**6B**

# COMPLETING AN ELECTRONIC CARGO INFORMATION REPORT

Except for certain postal items, all goods to be exported from New Zealand must be electronically cleared with Customs prior to export, or they will not be loaded for export. Refer to Fact Sheet 6 — Export clearance requirements.

## WHAT GOODS MUST BE CLEARED VIA AN ECI REPORT?

If not cleared on an export entry, goods must be cleared on an ECI report, except for goods to be exported by post. Exempt-entry goods to be exported by post do not require Customs clearance, but are still subject to any export approval requirements that may apply.

A single ECI report can only cover shipments to be exported on a single flight or voyage, on one date. Consignments for any number of exporters may be declared on one ECI report.

## ARE YOU USING THE CUSTOMS ONLINE DECLARATIONS WEBSITE TO LODGE THE REPORT?

The export ECI report format provided on the Customs Online Declarations website is tailored as closely as possible to the fields set out in this fact sheet. However, this fact sheet relates to both website users and EDI software users and the titles of the particulars and the order in which they appear here may differ slightly from the titles and order presented on the website format. In addition, the website and some software brands will automatically complete certain fields, while other software brands require the submitter to insert those particulars. If the website has

automatically completed a field listed in this fact sheet, this means it has been 'inserted'.

Adjustments to a report that has been accepted by the Customs processing system cannot yet be made via the website. If you become aware that any details declared on the ECI report have changed, you will need to either cancel and re-submit the report or contact your software provider to obtain information on how to amend the report.

## ARE YOU USING EDI SOFTWARE OR AN IN-HOUSE SYSTEM TO LODGE THE REPORT?

The particulars required in this fact sheet relate to version D98B of the UN/EDIFACT CUSCAR data elements.

If your software package uses an earlier version of the data elements, it will not include fields for all of the required particulars, and therefore cannot be used to transmit the required format.

Various software packages containing the export ECI report format exist. This fact sheet sets out the particulars Customs requires in relation to the goods and their intended transport. It does not include data particulars required merely to tag and separate data segments or to enable and track the electronic message interchange. This schedule should be read in conjunction

with the Customs publication *EDI Message Implementation Guidelines for Electronic Cargo Information* which sets out those data particulars. This document is published on the Customs website www.customs.govt.nz.

Some software brands will automatically complete certain particulars, while others require the submitter to insert those particulars. If the software you use automatically completes a field listed in this fact sheet, this means it has been 'inserted'.

The titles of the particulars and the order in which they appear in this fact sheet may differ from the titles and order presented in your software package.

## HOW DO I COMPLETE AN EXPORT ECI REPORT?

All fields in the ECI report must be completed unless otherwise stated below.

A single ECI report can only cover shipments to be exported on a single vessel or flight on a single date. A separate ECI report must be made where more than one vessel/flight or date is involved.

**Note:**
The term 'insert' includes 'cause to be transmitted'.

NEW ZEALAND
## CUSTOMS SERVICE
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PROTECTING NEW ZEALAND'S BORDER

## SUMMARY INFORMATION

### Submitter reference number

Insert in this field a unique alphanumeric identifier of no more than 14 characters.

**Note:**

This field is used as a means of identifying a submitter's ECI report within the Customs processing system. The unique alphanumeric identifier should therefore be from the submitter's own administrative system.

### Client code

Insert in this field the client code issued by Customs to the person or company that is sending the report.

**Notes:**

i.   The code consists of eight digits plus a check letter. The code required in this field is not an individual declarant code issued to the person — it is the client code for the company or business lodging the report.

ii.  A code for a new client will be issued by Customs on application.

### ECI number

Leave this field blank.

**Note:**

This number is automatically created by the Customs computerised entry processing system.

### Carrier name

Insert in this field up to 35 characters of the full name of the airline or shipping company that operates the flight, vessel or vessel space on which the goods are to be exported, in order.

### Consolidator name

If the consignments declared on the report are to be packed for export by a cargo consolidator, insert in this field up to 35 sequential characters of the full name of that cargo consolidator.

If the consignments declared on the report are not to be packed for export by a cargo consolidator, or you do not know, leave this field blank.

### Remarks

Completion of this field is optional. It may be used to convey any additional information (not elsewhere provided for) relating to the report, which you believe is relevant to the processing of that report. However it is not to be used to satisfy any requirement specified for any other field on the entry. Nor is it to be relied upon that the content will be read and acted upon by Customs.

### Port of departure

Insert in this field the five character port code set out in the United Nations Economic Commission for Europe (UNECE) *Trade Facilitation Code Lists*, for the port from which the consignments covered by the report will be loaded aboard the vessel or flight that will carry them from New Zealand.

**Note:**

The codes can be accessed from the UNECE website www.unece.org

### Date of departure

Insert in this field the date on which the consignments covered by the report are to be exported from New Zealand. This is the date that the vessel or aircraft on which the consignments are to exported will leave its final port or place of call in New Zealand.

**Note:**

Shipping schedules may be subject to change and consignments may be off-loaded from an arranged flight, however the person making the report is responsible for making every effort to insert the accurate date of export, or to amend the report should the date change.

### Transport mode

Insert in this field the mode of transport by which the consignments covered by the report are to be exported from New Zealand. Insert the code '1' for sea transport or the code '4' for air transport.

### Craft name or flight number

When making a report for consignments to be exported by sea, insert in this field up to 30 characters of the registered name of the vessel on board which the goods are to be transported from New Zealand, in order.

When making a report for consignments to be exported by air, insert in this field the flight number of the aircraft on board which the consignments are to be transported from New Zealand.

### Voyage number

When making a report for consignments to be exported by sea, insert in this field the voyage number of the vessel that will transport the consignments from New Zealand.

**Notes:**

i.   The voyage number is a sequential number that identifies the particular voyage of the vessel concerned. The voyage number may be obtained from the shipping company or agent.

ii.  When goods are exported by air, this field should be left blank.

### ECI type

Insert in this field the code '40' standing for 'Export'.

### Full/Part indicator

Insert in this field the letter 'N' standing for "No".

**Note:**

'N' indicates that the report is not a report of all cargo aboard the voyage or flight.

## CONTAINER INFORMATION

These fields should only be completed when the consignments covered by the report are to be exported by sea, and one or more of the consignments has been or is to be packed into a shipping container/s.

**Note:**

When none of the consignments covered by the report have been or are to be packed into a shipping container/s, or the consignments are to be exported by air, these fields should be left blank.

**Container number**

Insert in this/these fields the serial number of each shipping container into which consignments covered by the report have been or are to be packed.

**Container size/type code**

Insert in this/these fields the two digit code listed in Appendix A that represents the size and type of the corresponding container listed in the 'container number' field.

**Container status**

For each corresponding container number listed in the 'container number' field, insert one of the following codes according to the status of the container:

a. Where the container is an empty shipping container, insert the code '4' standing for 'empty'.

b. Where only one consignment listed on the report is packed in the container, and that consignment contains the goods of only one consignor, insert the code '5' standing for 'full load', except where the code inserted in the 'package type' field for the item/s within the consignment is VG, VQ, VL, VY, VR, or VO (relating to bulk forms).

c. Where more than one consignment covered by the report has been or is to be packed in the container, or consignments not covered by the report have been or are to be packed in the container, insert the code '7' standing for 'less than a container load'.

d. Where only one consignment listed on the report is packed in the container, and that consignment contains the goods of only one consignor, and the code inserted in the 'package type' field for the item/s within the consignment is VG, VQ, VL, VY, VR, or VO (relating to bulk forms), insert the code '8' standing for 'bulk'.

**Note:**

Requirements relating to the 'package type' field for the item/s within a consignment are set out under the section *Consignment and Goods Item Information* below.

**Attached equipment indicator**

For each corresponding container number listed in the 'container number' field, specify in this field whether or not there are any refrigeration generators attached to either the inside or outside of the container. Insert 'Y' for 'Yes' or 'N' for 'No'.

**Prohibited packaging indicator**

For each corresponding container number listed in the 'container number' field, specify in this field whether or not goods in the container are packaged in any packaging prohibited by the New Zealand Ministry for Primary Industries (MPI). Insert 'Y' for 'Yes' or 'N' for 'No'.

**Note:**

Information about prohibited packaging can be obtained by contacting MPI, or from their website at www.mpi.govt.nz

**Quarantine code**

Where the container listed in the 'container number' field has been cleaned and/or fumigated according to MPI requirements, specify in this field that such treatment has occurred. Insert 'F' for fumigated, or 'C' for cleaned, or 'B' for both.

**Notes:**

i. If the container has not been cleaned or fumigated according to MPI requirements, leave this field blank.

ii. Information about container cleaning and fumigation requirements can be obtained by contacting MPI, or from their website at www.mpi.govt.nz

**CONSIGNMENT INFORMATION**

Separate consignment details are required for each individual consignment covered by the report.

**Notes:**

i. Consignment and goods item details are required for empty containers.

ii. Up to 9,999 consignments can be listed on a single report.

**Consignment number**

Insert a unique sequential number for each consignment, starting with the number '1'.

**Bill number**

For exports by sea, insert in this/these fields the serial number of the bill of lading issued to the exporter for each consignment covered by the report. This may be issued by the shipping company or consolidator or freight forwarder, depending on with whom the freight has been arranged. Where the freight is arranged with a shipping company, and the bill of lading number issued by the shipping company is not known at the time of making the report, insert the booking reference number issued by the shipping company for the consignment.

For exports by air, insert in this/these fields the air waybill number issued to the exporter for each consignment covered by the report. This may be issued by the airline or consolidator or freight forwarder, depending on with whom the freight has been arranged.

### Bill type

For each corresponding number listed in the 'Bill number' field, insert the code denoting the bill type. For exports by sea, insert 'BM' standing for 'Bill of Lading'. For exports by air where the air waybill has been issued by the airline, insert 'MB' standing for 'Master Waybill'. For exports by air where the air waybill has not been issued by the airline, insert 'HWB' standing for 'House Waybill'.

**Note:**

For exports by air, house air waybills are generally identified by the word 'house' or 'HWB' on the bill document.

### Port of loading

For consignments originating in New Zealand, insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for the port at which the goods declared on the entry will be loaded onto the vessel or aircraft that will transport them from New Zealand.

For consignments transhipping through New Zealand, insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for the first overseas port at which the consignment was loaded.

**Note:**

i.  The codes can be accessed from the UNECE website www.unece.org

ii. If a consignment originating in New Zealand is to be loaded on board a different vessel or aircraft for transhipment to the port at which they will be loaded on board the export vessel or aircraft, the port of loading is the port at which they will be loaded onto the export vessel or aircraft. For example, if goods are to be loaded on board vessel A at Lyttelton, and transhipped to Auckland for loading aboard vessel B for export, the code for Auckland would be inserted as the port of loading. If the goods are

to be loaded on board vessel A at Lyttelton, and vessel A is to call at Napier and Auckland prior to departing New Zealand, the code for Lyttelton would be inserted as the port of loading.

### Place of transhipment

For consignments transhipping through New Zealand, insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for the New Zealand port at which the consignment first arrived.

For consignments originating in New Zealand, leave this field blank.

**Note:**

The codes can be accessed from the UNECE website www.unece.org

### Port of discharge

Insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for the overseas port at which the consignment is expected to be unloaded from the vessel or flight specified in the 'Vessel/Flight Number' field of the report.

**Note:**

i.  The codes can be accessed from the UNECE website www.unece.org

ii. Where the consignment is to be unloaded at a port for transhipment to another port, the port of discharge is the first port at which it is to be unloaded. For example, if the consignment is to be unloaded in Longbeach, California en route to Tilbury, England, the code for Longbeach would be stated as the port of discharge.

### Port of delivery

If the port to which the carrier has undertaken to deliver the consignment is different to the port specified in the field 'Port of discharge', insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for that port of delivery.

**Notes:**

i.  The codes can be accessed from the UNECE website www.unece.org

ii. If the port to which the carrier has undertaken to deliver the consignment is the port specified in the field 'Port of discharge', leave this field blank.

### Place of (final) delivery

If the final port to which the consignment will be delivered is different to the port specified in the 'Port of discharge' or 'Port of delivery' fields, insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for that port of final delivery.

**Notes:**

i.  The codes can be accessed from the UNECE website www.unece.org

ii. If the final port to which the consignment will be delivered is the port specified in either the 'Port of discharge' or 'Port of delivery' fields, leave this field blank.

### Container pack location

For consignments transhipping through New Zealand, if the consignment arrived in New Zealand packed in a shipping container, and the port at which it was packed is different to the port specified in the field 'Port of loading', insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for that port of packing.

**Notes:**

i.  The codes can be accessed from the UNECE website www.unece.org

ii. For consignments originating in New Zealand, or if the consignment did not arrive in New Zealand packed in a shipping container, or the port at which the consignment was packed is the port specified in the field 'Port of loading', leave this field blank.

## Place of origin

For consignments transhipping through New Zealand, if the port at which the consignment originated is different to the port specified in the 'Port of loading' or 'Container pack location' field, insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for that port of origin.

**Notes:**

i. The codes can be accessed from the UNECE website www.unece.org

ii. For consignments originating in New Zealand, or if the port at which the consignment originated is the port specified in the 'Port of loading' or 'Container pack location' field, leave this field blank.

## Country of origin

If the consignment is to be exported by air, insert in this field the five character port code set out in the UNECE *Trade Facilitation Code Lists*, for the country of produce or manufacture of the goods declared on the detail line, determined according to the provisions of Part VI of the Customs and Excise Regulations 1996.

**Notes:**

i. The country codes are available from the UNECE website www.unece.org

ii. If the consignment is to be exported by sea, leave this field blank.

## Consignee name

Insert in this field up to 35 characters of the name of the consignee shown on the bill or waybill, in the order in which they appear on the bill or waybill.

## Consignee address

Insert in these fields the consignee's address shown on the bill or waybill.

## Consignor name

Insert in this field up to 35 sequential characters of the name of the consignor shown on the bill or waybill, in the order in which they appear on the bill or waybill.

## Consignor address

Insert in these fields the consignor's address shown on the bill or waybill.

## Contact party name

Insert in this field up to 35 sequential characters of the name of the contact party shown on the bill or waybill, in the order in which they appear on the bill or waybill.

## Contact party address

Insert in these fields the contact party's address shown on the bill or waybill.

## GOODS ITEM INFORMATION

A goods item line is required for each consignment number, and for each different type of goods within the consignment, if more than one.

Further separate item lines are required for each type of packaging in which goods are packaged, if more than one.

A goods item line is required for each container number.

**Note:**

Up to 999 goods items can be listed per consignment.

## Goods item number

Insert a sequential number for each goods item line, starting with the number '1'.

## Goods description

Using up to 250 characters of text, insert in this field a clear and accurate description in English of the goods covered by the item line.

**Note:**

The description should state the specific nature and type of the goods. It should not be a generic trade description, catalogue number, or the text either of a tariff classification heading, or of a tariff classification that does not accurately describe the particular goods.

## Vehicle identification number

If the goods covered by the item line are a motor vehicle, insert in this field its vehicle identification number (VIN), or if the VIN is not known, its chassis number.

**Note:**

If the goods covered by the item line are not a motor vehicle, leave this field blank.

## Package type — level 1

For goods other than empty shipping containers, insert the code set out in the UNECE *Trade Facilitation Code Lists* that represents the manner in which the goods covered by the item line are outer-most packaged (excluding any shipper container), or where not packaged, the manner in which they are formed. Where the goods are formed or outer-most packaged in more than one manner, insert the code for each form or manner of packaging.

Where the item line is for an empty shipping container, leave this field blank.

**Notes:**

i. The package type codes are available from the UNECE website www.unece.org

ii. Where the goods are not packaged, palletised, trussed etc, the package type will be the form of the goods eg, bars, board, bulk solid powders, ingots, logs. Care should be taken to choose the exact packaging type from the UNECE list, as there may be more than one type for the form of goods, depending on whether or not they are bundled, trussed or palletised etc. The most reliable source of the correct number and type of packages is the bill of lading or air waybill.

## Number of packages

Insert the quantity of each type of package mentioned in the 'Package type' field, except where the package type code is VG, VQ, VL, VY, VR, or VO (relating to bulk forms). Where the package type code is one of the latter relating to bulk forms, insert '1' in the 'Number of packages' field.

Where the item line is for an empty shipping container, leave this field blank.

## Package type — level 2

Where the goods have further inner packaging, if you wish to specify that type of packaging, insert the code set out in the UNECE *Trade Facilitation Code Lists* that represents the manner in which the goods are next outer-most packaged.

**Notes:**

i.    The package type codes are available from the UNECE website www.unece.org

ii.   Completion of this field is optional.

## Package type — level 3

Where the goods have further inner packaging, if you wish to specify that type of packaging, insert the code set out in the UNECE *Trade Facilitation Code Lists* that represents the manner in which the goods are next outer-most packaged.

**Notes:**

i.    The package type codes are available from the UNECE website www.unece.org

ii.   Completion of this field is optional.

## Gross weight

Insert in this field the total gross weight in kilograms of the goods covered by the item line rounded to the nearest full kilogram, excluding the weight of the shipping container or airfreight 'can' when the goods are to be transported in these.

Where the item line is for an empty container, leave this field blank.

## Value in currency

Insert the value, in terms of the currency declared in the field 'Currency code', of the goods covered by the item line. Where the goods are subject to sale, insert the invoice value or the expected sale value, less the cost of international freight and insurance. Where the goods have been purchased in New Zealand, insert the purchase price. Where the goods are not subject to sale or have not been purchased in New Zealand, insert an assessed value for the goods.

Where the item line is for an empty container, leave this field blank.

## Currency code

Insert in this field the three character code set out in Appendix B for the currency in which the goods have been valued.

Where the item line is for an empty container, leave this field blank.

**Note:**

Where the value is in New Zealand dollars, the currency code will be 'NZD'.

## Container number

When the report covers consignments to be exported by sea, and the goods covered by the item line are an empty shipping container, or are packed in one or more shipping containers, insert in this field the serial number of each such shipping container. Otherwise leave this field blank.

## Dangerous goods code

If the goods covered by the item line are or contain dangerous goods as defined under international carriage of goods requirements, insert in this field the three character IMD Class and sub-class number. Otherwise leave this field blank.

## Dangerous goods number

If the goods covered by the item line are or contain dangerous goods as defined under international carriage of goods requirements, insert in this field the IMDG code page number. Otherwise leave this field blank.

## Flash point

If the goods covered by the item line are flammable or contain flammable goods as defined under international carriage of goods requirements, insert in this field the flashpoint in degrees celsius.

## ECI RESPONSES FOR DELIVERY

» Error — not cleared — the error will need to be amended

» Clean/Valid – a CEDO has not been issued.  The data has been accepted but the agent is required to complete a formal export entry for that consignment

» Written off — this is a CEDO and it has been released for export

» Stored — the electronic report is in a 'stored' status and is not related to the clearance of the ECI for export.

# APPENDIX A
## CONTAINER SIZE/TYPE CODE

| NO. | CONTAINER SIZE /TYPE CODE | NO. | CONTAINER SIZE /TYPE CODE |
|---|---|---|---|
| 1 | Dime coated tank | 22 | Container IC 30ft |
| 2 | Epoxy coated tank | 23 | Container IC 40ft |
| 3 | IMO1 | 24 | Refrigerator tank 20ft |
| 4 | IMO2 | 25 | Refrigerator tank 30ft |
| 5 | IMO3 | 26 | Refrigerator tank 40ft |
| 6 | Pressurized tank | 27 | Tank container IC 20ft |
| 7 | Refrigerated tank | 28 | Tank container IC 30ft |
| 8 | Semi-refrigerated | 29 | Tank container IC 40ft |
| 9 | Stainless steel tank | 30 | Refrigerator tank IC 20ft |
| 10 | Nonworking reefer container 40ft | 31 | Temperature controlled container 30ft |
| 11 | Box pallet | 32 | Refrigerator tank IC 40ft |
| 12 | Europallet | 33 | Movable case: L<6,15m |
| 13 | Scandinavian pallet | 34 | Movable case: 6,15m<L<7,82m |
| 14 | Trailer | 35 | Movable case: 7,82m<L<9,15m |
| 15 | Nonworking reefer container 20ft | 36 | Movable case: 9,15m<L<10,90m |
| 16 | Exchangeable pallet | 37 | Movable case: 10,90m<L<13,75m |
| 17 | Semi-trailer | 38 | Totebin |
| 18 | Tank container 20ft | 39 | Temperature controlled container 20ft |
| 19 | Tank container 30ft | 40 | Temperature controlled container 40ft |
| 20 | Tank container 40ft | 41 | Nonworking reefer container 30ft |
| 21 | Container IC 20ft | 42 | Dual trailers |

# APPENDIX B
# CURRENCY CODE

| CODE | COUNTRY | CURRENCY |
|------|---------|----------|
| AUD | Australia | Dollar |
| CAD | Canada | Dollar |
| CHF | Switzerland | Franc |
| CLP | Chile | Peso |
| CNY | China | Renminbi or Yuan |
| DKK | Denmark | Krone |
| EGP | Egypt | Egyptian Pound |
| EUR | European Union | Euro |
| FJD | Fiji | Fijiian Dollar |
| GBP | United Kingdom | Pound |
| HKD | Hong Kong | Hong Kong Dollar |
| ILS | Israel | Shekel |
| INR | India | Rupee |
| JPY | Japan | Yen |
| KRW | Korea | Won |
| LKR | Sri Lanka | Rupee |

| CODE | COUNTRY | CURRENCY |
|------|---------|----------|
| MXN | Mexico | Peso |
| NOK | Norway | Krone |
| PGK | Papua New Guinea | Kina |
| PHP | Philippines | Peso |
| PKR | Pakistan | Rupee |
| SEK | Sweden | Krona |
| SGD | Singapore | Singapore Dollar |
| THB | Thailand | Baht |
| TOP | Tonga | Pa'anga |
| TRL | Turkey | Lira |
| TWD | Taiwan | Taiwanese Dollar |
| USD | USA | Dollar |
| WST | Samoa | Tala |
| XPF | French Polynesia | French Polynesian Franc |
| ZAR | South Africa | Rand |