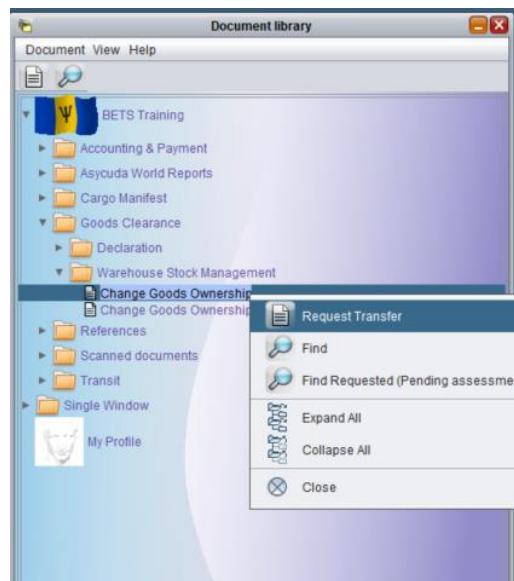


## ❖ BROKER INFORMATION

### 1. CHANGE GOODS OWNERSHIP

Warehouse keepers have the facility to link attached documents to the change of warehoused goods ownership in order to facilitate the upload of sales invoices and documents related to the change of ownership procedure. The procedure is as follows below:



*Figure: Request Change of Goods Ownership*

The Broker/warehouse keeper completes the following path to request a transfer of goods:

**BETS → GOODS CLEARANCE → WAREHOUSE STOCK MANAGEMENT → CHANGE GOODS MANAGEMENT → Right click then REQUEST TRANSFER**

The broker/warehouse keeper completes the “Change of Ownership” tab and then proceeds to fill the “Attached Scan Doc” tab as shown in figure below.

Enter search criteria

Enter the declarant reference number

*Figure: Change of ownership tab*

Change Goods Ownership - Request Transfer [2022]

Barbados Customs and Excise Department ASYCUDA

Change Goods Ownership - Attached Documents Page

Code	Description	Reference	Date
068	Certificate of Origin		
099	Investment plan document 1st year		
100	Investment plan document 2nd Year		
105	Purchase Order		
110	Manufacturing instructions		
120	Stores requisition		
130	Invoicing data sheet		
140	Docking instructions		

Click here to add the selection to the below box

Select document type from dropdown box

Enter document reference

Enter document reference date

Change of Ownership Attached scanned doc

Figure: Attached document tab

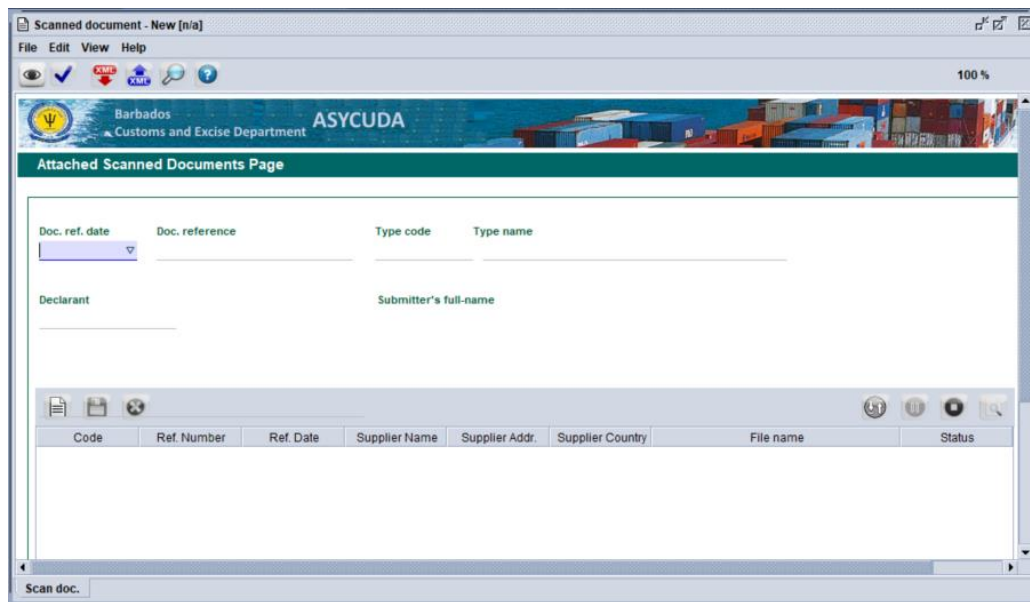
The system will prompt for the scanned documents to be uploaded as seen below. Select the blue tick to add the scan.

Scan Documents Upload

Error: Scan document not found!  
Would you like to upload documents now?

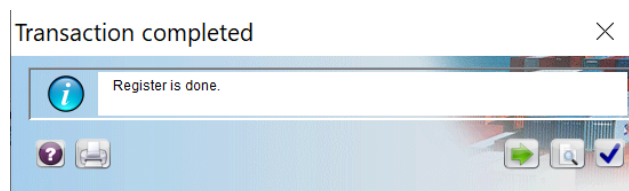
✓ ✗

Figure: Prompt to upload document

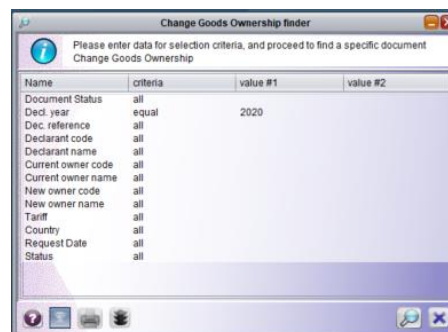


*Figure: Dialogue box to add scanned document*

Once all of the information is filled use the blue tick to validate and save the scan.



*Figure: Transaction Completed*



*Figure: Find transfer document*

After the request for change of goods ownership has been made and approved, the warehouse owner may provide the new owner of the goods with a summary report of the goods in the warehouse. The Previous owner uses the finder to locate the transferred goods.

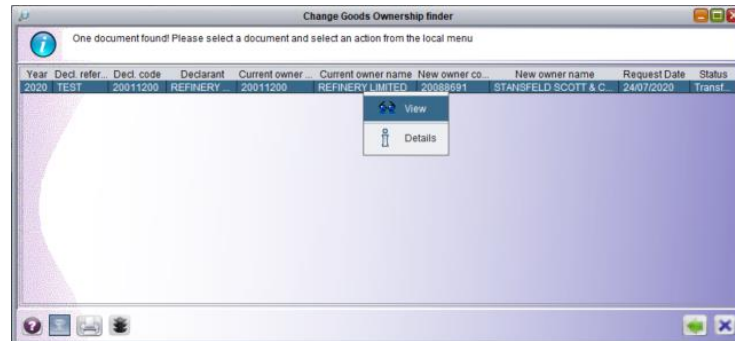


Figure: View the transfer document

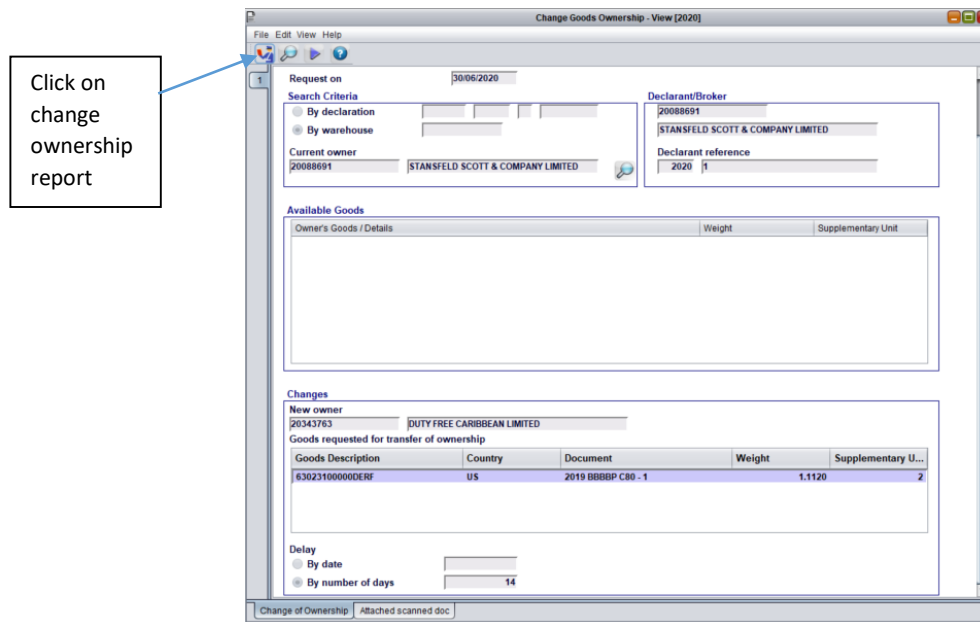


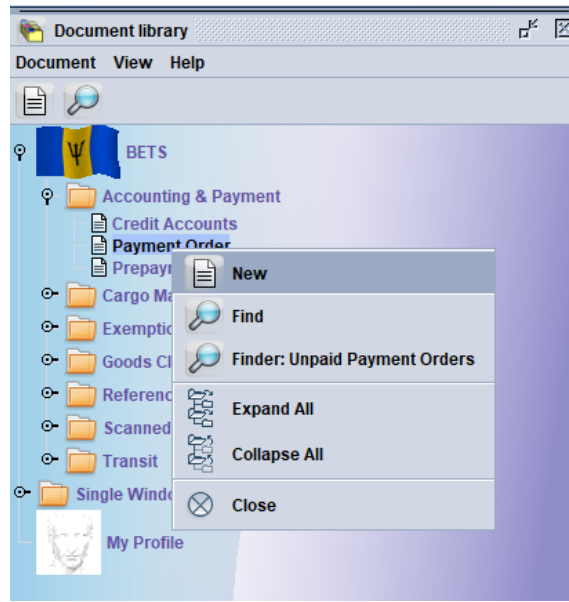
Figure: Change goods ownership report

CHANGE OF OWNERSHIP DETAILS					
Declarant:	20088691	Reference	1	Request date	30-Jun-2020
Current owner:	20088691	STANFELD SCOTT & COMPANY LIMITED			
New owner:	20143763	DUTY FREE CARIBBEAN LIMITED			
Item Nbr	Goods / Commodity	Document Reference	Country	Weight	Suppl. Unit
1	6302310000000000	2019 BHHHF C80 - 1	US	1.112	2.00
Total :				1.112	2.00

*Figure: Example of Change goods ownership report*

## 2. PAYMENT ORDER PREPAYMENT FACILITY

Importers may use the payment order document to pay multiple declarations at the same time. Prepayment account holders also have the ability to make payments on declarations that were not originally assessed against a prepayment account. The account holder is required to create a new Payment Order and follow the process as outlined below by entering the SAD reference information. Account holders are also able to use their accounts to cover miscellaneous payments as well e.g. warehouse fees, overtime and broker's licenses.



*Figure: Creating a new payment order*

A new payment order form will appear as shown below. Enter the necessary information for each document to be paid i.e. SADs and Other Duties, Fees and Taxes.

**Payment Order - New [n/a]**

**Payment Order**

Declarant Code:  Company Code:  Payment Order Number:   
 Name and Address:  Customs Office:   
 Receipt Identification:  Date:   
 Amount Collected:  0.00

**Declarations**

Declarant Reference	Registration Reference	Model	Assessed Amount
Declarant Reference	Office	Registration Reference	Model
		Status	Assessed Amount

Total Amount for Declarations:  0.00

**Other Duties, Fees and Taxes**

Code	Description	Reference	Amount
AMD	MANIFEST AMEND		
AML	AMUSEMENT		
ARL	ARCADE		
CAL	CLEARING AGENT		
CAS	CUSTOMS AUCTION		
DCT	AIRPORT SERVICES		
FIC	FINES BY COC		
FTL	FTL		

Total Amount for other Transactions:  0.00

**Means of Payment**

Code	Description	Reference	Bank Code	Amount
Code	Description	Reference	Bank Code	Amount

General

*Figure: New Payment order form*



Payment

Declarant Reference	Office	Registration Reference	Model	Status	Assessed Amount
18481 2020 payment13	BBBPP	2020 C 130	IM 4	Original	1,066.00

Total Amount for Declarations: 1,066.00

Other Duties, Fees and Taxes

Code	Description	Reference	Amount
ARL	ARCADE	ARCADE FEE 2020	100.00
AMD	MANIFEST AMEND	2020 123	200.00
FIC	FINE S BY COC	FINE	400.00

Total Amount for other Transactions: 700.00

Means of Payment

Code	Description	Reference	Bank Code	Amount
------	-------------	-----------	-----------	--------

Prepayment account

☒ Reference **1** PIN

Total for declarations	1,066.00
Total for other payments	700.00
Total amount to be charged	1,766.00

Total Amount Tendered:   
Change in Cash:   
Total Amount Collected: 0.00

General

Tick the Reference box and enter the Prepayment Account information

Figure: Completed Payment Order

Complete the payment order form with the declarations to be paid and select the blue tick to generate the payment order. Once successful the below transaction complete box will appear.

Transaction completed

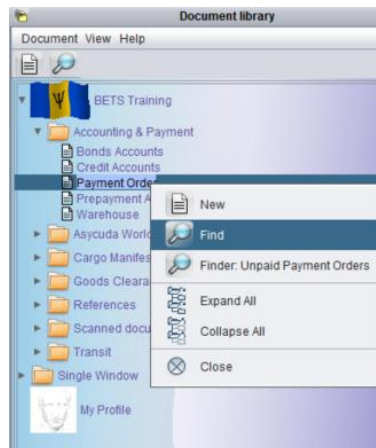
Generate is done.  
Payment Order Reference: 2022 - 10

☐ Print pre-form

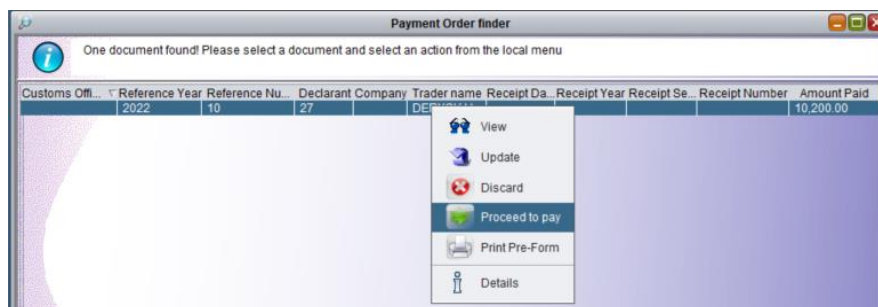
?

Figure: Transaction Complete box

Use the Document Library to find the payment order using the Reference number provided. Retrieve the payment order generated, right click and select “Proceed to pay” as shown in figure.



*Figure: Find the payment order created*



*Figure: Retrieving generated payment order*

Once successful the below transaction complete box will be generated.



*Figure: Transaction completed box*

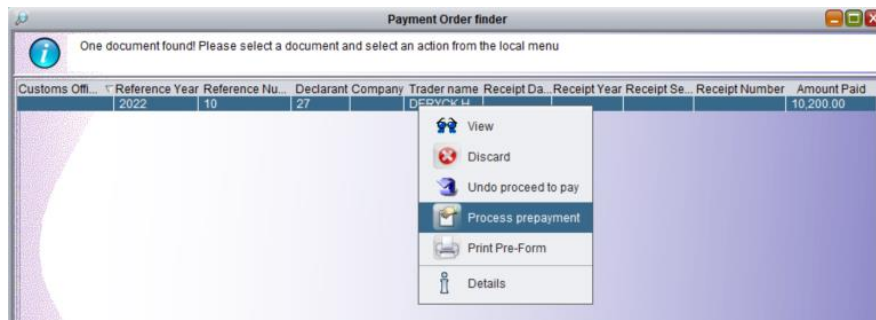


Figure: Process prepayment

Payment Order - Process prepayment [BBBBP]

File Edit View Help

100 %

Declarant Code: [ ] Company Code: [ ]

Name and Address: [ ]

Payment Order Number: 2022 10

Customs Office: BBBBP BRIDGETOWN PORT

Receipt Identification: [ ] Date: [ ]

Amount Collected: 10,200.00

**Declarations**

Declarant Reference	Registration Reference	Model	Assessed Amount

Total Amount for Declarations: 0.00

**Other Duties, Fees and Taxes**

Code	Description	Reference	Amount
AML	AMUSEMENT	12345	200.00
CAS	CUSTOMS AUCTION	car auction	10,000.00

Total Amount for other Transactions: 10,200.00

**Means of Payment**

Code	Description	Reference	Bank Code	Amount
61	Payment using prepayment account			10,200.00

General

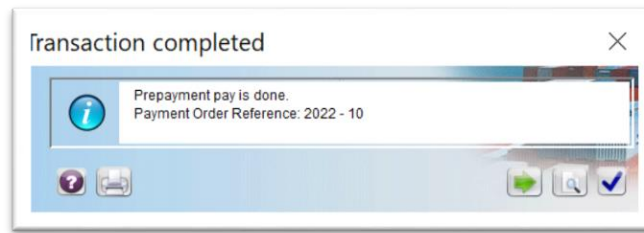
Click the tick once completed

Enter Office code

Chose appropriate Means of Payment (61)

Figure: Completed Payment Order

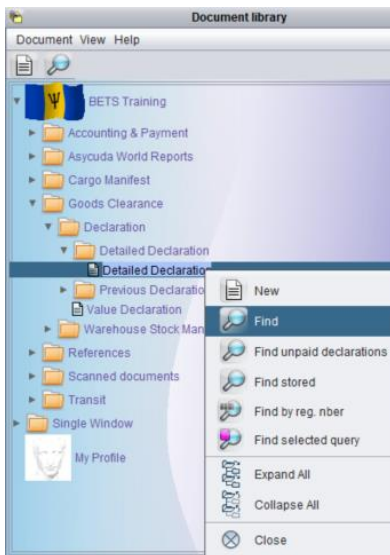
**Kindly note that the Brokers must choose Means of Payment (61) – payment using prepayment account.**



*Figure: Transaction Complete*

### 3. ORIGINAL AND CURRENT SELECTIVITY COLOR

This feature allows the user to use the finder to facilitate searches related to the original color that was assigned to a SAD and show the results with both the Original and Current selectivity color.



*Figure: Find declaration*

The ASYCUDA user utilizes the document library to locate the declaration of interest. Once the finder box opens as shown below, enter the requisite information to narrow the search criteria.

Detailed Declaration finder

Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration

Name	criteria	value #1	value #2
Document Status	all		
Clearance off.	all		
Reg. Ser.	all		
Reg. Nber	all		
Reg. Date	all		
Ast. Ser.	all		
Ast. Nber	all		
Ast. Date	all		
Rcp. Serial	all		
Rcp. Date	all		
Rcp. Nber	all		
Qty Items	all		
On-Site	all		
Warehouse Code	all		
Declarant	all		
Dec. reference y...	equal	2021	
Ref. Nber	all		
Type	all		
Gen. proc.	all		
Exp. Code	all		
Imp. Code	all		
Total taxes	all		
Current Colour	all		
Original Colour	all		
Account	all		
Barcode	all		
Amount to be paid	all		

Figure: Finder box

The Detailed Declaration Finder displays the Current color and the Original color of the entry for ease of reference.

Detailed Declaration finder

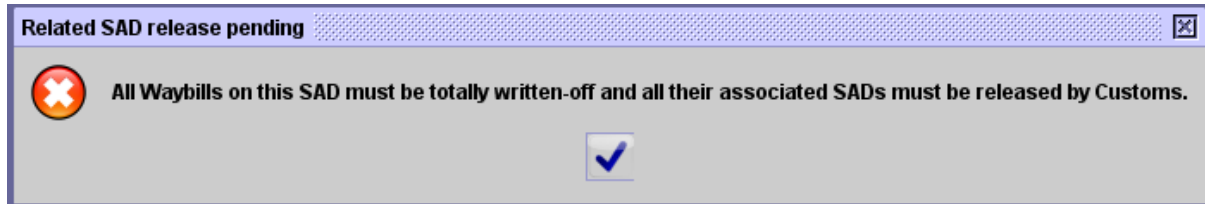
25 documents found! Please select a document and select an action from the local menu

Year	Off.	Declarant	Decl. C.	Ref. Nber	Re.	Reg.	R.	Type	Gen. P.	Items	Exporter	Rcp. Se.	Recie.	Rcp. Date	Consignee	Consg. Co.	Total taxes	Warehous.	Ast. Ser	Ast. #	Ast. Date	Current Colour	Original Colour
2021	BBB...	DERYC...	27	TIFFANY				IM	4	1					A ONE SUPERMARKET LIMIT...	20005922	72.32						
2021	BBB...	DERYC...	27	JANTEST...				IM	4	1					ZULU INTL INC# 27BELLEV...	1000109...	7,022.50						
2021	BBB...	DERYC...	27	FABIAN1	C	21		IM	4	2					ELECTRIC SALES & SERVIC...	20010474	34,173.21		L	23	24/03...		
2021	BBB...	DERYC...	27	FABIAN3	C	24		IM	4	2					ELECTRIC SALES & SERVIC...	20010474	34,173.21		L	27	25/03...		
2021	BBB...	DERYC...	27	FABIAN4	C	27		IM	4	2					ELECTRIC SALES & SERVIC...	20010474	38,073.21		L	30	25/03...		
2021	BBB...	DERYC...	27	JANTEST...	C	323		IM	4	1					SIMPSON MOTORS LIMITED...	20092661	0.00		L	341	03/11...	Query	Red
2021	BBB...	DERYC...	27	CERTIFIE...	C	326		IM	4	1		R	216	08/12/...	R M JONES & CO. LTD. WHIT...	20007687	90.20		L	344	08/12...	Red	Red
2021	BBB...	DERYC...	27	CERTIFIE...	C	327		IM	9	1					R M JONES & CO. LTD. WHIT...	20007687	0.00		L	345	08/12...	Green	Red
2021	BBB...	DERYC...	27	FABIAN5	C	33		IM	4	2					ELECTRIC SALES & SERVIC...	20010474	13,371.96		L	36	25/03...	Red	Red
2021	BBB...	DERYC...	27	TESTEX82	T	4		EX	8	1	MARI...	R	74	03/06/...	OASIS BOUTIQUE LIMITEDO...		10.00		L	89	03/06...	Blue	Blue
2021	BBB...	DERYC...	27	JANINE	C	65		IM	4	1		R	72	02/06/...	A ONE SUPERMARKET LIMIT...	20005922	72.32		L	67	19/05...	Green	Yellow

Figure: Current and original color indicated


## 4. RELEASE ORDER INSTRUCTIONS

A Release Order can only be generated if all declarations associated with the waybill are Green/Blue /Permit Onsite. However, if the BL is not completely written-off and any of the associated SADs are assigned to Red/Yellow/Query then the below will appear when trying to generate a release.



*Figure: Related SAD Release Pending*

Once the Waybill is totally written-off and all associated SADs are assigned to the appropriate lanes, the release will then be generated and the **“Instruction”** at the bottom of the release will indicate the number of SADs for BL write-off and the number of packages remaining in BL as shown on the Customs Release Order Figure below.



**Barbados  
Customs & Excise Department**  
Barbados Port Inc. Building, University Road, Barbados  
Tele: 310-5800 | Fax: 430-2570

**CUSTOMS RELEASE ORDER**

Printed on 19/01/2022 at 13:44

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**A - PART I: GENERAL INFORMATION**

<b>01 - CUSTOMS OFFICE:</b> BBBBP BRIDGETOWN PORT <b>03 - VOYAGE NUMBER:</b> NICVOY1 <b>05 - WAYBILL NUMBER:</b> NICBILLHOUSE1 <b>07 - CONSIGNEE NAME:</b> RACHAEL SISNETT <b>09 - CARRIER AGENT NAME:</b> ZIM INTEGRATED SHIPPING SERVS. LTD. <b>10 - VESSEL:</b> WE OUTSIDE <b>12 - TIME ISSUED:</b> 1:44:21	<b>02 - MANIFEST REG. NUMBER:</b> 2021 51 <b>04 - DEPARTURE:</b> 10-May-2021 <b>06 - ARRIVAL DATE:</b> 18-May-2021 <b>08 - CONSIGNEE ADDRESS:</b> WALKERS VALLEY #2, ST. GEORGE <b>11 - CUSTOMS REFERENCE #:</b> C 12 19-JAN-2022 <b>13 - DECLARANT CODE:</b> 1
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**B - PART II: INFORMATION ABOUT THE LOCATION**

14 - LOCATION CODE	15 - NAME OF TRANSIT SHED
BBBBPS02	Shed 2 - Bridgetown Port

---

**C - CARGO DESCRIPTION**

16 - PACKAGE TYPE	17 - NUMBER OF PACKAGES	18 - GROSS WEIGHT IN KILOS	19 - VOLUME
Package	10		
20 - DESCRIPTION			
APPLES			

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**D - CONTAINER (C) AND VEHICLE (V) INFORMATION**

21 - CONT. ID/VEHICLE VIN	22 - CONT. TYPE/VEHICLE BRAND	23 - CONT. SEAL/VEHICLE MODEL

---


**E - INSTRUCTION**

The cargo examination has been completed and the cargo has been RELEASED by CED. 2 Release Order(s) required for exit. Number of packages remaining on BL: 0. Please be guided accordingly.

Printed By:

NICOLE DRAKES

Comptroller of Customs



Release  
Instruction  
Details

*Figure: Customs Release Order*

In the above example (Customs Release Order), the broker has to present two (2) release orders as seen in the instructions to release the cargo. Once all SADs for that particular Bill of Lading (BL) is completed the guard will see the “Number of packages remaining on BL: 0”. This is a clear indication that the required action(s) has been taken.