TSW FACT SHEET:

OUTWARD CARGO REPORT REQUIREMENTS

An Outward Cargo Report (OCR) is used for carriers to report cargo loaded on departed ships and aircraft, and for consolidators to gain authorisation to load consolidation consignments for export.

SUBMITTING AN OUTWARD CARGO REPORT

OCR's are lodged electronically via the internet or electronic data interchange (EDI). You can find out more about electronic messaging options by reading *TSW Fact Sheet – Electronic Submission of Lodgements.*

How do I register as a user of the Trade Single Window system?

Every person who wishes to submit lodgements needs to apply to be registered to do so. If submitting declarations, you will also need to prove to Customs that you have the necessary legal knowledge and expertise. Approved applicants are issued with a declarant code and a unique user identifier (UUI). A UUI is similar to a personal identification number (PIN) and identifies the person submitting the declaration.

For more information, refer to

- *TSW Fact Sheet – Overview of JBMS*
- *TSW Fact Sheet - Registering to Use TSW*

To submit OCR's, you will also need to be registered in TSW with the appropriate client type. Refer to the *Customs website* to find out what form you will need to complete.

Who submits an OCR?

An OCR is submitted by:

- cargo consolidators and integrators to allow loading of consolidated shipments, and shipments exempt from the requirement to lodge an export entry, aboard a ship or aircraft departing New Zealand (as required under section 37 of the Customs and Excise Act 2018)
- carriers and freight agents to report consignments on board a ship or aircraft following its departure from New Zealand (as required under section 37 of the Customs and Excise Act 2018).

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THE OUTWARD CARGO REPORT PROCESS

ARE THERE ANY CHARGES FOR LODGING AN OCR?

An Outward Cargo Transaction Fee (OCTF) is charged on every OCR lodged with Customs. The OCTF is $11.51 (GST inclusive) for air shipments, and $28.83 (GST inclusive) for sea shipments. The fee is payable by whoever submits the electronic OCR. For more information refer to *TSW Fact Sheet – Goods Clearance Fees*.

COMPLETING AN OUTWARD CARGO REPORT

All entries must follow the EDI Message Implementation Guidelines, available from the *Customs website* or by contacting 0800 428 786 (0800 4 CUSTOMS). Clearance via the internet complies with these guidelines.

WHAT SHOULD I BE AWARE OF WHEN USING THIS FACT SHEET?

This fact sheet relates to both Trade Single Window (TSW) and Electronic Data Interchange (EDI) users but follows the layout of TSW Online and contains new fields according to WCO3 messaging requirements. The titles of the fields and the order in which they appear may differ slightly from the titles and order shown on your software. In addition, TSW Online and some software brands will automatically complete certain fields or provide dropdown lists to select from, while other software brands require the submitter to insert those particulars.Field Requirements

The field requirements are split into four sections to help you identify each field.

- Section A: Declaration field requirements
- Section B: Consignment field requirements
- Section C: Summary
- Section D: Override Request

BEGINNING YOUR LODGEMENT

Lodgement

Select "New Lodgement" and "Outward Cargo Report".

Transport Mode (mandatory)

Enter the method of transport from New Zealand of the exported goods. Options are:

- Air
- Sea

By selecting the appropriate Transport Mode, TSW will open up screen content with the relevant fields that need to be completed. Some of the fields specified in this document relate to only one of the transport modes listed.

Submitter Code (mandatory)

Submitter is a generic term used across all messages to identify the party that lodged the message. The submitter is either the Carrier or their Agent, the Consolidator or the Freight-forwarder. Enter the code. This will populate the submitter name field.

SECTION A: DECLARATION FIELD REQUIREMENTS

Declaration

Submitter Code and Submitter Name

In TSW Online, this will be auto-filled.

Sender's Reference (mandatory)

This identifies your declaration and must be a unique number for this transaction within your system.

Craft

Carrier Code or Name

If Carrier was selected as submitter type, the carrier code is mandatory. Insert the TSW code and click 'Get Details'. This will auto-fill the name field.

If the submitter type was Consolidator/Freight Forwarder/Broker, the submitter must complete either the code field or the name field.

Craft Name (mandatory)

For exports by sea, state the ship's registered name in capital letters. The craft name must be the same as that published on the _Customs website list_.

Voyage Number

For consignments to be exported by sea, enter the voyage number for the craft that will transport the consignments from New Zealand. If you don't know the number, contact the carrier.

Flight Number (mandatory)

For exports by air, state the flight number which will transport the goods from New Zealand. The flight number must conform to the list published on the _Customs website_.

IMO/Lloyds Number

The IMO/Lloyds number for sea craft should be entered if known.

Port of Departure (mandatory)

Select from the dropdown provided in TSW Online, or insert the five character port code set out in the _UNECE LOCODE lists_ for the port from which the craft will finally depart New Zealand.

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Date of Departure (mandatory)

Use the date picker or insert the date on which the craft the OCR relates to leaves its final port in New Zealand. Date format is DD/MM/YYYY.

Country / Countries of Routing (mandatory)

Enter the final destination of the craft. If the craft will pass through multiple countries en route from New Zealand, the country code of each country between New Zealand and its final destination must be entered in sequence, finishing with the final destination.

Consolidation

Is this a consolidation OCR?

If the submitter is a Consolidator/Freight Forwarder/Broker, this is automatically selected. If the submitter is a Carrier, select the appropriate value. Choosing 'Yes', will open up the consolidation information section for completion.

Consolidator Code and Consolidator Name

Complete either the code or name.

Bill Details

Select the bill type, either 'Master Bill' or 'Booking Reference', and enter the consolidation bill number.

Container Number

For each container state the container number in which the goods are exported.

Container Status

For consolidation OCRs, if a container number and size/type are input, the status must also be selected. Select from the dropdown in TSW Online, or indicate the status as the following:

- 'Full, contains multiple LCL consignments' – more than one consignment has been packed into the container. The container contains multiple less-than-container load (LCL) consignments that individually do not occupy the full space available in a container. Another name commonly used and synonymous with this definition is FAK (freight all kinds).

Delivery Notification

These fields can be used for an additional party to receive advice of the delivery. If the TSW code is known, enter it in the party code. If not known, enter the party name and email address.

Additional Information

Remarks

Include any additional information relevant to government agencies. This should be provided as a single string of text with no special characters.

Document Reference

You can make reference to any certificates, passports or other documents relevant to the lodgement as required by agencies. Select the document type and input the appropriate document reference number. Currently, the only document type is Other Document. In future, other document type options may be added for selection.

Attach Documents

Use these fields to physically attach documents relevant to the lodgement, such as permits, packing lists, container quarantine declarations, as required by agencies. Select from the dropdown and attach the document. Currently the only attachment type option is Other Document. In future, other options may be added for selection.

SECTION B: CONSIGNMENT FIELD REQUIREMENTS

Consignments

Bill Type (mandatory)

Select from the dropdown if using TSW Online, or state the bill type code. Options are:

- Bill of Lading
- Booking Reference
- House Way Bill
- Master Bill

Bill Number (mandatory)

Insert the bill number.

Export Delivery Order Number (mandatory)

Specify the Customs clearance number for the bill number specific to the consignment.

Unique Consignment Number

Provide the unique consignment reference if known. This relates to any unique reference number that has been assigned to the consignment and can be used for tracing and verification purposes.

SECTION C: SUMMARY

The summary page gives a summary of all the details entered into the OCR and enables the information to be confirmed before the OCR is submitted.

SECTION D: OVERRIDE REQUEST

The override request page is only completed where the declaration has been or will be rejected for an error(s) that the declarant knows does not apply, and the permission of a Customs officer has been obtained to override the error(s). In these circumstances, tick the override box. If you indicate an override, you must state the reasons for the override, and the name of the approving Customs officer, in the override reasons field of the entry.

Note: many errors are critical for processing and cannot be overridden. Every attempt should be made to correct errors before requesting override. Sufficient details must be provided to allow an officer to make a decision.

If you copy a lodgement, ensure you delete the override details.

NEED HELP?

If you have any other questions or need further assistance, please contact 0800 BORDER or visit the border agency websites.

Websites: _www.customs.govt.nz_ and _www.mpi.govt.nz_

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