

# ASYCUDA WORLD

## Declaration Processing

**Brokers'**

**USER MANUAL**



*lessey*

# **ASYCUDA World-Declaration Processing USER MANUAL**

## **Introduction**

The declaration processing capability is the core component of any automated customs software. It reflects both the system behavior and the customs practice in force. When it is plugged into its surrounding environment; customs tariffs, reference tables, taxation rules and the other customs legal basis, a complete customs automated system is created.


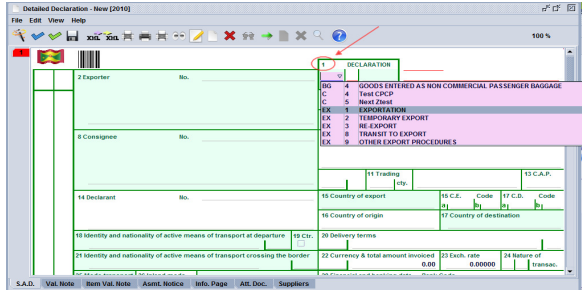
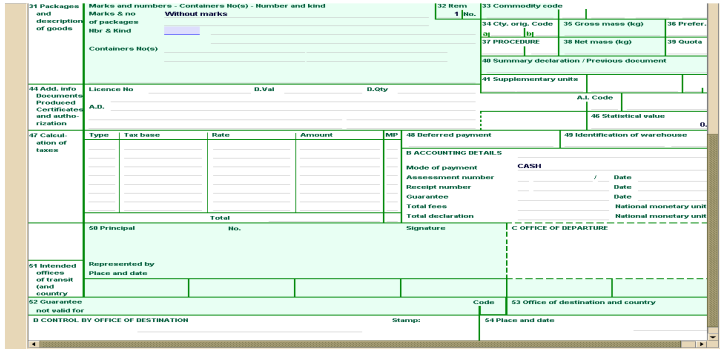
Declarations are the base document of the customs and are used to control the movement of goods into and out of the country. They also represent the data repository for calculation, and consequently collection, of taxes and duties as well as the main source of national trade statistics.

AW provides a robust, comprehensive declaration processing capability which is based on using the SAD as a standard form. The SAD (Acronym of Single Administrative Document, 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 except transit procedures.

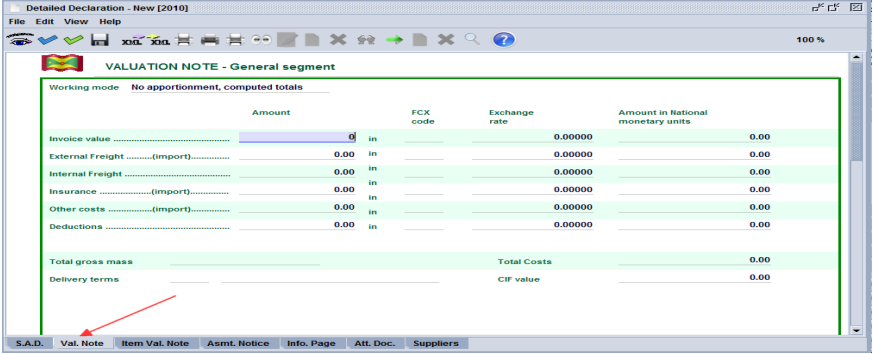
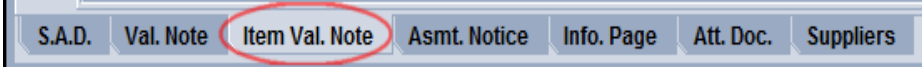

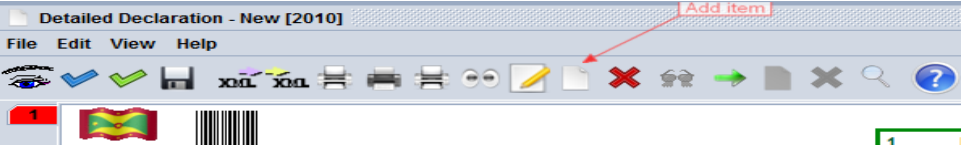
In this system, customs officers do not key in declaration on behalf of traders. Rather they do the control portion of the customs' declaration process. More room is left for traders to key in their declaration themselves (DTI).

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Before keying declaration please ensure that you have all the required documents needed to complete declaration, such as; ASYCUDA bill of lading, invoices, freight document and any other permits of licenses must be submitted with declaration.

<b>STEP 1- Create Declaration</b>	
WHAT TO DO	PROCEDURE
<p><b>1. Access Declaration Module</b></p>	<p>To access the declaration module Select the following path; ASYCUDA→ Goods Clearance→Declaration →Detailed Declaration as shown below</p> <p>To open a new declaration, Right Click on Detailed Declaration and select NEW</p> 
<p><b>2. Complete General Segment</b></p> <p><i>Use attached Declaration Fields guide to complete declaration</i></p>	<p>After selecting the declaration model, the system will display the declaration Form (Single Administrative Document – SAD) complete all the fields; begin with the general segment.</p> <p><i>In Box 1 select the model of Declaration according to the Customs Regime required for the goods being imported or exported.</i></p>  <p><i>It is very important to make sure you selected 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</i></p>
<p><b>3. Complete Item Segment</b></p>	<p>After filling out General segment continue by filling out all information in item segment for Item1.</p> 

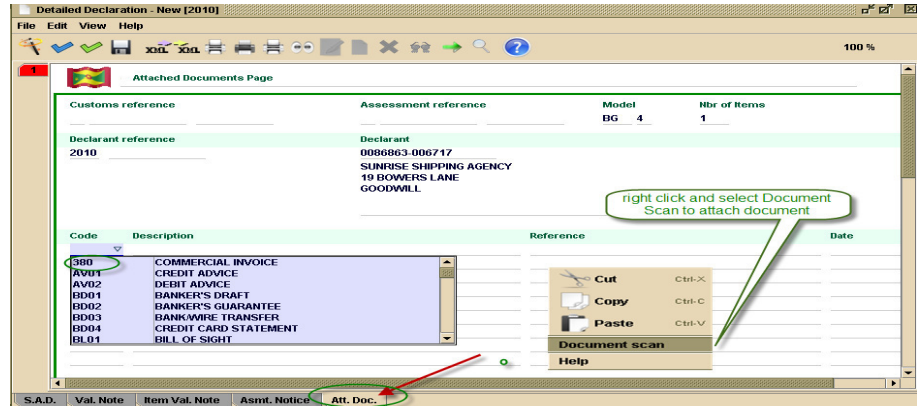
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	<p><b>NOTE:</b> Use attached “Fields Guide” to fill out declaration</p>
<p><b>4. Complete Valuation Note</b></p>	<p>To open Valuation Note select <b>Val. Note</b> tab in the bottom of Declaration as indicated below. Input invoiced value of all the goods declared in the main SAD form and other information such as total freight, insurance and any other charges associated with the consignment.</p>  <p><i>It automatically apportions the costs between the declaration items when two more items are declared.</i></p>
<p><b>5. Complete Item Value Note</b></p> <p><i>Information on Value note should match information on Valuation note if only 1 item is declared</i></p>	<p>Select Item Value note tab in bottom of declaration.</p>  <p>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.</p>
<p><b>6. Add additional Items (if required)</b></p> <p><i>The system accepts up to 200 items per declaration</i></p>	<p>To add another item select the add icon in the Menu Bar. Fill out all necessary information and select add item icon  to continue adding items to declaration</p>  <p><i>The system will automatically apportion the freight and other charges to the items declared based on value.</i></p>

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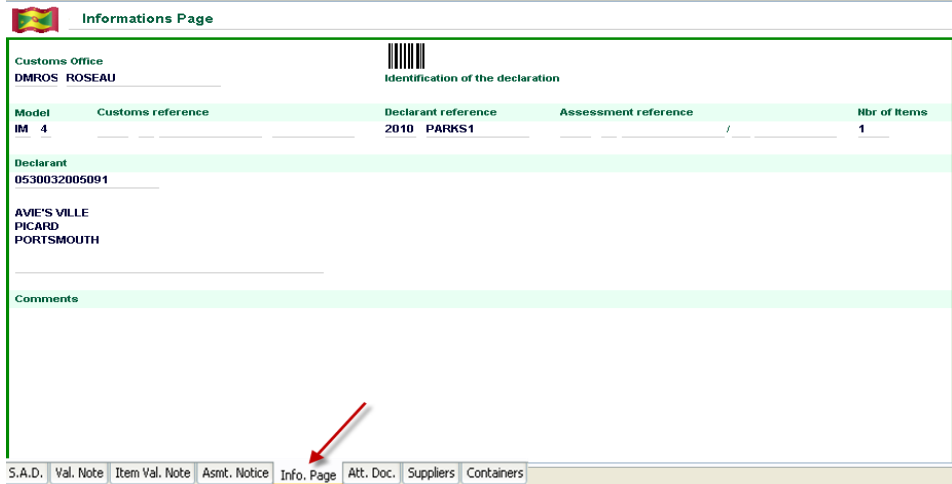
## 7. Attach Required documents

Select ATT. Doc tab on declaration, on this page select code type for document and right click in reference section to attach document.



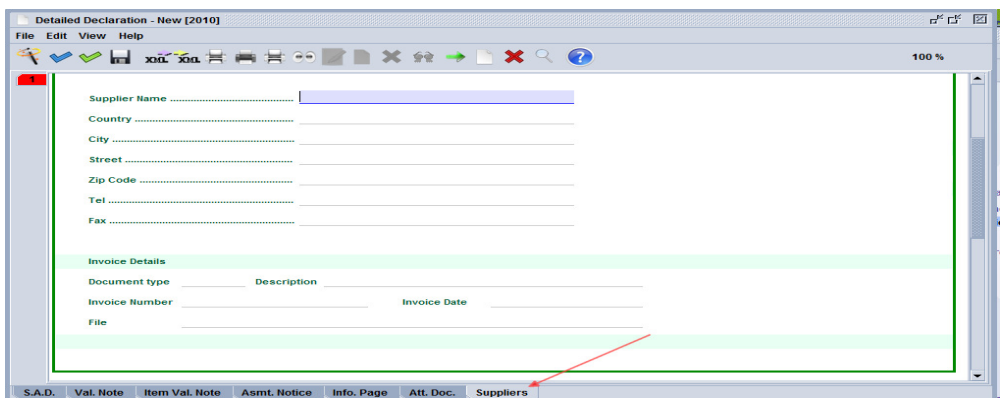
## 8. Fill in Add. Info

Use the additional info tab to input any pertinent information pertaining to the declaration.



## 9. Fill in Suppliers Information

Fill in Suppliers Information for each invoice attached to the declaration



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## 10. Fill Container information (if any)

If goods are containerised select container tab and fill in the required information

## STEP 2- Verify for consistency

### WHAT TO DO

## 11. Verify Document

*System will not verify document until all errors are corrected*

### PROCEDURE


After inputting all required data select the Verify icon to check for any errors and to calculate duties.

If there are any errors system will indicate with a message prompt

## STEP 3- Store Declaration

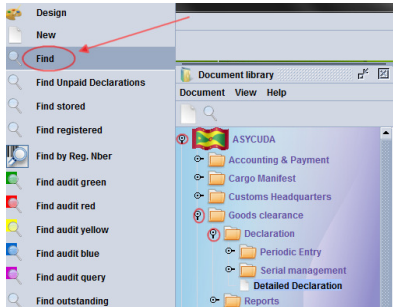
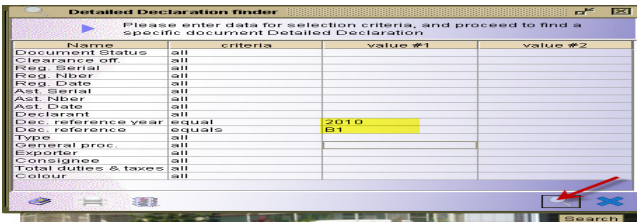
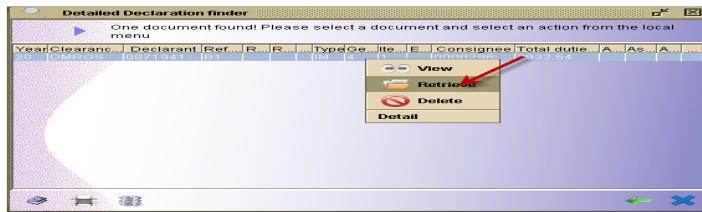
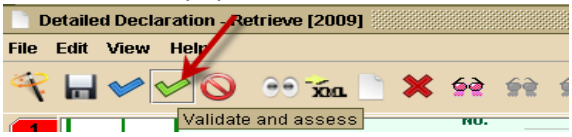
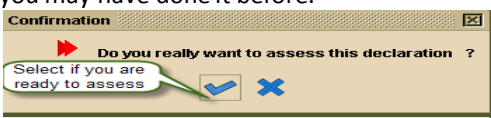
## 12. Store Document

*The user can store a declaration at anytime even if the document is not completed.*

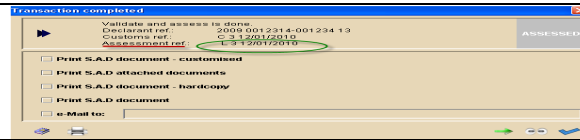
To store declaration select the Store icon  in the menu bar on the opened declaration.

*As soon as you select the **Store** option, the system will show the following screen, confirming that **STORE** of your declaration has been successful.*

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<p><b>13. Retrieve Stored Declaration</b></p>	<p>To retrieve a stored declaration go to Detailed declaration in document library and right click on FIND</p> 
	<p>In finder use reference number to find declaration and select search button as shown below</p>  <p>Right click on the desired document as shown below and select Retrieve to continue working on the declaration</p> 
<p><b>STEP 4- Assess Declaration</b></p>	
<p><b>WHAT TO DO</b></p>	<p><b>PROCEDURE</b></p>
<p><b>14. Validate and Assess</b></p> <p><i>Assess means that you are submitting the declaration for Customs acceptance, and acknowledge the values included in it as correct and exact.</i></p> <p><i>Assessment of a declaration brings on all legal bindings with Customs.</i></p>	<p>On the opened declaration, select the Validate and Assess Icon to obtain assessment for payment.</p>  <p>When you select this option, the system will verify that all data is consistent, even though you may have done it before.</p>  <p>The System will indicate that your declaration is assessed and will indicate the assessment number needed to make payment.</p>

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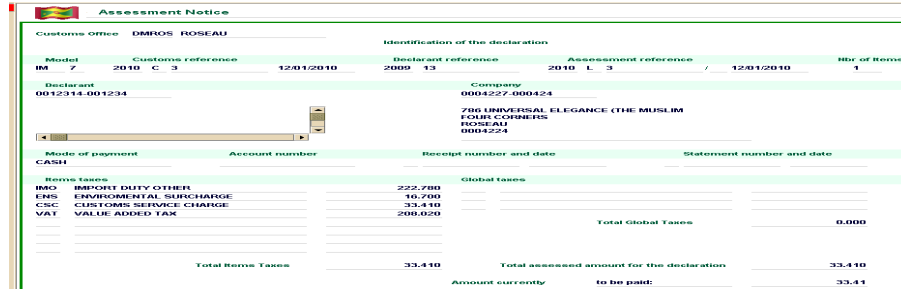
## STEP 5- Make Payment and Request Selectivity

### WHAT TO DO

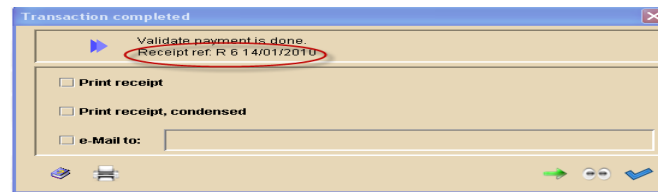
### PROCEDURE

#### 15. Pay Declaration

Supply the cashier with the Assessment number of your declaration to make payment.

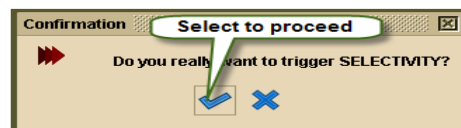
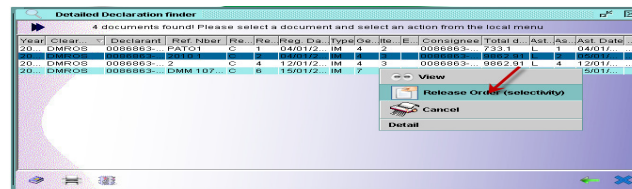


#### 16. Request Selectivity



Cashier will issue a receipt to confirm payment of declaration.

Use finder to locate declaration, right click and select Release Order from the drop down menu as indicated below



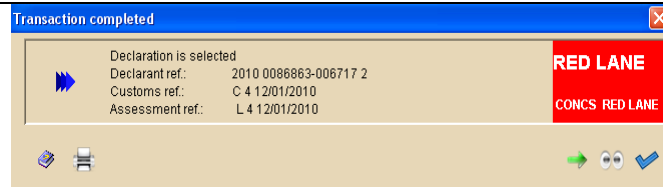
All declarations with Red or Yellow lanes will have a customs officer assigned for examination

By selecting this option, you are requesting that customs system triggers the selectivity for determining what examination is required for your declaration

System will indicate with a message the assigned lane for your declaration



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The system has four selectivity lanes for your declaration:

### RedLane

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.

### YellowLane

This means that your declaration only requires a documentary check. Present to customs a printed copy of your Assessment Notice and all relevant documents.

### BlueLane

This means that your declaration has been automatically authorized to be released, however, your documents and good will undergo post clearance checks by Customs.

### GreenLane

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 **Green lane***

## STEP 6 - Collect Goods

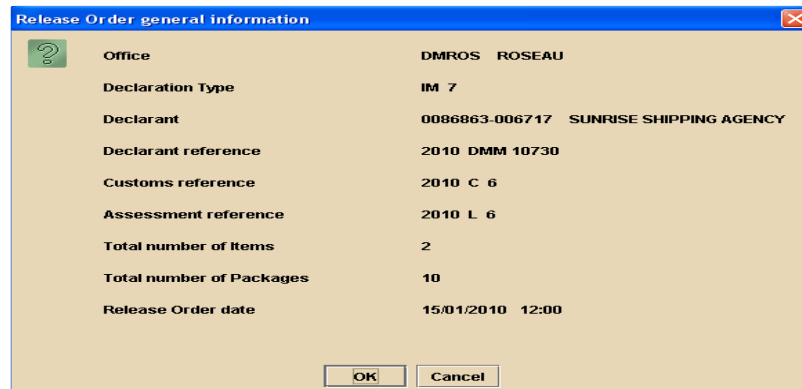
### 17. Lodge Document

(Where goods are Located)

*Only Red and Yellow lane declarations should be lodged*

Proceed to station where goods are located. Officer will advise whether you should wait or return for examination based on work load.

Upon examination goods/document and issue a release order which must be taken to custodian for delivery.



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	<i>If declaration was assigned to green lane or blue, the Declarant can print his/her Release Order.</i>
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