

May 2020



# DOMINICA USER MANUAL



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**ASYCUDA (Automated System for Customs Data) is a computerized system aimed at automating the business processes of Customs Administration.**

ASYCUDA was implemented in the Customs and Excise Division in the Commonwealth of Dominica in 1991. Its principal objectives were designed to:

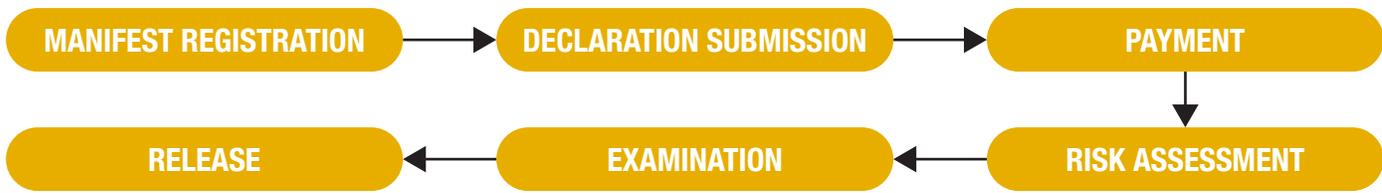
- **Support enhanced management controls, thereby leading to improved revenue yield;**
- **Encourage faster clearance times for processing of import and export consignments; and**
- **Provide timely and accurate trade data.**

In 2003, the Customs and Excise Division completed the implementation of the ASYCUDA version 2.7, which led to the simplification of procedures and a reduction, through the introduction of the Caribbean Single Administrative Document, in the number of documents required for imports and exports. Furthermore, other benefits of the implementation project have resulted in more accurate and complete trade data, as well as the exposure of the Customs and Excise Division to computerisation.

However the existing ASYCUDA system (Version 2.7) does not include the full functionality required of a 'state of the art' Customs automated system, such as risk management and selectivity, nor is the software capable of providing a full, open system allowing DTI/EDI links with the trading community. Accordingly, an alternative, more efficient technical solution will be provided through the implementation of the latest version of ASYCUDA, ASYCUDAWorld.

The Customs and Excise Division and the Government of Dominica has considered it essential to adopt this already existing software package, which is based on modern web-based client-server architecture, using the most reliable operating systems and database platforms and satisfying the complex functional requirements of a modern Customs Administration.

The upgrading of the existing data processing system into the Customs clearance process will bring about faster clearance of cargo, improved revenue control, and provide up-to-date, accurate information on trade in goods. Linked to an associated program of trade facilitation and administrative reform, the new computerised system will be the cornerstone of the program to continue the improved performance of the Customs and Excise Division in the Commonwealth of Dominica.



### 1. Manifest Registration

The first step in the imports clearance process requires that a Manifest be registered in ASYCUDA prior to the arrival/departure of every vessel/air craft by a Carrier Agent. If the vessel/air craft is carrying cargo bills of lading/airway bills must be registered along with the manifest. Carrier Agents may prepare these bills or issue a Master Bill of Lading to a Consolidator who will prepare the bills.

### 2. Declaration Submission

The second step is to submit a declaration in ASYCUDA for each item in the consignment. The system will assign a Registration (C) number and an Assessment (L) number to the declaration.

### 3. Payment

After Assessment the company name and the Assessment (L) number or Assessment notice can be presented to any Customs Cashier to pay for duties and taxes\*

### 4. Risk Assessment

After payment a declaration will be assigned to a Selectivity lane.

**Red Lane - requires both documentary check and Physical examination.**

**Yellow Lane - requires only a documentary check.**

**Blue Lane - automatic release, pending post clearance checks by Customs\*\***

**Green Lane - automatic release \*\***

Administrative Selectivity includes Fiscal Incentives, Bureau of Standards etc

### 5. Examination

Documentary/Physical Examination performed by Customs Examiners

### 6. Release

After examination, declarations are cleared and release orders are printed for presentation to Dominica Air Sea and Ports (DASPA) official to allow goods to leave Customs controlled areas

\*Exceptions may be made at Post Offices since revenue collected at these particular locations are not reported by Customs

\*\* Customs reserves the right to request copies of original documents and examine goods assigned to **Green** and **Blue Lane**.



- a What is the difference between a Carrier Agent and a Consolidator?
- b What document must a Carrier Agent prepare for a Consolidator?
- c What do importers/ brokers need to present to a Customs Cashier to pay for a detailed declaration?
- d What numbers are assigned to a declaration after assessment?
- e How can you expect Red Lane declaration to be treated?
- f Which references from the manifest are needed to prepare a 4000 000 declaration?
- g How does a declaration that is **ONLY** registered affect a bill of lading?

## Objectives:

In this section you will learn how to:

- › Access the official website of the Customs and Excise Division
- › Log into ASYCUDAWorld
- › Update your user profile
- › Utilize the mailbox

### 2.1 How to Log In

To access ASYCUDAWorld, go to the official website of the Customs and Excise Division [www.customs.gov.dm](http://www.customs.gov.dm). Users may log in to the Live Server or Training Server. The Live Server is used to process live transactions whereas the Training Server is used for practice or training exercises. While the two are similar, documents and profiles created on the Training Server cannot be used interchangeably on the Live Server.

Click on the desired server and a box will appear prompting you to enter a login and password. Type in the login name and password provided to you by Customs in the appropriate fields (ex. johnd, 12345).



### 2.2 Document Library

The Document Library contains all the folders and e-Documents available to each user in ASYCUDAWorld. It is where you would go to create and retrieve documents such as a cargo manifest, bill of lading, detailed declaration, amendment etc.

The Document Library is usually displayed on the user desk top when you sign in. It can also be opened by clicking on the **File Menu** and selecting **Document Library** or clicking on the **Document Library** icon.

To open a folder in the **Document Library** double click on it or right click and select an option.

**Expand:** Open selected folder

**Expand All:** Open all folders

**Collapse:** Close selected folder

**Collapse All:** Close all folders

ZZZ

## 2.3 My Profile

The **My Profile** application is available to every user of the system. It is located in the Document Library and contains all the information provided by the user on the ASYCUDAWorld User Application form.

This e-Document allows you to change your password and customize the desktop. To update your profile, in the **Document Library** right click on the **My Profile** icon and select **Update**.

The **My Profile** window consists of four (4) tabs:

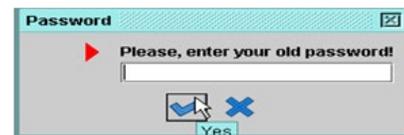
1. Identification
2. Authentication
3. Function
4. Preference

You are only allowed to make changes on the Authentication and Preference tabs.



## Changing the Password

You can change your password by clicking on the Authentication tab. Enter your new password twice for verification then click **Validate**. For security purposes, the system will prompt you to enter your old password. Enter the old password then click yes. The system will inform you that your password has been successfully changed.



## Customize Desktop

Each user can customize their desktop on the Preference tab. This tab contains multiple pages.

### Page 1

#### User Interface

**Look & feel, theme section:** You can change the colours and design of the desktop by selecting from the drop down list. Language allows you to change the language of the interface according to your needs.

#### Desktop Rules

**Show tool tips:** whenever you pass the mouse cursor over a field within the system's applications, the name of the respective field will appear besides the cursor

**Enable smart mouse pointer:** If smart pointer is on, the mouse cursor is automatically positioned on the default option of a dialog box, when the dialog box is displayed.

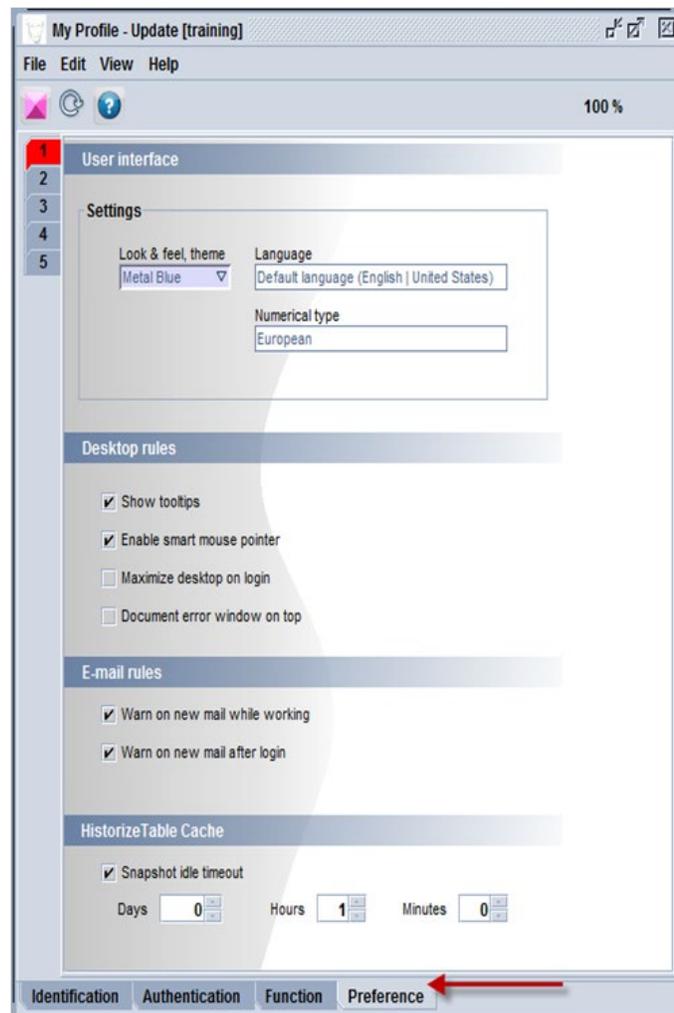
**Maximize desktop on login:** select this button in order to have a maximized desktop every time you open the application.

**Document error window on top:** always see the error window on top of all documents.

#### E-mail Rules

**Warn on new mail while working:** select this option in order to be warned while working within the system every time you receive a new e-mail.

**Warn on new mail after login:** select this option in order to be warned about the existence of new mail in your mailbox when you login to the system.



## Computer Performance

This sections allows you to modify processor speed and memory installed

### Settings

**Enable animated icons:** you have the possibility to choose animated icons, if such icons are available;

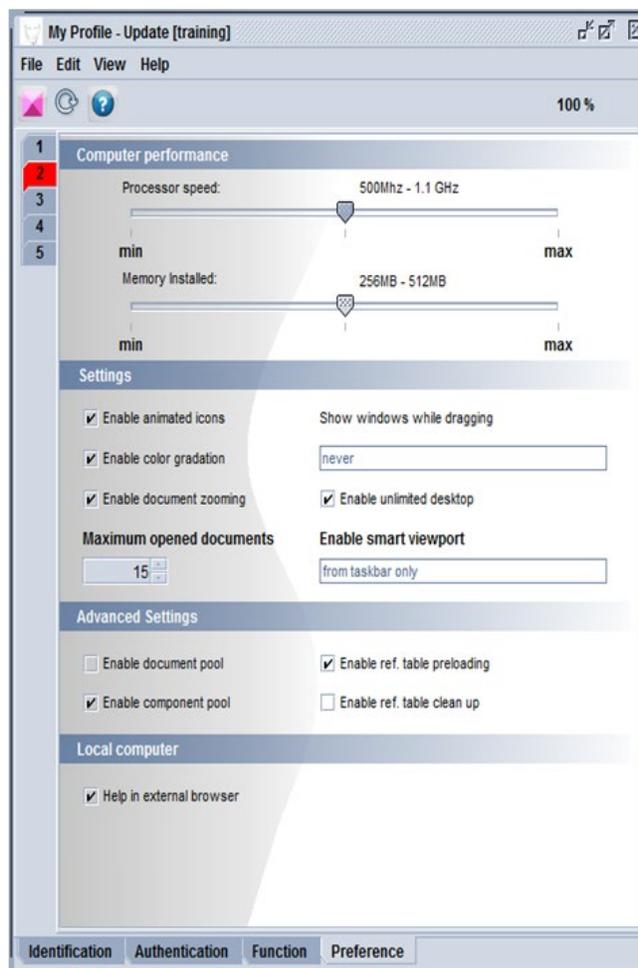
**Enable colour gradation:** you have the possibility to choose colour gradation or not;

**Enable document zooming:** you have the possibility to allow zooming of the document;  
**Maximum opened documents:** you have the possibility to establish the maximum number of opened documents;

**Show windows while dragging:** you can see the contents of the window while dragging it.

**Enable unlimited desktop:** controls if the Desktop size should be limited the resolution of the screen or it can become an unlimited size function of the structure of data displayed.

**The Advanced Settings section:** The document and component pools are part of the optimization machinery of SOClass. What is costly – in terms of response time - is to instance an object, i.e. allocate memory for the object. What is smart is to have objects instanced before you need them and reusable, i.e. not destroyed, after you do not need them anymore. The pool is the place where you store objects that are currently unused, but allocated.



## Advanced Settings

**Enable document pool:** The documents can be pooled only if #preloaded=yes is specified. If the *Enable document pooling* option is not checked, the document will be not pooled even if #preloaded=yes is specified.

**Enable ref. table preloading:** The option will be meaningful only if

**Client\_Preload\_Reference\_Tables** is true. If **Client\_Preload\_Reference\_Tables** is false, reference tables will never be preloaded.

**MyProfile: Enable ref. table Clean up:** If the reference tables are not used, after some delay they can be moved out from the memory, on low memory workstations. This is about all loaded reference tables (even if they are loaded by need with the document which uses them), not only about the preloaded reference tables.

**Enable reference table clean up:** Table pre-loading means that at login time, the client will load the table from the server for further lookup use. If not, the table will be loaded when needed (lazy initialization).

## Local Computer

Help in external browser: select this option in order to have access to an external browser

### Page 3

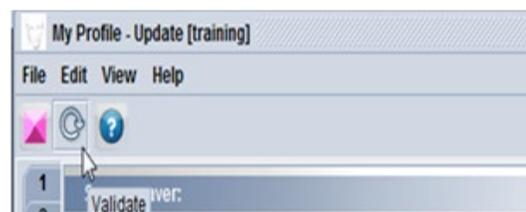
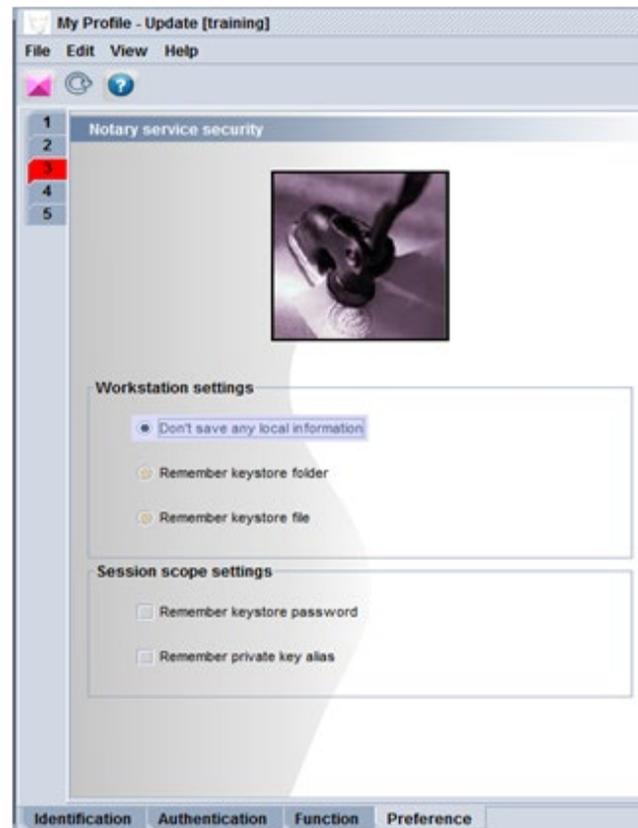
## Notary Service Security

Remember keystore folder controls if the system should or not to remember the folder address (the physical location on the disk) from where it has loaded the files specific for the signature.

### Page 4

## Screen Saver Settings

**Enable Screen Saver:** if you want to have a screen saver, click this option, then set the time to activate it in the field Activate after. If you want to have a password-protected screen saver, click the box **Enable Password** confirmation. The screen saver password will be the same as the login password for the respective user. After the desired updates are selected, click the validate icon from the toolbar to save the changes.



## 2.4 Mailbox

ASYCUDAWorld has an internal mailbox system. This allows users to send simple emails and attached files to each other.

To send an email, open the mailbox by clicking on the Mailbox icon then the New Message icon. Type in an ASYCUDA username in the **To:** **CC:** or **BCC:** fields eg: albertz, jennyxetc; a subject and a message. Click the **Send** icon to send the email to the requested user.

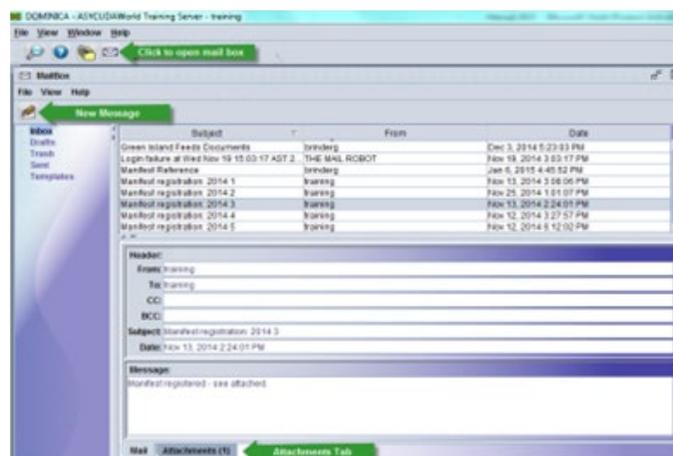
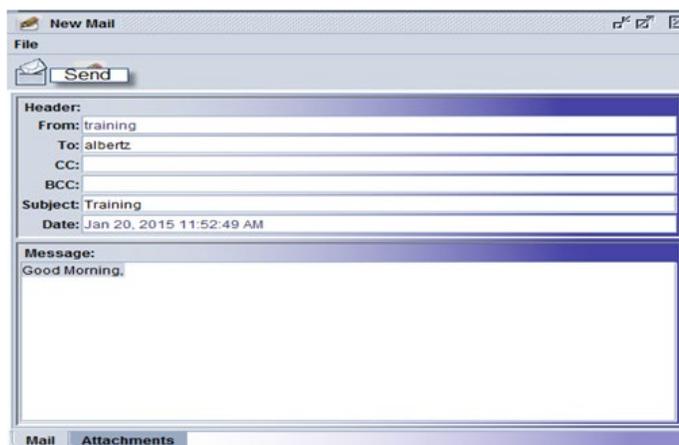
To attach a document to an email, open a new message box, click **File** then **Attach File**. Select the file you wish to attach then click **Open**.

To view an email simply click on it while in the inbox folder (same applies to Drafts, sent, trash etc folders located on the left side of the mail box window).

You can view or save an attached file by clicking on the **Attachments** tab and right clicking on the document.

To reply to an email or delete an email, select it and click reply or delete. To delete multiple emails, press the Ctrl key while selecting emails then **right click** and **delete**.

Emails can be sorted alphabetically by **Subject** and **Sender** (From) and chronologically by date by clicking on the labels. The mailbox also has panes which can be used to resize various sections of the mail box.



## Troubleshooting

### Error Message: "User Identification Failure"

User Identification failure usually means:

1. Your login name is incorrect
2. Your password is incorrect
3. You are already logged in



- a** Change your password
- b** Log out
- c** Log back in with new password
- d** Send an email to another user

LAB 2



## **Objectives:**

In this section you will learn how to:

- › **Create, retrieve and register manifests and bills of lading**
- › **“Degroup” a master bill of lading**
- › **Submit an application for an amendment to Customs for approval**
- › **View document details/status (Manifests and bills of lading)**
- › **Print Manifests and Bills of lading**
- › **Import and Export ASYCUDA XML files and utilise Fast Cargo Integration**
- › **Perform Agent Release on Waybills**

Section 25 (1) of the Commonwealth of Dominica Customs Act#20 of 2010, requires that the Master of every vessel arriving at a customs port from any place outside of Dominica, or carrying goods brought in that vessel from a place outside of Dominica and not yet cleared on importation, to deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

In keeping with this authority, the Comptroller of Customs has directed that the instructions contained in this user manual will form part of the reporting requirements for vessels arriving from any place outside of Dominica. Please note that the normal arrival procedures will continue to be observed until such time that the Comptroller has determined otherwise.

### 3.1 How to create a new Manifest

**Option 1: Manual Capture** is where you manually key in the data and is normally used by small carriers.

**Option 2: XML Integration** is where an .xml file from the carrier's system is uploaded into ASYCUDAWorld. It is recommended for large carriers.

Upon receipt of the principal manifest the user will input the data into the ASYCUDA World by following this path:

**Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> Manifest >> New**

Right click on **Manifest** and select **New**

A blank Manifest will appear. Use the **Manifest Field Guide** to insert all necessary data. In some cases, reference data is provided from a drop-down list or finder (**F3 Key**).

**Mandatory fields will show red if it is not filled or the data is incorrect.**





ASYCUDA uses the **Office Code**, **Voyage Number** and **Date of Departure** to uniquely identify the manifest.

Once all information is entered on the manifest, the verify icon may be used to verify the data entered, as illustrated below.

The **Verify** command allows the system to check the document for errors. If there are errors the system will return a message stating the error(s). Correct the error and verify again using the same icon. Once there are no errors or the errors have been corrected, the system will return a message “Document Verified”.

After verifying the document, use the  **Store** icon the toolbar to store the manifest



The System will return a message “Store is done”.

### 3.2 Adding BOL to the Stored Manifest

To continue adding **BOLs** click on the green arrow icon. 

Clicking the green arrow will reopen the stored manifest.

Select the **BOL** tab. On this page click the Add **BOL** icon from the menu bar as illustrated below. A dialog box will appear asking the user to confirm his/her action. Select the **tick** to confirm. A waybill page will appear with the information from the manifest tab already inserted. This includes the **Office of Entry**, **Voyage #**, and **Departure** date. This means that the waybill is linked to the Manifest.

Input the required data according to list provided, then you verify and store using the  **Store** icon as illustrated below.

The store confirmation box appears to signal that the **BOL** store was successful. Click on the Green arrow to continue adding **BOLs** to the manifest or the Blue tick to return to the manifest **BOL** tab.





### 3.3 Amending a Stored Manifest

Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> Manifest >> Find

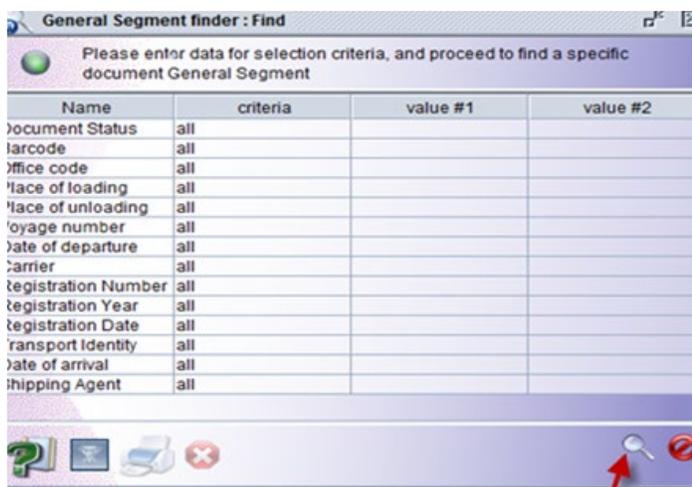
The **Manifest Finder** appears. Insert the search criteria and select the **Search** icon. Usually the search criteria for finding a stored manifest are the **Office code**, the **Voyage number** and the **Date of Departure** as illustrated below.

#### Modification Option

The search result will be displayed by the finder. **Right click** on the desired line in the result and select **Modification**. The Manifest General Segment opens and you may make your change.

#### Confirm Changes

After making changes you select the verify icon as mentioned above. The system will display a similar message. Then save the changes by clicking on the “**save changes**” icon in the toolbar.



Click here to start search

### 3.4 Adding Waybills to a Stored Manifest

**A Waybill can be added to a manifest in two (2) ways:**

#### Option 1

The user can find the manifest and open it in the modification mode as mentioned above. Select the BOL tab. On this page select the “Add BOL” icon from the menu.

A dialog box will appear asking the user to confirm his/her action.

Select the tick to confirm, a waybill page will appear with the information from the Manifest already inserted. This includes the Office of Entry, Voyage no. and departure date. This means that the waybill is linked to the Manifest.

Input the necessary data, then you verify and store.

The process of storing the waybill is now complete and the user can close the dialogue box by clicking the tick. However, the user may also select the Forward icon to continue adding waybills to this manifest.



### Option 2

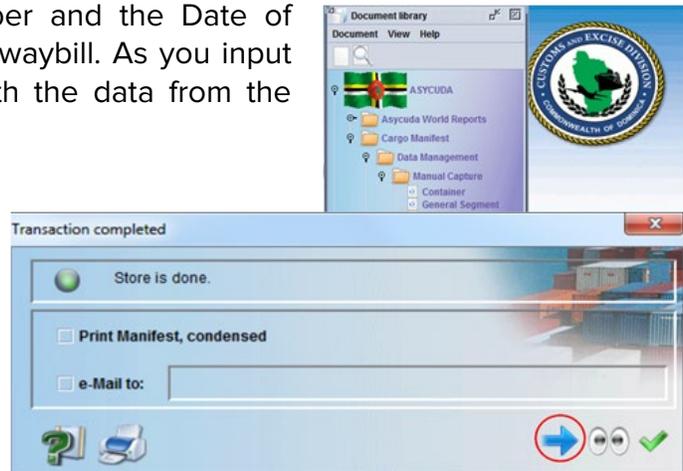
Select a new waybill using the following path in the Document library.

Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> Manifest >> New

Whilst inputting the Office code, Voyage number and the Date of departure of the manifest, you can also add the waybill. As you input these key fields, the form will be populated with the data from the Manifest.

Continue to enter the remaining data for the waybill. When you are finished select **Verify**.

The user can repeat the process to add another waybill to the manifest or can also select the FORWARD (BLUE) arrow.



### 3.5 Registering a Stored Manifest

There are two (2) ways for registering a manifest.

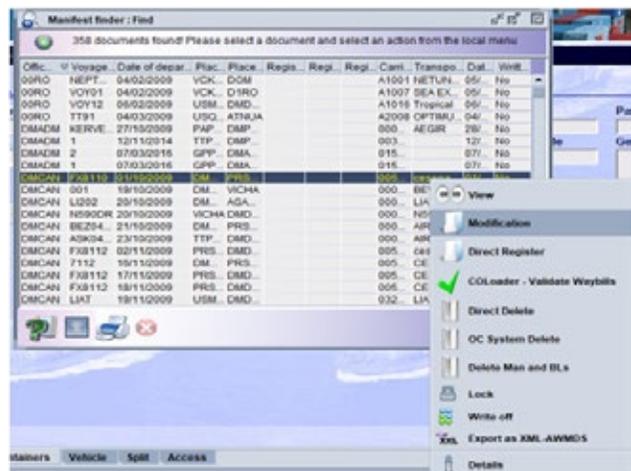
#### Option 1 - Direct Register

Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> Manifest >> Find

Follow this path to find the stored manifest:

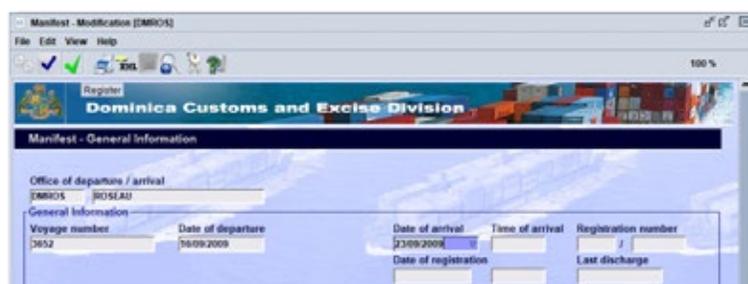
Insert criteria in the finder and select Search. In the Finder result, select the desired line, right click and select **Direct Register**.

If there are errors on the manifest it will not register. All errors must be fixed before registering. Once there are no errors the system will return a box stating that the transaction is completed.



#### Option 2 - Opened Manifest

On an opened manifest in Modification mode select the icon from the menu bar to register the document.



### 3.6 Agent Release

The Agent Port Release function has replaced the ‘Out of Charge’ document issued by the Dominica Air Sea and Port Authority (DASPA). After Agents have issued bills of lading to their customers, they must find the **Bols** in ASYCUDA and release them. Port charges and delivery of the cargo will only be processed after the electronic Agent Port Release has been received from ASYCUDA. Use the finder to locate the desired bill(s) of lading:

Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> Manifest >> Find

Right click on the desired bill of lading and select **Agent Port Release**.

|    |            |        |        |       |       |                   |                     |
|----|------------|--------|--------|-------|-------|-------------------|---------------------|
| 14 | 4649397    | 810... | AWB 23 | USMIA | DMRSU | DUDLEY GUYE DO... | HSE BABY WIPES/G... |
| 14 | 4650417    | 810... | AWB 23 | USMIA |       |                   | HSE SHOES           |
| 14 | 4649838    | 810... | AWB 23 | USMIA |       |                   | HSE CEILING LIGH... |
| 14 | 8103782... |        | MAB 23 | USMIA |       |                   | M... PROMOTIONA...  |
| 14 | 8103782... |        | AWB 23 | USMIA |       |                   | HSE ASSORTES IT...  |
| 14 | 4650289    | 810... | AWB 23 | USMIA |       |                   | HSE BABY WIPES      |
| 14 | 4638826    | 810... | AWB 23 | USMIA |       |                   | HSE FLEX SEAL SE... |
| 14 | 4621769    | 810... | AWB 23 | USMIA |       |                   | HSE RUBBER SEA...   |
| 14 | 4650805    | 810... | AWB 23 | USMIA | DMRSU | CECILE OFFICER... | HSE SHOES           |
| 14 | 4652346    | 810... | AWB 23 | USMIA | DMRSU | MARY FRANCIS D... | HSE CLOTHING        |
| 14 | 8103782... |        | AWB 23 | USMIA | DMDOM | DUNCAN STOWE      | HSE COMPUTER        |
| 14 | 4647015    | 810... | AWB 23 | USMIA | DMRSU | DANLEY STEDMA...  | HSE SHOES/WATC...   |

Alternatively press the “**Ctrl**” key while selecting multiple bills of lading, then select **Agent Port Release** to release all the selected **Bols** at once.

### 3.7 Printouts

The Printouts/Reports folder allows the user to print a copy of the manifest, all waybills on a manifest/degroupage or a single waybill.

Document Library >> ASYCUDA >> Cargo Manifest >> Print

Fill in the **Office code**, **Voyage number**, and **Date of Departure** and select print from the menu bar to print a manifest.

To Print all Waybills to give to the consignees, right click on **Print All Way Bills**, insert **Office code**, **Voyage number** and **Date of Departure** of a manifest to print all the waybills attached to it. If you insert a master waybill number then only the waybills in the degroupage will print.

**NB.** For consolidators the **Voyage number** and **Date of Departure** will be that of the Carriers Master Waybill that would have been consigned to them.

Checking the **Print Simplified Declaration** box will allow you to print a waybill in a format that can be used to declare non-commercial cargo and record examinations’ results.





### 3.8 How to Amend a Registered Manifest

In order to amend a registered manifest, the user must apply to the Comptroller of Customs using the ASYCUDA World system.

**Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Cargo Amend >> New**

At **Request to amend manifest** right click and select **New** to make a new application.

You then select the type of amendment you'd like to submit by checking the appropriate box. Based on the type check, additional tabs will be presented to continue specifying what exactly you'd like changed.

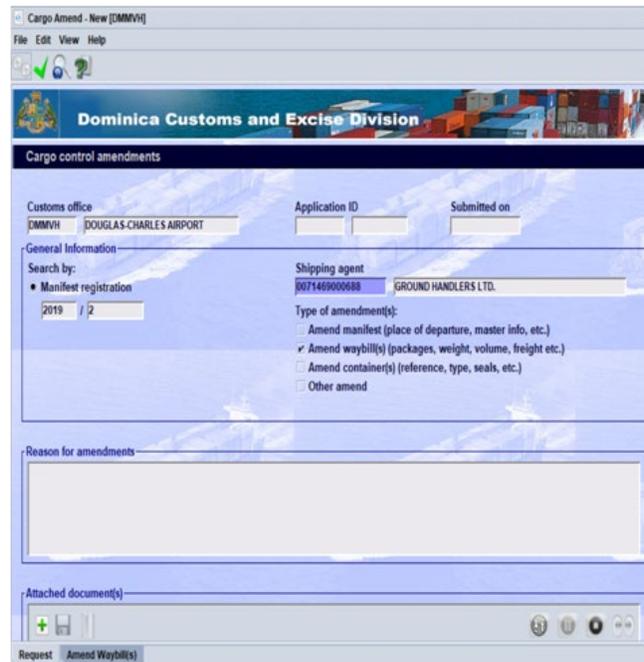
Input the relevant data, then you verify and submit using the green tick.

The user is advised that a reason should be given for his amendment. Where the amendment is a **Shortage** or **Del BOL**, the reason should include one of the following: (a) were not loaded, or (b) have been discharged at a previous port.

The Customs Department will receive this application and either Approve or Reject. When the application is approved the manifest/bill of lading will be updated automatically.

To find an amendment, you may select other options like **Find Rejected** or **Find Approved**.

Enter information like the Customs Office and Manifest Registration Year and Registration Number so that the system can search for the document which you intend to amend (*Eg. DMMVH 2019 / 1*)



### 3.9 Degroupage

There are two (2) options for degrouping a master waybill.

Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> New

#### For Carriers

Before registration and where the manifest is opened for modification as illustrated below, the carrier will select the list of bills of lading.

| Office of departure / arrival |                            |
|-------------------------------|----------------------------|
| AGDW                          | DEEP WATER HARBOUR CUSTOMS |

| General Information       |                   |                      |                 |                     |  |
|---------------------------|-------------------|----------------------|-----------------|---------------------|--|
| Voyage number             | Date of departure | Date of arrival      | Time of arrival | Registration number |  |
| CAP2500                   | 22/02/2016        | 06/03/2016           |                 | 2016 / 12           |  |
| BPI Voyage Identification |                   | Date of registration | Last discharge  |                     |  |
|                           |                   | 07/03/2016           | 10:08           |                     |  |

| Place of departure |       | Place of destination |         |
|--------------------|-------|----------------------|---------|
| USMIA              | Miami | AGANU                | Antigua |

| Shipping Information |  | Totals       |            |
|----------------------|--|--------------|------------|
| Carrier Agent        |  | Bills        | 1          |
| 0146064              |  | Packages     | 10,000     |
| Vernon G. Edwards    |  | Containers   | 1          |
| Thames & Long Street |  | Gross weight | 25,000.000 |
| null                 |  |              |            |

Highlight the desired master Bill of Lading and click the **Add BOL** icon. A pop up window appears asking if you want to create a bill of lading in the master as illustrated below.

| Line nbr | Ref nbr | Nb. Ctn. | Packages | Gross weight | Remaining packages | Remaining gross weight | Status  |
|----------|---------|----------|----------|--------------|--------------------|------------------------|---------|
| 1        | 2013    | 1        | 1 500    | 10 000       |                    |                        | MST UDG |
|          | 123     | 1        | 950      | 5 000        |                    |                        | HSE     |
|          | 1231    | 1        | 550      | 5 000        |                    |                        | HSE     |
| 2        | 123456  | 1        | 1 000    | 10 000       |                    |                        | MST     |

Select **Yes** and a waybill page appears. The information from the manifest would have been already inserted. The previous document field is filled with the master bill of lading number.

Complete the waybill. When you finish keying in the data, you then verify and store as illustrated in below. Select the **FORWARD (BLUE)** icon as illustrated in above to continue adding waybills to the master.

Transaction completed

Store is done.

Print Manifest, condensed

e-Mail to: \_\_\_\_\_

## For Consolidators

The consolidator will receive his master waybill from the carrier.

You must use the information on this master waybill to create your house bills.

[Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> Manual Capture >> Manifest >> New](#)

Key in your data for the first house bill of lading. When you finish, you then verify and store respectively.

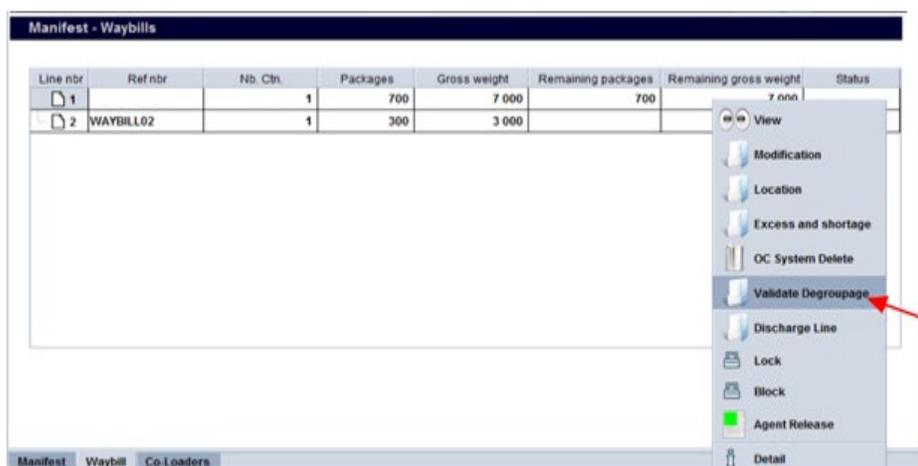
***\*\*Please note the master bill of lading number must be the previous document in order for the house bill to attach itself to the master.***

Select the FORWARD (BLUE) icon to continue adding bill of ladings..

### 3.10 Validating a Degroupage

When the consolidator is finished adding all the bills of lading, the carrier will release the master BL by performing the function “AGENT RELEASE” (note that the carrier would be required to secure any payment due for freight prior to releasing). Thereafter, the carrier would inform the consolidator who would then validate the degroupage. All degroupage must be validated before customs clearance.

To validate a degroupage, select the master waybill, right click and select **Validate Degroupage** as illustrated below.



### 3.11 XML Integration

The XML Integration option of capturing manifest allows the user to load or import an .xml file that has been generated by the carriers system into ASYCUDA World.

**Document Library >> ASYCUDA >> Cargo Manifest >> Manual Data Capture >> XML Integration >> Full Cargo >> Full Cargo Integration**

#### To submit a Manifest and waybills:

The Full cargo integration page opens as illustrated below. From the **Select an .xml** file field, click the **search .xml** icon as illustrated below.

#### Select a .xml file

A box opens up allowing you to search for the file. When you find the file click open and the file will be placed into the Full Cargo XML Integration



#### Check xml content

Once the xml file is inserted you click the **Check xml** content in the menu bar as illustrated below. If the content is good, the Manifest Information will be populated and the system will return a message stating “**Check Done: xml valid**”. If there are errors a pdf file with the errors will be displayed. Fix the errors and check xml content again.

#### Save and Store

You may now save and store the document.

#### Register

To register the document, you retrieve the manifest using the Manifest finder. Right click and select **direct register**.





### 3.12 Container Tab

If the arriving cargo is containerized, the **Container** tab must be selected and filled with the appropriate information. The user will then click on the **Add a new Container** icon in order to register the container information.

In the case of an error, right click on the container line, choose the **Update** option from the drop down menu illustrated above. Make corrections and select the **“update container”** icon

---

### Troubleshooting

1. The sum of packages and weights of all bills of lading should be equal to the total on the corresponding manifest
2. Every sub bill with a container must have the correct container number on the container tab
3. Ensure that the nature of a bill of lading corresponds to its use (23, 24, import, export)



**A** A Caribbean Airlines flight is traveling from Miami, Florida to the Douglas-Charles Airport in Dominica. Use the information below to register a manifest with corresponding airway bills. Enter Voyage Number as your **FIRSTNAME1 (JANE1)**

| VESSEL: <b>CARIBBEAN AIRLINES</b> |  | DATE OF DEP: <b>01-Nov-19</b>                  | IMO/IATA REG: <b>4787</b>                 | GROSS TONNAGE: <b>7,944</b> |           |         |
|-----------------------------------|--|--|---|-----------------------------|-----------|---------|
| NATIONALITY: <b>TT</b>            |  | DATE OF ARR: <b>01-Nov-19</b>                  | CARRIER/PRINCIPAL: <b>C/BEAN AIRLINES</b> | NET TONNAGE: <b>6,000</b>   |           |         |
| MASTER: <b>JOHN SMITH</b>         |  |  |   | CONTAINERS: <b>0</b>        |           |         |
| AWB#                              | EXPORTER   | CONSIGNEE                                      | DESCRIPTION OF GOODS                      | COST                        | INSURANCE | FREIGHT |
| CB01                              | Toshiba<br>74 Main St,<br>Tampa, Fl                    | Campbell's Bus.<br>Machines<br>Bath Rd, Roseau | 10 BX Copier Paper (22kg)                 | 595.50                      | 80.00     | 168.25  |
| CB02                              | Print<br>Technologies<br>31 Darby Circle,<br>Miami, Fl | Courts D/ca Ltd<br>29 Old St, Roseau           | 1 BX Mobile Phones (15 kg)                | 77.00                       | 22.50     | 49.80   |
| CB03                              | Devry<br>Orlando, FL                                   | James Store<br>Picard,<br>Portsmouth           | 1 PK Laptop (12 kg)                       | 568.00                      | 65.00     | 31.00   |

**\*\*All Costs are in USD\*\*\*\***

**B** Submit the following Amendments

- (i) Add one (1) box to CB02 Courts D/CA Ltd
- (ii) Delete AWB CB03
- (iii) Subtract two (2) boxes from CB01 Campbells's Business Machines
- (iv) Add the AWB below:

| AWB# | EXPORTER  | CONSIGNEE                       | DESCRIPTION OF GOODS  | COST   | INSURANCE | FREIGHT |
|------|---|---------------------------------|-----------------------|--------|-----------|---------|
| CB04 | International<br>Exchange<br>9506 35 <sup>th</sup> St,<br>Doral, Fl | Pirate Ltd<br>Long Lane, Roseau | 2CT CIGARETTES (29kg) | 900.00 | 30.00     | 40.00   |

**\*\*All Costs are in USD\*\*\*\***

**LABS SHOULD ONLY BE DONE ON THE TRAINING SERVER**



**C** MV Ocean Atlantic is sailing from Portland Harbour, UK for Portsmouth, Dominica. Enter Voyage Number as your **FIRSTNAME2(JANE2)**. Prepare a manifest for this Voyage, create a master bill of lading for a consolidator and degroup and do Agent Port Release using the information below:

LAB 3

| VESSEL: MV Ocean Atlantic  |                                    | DATE OF DEP: <b>02-Nov-19</b>                       | IMO/IATA REG:856789                                 | GROSS TONNAGE: <b>12,987</b> |           |          |
|----------------------------|------------------------------------|---|---|------------------------------|-----------|----------|
| NATIONALITY: <b>GB</b>     |                                    | DATE OF ARR: <b>14-Nov-19</b>                       | CARRIER/PRINCIPAL: <b>Ocean Atlantic LINES</b>      | NET TONNAGE: <b>10,582</b>   |           |          |
| MASTER: <b>David James</b> |                                    | CONTAINERS: <b>1</b>                                | CONTAINER NBR: <b>GC29061984</b>                    |                              |           |          |
| BOL#                       | EXPORTER                           | CONSIGNEE   | DESCRIPTION OF GOODS                                | COST                         | INSURANCE | FREIGHT  |
| AT01                       | British Motor Corp<br>UK           | Jolly's Pharmacy<br>King George V St,<br>Roseau     | 1 UN Vehicle (1000 kg)                              | 800.00                       | 200.00    | 420.00   |
| AT02                       | Welsh Construction<br>UK           | Harris Paints<br>Canefield                          | 1 UN Crane (2400 kg)                                | 11,277.00                    | 1,400.00  | 2,570.00 |
| AT03                       | Unilever Caribbean Ltd<br>Trinidad | HHV<br>Whitchurch & Co Ltd<br>Old Street,<br>Roseau | 20 CT Mayonnaise (70 kg)<br>10 CT Ice Cream (50 kg) | 12,562.00                    | 1,165.00  | 231.00   |
| AT04                       | Roberts Manufacturers<br>Barbados  | Minyas 7 11<br>Canefield                            | 100 CT Margarine (95 kg)                            | 19,170.00                    | 2,234.00  | 829.00   |

**\*\*All Costs are in GBP\*\*\*\***

**LABS SHOULD ONLY BE DONE ON THE TRAINING SERVER**



## Objectives:

In this section you will learn how to:

- › Determine the link between the Manifest and Customs Declaration and importance for consistency between the two
- › Understand the use of the Models of Declaration and Customs procedure codes in the context of requested and previous Customs treatment of imports and exports
- › Understand and navigate the Single Administrative Document(SAD) tabs and fields
- › Create a Customs declaration, with a clear understanding of each field requirement on the SAD
- › Store a declaration on the Customs Server and retrieve the same for additional processing such as amendment, Registration and Assessment
- › Perform payment and subsequent request for Selectivity to determine Customs Examination Lane
- › Understand the requirements for presentation of goods and documents for Customs examinations
- › Print Customs Declarations and Assessment Notices

## Introduction:

The declaration processing capability is the core component of any automated customs software. It reflects both the system behavior and the customs practice in force. When it is plugged into its surrounding environment; customs tariffs, reference tables, taxation rules and the other customs legal basis, a complete customs automated system is created.

Declarations are the base document of the customs and are used to control the movement of goods into and out of the country. They also represent the data repository for calculation, and consequently collection, of taxes and duties as well as the main source of national trade statistics.

AW provides a robust, comprehensive declaration processing capability which is based on using the SAD as a standard form. The SAD was, developed by the EU and called for as an 'International Standard' by the WCO), as utilized by AW Declaration Processing Capability (DPC), covers all customs procedures and regimes except transit procedures.

In this system, customs officers do not key in declaration on behalf of traders. They rather do the control portion of the customs' declaration process. More room is left for traders to key in their declaration themselves (DTI).

Please note that as ASYCUDAWorld develops, various upgrades may be introduced and the various e-documents may change.

## 4.1 Scanned Documents

All additional document, original bills of lading, invoices, certificates etc will be uploaded via the Scanned Documents folders.

**Document Library >> ASYCUDA >> Scanned Documents >> Scanned Documents >> New**

In the Attached Scanned Documents enter the Doc. Ref. date, The Doc. Reference (reference number for the document), select the Type Code of the Document ( Bill of lading, Commercial Invoice etc) from the drop Down and the Declarant Code.

The screenshot shows the 'Attached Scanned Documents Page' in the ASYCUDA DOMINICA system. The form contains the following fields:

| Doc. ref. date       | Doc. reference       | Type code            | Type name            |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Below these fields are:

| Declarant            | Submitter's full-name |
|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/>  |

At the bottom, there is a table with the following columns: Code, Reference n..., Reference d..., Supplier Na..., Supplier Add..., Supplier Co..., InstanceID, File name, and Status. A 'Scan doc.' button is visible at the bottom left.

Once the information is captured on the first segment of the Scan Doc, click on the green plus icon to find the documents you would like to upload.

Select the desired document, click open and complete the other details as required- Reference Number, Reference Date, Supplier Name, Supplier Address, Supplier Country then click the Upload Button.

Multiple Documents of the same type can be uploaded on the same Scanned Document. When you are satisfied click the Register Icon

The Doc. Ref. date, Doc. Reference and Type Code submitted here must be entered on the attached documents tab on the declaration.

The screenshot shows the 'Attached Scanned Documents Page' with the form filled out:

| Doc. ref. date | Doc. reference | Type code | Type name                                 |
|----------------|----------------|-----------|---|
| 07/11/2019     | THER3          | F104      | FTI 104 DUTY FREE FORM RETURNING RESIDENT |

Below these fields are:

| Declarant     | Submitter's full-name |
|---------------|-----------------------|
| 0012314001234 | <input type="text"/>  |

At the bottom, there is a table with the following columns: Code, Reference number, Reference date, Supplier Na., Supplier A., Supplier Country, Instance, File name, and Status. A row is visible with the following data:

| Code | Reference number | Reference date | Supplier Na. | Supplier A. | Supplier Country | Instance | File name        | Status |
|------|------------------|----------------|--------------|-------------|------------------|----------|------------------|--------|
| F104 | THER30           | Nov 7, 2019    |              |             |                  |          | 2019 C 13627.pdf | 0 %    |

A 'Scan doc.' button is visible at the bottom left.

## 4.2 How to Create a Detailed Declaration

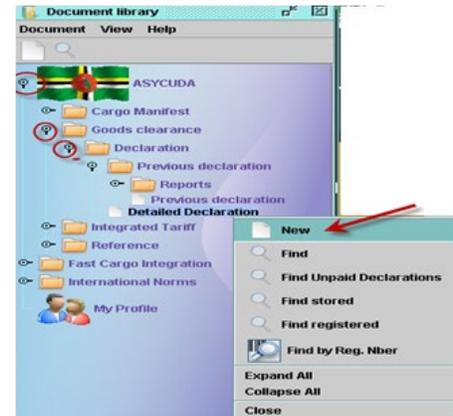
Document Library >> ASYCUDA >> Scanned Documents >> Scanned Documents >> New

Right clicking on the detail declaration will open a sub menu that contains two (2) major operations that may be carried out:

- “New” - Preparing a completely new declaration.
- “Find” - Finding a previously prepared declaration

There are a number of other find options which filter the find search for a declaration according to its colour or status.

*The SAD Form is composed of one main form and may include other subsequent forms, depending on the type of declaration.*



### SAD (Main Form)

SAD main form consists basically of two (2) segments: the general segment and the item segment. The general segment covers general information about the entire consignment such as exporter, consignee, declaration type, etc..., while the item segment contains all necessary specific information required to clear the consignment such as commodity code, value, country of origin, etc. After selecting the declaration model, the system will display the Single Administrative Document – (SAD); complete all the fields; begin with the general segment.

In **Box 1**, select the model of Declaration according to the Customs Regime required for the goods being Imported or Exported. Use the tab key to go from field to field, entering the relevant information.

### Adding New Items

If you have more than one item, click the  add item icon in the tool bar above the main form.

A new numbered tab will be attached to the main form of the declaration with the additional item as illustrated in figure 7 below. The fields on this form are identical to the fields of the item segment of the main form.



### Valuation Note

This form contains the global invoiced value of all the goods declared in the main SAD form. In addition, it allows input of value build up information such as freight and insurance cost and automatically apportions the costs between the declaration items.

The fields of the General Valuation Note are:

1. Invoice Value
2. External Freight
3. Internal Freight
4. Insurance
5. Other Costs
6. Deductions

**NB:** It automatically apportions the costs between the declaration items when two more items are declared.

### Item Valuation Note

A Valuation Note must be completed for each item entered.

A declaration contains as many Item Valuation Note forms as the number of items declared in the main SAD form. Each of them contains the item invoiced value and it allows input of value build up information such as freight and insurance costs. Upon the completion of all customs value related elements, the CIF value (which is the tax base for customs duties) is automatically calculated for each item.

| Item number               | Amount    | FCX code | Exchange rate | Amount in         | XCD       |
|---------------------------|-----------|----------|---------------|-------------------|-----------|
| Invoice value             | 23,000.00 | in       | 1.0000        |                   | 23,000.00 |
| External freight (import) | 0.00      | in       | 0.0000        |                   | 0.00      |
| Internal freight          | 0.00      | in       | 0.0000        |                   |           |
| Insurance                 | 0.00      | in       | 0.0000        |                   |           |
| Other costs (import)      | 0.00      | in       | 0.0000        |                   |           |
| Deductions                | 0.00      | in       | 0.0000        |                   |           |
|                           |           |          |               | Total Costs       | 0.00      |
| Delivery terms: CIF       |           |          |               | CIF value         | 23,000.00 |
|                           |           |          |               | Statistical value | 23,000.00 |

Additional information:

Supplementary value 1: Code, Name, Quantity

Supplementary value 2: Code, Name, Quantity

Market value: Rate, Per, Basis, Amount (0.00)

For each cost element the currency should be put in the appropriate field and consequently the exchange rate (if different from the national currency) is automatically brought from the currencies file and filled in its appropriate field.

### Attached Document

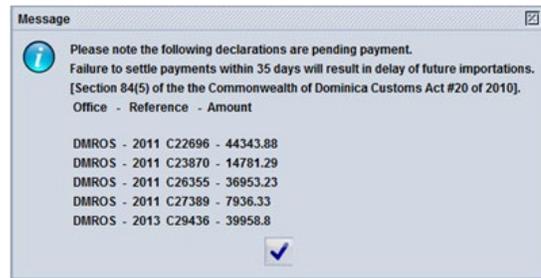
On this page indicate the item number on the declaration and reference number entered in the Scanned Documents form. Enter the Declaration Item number (1), Type Code (EX. IV05 Commercial Invoice) Reference and Date (as entered in the Scanned Documents) then click the green plus icon to add.

| Item | Code | Description |
|------|------|-------------|
|      |      |             |

Repeat To add another document.

### Verify Document

The verify icon checks to see if all the mandatory fields are completed, does a preliminary calculation of duties and displays any errors in the declaration.



| Type         | Tax base  | Rate   | Amount       | Def      | 88 deferred |
|--------------|-----------|--------|--------------|----------|-------------|
| IMD          | 1,113,930 |        | 20,000       | 222.78   | 0           |
| ENS          | 1,113,930 | 1.500  | 16.70        | 0        | 0           |
| CSC          | 1,113,930 | 3.000  | 33.41        | 1        | 0           |
| VAT          | 1,306,820 | 15.000 | 208.02       | 0        | 0           |
| <b>Total</b> |           |        | <b>33.41</b> | <b>1</b> | <b>0</b>    |



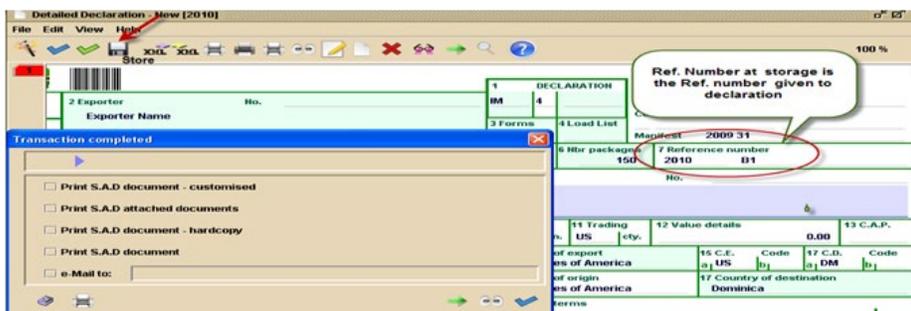
### Other Checks

A summary of the total mass and total packages on the declaration can be checked by clicking the icons circled:



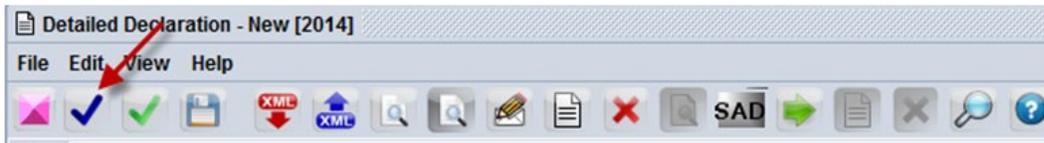
### Store Document (Optional)

The user can store a declaration on the Customs Server before completion. This stored declaration will not have a Registration or Assessment number and can be retrieved and modified by the user.



### Register Declaration (Optional)

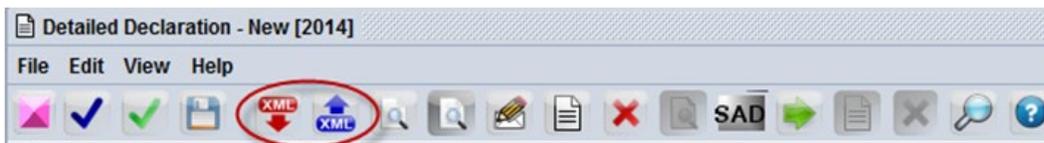
To register a declaration, select the **Register** icon on the menu bar in the opened declaration.



A registered declaration is issued a system generated **Registration Number (C#)** and reserves the bill of lading from other use. The declaration cannot be paid for when it is only registered. It can be retrieved using the **Registration Number** or other criteria and then Assessed.

### Import/Export XML (Optional)

To copy the contents of all the fields of a declaration click the **Export to ASYUCDA XML** icon and save the xml file on your computer.



To retrieve open a New Declaration and select **Import to ASYUCDA XML** icon and save the xml file on your computer. The fields on the new declaration will be compiled.

### Validate and Assess

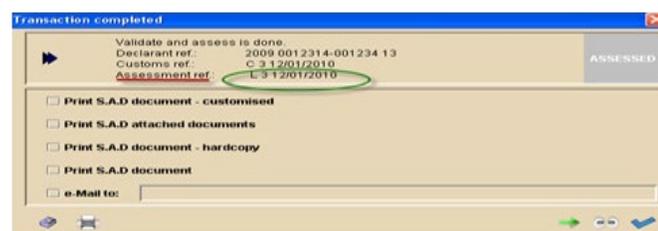
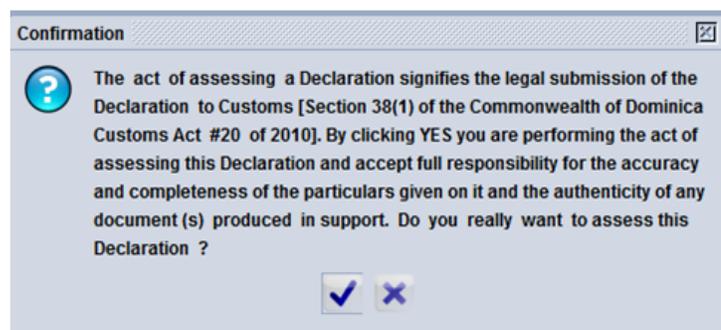
Click on the **Validate and Assess** icon (green tick) to submit the declaration to Customs.



The system will do another check for errors. If there are no errors, a confirmation box will appear.

Click the to proceed or the to cancel.

*The System will indicate that your declaration is assessed and will indicate the assessment number assigned to it.*

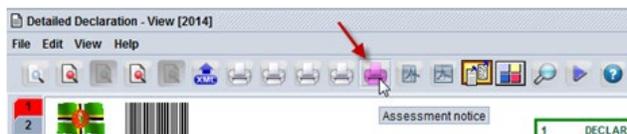




### Print Assessment Notice

The **Assessment Notice** is a summary of the duties that are to be paid for a declaration. There are two ways it can be printed:

- (a) On assessment check the box to **Print Assessment Notice**.
- (b) Find and view an assessed declaration then click the Print Assessment Notice icon:



### Pay Duties

- (a) Supply the Customs Cashier with the **Assessment Notice** of your declaration to make payment. The Customs Cashier will issue a receipt to confirm payment of declaration.
- (b) If the Importer has a **Prepayment Account**, enter the account number and PIN before assessment to assess and pay simultaneously.

|                             |                               |                                    |                   |      |
|-----------------------------|-------------------------------|------------------------------------|-------------------|------|
| Supplier Page#              |                               | 46                                 | Statistical value | 0.00 |
| MP                          | 48 Credit/Pre-payment Account | 49 Warehouse Code / Delay(in days) |                   |      |
|                             | 12345678910                   |                                    |                   |      |
| <b>B ACCOUNTING DETAILS</b> |                               |                                    |                   |      |
| Mode of payment             | ACCOUNT PAYMENT               | Prepay Account PIN                 |                   |      |
| Assessment number           | /                             | Date                               |                   |      |
| Receipt number              |                               | Date                               |                   |      |
| Guarantee                   |                               | Date                               |                   |      |

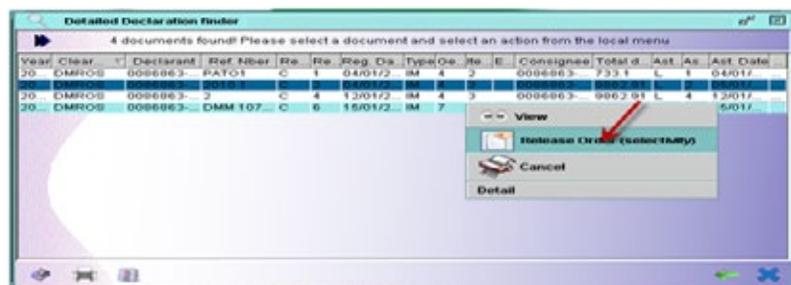
### Selectivity

Selectivity can be triggered after payment. The user may find the declaration, right click and select **Release order (selectivity)** or wait until the System does a check and triggers selectivity on paid declarations. Selectivity will assign the declaration to Red, Yellow, Blue, Green Lanes and any other Administrative Selectivity (ex. Fiscal Incentives, Bureau of Standards)

### Release of Cargo

The system will notify the broker via email that the declaration has been cleared by Customs. Proceed to where goods are located and pick up release order from the Examination Officer. Importers/Brokers may be able to print their release order if the declaration is selected **Green** or **Blue**. Use finder to locate declaration, right click and select **Release Order** from the drop down menu as indicated below.

The Release order general information will display. Click **OK** and the Release Order will be generated in pdf format and can then be printed





**Objectives:**

In this section you will learn how to:

- › Understand how ASYCUDA WORLD manages warehousing, temporary import and temporary export regimes
- › Learn the additional Customs controls necessary for effective management of suspense regimes
- › Prepare and process declarations for warehousing of goods
- › Process declarations to remove goods from a warehouse
- › Handle re-packing in warehouses
- › Process declarations for other suspense regimes, such as temporary import and re-export, temporary export and re-import
- › Use previous declarations to determine in-bond and ex-bond status
- › Prepare other export declarations

**Introduction:**

The entry of goods under a suspense procedure normally means that the normal duties and taxes are not collected when the declaration is processed.

Suspense procedures within the ASYCUDAWORLD system will suppress the calculation of duties and taxes that would otherwise be payable, and cause the details of the goods to be stored in the computer database.

The current version of ASYCUDAWORLD handles suspense regimes such as –

|   |           |          |                  |
|---|-----------|----------|------------------|
| <b>Goods into a warehouse</b>                       | <b>IM</b> | <b>7</b> | <b>7000</b>      |
| <b>Goods out of a warehouse</b>                     | <b>IM</b> | <b>4</b> | <b>4070</b>      |
| <b>Temporary Import</b>                             | <b>IM</b> | <b>5</b> | <b>5100,5200</b> |
| <b>Re-Exportation of Goods temporarily imported</b> | <b>EX</b> | <b>3</b> | <b>3051, etc</b> |
| <b>Temporary Export</b>                             | <b>EX</b> | <b>2</b> | <b>2100 etc</b>  |
| <b>Re-Importation</b>                               | <b>IM</b> | <b>6</b> | <b>6000 etc</b>  |

## 5.1 Goods into a Warehouse

A declaration to place goods into a bond /warehouse or duty free shop follows the same steps as a regular import declaration with a few differences.

(a) Select the appropriate type of declaration and CPC



(b) Enter Product ID (BOX 33) which is a unique identifier code for the item

(c) Enter warehouse code/Delay (in days) (BOX 49). The delay is the number of days the goods are intended to remain in the warehouse.

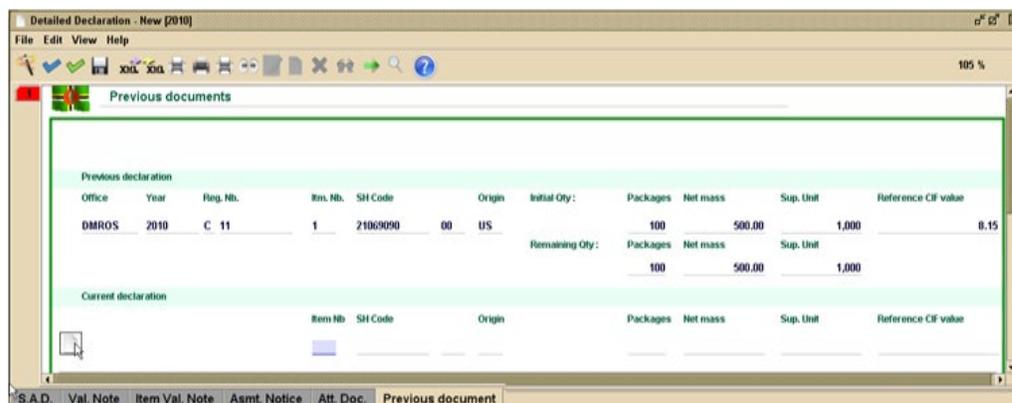
The system will calculate any portion of duty to be paid as well as any duty liability.

Upon satisfaction of goods examination officer will issue a release order to allow custodian to release goods.

For goods being bonded a warehouse officer may examine consignment in the customs area or on the bond premises.

## 5.2 Goods out of a Warehouse

To remove goods from a bond/warehouse or duty free shop, select the appropriate type of declaration, office, CPC and tariff number. This will cause the **Previous Document** tab to appear.



On the previous document tab enter details of the declaration that was used to enter items into the warehouse:

- Customs Office
- Year of Registration
- Registration Serial (C)
- Registration Number
- Item Number

Click tab to go from field to field and the system will input the data in the other fields, which will match information that was declared on bond entry. The system will ask if you wish to add another item.

Click **yes** to continue adding lines above or **no** to complete declaration.

Here are some of the common Custom Procedure Codes:

| Customs Procedure Code (CPC) | Description  |
|------------------------------|--|
| 3051                         | Re-export after temporary import   |
| 3052                         | Re-export after customs inward processing procedure                          |
| 3070                         | Re-export after warehousing from a private warehouse                         |
| <b>3071</b>                  | <b>Re-export after customs warehousing procedure from a duty free shop</b>   |
| 4051                         | Entry for home use after TI for return in an unaltered state                 |
| 4052                         | Entry for home use after TI for inward processing                            |
| 4070                         | Entry for homeuse after warehousing from a private warehouse                 |
| <b>4071</b>                  | <b>Entry for home use after Customs warehousing proc from duty free shop</b> |

**CPC 3071** is to be used for goods sold from a duty free shop duty free and **4071** for such goods sold duty paid.

**Verify Declaration** - This will check for consistency and calculate duties.



The system will indicate any missing fields which may include Office of Entry/Exit, Declarant reference, etc.

**Validate and Assess**

Assess declaration and print assessment notice to pay declaration.

**Pay Declaration**

Duty must be paid before goods are cleared from warehouse. Please not that no selectivity is required for a an ex- bond entry.

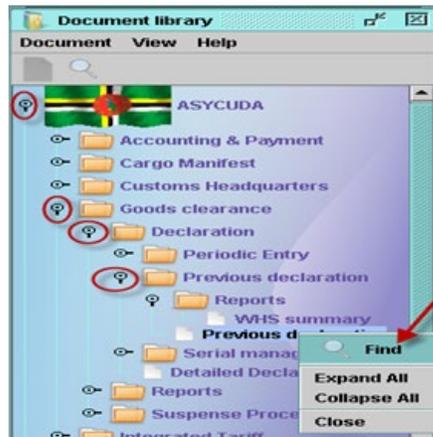
**Remove Goods from Warehouse**

The owner can now remove from warehouse the goods declared and paid for.

### 5.3 Stock Management

The operators of a bond warehouse are able to manage the stock of goods entered in a bond by accessing the previous document, which is the declaration used to bond goods.

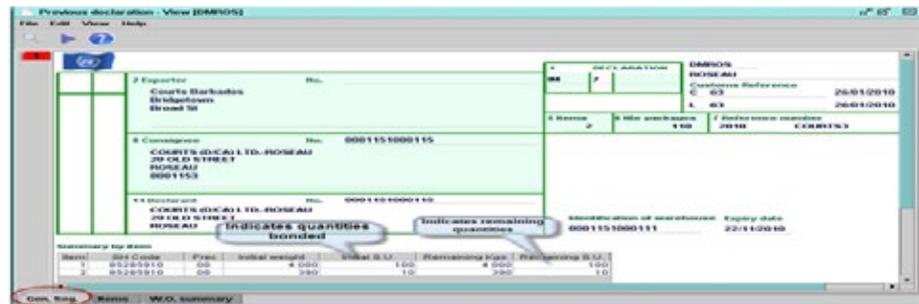
#### ASYCUDA >> Goods Clearance >> Declaration >> Previous Declaration >> Find



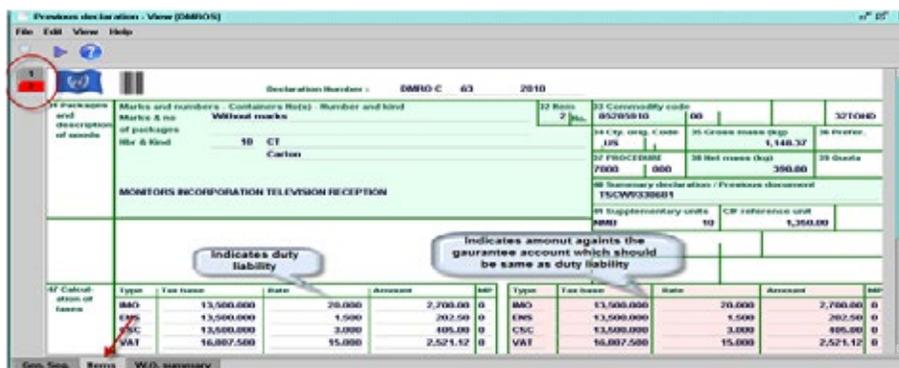
Search for the bond declaration in the Previous Declaration finder.

| Office | C... | Re... | R... | Reg. Date  | As... | As... | Asst. Date | Declarant code | De... | E... | Consignee  |
|--------|------|-------|------|------------|-------|-------|------------|----------------|-------|------|------------|
| DM...  | 7    | C     | 6    | 15/01/2... | L     | 6     | 15/01/2... | 0086863-006... | D...  |      | 0086863... |
| DM...  | 7    | C     | 11   | 21/01/2... | L     | 11    | 21/01/2... | 0001593006...  | BE1   |      | 0001593... |
| DM...  | 7    | C     | 58   | 25/01/2... | L     | 58    | 25/01/2... | 0000337000...  |       |      | 0000337... |
| DM...  | 7    | C     | 59   | 25/01/2... | L     | 59    | 25/01/2... | 0000337000...  | 10    |      | 0000337... |
| DM...  | 7    | C     | 60   | 26/01/2... | L     | 60    | 26/01/2... | 0171251001     | 2     |      | 0171251... |
| DM...  | 7    | C     | 68   | 26/01/2... | L     | 68    | 26/01/2... | 0171251001     | 5     |      | 0171251... |
| DM...  | 7    | C     | 61   | 26/01/2... | L     | 61    | 26/01/2... | 0001151...     |       |      | 0001151... |
| DM...  | 7    | C     | 62   | 26/01/2... | L     | 62    | 26/01/2... | 0001151...     |       |      | 0001151... |

The system will show quantities and weight that were bonded and quantities remaining in warehouse.



To view individual items bonded select **Items** in the task bar as shown below:



The **W.O. Summary** allows user to view ex-bond declarations used to remove goods from warehouse and the quantities removed from the particular items.



**A** Using the bills of lading created in Lab 3, assess declarations for the cargo.

**APPENDIX A - Manifest Fields Guide (subject to change)**

| DESCRIPTION                          | ACTION    | USE  |
|--------------------------------------|-----------|--|
| <b>Office code</b>                   | Mandatory | The Customs Office where manifest will be processed  |
| <b>Voyage number</b>                 | Mandatory | Voyage or flight number assigned by carrier.   |
| <b>Date of departure</b>             | Mandatory | The 'date of departure' is the date when the ship or aircraft started its voyage. If the ship or aircraft stopped at several ports before reaching here, then the date of departure would be the date when the ship or aircraft left the first port. |
| <b>Date of arrival</b>               | Mandatory | The 'date of arrival' is the date when the ship or aircraft arrives in the territorial limits of the country.  |
| <b>Time of arrival</b>               | Optional  | The 'time of arrival' is the time when the vessel or aircraft arrived in the country.  |
| <b>Total number of Bols</b>          | Mandatory | Total number of transport documents( Bill of lading, Airway bill etc)  |
| <b>Total number of packages</b>      | Mandatory | No. of packages for this manifest. Total piece count of goods being transported.   |
| <b>Total no. of containers</b>       | Mandatory | Number of containers for this manifest   |
| <b>Total Gross Mass</b>              | Mandatory | Total gross mass (KG) for this manifest  |
| <b>Mode of transport</b>             | Mandatory | The 'mode of transport' recognises the means by which the goods were imported/exported into/outside the country.(1=Sea; 4=Air; 5=Postal; 9=Unknown)  |
| <b>Identity of transporter</b>       | Mandatory | Transport unit name (e.g. Vessel or Aircraft name)   |
| <b>Nationality of Transport</b>      | Mandatory | The 'nationality of transport' is the country in which the carrier is registered. (Transport unit Nationality code)  |
| <b>Carrier/Principle</b>             | Mandatory | Cargo Carrier Name   |
| <b>Reg. number of Transport Code</b> | Mandatory | IMO/IATA registration reference  |
| <b>Date of Registration</b>          | Optional  | IMO/IATA registration date   |
| <b>Master Information</b>            | Mandatory | Master/Captain name  |
| <b>Carrier Code</b>                  | Mandatory | Carrier Code   |
| <b>Carrier Name</b>                  | Optional  | Carrier Name   |
| <b>Carrier Address</b>               | Mandatory | Carrier Address  |
| <b>Place of Departure Code</b>       | Mandatory | Place/Port of departure code where voyage started  |



## APPENDIX A - Manifest Fields Guide (continued)

|   |                                  |           |  |
|---|----------------------------------|-----------|--|
|   | <b>Master Information</b>        | Mandatory | Master/Captain name  |
|   | <b>Carrier Code</b>              | Mandatory | Carrier Code   |
|   | <b>Carrier Name</b>              | Optional  | Carrier Name   |
|   | <b>Carrier Address</b>           | Mandatory | Carrier Address  |
|   | <b>Place of Departure Code</b>   | Mandatory | Place/Port of departure code where voyage started (UN/LOCODE)                                |
|   | <b>Place of destination Code</b> | Mandatory | Place/Port of destination code where goods are off-loaded (UN/LOCODE).                       |
|   | <b>Year of registration</b>      | System    | The year of registration   |
|   | <b>Registration number</b>       | System    | The sequence number assigned to a manifest at registration                                   |
| <b>BILL OF LADING / AIRWAY BILL SEGMENT</b> |                                  |           |  |
|   | <b>Office code</b>               | Mandatory | The Customs Office where manifest will be processed  |
|   | <b>Bill of lading Ref. No.</b>   | Mandatory | Transport document reference number  |
|   | <b>Line number</b>               | Mandatory | Transport document line number   |
|   | <b>Bill of lading Nature</b>     | Mandatory | Transport document use:<br>22= Exports; 23= Imports; 24= In-Transit; 28= Transshipment       |
|   | <b>Bill of lading type code</b>  | Mandatory | Transport document type code   |
|   | <b>Master bol Ref. number</b>    | Optional  | Is the reference of the master bill of lading or airway bill when viewing a house degrouped. |
|   | <b>Unique carrier reference</b>  | Optional  | Unique carrier reference code  |
|   | <b>Place of loading</b>          | Mandatory | Place/Port of loading code (UNLOCODE).   |
|   | <b>Place of unloading code</b>   | Mandatory | Place/Port of destination code(UNLOCODE)   |



## APPENDIX A - Manifest Fields Guide (continued)

|                             |           |  |
|-----------------------------|-----------|--|
| <b>Exporter Name</b>        | Mandatory | Exporter/Supplier Name   |
| <b>Exporter Address</b>     | Mandatory | Exporter/Supplier full address   |
| <b>Notify Code</b>          | Optional  | Notify code  |
| <b>Notify Name</b>          | Optional  | Notify Name.   |
| <b>Notify Address</b>       | Optional  | Notify full address  |
| <b>Consignee Code</b>       | Mandatory | Consignee code   |
| <b>Consignee Name</b>       | Mandatory | Consignee name. * Mandatory when consignee code is not included.   |
| <b>Consignee Address</b>    | Mandatory | Consignee full address. * Mandatory when consignee code is not include   |
| <b>CONTAINER SEGMENT</b>    |           |  |
| <b>Container Reference</b>  | Mandatory | Container identification number. Four letters for container owner, six-digits container serial number and check digit (e.g. OTEU1223808) |
| <b>Number of packages</b>   | Mandatory | Number of packages in this container.  |
| <b>Type of container</b>    | Mandatory | Type of container code.  |
| <b>Empty/Full</b>           | Mandatory | Container flag: empty or full(LCL,FCL,FCX)   |
| <b>Seals/Marks1</b>         | Mandatory | Container 1 <sup>st</sup> seal number.   |
| <b>Seals/Marks2</b>         | Optional  | Container 2 <sup>nd</sup> seal number  |
| <b>Sealing Party</b>        | Optional  | Sealing party code ( SH TO CU etc)   |
| <b>Temp. min</b>            | Optional  | Minimum temperature for refer container  |
| <b>Temp. max</b>            | Optional  | Maximum temperature for refer container  |
| <b>Humidity</b>             | Optional  | Humidity level for refer container.  |
| <b>Dangerous goods code</b> | Optional  | Dangerous goods code (UNDG)  |



## APPENDIX A - Manifest Fields Guide (continued)

|  |           |   |
|--|-----------|---|
| <b>Container goods description</b>   | Mandatory | Dangerous goods code (UNDG).                                  |
| <b>Container gross mass</b>  | Mandatory | Gross mass for goods in this container (KG)                   |
| <b>SPLIT SEGMENT- Allows agent to split a b/l in two separate consignments</b> |           |   |
| <b>Number of Packages</b>  | Mandatory | Number of packages for each split Bill of lading              |
| <b>Package Code</b>  | Mandatory | Package type code   |
| <b>Gross Mass</b>  | Mandatory | Weight of goods consigned                                     |
| <b>Container Number</b>  | Mandatory | If goods are containerized                                    |
| <b>Marks &amp; Numbers</b>   | Mandatory | marks & numbers on Packaging; eg.- Dock receipt No.           |
| <b>Description of Goods</b>  | Mandatory | Clear description of goods consigned                          |
| <b>GOODS SEGMENT</b>   |           |   |
| <b>Number of Packages</b>  | Optional  | Number of packages for this transport document                |
| <b>Package type code</b>   | Mandatory | Package type code (UNECE CEFACT, 21 Alpha <sup>-2</sup> code) |
| <b>Gross mass</b>  | Mandatory | Gross mass (KG) for this transport document                   |
| <b>Shipping marks</b>  | Optional  | Shipping marks and numbers                                    |
| <b>Goods Description</b>   | Mandatory | Description of goods.   |
| <b>Volume</b>  | Mandatory | Volume in cubic meters.                                       |
| <b>No. of containers for this Bill of lading</b>                               | Mandatory | Number of containers for this transport document              |
| <b>Information</b>   | Optional  | Additional Information  |
| <b>Number of Seals</b>   | Mandatory | Number of additional/loose cargo seals                        |
| <b>Marks of seals</b>  | Mandatory | Seal numbers  |
| <b>Sealing party code</b>  | Optional  | Sealing party code  |
| <b>PC indicator</b>  | Mandatory | Prepaid/Collect Freight indicator (PP=Prepaid; CC=Collect)    |

## APPENDIX A - Manifest Fields Guide (continued)

|  |                           |           |   |
|--|---------------------------|-----------|---|
|  | <b>Freight value</b>      | Mandatory | Overall freight cost  |
|  | <b>Freight currency</b>   | System    | Overall freight cost currency (ISO Alpha-2))                      |
|  | <b>Customs Value</b>      | Mandatory | Value declared for Customs  |
|  | <b>Customs Currency</b>   | Optional  | Customs currency code (ISO Alpha-2)                               |
|  | <b>Insurance value</b>    | Optional  | Insurance cost.   |
|  | <b>Insurance currency</b> | Optional  | The actual currency in which the payment for insurance is quoted. |
|  | <b>Transport value</b>    | Mandatory | Overall Freight cost  |
|  | <b>Transport currency</b> | Mandatory | Overall freight cost currency (ISO Alpha).                        |
|  | <b>Location Code</b>      | Optional  | Location code   |
|  | <b>Location Info</b>      | Optional  | Location additional information                                   |



## APPENDIX C - Declaration Fields Guide (Subject to change)

| BOX                    | DESCRIPTION                        | ACTION                | USE   |
|------------------------|------------------------------------|-----------------------|---|
| <b>General Segment</b> |                                    |                       |   |
|                        | <b>Office Code</b>                 | Mandatory             | The Customs Office where declaration will be processed  |
|                        | <b>Manifest</b>                    | Mandatory             | The registration number or reference of the manifest. It is made up of the <b>Year</b> and <b>Sequence number</b> (i.e. 2005 341). The reference, is made up of the <b>Voyage number</b> and <b>Date of departure (dd/mm/yyyy)</b> of the vessel or aircraft (i.e.AA922 03/01/2005).  |
|                        | <b>Customs Reference Number</b>    | System                | The number assigned automatically by the system when a declaration is registered. It is made up of Serial Letter and Sequence number (e.g. C 205) Year and office code  |
|                        | <b>Date</b>                        | System                | The date of Registration of a declaration   |
| 1                      | <b>Declaration Model</b>           | Mandatory             | The declaration mode/regime selected by the user  |
| 2                      | <b>Exporter</b>                    | Mandatory             | In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder. |
| 3                      | <b>Forms</b>                       | System                | Shows the page number viewed along with the total number of pages for the whole declaration.  |
| 4                      | <b>Load List</b>                   | optional              | The number of loading lists, manifests or similar documents. (known also as bill of lading)   |
| 5                      | <b>Items</b>                       | System                | Displays the total number of items (lines) declared in the declaration  |
| 6                      | <b>Nbr. Packages</b>               | Mandatory             | The total number of packages (piece count) for the whole declaration.   |
| 7                      | <b>Reference Number</b>            | Mandatory             | The number given by the trader to identify the declaration. The trader can use it to retrieve/modify his declarations.  |
| 8                      | <b>Consignee</b>                   | Optional<br>Mandatory | Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.   |
| 9                      | <b>Importer</b>                    | Optional              | Name and address of the owner of the goods, may or may not be the consignee.  |
| 10                     | <b>Country of Last Consignment</b> | Mandatory             | Country from which goods have been or will be consigned prior to final importation.   |
| 11                     | <b>Trading country</b>             | Mandatory             | The nation from or to which the goods are being traded. It may not be the country of origin./ Country of purchase   |
| 12                     | <b>Value Details</b>               | Optional              | Reserved for Future Use   |
| 13                     | <b>CAP</b>                         | Optional              | Common Agricultural Policy. Reserved for future use   |

## APPENDIX C - Declaration Fields Guide (continued)

|    |   |                                      |   |
|----|---|--------------------------------------|---|
| 14 | <b>Declarant</b>  | Mandatory                            | Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency. |
| 15 | <b>Country of Export</b>  | Mandatory                            | The nation from which the goods are first exported or consigned.  |
| 16 | <b>Country of Origin</b>  | Mandatory                            | The nation where the goods were manufactured or grown.  |
| 17 | <b>Country of Destination</b>   | Mandatory                            | The country of which the goods are intended. It would always be Dominica in the case of imports.                              |
| 18 | <b>Identity and Nationality of Active means of Transport at arrival</b> | Mandatory                            | Name of ship and place where ship is registered   |
| 19 | <b>Container</b>  | Mandatory<br>If goods are in a Con't | Select if goods are located in a container  |
| 20 | <b>Delivery terms</b>   | Mandatory                            | The terms of delivery specified in the sale contract between the buyer and the seller of the declared goods. Ex. CIF/FOB      |
| 21 | <b>Identity and Nationality of Active means of Transport at border</b>  | Mandatory                            | Name of vessel or aircraft which transported goods into Dominica and Place of registration                                    |
| 22 | <b>Currency / Amount Invoiced</b>                                       | Mandatory                            | The currency code in which the goods are invoiced/total invoice price of goods declared                                       |
| 23 | <b>Exchange rate</b>  | System                               | The rate at which one specified currency is expressed in another specified currency.  |
| 24 | <b>Nature of Transaction</b>  | Optional                             | An indication of the contract under which the goods are supplied.   |
| 25 | <b>Mode of transport at Border</b>                                      | Mandatory                            | The code corresponding to the active means of transport at the border   |
| 26 | <b>Inland Mode of transport</b>   | Optional                             | The code corresponding to the means of transport which will undertake the internal movement of the goods.                     |
| 27 | <b>Place of Discharge</b>   | Mandatory                            | The Port or Location in the country where the goods were initially exported and loaded into the ship or aircraft.             |
| 28 | <b>Financial and banking data<br/>Terms of Payment</b>                  | Optional                             | The financial agreement between the buyer and seller of the goods   |
| 29 | <b>Office of Entry</b>  | Mandatory                            | The port of entry at which the goods entered Dominica. May be different than office of clearance.                             |
| 30 | <b>Location of goods</b>  | Mandatory                            | Name of the place where a specific goods item is located and eventual location in which physical inspection might take place. |

## APPENDIX C - Declaration Fields Guide (continued)

| ITEM SEGMENT |  |           |  |
|--------------|--|-----------|--|
| 31           | <b>Packages &amp; Description of goods</b> | Mandatory | The hand-written or typed identifiers placed on the packages by the export/supplier  |
|              | <b>Container numbers</b>                   | Mandatory | If box 19 is selected enter container number.  |
|              | <b>Tariff Description</b>                  | Mandatory | According to the commodity code selected for the item, the system will display the tariff description  |
|              | <b>Commercial Description</b>              | Mandatory | The description sufficiently precise to enable immediate and unambiguous identification and classification of the goods. If the space is not enough to fully describe the goods, use box 41 at Additional Info field to complete the description |
| 32           | <b>Item No</b>                             | System    | Identifies the item number currently being completed. It is automatically completed by the computer. The maximum amount of items permitted by declaration is 200   |
| 33           | <b>Commodity Code Product Identifier</b>   | Mandatory | The tariff code which classifies the goods being declared according to the Common External Tariff.<br>Identifier code of the item ( for warehousing purposes)  |
| 34           | <b>Cty .Orig. Code</b>                     | Mandatory | The code for the nation where the goods were manufactured, produced or grown.  |
| 35           | <b>Gross Mass kg</b>                       | Mandatory | The total weight in kilos of the goods including packages.   |
| 36           | <b>Preference Code</b>                     | Optional  | Identification of a preferential treatment for the goods under a bilateral or preferential treatment signed by the Government.   |
| 37           | <b>Procedure</b>                           | Mandatory | The first part (Customs Procedure Code), identifies the treatment which the goods receive. The second part is known as the additional CPC code used to identify if the goods are claiming a special duty/tax treatment.                          |
| 38           | <b>Net Mass Kg</b>                         | Mandatory | The net weight (gross mass minus packaging) in kilos of the goods being declared   |
| 39           | <b>Tax Relief</b>                          | Optional  | Mandatory for duty free concessions, indicates which taxes are relieved  |
| 40           | <b>Summary document Previous document</b>  | Mandatory | The bill of lading or airway bill number required to identify the consignment of the goods   |
| 41           | <b>Supplementary Units</b>                 | Mandatory | Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes  |
| 42           | <b>Item price</b>                          | Mandatory | Amount due for each chargeable item of goods or services   |
| 43           | <b>V.M Code</b>                            | System    | The Valuation Method used to calculate the value for Customs duties/taxes  |

## APPENDIX C - Declaration Fields Guide (continued)

|    |                                     |                    |  |
|----|-------------------------------------|--------------------|--|
| 44 | <b>License No</b>                   |                    | Reserved for future use  |
|    | <b>D. VAL</b>                       | System             | The system displays the accounts relative to the item of any additional charges or deductions input from the valuation note segment.   |
|    | <b>D. Qty</b>                       | Mandatory          | Quantity deducted from license for goods which require license   |
|    | <b>A .D</b>                         | System             | The codes for documents that must be attached to the declaration due to the type of goods ,values, CPC, tax treatment or other information input at the item being declared                                    |
|    | <b>Previous Declaration</b>         | System             | If the goods were previously under a suspense regime, details of the declaration customs reference number will be shown here   |
|    | <b>Additional Warehouse Code</b>    | Optional           | Mandatory when transferring goods from one bond to the another   |
| 45 | <b>Adjustment</b>                   | Prohibited         | For internal Customs use only  |
| 46 | <b>Supplier Page</b>                | Mandatory          | Indicates which invoice the item belongs. See Supplier Tab.  |
| 47 | <b>Statistical value</b>            | System             | value for statistical purposes   |
| 48 | <b>Deferred/Pre-Payment Account</b> | Optional           | Reference number identifying a payment of a duty or tax e.g. under a transit procedure.  |
| 49 | <b>Identification of Warehouse</b>  | Mandatory for bond | Warehouse number where goods are bonded  |
|    | <b>Delay time</b>                   | Mandatory          | The duration in days of the period under which the goods will remain in any suspense regime. This field will be available for warehousing, temporary imports, temporary exports and any other suspense regime. |
| B  | <b>Accounting Details</b>           | System             | Shows the mode of payment, the assessment number and receipt number (when paid) of the declaration, as well as the dates when they occurred.   |

## APPENDIX C - Declaration Fields Guide (continued)

|    |   |            |   |
|----|---|------------|---|
| 50 | Calculation of taxes                    | System     | <p>The system displays a matrix where various columns provide details of the tax calculations performed by the system based on the declared particulars and according to current legislation.</p> <p><b>Type</b> identifies the tax, duty or fee code.</p> <p><b>Tax base</b> shows the base value or quantity upon which the duty or tax has been calculated for the tax line in question.</p> <p><b>Rate</b> displays the actual rate of duty or tax for this tax line, applicable to the goods being declared, as found in the tariff.</p> <p><b>Amount</b> shows the computer calculated amount of duty or tax payable or, in case of suspense regime, the duty liability to be guaranteed.</p> <p><b>Method of payment (MP)</b> displays the code indicating if it requires payment (value 1 “one”) or needs to be guaranteed (value 0 “zero”).</p> <p><b>Item total - XCD</b> shows the total amount to be paid or guaranteed for the item being declared. All amounts are calculated and shown in national currency.</p> |
| C  | Office of departure                     | Prohibited | Transit   |
| 51 | Principal                               | Prohibited | Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.  |
| 52 | Intended offices of transit and country | Prohibited | Name of the customs office which is responsible for transit formalities en route.   |
| 53 | Guarantee not valid for                 | Prohibited | Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.  |
| D  | Control by office of Destination        | Prohibited | Name of the customs office at which goods are released from a Customs transit regime.   |
| 54 | Office of destination country           | Optional   | To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.   |
| 55 | Place and Date                          | System     | The system will automatically display the declarant’s code and the username of the person who submitted the declaration and the date in which it was accepted by the Customs.   |