

ASYCUDA World - DECLARATION USER MANUAL

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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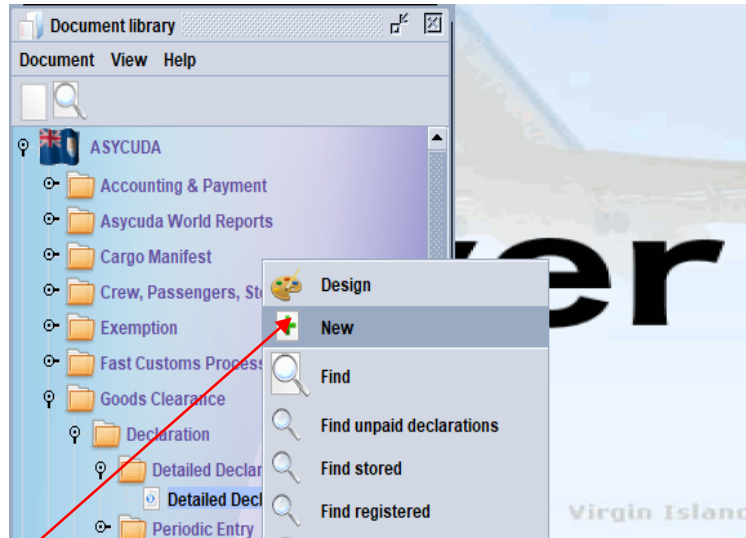
What to do

1. To find Declaration module

Creating a Declaration Procedure

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.

A screenshot of the ASYCUDA ANGUILLA 'Detailed Declaration - New [2019]' form. The form is divided into several sections. A red arrow points to the '1. Regime Type' dropdown menu, which is open, showing a list of options: 00BP, 00CO, 00CS, 00DS, 00PO, 00RB, 00VA, 00VA, 00VA. Another red arrow points to the 'BLOWING POINT' option in the list. The form includes fields for: 2. Exporter / Consignor TIN, 3. Pages, 4. Load List, 5. Items, 6. Total packages, 8. Importer / Consignee TIN, 9. Person/Entity Responsible for Financial Settlement TIN, 11. Trading city, 12. Additional Value details, 14. Declarant / Representative TIN, 15. Country of export, 16. Country of origin, 17. Country of Destination, 18. C.E. Code, 19. C.D. Code, 20. Delivery terms, 21. Identity and nationality of active means of transport on arrival/dept., 22. Currency & total amount invoiced, 23. Exchange Rate, 24. Nature of transac., 25. Mode transport, 26. Inland Mode of transport, 27. Place of Loading/Unloading, 28. Financial and Banking data, 29. Office of entry/exit, 30. Location of goods, 31. Bank Name, and 32. Branch.

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.

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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.

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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.

SAD - Valuation Note - Item

| Item Number | Amount | TCX code | Exchange rate | Amount in | XCD |
|-------------------------------------|--------|----------|---------------|-----------|------|
| Invoice value | 0.00 | in | 0.0000 | | 0.00 |
| External Freight(import)..... | 0.00 | in | 0.0000 | | 0.00 |
| Internal Freight | 0.00 | in | 0.0000 | | 0.00 |
| Insurance(import)..... | 0.00 | in | 0.0000 | | 0.00 |
| Other costs(import)..... | 0.00 | in | 0.0000 | | 0.00 |
| Deductions | 0.00 | in | 0.0000 | | 0.00 |
| Total Costs | | | | | 0.00 |
| CIF value | | | | | 0.00 |
| Statistical value | | | | | 0.00 |

Delivery terms

Additional information

Supplementary value 1 Code Name Quantity

Supplementary value 2 Code Name Quantity

Market value Rate Per

Basis Amount

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc.

Here you can include any additional cost incurred.

6. Fill in Additional Info

Select Item **Info Page** tab in bottom of declaration.

ASYCUDA ANGUILLA

SAD - Information Page

Customs Office

Model Customs reference

Declaration reference 2019

Assessment reference /

Year of Status 1

Declarant

Comments

Comments

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc.

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.

The screenshot displays the 'Attached Scanned Documents Page' in the ASYCUDA ANGUILLA system. The page has a header with the system logo and name. Below the header, there is a form with the following fields:

| Doc. ref. date | Doc. reference | Type code | Type name |
|----------------|----------------|-----------|-----------|
| 20/02/2020 | REF21 | INV | Invoice |

Below these fields, there are two more fields:

| Declarant | Submitter's full-name |
|-----------|-----------------------|
| DC2100 | |

An 'Open' file dialog is overlaid on the form, showing the 'Look In' dropdown set to 'Documents'. The file list contains the following items:

- Custom Office Templates
- Remote Assistance Logs
- Anguilla HS2017 Tariff-Final.pdf
- Manifest Sample.pdf
- TALISHA L INV.pdf

The 'File Name' field in the dialog is set to 'TALISHA L INV.pdf' and the 'Files of Type' dropdown is set to 'Corresponding files for scan document'. The 'Open' button is highlighted.

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.

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7. Attach Required documents

Select ATT. Doc tab on declaration

Detailed Declaration - New [2019]

File Edit View Help

Customs Office

Identification of the declaration

| Model | Customs reference | Declarant reference | Assessment reference | Nbr of Items |
|-------|-------------------|---------------------|----------------------|--------------|
| | | 2019 | / | 0 |

Declarant
DC2100

ABF Brokerage & Delivery Services
The Valley
Anguilla

| Item | Code | Description | Authority | Reference | Date |
|------|------|-------------|-----------|-----------|------------|
| + | EXM | EXCO Minute | | 1. | 18/10/2019 |

| Item | Code | Description | Authority | Reference | Date |
|------|------|-------------------------------|-----------|------------|------------|
| 1 | INV | Invoice | | MF123 | 18/10/2019 |
| 1 | BOL | Bill of Lading or Air Waybill | | TSCW 12345 | 18/10/2019 |

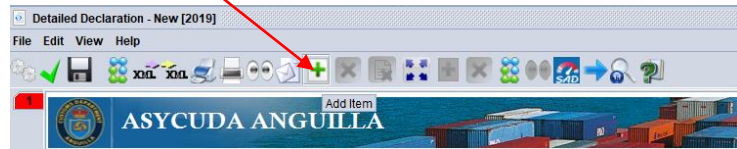
Select code type for document and enter the reference number for the selected code. Once completed click add button.

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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

A screenshot of the ASYCUDA ANGUILLA software interface showing the 'Detailed Declaration - New [2019]' window. The window is divided into several sections. The top section contains 'Export/Consignee Name & address', '1. Regime Type', '3. Pages', '5. Registration Number', and 'Manifest Ref.'. Below this is a table with 3 columns: '31 Packages and description of goods', '32 Marks & no of packages', and '33 Item'. The table has 3 rows. The first row is for '1. Regime Type'. The second row is for '2. Item'. The third row is for '3. Item'. A red arrow points to the 'Add Item' button in the menu bar. Another red arrow points to the '3. Item' row in the table. The bottom section contains '44 Add. info', '45 License No', '46 Valuation Note', '47 Previous Decl.', '48 Additional info', '49 Marks & no of packages', '50 Tariff Description', '51 Commercial Description', '52 Commodity code', '53 Product Identification', '54 Ctry. orig. Code', '55 Gross weight (kg)', '56 TradeAgm', '57 PROCEDURE', '58 Net weight (kg)', '59 Ref. Code', '60 AWSBL/Previous Document', '61 Split Line', and '62 Item quantity'.

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.

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9. Container Information Tab

The screenshot shows the 'Detailed Declaration - New [2020]' form. The 'Containers' tab is selected at the bottom. A red arrow points from this tab to the 'Box 19' field in the main form area, which is labeled 'Identity and nationality of active means of transport crossing the border'.

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.

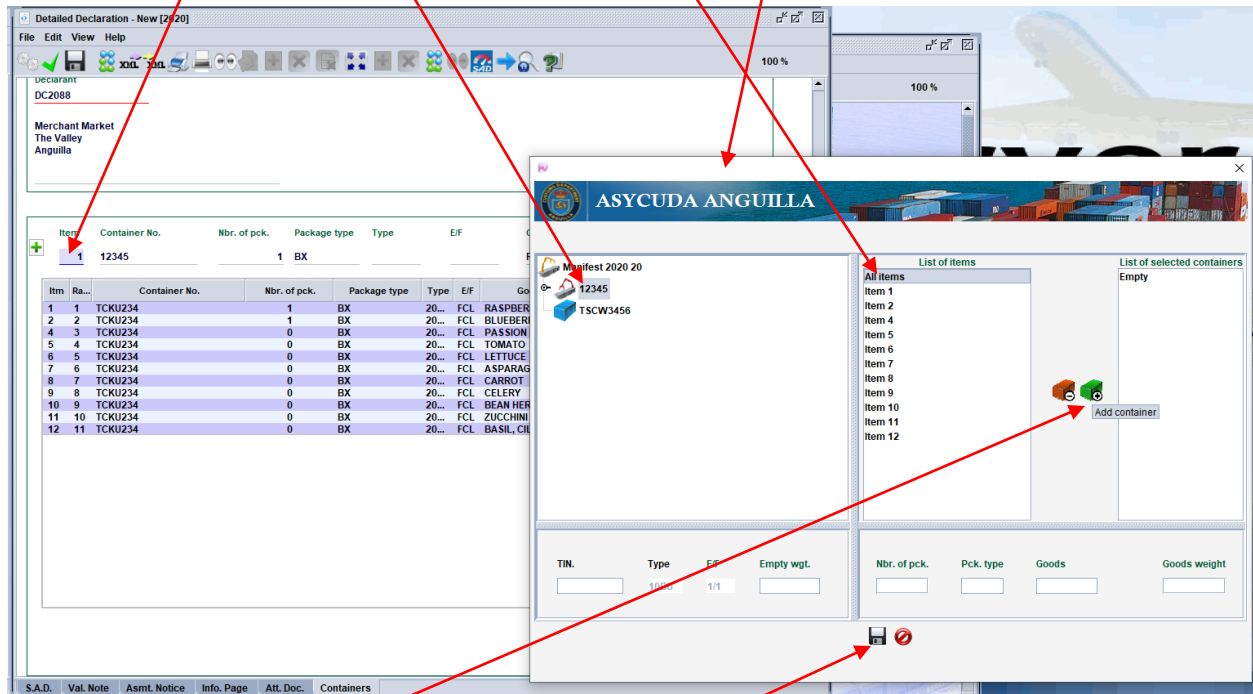
The screenshot shows the 'SAD - Containers' form. A red arrow points to the 'Item' field in the table, which contains the value '1'. The table also shows 'Container No.' as 'BXU 455465', 'Nbr. of pck.' as '4', 'Package type' as 'PE', 'Type' as '20G0', 'E/F' as 'B/B', 'Goods' as '1,200.00', 'Empty weight' as '1,500.00', and 'Goods weight' as '1,500.00'.

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Adding Container to all lines

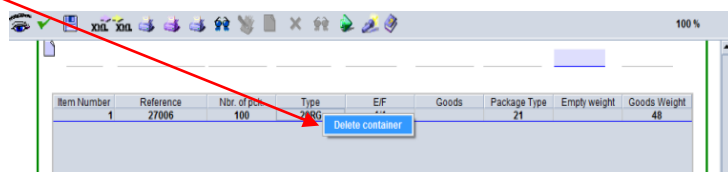
Step 1: Right click on “Item” and click “Find” which will cause an additional screen to appear.

Step 2: Click on Container number and then select “All items”



Step 3: Click “Add Container” icon and then Select the “Save” button

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



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10. Verify Document

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

The screenshot shows the ASYCUDA ANGUILLA software interface. The main form contains fields for: 1. Regime Type (IM 4), 2. Exporter / Consignor TIN, 3. Pages (1 2), 4. Load List (0), 5. Items (4), 6. Total packages (2019), 7. Commercial Reference number (2016 8), 8. Importer / Consignee TIN, 9. Person/Entity Responsible for Financial Settlement TIN, 10. Country last con, 11. Trading con, 12. Additional Value details (0.00), 13. Country of export (81), 14. Country of origin (Anguilla), 15. C.E. Code (81), 16. C.D. Code (81), 17. Country of Destination (Anguilla), 18. Identity and nationality of active means of transport on arrival/dept, 19. Ctr, 20. Delivery terms, 21. Identity and nationality of active means of transport crossing the border, 22. Mode transport at border, 23. Inland Mode of transport, 24. Place of Loading/Unloading, 25. Office of entry/exit, 26. Location of goods, 27. Packages and description, 28. Marks and numbers - Containers, 29. Marks and no of packages, 30. Item No. (1), 31. Commodity code, 32. Product Identification, 33. Ctr, 34. Orin, 35. Code, 36. Gross weight (kg), 37. Trade Area.

A 'Messages' pop-up window is visible, displaying the following error messages:

- Error: Harmonized system commodity code, input required
- Error: Extended customs procedure code, input required
- Error: Country of origin - code, input required
- Error: Commercial Description of goods, input required
- Error: Total number of packages is mandatory

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.

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1 Regime Type: 00RB
A OFFICE OF DESTINATION: ROAD BAY
Registration Number: C 29
Manifest Ref.: 21/06/2014
7. Commercial Reference number: TD43-06/06/2012
11 Trading: NL con. NL ct.
12 Additional Value details: 0.00

2 Exporter / Consignor: DIAGEO BRAND BV, AMSTERDAM, THE NETHERLANDS
8 Importer / Consignee: Tropical Flower, Long Path, Anguilla

10. Store Declaration

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

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

ASYCUDA ANGUILLA

2 Exporter / Consignor: ANGUILLA ELECTRICITY COMPANY LTD
8 Importer / Consignee: Hete Away Grocery and Little the Anguilla
14 Declarant / Representative: All Brokerage & Delivery The Valley Anguilla
21 Packages and description of goods: 1A Drum, stool

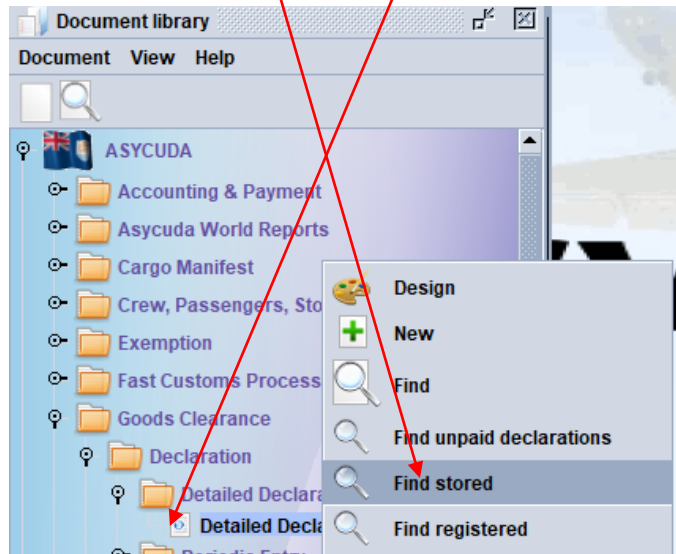
Message: Store is done. Declaration ref.: 2019 DC2100 1
Mail to:

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

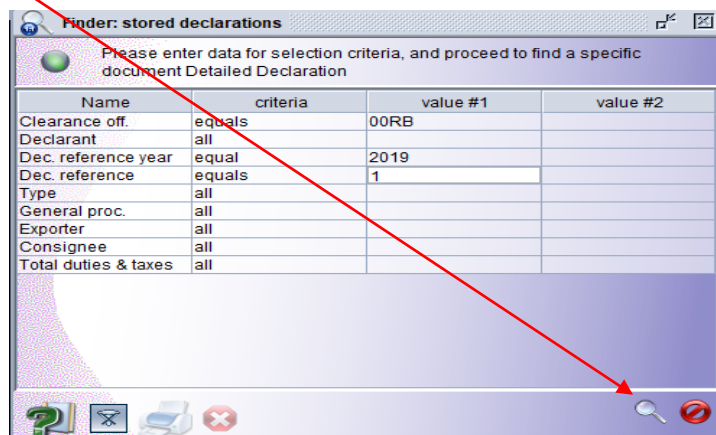
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11. Retrieval of a stored declaration

To retrieve a stored declaration, go to Detailed declaration in document library right click on FIND.

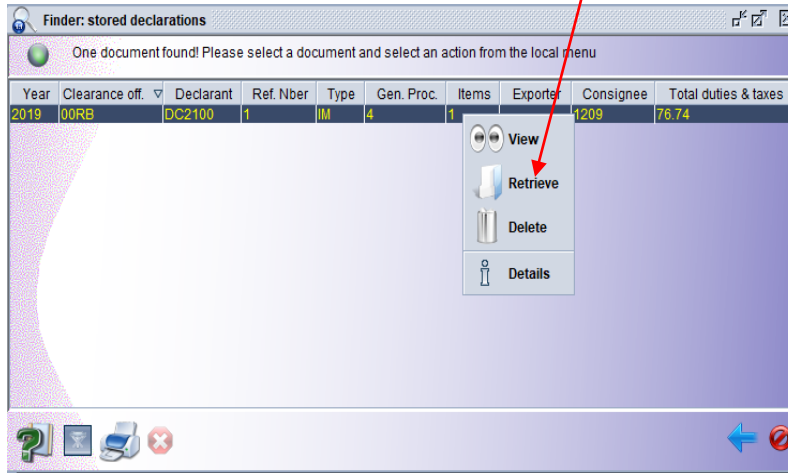


Enter the reference number assigned to the declaration into the search field and select the search button as shown in the picture below.



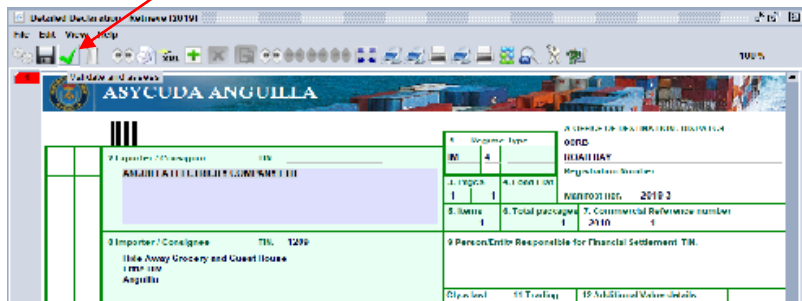
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Right click on the desired declaration as shown below and select Retrieve to continue editing the declaration.



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.

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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”.

Detailed Declaration - Retrieve [2019]

File Edit View Help

Country last: AG con. 11 Trading: AF cty. 12 Additional Value details: 96.78

14 Declarant / Representative: ABF Brokerage & Delivery Services, TIN: DC2100, Broker ID: The Valley, Anguilla

15 Country of export: Angola 15 C.E. Code: a1 AO b1 17 C.D. Code: a1 AI b1

16 Country of origin: United States 17 Country of Destination: Anguilla

18 Identity and nationality of active means of transport on arriv/dept.: tropic mist VI 19 Ctr.: 20 Delivery terms: CIF GGJ

21 Identity and nationality of active means of transport: tropic mist

25 Mode transport: 1 at border 26 Inland Mode of transport: 27 Place of origin: ANSXM

29 Office of entry/exit: 00RB ROAD BAY 30 Location: RBW2

31 Packages and description of goods: Marks and numbers - Containers No(s) - Number and kind: 0, Nbr & Kind: 1 1A, Tariff Description: Shirts, Commercial Description: CLOTHING

32 Item No.: 1 33 Commodity code: 62063020 00 Product Identification: 34 Cty. Orig. Code: a1 US b1 35 Gross weight (kg): 10.00 36 Trade Agreement: 37 PROCEDURE: 4000 000 38 Net weight (kg): 10.00 39 Rel. Code: 40 AWB/BL/Previous Document: 1254 Split Line: 41 Item quantity: 42 Item price:

Confirmation

Do you really want to assess this declaration ?

Yes (Green Checkmark) No (Red X)

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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.

Detailed Declaration - Retrieve [2019]

File Edit View Help

Country last: AG con. 11 Trading: AF ct. 12 Additional Value details: 96.78

14 Declarant / Representative: TIN. DC2100 Broker ID: ABF Brokerage & Delivery Services The Valley Anguilla

15 Country of export: Angola 16 Country of origin: 17 C.D. Code: a1 AO b1 17 C.D. Code: a1 AI b1

18 Identity and nationality of: tropic mist 21 Identity and nationality of: tropic mist

25 Mode transport: 1 at border 26 Inland: 29 Office of entry/exit: 00RB ROAD BAY

31 Packages and description of goods: Marks and numbers - Cor: 0 Marks & no of packages: Nbr & Kind: Tariff Description: Shirts Commercial Description: CLOTHING

40 AWB/BL/Previous Document: 1254 41 Item quantity: 42 Item price: 400.00

Transaction completed

Validate and assess is done.
Declarant ref.: 2019 DC2100 1
Customs ref.: C 25 21/10/2019
Assessment ref.: L 25 21/10/2019

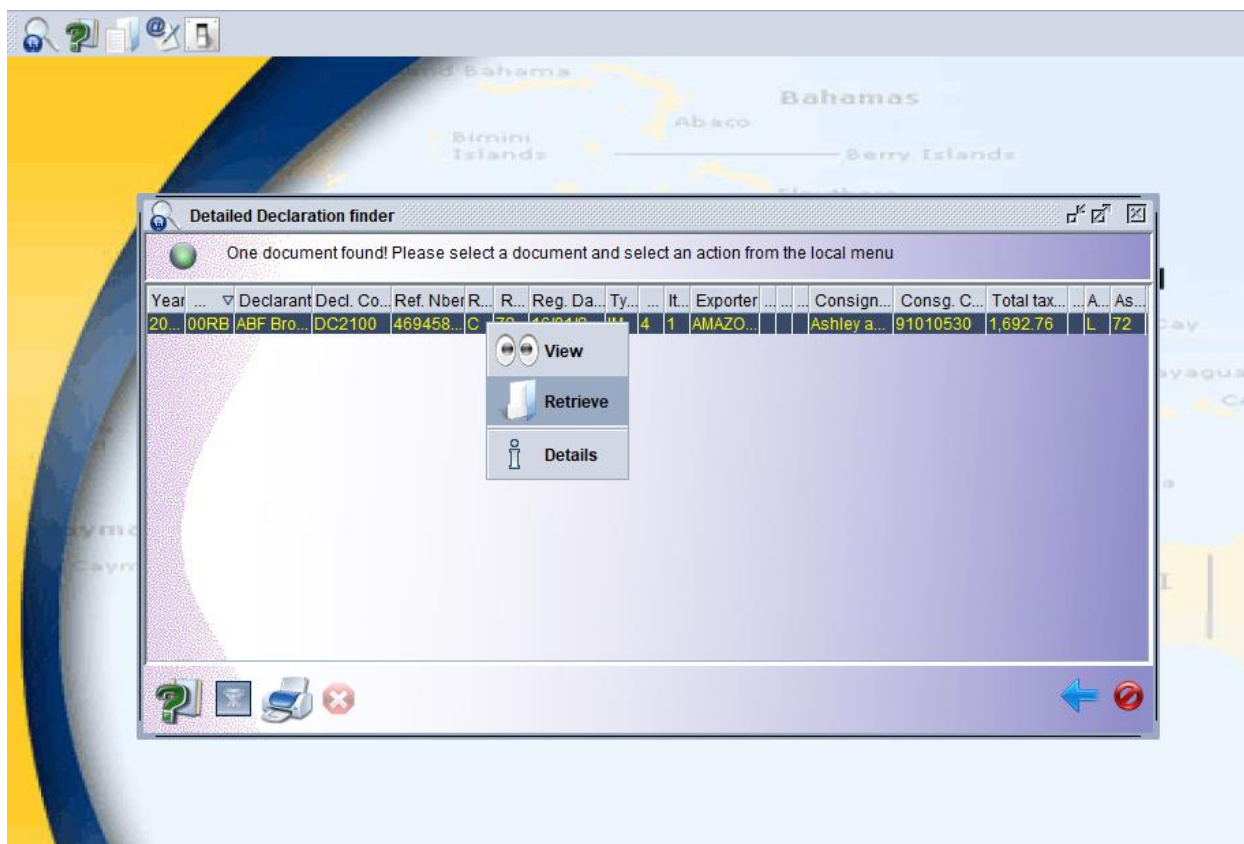
ASSESSED

☐ Print S.A.D document
☐ Print S.A.D assessment notice
☐ e-Mail to:

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.

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Detailed Declaration - Retrieve [2020]

File Edit View Help

18 Identity and nationality of active means of transport on arrival/dept. Capt ain Chrissy VC 19 Ctr. 20 Delivery terms FOB ANGUILLA

21 Identity and nationality of active means of transport crossing the border Capt ain Chrissy VC 22 Currency & total amount invoiced USD 3,000.00 23 Exchange Rate 2.6882 24 Nature of transac.

25 Mode transport 1 at border 26 Inland Mode of transport AIAXA ANGUILLA 27 Place of Loading/Unloading RBW1

28 Financial and Banking data Bank Code Terms of payment Bank Name Branch

29 Office of entry/exit 00RB ROAD BAY 30 Location of goods RBW1

31 Packages and. description of goods Marks and numbers - Containers No(s) - Number and kind WITHOUT MARKS 32 Item 1 No. 33 Commodity code 39269090 00 Product Identification 34 Cty. Orig. Code a) US b) 35 Gross weight (kg) 200.00 36 TradeAgmt 37 PROCEDURE 4000 000 38 Net weight (kg) 200.00 39 Rel. Code

44 Add. info Documents Produced Certificates and author- Valuation Note 0.00+0.00+0.00+0.00-0.00 Ded. Val Ded. Qty Attached Docs INV BOL Previous Declar Additional Info 45 Customs Value 8,064.60

47 Calculation of taxes Type Tax base Rate Amount MP ICD 8,064.60 15.00 1,209.69 1 CSF 8,064.60 1.00 80.65 1 IGT 9,354.94 9.00 841.94 1

48 Deferred payment/pre-payment B ACCOUNTING DETAILS Mode of payment CASH Assessment L 72 / Date 16/01/2020

49 Identification of warehouse Delay

Confirmation

You have not responded to 1 or more queries for this declaration
Would you like to respond to the queries now?

Yes No

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.

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Inspection Act - Retrieve [00RB]

File Edit View Help

ASYCUDA ANGUILLA

Query / Response information

Customs Office
00RB ROAD BAY

Declaration

Declarant Code
DC2100

Name
ABF Brokerage & Delivery Services

Declarant reference
2020 / 4694582653

Model
IM4

Items
1

Customs reference
C 72

Assessment Reference
L 72

Date
16/01/2020

Date
16/01/2020

Query - Response information

Query information
Incorrect Commodity Code

Response information
Correct Commodity Code has been entered

Query officer
KhendonH

Query date
Mon May 04 11:42:30 BOT 2020

Declarant representat...

Response date

| Query | Officer | Query time | Response | Declarant | Response time |
|--------------------------|----------|-----------------|----------|-----------|---------------|
| Incorrect Commodity Code | KhendonH | Mon May 04 1... | | | |

Inspection Act Query - Response

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.

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ASYCUDA ANGUILLA

Query / Response information

Customs Office
00RB ROAD BAY

Declaration

Declarant Code
DC2100

Name
ABF Brokerage & Delivery Services

Declarant reference
2020 / 4694582653

Model
JM4

Items
1

Customs reference
C 72

Date
16/01/2020

Assessment Reference
L 72

Transaction completed

Validate is done.

☐ Print hardcopy

☐ e-Mail to:

Query - Response information

Query information

Response information

Query officer
KhendonH

Query date
Mon May 04 11:42:30 BOT 2020

Declarant representat...
BROKER3

Re...
Mon May 04 11:49:10 BOT 2020

| Query | Officer | Query time | Response | Declarant | Response time |
|--------------------------|----------|-----------------|--------------------------------------|-----------|----------------|
| Incorrect Commodity Code | KhendonH | Mon May 04 1... | Correct Commodity Code has been e... | BROKER3 | Mon May 04 ... |

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.

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ASYCUDAWorld Anguilla UAT Server - BROKER3

File View Window Help

Detailed Declaration - Retrieve [2020]

File Edit View Help

1

| | | | |
|---|--|---|--|
| Ashley and Sons Ltd South Valley Anguilla | | DAMIEN BAILEY | |
| 14 Declarant / Representative ABF Brokerage & Delivery Services The Valley Anguilla | | 15 Country of export United States | |
| 16 Country of origin United States | | 17 Country of Destination Anguilla | |
| 18 Identity and nationality of active means of transport on arrival/dept. Capt ain Chrissy | | 19 Ctr. VC | |
| 20 Delivery terms FOB | | ANGUILLA | |
| 21 Identity and nationality of active means of transport crossing the border Capt ain Chrissy | | 22 Currency & total amount invoiced USD 3,000.00 | |
| 23 Exchange Rate 2.6882 | | 24 Nature of transac. | |
| 25 Mode transport 1 at border | | 26 Inland Mode of transport | |
| 27 Place of Loading/Unloading AIAXA | | ANGUILLA | |
| 28 Financial and Banking data Bank Name Branch | | Bank Code | |
| 29 Office of entry/exit 00RB ROAD BAY | | 30 Location of goods RBW1 | |
| 31 Packages and description of goods Marks and numbers - Containers No(s) - Number and kind WITHOUT MARKS Nbr & Kind 5 BX Box | | 32 Item No. 1 | |
| 33 Tariff Description Other | | 34 Commercial Description PANTS | |
| 44 Add. info Documents Produced Licence No Valuation Note 0.00+0.00+0.00+0.00-0.00 | | 45 Adjustment 1.00 | |

S.A.D. Val. Note Asmt. Notice Info. Page Att. Doc.

Confirmation
Do you really want to validate this queried declaration?

Yes No

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.