

Warehouse Return 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*).

If the export consignment released under a warehouse release notice is to be returned to the warehouse (for example, the exportation has been cancelled), the goods must be returned to their original warehouse and a warehouse return notice must be lodged.

This notice will identify the Export Declaration Number (EDN) of the goods being returned, and allow reconciliation with the goods released on the warehouse release notice.

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

LODGING A WAREHOUSE RETURN NOTICE

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

The **Warehouse Return 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 Return Notice View** screen displays with the updated details.

Table 1 - Header fields (shaded 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 for the warehouse receiving the goods.
Export Declaration No	Enter the export declaration number for the goods being returned to the warehouse.

Table 2 - Line fields (shaded fields are mandatory)

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

SEARCHING FOR A WAREHOUSE RETURN NOTICE

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

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

AMENDING A WAREHOUSE RETURN NOTICE

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

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

- **To amend the header details**, make the required changes
Only the Export Declaration No field 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 Return Notice View** screen displays with the updated details.