

QUICK GUIDE

VALIDATION OF SEA EXPORT BOE WITH COPARN

MRA, Customs
17 April 2019

(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:

- 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*)
- Sea Export BOEs submitted with incorrect information as at **SN 2** above shall result in the automatic rejection of the BOE by CMS.
- 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	<ul style="list-style-type: none"> 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. <i>(Mandatory prior to step 2)</i>	Shipping Agent
		Step 2: An amendment to add the containers to Booking B to be submitted to Customs through CCS.	Shipping Agent
2	<ul style="list-style-type: none"> 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 . <i>(Mandatory prior to step 2)</i>	Declarant/Exporter/Broker
		Step 2: An amendment to delete the containers from Booking A to be submitted to Customs through CCS. <i>(mandatory prior to step 3)</i>	Shipping Agent
		Step 3: An amendment to add the containers to Booking B to be submitted to Customs through CCS. <i>(Mandatory for the containers to be included in an eventual export BOE)</i>	Shipping Agent
		Step 4: Submit Export BOE for Booking B in due course. <i>(Mandatory for shipment of declared containers)</i>	Declarant/Exporter/Broker
3	<ul style="list-style-type: none"> Containers in a Booking A with ATP A need to be 	Step 1: A post entry to be submitted to Customs to remove, from Export BOE A , the containers to be transferred to Booking B . <i>(Mandatory prior to step 2)</i>	Declarant/Exporter/Broker

	transferred to Booking B on <u>same</u> ATP A.	Step 2: An amendment to delete the containers from Booking A to be submitted to Customs through CCS. <i>(mandatory prior to step 3)</i>	Shipping Agent
	<ul style="list-style-type: none"> • Export BOE A already validated in CMS for Booking A. 	Step 3: An amendment to add the containers to Booking B to be submitted to Customs through CCS. <i>(Mandatory for the inclusion of the containers in an export BOE)</i>	Shipping Agent
	<ul style="list-style-type: none"> • 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. <i>(Mandatory for shipment of the containers)</i>	Declarant/Exporter/Broker
4	<ul style="list-style-type: none"> • One or more containers in a Booking A with ATP A need to be shipped on ATP B. <i>(If all containers are concerned, please refer to SN 5 below)</i> • 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. <i>(Mandatory prior to step 2)</i>	Declarant/Exporter/Broker
		Step 2: An amendment to delete the containers from Booking A to be submitted to Customs through CCS. <i>(mandatory prior to step 3)</i>	Shipping Agent
		Step 3: A new booking with ATP B (Booking B) to be submitted to Customs through CCS. <i>(Mandatory prior to Step 4)</i>	Shipping Agent
		Step 4: A proper Export BOE to be submitted for Booking B. <i>(Mandatory for shipment of the containers)</i>	Declarant/Exporter/Broker
5	<ul style="list-style-type: none"> • Vessel for Booking A to be change from ATP A to ATP B. • An Export BOE A already validated at Customs for Booking A. 	Step 1: To change vessel from ATP A to ATP B in CCS. <i>(Mandatory prior to step 2)</i>	Shipping Agent
		Step 2: A Post Entry to be submitted to Customs to change ATP A to ATP B . <i>(Mandatory for shipment of the containers)</i>	Declarant/Exporter/Broker

(C) COPARN REJECTION MESSAGES FROM CMS:

SN	REJECTION MESSAGE	ACTION REQUIRED	RESPONSIBILITY
1	ATP Ref No does not exist in booking	<ul style="list-style-type: none"> ◆ Check if correct ATP is sent. 	Shipping Agent
2	Port of Loading is same as port of discharge.	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ Insert correct Mode of Transport and re-submit. ◆ Contact MACCS/Customs CMS-IT Section if required. 	Shipping Agent
4	Invalid Port of Loading	<ul style="list-style-type: none"> ◆ Insert correct Port of Loading and re-submit. ◆ Contact MACCS/Customs CMS-IT Section if required. 	Shipping Agent
5	Invalid Port of Discharge	<ul style="list-style-type: none"> ◆ Insert correct Port of Discharge and re-submit. ◆ Contact MACCS/Customs CMS-IT Section if required. 	Shipping Agent
6	ATP Ref + Booking + Container already exist	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ 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 jerked	◆ 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 (<i>Office Hours</i>)	Mr. Paramaseeven Vythilingum (TL)	2020500 (Ext: 1011)
MRA, Customs	Export Unit (<i>Office Hours</i>)	Mrs. Bharati Joyekurun (COI)	2020500 (2058)
MRA, Customs	Export Unit (<i>After Office Hours</i>)	Duty Officer	5 942 1449
MACCS	Customer Care	MACCS Officers	206 -2980
MNS	Help Desk Officers	MNS Officers	401 6800