

# Main Manifests – A Quick Guide

## OVERVIEW

Every vessel or aircraft departing Australia is required to lodge a main manifest to Customs within three working days of departure (refer to s119 of the *Customs Act 1901*).

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

Customs Authority Numbers (CANs) will tally expire when they have either been reported on a sub manifest or a main manifest. The CTO receipt reporting does not affect the expiry of CANs.

## LODGING A MAIN MANIFEST

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

The **Main Manifest Lodge** screen displays.

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

The **Main Manifest Lodge** screen displays with the relevant fields to lodge a main manifest for either air or sea.

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 message displays.

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

An information box displays.

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

The **Main Manifest View** screen displays with the updated details.

**Table 1 - Main manifest fields air** (shaded fields are mandatory)

Field	Action/input required
<b>Senders Ref</b>	Enter the sender's unique reference for the document.
<b>Nil Cargo Indicator</b>	Click on the drop-down button and select Yes or No.
<b>Departure Port</b>	Enter the UNLocode of the port from which the flight covered by this manifest is due to depart (eg, AUBNE = Australia, Brisbane).
<b>Country of Destination</b>	Enter the two-letter country code for the country where the flight/ship is destined.
<b>Departure Date</b>	Enter the date the flight is due to depart. The departure date cannot be greater than six months after the original lodgement date.
<b>Total Packages</b>	Enter the total number of packages for the main manifest.
<b>Customs Authority No</b>	Enter the Customs Authority Number (CAN) for the goods.
<b>OR Exempt Code</b>	If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.
<b>Contingency CAN</b>	If these goods have had a contingency Customs authority number issued to them, enter the contingency CAN (C-CAN).

<b>Air Waybill</b>	Enter the master air waybill number for the line.
<b>Flight No</b>	Enter the airline code and flight number (eg, QF002).
<b>No of Packages</b>	Enter the number of packages for that line. This field is mandatory when mode of transport is air.

**Table 2 - Main manifest fields sea** (shaded fields are mandatory)

Field	Action/input required
<b>Senders Ref</b>	Enter the sender's unique reference for the document.
<b>Nil Cargo Indicator</b>	Click on the drop-down button and select Yes or No.
<b>Departure Port</b>	Enter the UNLocode of the port from which the flight covered by this manifest is due to depart (eg, AUBNE = Australia, Brisbane).
<b>Country of Destination</b>	Enter the two-letter country code for the country where the vessel is destined.
<b>Departure Date</b>	Enter the date the vessel is due to depart. The departure date cannot be greater than six months after the original lodgement date.
<b>Vessel Id</b>	Enter the departing vessel's identifier.
<b>Voyage No</b>	Enter the departing vessel's voyage number.
<b>Total Packages</b>	Enter the package count. This field is mandatory when the mode of transport is sea and the total containers is zero or blank.
<b>Total Containers</b>	Enter the total number of containers on the vessel for which the main manifest provider is responsible. This field is mandatory when the total packages is zero or not provided.
<b>Empty Containers</b>	Enter the total number of empty containers.
<b>Customs Authority No</b>	Enter the Customs Authority Number (CAN) for the goods.
<b>OR Exempt Code</b>	If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.
<b>Contingency CAN</b>	If these goods have had a contingency Customs authority number issued to them, enter the Contingency CAN.
<b>No of Packages</b>	Enter the number of packages for the line. This field is mandatory when the mode of transport is sea and the number of containers is zero or blank.
<b>No of Containers</b>	Enter the number of containers for this line.

The ICS will accept up to 9999 lines for any sub manifest

**Note: only 50 lines can be added to a sub manifest before it must be submitted. Further lines can be added using the amend function**

## AUSTRALIAN CUSTOMS SERVICE

For more information email [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au) or phone 1300 558 099

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## SEARCHING FOR A MAIN MANIFEST

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

The **Main Manifest 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 **Main Manifest List** screen displays.

Main Manifest No	IEC	Reporting Party ID	Senders Ref	Mode of Transport	Flight No / Vessel Id	Transaction Date	No of Lines	Status
AAAAASC6	2	15067573737 00P		AIR	DA 22	31 MAR 2004	1	CLEAR
AAAAASC6	3	15067573737 00P		SEA	S121445	31 MAR 2004	1	CLEAR
AAAAATZ0	1	15067573737 TRAINING10		SEA	S121445	17 MAR 2004	1	CLEAR

5. Click on a hyperlink in the Main Manifest No column. If one record is found, or you selected a hyperlink in the Main Manifest No column, the **Main Manifest View** screen displays.

## AMENDING A MAIN MANIFEST

1. From the Main Manifest View screen, click on the **Amend** button.

The **Main Manifest Amend** screen displays.

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

For air, the following header fields can be amended:

- Nil Cargo Indicator
- Departure Port\*
- Country of Destination
- Departure Date\*
- Flight No\*
- Total Packages.

For sea, the following header fields can be amended:

- Nil Cargo Indicator
- Departure Port\*
- Country of Destination
- Departure Date\*
- Vessel Id\*
- Voyage No\*
- Total Packages
- Total Containers
- Empty Containers.

\* not amendable for a main manifest that is linked to a departure report.

- **To amend the line details**, locate the relevant line. In the 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:

- CAN/Exempt code
- Contingency CAN
- Air Waybill
- No of Packages.

For sea, the following line fields can be amended:

- CAN/Exempt code
- Contingency CAN
- No of Packages
- No of Containers.

- **To delete a line**, locate the relevant line. In the relevant 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) and Table 3 (sea) for field descriptions).

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 **Main Manifest View** screen displays with the updated details.

## LINK BETWEEN MAIN MANIFEST AND DEPARTURE REPORT

When a main manifest and departure report have the same data in the fields listed below, a link is automatically created between the two documents:

- Departure Date and Port of Departure and
- Airline Code and Flight Number (air) or
- Vessel Identifier and Voyage Number (sea).

The CTO establishment identifier on the departure report must be for a site within the departure port on the main manifest (shown as a UNLocode) for the two to link.

When the link is made, certain fields in the main manifest and departure report cannot be amended:

- **Main manifest (air)**: Departure Date, Departure Port, Airline Code and Flight Number
- **Main manifest (sea)**: Departure CTO Estab ID, Departure Date, Vessel Id Voyage Number
- **Departure report (air)**: Departure CTO Estab Id, Departure Date, Airline Code and Flight Number
- **Departure report (sea)**: Departure CTO Estab Id, Departure Date, Vessel Id and Voyage No.

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