

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



**CARGO CUSTODIAN USER
MANUAL**



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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 Cargo Custodian 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 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 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. 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.

CARGO CUSTODIAN USER MANUAL

Login

Use the login prompt to gain access to the ASYCUDA World by entering the appropriate login name and password given by the administrator of ASYCUDA. Once the login fields are entered accurately, the user is required to authenticate their access by clicking the checked icon  as illustrated in figure 1 below.



Figure 1

GOODS LOCATION

After successfully login into ASYCUDA, navigate through the Document Library using the following path: ASYCUDA → **Cargo Manifest** → **Data Management** → **Manual Capture** → Right Click on **Waybill** and select **Find** as illustrated in figure 2 below.



Figure 2

The Waybill finder appears. Insert the specific key identifying fields such as **Office Code**, **Voyage number or Registration Number** and **Registration Year and B/L Number** that are used to retrieve a stored waybill. Click on the search icon to populate all waybills that fits the criteria as illustrated in figure 3 below.

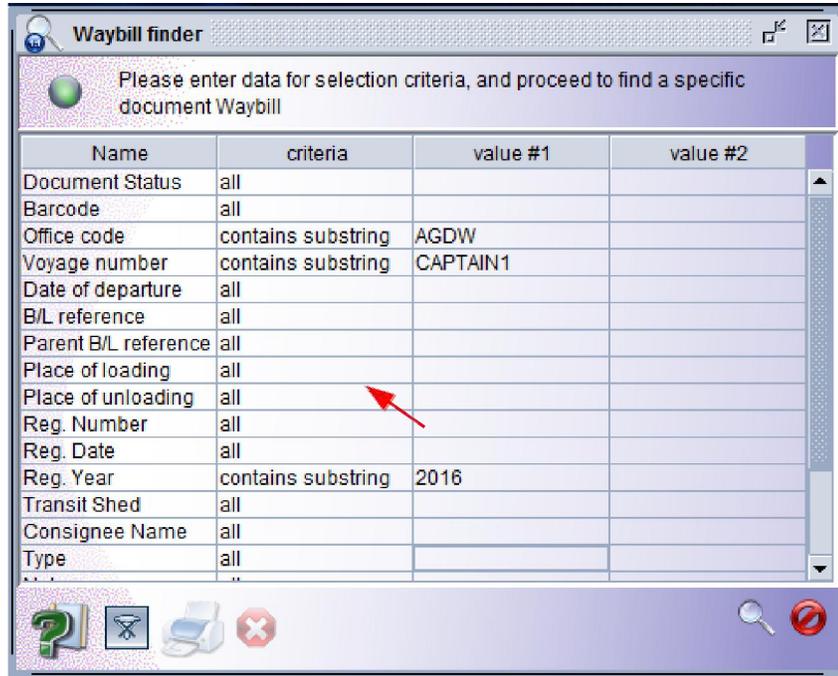


Figure 3: Waybill finder

After all documents are populated the user would right click on the house waybill and select **view** as shown in the figure 4 below.

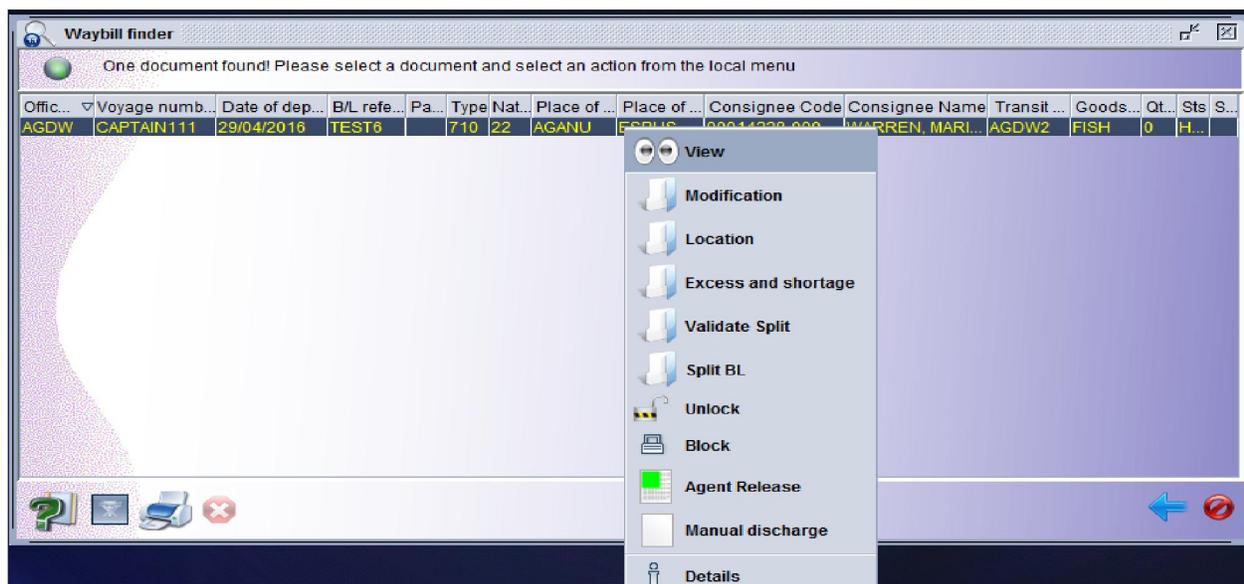


Figure 4

The system will display the waybill and the user is required to modify the document by entering the details in the Location field as illustrated in figure 5 below.

Goods Details				
Total containers	Packages codes	Status	Number of degrouped waybills	
0	TK Tank, rectangular	HSE	0	
Marks & nb.				
NA				
Manifested packages	Remaining packages	Manifested gross weight	Remaining gross weight	Volume(CBM)
1	1	200.000	200.000	100.000
Description of goods				
FISH				
Location				
AGDW2	Deep Water Harbour Transit Shed			
Declared Values and Seals Details				
P/C Ind	Freight amount and currency			
COL				
Value for customs	Value for transport		Value for insurance	
	1,500.00 USD			
Seals number	Marks		Party	
Dock Receipt Numbers (Comma separated values)				

Figure 5

After the accurate details are entered the user should verify the document by clicking on the verify icon  in the tool menu.

The system will display a prompt indicating that the document is verified. The user then click on the checked icon  as illustrated in figure 6 below.

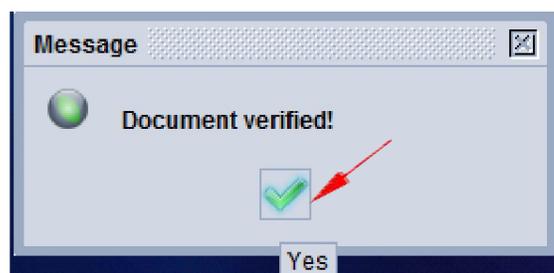


Figure 6

In the tool menu the user should click on the checked icon  to save all changes made to the document. The system will then display a message prompt stating that Save change is done, confirm by clicking the checked icon in the box as illustrated in figure 7 below.

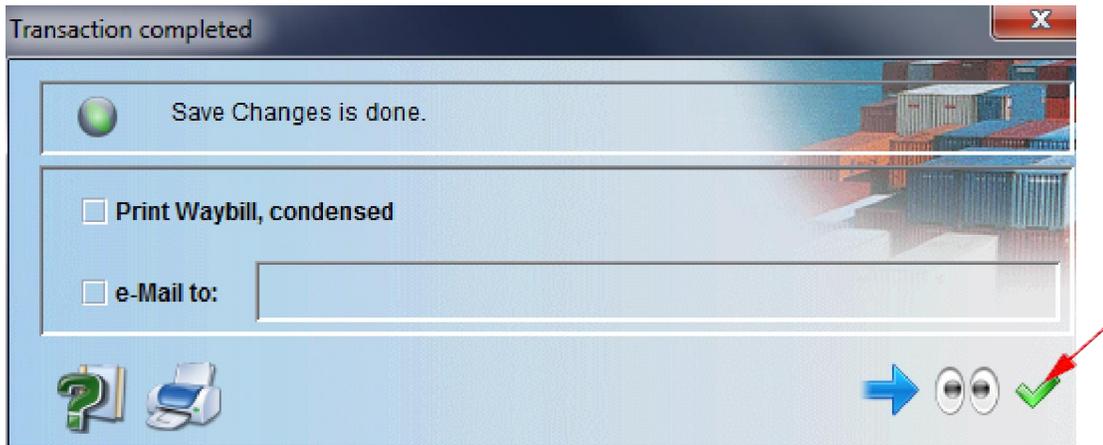


Figure 7

EXIT NOTE PREPARATION

Within the Document Library Navigate to **TRANSIT SHED → EXIT NOTE → NEW**.

Fill in the required fields to complete the Exit Note. Be sure to enter the Customs Office, Location, Declarant, Transport Identity, Nationality, Driver ID and Name as illustrated in figures 9 and 10 below.

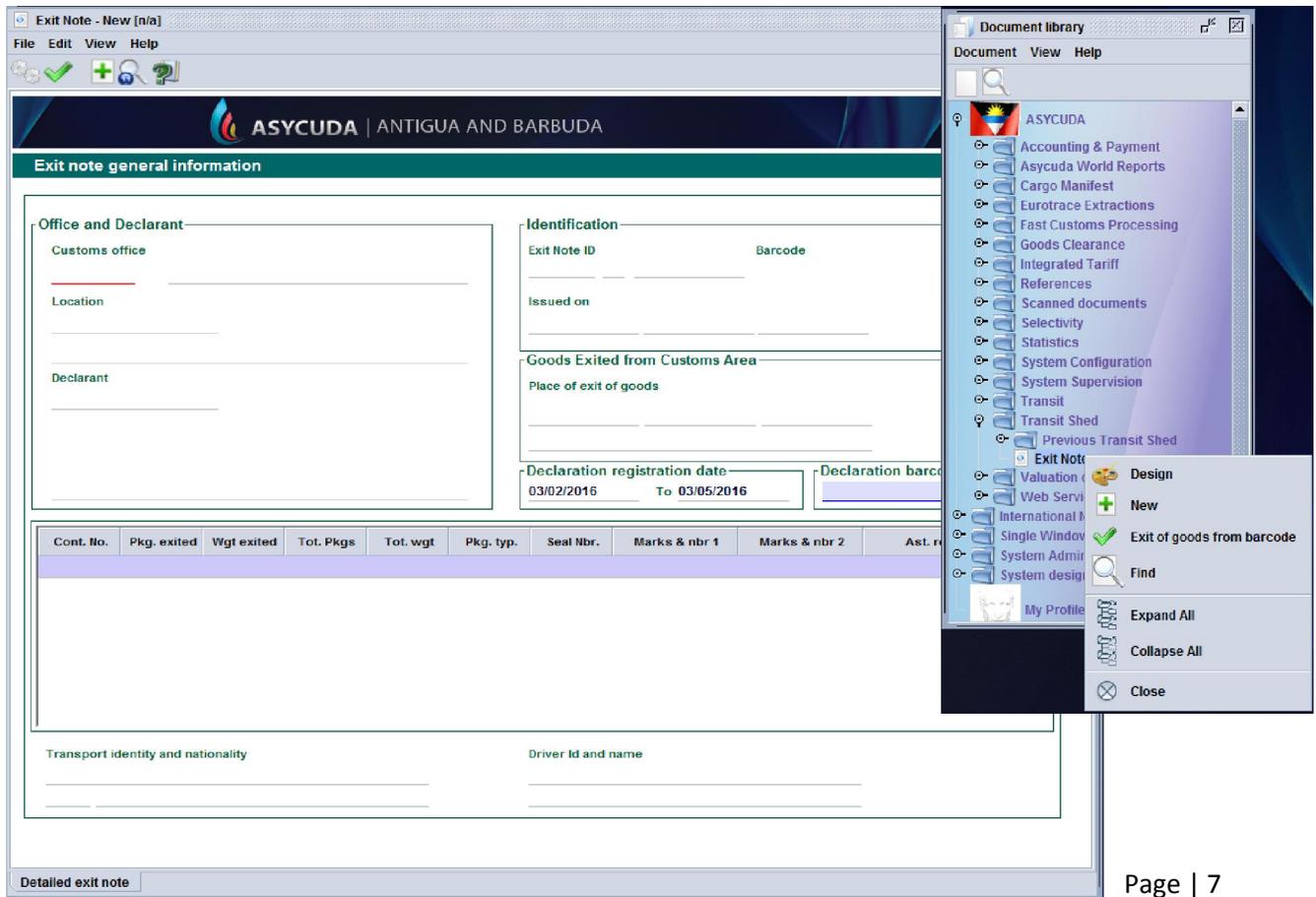


Figure 8

Figure 9

Click the  to verify. If an error appears, the field that needs to be modified will appear with a red underscore. Change the field to correspond with the error identified as shown in figure 11 below.

Figure 10

After the Declarant Field has been corrected, a dialogue box as shown in figure 12 below will appear. Then select the declaration(s) to be exited.



Figure 11

The declaration details will be automatically entered in the exit note as illustrated in figure 13 below.

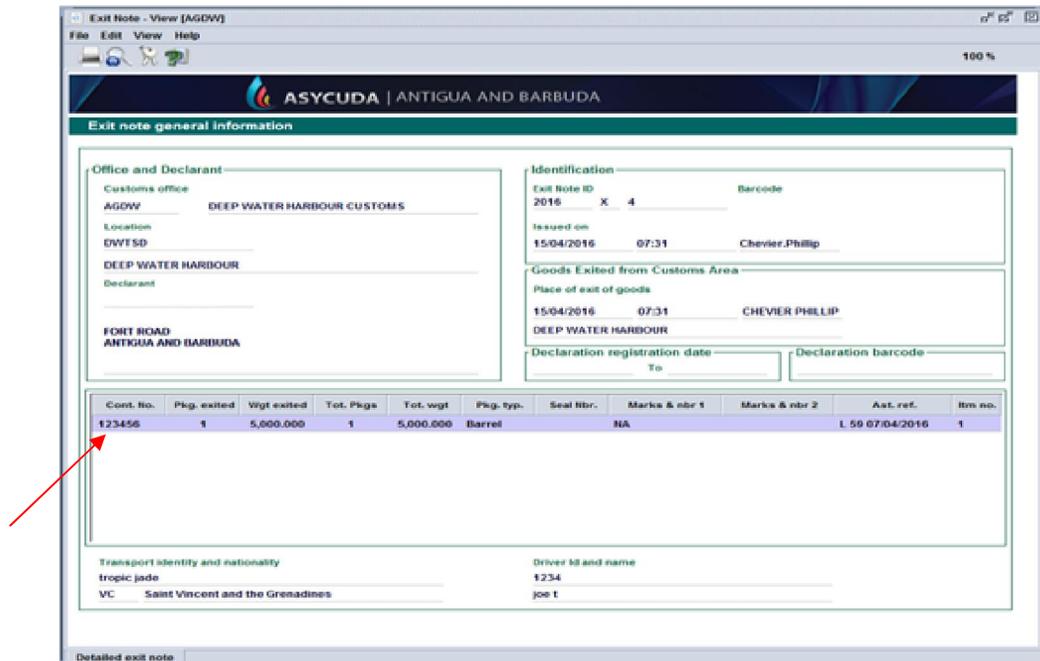


Figure 12

After completing the appropriate changes; review the exit note to examine for any further errors.

Verify the  document.

If document is verified a Transaction Completed box will pop up “**Validate is done**” click on  icon to complete the transaction as illustrated in figure 14 below.

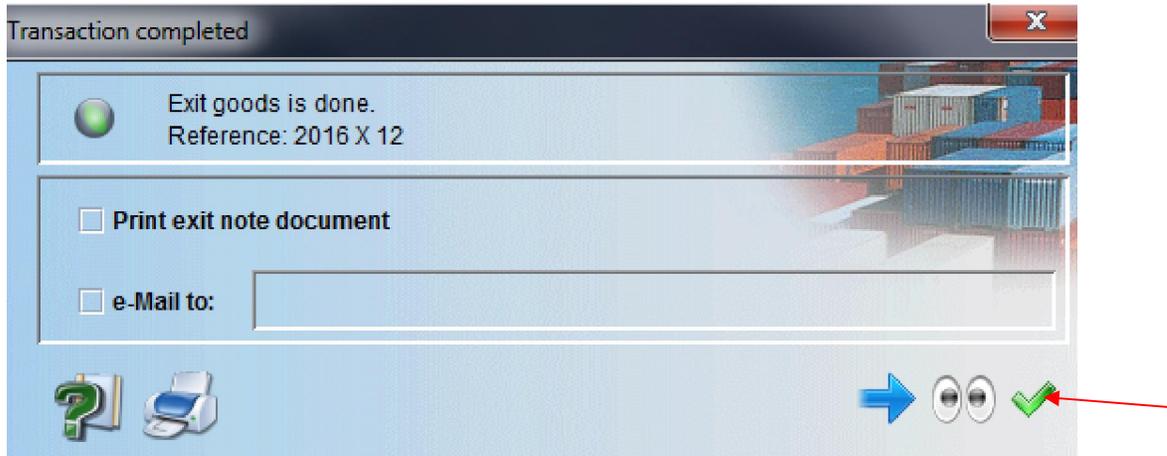


Figure 13

ACKNOWLEDGMENT OF BARCODED EXIT NOTE

In the Document Library Click on **Transit shed** then click on **Exit Note**. If Barcode is available, the document can be scanned and the number will be inputted into the value field. The fields should become populated by Clicking on the search icon.

If no barcode is available, after clicking on Exit Note, input the appropriate information in the Exit Note Finder **Office Code**, **Exit Note Year** and **Exit Note Number**, and then click on the search icon as illustrated in figure 15 below.

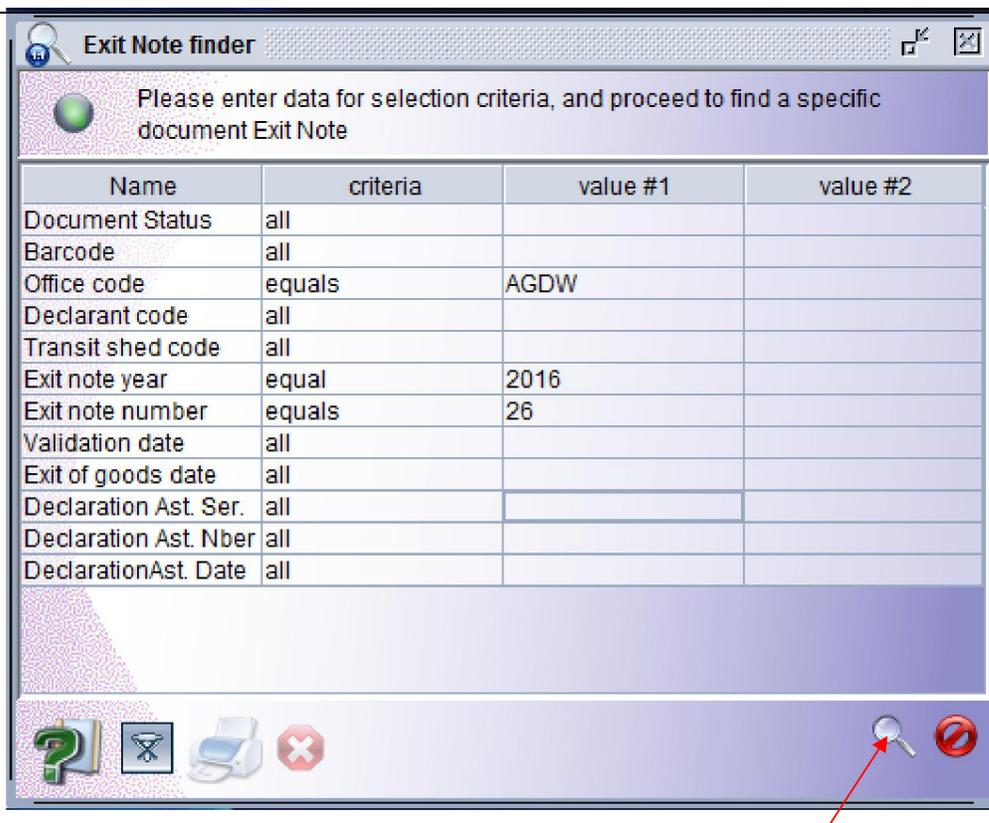


Figure 14

In the Exit Note Finder, right click on the document and select exit goods. Enter the place of good exit in the field labeled **Exit goods** from Customs Area and select the validation icon.

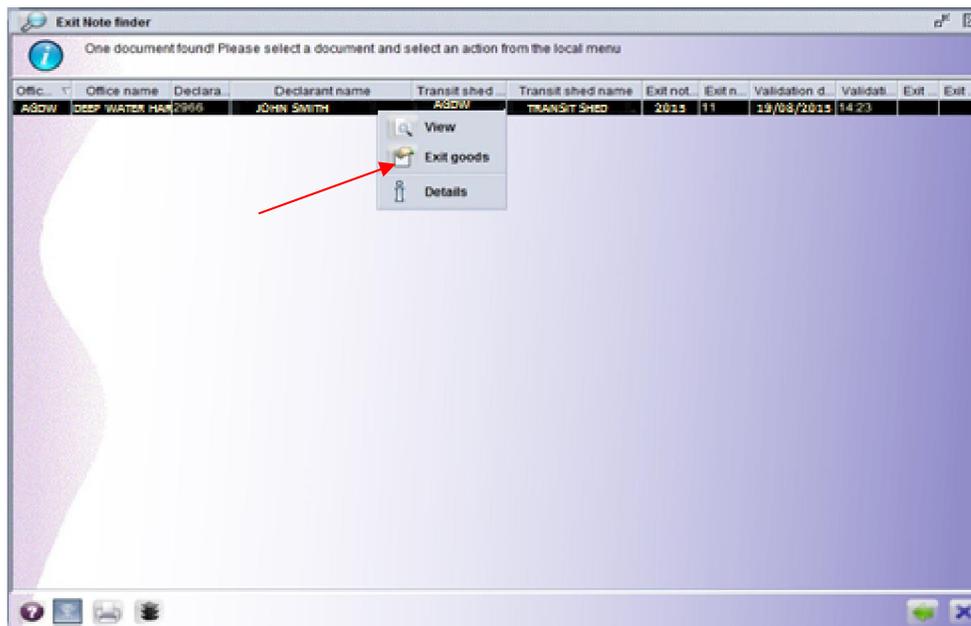


Figure 15

Officer validates the form by clicking on the tick, the system will automatically complete the date and time of exit.