ANTIGUA AND BARBUDA CUSTOMS AND EXCISE DEPARTMENT

MINISTRY OF FINANCE



CARGO MANIFEST CUSTOMS OFFICER USER GUIDE







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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 Customs Cargo Manifest User Guide 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 system will force a change of password every six months or whenever a user request a password 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. 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 changed, the user may subsequently change the password at his or her discretion. However, the change due to a forgotten password.

Boarding Officer Requirements

Registration Verification

Ensure that manifest is registered before boarding vessel or giving clearance to Air Carrier.

The following steps should be followed to verify that the manifest is registered.

The Customs Officer will receive the manifest reference number from the Carrier agent.

The information provided must be used to locate the manifest on ASYCUDA. The Customs officer does this by going to the ASYCUDA Document Library using the following path: ASYCUDA Cargo Manifest \rightarrow Data Management \rightarrow Manual Capture \rightarrow General Segment \rightarrow *Right click* at General Segment and *select* Find. As illustrated in figure1 below.



Figure 1

The finder will open for input. The following information must be entered in the finder as illustrated in Figure 2 below. Please ensure that information is entered in the same case entered by the carrier (normally in capital letters).

Once all the information is entered, click on the search icon to find the manifest. The results will show at the top of the finder results window. **"No documents found"** may indicate that the carrier has not submitted a manifest or has not registered the stored manifest.

FIGURE 2 BELOW SHOWS AN EXAMPLE OF HOW THE DATA MUST BE ENTERED

| Name | criteria | value #1 | value #2 | |
|----------------------|-------------|------------|----------|-------------------|
| Document Status | equals | Registered | | |
| Barcode | all | | | |
| Office code | equals | AGDW | 0 | |
| Place of loading | starts with | 9 | | |
| Place of unloading | all | | | |
| Voyage number | all | | | |
| Date of departure | all | | | |
| Date of arrival | all | | | |
| Carrier code | all | | | |
| Carrier name | equals | | | |
| Registration Number | all | | | |
| Registration Year | all | | | |
| Registration Date | all | | CI. | |
| Number of Bills of I | all | | Che | k the Search Icol |
| Number of Contain | all | | | |

Figure 2

Once the finder has returned the requested manifest, the Customs officer will right click the record and select **"Set arrival and discharge"**. The manifest will then open as illustrated in Figure 3 below.

| 000203201954130 | nauviuses | 674 | - | | | | | | | - | | _ | | | - |
|-----------------|-----------|--------------|-------------------|----------|------------|-------|--------|--------|----------------|--------------|-----------|-----|------|--------|---|
| Offi 🔽 | Voya | Date of depa | . Date of arrival | Place of | Place of u | Regi. | . Reg. | Reg | Carrier code | Carrier | name | Num | Numb | Writt. | |
| AGBG | 5456 | 04/08/2015 | 04/08/2015 | DEWTN | AGANU | | | | 010022 | Carib Seas | Ltd | 2 | 1 | No | |
| AGBG | HOT | 06/08/2015 | 07/08/2015 | USMIA | AGANU | | | | 0156879 | Inter-Freigh | it Ltd | 1 | 0 | No | |
| AGBG | 111 | 19/10/2015 | 19/10/2015 | DEWTT | AGANU | 1 | 00 | | | | dawards | 1 | 0 | No | |
| AGBG | AIRB | 03/11/2015 | 12/11/2015 | DEWAS | AGANU | | | View | | | dawards | 1 | 0 | No | |
| AGBG | WH1 | 17/01/2016 | 25/01/2016 | USMIA | AGANU | 2 | | | | | Edwards | 1 | 0 | No | |
| AGBG | WH1 | 17/01/2016 | 25/01/2016 | USMIA | AGANU | 1 | 2.1 | Modify | Registered | Manifest | dwards | 1 | 0 | No | |
| GBG | BA27 | 01/03/2016 | 15/03/2016 | USMIA | AGANU | 4 | 4 | 2462.2 | | | Edwards | 1 | 0 | Yes | |
| GBG | COR | 01/03/2016 | 15/03/2016 | USMIA | AGANU | 3 | | Sotar | vib bne levir | chargo | Ltd | 1 | 0 | No | |
| AGBG | 9999 | 29/03/2016 | 29/03/2016 | USMIA | AGANU | 5 | | Jerai | invar and unse | charge | . EDWA | 1 | 0 | Yes | |
| GCB | VOY00 | 01/07/2015 | 22/07/2015 | USMIA | AGANU | | (iii) | | | | hipping A | 1 | 1 | No | |
| GCB | VOY02 | 19/07/2015 | 22/07/2015 | USMIA | AGANU | 2 | | Delete | e Man and BL | S | Ltd | 2 | 2 | No | |
| GCB | VOY01 | 19/07/2015 | 20/07/2015 | USMIA | AGANU | 1 | | | | | dawards | 2 | 0 | No | |
| AGCB | TTP12 | 04/04/2016 | 11/04/2016 | USMIA | AGANU | | | Lock | | | ENCIES | 1 | 1 | No | |
| GDW | MPR | 13/04/2014 | 23/04/2014 | USPBI | AGANU | 16 | | | | | dawards | 10 | 1 | Yes | |
| GDW | 10 | 15/06/2015 | 24/06/2015 | DEWAS | AGANU | | R | Detail | s | | hipping A | 2 | 2 | No | |
| GDW | VOY1 | 16/06/2015 | 17/06/2015 | USMIA | AGANU | 1 | Ц | Dotail | ~ | | Ltd | 1 | 1 | Yes | |
| GDW | TRO | 01/07/2015 | 22/07/2015 | USMIA | AGANU | 12 | 2015 | 21/ | 015742 | Antigua Ma | ritime Se | 0 | 0 | No | |
| GDW | SML | 01/07/2015 | 21/07/2015 | USMIA | AGANU | | | | 010022 | Carib Seas | Ltd | 1 | 1 | No | |
| GDW | VOY | 01/07/2015 | 22/07/2015 | DMPOR | AGANU | | | | 0155465 | Bryson's Sh | hipping A | 100 | 5 | No | |

Complete the details as illustrated in figure 4 below.

| Edit Manuellala | | | needen alle seeden alle se |
|---|---|---|--|
| Lait View Heip | a R R | | 100 % |
| | | AND BARBUDA | |
| Manifest - General In | formation | | |
| | | | |
| Office of departure / an AGCB CRABBS CU General Information — | ival ISTOMS OFFICE | Date of arrival Time of arriv | val Pagistration number |
| Office of departure / arn AGCB CRABBS CU General Information | ival STOMS OFFICE Date of departure 01/07/2015 | Date of arrival Time of arriv | val Registration number |
| Office of departure / arr AGCB CRABBS CU General Information — Voyage number VOY00 BPI Voyage Identification | Date of departure 01/07/2015 | Date of arrival 22/07/2015 Date of registration | val Registration number |
| Office of departure / arr AGCB CRABBS CU General Information — Voyage number VOY00 BPI Voyage Identification Place of departure | ival STOMS OFFICE Date of departure 01/07/2015 | Date of arrival 22/07/2015 Date of registration Place of destination | val Registration number |

Figure 4

| 1 1 21-1 | | | | 400 |
|--|---|--|---|--|
| 🖓 💙 🍕 🍠 Xaa 🗖 🕻 | | | | 100 |
| / (| ASYCUDA ANTIGUA | AND BARBUDA | | |
| Manifest - General Inform | nation | | | |
| | | | | |
| Office of departure / arrival | | | | |
| AGCB CRABBS CUSTO | MS OFFICE | | | |
| General Information | | | | |
| Voyage number | Date of departure | Date of arrival | lime of arrival | Registration number |
| PDI Voyage Identification | 01/07/2015 | Date of registration | 11:55 | / |
| DFT voyage identification | | Date of registration | | 11/05/2016 V |
| The second second second second | | | | |
| Place of departure | | Place of destinatio | n | |
| | | AGANO ANTIGUA | | |
| | Fig | ure 5 | S | et discharge date |
| | Fig | gure 5 | S | et discharge date |
| fter the input of the | Fig data, click on the verif | g ure 5 fy 😚 icon as sho | S wn in figur | e 5 above, then on |
| fter the input of the | Fig data, click on the verif | gure 5 fy icon as sho | S wn in figur | e 5 above, then on |
| fter the input of the reen tick as illu | Fig data, click on the verif strated in figure 6 belo | gure 5 fy on as sho ow, and the following | S wn in figur g pops up to | e 5 above, then on o say transaction |
| fter the input of the een tick as illu | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction |
| fter the input of the reen tick as illu ompleted. Click the | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following to complete the Set | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction discharge illustrat |
| fter the input of the een tick as illu ompleted. Click the gure 5 above. | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following to complete the Set | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction discharge illustrat |
| fter the input of the reen tick as illu ompleted. Click the gure 5 above. | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following to complete the Set | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction discharge illustrat |
| fter the input of the reen tick as illu ompleted. Click the gure 5 above. | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following to complete the Set | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction discharge illustrat |
| fter the input of the reen tick as illu ompleted. Click the gure 5 above. | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following to complete the Set | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction discharge illustrat |
| fter the input of the reen tick as illu ompleted. Click the gure 5 above. | Fig data, click on the verif istrated in figure 6 belo blue checked icon | fy icon as sho ow, and the following to complete the Set | S wn in figur g pops up to arrival and | e 5 above, then on o say transaction discharge illustrat |





Tranit Shed Officer Requirements

Amendments on a manifest

The Carrier agent will apply for any amendments to the manifest. The Customs Officer compares the request with the tally report provided by the Cargo Custodian and review the justification and documentation provided to that effect.

The Transit Shed Officer logs into ASYCUDA, then goes to the Document Library using the following path: ASYCUDA \rightarrow Cargo Manifest \rightarrow Data Management \rightarrow Manual Capture Request to amend manifest. Right *click* at Request to amend manifest and *select* Find Submitted as illustrated in figure 7 below.



Figure 7

After clicking **"find submitted"** the system will provide a finder to key in the information for the manifest to be amended, as illustrated in figure 8 below.

| Please ent document l | er data for selection o Request to amend m | riteria, and proceed to f anifest | ind a specific |
|--------------------------|---|--------------------------------------|--|
| Name | criteria | value #1 | value #2 |
| Document Status | all | | |
| Office code | contains substring | AGDW | |
| Registration Number | equal | 12 | |
| Registration Year | equal | 2016 | |
| Agent code | all | | |
| Agent name | all | | |
| | | | |
| 2 🛛 🚽 | 8 | | <u>,</u> , , , , , , , , , , , , , , , , , , , |
| | Figure | e 8 | |

Once the information is entered, the officer then clicks on the search icon and the record will be returned once present. The officer uses the **"Retrieve"** option to open the **"request to amend manifest finder"** as illustrated in figure 9 below.

| | 2 documents for | und! Please sel | ect a docume | ent and select a | n action from | the local men | iu | | |
|--|-----------------|-----------------|------------------|----------------------------------|---------------|--|-------------|----------|-------------|
| Office code | Registration N | Registration | Agent code | Agent name | Approved | Approve | d date | Status | |
| AGDW AGDW | 14 14 | 2015 2015 | 010022 010022 | Carib Seas Ltd Carib Seas Ltd | admin TEST | Mon Jul 20 2 [.] Mon Jul 20 2 [.] | <u>\$</u> 2 | VIEW | L . |
| | | | | | | | 6 | Retrieve | |
| | | | | | | | 6 | Update | |
| | | | | | | | • | Delete | N N |
| | | | | | | | ñ | Details | |
| | | | | | | | | | Click on th |
| 10000000000000000000000000000000000000 | - | | | | | | | | Retrieve i |

Figure 9



If the application to amend is accepted, the Customs Officer approves the application by clicking the green tick as illustrated in figure 11 above which in turn automatically updates the registered manifest.

If the justification provided in the application is not satisfactory, the Customs Officer rejects the applications.

On approval or rejection, the system notifies the carrier's agent accordingly.

Validation is done as illustrated in figure 12 below.

| Transaction completed | X |
|-----------------------|--------|
| Validate is done. | |
| Print hardcopy | |
| e-Mail to: | |
| 23 | → 00 🗸 |



Manual Discharge (Mark-off)

In order to manually discharge a manifest, the Customs Officer should follow the following path: **ASYCUDA** \rightarrow **Cargo Manifest** \rightarrow **Data Management** \rightarrow **Manual Capture** and *select* Find as illustrated in figure 13 below.



Figure 13



Figure 14

After clicking the find icon as illustrated in figure 13 above, a Waybill Finder with waybill finder reference will appear as illustrated in figure 14 above and click search.

| Offi | ∨ Voya | Date of depa. | B/L ref. | Pare. | Туре | Nat. | Pla | Plac. | Con | Cor | nsigne | e N | Tra | Good | s Description | Qty. | Sts | S | |
|------|--------|---------------|----------|-------|------|------|-----|-------|-------|------|--------|-------|-------|-------------|------------------|------|------|---|---|
| AGBG | 5456 | 04/08/2015 | 740 | | 710 | 23 | DE. | AGA. | 17137 | DAN | INY GO | 00 | | OVER | • | 1 | HSE | | |
| AGBG | 5456 | 04/08/2015 | 654 | 789 | 710 | 23 | DE | AGA. | 17137 | DAN | INY GO | 00 | | SHOES | | 1 | HSE | | |
| AGBG | 5456 | 04/08/2015 | 159 | 789 | 710 | 23 | DE | AGA | 17137 | DAN | INY GO | 0 | | SHOES | | 1 | HSE | | |
| AGBG | 5456 | 04/08/2015 | 789 | | 711 | 23 | DE | AGA | 17137 | DAN | INY GO | 00 | | SHOEA | | 1 | MS | | |
| AGBG | HOT | 06/08/2015 | 56 | | AWB | 23 | US | AGA | | SM | | | _ | COODOTUCE | | 0 | HSE | 1 | |
| AGBG | 111 | 19/10/2015 | 2 | | AWB | 23 | DE | AGA | 11576 | DA | 00 | View | | | 3 | 0 | HSE | 1 | |
| AGBG | WH1 | 17/01/2016 | WH02 | | AWB | 22 | US | AGA | | D& | 99 | | | | | 0 | HSE | 1 | |
| AGBG | WH1 | 17/01/2016 | W01 | | 710 | 22 | US | AGA | | JOI | | | | | | 0 | HSE | 1 | |
| AGBG | COR | 01/03/2016 | 123 | | AWB | 23 | US | AGA | 16551 | D 8 | 4 | Modi | icat | ion | | 0 | HSE | | |
| AGBG | BA2 | 01/03/2016 | 1234 | | AWB | 23 | US | AGA | 11576 | DA | | | | | | 0 | HSE | | |
| AGBG | 9999 | 29/03/2016 | 1 | | CDS | 23 | US | AGA | | MA | 1 | Loca | tion | | | 0 | HSE | | |
| AGCB | VOYOO | 01/07/2015 | 01 | | 710 | 23 | US | AGA | 15527 | D.A | | | | | ROM MICROSOFT | 1 | HSE | | |
| AGCB | VOY01 | 19/07/2015 | WAYB | WAY | 710 | 23 | US | AGA | 17150 | D.C | | Exce | ssa | nd shortage | | 0 | HSE | | |
| AGCB | VOY01 | 19/07/2015 | WAYB | | 711 | 23 | US | AGA | 16446 | D 8 | - | | | | | 0 | MST | | |
| AGCB | VOY02 | 19/07/2015 | DEG02 | 1002 | 710 | 23 | US | AGA | 13259 | D 8 | 回 | Lock | | | | 1 | HSE | | |
| AGCB | VOY02 | 19/07/2015 | DEG01 | 1002 | 710 | 23 | US | AGA | 44300 | D.I | | LUCK | | | | 1 | HSE | | |
| AGCB | VOY02 | 19/07/2015 | 1002 | | 711 | 23 | US | AGA | 51119 | D' (| 回 | Block | | | LAPTOPS | 1 | MS | | |
| AGCB | VOY02 | 19/07/2015 | 1001 | | 710 | 23 | US | AGA | 51119 | D' (| | Diocr | • | | | 1 | HSE | | |
| AGCB | VOY01 | 19/07/2015 | 01 | | 710 | 23 | US | AGA | 36806 | DA | | | | | | 0 | HSE | | |
| AGCB | VOY01 | 19/07/2015 | WABI | WAY | 710 | 23 | US | AGA | 17150 | D.C | | Agen | ске | lease | | 0 | HSE | | |
| AGDW | MPR | 13/04/2014 | HPS4 | | 710 | 23 | US | AGA | | RA | | | | | E NISSAN SERE | 0 | HSE | | - |
| | unn | 4010410044 | UDOA | | 740 | 00 | 110 | 101 | | - | | Manu | al di | ischarge 🖕 | EO NICOANI MAINI | 0 | LIDE | | |
| a | | - | | | | | | | | | | | | | | | L | 6 | |
| 2 | B X (| ــــال | | | | | | | | | ñ | Detai | s | | N | | V | Y | 1 |

Right click and click on Manual Discharge as illustrated in figure 15 above, the following box will appear as illustrated in figure 16 below.





After the manual discharge, the system will send an email with the release order to be issued to the importer as illustrated in figure 17.

| | w Window Help | | | | | | |
|-------|---|---------------------------------|---------------------------|---|--|--|--|
| 10 14 | 7 4P 🗆 🖶 🗠 | | | 3 9 9 1 2 | | | |
| | Ainistry of Finance Customs & Excise Depa Antigue end Berbude | rtment CUSTOMS RELE/ | ASE ORDER | | | | |
| 12 | A - PART I: GENERAL IN | FORMATION | Printed | on 26/08/2015 at 13-51-02 | | | |
| 0 | 1 - CUSTOMS OFFICE: | AGDW Deep Water Harbour Customs | 02 - MANIFEST REG. NUMBER | 2015 35 | | | |
| ō | 3 - VOYAGE NUMBER: | 25636 | 04 -DEPARTURE DATE | 17/08/2015 | | | |
| 0 | 5 - WAYBILL NUMBER | 987456123 | 06 - ARRIVAL DATE: | 26/08/2015 | | | |
| ō | 7 - CONSIGNEE NAME | Customs & Excise Division | 08 - CONSIGNEE ADDRESS | Church & Long Street St. John's Antigue 26/08/2015 | | | |
| ō | - CARRIER AGENT NAME: | Customa Brokenge | | | | | |
| ī | 0 - VESSEL: | Services Church Street | 11 -DATE ISSUED: | | | | |
| ī | 2 - TIME ISSUED | — St. John's Antigue | 13 -ISSUED BY: | Comptroller of Customs | | | |
| | B - PART II: INFORMATI | | 9 <u>27</u> | | | | |
| Ī | 15- LOC/ | ATION CODE | 16- NAME OF TRANSIT | SHED | | | |
| | C - CARGO DESCRIPTIO | DN | | | | | |
| 1 | 18-PACKAGE CODE | 19- NUMBER OF PACKAGES | 20-GROSS WEIGHT IN KILOS | 21- VOLUME | | | |
| | CS | 0.00 | 0.0 | 00 2.00 | | | |
| | | 22- DESCRIP | TION | | | | |
| I (| LAMP | | | | | | |

Figure 17

Page | 14