

CTO Receival Notices – A Quick Guide

OVERVIEW

All air and containerised sea cargo, most break-bulk and some bulk cargo received at a wharf or airport for export must be reported to Customs on a CTO Receival Notice by the party receiving them (s114F(1A) of the *Customs Act 1901*). A CTO receival notice includes the Customs Authority Number (CAN) /exemption code and other information to identify the cargo. Industry users can only view and amend notices that they have created.

LOGGING A CTO RECEIVAL NOTICE

1. From the main menu, click on **Exports**, click on **CTO Receival Notice** and then click on **Lodge**.

The **CTO Receival Notice Lodge** screen displays.

This screenshot displays fields relevant to mode of transport air.

2. Complete the header details (refer to Table 1 for field descriptions).
3. Click on the **Add Line** button.
4. Complete the line details (refer to Table 2 (air) or Table 3 (sea) for field descriptions).
5. Click on the **Submit** button.

A confirmation box displays.

6. To confirm the lodgement, click on the **OK** button.

An information box displays.

7. Click on the **OK** button.

The **CTO Receival Notice Line Summary** screen displays with the updated details.

Table 1 - Header fields air and sea (all fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference number for the document.
Mode of Transport	Click on the drop down button and select either AIR or SEA .
CTO Estab Id	Enter the CTO establishment identifier for the party receiving the goods.

The ICS will accept up to 999 lines for any CTO receival notice.

Note: only ten lines can be added to a CTO receival notice before it must be submitted. Further lines can be added using the amend function

Table 2 - Line fields air (shaded fields are mandatory)

Field	Action/input required
Customs Authority No	Enter the Customs Authority Number (CAN) for the goods.
<i>OR</i> Exempt Code	If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.
Contingency Customs Authority No	If these goods have had a contingency Customs authority number issued to them, enter the Contingency CAN (C-CAN).
Offload Indicator	Select the checkbox when cargo is split between CTOs or when the goods have entered the CTO by being offloaded from another aircraft.
Air Waybill	Enter the appropriate master air waybill number relating to the goods.
Owner Id *	Enter ABN/CCID for the owner of the goods.
<i>OR</i> Owner Name *	If the owner of the goods does not have an ABN/CCID, enter the name of the owner of the goods.
Goods Description *	Enter a plain text commercial description of the cargo.
Proposed Depart Date	Enter the proposed departure date for the cargo.
Country of Dest *	Enter the two-letter country code for the country the cargo is going to be delivered to (eg, GB - Great Britain).

* Mandatory for Exempt Code **EXPE** and **EXLV**

Table 3 - Line fields sea (shaded fields are mandatory)

Field	Action/input required
Customs Authority No	Enter the Customs Authority Number (CAN) for the goods.
<i>OR</i> Exempt Code	If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.
Contingency CAN	If these goods have had a contingency Customs authority number issued to them, enter the Contingency CAN (C-CAN).
Offload Indicator	Select the checkbox when cargo is split between CTOs or when the goods have entered the CTO by being offloaded from another vessel.
Container No/Non Containerised Id	Enter the container number or relevant identifier.
Cargo Id Type	Click on the drop down button and select the appropriate option to define the cargo being removed.
Carrier Party Id	Enter the identifier (ABN/CCID) of the carrier responsible for the cargo.

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Vessel Id	Enter the vessel's identification code.
Voyage No	Enter the voyage number.

SEARCHING FOR A CTO RECEIVAL NOTICE

1. From the main menu, click on **Exports**, click on **CTO Receival Notice** and then click on **Search**.

The **CTO Receival Notice 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 **CTO Receival Notice List** screen displays.

Reporting Party Id	Senders Ref	ICS Vess	Trans Date	Mode of Export	CTO Est Id	Status
66015286036	20040240016	1	24 SEP 2004	SEA	9052B	ERROR
66015286036	2003941E3T00	1	20 SEP 2004	AIR	9052B	ERROR
66015286036	20040240016	1	20 SEP 2004	SEA	9052B	CLEAR
66015286036	CC-SEN0094	2	20 SEP 2004	AIR	9053M	CLEAR
66015286036	200409130016	1	19 SEP 2004	SEA	9052B	CLEAR
66015286036	1302941E3T2	1	19 SEP 2004	AIR	9052B	CLEAR
66015286036	CC-SEN0033	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN012	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN011	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN040	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN009	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN008	1	14 SEP 2004	AIR	9053M	ERROR
66015286036	CC-SEN007	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN006	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN005	1	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN004	2	14 SEP 2004	AIR	9053M	WITHDRAWN
66015286036	CC-SEN003	2	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN002	3	14 SEP 2004	AIR	9053M	CLEAR
66015286036	CC-SEN001	2	14 SEP 2004	AIR	9053M	CLEAR
66015286036	APTR02	1	14 SEP 2004	SEA	9052B	CLEAR
66015286036	APTR01	1	14 SEP 2004	SEA	9052B	CLEAR
66015286036	APTR00	4	14 SEP 2004	SEA	9052B	NOT IN USE

5. Click on a hyperlink in the **Senders Ref** column.

If one record is found, or you selected a hyperlink in the **Senders Ref** column on the **CTO Receival Notice List** screen, the **CTO Receival Notice Line Summary** screen displays.

6. Click on a hyperlink in the **Line No** column. The **CTO Receival Notice View** screen displays.

AMENDING A CTO RECEIVAL NOTICE

1. From the **CTO Receival Notice View** screen, click on the **Amend** button.

The **CTO Receival Notice Amend** screen displays.

Note: header details are read only

- **To amend the line details**, locate the relevant line. In the **Line Action** field, press the 'A' key on the keyboard (to indicate amend) and make the required changes

For air, the following line fields can be amended:

- Line Action
- Customs Authority Number or Exempt Code
- Contingency CAN
- Offload Indicator
- Air Waybill
- Cargo Id Type
- Owner Id
- Owner Name
- Goods Description
- Proposed Departure Date
- Country of Dest.

For sea, the following line fields can be amended:

- Line Action
- Customs Authority Number or Exempt Code
- Contingency CAN
- Offload Indicator
- Container No/Non Containerised Id
- Cargo Id Type
- Carrier Party Id
- Vessel Id
- Voyage No.

- **To delete a line**, locate the relevant line. In the **Line Action** field, press the 'D' key on the keyboard (to indicate delete)
- **To add a line**, click on the **Add Line** button and enter the new line details (refer to Table 2 (air) or Table 3 (sea) for field descriptions).

2. Click on the **Submit** button.

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A confirmation box displays.

3. To confirm the amendment, click on the **OK** button.

An information box displays.

4. Click on the **OK** button

The **CTO Revealal Notice View** screen displays with the updated details.