

ANTIGUA AND BARBUDA
CUSTOMS AND EXCISE DEPARTMENT
MINISTRY OF FINANCE



CUSTOMS WAREHOUSE OPERATORS/DUTY FREE SHOPS
USER MANUAL (INBOND – IM7)



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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 national tax payer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. Comptroller of Customs for Antigua and Barbuda 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.

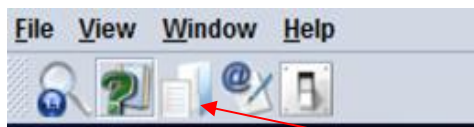


Figure 2

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 IM7 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.

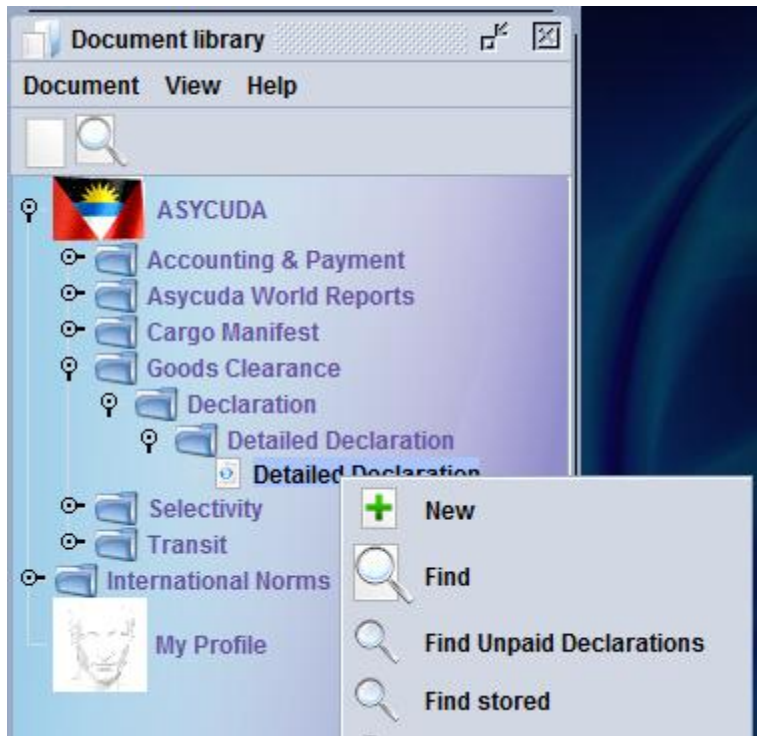


Figure 3

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 Eight (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).

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 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 (**IM7**) according to the Customs Regime required for the goods being Imported or Exported.

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

Item Segment

31 Packages and description	Marks and numbers - Containers No(s) - Number and kind				32 Item 1	33 Commodity code _____		Product Identification _____	
	Marks & no of packages _____					34 Cty. orig. Code _____		35 Gross mass (kg) _____	
	Nbr & Kind _____					36 Prefer. _____		37 PROCEDURE _____	
	Containers No(s) _____					38 Net mass (kg) _____		39 Quota _____	
	40 AWB/BL Number / Previous document _____				S/L _____		41 Supplementary units _____		
44 Add. info Documents Produced Certificates and authorization	Licence No _____ D.Val _____ D.Qty _____				A.I. Code _____		46 Statistical value _____		
	A.D. _____				48 Deferred payment _____		49 Identification of warehouse _____		
47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	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 _____				53 Office of destination and country _____		54 Place and date _____		
	Place and date _____								
52 Guarantee not valid for _____						Stamp: _____			
D CONTROL BY OFFICE OF DESTINATION						Signature _____			

Calculation Boxes

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.

General Segment →

Item segment →

ASYCUDA ANTIGUA AND BARBUDA	
<div> <div> </div> <div> <div>2 Exporter</div> <div>No.</div> <div>H&M WASHINGTON</div> </div> </div>	
<div> <div>8a Consignee</div> <div>No.</div> <div>ST MARY'S STREET ST. JOHN'S ANTIGUA AND BARBUDA</div> </div>	
<div> <div>14 Declarant</div> <div>No.</div> <div>UNION ROAD ST. JOHN'S</div> </div>	
<div> <div>18 Identity and nationality of means of transport at arrival</div> <div>BS</div> <div>19 Ctr.</div> <div>19 Ctr.</div> <div>20 Delivery terms</div> <div>ST JOHN'S</div> </div>	
<div> <div>1 DECLARATION</div> <div>IM</div> <div>7</div> <div>3 Forms</div> <div>1</div> <div>4 Load List</div> <div>0</div> <div>5 Items</div> <div>1</div> <div>6 Nbr packages</div> <div>200</div> <div>7 Reference number</div> <div>2016 123</div> </div>	
<div> <div>9 Financial</div> <div>No.</div> <div>11 Trading</div> <div>US</div> <div>12 Value details</div> <div>0.00</div> <div>13 C.A.P.</div> </div>	
<div> <div>15 Country of export</div> <div>United States</div> <div>15 C.E. Code</div> <div>US</div> <div>17 C.D. Code</div> <div>AG</div> </div>	
<div> <div>16 Country of origin</div> <div>China</div> <div>17 Country of destination</div> <div>Antigua and Barbuda</div> </div>	
<div> <div>21 Identity and nationality of active means of transport crossing the border</div> <div>BS</div> <div>22 Currency & total amount invoiced</div> <div>USD</div> <div>1,234.00</div> <div>23 Exch. rate</div> <div>2.7169</div> <div>24 Nature of transac.</div> </div>	
<div> <div>25 Mode transport</div> <div>1</div> <div>26 Inland mode</div> <div>Transport</div> <div>27 Place of discharge</div> <div>AGDW DEEP WATER HARBOUR (</div> <div>30 Location of goods</div> <div>DWTSD</div> </div>	
<div> <div>29 Office of entry</div> <div>AGDW DEEP WATER HARBOUR (</div> <div>31 Packages and description of goods</div> <div>Marks and numbers - Number and kind</div> <div>Marks & no</div> <div>NIT6</div> <div>of packages</div> <div>INIT23</div> <div>Nbr & Kind</div> <div>200</div> <div>B Marks and numbers of packages 2</div> <div>Box</div> <div>Of cotton</div> <div>SHIRTS & BLOUSES</div> </div>	
<div> <div>32 Item</div> <div>1</div> <div>33 Commodity code</div> <div>60019100</div> <div>Product Identification</div> <div>000</div> <div>34 Cty. orig. Code</div> <div>CN</div> <div>35 Gross mass (kg)</div> <div>1,200.000</div> <div>36 Prefer.</div> <div>7000</div> <div>37 PROCEDURE</div> <div>000</div> <div>38 Net mass (kg)</div> <div>999.000</div> <div>39 Quota</div> <div>40 AWB/BL Number / Previous document</div> <div>TEST1</div> <div>41 Supplementary units</div> <div>MTK</div> <div>500.00</div> <div>42 Item Price</div> <div>1,234.00</div> <div>43 V.M. code</div> <div>1</div> <div>44 Add. info Documents Produced Certificates and authorization</div> <div>Licence No</div> <div>0+0.00+0.00+0-0</div> <div>D.Val</div> <div>A.D.</div> <div>380</div> <div>45 Adjustment</div> <div>1</div> <div>46 Statistical value</div> <div>3,352.65</div> </div>	

S.A.D. Val. Note Asmt. Notice Info. Page Other Att. Doc. Other Scan. Doc. Scanned Invoice(s) Items administrations selectivity

Figure 5

Example of a completed IM7 Declaration general and item segment is illustrated in figure 5 above.

It is important to remember to enter the Identification of Warehouse (BOX 49), as well as the delay time.

STEP 5: Add New Items (if required)


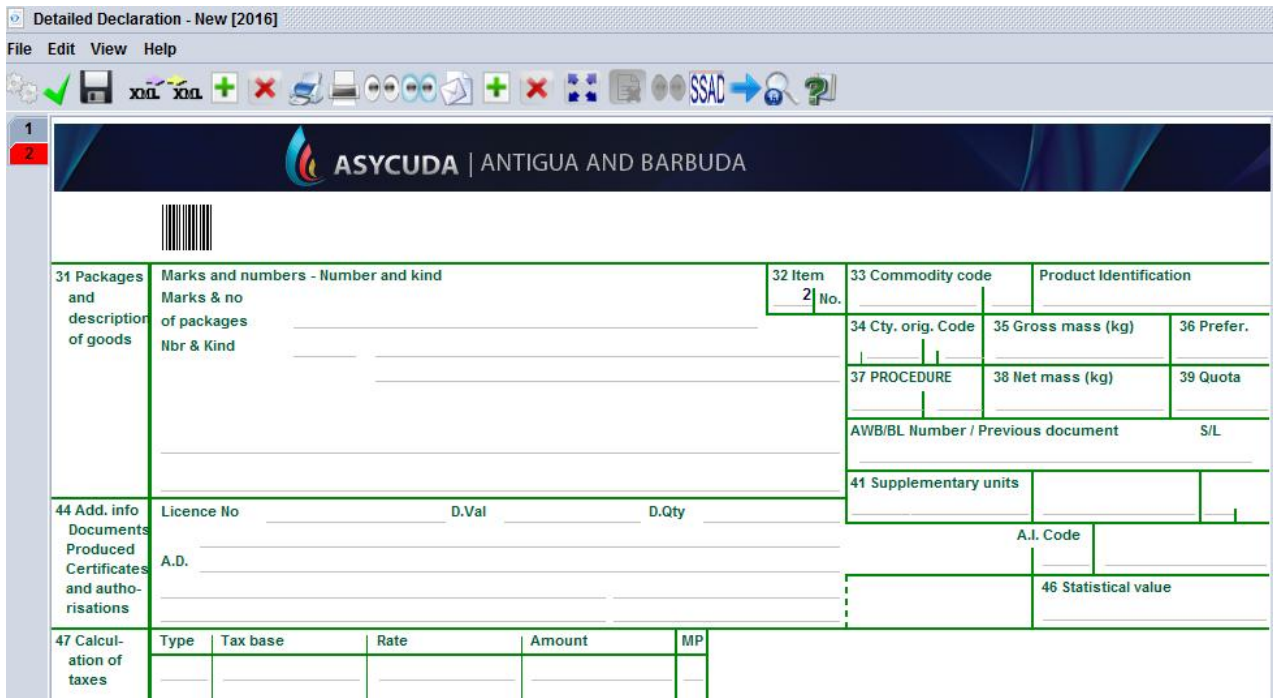
If you have more than one item, click the add item icon  in the tool bar above the main form as illustrated in figure 6 below.



Figure 6

A new numbered tab will be attached to the main form of the declaration with the additional item as illustrated in figure 7 below. The fields on this form are identical to the fields of the item segment of the main form.




ASYCUDA ANTIGUA AND BARBUDA	
	
31 Packages and description of goods	32 Item No. 2
Marks and numbers - Number and kind Marks & no of packages Nbr & Kind	33 Commodity code 34 Cty. orig. Code 35 Gross mass (kg) 36 Prefer. 37 PROCEDURE 38 Net mass (kg) 39 Quota AWB/BL Number / Previous document S/L 41 Supplementary units A.I. Code 46 Statistical value
44 Add. info Documents Produced Certificates and authorisations	Licence No D.Val D.Qty A.D.
47 Calculation of taxes	Type Tax base Rate Amount MP

Figure 7

STEP 6: Valuation Note Form

Detailed Declaration - Retrieve [2016]

File Edit View Help

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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
Total gross mass				Total Costs		0.00
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 7: 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.

The screenshot shows a software interface for a Valuation Note. At the top is a toolbar with various icons. Below it is a tab labeled '1'. The main area is titled 'SAD - Valuation Note - Item' and contains a table with the following data:

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.

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 9: 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, it says 'SAD - Information Page'. Below this, there's a section for 'Customs Office' with the text 'AGDW DEEP WATER HARBOUR CI'. To the right of this is a barcode and the text 'Identification of the declaration'. Below the customs office information, there's a table with the following data:

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 7	2016 C 140	2016 123	2016 L 141	1

Below the table, there's a section for 'Declarant' with the text 'UNION ROAD ST. JOHN'S'.

Figure 12

STEP 10: Invoice Information

The screenshot shows a row of document tabs at the bottom of the form. The tabs are labeled: 'S.A.D.', 'Val. Note', 'Asmt. Notice', 'Info. Page', 'Other Att. Doc.', 'Other Scan. Doc.', and 'Scanned Invoice(s)'. A blue arrow points to the 'Scanned Invoice(s)' tab.

Figure 13

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

1
ASYCUDA | ANTIGUA AND BARBUDA

SAD - Scanned Invoice(s)

Customs Office AGDW DEEP WATER HARBOUR CL

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference
IM 7	2016 C 140 05/05/2016	2016 123	2016 L 141 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.

1
ASYCUDA | ANTIGUA AND BARBUDA

SAD - Scanned Invoice(s)

Customs Office AGDW DEEP WATER HARBOUR CL

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference
IM 7	2016 C 140 05/05/2016	2016 123	2016 L 141 05/05/2016

Supplier's Information

Supplier's Name
 Supplier Country Code.....
 Supplier Country Name.....
 City
 Street
 Zip Code
 Tel

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.

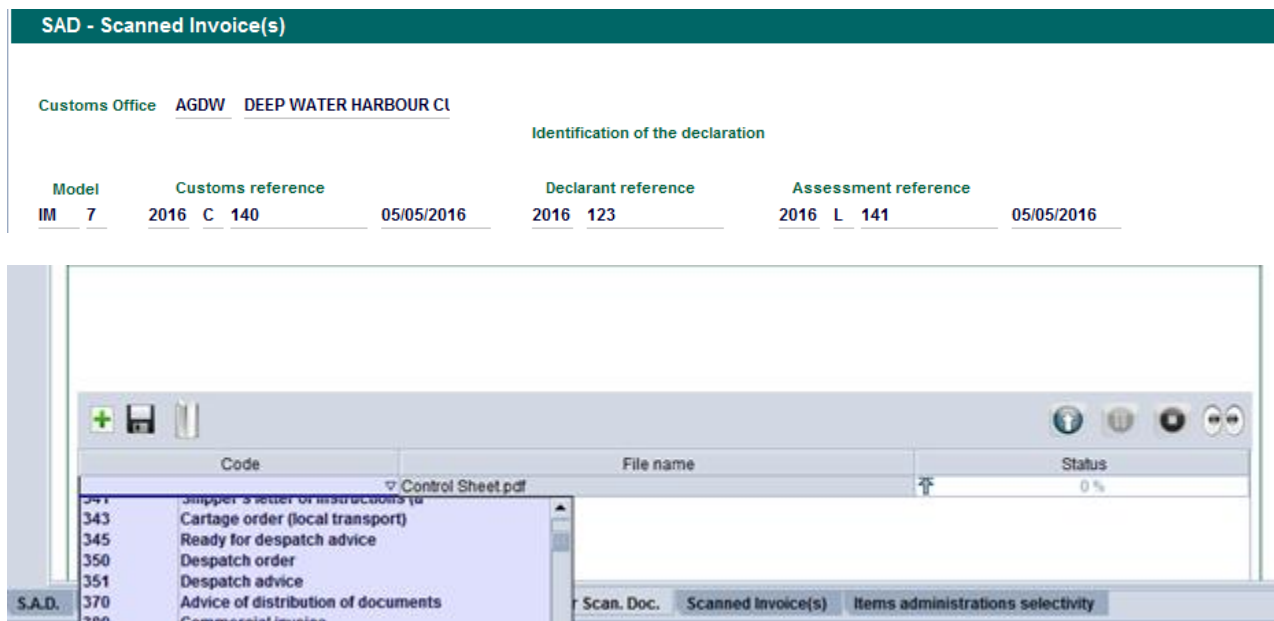


Figure 16

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.

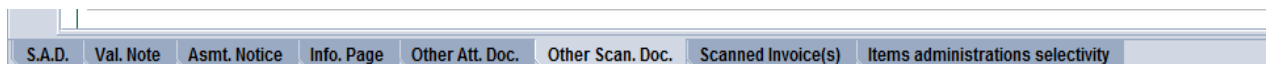


Figure 17

The following page appears as shown in Figure 18.


A screenshot of a web application page titled 'SAD - Attached Scanned Documents Page'. The page has a green header bar. Below the header, there is a section for 'Customs Office' with the text 'AGDW DEEP WATER HARBOUR CI'. To the right of this is a barcode and the text 'Identification of the declaration'. Below these are several fields for declaration details: 'Model' (IM 7), 'Customs reference' (2016 C 140), 'Declarant reference' (2016 123), 'Assessment reference' (2016 L 141), and 'Nbr of Items' (1). There is also a 'Declarant' field with the text 'UNION ROAD ST. JOHN'S'.

Figure 18

Figure 18



Figure 19

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

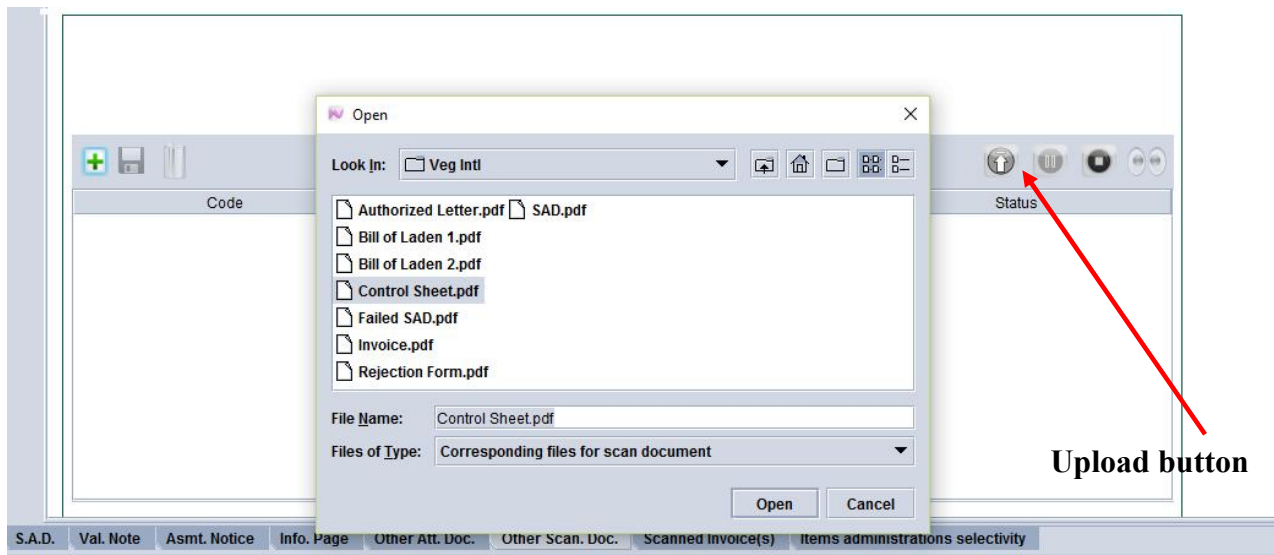


Figure 20

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 11: Container Information (If Required)

To activate the container tab, place a check mark in box 19 of the SAD form, to indicate that the consignment is containerized, the container list tab will appear at the bottom of the SAD and it will be necessary to complete the container list correctly before the declaration will be recognized by the computer as valid.

You then click on the container list tab, and then complete the details as illustrated in the figure 21 below.

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SAD - Containers

Customs Office
AGDW DEEP WATER HARBOUR CI

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 7	2016 C 122	2016 879	2016 L 123 / 03/05/2016	1

Declarant

UNION ROAD
 ST. JOHN'S

+	Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
	1	CT234	50.0	BX	40PL	FCL	SHIRTS & BLOUSES		1200

Figure 21

STEP 12: Storing a Declaration (SAD)

One may choose to store the declaration to retrieve for later use. The Declarant can store the SAD on the Customs ASYCUDA World server by clicking on the store icon as illustrated in figure 22 below. The user can store a declaration at any time even if the document is not completed.

Store Icon

ASYCUDA | ANTIGUA AND BARBUDA

2 Exporter No. _____
 H&M WASHINGTON

3a Consignee No. _____
 ST MARY'S STREET
 ST. JOHN'S
 ANTIGUA AND BARBUDA

1 DECLARATION
 IM 7

3 Forms 1 **4 Load List** 0

5 Items 1 **6 Nbr packages** 200 **7 Reference number** 2016 123

9 Financial No. _____

Country last US\$ **con.** US\$ **cty.** 0.00

11 Trading **12 Value details** **13 C.A.P.**

46 Statistical value

47 Calculation of taxes

Type	Tax base	Rate	Amount	IMP

Figure 22

On selecting the **Store** option, the system will display the following screen, confirming that the “**Store**” of your declaration has been successful as illustrated in figure 23 below.

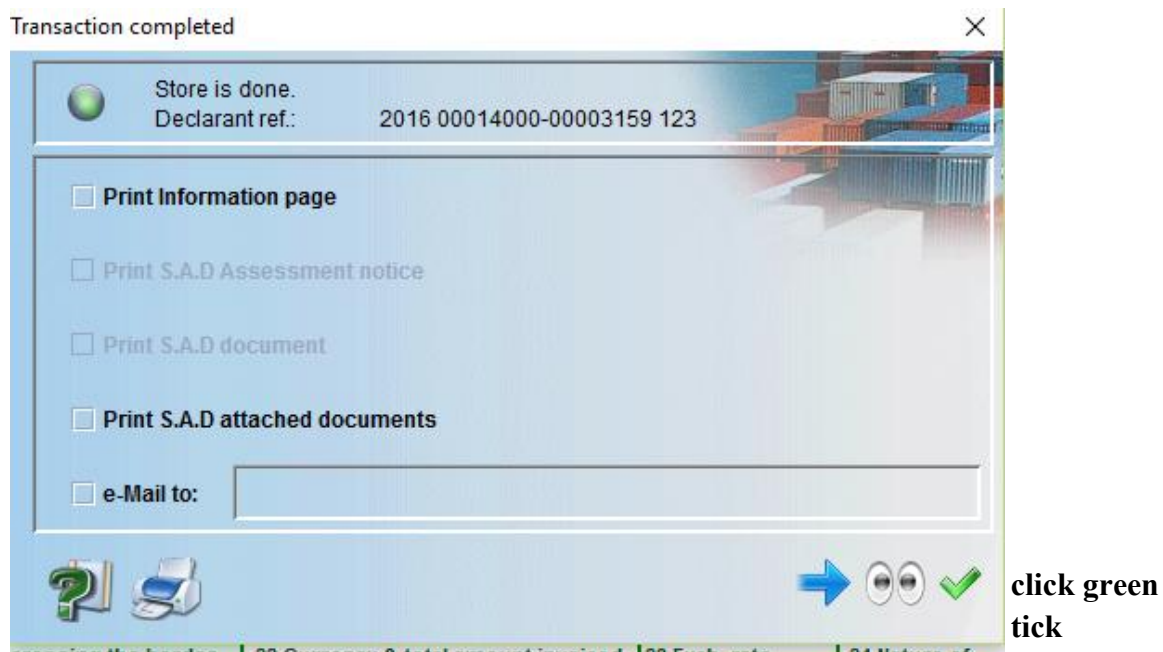


Figure 23

STEP 13: Verifying 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 24 below

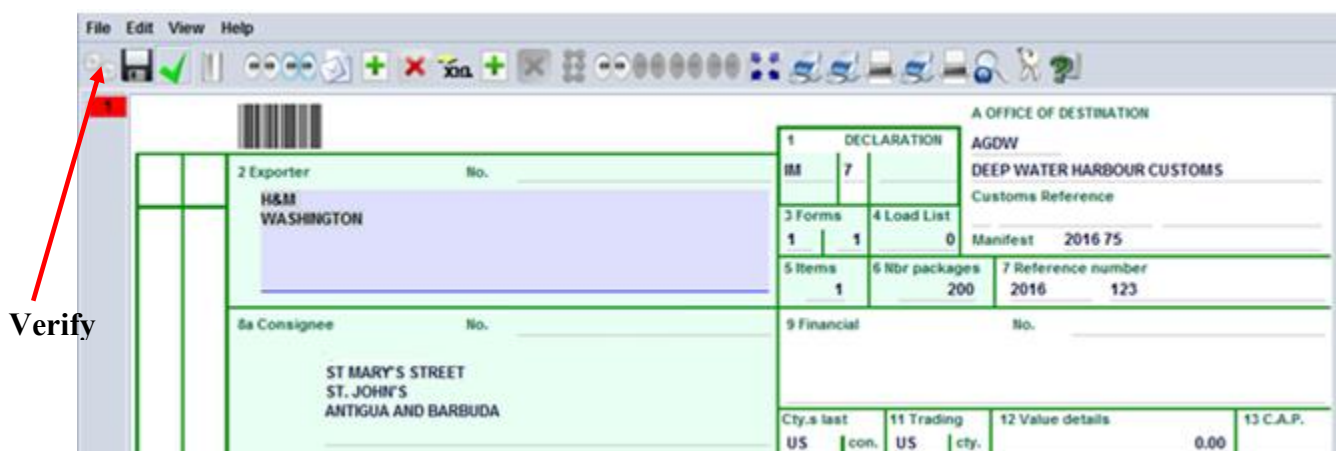


Figure 24

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 25 below.



Figure 25

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 26 below.



Figure 26

STEP 14: Validate and Assess & Registering

The declarant must then “*validate and assess*” the SAD by clicking the “*Validate and Assess*” icon as illustrated in figure 27 below.

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

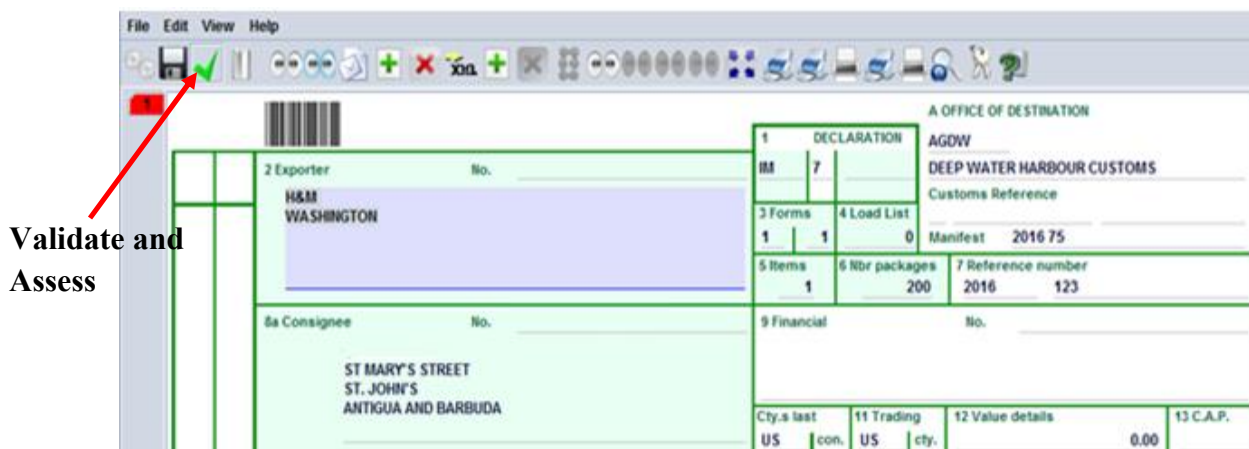


Figure 27

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 28 below.

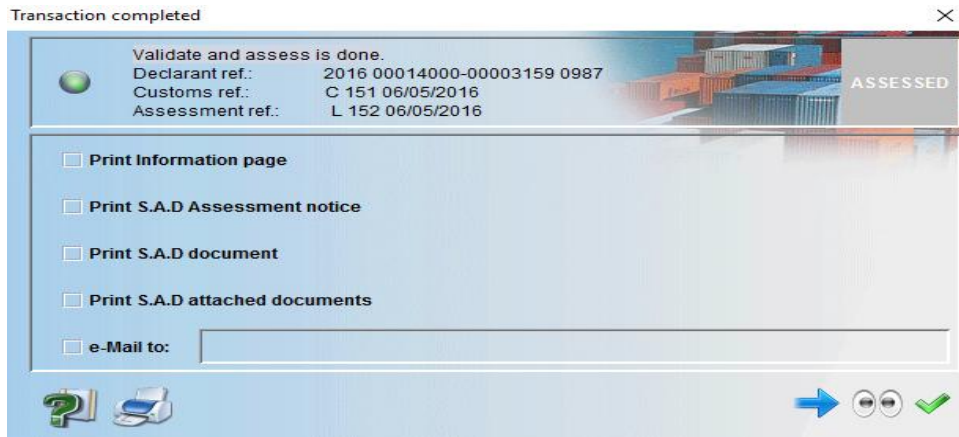


Figure 28

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

The Declarant must print a copy of the assessment notice for Customs (*or in accordance with prevailing policy*).

STEP 15: Retrieving a Stored Declaration

To retrieve a stored declaration, go to the document library and follow the following path as illustrated in figure 29 below: **Asycuda → Goods Clearance → Declaration → Detailed Declaration** in and right click on **FIND Stored.**

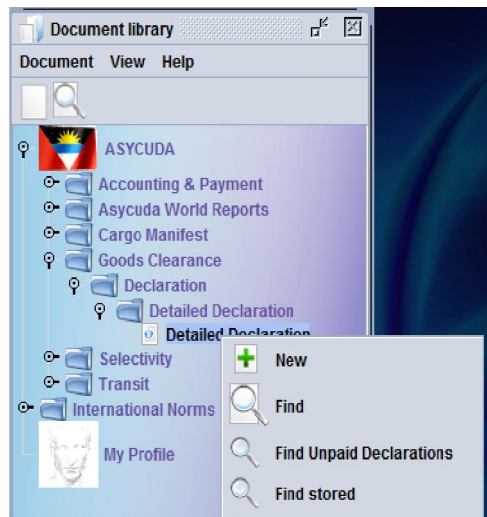


Figure 29

In the finder, use various combinations as illustrated in figure 30 below to locate the declaration.

Name	criteria	value #1	value #2
Clearance off.	all		
Declarant	all		
Dec. reference year	equal	2016	
Dec. reference	all		
Type	equals	IM	
General proc.	equals	7	
Exporter	all		
Consignee	all		
Total duties & taxes	all		

Figure 30

Right click on the desired document as shown below and select **Retrieve** to continue working on the declaration as illustrated in figure 31 below.

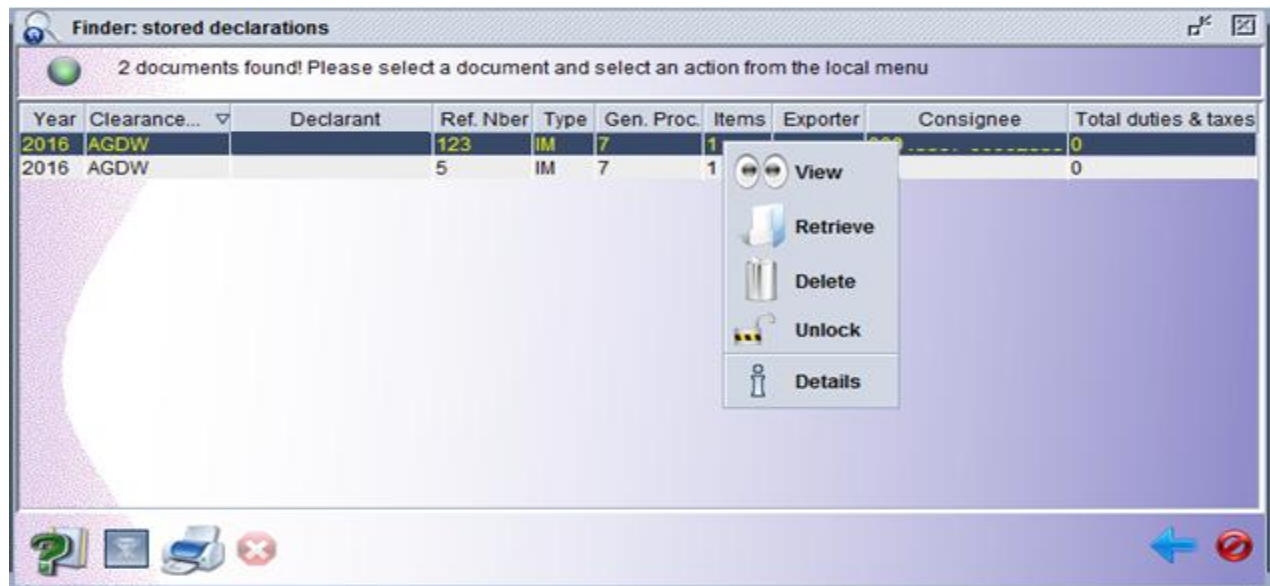


Figure 31

STEP 16: Make Payment and Request Selectivity

For IM7 declarations payment is automated when the declaration has been assessed, there is no need to proceed to the cashier, as these declarations will be warehoused. Payment will be made when goods are leaving the bond (exbond).

Since no duty is payable, the auto selectivity will be executed for the assessment. An email will be sent to all users linked to the declaration profile.

The system will indicate with a message the assigned lane for your declaration. All declarations with RED Lane will have a Customs Officer assigned for examination and documentary checks, those assigned to YELLOW lane will only have documentary checks.

The system has four (4) selectivity lanes for your declaration:

(1) Red Lane

This means that your declaration requires both documentary check and physical examination. Present to customs a printed Assessment Notice with all relevant documents and await physical examination.

(2) Yellow Lane

This means that your declaration only requires a documentary check. Present to customs a printed copy of your Assessment Notice and all relevant documents.

(3) Blue Lane

This means that your declaration has been automatically authorized to be released; however, your documents and goods will undergo post clearance audit checks by Customs.

(4) Green Lane

This means that your declaration has been automatically authorized to be released. If it is an import, you can collect your consignment from the custodian of goods. If it is an export then your goods are ready to be shipped.

Note: *Customs reserves the right to examine goods assigned to the Green lane.*

STEP 17: Collect Goods

Lodge Documents (Where goods are located).

Proceed to station where goods are located. Officer will advise whether you should wait or return for examination based on the work load. Upon examination of goods and document, the officer will issue a release order which must be taken to the cargo custodian for delivery.

Appendix1: Explanation of the SAD Data Elements

Table 1: SAD fields

Box No.	Box Caption	Description
A	<i>Customs office of declaration*</i>	A customs office at which a declaration is lodged. In case of IMPORT the field name is: Office of destination while in EXPORT it is: Office of dispatch/Export.
1	<i>Declaration*</i>	The declaration model selected by the user. Type of declaration code according to the standard (EX1, EX2, IM4, etc...).
2	<i>Exporter*</i>	Party who makes, or on whose behalf, the export declaration is made and who is the owner of the goods or has similar right of disposal over them at the time when the declaration is accepted. In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
3		Used by the system.
4	<i>Load List</i>	The number of loading lists, manifests or similar documents. (known also as waybill).
5	<i>Items</i>	Number of declared items.

	<i>Manifest*</i>	Reference number to identify a manifest.
6	<i>No. packages*</i>	Total number of packages for the whole declaration; packages are made in such a way that they cannot be divided without first undoing the packing. The Number of Package can never be 0.
7	<i>Reference* number</i>	Trader's Declaration reference number. A number given to the declaration from the trader's register. The trader can use it to retrieve/modify his declarations. The Declarant cannot use it more than once in the same year. Year, number e.g. 2015871.
8	<i>Consignee*</i>	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.
9	<i>Financial</i>	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction.
10	<i>Country last consignment.*</i>	Country from which goods have been or will be consigned prior to final importation. The last country where the goods were placed on board the means of transportation before arriving into Anitgua.
11	<i>Trading country.*</i>	Country in which the deal was done. (It might be useful as an indicator for the customs value).
12	<i>Value details</i>	Additional cost items.
13	<i>C.A.P</i>	Common Agricultural Policy. Not Used.
14	<i>Declarant*</i>	Customs clearing agent; could be the trader, if he is authorized to clear his consignments by himself, or a brokerage agency.

15	<i>Country of export*</i> <i>C.E.*</i>	Country from which goods are dispatched between countries of a Customs union, Dispatch country, Country of exportation, Country of provenance. The nation from which the goods are first exported.
16	<i>Country of origin*</i>	Country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions (quota), or any measure related to trade.
17	<i>C.D.*</i> Country of destination*	Country of destination; the country to which a consignment is to be delivered to the final consignee.
18	<i>Identity and nationality* of active means of transport at departure</i>	Means of transport used at the time of presentation (departure for export, arrival for import) of the consignment to a Customs office in the context of a goods declaration.
19	<i>Ctr.</i> <i>Container</i>	An indication whether goods are transported as a Full Container Load (FCL) or not.
20	<i>Delivery terms*</i>	Terms of delivery.
21	<i>Identity and nationality* of active means of transport</i>	Free form description of a type of means of transport.

	<i>crossing the border</i>	
22	<i>Currency* & total amount invoiced</i>	Total monetary amount charged in respect of one or more invoices associated with the currency in which goods were purchased. The red underline draws the user's attention to the general valuation note form.
23	<i>Exchange Rate</i>	The rate at which one specified currency is expressed in another specified currency.
24	<i>Nature of transaction.*</i>	Code-1 specifying a type of contract under which the goods are supplied.
24	<i>Nature of transaction.*</i>	Code-2 specifying a type of contract. /. Sub categoryCode-1 and Code-2 should read together In order to give a comprehensive description of nature of transaction.
25	<i>Mode transport at border*</i>	Code specifying a type of means of transport.
26	<i>Inland mode transport*</i>	Code specifying a type of means of transport for in-country transportation.
27	<i>Place of discharge*</i>	Name of a seaport, airport, freight terminal or other place at which goods are loaded onto the means of transport being used for their carriage.
28	<i>Financial and banking data*</i>	Bank code.
28	<i>Terms of Payment*</i>	The financial agreement between the buyer and seller of the goods.

29	<i>Office of entry*</i>	Customs office at which the goods enter the customs territory of destination.
30	<i>Location of goods*</i>	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
31	<i>Packages and description of goods*</i>	Plain language description of the nature of a goods item sufficient to identify it for customs, statistical or transport purposes. The kind of package code is chosen from a drop down menu and the corresponding text is printed on the next line.
32	<i>Item No.</i>	Serial number of the item in that declaration.
33	<i>Commodity code*</i>	Code (Harmonized system) specifying a type of goods for Customs, transport or statistical purposes.
34	<i>Country of Orig. Code*</i>	A code to identify the country in which the goods have been produced or manufactured, according to criteria laid down for the application of the Customs tariff or quantitative restrictions, or any measure related to trade.
35	<i>Gross mass*</i>	Weight (mass) of goods including packaging but excluding the carrier's equipment.
36	<i>Prefer. Code*</i>	Code specifying a regime according to which tax is assessed such as preferential duty rate.
37	<i>PROCEDURE*</i>	<p>Code specifying a procedure performed by Customs on goods which are subject to Customs control.</p> <p>The first part (Customs Procedure Code) identifies the treatment which the goods are to receive. The second part is known as the additional CPC Code and is used to identify if the goods are claiming a</p>

		special duty/tax treatment.
38	<i>Net mass*</i>	Weight (mass) of goods without any packaging.
39	<i>Quota</i>	Not used.
40	<i>Summary declaration/Previous document*</i>	The identifier of a previous Customs document i.e. Customs Waybill.
41	<i>Supplementary units</i>	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes.
42	<i>Item price</i>	Amount due for each chargeable item of goods or services.
43	<i>Valuation method code</i>	Method used to value the declared item.
44	<i>Additional information</i>	Identifier of a document providing additional information.
45	<i>VIN</i>	Vehicle Identification Number.
46	<i>Statistical value</i>	Value declared for statistical purposes of those goods in a consignment having the same statistical heading.
47	<i>Calculation of taxes</i>	A mathematical formula is adopted to calculate the various duties / taxes /fees due on each item of the consignment. This encompasses duties or taxes applicable to commodities. The formula is applied on the tax base relevant to each tax type.

48	<i>Deferred payment/Prepayment</i>	Reference number identifying a payment of a duty or tax.
49	<i>Identification of warehouse*</i>	To identify a warehouse where a particular consignment has been stored.
50	<i>Principal*</i>	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
51	<i>Intended office of transit</i>	Name of the customs office which is responsible for transit formalities en route.
52	<i>Guarantee not valid for</i>	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
53	<i>Office of destination and country</i>	Name of the customs office at which goods are released from a Customs transit regime.
54	<i>Place and date</i>	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.
	<i>Customs Office Of Departure</i>	Transit.
		Proof that a document has been authenticated indicating where appropriate the authentication party. Results of customs controls, name and signature of customs officer and stamp.