
5.3

REFERENCE – CARGO REPORTING

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OVERVIEW

The Reference menu provides access to stores of reference information that relate to most processes within the Integrated Cargo System (ICS).

The Reference menu contains the options relevant to both the imports and the exports release of the ICS. These are:

- AHECC
- Airline codes
- AQIS reference files
 - Commodity Code
 - Commodity Tariff
 - Concern Type
 - Document Type
 - Entity Identifier
 - Premises Identifier
 - Processing Type
 - Producer Code
- Bank State Branch (BSB)
- Berth Codes
- Chart C
- Common Codes
- Concession
 - Instrument
 - Category
- Currencies
- Customs Ship Register
- Deficient Values
- ICS App Messages
- Lodgement Question
- Message Advice
- Post Codes
- Refund Reason
- Statistical Codes
- Tariff Classification
- Preference
 - Preference Rule

- Preference Scheme
- Treatment Code
- Unit of Quantity Conversion
- UNLocodes

These options provide links to a search screen that is used to find the relevant reference information. The following material looks at using the basic Reference functionality available in the ICS.

AIRLINE CODES

Every airline in the world has two unique identifying codes: a two-character alpha code (carrier code) as well as a three character numeric code (airway bill prefix). These codes are assigned by the International Air Transport Authority (IATA) to each airline. These codes are standard and recognised throughout the aviation and related industries.

Airline codes are required on export declarations, departure reports, export (outward) main manifests, impending arrival reports as well as in other areas of the ICS.

SEARCHING FOR AN AIRLINE CODE

The Airline Code Search screen enables users with the appropriate access to search for an airline name, carrier code and air waybill prefix.

To search for an airline code:

Step 1. From the main menu, click on **Reference** and then click on **Airline Codes**.

The **Airline Code Search** screen displays.

The Airline Code Search screen enables users to search for an airline name, carrier code and air waybill prefix.

Step 2. (Optional) In the **Carrier Code** field, enter the two-letter code for the carrier you want to search for. This field can be left blank if entering other search criteria.

Note: if the Carrier Code field is unknown, enter one letter followed by the wildcard character (*).

Step 3. (Optional) (Optional) In the **Carrier Name** field, enter the name of the carrier you want to search for. This field can be left blank if entering other search criteria.

Note: if the Carrier Name field is unknown, enter a partial value followed by the wildcard character (*).

Step 4. (Optional) In the **Air Waybill Prefix** field, enter the three-digit air waybill prefix you want to search for.

This field can be left blank if entering other search criteria.

Note: data must be entered in either the Carrier Code, Carrier Name or Air Waybill Prefix fields.

Step 5. (Optional) Select the **Current**, **Previous** or **All** option.

If Current is selected, the active record that matches the search criteria is selected.

If Previous is selected, then all records that match the search criteria and have an end date that is earlier than the start date of the latest version are selected.

If All is selected, then all records that match the search criteria including any records with start date in the future are selected.

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

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

If one record is found, the **Airline Code View** screen displays.

If more than one match is found, the **Airline Codes List** screen displays.

Carrier Name	Carrier Code	Air Waybill Prefix	Status	Start Date	End Date
QANTAS AIRWAYS	QF	081	ACTIVE	01 JAN 2000	
QWESTAIR	QH	000	ACTIVE	01 JAN 2000	
Q AIR	QQQ	555	ACTIVE	20 MAR 2003	
QUEBEC AVIATION	QR	000	ACTIVE	01 JAN 2000	
QATAR AIRWAYS	Q7	705	ACTIVE	01 JAN 2000	

The Airline Codes List screen enables users to view the details for airlines/carriers that match the search parameters entered in the Airline Code Search screen.

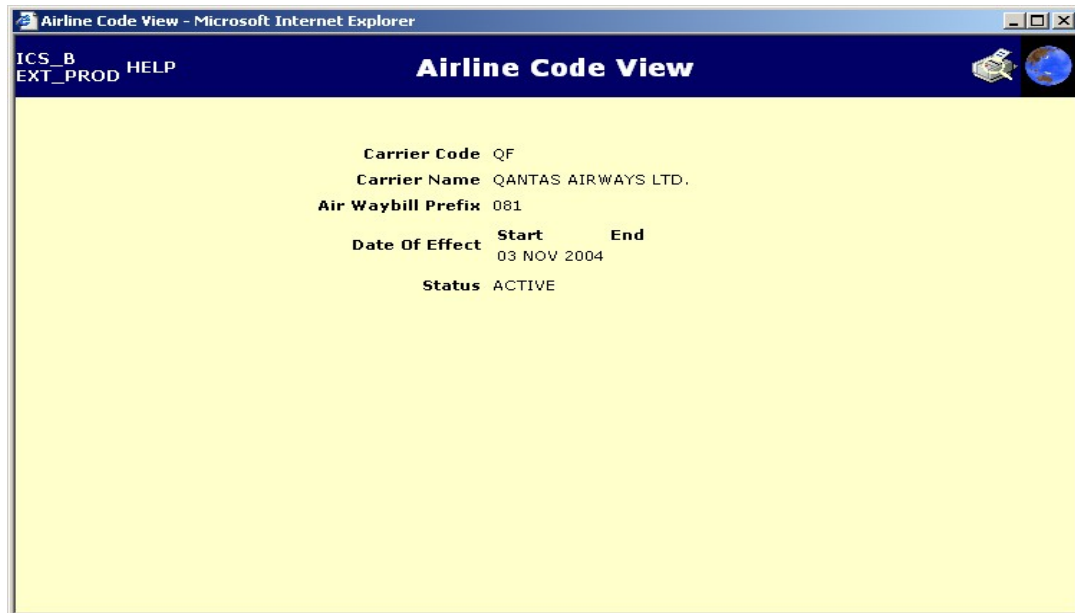
All fields are read only.

The following table lists the options available on the Airline Code List screen.

Option	Action	Result
To view previous or next pages of airline codes. Note: only available if your search found more than one record.	Click on the page Prev or Next buttons.	The previous or next page of airline codes displays.
To perform another search (with existing search values retained).	Click on the Back hyperlink.	The Airline Code Search screen displays with the previously entered search criteria.

Step 7. Click on a hyperlink in the Carrier Name column.

The **Airline Code View** screen displays.



The Airline Code View screen enables users to view the details of an airline.

The following table lists the options available on the Airline Code View screen.

Option	Action	Result
To view the previous or next page of results. Note: only available if your search found more than one record.	Click on the record Prev or Next button.	The previous or next page of results displays.

BERTH CODES

Berth codes are assigned by port authorities to identify the place where a vessel is berthed. Berth codes are not unique across different ports, however they are unique within a particular port. Therefore a berth code must be used in conjunction with a port code, which is a five digit United Nations Location Code (UNLocode). Combined, this provides Customs with the location of a vessel that is conducting cargo (eg, load and/or discharge), passenger and/or other (eg, provisioning or bunkering) operations within a port.

SEARCHING FOR A BERTH CODE

The Berth Code Search screen enables users with the appropriate access to search for berth codes.

To search for a berth code:

Step 1. From the main menu, click on **Reference**, and then click on **Berth Codes**.

The **Berth Code Search** screen displays.

The Berth Code Search screen enables users to search for a berth code. The default search criteria in the Select Combination field will be Berth Code, Version and (optional) Date Range. The Berth Code and Version fields for this search combination are displayed as mandatory while the Date Range fields are optional. 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:

The Version option selection enables active or non-active berth codes to be viewed. The three options available are:

- Current (default) – search will return those berth codes that are active as of the current system date (and meet other criteria entered)
- Previous – search will return those berth codes with an end date before the current system date (and meet other criteria entered)
- All – search will return all berth codes that meet any criteria entered.

Note: the Berth Date of Effect fields indicate the dates that the required berth code was active.

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

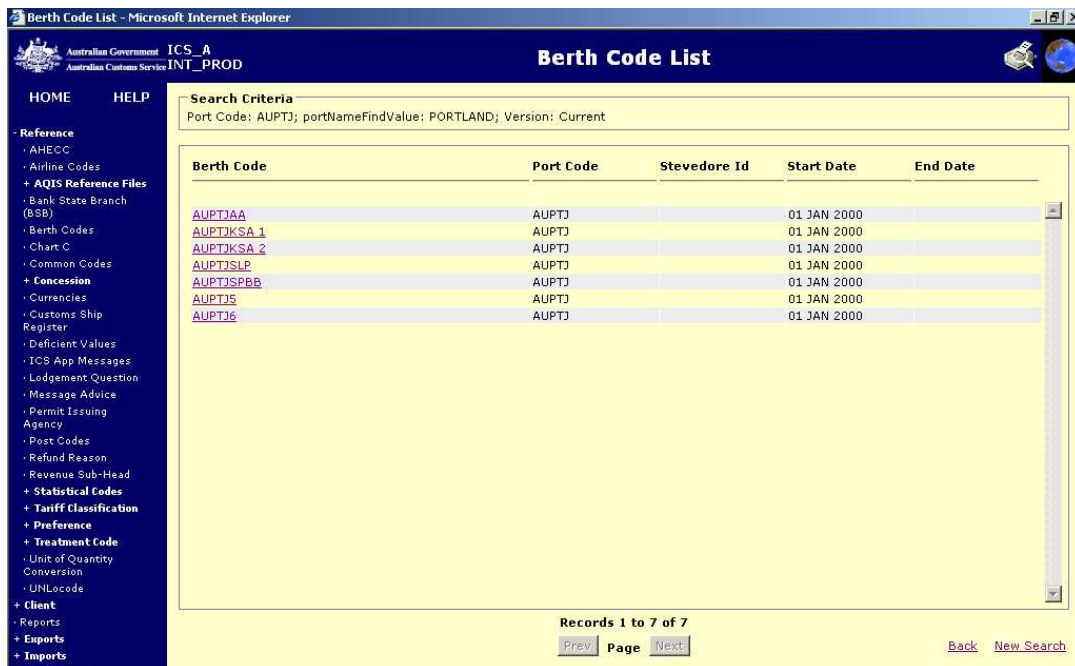
Note: if a value for the port code field is unknown, enter the partial value followed by the wildcard character (*).

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

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

If one record is found, the **Berth Code View** screen displays.

If multiple records are found, the **Berth Code List** screen displays.



The Berth Code List screen enables users to display a list of all matches returned from a search. The list is sorted by port code, by berth code, by stevedore id and then by start date in descending order.

Note: if the Berth Code Search screen was accessed from a 'find' hyperlink from another screen, the Berth Code Search screen will close and the code found will be returned to the calling ICS screen field.

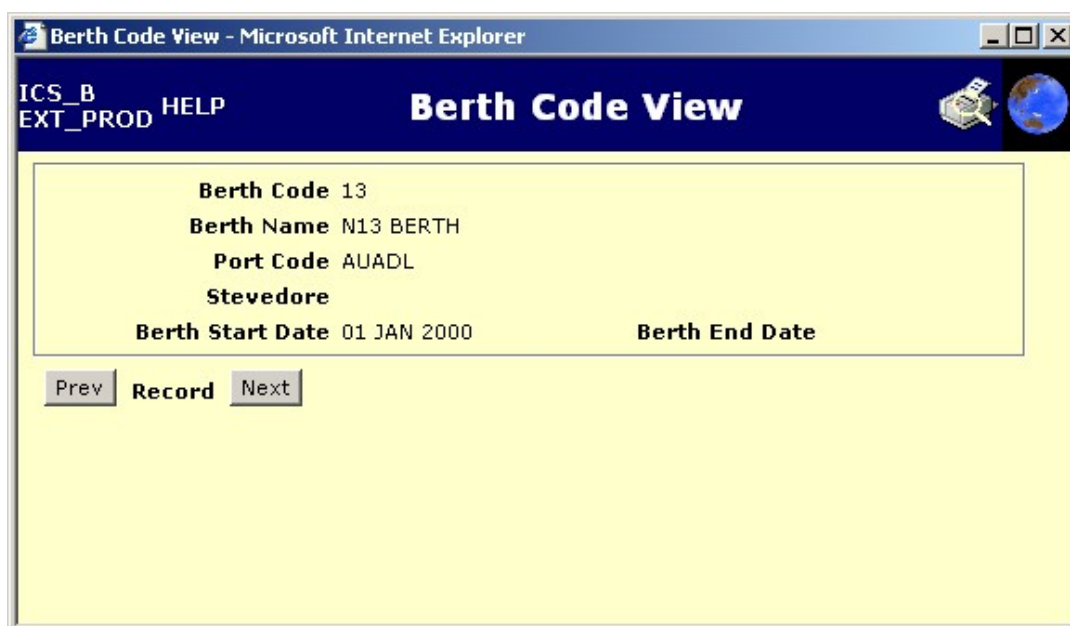
Note: searches that do not include a port code will return all berth codes from all ports with a berth code that matches the search criteria. For example, a search for berth code '1' will return multiple berth code records.

The following table lists the options available on the Berth Code List screen.

Option	Action	Result
To view further details of a berth code.	Click on a hyperlink in the Berth Code column.	The Berth Code View screen displays.
To view a previous or next page of results. Note: only available if more than one page exists.	Click on the Page Prev or Next button.	The previous or next page of results displays.
To perform another search (with existing search values retained).	Click on the Back hyperlink.	The Berth Code Search screen displays with the previously entered search criteria.

Step 5. Click on a hyperlink from the Berth Code column.

The **Berth Code View** screen displays.



The Berth Code View screen enables users to view the details of a berth code. The header section provides the details associated with a berth code. All fields are read only.

The following option is available on the Berth Code View screen.

Option	Action	Result
To view the previous or next record. Note: only available if more than one record exists.	Click on the Record Prev or Next button.	The previous or next record displays from the list resulting from the search.

COMMON CODES

The term common code refers to a group of frequently codes such as reference files. The common codes search option provides a single location where most codes can be easily searched.

When searching for a particular code, it may be useful to reduce the search to a particular reference group. Alternatively, if you are unsure of the reference group, leave the reference group as its default of ALL.

The common codes are made up of reference groups. For example, within air cargo operations, codes found in this section include payment methods, agency codes and port types among many others. Each of these and other reference groups contain a number of reference files.

Reference group	Reference files
All	All reference files contained.
Cargo Air	Payment method, Quantity unit
Cargo Sea	Container type, Pay method code
Client	Client role group
CRA	Assessment lift reason, Task action
Exports	Chemical element, Export outbound advice texts
Miscellaneous	Country, Currency country code, Currency, IATA port code, Goods origin code, Outturn result, Pack type, Port functions

SEARCHING FOR A COMMON CODE

The Common Code Search screen enables users with the appropriate access to search for common codes used in the Integrated Cargo System (ICS).

To search for a common code:

Step 1. From the main menu, click on **Reference** and then click on **Common Codes**.

The **Common Code Search** screen displays.

The Common Code Search screen enables users to search for common codes used in the ICS.

Tip: the default search criterion in the Reference Group field is All, and the default search criterion in the Reference File field is Customs Controlled Port Codes.

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

- **ALL**
- **CARGO AIR** (payment method, quantity unit)
- **CARGO SEA** (container type, pay method code)
- **CLIENT** (client role group)
- **CRA** (assessment lift reason, task action)
- **EXPORTS** (chemical element group, export outbound advice texts)
- **MISCELLANEOUS** (country, currency country code, currency, IATA port code, goods origin code, outturn result, pack type, port functions, application timeout).

Note: the selection made for this field will determine the options available in the Reference File field. Some reference groups may not have all associated reference files, only those associated with that part of the ICS. To view a list of all reference files, use the ALL option in the Reference Group field.

Step 3. In the **Reference File** field, click on the drop down button to select an option to base your search on.



Step 4. (Optional) In the **Code** field, enter the code you want to view in more detail. This field can be left blank if you are searching for a particular code by name, or want to see a list of all codes for a particular reference group or reference file.

Tip: you can also enter part of a code to search for by using the wildcard (*) character. For example, entering A* will list all codes of the Group and File selected starting with A.

Note: the minimum characters required to perform a wildcard search is one.

Step 5. (Optional) In the **Name** field, enter the name of the code you want to view. This field can be left blank to view all valid codes for the reference file specified.

Tip: you can also enter part of a name to search on by using the wildcard (*) character. For example, entering A* will list all names of the Group and File selected starting with A.

Step 6. (Optional) Select the **Latest**, **Previous** or **All** option.

If Latest is selected, the active (or current) record that matches the search criteria is selected.

If Previous is selected, then all records that match the search criteria and have a Date of Effect - End that is earlier than the Date of Effect - Start of the latest version are selected.

If All is selected, then all records that match the search criteria including any records with Dates of Effect - Start in the future, are selected.

Step 7. (Optional) In the **Date of Effect - Start** field, enter the dates that the code is to be enabled.

Step 8. (Optional) In the **Date of Effect - End** field, enter the date that the code is to expire from the system.

Note: if an end date is entered then you must also enter a start date. Also, you should be aware that even if a record has a start date on or after the entered start date or if the record has an end date after the entered end date it will not be listed.

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

Step 9. Click on the **Search** button.

If one record is found, the view screen displays for the code type.

If more than one record is found, the list screen displays the matching codes.

The following table contains the screens that may display when multiple results are found.

Reference Group	Reference File	Result
Cargo Air or All	Payment Method *	The Methods of Payments List screen displays.
	Quantity Unit	The Quantity Unit List screen displays.
Cargo Sea or All	Container Type	The Container Type List screen displays.
	Pay Method Code *	The Payment Method Code List screen displays.
Client or All	Client Role Group or Role Group	The Client Role Group List screen displays.
CRA or All	Assessment Lift Reason	The Assessment Lift Reason List screen displays.
	Task Action	The Task Action List screen displays.
Exports or All	Chemical Element	The Chemical Element List screen displays.
Exports	Exports Outbound Advice Text	The Exports Outbound Advice Text View screen displays screen displays.
Miscellaneous or All	Country or Country Code	The Country Codes List screen displays.
	Currency Country Code	The Currency Country List screen displays.
	Currency	The Currency List screen displays.
	IATA Port Code	The IATA Port Codes List screen displays.
	Goods Origin Code	The Goods Origin Code List screen displays.
	Outturn Result *	The Outturn Result List screen displays.
	Pack Type *	The Pack Type List screen displays.

Reference Group	Reference File	Result
	Port Functions	The Port Function Codes List screen displays.
All	Customs Controlled Port Codes	The Customs Controlled Port Codes List screen displays.
	Customs Region Codes	The Customs Region Codes List screen displays.
	Cargo Code *	The Cargo Code List screen displays.
	Cargo Type *	The Cargo Type List screen displays.
	Channel of Trade Type *	The Channel of Trade Type List screen displays.
	Confirming Export Type	The Confirming Export Type List screen displays.
	Cargo ID Type *	The Cargo ID Type List screen displays.
	Cargo Report Type *	The Cargo Report Type List screen displays.
	Export Dec Cargo Type	The Export Dec Cargo Type List screen displays.
	Export Dec Exception Code	The Export Dec Exception Code List screen displays.
	Exports Goods Type	The Export Goods Type List screen displays.
	Line Action Code	The Line Action Code List screen displays.
	Mode of Movement Type *	The Mode of Movement Type List screen displays.
	Request Reason Type *	The Request Reason Type List screen displays.
	Reporting Party Type	The Reporting Party Type List screen displays.
Transaction Type	The Transaction Type List screen displays.	
Mode of Transport	The Mode of Transport List screen displays.	

* reference files are related to imports processes in the ICS.

Listing Common Codes

If more than one record was returned from the search, depending on the search performed, one of a number of list screens will display.

For example, the Country Codes List screen could display.

Reference Code	File Name	Active	Start Date	End Date
ZA	SOUTH AFRICA	ACTIVE	01 JAN 1901	
ZM	ZAMBIA	ACTIVE	01 JAN 1901	
ZR	ZAIRE	ACTIVE	01 JAN 1901	
ZW	ZIMBABWE	ACTIVE	01 JAN 1901	
ZZ	UNKNOWN COUNTRY	ACTIVE	01 JAN 1901	

The relevant common code list screen enables users to display all codes and limited related information for the search parameters entered in the Common Code Search screen – in this case country codes.

The following table lists the options available on any of the common code list screens.

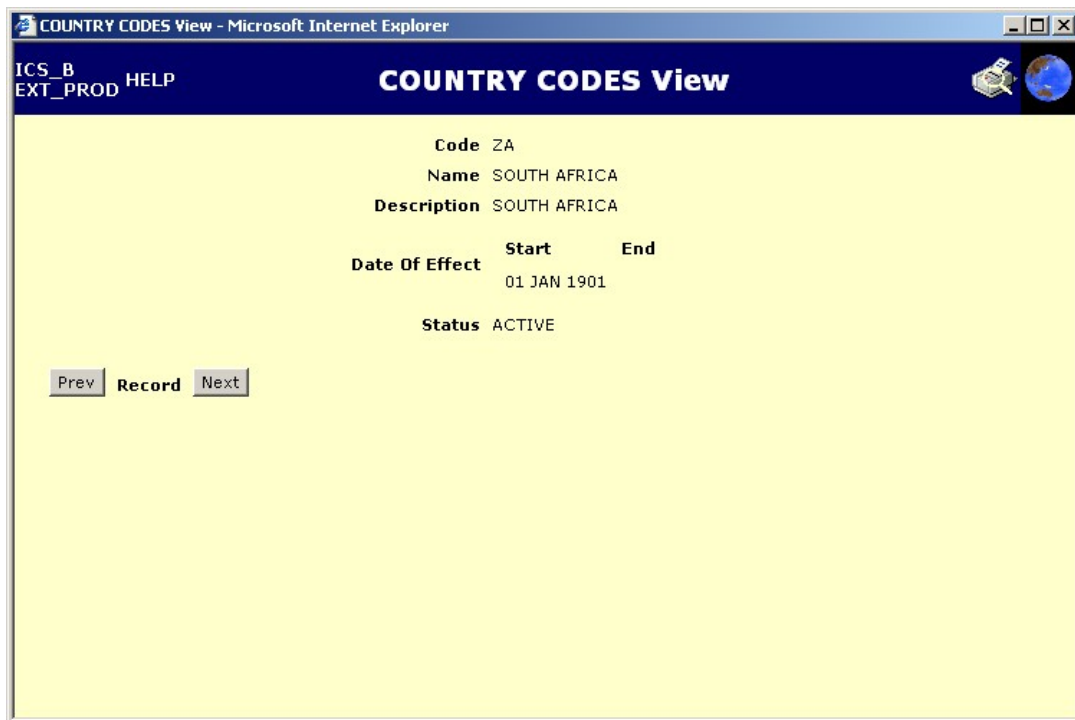
Option	Action	Result
To view a previous or next page of results. Note: only available if more than one page exists.	Click on the Prev or Next buttons.	The previous or next page of results displays.
To perform another search (with default values).	Click on the Back hyperlink.	The Common Code Search screen displays with the default values.

Step 10. Click on a hyperlink in the Reference Code column.

Viewing Common Codes

If one record was found, or you selected hyperlink in the Reference Code column, depending on the search performed, one of a number of view screens will display.

For example, the Country Codes View screen could display.



The common code view screens enable users to display the full details of a common code.

All fields are read only.

The following table lists the options available on any of the common code view screen.

Option	Action	Result
To view a previous or next page of results. Note: only available if more than one page exists.	Click on the Prev or Next buttons.	The previous or next page of results displays.

CURRENCIES AND EXCHANGE RATES

The Integrated Cargo System (ICS) downloads currency exchange rates from the Reserve Bank of Australia (RBA) each night. The exchange rate screens provide exchange rates so that exporters can calculate the value of their goods in Australian dollars.

SEARCHING FOR A CURRENCY OR EXCHANGE RATE

The Currency / Exchange Rates Search screen enables users with the appropriate access to search for currency and exchange rate data relevant to import and export transactions.

Authorised users can perform two main search operations from the Currencies / Exchange Rates Search screen:

- search for exchange rates by currency
- search for exchange rates by country.

The type of search conducted depends on the values entered in the fields on the search screen.

To search for a currency:

Step 1. From the main menu, click on **Reference** and then click on **Currencies**.

The **Currency / Exchange Rates Search** screen displays.

The Currency / Exchange Rates Search screen enables users to search for currency and exchange rate data relevant to import and export transactions.

Step 2. (Optional) In the **Currency** field, click on the drop down button and select the currency of the exchange rate you are searching for, or select ALL to search on all currencies.

Note: the Currency field is mandatory if the Country field is not populated.

Step 3. (Optional) In the **Country** field, click on the drop down button and select the country of the exchange rate you are searching for, or select ALL to search on all currencies.

Note: the Country field is mandatory if the Currency field is not populated.

Step 4. (Optional) In the **Date of Exchange Rate – Start** and **Date of Exchange Rate – End** fields, enter the dates for which you need to search for and exchange rate. If no dates are entered, a list of the five most recent exchange rates for the country or currency is returned.

Note: these are some rules when using exchange rates:

If the Date of Exchange Rate – End field is populated, the Date of Exchange Rate – Start field is mandatory.

The Date of Exchange Rate – End field must be a date **after** the Date of Exchange Rate – Start field.

If only the Date of Exchange Rate – Start field is populated, the search will only return the exchange rate for that date.

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

Step 5. Click on the **Search** button.

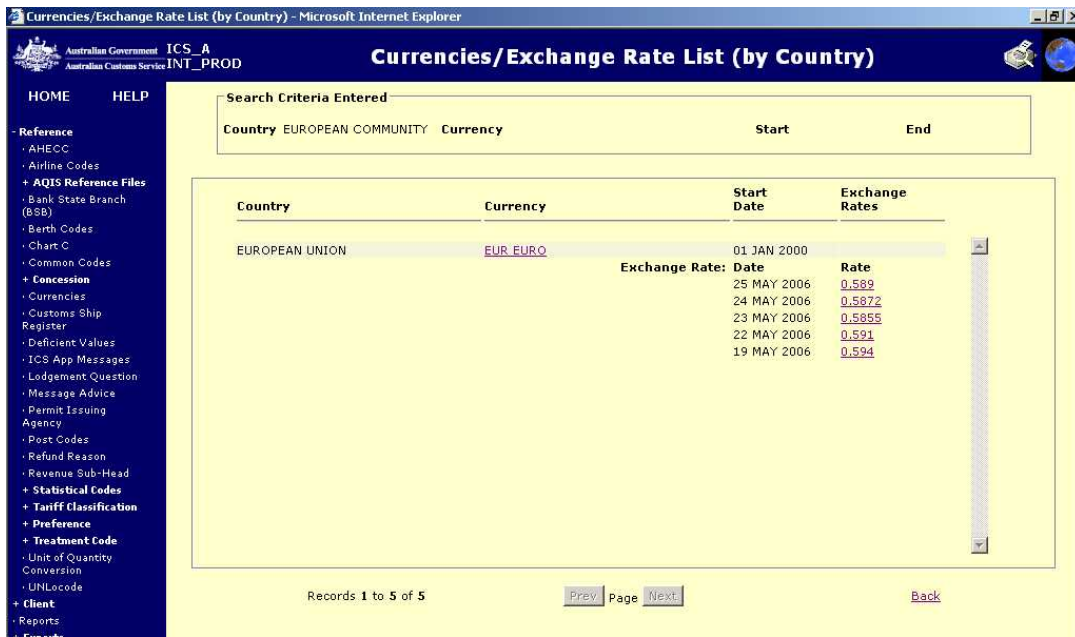
If you selected an option in the Currency drop down menu, the **Currencies/Exchange Rate List (by Currency)** screen displays.

The screenshot shows a web browser window titled "Currencies/Exchange Rate List (by Currency) - Microsoft Internet Explorer". The page header includes "Australian Government ICS_A Australian Customs Service INT_PROD". A navigation menu on the left lists various reference files and codes. The main content area has a search criteria section with fields for Country, Currency (set to "EURO (EUR)"), Start, and End. Below this is a table of exchange rates for "EUROPEAN UNION".

Currency	Country	Start Date	Exchange Rates
EUR EURO	EUROPEAN UNION	01 JAN 2000	
Exchange Rate: Date Rate			
		25 MAY 2006	0.589
		24 MAY 2006	0.5872
		23 MAY 2006	0.5855
		22 MAY 2006	0.591
		19 MAY 2006	0.594

At the bottom of the table area, it says "Records 1 to 5 of 5" and includes "Prev Page Next" and "Back" buttons.

Or if you selected an option in the Country drop down menu, the **Currencies/Exchange Rate List (by Country)** screen displays.



The Currencies/Exchange Rate List (by Currency) and Currencies/Exchange Rate List (by Country) screens display a list of countries, currencies and exchange rates based on search parameters entered.

There are now two options for viewing further details:

- To view further details on a currency, refer to Viewing Currency Details.
- To view further details on an exchange rate, refer to Viewing Exchange Rate Details.

VIEWING CURRENCY DETAILS

Further details of the currency code and name of the currency you searched for, or the currency code and name of the country you searched for can be displayed.

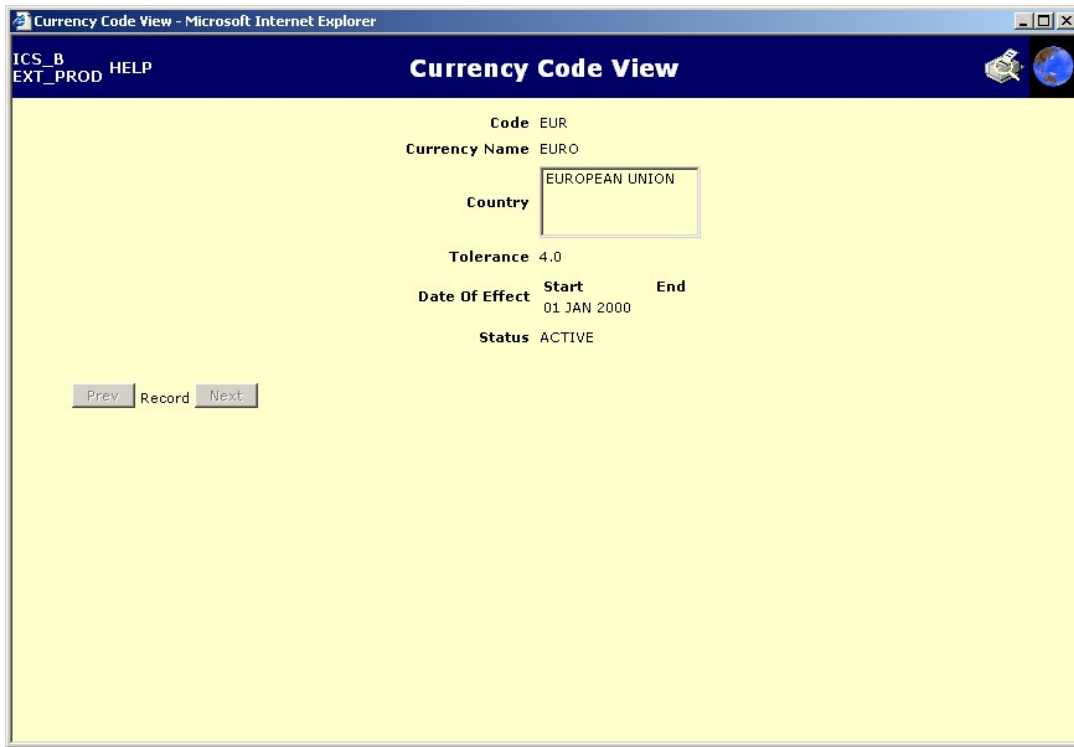
This field is also a hyperlink that displays a summary of the currency information.

To view currency code details:

Step 1. Ensure the Currency Code List screen is displayed.

Step 2. Click on a Currency hyperlink.

The **Currency Code View** screen displays:



The Currency Code View screen enables users to display information on a specific currency code selected from a currency code list.

The following table lists the option available on the Exchange Rate View screen.

Option	Action	Result
To navigate to the previous or next page of currency codes. Note: only available if more than one page exists.	Click on the record Prev or Next button.	The previous or next page of currency codes display.

VIEWING EXCHANGE RATE DETAILS

An exchange rate is the value of one currency, converted to a foreign currency

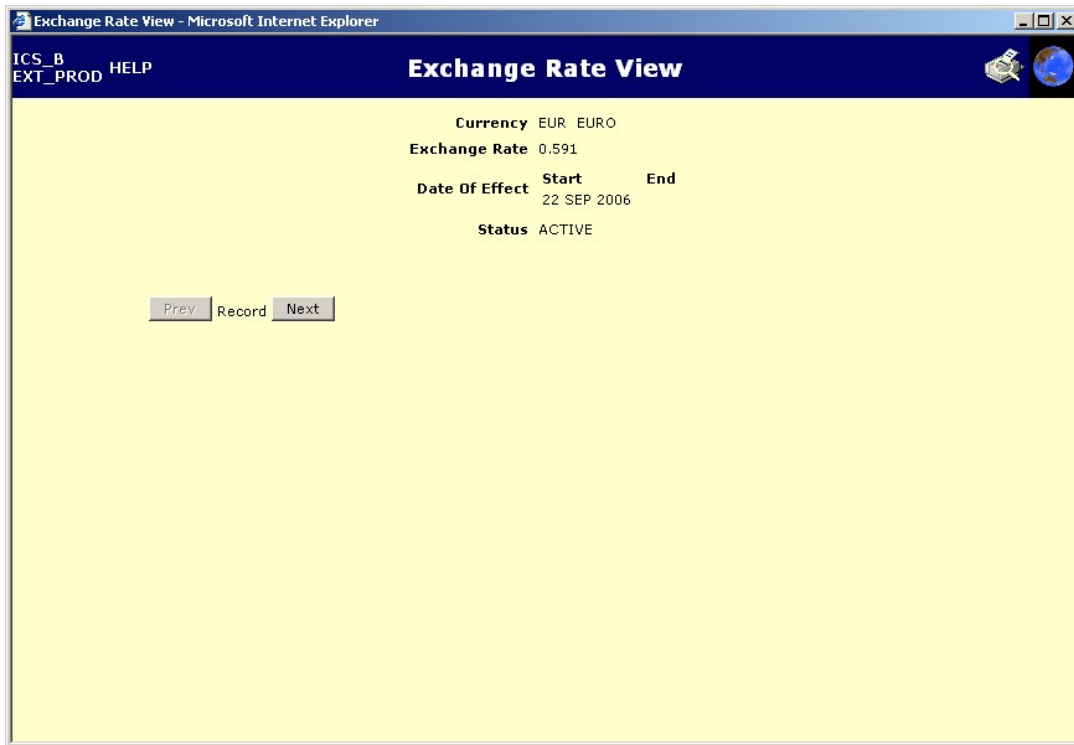
eg, the exchange rate for USA on 02OCT2002 was 0.5420, this means that one Australian dollar was worth 0.5420 US dollars (54.20 US cents) on that day. These rates will change daily depending on market fluctuations.

To view exchanges rates:

Step 1. Ensure the Currency Code List screen is displayed.

Step 2. Click on a Rate hyperlink.

The **Exchange Rate View** screen displays.



The Exchange Rate View screen enables users to display information on a specific exchange rate.

The following table lists the option available on the Exchange Rate View screen.

Option	Action	Result
To navigate to the previous or next exchange rate from the list. Note: only available if more than one page exists.	Click on the record Prev or Next button.	The previous or next exchange rate displays.

CUSTOMS SHIP REGISTER

For the purposes of this document the term Customs Ship Register refers to the Customs INTERCEPT Craft Register. The Integrated Cargo System (ICS) has read only access to this register. All additions/changes to craft details performed by Customs staff involved with the boarding of vessels occur in the INTERCEPT system which then updates the ICS. All vessels (including Australian registered vessels) on an overseas voyage are recorded in INTERCEPT with a unique INTERCEPT craft identifier. Vessels over 100 gross registered tonnes are also identified by a unique Lloyds/International Maritime Organisation (IMO) number. A Lloyds/IMO number is assigned to the keel of a vessel, with that vessel retaining that number even if it is sold, renamed or changes country of registration.

Note: users should be aware that Lloyds of London is a classification society and is not involved with the registration of vessels. A classification society is an independent organisation that provides risk assessment, management and mitigation solutions for vessel owners worldwide. Vessels are inspected during construction and then regularly surveyed by representatives of the vessel's nominated classification society to ensure vessels and their equipment continues to meet the standards of the classification society.

Note: the terms used in this document to describe the data are Customs ship register specific.

SEARCHING THE CUSTOMS SHIP REGISTER

The Customs Ship Register Search screen enables users with the appropriate access to search for details of commercial vessels that are recorded in the Customs ship register.

To search the Customs ship register:

Step 1. From the main menu, click on **Reference** and then click on **Customs Ship Register**.

The **Customs Ship Register Search** screen displays.

The screenshot shows a web browser window titled "Customs Ship Register Search - Microsoft Internet Explorer". The page header includes the Australian Government logo, "ICS_A", and "Australian Customs Service INT_PROD". The main heading is "Customs Ship Register Search". On the left, there is a navigation menu with "HOME" and "HELP" at the top, and a "Reference" section containing links to "AHECC", "Airline Codes", "AQIS Reference Files", "Bank State Branch (BSB)", "Berth Codes", "Chart C", "Common Codes", "Concession", "Currencies", "Customs Ship Register", and "Defense Values". The main content area is yellow and contains two input fields: "Ship Number" and "Ship Name". Below these fields are "Search" and "Clear" buttons.

The Customs Ship Register Search screen enables users to search for details of commercial vessels that are recorded in the Customs ship register.

Step 2. (Optional) In the **Ship Number** field, enter the appropriate ship number to base the search on.

Step 3. (Optional) In the **Ship Name** field, enter the appropriate ship name to base the search on.

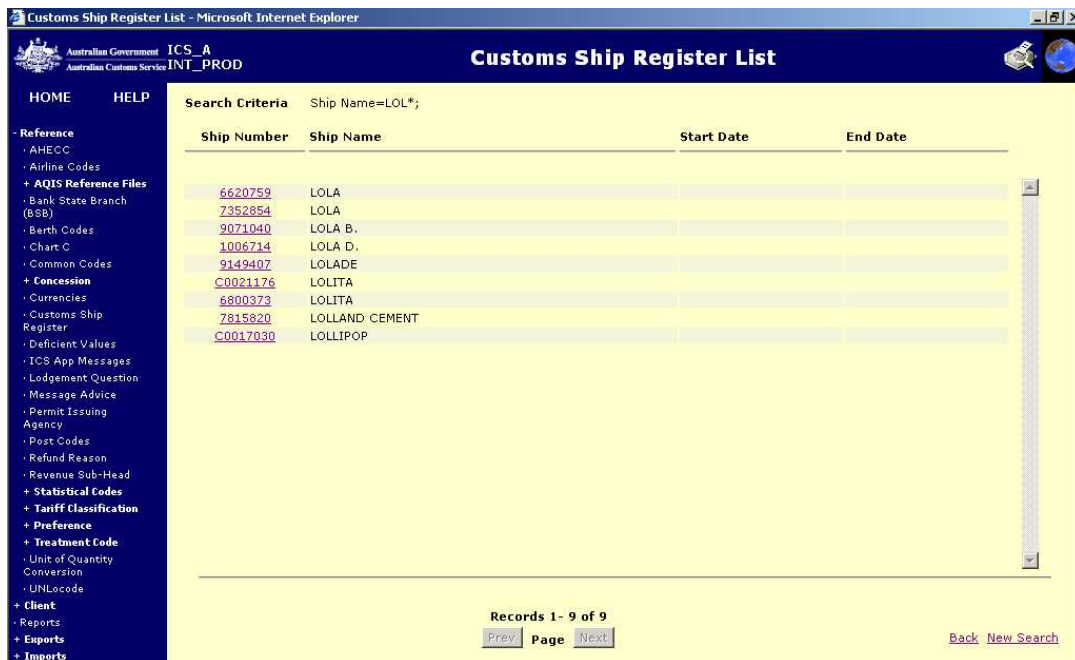
Tip: a partial ship name search can be completed by entering a wildcard (*) as the last character in the Ship Name field (eg, C*). The wildcard (*) can only be used as the last character of the partial ship name or partial ship number.

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

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

If a single record is found, the **Customs Ship Register View** screen displays.

If more than one record is found, the **Customs Ship Register List** screen displays.



The Customs Ship Register List screen enables users to view a list of ship registrations found by using a search.

All fields on this screen are read only.

The following table lists the options available on the Customs Ship Register List screen.

Option	Action	Result
To view a previous or next page of results. Note: only available if your search found more than one record.	Click on the page Prev or Next button.	The previous or next page of results displays.

Option	Action	Result
To perform another search (with existing search values retained).	Click on the Back hyperlink.	The Customs Ship Register Search screen displays with the previously entered search criteria.
To perform another search (with default search values).	Click on the New Search hyperlink.	The Customs Ship Register Search screen displays with the default search parameters.

Step 5. Click on a hyperlink in the Ship Number column.

The **Ship Register View** screen displays.



The Ship Register View screen enables users to view the details of a record selected from the Customs Ship Register List screen.

The Ship Register View screen is divided into two sections:

- Ship Details
- Audit Details.

The Ship Details section is used to display information about the relevant ship, such as:

- Ship Number
- Current Ship Name
- Ship Description

- Registered Country Code
- Ship Weight (i.e., Net Weight, Gross Tonnage & Dead Weight).

The following table lists the option available on the Ship Register View screen.

Option	Action	Result
To view a previous or next page of results. Note: only available if more than one page exists.	Click on the Ship Prev or Next button.	The previous or next page of results displays.

MESSAGE ADVICE

The ICS contains a facility that enables messages to be automatically sent to clients alerting them of prescribed conditions or additional documentation that may be relevant to the importation of certain goods. A message advice can be triggered during import declaration processing when a client uses certain tariff concessions and/or when certain validation criteria have been met.

For example, an importer imports a car with a value that exceeds the luxury car tax threshold. When the import declaration is lodged in the ICS, validation processing would hit a trigger that would cause a message advice to be returned to the client alerting them that luxury car tax may be applicable to this import.

The criteria that cause a message advice to be sent to the user are specified in other ICS reference files, in profiles and in validation processing rules. The reference files that link to the message advice reference file include tariff instruments, tariff classification and statistical codes, tariff preference, tariff treatment codes and community protection risk identification. The message advice reference file stores the message advice records that are sent to users as a result of import declaration processing.

Authorised external agencies and external users will be able to search, list and view records within the message advice reference file.

SEARCHING FOR A MESSAGE ADVICE

The Message Advice Search screen enables users with the appropriate access to conduct a search for the message advice record in the Integrated Cargo System (ICS).

A message advice search can be based on values from a combination of the following fields:

- Message Identifier (the number identifying the message advice record)
- Message Name (the name given to the message. The business owner determines the message advice name)
- Message Owner
- Start Date (the date to search for active or current message advice records)

To search for a message advice:

Step 1. From the main menu, click on **Reference** and then click on **Message Advice**

The **Message Advice Search** screen displays.

The Message Advice Search screen enables users to search for a message advice.

The default search criteria in the Select Combination field will be Message Identifier. The field for this select combination is displayed as mandatory. 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:

- Message Identifier (default)
- Message Name
- Message Owner (Optional) & Request Date
- Message Owner (Optional) & Recipient Type & Start Date
- Message Owner (Optional) & Trigger Type (Optional) & Request Date.

Note: the trigger type and message owner can be found using a search. To do this, click on the relevant book icon next to the Trigger Type or Message Owner field and select the appropriate option from the list. On return to the Message Advice Search screen, the relevant value in the Trigger Type or Message Owner field will be populated.

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

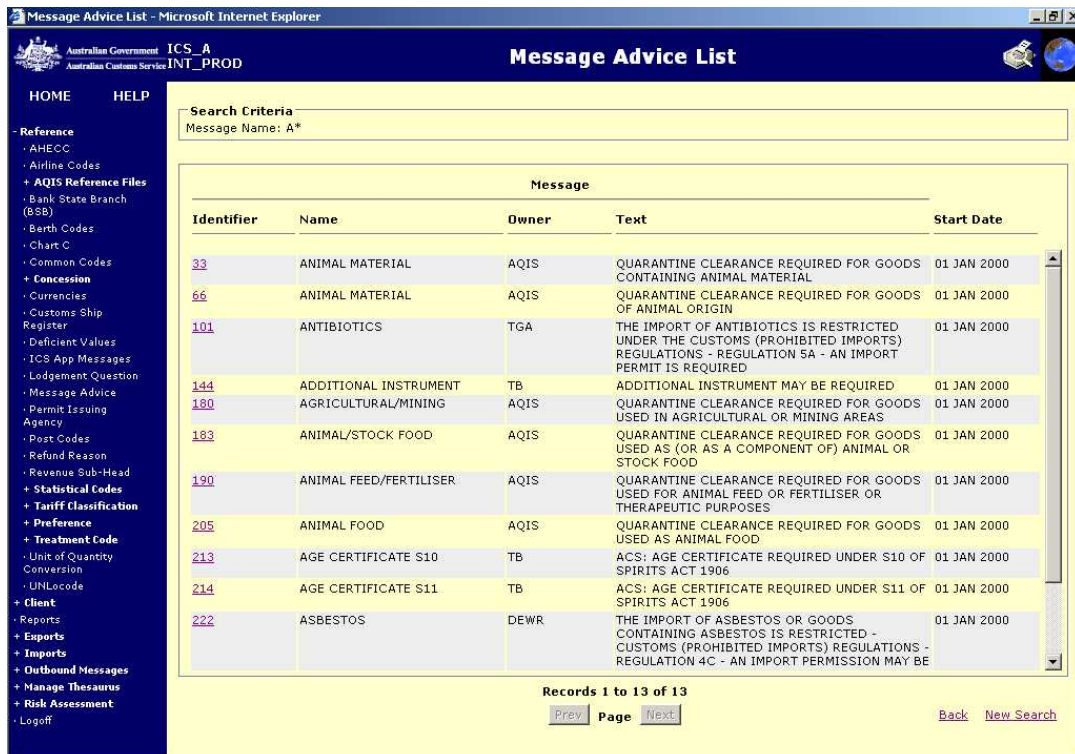
Note: to clear the search criteria entered, click on the Clear button.

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

If no records are found, the **Message Advice Search** screen displays with the entered search criteria retained.

If one record is found, the **Message Advice View** screen displays.

If more than one record is found, the **Message Advice List** screen displays.



The Message Advice List screen enables users to display message advice records for the specific search criteria.

All fields are read only.

The following table lists the options available on the Message Advice List screen.

Option	Action	Result
To view further details of a message advice.	Click on a hyperlink from the Identifier column.	The Message Advice View screen displays with further details of the message.
To view the previous or next page of results. Note: only available if more than one page exists.	Click on the Page Prev or Next button.	The previous or next page of results displays.
To perform another search (with existing search criteria retained).	Click on the Back hyperlink.	The Message Advice Search screen displays with the previously entered search criteria.
To perform another search (with the default search criteria).	Click on the New Search hyperlink.	The Message Advice Search screen displays with the default search criteria.

Step 5. Click on a hyperlink from the **Identifier** column.

Tip: the Message Advice View screen can also be accessed by performing one of the following actions:

- from one of the following screens click on a Message Advice hyperlink
 - the Tariff Classification View screen
 - the Treatment Code View screen
 - the Tariff Classification Statistical Codes View screen
 - the Tariff Concessional Instrument View screen
 - the Characteristic Code View screen
- from the Tariff Concessional Instrument Category View screen, click on a hyperlink from the Message Advice ID column
- from the Preference Scheme View screen, click on a Message Advice ID hyperlink.

The **Message Advice View** screen displays.

Message Advice View

ICS_A
INT_PROD HELP

Message Advice

Identifier 222
Message Name ASBESTOS
Message Output Type BOTH EDI
Trigger Type PROFILE
Message Text THE IMPORT OF ASBESTOS OR GOODS CONTAINING ASBESTOS IS RESTRICTED - CUSTOMS (PROHIBITED IMPORTS) REGULATIONS - REGULATION 4C - AN IMPORT PERMISSION MAY BE REQUIRED
Start Date 01 JAN 2000
End Date

Recipient Type BOTH
Message Owner DEPT EMPLOY & WORKPLACE REL
ATD Message Advice N

Audit Details

Date/Time Stamp 01 JAN 2000 00:00
UserID DATAMIG

Prev Record Next

The Message Advice View screen enables users to display the details of a message advice. All fields are read only.

The Next button will be disabled if the latest version of the message advice is displayed.

The following table lists the options available on the Message Advice View screen.

Option	Action	Result
To view a previous or next record. Note: only available if more than one message advice exists.	Click on the Record Prev or Next button.	The previous or next record displays.

POST CODES

Post Codes are used in the ICS in order to identify Australian locations/addresses. Post Codes are assigned to within the states or territories of Australia by Australia Post. Multiple suburbs within a state or territory may have the same postcode.

The following list illustrates how the same postcode can be associated to a number of different suburbs:

- FORREST, 2603 ACT
- GRIFFITH, 2603 ACT
- RED HILL, 2603 ACT.

SEARCHING FOR A POST CODE

The Post Codes Search screen enables users with the appropriate access to search for Australian postcodes.

To search for an Australian postcode:

Step 1. From the main menu, click on **Reference** then click on **Post Codes**.

The **Post Code Search** screen displays.

The Post Code Search screen enables users to search for Australian postcodes.

Step 2. (Optional) In the **Post Code** field, enter the postcode you want to view.

Note: wildcard or partial searching on postcodes is not permitted. This field can be left blank and the Town/Suburb or State/Territory field can be used to search for the code.

Note: if a postcode is not entered, the Town/Suburb field must be populated.

Step 3. (Optional) In the **Town/Suburb** field, enter the town or suburb to search on.

Tip: if the full name of the town or suburb is unknown, enter a partial value followed by the wildcard character (*).

Step 4. (Optional) In the **State/Territory** field, click on the drop down button and select one of the following options:

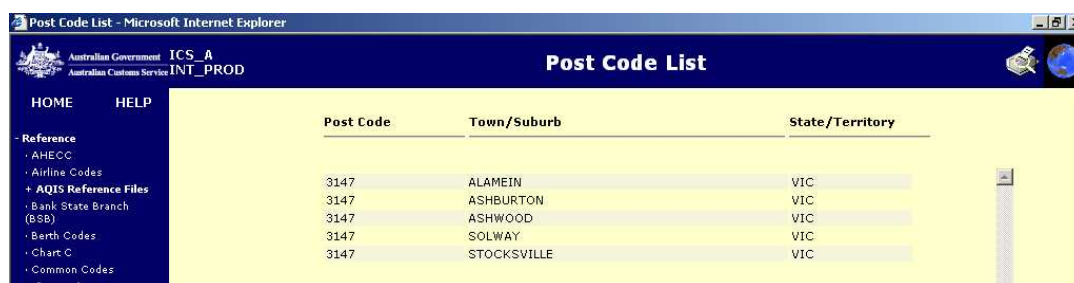
- ACT

- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA.

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

Step 5. Click on the **Search** button.

If one or more record/s are found, the **Post Code List** screen displays.



The Post Code List screen enables users to view a list of post codes, town/suburb and state/territory information found by using a search.

The list will commence with the postcode that matches the search criteria and continue to list postcodes from that point.

The following table list the options available on the Post Code List screen.

Option	Action	Result
To view the previous or next pages of postcodes. Note: only available if your search found more than one record.	Click on the page Prev or Next button.	The previous or next page of postcodes displays.
To perform another search (with existing search values retained).	Click on the Back hyperlink.	The Post Code Search screen displays with the previously entered search criteria.

UNLOCODES

United Nations Location Codes (UNLocodes) are used throughout the Integrated Cargo System (ICS) where input of port / location details is required (eg, export declarations).

A UNLocode consists of a two-character country code (eg, AU for Australia) and 3-character place code (eg, LST for Launceston). The UNLocode Search screen is used to search for an UNLocode (eg, Launceston = AULST).

Tip: the quick reference guide **UNLocode** is available from the Customs intranet (follow the links to Cargo Management Re-engineering).

SEARCHING FOR A UNLOCODE

The UNLocode Search screen enables users with the appropriate access to search for a United Nations Location code (UNLocode) (for example, Australia, Launceston = AULST).

To search for a UNLocode:

Step 1. From the main menu, click on **Reference**, and then click on **UNLocode**.

The **UNLocode Search** screen displays.

The screenshot shows the UNLocode Search interface. It includes a search form with the following fields and options:

- UNLocode:** A text input field.
- Country:** Fields for Name and Code, with a 'find' button.
- Port:** Fields for Name and Code.
- Port Type:** A list of options with checkboxes:
 - B BORDER CROSSING
 - 0 NOT YET SPECIFIED
 - 1 MARITIME
 - 2 RAIL
 - 3 ROAD
 - 4 AIR
 - 5 MAIL
 - 6 RESERVED FOR MULTIMODAL FUNCTI
 - 7 RESERVED FOR FIXED TRANSPORT F
 - 8 BORDER CROSSING
- Version:** Radio buttons for Current, Previous, and All.
- Date Of Effect:** Fields for Start and End.
- Buttons:** Search and Clear.

The UNLocode Search screen enables users to search for a UNLocode.

Step 2. (Optional) In the **UNLocode** field, enter the complete UNLocode required.

Note: this field can be left blank if you do not know the code. No partial or wildcard (*) searches are allowed on the UNLocode field.

Note: if you enter a valid UNLocode then all fields, except Version, Date of Effect – Start and Date of Effect – End, are disabled. To perform a search on a

combination of Country Name, Country Code, Port Name, Port Code and Port Type fields, the UNLocode field must be left blank.

Step 3. (Optional) In the **Country Name** field, enter the name of the country to view.

Step 4. (Optional) In the **Country Code** field, enter the country code required.

Tip: Country Name and Country Code fields can be populated using a search.

Click on the find hyperlink next to the Country Code field, enter a partial (wildcard [*] searches are allowed) or full country name or country code, click on the Search button, select the relevant country from the list and click on the OK button. On return to the UNLocode Search screen, the Country Name field will be populated.

Step 5. (Optional) In the **Port Name** field, enter the name of the port required.

Tip: if unknown, enter a partial value followed by the wildcard character (*).

Note: if a UNLocode is entered, the Port Name field is disabled.

Step 6. (Optional) In the **Port Code** field, enter the code of the port required.

Tip: if unknown, enter a partial value followed by the wildcard character (*).

Note: if a UNLocode is entered, the Port Code field is disabled.

Step 7. (Optional) In the **Port Type** list, select one of the following check boxes:

- B – Border Crossing
- 0 – Not yet specified
- 1 – Maritime
- 2 – Rail
- 3 – Road
- 4 – Air
- 5 – Mail
- 6 – Reserved for Multimodal Functions
- 7 – Reserved for Fixed Transport F
- 8 – Border Crossing.

Multiple port functions can be selected to search on or if the port's function is unknown, leave all the options blank.

Note: if a UNLocode is entered, the Port Type field is disabled.

Step 8. (Optional) From the **Version** options, select **Latest**, **Previous** or **All**.

If Latest is selected, the active (or current) record that matches the search criteria is selected.

If Previous is selected, then all records that match the search criteria and have an end date that is earlier than the start date of the latest version are selected.

If All is selected, then all records that match the search criteria including any records with start date in the future are selected.

Step 9. (Optional) In the **Date of Effect – Start** field, enter a date to base your search from.

Tip: this will include records that have a start date that is after today’s date (the system date). A start date can be entered when searching on the UNLocode field or for searches where the UNLocode field is blank.

Step 10. (Optional) In the **Date of Effect - End** field, enter a date to limit your search to.

Tip: this will include records that have an end date that is after today’s date (the system date). An end date can be entered when searching on the UNLocode field or for searches where the UNLocode field is blank.

Note: if an end date is entered then you must also enter a start date. You should be aware that the ICS will search for exact dates. If you do not use the exact dates then you may not obtain a result. If you are unsure, leave the date field blank.

Tip: to perform the widest search, leave the Date of Effect fields blank.

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

Step 11. Click on the **Search** button.

If one record is found, the **UNLocode View** screen displays.

If more than one record is found, the **UNLocode List** screen displays.

UNLocode	Country Name	Port Name	Status	Start Date	End Date	Port Type	Time Zone
AUQDN	AUSTRALIA	EDEN	ACTIVE	06 MAR 2006		1 MARITIME	K1- (UTC+10:00) CANBERRA, MELBOURNE, SYDNEY
AUQDN	AUSTRALIA	EDEN	ACTIVE	06 MAR 2006		4 AIR	K1- (UTC+10:00) CANBERRA, MELBOURNE, SYDNEY
AUQEL	AUSTRALIA	WELLINGTON	ACTIVE	06 MAR 2006		3 ROAD	K1- (UTC+10:00) CANBERRA, MELBOURNE, SYDNEY

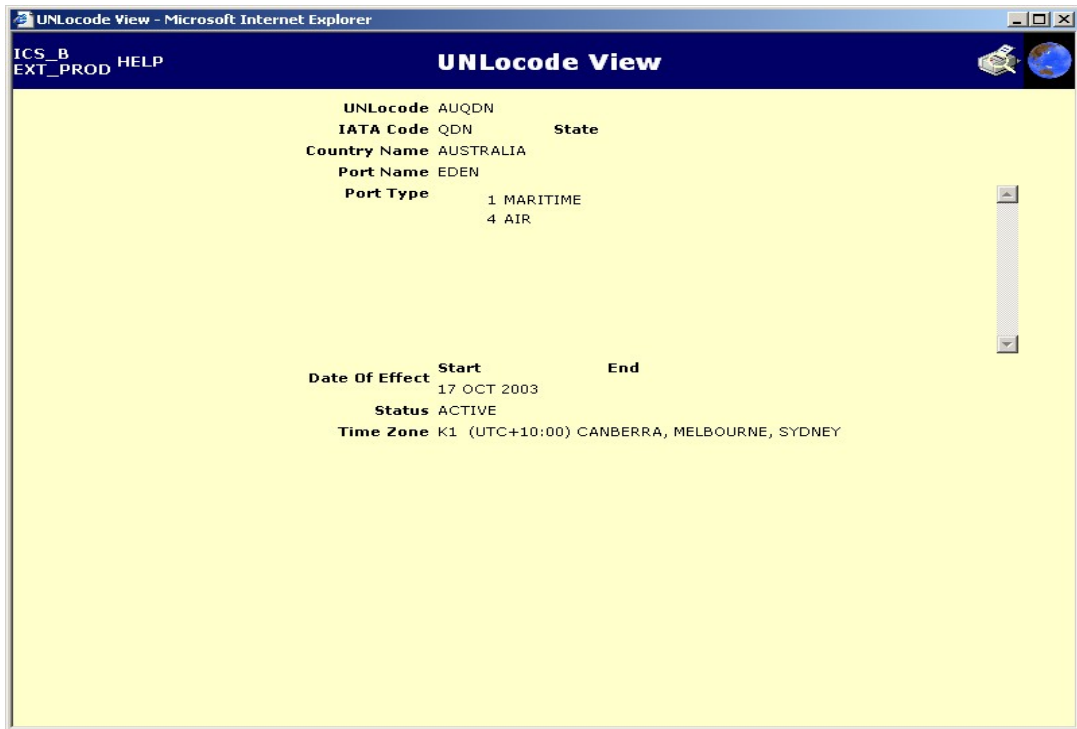
The UNLocode List screen enables users to view a list of UNLocodes found by a search.

The following table list the option available on the UNLocode List screen.

Option	Action	Result
To view the previous or next page of results. Note: only available if your search found more than one record.	Click on the Page Prev or Next button.	The previous or next page of UNLocodes displays.
To perform another search (with default search values retained).	Click on the Back hyperlink.	The UNLocode Search screen displays with the default search parameters.

Step 12. Click on a hyperlink in the UNLocode column.

The **UNLocode View** screen displays.



The UNLocode View screen enables users to view the complete details of a UNLocode.

UNIT OF QUANTITY CONVERSION

The unit of quantity conversion reference file holds convertible units of quantity or measure and their conversion factor. These conversions are used to convert quantity values on Customs documentation in the Integrated Cargo System (ICS) including import declarations and cargo reports.

SEARCHING FOR A UNIT OF QUANTITY CONVERSION

The Unit of Quantity Conversion Search screen enables users with the appropriate access to search for unit of quantity conversion records.

A unit of quantity conversion search can be based on values from a combination of the following fields:

- Original Quantity Unit (the unit of the quantity or measurement that the unit is to be converted from, for example, kilogram or metre)
- Target Quantity Unit (the unit of the quantity or measurement that the unit is to be converted to, for example, grams or millimetres).

To search for a unit of quantity conversion record:

Step 1. From the main menu, click on **Reference** and then click on **Unit of Quantity Conversion**.

The **Unit of Quantity Conversion Search** screen displays.

The Unit of Quantity Conversion Search screen enables users to search for unit of quantity conversion records.

The default search criteria in the Select Combination field will be Original Quantity Unit and (optional) Target Quantity Unit. The Original Quantity Unit field in the default search combination is displayed as mandatory.

Tip: if the Return all records search combination is selected, the search can be executed without any search criteria entered into either field.

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

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

Note: the Original Quantity Unit and Target Quantity Unit fields can be found using a search. Click on the relevant book icon next to the Original Quantity Unit or Target Quantity Unit field and select the appropriate value from the list. On return to the Unit of Quantity Conversion Search screen, the Original Quantity Unit and Target Quantity Unit fields will be populated.

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

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

If one record is found, the **Unit of Quantity Conversion View** screen displays.

If more than one record is found, the **Unit of Quantity Conversion List** screen displays.

Original Quantity Unit	Target Quantity Unit	Conversion Factor
CM CENTIMETRE	KM KILOMETRE	0.00001000
DK DECAMETRE	KM KILOMETRE	0.01000000
DM DECIMETRE	KM KILOMETRE	0.00100000
FT FOOT	KM KILOMETRE	0.00030480
HM HECTOMETRE	KM KILOMETRE	0.10000000
IN INCH	KM KILOMETRE	0.00002540
M METRE	KM KILOMETRE	0.00100000
MM MILLIMETRE	KM KILOMETRE	0.00000100
YD YARD	KM KILOMETRE	0.00091440

The Unit of Quantity Conversion List screen enables users to view a list of units used for quantity conversion.

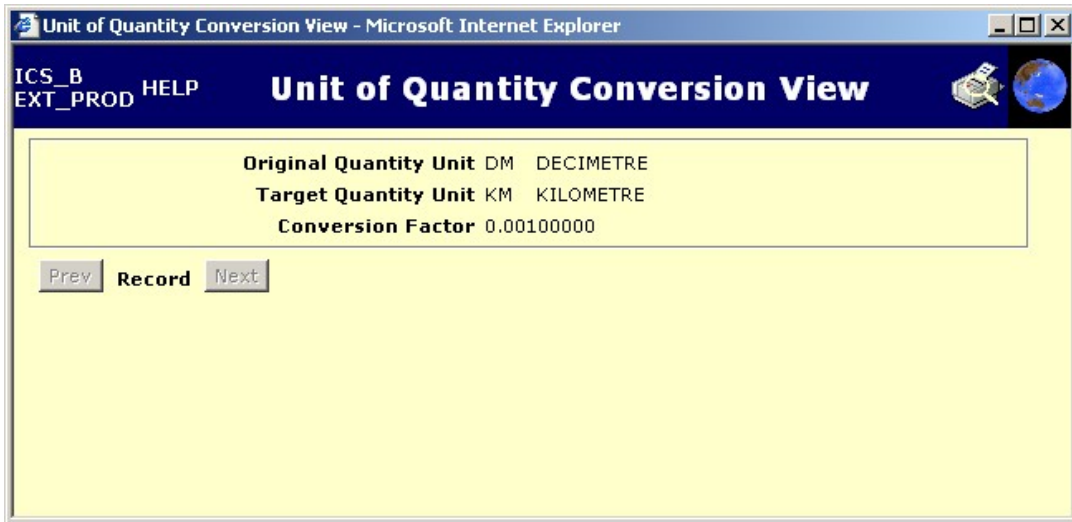
The list of unit of quantity conversion records are sorted in ascending order by original quantity unit then target quantity unit. All fields are read only.

The following table lists the options available on the Unit of Quantity Conversion List screen.

Option	Action	Result
To view a previous or next page of results. Note: only available if more than one page exists.	Click on the Page Prev or Next button.	The previous or next page of results displays.
To perform another search (with existing search criteria retained).	Click on the Back hyperlink.	The Unit of Quantity Conversion Search screen displays with the previously entered search criteria.
To perform another search (with the default search criteria).	Click on the New Search hyperlink.	The Unit of Quantity Conversion Search screen displays with the default search criteria.

Step 5. Click on a hyperlink in the **Original Quantity Unit** column.

The **Unit of Quantity Conversion View** screen displays.



The Unit of Quantity Conversion View screen enables users to view the details of a unit of quantity conversion.

If the Unit of Quantity Conversion View screen was accessed from a hyperlink on the Unit of Quantity Conversion List screen, the Record Prev and Next buttons will be active and available to use.

The following table lists the option available from the Unit of Quantity Conversion View screen.

Option	Action	Result
To view the previous or next record. Note: only available if more than one record exists.	Click on the Record Prev or Next button.	The previous or next records displays.

RELATED TOPICS

- Status.

FURTHER ASSISTANCE

For import-related technical support email cargosupport@customs.gov.au or phone 1300 558 099.