

ASYCUDA WORLD

USER MANUAL



CARGO MANIFEST

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INTRODUCTION

This manual is intended to provide users with detailed instructions for preparing and submitting electronic copies of the cargo manifest to the Customs Department. All efforts have been made to ensure that the instructions contained herein are laid out in an accurate and sequential manner with clear instructions and graphical illustrations for each step of the process involved in storing and registering a cargo manifest on the Automated System for Customs Data (ASYCUDA). The manual should be read in conjunction with the *Cargo Manifest – Procedural Guide* available on the Customs Department web site (www.customs.gov.tc).

Section 25 (1) of the of the Customs Ordinance, of the laws of Turks and Caicos Islands (1990 Revised Edition), requires that the Master of every vessel arriving at a customs port from any place outside of the Turks and Caicos Islands, or carrying goods brought in that vessel from a place outside of the Turks and Caicos Islands and not yet cleared on importation, must before any such goods are offloaded deliver an account of the goods in such form and manner and containing such particulars as the Collector of Customs may direct.

In keeping with this authority the Collector of Customs has directed that the instructions contained in this user manual will form part of the reporting requirements for vessels arriving from any place outside of the Turks and Caicos Islands Please note that the normal arrival procedures will continue to be observed until such time that the Collector has determined otherwise.

These instructions will take will take effect from 16th February 2011 and will remain in force until further notice.

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CREATING A NEW MANIFEST

What to do	Procedure
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1. Upon reception of a paper manifest, input the data into ASYCUDA

Invoke the manifest using the ASYCUDA system by following this path:

ASYCUDA → **Cargo Manifest** → **Manifest** → **New**

The Manifest gives a description of the vessel or aircraft transporting the goods and provides a summary of consignments.

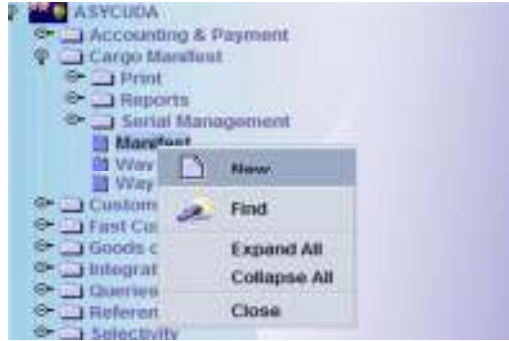


fig1

This option will display the manifest form with Carrier agent Code. The form will display a red line for all mandatory fields.

2. Input all mandatory data in the necessary fields.

Enter data manually or chose from drop down menu

Use the F3 button to find the LoCode for the Place of Departure and destination



fig2

Remember that certain fields such as the Office code, voyage number, and date of departure, are the key identifying fields needed for storing and retrieving a manifest.

3. Verify and store document

Verify and store document by clicking on the Icons in the menu bar



Fig3

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ADDING BILL OF LADINGS TO A MANIFEST

What to do

1. Bill of Lading can be captured in two ways

Procedure

1. After storing manifest as indicated in Fig 3 above a box will appear indicating that the manifest has been stored. To add a b/l to Manifest select the forward button as indicated by arrow



Fig4

The Bol screen on manifest will appear. click on the Add Bol Icon as shown below



Fig6

Then select Yes to open new Bill of lading

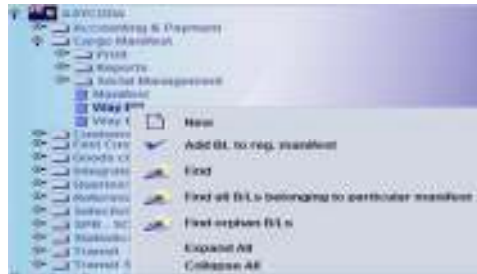


Fig7

OR

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2. Capture Bill of Lading using the following path: **ASYCUDA**→ **Cargo Manifest**→ **Manifest** → **Waybill**→ **New**



Customs office code, voyage number and date of arrival will link BOL to manifest

Note :Option 1 will open B/L with information from the general segment of manifest , however, option 2 will open a blank B/L

2. Input data into bill of lading (waybill).

When all the data is complete, cursor will return to first field of bill of lading.

Enter data manually or choose from drop down menu

Fig9

Note: *Data keyed into manifest general segment will be displayed in the relevant fields of the bill of Lading*

3. Add container information to B/L if there are any in consignment

Select **containers** in bottom of screen and fill in all required data as indicated in ‘*Manifest List of description guide*’ then click on “*Add a new container*” icon in menu bar



Fig10

Repeat the same steps to add any additional containers for this consignee

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4. Verify document to check for errors

Verify document by clicking icon indicated by arrow in menu bar



Fig12

Note: A message will appear indicating that document has been verified.

Click on the Store Icon in menu bar as indicated by arrow

5. Store document to add it to the manifest



Fig13

Note : bill of ladings will be automatically attached to manifest

REGISTERING A MANIFEST

What to do

1. Find manifest using the manifest finder.

Procedure

Find manifest by using the following path; **Cargo Manifest** → **Manifest** → **Find**



Fig14

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To locate a particular manifest use the selection criteria or choose **all** to locate all manifest



Fig15

Note: A specific manifest can be located by using the selection criteria in manifest finder

2. Register manifest

Manifest can be registered in two(2) ways

1. Right Click on the manifest required and click **Direct Register** in the drop down menu.

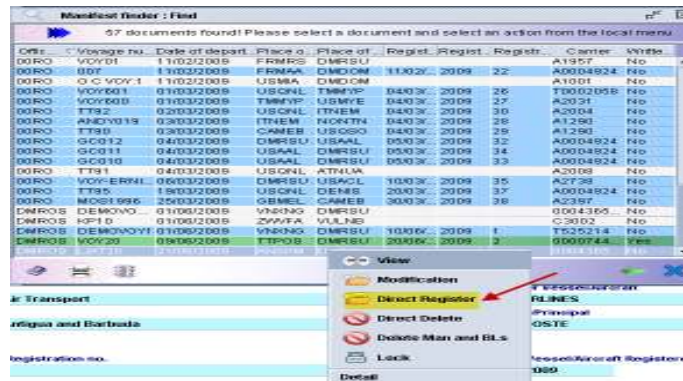


Fig16

OR

2. On opened manifest, click on **Register**  icon in menu bar of Manifest.

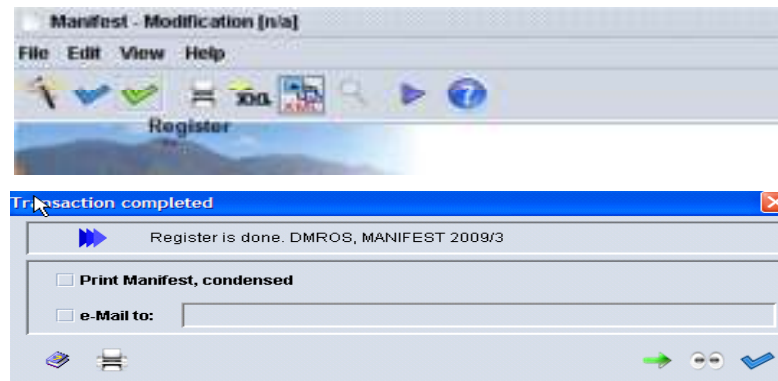


Fig17

Note: A message will appear on screen indicating that manifest has been registered

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AMENDING A MANIFEST

What to do

1. Use manifest finder to locate manifest

Procedure

1. Right click on desired manifest and click Modification in drop down menu



Fig18

Note: Manifest can only be modified by Customs after being registered, however amendments can be made to its bill of lading


2. After making amendments, save changes

- Click on **Save Changes** icon in Menu Bar



Fig19

Amendments can only be made to the Bill of lading section on Manifest

Note: Note: Once amended, manifest can be registered by clicking on the (Register Icon)  in the menu bar

AMENDING A BILL OF LADING (BOL)

What to do

1. To amend the Bill of lading, find desired BOL

Procedure

1. On opened Manifest click **BOL** button menu at bottom of screen



Fig20

Bill of lading can be located in 2 ways

Note: A list of Bill of lading attached to manifest will appear on screen

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2. Open desired bill of lading to make changes

Right click on desired BOL in list and choose **Modification** from drop down menu which will open manifest

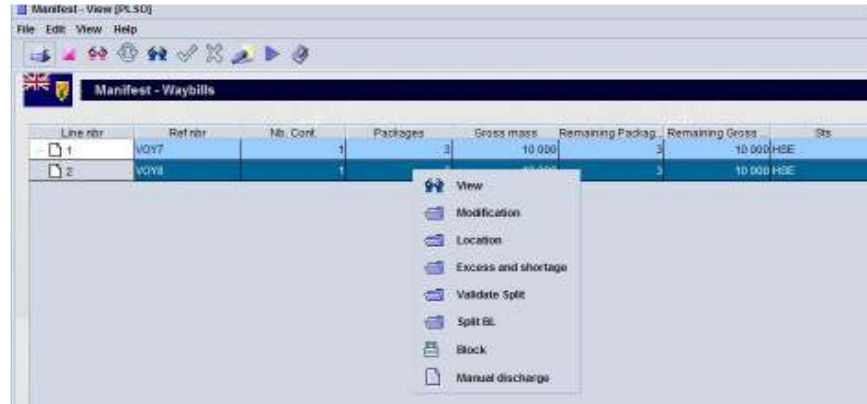


Fig21

3. Use finder to locate desired bill of lading

OR

2. Find BOL using the following path ASYCUDA→ Cargo Manifest→ Waybill →Find



Fig22

3. Use criteria options on finder to locate specific B/ L

Fill in data information choose criteria and then click the search button as indicated by arrow

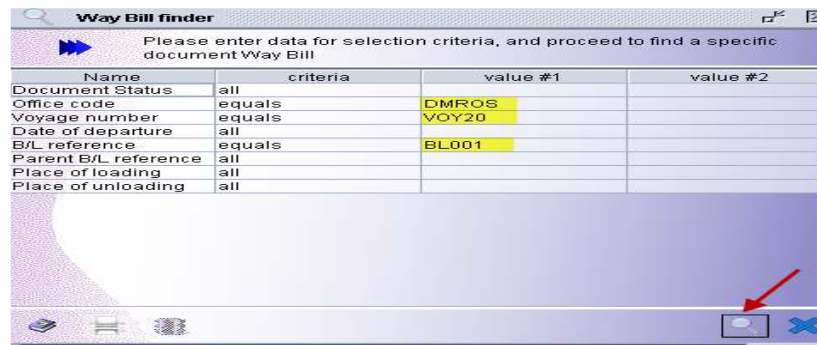


Fig23

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4. Make amendments and save changes

After making amendments to bill of lading , save changes using the **Save Changes** Icon in menu bar



Fig24



Note: System will indicate any errors which must be corrected before storing the manifest.

EXCESS & SHORTAGES- CAN BE DONE IN 2 WAYS

What to do

1. Access desired bill of lading from manifest

Procedure

1. Access list of Bol on Manifest, Right click on desired Bol and select **Excess & Shortage** from drop down menu



Fig25

OR

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Use finder to locate bill of lading

2. On finder, right click on desired waybill and select *Excess & Shortage* from drop down menu



Fig26

Note: This will open the bill lading and will only allow you to amend the remaining packages & remaining gross mass option

2. Make necessary amendments

Add to remaining packages and gross mass if amending shortages or deduct from quantities if amending excesses

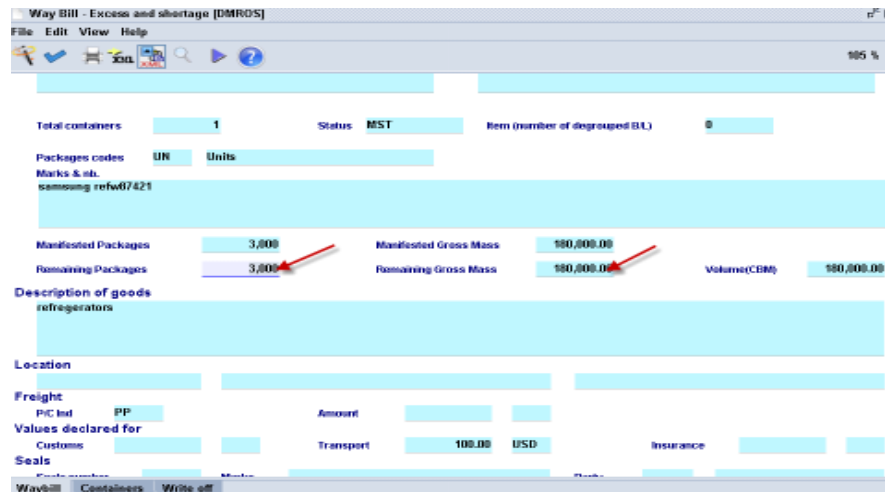


Fig27

Note: changes can only be made to the remaining packages and gross weight

3. Save Changes

Save changes by selecting the Save Changes Icon in the menus bar

All amendments to a registered manifest must be done within the time frame specified in the Customs & Excise Act



Fig28

Note: Changes must be saved before exiting bill of lading

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HOW TO PRINT A MANIFEST & BILL OF LADINGS

What To Do

1. Locate print option in document library

Procedure

Access the printing option using the following path in the document library;
ASYCUDA → Cargo Manifest → Print → Manifest and Waybills

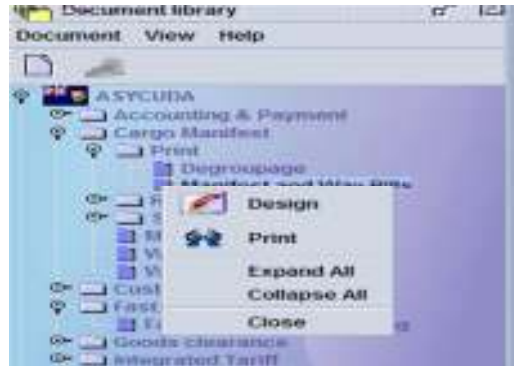
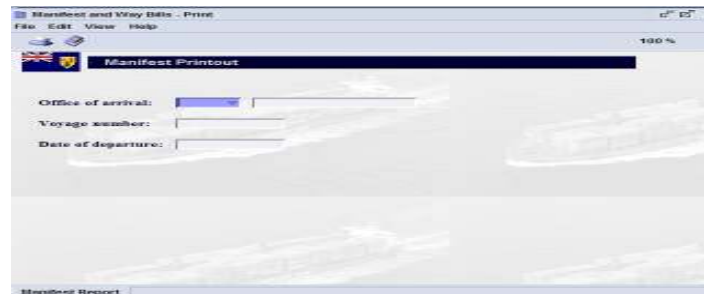


fig29

2. Fill in required data and print

Filling the Office code, voyage no. & date of departure of the Manifest and select the printer Icon in the menu bar



Note: Manifest will show as pdf file for printing

Fig30

3. To print individual bills of lading use finder to locate bills of lading as shown in (Fig. 20 & 21)

Select the Print option in the menu bar as indicted by red arrow

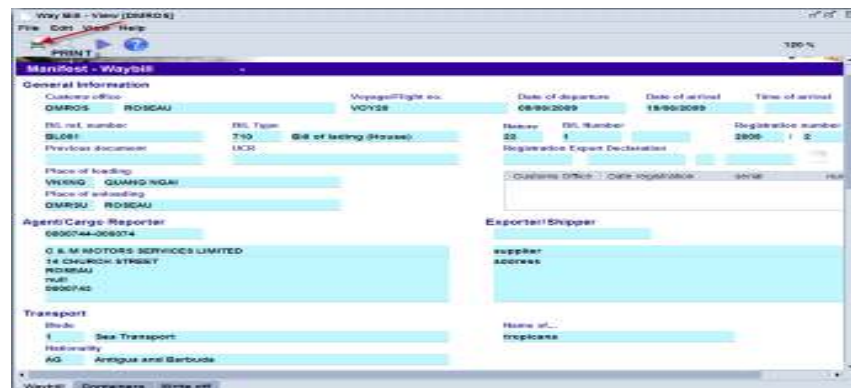


Fig31

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HOW TO “DEGROUP” OR BREAKDOWN A MASTER BILL OF LADING

To allow customs clearance a master bill of lading must first be split or de-grouped to the level of the individual consignee. “De-grouping” can be done in two (2) ways.

Option1- For Carrier Agents

On opened manifest select **Bol** button in the Task bar of the of the screen to go to list of Bols



Fig1

Select desired Master bill (MST), then click on the add Bol icon in the menu bar as indicated by arrow



Fig2

A prompt will pop up on screen, select the tick to add new Bol to Master bill

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Fill in the B/L reference number and all other *mandatory data* and then Store .

Fig3

Note: Previous document (Master B/L number) is automatically added to new B/L when degrouped from master bill of lading

Option 2- For consolidators

A consolidator will receive a Master B/L from the agent, the consolidator will then use the information from this B/L to create house bills for his individual clients/consignees.

To create new B/Ls, use the following path in the document library → **Asycuda** → **Cargo Manifest** → **Waybill** → **New** (This option will open a blank airway bill as shown below)

Fill in Previous document (master B/L number), date of departure, Voyage number & office code to link new B/L to master B/L.

Fig4

Use “Manifest List of descriptions Form” as guide to complete all mandatory data then store as indicated in fig3

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A prompt will appear indicating that the document has been stored, to continue degrouping (add another B/L) select the forward icon

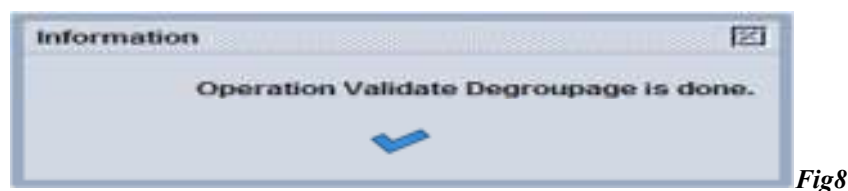
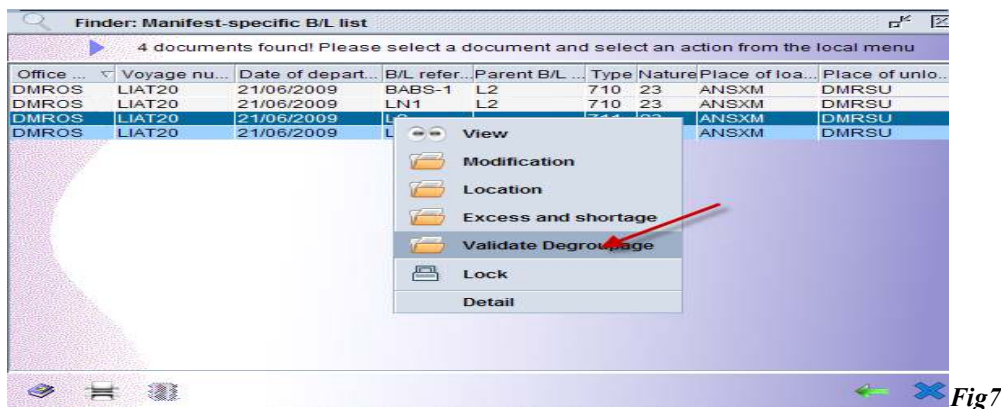


This will take you to another prompt select the 3rd option to add another b/l to your master b/l



After preparing all the house bills (degrouping) for a particular master B/L the consolidator should inform the Agent/Carrier to validate the “degroupage”.

To validate “degroupage” the Agent will use the manifest or waybill finder to locate the particular master B/L. Right click on the desired B/L and select Validate degroupage.



System will indicate that the validation is done

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FAST CARGO INTEGRATION (FCI)

This option allows the user to load xml files (previously generated from the carriers system) into ASYCUDA.

On document library use the following path to open (FCI) document; ASYCUDA→ Fast Cargo Integration→ Manifest/Waybill Integration:

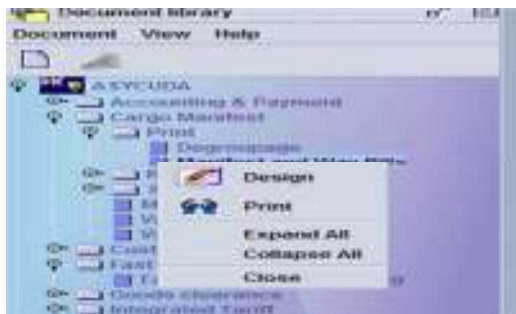


fig1

Note: “Manifest/waybill integration” option in library is for use by the carrier agents and “Degroupage Integration” is for use by consolidator

Click on the Select XML file to find desired manifest

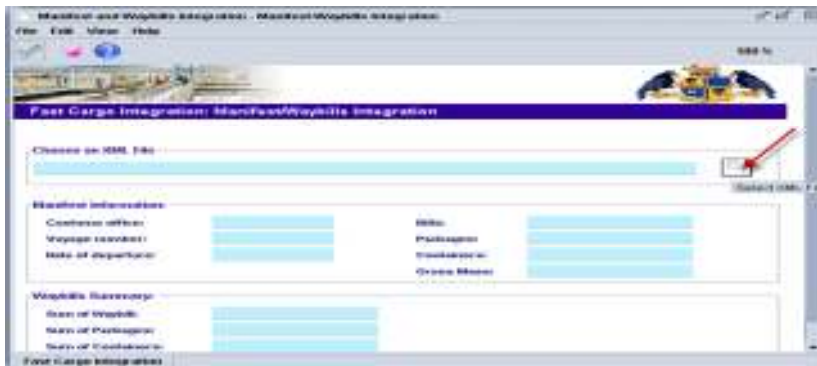


Fig2

Select xml file and click open to generate manifest



Fig 3

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Click on the check icon in the menu bar to check xml file and then ok in the check done box as shown in Fig4

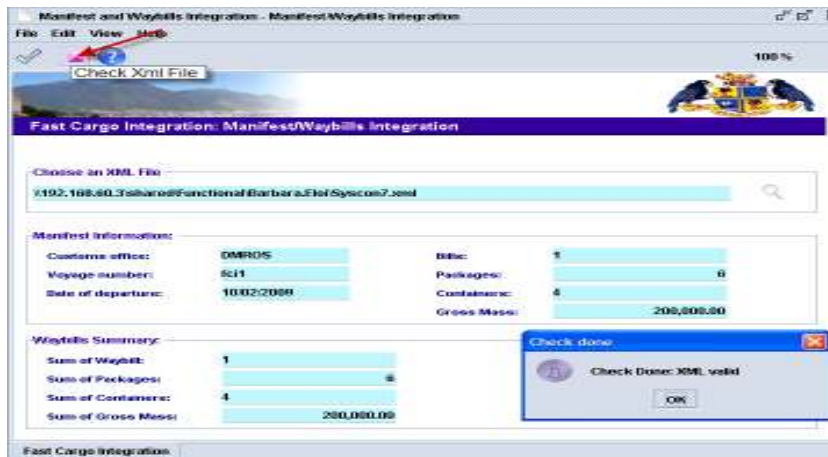


Fig 4

Note: Manifest information and waybill summary is automatically imported into document if all data is correct

Click on the Verify and Save Icon as indicated below to complete the process



Fig5



Fig6

A prompt will appear on screen indicating a successful transaction

If there is an error in the integration the system will indicate as shown below

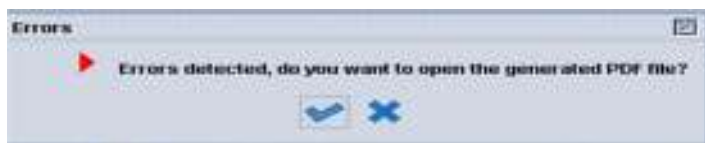


Fig6

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A PDF file will open to show error type which may be technical (System error) or Functional (incorrect data input)



Fig7

Click on  tick to open file



Fig8

Click on tick  to read error message

Note: Technical errors should be referred to the System administrator and Functional errors should be corrected by the user.

To retrieve a generated manifest, use the Manifest and input the office code, voyage and date of departure as the search key.



Fig9

Right click and Select the view option to see generated manifest or direct register to register manifest