



ASYCUDA
world

ONLINE PAYMENT USER GUIDE

BARBADOS CUSTOMS & EXCISE DEPARTMENT



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1.1		CUSTOMS	AW SUPPORT	Draft Reviewed, Formatted and Submitted

References to other Documents

Version	Date Issued	Department	Author	Document Title
1.0	NOVEMBER 2023	UNCTAD	PABLO MORALES	A-P-OPG

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Version	Date	Department	Name	Comments
1.1	DECEMBER 2023	CUSTOMS	COMPTROLLER	

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Purpose

ASYCUDA Portal Online Payment Guide demonstrates key features of the web application provided by the ASYCUDA product and enables you to learn the basics quickly. The step-by-step procedures to process payment orders on the ASYCUDA Web Portal.

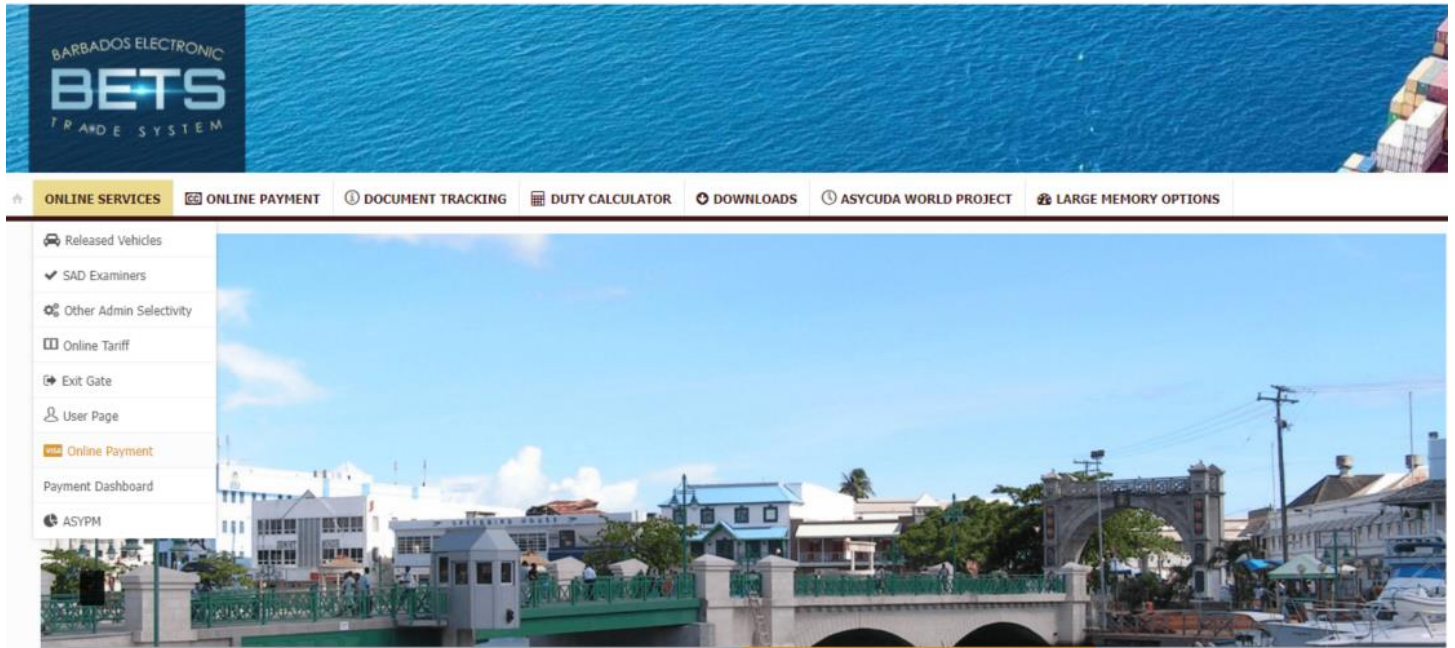
This guide was written to be as clear as possible and to provide only the details necessary to get you up and running with the ASYCUDA Web Portal. For more in-depth information, links to outside resources will be located where appropriate.

This guide assumes that you have already obtained and installed ASYCUDAWorld 4.2 or higher with SOClass 2.2.29 software (or higher).

Accessing Online Payment

Step 1

- Go to the ASYCUDA World Portal and select **ONLINE SERVICES > ONLINE PAYMENT**
- Log-in window will appear requesting login information




Note: Payments Orders can be created within ASYCUDA or Using the ONLINE SERVICES window on the ASYCUDA WORLD Portal


Step 2

- Once the login page appears enter AW Log-in credentials, Username and password
- Click the LOGIN button

Authorization



Welcome to ASYCUDA World Online Services



Login

Password

[LOGIN](#)

[Contact information](#) [Terms and Conditions](#) [Return / Refund](#) [Cancellation Policy](#) [Privacy Policy](#) [Goods and Services](#)

Note: The Online Payment uses the same Login and Password credentials used for accessing the AW Client Services

Step 3

The User is now able to view the Receipts for Completed Payment Orders and those awaiting Payment

Instructions

This page allows you to create and locate a Payment order. Search criteria can be refined by entering the appropriate details in the relevant fields. In Order to create a new payment order, click on the tab at the bottom of the screen and follow the instructions on that page.

Payment Orders

Choose a Payment Order Status to display

All Pending for payment Paid Generated Discarded

Year	Number	Date	Trader	Receipt Year	Receipt Serial	Receipt Number	Receipt Date	
2023	111	2023-11-28	RICHARD ALLEYNE	2023				Pending for payment
2023	38	2023-10-06	RICHARD ALLEYNE	2023				Pending for payment
2023	59	2023-10-26	RICHARD ALLEYNE	2023				Pending for payment

(1 of 1) 1 10

or + Create a new Payment Order

Home | Contact us

ASYCUDA
Automated Systems for Customs Data

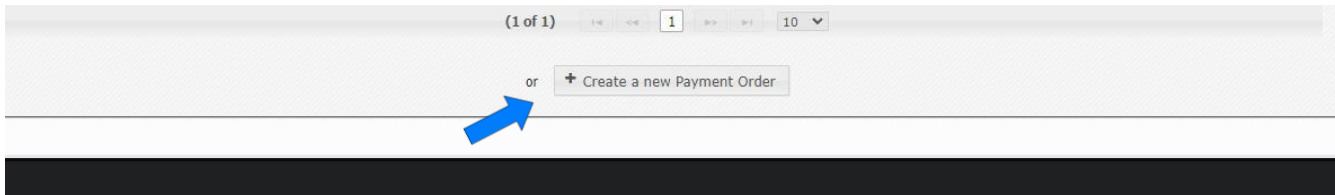
This page allows you to create or locate a Payment order for registered declarations.

Search criteria can be refined by entering the appropriate details in the relevant fields or choosing the radio button option to change the status to display.

Creating Payment Order

Step 1

- Select **CREATE NEW PAYMENT ORDER**: a blank payment order will appear
- Select **ADD DECLARATIONS**: this allows the user to add declarations to the Payment Order (PO)
- Select **ADD OTHER PAYMENTS**: this allows the user to add other customs fees to the Payment Order (PO)



Step 2

- Select Payment Orders from the list then select **PROCEED TO PAYMENT**
- Select the option **CHECKOUT YOUR PAYMENT ORDER**

The system will then add /compute the total sum and display the figure. All the declarations ready for payment will be displayed on a new page.

Declarations

Office	Declarant Reference	Customs Reference	Model	Status	Assessed amount
No records found.					

+ Add declarations (Entries) Total amount for declarations:

Other Payment

Code	Description	Reference	Amount
ARL	ARCADE	REF-TEST01	BBD 1,983.00

+ Add other Customs Fees Total amount for other payments: BBD 1,983.00

Payment Order Total

Grand Total: BBD 1,983.00

Step 3

- Select the **PROCEED TO PAYMENT** option
- User may also select **SAVE FOR LATER** if payment is to be delayed

The user's screen will appear faded with a running tube displayed. This means the transaction is being processed. The system will then display a payment window.

Declarations

Office	Declarant Reference	Customs Reference	Model	Status	Assessed amount
No records found.					

+ Add declarations (Entries) Total amount for declarations:

Other Payment

Code	Description	Reference	Amount
ARL	ARCADE	REF-TEST01	BBD 1,983.00

+ Add other Customs Fees Total amount for other payments: BBD 1,983.00

Payment Order Total

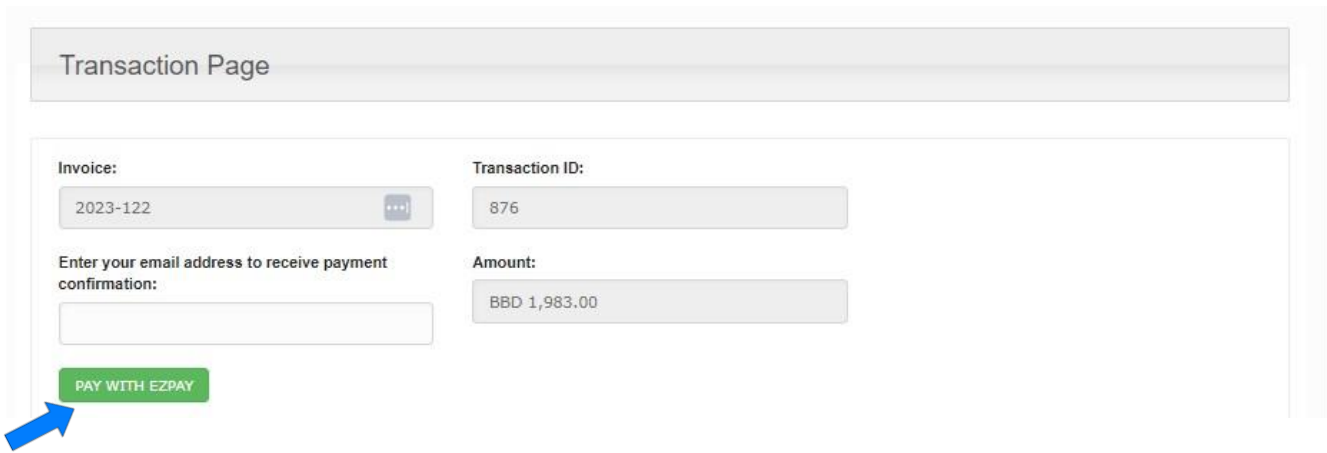
Grand Total: BBD 1,983.00

Back to the list Save for later Proceed to payment



Step 4

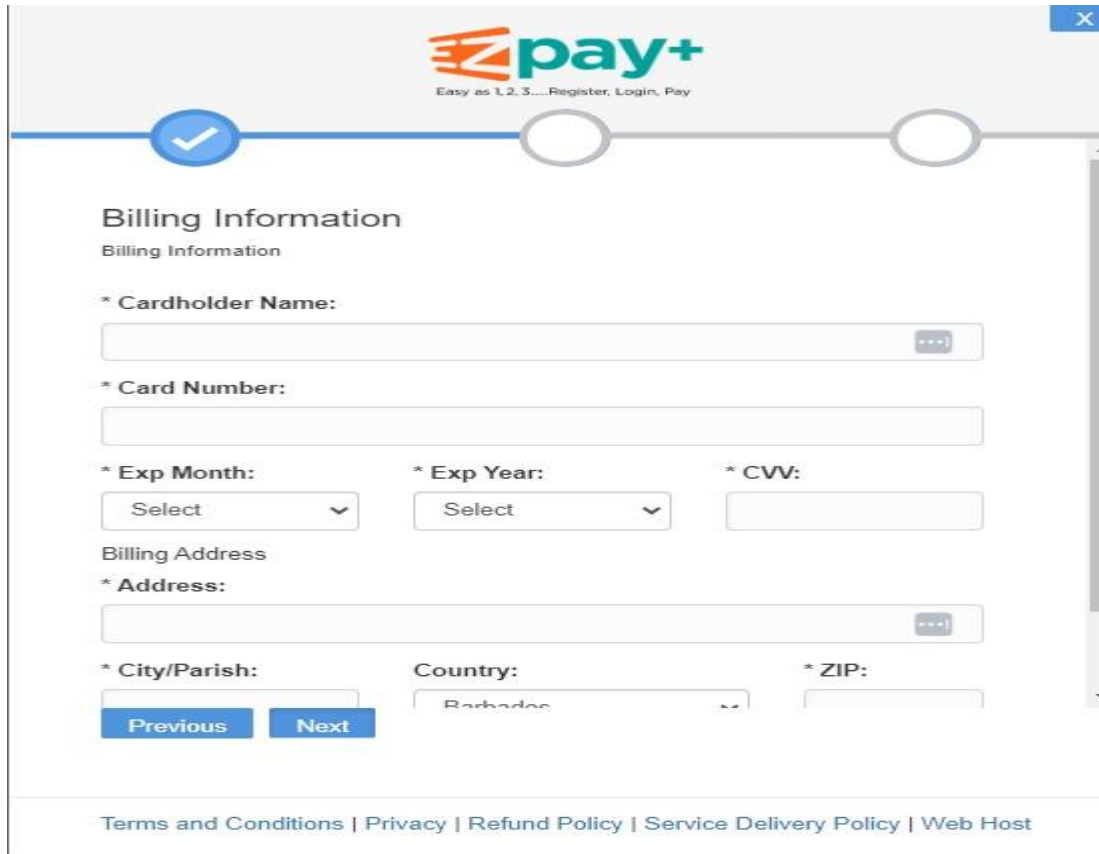
- Check the information of the order to pay
- Select **PAY WITH EZPAY** button



The screenshot shows a 'Transaction Page' with the following details:

- Invoice:** 2023-122
- Transaction ID:** 876
- Amount:** BBD 1,983.00
- Enter your email address to receive payment confirmation:** (empty text box)
- PAY WITH EZPAY** button (highlighted with a blue arrow)

- Enter all relevant credit card information and press **OK** button



The screenshot shows the 'Billing Information' form with the following fields:

- Cardholder Name:** (text box)
- Card Number:** (text box)
- Exp Month:** (dropdown menu, 'Select')
- Exp Year:** (dropdown menu, 'Select')
- CVV:** (text box)
- Billing Address:**
 - Address:** (text box)
 - City/Parish:** (text box)
 - Country:** (dropdown menu, 'Barbados')
 - ZIP:** (text box)


Buttons: **Previous**, **Next**

Footer: [Terms and Conditions](#) | [Privacy](#) | [Refund Policy](#) | [Service Delivery Policy](#) | [Web Host](#)

Step 5

- Once all information is entered correctly, a payment confirmation message will be displayed

Transaction Result



Payment Successful

YOUR PAYMENT HAS BEEN PROCESSED!
DETAILS OF TRANSACTIONS ARE INCLUDED BELOW

Status: PAID Reference number: 2023-123 Transaction Id: 877
Transaction number: 23113001423600714494 Amount Paid: BBD 1,983.00 Paid on: 29/11/2023

[Download Receipt](#)

[Go to payment order list](#)

- By clicking on the **Go to payment order list** button you must re-enter the portal with your credentials and you can find the payment order that has been processed, and then click on the **Download Receipt** button to get the pdf generated by the system
- A message will also be sent to the users' inbox
- Payment information will now be updated in ASYCUDA

2023	123	2023-11-29	RICHARD ALLEYNE	2023	R	62	2023-11-29	Download Receipt	Paid
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Note: If a Payment Order was previously created then the user proceeds to Step 2 (Creating Payment Order) to effect payment.