



CommercePlus

Exportnet
EDN, Consolidation and PRAs User
Guide

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Introduction

Exportnet was the first web-based application on the market to offer the ability for exporters to communicate with Australian Customs with the additional benefit of not requiring a digital certificate. The current version of ExportNet has the following features:

- CMR compliant, users will not require a digital certificate;
- Generate Export declarations (EDN), Export consolidations (CRN), PRAs, Main and Sub Export Manifests
- ABN and Customs Client IDs (CCID) Registration
- Data integration for larger business

General Help

- For general problems encountered while using Exportnet there are a number of paths to obtaining support including;
 - Access to a knowledge base,
 - Contacting the Commerce Plus help desk on 1300 552 393 or
 - Emailing support@commerceplus.net.au.
 - Click **Get Help** button within Exportnet
- If you are unclear on any of the fields and their meaning, select the **HELP** option in the system for descriptions or check the field explanations in the guide.
- If you have any difficulties in accessing the Internet or frequently lose your connection, contact your Internet Service Provider (ISP) to see if there is a connection problem.



If you can't access Exportnet from your PC, trying using your phone as that will confirm if the issue is a problem with your office internet.

Accessing ExportNet

To use the Exportnet service, you must be registered and have an active "TG" account number, username and password.

- If you have forgotten your account details contact support on 1300 552 393 or support@commerceplus.net.au.
- Visit www.commerceplus.net.au and click on the 'Login' underneath Exportnet.

The screenshot shows the CommercePlus website interface. At the top, there is a navigation menu with links for Home, Services, Support, About, and Contact. Below the menu is the CommercePlus logo. The main content area features three service tiles: Exportnet (with an image of an airplane), Smart Imports (with an image of a port), and Importnet (with an image of a truck). Each tile includes a brief description and links for Login, About, and Register. Below the tiles is a 'Welcome to Commerce Plus' section with a paragraph of text and a 'Quick links' section with links to Register, Logon to Exportnet, Logon to Importnet, Logon to Smart Imports, Logon to Haz, and Logon to Eswitch. The footer contains the text 'Commerce Plus Pty Ltd © 2011. All Rights Reserved. ABN: 70 152 487 440'.

- Enter your Account Number (TG No), your User Name (Login) and password



Unregistered ExportNet Users

If you are NOT yet registered with ExportNet please carry out the following steps:

- Central registration with Commerce Plus
- Register for Commerce Plus Payments
- Register with ExportNet

To begin the process please [click here](#)

[Click here](#) to return to Commerce Plus

Registered Users

Please proceed by entering your login details below using same credentials previously used with Tradegate:

Account	<input type="text"/>
Login	<input type="text" value="fmacdonald"/>
Password	<input type="password" value="*****"/>
	<input type="button" value="Login"/> <input type="button" value="Cancel"/>



Login details are case sensitive.

- Once logged into your Exportnet account, you can begin to use the service.
- The homepage shows the noticeboard where new information will be shared, such as new product features and industry news.

Exportnet Menu

The core functions / menu items are within the orange bar across the top of the page.



Notice Board

New Feature - Client Management within ImportNet

One feature that has been requested was the ability for ImportNet to store Consignee, Consignor and Notify Party details to save having to type the address information in for each entry.

Once you enter the contacts details you can save them to allow for auto complete in the future.

For more information on the service please read [Client Management](#) or call our Support desk.

- **Home** – this is the first page that appears when you log into Exportnet and shows the notice board.
- **Consignments** - used to generate Exportnet Declarations (EDN).
- **Consolidations** - used to generates Consolidations (CRNs), Sub and Main Export Manifests.
- **PRA** - used to generated PRAs / ERAs
- **ABN / CCID** - used to register ABNs and CCIDs
- **Schedule** – used to see vessel schedules
- **History** - offers a complete report of past transactions however there are easier methods discussed later in this guide
- **Registration** – used to update your company details as well as change your password and add new users
- **Help** – will take you to a support pages.
- **Logoff** – logs you off Exportnet.

ExportNet Icons

Commerce Plus uses the same icons across all our applications and their meanings are;

Icon	Meaning
*	Field is required by ABF / Customs
*	Field is required for PRAs
	Search for a code using the name, examples being Port Codes, Vessel IMOs etc by clicking on this icon
	Click on the "pencil" to edit this line item or section
	Delete this line item or section
	Click this icon to get more help on the reason the message is being rejected or in error

Work Flow

As you read through this guide is worth considering that the typically workflow for an exporter is to complete the EDN followed by the PRA. With this in mind it can save time to complete the details for both at the same time if known.

The typical work flow to complete an EDN and PRA;

1. Enter the EDN details, including containers if you have them and send to ABF / Customs
2. Obtain a EDN number from ABF / Customs
3. Complete the remaining PRA information and send to the terminal
4. Obtain a clear PRAs from the terminal.



Following these steps will keep time and costs to a minimum.

User Administration

Updating Company Details

To update your company details, name, address etc

- Click on the 'Registration' menu item
- Click on Edit

Registration

Account Details

AccountID: TG819
Business Name: Commerce Plus Test Account
Address: PO Box 148
City: Kenthurst
State: NSW
Postcode: 2156
ABN: 00000000000
Phone Number: 1300 552 393
Fax Number:
Email Address: support@commerceplus.net.au

Contact Name: Commerce Plus Support
Contact Phone: 1300 552 393
Contact Email: support@commerceplus.net.au

Verified Gross Mass

Calculation Method: Method 1 (Combined)
Company Name: Commerce Plus Test Account
Street:
City:
Country:
Contact Name:
Contact Address:

Hazardous Goods

Haz Contact Name: John Smith
Haz Contact Phone: 0414 248 641

- Update the Verified Gross Mass section if you wish to set a default for future PRAs, you can still override each PRA.
- Make the changes and press 'Save'



If the ABN needs to change please email support@commerceplus.net.au

Changing Passwords

- Click on 'Registration' and scroll down to the User Access
- Click on the username

User Access

Username	Name	Type	Last Seen
guest	Commerce Plus Test Account	Admin	2015-05-04 14:06:45

- Update the password and save.

Adding Additional Users

- Click on 'Registration' and scroll down to the User Access section
- Click 'Add'
- Choose 'client' or 'admin', only 'admin' users are able to create new users and change other users passwords
- Click 'save'

Registration

New User:

* **User Name:**

* **Name:**

Type:

New Password:

Retype Password:



CommercePlus recommends that each user have their own account as that way you are able to track who made changes.

Alerts

Exportnet allows you to receive email alerts when an EDN, Consolidation or PRA changes status or goes into error.

- Click on 'Registration' and scroll down to the Alerts
- Click Edit
- Select the type of alert
 - **Client Registration** - If clients are added or modified

- **Confirmation Reminders** - Informs you that ABF have sent a Confirmation reminder (for confirming/confirmed EDNs)
- **Consolidation** - Changes to a Consolidation
- **Consignments** - Changes to a EDN
- **Idle Notices** - Informs you that ABF have sent an Idle message for an EDN
- **PRA** - Changes to a PRA
- **Manifest** - Change to a Sub or Main Manifest
- Select when the alert/email should occur
 - **Disabled** - Never inform me
 - **Alert on errors only** - Error messages from ABF or the terminals
 - **Alter on all events** - All changes that occur to your message
- Enter an email address or multiple separated with commas
- Click Save

Export Declaration (EDN)

Understanding the Page Layout

When you create a new Export declaration a page similar to below will be shown.

- The key page sections are;
 - 1 – Shows the reference you gave the EDN as well as the actual EDN number once it has been provided by Customs / ABF
 - 2 – The last event that occurred on the EDN, in this case it was saved however it would appear CLEAR when Customs approve the EDN
 - 3 – Information used later for the PRA.
 - 4 – Header information are the details that are common for all the items to be declared in the EDN
 - 5 – Goods item to be included in the EDN, this can consist of a number of lines as each AHECC code (product) needs to be reported under its own goods item
 - 6 – Messages back from Customs in regards to this EDN, in this example nothing is shown as it is yet to be sent to Customs.

The screenshot shows the 'CMR Export Declaration' page with the following sections and callouts:

- #1:** Reference: MyFirstEDN EDN No: CRN No: Latest Status: **SAVED**
- #2:** Latest Message: Latest Status: SAVED as at 30/04/2015 12:58
- #3:** *Ocean Carrier's Ref No: LinerBookingRef
- #4:** *Port of Loading: AUSYD (Sydney NS AUSTRALIA)
- #5:** Goods Description: Tennis shoes, basketball shoes, gym shoes, training shoes and similar sports footwear, with outer soles of rubber or plastics
- #6:** Customs Status: Customs clearance not requested.

The interface includes a navigation bar with tabs: Home, Consignments, Consolidations, PRA, ABN / CCID, Schedule, History, Registration, Help, and Logoff. Below the navigation bar are sub-tabs: CMR Export Declaration, Pre-Receipt Advice, and Forwarding Instruction.

The 'Export Declaration' section contains the following details:

- *Reference: MyFirstEDN
- *Invoice Currency: Australian Dollar
- Total FOB Value: 1500 (Australian Dollar)
- Excisable: Prescribed Goods:
- Warehouse:
- *Mode: Sea, Air, Postal
- *Goods Type: General Export
- *Flight/Voyage No: 011N
- *Carrier Code: NYK (Nippon Yusen Kaisha)
- *Vessel/IMO: 9070967 (NYK PRESTIGE)
- *Cargo Type: Non-containerised
- EDN:
- *Date of Export: 30/04/2015
- *Port of Discharge: SGSIN (Singapore SINGAPORE)
- *Final Destination: GBLON (London GTL UNITED KINGDOM)
- *Country of Destination: GB (UNITED KINGDOM)
- *Terminal ID: Please select a terminal
- *User Is: Owner, Agent
- Exporter Customs Client Code: 70152487440
- *Consignee Name: John Smith Inc
- *Consignee City: London
- *Total No of Containers:

The 'Goods Items' section shows a table with the following data:

Goods Description	Origin Country	Net Qty	Gross Wt	AHECC Code	Permit No	Temp Imp No	FOB Value	Actions
Tennis shoes, basketball shoes, gym shoes, training shoes and similar sports footwear, with outer soles of rubber or plastics	AUSTRALIA	500 PR	450 KG	64041100			1500	<input type="checkbox"/> <input type="checkbox"/>

Understanding the Buttons

There are buttons across the top of the consignment page offering the following functions;

- **Save** button - Saves the details entered
- **Send** button - Sends the Export Declaration to Customs
- **New** button - Creates a new Export Declaration
- **Clone** button - Allows you to duplicate an Export Declaration which has already been created and/or sent
- **Print** button - Prints out a summary page of your Export Declaration
- **History** button - Shows each action taken for that particular message transaction including EDI messages
- **Get Status** button - Allows you to obtain the latest status from Customs for this particular message
- **Get Help** button - Will allow you to raise a support job that advises our support team of the problem you are having

Creating a new CMR Export Declaration

- To create a new Export declaration, click on 'Consignments' on the orange menu bar.
- Then click on the 'NEW' button.

The screenshot shows the 'Consignments' page with a navigation bar at the top. The 'Consignments' menu item is highlighted. Below the navigation bar, there is a form with the following fields and controls:

- Reference Type: EXPORTER'S REFERENCE No. (dropdown)
- Reference: [text input]
- Vessel/Voyage: [text input]
- Final Destination: [text input]
- Date: [text input]
- Export Date: ALL (dropdown)
- Party ID / Name: [text input]
- Document Type: SELECT ALL DOCUMENTS (dropdown)
- Condition: SELECT ALL CONDITIONS (dropdown)
- Confirming Status: [dropdown]

Buttons: Lookup, New, Clear Selection, Query Status Of Selected

A red arrow points to the 'New' button.

- Enter a unique reference for this consignment and continue to enter all the required fields in the Export Declaration header.
- Click on 'SAVE' to save the details. Details of the field requirements are at the end of this chapter.



Complete the red * and blue * fields if both an EDN and PRA will be created

CMR Export Declaration

New Consignment.

* Required For CMR Exports
* Required For PRAs

Save Send New Clone Print History Get Status Save Layout

Message Date and References

Latest Message: Latest Status: as at ExportNet Ref. #: NEW Exporter's Ref. #: Bill of Lading #:	* Ocean Carrier's Ref No: <input type="text" value="LinersBookingNo"/> <input type="checkbox"/>
	Waybill No: <input type="text"/> <input type="checkbox"/>
	Freight Forwarder's Ref No: <input type="text"/> <input type="checkbox"/>
	Broker's Ref No: <input type="text"/> <input type="checkbox"/>
	House Bill No: <input type="text"/> <input type="checkbox"/>
	Bill of Lading: <input type="text"/> <input type="checkbox"/>
	Packer's Ref No: <input type="text"/> <input type="checkbox"/>

Export Declaration

**Reference: <input type="text" value="MyUniqueReference"/>	EDN:
* Invoice Currency: <input type="text" value="Australian Dollar"/>	* Date of Export: <input type="text" value="05/05/2015"/>
Total FOB Value: 0 (Australian Dollar)	** Port of Loading: <input type="text" value="AUSYD"/> (Sydney NS AUSTRALIA)
Excisable: <input type="checkbox"/> Prescribed Goods: <input type="checkbox"/>	* Port of Discharge: <input type="text" value="SGSIN"/> (Singapore SINGAPORE)
Warehouse: <input type="text"/> ()	* Final Destination: <input type="text" value="GBGLW"/> (Glasgow STD UNITED KINGDOM)
* Mode: <input checked="" type="radio"/> Sea	* Country of Destination: <input type="text" value="GB"/> (UNITED KINGDOM)
<input type="radio"/> Air	* Terminal ID: <input type="text" value="Patrick, Port Botany - ASLPB"/>
<input type="radio"/> Postal	* User Is: <input type="radio"/> Owner
* Goods Type: <input type="text" value="General Export"/>	<input checked="" type="radio"/> Agent
* Flight/Voyage No: <input type="text" value="123N"/>	Exporter Customs Client Code: <input type="text" value="70152487440"/>
* Carrier Code: <input type="text" value="MSK"/> (Maersk Line)	* Consignee Name: <input type="text" value="Mr Smith Inc"/>
* VesselIMO: <input type="text" value="9127784"/> (MAERSK HONG KONG)	* Consignee City: <input type="text" value="Glasgow"/>
Only required if the goods being exported are ship's stores	* Total No of Containers: <input type="text" value="1"/>
* Cargo Type: <input type="text" value="Containerised"/>	

- Once you have filled out the Export declaration header details click on the 'Save' button.
- Open up the 'Goods Items' section by clicking on the , if not already open. Then click on the 'New Goods Item' button.

Declaration Advice Instruction

CMR Export Declaration

Reference: MyUniqueReference EDN No: CRN No: Latest Status: **SAVED** * Required For CMR Exports
* Required For PRAs

Save Send New Clone Print History Get Status Save Layout

Message Date and References

Latest Message:
Latest Status: SAVED
as at 04/05/2015 15:43

ExportNet Ref. #: 559812
Exporter's Ref. #: MyUniqueReference
Bill of Lading #:

* Ocean Carrier's Ref No:

Waybill No:

Freight Forwarder's Ref No:

Broker's Ref No:

House Bill No:

Bill of Lading:

Packer's Ref No:

Export Declaration

* Reference: MyUniqueReference

* Invoice Currency:

Total FOB Value: 0 (Australian Dollar)

Excisable: Prescribed Goods:

Warehouse:

* Mode: Sea
 Air
 Postal

* Goods Type:

* Flight/Voyage No:

* Carrier Code: (Maersk Line)

* VesselIMO: (MAERSK HONG KONG)
Only required if the goods being exported are ship's stores

* Cargo Type:

EDN:

* Date of Export:

* Port of Loading: (Sydney NS AUSTRALIA)

* Port of Discharge: (Singapore SINGAPORE)

* Final Destination: (Glasgow STD UNITED KINGDOM)

* Country of Destination: (UNITED KINGDOM)

* Terminal ID:

* User Is: Owner
 Agent

Exporter Customs Client Code:

* Consignee Name:

* Consignee City:

* Total No of Containers:

Goods Items

No Goods Items

- Enter the details for the particular goods item.



If the AHECC code entered requires a Permit, please ensure that a valid permit number is entered otherwise you will receive an error response from Customs. Most permits require the three letter prefix, eg WBC1234567789

Export Declaration - Goods Item

Reference: MyUniqueReference EDN No: CRN No: Latest Status: **SAVED**

New Goods Item

* Required for CMR Exports

* Required for PRAs

* AHECC Code	<input type="text" value="85258090"/>	<input type="text" value="(VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS (INCL. THOS"/>
* Goods Description	<input type="text" value="VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS (INCL. THOS"/>	
* Origin Country	<input type="text" value="AU"/>	<input type="text" value="(AUSTRALIA)"/>
* Goods Origin	<input type="text" value="New South Wales"/>	
* FOB	<input type="text" value="10000"/>	<input type="text" value="Australian Dollar"/>
* Net Qty	<input type="text" value="50"/>	<input type="text" value="NO"/>
* Gross Wt	<input type="text" value="250"/>	<input type="text" value="KG"/>
Temporary Import No	<input type="text"/>	
Permits	<input type="text"/>	Enter multiple permits separated with ;
Move Type	<input type="text"/>	
Pack Type	<input type="text"/>	

* Goods Item Equipment

EquipmentNo: No of Packs:

- Once you click on 'SAVE ITEM' you will be taken back to the Goods Items section and your goods item will be listed
- To save time later, if applicable, enter the container details for the PRA via the Equipment No and No of Packs using the bottom of the goods item.
- Once all goods items are entered, the Export Declaration can be sent to Customs.



A good items need to be listed for each AHECC and/or each goods origin

Sending a CMR Export Declaration

- Once all details for the Export declaration have been completed, click on the 'SEND' button to send to Customs.
- You cannot send the declaration to Customs if any required fields (red stars) are missing.
- For a new message created that has yet to be sent to Customs, it must be sent as an ORIGINAL.
- Only send the message with a REPLACE or WITHDRAW action if you have received an EDN number back from Customs. Otherwise any changes need to be sent with an ORIGINAL status again.

Send Message

Last Action:

Action: 

Declaration: Non-Confirming

Confirming

Confirmed

Note! Confirming and Confirmed Declarations can only be made if a user has registered as a Confirming Exporter with Australian Customs

- Most users are set up as a Non-Confirming user so just press the Send Message button.

Confirming and Confirmed users require special authorisation from Customs. If you are not registered as a confirming or confirmed user with Customs you cannot use these options to get a response back from Customs. An example of this type of message is wheat carried in bulk where the weight and value of the goods is not known until the cargo is loaded on the vessel.

Lookup CMR Export Declarations

- To search for a consignment or look up an EDN number, click on the 'LOOKUP' button (From within the Consignments menu) to display all records or enter the criteria in the fields such as the reference number or status.

Consignments

Reference Type *

Reference

Vessel/Voyage / Document Type

Final Destination Condition

Date: -

Export Date:

Search has found 95 matching records

Reference	Export Date	Date/Time	Document Type	CANNo	Status	Vessel/Voyage	Final Destination	Select/Unselect All
AB-3S	30/12/2004	29/11/2004 16:31	ORIGINAL	AAAAM7FGX	CLEAR	/123	Singapore SINGAPORE	<input type="checkbox"/>
SNG010	01/01/1970	29/11/2004 16:20	REPLACE	AAAAM3EH4	SAVED	9232577/SNG010		<input type="checkbox"/>
test_msa_order	31/12/2004	29/11/2004 16:18		AAAAM6WN7	SAVED	9007374		<input type="checkbox"/>
OP2	30/11/2004	29/11/2004 15:25	ORIGINAL	AAAAM7FF4	CLEAR		Singapore SINGAPORE	<input type="checkbox"/>
AB-2S	30/11/2004	29/11/2004 14:48	ORIGINAL	AAAAM7E7T	REJECTED	9232577		<input type="checkbox"/>
AB-1	30/11/2004	29/11/2004 14:47	ORIGINAL		REJECTED	/123	Singapore SINGAPORE	<input type="checkbox"/>
STORES_3	30/11/2004	25/11/2004 11:22	ORIGINAL	AAAAM7AE4	CLEAR	/QF100		<input type="checkbox"/>
STORES_2	30/11/2004	25/11/2004 11:18	ORIGINAL	AAAAM7AC9	CLEAR	9232565/101		<input type="checkbox"/>
op-1	30/11/2004	23/11/2004 11:49	ORIGINAL	AAAAM63WL	IDLE			<input type="checkbox"/>

Export Declaration Field Explanations



A complete list of HS Codes and AHECC codes can be found at <http://www.commerceplus.net.au/support/HS%20Codes%20and%20AHECC%20Codes>

EDN Header

Field	Description	Required for EDN	Required for PRA
Reference	Enter a unique reference	Yes	Yes
Invoice Currency	Select the currency in which the FOB value relates to	Yes	No
Total FOB value	This is the total value of all goods items and will be auto-calculated	Yes	No
Excisable	Indicates whether the goods are excisable e.g. alcohol and tobacco		No
Prescribed	Prescribed goods are a subset of Customable/Excisable goods. These are goods that are subject to Customs duty and are contained in a list in the Customs Regulations e.g. Imported cigarettes released from a Customs warehouse		No
Warehouse	Customs ID for location of excisable goods prior to export.		No
Mode	The mode of transport being either sea, air or post	Yes	Yes
Goods Type	The type of goods may be either 'General Export', 'Stores' (Ship/Aircraft), 'Spares' (Ship/Aircraft), 'Postal' (Postal is automatically selected if Mode is set to Postal), Accompanied Baggage or Own Power.	Yes	No
Flight/Voyage No	Only required if the Goods Type is 'Stores' or 'Spares'. Enter a flight number if the mode of transport is air or enter a voyage number if the mode of transport is sea.		Yes
Carrier Code	Only required if the Goods Type being exported is either "Stores" or "Spares". Either the airline carrier or the ocean carrier (shipping line) code depending on mode of transport. Click on the lookup to type in the name of the carrier or enter the code if known. Please note that the carriers are listed under their full name and not their abbreviations e.g. OOCL is listed as ORIENT O'SEAS C		Yes
VesselIMO	The vessel IMO (lloyds no) number is only required if the goods are being exported as ship's stores i.e. duty free goods to be consumed on the vessel itself. Click on the lookup to search for the vessel name or enter the number if known.		Yes

Field	Description	Required for EDN	Required for PRA
Cargo Type	Select either 'Containerised', 'Non- containerised' (loose goods), 'Combination' (some goods containerised, some loose) or Bulk.	Yes	No
Date of Export	The date the goods are intending to leave the country and must not be in the past	Yes	No
Port of Loading	Place where the goods are to be loaded for export. The code not the name must be used	Yes	Yes
Port of Discharge	Place where the goods are to be discharged from the first vessel, aircraft or post.	Yes	Yes
Final Destination	Place where the goods leave the control and the responsibility of the carrier.	No	Yes
Country of Destination	This defaults from the final destination	Yes	No
Terminal ID	Choose from the drop down list which terminal the container is being delivered to	No	Yes
Owner	Select owner if you are the owner of the goods		No
Agent	Select agent if the you are reporting goods on your client's behalf		No
Exporter Customs Client Code	Only used if 'Agent' is flagged. The client code of the exporter is normally the Exporter's ABN. If they do not have an ABN, they must have a CCID number.		No
Consignee Name	The person/company to whom the goods are consigned to	Yes	No
Consignee City	The city in which the consignee is located	Yes	No

EDN Items

Field	Description	Required for EDN	Required for PRA
Move Type	If the cargo is containerised select from one of the 'FCL' or 'LCL' move types. If the cargo is not containerised then select 'Loose Goods'. If the cargo is loaded in a piece of equipment other than a container e.g. trailer, select 'Equipment other than a container'.	Yes	Yes
AHECC Code	Australian Harmonised Export Commodity Codes. Click on the lookup to search for the type of commodity or enter the code if known	Yes	No

Field	Description	Required for EDN	Required for PRA
No. of Packs	For sea consignments, input 0(zero) if the consignment is FCL, bulk shipments or live animals. For all other instances place a number greater than 0. For air consignments, input the number of packages greater than 0.	Yes	No
Package Type	Select the type of package in which the cargo is packed	Yes	No
Goods Description	Will default from the AHECC code Yes but may be overwritten	Yes	No
Origin Country	The country from which the goods originated. The default is AU for Australia. Click on the lookup to search for the country or enter the code if known.	Yes	No
Goods Origin	The state of origin of the goods. Also includes the option for 'foreign' goods. If the origin country was selected as a country other than Australia, then the goods origin will default to Foreign.	Yes	No
FOB	The total value of this particular Yes goods item only. This is not the value of the whole consignment	Yes	No
Net Qty	The net quantity is dependent on the AHECC code. Will default to the correct unit once the AHECC code has been selected	Yes	No
Gross Weight	The total weight for this particular Yes goods item, not the whole consignment	Yes	No
Temporary Import No	When goods are transiting Australia – i.e. they have been imported from overseas and will be held in bond awaiting shipment elsewhere, Customs will grant a Temporary Import No. If applicable this should be inserted here.	Yes	No
Permits	Enter the relevant permit issuing agency prefix and permit number (no spaces). More than one permit can be entered by separating with a space. In some instances a permit may not be required and you can just leave the field empty.	Yes	No

Goods Items - Equipment

There are other fields that maybe used however are not required for EDNS or PRAs.

Field	Description	Required for EDN	Required for PRA
Equipment No	Identifies the specific piece of equipment (container)	No	Yes
No of Packs	Packages inside the container	No	Yes
ISO Size Type	Container type, if you are not sure of the type read it off the side of the container	No	Yes

Field	Description	Required for EDN	Required for PRA
Full or Empty	Defines if the container is full or empty (MT)	No	Yes
Terminal Commodity Code	Used by the terminal to assist in loading the container correctly	No	Yes
Seals	Container seals, if not known type "Unknown"	No	Yes
Weight	Total/Gross weight of the container	No	Yes
Calculations Method	Method 1 = "Weigh Bridge", Method 2 = "Container Tare + Contents", Method 3 = VICTM Weight Bridge	No	Yes
Date Verified	When the container was weighed	No	Yes
Company	The company that worked out the container VGM	No	Yes
Contact	The person that worked out the container VGM	No	Yes
Contact Address	The email address for the company that worked out the container VGM	No	Yes



If the terminal commodity code is "OOG" you can enter out of gauge dimensions



Message Status

Status	Meaning
SENT	The message has been sent but nothing has been returned yet, typically this will take 15 minutes
CLEAR	EDN, PRA or Consolidation has been approved

Status	Meaning
REJECTED	The message has been rejected and more details on the issue will be show at the bottom of the message.
ERROR - VALIDATION	The message has been rejected and more details on the issue will be show at the bottom of the message.
WITHDRAWN	The message has been deleted from ABF or the terminal

To view more details on the status of the message;

- Open the message
- Scroll to the bottom

Goods Items									
Total No of Packs: 0									
Goods Description	Origin Country	Net Qty	Gross Wt	AHECC Code	Permit No	Temp Imp No	FOB Value	Actions	
FUEL OIL (EXCL. WASTE FUEL OIL AND FUEL OIL CONTAINING BIODIESEL)	AUSTRALIA	67500 L	73050 KG	27101938	N/A		9750		
New Goods Item									
Customs Status									
Response Date	Status	Description					Reason		
06/04/2022 09:09	ERROR - VA	THE GOODS COVERED BY THE DOCUMENT CANNOT BE DEALT WITH. THE LODGED OR AMENDED INFORMATION HAS NOT PASSED THE REQUIRED EDITS.					PERMIT NUMBER=N/A IS NOT VALID		

CMR Export Declaration Hints

- The EDN number is also known as a CAN number
- Only send messages with a REPLACE or WITHDRAWAL action if you have received an EDN number back from Customs. Otherwise any changes need to be sent with an ORIGINAL status again. I.e., always send ORIGINAL unless you have received an EDN/CAN from Customs.
- If the goods are containerised regardless of whether they are LCL or FCL, the total amount of containers needs to be included in the declaration header.
- If the goods being exported are ‘Stores’ or ‘Spares’, you need to change the ‘Goods Type’ option from ‘General Export’ to ‘Stores’ or ‘Spares’. The details for the aircraft or vessel must also be entered.
- For ‘Accompanied Baggage’ declarations, there are a few rules that apply.
 - If the mode of transport = AIR, then the following fields must be entered: Carrier Code (Airline IATA Code) e.g. QF=Qantas o Flight Number
 - If the mode of transport = SEA, then the following fields must be entered: Vessel IMO Number (Lloyds Number) and Voyage No
- If an export declaration is indicated as ‘excisable’, they might also need to be flagged as ‘prescribed’.
 - Excisable goods are used to identify that the goods are subject to Customs and/or excise duty.
 - Prescribed goods are a subset of Excisable goods. These are goods that are subject to Customs duty and are contained in a list of Customs Regulations.

Export Consolidation (CRN)

Understanding the Page Layout

- When you create a new Export Consolidation a page similar to this will be shown.
- The key sections to understand are;
 - #1 – The header information are the details that are common for all the items to be declared in the consolidation.
 - #2 – Each item to be consolidated eg EDN or low value good
 - #3 – The status from either Customs or the Terminals in regards to this message, in this example nothing is shown as it is yet to be sent to Customs.

New Consolidation. * Required For CMR Exports
* Required For PRAs

Save Send New Import Consignment(s) Import Consolidation(s) Print History Clone Get Status Save Layout

Consolidation Header

#1

* Reference:

* Mode: Sea Air

* Voyage No

* Vessel IMO

* Date of Departure:

* Port of Loading:

* Port of Discharge:

* Final Destination:

* Terminal ID:

* Ocean Carrier's Ref No:

Consolidation Items

No Consolidation Items
Total No of Lines: 0

#2

Customs Status

Customs clearance not requested.

#3

Understanding the Buttons

- **Save** button - Saves the details entered
- **Send** button - Sends the Export Declaration to Customs
- **New** button - Creates a new Export Declaration
- **Clone** button - Allows you to duplicate an Export Declaration which has already been created and/or sent
- **Print** button - Prints out a summary page of your Export Declaration
- **History** button - Shows each action taken for that particular message transaction including EDI messages
- **Get Status** button - Allows you to obtain the latest status from Customs for this particular message
- **Get Help** button - Will allow you to raise a support job that advises our support team of the problem you are having

Creating a new Export Consolidation

- To create a new CMR Export consolidation click on ‘Consolidations’ on the orange menu bar
- Click on ‘NEW’
- Start off by entering a unique reference for this consignment and continue to enter all the required fields in the consolidation header.
- Click on ‘SAVE’ to save the details.
- Note: Any field that has a red star * next to the label is a required field for a Consolidation

New Consolidation.

The screenshot shows a web interface for creating a new consolidation. At the top, there are several buttons: Save, Send, New, Import Consignment(s), Import Consolidation(s), Print, History, Clone, and Delete. Below these is a 'Save Layout' button. The main form is titled 'Consolidation Header' and contains the following fields:

- *Reference: AS-2210
- **Mode: Sea, Air
- *Date of Departure: 21/10/2004
- *Port of Loading: [] [Q] ()
- *Port of Discharge: [] [Q] ()
- *Final Destination: [] [Q] ()
- *Flight/Voyage No: []
- *Carrier Code: [] [Q] ()
- *Terminal ID: [] [Q] ()
- *VesselIMO: [] [Q] ()
- *Ocean Carrier's Ref No: []

- Adding consolidation items to this can be done in a number of different ways.
 - Key the information directly as a new consolidation item
 - **Import Consignments** button - Import the Export Declarations that have been approved by Customs from the Consignments page
 - **Import Consolidation** button - Import other Consolidations that have been approved by Customs.
- To type in the details for a new consolidation item, for example if you have details from another consolidator, click on the ‘New Goods Item’ button.
- Enter the details for that particular consolidation item making sure that all required fields are entered. If the Type is selected as ‘CAN’, then the Exporter ID is not required.

Export Sub Manifest - Consolidation Item

Reference: AS-2210 CRN No: Latest Status: SAVED as at 30/09/2004 20:01

Consolidation Item: 1

* Required for CMR Exports
* Required for PRAs

* Type:

* CAN No:

No of Packs:

No of Containers:

* Goods Description:

* Destination Country: (HONG KONG)

Exporter:

* Goods Item Equipment
EquipmentNo:

- However if the type is selected as ‘Exempt’, then you will need to specify the exemption type

such as goods under the value of \$2000 and also enter the Exporter's ID.

Consolidation Item: 1

* Required for CMR Exports
* Required for PRAs

* Type:

* Exemption:

No of Packs:

No of Containers:

* Goods Description:

* Destination Country:

* Exporter:

* Goods Item Equipment

EquipmentNo:

- Click on 'Save Item', you will be taken back to the Consolidation Items and your item will be listed
- You can add to the consolidation list by importing Export Declarations which have been cleared by Customs.
- Click on the 'Import Consignment(s)' button to add more consolidation items.
- You can select multiple consignments by selecting them and then clicking on 'Import Selected Consignments'. Be warned that if you select the option to copy the header details from the first consignment, it will overwrite the consolidation header details with the header details from that consignment.

Export Sub Manifest - Import Consignments

Reference: AS-2210 CRN No: Latest Status: SAVED as at 30/09/2004 20:01

Import Consignments

Your Reference	CAN No	Description	Select/UnSelectAll
AS_October2304	AAAAA37NG	Goods Desc	<input checked="" type="checkbox"/>
AS-Oct0104	AAAAA37LF	Goods Desc	<input checked="" type="checkbox"/>
12lis_1	AAAAACECC	Goods Desc	<input type="checkbox"/>
9lis_1	AAAAACA64	Goods Desc	<input type="checkbox"/>
2209_1	AAAAAWPL	Goods Desc	<input type="checkbox"/>

Copy header from the first Consignment selected.

- Other consolidation messages, which have been cleared by customs can also be included. Click on the 'Import Consolidation(s)' button to add more items.
- Again you can select multiple consolidations by selecting them and clicking on 'Import Selected Consolidations'.

Export Sub Manifest - Import Consolidations

Reference: AS-2210 CRN No: AAAAA37R9 Latest Status: ERROR - VALIDATION as at 30/09/2004 20:46

Import Consolidations

Your Reference	CAN No	Description	Select/UnselectAll
AS-2210	AAAAA37R9	Goods Desc	<input checked="" type="checkbox"/>
test_2		Goods Desc	<input type="checkbox"/>
test_`1		Goods Desc	<input type="checkbox"/>

Copy header from the first Consolidation selected.

Import selected Consolidations

Back

- Once all the consolidation items have been entered, the Export Sub Manifest can be sent to Customs.

Sending a CMR Export Consolidation

- Once all the details for the consolidation message have been completed, click on the 'SEND' button to send to Customs.
- You cannot send the message to Customs if any required fields are missing.
- Also for every new message created, it must be sent as an ORIGINAL.



If there have been amendments to the header details, you must send the consolidation with a 'REPLACE' action. If you are amending any line items, you must also send the consolidation with a 'REPLACE' action.

CMR Export Sub Manifest

Reference: AS-2210 CRN No: AAAAA37R9 Latest Status: SAVED as at 30/09/2004 21:06

Send Message

Last Action: original

Action: Original

Send Message

Back

- Click on 'Send Message' to deliver the consolidation message to Customs.
- You will receive a confirmation message that your declaration has been sent.

Lookup Consolidations

- To search for a consolidation or look up a CRN number, click on the 'LOOKUP' button to display all records or enter the criteria in the fields such as the reference number or date range.

Consolidations

Reference Type*: Consolidation Ref

Reference:

Date: -

Departure Date: ALL Condition: ALL

Search has found 55 matching records

Reference*	System Reference	Date/Time	CRNNo	Status	Carrier/Flight/Voyage	Final Destination	Select/Unselect All Page: 1 2 3
100	2710_1	26/11/2004 15:17	AAAAM3EPA	REJECTED		Hamburg HH GERMANY	<input type="checkbox"/>
102	test2311_2	26/11/2004 10:20		SAVED		Anchorage AK UNITED STATES	<input type="checkbox"/>
101	TEST2311_1	23/11/2004 12:11		ERROR		Anchorage AK UNITED STATES	<input type="checkbox"/>
69	eric_del_test	23/11/2004 12:06	AAAAL4KLA	REJECTED		Anchorage AK UNITED STATES	<input type="checkbox"/>
65	AS-test210904	23/11/2004 12:03	AAAALJY7T	SENT		Hamburg HH GERMANY	<input type="checkbox"/>
2	myref	18/11/2004 17:08	AAAALJ6MY	CLEAR - EXPIRED:REPORTED	ANL/131N	Hong Kong HONG KONG	<input type="checkbox"/>

- If there is an error response, you must go to STATUS or click on the ? icon to view the error. There will be an error message and then each consolidation item will be listed as cleared or in error.



The latest message will appear at the top of the list

Consolidation Field Explanations

Consolidation Header

Field	Description	Required for Consolidation	Required for PRA
Reference	Enter a unique reference	Yes	Yes
Mode	The mode of transport being either sea or air	Yes	No
Flight/Voyage No	Enter a flight number if the mode of transport is air or enter a voyage number if the mode of transport is sea.	No	Yes
Carrier Code	Either the airline carrier or the ocean carrier (shipping line) code depending on mode of transport. Click on the lookup to type in the name of the carrier or enter the code if known. Please note that the carriers are listed under their full name and not their abbreviations e.g. OOCL is listed as ORIENT O'SEAS	No	Yes
VesselIMO	Click on the lookup to search for the vessel name or enter the number if known.	No	Yes
Date of Departure	The date the goods are intending to leave the country	Yes	Yes
Port of Loading	Place where the goods are to be loaded for export. Click on the lookup to search for the port name or enter the code if known	Yes	Yes
Port of Discharge	Place where the goods are to be discharged from the first vessel, aircraft or post. Click on the lookup to search for the port name or enter the code if known	No	Yes

Field	Description	Required for Consolidation	Required for PRA
Final Destination	Place where the goods leave the control and the responsibility of the carrier. Click on the lookup to search for the port name or enter the code if known	No	Yes
Terminal ID	Choose from the drop down list which terminal the container is being delivered to.	No	Yes
Ocean Carrier's Ref No	Reference number for the shipping line/carrier. Can be the shipping line booking number or release number No No	No	Yes

Consolidation Items

Field	Description	Required for Consolidation	Required for PRA
Type	Either 'CAN' (Customs Allocated Number – EDN or CRN), 'Exempt Goods' or a 'Contingency CAN'.	Yes	No
Exemption	Only appears if the type is selected as 'Exempt'. Choose the exempt type from the list such e.g. Goods under the value of \$2000	Yes	No
No. of Packs	The number of packages if the goods are not containerised or less than a full container load	Yes	Yes

Goods Items - Equipment

There are other fields that maybe used however are not required for EDNS or PRAs.

Field	Description	Required for EDN	Required for PRA
Equipment No	Identifies the specific piece of equipment (container)	No	Yes
No of Packs	Packages inside the container	No	Yes
ISO Size Type	Container type, if you are not sure of the type read it off the side of the container	No	Yes
Full or Empty	Defines if the container is full or empty (MT)	No	Yes
Terminal Commodity Code	Used by the terminal to assist in loading the container correctly	No	Yes
Seals	Container seals, if not known type "Unknown"	No	Yes
Weight	Total/Gross weight of the container	No	Yes
Calculations Method	Method 1 = "Weigh Bridge", Method 2 = "Container Tare + Contents", Method 3 = VICTM Weight Bridge	No	Yes
Date Verified	When the container was weighed	No	Yes

Field	Description	Required for EDN	Required for PRA
Company	The company that worked out the container VGM	No	Yes
Contact	The person that worked out the container VGM	No	Yes
Contact Address	The email address for the company that worked out the container VGM	No	Yes

Consolidation Hints

- If either the 'Date of Departure' or 'Mode of transport' is amended at the header details, you must send the message to Customs and select 'REPLACE' as the message action in the send screen.
- If any of the details of the consolidation items are to be changed, you must send the message to Customs and select 'REPLACE' as the message action in the send screen.
- If any of the line items within a consolidation are to be deleted, you must wait a few minutes between each deletion.
- To withdraw a consolidation altogether, you must ensure that all line items have been deleted before you send the message to Customs. Then you can send the message and select 'WITHDRAW' as the message action in the send screen.

Pre Receival Advice (PRA)

In ExportNet, a Pre-Receive Advice (PRA)/Export Receive Advice (ERA) can be created in three ways below. The advantage of the first two options is there is less data entry and the costs are lower.

- Can be created from a completed CMR Export Declaration, which has been sent to Customs and returned an approved EDN number
- Can be created from a completed CMR Consolidation, which has been sent to Customs and returned an approved CRN number
- A PRA can be created on its own (please note that this way is charged per PRA/Container)

Understanding the Page Layout

- When you create a new PRA directly from the PRA menu item or you edit an existing PRA a page similar to this will be shown.
- The key sections to understand are;
 - **#1** – This section is the header details of the PRA
 - **#2** – This section is where you define the Vessel / Voyage of the EDN
 - **#3** – Information about the container and the commodity
 - **#4** – If the goods are hazardous the details are entered here.

Home Consignments Consolidations PRA ABN / CCID Schedule History Registration Help Logoff

PRA

New ERA. #1 #2 *Required for PRA

Save Send New Clone Print History Get Help

PRA

*CAN No:

Exporter's Ref:

*Ocean Carrier's Ref No:

*Mode: Road Rail

Transporter's Ref No:

Pre-Carrier ID:

Truck/Train No:

Packer:

*Manual Schedule:

*Port of Loading: Brisbane QL

*Vessel: ANL GIPPSLAND - 9532800

*Voyage No: 058N

*Terminal: DP World, Brisbane - DPBNE

*Carrier: Australian National Line - ANL

*Port of Discharge: Melbourne VIC - AUMEL

*Final Destination: SGSIN (Singapore SINGAPORE)

Receive Start: 12/04/2022 5:00
Reefer cutoff: 16/04/2022 15:00
Cargo Cutoff: 16/04/2022 15:00
ETD: 19/04/2022 0:19

Equipment

* Equipment No:

* ISO Size Type: ()

* Full or Empty: Full

* Terminal Commodity: GENL (GENERAL)

Goods Description:

Wagon Slot:

Air Flow: Percentage

Verified Gross Mass (VGM)

* Weight: 0 kg (Including Container)

* Calculation Method: Method 1 (Combined)

Note: For more info on VGM click [here](#)

VGM Declarant

* Date Verified:

* Company: Commerce Plus Test Account

* Contact Name:

* Contact Address: Email

Address:

City:

Country: ()

Seals

* Seal No 1: UNKNOWN Unknown Right Condition

Seal No 2: Unknown Unknown Right Condition

Seal No 3: Unknown Unknown Right Condition

Attached Equipment

Attached Equip No 1: Reefer Generator

Attached Equip No 2: Reefer Generator

Attached Equip No 3: Reefer Generator

Reefer

Operating Reefer: N/A

Reefer Trans Temp: °C

Humidity: %

Out of Gauge

Overhang Back: cm

Overhang Front: cm

Overhang Height: cm

Overhang Left: cm

Overhang Right: cm

Note: Set Terminal Commodity to OOG, HAZ, HAZD, or BOAT

Haz Goods

HazGoods

UNDG No: Add #4

Terminal Status

Terminal status not requested.

Create a new PRA from a CMR Export Declaration (Option 1)

- Open an existing CMR Export Declaration, which has been approved by Customs and returned a clear EDN number.
- Check all fields with blue stars have been completed in;
 - EDN Header
 - EDN Line Items
 - EDN Equipment



Clicking the pencil icon allows you to edit the line items

- Complete the blue starred fields in the header
- Open the goods item and ensure all the fields are completed

Home Consignments Consolidations PRA ABN / CCID Schedule History Registration Help Logoff

CMR Export Declaration Pre-Receipt Advice Forwarding Instruction

CMR Export Declaration

Reference: Testing EDN No: CRN No: Latest Status: **SAVED**

* Required For CMR Exports
* Required For PRAs

Save Send New Clone Print History Get Status Get Help

Message Date and References

Latest Message:
Latest Status: SAVED
as at 30/03/2022 16:13

ExportNet Ref. #: 872062
Exporter's Ref. #: Testing
Bill of Lading #:

*Ocean Carrier's Ref No: Testing
Waybill No:
Freight Forwarder's Ref No:
Broker's Ref No:
House Bill No:
Bill of Lading:
Packer's Ref No:

Export Declaration

*Reference: Testing
*Invoice Currency: Australian Dollar
Total FOB Value: 0 (Australian Dollar)
Excisable: Prescribed Goods:
Warehouse:
*Mode: Sea
 Air
 Postal
*Goods Type: General Export
*Flight/Voyage No: 1235
*Carrier Code: MSK (Maersk Line)
*VesselIMO: 9275646 (BOX EMMA)
Only required if the goods being exported are ship's stores
*Cargo Type: Combination

EDN:
*Date of Export: 01/03/2022

*Port of Loading: GBLON (London GTL UNITED KINGDOM)
*Port of Discharge: AUSYD (Sydney NS AUSTRALIA)
*Final Destination: AUMEL (Melbourne VI AUSTRALIA)
*Country of Destination: AU (AUSTRALIA)
*Terminal ID: Hutchison, Fisherman Island - HPAFI
*User Is: Owner
 Agent
Exporter Customs Client Code:
*Consignee Name:
*Consignee City:
*Total No of Containers: 0

Goods Items

Total No of Packs: 0

Goods Description	Origin Country	Net Qty	Gross Wt	AHECC Code	Permit No	Temp Imp No	FOB Value	Actions
PREPARED OR PRESERVED HAMS AND CUTS THEREOF, OF SWINE (EXCL. HOMOGENISED PREPARATIONS AND GOODS OF CHAPTER 02)	FRANCE			16024100			0	<input type="text"/> <input type="text"/> <input type="text"/>

New Goods Item

- Open the equipment (containers) and ensure all the fields are completed or create it by clicking add

Home Consignments Consolidations PRA ABN / CCID Schedule History Registration Help Logoff

CMR Export Declaration Pre-Receipt Advice Forwarding Instruction

Export Declaration - Goods Item

Reference: Testing EDN No: CRN No: Latest Status: **SAVED**

Goods Item: 1

* Required for CMR Exports
* Required for PRAs

* AHECC Code: 16024100 (PREPARED OR PRESERVED HAMS AND CUTS THEREOF, OF SWINE (EXCL. HOMOGENISED PREPARATIONS AND GOODS OF CHAPTER 02), ReqPermit)
* No of Packs: 0
* Goods Description: PREPARED OR PRESERVED HAMS AND CUTS THEREOF, OF SWINE (EXCL. HI
* Origin Country: FR (FRANCE)
* Goods Origin: Foreign
* FOB: 0 Australian Dollar
* Net Qty: KG
* Gross Wt: KG (Cargo and Packaging)
Temporary Import No:
Permits: Enter multiple permits separated with spaces.
Move Type:
Pack Type:

Goods Item Equipment

EquipmentNo: No of Packs: Add

Equipment No	No of Packs	Size	Type	Terminal	Commodity Code	Seal No	Actions
ABCD1234567	1	20R1	HAZ			123456	<input type="text"/> <input type="text"/> <input type="text"/>
BOZO20220330	0	45G1	GENL			UNKNOWN	<input type="text"/> <input type="text"/> <input type="text"/>
MSDU2889643	0		GENL				<input type="text"/> <input type="text"/> <input type="text"/>

Save Item Back

- Enter the container details that are required for the PRA (everything with a blue asterisk) and then click on the SAVE EQUIPMENT button. It will take you back to 'Goods Item Details'.
- You can continue to add containers if you have more than one container on this shipment.
- Click on the 'Pre-Receipt Advice' on the smaller menu – next to 'CMR Export Declaration'.
- Select the containers you wish to create PRAs for
- Click Send Select ERAs

Home Consignments Consolidations PRA ABN / CCID Schedule History Registration Help Logoff

CMR Export Declaration Pre-Receipt Advice Forwarding Instruction

Export Declaration - ERA List

Reference: Testing EDN No: CRN No: Latest Status: **SAVED**

Vessel

- * Port of Loading : London GTL UNITED KINGDOM (GBLON)
- * Vessel IMO : BOX EMMA (9275646)
- * Voyage No : 123S
- * Terminal : Hutchison, Fisherman Island (HPAFI)
- * Carrier : Maersk Line (MSK)
- * Port of Discharge : Sydney NS AUSTRALIA (AUSYD)
- Final Destination : Melbourne VI AUSTRALIA (AUMEL)

Receival Start : Unavailable
Reefer cutoff : Unavailable
Cargo Cutoff : Unavailable
ETD : Unavailable

Warning: An entry for (9275646/123S) was not found in the schedule

Bulk Upload

Filename : No file chosen

Containers

Total Number of Containers: 3

Equipment No	ERA Reference	ERA Date Sent	ERA Status	Actions	All
ABCD1234567	ERA1033160		SAVED		<input checked="" type="checkbox"/>
MSDU2889643	ERA1033165		SAVED		<input checked="" type="checkbox"/>
BOZO20220330	ERA1033164		SAVED		<input type="checkbox"/>



If you need to batch update PRAs edit the EDI and the click "Update Selected ERAs

- You will then see a status of sent. If a response has come back from the terminal, it will change from SENT to CLEAR if your PRA has been accepted. This means that your container will be accepted at the terminal (providing all the information you have entered is not false).
- If your status has changed to ERROR, this means the terminal has not accepted your PRA and you would need to correct your PRA and resend it. To can find out what the error is by scrolling down to the terminal status at the bottom of the PRA.



Always send a PRA with an ORIGINAL status even if you have already sent the PRA but have amended some details. The only time you would send the PRA with a status of WITHDRAW is if you have sent the PRA to the wrong terminal or wrong container number.

Create a new PRA from a CMR Consolidation (Option 2)

- Open an existing CMR Consolidation, which has been approved by Customs and returned a clear CRN number.
- In the consolidation header, ensure that all the fields with a blue asterisk have been entered. These fields are required for the PRA. Then save the details.
- To complete the PRA, you need to enter the container details. Go to a consolidation item which was created and click on the pencil to edit that item.
- You will then need to add the container number in the 'Equipment No' field and then click on ADD.

Export Sub Manifest - Consolidation Item

Reference: AS-test210904 CRN No: AAAALJY7T Latest Status: SAVED as at 24/09/2004 10:50

Consolidation Item: 1

* Required for CMR Exports
* Required for PRAs

* Type:

* CAN No:

No of Packs

No of Containers

* Goods Description

* Destination Country (FIJI)

Exporter

* Goods Item Equipment
EquipmentNo:

- Enter the container details that are required for the PRA (everything with a blue asterisk) and then click on the SAVE EQUIPMENT button. It will take you back to the 'Consolidation Item' details.
- You can continue to add containers if you have more than one container on this shipment.
- Once you have finished adding the containers, click on 'Pre-Receipt Advice' on the smaller menu – next to 'CMR Export Sub Manifest'. This will change the document type into a PRA and will list all the containers created.
- You can then select your container(s) and click on 'Send Selected ERAs'. If you need to edit the details, click on the pencil icon.
- You will then see a status of sent. If a response has come back from the terminal, it will change from SENT to CLEAR if there are no errors and your PRA has been accepted. This means that your container will be accepted at the terminal (providing all the information you have entered is not false).
- If your status has changed to ERROR, this means the terminal has not accepted your PRA and you would need to correct your PRA and resend it. To find out what the error is, you must go to the STATUS option

Create a new PRA on its own (Option 3)



Only create a PRA this way if you did not create the EDN or CRN

- Create a new PRA by clicking on 'PRA' in the menu.
- Click on 'NEW'.

PRAs/ERAs

Reference:

Equipment Nos:

Carrier:

Vessel IMO:

Terminal: ALL

Discharge Port:

Date: -

Status: ALL

CAN:

Carrier Ref:

Journey:

Load Port:

Final Dest:

- Fill out the PRA details and click on SAVE. Any field which has a blue asterisk is a requirement from the terminals.

New ERA. *Required for PR

PRA

*CAN No: EDN

Exporter's Ref:

*Ocean Carrier's Ref No: BokkingNo

*Mode: Road Rail

Transporter's Ref No:

Pre-Carrier ID:

Truck/Train No:

Packer:

*Manual Schedule:

*Port of Loading: Brisbane QL

*Vessel: AMETHYST ACE - 9397999

*Voyage No: 102

*Terminal: AAT FISHERMAN ISLAND, QLD - AATFI

*Carrier: Mitsui OSK Lines - MOL

*Port of Discharge: Hiroshima Hiroshima JAPAN - JPHIJ

*Final Destination: GBLON (London GTL UNITED KINGDOM)

Receival Start: 14/04/2022 7:00
Reefer cutoff: 05/04/2022 8:27
Cargo Cutoff: 20/04/2022 14:00
ETD: 24/04/2022 23:00

Equipment

* Equipment No: ABCU1234567

* ISO Size Type: 45G1 ((40x8x9.5) Container with Vents)

* Full or Empty: Full

* Terminal Commodity: WINE (WINE - NOT REFRIGERATED)

Goods Description:

Wagon Slot:

Air Flow: (Percentage)

Verified Gross Mass (VGM)

* Weight: 12500 kg (Including Container)

* Calculation Method: Method 1 (Combined)

Note: For more info on VGM click [here](#)

VGM Declarant

* Date Verified: 22/02/2022

* Company: Container Packing

* Contact Name: John Smith

* Contact Address: Email ContainerPacking@gmail.com

Address:

City:

Country: AU (AUSTRALIA)

Seals

* Seal No 1: SEAL123 Unknown Right Condition

Seal No 2: Unknown Right Condition

Seal No 3: Unknown Right Condition

Attached Equipment

Attached Equip No 1: Reefer Generator

Attached Equip No 2: Reefer Generator

Attached Equip No 3: Reefer Generator

Reefer

Operating Reefer: N/A

Reefer Trans Temp: °C

Humidity: %

Out of Gauge

Overhang Back: cm

Overhang Front: cm

Overhang Height: cm

Overhang Left: cm

Overhang Right: cm

Note: Set Terminal Commodity to OOG, HAZ, HAZD, or BOAT

- If the goods being shipped are hazardous, enter the details for the hazardous cargo by entering the IMDG Class number.
- When all details have been entered and saved, click on the SEND button to send the message.
- If a response has come back from the terminal, it will change from SENT to CLEAR if there are no errors and your PRA has been accepted. This means that your container will be accepted at the terminal (providing all the information you have entered is not false).
- If your status has changed to ERROR, this means the terminal has not accepted your PRA and you would need to correct your PRA and resend it. To find out what the error is, you must go to the STATUS

PRA Hints

- Don't tick "Manual Schedule" unless certain the vessel details are missing or for Flinders / Adelaide terminal.
- To make sure you have the correct weights for the gross weight (tare weight of container plus goods), here is a guideline:
 - If 20' foot container then GrossContainerWeight > 2300 kg
 - If 40' foot container then GrossContainerWeight > 4000 kg
 - If 20' Reefer container then GrossContainerWeight > 3000kg ◦ If 40' Reefer Container then GrossContainerWeight >4500kg
- If you are looking up a carrier code or any of the other lookups, you must spell the name correctly otherwise it won't find the code. Usually you will only need to put in the first few letters for a match to be found.
- To avoid errors, the size type of the container should be the four character ISO code found on the container below the container number.
- If you are exporting Hazardous Cargo or Reefer containers, then the terminal commodity code needs to reflect this. Choosing the general commodity, will return an error response. i.e. If you have temperature settings in your container, make sure you use the relevant code such as REEF – OTHER REFFER CARGOES.
- The Hazardous goods commodity code is HAZ – Dangerous Goods
- If you are exporting in an open top container which is over height or a flat rack unit or similar with over height, over length and/or over width Copyright © 2015 Commerce Plus Pty Ltd Page 41 of 51 dimensions, you must use the commodity code OOG – Out of Gauge. You must also specify the overhang length, width or height.
- If you have arranged for a late receipt i.e. arranged for delivery of containerised cargo after vessel cut off time, you must ensure that the PRA is lodged and accepted prior to cut off. The terminal systems will reject a PRA if the vessel has cut off for receipts. For any scenarios or circumstances outside the above procedure, you will need the shipping company to make special arrangements with the terminals as electronically PRAs cannot be processed after vessel cut off.
- PRAs need a CAN (EDN or CRN). However there are some exemptions which don't need a CAN. Valid exemption codes are as follows:
 - EXTI - Carnet or Trypique.
 - EXML - Australia Post or Diplomatic Bags
 - EXDC - Australian Domestic Cargo
 - EXSP - Australian Aircraft Spares
 - EXDD - Military goods. (Owned by Aust, Govt)' ◦ EXCC - Contingency CAN
- Please note that the exempt Code for Personal Effects (EXPE) or Exempt Low Value Goods (EXLV) cannot be accepted on a PRA. The Freight Forwarder or Shipping Line responsible for the goods must apply to Customs for a Consolidated Reference Number (CRN). The CRN is used on the PRA.

- A number of users have had problems with gate receipts of export containers.
- These occur when the container number in the PRA does not precisely match the container number delivered. For example a user may insert 0CLU1234567 in the PRA and then deliver OCLU1234567 (zeros mistakenly entered in the PRA when they should have been letter Os).
- When creating a PRA for an EMPTY container, there are a few rules that need to be applied.
 - The CAN and SEAL number are left empty and the 'Full/Empty' indicator must be selected as EMPTY.
 - Also the terminal commodity code must have one of the EMPTY codes selected.

Registering ABNs and CCIDs

Australia Border Force (ABF) requires that all exporters need to be register with them, there are three types of exporter;

1. Company with ABN [Company]
2. Company without ABN, either local or overseas [Organisation]
3. Individual [Individual]

Registering an ABN

The vast majority of companies are already registered with Customs so there is no need to register an ABN unless you receive an error message to your EDN.

- Click on the ABN / CCID menu item on the orange menu bar.



- Click on 'New'
- Use the dropdown to select ABN
- Enter the ABN without spaces
- Enter the exporters name and either phone or email address
- Click on 'Save and Send'

Registering an Organisation

- Click on the ABN / CCID menu item
- Click on 'New'
- Use the dropdown to select Organisation
- Complete the fields and ensure for Australian addresses that the suburb and postcode match perfectly or Customs will reject the request
- Enter the exporters name and either phone or email address
- Click on 'Save and Send'

Registering an Individual

- Click on the ABN / CCID menu item
- Click on 'New'

- Use the dropdown to select Individual
- Complete the fields and ensure for Australian addresses that the suburb and postcode match perfectly or Customs will reject the request
- Enter the exporters name and either phone or email address
- Click on ‘Save and Send’



A CCID can be reused the next time the exporter interacts with the ABF.

Lookup an ABN / CCID

- Click on the ABN / CCID menu item
- Click on ‘Lookup’
- If the status is CLEAR then the ABN or CCID is ready to be used. Update the EDN as required and resend to Customs.

Registration Type: Lookup New

ABN / Name:

Name / ABN	Registration type	Modified	ABN / CCID	Latest Status
John Smith	Individual	2015-05-04 13:41:03	CEY4774634J	CLEAR

Page 1 of 1 (1 results)




Note: If an ABN fails typically it means that it is either no longer valid or incorrect, Check the <http://abr.business.gov.au> website to confirm the ABN.

Handling Rejections and Errors messages

Regardless of the message type you are sending from time to time you will receive a reject or error message from either ABF or the Terminal. Most of the time this is due to a mistake in completing the forms. Common errors that occur that are easily fixed and should be checked first;

1. The date of export is not in the past
2. The FOB value is correct for the goods being exported
3. The Net and Gross weight are correct, checking the units of measure required
4. The permit is correct and has the letter prefix, eg WBC12346
5. The vessel / voyage details are correct, check that in the PRA you have not selected to override the vessel schedule, make sure it is unchecked.

Note: If vessel not found click on "Override" to complete manually.

*Port of Loading: Sydney NS Override:

*VesselIMO: 9329538 (OOCL YOKOHAMA)

*Voyage No: 123N

*Terminal ID: DP World, Port Botany - CTLPB

*Carrier Code: OOC ()

*Port of Discharge: HKHKG (Hong Kong HONG KONG)

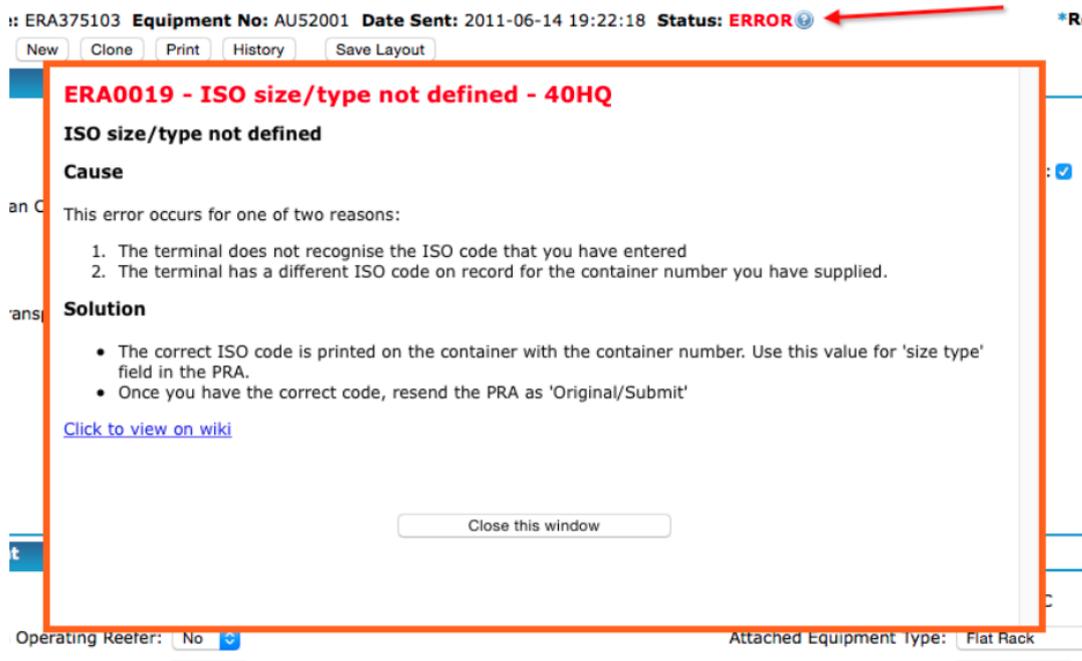
*Final Destination: HKHKG (Hong Kong HONG KONG)

Receival Start: Unavailable
Reefer cutoff: Unavailable
Cargo Cutoff: Unavailable
ETD: Unavailable



Understanding Error Messages

The error messages provided from terminals and Customs are not always easy to understanding. Next to the latest status 'Error' on the screen is a ? that if you click on will assist with fixing the issue.



Status Request Option (ABF messaging only)

- In CMR Exports, it is also possible to obtain the latest status of consignments and consolidations from Customs by requesting it. This does not require resending the consignment or consolidation messages themselves, merely sending Status Request messages.

(A) Request Latest Status

- To request latest status of a single consignment or consolidation, click on the 'Get Status' button in the record itself.
- To request latest status of multiple consignments or consolidations, open the Consignment/Consolidation lookup table and then use the checkboxes to select the records. Click on 'Query Status of Selected' button.
- When either of the above actions is performed, status request messages will be sent to Customs for the corresponding records.

(B) Using Lookup Filters

- Both the consignment and consolidation lookups have filters that can be applied to limit the records that are displayed according to various criteria.
- Consignments may be selected by using any combination of the following filters:
 - Vessel/Voyage
 - Final Destination -Date From – Date To
 - Export Date
 - Document Type – e.g. Export Declaration
 - Condition – e.g. CLEAR/REJECTED/ERROR/EMBARGOED
- Consolidations may be selected by using any combination of the following filters:

- Date From – Date To
- Departure Date
- Condition – e.g. CLEAR/REJECTED
- If a user wishes to know which Consignments need attention, they may do as follows:
 - Select Consignments
 - Select first Filter using Export Date = “FUTURE” (which includes ‘today’s’ date)
 - Select second Filter using Condition = ERROR/REJECTED/EMARGOED
 - Click on “Select/Unselect All” (the last column of the Lookup table”
 - Click on “Query Status of Selected”
 - This will cause Status Requests to be sent to Customs.

View Latest Status

- On receipt of the Status Request messages, Customs will process them and return Status Response messages. Latest Status will be visible both in Status Lookup and the Lookup of either Consignments or Consolidations and can then be re-filtered to determine which records require attention.