TSW Submission Guide: Domestic Transhipment Request (DTR) FAK container movements

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, 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 transhipment, 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 <u>www.tsw.govt.nz</u>. See the <u>Getting Started</u> 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? Ves No	Repack Indicator			
Shipment Port of Origin (required)	_			
AUSYD Sydney				
Transhipment Place Code				
Start typing, min 3 letters	3			
No records to display				
Port of Loading (required)	Port of Discharge (required)			
AUSYD Sydney	NZAKL Auckland			
Method of Payment of Freight				
Start typing or select from dropdown	-			
Date and Time of Arrival at Place of Discharge (requine	red)			
10/03/2022				
MPI Account Number	MPI Account Name			
Enter MPI Account #	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:
- 10 = 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? Omestic 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

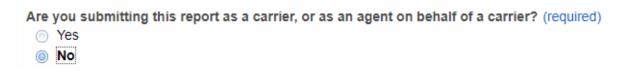


Ministry for Primary Industries Manatū Ahu Matua



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



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 pall Yes No	ets?
Add Container Pack Location	
Container or Pallet Number	Container Status
SEGU4267587	Full contains multiple LCL consignments
Container or Pallet Number SEGU4287587	Container Status Full contains multiple LCL consignments
Container or Pallet Size / Type	Stow Position
20' GENERAL PURPOSE CONT.	- Enter stow position
NoQD QD1 QD2 QD3 QD3a QD3 ම Yes ⊖ Yes ⊖ Yes ○ Yes ∩ Yes ○ Yes ∩ Yes ∩ Yes ∨ Yes ∩ Yes ∩ Yes ∩ Yes ∩ Yes ∩ Yes ∩ Y	Yes Enter MPI approved system number
Start typing or select from dropdown	*
Container Pack Location	Seal Number
Start typing or select from dropdown	Enter seal number
No records to display	No records to display
Transitional Facility Code	Transitional Facility Name
Enter code Get D	etails
	Delete Done

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



