

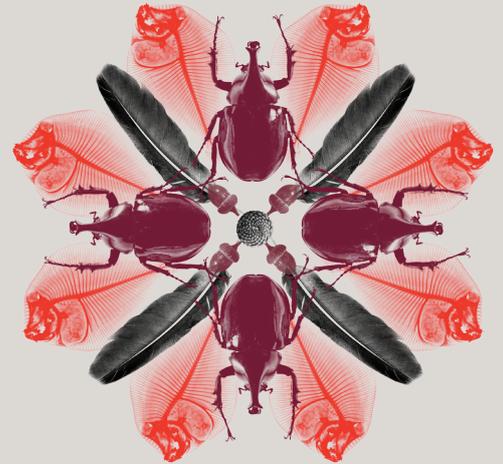


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Non-First Points of Entry Application

MARS quick reference guide

Biosecurity



Masters of vessels intending to arrive in Australia must notify the department when a vessel needs to arrive at a Non-First Point of Entry (NFP). This includes the first port and/or subsequent ports that are not accepted as First Points of Entry whilst the vessel is in Australia. A list of Australian First and Non-First Point of Entry ports is available at agriculture.gov.au/biosecurity/avm/vessels/first-point-entry-and-non-first-point-entry/

What must you do

The Non-First Point of Entry application is the form completed by a vessel master (or agent on their behalf) to request entry at that port.

When to do it

Requests to enter a NFP as either a first port or subsequent port of entry should be made at least 10 days prior to the vessel's arrival at the port. Vessels may not arrive at a Non-First Point of Entry without written permission from the department.

How to do it

From the MARS home screen, the **Non First Point of Entry application** can be accessed either from the **Submit Applications** drop down menu or by clicking on the **Non First Point of Entry** shortcut. NFP reporting may be completed manually in MARS by direct data entry or by uploading an XML data file using offline forms. Both options are described in the steps below. *For detailed steps on how to submit an NFP refer to the **MARS User Guide**.*

- 1 Access the department's online web services at online.agriculture.gov.au/selfservice/
- 2 Sign in with your User ID and Password. The MARS Terms of Use must be accepted to complete the sign in process.
- 3 Click on the MARS icon.
- 4 Click on the **Non-First Point of Entry** icon on the MARS home screen.



Non-First Point of
Entry Application

- 5 Review the **Legal Details** tab, go to the **Upload File** or **Select Vessel** tab.
- 6 Select **Yes** if the agent needs to complete the report with data from a saved offline form (Go to *Step 7*) or select **No** if you are the vessel master for direct data entry (Go to *Step 12*).
- 7 The offline form (a PDF document) can be downloaded from the MARS offline forms website; complete all the details on the form.

- 8 At the end of the form the vessel master will be instructed to click on the **Send to Agency** button. This will attach the form in XML format to an email. You can then send the email to your nominated agent.
- 9 Once the email has been received, your agent should save the XML file to their computer.
- 10 The agent must click on the **Choose File** button and navigate to the location where the file is saved on the computer. Once the file is selected the data will be automatically uploaded to MARS.
- 11 The agent should navigate through each of the tabs in sequential order to verify that all the fields have been completed correctly (*Go to Step 17*).
- 12 The vessel master will be prompted to either **Search and select a Vessel** already registered in MARS (*Go to Step 13*) or **Complete application for new vessel** (*Go to Step 14*).
- 13 The **Vessel Particulars** tab will open with the pre-populated details of the vessel. Verify that the vessel details are correct (*Go to Step 15*).
- 14 The **Vessel Particulars** tab will open without any pre-populated information. Complete the vessel particulars.
- 15 Complete the **Arrival Details** tab.
- 16 If cargo is to be discharged, complete the **Cargo Details** tab.
- 17 Read the privacy notice, check the acknowledgement box and submit the report in the **Declaration and Submit** tab.
- 18 A confirmation message will be displayed if the NFP application was submitted successfully.

Note: Any changes in circumstances must be reported to the department as soon as practicable.

MARS processing problem to note

MARS currently treats new NFP applications with the same voyage number as an additional visit request rather than replacing previous applications. This enables the vessel to only list NFP ports requiring approval rather than the entire vessel itinerary. If a NFP application is resubmitted for the same ports on the same date, the Biosecurity Status Document (BSD) will list the visits more than once. The department intends to update MARS early in 2017 to rectify this issue. Keep updated on this issue by viewing the department's webpage at agriculture.gov.au/biosecurity/avm/vessels/

What now?

- 1 Your NFP application will be assessed by MARS. Where there are no identified risk factors, you will receive a Biosecurity Status Document (BSD) which communicates the department's biosecurity conditions and expectations. The BSD will be emailed to the agent. The vessel's email address must be included in the **Vessel Details** section in order for the vessel master to receive a copy of the BSD.
- 2 You can search and check the status of your biosecurity clearance in MARS by selecting one of the information icons below.



Vessel



Application/
Service Request
- 3 For urgent issues, you can follow up on the clearance status by phoning the Maritime National Coordination Centre.
- 4 The department's service responsibilities and standard of service commitment are detailed in the Client Service Charter available at agriculture.gov.au/about/commitment/client-service-charter

NOTE: Screenshots provided in these guides are accurate at the time of printing and may look different in MARS.



Contact 1300 004 605
(free call in Australia and is in English)

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