



ASYCUDA
world

TRANSIT (T1) MANUAL

**BARBADOS CUSTOMS
AND EXCISE
DEPARTMENT**



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1. INTRODUCTION

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

The **Cargo Manifest** is the first step in the Customs clearance process and shall be submitted to Customs using ASYCUDA World. The main purpose of the Cargo manifest is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all cargo carried onboard a vessel is accounted for, usually by means of individual customs declarations. It also gives the national Customs some advance information on imported cargo in order to plan examination priorities, risk assessment and optimize allocation of resources. ASYCUDA World provides Customs and Traders with the means to achieve greater efficiencies towards reducing clearance times and improvement of the business climate of Barbados.

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 Barbados Customs & Excise 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 TRANSIT MANIFEST

Definitions:

TRANSIT is a customs procedure that allows goods to be transported under customs control from a point of departure to a point of destination, with the temporary suspension of import duties, taxes, and trade policy measures. The duties and taxes are secured by a guarantee and are only paid (or the guarantee is released) at the final destination where the goods are formally cleared for import or re-exported.

TRANSHIPMENT is the movement of goods between two customs control areas or clearance offices either for home use or for export. This could be within the same port or transferred to another port.

The Transit of goods requires that the Carrier/agent first completes and registers the manifest.

Kindly refer to the Carrier/Agents manual for the Manifest Process.

3 COMPLETE THE TRANSIT DOCUMENT

Once the Manifest process is completed, a transit declaration is created based on the conditions outlined above then the Transit (T1) can be prepared.

Kindly refer to the Broker's manual for the Declaration Process.

The liability for all T1 transactions must be covered by way of a Transit Bond, (herein referred to as Bond) between the Customs Department and the Principal. Please ensure that a valid Bond is in place before proceeding to create the T1, as the system will not allow the T1 to be assessed if no bond has been processed.

The T1 document can be completed by the Carrier agent/Consolidator or a Clearing agent acting on the behalf of the consignee.

Master Waybill nature 24

This is for cargo arriving at a port of entry to be transferred to another clearance office for home use.

- No Entries are required for master waybills.
- A T1 is used to control the movement of the goods between the port of entry and the clearance office.
- The receiving transit shed must degroup the master waybill in AW before preparing the T1.
- The transit shed prepares and register the T1.

House Waybill nature 24

This is cargo arriving at one port of entry to be transferred to another port of entry or a Customs office for home use.

- An IM 8 SAD may be prepared to write-off the waybill at the port of entry.
- Officer verifies the entry and release order generated.
- A T1 is then generated from the IM 8 to control the movement between the port of entry and the destination customs office.

Master Waybill nature 28

This is cargo arriving at a port of entry intended for another country on a different vessel/aircraft. The other vessel/aircraft can be at the same port of arrival or a different port

- No Entries are required for master waybills.
- A T1 is used to control the movement of the goods between the port of entry and the clearance office.
- The receiving transit shed must degroup the master waybill in AW before preparing the T1.
- The transit shed prepares and register the T1.

House Waybill nature 28

This is cargo arriving at a port of entry intended for another country on a different vessel/aircraft.

- The other vessel/aircraft can be at the same port of arrival or a different port. In both cases an EX 8 SAD is required.
- If the goods are not in the same port then a T1 is required along with the EX8 to control the movement between ports.
- The transit shed prepares and register the T1.

To access the “**Transit Document**” (T1) expand the Document library and follow the path >>> **BETS >>>Transit >>> National >>> T1**, and right click “**New**” as illustrated in Figure 1.

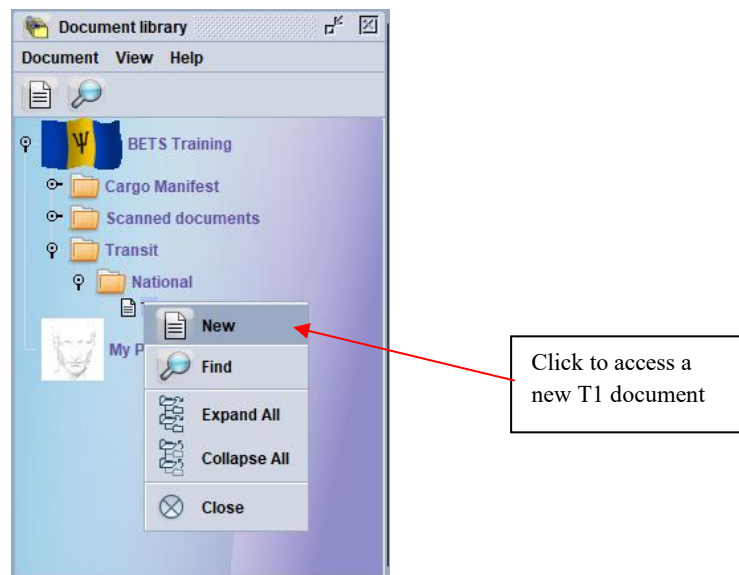


Figure 1: To access a new T1 Document

The T1 Transit document will appear as shown in Figure 2

The company responsible for the movement of goods

The company responsible for receiving the cargo (cargo custodian)

Information of the vehicle locally transporting the goods

Vessel transporting the goods

Dispatch office

Manifest/BL reference

Entity responsible for the guarantee account

T1 - New [n/a]

Barbados Customs and Excise Department ASYCUDA

1 DECLARATION
T1

3 Forms 1 1
4 Load List

5 Items 1 6 Nbr packages 2026

Transit Numbering

2 Dispatched by: No. []

8 Dispatched to: No. []

14 Declarant No. []

15 Country of export [] 15 C.E. Code [] 17 C.D. Code []
17 Country of destination []

18 Identity and nationality of active means of transport at departure 19 Ctr. []

21 Identity and nationality of active means of transport crossing the border

25 Mode Transport [] 27 Place of loading/unloading []

31 Packages and description of goods
Marks and numbers - Containers No(s) - Number and kind
Marks & no of packages
Nbr & Kind
Containers No(s)

32 Item 1 No. [] 33 Commodity code []

35 Gross mass (kg) []
38 Net mass (kg) []

40 Summary declaration / Previous document []

44 Add. info Documents Produced Certificates and authorization

A.I. Code []

Transshipment
Place and country [] Place and country []
Ident. and Nat. new means transp. []
Ctr. [] (1) Identity of new containers: []
(1) Enter 1 if Yes or 0 if No.

F CERTIFICATION BY COMPETENT AUTHORITIES
New seals Number [] Identity []
Signature: [] Stamp: []

50 Principal No. [] Signature [] C OFFICE OF DEPARTURE

51 Intended offices of transit
Country []
Represented by []
Place and date []

52 Guarantee not valid for [] Code [] 53 Office of destination and country []

D CONTROL BY OFFICE OF DEPARTURE
Results: [] Stamp: []
Seals affixed: Number: [] Identity: []
Time Limit: [] Departure date: []
Signature and name of declarant/representative
JANINE HAYNES

Transit T1 Additional N.I. Inspection Exit control Transport Remaining Qty & Wgt Generated T1s

Figure 2: New T1 Document

NB: THE CORRECT FORMAT FOR BOX 40 USING THE OFFICE CODE, YEAR, MANIFEST AND WAYBILL NUMBER.

- Movement of all the goods on the vessel
 - YEAR MANIFEST NUMBER
e.g 2026 14
- Consolidated Cargo, using a degrouped master waybill
 - YEAR MANIFEST NUMBER MASTER BL NUMBER
e.g. 2026 14 TSCW123456
- Cargo being moved from an inland office to another inland office or border office
 - OFFICE CODE YEAR MANIFEST NUMBER BL NUMBER
e.g. BBBBP 2026 14 TSCW123456

Once completed, you can choose to lodge the T1 by clicking the “diskette icon” which would allow the user to make changes to the document before registering by using the “blue tick”.

Lodge T1

Register T1

T1 - New [n/a]

File Edit View Help

Barbados Customs and Excise Department ASYCUDA

A CUSTOMS OFFICE

1 DECLARATION

2 Dispatched by: No.

3 Forms 1 4 Load List

5 Items 1 6 Nbr packages 2026

Transit Numbering

8 Dispatched to: No.

14 Declarant No.

15 Country of export 15 C.E. Code 17 C.D. Code

17 Country of destination

18 Identity and nationality of active means of transport at departure 19 Ctr.

21 Identity and nationality of active means of transport crossing the border

25 Mode Transport at border 27 Place of loading/unloading

31 Packages and description of goods

Marks and numbers - Containers No(s) - Number and kind

Marks & no of packages

Nbr & Kind

Containers No(s)

32 Item No. 1

33 Commodity code

35 Gross mass (kg)

38 Net mass (kg)

40 Summary declaration / Previous document

Figure 3: Lodge or Register the T1

The transaction box below will appear as seen in Figure 4 after registration.

Transaction completed

Registration is done # 4 2021 BBBGI 2021-03-01

☐ Print T1 document, customised

☐ Print Hardcopy

☐ e-Mail to:

Figure 4: Transaction Completed Box