



**PAPUA NEW GUINEA CUSTOMS SERVICE**

Information Communication & Technology (ICT)

Telephone: (675) 3226861, Facsimile: (675) 3203442,

P.O Box 923, Port Moresby, NCD, Papua New Guinea

8<sup>th</sup> Floor Revenue Haus, Champion Parade, Down Town Port Moresby

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# **CARGO MANIFEST AMENDMENT GUIDE FOR SHIPPING AGENTS (MODTRB)**

Protecting our Border  
Securing our Future'

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## 1.0 Introduction

When doing amendments, it is important to know what you are amending & why you are doing it. This is important because any amendments done cannot be reversible.

All amendments must be done by the CC&A Customs Staff, however, amendments can also be done by the Shippers until such time when this will be stripped off shippers & done by CC&A officers only.

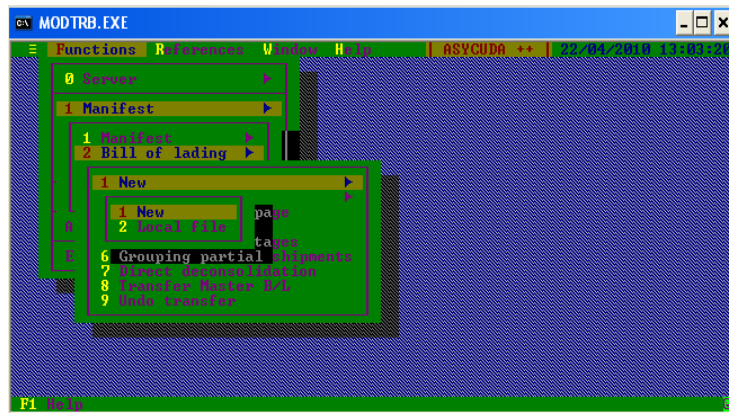
This manual can be used as a guide to doing amendments.

### 1.1 Adding An Additional Bill to the Registered Manifest.

You can add a bill to an already registered manifest.

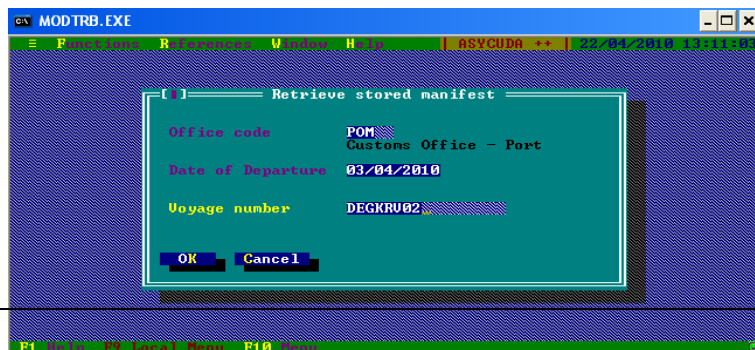
- Note down the **Registration Number, Voyage Number & Date of Departure** of the manifest. You will need this to retrieve your manifest.

- Go to:
- Functions
- Manifest
- Bill of Lading
- New
- New



Once you click on <New>, a screen will pop up, prompting you to enter the **Voyage Number & Date of Departure** of the manifest.

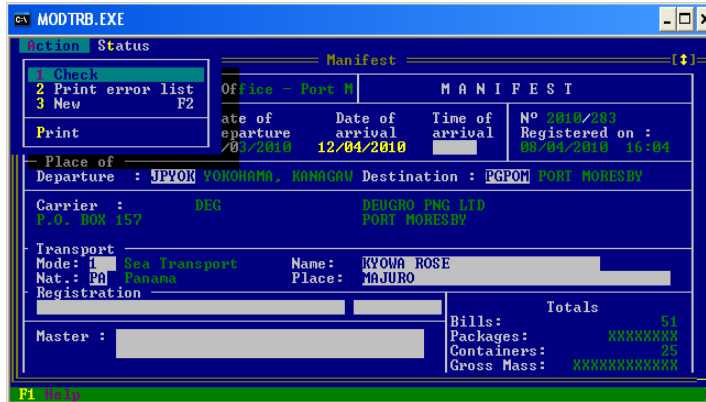
Enter the details & click on <OK>



Once you say <OK>, the relevant manifest will pop up on your screen.

Once in this screen, go to:

- Local Menu (F9)
- Action
- New



This will give you a new bill to enter. Once you complete entering your new bill, just close the screen by clicking on the top left hand corner box. This will give you a pop up box asking you to confirm adding this bill, click on yes. Your bill will be automatically added to your manifest. You can verify this by seeing that the total number of bills has increased by 1.

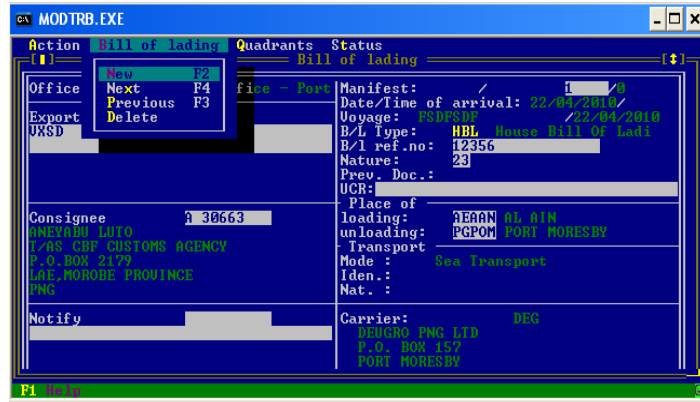
## 1.2 Deleting a Bill in a Manifest that is yet to be registered.

Sometimes you will find yourself entering an incorrect bill that is not supposed to be in that manifest. You can easily delete this unwanted bill.

If the manifest has been Locally Stored, do the following:

Go to:

- Functions
- Manifest
- New
- Local File
- Call up your manifest
- Select/double click the concerned bill
- Press F9(Local Menu)
- Bill of Lading
- Delete



This will delete that bill.

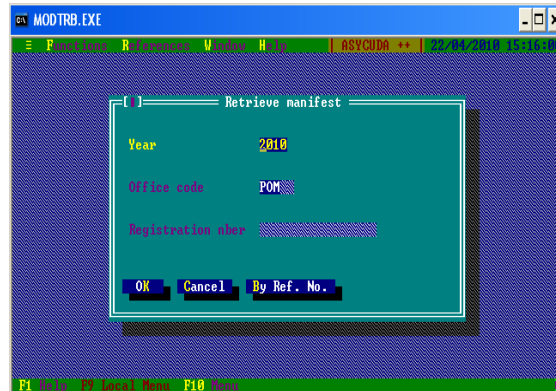
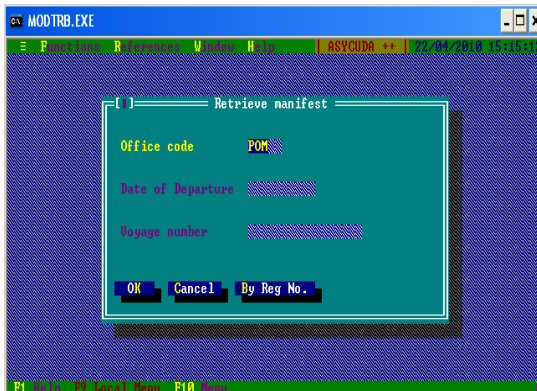
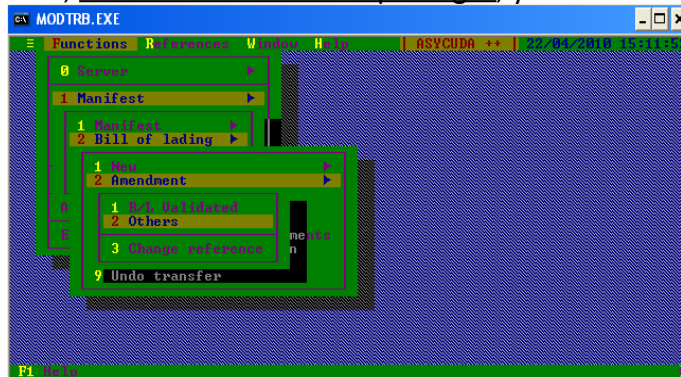
You can also amend a bill by following the same procedure; accept that instead of deleting the bill you can go ahead & amend which part of the bill that needs amending.

### 1.3 Amending a Bill on a Registered Manifest

Should you need to amend any details on a bill, but not the number of packages, you can do the following:

Go to:

- Functions
- Manifest
- Bill of Lading
- Amendments
- Others

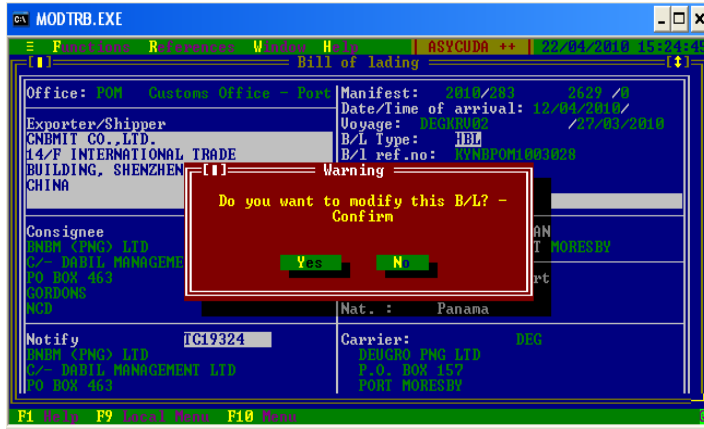


This will give you the above screen, where you can either enter the Manifest Registration Number or the Voyage Number & Date of Departure.

Once these details are entered, click on <OK>.

The manifest will open up on the screen. You must now select which bill to amend, double click on it to open.

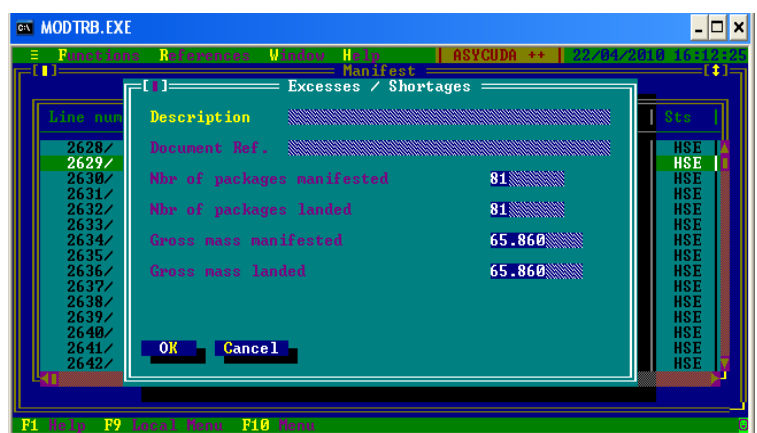
You can now amend your bill. Once you have amended the bill, you can close the screen. This will prompt you to confirm your amendment as shown below. Say <yes> and close.



## 1.4 Amending Number of Packages of a Registered Bill

Go to:

- Functions
- Manifest
- Bill of Lading
- Excess/Shortages
- Enter the Date of Departure & Voyage Number or Registration Number of the manifest
- <OK> - Manifest will open
- Double Click on the Bill to open bill





Put in the description; i.e, why you are doing the amendment, document Ref – relating to the amendment & number of packages landed, which is the correct number of packages. Once done, you click on <OK> and it's done!

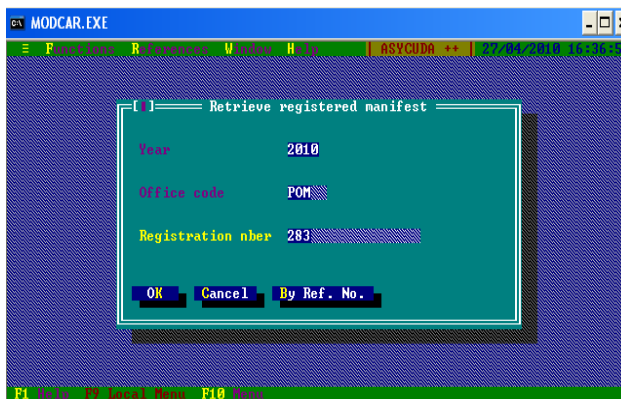
## 1.5 Renaming a Registered Bill.

Sometimes the Shipper may enter the bill wrongly or mistyped the bill & without realizing it, went ahead & registered the manifest. When this happens, you cannot amend this. The only way to amend this is to write off the wrong (registered) bill & create/add the new/correct bill to the manifest. Find below how to do this:

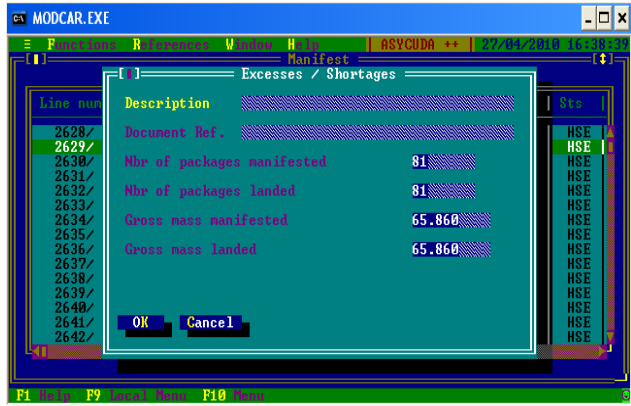
### (a) Writing off the incorrect bill.

Go to:

- Functions
- Bill of Lading
- Excess/Shortage: <Pop up screen will appear to enter Manifest Registration Number>



- Enter Registration Number: <OK>: <Manifest Screen will Appear>
- Double click on the concerned bill: <Excess/Shortage screen will appear>



- Enter all details; why amendment is being done, reference documents
- Input: Nbr of Packages Landed: <0>
- Input: Gross Mass Landed: <0>: <OK>

When the number of packages & gross mass shows as <0>, this means that the bill has been written off. You can double check that the bill has been written off by trying to open the written off bill. When you double click on the bill, a pop-up screen will appear saying the bill has been written off.

Now you can add the correct bill as a new bill as shown in Topic 1.

