

TSW Submission Guide:

Domestic Transhipment Request (DTR) for devanned LCL consignments

This guide is designed to help you submit a Domestic Transhipment Request (DTR) using Trade Single Window (TSW) Online.

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 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 and Collector's Permits
2. **For MPI:** DTR will be used instead of the Biosecurity Authority Clearance Certificate (BACC) to move uncleared cargo.

A DTR is submitted as part of the Inward Cargo Report (ICR) . See [Completing Inward Cargo Report \(Sea\)](#) for more information on how to submit and 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 www.tsw.govt.nz. See the [Getting Started](#) 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 devanned LCL consignment(s) between two CCA/TFs

DTR FEES

Currently no fees are charged where an ICR is submitted to only request a DTR movement. Charges still apply to ICRs that includes write-offs and Carrier ICRs. Refer to [Goods Clearance Fees](#) on this website.

For DTR movements only, please ensure the carrier ICR indicator is selected to **NO**

Are you submitting this report as a carrier, or as an agent on behalf of a carrier? (required)

Yes

No

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. FAK container details

CONSIGNMENT

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

Locations of Goods Code - The Location of goods is the freight forwarder premises where the goods are currently located.

For CCA/TF to CCA/TF moves enter the CCA code for the Goods Location e.g. 26894.

LCLs Devanned at Port

If the FAK container is devanned at a CCA/TF located within a Port and the movement for an individual LCL consignment is required, then the CCA code for that facility must be entered, not the UNLOCODE.

Consignment Number
1

Write-Off Request?
 Yes
 No

Repack Indicator
 Yes
 No

Shipment Port of Origin (required)

AUMEL Melbourne

Transshipment Place Code

Start typing, min 3 letters

No records to display

Port of Loading (required)

AUMEL Melbourne

Port of Discharge (required)

NZAKL Auckland

Method of Payment of Freight

Start typing or select from dropdown

Date and Time of Arrival at Place of Discharge (required)

26/01/2023 00:00

MPI Account Number

Enter MPI Account #

MPI Account Name

Enter MPI account name

Find Location of Goods

Start typing the name of the location of goods

Location of Goods Code

26894

Clear

Location of Goods Name

BSMPremisesTF BOB

DTR indicator, Transshipment Destination, Transfer Transport Mode

Use the **Domestic Transshipment Request indicator** to request the movement of un-cleared cargo.

The **Transshipment Destination** is the freight forwarder premises where the goods are to be moved to.

For CCA/TF to CCA/TF moves enter the CCA code for the Goods Location e.g., 26894

The **Transfer Transport Mode** must be stated for all DTRs to specify the mode of transport of the transfer.

Select from the following options:

- 1O = Sea (Overseas vessel)
- 1C = Sea (Coastal vessel)
- 2 = Rail
- 3 = Road
- 4 = Air
- 6 = Multimodal

Example 1: For LCL cargo moving from CCA/TF to another CCA/TF via Truck use **3 = Road**

Example 2: For LCL cargo 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**

Transhipment Request

Movement Request?

Domestic 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

CONTAINER DETAILS FOR LCL

Container or Pallet details: Enter the original container number that the LCL cargo originally arrived into NZ in.

Select the **Container Status** as 'Full contains multiple LCL consignments'

 Do not enter any **Quarantine Declaration** information.

Containers

Does this shipment have any containers or pallets?

- Yes
 No

Add Container Pack Location

Container or Pallet Number	Container Status
SUDU225689	Full contains multiple LCL consignments
Container or Pallet Number SUDU2256891	Container Status Full contains multiple LCL consignments
Container or Pallet Size / Type 40' GENERAL PURPOSE CONT.	Stow Position Enter stow position
<input checked="" type="checkbox"/> No QD QD1 QD2 QD3 QD3a QD3b	MPI Approved System Number Enter MPI approved system number
Attached Equipment Start typing or select from dropdown	Seal Number Enter seal number
Container Pack Location Start typing or select from dropdown	Seal Number Enter seal number
No records to display	
Transitional Facility Code Enter code	Transitional Facility Name
Delete Done	

Attachments

No attachments are required to be submitted with these DTRs.

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](#)