

ASYCUDA WORLD



CARGO MANIFEST

Grenada Customs ASYCUDA Upgrade Project



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Table of Contents

	1. Foreword	3
	2. Introduction	4
	3. How to create a Manifest	5
	4. How to add Bill of Lading to manifest	7
	5. How register a manifest1	. 1
	6. How to amend a manifest1	3
	7. How to amend a Bill of Lading1	4
	8. Excess & Shortage Procedure	7
	9. How to print a Manifest and B/L18	8
	10. How to "degroup" a Master B/L2	0
	11. Fast Cargo Integration2	3
and a start of the start	12. Acknowledgements	5



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

FOREWORD

The implementation of ASYCUDA World in Grenada, Carriacou and Petite Martinique is a significant and historic moment for the Customs and Excise Department of which I am honoured to be a part. Upgrading of the IT system is important to the improvement of the Department's operations as it continues to strive towards providing effective and efficient service.

ASYCUDA World is being introduced on a phased basis, beginning with the Cargo Manifest Module. On May 30, 2011 the Department will be taking its first milestone step in the process; when the Cargo Manifest Module for the Port of St. George's will be introduced.

Later, the Manifest Module will be expanded gradually to the other Ports; namely Grenville, Hillsborough and Maurice Bishop International Airport. The other modules will be introduced by the end of this year, with the full roll out of the system being scheduled for July 2012.

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 that will be provided by the ASYCUDA Project Team and will serve as a permanent record for future reference.

I urge you to closely follow the instructions contained therein and to move quickly to become familiar with these new requirements. The members of the ASYCUDA Project Team are available to assist you through this transition period and will do everything possible to deal with any challenges that may arise.

We anticipate that there may be some minor hitches during the transition process, and we appeal to you to exercise patience and understanding as every effort will be made to minimize any negative outcomes. This engagement should be seen as an opportunity for Customs and the general trading community to forge partnerships, which can result in enhanced trade facilitation that can make a meaningful contribution towards the development of our country.

Hook forward to your support and cooperation.

Comptroller of Customs Carlyle Felix



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

INTRODUCTION

The Grenada Customs and Excise Department is very pleased and enthusiastic to launch its <u>"ASYCUDA WORLD – CARGO MANIFEST USER MANUAL</u>", thereby maximising the benefits to the Trading Community and more specifically, Cargo Carriers, Carrier agents and Cargo Consolidators in Grenada, Carriacou and Petite Martinique.

This User Manual is intended to provide our stakeholders with a series of very detailed instructions for preparation and submission electronic copies of cargo manifest to the Customs and Excise Division. Great efforts and sacrifices have been made to ensure that the instructions contained therein are laid out in a sequential manner and graphical illustrations have been included for each step of the process involved in <u>storing</u> and <u>registering</u> a cargo manifest on the Automated System for Customs Data (ASYCUDA).

Section IV of the Draft Customs Regulations and Section IV f the Draft Customs Bill, requires that the Master of every vessel arriving at a customs port from any place outside of Grenada, or carrying goods brought in that vessel from a place outside of Grenada, and not yet cleared on importation, to deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

In keeping with this authority the Comptroller 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 Grenada. Please note that the normal arrival procedures will continue until such time that the Comptroller has determined otherwise.

These instructions will take effect as of May 30, 2011 and will remain in force until further notice.



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

1. CREATING A NEW MANIFEST

Upon receipt of a paper manifest (hard copy), all the relevant information or data must be loaded into the ASYCUDA database to create an Electronic Manifest (soft copy).

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

The following steps and images will show you how it is done.

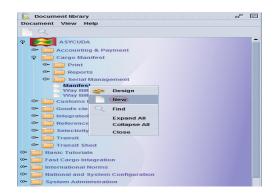
<u>Step 1</u>

Step 2

Open Document library

Log in to ASYCUDA with your user name and password





Step 3

Inside the **Document Library**, Click on the **ASYCUDA** Button to expand the menu



Then click On the Cargo Manifest Button	
Expanding the menu	





5 | P a g e





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Right click on Manifest, Select New

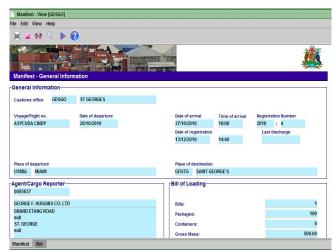


The Manifest Screen will open

Input all necessary data in the required fields. Mandatory fields will turn red if there is no data or selection.

Data is to be entered manually or using the drop down menu.

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.



Step 4

Verify and Storing Data.

After all required data or information is entered, the document must be verified and saved (stored).

To verify the document click on the \triangleleft icon.

If there are errors, an error message(s) will be displayed. Please make the necessary corrections and verify again.

To save the document click on the 🛩 icon.









Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

2. ADDING BILLS OF LADING TO A MANIFEST

Step 1

Bills of Lading (B/L) can be captured in two ways

Option 1

After the manifest has been stored or saved. A box will appear that matches the manifest stored. To add a Bill of Lading (B/L) to the manifest, Select the forward button as indicated by the arrow.

Transaction completed	X
Store is done.	
Print Waybill, condensed	L.
e-Mail to:	
	Forward 😜 👀 🛩

This selection will take you to another box. To continue, select the second option. Then select yes to open a new Bill of Lading (B/L).

The BoL screen on manifest will appear. Click on the **Add Bol** Icon as shown.

Then select Yes 💙 to open new Bill of Lading.









7 | Page



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Option 2

Capture a Bill of Lading by the using the following path:



From the Document Library select ASYCUDA.

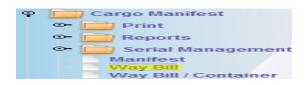


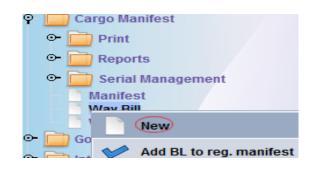
Then Select Cargo Manifest.

Right Click on Waybill.

Select New.













Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

This will generate a new Manifest – Waybill form.

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

<u>Step 2</u>

Input data into Bill of Lading (Waybill). Enter data manually or choose from the drop down menu. When all data is complete, cursor will return to the first field of Bill of Lading (Waybill).

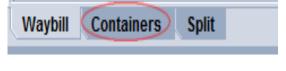
Note: Data that was keyed into the general manifest segment will be displayed in the relevant fields of the Bill of Lading.

🖌 na na 🕌				
anifest - Waybill				
neral Information Customs office		Voyage/Flight no.	Date of departure Date	of arrival Time of arrival
B/L ref. number	B/L Type	-	Nature B/L Line Number	Registration number
Previous document	UCR		Registration Export Declaration	
Place of loading	_	_		
Place of unloading				
ent/Cargo Reporter—			Exporter/Shipper	
	-			

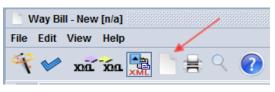
Edit Vi	ew Help							
	▶ 🕜							
D			🗰 🐻 👌	T O M S	1			.,
	- Waybill							
	formation			-				
Customs GDSGO	ST GEORGES		Voyage/Flight no. RENEP		of departure /2010	Date of arrival 03/11/2010	Time of arrival 17:00	
			KENEF	20/10				
B/L ref. n		B/L Type		Nature	B/L Line Num	ber	Registration number	
RENEP1-	1	710	Bill of lading (House)	23	1		2010 / 14	
Previous	document	UCR		Registra	tion Export Decl	aration		
Place of I	oading							
USMIA	MIAMI							
Place of u	unloading							
GDGND	GRENADA							
ent/Car	go Reporter			Exporter	Chinner			
				Exporten	Sillphei			
0005637				Walmart S	Supercenter			
0005637 GEORGE	F. HUGGINS CO. LTD							
0005637 GEORGE GRAND E	F. HUGGINS CO. LTD TANG ROAD			19501 NW	27th Ave			
0005637 GEORGE	TANG ROAD			19501 NW				

Step 3

Add Container information to B/L if there are any in consignment. Select the <u>Containers</u> tab at the bottom of the screen.



Fill in all required data indicated in "Manifest List of description guide" then click on the add Container icon on the menu bar.





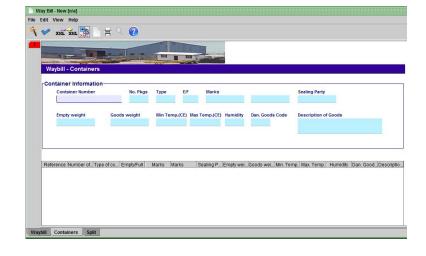




Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

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



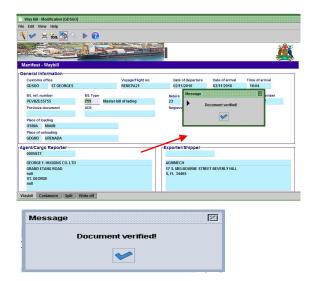
<u>Step 4</u>

Verify documents to check for errors

Verify the document by clicking the verify icon < on menu bar.

A message will appear indicating the document has been verified.











Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

<u>Step 5</u>

Store documents to add it to the manifest.

Click on the store icon on the menu bar as indicated by arrow.

Bill of Ladings will be automatically attached to manifest.

Way Bill - Modification [GDS	SGO]		6 ^e 2í
e Edit View Help			
🔨 🐋 🗮 🐜	९ 🕨 🕐		100 %
A statement of the state		III Contraction of the local division of the	
Manifest - Waybill			
eneral Information			
Customs office			of archival
GDSGO ST GEORGE	S REI	IEPA Transaction completed	
B/L ref. number	B/L Type	Save Changes is done.	
PEVBZE55755	711 Master bill of		
Previous document	UCR	Print Waybill, condensed	
Place of loading		e-Mail to:	
USMIA MIAMI			'!
Place of unloading		9 H	🤿 ee 🐦
GDGND GRENADA		~ -	
gent/Cargo Reporter-		Exporter/Shipper	
0005637			
GEORGE F. HUGGINS CO. L	TD	AGRIMECH	
GRAND ETANG ROAD		17 S. MELBOURNE STREET BEVERLY HILL	
null		S, FL 34465	
ST. GEORGE null			
nun			
and the second se			
ransport			

3. REGISTERING A MANIFEST

<u>Step 1</u>

Find a manifest using the manifest finder.

Find a manifest by using the following path:

From the **Document Library**

Document library	
Document View He	elp
n Q	
P ASYCUDA	
O- D Accounting	g & Payment
🌳 📄 Cargo Man	ifest
🗢 🧰 Print	
○- □ Report:	5
🗢 🧰 Serial 🛚	Management
Manifest	
Way Bill Way Bill	🚁 Design
O- Goods clea	New
©- Dintegrated	< Find
Oueries/Re	Expand All
Constant Constan	Collapse All
Selectivity	Close
O- SPR - SCR	





Expand the <u>ASYCUDA</u> menu



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Select Cargo Manifest

Right click on Manifest

Select Find

Cargo Manifest Print Reports Serial Management Manifest Way Bill Way Bill / Container



To locate a particular manifest use the selection criteria and then click on the magnifier at the bottom of the screen or just click on the magnifier to obtain an entire list of manifests.

Manifest finde	er : Find		r _k X
	enter data for selectio ent Manifest	n criteria, and proceed	to find a specific
Name	criteria	value #1	value #2
Document Status	all		
Office code	all		
Place of loading	all		
Place of unloading	all		
Voyage number	all		
Date of departure	all		
Carrier	all		
Registration Number	all		
Registration Year	all		
Registration Date	all		
			1
Image: A state of the state			R ×

<u>Step 2</u>







Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Register Manifest.

A manifest can be registered in two (2) ways

Option 1

From the manifest finder, right click on the manifest required and click **Direct Register** in the menu.

ASYCUDAWorld - omphilip	data da		- C - X
Elle View Window Help			
९ 🔞 🚺 🛄 📶			
. 12		TOMS & EXCISE	6
Manifest finder : Find		# 10 USION WE DED.	
34 documents found! Please select a document and	select an action from the loca	al menu	200
Tat. Tates Tates <tht< th=""><th>Camero Camero 22 005877 CERRA 28 005877 CERRA 20 005877 CERRA 21 007149 VE JJ 21 0071410 CERA 21 0071410 CERA 21 0071410 CERA 21 0071410 CERA 21 0071410</th><th>Victoria Contectional Contectio</th><th></th></tht<>	Camero Camero 22 005877 CERRA 28 005877 CERRA 20 005877 CERRA 21 007149 VE JJ 21 0071410 CERA 21 0071410 CERA 21 0071410 CERA 21 0071410 CERA 21 0071410	Victoria Contectional Contectio	
GDSG0 CARVE. 14/12/2010 15/12/2010 USMA DMRSU	21 0047999 JONAS	No No	
	++ View	X St. Georges	
	😑 Direct Register		
ASYCUDA	🚫 Direct Delete	San - Alter	
Man and a second and the	🚫 Delete Man and BLs		Luny
Document library Manifest finder	n Details	Entermanar -	

Option 2

After selecting required manifest, click on the Register icon in the menu bar of the manifest.

		100 M			
AT		• 7 7	• • • • •	1	1
NOTE	α πρεςταρ	will annear	• <i>іпліса</i> ппо і	πο παπιτοςτ πα	been registered.
110000.0	a message	mut appear	mancanny i	ne manyest na	been registered.

Tripasa	action co	mpleted			
	-	Register is done. DMROS, MANIFEST 2009/3			
	Print Ma e-Mail to	nifest, condensed o:			
۷	-		->	••	~

4. AMENDING A MANIFEST

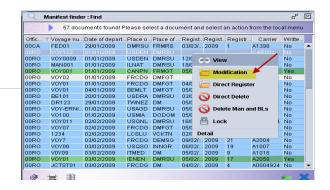
Step 1

Use manifest finder to locate manifest.

Follow steps in 3. Registering a manifest (Step 1).

Right click on the desired manifest and click on <u>Modification</u> in the drop down menu.

N.B. A Manifest can only be modified by Customs after being





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

registered, however, amendments can be made to its Bills of Lading.

<u>Step 2</u>

After making amendments, save changes.

Click on the Save Changes 💙 icon in the menu bar.



Note: (1) Amendments can only be made to the Bill of Lading section on the manifest.

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

5, AMENDING A BILL OF LADING (BoL)

Step1

Find the Bill of Lading (BoL) to be amended.

Bills of Lading can be located in two ways.

Option 1

From the opened manifest click the **<u>BoL</u>** button menu at bottom of screen.

Note: A list of Bills of Lading attached to the manifest will appear on the screen.

Manifest - Modify Registe e Edit View Help	ered Manifest [GDSGO]
	< ▶ 🕐
V 🛩 🗏 Xaa 🔛	
/lanifest - General Inf	formation
eneral Information-	
Customs office GDSGC	ST GEORGE S
/oyage/Flight no.	Date of departure
CARVELA	13/12/2010
Place of departure	
TPTS POINT LISAS	
gent/Cargo Reporter 421414	
ESLIE'S AGENCY	
ARENAGE	
ull	
null	
null	
null	
null	(c)0
anifest Bol	
anifest Bol	e" tf 100 %
Lott Posses Renation	200 100 HE
Lott. Pazges Gesmas Remaining	ہ ٹر ٹ 100 ہ کوری (Remany Gras) وہ
anifest Bol	200 100 HE
Cost Pacages mass memory 1 20 500	200 100 HE
Cost Pacages mass memory 1 20 500	2° D° 100 % Pacag, Remaning Gress 98 50 100 HEE
Cost Pacages mass memory 1 20 500	200 100 HE
Cost Pacages mass memory 1 20 500	200 100 HE
anifest Bol	2° D° 100 % Pacag, Remaning Gress 98 50 100 HEE
2 Cert Parages Oces mass Remaining 100	Pastag Remaining Gress Sts 50 100 HEE

ler ... 📄 Manifest - Modify ...





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Way Bill - Modification [GDS ile Edit View Help

💙 🗮 듋 🎥

Customs office GDSGO ST GEORGES

Place of loading TTPTS POINT LISAS Place of unloading GDSTG SAINT GEORGE'S

Agent/Cargo Reporter 1421414

Manifest - Wavbill

B/L ref. number CARVELA1-1 Previous document

General Information

2

B/L Type 710 Bill of lading (House)

4.1

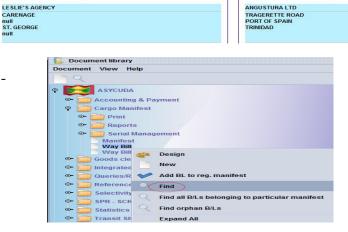
Next, right click on desired Bill of Lading

Choose <u>Modification</u> from the drop down menu which will open the manifest.

Make amendments and save changes using the Save Changes Icon 💉 .

Option 2

Find the Bill of Lading using the following path: -



Voyage/Flight no. CARVELA Date of departure 13/12/2010

Exporter/Shipper

Nature B/L Line Number 23 1

Registration Export Declaration

Date of arrival 14/12/2010

From the document library, Select ASYCUDA



Then Click on the Cargo Manifest Icon to expand the menu









Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Right Click on <u>Way Bill</u>, then select <u>Find</u>.

Cargo Manifest φ • Print <u>o</u>-Reports Serial Management <u>o</u>-Manifest Way Bill New <u>o</u>-Goods cle Add BL to reg. manifest <u>o</u>-Integrated Queries/R <u>n</u>

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

Click on the finder and select the desired B/L from the list.

d^r X Way Bill finder Please enter data for selection criteria, and proceed to find a specific document Way Bill Name criteria value #1 value #2 ocument Status all Barcode Office code all starts with GDSGO Voyage number sta Date of departure all B/L reference sta Parent B/L reference all starts with all starts with ASYCUDA CINDY-1 Place of loading Place of unloading all all all Consignee Name Type Nature all all all Split Flag 2 言

Make amendments and save changes.

~ 7	🐜 🌺 🤇	▶ ?						100
nifest - V	laybill			418			<u>i</u>	
eral Info								
ustoms of			Voyage/Flight no.		f departure	Date of arrival	Time of arrival	
DSGO	ST GEORGES		A SYCUDA CINDY	26/10	2010	27/10/2010	16:00	
L ref. num	ber	B/L Type		Nature	B/L Line Nur	nber	Registration number	
INDY-1		710 🗸	Bill of lading (House)	23	1		2010 / 4	
revious do lace of load		UCR		Registra	tion Export Dec	laration		
SMIA N	IIAMI							
lace of unle								
DSTG S	AINT GEORGE'S							
nt/Cargo 005637	Reporter			Exporter	Shipper			
EORGE F. I	IUGGINS CO. LTD			WALMAR	SUPERCENTE	ER		
RAND ETA	NG ROAD				27TH AVE			
ull T. GEORGE ull				MIAMI GA	RDENS, FL 335	501		

6. EXCESS AND SHORTAGES

16 | Page T O Strong ≤



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Excess and Shortages can be handled in two ways.

Option 1

Access desired Bill of Lading from the manifest.

Right click on desired Bill of Lading Select <u>Excess & Shortage</u> from the drop down menu.

Mamifest - View (DMROS) File Edit View Halp Manifest - Verybills Line nbr Ref nbr Packages Gross mass Rentain 21 Monte Control 180 000 3000 Wew Isolate Degroupage Lock Hieck

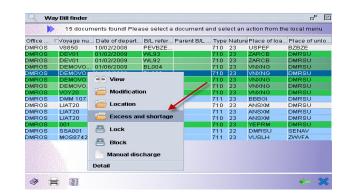


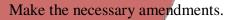
Or

Use the finder to locate the Bill of Lading

On the finder, right click on desired waybill Select Excess & Shortages from drop menu.

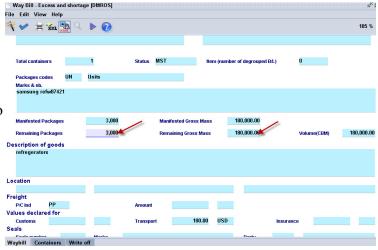
Note: This will open the Bill of Lading and will only allow you to amend the remaining packages & remaining gross mass option.





Deduct from remaining packages and gross mass if amending shortages or add to quantity if amending excesses.

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







Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Save changes by selecting the **Save Changes Icon** in the menu bar.

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

Note: Changes must be saved before exiting Bill of Lading

7. HOW TO PRINT A MANIFEST & BILLS OF LADING

Step 1 Document library Document View Help 💿 💽 ASYCUDA Locate the print option in document library A SYCUDA A Cocounting & Payment Cargo Manifest Print Degroupage Print All Way Bills Serial Management Way Bill Way Bill Way Bill Container Goods clearance Integrated Tariff By using the following path: Design ee Print Expand All Collapse All Close Determine Clearance 0--Selectivity SPR - SCR Transit Shed From the document library, Select ASYCUDA P) Accounting & Payment Cargo Manifest Print Print Click on Cargo Manifest to expand the menu o- [Reports (P) **Print** Degroupage Click on Print Manifest and Way Bills Print All Way Bills 🕈 🛄 Print Degroupage Right click on Manifest and Waybill Print All Way Bills a Design Reports 🔎 Print Serial Management Expand All Manifest Way Bill Collapse All Way Bill / Container Close Goods clearance Design Select Print Print Expand All Collapse All Close ٩,

S N



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Step 2

Fill in required data and print.

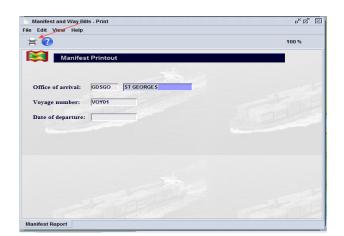
Fill in the Office Code, Voyage No. and Date of Departure of the Manifest

Select the Printer Icon in the men bar.

Note: Manifest will show as a PDF file for printing

<u>Step 3</u>

To print individual Bills of Lading, use the finder as shown.



🚺 Document library
Document View Help
P STORA
Accounting & Payment
P Cargo Manifest
©- Print
O- Reports
• Serial Management
Manifest
Way Bill
Way Bill Design Goods cle
Now
• integrated
Queries/R Add BL to reg. manifest
C I Reference Find
Selectivity Find all B/Ls belonging to particular manifest.
- SPR - SCR - Find an B/L's belonging to particular mannest
General Statistics
C Transit Sh Expand All

Select the Print option in the menu bar as indicated by the red arrow.

	> 🕜						1	20 %
PRINT Manifest - V		-					_	4
Customs of			Voyage/Flight no.		of departure	Date of arrival		of arrival
DMROS	ROSEAU		Voyage/Flight no.	09/06		19/06/2009	rime c	or arriva
			10120			10/00/2000		
B/L ref. nur	mber	B/L Type		Nature	B/L Number		Registratio	
BL001		710	Bill of lading (House)	23	1		2009	/ 2
Previous de	ocument	UCR		Registra	tion Export Dec	aration		115
Place of los				Custor	ns Office Dat	e registration	serial	
	QUANG NGAI							
Place of un								
DMRSU	ROSEAU							
	Depertor							
gent/Cargo	Reporter			Exporter/	Shipper			
0000744-0				Exporter/	Shipper			
0000744-0	00074	MITED			Shipper			
0000744-0 C & M MO	00074 TORS SERVICES LI	MITED		Exporter/ supplier	Shipper			
0000744-0	00074 TORS SERVICES LI	MITED		supplier	Shipper			
0000744-0 C & M MO 14 CHURC ROSEAU null	00074 TORS SERVICES LI	MITED		supplier	Shipper			
0000744-0 C & M MO 14 CHURC ROSEAU	00074 TORS SERVICES LI	MITED		supplier	Shipper			
0000744-00 C & M MO 14 CHURC ROSEAU null 0000743	00074 TORS SERVICES LI	MITED		supplier	Shipper			
0000744-00 C & M MO 14 CHURC ROSEAU null 0000743	00074 TORS SERVICES LI	MITED		supplier address				
0000744-00 C & M MO 14 CHURC ROSEAU null 0000743	00074 TORS SERVICES LI H STREET	MITED		supplier address Name of				
0000744-00 C & M MO 14 CHURC ROSEAU null 0000743 Transport Mode 1 Se	00074 TORS SERVICES LI H STREET	MITED		supplier address				
0000744-0 C & M MO 14 CHURC ROSEAU null 0000743 iransport Mode 1 Si Nationality	00074 TORS SERVICES LI H STREET			supplier address Name of				

8. HOW TO "DEGROUP" OR BREAKDOWN A MASTER BILL OF LADING





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

To allow for 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.

Option 1 – For Carrier Agents

From the opened manifest select **<u>BoL</u>** button to go to the list of Bills of Ladings (B/Ls).

🚔 🤍 🕨 🕜		110 %	
The state of the			
Manifest - General Inform	nation		
Seneral Information			
Customs office DMROS	ROSEAU		
Voyage/Flight no.	Date of departure	Date of arrival	ти
LIAT20	21/06/2009	23/06/2009	
		Date of registration	
		24/06/2009	13
Place of departure		Place of destination	
ANSXM SINT MAARTEN		DMRSU ROSEAL	,
Agent/Cargo Reporter 0004365-000438		Bill of Loading	
LIAT (1974) LIMITED 64 KING GEORGE V STREET		Bills:	
		Packages:	

Manifest - Modification [DMROS ile Edit View Help

Select the desired Mater Bill of Lading (MST)

Click on the add Bol icon on the menu bar as indicated by arrow.

A prompt will pop up on screen,

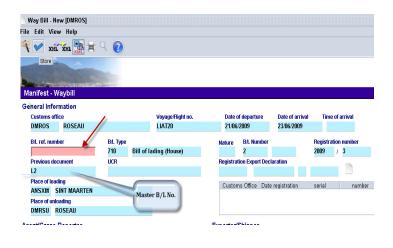
Select *solution* to add a new Bill of Lading to the Master Bill.

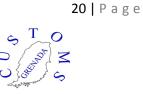
Fill in the B/L reference number and all other mandatory data and then store \checkmark .

Note: Previous document (Master B/L number) is automatically added to the new B/L when degrouped from Master Bill of Lading.

Option 2 – For Consolidators









Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

A consolidator will receive a Master Bill of Lading 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 Bills of Lading follow this path: -

From the Document Library, select ASYCUDA



Then click on the Cargo Manifest icon to expand the menu.



Right click on <u>Waybill</u>, then select <u>New</u>.

(This option will open a blank waybill).

🌳 🚞 Cargo Manifest	
Or Design Print	
☉- 📄 Reports	
🗢 📄 Serial Management	
Manifest	
Way Bill	
Way Bil New	
• Goods cle	
Add BL to reg. manifes	
• Integrated Add DE to reg. mannes	
integrated	
On Charles /P C Find	
○- □ Queries/R	

Insert the Master Bill of Lading number, Date of Departure, Voyage number and Office Code to link the new B/L to the Master Bill of Lading.

📄 Way Bill - New [n/a]		
File Edit View Help		
🜱 🛩 xai xaa 🎲 🚔 🔍 🕐		
Manifest - Waybill		1 - No.
General Information		
Customs office	Voyage/Flight no. Date of departure Date of arrival	Time of arrival
B/L ref. number B/L Type	Nature BA. Number	Registration number
Previous document UCR	Registration Export Declaration	1
Previous document	Registration Export Declaration	
Place of loading	Customs Office Date registration	serial number
Place of unloading		
Place of unloading		
Agent/Cargo Reporter	Exporter/Shipper	
Transport		
Mode	Name of	
Nationality		
Notify	Consignee	
	▽	
Wayhill Containers Write off		

Use "Manifest List of descriptions form" as a guide to complete all mandatory data then Store

Transaction complete	ed	
Store	is done.	
Print Waybill,	condensed	
e-Mail to:		
۲		Forward 🔍 👀 🛩
	U & Call of G	



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

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 third option to add another Bill of Lading to your Master Bill of Lading.

Transaction completed	
Create a new blank Bol?	
Add Bol in the last Manifest used reference : LIAT20 ?	
Add Bol in the master Bol reference : L2 ?	
	Yes 🐓 🗙

After preparing all the House Bills (degrouping) for a particular Master Bill of Lading, the consolidator should inform the Agent/Carrier to validate the "Degroupage".

To validate the "degroupage" the Agent will use the manifest or waybill finder to locate the particular Master Bill of Lading.

Right click on the desired B/L.

Select Validate Degroupage.

S Fir	nder: Manifest	-specific B/L list					st 🛛
	4 docume	ents found! Please	e select a	document an	d select a	an action from the	local menu
Office	√ Voyage nu	. Date of depart	B/L refe	rParent B/L .	Type Na	ature Place of loa.	Place of unlo
DMROS	LIAT20	21/06/2009	BABS-1		710 23		DMRSU
DMROS	LIAT20	21/06/2009	LN1	L2	710 23	ANSXM	DMRSU
DMROS	LIAT20	21/06/2009	L^		744 000	ANSXM	DMRSU
DMROS	LIAT20	21/06/2009	Lee	View		ANSXM	DMRSU
			73	Modification			
			72	Location			
			12	Excess and	shortage		
			12	Validate Deg	roupage		
			8	Lock			
				Detail			
; ای	# 30						← 🗙
		Informat	tion 🛞				

A pop up will appear indicating the Validation is done.

Information 🔀
Operation Validate Degroupage is done.
operation validate begroupage is done.
♥

9. FAST CARGO INTEGRATION (FCI)

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





Cargo Manifest User Manual

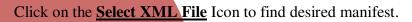
Customs ASYCUDA Upgrade Project

From the document library, Select ASYCUDA

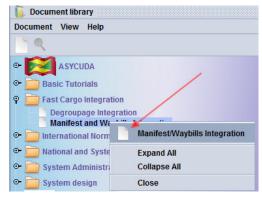
Click on the Fast Cargo Integration Icon to expand.

Select the Manifest/Waybill Integration Option.

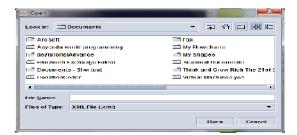
Note: "Manifest/Waybill Integration" option in the library is for use by the Carrier Agents and "Degroupage Integration" is for use by the consolidator.





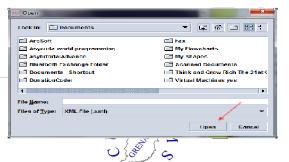


Manifest and Waybills Integration - Mani	fest/Waybills Integration	_ष ्ष,
e Edit View Help		
2 🞽 🕜		100 %
Fast Cargo Integration: Manifest/	Waybills Integration	
		1
Choose an XML File		
		Select XML
Manifest Information:		Conservant.
Customs office:	Bills	
Voyage number:	Packages:	
Date of departure:	Containers:	
	Gross Mass:	
Waybills Summary:		
Sum of Waybill:		
Sum of Packages:		
Sum of Containers:		



Click **Open** to generate manifest.

Select the XML File (Manifest) required.





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Click on the Check Xml file icon on the menu bar to

Click **Ok** in the check done box when it appears.

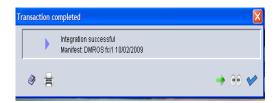
Note: Manifest information and waybill summary is automatically imported into the document if all data is correct.

Click on the	Verify a	and	Save	Icon	as	indicat	ed	to
complete the	process	5.						

A prompt will appear on screen indicating a successful

2 10				100 %
Check Xml File				
the state of the second	A COLORADO			
Fast Cargo Integratio	on: Manifest/Waybills In	tegration		
Choose an XML File				
192.168.60.3\shared\Fur	nctional'Barbara.Eloi\Syscon	.xml		2
Manifest Information: —				
Customs office:	DMROS	Bills:	1	
Voyage number:	fci1	Packages:	6	
	10/02/2009	Containers:	4	
Date of departure:			200,000.00	
Date of departure:		Gross Mass:		
Date of departure:		_	Check done	
	1	_	Check done	
Waybills Summary:	1	_	Check done	1
Waybills Summary:	1	•	Check Done: XML value	I
Waybills Summary: —— Sum of Waybill: Sum of Packages:	1 4 200,000.0	6	<i>_</i>	

Manifest and Waybills Integration - Manifest Waybills Integration	ı د د د د د د د د د د د د د د د د د د د
File Edit View Help	
Verify and Save	100 %
veniy and bave	



If there is an error in the integration,

the system will indicate as shown below.

transaction.

Errors Errors detected, do you want to open the generated PDF file?

A PDF file will open to show the type of error. The error may be Technical (System Error) or Functional (incorrect data input).

Page Layout		Format	
Size:	A4 👻	PDF Version Acrobat Reader 5.x 🔻	
Orientation:	Portrait 👻	✓ Compress	
✓ Fit to Page		Preview	
Page Margins		Include Thumbnail	
Preset Margins Large 👻		Background	
Тор	40	✓ Transparent	
Bottom	40	Background Select Color	
Left	40	Image Type	
Right	40	Include Images as Smallest Size 🔻	
		Fonts	
		Embed Fonts as Type3 💌	
nfo			
Author	barbarae		
Title	Fast Integration : , ,		
Subject	ASYCUDAWorld - DOMINI	CACUSTOMS	
Keywords	SOCIass, ASYCUDAWorld - DOMINICA CUSTOMS		



Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

Click on 🚩 to open the file.

A prompt will appear on screen (PDF Export).

Click on **v** 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,

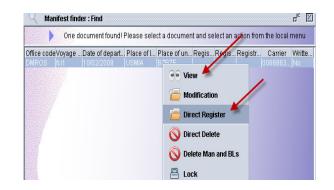
From the Manifest finder input the office code, voyage number and date of departure as the search key.

PDF Exp)0Г	t		
		Export to file "WWNSERVER!Home_Directory/barbarae'My Documents/yh.pdf" done.		
Do you want to launch the Acrobat reader?				
		✓ X		



Right click and select the view option to see the

generated manifest or select Direct Register to register the manifest.



ACKNOWLEDGEMENTS

The Customs ASYCUDA World Project team hopes that this manual has been helpful in assisting you to complete, store and register Cargo Manifests, generate Bills of Lading and "Degroup" Master B/Ls using the ASYCUDA Cargo Manifest Module.





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

To the Carrier Agents we certainly hope that the Fast Cargo Integration (FCI) Module has been of great help in integrating previously generated manifest in XML format from the Carrier systems to ASYCUDA.

The ASYCUDA World Project Team expresses its appreciation for your support and participation. Your cooperation will guarantee the success of this venture as your role and responsibilities is critical to the declaration and cargo clearance process.

We would like to take this opportunity to acknowledge the contributions of the following agencies without whose involvement and support, ASYCUDA World in Grenada, Carriacou and Petite Martinique would not have been a reality:

The Government of Grenada (GOG)	The Grenada Ports Authority
The World Bank	GIDC
The United Nations Conference on Trade and	GCIC
Development (UNCTAD)	CARTAC
The Management & Staff of the Grenada Customs Department	Prime Minister's Ministry (I T Unit)
The Ministry of Finance	Department of Inland Revenue/VAT Unit
Project Coordination Unit (PCU)	Ministry of Legal Affairs
GDTAC	The Brokers' Association
	The Traffickers' Association

Anyone seeking further information or assistance may contact members of the ASYCUDA World Project Team on:

Telephone numbers: (473) 435 – 9622/23

Fax: (473) 435 - 9624

Email:

Or visit us at: PWU Building (CSA), Tanteen, St. George's

GLOSSARY OF TERMS

Manifest Segment







Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

"Office Code"

"Voyage Number"

"Date of Departure"

"Date of Arrival"

"Place of Departure"

"Place of Destination"

"Carrier Code"

"Carrier Name & Address"

"Total Number of Bills"

"Total Number of Packages" "Total Number of Containers"

"Total Gross Weight"

"Mode of Transport"

"Nationality of Transport"

The Customs Office where manifest will be processed

The number given by the ship or aircraft operators to a particular voyage from one point to another inclusive of all intermediate stops.

The date when the ship or aircraft started its voyage.

The date when the ship arrives in the territorial limits of the country.

The location or port code where the ship or aircraft started its voyage.

The location or port code where the ship or aircraft arrives to discharge the transported goods.

The identification code. It may be the VAT registration number.

The name and address of carrier. It is only mandatory when there is no carrier code.

The count of Bills of Lading or Airway Bills included in the manifest.

The sum of all packages for Grenada.

The sum of all containers carrying cargo for Grenada

The sum of all the weight of all cargo for Grenada

Recognises the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea or parcel post?

The country in which the carrier is registered.





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

"Identity of Transport"

"Carrier/Principle"

"Registration Number"

"Master Name"

"Time of Arrival"

The vessel or aircraft name

The name of the carrier may be the same as Agent/cargo reporter

The reference of the document registering the vessel or aircraft.

The name of the master of the ship or the commander of the aircraft.

The time when the vessel or aircraft arrived in the country.

Bill of Lading Segment

"Registration Date"

"Bill of Lading Reference Number"

"B/L Type"

"Nature"

"Previous Document"

"Name of Shipper/Exporter" Grenada.

"Consignee"

"Total Number of Containers"

"Kinds of Packages"



The date when the vessel was registered.

The number which uniquely identifies the bill of lading or airway bill.

The code which identifies the type of transport document issued (710 for House Bill of Lading, 711 for consolidated Master Bill of Lading).

The manner in which the goods will be treated. These are indicated by the codes 22 (export), 23 (import), 24 (in transit) and 28 (transhipment).

The reference of the master bill of lading or airway bill needed to prepare degrouped bills.

The name of the persons sending the goods to

The name and address of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in Grenada.

The sum of all containers carrying goods, which belong to the bill of lading or airway bill.

The description of the packaging of goods; cartoon, crate, drum, etc.





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

"Marks & Numbers"

"Total number of packages"

"Total Gross Weight" airway bill.

"Cubic Metric Volume"

"Description of Goods"

"Terms of Delivery Indicator"

"Location Code"

"Freight Amount"

"Freight Currency"

"Notify/Code Name"

"Location"

"Value Declared for Customs"

"Currency Declared for Customs"

The markings that the shipper placed on the packages to identify his/her cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.

The piece count of the packages under each bill of lading or airway bill.

The weight for goods under each bill of lading or

The measurement of the cargo inside the container. It is not the cubic measurement of the container unless that container is full.

The narrative that portrays the type of goods being transported. The description must be explicit. It must not include terms such STC (Said to Contain), clothing, tiles, food stuff, etc. Acceptable terms would be men's leather shoes, ceramic tiles, women's pants of cotton, rice in packages, etc.

The narrative that describes the agreed terms between the parties. They may be FAS, FOB, C&F, etc.

The process used by the port to identify the exact place in the port or shed where the goods can be found.

The cost of freight.

The actual currency in which the payment for freight is quoted.

The address or contact number of a person other than the consignee.

The place where goods are stored for delivery, may be a transit shed.

The worth of the goods which the importer or exporter intends to declare to customs.

The actual currency in which the payment for transport is quoted.





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

"Value Declared for Insurance"

"Currency Code for Insurance Value"

"Number of Seals"

"Marks of Seals"

"Sealing Party Code"

"Information"

"Container Reference"

"Number of Packages"

"Type of Container"

"Empty/Full Indicator"

"Container Goods Description"

"Gross Mass"

"Marks/Seals2

"Sealing Party"

"Temp. Min"

"Temp. Max"

The cost of the insurance.

The actual Currency in which the payment for insurance is quoted.

The count of the seals affixed to the container or package.

The markings that identifies the seals placed on the containers or packages.

The code used by the sealer to identify who sealed the container or package.

Any other relevant information which the carrier or agent deems necessary.

Container Segment

The container identification number. Four letters for container owner, six digit container serial number, and check digit.

The number of packages in the container.

The container type code (e.g. 20BU, 40BK) states the size and type of container.

Describes how much space is occupied by goods inside of the container. (LCL, FCL, FCX).

The description of goods in the container.

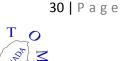
The Gross Mass for good in the container in kg.

The container 2nd seal number.

The code used to identify who sealed the container (SH, TO, CU).

The minimum temperature for container, this field is mandatory for reefer container.

The maximum temperature for container, this field is mandatory for reefer container.





Cargo Manifest User Manual

Customs ASYCUDA Upgrade Project

"Humidity"

"Dangerous Goods Code"

The humidity level for reefer container. The dangerous goods code (UNDG)

