

Departure Reports – A Quick Guide

OVERVIEW

A departure report must be lodged with Customs to obtain a certificate of clearance (refer to s118 of the *Customs Act 1901*). Industry users can only view and amend declarations that they created.

LODGING A DEPARTURE REPORT

1. From the main menu, click on **Exports**, click on **Departure Report** and then click on **Lodge**.

The **Departure Report Lodge** screen displays.

2. In the **Mode of Transport** field, click on the drop down button and select **AIR** or **SEA**.

The Departure Report Lodge screen displays with the relevant fields to lodge either an air or sea departure report.

3. Complete the header and line details (refer to Table 1 (air) or Table 2 (sea) for field descriptions).

4. Click on the **Submit** button.

A confirmation box displays.

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

An information box displays.

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

The **Departure Report View** screen displays with the updated details.

Table 1 - screen fields air (all fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference number for the document.
Departure CTO Estab Id	Enter the CTO establishment identifier for the place the aircraft will be departing from.
Departure Date/Time	Enter the date and time the aircraft is due to depart. The departure date cannot be greater than six months after the original lodgement date.
Destination Port	Enter the UNLocode of the next port of destination of the aircraft (eg. USLAX = USA, Los Angeles).
Flight No	Enter the airline code and flight number (eg. QF002).

Table 2 - screen fields sea (all fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference number for the document.
Departure CTO Estab Id	Enter the identifier for the CTO establishment for the place the vessel will be departing from.
Departure Date	Enter the date and time the vessel is due to depart. The departure date cannot be greater than six months after the original lodgement date.
Destination Port	Enter the UNLocode of the next port of destination of the vessel (eg. GBTIL = Great Britain, Tilbury).

Carrier Party Id	Enter the identifier of the operator of the vessel. This can be the ABN or CCID.
Vessel Id	Enter the vessel's identification number.
Voyage No	Enter the voyage number.

SEARCHING FOR A DEPARTURE REPORT

1. From the main menu, click on **Exports**, click on **Departure Report** and then click on **Search**.

The **Departure 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 **Departure Report List** screen displays.

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 Departure Report List screen, the **Departure Report View** screen displays.

AMENDING A DEPARTURE REPORT

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

The **Departure Report Amend** screen displays.

2. Make the required changes to the relevant fields.

For air, the following fields can be amended:

- Departure CTO Estab Id*
- Departure Date*
- Departure Time
- Destination Port
- Flight Number*.

For sea, the following fields can be amended:

- Departure CTO Estab Id*
- Departure Date*
- Departure Time
- Destination Port
- Carrier Party Id
- Vessel Id*
- Voyage No*.

* not amendable for a departure report that is linked to a main manifest. Refer to **Main Manifests - a quick**

guide

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

A confirmation box displays.

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

An information box displays.

5. Click on the **OK** button.

The **Departure Report View** screen displays with the updated details.

AUSTRALIAN CUSTOMS SERVICE

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