ANTIGUA AND BARBUDA

CUSTOMS AND EXCISE DEPARTMENT

MINISTRY OF FINANCE

CUSTOMS DECLARATION PROCESSING EXAMINERS

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Declaration Processing

Access the document library: **ASYCUDA→Goods Clearance→Declaration→Detail Declaration→New**. Under the declaration binder, right click the Detailed Declaration option to reveal the Function menu.

NB: The function menu employs a Find utility which is used to locate declarations according to the user desired criteria.

ASYCUDA World declaration finder

The utility offers the user multiple options to locate various types of declarations; it contains four columns as illustrated in figure 1 below:

1. Name
2. Criteria
3. Value #1
4. Value #2

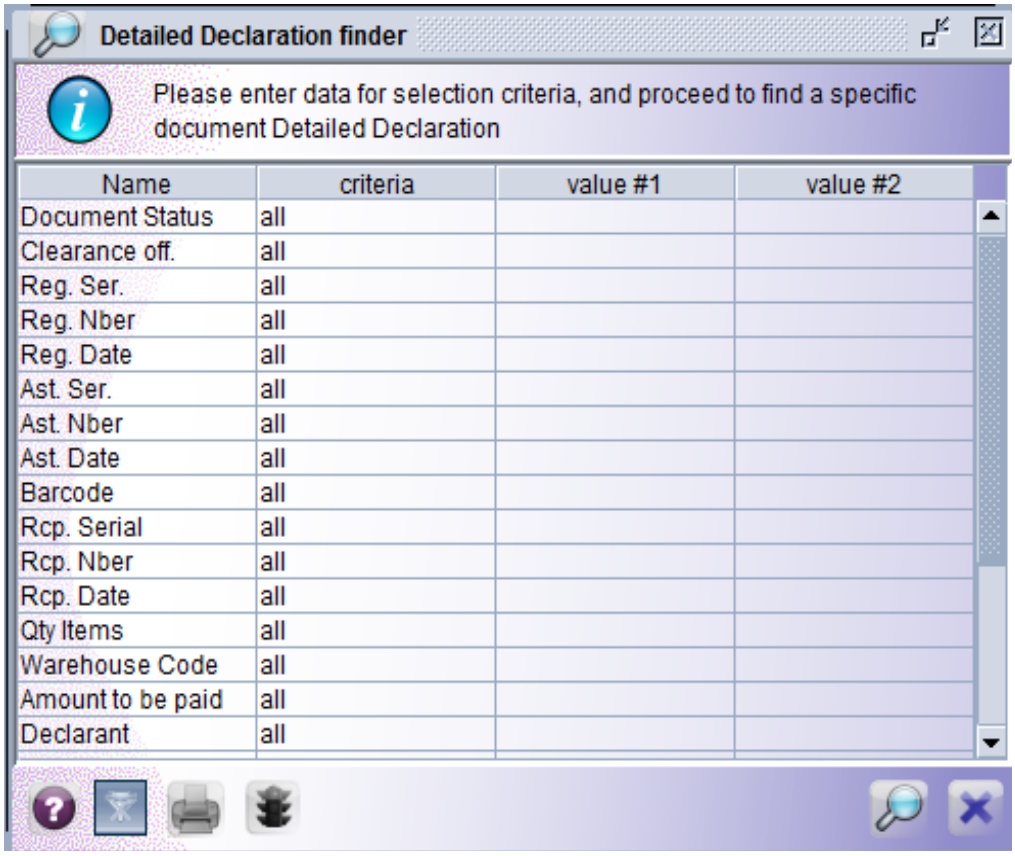


Figure 1

- **Document Status –** this is the status of the declaration and may be stored, registered assessed, paid, exited, cancelled or archived.
- **Clearance Office –** This is the office where goods are being cleared.
- **Registration Serial –** This is the letter preceding the Customs Registration Number.
- **Registration Number –** This is the Customs Registration Number.
- **Registration Date -** This is the date the declaration was registered.
- **Assessment Serial –** This is the serial letter assigned to assessed declarations by the Customs Administration (in this case it is **L**).
- **Assessment Number-** This is the declaration assessment number.
- **Assessment Date -** This the date the declaration was assessed.
- **Declarant -** This is the declarant code.
- **Declarant reference year –** This is the year the declaration was prepared.
- **Declarant reference –** This is the declarants' reference number.
- **Type – EX:** Exports or IM: Imports.
- **General Procedure -** Declaration model.
- **Exporter –** This is the exporters' code.
- **Consignee -** This is the importers' code.
- **Examiner Chief –** Chief Examiners name.
- **Examiner –** The examiners name.
- **Section –** This is the section code.
- **Total Duties & Taxes –** Total Duties & Taxes Amount.
- **Colour -** This is the declaration lane colour.

The criteria column may include the following options:

- All
- Less than
- Less than or equal
- Greater than
- Greater than or equal
- Not equal
- Equal
- Between
- Is empty
- Is not empty
- Starts with
- Ends with
- Contains substring
- Equals

The **Value#1** may be completed with the desired value required:
Example: Name: Registration Year – **Criteria**: Equals **- Value#1:** 2015.

The **Value#2** may be completed with the desired value required:
Example: Name: Registration Year – **Criteria:** Between – **Value #1:** 2014 and **Value #2:** 2015.

Examination Procedure

Step1

Find declarations which have been assigned to you and your section.

Asycuda▶**Goods Clearance**▶ **Declaration**▶**Detailed Declaration**▶right click **Find Examiner and Section** and complete the following options as illustrated in figure 2 below, a finder Examiner and Section box will appear as illustrated in figure 3 below:

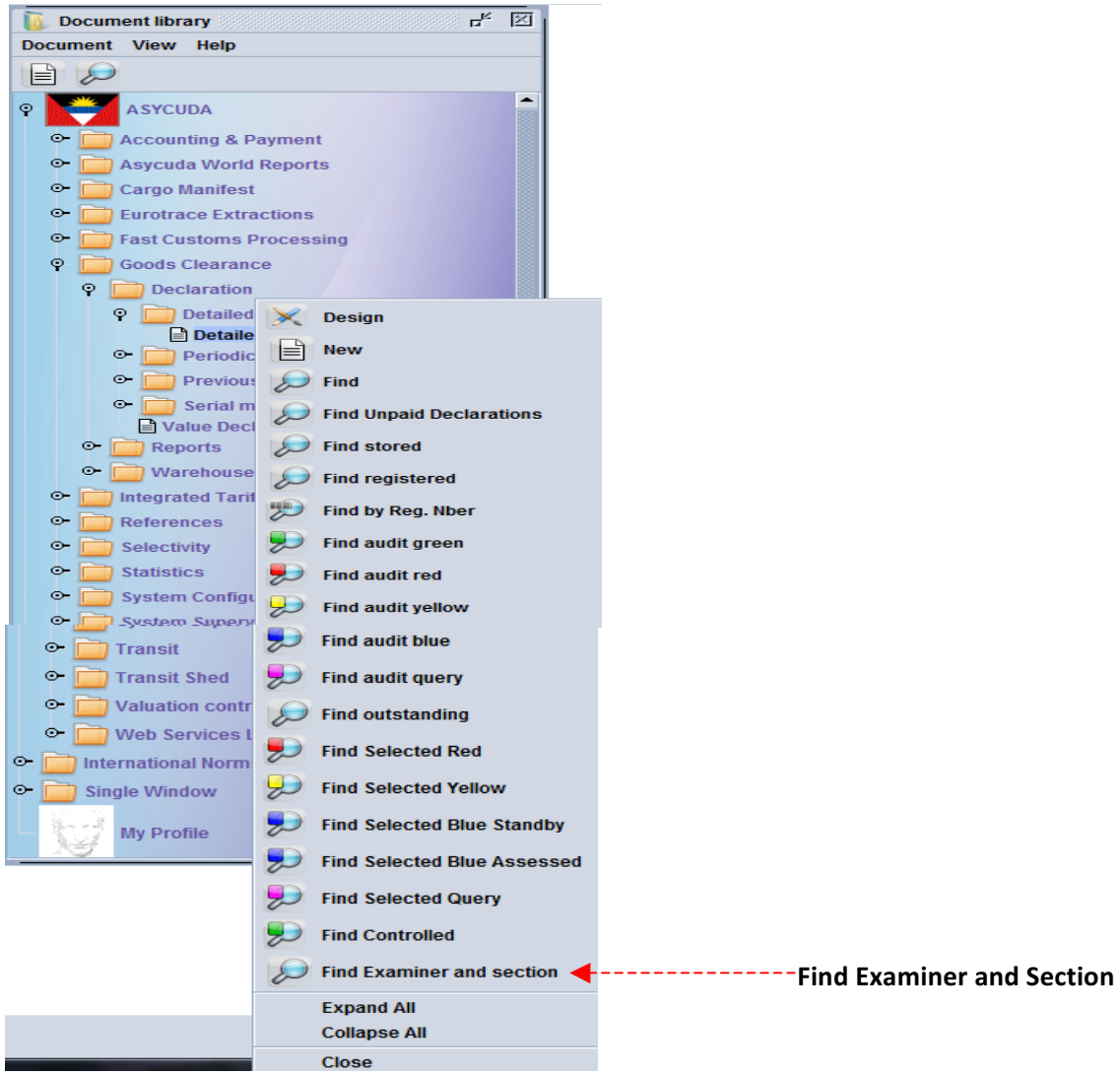
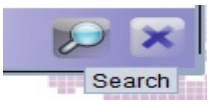


Figure 2

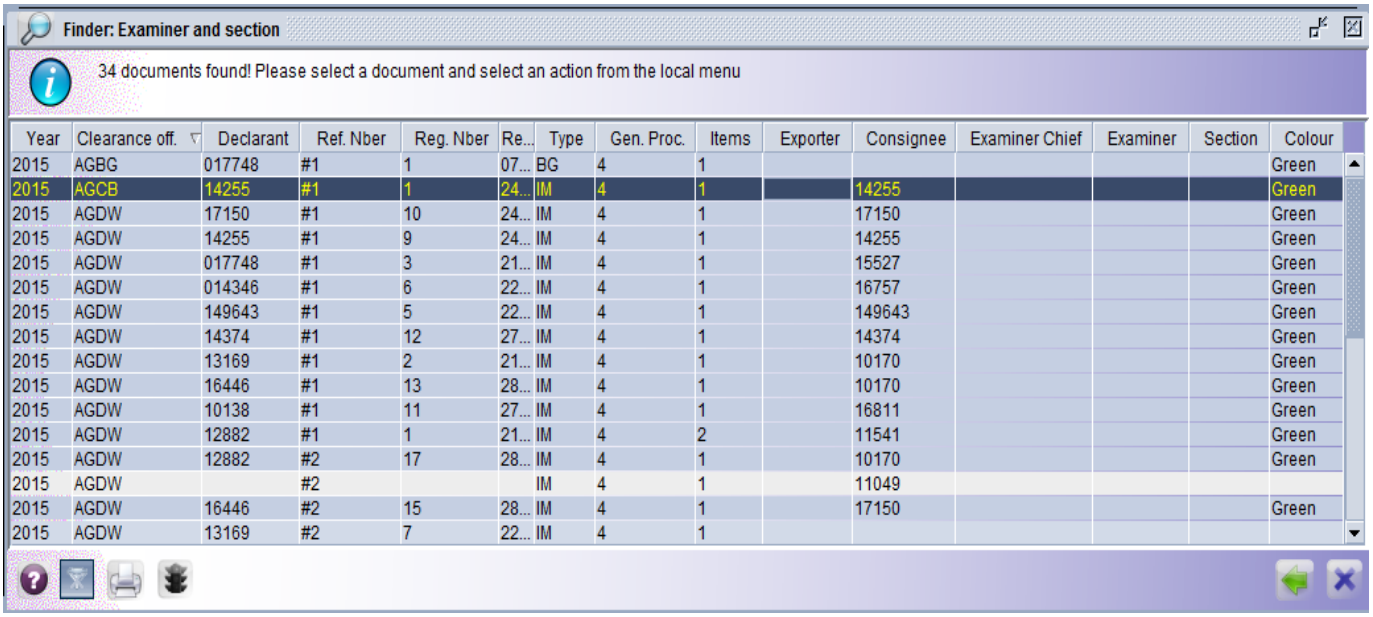
Finder: Examiner and section			
Name	**Criteria**	**Value#1**	**Value#2**
Document Status	Equals	Paid	
Clearance Off.	Equals	AGDW or AGSJ	
Declarant	All		
Dec. Reference Year	Equals	**Insert Year**	
Dec. Reference	All		
Reg. Number	All		
Reg. Date	All		
Type	All		
Gen Proc.	All		
Exporter	All		
Consignee	All		
Examiner Chief	All		
Examiner	Equals	**Insert your Name**	
Section	Equals	**Insert your Section Code**	
Colour	All		

Figure 3

Click on the search icon 

to complete your request as illustrated in figure 3 above.

The system will display the following Finder Examiner and Section screen as illustrated in figure 4 below:



Year	Clearance off.	Declarant	Ref. Nber	Reg. Nber	Re...	Type	Gen. Proc.	Items	Exporter	Consignee	Examiner Chief	Examiner	Section	Colour
2015	AGBG	017748	#1	1	07...	BG	4	1						Green
2015	AGCB	14255	#1	1	24...	IM	4	1		14255				Green
2015	AGDW	17150	#1	10	24...	IM	4	1		17150				Green
2015	AGDW	14255	#1	9	24...	IM	4	1		14255				Green
2015	AGDW	017748	#1	3	21...	IM	4	1		15527				Green
2015	AGDW	014346	#1	6	22...	IM	4	1		16757				Green
2015	AGDW	149643	#1	5	22...	IM	4	1		149643				Green
2015	AGDW	14374	#1	12	27...	IM	4	1		14374				Green
2015	AGDW	13169	#1	2	21...	IM	4	1		10170				Green
2015	AGDW	16446	#1	13	28...	IM	4	1		10170				Green
2015	AGDW	10138	#1	11	27...	IM	4	1		16811				Green
2015	AGDW	12882	#1	1	21...	IM	4	2		11541				Green
2015	AGDW	12882	#2	17	28...	IM	4	1		10170				Green
2015	AGDW		#2			IM	4	1		11049				
2015	AGDW	16446	#2	15	28...	IM	4	1		17150				Green
2015	AGDW	13169	#2	7	22...	IM	4	1						

Figure 4

Depress the back icon to change your search criteria in the event you made an error.

<u>In the list, the system will display a list of declarations assigned. This list will contain:</u>

- **Year –** Declaration Year
- **Clearance Office –** Office of clearance
- **Declarant –** Declarant Code
- **Ref. Number –** Declarant Ref Number
- **Registration Number –** Customs registration number
- **Reg. Date –** Date of registration
- **Type –** Import or Export
- **Gen. Procedure –** Model Of declaration
- **Items –** Number of Items on the declaration
- **Exporter (where Applicable) –** Exporters Code
- **Consignee –** Consignee or Importers code
- **Examiner Chief –** Chief Examiners Name
- **Examiner –** Examiners Name
- **Section –** Section Code
- **Colour –** Selectivity Lane Assigned to the declaration

Step 2

Select the declaration to be processed from the list. Right click the declaration to be processed and the following options will be displayed as illustrated in figure 5 below.

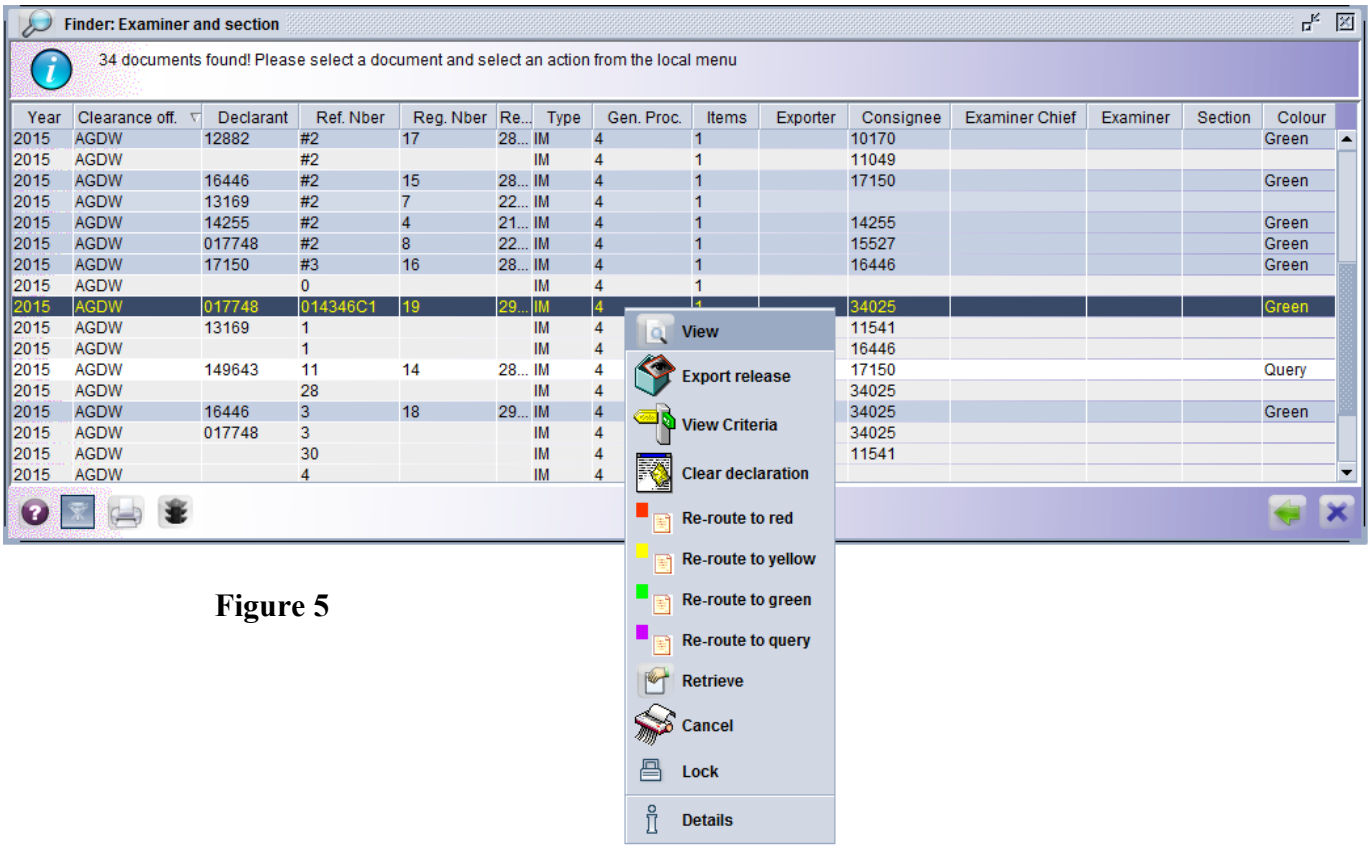


Figure 5

- **View –** View the declaration.
- **Export Release -** Perform an export release against and Export declaration.
- **View Criteria –** View the declaration criteria.
- **Release Order (Selectivity) –** Request a selectivity lane.
- **Clear Declaration –** Invokes the Inspection Act for completion and re-routes the declaration to the blue lane for exit.
- **Re-route to green –** re-routes the declaration to the green lane.
- **Retrieve –** Retrieve the declaration for modification; if it is assessed, this function invokes a Post Entry Modification.
- **Manual Examiner Assignment –** Allows the Supervisor or Chief Examiner to re-assign the declaration to a new section, chief examiner or examiner.
- **Detail –** Displays all transactions associated to this declaration.

Step 3

Click View Criteria

The system will display multiple criteria hits against the declaration. The corresponding line number for each criteria hit is also displayed as illustrated in figure 6 below.

Criteria Code – Displays the criteria code.
Valid from and to – Criteria period (if applicable)
Level – Displays the criteria level (national, regional or local).
Documentation – Displays the instructions to be verified for the criteria hit.
Random selection – Displays whether the declaration was randomly selected to the corresponding lane.

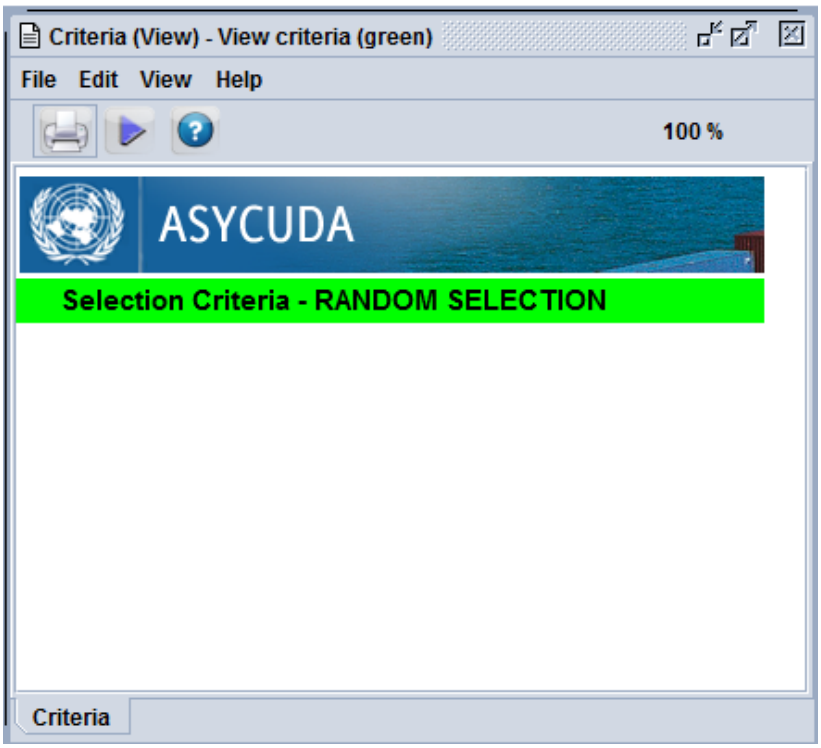


Figure 6

Step 4

In order to perform a documentary check (validation of details declared), navigate the ASYCUDA World SAD by using the view option **"RETRIEVE"**.

The ASYCUDA World SAD has been designed with tabs on the left for items lines and tabs on the bottom for quadrants as illustrate in figures 7, 8 and 9 below.

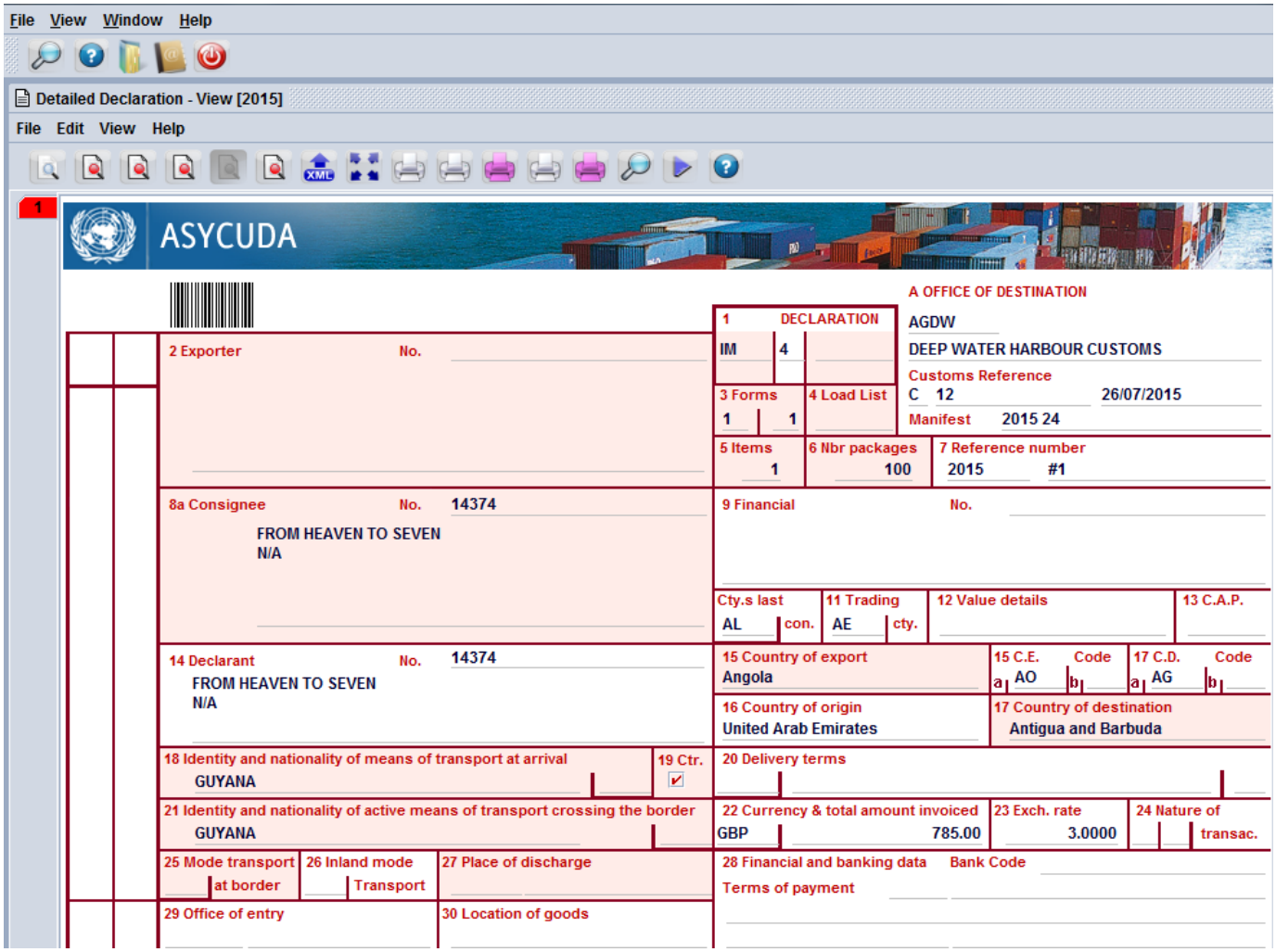


Figure 7

SAD General Segment

Valuation Note

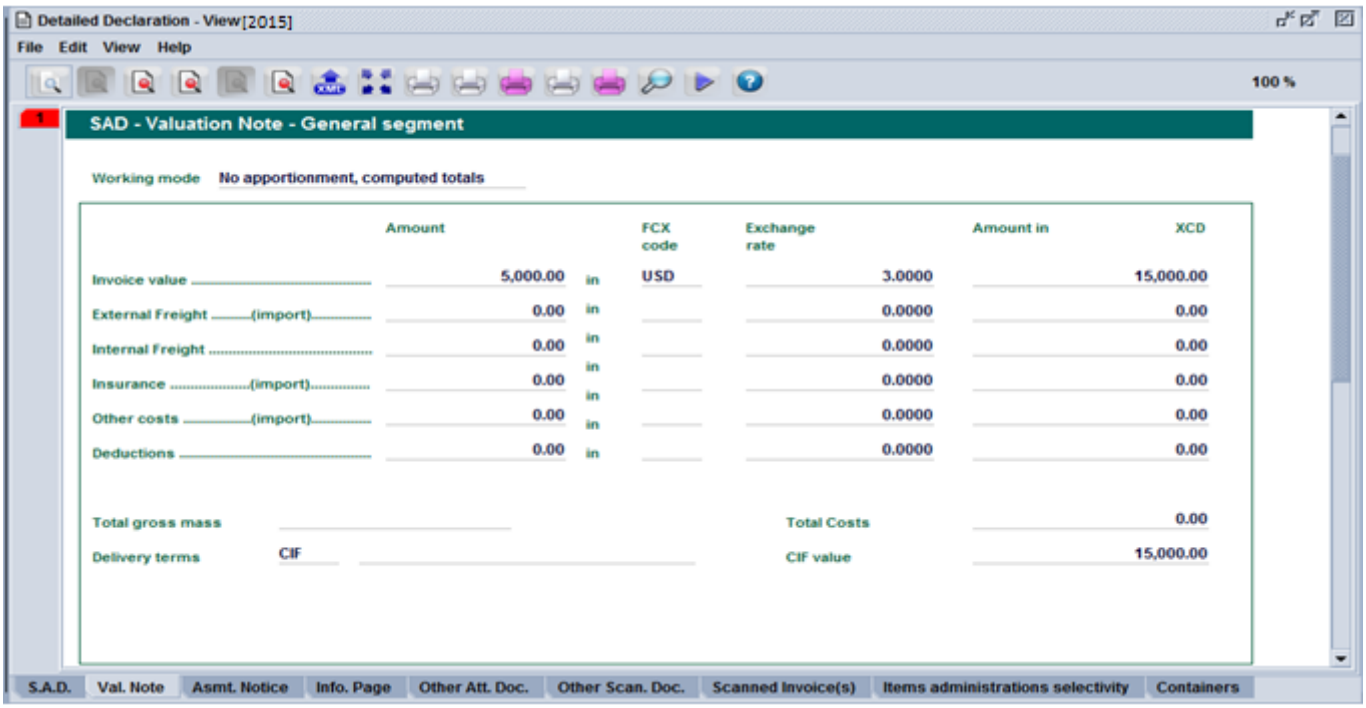


Figure 8

Assessment Notice

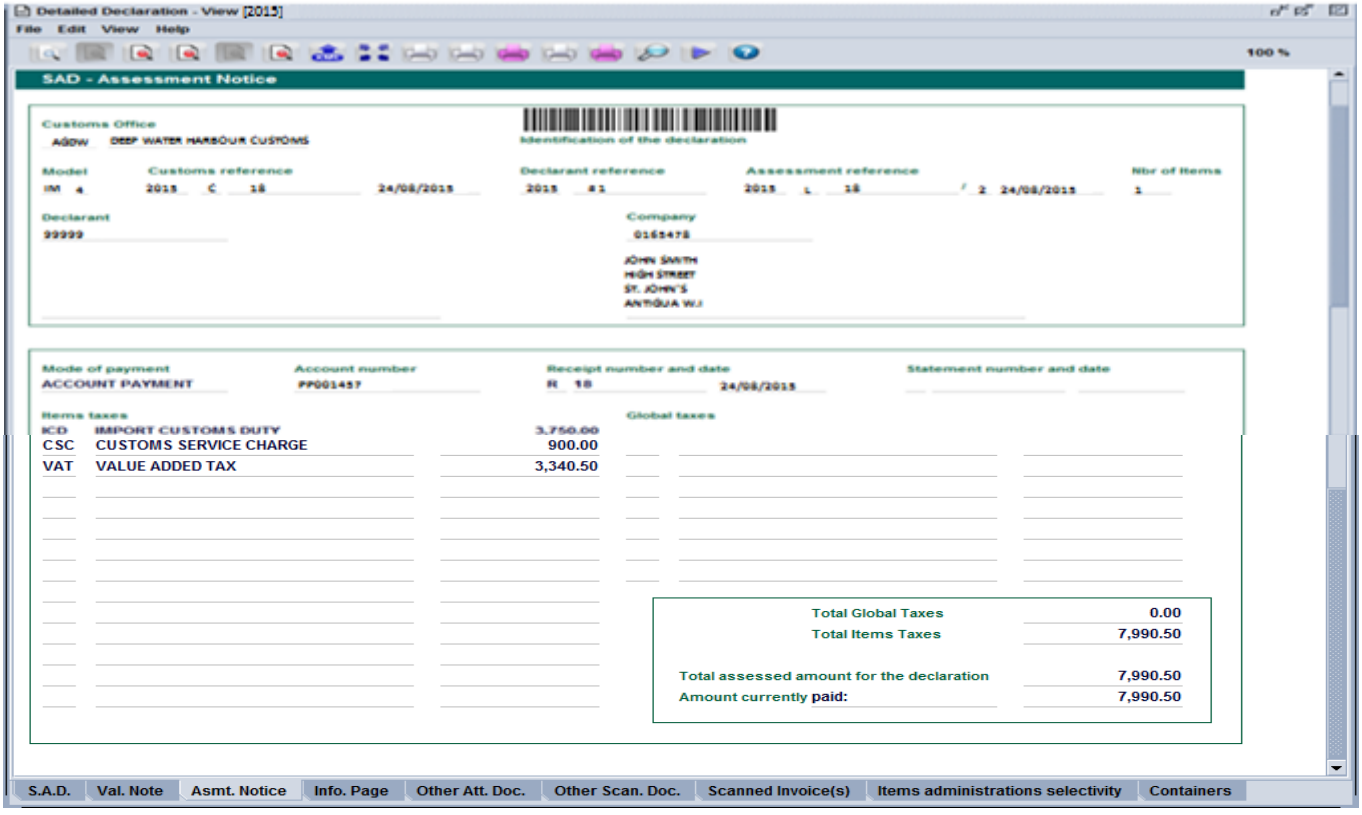


Figure 9

Items Administration Selectivity

This option is not available to examination officer.

ASYCUDA World allows scanned copies of documents to be uploaded to the **"scanned invoices"** page. These documents are subsequently available for viewing by the examiner through the options Highlighted in figure 10 below:

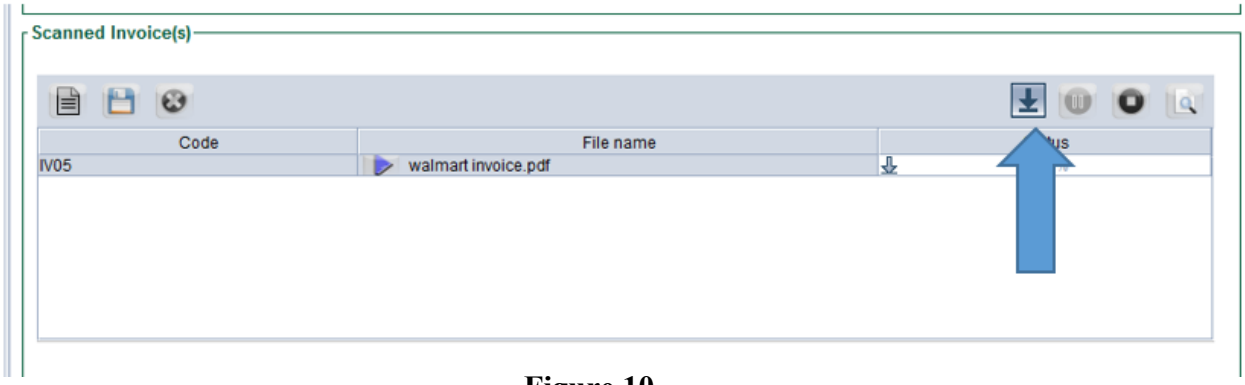


Figure 10

Select the file to upload then click the download button to load file to 100% as illustrated in figure 11 below.

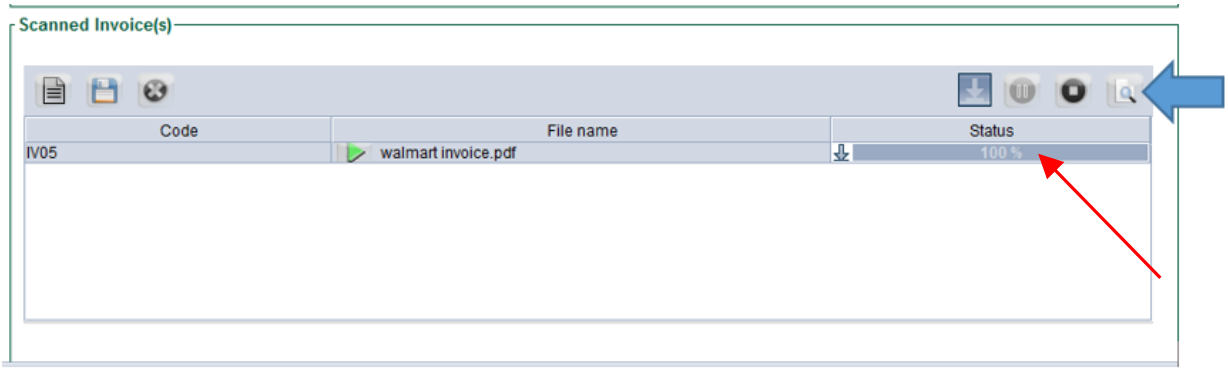


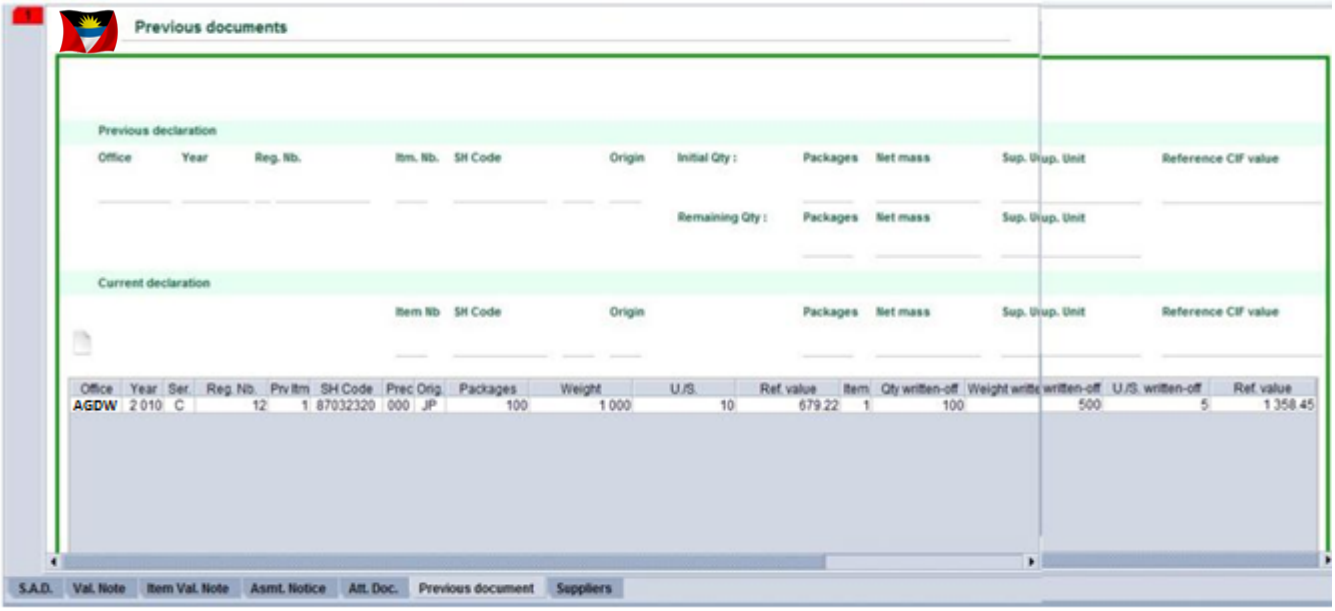
Figure 11

Click the view button to see the uploaded invoice.

The Walmart invoice that was uploaded will appear as illustrated in figure 12 below.

Figure 12

Previous Document Screen



Previous Document screen - Displays the previous declaration details:

a) Office
b) Year
c) Serial
d) Reg. Number
e) Previous Item Number
f) Harmonized System Code
g) Preceding Procedure Code
h) Origin
i) Packages
j) Weight
k) Supplementary Quantities
l) Ref. Value(previous item)
m) Item
n) Quantity written off
o) Weight Written off
p) Supplementary Quantities
q) Ref. Value (current item)

Step 5

Declaration Release

Click the **"Clear"** option and this will invoke the **"Inspection Act" as illustrated in figure 13 below.**

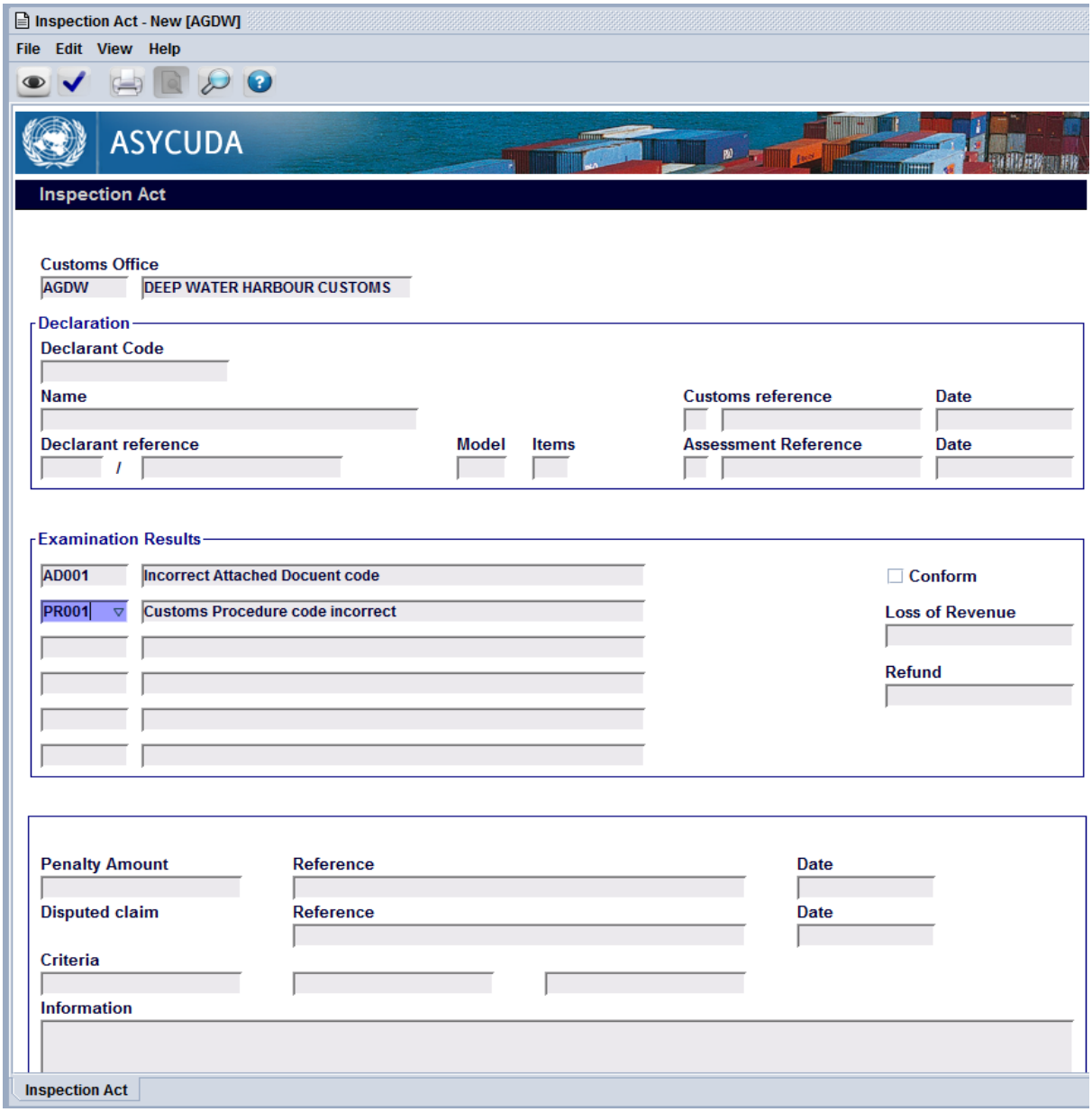


Figure 13

Inspection Act Page

Step 6

After having performed the appropriate documentary checks and physical examination of the goods as required, you should now complete the inspection Act.

If the declaration conforms to the physical examination, click the check box. If the declaration does not conform to the examination results, leave the check box empty.

In either case, ensure that you provide details by identifying the appropriate examination results in the options provided and by inputting any further pertinent information in the "Information" section. These examination details are vital for risk management purposes.

Finalize the transaction by clicking the validate button as illustrated in figure 13 above.

Step 7

Click the forward button to invoke the next screen as illustrated in figure 14 below.

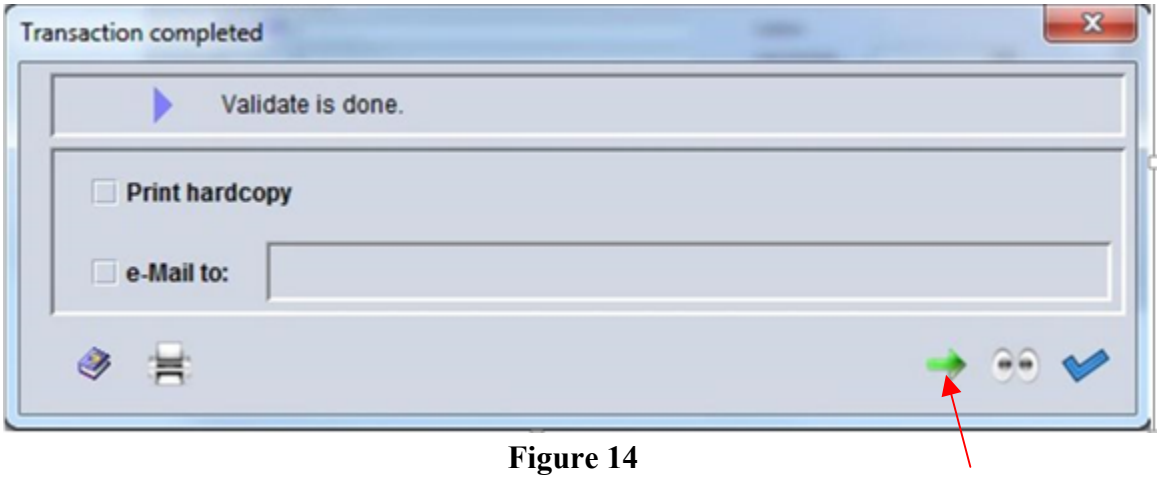


Figure 14

Step 8

The following transaction screen **"Re-route the declaration"** will be presented as illustrated in figure 15 below.

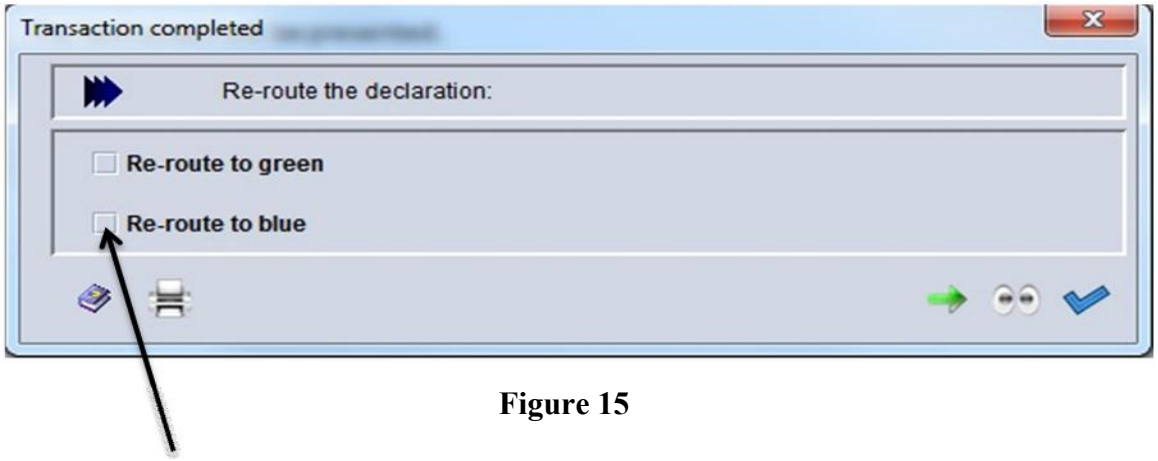


Figure 15

Step 9

Re-route the declaration to the blue lane for post audit checks or re-route it to the green lane for direct filing/release and click the button as illustrated figure 15 above.

Step 10

In figure 15 example the declaration was re-routed to the blue lane for Post Audit checks. The system will display the following **"Declaration Assessment"** screen illustrated in figure 16 below.

Figure 16

Step 11

Click the button as illustrated in figure 16 above to confirm the option and move to the **"Release Order"** screen. This serves to release the goods from Customs charge.

After the release order is issued by the examination officer, the custodian of the cargo will now be able to issue the exit note.