

OVERVIEW

Consolidation sub manifests must be submitted to Customs when multiple consignments are to be consolidated. The Integrated Cargo System (ICS) will then provide a Consolidation Reference Number (CRN).

Slot sub manifests (sea cargo only) are used by slot charterers to report the goods that they are responsible for to the carrier of a vessel (ie, when a shipping company leases space on a vessel to different reporting parties). Slot sub manifests can be lodged after the goods have departed, but they must be lodged prior to the main manifest.

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

LODGING A SUB MANIFEST (CRN)

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

The **Sub Manifest Lodge** screen displays.

2. Complete the header details (refer to Table 1 (air) or Table 3 (sea) for field descriptions).
3. Click on the **Add Line** button.
4. Complete the line details (refer to Table 2 (air) or Table 4 (sea) for field descriptions).
5. Click on the **Submit** button.

A confirmation box displays.

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

An information box displays.

7. Click on the **OK** button.

The **Sub Manifest Line Summary** screen displays with the updated details.

Table 1 - Header fields air (shaded fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference number for the document.
Cargo Report Type	Click on the drop down button and select CONSOLIDATION SUB-MA . Note: Consolidation Sub-MA is an abbreviation for Consolidation Sub Manifest.
Mode of Transport	Click on the drop down button and select AIR .
Nil Cargo Indicator	Select NO to indicate there is cargo being consolidated.
Date of Departure	Enter the date the goods are due to depart.
Total Packages	Enter the total number of packages.

Table 2 - Line fields air (shaded fields are mandatory)

Field	Action/input required
Customs Authority Number	Enter the Customs Authority Number (CAN) for the goods.
OR Exempt Code	If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.
Contingency CAN	If these goods have had a contingency Customs authority number issued to them, enter the contingency CAN (C-CAN).

Field	Action/input required
No of Packages	Enter the appropriate value.
Owner Id	Enter ABN/CCID for the owner of the goods.
OR Owner Name	If the owner of the goods does not have an ABN/CCID, enter the name of the owner of the goods.
Goods Description	Enter a commercial description of the goods.
Country of Destination	Enter the two letter country code of the final destination of the goods (e.g. GB = Great Britain, US = United States).

Table 3 - Header fields sea (shaded fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference for the document.
Cargo Report Type	Click on the drop down button and select CONSOLIDATION SUB-MA or SLOT SUB-MANIFEST . Note: Consolidation Sub-MA is an abbreviation for Consolidation Sub Manifest.
Mode of Transport	Click on the drop down button and select SEA .
Nil Cargo Indicator	Select NO to indicate cargo is being consolidated. Select YES only for slot sub manifests with nil cargo (eg, an outbound shipment of empty containers).
Date of Departure	Enter the date the goods are due to depart.
Total Packages	Enter the total number of packages.
Total Containers	Enter the total number of containers.

Table 4 - Line fields sea (shaded fields are mandatory)

Field	Action/input required
Customs Authority Number	Enter the Customs Authority Number (CAN) for the goods.
OR Exempt Code	If the goods do not have a CAN, click on the drop down button and select the appropriate exemption code.
Contingency CAN	If these goods have had a contingency Customs authority number issued to them, enter the contingency CAN (C-CAN).
No of Packages	Enter the appropriate value.
No of Containers	Enter the number of containers.
Owner Id	Enter ABN/CCID for the owner of the goods.
OR Owner Name	If the owner of the goods does not have an ABN/CCID, enter the name of the owner of the goods.
Goods Description	Enter a commercial description of the goods.
Country of Destination	Enter the two letter country code of the final destination of the goods (eg, GB = Great Britain).

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

SEARCHING FOR A SUB MANIFEST

- From the main menu, click on **Exports**, click on **Sub Manifest** and then click on **Search**.

The **Sub Manifest Search** screen displays.

- 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.
- Enter the relevant details in the mandatory fields based on the search combination selected.
- Click on the **Search** button.

If more than one record is found, the **Sub Manifest List** screen displays.

Consolidation Reference No	ICS Vers	Senders Ref	Trans Date	No of Lines	Status
AAAAA03A	1	112	23 MAY 2003	1	CLEAR
AAAAA02Z	5	LYNDA002SUB	19 MAY 2003	1	CLEAR
	1	PETERSORNLA	08 MAY 2003	0	PROCESSING
	1	PETERCRN1	08 MAY 2003	0	PROCESSING
	1	PETERACRN	08 MAY 2003	2	PROCESSING
	1	LYNDA001	07 MAY 2003	1	PROCESSING

- Click on a hyperlink in the Consolidation Reference No column.

If one record is found, or you selected a hyperlink in the Consolidation Reference No column on the Sub Manifest List screen, the **Sub Manifest Line Summary** screen displays.

- Click on a hyperlink in the Line No column.

The **Sub Manifest View** screen displays.

AMENDING A SUB MANIFEST

- From the Sub Manifest View screen, click on the **Amend** button.

The **Sub 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
- Date of Departure
- Total Packages.

For sea, the following header fields can be amended:

- Nil Cargo Indicator
- Date of Departure
- Total Packages
- Total Containers
- Empty Containers.

- To amend the line details**, locate the line 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:

- Line Action
- Customs Authority No or Exempt Code
- Contingency CAN
- No of Packages
- Owner Id
- Owner Name
- Goods Description
- Country of destination.

For sea, the following line fields can be amended:

- Line Action
- Customs Authority No or Exempt Code
- Contingency CAN
- No of Packages
- No of Containers
- Owner Id
- Owner Name
- Goods Description
- Country of destination.

- To delete a line**, locate the relevant line. In the relevant line 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 4 (sea) for field descriptions).

- Click on the **Submit** button.

A confirmation box displays.

- To confirm the amendment, click on the **OK** button.

An information box displays.

- Click on the **OK** button.

The Sub Manifest View screen displays with the updated details.