
Expedient User Manual – Customs Export



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Table of Contents

Export CMR Functions	2
<i>Creating TLFs</i>	<i>2</i>
<i>EDN's</i>	<i>4</i>
<i>ESM's</i>	<i>15</i>
EXPORTS CMR Frequently Asked Questions.....	21
Q. OUR I.T. DEPARTMENT INFORMS ME THAT OUR EMAIL IS NOT WORKING. HOW CAN WE APPLY FOR EDN/ESM?	21
Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "BEING SUBMITTED". WHAT DO I DO?	21
Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "In Progress" WHAT DO I DO?	21
Q. I RECEIVE THE ERROR "ATTEMPTED TO LODGE A DOCUMENT WHERE ONE ALREADY EXISTS WITH THE SAME MESSAGE OWNER SITE ID, MESSAGE TYPE AND SENDERS REFERENCE." WHAT DOES THIS MEAN?	22
Q. MY PERMIT HAS ENCRYPTION HOWEVER I CAN'T SEE WHERE TO ENTER IT IN THE EDN SCREEN. WHAT DO I DO?	22
Q. I RECEIVE THE ERROR "INVALID GOODS OWNER ID (Goods Owner ID=XXXXXXXXXX)." WHAT DOES THIS MEAN?.....	22
Q. I HAVE PREVIOUSLY SENT AN ESM AND NOW I WANT TO WITHDRAW IT. HOW DO I DO THIS?.....	23
Q. I HAVE DELETED ALL LINES FROM MY ESM AND NOW I RECEIVE AN ERROR. WHAT DO I DO?	23
Q. I HAVE WITHDRAWN MY EDN/ESM AND NOW WHEN I RE-SEND IT I RECEIVE AN ERROR. WHAT DO I DO?	23

CUSTOMS EXPORT INTRODUCTION

Expedient software contains the Export Freight Forwarding Module. The Export Forwarding Function allows users to register Shipments, Report Cargo Automation, and prepare Charges for customers. *(Accounting Module only)*

Export CMR Functions

Creating TLFs

TLFs are used as short codes for the AHECC. This allows users to save time in data entry and when changing TLF information. This is accessed via the **Main Menu** select **Sea or Air Export Forwarding>CMR Functions>Export TLF Masterfile**



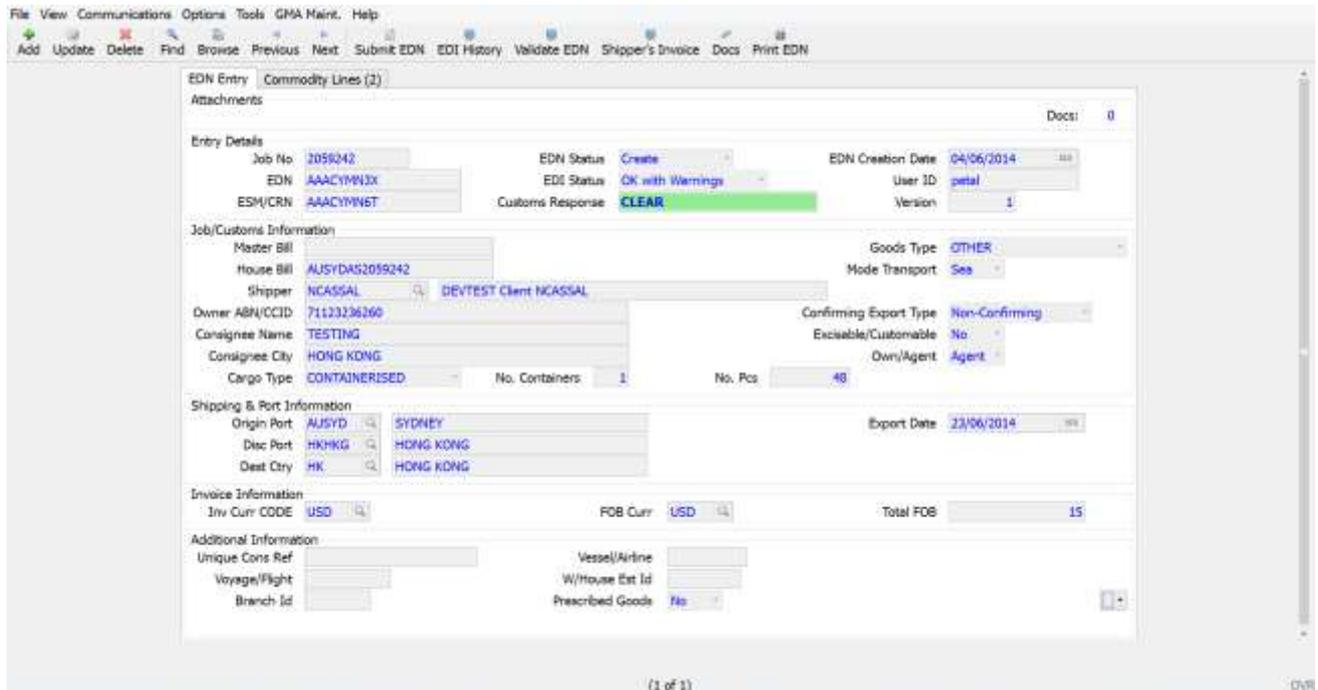
Field Name	Description	Validation	Default
Export TLF	This is the Tariff Line File. This is a unique number. The TLF cannot be updated after the TLF has been created.	Mandatory	Blank

Field Name	Description	Validation	Default
AHECC Code	This is the AHECC code associated with the TLF. Click on  to see a list of available AHECCS	Mandatory	Blank
E-UQ	This is the Export Unit Quantity. E.g.: No for Number or KG for Kilograms	N/A	System Generated from Customs
Description	This is the Description of the TLF	Optional	Blank
Valid Export	This is a no entry field and is for display purposes only. This describes whether the TLF has the correct information. Expedient checks this data with that of Customs and if the information on the TLF is invalid then this will be set to No.	N/A	System Generated from Customs
Auto Rated	This is a no entry field and is for display purposes only. This describes the last date in which the Expedient System checked with Customs whether the TLF is valid/in valid.	N/A	System Generated
Last Used	This is a no entry field and is used for display purposes only. This displays the last time the TLF was used in a shipment	N/A	System Generated
Amended	This displays who was the last person to amend the TLF. This is a no entry field, and is used for display purposes only. This is followed by the date of the last amendment	N/A	System Generated
Approved	This displays who approved the TLF. This is followed by the date of the approval	Optional	Blank

EDN's

Export Declaration Number (EDN) can be created from the Job Registration Screen via the EDN Details Button or from the Main Menu under Sea Export Forwarding and Air Export Forwarding / CMR Functions / EDN Entry Screen.

EDN Entry Tab



The screenshot displays the 'EDN Entry' window with the following data:

Entry Details		Job/Customs Information	
Job No	2058242	Master Bill	
EDN	AAACYM3X	House Bill	AJSYDAS2059242
ESM/CRN	AAACYM6T	Shipper	NCASSAL DEVTEST Client NCASSAL
EDN Status	Create	Goods Type	OTHER
EDI Status	OK with Warnings	Mode Transport	Sea
Customs Response	CLEAR	Confirming Export Type	Non-Confirming
EDN Creation Date	04/06/2014	Excisable/Customable	No
User ID	petal	Own/Agent	Agent
Version	1		
Shipping & Port Information		Invoice Information	
Origin Port	AJSYD SYDNEY	Inv Curr CODE	USD
Disc Port	HKHKG HONG KONG	FOB Curr	USD
Dest Ctry	HK HONG KONG	Total FOB	15
Export Date	23/06/2014		
Cargo Type	CONTAINERISED		
No. Containers	1		
No. Pcs	48		
Additional Information			
Unique Cons Ref		Vessel/Airline	
Voyage/Flight		W/House Est Id	
Branch Id		Prescribed Goods	No

Field Name	Description	Validation	Default
EDN Entry Tab – Entry Details Group			
Job No	This is Expedient’s Internal Reference.	Mandatory	Job Registration
EDN	This is the Export Declaration Number and is updated based on a successful response from Customs. This is also updated in the EDN field in the Export Job Registration.	N/A	N/A
ESM / CRN	This is the Customs Authority Number and is updated on a successful response from Customs for the ESM. NOTE: This information is also shown on the ESM screen.	N/A	N/A
EDN Status	Current status of the EDN. These consist of the following statuses: (1) Create (2) Replace (3) Withdrawn	N/A	N/A
EDI Status	Current status of the EDI. These consist of the following Customs statuses: (1) Not Submitted (2) *Being Submitted (3) Failed (4) In Progress (5) Submitted (6) OK with Warnings	N/A	N/A
Customs Response	Customs Response. This is updated based on a response from Customs to the EDN message.	N/A	N/A
EDN Creation Date	This is the date of the original EDN created. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
User ID	User ID who originally submitted the EDN to Customs. Any future changes to the EDN can be viewed in the EDI History screen. This field is system generated and is only enabled in FIND Mode.	N/A	N/A

Field Name	Description	Validation	Default
Version	Version of the Message that is sent to Customs. This figure only changes when the EDN message is submitted to Customs. This field is system generated and disabled in ADD and UPDATE Mode.	N/A	N/A
EDN Entry Tab – Job Customs Information Group			
Master Bill	Master Bill for shipment. This information is retrieved from the Master Bill field in the Export Job Registration.	Mandatory	Job Registration
House Bill	House Bill Number for shipment. This information is retrieved from the House Bill field in the Export Job Registration.	Mandatory	Job Registration
Shipper	This is the company that is shipping the cargo. This information is retrieved from the Shipper field in the Export Job Registration. You can also access the  (Zoom Function) to search from the Client Masterfile.	Mandatory	Job Registration
Owner ABN /CCID	Account Business Number for the Shipper. This information is retrieved from the ABN field in the Client Masterfile.	Mandatory	Customer Masterfile
Consignee Name	The name of the Consignee that the cargo will be delivered too. This information is retrieved from the Consignee Name field in the Export Job Registration.	Mandatory	Job Registration
Consignee City	This is the City of the Consignee that the cargo will be delivered too. This information is retrieved from the Consignee City field in the Export Job Registration.	Mandatory	Job Registration
Cargo Type	This is the Type of Cargo on the shipment. These consist of the following Cargo Types: (1) Bulk (2) Containerised (3) Combination (4) Non Containerised	Mandatory	Job Registration
No. Containers	This is the Total number of Containers for the shipment. This information is retrieved from the Container fields in the Export Job Registration.	Mandatory	Job Registration

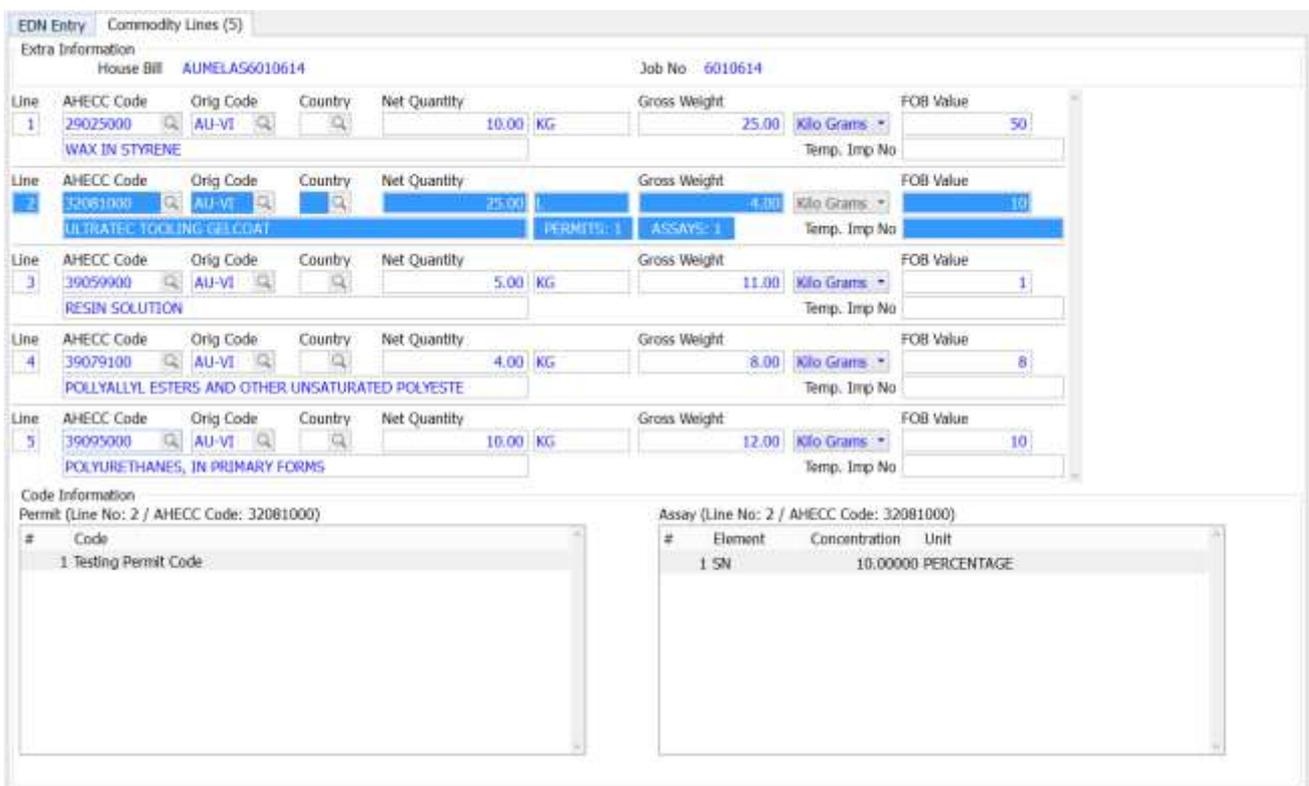
Field Name	Description	Validation	Default
No. Pcs	This is the total number of Pieces for the shipment. This information is retrieved from the No. Pcs field in the Export Job Registration.	Mandatory	Job Registration
Goods Type	Type of goods that is been shipped for export. Use the drop down list to select the Goods Type. This information is defined by Customs. These consist of the following Goods Type: (1) Accompanied Baggage (2) Own Power (3) Other (4) Postal (5) Spares (6) Stores	Mandatory	N/A
Mode Transport	This is the type of Transport; Air or Sea. This is determined when the Job No. is entered in the EDN screen.	Mandatory	Job Registration
Confirming Export Type	This indicates whether the Export Declaration is to be confirmed. If a declaration has been marked as a confirming export, this field can later be changed to C (confirmed).	Mandatory	Non-Confirming
Excisable/Customable	Indicates whether the goods in the entire consignment covered by the export declaration are subject to Excise or Customs Duty; No or Yes.	Mandatory	No
Own/Agent	This drop down list Indicates who the owner of the goods are; Owner or Agent.	Mandatory	Agent
EDN Entry Tab – Shipping & Port Information Group			
Origin Port	This port code indicates where the container will be loaded from.	Mandatory	Job Registration
Destn. Port	Final destination port where the container will discharge.	Mandatory	Job Registration
Dest Ctry	Country Code of the destination Port. This information is determined by the Destination Port and the Country Code Masterfile.	Mandatory	Country Code Masterfile

Field Name	Description	Validation	Default
Export Date	This is the date that the container will leave the port of origin. This information is retrieved from the ETD field in the Export Job Registration.	Mandatory	Job Registration
EDN Entry Tab – Invoice Information Group			
Inv Curr CODE	This is the Invoice Currency Code. Use the  (Zoom Function) to search from the Currency Masterfile. This is automatically populated if a Shipper's Invoice is created for the Job No. entered.	Mandatory	Blank
FOB Curr	This is the FOB Currency Code. Use the  (Zoom Function) to search from the Currency Masterfile. This is automatically populated if a Shipper's Invoice is created for the Job No. entered.	Mandatory	Blank
Total FOB	This is the Total FOB Amount and is calculated based on the values entered in the FOB Value field in the Commodity Lines tab.	Mandatory	Blank
EDN Entry Tab – Additional Information Group			
Unique Cons Ref	A unique reference of a consignment used for identification purposes in documents and messages exchanged between parties in international trade.	Optional	Blank
Vessel/Airline	This is the Vessel / Airline of the shipment.	Optional	Blank
Voyage / Flight	This is the Voyage and Flight Information.	Optional	Blank
W/House Est Id	The identifier issued by Customs to an approved/licensed premise for loading/unloading of goods under Customs control until clearance is issued.	Optional	Blank
Branch Id	A Branch Identifier is a facility within the Client Register which enables clients to identify specific areas of their organisation in dealings with Customs. A Branch Id is always linked with the Client ID. A Branch will belong to a single client, and will be uniquely identified and associated with a name and address.	Optional	Blank
Prescribed Goods	An indicator indicating whether any of the goods in the consignment covered by the export declaration are prescribed goods.	Optional	No

Field Name	Description	Validation	Default
Action Buttons			
Submit EDN	Sends the EDN request to Customs to obtain the EDN.		
EDI History	Shows the history of inbound and outbound messages for that EDN.		
Validate EDN	Validates mandatory fields in the EDN request before the message is sent to Customs. It will list the errors if any exist.		
Shipper's Invoice	Directs the user to the Shipper's Invoice.		
Docs	This allows the user to attach supporting documents that relate to the EDN.		
Print EDN	This function prints the Export Declaration. NOTE: This button is not enabled unless AHECC Codes have been added to the Commodity Lines Tab.		

Commodity Lines Tab

The Commodity Lines tab allows users to add or modify AHECC Codes against the EDN. This information can also be uploaded from the Shipper's Invoice, which in-turn saves time on data entry.



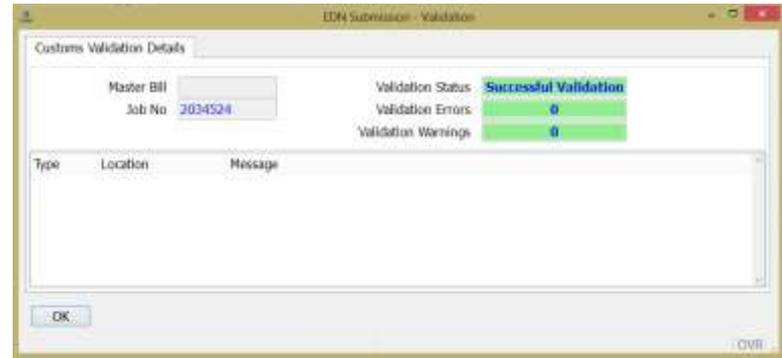
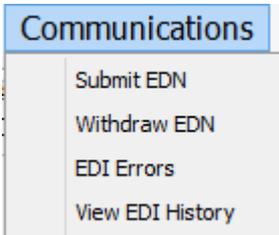
The screenshot displays the 'EDN Entry Commodity Lines (5)' interface. At the top, it shows 'Extra Information' with 'House Bill: AUMELAS6010614' and 'Job No: 6010614'. Below this is a table of commodity lines with columns for Line, AHECC Code, Orig Code, Country, Net Quantity, Gross Weight, and FOB Value. Line 2 is highlighted in blue.

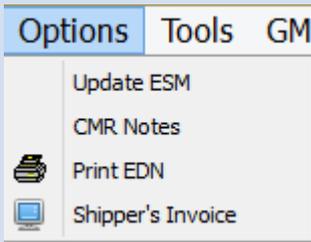
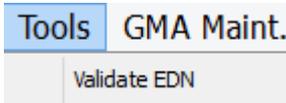
Line	AHECC Code	Orig Code	Country	Net Quantity	Gross Weight	FOB Value
1	29025000	AU-VI		10.00	25.00	50
2	32081000	AU-VI		25.00	4.00	10
3	39059900	AU-VI		5.00	11.00	1
4	39079100	AU-VI		4.00	8.00	8
5	39095000	AU-VI		10.00	12.00	10

Below the table, there are two panels for 'Code Information'. The left panel shows 'Permit (Line No: 2 / AHECC Code: 32081000)' with a table containing one entry: '1-Testing Permit Code'. The right panel shows 'Assay (Line No: 2 / AHECC Code: 32081000)' with a table containing one entry: '1 SN 10.00000 PERCENTAGE'.

Field Name	Description	Validation	Default
Commodity Lines Tab – Extra Information Group (Defaults to 3 line items)			
House Bill	House Bill Number for shipment. This information is shown to remind the user what House Bill they are applying the AHECC Codes against.	Mandatory	EDN
Job No	This is Expedient’s Internal Reference. This information is shown to remind the user what Job No they are applying the AHECC Codes against.	Mandatory	EDN
Line	The line number of the AHECC Code. This will be populated once you exit the line item.	Mandatory	N/A
AHECC Code	The Australian Harmonised Export Commodity Classification Code, as provided by the Australian Bureau of Statistics that classifies a particular type of export commodity. Use the  (Zoom Function) to search for an AHECC Code that have been previously used for this Shipper. Non-expired AHECC Codes are listed.	Mandatory	Blank
Orig Code	This code indicates where the container will be loaded from for the Commodity Line Item. Use the  (Zoom Function) This information is defined by Customs.	Mandatory	Blank
Country	This port code indicates the country where the container will be loaded from for the Commodity Line Item. This information is retrieved from the Country Code Masterfile.	Conditional	Blank
Net Quantity	This is the Net Quantity of the Commodity Line. This field can be auto-populated if the Shipper’s Invoice is raised against the Job No.	Mandatory	Blank
Net Quantity Unit	This field is not labelled. It is positioned on the right hand side of the Net Quantity field. This field is auto-populated once the AHECC Code is entered. Information is retrieved from the TLF Masterfile.	Mandatory	TLF Masterfile
Gross Weight	This is the Gross Weight of the Commodity Line. This field can be auto-populated if the Shipper’s Invoice is raised against the Job No.	Mandatory	Blank
Gross Weight Type	This is the Gross Weight Type of the Commodity Line. Kilograms, Grams, Tons. This is populated when the Gross Weight value is entered.	Mandatory	Blank
FOB Value	This is the FOB Value of the Commodity Line. This is auto-populated if the Shipper’s Invoice is raised against the Job No.	Mandatory	Blank
Description	This is the Description of the AHECC Code. This information is retrieved from the TLF Masterfile.	Mandatory	AHECC Code
Temp. Imp No	Temporary Import Number. The Identifier of a Customs Document that represents a declaration to Customs by a Party concerning Goods that may cross the Australian border.	Optional	Blank

Field Name	Description	Validation	Default
Commodity Lines Tab – Code Information Group			
Permit	Allows users to enter Permit Codes against each line item. In UPDATE or ADD Mode, select the line item and then enter in the Code in the Permit Table.	Optional	Blank
Assay	Allows users to enter any Assay Codes against each line item. In UPDATE or ADD Mode, select the line item and then enter in the Code in the Assay Table.	Optional	Blank
Action Buttons			
OK	Saves each field entry.		
Cancel	Any changes made will not be saved.		
Insert	This button will add a line item above or below existing AHECC Codes, depending on what AHECC Code has been selected.		
Append	This button will add an AHECC Code line item to the end of the existing AHECC Codes that have been created.		
Delete	This button will remove an AHECC Code line item. Select the line item and then press the Delete button.		
AHECCS	The AHECC Button allows users to view and select from a list of AHECC Codes.		
Repost	<p>This is used in conjunction with the Shipper’s Invoice. If a Shipper’s Invoice exists and the Job is added in the EDN screen, then it will populate the AHECC Code details in the each line item, whether it is consolidated or not-consolidated.</p> <p>If the user has made a mistake and would like to re-load the data from the Shipper’s Invoice, then they can use the Repost Button to re-load the AHECC Codes.</p> <p>ADD Mode – The Repost Button is only visible when the Job No has been entered.</p> <p>UPDATE Mode - The Repost Button is enabled in this mode.</p>		
Submit EDN	This executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the EDN Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the EDN will be sent to Customs. On response from Customs an email will also be sent to the user who created the EDN, outlining the EDN details and status.		

Field Name	Description	Validation	Default
EDI History	<p>This Button directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen.</p> <p>The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.</p>		
Validate EDN	<p>This button will validate Customs Mandatory Requirements. It will not submit the EDN to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the EDN. This screen can also be accessed via the Validate EDN link in the Tools Main Menu. The OK Button will be enabled if the validation is successful. The Cancel Button will be enabled if validation has failed.</p>		
			
Shipper's Invoice	<p>This will direct the user to the Shipper's Invoice screen. If an invoice exists then it will be shown. If one does not exist then the Shipper's Invoice screen will have blank fields. This screen can also be accessed via the Shipper's Invoice link in the Options Main Menu.</p>		
<p>Main Menu – Communications</p> 			
Submit EDN	<p>This link executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the EDN Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the EDN will be sent to Customs.</p>		

Field Name	Description	Validation	Default
Withdraw EDN	This link will withdraw the EDN message from Customs and automatically send a message to Customs informing them of this change to the EDN. You are not able to submit the same Job No. after this action occurs.		
EDI Errors	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen. The most current message will be highlighted. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
View EDI History	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the EDN Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
Main Menu – Options			
			
Update ESM	This link allows the user to manually update the ESM/CRN field in the EDN screen. When this link is pressed, it will automatically place the cursor in the ESM/CRN field. You will not be able to edit other fields in the EDN Screen.		
CMR Notes	This link directs the user to the CMR Notes screen. It will allow the user to view the Customs Notes that relate to the EDN that has been submitted to Customs. This screen also allows you to view the raw error message received from Customs via Options in the Main Menu.		
Print EDN	This link allows the user to print the lodgement form and will show the details that have been entered in the EDN.		
Shipper's Invoice	This link will direct the user to the Shipper's Invoice screen. If an invoice exists then it will be shown. If one does not exist then the Shipper's Invoice screen will have blank fields.		
Main Menu – Tools			
			

Field Name	Description	Validation	Default
Validate EDN	This link will validate Customs Mandatory Requirements. It will not submit the EDN to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the EDN.		

EDN Conditions

You can save the EDN Entry without populating the Commodity Lines tab, a warning is shown to the user when the OK Button is selected, notifying them of the warning.

You are not able to submit the EDN and this will be evident when the Submit EDN Button is pressed.

Once you access the Commodity Lines Tab and enter the AHECC Codes, they will then be validated against Customs Requirements.

Once the EDN has a successful response the Job Status information is updated to EDN COMPLETED in the Export Job Registration Screen. The status of the export job will change each time the EDN is amended. The status of the EDN will be updated each time it is amended.

The Submit EDN field is disabled when the status of the EDN is *Being Submitted.

ESM's

Export Sub-manifest (ESM) can be created from the Consol Registration Screen via the Options Menu. ESM's can also be created from the CMR Functions under the Export Sea Freight Menu from the Main Menu.

The ESM's can be sent once all of the related EDN's have been sent to Customs and a response from them has been received.

ESM Entry

Entry Details

Consol No	3720899 / 1	ESM Status	Creation	ESM Created Date	04/06/2014
ESM	AAACYMP6M	EDI Status	Successful	User ID	petal
Customs Response			CLEAR		

ESM Details

Master Bill	123-Testing	Total Pieces	6	Mode Transport	A
Dest City	SG	Total Containers	0	ETD	01/07/2014
Empty Containers					
			Consolidation/Slot		C
			No. Jobs sent to Customs		2

Job Information

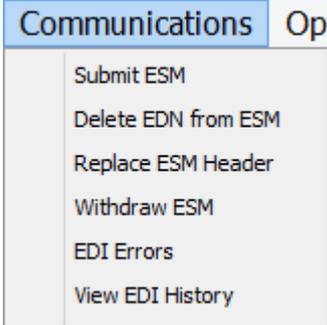
#	Job No	House Bill	EDI Status	EDN	EDN Status	Submitted By	Submission Date
1	3045572	MELAA3045572	Successful	AAACYMP3W	Create	petal	04/05/2014
2	3045573	MELAA3045573	OK with Warnings	AAACYMP4J	Create	petal	04/06/2014
3	3045574	MELAA3045574	FAILED			petal	04/06/2014

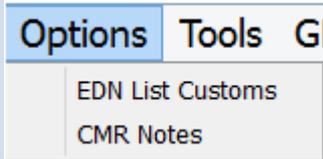
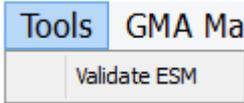
Field Name	Description	Validation	Default
ESM Entry Tab – Entry Details Group			
Consol No	This is Expedient’s Internal Reference.	Mandatory	Export Consol Registration
Version	Version of the Message that is sent to Customs. This figure only changes when the EDN message is submitted to Customs. This field is system generated and a read-only field on ADD, UPDATE and FIND Mode.	N/A	N/A
ESM	This is the Customs Reference Number that is auto-populated based on Customs Response for the ESM. Once this field is updated, the ESM/CRN field in the EDN screen is also updated against the related Job No.	N/A	N/A
ESM Status	Current status of the ESM. These consist of the following ESM statuses: <ul style="list-style-type: none"> (1) Creation (2) Replacement (3) Delete Lines (4) Replace Header (5) Withdrawal (6) Interactive Change 	N/A	N/A
EDI Status	Current status of the EDI. These consist of the following EDI Statuses: <ul style="list-style-type: none"> (1) Not Submitted (2) *Being Submitted (3) Failed (4) In Progress (5) Submitted (6) OK with Warnings 	N/A	N/A
Customs Response	Customs Response. This is updated based on a response from Customs on the ESM message.	N/A	N/A
ESM Created Date	This is the date that the original ESM was created. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
User ID	User ID who originally submitted the ESM to Customs. Any future changes to the ESM can be viewed in the EDI History screen. This field is system generated and is only enabled in FIND Mode.	N/A	N/A
ESM Entry Tab – ESM Details Group			
Master Bill	Master Bill for shipment. This information is retrieved from the Ocean Bill (Sea Freight) or Master Bill (Air Freight) field in the Export Consol Registration.	Mandatory	Export Consol

Field Name	Description	Validation	Default
Dest Ctry	Country Code of the destination Port. This information is determined by the Destination Port and the Country Code Masterfile.	Mandatory	Country Code Masterfile
Total Pieces	Total pieces against the Job No's that are attached to the Consol which is entered in the ESM.	Conditional	Export Consol
Total Containers	Total number of full containers that are shown on the Job No's that are attached to the Consol which is entered in the ESM Screen.	Conditional	Export Job Registration
Empty Container	Total number of empty containers that are shown on the Job No's that are attached to the Consol which is entered in the ESM Screen.	Conditional	Export Job Registration
Mode Transport	This is the type of Transport; A (Air) or S (Sea). This is determined when the Consol No. is entered in the ESM screen.	Mandatory	Export Consol
ETD	This information is retrieved from the ETD field in the Export Consol Registration.	Mandatory	Export Consol
Consolidation/Slot	C- Consolidation and S – Slot. This field will become enabled if ESM_SLOT (Module Maintenance) is turned ON. It can then be changed to S – Slot.	Mandatory	C - Consolidation
No. Jobs sent to Customs	This indicates the number of jobs that have successfully been sent to Customs.	Conditional	ESM
ESM Entry Tab – Job Information Group (Double click on the line item directs the user to the Job Registration)			
Job No	This is Expedient's Internal Reference. List of Job No's that are attached to the Consol that has been entered in the ESM Screen.		
House Bill	House Bill Number for shipment. This information is retrieved from the Job Information Group in the Consol.		
EDI Status	Current EDI Status based on the EDN message that is sent to Customs.		
EDN	This is the Export Declaration Number and is updated based on a successful response from Customs. This is also updated in the EDN field in the Export Job Registration.		
EDN Status	Current Status of the EDN that is attached to the Job No.		
Submitted By	User ID who originally submitted the EDN to Customs.		
Submission Date	Date that the original EDN was sent to Customs.		

Field Name	Description	Validation	Default
Action Buttons			
OK	Saves each field entry.		
Cancel	Any changes made will not be saved.		
Submit ESM	This executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the ESM Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the ESM will be sent to Customs. On response from Customs an email will also be sent to the user who created the ESM, outlining the ESM details and status.		
EDI History	This Button directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
Validate ESM	This button will validate Customs Mandatory Requirements. It will not submit the ESM to Customs. Depending on the result, a validation window will appear which outlines the errors and warnings that have been found on the ESM. This screen can also be accessed via the Validate EDN link in the Tools Main Menu. The OK Button will be enabled if the validation is successful. The Cancel button will be enabled if the validation fails.		



Field Name	Description	Validation	Default
Main Menu – Communications			
			
Submit ESM	This link executes the mandatory requirements that Customs require and sends the EDN message to Customs. If the validation fails then the ESM Submission Validation will be shown with a list of errors that need to be corrected. If no errors exist then the ESM will be sent to Customs.		
Delete EDN from ESM	This link removes the Job No/EDNs that are linked to the ESM and Consol. You need to remove the lines from the ESM before you can withdraw the ESM from Customs.		
Replace ESM Header	The details in the ESM are changed and replaced with an ESM message automatically sent to Customs.		
Withdraw ESM	This link will withdraw the ESM message from Customs and automatically send a message to Customs informing them of this change to the ESM. You are not able to submit the same Consol No. after this action occurs.		
EDI Errors	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The most current message will be highlighted. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		
View EDI History	This link directs you to the EDI History screen, to view inbound and outbound messages that relate to the ESM Screen. The information in this screen shows a list of inbound and outbound messages, along with the user who submitted the message and access to view the raw messages.		

Field Name	Description	Validation	Default
Main Menu – Options			
			
EDN List Customs	List of EDNs that have been successfully sent to Customs.		
CMR Notes	This link directs the user to the CMR Notes screen. It will allow the user to view the Customs Notes that relate to the ESM that has been submitted to Customs. This screen also allows you to view the raw error message received from Customs via Options in the Main Menu.		
Main Menu – Tools			
			
Validate ESM	This link will validate Customs Mandatory Requirements. It will not submit the ESM to Customs. Depending on the result from the validation, a window will appear which outlines the errors and warnings that have been found on the ESM.		

ESM Conditions

The Submit ESM field is disabled when the status of the EDN is *Being Submitted.

EXPORTS CMR Frequently Asked Questions.

Q. OUR I.T. DEPARTMENT INFORMS ME THAT OUR EMAIL IS NOT WORKING. HOW CAN WE APPLY FOR EDN/ESM?

A. The Expedient system communicates to and from Customs via email. Two options are available depending on the situation.

1. If you are unable to send/receive email and you still have access to the Internet you can use the Customs Interactive web site. To use this web site you will require a Microsoft XP/2000+/NT PC, Microsoft Java Virtual Machine installed and an Exported and Registered PKI Certificate.
2. If you are unable to send/receive email and DO NOT have access to the Internet or a Valid PKI Certificate. You will need to find someone in your organisation who does. If they too are unable to access the Internet you will need to action your Business Continuity Plan and obtain the EDN/ESM as a contingency from Customs or have a friendly obtain on your behalf. Once you have obtained your EDN/ESM:
 - EDN. You should use the Job Number as the Senders Reference once you have a clear EDN update this 9 character EDN Number in the Job Screen.
 - ESM. You should use the Job Number as the Senders Reference once you have a clear ESM update this 9 character ESM Number in the ESM Entry screen. This is done by selecting the "U" located under Options.

***** WARNING *****

Once you make any changes in the Customs Interactive Web for any EDN or ESM you are not able to use EDI (Expedient System) to Amend / Change or Withdraw. Any future action must also be made via the Customs Interactive Web site.

Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "BEING SUBMITTED". WHAT DO I DO?

A. Expedient communicates to and from Customs via email.

Connect to the <http://www.customs.gov.au> web site and click on "ICS Updates" This will display all declared ICS Outages. If there are no Outages declared by Customs the next step is confirm that there are no email problems in your organisation.

NOTE: If other EDN/ESM's have returned OK you could assume email is OK. The Expedient system allows the user to Reset the Submission status if the EDN/ESM has not returned in 10 minutes.

The reset option will not display if this 10 minute time has not lapsed. To reset the status you select the "*" Option located in the EDN/ESM Entry screen.

NOTE: If you have reset and resent the EDN/ESM once and you still have the same lack of response see below. The procedures are as follows:

1. Re-Check the Customs web site for Outages
2. Contact Your I.T. Support and confirm email is working
3. Contact ICS Help Desk 1800 022 267 Option 2

Q. I SENT MY EDN/ESM OVER 10 MINUTES AGO AND IT STILL INDICATES THAT IT IS "IN PROGRESS" WHAT DO I DO?

A. Expedient communicates to and from Customs via email.

Connect to the <http://www.customs.gov.au> web site and click on "ICS Updates". This will display all declared ICS Outages. If there are no Outages declared by Customs the next step is confirm that there are no email problems in you organisation.

NOTE: If other EDN/ESM's have returned OK you could assume email is OK. The Expedient system only allows the user to Reset the Submission status if the EDN/ESM has not returned in 10 minutes and has a valid EDN/ESM (i.e. It was a replacement).

The reset option will not display if this 10 minute time has not lapsed. To reset the status you select the "*" Option located in the EDN/ESM Entry screen.

NOTE: If the EDN/ESM is NOT a replacement and there is no valid EDN/ESM Number then the only options available are the procedure noted below.

NOTE: If the EDN/ESM was a replacement and you have reset and resent the EDN/ESM replacement once and you still have the same lack of response see below.

The procedures are as follows:

1. Re-Check the Customs web site for Outages
2. Connect to the Customs Interactive and Search for the EDN/ESM in the Outbound Messages area and then once found click on the re-send link.
3. If this still does not update the status Contact ICS Help Desk 1800 022 267 Option 2 ***

Q. I RECEIVE THE ERROR "ATTEMPTED TO LODGE A DOCUMENT WHERE ONE ALREADY EXISTS WITH THE SAME MESSAGE OWNER SITE ID, MESSAGE TYPE AND SENDERS REFERENCE." WHAT DOES THIS MEAN?

A. This normally occurs when a user attempts to create an EDN/ESM twice. The most common reason this can happen is when there has been an email outage within you organisation and the user has reset and resent the EDN/ESM. The original EDN/ESM response containing the EDN/ESM Number will normally arrive and update the system. Once this has occurred you can send a replacement. The original EDN/ESM response error / clear indicator can be viewed from option "H" from the EDN or ESM Entry screens.

If the original does not arrive for one reason or another you can search for the EDN/ESM in the Customs Interactive system in the Outbound Messages area. If you do not have access to this system Please call ICS Business Support on 1800 022 267 Option 2 and have them resend the response.

Q. MY PERMIT HAS ENCRYPTION HOWEVER I CAN'T SEE WHERE TO ENTER IT IN THE EDN SCREEN. WHAT DO I DO?

A. The ICS does not require Encryptions on Permits. Simply enter the Permit without the Encryption.

Q. I RECEIVE THE ERROR "INVALID GOODS OWNER ID (GOODS OWNER ID=XXXXXXXXXX)." WHAT DOES THIS MEAN?

A. This indicates that Customs have not dealt with the client since the introduction of CMR or you have not entered the ABN correctly. If the ABN is correct then you will need to access the Customs Interactive web site and add the Client into ICS Production. NOTE: Another less common cause could be you have sent the EDN/ESM to the ICS Test system. You can see this in the EDI History Option "H" in the EDN/ESM Entry screen.

Q. I HAVE PREVIOUSLY SENT AN ESM AND NOW I WANT TO WITHDRAW IT. HOW DO I DO THIS?

A. To Withdraw an ESM you need to firstly delete the attached EDN lines. This is done by selecting Delete line from the ESM Entry screen. Once all lines have been removed from the ESM the Withdraw option will be visible and you may select it.

NOTE: Once you have Withdrawn the ESM you will not be able to use this Consol number for ESM again.

Q. I HAVE DELETED ALL LINES FROM MY ESM AND NOW I RECEIVE AN ERROR. WHAT DO I DO?

A. Now you have deleted all the lines from the ESM you are now able to withdraw the ESM. However if you wish to use the consol in the future do not Withdraw it. Simply leave it in error until you wish to re-submit the EDN Lines.

Q. I HAVE WITHDRAWN MY EDN/ESM AND NOW WHEN I RE-SEND IT I RECEIVE AN ERROR. WHAT DO I DO?

A. Once you have Withdrawn an EDN/ESM in the ICS system you are unable to use the Job Number for EDN's and Consol Number for ESM's again. The solution here for EDN's is to NULLIFY the Consol option "U" in the Export Job Registration screen. This will remove it from the Consol allowing you to register a new Export Job which will result in a new Job Number. The solution here for ESM's is to create a new Consol. In each Job Registration attached to the old Consol use the "U" option to change the Consol Number to the newly created Consol.