

TSW Submission Guide: Domestic Transhipment Request (DTR) Seafreight

What is a Domestic Transhipment Request?

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

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

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

1. **For Customs:** Paperless transhipment, Collector's Permits, Permission to Remove (single, form 202, and continuing)
2. **For MPI:** DTR will be used instead of the Biosecurity Authority Clearance Certificate (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. See the [Getting Started](#) section on the Customs website for information on how to register.

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 Port / Cargo Terminal / freight forwarder premises where the goods are currently located.

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

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 Port / Cargo Terminal / freight forwarder 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

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

Transhipment Destination Name

Auckland - CCA

Transfer Transport Mode

Road

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 SEGU4267587	Container Status Full contains multiple LCL consignments
Container or Pallet Size / Type 20' GENERAL PURPOSE CONT.	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
Transitional Facility Code Enter code	Transitional Facility Name

[Delete](#) [Done](#)

Attach Documents

If you are doing a FAK container movements, please attach all relevant documents e.g., 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
No records to display	

SECTION D: DTR FEES

Currently no fees are charged where an ICR is submitted to only request a DTR movement. Charges still apply to ICRs that includes write-offs and Carrier ICRs. Refer to [Goods Clearance Fees](#) on this website.

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

Further information:

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

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