

ROCARS Portal Services for Shippers and Agents

1. Introduction

1.1 This document describes the user functions provided by the ROCARS Portal for shippers and agents, namely (i) direct input portal and (ii) batch upload portal. It covers the associated system flow and data format of the services.

1.2 The user functions are summarized in Section 2. The system flow and the associated data are discussed in Section 3 and 4 respectively.

2. User Functions

2.1 The user functions for shippers and agents under discussion are categorized as follows:-

User Functions for Shippers

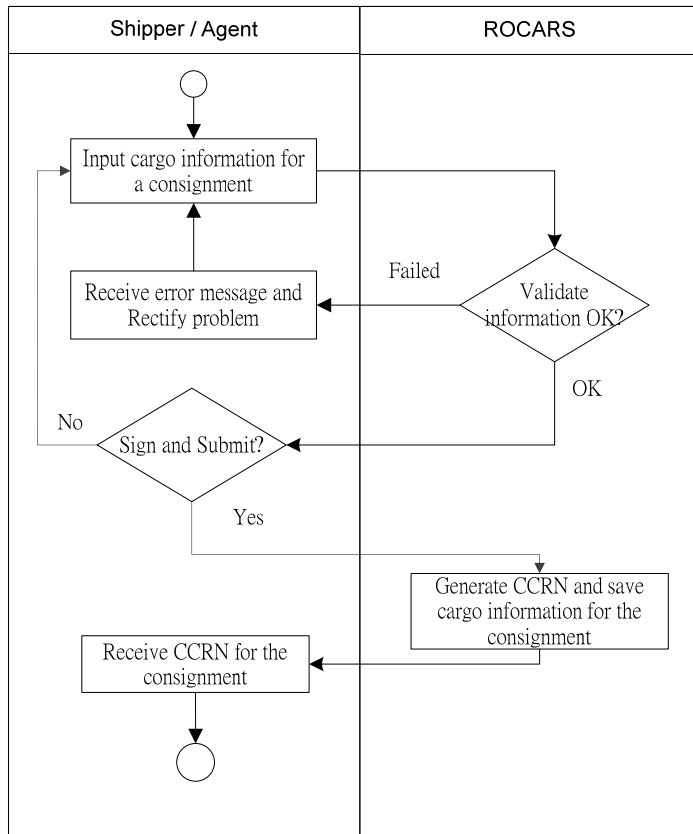
- ◆ Cargo information submission/amendment/deletion (Refer to Section 3.1-3.4)
- ◆ Enquiry and printing of cargo information (Refer to Section 3.5)
- ◆ File download of cargo information (Refer to Section 3.8)

User Functions for Agents

- ◆ Cargo information submission/amendment/deletion (Refer to Section 3.1-3.4)
- ◆ Bundling / Bundling amendment/ De-bundling (Refer to Section 3.6-3.7)
- ◆ Enquiry and printing of cargo information and bundling information (Refer to Section 3.5)
- ◆ File download of cargo information (Refer to Section 3.8)

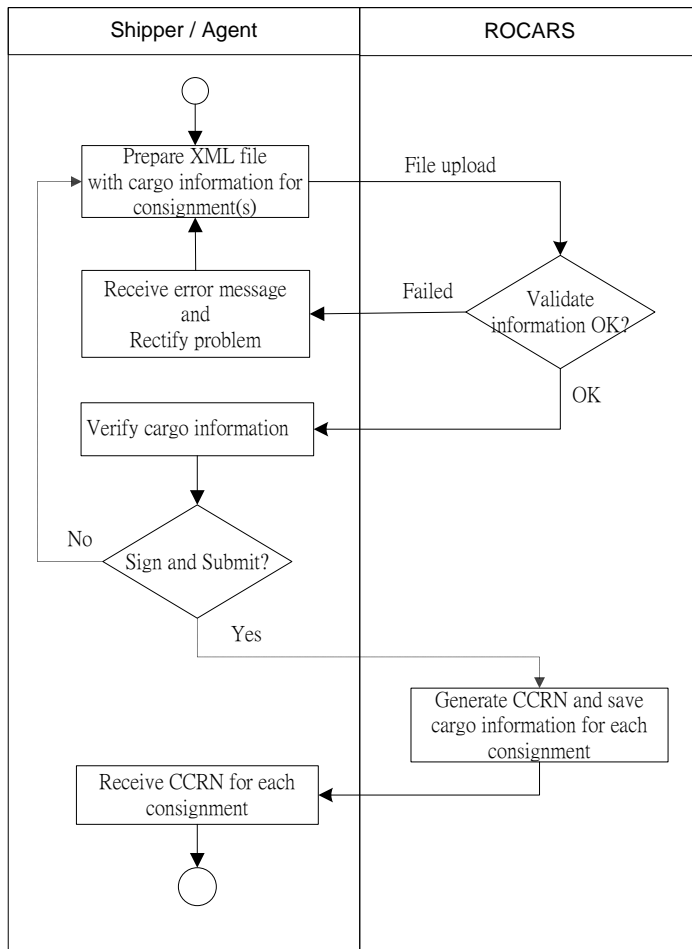
3. System Flow

3.1 The system flow for cargo information submission through direct input portal is depicted in the following diagram:



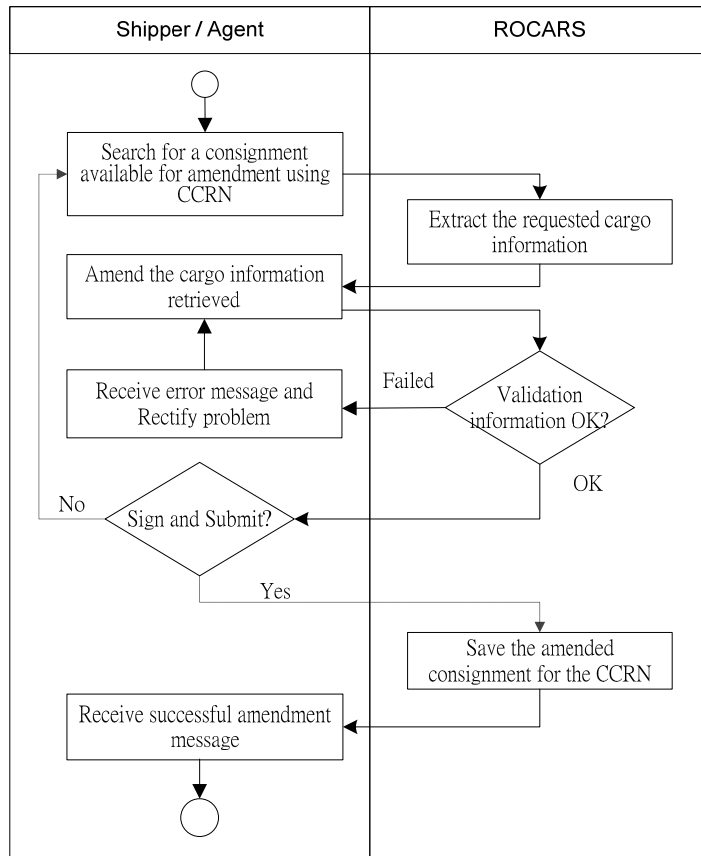
A Customs Cargo Reference Number (CCRN) will be generated for a successfully submitted consignment.

3.2 The System flow for cargo information submission through batch upload portal is depicted in the following diagram:



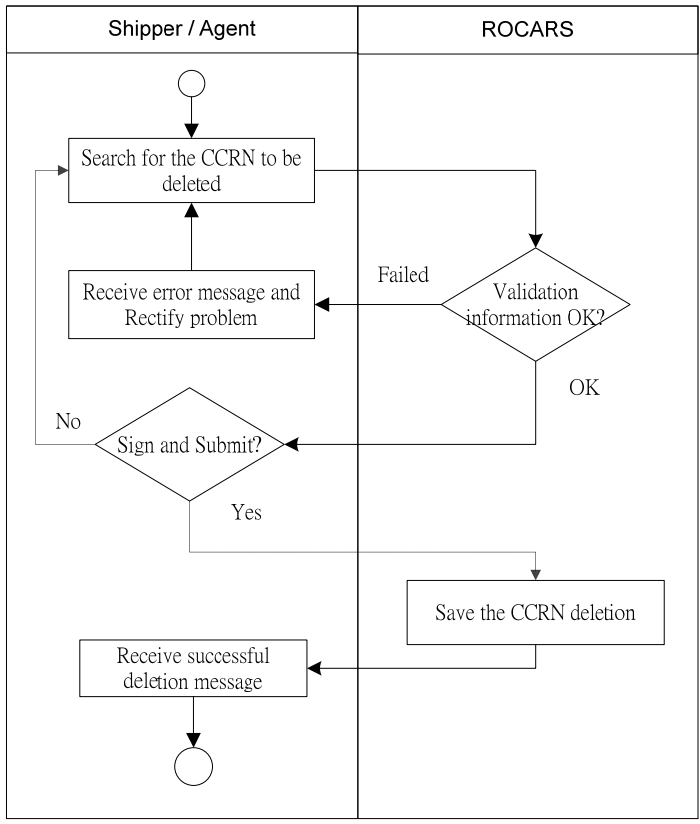
The batch upload file must be in valid XML format as specified by C&ED. A Customs Cargo Reference Number (CCRN) will be generated for a successfully submitted consignment.

3.3 The system flow for cargo information amendment through direct input portal is depicted in the following diagram:



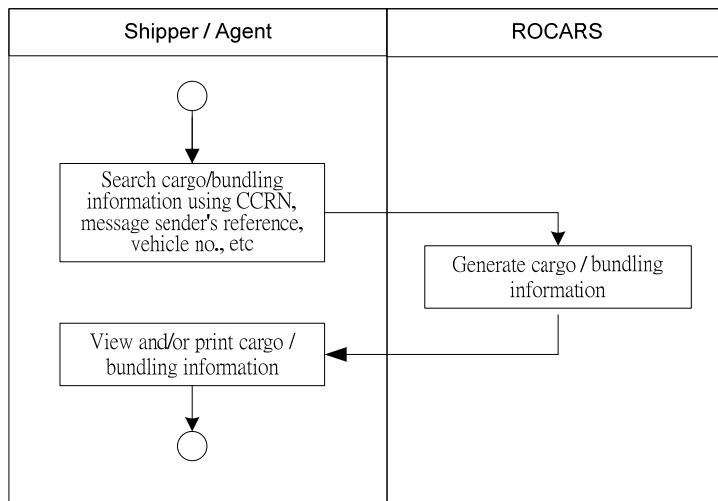
Note: A consignment is not available for amendment if it has been cancelled or bundled with a vehicle. Agent/Driver is required to de-bundle a consignment first before the consignment is available for amendment.

3.4 The system flow for cargo information deletion through direct input portal is depicted in the following diagram:



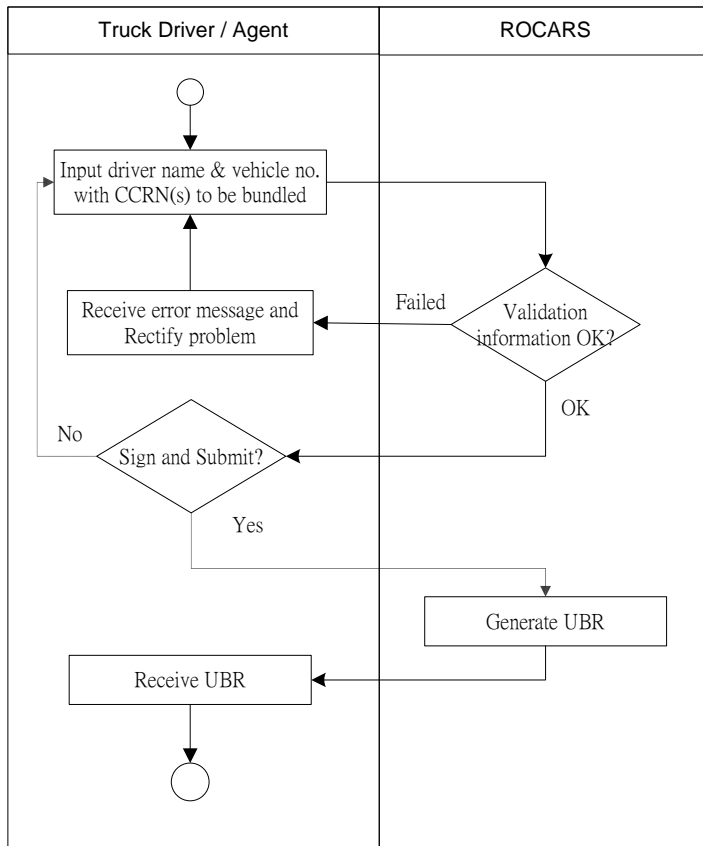
A deleted CCRN in ROCARS will not be available for bundling.

3.5 The system flow for enquiry and printing of cargo information (and bundling information) through direct input portal is depicted in the following diagram:



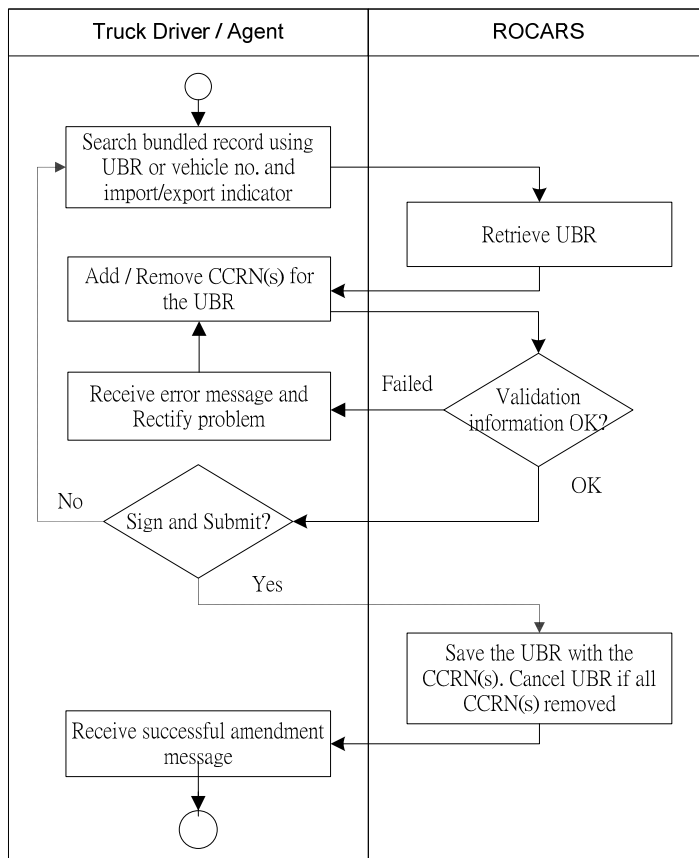
User will be allowed to enquire and print the cargo information submitted by him/her.

3.6 The system flow for bundling through direct input portal is depicted in the following diagram:



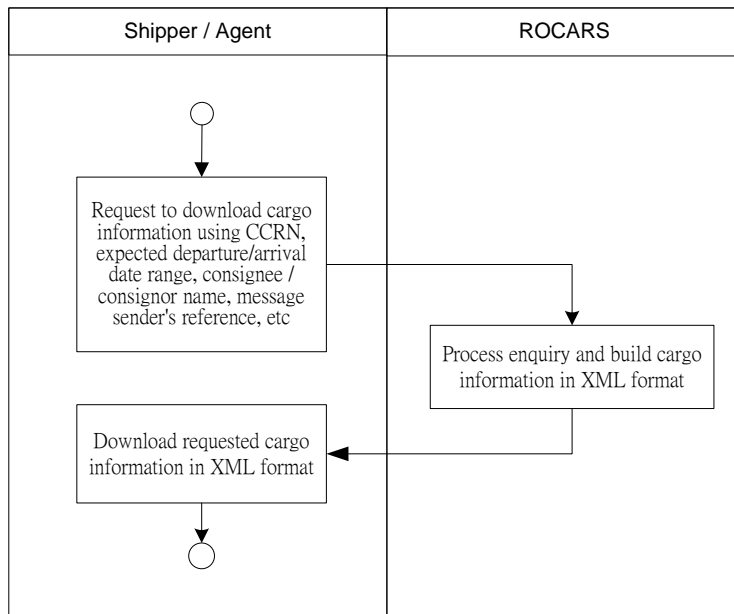
A Unique Bundling Reference (UBR) will be generated for a successful bundling.

3.7 The system flow for bundling amendment (bundle/de-bundle for an UBR previously generated) through direct input portal is depicted in the following diagram:



If all CCRN(s) are removed from the UBR using direct input, the UBR will be taken as cancelled in ROCARS.

3.8 The System flow for file download of cargo information through direct input portal is depicted in the following diagram:



User will be allowed to download the cargo information submitted by him/her.

4. Data

The associated data and their format are described in the following sub-sections.

4.1 Mandatory data to be provided by Shippers/Agents:

Item No.	Data Name	Format	Bilingual Field (Y/N)
1.	Description of commodity	an..256	Y
2.	Packaging of commodity Type of package identification OR Measurement of commodity Gross Weight + Gross Weight Unit; or Gross Volume + Gross Volume Unit	an..2 n..11,3 + an..3 n..9 + an..3	N N, N N, N
3.	Number of packages per commodity OR Quantity of cargo (if applied)	n..8 n..14,3	N N
4.	Expected date of arrival in/departure from Hong Kong of cargo to be imported/ exported	an..15	N
5.	Name of Consignor	an..35 x 2	Y
6.	Address of Consignor Street and number / P.O. Box City name Country, coded Country sub-entity name Country sub-entity identification Postcode identification	an..35 x 2 an..35 a2 an..35 an..9 an..9	Y Y N Y Y Y
7.	Name of Consignee	an..35 x 2	Y
8.	Address of Consignee <i>Same as Address of Consignor</i>	<i>Same as Address of Consignor</i>	<i>Same as Address of Consignor</i>

Legend

a	alphabetic or ideographic (for bilingual field) characters
n	numeric characters
an	alphanumeric or ideographic (for bilingual field) characters
a3	3 alphabetic or ideographic (for bilingual field) characters, fixed length
n3	3 numerical characters, fixed length
an3	3 alphanumeric or ideographic (for bilingual field) characters, fixed length
a..3	up to 3 alphabetic or ideographic (for bilingual field) characters
n..3	up to 3 numerical characters
an..3	up to 3 alphanumeric or ideographic (for bilingual field) characters
n..14,3	up to 14 numerical characters including maximum 3 decimals – delimiter is allowed to float and is not counted as a character (e.g. 12345678901.234, 123456789012.34 and 12345678901234 are valid values for n..14,3)

4.2 Mandatory data to be provided by Truck Drivers/Agents:

Item No.	Data Name	Format	Bilingual Field (Y/N)
1.	Vehicle Registration Number in HK	an..25	N
2.	Customs Cargo Reference Number	an..35	N

4.3 Optional data to be provided by Shippers/Agents for intermodal transshipment (specified as additional document information in an Import Consignment/Export Consignment message wherever appropriate):

Air Cargo:-

Item No.	Data Name	Format
1.	Flight Number	an..35
2.	AWB Number	an..35
3.	HWB Number	an..35
4.	Date of flight arrival / departure	date

Sea Cargo:-

Item No.	Data Name	Format
1.	Vessel Number	an..35
2.	Voyage Identification	an..35

3.	Bill of Lading Number (Master)	an..35
4.	Bill of Lading Number (House)	an..35
5.	Estimated Vessel arrival / departure date	date

4.4 Other optional data:

Item No.	Data Name	Format	Bilingual Field (Y/N)
1.	Equipment size and type identification	an..4	N
2.	Seal Number	an..35	N
3.	Equipment Identification Number	an..17	N
4.	Additional document reference number	an..35	N
5.	Additional document issuer, coded	an..17	N
6.	Additional document type	an..3	N
7.	Trader Reference – UCR	an..35	N
8.	Importer HK Business Registration number/HKID/Passport/Travel Document / ROCARS Identification Number	an..17	N
9.	Importer Name	an..35 x 2	Y
10.	Address of Importer		
	Street and number / P.O. Box	an..35 x 2	Y
	City name	an..35	Y
	Country, coded	a2	N
	Country sub-entity name	an..35	Y
	Country sub-entity identification	an..9	Y
	Postcode identification	an..9	Y
11.	Importer Contact Person	an..35	Y
12.	Importer Contact Phone Number / Contact Fax Number	an..50	N
13.	Exporter HK Business Registration number/HKID/Passport/Travel Document / ROCARS Identification Number	an..17	N
14.	Exporter Name	an..35 x 2	Y
15.	Address of Exporter		
	Street and number / P.O. Box	an..35 x 2	Y
	City name	an..35	Y
	Country, coded	a2	N

Item No.	Data Name	Format	Bilingual Field (Y/N)
	Country sub-entity name	an..35	Y
	Country sub-entity identification	an..9	Y
	Postcode identification	an..9	Y
16.	Exporter Contact Person	an..35	Y
17.	Exporter Contact Phone Number / Contact Fax Number	an..50	N
18.	Message Sender's Reference	an..35 x 5 (For each consignment)	Y
19.	The expected Customs Control Point of entry/exit	an..11	N
20.	Net Weight	n..11,3	N
21.	Net Weight Unit	an..3	N