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** ➜ **Data Management** ➜**Manual Capture** ➜**General Segment** ➜ *Right click* at **General Segment** and *select* **Find**. As illustrated in figure1 below.
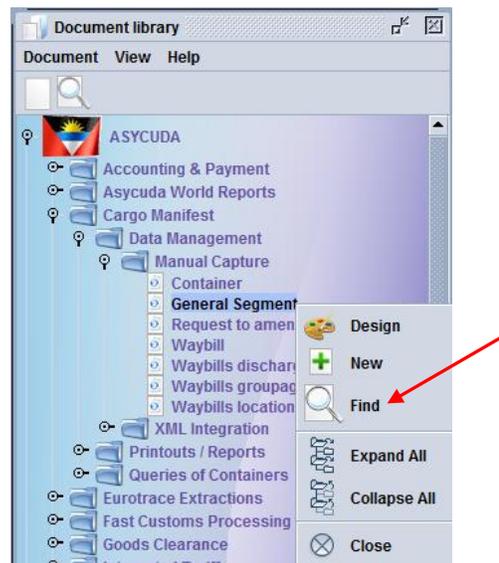
Figure 1

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

General Segment finder : Find

Please enter data for selection criteria, and proceed to find a specific document General Segment

Name	criteria	value #1	value #2
Document Status	equals	Registered	
Barcode	all		
Office code	equals	AGDW	
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		
Number of Bills of I...	all		
Number of Contain...	all		

Click the Search icon

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.
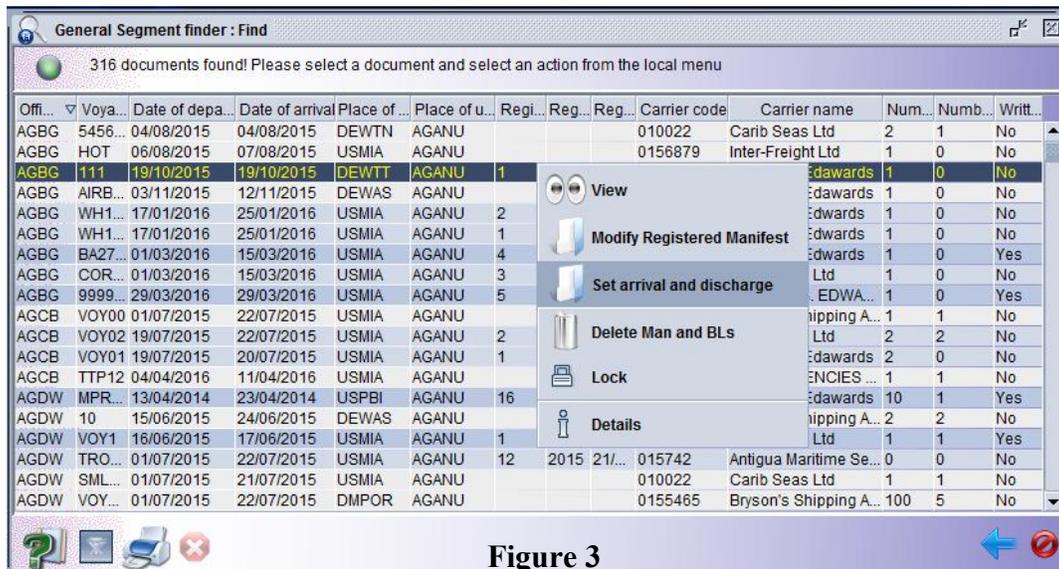
Figure 3

Complete the details as illustrated in figure 4 below.

Figure 4

Figure 5

After the input of the data, click on the verify [icon] icon as shown in figure 5 above, then on the green tick [icon] as illustrated in figure 6 below, and the following pops up to say transaction completed. Click the blue checked icon [icon] to complete the Set arrival and discharge illustrated in figure 5 above.

Figure 6

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** ➡ **Cargo Manifest** ➡ **Data Management** ➡ **Manual Capture Request to amend manifest.** Right *click* at **Request to amend manifest** and *select* **Find Submitted** as illustrated in figure 7 below.
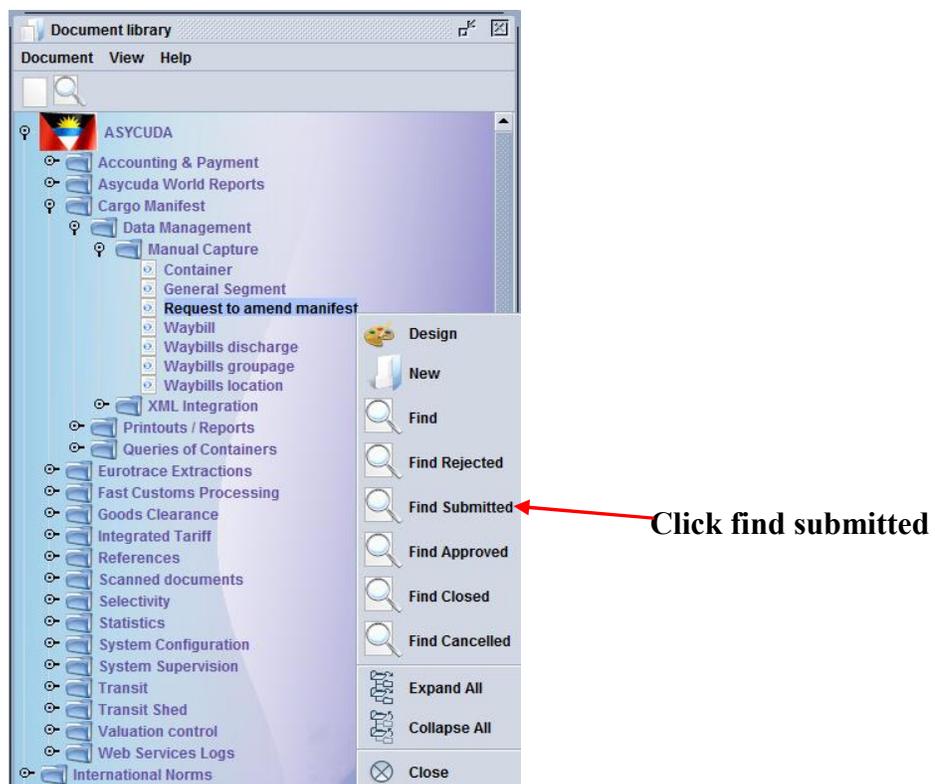
Figure 7

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.
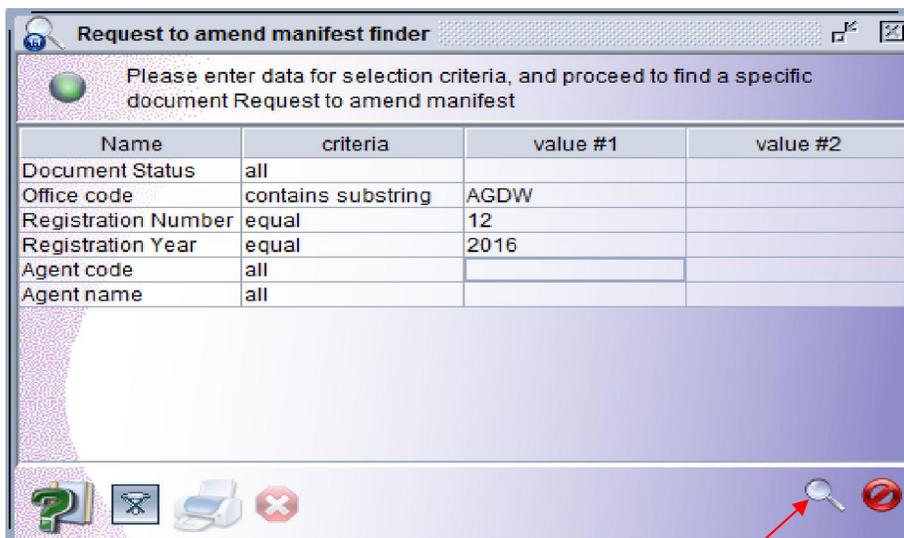
Figure 8

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.
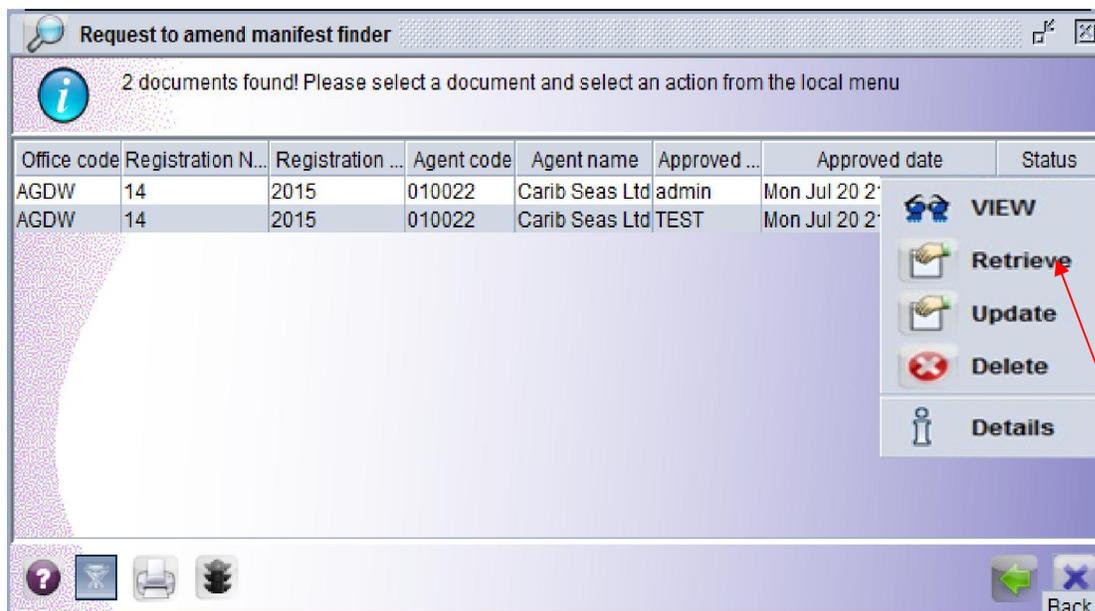
Click on the
Retrieve icon

Figure 9

Once the request to amend manifest is completed, verify the document by clicking on the verify icon as illustrated in figure 10 below.

Figure 10

If amendment is approved click green tick

Figure 11

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.

Figure 12

Manual Discharge (Mark-off)

In order to manually discharge a manifest, the Customs Officer should follow the following path: **ASYCUDA** ➡ **Cargo Manifest** ➡ **Data Management** ➡ **Manual Capture** and *select* **Find** as illustrated in figure 13 below.
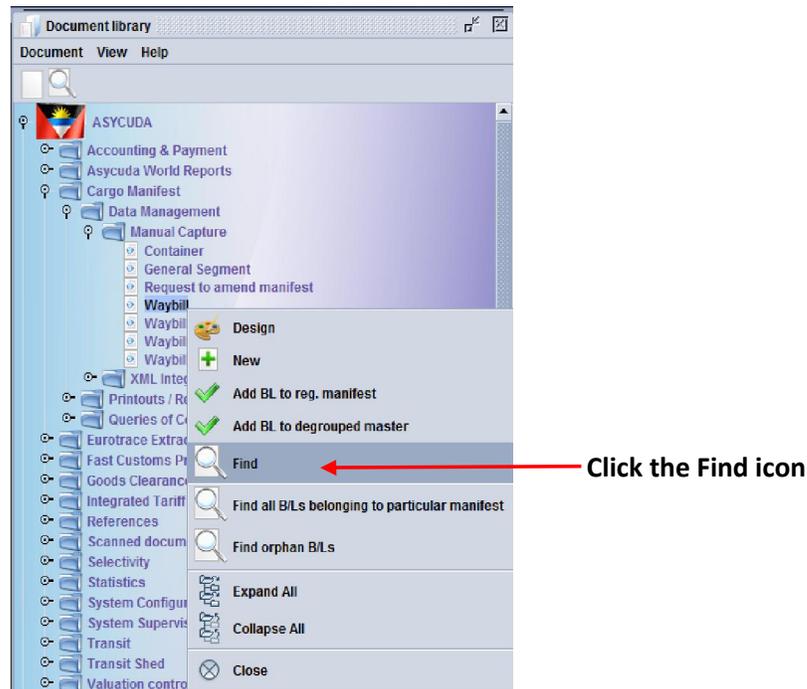
Figure 13
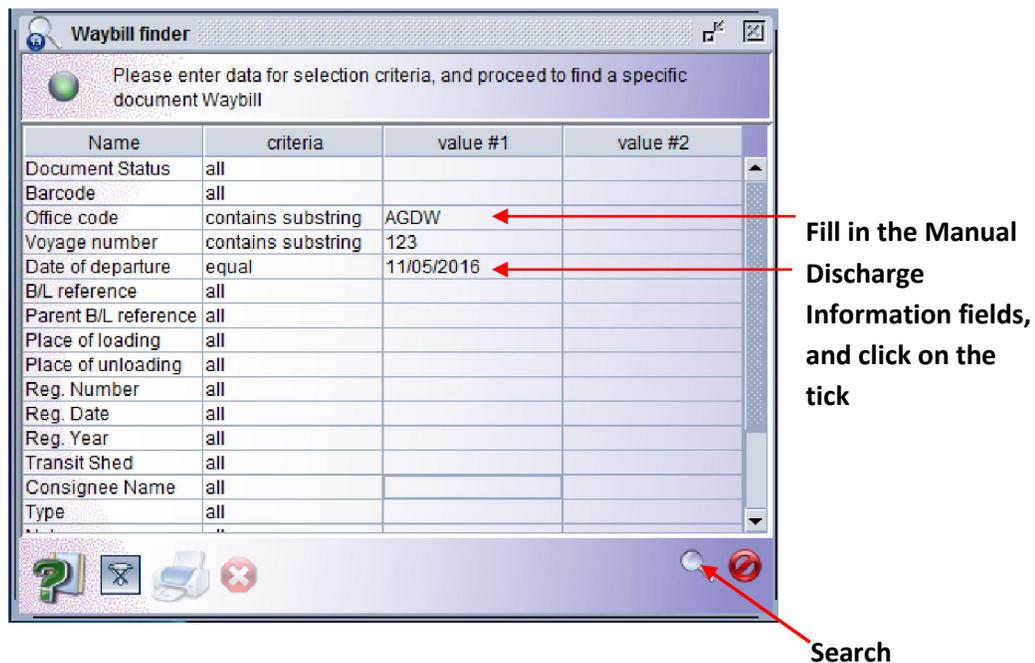
Figure 14

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.
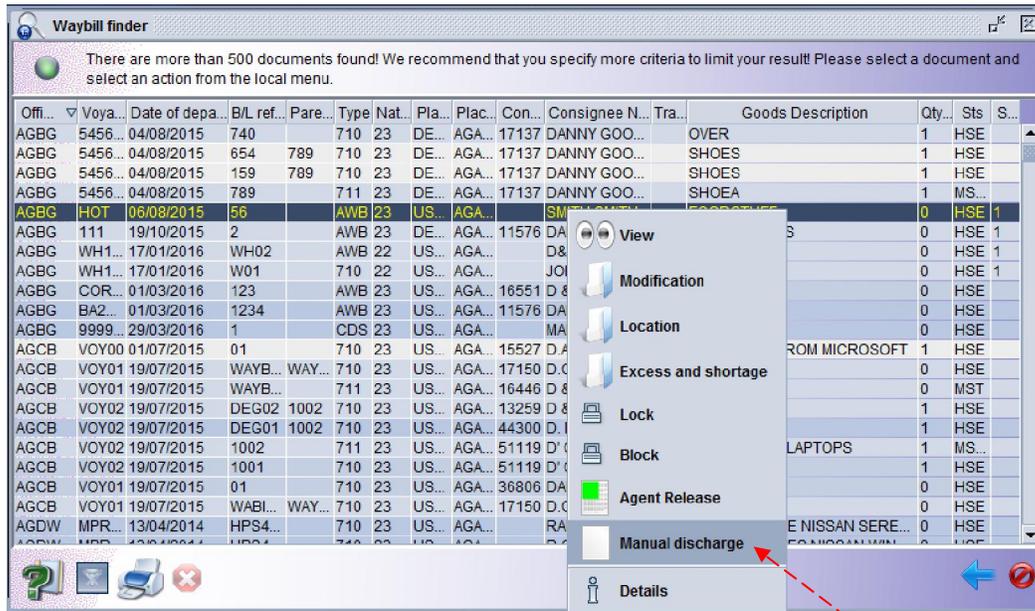
Click on the manual discharge icon

Figure 15

Right click and click on Manual Discharge as illustrated in figure 15 above, the following box will appear as illustrated in figure 16 below.
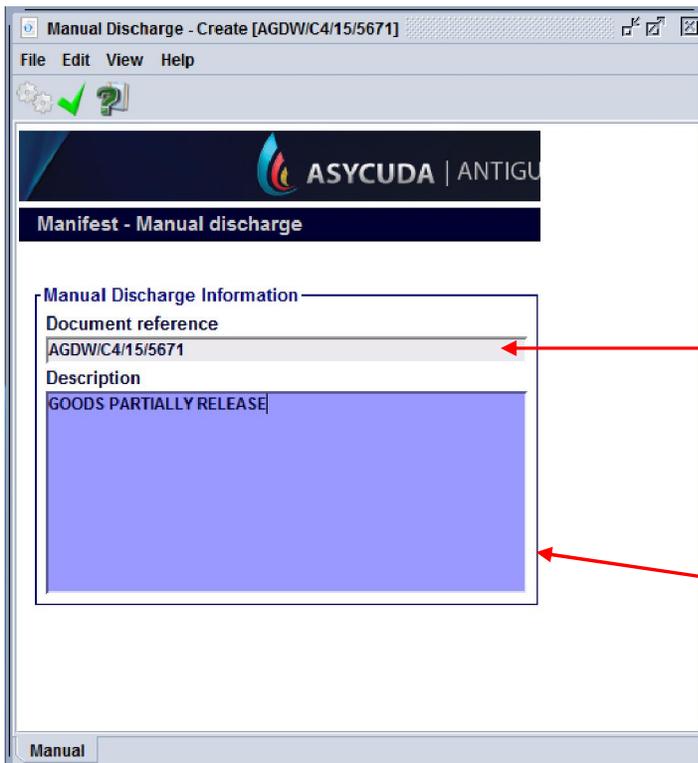
Authority to deliver the goods, E.g. Customs entry for goods being released.
Payment receipt for payment of duties and Directive from supervisor.

Free Text (details about delivery of cargo) e.g. **"partially written off"/ "totally written" or "release without duties"**.

Figure 16

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.

Figure 17