

INTEGRATED CARGO SYSTEM (ICS)

BUSINESS CONTINUITY PLAN (BCP)

UNDERBOND MOVEMENT/ TRANSHIPMENT APPLICATION

LODGEMENT OF CONTINGENCY DATA

HELP GUIDE

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1. Introduction

In the early part of an ICS outage, the priority for Imports is to move cargo away from Cargo Terminal Operators and Stevedores underbond to licensed premises. Historically, ICS outages are short in duration and this action allows cargo to move without generating significant workload for Industry on data recovery actions required when the ICS becomes available. Underbond moves can only be approved for movement of unentered cargo between licensed Customs establishments. Underbond moves are also to be used for cargo being transhipped. The overseas port code must be populated in cases of transhipment.

This document contains two components. The first is a Quick Guide which clients should refer to in the first instance and outlines the process required to complete a contingency transaction in electronic form.

The second component is a Detailed Guide which provides guidance on how to:

- download and save contingency files from the Customs and Border Protection website;
- complete mandatory and optional fields for the transaction type;
- correctly name the contingency file: and
- submit completed contingency transactions to Customs and Border Protection for processing.

Electronic communication is the preferred option by Industry and Customs and Border Protection for communicating contingency data. This method is effective, user friendly, and provides a quick turnaround of cargo status. Section 5 of this document explains the option of Hard Copy Contingency form lodgement.

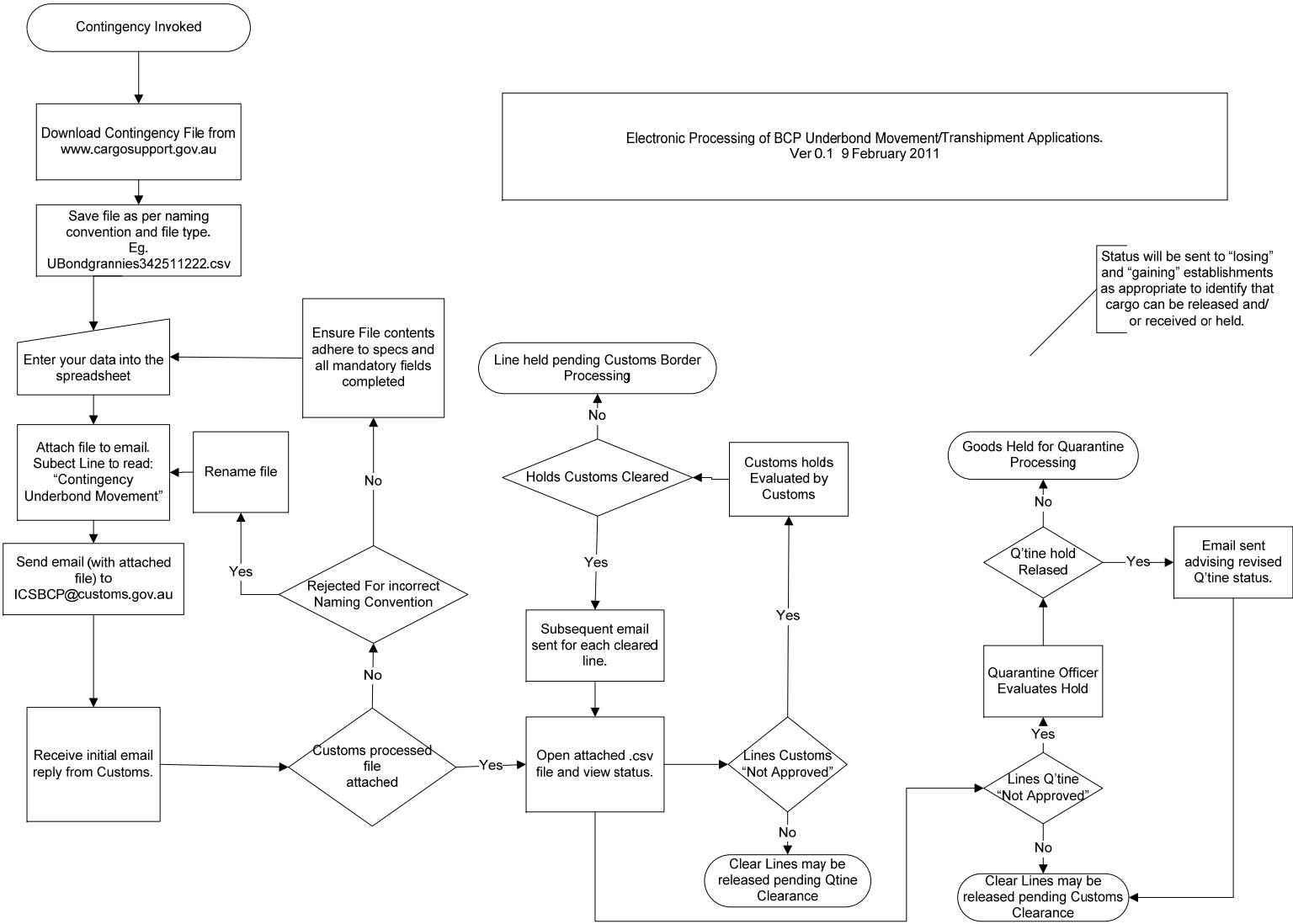
Please note: In accordance with Section 126E of the Customs Act 1901, recovery reports must be submitted to the Integrated Cargo System (ICS) within 24 hours of the CEO of Customs causing notice to be given that the system has become operative.

2. Terminology

Originating Establishment – refers to the establishment that holds the cargo pending contingency transactions being approved (Cargo Report, Import Declaration). Originating Establishment can also refer to the place that the cargo is being moved from (Underbond/Transhipment).

Destination Establishment – refers to the establishment that will receive the cargo where the goods are moved underbond (Underbond/Transhipment). Destination Establishment can also be “Oseas” when goods are being transhipped to an overseas port.

Electronic Processing of BCP Underbond Movement/Transhipment Applications.
Ver 0.1 9 February 2011



3. Electronic Underbond Movements/Transshipment Application Quick Guide

➤	Download the “Underbond/transshipment” file (refer to Section 4.2 for further information on downloading a contingency file).
➤	Enter the data in the required fields (refer to Section 4.3 for further detail). Multiple underbond moves can be made on the same CSV underbond file where those underbonds are moving from the same losing establishment and to the same gaining establishment.
➤	Save the file with a Naming Convention (refer to Section 4.4 for further information)
➤	Attach the file to an email.
➤	The subject line for the email should be ‘Contingency Underbond Movement’
➤	Address the email to ICSBCP@customs.gov.au and send to Customs and Border Protection (refer to Section 4.5 for further information on how to submit a contingency file)

Note: Underbond moves for live animals and non-containerised fresh produce must not be lodged. The reporting party must contact their local AQIS regional office to facilitate movement.

Customs and Border Protection will process the file and provide one of the following status results to the email address identified on the underbond movement request as well as to the “Originating Establishment” and “Destination Establishment” identified in the request:

Approved The cargo may be moved in accordance with the approved contingency underbond movement request.

Not Approved Customs and Border Protection will contact the reporting party to allow secondary actions to be initiated for underbond moves that attract a “Not Approved” status.

Assistance with Contingency Files

Note: All contingency files are to be forwarded to the BCP mailbox at ICSBCP@customs.gov.au

All BCP queries or issues should be directed to the Customs Information and Support Centre (CI & SC).

Email: cargosupport@customs.gov.au
Phone: 1300 558 099

Note: In the unlikely event of a situation arising where this mailbox is disabled alternative email arrangements will be posted on the Cargo Support website.

4. Electronic Underbond Movement/Transshipment Application Detailed Guide

4.1 Contingency Folders

- 1/. Go to <http://www.cargosupport.gov.au>, and then click on the menu item titled **ICS Business Continuity**. The ICS business continuity screen will display as per the following screenshot.


Home>Integrated Cargo System>ICS Business Continuity (BCP)


ics business continuity

ICS Business Continuity Plan

In the event of an ICS outage, ICS slow response times, ICS specific issues, and/or client system problems it is critical that industry be able to continue normal daily business with minimal disruption through alternate cargo reporting procedures. A contingency period can be either when an ICS outage occurs or a client's cargo system outage occurs.

Customs and Border Protection, in partnership with Industry and AQIS has developed an Integrated Cargo System (ICS) Business Continuity Plan (BCP).

 [ICS Business Continuity Plan](#)

For general information on the ICS BCP, including who to contact to find out more, refer to  [Australian Customs Cargo Advice 2006, Number 27](#).

What do I do in an outage?

Depending on the urgency of the cargo clearance you can decide whether to lodge a contingency file or wait for the ICS problem to be resolved.

Note: All contingency files submitted to Customs and Border Protection MUST be submitted in the ICS within 24hrs of it becoming operational.

Refer to the following folders for detailed procedures to follow when submitting transactions for clearing cargo during a contingency period. These folders also contain the electronic contingency file

[IMPORT - ICS Import Business Continuity Folders](#)

[EXPORT - ICS Export Business Continuity Folders](#)



Contacts

All contingency files should be emailed to the BCP Mailbox.
Email: ICSBCP@customs.gov.au

All other BCP queries or issues should be directed to the Customs Information and Support Centre (CI & SC).
Email: cargosupport@customs.gov.au
Phone: 1300 558 099

- 2/. Click on **IMPORT - ICS Import Business Continuity Folders**. Under the heading **Underbond Movement/Transshipment Application** there is a help guide and a link to the contingency file.

Underbond Movement/Transshipment Application

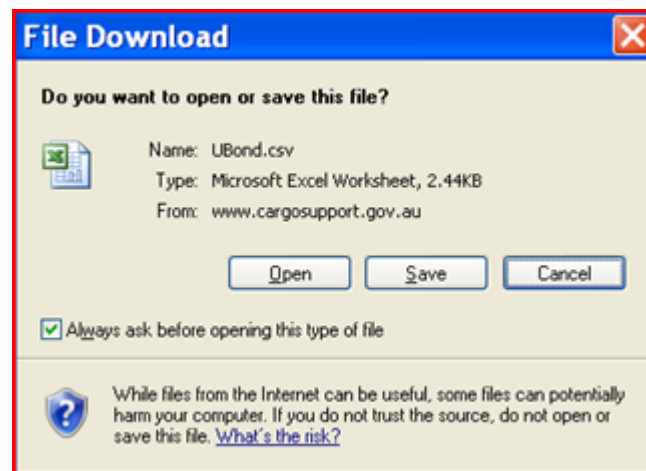
- [Underbond Movement/Transshipment Application Help Guide](#)  This document provides assistance in completing the Underbond Movement/Transshipment Application .csv file
- [Contingency Underbond file \(Air & Sea\)](#)  (1KB)
To be completed and lodged by freight forwarders, depot operators, importers or licensed customs brokers in replacement of ICS electronic underbond goods movement applications.

4.2 Downloading the Contingency File

The following steps outline how a client should download and save a contingency file.

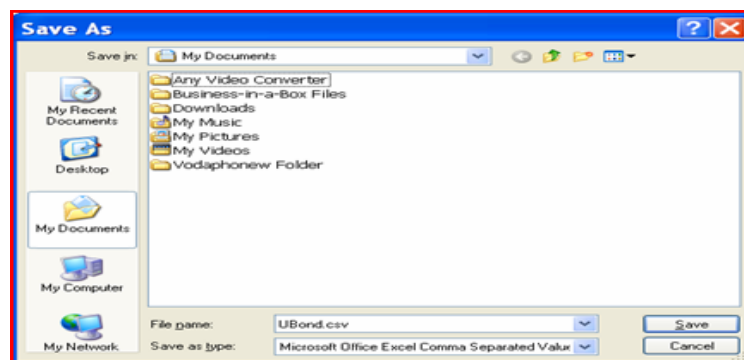
Note: This document provides a guide for users utilising Microsoft Internet Explorer as their web browser. The process may differ slightly for users utilising other applications.

- 1/. Click on the **Contingency Underbond Movement/Transhipment Application file**. The **File Download** dialogue box displays.
- 2/. Select **Save**



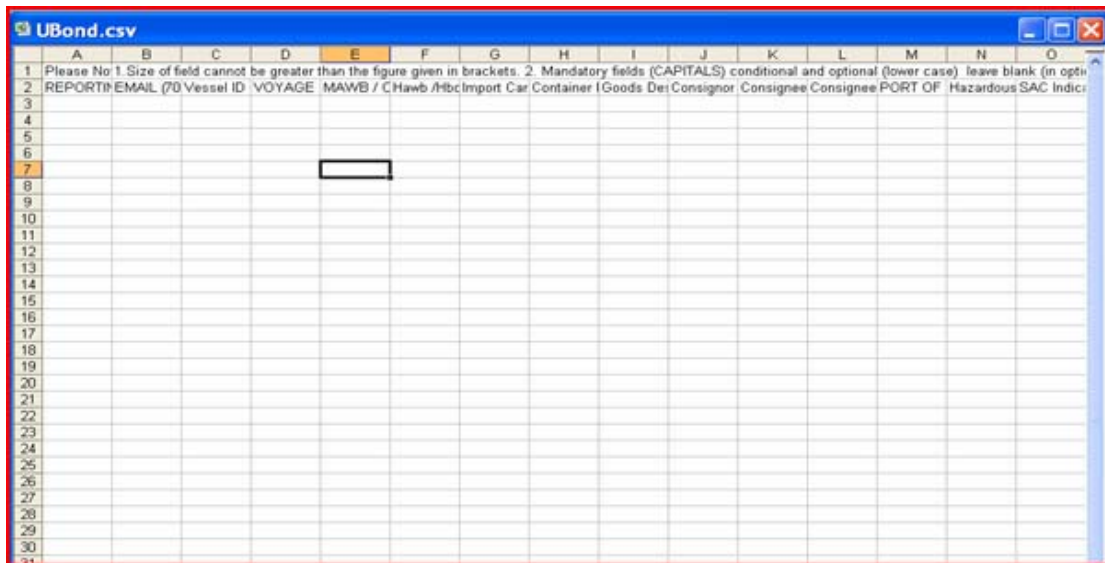
- 3/. The **Save As** screen will appear. Select a folder location where you want to save the contingency file on your computer by using the drop down arrow next to the “**Save in**” field. Before you **Save** ensure that the file is saved in **Comma Separated Value** format (.csv). The field should automatically populate as a .csv file.

The saved file will negate the need to download from the web source for any subsequent contingency reports.

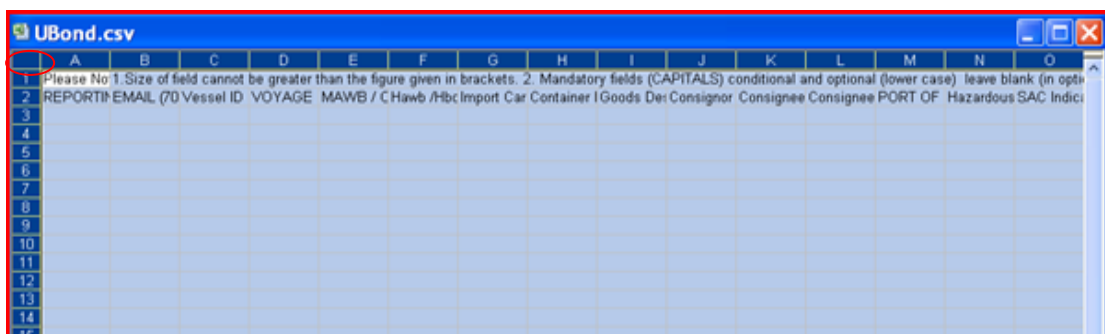


If you create and save multiple reports in the same minute (i.e. At 12:35 pm for example) you will be able to give the files separately referenced names according to the naming convention e.g. UBondgrannies342511222.csv (refer to [Section 4.4](#) for further information) and save them in the same folder, or shared folder. Quoting the time is not a set requirement as indicated in earlier help guides.

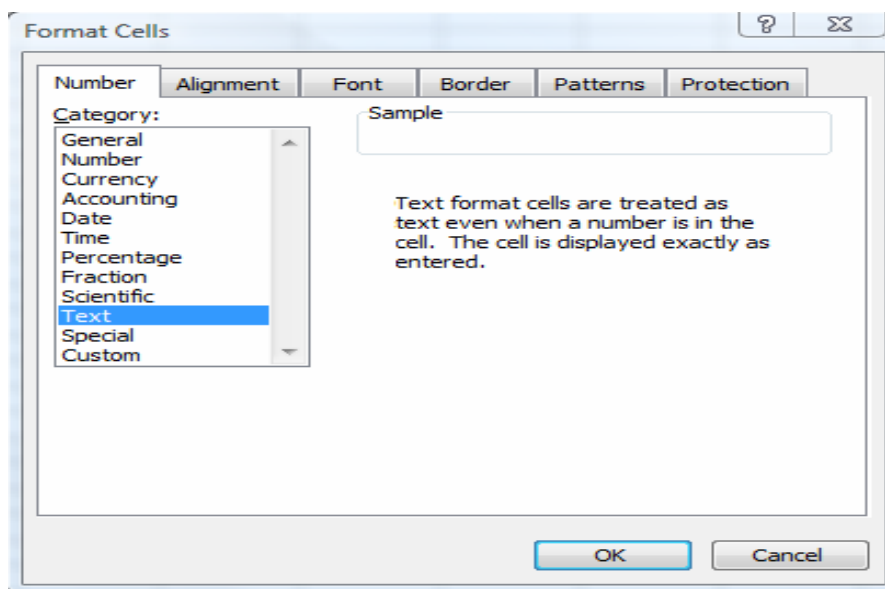
- 4/. Click on **Save**.
- 5/. Locate the contingency file and open it. The following screen will display. (Note: example is using MSEXcel).



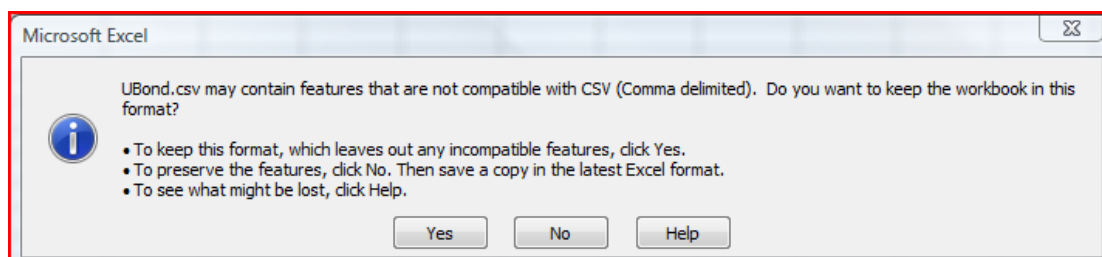
- 6/. Select the box in the corner of the spreadsheet as shown below and highlight the cells in the spreadsheet



- 7/. Right-click your mouse and select **format cells**. Select **Text** and click **OK**

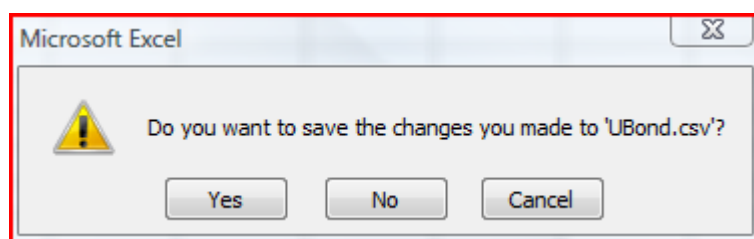


- 8/. Now the cells are formatted as text, enter the data into each of the fields as required (refer to Section 4.3).
- 9/. After the data has been entered, **Save** the changes according to the file naming conventions (refer to Section 4.4).
Note. The following prompt will appear when saving a spreadsheet in .csv format using Microsoft Excel:



Select **Yes**

After the spreadsheet has been saved in .csv format, closing the file will result in another prompt to save the file again as follows:



This does not mean the first “save” was unsuccessful. This is a design feature of Excel allowing the user to save the file in a different format if required.
Select **No**.

4.3 Completing the Contingency File

4.3.1. Critical Points for completing Microsoft excel spreadsheets saved in comma separated value format (.csv).

All contingency files used for the Customs and Border Protection BCP are Microsoft excel spreadsheets saved in **comma separated value format (.csv)**. **Please ensure you do not add any formatting to the spreadsheets prior to forwarding them to Customs and Border Protection.** This will ultimately result in the data being corrupted and the file will not be processed.

- File completion;
 - Fill in each **mandatory** field.
 - Repeat information across each line if a multiple line file, ie each mandatory field is fully completed down the column and across the row, **“no dittos”**.
 - Save as an **excel .csv file**, in **text format**.

4.3.2 Filling in the Underbond Movement/Transshipment Application contingency file

The following procedure outlines how a client should complete an Underbond Movement/Transshipment Application contingency file.

Note. An Underbond Movement/Transshipment Application file should not contain any more than 1000 lines.

- 1/. Locate the **contingency Underbond Movement/Transshipment Application file** from the **Import - ICS Import Business Continuity Folders** on the **ICS Business Continuity** page or open the file from the location it is saved as per steps in Section 4.2. The file will open as an excel spreadsheet.
- 2/. Select the cell underneath each field to complete, using the tab button or arrow to navigate between fields. Do not leave blank rows or empty mandatory cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Please No 1. Size of field cannot be greater than the figure given in brackets. 2. Mandatory fields (CAPITALS) conditional and optional (lower case) leave blank (in opti														
2	REPORTINEMAIL (70	Vessel ID	VOYAGE	MAWB / CHawb	/HbcImport	Car	Container	I	Goods Dei	Consignor	Consignee	Consignee	PORT OF	Hazardous	SAC Indici
3															
4															
5															
6															

- 3/. Complete all fields according to the table below. Note: To assist in the compilation of the spreadsheet the MANDATORY fields are indicated by the column headers in CAPITALS and conditional or optional fields are in lower case.

UNDERBOND/TRANSHIPMENT

	FIELD NAME	BCP BUSINESS REQUIREMENT	FIELD DEFINITIONS	DATA EXAMPLES	DATA TYPE	FIELD SIZE
1	Reporting Party ID	Mandatory	A valid Australian Business Number (ABN) or Customs Client Identifier (CCID)	12345678901	text	11
2	Email	Mandatory	Valid Email address of the reporting party	BCP@customs.gov.au	text	70
3	Vessel ID	Conditional	The identifier, either a Lloyds Number or a Customs Ship Number, of a vessel	8511184	text	8
4	Voyage No/Flight No	Mandatory	The Voyage Number is the Principal Agent's Voyage Number or for Flight Number the unique reference identifying a specific journey of an aircraft	"32S" or "CC022"	text	8
5	MAWB / OBOL	Mandatory	The Master Air Waybill is the reference assigned by the carrier or their agent to the transport document. This refers to the total consignment. The Ocean Bill of Lading is a document signed and delivered by the Master of a Ship to the consignor. A document of title and a receipt for goods.	(MAWB) - "99912345678" or OBOL - "Ocean001"	text	35

6	HAWB / HBOL	Optional	House Air Waybill is the reference assigned by the carrier or their agent to the transport document. This refers to a part of a total consignment. The House Bill of Lading is the Bill of Lading equivalent issued by the forwarding Freight Forwarder.	House01	text	35
7	Import Cargo Type	Optional	An identifier to identify whether the cargo is containerised, non-containerised, bulk.	"FCL", "FCX", "LCL", "B/B", "BLK"	text	3
8	Container No	Conditional	For Sea Cargo. Required if Import Cargo Type is reported as anything other than B/B (Break bulk) or BLK (Bulk)	Cont001	text	17
9	Goods Description	Optional	Plain language description of the nature of the goods sufficient to identify the goods at the level required for transport, banking, Customs classification or statistical purposes.	Timber Posts	text	128
10	Consignor Name	Optional	Entity defined in a cargo report who sends a consignment to another party.	Mr John Doe	text	70
11	Consignee Name	Optional	Entity defined in a cargo report to whom a	Mr John Doe	text	70

			consignment will be delivered.			
12	Consignee Address	Optional	Name and address details of the party who will receive goods from another party.	22 Unknown Street Sydney NSW 2000	text	105
13	Port of Discharge	Mandatory	Must be a valid UNLOCODE. E.g. "AUSYD"		text	5
14	Hazardous Goods Indicator	Optional	Goods which are defined within both Australian and International standards as being hazardous. The cargo reporter is obligated to tick this indicator when a consignment contains any goods covered by these classifications.	"YES", "NO", "Y", "N"	text	3
15	SAC Indicator	Optional	Indicates that a Self Assessed Clearance is being lodged. The cargo which, because of its low value, duty and tax applicable, is delivered without collecting duty or tax without requiring an Import Declaration or Simplified Declaration.	"YES", "NO", "Y", "N"	text	3

16	Mode of Movement	Mandatory	Notifies Customs of the intended transport method for Underbond movements. Valid means of transport are: "AIR", "RAIL", "ROAD", "International Vessel Sea", "Domestic Vessel Sea"	"AIR, "RAI", "ROA", "IVS", "DVS"	text	3
17	Owner ID	Optional	The identifier used to identify the responsible party for the underbond movement, required if an agent is lodging the underbond on behalf of the responsible party, otherwise the Party Reporting is assumed to be the owner. This can be either an Australian Business Number (ABN) or Customs Client Identifier (CCID).	12345678901	text	11
18	Originating Establishment ID	Mandatory	The Originating Establishment Id is the identifier of the establishment where the underbond is to originate from.	FV41K	text	5

19	Destination Establishment ID	Mandatory	The Destination Establishment Id is the identifier of the establishment where the underbond is destined or the transshipment code "Oseas" if the goods are to be transhipped to another port outside of Australia.	"FV32J" or "OSEAS"	text	5
20	No of Packages	Mandatory	Number of packages that the goods are packed into, does not include packages packed into a container.	10	text	7
21	Senders Ref	Optional	The Senders Reference will be the same business-level reference number assigned by the document owner on the incoming message	BCP001	text	35
22	CustomsStatus	Mandatory	Customs Status. Status can only be "approved".	Approved	text	12

Multiple Line Transshipment/Underbond File

A single Underbond/Transshipment file may be used to report multiple Underbond movements. Each line may be used to report a separate Underbond movement or each line may be used to report a separate line within a single Underbond movement.

Consideration should be taken before completing multiple line Underbond movements as the entire file is given "Approved" or "Not Approved" status, not individual lines within the file.

3.4 Naming the Contingency File (File Naming Convention – Underbond Movement/Transshipment Application)

The BCP database will accept various alpha/numeric characters in the name as long as:

1. The prefix for Underbond Movements/Transshipment Applications is UBond.
2. The spreadsheet file is saved as a comma separated value (.csv) file in TEXT format.
3. The number of alpha/numeric characters in the reference can vary between 0 and 70
4. There are no spaces or wildcard characters in the name, e.g.
 - UBondgrannies342511222.csv

Reporting Party ID and Time are only suggested references. You can include any reference or number between the prefix and file extension.

File naming structure with mandatory sections in **bold**.

Transaction	Naming convention
Underbond Movement/Transshipment Application	UBond + (Your Reporting Party ID <i>OR chosen reference</i>) + File extension e.g. UBond grannies342511222.csv

3.5 Lodging the Contingency File

Once you have completed filling out the contingency file you need to send the completed file to Customs and Border Protection by completing the following steps.

- Step 1 Create a new email.
- Step 2 In the “To” field enter ICSBCP@customs.gov.au
- Step 3 In the “Subject” field enter the name of the contingency transaction as per the following:
- Contingency Underbond Movement
- Step 4 In the “Body” insert the completed contingency file or add as an attachment.
- Step 5 Click on the “Send” option.

5. Hardcopy (paper) Contingency Forms – Underbond Movement/Transshipment Application

Hardcopy (paper) contingency data will continue to be accepted but it is noted that the success of the BCP is reliant on electronic communication of contingency data. Hardcopy forms can only be lodged in person at Customs counters – refer Attachment A of the ICS Business Continuity Plan for locations of Customs counters in the regions. Faxed and mailed contingency data will not be accepted. Contingency hardcopy (paper) transactions can generally be lodged at Customs counters between the hours of 0900 to 1700 (local port time) – Monday to Friday

Prior to using Hardcopy (paper) forms clients must seek permission from Customs and Border Protection (via the Customs Information and Support Centre – 1300 558 099) who will then make arrangements for clients to present these contingency transactions at a Customs and Border Protection counter. For more information please refer to Section 42 the ICS BCP.



[Contingency underbond movement/transshipment application \(Form B204\) \(34KB\)](#)

To be completed and lodged by freight forwarders, depot operators, importers or licensed customs brokers in replacement of ICS electronic underbond goods movement applications.

Hardcopy contingency data processing only applies to the following reports

- Export Declaration
- Certificate of Clearance
- Export Sub Manifest.
- Impending Arrival
- Actual Arrival
- Underbond movement/transshipment
- Import Declaration

Please Note: Contingency Cargo Reports are not permitted as a hard copy process.