



TSW Electronic Delivery Notifications

Notification Scenarios Guide

This document is a guide to aid industry in understanding how to notify the right parties electronically using Trade Single Window. For full explanations of notifications, see [How TSW Notifications Work](#). Guidance on submitting specific lodgements is also available on [Customs website](#).

Location of Goods field is mandatory for sea freight in order to reduce the chance of electronic notifications not being sent to the correct place.

Notification Scenarios

This document aims to provide guidance for all scenarios. If you find a scenario is not covered, please email tswusersupport@customs.govt.nz with details of the scenario you would like to see.

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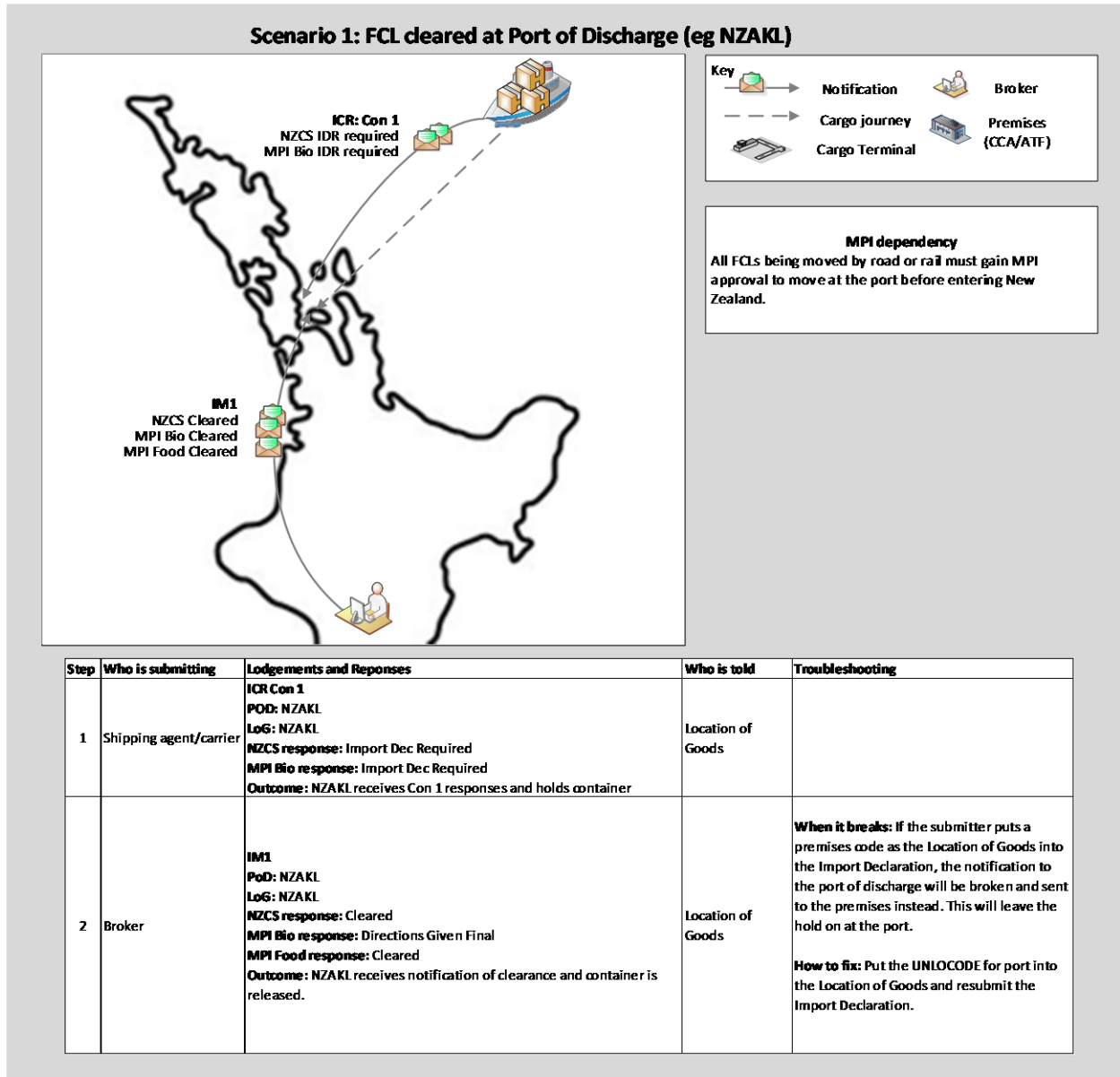
Glossary of terms

This document uses abbreviations in explanations. The explanations of these terms can be found in the fact sheets.

Glossary	
CCA	Customs-controlled Area
Con	Consignment
Consol	Consolidation
CRE	Cargo Report Export
CTO	Cargo Terminal Operator
DTR	Domestic Transshipment Request
EX1	Export Declaration
ICR	Inward Cargo Report
IDR	Import Declaration Required
IM1	Import Declaration
FAK	Freight of All Kinds
FCL	Full Container Load
IPI	MPI Only Import Declaration
ITR	International Transshipment Request
LCL	Less than a container load (FAK)
LoG	Location of Goods
MPI Bio	Ministry for Primary Industries Biosecurity
MPI Food	Ministry for Primary Industries Food Safety
NZCS	New Zealand Customs Service
OCR	Outward Cargo Report
PoD	Port of Discharge
TSW	Trade Single Window
MTT	Mode of Transport for Transfer

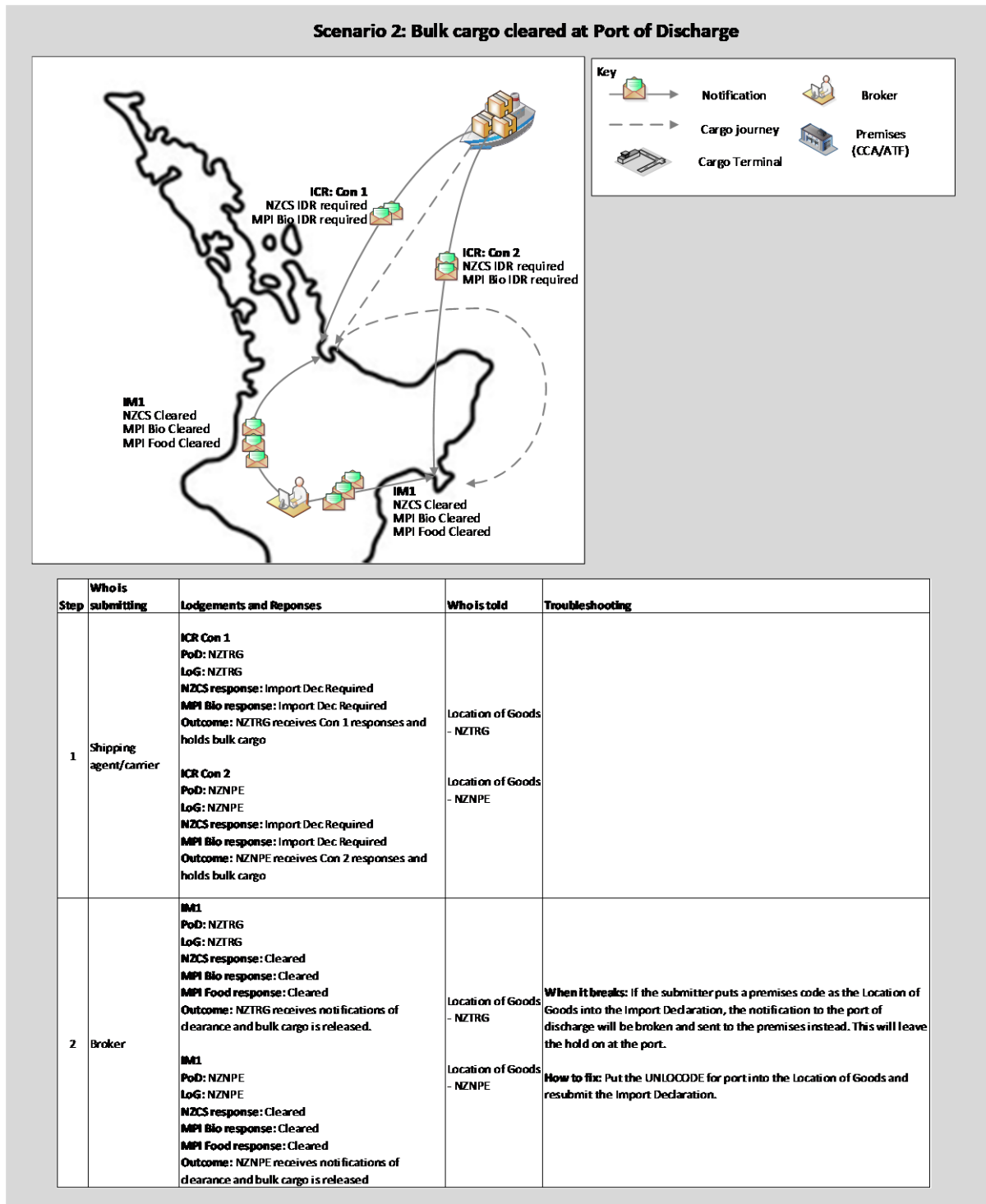


Scenario 1: FCL cleared at Port of Discharge





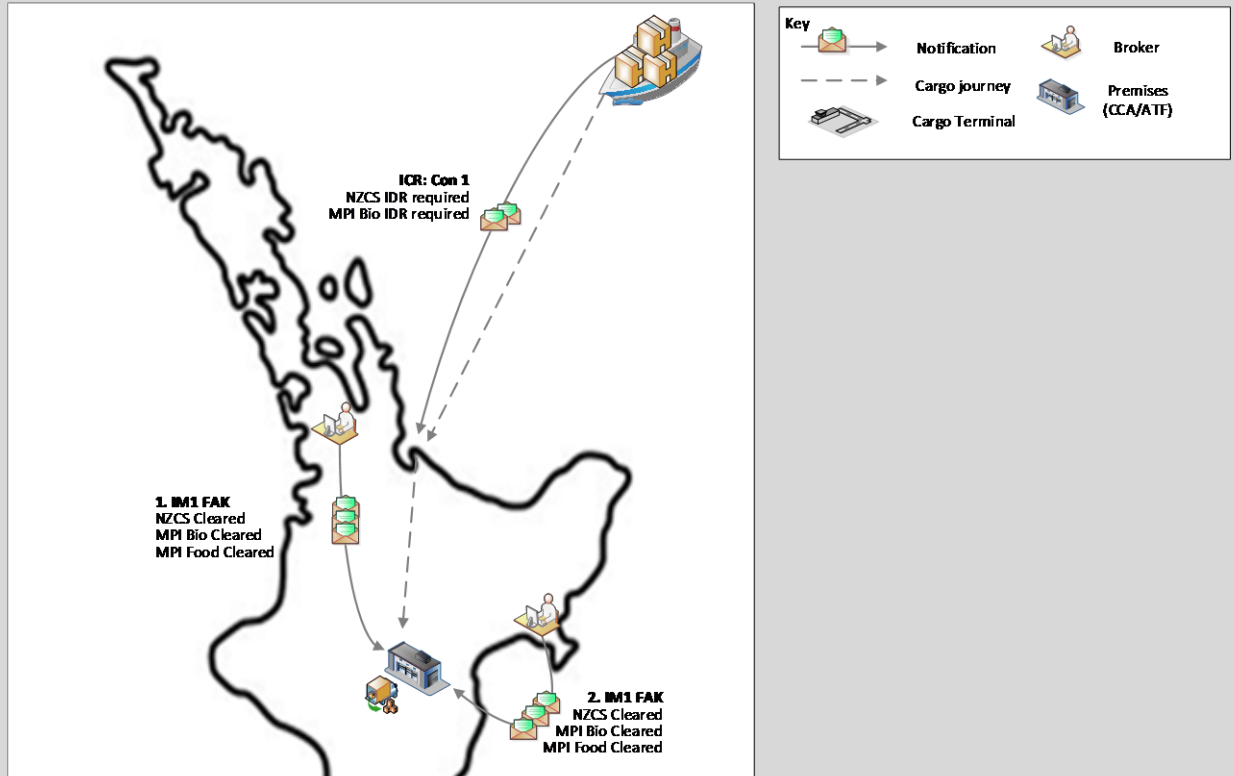
Scenario 2: Bulk cargo cleared at Port of Discharge





Scenario 3: FAK discharging at port moving by road to Location of Goods for clearance

Scenario 3: FAK discharging at port (eg NZTRG) moving by road to Location of Goods (eg Palmerston North) for clearance.

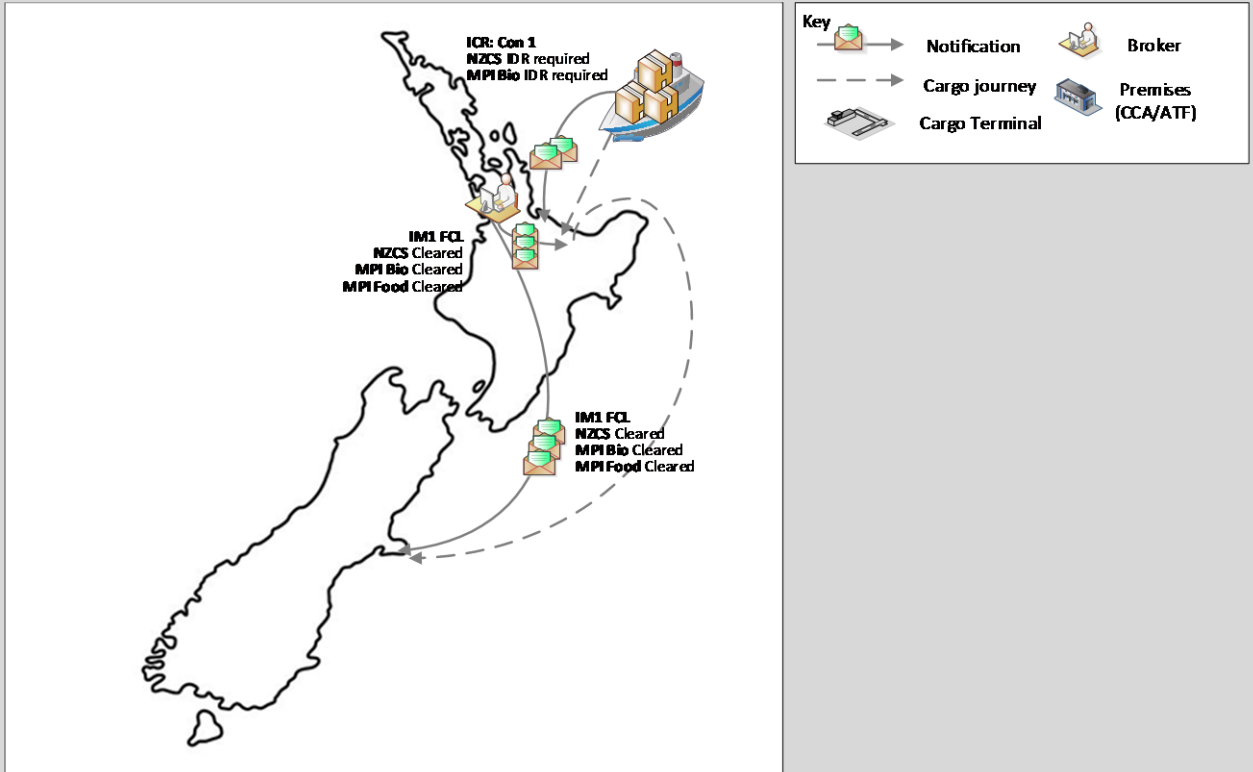


Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	ICR Con 1 PoD: NZTRG LoG: NZTRG NZCS Response: Import Dec Required MPI Bio response: Import Dec Required Outcome: NZTRG receives Con 1 responses and holds container	Location of Goods	
2	Freight Forwarders /Broker	Lodgement of DTR PoD: NZTRG LoG: NZTRG Transit Destination: 1234A Palmy Warehouse MTT : Road NZCS Response: Domestic Transhipment Approved MPI Bio response: Domestic Transhipment Approved Outcome: Palmeston North warehouse recieves notification of movement through Transit Destination	Location of Goods Transit Destination	When it breaks: The broker puts in the wrong Location of Goods. How to fix: When asking for movement from Port always use the appropriate UNLOCODE.



Scenario 4: FCL discharging at port, changing vessel, and transshipping by sea to destination port where clearance takes place

Scenario 4: FCL discharging at port (eg NZTRG), changing vessel and transshipping by sea to destination port (eg NZLYT)

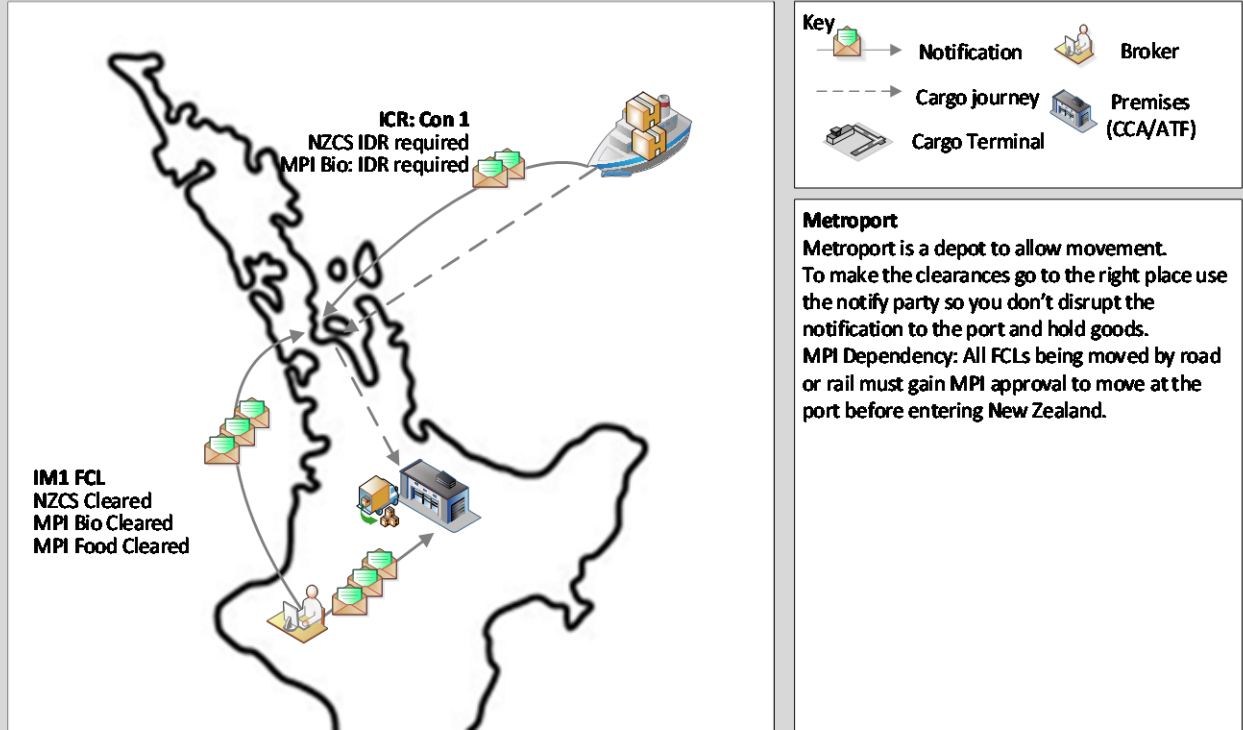


Step	Who is submitting?	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier and Freight Forwarder	<p>Lodgement of DTR PoD: NZTRG LoG: NZTRG Transit Destination: NZLYT MTT: Sea</p> <p>NZCS Response: Domestic Transhipment Approved MPI Bio response: Domestic Transhipment Approved</p> <p>Outcome: NZTRG receives approval for DTR (NZLYT to receive notification that the container is transshipping to their location and that its bonded)</p>	<p>Location of Goods Transit Destination</p>	
2	Broker	<p>IM1 PoD: NZTRG LoG: NZLYT NZCS Response: Cleared MPI Bio response: Directions Given Final MPI Food Response: Cleared Outcome: NZLYT receives notifications of clearance and holds are lifted.</p>	<p>Location of Goods (port of clearance)</p>	<p>When it breaks: If Location of Goods is the same as the Port of Discharge then actual Location of Goods won't get clearance.</p>



Scenario 5: FCL cleared at port and moved domestically to place of destination

Scenario 5: FCL cleared at port and moved domestically to place of destination

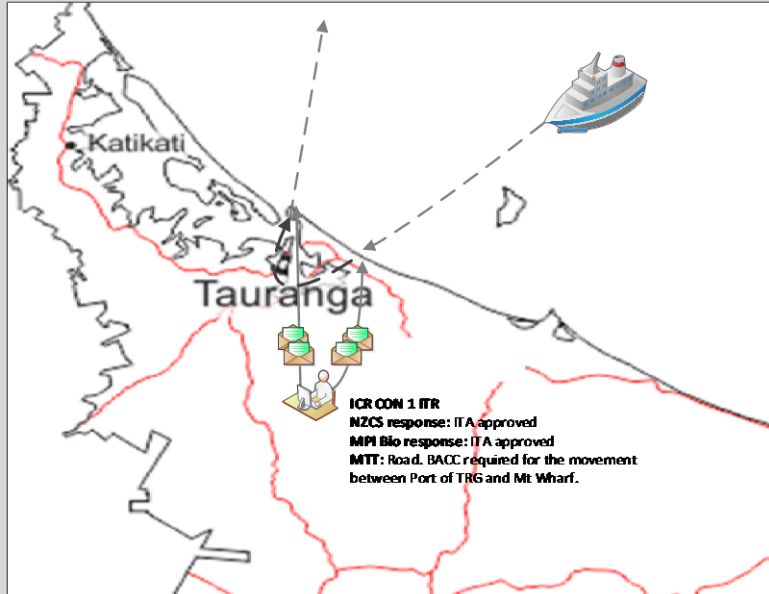


Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	<p>ICR Con 1: POD: NZTRG LoG: NZTRG NZCS response: Import Declaration Required MPI Bio response: Import Declaration Required Outcome: Port receives Con 1 responses and holds container.</p>	Location of Goods	
2	Broker	<p>IM1 PoD: NZTRG LoG: NZTRG Delivery Notify Party: CCA code, Client code, or email NZCS response: cleared MPI Bio response: Directions Given Final MPI Food response: cleared Outcome: NZTRG receives notifications of clearance and FCL is loaded for movement</p>	Location of Goods	<p>When it breaks: An FCL moving by road or rail must be cleared at the port of discharge. If the clearance notification does not go to the port of discharge then the FCL will be held.</p> <p>How to fix: For goods coming in at a port and being railed/driven to a place of delivery, use delivery notify party field to inform place of delivery</p>



Scenario 6: International transshipment FCL, arriving at Mt Wharf, leaving from Sulphur Point

Scenario 6: International Transshipment FCL, arriving at Mt Wharf, leaving from Sulphur Point (NZTRG)



Key

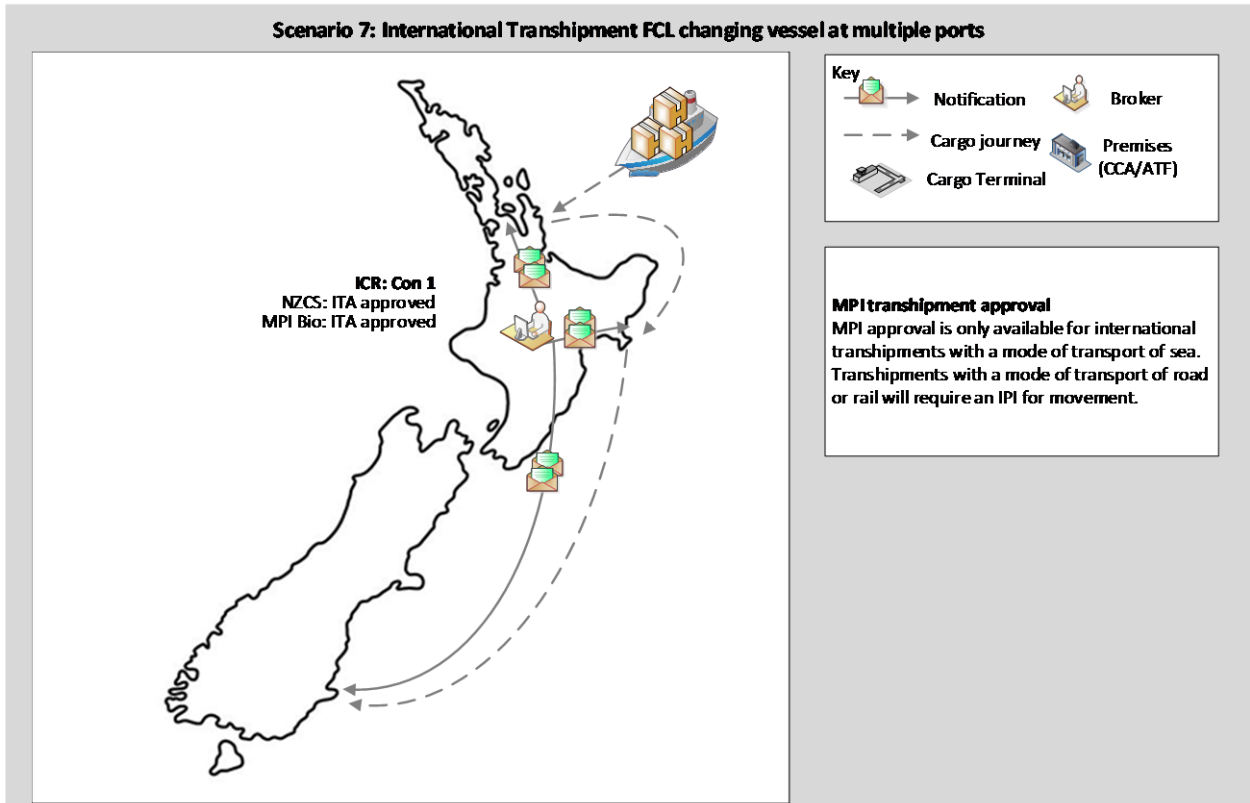
- Notification
- Broker
- Cargo journey
- Premises (CCA/ATF)
- Cargo Terminal

Moving FCL's inland - MPI dependency
All FCLs being moved by road or rail must gain MPI approval to move at the port before entering New Zealand.

Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	<p>ICR Con 1 PoD: NZTRG LoG: 8590B (Mt Wharf) Transshipment Destination: NZTRG NZCS response: ITA approved MPI response: ITA approved Outcome: Holds are lifted at Mt Wharf to allow release of container and at Sulphur Point to allow loading of container.</p>	<p>Location of Goods - Mt Wharf</p> <p>Transit Destination - NZTRG</p>	<p>When it breaks: Tauranga Port has two wharves so the notifications need to go to the right place. This scenario shows the Mt Wharf needing to be notified to allow movement, and Tauranga Port (Sulphur Point) needing to be notified of the approval to load the container onto the outgoing vessel.</p> <p>If only the Port of Tauranga is used for discharge and place of transshipment the container will stay at Mt Wharf waiting.</p> <p>How to fix: Update the ICR consignment information to show Mt Wharf's premises code in the Location of Goods field, and NZTRG in the place of transshipment so both places receive the International Transshipment Approval.</p>



Scenario 7: International transshipment FCL changing vessel at multiple ports

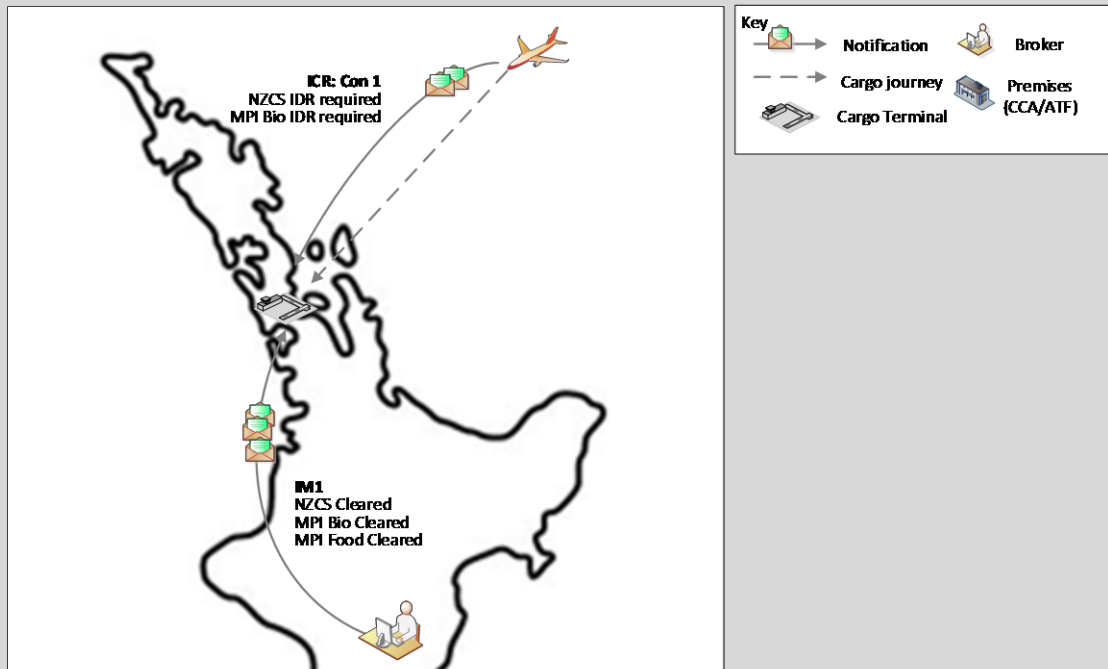


Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	<p>ICR Con 1 PoD: NZAKL LoG: NZAKL Transshipment destination: NZPOE Delivery notification/notify party: NZNPE NZCS response: ITA approved MPI Bio response: ITA approved Outcome: All ports receiving container release holds to continue movement.</p>	<p>Location of Goods - NZAKL</p> <p>Transshipment Port - NZPOE</p> <p>Additional port - NZNPE</p>	<p>When it breaks: If a port on the journey is not notified of the International Transshipment Approval then the container will be held at that port.</p> <p>How to fix: Enter the PoD and LoG as the first port and the Transshipment Destination as the final port before the container leaves New Zealand. For any other ports, enter the delivery notify party for any other ports so they are notified of the International Transshipment Approval.</p>



Scenario 8: Air freight being imported and cleared directly from Cargo Terminal

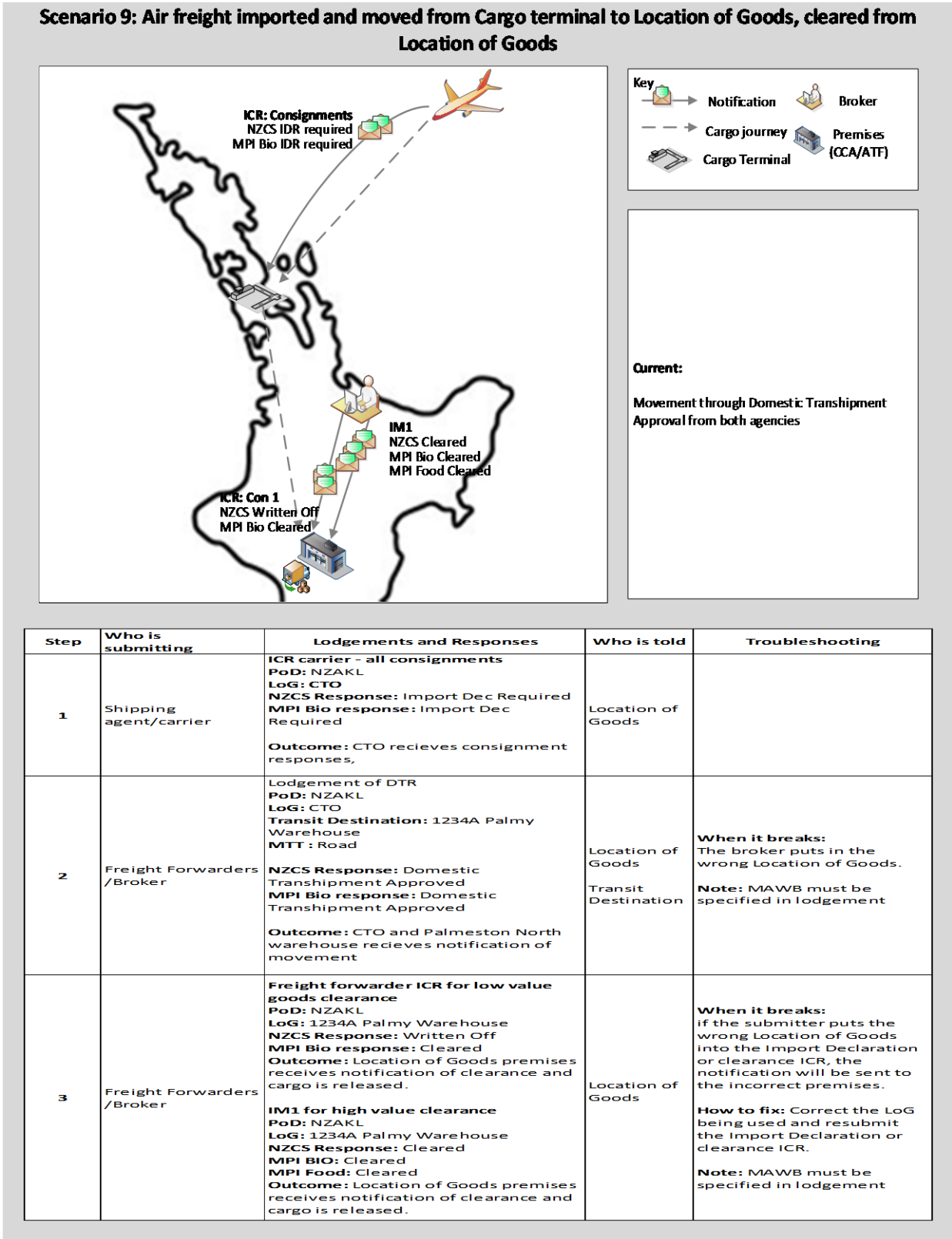
Scenario 8: Air freight being imported and cleared directly from Cargo Terminal



Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	<p>ICR carrier - all consignments</p> <p>POD: NZAKL</p> <p>LoG: Cargo Terminal</p> <p>NZCS response: Import Dec Required</p> <p>MPI Bio response: Import Dec Required</p> <p>Outcome: CTO receives consignment responses</p>	Location of Goods	
2	Broker	<p>IM1</p> <p>PoD: NZAKL</p> <p>LoG: Location of Goods code found on website</p> <p>NZCS response: Cleared</p> <p>MPI Bio: Cleared</p> <p>MPI Food: Cleared</p> <p>Outcome: CTO receives Import Declaration clearance responses and releases cargo.</p>	Location of Goods	<p>When it breaks: If the submitter puts the wrong Cargo Terminal Operator into the Location of Goods field in the Import Declaration, the notification will be sent to the incorrect premises.</p> <p>How to fix: Correct the LoG being used and resubmit the Import Declaration.</p> <p>Note : MAWB must be specified in Lodgement</p>



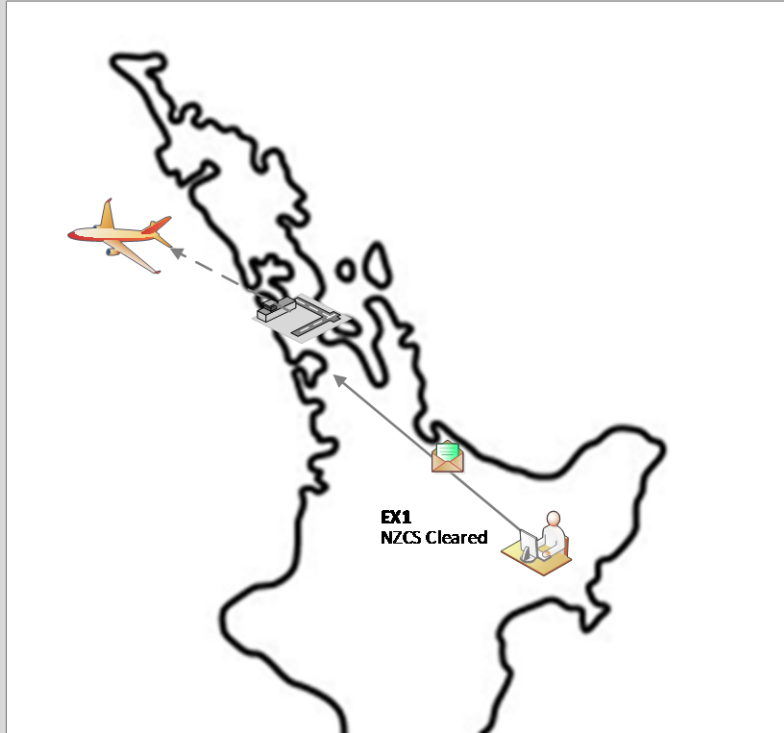
Scenario 9: Air freight imported and moved from Cargo Terminal to Location of Goods and cleared from Location of Goods.





Scenario 10: Export cleared directly from Cargo Terminal for loading

Scenario 10: Export cleared directly from Cargo Terminal for loading

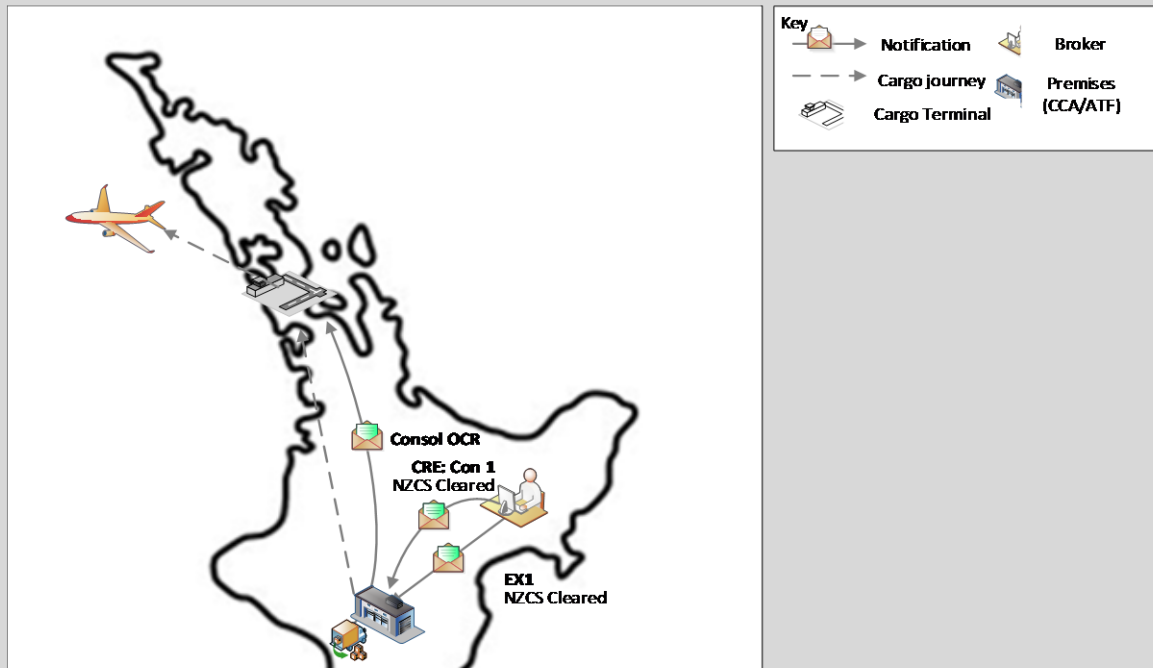


Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Broker	<p>EX1</p> <p>PoL: NZAKL</p> <p>LoG: CTO Location of Goods codes, available on Customs website</p> <p>NZCS response: Cleared</p> <p>Outcome: CTO receives notification of clearance and cargo is loaded for export.</p>	Location of Goods	<p>When it breaks: If the wrong CTO is entered in the Export Declaration the notification will be sent to the incorrect CTO.</p> <p>How to fix: Update the Export Declaration with the correct CTO and resubmit the Export Declaration.</p>



Scenario 11: Air freight cleared from Location of Goods, consolidated with other shipments and moved to Cargo Terminal for export loading

Scenario 11: Air freight cleared from Location of Goods, consolidated with other shipments and moved to cargo terminal for export loading

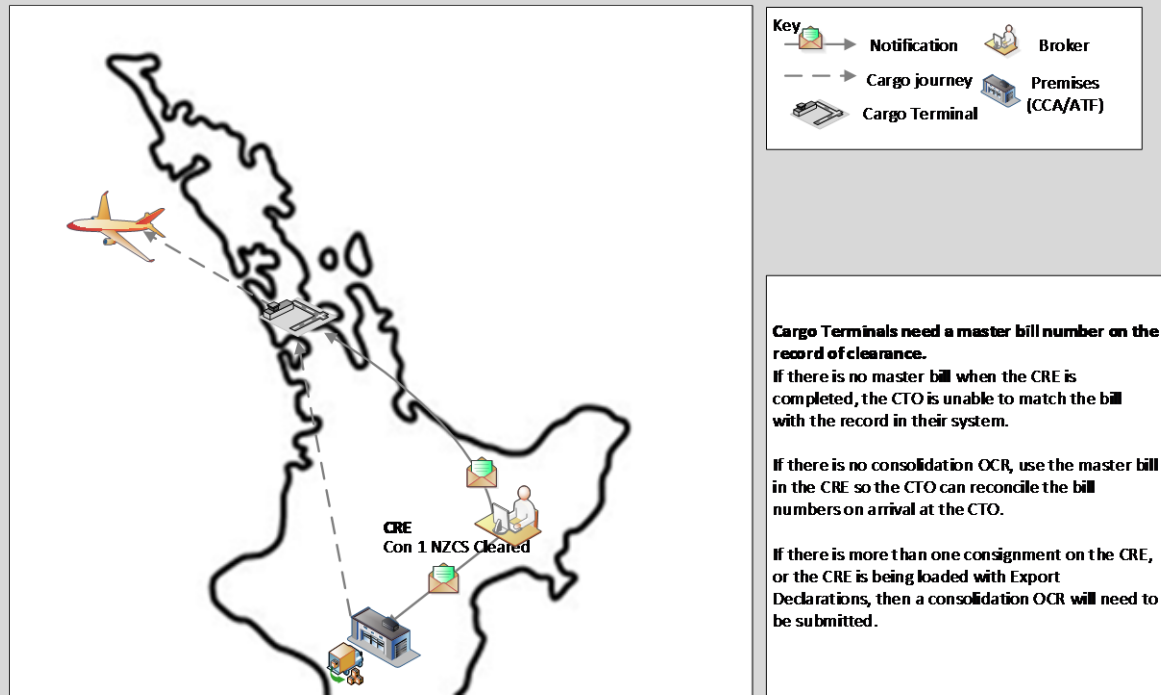


Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Broker	<p>EX1 Pol: NZAKL LoG: Location of Goods code, available on Customs website NZCS response: Cleared Outcome: Location of Goods receives notification of clearance</p> <p>CRE - all consignments Pol: NZAKL LoG: Location of Goods available on Customs website NZCS response: Written off Outcome: Location of Goods receives notification of clearance</p>	Location of Goods	<p>When it breaks: If the submitter puts the wrong Location of Goods into the lodgement, the notification will be sent to the incorrect premises.</p> <p>How to fix: Correct the Location of Goods being used and resubmit the Export Declaration or Cargo Report Export</p>
2	Consolidator	<p>Consolidation OCR - all clearances Pol: NZAKL Delivery Notification Party: NZAKL CTO NZCS response: Complete Outcome: CTO receives notification of Customs clearance numbers and loads cargo for export</p>	Cargo Terminal Operator	<p>When it breaks: If the party consolidating does not submit a consolidation OCR, or does not put the CTO as a delivery notification party, the CTO will not be notified and cargo will not be accepted at the CTO.</p> <p>How to fix: Enter the Location of Goods code for the CTO in the delivery notification field of the consolidation OCR.</p>



Scenario 12: Single line consignment CRE/single export declaration cargo cleared directly from Cargo terminal for export loading

Scenario 12: Single line consignment CRE/Single Export Declaration cargo cleared directly from cargo terminal for export loading



Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Broker	<p>CRE Consignment 1 Pol: NZAKL LoG: Cargo Terminal NZCS response: Written off Outcome: Location of Goods receives notification of clearance</p>	Location of Goods - Cargo Terminal	<p>When it breaks: If the submitter puts the wrong Location of Goods into the lodgement, the notification will be sent to the incorrect premises. If the submitter does not put the master bill on the CRE, the CTO will be unable to match their records and cargo will be unable to be loaded.</p> <p>How to fix: Correct the Location of Goods being used, check the master bill number is reported and resubmit the Cargo Report Export</p>

