

Air Waybill Outturn Reports – A Quick Guide

OVERVIEW

An Air Waybill Outturn (AWO) report provides information about all cargo that has been unloaded from an aircraft, or that has been moved 'underbond' to a section 77G depot (licensed premises). It enables Customs to track the cargo, and identifies any surpluses or shortages that may occur.

An AWO must be lodged in accordance with the following timeframes:

- where the report is for the discharge of cargo, within 24 hours of the actual arrival of the aircraft
- where the report is for the receipt but not unpacking of cargo, within 24 hours of the receipt of the cargo at the premises
- where the report is for the unpacking of cargo, within 24 hours of the completion of the unpacking.

All cargo must be outturned. AWOs must be made against the commercial documents or, if available, the abbreviated cargo information sent by Customs. There are four possible outturn results:

NIL – NIL: used to indicate that an establishment has received the total number of packages expected in the consignment. If a consignment has been split into part-shipments, once the total number packages have been received, NIL must be recorded in the last Outturn Result Code.

SC – SURPLUS CONSIGNMENT: used to indicate that a consignment is received that has not yet been reported to Customs. If the master or house bill information is known, this is provided in the outturn report. If the master or house bill information is not known, then an artificial bill number has been allowed within the Integrated Cargo System (ICS), which is master air waybill '000-00000000' and if required house air waybill '0'. In all cases where SC is used, the establishment lodging the air waybill outturn report will be required to provide a goods description.

SH – SHORTAGE: used to indicate that the establishment has not received all the packages expected in a consignment. The actual number of packages received is included in the message. If zero packages are received, an outturn report is still required but SH is recorded as the outturn result code and zero '0' is recorded as the number of packages.

SU – SURPLUS PACKAGES: there were more packages received by the establishment than reported in the consignment. The actual number of packages received is included in the message. In all cases where SU is used, the establishment supplying the outturn will be required to provide a goods description.

LOGGING AN AIR WAYBILL OUTTURN REPORT

1. From the main menu, click on **Imports**, click on **Air Waybill Outturn** and then click on **Create**.

The **Air Waybill Outturn Create** screen displays.

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

Table 1 - Header fields (shaded fields are mandatory)

Field	Action/input required
Flight Number	Enter the flight number of the aircraft on which the cargo arrived.
Scheduled Arrival Date	Enter the scheduled arrival date on which the aircraft carrying the cargo was due to arrive at the first Australian port where the cargo will be discharged.
Outturn Establishment ID	Enter the establishment identifier of the premises responsible for outturning the cargo.
Outturn Date	For a discharge outturn report enter the date the cargo was discharged from the aircraft. For a receipt outturn report enter the date the cargo was received at the premises. For an unpack outturn enter the date the unpack was completed.
Outturn Time	For a discharge outturn report enter the time the cargo was discharged from the aircraft. For a receipt outturn report enter the time the cargo was received at the premises. For an unpack outturn enter the time the unpack was completed. NOTE - all times should be reported in local port time.
Responsible Party ID	Enter the identifier of the responsible party that performed the outturn. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID).

3. Click on the **Add Line** button.

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The **Air Waybill Outturn Line Create** screen displays.

4. Complete the line details (refer to Table 2 for field descriptions).

Table 2 - Line fields (shaded fields are mandatory)

Field	Action/input required
Master Air Waybill No	Enter the master air waybill number for the consignment.
House Air Waybill No	Enter the house air waybill number for the consignment.
No of Packages	Enter the number of packages in the consignment. This is the number of packages per consignment packed in such a way that they cannot be divided without first undoing the packing.
Damage Indicator	Click on the drop down button and select YES (if the consignment has been damaged) or NO (if the consignment has not been damaged).
Outturn Result	Select the appropriate outturn result from the drop-down list.
Pillage Indicator	Click on the drop down button and select YES (if part of the consignment has been stolen or is missing) or NO (if the consignment is intact).
Goods Description	Enter the description of the goods. The goods description is a plain language description of the nature of the cargo received. This field is mandatory in cases where the outturn result is SC - surplus consignment.

5. (Optional) To add more lines, click on the **Add More Line(s)** button.

6. Click on the **OK** button.

The **Air Waybill Outturn Create** screen displays with the updated details.

7. Click on the **Submit** button.

The Air Waybill Outturn View screen displays.

SEARCHING FOR AN AIR WAYBILL OUTTURN REPORT

1. From the main menu, click on **Imports**, click on **Air Waybill Outturn** and then click on **Search**.

Note: It is also possible to view an UBMR via a hyperlink on the **Air Cargo Report View** screen.

The **Air Waybill Outturn 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 Waybill Outturn List** screen displays.

5. Click on a hyperlink in the Flight No column.

If one record is found, or you selected a hyperlink in the Flight No column on the Air Waybill Outturn List screen, the **Air Waybill Outturn View** screen displays.

6. Click on a hyperlink in the Master Air Waybill No column.

The **Air Waybill Outturn Line View** screen displays.

AMENDING AN AIRWAYBILL OUTTURN REPORT

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

The **Airwaybill Outturn Amend** screen displays.

2. Click on the MAWB hyperlink for the line to be amended.

The **Air Waybill Outturn Line Amend** screen displays.

3. Amend the line details (refer to Table 2 for field descriptions).

4. Click on the **OK** button.

The **Airwaybill Outturn Amend** screen displays with the updated details.

To add lines

5. From the **Airwaybill Outturn View** screen click on the **Add Line(s)** button. The **Airwaybill Outturn Amend** screen displays.

6. Click the **Add Line** button. The **Airwaybill Line Amend** screen displays.

7. Complete the line details (refer to Table 2 for field descriptions).

8. **To delete a line**, locate the relevant line. Select the checkbox in the Remove Line column (to indicate delete)

9. Click on the **Submit** button.

The **Airwaybill Outturn Amend** screen displays with the updated details.

Note: If any changes are required to the header section, the air cargo outturn report must be withdrawn and resubmitted.

AUSTRALIAN CUSTOMS SERVICE

For more information email cargosupport@customs.gov.au or call 1300 558 099