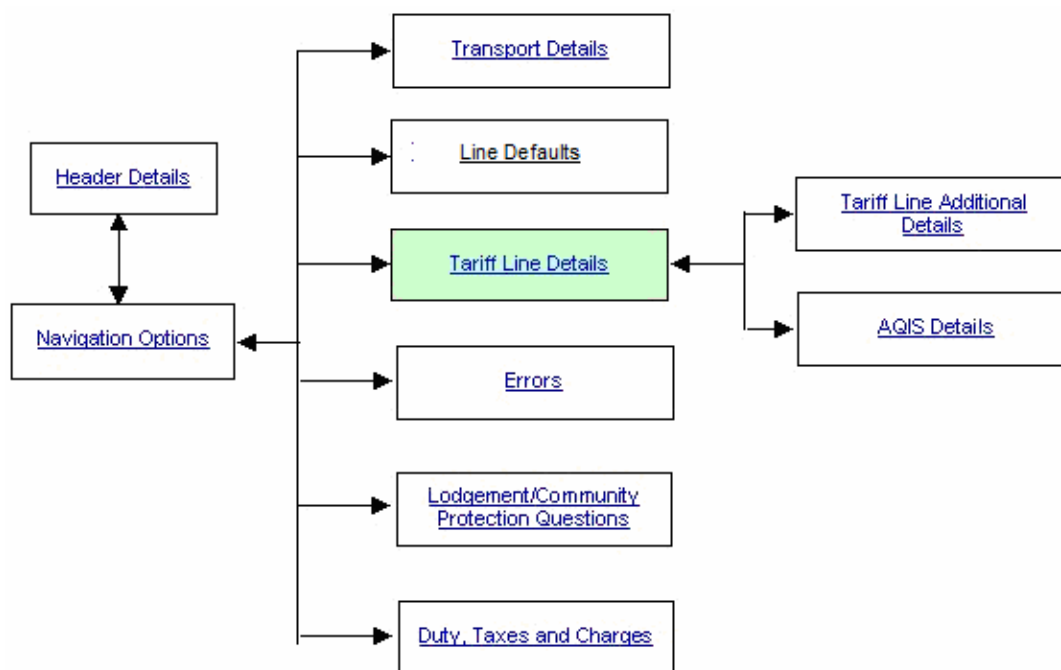


**Note:** When a Line Default field is completed on the Import Declaration Line Defaults Create screen the entered value will be automatically applied to the same field on all Tariff Lines. Default values can be overwritten on individual Tariff Lines if required. Line defaults only apply to the declaration currently being created.



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

## CREATING TARIFF LINES



The Import Declaration (N10) Tariff Line Summary Create screen enables users with the appropriate access to initiate the creation of tariff lines for the import declaration and view a summary of those lines as they are created.

On initial entry to the Import Declaration (N10) Tariff Line Summary Create screen the Line Summary section is empty. The only way to add the initial tariff line is to use the Add Line button at the bottom of the screen to display the Import Declaration (N10) Tariff Line Create screen. Once the first line has been created additional lines can be added the same way or added using the Add More Line(s) button on the Import Declaration (N10) Tariff Line Create screen.

The Import Declaration (N10) Tariff Line Create screen enables users with the appropriate access to create tariff line details for an import declaration. The majority of tariff information necessary to lodge an import declaration is entered in the Import Declaration (N10) Tariff Line Create screen. Any additional information necessary to lodgement can be entered by using either the **Add Additional Information** button or the **Add AQIS information** buttons on the bottom of this screen.



**Tip:** before creating an import declaration tariff line, ensure that you have all required information and codes.

The following table lists the codes that may be required in creating an import declaration tariff line and the fields to which they apply.

Field name	Type of code/identifier
Supplier ID.	The Australian Business Number (ABN) or Customs Client Identifier (CCID) for the supplier, as recorded in the client register.
Tariff Classification No.	The tariff classification subheading for the goods as specified in Schedule 3 of the <i>Customs Tariff Act 1995</i> .
Statistical Code.	The two-digit code added to the tariff classification no., which is used by the Australian Bureau of Statistics (ABS) for trade statistical purposes.
Treatment Code.	The identifier of the <u>concessional</u> item in Schedule 4 of the <i>Customs Tariff Act 1995</i> or supplementary provisions of the goods.
GST Exemption Code	Code/s for claiming an exemption to GST for imported goods
Instrument No.	The identifier of the instrument providing means of obtaining a <u>concessional</u> rate of duty.

To create an import declaration tariff line:

**Step 1.** From the Import Declaration (N10) Navigation Options Create screen, click on the **Tariff/AQIS Lines** hyperlink.


The **Import Declaration (N10) Tariff Line Summary Create** screen displays. Initially no lines are displayed.

Import Declaration (N10) Tariff Line Summary Create - Microsoft Internet Explorer

ICS  
TRN

HELP

Import Declaration (N10) Tariff Line Summary Create



Incomplete

Declaration Details

Temporary Declaration ID AAAANN773

Importer Reference TEST

Broker Reference

Line 0 to 0 of 0

Go To Line

Prev

Page

Next

Line No	Tariff Class No	Stat Code	Treatment Code	Origin Country Code	Goods Description	Price	Amber Ind	Remove Line
<div></div>								

Save

Cancel

Add Line

The Import Declaration (N10) Tariff Line Summary Create screen enables users to display a summary of the tariff lines that have been created for an import declaration.

The Go To Line field and Remove Line checkboxes become active after the first tariff line has been added to the import declaration.

The Go To Line field can only be used when there are more tariff lines than can be displayed on the current screen.

All other data is read-only.

Tariff lines are sorted by ascending order in the Line No column.

The following table lists the actions available on the Import Declaration (N10) Tariff Line Summary Create screen.

Action	Result
Click on the Page <b>Prev</b> or <b>Next</b> button.	The Import Declaration Tariff Line Summary Create screen is refreshed with the next page of line details.
Click on a hyperlink from the Line No column.	The Import Declaration (N10) Tariff Line Create screen for that entry displays. Refer to p <b>16.50</b> .
Click on the <b>Add Line</b> button.	The Import Declaration (N10) Tariff Line Create screen displays. Refer to p <b>16.50</b> .
Enter the desired line number in the <b>Go To Line</b> field and then press the 'Enter' key on the keyboard.	The Import Declaration (N10) Tariff Line Summary Create screen is refreshed with the desired line displayed.
Select the <b>Remove Line</b> option for the tariff line to be removed.	The line is removed when the Import Declaration (N10) Tariff Line Summary Create screen is next saved.

**To create the individual import declaration (N10) tariff line details:**

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

The **Import Declaration (N10) Tariff Line Create** screen displays.

**Import Declaration (N10) Tariff Line Create**

**Incomplete**

**Declaration Details**

Temporary Declaration ID AAAAM7KA6  
 Importer Reference 9876  
 Broker Reference  
 Supplier ID

**Tariff Information**

Tariff Classification No  
 Statistical Code  
 Related Transaction Ind  
 Valuation Basis Type  
 Treatment Code  
 GST Exemption Code  
 Goods Description  
 Quantity  
 Unit  
 Quantity  
 Add

**Valuation Elements**

Type  
 Amount  
 Currency  
 Price  
 find

**Origin/Preference**

Origin Country Code  
 Preference Origin Country Code  
 Preference Scheme Type  
 Preference Rule Type

**1st Treatment Instruments**

Instrument Type  
 Instrument No  
 Remove Line  
 Add

**Tariff Classification Instruments**

Instrument Type  
 Instrument No  
 Remove Line  
 Add

**Dumping Details**

Export Country Code  
 Exchange Rate  
 Exemption Type  
 Specification No  
 Save  
 Cancel  
 Additional Line Information  
 Add More Line(s)  
 Add AQIS Information

The Import Declaration (N10) Tariff Line Create screen enables users to create tariff line details for an import declaration.

The Declaration Details section is pre-populated with values from the header.

If line defaults were entered in the Import Declaration Line Defaults Create screen the following fields may be pre-populated:

- Origin Country Code
- Supplier ID
- Related Transaction Ind
- Valuation Basis Type
- GST Exemption Code
- Preference Origin Country Code
- Preference Scheme Type
- Preference Rule Type.

**Step 3.** In the **Supplier ID** field, enter the identification number of the party who supplied the goods. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID). To be a valid identifier the ABN must be recorded in the ICS.



**Step 4.** In the **Tariff Classification No** field, enter the eight-digit classification subheading for the goods from Schedule 3 of the *Customs Tariff Act 1995*.

**Step 5.** In the **Statistical Code** field, enter the statistical code classification for the goods. The statistical code is an additional two-digit code that is used by the Australian Bureau of Statistics (ABS) for trade statistical purposes.

**Step 6.** Select the **Related Transaction Ind** checkbox if there is a relationship between the importer and the supplier of the goods, for example the consignor is the parent company and the consignee is a subsidiary.

**Step 7.** In the **Valuation Basis Type** field, click on the drop down button and select one of the following options to indicate the method of valuation used:

- **CV (computed value)**  
Computed value method must only be used if the goods to be valued have been exported directly by the producer or manufacturer in the exporting country. The value is determined by working through the producer's records of the costs of production
- **DV (deductive value)**  
The deductive value methods include deductive (contemporary sales) value, deductive (later sales) value and deductive (derived goods sales) value. The first two of these methods arrive at a customs value by working backwards from the price realised by the sale in Australia of 'comparable' goods by deducting costs added after exportation. The remaining method applies only to request goods, and is achieved by working backward from the sale of 'comparable' goods that have been derived from imported good by assembling, packing or further processing of those goods in Australia.
- **FB (fall back value)**  
The fall-back method is employed when all other methods have failed to arrive at an acceptable customs value. This method requires Customs to revisit all valuation methods to find a value by reasonable means, using all available information.
- **IG (identical goods value)**  
The identical goods value method involves finding a shipment of identical goods imported at around the same time (plus or minus 45 days) as the shipment in question. The transaction value of the identical shipment may be used.
- **SG (similar goods value)**  
The similar goods value method involves finding a shipment of similar (rather than identical) goods imported at around the same time (plus or minus 45

days) as the shipment in question. The transaction value of the similar shipment may be used.

- **TV (transaction value)**  
The transaction value method is the most common method used. The transaction method assumes that a transaction has occurred causing the export of goods from another country and the importation of those same goods into Australia. The transaction is called the import sales transaction. One of the remaining valuation options should only be used when the transaction method cannot be applied.




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**Note:** the order of valuation methods in the drop down menu is alphabetical, not in the order of valuation as outlined by the World Trade Organisation.

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**Tip:** further information about valuation methods can be found in volume 8A of the Customs Manual, found at [www.customs.gov.au](http://www.customs.gov.au) (follow the links 'media, publications and forms' and then 'manuals'. Customs also provides a Valuation Advice Service to assist with specific issues relating to the assessment of the customs value. Requests can be made by through the Customs Tariff Advice and Precedent Information Network (TAPIN) or by completing a Valuation Advice Application, Form B174.

**Warning:** penalties may apply where incorrect Customs values are declared

**Step 8.** (Optional) In the **Treatment Code** field, enter the Schedule 4 treatment code to obtain a concessional rate of duty for the goods.

**Step 9.** (Optional) In the **GST Exemption Code** field, enter the code for exemption of goods and service tax (GST) for the goods.




---

**Note:** the GST exemption code must be selected from a table of codes. Click on the book icon next to the GST Exemption Code field and select the appropriate code from the reference table.

---

**Step 10.** In the **Goods Description** field, enter a description of the goods to be imported.

**Step 11.** (Conditional) In the **Quantity** field, enter the amount of goods to be imported.



**Note:** the statistical code determines whether (or not) values are required in the Quantity and Quantity Unit field.

When the Quantity field is populated the Quantity Unit field must also be populated.

**Step 12.** (Conditional) In the **Quantity Unit** field, enter the unit type of the quantity amount.



**Note:** the statistical code determines the values that must be entered in the quantity unit field (eg, Number, Litre).

Multiple Quantity and Quantity Unit field values can be entered by using the Add button and the scroll bar arrows.

**Step 13.** In the **Valuation Elements** fields, enter the amount and currency code for each type of valuation element. Use the scroll buttons to navigate through the list of valuation elements:

- Price (Mandatory)
- Transport And Insurance (Optional)
- Price Adjustment (Optional)
- Dumping Export Price (Optional)
- Override Duty (Optional)
- Override Standard Duty (Optional).



**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Valuation Elements and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Tariff Line Create, the currency code will be populated.

**Step 14.** In the **Origin Country Code**, enter the two-digit United Nations country code for the country where the goods were made or produced.



**Note:** the origin country code may be selected from a table of codes. Click on the book icon next to the Origin Country Code field and select one or more appropriate code(s) from the reference table. If multiple codes are selected, (eg goods that are

sets put up for retail sale), the first code should reflect the origin of the product used to determine the tariff classification for the goods.

**Step 15.** (Optional) In the **Preference Origin Country Code**, if a preferential duty rate is being claimed enter the country code for the country in which the goods were made or produced in accordance with the preferential rules of origin



**Note:** the preferential rules of origin are set out in Division 1A - 1D of Part VIII of the *Customs Act 1901*.

When preference origin country code is entered, the preference scheme type and preference rule type must also be provided. The preference origin country code can be found using a search. Click on the 'find' hyperlink next to the Preference Origin Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 16.** (Optional) In the **Preference Scheme Type** field, click on the drop down button and select one of the following options:

- GEN (General)
- CA (Canada – Australia Trade Agreement CANATA)
- DC (Developing Countries DC Rate)
- DCS (Developing Countries DCS Rate)
- DCT (Developing Countries DCT Rate)
- EXT (External Territories)
- FI (Forum Islands – South Pacific Regional Trade and Economic Cooperation Agreement SPARTECA)
- LDC (Least Developed Countries Rate)
- MY (Malaysia – Australia Trade Agreement MATA)
- NZ (Australia - New Zealand Closer Economic Relations Trade Agreement ANZERTA)
- PG (Papua New Guinea – Australia Trade and Commercial Relations Agreement PATCRA II)
- SG (Singapore – Australia Free Trade Agreement SAFTA).
- US (Australia – United States Free Trade Agreement AUSFTA)
- TH (Thailand – Australia Free Trade Agreement TAFTA)

- THSS (Thailand- Australia Free Trade Agreement TAFTA en route Special Safeguard goods)



**Note:** when the preference scheme type field is populated, the preference rule type and preference origin country code must also be provided.

The Preference Scheme Type field must be populated if the ELAC No (Excess Local Area Content number), Local Content% or Preference Instrument Type and No fields on the Import Declaration (N10) Tariff Line Create – Additional Information screen are populated.

**Step 17.** (Optional) In the **Preference Rule Type** field, click on the drop down button and select one of the following options representing the preferential rule of origin that is met by the goods:

- A30A (30% content accumulation rule – tariff classification)
- A30B (30% content accumulation rule – tariff concession order)
- A32A (32% content accumulation rule)
- A50 (50% content accumulation rule)
- P25 (25% content accumulation rule)
- P30A (30% content rule – tariff classification)
- P30B (30% content rule – tariff concessional order)
- P40 (40% content rule – Western Samoa)
- P50 (50% content rule)
- P75 (75% content rule)
- PS (Product specific rules of origin)
- PWO (Goods produced wholly from originating materials)
- TCF (South Pacific Regional Trade Economic Cooperation Agreement - SPARTECA – Textiles Clothing Footwear)
- URP (Unmanufactured raw products)
- WMD (Manufactured goods with determined manufactured raw materials)
- WMN (Manufactured goods without determined manufactured raw materials)
- WO (Wholly obtained goods).



**Note:** the preferential rules of origin are set out in Division 1A - 1D of Part VIII of the *Customs Act 1901*.

---

When Preference Rule Type is entered, Preference Scheme Type and Preference Origin Country Code must also be provided. The ELAC No. Local Content% or Preference Instrument Type and No fields may also need to be populated for a limited number of Preference Rule Types.

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To add information for 1<sup>st</sup> Treatment Instruments, click the “Add” button first to activate the data boxes.




---

**Note:** 1<sup>st</sup> Treatment Instrument details are included where it is a requirement of the treatment code as specified in Schedule 4.

---

**Step 18.** (Optional) In the 1<sup>st</sup> Treatment Instruments **Instrument Type** field, click on the drop down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order.




---

**Note:** when the 1<sup>st</sup> Treatment Instrument Type field is populated the Instrument No field must also be populated.

---

**Step 19.** (Conditional) In the 1<sup>st</sup> Treatment Instruments **Instrument No** field, enter the code identifying the instrument being used to obtain a concessional rate.

If further concessional instruments are required for 1<sup>st</sup> Treatment Instruments, click the “Add” button to activate an additional data box/es and use the scroll bar arrows.




---

**Note:** Tariff Classification Instrument details must be included where it is a requirement as specified in Schedule 4. (This generally relates to the Tariff Classifications that are specified in Schedule 4 – ie those beginning with 99 99.....)

---

**Step 20.** (Conditional) In the Tariff Classification Instruments **Instrument Type** field, click on the drop down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order.

**Step 21.** (Optional) In the Tariff Classification Instruments **Instrument No** field, enter the code identifying the instrument being used to obtain a concessional rate.

**Step 22.** (Optional) In the Dumping Details **Export Country Code** field, enter the two-digit United Nations code for the country from which the goods were exported. This field may be used where the country of export is different from the country of origin.




---

**Note:** the Export Country Code can be found using a search. Click on the 'find' hyperlink next to the Export Country Code field and enter the name of the desired country in the search window and initiate the search.

---




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**Note:** the dumping Export Country Code is only to be used for goods that have been produced or manufactured in one country (country of origin) but have entered the commerce or trade of another country (country of export). This must not be used for transhipped goods.

---

**Step 23.** (Optional) In the Dumping Details **Exchange Rate** field, enter the rate of currency exchange to be used when converting the dumping export price (DXP) to Australian dollars.




---

**Note:** the dumping Exchange Rate directs the system to use a specified exchange rate to convert the dumping export price (DXP) to Australian dollars. This field is only required when a different rate of exchange from that of the valuation date is to be used, for example in the case of a forward exchange rate.

---

**Step 24.** (Optional) The Dumping Details **Exemption Type** field is used only if the goods are exempt from anti-dumping or countervailing measures. If applicable, click on the drop-down arrow and select one of the following options:

- Country
- Supplier
- Goods.

**Step 25.** (Optional) In the Dumping Details **Specification No** field, enter the Dumping Specification Number (DSN) that is applicable for the goods as listed in the Dumping Commodity Register (DCR). This field should be completed if anti-dumping or countervailing measures are payable for these goods.



**Note:** different DSNs may be used to differentiate between models, types, sizes or grades of the goods and can specify different ascertained export prices and levels of Interim Dumping Duty (IDD) accordingly.

The following table lists the actions available on the Import Declaration (N10) Tariff Line Create screen.

Action	Result
Click on the Quantity <b>Add</b> button.	The Import Declaration (N10) Tariff Line Create screen refreshes with an additional blank Quantity fields.
Click on the 1 <sup>st</sup> Treatment Instruments <b>Add</b> button.	The Import Declaration (N10) Tariff Line Create screen refreshes with a blank 1 <sup>st</sup> treatment instruments line.
Select the 1 <sup>st</sup> Treatment Instruments <b>Remove Line</b> checkbox.	The 1 <sup>st</sup> treatment instrument line is removed when the tariff line is next saved.
Click on the Tariff Classification Instruments <b>Add</b> button.	The Import Declaration (N10) Tariff Line Create screen refreshes with a blank tariff classification instruments line.
Select the Tariff Classification Instruments <b>Remove Line</b> checkbox.	The tariff classification instrument line is removed when the tariff line is next saved.
Click on the <b>Additional Line Information</b> button.	The Import Declaration (N10) Tariff Line Additional Information Create screen displays. Refer to p 16.62.



**Step 26.** Click on the **Save** button.

The **Import Declaration (N10) Tariff Line Summary Create** screen displays with the line details included.




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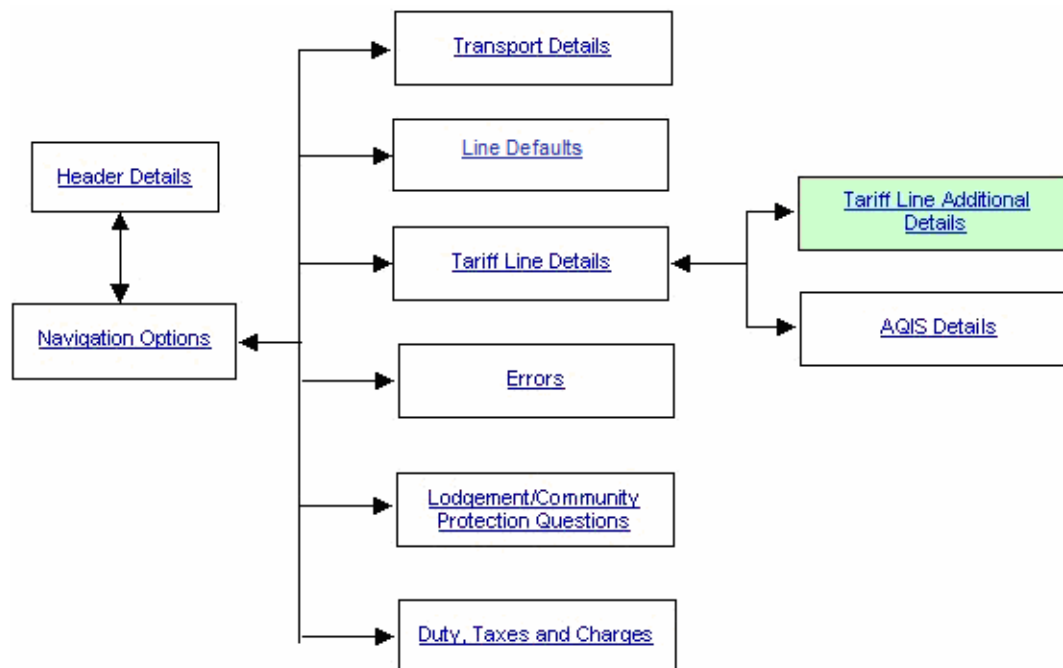
**Note:** to exit this screen without saving, click on the Cancel button.

---

**Step 27.** Click on the **Save** button.

The **Import Declaration (N10) Navigation Options Create** screen displays.

## CREATING TARIFF LINE – ADDITIONAL INFORMATION



The Import Declaration (N10) Tariff Line Create - Additional Information screen enables users with the appropriate access to enter additional information that may be required for a tariff line.



**Tip:** before creating additional tariff line information, ensure that you have all required information and codes. The following table lists the codes that may be required in creating additional tariff line information and the fields to which they apply.

Field name	Type of code/identifier
Tariff Classification Rate No.	The identifier allowing a tariff classification for imported goods to have different rates of duty.
Second Tariff Classification No.	The second tariff classification number for the goods as specified in Schedule 3 of the <i>Customs Tariff Act 1995</i> . When used, the second tariff classification number provides the tariff classification for the rate of duty - the (first) tariff classification number is used for information only
Second Treatment Code.	The identifier of the second <u>concessional</u> item in Schedule 4 of the <i>Customs Tariff Act 1995</i> or supplementary provisions of the goods. When used it provides the treatment code for the calculation of duty – the (first) treatment code is used for information only.

Field name	Type of code/identifier
Tariff Advice No.	The unique identifier issued by Customs that indicates that the importer has sought an advice on a tariff classification.
Valuation Advice No.	The unique identifier issued by Customs that indicates that the importer has sought an advice on valuation.
Treatment Rate Code No.	The number that identifies the treatment rate.
Instrument No.	The identifier of the instrument providing means of obtaining a <u>concessional</u> rate of duty.
Security ID.	The unique identifier provided by Customs for any security entered into the ICS and used to import goods under this declaration

Field name	Type of code/identifier
Instrument Security Code.	The unique code for instruments that are issued by Customs and enable only the importer to find information about the instrument.
Other Duty Factor.	Any specific rates that need to be entered if the tariff classification cannot be expressed using ad valorem rates (Rate Value % or Quantity Rate \$ fields).
Invoice Spirit Strength.	The indicator value for the alcohol content, as a percentage of the total volume.
Import Credit No.	The identifier under the Import Credit Scheme used to offset duty amounts normally payable on importation.
ELAC No.	The Excess Local Area Content number used by the importer to claim eligibility for a SPARTECA TCF concession under item 68 of Schedule 4 of the <i>Customs Tariff Act 1995</i> .
VIN.	The manufacturers unique identification for each vehicle produced (Vehicle Identification Number).

To create additional information for import declaration tariff lines:

**Step 1.** From the Import Declaration (N10) Tariff Line Create screen, click on the **Additional Line Information** button.

The **Import Declaration (N10) Tariff Line Create – Additional Information** screen displays.

The **Import Declaration (N10) Tariff Line Create - Additional Information** screen enables users to enter additional information for a tariff line.

The **Declaration Details** section is pre-populated with values from the header and is read-only.

If line defaults were entered in the **Import Declaration Line Defaults** screen the following fields may be pre-populated:

- LCT Payable Ind
- LCT Exemption Code
- LCT Quote Ind
- WET Exemption Code
- WET Quote Ind
- Paid Under Protest Ind
- Security ID
- Security Calculate Ind.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

**Step 2.** (Optional) In the **Tariff Classification Rate No** field, enter the required tariff rate number. The tariff classification rate number is only used where the tariff classification, as published in the *Customs Tariff Act 1995*, has more than one duty rate associated with it. This field must only be completed if a tariff rate number other than '01' applies to the goods.




---

**Note:** this field will default to 01.

---

**Step 3.** (Optional) In the **Second Tariff Classification No** field, enter the eight-digit classification used to calculate duty. This field should only be used if the classification is different from the tariff classification of the goods.

**Step 4.** (Optional) In the **Second Treatment Code** field, enter the second treatment code for the tariff class instrument, 1<sup>st</sup> treatment instrument or treatment code, if applicable.




---

**Note:** the Second Treatment Code field can only be populated if the Treatment Code fields on the Import Declaration (N10) Tariff Line Create screen is populated.

---

**Step 5.** (Optional) In the **Tariff Advice No** field, enter the unique Customs tariff advice number generated by the TAPIN system. The tariff advice number indicates that the importer has sought an advice on a tariff classification for these goods.

**Step 6.** (Optional) In the **Valuation Advice No** field, enter the unique Customs valuation advice number generated by the TAPIN system. The valuation advice number indicates that the importer has sought an advice on the valuation for these goods.

**Step 7.** (Optional) In the **Treatment Code Rate No** field, enter the treatment code rate number from Schedule 4 of the *Customs Tariff Act 1995*. The treatment code rate number identifies at what concessional rate duty will be applied to these goods.



**Note:** the Treatment Code Rate No field relates to the treatment code on the Import Declaration (N10) Tariff Line Create screen. If the Treatment Code Rate No is populated, the Treatment Code field from the Import Declaration (N10) Tariff Line Create screen must also be populated.

**Step 8.** (Optional) Where a preference rule depends upon a Tariff Concession Order to establish eligibility (eg, P25, P30B and A30B), in the Preference Details **Instrument Type** field click on the drop-down button and select Tariff Concession Order from the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order.



**Note:** tariff concession orders is the only valid selection from the drop-down list for preference rule type.

The Preference Details Instrument Type field must be populated if the Preference Details Instrument No field is populated.

**Step 9.** (Optional) In the Preference Details **Instrument No** field, enter the number that identifies the instrument being used to establish eligibility for the preference rule type specified on the tariff line.

**Step 10.** (Optional) In the **ELAC No** field, enter the Excess Local Area Content number cited in the manufacturer's SPARTECA TCF Concession (item 68 of Schedule 4 of the *Customs Tariff Act 1995*).



**Note:** The TCF preference rule type for the SPARTECA (TCF Provisions) Scheme concession (item 68 of Schedule 4 to the *Customs Tariff Act 1995*) requires relevant Excess Local Area Content (ELAC) Identification (ID) numbers to be cited on the import declaration.

A maximum of ten ELAC Numbers is permitted.

**Step 11.** (Optional) In the Preference Details **Local Content %** field, enter the percentage of local content of the goods as declared by the manufacturer.



**Note:** some preference rules require the specific quantity of local area content for the goods to be provided in the import declaration (eg, P40). For these preference rules, the percentage of local area content for the goods as declared by the manufacturer must be entered.



**Note:** the preferential rules of origin are set out in Divisions 1A – 1D of the *Customs Act 1901*.

When Preference Rule Type is entered, Preference Scheme Type and Preference Origin Country Code must also be provided. The ELAC No. Local Content% or Preference Instrument Type and No fields may also need to be populated for a limited number of Preference Rule Types.

**Step 12.** (Optional) In the 2<sup>nd</sup> Treatment Instruments **Instrument Type** field, click on the drop down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order.



**Note:** if the 2<sup>nd</sup> Treatment Instrument Type field is populated the Instrument No field must also be populated.

**Step 13.** (Conditional) In the 2<sup>nd</sup> Treatment Instruments **Instrument No** field, enter the code identifying the instrument being used to obtain a concessional rate of duty for the goods.



**Step 14.** (Optional) In the Luxury Car Tax Details **Payable** field, click on the drop down button and select **YES** or **NO**, to indicate whether luxury car tax is applicable to the goods being imported.



**Note:** if the Luxury Car Tax Payable field is 'yes', only one car per tariff line can be entered. Luxury car tax is calculated for each vehicle separately.

**Step 15.** (Optional) In the Luxury Car Tax **Exemption Code** field, enter the reference code that exempts the vehicle from luxury car tax. Exemptions to the luxury car tax are outlined in *A New Tax System (Luxury Car Tax) Act 1999*.



**Note:** the exemption code must be selected from a table of codes. Click on the book icon next to the Exemption Code field and select the appropriate code from the reference table.

**Step 16.** (Optional) Select the Luxury Car Tax Details **Quote Ind** checkbox to postpone payment of luxury car tax until a later date.



**Note:** The quote indicator allows eligible importers to quote their Australian Business Number (ABN). The quotation system is designed to postpone the payment of LCT on sales preceding the last wholesale sale. There are four circumstances where an importer is entitled to quote. These are if holding the car as trading stock, carrying out research or development for the car manufacturer, or exporting the car.



**Note:** The quote indicator cannot be amended on subsequent versions of the declaration.

**Step 17.** (Optional) In the Wine Equalisation Tax Details **Exemption Code** field, enter the reference code that exempts the wine from wine equalisation tax. Exemptions to the wine equalisation tax are outlined in *A New Tax System (Wine Equalisation Tax) Act 1999*.



**Note:** the exemption code must be selected from a table of codes. Click on the book icon next to the Exemption Code field and select the appropriate code from the reference table.

**Step 18.** (Optional) Select the Wine Equalisation Tax Details **Quote Ind** checkbox to postpone payment of wine equalization tax until a later date.



**Note:** The quote indicator allows importers to quote their Australian Business Number (ABN). The quotation system is designed to postpone the payment of WET until the wine is sold at the retail level. There are three circumstances where an importer is entitled to quote. These are: when selling the wine wholesale where the quoter is a wholesaler of wine; when the wine is used as a material for manufacture; or when the supply of wine will be GST-free. Only registered entities may quote for WET.



**Note:** The quote indicator cannot be amended on subsequent versions of the declaration.

**Step 19.** (Optional) Select the **Paid Under Protest Ind** checkbox if the tariff line is being paid under protest. The paid under protest indicator should be checked if the amount of duty assessed by Customs is to be disputed.



**Note:** when the Paid Under Protest checkbox is selected, there must be a Paid Under Protest statement in the header that relates to the declaration line.



**Note:** the Paid Under Protest indicator must display at both header and line level for the system to accept the declaration when it is submitted.

**Step 20.** (Optional) In the **Amber Reason Type** field, enter the code(s) that indicates the reason that the declaration has been referred for amber-line processing.



**Note:** the Amber Reason Type must be selected from a table of codes. Click on the book icon next to the Amber Reason Type field and select the appropriate code(s) from the reference table.

A maximum of ten amber reason types is permitted.

If a value has been entered into the Amber Reason Type field, the Amber Statement hyperlink on the Import Declaration (N10) Header Create screen must be completed.

**Step 21.** (Optional) In the **Security ID** field, enter the system-generated number for the security.



**Note:** the unique security identifier that is generated by Customs and returned to the security applicant must be quoted on an import declaration when security is applicable to a transaction. A security to the value of the goods (documentary or cash) must be lodged with Customs prior to lodgement of the import declaration.

**Step 22.** (Optional) Select the **Security Calculate Ind** checkbox if the amount of security required needs to be calculated.



**Note:** the Security Calculate Ind checkbox is not currently in use and an error will be returned if the field is populated.



**Note:** the security calculate indicator can only be used for calculating security amounts prior to lodgement of an import declaration.

**Step 23.** (Conditional) In the **Instrument Security Code** field, enter the Customs allocated security code that prevents non-authorised users from quoting the instrument entered on this tariff line.



**Note:** instruments can be allocated security codes to prevent unauthorised use. Where an instrument has a security code, both the instrument and the instrument security code must be supplied on the import declaration.

**Step 24.** (Optional) In the **Firm Order Date** fields, enter the date that the order for the goods was placed. This date must be after the tariff concession order came into force but before it's revocation for the in-transit provisions to apply. Firm order date provisions may only be applied to items deemed to be capital equipment under section 269E of the *Customs Act 1901*.



**Note:** where a firm order date is supplied, an instrument number must be supplied.

**Step 25.** (Optional) Select the **Manual Line Processing Ind** checkbox if manually inputting the duty amount payable.

**Step 26.** (Optional) In the **Other Duty Factor** field, enter any other rate that should be considered when calculating duty.




---

**Note:** the Other Duty Factor field is not currently in use and an error will be returned if the field is populated.

---

**Step 27.** (Optional) In the **Invoice Spirit Strength** field, enter the alcohol content, as a percentage of the total volume, for the goods. ISS is currently only allowed for N30

**Step 28.** (Conditional) In the **Import Credit No** field, enter the importer's import credit scheme identifier that allows an offset of duty amounts normally payable on importation.




---

**Note:** when an import credit number is supplied, an instrument and an instrument security code must also have been quoted for this tariff line. Import credit numbers relate to instruments and have been allocated security codes to prevent unauthorised use.

---

**Step 29.** (Optional) In the **VIN** field, enter the vehicle identification number(s) for any imported vehicles. The VIN is the manufacturers unique identification for each vehicle produced.




---

**Note:** a maximum of ten vehicle identification numbers is permitted per line.

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**Note:** if the Luxury Car Tax Payable field is 'yes', only one car per tariff line can be entered. Luxury car tax is calculated for each vehicle separately.

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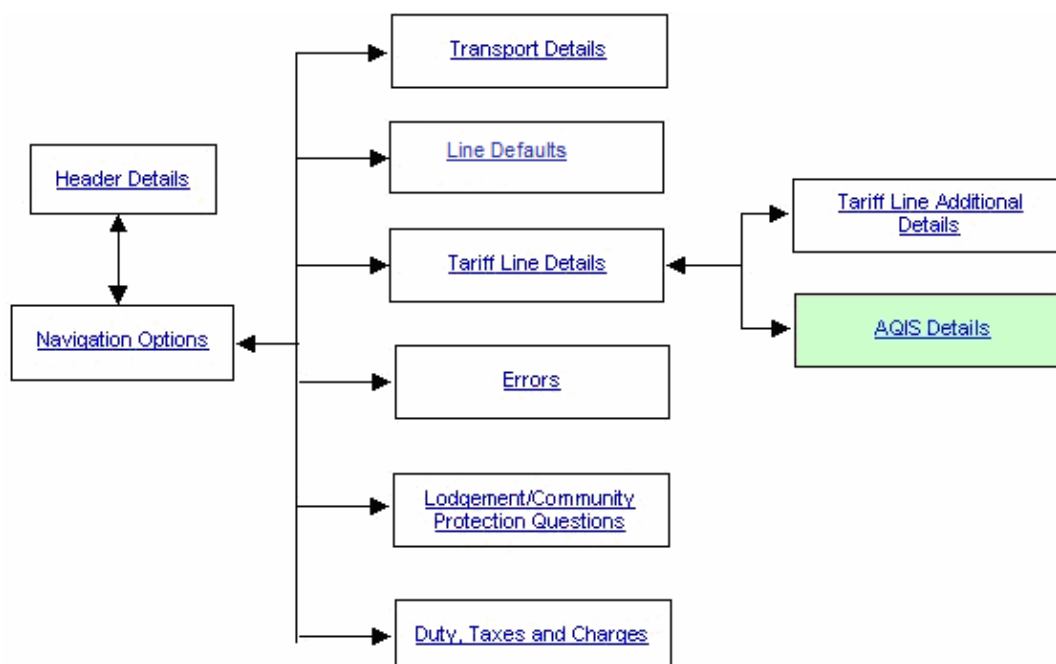
**Note:** to exit this screen without saving, click on the Cancel button.

---

**Step 30.** Click on the **OK** button.

The **Import Declaration Tariff Line Create** screen displays.

## CREATING AQIS INFORMATION



The Import Declaration (Nature 10) AQIS Line Create screen enables users with the appropriate access to create AQIS information for an import declaration tariff line.



**Tip:** before creating AQIS line information, ensure that you have all required information and codes. The following table lists the codes that may be required in creating additional Tariff line information and the fields to which they apply.

Field name	Type of code/identifier
AQIS Producer Code	The code relating to food shipments under the IFP scheme indicating the manufacturer (as opposed to the supplier) of the goods.
AQIS Permit No	The permit number issued by AQIS authorising commodities subject to AQIS restrictions.

To create additional information for import declaration AQIS lines:

**Step 1.** From the Import Declaration (N10) Tariff Line Create screen, click on the **Add AQIS Information** button.

The **Import Declaration (N10) AQIS Line Create** screen displays.

The Import Declaration (N10) AQIS Line Create screen enables users to create AQIS information for an import declaration tariff line.

The Declaration Details and Goods Description field are read-only.

The Line No field is read-only and displays the number of the tariff line to which the AQIS information is being added. It does not display on initial entry to the screen.

The Container Details list only displays if less than one hundred container number entries exist. The Select List button only displays if one hundred or more container number entries exist.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

**Step 2.** (Optional) In the **AQIS Processing Type** field, enter the code(s) indicating the type of action AQIS should take with the goods if the Customs broker or importer is accredited under the AQIS co-regulation scheme.



**Note:** the AQIS processing type must be selected from a table of codes. Click on the book icon next to the AQIS Processing Type field and select the appropriate code from the reference table. A maximum of ten AQIS processing types is permitted.

**Step 3.** (Optional) In the **AQIS Premises ID** field, enter the code(s) indicating the selected location for AQIS activities.



**Note:** the customs broker or importer must be accredited under the AQIS co-regulation scheme to use this field.

The AQIS premises identifier must be selected from a table of codes. Click on the book icon next to the AQIS Premises ID field and select the appropriate code from the reference table. A maximum of ten is permitted.

**Step 4.** (Optional) In the **AQIS Producer Code** field, enter the code(s) indicating the manufacturer of the goods.



**Note:** to register a new producer, contact the AQIS IFIS (Imported Food Inspection Scheme) unit.

**Step 5.** (Optional) In the **AQIS Commodity Code** field, enter the code(s) to breakdown goods within a tariff classification and so enable commodities to be further identified for AQIS profiling.



**Note:** until AQIS provides values for the AQIS Commodity Code list (at a future date), this field will error if used.

The AQIS commodity code must be selected from a table of codes. Click on the book icon next to the AQIS Commodity Code field and select the appropriate code from the reference table. A maximum of ten AQIS commodity codes is permitted.

**Step 6.** (Optional) In the **AQIS Entity ID** field, enter the code(s) indicating any additional information that may be of interest to AQIS.



**Note:** the AQIS entity identifier must be selected from a table of codes. Click on the book icon next to the AQIS Entity ID field and select the appropriate code from the reference table. A maximum of ten AQIS entity identifiers is permitted.

**Step 7.** (Optional) In the **AQIS Permit No** field, enter the AQIS authorising permit number(s) relevant to the commodities.



**Step 8.** (Conditional) Select the Container Details **Select** checkbox(es) to include the containers that are related to the tariff line.




---

**Note:** the container details will only be available for this field when the mode of transport is sea and container numbers have been provided on the Import Declaration Transport Details Create screen.

---

**Step 9.** (Optional) In the AQIS Document Details **Type** field, select the document type that applies to the document provided by an accredited overseas party for AQIS purposes.




---

**Note:** the type must be selected from a table of codes. Click on the book icon next to the AQIS Document Details Type field and select the appropriate code from the reference table. A maximum of ten AQIS document details types is permitted.

---

**Step 10.** (Optional) In the AQIS Document Details **No** field, enter the individual certificate number to which the document details type refers.

**Step 11.** (Optional) In the AQIS Package Details **Type** field, enter the package type for AQIS purposes.




---

**Note:** the type must be selected from a table of codes. Click on the book icon next to the AQIS Package Details Type field and select the appropriate code from the reference table. A maximum of ten AQIS package detail types is permitted.

---

**Step 12.** (Optional) In the AQIS Package Details **No of Packages** field, enter the number of packages of the specified type for the line.




---

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

---

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

The **Import Declaration Tariff Line Create** screen displays.

## SUBMITTING AN IMPORT DECLARATION

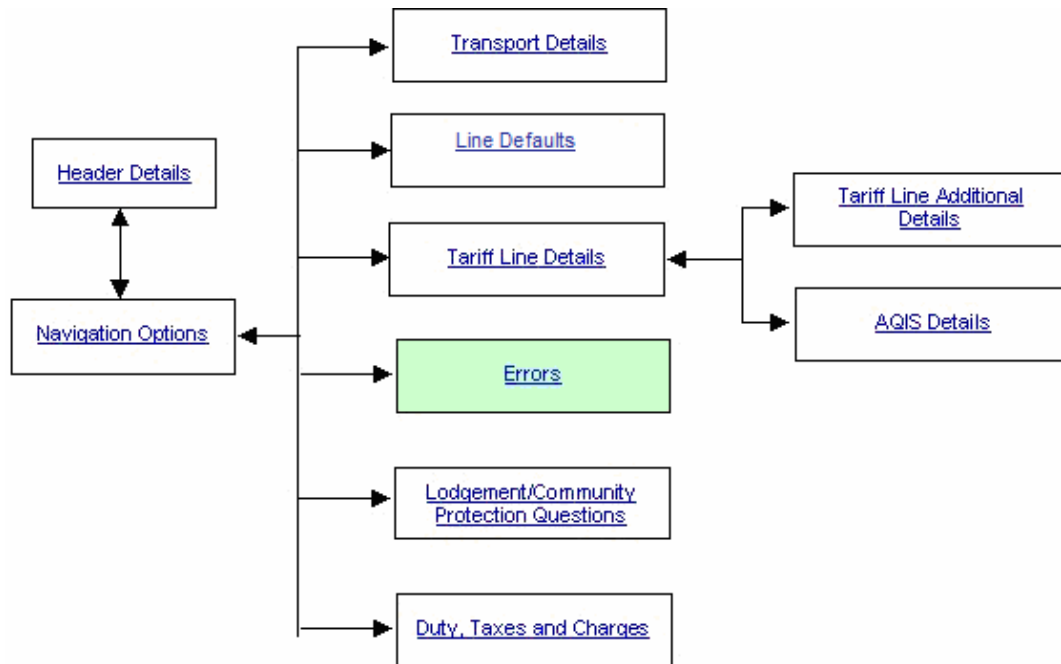
The Import Declaration (N10) Navigation Options Create screen enables users with the appropriate access to submit an import declaration.

The All Mandatory Information Provided checkboxes are updated by the ICS as each section is completed. When all mandatory information is entered the Submit button is enabled and the import declaration can be submitted.

The screenshot shows a web application interface for creating an import declaration. The browser window title is 'Import Declaration (N10) Navigation Options Create - Microsoft Internet Explorer'. The page header includes the Australian Government ICS logo and the text 'Import Declaration (N10) Navigation Options Create'. The main content area is divided into two sections: 'Declaration Details' and 'Navigation Options'. The 'Declaration Details' section shows 'Temporary Declaration ID AAAAM7KA6' and 'Importer Reference 9876'. The 'Navigation Options' section has a table with columns 'All Mandatory Information Provided?' and 'Section'. The table lists several sections, all of which are marked as 'All Mandatory Information Provided?'. The 'Section' column lists links for 'Header', 'Transport Details', 'Line Defaults', 'Tariff/AQIS Lines', 'Errors/Information', and 'Duty, Taxes & Charges'. At the bottom of the page, there are two buttons: 'Submit' and 'Return to Home Page'.

All Mandatory Information Provided?	Section
<input checked="" type="checkbox"/>	<a href="#">Header</a>
<input checked="" type="checkbox"/>	<a href="#">Transport Details</a>
<input checked="" type="checkbox"/>	<a href="#">Line Defaults</a>
<input checked="" type="checkbox"/>	<a href="#">Tariff/AQIS Lines</a>
<input checked="" type="checkbox"/>	<a href="#">Errors/Information</a>
<input checked="" type="checkbox"/>	<a href="#">Duty, Taxes &amp; Charges</a>

## VIEWING ERRORS

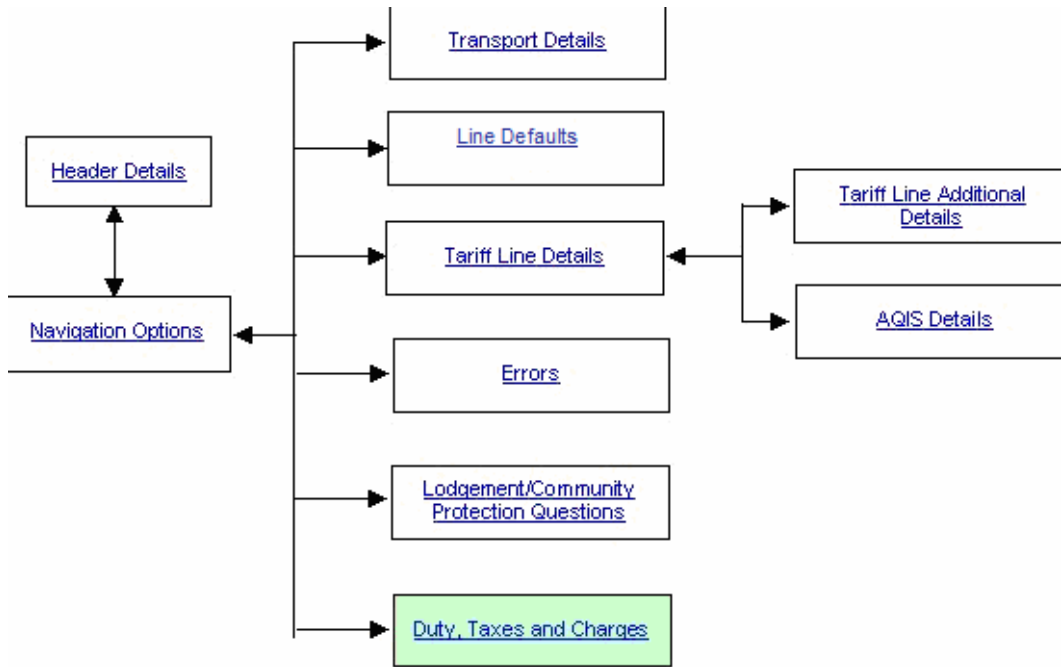


After submission the import declaration is retrieved. If any errors exist, the Errors hyperlink displays. Clicking on the Errors/Information hyperlink launches the Business Errors or the Information screen.



Once the errors have been viewed, click on the close window button to return to the Import Declaration (N10) Navigation Options Create screen and rectify the error in the appropriate part of the import declaration. The import declaration must be re-submitted.

## DUTY, TAXES AND CHARGES



Although the Duty, Taxes & Charges hyperlink first appears when tariff line details are saved, the screen remains empty. The taxes and charges are not calculated until the import declaration is successfully submitted.

Import Declaration (N10) Duty, Taxes & Charges - Microsoft Internet Explorer

ICS DEV HELP **Import Declaration (N10) Duty, Taxes & Charges**

Declaration Details		Lodged Date		Version
Declaration ID AAAAM7KA6		Importer Reference 9876		
Header Amounts				
Total Customs Value	0.00	Total Customs Duty	0.00	Total Duty Payable
Total Security Concession	0.00	Total Dumping Duty	0.00	Total GST Payable
Invoice Total	0.00	Total Countervailing Duty	0.00	Total LCT Payable
Total Transport & Insurance	0.00	AQIS Processing Charge	0.00	Total WET Payable
Total Customs Duty Deferred	0.00	AQIS Container Charge	0.00	Declaration Processing Charge
Total GST Deferred	0.00	Administrative Charge	0.00	Total Charges
Total Wood Levy	0.00	Admin Charge Deferred	0.00	Total Payable

Line Summary

Lines 1 to 1 of 1      Go To Line        Page

Line No	Tariff Class No	Stat Code	Origin Country Code	Customs Value (\$)	Duty (\$)	GST (\$)
1	49019990	31	TH	0.00	0.00	0.00

To submit an import declaration:

**Step 1.** Perform one of the following actions:

- from the Import Document Retrieve screen, enter the Temporary ID and click on **Search**
- from one of the following screens, click on the **Save** button:
  - Import Declaration (N10) Header Create
  - Import Declaration (N10) Transport Details Create
  - Import Declaration (N10) Tariff Line Summary.

The **Import Declaration Navigation Options Create** screen displays.

**Import Declaration (N10) Navigation Options Create**

**Incomplete**

**Declaration Details**

Temporary Declaration ID AAAAM7KA6  
Importer Reference 9876

**Navigation Options**

All Mandatory Information Provided?	Section
<input checked="" type="checkbox"/>	<a href="#">Header</a>
<input checked="" type="checkbox"/>	<a href="#">Transport Details</a>
<input checked="" type="checkbox"/>	<a href="#">Line Defaults</a>
<input checked="" type="checkbox"/>	<a href="#">Tariff/AOIS Lines</a>
<input checked="" type="checkbox"/>	<a href="#">Duty, Taxes &amp; Charges</a>

[Submit](#) [Return to Home Page](#)

The Import Declaration (Nature 10) Navigation Options Create screen enables users to submit an import declaration.

All fields are read-only.

The All Mandatory Information Provided checkboxes are updated by the ICS as each section is completed.

The bold red text at the top of the screen indicates whether the import declaration is incomplete (not submitted) or submitted (not lodged).

The Errors hyperlink displays only if errors exist, otherwise the Lodgement/Community Protection Questions hyperlink displays.

The Submit button only displays if all mandatory information is provided.



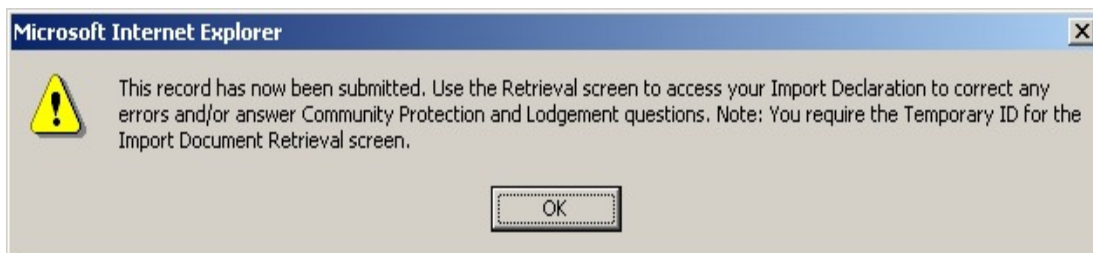
**Note:** to return to the ICS Home Page without submitting the import declaration, click on the Return to Home Page button.

**Step 2.** To submit an import declaration with all mandatory information supplied, click on the **Submit** button.



**Note:** the Submit button displays only if all mandatory information is provided.

A confirmation message displays:

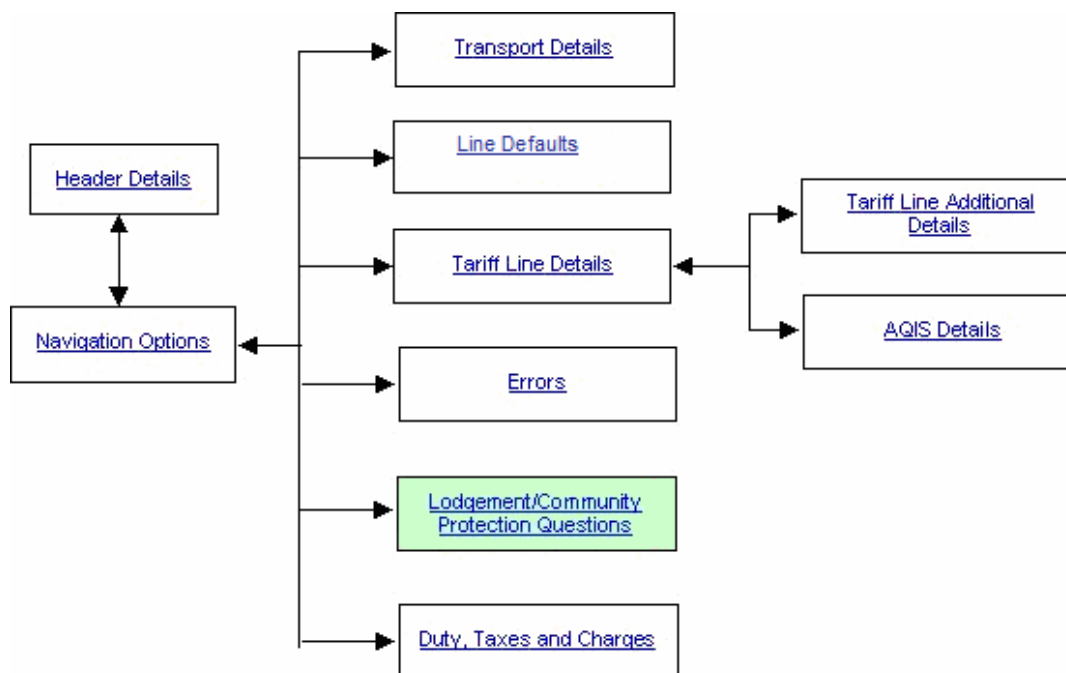


**Step 3.** Click on the **OK** button.

The following table lists the actions available on the Import Declaration Navigation Options Create screen.

Action	Result
Click on the <b>Header</b> hyperlink.	The Import Declaration Header Create screen displays.
Click on <b>Transport Details</b> hyperlink.	The Import Declaration Transport Details Create screen displays. Refer to p <b>16.27</b> .
Click on the <b>Line Defaults</b> hyperlink.	The Import Declaration Line Defaults Create screen displays Refer to p <b>16.42</b> .
Click on the <b>Tariff/AQIS Lines</b> hyperlink.	The Tariff Lines Summary Create screen displays Refer to p <b>16.53</b> .
Click on the <b>Errors/Information</b> hyperlink.	The Business Errors or Information screen displays.
Click on the <b>Lodgement/Community Protection Questions</b> hyperlink.	If the community protection questions do not exist the Import Declaration Lodgement Questions View screen displays. Refer to page <b>16.90</b> .
Click on the <b>Duty, Taxes and Charges</b> hyperlink.	The Import Declaration Duty, Taxes & Charges View screen displays. Refer to <b>16.Error! Bookmark not defined..</b>

## LODGING AN IMPORT DECLARATION



The Import Declaration (N10) Community Protection Questions and Import Declaration (Nature 10) Lodgement Questions / Declarations screens enable users with the appropriate access to lodge an import declaration.

Once the import declaration has been submitted and no errors are returned the Lodgement/Community Protection Questions hyperlink displays. Click on the Lodgement/Community Protection Questions hyperlink to answer these questions and to lodge the declaration.

The Import Declaration Community Protection Questions screen only displays if community protection questions exist. This is conditional on the tariff classification and AQIS details of the imported goods. If no community protection questions exist the Import Declaration (Nature 10) Lodgement Questions / Declarations screen displays. Once the lodgement questions and declarations have been answered the import declaration can be lodged.

It is important to note that while an import declaration can be submitted at any time during the 10 days after it was first saved, or lodged 10 days after it was submitted, ICS processing requires that a declaration be submitted on the same day that it is lodged. This means that if an import declaration has been submitted on a previous day, it must be re-submitted before it can be lodged.



To lodge an import declaration:

**Step 1.** From the Import Declaration Navigation Options Create screen, click on the **Lodgement/Community Protection Questions** hyperlink.

(this screen will automatically open unless there are errors in which case the errors screen will open and then once this is closed, the hyperlink for CP questions can be accessed.)

The **Import Declaration (N10) Community Protection Questions** screen displays (if community protection questions exist).

Import Declaration (N10) Community Protection Questions - Microsoft Internet Explorer

ICS TRN HELP **Import Declaration (N10) Community Protection Questions**

Declaration Details  
 Temporary Declaration ID AAAANCGMT  
 Importer Reference BOOKS  
 Broker Reference

In order to lodge this Import Declaration the following questions MUST be answered:

CP ID	Agency Name	Question
218	OFFICE OF FILM & LITERA CLASS	DO ANY OF THESE GOODS CONTAIN OBJECTIONABLE MATERIAL AS DESCRIBED BY REGULATION 4A OF THE CUSTOMS (PROHIBITED IMPORTS) REGULATIONS?

Line No	Tariff Class/Stat	Goods Description	Response	PERMISSION
1	49019990/31	BOOKS	<input type="text"/>	<input type="text"/>

Prev Questions Next Save

The Import Declaration Community Protection Questions screen enables users to answer Community Protection (CP) questions for an import declaration.

The Declaration Details are read-only.

The tariff data is sorted by the CP question identifier and then by line number.

**Step 2.** In the **Response** column, for each line, click on the drop down button and select **YES** or **NO**.

**Step 3.** (Conditional) In the **Permit No** column, for each line, enter the relevant permit/licence number.

**Step 4.** (Conditional) In the **Licence No** column, for each line, enter the relevant permit/licence number.



**Note:** to save the community protection question answers without proceeding to the lodgement questions/declarations, click on the Save button.

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

You will be prompted to save these answers before the next screen opens.

The **Import Declaration (N10) Community Protection Questions** screen redisplay, if further community protection questions exist. Otherwise the **Import Declaration Lodgement Questions/Declarations** screen displays.

Import Declaration (N10) Lodgement Questions / Declarations - Microsoft Internet Explorer

ICS TRN HELP **Import Declaration (N10) Lodgement Questions / Declarations**

**Declaration Details**

Temporary Declaration ID AAAANCGMT  
Importer Reference BOOKS

**Questions**

In order to lodge this Import Declaration the following questions MUST be answered:

ID	Question	Response

**Declarations**

In order to lodge this Import Declaration you MUST make the following declarations. Please complete the check boxes.

ID	Declaration	Response
1	I ACKNOWLEDGE THE SIGNATURE OF AN OWNER/AUTHORISED AGENT (CUSTOMS BROKER) MUST BE APPLIED TO THIS ELECTRONIC COMMUNICATION IN ACCORDANCE WITH THE REQUIREMENTS DETERMINED UNDER THE CUSTOMS ACT.	<input type="checkbox"/>

Save Lodge [CP Questions](#)

The Import Declaration Lodgement Questions/Declarations screen enables users to answer import declaration lodgement questions and declarations.

The Declaration Details are read-only.

The Lodge button is only enabled when all lodgement questions/declarations and all community protection questions are answered.

If no community protection questions are applicable to the declaration the CP Questions hyperlink does not display. (are you sure – the lodgement declarations are included with this screen so it's hard to imagine that a dec could be lodged without the lodgement dec.)

**Step 6.** In the **Response** column, for each lodgement question, click on the drop down button and select **YES** or **NO**.

**Step 7.** Select the **Response** column checkbox for each lodgement declaration if applicable.



**Note:** to save the lodgement questions/declaration without lodging the import declaration, click on the Save button.



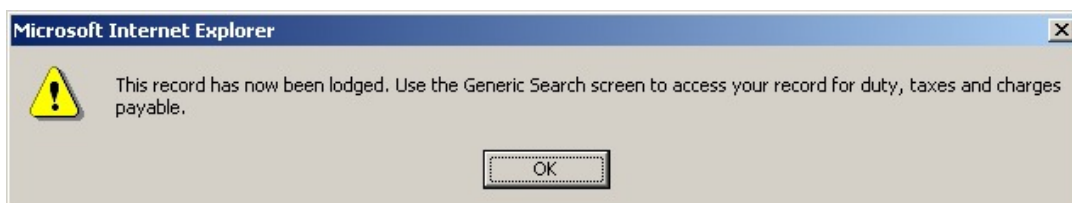
**Note:** ICS processing requires that a declaration be submitted on the same day that it is lodged. This means that if an import declaration has been submitted on a previous day, it must be re-submitted before it can be lodged.

**Step 8.** Click on the **Lodge** button.



**Note:** lodgement is enabled only if all mandatory information for an import declaration has been entered.

A confirmation message displays.



**Step 9.** Click on the **OK** button.

The **ICS Home Page** displays.

---

## SEARCHING FOR A LODGED IMPORT DECLARATION

VIA Import Document Search:

The Import Document Search screen enables users to search for a lodged import declaration. The import declaration is viewed using the Import Declaration Navigation Options View screen and enables other aspects of the import declaration to be viewed.

The import declaration can also be withdrawn from the Import Declaration Navigation Options View screen. Refer to page **16.97**.



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**Note:** only lodged import declarations can be found using the Import Document Search screen. Import declarations that have been saved or submitted but not lodged must be accessed using the Import Document Retrieval screen. Refer to page **16.21**.

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**Note:** the Import Declaration (N10) Navigation Options View screen also enables duty, taxes and charges for imported goods to be paid by selecting the Payments hyperlink. Payment for goods imported under an import declaration must be made before the goods can be released. Refer to Module 20 Making a Payment.

---

There are two ways to search for and view a lodged import declaration:

- search by the Customs document identifier. The identifier is identical to the temporary identifier assigned to the import declaration when the header was first saved
- search by entering multiple criteria using a combination of selection criteria.

To search for a lodged import declaration:

**Step 1.** From the main menu, click on **Imports** and then click on **Import Document Search**.

The **Import Document Search** screen displays.

The Import Document Search screen enables users to search for an import document.

The Document Owner Id field defaults to the ABN or CCID of the company logged into the system. This field is read-only.

## Performing a Customs Document ID search

By entering a Customs document identifier, you enable the Integrated Cargo System (ICS) to look for one specific document and which will display the Import Declaration (N10) Navigation Options View screen.

**Step 2.** (Optional) In the **Customs Document ID** field, enter the Customs document identifier for the lodged import declaration. Refer to **Step 7**.

## Performing a Search with Multiple Criteria

If the Customs document identifier is lost or unknown, a search can be performed for a lodged import declaration by selecting a combination of criteria. The select combination filters out different fields allowing for a more efficient search.

Searching with the select combination field will often return multiple results. When this occurs the Import Document List screen displays with all of the import documents matching the search criteria.

**Step 3.** (Conditional) In the **Customs Document Type** field, click on the drop down button and select **FID**.

**Step 4.** (Conditional) In the **Nature Type** field, click on the drop down button and select **N10 HOME CONSUMPTION DECLARATION**.

**Step 5.** In the **Select Combination** field, click on the drop down button and select one of the following options:

- Branch ID + Original Lodgement Date Range
- Vessel ID + Voyage No + Discharge Port + Original Lodgement Date Range
- Container No + Original Lodgement Date Range
- Ocean Bill of Lading + Original Lodgement Date Range
- House Bill of Lading + Original Lodgement Date Range
- Master Air Waybill No + Original Lodgement Date Range
- House Air Waybill No + Original Lodgement Date Range
- Master Air Waybill No + House Air Waybill No + Original Lodgement Date Range
- Broker Reference + Original Lodgement Date Range
- Importer ABN/CCID + Original Lodgement Date Range
- Importer ABN/CCID + Branch ID + Original Lodgement Date Range
- Importer ABN/CCID + Nominee Broker Licence No + Original Lodgement Date Range
- Importer ABN/CCID + Nominee Broker License No + Original Lodgement Date Range + Mode of Transport
- Branch ID + Mode of Transport + Original Lodgement Date Range.



**Note:** the value selected in the Select Combination field indicates which fields are enabled for population. For example, if 'Branch ID + Original Lodgement Date Range' is selected as the search combination then the available and mandatory

fields are Branch ID and Original Lodgement Date Range. The instructions for all fields are listed below.

**Step 6.** Enter the relevant values in the mandatory fields.



**Note:** to populate the Importer Name, Discharge Port Code, Destination Port Code and Vessel Name fields, click on the relevant 'find' hyperlink which will take the user to the search screen. Enter the desired details and initiate the search. On return to the Import Document Search screen the field will automatically be populated.



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

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

If one import declaration is found, the **Import Declaration (N10) Navigation Options View** screen displays. Refer to page 16.97.

If more than one import declaration is found, the **Import Document List** screen displays.

**Import Document List**

Search Criteria  
Document Type: ALL; Importer ABN/CCID: 52000049301; Original Lodgement Date Range: 18 APR 2005 - 18 MAY 2005

Customs Doc Type	Customs Document ID	Broker Reference	Importer Name	Lodgement Date	Mode of Discharge	Tport	Port Code	Status			
								ACS	AQIS	DEC	CR
FID	AAAAM7J73		P&O PORTS LIMITED	18 MAY 2005	SEA	AUMEL					
FID	AAAAM7KA6		P&O PORTS LIMITED	18 MAY 2005	AIR	AUMEL					

Records 1 to 2 of 2  
[Prev](#) [Page](#) [Next](#) [Back](#) [New Search](#)

The Import Document List screen enables users to list import documents.

All fields are read-only.

The following table lists the actions available on the Import Document List screen.

Action	Result
Click on the <b>Prev</b> or <b>Next</b> button.	The previous or next page of results displays.
Click on the <b>Back</b> hyperlink.	The Import Document Search screen displays with the previously entered search criteria.
Click on the <b>New Search</b> hyperlink.	The Import Document Search screen displays with the default search parameters.

## ALTERNATE SEARCH - SEARCHING FOR A LODGED IMPORT DECLARATION

Via Diagnostics Import Declaration Search/ List:

By entering a Customs document identifier, you enable the Integrated Cargo System (ICS) to look for one specific document and which will display the Import Declaration status and consolidated status.

In the **Declaration ID** field, enter the Customs document identifier for the lodged, incomplete or submitted import declaration.

### Performing a Search with Multiple Criteria

If the Customs document identifier is lost or unknown, a search can be performed for an incomplete, submitted or lodged import declaration by selecting a combination of criteria. The select combination filters out different fields allowing for a more efficient search.

Searching with the select combination field will often return multiple results. When this occurs the Import Document List screen displays with all of the import documents matching the search criteria.

Click on the **Search** button.



If any amount of import declaration are found, the results will display below the **Import Declaration Search/List** screen.

**Import Declaration Search/List**

Search Criteria

Declaration ID  Note: If entered, Declaration ID automatically overrides all other criteria

Include ☐ Incomplete/Submitted ☐ Lodged ☒

Document Owner ID   Use Customs ABN ☒

Broker Reference  Matches Exactly ☐ Starts With ☐

Importer ABN/ECID   Branch ID

Nature Type  Mode of Transport  Arrival Date From  To

Search Results

Declaration ID	Ver	Broker Reference	Dec Status	ACS Dec	CR	AQIS Dec	CR	Mode of Tport	Dschrg Port Code	Importer Name	Vessel / Voyage
AAACEG7XA	2		HELD	N	N	N	N	AIR	AUSYD	AUSTRALIAN POST...	
AAACEG9A	1		HELD					OTHER	AUSYD	AUSTRALIAN POST...	
AAACEG9PX	1		CLEAR					SEA	AUSYD	AUSTRALIAN CUST...	8000298 / TST01
AAACEHEBL	1	LF	HELD					SEA	AUSYD	AUSTRALIAN CUST...	5399937 / LYN01
AAACEHENP	1	LODGE C1 P4 SAC MENU	FINALISED					OTHER	AUSYD	AUSTRALIAN CUST...	

**Step 8.** Click on a hyperlink in the Customs Document ID column.

The **Import Declaration (N10) Navigation Options View** screen displays.

**Import Declaration (N10) Navigation Options View**

Version  1

Declaration Details

Declaration ID AAAANK7RC  
Importer Name SONY AUSTRALIA LIMITED  
Importer Reference VCRS  
Destination Port AUSYD SYDNEY

Lodged Date 20 OCT 2005  
Licensed Broker Name  
Broker Reference  
Document Status CLEAR  
Customs Box No

Navigation Options

Section

[Header](#)  
[Transport Details](#)  
[Tariff/AQIS Lines](#)  
[Information](#)  
[Lodgement/Community Protection Questions](#)  
[Duty, Taxes & Charges](#)

Additional Links

[Financials](#)  
[Payments](#)  
[Outbound Msg](#)  
[View Summary Details](#)

The Import Declaration (N10) Navigation Options View screen enables users to view different components of an import declaration.

All fields are read-only.

The most recent version of the import declaration displays. If only one version exists, version buttons do not display.

An indicator displays in red text at the top of the screen if the import declaration is withdrawn or is a demand version. If the declaration is withdrawn the Amend and Withdraw button are disabled.

The Change Reason Information and S71E Movement Applications hyperlinks display only if data exists.

The following table lists the actions available on the Import Declaration (N10) Navigation Options View screen.

Action	Result
Click on the <b>Withdrawn</b> hyperlink.	The Withdrawal Reason View screen displays.
Click on the < or > version buttons.	An earlier or later version of the import declaration displays.
Click on the <b>Header</b> hyperlink.	The Import Declaration Header View screen displays. Refer to page <b>16.91</b> .
Click on the <b>Transport Details/Status</b> hyperlink.	The Import Declaration Transport Details View screen displays. Refer to page <b>16.97</b> .
Click on the <b>Tariff/AQIS lines</b> hyperlink.	The Tariff Lines Summary View screen displays. Refer to page <b>16.97</b> .
Click on the <b>Lodgement/Community Protection Questions</b> hyperlink.	If they exist the Import Declaration Community Protection Questions View screen displays. Refer to 16.134  If they do not exist the Import Declaration Lodgement Questions View screen displays. Refer to <b>16.82</b>

Click on the <b>Duty, Taxes &amp; Charges</b> hyperlink.	The Import Declaration Duty, Taxes and Charges screen displays. Refer to <b>16.77</b> .
Click on the <b>Change Reason Information</b> hyperlink.	The Change Reason Information View screen displays.
Click on the <b>Financials</b> hyperlink.	The Financials View screen displays.
Click on the <b>Payments</b> hyperlink.	The Payments Selection screen displays.
Click on the <b>S71E Movement Application</b> hyperlink.	If one record is returned the S71E Movement Application View screen displays. If more than one record is returned the S71E Movement Application List screen displays. Refer to module 21.
Click on the <b>Outbound Msg</b> hyperlink.	The Outbound Message Search screen displays. Refer to volume 1 module 4.
Click on the <b>View EDI Details</b> hyperlink.	The View EDI Details screen displays. Refer to volume 1 module 3.1.
Click on the <b>View Summary Details</b> hyperlink.	The View Summary Details screen displays.

Action	Result
Click on the <b>Information</b> hyperlink.	The Business Logic Errors View screen displays with the warning/advice messages for this version of the declaration.
Click on the <b>Message Advice</b> hyperlink.	The Message Advice View screen displays. Refer to volume 1 module 4.
Click on the Declaration <b>Prev</b> or <b>Next</b> button.	The previous or next declaration displays.
Click on the <b>Amend</b> button.	The Import Declaration Navigation Options Amend screen displays. Refer to module 16.2.
Click on the <b>Withdraw</b> button.	The Withdraw Details Add screen displays. Refer to module 16.2.

## VIEWING THE HEADER

The Import Declaration (N10) Header View screen enables users with the appropriate access to view the header details of a particular import declaration.

To view the import declaration header details:

**Step 1.** From the Import Declaration (N10) Navigation Options View screen, click on the **Header** hyperlink.

The **Import Declaration (N10) Header View** screen displays.

**Import Declaration (N10) Header View**

ICS DEV HELP

Declaration ID AAAAM7KA6 Version 1 Lodged Date 18 MAY 2005 Branch Brokerage Licence No Customs House Box No

**Importer Details**

ABN CAC CCID  
Importer ID 52000049301 1 OR  
Importer Name  
Importer Reference 9876  
Destination Port AUSYD SYDNEY

**Broker Details**

Broker Reference  
Contact/Broker Phone No  
Nominee Broker Licence No  
AQIS Inspection Location  
AQIS Concern Type  
Unaccompanied Personal Effects ID  
EFT Payment Ind NO

Invoice Term Type FOB  
Valuation Date 17 MAY 2005  
Effective Duty Date  
Header Valuation Advice No

**Valuation Elements**

Type	Amount	Currency	Converted (\$AUD)
Invoice Total	10000.00	AUD	10000.00
Overseas Freight			
Overseas Insurance			
Packing Costs			
Foreign Inland Freight			
Commission			
Discount			
Landing Charges			
Other (Deductions)			
Other (Additions)			
Transport/Insurance			

Free On Board 10000.00 AUD 10000.00  
Cost, Insurance & Freight 500.00 AUD 500.00

**Total Customs Value**  
Factor 1.00000000

Derived Calculation Date 18 MAY 2005  
Section 70 Return Ind NO

Amber Reason Type  
Paid Under Protest? NO

The Import Declaration (N10) Header View screen enables users to view the header details of a particular import declaration.

All data is read-only.

The latest version of the import declaration displays. If more than one version exists, fields are highlighted in pink where their content differs from previous versions and the version buttons display.

An indicator displays in red text at the top of the screen if the import declaration is withdrawn or is a demand version.

The Unaccompanied Personal Effects ID, Amber Statement and Paid Under Protest Details hyperlinks are active only if associated data exists.

The following table lists the actions available on the Import Declaration (N10) Header View screen.

Action	Result
Click on the <b>Withdrawn</b> indicator hyperlink.	The Withdrawal Details View screen displays.
Click on the <b>Unaccompanied Personal Effects ID</b> hyperlink.	The Unaccompanied Personal Effects Statement View screen displays. Refer to Module 22.
Click on the <b>Amber Statement</b> hyperlink.	The Import Declaration Amber Statement View screen displays.
Click on the <b>Paid Under Protest Details</b> hyperlink.	The Import Declaration Paid Under Protest Details View screen displays.

## VIEWING THE TRANSPORT DETAILS



**Note:** If you used the import Dec/List search, you can access the transport details directly from the hyperlink on the search/list results screen.

The Import Declaration (N10) Transport Details View screen enables users with the appropriate access to view the transport details for an import declaration.

There are four variations of the screen depending on the mode of transport:

- sea
- air
- post
- other.

To view the import declaration transport details:

**Step 1.** From the Import Declaration (N10) Navigation Options View screen, click on the **Transport Details** hyperlink.

The **Import Declaration (N10) Transport Details View** screen displays.

The **Import Declaration (N10) Transport Details View** screen displays like this when mode of transport is sea.

The screenshot shows the 'Import Declaration (N10) Transport Details View' screen in a Microsoft Internet Explorer browser window. The screen is divided into several sections:

- Declaration Details:** Includes fields for Declaration ID (AAAA7373), Importer Reference (1234), Lodged Date (18 MAY 2005), Broker Reference, and Version (1).
- Mode of Transport:** SEA.
- Vessel:** 1021410 KATIEKAT.
- Voyage No:** 0001.
- Loading Port:** THUSH KOP SANUI.
- First Arrival Port:** AUDEL MELBOURNE.
- Discharge Port:** AUDEL MELBOURNE.
- Arrival Date:** 20 MAY 2005.
- First Arrival Date:** 20 MAY 2005.
- Gross Weight:** 50.0.
- Gross Weight Unit:** KG.
- Delivery Address:** KATE KATE'S PLACE.

Below these details is a section for **Line Details**, which includes a table with the following columns: Line No, Cargo Type, Container No, Ocean Bill of Lading, House Bill of Lading, and Status. The table shows one line item with Line No 1, Cargo Type B/B, and Ocean Bill of Lading 12312345687. The Status column has sub-columns for ACS, CR, and DEC.



Import Declaration (N10) Transport Details View - Microsoft Internet Explorer

ICS DEV HELP **Import Declaration (N10) Transport Details View**

**Declaration Details**

Declaration ID: AAAAM7J73      Lodged Date: 18 MAY 2005      Version: 1  
 Importer Reference: 1234      Broker Reference:

**Mode of Transport:** SEA      **Vessel:** 1021410 KATIEKAT      **Voyage No:** 0001  
**Loading Port:** THUSH KOW SANUI      **First Arrival Port:** AUDEL MELBOURNE      **Discharge Port:** AUDEL MELBOURNE  
**Arrival Date:** 20 MAY 2005      **First Arrival Date:** 20 MAY 2005  
**Gross Weight:** 50.0      **Gross Weight Unit:** KG  
**Delivery Address:** KATE KATE'S PLACE

**Line Details**

Lines 1 to 1 of 1      Go To Container No:       Prev Page Next

Status		No of Packages	Packing Unit Count	Marks & Nos Description	Visual Exam Ind	Show Hyperlinks
ACS	AQIS					
DEC	CR	DEC	CR			
		10	0	<input type="text"/>	NO	

The **Import Declaration (N10) Transport Details View** screen displays like this when mode of transport is air.

Import Declaration (N10) Transport Details View - Microsoft Internet Explorer

ICS DEV HELP **Import Declaration (N10) Transport Details View**

**Declaration Details**

Declaration ID: AAAAM7KA6      Lodged Date: 18 MAY 2005      Version: 1  
 Importer Reference: 9876      Broker Reference:

**Mode of Transport:** AIR      **Airline Code:** QF  
**Loading Port:** THUSH KOW SANUI      **First Arrival Port:** AUDEL MELBOURNE      **Discharge Port:** AUDEL MELBOURNE  
**Arrival Date:** 20 MAY 2005      **First Arrival Date:** 20 MAY 2005  
**Gross Weight:** 50.0      **Gross Weight Unit:** KG  
**Delivery Address:** KATE 5 CONSTITUTION AVE

**Line Details**

Lines 1 to 1 of 1      Go To Master Air Waybill No:  -       Prev Page Next

Line No	Master Air Waybill No	House Air Waybill No	Status		No of Packages	Marks & Numbers Description	Visi EX
			ACS	AQIS			
			DEC	CR	DEC	CR	
1	018 - 12345678				10	<input type="text"/>	NC

The **Import Declaration (N10) Transport Details View** screen displays like this when mode of transport is post.

The screenshot shows the 'Import Declaration (N10) Transport Details View' screen in Microsoft Internet Explorer. The title bar indicates 'Import Declaration (N10) Transport Details View - Microsoft Internet Explorer'. The page has a blue header with 'ICS DEV' and 'HELP' on the left, and a globe icon on the right. The main content area is yellow and contains the following sections:

- Declaration Details:**
  - Declaration ID: AAAAM7KG4
  - Lodged Date: 18 MAY 2005
  - Version: 1
  - Importer Reference: 4567
  - Broker Reference:
- Transport Details:**
  - Mode of Transport: POST
  - Parcel Post Card (No): S100
  - Loading Port: THUSH, KOH SAMUI
  - First Arrival Port: AUADL, ADELAIDE
  - Discharge Port: AUADL, ADELAIDE
  - Arrival Date: 20 MAY 2005
  - First Arrival Date: 20 MAY 2005
  - Gross Weight: 50.0
  - Gross Weight Unit: KG
  - Delivery Address: CUSTOMS HOUSE, 5 CONSTITUTION AVE
- Line Details:**

Lines 1 to 1 of 1

Line No	No of Packages	Packing Unit Count	Marks & Numbers Description	Visual Exam Ind
1	50	0	BOOKS	NO

The **Import Declaration (N10) Transport Details View** screen displays like this when mode of transport is other.

The screenshot shows the 'Import Declaration (N10) Transport Details View' screen in Microsoft Internet Explorer. The title bar indicates 'Import Declaration (N10) Transport Details View - Microsoft Internet Explorer'. The page has a blue header with 'ICS DEV' and 'HELP' on the left, and a globe icon on the right. The main content area is yellow and contains the following sections:

- Declaration Details:**
  - Declaration ID: AAAAM7KKT
  - Lodged Date: 18 MAY 2005
  - Version: 1
  - Importer Reference: 1239
  - Broker Reference:
- Transport Details:**
  - Mode of Transport: OTHER
  - Customs Receipt for Goods No:
  - Number Of Packages: 0
  - Loading Port: THUSH, KOH SAMUI
  - First Arrival Port: AUADL, ADELAIDE
  - Discharge Port: AUADL, ADELAIDE
  - Arrival Date: 20 MAY 2005
  - First Arrival Date: 20 MAY 2005
  - Gross Weight: 10.0
  - Gross Weight Unit: KG
  - Delivery Address: CUSTOMS HOUSE, 5 CONSTITUTION AVE

The **Import Declaration (N10) Transport Details View** screen enables users to view the transport details for an import declaration.

Only the Go to Container No or Go to Master Air Waybill No fields are active. All other data is read-only.

The latest version of the import declaration displays. If more than one version exists, fields are highlighted in pink where their content differs from previous versions and the Version buttons display.

An indicator displays in red text at the top of the screen if the import declaration is withdrawn or is a demand version.



The following table lists the actions available on the Import Declaration (N10) Transport Details View screen.

Action	Result
Click on the <b>Withdrawn</b> indicator hyperlink.	The Withdrawal Reason View screen displays.
Click on the Page <b>Prev</b> or <b>Next</b> button.	The previous or next page of records displays.
Click on the <b>Status</b> hyperlink.	The Import Document Status Summary View screen displays. Refer to Volume 1 Module 01.
Enter the tariff line identifier in the <b>Go To Container No</b> field.	The Import Declaration Transport Details View screen is refreshed with the line summary starting from the entered container number.
Enter the tariff line identifier in the <b>Go To Master Air Waybill No</b> field.	The Import Declaration Transport Details View screen is refreshed with the line summary starting from the entered master air waybill number.
Click on the <b>Cargo Report</b> hyperlink.	<p>If mode of transport is Sea the Sea Cargo Report View screen displays. Refer to module 8.</p> <p>If mode of transport is Air and only one cargo report is associated with the import declaration then the Air Cargo Report View screen displays. Otherwise the Air Cargo Report List screen displays. Refer to module 3.</p>

## VIEWING THE TARIFF LINES

The Import Declaration (N10) Tariff Line Summary View screen enables users with the appropriate access to view a summary of the tariff line details for an import declaration.

Selecting the Line No hyperlink enables users to view details of individual tariff lines to display the Import Declaration (N10) Tariff Line View screen. Further tariff information can be displayed from the Import Declaration (N10) Tariff Line View screen by clicking either the Valuations, View Additional Line Information or View AQIS Information buttons.

To view the import declaration tariff lines:

**Step 1.** From the Import Declaration (N10) Navigation Options View screen, click on the **Tariff/AQIS Lines** hyperlink.

The **Import Declaration (N10) Tariff Line Summary View** screen displays.

The screenshot displays the 'Import Declaration (N10) Tariff Line Summary View' screen. At the top, there's a header bar with 'ICS DEV' and 'HELP' on the left, and 'Import Declaration (N10) Tariff Line Summary View' in the center. Below the header, a 'Declaration Details' section shows 'Declaration ID: AAAAM7KKT', 'Importer Reference: 1239', 'Lodged Date: 18 MAY 2005', 'Broker Reference', and 'Version: 1'. A 'Go To Line' field is present with a dropdown menu. Below this is a table with columns: Line No, Tariff Class No, Stat Code, Treatment Code, Origin Country Code, Goods Description, Price, and Amber Ind. The table contains one row with Line No 1, Tariff Class No 49019990, Stat Code 31, Treatment Code, Origin Country Code TH, Goods Description BOOKS, Price 500.0, and Amber Ind. The screen also has 'Line 1 to 1 of 1' and 'Page Next' buttons.

Line No	Tariff Class No	Stat Code	Treatment Code	Origin Country Code	Goods Description	Price	Amber Ind
1	49019990	31		TH	BOOKS	500.0	

The Import Declaration (N10) Tariff Line Summary View screen enables users to view a summary of the tariff line details for an import declaration.

Only the Go To Line field is active. All other data is read-only.

The latest version of the import declaration displays. If more than one version exists, fields are highlighted in pink where their content differs from previous versions and the version buttons display.

An indicator displays in red text at the top of the screen if the import declaration is withdrawn or is a demand version.

Tariff lines are sorted by the line number in ascending order.

The following table lists the actions available on the Import Declaration (N10) Tariff Line Summary View screen.

Action	Result
Click on the <b>Withdrawn</b> indicator hyperlink.	The Withdrawal Reason View screen displays.
Click on the Page <b>Prev</b> or <b>Next</b> button.	The previous or next page of records displays.
Enter the tariff line identifier in the <b>Go To Line</b> field.	The Import Declaration Tariff Line Summary View screen is refreshed with the line summary starting from the entered line number.
Click on a hyperlink in the <b>Line No</b> column.	The Import Declaration Tariff Line View screen for that entry displays. Refer to page <b>16.98</b> .

**To view the individual import declaration tariff line details:**

**Step 2.** Click on the hyperlink in the Line No column for the tariff line you wish to view.

The **Import Declaration (N10) Tariff Line View** screen displays.

The screenshot shows the 'Import Declaration (N10) Tariff Line View' screen. The top navigation bar includes 'ICS DEV' and 'HELP'. The main title is 'Import Declaration (N10) Tariff Line View'. Below this, there are several sections:

- Declaration Details:** Declaration ID AAAAM700T, Imported Reference 1239, Lodged Date 18 MAY 2005, Broker Reference, Version 1.
- Line No 1:** Supplier 70009937160 UNIVERSITY CO-OPERATIVE BOOKSHOP LIMITED. Buttons: Prev, Line, Next.
- Tariff Information:** Tariff Classification No 49019990, Statistical Code 31, Treatment Code, Related Transaction Ind NO, GST Exemption Code.
- Goods Description:** BOOKS. **Quantity:** 5.0. **Unit:** NO.
- Valuation:** AQIS Affected Ind Y.
- Origin/Preference:** Origin Country TH THAILAND, Preference Origin Country, Preference Scheme Type GEN, Preference Rule Type.
- 1st Treatment Instruments:** Instrument Type, Instrument No.
- Tariff Classification Instruments:** Instrument Type, Instrument No.
- Dumping Details:** Export Country, Exchange Rate 0.0, Exemption Type, Specification No 0.

At the bottom, there are links for 'View Additional Line Information' and 'View AQIS Information'.

The Import Declaration (N10) Tariff Line View screen enables users to view detailed information for a particular import declaration tariff line.

All fields are read-only.

The latest version of the import declaration displays. If more than one version exists, fields are highlighted in pink where their content differs from previous versions and the Version buttons display.

The following table lists the actions available on the Import Declaration (N10) Tariff Line Summary View screen.

Action	Result
Click on the Line <b>Prev</b> or <b>Next</b> button.	The previous or next tariff line displays.
Click on the <b>Valuation</b> hyperlink.	The Import Declaration Tariff Line Valuations screen displays. Refer to page <b>16.100</b> .
Click on the <b>View Additional Line Information</b> hyperlink.	The Tariff Line View – Additional Information screen displays. Refer to page <b>16.101</b> .
Click on the <b>View AQIS Information</b> hyperlink.	The AQIS Line View screen displays. Refer to page <b>16.103</b> .

## VIEWING THE TARIFF LINE VALUATION

The Import Declaration (N10) Tariff Line Valuations screen enables users with the appropriate access to view tariff line valuations for an import declaration.

To view valuation details for an individual import declaration tariff line:

**Step 1.** From the Import Declaration (N10) Tariff Line View screen, click on the **Valuation** hyperlink.

The **Import Declaration (N10) Tariff Line Valuations** screen displays.

Type	Amount	Currency	Exchange Rate	Converted (\$AUD)
PRICE	500.0	AUD		500.0

**Duty Rate** FREE      **Duty (\$)** 0.0  
**VOTI (\$)** 500.0  
**GST Payable (\$)** 50.0  
**GST Deferred (\$)** 0.0  
**Customs Duty Deferred (\$)** 0.0  
**Security Concession (\$)** 0.0  
**Import Credit Duty (\$)** 0.0  
**Admin Charge Deferred (\$)** 0.0

The Import Declaration (N10) Tariff Line Valuations screen enables users to view valuation details for an import declaration tariff line.

All data is read-only.

## VIEWING THE TARIFF LINE – ADDITIONAL INFORMATION

The Import Declaration Tariff Line Additional Information View screen enables users with the appropriate access to view the additional tariff line information for an import declaration.

To view additional details for an individual import declaration tariff line:

**Step 1.** From the Import Declaration (N10) Tariff Line View screen, click on the **View Additional Line Information** hyperlink.

The **Import Declaration (N10) Tariff Line Additional Information View** screen displays.

The screenshot shows a web browser window titled "Import Declaration (N10) Tariff Line Additional Information View - Microsoft Internet Explorer". The page has a blue header bar with "ICS DEV" and "HELP" on the left, and "Import Declaration (N10) Tariff Line Additional Information View" in the center. The main content area is yellow and contains several sections:

- Declaration Details:** Declaration ID AAAAM7KKT, Imported Reference 1239, Lodged Date 18 MAY 2005, Broker Reference, Version 1.
- Line No 1**
- Additional Tariff Details:** Tariff Classification Rate No, Tariff Advice No 0.0, Second Tariff Classification No, Valuation Advice No 0.0, Second Treatment Code, Treatment Code Rate No.
- Preference Details:** Instrument Type, Instrument No, ELAC No (with a dropdown menu), Local Content % 0.0.
- 2nd Treatment Instruments:** Instrument Type, Instrument No.
- Luxury Car Tax Details:** Payable? NO, Exemption Code, Quote Ind NO.
- Wine Equalisation Tax Details:** Exemption Code, Quote Ind NO.
- Paid Under Protest Ind NO**
- Amber Reason Type** (with a dropdown menu)
- Security ID**
- Security Calculate Ind NO**
- Instrument Security Code**
- Firm Order Date**
- Manual Line Processing Ind NO**
- Other Duty Factor 0.0**
- Invoice Spirit Str 0.0**
- Import Credit No**
- VIN** (with a dropdown menu)

The Import Declaration (N10) Tariff Line Additional Information View screen enables users to view the additional tariff line information for an import declaration.

All fields are read-only.

The latest version of the import declaration displays. If more than one version exists, fields are highlighted in pink where their content differs from previous versions and the Version buttons display.

The following table lists the actions available on the Import Declaration (N10) Tariff Line Additional Information View screen.

Action	Result
Click on the <b>Amber Reason Type</b> hyperlink.	The Import Declaration Amber Statement View screen displays.
Click on the <b>Paid Under Protest Ind</b> hyperlink.	The Import Declaration Paid Under Protest View screen displays.

## VIEWING THE AQIS LINES

The Import Declaration AQIS Line View screen enables users with the appropriate access to view AQIS details for a tariff line of an import declaration.

To view AQIS details for an individual import declaration tariff line:

**Step 1.** From the Import Declaration (N10) Tariff Line View screen, click on the **View AQIS Information** hyperlink.

The **Import Declaration (N10) AQIS Line View** screen displays.

The screenshot shows the 'Import Declaration (N10) AQIS Line View' screen in a Microsoft Internet Explorer browser window. The page has a blue header bar with 'ICS DEV' and 'HELP' on the left, and 'Import Declaration (N10) AQIS Line View' in the center. Below the header, the 'Declaration Details' section shows 'Declaration ID AAAAM7KKT', 'Lodged Date 18 MAY 2005', 'Importer Reference 1239', 'Broker Reference', and 'Version 1'. The 'Line No 1' is displayed, and the 'Goods Description' is 'BOOKS'. Below this, there are fields for 'AQIS Processing Type', 'AQIS Premises ID', 'AQIS Producer Code', 'AQIS Commodity Code', 'AQIS Entity ID', and 'AQIS Permit No'. To the right, the 'Container Details' section shows 'Type' and 'Container No'. At the bottom, there are two sections: 'AQIS Document Details' with 'Type' and 'No' columns, and 'AQIS Package Details' with 'Type' and 'No of Packages' columns. All fields are read-only.

The Import Declaration (N10) AQIS Line View screen enables users to view AQIS details for an import declaration tariff line.

All fields are read-only.

The latest version of the import declaration displays. If more than one version exists, fields are highlighted in pink where their content differs from previous versions and the Version buttons display.



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## **THE COMBINED IMPORT/WAREHOUSE DECLARATION (N10/20)**

A single consignment of goods may have items to be entered for both home consumption and warehousing. These consignments can be dealt with through the lodging of a Nature 10/20 combined import/warehouse declaration. This is treated as two separate declarations for cost recovery purposes but from a convenience perspective, the information can be sent to Customs in a single electronic communication.

Lodging an import/warehouse declaration (N10/20) in the ICS follows almost directly the process of lodging individual import (N10) and warehouse (N20) declarations. Unique to the import/warehouse declaration (N10/20) is the Nature Type Select screen. When creating a new tariff line from the Import Declaration (N10/20) Tariff Line Summary Create screen, the Nature Type Select screen displays in order for the user to indicate if a Nature10 or a Nature20 tariff line will be created. Refer to Creating Tariff Lines for the Import/Warehouse Declaration (N10/20) below.

Otherwise the process of lodging the import/warehouse declaration (N10/20) follows the same processes as for Nature 10 import declarations and Nature 20 warehouse declarations (refer to Module 17).

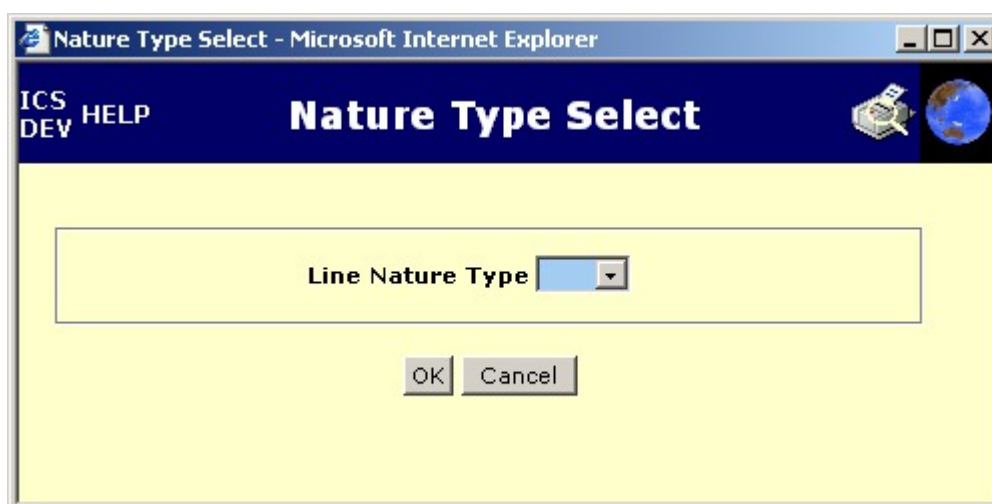
## CREATING TARIFF LINES FOR A COMBINED DECLARATION

To create the individual import/warehouse declaration tariff line details:

**Step 1.** Perform one of the following actions:

- from the Import/Warehouse Declaration (N10/20) Tariff Line Summary Create screen, click on the **Add Line** button
- from the Import/Warehouse Declaration (N10/20) Tariff Line Summary Amend screen, click on the **Add Line** button.

The **Nature Type Select** screen displays.



The Nature Type Select screen enables users to select either Nature 10 or Nature 20 lines for a combined import/warehouse declaration.

**Step 2.** In the **Line Nature Type** field, click on the drop down button and select either **N10** or **N20**.



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

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

The **Import Declaration (N10/20) Tariff Line Create** screen displays. The screen details that display are determined by the Nature type of the line created, either Nature 10 or Nature 20.

If the tariff line Nature 10 go to **Step 4**.

If the tariff line is Nature 20 go to **Step 28**.

The Import Declaration (N10/20) Tariff Line Create screen enables users to create tariff line details for a combined declaration. This screen displays when the line Nature Type 10 is selected on the Nature Type Select screen.

The Declaration Details is pre-populated with values from the header.

If line defaults were entered in the Import Declaration Line Defaults screen the following fields may be pre-populated:

- Origin Country Code
- Supplier ID
- Related Transaction Ind
- Valuation Basis Type
- GST Exemption Code
- Preference Origin Country Code
- Preference Scheme Type.

The bold red text at the top of the screen indicates whether the combined declaration is incomplete (not submitted) or submitted (not lodged).

**Step 4.** In the **Supplier ID** field, enter the identification number of the supplier of the goods as recorded in the Client Register.

**Step 5.** In the **Tariff Classification No** field, enter the eight-digit classification subheading for the goods from Schedule 3 of the *Customs Tariff Act 1995*.

**Step 6.** In the **Statistical Code** field, enter the statistical code classification for the goods.

**Step 7.** Select the **Related Transaction Ind** checkbox if there is a relationship between the importer and the supplier of the goods.

**Step 8.** In the **Valuation Basis Type** field, click on the drop down button and select one of the following options:

- CV (computed value)
- DV (deductive value)
- FB (full back value)
- IG (identical goods value)
- SG (similar goods value)
- TV (transaction value).

**Step 9.** (Optional) In the **Treatment Code** field, enter the Schedule 4 treatment for the goods.

**Step 10.** (Optional) In the **GST Exemption Code** field, enter the code for exemption of Goods and Services Tax (GST) for the goods.




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**Note:** the GST exemption code must be selected from a table of codes. Click on the book icon next to the GST Exemption Code field and select the appropriate code from the reference table.

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**Step 11.** In the **Goods Description** field, enter a description of the goods to be imported.

**Step 12.** (Conditional) In the **Quantity** field, enter the amount of goods to be imported.



**Note:** The statistical code determines whether (or not) values are required in the Quantity and Quantity Unit field.

When the Quantity field is populated the Quantity Unit field must also be populated.

**Step 13.** (Conditional) In the **Quantity Unit** field, enter the unit type of the Quantity amount.

**Step 14.** In the **Valuation Elements** fields, enter the amount and currency code for each Type of valuation element. Use the scroll buttons to navigate through the list of valuation elements:

- Customs Value (Optional)
- Dumping Export Price (Optional)
- Override Duty (Optional)
- Interim Countervailing Duty (Conditional)
- Interim Dumping Duty (Conditional)
- Price (Mandatory)
- Price Adjustment (Optional)
- Override Standard Duty (Optional)
- Transport And Insurance (Optional).



**Note:** the available elements will depend on the goods being imported.

The currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Valuation Elements and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Tariff Line Create screen, the currency code will be populated.

**Step 15.** In the **Origin Country Code**, enter the country code for the country where the goods were made or produced.



**Note:** the origin country code must be selected from a table of codes. Click on the book icon next to the Origin Country Code field and select one or more appropriate code(s) from the reference table.

**Step 16.** (Optional) In the **Preference Origin Country Code**, if a preferential duty rate is being claimed enter the country code for the country in which the goods were made or produced in accordance with the preferential rules of origin.



**Note:** the preferential rules of origin are set out in Divisions 1A - 1D of part VIII of the *Customs Act 1901*.

When preference origin country code is entered, the preference scheme type and preference rule type must also be provided. The preference origin country code can be found using a search. Click on the 'find' hyperlink next to the Preference Origin Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 17.** (Optional) In the **Preference Scheme Type** field, click on the drop down button and select one of the following options:

- GEN (General)
- CA (Canada – Australia Trade Agreement CANATA)
- DC (Developing Countries DC Rate)
- DCS (Developing Countries DCS Rate)
- DCT (Developing Countries DCT Rate)
- EXT (External Territories)
- FI (Forum Islands – South Pacific Regional Trade and Economic Cooperation Agreement SPARTECA)
- LDC (Least Developed Countries Rate)
- MY (Malaysia – Australia Trade Agreement MATA)
- NZ (Australia - New Zealand Closer Economic Relations Trade Agreement ANZERTA)
- PG (Papua New Guinea – Australia Trade and Commercial Relations Agreement PATCRA II)

- SG (Singapore – Australia Free Trade Agreement SAFTA).
- US (Australia – United States Free Trade Agreement AUSFTA)
- TH (Thailand – Australia Free Trade Agreement TAFTA)
- THSS (Thailand- Australia Free Trade Agreement TAFTA en route Special Safeguard goods)



**Note:** When the preference scheme type field is populated, the preference rule type and preference origin country code must also be provided.

The Preference Scheme Type field must be populated if the ELAC No, Local Content% or Preference Instrument Type and No fields on the Import Declaration (N10) Tariff Line Create – Additional Information screen are populated.

**Step 18.** (Optional) In the **Preference Rule Type** field, click on the drop down button and select one of the following options representing the preferential rule of origin that is met by the goods:

- A30A (30% content accumulation rule – tariff classification)
- A30B (30% content accumulation rule – tariff concession order)
- A32A (32% content accumulation rule)
- A50 (50% content accumulation rule)
- P25 (25% content accumulation rule)
- P30A (30% content rule – tariff classification)
- P30B (30% content rule – tariff concessional order)
- P40 (40% content rule – Western Samoa)
- P50 (50% content rule)
- P75 (75% content rule)
- PS (Product specific rules of origin)
- PWO (Goods produced wholly from originating materials)
- TCF (SPARTECA – TCF)
- URP (unmanufactured raw products)
- WMD (manufactured goods with determined manufactured raw materials)
- WMN (manufactured goods without determined manufactured raw materials)
- WO (wholly obtained goods).



**Note:** the preferential rules of origin are set out in Divisions 1A – 1D of Part VIII of the *Customs Act 1901*.

When Preference Rule Type is entered, Preference Scheme Type and Preference Origin Country Code must also be provided. The ELAC No, Local Content% or Preference Instrument Type and No fields may also need to be populated for a limited number of Preference Rule Types.

**Step 19.** (Optional) In the 1<sup>st</sup> Treatment Instruments **Instrument Type** field, click on the drop down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order



**Note:** When the 1<sup>st</sup> Treatment Instrument Type field is populated the Instrument No field must also be populated.

**Step 20.** (Conditional) In the 1<sup>st</sup> Treatment Instruments **Instrument No** field, enter the code identifying the instrument being used to obtain a concessional rate.

**Step 21.** (Optional) In the Tariff Classification Instruments **Instrument Type** field, click on the drop down button and select one of the following options:

- AusIndustry Determination
- By-Law
- Determination
- Import Credit Number
- Tariff Concession Order
- Tariff Quota
- Tradex Order.





**Note:** When the Treatment Code Rate No field is populated the Treatment Code field must also be populated.

**Step 22.** (Conditional) In the Tariff Classification Instruments **Instrument No** field, enter the code identifying the instrument being used to obtain a concessional rate.

**Step 23.** (Optional) Select the **Remove Line** check box to delete the Tariff Classification Instrument line when the Tariff Line Create is next saved.

**Step 24.** In the **Export Country Code**, where the country of export is different from the country of origin enter the United Nation Location code for the country from which the goods were exported.



**Note:** The dumping Export Country Code is only to be used for goods that have been produced or manufactured in one country (country of origin) but have entered the commerce or trade of another country (country of export). This must not be used for transhipped goods.

The Export Country Code can be found using a search. Click on the 'find' hyperlink next to the Export Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 25.** In the **Exchange Rate** field, enter the rate of currency exchange to be used when converting the dumping export price (DXP) to Australian dollars.



**Note:** the dumping **Exchange Rate** directs the system to use a specified exchange rate to convert the dumping export price (DXP) to Australian dollars. It is only required when the specified exchange rate is different to the exchange rate for the date of valuation, eg a forward exchange rate.

**Step 26.** The Dumping **Exemption Type** field is used only if the goods are exempt from anti-dumping or countervailing measures. If applicable, click on the drop-down arrow and select one of the following options:

- Country
- Supplier;
- Goods.

**Step 28.** In the **Specification No** field, if anti-dumping or countervailing measures are payable enter the dumping specification number that I(DSN) that is applicable for the goods as listed in the Dumping Commodity Register (DCR).



**Note:** Different DSNs may be used to differentiate between models, types, sizes or grades of the goods and can specify different ascertained export prices and levels of interim dumping duty (IDD) accordingly.

Step 27. Go to **Step 48**.

The Import Declaration (N10/20) Tariff Line Create screen enables users to create tariff line details for an import declaration. This screen displays when the line Nature Type 20 is selected on the Nature Type Select screen.

The Declaration Details is pre-populated with values from the header.

If line defaults were entered in the Import Declaration Line Defaults screen the following fields may be pre-populated:

- Origin Country Code
- Supplier ID
- Related Transaction Ind

- Valuation Basis Type
- Preference Origin Country Code
- Preference Scheme Type.

The bold red text at the top of the screen indicates whether the combined declaration is incomplete (not submitted) or submitted (not lodged).

**Step 28.** In the **Supplier ID** field, enter the identification number of the supplier of the goods as recorder in the Client Register.

**Step 29.** In the **Tariff Classification No** field, enter the eight-digit classification subheading for the goods from Schedule 3 of the *Customs Tariff Act 1995*.

**Step 30.** In the **Statistical Code** field, enter the statistical code classification for the goods.

**Step 31.** Select the **Related Transaction Ind** checkbox if there is a relationship between the importer and the supplier of the goods.

**Step 32.** In the **Valuation Basis Type** field, click on the drop down button and select one of the following options:

- CV (computed value)
- DV (deductive value)
- FB (full back value)
- IG (identical goods value)
- SG (similar goods value)
- TV (transaction value).

**Step 33.** (Optional) In the **Amber Reason Type** field enter the code(s) that indicates the reason that the declaration has been referred for amber-line processing.



**Note:** the amber reason type must be selected from a table of codes. Click on the book icon next to the Amber Reason Type field and select the appropriate code(s) from the reference table.

A maximum of ten amber reason types is permitted.

If a value has been entered into the Amber Reason Type field, the Amber Statement hyperlink displays and must be completed.

**Step 34.** In the **Goods Description** field, enter a description of the goods to be imported.

**Step 35.** (Conditional) In the **Quantity** field, enter the quantity amount of the goods to be imported.



**Note:** The statistical code determines whether (or not) values are required in the Quantity and Quantity Unit field.

When the Quantity field is populated the Quantity Unit field must also be populated.

**Step 36.** (Conditional) In the **Quantity Unit** field, enter the unit type of the quantity amount.

**Step 37.** Select the Quantity **Warehouse Quantity Unit Ind** checkbox to indicate that this is the unit of quantity the importer intends to use when clearing the goods from the warehouse.

**Step 38.** (Optional) In the **Tariff Classification Rate No** field, enter the required tariff rate number.



**Note:** this field is only applicable if there is more than one duty rate applicable for the tariff classification and if the tariff rate number is other than 01.

**Step 39.** (Optional) In the **Tariff Advice No** field, enter the Customs tariff advice number (generated by the TAPIN system).

**Step 40.** (Optional) In the **Valuation Advice No** field, enter the Customs valuation advice number generated by the TAPIN system.

**Step 41.** (Conditional) In the **Invoice Spirit Strength** field, enter the alcohol content, as a percentage of the total volume, for the goods.

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**Note:** the invoice spirit strength percentage must be provided if the value of the Quantity Unit field is 'LA – Litres of Alcohol'.

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**Step 42.** (Optional) To activate the VIN field click on the ADD button. In the **VIN** field, enter the vehicle identification number(s) for any imported vehicles.

**Step 43.** In the **Valuation Elements** fields, enter the amount and currency code for each Type of valuation element. Use the scroll buttons to navigate through the list of valuation elements:

- Price (Mandatory)
- Price Adjustment (Optional)
- Transport & Insurance (Optional).




---

**Note:** the currency code can be found using a search. Click on the 'find' hyperlink next to the Currency field for Valuation Elements and select the name of the desired currency in the search window and initiate the search. On return to the Import Declaration (N10) Tariff Line Create screen, the currency code will be populated.

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**Step 44.** In the **Origin Country Code**, enter the country code for the country where the goods were made or produced.




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**Note:** the origin country code must be selected from a table of codes. Click on the book icon next to the Origin Country Code field and select one or more appropriate code(s) from the reference table.

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**Step 45.** (Optional) In the **Preference Origin Country Code**, if a preferential duty rate is being claimed, enter the country code for the country in which the goods were made or produced in accordance with the preferential rules of origin.



**Note:** the preferential rules of origin are set out in Divisions 1A – 1D of Part VIII of the *Customs Act 1901*.

When preference origin country code is entered, the preference scheme type and preference rule type must also be provided. The preference origin country code can be found using a search. Click on the 'find' hyperlink next to the Preference Origin Country Code field and enter the name of the desired country in the search window and initiate the search.

**Step 46.** (Optional) In the **Preference Scheme Type** field, click on the drop down button and select one of the following options:

- GEN (General)
- CA (Canada – Australia Trade Agreement CANATA)
- DC (Developing Countries DC Rate)
- DCS (Developing Countries DCS Rate)
- DCT (Developing Countries DCT Rate)
- EXT (External Territories)
- FI (Forum Islands – South Pacific Regional Trade and Economic Cooperation Agreement SPARTECA)
- LDC (Least Developed Countries Rate)
- MY (Malaysia – Australia Trade Agreement MATA)
- NZ (Australia - New Zealand Closer Economic Relations Trade Agreement ANZERTA)
- PG (Papua New Guinea – Australia Trade and Commercial Relations Agreement PATCRA II)
- SG (Singapore – Australia Free Trade Agreement SAFTA).
- US (Australia – United States Free Trade Agreement AUSFTA)
- TH (Thailand – Australia Free Trade Agreement TAFTA)
- THSS (Thailand- Australia Free Trade Agreement TAFTA en route Special Safeguard goods)

**Note:** When the preference scheme type is entered, the preference rule type and preference origin country code must also be provided. The Preference Scheme Type field must be populated if the ELAC No, Local Content% or Preference Instrument Type and No fields on the Import Declaration (N10) Tariff Line Create – Additional Information screen are populated.

**Step 47.** (Optional) In the **Preference Rule Type** field, click on the drop down button and select one of the following options representing the preferential rule of origin that is met by the goods:

- A30A (30% content accumulation rule – tariff classification)
- A30B (30% content accumulation rule – tariff concession order)
- A32A (32% content accumulation rule)
- A50 (50% content accumulation rule)
- P25 (25% content accumulation rule)
- P30A (30% content rule – tariff classification)
- P30B (30% content rule – tariff concessional order)
- P40 (40% content rule – Western Samoa)
- P50 (50% content rule)
- P75 (75% content rule)
- PS (Product specific rules of origin)
- PWO (Goods produced wholly from originating materials)
- TCF (SPARTECA – TCF)
- URP (unmanufactured raw products)
- WMD (manufactured goods with determined manufactured raw materials)
- WMN (manufactured goods without determined manufactured raw materials)
- WO (wholly obtained goods).



**Note:** the preferential rules of origin are set out in Division 1A - 1D of Part VIII of the *Customs Act 1901*.

When Preference Rule Type is entered, Preference Scheme Type and Preference Origin Country Code must also be provided. The ELAC No, Local Content% or Preference Instrument Type and No fields may also need to be populated for a limited number of Preference Rule Types.



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

**Step 48.** Click on the **Save** button.

The **Import Declaration Tariff Line Summary View** screen displays with the updated tariff line summary data.

## **SELF ASSESSED CLEARANCE (FULL DEC FORMAT)**

A Self Assessed Clearance (SAC) declaration is a document lodged by an importer, or their representative, with Customs to enter low-value goods directly for home consumption and where the value of the goods is under a threshold value. The threshold for all importations is currently AUD\$1000.

Low-value goods can be reported in three ways:

- cargo reported SAC (refer to module 3 – Air Cargo Reports or module 8 – Sea Cargo Reports)
- SAC (short form) declaration
- SAC (full dec format) declaration.

The SAC (full dec format) enables the provision of additional information to Customs and AQIS to facilitate the clearance of goods. Unlike cargo reported SACs or SAC (short form), due to ICS requirements, the SAC (full dec format) can only be lodged by importers and their representative Customs brokers.

The format of the SAC (full dec format) closely follows that of an import declaration Nature 10 and is processed in a similar way. The differences are:

- the value of the goods does not exceed the threshold value (currently \$1000)
- dumping duty is not applicable
- duty, GST and WET apply only to alcohol and tobacco imports.

For further information on SAC declarations refer to Module 19 Self Assessed Clearance Declarations.



## RELATED TOPICS

For more information on Air Cargo Reports, refer to [Module 3](#).

For more information on Sea Cargo Reports, refer to [Module 8](#).

For an overview of Import Declarations, refer to [Module 15](#).

For information on Amending Import Declarations, refer to [Module 16.2](#).

For more information on Warehouse Declarations (N20), refer to [Module 17](#).

For more information on Import Declarations (N30), refer to [Module 18](#).

For more information on SACs, refer to [Module 19](#).

For more information on Payments, refer to [Module 20](#).

For more information on S71E Movement Applications, refer to [Module 21](#).

For more information on UPEs, refer to [Module 22](#).

For more information on Drawbacks, refer to [Module 23](#).

## FURTHER ASSISTANCE

For import-related technical support email [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au) or phone 1300 558 099.

For information about GST, LCT and WET, contact the Australian Tax Office on 13 28 66.

For AQIS information go to [www.aqis.gov.au](http://www.aqis.gov.au) and follow the links from 'Hot Topics at AQIS'.