

Export Declarations – A Quick Guide

OVERVIEW

Export declarations provide Customs with details about goods intended for export. The Integrated Cargo System (ICS) processes the information provided and issues an Export Declaration Number (EDN). An EDN consists of nine alphanumeric characters.

Export declarations can be lodged up to six months in advance of the date the goods are being exported.

Export declarations consist of the header section and then a line section. Each export declaration has one header, but can have multiple lines.

Industry users can only view and amend declarations that they created.

LOGGING AN EXPORT DECLARATION

TO ENTER HEADER DETAILS

1. From the main menu, click on **Exports**, click on **Export Declaration** and then click on **Lodge**.

The **Export Declaration Lodge** screen displays.

The **Reporting Party Id** field defaults to the Australian Business Number (ABN) or Customs Client Identifier (CCID) of the party lodging the declaration.

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

Table 1 - Header fields (shaded fields are mandatory)

Field	Action/input required
Type	Select either Owner or Agent depending on who is lodging the declaration.
Senders Ref	Enter the unique reference number for the document, assigned by the person lodging the export declaration.
Intended Date of Export	Enter the date the goods are to be exported.
Consignment Ref No	Enter the exporter's unique reference number for the consignment. Note: if these goods have had a contingency Customs authority number issued to them, enter the Contingency CAN (C-CAN).
Customable Excisable Ind	Click on the drop-down button and select YES only if the goods are Prescribed

Field	Action/input required
	Warehoused Goods for export (s.117AA).
Warehouse Estab Id	Enter the originating warehouse identifier if the Customable Excisable Ind is YES OR if the goods are subject to excise or duty.
Branch Id	Enter the branch identifier for the client if required.
Goods Owner Party Id	Enter the ABN or CCID of the owner of the goods if lodging as an agent on their behalf.
Linked CRN	If this export declaration is to be linked to a Consolidation Reference Number (CRN), enter the CRN reference.
Confirming Export type	Click on the drop-down button and select the relevant option from the list.
Export Goods Type	Click on the drop-down button and select the relevant option for the goods.
Consignee Name	Enter the name of the party to whom the goods are being delivered.
Consignee City	Enter the name of city to which the goods are consigned.
Port of Loading	Enter the port where the goods will be loaded using the five-letter UN location code, eg, AUSYD, AUMEL or AUBNE.
First Port of Discharge	Enter the first port where the goods will be unloaded using the five-letter UN location code eg, USLAX = USA, Los Angeles.
Final Destination Country Code	Enter the country code for the goods' final destination using the two-letter country code (eg, GB = Great Britain).
Mode of Transport	Click on the drop-down button and select AIR or SEA.
Vessel ID	Enter the identifier code for the vessel (eg, Lloyds number) if required.
Voyage No	Enter the voyage number if required.
Flight No	Enter the airline code and flight number if required.
Cargo Type	Click on the drop-down button and select the appropriate option for the cargo.
Total Packages	Enter the total number of packages.
Total Containers	Enter the total number of containers into which the goods have been packed.
Invoice Currency Code	Enter the currency invoiced in the transaction.
FOB Currency Code	Enter the currency the FOB is reported in.
Total FOB Value	Enter the total FOB value of the goods.

This completes the header section of the export declaration. The next step in the process is to complete the line details.

The ICS will accept up to 999 lines for any export declaration.

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Note: only ten lines can be added to an export declaration before it must be submitted. Further lines can be added using the amend function (refer to *Amending an export declaration*)

TO ENTER LINE DETAILS

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

Table 2 - Line fields (shaded fields are mandatory)

Field	Action/input required
AHECC Code	Enter the AHECC classification of the goods.
Goods Description	Enter a commercial description of the goods being exported.
Goods Origin Code	Click on the drop down button and select the state of origin of the goods if in Australia, or YY-FO if a foreign country.
Temporary Import Number	Enter the temporary import number if applicable.
Goods Origin Country Code	Enter the country where the goods were manufactured if outside of Australia.
Net Quantity	Enter the net quantity of the goods.
Net Quantity Unit	Enter the unit of net quantity of the goods. If no net quantity is required, then enter NR.
FOB Value	Enter the FOB value of the goods.
Gross Weight	Enter the gross weight of the goods.
Gross Weight Unit	Click on the drop-down button and select the appropriate weight unit from the list.

4. (Optional) To enter an extra line, click on the **Add Line** button, and then complete the new line details. Up to 999 lines are permitted.

5. Depending on the type of export declaration being lodged, there are now three options available:

- to enter permit details (if required), refer to Entering Permit Details
- to enter assay details (if required), refer to Entering Assay Details
- to complete the export declaration, refer to step 14.

ENTERING PERMIT DETAILS

Permits are issued to exporters by Permit Issuing Agencies (PIAs) for certain goods. PIAs advise Customs that particular AHECCs *may* or *must* quote permit numbers.

TO ENTER PERMIT DETAILS

6. From the Export Declaration Lodge screen, locate the line that requires permit details and click on the **Permit Details** hyperlink.

The **Export Declaration Lodge Permit** window displays.

7. In the **Permit No** field, enter the permit prefix and permit number in the appropriate format.

Note: if additional permit numbers are required, click on the **Add Permit No** button and complete the required details.6

8. Click on the **Save Permit Details** button.

The **Export Declaration Lodge** screen displays and the permit details counter will be updated to reflect the new permit details.

9. Depending on the type of export declaration being lodged, there are now two options available:

to enter assay details (if required), refer to Entering Assay Details

to complete the export declaration, refer to step 14.

ENTERING ASSAY DETAILS

The Australian Bureau of Statistics (ABS) requires that some AHECCs be described with additional information, called an assay. An assay is a chemical test to determine the content of a particular element. An assay consists of three data elements; assay element code, assay element concentration and assay element concentration units.

TO ENTER ASSAY DETAILS

10. From the Export Declaration Lodge screen, locate the line that requires assay details and click on the **Assay Details** hyperlink.

The **Assay Details** dialogue window displays.

11. In the **Element** field, click on the drop down button and select the appropriate chemical element symbol and element name (refer to Table 3 for further details).

12. In the **Concentration** field, enter the concentration value of the element (refer to Table 3 for further details).

Note: if other assays are required, click on the **Add Assay** button and then refer to step 11

13. Click on the **Save Assay Details** button.

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The **Export Declaration Lodge** screen displays and the Assay Details line counter will be updated to reflect the new assay details.

Table 3 - Assay data options

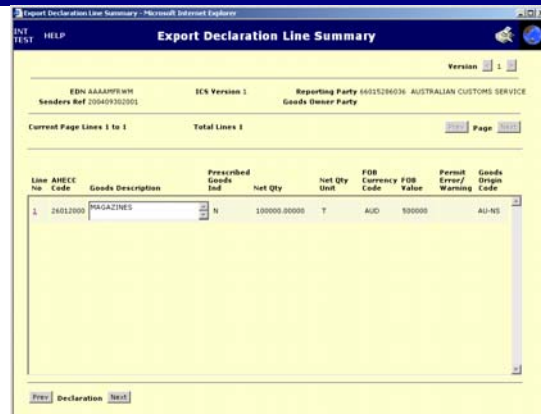
Symbol	Element	Concentration
Ag	Silver	Grammes per Tonne
Au	Gold	Grammes per Tonne
Cu	Copper	Percentage
Ni	Nickel	Percentage
Pb	Lead	Percentage
Pt	Platinum	Percentage
Sn	Tin	Percentage
WO ₃	Tungsten	Percentage
Zn	Zinc	Percentage

TO COMPLETE THE LODGEMENT OF THE DECLARATION
14. Click on the **Submit** button.

A confirmation window displays prompting you to continue.

15. Click on the **OK** button.

The **Export Declaration Line Summary** screen displays with the lodged export declaration data.



6. Click on a hyperlink in the Line No column.
The **Export Declaration View** screen displays.

AMENDING AN EXPORT DECLARATION

1. From the Export Declaration View screen, click on the **Amend** button.

The **Export Declaration Amend** screen displays.

• **To amend the header details**, make the required changes

The following header fields are read only:

-Reporting Party Id

-Type

-EDN

-Senders Ref

-Unique Consignment Ref No.

All other header fields can be amended.

• **To amend the line details**, locate the relevant line. In the **Action** field, click on the drop down button and select **Amend**. Make the required changes

All line fields except Line No can be amended.

• **To delete a line**, locate the relevant line. In the Line Action field, click on the drop down button and select **DELETE**

• **To add a line**, click on the **Add Line** button and enter the new line details (refer to Table 2 for line field descriptions).

Note: only ten lines can be added to an export declaration at a time before it must be submitted

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

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 **Export Declaration Line Summary** screen displays with the updated details.

AMENDING PERMIT DETAILS

1. From the Export Declaration View screen, click on the **Amend** button.

The **Export Declaration Amend** screen displays.

2. Locate the line that requires amendment.

3. Click on the **Permit Details** hyperlink.

The **Export Declaration Permit Amend Permit** screen displays.

3. Make the required changes.

SEARCHING FOR AN EXPORT DECLARATION

1. From the main menu, click on **Exports**, click on **Export Declaration** and then click on **Search**.

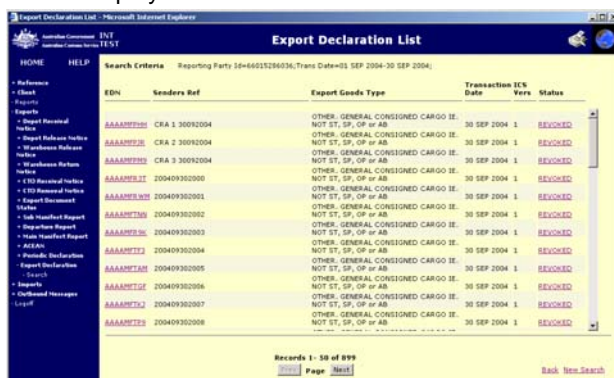
The **Export Declaration Search** screen displays.

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 **Export Declaration List** screen displays.



5. Click on a hyperlink in the EDN column.

If one record is found, or you selected a hyperlink in the EDN column on the Export Declaration List screen, the **Export Declaration Line Summary** screen displays.

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4. Click on the **Save as Permit Details** button.

The **Export Declaration Amend** screen displays.

AMENDING ASSAY DETAILS

1. From the Export Declaration View screen, click on the **Amend** button.

The **Export Declaration Amend** screen displays.

2. Locate the line that requires amendment.

3. Click on the **Assay Details** hyperlink.

The **Assay Amend** screen displays.

4. Make the required changes.

5. Click on the **Save Assay Details** button.

The **Export Declaration Amend** screen displays.