ANTIGUA AND BARBUDA CUSTOMS AND EXCISE DEPARTMENT

MINISTRY OF FINANCE



CARGO CUSTODIAN USER MANUAL







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INTRODUCTION

In keeping with our vision to be a modern, effective and efficient administration offering professional service to all stakeholders, using international best practices, the Antigua and Barbuda Customs & Excise Department launches its ASYCUDA World Cargo Custodian User Manual. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. Welcome to ASYCUDA World!

Section 22 Subsection 1, 2 & 3 of The Customs (Control and Management) Act, 2013, requires the master of every vessel and the commander of every aircraft arriving at a customs port or airport from a place outside the state, or carrying goods brought in that vessel from a place outside the state and not yet cleared on importation, to electronically submit and deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

To this end the Comptroller has so directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

The **Cargo Manifest** is the first point of contact for our automated system. Its main purpose is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all manifested cargo is accounted for. It also gives the Customs Department some advance notice on imported cargo in order to plan examination priorities, risk assessment and facilitate faster cargo clearance.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Comptroller of Customs using a prescribed form called "ASYCUDA **WORLD USER AUTHORIZATION FORM**". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The Antigua and Barbuda Comptroller of Customs will issue each applicant and its designated user(s), a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully change d, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

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<u>Login</u>

Use the login prompt to gain access to the ASYCUDA World by entering the appropriate login name and password given by the administrator of ASYCUDA. Once the login fields are entered accurately, the user is required to authenticate their access by clicking the checked icon as illustrated in figure 1 below.

Representation of the second s	ierver	×
"Bacure and Barve"	Login name	
TLS_DHE_DSS_WITH_AES_128	3_CBC_SHA256	
		Figure 1

GOODS LOCATION

After successfully login into ASYCUDA, navigate through the Document Library using the following path: ASYCUDA→ Cargo Manifest→ Data Management→ Manual Capture → Right Click on Waybill and select Find as illustrated in figure 2 below.

Document library	
Document View Help	
ASYCUDA Accounting & Payment Asycuda World Reports Cargo Manifest P Data Management Data Management O Data Management O Container General Segment	and the second second
o Request to amend manife v Wa → Design v Wa → New	
Add BL to reg. manifest Add BL to degrouped master Add BL to degrouped master	
Goods Clean Goods Clean Generated Table Find Find Find Find Find	
References Scanned doc Find orphan B/Ls	
Control Statistics Expand All System Cont	
Collapse All	
Close	

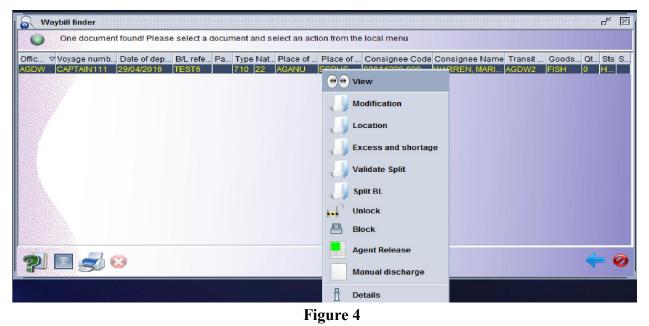


The Waybill finder appears. Insert the specific key identifying fields such as **Office Code**, **Voyage number or Registration Number** and **Registration Year and B/L Number** that are used to retrieve a stored waybill. Click on the search icon to populate all waybills that fits the criteria as illustrated in figure 3 below.

document	Waybill		
Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	contains substring	AGDW	
Voyage number	contains substring	CAPTAIN1	
Date of departure	all		
B/L reference	all		
Parent B/L reference	all		
Place of loading	all		
Place of unloading	all 🔪 💘		
Reg. Number	all		
Reg. Date	all		
Reg. Year	contains substring	2016	
Transit Shed	all		
Consignee Name	all		
Туре	all		

Figure 3: Waybill finder

After all documents are populated the user would right click on the house waybill and select **view** as shown in the figure 4 below.



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The system will display the waybill and the user is required to modify the document by entering the details in the Location field as illustrated in figure 5 below.

Goods Details							
Total containers	Packag	es codes		Status		Number	r of degrouped waybills
0	тк	Tank, rectangular		HSE		0	
Marks & nb.							
NA							
Manifested package		Remaining packages	Manife	sted gross weight 200.000	Remaining gross	weight	Volume(CBM) 100.000
FISH							
Location							
AGDW2		Deep Water Harbour Trans	t Shed				
- ⊢Declared Values a	nd Seals	Details					
P/C Ind COL		Freight amou	nt and cu	rrency			
Value for customs		Value for tran 1,500.00		Ĩ	Value for	insuranc	e
Seals number		Marks			Party		
Dock Receipt Num	nbers (Co	mma separated values)					
J							

Figure 5

After the accurate details are entered the user should verify the document by clicking on the verify icon in the tool menu.

The system will display a prompt indicating that the document is verified. The user then click on

the checked icon **a**s illustrated in figure 6 below.



In the tool menu the user should click on the checked icon to save all changes made to the document. The system will then display a message prompt stating that Save change is done, confirm by clicking the checked icon in the box as illustrated in figure 7 below.

Transaction completed	×
Save Changes is done.	
Print Waybill, condensed	
e-Mail to:	
2 3	→ 00 💉

Figure 7

EXIT NOTE PREPARATION

Within the Document Library Navigate to **TRANSIT SHED** \rightarrow **EXIT NOTE** \rightarrow **NEW**.

Fill in the required fields to complete the Exit Note. Be sure to enter the Customs Office, Location, Declarant, Transport Identity, Nationality, Driver ID and Name as illustrated in figures 9 and 10 below.

Exit Note - New [n/a] Edit View Help		Document library
✓ + a 2		Document View Help
ASYCUDA ANTIGUA AND	BARBUDA	Q ASYCUDA Q Accounting & Payment Q Asycuda World Reports Q Cargo Manifest
Office and Declarant Customs office	Identification Exit Note ID Barcode Issued on	Eurotrace Extractions Fast Customs Processing Goods Clearance Integrated Tariff References Scanned documents
Declarant	Goods Exited from Customs Area	Selectivity Statistics System Configuration System Supervision Transit Transit Shed
Cont. No. Pkg. exited Wgt exited Tot. Pkgs Tot. wgt Pkg. ty	Peclaration registration date 03/02/2016 To 03/05/2016 To 0	Valuation (Valuatititititit))))))))))))))))))))
		System design Find My Profile Expand All Expand All Expand All
Transport identity and nationality	Driver Id and name	Close
alled exit note		Page 7

xit Note - New [AGDW] Edit View Help		ъ _к (
🗸 🛨 🗟 🦻		100 %
ASYCUDA ANTIGUA xit note general information	AND BARBUDA	
Office and Declarant	[Identification-	
Customs office	Exit Note ID Barcode	
AGDW DEEP WATER HARBOUR CUSTOMS Location DWTSD	Issued on	
DEEP WATER HARBOUR Declarant	Goods Exited from Customs Area — Place of exit of goods	
	Declaration registration dateDeclaration barcod	e
Cont. No. Pkg. exited Wgt exited Tot. Pkgs Tot. wgt	Pkg. typ. Seal Nbr. Marks & nbr 1 Marks & nbr 2 Ast. ref.	ltm no.
Transnorti identifiy and nationality.	Driver Id and name	
Transport identity and nationality	Driver Id and name	

Figure 9

Click the **i** to verify. If an error appears, the field that needs to be modified will appear with a red underscore. Change the field to correspond with the error identified as shown in figure 11 below.



Figure 10

After the Declarant Field has been corrected, a dialogue box as shown in figure 12 below will appear. Then select the declaration(s) to be exited.

ustoms offi 90w	Declarant co 0105389	Transit shed	Dec. ref. year 2015	Dec. ref. nu	Item number	Pck number 2	Pck. Typ. Co CS	Pck. Typ. Na Case	Gross Weight 4457.0	Container IC
	0105500	Investori anco	1013	jino.		£.	00		4407.0	
					~					

Figure 11

The declaration details will be automatically entered in the exit note as illustrated in figure 13 below.

_	S. %	90.									100 1
1			(ASI	CUDA	ANTIGU	JA AND E	BARBUDA				
E	xit note ge	eneral info	mation								
ſ°	Mice and C Customs of AGOW	Tice	WATER HARE				Exit Note ID 2016 X	4	Barcode		
	DWTSD			con coare		_	Issued on 15/04/2016	07:31	Chevier.Ph	llip	
	DEEP WAT						Goods Exite	d from Customs A	rea		
	Declarant						Place of exit o	ef goods			
							15/04/2016	07:34	CHEVIER P	HILLIP	
	FORT ROAD	NO BARBUDA					DEEP WATER	HARBOUR			
	PHT EAST A	to unstation					Declaration	registration date- Te		eclaration barcode	
	Cont. No.	Pkg. exited	Vigt exited	Tot. Pkgs	Tot. wgt	Pisg. typ.	Seal Nbr.	Marks & nor 1	Marks & nb	r 2 Ast. ref.	Itm n
	123456	4	5,000.000	1	5,000.000	Barrel		NA		L 59 07/04/2016	4
	Transmoot and	entity and nati					Driver kil and i				
	tropic jade	entity and nat	contantly				1234	name			
	VC Sain	t Vincent and	the Grenadin	es			joe t				
_											

Figure 12

After completing the appropriate changes; review the exit note to examine for any further errors.

Verify the document.

If document is verified a Transaction Completed box will pop up **"Validate is done"** click on **M** icon to complete the transaction as illustrated in figure 14 below.

Transaction completed	X
Exit goods is done. Reference: 2016 X 12	
Print exit note document	
e-Mail to:	
2 🕏	🔶 00 🛹



ACKNOWLEGMENT OF BARCODED EXIT NOTE

In the Document Library Click on **Transit shed** then click on **Exit Note**. If Barcode is available, the document can be scanned and the number will be inputted into the value field. The fields should become populated by Clicking on the search icon.

If no barcode is available, after clicking on Exit Note, input the appropriate information in the Exit Note Finder **Office Code, Exit Note Year** and **Exit Note Number**, and then click on the search icon as illustrated in figure 15 below.

Name	criteria	value #1	value #2
Document Status	all		
Barcode	all		
Office code	equals	AGDW	
Declarant code	all		
Transit shed code	all		
Exit note year	equal	2016	
Exit note number	equals	26	
Validation date	all		
Exit of goods date	all		
Declaration Ast. Ser.	all		
Declaration Ast. Nber	all		
DeclarationAst. Date	all		

Figure 14

In the Exit Note Finder, right click on the document and select exit goods. Enter the place of good exit in the field labeled **Exit goods** from Customs Area and select the validation icon.

😥 Exit Note finder										r	e ^r Z	
One document found! Please select a document and select an action from the local menu												
0ffc_1	C Office name		Declarant name	Transit shed <u>ASOW</u> ← View ← Exit goods ↑ Details	Transf shed name	Ext not.		Validation d. 19/03/2011		Ext	Est.	
0	E 🔄 🛢									-	×	

Figure 15

Officer validates the form by clicking on the tick, the system will automatically complete the date and time of exit.