

❖ 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:

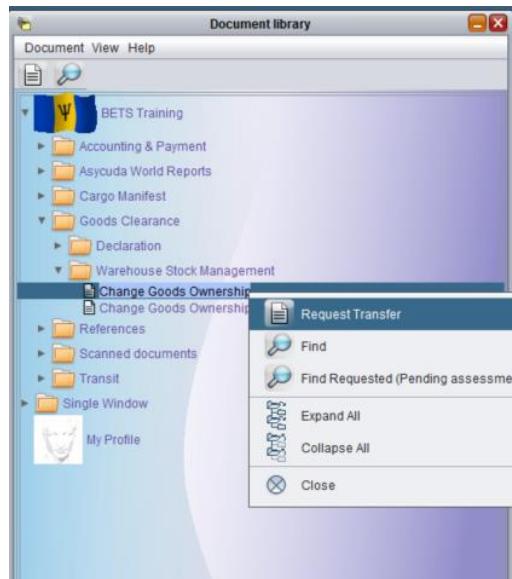


Figure: Request Change of Goods Ownership

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.

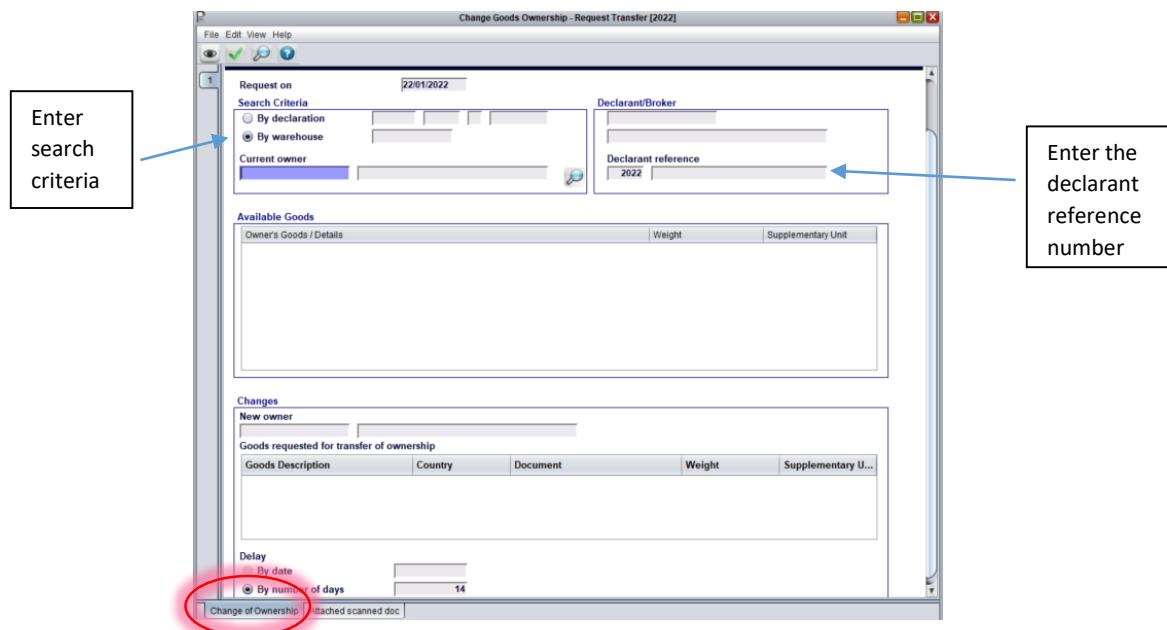


Figure: Change of ownership tab

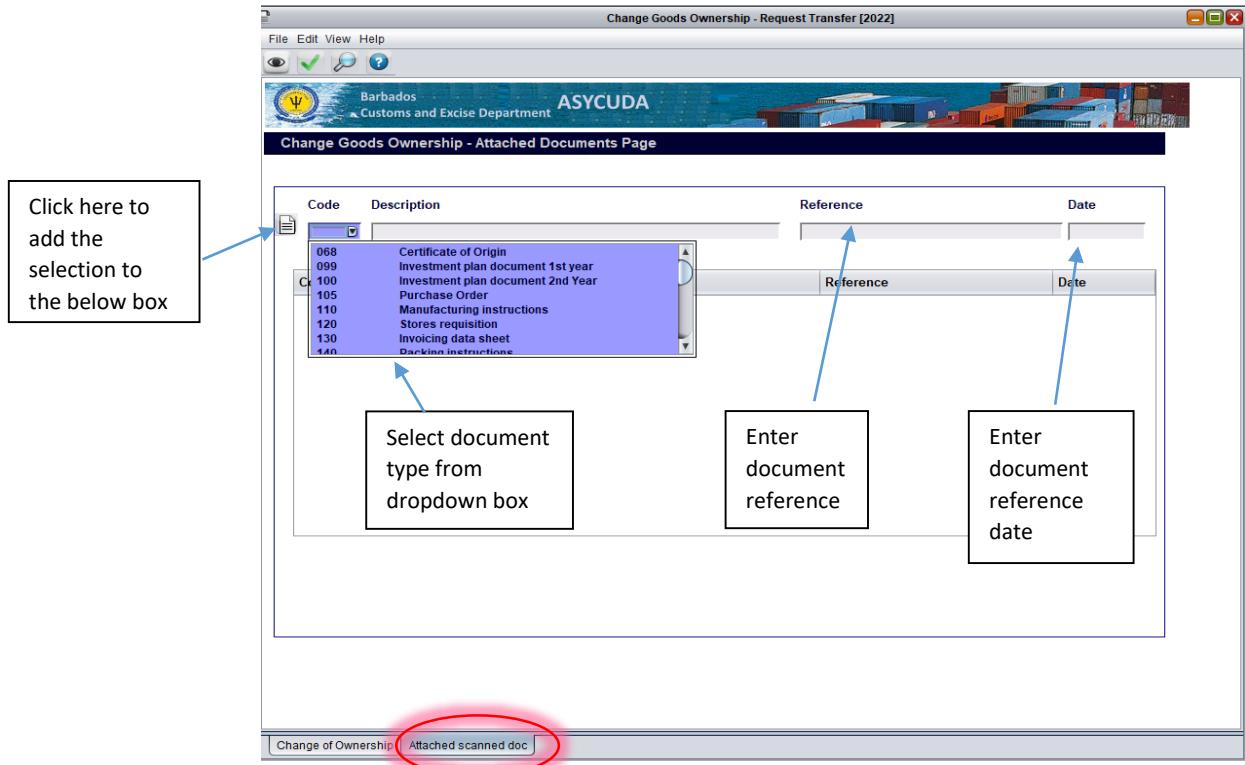


Figure: Attached document tab

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

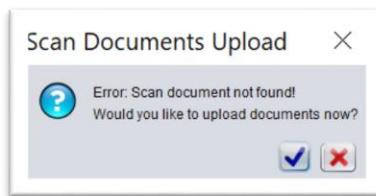


Figure: Prompt to upload document

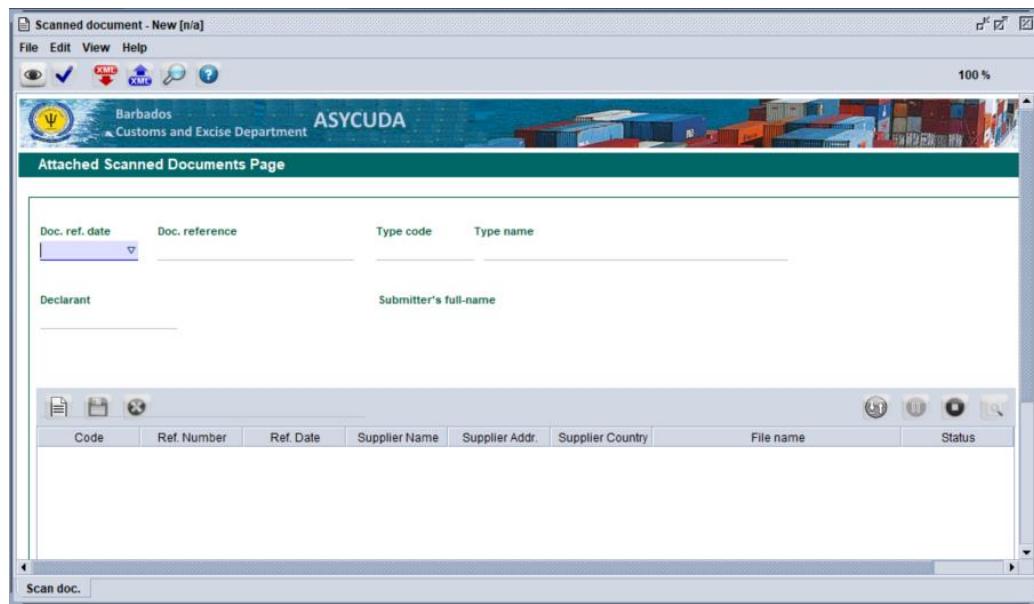


Figure: Dialogue box to add scanned document

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

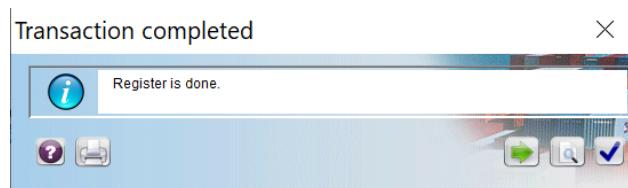


Figure: Transaction Completed



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.

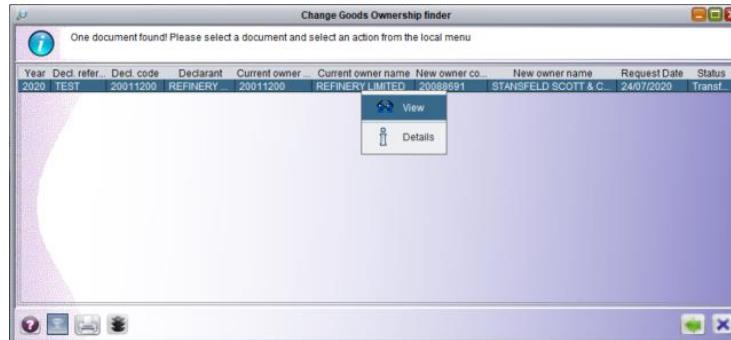


Figure: View the transfer document

Click on
change
ownership
report

Changes				
New owner 20343763	DUTY FREE CARIBBEAN LIMITED			
Goods requested for transfer of ownership				
Goods Description 630231000000DERF	Country US	Document 2019 BBBBP C80 - 1	Weight 1.1120	Supplementary U... 2

Figure: Change goods ownership report

CHANGE OF OWNERSHIP DETAILS					
Declarant:	20088691	Reference	1	Request date	30-Jun-2020
Current owner:	20088691	STANSFIELD SCOTT & COMPANY LIMITED			
New owner:	20343763	DUTY FREE CARIBBEAN LIMITED			
Item Nbr	Goods / Commodity	Document Reference	Country	Weight	Suppl. Unit
1	63023100000DKHF	2019 HBBBBP 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.

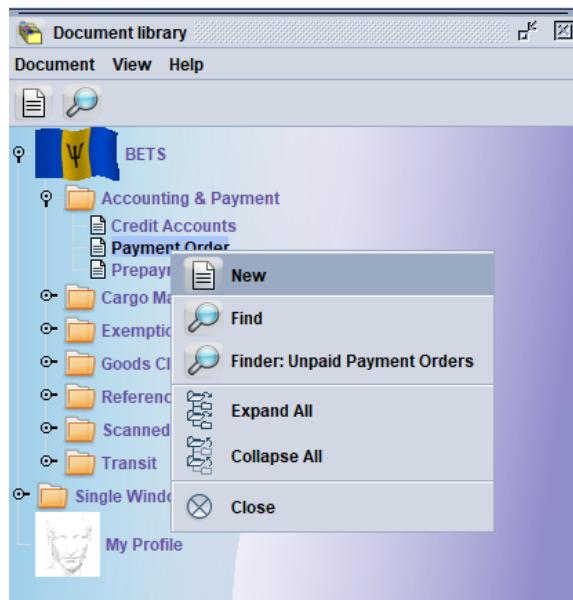


Figure: Creating a new payment order

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.

The screenshot shows the 'Payment Order - New [n/a]' window. The interface is divided into several sections:

- Declarant Information:** Fields for Declarant Code, Company Code, Name and Address.
- Payment Order Details:** Fields for Payment Order Number, Customs Office, Receipt Identification, Date, and Amount Collected (set to 0.00).
- Declarations:** A table with columns for Declarant Reference, Registration Reference, Model, and Assessed Amount. A button is available to add more rows.
- Other Duties, Fees and Taxes:** A table with columns for Code, Description, Reference, and Amount. A dropdown menu is open, showing options like AMD, AML, ARL, CAL, CAS, DCT, FIC, and FTL. Another table below shows a list of codes and descriptions.
- Means of Payment:** A table with columns for Code, Description, Reference, Bank Code, and Amount. A table below shows a list of codes and descriptions.

Annotations with arrows point to specific fields:

- An annotation box labeled "Enter Declarant or company code" points to the Declarant Code field.
- An annotation box labeled "Enter the Declaration reference" points to the Declarant Reference field.
- An annotation box labeled "Chose option from the drop box" points to the dropdown menu in the Other Duties section.
- An annotation box labeled "Click to add information to the box below" points to the button in the Declarations table.

Figure: New Payment order form

The screenshot shows a software application window titled "Payment Order". At the top, there's a toolbar with icons for file operations like Open, Save, Print, and Help. Below the toolbar is a menu bar with "File", "Edit", "View", and "Help". The main area contains several tables:

- Declarant Reference:** A table with columns: Declarant Reference (18481 2020 payment13), Office (BBBBP), Registration Reference (2020 C 130), Model (IM 4), Status (Original), and Assessed Amount (1,066.00).
- Other Duties, Fees and Taxes:** A table with columns: Code, Description, Reference, and Amount. It lists three items: ARL (ARCADE) with reference ARCADE FEE 2020 and amount 100.00; AMD (MANIFEST AMEND) with reference 2020 123 and amount 200.00; and FIC (FINES BY COC) with reference FINE and amount 400.00.
- Means of Payment:** A table with columns: Code, Description, Reference, Bank Code, and Amount. This section is currently empty.
- Prepayment account:** A table with columns: Reference (with a checked checkbox), PIN (*****), and Amount. It shows Total for declarations (1,066.00), Total for other payments (700.00), and Total amount to be charged (1,766.00).
- Total Amounts:** Summary fields showing Total Amount for Declarations (1,066.00), Total Amount for other Transactions (700.00), Total Amount Tendered (0.00), Change in Cash (0.00), and Total Amount Collected (0.00).

A callout box with a blue arrow points to the "Reference" field in the prepayment account section. The text inside the callout box reads: "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.

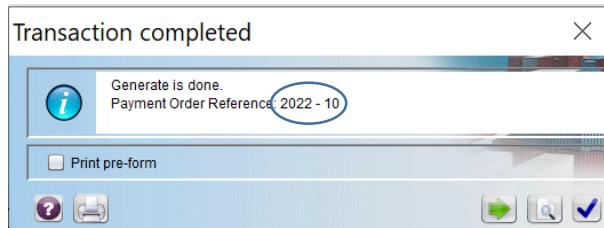


Figure: Transaction Complete box

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.

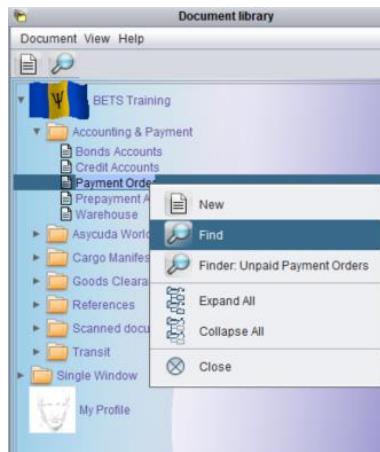


Figure: Find the payment order created

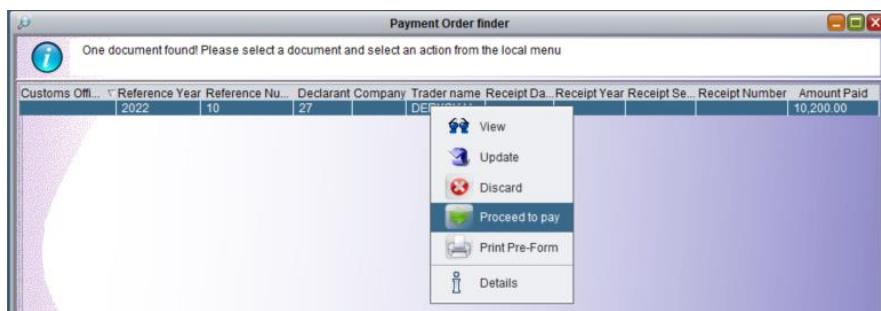


Figure: Retrieving generated payment order

Once successful the below transaction complete box will be generated.

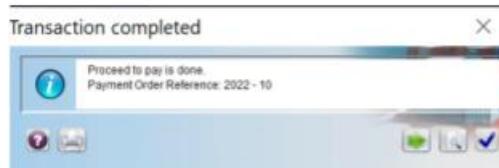


Figure: Transaction completed box



Figure: Process prepayment

Figure: Completed Payment Order

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

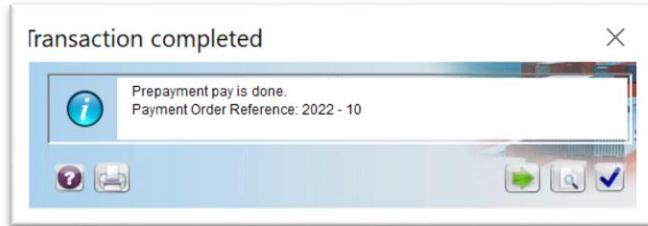


Figure: Transaction Complete

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.

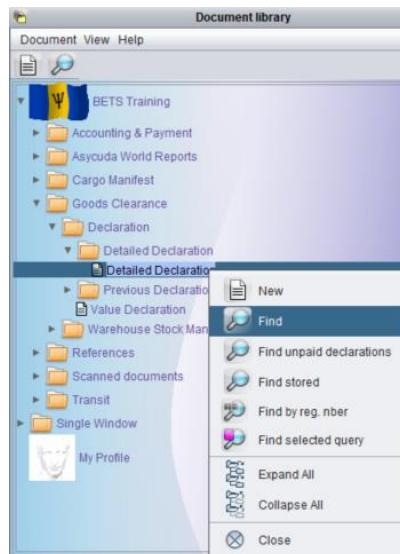


Figure: Find declaration

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.



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	Offl...	Declarat...	Ded. C...	Ref.Nber	Re...	Reg. ... R...	Type	Gen. P...	Items	Exporter	Rcp. Se...	Recie...	Rcp. Date	Consignee	Consig. Co...	Total taxes	Warehous...	Ast. Ser	Ast. #	Ast. ...	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#27BELLEVIL...	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	38,873.21	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 LIMITED...		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.

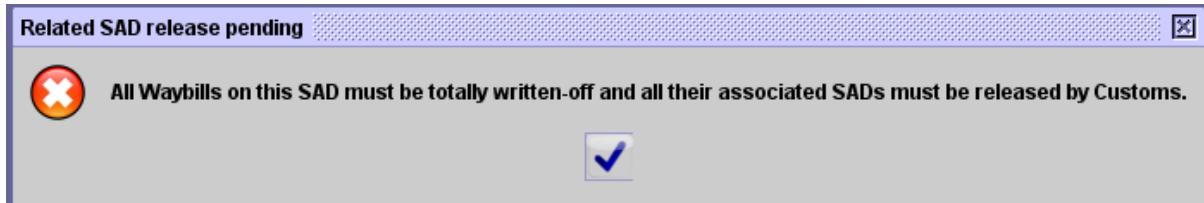


Figure: Related SAD Release Pending

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 <small>Barbados Port Inc. Building, University Road, Barbados Tel: 310-5800 fax: 430-2370</small>			
CUSTOMS RELEASE ORDER			
Printed on 19/01/2022 at 13:44			
A - PART I: GENERAL INFORMATION			
01 - CUSTOMS OFFICE:	BBBBP BRIDGETOWN PORT	02 - MANIFEST REG. NUMBER	2021 51
03 - VOYAGE NUMBER:	NICVOY1	04 - DEPARTURE	10-May-2021
05 - WAYBILL NUMBER	NICBILLHOUSE1	06 - ARRIVAL DATE:	18-May-2021
07 - CONSIGNEE NAME	RACHAEL SISNETT	08 - CONSIGNEE ADDRESS	WALKERS VALLEY #2, ST. GEORGE
09 - CARRIER AGENT NAME:	ZIM INTEGRATED SHIPPING SERVS. LTD.	11 - CUSTOMS REFERENCE #	C 12 19-JAN-2022
10 - VESSEL:	WE OUTSIDE	13 - DECLARANT CODE	1
12 - TIME ISSUED	1:44:21		
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			
D - CONTAINER (C) AND VEHICLE (V) INFORMATION			
21 - CONT. ID/VEHICLE VIN	22 - CONT. TYPE/VEHICLE BRAND	23 - CONT. SEAL/VEHICLE MODEL	
E - INSTRUCTION <hr/> <p>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.</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div>Printed By: JOSEPH DRAKES</div> <div>Comptroller of Customs</div> </div> <div style="text-align: center;">  </div>			

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.