

# TSW Submission Guide:

## Domestic Transshipment Request (DTR) FAK container movements

### What is a Domestic Transshipment Request?

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

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

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

1. **For Customs:** Paperless transshipment, Collector's Permits, Permission to Remove (single, form 202, and continuing)
2. **For MPI:** An approved DTR will be used instead of requesting a BACC to move uncleared cargo.

A DTR is part of the Inward Cargo Report (ICR).

### How to submit an ICR with a DTR request?

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

### Registering to use the Trade Single Window system

Every person who wishes to submit lodgements and cargo reports (regardless of the method of submission) needs to register online at [www.tsw.govt.nz](http://www.tsw.govt.nz). See the [Getting Started](#) section on the Customs website for information on how to register.

## Submitting your Domestic Transhipment Request

Follow the steps below to submit your DTR to move uncleared FAK (Freight of all kinds) containers from the Port to your CCA/TF

### SECTION A: DTR KEY FIELDS

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

1. Locations of Goods Code
2. DTR indicator
3. Transhipment Destination
4. Transfer Transport Mode
5. Enter in the Quarantine Declaration for every consignment for every container
6. FAK container movements
7. Attachments

### SECTION B: CONSIGNMENT

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

 For removal from a port the UN/LOCODE must be entered e.g. NZAKL for Auckland

Consignment Number  
1

Write-Off Request?  
☐ Yes  
☒ No

Repack Indicator  
☒ Yes  
☐ No

Shipment Port of Origin (required)  
AUSYD Sydney

Transhipment Place Code  
Start typing, min 3 letters

No records to display

Port of Loading (required)  
AUSYD Sydney

Port of Discharge (required)  
NZAKL Auckland

Method of Payment of Freight  
Start typing or select from dropdown

Date and Time of Arrival at Place of Discharge (required)  
10/03/2022 00:00

MPI Account Number  
Enter MPI Account #

MPI Account Name  
Enter MPI account name

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

Location of Goods Code  
NZAKL Clear

Location of Goods Name  
Ports of Auckland Limited (40075262B)

## DTR indicator, Transhipment Destination, Transfer Transport Mode

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

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

The **Transfer Transport Mode** must be stated for all DTRs to specify the mode of transport of the transfer.

- Select from the following options:
- 1O = Sea (Overseas vessel)
- 1C = Sea (Coastal vessel)
- 2 = Rail
- 3 = Road
- 4 = Air
- 6 = Multimodal

**Example 1:** For FAK container moving from the Port to CCA/TF via Truck use **3 = Road**

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

**Example 3:** For FAK container moving from the Port to CCA/TF through an Inland Port (e.g., MetroPort) use **3 = Road**

**Transhipment Request**

Movement Request?

☒ Domestic Transhipment Request

☐ International Transhipment Request

☐ None

Find Transhipment Destination

Start typing the name of the transhipment destination

Transhipment Destination

7489G

Clear

Transhipment Destination Name

Auckland - CCA

Transfer Transport Mode

Road

## Movements through an Inland Port e.g., MetroPort, Midland Port

If the container is moving to your CCA/TF through an inland port only one DTR needs to be submitted. You must enter the CCA code of the inland port in the **Delivery Notify Party** field e.g., 8865L for MetroPort

## Attach Documents

If requesting an FAK container movement, please attach all relevant documents. These must include a Quarantine Declaration, Bill of Lading and Manifest

Documents

Document Reference

Document Type

Document Reference Number

Start typing or select from dropdown

Enter document reference number

+

+

No records to display

Attach Documents

Attachment Type

Attachment

Start typing or select from dropdown

Attach document

Browse

+

+

No records to display

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

**Are you submitting this report as a carrier, or as an agent on behalf of a carrier?** (required)

- ☐ Yes  
☒ **No**

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

Consignment Number

1

Write-Off Request?

- ☐ Yes  
☒ **No**

## SECTION C: FAK CONTAINER MOVEMENTS

### Quarantine Declaration

For FAK container movements, enter the Quarantine Declaration for every consignment for every container.

**Note:** If doing an FAK, please put Container Status as 'Full contains multiple LCL consignments'

Does this shipment have any containers or pallets?

- ☒ Yes  
☐ No

Add Container Pack Location

Container or Pallet Number	Container Status
SEGU4267587	Full contains multiple LCL consignments
Container or Pallet Number SEGU4267587	Container Status Full contains multiple LCL consignments
Container or Pallet Size / Type 20' GENERAL PURPOSE CONT.	Stow Position Enter stow position
<input type="checkbox"/> No QD QD1 QD2 QD3 QD3a QD3b <input checked="" type="radio"/> Yes <input type="radio"/> Yes <input type="radio"/> Yes <input type="radio"/> Yes <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No <input type="radio"/> No <input type="radio"/> No <input checked="" type="radio"/> No	MPI Approved System Number Enter MPI approved system number
Attached Equipment Start typing or select from dropdown	
Container Pack Location Start typing or select from dropdown	Seal Number Enter seal number
No records to display	No records to display
Transitional Facility Code Enter code	Transitional Facility Name
<div>Get Details</div>	
<div>Delete Done</div>	

## Further information:

For more information on DTR contact: [DTR@mpi.govt.nz](mailto:DTR@mpi.govt.nz)

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