



ASYCUDA
world

SCANNED DOCUMENTS MANUAL

BARBADOS CUSTOMS DEPARTMENT



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1. INTRODUCTION

One of the mandates of the Barbados Customs and Excise Department is to serve with efficiency and flexibility whilst embracing new innovations and concepts. In this regard, we have launched ASYCUDA World.

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 the prescribed form called “ASYCUDA WORLD USER AUTHORIZATION FORM”. The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number, being a Value Added Tax (VAT) or Taxpayer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The Customs Department will issue each applicant and its designated user(s) with 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 requests a password change due to a forgotten or compromised password.

Welcome to ASYCUDA WORLD!

2. ACCESS TO THE SYSTEM

Access to ASYCUDA World is to be granted through an application process which entails submitting an application form with a passport size photograph. After application, users are issued with a Username and Password.

Open a Web Browser of your choice and navigate to the ASYCUDA World Portal by entering the following url: <http://asycuda.customs.gov.bb>

Click on the ASYCUDA World Training button to simulate a testing environment or the Production button to submit a valid and legal document to the Customs & Excise Department as shown in Figure 1.

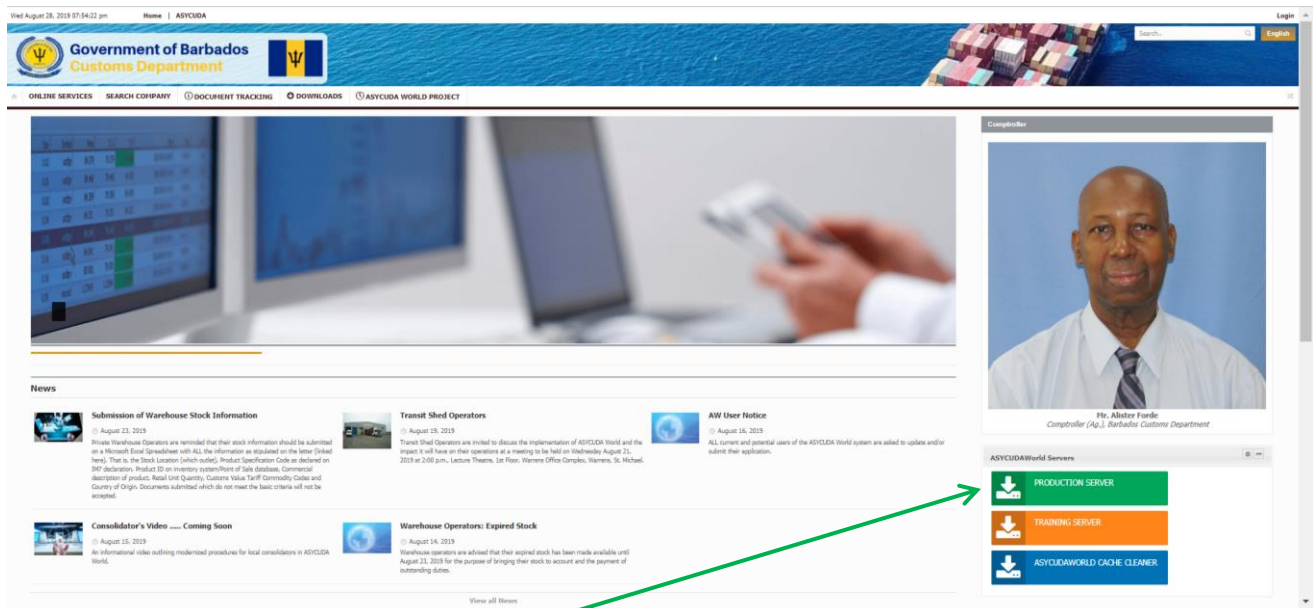


Figure 1: Selecting the correct server instance

The following dialogue box will appear at the bottom of the screen as shown in Figure 2

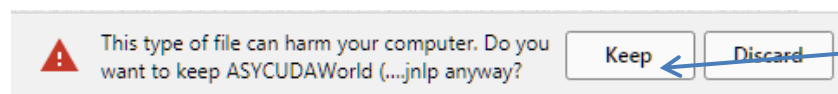


Figure 2

Click on the keep tab (refer to fig2) and the below jnlp file will appear.



Figure 3: jnlp file

Click on the jnlp file to launch the application and the below boxes will appear as in figure 4 and

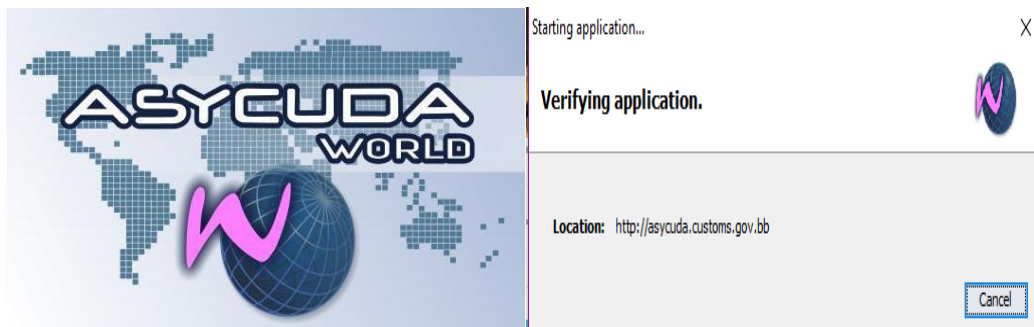


Figure 4: Accessing ASYCUDA World

Check the box next to **“I accept the risk and want to run this application”** and click on the Run button as shown in figure 5.

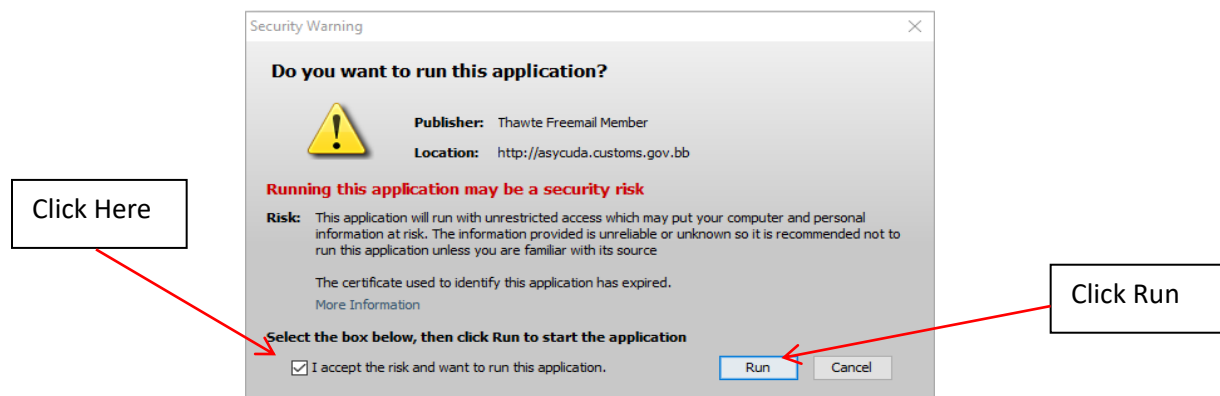


Figure 5: Accepting the Risk

The **“Java Console”** shown in Figure 6 (once it has been enabled) and the **“login”** interface shown in Figure 7 will be displayed.

The Java Console consists of launching, logging and performance functions of the ASYCUDA World application. Where login issues develop, the console contents should be e-mailed to the ASYCUDA World technical team to assist with solving the problems.

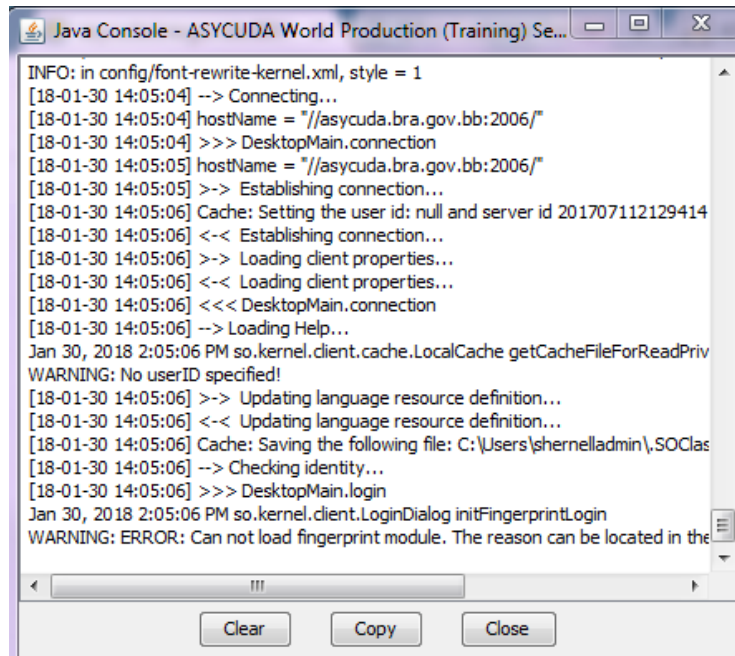


Figure 6 Java Console

3. LOGGING INTO THE SYSTEM


Insert the relevant login name and password into the login interface shown in Figure 7 and click on the  icon. The following screen shown in Figure 8 is displayed indicating that the system has been accessed.



Figure 7 Login interface

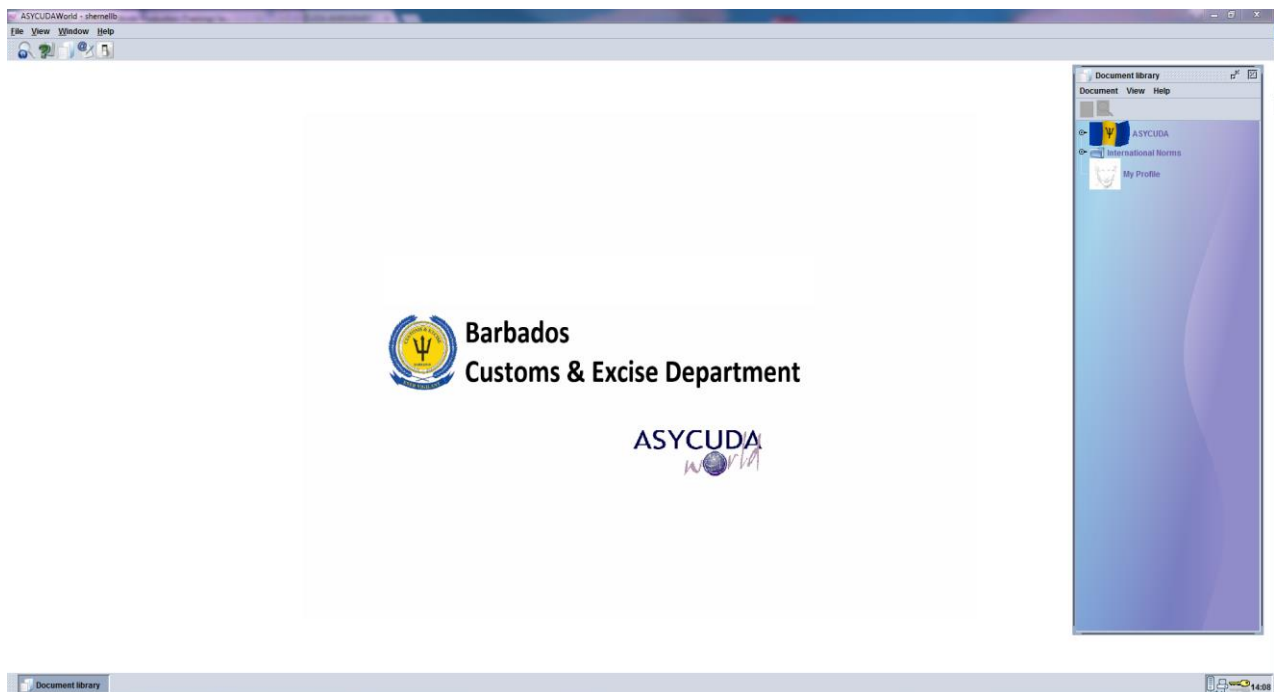


Figure 8 Access page to ASYCUDA World

4. Uploading Scanned Documents

All personnel conducting transactions within the ASYCUDA World Application are required to upload all relevant documents associated with the transaction via the Scanned documents folder. Upon successful login access the scanned document folder by following the path ASYCUDA → Scanned documents → Scanned document, right click on the e-document and select new as shown in Figure 9.

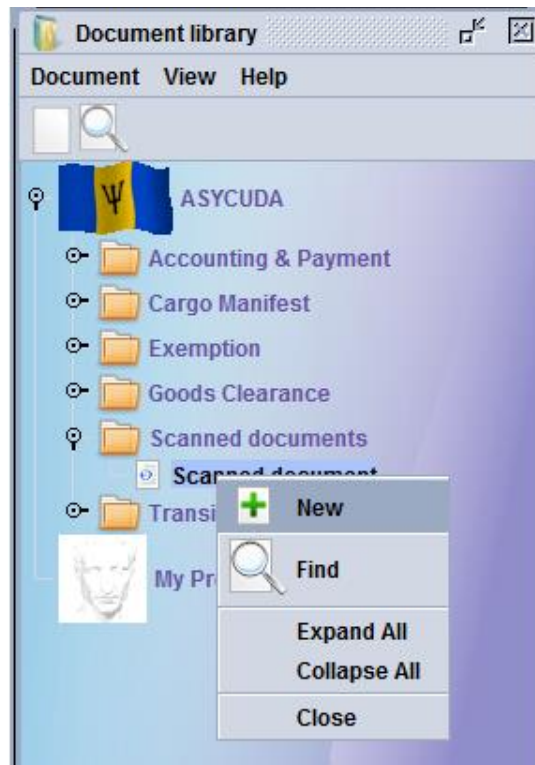


Figure 9 – Selecting a New Scanned Document

NB: The number of folders seen when the main ASYCUDA Folder is expanded are based on the role assigned according to your application form.

The following page will appear as shown in Figure-7 below after clicking on the new button.

Scanned document - New [n/a]

File Edit View Help

Barbados Customs and Excise Department ASYCUDA

Attached Scanned Documents Page

Doc. ref. date	Doc. reference	Submitter	<input type="checkbox"/> Is Used
		1	

Declarant	Type code	Type name
1		

RICHARD ALLEYNE
#11 HILL DRIVE
APPLEHALL

Code	Reference number	Reference date	File name	Status
------	------------------	----------------	-----------	--------

Scan doc.

Figure 7 – AW Scan Document

Step 1

Three Fields on the upper part of the Scanned Documents Page must be completed:

1. **Doc.ref.date:** The date the Document is being worked on or uploaded
2. **Doc.reference:** The Reference code for the Document. This is the code that the broker must use to attach the scan to the Single Administrative Document's (SAD) or the Manifest Attached Documents Pages. This can be a reference to the Commercial Reference number or the Voyage number respectively
3. **Type code:** The code for the Document being attached, for example: 380 for Commercial invoice, and 861 for Certificate of origin.
4. **Declarant:** Company code of the user uploading the documents will automatically populate this field, if the user works for multiple company's each code will be available in a drop-down box.

NB: Only the company the registered the document to Asycuda can assess it for attachment.

Figure 8 shows a completed upper part of the scanned Document Page.

The screenshot displays the 'Attached Scanned Documents Page' within the ASYCUDA application. The page header includes the Barbados Customs and Excise Department logo and the ASYCUDA title. The form contains the following fields:

Doc. ref. date	Doc. reference	Type code	Type name
09/05/2018	SCANTEST	380	Commercial invoice

Below these fields, there are two more sections:

Declarant	Submitter's full-name
1	

At the bottom, there is a table with the following headers: Code, Reference number, Reference date, File name, and Status. The table is currently empty.

The bottom of the window shows a 'Scan doc.' button and a status bar.

Figure 8 - Completed Top Section

Step 2

Click on the add icon on the lower part of the scanned document as shown in Figure 9 and a pop-up box will appear as shown in Figure 10 which corresponds to the local computer

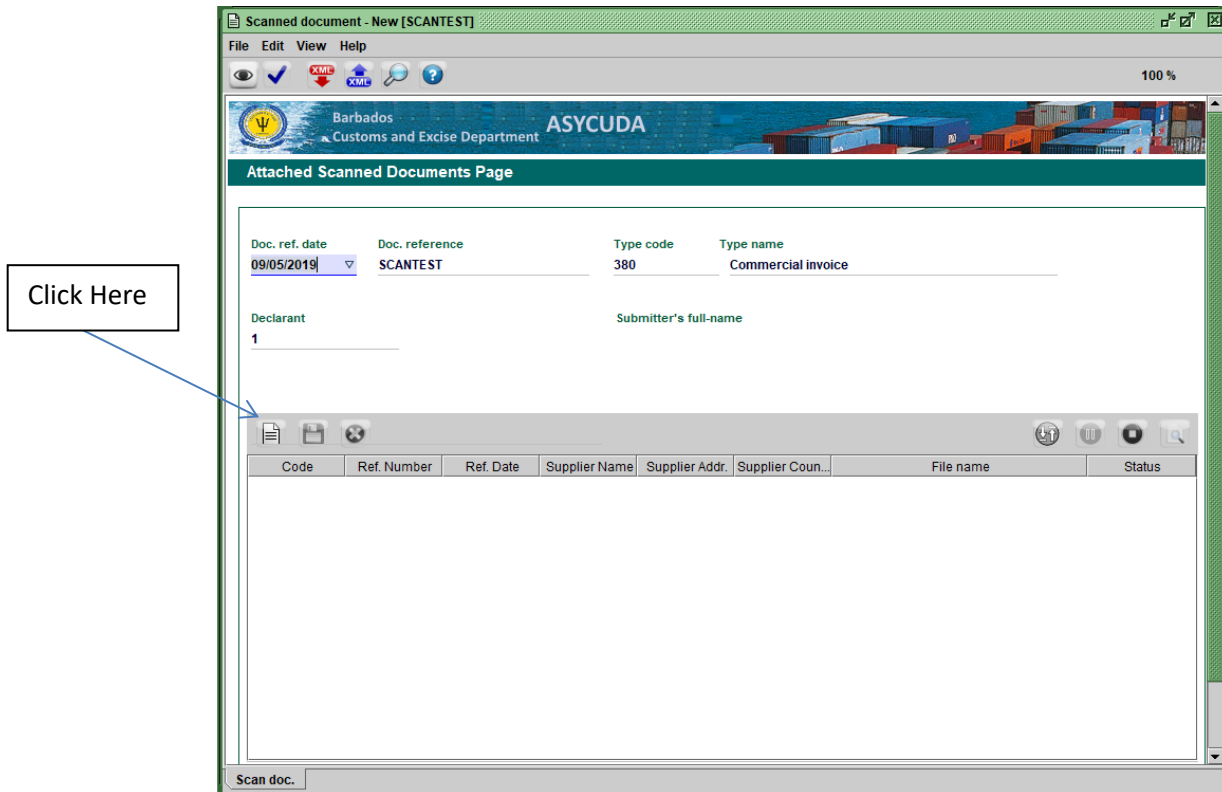


Figure 9 – AW Scan Document

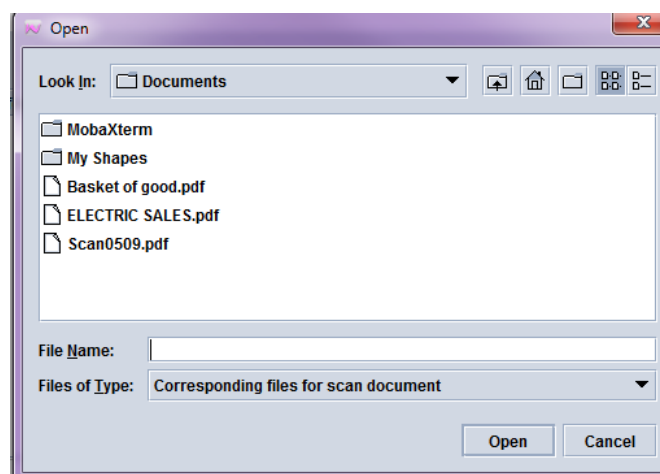
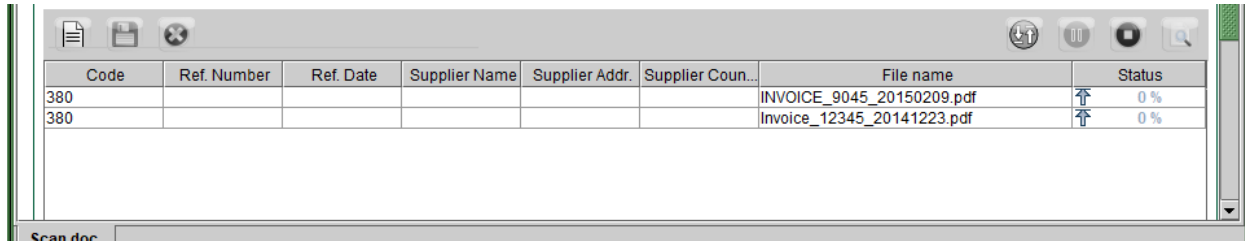


Figure 10 – Local Computer Storage

Navigate to where the scanned document has been saved on the local computer

Step 3

Select the scan document(s) to be uploaded and click open, the fields will be populated as shown in Figure 11.



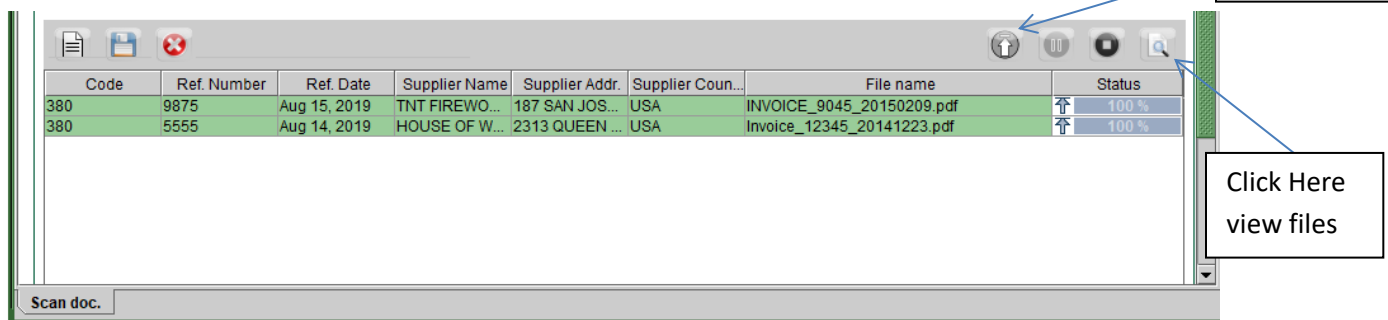
Code	Ref. Number	Ref. Date	Supplier Name	Supplier Addr.	Supplier Coun...	File name	Status
380						INVOICE_9045_20150209.pdf	0 %
380						Invoice_12345_20141223.pdf	0 %

Figure11: Populated field after clicking document

Step 4

Complete the information fields. Ref number and date are mandatory fields for all scanned documents.

1. **Ref. number:** The reference number of the document being uploaded for example, Invoice number or Certificate number.
2. **Ref. Date:** The date when the document was issued
3. Supplier details are mandatory for the following invoice type codes **325, 380, 575, 780, 870, and B381.**
 - a. **Supplier Name:** Name of invoicing company or person
 - b. **Supplier Address:** Full address of supplier
 - c. **Supplier Country:** Country listed on invoice



Code	Ref. Number	Ref. Date	Supplier Name	Supplier Addr.	Supplier Coun...	File name	Status
380	9875	Aug 15, 2019	TNT FIREWO...	187 SAN JOS...	USA	INVOICE_9045_20150209.pdf	100 %
380	5555	Aug 14, 2019	HOUSE OF W...	2313 QUEEN ...	USA	Invoice_12345_20141223.pdf	100 %

Figure 12: Completed Information

Repeat Steps 2 to 4 to upload all scans that are relevant to the type code entered on the top section of the document. See Figure 13.

NB: Only one code type can be registered per scanned document folder.

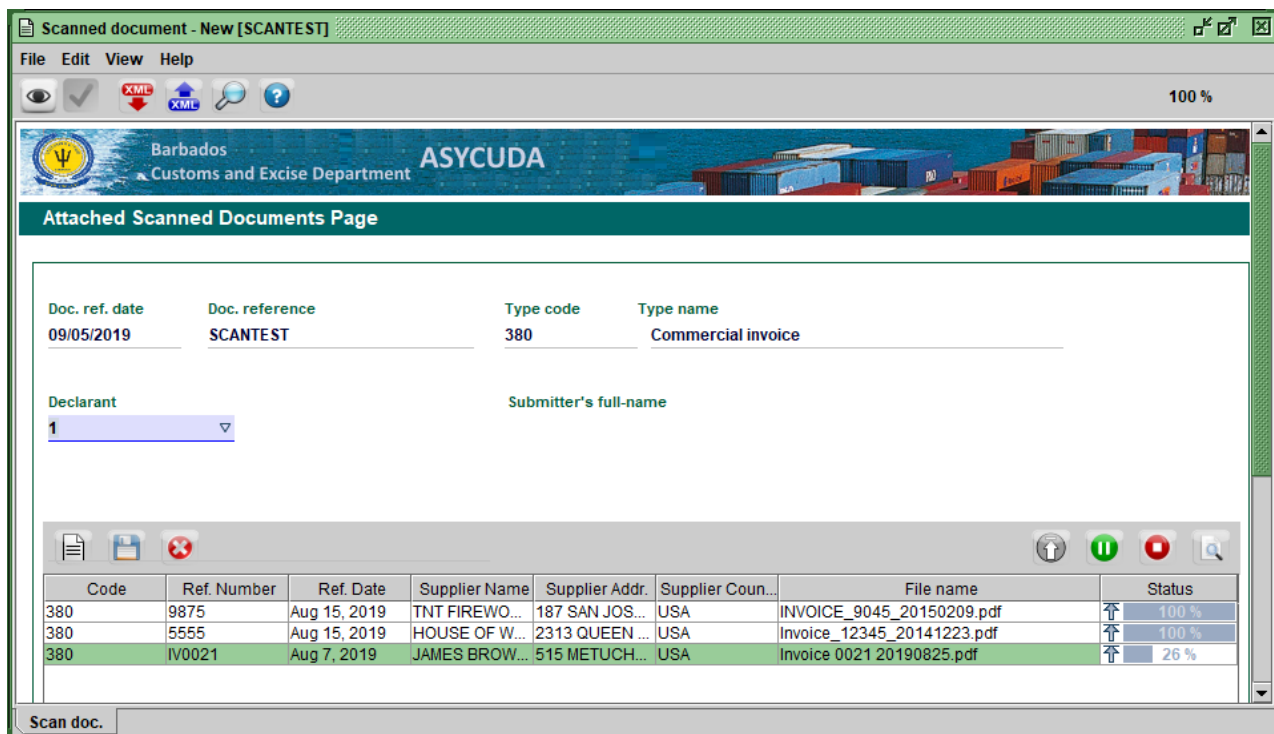


Figure 13: Multiple uploads

Select the check button as shown below to Register the uploaded files to Asycuda.

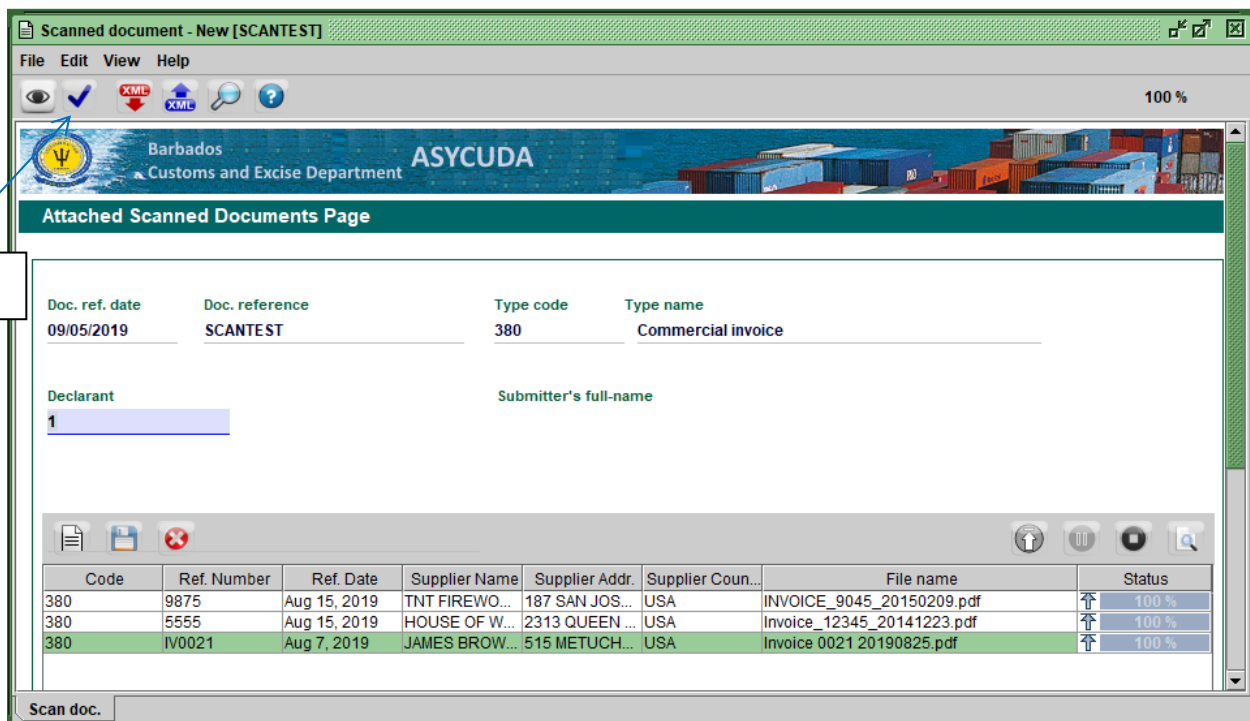
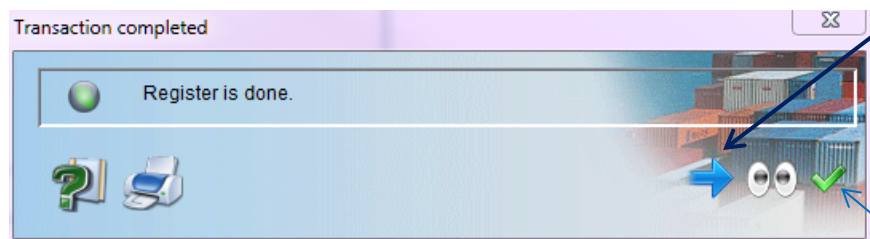


Figure 14: Selecting Registered Button

Once successful the following box will appear.



Click Here to
upload other
document types

Click Here
to complete

Figure 15: Successful Registration

If any errors occur, they must be corrected before registration can be completed.

The maximum file size allowed is **4.0 MB or 4000 KB**. Care must be taken when setting the resolution for scan.

s > TrainingMaterial 2 > TrainingMaterial > AttachedDocuments

Name	Date modified	Type	Size
animalPermit	8/11/2019 1:41 PM	PDF File	66 KB
C06 form	8/11/2019 1:41 PM	PDF File	101 KB
Import-Export-Permit-15_1	8/11/2019 1:41 PM	PDF File	46 KB
INVOICE_9045_20150209	8/11/2019 1:41 PM	PDF File	241 KB
Invoice_12345_20141223	8/11/2019 1:41 PM	PDF File	151 KB
LivestockPermit	8/11/2019 1:41 PM	PDF File	59 KB
VetCertHealth	8/11/2019 1:41 PM	PDF File	319 KB

View > Extra large icons

Sort by > Large icons

Group by > Medium icons

Refresh

Customize this folder...

Paste

Paste shortcut

Give access to >

New >

Properties

Document file size.

Click View, then Details to display file size in folder

Figure 16: Successful Registration

NB: If the invoice to be upload has multiple pages and it is not possible to scan in its entirety below the size limit, the user must scan several pages per file to meet the size restriction and label the pages using the convention “Part 1”.

5. RETREIVING SCANNED DOCUMENTS

Access the scanned documents folder by the path ASYCUDA → Scanned documents → Scanned document, right click on e-document and select find as shown in figure 17.

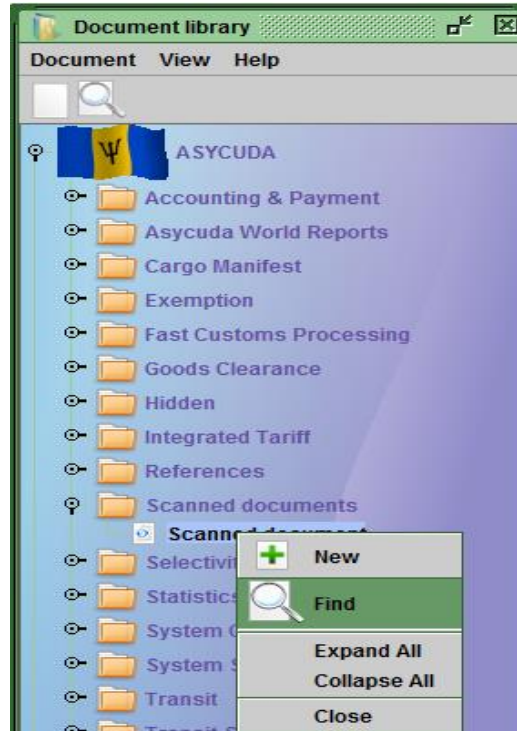


Figure17: Accessing scan document

The ASYCUDA Scanned Document Finder will appear as seen in figure 18.

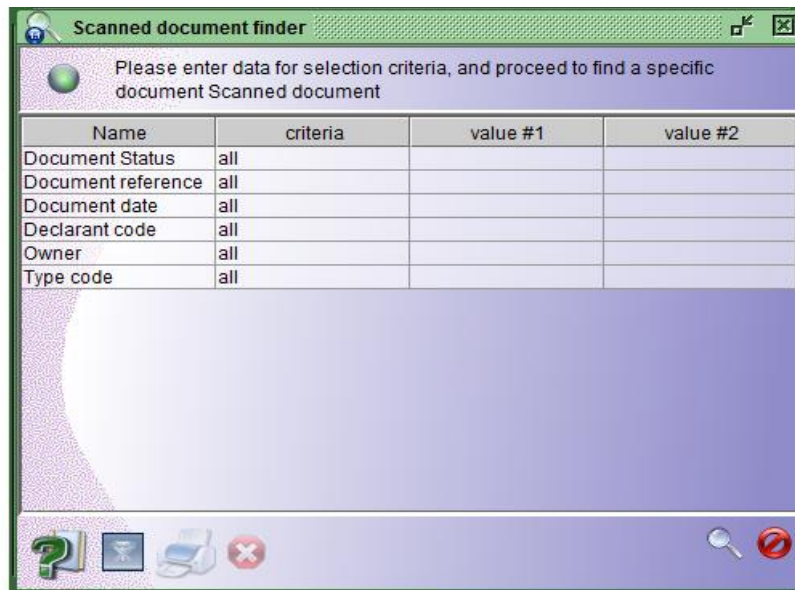


Figure 18: ASYCUDA Scanned document finder

Enter the relevant criteria based on the options available and select the search icon. Figure 19 gives an example of a completed search criteria.

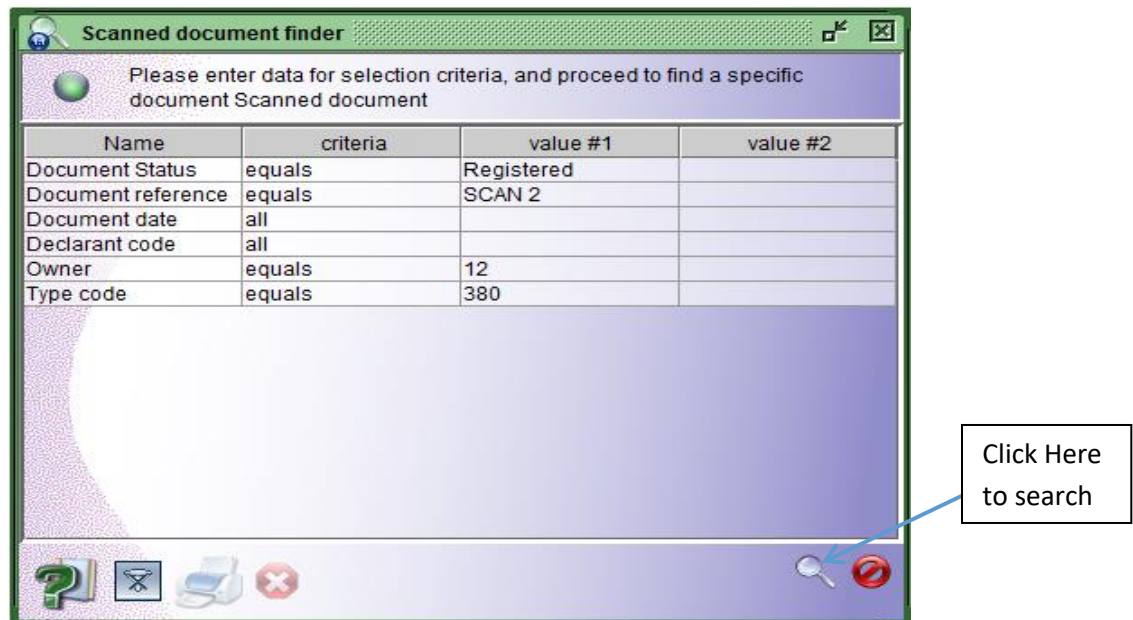


Figure 19: Completed search Criteria

Once the information entered is correct the system will return all documents that fit the search criteria. See figure19.

N.B. Please enter as much information as possible in the search criteria to reduce the time taken for the system to return a result

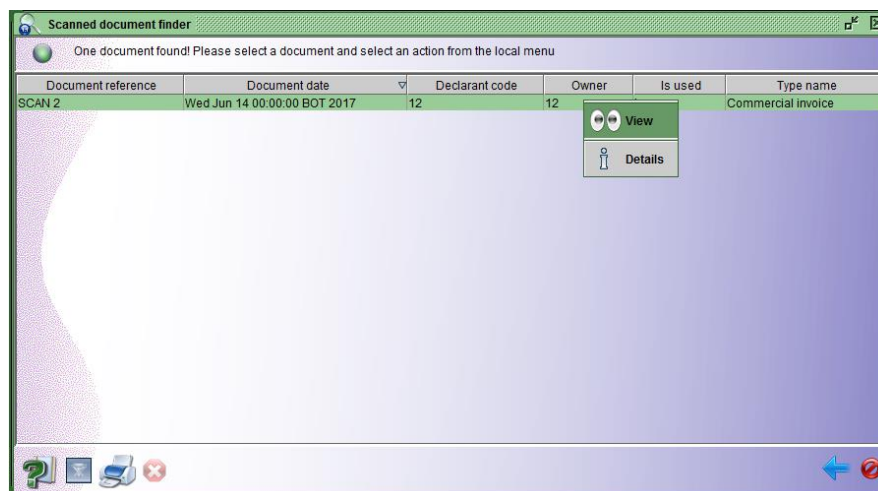


Figure 20: Search results and available options

Right click on the document and select view or details based on the objective as shown in figure 20. Figure 19 shows the results when view is selected.

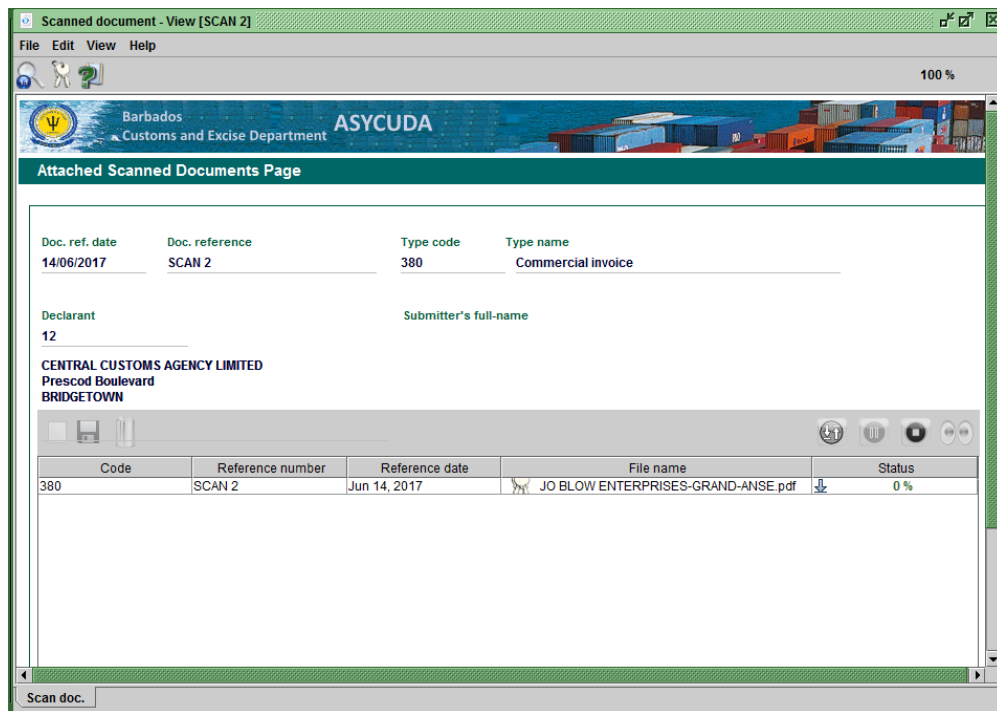


Figure 21: Scanned documents - View

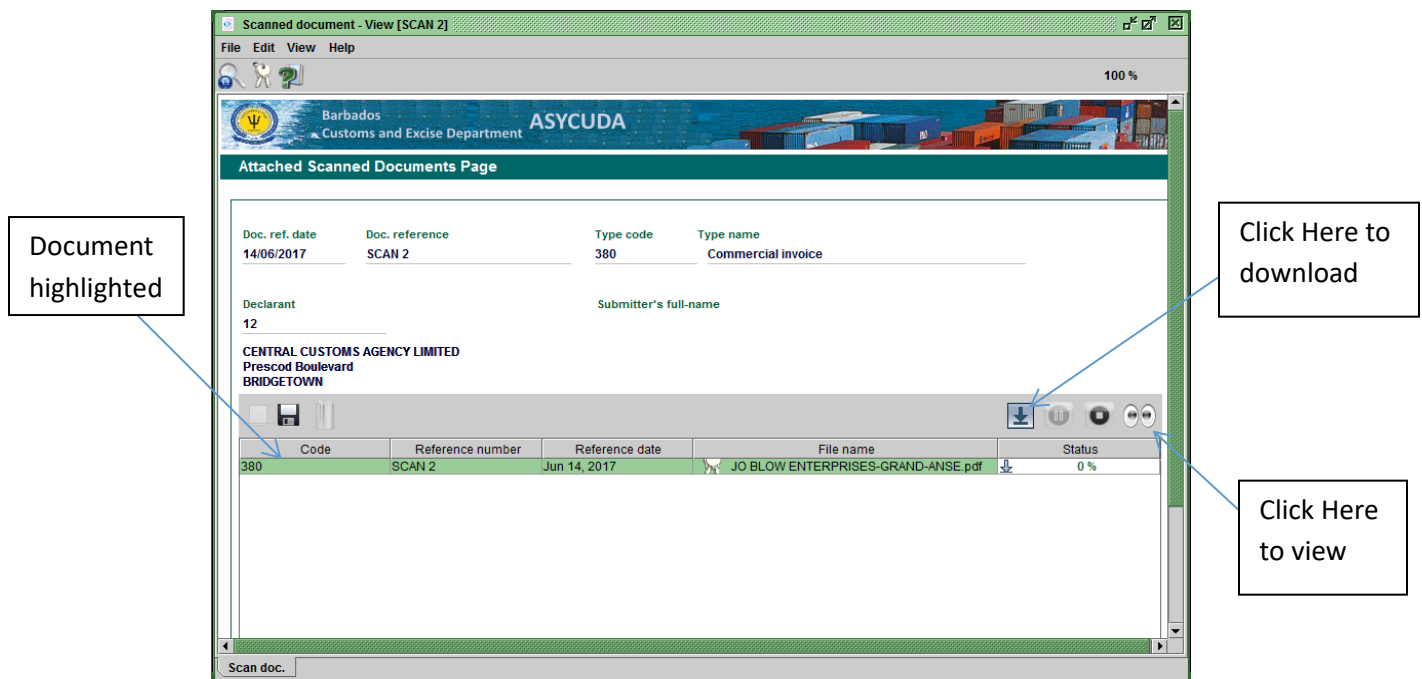


Figure 22: Document options

Highlight the document in the bottom half of the page and click on the download button to download the document the local machine or view to open the document in the default Pdf file viewer. See Figure 22.

JO BLOW ENTERPRISES

THE PRICE IS RIGHT
4 CONNERS
ST.THOMAS
PHONE 011 87459-EX 115

INVOICE

INVOICE #11
DATE: OCTOBER 18, 2011

TO
CENTURY ELSON (GRENADA) LIMITED
HUBBARDS BUILDING SUPPLIES
GRAND ANSE
ST. GEORGE

SHIP TO:
SAME
AS
CONSIGNEE

COMMENTS OR SPECIAL INSTRUCTIONS:

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
R.ROVER	1	0	T.S		CIF US

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
50 UNITS	JO BLOW 165/R15 TYRES	25.00	1250.00
25 UNITS	JO BLOW RIMS 17 INCH	60.00	1500.00
10 PACKS	JO BLOW GLOW PLUGS 1103(EACH CONTAINING 10 PCS)	4.63/UNIT	463.00
5 CTNS	RADIATOR CAPS (25 PIECES/CTN)	1.25/PC	156.25
5 Units	EXHAUST ASSY (MODEL JO BLOW 145)	45.00	225.00
SUBTOTAL			3594.25
SALES TAX			
SHIPPING & HANDLING			400.00
TOTAL DUE			3994.25

Make all checks payable to JO BLOW ENTERPRISES
If you have any questions concerning this invoice, contact JO BLOW TEL#266178

Thank you for your business!

Figure 23: Scan Document (Example of Commercial invoice)