

# TSW FACT SHEET: CARGO REPORT EXPORT REQUIREMENTS

*Goods with a free on board (FOB) value of under \$1,000 must still be electronically cleared with Customs prior to export. This can be done on a Cargo Report Export (CRE), which provides summary details of the goods. The CRE is part of Customs' supply chain security system. For goods with a FOB value of over \$1,000 refer to [TSW Fact Sheet – Export Declaration Requirements](#).*

## SUBMITTING A CRE

CRE's are lodged electronically via the internet or electronic data interchange (EDI). You can find out more about electronic messaging options by reading [TSW Fact Sheet – Electronic Submission of Lodgements](#).

### Registering as a User of the Customs Entry Processing System

Every individual who wishes to lodge electronic clearances needs to apply to be registered to do so and prove to Customs that they have the necessary knowledge and expertise. Approved applicants are issued with a declarant code and a unique user identifier (UUI). A UUI is similar to a personal identification number (PIN) and identifies the person submitting the declaration.

For more information, refer to

- [TSW Fact Sheet – Overview of JBMS](#)
- [TSW Fact Sheet – Applying to be a TSW Registered User](#)

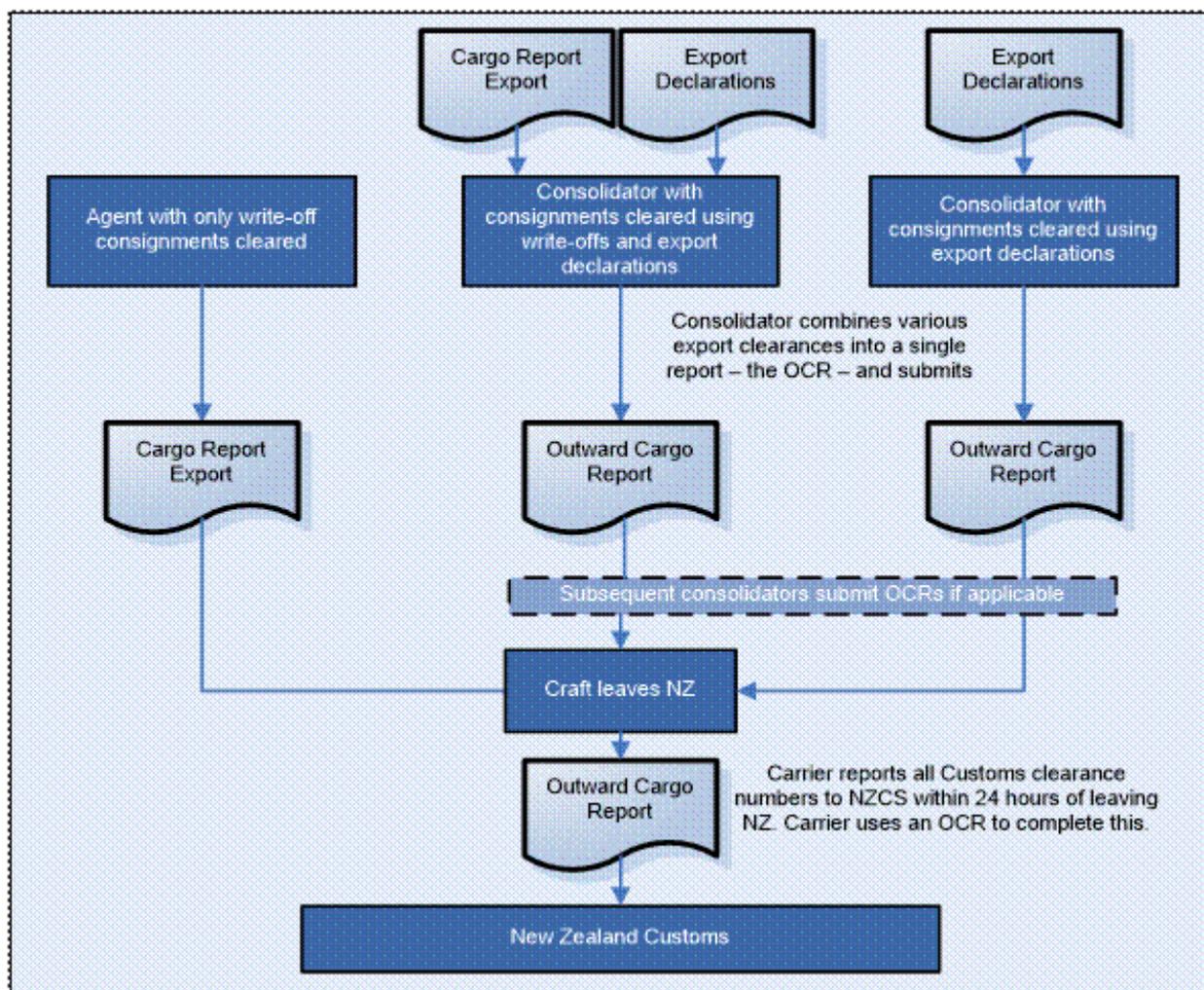
If you are submitting a CRE containing write-off requests you will need to be a declarant. If you are requesting export clearance for empty containers only, you do not need to be a declarant, but will still need to be registered as a user of the TSW system. Check the [Customs website](#) to find out which form you will need to complete.

See page 5 of this fact sheet for a list of goods that qualify for write-off.

### Are there any Charges for Lodging a CRE?

An Outward Cargo Transaction Fee (OCTF) is charged on every CRE lodged with Customs. The OCTF is \$11.51 (GST inclusive) for air shipments, and \$28.83 (GST inclusive) for sea shipments. The fee is payable by whoever submits the electronic CRE. For more information refer to [TSW Fact Sheet – Goods Clearance Fees](#).

## THE CRE PROCESS



## COMPLETING A CRE

All entries must follow the EDI Message Implementation Guidelines, available from the [Customs website](#) or by contacting 0800 428 786 (0800 4 CUSTOMS). Clearance via the internet complies with these guidelines. Please note for legacy ECI messages [Fact Sheet 6B](#) contains the necessary requirements. A single CRE report can only cover shipments to be exported on a single vessel or flight on a single date. A separate CRE report must be made where more than one vessel/flight or date is involved.

## FIELD REQUIREMENTS

The field requirements are split into four (4) sections to help you identify each field.

- Section A: Declaration field requirements
- Section B: Consignments field requirements
- Section C: Summary
- Section D: Override Request

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

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

## BEGINNING YOUR LODGEMENT

### Lodgement

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

### Transport Mode

Select from the dropdown in TSW Online, or state Sea ('1') or Air ('4') to indicate how the goods are being transported.

### Submitter Code and Submitter Name (mandatory)

In TSW Online, select the submitter code from the dropdown. The submitter is either the Carrier or Consolidator/Freight Forwarder/Broker. On selection of the code, TSW populate the submitter name field.

## SECTION A: DECLARATION FIELD REQUIREMENTS

**Note** – (mandatory\*) indicates that a field is mandatory in some cases but not all. For example, it may be mandatory for sea exports but not air. Requirements are explained in the text under the heading.

### Declaration

#### Declarant Code and Declarant Name (mandatory\*)

If the CRE contains write-offs, the declarant's code must be stated. The code is available by applying to Customs and subsequent approval. The name will auto-populate in TSW Online.

#### Sender's Reference Number (mandatory)

This is used to identify your declaration and must be a unique number for this transaction within your system.

#### Method of Communication (mandatory)

The contact method and details of the person completing the report must be stated. Valid options are:

- Cellular phone
- Email
- Facsimile
- Telephone

### Craft

The required shipping details will vary depending on which transport mode has been selected by the submitter. For example, where "Air" has been selected the International Maritime Organization (IMO)/Lloyds Number and Voyage Number will not be required.

### Carrier Code or Carrier Name (mandatory\*)

If the submitter type is 'Carrier', the Carrier code is mandatory. Input the code and click 'Get Details' to auto-fill the carrier name.

\* If the submitter type is Consolidator complete either the Carrier code or Carrier name.

### Craft Name (mandatory\*)

For consignments to be exported by sea, state the ship's registered name in capital letters. The craft name must be the same as that published on the [Customs website list](#).

### Voyage Number (mandatory\*)

For consignments to be exported by sea, enter the voyage number for the craft that will transport the consignments from New Zealand. If you don't know the voyage number, contact the carrier.

### IMO/Lloyds Number

The IMO/Lloyds number for sea craft should be entered if known.

### Flight Number (mandatory\*)

For consignments to be exported by air, state the flight number which will transport the goods from New Zealand. The flight number must conform to the list published on the [Customs website](#).

### Port of Departure (mandatory)

Select from the dropdown provided in TSW Online, or insert the five character port code set out in the [UNECE LOCODE lists](#) for the port from which the craft will finally depart New Zealand.

### Date of Departure (mandatory)

Use the date picker or insert the date on which the craft the CRE relates to leaves its final port in New Zealand. Date format is DD/MM/YYYY.

**Note** – shipping schedules may be subject to change and consignments may be off-loaded. 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.

## Additional Information

### Remarks

Include any additional information relevant to government agencies. This should be provided as a single string of text with no special characters.

## Documents

### Document Type and Document Reference Number

For now, you can make reference to any certificates, passports or other documents relevant to the lodgement as required by agencies. Select the type and input an appropriate reference number. Currently the only option is Other Document. In future other options may be added.

### Attachment Type and Attachment

Use this field to physically attach documents relevant to the lodgement, such as permits, packing lists, container quarantine declarations, as required by agencies. Select from the dropdown and attach the document. Currently the only option is Other Document. In future other options may be added for selection.

## SECTION B: CONSIGNMENT FIELD REQUIREMENTS

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

**Note 1** – consignment and goods item details are required for empty containers.

**Note 2** – up to 9,999 consignments can be listed on a single report.

### Consignment

#### Consignment Number

Consignment number is a sequential number for each consignment, starting with the number '1'. This is auto-filled in TSW Online.

#### Consignment Value

This is the total value of the consignment items for this consignment only. Enter the value in New Zealand dollars (NZ\$).

#### Write-Off Request?

Indicate if the consignment is a write-off request. This covers goods that are exempt from the requirement for an entry but require Customs permission for the goods to be loaded for export. Exempt entry includes:

- bona fide gifts to persons resident outside New Zealand:
- trade samples supplied without charge to persons resident outside New Zealand:
- passenger's baggage and effects except—
  - i. goods sold from a Customs Controlled Area licensed for the purpose described in section 56(1)(b) of the Customs and Excise Act 2018, or in regulation 6(b); or
  - ii. goods subject to a claim for a drawback of duty:
- goods exported by diplomatic missions:
- film and video tape exported for use overseas and return to New Zealand:
- commercial documents and newspapers:
- ships and aircraft leaving New Zealand under their own power, other than those—
  - i. that—
    - (A) were imported under the authority of section 136 of the Act; and
    - (B) on importation, were entered on a temporary import entry; or
  - ii. that—
    - (A) were imported for a charter or lease in New Zealand; and
    - (B) on importation, were entered on a standard import entry; or
  - iii. that have been sold, and are leaving for delivery outside New Zealand; or
  - iv. that are leaving for sale outside New Zealand:
- goods sent by parcel post for repair and return:
- goods of a type normally used for commercial or business purposes, such as laptops (including palmtop and notebook) computers and peripheral equipment (eg, portable printers), portable typewriters, cellular telephones, video and other photographic equipment carried by a passenger leaving New Zealand:
- any goods having an FOB value not exceeding \$1,000 and not being—
  - i. goods sold from a Customs controlled area licensed for the purpose described in section 56(1)(b) of the Act, or in regulation 6(b); or
  - ii. goods subject to a claim for a drawback of duty

Select No for empty containers.

### International Tranship Request?

Select Yes to request the transfer of an International Transshipment consignment to the Location of Goods specified pending export loading.

### Transfer Transport Mode

Specify the mode of transfer for ITR.

### Craft Name

State the name of the import craft for the ITR; state the ship's registered name in capital letters. The craft name must be the same as that published on the [Customs website list](#).

### Voyage Number

State the voyage number of the import craft for the ITR. If you don't know the voyage number, contact the carrier.

### Date of Arrival

State the arrival date of the import craft for the ITR.

### Port of Loading (mandatory)

Select the port where the goods will be loaded onto the vessel or aircraft that will transport them from New Zealand. If the goods are loaded on board a different vessel or flight for transshipment to the port where they will be loaded on the export vessel or flight, the export vessel name or flight is to be used. 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 name and port of loading of vessel B would be used. If not using TSW Online, state the five character port code as set out in the [UNECE LOCODE lists](#).

### Port of Discharge (mandatory)

In TSW Online, select the port, otherwise insert the five character port code set out in the [UNECE LOCODE lists](#) for the first overseas port at which the goods are expected to be unloaded from the vessel or flight specified in the 'Vessel/Flight Number' field.

**Note** – where the goods are unloaded at a port for transshipment to another port, the port of discharge is the first port at which the goods are unloaded. For example, if goods are unloaded in Long Beach, California en route to Tilbury, England, the code for Long Beach would be stated as the port of discharge.

### Location of Goods Code (mandatory\*)

This field is mandatory for air exports, and for sea exports if the location of goods is different from the port of loading. A TSW premises code is entered in this field. This should be a CCA premises code, and refers to the freight forwarder's store, or other premises approved by Customs and MPI to hold export shipments awaiting clearance.

- For goods exported by air the TSW premises code of the cargo terminal operator/consolidator/freight forwarder premises where the goods are located is required.
- For sea freight shipments, a TSW premises code of the consolidator/freight forwarder must be entered when the location of the shipment is different from the port of loading.

### Method of Payment of Freight

If using TSW Online, select the appropriate method of payment of freight from the dropdown. Otherwise, insert the appropriate code available at the [Customs website](#).

## MPI Account Number

Enter your MPI Account Number

## Bill

### Bill Type (mandatory)

Select the bill of lading type for the consignment:

- Bill of Lading
- Booking Reference
- House Way Bill
- Master Bill

**Note 1** – where the transport mode is sea, use bill types Master Bill and Bill of Lading/Booking Reference only.

**Note 2** – where the transport mode is air, use bill types Master Bill and House Way Bill/Booking Reference only.

### Bill Number (mandatory)

Insert the serial number of the bill.

For exports by sea, insert the serial number of the bill of lading issued to the exporter for each consignment covered by the report. Depending on which party arranged for the freight, this may be issued by the shipping company, consolidator, or freight forwarder.

### Handling Instructions

Any 'Handling Instructions' included are passed to ports or freight forwarders. This should be provided as a single string of text with no special characters.

## Containers

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

**Note** – for non containerised goods being shipped by sea, this field should be left blank.

### Only Empties?

This box should be checked when the consignment contains only empty containers. Check the box, then complete the first row of container information. Once number, size/type and status has been selected, you can then click the 'add' container button located next to the 'Only Empties' check box. This will pre-fill the new container row with an empty status and the same size/type as the previous row. Once you have added all your empty containers you will need to add a consignment item for each container. Selecting 'only empties' reduces the amount of mandatory fields on the consignment items tabs.

## Container Status

If a container number and size/type are input, the status must also be selected. 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 good being imported. Where the container is being used to transport other goods (ie, 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. Another name commonly used and synonymous with this definition is FAK (freight all kinds).
- Attached Equipment

## Container/Pallet Number

For each container state the container/pallet number in which the goods are exported.

## Container/Pallet Size/Type

If a container number is input the size and type of container/pallet must also be input. Select from the dropdown in TSW Online, or the equipment size and type descriptions are located at [UN/EDIFACT 8155](#).

## Attached Equipment

For each container number, if there is any attached equipment on either the inside or outside of the container, select the type from the dropdown provided. If there is no attached equipment leave this field blank.

## Seals

Where containers are sealed, for each Container Number the number of the seal fixed to that container should be stated.

## Consignor

### Consignor Code or Consignor Name (mandatory)

Complete either the code or the name and address.

## Consignee

### Consignee Name and Address (mandatory)

Insert in these fields the full name and address of the overseas consignee of the consignment as shown on the bill of lading or waybill.

## Notify Party

Any 'notify party' stated in the transport document can be entered here. Complete the name and address.

## Delivery Destination

### Same as Consignee

Select Yes if the goods are being delivered to the consignee; otherwise, select No.

### Deliver to Party

Complete the name and address if the goods are being delivered to other than the consignee. The name and address of where the goods are being delivered should be stated.

## Delivery Notification

This notification is in addition to the default delivery notification to the Port/premises where the goods are located. It is an optional field and can be used for an additional party to receive advice of the delivery authority for the CRE. Record the details of the additional notification party.

## Consolidation

### Is this consignment a consolidation?

Where the consignment is a consolidation or part of a consolidation, details of the consolidator must be provided.

## Consignment Item

A separate consignment item is required for each:

- consignment number
- different type of goods within the consignment.
- type of packaging in which goods are packaged.
- container number.

**Note** – up to 999 consignment items can be listed per consignment.

### Bill Number

In TSW Online, this will auto-populate.

### Consignment Value in NZD

In TSW Online, this will auto-populate.

### Write-Off Request?

In TSW Online, this will auto-populate.

### Consignment Item Number

A sequential number for each consignment item, starting with the number '1'. This is auto-filled in TSW Online.

### 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 the serial number of each shipping container. Pick the container relevant to this item from the drop-down list of the containers included in the consignment. This field will only be visible if containers are added. If you do not select a container number, then you will be required to input packaging details and gross weight details before proceeding.

### Cargo Description (mandatory)

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.

### Tariff Item

State the tariff classification of the goods by referring to the tariff number and statistical key code according to the Working Tariff Document of New Zealand. This publication is available on the Customs website [here](#).

### Item Value (mandatory\*)

This is only mandatory for write-off consignments. 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 an assessed value is used for saleable commodities, it should reasonably reflect the replacement or insurance value of the goods

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

### Currency (mandatory\*)

This is only mandatory for write-off consignments. Select from the dropdown in TSW Online, or insert the three-character code for the currency in which the goods have been valued.

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

### Types of Packages (mandatory\*)

Select from the list of packages 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 are listed under [UN/EDIFACT Recommendation 21 Annex V](#).

For bulk containers the package type must be one of the bulk kind eg 'Bulk, scrap metal'.

\* This is not required for empty containers. Where the item line is for an empty shipping container, leave this field blank.

**Note** – the most reliable source of the correct number and type of packages is the bill of lading or air waybill.

### Number of Packages (mandatory\*)

Insert the quantity of each type of package mentioned in the 'Package type' field, except where the package type is bulk.

For bulk containers the package number '1' must be entered.

\* This is not required for empty containers. Where the item line is for an empty shipping container, leave this field blank.

### Country of Origin (mandatory\*)

This is only mandatory for write-off consignments. Insert 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. The country codes are available from UNECE website [www.unece.org](http://www.unece.org)

### Gross Weight Item Level in kg (mandatory\*)

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

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

### Identity Type

Where applicable enter the identity qualifier. Select from the dropdown in TSW Online, or insert the appropriate code. Valid options are:

- Chassis number
- Global Trade Item Number (GTIN)
- Identification tag
- Identification tattoo
- Microchip
- Registration Number
- Serial number
- Vehicle identification

### Identity Number (mandatory\*)

Mandatory if an identity qualifier is selected. Insert the relevant identity number.

### Other Classification Type

Enter the relevant classification type:

- Harmonised System
- United Nations Dangerous Goods List

### Classification

Enter the relevant dangerous goods or classification number relevant to the consignment item. This is available from the [\*Working Tariff document\*](#).

### Unique Consignment Reference (UCR)

Provide the unique consignment reference if known. This relates to any unique reference number that has been assigned to the consignment and can be used for tracing and verification purposes.

## SECTION C: SUMMARY

The summary page gives a summary of all consignments from the input on the previous fields and enables the information to be reviewed before the CRE is submitted. If the CRE contains write-off consignments, the declaration is confirmed by input of the declarant's unique user identity PIN. On the summary page each consignment can be reviewed by clicking the pencil icon.

## SECTION D: OVERRIDE REQUEST

This section is only completed where the declaration has been or will be rejected for an error(s) that the declarant knows does not apply, and the permission of a Customs officer has been obtained to override the error(s). In these circumstances, tick the override box, otherwise leave this field blank. If you indicate an override, you must state the reasons for the override, and the name of the approving Customs officer, in the override reasons field of the entry.

**Note:** many errors are critical for processing and cannot be overridden. Every attempt should be made to correct errors before requesting override. Sufficient details must be provided to allow an officer to make a decision.

If you copy a lodgement, ensure you delete the override details.

### NEED HELP?

If you have any other questions or need further assistance, please contact 0800 BORDER or visit the border agency websites.

Websites: [www.customs.govt.nz](http://www.customs.govt.nz) and [www.mpi.govt.nz](http://www.mpi.govt.nz)