

INTEGRATED CARGO SYSTEM (ICS)
BUSINESS CONTINUITY PLAN (BCP)

SEA IMPENDING ARRIVAL REPORT

LODGEMENT OF CONTINGENCY DATA
HELP GUIDE

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1. Introduction

A Sea Impending Arrival Report must be submitted in accordance with legislative provisions.

The Sea Impending Arrival Report identifies the ports and establishments that an international vessel is visiting and whether cargo is being discharged or not. It is pivotal for the transmission of status to the establishments quoted on the arrival report.

Multiple impending sea arrivals can be reported on the one contingency file as long as each report is identified by a unique Sender's Reference. However these must be for the same Vessel/Voyage combination.

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.

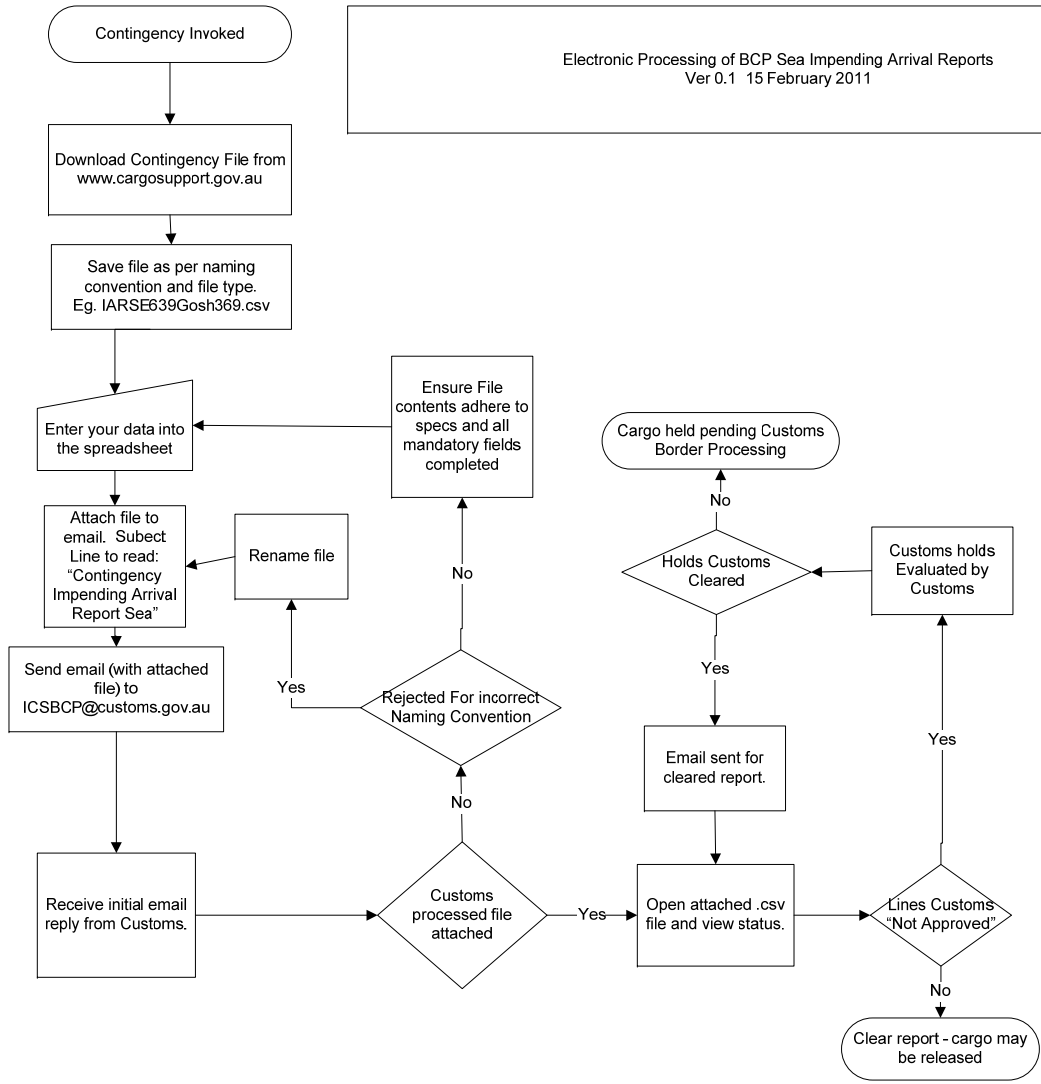
The second component is a Detailed Guide which provides guidance on how to:

- 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. Section 5 of this document explains the option of Hard Copy Contingency form lodgement.

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 and Border Protection causing notice to be given that the system has become operative.

Electronic Processing of BCP Sea Impending Arrival Reports
Ver 0.1 15 February 2011



2. Sea Impending Arrival Report Quick Guide

➤	Download the “ Contingency IAR Sea ” file contained within the Contingency Sea Impending Arrival Report folder from the Imports – ICS Import Business Continuity Folders (refer to Section 3.2 for further information on locating the folder and downloading a contingency file).
➤	Enter the data in the required fields (refer to Section 3.3 for further detail).
➤	Save the file with a Naming Convention (refer to Section 3.4 for further information)
➤	Attach the file to an email.
➤	The subject line for the email should be ‘Contingency Impending Arrival Report Sea’
➤	Address the email to ICSBCP@customs.gov.au and send to Customs and Border Protection (refer to Section 3.5 for further information on how to submit a contingency file)

Customs and Border Protection will process the file and provide one of the following status reports.

Approved All contingency impending and actual arrival reports with an Approved status will be forwarded to the relevant Customs and Border Protection regional office.

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

Assistance with Contingency Files

Note: All contingency files are to be forwarded to the BCP mailbox at ICSBCP@customs.gov.au

All BCP queries or issues should be directed to the Customs Information and Support Centre (CI & SC).

Email: cargosupport@customs.gov.au

Phone: 1300 558 099

Urgent Customs Clearance: 02 6275 6100

3. Sea Impending Arrival Report Detailed Guide

3.1 Contingency Folders

- 1/. Go to <http://www.cargosupport.gov.au>, and then click on the menu item titled **ICS Business Continuity**. The ICS Business Continuity screen will display as per the following screenshot.


Home>Integrated Cargo System>ICS Business Continuity (BCP)


ics business continuity

ICS Business Continuity Plan

In the event of an ICS outage, ICS slow response times, ICS specific issues, and/or client system problems it is critical that industry be able to continue normal daily business with minimal disruption through alternate cargo reporting procedures. A contingency period can be either when an ICS outage occurs or a client's cargo system outage occurs.

Customs and Border Protection, in partnership with Industry and AQIS has developed an Integrated Cargo System (ICS) Business Continuity Plan (BCP).

 [ICS Business Continuity Plan](#)

For general information on the ICS BCP, including who to contact to find out more, refer to  [Australian Customs Cargo Advice 2006, Number 27](#).

What do I do in an outage?

Depending on the urgency of the cargo clearance you can decide whether to lodge a contingency file or wait for the ICS problem to be resolved.

Note: All contingency files submitted to Customs and Border Protection **MUST** be submitted in the ICS within 24hrs of it becoming operational.

Refer to the following folders for detailed procedures to follow when submitting transactions for clearing cargo during a contingency period. These folders also contain the electronic contingency file

[IMPORT - ICS Import Business Continuity Folders](#)

[EXPORT - ICS Export Business Continuity Folders](#)



Contacts

All contingency files should be emailed to the BCP Mailbox.
Email: ICSBCP@customs.gov.au

All other BCP queries or issues should be directed to the Customs Information and Support Centre (CI & SC).
Email: cargosupport@customs.gov.au
Phone: 1300 558 099

- 2/. Click on **IMPORT - ICS Import Business Continuity Folders**. Under the heading **Sea IAR (Impending Arrival Report)** there is a help guide and a link to the contingency file.

Sea IAR (Impending Arrival Report)

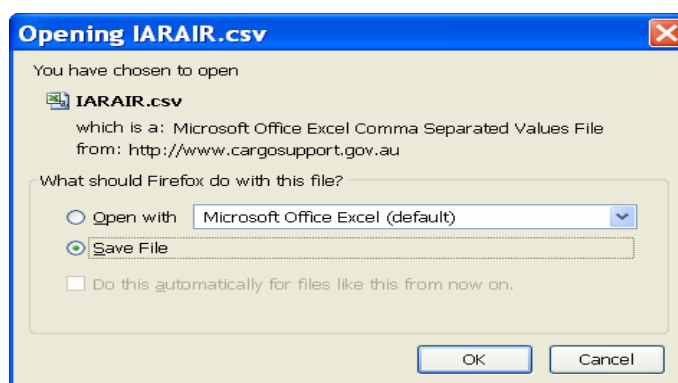
- [Sea Impending Arrival Report Help Guide](#)  This document provides assistance in completing the Sea AAR [.csv](#) file
- [Contingency IAR Sea file](#)  (1KB)
To be completed and lodged by cargo reporters (sea) in replacement of the ICS electronic actual arrival report.

3.2 Downloading the Contingency File

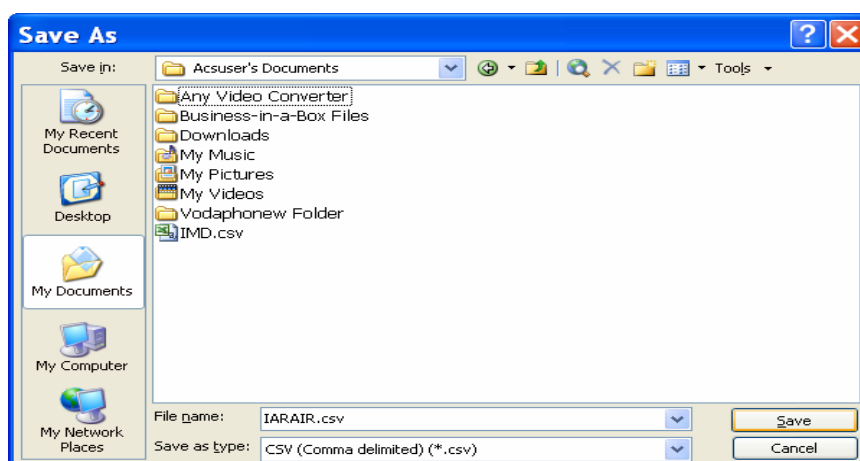
The following steps outline how a client should download and save a contingency file.

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.

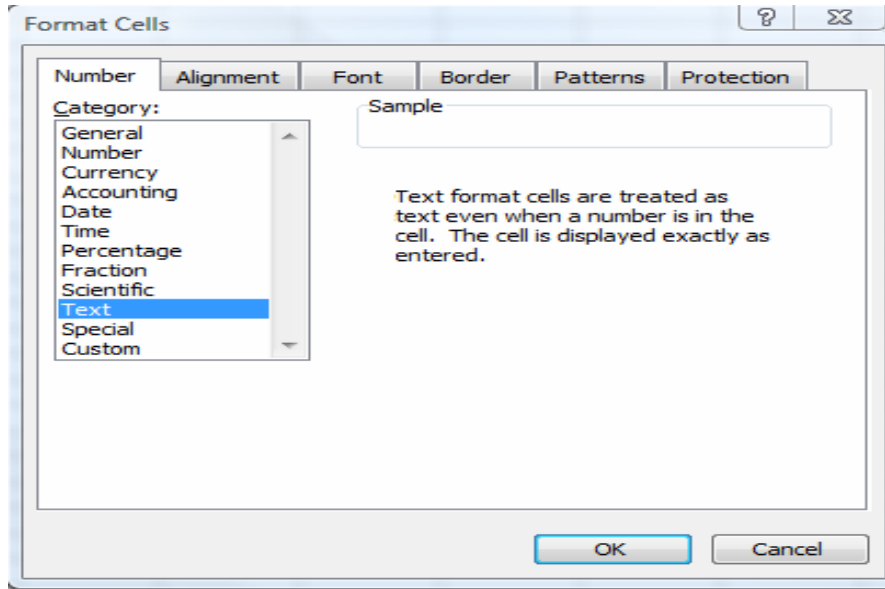
- 1/. Click on the **Contingency IAR Sea file**. The **File Download** dialogue box displays.
- 2/. Select **Save**



- 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.



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

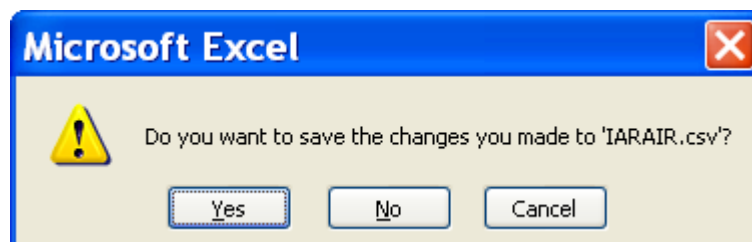


- 8/. Now the cells are formatted as text, enter the data into each of the fields as required (refer to Section 4.3).
- 9/. After the data has been entered, **Save** the changes according to the file naming conventions (refer to Section 4.4).
Note. The following prompt will appear when saving a spreadsheet 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 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.

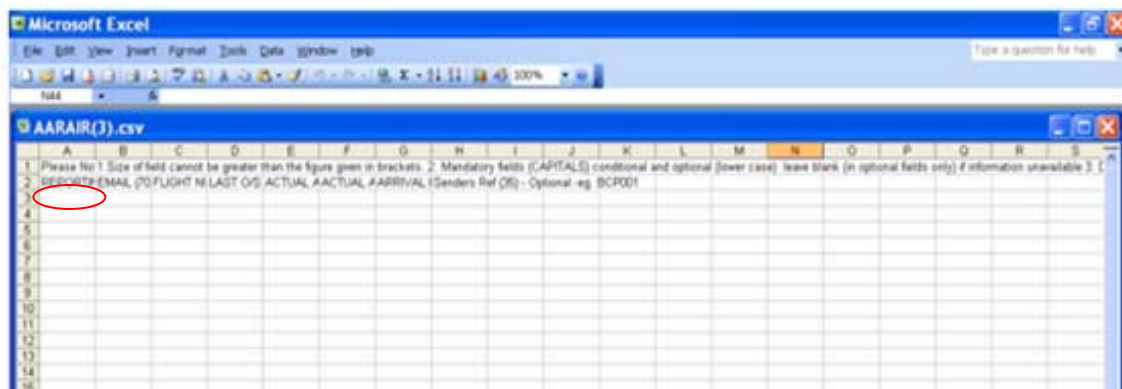
- File completion;
 - Fill in each **mandatory** field.
 - Repeat information across each line if a multiple line file, ie each mandatory field is fully completed down the column and across the row, **“no dittos”**.
 - Save as an **excel .csv file**, in **text format**.

3.3.2 Filling in the contingency Sea Impending Arrival Report file

The following procedure outlines how a client should complete a contingency Sea Impending Arrival Report file.

Note. A Sea Impending Arrival Report file should not contain any more than 1000 lines.

- 1/. Locate the **contingency IAR Sea file** from the **Import - ICS Import Business Continuity Folders** on the **ICS Business Continuity** page or open the file from the location it is saved as per steps in Section 3.2. The file will open as an excel spreadsheet.
- 2/. Select the cell underneath each field to complete, using the tab button or arrow to navigate between fields. **Do not leave blank rows or empty mandatory cells.**



- 3/. Complete all fields according to the table below. Note: To assist in the compilation of the spreadsheet the **MANDATORY** fields are indicated by the column headers in **CAPITALS** and conditional or optional fields are in lower case.

SEA IMPENDING ARRIVAL

	FIELD NAME	BCP BUSINESS REQUIREMENT	FIELD DEFINITIONS	DATA EXAMPLES	DATA TYPE	FIELD SIZE
1	Reporting Party ID	Mandatory	A valid Australian Business Number (ABN) or Customs Client Identifier (CCID)	12345678901	text	11
2	Email	Mandatory	Valid Email address of the reporting party.	BCP@customs.gov.au	text	70
3	Seacraft Registration	Optional	The registration number of an Seacraft, as assigned by the appropriate aviation authority	CFCAG	text	8
4	Flight No	Mandatory	The Flight Number is the unique reference identifying a specific journey of an Seacraft including the Sealine Code	CC002	text	8
5	Last O/S Departure Port Code	Mandatory	Must be a valid UNLOCODE	NZAKL	text	5
6	Last O/S Departure Date	Mandatory	The date a craft departs from its last overseas port prior to its arrival to Australia.	20070605	text	8
7	Last O/S Departure Time	Mandatory	The time a craft departs from its last overseas port prior to its arrival to Australia.	1230	text	5
8	First Arrival Port Code	Optional	The first port the craft is due to reach during a journey.	AUSYD	text	5
9	Arrival Port Code	Optional	The UNLOCODE for the Australian port that a craft arrives at or is expected to arrive at.	AUSYD	text	5
10	Estimated Arrival Date	Mandatory	The estimated date that a craft is expected to arrive at an Australian Port.	20070605	text	8

11	Estimated Time	Mandatory	The estimated time that a craft is expected to arrive at an Australian port	1230	text	5
12	CTO	Mandatory	A Seaport or wharf appointed under s15 of the Customs Act for the import/export of cargo under Customs and AQIS control.	FV32E	text	5
13	Discharge Indicator	Mandatory	Indicates whether or not cargo is to be discharged at an Australian port. Valid Cargo Discharge Indicators are: YES (Discharging cargo at specified port), NO (Not discharging cargo at specified port)	"YES" or "NO"	text	5
14	Senders Ref	Optional	The Senders Reference will be the same business-level reference number assigned by the document owner on the incoming message	BCP001	text	35

Multiple Line Sea Impending Arrival Report Files

A single contingency Sea Impending Arrival Report (IAR) file can be used to report more than one port of arrival for the same flight.

Multiple line Sea Impending Arrival Reports should quote the same sender's reference for each line to identify that each line refers to the same contingency Impending Arrival Report file.

The following example shows how a vessel on a single voyage can be reported as arriving at two different ports on the one contingency Impending Arrival Report file.

- Row 3 - shows that Vessel 851184, Voyage number 32 is arriving at the Port of Sydney, discharging cargo at CTO: FV41K on the 09/06/2007;
- Row 4 – shows the same vessel on the next leg of the journey arriving at the Port of Melbourne, discharging cargo at CTO: FE66K on the 11/06/2006

Reporting Part	Email	Vessel ID	Voyage No	Last O/S	Last O/S	[Last O/	First Arriva	Arrival Port	Estimated	Estimate	Stevedore	Discharge	Senders Ref
12345678901	BCP@cust.com.au	851184	32	NZAKL	20070605	1800	AUSYD	AUSYD	20070609	1200	FV41K	YES	REF1
12345678901	BCP@cust.com.au	851184	32	NZAKL	20070605	1800	AUSYD	AUMEL	20070611	1400	FE66K	YES	REF1

Separate contingency files may also be used to report separate ports of arrival for the same vessel.

3.4 Naming the Contingency File (File Naming Convention – Sea Impending Arrival Report)

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

1. The prefix for Import Declaration is IARSEA
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. IARSEA639Gosh369.csv

Reporting Party ID and Time are only suggested references. You can include any reference or number between the prefix and file extension.

File naming structure with mandatory sections in **bold**.

Transaction	Naming convention
Impending Arrival Report Sea	IARSEA + (Your Reporting Party ID <i>OR chosen reference</i>) + File extension eg. IARSEA639Gosh369.csv

3.5 Lodging the Contingency File

Once you have completed filling out the contingency file you need to send the completed file to Customs and Border Protection by completing the following steps.

- Step 1 Create a new email.
- Step 2 In the “To” field enter ICSBCP@customs.gov.au
- Step 3 In the “Subject” field enter the name of the contingency transaction as per the following:
- Contingency Impending Arrival Report Sea
- Step 4 In the “Body” insert the completed contingency file or add as an attachment.
- Step 5 Click on the “Send” option.

4. Hardcopy (paper) Contingency Forms

Hardcopy (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 558 099) 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 impending arrival report \(Form B207\) \(19KB\)](#)

To be completed and lodged by cargo reporters (Sea or sea) in replacement of the ICS electronic impending arrival report.

Hardcopy contingency data processing only applies to the following reports

- Export Declaration
- Certificate of Clearance
- Export Sub Manifest.
- Impending Arrival
- Impending Arrival
- Underbond movement/transhipment
- Import Declaration

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