



TSW ELECTRONIC DELIVERY NOTIFICATIONS

NOTIFICATION SCENARIOS GUIDE

This document is a guide to aid industry in understanding how to notify the right parties electronically using Trade Single Window. For full explanations of notifications, see [How TSW Notifications Work](#). Guidance on submitting specific lodgements is also available on the [Customs website](#).

Currently the Location of Goods code is not mandatory for sea freight. This document encourages users to enter the Location of Goods regardless of whether it is mandatory or not, as it simplifies the use. Following consultation with software providers, agencies intend to make the Location of Goods field mandatory for sea freight as well in order to reduce the chance of electronic notifications not being sent to the correct place.

NOTIFICATION SCENARIOS

This document aims to provide guidance for all scenarios. If you find a scenario is not covered please email tswusersupport@customs.govt.nz with details of the scenario you would to see.

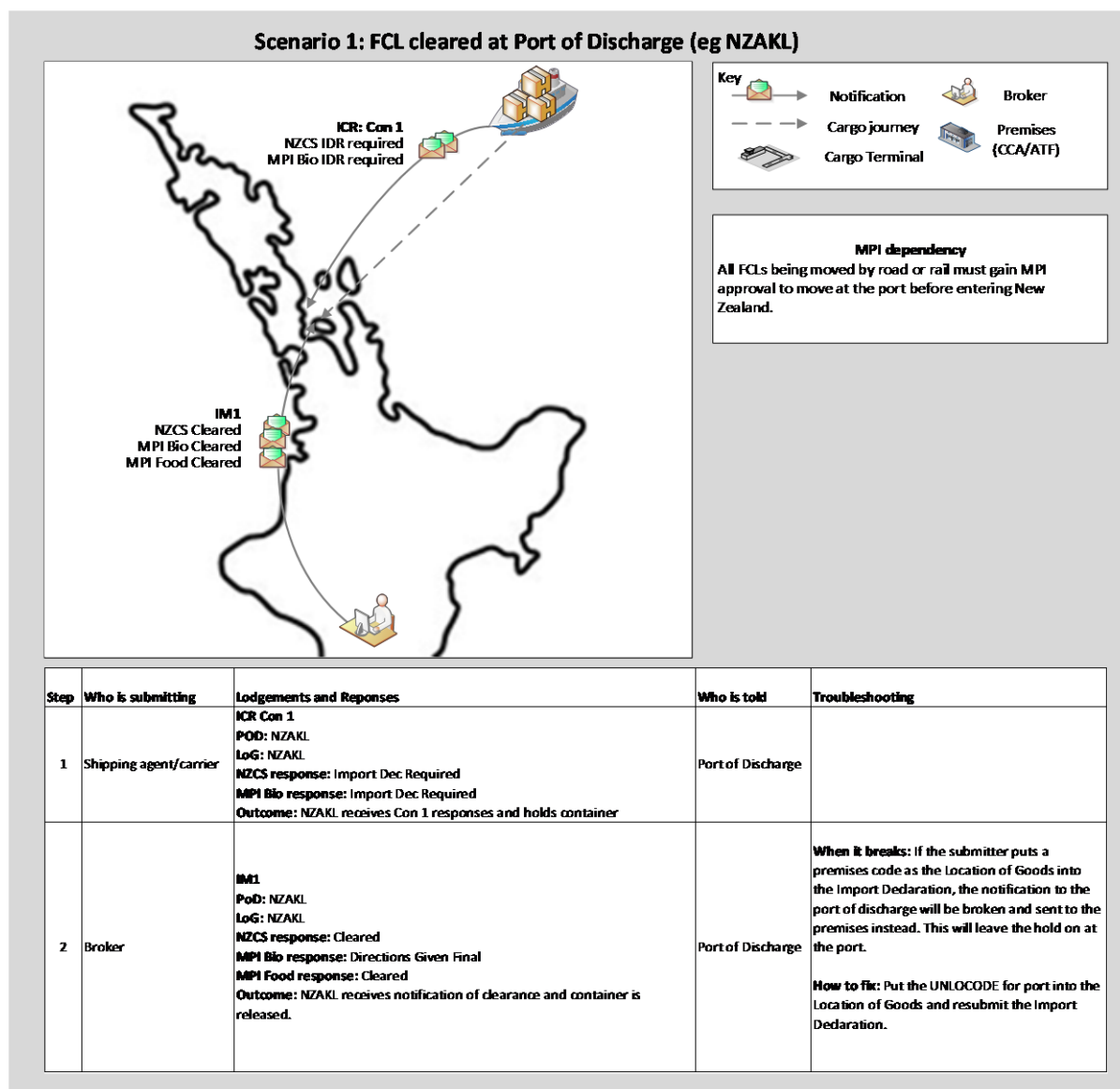
CONTENTS

Notification Scenarios Guide.....	1
Notification Scenarios	1
Glossary of Terms.....	3
Scenario 1: FCL cleared at Port of Discharge	4
Scenario 2: Bulk cargo cleared at Port of Discharge	5
Scenario 3: FAK discharging at port moving by road to Location of Goods for clearance	6
Scenario 4: FCL discharging at port, changing vessel and moving by sea to destination port	7
Scenario 5: FCL cleared at port and moved domestically to place of destination	8
Scenario 6: International transshipment FCL, arriving at Mt Wharf, leaving from Sulphur Point	9
Scenario 7: International transshipment FCL changing vessel at multiple ports.....	10
Scenario 8: Air freight being imported and cleared directly from Cargo Terminal.....	11
Scenario 9: Air freight imported and moved from Cargo Terminal to Location of Goods and cleared from Location of Goods.....	12
Scenario 10: Export cleared directly from Cargo Terminal for loading	13
Scenario 11: Air freight cleared from Location of Goods, consolidated with other shipments and moved to Cargo Terminal for export loading	14
Scenario 12: Single line consignment CRE/single export declaration cargo cleared directly from Cargo terminal for export loading.....	15
Scenario 13: Sea freight moved from Location of Goods to port of loading and exported.....	16

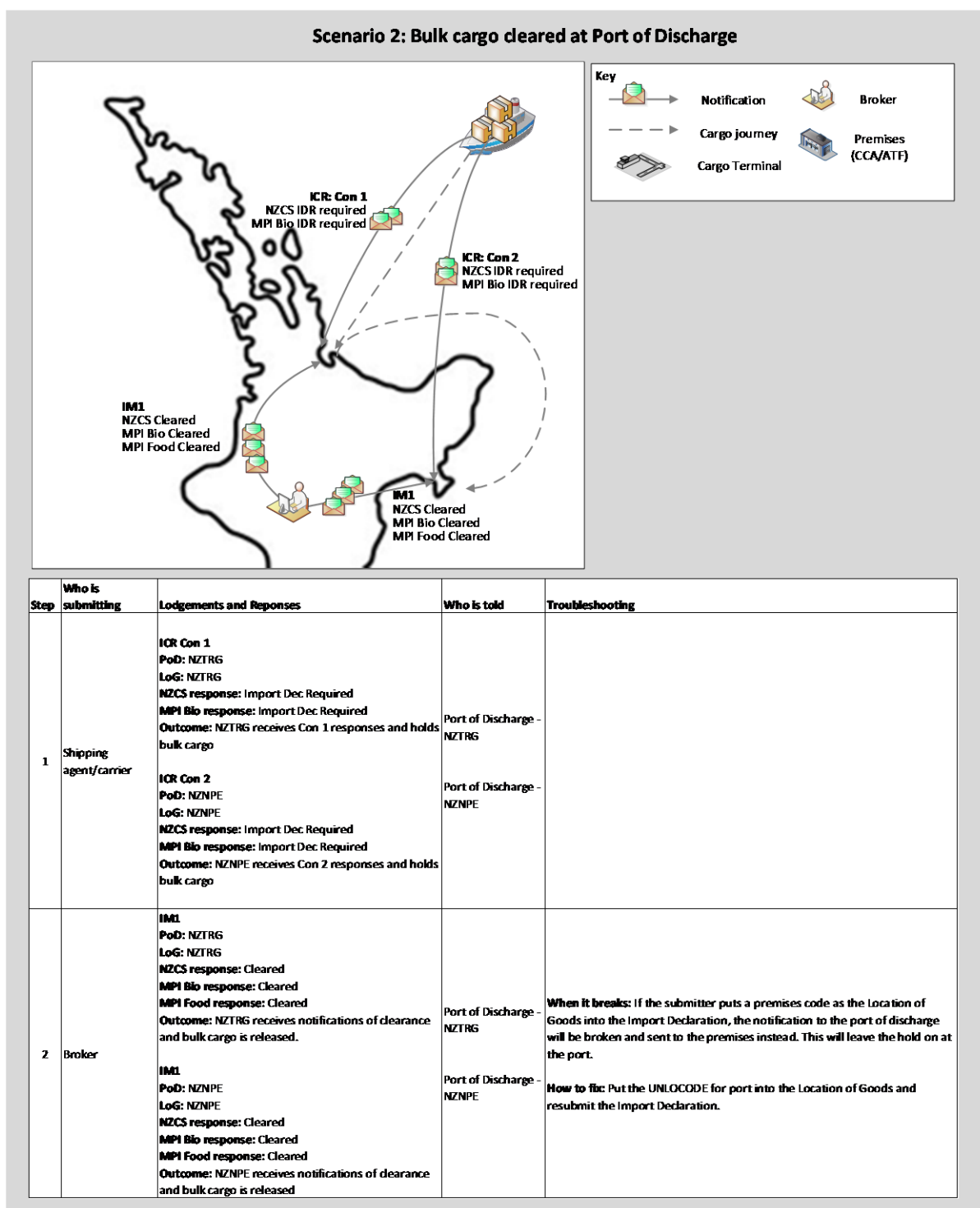
Glossary of Terms

Glossary	
CCA	Customs-controlled Area
Con	Consignment
Consol	Consolidation
CRE	Cargo Report Export
CTO	Cargo Terminal Operator
DTR	Domestic Transhipment Request
EX1	Export Declaration
ICR	Inward Cargo Report
IM1	Import Declaration
FCL	Full Container Load
IPI	MPI Only Load Declaration
ITR	International Transhipment Request
LCL	Less than a container load (FAK)
LoG	Location of Goods
MPI Bio	Ministry of Primary Industries Biosecurity
MPI Food	Ministry of Primary Industries Food Safety
NZCS	New Zealand Customs Service
OCR	Outward Cargo Report
PoD	Port of Discharge
TSW	Trade Single Window

Scenario 1: FCL cleared at Port of Discharge

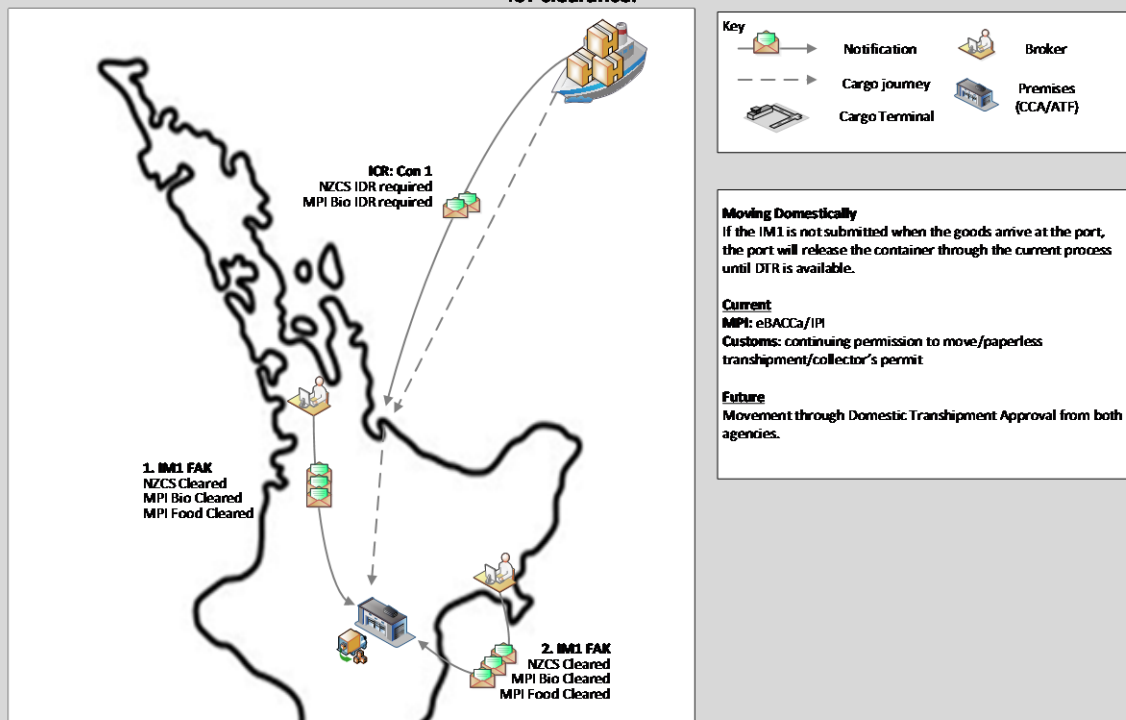


Scenario 2: Bulk cargo cleared at Port of Discharge



Scenario 3: FAK discharging at port moving by road to Location of Goods for clearance

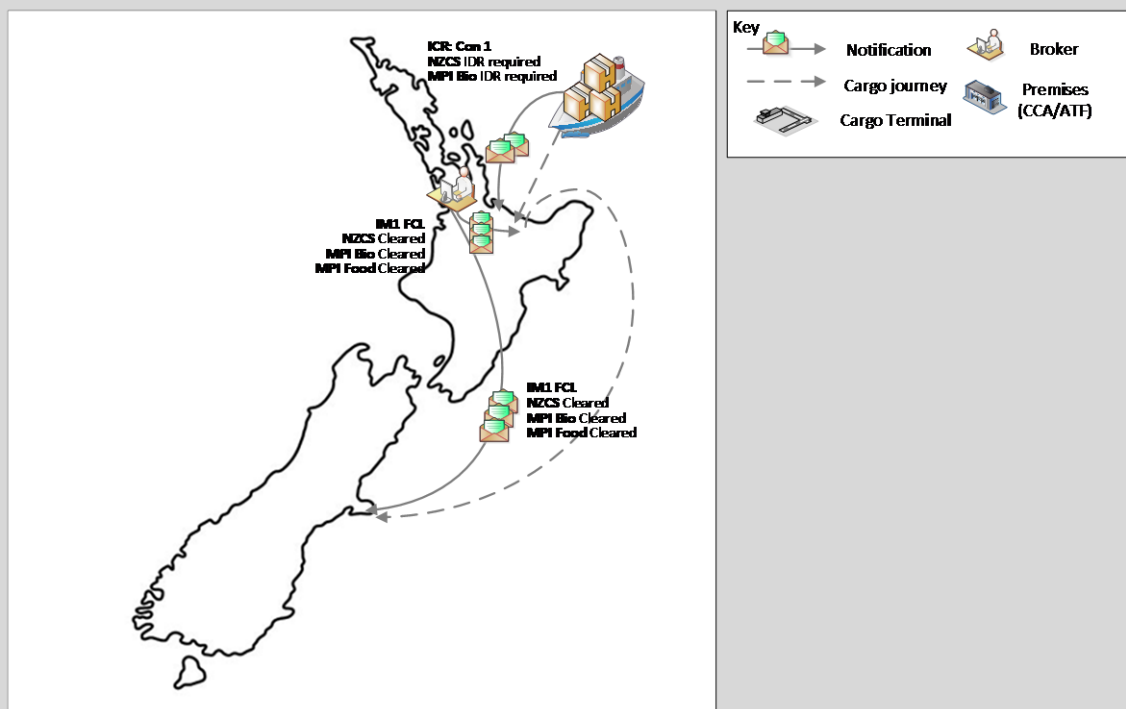
Scenario 3: FAK discharging at port (eg NZTRG) moving by road to Location of Goods (eg Palmerston North) for clearance.



Step	Who is	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	<p>ICR Con 1 PoD: NZTRG LoG: NZTRG NZCS response: Import Dec Required MPI Bio response: Import Dec Required Outcome: NZTRG receives Con 1 responses and holds container</p>	Port of Discharge	
2	Broker	<p>1. IM1 PoD: NZTRG LoG: 1234A PN Warehouse NZCS response: Cleared MPI Bio response: Cleared MPI Food response: Cleared Outcome: PN warehouse receives notifications of clearance through LoG</p> <p>2. IM1 PoD: NZTRG LoG: 1234A PN Warehouse NZCS response: Cleared MPI Bio response: Cleared MPI Food response: Cleared Outcome: PN warehouse receives notifications of clearance through LoG</p>	Location of Goods	<p>When it breaks: If the submitter puts no Location of goods into the Import Declaration, the FAK IM1 notification will only go to the port of discharge.</p> <p>How to fix: Add the Location of goods to the IM1 and resubmit the Import Declaration.</p>

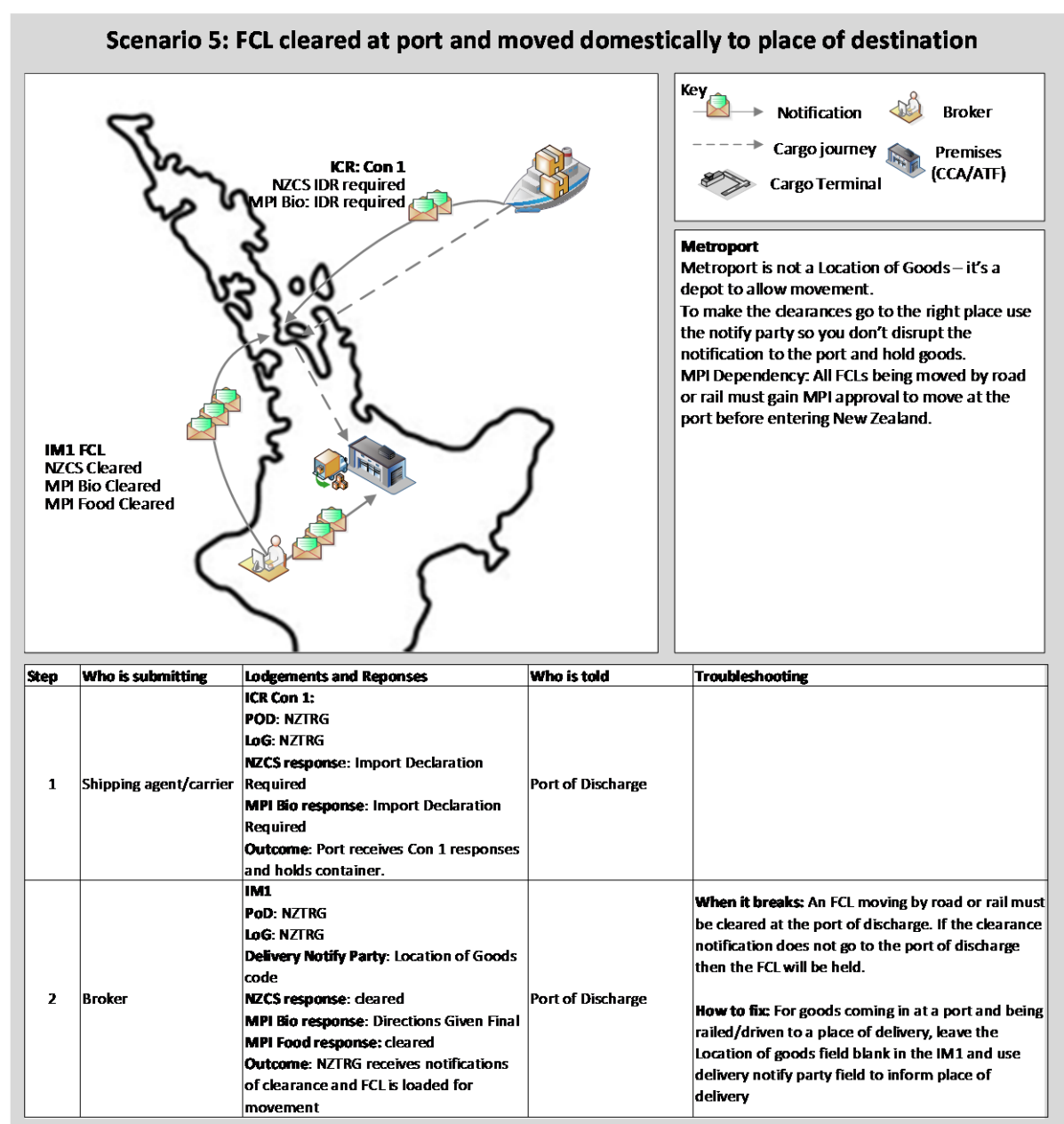
Scenario 4: FCL discharging at port, changing vessel and moving by sea to destination port

Scenario 4: FCL discharging at port (eg NZTRG), changing vessel and moving by sea to destination port (eg NZLYT)

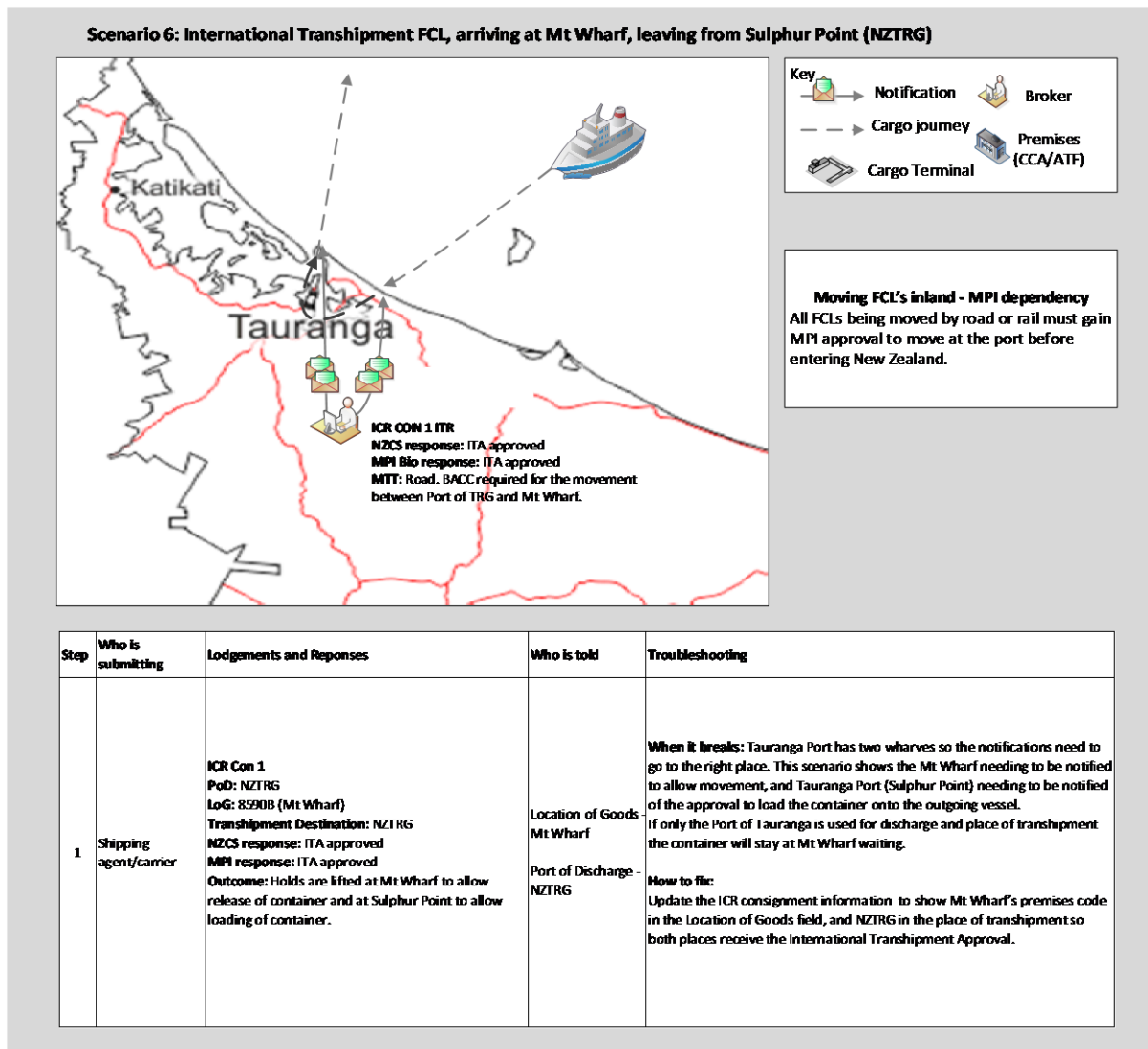


Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	ICR Con 1 PoD: NZTRG LoG: NZTRG NZCS response: Import Dec Required MPI Bio response: Import Dec Required Outcome: NZTRG receives Con 1 responses and holds FCL	Port of Discharge - NZTRG	
2	Broker	IMI1 PoD: NZTRG LoG: NZLYT Notify Party: NZTRG NZCS response: Cleared MPI Bio response: Directions Given Final MPI Food response: Cleared Outcome: NZTRG receives notifications of clearance and hold is lifted. NZLYT receives notification of clearance and FCL is released.	Port of Discharge - NZTRG from the Notify Party field Location of Goods (port of clearance) - NZLYT	When it breaks: NZLYT as the LoG breaks the notification to NZTRG. If the submitter puts no Notify Party into the Import Declaration NZTRG will not be notified and the container will be held at Tauranga. How to fix: Enter the LoG (port of clearance) and enter Port of Discharge as a Delivery Notify Party.

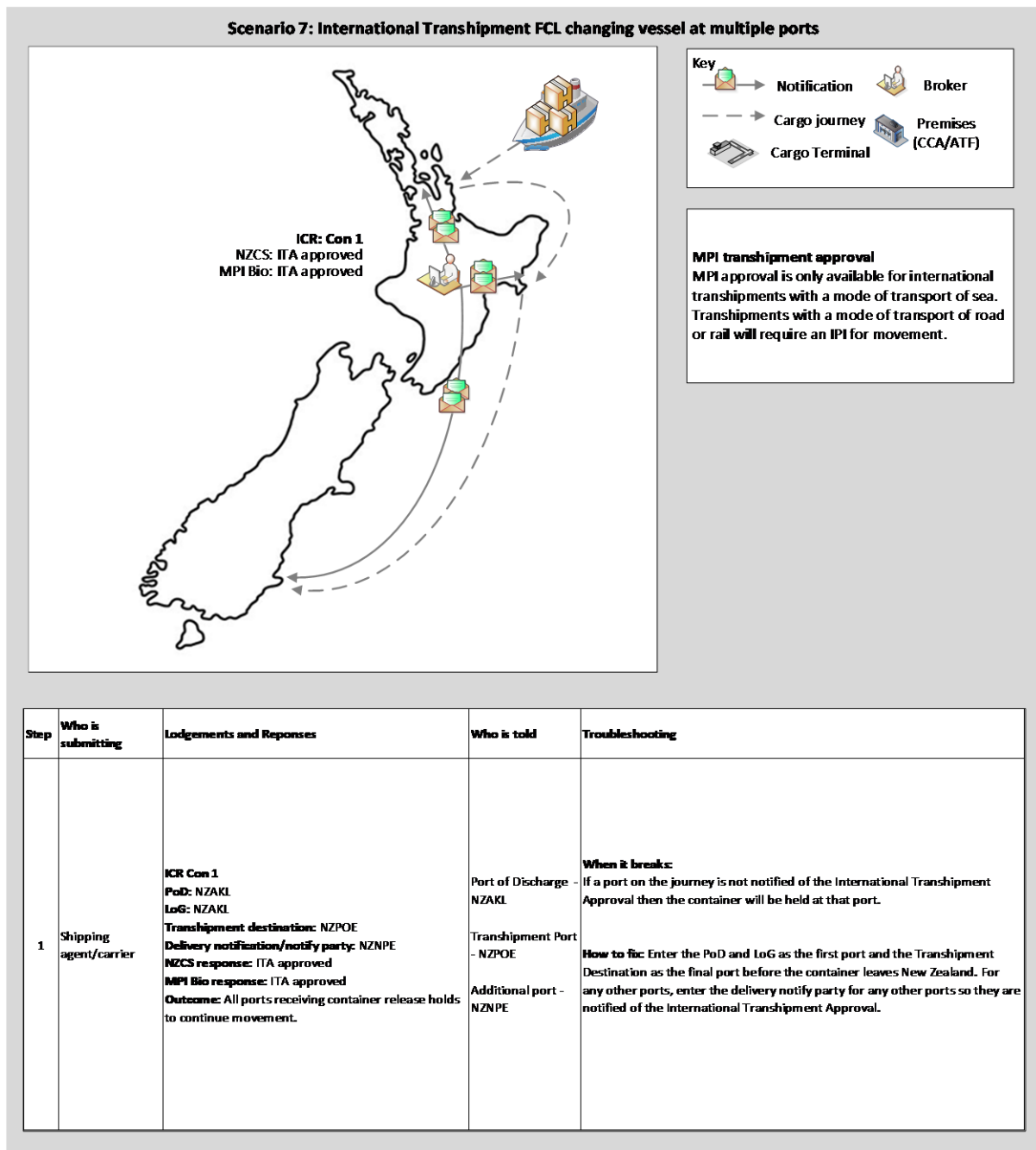
Scenario 5: FCL cleared at port and moved domestically to place of destination



Scenario 6: International transshipment FCL, arriving at Mt Wharf, leaving from Sulphur Point

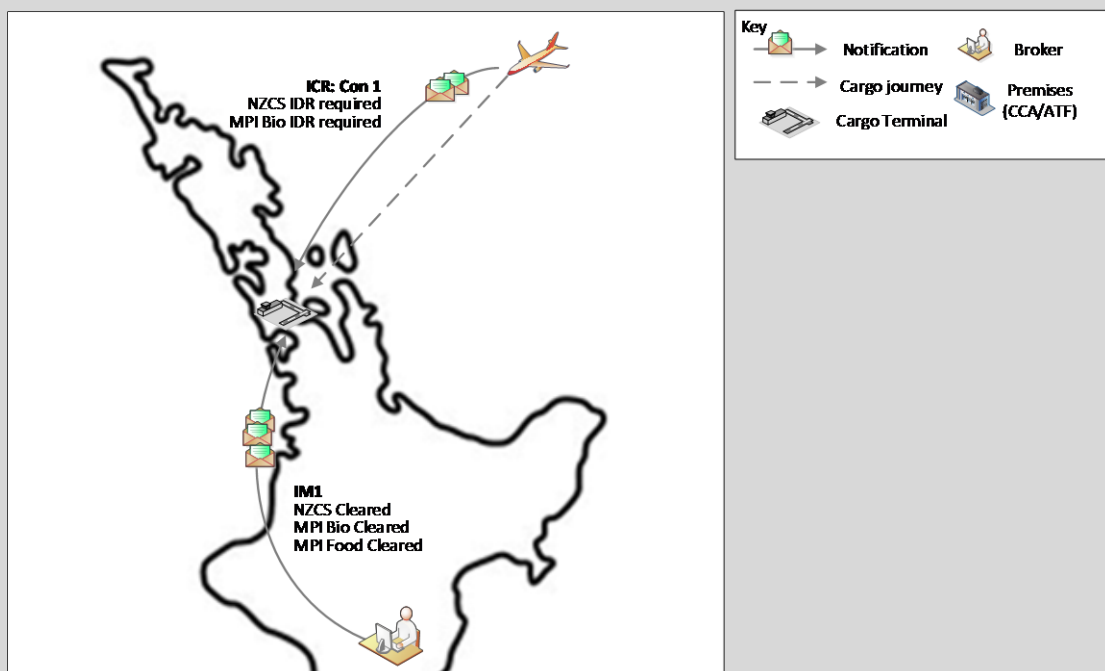


Scenario 7: International transshipment FCL changing vessel at multiple ports



Scenario 8: Air freight being imported and cleared directly from Cargo Terminal

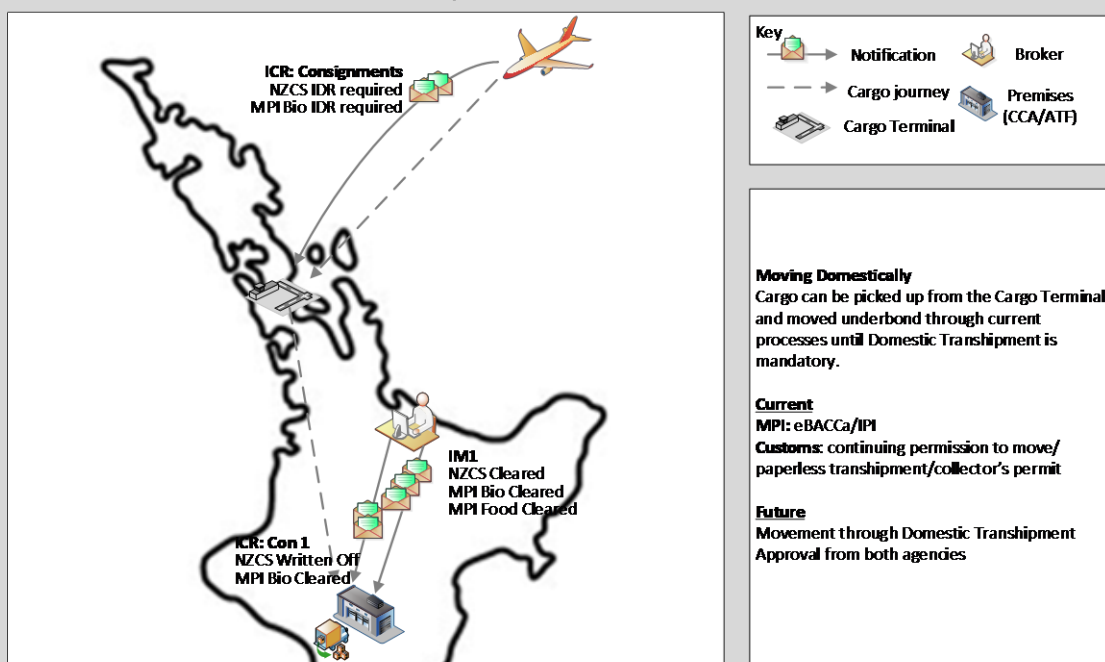
Scenario 8: Air freight being imported and cleared directly from Cargo Terminal



Step	Who is	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	ICR carrier - all consignments POD: NZAKL LoG: Cargo Terminal NZCS response: Import Dec. Required MPI Bio response: Import Dec. Required Outcome: CTO receives consignment responses	Cargo Terminal	
2	Broker	IM1 PoD: NZAKL LoG: Location of Goods code found on website NZCS response: Cleared MPI Bio: Cleared MPI Food: Cleared Outcome: CTO receives Import Declaration clearance responses and releases cargo.	Cargo Terminal	When it breaks: If the submitter puts the wrong Cargo Terminal Operator into the Location of Goods field in the Import Declaration, the notification will be sent to the incorrect premises. How to fix: Correct the LoG being used and resubmit the Import Declaration.

Scenario 9: Air freight imported and moved from Cargo Terminal to Location of Goods and cleared from Location of Goods

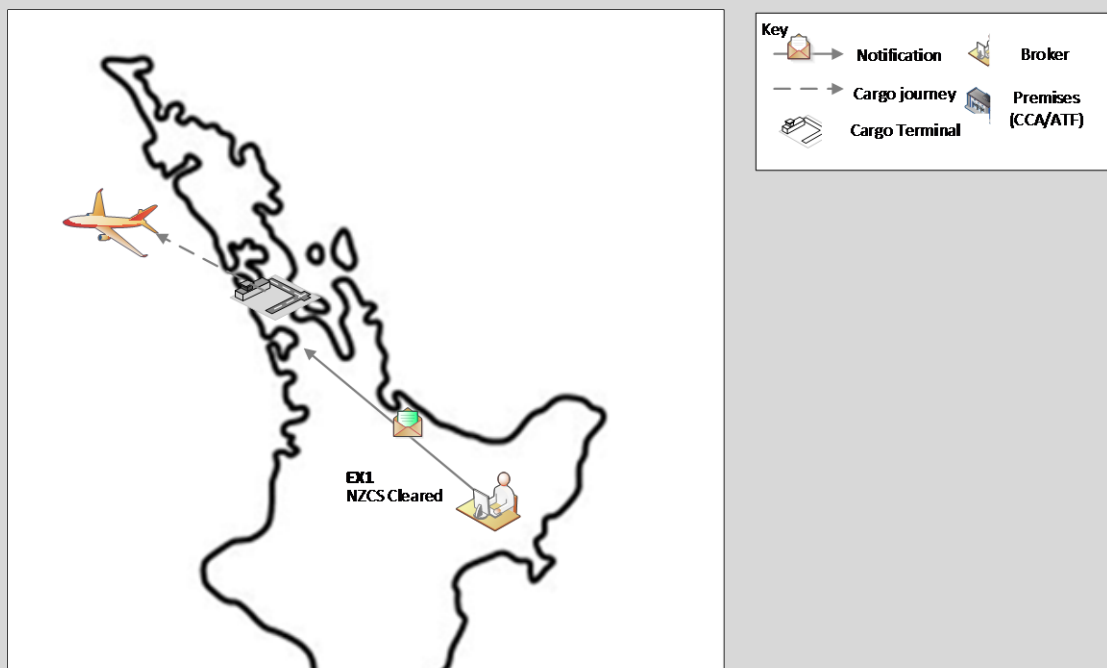
Scenario 9: Air freight imported and moved from Cargo terminal to Location of Goods, cleared from Location of Goods



Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Shipping agent/carrier	ICR carrier - all consignments PoD: NZAKL LoG: CTO NZCS response: Import Dec Required MPI Bio response: Import Dec Required Outcome: CTO receives consignment responses, cargo uplifted using current process to move to deconsolidator's premises.	Cargo Terminal Operator	
2	Broker	Freight forwarder ICR for low value goods clearance PoD: NZAKL LoG: Location of Goods code available on the Customs website NZCS response: Written off MPI Bio response: Cleared Outcome: Location of Goods receives notification of clearance and cargo is released. IM1 for high value clearance PoD: NZAKL LoG: Location of Goods code found on website NZCS response: Cleared MPI Bio: Cleared MPI Food: Cleared Outcome: Location of Goods premises receives notification of clearance and cargo is released.	Location of Goods	When it breaks: If the submitter puts the wrong Location of Goods into the Import Declaration or clearance ICR, the notification will be sent to the incorrect premises. How to fix: Correct the LoG being used and resubmit the Import Declaration or clearance ICR.

Scenario 10: Export cleared directly from Cargo Terminal for loading

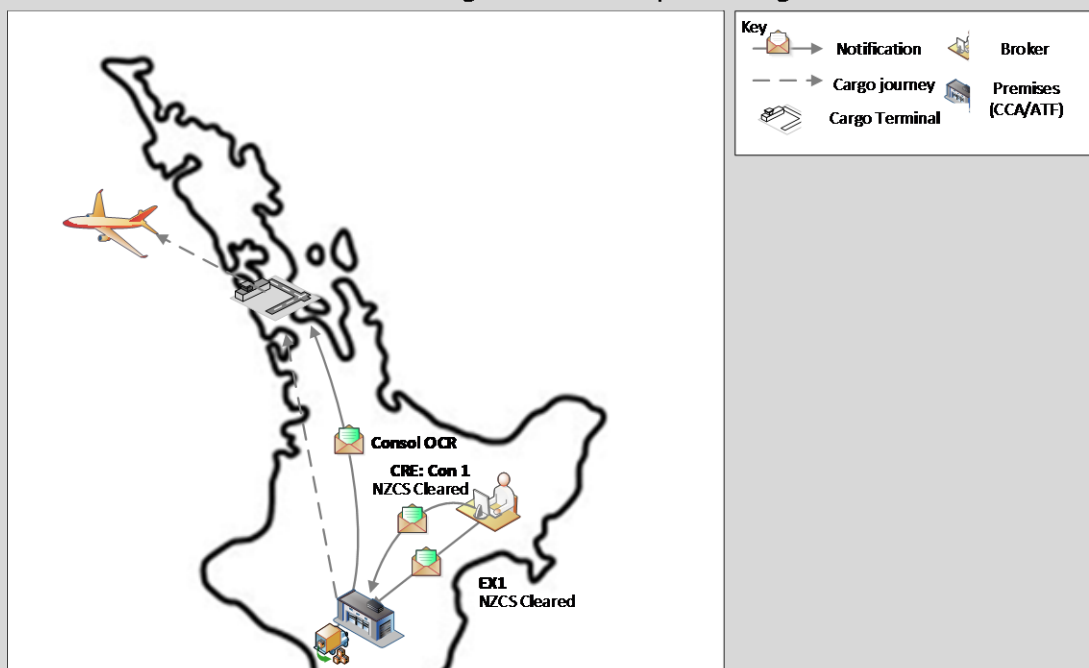
Scenario 10: Export cleared directly from Cargo Terminal for loading



Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Broker	EX1 Pol: NZAKL LoG: CTO Location of Goods codes, available on Customs website NZCS response: Cleared Outcome: CTO receives notification of clearance and cargo is loaded for export.	Cargo Terminal Operator	When it breaks: If the wrong CTO is entered in the Export Declaration the notification will be sent to the incorrect CTO. How to fix: Update the Export Declaration with the correct CTO and resubmit the Export Declaration.

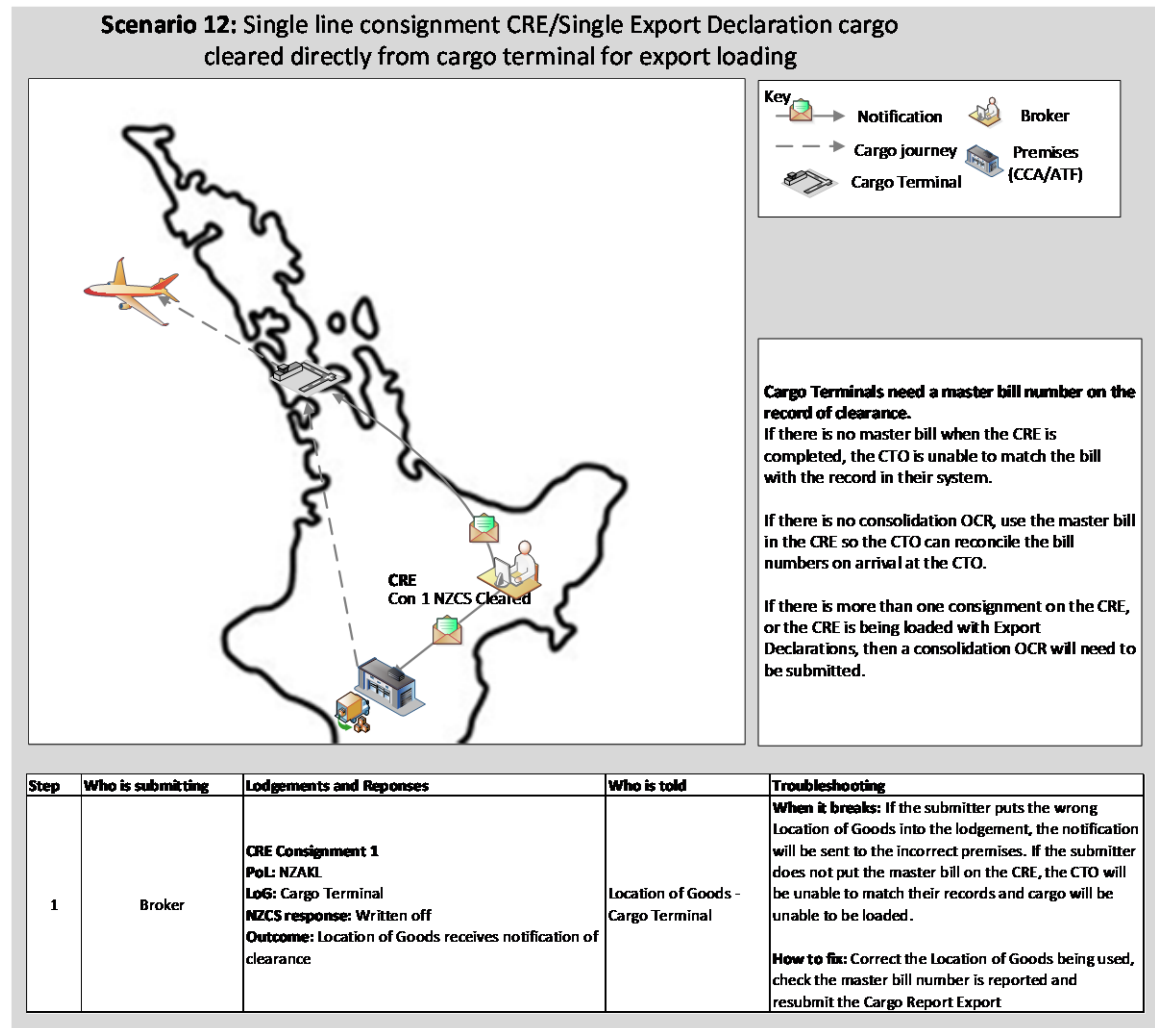
Scenario 11: Air freight cleared from Location of Goods, consolidated with other shipments and moved to Cargo Terminal for export loading

Scenario 11: Air freight cleared from Location of Goods, consolidated with other shipments and moved to cargo terminal for export loading



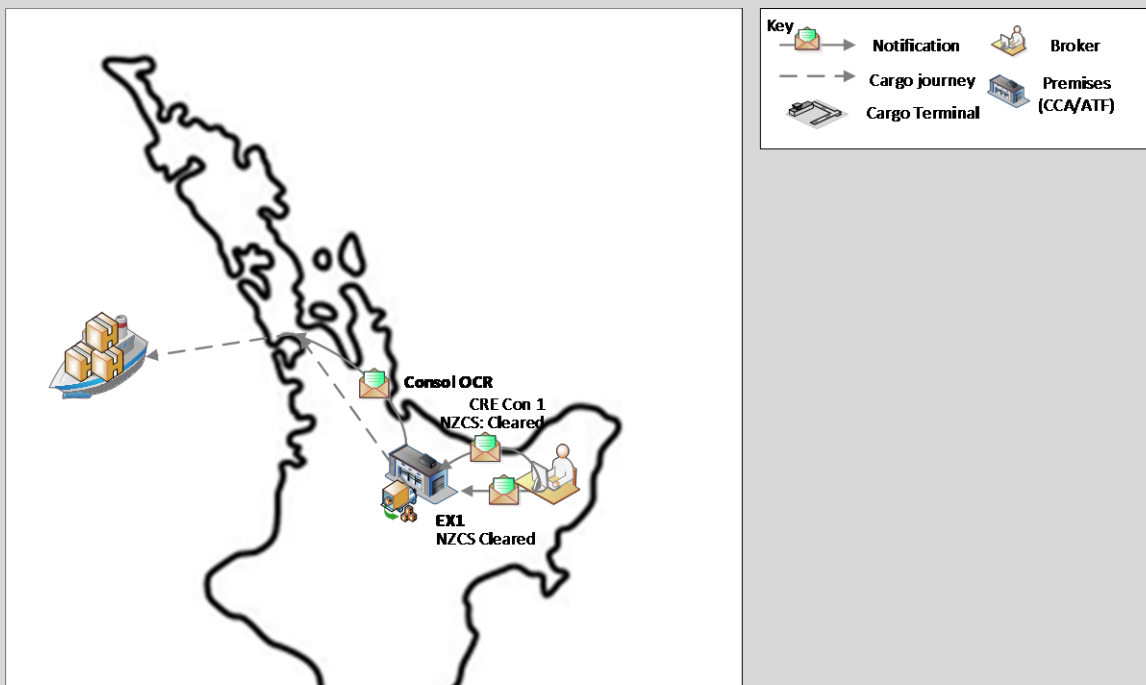
Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Broker	EX1 Pol: NZAKL LoG: Location of Goods code, available on Customs website NZCS response: Cleared Outcome: Location of Goods receives notification of clearance CRE - all consignments Pol: NZAKL LoG: Location of Goods available on Customs website NZCS response: Written off Outcome: Location of Goods receives notification of clearance	Location of Goods	When it breaks: If the submitter puts the wrong Location of Goods into the lodgement, the notification will be sent to the incorrect premises. How to fix: Correct the Location of Goods being used and resubmit the Export Declaration or Cargo Report Export
2	Consolidator	Consolidation OCR - all clearances Pol: NZAKL Delivery Notification Party: NZAKL CTO NZCS response: Complete Outcome: CTO receives notification of Customs clearance numbers and loads cargo for export	Cargo Terminal Operator	When it breaks: If the party consolidating does not submit a consolidation OCR, or does not put the CTO as a delivery notification party, the CTO will not be notified and cargo will not be accepted at the CTO. How to fix: Enter the Location of Goods code for the CTO in the delivery notification field of the consolidation OCR.

Scenario 12: Single line consignment CRE/single export declaration cargo cleared directly from Cargo terminal for export loading



Scenario 13: Sea freight moved from Location of Goods to port of loading and exported

Scenario 13: Sea freight moved from Location of Goods to port of loading and exported



Step	Who is submitting	Lodgements and Responses	Who is told	Troubleshooting
1	Broker	CRE Consignment 1 PoL: NZAKL LoG: Location of Goods available on Customs website NZCS response: Cleared Outcome: Location of Goods receives notification of clearance. EX1 PoL: NZAKL LoG: Location of Goods available on Customs website NZCS response: Cleared Outcome: Location of Goods receives notification of clearance.	Location of Goods	When it breaks: If the submitter puts the wrong Location of Goods into the lodgement, the notification will be sent to the incorrect premises. How to fix: Correct the Location of Goods being used and resubmit the Export Declaration or Cargo Report Export.
2	Consolidator	Consolidation OCR - all clearances PoL: NZAKL Delivery Notification party: NZAKL NZCS response: Complete Outcome: Port of Loading receives OCR and loads shipment for export	Port of Loading	When it breaks: If the party consolidating does not submit a consolidation OCR, or does not put the Port as a delivery notification party, the Port will not be notified and cargo will not be accepted at the Port. How to fix: Enter the Port UNLOCODE in the delivery notification field of the consolidation OCR.