



# TSW Email Notifications

## Domestic Transhipment Request

# Email notifications for DTR movements

- Background

- When submitting an ICR message with a DTR request 2x email notification will be received, 1x issued by MPI and 1x issued by NZCS.
- Email notifications will be sent to the:
  - Goods location – the location where the container/cargo is currently located
  - Transit destination – the location that the container/cargo is requested to be transferred to on the DTR
  - Submitter – The submitter of the ICR lodgement with the DTR
  - Delivery Notify parties – Any delivery notify parties that the submitter of the ICR message have entered under the ‘Delivery Notify Party’ fields.

- Purpose

- Provide examples of DTR email notifications
- Show the key elements in the email notification
- Describe what actions should be taken when reading the emails

# Key Concepts

1. The same information on the email is also sent as Business to Business (B2B) messaging.
2. 2x email notifications will be received – 1x MPI and 1x NZCS
3. Although these are received at the same time one is always sent before the other. It may be that the NZCS email arrives first then followed by the MPI email or vice versa.
4. The second email received will have the completed movement directions for both agencies
5. Both agency's must respond with a Domestic Transshipment Approved (DTA) in order to allow the container/cargo to move.
6. The email format is slightly different for the submitter of the ICR with DTR from that received by the Location of Goods and Transit Destination facilities.
7. An MPI Lodgement Status and Directions document is will be accessible via the MPI email either through a link (on the submitter notification) or as an attached PDF (on the Location of Goods/Transit Destination notification).
8. If MPI respond with a 'HELD' movement response then the message has been directed to MPI for manual processing. Once processed, MPI will issue a response that will update the movement status to DTA and the MPI lodgements status and directions attached/linked to the MPI email should be viewed and directions followed.

# Identifying MPI and NZCS Emails

At the top of the email there will be text showing which agency has sent the email notification

**MPI BIO** The following Inward Cargo Report has been reviewed by Ministry for Primary Industries - Biosecurity.

**NZCS** The following Inward Cargo Report has been reviewed by New Zealand Customs Service.

Each agency status is shown on the email. If the text is bold and on top of the other agency status it indicates which agency sent the email.

## NZCS

Agency	Status
NZCS	<b>Consignment Complete</b> <b>Customs Cargo Report Notification - consignment status as specified</b> <b>Agency Instructions: MB 081556 - MOVEMENT APPROVED</b>
MPIBIO	Processing

## MPI BIO

Agency	Status
MPIBIO	<b>Directions Given</b> <b>Agency Instructions: MB 081556 - MOVEMENT APPROVED. All movements approved under a DTR for uncleared goods must be moved by way of an enclosed, secure, leak-proof conveyance, being either within an enclosed vehicle, or within an enclosed air container.</b>
NZCS	Consignment Complete MB 081556 - MOVEMENT APPROVED

# Email format that is received by the submitter of the ICR

## MPI Response

JBMS - Inward Cargo Report 24508857 KS\_FAKDTRNonRk : TSW Status Update

The following Inward Cargo Report has been reviewed by Ministry for Primary Industries - Biosecurity.

TSW Reference Number: 24508857

Sender's Reference Number: KS\_FAKDTRNonRk

Agency	Status
MPIBIO	Directions Given Agency Instructions: MB 081556 - MOVEMENT APPROVED. All movements approved under a DTR for uncleared goods must be moved by way of an enclosed, secure, leak-proof conveyance, being either within an enclosed vehicle, or within an enclosed air container.
NZCS	Consignment Complete MB 081556 - MOVEMENT APPROVED

Submitter Contact MPI Testing Org  
Date of Arrival 26/01/2023  
Craft Name TROJAN STAR  
IMO Number  
Voyage Number 077

Consignment Number	Master Bill Number	Bill Number	NZCS Status		MPI Status	
			Consignment	Movement	Consignment	Movement
1	081556	081556	Import Declaration Required	Domestic Transhipment Approved	Import Declaration Required	Domestic Transhipment Approved

Your MPI BACC can be downloaded here: [PDF Attachment](#).

If you have any queries or require any assistance please contact 0800 Border (0800 267 337)

This is an auto generated email - please do not reply.

Regards,  
JBMS Administrator

## NZCS Response

JBMS - Inward Cargo Report 24508857 KS\_FAKDTRNonRk : TSW Status Update

The following Inward Cargo Report has been reviewed by New Zealand Customs Service.

TSW Reference Number: 24508857

Sender's Reference Number: KS\_FAKDTRNonRk

Agency	Status
NZCS	Consignment Complete Customs Cargo Report Notification - consignment status as specified Agency Instructions: MB 081556 - MOVEMENT APPROVED
MPIBIO	Processing

Submitter Contact MPI Testing Org  
Date of Arrival 26/01/2023  
Craft Name TROJAN STAR  
IMO Number  
Voyage Number 077

Consignment Number	Master Bill Number	Bill Number	NZCS Status		MPI Status	
			Consignment	Movement	Consignment	Movement
1	081556	081556	Import Declaration Required	Domestic Transhipment Approved		

If you have any queries or require any assistance please contact 0800 Border (0800 267 337)

This is an auto generated email - please do not reply.

Regards,  
JBMS Administrator

*The images above show what emails are sent to the submitter of the ICR. Some fields are not shown, Container packaging details and DTA approval box. The MPI Lodgement Status and Directions pdf is accessible via the link in the MPI email.*

# Email Elements

JBMS - Inward Cargo Report 24508857 KS\_FAKDTRNonRk : TSW Status Update

PDF7-24508857-2023-01-27-1101576011.pdf 78 KB

The following Inward Cargo Report has been reviewed by Ministry for Primary Industries - Biosecurity.

TSW Reference Number: 24508857 Sender's Reference Number: KS\_FAKDTRNonRk

Agency	Status
MPIBIO	Directions Given Agency Instructions: MB 081556 - MOVEMENT APPROVED. All movements approved under a DTR for uncleared goods must be moved by way of an enclosed, secure, leak-proof conveyance, being either within an enclosed vehicle, or within an enclosed air container.
NZCS	Consignment Complete MB 081556 - MOVEMENT APPROVED

Submitter Contact MPI Testing Org  
Date of Arrival 26/01/2023  
Craft Name TROJAN STAR  
IMO Number  
Voyage Number 077

**Consignment Details:**

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved	Import Declaration Required	Domestic Transhipment Approved

**Containers & Packaging:**

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

**Domestic Transhipment Approved:**

From NZAKL	To BSMPremisesTF BOB
	Method of Transport of Transfer Road

Please find attached (PDF file) of Consignment and Agency Direction details for the referenced lodgement.

If you have any queries or require any assistance please contact 0800 Border (0800 267 337)

This is an auto generated email - please do not reply.

Element Description	
1	ICR MPI Lodgement Status and Directions Document – On MPI emails a PDF version is attached. The document will show any specific authority details ie. Inspection/Treatment, that need to be followed as part of the DTR approval.
2	Text stating which agency has sent the email. MPI – will show ‘Biosecurity’ NZCS – will show ‘Customs’
3	TSW Reference number for the ICR lodgement
4	MPI Agency Response - Shows the MPI movement response for the declared Master Bill(s). It also states the general movement conditions that must be followed.
5	NZCS Agency Response - Shows the NZCS movement response for the declared Master Bill(s).
6	Shows the MPI and NZCS consignment/movement status for each consignment.
7	Container and packaging - Shows the container number and packaging details relating to the consignment number
8	Domestic Transhipment Approval - Shows the location where the container/cargo is currently located and where they are approved to be taken to and by what transfer method.

# Email Example 1

Single line ICR with DTR request where both agencies approve the DTR

Which email should I look for and follow?  
*In this example the MPI email was received 2nd and has both the completed agency status at the top of the email – the directions on this email should be followed.*

## NZCS Response – received 1st

JBMS - Inward Cargo Report 24508857 KS\_FAKDTRNonRk : TSW Status Update

The following Inward Cargo Report has been reviewed by New Zealand Customs Service.

TSW Reference Number: 24508857      Sender's Reference Number: KS\_FAKDTRNonRk

Agency	Status
NZCS	Consignment Complete Customs Cargo Report Notification - consignment status as specified Agency Instructions: MB 081556 - MOVEMENT APPROVED
MPIBIO	Processing

Submitter Contact    MPI Testing Org  
 Date of Arrival      26/01/2023  
 Craft Name            TROJAN STAR  
 IMO Number  
 Voyage Number      077

### Consignment Details:

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved		

### Containers & Packaging:

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

### Domestic Transhipment Approved:

From NZAKL	To BSMPremisesTF BOB
Method of Transport of Transfer Road	

If you have any queries or require any assistance please contact 0800 Border (0800 267 337)

This is an auto generated email - please do not reply.

Regards,  
 JBMS Administrator

## MPI Response – received 2nd

JBMS - Inward Cargo Report 24508857 KS\_FAKDTRNonRk : TSW Status Update

PDF7-24508857-2023-01-27-1101576011.pdf  
 78 KB

The following Inward Cargo Report has been reviewed by Ministry for Primary Industries - Biosecurity.

TSW Reference Number: 24508857      Sender's Reference Number: KS\_FAKDTRNonRk

Agency	Status
MPIBIO	Directions Given Agency Instructions: MB 081556 - MOVEMENT APPROVED. All movements approved under a DTR for uncleared goods must be moved by way of an enclosed, secure, leak-proof conveyance, being either within an enclosed vehicle, or within an enclosed air container.
NZCS	Consignment Complete MB 081556 - MOVEMENT APPROVED

Submitter Contact    MPI Testing Org  
 Date of Arrival      26/01/2023  
 Craft Name            TROJAN STAR  
 IMO Number  
 Voyage Number      077

### Consignment Details:

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved	Import Declaration Required	Domestic Transhipment Approved

### Containers & Packaging:

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

### Domestic Transhipment Approved:

From NZAKL	To BSMPremisesTF BOB
Method of Transport of Transfer Road	

Please find attached (PDF file) of Consignment and Agency Direction details for the referenced lodgement.

If you have any queries or require any assistance please contact 0800 Border (0800 267 337)

This is an auto generated email - please do not reply.

# Email Example 2

Single line ICR with DTR request for two different FAK containers with two different Master Bills where both agencies approve the DTR

**Which email should I look for and follow?**  
*In this example the MPI email was received 1<sup>st</sup> and the NZCS email status at the top of the email shows as 'Processing'. The second email from NZCS has the completed directions for both agencies and the directions on this email should be followed.*

**Multiple containers -**  
*This example shows 2 different FAK containers. Each container shown is linked to a consignment number and the 'Domestic Transshipment Approved' box that displays the 'From', 'To' and 'Method of Transfer' will be shown under each container.*

## MPI Response – received 1st



The following Inward Cargo Report has been reviewed by Ministry for Primary Industries - Biosecurity.

TSW Reference Number: 86287369      Sender's Reference Number: KS\_DTREMAILT28

Agency	Status
MPIBIO	Consignment Complete Agency Instructions: MB 55521 - MOVEMENT APPROVED;MB 081556 - MOVEMENT APPROVED. All movements approved under a DTR for uncleared goods must be moved by way of an enclosed, secure, leak-proof conveyance, being either within an enclosed vehicle, or within an enclosed air container.
NZCS	Processing

Submitter Contact    MPI Testing Org  
 Date of Arrival        26/01/2023  
 Craft Name            TROJAN STAR  
 IMO Number  
 Voyage Number        077

### Consignment Details:

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1			Import Declaration Required	Domestic Transshipment Approved

### Containers & Packaging:

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

### Domestic Transshipment Approved:

From NZAKL	To BSMPremisesTF BOB
Method of Transport of Transfer Road	

### Consignment Details:

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
2	55521	55521	Mond1	SPA1			Import Declaration Required	Domestic Transshipment Approved

### Containers & Packaging:

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
CEDU555498	Full contains multiple LCL consignments		12	Pallet	15

### Domestic Transshipment Approved:

From NZAKL	To BSMPremisesTF BOB
Method of Transport of Transfer Road	

## NZCS Response – received 2nd



The following Inward Cargo Report has been reviewed by New Zealand Customs Service.

TSW Reference Number: 86287369      Sender's Reference Number: KS\_DTREMAILT28

Agency	Status
NZCS	Consignment Complete Customs Cargo Report Notification - consignment status as specified Agency Instructions: MB 55521 - MOVEMENT APPROVED;MB 081556 - MOVEMENT APPROVED
MPIBIO	Consignment Complete MB 55521 - MOVEMENT APPROVED;MB 081556 - MOVEMENT APPROVED. All movements approved under a DTR for uncleared goods must be moved by way of an enclosed, secure, leak-proof conveyance, being either within an enclosed vehicle, or within an enclosed air container.

Submitter Contact    MPI Testing Org  
 Date of Arrival        26/01/2023  
 Craft Name            TROJAN STAR  
 IMO Number  
 Voyage Number        077

### Consignment Details:

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transshipment Approved	Import Declaration Required	Domestic Transshipment Approved

### Containers & Packaging:

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

### Domestic Transshipment Approved:

From NZAKL	To BSMPremisesTF BOB
Method of Transport of Transfer Road	

### Consignment Details:

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
2	55521	55521	Mond1	SPA1	Import Declaration Required	Domestic Transshipment Approved	Import Declaration Required	Domestic Transshipment Approved

### Containers & Packaging:

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
CEDU555498	Full contains multiple LCL consignments		12	Pallet	15

### Domestic Transshipment Approved:

From NZAKL	To BSMPremisesTF BOB
Method of Transport of Transfer Road	



# Email Example 3

## ICR with DTR request which is Held by MPI for manual Processing

### MPI Response – received 2nd

JBMS - Inward Cargo Report 33687766 KS\_DTREMAILT4 : TSW Status Update

PDF7-33687766-2023-01-17-0901176057.pdf  
76 KB

TSW Reference Number: 33687766      Sender's Reference Number: KS\_DTREMAILT4

Agency	Status
MPIBIO	Directions Given Agency Instructions: MB 081556 - MOVEMENT HELD
NZCS	Consignment Complete MB 081556 - MOVEMENT APPROVED

Submitter Contact    MPI Testing Org  
Date of Arrival        26/01/2023  
Craft Name            TROJAN STAR  
IMO Number  
Voyage Number        077

**Consignment Details:**

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved	Import Declaration Required	Held

**Containers & Packaging:**

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

**Consignment Details:**

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
2	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved	Import Declaration Required	Held

**Containers & Packaging:**

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

Please find attached (PDF file) of Consignment and Agency Direction details for the referenced lodgement.

**If you have any queries or require any assistance please contact 0800 Border (0800 267 337)**

This is an auto generated email - please do not reply.

Regards,  
JBMS Administrator

## What do I do when the DTR is HELD by MPI?

In this example the MPI has replied with a 'Held' movement response. This occurs when the ICR message has been sent to MPI for manual processing. You do not need to do anything at this point in time. Once processed MPI will issue a response that will update the movement status to DTA. ***\*IMPORTANT – Always check the MPI Lodgement Status and Directions Document linked to the MPI email for directions when the movement status for MPI is updated\****

### NZCS Response – received 1st

JBMS - Inward Cargo Report 33687766 KS\_DTREMAILT4 : TSW Status Update

The following Inward Cargo Report has been reviewed by New Zealand Customs Service.

TSW Reference Number: 33687766      Sender's Reference Number: KS\_DTREMAILT4

Agency	Status
NZCS	Consignment Complete Customs Cargo Report Notification - consignment status as specified Agency Instructions: MB 081556 - MOVEMENT APPROVED
MPIBIO	Processing

Submitter Contact    MPI Testing Org  
Date of Arrival        26/01/2023  
Craft Name            TROJAN STAR  
IMO Number  
Voyage Number        077

**Consignment Details:**

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
1	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved		

**Containers & Packaging:**

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

**Domestic Transhipment Approved:**

From NZAKL To BSMPremisesTF BOB  
Method of Transport of Transfer Road

**Consignment Details:**

Consignment Number	Master Bill Number	Bill Number	Consignee Name	Consignor Name	NZCS Status		MPI Status	
					Consignment	Movement	Consignment	Movement
2	081556	081556	Mond1	SPA1	Import Declaration Required	Domestic Transhipment Approved		

**Containers & Packaging:**

Container Number	Container Status	Seal Number	Number of Packages	Type of Packages	Gross Weight
SUDU225689	Full contains multiple LCL consignments		12	Pallet	15

**Domestic Transhipment Approved:**

From NZAKL To BSMPremisesTF BOB  
Method of Transport of Transfer Road