

Air Cargo Reports – A Quick Guide

OVERVIEW

An Air Cargo Report (ACR) is a report of all cargo that a cargo reporter has arranged to be carried to, or through, Australia. This means that in addition to reporting cargo that is to be discharged in Australia, transit cargo (cargo not being discharged in Australia) must also be reported on an ACR.

An ACR is made by the cargo reporter who arranged the transport of the cargo to Australia. An ACR must be lodged with Customs not less than three hours prior to the arrival of the carrying aircraft at its first Australian port. Shorter reporting times may be prescribed in the Customs Regulations for flights of less than three hours' duration.

Section 64AAB of the *Customs Act 1901* requires cargo reporters to tell Customs the details of other cargo reporters on whose behalf they are carrying cargo. This is the basis of cascade reporting and allows Customs to identify all parties with an obligation to report air cargo. Absence of an ACR from the cascade may impede the delivery of cargo.

A consolidated cargo status of clear requires all documents in a cargo report cascade to be correctly linked. Linking fields for air cargo include:

- Flight Number
- Port of Arrival
- Date of Arrival
- Master Airwaybill number.

LOGGING AN AIR CARGO REPORT (ACR)

1. From the main menu, click on **Imports**, click on **Air Cargo Report** and then click on **Create**.

The **Air Cargo Report Create** screen displays.

The screenshot shows the 'Air Cargo Report Create' form with the following fields and sections:

- Master/Sub-Master/House:** Air Waybill No, Flight No, Discharge, Destination, First Australian Port Code, Arrival Date, Original Loader, Port Code, Waybill Origin Port Code, Reported by ID, Responsible Party ID, Unique Consignee Ref No, Special Reporter No.
- Consignment:** Goods Description, No of Packages, Gross Weight, Quantity, Unit, Declared Value of Goods, Goods Currency Code, Freight Forwarder Indicator, Freight Method of Payment, Self Assessed, Clearance Declaration, Forward Effects Indicator, Documents Indicator.
- Notify Party:** Notify Party (dropdown).
- Overseas Routing Port Code(s):** A list of port codes for routing.

2. Complete the required details (refer to Table 1 for field descriptions).

Table 1 – Field Descriptions (shaded fields are mandatory)

Field	Action/input required
Air Waybill No Master	Enter the master air waybill number.
Air Waybill No Sub-Master	Enter the sub-master air waybill number.
Air Waybill No House	Enter the house air waybill number for the consignment.
Flight Number	Enter the flight number of the aircraft that the consignment arrived on.

Field	Action/input required
Arrival Date	Enter the arrival date of the aircraft. This is the date that an aircraft is expected to arrive at an Australian port where cargo will be discharged.
Port Code Discharge	Enter the United Nations Location Code (UNLocode) for the port where cargo will be discharged.
Port Code Destination	Enter the UNLocode for the port for which the cargo is destined.
First Australian Port Code	Enter the UNLocode of the first Australian port of call for the flight. Note: Mandatory for transit cargo, otherwise not allowed.
Original Loading Port Code	Enter the UNLocode for the port where the goods were originally loaded.
Waybill Origin Port Code	Enter the UNLocode of the port of the original waybill.
Responsible Party ID	Enter the identifier of the responsible party for whom the cargo is being reported. The identifier is either an Australian Business Number (ABN) or Customs Client ID (CCID).
Consignee	Click on the hyperlink to enter the details of the party that the consignment will be delivered to.
Consignor	Click on the hyperlink to enter the details of the party who sent the consignment.
Notify Party	Click on the hyperlink to enter the details of the party to be notified in regards to the cargo.
Unique Consignment Ref No	Enter the unique reference number used to identify the consignment in commercial documents and messages.
Special Reporter No	Enter the unique reference number used to identify the special reporter.
Overseas Routing Port Code(s)	Enter the UNLocode(s) for each of the ports of call en route to Australia.
Goods Description	Enter the description of the goods as shown on the air waybill.
No of Packages	Enter the total number of packages that are contained within the consignment, packed so that they cannot be divided without first undoing the packaging.
Gross Weight Quantity	Enter the weight of the goods including packaging.
Gross Weight Unit	Enter the units of gross weight in either kilograms (KG) or pounds (LB).
Declared Value	Enter the declared monetary value of the cargo as declared on the air waybill.
Declared Value Currency Code	Enter the currency code of the declared monetary value. Note: Mandatory when declared value is not NDV

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Field	Action/input required
Freight Forward Indicator	Select the checkbox if this consignment is a co-load/consolidation waybill and is consigned to a freight-forwarder.
Freight Method of Payment	Enter the method used to pay for the goods. Note: the method of payment must be found using a search. Click on the book icon and select the relevant payment method from the list.
Reportable Documents Indicator	Select this checkbox if the consignment consists entirely of documents of low commercial value.
Self Assessed Clearance Declaration Indicator	Select the checkbox if the reporting party considers that the self assessed clearance conditions have been met. Note: see module 3 page 6 for more information about Cargo Report SAC declarations.
Personal Effects Indicator	Select this checkbox if the consignment is personal effects.

3. Click on the **Submit** button.

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

SEARCHING FOR AN AIR CARGO REPORT

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

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

2. In the **Select a Search Combination** field, click on the drop down button and select one of the options 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 **Air Cargo Report List** screen displays.

5. Click on a hyperlink in the Date of Arrival column.

If one record is found, or you selected a hyperlink in the Date of Arrival column on the Air Cargo Report List screen, the **Air Cargo Report View** screen displays.

AMENDING AN AIR CARGO REPORT

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

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

The following fields can be amended:

- Sub-Master Air Waybill No
- Port Code Discharge
- Port Code Destination
- First Australian Port Code
- Original Loading Port Code
- Waybill Origin Port Code
- Consignee
- Consignor
- Notify Party
- Unique Consignment Reference No
- Overseas Routing Port Code(s)
- Goods Description
- No of Packages
- Gross Weight Quantity
- Gross Weight Unit
- Declared Value
- Declared Value Currency Code
- Freight Forwarder Indicator
- Method of Payment
- Reportable Documents Indicator
- Self Assessed Clearance Declaration Indicator
- Personal Effects Indicator.

2. Make the required changes.

3. Click on the **Submit** button.

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

Note: to amend line fields, add a line with the correct details, then check the Remove Line checkbox to delete the initial line.