

INTEGRATED CARGO SYSTEM (ICS)
BUSINESS CONTINUITY PLAN (BCP)

CARGO REPORT (AIR AND SEA)

LODGEMENT OF CONTINGENCY DATA
HELP GUIDE

Status: Final
Version: 1.1
Date: March 2012
Classification: Unclassified

Contents

1.	Introduction	3
2.	Terminology	3
	<i>Electronic Processing of BCP Cargo Reports Flowchart</i>	4
3.	Cargo Report Quick Guide	5
	<i>Assistance with Contingency Files</i>	6
4.	Cargo Report Detailed Guide	7
4.1	Contingency Folder	7
4.2.	Downloading the Contingency File	9
4.3.	Completing the Contingency File	12
4.3.1	Critical points for completing a .csv file	12
4.3.2	Filling in the Contingency File	12
	<i>Multiple Line Cargo Report File</i>	18
4.4.	Naming the Contingency File (File Naming Convention-Cargo Report)	19
4.5.	Lodging the Contingency File	19
5.	Hardcopy (paper) Contingency Forms	20

1. Introduction

The Cargo Report is the primary risk-evaluation document for Customs and Border Protection. During contingency, this report will be temporarily substituted by a contingency Cargo Report containing a reduced number of agreed mandatory fields of information.

This document contains two components. The first is a Quick Guide which clients should refer to in the first instance and outlines the process required to complete a contingency transaction in electronic form.

The second component is a Detailed Guide which provides guidance on how to:

- download and save contingency files from the Customs and Border Protection website;
- complete mandatory and optional fields for the transaction type;
- correctly name the contingency file; and
- submit completed contingency transactions to Customs and Border Protection for processing.

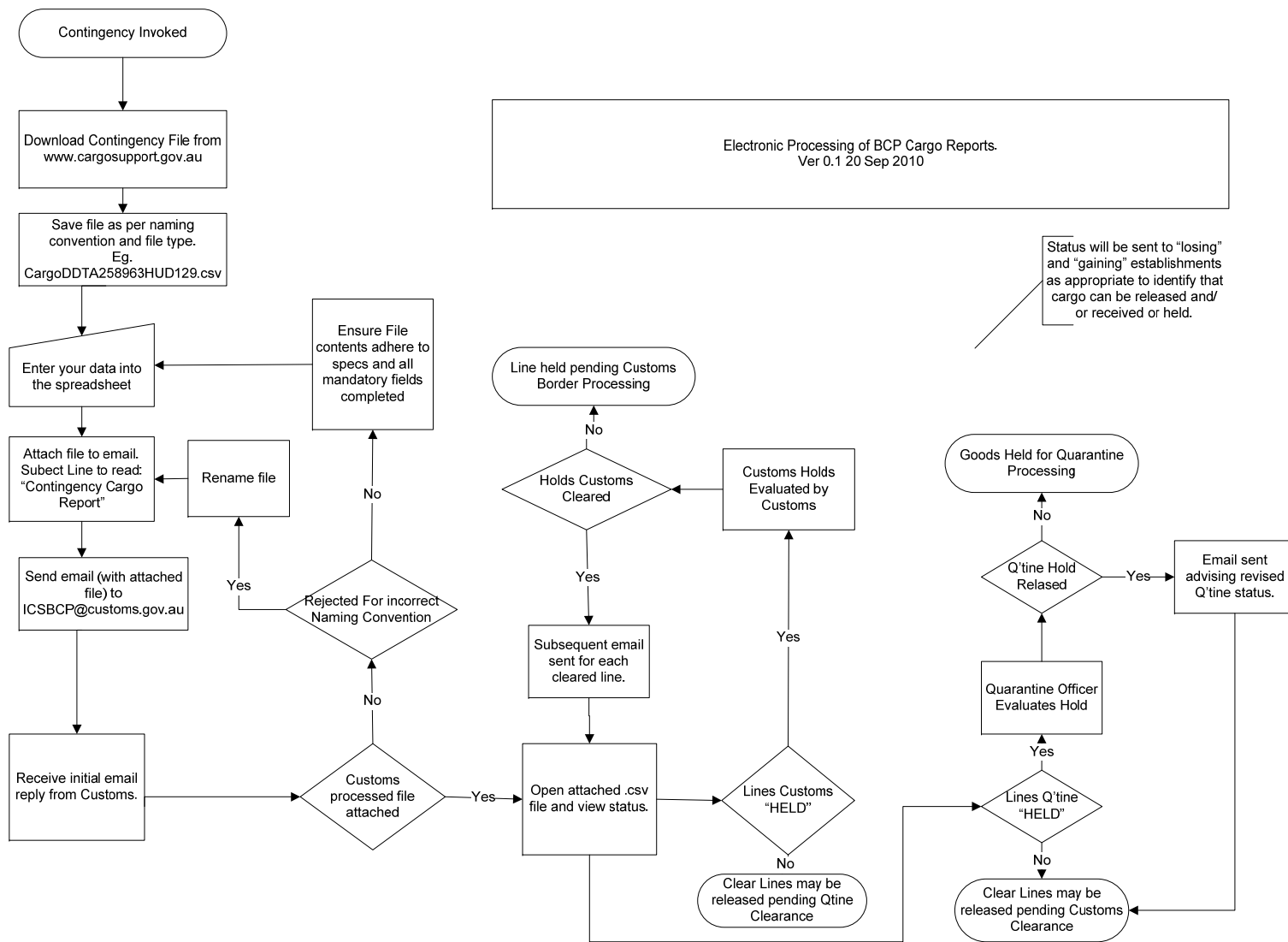
Electronic communication is the preferred option by Industry and Customs and Border Protection for communicating contingency data. This method is effective, user friendly, and provides a quick turnaround of cargo status.

Please note: Contingency Hardcopy (paper) forms are not accepted for contingency Cargo Reports.

Please note: In accordance with Section 126E of the Customs Act 1901, recovery reports must be submitted to the Integrated Cargo System (ICS) within 24 hours of the CEO of Customs and Border Protection causing notice to be given that the system has become operative.

2. Terminology

Originating Establishment – refers to the establishment that holds the cargo pending contingency transactions being approved (Cargo Report, Import Declaration). Originating Establishment can also refer to the place that the cargo is being moved from (Underbond/Transshipment).



3. Cargo Report Quick Guide

➤	Download the “ Contingency Cargo Report ” file contained within the Cargo Report folder (refer to Section 4.2 for further information on locating the folder and downloading a contingency file).
➤	Enter the data in the required fields (refer to Section 4.3 for further detail).
➤	Save the file with a Naming Convention (refer to Section 4.4 for further information)
➤	Attach the file to an email.
➤	The subject line for the email should be ‘Contingency Cargo Report’
➤	Address the email to ICSBGP@customs.gov.au and send to Customs and Border Protection (refer to Section 4.5 for further information on how to submit a contingency file)

Customs and Border Protection will process the file and provide one of the following status results to the reporting party and the originating establishment holding the cargo (where establishment email details are provided). Status will be reflected for each line in the report and will comprise either a contingency number or “Held” status as per the below examples:

Contingency Number	Where a contingency number is provided, and the cargo does not require additional documentation (for example, an import declaration), the cargo may be released. The contingency number will be in the following format: 1M7123CSN3560 ‘1M’ – is the state and port code; ‘7’ – is the year; ‘123’ - is the Julian date; ‘CSN’ – is the cargo screening number; and ‘3560’ – a consecutive serial number, generated by the BCP.
Held	Where a “Held” status is provided Customs and Border protection will conduct a secondary action that may clear the cargo. If so, Customs and Border Protection will alter the “Held” status by allocating a contingency number on the contingency file and will re-send to the reporting party and originating establishment. If the status remains “Held” the goods are subject to Border Processing.

Please note: where the SAC Indicator is “N” or “No” a “Held” status will apply until a Contingency Import Declaration is processed.

Assistance with Contingency Files

Note: All contingency files are to be forwarded to the BCP mailbox at ICSBCP@customs.gov.au

All BCP queries or issues should be directed to the Customs Information and Support Centre (CI & SC).

Email: cargosupport@customs.gov.au

Phone: 1300 558 099

Note: In the unlikely event of a situation arising where this mailbox is disabled alternative email arrangements will be posted on the Cargo Support website.

4. Cargo Report Detailed Guide

4.1 Contingency Folders

- 1/. Go to <http://www.cargosupport.gov.au>, and then click on the menu item titled **ICS Business Continuity**. The ICS Business Continuity screen will display as per the following screenshot.


Home>Integrated Cargo System>ICS Business Continuity (BCP)


ics business continuity

ICS Business Continuity Plan

In the event of an ICS outage, ICS slow response times, ICS specific issues, and/or client system problems it is critical that industry be able to continue normal daily business with minimal disruption through alternate cargo reporting procedures. A contingency period can be either when an ICS outage occurs or a client's cargo system outage occurs.

Customs and Border Protection, in partnership with Industry and AQIS has developed an Integrated Cargo System (ICS) Business Continuity Plan (BCP).

 [ICS Business Continuity Plan](#)

For general information on the ICS BCP, including who to contact to find out more, refer to  [Australian Customs Cargo Advice 2006, Number 27](#).

What do I do in an outage?

Depending on the urgency of the cargo clearance you can decide whether to lodge a contingency file or wait for the ICS problem to be resolved.

Note: All contingency files submitted to Customs and Border Protection **MUST** be submitted in the ICS within 24hrs of it becoming operational.

Refer to the following folders for detailed procedures to follow when submitting transactions for clearing cargo during a contingency period. These folders also contain the electronic contingency file

[IMPORT - ICS Import Business Continuity Folders](#)

[EXPORT - ICS Export Business Continuity Folders](#)



Contacts

All contingency files should be emailed to the BCP Mailbox.
Email: ICSBCP@customs.gov.au

All other BCP queries or issues should be directed to the Customs Information and Support Centre (CI & SC).
Email: cargosupport@customs.gov.au
Phone: 1300 558 099

- 2/. Click on **IMPORT - ICS Import Business Continuity Folders**. Under the heading **Cargo Report** there is a help guide and a link to the contingency file.

Cargo Report

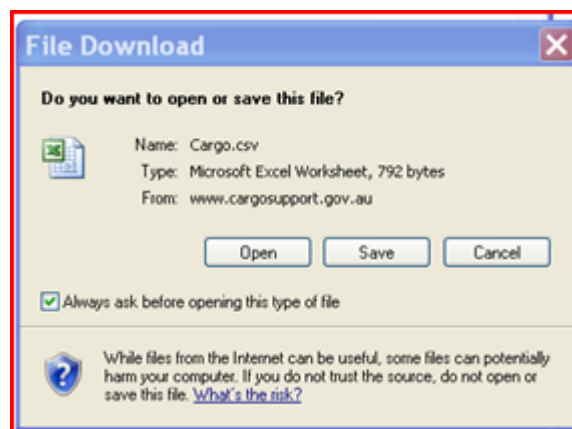
- [Cargo Report Help Guide](#)  (403KB)
This document provides assistance in completing the Cargo Report .csv file
- [Contingency Cargo Report file](#)  (1 KB)
To be completed and lodged by cargo reporters (air and sea) in replacement of ICS cargo reports (all levels)

4.2 Downloading the Contingency File

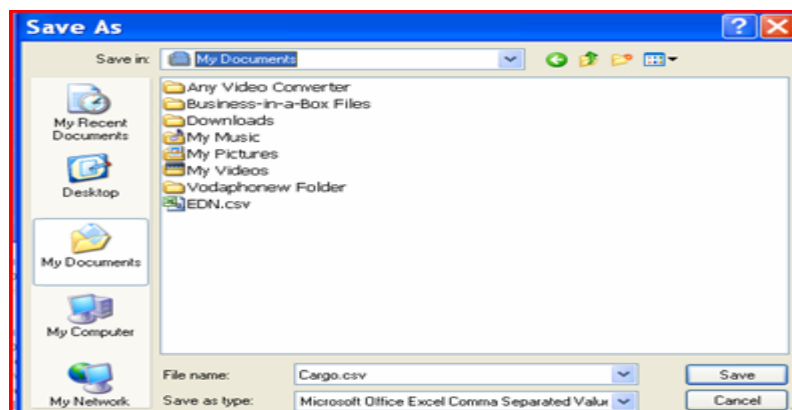
The following steps outline how a client should download and save a contingency file.

Note: This document provides a guide for users utilising Microsoft Internet Explorer as their web browser. The process may differ slightly for users utilising other applications.

- 1/. Click on the **Contingency Cargo Report file**. The **File Download** dialogue box displays.
- 2/. Select **Save**

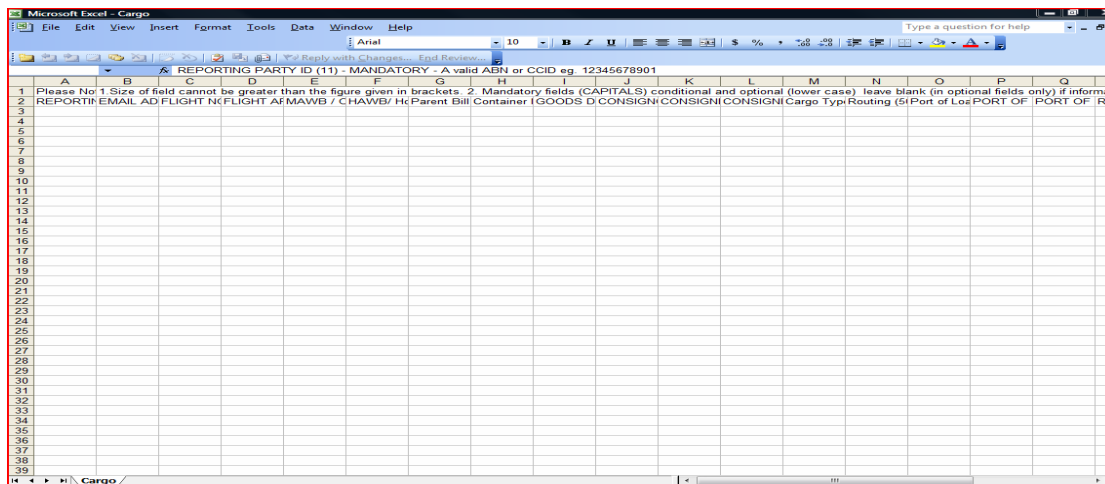


- 3/. The **Save As** screen will appear.
Select a folder location where you want to save the contingency file on your computer by using the drop down arrow next to the "**Save in**" field.
Before you **Save** ensure that the file is saved in **Comma Separated Value** format (.csv). (The field should automatically populate as a .csv file).
The saved file will negate the need to download from the web source for any subsequent contingency reports.

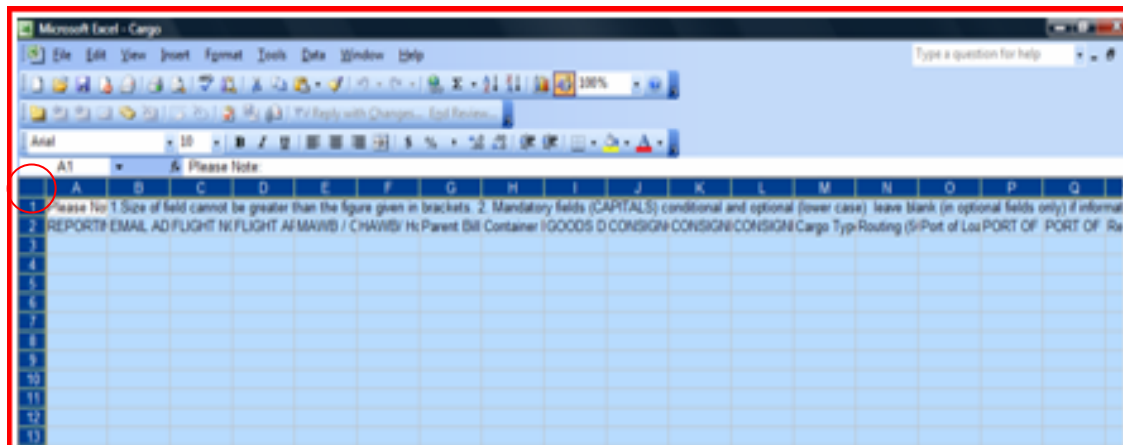


If you create and save multiple reports in the same minute (i.e. At 12:35 pm for example) you will be able to give the files separately referenced names according to the naming convention e.g. CargoDDTA258963HUD129.csv (refer to [Section 4.4](#) for further information) and save them in the same folder, or shared folder. Quoting the time is not a set requirement as indicated in earlier help guides.

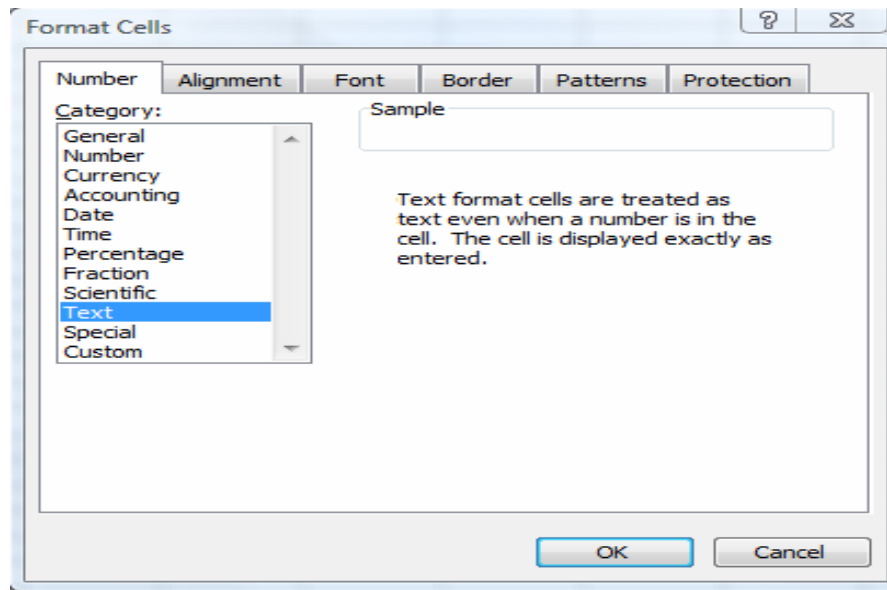
- 4/. Click on **Save**.
- 5/. Locate the contingency file and open it. The following screen will display. (Note: example is using MSEXcel).



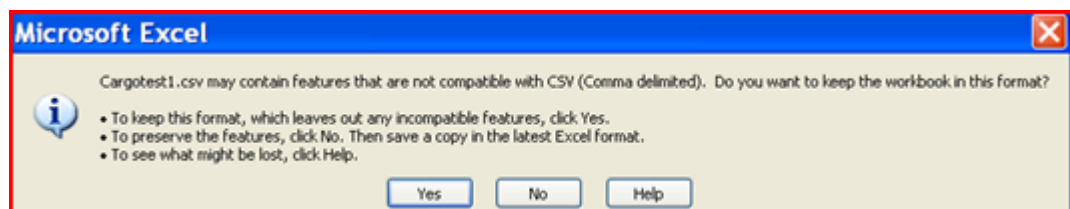
- 6/. Select the box in the corner of the spreadsheet as shown below and highlight the cells in the spreadsheet



- 7/. Right-click your mouse and select **format cells**. Select **Text** and click **OK**

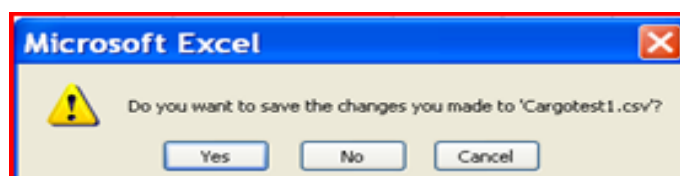


- 8/. Now the cells are formatted as text, enter the data into each of the fields as required (refer to Section 4.3).
- 9/. After the data has been entered, **Save** the changes according to the file naming conventions (refer to Section 4.4).
Note. The following prompt will appear when saving a spreadsheet in .csv format using Microsoft Excel:



Select **Yes**

After the spreadsheet has been saved in .csv format, closing the file will result in another prompt to save the file again as follows:



This does not mean the first “save” was unsuccessful. This is a design feature of Excel allowing the user to save the file in a different format if required.
Select **No**.

4.3 Completing the Contingency File

4.3.1. Critical Points for completing Microsoft excel spreadsheets saved in comma separated value format (.csv).

All contingency files used for the Customs BCP are Microsoft excel spreadsheets saved in **comma separated value format (.csv)**. **Please ensure you do not add any formatting to the spreadsheets prior to forwarding them to Customs and Border Protection.** This will ultimately result in the data being corrupted and the file will not be processed.

- File completion;
 - Fill in each **mandatory** field.
 - Repeat information across each line if a multiple line file, ie each mandatory field is fully completed down the column and across the row, **“no dittos”**.
 - Save as an **excel .csv file**, in **text format**.

4.3.2 Filling in the contingency Cargo Report (Air and Sea) file

The following procedure outlines how a client should complete a contingency Cargo Report file.

Note. A Cargo Report file should not contain any more than 1000 lines.

- 1/. Locate the **contingency Cargo Report file** from the **Import - ICS Import Business Continuity Folders** on the **ICS Business Continuity** page or open the file from the location it is saved as per steps in Section 4.2. The file will open as an excel spreadsheet.
- 2/. Select the cell underneath each field to complete, using the tab button or arrow to navigate between fields. **Do not leave blank rows or empty mandatory cells.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Please Note: 1. Size of field cannot be greater than the figure given in brackets. 2. Mandatory fields (CAPITALS) conditional and optional (lower case) leave blank (in optional fields only) if information is not available.																
2	REPORTING PARTY ID (11) - MANDATORY - A valid ABN or CCID eg. 12345678901	EMAIL ADDRESS	FLIGHT NO	FLIGHT DATE	MAWB / CHAWB / HAWB	Parent Bill of Lading	Container	GOODS DESCRIPTION	CONSIGNEE	CONSIGNEE	Cargo Type	Routing	Port of Origin	Port of Destination	Port of Call	Port of Call	Port of Call
3																	
4																	
5																	
6																	

- 3/. Complete all fields according to the table below. Note: To assist in the compilation of the spreadsheet the MANDATORY fields are indicated by the column headers in CAPITALS and conditional or optional fields are in lower case.

	FIELD NAME	BCP BUSINESS REQUIREMENT	BUSINESS RULE	FIELD DEFINITIONS	DATA EXAMPLES	DATA TYPE	FIELD SIZE
1	Reporting Party ID	Mandatory		A valid Australian Business Number (ABN) or Customs Client Identifier (CCID).	12345678901	text	11
2	Email Address	Mandatory	Email address must be provided. Status messages will be sent to this email address	Valid Email address of the reporting party.	BCP@customs.gov.au	text	70
3	Flight No / Vessel ID	Mandatory		For AIR the Flight Number is the unique reference identifying a specific journey of an aircraft including the Airline Code. The Vessel ID is the identifier, either a Lloyds Number or a Customs Ship Number, of a vessel	"CC002" (AIR), or "8511184" (SEA)	text	8
4	Flight Arrival Date / Voyage No	Mandatory	For air, the local date in the format YYYYMMDD.	The Flight Arrival Date is the estimated date that a craft is expected to arrive at an Australian Port. Voyage number is the Principal Agent's Voyage Number.	"20070605" (AIR), "22S" (SEA)	text	8
5	MAWB / Ocean Bill	Mandatory		The Master Air Waybill is the reference assigned by the carrier or their agent to the transport document. This refers to the total consignment. The Ocean Bill of Lading is a document signed and delivered by the Master of a Ship to the consignor. A document of title and a receipt for goods.	(MAWB) - "99912345678" or OBOL - "Ocean001"	text	35

6	HAWB / House Bill	Optional	Mandatory if the Cargo Report includes either a House Air Waybill or House bill of Lading as part of the unique identifier. Leave blank if not applicable	House Air Waybill is the reference assigned by the carrier or their agent to the transport document. This refers to a part of a total consignment. The House Bill of Lading is the Bill of Lading equivalent issued by the forwarding Freight Forwarder.	House01	text	35
7	Parent Bill	Optional	Use if the Cargo Report is a Sea Cargo Report and includes a Parent Bill as part of the unique identifier. Leave blank if not applicable	Is the Bill of Lading immediately above this Bill in the bill hierarchy.	House02	text	35
8	Container No	Conditional	Mandatory if the Cargo Report is a Sea Cargo Report and the Cargo Type is FCL, FCX or LCL. Leave blank if not applicable	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. It is usually rectangular and primarily made of metal or fibreglass materials.	CONT01	text	17
9	Goods Description	Mandatory		Plain language description of the nature of the goods sufficient to identify the goods at the level required for transport, banking, Customs classification or statistical purposes.	Timber Doors	text	128
10	Consignor Name	Mandatory		Entity defined in a cargo report who sends a consignment to another party.	Mr John Doe	text	70

11	Consignee Name	Mandatory		Entity defined in a cargo report to whom a consignment will be delivered.	Mr John Doe	text	70
12	Consignee Address	Mandatory	No Comma's allowed	Name and address details of the party who will receive goods from another party. E.g. "22 Unknown Street Sydney NSW 2000"	22 Unknown Street Sydney NSW 2000	text	105
13	Cargo Type	Conditional	Mandatory if the Cargo Report is a Sea Cargo Report. Leave blank if not applicable	An identifier to identify whether the cargo is containerised, non-containerised, bulk. Valid Import Cargo Type codes are: "LCL" (Less than Container load), "FCL" (Full Container load), "FCX" (Full Container load with multiple house bills), "B/B" (Break bulk), "BLK" (Bulk)	"LCL", "FCL", "FCX", "B/B", "BLK"	text	3
14	Routing	Optional	Leave blank if not available	A list of the ports that a consignment transits on its carriage to its port of destination. As shown on a Bill of Lading or Air waybill.	"USLAXNZAKL" (transit through United States and New Zealand on its way to Australia)	text	50
15	Port of Loading	Optional	Must be a valid UNLOCODE.	The Unlocode for the port at which the goods (cargo) are loaded onto the craft (means of transport) being used for their carriage to/from Australia.	NZAKL	text	5
16	Port of Discharge	Mandatory	Must be a valid UNLOCODE.	The UNlocode for the first port where the goods (cargo) will be or have been unloaded from the means of transport used for their carriage.	AUSYD	text	5

17	Port of Destination	Mandatory	Must be a valid UNLOCODE.	The UNLOCODE of the next port of destination of the vessel or aircraft carrying the goods.	AUSYD	text	5
18	Reportable Document Indicator	Optional	Valid responses are "YES" or "Y" (There are reportable documents), "NO" or "N" (There are no reportable documents) Leave blank if not available	Indicator on a cargo report line or a SAC indicating that the consignment meets the reportable document definition contained in the Import Processing Charges Act.	"YES", "NO", "Y", "N"	text	3
19	Hazardous Goods Indicator	Optional	Valid responses are "YES" or "Y" (There are Hazardous goods to report), "NO" or "N" (There are no hazardous goods to report). Leave blank if not available	Goods which are defined within both Australian and International standards as being hazardous.	"YES", "NO", "Y", "N"	text	3
20	Notify Party Name	Optional	Leave blank if not available	The name defined in a cargo report to be notified in regard to a consignment.	Mr John Doe	text	70
21	SAC Indicator	Mandatory	Valid responses are "YES" or "Y" (The goods are SAC goods), "NO" or "N" (The goods are not SAC goods)	Indicates that a Self Assessed Clearance is being lodged. The cargo which, because of its low value, duty and tax applicable, is delivered without collecting duty or tax without requiring an Import Declaration or Simplified Declaration.	"YES", "NO", "Y", "N"	text	3
22	Originating Establishment ID	Mandatory	Originating establishment must be provided. Status messages will be sent to this email address.	The Originating Establishment Id is the identifier of the establishment where the cargo is being cleared from.	FV32J	text	5

23	No of packages	Conditional	Mandatory if Cargo Type is "FCL", "FCX" or "LCL". Leave blank if Cargo Type is "BLK" or "B/BLK"	Number of packages that the goods are packed into, does not include packages packed into a container.	10	text	7
24	Senders Ref	Optional	Leave blank if not available	The Senders Reference is a unique business-level reference number assigned by the document owner.	BCP001	text	35

Multiple Line Cargo Report File

A single contingency Cargo Report file can be used to report multiple Cargo Reports. Each row in the spreadsheet can be used to report a separate Cargo Report.

Status will be applied to each separate line in the multiple line report. When one line of a Cargo Report is applied a “Held” status then only that line will be held and all other lines with a contingency number can be released.

Transaction lines that are applied a clear status will have a different contingency number applied for each line.

4.4 Naming the Contingency File (File Naming Convention – Cargo Report)

The BCP database will accept various alpha/numeric characters in the name as long as:

1. The prefix for Cargo Reports is Cargo
2. The spreadsheet file is saved as a comma separated value (.csv) file in TEXT format.
3. The number of alpha/numeric characters in the reference can vary between 0 and 70
4. There are no spaces or wildcard characters in the name, e.g.
 - CargoDDTA258963HUD129.csv,

Reporting Party ID and Time are only suggested references. You can include any reference or number between the prefix and file extension.

File naming structure with mandatory sections in **bold**.

Transaction	Naming convention
Cargo Report	Cargo + (Your Reporting Party ID <i>OR chosen reference</i>) + File extension e.g. CargoDDTA258963HUD129.csv

4.5 Lodging the Contingency File

Once you have completed filling out the contingency file you need to send the completed file to Customs and Border Protection by completing the following steps.

- Step 1 Create a new email.
- Step 2 In the “To” field enter ICSBCP@customs.gov.au
- Step 3 In the “Subject” field enter the name of the contingency transaction as per the following:
- Contingency Cargo Report
- Step 4 In the “Body” insert the completed contingency file or add as an attachment.
- Step 5 Click on the “Send” option.

5. Hardcopy (paper) Contingency Forms

Hardcopy contingency data processing only applies to the following reports

- Export Declaration
- Certificate of Clearance
- Export Sub Manifest.
- Impending Arrival
- Actual Arrival
- Underbond movement/transshipment
- Import Declaration

Please Note: Contingency Cargo Reports are not permitted as a hard copy process.