



The Barbados Customs and Excise Department (BCED) continues to make improvements to the ASYCUDA World system with the introduction of other functional features and customization to enhance our customs procedures as well as trade facilitation.

Effective **Monday**, 24<sup>th</sup> January, 2022 the following changes would be implemented. Please be advised accordingly.

By order of the Comptroller of Customs

## Carrier Agent

## MULTIPLE AGENT RELEASE

Agent releasing of multiple waybills can be done in a single operation. Using the following path BETS —> MANIFEST DATA CAPTURE —> MANUAL CAPTURE —> MULTIPLE AGENT RELEASE as shown in the Figure 1 below.



Figure 1: Document Library

The multiple agent release box will then be displayed. Figure 2

E Multiple Agent Relea	ease - Multiple Agent Release	
File Edit View Help		
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Barbados Customs and Excise Department ASYCUDA Multiple Agent Release		
Search criteria	Selection Option	
Office		
Registration year	Select by B/L reference	
Registration number	Select by Line number	
Waybills With No Agent Release	Waybills Selected For Agent Release	
B/L reference B/L line Consignee	B/L reference B/L line Consignee	
		]
		,
		<b></b>
Multiple Agent Release		

Figure 2: Multiple Agent Release

Enter the *Office Code, Registration Year and Registration Number* in the search criteria. Once the information is entered click on 🚳 icon at the top of the page to search for the waybills that are required to be released as shown in Figure 3.

	Multiple Agent Release - Multiple Agent Release		
	File Edit View Help		
		100 %	
Click	Search waybills Customs and Excise Department		
	Multiple Agent Release		
	Search criteria Selection Option		
	Office BBBBP BRIDGETOWN PORT		
	Registration year 2022 Select by B/L	reference	
	Registration number 5 Select by Line	e number	
	Waybills With No Agent Release Waybills Select	cted For Agent Release	
	B/L reference B/L line Consignee B/L reference	B/L line Consignee	
	Multiple Agent Release		

Figure 3: Search Waybills

Once you have selected the option to search waybills, the information populated in the box below, "Waybills with No Agent Release as shown in Figure 4

	Multiple Agent Release	e - Multiple Agent Release		
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Barbados Customs and Excis Multiple Agent Release	se Department	-	8	
Search criteria		Selection Option		
Office BBBB Registration year 2022 Registration number 5	P BRIDGETOWN PORT	Select by B/L i Select by Line	reference number	
Waybills With No Agent Relea	ISE	Waybills Selec	ted For Agent Rele	ase
B/L reference         B/L lin           BL1         1           BL2         2           BL3         3           BL4         4	ARE Consignee MASSY DISTRIBUTIONS (BDOS) L MASSY DISTRIBUTIONS (BDOS) L MASSY DISTRIBUTIONS (BDOS) L MASSY DISTRIBUTIONS (BDOS) L	B/L reference	B/L line	Consignee
Multiple Agent Release				

Figure 4: Waybills to be Released

Select the appropriate waybills and use green arrow to add them to the "*Waybills Selected for Agent Release*". Once you have selected the waybills you wish to release use the blue tick to complete the action as shown in Figure 5.

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	File Edit View Help		
		100 %	
Click	Multiple Agent Release Bail vacuus Customs and Excise Department		
I	Multiple Agent Release		
	_ Search criteria	Selection Option	
	Office BBBBP BRIDGETOWN PORT	T	
	Registration year 2022	Select by B/L reference	
	Registration number 5	Select by Line number	
	Waybills With No Agent Release	Waybills Selected For Agent Release	
	B/L reference B/L line Consignee	B/L reference B/L line Consignee	
	BL3 3 MASSY DISTRIBUTIONS (BDOS) LTD BL4 4 MASSY DISTRIBUTIONS (BDOS) LTD	BL1 1 MASSY DISTRIBUTIONS (BDOS) L BL2 2 MASSY DISTRIBUTIONS (BDOS) L	
		1. C.	
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	Figure 5: 7	Add Waybills	

However, if you wish to remove any of the waybills from the "Waybill Selected for Agent Release" Box you can use the second green arrow to move it back to the box "Waybill with No Agent Release as shown in Figure 6 and continue following the instruction as shown in Figure 5.

Multiple Agent Release - Multiple Agent Release	ц <sub>к</sub> 🛯,
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Barbados Customs and Excise Department	
Multiple Agent Release	
Search criteria Selection Option	
Office         BBBBP         BRIDGETOWN PORT           Registration year         2022         Select by B/L reference	
Registration number 5 Select by Line number	
Waybills With No Agent Release Waybills Selected For Age	ent Release
B/L reference         B/L line         Consignee           BL3         3         MASSY DISTRIBUTIONS (BDOS) LTD           BL4         4         MASSY DISTRIBUTIONS (BDOS) LTD           BL1         1         MASSY DISTRIBUTIONS (BDOS) LTD	B/L line Consignee 2 MASSY DISTRIBUTIONS (BDOS) L
Multiple Agent Release	
Figure 6: Remove of wavbill	

Once you have selected the blue tick in Figure 6 above, the confirmation box will appear Select the tick to confirm or "X" to cancel as shown in Figure 7



Once you have confirmed another box will appear stating that the operation was successful (Figure 8).



Figure 8: Operation Completed