QUICK GUIDE TO IMPORTS
DEPOTS

Depots are responsible for receiving, deconsolidating and delivering cargo. They are licensed to operate by the Australian Customs and Border Protection Service (Customs and Border Protection). Their principal role in dealing with Customs and Border Protection is to report details of cargo received and unpacked at their establishment. Depots are required to deliver the cargo based on information received from Customs and Border Protection. Under certain circumstances, depots may request to move cargo from their establishment to meet business or Customs and Border Protection requirements. Depots are licensed under section 77G of the *Customs Act 1901* and operate under the conditions specified in that license.

It is important that depot licence holders familiarise themselves with the processes and their obligations to communicate and receive information about cargo to Customs and Border Protection.

Customs and Border Protection legislation specifies that all cargo received and unpacked at a depot must be electronically outturned according to legislated timeframes. Cargo may only be moved or delivered only with appropriate authority from Customs and Border Protection.

REPORTING OPTIONS

There are several options available to depots to communicate cargo information to the Integrated Cargo System (ICS). These are as follows:

• report via a bureau

• report via the online ICS Customs Interactive facility

• report via electronic messaging using in house software or a commercially available package.

REGISTRATION AND LICENSING

A depot may choose to report via a bureau where they will generally take care of any administrative requirements. It should be noted that clients using a bureau are still legally responsible for the data reported in the ICS. Clients can communicate directly with Customs and Border Protection using a digital certificate/s and registering in the ICS prior to submitting any electronic reports. Clients who choose to report via the Customs Interactive facility should be aware that this facility best suits low volume reporters.

Comprehensive supporting documentation is available to clients who choose to develop their own reporting software. A depot's premises must be licensed by Customs and Border Protection. The process of obtaining a depot licence is complex. Prospective licensees are advised to contact Customs and Border Protection for details.

SEA OUTTURN REPORT (RECEIPT)

When sea cargo arrives at a depot it is outturned using the 'Receipt' Outturn. This includes containers arriving to be unpacked or delivered. Details contained in the Sea Outturn (Receipt) include dates and times of receipt, cargo identification and type, the party responsible for the cargo and the outturn result.

SEA OUTTURN REPORT (UNPACK)

The contents of containers unpacked at a depot are outturned using the Sea Outturn (Unpack) Report. Each consignment unpacked from containers must be individually outturned. Details contained in the Unpack Outturn includes dates and times of arrival, unpack, cargo identification and type, the party responsible for the cargo and the outturn result for each line unpacked. The Sea Outturn Report is critical in identifying surplus and shortlanded cargo.

AIR WAYBILL OUTTURN

All cargo deconsolidated at a depot are outturned using the Air Waybill Outturn Report. Each consignment received must be outturned. Details contained in the outturn includes dates and times of arrival, cargo identification and type, the party responsible for the cargo and the outturn result for each line unpacked. The Air Waybill Outturn is critical in identifying surplus and shortlanded cargo and is used in the process for identifying and managing part shipped consignments.

UNDERBOND MOVEMENTS

In addition to outturning and releasing cargo, depots may need to move cargo to a location away from their establishment for operational reasons. These moves are reported in the ICS electronically via an Underbond Movement Request. Requirements for underbond movements are mandated by legislation.

RELEASING CARGO

It is the responsibility of the depot to ensure that cargo leaving their establishment has been released only after authority from Customs and Border Protection has been received. That authority may be in the form of a Cargo Status Advice or Underbond Approval message transmitted from the ICS. The ICS transmits up to date cargo status information to all release establishments.

CUSTOMS INTERACTIVE (CI) FACILITY

The ICS offers a comprehensive search and diagnostic facility where you can lodge, view and amend your own reports. Cargo status information available on the Customs Interactive facility may be used by low volume operators as a contingency in case of systems outages. Depots clearing sea cargo are able to view reported cargo moving to their premises via a dedicated diagnostic facility. This enables the depot to outturn in accordance with legislated requirements.

COMPLIANCE

Customs and Border Protection's Compliance Assurance Branch monitors the timeliness and accuracy of Outturn Reports to ensure compliance with the legislated reporting timeframes. Depots should familiarise themselves with the requirements relevant to their operations as they vary depending on the cargo type and nature of the report.

The Compliance Assurance Branch undertakes regular checks to ensure that cargo has been released and outturned in accordance with Customs and Border Protection requirements. These checks involve scrutiny of depot records or the physical inspection of cargo. All supporting documents must be retained and available for inspection for at least five years.

Regional Compliance officers are available to help clients to comply with Customs and Border Protection requirements. Compliance officers are also on hand to undertake onsite visits and provide a range of educational and other helpful material.

Penalties apply where instances of non-compliance with Customs and Border Protection requirements are detected.

ICS MESSAGE MAP FOR DEPOTS

Depot Messages	Integrated Cargo System	ICS Response Messages
Air Waybill Outturn Report (AIROUT)		AIROUTR Response/Error
Sea Outturn Report (SEAOUT)		SEAOUTR Response/Error
Underbond Movement Request (UBMREQ)		UBMREQR/E Response/Error

Cargo Status Advice

BASIC STEPS TO CLEARING CARGO

Flight/voyage details reported and risk assessed in ICS

Cargo reported and risk assessed in ICS

Underbond Movement Requests lodged

Customs broker declares goods and pays charges

Declaration risk assessed in ICS

Cargo arrives then discharged, outturned and moved to depot to be unpacked and outturned

Consignments released and delivered to owner