

Version 4.2.2

# ASYCUDAWorld - Cargo Manifest USER MANUAL

## INTRODUCTION

The Customs and Excise Department is pleased to launch this manual for the benefit of the trading community and especially for Cargo Carriers, Carrier Agents and Cargo Consolidators in the Anguilla.

This manual was created to provide users with detailed instructions and a clearer understanding for the preparation and submitting of electronic copies of cargo manifest to the Customs Department. Every effort has been made to ensure that the instructions given have been designed in sequence with graphical illustrations and precise instructions for each step of the process involved in Storing, Amending and registering of a Cargo Manifest on the Customs Automated Data System A.S.Y.C.U.D.AWorld.

Section 23 (1) & (2) of the of the Customs Act 2001, Chapter C169 R.S.A c R55 respectively requires that the Master of every vessel arriving at a customs port from any place outside Anguilla; or carrying goods brought in that vessel from a place outside of Anguilla shall if exceeding 100 net tonnes, deliver to the Comptroller a report in such form and manner and containing such particulars as the Comptroller may direct 24hrs in advance. Vessels not exceeding 100 tonnes shall make a report of cargo immediately upon arrival.

The Comptroller of Customs in keeping with guided regulations 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 Anguilla.

Please note that the normal arrival procedures will continue to be monitored until such time that the Comptroller has determined otherwise.

These instructions will take effect as of October 1<sup>st</sup>, 2010 and will remain in force until further notice.

# ASYCUDA World - Cargo Manifest USER MANUAL

## CREATING A SCAN DOCUMENT

### What to do

1. Upon receiving a paper manifest, attach all the required documents into ASYCUDA System necessary to check in a vessel or aircraft (clearance, ship stores, crew list, crew effects list, health certificates, firearms declaration etc.) if applicable.

### Procedure

Enter the required scan data into the **ASYCUDA** system by using the following path as specified below:

**ASYCUDA** → **SCANNED DOCUMENTS** → **SCANNED DOCUMENTS** → (right click) then select **New**

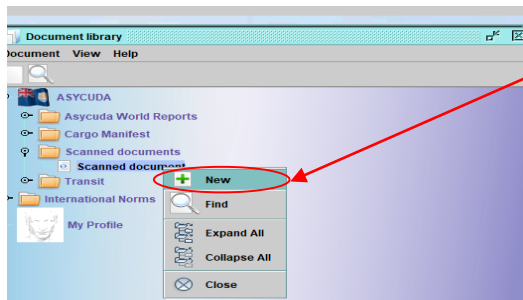


Figure 1. Locating the scan document folder

### What to do

2. Input all mandatory data in the fields. The data can be manually entered or selected from the drop down menu.

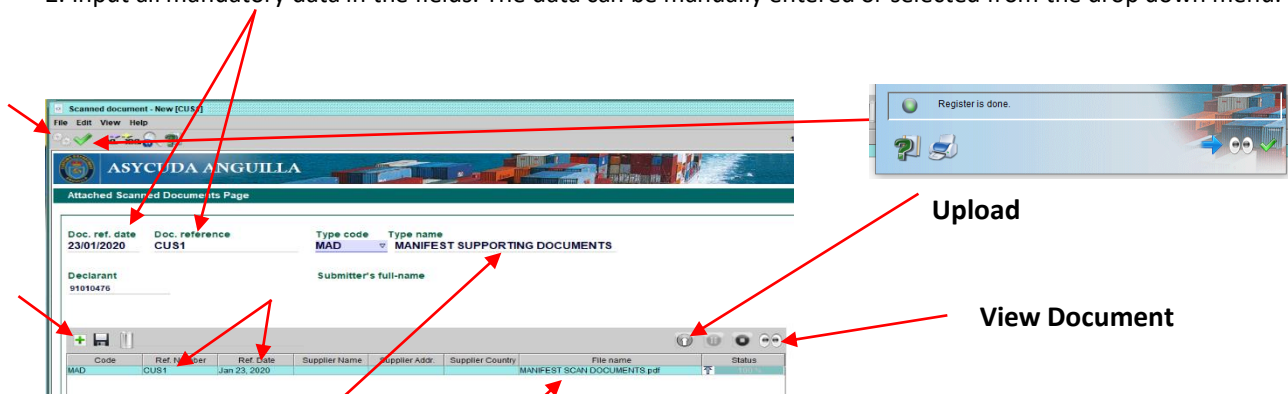


Figure 2. Creating a MAD scanned document

Enter the ref date, doc reference and the type of scan, then click to add the document(PDF) you wish to upload. When the document is added, fill out the ref number and date then select icon to upload the document. To verified that the correct document is attached, select icon to view it. If you wish to remove a document before it is registered, select the document and click icon to delete it. Once all particulars are entered, select icon to verify the information and then select icon to register the attached file into ASYCUDA Cloud.

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After a scanned document is registered into ASYCUDA, it cannot be modified or deleted by the user.

To find a scan document after it is registered, please follow the path as shown below.

**ASYCUDA → SCANNED DOCUMENTS → SCANNED DOCUMENTS → (right click) then select Find**

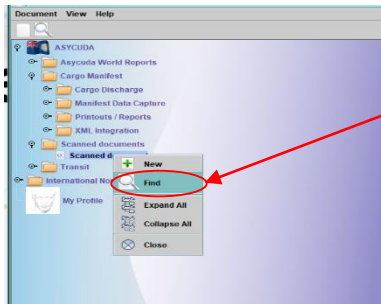


Figure 3. Locating a scanned document after it has been registered.

If the document reference is not known, enter the search criteria and locate it by the date that it was entered.

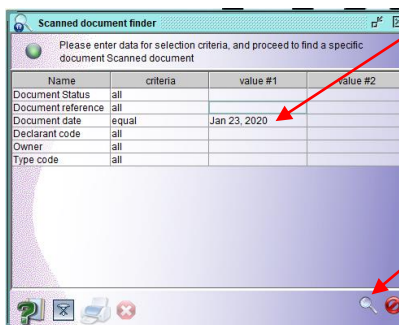


Figure 4. Search criteria

The search results are shown below.

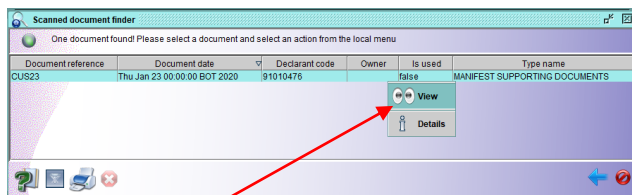


Figure 5. Located finder results

Select view to see the scanned document that was uploaded.

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## CREATING A NEW MANIFEST

### What to do

1. Input the required data into ASYCUDA System upon reception of the corresponding manifest.

### Procedure

Enter the manifest data into **ASYCUDA** system by using the following path specified below:

**ASYCUDA** → **Cargo Manifest** → **Manifest Data Capture** → **Manual Capture** → **Manifest** → (right click) **New**

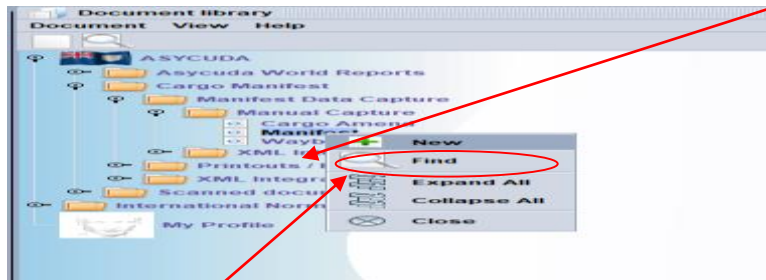


Figure 6. Manifest creation page

### What to do

2. Input all mandatory data in the fields of the manifest. The data can be manually entered or selected from the drop down menu.

*Note: Use the **F3** button to find the location code for the place of departure or destination.*

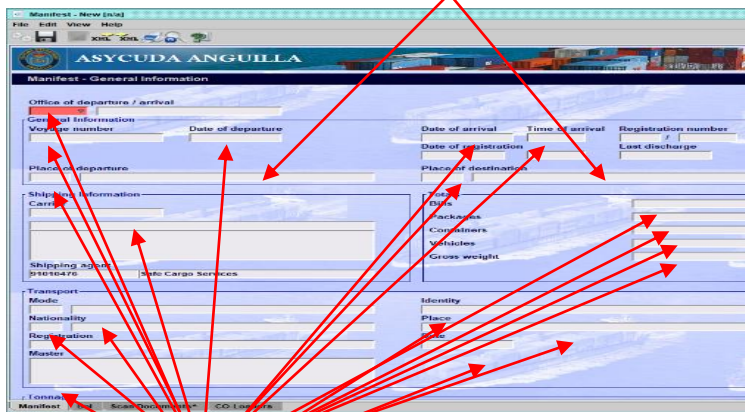


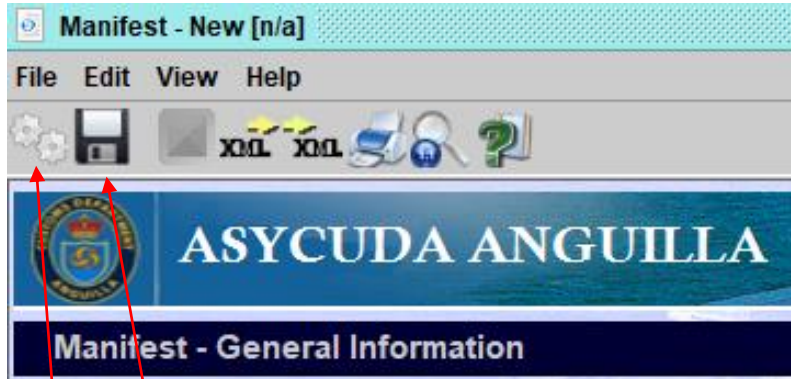
Figure 7. Manifest general segment page

**Note:** The Office code, voyage number, and date of departure are the key identifying fields required for retrieving a manifest after it has been stored.

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## Procedure

3. After all the information has been entered, verify the manifest data and then proceed to storing it.



Verify      Store

Figure 8. Verify and store.

Press the gear icon to perform a verification of the manifest.

The verify icon will scan the information entered into ASYCUDA to analyze if there are any errors or information that is incomplete. The manifest **cannot** be stored if these errors are not resolved or the required information entered.

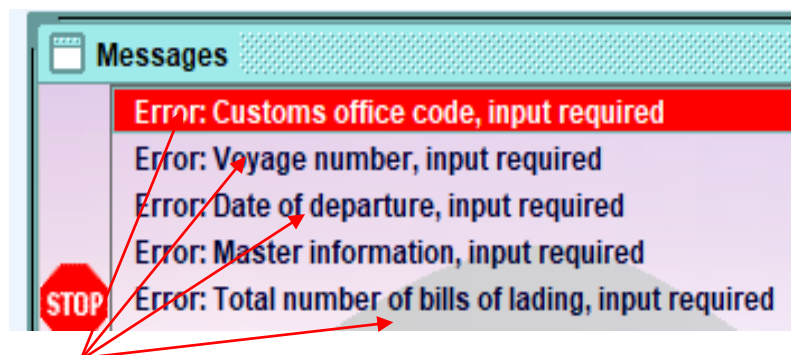


Figure 9. Asycuda message tab provides you with the details of the errors that need correcting before the manifest can be stored.

After the errors have been corrected, you can store the manifest and add the Bills of ladings to it.



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## ADDING BILL OF LADINGS TO A MANIFEST

### What to do

4. Capturing bill of lading information.

After storing manifest as indicated in Fig 8 a box will appear indicating that the manifest has been stored. To add a B/L to the manifest select the forward button as indicated by arrow or select the green tick if you **do not** wish to continue working on the manifest.



Figure 10. Stored manifest

Note: A B/L can only be added to the manifest after it has been stored.

### Procedure

After you engage the forward action, it will take you back to the manifest segment page.

Click on the Bol tab at the bottom of the screen and it will take you to the B/L page.

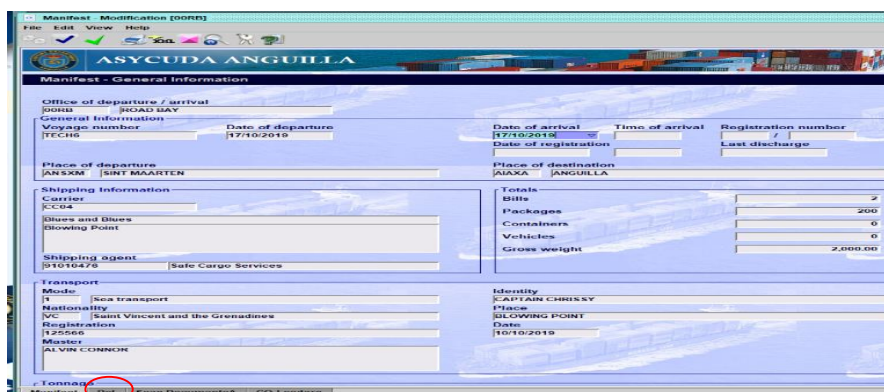


Figure 11. Manifest bol Tab

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The following bill of lading page will pop up.

Now click the  to add B/L

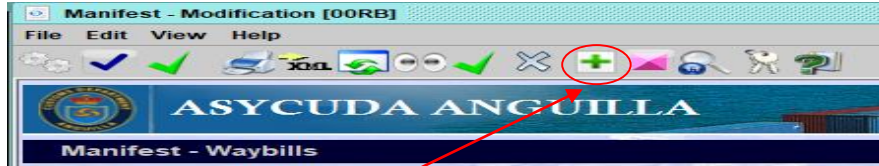


Figure 12. Click on the add bill of lading tab

You would now have the option to add new B/L or cancel the process.

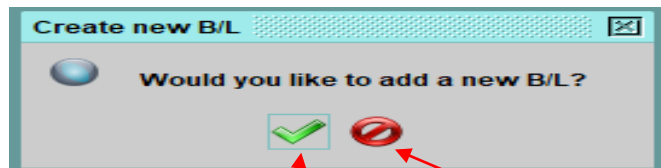


Figure 13. Click on the **tick** to add a new B/L or **red sign** to cancel the operation.

If you choose to add the Bill of Lading, the following bill of lading page will open up, as shown in figure 14 below.

Figure 14. Fill in all the mandatory field on the bill of lading tab.

Enter all the relevant information, including exporter, packages, weights and all other mandatory information.

**Note:** Please be as descriptive as possible for description of goods (No vague description eg. 'general merchandise')




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When adding freight to the bill of ladings, select the freight code, freight terms, amount and currency.

Freight code	Mode	Description	P/C	Amount	Currency
100000	---	FREIGHT CHARGES	COL	50.00	USD

Figure 15. Fill in freight details

Then press the  icon to add the freight details to B/L. It will be added to the bill of lading as shown Below

Freight code	Mode	Description	P/C	Amount	Currency
100000	---	FREIGHT CHARGES	COL	50.00	USD

Figure 16. Freight added to bill of lading

If the bill of lading that you are entering has a container, vehicle or is master bill lading use the following which applies.

## Containers

1. Click on the container tab and enter all the required.

Waybill Containers Vehicle Split Access

Figure 17. Container tab

Container Information									
Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers	Party	Empty weight	Goods weight		
BSU12345-8	100	40BK	1/1	25445	CR		1,000.00		
Min Temp. (CE)	Max Temp. (CE)	Humidity	H.S. code	Goods description					
				WINE					
Volume	Container Liner	Container Disposition							
1,000.00	KOS	CY							

Figure 18. Container information entered.

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Note: If the container type is a reefer, the system will ask for temperatures and humidity to be filled out.

Waybill - New [n/a]  
File Edit View Help

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Waybill - Containers

Container Information

Container number Nbr. of pkg Ctn. type E/F Seal numbers Party Empty weight Goods weight

Min Temp. (CE) Max Temp. (CE) Humidity H.S. code Goods description

Volume Container Liner Container Disposition

Contal...	Nbr. of...	Ctn. ty...	E/F	Seal n...	Seal n...	Seal n...	Party	Empty	Goods...	Min Te...	Max T...	Humid...	Harmo...	Goods...	Volume	Contal...	Contal...
BSIU1...	100	40BK	1/1	25445			CR		1,000...					WINES	1000	KOS	CY

Figure 19. Container added to the bill of lading.  
Press the container add button to store container info.


Figure 20. Updating a container after it has been added.

Figure 20. Updating a container after it has been added.

If any errors were made after adding the container before the manifest has been registered, right click (A) on incorrectly entered container, select update button and make the necessary changes then save them (B).

## Vehicles

**2. Click on the vehicle tab and enter all the required.**



### Figure 21. Vehicle Tab

Waybill - Vehicles

Vehicle Information

Chassis Number	Engine Number	Engine(cc)	Odometer Reading	Make/Brand	Year	Color	
1FMBUT123285754	1N2FEE	1600	124555	FORD FORD	1997	WHITE	<input type="radio"/> New <input checked="" type="radio"/> Used

Figure 22. Fill in all the details for the vehicle

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Waybill - Vehicles

Vehicle Information

Chassis Number Engine Number Engine(cc) Odometer Reading Make/Brand Year Color

New Used

Chasis#	Engine#	Engine(cc)	ODO	Brand code	Brand name	Year	Color	Quality
IFMBUT1232265754	1NZFEE	1600	124555	FORD	FORD	1997	WHITE	used

Figure 23. Vehicle added to the bill of lading.  
Click on the add vehicle icon after all the details have been entered.

Waybill - Vehicles

Vehicle Information

Chassis Number Engine Number Engine(cc) Odometer Reading Make/Brand Year Color

New Used

Chasis#	Engine#	Engine(cc)	ODO	Brand code	Brand name	Year	Color	Quality
MXCM1233322	1245X	1600	0	TOYOTA	TOYOTA	2010	BLUES	new

Figure 24. Amending vehicle info to the bill of lading

If any mistakes have been made after adding a vehicle, click on the vehicle that was erroneously entered, make the corrections and click the **update** tab to save the changes.

## Procedure

If the bill of lading entered is a master bill of lading, the access tab has to be selected to grant authorization for the degroupage to be completed.

Waybill - New [n/a]

File Edit View Help

100 %

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Access rights

I, the owner of this waybill, confirm that the following company/declarant is authorised to use this waybill in its trade operati...

Authorised operation

☒ This waybill will be de-consolidated (Degroupage) by the company below

☐ This waybill will be split by the declarant below

Company authorised to Degroupage

81010476

Safe Cargo Services

Waybill Containers Vehicle **Access**

Figure 25. Access tab page

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Select the following as shown above in the access tab and enter the consignee code for the company responsible for degrouping the bill of lading and save the information.

When the master or house bill of lading is registered, agents are required to release the waybill by right clicking the waybill and select “Agent Release” button.

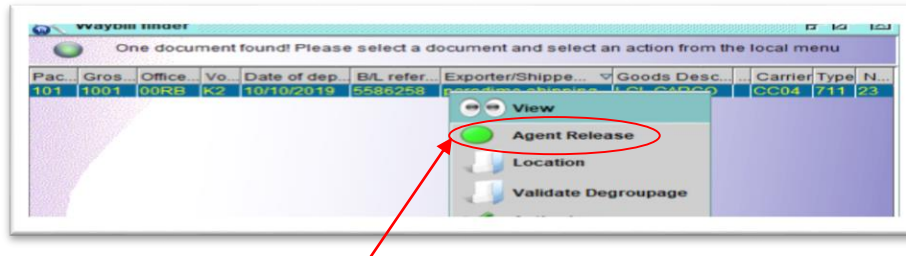


Figure 26. Agent bill of lading release for Master Bills of Lading

If the master bill of lading is not release to the Consolidator/Agent the degroupage will not be possible.

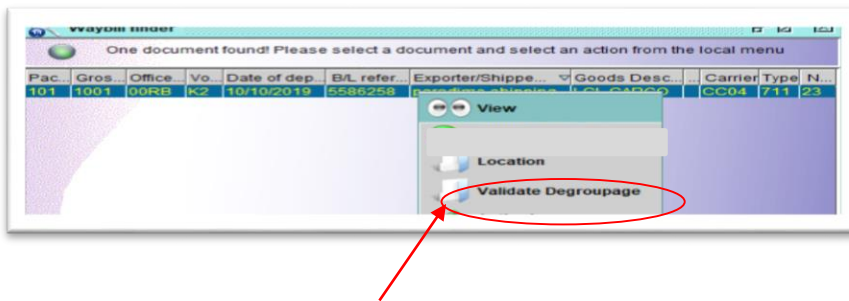


Figure 27. Validating degroupage

After the bills of lading has been entered by the consolidator, the agent issuing the B/L will have to validate the degroupage when they have completed their individual bills of lading.

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## What to do

### 5. Finding a stored manifest

## Procedure

Please follow the specified path as shown below.

**ASYCUDA → Cargo Manifest → Manual Capture → Manifest → Right click find**

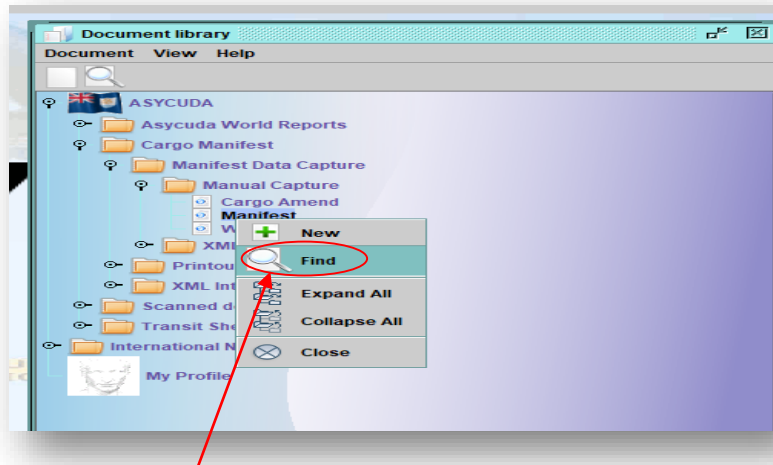


Figure 28. Finding a stored manifest

*You can find a stored manifest using the office code, voyage number, and date of departure by clicking the magnifying glass to locate it.*

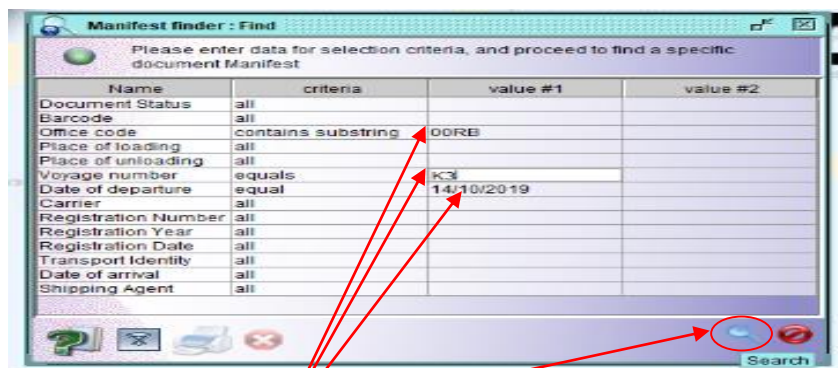


Figure 29. Key data required to find a stored manifest.

After the data has been entered, click on the magnifying glass to locate the manifest.

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Right click on the manifest after it is located and select modification to continue working on the manifest.

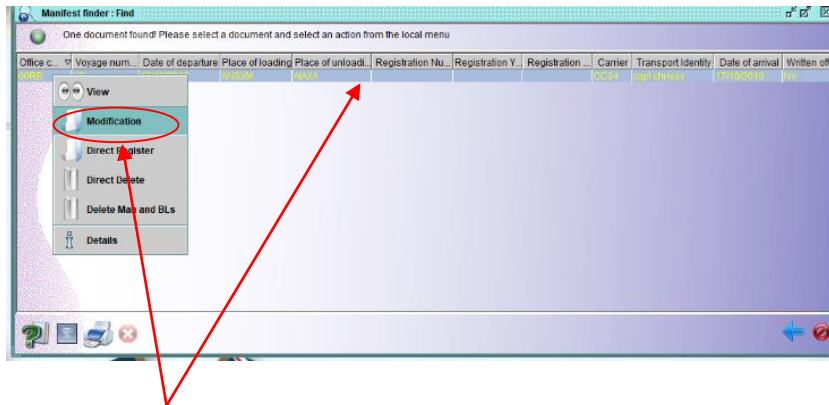


Figure 30. Search results for the manifest

## What to do

### 6. Registering a stored manifest

## Procedure

After you have successfully added all of the Bill of Ladings to the manifest, click on the pink icon to check the total weights and packages to ensure that the manifest and bills of ladings are balanced.

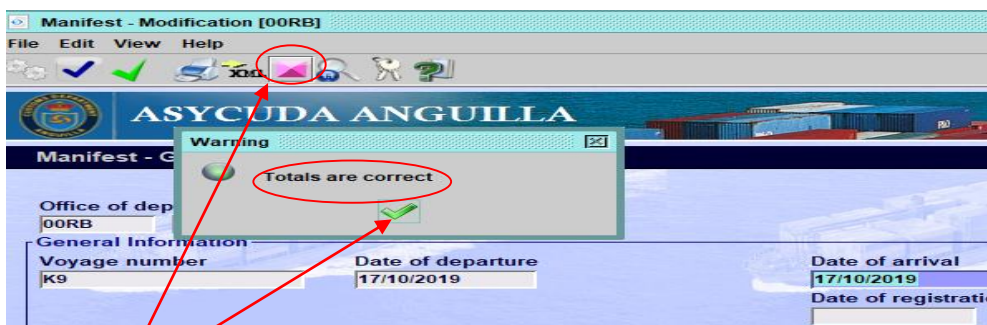


Figure 31. Manifest and bills of lading verification.

By selecting this button, the system performs a comparative check of what is declared on the manifest versus the bills of ladings that has been added. This is to make sure that the total number of bills, packages, containers, vehicles and gross weight are balanced on both the manifest and bills of lading side.

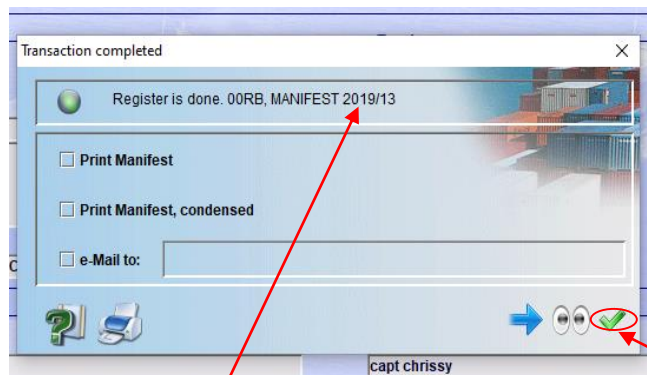


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Figure 32. Verify, save changes, register

After your total verification is completed, you have three different options now to choose from. You can either verify the manifest and save the changes or you could register the manifest. When the register button is selected, you cannot retract this step as the system now will automatically generate the registration number / rotation number for this voyage.



Select the green tick to exit.

Figure 33. Rotation number generated 2019/13

**You have successfully registered a manifest into Asycuda.**

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## HOW TO PRINT A MANIFEST & BILL OF LADINGS

### What to do

### Procedure

1. In order for you to print a manifest and waybills, locate print option in document library.

### Procedure

Access the printing options using the following path in the document library:

ASYCUDA→Cargo Manifest→Printouts/Reports →Printouts→Full Cargo (rightclick) →Print

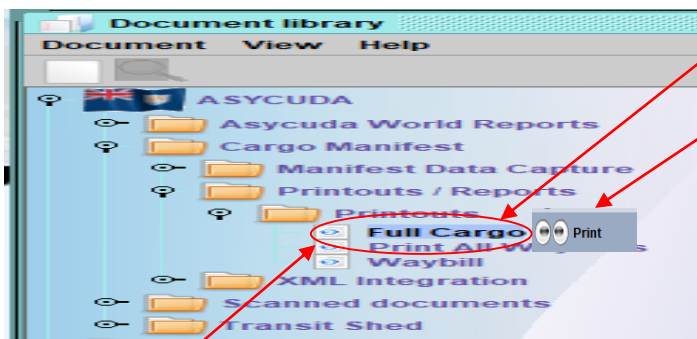


Figure 34. Full cargo printing

2. Fill in the office code, voyage no. & date of departure of the manifest. Make sure press **tab** after the info has been entered and then select the printer icon in the menu bar.



Figure 35. Manifest data entered

**Note:** Manifest will be shown as a pdf file for printing as shown below

# ASYCUDAWorld-CargoManifest USER MANUAL

Loading Port	Line	B/L number	Shipper/Consignee/Notify	Container number/EI/F. Type/Seals number	Description of Goods/Number & Type of Packages/Shipping marks	Weights
						Net Ctn. weight Gross
AIAXA ANGUILLA	1	125440555	SHAWD DENNIS ROBINSON BLOWING POINT CHAIKED NEW ORELEAN HARDWARE IST. MARTIN CT: 0	TTTU1245666-5	100 WOOD Box 1233	1,000.0
AIAXA ANGUILLA	2	1235544	SHAWD DENNIS ROBINSON BLOWING POINT CHAIKED NEW ORELEAN HARDWARE IST. MARTIN CT: 1	TTTU1245666-5	100 WOOD Box 1233	1,000.0

Figure 36. Cargo manifest

The cargo manifest will show all the details of for the particular voyage.

3.To print all individual bills of ladings.

Access the printing option using the following path in the document library:

**ASYCUDA→Cargo Manifest→Printouts/Reports →Printouts→Print All Way Bills (rightclick) →Print**

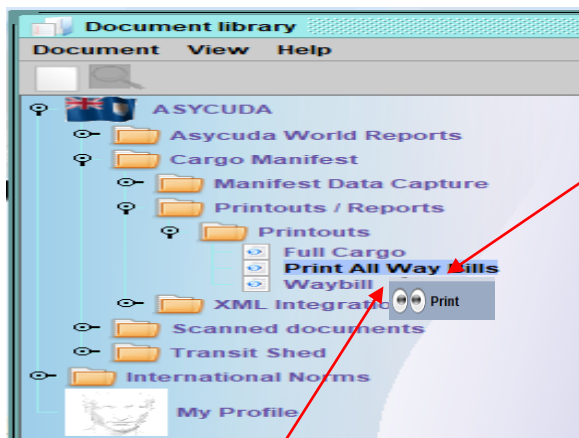


Figure 37. Individual way bill printing

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4. Enter required data as follows.

Print All Way Bills - Print

File Edit View Help

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Manifest - WayBill and Simplified Declaration

Office of arrival: 00RB ROAD BAY

Voyage number: KS

Date of departure: 17/10/2019

Master WayBill:

Print Simplified Declaration? ☐

Figure 38. Printall way bill page

Fill in the office code, voyage no. & date of departure of the manifest. Make sure press **tab** after the info has been entered and then select the printer Icon in the menu bar.

**Note: All the bill of lading will be shown as pdf file for printing as shown below.**

Anguilla  
ASYCUDA World Waybill

Customs Office: ROAD BAY	Man Reg Number: 2019 13
Voyage Number: KS	Man Reg Date: 21/10/2019
Date of Departure: 17/10/2019	Port of Loading: ANGUILLA
Date of Arrival: 17/10/2019	Mode of Transport: Sea transport
Name of Vessel: capt chivay	Type: BL of lading
Waybill Number: 1235544	
Line Number: 2	
Cargo Reporter: CC04 Blues and Blues Blooming Point	Exporter: OFFICE WORLD PHOENIX ST. MARTIN
Consignee: 91013799 Customs & Excise Department The Valley Anguilla	Notify: PHOENIX ST. MARTIN
No and Type of packages: 100 Box	
Gross Mass: 1000.0	
Cubic Mass: 1000.0	
Freight Details: 0.00	Goods Location:
Goods Description: WOOD	

Figure 39. Asycuda waybill showing all details for the shipment on that particular voyage.

**All the way bills are now ready to be printed.**

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## HOW TO “DEGROUP” A MASTER BILL OF LADING

To allow customs clearance, a Master bill of lading must first be de-grouped to the level of the individual consignee.

### What to do

To degroup a master waybill use the following path specified below.

### Procedure

ASYCUDA → Cargo Manifest → Manifest Data Capture → Manual Capture → Waybill → (right click) New

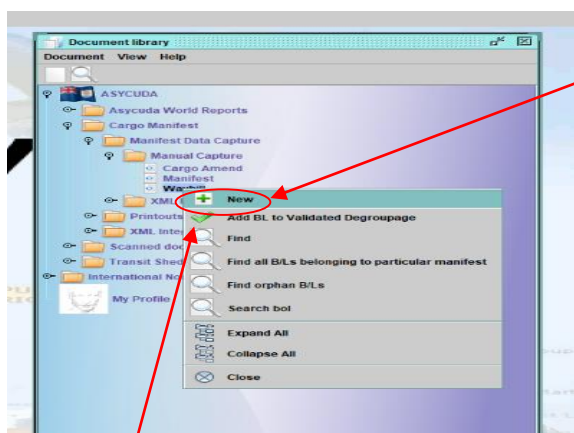


Figure 40. New waybill

Open a new waybill and enter the office, voyage number, date of departure and master waybill number and complete all the other info for the shipment. After completed, you can save the bill of lading under master.

A screenshot of the ASYCUDA World Manifest - Waybill form. The form is titled 'Manifest - Waybill' and has a menu bar with 'File', 'Edit', 'View', and 'Help'. The form contains several sections: 'Office of departure / arrival' with a dropdown menu; 'General Information' with fields for 'Voyage number' (12555555), 'Date of departure' (10/10/2019), 'Date of arrival' (10/10/2019), 'Time of arrival' (2019 / 10 / 10), 'Waybill reference number' (12555555), 'Waybill type' (710 - Bill of lading), 'Nature' (23), 'Last discharge' (2), 'Master waybill number' (5086258), 'UCR', 'Place of loading' (ANGUILLA), 'Place of unloading' (ANGUILLA), 'Carrier' (CC04), 'Exporter/Shipper' (Penny Hardware Miami), 'Shipping agent' (81010476), 'Transport' (Mode: 1 - Sea transport, Nationality: VC - Saint Vincent and the Grenadines), and 'Identity' (Capt chrissey). Red arrows point from the 'New' option in Figure 40 to the 'Waybill type' field and the 'Place of loading' field in this form.

Figure 41. Degrouped waybill

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Once the voyage info, master waybill, and date of departure information is entered, information will automatically be pulled from the previous waybill so that the degroupage can be validated. Store the waybill after all the information has been entered. All of the weight and packages must balance. After all the waybills have been created, you can select the **master waybill** to validate the entire degroupage.

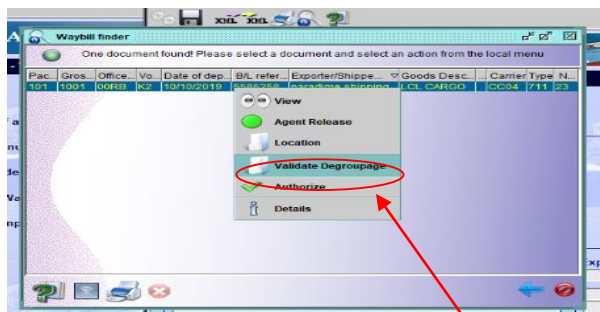


Figure 42. Validate degroupage

The consolidator can locate the master bill of lading and complete the validation process.

## HOW TO "SPLIT" A BILL OF LADING

A split waybill is used when there is more than one consignee within one shipment. When the waybill is split, each person can clear their own goods. A Bill of lading can be split before a manifest is registered or after. Locate the following bill of lading, right click on it and **select split bl**.

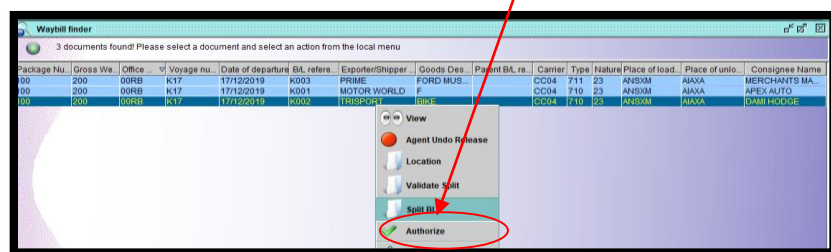


Figure 43.

Enter the following details for each of the consignees, and select **add the split**. After you finish adding the split lines you can **split the bl**.

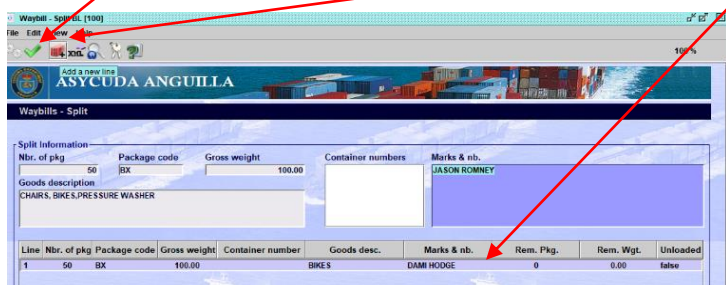


Figure 44.



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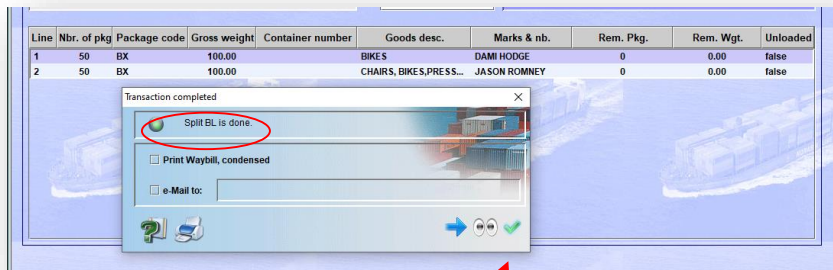


Figure 45.  
Split is completed. Press the tick to complete the process.

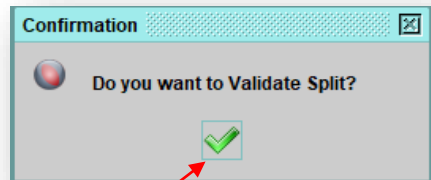


Figure 46.  
Select the tick to validate Split

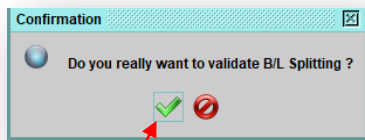


Figure 47.  
Select the tick to reconfirm the validation of the Split

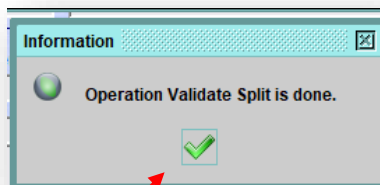


Figure 48.  
Select the tick to finish the split process.

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## MANIFEST AMENDMENT

Once a manifest is registered, an application has to be completed and submitted to the Customs Department to approve the changes requested.

Access the cargo amend using the following path in the document library:

**ASYCUDA** → **Cargo Manifest** → **Manifest Data Capture** → **Manual Capture** → (Right Click) **Cargo Amend** (New)

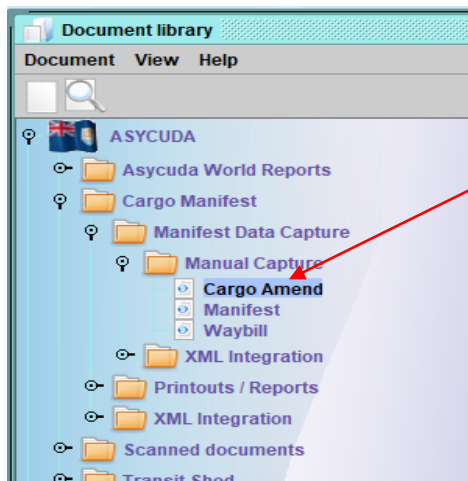


Figure 49. Cargo Amend

Fill in the required fields which includes customs office, manifest registration, select the appropriate type of amendment(s) and a reason for amendment which is mandatory.

A screenshot of the 'Cargo Amend - New' application form. The form is titled 'Cargo control amendments' and contains several sections. The 'General information' section includes fields for 'Customs office' (JORDA BAY), 'Application ID', 'Submitted on', 'Shipping agent' (Safe Cargo Services), and 'Type of amendment(s)'. The 'Type of amendment(s)' section has checkboxes for: Amend manifest (place of departure, master info, etc.), Amend waybill(s) (packages, weight, volume, freight etc.), Amend container(s) (reference, type, seals, etc.), Amend vehicle(s) (chassis, engine, model, etc.), Add waybill(s) to registered manifest (checked), Discharge waybill(s), and Other amend. The 'Reason for amendments' section is a large text area. The 'Attached document(s)' section is a table with columns for Code, File name, and Status. Red arrows point from the 'General information' section to the 'Reason for amendments' section, and from the 'Attached document(s)' section to the 'Reason for amendments' section.

Figure 50. Cargo amend application form.

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When a “Type of Amendment(s)” is selected, a “tab” that corresponds with each amendment will appear below.

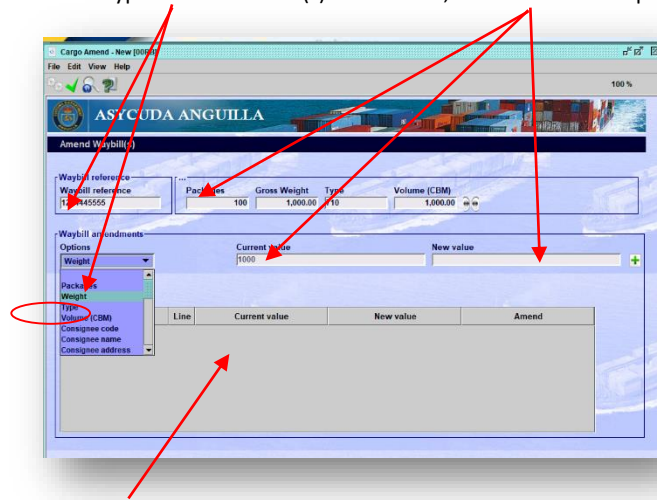



Figure 51. Waybill cargo amend

When amending a waybill, fill all required fields and select  icon to add each amendment as shown below.

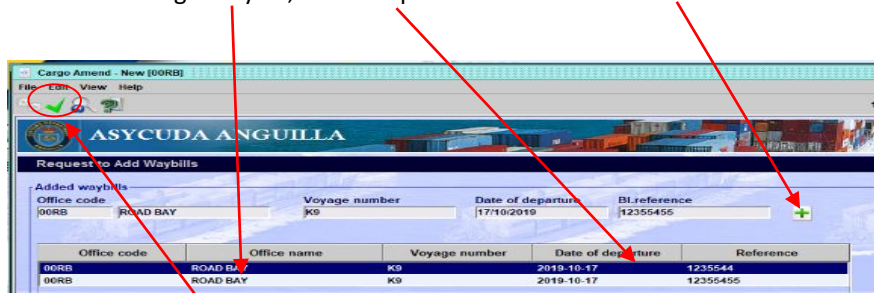


Figure 52. Waybill cargo amend

Once completed, select  to finish your transaction.

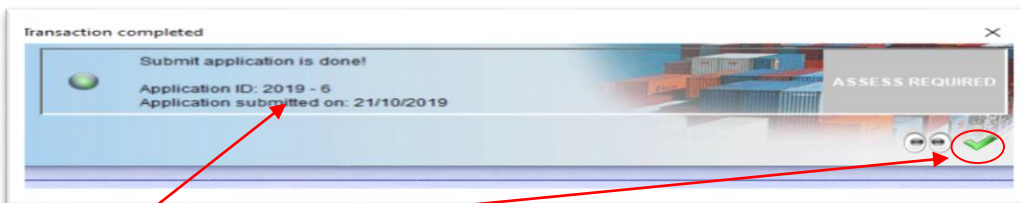


Figure 53. Amend application number

After the amendment is submitted to the Customs Department an amendment ID number will be generated.  
**The request can either be approved or denied by Customs.**

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## FAST CARGO INTEGRATION (FCI)

This option allows the user to load xml files (previously generated from the carriers system into ASYCUDA.

On document library use the following path to open (FCI) document;

ASYCUDA → Cargo Manifest → Manifest Data Capture → XML Integration → Full Cargo → (right click) Full Cargo Integration

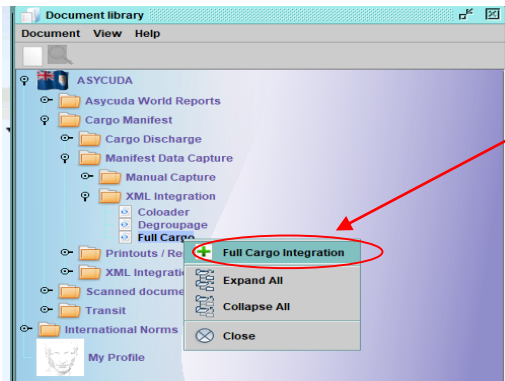


Figure 54.

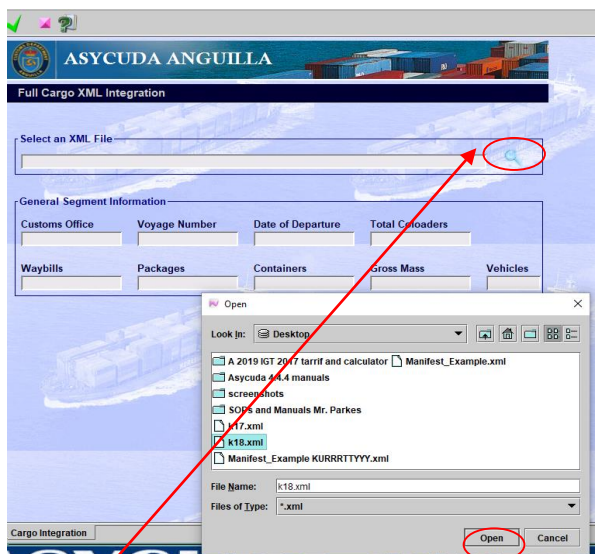


Figure 55.

Select the magnifying glass to locate the xml integration that you are trying to upload, then click ok to import it.

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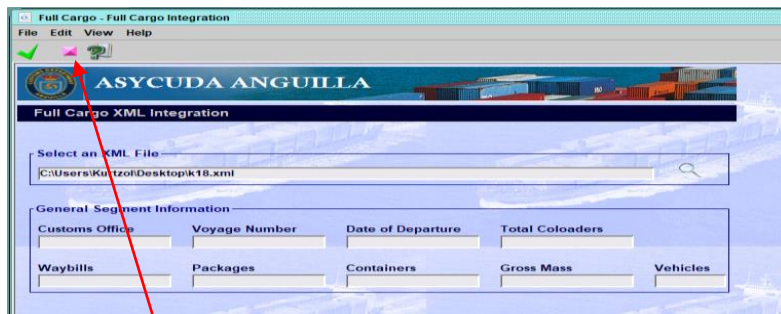


Figure 56.

Press the pink icon to check the xml content

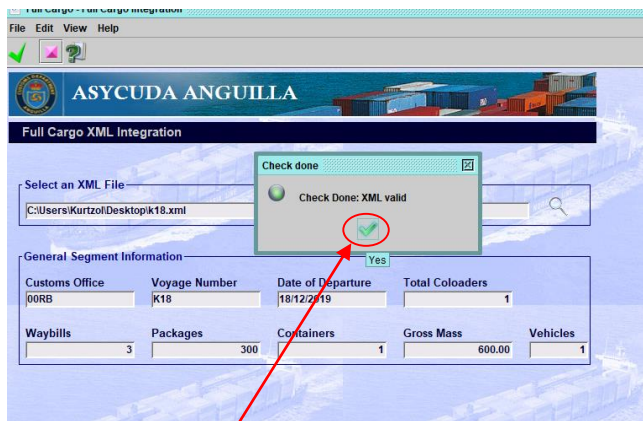


Figure 57.

Click on the xml valid button

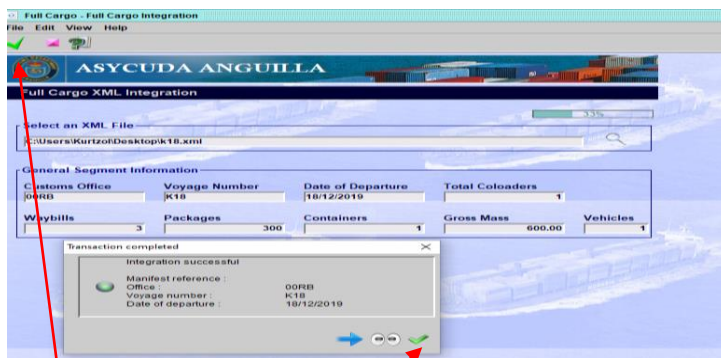


Figure 58.

Click the tick to register the integration

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After the integration has been successfully loaded, go and locate the stored manifest.

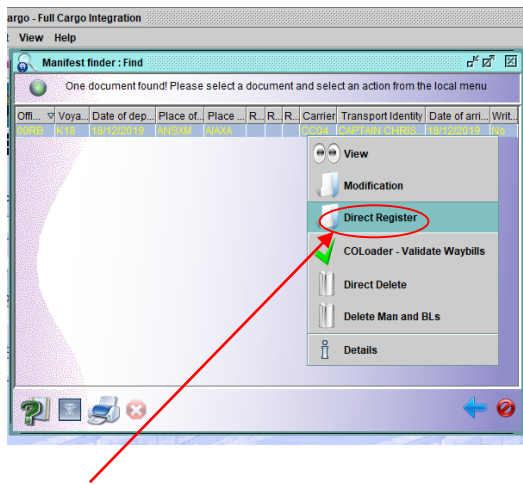


Figure 59.

Right click on the manifest after it is located and select direct register, if you are ready to register the manifest.



# **ASYCUDA World - Cargo Manifest USER MANUAL**

The ASYCUDA World Project entire team, hopes that this manual has been helpful in assisting you to complete, store, register, cargo manifest and making any particular changes using the ASYCUDA Cargo Manifest module.

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