



CommercePlus

Exportnet

EDN & PRA Quick Start Guide

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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.

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. Three service cards are displayed: Exportnet (with an image of an airplane), Smart Imports (with an image of a port), and Importnet (with an image of a truck). Each card includes a brief description and links for Login, About, and Register. Below the cards is a 'Welcome to Commerce Plus' section with a paragraph of text and a link to a letter. To the right of the welcome text is 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

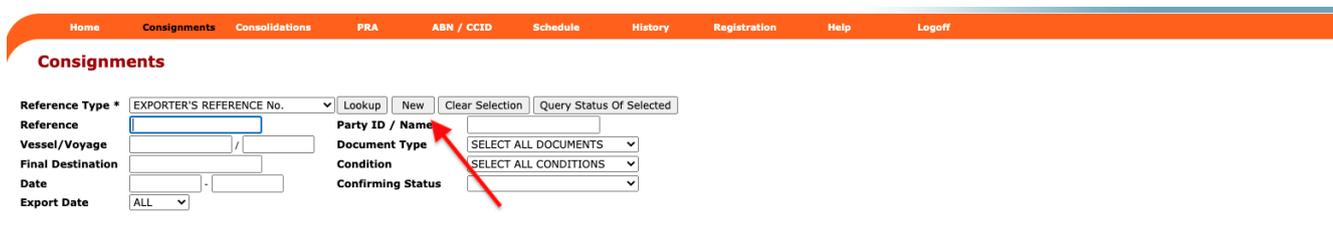
Commerce Plus uses the same icons across all our applications and their meanings are;

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

Creating the Export Declaration (EDN)

We are assuming in these instructions that you are doing an EDN via Sea Freight and later a PRA.

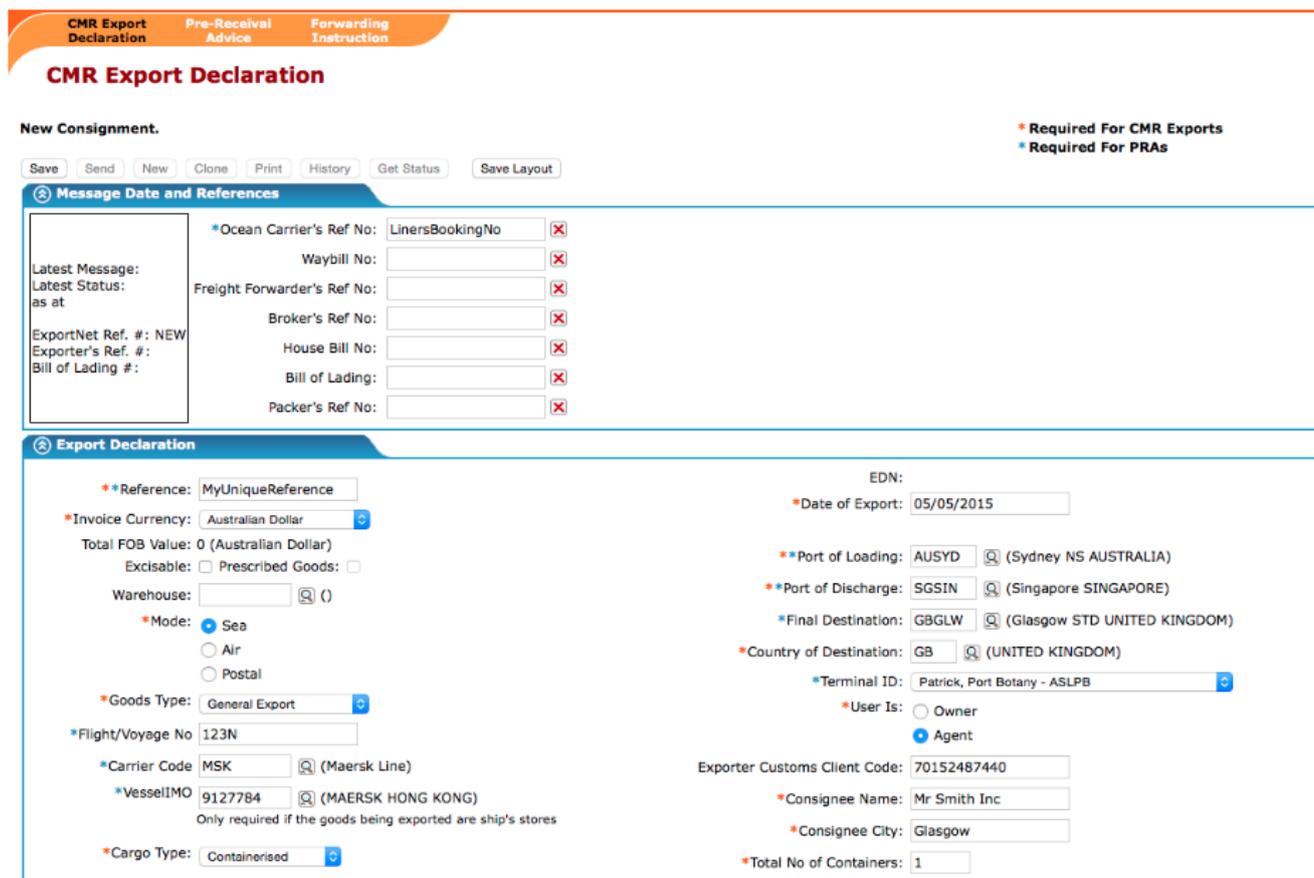
- Log into ExportNet
- Click on **Consignments** in the orange bar
- Click on **New**



The screenshot shows the 'Consignments' page in ExportNet. The navigation bar at the top includes Home, Consignments, Consolidations, PRA, ABN / CCID, Schedule, History, Registration, Help, and Logoff. The 'Consignments' section is active. Below the navigation bar, there are several input fields and buttons. The 'New' button is highlighted with a red arrow. The 'Reference Type' is set to 'EXPORTER'S REFERENCE No.'. Other fields include 'Reference', 'Vessel/Voyage', 'Final Destination', 'Date', 'Export Date', 'Party ID / Name', 'Document Type', 'Condition', and 'Confirming Status'. There are also buttons for 'Lookup', 'Clear Selection', and 'Query Status Of Selected'.

EDN - Adding Header Details

- Enter the header details for the EDN, remembering that the red stars are mandatory for the EDN



The screenshot shows the 'CMR Export Declaration' page in ExportNet. The navigation bar at the top includes CMR Export Declaration, Pre-Receive Advice, and Forwarding Instruction. The 'CMR Export Declaration' section is active. Below the navigation bar, there are several buttons: Save, Send, New, Clone, Print, History, Get Status, and Save Layout. The 'New Consignment' section is visible, showing various fields for message data and references. The 'Export Declaration' section is also visible, showing detailed fields for reference, invoice, mode, goods type, flight/voyage, carrier, vessel, cargo, and destination. The fields are organized into two columns. The left column includes fields for Reference, Invoice Currency, Total FOB Value, Excisable, Warehouse, Mode, Goods Type, Flight/Voyage No, Carrier Code, VesselIMO, and Cargo Type. The right column includes fields for EDN, Date of Export, Port of Loading, Port of Discharge, Final Destination, Country of Destination, Terminal ID, User Is, Exporter Customs Client Code, Consignee Name, Consignee City, and Total No of Containers. Red stars indicate mandatory fields.

The following fields need to be completed, this is assuming you are doing both the EDN and later the PRA.

- **Ocean Carrier's Ref No** – This is the booking number that has been provided to you either by the Shipping Line or Freight Forwarder and is needed for the PRA.

- **Reference** – Enter a reference number that is unique, commonly an internal reference eg Order Number
- **Invoice Currency** – Select the current that is listed on the Commercial Invoice or Australian Dollars
- **Mode** – Select ‘Sea’ as the goods are sea freight
- **Goods Type** – Select General Export as the cargo is “normal” cargo within a container
- **Flight/Voyage No** – Enter the voyage number listed on your booking, it will look like 123N
- **Carrier Code** – Enter the carrier code, eg MSK or click on the  to search by the carrier’s name eg Maersk
- **VesselIMO** – Lloyds number as the seven digit number or click on the  to search by the vessel’s name
- **CargoType** – In this example it is Containerised
- **Date of Export** – Enter the date the cargo will leave Australia; this can’t be in the past.
- **Port of Loading** – Enter the code for the port of loading eg AUSYD or click on the  to search by the port’s name
- **Port of Discharge** – Enter the code of this port and note that this port is the port the cargo will come off the first vessel. For example it can be transhipped in Singapore on the way to Glasgow.



Your shipping line booking confirmation will often list the transhipment port.

- **Final Destination** – Enter the port code for where the cargo is no longer under the responsibility of the carrier or click on the to search by the port’s name
- **Country of Destination** – This is the two letter UN code for the country, eg AU.
- **Terminal Id** – Use the dropdown to choose the terminal at the Port of Loading
- **User Is** – Select this based on whether you are the owner of the goods or acting as an agent for someone else. In this example you are acting as an agent so select ‘Agent’
- **Exporter Customs Client Code** – In this example the ABN of the owner of the goods needs to be entered with no spaces. If the owner has not got an ABN a CCID is required for the owner (read the full manual on how to obtain the CCID)
- **Consignee Name** – Enter the company or individual name of the Consignee
- **Consignee City** – Enter the city of the consignee
- **Total No of Containers** – Enter the total number of containers

New Consignment.

- Save the Export Declaration header by clicking on the **Save** button

EDN - Adding Line Items

Once the header is done you need to list all the cargo being exported. A separate line item is needed for each of the different products in the declaration, this is typically defined by the AHECC codes used for each product.

- Click on **New Goods Item**

CMR Export Declaration

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

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: LinersBookingNo
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: Australian Dollar
Total FOB Value: 0 (Australian Dollar)
Excisable: Prescribed Goods:
Warehouse:
*Mode: Sea
 Air
 Postal
*Goods Type: General Export
*Flight/Voyage No: 123N
*Carrier Code: MSK (Maersk Line)
*VesselIMO: 9127784 (MAERSK HONG KONG)
Only required if the goods being exported are ship's stores
*Cargo Type: Containerised

EDN:
*Date of Export: 05/05/2015

*Port of Loading: AUSYD (Sydney NS AUSTRALIA)
*Port of Discharge: SGSIN (Singapore SINGAPORE)
*Final Destination: GBGLW (Glasgow STD UNITED KINGDOM)
*Country of Destination: GB (UNITED KINGDOM)
*Terminal ID: Patrick, Port Botany - ASLPB
*User Is: Owner
 Agent
Exporter Customs Client Code: 70152487440
*Consignee Name: Mr Smith Inc
*Consignee City: Glasgow
*Total No of Containers: 1

Goods Items

No Goods Items

- Now the following fields need to be entered for the specific goods:

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="button" value="Q"/>	(VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS (INCL.
* Goods Description	<input type="text" value="VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS (INCL. THOS"/>		
* Origin Country	<input type="text" value="AU"/>	<input type="button" value="Q"/>	(AUSTRALIA)
* Goods Origin	<input type="text" value="New South Wales"/>		
* FOB	<input type="text" value="10000"/>	Australian Dollar	
* Net Qty	<input type="text" value="50"/>	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:

- **AHECC Code** – Either enter the code required or click on the to search icon to search by the product you are exporting. A complete list of HS Codes and AHECC codes can we found at <http://www.commerceplus.net.au/support/HS%20Codes%20and%20AHECC%20Codes>



Don't be too specific when searching for products, it is better to search for "wine" than "White Sparking Wine" and then scroll down the list.

- **Goods Description** – Free text field that allows you to enter a description of the goods however it will be automatically completed based on the AHECC code.
- **Origin Country** - Enter the two letter code for the country of origin
- **Goods Origin** – Enter either Foreign or if Australian made, the state of origin
- **FOB** – Enter the value of the goods
- **Net Qty** – In this example the quality is NO (Number of) however for your goods it maybe in Tons, KG, L etc
- **Gross Wt** – Enter the gross weight and select the unit of measure that is suitable
- **Goods Item Equipment** – Enter the container number that the goods are being transported in., this can be more than one but in this example it is one.

EDN - Adding Containers Only Needed for PRAs

- At the bottom of the goods item enter the container number and number of packs

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="button" value="Q"/>	(VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS)
* Goods Description	<input type="text" value="VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS (INCL. THOSE)"/>		
* Origin Country	<input type="text" value="AU"/>	<input type="button" value="Q"/>	(AUSTRALIA)
* Goods Origin	<input type="text" value="New South Wales"/>		
* FOB	<input type="text" value="10000"/>	Australian Dollar	
* Net Qty	<input type="text" value="50"/>	NO	
* Gross Wt	<input type="text" value="250"/>	<input type="button" value="KG"/>	
Temporary Import No	<input type="text"/>		
Permits	<input type="text"/>	Enter multiple permits separated by commas	
Move Type	<input type="text"/>		
Pack Type	<input type="text"/>		
* Goods Item Equipment			
EquipmentNo:	<input type="text" value="ABCD1234567"/>	No of Packs:	<input type="text"/>
			<input type="button" value="Add"/>

- Now the container information fields need to be completed

Equipment

Equipment No: ABCD1234567

* ISO Size Type: 20R1 ([20x8] Thermal, Mechanically Refrigerated & Heated)

* Full or Empty: Full

* Terminal Commodity: HAZ (HAZARDOUS GOODS)

Goods Description: _____

Wagon Slot: _____

Air Flow: _____ Percentage

Pre Carriage: Road

Verified Gross Mass (VGM)

* Weight: 15000 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: AU (AUSTRALIA)

Seals

* Seal No 1: 123456 Carrier Right Condition

Seal No 2: Unknown Right Condition

Seal No 3: Unknown Right Condition

Attached Equipment

Attached Equip No 1: Flat Rack

Attached Equip No 2: Reefer Generator

Attached Equip No 3: Reefer Generator

Reefer

Operating Reefer: Yes

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

- The following fields need to be completed in this example:
- **ISO Size Type** – Enter the code of the container or search by name, if you are not sure call your transport company as it is written on the side of the container.
- **Full or Empty** – Select Full as this is not an empty container
- **Terminal Commodity Code** – this code is to advise the terminal how to handle your goods, in this example it is General. Enter the code or search by name
- **Pre-Carriage** – Enter Road or Rail depending on how the container is delivered to the terminal
- **Seal No** – Enter the seal number, if it is unknown enter Unknown
- **Issuer** – Enter the issuer of the Seal from the dropdown
- **Condition** – Enter the condition of the container from the drop down.



Verified Gross Mass (VGM) became a requirement in July 2016 to confirm how and who weighed the container.

- **Weight** - Gross weight of the container in kgs
- **Calculation method** -
 - **Method 1 (Combined)** - Used if the container and its contents are weighed, ie over a weigh bridge
 - **Method 2 (Tare and Cargo)** - Used if you calculated the gross weight by adding the empty container weight and the weight of the contents
 - **Weighted at Terminal** - Container has been weighed at the terminal, this can only be used at VICTM.
- **Date Verified** - Date the VGM was calculated
- **Company** - Who calculated the VGM, this is typically the packer
- **Contact Name** - Name of the above

- **Contract Address** - Email address of the person that completed the VGM
- **Reefer** - If the container is a non operating reefer set Reefer to "No"
- Click **Save Equipment** and then **Save Item** to get back to the main page.

Attached Equipment No	<input type="text"/>
* Seal No	<input type="text" value="SEAL1"/>
* Issuer	<input type="text" value="Carrier"/>
* Condition	<input type="text" value="Right Condition"/>
Overhang Front	<input type="text"/> centimetres
Overhang Left	<input type="text"/> centimetres
Overhang Height	<input type="text"/> centimetres
Overhang Back	<input type="text"/> centimetres
Overhang Right	<input type="text"/> centimetres

HazGoods

UNDG No:



Sending the EDN

Now that you have completed all the information required it is time to send the EDN to ABF to get approval.

- Click on the 'Sent' button

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 05/05/2015 09:07

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

*Ocean Carrier's Ref No: LinersBookingNo [X]
Waybill No: [X]
Freight Forwarder's Ref No: [X]
Broker's Ref No: [X]
House Bill No: [X]
Bill of Lading: [X]
Packer's Ref No: [X]

Export Declaration

*Reference: MyUniqueReference
*Invoice Currency: Australian Dollar [v]
Total FOB Value: 10000 (Australian Dollar)
Excisable: Prescribed Goods:
Warehouse: [v] [i]
*Mode: Sea
 Air
 Postal
*Goods Type: General Export [v]
*Flight/Voyage No: 123N
*Carrier Code: HSK [v] (Maersk Line)
*Vessel/IMO: 9127784 [v] (MAERSK HONG KONG)
Only required if the goods being exported are ship's stores
*Cargo Type: Containerised [v]

EDN:
*Date of Export: 05/05/2015
*Port of Loading: AUSYD [v] (Sydney NS AUSTRALIA)
*Port of Discharge: SCSIN [v] (Singapore SINGAPORE)
*Final Destination: GBGLW [v] (Glasgow STD UNITED KINGDOM)
*Country of Destination: GB [v] (UNITED KINGDOM)
*Terminal ID: Patrick, Port Botany - ASLPB [v]
*User Is: Owner
 Agent
Exporter Customs Client Code: 70152487440
*Consignee Name: Mr Smith Inc
*Consignee City: Glasgow
*Total No of Containers: 1

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
VIDEO CAMERA RECORDERS AND DIGITAL CAMERAS (INCL. THOSE CONNECTED TO COMPUTER EQUIPMENT TO DISPLAY IMAGES)	AUSTRALIA	50 NO	250 KG	85258090			10000	[v] [X]

New Goods Item

- Click on 'Send Message', leaving the action as Original and the declaration as 'Non-Confirming'. (Confirming / Confirmed declarations are used for cargo where the quantity is not known at the time of export and needs prior approval from Customs)

Send Message

Last Action:

Action: Original [v]

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

Send Message

Back

EDN - Reading a Response

Once you have sent the message you will need to wait about 15 minutes for Customs to respond. The status of the EDN is shown at the top of the screen.

- When the EDN is Clear the EDN number will appear after the 'EDN No:' or on the list on the Consignments page

CMR Export Declaration

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

Save Send New Clone Print History Get Status Save Layout

Message Date and References

Latest Message:
 Latest Status: SAVED
 as at 05/05/2015 09:09

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:

Message Status

Status	Meaning
SENT	The message as been sent but nothing has been returned yet
CLEAR	EDN, PRA or Consolidation has been approved
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, it can't be reused, so a new one would need to be created after it has been withdraw.

To view the 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



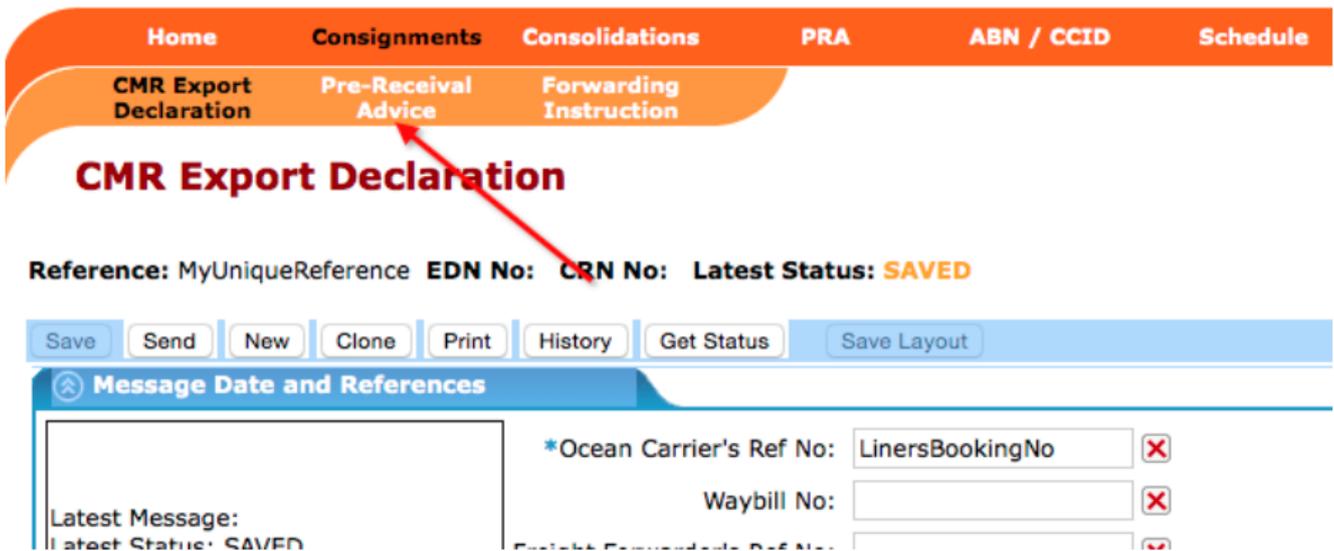
Creating the Pre Receival Advice (PRA)

As you completed the blue starred fields when doing the EDN you have completed the data entry required to also do the PRAs.

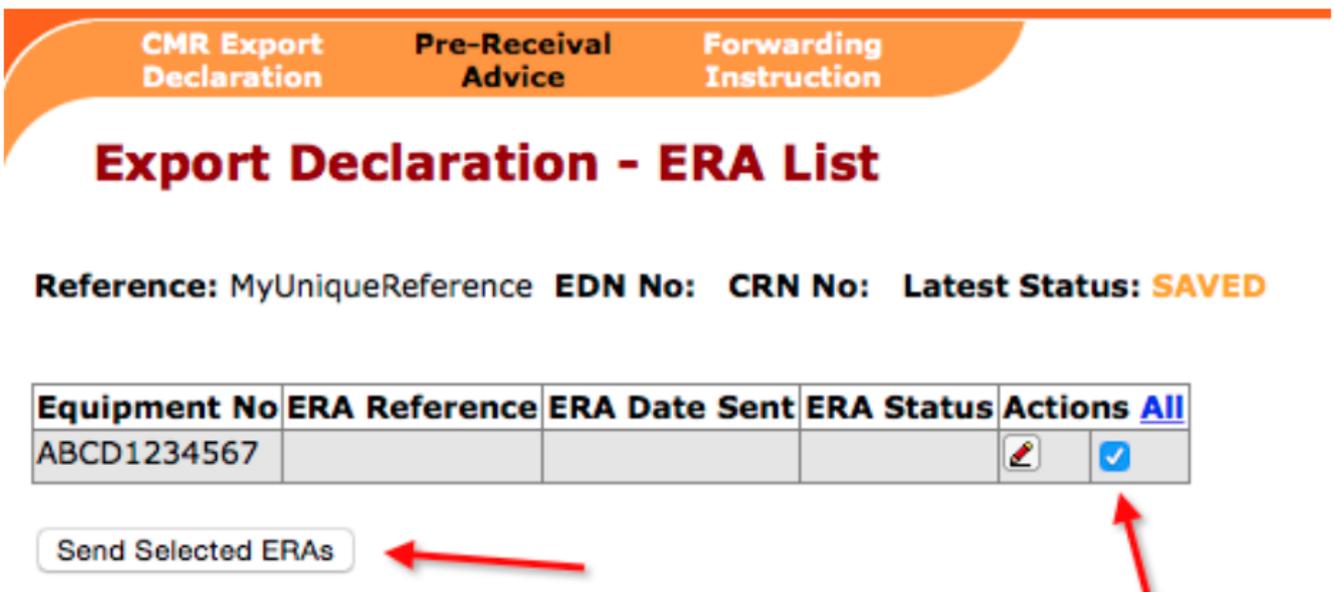
Sending the PRA

Once the EDN is clear it is time to send the PRAs.

- Open the EDN, click on the consignment menu and then 'Lookup'
- Click on Pre-Receipt Advice on the small orange menu



- Select the containers you wish to send using the tick box
- Send the PRAs using 'Send Selected ERA's' button



Checking the PRAs

To read the status of the PRAs

- Click on the PRA menu item
- Click Lookup

CommercePlus ExportNet™

Home Consignments Consolidations **PRA** ABN / CCID Schedule

PRAs/ERAs

Reference:

Equipment Nos:

Carrier: ()

Vessel IMO: ()

Terminal:

Discharge Port: ()

CAN:

Carrier Ref:

Journey:

Load Port: ()

Final Dest: ()

Lookup

- The latest PRAs will be shown at the top, if the status is CLEAR the PRAs are done and the container can be delivered to the wharf.
- If an error messages is shown you need to fix them, more details in the user guide.
- Common issues that require a PRA to be fixed and resent are;
- Invalid booking number
- Incorrect vessel / voyage or terminal, make sure you don't have manual schedule ticked
- To resend the PRA to fix an issue, click on the PRA on the top orange bar
- Click lookup and open the container / PRA in question
- Edit the PRA and click Save
- Click the Send button and select Original/Replace.

*Well done! You have done your first EDN and PRA.

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: 0000000000
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