

Progressive Discharge Reports – A Quick Guide

OVERVIEW

A Progressive Discharge Report (PDR) is a report made by a CTO or stevedore of all containerised cargo discharged from a vessel on an international voyage.

The discharge of non-containerised sea cargo is reported on a Sea Cargo Outturn Report (SCO). Containerised cargo received and / or unpacked at a s77G premises is also reported on an SCO. SCO's are not further discussed in this document.

A PDR must be lodged within three hours of commencement of the discharge of containerised cargo, and then updated by adding lines at intervals of not more than three hours throughout the discharge. It is not necessary to make "nil discharge" reports during periods no discharge is occurring.

A PDR provides detail about:

- Date and time of the first container discharge
- Date and time of the last container discharge
- Container numbers
- Responsible party ID's.

Transit cargo (cargo not being discharged in Australia) must also be reported on a PDR if it is restowed. Restowing occurs when containerised cargo is removed from and then replaced onboard the same carrying vessel on the same voyage.

LOADING A PROGRESSIVE DISCHARGE REPORT

1. From the main menu, click on **Imports**, click on **Progressive Discharge** and then click on **Create**.

The **Progressive Discharge Report Create** screen displays.

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

Table 1 - Header fields (shaded fields are mandatory)

Field	Action/input required
Vessel ID	Enter the identifier of the arriving vessel. This may be either a Lloyds' number or a Customs ship number.
Voyage No	Enter the voyage number. The voyage number is the number that identifies a particular voyage for a vessel as assigned by the vessel operator.

Field	Action/input required
First Container Discharge Date	Enter the date the first container was discharged from the vessel.
First Container Discharge Time	Enter the time the first container was discharged from the vessel. Note: The time is entered in local port time.
Last Container Discharge Date	Enter the date the last container was discharged from the vessel.
Last Container Discharge Time	Enter the time the last container was discharged from the vessel. Note: The time is entered in local port time.
Stevedore Establishment ID	Enter the identifier (ABN or CCID) of the stevedore establishment where the discharge is occurring/has occurred.

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

Table 2 - Line fields (shaded fields are mandatory)

Field	Action/input required
Container No	Enter the number of the container discharged.
Container Responsible Party	Enter the identifier of the party responsible for the container.
Restow Indicator	Click on the drop down button and select YES if the container is transit cargo that was removed and then replaced on the same carrying vessel. Select NO if the cargo is being discharged in Australia.
Container Responsible Party	Enter the identifier of the party responsible for the container.

4. (Optional) Click on the **Add Line** button.

An additional (blank) line displays underneath the last completed line.

Note: A PDR may contain up to 999 lines. Up to 50 lines maybe added to a PDR before it must be submitted. Further lines may be added by amending the PDR.

5. Complete the line details (refer to Table 2 for field descriptions).
6. Click on the **Submit** button.

The **Progressive Discharge Report View** screen displays.

Note: A PDR may be updated by Adding Lines at intervals of not more than three hours throughout the discharge.

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SEARCHING FOR A PROGRESSIVE DISCHARGE REPORT

1. From the main menu, click on **Imports**, click on **Progressive Discharge Report** and then click on **Search**.

The **Progressive Discharge 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 **Progressive Discharge Report List** screen displays.

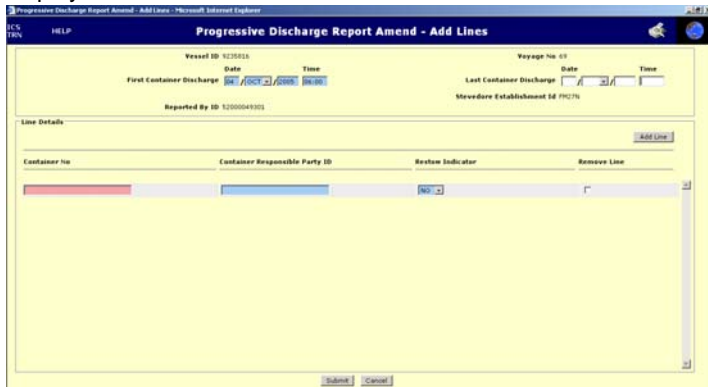
5. Click on a hyperlink in the Vessel ID column.

If one record is found, or you selected a hyperlink in the vessel name column on the Progressive Discharge Report List screen, the **Progressive Discharge Report View** screen displays.

ADDING LINES TO A PROGRESSIVE DISCHARGE REPORT

1. From the **Progressive Discharge Report View** screen, click on the **Add Line(s)** button.

The **Progressive Discharge Report Amend – Add Lines** screen displays.



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

3. Click on the **Add Line** button.

An additional (blank) line displays underneath the last completed line.

Note: A PDR may contain up to 999 lines. Up to 50 lines maybe added to a PDR before it must be submitted. Further lines may be added by amending the PDR.

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

Note: The Last Container Discharge Date and Last Container Discharge Time fields must be completed within three hours of the discharge of the last container.

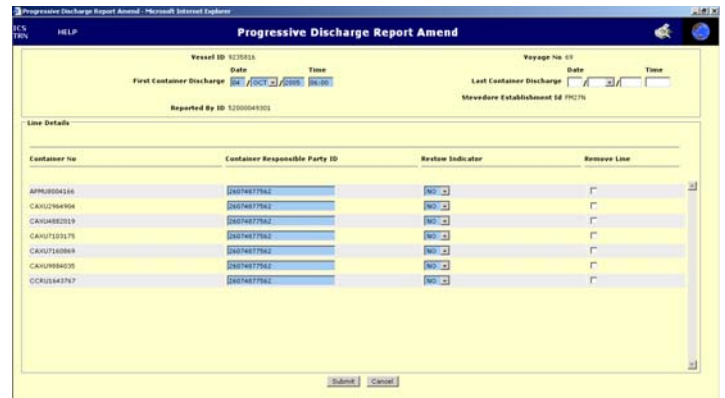
5. Click on the **Submit** button.

The Progressive Discharge Report View screen displays with the additional details.

AMENDING A PROGRESSIVE DISCHARGE REPORT

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

The **Progressive Discharge Report Amend** screen displays.



The following fields can be amended:

- First Container Discharge Date
- First Container Discharge Time
- Last Container Discharge Date
- Last Container Discharge Time
- Container Responsible Party ID
- Restow Indicator

2. Make the required changes to the Progressive Discharge Report.

3. To delete a line, locate the relevant line. Select the checkbox in the Remove Line column (to indicate delete)

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

The **Progressive Discharge Report View** screen displays with the updated details.

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