QUICK GUIDE

VALIDATION OF SEA EXPORT BOE WITH COPARN

(A) GO-LIVE OF SEA EXPORT BOE VALIDATION WITH COPARN – MANDATORY INFORMATION

SN	ACTION REQUIRED	DETAILS	RESPONSIBILITY	IMPORTANCE
1	Booking	Bookings to be submitted to Customs through the CCS	Shipping Agents	Validated Bookings and COPARNS are mandatory for validation of Sea Export BOEs.
2	Mandatory information required in Sea **Export BOE** relating to COPARN	(a) The **CCS ATP no**. of the exporting vessel in the **Report No.** Field (b) **Booking number** obtained from Shipping Agents in the '**BL/AWB'** Field. (c) **The Voyage number** in the **'Voyage No.'** Field. (d) **Place of shipment** in the **'Place of Landing/Shipment'** (box 18) Field. (e) **Container no.** or **Bulk Reference no.** in the **container no.** Field.	Declarant/Brokers	**Incorrect information** will lead to **automatic rejection** of the Sea export BOE by the Customs Management System (**CMS**).

(B) GO-LIVE OF SEA EXPORT BOE VALIDATION WITH COPARN – KEY POINTS:

1. Containers included in **one Booking** for a Vessel (ATP XXXX) should mandatorily be deleted from that Booking [Amendment (*Deletion*) request sent to Customs through CCS], prior to inclusion in **another Booking**. *(Please refer to table 1 below for a few possible scenarios with the relative actions to be taken laying the basic principles to be followed in case of occurrences)*

2. Sea Export BOEs submitted with incorrect information as at **SN 2** above shall result in the automatic rejection of the BOE by CMS.

3. Loading of a container on a vessel for export is possible **only after** a proper export BOE has been validated in CMS and "Shipment Allowed" given.

TABLE 1			
SCENARIO	**DETAILS**	**ACTION REQUIRED**	**RESPONSIBILITY**
1	• Containers in a **Booking A** with ATP A need to be transferred to **Booking B** on <u>same ATP A</u>. • Export BOE not yet validated in CMS.	**Step 1:** An amendment to **delete** the containers from **Booking A** to be submitted to Customs through CCS. *(Mandatory prior to step 2)*	Shipping Agent
		Step 2: An amendment to **add** the containers to **Booking B** to be submitted to Customs through CCS.	Shipping Agent
2	• Containers in a **Booking A** with **ATP A** need to be transferred to **Booking B** on <u>same ATP A</u>. • **Export BOE A** already validated in CMS for **Booking A**. • **Export BOE** <u>not yet</u> validated in CMS for **Booking B**.	**Step 1:** A **post entry** to be submitted to Customs to remove the containers to be transferred to the new Booking from **Export BOE A**. *(Mandatory prior to step 2)*	Declarant/Exporter/Broker
		Step 2: An amendment to **delete** the containers from **Booking A** to be submitted to Customs through CCS. *(mandatory prior to step 3)*	Shipping Agent
		Step 3: An amendment to **add** the containers to **Booking B** to be submitted to Customs through CCS. *(Mandatory for the containers to be included in an eventual export BOE)*	Shipping Agent
		Step 4: Submit Export BOE for **Booking B** in due course. *(Mandatory for shipment of declared containers)*	Declarant/Exporter/Broker
3	• Containers in a **Booking A** with **ATP A** need to be transferred to **Booking B** on <u>same</u> ATP A. • **Export BOE A** already	**Step 1:** A **post entry** to be submitted to Customs to remove, from **Export BOE A,** the containers to be transferred to **Booking B**. *(Mandatory prior to step 2)*	Declarant/Exporter/Broker
		Step 2: An amendment to **delete** the containers from **Booking A** to be submitted to Customs through CCS. *(mandatory prior to step 3)*	Shipping Agent

		Step 3: An amendment to **add** the containers to **Booking B** to be submitted to Customs through CCS. *(Mandatory for the inclusion of the containers in an export BOE)*	Shipping Agent
	validated in CMS for **Booking A**. • Export BOE B **already** validated in CMS for **Booking B**.	Step 4: A **Post Entry** to be submitted to Customs to **add** in **BOE B** the transferred containers. *(Mandatory for shipment of the containers)*	Declarant/Exporter/Broker
4	• Containers in a **Booking A** with **ATP A** need to be **shipped** on **ATP B**. • An **Export BOE A** already validated at Customs for **Booking A**.	Step 1: A **Post Entry** to be submitted to Customs to remove from **Export BOE A** the containers to be shipped on ATP B. *(Mandatory prior to step 2)*	Declarant/Exporter/Broker
		Step 2: An amendment to **delete** the containers from **Booking A** to be submitted to Customs through CCS. *(mandatory prior to step 3)*	Shipping Agent
		Step 3: A new booking with ATP B (**Booking B**) to be submitted to Customs through CCS. *(Mandatory prior to Step 4)*	Shipping Agent
		Step 4: A proper Export BOE to be submitted for Booking B. *(Mandatory for shipment of the containers)*	Declarant/Exporter/Broker
5	• Vessel for **Booking A** to be change from **ATP A** to **ATP B**.	Step 1: To change vessel from **ATP A** to **ATP B** in CCS. *(Mandatory prior to step 2)*	Shipping Agent
		Step 2: A **Post Entry** to be submitted to Customs to change **ATP A** to **ATP B**. *(Mandatory for shipment of the containers)*	Declarant/Exporter/Broker

(C) COPARN REJECTION MESSAGES FROM CMS:

SN	REJECTION MESSAGE	ACTION REQUIRED	RESPONSIBILITY
1	ATP Ref No does not exist in booking	♦ Check if correct ATP is sent.	Shipping Agent
2	Port of Loading is same as port of discharge.	♦ Check Port of Loading / Port of Discharge both at ATP level and Booking Level. ♦ Insert correct information and re-submit. ♦ Contact MACCS/Customs CMS-IT Section if required.	Shipping Agent
3	Invalid Mode of Transport	♦ Insert correct Mode of Transport and re-submit. ♦ Contact MACCS/Customs CMS-IT Section if required.	Shipping Agent
4	Invalid Port of Loading	♦ Insert correct Port of Loading and re-submit. ♦ Contact MACCS/Customs CMS-IT Section if required.	Shipping Agent
5	Invalid Port of Discharge	♦ Insert correct Port of Loading and re-submit. ♦ Contact MACCS/Customs CMS-IT Section if required.	Shipping Agent
6	ATP Ref + Booking + Container already exist	♦ Cross-check information submitted. ♦ Contact MACCS & Customs CMS-IT Section if required.	Shipping Agent
7	Container exists in another ATP: Ref No: XXXXX + Booking No: XXXXX	♦ Send Amendment to remove container from Previous Booking, before adding to another booking. ♦ Contact MACCS & Customs CMS-IT Section if required.	Shipping Agent
8	Booking Ref + Container No already exist in another ATP Ref No: XXXXX	♦ Send Amendment to remove container from Previous ATP, before adding to another booking. ♦ Contact MACCS & Customs CMS-IT Section if required.	Shipping Agent
9	ATP Ref No + Container No already exist in another	♦ Send Amendment to remove container from Previous	Shipping Agent

	Booking No: XXXXX	Booking, before adding to another booking. ♦ Contact MACCS & Customs CMS-IT Section if required.	
10	**Booking already exists in another ATP :Ref No: XXXXX**	♦ Send Amendment to cancel booking.	Shipping Agent
11	**Cannot Cancel Booking, Booking has Container already jerqued**	♦ Send Post Entry and remove container from BOE.	Declarant
		♦ Send amendment for cancellation for container.	Shipping Agent

(D) CONTACT DETAILS:

ORGANISATION	DEPARTMENT/ SECTION/UNIT	NAME OF PERSON	PHONE No.
MRA, Customs	CMS-IT	Mr. Soopan Munusami (TL)	2020500 (Ext: 7641)
MRA, Customs	CMS-IT	Mr. Nasser Suneram (TO)	2020500 (Ext: 7643)
MRA, Customs	Export Unit (*Office Hours*)	Mr. Paramaseeven Vythilingum (TL)	2020500 (Ext: 1011)
MRA, Customs	Export Unit (*Office Hours*)	Mrs. Bharati Joyekurun (COI)	2020500 (2058)
MRA, Customs	Export Unit (*After Office Hours*)	Duty Officer	5 942 1449
MACCS	Customer Care	MACCS Officers	206 -2980
MNS	Help Desk Officers	MNS Officers	401 6800