

Warehouse Release Notices – A Quick Guide

OVERVIEW

The movement of prescribed warehoused goods for export must be reported to Customs at each stage of the export cycle (refer to s99 and s102A of the *Customs Act 1901*).

Warehouse release notices must be lodged before prescribed warehoused goods are taken from a warehouse to a depot for consolidation, or a port/airport for export. An export declaration must be lodged for the goods before a warehouse release notice can be lodged.

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

LOGGING A WAREHOUSE RELEASE NOTICE

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

The **Warehouse Release Notice Lodge** screen displays.

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

3. Complete the line details (refer to Table 2 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 **Warehouse Release Notice View** screen displays with the updated details.

Table 1 - Header fields (all fields are mandatory)

Field	Action/input required
Senders Ref	Enter the sender's unique reference number for the document.
Warehouse Estab	Enter the warehouse establishment identifier of the warehouse that the goods are being released from.
Destination Estab	Enter the establishment identifier of the location the goods are being released to.
Export Declaration No	Enter the export declaration number for the goods being moved from the warehouse.
Release Date	Enter the date the goods are due to be released.
Release Time	Enter the time the goods are due to be released.

Table 2 - Line fields (all fields are mandatory)

Field	Action/input required
AHECC Code	Enter the AHECC code for the goods being released from the warehouse.
Goods Description	Enter a text description of the goods being released from the warehouse.
Net Quantity	Enter the net quantity of the goods being released.
Net Quantity Unit	Enter the unit of net quantity of the goods being released. For example NO=number, KG=kilogram, L=litre.

The ICS will accept up to 999 lines for any warehouse release notice.

Note: only 50 lines can be added to a warehouse release notice before it must be submitted. Further lines can be added using the amend function

SEARCHING FOR A WAREHOUSE RELEASE NOTICE

1. From the main menu, click on **Exports**, click on **Warehouse Release Notice** and then click on **Search**.

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

AMENDING A WAREHOUSE RELEASE NOTICE

1. From the Warehouse Release Notice View screen, click on the **Amend** button.

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

- **To amend the header details**, make the required changes
The Destination Establishment and Release Date/Time fields in the header can be amended.

- **To amend the line details**, locate the relevant line. In the relevant **Line Action** field, press the 'A' key on the keyboard (to indicate amend) and make the required changes

The following line fields can be amended:

-AHECC Code

-Goods Description

-Net Quantity

-Net Quantity Unit.

- **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 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 **Warehouse Release Notice View** screen displays with the updated details.