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U S E R M A N U A L

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 (Acronym of Single Administrative Document, 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).
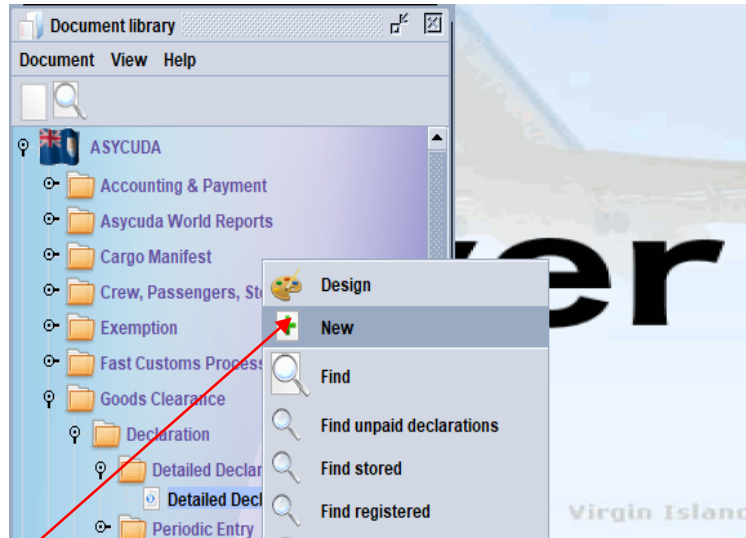
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Creating a Declaration

What to do	Procedure

1. To find Declaration module

To access the declaration module follow the path below;

ASYCUDA→Goods Clearance→Declaration→Detailed Declaration→New

To open a new declaration, Right Click on Detailed Declaration and select **NEW**

2. Complete General Information

After selecting the declaration model, the system will display the declaration form. Begin with setting the customs office to where the declaration is been completed.

In **Box 1** select the model of Declaration according to the Customs Regime required for the goods being imported or exported.

It is very important to make sure you selected the correct model of declaration since it will determine the type of controls and data that the system will make available on the declaration form.

3. Complete Item Segment

After filling out General Segment continue by filling out all information in item segment for Item1.

4. Complete Valuation Note

To open Valuation Note, select **Val. Note** tab at the bottom of Declaration as indicated below.
Input the total invoiced value and the FCX code, which is the currency of all the goods declared in the main segment and all other information such as total freight, insurance and any other charges associated with the consignment.

The Working Mode must be selected
This apportions the freight per value.

When the **apportionment per value** is selected, it automatically apportions the freight costs between the declaration items when there are two or more items that are declared.

5. Complete Item Value Note   Select Item Value note tab in bottom of declaration.

Information on **Value note** should match information on Item Valuation note if only 1 commodity item is declared.

Here you can include any additional cost incurred.

6. Fill in Additional Info   Select Item **Info Page** tab in bottom of declaration.

The Additional info tab is to add any necessary comments or information regarding the declaration that you are assessing to the Customs Department.

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Scanned Documents

To register scanned documents onto server click on "Scanned Documents" Folder and right click "New" which will result in the following page being shown.

Step 1: Enter a Document reference date and a Document reference which will be used as unique key identifiers when attaching documents into the "Attach. Doc." Folder on the declaration.

Step 2: Enter the document's type code and then click on the "Add" Icon to locate the PDF scanned document that you intend to attach.

Step 3: Enter the relevant information listed in the column headings and then click on the upload icon. User can also view scanned document subsequent to uploading by clicking on "View" icon.

Step 4: Click on "Register" icon to complete the process.

7. Attach Required documents   Select ATT. Doc tab on declaration

Select code type for document and enter the reference number for the selected code. Once completed click add button.

8. Add additional Items

To add another item, select the add icon in the Menu Bar. Fill out all necessary information and select add item icon to continue adding items to declaration.

The system accepts up to 999 items per declaration
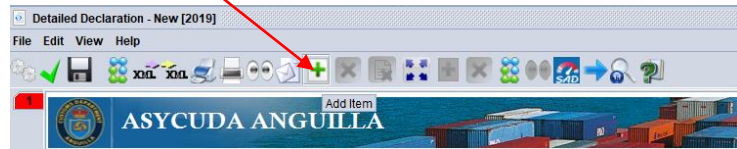
The **Additional item(s)** of the declaration will be shown on a separate page. Users also have the option to add 3 lines in one instance.

Additional line item of the declaration

Fill out all the necessary information for the next item of the declaration. The system will automatically apportion the freight and other charges to the items declared based on value.

9. Container Information Tab

Once the user has ticked "Box 19" the Container information tab will appear. It is highly recommended that users ensure that weights are balanced before adding Containers by clicking the "View Total Mass" icon.

Adding a Container

To add a container to entry, simply click and enter 1 in the item field and the relevant fields such as No. of Package, Goods Weight, Empty Weight will automatically be filled out.

Adding Container to all lines

Step 1: Right click on "Item" and click "Find" which will cause an additional screen to appear.

Step 2: Click on Container number and then select "All items"
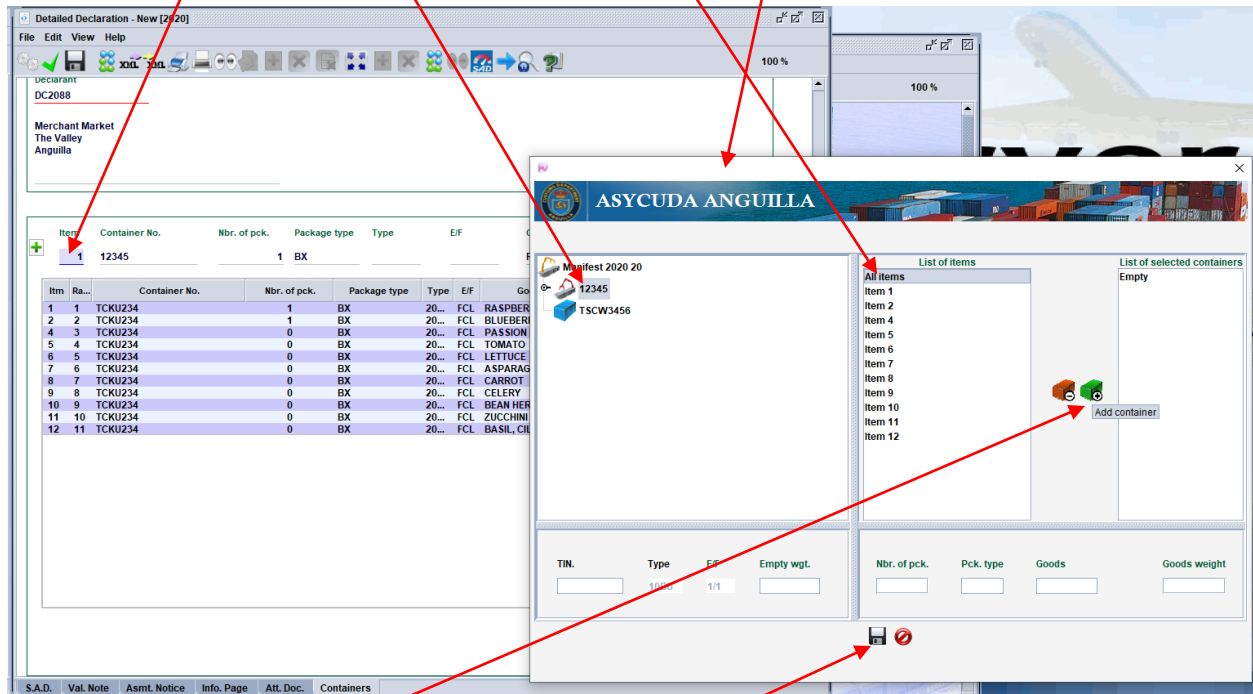
Step 3: Click "Add Container" icon and then Select the "Save" button

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To remove the container, right click on the container that you want to remove and select delete container.
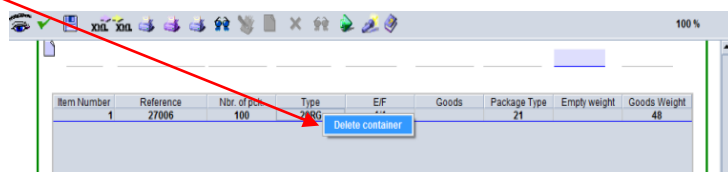
10. Verify Document

After inputting all required data select the Verify icon to check for any errors and to calculate the duties.

System will verify whether or not document has any errors that need to be corrected.
Once all fields are correct, the screen displayed below will appear indicating successful verification.

10. Store Declaration

The user can store a declaration at anytime even if the document is not completed.

To store declaration select the Store icon in the menu bar on the opened declaration.

After selecting the **Store** option, the system will generate the following screen confirming that the STORAGE of your declaration has been successful.

11. Retrieval of a

stored declaration

To retrieve a stored declaration, go to Detailed declaration in document library right click on FIND.
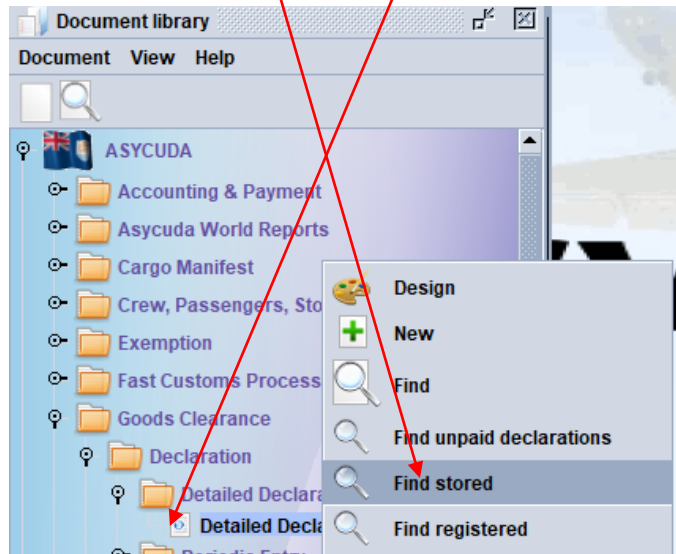
Enter the reference number assigned to the declaration into the search field and select the search button as shown in the picture below.
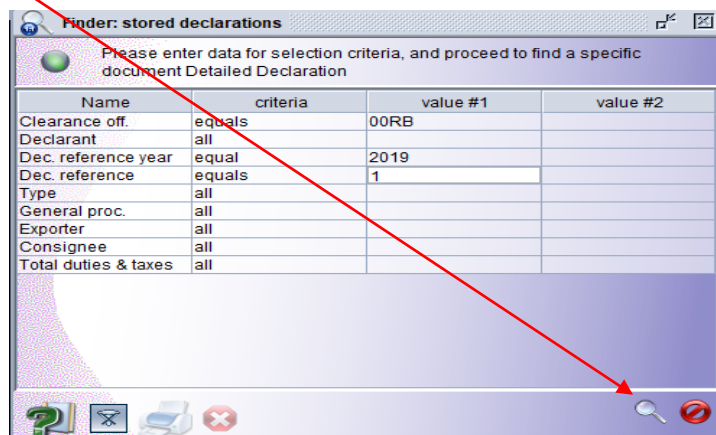
Right click on the desired declaration as shown below and select Retrieve to continue editing the declaration.
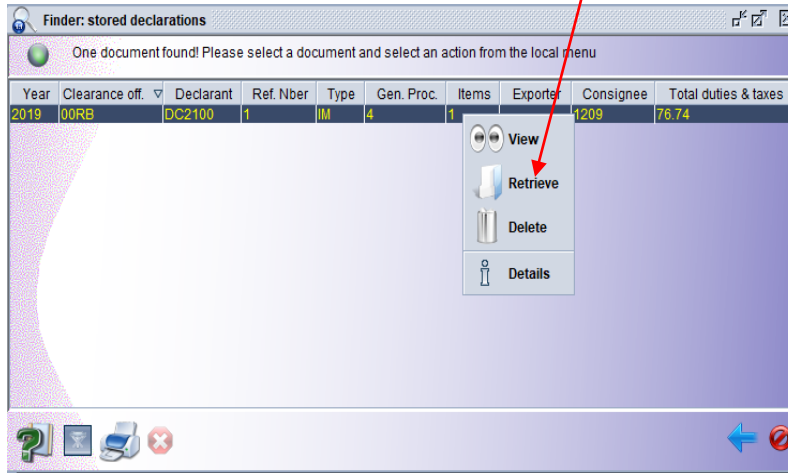
11. Validate and Assess

After the declaration is verified and all necessary fields have been filled, select the validate and Assess icon to obtain assessment for the payment of the declaration.
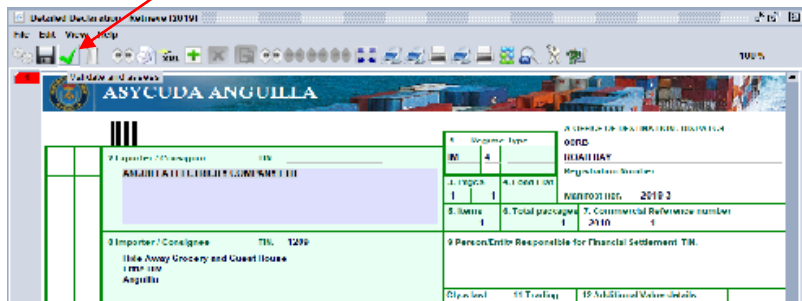
Assess means that you are submitting the declaration for Customs acceptance, and acknowledge the values included in it as correct and exact.

Assessment of a declaration brings on all legal bindings with the Customs Department.

When this option is selected the system verifies that the data entered is correct and a prompt will be issued asking the user " Do you really want to assess this declaration".

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Once you select yes, the System will indicate that your declaration is assessed and will indicate the assessment number that is needed by the cashier to make payment for that particular declaration.

Options are available for users to print Assessment notice, SAD hard copy and Attached Documents.
Select the tick to exit and continue with other declaration or exit the system.

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Responding to a Queried Declaration
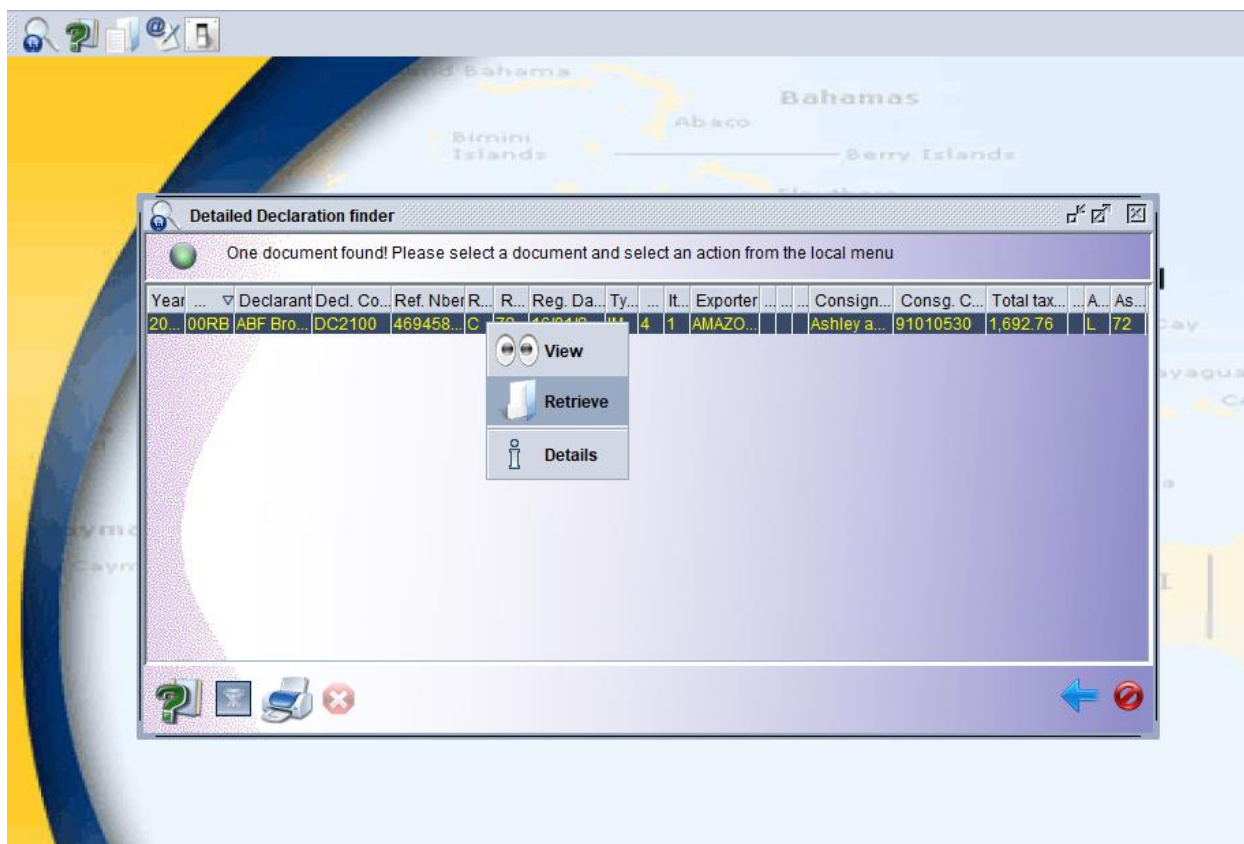
Once an officer sends a declaration to query lane, the broker is able to access the declaration using retrieve mode and make any necessary changes to it.

After the necessary changes have been made, click the "query response" icon which will prompt a confirmation box to appear, asking if you would like to respond to query. Click the green tick which will result in the inspection act window appearing.

Proceed to the Query Response page and fill out the Response Information box stating what changes were made. Once completed, left click on the query listing beneath to select it and then click the Edit/Update button.

The 'Response Information' you entered along with other details are now shown in their respective

columns as shown above. Continue by clicking the validate button which will result in a window stating

the completion of the transaction. Close the inspection act page and proceed to the SAD page to final the
process.

Once you've completed the query response window, your final step is to return to the declaration and click the validate button which will result in a confirmation box emerging. Click the green tick to confirm your changes which will result in the query response being sent back to the Customs Officer for their validation.