

ANTIGUA AND BARBUDA
CUSTOMS AND EXCISE DEPARTMENT
MINISTRY OF FINANCE



**CUSTOMS DECLARATION USER
MANUAL**



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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: To Access Customs ASYCUDA World System Login

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: New SAD 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.

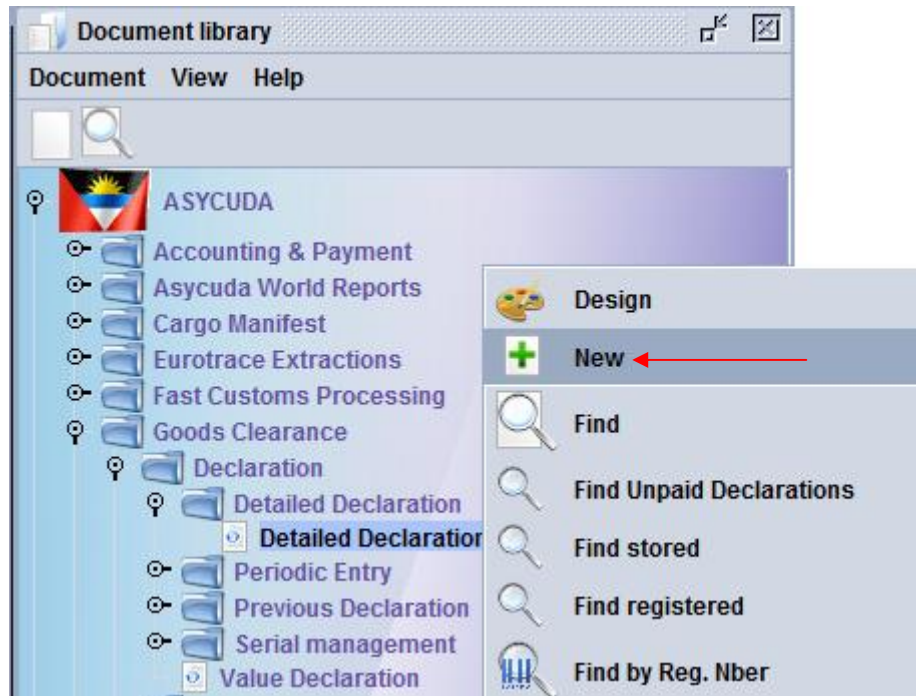


Figure 3

STEP 3: The Detailed Declaration

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

There are a number of other find options which filter the find search for a declaration according to its colour or status.

SAD (Single Administrative Document) form and its subsequent forms

The SAD form/Detailed Declaration is composed of ONE (1) main form and Eight (8) 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. Items administration selectivity.

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 4: Completing Declaration General Segment

After selecting the declaration model, the system will display the Single Administrative Document – (SAD); complete all the fields; begin with the general segment.

In **Box 1** select the model of Declaration 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.

Declaration –
General Segment

Item
Segment

Calculation
Boxes

The screenshot displays the ASYCUDA | ANTIGUA AND BARBUDA Single Administrative Document (SAD) form. The form is divided into three main sections, each highlighted by a red arrow and label on the left:

- Declaration – General Segment:** This section includes fields for 1 DECLARATION, 2 Exporter No., 3 Forms, 4 Load List, 5 Items, 6 Nbr packages, 7 Reference number, 8a Consignee No., 9 Financial No., 11 Trading, 13 C.A.P., 14 Declarant No., 15 Country of export, 15 C.E. Code, 17 C.D. Code, 31 Packages and description of goods, 32 Item No., 33 Commodity code, 34 Cty. orig. Code, 35 Gross mass (kg), 36 Prefer., 37 PROCEDURE, 38 Net mass (kg), 39 Quota, 40 AWB/B.L. Number / Previous document, 41 Supplementary units, 42 Licence No., 43 D.Val., 44 D.Qty., 45 A.D., 46 Statistical value, 47 Calculation of taxes, 48 Deferred payment, 49 Identification of warehouse, 50 Principal No., 51 Intended offices of transit and country, 52 Guarantee not valid for, 53 Office of destination and country, 54 Place and date, and 55 Signature.
- Item Segment:** This section includes fields for 31 Packages and description of goods, 32 Item No., 33 Commodity code, 34 Cty. orig. Code, 35 Gross mass (kg), 36 Prefer., 37 PROCEDURE, 38 Net mass (kg), 39 Quota, 40 AWB/B.L. Number / Previous document, 41 Supplementary units, 42 Licence No., 43 D.Val., 44 D.Qty., 45 A.D., 46 Statistical value, 47 Calculation of taxes, 48 Deferred payment, 49 Identification of warehouse, 50 Principal No., 51 Intended offices of transit and country, 52 Guarantee not valid for, 53 Office of destination and country, 54 Place and date, and 55 Signature.
- Calculation Boxes:** This section includes fields for 47 Calculation of taxes, 48 Deferred payment, 49 Identification of warehouse, 50 Principal No., 51 Intended offices of transit and country, 52 Guarantee not valid for, 53 Office of destination and country, 54 Place and date, and 55 Signature.

The form also includes a header with the ASYCUDA logo and name, a barcode, and a footer with navigation buttons: S.A.D., Val. Note, Asmt. Notice, Info. Page, Other Att. Doc., Other Scan. Doc., and Scanned Invoice(s).

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.

Detailed Declaration - Retrieve [2016]
File Edit View Help

General Segment

Items Segment

Calculation Boxes

2 Exporter No.
MIAMI USA

8a Consignee No.
ST. JOHN'S ANTIGUA AND BARBUDA

14 Declarant No.
ST. JOHN'S

18 Identity and nationality of means of transport at arrival
ORALDO
19 Ctr.
AW

21 Identity and nationality of active means of transport crossing the border
ORALDO
AW

25 Mode transport
1
at border
26 Inland mode
Transport
27 Place of discharge
ADORD ORDINO

29 Office of entry
AGDW DEEP WATER HARBOUR
30 Location of goods
DWTSD

1 DECLARATION
3 Forms 1 4 Load List 0

5 Items 1 6 Nbr packages 1 7 Reference number 2016 30

9 Financial No.

City, s last US con. US cty.

11 Trading US cty.

12 Value details 0.00

13 C.A.P.

15 Country of export United States

16 Country of origin Togo

17 C.D. a1 US b1 AG c1

17 Country of destination Antigua and Barbuda

20 Delivery terms CIF

22 Currency & total amount invoiced USD 450.00

23 Exch. rate 2.7169

24 Nature of transac.

28 Financial and banking data Bank Code ABIB

Terms of payment 01 Basic

ANTIGUA BARBUDA INVESTMENT BANK

31 Packages and description of goods

Marks and numbers - Number and kind NA

Marks & no of packages 1

Nbr & Kind 1 1D Drum, plywood

PROTEIN HYDROLYSATES

PROTEIN POWDER

44 Add. info Documents Produced Certificates and authorization

Licence No 0.00+0.00+0.00+0.00 D.Val 0.00 D.Qty 0.00

A.D. 380

47 Calculation of taxes

Type	Tax base	Rate	Amount	MP
ICD	1,222.60	0.00	0.00	1
RRC	1,222.60	10.00	122.26	1
STX	1,344.86	15.00	201.73	1
Total			323.99	1

32 Item 1 No.

33 Commodity code 21061010 000

34 Cty. orig. Code a1 TG b1

35 Gross mass (kg) 100.000

36 Prefer.

37 PROCEDURE 4000 000

38 Net mass (kg) 90.000

39 Quota

40 AWB/BL Number / Previous document S/L

41 Supplementary units NMB 1.00

42 Item Price 450.00

43 V.M. code

A.I. Code

45 Adjustment 1

46 Statistical value 1,222.60

48 Deferred payment

49 Identification of warehouse

50 Principal No.

51 Intended offices of transit and country

52 Guarantee not valid for

D CONTROL BY OFFICE OF DESTINATION

Signature


Signature

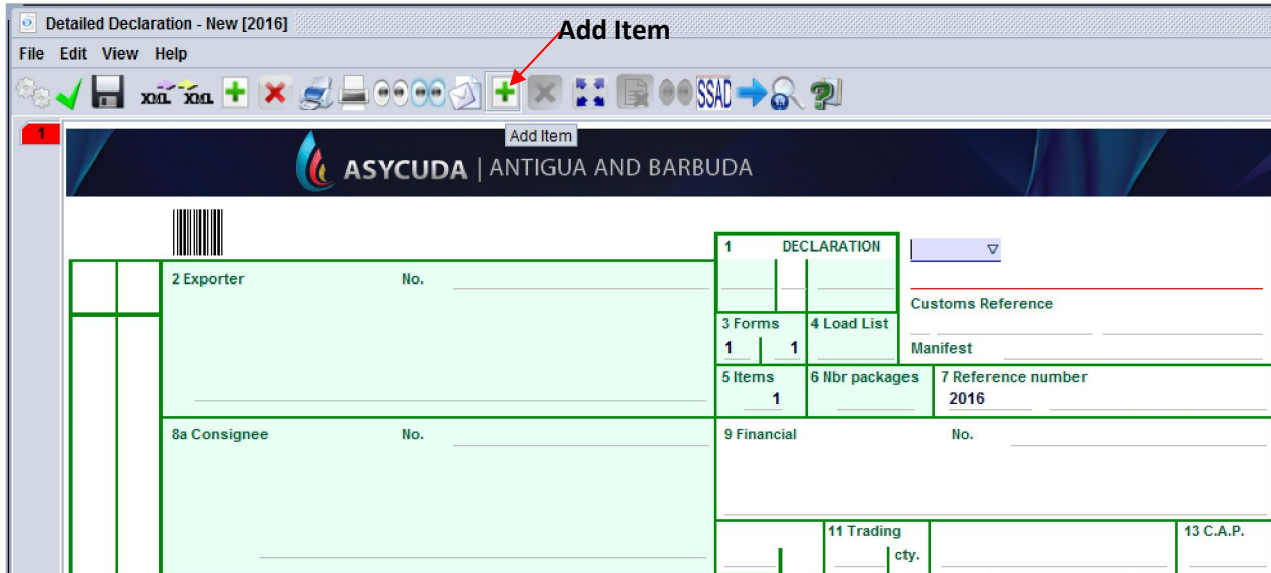
53 Office of destination and country

54 Place and date

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

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.



Detailed Declaration - New [2016]

File Edit View Help

ASycUDA | ANTIGUA AND BARBUDA

1 Declaration

2 Exporter No. _____

8a Consignee No. _____

3 Forms 1 4 Load List 1

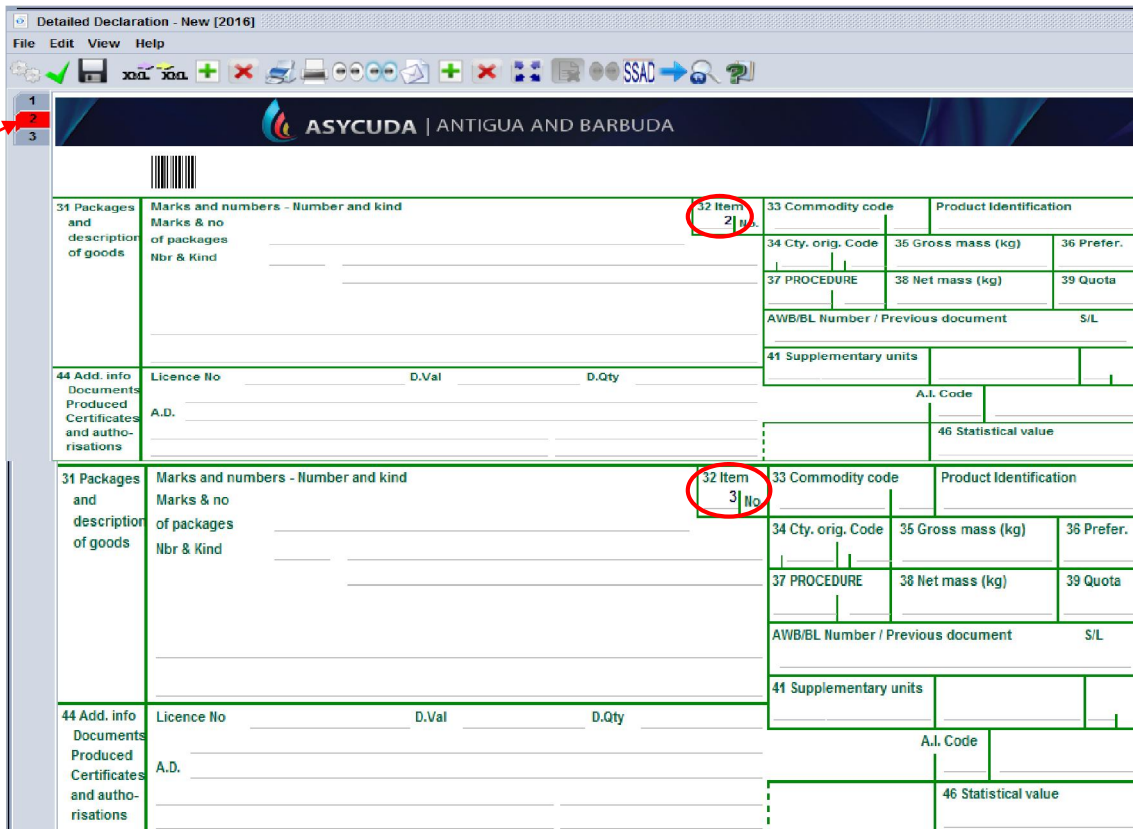
5 Items 1 6 Nbr packages 7 Reference number 2016

9 Financial No. _____

11 Trading ctly. _____ 13 C.A.P. _____

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.



Detailed Declaration - New [2016]

File Edit View Help

ASycUDA | ANTIGUA AND BARBUDA

1 Declaration

2 Item No. 2

31 Packages and description of goods

32 Item No. 2

33 Commodity code

34 Cty. orig. Code

35 Gross mass (kg)

36 Prefer.

37 PROCEDURE

38 Net mass (kg)

39 Quota

40 AWB/BL Number / Previous document

41 Supplementary units

42 A.I. Code

43 Statistical value

Figure 7

STEP 6: Valuation Note Form

Detailed Declaration - New [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	0	in	0.0000		0.00
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 value		0.00

Figure 8

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.

Detailed Declaration - View [2016]

File Edit View Help

SAD - Valuation Note - Item

Item number	Amount	FCX code	Exchange rate	Amount in	XCD
1					
Invoice value	23,000.00	in XCD	1.0000		23,000.00
External Freight(import).....	0.00	in	0.0000		0.00
Internal Freight	0.00	in	0.0000		
Insurance(import).....	0.00	in	0.0000		
Other costs(import).....	0.00	in	0.0000		
Deductions	0.00	in	0.0000		
Total Costs					0.00
Delivery terms	CIF	CIF	CIF value		23,000.00
Statistical value					23,000.00

Additional information

Supplementary value 1 Code Name Quantity

Supplementary value 2 Code Name Quantity

Market value Rate Per Amount 0.00

Basis

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

Figure 9

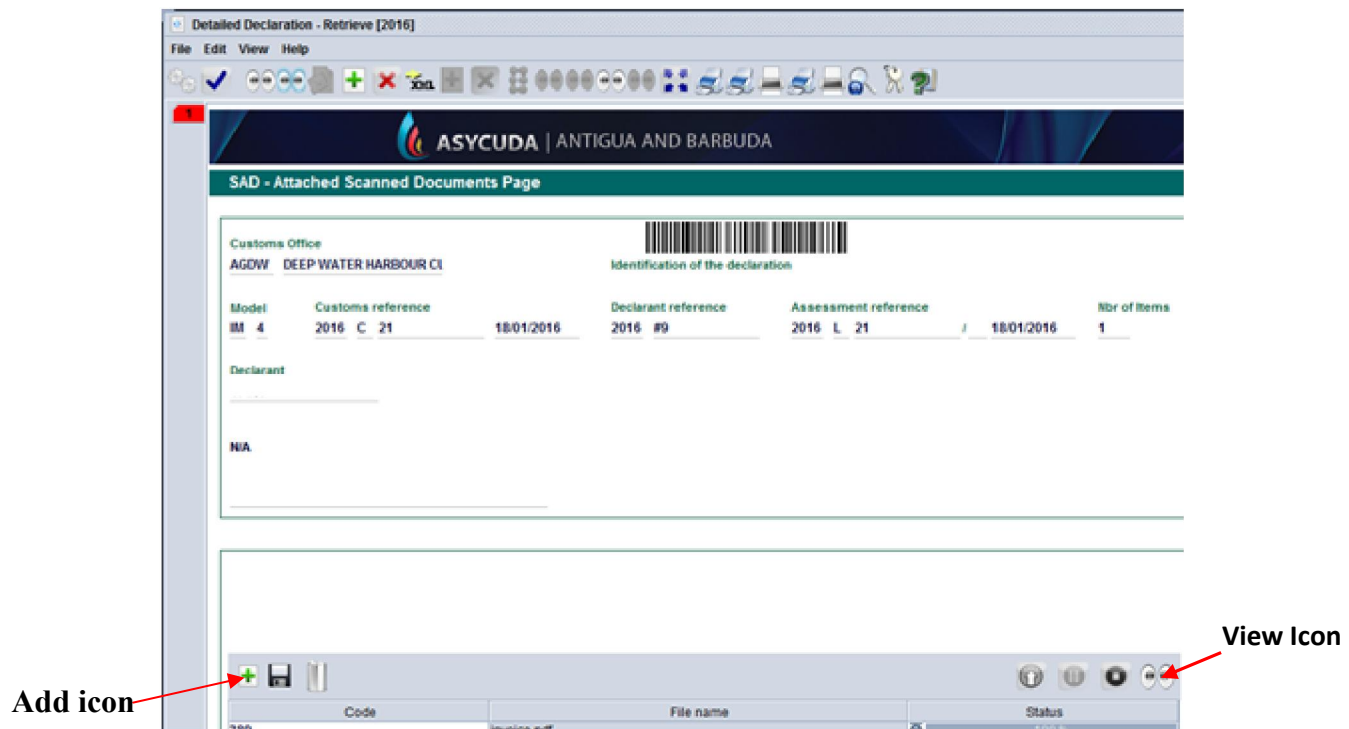
For each cost element the currency should be put in the appropriate field and consequently the exchange rate (if different from the national currency) is automatically brought from the currencies file and filled in its appropriate field as illustrated in figure 10 below.

[illegible]

Figure 10

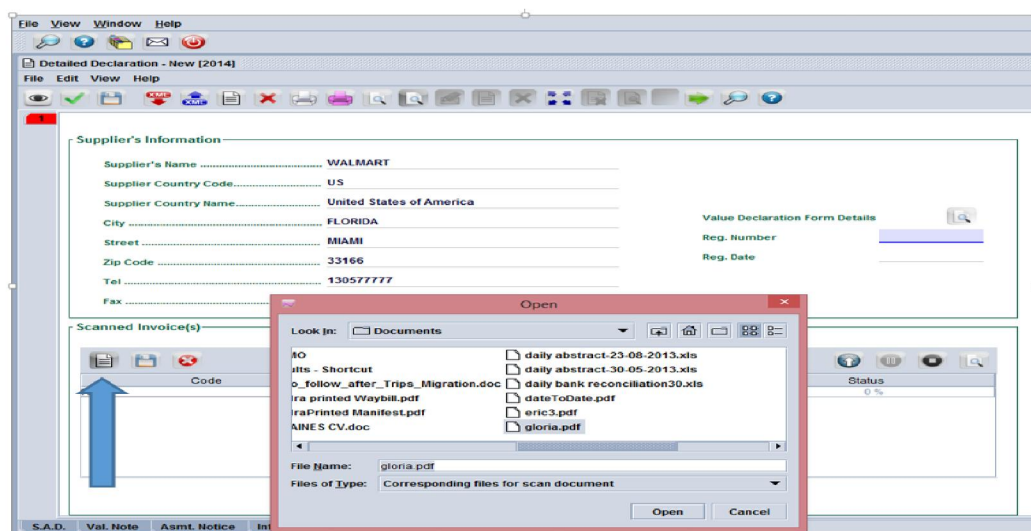
STEP 8: Other Attached Document

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 invoices, Waybills (BOL/AWB), Insurance, License, Permits etc.



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 as illustrated in figure 12 below.



Use the information Page tab to input any pertinent information pertaining to the declaration as illustrated in figure 13 below.

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Information Page

Customs Office: AGDW DEEP WATER HARBOUR CI

Identification of the declaration

Model: IM 4 Customs reference: 2016 C 21 Declarant reference: 2016 #9 Assessment reference: 2016 L 21 Nbr of Items: 1 Date: 18/01/2016

Declarant: _____

N/A

Comments: this is the information page

Figure 13

STEP 9: Invoice Information

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SAD - Scanned Invoice(s)

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

Figure 14

Click other scanned invoice(s) tab to view the form as illustrated in 14 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	Date
IM 4	2016 C 154	2016 45	2016 L 155	11/05/2016

Supplier's Information

Supplier's Name: WALMART
 Supplier Country Code: US
 Supplier Country Name: United States
 City: FLORIDA
 Street: MIAMI
 Zip Code: 33126
 Tel: 5087545895
 Fax: _____

Value Declaration Form Details

Reg. Number: _____
 Reg. Date: _____

Figure 15

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 15 above. This option will import the supplier's details from the value declaration form.

Click the add page icon and search for the invoice you wish to upload as illustrated in figure 16 below.

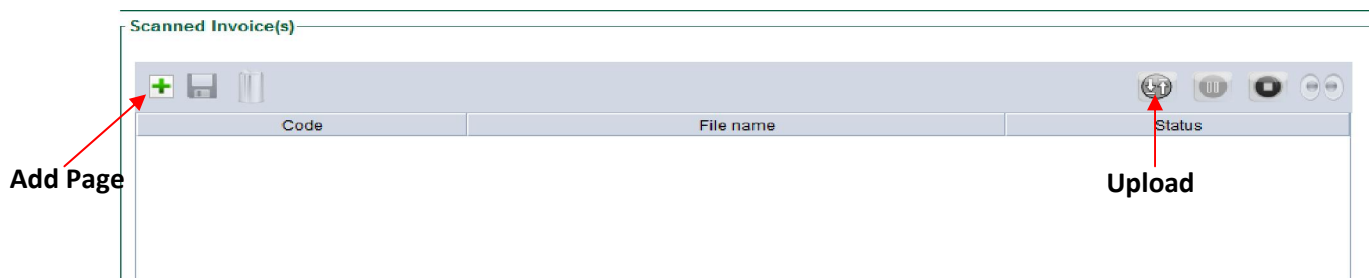
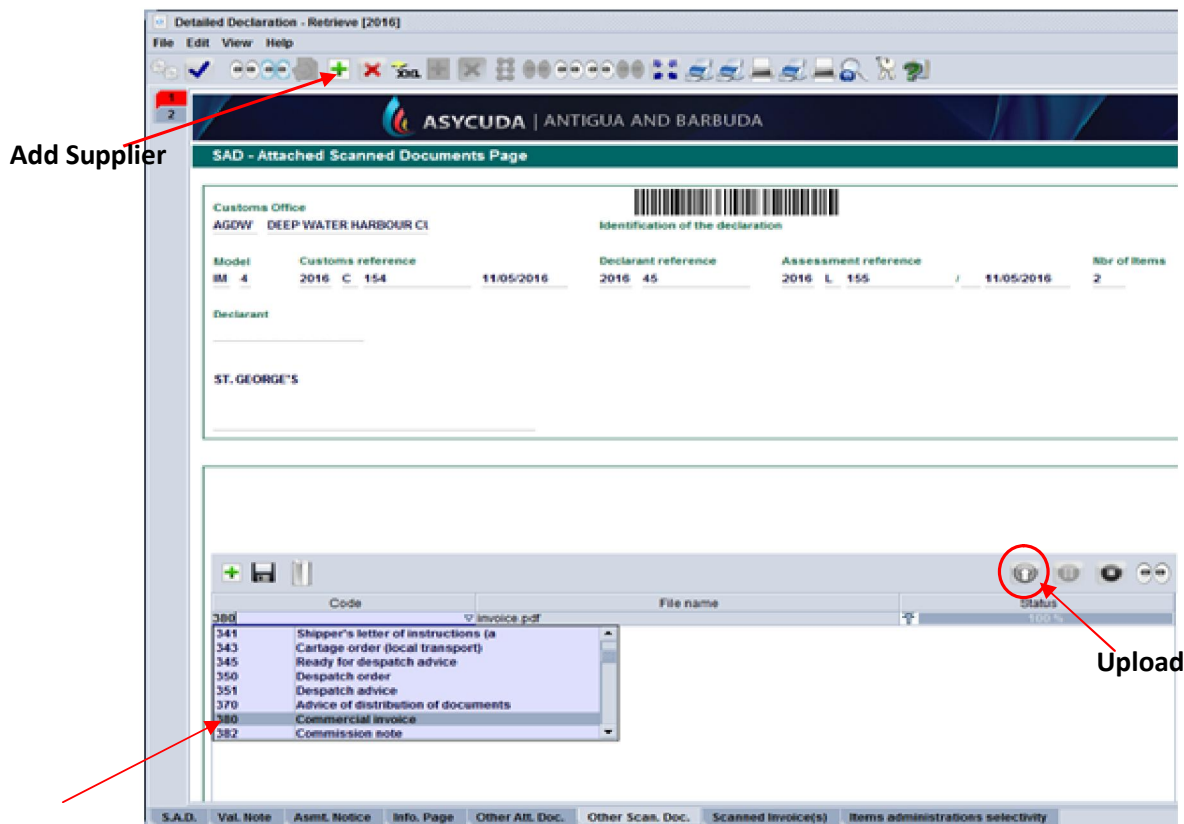


Figure 16

Click the upload button to upload the document as illustrated in figure 16 above.



Select the

Figure 17



type of document you have uploaded as illustrated in figure 17 above.

Click Add Supplier Button to Enter Additional Invoices Suppliers as illustrated in figure 17 above.

Uploading other scanned documents

Click other scan document tab as illustrated in figure 18 below.

Detailed Declaration - Retrieve [2016]

File Edit View Help

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Attached Scanned Documents Page

Customs Office
AGDW DEEP WATER HARBOUR CI

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 4	2016 C 154	11/05/2016	2016 45	2016 L 155 / 11/05/2016

Declarant
ST. GEORGE'S

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

Figure 18

Add the additional suppliers and upload the documents as illustrated in figure 19 below.

Detailed Declaration - New [2016]

File Edit View Help

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Attached Scanned Documents Page

Customs Office

Identification of the declaration

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
		2016	/	1

Declarant

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

Figure 19

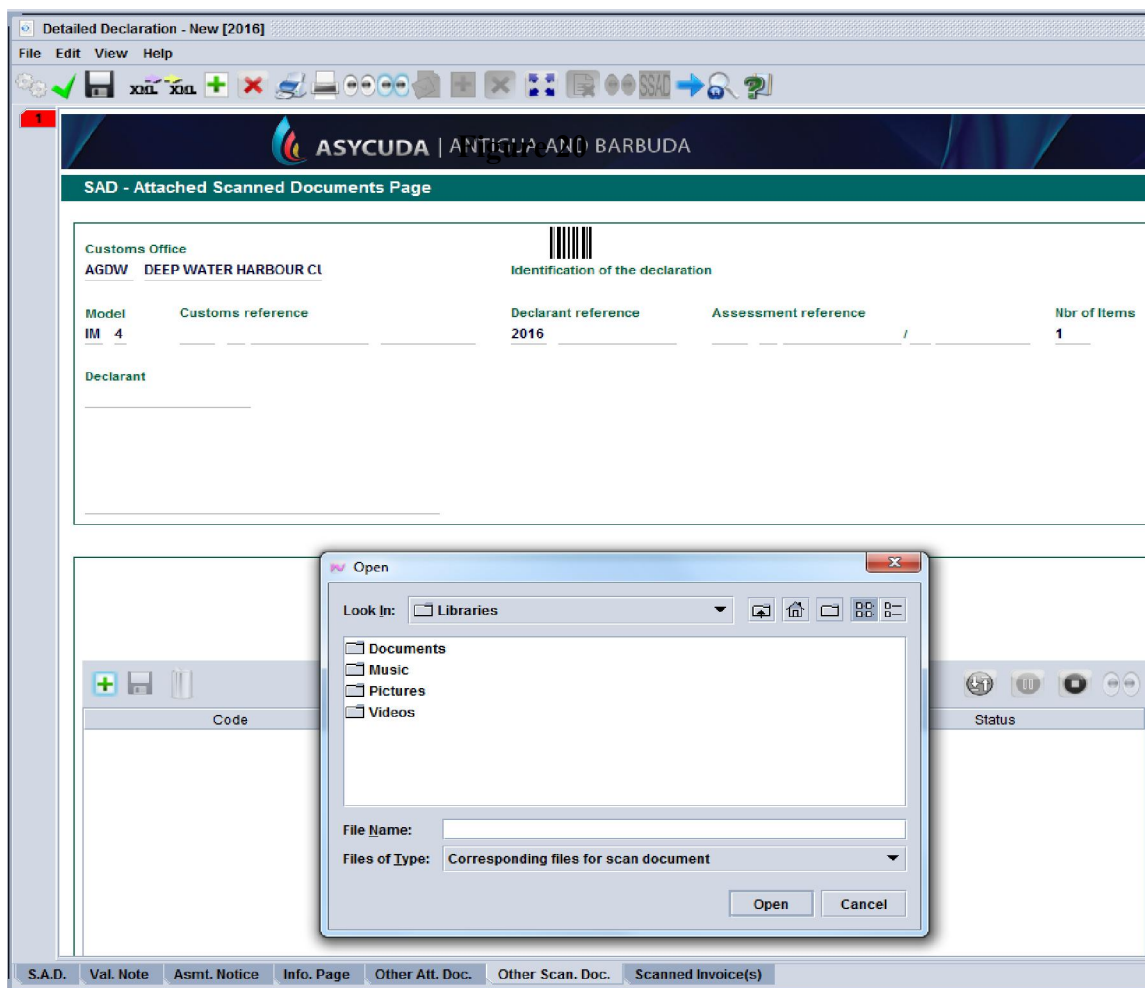


Figure 20

Click the page icon and search for the document you wish to upload as illustrated in figure 20 above.

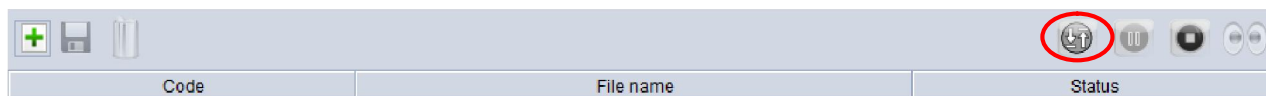


Figure 21

Click the upload button to upload the document illustrated in figure 21 above.

STEP 10: Container Information (If Required)

If the SAD box 19 is ticked, 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 22 below.

Detailed Declaration - Retrieve [2016]

File Edit View Help

ASYCUDA | ANTIGUA AND BARBUDA

SAD - Containers

Customs Office
AGDW DEEP WATER HARBOUR CL

Model
IM 4

Customs reference

Declarant reference
2016 35

Assessment reference
1

Nbr of Items
1

Declarant
ST. JOHN'S

Item	Container No.	Nbr. of pck.	Package type	Type	E/F	Goods	Empty weight	Goods weight
1	TTRU1010100	2	1A	20BU	FCL	OTHER		250

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

Figure 22

Sample of completed container form.

STEP 11: Value Declaration Form

Invoke the Goods Clearance by navigating the Document Library using this path: **ASYCUDA → Goods Clearance → Declaration → Detail Declaration → Right click on Value Declaration** as illustrated in figure 23 below.

ASYCUDA ANTIGUA AND BARBUDA	
DECLARATION REGARDING GOODS OF A VALUE EXCEEDING XCD 500 TRANSACTION VALUE METHOD SECTION 7 OF THE THIRD SCHEDULE TO THE CUSTOMS ACT #7 OF 2012	
1. NAME AND ADDRESS OF SELLER _____ _____ _____	FOR OFFICIAL USE Registration number _____
2. (a) NAME AND ADDRESS OF BUYER _____ _____ _____	
2. (b) NAME AND ADDRESS OF DECLARANT _____ _____ _____	
IMPORTANT NOTE By signing and submitting the declaration, the declarant accepts responsibility for the accuracy and completeness of the particulars given on this form and on any continuation sheet submitted with it and the authenticity of any document produced in support. The declarant also accepts responsibility to supply any additional information or document necessary to establish the customs value of the goods	3. Number and date of contract _____
5. (a) Are the buyer and seller RELATED in the sense of Section 7(?) of the Third Schedule If 'NO' go to box 6 If 'YES' indicate as per notes ¶¶ <input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) (reply optional) Does the transaction value of the imported goods CLOSELY APPROXIMATE to a value mentioned in Second Schedule of the ... If 'Yes', give details <input type="checkbox"/> Yes <input type="checkbox"/> No	
(c) Did the relationship INFLUENCE the price of the imported goods? If 'YES', give details. <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. (a) Are there any RESTRICTIONS as to the disposition or use of the goods by the buyer other than restrictions which: - are imposed or required by law or by the public authorities - limit the geographical area in which the goods may be resold; or - do not substantially affect the value of the goods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) Is the sale or price subject to some CONDITION or CONSIDERATION for which a value cannot be determined with respect to the goods being valued? Specify the nature of the restrictions, conditions or considerations as appropriate: _____ If the value of conditions or considerations can be determined, indicate the amount in box 11 (b) <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. (a) Are any ROYALTIES and LICENCE FEES related to the imported goods payable either directly or indirectly by the buyer as a condition of a sale? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(b) Is the sale subject to an arrangement under which part of the proceeds of any subsequent RESALE, DISPOSAL or USE accrues directly or indirectly to the seller? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'YES' to either of these questions, specify conditions and, if possible, indicate the amounts in boxes 15 and 16	
¶¶ NOTES TO BOX 5 1. PERSONS SHALL BE DEEMED TO BE RELATED ONLY IF: (a) they are the officers or directors of one another's businesses; (b) they are legally recognised partners in business; (c) they are employer and employee; (d) any person directly or indirectly owns, controls or holds 5% or more of the outstanding voting stock or shares or both of them; (e) one of them directly or indirectly controls the other; (f) both of them are directly or indirectly controlled by a third person; (g) together they directly or indirectly control a third person; or (h) they are members of the same family. 2. The fact that the buyer and the seller are related need not preclude the use of a transaction value	8. I, the undersigned, declare that all particulars given in this document are true and complete. Signature <u>Chevier, Phillip</u> Full name <u>CHEVIER PHILLIP</u> Date <u>13/05/2016</u> Status of Signatory _____

Figure 23

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 24 below. The user can store a declaration at any time even if the document is not completed.

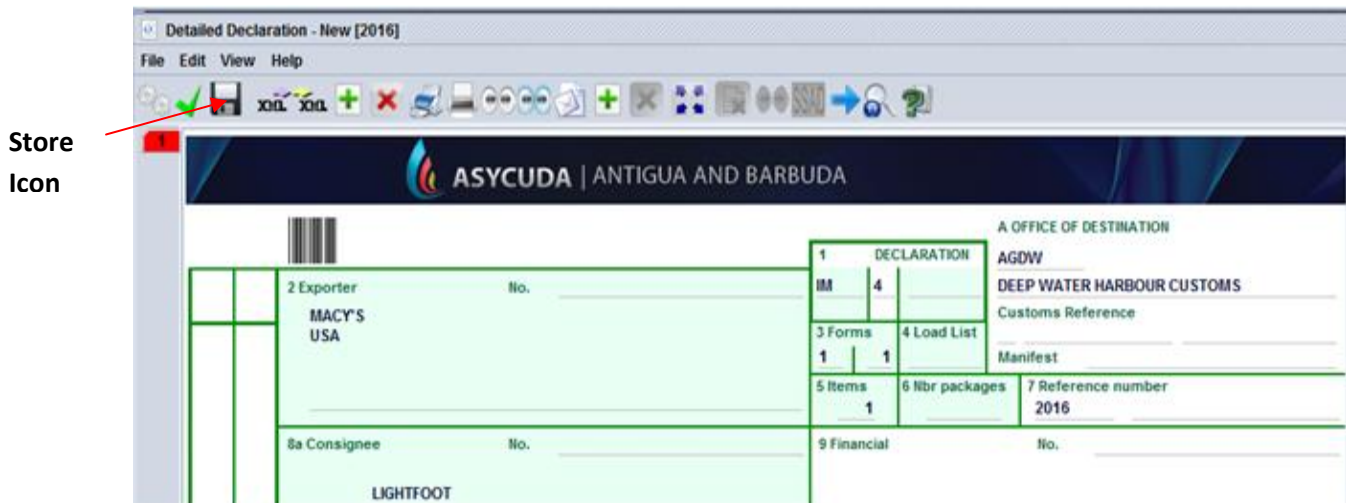


Figure 24

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 25 below.

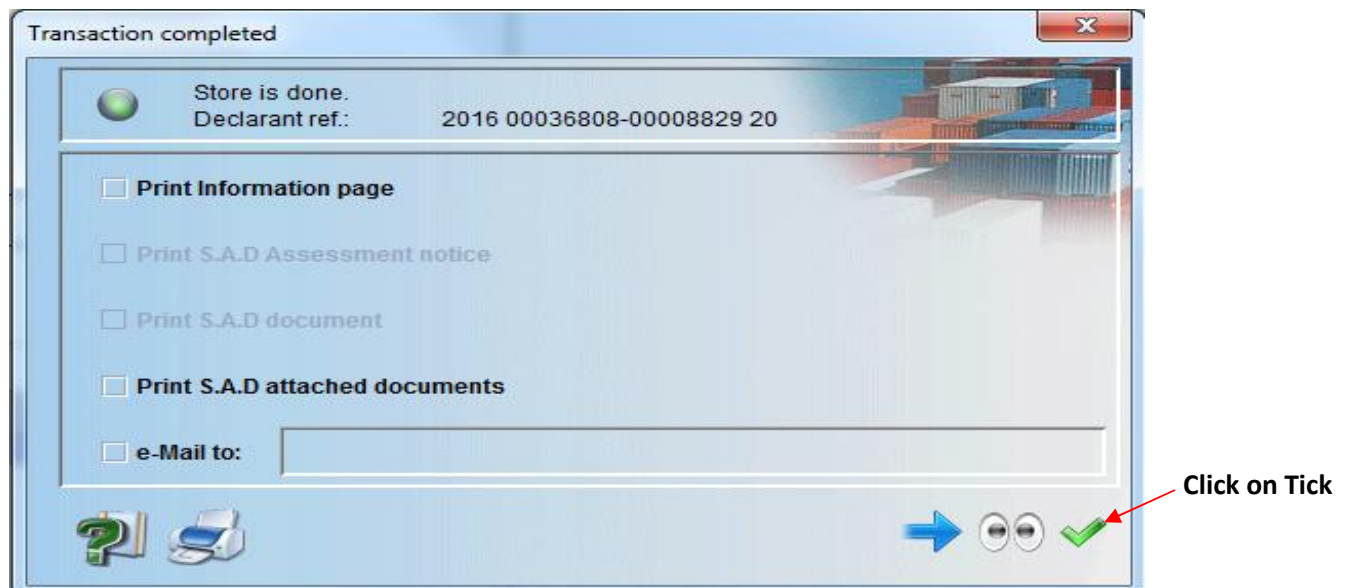


Figure 25

STEP 13: Validation and Assessing the SAD

The Declarant must then “*validate and assess*” the SAD by clicking the “*Validate and Assess*” icon as illustrated in figure 26 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

Detailed Declaration - New [2016]

File Edit View Help

Validate and assess

ASYCUDA | ANTIGUA AND BARBUDA

1 DECLARATION

2 Exporter No.

3 Forms

4 Load List

5 Items

6 Itr packages

7 Reference number

8a Consignee No.

9 Financial

11 Trading

13 C.A.P.

14 Declarant No.

15 Country of export

15 C.E. Code

17 C.D. Code

Customs Reference

Manifest

2016

Figure 26

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 27 below.

Transaction completed

Validate and assess is done.

Declarant ref.: 2016 00018222-00006412 7

Customs ref.: C 157 13/05/2016

Assessment ref.: L 158 13/05/2016

☐ Print Information page

☐ Print S.A.D Assessment notice

☐ Print S.A.D document

☐ Print S.A.D attached documents

☐ e-Mail to:

ASSESSED

Figure 27

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

The Declarant must print a copy of the Assessed Declaration for Customs.

STEP 14: Verifying and Registering the 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.

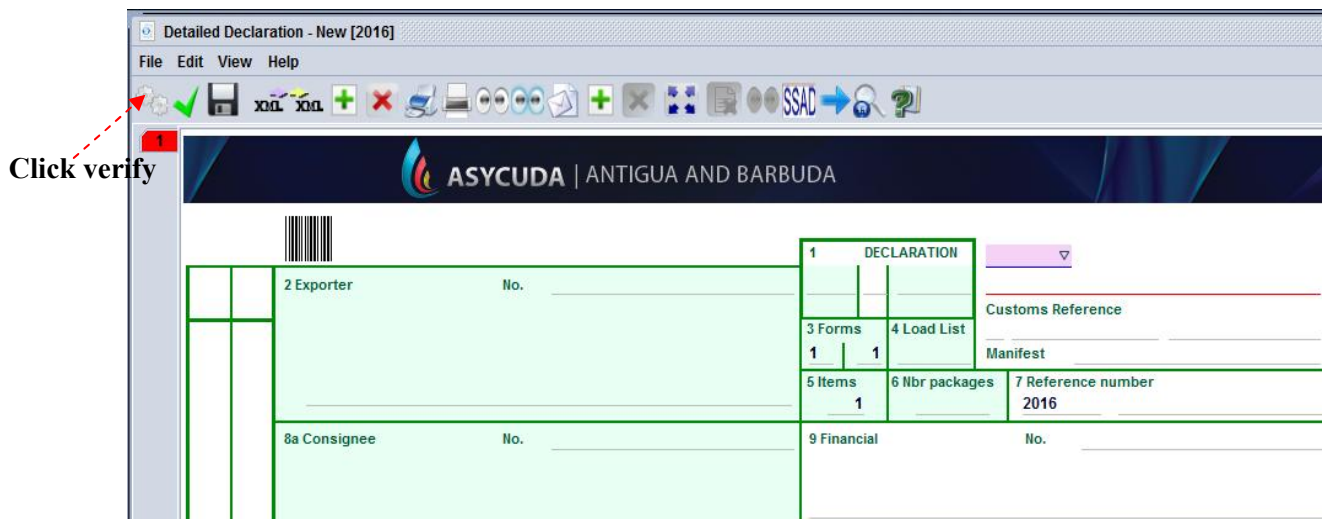


Figure 28

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.

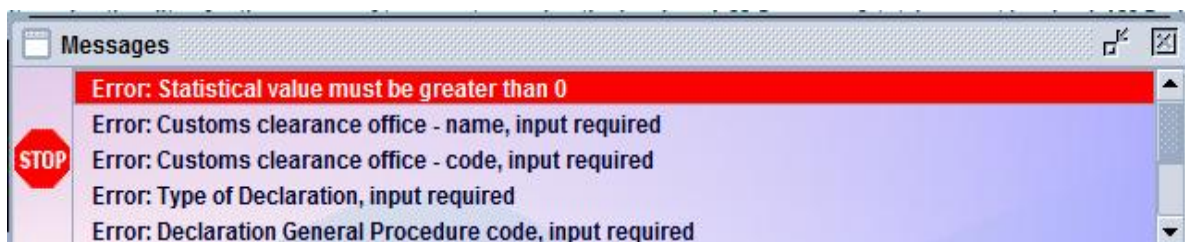


Figure 29

NB: 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.

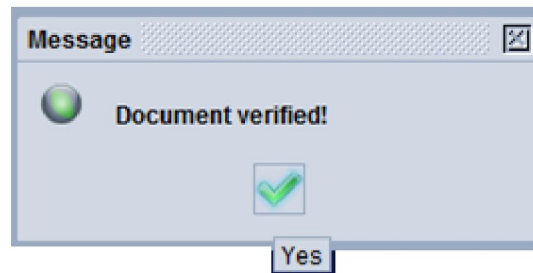


Figure 30

STEP 15: Retrieving a Stored Declaration

To retrieve a stored declaration go to the document library and follow the following path as illustrated in figure 31 below: **Asycuda** ➔ **Goods Clearance** ➔ **Declaration** ➔ **Detailed Declaration** in and right click on **FIND**.

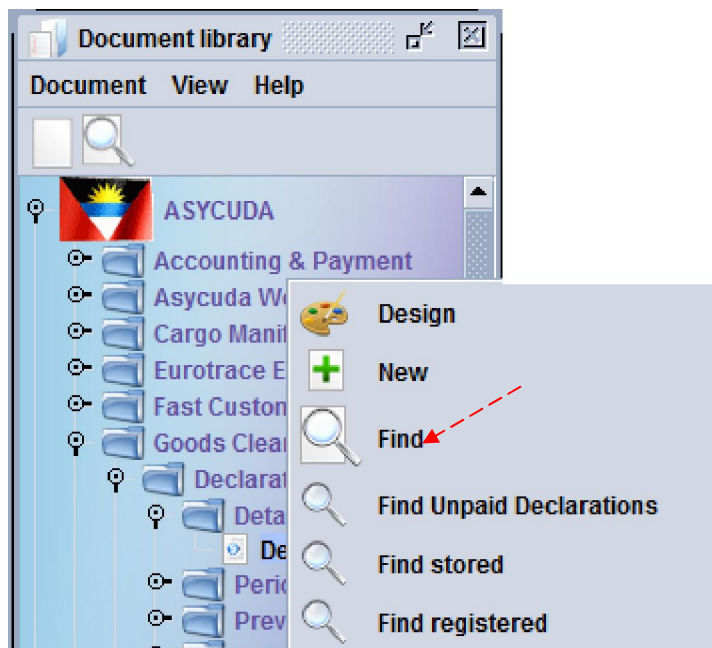


Figure 31

In the finder use reference number to find declaration and select button as illustrated in figure 32 below.

Detailed Declaration finder

Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration

Name	criteria	value #1	value #2
Rcp. Serial	all		
Rcp. Nber	all		
Rcp. Date	all		
Qty Items	all		
Warehouse Code	all		
Amount to be paid	all		
Declarant	all		
Dec. reference year	equal	2016	
Ref. Nber	equals	0101	
Type	all		
Gen. proc.	all		
Exporter	all		
Consignee	all		
Total taxes	all		
Colour	all		

Icons: ? | [Icon] | [Icon] | [Icon] | [Icon] | [Icon] | [Icon]

Figure 32

Right click on the desired document as shown below and select **Retrieve** to continue working on the declaration as illustrated in figure 33 below.

Detailed Declaration finder

464 documents found! Please select a document and select an action from the local menu

Year	Of...	Declarant	Ref. Nber	Reg...	Reg...	Type	Gen...	Qty It...	Exporter	Consignee	Total t...	Rcp. ...	Recl...	Rcp. ...	Warehouse...	Ast...	Ast...	Ast D...	Col...
2015	AGDW	017748	014346C1	C	19	IM	4	1		34025	40951...	R	16	29/07...		L	19	29/07...	Gre...
2016	AGDW	00014227...	#1	P	2	PB	4	1			247.5	R	95	12/05...		B	2	12/05...	Gre...
2016	AGDW	16606	#2	C	2	IM	4	1		16606	10652...					L	2	13/01...	
2015	AGDW	13169	#1	C	2	IM	4	1		16156	16662315		2	21/07...		L	2	21/07...	Gre...
2016	AGDW	17137	#8	C	20	IM	4	1					8	22/01...		L	20	18/01...	Query
2016	AGDW	17137	#9	C	21	IM	4	1								L	21	18/01...	
2016	AGDW	17137	#10	C	22	IM	4	1								L	22	18/01...	
2016	AGDW	17137	#11	C	23	IM	4	1								L	23	18/01...	
2016	AGDW	15527	#1	C	24	IM	4	1					9	22/01...		L	24	18/01...	Gre...
2016	AGDW	16606	#6	C	25	IM	4	1								L	25	18/01...	
2016	AGDW	17137	#12	C	26	IM	4	1								L	26	18/01...	
2016	AGDW	16606	#7	C	27	IM	4	1								L	27	18/01...	
2016	AGDW	15527	#2	C	28	IM	4	1								L	28	18/01...	
2016	AGDW	17137	#13	C	29	IM	4	1								L	29	18/01...	
2016	AGDW	23943	#1	C	3	IM	4	1					10	22/01...		L	3	13/01...	Query
2015	AGDW	017748	#1	C	3	IM	4	1					3	21/07...		L	3	21/07...	Gre...
2016	AGDW	23943	#3	C	30	IM	4	1								L	30	18/01...	
2016	AGDW	17137	#14	C	31	IM	4	1								L	31	18/01...	
2016	AGDW	36806	#1	C	32	IM	4	1					1	18/01...		L	32	18/01...	Query
2016	AGDW	16446	#4	C	33	IM	4	1								L	33	18/01...	
2016	AGDW	23943	#4	C	34	IM	4	1								L	34	18/01...	
2016	AGDW	478865	#2	C	35	IM	4	1								L	35	18/01...	
2016	AGDW	478865	#4	C	36	IM	4	1								L	36	19/01...	
2016	AGDW	16446	#6	C	37	IM	4	1								L	37	19/01...	
2016	AGDW	16446	#7	C	38	IM	4	1								L	38	19/01...	
2016	AGDW	16446	#8	C	39	IM	4	1								L	39	19/01...	
2015	AGDW	14255	#2	C	4	IM	4	1					4	21/07...		L	4	21/07...	Gre...
2016	AGDW	16446	#1	C	4	IM	4	1								L	4	13/01...	
2016	AGDW	16446	#9	C	40	IM	4	1								L	40	19/01...	
2016	AGDW	16446	#10	C	41	IM	4	1								L	41	21/01...	
2016	AGDW	11541	#1	C	42	IM	4	1								L	42	21/01...	
2016	AGDW	11541	#2	C	43	IM	4	1								L	43	21/01...	
2016	AGDW	478865	#5	C	44	IM	4	1								L	44	21/01...	
2016	AGDW	16446	#11	C	45	IM	4	1								L	45	21/01...	

Context Menu:

- View
- Export release
- View Criteria
- Release Order (selectivity)
- Clear declaration
- Re-route to red
- Re-route to yellow
- Re-route to green
- Re-route to query
- Retrieve** (highlighted with red arrow)
- Cancel
- Lock
- Details

Icons: ? | [Icon] | [Icon] | [Icon] | [Icon] | [Icon] | [Icon]

Figure 33

[illegible]

The Assessment Notice Form contains information about the assessment of the declaration. It is generated upon the validation of the declaration. It contains the summary of duties and taxes payable for the entire declaration. The assessment notice is updated after payments have been made and the rectification of the declaration as illustrated in figure 34 above.

STEP 17: Make Payment and Request Selectivity

Supply the cashier with the Assessment number of your declaration to make payment as illustrated in figure 35 below.

The screenshot shows a software window titled "Detailed Declaration - Retrieve [2015]" with a menu bar (File, Edit, View, Help) and a toolbar. The main header displays the ASYCUDA logo and "ANTIGUA AND BARBUDA". Below this is a green bar labeled "SAD - Assessment Notice".

The main content area is divided into two sections. The top section contains a "Customs Office" field with the value "AGDW DEEP WATER HARBOUR CL", a barcode, and the text "Identification of the declaration". Below this is a table with the following data:

Model	Customs reference	Declarant reference	Assessment reference	Nbr of Items
IM 4	2015 C 2	2015 #1	2015 L 2	1

Below the table are fields for "Declarant" (containing "N/A") and "Company".

The bottom section contains a table with the following data:

Mode of payment	Account number	Receipt number and date	Statement number and date
CASH		R 2 21/07/2015	

Below this table are two columns: "Items taxes" and "Global taxes". The "Items taxes" column contains the following data:

ICD	Import Duty	2,068.24
RRC	Revenue Recover Charge	1,378.83
VAT		2,585.30

The "Global taxes" column is empty. At the bottom right, there is a summary box with the following data:

Total Global Taxes	0.00
Total Items Taxes	6,032.37
Total assessed amount for the declaration	6,032.37
Amount currently paid:	6,032.37

The bottom of the window features a navigation bar with the following tabs: S.A.D., Val. Note, Asmt. Notice, Info. Page, Other Att. Doc., Other Scan. Doc., Scanned Invoice(s), and Items administrations selectivity.

Figure 35

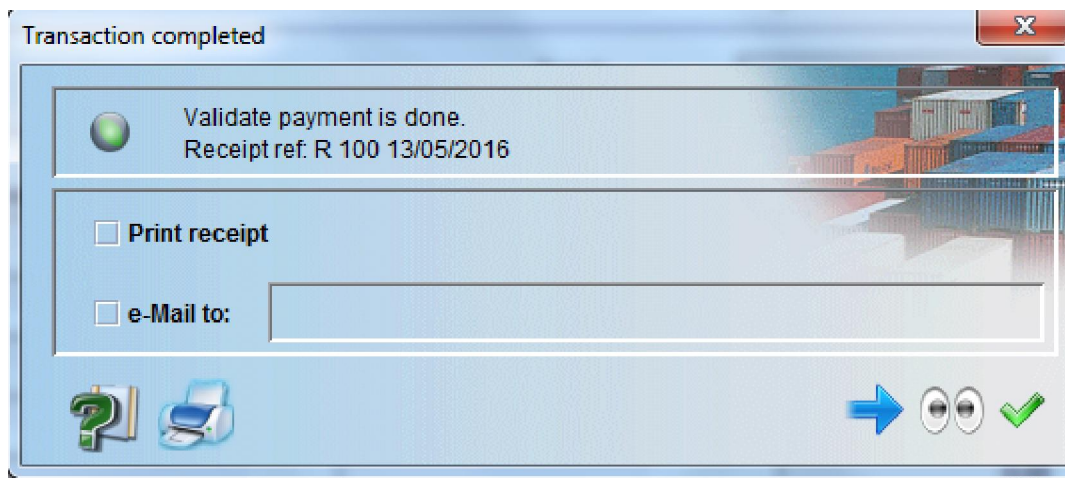


FIGURE 36

The Cashier will issue a receipt to confirm payment of declaration as illustrated in figure 36 above.

Once payment is effectuated/finalized, the system will automatically issue the selectivity criteria on the paid declaration(s). If 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** or **YELLOW** lanes will have a Customs Officer assigned for examination and/or documentary check as illustrated in figure 37 below.

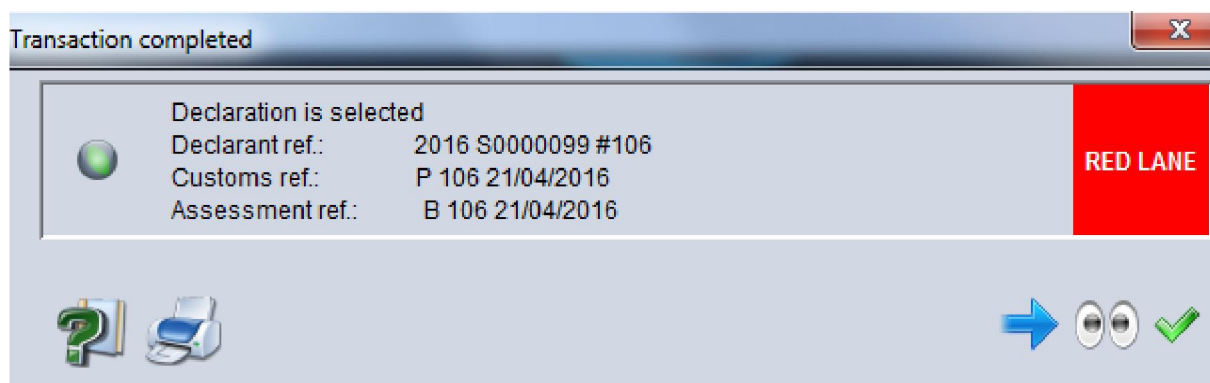


Figure 37

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 18: 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. Only Red and Yellow lane declarations should be lodged. Upon examination of goods/document, the officer will issue a release order which must be taken to the cargo custodian for delivery as illustrated in figure 38 below.

CUSTOMS RELEASE ORDER

Printed on 06/03/2015 at 08:27

A - PART I: GENERAL INFORMATION

01 - CUSTOMS OFFICE: AGDW Deep Water Harbour Customs	02 - MANIFEST REG. NUMBER 2014 6
03 - VOYAGE NUMBER: TESTFAB	04 - DEPARTURE DATE 10/01/2015
05 - WAYBILL NUMBER PEVBZE557551	06 - ARRIVAL DATE: 14/01/2015
07 - CONSIGNEE NAME	08 - CONSIGNEE ADDRESS Customs and Excise Church & Long Streets St. John's Antigua W.I
09 - CARRIER AGENT NAME: Test Address	11 - DATE ISSUED:
10 - VESSEL:	13 - ISSUED BY:
12 - TIME ISSUED 8:27:54	

B - PART II: INFORMATION ABOUT THE LOCATION

15- LOCATION CODE	16- NAME OF TRANSIT SHED

C - CARGO DESCRIPTION

18- PACKAGE CODE	19- NUMBER OF PACKAGES	20-GROSS WEIGHT IN KILOS	21- VOLUME
CT	0.00	0.00	3.79
22- DESCRIPTION			
AESX200906T/03T103 RESPIRATOR, SAMPLER ELECTRODES THIMBLES, ROPE CLIPS			

D - CONTAINER INFORMATION

CONTAINER ID	TYPE OF CONTAINER	SEALS
CLHU83507174	40ft Thermal Refrigerated	
TGHU78418193	40ft Thermal Refrigerated	
CLHU83505162	40ft Thermal Refrigerated	
TCKU94209781	40ft Thermal Refrigerated	











E - COMMENTS

Figure 38

STEP 19: How to use the Declaration Tool (Icon) Bar



Figure 38: declaration tool (icon) bar

	Document verification; to check all declaration fields for coherence and syntax.
	STORE, To Store the SAD on Customs ASYCUDA World server
	Validation and assessment; it is a two-in-one icon that does both validation as well as declaration assessment, i.e., calculation of duties and taxes
<div><div>1</div><div>2</div></div>	1- Import from AW XML file; retrieve declaration data that have been stored locally on a workstation in an XML file for further processing. 2- Export to AW XML file; store declaration data in XML file on a workstation for later processing.
	Add supplier
	Delete item; to delete an item from the declaration.
<div><div>1</div><div>2</div></div>	1- Hard copy 2- Customized; print on a pre-printed form.
	View total mass and View total packages; displays the total weight and total packages of all items belonging to the declaration.
	Add item; to add an item that belong to the declaration.
	Generate periodical summary declaration; to generate a periodical declaration if the authorization number is valid.



Finder; search for documents in ASYCUDA World database.



Help; provides the user with an online help.

STEP 20: 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 Belize.
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* 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.* Country of destination*</i>	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</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

	<i>departure</i>	goods declaration.
19	<i>Ctr. 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 crossing the border</i>	Free form description of a type of means of transport.
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 category Code-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</i>	Code specifying a type of means of transport for in-

	<i>transport*</i>	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 special duty/tax treatment.</p>
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.