

**ANTIGUA AND BARBUDA**  
**CUSTOMS AND EXCISE DEPARTMENT**  
**MINISTRY OF FINANCE**



**CUSTOMS WAREHOUSE OPERATORS/DUTY FREE SHOPS**  
**USER MANUAL (EXBOND – IM4)**



## Table of Contents

Introduction.....	2
Login ASYCUDA World .....	3
Create IM4 Declaration.....	4
Completing the Declaration .....	5
Item Valuation Note.....	9
Other Attached Document.....	111
Information Page.....	12
Invoice Information .....	12
Complete Previous Declaration Form.....	16
Verify SAD.....	21
Validate & Assess SAD.....	22
Status of Previous Declaration (IM7).....	23
Make Payment.....	25
Goods Release.....	26

## Introduction

The declaration processing capability is the core component of any Customs Software. It reflects both the system behavior and the Customs practice in force. When it is plugged into its surrounding environment, which includes the Customs Tariff, reference tables, taxation rules and the other Customs legal basis, a complete customs automated system is created.

The SAD (Single Administrative Document) is used to control the import and export of goods in Antigua and Barbuda. The SAD includes data used to calculate and eventual collection of taxes and duties as well as the main source of national trade statistics.

ASYCUDA World provides a robust, comprehensive declaration processing capability, which is based on using the SAD as a standard form. The SAD (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.

In this system, the input and assessment of declarations is done by the importer/broker, thus eliminating unnecessary paperwork, and time spent at the department. The Customs on the other hand do the control portion of the customs declaration process.

This manual is presented in a user friendly manner with written instructions and graphic illustrations to ensure that persons who interact with the system are both knowledgeable and comfortable. It is intended to complement the hands-on training being provided by the ASYCUDA Project team and will serve as a permanent record for future reference.

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 REGISTRATION 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 Tax Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The 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 system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

## STEP 1: Login ASYCUDA World

Enter the username and password provide by Customs. Click the check mark or press enter to validate input of user name and password as illustrated in figure 1 below.



**Figure 1**

After you have successfully logged into ASYCUDAWORLD click the **“Document Library”** icon in the upper left hand corner as illustrated in figure 2 below.



**Figure 2**

**Document Library icon**

This will open the document library frame located to the right hand corner of the screen.

**Note:** The user can also access the document library menu by selecting **“file”** and then **“document library”** and the menu option required.

Before keying declaration details, please ensure that you have all the required documents, such as the ASYCUDA bill of lading, invoices, and freight document and any other permits or licenses which must be submitted with the declaration. Ensure that you have scanned all copies of these documents and placed them in a folder on your computer for upload.

## STEP 2: Create IM4 Declaration

Invoke the “Goods Clearance” by navigating the Document Library using this path: **ASYCUDA → Goods Clearance → Declaration → Detail Declaration → Right click Detailed Declaration → New** as illustrated in figure 3 below.



**Figure 3**

Right clicking on the detail declaration will open a sub menu that contains two (2) major operations that may be carried out:

- “New” - Preparing a completely new declaration.
- “Find” - Finding a previously prepared declaration

### **SAD (Single Administrative Document) form and its subsequent forms**

**The SAD form/Detailed Declaration is composed of ONE (1) main form and seven (7) subsequent forms, namely:**

1. SAD (Main form) and SAD item page (For multi item declaration).
2. Valuation Note form.
3. Assessment Notice form.
4. Information Page.
5. Other Attached Documents Page form.
6. Other Scan Document.

7. Scanned Invoice(s).
8. Previous Document

**NB: Use the TABS at the bottom of the main form to navigate between forms.**

### **SAD (Main form)**

SAD main form consists basically of two (2) segments: the general segment and the item segment. The general segment covers general information about the entire consignment such as exporter, consignee, declaration type, etc..., while the item segment contains all necessary specific information required to clear the consignment such as commodity code, value, country of origin, etc.

### **STEP 3: Completing the Declaration**

After selecting the Office of Destination (Box A), complete all the fields; begin with the general segment.

In **Box 1** select the model of Declaration (**IM4**) according to the Customs Regime required for the goods being imported.

**NB: It is very important to make sure that you select 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.**

**General Segment** →

1 DECLARATION		3 Forms 1		4 Load List 1		5 Items 1		6 Nbr packages 1		7 Reference number 2015	
2 Exporter No.		8a Consignee No.		9 Financial No.		11 Trading city.		13 C.A.P.		15 Country of export	
14 Declarant No.		16 Country of origin		17 Country of destination		15 C.E. Code		17 C.D. Code		20 Delivery terms	
19 Ctr.		21 Identify and nationality of active means of transport crossing the border		22 Currency & total amount invoiced 0.00		23 Exch. rate 0.0000		24 Nature of transac.		25 Mode transport at border	
26 Inland mode Transport		28 Financial and banking data		Bank Code		29 Location of goods		Terms of payment			

**Item Segment** →

31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind		32 Item No. 1	33 Commodity code		Product Identification	
	Marks & no of packages Nbr & Kind			34 Cty. orig. Code	35 Gross mass (kg)	36 Prefer.	
Containers No(s)				37 PROCEDURE	38 Net mass (kg)	39 Quota	
				40 AWB/BL Number / Previous document		S/L	
44 Add. info Documents Produced Certificates and authorization		Licence No D.Val D.Qty		41 Supplementary units		A.I. Code	
A.D.						46 Statistical value	

**Calculation Boxes** →

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment	49 Identification of warehouse
						B ACCOUNTING DETAILS	
						Mode of payment CASH	
						Assessment number / Date	
						Receipt number Date	
						Guarantee Date	
						Total fees XCD	
						Total declaration XCD	
						Total	

50 Principal No.		Signature		C OFFICE OF DEPARTURE	
51 Intended offices of transit and country		Represented by Place and date			
52 Guarantee not valid for		Code		53 Office of destination and country	
D CONTROL BY OFFICE OF DESTINATION		Stamp:		54 Place and date	
Signature					

**Figure 4**

Example of an empty completed Single Administrative Document – SAD general and item segment before information is inputted is illustrated in figure 4 above.

ASYCUDA   ANTIGUA AND BARBUDA		A OFFICE OF DESTINATION	
		<b>1 DECLARATION</b> IM 4	
<b>2 Exporter</b> No. _____ H&M WASHINGTON		<b>3 Forms</b> 1   <b>4 Load List</b> 0 <b>5 Items</b> 1   <b>6 Nbr packages</b> 200   <b>7 Reference number</b> 2016 0987 Manifest	
<b>8a Consignee</b> ST MARY'S STREET ST. JOHN'S ANTIGUA AND BARBUDA		<b>9 Financial</b> No. _____ <b>10 Country last</b> US   <b>11 Trading</b> US   <b>12 Value details</b> 0.00   <b>13 C.A.P.</b>	
<b>14 Declarant</b> No. _____ UNION ROAD ST. JOHN'S		<b>15 Country of export</b> United States   <b>15 C.E. Code</b> a US   <b>17 C.D. Code</b> a AG   b <b>16 Country of origin</b> China   <b>17 Country of destination</b> Antigua and Barbuda	
<b>18 Identity and nationality of means of transport at arrival</b> MV FAST   BS   <b>19 Ctr.</b> <input type="checkbox"/>		<b>20 Delivery terms</b> CIF   ST JOHN'S	
<b>21 Identity and nationality of active means of transport crossing the border</b> MV FAST   BS		<b>22 Currency &amp; total amount invoiced</b> USD   1,234.00   <b>23 Exch. rate</b> 2.7169   <b>24 Nature of</b> transac.	
<b>25 Mode transport</b> 1   at border   <b>26 Inland mode</b>   Transport   <b>27 Place of discharge</b>		<b>28 Financial and banking data</b> Bank Code _____ <b>Terms of payment</b> 01 Basic	
<b>29 Office of entry</b> AGDW DEEP WATER HARBOUR (		<b>30 Location of goods</b> DWTSD	
<b>31 Packages and description of goods</b>	<b>Marks and numbers - Number and kind</b> Marks & no of packages NIT6 Nbr & Kind 200 BX Box Of cotton SHIRTS & BLOUSES		<b>32 Item No.</b> 1
	<b>33 Commodity code</b> 60019100   <b>Product Identification</b> 000		<b>34 Cty. orig. Code</b> a CN   b   <b>35 Gross mass (kg)</b> 1,200.000   <b>36 Prefer.</b>
	<b>37 PROCEDURE</b> 4070   000   <b>38 Net mass (kg)</b> 999.000   <b>39 Quota</b>		<b>40 AWB/BL Number / Previous document</b> S/L
	<b>41 Supplementary units</b> MTK   <b>42 Item Price</b> 500.00   <b>43 V.M. code</b>		<b>44 Add. info Documents Produced Certificates and authorization</b> Licence No _____ D.Val _____ D.Qty _____ 0+0.00+0.00+0-0 A.D. _____
<b>45 Adjustment</b> 1		<b>46 Statistical value</b> 3,352.65	
<b>47 Calculation of</b>		<b>48 Deferred payment</b>	
<b>49 Identification of warehouse</b> WHS-TST		<b>50</b>	
Val. Note   Asmt. Notice   Info. Page   Other Att. Doc.   Other Scan. Doc.   Scanned Invoice(s)   Previous document			

General Segment →

Item Segment →

Figure 5

Example of a completed IM4 Declaration general and item segment is illustrated in figure 5 above.

**Note that the information entered above does not include a manifest number. Also the previous document number (Box 40) is entered automatically by the system after the previous document details have been completed. Additionally, the previous document tab only appears among the bottom tabs based on the CPC code entered in Box 37.**

### STEP 4: Valuation Note Form

Detailed Declaration - Retrieve [2016]  
File Edit View Help

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Valuation Note - General segment

Working mode: No apportionment, computed totals

	Amount		FCX code	Exchange rate	Amount in	XCD
Invoice value .....	1,234	in	USD	2.7169		3,352.65
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
<b>Total gross mass</b>				<b>Total Costs</b>		<b>0.00</b>
Delivery terms	CIF	ST JOHN'S		CIF value		3,352.65

This form contains the global invoiced value of all the goods declared in the main SAD form. In addition, it allows input of value build up information such as freight and insurance costs and automatically apportions the costs between the declaration items as illustrated in figure 8 above.

#### **The fields of the General Valuation Note are:**

- \* Invoice value
- \* External freight
- \* Internal freight
- \* Insurance
- \* Other costs

**NB: It automatically apportions the costs between the declaration items when two more items are declared.**

**STEP 5: Item Valuation Note**

A Valuation Note must be completed for each item entered.

A declaration contains as many Item Valuation Note forms as the number of items declared in the main SAD form. Each of them contains the item invoiced value and it allows input of value build up information such as freight and insurance costs. Upon the completion of all customs value related elements, the CIF value (which is the tax base for customs duties) is automatically calculated for each item as illustrated in figure 9 below.

Item number	Amount	FCX code	Exchange rate	Amount in	XCD
1					
Invoice value .....	1,234.00 in	USD	2.7169		3,352.65
External Freight .....(import).....	0.00 in		0.0000		
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		
Deductions .....	0.00 in		0.0000		
				Total Costs	0.00
Delivery terms	CIF	ST JOHN'S		CIF value	3,352.65
				Statistical value	3,352.65

**Figure 9**

For each cost element the currency should be put in the appropriate field and consequently the exchange rate (if different from the national currency) is automatically brought from the currencies file and filled in its appropriate field as illustrated in figure 10 below.

**SAD - Valuation Note - Item**

Item number	Amount		FCX code	Exchange rate	Amount in	XCD
1						
Invoice value .....	1,234.00	in	USD	2.7169		3,352.65
External Freight .....(import).....	0.00	in		0.0000		
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		
Deductions .....	0.00	in		0.0000		
				<b>Total Costs</b>		<b>0.00</b>
Delivery terms	CIF	ST JOHN'S		CIF value		3,352.65
				Statistical value		3,352.65

**Figure 10**

## STEP 6: Other Attached Document

Complete the Attached Documents form as illustrated in figure 11 below. This form contains the references of the documents attached to the declaration. For example waybills (BOL/AWB), Insurance documents, letter of authorization etc.

**SAD - Attached Documents Page**

Customs Office  
AGDW DEEP WATER HARBOUR Ct

Identification of the declaration

Model: IM 4      Customs reference: \_\_\_\_\_      Declarant reference: 2016 0987      Assessment reference: \_\_\_\_\_ / \_\_\_\_\_      nbr of items: 1

Declarant  
UNION ROAD  
ST. JOHN'S

Item	Code	Description	Reference	Date
				
1	380	Commercial invoice	001	03/05/...

**Add document tool icon**

**Figure 11**

The declarant must also scan the attached documents to Customs using the tool provided in the reference field of the attached document form as illustrated in figure 11 above.

Click on the reference field of the attached document to access the drop down window. Choose the **“Search File”** option to find the document on your hard drive to send to Customs.

## STEP 7: Information Page

Use the information Page tab to input any pertinent information pertaining to the declaration as illustrated in figure 12 below.

The screenshot shows the 'SAD - Information Page' form. At the top left, it identifies the 'Customs Office' as 'AGDW DEEP WATER HARBOUR CI'. To the right is a barcode labeled 'Identification of the declaration'. Below this is a table with the following data:

Model	Customs reference	Declarant reference	Assessment reference	libr of Items
IM 4	2016 C 140	2016 123	2016 L 141	1

Below the table, there is a 'Declarant' field with the text 'UNIONROAD ST. JOHN'S' entered.

**Figure 12**

## STEP 8: Invoice Information



**Figure 13**

Click other scanned invoice(s) tab to view the form as illustrated in figure 13 above.

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Scanned Invoice(s)

Customs Office AGDW DEEP WATER HARBOUR CI

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference
IM 4	2016 C 140	2016 123	2016 L 141
	05/05/2016		05/05/2016

Supplier's Information

Supplier's Name .....

Supplier Country Code.....

**Figure 14**

The declarant will first have to fill in supplier's information for each supplier's invoice

Or

Type in your value declaration registration number and date into the “**value declaration form details**” section as illustrated in figure 14 above. This option will import the supplier's details from the value declaration form.

SAD - Scanned Invoice(s)

Customs Office AGDW DEEP WATER HARBOUR CI

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference
IM 4	2016 C 140	2016 123	2016 L 141
	05/05/2016		05/05/2016

Supplier's Information

Supplier's Name .....

Supplier Country Code.....

Supplier Country Name.....

City .....

Street .....

Zip Code .....

**Value Declaration Form Details** 

Reg. Number .....

Reg. Date .....

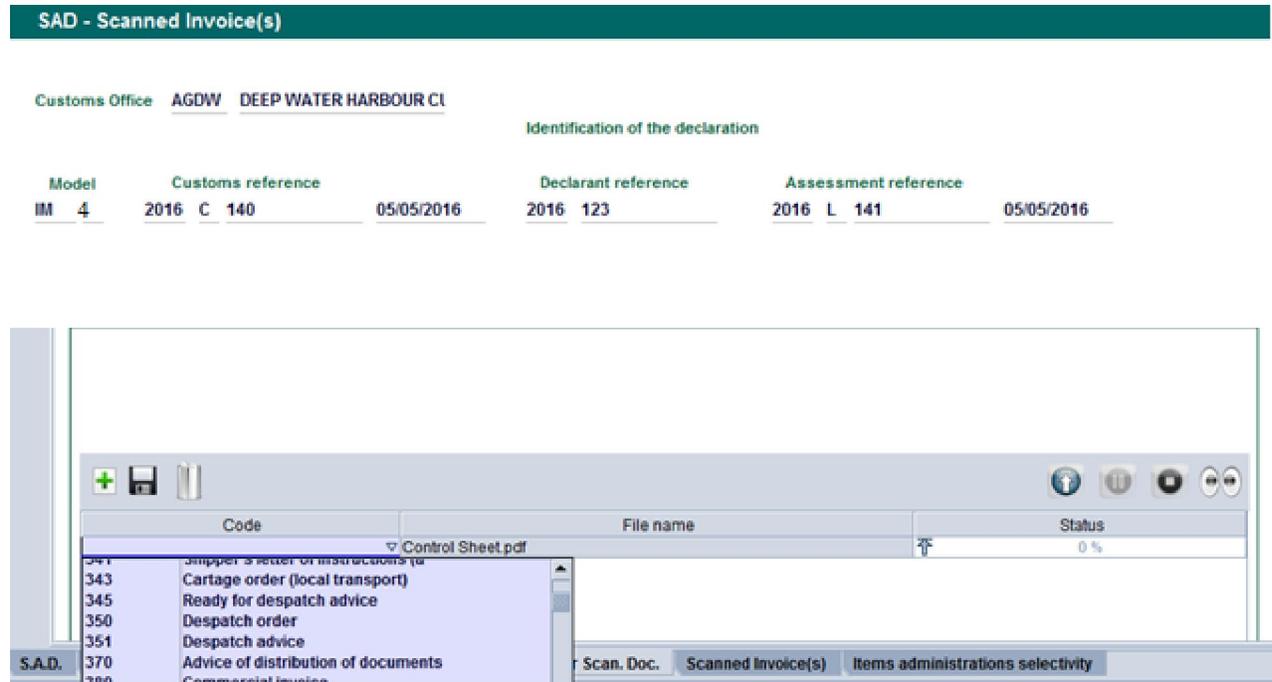
Click the plus icon and search for the invoice you wish to upload as illustrated in figure 15 below.



**Figure 15**

**Upload button**

Click the upload button to upload the document as illustrated in figure 15 above.



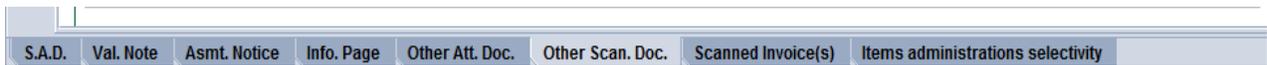
**Figure 16**

Select the type of document you have uploaded as illustrated in figure 16 above.

Click Add Supplier Button  To Enter Additional Invoices Suppliers as illustrated in figure 16 above.

**Uploading other scanned documents**

Click other scan document tab as illustrated in figure 17 below.



**Figure 17**

The following page appears as shown in Figure 18 below.

**SAD - Information Page**

Customs Office  
AGDW DEEP WATER HARBOUR CI

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference	libr of Items
IM 4	2016 C 140	05/05/2016	2016 L 141 / 05/05/2016	1

Declarant

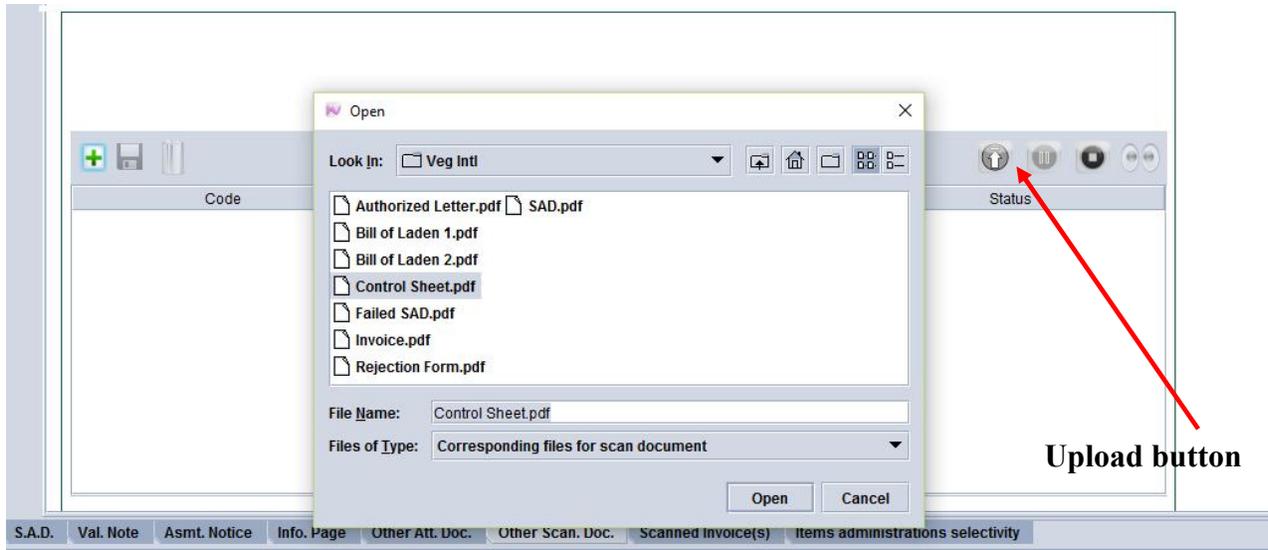
UNIONROAD  
ST. JOHN'S

**Figure 18**



**Figure 19**

Click the plus icon  and search for the document you wish to upload as illustrated in figure 19 above.



**Figure 20**

Click the upload button to upload the document illustrated in figure 20 above. File dialog box appears, select the type of document you wish to upload and click ok.

To enter the code of the document use the drop down menu located under the “Code” field.

### **STEP 8: Completing the Previous Document**

The previous document tab is broken into two segments: the previous declaration segment and the current declaration segment see figure 21 below. The previous declaration segment shows information from the IM4 to reflect what was entered into the bond such as the number of packages, the number of items, weight etc...., while the current declaration segment contains information regarding the amount of pieces the user wishes to remove from the bond, as such the user will only be asked to input the Supplementary Unit.

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Previous documents

Previous declaration

Office	Year	Reg. No.	Item No.	HS Code	Origin	Initial Qty:	Packages	Net mass	Sup. Unit	Reference CIF value
						Remaining Qty:	Packages	Net mass	Sup. Unit	Reference CIF value

Product identification

Commercial description

Current declaration

Item No.	HS Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value

Office Year Ser. Reg. No. Piv. It. HS Code Prec. Orig. Packages Weight S.U. Ref. value Itm. Qty written-off Weight written-off S.U. written-off Ref. value

S.A.D. Val. Note Asmt. Notice Info. Page Other Alt. Doc. Other Scan. Doc. Scanned Invoice(s) Previous document

**Figure 21**

Figure 21 above shows the Previous Document form before it is populated with data.

To populate the previous document information to show the amount of packages, gross weight and the amount of goods entered into the bond. The user must first enter the **Office, Year, Reg No.** and **Itm.No** (see Figure 22 below). This data must be taken from the previously submitted IM7 declaration.

Once the user has entered the 4 required information mentioned above, and presses the **tab key** the remaining fields will be populated, to reflect the information submitted on the IM7 declaration.

**Note the Reg No. is the Customs Reference Number and is generated once the IM7 has been validated and assessed.**

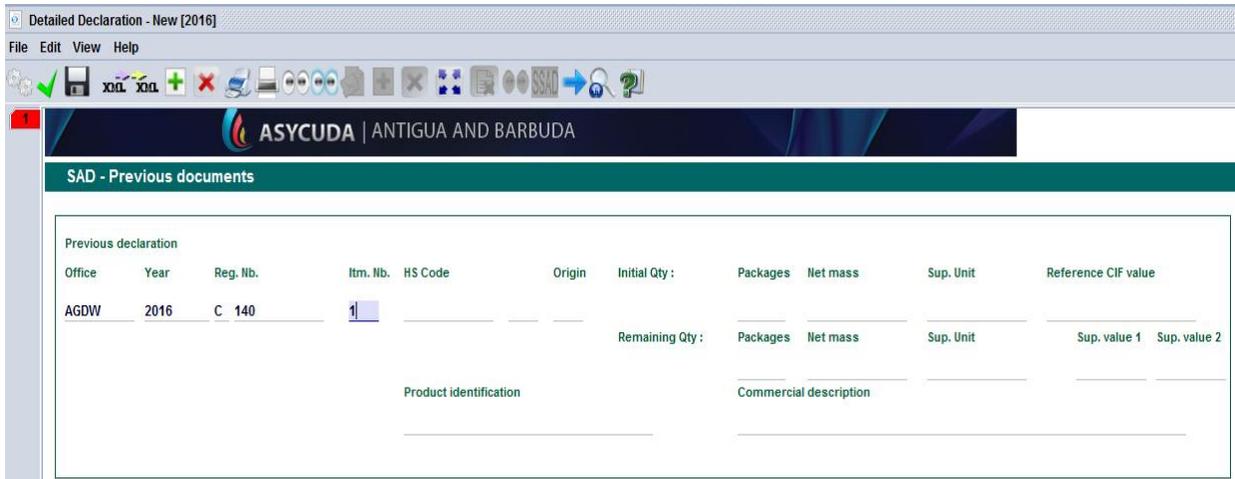


Figure 22

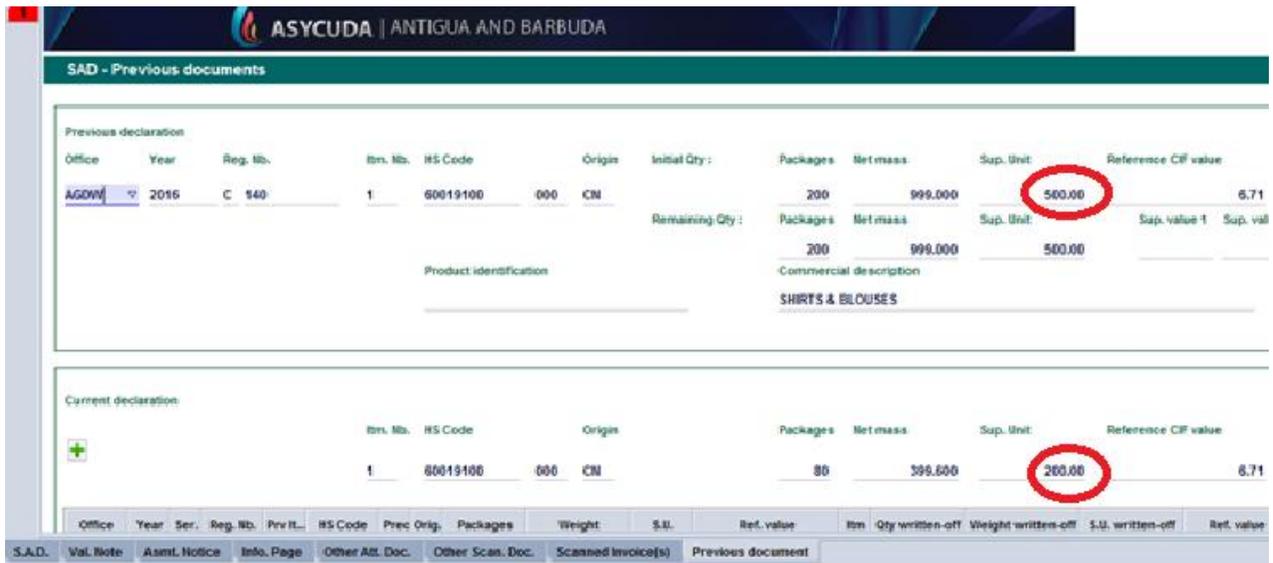


Figure 23

Figure 23 above shows the completed **previous document**. Observe that 500 items were entered into the bond via previous declaration; however our **current declaration** is requesting to remove 200 items.

For the current declaration section the only information the user is required to enter is the supplementary unit.

To complete the form the user must click the  to commit the information (see figure 24 below).

Current declaration																
		Item. Nb.	HS Code	Origin		Packages	Net mass	Sup. Unit	Reference CIF value							
			60019100	000 CN					6.71							
Office	Year	Ser.	Reg. Nb.	Prv It.	HS Code	Prec	Orig.	Packages	Weight	S.U.	Ref. value	Item	Qty written-off	Weight written-off	S.U. written-off	Ref. value
AGDW	2016	C	140	1	60019100	0...	CN	200	999.000	500.00	6.71	1	80	399.600	200.00	6.71

S.A.D. Val. Note Asmt. Notice Info. Page Other Att. Doc. Other Scan. Doc. Scanned Invoice(s) Previous document

Figure 24

Based on the amount chosen to be remove from the bond, this will automatically be updated in box 6 and box 31 of the SAD highlighted in figure 25 below.

ASYCUDA ANTIGUA AND BARBUDA														
A OFFICE OF DESTINATION														
1 DECLARATION														
AGDW DEEP WATER HARBOUR CUSTOMS														
3 Forms 4 Load List														
1 1 0 Manifest														
5 Items 6 Nbr packages 7 Reference number														
1 80 2016 0987														
8a Consignee No. ST MARY'S STREET ST. JOHN'S ANTIGUA AND BARBUDA														
9 Financial No.														
Country last 11 Trading 12 Value details 13 C.A.P.														
US con. US cty. 0.00														
14 Declarant No. UNION KUAD ST. JOHN'S														
15 Country of export United States 16 Country of origin China														
17 C.E. Code 17 C.D. Code 17 Country of destination Antigua and Barbuda														
18 Identity and nationality of means of transport at arrival MV FAST BS 19 Ctr. ST JOHN'S														
21 Identity and nationality of active means of transport crossing the border MV FAST BS														
22 Currency & total amount invoiced XCD 1,341.06 23 Exch. rate 1.0000 24 Nature of transac.														
25 Mode transport 26 Inland mode 27 Place of discharge														
1 at border Transport DWTSD														
28 Financial and banking data Bank Code														
Terms of payment 01 Basic														
29 Office of entry AGDW DEEP WATER HARBOUR														
30 Location of goods DWTSD														
31 Packages and description of goods														
Marks and numbers - Number and kind														
Marks & no of packages NIT6 INIT23														
Nbr & Kind 80 BX Box														
Of cotton SHIRTS & BLOUSES														
32 Item 1 No. 33 Commodity code 60019100 000														
34 Cty. orig. Code 35 Gross mass (kg) 36 Prefer.														
a) CN b) 399.600														
37 PROCEDURE 38 Net mass (kg) 39 Quota														
4070 000 399.600														
40 AWB/BL Number / Previous document S/L														
AGDW 2016 C 140 art. 1														
41 Supplementary units 42 Item Price 43 V.M.														
MTK 200.00 1,341.06														
A.I. Code 45 Adjustment														
1														
44 Add. info Documents Produced Certificates and authorization														
Licence No D.Val D.Qty														
0+0.00+0.00+0-0														
A.D.														
46 Statistical value 1,341.06														

Figure 25

## STEP 9: Verify and Register SAD

After all mandatory fields have been entered on all the necessary forms, the declarant must “Verify” the SAD by clicking the verify icon on the top of the form as illustrated in figure 28 below.



Verify icon

Figure 28

The system will send a message to the user if there are errors on the SAD. The verification process will not be complete until all errors are corrected as illustrated in figure 29 below.



Figure 29

NB: this is just one of the many errors that can be sent to the users.

If there are no errors on the SAD, the system will verify the SAD as illustrated in figure 30 below.



Figure 30

## STEP 10: Validate Assess and Register SAD

The declarant must then “*validate and assess*” the SAD by clicking the “*Validate and Assess*” icon as illustrated in figure 31 below.

Assess means that you are submitting the declaration for Customs acceptance and to acknowledge the values included in it as correct.



**Validate and Assess**

**Figure 31**

After Validation, the system will display: a Declarant Reference Number, a Customs Reference Number, and an Assessment Reference Number. Each number is unique to each declaration, and any one of them can be used to retrieve it.

The Declarant Reference number is made up of the year, the Declarant’s Identification Number and his/her Reference Number. The Customs Reference Number (Registration Number) is preceded by the prefix C and followed by the date when the SAD is registered. The Assessment Number is preceded by the prefix L and followed by the date when the SAD is assessed as illustrated in figure 32 below.



**Figure 32**

The declarant receives an email message indicating your SAD has been assessed.

The Declarant must supply the cashier with the assessment number for payment (*or in accordance with prevailing policy*).

### **STEP 11: View the Status of Previous Declaration (IM7)**

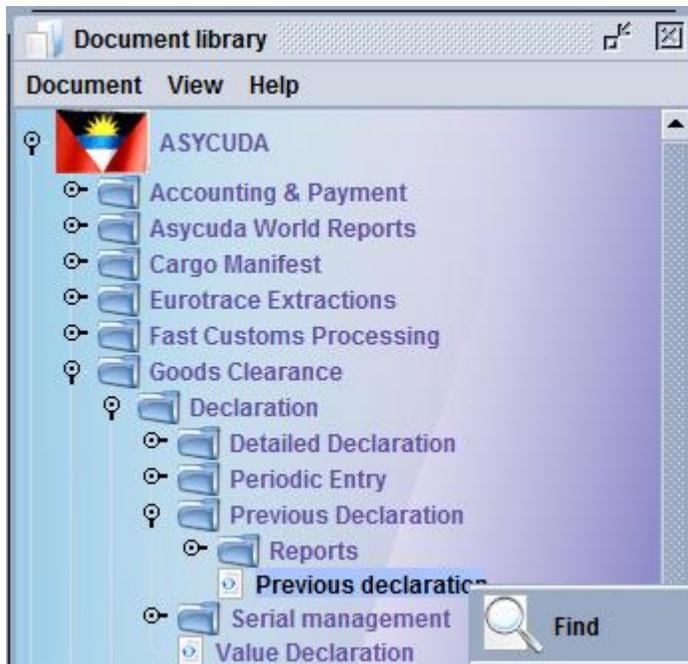
The previous declaration has three tabs: General Segment, Items and Write off (W.O) Summary (see figure36 below).

The General Segment tab shows the overall information of the IM7 declaration such as the consignee, exporter, Number of packages etc...(see figure36 below).

The Items segment shows information related to the HS Code, Country of origin, taxes collected etc...(see figure37 below).

The Write off segment shows information related to the quantity of goods removed from the bond and the quantity of goods remaining in the bond (see figure38 below).

To access the **“Previous Declaration”**: navigate the Document Library using this path: **ASYCUDA → Good Clearance → Declaration → Previous Declaration → Previous Declaration → Right click → Select Find** as illustrated in figure 33 below.



**Figure33**



**Previous declaration - General segment**

2 Exporter <b>H&amp;M WASHINGTON</b>		1 DECLARATION IM 7		AGDW DEEP WATER HARBOUR CUSTOMS	
8 Consignee ST MARY'S STREET ST. JOHN'S ANTIGUA AND BARBUDA		5 Items 1		Customs Reference C 140 05/05/2016	
14 Declarant UNION ROAD ST. JOHN'S		6 Nbr packages 200		L 141 05/05/2016	
		7 Reference number 2016 123		Identification of warehouse: Expiry date WHS-TST 13/08/2016	

Summary by item

Item	HS Code	Prec	Initial weight	Initial S.U.	Remaining weight	Remaining S.U.
1	60019100	000	999.000	500.00	0.000	0.00

Gen. Seg. Items V.O. summary

Figure36

**Previous declaration - Items**

Declaration Number : AGDW C 140 2016

31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind Marks & no of packages: NIT6 INIT23 Nbr & Kind: 200 BX Box		32 Item No. 1	33 Commodity code 60019100 000	34 Cty. orig. Code CN	35 Gross mass (kg) 1,200.000	36 Prefer.
	Of cotton Description of goods			37 PROCEDURE 7000 000	38 Net mass (kg) 999.000	39 Quota	
				40 Summary declaration / Previous document TEST1			
				41 Supplementary units MTK 500.00	CIF reference unit 6.71		

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	Type	Tax base	Rate	Amount	MF
	ICD	3,352.650	5.000	167.63	0	ICD	3,352.650	5.000	167.63	0
RRC	3,352.650	10.000	335.27	0	RRC	3,352.650	10.000	335.27	0	
STX	3,855.550	15.000	578.33	0	STX	3,855.550	15.000	578.33	0	

Figure 37

File View Window Help

Previous declaration - Modify Registered [AGDW]

File Edit View Help

**ASYCUDA | ANTIGUA AND BARBUDA**

**Write-off summary**

Previous declaration				Write-off declaration							
Itm	HS Code	Prec	Orig.	Ref. Value	Office	Registration	Itm	Qty. Written-off	Kgs. Written-off	S.U. Written-off	Ref. Value
1	60019100	0...	CN	6.71	AGDW	2016 C 151	1	80	399.600	200	6.71
1	60019100	0...	CN	6.71	AGDW	2016 C 152	1	120	599.400	300	6.71

**Figure 38**

STEP 12: Make Payment

Supply the cashier with the Assessment reference number of your declaration to make payment as illustrated in figure 39 below. Example of assessment number: 2016L141

**SAD - Assessment Notice**

Customs Office AGDW DEEP WATER HARBOUR CL		 Identification of the declaration				
Model	Customs reference		Declarant reference	Assessment reference		nbr of Items
IM 7	2016 C 140	05/05/2016	2016 123	2016 L 141	05/05/2016	1
Declarant			Company			
UNION ROAD ST. JOHN'S			ST MARY'S STREET ST. JOHN'S ANTIGUA AND BARBUDA			

**Figure 39**

Once payment is finalized, the goods can be released from the warehouse by the proper officer.