



PAPUA NEW GUINEA CUSTOMS SERVICE

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MODBRK GUIDE FOR DECLARATION OF PACKAGES ON BOL

Background information: This documentation was prepared to assist Brokers on how to retrieve their manifest details & correctly enter Packages to fully meet the details entered in the Manifest by the Shipping Agents.

TO DOUBLE CHECK IF YOUR BILL HAS BEEN ENTERED BY THE SHIPPING AGENTS

Still in MODBRK: Go to;

1. Functions
2. 1.Manifest
3. 2.List
4. 2.Registered Manifest
5. 1.By Registration #

SCREEN OPENS;

6. From: <Alt+D> to get date format & enter range of date
<Enter>
7. To: <Alt+D> to get current date
<Enter>
8. Click: OK
9. Click: Retrieve
10. Type appropriate file name & Click: OK

The LIST of Registered Manifests will be displayed on the SCREEN.

11. Go by VOY# to locate your manifest
12. Once you locate the manifest, note down the Manifest Reg.# (2009/171)

13. Go to Functions

14. 1.Manifest

15. Click: 1.View

16. Click: By Reg. No

17. Registration Number: 171 <Enter>

List of Bills will appear, you can check if your Bill has been entered.

NOTE: If you find that your manifest has not been entered, PLEASE contact the shipping agent & have them input the manifest ASAP.

Error Message: "Bill of Lading Must be Totally Discharged"

This means that your manifest details on the entry is not the same as what the Shipper has entered.

Check your total number of packages: Depending on the number of items/lines you have on your entry – Divide total number of packages by the number of items/lines. Whatever your answer may be, this is what you enter in Cage 31 of your entry. Also remember to include the correct type of package. The total number of packages will be entered in Cage 6 of your entry. These information must be the same as what the shipper has entered.

E.g. Total Number of Packages = 30

Type of Package = OT

Number of Items/Lines = 6

Cage 6 = 30

Cage 31 = 5 OT (30/6)

Check your Gross Mass: Your total Gross Mass must be the same as what the Shipper has entered. This will be entered in Cage 35 & 38.

Check that you have entered your Bill correctly: This will go in Cage 40.

Check your Manifest Registration Number: This goes in the Manifest field & should follow this format – Year <space> Number. E.g. 2010 45

Having checked all this, your entry should clear for lodgment.

Conclusion: A reminder that BLs with amendments made to them will not display the amendments. You will have to view the list of bills to confirm the changes have been done or actually try and lodge the entry and do a server check to confirm that an amendment has been made!

End of Documentation