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# 11

## PROGRESSIVE DISCHARGE REPORTS

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## OVERVIEW

### WHAT IS A PROGRESSIVE DISCHARGE REPORT (PDR)?

A **progressive discharge report** (PDR) is an outturn report made by a CTO or stevedore providing information about containerised cargo discharged from a vessel on an international voyage.

A PDR records the time of discharge, and confirms the actual arrival of containers. Importantly this includes the identification of surplus or short-shipped containers.

### HOW IS A PDR COMMUNICATED?

A PDR must be reported electronically by the stevedore or depot operator discharging the containers.

A CTO or stevedore may engage a third party (such as a bureau) to report their outturns, however the legal responsibility for making the report remains with the CTO or stevedore.

### WHEN IS A PDR USED?

A progressive discharge report must be lodged whenever containerised sea cargo is discharged from a vessel on a voyage from a place outside Australia.

A PDR must be lodged with three hours of commencement of discharge of containers and then at intervals of not more than three hours throughout the duration of the discharge. It is not necessary to make “nil discharge” reports during periods when no discharge is occurring; for example where discharge is temporarily halted over night due to working hours at a CTO.

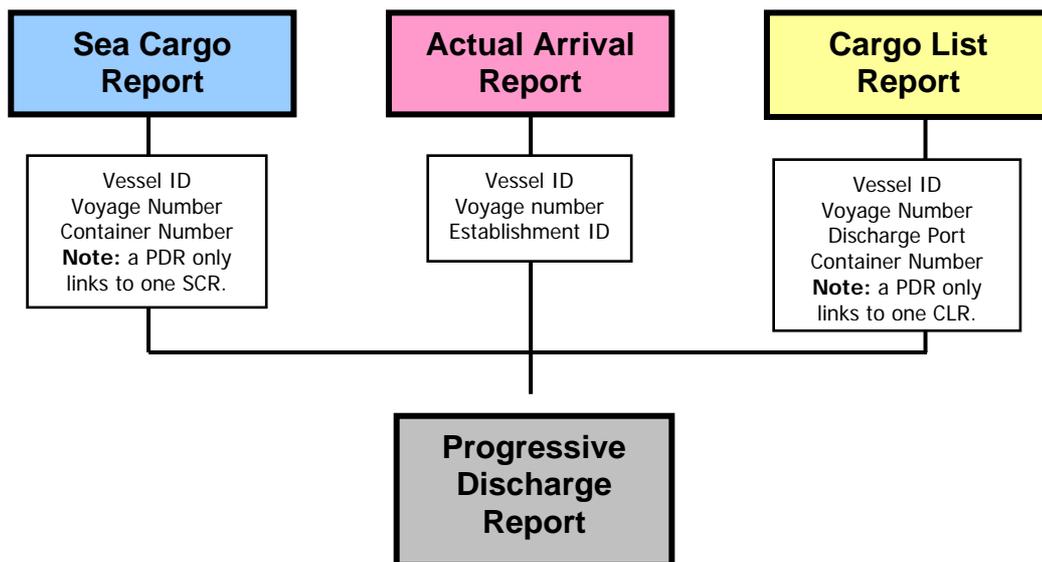
The PDR report details:

- Date and time of the first container discharge
- Date and time of the last container discharge
- Container number(s)
- Responsible party id(s)

The PDR also includes an indicator for re-stowed containers.

## LINKS

The relationship of the PDR to other reports in the sea cargo environment is illustrated below.



**Diagram One – Links between PDR and other ICS reports.**

**CONSOLIDATED CARGO STATUS AND SCREENING**

The PDR has no effect on consolidated cargo status. Lodgement of a PDR creates no unsolicited messages. A PDR acquits an underbond movement by sea on an international vessel.

No screening period applies to a PDR.

**DOCUMENT STATUS**

After lodgement PDRs are validated within the ICS. A PDR that fails validation will be rejected and will not be stored in the ICS. These documents must be corrected and re-lodged.

PDRs that pass validation and are stored in the ICS are assigned a document status. The status of a PDR can only be determined by checking the ICS. The possible statuses for a PDR are:

- **Clear** – the PDR has been validated without error. This is the default status and is implied by the acceptance and storage of the report.
- **Withdrawn** – the PDR has been withdrawn. This is indicated by the ‘withdrawn’ indicator displayed across the top of the screen in red.

**LEGISLATION**

***Customs Act 1901***

**Section 64ABAA (2)** when a container is unloaded from a vessel, the stevedore must communicate electronically to Customs an outturn report in respect of the container.

**Section 64ABAB (2)** an outturn in respect of containers unloaded from a vessel must be communicated to Customs at the end of three hours from the time the first container is unloaded, and at the end of each three hours until the loading has been completed. Other periods may be prescribed by the regulations.

## OFFENCES

**Section 64ABAA** – An offence against subsection 64ABAA (8) - Outturn report not communicated within the prescribed timing, or communicated incorrectly – this is a fault based offence with a maximum penalty of 120 penalty units.

**Section 64ABAA** – An offence against subsection 64ABAA(9) - Outturn report not communicated, or not communicated within the prescribed time or communicated incorrectly – this is an offence of strict liability, with a maximum penalty of 60 penalty units. The Infringement Notice Scheme (INS) applies to offences against section 64ABAA(9), with a penalty of twelve penalty units. A penalty unit is defined within the *Crimes Act 1914*.

## FURTHER INFORMATION

Further information about the Customs Regulatory Philosophy can be found at <http://www.customs.gov.au>

Further information about the Customs Infringement Notice scheme can be found at <http://www.customs.gov.au>

## CREATING A PROGRESSIVE DISCHARGE REPORT IN CI

The Progressive Discharge Report Create screen in Customs Interactive allows users with the appropriate access to create a progressive discharge report. Stevedores use the Progressive Discharge Report (PDR) to inform Customs about the discharge of containerised cargo.

After the initial lodgement of a PDR the CTO / stevedore is required to update the report (by amending it) at intervals of not more than three hours. The PDR does not need to be updated during times when no containerized cargo is being discharged. The final update to the PDR must show the detail of the final container discharged and the finalising header details.

When a progressive discharge report is lodged, the Integrated Cargo System (ICS) will attempt to link the progressive discharge report to other reports (eg, an actual arrival report) received by the ICS. The ICS does this by looking at various fields such as the Vessel ID and Voyage number.

**Tip:** before attempting to create a progressive discharge report, ensure that you have all required information and codes. It is NOT possible to use the reference search function (eg, for a UNLocode) and lodge a progressive discharge report simultaneously.

The following table lists the codes that may be required in lodging a progressive discharge report and the fields to which they apply.

Field Name	Type of code/identifier
Vessel Identifier	Lloyds' Number / Customs Ship Register
Stevedore Establishment Id	Establishment Identifier
Container Responsible ID	Australian Business Number (ABN) or Customs Client Identifier (CCID)

**Tip:** a progressive discharge report can contain a maximum of 999 lines. A maximum of 50 lines can be added to a progressive discharge report before it must be submitted. To add additional lines, refer to Amending a Progressive discharge report.

To create a progressive discharge report:

**Step 1.** From the main menu, click on **Imports**, click on **Progressive Discharge** and then click on **Create**.

The **Progressive Discharge Report Create** screen displays.

The Progressive Discharge Report Create screen enables users to lodge a progressive discharge report.

**Note:** the Reported By ID field will default to the ABN/CCID (Australian Business Number/Customs Client Identifier) of the reporting party and is read-only.

**Step 2.** In the **Vessel ID** field, enter the unique identifier for 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 Lloyds number).

**Step 3.** In the **Voyage No** field, enter the vessel operators voyage number for the current journey in Australia.

**Step 4.** In the **First Container Discharge Date** field, enter the date that the first container was discharged from the vessel.

**Step 5.** In the **First Container Discharge Time** field, enter the time that the first container was discharged from the vessel. This is the local port time in 24hr format (for example '16:45').

**Step 6.** (Optional) In the **Last Container Discharge Date** field, enter the date that the last container was discharged from the vessel.

**Step 7.** (Optional) In the **Last Container Discharge Time** field, enter the time that the last container was discharged from the vessel. This is the local port time in 24hr format (for example '16:45').

**Note:** the Last Container Discharge Date/Time fields are mandatory when the last container is discharged.

**Step 8.** In the **Stevedore Establishment Id** field, enter the unique identifier for the nominated stevedore that will be handling the cargo.

**Step 9.** In the **Container No** field, enter the container number of the container that has been unloaded from the vessel.

**Step 10.** In the **Container Responsible Party ID** field, enter the identifier of the party responsible for the container. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID). To be a valid identifier, an ABN must be registered in the ICS.

**Step 11.** In the **Restow Indicator** field, click on the drop down button and select either **YES** or **NO**. The selection of YES indicates that the container has been reloaded on board the vessel after being taken off the vessel.

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

**Note:** a maximum of 50 lines can be added to a page before a progressive discharge report must be submitted.

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

**Step 12.** Click on the **Submit** button.

The **Progressive Discharge Report View** screen displays.

The following table lists the options available on the Sea Cargo Report Create screen.

Option	Action	Result
To remove a sea cargo report line.	Select the appropriate checkbox(es) in the Remove Line column.	When the sea cargo report is submitted, the selected line(s) will be removed.

## SEARCHING FOR A PROGRESSIVE DISCHARGE REPORT

The Progressive Discharge Report Search screen enables users with the appropriate access to search for a progressive discharge report. A progressive discharge report is used by stevedores to inform Customs that containerised cargo has been discharged from vessels.

To search for a progressive discharge report:

**Step 1.** From the main menu, click on **Imports**, click on **Progressive Discharge** and then click on **Search**.

The **Progressive Discharge Report Search** screen displays.

The Progressive Discharge Report Search screen enables users with the appropriate access to search for a progressive discharge report.

The default search criteria in the Select Combination field will be Vessel ID & Reported Date. Fields for this search combination are displayed as mandatory fields. All other fields are disabled.

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

- Vessel ID & Reported Date (default)
- Vessel ID & Voyage No
- Stevedore Establishment ID & Reported Date
- Discharge Port & Reported Date
- Vessel ID & Voyage No & Discharge Port
- Vessel ID & Voyage No & Stevedore Establishment ID
- Vessel ID/Name & Voyage No & Container No.

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

When a broad search option is used, a list will usually be returned. From this screen a specific document can be chosen. The broadest search option available is the Discharge Port & Reported Date option.

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

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**Note:** the Reported Date Range To and From fields default to today's date, the input date range must be no more than 30 days duration, otherwise an error will generate. The Reported Date From/To field must not contain a date in the future.

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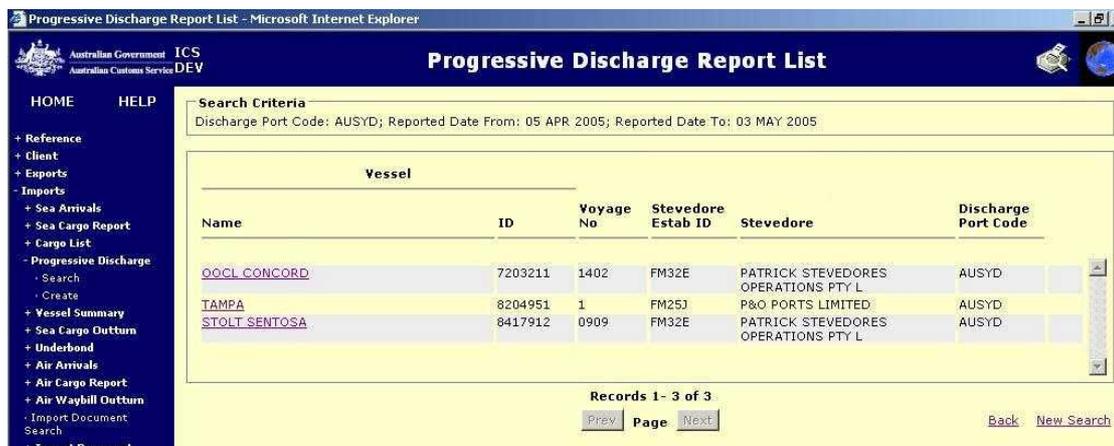
**Note:** to clear the search criteria entered, click on the Clear button.

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

If only one record is found, the **Progressive Discharge Report View** screen displays.

If more than one record is found, the **Progressive Discharge Report List** screen displays.



The Progressive Discharge Report List screen enables users to view a list of progressive discharge reports.

All fields are read-only.

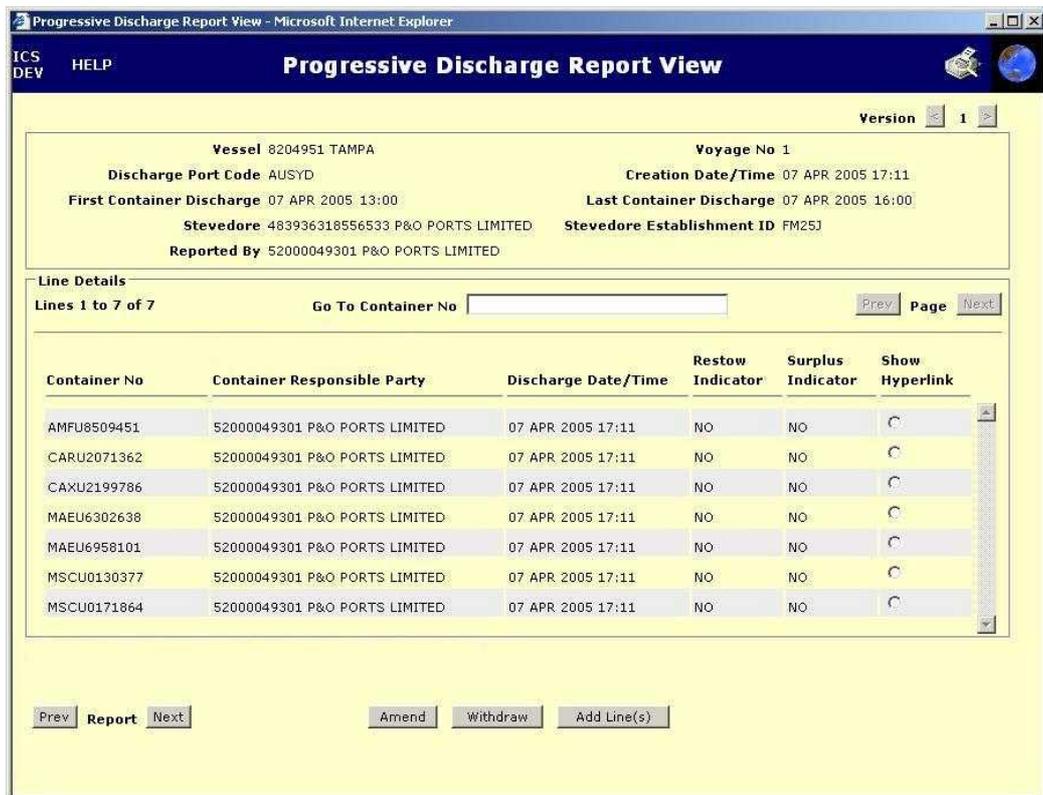
The progressive discharge report list is sorted by vessel identifier. All fields are read-only.

The following table lists the options available on the Progressive Discharge Report List screen.

Option	Action	Result
To view the previous or next page of results. <b>Note:</b> only available if more than one page exists.	Click on the Page <b>Prev</b> or <b>Next</b> button.	The previous or next page of results displays.
To perform another search (with existing search criteria retained).	Click on the <b>Back</b> hyperlink.	The Sea Cargo Report Search screen displays with the previously entered search criteria.
To perform another search (with default search criteria).	Click on the <b>New Search</b> hyperlink.	The Sea Cargo Report Search screen displays with the default search parameters.

**Step 5.** Click on a hyperlink in the Vessel Name column.

The **Progressive Discharge Report View** screen displays.



The Progressive Discharge Report View screen enables users to view details of a progressive discharge report.

All fields are read-only.

The following table lists the options available on the Progressive Discharge Report View screen.

Option	Action	Result
To view the associated outbound messages.	Click on the <b>Outbound Msg</b> hyperlink.	The Outbound Message Search screen displays. Refer to volume 1 module 4.
To view the previous or next version of the progressive discharge report. <b>Note:</b> only available if more than one version exists.	Click on the Version < or > button.	The previous or next version of the progressive discharge report displays. <b>Note:</b> fields on the version are highlighted if they are different from the fields on the previous version.

Option	Action	Result
<p>To navigate to a particular container number.</p> <p><b>Note:</b> if the container number entered does not exist, the next available container number displays.</p>	<p>In the <b>Goto Container No</b> field, type the container number or the beginning of the number and press the 'Enter' key on the keyboard.</p>	<p>If the container number exists within the page of results, a message will advise the user to use the scroll bar to locate the container.</p> <p>If the container number exists (on the report) the screen will redisplay showing a page of lines beginning from that container number.</p>
<p>To view the previous or next page of line details.</p> <p><b>Note:</b> only available if more than one page exists.</p>	<p>Click on the Page <b>Prev</b> or <b>Next</b> button.</p>	<p>The previous or next page of line details displays.</p>
<p>To view the previous or next progressive discharge report.</p> <p><b>Note:</b> only available if you entered this screen from a list screen with more than one record.</p>	<p>Click on the Report <b>Prev</b> or <b>Next</b> button.</p>	<p>The previous or next report displays.</p>
<p>To view hyperlinks for documents/reports associated with a particular line.</p>	<p>Select the appropriate option in the Show Hyperlink column.</p>	<p>Hyperlinks for documents/reports associated with the selected line display, where available. For further details, refer to volume 1 module 1.</p>
<p>To view a linked sea impending arrival report.</p> <p><b>Note:</b> the hyperlink only displays if an impending arrival report exists.</p>	<p>Click on the <b>Sea Impending Arrival</b> hyperlink.</p>	<p>The Sea Impending Arrival Report View screen displays.</p>
<p>To view a linked underbond movement.</p> <p><b>Note:</b> the hyperlink only displays if an underbond movement exists.</p>	<p>Click on the <b>Underbond Movement</b> hyperlink.</p>	<p>The Underbond Movements View screen displays.</p>

Option	Action	Result
To view a related cargo list report. <b>Note:</b> the hyperlink only displays if a cargo list exists.	Click on the <b>Cargo List</b> hyperlink.	The Cargo List Report View screen displays.
To view a related sea cargo report. <b>Note:</b> the hyperlink only displays if a sea cargo report exists.	Click on <b>Sea Cargo</b> hyperlink.	The Sea Cargo Report View screen displays.
To amend the progressive discharge report.	Click on the <b>Amend</b> button.	The Progressive Discharge Report Amend screen displays.
To withdraw a PDR.	Click on the <b>Withdraw</b> button.	A confirmation box displays. Refer to Withdrawing a Progressive Discharge Report.
To add line(s) to the progressive discharge report.	Click on the <b>Add Line(s)</b> button.	The Progressive Discharge Report Amend screen displays.

## AMENDING A PROGRESSIVE DISCHARGE REPORT

The Progressive Discharge Report Amend screen enables users with the appropriate access to amend the details of a progressive discharge report that already exists in the Integrated Cargo System (ICS). The stevedore is required to amend the PDR every three hours after the original PDR is submitted when the discharge is continuous.

The Progressive Discharge Report Amend screen can be navigated to in two different ways:

- navigating to this screen using the Amend button allows authorised users access to the Progressive Discharge Report Amend screen to amend existing progressive discharge report details and remove (delete) existing lines
- navigating to this screen using the Add Lines button allows authorised users access to the Progressive Discharge Report Amend screen to amend existing SCR details and add additional lines.

**Tip:** before attempting to amend a progressive discharge report, ensure that you have all required information and codes required. It is NOT possible to use the reference search function (ie, for a UNLocode) and amend a progressive discharge report simultaneously.

## Amending and removing existing lines

Existing line(s) can be amended or removed if required.

To amend a progressive discharge report:

**Step 1.** From the Progressive Discharge Report View screen, click on the **Amend** button.

The **Progressive Discharge Report Amend** screen displays.

Container No	Container Responsible Party ID	Restow Indicator	Remove Line
AMFU8509451	52000049301	NO	<input type="checkbox"/>
CARU2071362	52000049301	NO	<input type="checkbox"/>
CAXU2199786	52000049301	NO	<input type="checkbox"/>
MAEU6302638	52000049301	NO	<input type="checkbox"/>
MAEU6958101	52000049301	NO	<input type="checkbox"/>
MSCU0130377	52000049301	NO	<input type="checkbox"/>
MSCU0171864	52000049301	NO	<input type="checkbox"/>

The Progressive Discharge Report Amend screen enables users to amend the details of a progressive discharge report but no additional lines can be added.

The following fields are read-only:

- Vessel ID
- Voyage No
- Stevedore Establishment Id
- Reported By ID.

The following fields can be amended if required:

- First Container Discharge Date/Time
- Last Container Discharge Date/Time
- Container Responsible Party ID
- Restow Indicator.

**Step 2.** Make the required changes to the header section of the progressive discharge report.

**Step 3.** Locate the line that requires amendment.

**Step 4.** Make the required changes to the progressive discharge report line.

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

To remove an existing line:

**Step 5.** On the line(s) you wish to delete, select the appropriate checkbox(es) in the Remove Line column.

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

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

The **Progressive Discharge Report View** screen displays with the updated details.

### Adding a line

Additional line details can be added to a progressive discharge report if required.

**Tip:** a progressive discharge report can contain a maximum of 999 lines. A maximum of 50 lines can be added to a page before the progressive discharge report must be submitted.

To add lines to a progressive discharge report:

**Step 1.** From the Progressive Discharge Report View screen, click on the **Add Line(s)** button.

The **Progressive Discharge Report Amend** screen displays.

On entry to the Progressive Discharge Report Amend screen, one blank line displays ready for populating. The First Container Discharge Date/Time and Last Container Discharge Date/Time fields may be amended and additional lines entered for the progressive discharge report.

The following fields are read-only:

- Vessel ID
- Voyage No
- Stevedore Establishment Id
- Reported By ID.

The following fields can be amended if required:

- First Container Discharge Date/Time
- Last Container Discharge Date/Time
- Container No
- Container Responsible Party ID
- Restow Indicator.

**Step 2.** In the **Container No** field, enter the number of the container that has been unloaded from the vessel.

**Step 3.** In the **Container Responsible Party ID** field, enter the identifier of the party responsible for the container. The identifier is the Australian Business Number (ABN) or Customs Client Identifier (CCID). To be a valid identifier, an ABN must be registered in ICS.

**Step 4.** In the **Restow Indicator** field, click on the drop down button and select either **YES** or **NO**. The selection of YES indicates that the container has been reloaded on board the vessel after being taken off the vessel.

To remove an existing line:

**Step 5.** On the line(s) you wish to delete, select the appropriate checkbox(es) in the Remove Line column.

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

**Note:** a maximum of 50 lines can be added to a page before a progressive discharge report must be submitted. A progressive discharge report can contain a maximum of 999 lines per header.

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

The **Progressive Discharge Report** View screen displays with the updated details.

## WITHDRAWING A PROGRESSIVE DISCHARGE REPORT

The Progressive Discharge Report View screen also enables users with the appropriate access to withdraw an entire progressive discharge report in the Integrated Cargo System (ICS).

To withdraw a progressive discharge report:

**Step 1.** Ensure the Progressive Discharge Report View screen is displayed.

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

A confirmation box displays.



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

The **Progressive Discharge Report View** screen displays with a Withdrawn indicator in red text at the top of the screen.

### RELATED TOPICS

For more information on Cargo Reporting, refer to [Module 1](#).

For more information on Sea Impending Arrival Reports, refer to [Module 7](#).

For more information on Cargo List Reports, refer to [Module 9](#).

For more information on Sea Actual Arrival Reports, refer to [Module 10](#).

For more information on Vessel Summary, refer to [Module 13](#).

For more information about the Reference Functionality that relates to Cargo reporting, refer to Volume 1 [Module 5.3](#).

### FURTHER ASSISTANCE

Email [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au) or phone 1300 558 099.