

Depot Receipt Notices – A Quick Guide

OVERVIEW

The movement of prescribed warehoused goods for export must be reported to Customs at each stage of the export cycle (refer to s117AA of the *Customs Act 1901*). If prescribed warehoused goods are to be consolidated with other goods, this must be undertaken in a licensed depot.

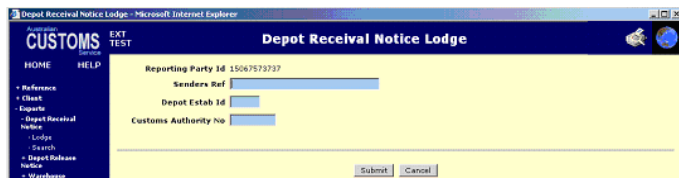
Depot receipt notices must be lodged when prescribed warehoused goods arrive at a depot from a warehouse, port or airport for the purpose of consolidation.

Industry users can only view and amend notices that they have created.

LOGGING A DEPOT RECEIVAL NOTICE

1. From the main menu, click on **Exports**, click on **Depot Receipt Notice** and then click on **Lodge**.

The **Depot Receipt Notice Lodge** screen displays.



2. Complete the details (refer to Table 1 for field descriptions).
3. Click on the **Submit** button.

A confirmation message displays.

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

An information box displays.

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

The **Depot Receipt Notice View** screen displays with the updated details.

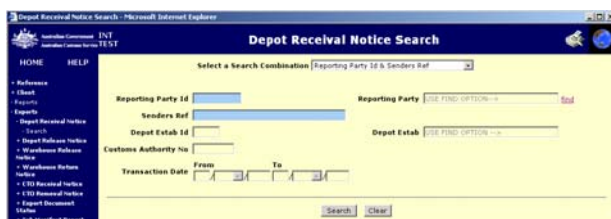
Table 1 - Screen fields (all fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference number for the document.
Depot Estab Id	Enter the depot establishment identifier for the depot receiving the goods.
Customs Authority No	Enter the Customs Authority Number (CAN) for the goods being received.

SEARCHING FOR A DEPOT RECEIVAL NOTICE

1. From the Main Menu, click on **Exports**, click on **Depot Receipt Notice** and then click on **Search**.

The **Depot Receipt 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 **Depot Receipt Notice 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 **Depot Receipt Notice List** screen, the **Depot Receipt Notice View** screen displays.

AMENDING A DEPOT RECEIVAL NOTICE

1. From the **Depot Receipt Notice View** screen, click on the **Amend** button.

The **Depot Receipt Notice Amend** screen displays.

2. Make the required changes to the **Depot Estab Id** field and/or the **Customs Authority No** field.
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 **Depot Receipt Notice View** screen displays with the updated details.