

Finding Status – A Quick Guide

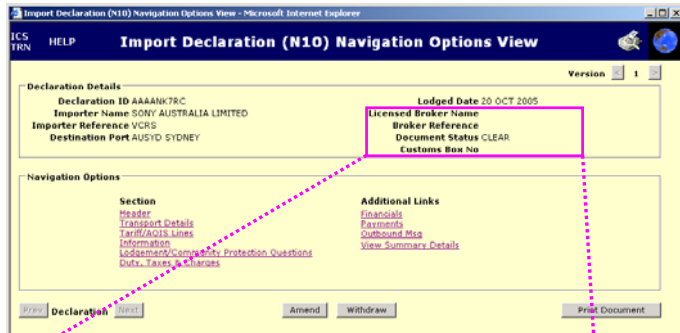
SEARCHING FOR THE STATUS OF AN IMPORT DECLARATION

1. From the main menu, click on **Imports**, then **Import Document Search**.

The **Import Document Search** screen displays.

2. In the **Customs Document ID** field, enter the Customs Reference of the declaration for which you wish to search. (Tip: this will be a 9-character string, usually beginning with AAA)

The **Import Declaration Navigation Options View** screen displays. The document status can be viewed from this screen.

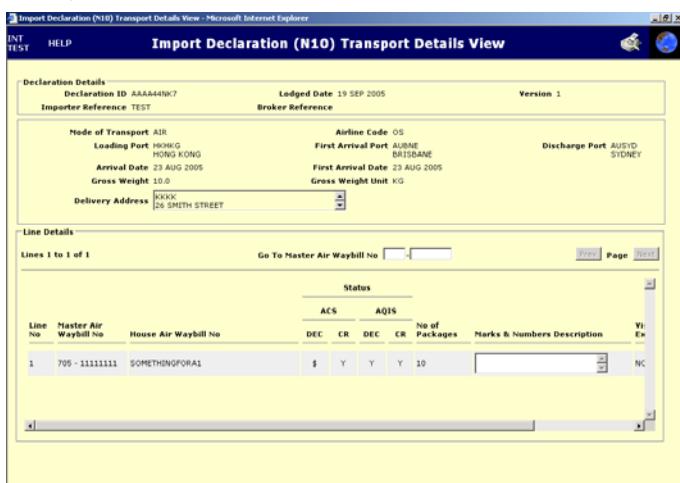


Licensed Broker Name
Broker Reference
Document Status FINALISED
Customs Box No

To view more detailed Status information:

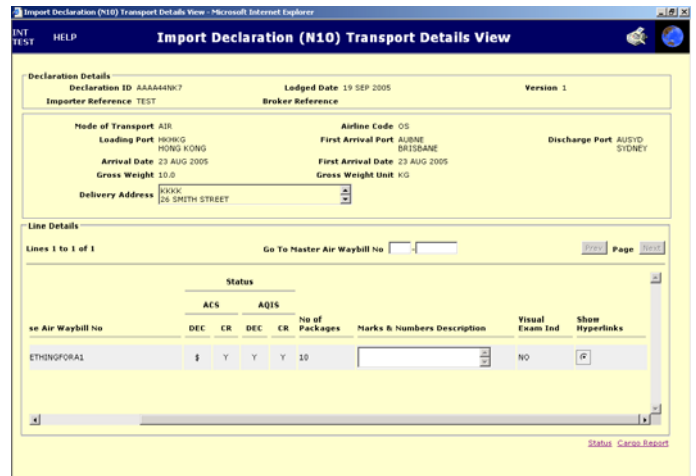
3. From the **Import Declaration Navigation Options View** screen, click on **Transport Details**.

The **Import Declaration Transport Details View** screen displays.



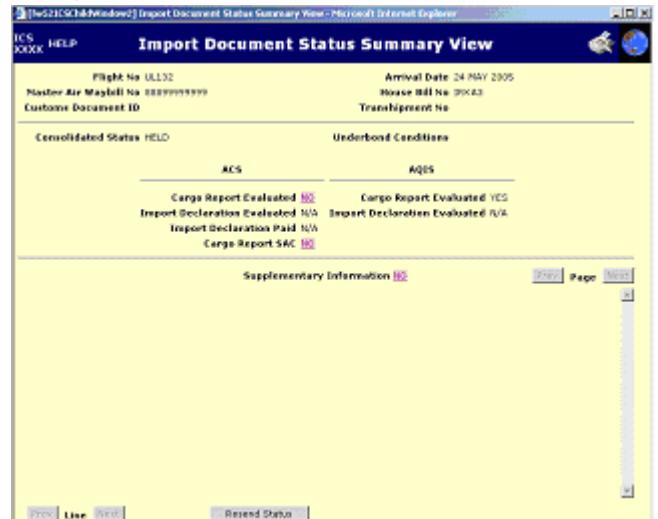
4. Scroll along the bottom of the screen and select the **Show Hyperlink** radio button for the line for which you wish to view status.

The **Import Declaration Transport Details View** screen redisplay with a range of hyperlinks along the bottom of the screen.



5. Click on the **Status** hyperlink.

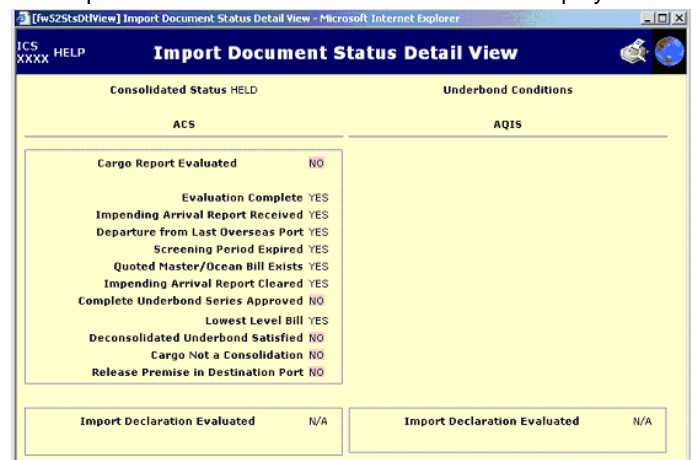
The **Import Document Status Summary View** screen displays.



To view more detailed Status information:

6. Click on a **No** hyperlink.

The **Import Document Status Detail View** screen displays.



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SEARCHING FOR THE STATUS OF A CARGO REPORT

1. From the main menu, click on **Imports**, then **Sea** or **Air Cargo Report**, then click on **Search**.

The **Sea Cargo Report Search** screen displays like this.

The **Air Cargo Report Search** screen displays like this.

2. In the **Select a Search Combination** field, click on the drop down button and select an option on which to base the search.
3. Enter the relevant details in the mandatory fields, based on the search combination selected.
4. Click on the **Search** button.

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

5. Click on a hyperlink in the **Vessel ID** (Sea) or **Date of Arrival** (Air) column.

The **Sea Cargo Report View** screen displays like this.

The **Air Cargo Report View** screen displays like this.

6. Click on the **Status** hyperlink.

The **Import Document Status Summary View** screen displays.

To view more detailed Status information:

7. Click on a **No** hyperlink.

The **Import Document Status Detail View** screen displays.