



# Descartes Systems Group (DSG) Japan Ocean Advanced Filing Rules (JP-AFR) Solution

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User Guide  
Release 2.0

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## **About DSG JP-AFR**

The DSG JP-AFR service utilizes a simple web user interface (UI) to enable customers to login via the Internet and monitor the progress of all its JP-AFR filings with comprehensive validations. The service sends the data directly to Japan Customs through NACCS and provides a view of the status of that filing. Additionally as a fallback procedure the JP-AFR filing can be created, edited and submitted within the application.

Customers have the option of receiving status updates via electronic data interchange (EDI) if they choose. E-alerts can also be used to notify the customer via email if there is a problem with the filing.

## **Document Purpose**

This User Guide presents step-by-step instruction for each of the Descartes Systems Group (DSG) Japan Ocean Advanced Filing Rules (JP-AFR) functions and serves as an on-hand resource for General Users.

We welcome any suggestion on how we may improve this, or any, of our documentation. Questions or comments should be directed to [rpetersen@descartes.com](mailto:rpetersen@descartes.com).

## **Descartes Global Logistics Network (Descartes GLN)**

Descartes Global Logistics Network features multi-modal electronic data interchange (EDI) messaging services that simplify cargo and freight management operations by providing electronic services to the cargo industry and to companies who engage in import, export and domestic transportation activities.

These components integrate to provide Clients with a complete Filing solution to facilitate timely, accurate global manifest data entry / capture and compliant submissions to US and Canada Customs.

# System Requirements

To access and use DSG JP-AFR requires no computer hardware or software investment. DSG JP-AFR users need only a computer capable of running one of the web browsers listed below and a dedicated Internet connection.

## Recommended Minimum Computer Operating System

- Operating System: Windows XP Service Pack 2 (SP2) or Higher
- Processor: 233MHz Pentium preferred
- Memory: 64MB
- Hard Drive Space: 200 MB
- Your monitor should be set to a resolution of at least 1024x768 to allow all pages to display properly

Please see this URL for specific hardware and OS requirements:

<http://windows.microsoft.com/en-US/internet-explorer/products/ie-8/system-requirements>

## Connection Speed

A broadband connection is recommended for ideal performance.

## Supported Web Browsers

DSG JP-AFR supports Microsoft<sup>®</sup> Internet Explorer 8.0 and Mozilla<sup>®</sup> Firefox 2.0 and 3.0. Some functions may not be available on alternative browsers.

## Security

DSG recommends DSG JP-AFR users employ up-to-date firewall and anti-virus protection on all of their computers.

## Using DSG JP-AFR

DSG JP-AFR navigation is simple, including click through **Tabs** to access major functions. Required Section and Field titles are **Bold**.

Button / actions appear **Underlined**.

Lookup functions help make sure you have completed your DSG JP-AFR filing completely and successfully. Once the JP-AFR Bill is submitted to Japan Customs, clear and simple reporting functions display the status of your cargo and confirm that you have complied with all regulations.



## Accessing Your Accounts

Enter the DSG JP-AFR URL on the location line of your web browser

- For **Production**: <https://globalcompliance.descartes.com/login>

-Or-

- For **Test**: <https://globalcompliancetest.descartes.com/login>

## How to Log In

After typing the application location in your browser, a log-in dialogue will open

1. Enter your **Username**.
2. Enter your **Password**.
3. Click **OK**.

You will see the **Home** Tab or the **DSG JP-AFR** Tab. At this point, you have logged fully into your DSG JP-AFR Account.

# Types of Accounts

## **Production Account**

In the Production Account, Users file 'live' transactions to Japan Customs when the (House) Bill of Lading is submitted.

Users, with access, can run reports, create a database of Shipper and Consignees and maintain Account Settings.

## **Test Account**

The Test account serves as a training tool and is independent of the Production account. Users should prove proficiency within the Test account before proceeding to the Production Account. Functionality in Test is identical to Production.

## How to Log Out

There is no Logout function in DSG JP-AFR. A User can simply close all open browsers to exit the application. The next time a User attempts to login, they will be prompted for their **Username** and **Password**.

## Function Tabs

DSG JP-AFR is divided into tabs that you can see from the home screen. For this guide, we will discuss the first three tabs. The remaining tabs are for Administrator use only.

DESCARTES™ JP24



1. **Home- General User**
2. **House Bills-General User**
3. **Master View-General User**
4. **Profiles - Administrator's only, see administrator guide**
5. **Statistics - Administrator's only, see administrator guide**
6. **Admin - Administrator's only, see administrator guide**
7. **Help-General User**

# Home

If you have access to multiple Global Trade Compliance (GTC) Accounts (for example, you have access to Air AMS, ICS and JP-AFR), you will be able to switch between these accounts, in either Test or Production, from this screen on the top right hand side - 1.



# House Bills

Users will spend most of their time on the functions found on the **House Bills** tab in DSG JP-AFR. From the **House Bills** tab, Users can monitor the status of the submissions and also determine the detail on why a submission has not been accepted by Japan Customs.

DESCARTES™ JP24 Descartes JP24 Test (Forward)

Home House Bills Master View Profiles Statistics Admin Help English

[+ Add House Bill](#)

**Bill Search Criteria** [Clear Criteria](#)

<b>Date</b> <input type="text" value="Created"/>	<b>Type</b> <input type="text" value="All"/>	<b>Port Of Origin</b> <input type="text" value="(...)"/>	<b>Final Destination</b> <input type="text" value="(...)"/>	<b>Vessel Code</b> <input type="text" value="(...)"/>
<b>From</b> <input type="text" value=""/>	<b>Master Bill Number</b> <input type="text" value=""/>	<b>Port Of Load</b> <input type="text" value="(...)"/>	<b>App. Status</b> <input type="text" value=""/>	<b>Vessel Name</b> <input type="text" value="(...)"/>
<b>To</b> <input type="text" value=""/>	<b>House Bill Number</b> <input type="text" value=""/>	<b>Port Of Discharge</b> <input type="text" value="(...)"/>	<b>Customs Status</b> <input type="text" value=""/>	<b>Voyage Number</b> <input type="text" value="(...)"/>
	<b>Carrier</b> <input type="text" value="(...)"/>	<b>Place Of Delivery</b> <input type="text" value="(...)"/>	<b>Filing Status</b> <input type="text" value=""/>	<b>Access Group</b> <input type="text" value=""/>
				<b>Created By</b> <input type="text" value=""/>
				<b>Completion</b> <input type="text" value=""/>

[List Bills](#)

# Master View

Users can use the **Master View** to get an overview of the Master Waybills that have been filed to JP-AFR. Using the **Master View** will provide an overview of all the Masters and the related House Bills, including the status of each House Bill. The **Master View** can also be used to send the Completion Identifier from a Master Waybill perspective.

DESCARTES™ JP24

The screenshot displays the 'Master View' section of the Descartes JP24 application. At the top, a navigation bar includes tabs for 'Home', 'House Bills', 'Master View', 'Profiles', 'Statistics', 'Admin', and 'Help'. Below this is a 'Bill Search Criteria' panel with a 'Clear Criteria' button. The search criteria are organized into three columns:

Field	Value
Date	Created
Master Bill Number	[Text Input]
Vessel Code	[Text Input] (...)
Carrier	[Text Input] (...)
Vessel Name	[Text Input] (...)
From	[Date Picker]
Port Of Load	[Text Input] (...)
Voyage Number	[Text Input] (...)
To	[Date Picker]

A 'List Bills' button is located at the bottom right of the search criteria panel.



# Help

The **Help** tab includes detailed information on the process and requirements of filing JP-AFR, as well as the functions of this application. On the **Help** tab you will find a copy of this User Guide in PDF. Additionally, you will find reference tables and the email address and phone numbers for contacting **Customer Support**.

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DESCARTES™ JP24

Home House Bills Master View Profiles Statistics Admin Help

## Guidance

[NACCS JP-AFR Presentation PPT](#)

[NACCS JP-AFR Notification 2014.03.20](#)

## Resources

[Japan HS Codes](#)

[NACCS Code Tables](#)

[Processing Result Codes - Error Codes \(Zip File\)](#)

[IMDG Dangerous Codes](#)

[Japan Carrier Codes](#)

[UNLOC Codes - Global](#)

[UNLOC Codes - Japan Only](#)

[Other Laws and Ordinances Codes](#)

## User Guide

[Global Compliance JP24 User Guide, Release 0.2](#)

[Global Compliance Profiles User Guide, Release 1.0](#)

[Global Compliance JP24 Release Notes, Release 1.2](#)

## Service Desk

The Descartes Service Desk is Available 24x7

North America: [+1 877 786 9339](tel:+18777869339)

Outside North America: +800 7866 3390

email: [servicedesk@descartes.com](mailto:servicedesk@descartes.com)

On the web: <http://servicedesk.descartes.com>

**Version:** 1.0 (2014-02-01)

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## Other Things to Know

### Mandatory Data

Fields designated mandatory by DSG JP-AFR are presented in **Bold** type. Also, for Sections that are mandatory, the Section titles are **bold**. Fields within those mandatory sections that are not bold are either conditional or voluntary. **Tab** titles and **Screen** titles appear as such. Button / actions appear **Underlined**.

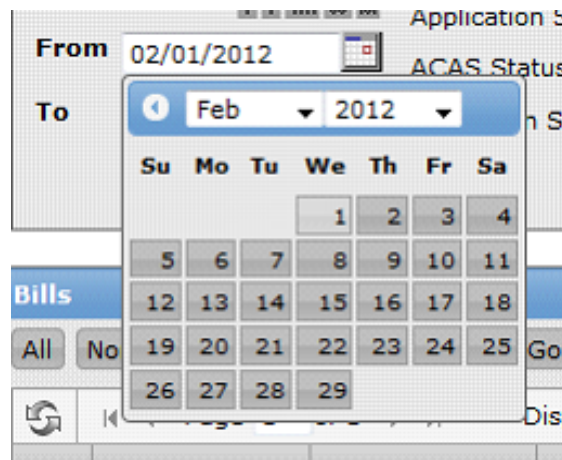
### Times

DSG JP-AFR operates exclusively on U.S. East Coast Date and Time (US Eastern Time). As such all dates and times entered into DSG JP-AFR should be US Eastern Time. Similarly, all dates and times displayed by DSG JP-AFR will be displayed in US Eastern Time.

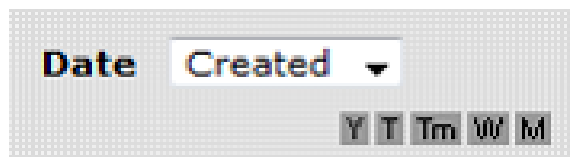
### Dates

Many functions, particularly when listing Bills on the **Bills** tab, let Users search by a date range of 31 days. There are many ways of entering the date in a date field:

You may manually enter the date as follows:



You may select the **Calendar** icon to open a navigable calendar from which you may select the date you desire.



Or you may select a date range automatically:

- Y = Yesterday's Date
- T = Today's Date
- TM = Tomorrow's Date
- W = Current Calendar Week (Sun - Sat)

M = Current Calendar Month

## **Lookup**

To increase the efficiency of data entry and improve compliance, many fields offer a lookup feature.

Lookup-enabled fields are identified with the Ellipse icon in this User Guide (...)

Fields with common codes, such as Country Codes, employ our dynamic Lookup feature. Simply begin entering the term you are searching for and a list will appear with possible matches.

Either continue entering your Lookup search term or choose the best match from the dropdown menu. The field will be populated with your option.

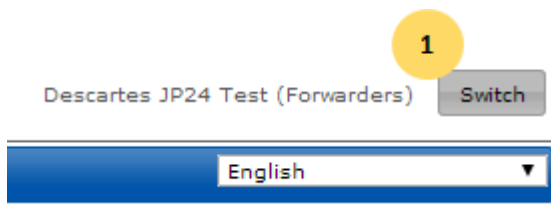
If you wish to simply type your value into the field and 'ignore' the lookup, enter your value and press the Tab key. The Lookup will be cancelled and your value entered.

# Home Tab

If you have access to multiple Global Trade Compliance (GTC) Accounts (for example, you have access to Air AMS, ICS and JP-AFR), you will be able to switch between these accounts, in either Test or Production, from this tab on the top right hand side.



1. Click on **Switch**.



2. You will come to the **Select Account** screen where you can choose which account to enter.

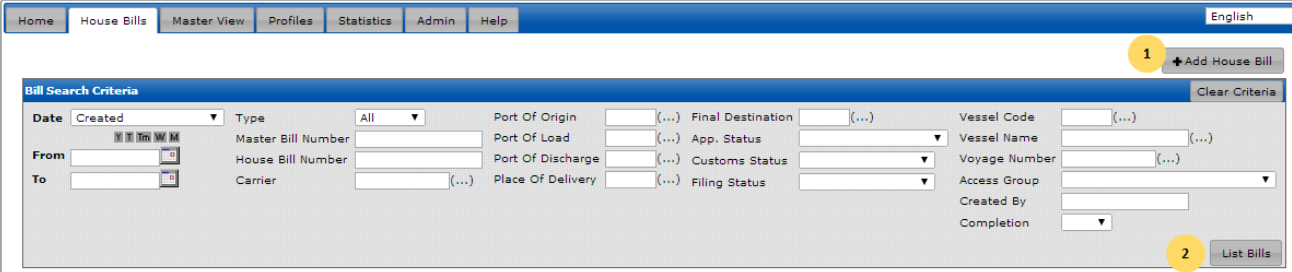
Login - Select Account			[Logout]
Account	Application	Status	
ACI Freight Forwarder eManifest Test Account APP9	ACI Freight Forwarder eManifest Test		
Descartes JP24 Test (Forwarders)	JP24	Test	
Profiles Test Account	Profiles	Test	

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# House Bills Tab

On the **House Bills** tab you can:

- 1. Add a House Bill.
- 2. List existing Bills using **Bill Search Criteria**.



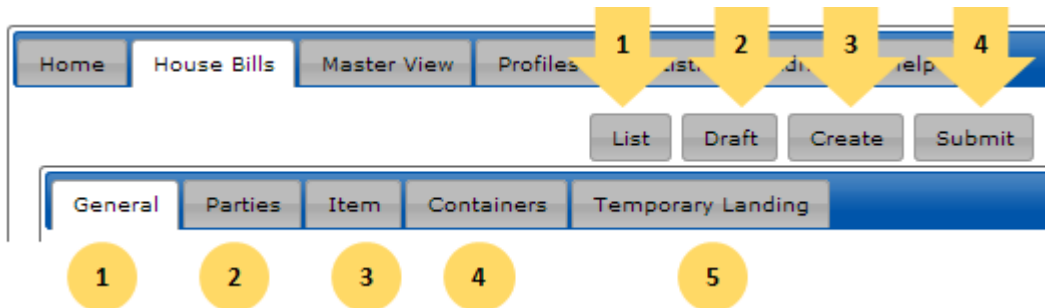
# Add a House Bill

To add a House Bill:

1. Click on the **+Add House Bill** button.

The screenshot shows the top navigation bar with tabs: Home, House Bills, Master View, Profiles, Statistics, Admin, and Help. On the right side of the navigation bar, there is a language dropdown set to 'English'. Below the navigation bar is a 'Bill Search Criteria' section. In the top right corner of this section, there is a button labeled '+Add House Bill' with a yellow arrow pointing to it and the number '1' next to it. Below the button are various search criteria fields including Date, Type, Master Bill Number, House Bill Number, Carrier, Port Of Origin, Port Of Load, Port Of Discharge, Place Of Delivery, Final Destination, App. Status, Customs Status, Filing Status, Vessel Code, Vessel Name, Voyage Number, Access Group, Created By, and Completion. A 'List Bills' button is located at the bottom right of the search criteria section.

Once you do, you will see the following buttons and tabs for information.



## Buttons

1. List
2. Draft
3. Create
4. Submit

## Tabs

1. General
2. Parties
3. Item
4. Containers
5. Temporary Landing

# General Sub-Tab

The **General** section includes the following sections and by completing them, you will create your house bill:

1. **Reference** Fields.
2. **Voyage** Details.
3. Relevant **Ports**.
4. **Forwarding Party** Information.
5. **Others**.

The screenshot shows a software interface with a top navigation bar containing tabs: **General**, **Parties**, **Item**, **Containers**, and **Temporary Landing**. The **General** tab is active, and a dropdown menu shows 'General'. The form is divided into five sections, each with a blue header and a yellow callout circle on the left:

- 1 Reference**: Includes fields for Master Bill Number, House Bill Number (containing 'SACC'), Completion Identifier (checkbox), Carrier, e-Alert E-Mail Address, Access Group (dropdown), Relaxed App. Area Identifier (checkbox), and Procedure (dropdown set to 'AHR').
- 2 Voyage**: Includes fields for Vessel Code, Vessel Name, Nat. Code, and Voyage Number, each with a selection icon (...).
- 3 Ports**: Includes fields for Port Of Load, Estimated Departure (with a calendar icon), GMT time difference (set to '0 (GMT Time)'), Port Of Discharge, Estimated Arrival (with a calendar icon), Port Of Origin, Place Of Delivery, and Final Destination, each with a selection icon (...).
- 4 Forwarding Party**: Includes a '+ Add' button.
- 5 Others**: Includes fields for Internal Ref. Number, Customer Reference, Freight, Value, and Remark.

1. First, enter the House Bill **Reference** details.

Reference		Procedure AHR
a	Master Bill Number	<input type="text"/>
b	House Bill Number	SACC
c	Completion Identifier	<input type="checkbox"/>
d	Carrier	<input type="text"/> (...)
e	e-Alert E-Mail Address	<input type="text"/>
f	Access Group	<input type="text"/>
g	Relaxed App. Area Identifier	<input type="checkbox"/>

- a. Enter your **Bill Number**, or **Master Bill Number**. Bill Number is one part, in combination with the House Bill Number, of the unique key reference for your House Bill. The Bill Number is issued by the steamship line and must be preceded by the **Carrier** Code.
- b. Enter your **House Bill Number**, preceded by your **NVOCC filer** code. The NVOCC filer code is issued by NACCS.
- c. If this is last House Bill, individually or in a series, you are creating under this Master Bill Number, then select the **Completion Identifier**. This will 'close' the series with Japan Customs.
- d. Enter the **Carrier SCAC Code** for the steamship line moving your cargo
- e. Enter the option **e-Alert email address**
- f. Select the **Access Group**
- g. If your submission will not meet the 24 hour rule because the Port of Load is within 24 hours of arrival from Japan, select the **Relaxed App Area Identifier** checkbox. This will tell Japan this filing meets the relaxed time requirements.

2. Then, enter the **Voyage** details. This information may come from the Steamship Line.

Voyage		
a	Vessel Code	<input type="text"/> (...)
b	Vessel Name	<input type="text"/> (...)
c	Nat. Code	<input type="text"/> (...)
d	Voyage Number	<input type="text"/> (...)



- a. Enter the **Vessel Code** (such as Lloyds Code) for the Vessel
  - b. Enter the **Vessel Name**
  - c. Enter the optional 2-character ISO Code for the **Nat. Code**, or Vessel Flag
  - d. Enter the **Voyage Number**
3. Your next step is to input relevant **Port** details using UN Location Codes

The screenshot shows a form titled 'Ports' with a blue header. A yellow circle with the number '3' is in the top left corner. The form contains the following fields:

- a Port Of Load: Two text input boxes, a dropdown menu with 'b' selected, and a '...' button.
- c Estimated Departure: A date-time input box, a 'GMT time difference' dropdown menu with '0 (GMT Time)' selected, and a 'd' label.
- e Port Of Discharge: Two text input boxes and a '...' button.
- f Estimated Arrival: A date-time input box.
- g Port Of Origin: Two text input boxes and a '...' button.
- h Place Of Delivery: Two text input boxes and a '...' button.
- i Final Destination: Two text input boxes and a '...' button.

- a. Enter the **Port of Load**, the port where the goods were loaded on the vessel which will physically arrive in Japan
  - b. Select the **Port of Call Order** from the dropdown menu
  - c. Enter the **Estimated Date and Time of Departure**.
  - d. You may choose the **GMT time** difference from the dropdown menu. All time in JP24 is recorded in Greenwich Mean Time (GMT). If you enter your local time, select the difference from GMT. For example, in New York City in January, the difference is -5. In Hong Kong, it's +8
  - e. Enter the **Port of Discharge** in Japan
  - f. Enter the **Estimated Date of Arrival in Japan**
  - g. Enter the **Port of Origin**. The Port of Origin may be different than the Port of Load. For example, goods may load on Vessel 1 in Los Angeles and then transship on Vessel 2 in Singapore. Vessel 2 is ultimately bound for Japan. In this scenario, USETA, or Los Angeles, is the Port of Origin
  - h. Enter the **Place of Delivery**. This may be different than Port of Discharge if the goods are transiting Japan to another nation or moving inland via different carriage
  - i. Enter the optional **Final Destination**
4. Enter one or many **Forwarding Parties** next. Forwarding Party operates like Secondary Notified Party in the US ACE process

4

#### Forwarding Party

a

- a. Click **Add**, and the **Forwarding Party Code** field will open



The screenshot shows a form titled "Forwarding Party". It contains a text input field labeled "Forwarding Party Code" and a button labeled "Delete". Below the input field is another button labeled "+Add".

- b. Enter the four character alphanumeric **Forwarding Code**
- c. Click **Add** to note further Forwarding Parties.

5. Enter optional **Other** fields. They will be sent to Japan if included.

5

#### Others



The screenshot shows a form titled "Others" with the following fields:

- a Internal Ref. Number
- b Customer Reference
- c Freight   (...)
- d Value   (...)
- e Remark

- a. Enter an **Internal Ref. (Reference) Number**
- b. Enter your **Customer Reference Number**
- c. Enter the **Freight**
- d. Enter the three character **Value**
- e. Enter any relevant **Remarks**

When finished with the **General** section, click **Parties**.

## Bill Number Format

Japan Customs defines a very specific format for the Bill Number.

For Example: **NACS123456789012WW**

Digits **1 through 4** identify the **NACCS Carrier Code**, in this case **NACS**.

Digits **5 through 16** identify the **Ocean Bill Number** issued by the **Steamship Line**, **123456789012**.

Digits **17 to 20**, here marked as 'WW' identify the **Branch Number**. Using the table below, you may determine the Branch Number. If there are fewer than 100 containers on a Bill, then you may omit the **Branch Number**. If there are more than 100 containers, every set of 100 containers is identified with it's own Bill with a specific **Branch Number**. In the example Bill above, there are 1-500 containers and this Bill covers 401 – 500.

Order	Branch Number	Order	Branch Number
1	W	11	XY
2	X	12	XZ
3	Y	13	YW
4	Z	14	YX
5	WW	15	YY
6	WX	16	YZ
7	WY	17	ZW
8	WZ	18	ZX
9	XW	19	ZY
10	XX	20	ZZ

## Parties Sub-Tab

Parties in JP24 includes the **Consignor**, or **Shipper**, **Consignee** and two **Notify Parties**.

One **Notify Party** is required and may be the same as the **Consignee**. There is a space for a second **Notify Party** (not pictured) and the process is the same for the second and any additional **Notify Parties**.

This is the second major step in creating a House Bill.

The screenshot displays the 'Parties' sub-tab in a software interface. It features a navigation bar at the top with tabs for 'General', 'Parties', 'Item', 'Containers', and 'Temporary Landing'. Below the navigation bar, a dropdown menu is set to 'Parties'. The main content area is divided into three sections, each with a yellow circular callout number:

- 1 Consignor**: Fields include Name (with a dropdown arrow), Code, Address Block, Address 1, Address 2, City, State, Country (with a dropdown arrow), Postal Code, and Phone.
- 2 Consignee**: Fields include Name (with a dropdown arrow), Code, Address Block, Address 1, Address 2, City, State, Country (with a dropdown arrow), Postal Code, and Phone.
- 3 Notify Party 1**: Fields include Name (with a dropdown arrow), Code, Address Block, Address 1, Address 2, City, State, Country (with a dropdown arrow), Postal Code, and Phone.

Party details can be reported in one of three methods:

-

**Strutured Address** - individual fields are used for address line 1, address line 2, city, state, country and postal code

- **Address Block** - address information is entered in one field, one block of information
- **AFR Code** - the code (issued by Japan Customs) refers to the address as Japan Customs has stored it in their database

We will focus on the **Address Block** option.

1. Enter the **Consignor** (or Shipper) details.

The screenshot shows a form titled "Consignor" with a blue header. A yellow circle with the number "1" is next to the title. The form contains several input fields: "Name" (with a dropdown arrow), "Code", "Address Block" (a wide field), "Address 1", "Address 2", "City", "State", "Country" (with a dropdown arrow and a "C" icon), "Postal Code", and "Phone". A bracket labeled "a" groups the "Name" and "Code" fields. A larger bracket labeled "b" groups the "Address Block", "Address 1", "Address 2", "City", "State", "Country", "Postal Code", and "Phone" fields.

- a. Enter the **Consignor Name**
- b. Enter the **Consignor Address Block**. An Address Block must contain street name and number, City, State or Province, Postal Code and Phone Number
- c. Enter the **Consignor Country code**

2. Enter the **Consignee** Details.

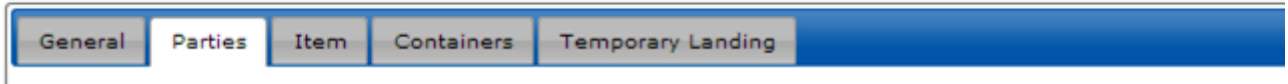
The screenshot shows a form titled "Consignee" with a blue header. A yellow circle with the number "2" is next to the title. The form contains several input fields: "Name" (with a dropdown arrow), "Code", "Address Block" (a wide field), "Address 1", "Address 2", "City", "State", "Country" (with a dropdown arrow and a "C" icon), "Postal Code", and "Phone". A bracket labeled "a" groups the "Name" and "Code" fields. A larger bracket labeled "b" groups the "Address Block", "Address 1", "Address 2", "City", "State", "Country", "Postal Code", and "Phone" fields.

- a. Enter the **Consignee Name**
- b. Enter the **Consignee Address Block**. An Address Block must contain street name and number, City, State or Province, Postal Code and Phone Number

- c. Enter the **Consignee Country code**
3. Enter *at least* **Notify Party 1**.

- a. Enter the **Notify Party 1 Name**
  - b. Enter the **Notify Party 1 Address Block**. An Address Block must contain street name and number, City, State or Province, Postal Code and Phone Number
  - c. Enter the **Notify Party 1 Country code**
4. If there are additional Notify Parties, enter the Notify Party 2 details.

- a. Enter the **Notify Party 2 Name**
  - b. Enter the **Notify Party 2 Address Block**. An Address Block must contain street name and number, City, State or Province, Postal Code and Phone Number
  - c. Enter the **Notify Party 2 Country code**
5. Once you have added all Parties, click **Item**.



## **Structured Address**

A Structured Address - this means that individual fields are used for address line 1, address line 2, city, state, country and postal code.



## **Address Block**

An Address Block - all the address information is entered in one field, one block of information

## **AFR Code**

An AFR code - the code (issued by Japan Customs) refers to the address as Japan Customs has stored it in their database

## Item Sub-Tab

The Item tab is used to describe the information related to the Items in the shipment

The screenshot shows the 'Item' sub-tab interface with the following sections and fields:

- 1 Goods Item**
  - HS Code:  (...)
  - Description:
  - 
  - 
  - 
  - Country Of Origin:  (...)
- 2 Packages**
  - Marks And Numbers:
  - 
  - 
  - 
  - Number Of Packages:   (...)
  - Measurement:
- 3 Totals**
  - Gross Weight:
  - Net Weight:
- 4 Dangerous Goods**
  - Dangerous Cargo Code:  (...)
  - IMDG Class:
  - UN No.:
- 5 Other Relevant Laws and Ordinances**
  -

1. Enter the **Goods Item**.

The close-up screenshot shows the 'Goods Item' section with the following fields and annotations:

- 1 a** HS Code:  (...)
- b** Description:
- 
- 
- 
- c** Country Of Origin:  (...)

- a. Enter an **HS Code**  
 The Japan AFR message specification only provided for one HS (World Customs Organization's Harmonized System) code in this section. For House Bills with multiple line items, identify the 'greatest' item and enter that HS

Code. 'Greatest' can be interpreted as that with the most number, or the most valuable.

- b. Enter the **Description of the HS Code** entered. In remaining space in the Description fields, type in any additional Line Items on your House Bill.
- c. Enter the optional **Country of Origin**. For House Bills with multiple items, choose the country of origin of the commodity noted in the HS Code field.

2. Enter **Packages** information.

The screenshot shows a form titled '2 Packages'. It contains several input fields and a dropdown menu. Annotations are as follows: 'a' points to four stacked text input fields under 'Marks And Numbers'; 'b' points to a text input field under 'Number Of Packages'; 'c' points to a dropdown menu next to 'Number Of Packages'; 'd' points to a text input field under 'Measurement'; and 'e' points to a dropdown menu next to 'Measurement'.

- a. Enter all **Marks and Numbers**
- b. Enter the total **Number of Packages**. If there are multiple items on the House Bill, enter the total number of all items
- c. Enter the 2-character **Package Type** which best covers your items
- d. Enter the total **Measurement**
- e. Choose the **Measurement qualifier** from the dropdown menu

- **Cubic Meter**
- **Cubic Feet**
- **Board Foot Measure**

3. Enter weight **Totals**.

The screenshot shows a form titled '3 Totals'. It contains two rows of input fields. The first row is labeled 'a Gross Weight' and has a text input field followed by a dropdown menu labeled 'b'. The second row is labeled 'c Net Weight' and has a text input field followed by a dropdown menu labeled 'd'.

- a. Enter the **Gross Weight**
- b. Select the **Gross Weight Qualifier** from the dropdown menu

- **Kilograms**
- **Pounds**

- **Metric ton**

- Enter the **Net Weight** of the items *without* their packaging
- Select the **Net Weight Qualifier** from the dropdown menu

- **Kilograms**
- **Pounds**
- **Metric ton**

4. Enter any **Dangerous Goods** information. Today, this information is optional.

- Enter the **Japan Customs Dangerous Cargo Code**
- Enter the **International Maritime Dangerous Goods (IMDG) code**
- Enter the **UN Dangerous Goods Code**

5. Note any **Relevant Laws and Ordinances**.

Certain Laws or Ordinances in Japan may apply to the commodities. If you are aware of these laws, you need to indicate their 2-character **Alpha Code**.

- Click **Add**
- Enter the appropriate 2 character **Alpha code**

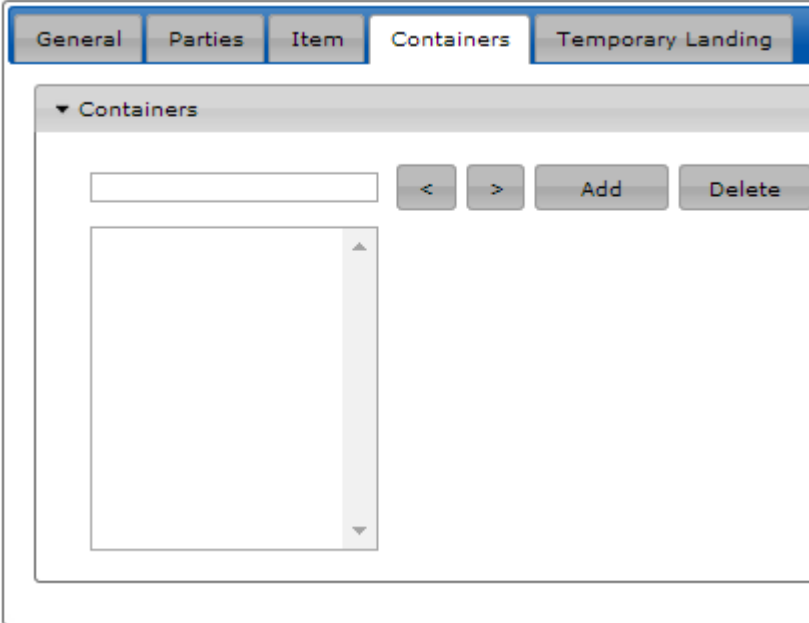
6. Once you've completed **Item** , click **Containers**.





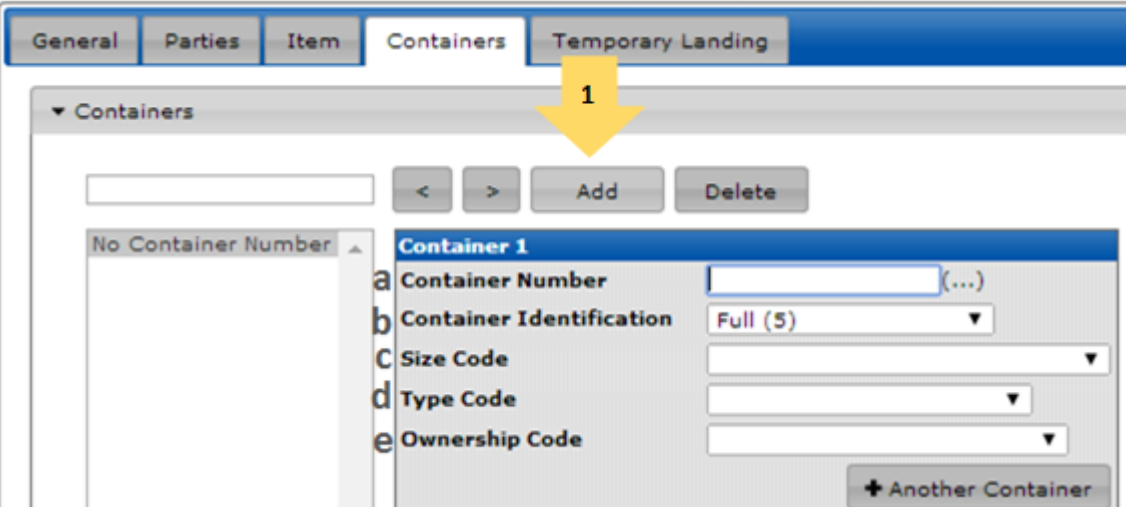
## Containers Sub-Tab

**Containers** is conditional and valid only for containerized goods. You may have up to 999 containers on your House Bill.



The screenshot shows the 'Containers' sub-tab in a software application. At the top, there are five tabs: 'General', 'Parties', 'Item', 'Containers', and 'Temporary Landing'. The 'Containers' tab is active. Below the tabs, there is a section titled 'Containers' with a dropdown arrow. Underneath, there is a text input field, two navigation buttons ('<' and '>'), and two buttons labeled 'Add' and 'Delete'. Below these buttons is a large empty rectangular area, likely a list of containers.

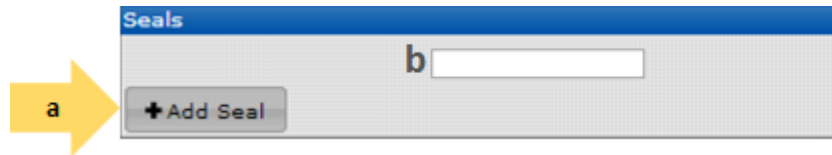
1. Add a Container, by clicking **Add**.



This screenshot shows the same 'Containers' sub-tab interface as the previous one, but with a yellow arrow pointing to the 'Add' button. Below the 'Add' button, a new container entry is visible, labeled 'Container 1'. This entry has a blue header and contains several fields: 'a Container Number' (text input), 'b Container Identification' (dropdown menu showing 'Full (5)'), 'c Size Code' (dropdown menu), 'd Type Code' (dropdown menu), and 'e Ownership Code' (dropdown menu). At the bottom right of this entry is a button labeled '+ Another Container'.

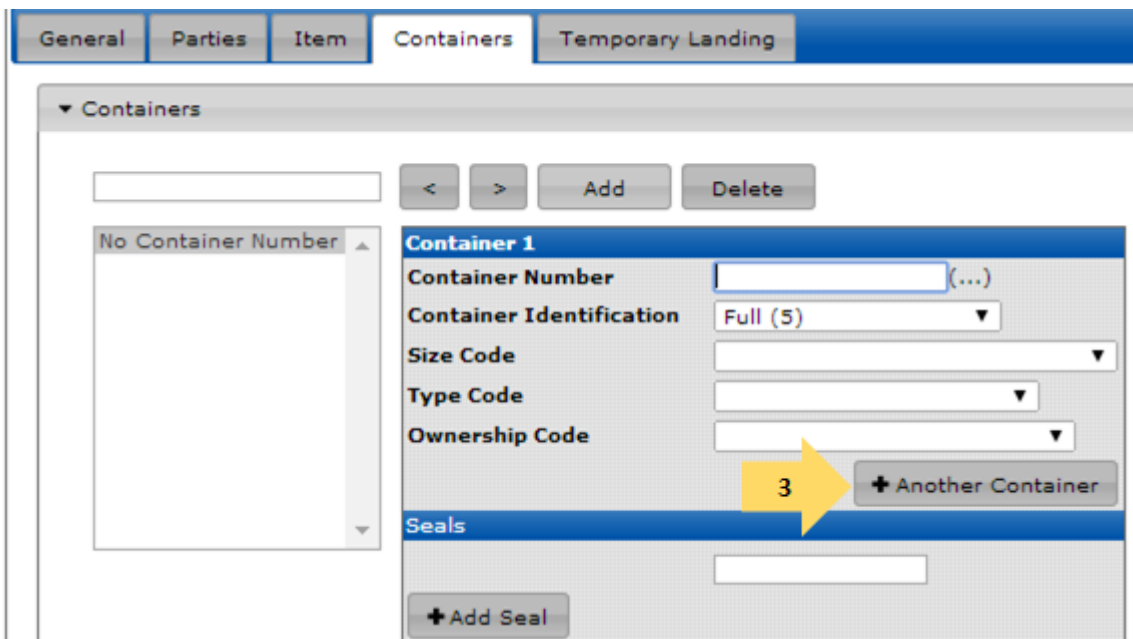
- a. Under Container 1 enter the **Container Number**
- b. **Container Identification** will be defaulted to **Full**
- c. Choose the **Size Code** from the dropdown menu
- d. Choose the **Type Code** from the dropdown menu
- e. Choose the **Ownership Code** from the dropdown menu

2. Enter **Seals**

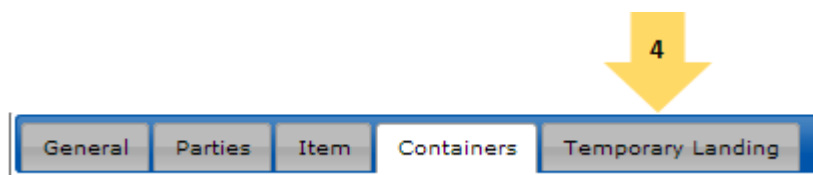


- a. Click **Add Seal**
- b. Enter the **Seal Number**
- c. Repeat, as necessary

3. Click **+Add Container** and Repeat Step a. for all additional containers.



4. When you have entered all Containers, go to the section **Temporary Landing**.





# Temporary Landing

Temporary Landing is Conditional. If your goods are only stopping in Japan on their way to another country, complete the temporary landing section. Consider this similar to 'Freight Retained on Board' in the US.

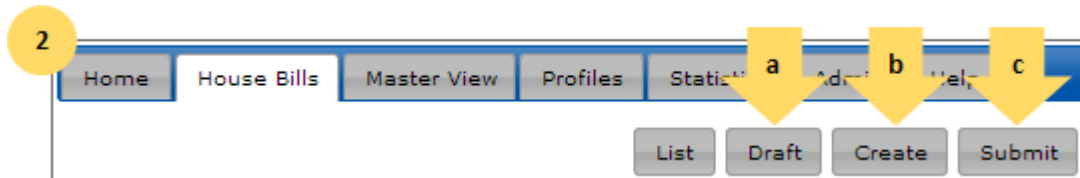
The screenshot shows a software interface for 'Temporary Landing'. It features a title bar with a dropdown arrow and the text 'Temporary Landing'. Below this is a blue header bar with the text 'Temporary Landing'. The form contains several fields: 'Identifier' (a dropdown menu), 'Reason' (a wide dropdown menu), 'Duration' (a text input field), 'Estimated Start Date' (a text input field with a calendar icon), 'Estimated FinishDate' (a text input field with a calendar icon), 'Transport Mode' (a dropdown menu), and 'Arrival Place' (two text input fields, the second followed by an ellipsis '(...)').

1. Add a Temporary Landing to a House Bill from the **Temporary Landing Sub-Tab**

This screenshot is identical to the one above but includes a yellow circle with the number '1' in the top-left corner. The form fields are labeled with lowercase letters 'a' through 'g' in a bold font to the left of each field: 'a' for Identifier, 'b' for Reason, 'c' for Duration, 'd' for Estimated Start Date, 'e' for Estimated FinishDate, 'f' for Transport Mode, and 'g' for Arrival Place.

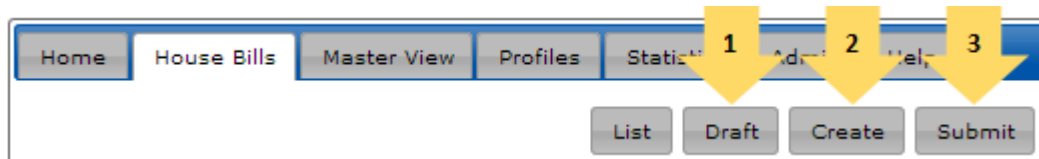
- a. Select the optional **Identifier** Transshipment from the dropdown menu if the Reason for the Temporary Landing is Transshipment.
- b. Select the Temporary Landing **Reason** from the dropdown menu.
- c. Enter the **Duration** of the Temporary Landing in calendar days.
- d. Enter the **Estimated Start Date**.
- e. Enter the **Estimated End Date**.
- f. Select the **Transport Mode** from the dropdown menu.

- g. Enter the **Arrival Place** for the cargo included on the Temporary Landing.
2. Once you have entered all House Bill data available, you must save your file. There are three options, represented on the buttons that appear above each of the **House Bill** sub-tabs.
- a. **Draft**
  - b. **Create**
  - c. **Submit**



# Saving a House Bill

You can save a House Bill three ways: as **Draft**, as a **Create** and as a **Submission**.



## 1. **Draft**

No validations or edit checks are applied to a House Bill saved as a draft. If have not completed all of your date entry for the house bill, and you wish to return to it at a later time, save as draft.

## 2. **Create**

Create applies all validations and edit checks to the House Bill. If the House Bill passes all validations it will be saved and ready to submit to Japan Customs. If there are errors, the application will direct you to those errors and provide guidance on how to correct them

## 3. **Submit**

Submit will both Create the shipment and, if it passes all validations, Submit your House Bill to Japan. If your House Bill has already been created successfully, Submit will revalidate your house bill and save it again before submission.

Any errors found during the Saving of the House bill will be highlighted by having an exclamation mark at the relevent Tab. An error description will be given with the field that is causing the issue.

If warnings are found, the application will display a warning screen before submitting the filing. The user can chose to submit anyway or cancel the action and make a correction first.

Home House Bills Master View Profiles Statistics Admin IML Help

List Draft Create Submit

General Parties Item Containers Temporary Landing

General

Reference Procedure AHR

Master Bill Number SACCUITA150216023031

House Bill Number E003150216001

Completion Identifier

Carrier SACC (...)

e-Alert E-Mail Address

Access Group

Relaxed App. Area Identifier

Voyage

Vessel Code 20130804 (...)

Vessel Name GOLDEN KIKU

Lloyd's Code

Nat. Code BE (...)

Voyage Number VOYN7538 (...)

Warnings

Are you sure that House B/L number starts with a correct NVOCC code?

Do you really want to proceed with submissions?

Ok Cancel

Ports

Port Of Load BEBGS (...) 4

Estimated Departure 02/18/2015 00:07 GMT time difference +08:00

Port Of Discharge JPNGO (...)

Estimated Arrival 02/19/2015

Port Of Origin CNSHA (...)

Place Of Delivery JPNDI (...)

Final Destination AUMJP (...)

Forwarding Party

+ Add

Others

Internal Ref. Number

Customer Reference

Freight  (...)

Value  (...)

# Searching and Listing a House Bill

To Search and List a House Bill, use the **Bill Search Criteria** on the **House Bills** tab

Here is the **Bill Search Criteria** screen:

The screenshot shows the 'Bill Search Criteria' form. It includes a 'Date' dropdown menu (callout 1) set to 'Created'. Below it are 'From' (callout 2) and 'To' (callout 3) date input fields. The form contains various search criteria such as 'Type' (set to 'All'), 'Master Bill Number', 'House Bill Number', 'Carrier', 'Port Of Origin', 'Port Of Load', 'Port Of Discharge', 'Place Of Delivery', 'Final Destination', 'App. Status', 'Customs Status', 'Filing Status', 'Vessel Code', 'Vessel Name', 'Voyage Number', 'Access Group', 'Created By', and 'Completion'. A 'List Bills' button (callout 5) is located at the bottom right. A red bracket (callout 4) spans across the bottom of the form fields.

1. Select a **Date** Type from the dropdown menu

- **JP-AFR Created Date**
- **JP-AFR Updated Date**
- **Estimated Departure**
- **Estimated Arrival**

2. Enter the **From** Date.

3. Enter the **To** Date.

4. Use the Filter tools to narrow your search down specifically. Search on **Status Messages**, **Ports** or other **Operational Data Elements**.

5. When finished, click **List Bills**.

A list of JP-AFR Submissions created between those two dates will be returned, along with key data elements and color-coded status messages. This list will help you determine the status for a range of JP-AFR Records.

6. Click **Edit** next to the JP-AFR file you would like view or edit.

Home House Bills Master View Profiles Statistics Admin IML Help

+ Add House Bill

**Bill Search Criteria** Clear Criteria

Date: Created  Type: All  Port Of Origin:  (...) Final Destination:  (...) Vessel Code:  (...)

From: 03/01/2015  Master Bill Number:  Port Of Load:  (...) App. Status:  Vessel Name:

To: 03/31/2015  House Bill Number:  Port Of Discharge:  (...) Customs Status:  Voyage Number:  (...)

Carrier:  (...) Place Of Delivery:  (...) Filing Status:  Access Group:

Created By:  Completion:

List Bills

---

**Bills**

All None  Choose action for Bills  Go  Create Spreadsheet

Page 1 of 1  Displaying items 1 - 5 of 5

	Master Bill Number	House Bill Number	Vessel Name	Voyage Number	Completion	Customs Status	App. Status	Filing Status	Discrepancy	Carrier	Port Of Load	Port Of Discharge	Estimate
<input type="checkbox"/>	[Edit] [Status] SACCUITA150302576417	E003BN1503025708	CARONI (YXSR) (20130804)	VOYN7152	<input type="checkbox"/>	IN CUSTOMS	ACCEPTED	FILED	<input checked="" type="checkbox"/>	SACC	BEBGS	JPNGO	03/04/2015
<input type="checkbox"/>	[Edit] [Status] SACCUITA150302315541	E003BN1503021432	GOLDEN KIKU (20130804)	VOYN7153	<input type="checkbox"/>	IN CUSTOMS	ACCEPTED	FILED	<input checked="" type="checkbox"/>	SACC	BEBGS	JPNGO	03/04/2015
<input type="checkbox"/>	[Edit] [Status] SACCUITA150301305722	E003BN1503016838	GOLDEN KIKU (20130804)	VOYN8240	<input checked="" type="checkbox"/>	IN CUSTOMS	ACCEPTED	FILED	<input checked="" type="checkbox"/>	SACC	BEBGS	JPNGO	03/03/2015
<input type="checkbox"/>	[Edit] [Status] SACCUITA150301305722	E003BN1503015033	GOLDEN KIKU (20130804)	VOYN1500	<input checked="" type="checkbox"/>	IN CUSTOMS	ACCEPTED	FILED	<input checked="" type="checkbox"/>	SACC	BEBGS	JPNGO	03/03/2015
<input type="checkbox"/>	[Edit] [Status] SACCUITA150301555457	E003BN1503014686	GOLDEN KIKU (20130804)	UITA7868	<input type="checkbox"/>	IN CUSTOMS	ACCEPTED	FILED	<input checked="" type="checkbox"/>	SACC	BEBGS	JPNGO	03/03/2015

If successful, the data entry screens for the JP-AFR Record will be displayed. The (House) Bill Number is fixed and un-editable. You can make changes to the JP-AFR and resubmit or go to the **Status** Page for the submission.

The Master B/L number on this result screen is a hyperlink that will take the user directly to the relevant Master View of that Hyperlink.

## How to Modify a Saved, Draft or Rejected JP-AFR Record - image needed?

First follow the directions in the Searching and Listing a House Bill section - [Searching and Listing a House Bill](#)

The screenshot shows the 'Bill Search Criteria' form and a table of bills. The search criteria form includes fields for Date, Type, Port Of Origin, Final Destination, Vessel Code, From, To, Bill Number, House Bill Number, Unsolicited Filings, Port Of Load, Port Of Discharge, Place Of Delivery, App. Status, Customs Status, Filing Status, Vessel Name, Voyage Number, and Carrier. Below the form is a table of bills with columns: Bill Number, Type, Vessel Name, Voyage Number, Customs Status, App. Status, Filing Status, Carrier, Port Of Origin, Port Of Load, and Port Of Discharge. The table shows five bills with their respective statuses: SAVED, SUBMITTED, DRAFT, SUBMITTED, and SAVED.

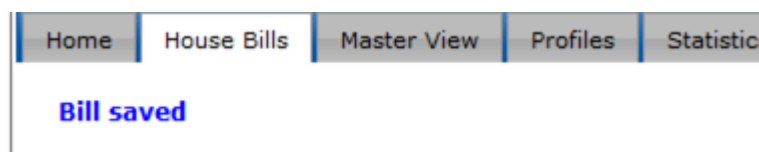
Bill Number	Type	Vessel Name	Voyage Number	Customs Status	App. Status	Filing Status	Carrier	Port Of Origin	Port Of Load	Port Of Discharge
JMA13080702	Simple	MAERSK EMMA (EMMA)	E931	NOT IN CUSTOMS	SAVED	NOT IN CUSTOMS	MOLU	BEANR	BEANR	JPNGI
JMA13080701	Simple	JANNA (JMA)	WEWE	NOT IN CUSTOMS	SUBMITTED	NOT IN CUSTOMS	123A	ADCAN	ADALV	ADALV
645644	Simple	4 (45)	45	NOT IN CUSTOMS	DRAFT	NOT IN CUSTOMS	45		BEANT	
JOS-001 - JOS-003	House	MAERSK EMMA (EMMA)	E931	NOT IN CUSTOMS	SUBMITTED	NOT IN CUSTOMS	MOLU	BEANR	BEANR	JPYOK
MLO130801A -	House	JANNA (JMA)	JMA123	NOT IN CUSTOMS	SAVED	NOT IN	CAP	ADCAN	ADALV	ADCAN

1. Click **Edit** next to the JP-AFR file you would like view or edit.
2. Make all necessary changes.

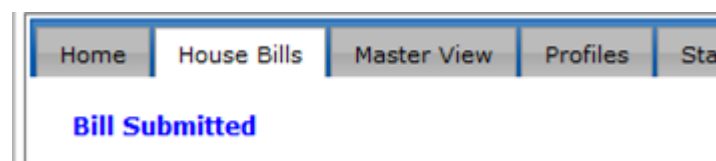
Follow the instructions under **How to Create a JP-AFR Submission**.

3. When finished, click **Save**.

If there are no errors in syntax or completeness, the JP-AFR will be saved in Descartes JP-AFR. This will be indicated on the screen by the text "Bill Saved" in the top left.



4. To Submit the JP-AFR to Japan Customs, click **Submit**. The successful submission will be indicated on the screen by the text "Bill Submitted".



5. Click **OK**.

A second window will open confirming that the JP-AFR has been sent to Japan Customs.

6. Click **OK** a second time.

The **Bill Summary** page will note this resubmission and any responses from Japan Customs for that submission.



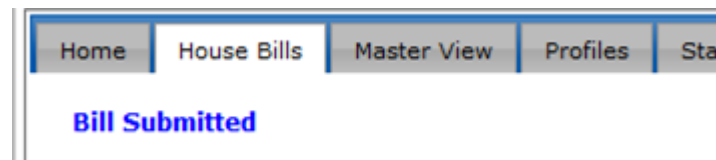
## How to Modify and Submit a JP-AFR to Japan Customs

Once a JP-AFR has been submitted to and accepted by Japan Customs, there are certain elements in a JP-AFR which you cannot modify without also submitting to Japan Customs. These include the Importer and the Bill of Lading information. When you change these elements, you will be forced to Submit. When changing a JP-AFR, you may also choose to submit it to Japan Customs at that time.

1. View an Existing JP-AFR Record (See **How to View a JP-AFR**).
2. Make all necessary changes.

Follow the instructions under **How to Create a JP-AFR Submission**.

3. When finished, click **Submit**. The successful submission will be indicated on the screen by the text "Bill Submitted".



The Bill Summary page will note this (re)submission and any responses from Japan Customs for that submission.

## Submitting a House Bill

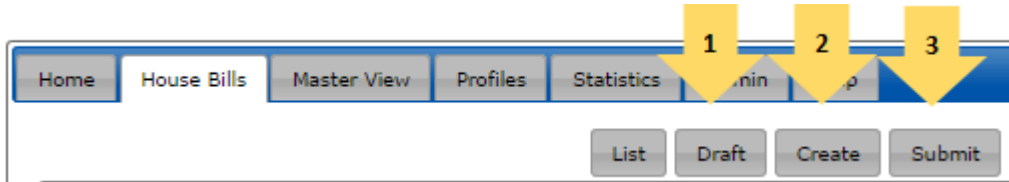
As noted previously, the primary method for most customers is to transmit data to Japan Customs directly from the back-office system. However, the data can be entered within this application. This is not recommended as the data in your back-office environment will not be updated.

Filing JP-AFR is a two-step process. It must first be created and saved in Descartes JP-AFR. Then it may be submitted to Japan Customs by a User with the access to do so.

## Submit While Creating a House Bill

Once you have entered all House Bill data available and you are ready to save your file. There are three options, represented on the buttons that appear above each of the **House Bill** sub-tabs.

1. **Draft**
2. **Create**
3. **Submit**



To go to submission, click the **Submit** button. Submit will both Create the shipment and, if it passes all validations, Submit your House Bill to Japan. If your House Bill has already been created successfully, Submit will revalidate your house bill and save it again before submission.

Only when your House Bill has been successfully Created or Submitted will the **Status** subtab be visible. You may check responses to your submission from the **Status** screen, view a Summary of your data and the transactional history. See [Checking the Status of a House Bill](#)

## Submit a Previously Saved House Bill

First follow the directions in the Searching and Listing a House Bill section - [Searching and Listing a House Bill](#)

Click **Edit** next to the JP-AFR file you would like view or edit.

Bills						
All	None	Choose action for Bills	Go	Create Spreadsheet		
		Page 1 of 1	Displaying items 1 - 4 of 4			
		Master Bill Number ^	House Bill Number	Vessel Name	Voyage Number	Completion
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN8399155419	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN8399155418	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN8399155416	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN1409155416	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>

If successful, the data entry screens for the JP-AFR Record will be displayed. The (House) Bill Number is fixed and un-editable. You can make changes to the JP-AFR and resubmit or go to the **Status** Page for the submission.

## Transshipment

Once a House Bill has been Accepted, you may not edit the Vessel/Voyage and Port of Load information on the individual House Bill, even before the ATD has been submitted by the Vessel Owner.

If the Japan AFR House Bill is transshipped, or diverted, to another Vessel/Voyage, you may update this information through the **Transshipment** function. You can Transship an individual House Bill or a series of House Bills, such as all of the House Bills under one Master.

# Checking the Status of a House Bill

Each transmission will receive a response from Japan Customs that will display on the **JP-AFR Status** page along with a color-coded status message. This will help you easily identify successful JP-AFR filings and proactively address any errors you may receive through e-Alerts.

First follow the directions in the Searching and Listing a House Bill section - [Searching and Listing a House Bill](#)

A list of JP-AFR submissions matching your criteria created between the dates selected will be returned. A "snapshot" of each JP-AFR status will be displayed.

The screenshot shows the 'Bill Search Criteria' form and a table of bills. The search criteria are: Date Created (08/01/2013 to 08/31/2013), Type All, Port Of Origin, Final Destination, Vessel Code, Bill Number, House Bill Number, Port Of Load, App. Status, Vessel Name, Port Of Discharge, Customs Status, Voyage Number, Unsolicited Filings No, Place Of Delivery, Filing Status, and Carrier. The table below shows the results:

	Bill Number	Type	Vessel Name	Voyage Number	Customs Status	App. Status	Filing Status	Carrier	Port Of Origin	Port Of Load	Port Of Discharge
<input type="checkbox"/> [Edit] [Status]	17702	Simple	MAERSK EMMA (EMMA)	E931	NOT IN CUSTOMS	SAVED	NOT IN CUSTOMS	MOLU	BEANR	BEANR	JPNGI
<input type="checkbox"/> [Edit] [Status]	JMA13080701	Simple	JANNA (JMA)	WEWE	NOT IN CUSTOMS	SUBMITTED	NOT IN CUSTOMS	123A	ADCAN	ADALV	ADALV
<input type="checkbox"/> [Edit] [Status]	645644	Simple	4 (45)	45	NOT IN CUSTOMS	DRAFT	NOT IN CUSTOMS	45		BEANT	
<input type="checkbox"/> [Edit] [Status]	JOS-001 - JOS-003	House	MAERSK EMMA (EMMA)	E931	NOT IN CUSTOMS	SUBMITTED	NOT IN CUSTOMS	MOLU	BEANR	BEANR	JPYOK
<input type="checkbox"/> [Edit] [Status]	MLO130801A -	House	JANNA (JMA)	JMA123	NOT IN CUSTOMS	SAVED	NOT IN	CAR	ADCAN	ADALV	ADCAN

1. Click the **Status** link next to the JP-AFR submission you would like to view.

Reference		Voyage		List
Bill Number	JMA13080702	Vessel Name	MAERSK EMMA	Refresh
IsMaster	<input type="checkbox"/>	Vessel Code	EMMA	Edit
Port Of Load	BEANR (ANTWERPEN)	Voyage Number	E931	Cancel
Port Of Discharge	JPNGI (NEGISHI/YOKOHAMA)	<b>Updated</b>		Delete
Port Of Origin	BEANR (ANTWERPEN)	User	JMASLANAKOVA	
Place Of Delivery	JPNGI (NEGISHI/YOKOHAMA)	Date/Time (UTC)	08/07/2013 10:58	
Estimated Departure	08/06/2013 19:00	<b>Created</b>		
Estimated Arrival Date	08/21/2013	User	JMASLANAKOVA	
Final Destination	()	Date/Time (UTC)	08/07/2013 10:58	
<b>Status</b>				
Customs Status	NOT IN CUSTOMS			
	08/07/2013 10:58			
App. Status	SAVED			
	08/07/2013 10:58			
Filing Status	NOT IN CUSTOMS			
	08/07/2013 10:58			
<b>Responses</b>				
Received	Type	Procedure	Result Code	Detail
No records to display.				
<b>Disposition Messages</b>				
Intervention Code	Prior Notif. Code	Subject	Details	Customs Office
				Contact Person
				Phone
				e-Mail
				Fax
No records to display.				
<b>History</b>				
	Action	Date (UTC)	By	Source
[View]	Saved	08/07/2013 10:58	JMASLANAKOVA	WEB
				TID

The **JP-AFR Bill Summary** page for the Bill you selected will be displayed. Here you can check on the status of your JP-AFR submission with Japan Customs.

Color-coded Status messages will let you know both the status of the JP-AFR submission within the Descartes JP-AFR application and at Japan Customs.

The Filing **History** section at the bottom of the Status page displays each action taken on a JP-AFR record. This is a complete record of physical actions taken by a human user, EDI creation as well as updates and responses from Japan Customs. See **JP-AFR Filing History** for more information.

## **Status Messages**

Descartes JP-AFR provides near-instant reporting on the status of your Saved and Submitted JP-AFR. Color-coded messages alert you to the most recent status of your Bill, both in the Application and with Japan Customs. A simple 'Traffic Light' system is used to help Users easily identify problem submissions.



## Application Status

The Application Status message reflects the processing status of your JP-AFR Submission within Descartes JP-AFR:

<b>Message</b>	<b>Definition</b>
<b>ACCEPTED</b>	A JP-AFR bill has been submitted to Japan Customs and received by the NACCS Center.
<b>SAVED</b>	A complete and valid bill has been created and saved in the application. The file is pending submission to Japan Customs.
<b>SUBMITTED</b>	An in-process statement, awaiting the response from Japan Customs.
<b>DRAFT</b>	An incomplete JP-AFR bill created in the application and saved as draft for further update.
<b>REJECTED</b>	If a JP-AFR bill has errors in content and does not pass JP-AFR' validations, it will be rejected.
<b>CANCELLED</b>	An accepted JP-AFR submission has been cancelled.
<b>CANCEL SUBMITTED</b>	An in-process statement, awaiting the response for cancellation from Japan-Customs.

## JP-AFR Status

The JP-AFR Status message reflects the processing status of your JP-AFR Submission at Japan Customs. These messages should be an accurate record of the most recent submission to JP-AFR in their system.

<b>Message</b>	<b>Definition</b>
<b>Accepted</b>	A JP-AFR bill has been submitted to Japan Customs and received by the NACCS Center.
<b>Rejected</b>	If a JP-AFR has errors in content and does not pass JP-AFR validations, it will be rejected.
<b>DO NOT LOAD</b>	The JP-AFR bill has been assessed by Japan Customs and it is determined the cargo should not be loaded onto the vessel.
<b>DO NOT UNLOAD</b>	The JP-AFR bill has been assessed by Japan Customs and it is determined the cargo should not be unloaded from the vessel.
<b>Not in customs</b>	A JP-AFR bill has not been sent to or response received from Japan Customs.
<b>Hold active</b>	A Hold message was received from Japan Customs.
<b>Discrepancy</b>	Japan Customs found a discrepancy between ATD and particular bill or house bill and master bill.
<b>Completion</b>	Japan Customs sent completion message of house bills to carrier.

## Filing

The JP-AFRFiling reflects status of whole filing (Insert / update).

<b>Message</b>	<b>Definition</b>
<b>Not in customs</b>	A JP-AFR bill has not been sent to or response received from Japan Customs.
<b>Filed</b>	The initial submission of JP-AFR bill AMR/AHR has been accepted by Japan Customs.
<b>Update</b>	An update submission of JP-AFR bill CMR/CHR has been accepted by Japan Customs.
<b>Cancelled</b>	The bill cancellation message has been accepted by Japan Customs. (bill is cancelled).
<b>Departed</b>	The departure time registration message STD has been accepted by Japan Customs. All bills associated with this event are considered as departed.

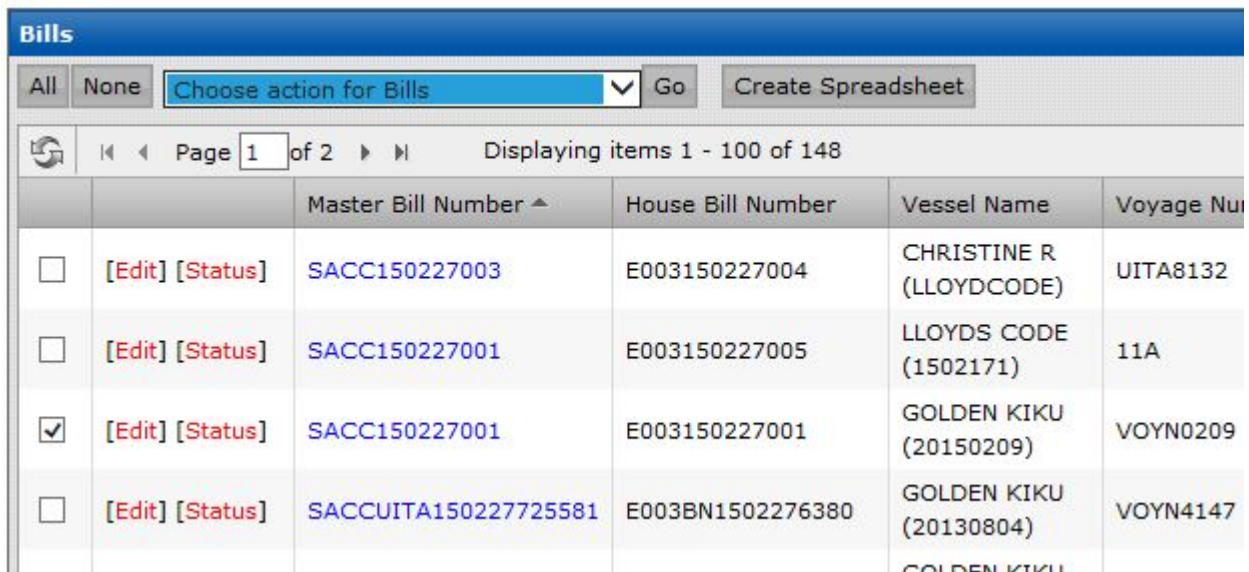
## Advance Notice Messages

Japan Customs will send back Advance Notice messages if your goods are put on **Hold** or on a **Do Not Load**. Those will be displayed under JP-AFR Disposition Messages on the Bill Summary Screen.

<b>Code</b>	<b>Description</b>	<b>Meaning</b>
<b>HLD</b>	Hold	The filing transmitted to Japan Customs via the NACCS center is incomplete or requires correction.
<b>DNL</b>	Do Not Load	Per the risk assessment, Japan Customs has identified the cargo as high-risk.
<b>DNU</b>	Do Not Unload	In the case that the vessel has already departed from the port of loading, per the risk assessment, Japan Customs has identified the cargo as high-risk and requests that the cargo should not be unloaded at a Japanese port. Alternately, the Do Not Unload code may be received when a vessel has departed from a foreign port of loading and the HLD (Hold) code was not cancelled or corrected.
<b>SPD</b>	Suspend	This code is in regard to the timing of the filing such as when: <ul style="list-style-type: none"> <li>• The cargo information is not filed. In this case, a filing must be made or the cargo cannot be unloaded in Japan</li> <li>• The filing was made after the deadline. In this case, permission must be obtained by Japan Customs to unload the cargo.</li> </ul>

## Actions on Multiple House Bills

There are a number of actions that can be executed on multiple House Bills at the same time. These actions can be selected by using the "Choose action for Bills" option on the query result screen.



		Master Bill Number ^	House Bill Number	Vessel Name	Voyage Nu
<input type="checkbox"/>	[Edit] [Status]	SACC150227003	E003150227004	CHRISTINE R (LLOYDCODE)	UITA8132
<input type="checkbox"/>	[Edit] [Status]	SACC150227001	E003150227005	LLOYDS CODE (1502171)	11A
<input checked="" type="checkbox"/>	[Edit] [Status]	SACC150227001	E003150227001	GOLDEN KIKU (20150209)	VOYN0209
<input type="checkbox"/>	[Edit] [Status]	SACCUITA150227725581	E003BN1502276380	GOLDEN KIKU (20130804)	VOYN4147

The available actions are:

- Submit Bills
- Cancel Bills
- Transshipment
- Request Vessel Information [Only available for IML subscribers]
- Request Discrepancy Information [Only available for IML subscribers]
- Request Departure Time Registration [Only available for IML subscribers]
- Request Prior Notification Code [Only available for IML subscribers]

The first step before executing an action that needs to be executed on multiple House Bills is to select the House Bills. This can be done individually (by using the check-box at the beginning of the House Bill Line) or by pressing the "All" button directly before the selected action on the Pull-down menu.

After selecting the Bills that are to be affected and the action you wish to perform, press the "Go" button.

### Submit Bills

The selected House Bills are all submitted to Japan customs

### Cancel Bills

A Cancel message is sent to Japan customs for all the selected House Bills

### Transshipment

After selecting the House Bills that need to be Transshipped and pressing "Go" the application will display an additional screen to allow you to specify the new vessel information

**Enter at least one of mandatory fields** ✕

**Vessel Code**  (...)

Vessel Name

Lloyd 's Code

Nat. Code

**Voyage Number**  (...)

**Carrier**  (...)

**Port Of Load**   (...)

**Port Of Load Suffix**

Estimated Departure   GMT time difference

Port Of Discharge   (...)

Estimated Arrival

Relaxed App. Area Identifier

## Request Vessel Information

[Only available for IML subscribers]

After selecting the Bills of Lading, and pressing the "go" button, the application will ask you to confirm that you want to send the IML request to Japan Customs.

**Click "Confirm" to query vessel information**

Bills to query vessel information	
Bill Number	House Bill Number
SACC150227001	
SACCUITA150227725581	
SACCUITA150227254658	

After pressing "Confirm" the application will send the request to Japan Customs. The response from Japan customs will be available on the Status page of each of the Bills. If your system is setup to allow automatic update of the Vessel information based on the information received from Japan customs, this will be executed as soon as the information is received back from Japan.

## Request Discrepancy Information

[Only available for IML subscribers]

After selecting the Bills of Lading, and pressing the "go" button, the application will ask you to confirm that you want to send the IML request to Japan Customs.

Click "Confirm" to query discrepancy information

Confirm

Back

Bills to query discrepancy information	
Bill Number	House Bill Number
SACC150226001	
SACCUITA150226836354	

After pressing "Confirm" the application will send the request to Japan Customs. The response from Japan customs will be available on the Status page of each of the Bills.

## Request Departure Time Registration

[Only available for IML subscribers]

After selecting the Bills of Lading, and pressing the "go" button, the application will ask you to confirm that you want to send the IML request to Japan Customs.

Click "Confirm" to query departure time registration

Confirm

Back

Bills to query departure time registration	
Bill Number	House Bill Number
SACC150226001	
SACCUITA150226836354	
SACCUITA150226077745	
SACCUITA150225078871	
SACCUITA150225337274	
SACCUITA150224482372	

After pressing "Confirm" the application will send the request to Japan Customs. The response from Japan customs will be available on the Status page of each of the Bills.

## Request Prior Notification Code

[Only available for IML subscribers]

After selecting the Bills of Lading, and pressing the "go" button, the application will ask you to confirm that you want to send the IML request to Japan Customs.

Click "Confirm" to query prior notification code

Confirm

Back

Bills to query prior notification code	
Bill Number	House Bill Number
SACCUITA150227254658	
SACC150226002	
SACC150226001	
SACCUITA150226836354	

After pressing "Confirm" the application will send the request to Japan Customs. The response from Japan customs will be available on the Status page of each of the Bills.

## Master View Tab

The **Master View** tab is to get an overview of the Master Waybills that have been filed to JP-AFR.

Using the **Master View** will provide an overview of all the Masters and the related House Bills, including the status of each House Bill. The **Master View** can also be used to send the Completion Identifier from a Master Waybill perspective.

DESCARTES™ JP24

The screenshot shows the Descartes JP24 web application interface. At the top, there is a navigation bar with tabs: Home, House Bills, Master View (selected), Profiles, Statistics, Admin, and Help. Below the navigation bar is the 'Bill Search Criteria' form. The form has a 'Clear Criteria' button in the top right corner. The form contains several input fields and a 'List Bills' button at the bottom right. The fields are: 'Date' (dropdown menu set to 'Created'), 'Master Bill Number' (text input), 'Vessel Code' (text input with a dropdown arrow), 'Carrier' (text input with a dropdown arrow), 'Vessel Name' (text input with a dropdown arrow), 'From' (date picker), 'Port Of Load' (text input with a dropdown arrow), and 'Voyage Number' (text input with a dropdown arrow). There is also a 'To' date picker field. A 'List Bills' button is located at the bottom right of the form.

1. Select a **Date** Type from the dropdown menu
  - **JP-AFR Created Date**
  - **JP-AFR Updated Date**
2. Enter the **From** Date.
3. Enter the **To** Date.
4. Use the Filter tools to narrow your search down specifically. Search on **Status Messages**, **Ports** or other **Operational Data Elements**.
5. When finished, click **List Bills**.

DESCARTES™ JP24

This screenshot is identical to the one above, but with numbered callouts (1-5) in yellow circles and arrows pointing to specific elements in the 'Bill Search Criteria' form. Callout 1 points to the 'Date' dropdown menu. Callout 2 points to the 'From' date picker. Callout 3 points to the 'To' date picker. Callout 4 points to the 'List Bills' button. Callout 5 points to the 'List Bills' button with a larger yellow arrow pointing to the right.





## JP-AFR Filing History

All Actions performed on a JP-AFR Shipment will be displayed under the **History** heading on every JP-AFR Status page. These Actions include:

<ul style="list-style-type: none"><li>• Draft</li><li>• Saved</li><li>• Submitted</li><li>• Deleted</li><li>• Cancel Submitted</li><li>• Response</li><li>• Advisory</li></ul>	<ul style="list-style-type: none"><li>• EDI Saved</li><li>• Clear Submissions</li><li>• EDI Auto Submitted</li><li>• Admin Saved</li><li>• Admin Resubmitted</li><li>• EDI Replaced</li><li>• EDI Cancel Submitted</li></ul>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Each Action will include:

- **Date Stamp**
- **User who performed the action** (User Name, Japan Customs or GLN Organization ID for EDI)
- **Sources** (EDI or Web)
- **Transaction ID**

## Transaction ID

The **Transaction ID** is the JP-AFR data as it is referenced as it flows over the Descartes' Global Logistics Network (Descartes GLN). The **Transaction ID** can be used if you have to contact Customer Support to help resolve a transmission problem.

## Completion Identifier

To help Japan Customs and the Carrier understand when the NVOCC has filed all of their House Bills under a particular Master Bill, Japan Customs provides the Completion Identifier function. If you intend to file a series of House Bills under a particular Master Bill, the very last House Bill in that series must include the **Completion Identifier flag**.

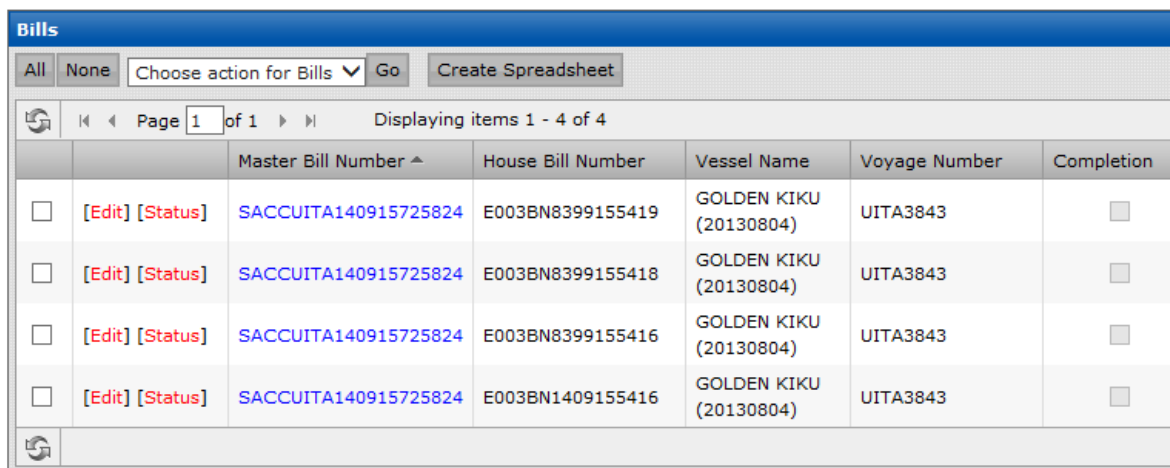
For example, the NVOCC files 5 House Bills under Master Bill JPAB123456789. For House Bills 1 through 4, the NVOCC will leave the Completion Identifier unchecked when submitting for approval. For House Bill 5, however, the filer will check Completion Identifier on the House Bill. Once accepted, Japan Customs and the Carrier know there will be no further House Bills.

Once all House Bills under the Master Bill have been filed and the Completion Identifier sent on the last one, all subsequent House Bills sent by the NVOCC under that Master will be rejected, unless sent as a CHR.

## How to Send the Completion Identifier

1. Create a series of Japan AFR House Bills under one Master Bill (see **How to Add a JP-AFR House Bill** for guidance). Leave the Completion Identifier checkbox unchecked.
  
2. Submit the Series.
  - a. List the Japan AFR House Bills
    - i. Set the **Created By** date range
    - ii. Enter the **Master Bill** number
    - ii. Click **List Bills**

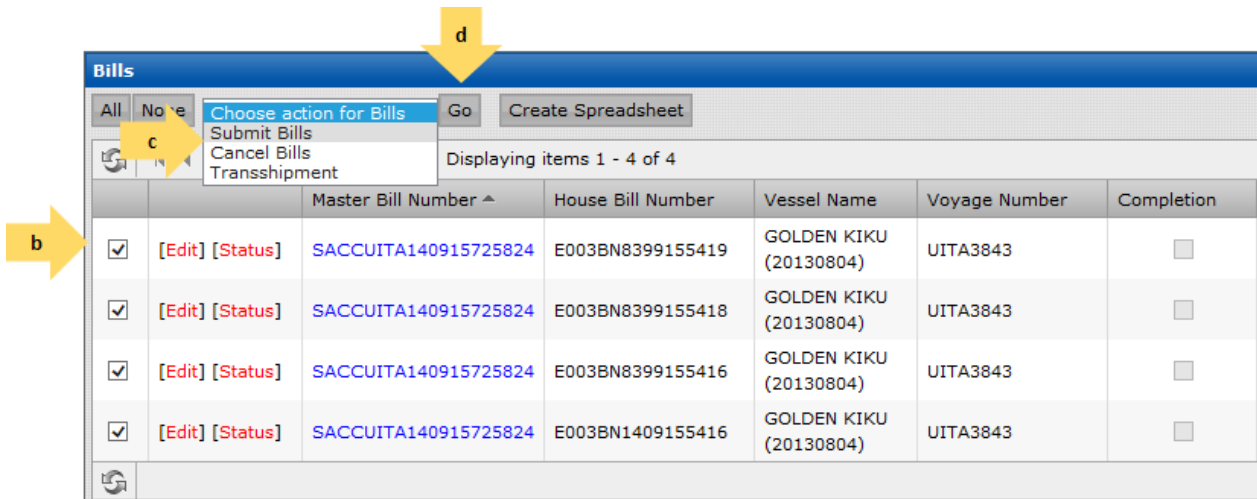
All House Bills for that Master Bill will be listed.



The screenshot shows a web interface titled "Bills". At the top, there are buttons for "All", "None", a dropdown menu "Choose action for Bills", a "Go" button, and a "Create Spreadsheet" button. Below this is a pagination bar showing "Page 1 of 1" and "Displaying items 1 - 4 of 4". The main table has the following columns: a checkbox, "[Edit] [Status]", "Master Bill Number", "House Bill Number", "Vessel Name", "Voyage Number", and "Completion". There are four rows of data, all with the same Master Bill Number (SACCUITA140915725824) and Vessel Name (GOLDEN KIKU (20130804)).

		Master Bill Number ^	House Bill Number	Vessel Name	Voyage Number	Completion
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN8399155419	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN8399155418	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN8399155416	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>
<input type="checkbox"/>	[Edit] [Status]	SACCUITA140915725824	E003BN1409155416	GOLDEN KIKU (20130804)	UITA3843	<input type="checkbox"/>

- b. Click the checkbox next to each House Bill
- c. Select **Submit Bills** from the **Choose action for Bill** dropdown menu
- d. Click **Go**



The system will ask you to confirm your submission.

e. Click **CONFIRM**, You will receive confirmation that all *House Bills were submitted*.

3. Create the final Japan AFR House Bill in the series (see **How to Add a JP-AFR House Bill** for guidance). Make sure to check the **Completion Identifier** checkbox.

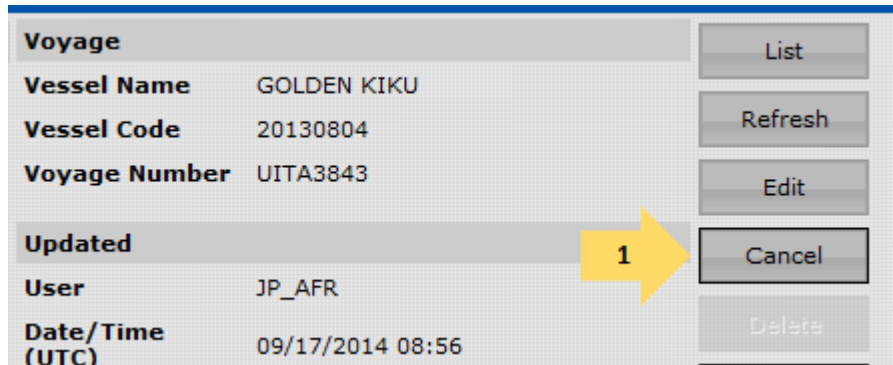
4. Submit the final Japan AFR House Bill.

Once that House Bill has been accepted, you are finished. No further House Bills should be sent against that Master Bill.

## How to Send the Completion Identifier if all House Bills have Already Been Sent?

If all House Bills have been sent, but the Completion Identifier has not yet been submitted, the following steps can be used to correct this.

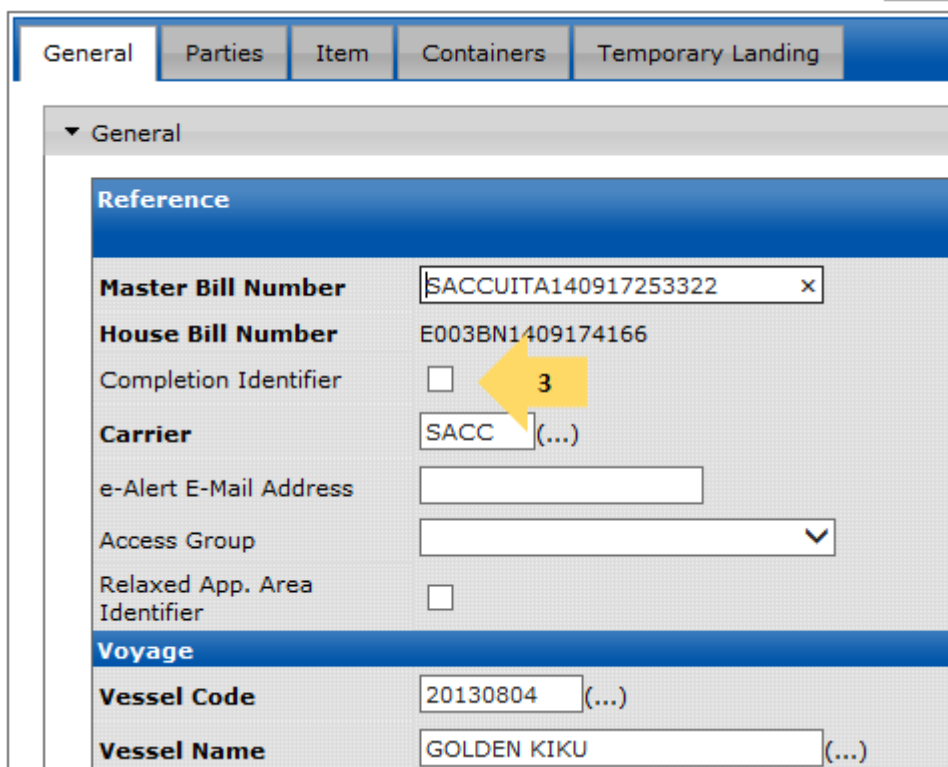
1. Cancel One Japan AFR House Bill in the series from the Status Summary Screen.



<b>Voyage</b>		List
<b>Vessel Name</b>	GOLDEN KIKU	Refresh
<b>Vessel Code</b>	20130804	Edit
<b>Voyage Number</b>	UITA3843	Cancel
<b>Updated</b>		Delete
<b>User</b>	JP_AFR	
<b>Date/Time (UTC)</b>	09/17/2014 08:56	

2. When canceled, click **Edit**.

The **House Bill data entry** screen will open.



General Parties Item Containers Temporary Landing

▼ General

**Reference**

**Master Bill Number** SACCUITA140917253322 x

**House Bill Number** E003BN1409174166

Completion Identifier  **3**

**Carrier** SACC (...)

e-Alert E-Mail Address

Access Group

Relaxed App. Area Identifier

**Voyage**

**Vessel Code** 20130804 (...)

**Vessel Name** GOLDEN KIKU (...)

3. Check the **Completion Identifier** checkbox.
4. **Save and Submit** your Japan AFR House Bill.

If accepted, the series of Japan AFR House Bills under that Master Bill will be set as Complete.

## How to Add a House Bill After the Completion Identifier Has Been Sent?

If all House Bills have been sent, but the Completion Identifier has not yet been submitted, the follow steps can be used to correct this.

1. Enter your Japan AFR House Bill data (see **How to Add a JP-AFR House Bill** for guidance).
2. Be sure to leave the **Completion Identifier** checkbox *unchecked*.
3. In the top, right hand corner of the **General** section, select **CHR** from the dropdown menu.

The screenshot shows a 'General' section with a 'Reference' bar. The 'Reference' bar contains the text 'Reference' and 'Procedure CHR'. Below the bar, there are four fields: 'Master Bill Number' with the value 'SACCUITA140915725824', 'House Bill Number' with the value 'E003BN8399155416', 'Completion Identifier' with an unchecked checkbox, and 'Carrier' with the value 'SACC (...)'. A yellow arrow labeled '3' points to the 'CHR' dropdown menu in the 'Reference' bar. A yellow arrow labeled '2' points to the 'Completion Identifier' checkbox.

4. When finished, **Create and Submit** your Japan AFR House Bill.

If accepted, the Japan AFR House Bill will be added to the Complete series under the Master Bill.



## IML Tab

One of the big challenges for an NVOCC filing to Japan is to make sure that the information matches to what has been filed by the carrier.

The IML procedure can be used to inquire registered vessel information, actual Departure Time Registration etc. which has been filed by Carriers in AFR.

The discrepancy information and the prior notification for a specific Bill number can be requested as well using this procedure. This will offer customers the option to check which data shall be used for their Bills in order to avoid discrepancies and incorrect filings.

In addition this procedure can also be used to make lists. E.g. when you want to know which Bills are registered in the unit of Port of Loading or Port of Discharge.

Most users will use the IML functions directly from the House Bill screen. See [Actions on Multiple House Bills](#)

The screenshot shows the Descartes JP24 web interface. At the top, there is a navigation bar with tabs for Home, House Bills, Master View, Profiles, Statistics, Admin, IML, and Help. The IML tab is selected. To the right of the navigation bar, there is a language dropdown menu set to 'English' and a 'Switch' button. Below the navigation bar, there is a 'New IML Query' button. The main content area is titled 'IML Search Criteria' and contains several input fields and buttons. The fields include: 'Date' (set to 'Created'), 'Carrier' (text input), 'Vessel Code' (text input), 'From' (calendar icon), 'To' (calendar icon), 'Query Type' (dropdown), 'Voyage Number' (text input), 'Master Bill Number' (text input), and 'Port Of Load' (text input). There are also 'Clear Criteria' and 'List IMLs' buttons.

The general process in using IML contains two steps.

1. Formulate a query and send that to Japan Customs
2. Review the response received back from Japan Customs and process that into NVOCC filings.

## Formulating an IML query

IML can be used to make a list of Bills based on miscellaneous criteria like;

- The House Bills related to a particular Master Bill
- The Bills related to a port of Loading \*
- The Bills related to a port of Discharge\*
- Discrepancy information relevant to a House B/L Number
- Prior notification relevant to a House B/L Number

The field Query Type is used to determine what query is executed.

Query Type	Query Name	Outline
A	Relevant B/L List Reference	Referring to relevant Ocean (Master) B/Ls and related House B/Ls
B	Discrepancy Information Reference	Referring to list of B/Ls which has received discrepancy information (Overdue verification, House B/L registration verification, Master B/L registration verification, or Determination of discrepancies in vessel information registered by "AMR or CMR", "AHR or CHR" or Departure Time Registration(ATD).
C	Advance Notice of Risk Assessment Result Reference	Referring to list of B/Ls which received Advance Notice of Risk Assessment by "Prior Notification of Advance Filing (CDN01)" procedure.
D	Departure Time Registration Status List Information	Referring to list of departure time registration status in the unit of a relevant Master B/L.
E	Relevant B/L List Reference (House B/L)	Referring to list of House B/Ls registered by AHR or CHR in the unit of a relevant Master B/L.
F	Discrepancy Information Reference (House B/L)	Referring to House B/Ls which has received discrepancy information (Overdue verification) after ATD in the unit of a relevant Master B/L.
G	Advance Notice of Risk Assessment Result Reference (House B/L)	

\* Not implemented at this moment

# Retrieving IML Results

By entering the selection criteria in the Query panel and pressing List IMLs, the user will receive an overview of all IML queries that have been submitted to Japan.

DESCARTES™ JP24 Descartes JP24 Test (Forwarders) [Switch](#)

Home House Bills Master View Profiles Statistics Admin IML Help English

New IML Query

**IML Search Criteria** Clear Criteria

Date: Created  Carrier:  (...) Vessel Code:  (...)

From: 02/01/2015 Query Type:  Voyage Number:  (...)

To: 02/28/2015 Master Bill Number:  Port Of Load:  (...)

List IMLs

---

**IMLs**

Page 1 of 1 | Displaying items 1 - 2 of 2

	Master Bill Number	Carrier	Query Type	Vessel Code	Voyage Number	Port Of Load	Status	Result	Created	Updated	IML Response TID
[Status]	SACC150211002		E				RESPONSE RECEIVED	00000-0000-0000	02/11/2015	02/11/2015	<a href="#">6cdfbe7f-0f10-8817-6f13-b78b23407006</a>
[Status]	SACC150204001		F				RESPONSE RECEIVED	E0002-0000-0000	02/04/2015	02/04/2015	<a href="#">c50e39be-9666-649b-852e-a066f1c36162</a>

Clicking the Status will display the detailed IML information as received from Japan Customs.

**Status**

**IML Status** RESPONSE RECEIVED

---

**Response**

**Carrier** SCSU **Master Bill Number** SACC150211002

**Vessel Code** HPFX **Voyage Number** 068E

**Port Of Load** KRPUS **Prior Notification Code**

**Result** ACCEPTED

**Discrepancy** S - Discrepancy in Vessel Information (There is vessel information discrepancy between master B/L and house B/L)

---

**Related House Bills**

Bill Number	Master Bill Number	Departure Time Registration	Completed	Prior Notification Code	Discharge Permission	Discrepancy
00100000000000		<input type="checkbox"/>	<input type="checkbox"/>			
00100000000000		<input type="checkbox"/>	<input type="checkbox"/>			