


CARGO LIST REPORTS

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OVERVIEW

WHAT IS A CARGO LIST REPORT (CLR)?

A **cargo list report** (CLR) is a statement by a shipping company about certain types of cargo being discharged from a vessel on an international voyage. The types of cargo reported on a CLR are the shipping company's own empty containers, cabotage and export cargo being repositioned prior to export. A CLR is never applicable for airfreight.

A CLR is required to obtain release of cargo where that cargo will not have an associated import declaration.

Unless a validated impending arrival report links to a CLR advice about the status of the cargo on the CLR will not be sent.

HOW IS A CLR COMMUNICATED?

A CLR must be communicated electronically.

CLRs must be lodged not less than 48 hours before the estimated time of arrival of the vessel at its first Australian port. If the voyage from the last port is less than 48 hours, the CLR must be submitted prior to the vessel's estimated time of arrival at the first Australian port.

WHEN IS A CLR USED?

A CLR must be lodged for all Australian ports of call prior to arrival at first port for all ports. A CLR must be lodged not less than 48 hours before the estimated time of arrival (ETA) of the vessel at its first Australian port. If the journey from the last overseas port is less than 48 hours, shorter timeframes are prescribed.

A separate CLR must also be lodged not less than 24 hours before the estimated arrival at each subsequent Australian port of discharge. If the journey from the previous Australian port is less than 24 hours, the CLR must be submitted before the estimated time of arrival of the vessel at the next Australian port of discharge.

A CLR must provide:

- vessel identifier (Lloyd's or Customs Ship Register number);
- voyage number
- original port of loading
- port of discharge
- port of destination
- cargo code (C= cabotage, E= empty or X= export)
- cargo identifier (Container Number, Bill of Lading or Booking Reference Number)
- break bulk indicator
- number of packages.

LINKS

The following diagram shows the links between a CLR and other documents in ICS cargo reporting. The unshaded boxes specify the fields that must contain the same information for reports to link.

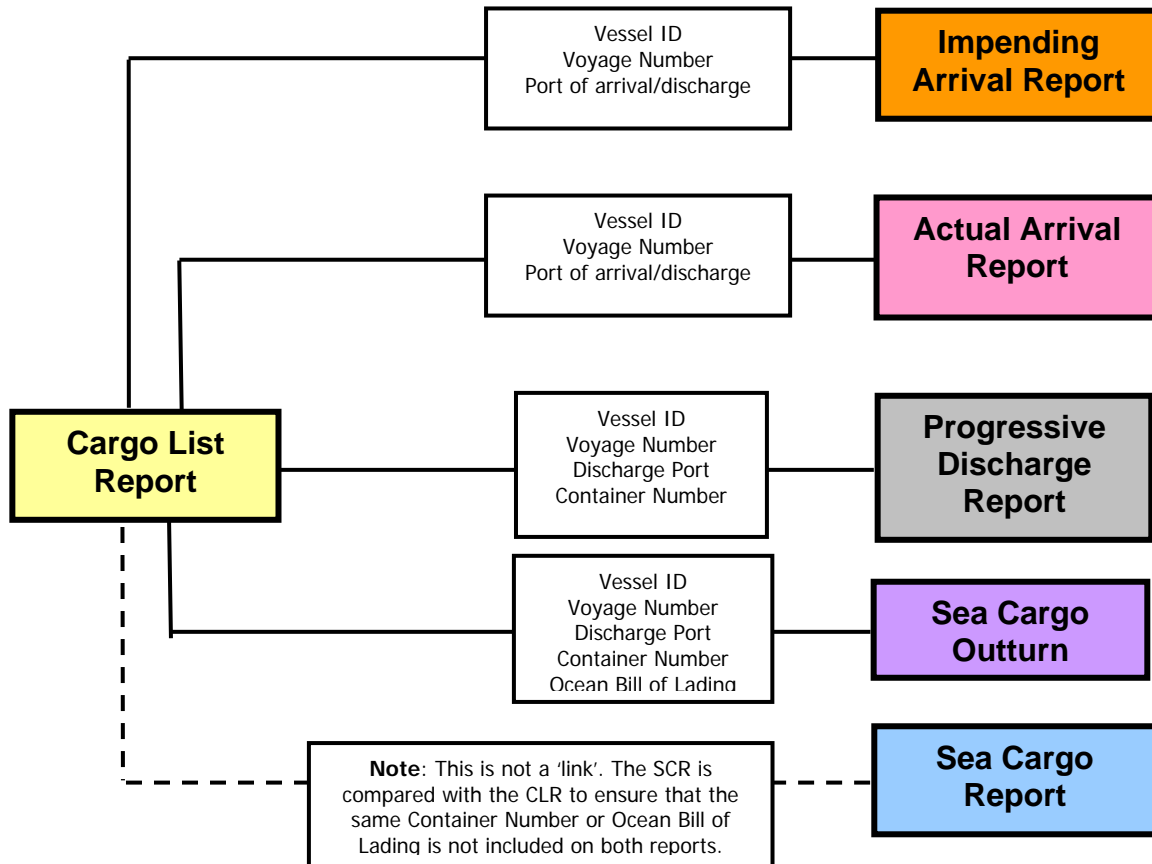


Diagram One – Links between Cargo List Reports and other ICS reports.

SCREENING

No cargo screening period applies to a CLR.

UNSOLICITED MESSAGES

If there are no impediments on the cargo, cargo status messages will be sent to relevant parties. These parties include:

- the cargo reporter
- the release premises.

DOCUMENT STATUS

After lodgement CLRs are validated within the ICS. A CLR that fails validation will be rejected and will not be stored in the ICS. These documents must be corrected and re-lodged.

CLRs that pass validation and are stored in the ICS are assigned a document status. The status of a CLR can only be determined by checking the ICS. The possible statuses for a CLR are:

- **Clear** – the CLR has been validated without error. This is the default status and is implied by the acceptance and storage of the report.
- **Withdrawn** – the CLR has been withdrawn. This is indicated by the ‘withdrawn’ indicator displayed across the top of the screen in red.

After lodgement and validation a CLR will be risk assessed and messages regarding the status of the goods described on the CLR will be sent to the reporting party.

LEGISLATION

Customs Act 1901

Section 64AB requires that all cargo reporters who have arranged for cargo to be carried on a vessel must communicate electronically, not later than the prescribed period, or such other period as is prescribed, prior to the vessel arrival at the first Australian port.

Customs Regulations 1926

Customs Regulations 26B and 26C prescribe timings for subsection 64AB(8) of the Act.

OFFENCES

Section 64AB(9) - An offence against subsection 64AB(9) – CLR intentionally not communicated or within the prescribed time or incorrectly – this is a fault based offence with a maximum penalty of 120 penalty units.

Section 64AB (10) - An offence against subsection 64AB(10) – CLR not communicated or within the prescribed time or incorrectly – is an offence of strict liability, with a maximum penalty of 60 penalty units. The Infringement Notice Scheme (INS) applies to offences against section 64AB(10), with a penalty of twelve penalty units. A penalty unit is defined by the *Crimes Act 1914*.

CREATING A CARGO LIST REPORT

The *Cargo List Report Create* screen enables users with the appropriate access to lodge a cargo list report.

When a cargo list report is created, the ICS will attempt to link the cargo list report to other reports (e.g., an actual arrival report) received by the ICS. The ICS does this by looking at various fields such as the Vessel ID and Voyage number.

Tip: before attempting to create a cargo list report, ensure that you have all required information and codes. It is NOT possible to use the reference search function (eg, for a UNLocode) and lodge a cargo list report simultaneously.

The following table lists the codes that may be required in lodging a cargo list report and the fields to which they apply.

Field name	Type of code/identifier
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Discharge Port Code	United Nations location code (UNLocode)
Original Loading Port Code	
Destination Port Code	
Responsible Party ID	Australian Business Number (ABN) or Customs Client Identifier (CCID)
Package Type	Package Type (search under Common Codes)

Tip: a cargo list report can contain a maximum of 999 lines. A maximum of 50 lines can be added to a cargo list report before it must be submitted. To add additional lines, refer to Amending a Cargo List Report.

To create a cargo list report:

Step 1. From the main menu, click on **Imports**, click on **Cargo List** and then click on **Create**. The **Cargo List Report Create** screen displays.

The Cargo List Report Create screen enables users to lodge a cargo list report.

Note: the Reported By ID field will default to the ABN/CCID (Australian Business Number/Customs Client Identifier) of the reporting party and is read-only.

Step 2. In the **Vessel ID** field, enter the identifier of the vessel. This may be either a Lloyds number (an internationally recognised register of unique numbers issued primarily to commercial vessels) or a Customs ship number (a unique alpha-numeric identifier assigned by Customs for vessels that do not have a Lloyds' number).

Step 3. In the **Voyage No** field, enter the voyage number. The voyage number is the number that identifies a particular voyage for a vessel as assigned by the vessel operator.

Step 4. In the **Discharge Port Code** field, enter the UNLocode for the Australian port where the cargo is to be discharged.

Step 5. In the **Responsible Party ID** field, enter the identifier of the party for whom the cargo is being reported. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID). To be a valid identifier, an ABN must be registered in the ICS.

To complete line details:

Step 6. In the **Cargo Identifier** field, enter the cargo identifier for the line. For empty containers, only the container number is required. For all other cargo, the container number or booking reference number or bill number is required.

Step 7. In the **Cargo Code** field, click on the drop down button and select one of the following options:

- **C** – CABOTAGE - used for domestic cargo on a non-Australian vessel undertaking an international voyage.

Note: domestic cargo on an Australian vessel undertaking an international voyage should not be reported here. It should be reported on an outwards subor main manifest using exempt code EXDC

- **E** – EMPTY - used if the container is empty
- **X** – EXPORT - used if the cargo is export cargo being repositioned prior to being exported and will not enter the Australian market for home consumption.

Step 8. In the **Cargo Type** field, click on the drop down button and select one of the following options:

- **BLK** – Bulk - goods that conform to the shape of the vessel hold that the cargo is being transported in and does not have any external packaging, for example, gas, grain or petroleum
- **B/B** – Break Bulk - cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self-contained units/packages. Eg, cars or timber packs
- **FCL** – Full Container Load - containers where all the contents are consigned to one entity. There is only one consignment in the container.

Step 9. (Conditional) In the **No Of Packages** field, enter the number of packages as described on the commercial documents.

This field is mandatory for break bulk cargo. For all other cargo, enter **0**.

Step 10. (Conditional) In the **Package Type** field, enter the type of the package. The package type identifies the specific packaging used to transport the goods. The package type will be recorded as a two character alphanumeric code.

This field is mandatory for break bulk cargo. Leave this field blank for bulk cargo type.

Step 11. In the **Original Loading Port Code** field, enter the United Nations location code of the first seaport where the consignment was loaded on to the vessel.

Step 12. In the **Destination Port Code**, enter the UNLocode of the final destination port of the cargo.

Note: to add a line, click on the Add Line button.

Note: a maximum of 50 lines can be added to a page before a cargo list report must be submitted.

Note: to exit this screen without saving, click on the Cancel button.

Step 13. Click on the **Submit** button.

The **Cargo List Report View** screen displays.

The following table lists the option available on the Cargo List Report Create screen.

Option	Action	Result
To remove a cargo list report line.	Select the appropriate checkbox(es) in the Remove Line column.	When the cargo list report is submitted, the selected line(s) will be removed.

SEARCHING FOR A CARGO LIST REPORT

The Cargo List Report Search screen enables users with the appropriate access to search for a Cargo List Report (CLR).

CLRs contain information submitted by cargo reporters to Customs relating to cargo that does not require a sea cargo report document to obtain a release from Customs control.

Note: an importer, or their agent, can only search for cargo list reports that they created.

To search for a cargo list report:

Step 1. From the main menu, click on **Imports**, click on **Cargo List** and then click on **Search**.

The **Cargo List Report Search** screen displays.

The Cargo List Report Search screen enables users to search for a cargo list report.

The default search criteria in the Select Combination field will be Vessel ID and Voyage No. Fields for this search combination are displayed as mandatory fields. 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:

- Vessel ID & Voyage No (default)
- Responsible Party ID & Reported Date
- Discharge Port Code & Reported Date
- Vessel ID & Voyage No & Discharge Port Code

- Vessel ID & Voyage No & Responsible Party ID.

Tip: choosing an appropriate search option will make searching more efficient.

When a broad search option is used, a list will usually be returned. From this screen a specific document can be chosen. The broadest search option available is the Discharge Port Code & Reported Date option. The most specific search option is the Vessel ID & Voyage No & Responsible Party ID option.

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

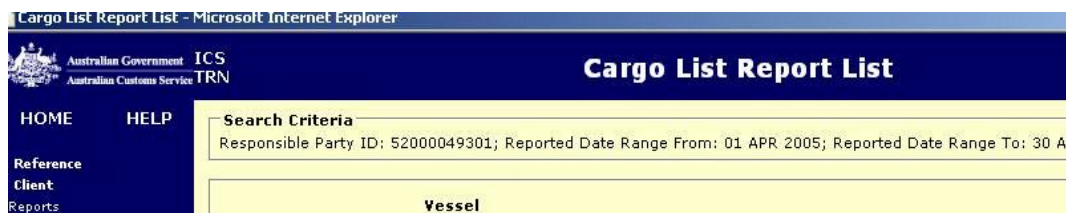
Note: the date range must be no more than 30 days duration. The Reported Date From/To must not contain a date in the future.

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

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

If only one record is found, the **Cargo List Report View** screen displays.

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



The Cargo List Report List screen enables users to view a list of cargo list reports.

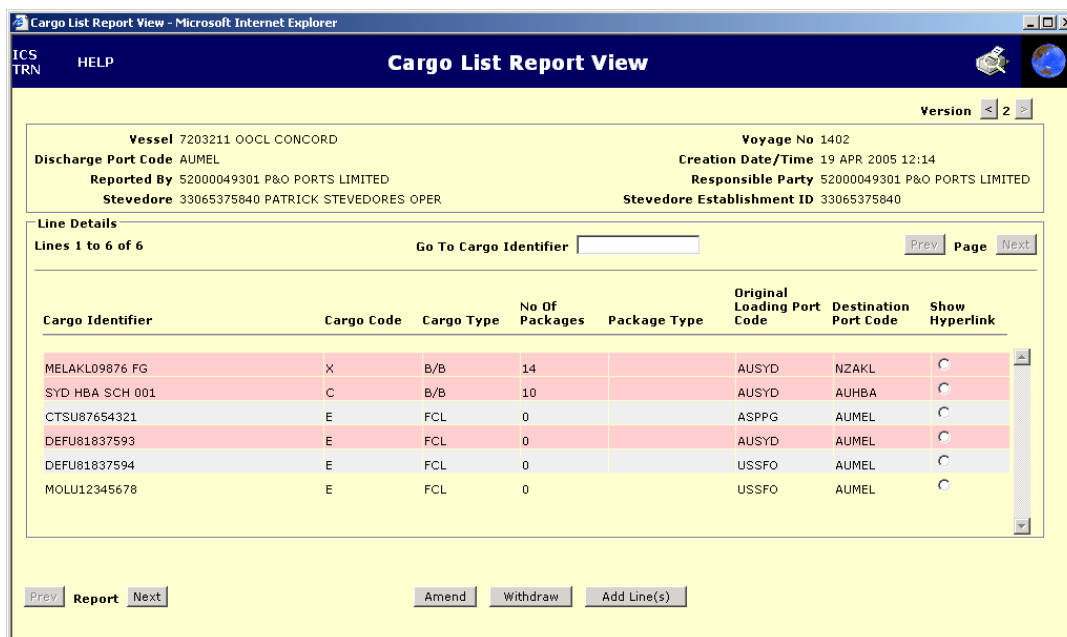
The cargo list report list is sorted by the vessel identifier and voyage number. All fields are read-only.

The following table lists the options available on the Cargo List Report List screen.

Option	Action	Result
To view the previous or next page of results. Note: only available if more than one page exists.	Click on the 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 Cargo List Report Search screen displays with the previously entered search criteria.
To perform another search (with default search criteria).	Click on the New Search hyperlink.	The Cargo List Report Search screen displays with the default search criteria.

Step 5. Click on a hyperlink in the Vessel Name column.

The **Cargo List Report View** screen displays.



The Cargo List Report View screen enables users to view a cargo list report.

The cargo list report view is sorted by the cargo type and cargo identifier (which consists of the ocean bill of lading or container number). All fields are read-only.

The following table lists the options available on the Cargo List Report View screen.

Option	Action	Result
To view the previous or next version of the cargo list report. Note: only available if more than one version exists.	Click on the Version < or > button.	The previous or next version of the cargo list report displays. Note: fields on the version are highlighted if they are different from the fields on the previous version.
To navigate to a particular cargo identifier. Note: if the cargo identifier entered does not exist, the next available cargo identifier displays.	In the Go to Cargo Identifier field, type the cargo identifier or the beginning of the cargo identifier number and press the 'Enter' key on the keyboard.	The details for the cargo identifier entered comes to the top of the list.
To view the previous or next page of line summary details. Note: only available if more than one page exists.	Click on the Page Prev or Next button.	The previous or next page of line summary details displays.

Option	Action	Result
To view hyperlinks for documents/reports associated with a particular line.	Select the appropriate option in the Show Hyperlink column.	Hyperlinks for documents/ reports associated with the selected line display, where available. For further details, on this function refer to volume 1 module 1.
To view the associated outbound messages.	Click on the Outbound Msg hyperlink.	The Outbound Message Search screen displays. Refer to volume 1 module 4.
To view status summary details.	Click on the Status hyperlink.	The Status Summary View screen displays.
To view a linked sea impending arrival report. Note: the hyperlink only displays if an impending arrival report exists.	Click on the Impending Arrival hyperlink.	The Sea Impending Arrival Report View screen displays.
To view a linked progressive discharge report. Note: the hyperlink only displays if a progressive discharge report exists.	Click on the Progressive Discharge hyperlink.	The Progressive Discharge Report View screen displays.
To view the previous or next report. Note: the only available if your search found more than one record.	Click on the Report Prev or Next button.	The previous or next report displays.
To amend the cargo list report.	Click on the Amend button.	The Cargo List Report Amend screen displays.
To withdraw the cargo list report.	Click on the Withdraw button.	The Cargo List Report View screen displays with the status of withdrawn and the Withdraw indicator displays. Refer to Withdrawing a Cargo List Report.
To add lines to the cargo list report.	Click on the Add Line(s) button.	The Cargo List Report Amend screen displays.

AMENDING A CARGO LIST REPORT

The Cargo List Report Amend screen enables users with the appropriate access to amend the details of a cargo list report.

The Cargo List Report Amend screen can be navigated to in two different ways:

- navigating to this screen using the Amend button allows authorised users access to the Cargo List Report Amend screen to amend and remove (delete) existing lines.
- navigating to this screen using the Add Lines button allows authorised users access to the Cargo List Report Amend screen to add additional lines.

Tip: before attempting to amend a cargo list report, ensure that you have all of the required information and codes. It is NOT possible to use the reference search function (i.e., for a UNLocode) and amend a cargo list report simultaneously.

Amending and removing existing lines

Existing lines can be amended or removed if required.

To amend cargo list report line details:

Step 1. From the Cargo List Report View screen, click on the **Amend** button.

The **Cargo List Report Amend** screen displays.

Cargo Identifier	Cargo Code	Cargo Type	No Of Packages	Package Type	Original Loading Port Code	Destination Port Code	Remove Line
MELAKL09876 FG	X	B/B	14		AUSYD	NZAKL	<input type="checkbox"/>
SYD HBA SCH 001	C	B/B	10		AUSYD	AUHBA	<input type="checkbox"/>
CTSU87654321	E	FCL			ASPPG	AUMEL	<input type="checkbox"/>
DEFU81837593	E	FCL			AUSYD	AUMEL	<input type="checkbox"/>
DEFU81837594	E	FCL			USSFO	AUMEL	<input type="checkbox"/>
MOLU12345678	E	FCL			USSFO	AUMEL	<input type="checkbox"/>

The Cargo List Report Amend screen enables users to amend the details of a cargo list report.

The following fields are read-only:

- Vessel ID
- Voyage No
- Discharge Port Code
- Reported By ID
- Responsible Party ID
- Cargo Identifier
- Cargo Code
- Cargo Type.

The following fields can be amended if required:

- No of Packages

- Package Type
- Original Loading Port Code
- Destination Port Code.

Step 2. Locate the line that requires amendment.

Step 3. Make the required changes to the cargo list report line.

Note: to amend other lines, refer to **Step 2**.

To remove an existing line:

Step 4. On the line(s) you wish to delete, select the appropriate checkbox(es) in the Remove Line column.

Note: to exit this screen without saving, click on the Cancel button.

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

The **Cargo List Report View** screen displays with the updated details.

Adding a line

Additional line details can be added to a cargo list report if required.

Tip: a cargo list report can contain a maximum of 999 lines. A maximum of 50 lines can be added to a page before the cargo list report must be submitted.

Step 1. From the Cargo List Report View screen, click on the **Add Line(s)** button.

The **Cargo List Report Amend** screen displays.

Additional line details can be entered for the cargo list report.

Step 2. In the **Cargo Identifier** field, enter the cargo identifier for the line. For empty containers, only the container number is required. For all other cargo, the container number or booking reference number or bill number is required.

Step 3. In the **Cargo Code** field, click on the drop down button and select one of the following options:

- **C** – cabotage - used for domestic cargo on a non-Australian vessel undertaking an international voyage. **Note:** domestic cargo on an Australian vessel undertaking an

international voyage should not be reported here. It should be reported on an outwards sub or main manifest using exempt code EXDC

- **E** – empty - used if the container is empty
- **X** – export - used if the cargo is export cargo being repositioned prior to being exported and will not enter the Australian market for home consumption.

Step 4. In the **Cargo Type** field, click on the drop down button and select one of the following options:

- **BLK** – Bulk - c goods that conform to the shape of the vessel hold in which the cargo is being transported, and does not have any external packaging, for example, gas, grain or petroleum
- **B/B** – Break Bulk - cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self-contained units/packages. Eg, cars or timber packs
- **FCL** – Full Container Load - containers where all the contents are consigned to one entity. There is only one consignment in the container.

Step 5. (Conditional) In the **No Of Packages** field, enter the number of packages as described on the commercial documents.

This field is mandatory for break bulk cargo. For all other cargo, enter 0.

Step 6. (Conditional) In the **Package Type** field, enter the two-letter code for the type of package.

This field is mandatory for break bulk cargo. Leave this field blank for bulk cargo type.

Step 7. In the **Original Loading Port Code** field, enter the United Nations location code of the first seaport where the consignment was loaded on to a vessel.

Step 8. In the **Destination Port Code**, enter the UNLocode of the final destination port of the cargo.

To remove an existing line:

Step 9. On the line(s) you wish to delete, select the appropriate checkbox(es) in the Remove Line column.

Note: to exit this screen without saving, click on the Cancel button.

Note: a maximum of 50 lines can be added to a page before a cargo list report must be submitted. A cargo list report can contain a maximum of 999 lines per header.

Step 10. Click on the **Submit** button.

The **Cargo List Report View** screen displays with the updated details.

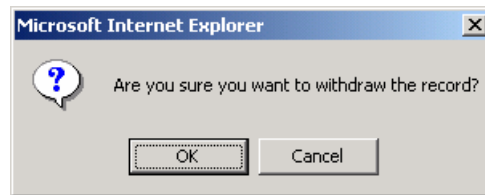
WITHDRAWING A CARGO LIST REPORT

The Cargo List Report View screen also enables users with the appropriate access to withdraw an entire cargo list report in the Integrated Cargo System (ICS).

To withdraw a cargo list report:

Step 1. From the Cargo List Report View screen, click on the **Withdraw** button.

A confirmation box displays.



Step 2. Click on the **OK** button.

The **Cargo List Report View** screen displays with a Withdrawn indicator in red text at the top of the screen.

RELATED TOPICS

For more information on Cargo Reporting, refer to [Module 1](#).

For more information on Sea Impending Arrival Reports, refer to [Module 7](#).

For more information on Sea Cargo Reports, refer to [Module 8](#).

For more information on Sea Actual Arrival Reports, refer to [Module 10](#).

For more information on Progressive Discharge Reports, refer to [Module 11](#).

For more information on Vessel Summary, refer to [Module 13](#).

For more information about the Reference Functionality that relates to Cargo reporting, refer to Volume 1 [Module 5.3](#).

FURTHER ASSISTANCE

Email cargosupport@customs.gov.au or phone 1300 558 099.