

# Depot Release Notices – A Quick Guide

## OVERVIEW

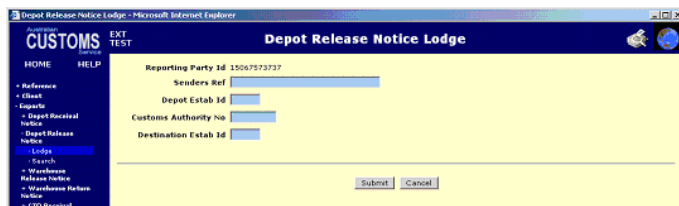
Depot release notices must be lodged when prescribed warehoused goods are taken from a depot to another depot for further consolidation, a port or airport for export, or returned to the original warehouse. A CAN for the goods must exist before a depot release notice can be lodged.

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

## LOGGING A DEPOT RELEASE NOTICE

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

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

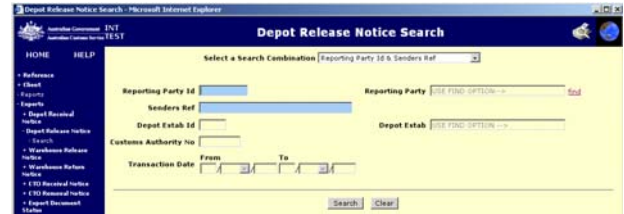
**Table 1 - Screen fields** (all fields are mandatory)

Field	Action/input required
<b>Senders Ref</b>	Enter the sender's unique reference number for the document.
<b>Depot Estab Id</b>	Enter the establishment identifier for the depot releasing the goods.
<b>Customs Authority No</b>	Enter the Customs Authority Number (CAN) for the goods being released.
<b>Destination Estab Id</b>	Enter the destination establishment identifier for the next destination of the goods.

## SEARCHING FOR A DEPOT RELEASE NOTICE

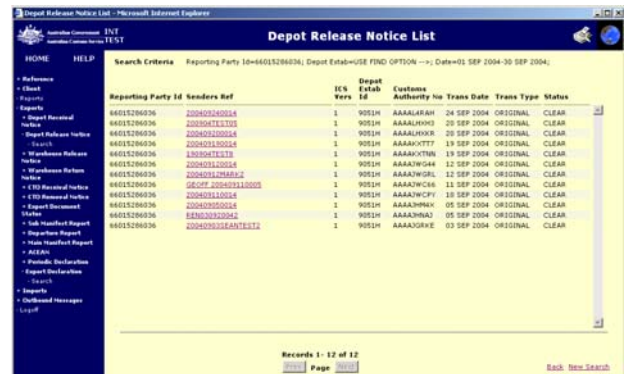
1. From the Main Menu, click on **Exports**, click on **Depot Release Notice** and then click on **Search**.

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

## AMENDING A DEPOT RELEASE NOTICE

1. From the Depot Release Notice View screen for the release notice you wish to amend, click on the **Amend** button.

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

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