

INTEGRATED CARGO SYSTEM (ICS)

BUSINESS CONTINUITY PLAN (BCP)

CARGO LIST REPORT (SEA ONLY)

LODGEMENT OF CONTINGENCY DATA

HELP GUIDE

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1. Introduction

The Cargo List report has been provided to allow shipping companies the ability to report the movement of empty containers, domestic or export cargo. The Cargo List is not to be used to report cargo outside these categories or for underbond cargo being transported on a movement vessel. Other functions normally provided by this report are not required during an outage.

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.

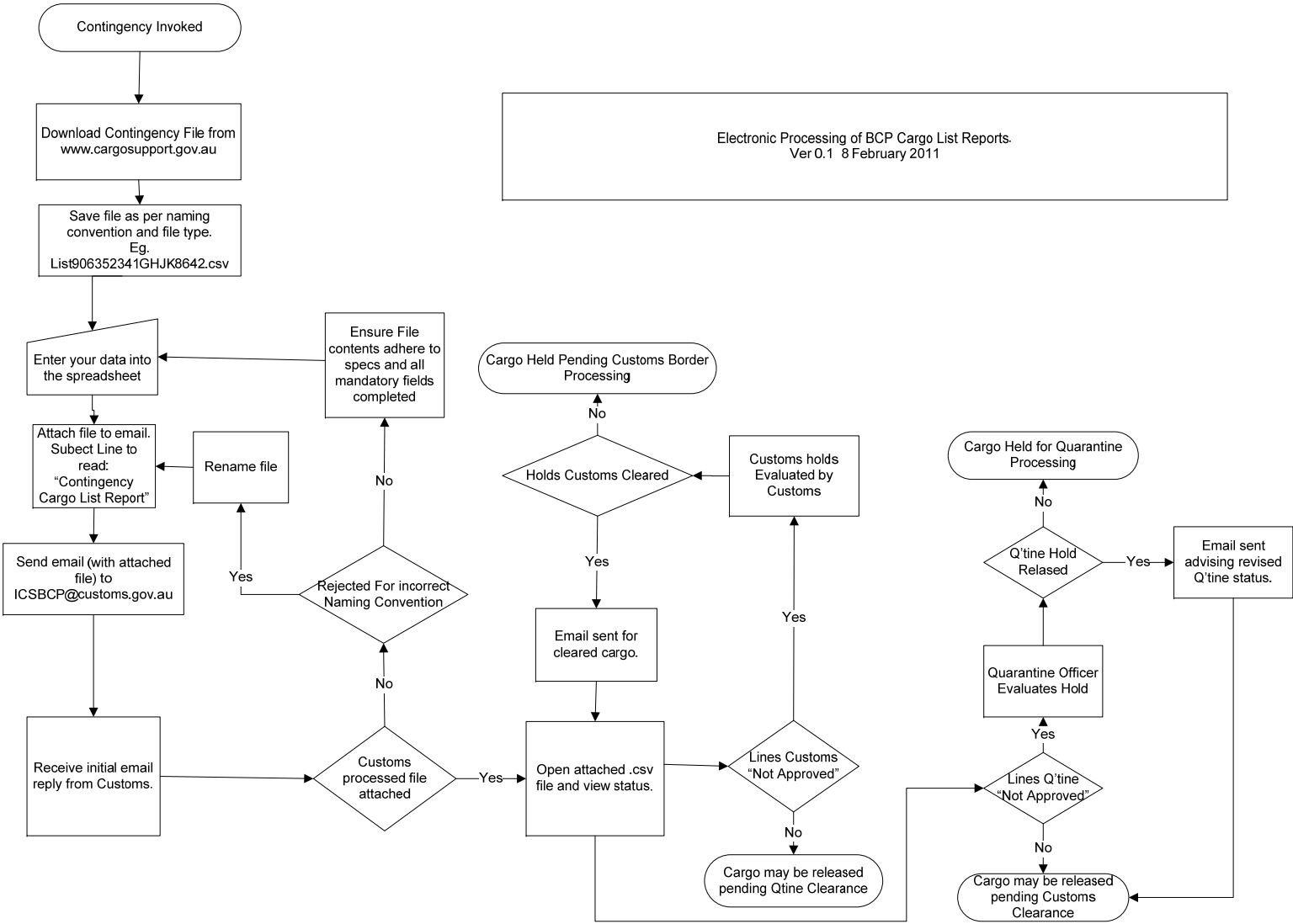
The second component is a Detailed Guide which provides guidance on how to:

- 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: 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 causing notice to be given that the system has become operative.

Electronic Processing of BCP Cargo List Reports.
Ver 0.1 8 February 2011



2. Electronic Cargo List Report Quick Guide

➤	Download the “ Cargo List Report ” file (refer to Section 3.2 for further information on downloading a contingency file).
➤	Enter the data in the required fields (refer to Section 3.3 for further detail). <i>When completing a multiple line contingency Export Declaration it is critical that the senders reference is the same for each line otherwise each line will be treated as a separate document (separate EDN).</i>
➤	Save the file with a Naming Convention (refer to Section 3.4 for further information)
➤	Attach the file to an email.
➤	The subject line for the email should be ‘Contingency Cargo List Report’
➤	Address the email to ICSBCP@customs.gov.au and send to Customs and Border Protection (refer to Section 3.5 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:

Approved When an Approved status is applied the cargo may be released.

Not Approved Customs and Border Protection will contact the reporting party where a “Not Approved” status is generated.

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.

3. Electronic Cargo List Report Detailed Guide

3.1 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 List Report** there is a help guide and a link to the contingency file.

Cargo List Report

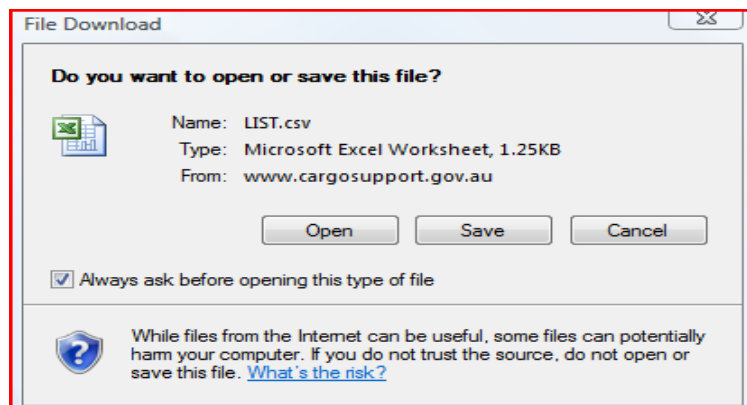
- [Cargo List Report Help Guide](#)  This document provides assistance in completing the Cargo List Report .csv file
- [Contingency Cargo List Report file](#)  (2KB)
To be completed and lodged by Shipping Lines seeking approval to move empty containers

3.2 Downloading the Contingency File

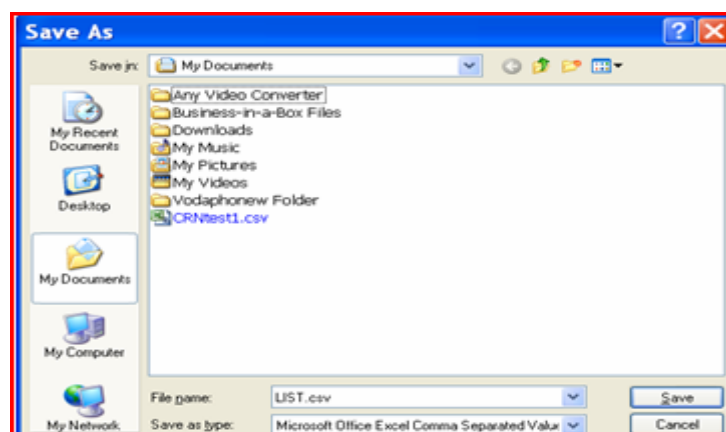
The following steps outline how a client should download and save a contingency file.

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 List Report** file. The **File Download** dialogue box displays.
- 2/. Select **Save**

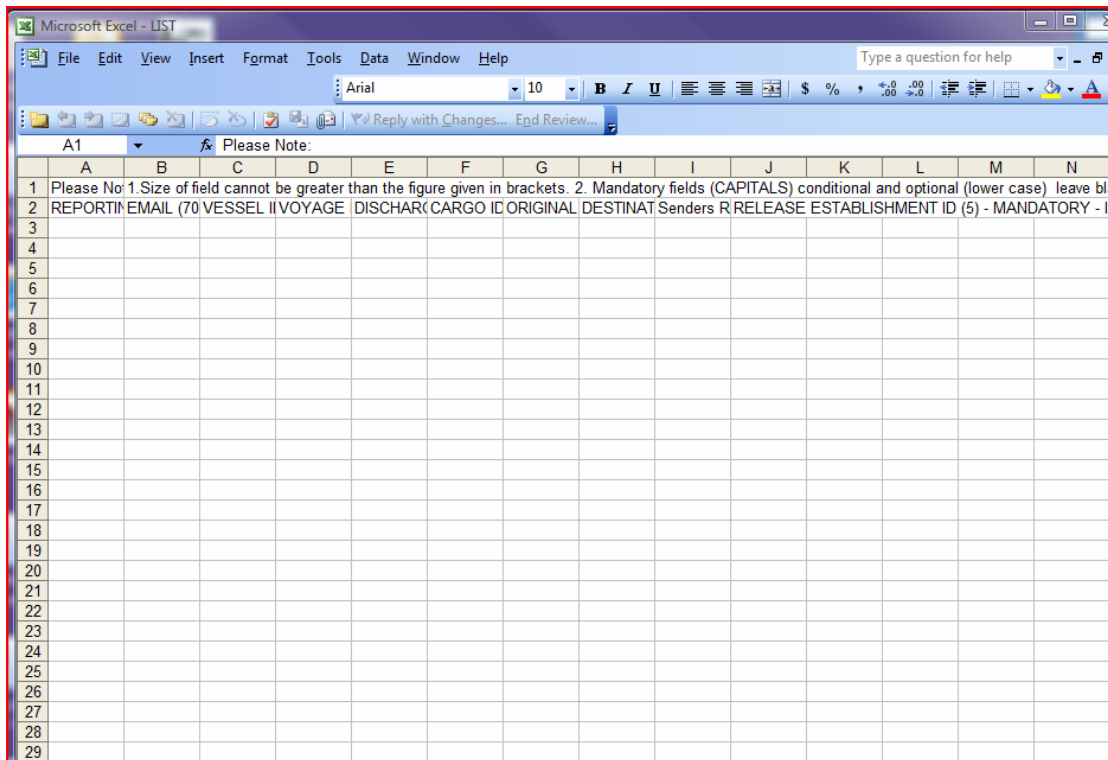


- 3/. The **Save As** screen will appear. Select a folder location where you want to save the contingency file on your computer by using the drop down arrow next to the “**Save in**” field. Before you **Save** ensure that the file is saved in **Comma Separated Value** format (.csv). The field should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

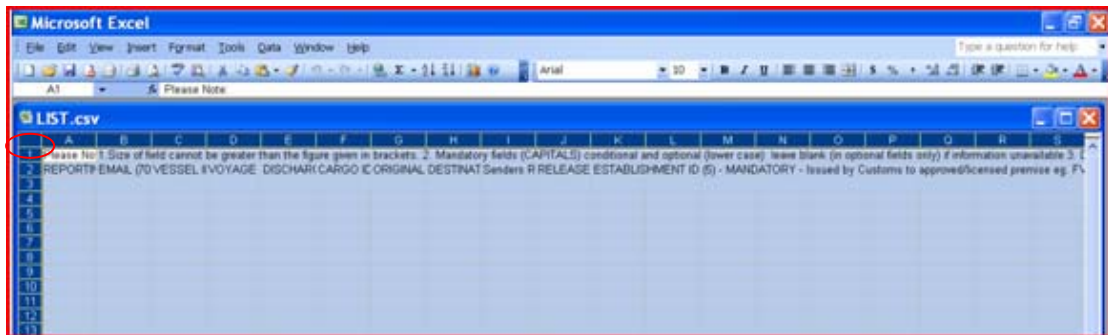


If you create and save multiple reports in the same minute (i.e. At 12:35 pm for example) you will be able to give the files separately referenced names according to the naming convention e.g. List906352341GHJK8642m.csv (refer to [Section 3.4](#) for further information) and save them in the same folder, or shared folder. Quoting the time is not a set requirement as indicated in earlier help guides.

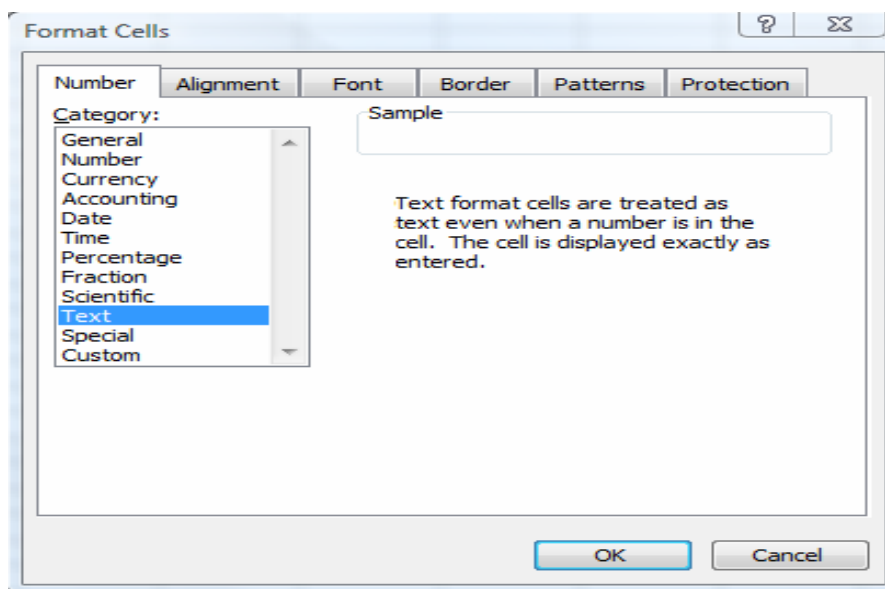
- 4/. Click on **Save**.
- 5/. Locate the contingency file and open it. The following screen will display. (Note: example is using MSEXcel).



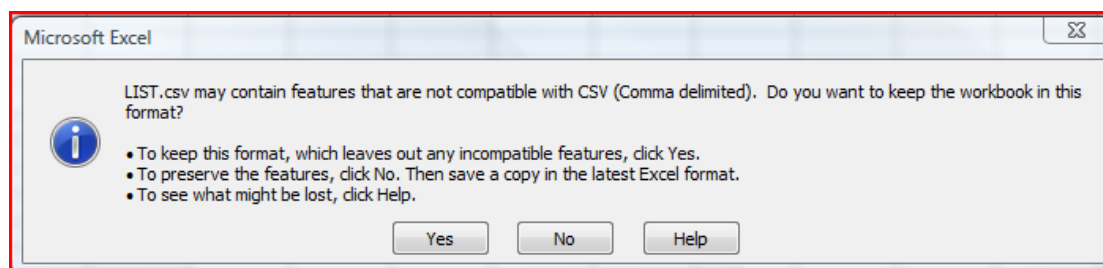
- 6/. Select the box in the corner of the spreadsheet as shown below and highlight the cells in the spreadsheet



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

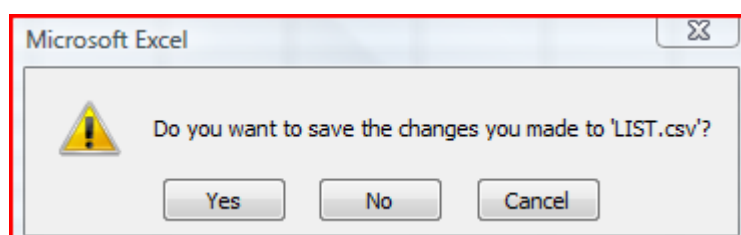


- 8/. Now the cells are formatted as text, enter the data into each of the fields as required (refer to Section 3.3).
- 9/. After the data has been entered, **Save** the changes according to the file naming conventions (refer to Section 3.4).
Note. The following prompt will appear when saving a spreadsheet 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**.

3.3 Completing the Contingency File

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

All contingency files used for the Customs and Border Protection 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.

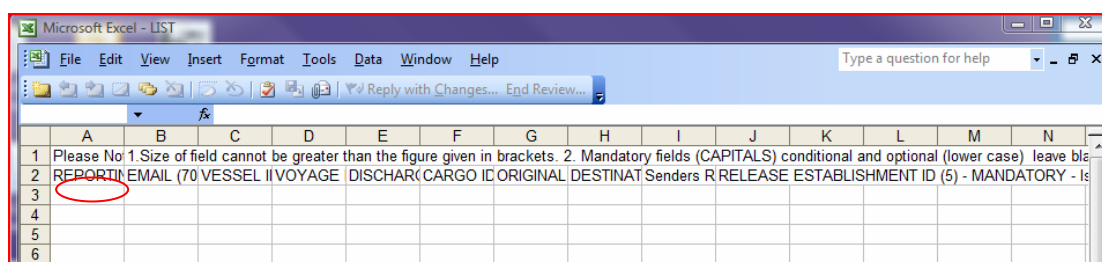
- File completion;
 - Fill in each **mandatory** field.
 - Repeat information across each line if a multiple line file, ie each mandatory field is fully completed down the column and across the row, **“no dittos”**.
 - Save as an **excel .csv file**, in **text format**.

3.3.2 Filling in the Cargo List Report contingency file

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

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

- 1/. Locate the **contingency Cargo List 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 3.2. 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.



- 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	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	Vessel ID	Mandatory		The identifier, either a Lloyds Number or a Customs Ship Number, of a vessel.	8511184	text	8
4	Voyage No	Mandatory		The Voyage Number must be the Principal Agent's Voyage Number.	32S	text	8
5	Discharge Port Code	Mandatory		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
6	Cargo Identifier	Mandatory		The Cargo Identifier may be a Container Number, Booking Reference Number or Bill Number.	CONT01	text	35

7	Original Loading Port	Mandatory		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. Must be a valid UNLOCODE.	AUSYD	text	5
8	Destination Port Code	Mandatory		The UNLOCODE of the next port of destination of the vessel carrying the goods.	AUSYD	text	5
9	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
10	Release Establishment ID	Mandatory		The identifier issued by Customs to an approved/licensed premise for loading/unloading of goods under Customs control until clearance is issued.	FV41K	text	5

Multiple Line Cargo List Report File

A single contingency Cargo List Report file can be used to report multiple lines for the same vessel, same voyage. Only a single Cargo List Report should be reported per .csv file.

3.4 Naming the Contingency File (File Naming Convention – Cargo List Report)

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

1. The prefix for Cargo List Reports is List.
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.
 - List906352341GHJK8642.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 List Report	List + (Your Reporting Party ID OR chosen reference) + File extension e.g. List906352341GHJK8642.csv

3.5 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 List Report
- Step 4 In the “Body” insert the completed contingency file or add as an attachment.
- Step 5 Click on the “Send” option.

4. 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/transhipment
- Import Declaration

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