

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

IMPORT DECLARATION

LODGEMENT OF CONTINGENCY DATA
HELP GUIDE

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1. Introduction

Contingency Import Declarations can be lodged in an ICS outage once BCP has been invoked. Contingency import declarations will be processed within one hour of lodging the declaration. Requests received under the Urgent Clearance criteria in an outage, will generally be responded to within 30 minutes.

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:

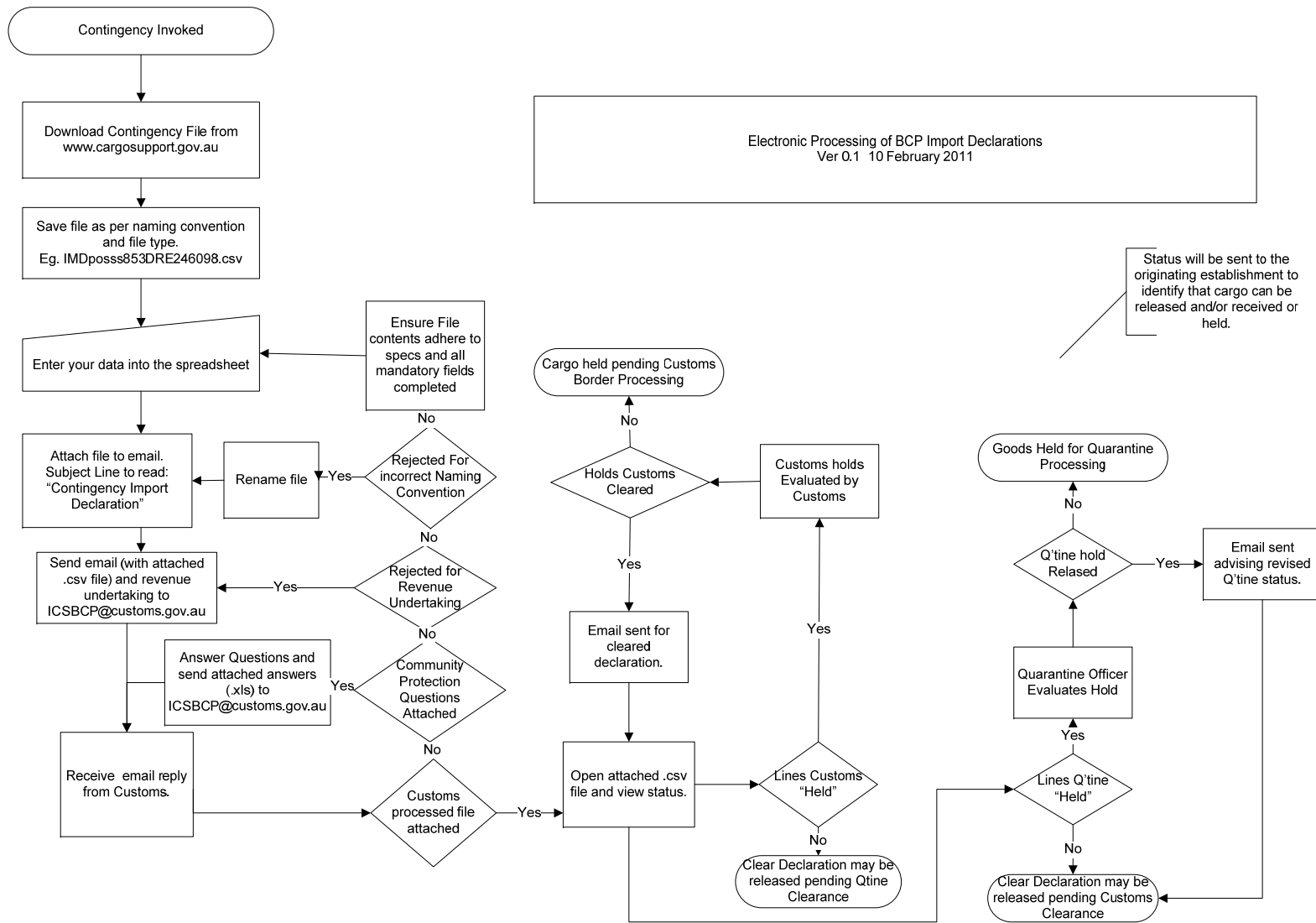
- download and save contingency files from the Customs and Border Protection website;
- complete mandatory and optional fields for the transaction type;
- correctly name the contingency file; and
- submit completed contingency transactions to Customs and Border Protection for processing.

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.

2. Terminology

Originating Establishment – refers to the establishment that holds the cargo pending contingency transactions being approved (Cargo Report, Import Declaration). Originating Establishment can also refer to the place that the cargo is being moved from (Underbond/Transshipment).



3. Import Declaration Quick Guide

➤	Download the “ Contingency Import Declaration ” file contained within the Import Declaration folder (refer to Section 4.2 for further information on locating the folder and downloading a contingency file).
➤	Enter the data in the required fields (refer to Section 4.3 for further detail). <i>Ensure that each Import Declaration included in the file has a unique sender’s reference.</i>
➤	Save the file with a Naming Convention (refer to Section 4.4 for further information)
➤	Attach the file to an email.
➤	The subject line for the email should be ‘Contingency Import Declaration’
➤	<p>Revenue</p> <p>A revenue undertaking must be provided as part of the original email that is submitted to Customs and Border Protection before clearance is issued. Duty and GST liability are mandatory fields within the file and the following wording must be included in the body of the email: <i>If clearance is granted to take the goods identified in the attached contingency import declaration file into home consumption or for warehousing I undertake to give Customs and Border Protection a declaration, in any case not later than 24 hours after the CEO declares that the Integrated Cargo System is operative, providing all particulars in accordance with section 71L in respect of the goods, and pay any duty, pay or defer GST/WET/LCT or any other charge owing at the rate applicable at the time the clearance is granted and to comply with any condition to which this clearance is subject. Failure to comply with any of the conditions may result in penalty action being undertaken.</i></p> <p>Import Declarations lodged without the revenue undertaking cannot be processed and will be returned to the client with a request to complete that requirement.</p>
➤	Address the email to ICSBCP@customs.gov.au and send to Customs and Border Protection (refer to Section 4.5 for further information on how to submit a contingency file)
➤	<p>Community Protection questions</p> <p>If community protection questions are to be satisfied before clearance is issued, Customs and Border Protection will send a return email with the relevant questions attached. Clients need to complete the questions, quote the same senders reference as the original lodgement, attach the .xls file and email to Customs and Border Protection ICSBCP@customs.gov.au as a new lodgement.</p> <p>This email will be cross-referenced to the original Import Declaration file using the relevant sender’s reference. (EDI software with BCP functionality will skip this “extra step” and submit the CP Questions along with the original lodgement).</p>

Customs and Border Protection will process the file and provide a status. There are two status columns in the returned file – the first relating to Customs status and the second related to AQIS status. The status will be sent to the reporting party and the originating establishment holding the cargo by returning a file for each Import Declaration submitted with either a contingency number documented against each line or a held status.

One of the following status options will apply:

Customs and Border Protection Status:

Contingency Number Where a contingency number has been allocated the goods can be released by the originating establishment (pending the AQIS status is not held). The contingency number will be in the following format: 1M7123CDN3560

‘1M’ - is state and port code;

‘7’ – is the year;

‘123’ - is Julian date;

‘CDN’ – is the contingency declaration number; and

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

CRA - Held Cargo with a “CRA - Held” status must be held pending secondary actions by Customs and Border Protection.

- Customs and Border Protection will contact the reporting party, where necessary, to process the Held status.
- When secondary actions have been completed and the cargo is cleared Customs and Border Protection will alter the held status in the Customs status column by allocating a contingency number on the contingency file and will re-send to all parties.

Note that both Customs and AQIS “Held” status must be resolved before the cargo can be released.

CP – Held Customs and Border Protection will contact the reporting party, where necessary, to process the Held status.

- When secondary actions have been completed and the cargo is cleared Customs and Border Protection will alter the held status in the Customs status column by allocating a contingency number on the contingency file and will re-send to all parties.

Note that both Customs and AQIS “Held” status must be resolved before the cargo can be released.

CP & CRA - Held Cargo with a “CP & CRA Held” status must be held for community protection and secondary actions by Customs and Border Protection.

- Customs and Border Protection will contact the reporting party, where necessary, to process the Held status.
- When secondary actions have been completed and the cargo is cleared Customs and Border Protection will alter the held status in the Customs status column by allocating a contingency number on the contingency file and will re-send to all parties.
- Note that both Customs and AQIS “Held” status must be resolved before the cargo can be released.

AQIS Status:

- Clear** Where a clear status has been allocated the goods can be release by the originating establishment (pending the Customs status is not held).
- Held** For AQIS “Held” status, the reporting party will need to present at a AQIS regional counter with relevant supporting documentation to allow secondary actions to be initiated.
- When secondary actions have been completed and the cargo is cleared. AQIS will provide a manual clearance to the documentation presented.

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

Urgent Customs Clearance:

The Urgent Customs Clearance support number is maintained by the CI&SC to meet requests by clients where:

- Cargo may miss it's carrier (export flights/vessels, truck booking system)
- Perishable goods will be damaged if subject to delay, or
- Cargo requires immediate delivery. For example, urgent medical supplies, hazardous material and livestock

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.

4. Import Declaration Detailed Guide

4.1 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 **Import Declaration** there is a help guide and a link to the contingency file.

Import Declaration

- [Import Declaration Help Guide](#)  This document provides assistance in completing the import Declaration .csv file
- [Contingency Import Declaration file](#)  (4KB)
To be completed and lodged by importers or licensed customs brokers in replacement of ICS electronic import declarations. It may also be used for the clearance of Self Assessed Clearance goods. Note that a revenue undertaking is required to be given as part of the lodgement. The wording contained within the Revenue Undertaking heading below is to be included in the body of the email that lodges the import declaration to Customs.

Revenue Undertaking - Words to be included in body of email.

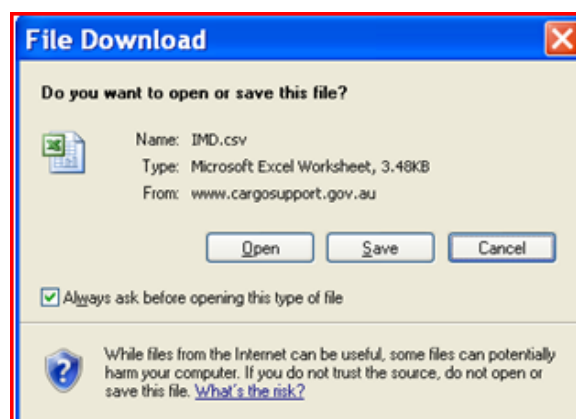
If clearance is granted to take the goods identified in the attached contingency import declaration file into home consumption or for warehousing, I undertake to give Customs a declaration, in any case not later than 24 hours after the CEO declares that the Integrated Cargo System is operative, providing all particulars in accordance with section 71L in respect of the goods, and pay any duty, pay or defer GST/WET/LCT or any other charge owing at the rate applicable at the time the clearance is granted and to comply [sic] with any condition to which this clearance is subject. Failure to comply with any of the conditions may result in penalty action being undertaken.

4.2 Downloading the Contingency File

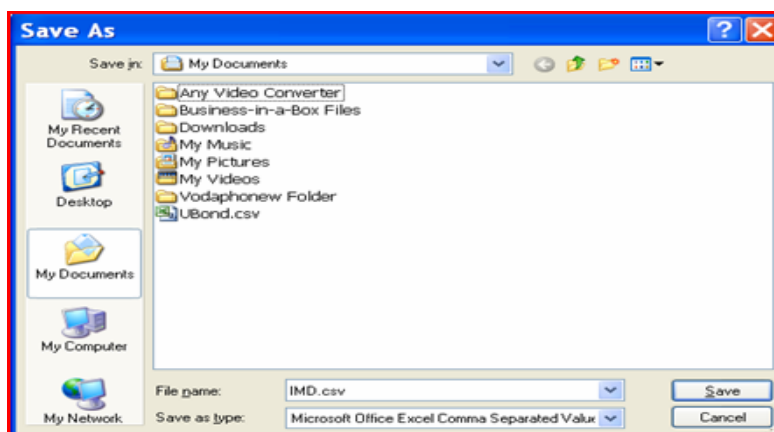
The following steps outline how a client should download and save a contingency file.

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 Import Declaration** file. The **File Download** dialogue box displays.
- 2/. Select **Save**

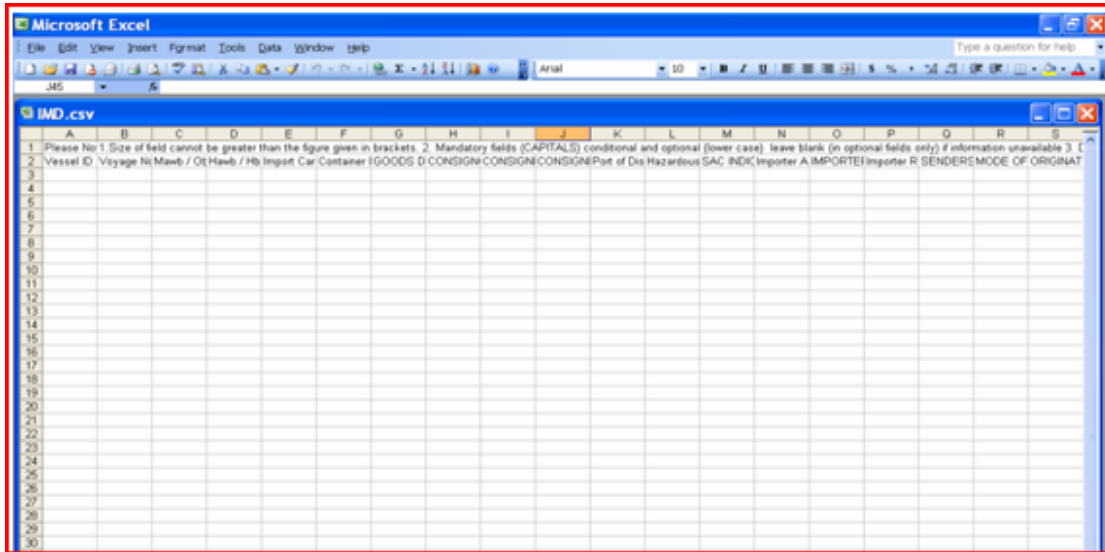


- 3/. The **Save As** screen will appear. Select a folder location where you want to save the contingency file on your computer by using the drop down arrow next to the **“Save in”** field. Before you **Save** ensure that the file is saved in **Comma Separated Value** format (.csv). (The field should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

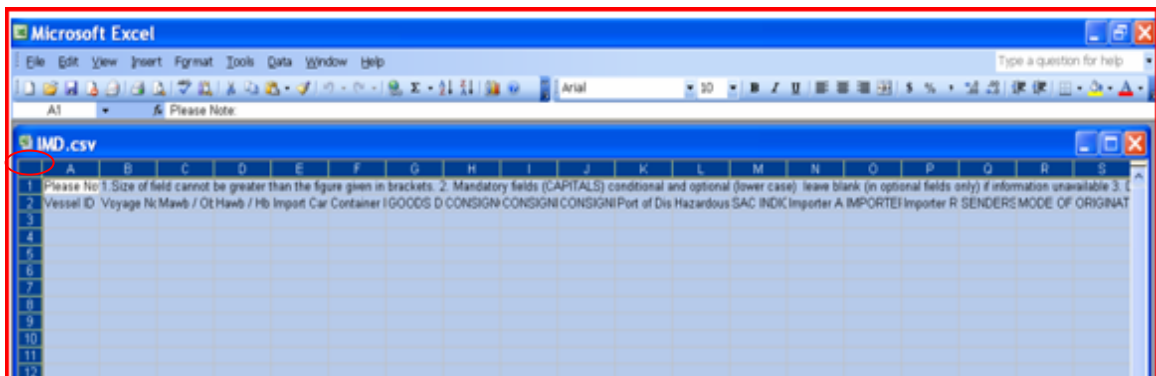


If you create and save multiple reports in the same minute (i.e. at 12:35 pm for example) you will be able to give the files separately referenced names according to the naming convention e.g. IMDposss853DRE246098.csv (refer to [Section 4.4](#) for further information) and save them in the same folder, or shared folder. Quoting the time is not a set requirement as indicated in earlier help guides.

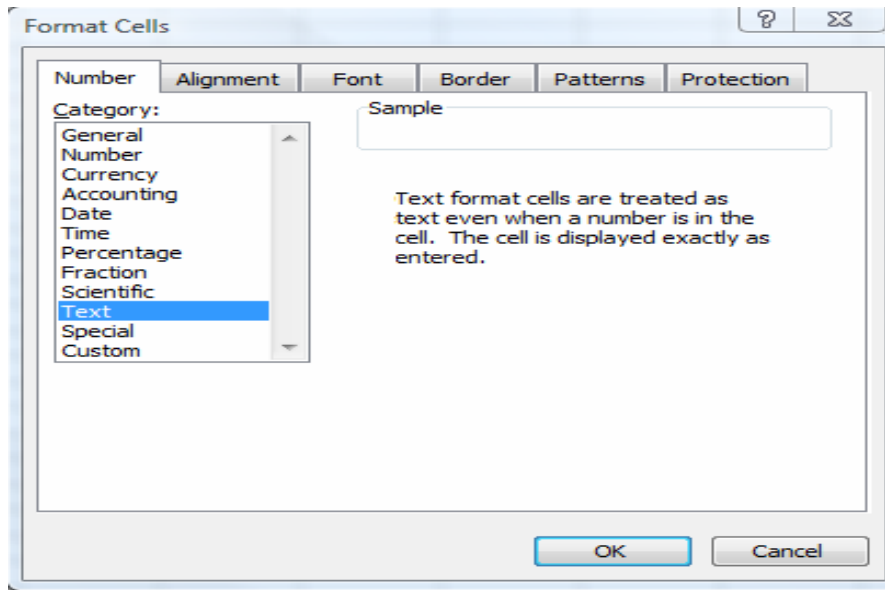
- 4/. Click on **Save**.
- 5/. Locate the contingency file and open it. The following screen will display. (Note: example is using MSEXcel).



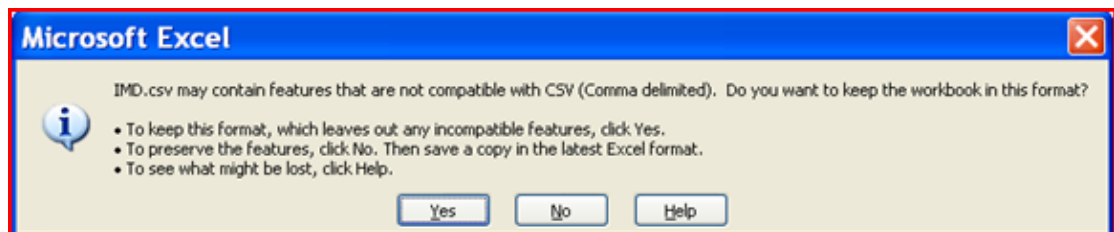
- 6/. Select the box in the corner of the spreadsheet as shown below and highlight the cells in the spreadsheet



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

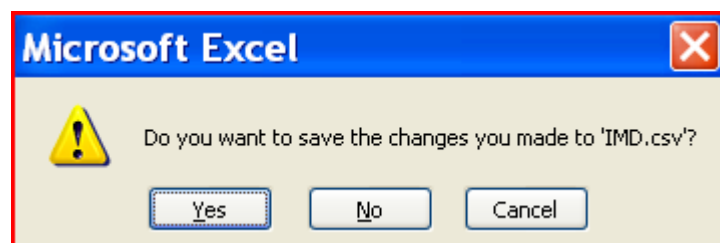


- 8/. Now the cells are formatted as text, enter the data into each of the fields as required (refer to Section 4.3).
- 9/. After the data has been entered, **Save** the changes according to the file naming conventions (refer to Section 4.4).
Note. The following prompt will appear when saving a spreadsheet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

4.3 Completing the Contingency File

4.3.1. 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.

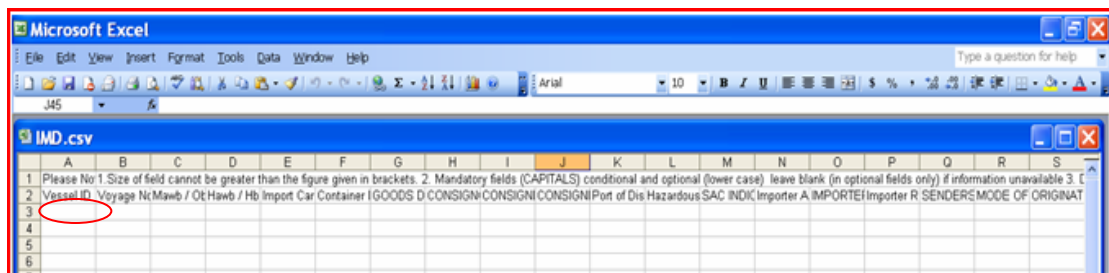
- File completion;
 - Fill in each **mandatory** field.
 - Repeat information across each line if a multiple line file, ie each mandatory field is fully completed down the column and across the row, **“no dittos”**.
 - Save as an **excel .csv file**, in **text format**.

4.3.2 Filling in the contingency Import Declaration file

The following procedure outlines how a client should complete a contingency Import Declaration file.

Note. An Import Declaration file should not contain any more than 1000 lines.

- 1/. Locate the **Contingency Import Declaration 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 4.2. 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.

IMPORT DECLARATION

	FIELD NAME	BCP BUSINESS REQUIREMENT	BUSINESS RULE	FIELD DEFINITIONS	DATA EXAMPLES	DATA TYPE	FIELD SIZE
1	Vessel ID	Conditional	Mandatory if for Sea Cargo consignments. Leave blank if not applicable.	The identifier, either a Lloyds Number or a Customs Ship Number, of a vessel.	8511184	text	8
2	Voyage No/Flight No	Conditional	Mandatory if the Mode of Transport is "SEA" or "AIR". Leave blank for any other modes of Transport	The Voyage Number is the Principal Agent's Voyage Number. Flight Number is the unique reference identifying a specific journey of an aircraft including the Airline Code.	"CC001" (AIR), "22S" (SEA)	text	8
3	MAWB / OBOL	Conditional	Mandatory if the Mode of Transport is "SEA" or "AIR". Leave blank if not applicable	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. Required for sea cargo consignments.	"99912345678" (MAWB), "Ocean001" (Ocean Bill)	text	35

4	HAWB / HBOL	Optional		House Air Waybill (HAWB) is the reference assigned by the carrier or their agent to the transport document (Air Cargo). This refers to a part of a total consignment. House Bill of Lading (HBOL) Is the Bill of Lading equivalent issued by the forwarding Freight Forwarder (Sea Cargo).	House01	text	35
5	Import cargo Type	Conditional	Mandatory if the mode of transport is sea. Leave blank if not applicable.	An identifier to identify whether the cargo is containerised, non-containerised, bulk.	"FCL", "FCX", "LCL", "B/B", "BLK"	text	3
6	Container No	Conditional	Mandatory if the Mode of Transport is "SEA" and the cargo type is "LCL", "FCL" or "FCX". Leave blank if not applicable. Note: Break Bulk Bill No should be input in the Container No field if cargo type is B/B.	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.	CONT01	text	17

7	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 Posts	text	128
8	consignor Name	Mandatory		Entity defined in a cargo report that sends a consignment to another party.	Mr John Doe	text	70
9	Consignee Name	Mandatory		Entity defined in a cargo report to whom a consignment will be delivered	Mr John Doe	text	70
10	Consignee Address	Mandatory		Name and address details of the party who will receive goods from another party	Mr John Doe	text	105
11	Port of Discharge	Conditional	Mandatory if the Mode of Transport is "SEA". Leave blank if not applicable	The UNlocode for the first port where the goods (cargo) will be or have been unloaded from the means of transport used for their carriage.	22 Unknown Street Sydney NSW 2000	text	5

12	Hazardous Goods Indicator	Optional	Valid responses are "YES" or "Y" (There are Hazardous goods to report), "NO" or "N" (There are no hazardous goods to report). Leave blank if not available	Goods which are defined within both Australian and International standards as being hazardous. The cargo reporter is obligated to use this indicator when a consignment contains any goods covered by these classifications.	"YES", "NO", "Y", "N"	text	3
13	SAC Indicator	Mandatory	Required if the goods are under the threshold for SAC goods. Valid responses are "YES" or "Y" (The goods are SAC goods), "NO" or "N" (The goods are not SAC goods)	Indicates that a Self Assessed Clearance is being lodged. The cargo which, because of its low value, duty and tax applicable, is delivered without collecting duty or tax.	"YES", "NO", "Y", "N"	text	3
14	Importer ABN	Conditional	Mandatory if the SAC Indicator is "N" or "NO".	A number issued by the Australian Business Register that identifies an organisation/individual that operates a business like enterprise within Australia. Also issued for individuals who are able to claim GST Input Tax Credits.	12345678901	text	11

15	Importer Name	Mandatory		The owner of the goods on an Import Declaration	Mr John Doe	text	70
16	Importer Ref	Optional	Leave blank if not available	The owner's reference data, e.g. a reference number, owner's file number. The reference allocated by the importer and used by them to identify the declaration e.g. Importer's file number.	123456	text	20
17	Senders Ref	Mandatory		The Senders Reference is a unique business-level reference number assigned by the document owner.	BCP001	text	35
18	Mode of Transport	Mandatory		The code for the type of transport used for cargo i.e. sea, air or postal.	"AIR", "SEA" or "PST" (post), or "OTH" (other)	text	3
19	Originating Establishment ID	Mandatory		The identifier issued by Customs to an approved/licensed premise for loading/unloading of goods under Customs control until clearance is issued.	FV41K	text	5

20	Tariff Code	Mandatory		The eight-digit tariff classification applicable to the goods being entered, as specified in Schedule 3 of the Australian Customs Tariff. This field is always tied to a Statistical Code field.	6031100	text	8
21	Statistical Code	Optional		Number used to identify goods against the classification or at a more detailed level. These codes are introduced and maintained to meet the statistical requirements of users of imports data.	20	text	2
22	Origin	Mandatory		The code for the country of origin of goods in a Customs transaction.	US	text	2
23	Supplier ID	Optional	Leave blank if not available	The number recorded in the Client Register that uniquely identifies the supplier of the goods involved in the Customs transaction. May be an ABN where the supplier is registered in Australia, may be a CCID for a supplier from another country.	12345678901	text	11

24	Customs Value	Mandatory		The total of all the line-level monetary amounts relating to the purchase of the goods. The total Customs Value should be reflected in Australian Currency.	6000	text	18
25	Estimated Duty Amount	Conditional	Mandatory if the SAC indicator is "N" or "NO"	The total estimated amount of duty to be paid on the goods according to the duty rate applied to each line of the goods when they were imported. Amount should be reflected in Australian Currency.	600	text	18
26	Estimated GST Amount	Conditional	Mandatory if the SAC indicator is "N" or "NO"	The total estimated amount of Goods and Services Tax (GST) to be paid on the goods according to the customs value. Amount should be reflected in Australian Currency.	660	text	18
27	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
28	Reporting Party ID	Mandatory		A valid Australian Business Number (ABN) or Customs Client Identifier (CCID).	12345678901	text	11

29	Reporting Party Name	Mandatory		The business name or owner name of the Customs Client who is responsible for the document being lodged.	Australian Customs	text	70
30	No of Packages	Conditional	Mandatory if Mode of Transport is "SEA", "AIR", or "POST". Optional if Mode of Transport is "OTH".	The count of the number of packages in a consignment packed in such a way that they can not be divided without first undoing the packing. Where goods are unpacked, enter the number of such goods covered by the consignment.	10	text	7
31	BAS Indicator	Conditional	Mandatory if the Mode of Transport is "SEA" and the Cargo Type is "FCL", FCX, or "LCL"	By answering 'Y' to the BAS question, you are declaring that you are accredited under the applicable AQIS Broker Accreditation Scheme(s) for this consignment and that the containers covered by this declaration conform with the conditions specified in the applicable scheme(s).	"YES", "NO", "Y", "N"	text	3

32	Brokers Licence Number	Optional		The number of a licence Issued to an individual who is licensed by Customs to act on behalf of importers in Customs and other transactions.	17800	text	5
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Multiple Line Import Declaration File

A single contingency Import Declaration file can be used to report multiple Import Declarations. Each row in the spreadsheet can be used to report a separate Import Declaration where those import declarations are located at the same establishment.

When completing a multiple line contingency Import Declaration it is **critical** that the senders reference is the same for each line otherwise each line will be treated as a separate document (separate FID).

Status will be applied to each separate line in the multiple line report. When one line of an Import Declaration is applied a "Held" status then ALL lines in the declaration will be held and the goods will not be permitted to be released.

Where all lines are applied a "Clear" status then the same contingency number will be applied to all lines.

4.4 Naming the Contingency File (File Naming Convention – Import Declaration)

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

1. The prefix for Import Declaration is **IMD**
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.
 - **IMDposss853DRE246098.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
Import Declaration	IMD + (Your Reporting Party ID OR chosen reference) + File extension e.g. IMDposss853DRE246098.csv

4.5 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 Import Declaration
- Step 4 In the “Body” insert the completed contingency file or add as an attachment.
- Step 5 Click on the “Send” option.

5. 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.



[Request for contingency declaration clearance \(Form B641\) \(28KB\)](#)

To be completed and lodged by importers or licensed customs brokers in replacement of ICS electronic import declarations. It may also be used for the clearance of Self Assessed Clearance goods.

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.