TSW FACT SHEET:
INWARD CARGO REPORT (SEA)

An Inward Cargo Report (ICR) is used to

- advance-report cargo destined for New Zealand (including empty containers);

- request movement of such cargo as an international or domestic transhipment;

- request clearance of shipments that don't require an Import Declaration.

ICR information is jointly used by Customs, MPI and other border agencies to assess the risk of arriving cargo and plan in advance any activity required to manage that risk.

This fact sheet explains key points about Inward Cargo Reports for sea freight and sets out what needs to be provided in each information field.

If you need help completing an ICR, call 0800 267 337 or email tswusersupport@customs.govt.nz for assistance.

WHO SUBMITS AN ICR AND WHEN?

Carriers

- The owner or operator of a craft headed for New Zealand (or their agent) must submit an ICR **at least 48 hours** prior to the expected time of arrival in New Zealand. The details required are set out in Section B – Consignment Field Requirements. This is effectively 'master bill' level information.

- All cargo to be landed in New Zealand (whether as the final destination or for transhipment here) **must** be reported on the ICR. Where known, Freight Remaining on Board (FROB) **should** be included in the ICR to assist risk assessment e.g. for potential biosecurity cross-contamination, and for containers/freight that might be temporarily placed on-wharf before being reloaded.

- Where there are one or more carriers/space-sharers for a craft, each can submit their own ICR for their cargo, depending on the arrangement with the operating carrier. The carrier that operates the craft must state on the Advance Notice of Arrival for the craft who is submitting ICRs, to account for all cargo landing in New Zealand.

Freight forwarders and others responsible for consolidated ('FAK') shipments

- The cargo de-consolidator or freight forwarder or other party responsible for consolidated shipments must also submit an ICR reporting house bill level details **at least 48 hours** prior to the expected time of arrival in New Zealand.

- Where there is more than one de-consolidator or freight forwarder with cargo in an FAK container, each can submit their own Consolidator ICR for their cargo. In that case, the 'prime' de-consolidator or freight forwarder (usually the container consignee) should ensure others are aware of their obligation to do so.

- The details required in addition to the carrier-level ICR are set out in Section C – Consignment Item Field Requirements. This is effectively 'house bill' level information.

Clearing exempt-entry shipments including 'write-offs'

An ICR can be used to request Customs and MPI clearance for consignments that are exempt from the requirement for an Import Declaration, such as low value shipments (referred to as write-offs) and empty containers being positioned for re-use. The details required are set out in Sections B and C below. Clearance of these shipments can be included in the carrier or consolidator ICR if the details are known, or as a separate ICR submitted by a freight forwarder or Customs broker.

Note that write-off cannot be requested for an entire consolidation consignment – write-off needs to be requested for each individual shipment within the consolidation.

Requesting movement of goods for international transhipment

An ICR can be used to request permission for international transhipment movements.

- An International Transhipment Request (ITR) is required for shipments that arrive in New Zealand but whose final destination is not New Zealand, and which need to be transferred to another vessel/aircraft without unpacking.
- An ITR can be included in the carrier or consolidator ICR if the details are known, or as a separate ICR submitted by a freight forwarder or Customs broker.
- Note that if a new bill of lading is cut for the export journey then the ITR cannot be requested in an ICR.

Requesting movement of goods for domestic transhipment

New electronic Domestic Transhipment Request (DTR) requests will also ultimately replace the current manual approval systems for domestic transhipments i.e.:
  a. Customs' 'Paperless Transhipments' and hard copy 'Permit to Remove' for movement in NZ 'under bond'; and
  b. MPI's eBACCa requirements for movement off-wharf.

However, the requirement for electronic Domestic Transhipment Requests is not being mandated with the other WCO3 messages. While the functionality is built and fully tested in TSW, we will run a thorough pilot and consult with industry before this major business process change is mandated. We have not yet scheduled a date for commencing the pilot project. In the meantime, cargo custodians can continue to apply the manual approval systems, unless a shipment is held. Cargo custodians should develop the ability to receive DTR notifications now in preparation for the pilot and full go-live.

- When introduced, a Domestic Transhipment Request (DTR) will be required for shipments whose final destination is New Zealand, and which need to be transferred from the port of arrival to a CCA/TF or other premises before final clearance, or transferred from one CCA/TF to another prior to being cleared.
- DTRs can be included in the carrier or consolidator ICR if the house-bill details are known, or as a separate ICR submitted by a freight forwarder or Customs broker. DTRs will only be accepted if the house bill level details are provided.

ARE THERE ANY CHARGES FOR LODGING AN ICR?

A Customs Inward Cargo Transaction Fee (ICTF) and MPI Biosecurity System Entry Levy (BSEL) is charged on:

- Carrier ICRs;
- Any ICRs that contain write-off requests for clearance of low value goods;
- ICRs requesting clearance of empty containers.

The rates are provided in the *TSW Fact Sheet – Goods Clearance Fees*. The charges are payable by whoever submits the ICR, and the total is paid to Customs.

Currently no fees are charged where an ICR is submitted:

- By a sea-freight consolidator to report house bill level details for a consolidated consignment provided no write-off requests are included;
- to only request movement for domestic or international transhipment.

HOW TO LODGE AN INWARD CARGO REPORT

Inward Cargo Reports are lodged electronically using the Trade Single Window system via electronic data interchange (EDI), or via TSW Online (www.tsw.govt.nz). There are three methods to submit information to TSW.

All EDI messages must comply with the Message Implementation Guidelines.

Registering to use the Trade Single Window system

Every person who wishes to submit lodgements (regardless of the method of submission) needs to register online at www.tsw.govt.nz. See the Getting Started section on the Customs website for information on how to register.

Additionally, if you will be requesting 'write-off' clearance of low-value shipments, you will need to apply for a declarant code. Check the *Applying for a declarant code to submit lodgements* fact sheet for more information.

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

This fact sheet relates to both Trade Single Window (TSW) Online and Electronic Data Interchange (EDI) users but follows the layout of TSW Online and contains new fields according to WCO3 message 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.

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FIELD REQUIREMENTS

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

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

BEGINNING YOUR LODGEMENT

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

Transport Mode (required)
Enter "Sea" for the method of transport to New Zealand.

Are you submitting this report as a carrier, or as an agent on behalf of a carrier? (required)
If this ICR is being submitted by, or on behalf of the carrier, to fulfil the obligations under Section 14 of the Customs and Excise Act 2018, then this indicator must be set to Yes.

If this ICR is being lodged for the purpose of reporting consolidated consignments, requesting Write-offs or transhipments only, then select 'No'.

Submitter Code (required)

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 client code of the organisation who is submitting this lodgement.

SECTION A: DECLARATION FIELD REQUIREMENTS

Declaration

Submitter Code (required)
In TSW Online, these will be auto-filled. 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 client code of the organisation who is submitting this lodgement. This will populate the submitter name field.

Declarant Code and Declarant Name (required for write-off requests only)
State the declarant code if a write-off is requested. In TSW Online this will be defaulted when write-off is requested for a consignment.

Sender's Reference (required)
This is used to identify your lodgement and must be a unique number for each transaction. This should be provided as simple text with no special characters eg !@?.

Craft Details

Transport Mode
Select 'Sea' if not defaulted.

Craft Name (required)
State the ship's registered name in capital letters. In TSW Online this can be selected from a dropdown list. The craft name must be the same as that published on the Customs website list.

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If the required craft name is not listed, please contact feedback@customs.govt.nz (put "New Craft Name" in the subject line) to get it added.

Carrier Code and Carrier Name (either is required)
Where the carrier is submitting the ICR, or you know the carrier's TSW client code, insert it here. Otherwise enter the Carrier Name, for example 'Maersk'.

IMO/Lloyds Number
Enter the IMO/Lloyds number for the ship if known.

Voyage Number (required)
Enter the voyage number for the craft. Obtain the voyage number from the carrier if not known.

Estimated Date of Arrival in New Zealand (required)
This is the date the importing craft is expected to arrive at the New Zealand Port of Arrival. Use the date picker, or use the format DD/MM/YYYY.

New Zealand Port of Arrival (required)
Select from the dropdown list if using TSW Online, or state the first New Zealand port that the importing craft will arrive at after entering New Zealand waters. Use the five-character format. Refer to United Nations Code for Trade and Transport Locations (UN/LOCODE) available here.

Additional Information

Carrier Cargo Report
If this ICR is being submitted by, or on behalf of the carrier, to fulfil the Carrier obligations under Section 21A of the Customs and Excise Act 1996, then this indicator must be set to Yes.

If this ICR is being submitted to report consolidated consignments, request Write-offs or transhipments only, then this indicator should be set to No.

In TSW Online, this setting will default from the selection made when the lodgement was started.

Remarks
Include any additional information relevant to government agencies. This is a free text field but special characters are not acceptable and will stop your lodgement processing eg !@?

Note agencies may not act on information provided in this field so it should not be used as a replacement for providing accurate information in other fields, and if the information is significant then you should contact the relevant agency.

MPI Account Number and MPI Account Name
Enter MPI account number and name for clearance of empty containers and movement of FAK.

Documents

Document Reference
This field allows you to identify documents that are relevant to this ICR, for example the reference number of a certain type of certificate that you are not attaching to this ICR. Select the document type and input the appropriate document reference number. Do not list here the documents you are attaching in the next section.

Attach Documents
Use these fields to attach documents 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.

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SECTION B: CONSIGNMENTS FIELD REQUIREMENTS

For instructions on reporting empty containers see page 16.

Consignment

Consignment Number

Consignments are numbered sequentially starting with the number 1. This is auto-populated in TSW Online.

Write-Off Request

If you are requesting write-off of a consignment enter Yes. This covers goods that are exempt from the requirement for an import declaration but require agency permission for the goods to enter New Zealand. Note when requesting write-off, a consignment value and origin must be stated and a declarant code and PIN must be provided.

Repack Indicator

Use this field to indicate a consignment is to be repacked into sub-consignments, that will ultimately require different clearance processes e.g. part destined for NZ, part destined for overseas.

Shipment Port of Origin (required)

Select from the dropdown provided in TSW Online, or state the port in the country from which the goods were initially despatched. For example, for a shipment from Hamburg that has transhipped through Singapore, the port of origin would be Hamburg. Use the five-character United Nations Code for Trade and Transport Locations (UN/LOCODE) here.

Consignment Value in NZD (required for write-off)

Enter the CIF value of the consignment in New Zealand dollars. CIF is an incoterm and information is available on the Incoterms website. This field is required for write-off requests and should be the sum of the value of all items in the consignment (in New Zealand dollars).

Transhipment Place Code

If the consignment changed craft as part of its voyage to New Zealand, state all the transhipment ports prior to the last port of loading. For example, a shipment from Hamburg transferred ships in both Dubai and Singapore. So the transhipment place listed would be AEDXB for Dubai. Enter as many ports as are applicable. Use the five-character United Nations Code for Trade and Transport Locations (UN/LOCODE) available here.

Port of Loading (required)

State the port where the goods were loaded onto the craft for the final leg of the journey to New Zealand. For example, for a shipment from Hamburg which transferred ships in both Dubai and Singapore, the port of loading would be Singapore. Use the five-character United Nations Code for Trade and Transport Locations (UN/LOCODE) available here.

Port of Discharge (required)

State the New Zealand port where the shipment is expected to be discharged from the importing ship. Use the five-character United Nations Code for Trade and Transport Locations (UN/LOCODE) available here.

For bulk consignments with multiple ports of discharge, separate consignment details will be required for each discharge port.

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Method of Payment for Freight (required)

Select the method of payment, where known, or state the payment method used. Where this is unknown, state 'Not Specified'.

Date and Time of Arrival at Place of Discharge (required)

This is the date and time the craft is expected to arrive at the port of discharge for this shipment. Use the date picker, or use the format DD/MM/YYYY. The time and date should be as accurate as possible.

If this ICR is being submitted after the ship has arrived in New Zealand, then the actual date and time of arrival should be entered.

MPI Account Number and MPI Account Name

Where MPI may charge back costs for their activity related to this consignment, enter the MPI account number and name applicable to this consignment only. If you are requesting clearance of empty containers you should always complete these fields as there will always be inspection or data entry charges.

Location of Goods Code and Name

This is the premises where the consignment will be held awaiting clearance. If this is the port of discharge, leave this field blank. If the Location of Goods is different from the port of discharge, a TSW premises code must be shown in this field. The premises must be both a Customs Controlled Area (CCA) and a MPI Transitional Facility (TF) but you can use either premises code in the Location of Goods field.

This location will be electronically notified when the consignment clearance or movement is approved or directions are given.

The list of Location of Goods premises and their codes is available on the Customs website.

Consolidation (required)

Is this consignment a consolidation?

All cargo needs to reported at house-bill-equivalent level. If as the carrier you are not reporting the house bill data, then show Yes in this field. This signals to Customs and MPI that a deconsolidator will be submitting a Consolidation ICR.

Note: If you select Yes then you cannot request write-off clearance and any domestic transhipment requests will not be approved. These actions can only be achieved through the consolidation ICR with full details of the goods.

Bill

Master Bill Number

When the consignment is being reported at House Way Bill level (or equivalent), enter the associated Master Bill number in this field.

Where the Master Bill contains the lowest level of detail information, then do not put the bill number in this field. Instead, use the Bill Number field with Bill Type set to type "MB" (Master Bill)

Bill Type (required)

Select the bill type. Valid types are:

- Bill of Lading
- House Way Bill

- Master Bill

Bill Number (required)
The Master Bill number or Bill number associated with each package type should be entered.

Deconsolidator Code and Name (required for consolidated consignments)
If you have selected yes to 'is this consignment is a consolidation', enter the code of the deconsolidator who will be providing the House Way Bill / Bill of Lading information. If you don't know the code, enter the deconsolidator name.

Handling Instructions
If you would like handling instructions to be passed to the Location of Goods you can enter this here. This should be provided as a single string of text with no special characters. Note that Customs and MPI take no responsibility for these instructions being passed on or carried out.

Container Pack Location

Container Pack Location and Address
Where the consignment has been packed into containers, enter the name and addresses of the overseas location/s where containers were packed. This information is not required for empty containers.

Containers

The fields below apply where the consignment is packed in shipping containers or on pallets.

Container or Pallet Number (required)
State the number of the container in which the goods are packed. Pallet numbers should be numbered sequentially starting from '1'.

Container Status (required for containers)
Indicate the status as one of the following:

- Bulk – goods shipped in some container types, for example grain shipped in a specialist grain/bulk container
- Empty – an empty container containing no goods, where the container itself is the goods being imported. Where the container is being used to transport other goods (i.e. as transport equipment) other requirements will apply as set out in the rules
- Full load – only one consignment is packed in the container, and the consignment contains goods for only one consignee
- 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. The consignments must have at least two different consignees in New Zealand.

Container or Pallet Size/Type (required)
Select from the dropdown in TSW Online, or the equipment size and type descriptions are located at UN/EDIFACT 8155. For palletised shipments, enter code 16 or select exchangeable pallet from the dropdown.

Stow Position

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Where known, enter the position of the container on the craft; state the bay, row and tier information.

MPI Quarantine Declaration

If there is no Quarantine Declaration or it is unknown whether there is one, leave this field blank, or in TSW Online select 'No QD'.

If there is a Quarantine Declaration and the container status is full, answer the five yes/no response codes exactly as shown in the MPI Quarantine Declaration. The questions are:

- **QD1. Cleanliness** - At the time of packing, were the container(s) inspected internally and externally, and are clean and free from contamination with live organisms, material of plant or animal origin, soil and water?
- **QD2. Restricted Packaging Materials** - Has any soil, peat, moss, used sacking material, used tyres, hay, straw, chaff or any packing material contaminated with the above been used within the container(s) listed above?
- **QD3. Wood Packaging** - Has any wood packaging been used within the container(s) such as cases, crates, pallets or wood used to separate, brace, protect or secure cargo in transit?
  - **QD3a.** - If yes to question 3, has the wood been ISPM 15 treated and marked or is the packaging made from material exempt from these requirements (such as Plywood or Medium Density Fibreboard)? Certification is not required for ISPM 15 treated and marked wood packaging.
  - **QD3b**. - If no to 3a, has the wood been otherwise treated and certified as per the Import Health Standard?

MPI Approved System (MAS) Number

If the container is subject to the MPI Sea Container Hygiene System (SCHS) agreement, and a MAS number has been issued, enter the MAS number for each container.

Attached Equipment

If any equipment has been attached to the container, state the type or select from the list.

Container Pack Location

Where containers in the consignment were packed at different Container Pack Locations, specify the Pack Location for this container.

Seal Number

Where the container bears one or more shipping seals, enter the number of each seal fixed to that container.

Consignor

Consignor Name and Address (required)

Enter the name and address details for the consignor as per the bill of lading.

Consignor Methods of Communication

If the method of communication with the consignor is known, state the type and details. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

Consignee (Either code or name is required)

Consignee code

Enter the consignee's TSW client code if known. Otherwise, enter the consignee's name and address.

Consignee Name and Address (required)

The consignee name and address details will auto-populate if a TSW code is entered. Otherwise, enter the name and address details for the consignee.

Consignee Methods of Communication

If the method of communication with the consignor is known, state the type and details. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

Notify Party

Notify Party Name and Address

Enter the name and address details for any notify party specified on transport documentation.

Notify Party Methods of Communication

Select or enter the method of communication with the notify party. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

Transhipment Request

Where a consignment is being transferred to another craft for an onward journey outside of New Zealand (International Transhipment), or to another approved location within New Zealand prior to clearance (Domestic Transhipment), then a movement request needs to be submitted. In either case,

Movement Request Type

If transhipment is being requested on this ICR, indicate whether this is a domestic or international transhipment movement request.

Transhipment Destination

Domestic

If a domestic transhipment is requested, the place the goods are being moved to needs to be a Customs and MPI approved premises from the Location of Goods list. Enter either the CCA or the ATF code of the premises. Domestic transhipment requests are not permitted for empty containers as these must be cleared on-wharf.

International

Show the Location of Goods code or the New Zealand port code of the place that will have custody of the goods prior to loading for transport from New Zealand. If this is the same as the place of discharge you must still show the code.

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Transfer Transport Mode

Select or enter the mode of transport used to move the consignment from the place of discharge to the Transhipment Destination. The options are:

- Air
- Multimodal
- Rail
- Road
- Sea (Coastal vessel)
- Sea (Overseas vessel)

Export Mode (Air/Sea) (International transhipment only)

For international movement requests, select either Air or Sea for the mode of transport used to transport the consignment out of New Zealand. For international movement requests where the export mode is "Sea", the following information is also required:

Craft Name – State the name of the exporting craft.
Voyage Number – State the voyage number of the exporting craft.
Date of Departure – State the date of departure for the exporting craft.

Delivery Destination

Deliver to Party Name and Address

Enter the name and address details for the New Zealand delivery destination, if different from the Consignee.

Transitional Facility Code

For empty containers only: if the containers in this consignment need to be directed to an off-wharf transitional facility, state the code of the Transitional Facility where empty containers are to be directed to. This can be obtained from the Premises Operator.

Delivery Notification

If any party has agreed to be automatically notified of the changing status of the consignment, state either the TSW code or the name and email address of the party. This notification is in addition to the default delivery notification to the Port / Airport or premises where the goods are located. Please be careful that you have checked with the receiving party before entering their details as they will receive all updates on the status of the consignment, and may not wish to.

Party Code

Enter the TSW client code of the notification party where known. If not known then enter the party name and email address.

Party Name

Enter the name of the party.

Party Email Address

Enter the email address of the party.

Documents

Document Reference

You can make reference to any certificates, 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 types are Other Document. In future, other document type options may be added for selection.

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Attach Documents

Use these fields to attach documents relevant to the lodgement as required by agencies.

SECTION C: CONSIGNMENT ITEMS FIELD REQUIREMENTS

Every consignment must have at least one consignment item associated with it. The consignment item provides information about the goods themselves rather than the transportation information already provided above. Where the country of origin or tariff item are different for any of the goods in the consignment, then complete a new consignment item for each.

Consignment Items

Consignment Item Number

Consignment Items are numbered sequentially starting with the number 1. This is auto-populated in TSW Online.

MPI Approved System Number

If the item is new or used and has been processed in accordance with an MPI approved system number, show the MAS number here.

This field does not default the MAS number from container information.

Container Number

If you are going to make a statement about the container's new or used status below, select the relevant container number. You can only select a container number from the list you have already provided at consignment level.

Empty containers, equipment, machinery or vehicles New or Used (MUD) indicator

Indicate whether any empty containers, machinery or vehicles within the consignment are new or used. If the consignment does not have any of these, leave blank or, in TSW Online, leave indicator defaulted to None.

Commodity

Cargo Description

State the plain language description of the goods sufficient to describe it for border agency purposes. This must not be the tariff description or product codes from the invoice.

Tariff Item

This field may be used to state the tariff classification of the goods and may be submitted at 6 digit or 11 digit level. Where reported at 6 digit level the tariff must be in accordance with the Harmonised System maintained by the World Customs Organisation. Where reported at 11 digits level the tariff must be in accordance with the Working Tariff Document of New Zealand. This publication is available on the Customs website here.

The tariff information provided here will aid border agencies in their risk assessment and may speed up processing by reducing the need for intervention.

Input as a single string (6 or 11 characters e.g. 853720 or 8537200009G). Do not enter dots or spaces.

Item Value & Currency (required for write-off clearance)

Enter the value of the item and select from the dropdown list in TSW Online or input the code for the currency in which the goods have been valued. If the sale was not in NZ dollars then you must use the current Customs exchange rates.

These fields are required where a write-off is requested.

Country of Origin (required for write-off clearance)

Select from the dropdown list provided in TSW Online or state the two-character country of origin code. Codes are available from Customs' National Contact Centre on 0800 428 786, or from the website www.iso.org.

It is important to comply with the [Rules of Origin](#) when you select the country code for this field.

Gross Weight Item Level in kg (required except for empty containers)

Enter the gross weight of the consignment item. The gross weight must be stated in kilograms and include the packaging but exclude the transport equipment.

This information is not required where the consignment item is an empty container.

Identity Type and Number

Where any unique number for the goods is assigned by the manufacturer, producer or grower, the identity number should be stated.

Unique identity numbers must be stated for:
- Motor Vehicles – the vehicle identification or chassis number must be stated
- Live Animals – the tag, chip or tattoo number must be stated. In the case of some animals this is a requirement under the National Animal Identification Act 2012 (imported cattle or deer) or the Biosecurity Act 1993
- Used Machinery – the serial number must be stated if known
- Agricultural compounds and veterinary medicines – in accordance with the Agricultural Medicines and Veterinary Compounds Act 1997.

If you state an identity number you must also provide the code type. The following is the list of identity number types:

CODE	TYPE
CN	Chassis number
SRV	Global Trade Item Number (GTIN)
CX	Identification tag
CY	Identification tattoo
MC	Microchip
RN	Registration number
BN	Serial number
VV	Vehicle identification number

Other Classification Type and Classifications

This field is intended to enable other international or New Zealand codes to be provided in addition to the tariff item. Currently the only option is for "United Nations Dangerous Goods List". If you are providing the dangerous goods code show SSO as the type and provide the relevant classification number from the UN list.

Flashpoint Temperature

The flashpoint is the minimum temperature at which the substance will ignite on application of an ignition source. Where known state any flashpoint of any hazardous goods. The temperature

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should be stated in degrees Celsius (CEL). Negative temperatures must be preceded by a minus (-) sign.

Storage Temperature

The temperature required to be maintained for a commodity, or in a container, or in a conveyance can be stated. The temperature should be stated in degrees Celsius (CEL). Negative temperatures must be preceded by a minus (-) sign.

Minimum Storage Temperature

The minimum temperature required to be maintained for a commodity, or in a container, or in a conveyance can be stated. The temperature should be stated in degrees Celsius. Negative temperatures must be preceded by a minus (-) sign.

Maximum Storage Temperature

The maximum temperature required to be maintained for a commodity, or in a container, or in a conveyance can be stated. The temperature should be stated in degrees Celsius. Negative temperatures must be preceded by a minus (-) sign.

Packaging

Number of Packages & Package Type (required except for empty containers)

Insert the quantity and type of the external packaging. Select from the list of package types provided in the dropdown. If not using TSW Online, use the relevant package codes available on the Customs website. The full list of Package Type codes is listed under UN/EDIFACT Recommendation 21 Annex V.

Only **ONE** row of package information will be accepted.

For bulk cargo: The package number '1' must be entered. The package type must be one of the bulk kind eg 'Bulk, scrap metal'.

Note – the most reliable source of the correct number and type of packages is the Bill of Lading or House Way Bill.

SECTION D: SUMMARY

In TSW Online, the summary page gives a summary of the details entered into the ICR and enables the information to be confirmed before the ICR is submitted.

Where a write-off is requested, it also provides provision for the declarant to input their unique user identifier PIN to electronically sign the entry as true and correct and lodge it into the TSW system.

SECTION E: OVERRIDE REQUEST

There are currently no errors in an ICR that can be overridden, but this function is being retained in case of future use.

LODGEMENT RESPONSES

After the ICR is submitted, each consignment is automatically assessed by both Customs and MPI Biosecurity. A response message will be returned to the submitter giving the outcome of each of these assessments (See technical documentation for details of response messages).

If using TSW Online you can view the response via My Lodgements (See TSW Online Guides for more information).

NEED HELP?

If you have any other questions or need further assistance please contact 0800 267 337 or visit the border agency websites (www.customs.govt.nz and www.mpi.govt.nz)

NEW ZEALAND
CUSTOMS SERVICE
TE MANA ĀRAI O AOTEAROA

Ministry for Primary Industries
Manatū Ahu Matua

APPENDIX A – INWARD CARGO REPORTS FOR EMPTY CONTAINERS

Very specific information is required to clear empty containers with Customs and MPI. Used empty containers that will remain in service are cleared using an ICR. Empty containers being imported for use other than international cargo transport must be cleared on an import declaration.

To submit consignments of empty containers for clearance, complete the following details:

Declaration
Complete the fields marked as "required" in the Declaration section in this fact sheet.

Consignment It's really important for MPI's sampling and risk assessment that the ICR information has the correct Port of Origin and the Transitional Facility that the empty container is going to. All empty containers will default to the Delivery Destination transitional facility specified on the consignment. If a container needs to go to a specific transitional facility different from the Delivery Destination this needs to be stated in the Container Information (see below).

Complete the following required fields
- **Shipment Port of Origin**
- **Port of Loading** – the Port of Origin and the Port of Loading may be different
- **Port of Discharge**
- **Date and Time of Arrival at Port of Discharge**
- **Bill Type** and **Bill Number**
- **Consignor** – usually name and address of your office/agent at port of loading
- **Consignee** - usually name and address of your office/agent in New Zealand, preferably at the Port of Discharge if applicable. You can use your organisation's TSW Client code, instead of name and address.

Container Information
Multiple empty containers can be included on one consignment if they have the same Port of Origin, Port of Discharge, Consignee, and Consignor. For each container, complete the following fields:
- **Container Number**
- **Container status** - must be set to Empty (Code = 4)
- **Container Type**
- **Transitional Facility** – Only required if the specific container needs to be directed to a transitional facility different from the delivery destination. State the code of the Transitional Facility where empty containers are to be directed to. This can be obtained from the Premises Operator.
- **MPI Approved System (MAS) number**. If the container has been managed via an MPI approved off-shore cleaning facility, and a MAS number has been issued, enter the MAS number for each container. (Not a mandatory field)

Do not include any non-empty containers (such as ship's convenience) in an empty container consignment.

Delivery Destination
Enter the Transitional Facility code for the Transitional Facility the empty containers within this consignment will be directed to. For any containers within the consignment that need to be directed to a different Transitional Facility, edit the container details table and update the 'Transitional Facility' field with the code.

Consignment Line Items
A separate Consignment line item is required for each empty container

- Create a new consignment line item for each empty container
- Indicate whether the container is New or Used (Additional Statement code for used = MUD).
- Goods Description is "empty container"
- MPI Approved System (MAS) number

Gross weight item level in kg and Packaging fields **must be** left blank.