Australian Customs Notice 1996 13

**CONTINGENCY ARRANGEMENTS FOR THE REPORTING OF EXPORT CARGO SUBMANIFESTS**

# BACKGROUND

Australian Customs Notice (ACN) 95/64 dated 9 November 1995 advised industry that Section 117A of the Customs Act had been amended to make it a mandatory requirement that persons involved in the consolidation of cargo for exportation by ship or aircraft prepare and communicate a submanifest in respect of those goods to Customs.

Freight forwarders, slot charterers and consolidators can satisfy the new reporting requirements for export cargo consolidations by either lodging a paper submanifest with Clearing sections or via electronic means (ie. the EXport InTegration (EXIT) system). This new requirement commences on and from 1 May 1996.

All export cargo is reported on the EXIT system, whether transmitted electronically by persons connected to EXIT or input by Customs staff from paper submanifests and main manifests. ACN 95/64 advised that contingency arrangements for processing submanifests when EXIT is down were being developed and would be available prior to the introduction of the new submanifest arrangements.

# INTRODUCTION OF CONTINGENCY ARRANGEMENTS

Contingency arrangements have now been developed to overcome EXIT system, network or software problems that result in delays to the processing of electronic manifest messages. The arrangements involve the issuing of contingency Customs Reference Numbers (CRNs) by Clearing Clerks to submanifest providers when they are unable to receive a reply to an electronic submanifest message or where the EXIT system is unavailable and a Clearing Clerk is unable to process a paper submanifest.

# Paper Submanifest Providers

Freight forwarders, consolidators etc submitting paper submanifests for processing by Customs Clearing sections should do so in accordance with ACN 95/64 and 96/09. When the EXIT system is down and Clearing officers are unable to process the paper submanifest as normal, a contingency CRN will be issued to the paper submanifest provider and the details of the submanifest will be input by Customs at the earliest opportunity.

# Electronic Submanifest Providers

Where an electronic submanifest message has been submitted to the EXIT system but no reply has been received and delivery of the cargo to the Container Terminal Operator (CTO), carrier, principal agent or next consolidator is imminent, the EXIT 2 client should contact their local Customs Clearing section to determine if the message has been received and processed by the EXIT system. If it has, the Clearing officer will be able to advise the EXIT 2 client of the relevant CRN.

If the electronic submanifest message has **not** been processed by the EXIT system and the submanifest provider urgently requires a CRN for delivery of the cargo, the Clearing section may issue a contingency CRN to the EXIT 2 client. If it is the EXIT 2 client's system problem, then the EXIT 2 client will be required to ensure the problem is rectified and a complete and accurate electronic submanifest is lodged as soon as possible. The EXIT 2 client will then be required to advise the Clearing section of the "real" CRN (ie. the one issued by EXIT) when the submanifest is transmitted successfully to the EXIT system.

# Information to be supplied when requesting a contingency CRN

An EXIT 2 client will be required to supply the following details to the Clearing officer before the contingency CRN will be issued:

# COMPANY NAME COMPANY CONTACT CONTACT PHONE NUMBER

**VESSEL/FLIGHT (IF AVAILABLE) OR REFERENCE NUMBER NATURE OF PROBLEM**

# Progressive Lodgement

EXIT 2 clients submitting electronic submanifests are strongly encouraged to lodge such manifests progressively whenever possible. Progressive lodgement will allow electronic manifest providers to identify lines with errors or impediments and correct them at an earlier stage. It will also ensure that a CRN is created at the earliest opportunity and that difficulties closer to the time of delivery caused by system, network or software problems are avoided.

EXIT 2 clients unable to complete lodgement of an electronic submanifest being progressively lodged due to system, network or software problems should use the CRN previously issued if it has a "clear status", when delivering the goods to the CTO, carrier or next consolidator. If the CRN does not have a clear status it may be necessary to issue a contingency CRN to prevent further submanifests and main manifests adopting an error status.

The EXIT 2 client will be responsible for advising the ACS of difficulties they may experience with lodgement of submanifests. If the system problem can not be rectified within 24 hours a paper submanifest should be submitted for the lines not reported.

# Main Manifest Providers

In the event of system, network or software problems occuring, providers of electronic main outward manifests will be required to revert to submitting paper main manifests to Customs Clearing sections for processing.

# Contacts for Contingency CRNs

Contingency CRNs can be obtained by contacting Clearing sections throughout the ACS on the following numbers:

Sea Adelaide (08) 479 213 Hobart (002) 301 284

Brisbane (07) 3835 3410 Melbourne (03) 9244 8025 or

Burnie (004) 312 722 (03) 9244 8028

Cairns (070) 52 3528 Fremantle (09) 430 1486

Darwin (089) 46 9899 Sydney (02) 213 2508

(02) 213 2509

Air Adelaide (08) 479 521 Darwin (089) 46 9881

Brisbane (07) 9835 3857 Melbourne (03) 9339 1317

Cairns (070) 52 3552 Perth (09) 4778807 Sydney (02) 317 7285

# Further information

For further information regarding the CRN contingency arrangements, contact either your local Exports section or Assistant Director, EXIT, Canberra on 06 2756558.

for (L B WOODWARD)

CHIEF EXECUTIVE OFFICER

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