

# Underbond Movements (Air Cargo) – A Quick Guide

## OVERVIEW

An underbond movement request (UBMR) must be made before moving cargo subject to Customs control. These requests contain detailed information about the goods that are to be moved, for example:

- the flight number of the aircraft carrying the cargo
- the establishment:
  - where the cargo was/will be discharged,
  - from which the underbond movement will originate
  - to which the underbond movement is destined
- the line or lines of cargo that are to be moved
- the reason the cargo is being moved
- how the cargo will be moved.

A UBMR may be made to move goods for one of the following reasons:

- delivery to final destination
- deconsolidation (mandatory for consolidated cargo)
- other movement
- movement of 'time-up' goods to a s79 warehouse
- transhipment
- movement for AQIS purposes

A UBMR can be lodged in the ICS at anytime after the related cargo report has been lodged, irrespective of where the UBMR is in the sequence of underbond moves. This allows different cargo reporters to lodge UBMRs for different stages in the movement of the same cargo. The ICS uses a 'chaining' process to ensure the cargo can be tracked. UBMRs can be lodged in any order within a 'chain'. Once a UBMR is validated and processed, its state will be reflected in the status of the Cargo Report. Valid UBMR states are:

- Stored—the UBMR is stored awaiting a request to move the cargo to the originating destination for this request
- Chained—the UBMR is linked to a request to move the cargo to the originating destination for this request, however an earlier UBMR in the sequence is missing
- Approved—underbond movement of the goods is approved, this may be subject to certain conditions
- Acquitted—the goods have been reported as having arrived at the destination establishment
- Withdrawn—the UBMR has been withdrawn by the requestor.

The movement condition of a UBMR is established via existing information from the cargo report or as a result of Customs/AQIS risk assessment of the UBMR.

Movement conditions that can be assigned to a UBMR are:

- No movement allowed
- Single movement allowed
- Movement allowed.

For more information refer to Module 6 (Air Underbond Movements) at [www.customs.gov.au](http://www.customs.gov.au) (follow the links from Cargo Management Reengineering).

## LOGGING AN UNDERBOND MOVEMENT (AIR)

1. From the main menu, click on **Imports**, click on **Underbond** and then click on **Create Air**.

The **Underbond Movement Create** screen displays.

The screenshot shows the 'Underbond Movements Create' interface. It includes sections for 'Underbond Header Details' (Flight No, Estimated Arrival Date, Responsible Party ID, Reported By ID), 'Movement Details' (Discharge Establishment ID, Request Reason, Originating Establishment ID, Destination Establishment ID, Mode of Movement, Transshipment Overseas Destination Port Code), and 'Line Summary Detail' (Master Air Waybill, House Air Waybill, No of Packages, Release Line). A sidebar on the left contains a navigation menu with options like Home, Help, Reference, Flight, Imports, and various reports.

2. Complete the required details (refer to Table 1 for field descriptions).

**Table 1 - Header fields** (shaded fields are mandatory)

Field	Action/input required
<b>Flight No</b>	Enter the flight number of the flight carrying the cargo.
<b>Estimated Arrival Date</b>	Enter the estimated arrival date of the aircraft. This is the local port date.
<b>Responsible Party ID</b>	Enter the identifier of the party for whom the cargo is being reported. The identifier is either an Australian Business Number (ABN) or Customs Client Identifier (CCID).
<b>Discharge Establishment ID</b>	Enter the identifier of the establishment that the cargo is / was discharged at.
<b>Originating Establishment ID</b>	Enter the identifier of the establishment where the underbond is to originate from.
<b>Request Reason</b>	Click on the drop down button and select the reason the underbond movement has been requested.
<b>Destination Establishment ID</b>	Enter the identifier of the establishment where the underbond cargo is destined.
<b>Mode of Movement</b>	Click on the drop down button and select the method by which the cargo is being moved.
<b>Transshipment Overseas Destination Port Code</b>	Enter the United Nations location code (UNLocode) for the port(s) of the overseas destination if the underbond cargo is being transhipped.

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3. Click on the **Add Line** button.

The **Underbond Movements Add Line** screen displays.

4. Complete the line details (refer to Table 2 for field descriptions).

**Table 2 - Line fields** (shaded fields are mandatory)

Field	Action/input required
<b>Master Air Waybill</b>	Enter the master air waybill number for the consignment.
<b>House Air Waybill</b>	Enter the house air waybill number for the consignment.
<b>Number of Packages</b>	Enter the number of packages in the consignment. This is the number of packages per consignment packed in such a way that they cannot be divided without first undoing the packing.
<b>Unique Consignment Reference No</b>	Enter the unique reference number used to identify the consignment in commercial documents and messages.

5. Click on the **OK** button.

The **Underbond Movement Create** screen displays.

4. Click on the **Submit** button.

The **Underbond Movement View** screen displays.

## SEARCHING FOR AN UNDERBOND MOVEMENT (AIR)

1. From the main menu, click on **Imports**, click on **Underbond** and then click on **Search Air**.

*Note: It is also possible to view an UBMR via a hyperlink on the Air Cargo Report View screen.*

The **Underbond Movements Search** screen displays.

2. In the **Select a Search Combination** field, click on the drop down button and select one of the options on which to base the search.

3. Enter the relevant details in the mandatory fields, based on the search combination selected.

4. Click on the **Search** button.

If more than one record is found, the **Underbond Movement List** screen displays.

5. Click on a hyperlink in the Flight No column.

If one record is found, or you selected a hyperlink in the Flight No column on the Underbond Movement List screen, the **Underbond Movement View** screen displays.

6. Click on a hyperlink in the State column.

The **Underbond Movement View Line** screen displays.

## ADDING A LINE TO AN UNDERBOND MOVEMENT (AIR)

1. From the Underbond Movements View screen, click on the **Add Lines** button.

The **Underbond Movement Add Lines** screen displays.

2. Click on the **Add Line** button.

The **Underbond Movements Add Line** screen displays.

3. Complete the line details (refer to Table 2 for field descriptions).

4. Click on the **OK** button.

The **Underbond Movement Add Line** screen redisplay.

5. To delete a line, click on the **Remove Line** button. The **Underbond Movement Remove Lines** screen displays.

6. Select the appropriate checkbox for the line to be removed from the Remove Line column.

7. Click on the **Submit** button.

The **Underbond Movement View** screen displays with the updated details.

## AMENDING MOVEMENT DETAILS

1. From the Underbond Movement Details View screen, click on the **Amend Movement Details** button.

The **Underbond Movement Details Amend** screen displays.

The following fields can be amended:

- Discharge Establishment ID
- Originating Establishment ID
- Request Reason
- Destination Establishment ID
- Mode of Movement
- Transshipment Overseas Destination Port Code.

2. Make the required changes to the underbond movement.

3. Click on the **Submit** button.

The **Underbond Movement Request View** screen displays with the updated details.