TSW Submission Guide:
Domestic Transhipment Request (DTR) for devanned LCL consignments

This guide is designed to help you submit a Domestic Transhipment Request (DTR) using Trade Single Window (TSW) Online.

What is a Domestic Transhipment Request?

A Domestic Transhipment Request (DTR) is a request to move uncleared cargo from one approved facility to another approved facility.

1. This is required for any point-to-point movement
2. An approved facility must be both a Customs Controlled Area (CCA) and a Transitional Facility (TF)
3. This is requested and either approved, held or declined by Customs and MPI on an Inward Cargo Report (ICR)
4. An ICR submitted purely for movement is currently free of charge

DTRs will replace the existing paper-based systems for the movement of uncleared cargo:

1. **For Customs:** Paperless transhipment and Collector's Permits
2. **For MPI:** An approved DTR will be used instead of requesting a BACC to move uncleared cargo.

A DTR is submitted as part of the Inward Cargo Report (ICR) . See Completing Inward Cargo Report (Sea) for more information on how to submit and ICR.

How to submit an ICR with a DTR request?

A DTR can be submitted using Trade Single Window (TSW Online) or a Software System that interfaces with TSW

Registering to use the Trade Single Window system

Every person who wishes to submit lodgements and cargo reports (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.

Submitting your Domestic Transhipment Request

Follow the steps below to submit your DTR to move uncleared devanned LCL consignment(s) between two CCA/TFs

DTR KEY FIELDS

In addition to mandatory ICR fields providing submitter, craft and consignment cargo details the following fields are required for a Domestic Transhipment Request:

1. Locations of Goods Code

2. DTR indicator

3. Transhipment Destination

4. Transfer Transport Mode

5. FAK container details

CONSIGNMENT

For DTR movements only, please ensure the **Write-Off Request** indicator is **NO** unless you are requesting a Write-Off as well as DTR in the same lodgement

For DTR movements only, please ensure the carrier ICR indicator is selected to **NO**

Are you submitting this report as a carrier, or as an agent on behalf of a carrier? (required)
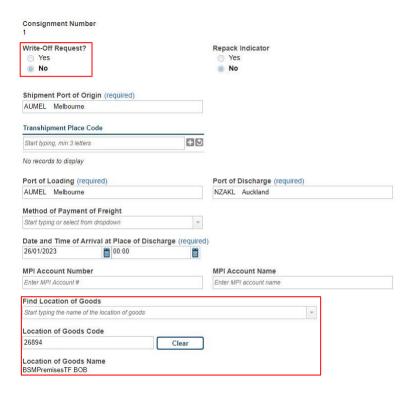- Yes
- No

Locations of Goods Code - The Location of goods is the premises where the goods are currently located.

For CCA/TF to CCA/TF moves enter the CCA code for the Goods Location e.g. 26894.

LCLs Devanned at Port

If the FAK container is devanned at a CCA/TF located within a Port and the movement for an individual LCL consignment is required, then the CCA code for that facility must be entered, not the UN/LOCODE.

Consignment Number
1

Write-Off Request?
○ Yes
◉ **No**

Repack Indicator
○ Yes
◉ **No**

Shipment Port of Origin (required)
AUMEL   Melbourne

Transhipment Place Code
Start typing, min 3 letters   ⊕ ↺

No records to display

Port of Loading (required)
AUMEL   Melbourne

Port of Discharge (required)
NZAKL   Auckland

Method of Payment of Freight
Start typing or select from dropdown   ▾

Date and Time of Arrival at Place of Discharge (required)
26/01/2023   📋   00:00   📋

MPI Account Number
Enter MPI Account #

MPI Account Name
Enter MPI account name

Find Location of Goods
Start typing the name of the location of goods   ▾

Location of Goods Code
26894   [Clear]

Location of Goods Name
BSMPremisesTF BOB

DTR indicator, Transhipment Destination, Transfer Transport Mode

Use the **Domestic Transhipment Request indicator** to request the movement of un-cleared cargo.

The **Transhipment Destination** is the freight forwarder premises where the goods are to be moved to.

For CCA/TF to CCA/TF moves enter the CCA code for the Goods Location e.g., 26894

The **Transfer Transport Mode** must be stated for all DTRs to specify the mode of transport of the transfer.
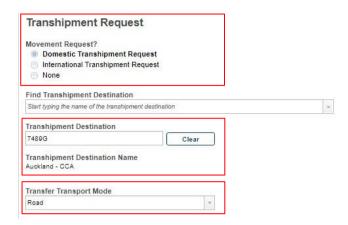
Select from the following options:

- 1O = Sea (Overseas vessel)
- 1C = Sea (Coastal vessel)
- 2 = Rail
- 3 = Road
- 4= Air
- 6 = Multimodal

Example 1: For LCL cargo moving from CCA/TF to another CCA/TF via Truck use **3 = Road**

Example 2: For LCL cargo moving from CCA/TF to another CCA/TF where multiple modes of transport is used e.g., road and sea (passing through a Sea Port) use **6 = Multimodal**
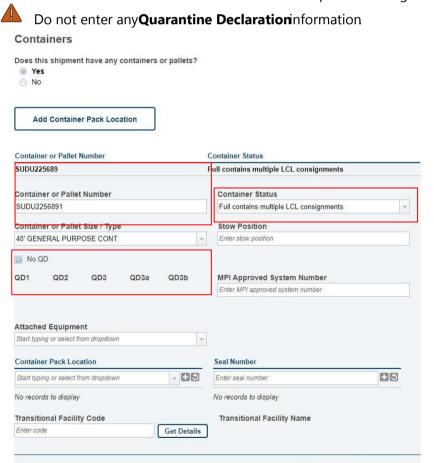
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Manatū Ahu Matua

CONTAINER DETAILS FOR LCLs

Container or Pallet details: Enter the original container number that the LCL cargo originally arrived into NZ in.

Select the **Container Status** as 'Full contains multiple LCL consignments'

⚠️ Do not enter any **Quarantine Declaration** information

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Attachments

No attachments are required to be submitted with these DTRs.

Further information:

For more information on DTR contact: DTR@mpi.govt.nz

- TSW Online Guide: Completing Inward Cargo Report (Sea) can be found here
- TSW Fact Sheet: Inward Cargo Report (Sea) can be found here