

INTEGRATED CARGO SYSTEM (ICS)

BUSINESS CONTINUITY PLAN (BCP)

## **EXPORT (CONSOLIDATION) SUB MANIFEST (CRN)**

LODGEMENT OF CONTINGENCY DATA

HELP GUIDE

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# 1. Introduction

Contingency Export Sub Manifests will only be accepted for consolidation of export cargo for which an ICS or contingency authority has been obtained and must include the report of exempt cargo included in the consolidation.

During a declared outage contingency Export Sub Manifests will only be accepted and processed by Customs and Border Protection for cargo due to be delivered to cargo or container terminals during the next 24 hours. Industry Clients are responsible for prioritising the submission of these documents. This process is not required for sea freight Export Slot Sub Manifests.

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:

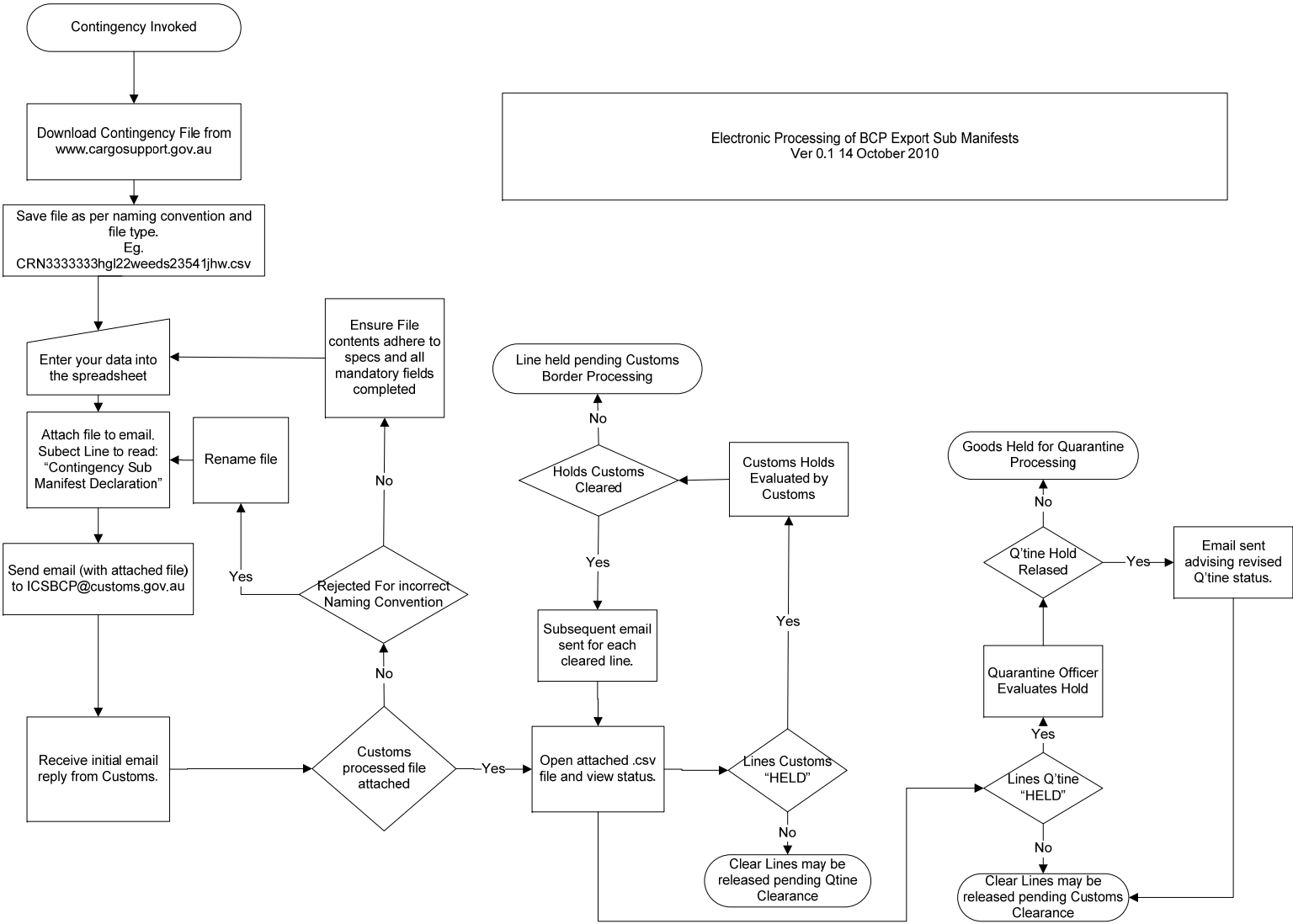
- download and save contingency files from the Customs and Border Protection website;
- complete mandatory and optional fields for the transaction type;
- correctly name the contingency file: and
- submit completed contingency transactions to Customs and Border Protection for processing.

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.

Where contingency transactions cannot be submitted via electronic means, clients may use Hardcopy (paper) forms.

**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 Export Sub Manifests  
Ver 0.1 14 October 2010



## 2. Electronic Export Sub Manifest (CRN) Quick Guide

➤	Download the “ <a href="#">Contingency Export Sub Manifest</a> ” file (refer to <a href="#">Section 3.2</a> for further information on downloading a contingency file).
➤	Enter the data in the required fields (refer to <a href="#">Section 3.3</a> for further detail). <i>Note that multiple entries can be made on the same CSV export sub manifest file where those exports are being delivered to the same establishment – that is, the same “Port of Loading”.</i> <b>When completing a multiple line contingency Export Sub Manifest it is critical that the senders reference is the same for each line otherwise each line will be treated as a separate document (separate CRN).</b>
➤	Save the file with a Naming Convention (refer to <a href="#">Section 3.4</a> for further information)
➤	Attach the file to an email.
➤	The subject line for the email should be ‘Contingency Export Sub Manifest’
➤	Address the email to <a href="mailto:ICSBCP@customs.gov.au">ICSBCP@customs.gov.au</a> and send to Customs and Border Protection (refer to <a href="#">Section 3.5</a> 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:

**Contingency Number** All cargo with a contingency number allocated can be presented for export. For multi-line declarations a contingency number will be documented against each line. The contingency number will be in a similar format to the following: 1M07CCRN3560.

‘1M’ – is the state and port code;

‘07’ - is the year;

‘CCRN’ - is for contingency CRN;

‘3560’ - a consecutive serial number, generated by the BCP.

**Held** Cargo with “Held” status may not be exported and is to be held pending secondary actions by Customs and Border Protection or AQIS. The reporting party will be contacted by Customs and Border Protection, where necessary, to process the “Held” status. When secondary actions have been completed by Customs and Border Protection and the cargo is cleared for export, 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.

Lines that have a “Held” status are to be **removed** from the consolidation. Once “Held” lines have been removed, the consolidation may then be presented for export.

## ***Assistance with Contingency Files***

**Note: All contingency files are to be forwarded to the BCP mailbox at [ICSBCP@customs.gov.au](mailto: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](mailto: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 Export Sub Manifest (CRN) 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 plan 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](mailto: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](mailto:cargosupport@customs.gov.au)  
Phone: 1300 558 099

- 2/. Click on **EXPORT - ICS Export Business Continuity Folders**. Under the heading **Export Sub Manifest (CRN)** there is a help guide and a link to the contingency file.

### Export Sub Manifest (CRN)

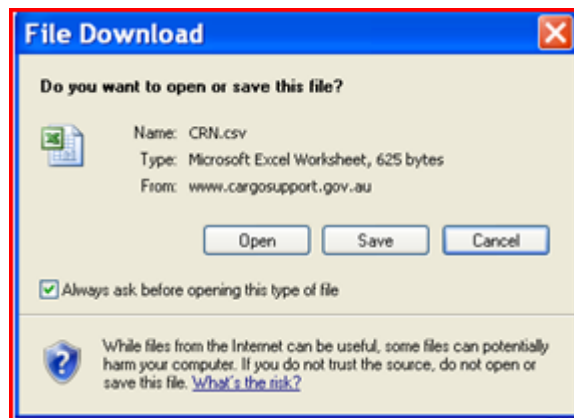
- [Export Sub Manifest \(CRN\) Help Guide](#)  (442KB)  
This document provides assistance in completing the Export Sub Manifest (CRN) contingency file.
- [Contingency Export Sub Manifest \(CRN\) file](#)  (1KB)  
To be completed and lodged by exporters or customs brokers in replacement of an ICS electronic Export Sub Manifest. Contingency Export Sub Manifests will only be accepted and processed by Customs and Border Protection for cargo due to be delivered to cargo or container terminals during the next 24 hours.

### 3.2 Downloading the Contingency File

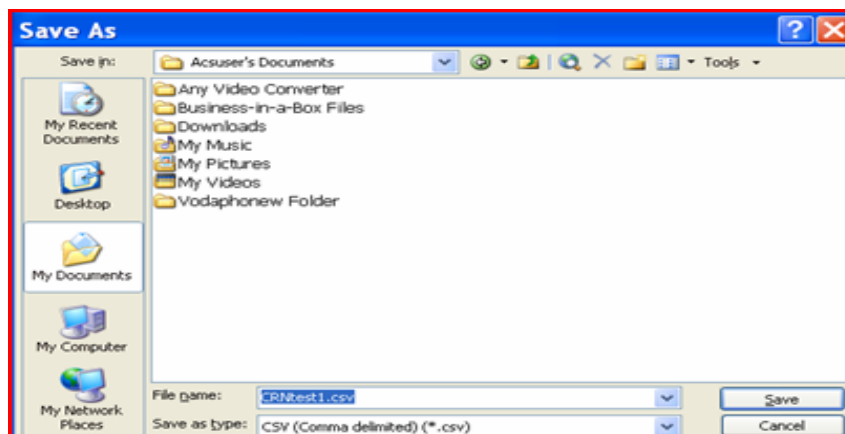
The following steps outline how a client should download and save a contingency file.

**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 Export Sub Manifest (CRN)** file. The **File Download** dialogue box displays.
- 2/. Select **Save**

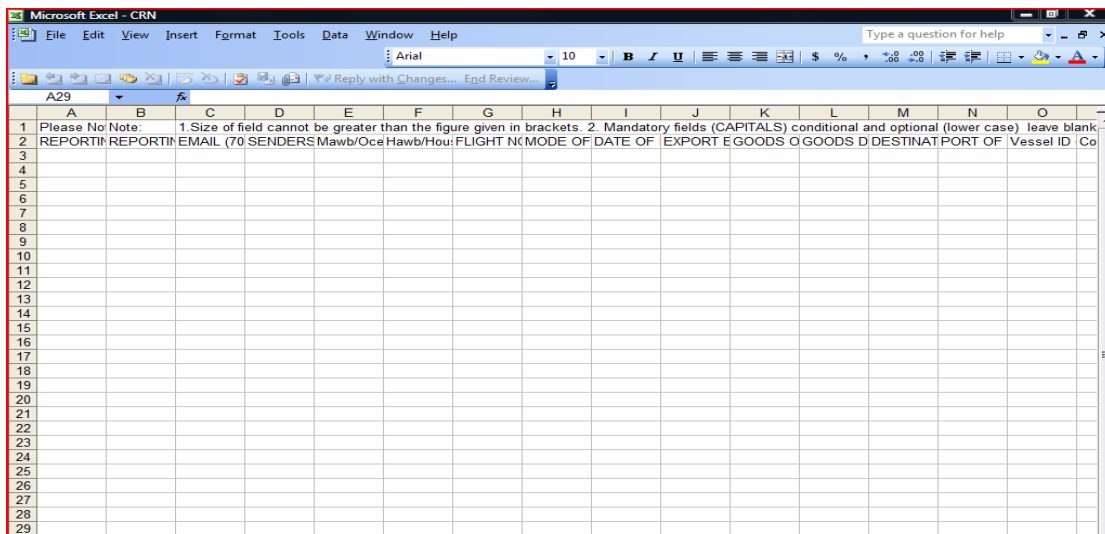


- 3/. The **Save As** screen will appear. Select a folder location where you want to save the contingency file on your computer by using the drop down arrow next to the "**Save in**" field. Before you **Save** ensure that the file is saved in **Comma Separated Value** format (.csv). The field should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

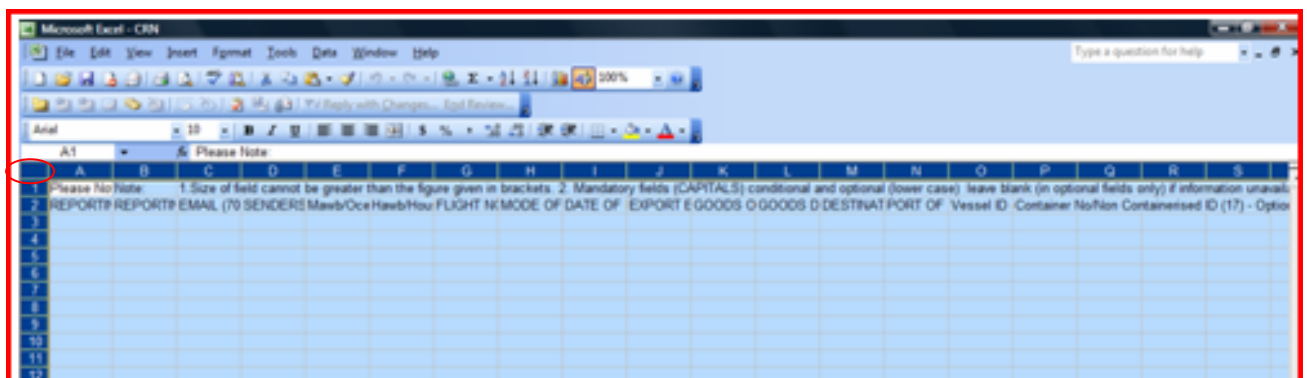


If you create and save multiple reports in the same minute (i.e. At 12:35 pm for example) you will be able to give the files separately referenced names according to the naming convention e.g. CRN3333333hgl22weeds23541jhw.csv (refer to [Section 3.4](#) for further information) and save them in the same folder, or shared folder. Quoting the time is not a set requirement as indicated in earlier help guides.

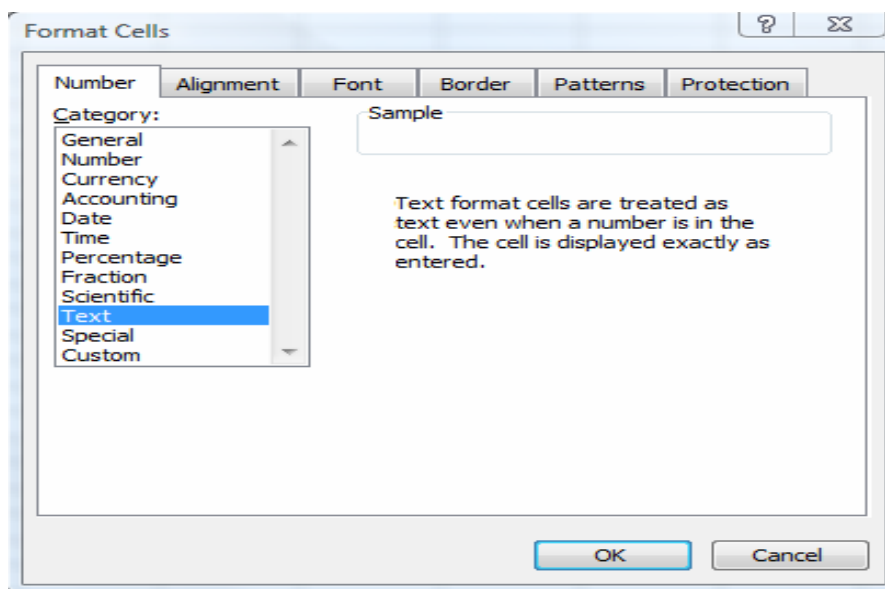
- 4/. Click on **Save**.
- 5/. Locate the contingency file and open it. The following screen will display. (Note: example is using M\$Excel).



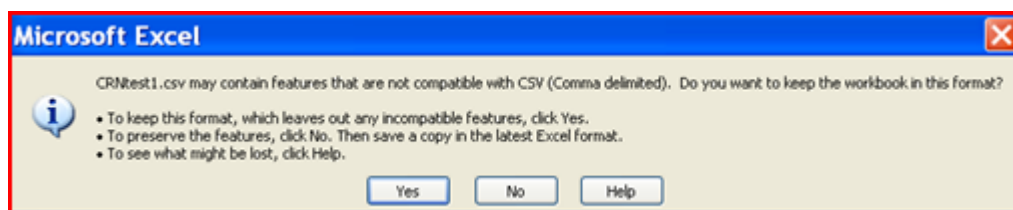
- 6/. Select the box in the corner of the spreadsheet as shown below and highlight the cells in the spreadsheet



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

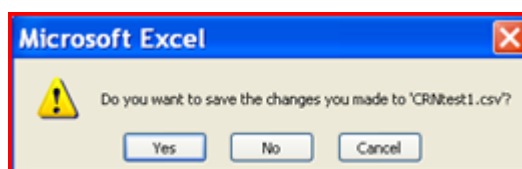


- 8/. Now the cells are formatted as text, enter the data into each of the fields as required (refer to Section 3.3).
- 9/. After the data has been entered, **Save** the changes according to the file naming conventions (refer to Section 3.4).  
Note. The following prompt will appear when saving a spreadsheet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

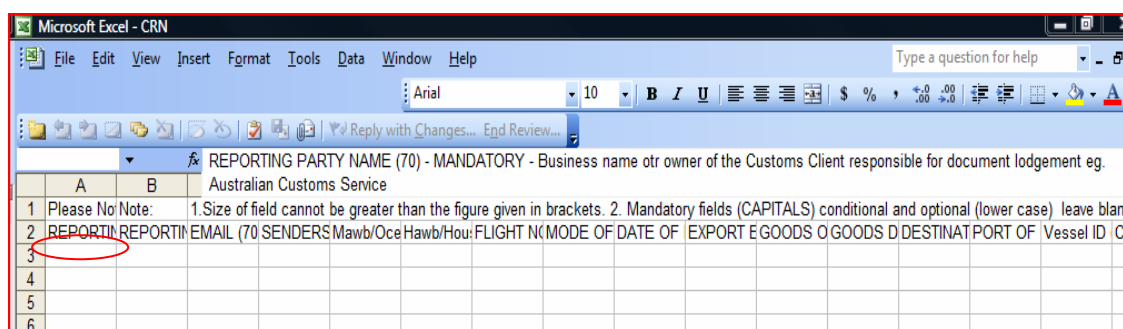
- File completion;
  - Fill in each **mandatory** field.
  - Repeat information across each line if a multiple line file, ie each mandatory field is fully completed down the column and across the row, **“no dittos”**.
  - Save as an **excel .csv file**, in **text format**.

#### 3.3.2 Filling in the contingency Export Sub Manifest (CRN) file

The following procedure outlines how a client should complete a contingency Export Sub Manifest file.

**Note. An Export Sub Manifest file should not contain any more than 1000 lines.**

- 1/. Locate the **contingency Export Sub Manifest (CRN) file** from the **Export - ICS Export 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 Name	Mandatory		The business name or owner name of the Customs Client who is responsible for the document being lodged.	Australian Customs Service	text	70
2	Reporting Party ABN	Mandatory		A valid Australian Business Number (ABN) or Customs Client Identifier (CCID)	12345678901	text	11
3	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
4	Senders Ref	Mandatory		The Senders Reference is a unique business-level reference number assigned by the document owner.	BCP001	text	35
5	MAWB/ Ocean Bill	Optional	Applicable to consignments that include either a Master Air Waybill or Ocean bill of Lading as part of the unique identifier. Leave blank if not available	The Master Air Waybill is the reference assigned by the carrier or their agent to the transport document. This refers to the total consignment. 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. Applicable to sea cargo consignments.	"99912345678" (MAWB), "Ocean001" (Ocean Bill)	text	35
6	HAWB/ House Bill	Optional	HAWB applicable to air cargo consignments that contain a House Bill of Lading as part of the unique identifier. House Bill applicable to sea cargo consignments that have a House Bill of lading as part of the unique identifier. Leave blank if not available	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	Flight No/ Voyage No	Mandatory	Flight No applicable to air cargo consignments. House Bill applicable to sea cargo consignments.	For AIR the Flight Number is the unique reference identifying a specific journey of an aircraft including the Airline Code. E.g. "CC002" The Voyage Number is the Principal Agent's Voyage Number. E.g. "22S"	"CC002" (AIR), or "22S" (SEA)	text	8
8	Mode of Transport	Mandatory		The code for the type of transport used for cargo.	AIR or "SEA"	text	3
9	Date of Departure	Mandatory		The date of departure of the vessel or aircraft carrying the goods.	20070605	text	8
10	Export Exemption Code/CAN	Mandatory		The Export Exemption Code used to identify the type of export cargo that is exempt from lodging an export declaration. Valid codes are: "EXCC", "EXDC", "EXDD", "EXLV", "EXML", "EXPE", "EXSP", "EXTI". A Customs Authority Number (CAN) is a collective term used to describe various Export Documents. The Customs Authority Number (CAN) will be applicable to: EDN, CRN, ACEAN, PDN, MMN and Transhipment Number.	Valid exemption codes are: "EXDC", "EXDD", "EXLV", "EXML", "EXPE", "EXSP", "EXTI". Valid data example for a CAN is "AACSEWCC"	text	20
11	Goods Owner Name	Mandatory		The Goods Owner's name	Australian Customs Service	text	35
12	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
13	Destination Country Code	Mandatory		The ISO code for the final country of destination of the goods.	US	text	2

<b>14</b>	Port of Loading	Mandatory		The UNLocode of the port where the goods will be or have been loaded onto a vessel or aircraft for export.	AUSYD	text	5
<b>15</b>	Vessel ID	Conditional	Mandatory if the Mode of Transport for the Vessel departing is by SEA. Leave blank if not applicable	The identifier, either a Lloyds Number or a Customs Ship Number, of a vessel.	8511184	text	8
<b>16</b>	Container No/Non Containerised ID	Optional		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. Non-containerised ID is a unique identifier assigned by the Sea Industry to cargo that is not containerised.	Cont001	text	17

### ***Multiple Line Export Sub Manifest File***

A single contingency Export Sub Manifest file can be used to report multiple Export Sub Manifests. Each row in the spreadsheet can be used to report a separate Export Sub Manifest.

*When completing a multiple line contingency Export Sub Manifest it is critical that the senders reference is the same for each line otherwise each line will be treated as a separate document (separate CRN).*

Status will be applied to each separate line in the multiple line report. When one line is applied a "Held" status then only that line in the report will be held and all other lines with a contingency number can be presented for export.

Where all lines are applied with a contingency number then the same contingency number will be applied to all lines providing the senders reference is the same on each line.

Where lines quote a different senders reference, a different contingency number will be applied.

### 3.4 Naming the Contingency File (File Naming Convention - CRN)

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

1. The prefix for Export Sub Manifests (CRNs) is CRN
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.
  - CRN3333333hgl22weeds23541jhw.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**.

<b>Transaction</b>	<b>Naming convention</b>
Export Declaration	<b>CRN + (Your Reporting Party ID <i>OR</i> chosen reference) + File extension</b> e.g. CRN3333333hgl22weeds23541jhw.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 [ICSBBCP@customs.gov.au](mailto:ICSBBCP@customs.gov.au)
- Step 3      In the “Subject” field enter the name of the contingency transaction as per the following:
- Contingency Export Sub Manifest
- 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 - Export Sub Manifest (CRN)

Hardcopy (paper) contingency data will continue to be accepted but it is noted that the success of the BCP is reliant on electronic communication of contingency data. Hardcopy forms can only be lodged in person at Customs counters – refer Attachment A of the ICS Business Continuity Plan for locations of Customs counters in the regions. Faxed and mailed contingency data will not be accepted. Contingency hardcopy (paper) transactions can generally be lodged at Customs counters between the hours of 0900 to 1700 (local port time) – Monday to Friday

Prior to using Hardcopy (paper) forms clients must seek permission from Customs and Border Protection (via the Customs Information and Support Centre – 1300 558 009) who will then make arrangements for clients to present these contingency transactions at a Customs and Border Protection counter. For more information please refer to Section 42 the ICS BCP.

### Contingency export sub manifest (B326)

Contingency export sub manifests will only be accepted and processed by Customs for consolidations due to be delivered to cargo or container terminals during the next 24 hours.

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.