

**ANTIGUA AND BARBUDA
CUSTOMS AND EXCISE DEPARTMENT**

MINISTRY OF FINANCE



**CUSTOMS PB4 PASSENGER
BAGGAGE MANUAL**



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 PB4 Passenger Baggage User 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 25 Subsection 1, 2 & 3 of The Customs (Control and Management) Act, 2013, requires:

(1) Subject to such exemptions as may be prescribed, every person who disembarks from a conveyance that has arrived in Antigua and Barbuda from a place outside Antigua and Barbuda shall —

(a) present his accompanying baggage to the proper officer for examination by the proper officer;

(2) A person moving or handling the baggage referred to in sub-section (1) shall comply with every customs direction relating to the movement of the baggage within the customs controlled area or from any conveyance to a customs controlled area.

To this end the Comptroller has so directed that these instructions form part of the baggage declaration processing requirements for passengers arriving in Antigua and Barbuda with dutiable items. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

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. The 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 system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

Table of Contents

PB4 SAD	3
Create	2
Verify	5
Assess and Pay	6
Print	6

Del

PASSENGER BAGGAGE USER MANUAL

PB4 SAD

These SADS are to be prepared for the collection of duties on non-commercial transactions.

Access the Document Library and create a new SAD by the following path as illustrated in figure 1 below: ASYCUDA → Goods Clearance → Declaration → Detailed Declaration → Right click → New.

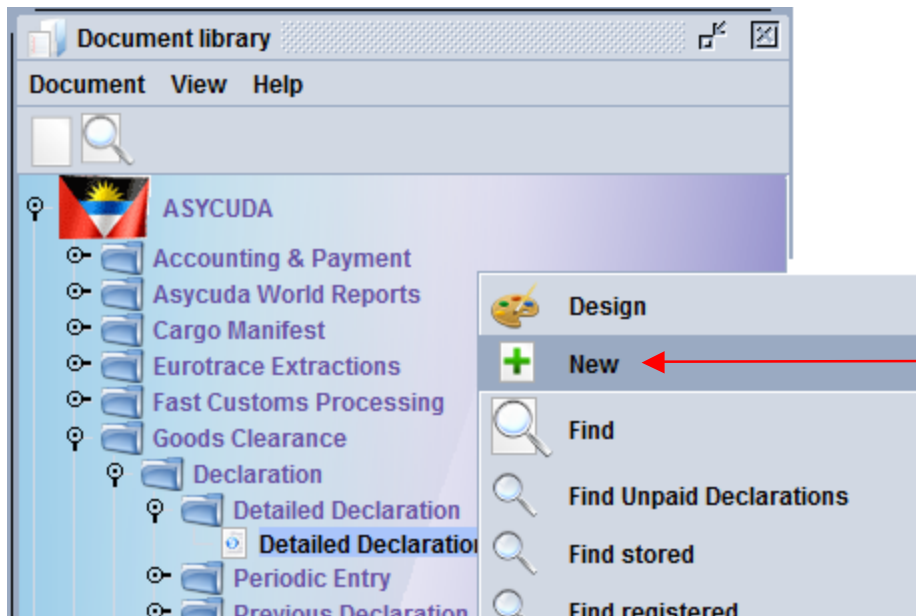


Figure 1

Step 1

Create

Insert information into the fields listed below, the importer is required to present the SAD to officer with the Simplified Declaration Form from which the required information will be obtained:

- 1. Office Code: AGSJ / AGDW**
- 2. Model: PB4**

Click on the **SSAD** tool menu. The system will present the user with a prompt “Do you want to generate items page?” as illustrated in figure 2 below.

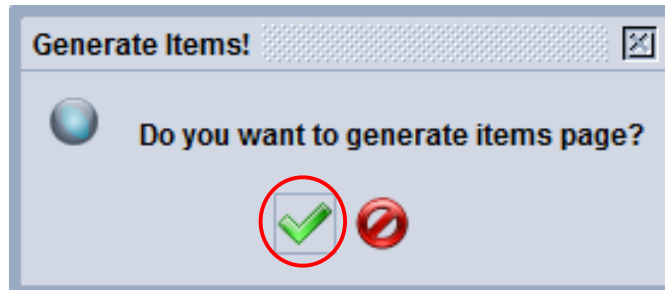



Figure 2

Select the checked icon  to continue. The next prompt will require the user to enter the following information as illustrated in figure 3 below.

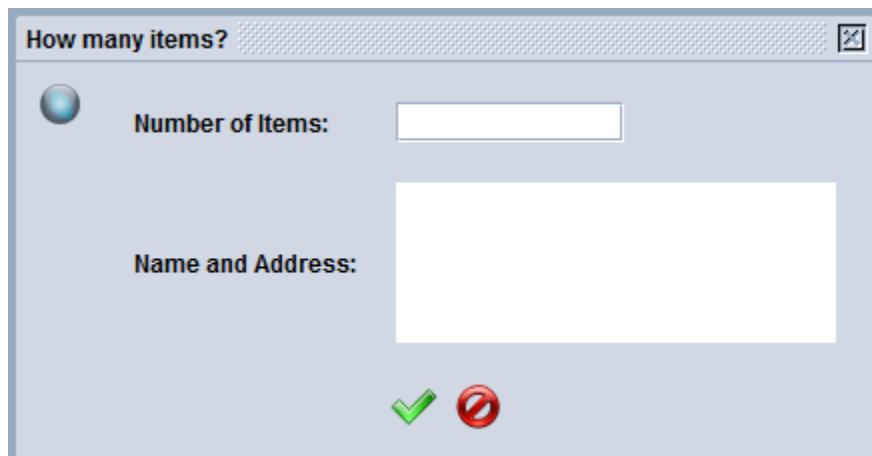



Figure 3

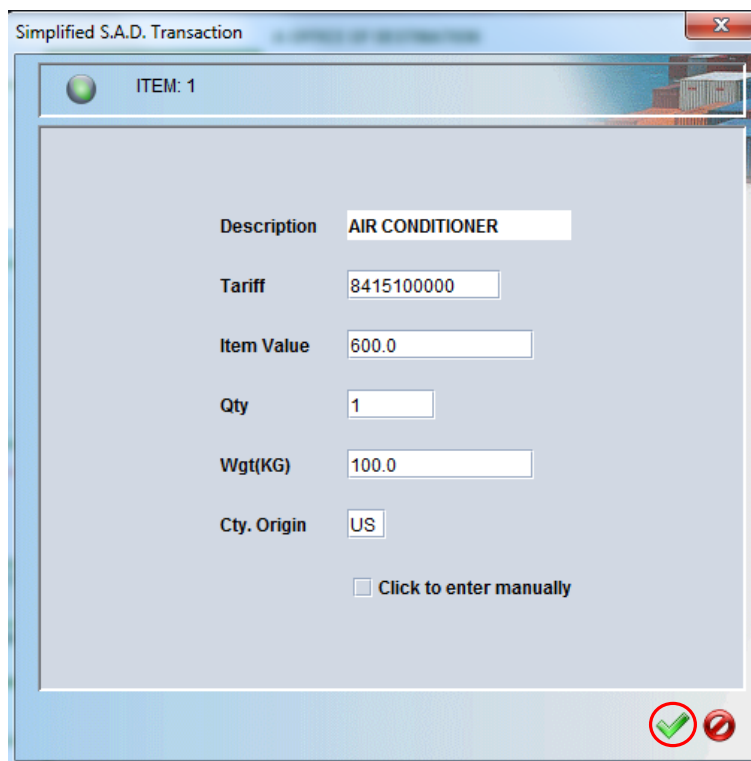
Number of items – insert the number of items based on tariff number.

Name and Address – insert the passenger’s name and address.

Select the checked icon  option.

Insert details for the first item

1. **Description** – Select an appropriate description from the list provided (if the desired description is absent the user may change it before assessing the SAD).
2. **Tariff** – The system auto completes this field based on the description selected; however the user may insert the appropriate tariff number when required.
3. **Item Value** – Insert the item's cost in E.C.
4. **Quantity** – Insert the supplementary quantity.
5. **Weight** – Insert the item's weight in kilograms.
6. **Country Origin** – Insert the country of origin of the item.



The screenshot shows a software window titled "Simplified S.A.D. Transaction" with a close button (X) in the top right corner. Below the title bar, there is a header area with a globe icon and the text "ITEM: 1". The main content area contains several input fields with labels to their left: "Description" with the value "AIR CONDITIONER", "Tariff" with "8415100000", "Item Value" with "600.0", "Qty" with "1", "Wgt(KG)" with "100.0", and "Cty. Origin" with "US". Below these fields is a checkbox labeled "Click to enter manually", which is currently unchecked. In the bottom right corner of the window, there are two circular icons: a green checkmark and a red prohibition sign.

Figure 4

Select the option as illustrated in figure 4 above. If there is more than one item on the SAD, the system may present another screen for the sequential items. This is based on the number of items for the SAD being completed.

Step 2:

Verify

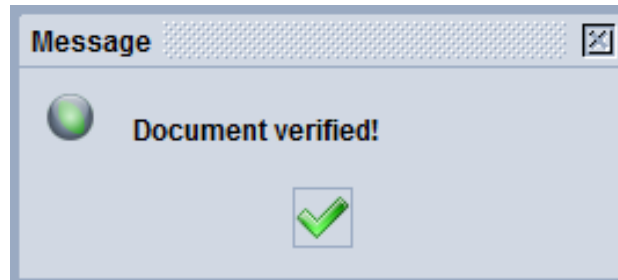



Figure 5

The system will present the user with the completed SAD. The user should verify the details entered by selecting Verify icon  in the SAD menu. If any errors are present, the system will display an error list as illustrated in figure 6 below.

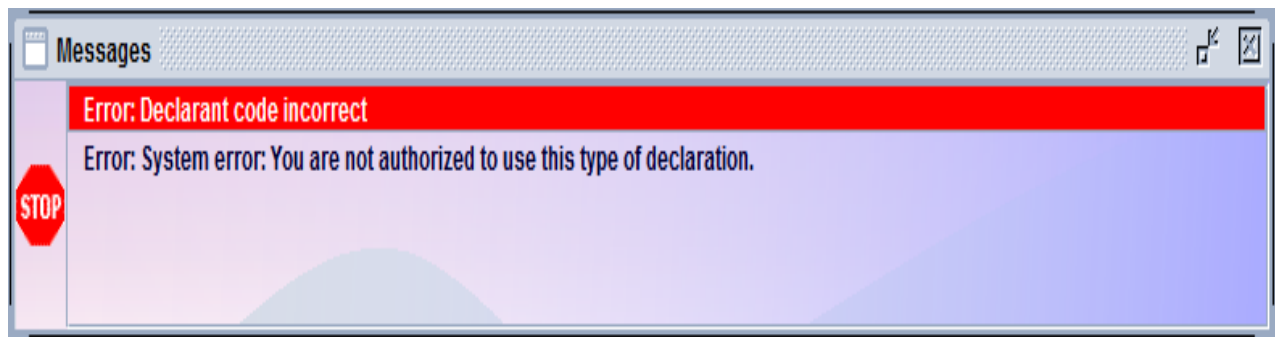


Figure 6

Double click each error line and the appropriate field containing the error will be indicated. The user should peruse the SAD and ensure that all information seen is accurate and that all errors are corrected. The system will not present the verify message until all errors are corrected.

Step 3:

Assess and Pay



Figure 7

Select Validate and Assess to continue as illustrated in figure 7 above. The system will display a message prompt **“Do you really want to assess this declaration?”** as illustrated in figure 8 below.

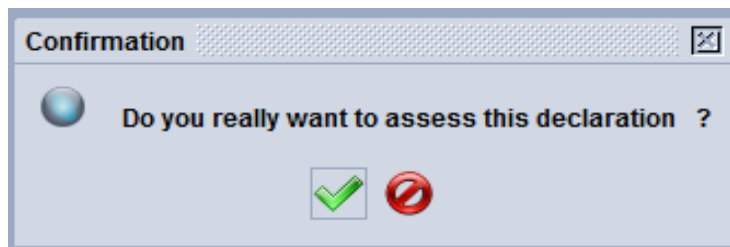


Figure 8

Select the check icon to confirm and continue as illustrated in figure 8 above. If automatic payment is configured in ASYCUDA, the user will receive a Transaction completed pop up. The following message **“Do you want to generate payment automatically for this declaration”** as illustrated in figure 9 below. Ticking the box will trigger automatic payment of the SAD. However the selection of the option will require the preparation of a receipt via the Accounting options.

NB: Before you print the receipt, please ensure that you collect the revenue.

Print

The system will display the message **“transaction completed”** as illustrated in figure 9 below.

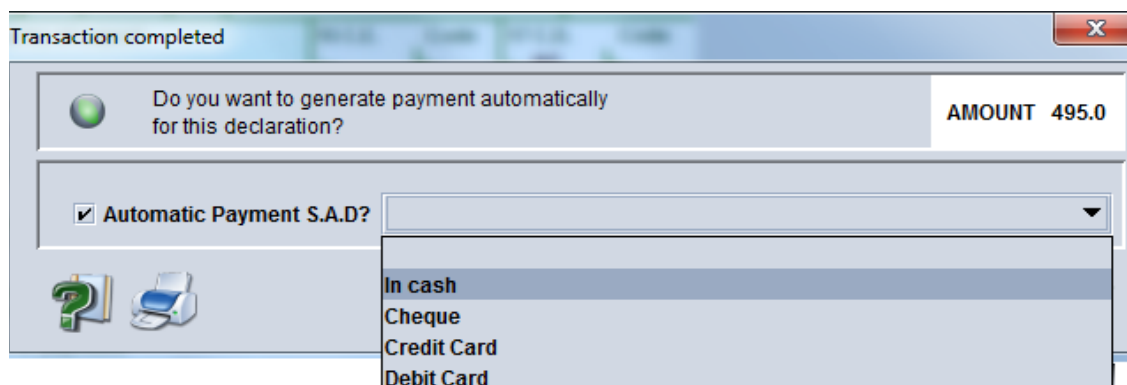


Figure 9

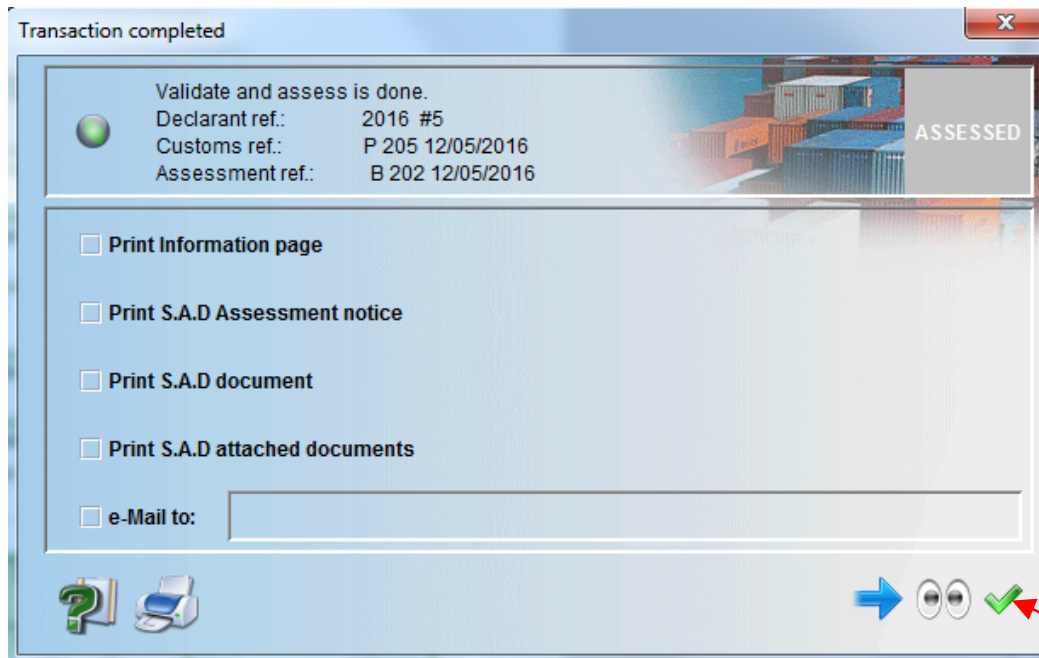



Figure 10

The user is provided the option to print the Assessment Notice and SAD from this window. Select Print SAD document and click the  icon as illustrated in figure 10 above. A confirmation on whether you want to print receipt pops up as illustrated in figure 11 below; you either accept or decline. If accepted the receipt then prints.

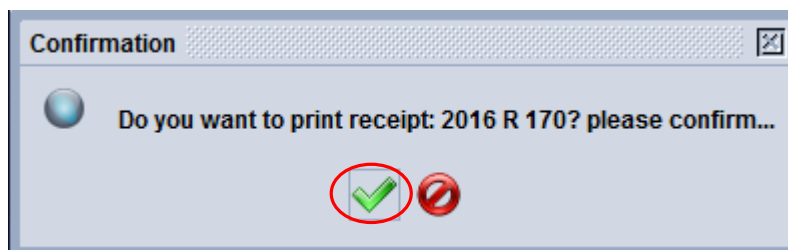


Figure 11

If selected yes, then a receipt is issued as illustrated in figure 12 below.



Ministry of Finance
Customs Headquarters
Custom Payment Receipt for cash payment

Receipt number: 2016 R 170 Issued on: 12/05/2016
Custom office: AGBG - V.C. Bird Airport Baggage Hall

This receipt is delivered to:

JOHN SMITH
ALL SAINTS VILLAGE

Declarant:

Company:

Declarant reference	Assessment reference	Model	Amount paid
2016 #5	2016 P 205	PB 4	495.00

Printed on: 12/05/2016 13:26

Page 1 / 1

Figure 12